MODULE 1 - INTRODUCTION

Having completed registration there are 5 essential steps to set up Yendo. Taking the time to set-up correctly eliminates the risk of errors going forward.

5 ESSENTIAL STEPS

1. Confirm your details
2. Add Contacts (2.1 Manually or 2.2 Import Contacts)
3. Add a bank account
4. Add additional staff members (users)
5. Invoice Templates

EACH STEP IS BROKEN DOWN INTO 4 PARTS

1. **WHAT**: A description of what the step is.
2. **WHY**: An explanation of why the step is important.
3. **HOW**: A guide detailing how you complete the step. In some cases not all information required is essential for Yendo. In such cases there will be a note explaining this.
4. **SCREENSHOT**: After each step there will be screenshots from Yendo as a reference point for you

THE STARTING POINT FOR EACH STEP WILL BE

- Click **"ACCOUNTING"**
- Click **"Getting Started"**

ACCOUNTING CRM SETTINGS

St. Marys GAA Club
test test

LOGOUT HELP FEEDBACK TUTORIALS

| HOME | SALES | PURCHASES | CONTACTS | TASKS | SETTINGS | REPORTS |

Dashboard   Getting Started   Community

Income This Month	Expenditure This Month	Overdue Invoices	
€0.00	€0.00	1 - 30 Days:	0.00
Income Last Month	Expenditure Last Month	31 - 60 Days:	€0.00
€0.00	€0.00	61 - 90 Days:	0.00
		Above 90 Days:	€6,130.50

Getting Started

Confirm Your Details

Before you use Yendo, it's good if you confirm that we have the correct details for your business.
Confirm Your Details Now

Add Contacts

Contacts are the customers and suppliers that your company works with.
Start Adding Contacts Now

Add a Bank Account

To allow us to record payments on invoices we need the details of at least one bank account.
Add a Bank Account Now

Add Additional Staff Members

If other staff members need access to your accounts they should be created as users within Yendo.
Add Staff Members Now

Information Setup
Customers & Suppliers

Invoice Templates

Chart of Accounts

Tax Codes

Bank Accounts

Day-To-Day Business
Sales Invoices

Purchase Invoices

Reporting
Profit & Loss

Balance Sheet

Sales

Purchases

Yendo

STEP 1 - CONFIRM YOUR DETAILS

WHAT

Entering basic information about your club

WHY

By entering your details here Yendo will;

- Display your club details correctly on sales invoices
- Prevent accidental adjustment of previous year financial records
- Display the correct time, date and currency

HOW

Click **"ACCOUNTING"**
Click **"Getting started"**
Click **"Confirm your details now"**

ESSENTIAL

1. **CONTACT DETAILS:** Input the basic contact details for you club. This ensures the club information appears correctly on sales invoices and by selecting Ireland (Republic of) allows Yendo to correctly calculate any tax liability you may have.
2. **YEAR END:** This is the date that your annual club accounts are made up to. The GAA recommend that you use the 31st *of October* as your year-end date.
3. **LOCK DATE:** Typically this is set to the year-end date for you last set of club accounts. For example 31st *of October 2012.* This is date before which all transactions in Yendo will be locked. This prevents a user from altering information prior to this date. This is an important safety feature that prevents alterations to an accounting period that has already been closed and signed off.
4. **LOCK OLDER THAN:** This is a rolling lock that will lock transactions older than a certain number of days. The default is 90 days but 30 days is probably more appropriate.
5. **TIMEZONE:** Set to GMT.
6. **CURRENCY:** Set to Euro. This should not be changed afterwards.
7. **CONTACT LIST FORMAT:** This allows you to choose the display format of your contacts in the invoices drop down menu. We recommend you use the **"Contact then Company"** option.

OPTIONAL

1. **LOGO:** Add your club logo so that it appears in the top left corner of Yendo alongside your club name
2. **TAX REFERENCE:** Reference number issue by Revenue
3. **COMPANY REFERENCE:** Government reference number issued to your organisation.
4. **DECIMAL PLACES:** This can normally be left set to 2.

Click **"Save Company"**

Yendo

Your Company

St. Marys GAA Club

Company Name	St. Marys GAA Club
Contact Email	morgan@yendo.com
Fax	
Telephone	
Address	1 New Street
	Our Town
Zip Code	
Country	Ireland (Republic of)
State/District	CARLOW
Image/Logo (35x35 pixels, JPG or GIF format)	Choose File No file chosen

Upload

Year End	31 December
Lock Date	01/01/190X
Lock older than	90 days
Tax Reference	
Company Reference	
Timezone	GMT Casablanca, Dublin,
Currency	EURO

Advanced Settings

Decimal Places	2
Contact List Format	Contact Then Company

Save Company

Yendo

STEP 2 - ADD CONTACTS
2.1: ADD CONTACTS MANUALLY

WHAT

Entering the contact details of your customers and your suppliers

CUSTOMERS: A customer is somebody who gives you money in return for goods or services. An example of a customer for a club could be a corporate sponsor. Depending on the size of your club you may also wish to set your members up as customers.

SUPPLIERS: A supplier is somebody you pay money for in exchange for goods or services.

WHY

- Store all your contact details in one location
- Email invoices and statements directly from Yendo
- Record receipts against sales invoices and payments against purchase invoices
- See how much each customer owes you and how much you owe your suppliers

MEMBERS: Depending on the size of your club you may wish to set your members up as "Customers"

HOW

The process for setting up a Customers and Suppliers is exactly the same:

Click **"ACCOUNTING"**
Click **"Getting started"**
Click **"Add Contacts"**
Click **"+"**

ESSENTIAL

CONTACT INFORMATION

1. **CONTACT TYPE:** Either a Customer or Supplier. If you are unsure don't worry, you can change this setting later.
2. **CONTACT NAME:** This is the name of the person whom you deal with in the company
3. **COMPANY NAME:** This is the company that the contact person above works for. To add a company click the **"+"**. Add a company name and click **"Save".** Select the company you have just added from the drop down menu.
4. **COUNTRY:** It is very important to select the correct country. While most of your sales and purchases will be within Ireland, sales outside of Ireland will have different tax rules applied to them and Yendo will not recognise this unless you select the correct country.
5. **STATE:** Select the county or region

6. **STATUS:** Set to **"Approved/Active".** If you wish to delete a contact at a later date select **"Deleted".** Warning - If you select this **"Deleted"** the contact will be permanently deleted.
7. **CONTACT EMAIL, ADDRESS, TELEPHONE, FAX & MOBILE:** This ensures the contacts details appear correctly on invoices and also allows you directly email contacts from Yendo.

OPTIONAL

CONTACT INFORMATION

1. **ZIP CODE:** Use this for Dublin addresses
2. **CATEGORY:** This allows you to group similar contacts together into a category
3. **SOURCE:** This allows you to record where you got this customer from if applicable

COMPANY INFORMATION/BANKING INFORMATION

The rest of the fields allow you to add information such as the contacts website etc. All are completely optional and will not impact on the way Yendo treats you contact. It is useful however if you wish to keep all the information about your contact in one place

2.2 IMPORTING CONTACTS

WHAT

If you have your contacts information already recorded on another system or in Excel you can import them directly to Yendo.

WHY

This will save a lot of time as you will not have to enter each contact manually.

HOW

For Yendo to be able to recognise your contact list it needs to be in CSV format.

Comma-separated values (CSV) is a simple file format that is widely supported by consumer and business applications. CSV files can be easily exported from applications such as Outlook or Excel. Once you have created a CSV file it can then be imported into Yendo.

Click **"Tasks"**
Click **"Import Data"**
Click **"Import Contacts from a file"**
Click **"Choose File"** and file the CSV file you have stored
Tick/untick the box for first row contains columns/names
Click **"Upload"**

Yendo will then generate a sample contact based on the information that you uploaded. You then need to use the drop down menus in the right hand column to define the information in the left hand column. As an example; Mary is **"contact name".**

Once you have done this for each row of information click **"import".** Yendo will then apply these descriptions to each of the contacts you imported.

Note. Each option in the right side column can only be selected once and you at a minimum need to select a contact name.

Yendo

HOME	SALES	PURCHASES	CONTACTS	TASKS	SETTINGS	REPORTS

Home   Fixed Assets   Journals   Bank Account Transactions   Bank Reconciliation

Tasks

Bank Reconciliation
Reconcile imported bank transactions

Fixed Assets
Manage your fixed assets.

Depreciate your Fixed Assets

Journals
Create and edit manual journal entries

Backups
Create and download a backup of all your data.

Create Backup

Importing
Import bank statements, contacts and invoices into Yendo.

Import Data

Bank Account Transactions

Display Name	Account Name	Balance
Current A/C	Current A/C	200.00

Transfer Money Between Bank Accounts

Importing Data

Back

Invoices

Import Invoices from a file
Import a list of invoices from a CSV file

Tips on creating a CSV file
Advice on how to create a CSV file containing invoice information

Sample CSV file
Download a sample CSV file. This file contains two invoices, one with three line items and another with just one.

Bank Statements

Import Bank Statements from a file
Import bank transactions from a CSV file

Contacts

Import Contacts from a file
Import a list of customers/suppliers from a CSV file

Tips on creating a CSV file
Advice on how to create a CSV file containing contact information

Yendo

Import Contacts From File

Upload Contacts List

Back

CSV File   [Choose File] No file chosen

☑ First Row Contains Column Names

[Upload File]

Note:

Files should be in CSV format i.e. comma delimited with double quotes as the text qualifier.

A maximum of 100 contacts can be imported in each file.

Only the first 20 columns are imported so you may need to customise your file to only include information you need.

Import Contacts From File

Sample Row	Field Mapping
<< Previous Next >>	
Contact Type	Please Select ▼
mary	Ignore ▼
jones	Ignore ▼
mary@gmail.com	Ignore ▼
78978	Ignore ▼
	Ignore ▼
	Ignore ▼

Yendo

STEP 3: ADD A BANK ACCOUNT

WHAT

Adding different types of bank accounts

WHY

This allows you to correctly record all money in and out of the club

HOW

Click **"ACCOUNTING"**
Click **"Getting started"**
Click **"Add a bank account"**
Click **"+"**

1. **ACCOUNT TYPE:** Yendo allows you to set up bank accounts under 4 separate categories;
   i)   Current/Savings
   ii) Equity
   iii) Loan/Credit Card
   iv) PayPal
2. **DISPLAY NAME:** This is the name that will appear in Yendo. For example you could call your current account "AIB Current A/c 1"
3. **ACCOUNT NAME:** This is the name of your account on your statements. For example "St Mary's GAA Club"
4. **SORT/BRANCH CODE:** This is the 6 digit code that identifies which bank branch your account is held at. If the account you are setting up does not have a sort code simply enter "123456"
5. **ACCOUNT NUMBER:** If you do not have an account number enter "12345678"
6. **ACCOUNT IBAN NUMBER:** This is not essential and can be left blank
7. **COUNTRY:** Select Ireland (Republic of). Obviously if you have any bank accounts held in foreign countries you can select the relevant country from the drop down menu
8. **CURRENTY:** Select the currency in which this account is held. If you hold accounts in different currencies you can select the relevant currency from the drop down menu.
9. **STATUS:** Select **"Approved/Active"** to confirm the account is active
10. **OPENING BALANCE:** Leave this at zero. We will discuss opening balances later in set-up.

Click **"Save Bank Account"**

PETTY CASH

We also recommend that you set up a Petty Cash account as a bank account. A petty cash account should be set up as a current/savings account. Follow the steps as above.

Yendo

Add Bank Account

<< Back

Account Type   Please Select [▼]

Display Name   [   ]

Account Name   [   ]

Sort/Branch Code   [   ]

Account Number   [   ]

Account IBAN Code   [   ]

Country   Please Select [▼]

Currency   Please Select [▼]

Status   Please Select [▼]

Opening Balance   [0   ]

[Save Bank Account]

Yendo

STEP 4: ADD ADDITIONAL STAFF MEMBERS

WHAT

Add additional users and/or your accountant to Yendo and also give them different levels of access.

WHY

Generally speaking different staff may have specific roles. You may wish to limit their access to specifically the tasks that they carry out.

HOW

Click **"ACCOUNTING"**
Click **"Getting started"**
Click **"Additional staff members"**
Click **"+"**

CONTACT INFORMATION

ESSENTIAL

1. **FIRST NAME:** Users members first name
2. **SECOND NAME:** Users surname
3. **CONTACT EMAIL:** users email address
4. **USERNAME:** This is the username that they will use to login. We recommend that you use the users contact email from above for this
5. **PASSWORD:** This is the password that they will use to login
6. **TIMEZONE:** This allows Yendo to better handle support requests from this user
7. **LANGUAGE:** The Yendo system will be displayed to the user in this language
8. **USER TYPE:** Yendo allows you give users 4 different default level of access that allow you to tailor the access for each user. Select the level of access from the drop down menu and then click **"Apply profile"** to see what access is granted. If you are happy with the access click **"Save User Access"** to save the settings.
   - **ADMINISTRATOR**: Full access
   - **STANARD:** Access to all accountancy functionality but no access to settings
   - **LOW:** Access to Sales, Purchases & Contacts
   - **NO ACCESS:** User locked out of the system

Click **"Save User"**

Yendo

Add User

First Name

Second Name

Contact Email

Address

Please Select ▼

Telephone

Fax

Mobile

Username

Check Username

Password (more than 7
characters, including a number)

Confirm Password

Timezone   Please Select ▼

Language   Please Select ▼

User Type   Please Select ▼

Yendo

STEP 5: INVOICE TEMPLATES

WHAT

Set up templates for sales Invoices that can be sent to your customers

WHY

This allows you to tailor an invoice to include your company logo. Yendo will then pull the information from the contact details (which we set up earlier) and the sale invoices details (which will be dealt with later) to automatically generate a sales invoice that you can send directly to your customer through Yendo.

HOW

Click **"ACCOUNTING"**
Click **"Getting started"**
Click **"Invoice templates"**
Click **"+"**
Click **"preview"** under each image to have a look at the invoice templates
Click **"select"** below the invoice you want to use

ESSENTIAL

1. **TEMPLATE NAME:** Name the template so you can recognise it later when generating the sales invoice
2. **LOGO IMAGE:** Use this to upload the logo of your club. Click **"Choose file".** This opens a window that allows you to search your computer for the image. Highlight the image once you have found it and click **"Open".** Then click **"Upload logo".** The image should be in JPEG format and be scaled to an appropriate size. Typically the image should be no more than 200 pixels wide.
3. **STATUS:** Set this to **"Approved/Active"**
4. **DEFAULT TEMPLATE:** By ticking this box Yendo will automatically select this template when automatically generating a sales invoice for you

OPTIONAL

All the other fields are optional and we would recommend you leave them at the default settings.

NOTE

When editing a template please ensure that all relevant details are included on the template. It should include contact information for your organisation together with any government or tax reference numbers that apply.

Click **"Save Template"**

Appendix 5

Yendo

Add PDF Template

< Back

Please choose an invoice template from the list below.

If you want to create your own custom template, please see our invoice template tips section.
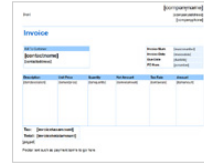
Classic
Preview   Select

Modern
Preview   Select

Professional
Preview   Select

Ocean
Preview   Select

Autumn
Preview   Select

Statement: Classic

Delivery Note

Remittance Advice

Add PDF Template

< Back

Template Name

Logo Image
Choose File | No file chosen
MAX 250x250 pixels
Upload Logo

Page Margins

100

50   50

100

Font Type   Arial   ▼   [?]
Font Size   Normal   ▼
Title   Invoice   [?]
Title (Quotations) Quotation   [?]
Title (Credit Notes) Credit Note   [?]
Title (Paid)   Paid   [?]
Title (Purchase)   Purchase   [?]
Title (Purchase Credit) Purchase Credit [?]
Title (Expenses)   Expense   [?]

Yendo