



# SAApp Quick Guide

- ✓ SAApp allows for up to 3 users and up to 3 installations; the startup username is 1, 2 or 3 and the startup password = the startup username.
- ✓ Click on the BoI logo to display and update the **SET-UP** form with your business and user access details. SAApp comes pre-loaded with a sample business's records with which you can explore the various features of the App. The sample is no longer available once you set up your business details.
- ✓ The **HELP BAR** at the bottom of the App displays useful information about all the buttons or boxes showing on the screen.
- ✓ SAApp has 3 functional buttons:



**ENTER New Transaction:** This screen is where you enter details of your business activities. There are selection/entry fields for **WHEN** the activity happened, **WHICH** aspect of your business it relates to, **WHAT** specific account, **HOW MUCH** was involved, and **HOW** the amount was paid or received (cash, bank or credit) as well as **WHO** the other party was and **WHY** or the reasons or description of the transaction. You can create up to 20 sub-accounts using the Insert key on the WHAT and HOW list boxes. You delete sub-accounts using the Delete key.



**VIEW Past Entries:** Displays a list of all the activities you have recorded in SAApp and all the fields can be sorted.



**VIEW Financial Reports:** Allows you to view various financial reports about your business.

- The **SELECT A PERIOD** list offers you 4 viewing choices for your reports: Weekly, Monthly, Quarterly and Yearly.
  - The **CHOOSE A REPORT** list offers you the following report choices: Trial Balance, Balance Sheet, Profit & Loss Account, Cash Flow Statement, Financial Ratios and Fixed Assets Summary Schedule. It also allows you to carry out Bank Reconciliation and Inventory Tracking.
  - The **SELECT A CURRENCY** list and the **RATE** box show only where you have foreign currency loans, otherwise they are hidden. You can select the currency and enter the exchange rate of the foreign currency transaction.
  - The **VIEW NEXT/PREVIOUS PERIOD** buttons allow you to scroll through and review your Financials backwards and forwards in time.
  - The **SAVE TO PDF** button saves a full set of your Financial Reports based on the currently selected date and period.
  - The **MAIL PERIOD REPORT** button saves and emails a full set of your Financial Reports to the specified email recipient.
- ✓ SAApp also has 2 utility buttons:



The **ROTATE COLOURS** button allows you to change the colour scheme with a single click.



The **EXIT** button closes SAApp.