



YES Shop Management

Daily Bookkeeping

Closing the Days Books

Using Daily Bookkeeping makes closing your day easy. You can even export all of your information out to Quickbooks.

We start by adding the day's transactions.

A quick review helps to insure we made our expected gross profit.

We can apply prepayments and review tickets that are closing today that previously received a prepayment.

We can review any cash used from the drawer for misc. purchases.

We can review our Accounts Receivable charges and credits.

Yes Management System - Accounting Modules

Daily Bookkeeping

- Select Drawer Date
- Sales Recap
- Prepayments
- Cash Paid Outs
- Accounts Receivable
- Accounts Payable**
- Bank Deposits
- Drawer Summary

Checkbook

- Check Register
- Reports
- Account Maintenance
- Reconcile Checkbook

Accounts Receivable

- Transactions
- Reports
- Account Maintenance

Accounts Payable

- Transactions
- Reports
- Account Maintenance

Payroll

- Transactions
- Reports
- Employee Maintenance

General Ledger

- Transactions
- Reports
- Account Maintenance
- System Maintenance

Change Location

Exit Accounting - 001

Daily Bookkeeping, Vendor Transactions - Open drawer: 07-22-2011 #1

Below is a list of Vendor Transactions. When Parts are received from vendors, the purchase is shown here. Click Add to add new purchases or payments.

	Vendor Code	Vendor invoice	Comment	Amount
	OREILLY	20049	(1) *FB FAN BELT @	19.99
	OREILLY	<input checked="" type="checkbox"/> Total 20049		28.98
	<input checked="" type="checkbox"/>			55.46
	WEST	FC120700	(1) * Brake Slack Adju	320.66
	WEST	<input checked="" type="checkbox"/> Total FC120700		320.66
	WEST	FC117652	(1) * Switch Flasher @	25.54
	WEST	<input checked="" type="checkbox"/> Total FC117652		25.54
	<input checked="" type="checkbox"/>			346.20
	WPAC	04003228	(1) \$WP Brake Disc (39.52
	WPAC	04003228	(1) \$WP Brake Pad S	45.41
	WPAC	<input checked="" type="checkbox"/> Total 04003228		84.93
	WPAC	04003226	(1) \$WP Ignition Wire	49.16
	WPAC	04003226	(1) \$WP Spark Plug (1.48
	WPAC	<input checked="" type="checkbox"/> Total 04003226		50.64
	<input checked="" type="checkbox"/>			135.57
Grand Total	<input checked="" type="checkbox"/>			1179.17

All locations
 Just this location

Selected 1179.17
Discounted 17.86

Add Edit Delete << Previous Next >>

Here we review today's Accounts Payable charges.

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Change Location

Exit Accounting - 001

Daily Bookkeeping, Bank Deposits - Open drawer: 07-22-2011 #1

Below is a list of deposits associated with this drawer. You may begin by clicking the Add Deposit button. After you have created all the deposits for this drawer, the drawer should balance.

Recorded Payments

Cnt	Payment Type	Amount
0	CASH	.00
2	VISA	1050.61
1	Mastercard	262.21
0	American Express	.00
0	Discover	.00
3	Check	762.09
0	Account Rec	.00

Suggested Deposits

Deposit Type	Amount
Cash & Checks	.00
VMBatch#	.00
AxBatch#	.00
DSBatch#	.00
A/R Charges	.00

Actual Deposits Print cash/checks deposit

Comment	Amount	Difference
07/22/11 Cash & Checks	728.95	.00
07/22/11 VMBatch#	1312.82	.00
	2041.77	.00

Add Deposit Edit Delete << Previous Next >>

Now we prepare our day's deposits.

Yes Management System - Accounting Modules

Daily Bookkeeping, Drawer Summary - Open drawer: 07-22-2011 #1
 The Drawer Summary gives the totals of all the information received for the day. The left side shows money received that is to be accounted for. The right side shows where the money went or how it is accounted for.

Sales	\$1924.91	Bank Deposits	\$2041.77
Received on account	\$150.00	A/R Charges	\$0.00
Cash (start)	\$100.00	Cash (end)	\$100.00
Manual A/R Charges	\$0.00	Cash Paid Out	\$33.14
Prepayments deposited	\$0.00	Prepayments applied	\$0.00
Total to account for	\$2174.91	Total accounted for	\$2174.91

Balance (over/short)

End this drawer's shift

Reports

- Drawer Summary
- Managers Summary

Exit Accounting - 001 Preview Print << Previous Done

It's time to close the drawer. First we make sure our balance is on.

Status

Posting A/P transactions and Cash Payouts	Done	Clearing undeposited prepayments	Done
Clearing out unmarked A/P transactions	Done	Clearing undeposited prepayments	Done
Posting A/R charges from invoices	Done	Posting applied prepayments	Done
Posting A/R transactions	Done	Posting invoices	Done
Posting Deposits	Done	Finishing	Sending unsent drawers

Preview

Print

<< Previous

Done

Our drawer is now closed and all of the information has been separated properly. If you choose to export to Quickbooks, the information will now export over.