



NIMBLE ACCOUNTING

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*see everything*

Nimble Team

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# **PART - I**

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## **Setting Up Your Business with Nimble Accounting**

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### **Chapter 1: Corporation Setup**

Create Corporation

Create / Manage Profit Centre

Manage Chart of Accounts

Vendor Management

Customer Creation

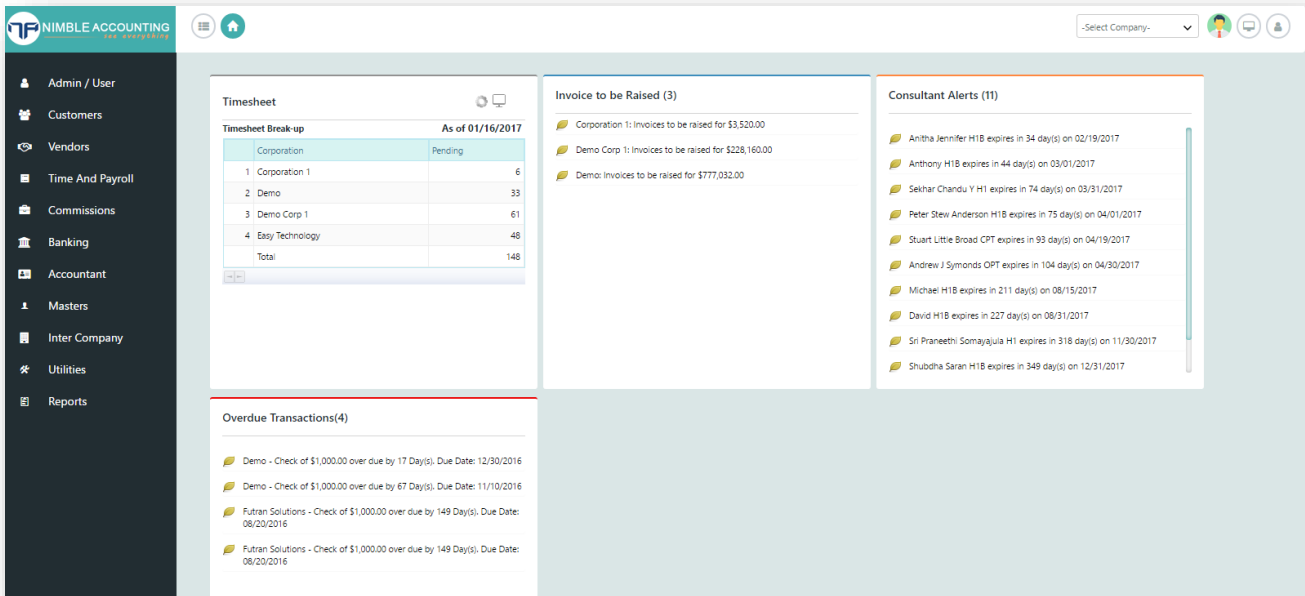
Sales Team Details

## Chapter 1: Corporation Setup

### Create Corporation

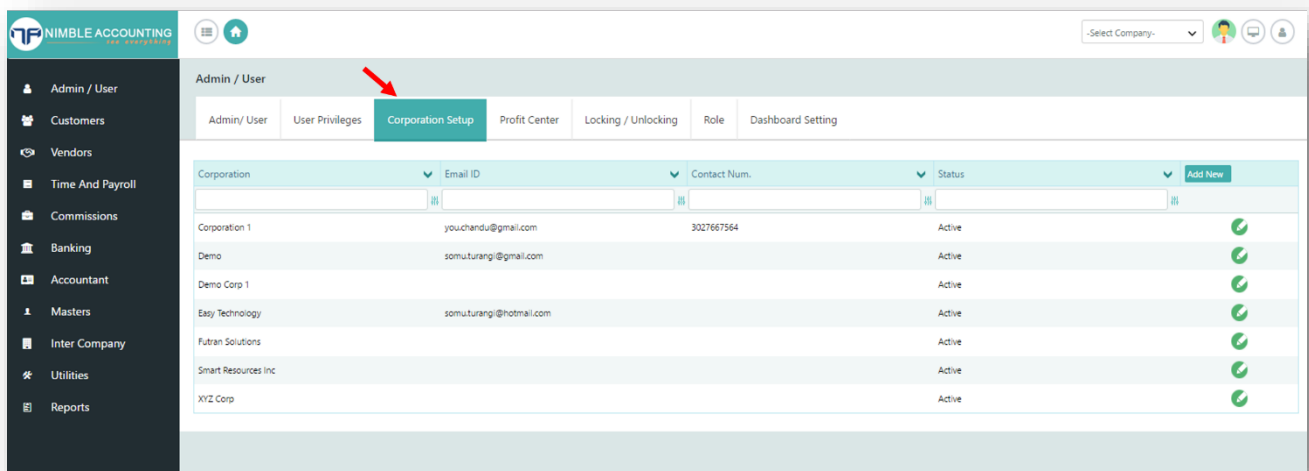
To Create Corporation, login into Nimble Accounting Application with the user credentials.

After Successful login, you will be redirected to **Nimble Accounting Main Screen** as shown in the below image.



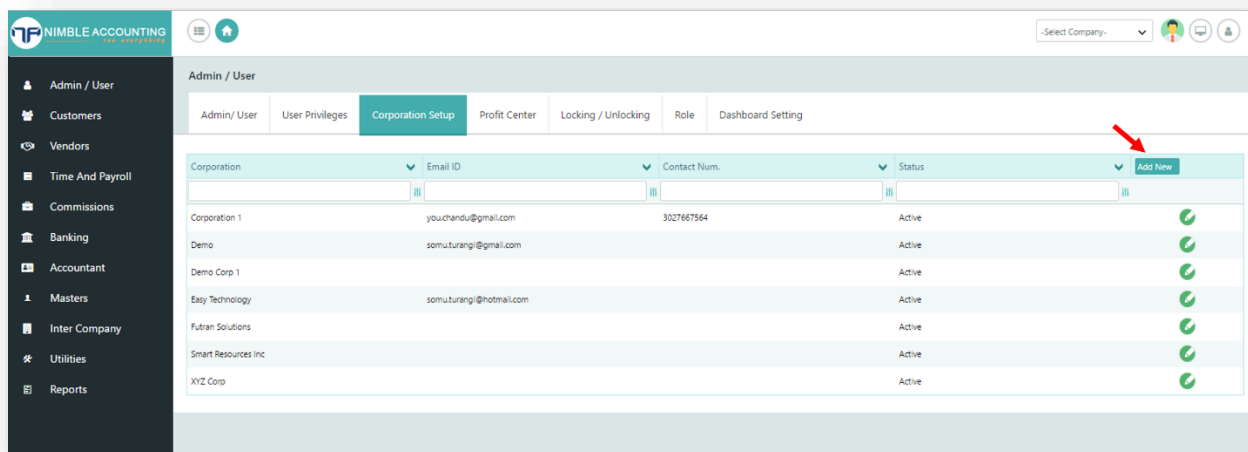
Nimble Accounting Main Screen

Click on **Admin/User** in left side Menu and select **Corporation Setup Tab** as show below



Corporation Main Screen

After that, you will be redirected to Corporation Main Screen, where all list of corporations created will be displayed. If you are new user, you will have only one corporation which was created at the time of Signup.



### Create Corporation Screen

To add a new corporation, click on **Add New** Button which is highlighted in above screen, then you will be redirected to New Corporation created screen as shown below.

**Corporation Profile**

Corporation Name\*  Federal ID

Corporation Short Name  Company Type

Country

Is Legal Name Equal To Corporation Name ☒ Yes ☐ No

Legal Name\*

Chart of Accounts (to be created)\* ☒ Default ☐ Custom

Company Logo

### Corporation Profile Screen

## 1) Create Corporation Profile

Fill the form with mandatory fields like Corporation Name, Legal Name and select the Chart of Accounts (to be created), Company type, location, etc. After filling the details click on **Save & Next** button.

## 2) Contact Details

After creating Corporation Profile, fill the Corporation **Contact Details**.

Communication Email ID field is used as sender address for sending mails in Nimble Accounting. If communication mail id is not updated, Email ID field will be consider as sending address.

Corporation Contact Details Screen

Click Save and Next, and move to **Financial Settings**

## 3) Financial Settings

In Financial Settings, Select the Financial Year, Date of Incorporation, Start Date, End Date, Business Start Date, Business End Date. You need to enable/disable Create consultant login automatically on Profile Save and Click **Save & Next**, proceed to **Chart of Accounts**.

## 4) Chart of Accounts

You can proceed with the default Chart of Accounts which is preconfigured in Nimble Accounting or you can customize your own templates.

To Customize the Chart of Accounts:

- **Step 1:** Download Chart of Accounts Template by clicking on the **Chart of Accounts Template** as shown in the below screen. Copy your Corporation Chart of Accounts to the downloaded template, after successful copying, save the file in the format (.xls, .xlsx, .csv file).
- **Step 2:** Select Corporation
- **Step 3:** Select File using Browse Button

- **Step 4:** Click on Import Button.

Charts of Account Screen

### 5) Attachments

In Attachments , you can attach Corporation Documents , Max of 5 files, each of maximum size of 1MB in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps file format only.  
Click on Save & Close to finish the Create Corporation Process.

## Create / Manage Profit Centre

A profit centre is a subunit of a corporation that is responsible for revenues and costs.

To create a profit centre, Navigate to Profit Centre Screen (Home → Admin/User → Profit Centre) and Click **Add New** Button as shown below

Corporation	Profit Center Name	Contact Person	Contact Number	City	Status	Add New
Demo	Demo 2				Active	✓
Demo	HGT				Active	✓
Demo Corp 1	Demo Corp 1				Active	✓
Easy Technology	Easy Technology				Active	✓
Futran Solutions	Futran Solutions				Active	✓
Smart Resources Inc	Smart Resources Inc				Active	✓

Profit Centre Screen

After that, you will be redirected to screen showing Profit Centre details, Contact details in two separate tabs as shown below, by default Profit Centre details tab will get selected and fill the mandatory fields.

Profit Centre Details Screen

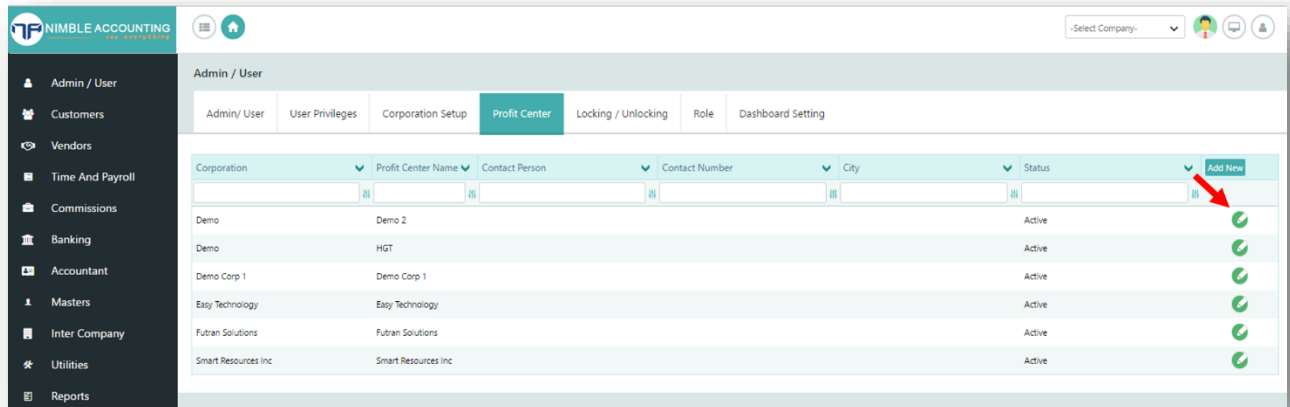
Select the **Corporation**, for which Profit Centre has to be created. Enter **Profit Centre Name**, if exist select Sub Profit Centre of, Start Date and End Date, and if you had any documents related to Profit Centre, you can attach the same in Attachments section. Attachments should be max of 8 files, each of maximum size of 2MB in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps file format only.

After Completion of filling Profit Centre details, navigate to Contact details tab.

Profit Centre Contact Details Screen

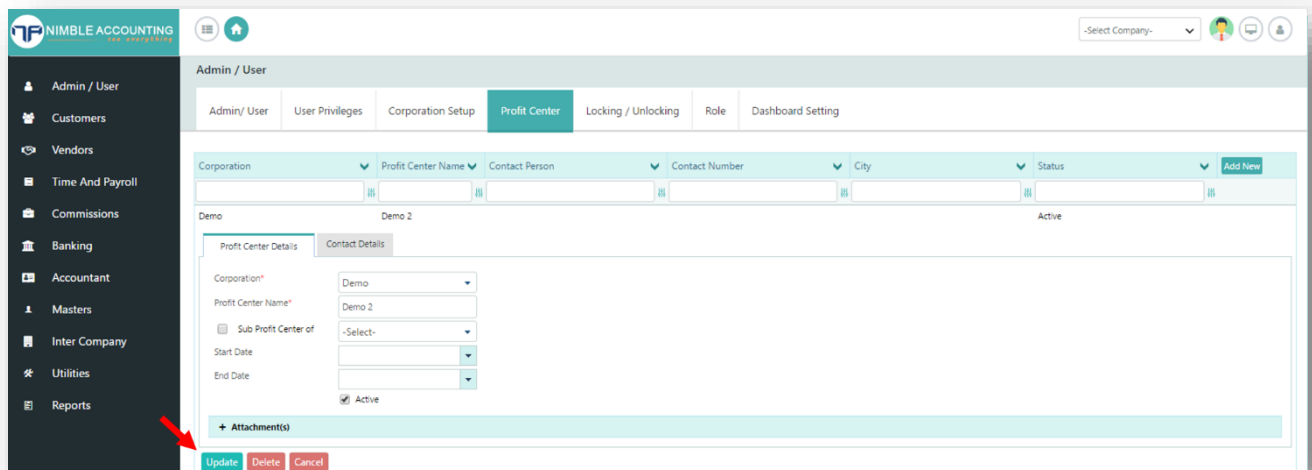
After filling the necessary details. Then Click on **Save & New** to Save and Create a New Profit Centre, or Click on **Save & Close** to Save the Profit Centre, Reset to Clear the details, Cancel to Close without saving.

To Modify a Profit Centre, navigate to Profit Centre Screen (Home → Admin/User → Profit Centre) and Click on **Edit icon** as show below



Profit Centre Screen – Edit

After Clicking on Edit icon, you will be redirected to screen where you can modify the Profit Centre Details, Contact details as show below.



Profit Centre Details Screen – Modify

After modifying necessary changes, click on **Update** Button to save/update the Profit Centre details.



## Manage Chart of Accounts

To manage Chart of Accounts, Navigate to Chart of Accounts Screen (Home → Masters → Chart of Accounts) where you can Add New, Import and Delete as show below.

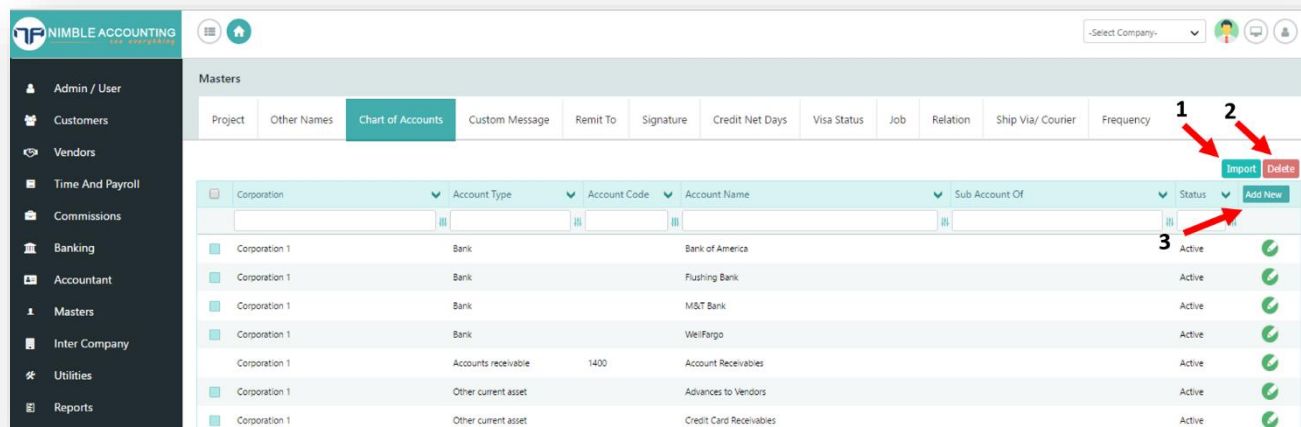
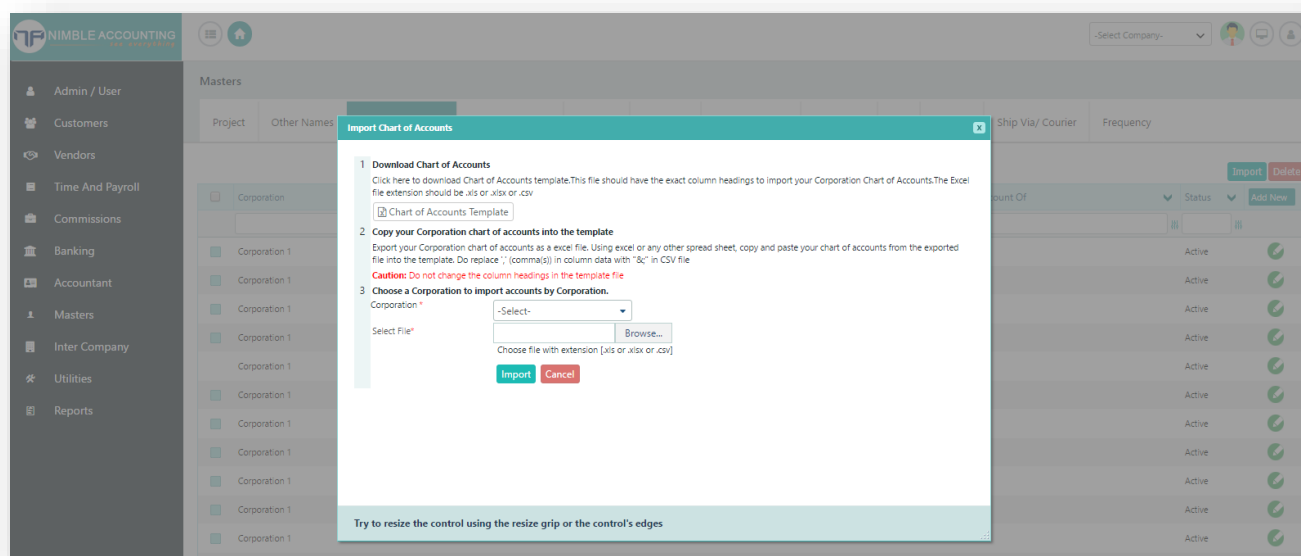


Chart of Accounts Screen

1. To Import Chart of Accounts, Click on Import Button, then **Import Chart of Accounts** screen will be popup as show below



Import Chart of Accounts Screen

Import of Chart of Accounts is a three step process:

- **Step 1:** Download Chart of Accounts Template by clicking on the **Chart of Accounts Template**. Copy your Corporation Chart of Accounts to the downloaded template, after successful copying, save the file in excel (.xls, .xlsx, or .csv file).
  - **Step 2:** Select Corporation and Select File using Browse Button
  - **Step 3:** Click on Import Button.
2. To Delete a Chart of Accounts, Click on **Delete** Button as shown above in Chart of Accounts Screen.
  3. To add a new Chart of Accounts, Click on **Add New** Button as shown above in Chart of Accounts Screen. After clicking on the button, you will be redirected to below screen to add a Chart of Accounts.

The screenshot displays the 'Add New' screen for a Chart of Accounts in the Nimble Accounting software. The interface features a sidebar menu on the left with various navigation options. The main content area is titled 'Masters' and includes a tabbed interface. The 'Chart of Accounts' tab is currently selected. Below the tabs, there is a table with columns for Corporation, Account Type, Account Code, Account Name, Sub Account Of, Status, and an 'Add New' button. The 'Add New' button is highlighted. Below the table, the 'Account Details' form is visible, containing fields for Corporation (set to 'Demo'), Account Type (set to 'Credit Card'), Account Code, Account Name, Sub Account Of (set to '-Select-'), Description, Credit Card Num, and Opening Balance (0.00 As of 01/16/2017). At the bottom of the form are 'Save' and 'Cancel' buttons.

Chart of Accounts Screen – Add New

Select the **Corporation** to which Chart of Accounts to be added, Account Type and Account Name which are mandatory fields and remaining fields based on requirement. After that Click on **Save** Button to Save the Chart of Accounts.

To **Edit / Modify** a Chart of Account, Navigate to Chart of Accounts Screen (Home → Masters → Chart of Accounts) and you need to click on **Edit Icon** as show below

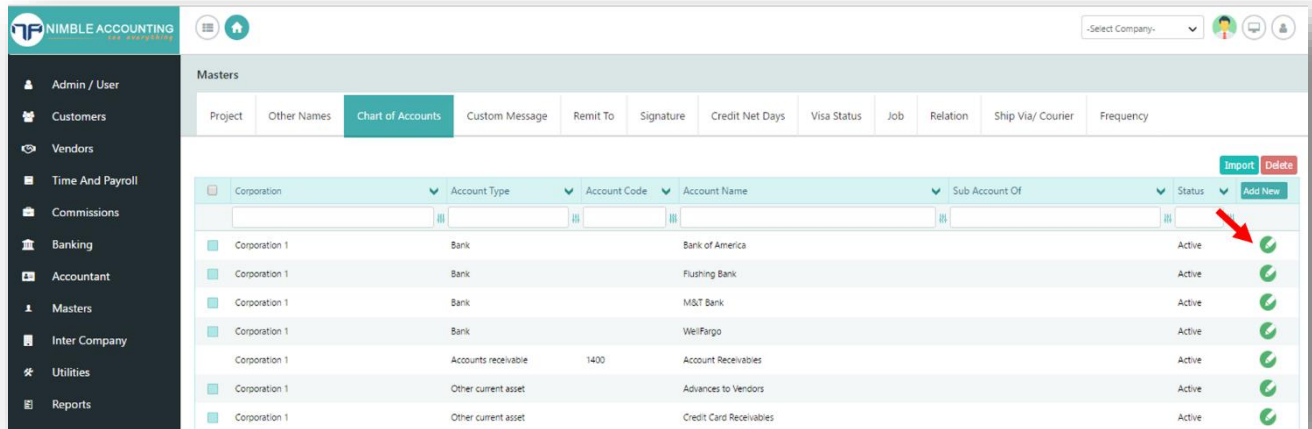


Chart of Accounts Screen – Edit

After clicking on Edit icon, you will be navigated to below shown screen, perform the required modifications and click on **Update** Button to save the modifications.

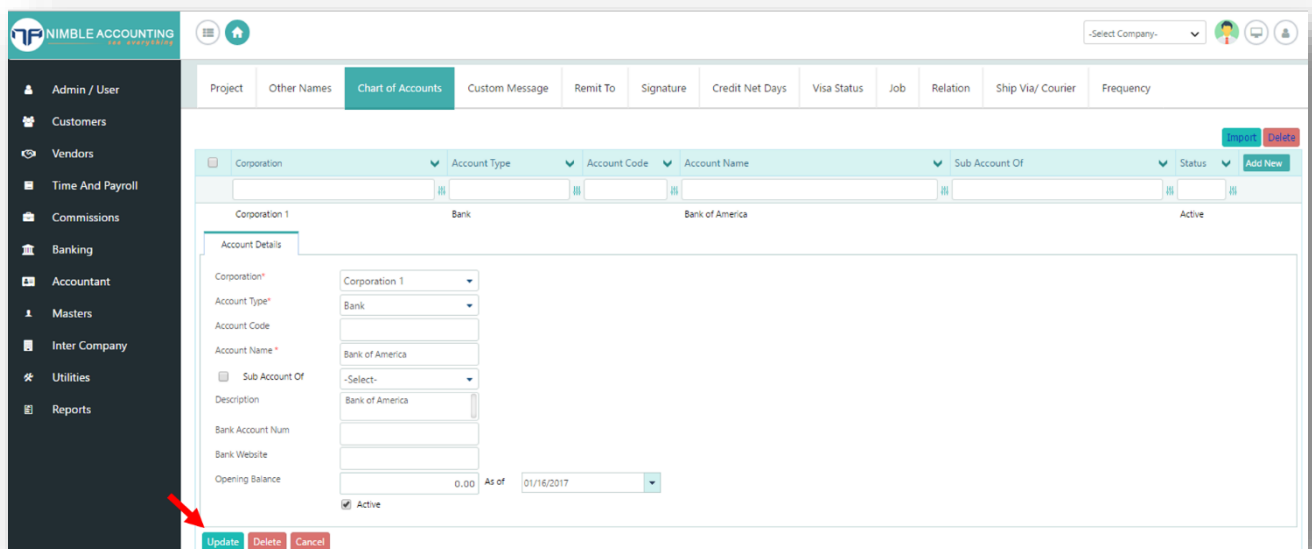
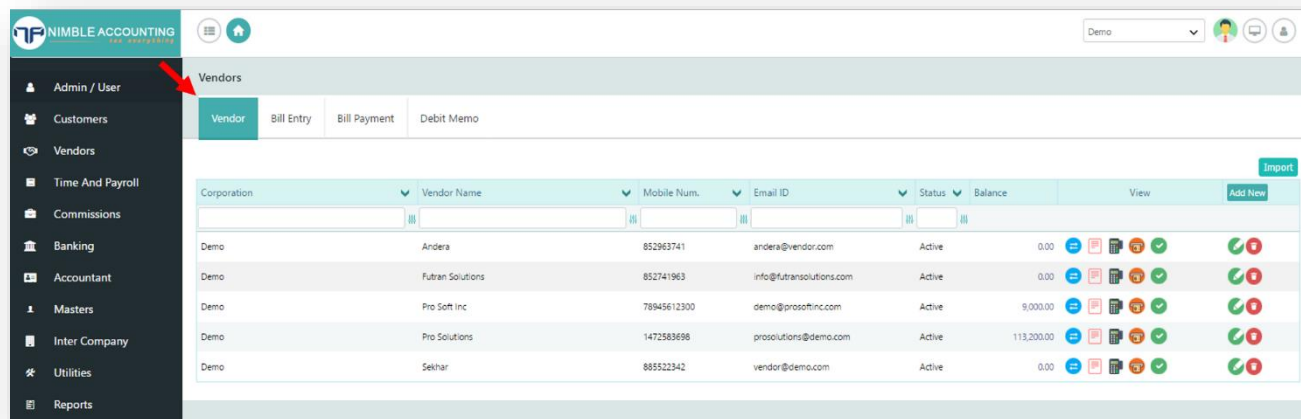


Chart of Accounts Screen – Modify

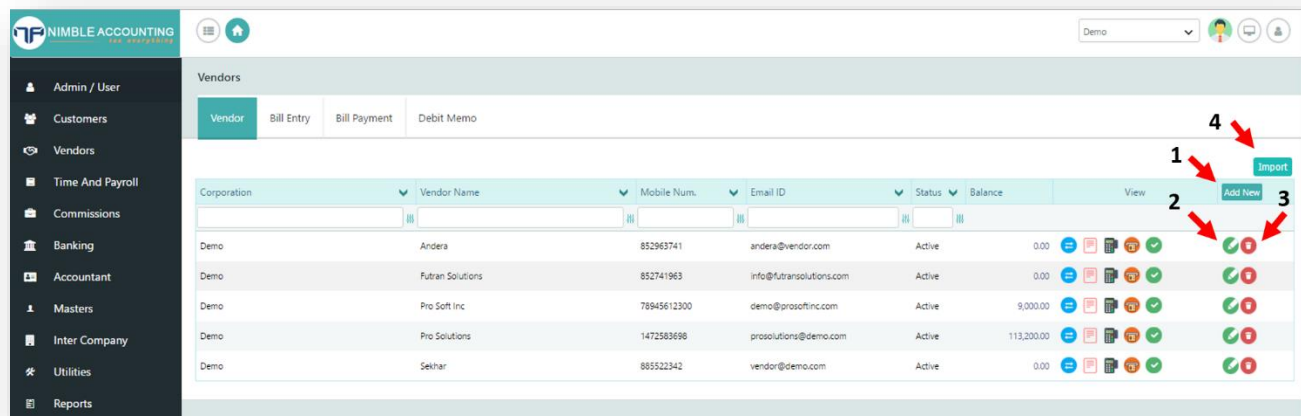
## Vendor Management

Here you can enter the details of a vendor for future reference and use. Your user Role/ Privileges determines the level of your access to the screen and the ability to modify any details such as adding, deleting and editing etc. To Create a New Vendor navigate to Vendors main Screen (Home → Vendors) and select on vendor as shown below



Payables Main Screen

After Clicking on Vendor, you will be navigated to Vendor Screen where you can **Add, Edit, and Delete** Vendors. To add a new vendor click on **Add New** button, click on **Edit** icon to edit/modify vendor details, click on **Delete** icon to delete a vendor as shown below



Vendor Main Screen (1- Add New, 2-Edit Icon, 3-Delete Icon, 4- Import)

After clicking on Add New Button, you will be navigated to screen showing **Vendor Information, Address Details, Additional Details, and Notes & Attachments** in separate tabs as shown below.

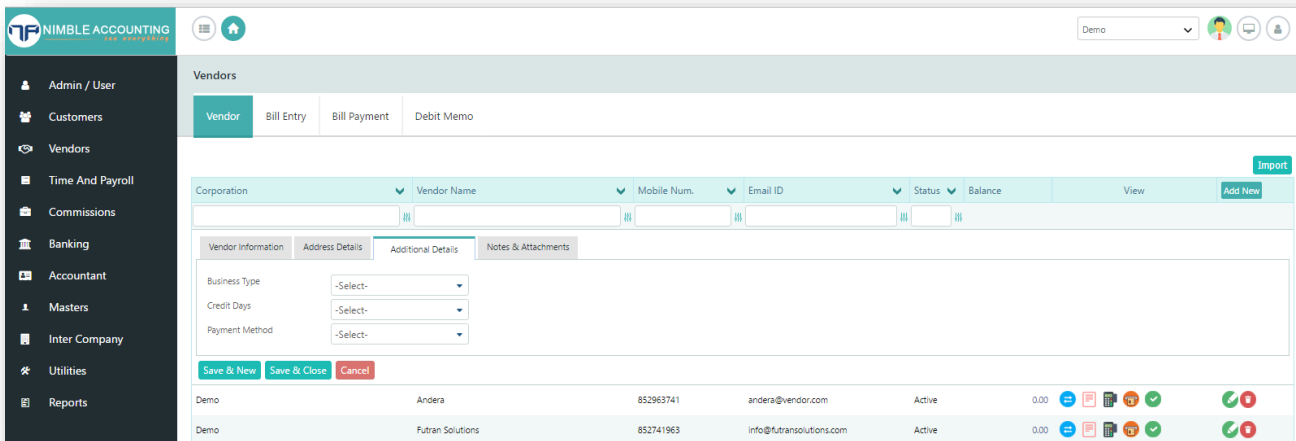
By default vendor information tab is selected, fill the mandatory fields like **Select the Corporation, Vendor Name** and provide necessary information required for you in future.

Vendor Information – Vendor main screen

After filling necessary vendor information, navigate to Address Details tab

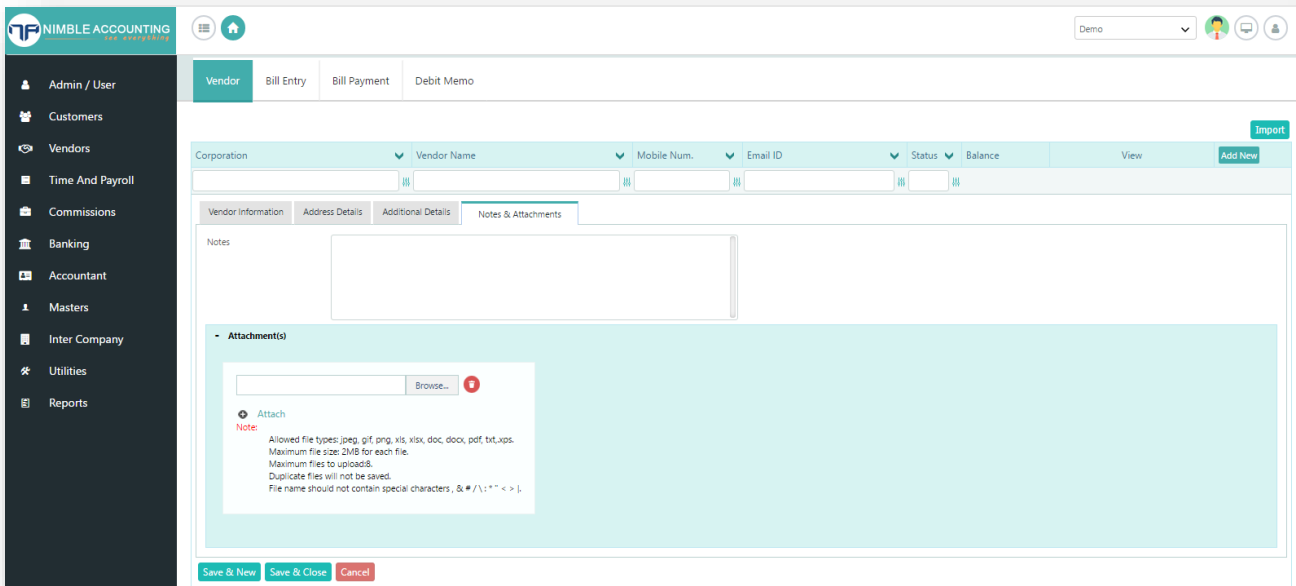
Address Details – Vendor main screen

Next navigate to Additional Details tab, fill necessary information required.



Additional Details – Vendor main screen

Next navigate to Notes & Attachments tab, where you can add notes and attachment any documents related to vendor in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps, with a maximum file size of each 2 MB and a max 8 uploads.



Notes & Attachments – Vendor main screen

After filling information all the tabs, click **Save & Close** button to save the vendor information, click **Save & New** button to save and create a new vendor, click **Cancel** button to cancel the process.

To edit vendor, click on the **Edit icon**, where you will be navigated to vendor information screen. Make necessary updates and click on **Update** button, to save the changes performed.

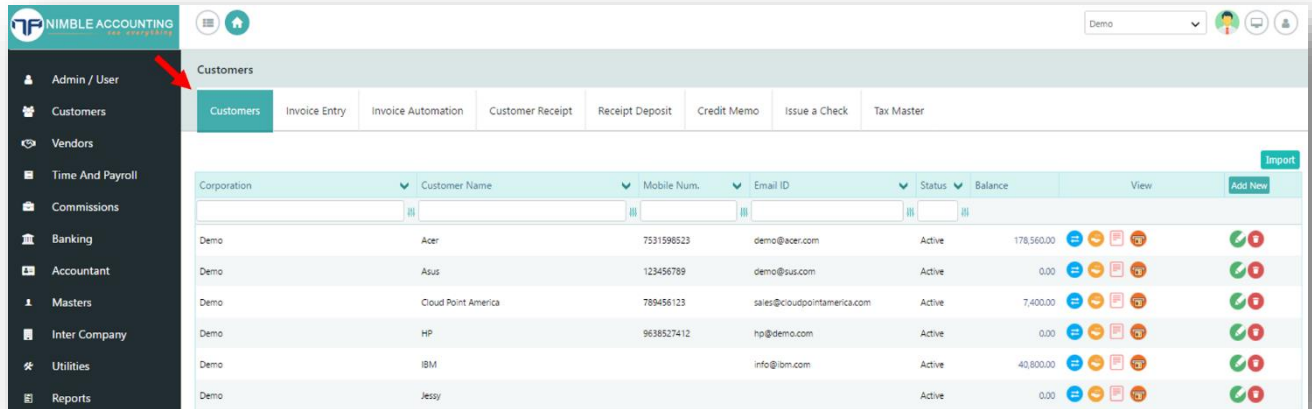
Vendor main screen –Edit

You can upload multiple vendor's information using **Import** vendor's option. To import, click on Import Button on Vendor main screen, then Import Vendors screen will get pop up, Select the **Corporation** and browse the file to be imported. Imported file must in xls, xlsx or csv format only. You can also download the vendor import sample / template file.

Vendors Import screen

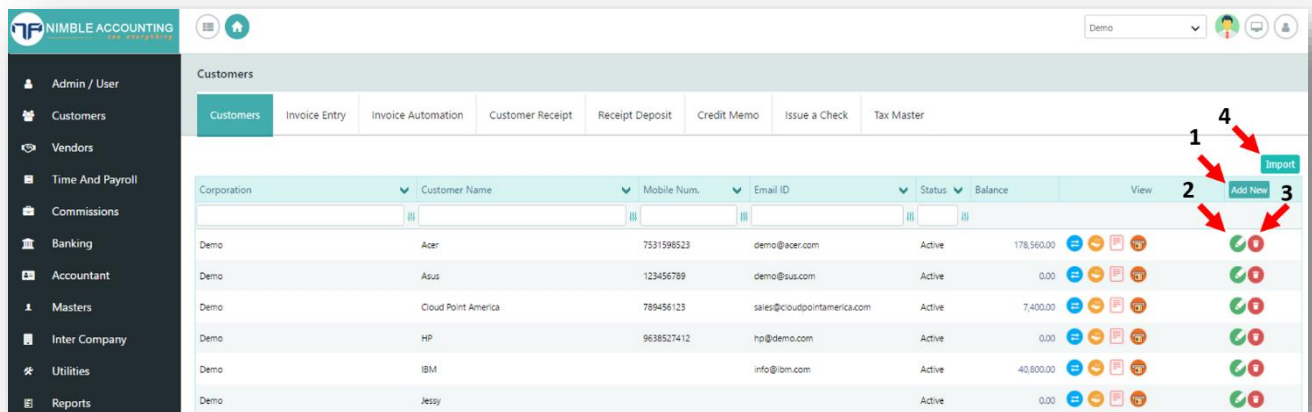
## Customer Creation

To create a new customer, navigate to **Customers** main screen (Home → Customers) and Select **Customer** tab.



Receivables Main Screen

Then you will be redirected Customer main screen. In Customer main screen, you can add **new**, **import**, **edit** & **delete** customer. Apart from that, you can also View Transactions, Invoice Entry, Customer receipt and Credit Memo.



Customer Main Screen (1-Add New, 2-Edit, 3-Delete, 4-Import)



To add new customer, click **Add New** then you will be navigated to screen showing **Customer Information, Address Details, Additional Details, Notes & Attachments** in separate tabs. By default customer information tab is selected, fill the mandatory fields like **Select the Corporation, Customer Name** and provide necessary information required for you in future.

The screenshot shows the 'Add Customer' screen in the Nimble Accounting software. The 'Customer Information' tab is selected. The form includes fields for Corporation (a dropdown menu), Customer Name, Federal ID, Company Name, Check to be printed as, and Doing Business As. There are also checkboxes for 'Add this customer to all corporations' and 'Is Inter-Company'. The right side of the form contains fields for Salutation, First Name, Middle Name, Last Name, Mobile Num., Alternative Num., Work Num., Fax Num., Email ID, CC Mail ID, Website, and Opening Balance. The Opening Balance is set to 0.00 as of 01/16/2017. The bottom of the screen has 'Save & New', 'Save & Close', and 'Cancel' buttons.

Add Customer Main Screen – Customer Information

After filling necessary customer information, navigate to Address Details tab

The screenshot shows the 'Add Customer' screen in the Nimble Accounting software, with the 'Address Details' tab selected. The form is divided into two sections: 'Billing Address' and 'Delivery Address'. The 'Billing Address' section includes fields for Name, Address, Country (a dropdown menu), State (a dropdown menu), City, and Zip Code. The 'Delivery Address' section includes a checkbox for 'Same as Billing Address', and fields for Name, Address, Country (a dropdown menu), State (a dropdown menu), City, and Zip Code. The bottom of the screen has 'Save & New', 'Save & Close', and 'Cancel' buttons.

Add Customer Main Screen – Address Details

Next navigate to Additional Details tab, fill necessary information required.

Corporation	Customer Name	Mobile Num.	Email ID	Status	Balance	View
Demo	Acer	7531598523	demo@acer.com	Active	178,560.00	[Icons]
Demo	Asus	123456789	demo@sus.com	Active	0.00	[Icons]

Add Customer Main Screen – Additional Details

Next navigate to Notes & Attachments tab, where you can add notes and attachment any documents related to vendor in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps, with a maximum file size of each 2 MB and a max 8 uploads.

**Note**  
 Allowed file types: jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps.  
 Maximum file size: 2MB for each file.  
 Maximum files to upload: 8.  
 Duplicate files will not be saved.  
 File name should not contain special characters, & # / \ : \* " < > |.

Add Customer Main Screen – Notes & Attachments

After filling information all the tabs, click **Save & Close** button to save the vendor information, click **Save & New** button to save and create a new vendor, click **Cancel** button to cancel the process.

To edit customer, click on the **Edit icon**, where you will be navigated to customer information screen. Make necessary updates and click on **Update** button, to save the changes performed.

#### Customer Information – Edit

You can upload multiple customer information using **Import** option. To import, click on Import Button on customer main screen, then Import customer screen will get pop up, Select the **Corporation** and browse the file to be imported. Imported file must in xls, xlsx or csv format only. You can also download the vendor import sample / template file.

#### Import Customers

## **Chapter 2: Consultants Management**

Creating New W2 Consultant

Creating New C2C/1099 Consultant

Creating New PERM Consultant

Creating New Other Consultant

Import of Consultants (W2/C2C/1099/PERM/Other)

Modify Consultants

Navigations for Transactions and Reports

Filters for Quick View – Consultant Centre

## Outline about Consultants

Nimble has a unique feature, where you can manage all your consultants at a single place. You can add different type of consultants like W2, C2C, 1099, Perm and Others.

A 1099 employee is in most cases a temporary employee (technically, not even an "employee"). Because they are not permanent, they do not need to complete a W-4 or have the employer withhold taxes. They are responsible for paying their taxes directly to the IRS.

A W-2 employee is an employee whose taxes are withheld by the employer and whose earnings are reported to the IRS at the year-end via a W-2. The W-2 employee completes a form W-4 at the beginning of their employment to instruct the employer on how to withhold taxes.

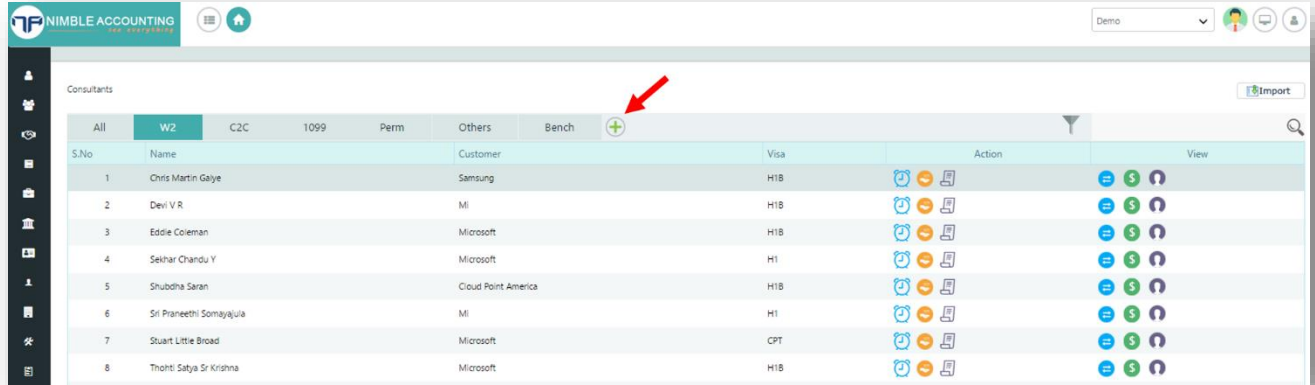
C2C Indicates that the employer would prefer to deal directly with another corporation. The main reason for this preference is to avoid some of the potential liability that might exist in dealing with an independent contractor on a 1099 basis. This would include corporations dealing directly with other corporations or corporations dealing with individuals who have incorporated.

Consultants							Import
All	W2	C2C	1099	Perm	Others	Bench	
S.No	Name	Customer	Visa	Type	Action	View	
1	Chris Martin Gayje	Samsung	H1B	W2			
2	Devi V R	MI	H1B	W2			
3	Eddie Coleman	Microsoft	H1B	W2			
4	Sekhar Chandu Y	Microsoft	H1	W2			
5	Shubodha Saran	Cloud Point America	H1B	W2			
6	Sri Praneethi Somayajula	MI	H1	W2			
7	Stuart Little Broad	Microsoft	CPT	W2			
8	Thohti Satya Sri Krishna	Microsoft	H1B	W2			
9	Tom	TSolutions	H1B	W2			
10	Turangi Chandhu Sekhar	Microsoft	H1B	W2			
11	Dareen Sammy	MI		1099			
12	John Sam	Motorola		1099			
13	Joe Root	Acer		C2C			
14	Santosh Kumar	TCS		C2C			
15	Jhon	Motorola		Perm			

Consultant Screen

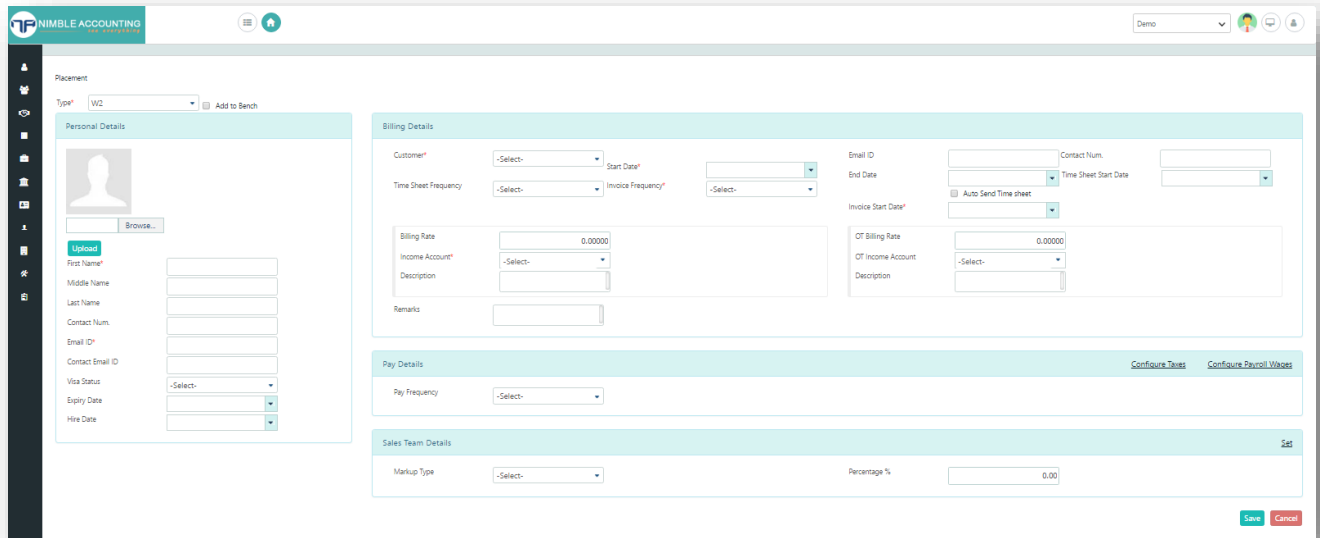
## Creating New W2 Consultant

To create a new consultant navigate to Consultants screen (Click on Consultants icon on Home Page – Top Right) where you need to select the corporation. Click on + icon on with W2 tab selected, then you will be redirected to New Placement screen



Consultants							
<span>All</span> <span><b>W2</b></span> <span>C2C</span> <span>1099</span> <span>Perm</span> <span>Others</span> <span>Bench</span> <span>+</span>							
S.No	Name	Customer	Visa	Action		View	
1	Chris Martin Gaye	Samsung	H1B				
2	Devil V R	Mi	H1B				
3	Eddie Coleman	Microsoft	H1B				
4	Sekhar Chandu Y	Microsoft	H1				
5	Shubha Saran	Cloud Point America	H1B				
6	Sri Praneethi Somayajula	Mi	H1				
7	Stuart Little Broad	Microsoft	CPT				
8	Thothi Satya Sr Krishna	Microsoft	H1B				

W2 -Consultant Screen



Placement  
Type\* **W2** ☐ Add to Bench

**Personal Details**

Upload

Browse...

First Name\*

Middle Name

Last Name

Contact Num.

Email ID\*

Contact Email ID

Visa Status

Expiry Date

Hire Date

**Billing Details**

Customer\*

Start Date\*

End Date

Time Sheet Frequency

Invoice Frequency\*

Invoice Start Date\*

Billing Rate

Income Account\*

Description

Remarks

OT Billing Rate

OT Income Account

Description

**Pay Details**

Pay Frequency

[Configure Taxes](#) [Configure Payroll Wages](#)

**Sales Team Details**

Markup Type

Percentage %

[Save](#) [Cancel](#)

W2 – New Placement Screen

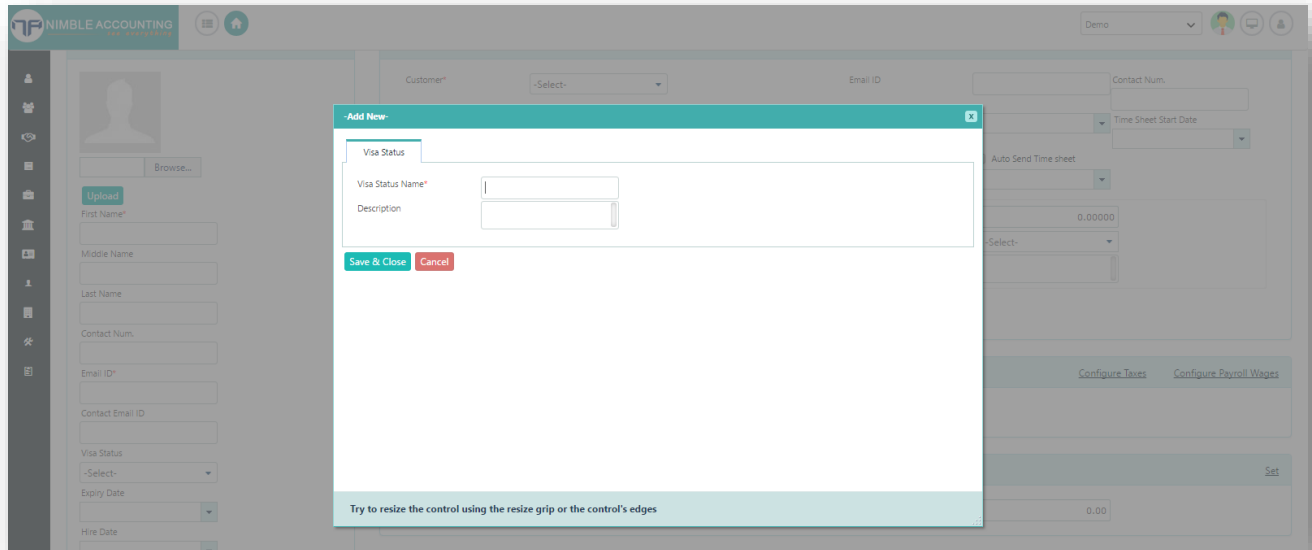
In Add New Consultant Screen, first you need to select the consultant type. If you had selected W2 tab, while clicking on + icon, there is no need of selecting the Consultant type.

Add Consultant screen has Personal Details, Billing Details, Pay Details, and Sales Team Details. You can directly place the consultant on the bench by selecting **Add to Bench** check box.

## Personal Details

### Contact and Visa Status Details

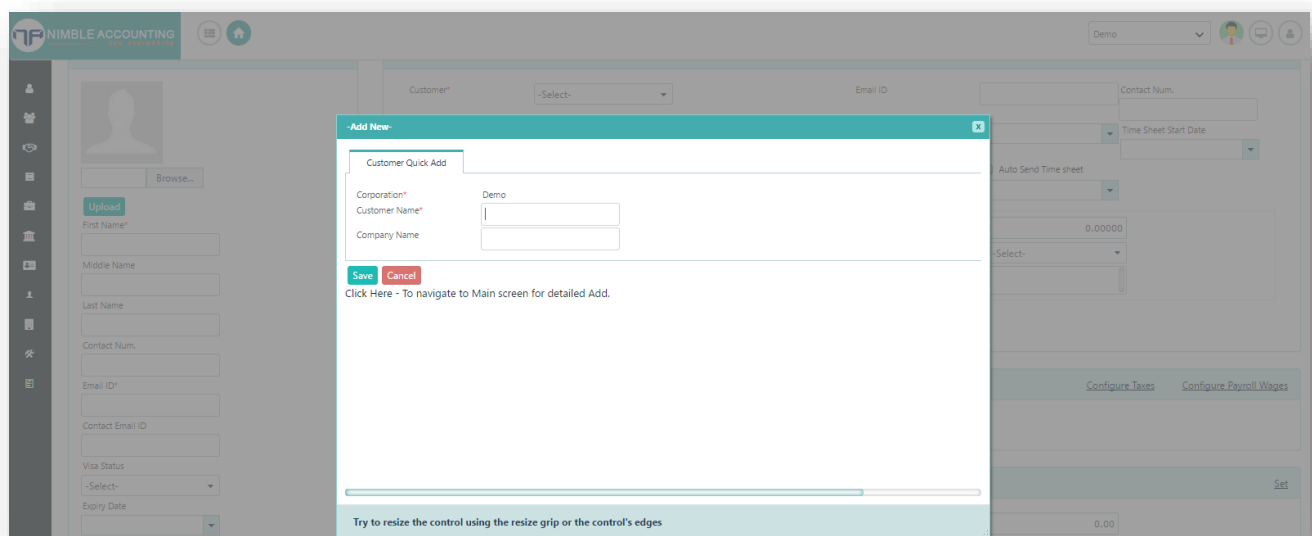
In this section, Browse and Upload the Consultant Image, First Name, Middle Name, Last Name, Contact Num., Email ID, Contact Email ID, Visa Status, Expiry Date and Hire Date. For Visa Status, by default there are no entries if you created a new corporation. Then you need to **Add New Visa Status**.



Add New Visa Status

## Billing Details

In this section, you need give billing details for the consultant. First you need to select the customer, customer mail id, contact number, project start date, project end date, Time Sheet start date, Time Sheet frequency, and Auto Send Time Sheet (if you select Auto Send Time Sheet, a time sheet link will be sent to consultant mail id based on time sheet start date and time sheet frequency), Invoice Frequency, Invoice Start date, Billing Rate, Income Account, OT Billing Rate, OT Income Account.



Customer Quick Add

### Customer

Select the Customer if you had already add the customer or else you can quick add a new customer by selecting **Add New** then Customer Quick Add screen will get popup, fill the customer name and company name and click on **Save** button to save the details.

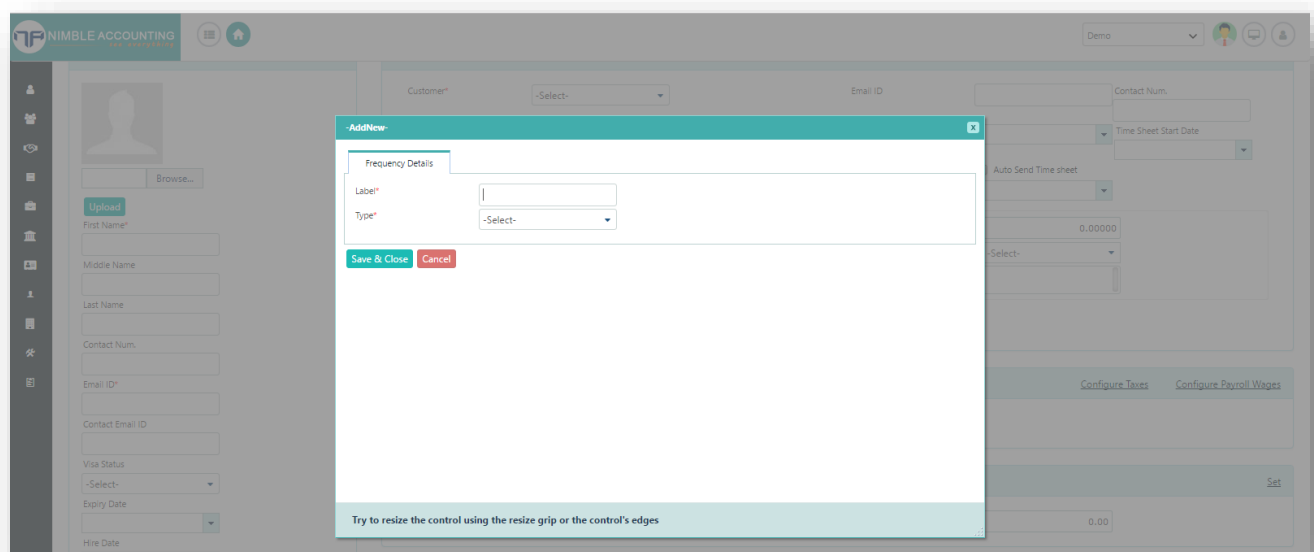
If you had selected existing customer, email id and contact number will be automatically filled up or if you add a new customer from Quick Add Customer screen, then you need fill email id and contact number.

### Project Start and End date info

Start Date field indicates the project start date and End Date field indicates the project end date for consultant

### Auto Invoice configuration

Invoice Frequency field indicates the period of Invoice calculation for the consultant. If you had preconfigured invoice frequencies, you can select existing frequency or you can add new frequency by selecting **Add New**, then Add New Invoice Frequency Details Screen will get popup. Name the frequency using Label field and select the type of frequency (No. of days, Daily, Weekly, Biweekly, Semi-monthly, Monthly, on a particular day, and One Time).



Invoice Frequency Quick Add

Select the Invoice Start Date for the consultant. Filling these two fields, helps in automated Invoice generation.



### Billing rate with Chart of accounts selection

Billing rate field indicates rate of billing for the consultant and Income Account field indicates the selection of Chart of Accounts to be mapped for the consultant.

OT Billing Rate field indicate billing rate for Consultant over time and OT Income Account for selecting the Chart of Accounts to be mapped for the Consultant over time income.

## Pay Details

In this section, you need to give pay details for the consultant.

### Configure Payroll wages

In Payroll wages, you need to define the payroll item for the consultant. If it is a New Corporation, then you need add new payroll item by selecting **Add New** or else you can select the already defined payroll item in your corporation. You can add multiple payroll items for the consultant by clicking **Add Row** button.

Payroll Wages Screen

After selecting Add New, you will get a popup screen to add new payroll item. By default Corporation and Item type will get selected automatically, there you need define **Item Name**, Select the chart of Accounts and type of wage (Hourly wage, Annual Salary, Commission, Bonus, Maternity, and Paternity)

**Add New**

Payroll Item Type

Corporation\* Demo

Item Type\* Wages

Item Name\*

Account\* -Select-

Wage Type\* -Select-

**?** You can create new payroll items or update already created ones in this screen. You have to give a name to the item and provide the type and account. You can clone this item to your other corporations also. If you are making any changes to the item, you can choose the date from which changes are effected.

Try to resize the control using the resize grip or the control's edges

Payroll Item Type Screen

You can also define **Additions, Deductions and Company Contributions** in another tab while configuring payroll wages of consultant as show below

**Payroll Wages**

Payroll Wages Additions, Deductions, and Company Contributions

**Additions, Deductions and Company Contributions**

Payroll Item	Amount	Pay Of	Limit	
No data to display				

Ok

## Configure Taxes

In configure taxes, you can configure all the taxes applied to the consultant. Nimble has an automated tax calculation engine, where it calculates all the taxes for the consultant if taxes configured properly.

Configure Taxes consists of Federal, State living, State Working, and other taxes. Configure those taxes based on policy of the corporation and click on **Save Employee Tax** button.

Configure Taxes Screen

## Frequency and Mark-up type selection

First you need to select the Pay Frequency (Weekly, Biweekly, Semi-monthly, Monthly, Quarterly, and Annually), Select Mark-up Type as fixed or percentage. By default Mark-up type is percentage. For Fixed Mark-up type, you need to give amount and Percentage Mark-up you need to give percentage.

## Sales Team details

### Commission rates and types of calculation methods

In this section, you need to configure sales team details by clicking on **Set**. Sales team details screen will get popup.

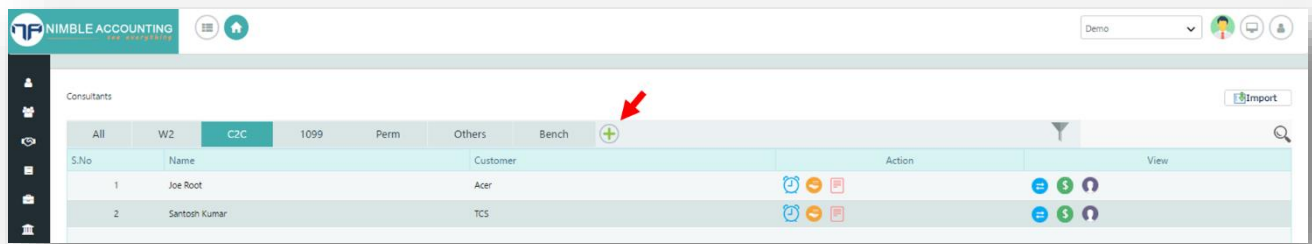
Configure Sales Team Details Screen

In Sales team details, select payable to (Manager, Recruiter, Representative, and Third party), Select Name or you can select **Add New** for adding new vendor, employee or other. Select commission type as Flat, Fixed, other or On Gross margin, give percentage% /amount, amount overhead (when you selected commission type as others), commission start date and end date. You can add multiple rows by clicking on **Add Row** button, after click on **Save** button finish sales team configuration.

After completing all the sections, click on **Save** button to save the consultant.

## Creating New C2C/1099 Consultant

To create a new consultant navigate to Consultants screen (Click on Consultants icon on Home Page – Top Right) where you need to select the corporation. Click on + icon on with C2C/1099 tab selected, then you will be redirected to New Placement screen



C2C-Consultant Screen

In Add New Consultant Screen, first you need to select the consultant type. If you had selected C2C/1099 tab, while clicking on + icon, there is no need of selecting the Consultant type. Add Consultant screen has Personal Details, Billing Details, Pay Details, and Sales Team Details.

**Placement**  
Type: C2C

**Personal Details**

Upload  
Name:   
Contact Num.:   
Email ID:   
Contact Email ID:

**Billing Details**

Customer:  Start Date:   
Time Sheet Frequency:  Invoice Frequency:   
Billing Rate:  0.00000  
Income Account:   
Description:   
Remarks:   
Email ID:  Contact Num.:   
End Date:  Time Sheet Start Date:   
Auto Send Time sheet: ☐  
Invoice Start Date:   
OT Billing Rate:  0.00000  
OT Income Account:   
Description:

**Pay Details**

Purchase Rate:  0.00000  
Purchase Account:   
Description:   
Vendor:   
OT Purchase Rate:  0.00000  
OT Purchase Account:   
Description:   
Email ID:   
Contact Num.:

**Sales Team Details**

Markup Type:  Percentage %:  0.00

Save Cancel

C2C New Placement Screen

### Personal Details

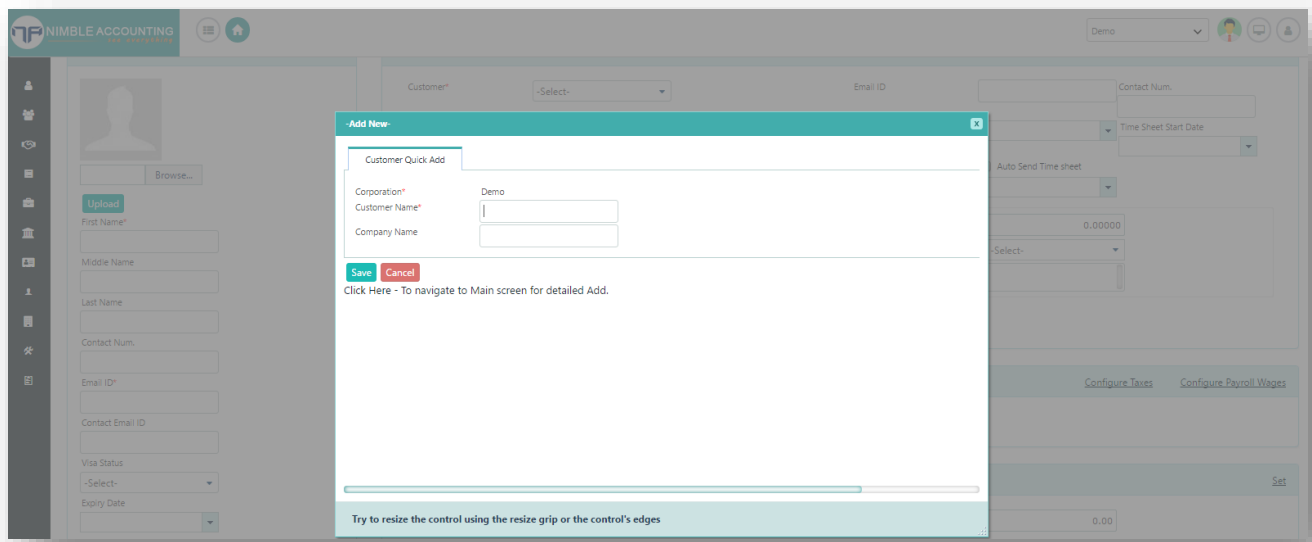
In this section, Browse and Upload the Consultant Image, First Name, Contact Num., Email ID, and Contact Email ID.

### Billing Details

In this section, you need give billing details for the consultant. First you need to select the customer, customer mail id, contact number, project start date, project end date, Time Sheet start date, Time Sheet frequency, and Auto Send Time Sheet (if you select Auto Send Time Sheet, a time sheet link will be sent to consultant mail id based on time sheet start date and time sheet frequency), Invoice Frequency, Invoice Start date, Billing Rate, Income Account, OT Billing Rate, OT Income Account.

## Customer

Select the Customer if you had already add the customer or else you can quick add a new customer by selecting **Add New** then Customer Quick Add screen will get popup, fill the customer name and company name and click on **Save** button to save the details.



### Customer Quick Add

If you had selected existing customer, email id and contact number will be automatically filled up or if you add a new customer from Quick Add Customer screen, then you need fill email id and contact number.

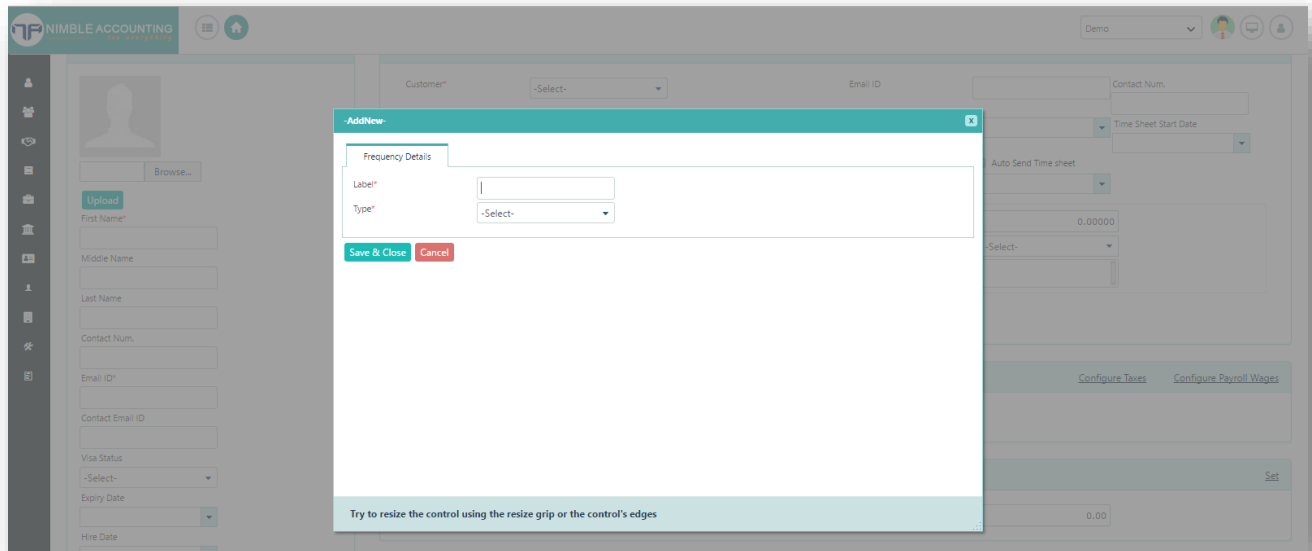
## Project Start and End date info

Start Date field indicates the project start date and End Date field indicates the project end date for consultant

## Auto Invoice configuration

Invoice Frequency field indicates the period of Invoice calculation for the consultant. If you had preconfigured invoice frequencies, you can select existing frequency or you can add new frequency by selecting **Add New**, then Add New Invoice Frequency Details Screen will get

popup. Name the frequency using Label field and select the type of frequency (No. of days, Daily, Weekly, Biweekly, Semi-monthly, Monthly, on a particular day, and One Time).



#### Invoice Frequency Quick Add

Select the Invoice Start Date for the consultant. Filling these two fields, helps in automated Invoice generation.

#### Billing rate with Chart of accounts selection

Billing rate field indicates rate of billing for the consultant and Income Account field indicates the selection of Chart of Accounts to be mapped for the consultant.

OT Billing Rate field indicate billing rate for Consultant over time and OT Income Account for selecting the Chart of Accounts to be mapped for the Consultant over time income.

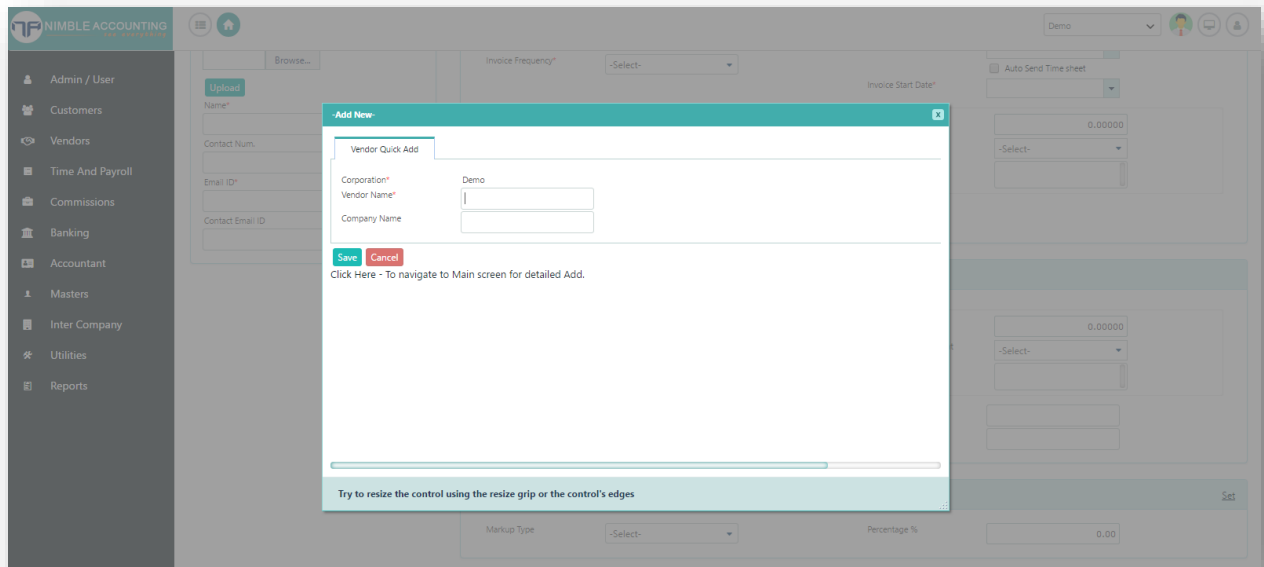
### Pay Details

#### Pay rate with Chart of account selection

Pay rate field is used to define pay rate of the consultant and it has to be mapped with Chart of accounts of purchase account.

#### Vendor

Here you need to select the vendor. If you had already added vendor previously using vendor management (Reference Chapter1), then you can select vendor and email id, contact number get filled up automatically or else you can add new vendor by selecting **Add New**, then you will be navigated to Vendor Quick Add screen.



#### Vendor Quick Add

In vendor quick add, corporation will be selected by default, you need to enter **Vendor Name**, **Company Name** and click on **Save** button.

After that you need to enter email id and contact number of the vendor.

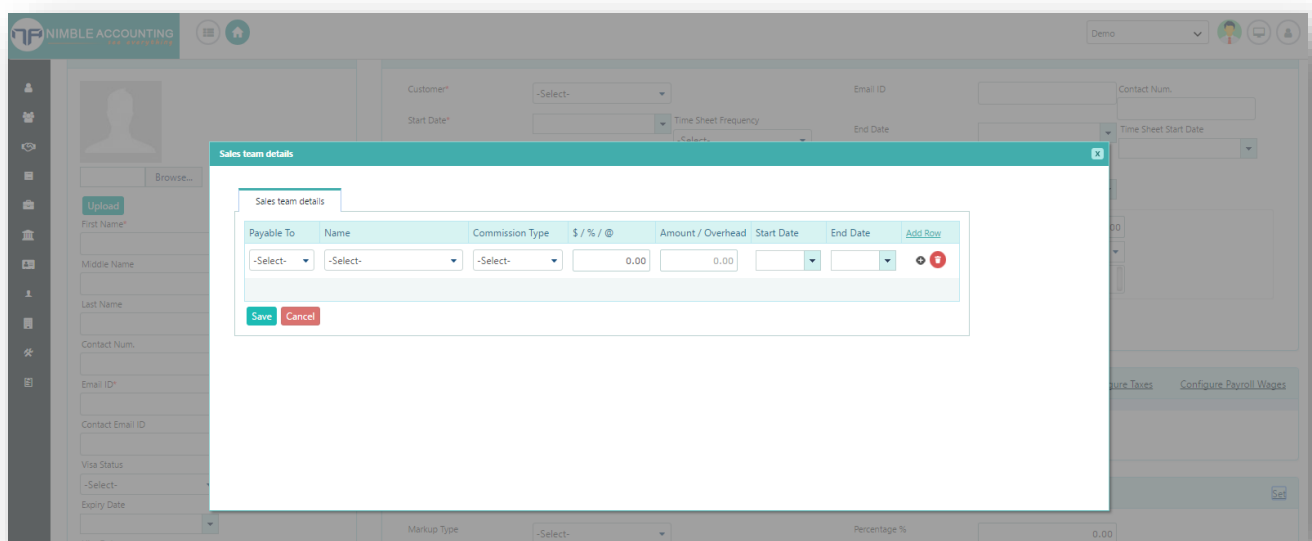
#### Mark-up type selection

After that you need to select Mark-up Type as fixed or percentage. By default Mark-up type is percentage. For Fixed Mark-up type, you need to give amount and Percentage Mark-up you need to give percentage.

### Sales Team details

#### Commission rates and types of calculation methods

In this section, you need to configure sales team details by clicking on **Set**. Sales team details screen will pop up.





## Configure Sales Team Details Screen

In Sales team details, select payable to (Manager, Recruiter, Representative, and Third party), Select Name or you can select **Add New** for adding new vendor, employee or other. Select commission type as Flat, Fixed, other or On Gross margin, give percentage% /amount, amount overhead(when you selected commission type as others), commission start date and end date. You can add multiple rows by clicking on **Add Row** button, after click on **save** button finish sales team configuration.

After completing all the sections, click on **save** button to save the consultant.

Multiple Projects – Additional Billing Details

You can add multiple billing details, if consultant is working on more than one project. To add another project billing details, save the consultant with primary project details. After successfully saved, navigate to consultant profile screen from consultant centre using **View Profile** button. Once navigated to Consultant Profile screen, click on Edit.

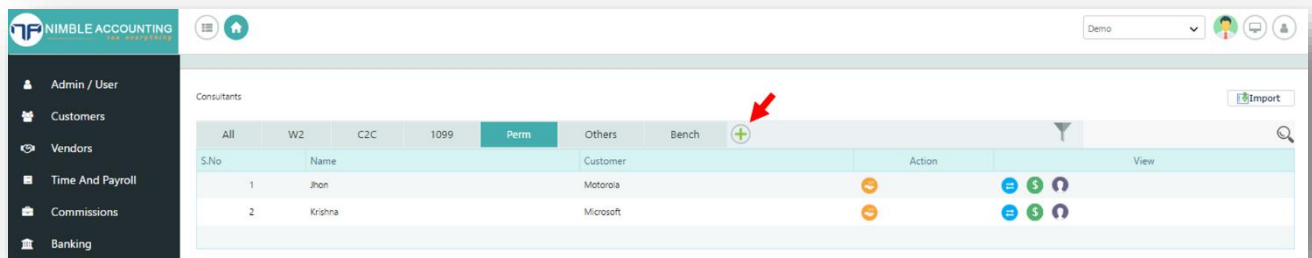
You will be navigated consultant profile edit screen, there you will find a check box **Additional Billing Details**. Select the check box to add another project details to consultant as shown below

## Edit Profile – Add Multiple Billing Details

After selecting the check box, you will get another tab to fill the project details of the consultant. Enter the Customer information, project start and end date, time sheet start date, time sheet invoice frequency, auto send time sheet, invoice Frequency, invoice start date, billing rate, income account, OT Billing rate, OT Income Account.

**Creating New PERM Consultant**

To create a new consultant navigate to Consultants screen (Click on Consultants icon on Home Page – Top Right) where you need to select the corporation. Click on + icon on with Perm tab selected, then you will be redirected to New Placement screen



### Perm-Consultant Screen

In Add New Consultant Screen, first you need to select the consultant type. If you had selected Perm tab, while clicking on + icon, there is no need of selecting the Consultant type. Add Consultant screen has Personal Details, Billing Details, and Sales Team Details.

### Add Perm-New Placement Screen

#### Personal Details

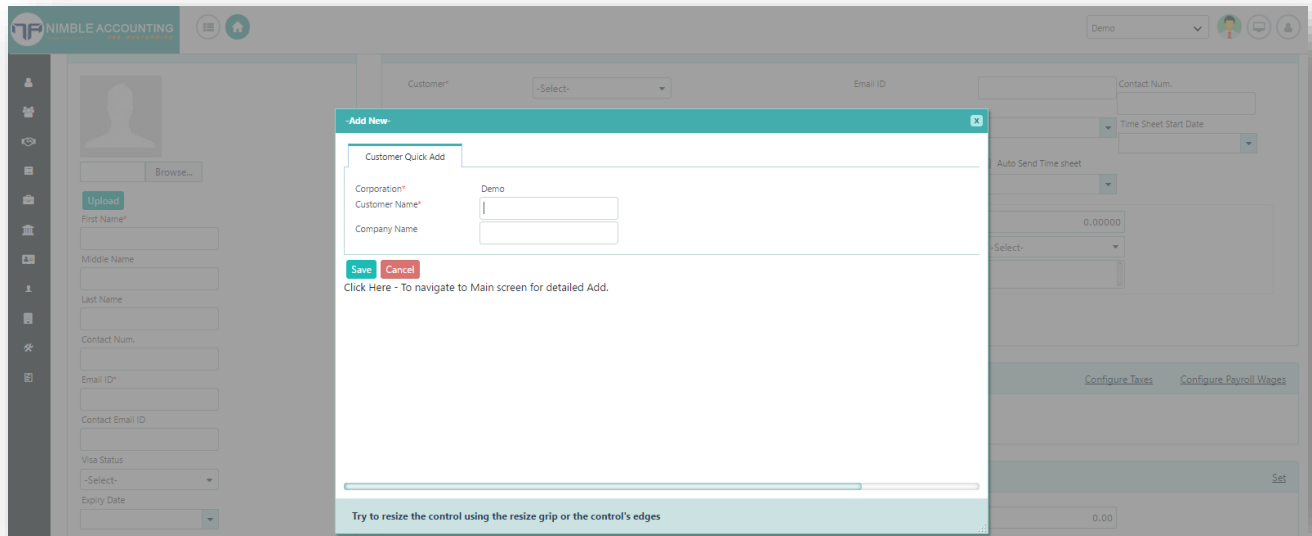
In this section, Browse and Upload the Consultant Image, First Name, Middle Name, Last Name, Contact Num., Email ID, and any Remarks.

#### Billing Details

In this section, you need give billing details for the consultant. First you need to select the customer, customer mail id, contact number, project start date, project end date, Invoice Frequency, Invoice Start date, Billing Rate, Income Account, OT Billing Rate, OT Income Account.

#### Customer

Select the Customer if you had already add the customer or else you can quick add a new customer by selecting **Add New** then Customer Quick Add screen will get popup, fill the customer name and company name and click on **Save** button to save the details.



#### Customer Quick Add

If you had selected existing customer, email id and contact number will be automatically filled up or if you add a new customer from Quick Add Customer screen, then you need fill email id and contact number.

#### Project Start and End date info

Start Date field indicates the project start date and End Date field indicates the project end date for consultant

#### Billing rate with Chart of accounts selection

Billing rate field indicates rate of billing for the consultant and Income Account field indicates the selection of Chart of Accounts to be mapped for the consultant.

OT Billing Rate field indicate billing rate for Consultant over time and OT Income Account for selecting the Chart of Accounts to be mapped for the Consultant over time income.

### Sales Team details

#### Commission rates and types of calculation methods

In this section, you need to configure sales team details by clicking on **Set**. Sales team details screen will get popup.

#### Configure Sales Team Details Screen

In Sales team details, select payable to (Manager, Recruiter, Representative, and Third party), Select Name or you can select **Add New** for adding new vendor, employee or other. Select commission type as Flat, Fixed, other or On Gross margin, give percentage% /amount, amount overhead(when you selected commission type as others), commission start date and end date. You can add multiple rows by clicking on **Add Row** button, after click on **save** button finish sales team configuration.

After completing all the sections, click on **save** button to save the consultant.

#### Creating New Other Consultant

To create a new consultant navigate to Consultants screen (Click on Consultants icon on Home Page – Top Right) where you need to select the corporation. Click on + icon on with Others tab selected, then you will be redirected to New Placement screen.

S.No	Name	Customer	Action	View
1	James	Microsoft		
2	Martin Steven	Acer		

#### Others-Consultant Screen

In Add New Consultant Screen, first you need to select the consultant type. If you had selected Others tab, while clicking on + icon, there is no need of selecting the Consultant type. Add Consultant screen has Personal Details, Billing Details, and Sales Team Details.

Add Others-New Placement Screen

### Personal Details

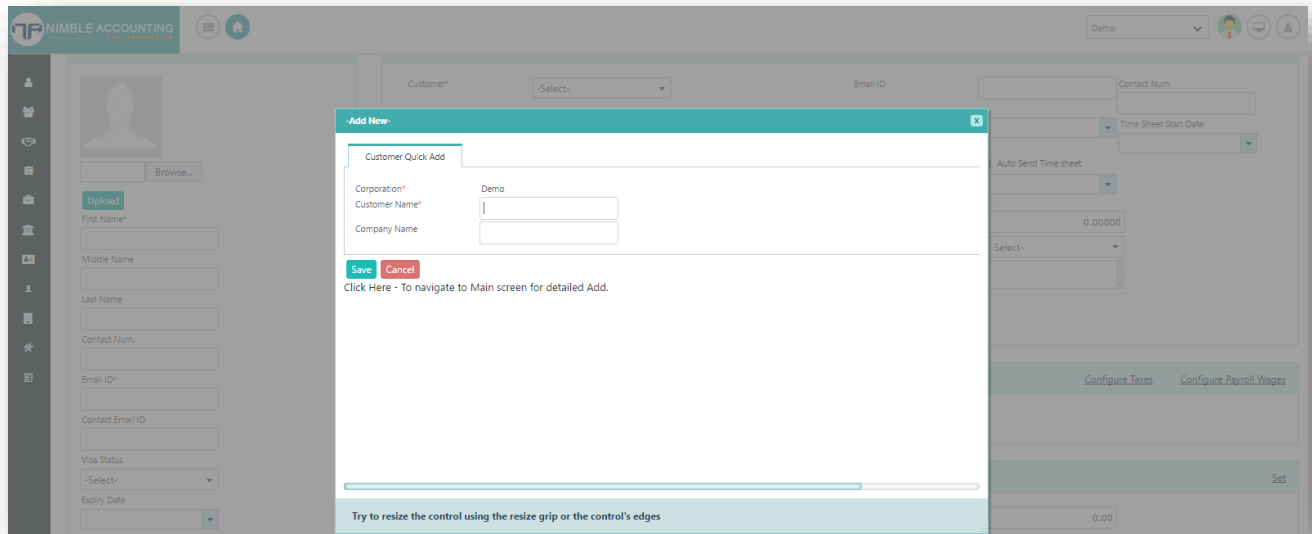
In this section, Browse and Upload the Consultant Image, First Name, Middle Name, Last Name, Contact Num., Email ID, and any Remarks.

### Billing Details

In this section, you need give billing details for the consultant. First you need to select the customer, customer mail id, contact number, project start date, project end date, Time Sheet start date, Time Sheet frequency, and Auto Send Time Sheet (if you select Auto Send Time Sheet, a time sheet link will be sent to consultant mail id based on time sheet start date and time sheet frequency), Invoice Frequency, Invoice Start date, Billing Rate, Income Account, OT Billing Rate, OT Income Account.

### Customer

Select the Customer if you had already add the customer or else you can quick add a new customer by selecting **Add New** then Customer Quick Add screen will get popup, fill the customer name and company name and click on **Save** button to save the details.



#### Customer Quick Add

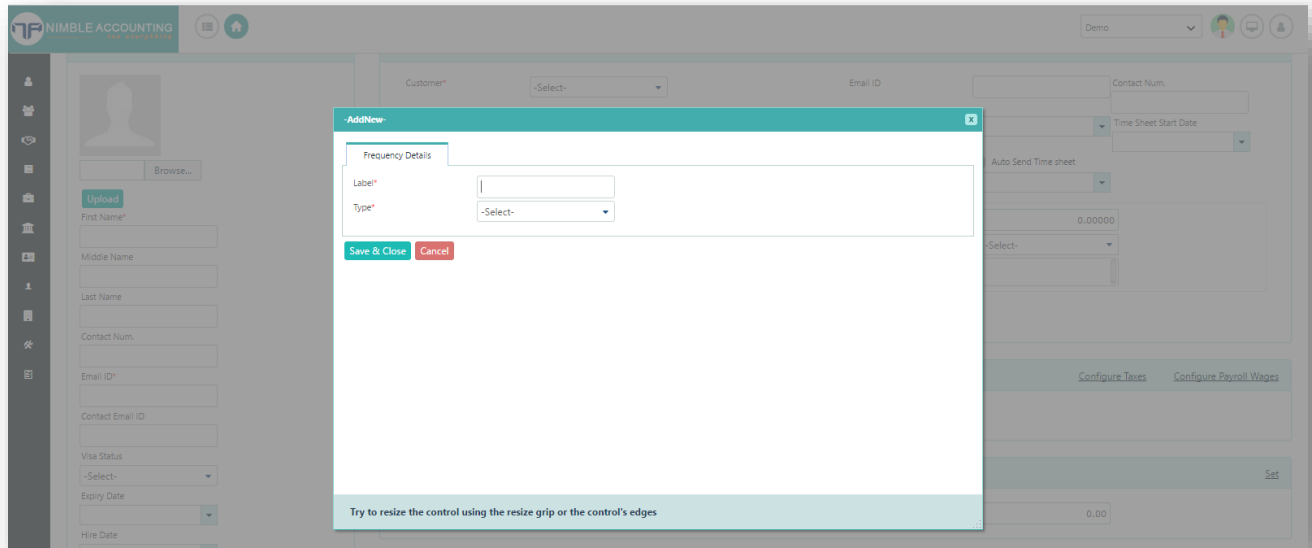
If you had selected existing customer, email id and contact number will be automatically filled up or if you add a new customer from Quick Add Customer screen, then you need fill email id and contact number.

#### Project Start and End date info

Start Date field indicates the project start date and End Date field indicates the project end date for consultant

#### Auto Invoice configuration

Invoice Frequency field indicates the period of Invoice calculation for the consultant. If you had preconfigured invoice frequencies, you can select existing frequency or you can add new frequency by selecting **Add New**, then Add New Invoice Frequency Details Screen will get popup. Name the frequency using Label field and select the type of frequency (No. of days, Daily, Weekly, Biweekly, Semi-monthly, Monthly, on a particular day, and One Time).



#### Invoice Frequency Quick Add

Select the Invoice Start Date for the consultant. By filling these two fields, Invoice generation will be automatically.

#### Billing rate with Chart of accounts selection

Billing rate field indicates rate of billing for the consultant and Income Account field indicates the selection of Chart of Accounts to be mapped for the consultant.

OT Billing Rate field indicate billing rate for Consultant over time and OT Income Account for selecting the Chart of Accounts to be mapped for the Consultant over time income.

### Pay Details

#### Mark-up type selection

After that you need to select Mark-up Type as fixed or percentage. By default Mark-up type is percentage. For Fixed Mark-up type, you need to give amount and Percentage Mark-up you need to give percentage.

### Sales Team details

#### Commission rates and types of calculation methods

In this section, you need to configure sales team details by clicking on **Set**. Sales team details screen will get popup.

#### Configure Sales Team Details Screen

In Sales team details, select payable to (Manager, Recruiter, Representative, and Third party), Select Name or you can select **Add New** for adding new vendor, employee or other. Select commission type as Flat, Fixed, other or On Gross margin, give percentage% /amount, amount overhead(when you selected commission type as others), commission start date and end date. You can add multiple rows by clicking on **Add Row** button, after click on **save** button finish sales team configuration.

After completing all the sections, click on **save** button to save the consultant.

#### Saved consultants from View

To Modify the Saved Consultants data, you need to navigate to Consultants screen (Click on Consultants icon on Home Page – Top Right) where you need to select the corporation. Click on View icon as shown below, then you will be redirected to Consultant Information screen

S.No	Name	Customer	Visa	Type	Action	View
1	Chris Martin Gaiye	Samsung	H1B	W2	[Clock, Gear, Document icons]	[View icon]
2	Devil V R	Mi	H1B	W2	[Clock, Gear, Document icons]	[View icon]
3	Eddie Coleman	Microsoft	H1B	W2	[Clock, Gear, Document icons]	[View icon]
4	Selhar Chandu Y	Microsoft	H1	W2	[Clock, Gear, Document icons]	[View icon]
5	Shubha Saran	Cloud Point America	H1B	W2	[Clock, Gear, Document icons]	[View icon]
6	Sri Prianeethi Somayajula	Mi	H1	W2	[Clock, Gear, Document icons]	[View icon]
7	Stuart Little Broad	Microsoft	CPT	W2	[Clock, Gear, Document icons]	[View icon]
8	Thoni Satya Sr Krishna	Microsoft	H1B	W2	[Clock, Gear, Document icons]	[View icon]
9	Tom	TSolutions	H1B	W2	[Clock, Gear, Document icons]	[View icon]

#### Consultants Screen

Then you will be redirected to Consultants main screen, where you will get complete information of the consultant like Personal Details, Billing Details with A/R Balance and Past Due, Pay Details and



Sale Team Details. Here you can Edit, Place, Delete, get History, make Inactive, view Outstanding and place him on Bench.

**Consultant Type:** W2

**Personal Details:**

Name: Shubtha Saran  
 Contact Num: 960852741  
 Email ID: shudha.sara@gmail.com  
 Contact Email ID: shudha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details:**

A/R Balance: 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due: 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☐  
 Invoice Start Date: 10/31/2016

**Pay Details:**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details:**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date - 10/3/2016)	Fixed	100.00

**Buttons:** Place, Edit, History, Outstanding, Bench, Inactive, Delete, Close

### Consultant Information Screen

#### Edit

To edit the consultant information, click on **Edit** button.

**Consultant Type:** W2

**Personal Details:**

Name: Shubtha Saran  
 Contact Num: 960852741  
 Email ID: shudha.sara@gmail.com  
 Contact Email ID: shudha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details:**

A/R Balance: 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due: 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☐  
 Invoice Start Date: 10/31/2016

**Pay Details:**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details:**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date - 10/3/2016)	Fixed	100.00

**Buttons:** Place, Edit, History, Outstanding, Bench, Inactive, Delete, Close

### Edit - Consultant Information Screen

You will be redirected consultant information edit screen

**Personal Details**

Type: W2

First Name: Shubodha  
Middle Name: Saran  
Last Name: Saran  
Contact Num: 960852741  
Email ID: shubodhasara@gmail.com  
Contact Email ID: shubodhasara@gmail.com  
Via Status: H1B  
Expiry Date: 12/31/2017  
Hire Date: 10/01/2016

**Billing Details**

Customer: Cloud Point America  
Start Date: 10/03/2016  
Time Sheet Frequency: Weekly  
Invoice Frequency: Monthly  
Billing Rate: 75.00000  
Income Account: Consulting Income  
Description: Services of Shubodha  
Remarks:

OT Billing Rate: 80.00000  
OT Income Account: Consulting Income  
Description: Services of Shubodha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)  
Pay Frequency: Monthly

**Sales Team Details**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)	Fixed	100.00

**Update** **Cancel**

### Edit - Consultant Information Screen

After performing necessary updates, click on **Update** button to save the updated information.

### Place

To place a consultant on to a project, click on **Place** button.

**Personal Details**

Name: Shubodha Saran  
Contact Num: 960852741  
Email ID: shubodhasara@gmail.com  
Contact Email ID: shubodhasara@gmail.com  
Via Status: H1B  
Expiry Date: 12/31/2017  
Hire Date: 10/01/2016  
LCA YTD: 0.00

**Billing Details**

A/R Balance: 8400.00  
Customer: Cloud Point America  
Start Date: 10/3/2016  
Time Sheet Frequency: Weekly  
Invoice Frequency: Monthly  
Billing Rate: 75.00000  
Income Account: Consulting Income  
Description: Services of Shubodha  
Remarks:

OT Billing Rate: 80.00000  
OT Income Account: Consulting Income  
Description: Services of Shubodha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)  
Pay Frequency: Monthly

**Sales Team Details**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)	Fixed	100.00

**Place** **Edit** **History** **Outstanding** **Search** **Inactivate** **Delete** **Close**

### Place-Consultant Information Screen

You will be navigated to New Placement screen, to add new project details for the consultant.

### History

To get placement history of the consultant, click on **History** button

Consultant Type: W2

**Personal Details**

Name: Shubha Saran  
 Contact Num: 960852741  
 Email ID: shubha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

A/R Balance: 8400.00

Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due: 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: 10/31/2016  
 Invoice Start Date: 10/31/2016

Billing Rate: 75.00000  
 Income Account: Consulting Income  
 Description: Services of Shubha

OT Billing Rate: 80.00000  
 OT Income Account: Consulting Income  
 Description: Services of Shubha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details**

Manager: Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)  
 Markup Type: Fixed  
 Amount: 100.00

Buttons: Place, Edit, History, Outstanding, Bench, Inactivate, Delete, Close

### History -Consultant Information Screen

You will be navigated to Placement History Report where you will find the consultant history.

Placement History Report

Placement History Report | Rate History | Commission Rate History | MAS History

Refresh | Show Filter

1 of 1

Find | Next

**Demo Placement History Report**  
All Transactions

Type	Name	Customer	Placed By	End Client	Start Date	End Date	Billing Rate	Pay Rate	Total Revenue	Billing	Status	Profile
W2	Andrew J Symonds	Asus			12/01/2015	06/27/2016	150.0000	90.0000	90.0000	0.00 Billing 1	Project	<a href="#">View</a>

### Placement History Report Screen

#### Outstanding

To view consultant Outstanding, click on **Outstanding** button. You will be navigated to Outstanding summary report.

Consultant Type: W2

**Personal Details**

Name: Shubdha Saran  
 Contact Num: 960852741  
 Email ID: shubdha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

A/R Balance : 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due : 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
☐ Auto Send Time sheet  
 Invoice Start Date: 10/31/2016

Billing Rate: 75.00000  
 Income Account: Consulting Income  
 Description: Services of Shubdha

OT Billing Rate: 80.00000  
 OT Income Account: Consulting Income  
 Description: Services of Shubdha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)	Fixed	100.00

Buttons: Place, Edit, History, **Outstanding**, Bench, Inactive, Delete, Close

### Outstanding -Consultant Information Screen

#### Bench

To place a consultant on Bench, click on **Bench** button. You will get a popup window asking for confirmation. By clicking on OK, you will get a message “Consultant Moved to Bench Successfully”.

Consultant Type: W2

**Personal Details**

Name: Shubdha Saran  
 Contact Num: 960852741  
 Email ID: shubdha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

A/R Balance : 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due : 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
☐ Auto Send Time sheet  
 Invoice Start Date: 10/31/2016

Billing Rate: 75.00000  
 Income Account: Consulting Income  
 Description: Services of Shubdha

OT Billing Rate: 80.00000  
 OT Income Account: Consulting Income  
 Description: Services of Shubdha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details**

Manager	Markup Type	Amount
Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)	Fixed	100.00

Buttons: Place, Edit, History, Outstanding, **Bench**, Inactive, Delete, Close

### Bench -Consultant Information Screen

#### Inactive

To make a consultant Inactive, click on **Inactive** button. You will get a popup window asking For confirmation. By clicking on OK, you will get confirmation message “Consultant inactivated successfully”.

Consultant Type: W2

**Personal Details**

Name: Shubha Saran  
 Contact Num: 960852741  
 Email ID: shubha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

A/R Balance: 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due: 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☐  
 Invoice Start Date: 10/31/2016

Billing Rate: 75.00000  
 Income Account: Consulting Income  
 Description: Services of Shubha

OT Billing Rate: 80.00000  
 OT Income Account: Consulting Income  
 Description: Services of Shubha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details**

Manager: Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)  
 Markup Type: Fixed  
 Amount: 100.00

Buttons: Place, Edit, History, Outstanding, Bench, Inactive, Delete, Close

## Inactive -Consultant Information Screen

Delete

To delete a consultant, click on **Delete** button. You will get a popup window asking for confirmation. By clicking on **Ok**, you will get a message saying “Consultant deleted successfully”

Consultant Type: W2

**Personal Details**

Name: Shubha Saran  
 Contact Num: 960852741  
 Email ID: shubha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

A/R Balance: 8400.00  
 Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Past Due: 8400.00  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☐  
 Invoice Start Date: 10/31/2016

Billing Rate: 75.00000  
 Income Account: Consulting Income  
 Description: Services of Shubha

OT Billing Rate: 80.00000  
 OT Income Account: Consulting Income  
 Description: Services of Shubha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details**

Manager: Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)  
 Markup Type: Fixed  
 Amount: 100.00

Buttons: Place, Edit, History, Outstanding, Bench, Inactive, Delete, Close

## Delete –Consultant Information Screen

LCA history

LCA Stands for Labour Condition Application. You can get LCA YTD amount in personal details section of consultant information screen.

**Consultant Type:** W2

**Personal Details:**

Name: Shubha Saran  
Contact Num: 960852741  
Email ID: shubha.sara@gmail.com  
Visa Status: H1B  
Expiry Date: 12/31/2017  
Hire Date: 10/1/2016  
LCA YTD: 0.00

**Billing Details:**

A/R Balance: 8400.00  
Customer: Cloud Point America  
Start Date: 10/3/2016  
Time Sheet Frequency: Weekly  
Invoice Frequency: Monthly

Past Due: 8400.00  
Email ID: sales@cloudpointamerica.com  
Contact Num: 789456123  
End Date: 10/3/2016  
Time Sheet Start Date: 10/3/2016  
Auto Send Time sheet: 10/31/2016  
Invoice Start Date: 10/31/2016

**Pay Details:**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)  
Pay Frequency: Monthly

**Sales Team Details:**

Manager: Demo-Manager - 5.00 % on GM (Start Date - 10/3/2016)  
Markup Type: Fixed  
Amount: 100.00

Buttons: Place, Edit, History, Outstanding, Bench, Inactivate, Delete, Close

### Consultant Information Screen

By clicking on the amount you will get a popup of LCA (state)\_Vs\_YTD(Year To Date) details report. You can click on amount to drill down to transaction level.

**LCA YTD**

IT Place LLC  
LCA(State) vs. YTD Details  
As of December 31, 2016

Employee	Year Limit	Paid Till Date	Required Till Date	\$ Diff
David K Mike	85,000.00	13,200.00	85,000.00	-71,800.00
<b>TOTAL</b>	<b>85,000.00</b>	<b>13,200.00</b>	<b>85,000.00</b>	<b>-71,800.00</b>
Total Employees: 1				

01/16/2017 10:54

Try to resize the control using the resize grip or the control's edges

### LCA (state)\_vs\_YTD Details Screen

#### A/R balance with aging report navigation

You will find Account Receivables Balance of the consultant on consultant information screen.

**Consultant Type:** W2

**Personal Details:**

Name: Shubtha Saran  
 Contact Num: 960852741  
 Email ID: shubtha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details:**

**A/R Balance : 8400.00**

Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

**Past Due : 8400.00**  
 Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☐  
 Invoice Start Date: 10/31/2016

**Billing Rate:** 75.00000  
**Income Account:** Consulting Income  
**Description:** Services of Shubtha

**OT Billing Rate:** 80.00000  
**OT Income Account:** Consulting Income  
**Description:** Services of Shubtha

**Pay Details:**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

**Pay Frequency:** Monthly

**Sales Team Details:**

**Manager:** Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)  
**Markup Type:** Fixed  
**Amount:** 100.00

**Buttons:** Place, Edit, History, Outstanding, Bench, Inactivate, Delete, Close

### Consultant Information Screen

By clicking on **A/R Balance** amount, you will be navigated to A/R Aging Details Report. You can click on amount to drill down to transaction level.

**Demo**  
**A/R Aging Detail**  
**As of January 16, 2017**

Type	Date	Num.	Name	Memo	Due Date	Aging	Balance
1 - 30							
Invoice	11/30/2016	123261	Cloud Point America : Shubtha Saran		12/30/2016	17	8,400.00
<b>Total 1 - 30</b>							8,400.00
<b>TOTAL</b>							8,400.00

01/16/2017 10:58

Try to resize the control using the resize grip or the control's edges

### A/R Aging Detail Report Screen

#### AR due with aging report navigation

You will find Account Receivables Balance Past Due amount of the consultant on consultant information screen

**Consultant Type:** W2

**Personal Details:**

Name: Shubdha Saran  
 Contact Num: 960852741  
 Email ID: shubdha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details:**

**A/R Balance:** 8400.00

Customer: Cloud Point America  
 Start Date: 10/3/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

**Past Due:** 8400.00

Email ID: sales@cloudpointamerica.com  
 Contact Num: 789456123  
 End Date: 10/3/2016  
 Time Sheet Start Date: 10/3/2016  
 Auto Send Time sheet: ☒  
 Invoice Start Date: 10/31/2016

**Pay Details:**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

Pay Frequency: Monthly

**Sales Team Details:**

Manager: Demo-Manager - 5.00 % on GM (Start Date: 10/3/2016)  
 Markup Type: Fixed  
 Amount: 100.00

Buttons: [Place](#) [Edit](#) [History](#) [Outstanding](#) [Surch](#) [Inactivate](#) [Delete](#) [Close](#)

### Consultant Information Screen

By clicking on **Past Due** amount, you will navigated to A/R Aging Details Report. You can click on amount to drill down to transaction level.

**A/R Aging Details**

Refresh Show Filter

Find | Next

**Demo**  
**A/R Aging Detail**  
 As of January 16, 2017

Type	Date	Num	Name	Memo	Due Date	Aging	Balance
1 - 30							
Invoice	11/30/2016	123261	Cloud Point America : Shubdha Saran		12/30/2016	17	8,400.00
<b>Total 1 - 30</b>							8,400.00
<b>TOTAL</b>							8,400.00

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Try to resize the control using the resize grip or the control's edges

### A/R Aging Detail Report Screen

### Master Edit navigation

You will find advanced settings on top right corner, where you can perform master edit Employee, edit Customer, edit Project, and edit OT Project.



**Consultant Type** W2

**Personal Details**

Name: Shubdha Saran  
 Contact Num.: 960852741  
 Email ID: shudha.sara@gmail.com  
 Contact Email ID: shudha.sara@gmail.com  
 Visa Status: H1B  
 Expiry Date: 12/31/2017  
 Hire Date: 10/1/2016  
 LCA YTD: 0.00

**Billing Details**

**A/R Balance :** 8400.00  
**Past Due :** 8400.00

Customer: Cloud Point America  
 Start Date: 10/9/2016  
 Time Sheet Frequency: Weekly  
 Invoice Frequency: Monthly

Email ID: sales@cloudpointamerica.com  
 Contact Num.: 789456123  
 End Date:  
 Time Sheet Start Date: 10/9/2016  
☐ Auto Send Time sheet  
 Invoice Start Date: 10/9/2016

**OT Billing Rate** 80.00000  
**OT Income Account** Consulting Income  
**Description** Services of Shubdha

**Pay Details**

Regular - \$ 65.00000 as Hourly Wage (Regular Pay)  
 Regular\_OT - \$ 75.00000 as Hourly Wage (OT Pay)

**Pay Frequency** Monthly

**Advanced Settings**  
 Edit Employee  
 Edit Customer  
 Edit Project  
 Edit OTProject

### Consultant Information Screen – Advanced Settings

#### Employee

By selecting **Edit Employee**, Edit Employee screen will pop up with Employee Details, Address Details, Payroll Details, Tax Details, Employment Info, and Notes & Attachments tabs. Based on your requirement modify and update the master employee data.

**Employee**

**Employee Details** | Address Details | Payroll Details | Tax Details | Employment Info | Notes & Attachments

Corporation\*: Demo  
 Salutation: Mr.  
 First Name\*: Shubdha  
 Middle Name:  
 Last Name: Saran  
 SSN: -  
 Gender: -Select-  
 Date Of Birth: -  
 Bank Account Number: -

Check to be Printed As:  
 Contact Num.: 960852741  
 Home Num.:  
 Alternate Num.:  
 Work Num.:  
 Fax Num.:  
 Email ID: shudha.sara@gmail.com  
 Bank Name: -Select-

**Update** **Cancel**

Try to resize the control using the resize grip or the control's edges

### Advanced Settings – Edit Employee

#### Customer

By selecting **Edit Customer**, Edit Customer screen will pop up with Customer information, Address Details, Additional Details, and Notes & Attachments tabs. Based on your requirement update modify and update Customer Information.

### Advanced Settings – Edit Customer

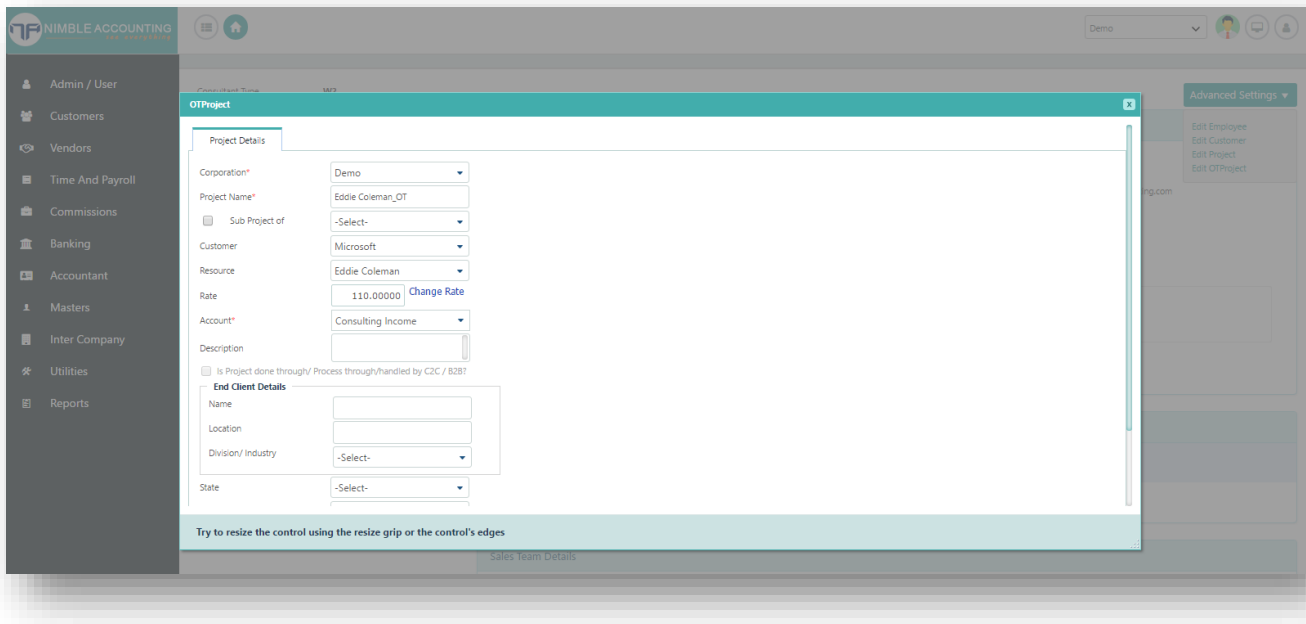
#### Project

By selecting **Edit Project**, Edit Project screen will pop up with Complete Project Details of the consultant. Based on your requirement modify and update Project Information.

### Advanced Settings – Edit Project

#### OT Project

By selecting **Edit OT Project**, Edit OT Project screen will pop up with Complete OT Project Details of the consultant. Based on your requirement modify and update OT Project Information.



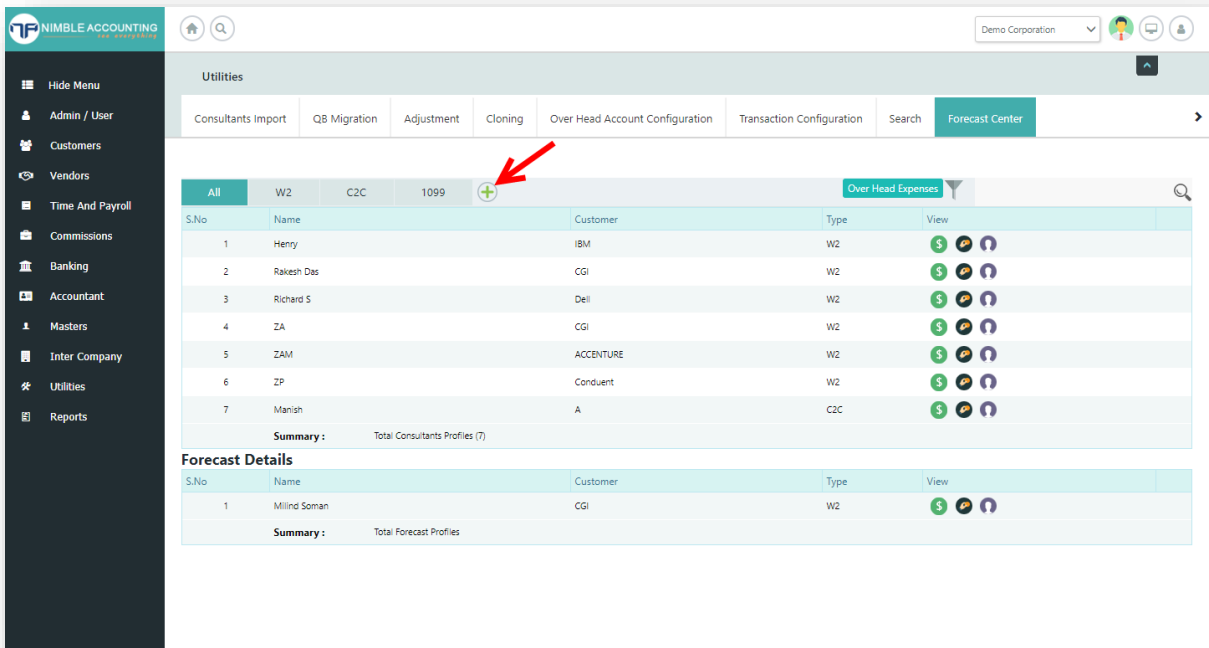
Advanced Settings – Edit OT Project

Forecast Center

Forecast Center feature is used to track the rough estimated margin that will be generated by both upcoming and existing consultants based on the profile configuration

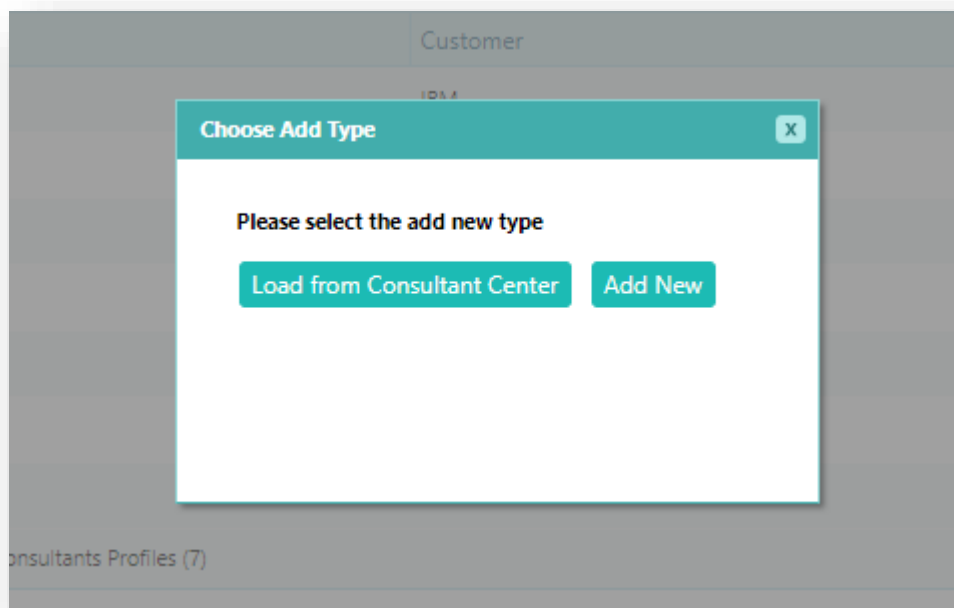
To create a consultant in Forecast Center go to

Home→Utilities→ Forecast Center



Forecast Center

Click on + button and a pop up will appear as shown below



#### Forecast Center Import/Add New Consultants

Select **Load from Consultant Center** to import the existing consultants into forecast center.

To load consultants from consultant center check the respective consultants from the list, and click on **Create Forecast Profile** and the selected profiles will be created under Forecast Center.

To view the profitability of a specific consultant go to

Home→Utilities→ Forecast Center and select the respective consultant as shown below

**Forecast Center**

S.No	Name	Customer	Type	View
1	ABC Jason	Tech New	W2	\$ 🔄 📄
2	Akash Prakash	Deil	W2	\$ 🔄 📄
3	Henry	IBM	W2	\$ 🔄 📄
4	Rakesh Das	CGI	W2	\$ 🔄 📄
5	Richard S	Deil	W2	\$ 🔄 📄
6	ZA	CGI	W2	\$ 🔄 📄
7	ZAM	ACCENTURE	W2	\$ 🔄 📄
8	ZP	Conduent	W2	\$ 🔄 📄
9	Manish	A	C2C	\$ 🔄 📄
10	Noddy	tcs	C2C	\$ 🔄 📄

**Summary :** Total Consultants Profiles (10)

**Forecast Details**

S.No	Name	Customer	Type	View
1	Millind Soman	CGI	W2	\$ 🔄 📄

**Summary :** Total Forecast Profiles

Now the profitability report will be generated as shown below.

**Staffing Report**

**Demo Corporation Profitability Forecast Report**  
Period From 1/1/2018 To 6/7/2018

S.No	Name	Customer	Vendor	Billing Rate	Totalhrs/Qty	Total Revenue	Date From	Date To	Payable Amt	Commission	Employer Taxes	Operating Expenses	Costof Rev	Gross Margin	Overh
1	Manish	A	Telady	60.00	912.00	54,720.00	01/01/2018	06/07/2018	27,360.00	0.00	0.00	0.00	27,360.00	27,360.00	
<b>Total C2C</b>					<b>912.00</b>	<b>54,720.00</b>			<b>27,360.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,360.00</b>	<b>27,360.00</b>	
<b>GrandTotal</b>									<b>27,360.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>27,360.00</b>	<b>27,360.00</b>	

The same can be done for upcoming consultants, after creating their profile In Forecast Center by using **Add New** consultant.

## Navigations for Transactions and Reports

You can do Invoice Entry, Bill Entry, Run Single and Multi-Payroll, Customer Receipt, Bill Payment, View Transactions Report and Profitability Report by clicking on below icons from consultant screen

[Invoice](#)

[Bill](#)

[Single and Multi-Payroll](#)

[Customer Receipt](#)

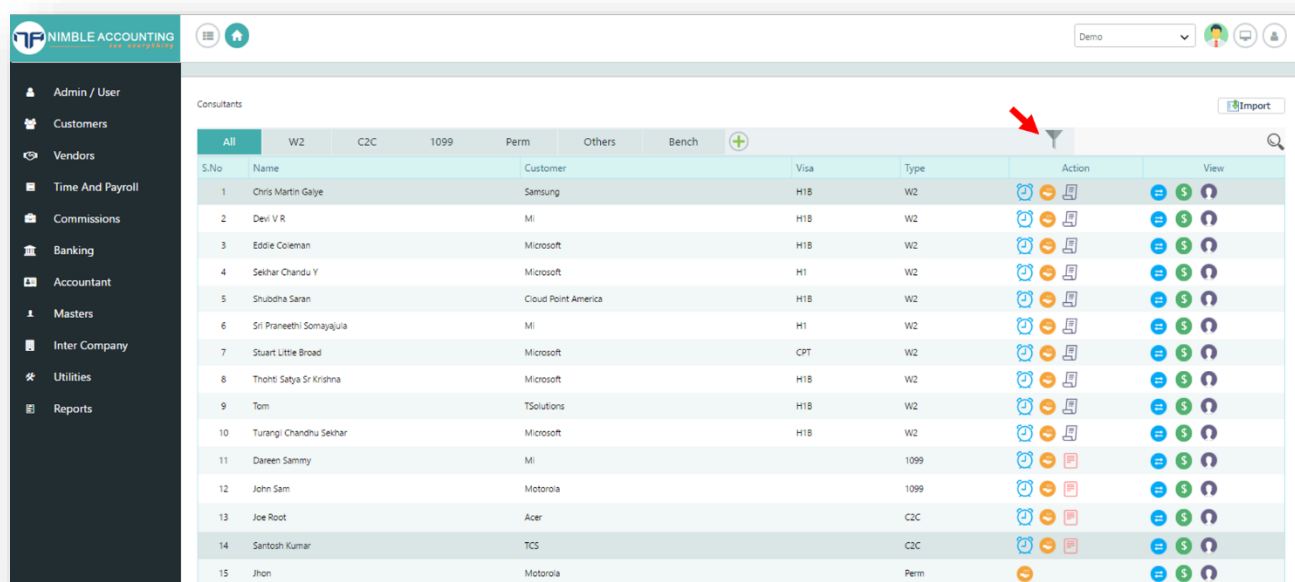
[Bill Payment](#)

[Transactions Report](#)

[Profitability Report](#)

## Filters for Quick View – Consultant

On Consultant Screen, you can filter consultant data based on your choice. To do this, click on filter icon on consultant screen and choose the filter you want to apply.

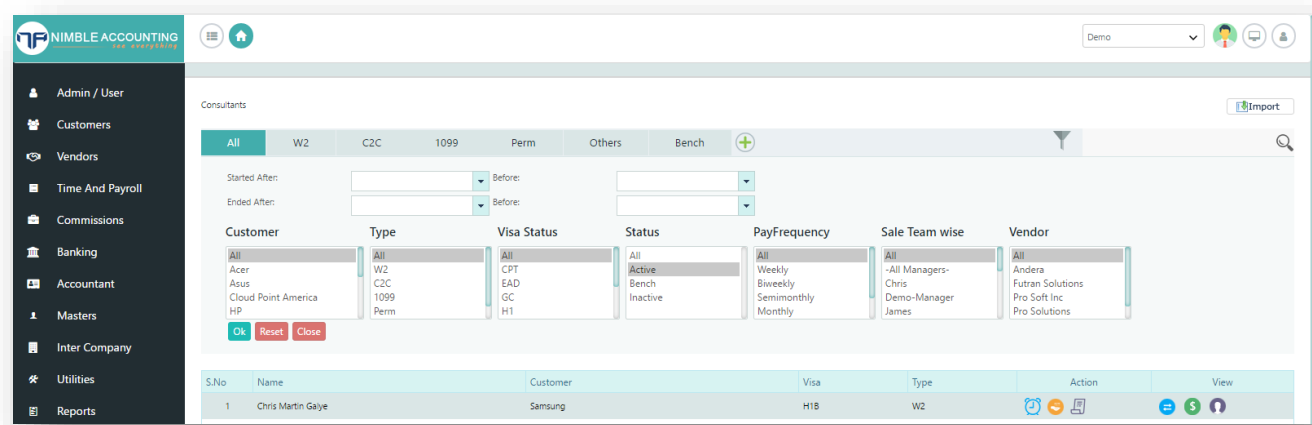


The screenshot shows the Nimble Accounting software interface. On the left is a dark sidebar with navigation icons and labels: Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main area is titled 'Consultants' and contains a table with columns: S.No, Name, Customer, Visa, Type, Action, and View. Above the table are filter tabs: All, W2, C2C, 1099, Perm, Others, and Bench. A red arrow points to a funnel-shaped filter icon in the top right corner of the table area. The table lists 15 consultants with their respective details.

S.No	Name	Customer	Visa	Type	Action	View
1	Chris Martin Galye	Samsung	H1B	W2	[Icons]	[Icons]
2	Devi V R	Mi	H1B	W2	[Icons]	[Icons]
3	Eddie Coleman	Microsoft	H1B	W2	[Icons]	[Icons]
4	Sekhar Chandu Y	Microsoft	H1	W2	[Icons]	[Icons]
5	Shudha Saran	Cloud Point America	H1B	W2	[Icons]	[Icons]
6	Sri Praneethi Somayajula	Mi	H1	W2	[Icons]	[Icons]
7	Stuart Little Broad	Microsoft	CPT	W2	[Icons]	[Icons]
8	Thoni Satya Sri Krishna	Microsoft	H1B	W2	[Icons]	[Icons]
9	Tom	TSolutions	H1B	W2	[Icons]	[Icons]
10	Turangi Chandhu Sekhar	Microsoft	H1B	W2	[Icons]	[Icons]
11	Dareen Sammy	Mi		1099	[Icons]	[Icons]
12	John Sam	Motorola		1099	[Icons]	[Icons]
13	Joe Root	Acer		C2C	[Icons]	[Icons]
14	Santosh Kumar	TCS		C2C	[Icons]	[Icons]
15	Jhon	Motorola		Perm	[Icons]	[Icons]

### Consultant Screen – Filter

After clicking on filter icon, you can access filters screen. You can filter consultants based on Started After or before, End After or before. You can select all or particular customer of your choice. You can choose type of the consultant, Customer, Visa Status, Consultant Status, Sales team wise and vendor



Consultant Screen – Filter Customization

After selecting the required filters, click on **Ok** to display the results.

## Part 2

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### Setting Up Your Business with Nimble Accounting

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#### Chapter 3: Operations

Timesheet Management

Invoicing

Commissions

Payroll for W2

Payments C2C



## Timesheet Management

### Timesheet Entry

Track all of your employees, vendors and others working hours for run the payroll or raise an Invoice to customer

To enter a timesheet entry there are two approaches, one is from consultant centre screen, by clicking on Enter Time icon or



You can navigate from Home Screen (Home → Time And Payroll → Timesheet Entry)

#### Staffing Main Screen – Timesheet Entry

Clicking on Timesheet Entry, you will be navigated to Timesheet Entry Screen. You can enter the Time hours for the consultant in two ways – Day wise and Cumulative.

##### Day wise

In Day wise Timesheet entry, if you navigated from consultant centre, by default **Corporation, profit centre, name, Consultant, Customer and Frequency** will get selected automatically or if you navigated to Timesheet Entry from Staffing main screen, **Corporation and Profit Centre** selected automatically and you need to select **Consultant name and Customer**

Based upon the frequency and time sheet start date defined in consultant centre, start date and end date will generate automatically and timesheet entries will automatically loaded. You **shouldn't check the cumulative option**. After selection of start date and end date, timesheet entries will automatically loaded.

Based on your requirement, customize the timesheet entries. Each timesheet entry had **Date field, Project, Item, Description, Hours, Billable, and Action menu**.

Date field is to represent date and day, Project field is to represent project on which consultant is working, Item field represents payroll item, Description field to add any description, Hours field to total no. of hours consultant worked on that particular day, Billable checkbox – if selected the timesheet entry will consider for invoice or if unselected timesheet entry will not be consider for

invoice. Action menu gives you an option of adding one or more than one entry on particular day for the consultant, Delete option is for deleting the entries.

**Copy Latest Timesheet** - Copy Latest Timesheet Button is to automatically copy the timesheet hours from the previously timesheet entered for that consultant.

**Attachments** – Attachments screen will be expanded by clicking on it, where you can attach timesheet of the consultant in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps format. This attached timesheet can later useful to send it as attachment, when you raise and send invoice to customer.

### Timesheet Entry – Day wise Main Screen

Click on **Save & New** to save and enter a new timesheet for the same consultant. Click on **Save & Close** to save the timesheet, **Reset** to clear the entries, **Cancel** to cancel the task.

### Cumulative

You can do cumulative entry of timesheet, by selecting the **Cumulative check box**.

## Timesheet Entry – Cumulative Main Screen

Employee Timesheet Entry feature is used to capture the timesheets of the internal employees i.e. the employees working for the same corporation.

## Employee Timesheet Entry

To enter an Employee timesheet entry you can navigate from

Home Screen (Home → Time and Payroll → Employee Timesheet Entry)

## Staffing Main Screen – Employee Timesheet Entry

Clicking on Employee Timesheet Entry, you will be navigated to Employee Timesheet Entry Screen. You can enter the Time hours for the employee in two ways – Day wise and Cumulative.

### Day wise

In Day wise Employee Timesheet entry Select **Corporation, profit centre, name, Employee and From & To Dates**

After selection of start date and end date, timesheet entries will automatically loaded.

Based on your requirement, customize the timesheet entries. Each timesheet entry had **Date field, Description, Item, Hours and Action menu**.

Date field is to represent date and day, Item field represents payroll item, and Description field to add any description, Hours field is to fill total no. of hours employee worked on that particular day. Action menu gives you an option of adding one or more than one entry on particular day for the employee, Delete option is for deleting the entries.

**Copy Latest Timesheet** - Copy Latest Timesheet Button is to automatically copy the timesheet hours from the previously timesheet entered for that employee.

**Attachments** – Attachments screen will be expanded by clicking on it, where you can attach timesheet of the consultant in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps format.

Employee Timesheet Entry – Day wise Main Screen

Click on **Save & New** to save and enter a new Employee timesheet for the same employee. Click on **Save & Close** to save the timesheet, **Reset** to clear the entries, **Cancel** to cancel the task.

### Cumulative

You can do cumulative entry of Employee timesheet, by selecting the **Cumulative** check box.

Employee Timesheet Entry – Cumulative

## Invoicing

Invoice is a commercial document that you present to your customer listing goods and services supplied, with quantities, prices, discounts if any and taxes chargeable thereon

### Invoice Entry and Direct Send

To enter a Invoice there are two approaches, one is from consultant centre screen, by clicking on Invoice Entry icon or



## Invoice Entry

You can navigate from Home Screen (Home → Customers → Invoice Entry)

Corporation	Date	Invoice Num.	Customer: Resource	Memo	Due Date	Amount	Status	Add Item	View				
Corporation*	Invoice Date*	Invoice Num.*	Profit Center	Customer*	Resource	Due Date	Bill To/ Ship To	Credit Days	Ship Date	PO Num.	Signature	Remit To	Memo
Demo	01/16/2017	123270	-Select-	-Select-	-Select-	-Select-	-Range-	01/16/2017	-Select-	-Select-	-Select-	-Select-	
Project	Description	Quantity	Rate	Amount	Commissions	Action							
-Select-		1	0.00	0.00									
-Select-		1	0.00	0.00									
Project Total				0.00									

### Invoice Entry Screen

Clicking on the Invoice Entry, you will be navigated to Invoice Entry Screen. Before you navigate to Invoice entry screen, verify that you had timesheet entries for the consultants to which you are going to generate invoices.

If you navigated to Invoice Entry Screen from consultant centre, by default **Corporation, Profit Centre, Invoice date, Customer, Invoice Num., Resource, Bill To/ Ship To, due date, Credit net days and Ship date** will be selected automatically. You can select or enter data in remaining fields as per your requirement.

Invoice Entry Screen

Next Select **Add Time & Expense** icon, you will get a popup screen showing **Billable Time, Expense Hours**. Select the entries for which you want to generate invoice or you can also select all the entries.

By default check box of **Print Timesheet, Expense as single invoice** will be selected, if you want you can unselect it. Next click on **OK** to save.

Invoice Entry Screen – Billable Time, Expenses Popup

You will find the selected entries displayed in a grid with fields **Project, Description, Quantity, Rate, Amount, and Project Total** calculated automatically.

You will also find info related to **Received Payments / Disc. Amount, Balance Due** amounts

The screenshot displays the 'Invoice Entry Screen' in the Nimble Accounting software. On the left is a dark sidebar with a menu containing: Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main workspace has a top header with the 'NIMBLE ACCOUNTING' logo and a 'Demo' dropdown. Below this is a table for entering invoice items. The table has columns: Project (with a dropdown), Description (text input), Quantity (input with '1'), Rate (input with '0.00'), Amount (input with '0.00'), Commissions (checkbox), and Action (eye icon and red circle). Two rows are visible, both with '-Select-' in the Project column. Below the table, a 'Project Total' row shows '0.00'. To the right of the table are summary fields: 'Invoice Total: 0.00', 'Received Payments/ Disc. Amount:', and 'Balance Due:'. An 'Attachments' section is expanded, showing a file upload area with a 'Browse...' button and a red circle icon. Below this is a 'Note' box with the following text: 'Allowed file types: jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps. Maximum file size: 2MB for each file. Maximum files to upload: 8. Duplicate files will not be saved. File name should not contain special characters, & # / \ : \* " < > |'. At the bottom of the screen are four buttons: 'Save & New' (green), 'Save & Close' (teal), 'Reset' (red), and 'Cancel' (red). A 'Print Invoice' checkbox is located above the 'Save & Close' button.

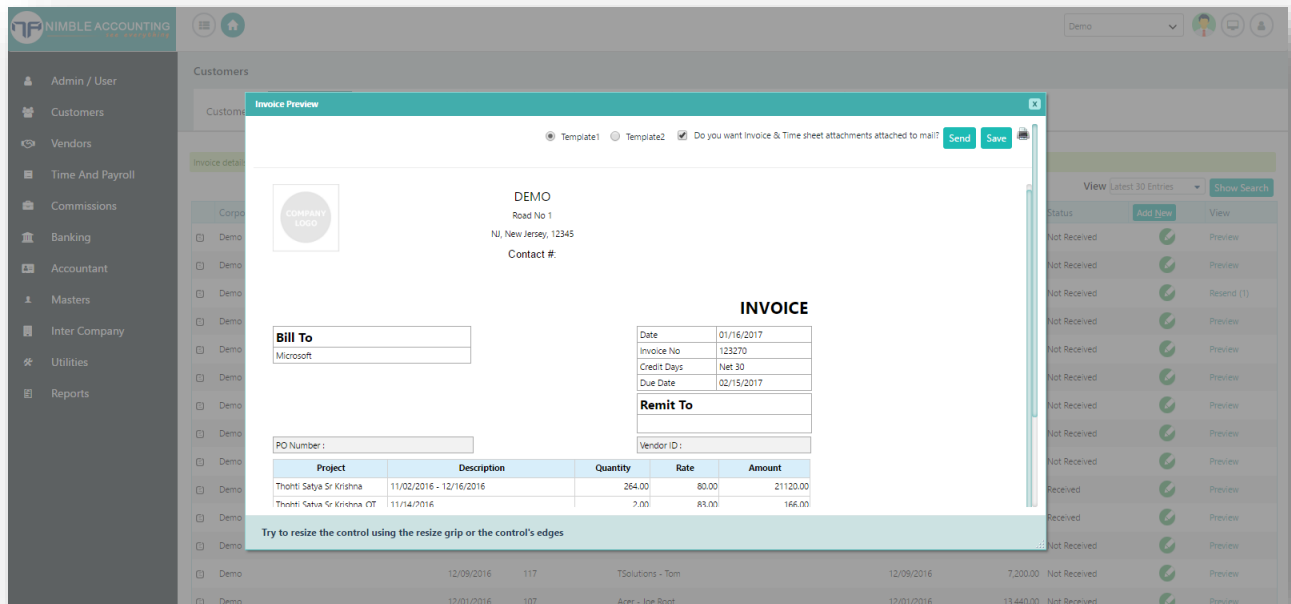
### Invoice Entry Screen

**Attachments** – Attachments screen will be expanded by clicking on it, where you can attach timesheet of the consultant in jpeg, gif, png, xls, xlsx, doc, docx, pdf, txt, xps format. This attached timesheet can later useful to send it as attachment, when you send invoice to customer.

**Print Invoice** – By selecting the Print Invoice check box, you can directly print the invoice.

Click on **Save & New** to save and enter a new invoice, **Save & Close** to save, **Reset** to reset the values, and **Cancel** to cancel the process.

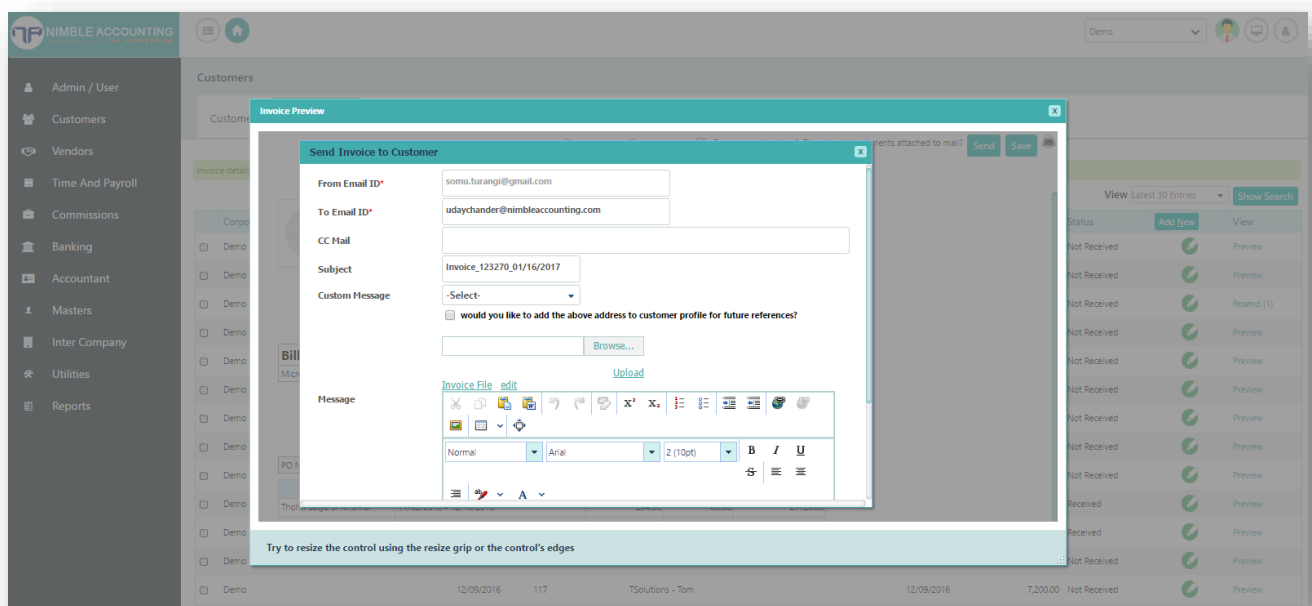
By clicking on **Save & New** or **Save & Close**, the generated invoice will be popup where you can have preview of it. In the popup Invoice Screen, you will find an option **Do you want Invoice & Timesheet attachments attached to mail?** By selecting this option, you can send the invoice directly with timesheet attachments by clicking on **Send** button.



### Invoice Preview Screen

On clicking on send button, **Send Invoice to Customer** screen will be popup and you will find **from email id, To Email id, CC Email Id, Subject, Custom message, invoice attachment, timesheet attachment and message**. Click on Send button to send the mail.

(Note: timesheet is attached to invoice, if you had uploaded the timesheet at time of timesheet entry)



### Send Invoice Screen

#### Auto Invoice

Nimble has a unique feature called Invoice Automation, where you can raise all invoices automatically with available timesheet hours.

To perform Invoice Automation, navigate to Invoice Automation screen (Home → Customers → Invoice Automation)



**Customers**

Customers | Invoice Entry | **Invoice Automation** | Customer Receipt | Receipt Deposit | Credit Memo | Issue a Check | Tax Master

Invoice Automation

Corporation\*: Demo  
 Profit Center: -Select-  
 Customer Resource: -Select-  
 Go

Customer : Resource	Date	Hrs	Rate	Amount	Invoice Date	Invoice No	Signature	Remit To
Dareen Sammy	04/02/2015 - 05/01/2015	176:00	1000.00000	176000.00	05/01/2015		-Select-	-Select-
Dareen Sammy	03/02/2016 - 04/01/2016	160:00	1000.00000	160000.00	04/01/2016		-Select-	-Select-
Dareen Sammy	04/02/2016 - 05/01/2016	152:00	1000.00000	152000.00	05/01/2016		-Select-	-Select-

Invoice Automation Main Screen

Select **Corporation**, **Profit Centre** and **Customer: Resource** and click on **GO**. You will get displayed with the tracked hours to which invoices has to be raised.

**Customers**

Customers | Invoice Entry | **Invoice Automation** | Customer Receipt | Receipt Deposit | Credit Memo | Issue a Check | Tax Master

Invoice Automation

Corporation\*: Demo  
 Profit Center: HGT  
 Customer Resource: Mi  
 Go

Customer : Resource	Date	Hrs	Rate	Amount	Invoice Date	Invoice No	Signature	Remit To
Dareen Sammy	04/02/2015 - 05/01/2015	176:00	1000.00000	176000.00	05/01/2015		-Select-	-Select-
Dareen Sammy	03/02/2016 - 04/01/2016	160:00	1000.00000	160000.00	04/01/2016		-Select-	-Select-
Dareen Sammy	04/02/2016 - 05/01/2016	152:00	1000.00000	152000.00	05/01/2016		-Select-	-Select-
Dareen Sammy	05/02/2016 - 06/01/2016	184:00	1000.00000	184000.00	06/01/2016		-Select-	-Select-
Dareen Sammy	06/02/2016 - 07/01/2016	32:00	1000.00000	32000.00	07/01/2016		-Select-	-Select-
Devi V R	11/06/2016 - 11/12/2016	40:00	65.00000	2600.00	11/12/2016		-Select-	-Select-
Devi V R	11/13/2016 - 11/19/2016	40:00	65.00000	2600.00	11/19/2016		-Select-	-Select-

Invoice Automation Screen

Select required entries or all entries and click on **Create** to raise invoices for tracked hours.

### Customer Receipt

Customer (Invoice) Receipts refer to payments received from customers against invoices raised.

To post Customer Receipt, navigate to Customer Receipt screen (Home → Customers → Customer Receipt)

**Customers**

Customers Invoice Entry Invoice Automation **Customer Receipt** Receipt Deposit Credit Memo Issue a Check Tax Master

View Latest 30 Entries Show Search

Date Corporation Type Check Num. Received From Bank Account Amount Add New

Customer Receipt

Corporation\* Demo

Amount 0.00 **Auto Apply Amount**

Account\* Flushing Bank 152,188.46

Memo

Received From\* -Select-

Date\* 01/16/2017

Check Num.

Ref. Num.

**Show Transactions**

Select	Credit/Discount	Customer:Resource Name	Invoice Date	Due Date	Invoice Num.	Actual Amount	Amount Due	Discount	Credit	Amount Applied
No Invoice entries available.										

Available Credit Amount: 0.00

Total 0.00 0.00 0.00

### Receivables Main Screen

Select **Corporation, Received From**. Once you selected customer in **Received From**, all invoice entries get listed in the grid for which you need receive payments from customer with fields **Select, Credit/Discount, Customer: Resource Name, Invoice date, Due Date, Invoice Num., Actual Amount, Amount Due, Discount, Credit, and Amount Applied**.

Next Enter **Amount**, the amount will be automatically applied to all the entries by default.

**Auto Apply Amount** – After entering the amount in amount field, entered amount will auto applied to all available transaction entries by default. You can also **Un-Apply Amount** by clicking on it.

**Customers**

Customers Invoice Entry Invoice Automation **Customer Receipt** Receipt Deposit Credit Memo Issue a Check Tax Master

View Latest 30 Entries Show Search

Date Corporation Type Check Num. Received From Bank Account Amount Add New

Customer Receipt

Corporation\* Demo

Amount 40800.00 **Un-Apply Amount**

Account\* Flushing Bank 152,188.46

Memo

Received From\* IBM

Date\* 01/16/2017

Check Num.

Ref. Num.

**Show Transactions**

Select	Credit/Discount	Customer:Resource Name	Invoice Date	Due Date	Invoice Num.	Actual Amount	Amount Due	Discount	Credit	Amount Applied
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Peter Stew Anderson	06/30/2016	07/15/2016	4	40800.00	40800.00	0.00	0.00	40800.00
<b>Total</b>						<b>40,800.00</b>	<b>40,800.00</b>	<b>0.00</b>	<b>0.00</b>	<b>40800.00</b>

Available Credit Amount: 0.00

Total Amount Applied 40800.00

Total Adjustment 0.00

Total Discount 0.00

Excess Amount 0.00

Balance Amount 0.00

+ Attachment(s)

Save & New Save & Close Reset Cancel

### Customer Receipt Screen

Select **Date**, **Account**. Enter **Check Num.**, and click on **Show Transactions** button to select a particular transaction entry or a group of transaction entries.

You can also adjust available credit memos and you can apply discounts on customer receipt by selecting **Credit/Discount** check box.

Grid also gives information about **Available Credit Amount**, **Total Amount Applied**, **Total Adjustment**, **Total Discount**, **Excess Amount**, and **Balance Amount**.

Click on **Save & New** to save and create new customer receipt, **Save & Close** to save, **Reset** to clear the entered values, and **Cancel** to cancel the process.

## Commissions

### Commissions Rates configuration in Consultants

To configure commissions' rates to consultant, navigate to consultant profile screen and update sales team details.

Sales Team details screen

Clicking on **Set**, you will get a popup displaying information about your sales team like **Payable To**, **Name**, **Commission Type**, **\$/%/@**, **Amount Overhead**, **Start Date**, **End Date** and **Action menu** to add or delete a row. Input the data in the grid based on your requirement.

You can configure for a single sales team member or multiple members.

Nimble Accounting provides four commission types:

- On Gross Margin
- Flat
- Fixed
- Other

**On Gross Margin**, you need to define the percentage of amount to be calculated on consultant for the sales team. For calculating Gross Margin, if required you can select Mark up type as fixed or percentage.

If you configure the commission type as On Gross Margin, you can also select the **Mark-up type** as **Fixed or Percentage**. Fixed Mark-up type allows you calculate the commission on fixed amount and percentage Mark-up type allows to you calculate the commission on amount generated by percentage.

In **Flat**, a fixed amount will be paid whatever may be the invoice amount

In **Fixed**, amount will be fixed for per hour and same amount has to pay based on billable hours.

In **Others**, Commission calculated based on percentage for the amount generated by Amount / Overhead - Invoice Amount. (Here you need to define Amount/Overhead)

All commissions are calculated on amount generated by calculating (MAS + Fixed) – Billing rate.

### Commission Pay – with auto calculation

For Raised Invoices you can pay Man/Rec/Rep commissions on configured bases. Navigate to Commission pay screen (Home → Commissions → Commissions Pay)

Clicking on Commission Pay, you will be navigated to Commission pay screen

The screenshot displays the 'Commission Pay' screen in the Nimble Accounting software. The interface includes a sidebar with navigation options like Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main content area shows the 'Commission Pay' screen with filters for Corporation (Demo), Commissions By (Manager), and Name (-Select-). Below the filters, there is a table listing commission payments with columns: Name, Invoice Date, Invoice No, Invoice Amount, Receipt Date, Receipt Amount, Total Hrs, Commission Payable, Paid, Calculation Details, Due Amount, and Action. The table contains several rows of data, including payments for Peter Stew Anderson, Stuart Little Broad, and Shubdha Saran. At the bottom of the table, there are buttons for 'Pay', 'Pay & Finish', 'Finish', and 'Export'.

Name	Invoice Date	Invoice No	Invoice Amount	Receipt Date	Receipt Amount	Total Hrs	Commission Payable	Paid	Calculation Details	Due Amount	Action
Peter Stew Anderson	01/28/2016	2	8000.00	04/06/2016	7800.00	80.00	5.20 0.00	0		5.07	Pay Pay & Finish Finish
Stuart Little Broad	05/31/2016	29	17072.00	10/13/2016	17072.00	176.00	31.68 0.00	0		31.68	Pay Pay & Finish Finish
Stuart Little Broad	06/30/2016	30	17072.00	11/21/2016	17072.00	176.00	31.68 0.00	0		31.68	Pay Pay & Finish Finish
Stuart Little Broad	07/31/2016	31	16296.00	11/21/2016	16296.00	168.00	30.24 0.00	0		30.24	Pay Pay & Finish Finish
Stuart Little Broad	09/01/2016	32	4082.00	11/21/2016	4082.00	42.00	7.72 0.00	0		7.72	Pay Pay & Finish Finish
Shubdha Saran	11/02/2016	123252	9000.00	12/29/2016	9000.00	120.00	-540.00 0.00	0		-540.00	Pay Pay & Finish Finish
Shubdha Saran	11/30/2016	123261	8400.00		0.00	112.00	-504.00 0.00	0		-504.00	Pay Pay & Finish Finish

### Commission Pay Screen

Select **Corporation, Commissions By, Name** to whom commission is to be paid.

Select **Invoice or Receipt** to pay commission on invoice amount or customer receipt

Select **View Transactions** and Select / Change **From Date, To Date**.

Click on **GO**.

You will get displayed with all the pending transactions in the grid. Select required or all transactions to be paid.

Mouse over on icon displayed in Calculations details to get how the commission pay get calculated.

Click on **Pay** to pay the commissions and you will pop up with a screen

Select **Bank Account**, **Check Date**, **Accrual Account** and enter **Check/Bill/Entry Num.**

#### Through Check

By clicking on **Check** button, you will pay the commission through check

#### Through Bill

By clicking on **Bill** button, you will pay the commission through bill. Bill Button will get enabled, when you are paying commission for Vendor.

#### Through Journal

By clicking on **Journal** button, you will pay the commission through Journal

### **Accrued Commissions**

For Raised Invoices you can pay Man/Rec/Rep commissions on configured bases. To configure accrued commissions, navigate to Accrued commissions (Home → Commissions → Accrued Commissions).

Clicking on Accrued Commissions, you will be navigated accrued commissions screen

Corporation	Date	Agent Type	Name	Amount	Add New
Demo	06/01/2016	Representative	Demo-Representative	55.20	✓
Easy Technology	05/31/2016	Recruiter	Joshua	10128.00	✓
Easy Technology	04/30/2016	Manager	Ethan	198.49	✓
Easy Technology	03/31/2016	Manager	Ethan	125.00	✓
				<b>10,506.69</b>	

### Accrued Commission Screen

Click on **Add New** button, to add a new accrued commission entry.

Select	Consultant Name	Invoice Date	Total Hours	Billing Amount	Accrued Commission	Calculation Details
<input type="checkbox"/>	Samsung: Chris Martin Galye	9/25/2015		40.00	8000.00	200.00 ⓘ
<input type="checkbox"/>	Samsung: Chris Martin Galye	10/2/2015		40.00	8000.00	200.00 ⓘ
<input type="checkbox"/>	Samsung: Chris Martin Galye	10/9/2015		40.00	8000.00	200.00 ⓘ

### Accrued Commission Entry Screen

Select **Corporation, Profit Centre, Payable To, Name, Date.**

Select **Commission Account.**

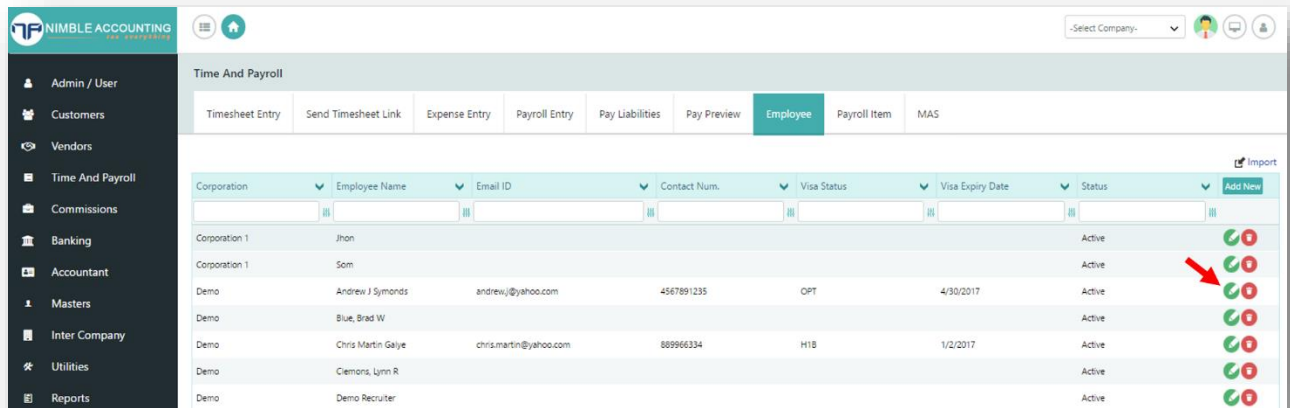
Selecting the Payable to and Name, Amount will get generated automatically and entry will get displayed in the grid. You can select one entry or multiple entries and Click on **Save & Close** to save the entry, **save & new** to save and add new entry, **Reset** to clear the values, and **Cancel** to cancel the process.

To edit an entry click on Edit Icon, do necessary modifications and save.

## Payroll for W2

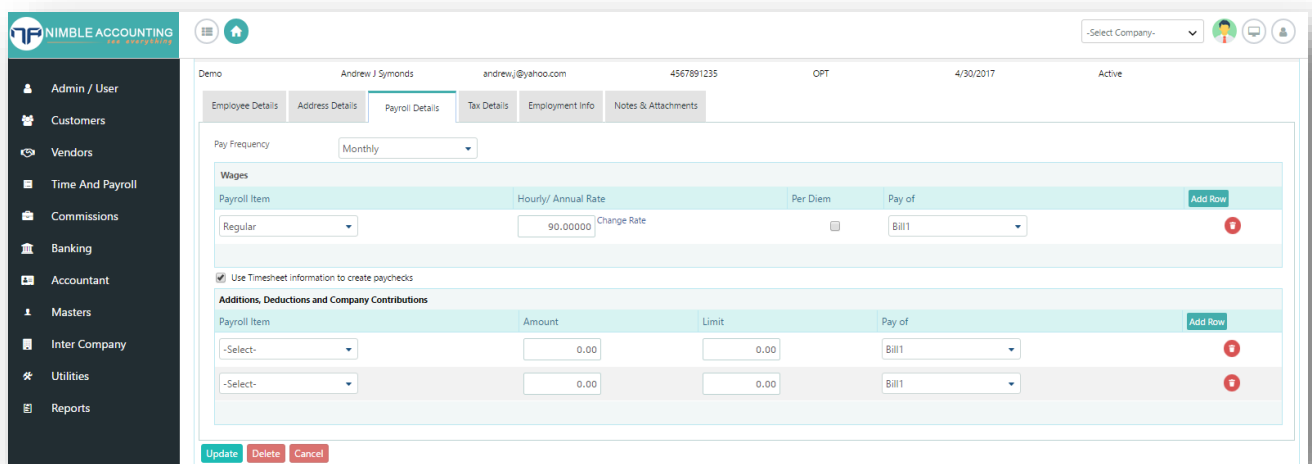
### Pay rates and Taxes configuration from Consultants

You will configure pay rates and taxes at the time of creating consultant. If you missed out there, you can configure again to each consultant by navigating to **Employee Information** screen. (Home → Time and Payroll → Employee)



Employee Information Screen

Click on **Edit** to edit the employee information, you will be navigated to screen, with number of tabs like **Employee Details, Address Details, Payroll Details, Tax Details, Employment Info, Notes & Attachment**. Select **Payroll Details** tab to add/modify pay rates.



Employee Information Screen – Payroll Details Tab

In Payroll details tab, select **Pay Frequency, Payroll Start Date**.

In the wages grid, click on **Add Row** to add a new payroll item or modify the existing payroll item. Check / Uncheck the **Per Diem**. If Per Diem is selected, the payroll amount comes under tax exemption or unselected payroll amount is taxable.

You can select an option **“Use Timesheet information to create pay checks”**

You can also add any additions, deductions, and company contributions provided in another grid.

Click on **Update** to save, **Delete** to remove, and **Cancel** to cancel the process.

Select **Tax Details** tab to configure the taxes.

**Federal**

Federal Filing Status: Married, Spouse works  
 Federal Allowances: 0.00  
 Extra Withholding: 0.00

**State living**

State: NJ  
☒ SUI ☒ SDI  
 State Allowances: 0.00  
 State Filing Status: Married, Spouse works  
 Rate Code: C  
 Extra Withholding: 0.00  
 State Personal Exemptions: 0  
 State Dependent Exemptions: 0.00  
 State No of Exemptions: 0.00  
 Annual Compensation: -Select-

**State working**

☒ Same as State living

**Other Taxes**

Payroll Item	Limit	Add Row
-Select-	0.00	<span style="color: red;">+</span>
-Select-	0.00	<span style="color: red;">+</span>

**Subject To**

☐ Medicare  
☐ Social Security  
☐ Advance Earned Income Credit  
☐ Federal Unemployment Tax (Company Paid)

Update Delete Cancel

Employee Information Screen – Tax Details Tab

Tax details is organized into sections like **Federal, State living, State working, other taxes and Subject to** items like Medicare, Social Security, Advance Earned Income Credit, and FUTA.

In Federal, Select **Federal Filling Status, Federal Allowances and Extra Withholding.**

Select State living taxes like **state, state allowances, state filling status, rate code, extra withholding, state personal exemptions, state dependent exemptions, state no of exemptions, annual compensation.**

By selecting the state, **SUI (State Unemployment Insurance) and SDI (State Disability Insurance)** will be checked automatically or else you can select manually.

Select State working taxes, if state living and state working is same, simply check “**Same as State living**” or else select **state, work allowances, working filling status, extra withholding, work personal exemptions, work dependent exemptions, work no of exemptions and Annual Compensation.**

You can add other taxes only, if state of living and state of working is same.

Select **Employment Info** tab for add/modify **Job Details, Visa Status, Employee details and Termination Details.**



The screenshot displays the 'Employee Information Screen – Employee Details Tab' in the Nimble Accounting software. The interface includes a sidebar with navigation options like Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main content area is divided into several tabs: Employee Details, Address Details, Payroll Details, Tax Details, Employment Info, and Notes & Attachments. The 'Employee Details' tab is active, showing fields for Hire Date, Start Date, US Citizen status, I9 Expiration Date, COI Expiration Date, Passport Number, Passport Expiration Date, Sick Pay Days, and Vacation Pay Days. The 'Job Details' section includes Job Title, Description, Current LCA (State and GC), and Job Type. The 'Termination Details' section includes Termination Type, Termination Reason, Last Day Worked, Last Date on Benefits, and Release Date. A 'Visa Status' table is also present with columns for VISA Status, Description, From Date, To Date, and an 'Add Row' button.

Employee Information Screen – Employee Details Tab

In Job Details, select **Job Title**, Input **Description**, **Current LCA(state)**, **Current LCA(GC)** and **Job Type**.

**LCA (state)** can be defined only after selecting the state in Tax details tab.

In Visa Status, you can add / modify Visa Status.

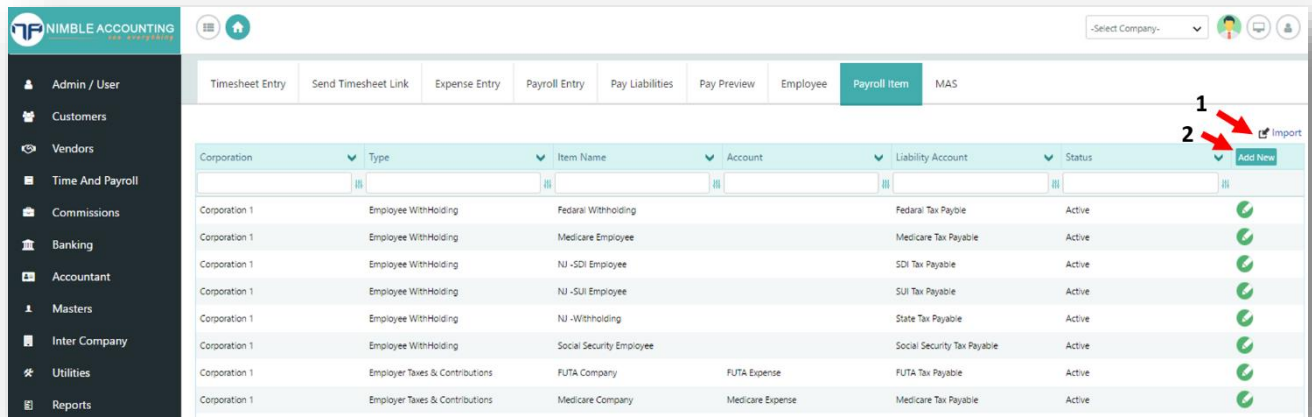
In Employee Details, select **Hire date**, **Start Date**, **US Citizen**, **I9 on file**, **I9 expiration date**, **COI Expiration date**, **Passport Number**, **Passport Expiration Date**, **Sick Days** and **Vacation Pay Days**.

In Termination Details, Select **Termination Type**, **Termination Reason**, **Last Day Worked**, **Last Date on benefits**, and **Release Date**.

### Payroll Item- for Payable to

You can create new payroll items or update already created one. To add a new payroll item, navigate to payroll item screen. (Home → Time and Payroll → Payroll Item)

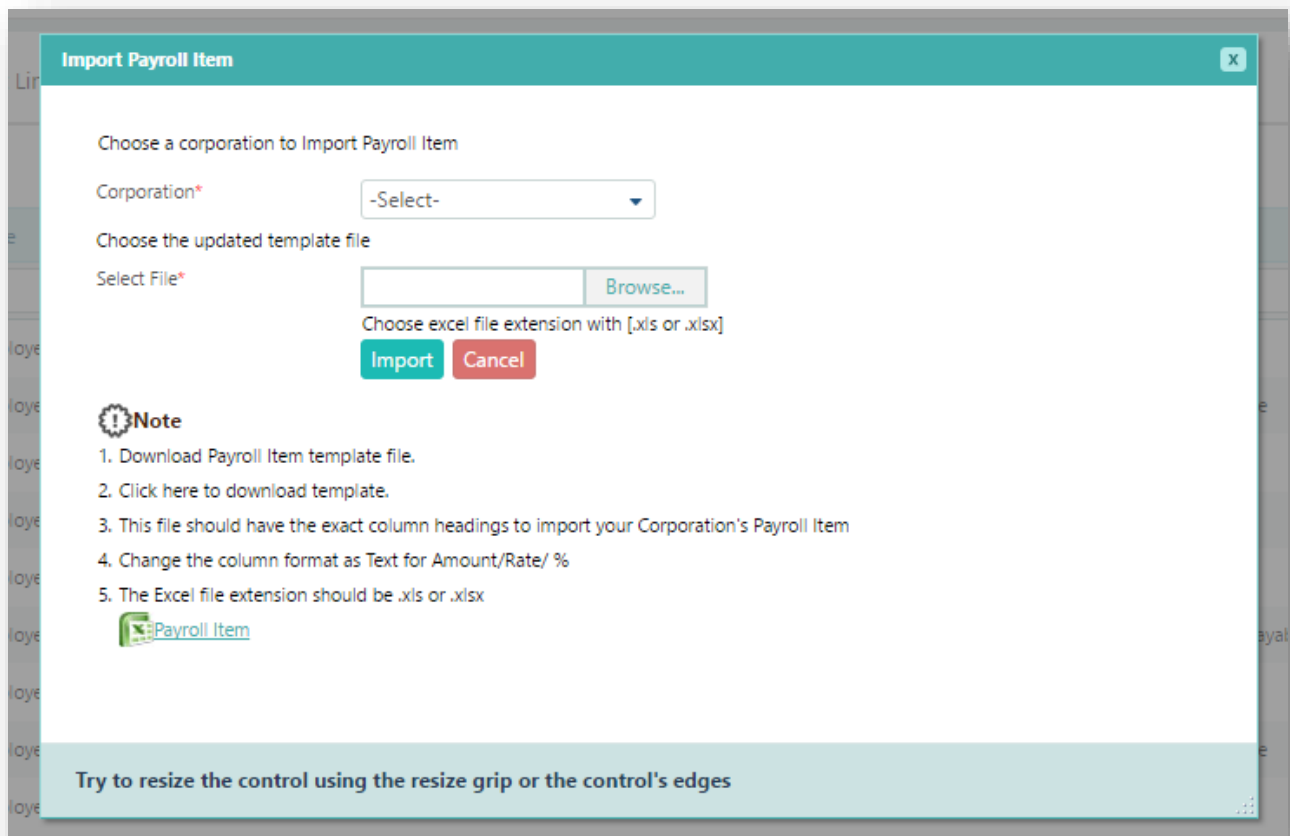
Clicking on Payroll Item, you will be navigated to Payroll Item Screen.



### Payroll Item Screen

You can add new payroll item using **Add New** or you can import using **Import** button.

By clicking on Import button, you will get a pop up screen **Import payroll Item**.



### Import Payroll Item Screen

Select **Corporation**, browse file to import the payroll items. Import file must be in xls, xlsx format only. You can also download the sample file from Import window.

To add new payroll item, click on **Add new** button. You will be navigated Payroll Item Type screen.

### Add Payroll Item Type Screen

Select **Corporation**.

Select **Item Type**. Based on Item Type, options for payroll item type will change dynamically. If Item Type is **Wages**, Input **Item Name**, **Amount**, and **Wage Type**.

If Item Type is **Additions**, Input **Item Name**, **Account**, **Calculated On**, and **Tax Tracking Type**.

If Item Type is **Deductions**, Input **Item Name**, **Account**, **Payable To**, **Calculated On** and **Tax Tracking Type**.

If Item Type is **Employer Taxes & Contribution**, Input **Item Name**, **Payable Account**, **Account**, **payable To**.

If Item Type is **Other Tax**, select **Contribution by**, **State**, **Item Name**, **Account**, **Payable to**, **Calculated On**, **Percentage (%)**, **Tax Tracking Type**, **Taxable Compensation**, and **Deduction Before Tax**.

You can check / uncheck the cloning of payroll items to all corporations using “Do you want to Clone for all Corporations?” for all kind of Item Types.

Click on **Save & New** to save and add new payroll item, **Save & Close** to save and **Cancel** to cancel the process.

### Payroll Entry

To Process the Consultant salaries, Employee and Company Taxes automatically. Navigate to payroll entry screen to process payroll (Home → Time and Payroll → Payroll Entry)

Click on Payroll Entry, you will be navigated to Payroll Entry screen.

### Payroll Entry Screen

#### Manual

By default, you will redirect to new payroll entry screen. Select **Corporation, Profit Centre, Banking Account, Starting Check Num., Pay Frequency, Pay Period From, Pay Period To, Pay Date, Payroll Name** and click on **Next**

Employee Name	Pay Period	Gross Pay	Additions	Deductions	Withholding	NetPay	Employer Taxes & Contribution	Pay Of	Total Hours	Split	View	Delete	Taxes
Andrew J Symonds	01 Dec 2016-31 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00:00				
Chris Martin Gaije	01 Dec 2016-31 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00:00				
Eddie Coleman	01 Dec 2016-18 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96:00				
Sekhar Chandu Y	01 Dec 2016-18 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96:00				
Shubha Sarani	01 Dec 2016-18 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	00:00				
Stuart Little Broad	01 Dec 2016-18 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96:00				
Thohi Satya Sr Krishna	01 Dec 2016-16 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	96:00				
Tom	01 Dec 2016-15 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	88:00				
Turangi Chandhu Sekhar	01 Dec 2016-19 Dec 2016	0.00	0.00	0.00	0.00	0.00	0.00	0.00	104:00				
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>					

### Payroll Entry Screen

After clicking on Next, you will be navigated payroll process screen. Select the consultants for whom to process payroll from the grid.

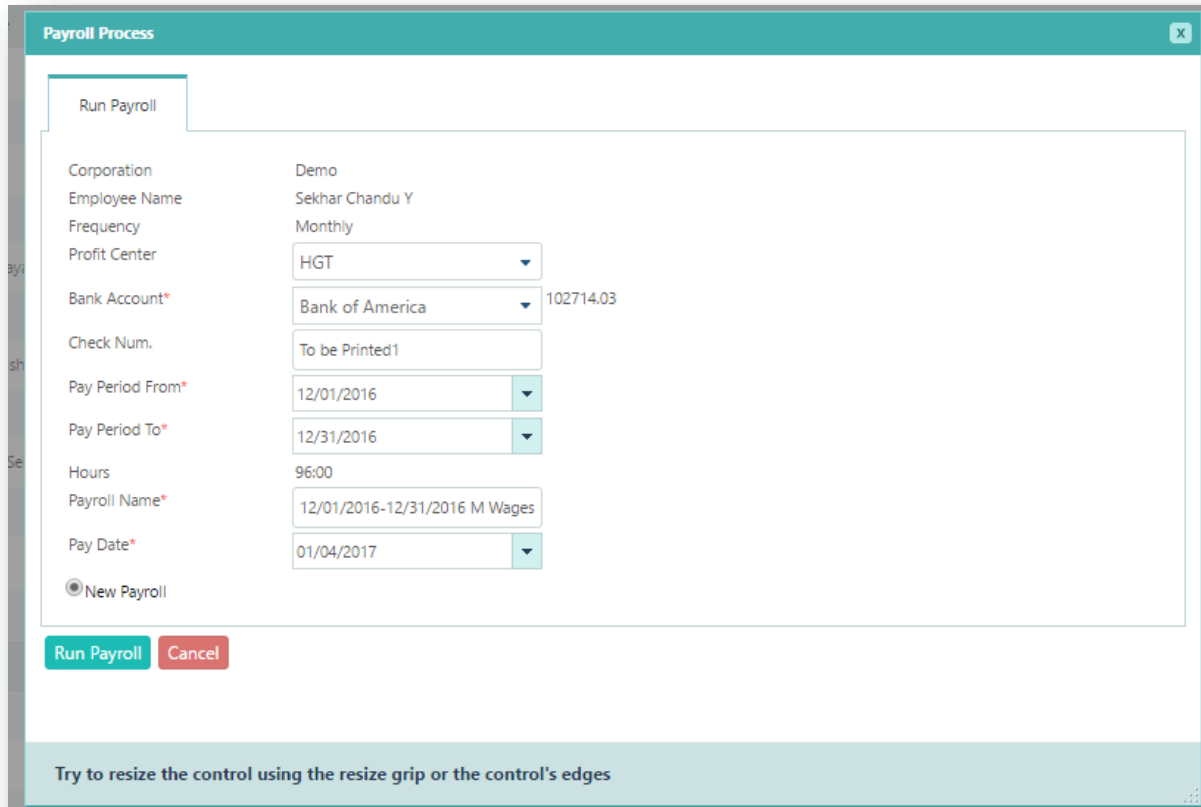
Click on **Payroll Process** button to run the payroll, **Delete** to delete the entry, **Close** to close.

### Payroll from Consultant screen

You can also process payroll directly from consultant screen, by clicking **Run Payroll** icon.

## Run Payroll

Once you had clicked on **Run Payroll** icon, you will get pop up of **Payroll Process** screen.



The screenshot shows the 'Payroll Process' window with a 'Run Payroll' tab selected. The form contains the following fields and values:

Field	Value
Corporation	Demo
Employee Name	Sekhar Chandu Y
Frequency	Monthly
Profit Center	HGT
Bank Account*	Bank of America
Check Num.	To be Printed1
Pay Period From*	12/01/2016
Pay Period To*	12/31/2016
Hours	96:00
Payroll Name*	12/01/2016-12/31/2016 M Wages
Pay Date*	01/04/2017

At the bottom left, there is a radio button labeled 'New Payroll' which is selected. Below the form are two buttons: 'Run Payroll' (green) and 'Cancel' (red). A footer message states: 'Try to resize the control using the resize grip or the control's edges'.

Payroll Process Screen

Select **Profit Centre, Bank Account, Check Num., Pay Period From, Pay Period To, Payroll Name, Pay Date**

Click on **Run Payroll** to process the payroll.

Payroll Import (Home → Time and Payroll → Payroll Entry)

You can also import processed payroll information by following the below steps.

1. Click on **Import Payroll** button.
2. Follow the below steps on the **Import** Screen.

### Step 1

Select **Corporation, Profit Center, Bank Account, Frequency, Pay Period From, Pay Period To, Pay Date, Payroll Name**, Select **Template From** and browse for the payroll file exported / downloaded from Payroll Portal as shown in the below screen

**Import: Payroll Template**

1 Import Payroll 2 Mapping 3 Review

Corporation\* Demo Corporation

Profit Center -Multiple-

Bank Account\* -Select- 0.00

Frequency\* -Select-

Pay Period From\*

Pay Period To\*

Pay Date\*

Payroll Name\*

Template From\* -Select-

Select File\* [Browse...](#)

Choose excel file extension with .xlsx

**Note**  
Click above link to download template.  
The Excel file extension should be .xlsx  
Excel file should have only one sheet

**Import & Next** **Cancel**

Try to resize the control using the resize grip or the control's edges

Payroll Import Screen

**Step 2**

Click on Import & Next and you will be navigated to mapping window

Click on **Mapping** for unmapped consultants and you will be navigated to the below screen

**Import: Payroll Template**

1 Import Payroll 2 Mapping 3 Review

Employee Name Stew W

Map With Stew W

1 Map Wages 2 Map Additions 3 Map Employee Withholdings 4 Map Deductions 5 Map Employer Contributions

Wages	Map With
Commission	Commissions
Regular	Hourly

**Next** **Cancel**

Note: New Employee Name shall be

Try to resize the control using the resize grip or the control's edges

Payroll Import Screen – Mapping

- Map Employees – Map employee list with nimble accounting employee masters list otherwise you can create new.
- Map Wages – Map unmapped wages list with nimble accounting wages master list.

- c. Map Additions – Map unmapped additions list with nimble accounting wages master list.
- d. Map Employee Withholdings – Map unmapped withholdings list with nimble accounting taxes master list.
- e. Map Deductions – Map unmapped deductions list with nimble accounting deductions list.
- f. Map Contributions – Map unmapped contributions list with nimble accounting contributions list.

### Step 3

#### Review

After mapping contributions Click on **Save & Next** and you will be navigated to the below screen stating Payroll Imported successfully from where you can review

Review – you can view complete preview of the imported payroll from the below screen

**Import: Payroll Template**

Payroll imported successfully.

1 Import Payroll 2 Mapping 3 Review

**Summary**  
 Pay Period : 06/07/2018 - 06/20/2018 Payment Date : 06/25/2018

**Payroll Summary**

Wages	3177.24
Deductions from Gross Wages	783.50
Tax Deductions	601.73
<b>Net Gross Pay</b>	
Deductions from Net Pay	
<b>Net Pay</b>	1792.01
Employer Contribution	243.06

**Employee details**

Employees	Profit Center	Check Num.	Wages	Wages Deductions	Tax Deductions	Net Pay Deductions	Net Pay	Employer Contribution	Mapped Hours	Mark as Paid
Stew W	Demo Corporation		3177.24	783.50	601.73		1792.01	243.06	0	No Time sheet
<b>Total:</b>			3,177.24	783.50	601.73		1,792.01	243.06		

Finish Cancel

Try to resize the control using the resize grip or the control's edges

Payroll Import – Finish Screen

Click on **Finish** and the payroll Import will be completed.

**Note:** If you did not click on **Finish** the import will be incomplete and will be under incomplete Payroll Import which you can resume and click on **Finish** to post the entries.

## Pay Liabilities

Here allows you to pay auto calculated payroll taxes and liabilities from processed payrolls.

To pay liabilities, navigate to pay liabilities screen (Home → Time and Payroll → pay liabilities)  
Selecting on Pay Liabilities, you will be navigated to pay liabilities screen.

Corporation	Payroll Name	Liability Paid To	Amount	Action
Easy Technology	04/01/2016-04/15/2016 S W...	ADP Agency	4,348.10	Pay
Easy Technology	04/01/2016-04/30/2016 M W...	ADP Agency	12,214.01	Pay
Easy Technology	04/16/2016-04/30/2016 S W...	ADP Agency	3,875.34	Pay
			<b>20,437.45</b>	

Corporation	Payroll Name	Liability Paid To	Bank Account	Check Num.	Amount	Paid Date	Action
Easy Technology	03/01/2016-03/31/2016 M W...	ADP Agency	Bank of America	5005	13,608.31	04/30/2016	✓
Easy Technology	03/16/2016-03/31/2016 S W...	ADP Agency	Bank of America	5004	1,892.47	04/30/2016	✓
Easy Technology	02/01/2016-02/29/2016 M W...	ADP Agency	Bank of America	5002	6,890.04	03/31/2016	✓
Easy Technology	03/01/2016-03/15/2016 S W...	ADP Agency	Bank of America	5003	1,708.47	03/31/2016	✓
Easy Technology	01/01/2016-01/31/2016 M W...	ADP Agency	Bank of America	5001	3,064.07	02/29/2016	✓
					<b>Total:</b>	<b>27,163.36</b>	

### Pay Liabilities Screen

Pay Liabilities screen consists of two grids, one grid consists of liabilities to be paid and another grid consists of Paid Liabilities.

To pay liability, click on **pay**. You will be navigated to pay liability screen

Account	Profit Center	Actual Amount	Pay Amount	Memo	Name	Add Row
SDI Tax Payable	Easy Technology	60.48	60.48		-Select-	+
Medicare Tax Payable	Easy Technology	796.92	796.92		-Select-	+
FUTA Tax Payable	Easy Technology	124.32	124.32		-Select-	+
Federal Tax Payable	Easy Technology	5832.24	5832.24		-Select-	+
SUI Tax Payable	Easy Technology	894.11	894.11		-Select-	+
State Tax Payable	Easy Technology	1098.42	1098.42		-Select-	+
Social Security Tax Payable	Easy Technology	3407.52	3407.52		-Select-	+
		<b>Total:</b>	<b>12,214.01</b>			

### Pay Liability Screen



Select **Corporation, Date, Account, Check Num., Name, Ref Num., Amount and Description**.  
Verify the grid showing all the payable items, click on attachment to attach any documents.

Click on **Pay** to pay liability.

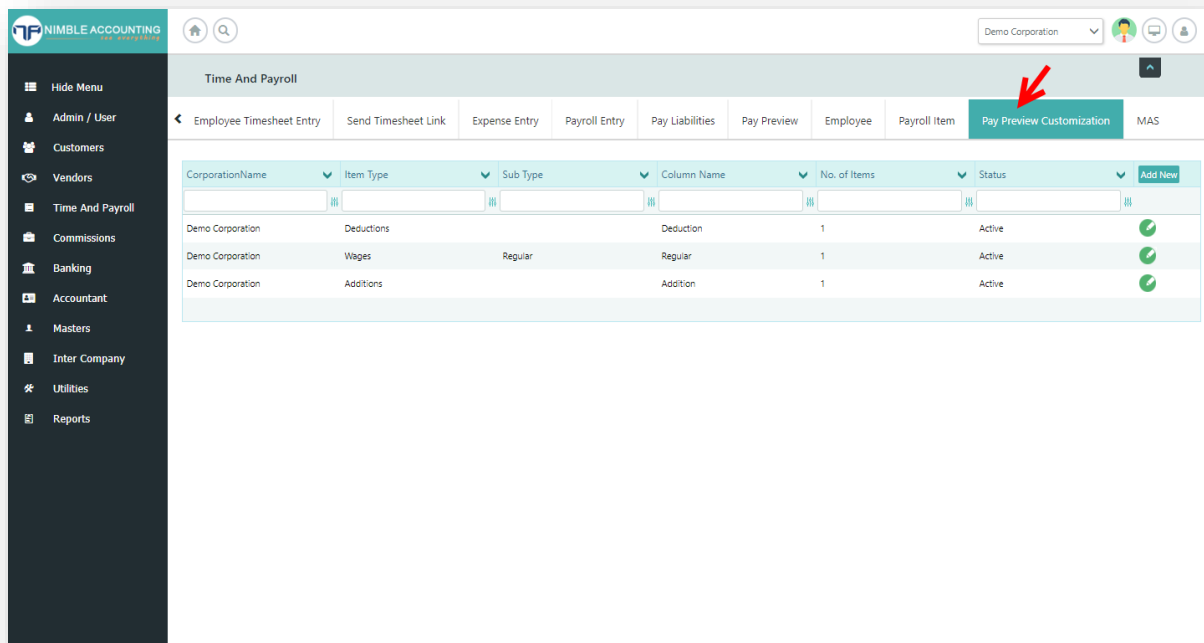
## Pay Preview Customization

This feature is used to know the expected expenses on employees, consultants before processing the Payroll for the particular pay frequency.

Pay Preview Customization is a onetime setup

To configure Pay Preview Customization go to

Home → Time and Payroll → Pay Preview Customization



Pay Preview Customization – Add New Screen

Click on **Add New** as shown below

Pay Preview Customization – configuration Screen

Select **Corporation**, **Column Name**.

Select **Item Type** from drop down either Wages/Additions/deductions

Select **Sub Type** if the **Item Type** is Wages

Now map **Payroll Items** accordingly with Nimble Payroll Items.

Click **Save & New** to save the current Pay Preview Customization and to start creating the new one

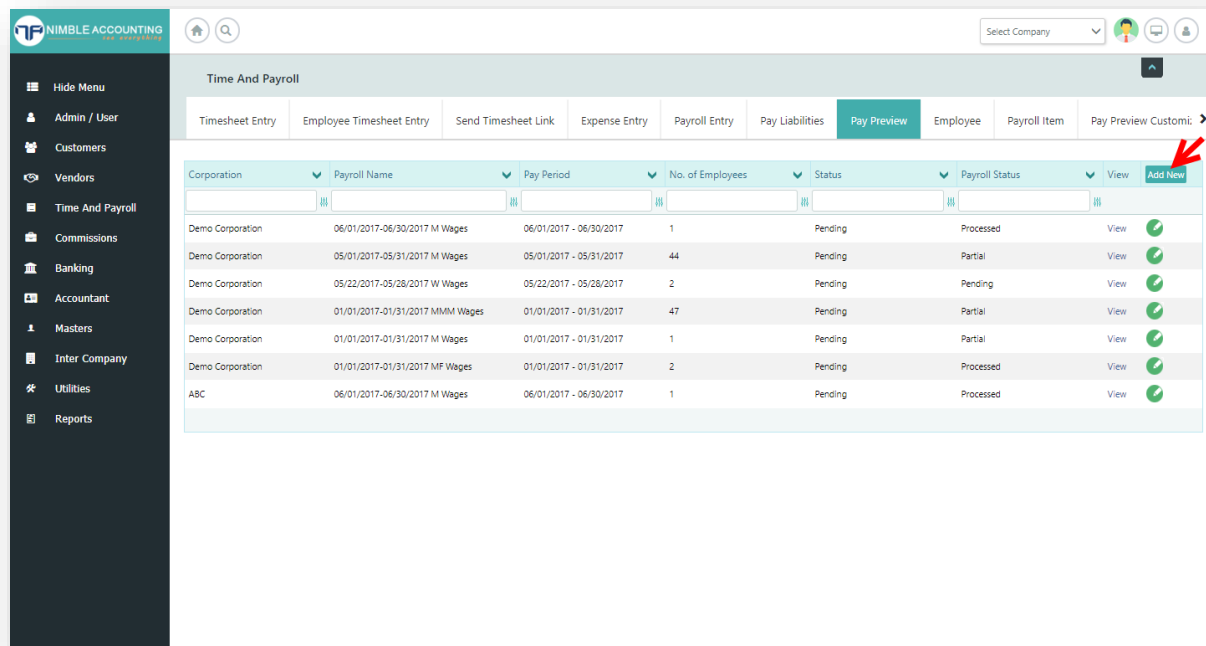
Click **Save & Close** to save the current Pay Preview Customization and close.

Click on **Cancel** to undo the configuration.

## Pay Preview

Once the Pay Preview Customization Configuration is done, go to

Home → Time and Payroll → Pay Preview



Nimble Accounting Pay Preview Screen

Click on **Add New**

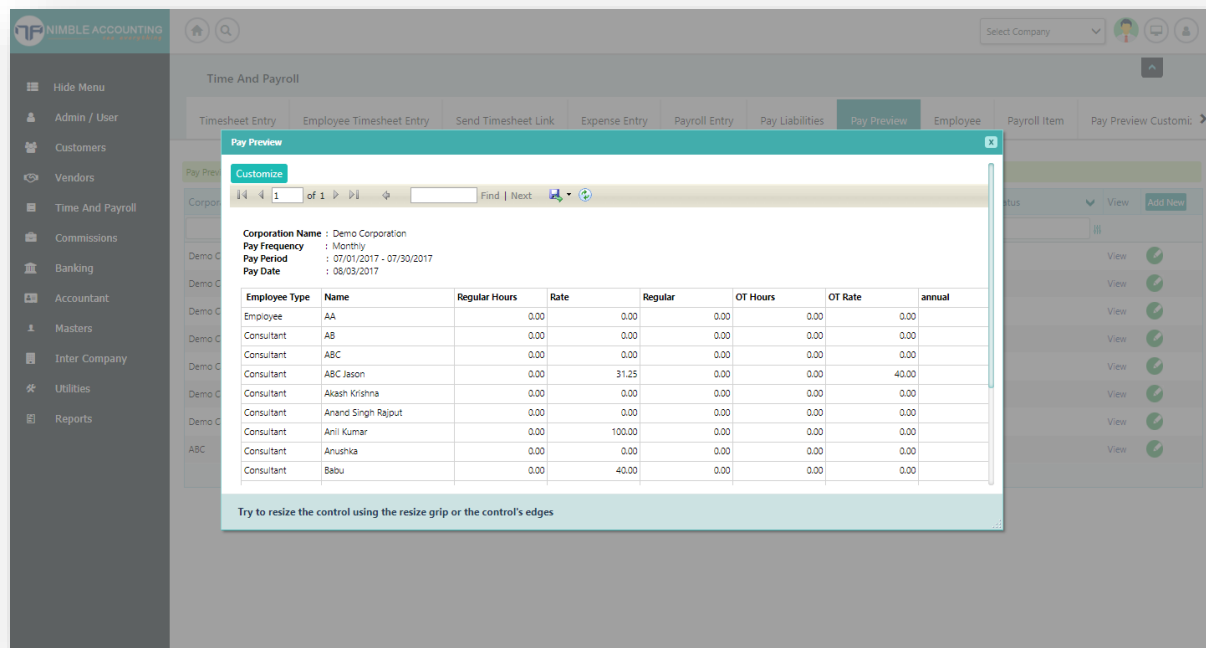
Select **Corporation**, **Pay Frequency**, select **From Date**, based upon the frequency selected **To Date** will be displayed automatically

**Pay Date**, **Payroll Name** will be displayed automatically, we can manually update/edit if required.

Click on **Get Employee**, based upon the Payroll Frequency defined in the Profile, employee/consultant list would be displayed

Select all employees by checking **Select All** box, or you can select particular Consultant/Employee by checking that particular box

Click on **Save**, and a preview will be shown as displayed in the below screen



Pay Preview Report Screen

Click on **Customize**, select the required additional columns and they will be added in the report.

Click **Export** button to export the report in PDF, Excel formats.

Click on **Send** to send the report through email.

## Payments C2C

### Bill Entry

A Bill is the Document of purchased items for payment from vendor. On the user purchased transactions, user will get bill for payment on received stocks.

To do a Bill Entry, navigate to Bill Entry Screen (Home → Vendors → Bill Entry)

### Bill Entry Screen

Select **Corporation**, **Type** as Expense or Timesheet.

Select **Date**, **Vendor Name**, **Due Date**, **Credit Net Days**.

By Selecting Vendor, all billable timesheets available will be pop up. Select the entries billable to the vendor and Click on **Ok**.

### Billable Time Screen

**Amount** will be displayed automatically as per the timesheet. Same entry will be displayed in grid.

**Add Time** button to add timesheet entries.

**Attachments** to attach any timesheets with bill for vendor reference.

Click on **Save & Close** to save and **save & New** to add one more bill entry, **Reset** to clear, **Cancel** to cancel the process.

### Bill Payment

Bill Payment refers to payments paid to vendors against bills entered. To do Bill Payment, navigate to bill payment screen (Home → Vendors → Bill Payment)

#### Bill Payment Screen

Select **Corporation**, **Bank Account** and **Payee Name**.

By selecting the Payee Name, system will automatically displays all pending bills related to payee name in the grid.

Click on **Show Transactions** to filter the data.

Select the entries in the grid.

You can also adjust available credit memos and you can apply discounts on customer receipt by selecting **Credit/Discount** check box.

You will also notified with **Available Balances (Excess Amount)**, **Total Amount Applied**, **Total Adjustments**, **Total Discount**, **Excess Amount**.

You can select **Print Bill** and **To be Printed** option.

Click on **Save & New** to save and add new bill payment, **Save & Close** to save, **Reset** to clear, and **Cancel** to cancel the process.

## **PART 3**

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### **Strength of Nimble Accounting**

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#### **Chapter 4: Nimble Automation Tools**

Accrual entry

Bank feeds and Auto Reconciliation

Print multiple checks

Inter-Company Transfers

Purpose based Accounting

## Accrual entry

For effective P and L you can Pass Accrual entry at the end of every month for unbilled invoice, bills and payroll. The auto passed entry for Invoice, Payments, Commissions and Payroll taxes.

To Pass Accrual Entry, navigate Accrual Entry screen (Home→Transactions→Accrual Entry)

<input type="checkbox"/>	Type	Amount	Debit Account	Credit Account
<input type="checkbox"/>	Unbilled Invoice	21,600.00	Flushing Bank	Bank of America
<input type="checkbox"/>	Unpaid Bill	8,400.00	Bank of America	Bank of America
<input type="checkbox"/>	Unpaid Payroll	23,360.00	Flushing Bank	Bank of America

Accrual Entry screen

Select **Corporation, Month, Year, Pending or Completed**.

Click on **Get** button.

You will get displayed with accrual entries that has to be passed in the grid.

Select the entries and respective Debit Account and Credit Account.

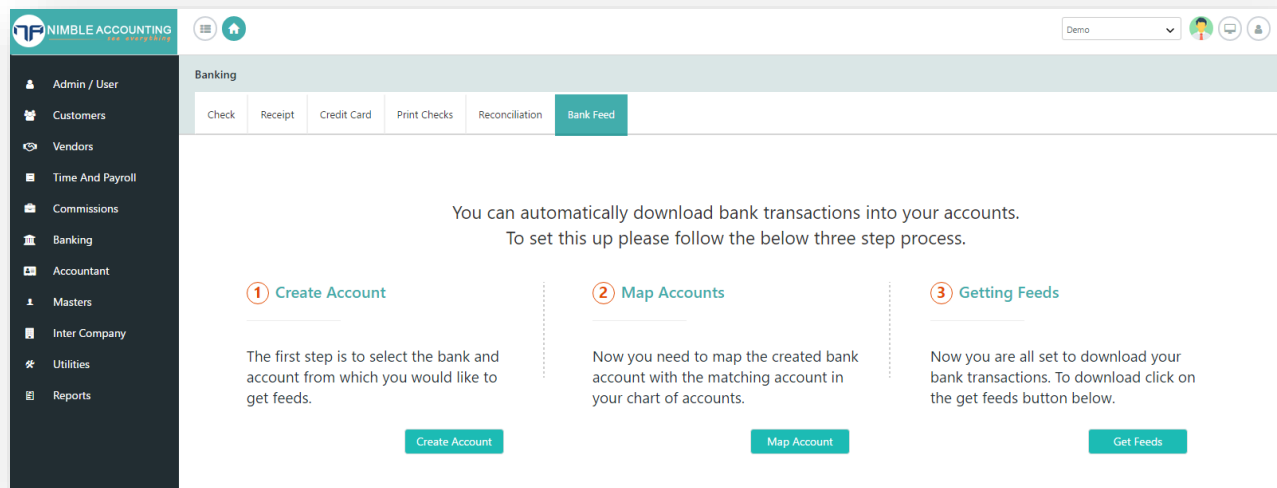
Click on **Pass** to pass the accrual entry.

## Bank feed and Auto Reconciliation

Here you can download bank, credit card transactions automatically through connecting bank accounts with auto matching and reconciliation.

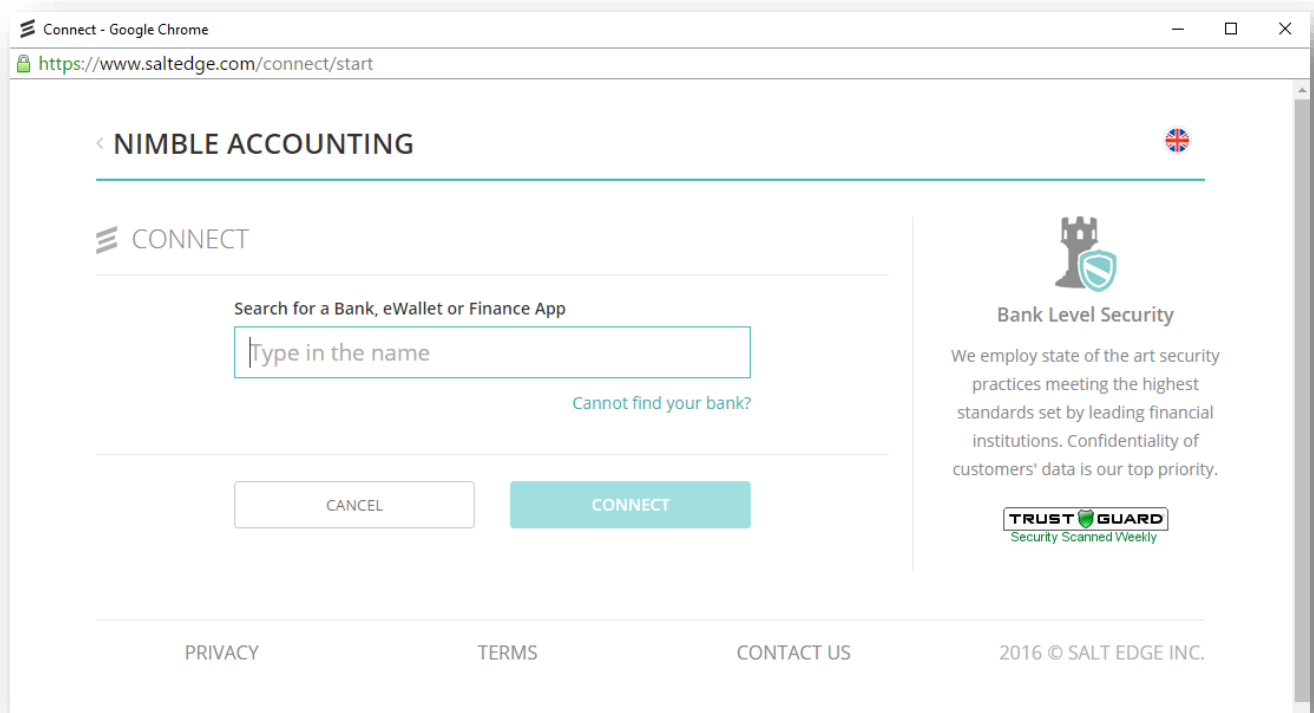
To get bank feed, navigate to bank feed scree (Home→Banking →Bank Feed)





### Bank Feed Screen

First step, you need a **Create Account**. Click on **Create Account**, you will pop up with screen to connect your bank account to Nimble Accounting to download the feed.



### Bank Feed – Create Account Screen

Search for the bank and input your bank account username and password. On successful login, you will get displayed with “Your Bank Account is successfully set up. You can now map accounts and get automatic bank feeds. Please click on the close button to continue.”

Next click on **Map Account**, You will get pop up with **Map Bank Account Details**

**Map Account Details**

Corporation\*  Bank Login\*

Bank Accounts	Account	
<input type="text" value="-Select-"/>	<input type="text" value="-Select-"/>	

[Add Row](#)

[Cancel](#) [Map Accounts](#)

**Note :**  
If you map same accounts for different bank logins(providers) then last updated bank login(provider) will retain and will lost previous bank login(provider) mappings.

Bank Feed – Map Account Screen

Select **Corporation, Bank Login.**

Select **Bank Accounts and Account.**

Click on **Map Accounts.**

On Successful, you will get a message – Bank Accounts Mapped Successfully

Next click on **Get Feeds.** You will be redirect to **Bank Feed Auto Reconciliation** screen.

**NIMBLE ACCOUNTING**

Admin / User  
Customers  
Vendors  
Time And Payroll  
Commissions  
Banking  
Accountant  
Masters  
Inter Company

**Banking**

Check Receipt Credit Card Print Checks **Reconciliation** Bank Feed

Corporation\*

Bank Account\*

Opening Balance\*

Statement Starting Date\*

Statement Ending Date\*

Ending Balance\*

[Get Feeds](#) [Cancel](#)

Bank Feed – Auto Reconciliation Screen

Select **Corporation, Bank Account, Opening Balance, Statement Starting Date, Statement Ending Date and Ending Balance.**

Click on **Get Bank Feeds**

You will get displayed with all the bank transactions in a grid showing transactions with matched and unmatched status.

Click on **Next**, You will be navigated to **Reconciliation Match transactions**, where you can match all bank transactions with Nimble Transaction in a grid.

Select the entries that you want to post into Nimble Transactions by clicking on **Post icon** in Action column. You will get pop up with Post entries.

Select **Transaction Type, Name, Account** and click on **Post**.

Transaction will posted to Nimble Transactions. Select the transactions and click on **Confirm**.

To see **Matched Entries**, Click on **Matched Entries** Button. You will get displayed with all the matched entries.

If entries matched, then **Reconcile** button will be enabled and you can reconcile all the transactions.

### Manual Reconciliation

To do manual reconciliation, navigate to Reconciliation screen (Home → Banking → Reconciliation)

The screenshot displays the Nimble Accounting software interface for the Reconciliation screen. On the left is a dark sidebar with a menu of options including Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main content area has a top bar with the 'Banking' section selected, containing tabs for Check, Receipt, Credit Card, Print Checks, Reconciliation (which is active), and Bank Feed. Below the tabs, a prompt asks 'Do you want to proceed for reconciling a new account?' with 'Manual' and 'Automatic' buttons. A dropdown menu is set to 'Corporation' with 'Demo' selected. The 'Reconcile bank statements' table is currently empty, showing 'No data to display'. Below this, the 'Last reconciled bank statements' table contains one record: a 'Demo' entry for 'Flushing Bank' dated '07/04/2016' with a 'Statement ending balance' of '0.00'. An 'Undo Reconcile' button is positioned to the right of this record.

Reconciliation Screen

Click on **Manual**.

**Manual Reconciliation**

Corporation\* Demo

Bank Account\* Flushing Bank Last Reconciled on 7/4/2016.

Opening Balance\* 0.00

Statement Ending Date\* 08/31/2016

Ending Balance\* 0.00

[Continue](#) [Cancel](#)

[Show Transactions](#)

**Bank Register Checks & Payments**

Date	Type	Number	Name	Amount	Action
01/05/2016	Pay Check		Andrew Sym...	16,496.66	
01/19/2016	Pay Check	1	Peter Ande...	4,672.55	
02/01/2016	Pay Check	2	Peter Ande...	4,672.55	
04/01/2016	Journal			18,400.00	
05/01/2016	Journal			3,200.00	
05/05/2016	Pay Check	1	Tom	4,217.32	
06/03/2016	Pay Check	2	Tom	7,457.40	
07/03/2016	Pay Check	3	Tom	7,772.51	
07/20/2016	Check		Microsoft	1,000.00	
07/20/2016	Check		Microsoft	1,000.00	
07/25/2016	Check		Microsoft	500.00	
				0.00	

[Previous...](#) [More...](#)

[Confirm](#)

[Selected Checks & Deposits](#)

Beginning Balance	:	0.00	Ending Balance	:	0.00
Total Debits (Receipts)	:	0.00	Cleared Balance	:	0.00
Total Credits (Payments)	:	0.00	Difference	:	0.00

[Resume Later](#) [Reconcile](#)

Reconciliation Transaction Match Screen

Select **Corporation**, **Bank Account**, **Opening Balance**, **Statement Ending Date** and **Ending Balance**

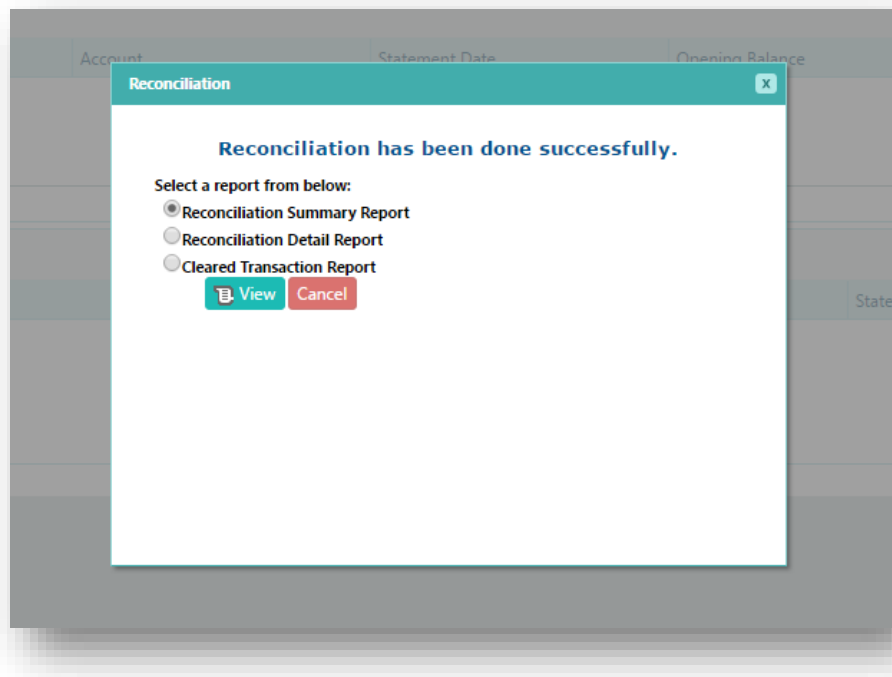
Click on **Continue**,

All transactions which has to reconcile will be displayed.

Select the entries to reconcile and Click on **Confirm**.

If reconcile entries matched, **Reconcile** button will be enabled and you can Reconcile.

After Successful Reconcile, you will pop up with Reconciliation Screen.

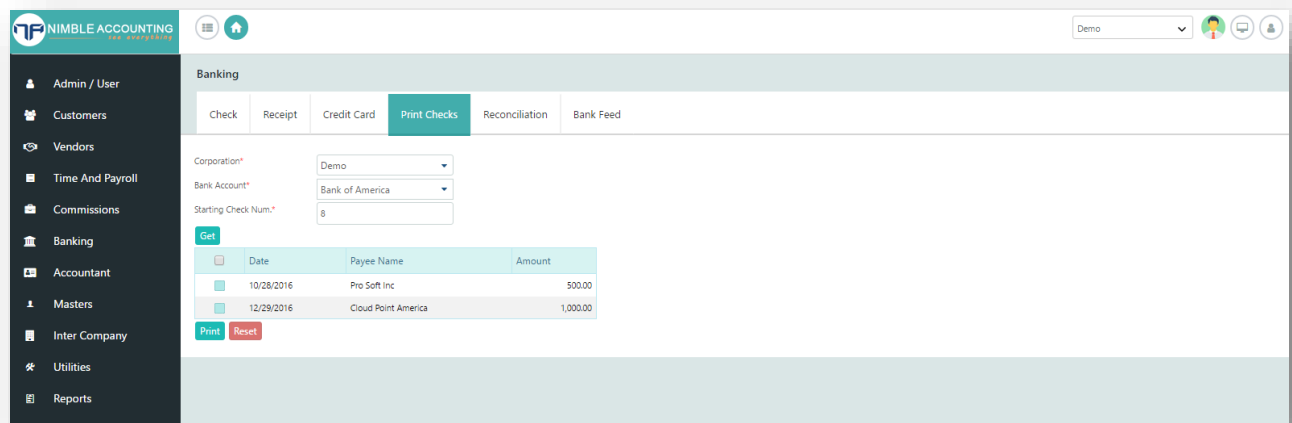


Reconciliation Successful Screen

## Print multiple checks

To print a bunch of checks at a time, which are selected as "To be printed" from payments screens.

Navigate to Print Checks Screen (Home → Banking → Print Checks)



Print Checks Screen

Select **Corporation**, **Bank Account**, **Starting Check Num.**

Click on **Get**

You will get displayed with list of checks that are selected as "To be printed".

Select the entries and click on **Print**.

You will pop up with **Print Multiple Checks** window. Click on Print Icon to print the checks.

## Inter-Company Transfers

It helps tracking funds transferred from one corporation to another corporation or payments made by one corporation on behalf of another corporation and making appropriate credit / debit entries in the Books.

To do Inter Company Transfer, navigate to **Inter Company** Screen (Home→Inter Company)

Using Inter Company, you can do **Fund / Return Transfer, Bill Transfer, Bill Payment Transfer, Debit Memo Transfer, and Journal Transfer.**

### a. Fund / Return Transfer

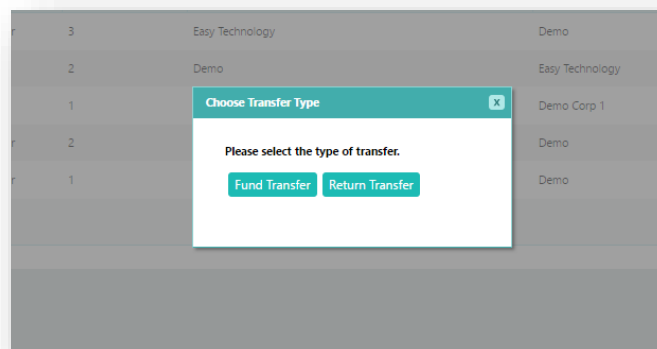
Transfer funds or expenses from One Corporation to same or multiple corporations.

To transfer Fund/ Return, navigate to **Fund/Return Transfer** screen.

Date	Transfer Type	Entry Num.	From Corporation(s)	To Corporation(s)	Amount	Add New
12/15/2016	Return Transfer	3	Easy Technology	Demo	10,000.00	✓
12/15/2016	Fund Transfer	2	Demo	Easy Technology	10,000.00	✓
11/22/2016	Fund Transfer	1	Demo	Demo Corp 1	10,000.00	✓
11/22/2016	Return Transfer	2	Demo Corp 1	Demo	10,000.00	✓
07/20/2016	Return Transfer	1	Demo Corp 1	Demo	150,000.00	✓
Grand Total:					1	190,000.00

Fund / Return Transfer Screen

Click on **Add New**. You will get Pop up asking “**Choose Transfer Type**” – **Fund Transfer / Return Transfer**.



Fund / Return Transfer Screen – Choose Transfer Type

If you select **Fund Transfer** button, you will be navigated to Fund Transfer Screen. If you had selected **Return Transfer** button, you will be navigated to Return Transfer Screen.

In **Fund Transfer** Screen, Select **Transfer Date, Entry Num.**

**Fund Transfer Screen**

Transfer Date: 01/18/2017 Entry Num.: 3

Memo: Ref. Num.:

**Transfer From**

Corporation: Demo Account: Bank of America Amount: 0.00

**Transfer To**

Corporation	Profit Center	Account	Amount
-Select-	-Select-	-Select-	0.00
-Select-	-Select-	-Select-	0.00

Total: 0.00

☐ Print Check

**Transfer** **Reset** **Cancel**

### Fund Transfer Screen

Select **Corporation, Account, and Amount** from Transfer From grid.

Select **Corporation, Profit Centre, Account, and Amount** from Transfer to grid.

You can check / uncheck the **Print Check** option (to be print the check or not). Click on **Transfer** to transfer the fund, **Reset** to clear values, and **Cancel** to cancel the process.

In **Return Transfer** screen, Select **Transfer Date, Entry Num.**

**Return Transfer Screen**

Transfer Date: 01/18/2017 Entry Num.: 4

Memo: Ref. Num.:

**Receiver**

Corporation: Demo Account: Bank of America Amount: 0.00

**Received From**

Corporation	Profit Center	Account	Amount
-Select-	-Select-	-Select-	0.00
-Select-	-Select-	-Select-	0.00

Total: 0.00

☐ Print Check

**Transfer** **Reset** **Cancel**

### Return Transfer Screen

Select **Corporation, Account, and Amount** from Receiver grid.

Select **Corporation, Profit Centre, Account, and Amount** from Received From grid.

You can check / uncheck the **Print Check** option (to be print the check or not). Click on **Transfer** to transfer the fund, **Reset** to clear values, and **Cancel** to cancel the process.

b. Bill Transfer

Transfer Bill from One Corporation to same or multiple corporations. Which is paid by from corporation's behalf of to corporations.

Navigate to **Bill Transfer** Screen, to do bill transfer (Home→Inter Company→Bill Transfer)

Bill Transfer Screen

Select **Transfer Date, Entry Num.**

Select **Corporation, Amount, Vendor, Credit Days, Due date** from Transfer From grid.

Select **Corporation, Profit Centre, Purpose, Account, and Amount** from Transfer To grid.

Click on **Transfer** to bill transfer, **Reset** to clear, **Cancel** to cancel the process.

Example: Bill transfer is used in scenario, where you had multiple corporations and you are paying common bill to vendor from Single Corporation. Bill Payment will be done to vendor in **Transfer From** grid, and **Transfer To** grid create bill entries for remaining corporations. Your books of account will had entries that bill has been paid to the vendor by one corporation, and you need to clear the bill payment to the bill paid corporation. To clear the bill, you need go for Bill payment Transfer.

c. Bill Payment Transfer

Transfer Bill payments from One Corporation to same or multiple corporations. Which is raised through Bill transfer screen.

Navigate to **Bill Payment Transfer** Screen, to do bill transfer (Home→Inter Company→Bill Payment Transfer)



### Bill Payment Transfer Screen

Select **Corporation**, **Bank Account**, **Check Num.**, **Date**, **To Corporation**, **Payee Name**, **Amount**, **To Bank Account**.

You will get displayed with all the bill transfer available. Select the entries and click on **Save & Close** to save the bill payment transfer, **Save & New** to save and add new bill payment transfer, **Reset** to reset the values, **Cancel** to cancel the process.

#### d. Debit Memo Transfer

This feature helps you to transfer debit memo to multiple or same corporation.

Navigate to **Debit Memo Transfer** Screen, to do Debit Memo transfer (Home→Inter Company→Debit Memo Transfer)

Debit Memo Transfer Screen

- Select **Transfer Date**, **Entry Num.**
- Select **Corporation**, **Amount**, and **Vendor** in Transfer From grid.
- Select **Corporation**, **Profit Centre**, **Purpose**, **Account**, and **Amount** in Transfer To grid.
- Click on **Transfer** to debit memo transfer, **Reset** to reset the values, **Cancel** to cancel.

Purpose based Accounting


Purpose based accounting is another feature in Nimble Accounting, where you can define your purpose for the payment and validate the same to the Chart of Accounts.

By default, when you add new purpose, newly added purpose maps to **Ask the Account** chart of accounts. Later using purpose validation, you can validate the purpose.

You can view all the purpose by Purpose Screen (Home→Accountant →Purpose)

Purpose Screen

You can validate the purpose by navigating to Purpose Validation Screen (Home→ Accountant →Purpose Validation)

NIMBLE ACCOUNTING  
FOR STAFFING

Admin / User

Customers

Vendors

Time And Payroll

Commissions

Banking

Accountant

Masters

Inter Company

Utilities

Reports

Accountant

Journal Entry

Accrual Entry

Recurring List

Purpose

Purpose Validation

P and L Sub Group Name

P and L Group Configuration

Corporation\*  
Demo

New Purpose(s) To Validate

<input type="checkbox"/>	Date	Purpose	Account	Type	User	Action	Validate
<input type="checkbox"/>							
<input checked="" type="checkbox"/>	07/20/2016	Office Rent	0000. Ask the Accountant	Check	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	08/10/2016	Office Rent	0000. Ask the Accountant	Check	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	09/10/2016	Office Rent	0000. Ask the Accountant	Check	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	10/10/2016	Office Rent	0000. Ask the Accountant	Check	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	12/15/2016	Office Rent	0000. Ask the Accountant	Journal	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	12/15/2016	Office Rent	0000. Ask the Accountant	Journal	Soma Sekhar Turangi		
<input checked="" type="checkbox"/>	07/25/2016	Software	0000. Ask the Accountant	Check	Soma Sekhar Turangi		

Purpose Validation Screen

## **Chapter 5: Business Status from Dashboard**

Business Summary

Resource Summary

Revenue details

Activities

Billed vs. Unbilled

Timesheet widget

Profit And Loss

Revenue by sales role

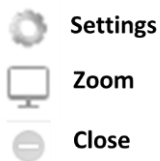
Expense Analysis

You can have a quick glance at the health of your business on Nimble Dashboard.

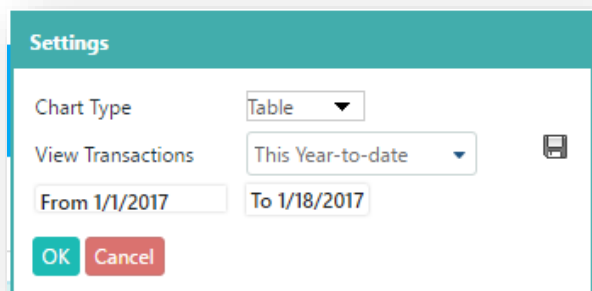
Several Key Performance Indicators are presented here to empower you in taking informed decisions. These KPIs include several factors that indicate the status of your finances, business performance and operational efficiency.

All KPIs are designed as widgets on Dashboard, where you can drill down to transaction level by clicking on the widget.

All widgets can be customized by selecting options on every widget top right corner.

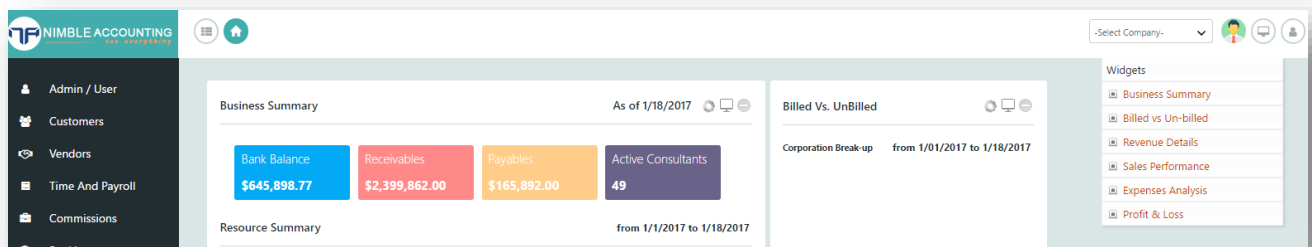


**Settings** will help you in customize the widget by selecting the **Chart Type** as Column, Line, Area, Bar, and Table. **View Transactions** as range of period or selecting **from date and to date**. You can also save the widget settings by clicking on save icon.



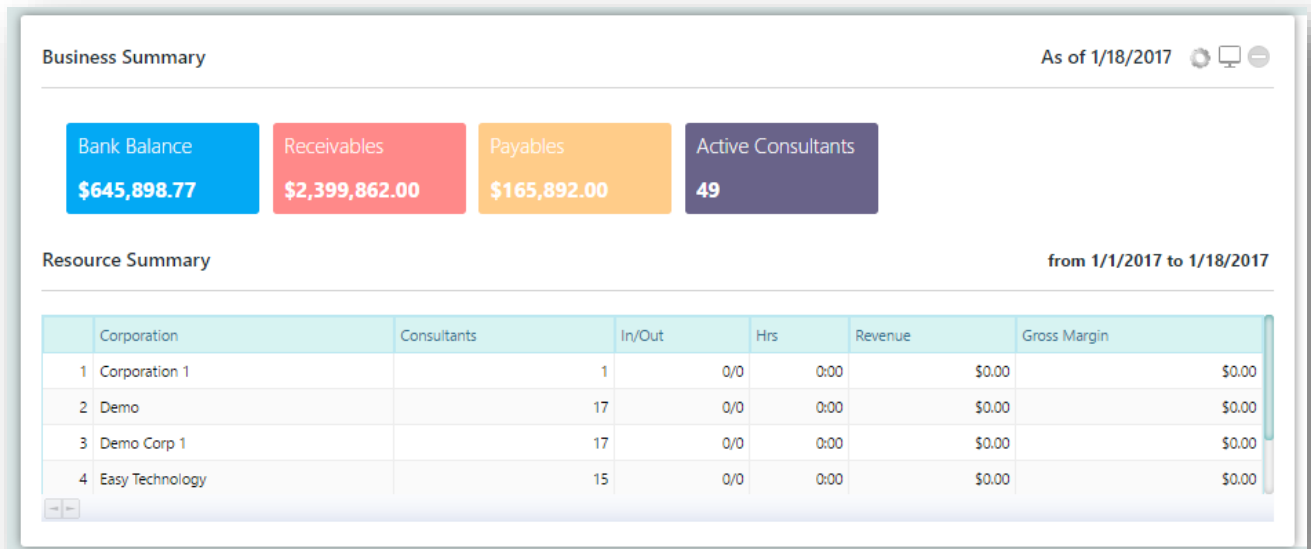
**Zoom** helps in Zoom the Widget to large window. **Close** helps in removing the widget from dashboard.

To add widget to your dashboard, move the cursor to **Widgets menu** on top right corner, where you can enable the widget you closed.



## Business Summary

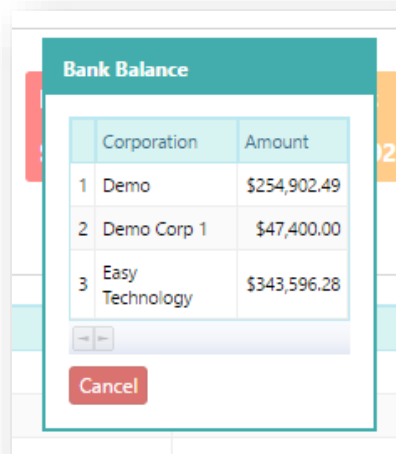
You can instantly know your financial status by checking the Bank Balances, Account receivables, Account payables and Active Consultants from Business Summary Widget.



Business Summary Widget

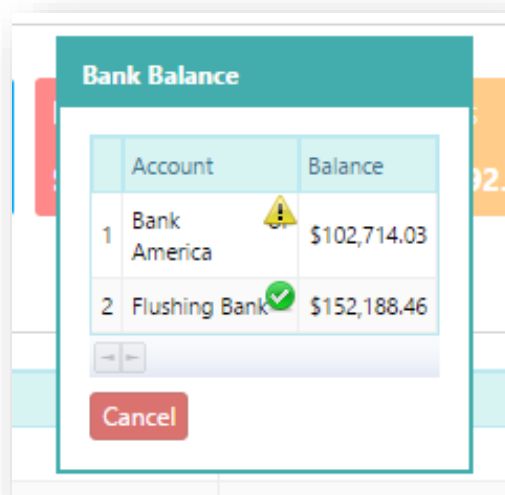
**Bank Balance and Bank book report**

You can get complete **Bank Balance** of all your corporations on Business Summary Widget. Clicking on bank balance, you will get pop up window displaying each corporation wise bank balance.



Business Summary Widget – Bank Balance Corporation wise

Click on the amount to drill down further to view each bank wise.



Business Summary Widget – Bank Account wise Balance

Clicking on the amount you will be navigated to **Bank Book Report**.

Accountant and Financial Reports

Bank Book Credit Card Details Check Register Check Details Report Missing Check Details Deposit Register Deposit Details

Refresh Show Filter Send

1 of 2 Find | Next

**Demo Bank Book**  
As of December 31, 2016

Type	Date	Num.	Name	Split	Memo	Clr	Debit	Credit	Balance
<b>Bank of America</b>									
Journal	03/31/2016			Flushing Bank				18,400.00	-18,400.00
Journal	04/01/2016			Flushing Bank			18,400.00		0.00
Journal	04/30/2016			Flushing Bank				4,000.00	-4,000.00
Journal	04/30/2016			Flushing Bank				3,200.00	-7,200.00
Journal	05/01/2016			Flushing Bank			4,000.00		-3,200.00
Journal	05/01/2016			Flushing Bank			3,200.00		0.00
Transfer	07/20/2016			Demo Corp 1 Receivable			150,000.00		150,000.00
Check	08/01/2016	0		-Split-				474.51	149,525.49
Check	08/01/2016			Bank of America			4.55		149,530.04
Check	08/01/2016			Bank of America			200.00		149,730.04
Check	08/01/2016			Bank of America			26.52		149,756.56
Check	08/01/2016			Bank of America			20.24		149,776.80
Check	08/01/2016			Bank of America			168.00		149,944.80
Check	08/01/2016			Bank of America			55.20		150,000.00

### Bank Book report

**Bank Book** is a report that shows all the inflows and outflows of money in an account. It contains information about all checks issued and deposits received into a bank account in a specified time period.

You can also view the report by selecting specific time period. For selecting specific time period, click on **Show Filter** button.

The screenshot shows the Nimble Accounting software interface. On the left is a dark sidebar with navigation links: Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, and Masters. The main area is titled 'Accountant and Financial Reports' and contains several tabs: Bank Book (selected), Credit Card Details, Check Register, Check Details Report, Missing Check Details, Deposit Register, and Deposit Details. Below the tabs, there are filter fields: Corporation\* (set to Demo), Account (set to -All-), View Transactions\* (set to Last Year), and From\* (set to 01/01/2016) To\* (set to 12/31/2016). At the bottom right of the filter section are buttons: Show, Cancel, Customize, and Add to Report Book. Above these buttons are buttons: Refresh, Hide Filter, and Send.

### Bank Book report – Filters

Click **Corporation**

**Account** ('All' appears as default. Select specific account)

**View Transaction** ('Past 30 Days' appears as default).

You can change it if you wish by keying in dates in the '**From**' & '**To**' fields.)

Click **Show**.

You can customize the report by clicking on the **Customize** button, where Customize window will pop up and customize the report based on your requirement.

The screenshot shows the 'Customize' window with a teal header and a close button (X). It has three tabs: View (selected), Column, and Display. Under the 'View' tab, there are sections for Corporation, View, List, and Name. The Corporation section has a dropdown for Corporation\* set to Demo. The View section has a dropdown for View Transactions set to Last Year, and date pickers for From (01/01/2016) and To (12/31/2016). The List section has dropdowns for Transaction Type, Sub Transaction Type, Account, and Name, all set to -All-. At the bottom are buttons: Generate and Cancel.

### Bank Book report – Customize

Customize window has three tabs – **View, Column, Display**.

In **View** tab, you can customize by corporation, Transactions view & period, List – Transaction type, Sub Transaction type, account, and name.

In **Column** tab, customize by selecting columns you need to display.



In **Display** tab, customize by Title, Figures, and status.  
Click on **Generate** to generate the report.

### Account Receivables to Aging report

In Receivables you can view to know outstanding receipts information to follow-up customers.

Click on amount to view corporation wise balances

Receivables							
	Corporation	[Current]	[1-30]	[31-60]	[61-90]	[>90]	Total
1	DC1	\$0.00	\$0.00	\$0.00	\$0.00	\$789,520.00	\$789,520.00
2	Demo	\$822,948.00	\$43,014.00	\$54,418.00	\$43,152.00	\$283,560.00	\$1,247,092.00
3	Easy Technology	\$0.00	\$0.00	\$0.00	\$0.00	\$363,250.00	\$363,250.00

Cancel

Receivables – Corporation wise balances

By clicking on the corporation wise amount, you will be navigated to A/R Aging Summary Report.

TF

NIMBLE ACCOUNTING

ACCOUNTING

-Select Company-

Customer, Vendor and Employee Reports

Back

A/R Aging Summary

A/R Aging Details

A/R Aging Details By Transaction Date

A/R Aging Summary By Transaction Date

Customer: Resources List

Invoice Summary

Invoice Details

Receipt Details

Cust: Resource Wise Aging

Find | Next

Refresh

Show Filter

Demo

A/R Aging Summary

As of January 20, 2017

Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Acer						
Joe Root	0.00	0.00	13,440.00	12,160.00	152,960.00	178,560.00
Total Acer	0.00	0.00	13,440.00	12,160.00	152,960.00	178,560.00
Cloud Point America						
Cloud Point America -Others	0.00	-1,000.00	0.00	0.00	0.00	-1,000.00
Shubdha Saran	0.00	8,400.00	0.00	0.00	0.00	8,400.00
Total Cloud Point America	0.00	7,400.00	0.00	0.00	0.00	7,400.00
IBM						
Peter Stew Anderson	0.00	0.00	0.00	0.00	40,800.00	40,800.00
Total IBM	0.00	0.00	0.00	0.00	40,800.00	40,800.00

A /R Aging Summary Report

**Accounts Receivable Aging Summary** shows amounts of individual transactions outstanding from debtors / customers and the duration for which they have been outstanding. The report breaks down Accounts Receivable into categories based on the duration for which the accounts have been outstanding. The general categories in which Accounts Receivable are typified are 'Current', '1- 30 Days', '31- 60 Days', '61-90 Days' and '>90 Days'. The purpose of the report is to prioritize recovery of accounts receivable from debtors / customers and help maintain cash inflows for smooth and successful conduct of business.

You can also view the report by selecting specific options like time period, corporation, and name. For selecting options, click on **Show Filter** button.

Customer, Vendor and Employee Reports

Back

A/R Aging Summary A/R Aging Details A/R Aging Details By Transaction Date A/R Aging Summary By Transaction Date Customer: Resources List Invoice Summary Invoice Details Receipt Details Cust: Resource Wise Aging

Hide Filter

Corporation\* Demo

Name -All-

As of 1/20/2017

Expand/Collapse\* Expand Collapse

Columns\* ☒ Current ☒ 1-30 ☒ 31-60

Show Cancel

A /R Aging Summary Report - Filters

Select **Corporation, Name**.

Today's date is set as default in the '**As of**' field. If you wish you can change it by entering another date.

Expand / Collapse and Select the **Columns** like 'Current', '1- 30 Days', '31- 60 Days', '61-90 Days' and '>90 Days'.

Click on **Show**.

### Account Payables Aging report

In Payables also you can view to know outstanding payment information. If you click on amount, corporation wise balances shall be available.

**Business Summary** As of 1/20/2017

**Bank Balance**  
**\$645,898.77**

**Resource Summary**

Corporation	Current	1-30	31-60	61-90	>90	Total
1 Corporation 1						
2 Demo						
3 Demo Corp 1	17	0/0	0:00		\$0.00	\$0.00
4 Easy Technology	15	0/0	0:00		\$0.00	\$0.00

**Payables**

Corporation	[Current]	[1-30]	[31-60]	[61-90]	[>90]	Total
1 DC1	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$1,000.00
2 Demo	\$10,000.00	\$112,200.00	\$-1,000.00	\$0.00	\$1,000.00	\$122,200.00
3 Easy Technology	\$0.00	\$2,000.00	\$0.00	\$0.00	\$40,692.00	\$42,692.00

Cancel

#### Payables – Corporation wise balances

By clicking on the corporation wise amount, you will be navigated to A/P Aging Summary Report.

Customer, Vendor and Employee Reports

**A/P Aging Summary** | A/P Aging Details | A/P Aging Details By Transaction Date | A/P Aging Summary By Transaction Date | Vendor Wise Aging Details | Bill Summary | Vendor Summary | Vendor Transaction List | Vendor Contact L

Find | Next | Refresh | Show Filter

**Demo A/P Aging Summary**  
As of January 20, 2017

Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
NA	0.00	0.00	-1,000.00	0.00	0.00	-1,000.00
Pro Soft Inc	10,000.00	-1,000.00	0.00	0.00	0.00	9,000.00
Pro Solutions	0.00	113,200.00	0.00	0.00	0.00	113,200.00
Sekhar	0.00	0.00	0.00	0.00	1,000.00	1,000.00
<b>TOTAL</b>	<b>10,000.00</b>	<b>112,200.00</b>	<b>-1,000.00</b>	<b>0.00</b>	<b>1,000.00</b>	<b>122,200.00</b>

01/20/2017 10:25

#### A/P Aging Summary Report

**Accounts Payable Aging Report** is a report showing when bills of creditors / vendors (for goods or services supplied) are due for payment and the duration for which each of them has been outstanding. The report breaks down Accounts Payable into categories based on the duration for which the accounts have been outstanding. The general categories in which Accounts Payable are typified are 'Current', '1- 30 Days', '31- 60 Days', '61-90 Days' and '>90 Days'. The purpose of the report is to prioritize accounts payable to creditors / vendors and help maintain good standing with them.

You can also view the report by selecting specific options like time period, corporation, and name. For selecting options, click on **Show Filter** button.

Customer, Vendor and Employee Reports Back

[A/P Aging Summary](#)
[A/P Aging Details](#)
[A/P Aging Details By Transaction Date](#)
[A/P Aging Summary By Transaction Date](#)
[Vendor Wise Aging Details](#)
[Bill Summary](#)
[Vendor Summary](#)
[Vendor Transaction List](#)
[Vendor Contact L](#)

Corporation\* 
 Name 
 As of 
 Columns\*
 

☒ Current
 ☒ 1-30
 ☒ 31-60

Show Cancel
Hide Filter

#### A /P Aging Summary Report - Filters

Select **Corporation, Name**.

Today's date is set as default in the '**As of**' field. If you wish you can change it by entering another date.

Expand / Collapse and Select the **Columns** like 'Current', '1- 30 Days', '31- 60 Days', '61-90 Days' and '>90 Days'.

Click on **Show**.

#### Active Count of consultants

In Active Consultants you can view to know total number of Active Consultants. If you click on consultant count, corporation wise consultants shall be available.

Business Summary As of 1/20/2017 🔄 🖨 ⌵

Bank Balance

**\$645,898.77**

Resource Summary

Corporation
1 Corporation 1
2 Demo
3 Demo Corp 1
4 Easy Technology

**Active Consultants**

Corporation	W2	C2C	1099	Perm	Others	Total Active Count
1 Corp	1	0	0	0	0	1
2 DC1	6	4	2	1	2	15
3 Demo	10	1	2	2	2	17
4 Easy Technology	7	2	2	1	3	15
5 Futran	0	1	0	0	0	1

⏪ 1 2 ⏩

Cancel

Consultants

1/1/2017 to 1/20/2017

Gross Margin
\$0.00
\$0.00
\$0.00
\$0.00

#### Consultants – Corporation wise count

By clicking on the corporation wise count, you will be navigated to Active Consultant List Report.

History and Lists

rejected Placements | Recurring Transaction | Configuration Info | Void Transaction | Others Transaction | Other Contact | Consultants by Sales Team | Consultants List Report | **Active Consultants List**

Refresh Show Filter

Find | Next

**Demo**  
**Active Consultants List**  
As of January 20, 2017

S.No	Name	Type	Customer	Start Date	End Date
1	Dev V R	W2	MI	11/06/2016	
2	Eddie Coleman	W2	Microsoft	09/01/2016	10/31/2017
3	Peter Stew Anderson	W2	IBM	01/01/2016	04/01/2017
4	Sekhar Chandu Y	W2	Microsoft	10/01/2016	
5	Shubdha Saran	W2	Cloud Point America	10/03/2016	
6	Sri Praneethi Somayajula	W2	MI	08/01/2016	
7	Stuart Little Broad	W2	Microsoft	05/02/2016	06/01/2017
8	Throthi Satya Sr Krishna	W2	Microsoft	10/01/2016	
9	Tom	W2	TSolutions	04/01/2016	
10	Turangi Chandhu Sekhar	W2	Microsoft	11/01/2016	
11	Dareen Sammy	1099	MI	04/01/2015	
12	John Sam	1099	Motorola	11/02/2015	
13	Joe Root	CSC	Acer	11/02/2015	
14	Jhon	Perm	Motorola	05/02/2016	06/01/2017
15	Krishna	Perm	Microsoft	02/01/2016	06/01/2017

#### Active Consultants list – Corporation wise count

**Active Consultant List** report showing all the active consultants list with their Name, Type, Customer, Start date and End date.

You can also view the report by selecting specific options like time period, corporation, and name. For selecting options, click on **Show Filter** button.

History and Lists

rejected Placements | Recurring Transaction | Configuration Info | Void Transaction | Others Transaction | Other Contact | Consultants by Sales Team | Consultants List Report | **Active Consultants List**

Hide Filter

Corporation\* Demo

Type -All-

As of Date\* 1/20/2017

Show Cancel

#### Active Consultants list – Filters

Select **Corporation, Type.**

Today's date is set as default in the '**As of**' field. If you wish you can change it by entering another date.

Click on **Show**.

#### Resource Summary

You can get complete info of all your consultants, like total consultants in each corporation, In/Out count, total worked hrs, Revenue, and Gross Margin.

The In and out section indicates that, how many consultant project newly started and also going to end as out between selected date range.

Hrs section indicates total worked hours of all consultants, Revenue section indicates revenue generated by consultants in a corporation and Gross Margin indicates total gross margin generated for the corporation from the consultants.

Resource Summary				from 1/1/2016 to 12/31/2016		
	Corporation	Consultants	In/Out	Hrs	Revenue	Gross Margin
1	Corporation 1	1	2/1	528:00	\$7,040.00	\$7,040.00
2	Demo	21	15/5	9,116:00	\$1,224,018.00	\$212,541.93
3	Demo Corp 1	17	15/0	13,960:00	\$1,227,480.00	\$471,996.50
4	Easy Technology	16	16/1	9,028:00	\$888,720.00	\$429,346.74

### Resource Summary

#### Consultants Summary

Clicking on Consultants count of a corporation, you will get consultant summary showing information like count of consultants by type (W2, C2C, 1099, Perm, other), total hrs, Revenue, Gross Margin.

Business Summary

As of 12/31/2016

Bank Balance

**\$645,898.77**

Consultants Summary

	Name	Consultants	Hrs	Revenue	Gross Margin
1	W2	12	6,636:00	\$538,858.00	\$48,555.68
2	C2C	3	1,952:00	\$155,160.00	\$57,160.00
3	1099	2	528:00	\$528,000.00	\$105,600.00
4	Perm	2	0:00	\$0.00	\$0.00
5	Other	2	0:00	\$2,000.00	\$2,000.00

Cancel

Active Consultants

**49**

from 1/1/2016 to 12/31/2016

Resource Summary

	Corporation
1	Corporation 1
2	Demo
3	Demo Corp 1
4	Easy Technology

	Gross Margin
\$7,040.00	\$7,040.00
224,018.00	\$212,541.93
227,480.00	\$471,996.50
\$888,720.00	\$429,346.74

### Consultants Summary

#### Month wise placement report

Clicking on In/Out Count, you will be navigated to Month wise placement report with month wise started and ended placements for a particular corporation.

**Demo**  
**Month Wise Placement Details**  
 Period From: January 01, 2016 to December 31, 2016

S.No	Name	Customer	End Client	Placed By	Start Date	End Date	Op Count	TotalHrs	Billing Rate	Mas Rate	Margin	Revenue
For the month of January, 2016												
Starts												
1	Peter Stew Anderson	IBM		Anders	01/01/2016	04/01/2017	0	168.00	100.000000	85.000000	15.00	16,800.00
2	Stuart Little Broad	HP		Demo Recruiter	01/15/2016	05/31/2016		0.00	0.000000	0.000000	0.00	0.00
January total starts 2, cumulative count 2							168.00					16,800.00
January 2016 Summary: 2 Consultants Started, 0 Consultants ended, Net 2												16,800.00
For the month of February, 2016												
Starts												
1	Krishna	Microsoft		Peter	02/01/2016	06/01/2017	2	0.00	0.000000	0.000000	0.00	0.00
February total starts 1, cumulative count 3												0.00
February 2016 Summary: 1 Consultants Started, 0 Consultants ended, Net 1												0.00

### Month wise Placement Details

Month wise placement details report consists total number of consultants start and ends for every month and each consultant wise details like **Name, Customer, End Client, Placed By, Start Date, End Date, Total Hrs, Billing Rate, Pay Rate, Margin, Revenue** and **Op Count – Opening count** of consultants of every month. Every month end summary display about **total starts of the month, cumulative count, consultants started, ended** for that month with **Net** value.

In this report you can analyse and view month wise increased and decreased margin, and finally the cumulative from all months

You can view the report by selecting specific options like corporation, view transactions range and period (From date & to date). For selecting options, click on **Show Filter** button.

Corporation\* Demo

View Transactions\* Last Year

From\* 01/01/2016 To\* 12/31/2016

Show Cancel Customize Add to Report Book

### Month wise Placement Details –Filters

Select **Corporation, View transactions, and From date & To date.**

You can customize the report by clicking on **Customize** button. By clicking on customize button, customize window will pop up with view and display tabs

Month wise Placement Details – Customize window

By Selecting **View** tab, customize the report by **Corporation, view transactions range, from date, to date and name list**

By Selecting **display** tab, customize the report view with **title of report, corporation name and figures optimization** like show negative figures as Normal, parentheses, with a trailing minus, show figures as In Red, Divided by 1000, without cents, exclude zero values.

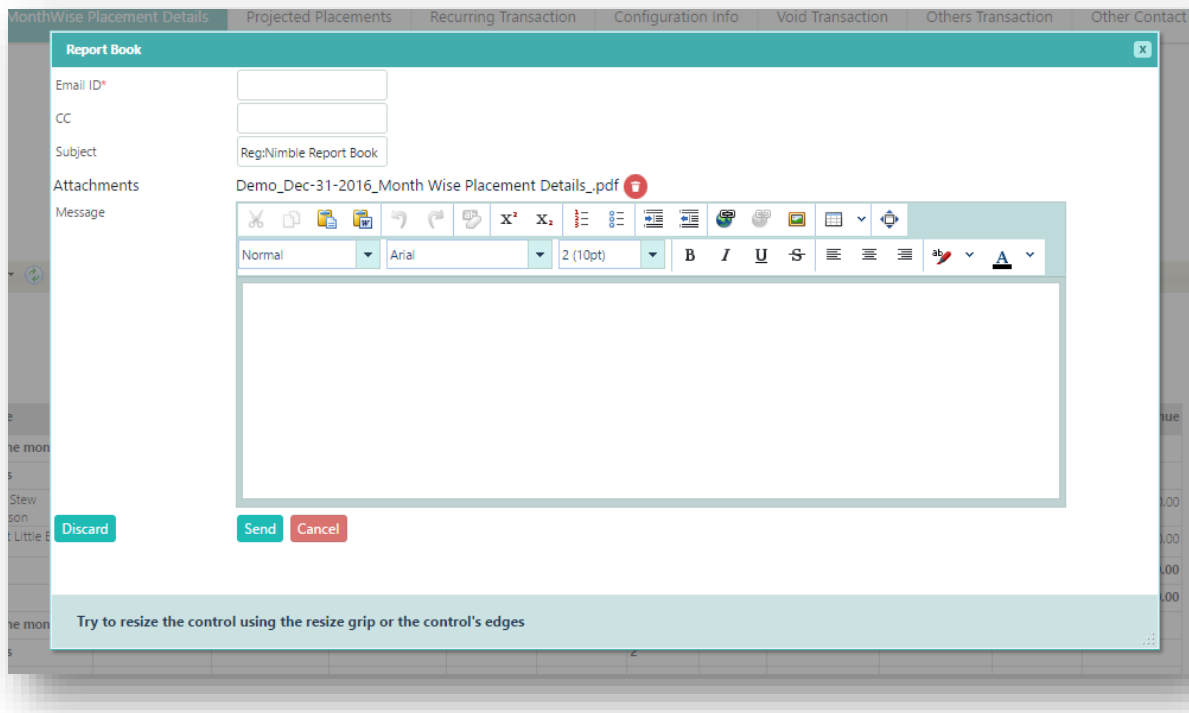
Click on **Generate** to generate the customized report.

Month wise Placement Details – Filters

You can mail the report by clicking on **Send** button, you can mail bunch of reports by adding report to reports book. Click on **Add to Report Book** button to add a report to report book and click on **Send Reports Book** button to mail bunch of reports.

By clicking on **Send** button or **Send Reports Book** button, a window will pop up with reports as attachments and input the email id, cc, compose the message.





Send Report / Send Reports Book

Click on **Send** Button to send the mail, **Cancel** to cancel.

### Profitability Report

Clicking on **Gross Margin Amount** of resource summary, you will be navigated to **Profitability Report**.

**Profitability report** gives you complete information about all types of consultants with details like **Name, Customer, Total Hrs, Total Revenue, Billed Hrs, Billed Amount, Unbilled Hrs, Unbilled Amount, Payable Amount, Commission, Employer Taxes, Cost of Rev, COR Per Hr, Gross Margin, Gross Margin Per Hr, and %Gross Margin**.

**NIMBLE ACCOUNTING** Staffing Report Back

**Profitability Report** | MonthWise Profitability Report | Billed and Unbilled | Billed and Unbilled New

Find | Next

**Demo Profitability Report**  
Period From 1/1/2016 To 12/31/2016

Total Hrs: 5,116.00 Avg. Rate: 134.27 Total Amt: 1,224,018.00 No Transaction Consultant Count: 0

S.No	Name	Customer	Total Hrs	Total Revenue	Billed Hrs	Billed Amt	Unbilled Hrs	Unbilled Amt	Payable Amt	Commission	Employer Taxes	Operating Expense	Cost of Rev	Gross Ma
<b>W2 (12)</b>														
CPT	(1)													
1	Shant Little Bread	Microsoft	1,322.00	128,242.00	1,322.00	128,242.00	0.00	0.00	105,760.00	101.32	8,132.64	0.00	113,993.96	14.24
<b>Total CPT</b>			<b>1,322.00</b>	<b>128,242.00</b>	<b>1,322.00</b>	<b>128,242.00</b>	<b>0.00</b>	<b>0.00</b>	<b>105,760.00</b>	<b>101.32</b>	<b>8,132.64</b>	<b>0.00</b>	<b>113,993.96</b>	<b>14.24</b>
<b>H1 (2)</b>														
1	Sekhar Chandu V	Microsoft	438.00	32,880.00	238.00	17,880.00	200.00	15,000.00	28,470.00	5.00	2,219.96	0.00	30,694.96	2.18
2	Sri Praneeth Somayajula	MI	816.00	36,720.00	816.00	36,720.00	0.00	0.00	32,640.00	0.00	0.00	0.00	32,640.00	4.08
<b>Total H1</b>			<b>1,254.00</b>	<b>69,600.00</b>	<b>1,054.00</b>	<b>54,600.00</b>	<b>200.00</b>	<b>15,000.00</b>	<b>61,110.00</b>	<b>5.00</b>	<b>2,219.96</b>	<b>0.00</b>	<b>63,334.96</b>	<b>6.26</b>
<b>H1B (8)</b>														
1	Chris Martin Gayle	Samsung	8.00	1,600.00	8.00	1,600.00	0.00	0.00	1,200.00	40.00	0.00	0.00	1,240.00	36
2	Dev V R	MI	230.00	15,010.00	230.00	15,010.00	0.00	0.00	13,830.00	0.00	0.00	0.00	13,830.00	1.18
3	Eddie Coleman	Microsoft	602.00	60,220.00	506.00	50,620.00	96.00	9,600.00	48,180.00	10.00	0.00	0.00	48,190.00	12.09
4	Peter Stev Anderson	IBM	560.00	56,000.00	560.00	56,000.00	0.00	0.00	47,600.00	36.40	3,683.40	0.00	51,319.80	4.68
5	Shubha Saran	Cloud Point America	280.00	21,000.00	232.00	17,400.00	48.00	3,600.00	18,200.00	-1,260.00	1,434.30	0.00	18,374.30	2.62
6	Thoni Sateya Sri Krishna	Microsoft	442.00	35,366.00	176.00	14,080.00	266.00	21,286.00	31,824.00	0.00	42.00	0.00	31,866.00	3.50

Send Report / Send Reports Book

**Name** field indicates the name of the consultant, **Customer** field indicates customer name, **Total Hrs** field indicate total timesheet hrs of the consultant, **Total Revenue** field indicates total revenue generated on that consultant, **Billed Hrs** field indicates total billable hrs, **Billed Amt** field indicates billed amount based on billable hrs, **Unbilled Hrs** field indicates total unbilled hrs, **Unbilled Amt** field indicates unbilled amount for unbilled hrs, **Payable Amt** field indicates payable amount calculated based on pay rate, **Commission** field indicates total commission paid to sales team, **Employer Taxes** field indicates taxes calculated on the consultant, **Cost of Revenue** field indicates total cost of revenue for the consultant ( Cost of Rev = Payable Amt + Commission + Employer Taxes), **COR Per Hr** field indicates Cost of revenue calculated per hour, **Gross Margin** field indicates total gross margin of the consultant ( Gross Margin = Total revenue – Cost of revenue), **Gross Margin Per Hr** field indicates gross margin calculated per hour, **% Gross Margin** field indicates total gross margin percentage.

You can drill down to transaction level information on profitability report for **Billed Amount**, **Unbilled amount**, **payable amount**, **commission**, **Employer Taxes** columns.

You will get complete info of all types of consultant, and **grand total** shows complete total of all fields for period you had choose.

You can view the report by selecting specific options like corporation, consultant type, view transactions range and period (From date & to date). For selecting options, click on **Show Filter** button.

The screenshot shows the 'Staffing Report' interface with the 'Profitability Report' tab selected. Below the tabs, there are filter options for 'Corporation\*' (set to 'Demo'), 'Type\*' (set to '-All-'), 'View Transactions\*' (set to 'Last Year'), and 'From\*' (set to '01/01/2016') and 'To\*' (set to '12/31/2016'). At the bottom of the filter section are three buttons: 'Show' (green), 'Cancel' (red), and 'Customize' (green). A 'Hide Filter' button is also visible on the right side of the filter section.

#### Profitability Report - Filters

You can customize the report, by clicking on **Customize** button. A window will pop up with **View**, **Column**, **Display** tabs.

**Customize**

View | Column | Display

**Corporation**

Corporation\*

Profit Center

**View**

View Transactions

From  To

**Sort**

Sort Order ☒ Ascending ☐ Descending

Sort By

**List**

Resource

Name

#### Profitability Report – Customize

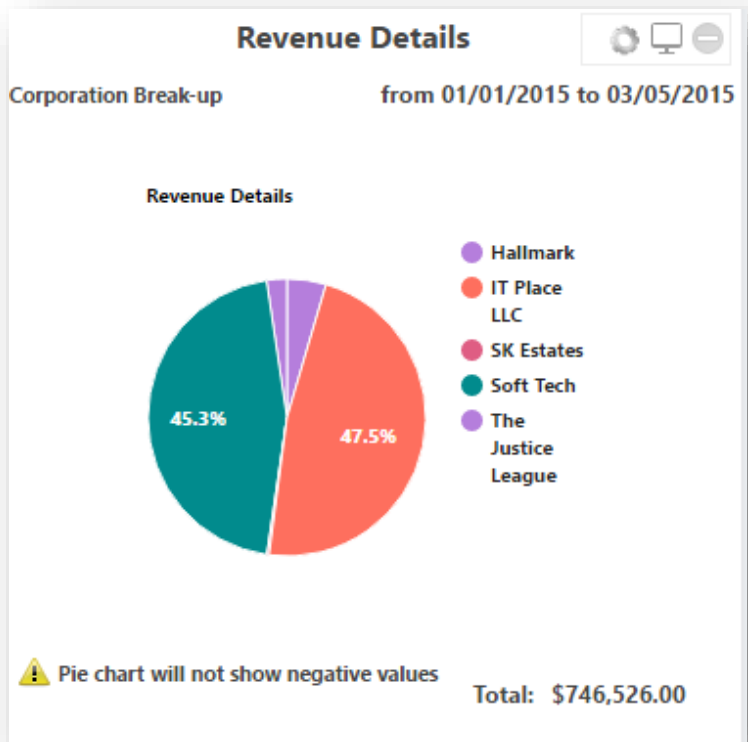
In **view** tab, customize by **Corporation, Profit centre, View Transactions range, from and to date, Accounting method as Accrual / Cash, Sort by Ascending / Descending / Name, List by Resource, Name.**

In **column** tab, select the columns required to display in the report.

In **display** tab, customize the report view with **title of report, corporation name and figures optimization** like show negative figures as Normal, parentheses, with a trailing minus, show figures as In Red, Divided by 1000, without cents, exclude zero values.

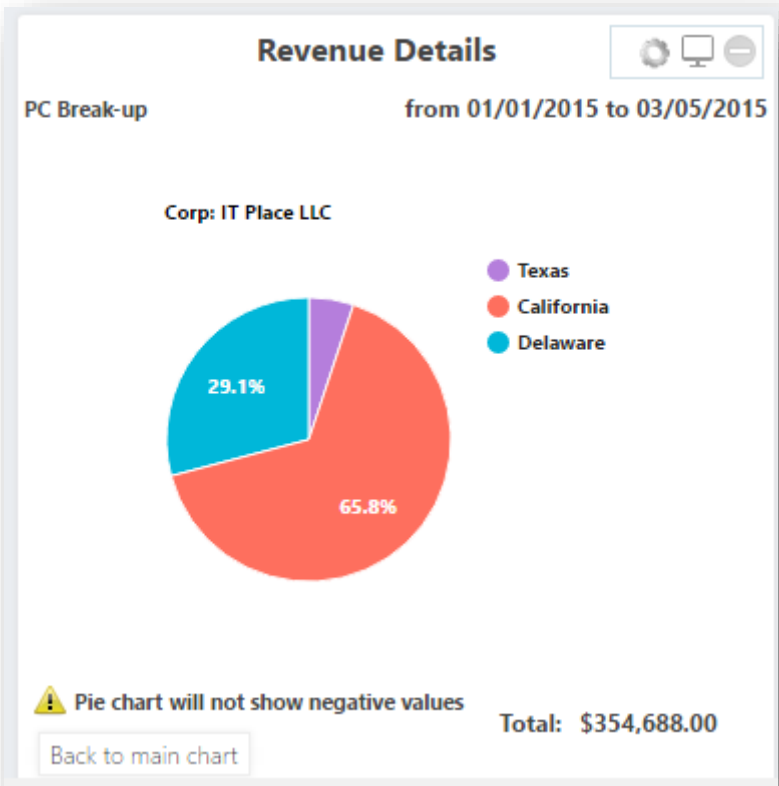
### Revenue details

You can have detailed look up on your businesses total Revenue details in Revenue Details Widget. Here you can view the revenue details for corporation wise by default.



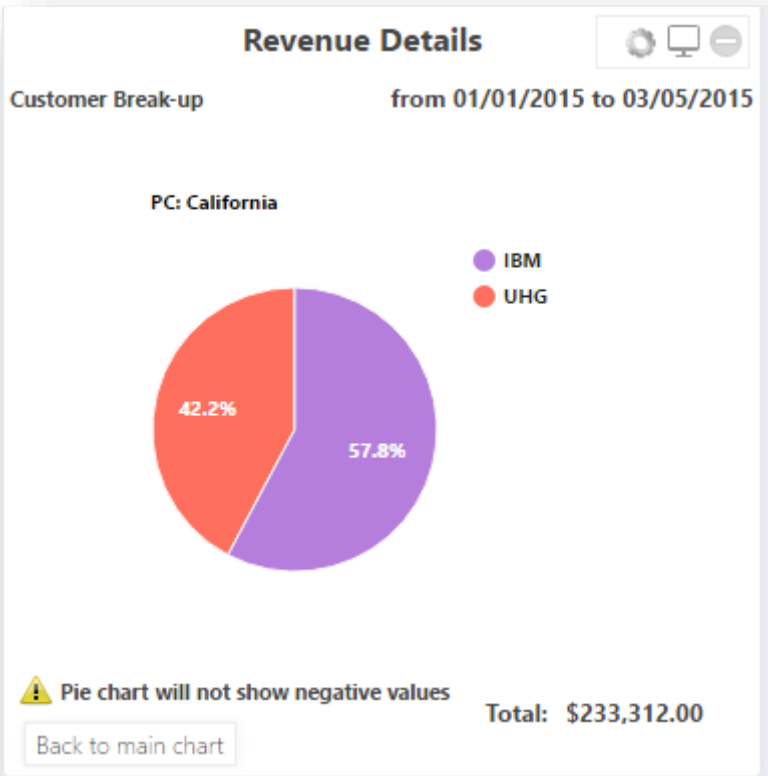
Revenue Details –Widget

By clicking on Particular Corporation, you will drill down to profit centre wise break up



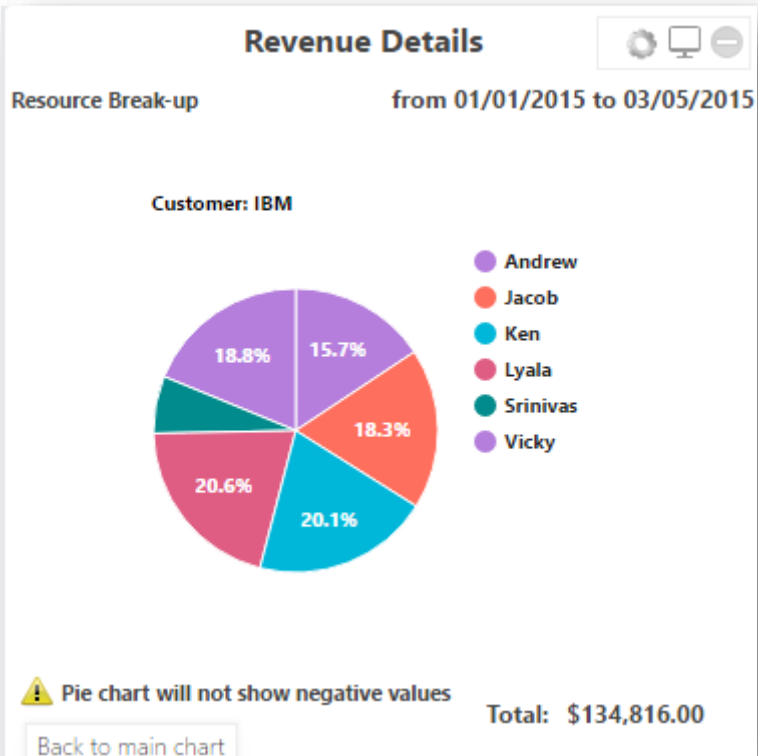
Revenue Details – Profit Centre wise break up

By clicking on Profit Centre, you will be drill down to Customer wise break up.



Revenue Details – Customer Wise break up

By clicking on Customer, you will be drill down to Resource wise break up



Revenue Details – Resource Wise break up

By clicking on resource, you will be navigated to profitability report of that resource.

Staffing Report

Profitability Report

MonthWise Profitability Report

Billed and Unbilled

Billed and Unbilled New

Refresh

Show Filter

Find | Next

Demo

Profitability Report

Period From 1/1/2016 To 12/31/2016

Total Hrs : 528.00

Avg. Rate : 1,000.00

Total Amt : 528,000.00

No Transaction Consultant Count : 0

S.No	Name	Customer	Total Hrs	Total Revenue	Billed Hrs	Billed Amt	Unbilled Hrs	Unbilled Amt	Payable Amt	Commission	Employer Taxes	Operating Expense	Cost of Rev	Gross Mar
1099 (1)														
1	Dareen Sammy	MI	528.00	528,000.00	528.00	528,000.00	0.00	0.00	422,400.00	0.00	0.00	0.00	422,400.00	105,600
Total 1099			528.00	528,000.00	528.00	528,000.00	0.00	0.00	422,400.00	0.00	0.00	0.00	422,400.00	105,600
GRAND TOTAL			528.00	528,000.00	528.00	528,000.00	0.00	0.00	422,400.00	0.00	0.00	0.00	422,400.00	105,600

### Profitability Report – Single Resource

Refer Profitability Report section in Business Summary Widget - for complete info on Profitability report.

## Activities

Activities widget updates you with alerts like Invoices to raised, Visa Expires, Overdue Checks, Overdue Receipts, etc.

Todos (21)	Over dues (10)	Activities
<ul style="list-style-type: none"> <li>Splash: Invoices to be raised for \$640.00</li> <li>Sam Corp: Invoices to be raised for \$13,960.00</li> <li>Soft Tech: Invoices to be raised for \$4,000.00</li> <li>Sys tech: Invoices to be raised for \$7,040.00</li> <li>IBM: Invoices to be raised for \$388,000.00</li> <li>Demo CC: Invoices to be raised for \$11,200.00</li> <li>New ERA: Invoices to be raised for \$17,600.00</li> <li>INX Tech: Invoices to be raised for \$6,800.00</li> <li>Deloitte: Invoices to be raised for \$36,480.00</li> <li>Excel staffing: Invoices to be raised for \$8,000.00</li> <li>HGT: Invoices to be raised for \$113,600.00</li> <li>Test Corn: Invoices to be raised for \$5,600.00</li> </ul>	<ul style="list-style-type: none"> <li>IT Place LLC - Check of \$12,457.00 over due by 130 Day(s). Due Date: 02/28/2016</li> <li>IT Place LLC - Check of \$5,000.00 over due by 142 Day(s). Due Date: 02/16/2016</li> <li>Soft Tech - Check of \$750.00 over due by 152 Day(s). Due Date: 02/06/2016</li> <li>SK Estates - Check of \$500.00 over due by 332 Day(s). Due Date: 08/10/2015</li> <li>CSR1 - Check of \$5,000.00 over due by 334 Day(s). Due Date: 08/08/2015</li> <li>CSR1 - Check of \$500.00 over due by 334 Day(s). Due Date: 08/08/2015</li> <li>RoyalCorp - Check of \$1,000.00 over due by 336 Day(s). Due Date: 08/06/2015</li> <li>PO Org - Receipt of \$500.00 over due by 336 Day(s). Due Date: 08/06/2015</li> </ul>	

### Activities Widget

**Visa Expiry alerts** – You can view the VISA Expiry status in the below format.

Samson H1B expires on 07/29/2016

**Invoices to be raised** – You can view all the pending invoices to be raised for each corporation.

By clicking on “Invoices to be raised” alert, you will be navigated to Invoice Automation Screen, where you can directly raise the invoice for all customers in a single click.

Customers

Invoice Automation

Corporation\* Demo

Profit Center HGT

Customer: Resource Microsoft

Go

Customer : Resource	Date	Hrs	Rate	Amount	Invoice Date	Invoice No	Signature	Remit To
Eddie Coleman	12/01/2016 12/31/2016	96.00	100.00000	9600.00	12/31/2016		-Select-	-Select-
Sekhar Chandu Y	12/01/2016 12/31/2016	96.00	75.00000	7200.00	12/31/2016		-Select-	-Select-
Stuart Little Broad	12/01/2016 12/31/2016	96.00	97.00000	9312.00	12/31/2016		-Select-	-Select-
Thoini Satya Sr Krishna	12/01/2016 12/31/2016	96.00	80.00000	7680.00	12/31/2016		-Select-	-Select-
Turangi Chandhu Sekhar	12/01/2016 12/31/2016	104.00	85.00000	8840.00	12/31/2016		-Select-	-Select-
<b>Selected Total</b>	<b>0.00</b>	<b>Total</b>		<b>42632.00</b>				

Create

### Invoice Automation Screen

Select the Invoice Entries and Click on **Create** to raise the invoice.

**Over dues** – you will be notified with pending checks and receipt. By clicking on the alert you will be navigated to respective screen, to complete the task.

For example, if you had an overdue check. By clicking on the alert, you will be navigated to check entry screen, to raise the overdue check.

Check

Corporation\* Demo

Account\* Flushing Bank

152,188.46

Check Num.

Date\* 12/30/2016

Payee Name Microsoft

Amount\* 1000.00

Memo

Ref Num.

Purpose	Account	Profit Center	Description	Amount	Customer: Resource	Invoice?
Not Available	Software & Hardware	HGT	Software Purchase	1000.00	-Select-	<input type="checkbox"/>
<b>Total:</b>				1000.00		

None ☒ Is Recurring? ☐ Is Automatic?

Recurring Name\* Microsoft Subscription

Frequency\* Monthly day(s)

☒ Remind me before 3

Recurring Mail

+ Attachment(s)

☐ Print Check ☐ To be Printed

Update Pay & Update Pay Delete Cancel

### Check Entry Screen

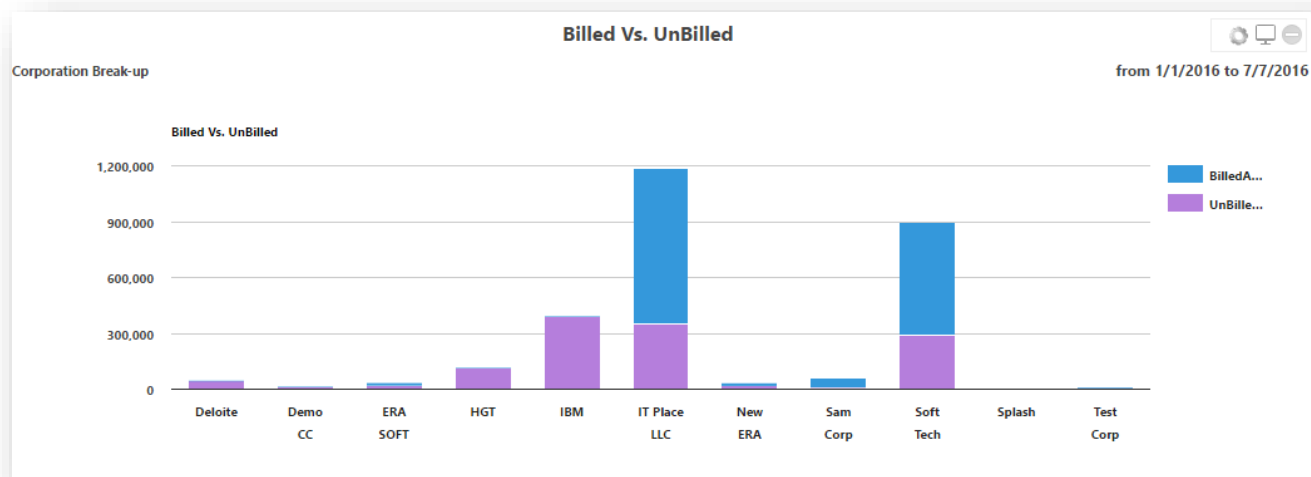
**Corporation, Account, Date, payee Name, Amount, Purpose, Account, Profit Centre, Description, Amount and Customer Resource** fields are filled automatically.

Customize your options like **Is Recurring?** , **Is Automatic?** , **If Recurring – Recurring Name, Frequency, Remind me, Recurring mail and Attachments.**

Select **Print Check, To be print** option of your choice and Click on **Update** to update the entry, **Pay & Update** to update and pay the check, **Pay** to check payment, **Delete** to delete the entry, **Cancel** to cancel.

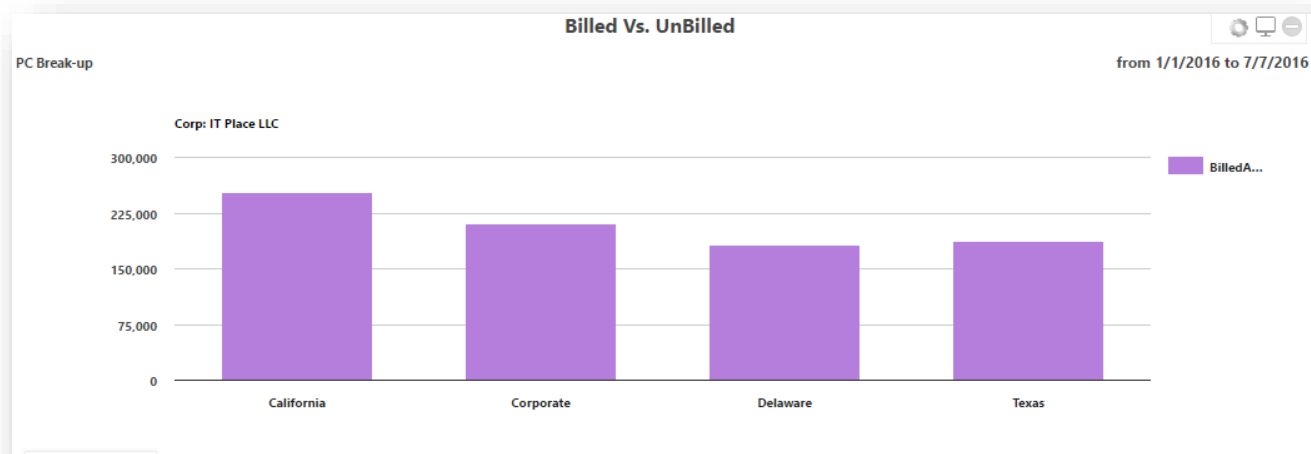
## Billed vs. Unbilled

You can view differentiation of Billed and Unbilled revenue for each corporation.



### Billed vs Unbilled Widget

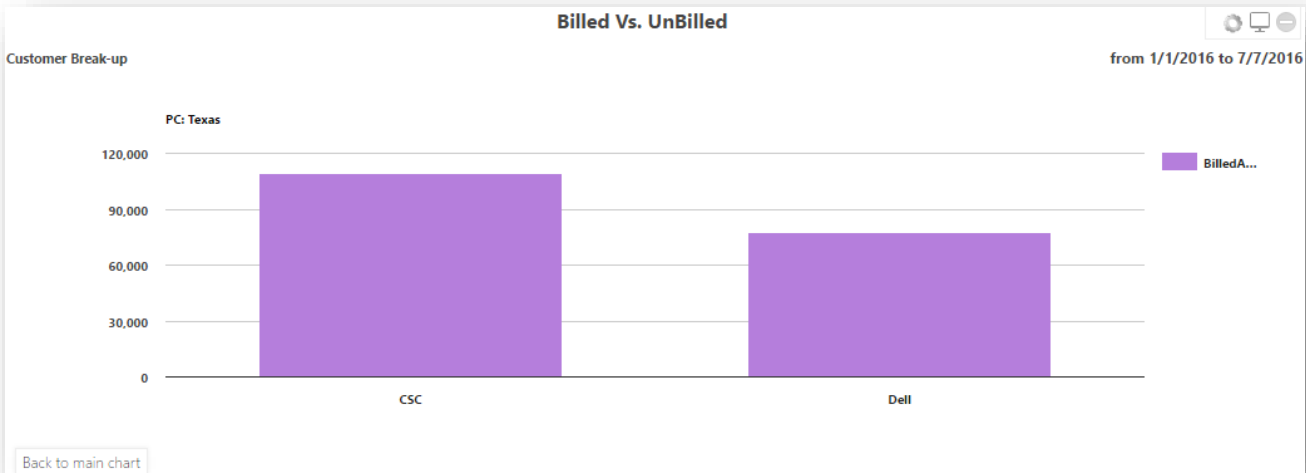
By clicking on unbilled or billed amount of the corporation, you will drill down to profit centre wise breakup of billed or unbilled.



### Billed vs Unbilled Widget –Profit Centre Wise Break up

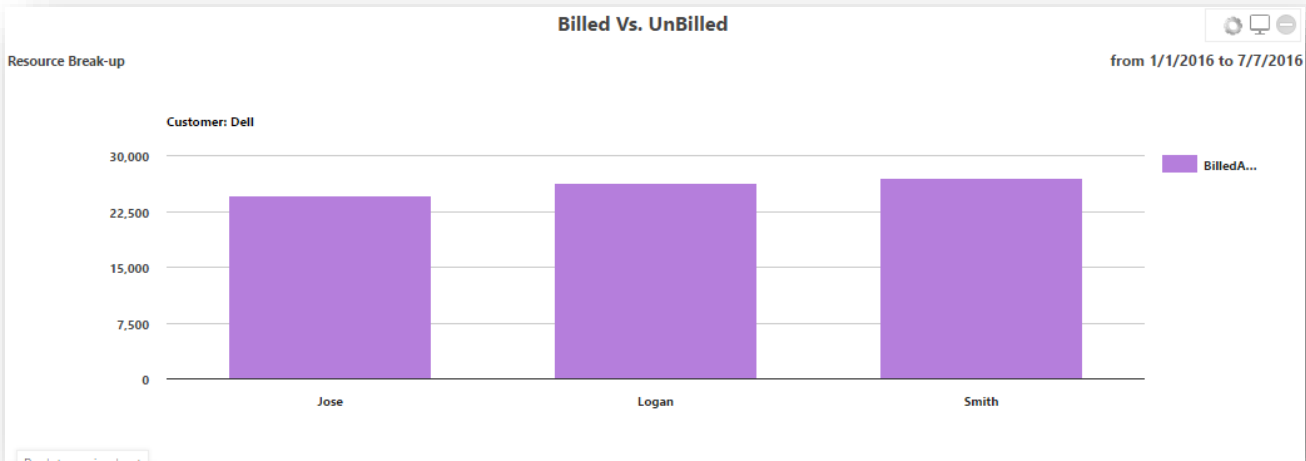
By clicking on the profit centre, you will be drill down further to Customer wise breakup.





Billed vs Unbilled Widget –Customer Wise Break up

By clicking on the customer, you will be drill down further to resource wise breakup.



Billed vs Unbilled Widget – Resource wise break up

**Billed and Unbilled report**

By clicking on the resource, you will be navigated to Billed and Unbilled report of that particular resource.

**NIMBLE ACCOUNTING**  
Staffing Report  
Profitability Report | Monthwise Profitability Report | **Billed and Unbilled** | Billed and Unbilled New

Find | Next | Refresh | Show Filter

**Demo Billed and Unbilled**  
Period From 1/1/2016 To 12/31/2016

Name	Customer	Total Hrs	Billed Hrs	Unbilled Hrs	Billing Rate	Billed Amount	Unbilled Amount
Andrew Symonds	Asus	168.00	0.00	168.00	0.00	0.00	0.00
Chris Galye	Samsung	8.00	8.00	0.00	200.00	1,600.00	0.00
Dareen Sammy	MI	528.00	528.00	0.00	1,000.00	528,000.00	0.00
Dev V R	MI	224.00	224.00	0.00	65.00	14,560.00	0.00
Dev V R	MI	6.00	6.00	0.00	75.00	450.00	0.00
Eddie Coleman	Microsoft	600.00	504.00	96.00	100.00	50,400.00	9,600.00
Eddie Coleman	Microsoft	2.00	2.00	0.00	110.00	220.00	0.00

Billed vs Unbilled Report

Billed and Unbilled report consist of **Name, Customer, Total Hrs, Billed Hrs, Unbilled Hrs, Billing Rate, Billed Amount, Unbilled Amount**.

**Name** column for resource name (consultant), **Customer** column for customer name, **Total Hrs** column for total working hours of consultant, **Billed Hrs** column for total hrs which are billed, **Unbilled Hrs** column for total hrs which are unbilled, **Billing Rate** column define billing rate of the consultant, **Billed Amount** column for billed amount calculated by multiplying billed hrs with billing rate, **Unbilled Amount** column for unbilled amount calculated by multiplying unbilled hrs with billing rate.

You can view the report by selecting specific options like corporation, view transactions range and period (From date & to date). For selecting options, click on **Show Filter** button.

You can customize the report, by clicking on **Customize** button. A window will pop up with **View, Column, Display** tabs.

Billed vs Unbilled Report – Customize

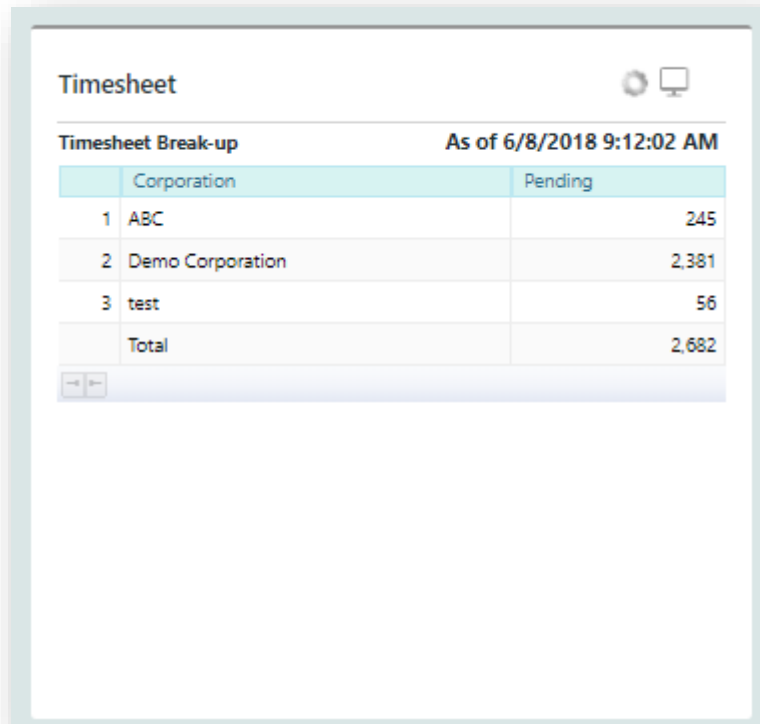
In **view** tab, customize by **Corporation, Profit centre, View Transactions range, from and to date, and List by Resource, Name**.

In **column** tab, select the columns required to display in the report.

In **display** tab, customize the report view with **title of report, corporation name and figures optimization** like show negative figures as Normal, parentheses, with a trailing minus, show figures as In Red, Divided by 1000, without cents, exclude zero values.

## Timesheet widget

Timesheet widget shows detailed information of Timesheet breakup, with consultant count, Entered Timesheets, Pending timesheets for each corporation.



The screenshot shows a widget titled "Timesheet" with a "Timesheet Break-up" table. The table is dated "As of 6/8/2018 9:12:02 AM". It has two columns: "Corporation" and "Pending". The data is as follows:

	Corporation	Pending
1	ABC	245
2	Demo Corporation	2,381
3	test	56
	<b>Total</b>	<b>2,682</b>

Timesheet –Widget

By clicking on Pending count, you will be navigated to **Pending Time sheet details** report till date.

NIMBLE ACCOUNTING

FOR SMALL BUSINESS

Home

Search

Hide Menu

Admin / User

Customers

Vendors

Time And Payroll

Commissions

Banking

Accountant

Masters

Inter Company

Utilities

Reports

Select Company

Pending Timesheet Details

Corporation\*

Demo Corporation

Consultant

-All-

Customer

-All-

As of Date\*

06/08/2018

Show

Cancel

1 of 2 ?

Find | Next

Demo Corporation

-ALL-

Pending Time Sheet Details

As Of June 08, 2018

Consultant Type	Name	Frequency	Customer Name	From Date	To Date	Reminder
W2	ABC Jason	Monthly	Tech New	04/01/2018	04/30/2018	<a href="#">Send</a>
				05/01/2018	05/31/2018	<a href="#">Send</a>
	Akash Krishna	Semi Monthly	ACCENTURE	01/16/2018	01/31/2018	<a href="#">Send</a>
				US GAS	06/16/2016	06/30/2016
			12/01/2016		12/15/2016	<a href="#">Send</a>
			12/16/2016		12/31/2016	<a href="#">Send</a>
			01/01/2017		01/15/2017	<a href="#">Send</a>
			01/16/2017		01/31/2017	<a href="#">Send</a>
			02/01/2017		02/15/2017	<a href="#">Send</a>
			02/16/2017	02/28/2017	<a href="#">Send</a>	

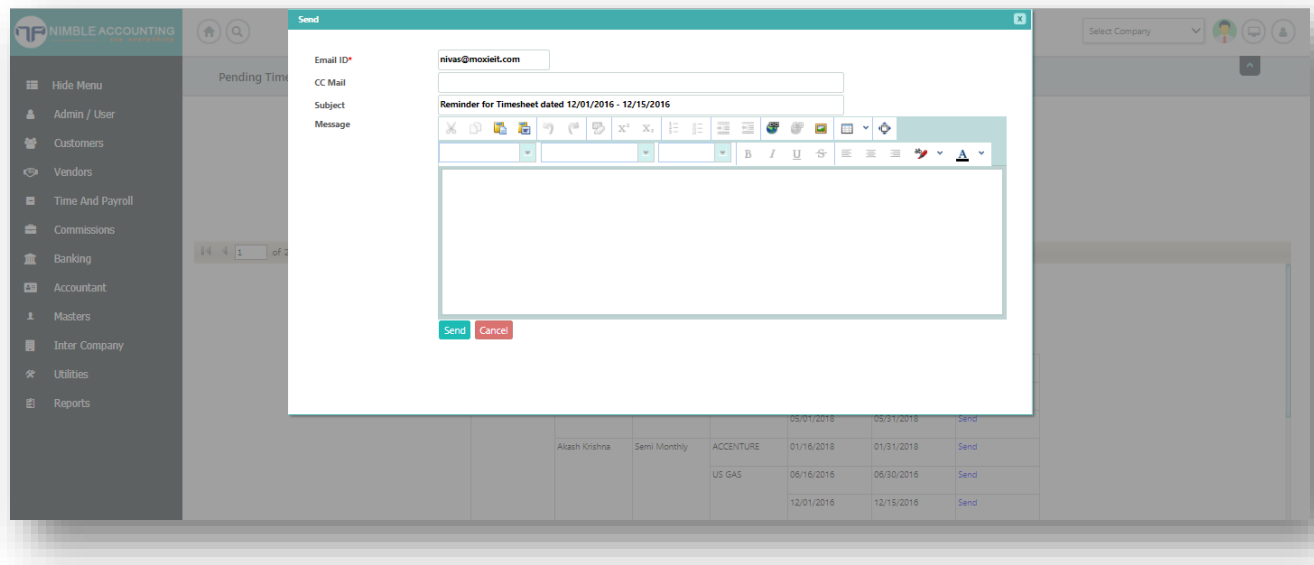
Pending Timesheet details report

**Pending Time Sheet Details Report** consists of Name, Next From Date, Next To Date, and Remainder.

**Name** field describes the name of the consultant, **Next From Date** describes next from date of the timesheet, **Next To Date** describes next to date of the timesheet, and **Remainder** field has a link to **send** remainder to the customer.

### Remainder to Consultants

Clicking on **send** in remainder column, you will be pop up with mail compose window, where you can compose a mail and directly send remainder to customer.



Send Timesheet Remainder

### Profit And Loss

In Profit and Loss widget, you will get corporation wise **Income, COGS (Cost of Goods Sold), Expense, Other Income/Expense, and Net Profit**.

Income section indicates total income generated on that corporation, COGS section indicates total COGS incurred, Expense section indicates total expenses, Other Income/ Expense indicates other income /expense generated, and Net Profit indicates total Net profit gained by Corporation.

Profit & Loss						
from 1/1/2017 to 12/31/2017						
	Corporation	Income	COGS	Expense	Other Income/Expense	Net Profit
1	ABC	\$58,910.00	\$31,000.00	\$66,268.54	\$0.00	(\$38,358.54)
2	Atlanta	\$0.00	\$0.00	\$110.00	\$0.00	(\$110.00)
3	Baltimore	\$30,098.12	\$34,213.32	\$477.92	(\$13.00)	(\$4,606.12)
4	Cincinnati	\$1,320.00	\$0.00	\$0.00	\$0.00	\$1,320.00
5	CSC Corporation	\$1,200.00	\$0.00	(\$105.00)	\$0.00	\$1,305.00
6	DC1	\$4,800.00	\$21,600.00	\$43,284.64	\$0.00	(\$60,084.64)
7	Demo Corp	\$77,006.96	\$0.00	\$3,225.00	\$0.00	\$73,781.96
8	Demo Corporation	\$877,708.00	\$135,438.65	\$282,428.15	\$84,032.52	\$543,873.72
9	Demo Data	\$12,016.00	\$0.00	\$526.00	\$0.00	\$11,490.00

#### Profit and Loss Widget

By clicking on **Net Profit** amount, you will be navigated to Profit and Loss – Standard Report for a Corporation, which includes all Profit centres data.

</

#### Profit and Loss Standard Report.

It is a financial statement that gives a summary of revenues, costs and expenses incurred in a specified period of time, usually a fiscal quarter or a year. The purpose of the report is to assess the ability of a corporation to generate profit by increasing revenues and reduce costs. The P & L statement is also known as a Statement of Profit and Loss, and Income Statement, or an Income and

Expense Statement. It lists the credit and debit balances for each account in the chart of accounts for a specified period.

By default, the report is generated based on Accrual Basis. You can customize the report to cash basis in customize window.

You can view the report by selecting specific options like corporation, view transactions range and period (From date & to date). For selecting options, click on **Show Filter** button.

You mail the report by clicking on **Send** button. You can also save the report by clicking on **Save As** button.

The report may be customized in the **View** and **Column** mode. The report may be customized in the **View** mode with the help of filters provided in the form.

In the **Display** mode, customization makes it possible to alter the title, figures patterns etc.

Each **Report** will have Export option to various kinds of file formats Example- Excel and PDF.

The screenshot shows a 'Customize' dialog box for a Profit and Loss report. It features two tabs: 'View' and 'Display'. The 'View' tab is active, showing configuration options for the report. Under 'Corporation', the 'Corporation\*' dropdown is set to 'Demo', and the 'Profit Center' list includes '-All-', '-Corporate-', 'Demo 2', and 'HGT'. The 'View' section shows 'View Transactions' set to 'Last Year' and date ranges from '01/01/2016' to '12/31/2016'. The 'Columns' section has 'ColumnsBy' set to 'Total' and four checkboxes for 'Previous Year', 'Previous Period', '\$ Change', and '\$ Change'. 'Generate' and 'Cancel' buttons are at the bottom.

Profit and Loss Standard Report - Customize

## Revenue by sales team

You can also view income from each sales team wise also to evaluate their performance and benefit to corporations.

In total revenue how much you are getting through sales view for each corporation wise.

**Sales Performance**

**Corporation Break-up** from 1/1/2017 to 12/31/2017

	Corporation	Amount
1	ABC	\$324,190.00
2	Baltimore	\$8,458.12
3	Cincinnati	\$3,000.00
4	DC1	\$31,200.00
5	Demo Corp	\$241,259.52
6	Demo Corporation	\$1,017,052.50
7	Demo Data	\$50,718.00
8	ENSEARCH MANAGEMENT CONSULTANTS	\$65,700.00
9	Global Point Inc	\$20,790.00

1 2 3 4

Sales Team Performance Widget

To view Profit centre wise click on any corporation section.

**Sales Performance**

**PC Break-up** from 1/1/2017 to 12/31/2017

	Profit Center	Amount
1	Corporate	\$8,000.00
2	Bell Demo Corp	\$458.12
	Total	\$8,458.12

1 2

Sales Team Performance Widget – Profit Centre Break up

By clicking on any Profit centre wise separation you can view sales team wise billed and unbilled revenue.

Sales Performance

Sales Role Break-up

from 1/1/2017 to 12/31/2017

	Sales Roles	Billed	UnBilled
1	Recruiter	\$458.12	\$0.00
2	House Sales	\$8,000.00	\$0.00
	Total	\$8458.12	\$0.00

Sales Team Performance Widget – Sales Role Break up

To view team wise click on Billed or Unbilled sections, here you can view team member wise details.

Sales Performance

Recruiter Break-up

from 1/1/2017 to 12/31/2017

	Recruiter	Amount
1	Jockey	\$458.12

Sales Team Performance Widget – Team Member Break up



By clicking on Amount, you will be navigated **Revenue by sales team Summary** report (In this case: Manager).

Staffing Report

Manager Summary Recruiter Summary Representative Summary Customer/Resource Summary Manager Details Recruiter Details Representative Details

Corporation\* Demo

View Transactions\* Last Year

From\* 01/01/2016 To\* 12/31/2016

Expand/Collapse Expand Collapse

Show Cancel Customize

Hide Filter

1 of 1

Find | Next

**Demo**  
**Manager Summary**  
Period From: January 01, 2016 to December 31, 2016

Manager	Customer	Resource	Billed Amount	Unbilled Amount	Total
Demo-Manager	Cloud Point America				
		Shubdha Saran	17,400.00	3,600.00	21,000.00
	<b>Total</b>		17,400.00	3,600.00	21,000.00
	Microsoft				
		Sekhar Chandu Y	17,880.00	15,000.00	32,880.00
	<b>Total</b>		17,880.00	15,000.00	32,880.00
	Samsung				
		Chris Martin Galje	1,600.00	0.00	1,600.00
	<b>Total</b>		1,600.00	0.00	1,600.00
<b>Total</b>			36,880.00	18,600.00	55,480.00

Revenue by Sales Team Member Summary Report (Manager)

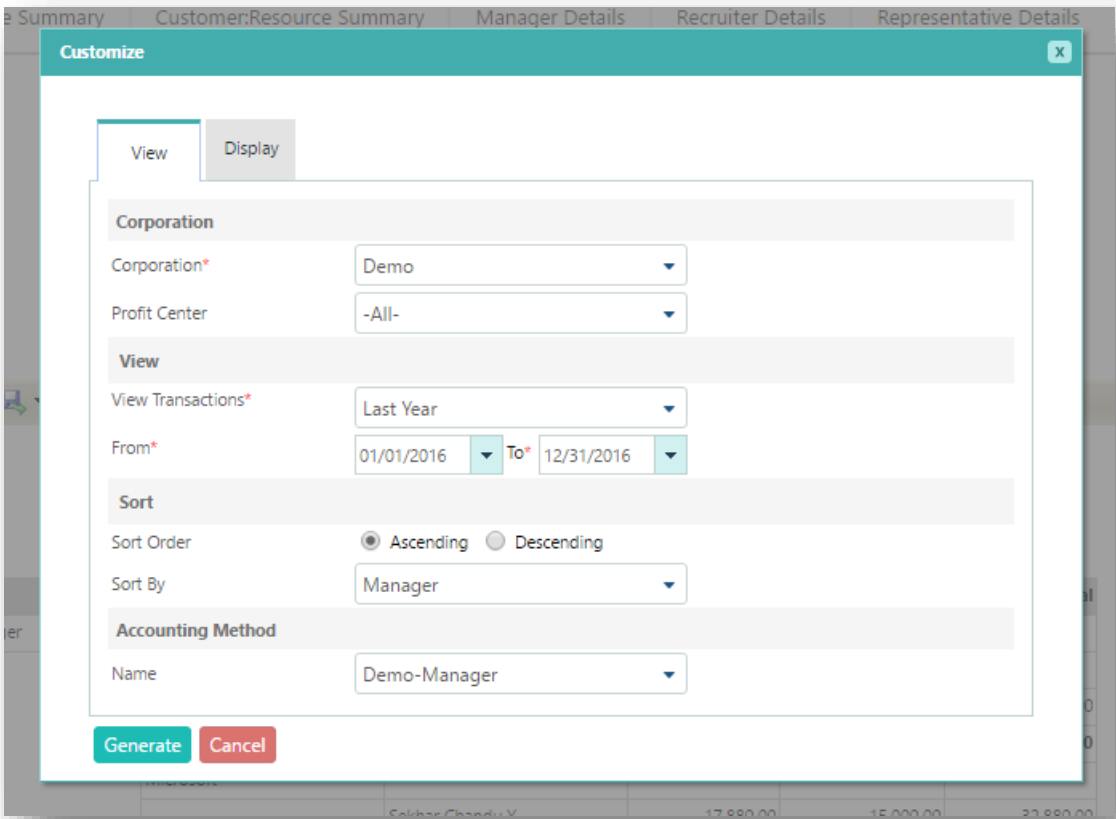
In this report, **Manager** column indicates name of the manger, **Customer** column indicates customer name, **Resource** indicates name of the consultant, **Billed Amount** indicates total billable amount generated on the resource, **Unbilled Amount** indicates total unbilled amount on the resource, **Total** field indicates total revenue generated on the resource. You can view transaction level data by clicking on the total amount.

You can view the report by selecting specific options like corporation, view transactions range, period (From date & to date) and Expand/ Collapse the transactions details. For selecting options, click on **Show Filter** button.

The report may be customized in the **View** and **Column** mode. The report may be customized in the **View** mode with the help of filters provided in the form.

In the **Display** mode, customization makes it possible to alter the title, figures patterns etc.

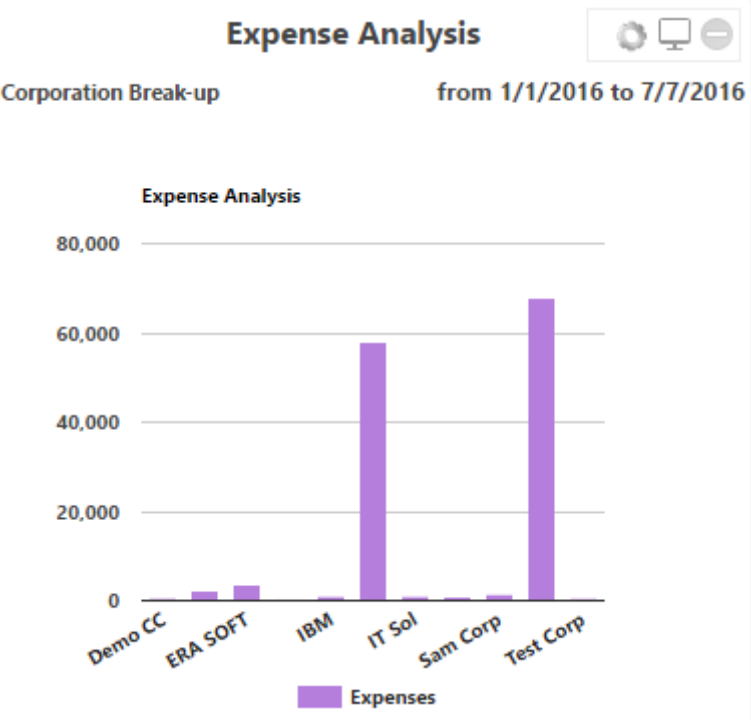
Each **Report** will have Export option to various kinds of file formats Example- Excel and PDF.



Revenue by Sales Team Member Summary Report (Manager) –Customize Window

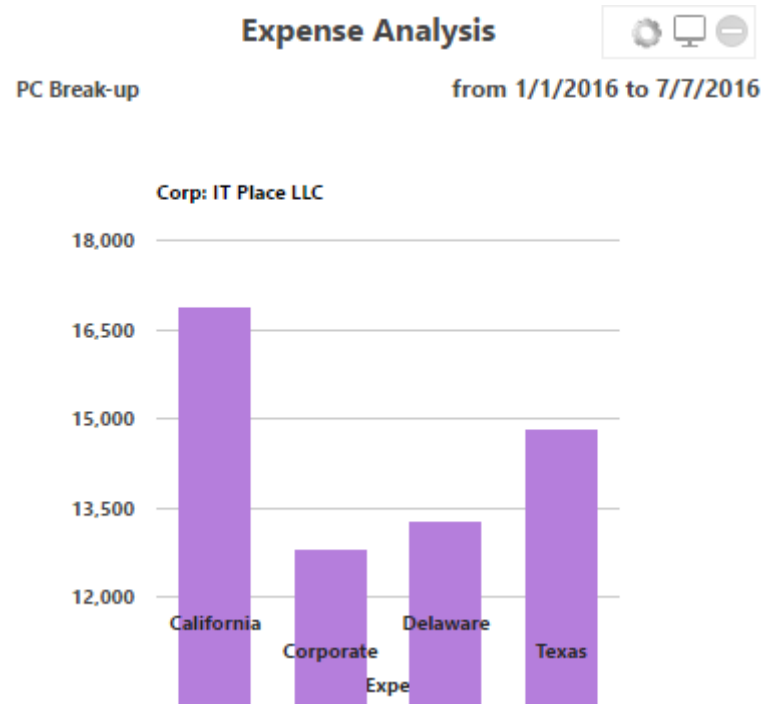
Expense Analysis

You can have clear picture on total expenses incurred on each corporation wise in Expense Analysis widget.



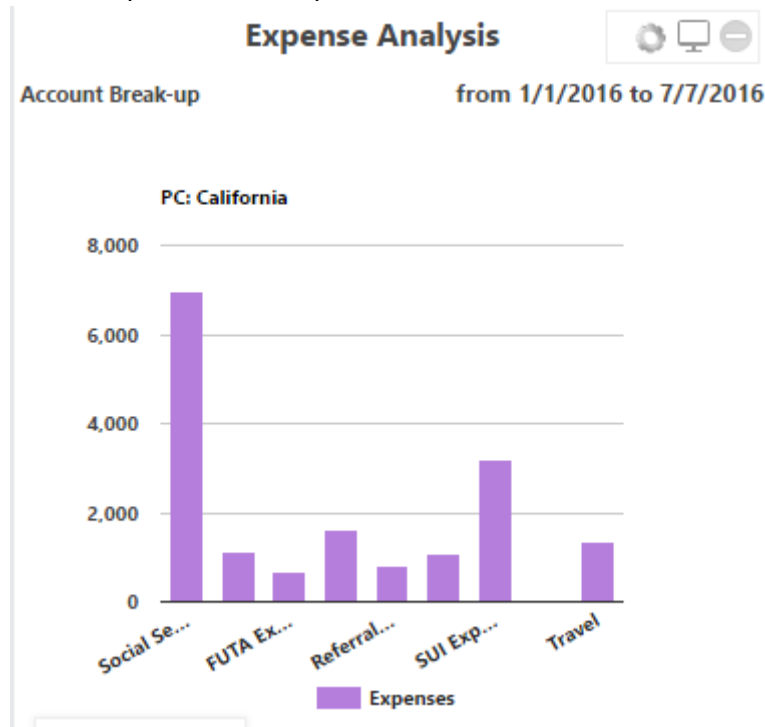
Expenses Analysis – Widget

To view Profit centre wise break up, click on the corporation.



Expenses Analysis – Profit Centre wise break up

To view Account wise break up, click on the profit centre

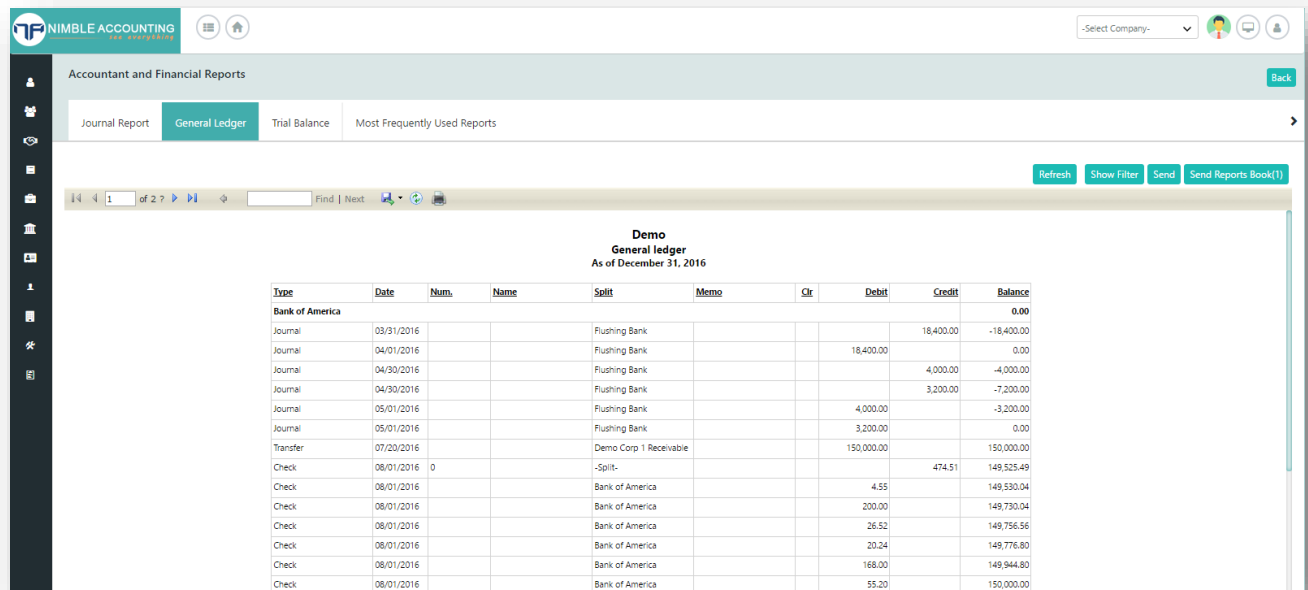


Expenses Analysis –Account wise break up

Clicking on any Account, you will be navigated to General ledger report of particular account.

**General Ledger**

The feature **General Ledger** helps you to create and monitor budgets for multiple accounts. Compare incomes and expenditures, both planned and actually incurred. This means the reports the function generates help you to make 'mid-course corrections' where necessary.



**Demo General Ledger**  
As of December 31, 2016

Type	Date	Num.	Name	Split	Memo	Clr	Debit	Credit	Balance
<b>Bank of America</b>									0.00
Journal	03/31/2016			Flushing Bank				18,400.00	-18,400.00
Journal	04/01/2016			Flushing Bank			18,400.00		0.00
Journal	04/30/2016			Flushing Bank				4,000.00	-4,000.00
Journal	04/30/2016			Flushing Bank				3,200.00	-7,200.00
Journal	05/01/2016			Flushing Bank			4,000.00		-3,200.00
Journal	05/01/2016			Flushing Bank			3,200.00		0.00
Transfer	07/20/2016			Demo Corp 1 Receivable			150,000.00		150,000.00
Check	08/01/2016	0		-Split-				474.51	149,525.49
Check	08/01/2016			Bank of America			4.55		149,530.04
Check	08/01/2016			Bank of America			200.00		149,730.04
Check	08/01/2016			Bank of America			26.52		149,756.56
Check	08/01/2016			Bank of America			20.24		149,776.80
Check	08/01/2016			Bank of America			168.00		149,944.80
Check	08/01/2016			Bank of America			55.20		150,000.00

### General Ledger Report

The report consists of **Type** field indicates type of transaction, **Date** field indicates date of transaction, **Num** field indicates identity number for transaction, **Name** field indicates name on which transaction had happened, **Split** field indicates multiple transaction items, **Memo** field indicates brief or summary about transaction, **Debit** field indicates the debit amount, **Credit** field indicates the credit amount, and **Balance** field indicates total amount of transaction.

You can view the report by selecting specific options like corporation, Account type, view transactions range and period (From date & to date). For selecting options, click on **Show Filter** button.

#### Select **Corporation**

Select **Account** - You will see all by default. Select a specific Account

**View Transaction** – You will see Past 30 Days by default. You can change this by selecting the date range in '**From**' & '**To**' fields.

Click **Show**.

By default, the report is generated based on Accrual Basis. You can customize the report to cash basis in customize window.

You mail the report by clicking on **Send** button. You can also add the report to report book by clicking on **Add to Report Book**.

The report may be customized in the **View** and **Column** mode. The report may be customized in the **View** mode with the help of filters provided in the form.

In the **Display** mode, customization makes it possible to alter the title, figures patterns etc. Each **Report** will have Export option to various kinds of file formats Example- Excel and PDF.

**Customize** [X]

**View** | Column | Display

**Corporation**

Corporation\* Demo

Profit Center -All-  
-Corporate-Demo 2  
HGT

**View**

View Transactions Last Year

From 01/01/2016 To 12/31/2016

**List**

Transaction Type -All-

Sub Transaction Type -All-

Account -All-

Name -All-

Project -All-

**Generate** **Cancel**

General Ledger Report - Customize

## **Chapter 6: Financial health of business from Reports**

Employee Outstanding Summary Report

Month wise Profitability Report

Paid & Unpaid

Profit and loss

Balance Sheet

Inter-Company Reports

Customized P and L with Configuration

Customer Reports

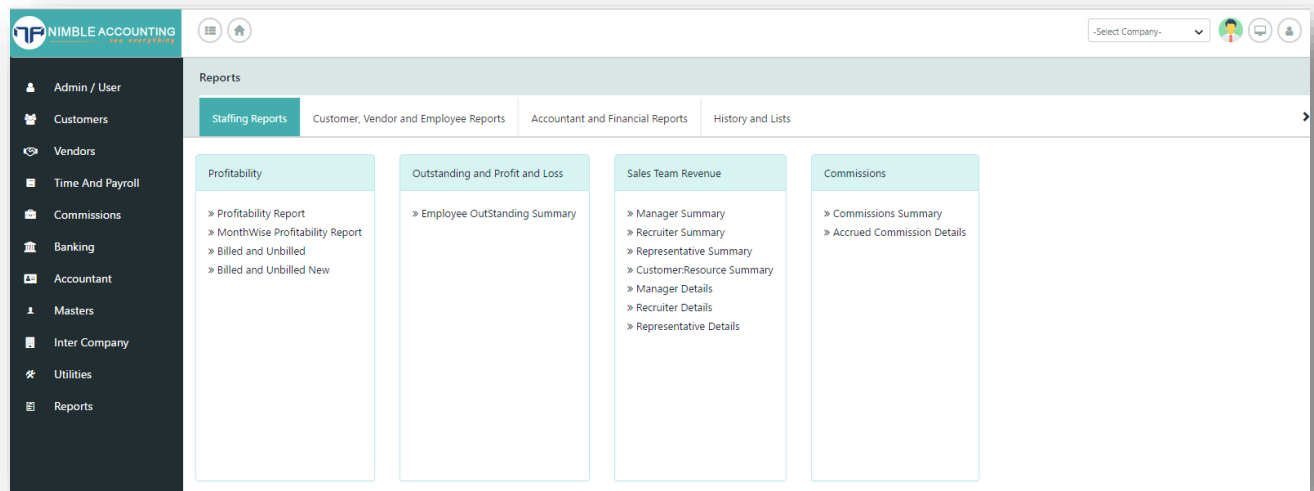
Vendor Reports

Accrued Commissions

## Chapter 6: Financial health of business from Reports

Several Financial statements which depicts the organization financial result and condition. Nimble has more than 50 reports.

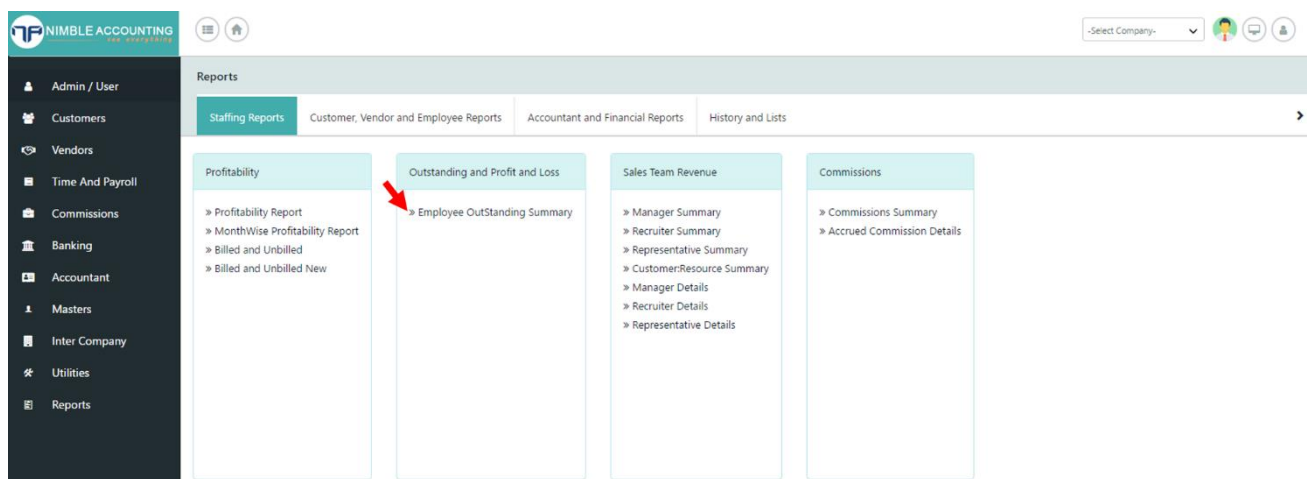
In Nimble Accounting, Each report can be generated in the detailed and summary form. Records included into a report may be customized by Corporation, Profit Centres, Customers, Dates and account types etc. Availability of grouping options depends on the selected report.



Reports – Menu Screen

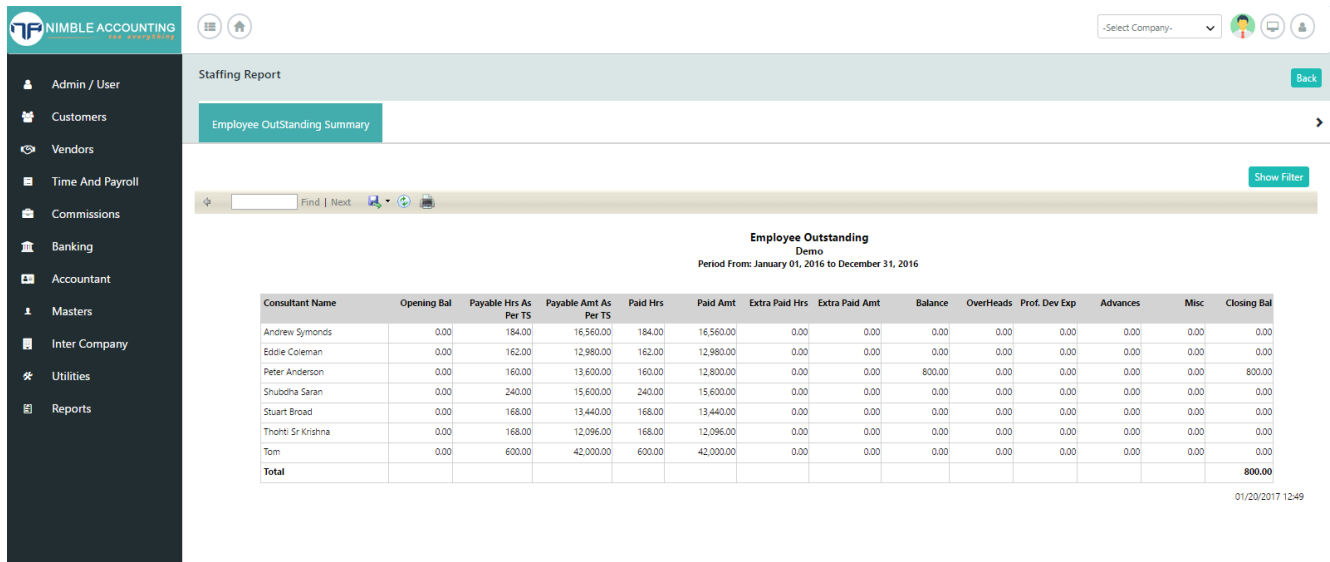
### Employee Outstanding Summary

To get complete outstanding summary of employees, navigate to employee outstanding summary report (Home→Reports→Staffing Reports→Employee Outstanding Summary)



Reports – Main Screen- Menu

By clicking, you will navigate to **Employee Outstanding Summary**. Customize the filter of your choice.



The screenshot shows the 'Staffing Report' section with a sub-tab 'Employee Outstanding Summary'. Below the navigation bar is a search bar with 'Find | Next' and a 'Show Filter' button. The main content area displays the 'Employee Outstanding' report for a 'Demo' company, covering the period from January 01, 2016 to December 31, 2016. The table lists consultants and their financial details.

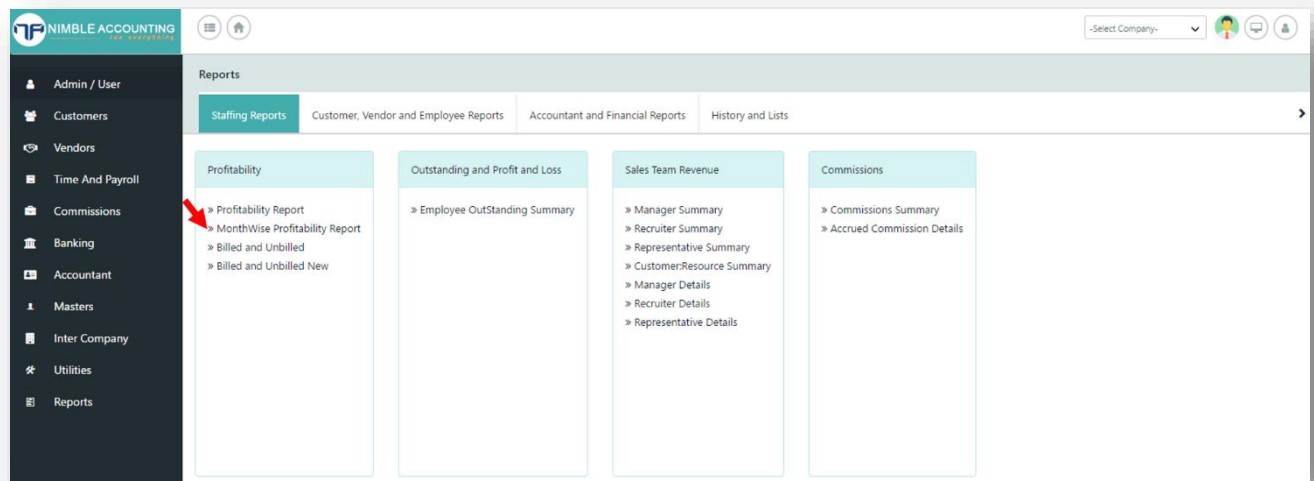
Consultant Name	Opening Bal	Payable Hrs As Per TS	Payable Amt As Per TS	Paid Hrs	Paid Amt	Extra Paid Hrs	Extra Paid Amt	Balance	OverHeads	Prof. Dev Exp	Advances	Misc	Closing Bal
Andrew Symonds	0.00	184.00	16,560.00	184.00	16,560.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Eddie Coleman	0.00	162.00	12,980.00	162.00	12,980.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Peter Anderson	0.00	160.00	13,600.00	160.00	12,800.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00
Shubdha Saran	0.00	240.00	15,600.00	240.00	15,600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Stuart Broad	0.00	168.00	13,440.00	168.00	13,440.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Throiti Sr Krishna	0.00	168.00	12,096.00	168.00	12,096.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Tom	0.00	600.00	42,000.00	600.00	42,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>													<b>800.00</b>

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## Reports – Employee Outstanding

### Month wise Profitability report

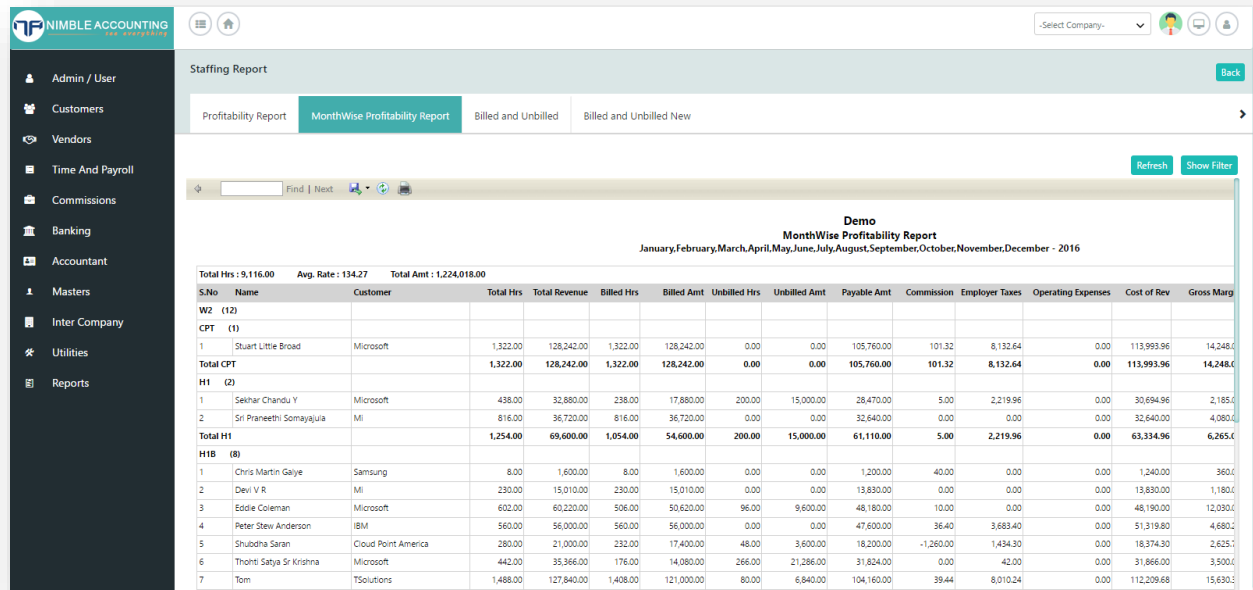
To get Profitability on each consultant for month wise, navigate to **Month wise Profitability Report**. (Home→Reports→Staffing Reports→)



## Reports Main Screen

By clicking, you will navigate to **Month wise Profitability Report**. Customize the filter of your choice.





**Staffing Report**

Profitability Report | **MonthWise Profitability Report** | Billed and Unbilled | Billed and Unbilled New

Refresh Show Filter

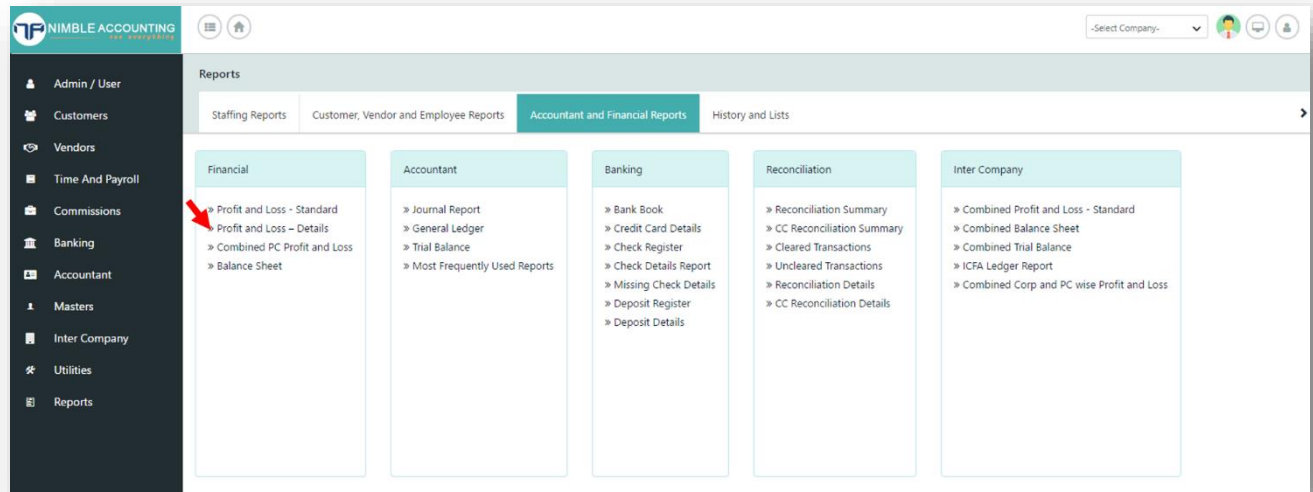
**Demo**  
**MonthWise Profitability Report**  
 January, February, March, April, May, June, July, August, September, October, November, December - 2016

S.No	Name	Customer	Total Hrs	Total Revenue	Billed Hrs	Billed Amt	Unbilled Amt	Payable Amt	Commission	Employer Taxes	Operating Expenses	Cost of Rev	Gross Marg
<b>W2 (12)</b>													
<b>CPT (1)</b>													
1	Stuart Little Broad	Microsoft	1,322.00	128,242.00	1,322.00	128,242.00	0.00	105,760.00	101.32	8,132.64	0.00	113,993.96	14,248.04
<b>Total CPT</b>			<b>1,322.00</b>	<b>128,242.00</b>	<b>1,322.00</b>	<b>128,242.00</b>	<b>0.00</b>	<b>105,760.00</b>	<b>101.32</b>	<b>8,132.64</b>	<b>0.00</b>	<b>113,993.96</b>	<b>14,248.04</b>
<b>H1 (2)</b>													
1	Seikhar Chandu Y	Microsoft	438.00	32,880.00	238.00	17,880.00	200.00	15,000.00	28,470.00	5.00	2,219.96	0.00	30,694.96
2	Sri Praneethi Somayajula	Mt	816.00	36,720.00	816.00	36,720.00	0.00	32,640.00	0.00	0.00	0.00	32,640.00	4,080.00
<b>Total H1</b>			<b>1,254.00</b>	<b>69,600.00</b>	<b>1,054.00</b>	<b>54,600.00</b>	<b>200.00</b>	<b>15,000.00</b>	<b>61,110.00</b>	<b>5.00</b>	<b>2,219.96</b>	<b>0.00</b>	<b>63,334.96</b>
<b>H1B (8)</b>													
1	Chris Martin Gayle	Samsung	8.00	1,600.00	8.00	1,600.00	0.00	1,200.00	40.00	0.00	0.00	1,240.00	360.00
2	Devi V R	Mt	230.00	15,010.00	230.00	15,010.00	0.00	13,830.00	0.00	0.00	0.00	13,830.00	1,180.00
3	Eddie Coleman	Microsoft	602.00	60,220.00	506.00	50,620.00	96.00	9,600.00	48,180.00	10.00	0.00	48,190.00	12,030.00
4	Peter Stew Anderson	IBM	560.00	56,000.00	560.00	56,000.00	0.00	47,600.00	36.40	3,683.40	0.00	51,319.80	4,680.20
5	Shubdha Saran	Cloud Point America	280.00	21,000.00	232.00	17,400.00	48.00	3,600.00	18,200.00	-1,260.00	1,434.30	0.00	18,374.30
6	Thotiti Satya Sr Krishna	Microsoft	442.00	35,366.00	176.00	14,080.00	266.00	21,286.00	31,824.00	0.00	42.00	31,866.00	3,500.00
7	Tom	TSolutions	1,488.00	127,840.00	1,408.00	121,000.00	80.00	6,840.00	104,160.00	39.44	8,010.24	0.00	112,209.68

### Month wise Profitability Report

#### Profit and loss

You can get Profit and Loss details for each corporation in **Profit and Loss – Details** report. Navigate to Profit and Loss Details Report. (Home→Reports→Account and Financial Reports →Profit and Loss -Details)



**Reports**

Staffing Reports | Customer, Vendor and Employee Reports | **Accountant and Financial Reports** | History and Lists

Financial	Accountant	Banking	Reconciliation	Inter Company
» Profit and Loss - Standard » Profit and Loss - Details » Combined PC Profit and Loss » Balance Sheet	» Journal Report » General Ledger » Trial Balance » Most Frequently Used Reports	» Bank Book » Credit Card Details » Check Register » Check Details Report » Missing Check Details » Deposit Register » Deposit Details	» Reconciliation Summary » CC Reconciliation Summary » Cleared Transactions » Uncleared Transactions » Reconciliation Details » CC Reconciliation Details	» Combined Profit and Loss - Standard » Combined Balance Sheet » Combined Trial Balance » ICFA Ledger Report » Combined Corp and PC wise Profit and Loss

### Reports Main Screen

By clicking, you will navigate to **Profit & Loss- Details Report**. Customize the filter of your choice.

Accountant and Financial Reports

Profit and Loss - Standard | **Profit and Loss - Details** | Combined PC Profit and Loss | Balance Sheet

Refresh Show Filter

Find | Next

Accrual Basis

**Demo**  
**Profit and Loss - Details**  
Period From 1/1/2016 To 12/31/2016

Type	Date	Num.	Name	Debit	Credit	Balance
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
Consulting Income						
Invoice	01/01/2016	21	Chris Martin Gayle	8,000.00	8,000.00	
Invoice	01/01/2016	40	Joe Root	14,720.00	22,720.00	
Invoice	01/28/2016	2	Peter Stew Anderson	8,000.00	30,720.00	
Invoice	02/01/2016	41	Joe Root	13,440.00	44,160.00	
Invoice	03/01/2016	42	Joe Root	13,440.00	57,600.00	
Invoice	04/01/2016	43	Joe Root	14,720.00	72,320.00	
Invoice	04/06/2016	3	Andrew J Symonds_1	27,600.00	99,920.00	
Credit Memo	04/06/2016	1	Peter Stew Anderson	200.00	99,720.00	
Invoice	04/06/2016	1	Peter Stew Anderson	7,200.00	106,920.00	
Invoice	05/01/2016	44	Joe Root	12,800.00	119,720.00	
Invoice	05/12/2016	74	Tom	6,800.00		
Invoice	05/26/2016	75	Tom	6,800.00		
Invoice	05/26/2016	76	Tom	17,072.00		

AChat  
User Prashanth TTPL has left AChat...

Profit &amp; Loss details - Report

## Balance Sheet

The Balance Sheet is an important financial statement sometimes known as a 'snapshot of a company's financial position'. It reports a company's assets, liabilities and stockholders' (or owners') equity at a specific time. Navigate to Balance sheet Report (Home→Reports→ Account and Financial Reports →Balance Sheet)

Reports

Staffing Reports | Customer, Vendor and Employee Reports | **Accountant and Financial Reports** | History and Lists

Financial	Accountant	Banking	Reconciliation	Inter Company
<ul style="list-style-type: none"> <li>» Profit and Loss - Standard</li> <li>» Profit and Loss - Details</li> <li>» Combined PC Profit and Loss</li> <li>» Balance Sheet</li> </ul>	<ul style="list-style-type: none"> <li>» Journal Report</li> <li>» General Ledger</li> <li>» Trial Balance</li> <li>» Most Frequently Used Reports</li> </ul>	<ul style="list-style-type: none"> <li>» Bank Book</li> <li>» Credit Card Details</li> <li>» Check Register</li> <li>» Check Details Report</li> <li>» Missing Check Details</li> <li>» Deposit Register</li> <li>» Deposit Details</li> </ul>	<ul style="list-style-type: none"> <li>» Reconciliation Summary</li> <li>» CC Reconciliation Summary</li> <li>» Cleared Transactions</li> <li>» Uncleared Transactions</li> <li>» Reconciliation Details</li> <li>» CC Reconciliation Details</li> </ul>	<ul style="list-style-type: none"> <li>» Combined Profit and Loss - Standard</li> <li>» Combined Balance Sheet</li> <li>» Combined Trial Balance</li> <li>» ICFA Ledger Report</li> <li>» Combined Corp and PC wise Profit and Loss</li> </ul>

Reports main screen

In a balance sheet assets are reported under the classifications of currents assets, investments, property and equipment and other assets. Liabilities are classified as current liabilities and long-term liabilities.

By clicking, you will navigate to **Balance Sheet** report.

Demo All Profit Centers Balance Sheet As of December 31, 2016	
	Dec 31, 2016
<b>ASSETS</b>	
<b>Current assets</b>	
<b>Cash and Bank</b>	
Bank of America	102,714.03
Flushing Bank	152,188.46
<b>Total Cash and Bank</b>	254,902.49
<b>Accounts receivables</b>	
1400, Account Receivables	1,247,092.00
<b>Total Accounts receivables</b>	1,247,092.00
<b>Total Current assets</b>	1,501,994.49
<b>Other assets</b>	
Demo Corp 1 Receivable	-150,000.00
Easy Technology Receivable	20,000.00
<b>Total Other assets</b>	-130,000.00
<b>TOTAL ASSETS</b>	1,371,994.49

Balance Sheet Report

- Select **Corporation**.
- Select **View Transactions** is set to a default of '**This Year-to-date**'. The duration may be changed by entering your preferred dates in the '**From**' and '**To**' fields. Click **Show**.

### Inter-Company Reports

Reports				
Staffing Reports	Customer, Vendor and Employee Reports	Accountant and Financial Reports	History and Lists	
<b>Financial</b> <ul style="list-style-type: none"> <li>» Profit and Loss - Standard</li> <li>» Profit and Loss - Details</li> <li>» Combined PC Profit and Loss</li> <li>» Balance Sheet</li> </ul>	<b>Accountant</b> <ul style="list-style-type: none"> <li>» Journal Report</li> <li>» General Ledger</li> <li>» Trial Balance</li> <li>» Most Frequently Used Reports</li> </ul>	<b>Banking</b> <ul style="list-style-type: none"> <li>» Bank Book</li> <li>» Credit Card Details</li> <li>» Check Register</li> <li>» Check Details Report</li> <li>» Missing Check Details</li> <li>» Deposit Register</li> <li>» Deposit Details</li> </ul>	<b>Reconciliation</b> <ul style="list-style-type: none"> <li>» Reconciliation Summary</li> <li>» CC Reconciliation Summary</li> <li>» Cleared Transactions</li> <li>» Uncleared Transactions</li> <li>» Reconciliation Details</li> <li>» CC Reconciliation Details</li> </ul>	<b>Inter Company</b> <ul style="list-style-type: none"> <li>» Combined Profit and Loss - Standard</li> <li>» Combined Balance Sheet</li> <li>» Combined Trial Balance</li> <li>» ICFA Ledger Report</li> <li>» Combined Corp and PC wise Profit and Loss</li> </ul>

Reports Main Screen

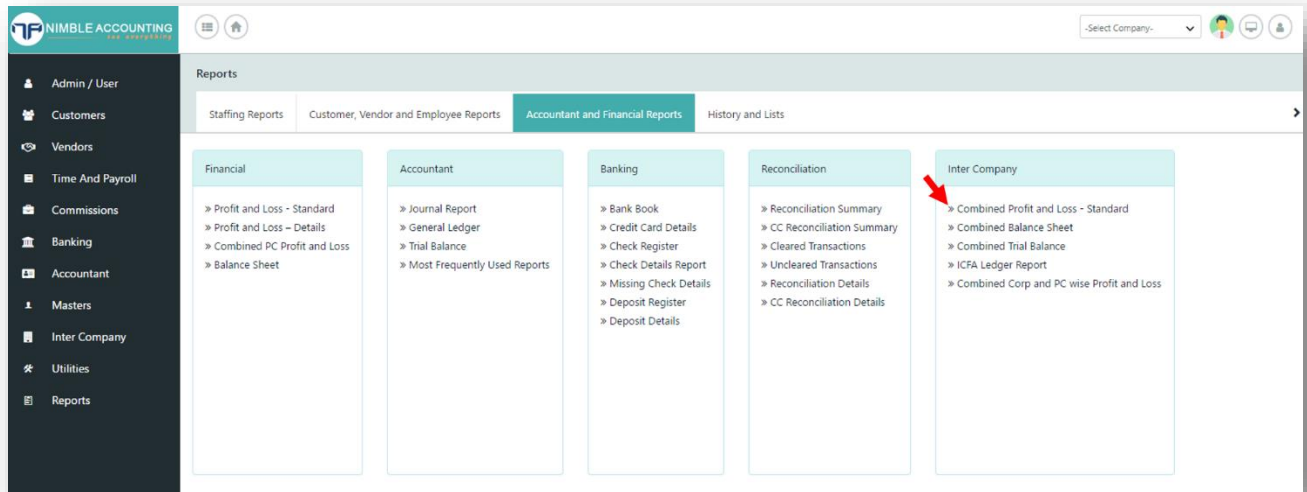
Inter- Company Reports consists of following reports

- Combined Profit & Loss -Standard
- Combined Balance Sheet
- Combined Trial Balance
- ICFA Ledger
- Combined Corp & PC wise Profit & Loss

## Profit & Loss

The **Combined Profit & Loss Account Standard** shows the list of the accounts in each of your Corporations and their balances for a chosen period. The financial statement that summarizes revenues, costs and expenses for all the Corporations selected for the combined report for a specified time period. The purpose of the statement is to help investors and creditors assess the past financial performance and predict future performance and capability of generating future cash flows through the **Combined P & L Account**.

Navigate to **Profit and Loss** (Home→Reports→ Account and Financial Reports→Combined Profit & Loss - Standard)



### Reports Main Screen

By clicking, you will navigate to **Combined Profit & Loss** report

Account	Demo	Demo Corp 1	Easy Technology	Total
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Consulting Income	1,378,492.00	986,920.00	888,720.00	3,254,132.00
<b>Total Income</b>	1,378,492.00	986,920.00	888,720.00	3,254,132.00
<b>Cost of goods sold</b>				
Consulting Expenses	260,729.33	0.00	130,640.00	391,369.33
Salaries & Wages	4,866.70	0.00	110,320.00	115,186.70
<b>Total Cost of goods sold</b>	265,596.03	0.00	240,960.00	506,556.03
<b>Gross Income</b>	1,112,895.97	986,920.00	647,760.00	2,747,575.97
<b>Expense</b>				
Discounts	200.00	0.00	0.00	200.00
<b>Payroll Expense</b>				
Social Security Expense	6,815.09	0.00	6,839.84	13,654.93
FUTA Expense	391.26	0.00	548.16	939.42
Medicare Expense	1,757.28	0.00	1,599.64	3,356.92
SUI Expense	3,753.26	0.00	3,147.56	6,900.82

### Combined Profit & Loss Report

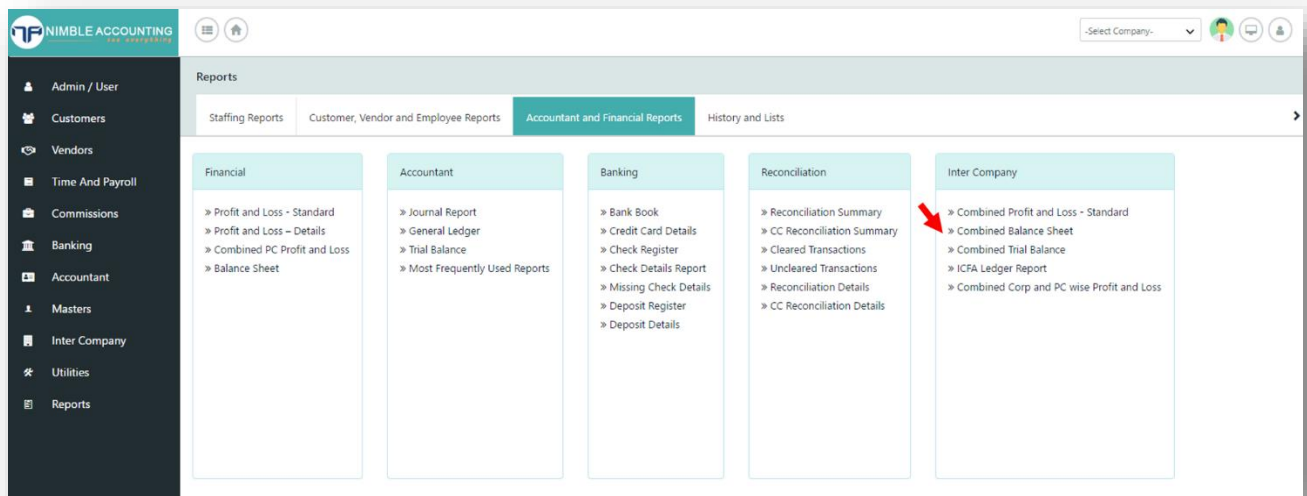
Select the **Corporations**. (The default is set to **All**.)

- Choose a period for which you want to generate the combined report by entering appropriate dates in the 'From' and 'To' fields. (The default is set to **This Year-to-date.**)
- Click **Show**
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

## Balance Sheet

In the **Combined Balance Sheet** assets and liabilities of multiple corporations are combined and presented in a single balance sheet, while showing them separately too for a comparative assessment as described above. Choose the corporations you wish to pool and the period for which you need the **Combined Balance Sheet** and it will be generated automatically.

Navigate to **Balance Sheet** (Home→Reports→ Account and Financial Reports →Balance sheet)



## Reports Main Screen

By clicking, you will navigate to **Combined Balance Sheet** report

Account	Demo	Demo Corp 1	Easy Technology	Futran Solutions	Total
<b>ASSETS</b>					
<b>Current assets</b>					
<b>Cash and Bank</b>					
Bank of America	102,714.03	47,400.00	313,596.28	0.00	463,710.31
Flushing Bank	152,188.46	0.00	30,000.00	0.00	182,188.46
<b>Total Cash and Bank</b>	254,902.49	47,400.00	343,596.28	0.00	645,898.77
<b>Accounts receivables</b>					
1400, Account Receivables	1,247,092.00	789,520.00	363,250.00	0.00	2,399,862.00
<b>Total Accounts receivables</b>	1,247,092.00	789,520.00	363,250.00	0.00	2,399,862.00
<b>Total Current assets</b>	1,501,994.49	836,920.00	706,846.28	0.00	3,045,760.77
<b>Other assets</b>					
<b>Total Other assets</b>	-130,000.00	0.00	10,000.00	0.00	-120,000.00
<b>TOTAL ASSETS</b>	1,371,994.49	836,920.00	716,846.28		2,925,760.77
<b>LIABILITIES &amp; EQUITY</b>					
<b>Liabilities</b>					
<b>Current liabilities</b>					
<b>Accounts payables</b>					

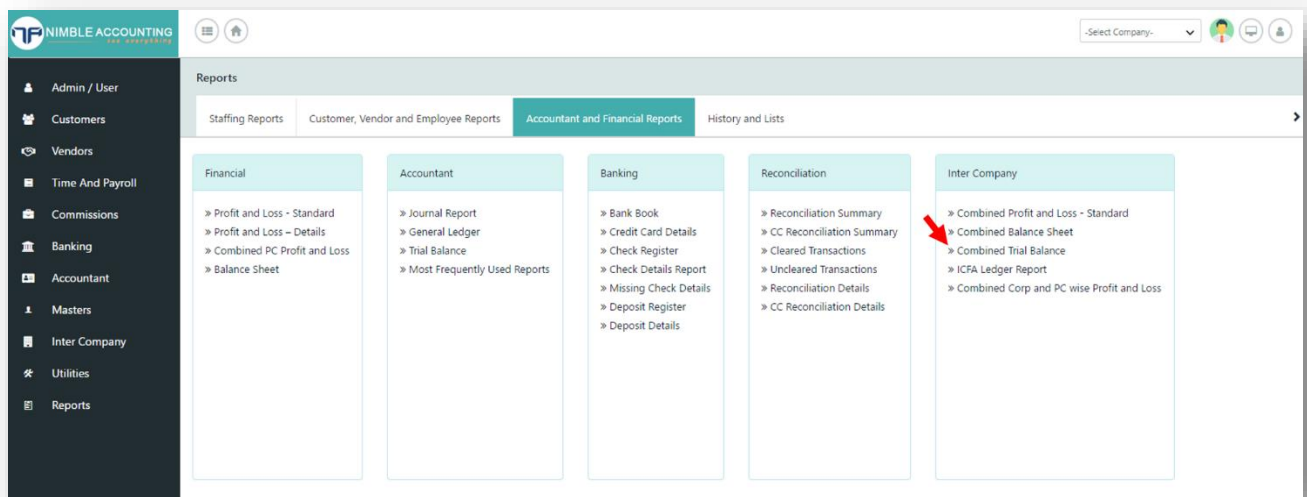
## Combined Balance Sheet

- Click on the **Balance Sheet** link
- Select the **Corporations** you would like to pool (the default is set to **All**).
- The **View Transactions** field is set by default to '**This Year-to-date**'. Alternatively, you can select the period for which you need the report by entering dates in the '**From**' and '**To**' fields.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

Trial Balance

The **Combined Trial Balance** report shows the chart of accounts for each Corporation in your business and their balances for a chose period.

Navigate to **Trial Balance** (Home→Reports→ Account and Financial Reports →Trail Balance)



## Reports Main Screen

By clicking, you will navigate to **Trial Balance** report

Account	Demo		Demo Corp 1		Easy Technology	
	Debit	Credit	Debit	Credit	Debit	Credit
Bank of America	102,714.03		47,400.00		313,596.28	
Flushing Bank	152,188.46				30,000.00	
1400. Account Receivables	1,247,092.00		789,520.00		363,250.00	
Demo Corp 1 Receivable		150,000.00				
Demo Receivable					10,000.00	
Easy Technology Receivable	20,000.00					
2000. Account Payables		122,200.00		1,000.00		42,692.00
2122. Commission Payables	10,261.55				907.97	
Accrued Commission	55.20					
Federal Tax Payble		26,609.26				9,612.98
Federal Tax Payble : FUTA Tax Payable		391.26				245.28
Federal Tax Payble : Medicare Tax Payable		2,972.96				1,381.56
Federal Tax Payble : Social Security Tax Payable		13,630.19				5,907.36
Sales Tax Payable		668.75				

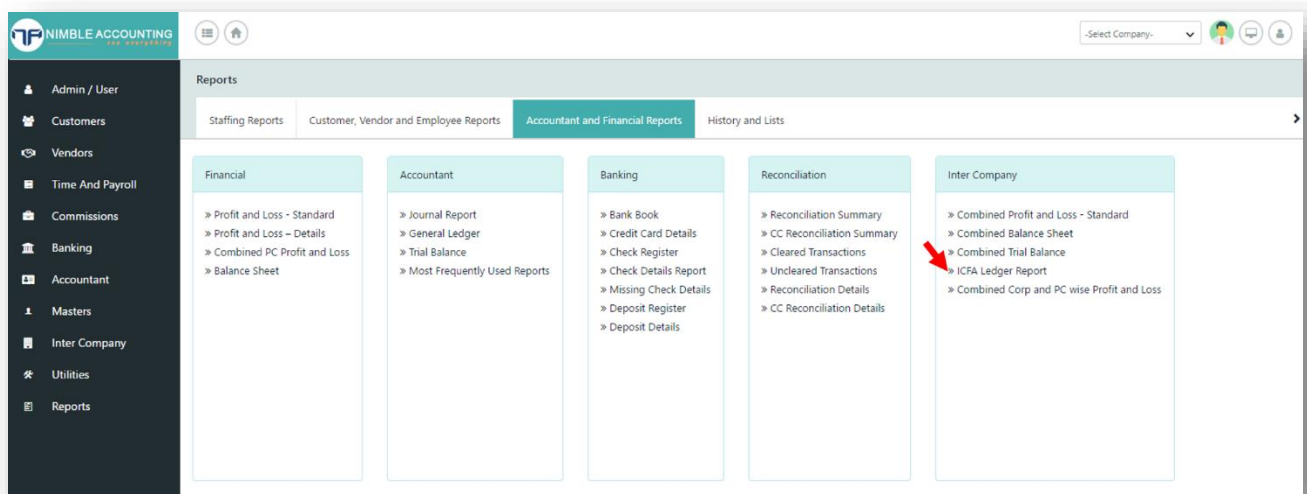
### Combined Trial Balance

- Select the **Corporations** for which you want to generate the **Combined Trial Balance** (the default setting shows **All**).
- You can choose the period for which you want to generate the report by entering appropriate dates in the 'From' and 'To' fields. (The default setting show **This Year-to-date**.)
- Click on **Show**
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

### ICFA Ledger Report

The ICFA Ledger report provides information about inflow and outflow transactions of Inter Company Financial Accounts. The ICFA Ledger Report shows all transactions between Corporations for a chosen date range.

Navigate to **ICFA Ledger** (Home → Reports → Account and Financial Reports → ICFA Ledger Report)



## Reports Main Screen

By clicking, you will navigate to **ICFA Ledger** report

**ICFA Ledger Report**  
Period: 01/01/2016 to 12/31/2016

Corporation	To Corporation	Type	Date	Debit	Credit	Balance
Demo	Demo Corp 1	Funds Received	07-20-2016		150,000.00	-150,000.00
		Funds Received	11-22-2016		10,000.00	-160,000.00
		Funds Transferred	11-22-2016	10,000.00		-150,000.00
	<b>Total</b>			<b>10,000.00</b>	<b>160,000.00</b>	<b>-150,000.00</b>
	Easy Technology	Funds Received	12-15-2016		10,000.00	-10,000.00
	<b>Total</b>			<b>0.00</b>	<b>10,000.00</b>	<b>-10,000.00</b>
	Easy Technology	Bill Payment Received	12-15-2016		10,000.00	-10,000.00
		Bill Transferred	12-15-2016	10,000.00		0.00
		Funds Transferred	12-15-2016	10,000.00		10,000.00
		Funds Received	12-15-2016		10,000.00	0.00
		Funds Transferred	12-15-2016	20,000.00		20,000.00
	<b>Total</b>			<b>40,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>
<b>Total</b>				<b>50,000.00</b>	<b>190,000.00</b>	<b>-140,000.00</b>
Demo Corp 1	Demo	Funds Transferred	07-20-2016	150,000.00		150,000.00
		Funds Received	11-22-2016		10,000.00	140,000.00
		Funds Transferred	11-22-2016	10,000.00		150,000.00
	<b>Total</b>			<b>160,000.00</b>	<b>10,000.00</b>	<b>150,000.00</b>

## ICFA Ledger Report

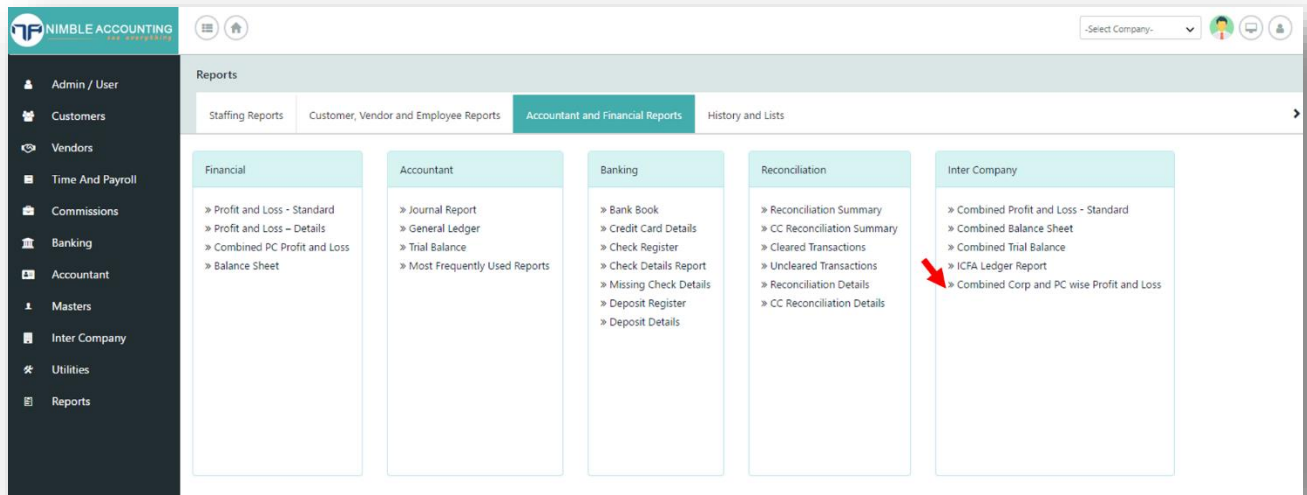
- Select a **Corporation**
- Select **View Transactions** field has a default setting of 'Past 30 Days'. If you wish, you can change it by entering the **From** and **To** dates
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**

Corp & PC wise Profit & Loss

The **Corp and PC wise Profit & Loss** described earlier is a combined report that shows the financial performance of a Corporation and PC during a specified period. The **Corp and PC wise Profit & Loss** statement refines it to a Profit centre level and helps the business owner to understand the performance of each Corporation and PC w.r.t. other Corporations.

Navigate to **Corp & PC wise Profit & Loss** (Home → Reports → Account and Financial Reports → Corp & PC wise Profit & Loss)





### Reports Main Screen

By clicking, you will navigate to **Corp & PC wise Profit & Loss** report.

Account	Demo	Total
	HGT	HGT
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
Consulting Income	1,378,492.00	1,378,492.00
<b>Total Income</b>	1,378,492.00	1,378,492.00
<b>Cost of goods sold</b>		
Consulting Expenses	238,496.00	238,496.00
Salaries & Wages	180.00	180.00
<b>Total Cost of goods sold</b>	238,676.00	238,676.00
<b>Gross Income</b>	1,139,816.00	1,139,816.00
<b>Expense</b>		
Discounts	200.00	200.00
Insurance	1,000.00	1,000.00
Software & Hardware	5,000.00	5,000.00
Taxes & Licenses	5,000.00	5,000.00
<b>Payroll Expense</b>		

### Corp & PC wise Profit & Loss Screen

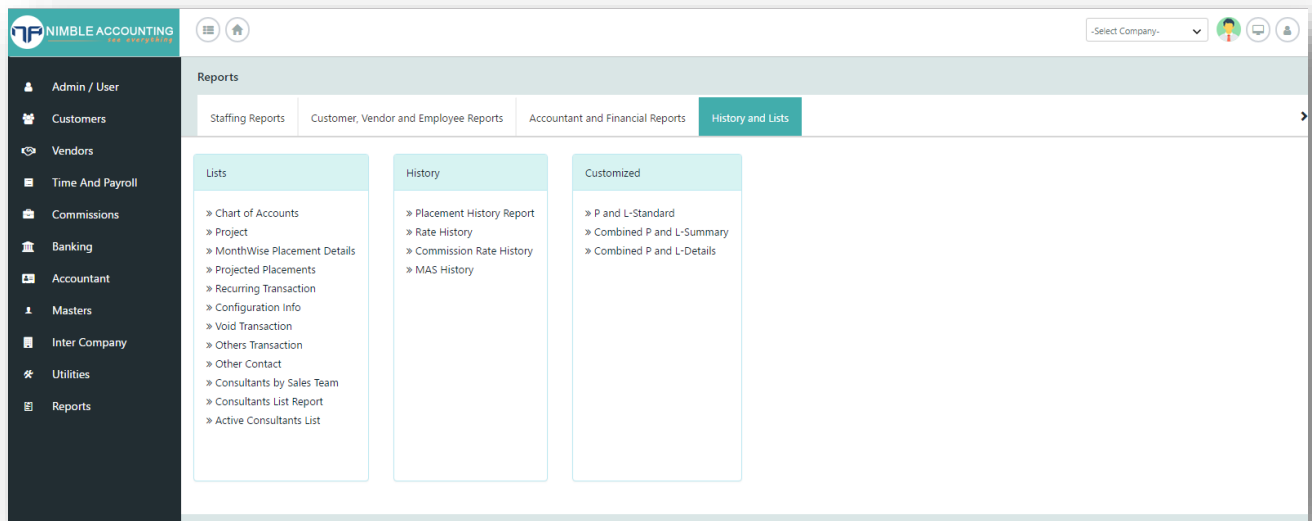
- Select the **Corporation** and the **Profit centres** for which you want to generate the report. The default is set to **All**. In order to generate the report for a specified period, enter appropriate dates in the '**From**' and '**To**' fields. The default is set to **This Year-to-date**.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

### Customized P and L with Configuration

Customized P and L Reports consists of following reports

- P & L – Standard
- Combined P & L –Summary
- Combined P & L – Details

Navigate to reports screen, to access the Customized P and L reports. (Home→History and Lists  
→Reports)

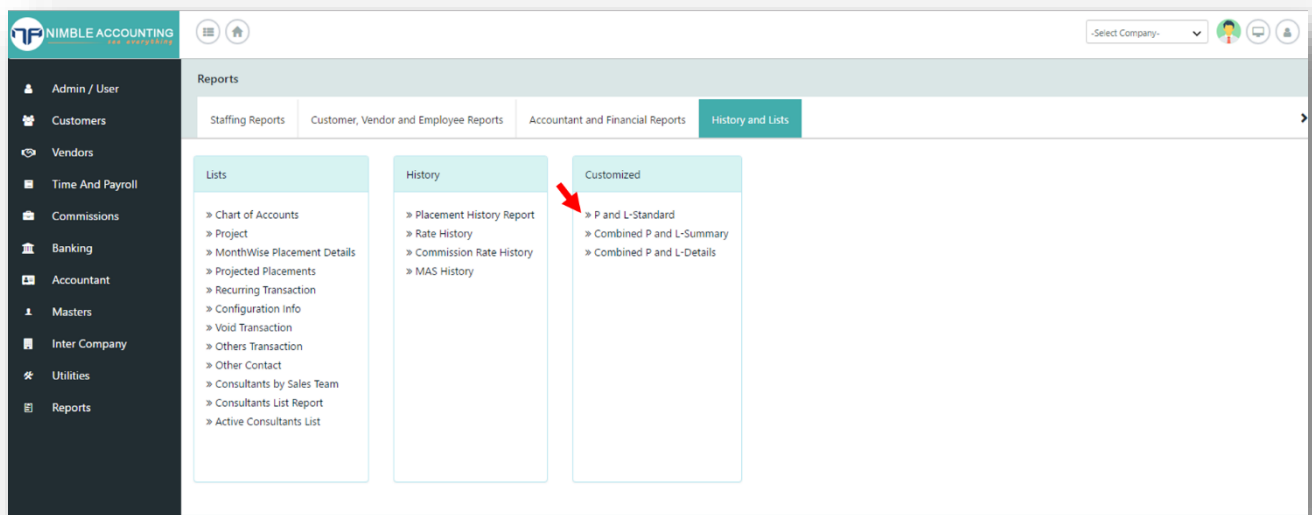


Reports Screen

### P & L – Standard

It is a financial statement that gives a summary of revenues, costs and expenses incurred in a specified period of time, usually a fiscal quarter or a year. The purpose of the report is to assess the ability of a corporation to generate profit by increasing revenues and reduce costs. The P & L statement is also known as a **Statement of Profit and Loss**, and **Income Statement**, or an **Income and Expense Statement**. It lists the credit and debit balances for each account in the chart of accounts for a specified period.

Navigate to P & L – Standard Report (Home→Reports→Customize→P & L –Standard)



Reports Screen

By Clicking on P & L Standard, you will be navigate to P & L Standard Report

### P & L Standard Report

Click on **Show Filter** Button

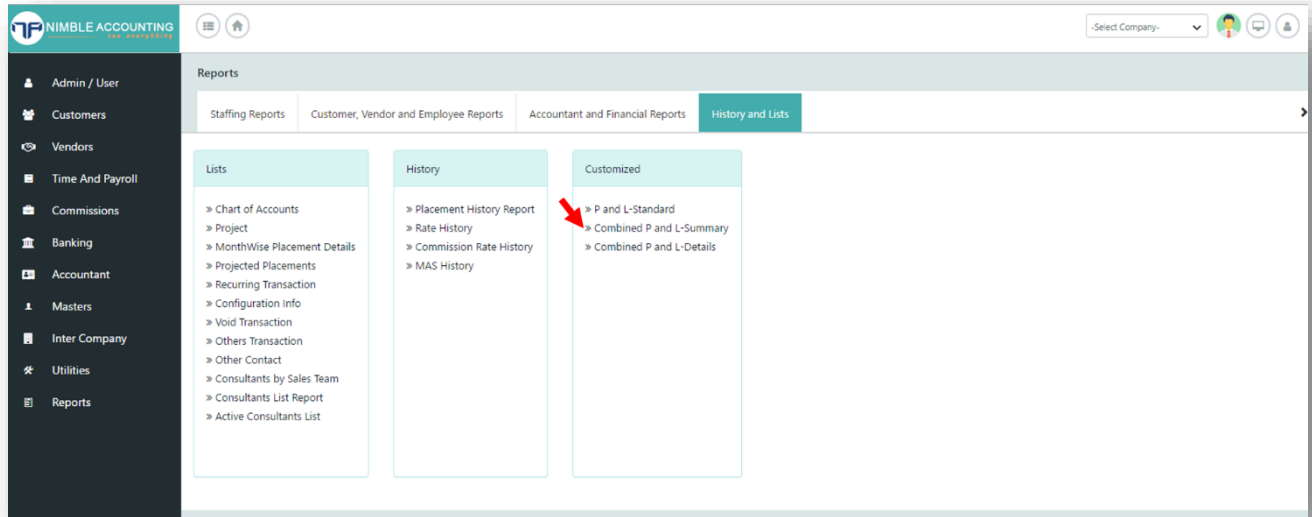
- Select **Corporation**
- Select **View Transactions** field is set to a default of **This-Year-to-date**. You can alter it if you wish by entering desired dates in the 'From' and 'To' fields
- Click **Show**.

### Customization

- The report may be customized in the **View** and **Column** mode. The report may be customized in the **View** mode with the help of filters provided in the form.
- In the **Display** mode, customization makes it possible to alter the title, figures patterns etc.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

### Combined P & L –Summary

Navigate to P & L – Standard Report (Home→Reports→Customize→Combined P & L – Summary)



### Reports Screen

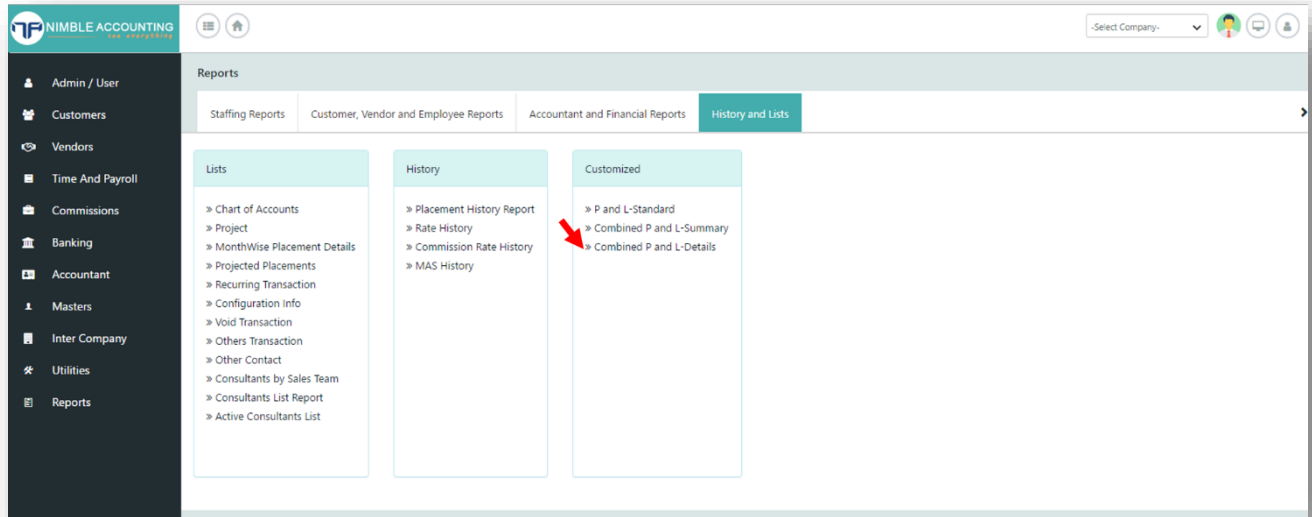
By Clicking on Combined P & L Summary, you will be navigate to combined P & L Summary Report.

Income & Expenses	For the month						Year to Date					
	Jan - Dec, 16		Jan - Dec, 15		B/(W)		Jan - Dec, 16		Jan - Dec, 15		B/(W)	
	Amount	% Income	Amount	% Income	Amount	%	Amount	% Income	Amount	% Income	Amount	%
<b>Income</b>												
Income -others	2,754,561.50	100.00%	6,468,960.17	100.00%	-3,714,398.67	-57.42%	2,754,561.50	100.00%	6,468,960.17	100.00%	-3,714,398.67	-57.42%
<b>Total-Income</b>	<b>2,754,561.50</b>	<b>100.00%</b>	<b>6,468,960.17</b>	<b>100.00%</b>	<b>-3,714,398.67</b>	<b>-57.42%</b>	<b>2,754,561.50</b>	<b>100.00%</b>	<b>6,468,960.17</b>	<b>100.00%</b>	<b>-3,714,398.67</b>	<b>-57.42%</b>
<b>Cost of Goods Sold</b>												
Cost of Goods Sold - others	823,494.00	29.90%	4,516,713.44	69.82%	3,693,219.44	81.77%	823,494.00	29.90%	4,516,713.44	69.82%	3,693,219.44	81.77%
<b>Total--</b>	<b>823,494.00</b>	<b>29.90%</b>	<b>4,516,713.44</b>	<b>69.82%</b>	<b>3,693,219.44</b>	<b>81.77%</b>	<b>823,494.00</b>	<b>29.90%</b>	<b>4,516,713.44</b>	<b>69.82%</b>	<b>3,693,219.44</b>	<b>81.77%</b>
<b>Gross Margin</b>	<b>1,931,067.50</b>	<b>70.10%</b>	<b>1,952,246.73</b>	<b>30.18%</b>	<b>-21,179.23</b>	<b>-1.08%</b>	<b>1,931,067.50</b>	<b>70.10%</b>	<b>1,952,246.73</b>	<b>30.18%</b>	<b>-21,179.23</b>	<b>-1.08%</b>
<b>Expense</b>												
Expense -others	41,706.00	1.51%	349,246.00	5.40%	307,540.00	88.06%	41,706.00	1.51%	349,246.00	5.40%	307,540.00	88.06%
<b>Total-Expense</b>	<b>41,706.00</b>	<b>1.51%</b>	<b>349,246.00</b>	<b>5.40%</b>	<b>307,540.00</b>	<b>88.06%</b>	<b>41,706.00</b>	<b>1.51%</b>	<b>349,246.00</b>	<b>5.40%</b>	<b>307,540.00</b>	<b>88.06%</b>
<b>Total Operating Expenses</b>	<b>41,706.00</b>	<b>1.51%</b>	<b>349,246.00</b>	<b>5.40%</b>	<b>307,540.00</b>	<b>88.06%</b>	<b>41,706.00</b>	<b>1.51%</b>	<b>349,246.00</b>	<b>5.40%</b>	<b>307,540.00</b>	<b>88.06%</b>
<b>EBITDA</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>
<b>Gross Operating Cash Flow</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>
<b>Other Accounts</b>	<b>91,956.37</b>	<b>3.34%</b>	<b>405,299.72</b>	<b>6.27%</b>	<b>313,343.35</b>	<b>77.31%</b>	<b>91,956.37</b>	<b>3.34%</b>	<b>405,299.72</b>	<b>6.27%</b>	<b>313,343.35</b>	<b>77.31%</b>
<b>Net operating Income</b>	<b>1,797,405.13</b>	<b>65.25%</b>	<b>1,197,701.01</b>	<b>18.51%</b>	<b>599,704.12</b>	<b>50.07%</b>	<b>1,797,405.13</b>	<b>65.25%</b>	<b>1,197,701.01</b>	<b>18.51%</b>	<b>599,704.12</b>	<b>50.07%</b>
<b>Net Operating Cash Flow</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>	<b>1,889,361.50</b>	<b>68.59%</b>	<b>1,603,000.73</b>	<b>24.78%</b>	<b>286,360.77</b>	<b>17.86%</b>

### Combined Customized Profit and Loss - Summary

#### Combined P & L – Details:

Navigate to P & L – Standard Report (Home→Reports→Customize→ Combined P & L – Details)



### Reports Screen

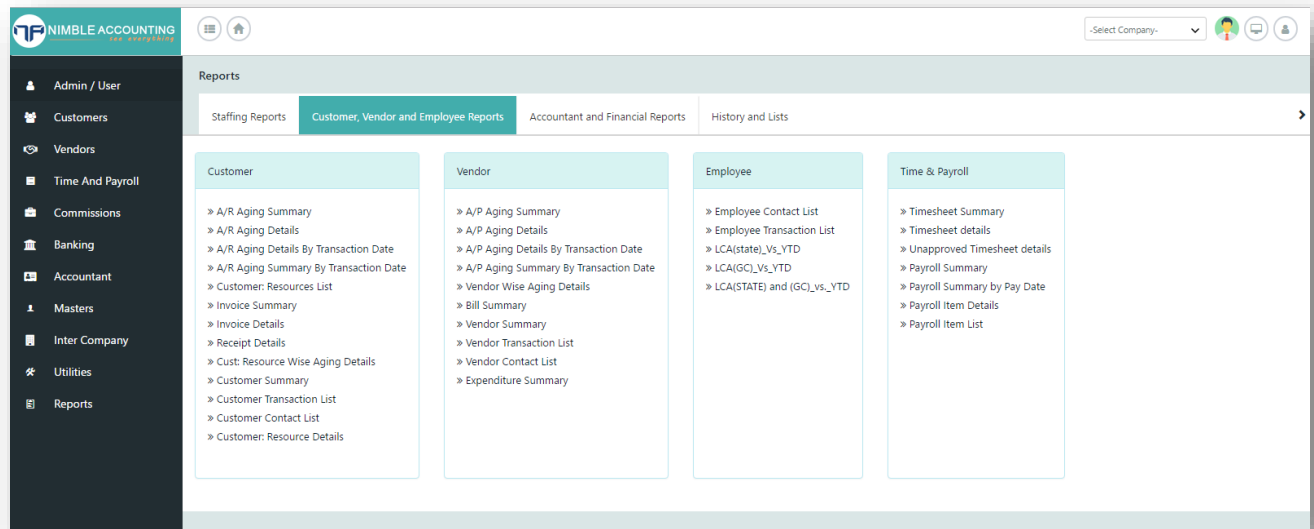
By Clicking on Combined P & L Summary, you will be navigate to combined P & L details Report.

	IT Place LLC		Soft Tech		Total	
	Amount	% Income	Amount	% Income	Amount	% Income
<b>Income &amp; Expenses</b>						
<b>Income</b>						
Income -others	1,828,881.50	100.00%	925,680.00	100.00%	2,754,561.50	100.00%
<b>Total Income</b>	<b>1,828,881.50</b>	<b>100.00%</b>	<b>925,680.00</b>	<b>100.00%</b>	<b>2,754,561.50</b>	<b>100.00%</b>
<b>Cost of Goods Sold</b>						
Cost of Goods Sold -others	514,612.00	28.14%	308,882.00	33.37%	823,494.00	29.90%
<b>Total--</b>	<b>514,612.00</b>	<b>28.14%</b>	<b>308,882.00</b>	<b>33.37%</b>	<b>823,494.00</b>	<b>29.90%</b>
<b>Gross Margin</b>	<b>1,314,269.50</b>	<b>71.86%</b>	<b>616,798.00</b>	<b>66.63%</b>	<b>1,931,067.50</b>	<b>70.10%</b>
<b>Expense</b>						
Expense -others	17,942.00	0.98%	23,764.00	2.57%	41,706.00	1.51%
<b>Total Expense</b>	<b>17,942.00</b>	<b>0.98%</b>	<b>23,764.00</b>	<b>2.57%</b>	<b>41,706.00</b>	<b>1.51%</b>
<b>Total Operating Expenses</b>	<b>17,942.00</b>	<b>0.98%</b>	<b>23,764.00</b>	<b>2.57%</b>	<b>41,706.00</b>	<b>1.51%</b>
<b>EBITDA</b>	<b>1,296,327.50</b>	<b>70.88%</b>	<b>593,034.00</b>	<b>64.06%</b>	<b>1,889,361.50</b>	<b>68.59%</b>
<b>Gross Operating Cash Flow</b>	<b>1,296,327.50</b>	<b>70.88%</b>	<b>593,034.00</b>	<b>64.06%</b>	<b>1,889,361.50</b>	<b>68.59%</b>
<b>Other Accounts</b>	<b>48,042.71</b>	<b>2.63%</b>	<b>43,912.66</b>	<b>4.74%</b>	<b>91,955.37</b>	<b>3.34%</b>
<b>Net operating income</b>	<b>1,248,284.79</b>	<b>68.25%</b>	<b>549,120.34</b>	<b>59.32%</b>	<b>1,797,405.13</b>	<b>65.25%</b>
<b>Net Operating Cash Flow</b>	<b>1,296,327.50</b>	<b>70.88%</b>	<b>593,034.00</b>	<b>64.06%</b>	<b>1,889,361.50</b>	<b>68.59%</b>

### Combined Customized Profit and Loss – Detailed Screen

### Customer Reports

Navigate to Reports screen (Home→Reports→ Customer, Vendor and Employee Reports) to access customer reports



### Reports Screen

You can have the following customer reports

- **A/R Aging Summary** (Accounts Receivable Aging Summary)

The **Accounts Receivable Aging Summary** shows amounts of individual transactions outstanding from debtors / customers and the duration for which they have been outstanding. The report breaks down **Accounts Receivable** into categories based on the duration for which the accounts have been outstanding. The general categories in which **Accounts Receivable** are typified are '**Current**', '**30 Days**', '**60 Days**', and '**90 Days**'. The purpose of the report is to prioritize recovery of accounts receivable from debtors / customers and help maintain cash inflows for smooth and successful conduct of business.

Clicking on A/R Aging summary, you will be navigate to A/R Aging summary report.

- Select **Corporation**.
- Today's date is set as default in the '**As of**' field. If you wish you can change it by entering another date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

Customer, Vendor and Employee Reports

A/R Aging Summary | A/R Aging Details | A/R Aging Details By Transaction Date | A/R Aging Summary By Transaction Date | Customer: Resources List | Invoice Summary | Invoice Details | Receipt Details

Refresh | Show Filter

IT Place LLC  
A/R Aging Summary  
As of January 20, 2017

Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
ABCD Corp						
ABCD Corp -Others	0.00	0.00	0.00	0.00	-376.00	-376.00
Total ABCD Corp	0.00	0.00	0.00	0.00	-376.00	-376.00
CSC						
CSC -Others	0.00	0.00	0.00	-120.00	-7,380.00	-7,500.00
Kiran kumar	0.00	4,800.00	3,970.00	600.00	0.00	9,370.00
Total CSC	0.00	4,800.00	3,970.00	480.00	-7,380.00	1,870.00
CTC						
CTC -Others	2,720.00	-1,134.40	0.00	-1,985.00	0.00	-399.40
David K Mike	604.00	604.00	0.00	0.00	0.00	1,208.00
kumar s s	0.00	5,400.00	0.00	0.00	0.00	5,400.00
Total CTC	3,324.00	4,869.60	0.00	-1,985.00	0.00	6,208.60
Dell						
Brad	0.00	0.00	0.00	2,658.00	0.00	2,658.00
Jack n c	0.00	0.00	0.00	4,400.00	0.00	4,400.00
Total Dell	0.00	0.00	0.00	7,058.00	0.00	7,058.00

### A/R Aging Summary Report

- A/R Aging Detail (Accounts Receivable Detailed)

The report is similar to the Accounts Receivable Summary but is more detailed in that it provides details of each and every transaction including amount and the period for which they have been outstanding.

Clicking on A/R Aging detail, you will be navigate to A/R Aging detail report

- Select **Corporation**.
- The date field '**As of**' is set to the current date. If you wish you can change it to any specific required date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....

Customer, Vendor and Employee Reports

A/R Aging Summary A/R Aging Details A/R Aging Details By Transaction Date A/R Aging Summary By Transaction Date Customer: Resources List Invoice Summary Invoice Details Receipt Details

Refresh Show Filter

IT Place LLC  
A/R Aging Detail  
As of January 20, 2017

Type	Date	Num.	Name	Memo	Due Date	Aging	Balance
<b>Current</b>							
Invoice	01/17/2017	43536	IBM : Ken		02/01/2017	-	5,544.00
Invoice	01/12/2017	43535	CTC : David K Mike		01/27/2017	-	604.00
Invoice	01/12/2017	43537	IBM : Ken		01/27/2017	-	6,160.00
Invoice	01/12/2017	43536	IBM : Ken		01/27/2017	-	6,160.00
Invoice	01/10/2017	43534	CTC		01/25/2017	-	1,920.00
Invoice	01/09/2017	1382	CTC		01/24/2017	-	800.00
<b>Total Current</b>							21,188.00
<b>1 - 30</b>							
Invoice	01/04/2017	1381	IBM : Ken		01/19/2017	1	5,544.00
Invoice	01/03/2017	1380	CTC : kumar s s		01/18/2017	2	5,400.00
Invoice	12/22/2016	1377	CSC : kiran kumar		01/06/2017	14	4,800.00
Invoice	12/22/2016	1378	CTC : David K Mike		01/06/2017	14	604.00
Invoice	12/21/2016	1376	UHG : Joseph		01/05/2017	15	4,964.00
Invoice	12/15/2016	1375	UHG : Joseph		12/30/2016	21	6,132.00
Invoice	12/15/2016	1374	IBM : Ken		12/30/2016	21	7,392.00
Invoice	12/13/2016	1373	UHG : Joseph		12/28/2016	23	5,840.00

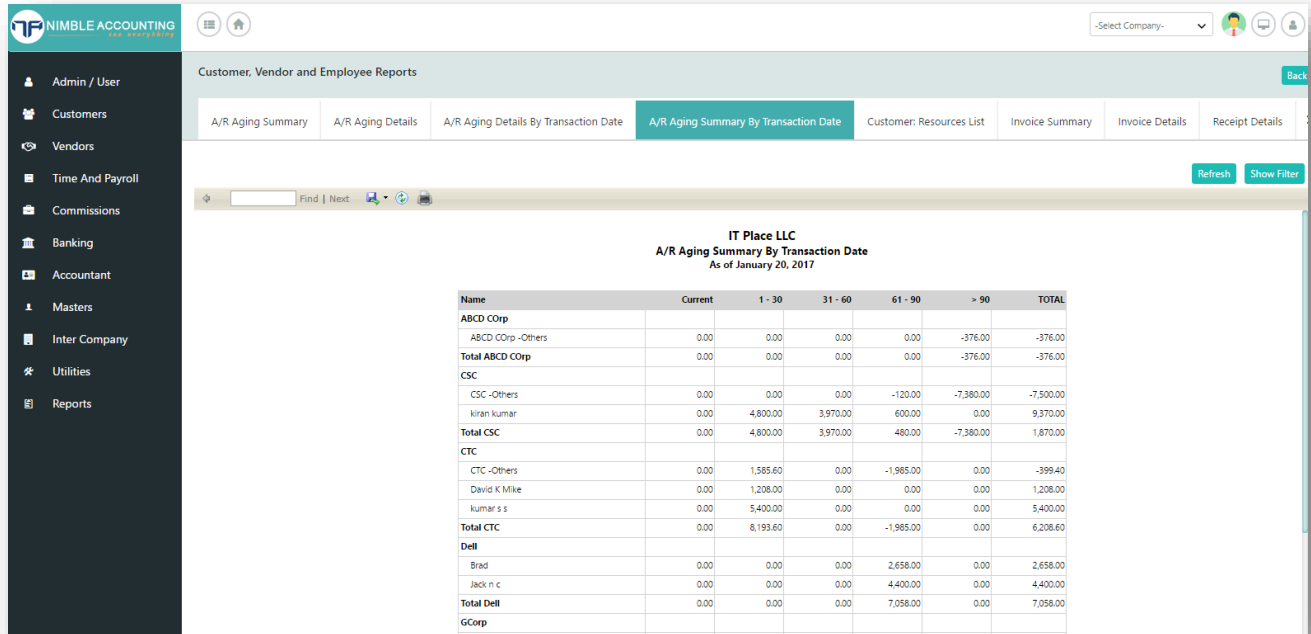
### A/R Aging Summary Report

- A/R Aging Summary By TD

Navigate to Reports screen and clicking on A/R Aging summary by transaction date in customer reports, you will be navigate to A/R Aging by TD report.

- Select **Corporation**.
- The date field '**As of**' is set to the current date. If you wish you can change it to any specific required date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**....





Customer, Vendor and Employee Reports

A/R Aging Summary A/R Aging Details A/R Aging Details By Transaction Date **A/R Aging Summary By Transaction Date** Customer: Resources List Invoice Summary Invoice Details Receipt Details

Refresh Show Filter

Find | Next

**IT Place LLC**  
**A/R Aging Summary By Transaction Date**  
As of January 20, 2017

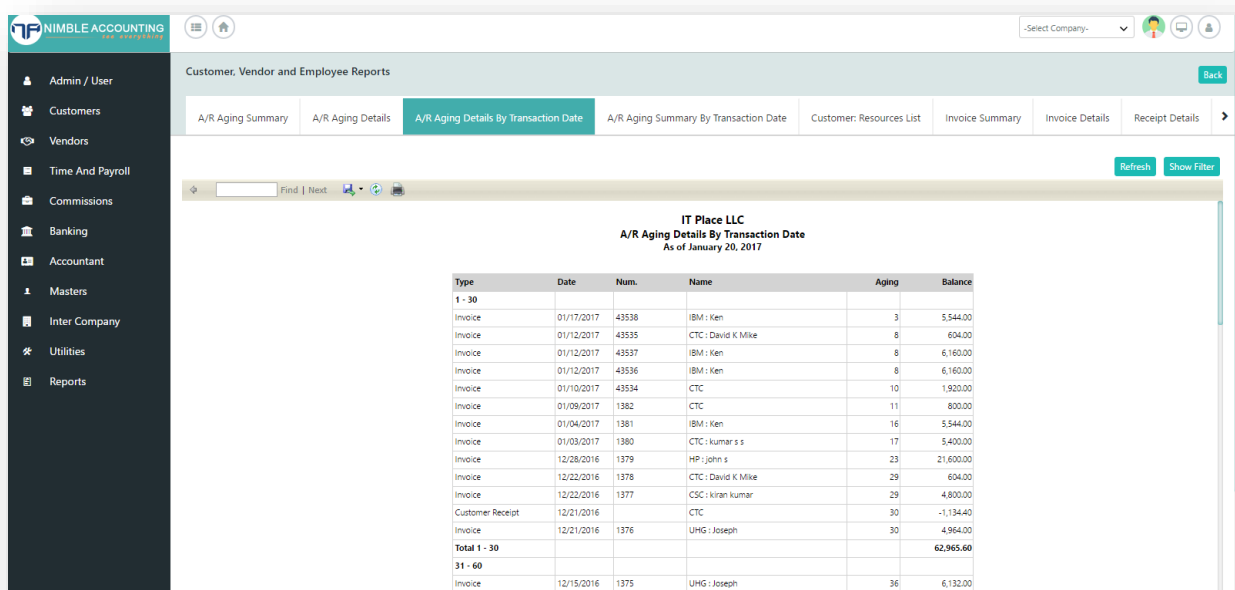
Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
<b>ABCD Corp</b>						
ABCD Corp -Others	0.00	0.00	0.00	0.00	-376.00	-376.00
<b>Total ABCD Corp</b>	0.00	0.00	0.00	0.00	-376.00	-376.00
<b>CSC</b>						
CSC -Others	0.00	0.00	0.00	-120.00	-7,380.00	-7,500.00
kiran kumar	0.00	4,800.00	3,970.00	600.00	0.00	9,370.00
<b>Total CSC</b>	0.00	4,800.00	3,970.00	480.00	-7,380.00	1,670.00
<b>CTC</b>						
CTC -Others	0.00	1,585.60	0.00	-1,985.00	0.00	-399.40
David K Mike	0.00	1,208.00	0.00	0.00	0.00	1,208.00
kumar s s	0.00	5,400.00	0.00	0.00	0.00	5,400.00
<b>Total CTC</b>	0.00	8,193.60	0.00	-1,985.00	0.00	6,208.60
<b>Dell</b>						
Brad	0.00	0.00	0.00	2,658.00	0.00	2,658.00
Jack n c	0.00	0.00	0.00	4,400.00	0.00	4,400.00
<b>Total Dell</b>	0.00	0.00	0.00	7,058.00	0.00	7,058.00
<b>GCorp</b>						

### A/R Aging Summary by transaction date

- A/R Aging Details By TD

Navigate to Reports screen and clicking on A/R Aging details by transaction date in customer reports, you will be navigate to A/R Aging details by TD report.

- Select **Corporation**.
- The date field '**As of**' is set to the current date. If you wish you can change it to any specific required date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.



Customer, Vendor and Employee Reports

A/R Aging Summary A/R Aging Details **A/R Aging Details By Transaction Date** A/R Aging Summary By Transaction Date Customer: Resources List Invoice Summary Invoice Details Receipt Details

Refresh Show Filter

Find | Next

**IT Place LLC**  
**A/R Aging Details By Transaction Date**  
As of January 20, 2017

Type	Date	Num.	Name	Aging	Balance
<b>1 - 30</b>					
Invoice	01/17/2017	43538	IBM : Ken	3	5,544.00
Invoice	01/12/2017	43535	CTC : David K Mike	8	604.00
Invoice	01/12/2017	43537	IBM : Ken	8	6,160.00
Invoice	01/12/2017	43536	IBM : Ken	8	6,160.00
Invoice	01/10/2017	43534	CTC	10	1,920.00
Invoice	01/09/2017	1382	CTC	11	800.00
Invoice	01/04/2017	1381	IBM : Ken	16	5,544.00
Invoice	01/03/2017	1380	CTC : kumar s s	17	5,400.00
Invoice	12/28/2016	1379	HP : john s	23	21,600.00
Invoice	12/22/2016	1378	CTC : David K Mike	29	604.00
Invoice	12/22/2016	1377	CSC : kiran kumar	29	4,800.00
Customer Receipt	12/21/2016		CTC	30	-1,134.40
Invoice	12/21/2016	1376	UHG : Joseph	30	4,964.00
<b>Total 1 - 30</b>					<b>62,965.60</b>
<b>31 - 60</b>					
Invoice	12/15/2016	1375	UHG : Joseph	36	6,132.00

### A/R Aging details by transaction date

- Customer Summary

Navigate to Reports screen and clicking on customer summary in customer reports, you will be navigate to customer summary report.

- Select **Corporation**.
- The date field '**As of**' is set to the current date. If you wish you can change it to any specific required date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.

Customer, Vendor and Employee Reports				
Customer Summary				
Total Edward				6,960.00
Kiran kumar				9,370.00
Total kiran kumar				9,370.00
Linda				-20.00
Total Linda				-20.00
Ram				10,232.00
Total Ram				10,232.00
Total CSC				1,870.00
CTC				
CTC-Other				-3,119.40
Invoice	01/09/2017	1382	800.00	-2,319.40
Invoice	01/10/2017	43534	1,920.00	-399.40
Total CTC-Other			2,720.00	-399.40
David K Mike				604.00
Invoice	01/12/2017	43535	604.00	1,208.00
Total David K Mike			604.00	1,208.00
kumar s s				
Invoice	01/03/2017	1380	5,400.00	5,400.00
Total kumar s s			5,400.00	5,400.00
Ryan				-1,753.00
Total Ryan				-1,753.00

Customer Summary Report

- Customer Transactions list

Navigate to Reports screen and clicking on customer transactions list in customer reports, you will be navigate to customer transaction list.

- Select **Corporation**.
- The date field '**As of**' is set to the current date. If you wish you can change it to any specific required date.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.

**IT Place LLC**  
Customer Transaction List  
Period From 1/1/2016 To 12/31/2016

Name	Type	Date	Num.	Memo	Account	Amount
<b>ABCD Corp</b>						
<b>ABCD Corp - Others</b>						
	Invoice	08/24/2016	1300		1400, Account Receivables	1,980.00
	Invoice	08/24/2016	1301		1400, Account Receivables	832.00
	Customer Receipt	08/25/2016			Flushing Bank	3,000.00
	Customer Receipt	08/25/2016			Flushing Bank	3,000.00
	Check	08/25/2016	1236		Flushing Bank	-150.00
<b>Cablevision</b>						
<b>Cablevision - Others</b>						
	Check	07/12/2016	1000		Flushing Bank	-10.00
	Check	10/17/2016	1245		Flushing Bank	-120.00
<b>CSC</b>						
<b>CSC - Others</b>						
	Receipt	01/05/2016	17		Flushing Bank	250.00
	Check	01/05/2016	17		Flushing Bank	-250.00
	Customer Receipt	01/25/2016			Flushing Bank	51,040.00
	Credit Memo	02/11/2016			1400, Account Receivables	-5,440.00

Customer Transaction List

- Customer Contact List

Navigate to Reports screen and clicking on customer contact list in customer reports, you will be navigate to customer contact list.

- Select **Corporation**.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.

**IT Place LLC**  
Customer Contact List

Name	Company Name	Contact Num.	Email ID	Address	City	State
ABCD Corp		99999999			Chicago	Illinois
Cablevision						
CSC			CSC@mail.com	10 New England Business Center, Suite 202	Tempe	Arizona
CTC		1234567890	ctc@mail.com	11975 Wildwood Springs Drive	Deleware	New York
Deil		1234567890	dei@mail.com	3900 Westerte Parkway, Suite 300	Richmond	Virginia
GCorp						
HP			HP@mail.com	One Lakeview Place, 25 Century Boulevard, Suite 410,	Nashville,	Tennessee
IBM		1234567890	ibm@mail.com	4000 Bordertown Ave, Suite 36	Sayreville	New Jersey
Programmers group						
Siva						
TCS	Newtech		info@tcs.com			
UHG		1234567890	UHG@mail.com	85 Lincoln Highway,	Orlando	Florida

Customer contact List

- Customer: Resources List

Navigate to Reports screen and clicking on customer resource list in customer reports, you will be navigate to customer resources list.

- Select **Corporation**.
- Click **Show**.
- Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.

Customer, Vendor and Employee Reports

A/R Aging Summary A/R Aging Details A/R Aging Details By Transaction Date A/R Aging Summary By Transaction Date **Customer: Resources List** Invoice Summary Invoice Details Receipt Details

Find | Next

**IT Place LLC**  
**Customer: Resources List**

Resource Name	Customer	Name	Invoice Frequency	Invoice Start Date	Mark up Type	% / Amount	Commission Details
Anand C&C	IBM	Info in	Monthly	02/01/2016		0	<a href="#">View</a>
Andrew	IBM	M inc	Biweekly	01/18/2016	Percentage	5	<a href="#">View</a>
Daniel	UHG	I Gate	Biweekly	01/18/2016	Percentage	5	<a href="#">View</a>
David K Mike	CTC	David Mike	weekly	02/15/2016	Percentage	10	<a href="#">View</a>
David K Mike	HP	David Mike	Biweekly	06/14/2016		0	<a href="#">View</a>
Donald	HP	Matica	Biweekly	02/15/2016	Percentage	5	<a href="#">View</a>
Edward	CSC	Info in	Biweekly	03/15/2016	Percentage	5	<a href="#">View</a>
Jack n c	Deil	Jack c	Biweekly	06/15/2016	Fixed	5	<a href="#">View</a>
Jacob	IBM	Jacob	Biweekly	01/18/2016	Percentage	5	<a href="#">View</a>
John	IBM	John	Biweekly	10/18/2015	Percentage	5	<a href="#">View</a>
John R Middletown	IBM	John Middletown					<a href="#">View</a>
John s	HP	John s	Biweekly	08/28/2016		0	<a href="#">View</a>
Jose	Deil	Link Sys	Biweekly	03/15/2016	Percentage	5	<a href="#">View</a>
Joseph	UHG	Joseph	Biweekly	01/18/2016	Percentage	5	<a href="#">View</a>
Ken	IBM	Ken	Biweekly	01/18/2016	Percentage	5	<a href="#">View</a>
kiran kumar	CSC	kiran kumar	weekly	03/01/2016	Fixed	\$0	<a href="#">View</a>
kiran kumar	CTC	kiran	weekly	03/01/2016		0	<a href="#">View</a>

#### Customer Resource List

- Invoice Summary  
Navigate to Reports screen and clicking on invoice summary in customer reports, you will be navigate to invoice summary report.
- Select **Corporation, Profit Centre, Name, View Transactions**.
- Click **Show**.  
Each **Report** shall have **Export** option to various kinds of file formats Example- **Excel** and **PDF**.

Customer, Vendor and Employee Reports

A/R Aging Summary A/R Aging Details A/R Aging Details By Transaction Date A/R Aging Summary By Transaction Date Customer: Resources List **Invoice Summary** Invoice Details Receipt Details

Find | Next

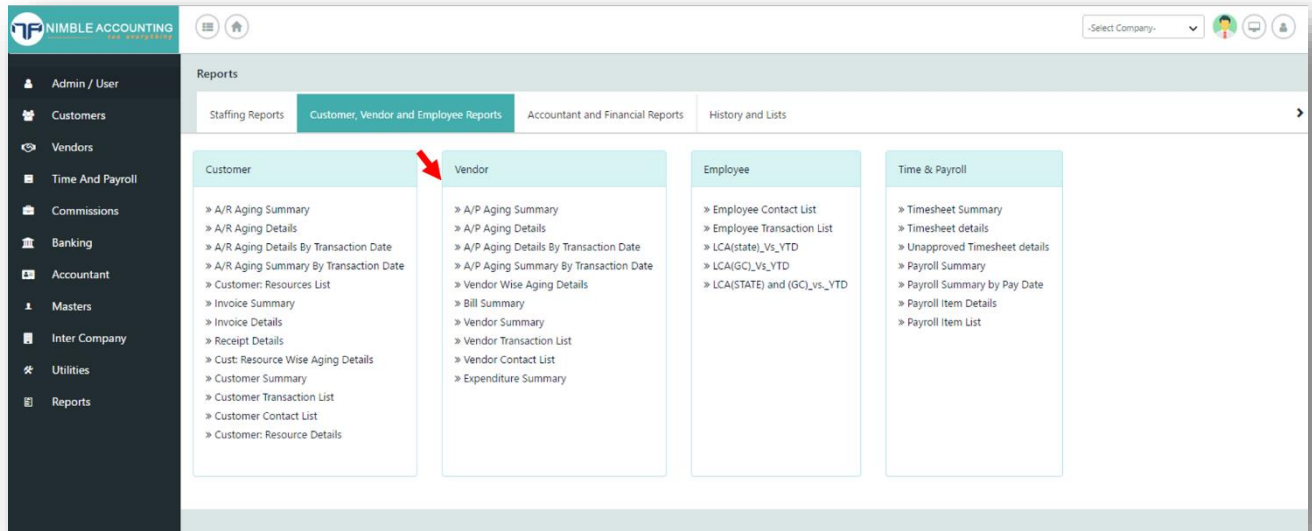
**IT Place LLC**  
**Invoice Summary**  
Period From: January 01, 2016 to December 31, 2016

Customer Name	Name	Inv Num	Date	Due Date	Invoice Amount	Received Amount	Received Date	Balance
ABCD Corp	ABCD Corp	1300	08/24/2016	09/08/2016	1,980.00	1,980.00	08/25/2016	0.00
	ABCD Corp	1301	08/24/2016	09/08/2016	832.00	832.00	08/25/2016	0.00
	<b>Total ABCD Corp</b>				2,812.00	2,812.00		
CSC	Steven	580	01/03/2016	01/18/2016	6,800.00	6,800.00	01/25/2016	0.00
	Edward	623	01/03/2016	01/18/2016	6,400.00	6,400.00	01/25/2016	0.00
	Linda	540	01/03/2016	01/18/2016	6,880.00	6,880.00	01/25/2016	0.00
	Ram	571	01/10/2016	01/25/2016	5,440.00	5,440.00	01/25/2016	0.00
	Linda	541	01/17/2016	02/01/2016	6,880.00	6,880.00	07/06/2016	0.00
	Edward	624	01/17/2016	02/01/2016	6,400.00	6,400.00	08/26/2016	0.00
	Steven	581	01/17/2016	02/01/2016	6,800.00	6,800.00	08/26/2016	0.00
	Ram	572	01/24/2016	02/08/2016	5,440.00	0.00	08/26/2016	0.00
	Linda	542	01/31/2016	02/15/2016	6,880.00	6,900.00	08/26/2016	-20.00

#### Invoice Summary

## Vendor Reports

Navigate to Reports screen (Home→Reports→Customer, Vendor and Employee Reports →Vendor Reports) to access vendor reports



Reports Screen

You can have the following reports

- **A/P Aging Summary** (Accounts Payable Aging Summary)  
**Accounts Payable Aging Report** is a report showing when bills of creditors / vendors (for goods or services supplied) are due for payment and the duration for which each of them has been outstanding. The report breaks down **Accounts Payable** into categories based on the duration for which the accounts have been outstanding. The general categories in which **Accounts Payable** are typified are '**Current**', '**30 Days**', '**60 Days**', and '**90**'. The purpose of the report is to prioritize accounts payable to creditors / vendors and help maintain good standing with them.

Navigate to Reports screen and clicking on A/P Aging summary in vendor reports, you will be navigate to A/P Aging summary report.

Select **Corporation, Name**.

The date field is set to current date. If you wish you can specify any other date

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.

Customer, Vendor and Employee Reports

A/P Aging Summary | A/P Aging Details | A/P Aging Details By Transaction Date | A/P Aging Summary By Transaction Date | Vendor Wise Aging Details | Bill Summary | Vendor Summary | Vendor Transaction

Refresh Show Filter

IT Place LLC  
A/P Aging Summary  
As of January 20, 2017

Name	Current	1 - 30	31 - 60	61 - 90	≥ 90	TOTAL
Applebees	0.00	0.00	0.00	-100.00	-400.00	-500.00
I Gate	0.00	0.00	0.00	0.00	-700.00	-700.00
I tech	3,920.00	0.00	0.00	30.00	10,800.00	14,750.00
Info in	0.00	0.00	0.00	35,840.00	17,920.00	53,760.00
Jaya	0.00	0.00	0.00	0.00	810.00	810.00
John	0.00	0.00	0.00	0.00	-100.00	-100.00
Link Sys	0.00	0.00	0.00	880.00	17,600.00	18,480.00
M inc	0.00	0.00	0.00	0.00	9,600.00	9,600.00
Matica	0.00	0.00	0.00	0.00	19,520.00	19,520.00
Metlife	0.00	0.00	0.00	0.00	10,000.00	10,000.00
NA	0.00	0.00	0.00	0.00	-5.00	-5.00
<b>TOTAL</b>	<b>3,920.00</b>	<b>0.00</b>	<b>0.00</b>	<b>36,650.00</b>	<b>85,045.00</b>	<b>125,615.00</b>

01/20/2017 14:18

### A/P Aging Summary

- A/P Aging Detail (Accounts Payable Aging Detail)

The report is similar to the **Account Payable Aging Summary** report but provides details of each individual payable transaction. The report also typifies aging of payable transactions as '**Current**', '**30 Days**', '**60 Days**', and '**90 Days**'.

Navigate to Reports screen and clicking on A/P Aging detail in vendor reports, you will be navigate to A/P Aging detail report.

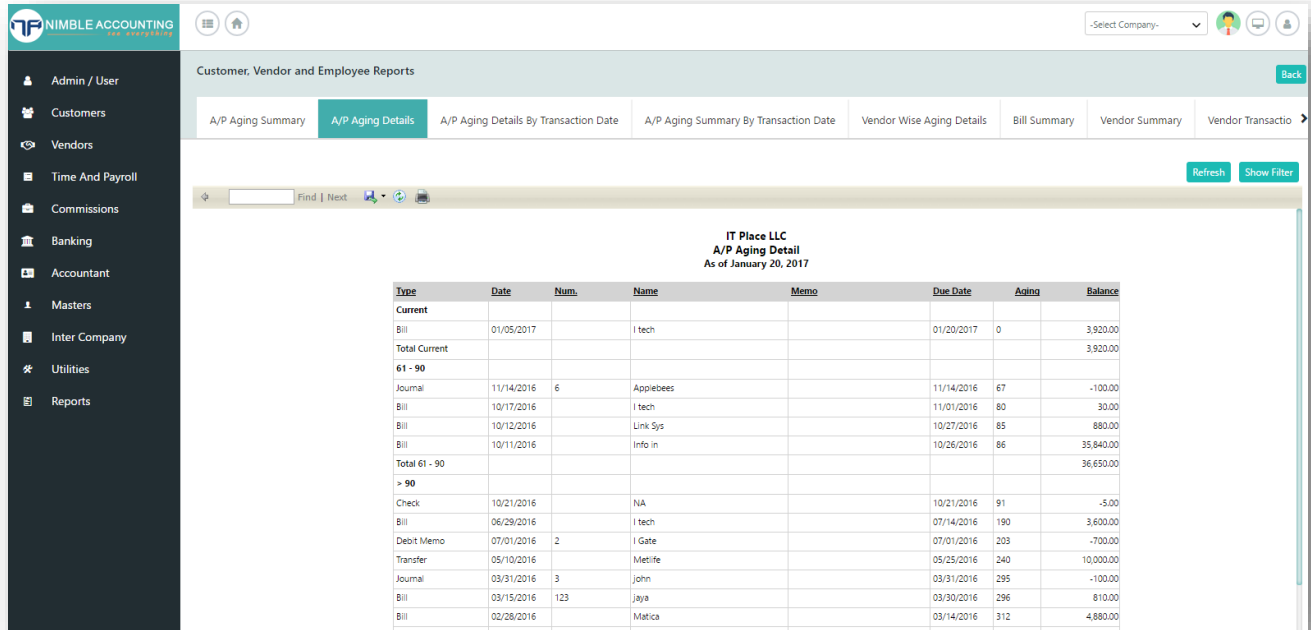
Select **Corporation, Name**.

The date field is set to current date. If you wish you can specify any other date

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.



Customer, Vendor and Employee Reports

A/P Aging Summary A/P Aging Details A/P Aging Details By Transaction Date A/P Aging Summary By Transaction Date Vendor Wise Aging Details Bill Summary Vendor Summary Vendor Transaction

Refresh Show Filter

IT Place LLC  
A/P Aging Detail  
As of January 20, 2017

Type	Date	Num.	Name	Memo	Due Date	Aging	Balance
Current							
Bill	01/05/2017		I tech		01/20/2017	0	3,920.00
Total Current							3,920.00
61 - 90							
Journal	11/14/2016	6	Applebees		11/14/2016	67	-100.00
Bill	10/17/2016		I tech		11/01/2016	80	30.00
Bill	10/12/2016		Link Sys		10/27/2016	85	880.00
Bill	10/11/2016		Info in		10/26/2016	86	35,840.00
Total 61 - 90							36,650.00
> 90							
Check	10/21/2016		NA		10/21/2016	91	-5.00
Bill	06/29/2016		I tech		07/14/2016	190	3,600.00
Debit Memo	07/01/2016	2	I Gate		07/01/2016	203	-700.00
Transfer	05/10/2016		Metlife		05/25/2016	240	10,000.00
Journal	03/31/2016	3	John		03/31/2016	295	-100.00
Bill	03/15/2016	123	Jaya		03/30/2016	296	810.00
Bill	02/28/2016		Matica		03/14/2016	312	4,880.00

### A/P Aging Detail

- A/P Aging Summary By TD(Accounts Payable Aging summary by Transaction Date)

Navigate to Reports screen and clicking on A/P Aging summary by TD in vendor reports, you will be navigate to A/P Aging summary by TD report.

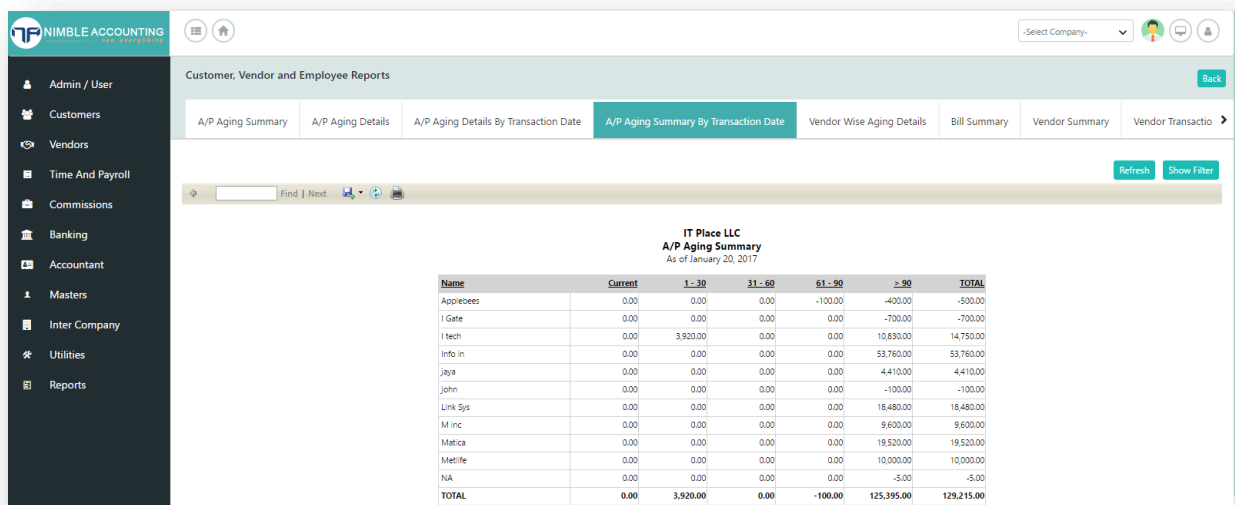
Select **Corporation, Name**.

The date field is set to current date. If you wish you can specify any other date

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.



Customer, Vendor and Employee Reports

A/P Aging Summary A/P Aging Details A/P Aging Details By Transaction Date A/P Aging Summary By Transaction Date Vendor Wise Aging Details Bill Summary Vendor Summary Vendor Transaction

Refresh Show Filter

IT Place LLC  
A/P Aging Summary  
As of January 20, 2017

Name	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Applebees	0.00	0.00	0.00	-100.00	-400.00	-500.00
I Gate	0.00	0.00	0.00	0.00	-700.00	-700.00
I tech	0.00	3,920.00	0.00	0.00	10,830.00	14,750.00
Info in	0.00	0.00	0.00	0.00	53,760.00	53,760.00
Jaya	0.00	0.00	0.00	0.00	4,410.00	4,410.00
John	0.00	0.00	0.00	0.00	-100.00	-100.00
Link Sys	0.00	0.00	0.00	0.00	18,480.00	18,480.00
M inc	0.00	0.00	0.00	0.00	9,600.00	9,600.00
Matica	0.00	0.00	0.00	0.00	19,520.00	19,520.00
Metlife	0.00	0.00	0.00	0.00	10,000.00	10,000.00
NA	0.00	0.00	0.00	0.00	-5.00	-5.00
TOTAL	0.00	3,920.00	0.00	-100.00	125,395.00	129,215.00

### A/P Aging Summary by TD

- A/P Aging Details By TD (Accounts Payable Aging Details by Transaction Date)

Navigate to Reports screen and clicking on A/P Aging detail by TD in vendor reports, you will be navigate to A/P Aging detail by TD report.

Select **Corporation, Name**.

The date field is set to current date. If you wish you can specify any other date

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.

**IT Place LLC**  
A/P Aging Details By Transaction Date  
As of January 20, 2017

Type	Date	Num.	Name	Aging	Balance
<b>1 - 30</b>					
Bill	01/05/2017		I tech	15	3,920.00
<b>Total 1 - 30</b>					<b>3,920.00</b>
<b>61 - 90</b>					
Journal	11/14/2016	6	Applebees	67	-100.00
<b>Total 61 - 90</b>					<b>-100.00</b>
<b>&gt; 90</b>					
Check	10/21/2016		N/A	91	-5.00
Bill	10/17/2016		I tech	95	30.00
Bill	10/12/2016		Link Sys	100	880.00
Bill	10/11/2016		Info in	101	35,840.00
Debit Memo	07/01/2016	2	I Gate	203	-700.00
Bill	06/29/2016		I tech	205	3,600.00
Transfer	05/10/2016		MetLife	255	10,000.00
Journal	03/31/2016	3	john	295	-100.00
Bill	03/15/2016	123	jaya	311	810.00
Bill	02/28/2016		Matica	327	4,880.00

A/P Aging details by TD

- Vendor Summary

Navigate to Reports screen and clicking on Vendor summary in vendor reports, you will be navigate to vendor summary report.

Select **Corporation, Name, View Transactions**.

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.



**NIMBLE ACCOUNTING** see everything

Customer, Vendor and Employee Reports

A/P Aging Summary A/P Aging Details A/P Aging Details By Transaction Date A/P Aging Summary By Transaction Date Vendor Wise Aging Details Bill Summary **Vendor Summary** Vendor Transaction List

Refresh Show Filter Send

Find | Next

**IT Place LLC**  
Vendor Summary  
Period From: 01/01/2016 to 12/31/2016

Name	Type	Date	Num.	Debit	Credit	Balance
<b>Applebees</b>						
	Bill	01/05/2016	123		200.00	200.00
	Debit Memo	01/05/2016	1	400.00		-200.00
	Journal	11/14/2016	6	100.00		-300.00
<b>Total Applebees</b>				<b>500.00</b>	<b>200.00</b>	<b>-300.00</b>
<b>I Gate</b>						
	Bill	01/03/2016			4,800.00	9,600.00
	Bill	01/17/2016			4,800.00	14,400.00
	Bill Payment	01/18/2016	128	4,800.00		9,600.00
	Bill Payment	01/18/2016	128	4,800.00		4,800.00
	Bill	01/31/2016			4,800.00	9,600.00
	Bill	02/14/2016			5,200.00	14,800.00
	Bill	05/20/2016	125		1,040.00	15,840.00
	Bill	06/16/2016			9,360.00	25,200.00
	Debit Memo	07/01/2016	2	700.00		24,500.00
	Bill Payment	07/15/2016	1001	4,800.00		19,700.00

### Vendor Summary

- Vendor Transactions list

Navigate to Reports screen and clicking on vendor transactions list in vendor reports, you will be navigate to vendor transaction list report.

Select **Corporation, Name, View Transactions.**

Click **Show.**

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF.**

**NIMBLE ACCOUNTING** see everything

Customer, Vendor and Employee Reports

tails By Transaction Date A/P Aging Summary By Transaction Date Vendor Wise Aging Details Bill Summary Vendor Summary **Vendor Transaction List** Vendor Contact List Expenditure Summary

Refresh Show Filter Send

Find | Next

**IT Place LLC**  
Vendor Transaction List  
Period From: 1/1/2016 To 12/31/2016

Name	Type	Date	Num.	Memo	Account	Amount
<b>Applebees</b>						
	Bill	01/05/2016	123		2000. Account Payables	200.00
	Debit Memo	01/05/2016			2000. Account Payables	-400.00
	Check	06/16/2016			Flushing Bank	200.00
	Check	09/27/2016	1243		Flushing Bank	100.00
	Journal	11/14/2016			2000. Account Payables	-100.00
<b>I Gate</b>						
	Bill	01/03/2016			2000. Account Payables	4,800.00
	Check	01/16/2016	2		Flushing Bank	5,000.00
	Bill	01/17/2016			2000. Account Payables	4,800.00
	Bill Payment	01/18/2016	128		Flushing Bank	9,600.00
	Bill	01/31/2016			2000. Account Payables	4,800.00
	Bill	02/14/2016			2000. Account Payables	5,200.00
	Bill	05/20/2016	125		2000. Account Payables	1,040.00
	Bill	06/16/2016			2000. Account Payables	9,360.00
	Debit Memo	07/01/2016			2000. Account Payables	-700.00
	Bill Payment	07/15/2016	1001		Flushing Bank	14,800.00

### Vendor Transaction List

- Vendor Contact List

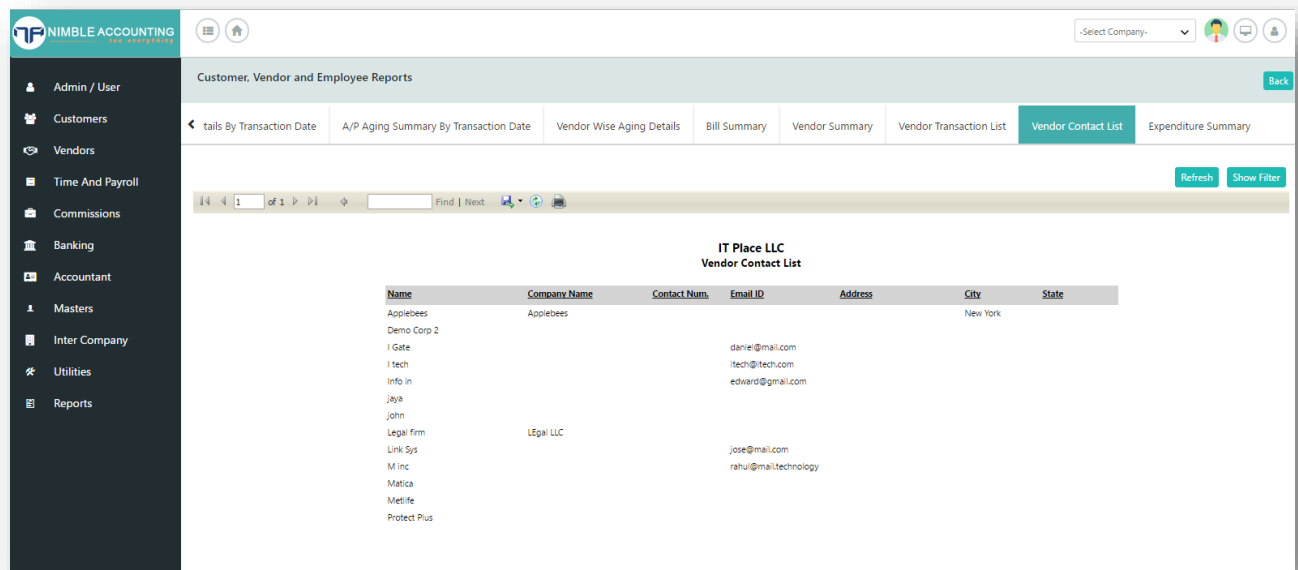
Navigate to Reports screen and clicking on vendor contact list in vendor reports, you will be navigate to vendor contact list report.

Select **Corporation**.

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.



### Vendor Contact List

- Bill Summary

Navigate to Reports screen and clicking on Bill Summary in vendor reports, you will be navigate to Bill summary report.

Select **Corporation, Profit Centre, Name, View Transactions**.

Click **Show**.

Each **Report** shall have **Export** option to various kinds of file formats

Example- **Excel** and **PDF**.

**Customer, Vendor and Employee Reports**

A/P Aging Summary A/P Aging Details A/P Aging Details By Transaction Date A/P Aging Summary By Transaction Date Vendor Wise Aging Details **Bill Summary** Vendor Summary Vendor Transaction

1 of 27 Find | Next

**IT Place LLC**  
**Bill Summary**  
Period From: January 01, 2016 to December 31, 2016

Vendor Name	Bill Num	Date	Due Date	Bill Amount	Paid Amount	Paid Date	Balance
Applebees	123	01/05/2016	01/20/2016	200.00	200.00	01/10/2017	0.00
<b>Total Applebees</b>				200.00	200.00		
I Gate		01/03/2016	01/18/2016	4,800.00	4,800.00	01/18/2016	0.00
		01/17/2016	02/01/2016	4,800.00	4,800.00	07/15/2016	0.00
		01/31/2016	02/15/2016	4,800.00	4,800.00	07/15/2016	0.00
		02/14/2016	02/29/2016	5,200.00	5,200.00	07/15/2016	0.00
		02/28/2016	03/14/2016	0.00	0.00		
	125	05/20/2016	06/04/2016	1,040.00	1,040.00	01/03/2017	0.00
		06/16/2016	07/01/2016	9,360.00	9,360.00	01/12/2017	0.00
<b>Total I Gate</b>				30,000.00	30,000.00		
I tech		01/03/2016	01/18/2016	3,600.00	3,600.00	01/18/2016	0.00
		01/17/2016	02/01/2016	3,600.00	3,600.00	08/16/2016	0.00
		01/31/2016	02/15/2016	3,600.00	3,600.00	08/16/2016	0.00

### Bill Summary

### Accrued Commissions

Navigate to Reports screen and clicking on Accrued Commissions Details in Staffing reports, you will be navigate to Accrued Commissions Report.

- Select **Corporation, Commissions By, Name, View Transactions.**
  - Select **Type as Detailed / Summary and All / Payable Only/ Paid Only**
  - Click **Show.**
- Each **Report** shall have **Export** option to various kinds of file formats  
Example- **Excel** and **PDF**.

**Staffing Report**

Commissions Summary **Accrued Commission Details**

1 of 1 Find | Next

**IT Place LLC**  
**Accrued Commission Details**  
**Commission By:**  
**All**  
Period From : January 01, 2016 to December 31, 2016

Name	Invoice Date	Bill Hrs	Invoice Num	Invoice Amount	Receipt Date	Receipt Amount	Markup Rate	Markup Amount	Gross Margin	Commission Rate	Commission Payable	Paid
<b>Manager</b>												
Eric												
David & Mike	12/20/2015	80.00	475	6,000.00	01/30/2016	6,000.00	66.15	5,280.00	780.00	2.50	15.00	3.00
William	01/03/2016	80.00	600	6,240.00	01/30/2016	6,240.00	66.15	5,280.00	948.00		0.00	0.00
Smith	01/03/2016	80.00	575	6,560.00	01/30/2016	6,560.00	70.35	5,628.00	932.00		0.00	0.00
Brad	12/20/2015	80.00	491	6,480.00	01/30/2016	6,480.00	84.00	6,720.00	-240.00		0.00	0.00
Smith	12/20/2015	80.00	496	6,560.00	01/30/2016	6,560.00	70.35	5,628.00	932.00		0.00	0.00
Ryan	12/20/2015	80.00	490	5,200.00	01/30/2016	5,200.00	51.45	4,116.00	1,084.00		0.00	0.00
Brad	01/01/2016	80.00	507	6,480.00	01/30/2016	6,480.00	69.30	5,544.00	936.00		0.00	0.00
William	12/20/2015	80.00	514	6,240.00	01/30/2016	6,240.00	66.15	5,280.00	948.00		0.00	0.00
Logan	01/03/2016	80.00	545	6,400.00	01/30/2016	6,400.00	68.25	5,460.00	940.00		0.00	0.00
Jose	01/03/2016	80.00	618	6,000.00	01/30/2016	6,000.00	57.75	4,620.00	1,380.00		0.00	0.00
Logan	12/20/2015	80.00	486	6,400.00	01/30/2016	6,400.00	68.25	5,460.00	940.00		0.00	0.00
Ryan	01/03/2016	80.00	495	5,200.00	01/30/2016	5,200.00	51.45	4,116.00	1,084.00		0.00	0.00
Jose	12/20/2015	80.00	501	6,000.00	01/30/2016	6,000.00	57.75	4,620.00	1,380.00		0.00	0.00
Brad	01/15/2016	80.00	508	6,480.00	01/30/2016	6,480.00	69.30	5,544.00	936.00		0.00	0.00

### Accrued Commissions Report

## **Chapter 7: Manage Users**

Create User

User Privileges - Screen wise detailed Privileges

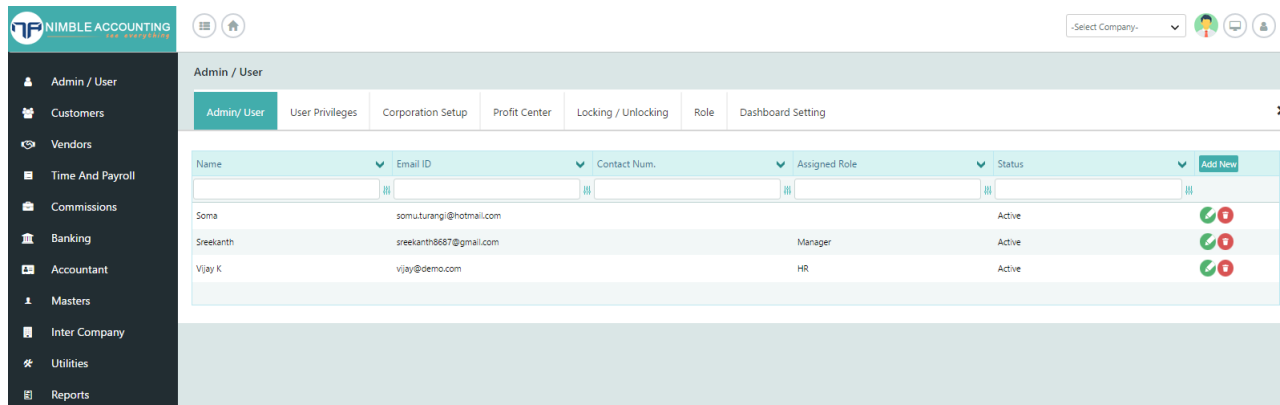
Role based Privileges

Dashboard settings

## Chapter 7: Manage Users

You can easily manage users using Admin/User setup screen.

Navigate to user setup screen by clicking on Admin/Users on Home Screen.

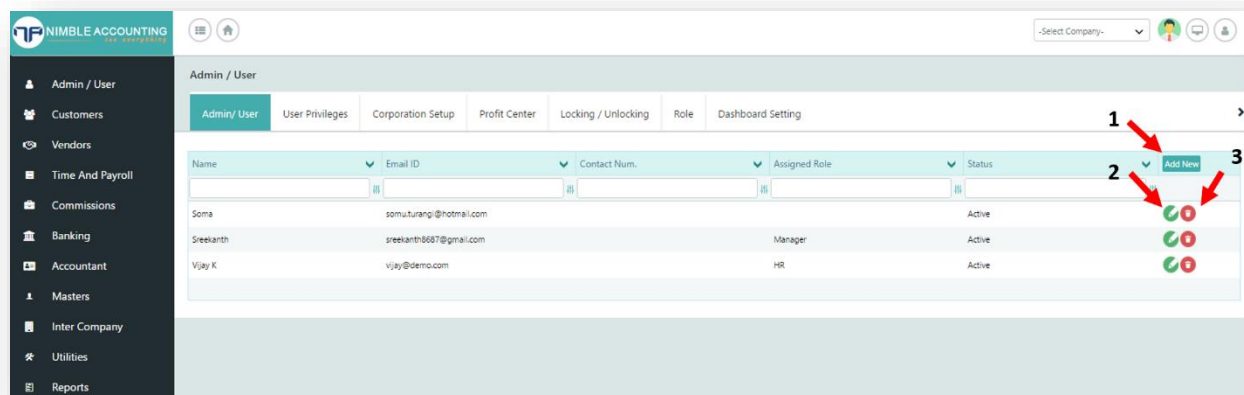


User Setup Main Screen

### Create user

Each new user that you add will be able to login to view and update your books in Nimble Accounting based on the Privileges you assign.

Click on **Add New** to create a new user.



Create User screen (1 – Add New, 2- Edit, and 3- Delete)

- 1- Add New – to add new user, 2- Edit icon – to modify/ update the existing user, 3- Delete icon- to delete the user.

Clicking on **Add New** you will be navigated to create user screen having **User Details** tab for complete user information and Assign Corporations to assign corporation.

The screenshot shows the 'Admin / User' section with the 'User Details' tab selected. The interface includes a sidebar menu with options like Admin / User, Customers, Vendors, Time And Payroll, Commissions, Banking, Accountant, Masters, Inter Company, Utilities, and Reports. The main content area has a sub-menu with 'Admin / User', 'User Privileges', 'Corporation Setup', 'Profit Center', 'Locking / Unlocking', 'Role', and 'Dashboard Setting'. Below this is a table with columns for Name, Email ID, Contact Num., Assigned Role, and Status, with an 'Add New' button. The 'User Details' form includes fields for Salutation (Mr.), First Name, Middle Name, Last Name, Mobile Num., Contact Num., Alternative Contact Num., Fax Num., Email ID, Address, City, Country, State, Zip Code, and Role. There is also a section for uploading a user picture with a 'Browse...' button and an 'Upload' button. At the bottom, there are 'Save & New', 'Save & Close', and 'Cancel' buttons.

#### Create User screen – User Details

In **User Details** tab, select **Salutation**, Enter **First Name**, **Middle**, **Last Name**, **Mobile Num.**, **Contact Num.**, **Alternative Contact Num.**, **Fax Num.**, **Email ID**, **Address**, **City**, **Country**, **State**, **Zip Code** and **Role**.

For **Role**, you can select the existing role or you can add new role and define privileges. You can also upload the User Picture, by browsing and upload option.

In **Assign Corporations**, you can assign single or multiple corporations to the user, you can also select **Send an email to User** option to notify the user.

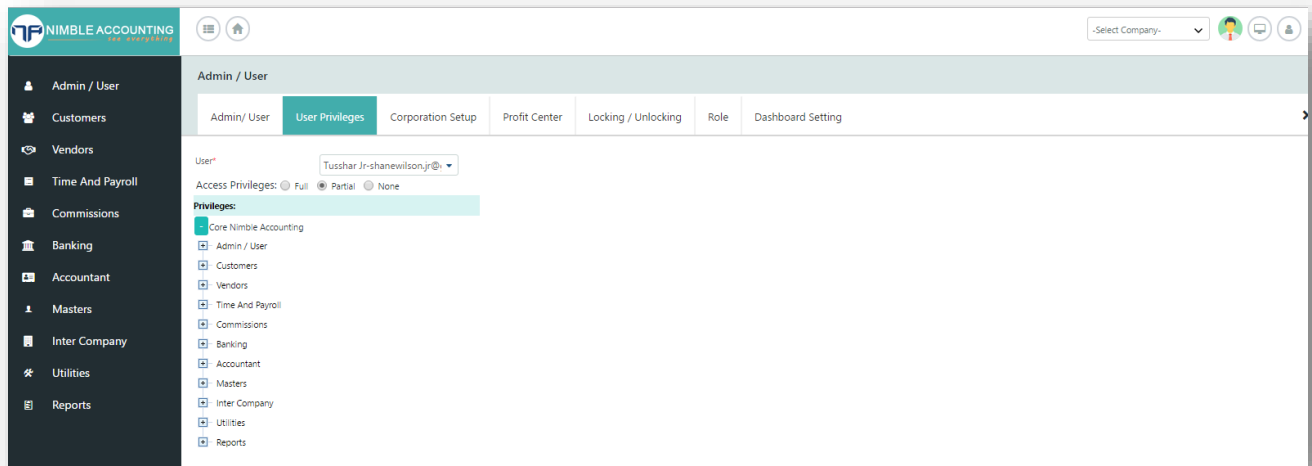
The screenshot shows the 'Admin / User' section with the 'Assign Corporations' tab selected. The interface is similar to the previous one, but the 'User Details' form is collapsed. The 'Assign Corporations' section shows a list of corporations with checkboxes: Corporation 1, Easy Technology, Smart Resources Inc, Demo, Futran Solutions, XYZ Corp, and Demo Corp 1. There is also a checkbox for 'Send an email to User' with a note: 'Send an email to notify the user to assign or remove Corporations.' At the bottom, there are 'Save & New', 'Save & Close', and 'Cancel' buttons.

#### Create User screen – Assign Corporations

### User Privileges - Screen wise detailed Privileges

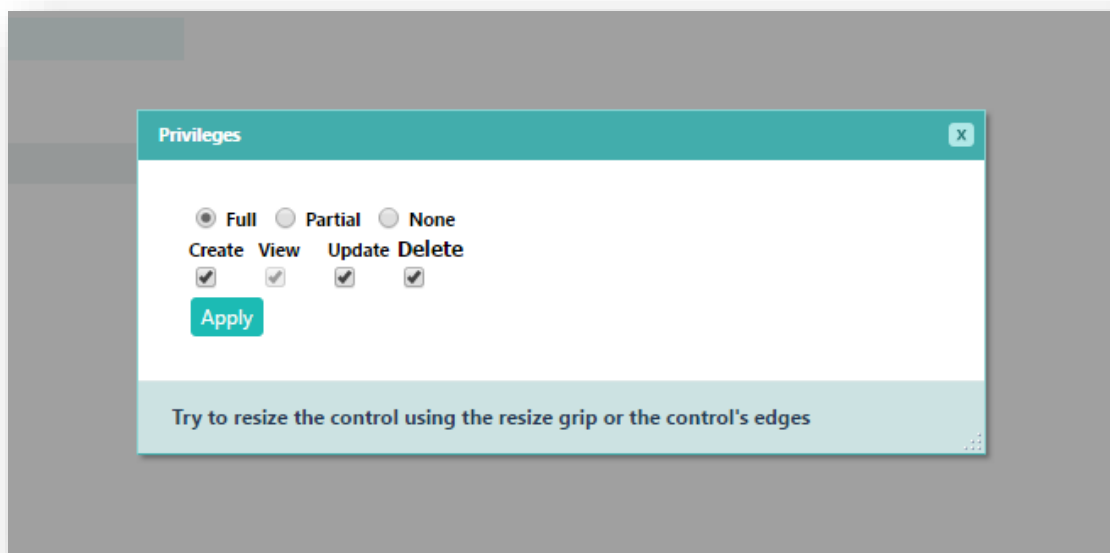
The **Role/ Privileges** determine a user's level of access to view and perform operations in a Corporation created by the user or Corporations allotted to the user.

To define User Privileges, navigate to User Privileges Screen (Home→Admin/User→User Privileges) Clicking on User Privileges, you will be navigated to user privileges screen.



### User Privileges Screen

In user privileges screen, select **User**. Define **Access Privileges** as **Full / Partial / None**. Define **Module** wise privileges, by expanding the tree like structure and clicking on the module privileges window will pop up. Customize Privileges of your choice and click on **Apply** button.



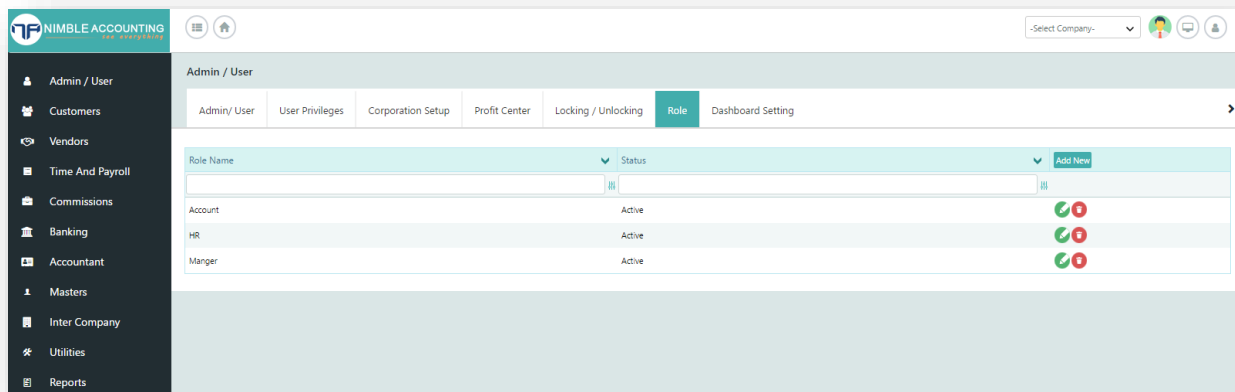
### User Privileges Screen – Module wise Customization

## Role based Privileges

You can create required Role/ Privileges like Owner, Manager or Accountant etc. for users.

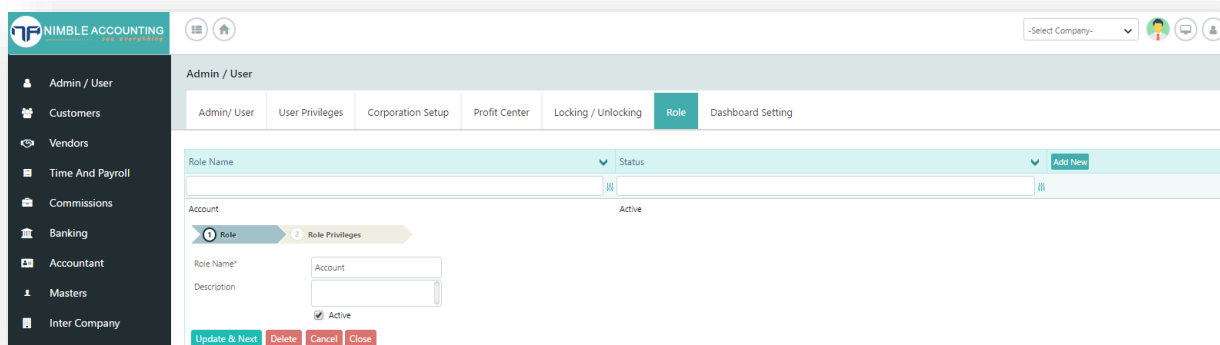
To define Role based Privileges, navigate to Role Screen (Home→Admin / User→Role)

Clicking on **Role**, you will be navigated to **Role Screen**.



### Role Screen

Clicking on **Add New**, you will be navigated to screen to add a new role.



### Add New Role Screen

Enter **Role Name, Description**.

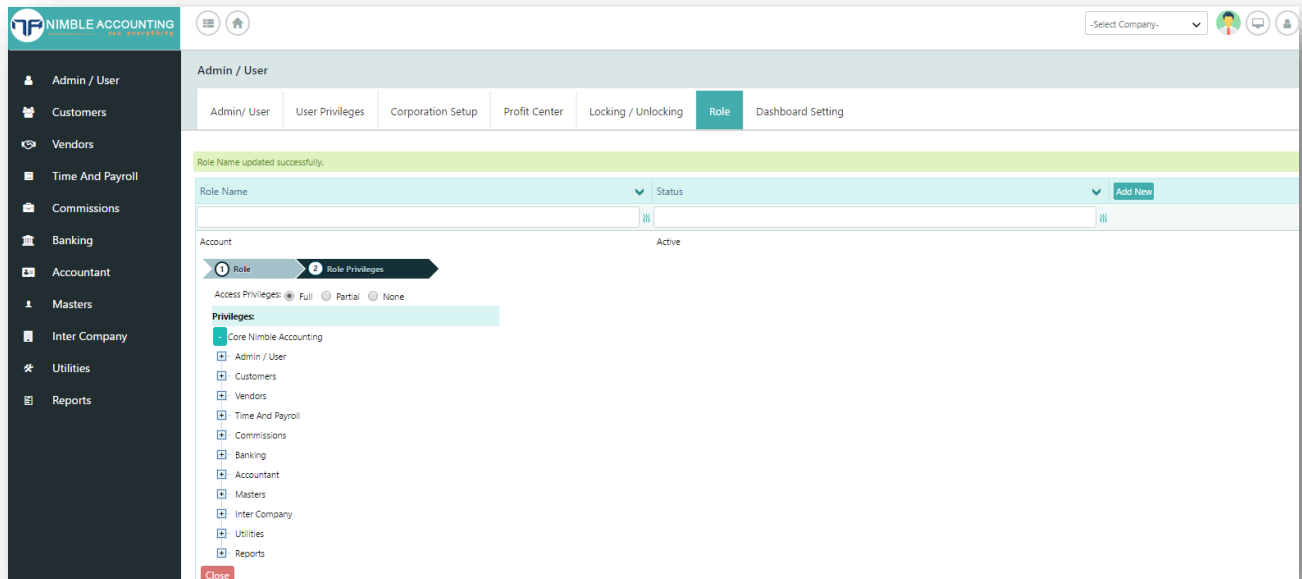
Clicking on **Save & Next**, you will be navigated to Role Privileges screen.

Define **Access Privileges** as **Full / Partial / None**

Define **Module** wise privileges of your choice.

Click on **Close**.





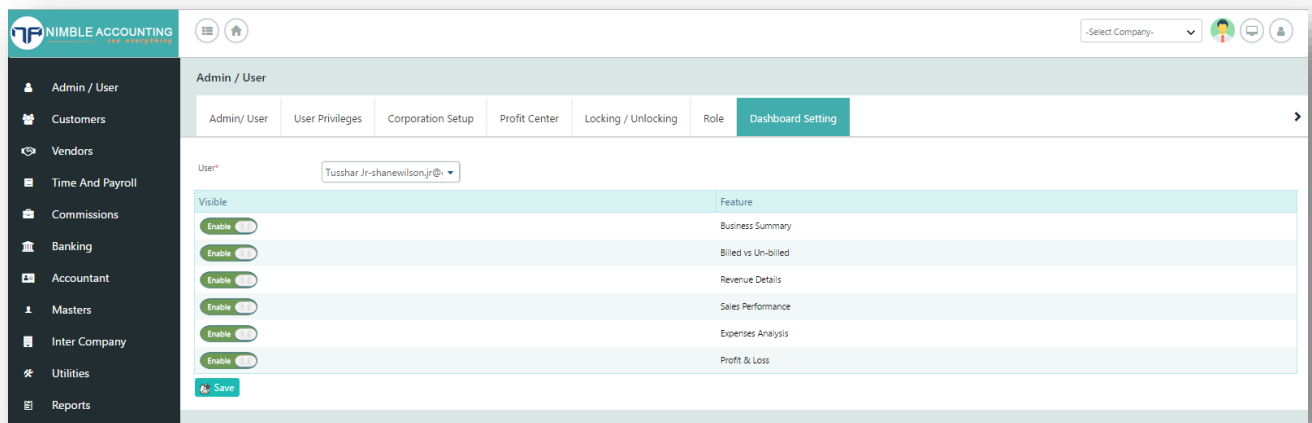
Add New Role Screen – Role Privileges

## Dashboard settings

You can manage your dashboard and user's dashboard access.

Navigate to Dashboard Setting screen (Home → Admin / user → Dash Board Settings)

Clicking on Dash Board Setting, you will be navigated to Dash Board Settings screen.



Dash Board Settings

Select **User** and **Enable / Disable** the dash board feature of your choice. Click on **Save**.

## Chapter 8: Nimble Support

### 24 x 7 Customer Care support

Nimble Provides 24 x 7 customer support to their customers by means of Call, Chat, Screen Monitoring and Support Centre.

You can dial the **Support Number: 302-766-7564** and our support executive will happy to solve your query / issue

(Or)

Contact using **Skype ID: nimble.accounting** to resolve your issues.

(Or)

Drop an email to **[support@nimbleaccounting.com](mailto:support@nimbleaccounting.com)**.

(Or)

Nimble has dedicated support centre portal, where customers can raise a ticket and can track the status of the raised ticket. Using Support Centre, you can directly chat, call with our support executive.

Support Centre Portal Address:

**[http://support.nimbleaccounting.com/support\\_center](http://support.nimbleaccounting.com/support_center)**

### Data migration support

We have a dedicated migration team to migrate all your books of account from QuickBooks to Nimble books of account.

### Training sessions

Nimble Accounting provides training sessions to their customers. A total of 10hrs training will be available with Nimble User Manual Document.

Nimble Accounting Product Training is divided to three major modules

**Part 1:** Setting Up Your Business with Nimble Accounting

**Part 2:** Managing Your Business

**Part 3:** Strength of Nimble Accounting

**Part 1** covers about concepts like Introduction, Corporation Setup and Consultant management.

**Part 2** covers all major operations like Timesheet Management, Invoicing, Commissions, Payroll for W2, and Payments for C2C.

**Part3** concentrates on Nimble Automation Tools, Nimble Dashboard, Reports and User management.

Nimble User Manual provides a step by step approach for each module and explain its working scenario.

### **Screen wise Video help**

You can have screen wise video help for each option in the Nimble Accounting Application.