

### EXAMPLE OF MANAGEMENT ACCOUNTS

Welcome to our new management program, which is set up as an Excel-style page of columns and lines with 7 major columns. Each line is a data entry :

Search by date <input style="font-size: small; width: 100px; height: 15px; margin-top: 5px;" type="button" value="GO!"/>	Type of payment <input style="font-size: small; width: 100px; height: 15px; margin-top: 5px;" type="button" value="GO!"/>	Category <input style="font-size: small; width: 100px; height: 15px; margin-top: 5px;" type="button" value="GO!"/>		Personal Bank Account		Office Liquidity		Balance
2007 ▾ month ▾	All ▾	All ▾	Description	Paid in	Paid out	Paid IN	Paid OUT	
2007-01-01	Liquidity	Office Liquidity	Into Envelope	0	0	3000	0	3000
2007-01-02		Management Fee	December 2006	0	0	0	150	2850
2007-01-03	Credit Card	Miscellaneous	ADSL internet Jan 07	0	38	0	0	2850
2007-01-08	Bank	Maintenance	Plumber for Washing machine	0	120	0	0	2850
2007-01-10	Cash	Client	Final Accounts Client XXXX Final Cleanin	0	0	348	0	3198

Please refer to the Help page if you need more information on how the system works.