Welcome to the user manual for the system created for use by Daddy's Main Street.

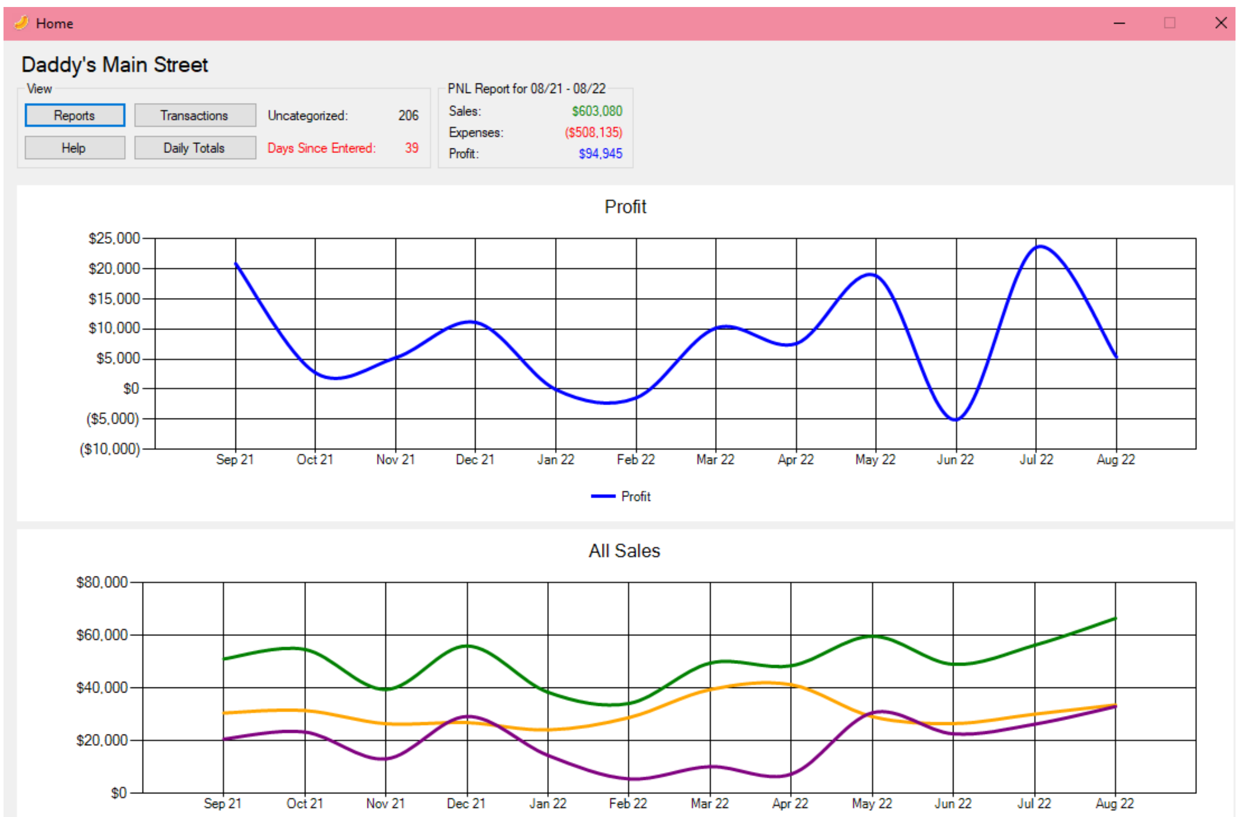
Table of Contents

HOME SCREEN

The Home screen is the first page to appear when you open the system. From here, you can navigate to the following pages by clicking their respective buttons:

1. Reports
2. Transactions
3. Daily Totals
4. Help

The Home displays your current profit and loss graph, and a graph of all sales for the past three years. You can find the corresponding numerical values (Sales, Expenses, and Profit) above the graph.



A. If you wish to <u>view graphs based on your financial data</u>, **click the Reports Button**.
B. If you wish to <u>import a new bank statement, add a category to any uncategorized transactions, or sort individual transactions</u>, **click the Transactions Button**.
C. If you wish to <u>add new daily totals for the restaurant and catering business</u>, click the **Daily Totals Button**.
D. If you wish to <u>view the user manual</u>, **click the Help Button**.

The following sections will explain actions that can be taken by the user on their respective page.

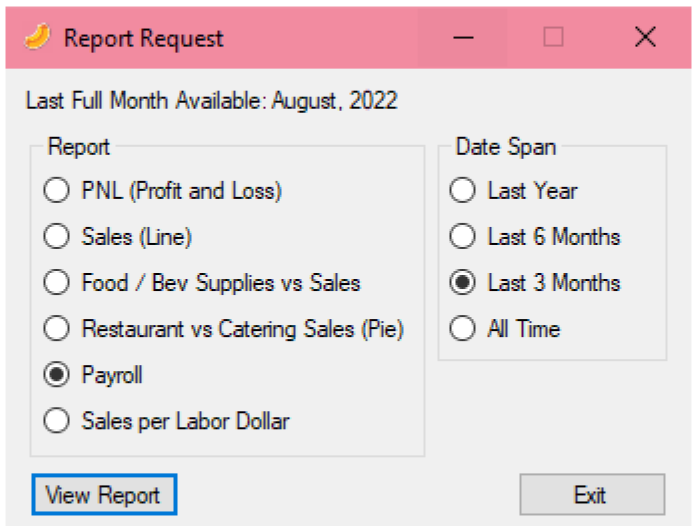
REPORTS

The reports page allows the user to view various graphs of financial importance.

In order to choose which report you would like to see, click the **radio button** next to the name of the report you would like to see.
You can also select the time frame in which you would like to see. In order to select a time frame, **click the radio button** next to the desired time frame.

After you have made your selections, click the **view report** button in the bottom left-hand corner to view the report. A new window containing the selected graph will be displayed.

The screenshot below would produce a report of payroll expenses from the last three months.



If you wish to return to the home screen or view a different report, click the **Exit Button** found in the bottom right-hand corner.

TRANSACTIONS

The Transactions page allows the user to import bank activity, view individual transactions, and categorize any uncategorized transactions.
Upon opening the transactions page, the user will see all of the transactions stored in the system, starting from the most recent.

Importing Bank Activity

In order to Import Bank Activity:

1. Click the Import Bank Activity button on the bottom left-hand corner of the screen.
2. Select the file containing your bank activity, and then click the **open button.** Your bank activity should now be imported.

If you are having difficulties saving your bank activity from NorthWest, navigate to the **Saving and Importing Bank Activity from NorthWest** section at the end of this manual for a tutorial. There is also a more in-depth import tutorial at the bottom of this manual, including how to perform a **credit-card break out**.

Days Since Last Transaction

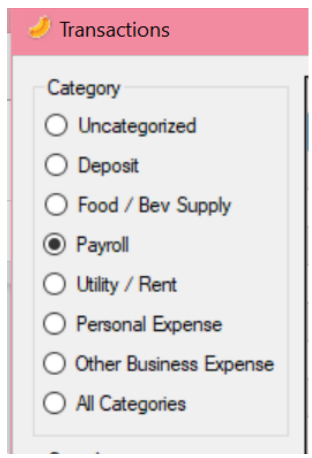
On the bottom of the screen (next to the Import Bank Activity Button), you can see how many days it has been since a bank statement has last been imported into the system. If you have not imported any bank activity in a while, the system will remind you to do so.

Sorting Transactions

The Transactions page also allows the user to see specific transactions based on attributes. In order to sort transactions based on their attributes, use the following steps.

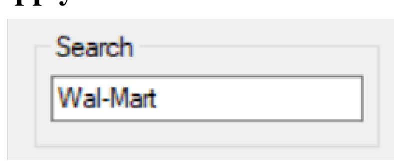
A. Category

a. To search by a certain category, take the following steps:
   1. Navigate to the category section in the top left hand side of the screen.
   2. Select the radio button next to the category that you would like to search for.
   3. Click the **Apply Filter button**.
   4. All transactions in that category will be displayed.



B. Specific Word

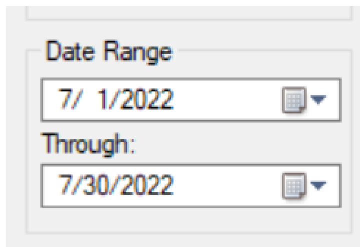
a. To search for a specific word, take the following steps:
   1. Navigate to the search bar on the left-hand side of the screen.
   2. Enter a single word which you would like to search for transactions containing.
   3. Click the **Apply Filter button**.



C. Date Range

a. To search for transactions occurring in a certain date range , take the following steps:

1. Navigate to the Date Range section in the left-hand side of the screen.
2. In the upper box, click the calendar icon with the down arrow.
3. Enter the date that you would like to start your search with and press enter.
4. In the lower box, click the calendar icon with the down arrow.
5. Enter the date that you would like to end your search with and press enter.
6. Click the **Apply Filter button**.



D. Price Range

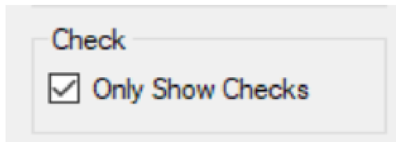
a. To search transactions occurring in a certain price range , take the following steps.

1. Navigate to the Price Range section in the left-hand side of the screen.
2. Click in the upper box.
3. Enter the price that you would like to start your search with (lowest price) and press enter.
4. Click in the lower box.
5. Enter the price that you would like to end your search with (highest price) and press enter.
6. Click the **Apply Filter button**.

E. Checks Only

a. To search for checks only, take the following steps.

1. Navigate to the Check section on the left side of the screen.
2. Click the box next to “Only Show Checks”.
3. Click the **Apply Filter button**.



Multiple Filters

You can search for transactions using multiple filters. In order to do this, follow the steps above except do not press the **Apply Filter button** until you have selected **all** of your desired filters.

Reset The Filter

To reset the filter, **click the Reset Filter button** in the bottom left corner. You can now search again with a different filter.

No Matches

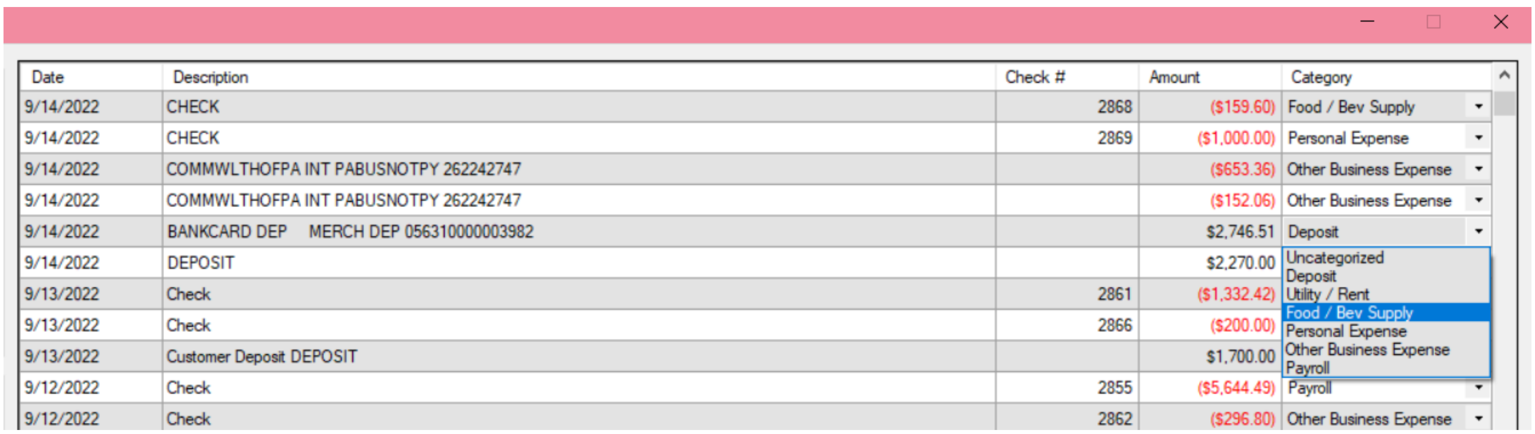
If your search does not match any existing transactions, no transactions will be displayed. You may edit your selection of filters and click the **Apply Filter Button** to try again.

Categorizing Transactions

The Transactions page also allows the user to set the category of transactions. To do this, take the following steps:

1. Find the transaction that you would like to categorize.
2. Navigate to the Category column on the right side of the page.
3. Click the down arrow on the category of the transaction that you would like to change.
4. Select the category of your choice from the drop-down list.
5. The category of the transaction has been changed!

The screenshot below displays what changing a Deposit on 9/14/2022 from a Deposit to Food / Bev Supply would look like.



Date	Description	Check #	Amount	Category
9/14/2022	CHECK	2868	($159.60)	Food / Bev Supply
9/14/2022	CHECK	2869	($1,000.00)	Personal Expense
9/14/2022	COMMWLTHOFPA INT PABUSNOTPY 262242747		($653.36)	Other Business Expense
9/14/2022	COMMWLTHOFPA INT PABUSNOTPY 262242747		($152.06)	Other Business Expense
9/14/2022	BANKCARD DEP MERCH DEP 056310000003982		$2,746.51	Deposit
9/14/2022	DEPOSIT		$2,270.00	
9/13/2022	Check	2861	($1,332.42)	
9/13/2022	Check	2866	($200.00)	
9/13/2022	Customer Deposit DEPOSIT		$1,700.00	
9/12/2022	Check	2855	($5,644.49)	Payroll
9/12/2022	Check	2862	($296.80)	Other Business Expense

DAILY TOTALS

The Daily Totals page allows the user to add the daily totals from the restaurant and the catering business.

Total From Restaurant

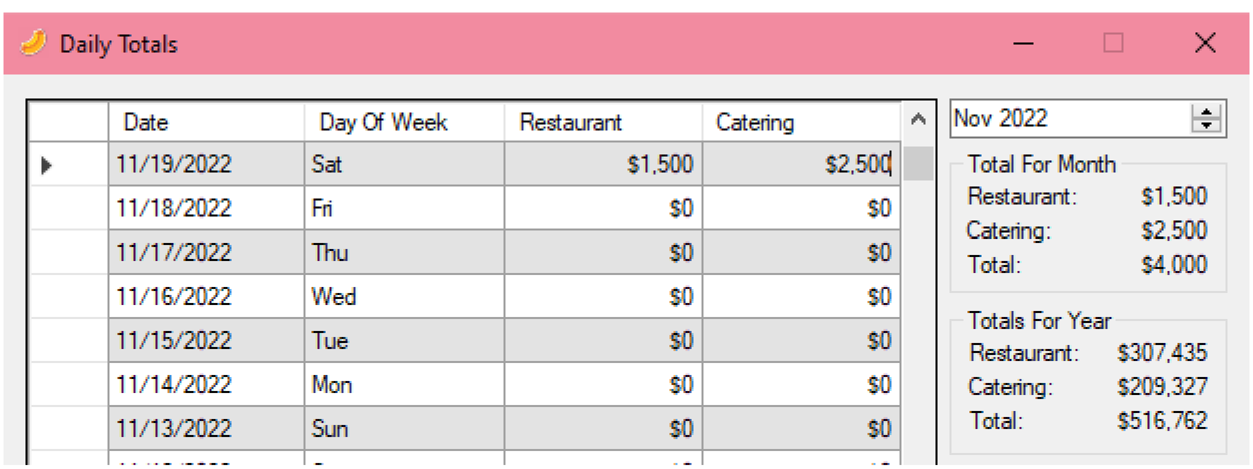
In order to add a daily total from the restaurant, look under the **Date** column on the left-hand side of the screen and locate the date in which you would like to add a total for. Once you have located your date, select the rectangle under the **Restaurant** column and enter the total. When you click the rectangle to enter a total, it will turn blue. You can click a new rectangle, or press the enter key to save the total and move to a different rectangle.

Total From Catering

In order to add a daily total from the catering business, look under the **Date** column on the left-hand side of the screen and locate the date in which you would like to add a total for. Once you have located your date, select the rectangle under the **Catering** column and enter the total. When you click the rectangle to enter a total, it will turn blue. You can click a new rectangle, or press the enter key to save the total and move to a different rectangle.

To enter another total, repeat the process detailed above for a different date.

If you have entered a total incorrectly, simply click to the rectangle containing the incorrect total, use the backspace key to delete the total and then enter the correct total



In the screenshot above, the date 11/19/2022 has a daily total for the restaurant of $1500, and a daily total for the catering business of $2500.

This list will contain every date, up to the current day, and the current day will be at the top of the list. When a new day is added, the totals will default to $0.

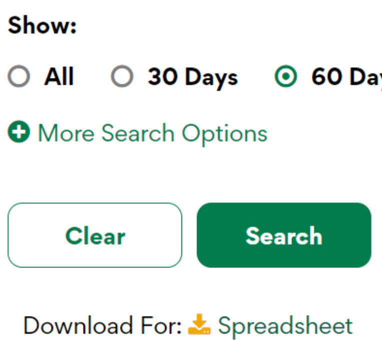
In order to return to the home page, click the **Exit Button** in the bottom right-hand corner.

SAVING AND IMPORTING BANK ACTIVITY

In order to keep your information as accurate and up-to-date as possible, you must regularly save and import your bank activity. In this section we will show how to achieve this.

Save Bank Activity

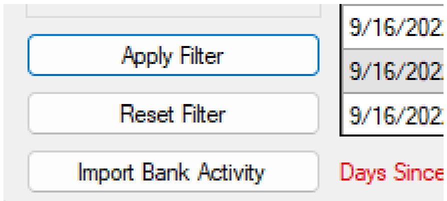
1. Navigate to https://www.northwest.bank in your web browser.
2. Log into your bank account using the green **Login button** in the top right corner.
3. Under Account Nickname, click the green name of your account.
4. Scroll down the page until you see the Account History section.
5. Select the radio button next to the number of days you would like to download.
6. Click the green search button.
7. Scroll back down to the Account History section if necessary, and **click Download for: Spreadsheet**. You will be able to click the green word Spreadsheet.
8. You have downloaded your account history! The file will be named export_TodaysDate.



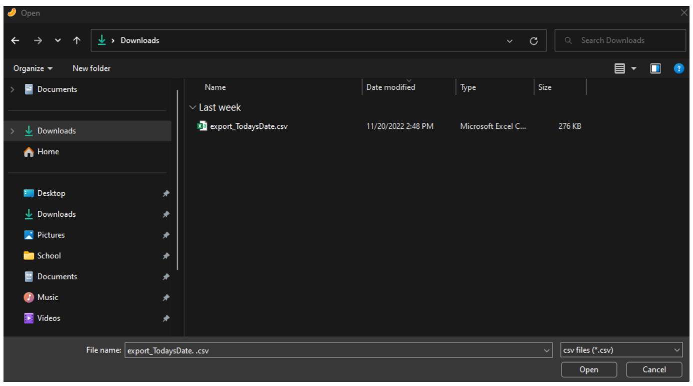
Importing Bank Activity

Now that you have downloaded your bank activity, you are able to import it to your system.

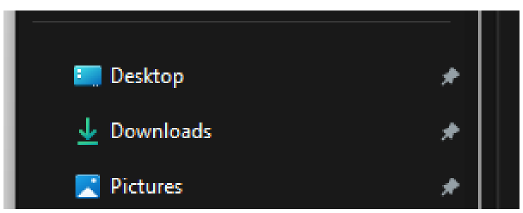
1. Navigate to the Transactions Page and click the Import Bank Activity Button



2. You will see a screen similar to this

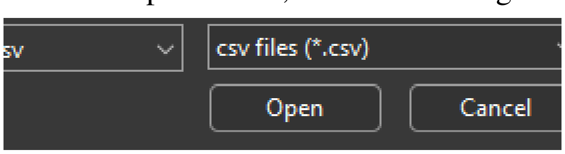


3. On the left hand side, click on "Downloads"

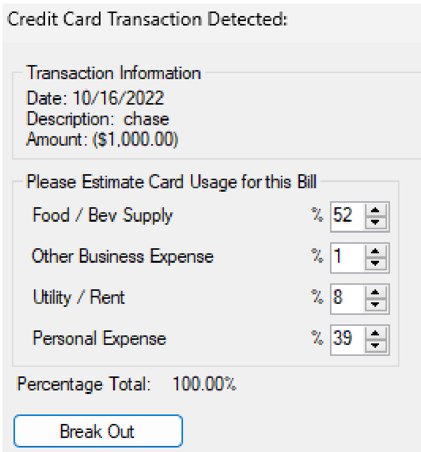


4. Click on the file named "export_TodaysDate."

5. Click the Open button, in the bottom right corner



6. If we detect any credit card payments in the bank activity, you will see a screen like this, for each new payment.



We have defaulted the break out values to your average. If you know that the percentages are different, you may change them, but they must add up to 100%.

7. Once you have confirmed accuracy of the break out, click the "Break Out" button.

8. Congratulations! Now all of your bank activity has been added to your system. The most recent ones will be at the top of the list for your convenience.