

# ARITHMO

## START UP & HELP GUIDE

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# 1. Choose your package

Following your initial registration your first choice is to determine the package that you wish to subscribe to. You have two options:

## **Standard package**

This package offers a comprehensive yet easy to use way of recording your business income and expenses. It is suited to cash based businesses (sole traders and partnerships only). That is those that record their income at the point of receipt and their expenses at the point of payment.

## **Premium package**

For businesses that need more from their bookkeeping software. For example they wish to issue sales invoices, track unpaid purchase invoices, they are VAT registered or indeed trade via a limited company.

## **General Features**

Regardless of the package chosen all users will still benefit from many of Arithmo's features, including:

- Bank statement import
- Quick statement entry
- Secure online messaging to customer support
- Extensive reports menu

# 2. How to use this guide

No matter how long you have been in business the need to keep full an accurate business records is essential. By choosing Arithmo you have opted for a comprehensive yet quick, simple and above all cost effective way of dealing with your business's finances.

This guide has been written to complement the Arithmo system and is divided into easy to read and understand sections.

### 3. Quick Start.

From the opening screen as below you need to complete all these sections in order that you can use Arithmo. Full explanations on these screens can be found later on in this guide. The following will allow you to be up and running in less than 2 minutes:

#### A. Add Business Details.

1. Select your business type from the drop down menu.
2. Select your trading status.
3. If you are a limited company enter your company registration number in the **Reg No** box.
4. Click **Save** then **Mark as Complete**

#### B. Enter Vat Details (Premium version only)

1. If you are not VAT registered click **Mark as Complete**.
2. If you are VAT registered enter the company vat number and the date you first registered for VAT and then click **Save** and **Mark as Complete**.

#### C. Add Bank Accounts.

1. Enter your business bank account details if you wish to track income and expenses via your bank account, click **Save** and **Mark as Complete**.
2. If you do not wish to track income and expenses via your bank account, click **Mark as Complete**.

#### D. Add Customer Details.

1. Enter your customer details if you wish to track income per customer, click **Save** and **Mark as Complete**.
2. If you do NOT wish to track income per customer click **Mark as Complete**.

#### E. Add Supplier Details.

1. Enter your supplier details if you wish to track income per supplier, click **Save** and **Mark as Complete**.
2. If you do NOT wish to track income per supplier click **Mark as Complete**

#### F. Enter Accounting Period Dates.

1. Enter the accounting dates you wish to use, if you are unsure use the default dates as these can be changed later.
2. Click **Save** then **Mark as Complete**

#### G. Enter Opening Balances (Premium version only)

Please click **Save** then **Mark as Complete** and consult your accountant before making these entries.

# 4. Getting started

When you first logon you will be taken to the 'Getting Started' page.

To use Arithmo it will need the details of your business. This information is entered in various sections.

Depending upon the version you have chosen, standard or premium, some may not be shown (VAT details for instance). This guide will detail all the pages, dealt with as below:

- 4.1 Add Business Details
- 4.2 Enter VAT Details
- 4.3 Add Bank Accounts
- 4.4 Add Customer Details
- 4.5 Add Supplier Details
- 4.6 Enter Accounting Period Dates
- 4.7 Enter Opening Balances
- 4.8 Where next?

**JONES & CO**  
*online bookkeeping*

Log Out    Send Feedback    Repo

**Smiths Business (06/04/2008 - 05/04/2009)**

Home    **Getting Started**

Messages

To use Jones & Co correctly, a minimum amount of information is needed. For each of the sections shown you will need to enter all the requested details. The main part of the system is not enabled until you have done this.

Click on the section link in the "Task" column. Once you have done so, you simply mark that the section is complete. This will be shown aside in the "Complete" column.

If you do not have the details, you will need to come back to this screen.

This is required even if the section is not relevant to you - in this case you may simply mark the section as completed without making any entries.

Task	Complete?
<a href="#">Add Business Details</a>	No
<a href="#">Enter VAT details</a>	No
<a href="#">Add Bank Accounts</a>	No
<a href="#">Add Customer Details</a>	No
<a href="#">Add Supplier Details</a>	No
<a href="#">Enter accounting period dates</a>	No

## 4.1 Add your business details

The details you entered on registration will be shown.

You may change your password - simply tick the box then enter the new one plus confirmation.

Enter the details of your company below. Boxes marked \* are mandatory.

If shown, click Mark as Complete once you are satisfied the details are correct. (NB: This will not prevent future amendments.)

Forename \* Peter  
Surname \* Smith  
Tel No. \* 0161 555 5555  
Fax No.  
Website  
Email \* jonestest@arithmo.co.uk  
Address \*  
the house  
the street  
the town  
County \* Cheshire  
Postcode \* SK1 1AA

Business Name \* Smiths Business  
Reg No. \* 12121212  
Business Type \* Other not listed here  
Description \*  
Trading Status \* Limited Company  
Tick box if commenced trading within the past 24 months \*

What is your accounting method? \*  
 Accruals basis (cash and credit terms)  
 Cash Basis (cash only)

Change Password   
New Password \*  
Confirm Password \*

Update Cancel

**Accounting Method :** You must choose one of the two accounting methods, depending on how you keep your business records.

**Cash Basis -** Under the cash method, include in your gross income all items of income you actually receive during your tax year and record expenses in the tax year in which you actually pay them. Most individuals who do not hold stock normally use the cash method.

**Accruals Basis -** Under an accrual method of accounting, you generally report income in the year earned and deduct expenses in the year incurred. The purpose of an accrual method of accounting is to monitor money owed to the business by its customers and money owed by the business to its suppliers.

**Company Number :** If you do not have one, enter N/A.

**Business Type :** Choose the closest match from the menu.

**Description :** How you describe your business.

**Trading Status :** Choose the correct status of your business from the options provided.

**Started Trading / Year End :** If you started trading in the last 24 months, tick the box and enter the date you started trading or the date your business was incorporated if you are a limited company.

Once you have completed the entries for this screen you must select the 'Mark as Complete' option:

## 4.2 Enter VAT details (Premium version only)

Smiths Business (06/04/2008 - 05/04/2009)

Home  
Messages

Please indicate if you are VAT Registered. If you are, enter the relevant details, and click Mark as Complete if required.

Date you became VAT Registered:

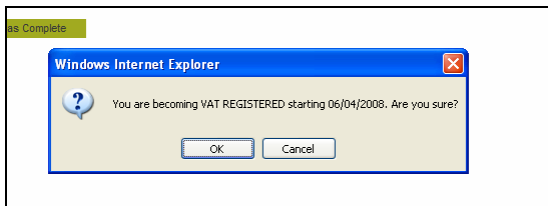
VAT Number \* GB

Date of last VAT Return completed  January

If you are not VAT registered click the 'Mark as Complete' box.

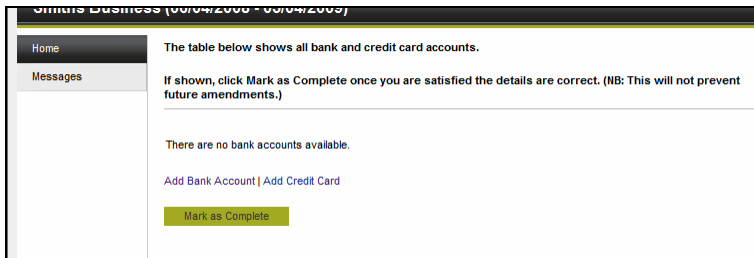
If you are VAT registered enter the date you first registered for VAT. If you are unsure of this date then enter the start date of your current accounting period. Assuming registration was prior to this date.

After entering this date you **MUST** first select the 'Become VAT Registered' box, after which you will be asked to confirm the date is correct.



**VAT Number :** This can be found on the front of your VAT return or correspondence from HM Revenue & Customs.

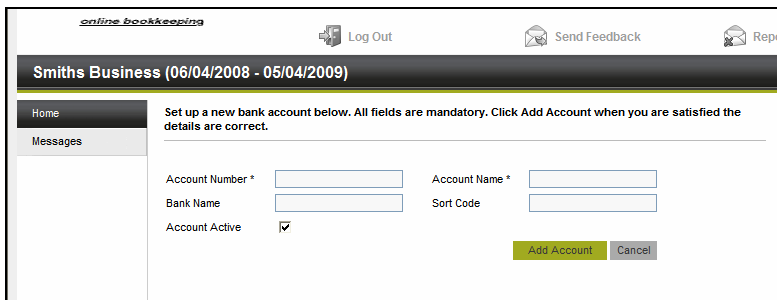
## 4.3 Add Bank Accounts



When you first go to this screen you will be asked to create either a new bank account or credit card account within Arithmo.

If you do not wish to record transactions against particular bank or credit card accounts then you can click 'Mark as Complete'. However, this will restrict your use of Arithmo to cash only transactions.

### Creating a bank or credit account



Enter the details of the account as requested. The items marked \* are mandatory for creating an account record.

You can add as many accounts as required.

**Opening Balance :** If you are using the standard version the balance as at the start of your current accounting period.  
If you are using the premium version the opening bank account balance is added via the 'Add Opening Balances' (2.7)

## 4.4 Add customer details

If you have regular customers, or if you record the details of all your customers, you may add a new customer, or Edit / Delete an existing customer. You can also go directly to record an income entry for the customer.

If shown, click Mark as Complete once you are satisfied the details are correct. (NB: This will not prevent future amendments.)

Code	Customer Name	Contacts	Outstanding Balance	Active
Sales	Sales		£0.00	Yes

Add New Customer

Mark as Complete

Arithmo is set up to use “Sales” as the default customer. If this is sufficient for your business select **‘Mark as Complete’**.

However, if you have regular customers, select ‘Add New Customer’ to enter the details. You may add as many customers as you like.

### Add New Customer

Enter relevant details below, including a unique code for the customer and a default income heading from the list.

Customer Code \*

Customer Name \*

Customer is active

Customer Email(s)  (seperated by ,)

Customer Telephone

Customer Fax

Customer Mobile

Default Heading  (+)

Customer Address Label  
(Remember to add the Account name)

This is used for printing out invoices

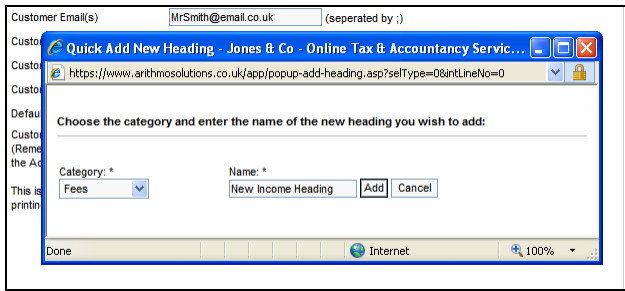
Add Cancel

**Customer Code:** You must allocate a unique customer code, ie CUST1

**Customer Name:** Enter the customer name in this box, ie Mr Smith

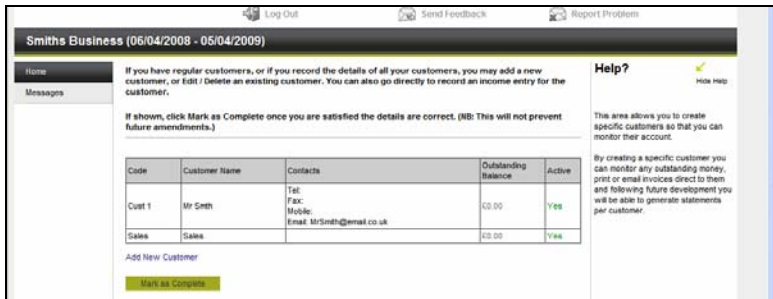
**Customer Email:** Used to email customers invoices direct from Arithmo.

**Default Heading:** The most common type of income you receive from the customer. You can override this when entering a transaction. If the income heading you require is not shown, click (+) to add a new heading. This can be used for any customer.



Click Add to save. This new heading is now in the system, and is the default income type for the customer.

You can add as many customers as you require.



## 4.5 Add supplier details

Code	Supplier Name	Contacts	Outstanding Balance	Active
Expenses	Expenses		€0.00	Yes

Arithmo is set up to use “Expense” as the default supplier. If this is sufficient for your business select **‘Mark as Complete’**.

However, if you have regular suppliers, select ‘Add New Supplier to enter the details. You may add as many suppliers as you like.

### Add Supplier

Supplier Code \*

Supplier Name \*

Supplier is active

Supplier Email(s) (seperated by :)

Supplier Telephone

Supplier Fax

Supplier Mobile

Default Heading -- None -- (+)

Supplier Address Label (Remember to add the Account name)

This is used for printing out invoices

Add Cancel

#### Supplier Code:

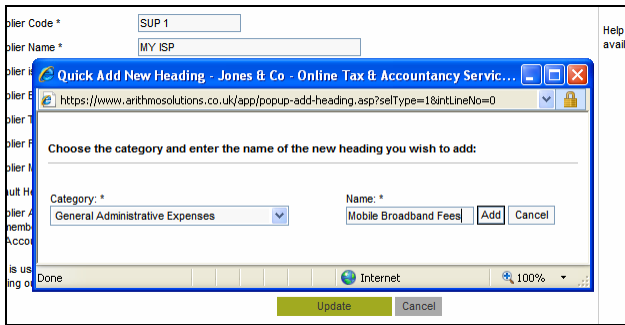
You must allocate a unique customer code i.e SUPP1

#### Supplier Name:

Insert the supplier name in this box i.e. Mr Smith

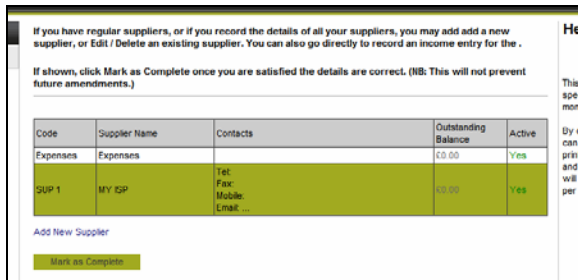
#### Default Heading:

The most common type of expenses you pay to this supplier, you can override this when entering a transaction. If the expense heading you require is not shown, click (+) to add a new heading. This can be used for any supplier.

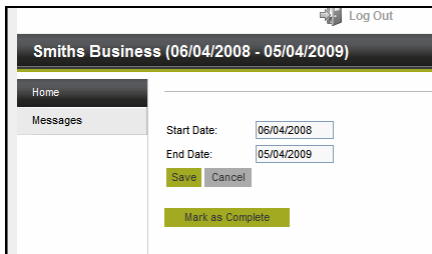


Click Add to save. This new heading is now in the system, and is the default income type for the supplier.

You can add as many suppliers as you require.



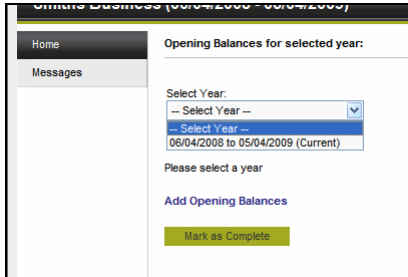
## 4.6 Enter accounting period dates



Enter the start and end dates of the first accounting period to be entered.

These dates can be changed at a later date. However, note that you will only be able to enter transactions between these dates.

## 4.7 Enter opening balances (Premium version)

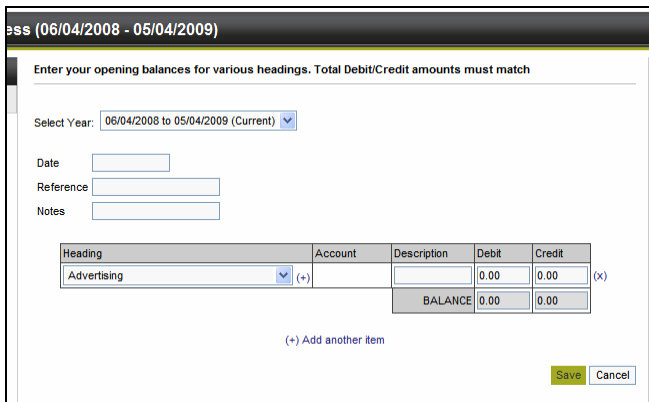


You may need to obtain this information from your accountant. The entries can affect the reports generated by the system. However, incorrect details can be amended later.

If you have no opening balances (for example you are a new business) or would like to add them later select '**Mark as Complete**'.

**Select year :** From the drop down menu select the accounting year you wish to enter the opening balance for. Then click 'Add Opening Balance'

### Opening Balances



Heading	Account	Description	Debit	Credit
Advertising	(+)		0.00	0.00 (x)
		BALANCE	0.00	0.00

You may require the guidance of your accountant or an experienced bookkeeper to complete this screen.

- Re-enter the start date of the accounting period. Then allocate a reference number and make any appropriate notes.
- Choose the heading where you have an opening balance from the menu. Then enter a brief description and show the amount as either a DEBIT or a CREDIT.
- To add more entries choose **(+)** add another. You may make as many entries as you like.
- Once completed click **Save**.

# 4.8 Where next?

Once you have been through the set up and each section is marked as complete select 'Company setup complete'.

SSS (06/04/2008 - 05/04/2009)

**Getting Started**

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Click on the section link in the "Task" column. Once you have done so, you simply mark that the section is complete. This will be shown aside in the "Complete" column.

If you do not have the details, you will need to come back to this screen.

This is required even if the section is not relevant to you - in this case you may simply mark the section as completed without making any entries.

Task	Complete?
<a href="#">Add Business Details</a>	Yes
<a href="#">Enter VAT details</a>	Yes
<a href="#">Add Bank Accounts</a>	Yes
<a href="#">Add Customer Details</a>	Yes
<a href="#">Add Supplier Details</a>	Yes
<a href="#">Enter accounting period dates</a>	Yes
<a href="#">Enter opening balances</a>	Yes

Company setup complete. [Click here to continue.](#)

The system will now be fully activated for you to start making entries.