

SSA (Single Source Accounting)

When I started my own consulting business my biggest fear was that my accounting skills were so poor that the IRS would throw me in jail after a year or so. I designed this package to allow me a simple way to keep detailed and accurate records. Since I am a programmer **this package includes no accounts payable**, all I really need is invoice tracking, customer tracking and checking account tracking.

Use of the package.

To understand the use of this package the easiest thing to do is track an invoice through the system.

- First the BlankInvoice view should be copied and renamed to the invoice number. The name *must* be a number for the package to work properly. So:

- highlight `BlankInvoice` in the model browser.
- From the edit menu hit `Copy` then `Paste`.

- Rename `BlankInvoice1` to `920725` (which is just a reverse order date, basically the scheme I use for my invoice numbers)
- Now the invoice needs to know its customer. Since there are non yet add one.
 - double click the `Customer` view in the model browser.
 - enter an alias, full name, billing cycle and rate info.
 - for this example: `RON, Ronin Consulting, 30, 500`
- Now that you have a customer listed double click the `920725` view and enter the customer alias in the field marked `ALIAS` (the `Header:Description` field), for this example `RON`.
- enter a few days information into the `Period` group.
- The invoice information is done!
- Select the body of the view and then under `Edit` select `Copy` as

Graphic . Note, you probably what to use Hide Selection to get rid of the Header , Hours and the Hourly Rate info.

- Outside of Improv, open your invoice file (three samples were included in PresentationBuilder, RTFD and WriteNow formats) and Paste the invoice information into place. Enter the mailing info an the invoice is done.

- Now, back in Improv, double click the Invoices view in the Model Browser. Under Number enter the invoice number (920725). This populates most of the row. Also enter a Sent date., for this example 10/10

- Once the invoice is paid. Enter the Amnt Paid, Check No. and Date Paid. For this example 1500, 100, 10/11

- Once the payment is deposited double click on the Checkbook view in the Model Browser and enter the invoice number (920725) into the Type column - it pulls in the amount info for you.

That's it. Generate an Invoice, note it in the Invoices view, when its paid update the Invoice view and note the deposit in the Checkbook. Everything else maintains itself. Check out the the Customer view and the Totals view and you will see what I mean.

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