



EzeAccounts

Accounting Software

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EzeAccounts

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1. SET UP AND GENERAL USE

EzeAccounts is a simple accounting software package designed for self-employed individuals and small businesses. Unlike all of the other accounts packages, EzeAccounts is easy to use. Setup takes two minutes and no experience is necessary. Once setup, you can easily and quickly produce invoices, tax and vat returns. This is an all in one solution to eliminate the need for an accountant and give you a business health check at any time.

EzeAccounts is a great accounts package suitable for you if you are a :

- *Self employed*
- *Sole trader*
- *VAT registered company*
- *Non VAT registered company*

EzeAccounts will produce

- *Customer Invoices*
- *Balance Sheets*
- *End of Year Reports*
- *Tax Returns*
- *Short Tax Return*
- *VAT returns*
- *Stock Accounts*
- *Fixed Assets Accounts*

EzeAccounts will store your basic records required for tax which will normally include:

- *a record of all your sales, with copies of any invoices you've issued*
- *a record of all your business purchases and expenses*
- *details of any amounts you personally pay into or take*



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1A. INSTALLATION

To install EzeAccounts simply Download and double click on the EzeAccounts_Setup.exe program. This will automatically install EzeAccounts to your computer together with an uninstall facility.

1B. DEMO MODE

The software comes in Demo mode to allow for evaluation before making a purchase. In Demo mode the Settings are set for an imaginary company and an imaginary invoice is created. In demo mode you will not be able to save any changes or add any new records. In Demo mode, a Buy Now window will appear every time you navigate from Invoices to one of the main categories.

1C. PURCHASING

If you wish to make a purchase, click on the Buy Now button in the Buy Now window. In you are not online the software will request you connect to make the purchase. You will be taken to a secure checkout and asked for your payment card details. Once payment is completed you will be sent an email with a secure number. Enter this number into the EzeAccounts Buy Now window. Once entered click the OK button. The Title bar of the software will show the message "Verifying....". Once completed, if your code was correct your software will be in full mode and ready to use.



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1C. SETTINGS



Click this button to go to settings

To edit the current settings simply correct the entries you wish to change and press save. Company Name, address and phone numbers should be correct as they are used on the printed reports and invoices.

- 👉 VAT Registration Number - Leave this field blank unless you are registered for VAT*
- 👉 VAT Period 1 Start - If you are VAT registered enter you period 1 start date*
- 👉 VAT Period 2 Start - If you are VAT registered enter you period 2 start date*



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- 👉 *VAT Period 3 Start - If you are VAT registered enter you period 3 start date*
- 👉 *VAT Period 4 Start - If you are VAT registered enter you period 4 start date*

- 👉 *Company Year Start - All companies have a start of year, if you have trade for more than a year you will already have a date, if not you will have to choose one.*
- 👉 *Company Year End - All companies have an end of year, it will be the day before your next start of year.*
- 👉 *Cheques Payable to - This will be printed on your invoices, simply enter your bank account name.*
- 👉 *Payment Terms - This will be printed on your invoices. This is the number of days you allow your customers to make payment for the goods. If you do not offer credit, enter zero.*
- 👉 *Home Allowance Claim - If you use your home for business, you can claim either a flat rate allowance of £3 per week (correct at the time of writing) or calculate a new figure as a percentage of the house bills based on the percentage of the house used.*
- 👉 *Pool Carried Forward - If you have traded for more than a year you may have a Pool value carried forward. This will be on your previous year's accounts. This will represent a percentage of the value of any fixed asset brought in the previous year. This value will be incorporated in to your current year tax return and will be used along with any fixed assets purchased in the current year to calculate your Capital Allowance.*
- 👉 *Invoice Footer Note - The will be printed on your invoice as a footer. A simple message, advert, advise or anything you wish.*

- 👉 *Save - After any changes, you must save the emended record by clicking on Save.*



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2. HOW TO ADD A NEW INVOICE



Click this button to go to invoices

Qty	Enter Description (Including Stock ID If Applicable)	Unit Price
1	Work Done this a test to see how many words we can get in one line	£ 34.18
1	The RoulettePro+ software program utilizes a user-friendly interface t	£ 11.00
1	RouletteRaid software is unique in that it runs five systems, each run	£ 12.00
11	A free tool from ezesoftware for the automatic registration of PAD file	£ 1.33
1	AVG Free Edition is the well-known antivirus protection tool. AVG Fre	£ 21.00
2	Can you reach Astariel? Astariel is a fun retro arcade game requiring	£ 12.00
1	Should it be necessary to print more lines than fit on one page (betw	£ 12.00
44	Should it be necessary to print more lines than fit on one page (betw	£ 12.99
2	Should it be necessary to print more lines than fit on one page (betw	£ 3.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00

Details:

Ref 1
Date 02/07/2008
Order No
VAT Rate % 15.00
Delivery Charge £ 0.00

Customer:
Name Bill and Ben the
Address L1 the Pottery She
Address L2 Pottery land
Address L3 Pottery Yard
Address L4 Sheffield
Post Code TA19 9EF
Origin UK

Total £ 706.37
VAT £ 105.96
Amount Due £ 812.33

Payment Rec 02/07/2008

👉 **Create New Invoice** - Click this button to create a new invoice.

- ✍ **Qty** - Enter the number of item sold.
- ✍ **Description** - A description of the item sold. If the item is from your stock, you must include the **STK** stock part number. This can be found by clicking on the **Stock** button and checking the stock records. All stock part numbers begin with "STK-". If you do not have enough stock for the sale you will be notified. If you do, the stock used will be deducted from the stock record.
- ✍ **Unit Price** - The price before VAT (if registered) for each item.
- ✍ **Date** - The date the customer made their purchase.



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- ✍ Order No - If your customer uses order numbers record it in this field.*
 - ✍ VAT Rate % - If you are VAT registered include the vat rate here, if not enter zero.*
 - ✍ Delivery Charge - If you are sending the item include a postage charge. The charge should be pre vat (if registered).*
 - ✍ Customers Name and address - If the customer has bought from you before, their address will be found automatically.*
 - ✍ Origin - The customer's origin is required for VAT. Select UK, Other EEC or Non EEC.*
 - ✍ Payment Rec - Tick this box if the payment has been received. Enter the date payment was received. This is used for VAT and Tax returns and must be accurate.*
- 👉 Save - Click this button to save a new or amended invoice.*



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3. HOW TO AMEND AN INVOICE



Click this button to go to invoices

The screenshot shows the EzeAccounts V 3.00 software interface. The main window displays an invoice form with the following sections:

- Navigation Buttons:** Invoices, Expenses, Stock, Reports, Settings, Import, Help.
- Invoice Items Table:**

Qty	Enter Description (Including Stock ID If Applicable)	Unit Price
1	Work Done this a test to see how many words we can get in one line	£ 34.18
1	The RoulettePro+ software program utilizes a user-friendly interface t	£ 11.00
1	RouletteRaid software is unique in that it runs five systems, each run	£ 12.00
11	A free tool from ezsoftware for the automatic registration of PAD file	£ 1.33
1	AVG Free Edition is the well-known antivirus protection tool. AVG Fre	£ 21.00
2	Can you reach Astariel? Astariel is a fun retro arcade game requiring	£ 12.00
1	Should it be necessary to print more lines than fit on one page (betw	£ 12.00
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2	Should it be necessary to print more lines than fit on one page (betw	£ 3.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
- Details:** Ref 1, Date 02/07/2008, Order No, VAT Rate % 15.00, Delivery Charge £ 0.00.
- Customer:** Name Bill and Ben the, Address L1 the Pottery She, Address L2 Pottery land, Address L3 Pottery Yard, Address L4 Sheffield, Post Code TA19 9EF, Origin UK.
- Totals:** Total £ 706.37, VAT £ 105.96, Amount Due £ 812.33.
- Buttons:** CREATE NEW INVOICE, SAVE, PRINT, navigation arrows, Payment Rec 02/07/2008.

👉 **Navigation Buttons** - You can jump forward or backwards through all the invoices using << < > >>.

Once at the invoice you wish to amend simply type in your changes! Do not forget to save your changes.

👉 **Save** - Click this button to save a new or amended invoice.



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4. HOW TO INCLUDE STOCK ON AN INVOICE



Click this button to go to invoices

The screenshot shows the EzeAccounts V 3.00 software interface. The main window is titled "EZEACCOUNTS" and contains an "Invoice Items" table and a "Details" section. The "Invoice Items" table has columns for Qty, Enter Description (Including Stock ID If Applicable), and Unit Price. The "Details" section includes fields for Ref, Date, Order No, VAT Rate %, Delivery Charge, Customer Name, Address L1-L4, Post Code, and Origin. At the bottom, there are buttons for "CREATE NEW INVOICE", "SAVE", "PRINT", and navigation arrows, along with a "Payment Rec" dropdown menu.

Qty	Enter Description (Including Stock ID If Applicable)	Unit Price
1	Work Done this a test to see how many words we can get in one line	£ 34.18
1	The RoulettePro+ software program utilizes a user-friendly interface t	£ 11.00
1	RouletteRaid software is unique in that it runs five systems, each run	£ 12.00
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2	Can you reach Astariel? Astariel is a fun retro arcade game requiring	£ 12.00
1	Should it be necessary to print more lines than fit on one page (betw	£ 12.00
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2	Should it be necessary to print more lines than fit on one page (betw	£ 3.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00

Details:

Ref: 1
Date: 02/07/2008
Order No:
VAT Rate %: 15.00
Delivery Charge £: 0.00

Customer:
Name: Bill and Ben the
Address L1: the Pottery She
Address L2: Pottery land
Address L3: Pottery Yard
Address L4: Sheffield
Post Code: TA19 9EF
Origin: UK

Total £: 706.37
VAT £: 105.96
Amount Due £: 812.33

Payment Rec: 02/07/2008

👉 **Create New Invoice** - Click this button to create a new invoice.

- ✍ **Qty** - Enter the number of item sold.
- ✍ **Description** - A description of the item sold. If the item is from your stock, you must include the **STK** stock part number. This can be found by clicking on the **Stock** button and checking the stock records. All stock part numbers begin with "STK-". If you do not have enough stock for the sale you will be notified. If you do, the stock used will be deducted from the stock record.
- ✍ **Unit Price** - The price before VAT (if registered) for each item.



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- ✍ Date - The date the customer made their purchase.*
 - ✍ Order No - If your customer uses order numbers record it in this field.*
 - ✍ VAT Rate % - If you are VAT registered include the vat rate here, if not enter zero.*
 - ✍ Delivery Charge - If you are sending the item include a postage charge. The charge should be pre vat (if registered).*
 - ✍ Customers Name and address - If the customer has bought from you before, their address will be found automatically.*
 - ✍ Origin - The customer's origin is required for VAT. Select UK, Other EEC or Non EEC.*
 - ✍ Payment Rec - Tick this box if the payment has been received. Enter the date payment was received. This is used for VAT and Tax returns and must be accurate.*
- 👉 Save - Click this button to save a new or amended invoice.*



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5. HOW TO RECORD AN INVOICE PAYMENT



Click this button to go to invoices

The screenshot shows the EzeAccounts V 3.00 software interface. The main window is titled "EZEACCOUNTS" and contains an "Invoice Items" table, a "Details" panel, and a navigation bar at the bottom.

Qty	Enter Description (Including Stock ID If Applicable)	Unit Price
1	Work Done this a test to see how many words we can get in one line	£ 34.18
1	The RoulettePro+ software program utilizes a user-friendly interface t	£ 11.00
1	RouletteRaid software is unique in that it runs five systems, each run	£ 12.00
11	A free tool from ezsoftware for the automatic registration of PAD file	£ 1.33
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0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00

Details:

Ref: 1
Date: 02/07/2008
Order No:
VAT Rate %: 15.00
Delivery Charge £: 0.00

Customer:
Name: Bill and Ben the
Address L1: the Pottery She
Address L2: Pottery land
Address L3: Pottery Yard
Address L4: Sheffield
Post Code: TA19 9EF
Origin: UK

Total £: 706.37
VAT £: 105.96
Amount Due £: 812.33

Navigation: CREATE NEW INVOICE | SAVE | PRINT | << | < | > | >> | Payment Rec: 02/07/2008

Find the invoice that payment has been received for

- 👉 Navigation Buttons - You can jump forward or backwards through all the invoices using << < > >>.

Once at the invoice you click on the

- 👉 Payment Rec box
- 👉 Enter the date payment was received.

- 👉 Save - Click this button to save a new or amended invoice.



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6. HOW TO PRINT AN INVOICE



Click this button to go to invoices

The screenshot shows the EzeAccounts V 3.00 software interface. The main window is titled "EZEACCOUNTS" and contains an "Invoice Items" table, a "Details" panel, and a "Customer" panel. The "Invoice Items" table has columns for Qty, Enter Description (Including Stock ID If Applicable), and Unit Price. The "Details" panel includes fields for Ref, Date, Order No, VAT Rate %, and Delivery Charge. The "Customer" panel includes fields for Name, Address L1, Address L2, Address L3, Address L4, Post Code, and Origin. The bottom of the window has a navigation bar with buttons for "CREATE NEW INVOICE", "SAVE", "PRINT", and navigation arrows, along with a "Payment Rec" dropdown menu.

Qty	Enter Description (Including Stock ID If Applicable)	Unit Price
1	Work Done this a test to see how many words we can get in one line	£ 34.18
1	The RoulettePro+ software program utilizes a user-friendly interface t	£ 11.00
1	RouletteRaid software is unique in that it runs five systems, each run	£ 12.00
11	A free tool from ezesoftware for the automatic registration of PAD file	£ 1.33
1	AVG Free Edition is the well-known antivirus protection tool. AVG Fre	£ 21.00
2	Can you reach Astariel? Astariel is a fun retro arcade game requiring	£ 12.00
1	Should it be necessary to print more lines than fit on one page (betw	£ 12.00
44	Should it be necessary to print more lines than fit on one page (betw	£ 12.99
2	Should it be necessary to print more lines than fit on one page (betw	£ 3.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00
0		£ 0.00

Details:

Ref: 1
Date: 02/07/2008
Order No:
VAT Rate %: 15.00
Delivery Charge: £ 0.00

Customer:

Name: Bill and Ben the
Address L1: the Pottery She
Address L2: Pottery land
Address L3: Pottery Yard
Address L4: Sheffield
Post Code: TA19 9EF
Origin: UK

Total: £ 706.37
VAT: £ 105.96
Amount Due: £ 812.33

Payment Rec: 02/07/2008

Find the invoice you wish to print by

- 👉 **Navigation Buttons** - You can jump forward or backwards through all the invoices using << < > >>.
- 👉 **Print** - Click this button to print the current invoice. If you have made changes to the current invoice, save before printing.



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8. HOW TO RECORD A NEW EXPENSE



Click this button to go to expenses

The screenshot shows the 'Expenses' form in EzeAccounts V 3.00. The form is titled 'Expenses' and contains the following fields:

- Date Purchased: 02/07/2008
- ID: 1
- Description: Repairs
- Qty: 1
- Expense Category: Repairs
- Total Amount £: 263.00 (inc VAT)
- From Account: Company Account
- VAT Rate: 15.00 %
- Origin of purchase: UK
- Date Paid For: 02/07/2008

At the bottom left of the form area, there is a button labeled 'CREATE NEW EXPENSE'. At the bottom right, there are buttons for 'SAVE', '<<', '<', '>', and '>>'.

👉 *Create New Expense - Click this button to enter a new expense.*

- ✍ *Date Purchased - Date the goods or services were bought by you.*
- ✍ *Description - A brief description of the goods or services.*
- ✍ *Category - Select from the predefined categories of expense*
 - Stock - stock items for resale*
 - Materials/Plant Hire - materials or equipment used for a job*
 - Sub Contract - labour hired for a job*
 - Employee Costs - cost associated with regular workforce*
 - Premises - cost for use of a premises*
 - Repairs - repairs to equipment*
 - General Admin - stamps, phones, stationary etc*



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Motor Expenses - fuel, repairs etc.

Travel & Subsistence - travel and food

Advertising - advertising costs

Legal & Prof - Bank, Solicitors and Accountant etc.

Fixed Asset purchases (not cars) - A long-term, tangible asset not expected to be converted to cash in the current or upcoming fiscal year, such as manufacturing equipment and plant.

- ✍ Total Amount - Enter the total expense including VAT, this will be on your receipt. (This is not required when entering a mileage allowance).*
- ✍ From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the expense was paid from your personal cash, cheque or card select "Loan Account".*
- ✍ VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
- ✍ Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
- ✍ Date paid for - Enter the date you paid for the expense.*

👉 Save - Click this button to save the new expense.



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9. HOW TO AMEND AN EXPENSE



Click this button to go to expenses

The screenshot shows the EzeAccounts V 3.00 software interface. The main window is titled "EZEACCOUNTS" and displays the "Expenses" form. The form contains the following fields and values:

- Date Purchased: 02/07/2008
- ID: 1
- Description: Repairs
- Qty: 1
- Expense Category: Repairs
- Total Amount £: 263.00 (inc VAT)
- From Account: Company Account
- VAT Rate: 15.00 %
- Origin of purchase: UK
- Date Paid For: 02/07/2008

At the bottom of the form, there are buttons for "CREATE NEW EXPENSE", "SAVE", and navigation buttons: "<<", "<", ">", and ">>".

Find the expense you wish to amend using

👉 Navigation Buttons - You can jump forward or backwards through all the expenses using << < > >>.

Once at the expense you wish to simply type in your changes! Do not forget to save your changes.

👉 Save - Click this button to save a new or amended invoice.



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10. HOW TO RECORD A STOCK PURCHASE



Click this button to go to expenses

The screenshot shows the 'Expenses' form in EzeAccounts V 3.00. The form is titled 'Expenses' and contains the following fields:

- Date Purchased: 02/07/2008
- ID: 1
- Description: Repairs
- Qty: 1
- Expense Category: Repairs
- Total Amount £: 263.00 (inc VAT)
- From Account: Company Account
- VAT Rate: 15.00 %
- Origin of purchase: UK
- Date Paid For: 02/07/2008

At the bottom left of the form is a button labeled 'CREATE NEW EXPENSE'. At the bottom right are buttons for 'SAVE', '<<', '<', '>', and '>>'.

👉 *Create New Expense - Click this button to enter a new expense.*

- ✍ *Date Purchased - Date the goods or services were bought by you.*
- ✍ *Description - A brief description of the goods or services.*
- ✍ *Category - Select Stock.*
- ✍ *Total Amount - Enter the total expense including VAT, this will be on your receipt. (This is not required when entering a mileage allowance).*
- ✍ *From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the*



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expense was paid from your personal cash, cheque or card select "Loan Account".

- ✍ VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
 - ✍ Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
 - ✍ Date paid for - Enter the date you paid for the expense.*
- 👉 Save - Click this button to save the new expense.*



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11. HOW TO RECORD A MILEAGE ALLOWANCE



Click this button to go to expenses

EzeAccounts V 3.00

EZEACCOUNTS

Expenses

Date Purchased: 02/07/2008 ID: 1

Description: Repairs Qty: 1

Expense Category: Repairs

Total Amount £: 263.00 (inc VAT)

From Account: Company Account

VAT Rate: 15.00 %

Origin of purchase: UK

Date Paid For: 02/07/2008

CREATE NEW EXPENSE SAVE << < > >>

👉 *Create New Expense - Click this button to enter a new expense.*

- ✍ *Date Purchased - Date the goods or services were bought by you.*
- ✍ *Description - A brief description of the goods or services.*
- ✍ *Category - Select Motor Expenses*
- ✍ *Fuel Type - Select your fuel type*
- ✍ *Size of Engine - Select your engine size*
- ✍ *Mileage - Enter the mileage travelled for claim*
- ✍ *Total Amount - Leave Blank.*
- ✍ *From Account - If the expense was paid from a company cheque, card or petty cash select the option "Company Account". If the*



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expense was paid from your personal cash, cheque or card select "Loan Account".

- ✍ VAT Rate - Select the VAT rate paid on the goods, this will be on your receipt.*
 - ✍ Origin of Purchase - Select the region from where the purchase was made. This is for VAT reports.*
 - ✍ Date paid for - Enter the date you paid for the expense.*
- 👉 Save - Click this button to save the new expense.*



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12. CHECK STOCK LEVEL



Click this button to go to Stock

Part Num	Description	Cost Each	Quantity	Used
STK-100044	Washers	£0.10	100	10

Stock - All stock purchased will be recorded and entered automatically in to this record. If stock is sold or used on an invoice, the stock record will be amended.

Part Num - Automatically produced number. To use stock on an invoice, enter the stock part number in the description field on the invoice.

Description - A brief description of the item.

Cost Each - Based on the expense entry, a cost per item will be worked out.

Quantity - The number purchased.

Used - The number used.



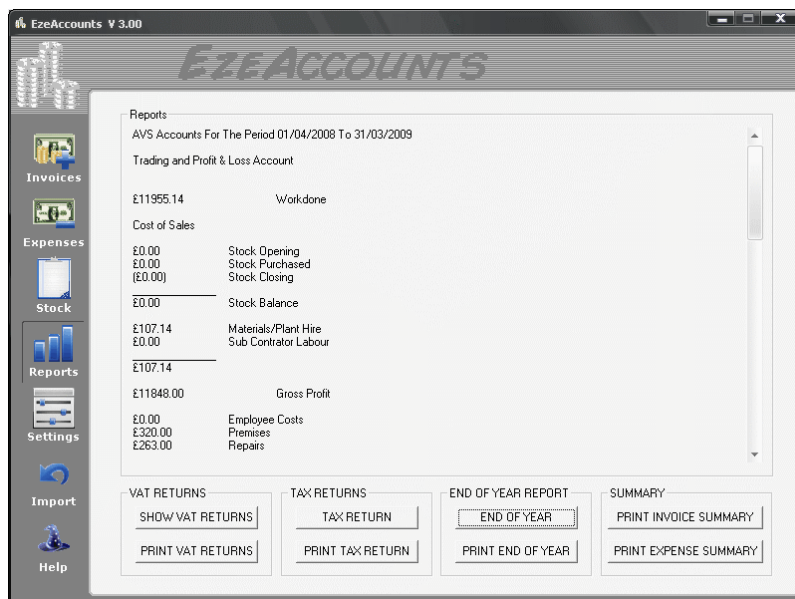
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13. HOW TO GET YOUR VAT RETURN FIGURES

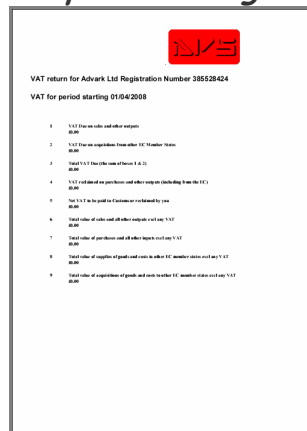


Click this button to go to Reports



👉 Click show VAT Returns to show figures in the display window

👉 Click Print VAT Returns to print the figures





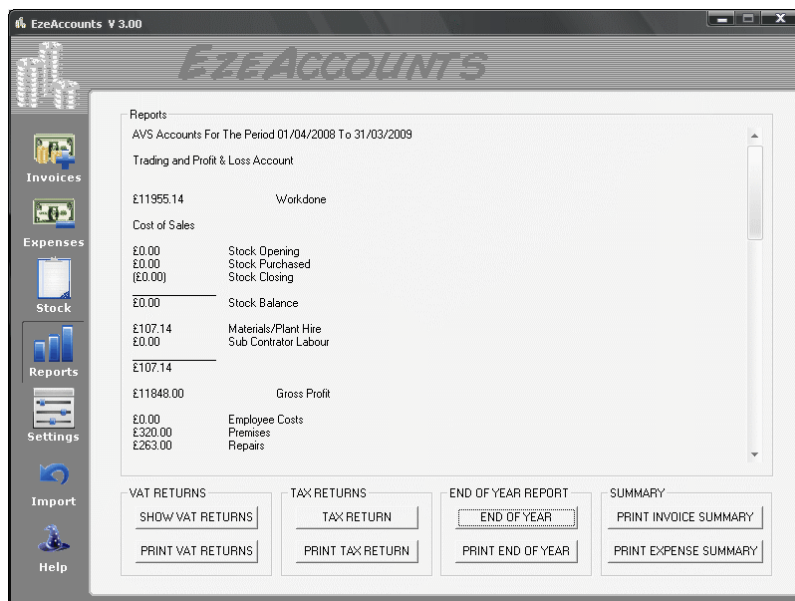
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14. HOW TO GET YOUR TAX RETURN FIGURES



Click this button to go to Reports



Click Tax Returns to show figures in the display window

Click Print Tax Returns to print the figures

The screenshot shows a tax liability report for Advark Ltd. for the period 01/04/2008 to 31/03/2009. The report is titled 'Advark Ltd Anticipated Tax Liability' and includes a red 'EZE' logo. The report details various tax liabilities and payments, including VAT, Corporation Tax, and Income Tax.

Advark Ltd Anticipated Tax Liability	
Period 01/04/2008 To 31/03/2009	
LIABILITIES	
VAT	£700.00
Corporation Tax	£700.00
Income Tax	£700.00
TOTAL LIABILITIES	£2100.00
PAYMENTS	
VAT	£700.00
Corporation Tax	£700.00
Income Tax	£700.00
TOTAL PAYMENTS	£2100.00
NET TAX LIABILITY	£0.00



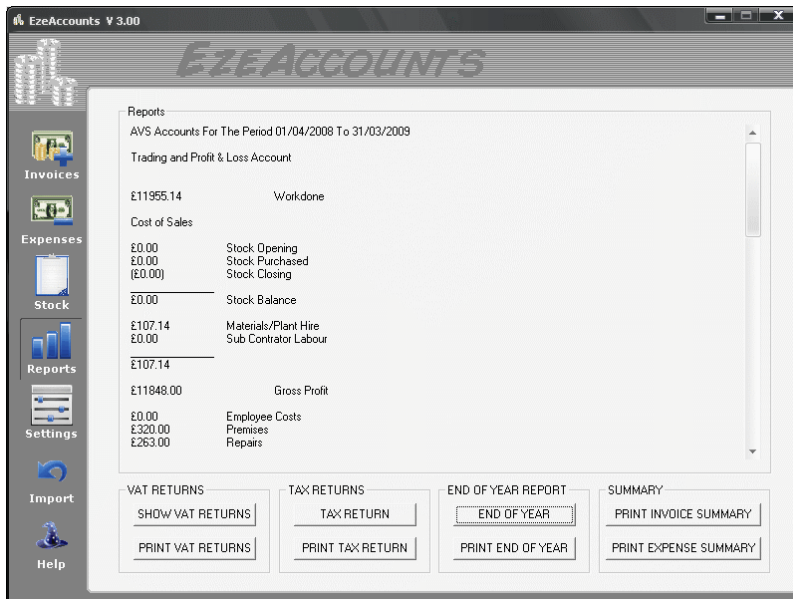
EzeAccounts

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15. HOW TO GET YOUR YEAR END AND BALANCE SHEET



Click this button to go to Reports



Click show End Of Year to show figures in the display window

Click Print End Of Year to print the figures

The two screenshots show the 'End of Year Report' window for AVS Accounts. The left screenshot displays the 'Trading Profit and Loss Account' for the period 01/04/2008 to 31/03/2009. The right screenshot displays the 'Balance Sheet' as at 31/03/2009.

Trading Profit and Loss Account	
Workdone	11955.14
Cost of Sales	
Stock Opening	0.00
Stock Purchased	0.00
Stock Closing	(0.00)
Stock Balance	0.00
Materials/Plant Hire	107.14
Sub Contrator Labour	0.00
	107.14
Gross Profit	11848.00
Employee Costs	0.00
Premises	320.00
Repairs	263.00
	583.00
	11265.00

Balance Sheet	
Fixed Assets	100.00
Current Assets	11165.00
Net Assets	11265.00
Capital	11265.00
Reserves	0.00
Liabilities	0.00
Current Liabilities	0.00
Long Term Liabilities	0.00
Total	11265.00



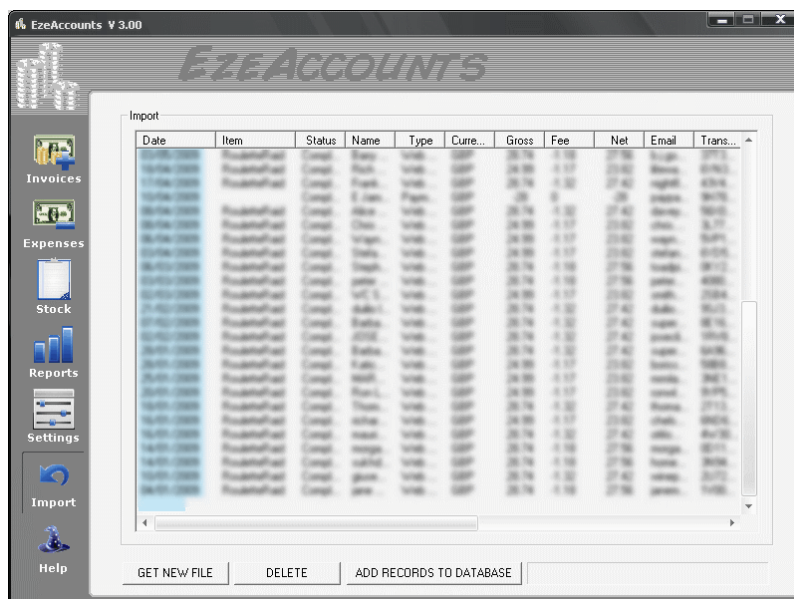
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16. IMPORTING DATA



Click this button to go to Import



To do this, simply:

- ☞ Click on the button "GET NEW FILE" and select the file containing the data you wish to import.*
- ☞ Once imported you can see all the data on the screen. Select any records you do not wish to import and click on DELETE to remove them.*
- ☞ Once you are happy all the data is relevant click on ADD TO DATABASE. This may take some time if it is a large file.*

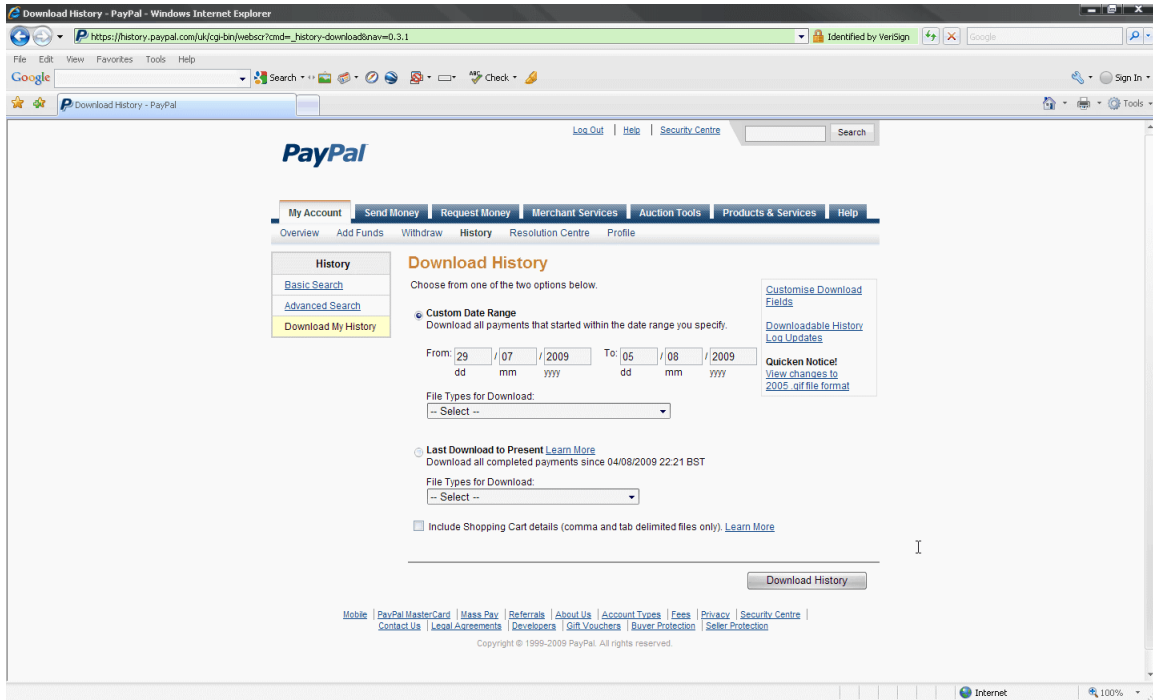
Once complete you will be notified how many records were added and if any failed.



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EXAMPLE IMPORTING PAYPAL HISTORY



First you need to download your PAYPAL sales history for the period you require. To do this start by logging in to your PAYPAL account and click on the HISTORY button.

Next click on the DOWNLOAD HISTORY option.

On the right side of the page is an option to CUSTOMISE MY DOWNLOAD HISTORY. Click on this link.

In addition to the Default Fields of Date, Time, Time Zone, Name, Type, Status, Currency, Gross, Fee, Net, From Email Address, To Email Address, Transaction ID, Reference Transaction ID, Receipt ID, the following should be selected:



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[Log Out](#) | [Help](#) | [Security Centre](#)

PayPal

[My Account](#) | [Send Money](#) | [Request Money](#) | [Merchant Services](#) | [Auction Tools](#) | [Products & Services](#) | [Help](#)

Customise My History Download

Tick the boxes next to the fields you want to download. All ticked fields will be included in your downloadable log.

Default Fields

Date, Time, Time Zone, Name, Type, Status, Currency, Gross, Fee, Net, From Email Address, To Email Address, Transaction ID, Reference Transaction ID, Receipt ID

PayPal Website Payments

- Item ID
- Item Title
- Invoice Number
- Custom Number
- Postage Amount
- Compensation Amount
- Single Column Postal Address (Address will be displayed in a single column)
- Multi-Column Postal Address (Address will be displayed in separate columns)
- Counter Party Status (Verified vs. Unverified)
- Address Status (Confirmed vs. Unconfirmed)
- VAT
- Option Names and Values
- Contact Phone Number



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Auction Payments

- Item ID
- Item Title
- Postage Amount
- Compensation Amount
- Auction Site
- Buyer ID
- Item URL
- Closing Date
- Single Column Postal Address (Address will be displayed in a single column)
- Multi-Column Postal Address (Address will be displayed in separate columns)
- Counter Party Status (Verified vs. Unverified)
- Address Status (Confirmed vs. Unconfirmed)
- VAT

Other Fields

- Subject
- Note
- Subscription Number
- Payment Type
- Balance Impact (Any transaction that affects account balance)

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Once set save your changes and return to the Download History page. Next select the file type to download as CSV (comma delimited) and click DOWNLOAD HISTORY button. Save the file to your hard drive. Once saved you can import as described in the start of this section.

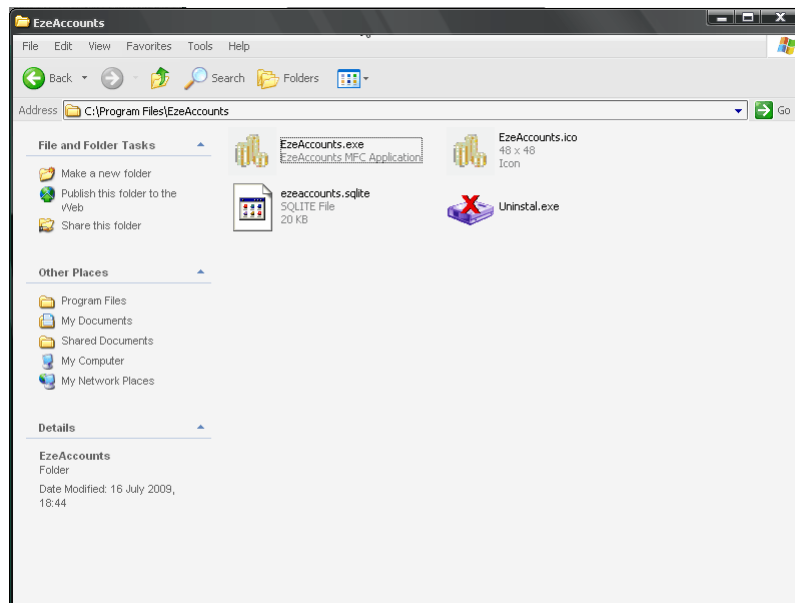
IMPORTANT: *Your sales will be imported and saved as invoices and the PAYPAL fees associated with the sales will be added as expenses!*



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17. BACKING UP YOUR DATABASE



All your data is stored in a database called "ezeaccounts.sqlite". This will be found within the EzeAccounts folder, normally in Program files on your hard drive.

It is recommended that you back up your data on a regular basis.

To do this, simply:

- 👉 Right Click on the file "ezeaccounts.sqlite" and select copy.*
- 👉 Right Click anywhere on the page and select paste.*

You should now have a copy of your database called "Copy of ezeaccounts.sqlite". If you ever need to use this simply rename to "ezeaccounts.sqlite".



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18. UPDATING EZEACCOUNTS

*To update EzeAccounts download the latest version from
EzeSoftware.co.uk.*

- 👉 Close any previous version you may have running.*

- 👉 Double click the install file and allow to install over your old version. All your data will be copied to the new version.*

- 👉 DO NOT DELETE ANY FILES FROM YOUR OLD VERSION! The new version will clean up everything...*