PROJECTFIVE

Easy Process Manual

Step-by-step guides for setting up and running Easy:
what to do, in what order, and what to check.

Getting started
Set up your company · Opening balances and moving your history in · People, roles and access · Find things and work faster

Sales
Invoice branding and document themes · Raise, send and get paid for an invoice · Quotes · Chasing overdue invoices: statements and reminders · Credit notes, undoing and correcting · Sales approvals

Purchases
Enter, approve and record a bill · Bills by email and the capture inbox · Pay suppliers: payment runs and bank files · Purchase orders and expense claims · Landed costs and import VAT

Banking and cash
Import a bank statement and set bank rules · Bank reconciliation, month by month · Receipts, payments and transfers · Owner money: capital, drawings and loans

Tax and compliance
Monthly VAT and PAYE returns · VAT: registration, tax codes and rate changes · Tax audit: checking VAT before you file · Company income tax return · Personal income tax return (RM5)

Accounting
Manual journals and journal approval · Month-end checklist and closing a period · Prepayments and accruals · Fixed assets and depreciation · Grants · Foreign currency

Reports and year-end
Reading the financial reports · Year-end: the annual statements · Sales, spend and the registers · Reporting dimensions

Stock, jobs and planning
Items, stock and stocktake · Jobs and profitability · Budgets · Cash flow forecast

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Getting started

Set up your company

Do this once, when you start using Easy. You add the company, answer a short setup wizard, and then check the few settings that every document and return depends on. Allow about half an hour, longer if you are typing in opening balances now.

> **About the screenshots**
>
> Pictures of the wizard are from a test company, *Tamarind Café*. Pictures of settings are from Easy's demo company, *Little Polynesian Café*. Names, numbers and dates are examples.

Before you start

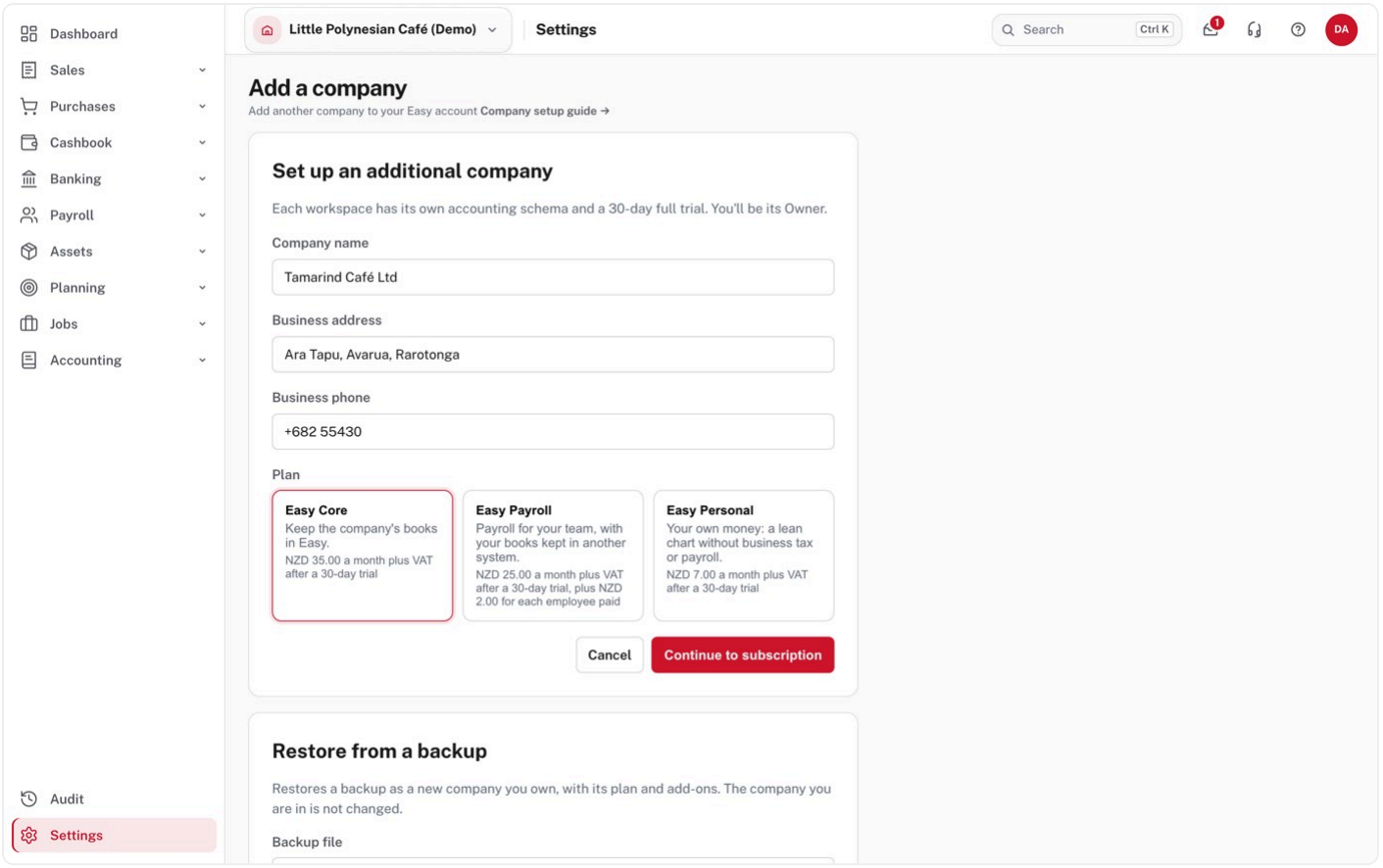
Have these ready:

- The company's **legal name**, its trading name if different, address, phone and email.
- Your **RMD number** (Revenue Management Division). If you have staff, also your **CINSF employer reference**.
- Whether the business is **registered for VAT**, and the day that took effect.
- The names you recognise your **bank accounts** by on a statement.
- Your closing balances from the old system, if you are moving across (they are covered in Opening balances).

Only the person who will own the company needs to do this. They become its **Owner**.

Step 1. Add the company

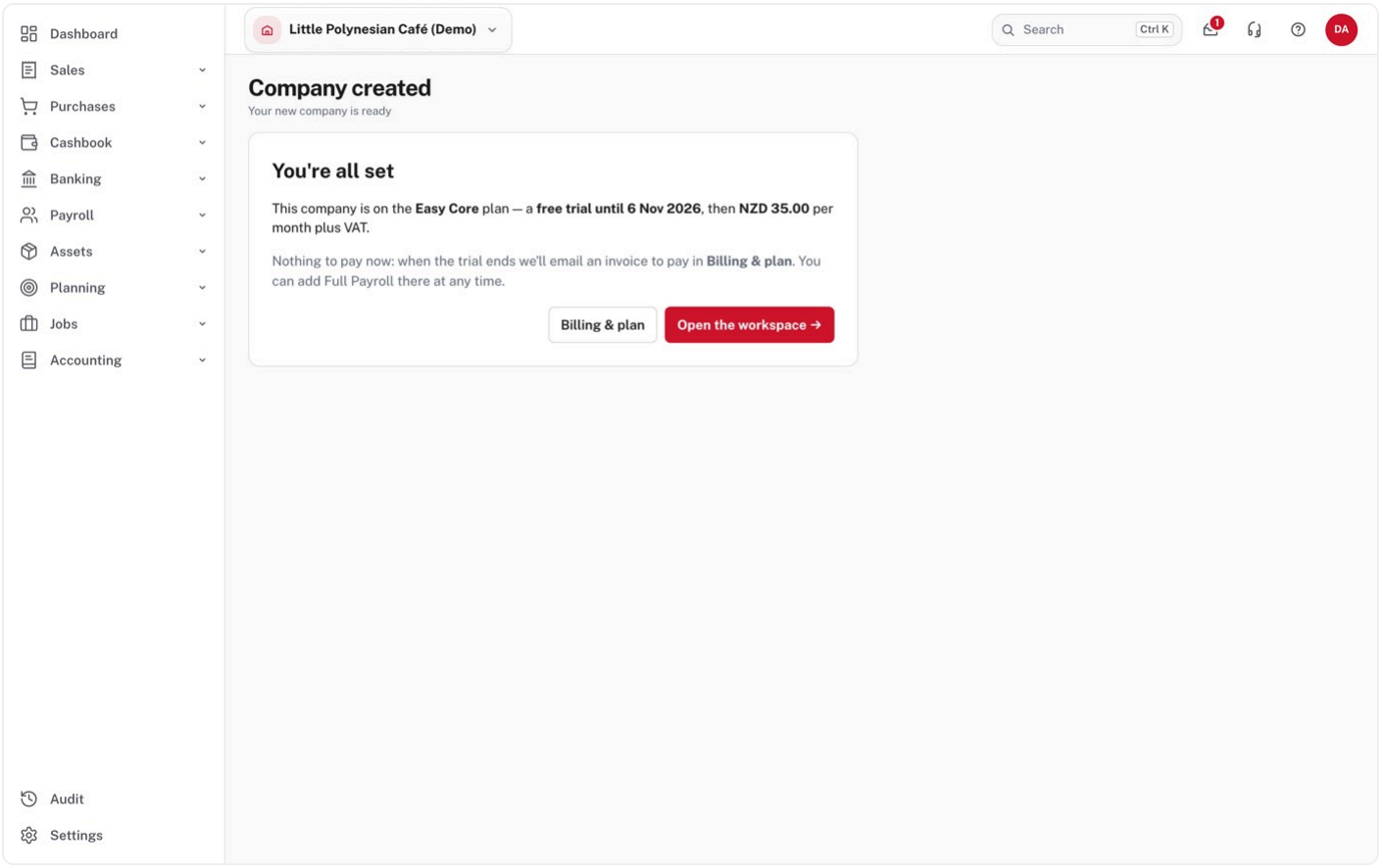
Open the company switcher at the top left and choose + **Add a company** (or sign up, if this is your first company).



Enter the **company name**, **business address** and **phone**, then choose a **plan**:

- **Easy Core**: the company's books kept in Easy (sales, purchases, banking, the full ledger).
- **Easy Payroll**: payroll for your team, with your books kept in another system.
- **Easy Personal**: your own money, with a lean chart of accounts and no business tax or payroll.

Choose **Continue to subscription**. Every company starts with a 30-day trial. Nothing is charged until the trial ends, and you can change the plan under **Billing & plan**.



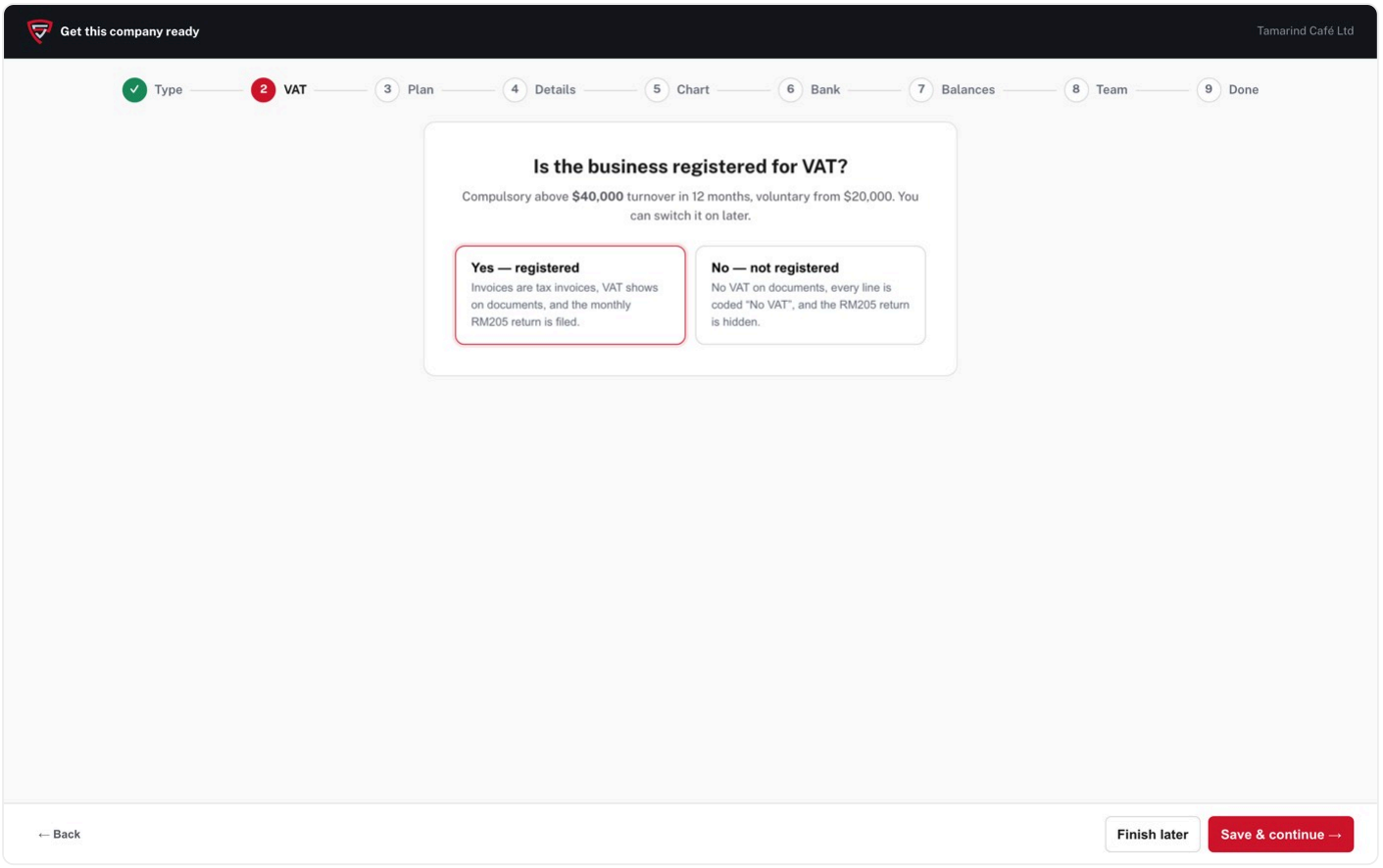
Choose **Open the workspace →** to go on to the setup wizard.

> **Company names are unique**
>
> If the name is already taken, Easy says so and asks you to have that company's Owner grant you access instead.

Step 2. Answer the setup wizard

The wizard has nine steps along the top: **Type, VAT, Plan, Details, Chart, Bank, Balances, Team, Done**. *Type* is already done by the plan you chose. You can leave at any step with **Finish later**; the dashboard then shows a **Finish setting up your books** banner with how many steps are done and a **Continue →** button to pick it up again.

VAT

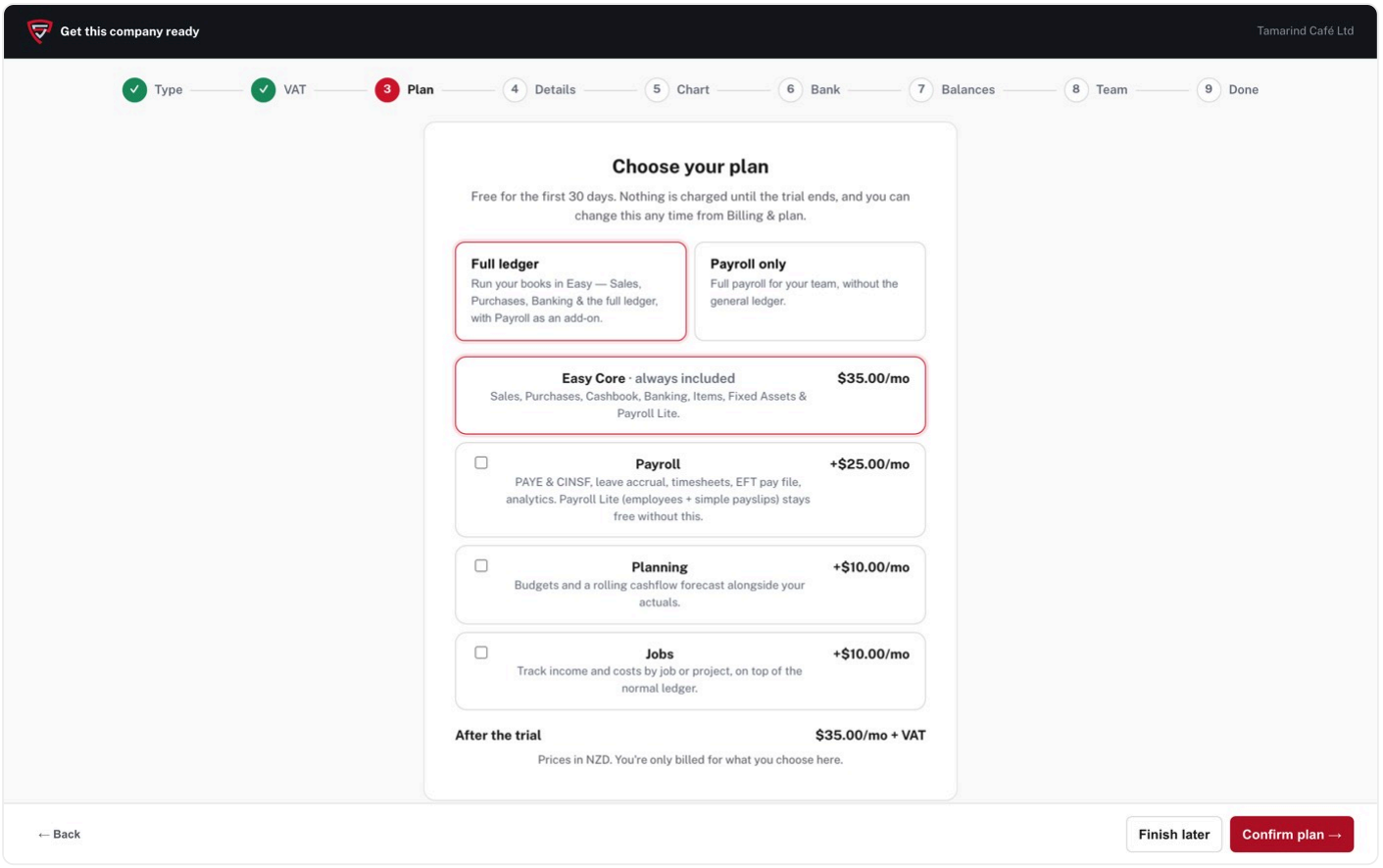


Choose **Yes: registered** or **No: not registered**. Registration is compulsory once turnover from taxable activity tops $40,000 in any 12 months, and voluntary from $20,000.

- **Registered**: invoices are tax invoices, VAT shows on documents, and the monthly RM205 return is filed.
- **Not registered**: no VAT on documents, every line is coded *No VAT*, and the RM205 return is hidden.

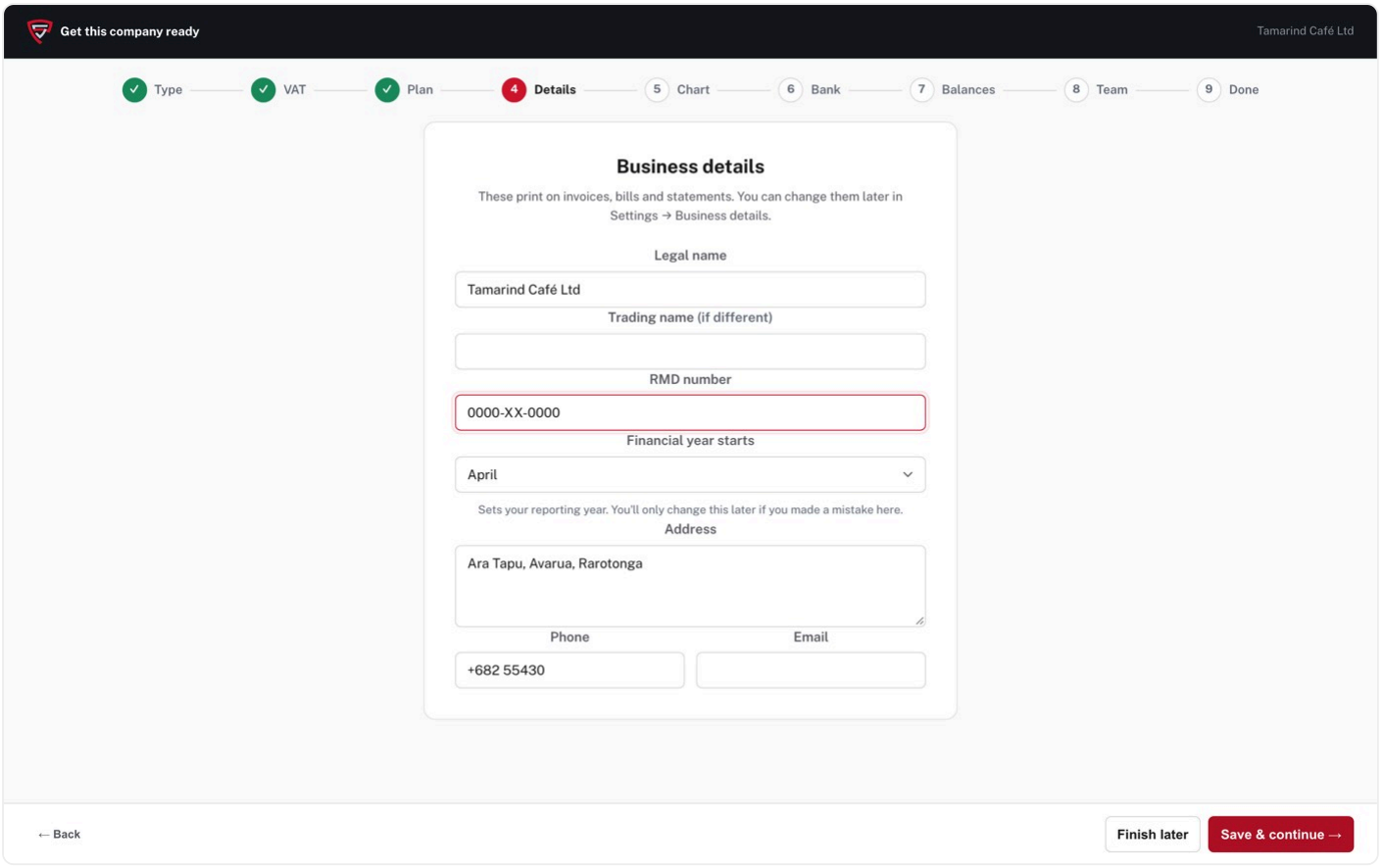
You can switch VAT on later, on the day it takes effect (step 4 below).

Plan



Choose **Full ledger** (run your books in Easy) or **Payroll only**. **Easy Core** is always included in the full ledger. Tick the add-ons you want: **Payroll** (PAYE and CINSF, leave, timesheets, bank file), **Planning** (budgets and a cash-flow forecast) or **Jobs** (income and costs by job). The page shows what you will pay after the trial. Payroll Lite, which records simple payslips, stays free without the Payroll add-on.

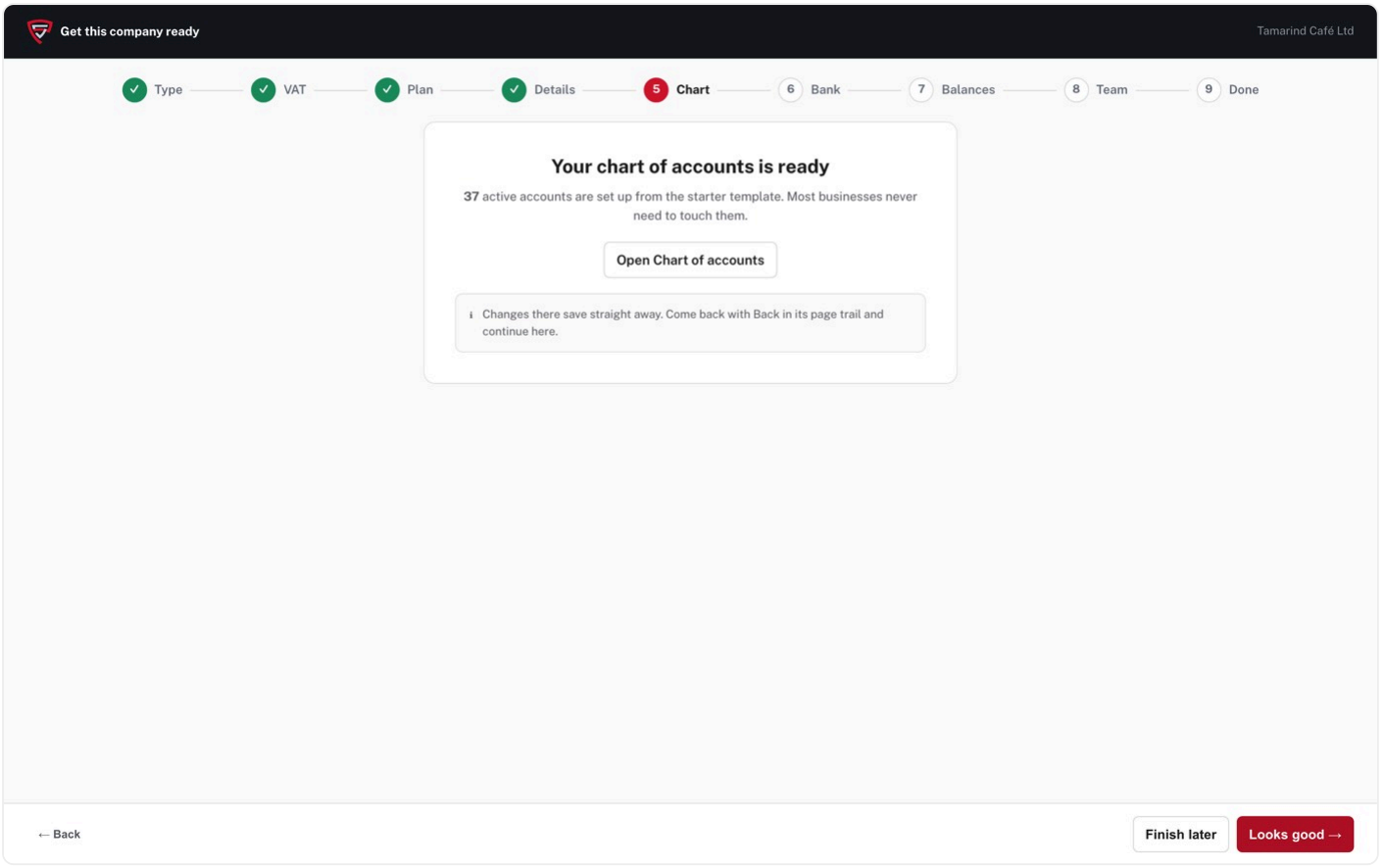
Details



Check the **legal name** and enter a **trading name** if you use one, your **RMD number**, the month your **financial year starts** (April, in the picture), the address, phone and email. They print on invoices, bills and statements, and you can change them later in **Settings → Business details**.

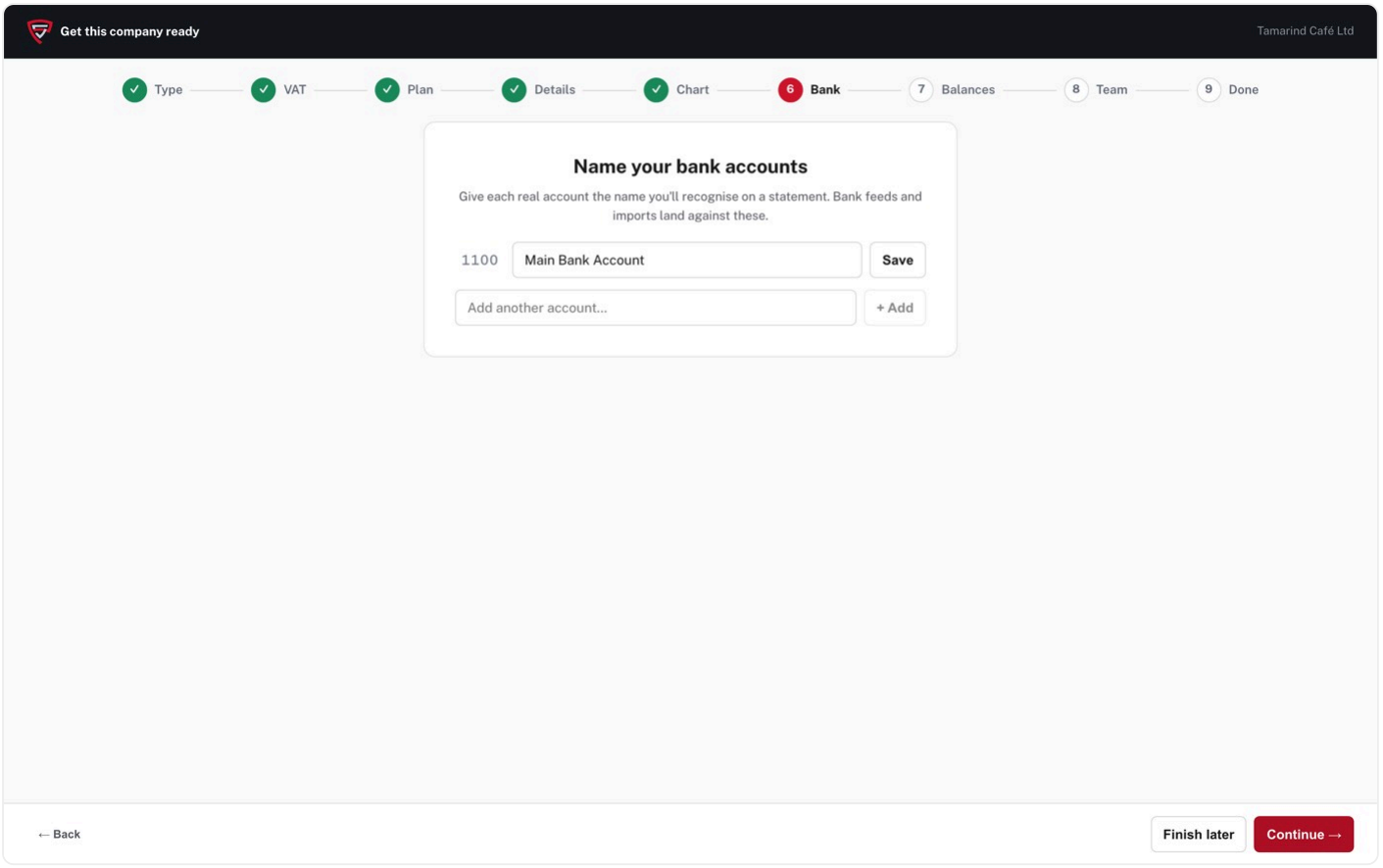
> **Financial year start**
>
> This sets your reporting year. Change it later only if you made a mistake here.

Chart



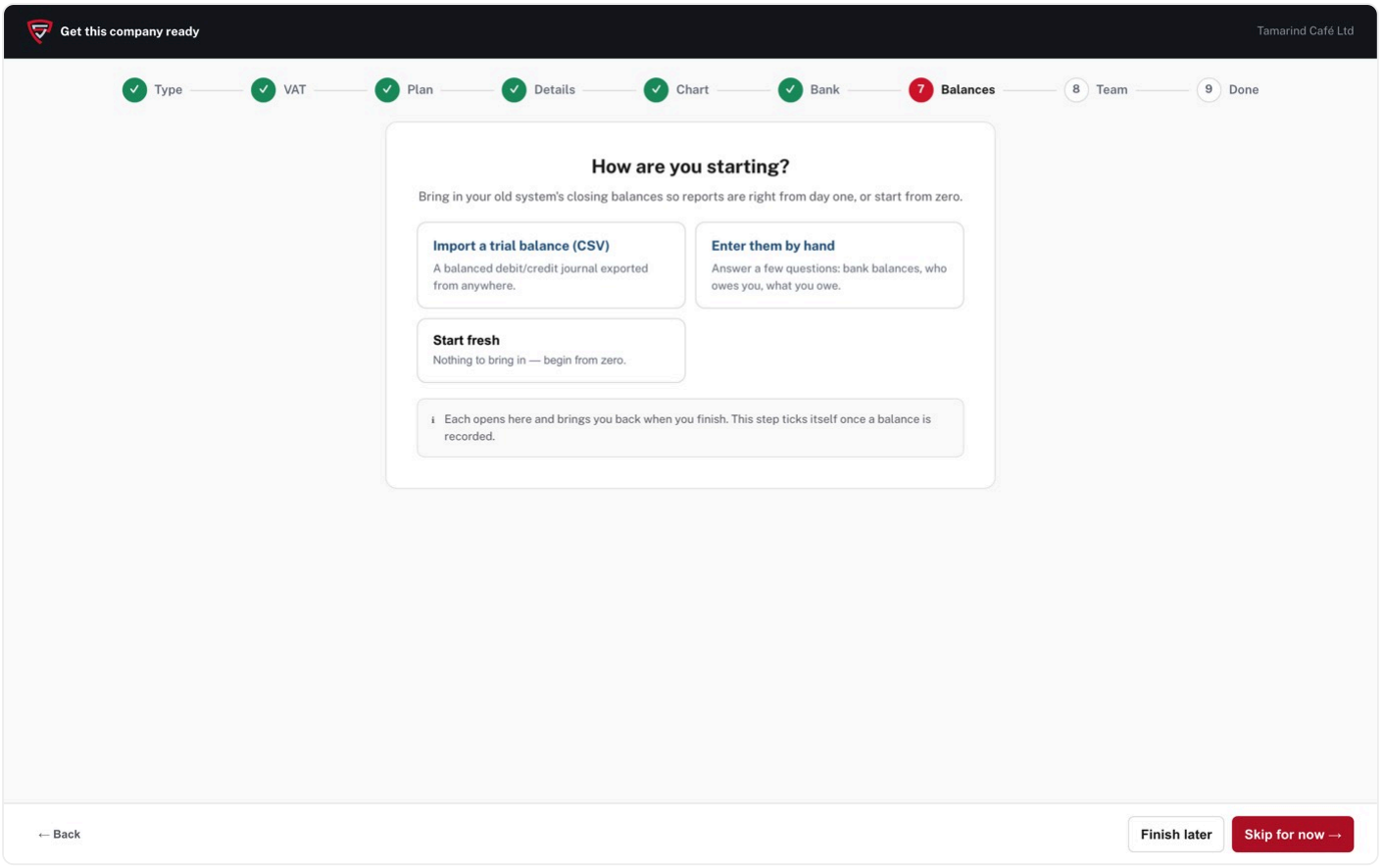
Easy sets up a starter chart of accounts for the kind of company you chose and tells you how many accounts it made (37 in the picture). Most businesses never need to touch them. **Open Chart of accounts** if something specific is missing; changes there save straight away, and the page trail takes you back to the wizard.

Bank



Give each real account the name you will recognise on a statement. Imported statements land against these accounts. **+ Add** adds another.

Balances

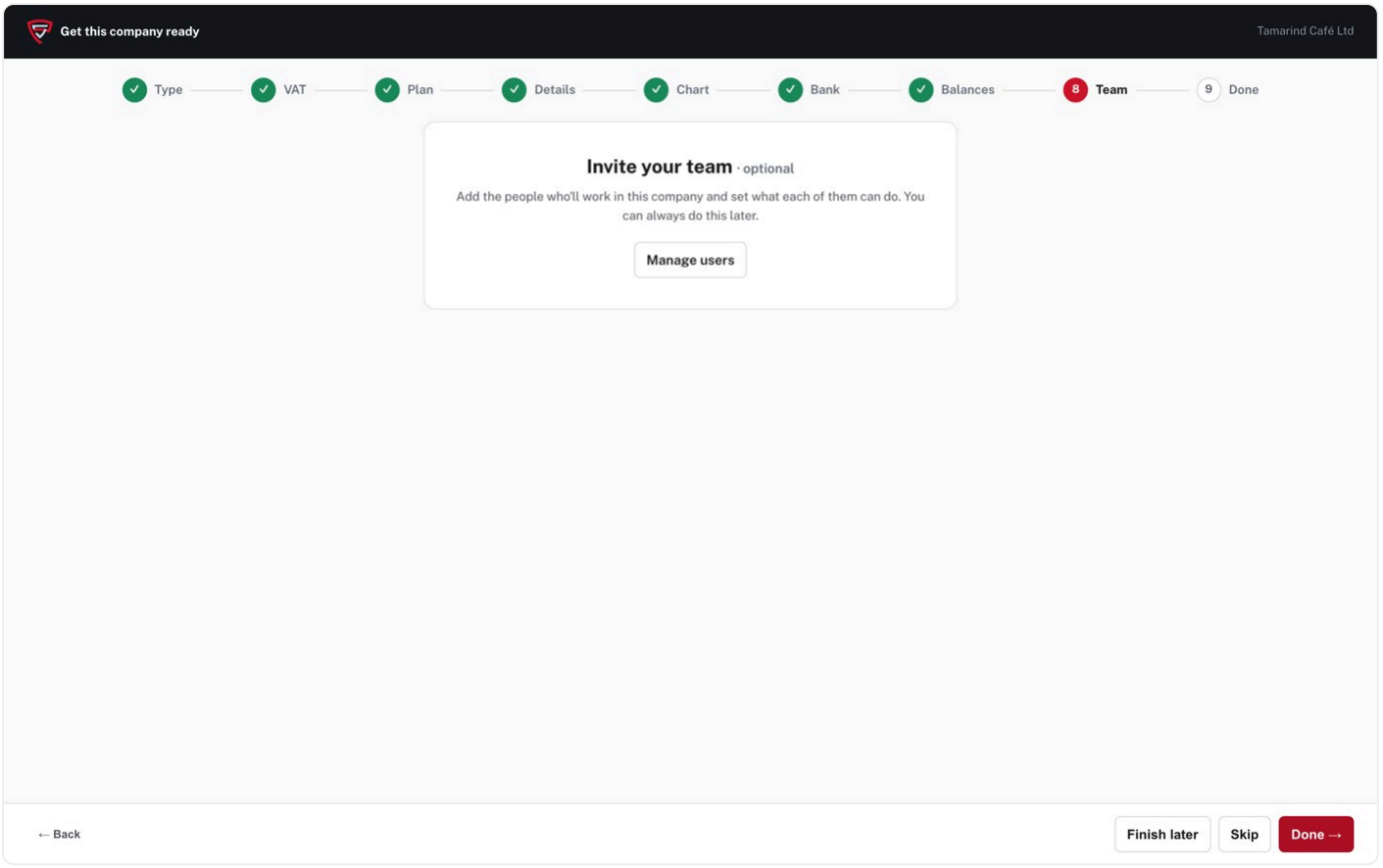


Choose how to bring in the closing balances from your old system, so reports are right from day one:

- **Import a trial balance (CSV)**: a balanced debit and credit journal exported from anywhere.
- **Enter them by hand**: a few questions about bank balances, who owes you and what you owe.
- **Start fresh**: nothing to bring in.

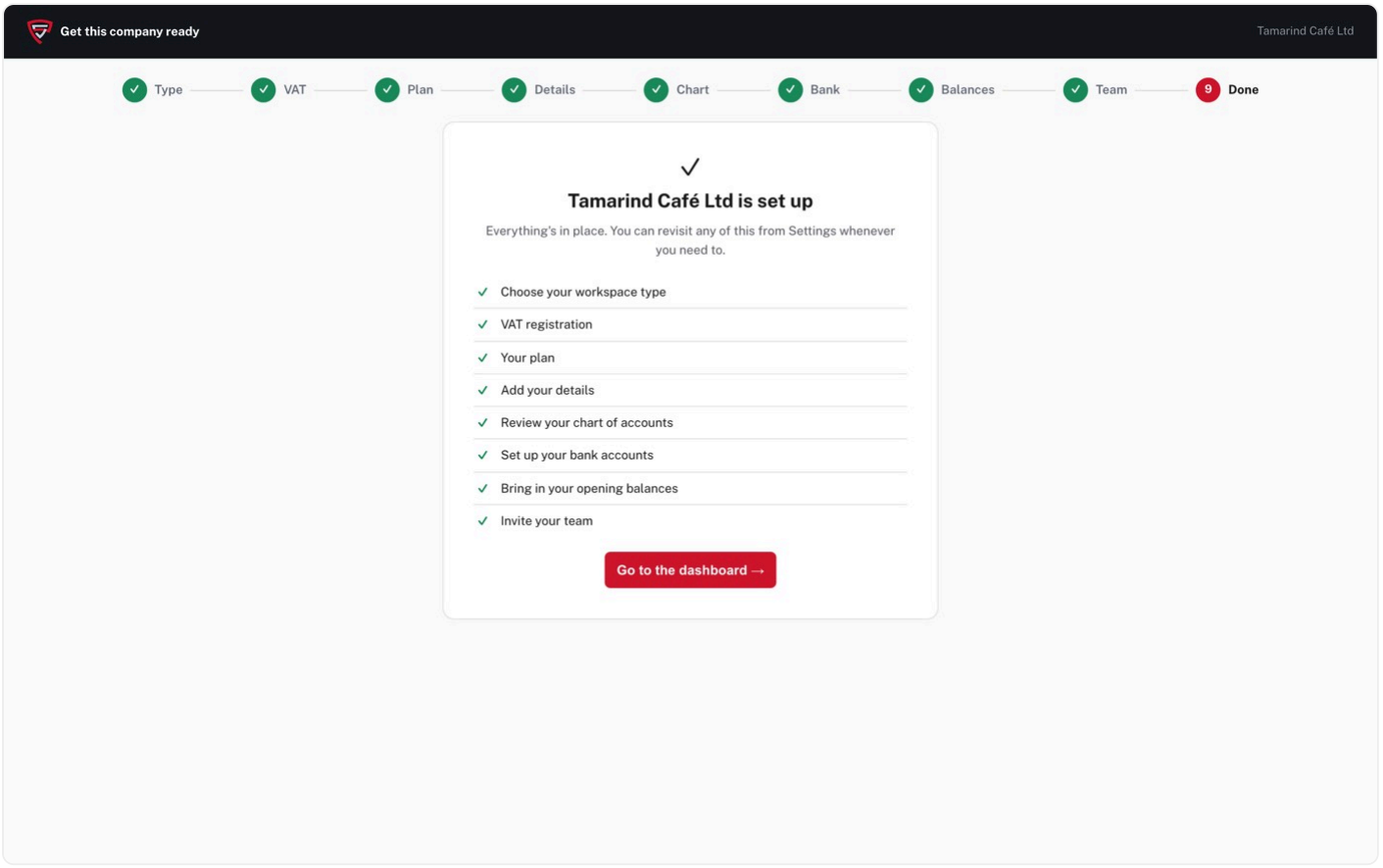
Each opens here and brings you back when you finish. This step ticks itself once a balance is recorded, or you can **Skip for now**. The full process is in Opening balances.

Team



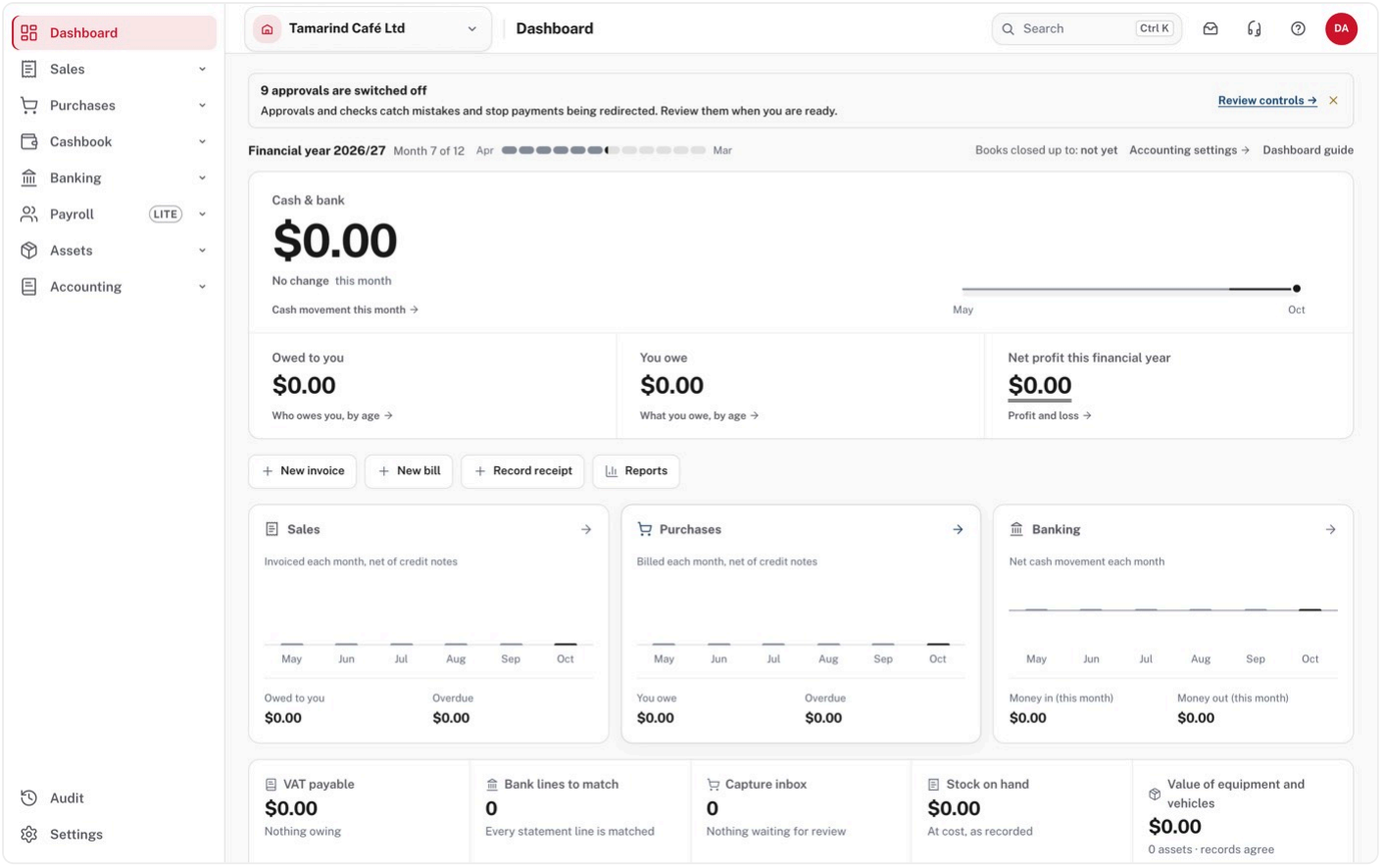
Optional. **Manage users** adds the people who will work in the company and sets what each can do. You can do this later (see People, roles and access).

Done



The last page lists what was done. Choose **Go to the dashboard →**.

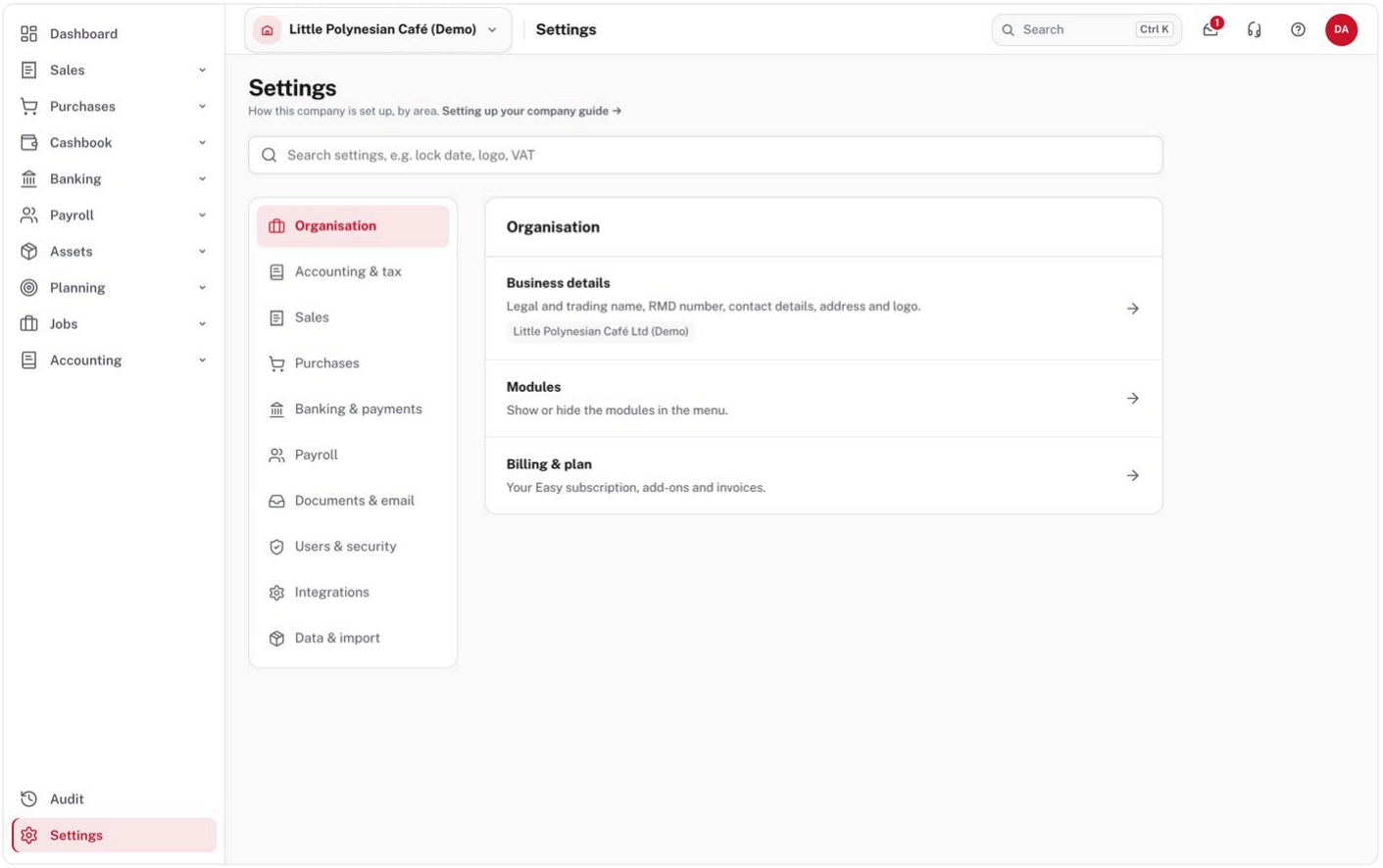
Step 3. Your first dashboard



A new company's dashboard is empty. Near the top it says that the approval controls are switched off. They stay off until you turn them on; **Review controls →** takes you to them. Turn the important ones on before real money moves.

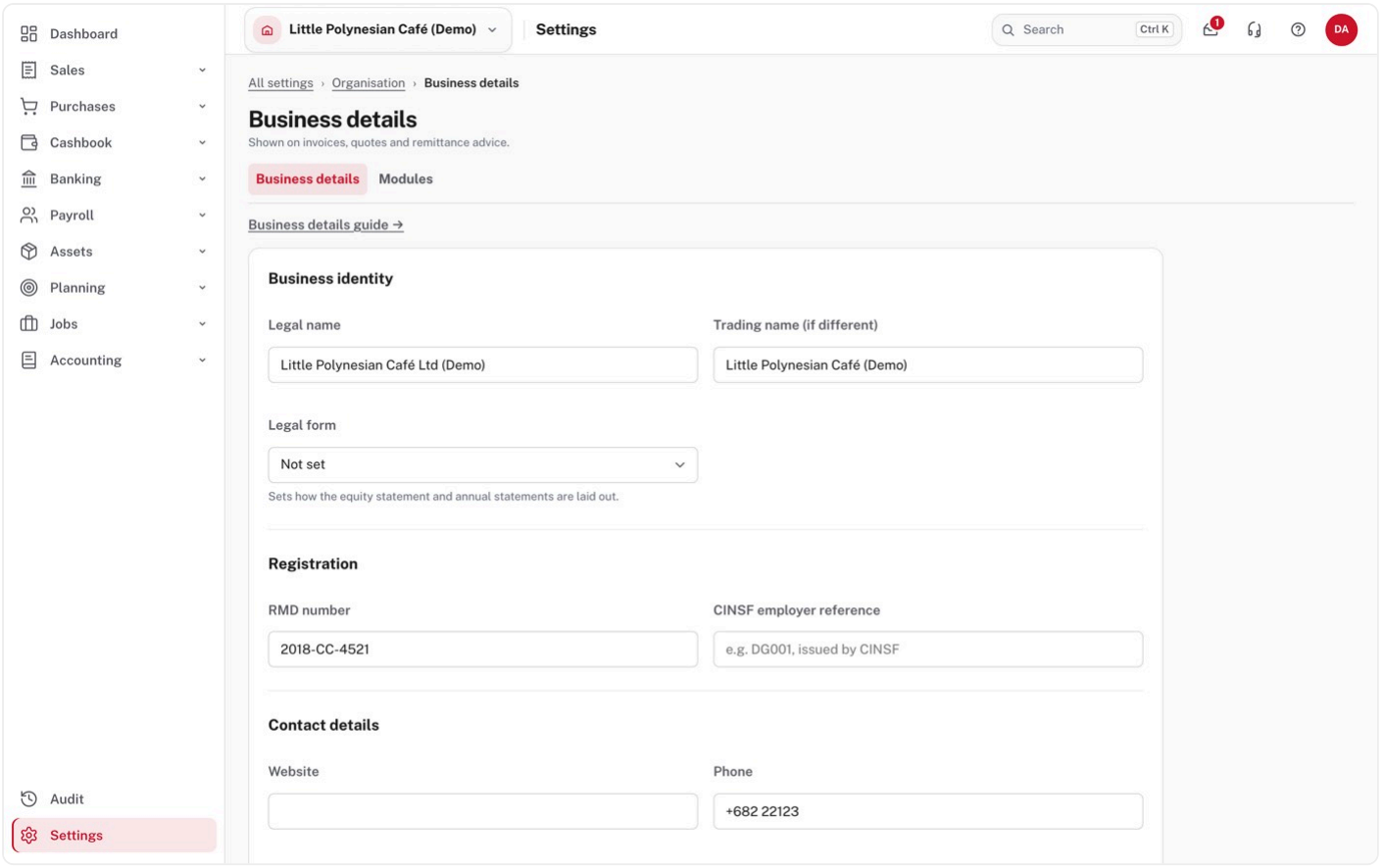
Step 4. Finish the settings that documents depend on

Settings lists every setting by area. Use the search box or the area headings.



Business details

Settings → Organisation → Business details.



Add what the wizard did not ask for:

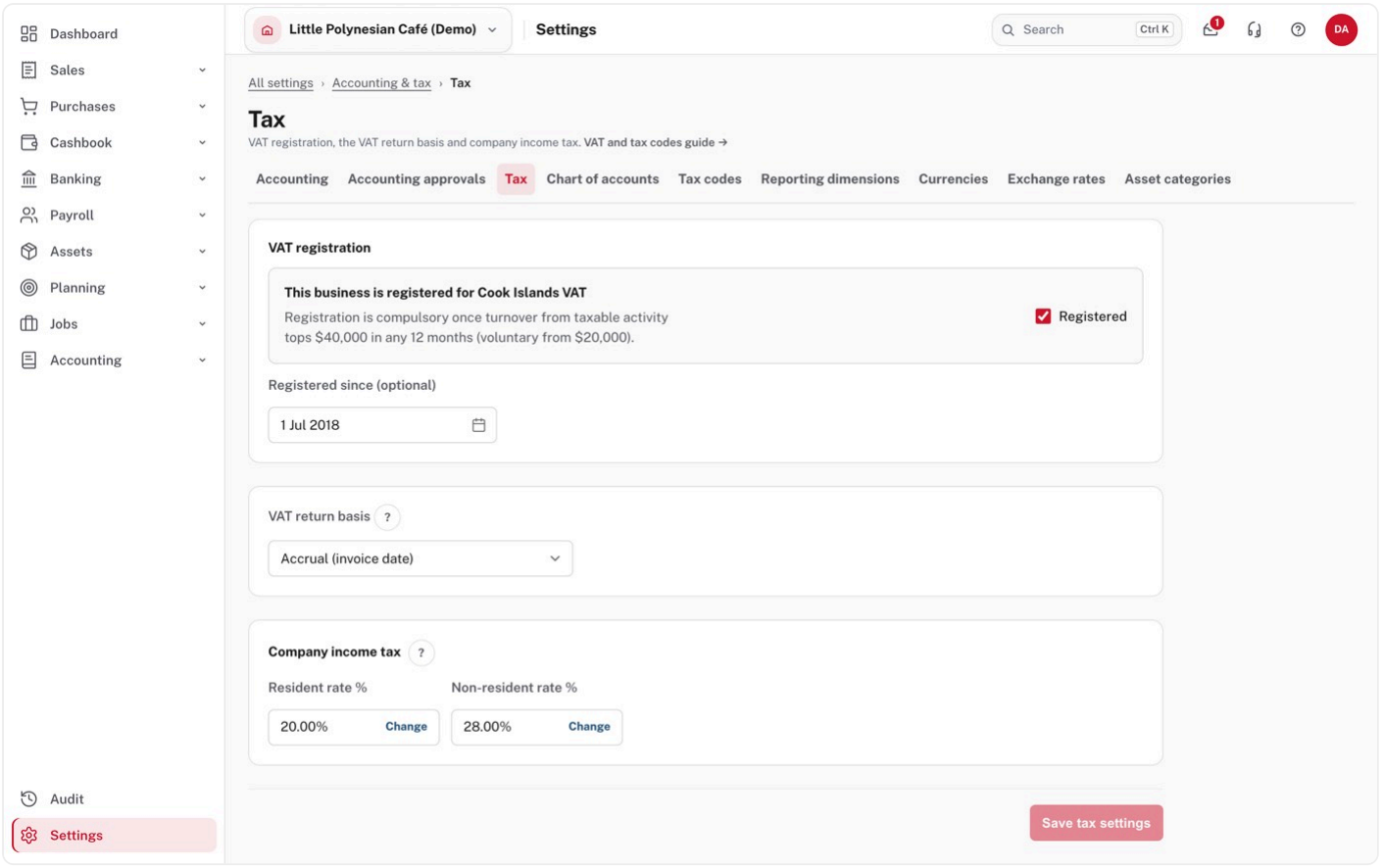
- **Legal form**: sets how the equity statement and the annual statements are laid out.
- **CINSF employer reference**: needed for the monthly CINSF file and the payroll return (Payroll chapter 3).
- **Website**, **address**, and the **logo** (a PNG, JPEG, WebP or GIF under 500 KB). The logo appears on quotes and invoices.

This page holds the company's identity only. VAT is on **Settings → Tax**, the bank account printed on invoices is under **Getting paid**, and the reply-to address is under **Email**.

More detail: Business details.

VAT registration

Settings → Accounting & tax → Tax.



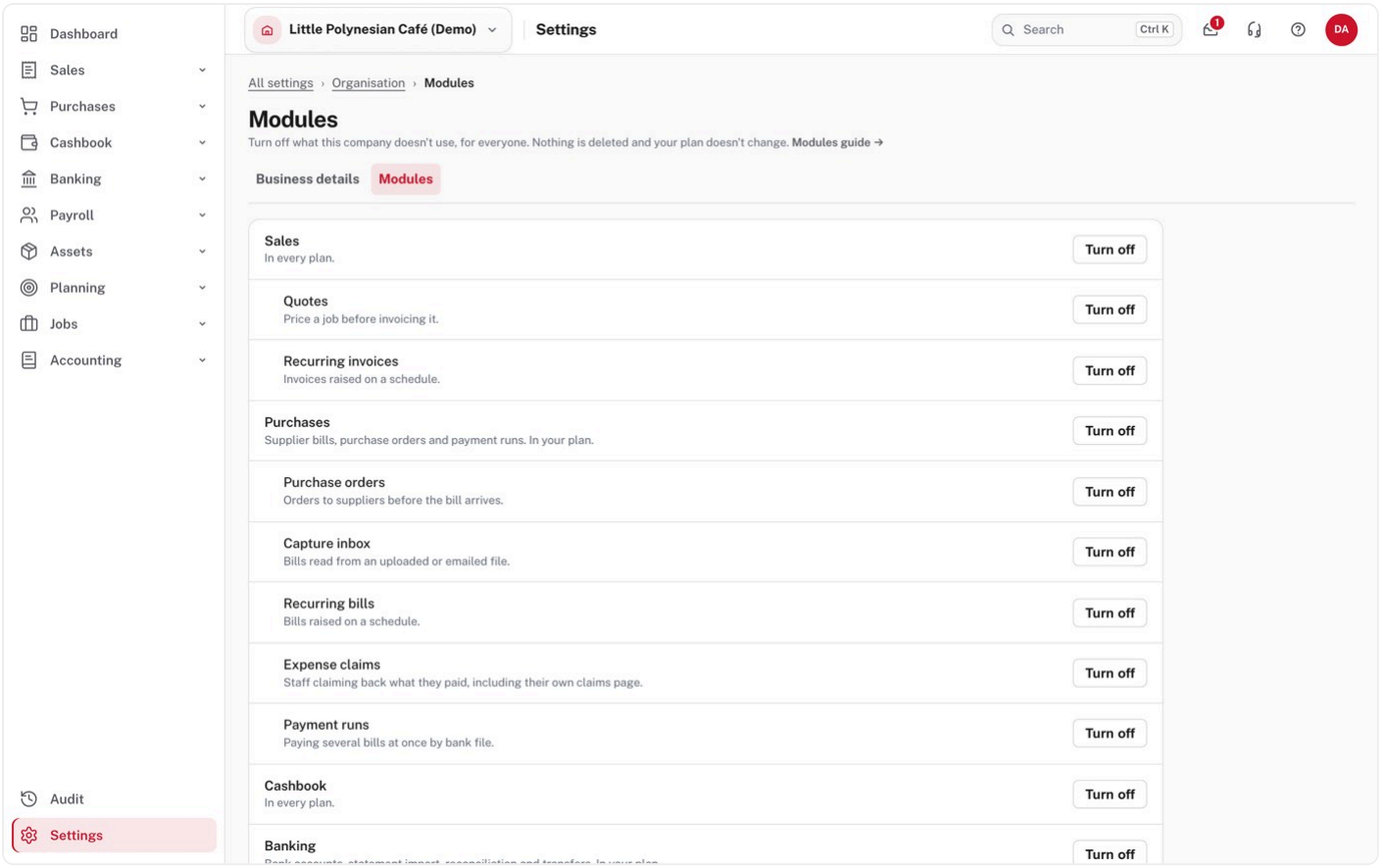
- **Registered** switches VAT on, with an optional **Registered since** date.
- **VAT return basis** is how the return counts VAT (here, *Accrual (invoice date)*).
- **Company income tax** shows the resident and non-resident rates; **Change** edits one.

Change the registration on the day the change takes effect. Documents already raised keep the treatment they were raised with. With VAT off, documents have no VAT column, every line is coded *N*, invoices are headed "Invoice" rather than "Tax Invoice", and the monthly RM205 return is hidden.

More detail: VAT registration and tax codes. The steps are in VAT: registration, tax codes and rate changes.

Modules

Settings → Organisation → Modules.

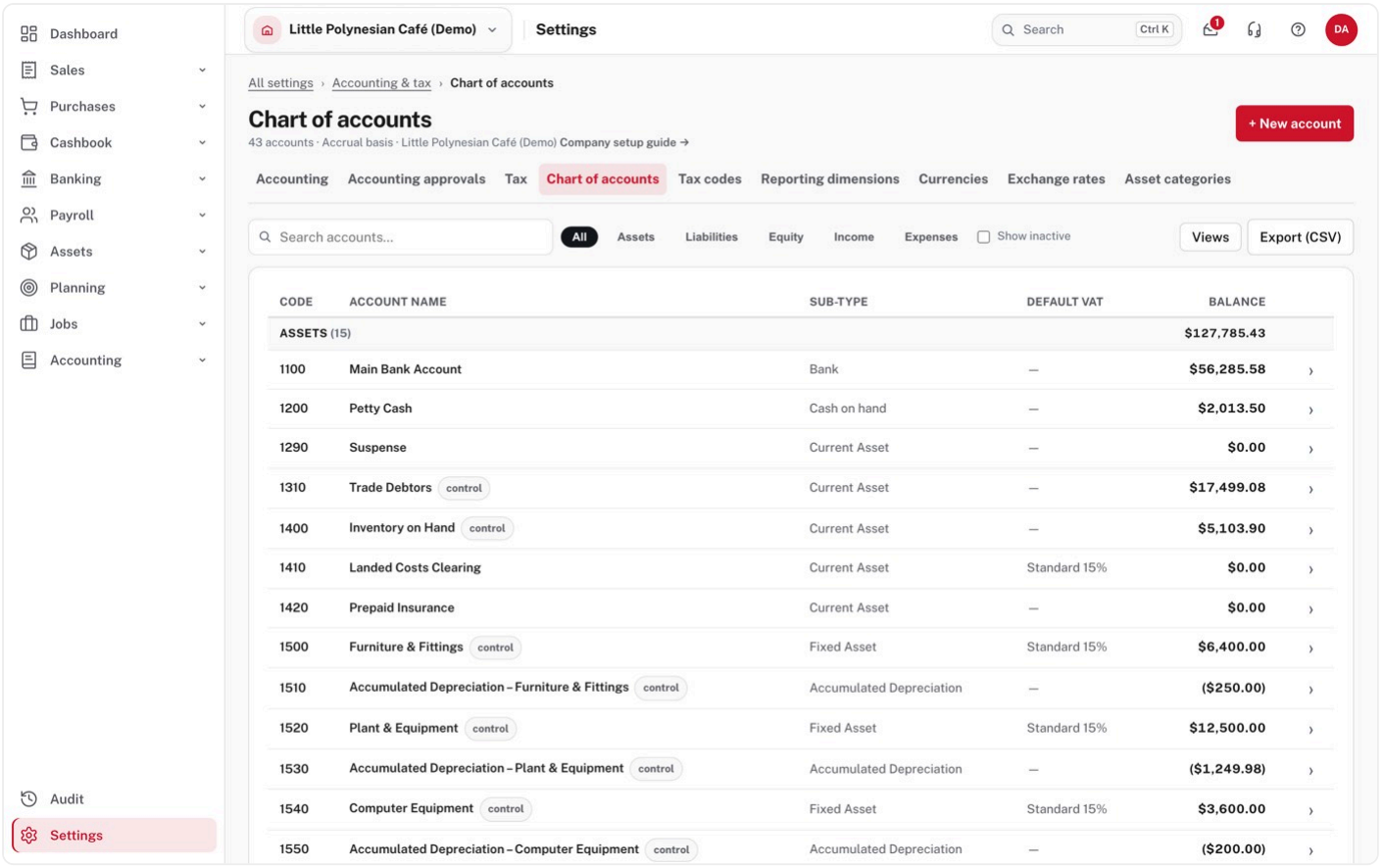


Turn off a part of Easy the company doesn't use, for everyone. Nothing is deleted and your plan doesn't change. You can turn off a whole module (Sales, Purchases, Cashbook, Banking, Payroll, Assets, Planning, Jobs) or one feature inside it (quotes, recurring invoices, purchase orders, capture inbox, recurring bills, expense claims, payment runs, recurring journals, prepayments and accruals). Only an Owner or Administrator can change it. Easy refuses to turn something off while work is still running in it, and lists what to finish first. To give one person a shorter menu, choose their *role* instead.

More detail: Turning modules and features off.

Step 5. Look over the chart of accounts

Accounting & tax → Chart of accounts.



The list shows each account's code, name, sub-type, default VAT code and balance, grouped as assets, liabilities, equity, income and expenses. Accounts marked **control** are managed by Easy and can't be posted to by hand (see System control accounts). Use **+ New account** to add one, or edit a name; nothing from the starter chart is thrown away.

Add another company, or restore one

- **Another company** under the same login: the company switcher, **+ Add a company** (step 1). Each company has its own isolated books and its own 30-day trial.
- **Restore from a backup**: **Settings → Data & import → Restore from a backup**, or the restore section of *Add company*. A restore always creates a **new** company that you own; the company you are in is never changed. Only a company's Owner or an Administrator can restore. More detail: Setting up your company.

Check before you continue

Check before you continue

- ○ The company exists, and you can see it in the company switcher.
- ○ VAT is set correctly, with the right start date, and the **VAT return basis** is as you filed before.
- ○ Business details are complete: legal name, RMD number, CINSF employer reference (if you have staff), address, logo.
- ○ Bank accounts have names you will recognise on a statement.
- ○ The modules you won't use are turned off.
- ○ You have decided how to bring in opening balances, and the approvals you will turn on.

Next

Opening balances, then Invoice branding so the first invoice looks right, and Set up payroll if you have staff.

Opening balances and moving your history in

Do this once, on the day your books start in Easy. Opening balances tell Easy what the business **owned and owed** the day before, so that reports are right from day one without re-entering old transactions.

> **About the screenshots**
>
> Screenshots are from a test company, *Tamarind Café*, with made-up balances. The wizard remembers where you stopped, so you can leave with **Save and exit** and come back.

Before you start

- **The company is set up** (Set up your company): the chart of accounts exists and the financial year starts in the right month.
- **Decide the go-live date**: the first day Easy holds your transactions. Everything before it becomes one opening entry.
- **Have the closing figures** from the old system, as at the day *before* go-live: each bank account's balance as the bank statement shows it, every unpaid customer invoice and supplier bill, loans and credit cards, prepayments and deposits, the fixed assets, and any VAT owed or refundable.
- **Customers and suppliers exist** if you will list open invoices and bills (add them under **Sales → Customers** and **Purchases → Suppliers** first).

Step 1. Open Opening balances

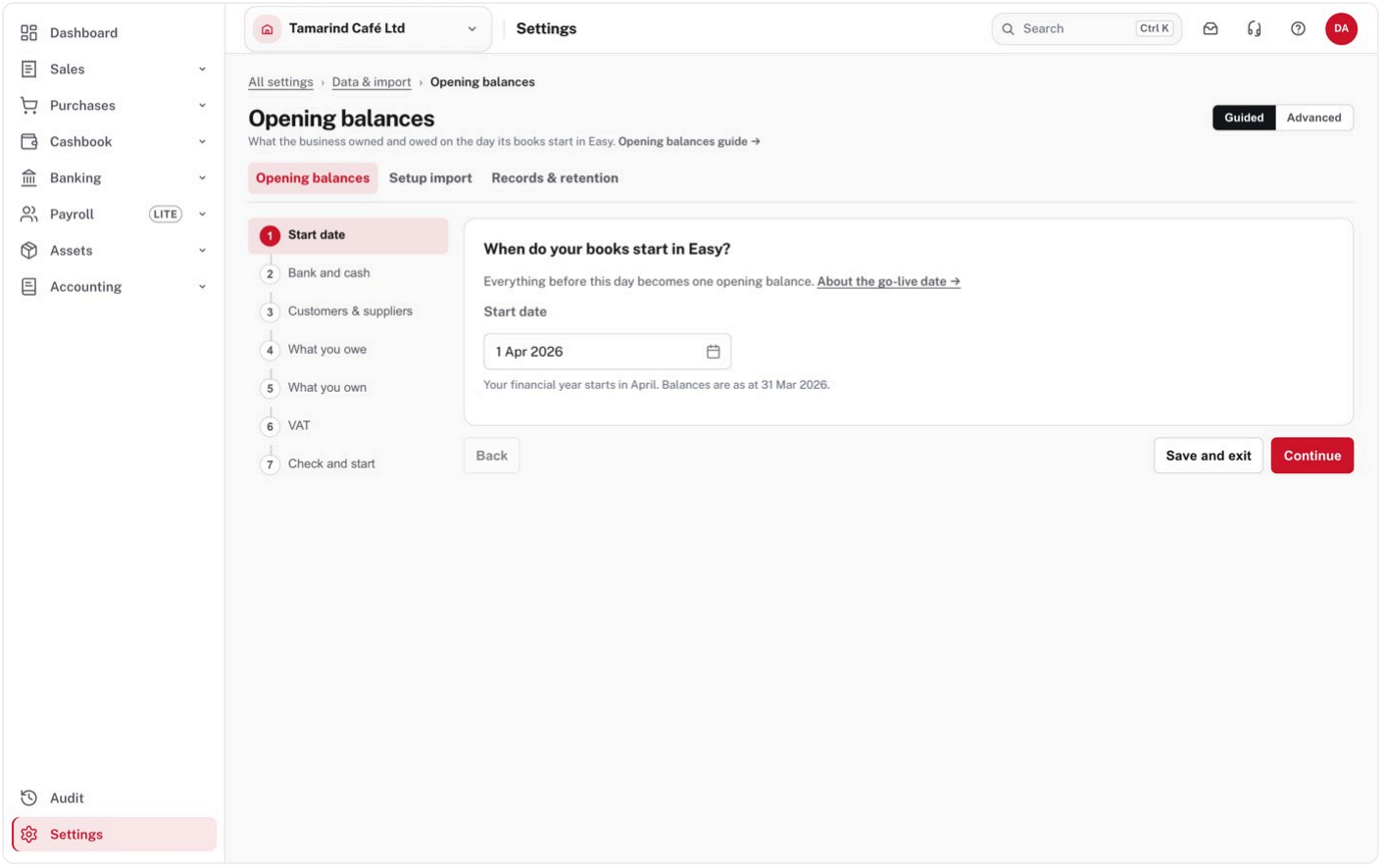
Settings → Data & import → Opening balances. (In the setup wizard, this is the **Balances** step.)

There are two ways in, chosen with **Guided** and **Advanced** at the top right. Both make the same opening entry.

- **Guided** (the default) asks plain questions and works out the debits and credits for you.
- **Advanced** is a debit and credit trial balance, for an accountant who already has one.

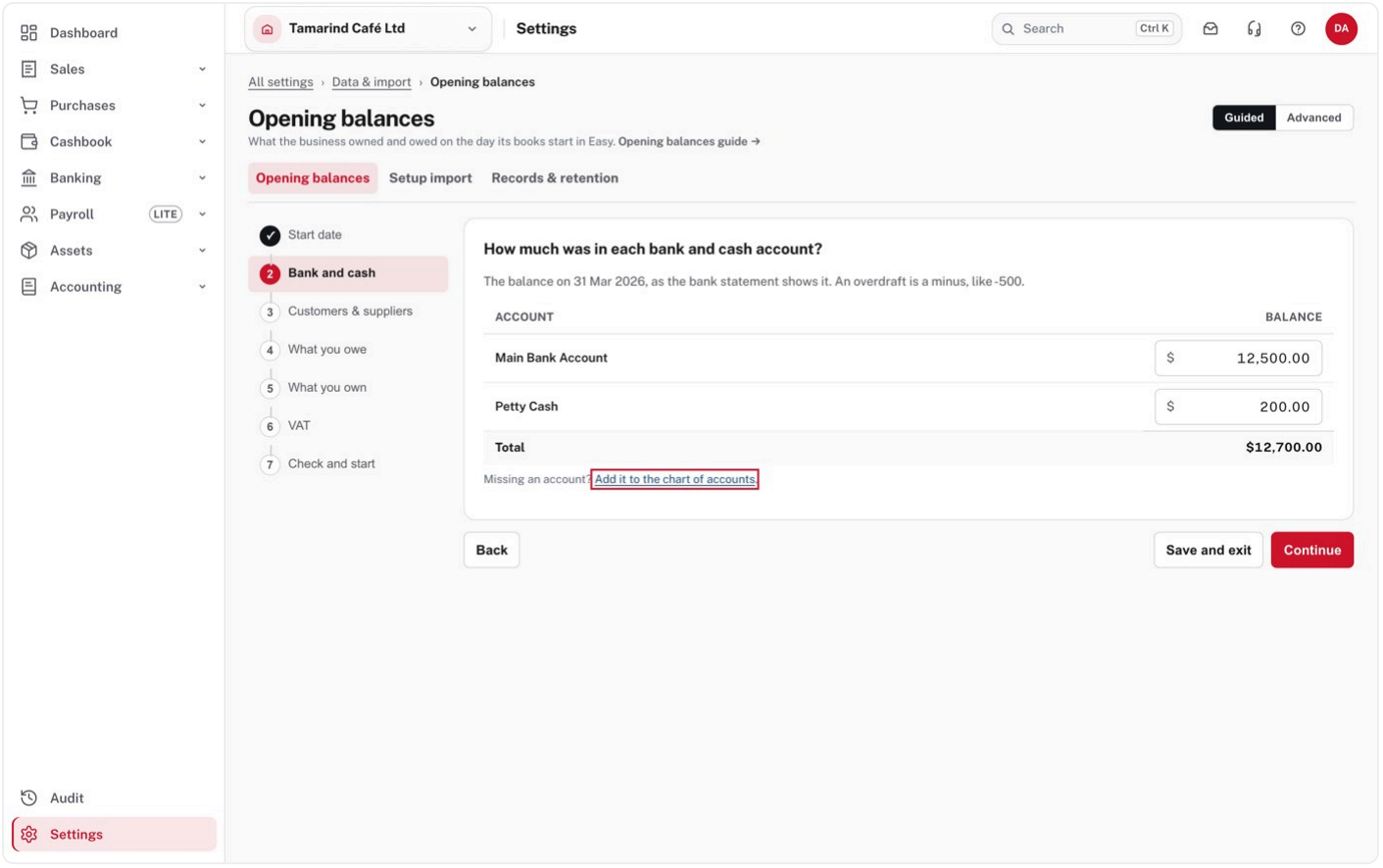
This chapter follows Guided. The seven steps run down the left.

Step 2. Start date



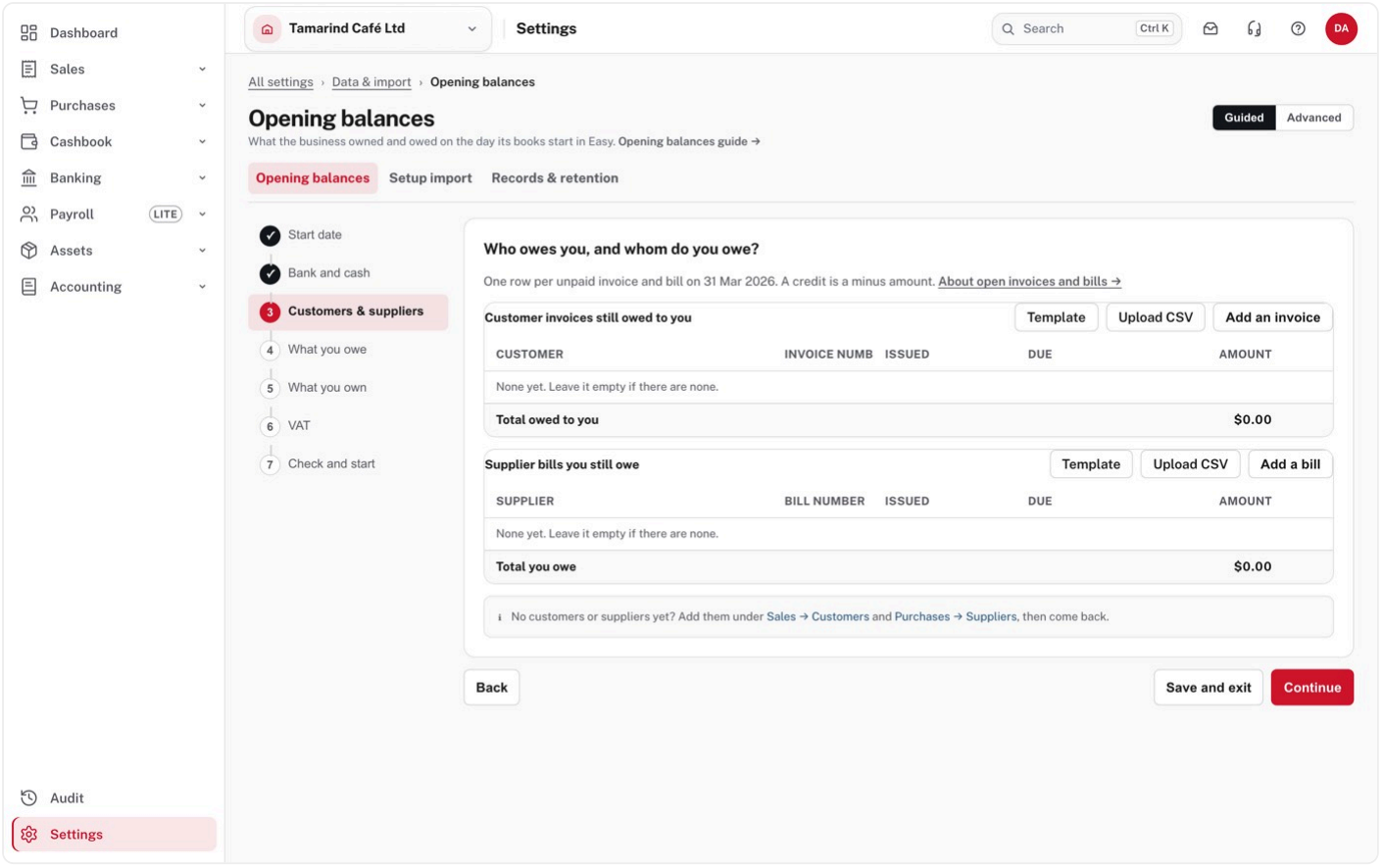
Pick the **start date**. It is suggested from the month your financial year starts (April here, so 1 April). The page says the balances are "as at" the day before (31 March). Choose **Continue**.

Step 3. Bank and cash

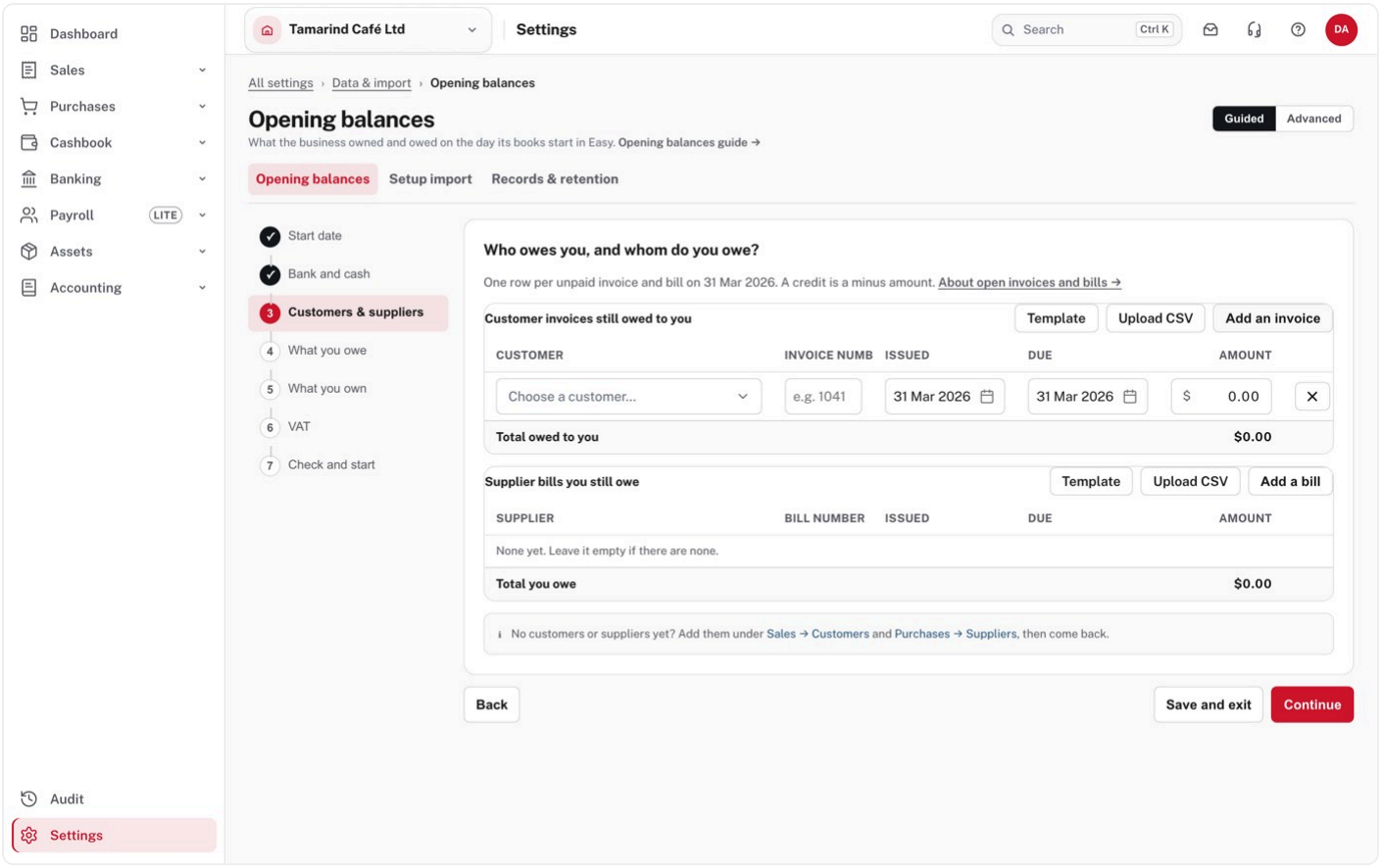


Enter the balance of each bank and cash account **as the bank statement shows it** on the day before go-live. An overdraft is a minus amount, like -500. If an account is missing, add it to the chart of accounts and come back.

Step 4. Customers and suppliers

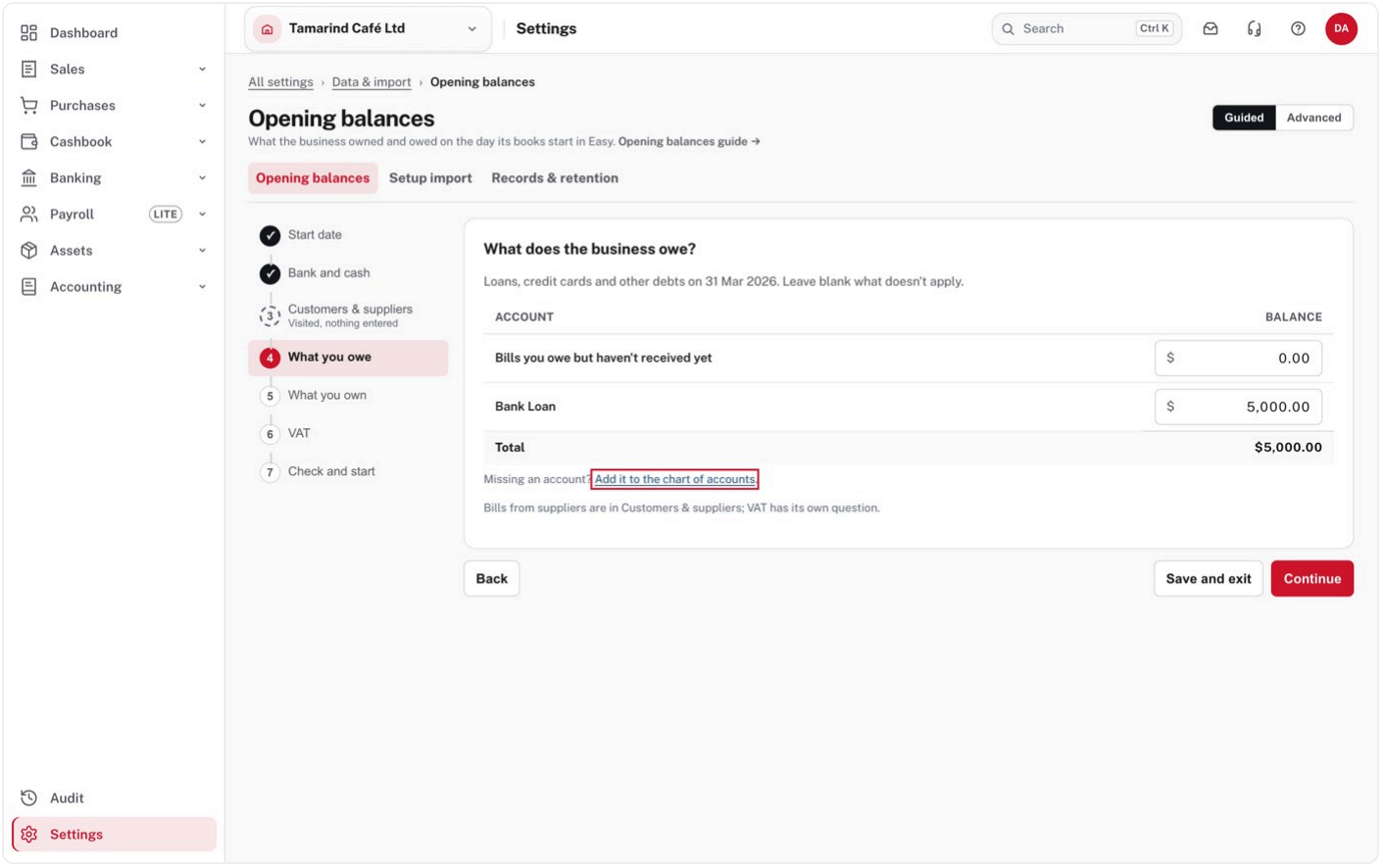


List **one row per unpaid customer invoice and supplier bill** on the day before go-live. Each becomes a real, recorded opening document that you settle normally, with its own number and dates, so your aged debtors and creditors are right from day one.



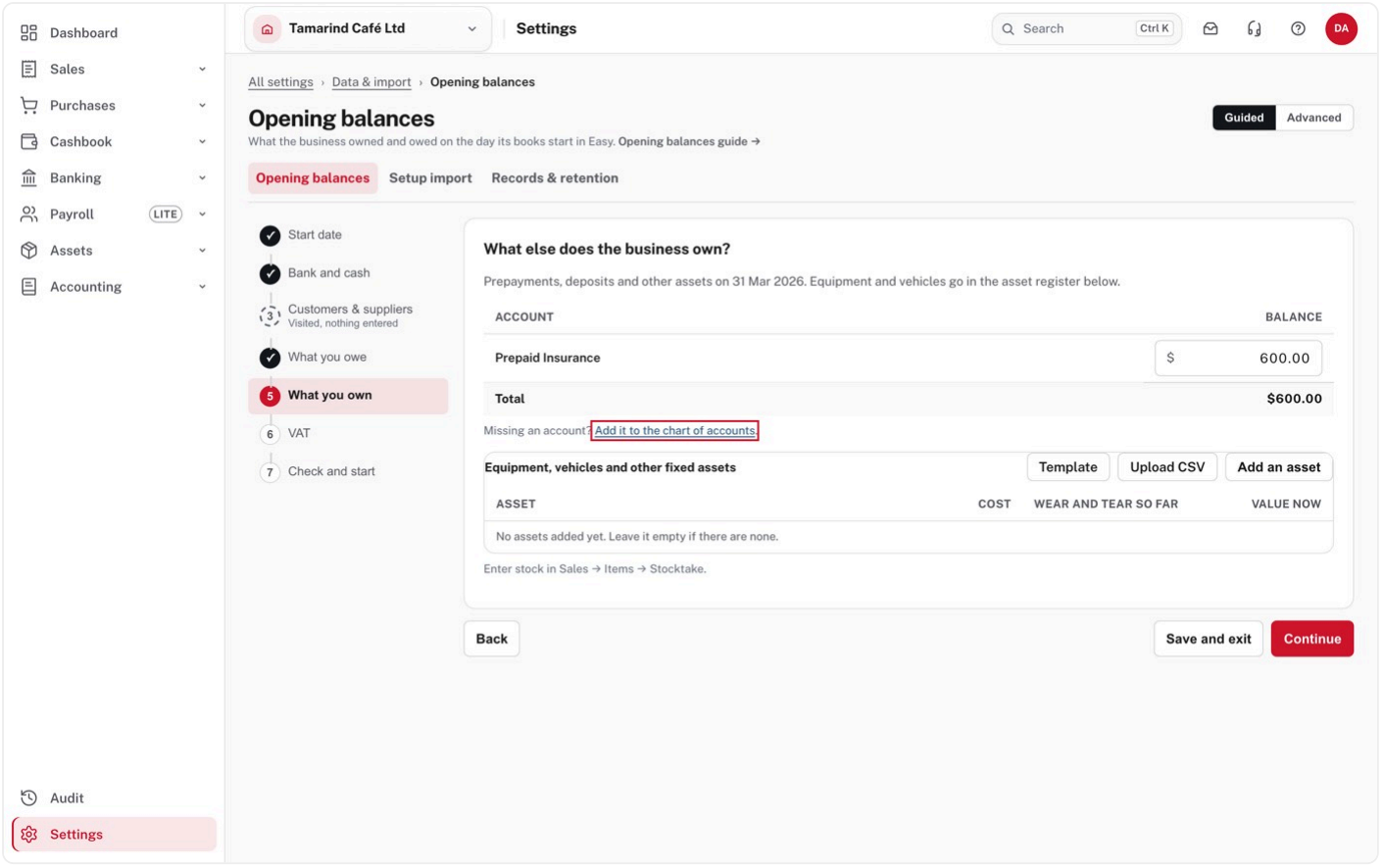
Choose **Add an invoice** (or **Add a bill**) and fill in the **customer** (or supplier), **invoice number**, **issued** and **due** dates and the **amount**. A customer in credit, or a supplier who owes you, is a minus amount. **Template** downloads a CSV layout and **Upload CSV** brings in a long list at once. If there are none, leave it empty.

Step 5. What you owe



Loans, credit cards, bills you owe but haven't received yet, and other debts. Type what is owed; Easy makes it a credit. Bills from suppliers belong in the previous step, and VAT has its own question.

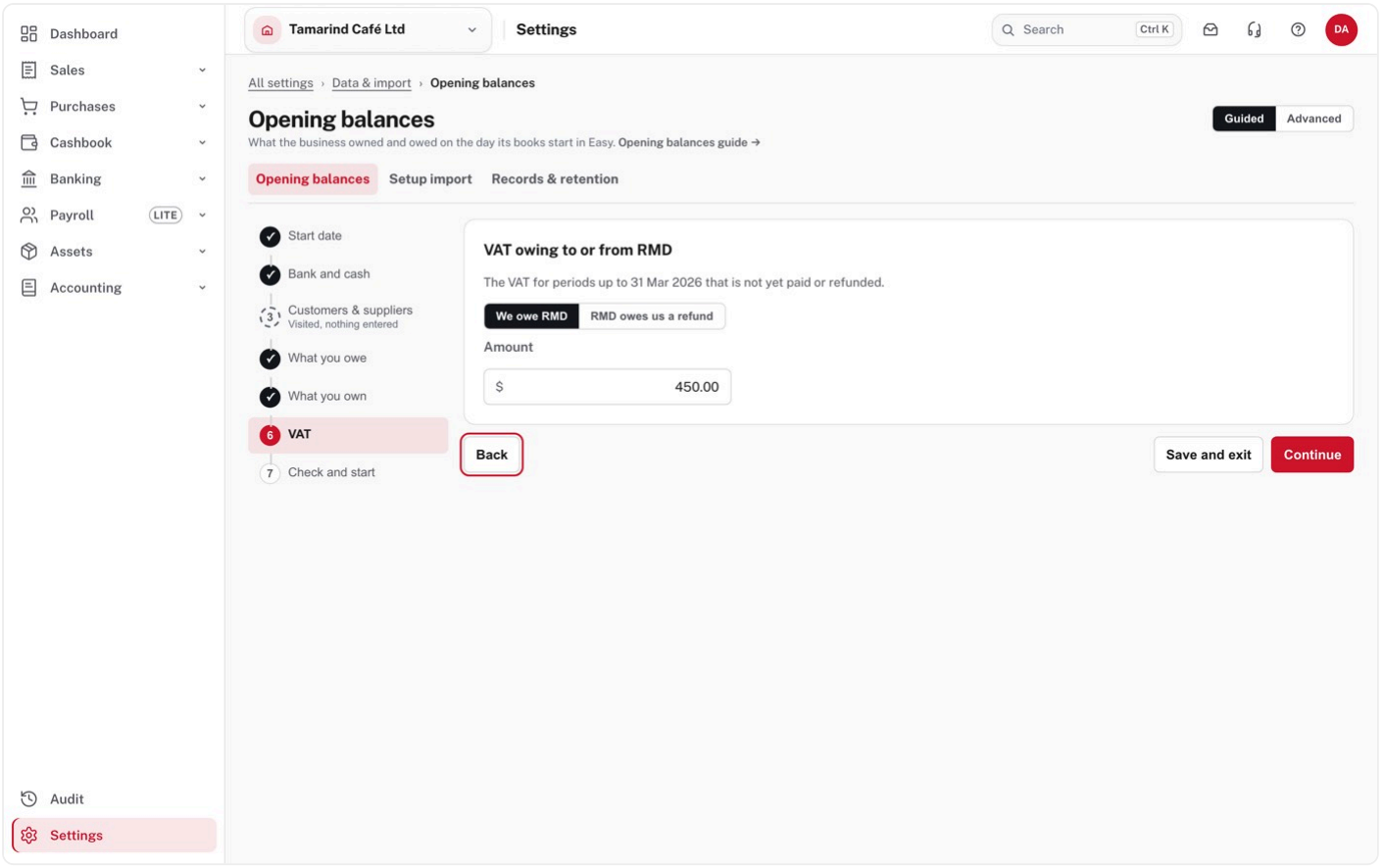
Step 6. What you own



Prepayments, deposits and other assets go in the table. **Equipment and vehicles** go in the **asset register** below it (**Add an asset**, or **Upload CSV**): enter each asset's cost and the wear and tear so far, so depreciation carries on. **Stock you track item by item is not entered here**: Easy values it from the stock records (enter it under Sales → Items → Stocktake).

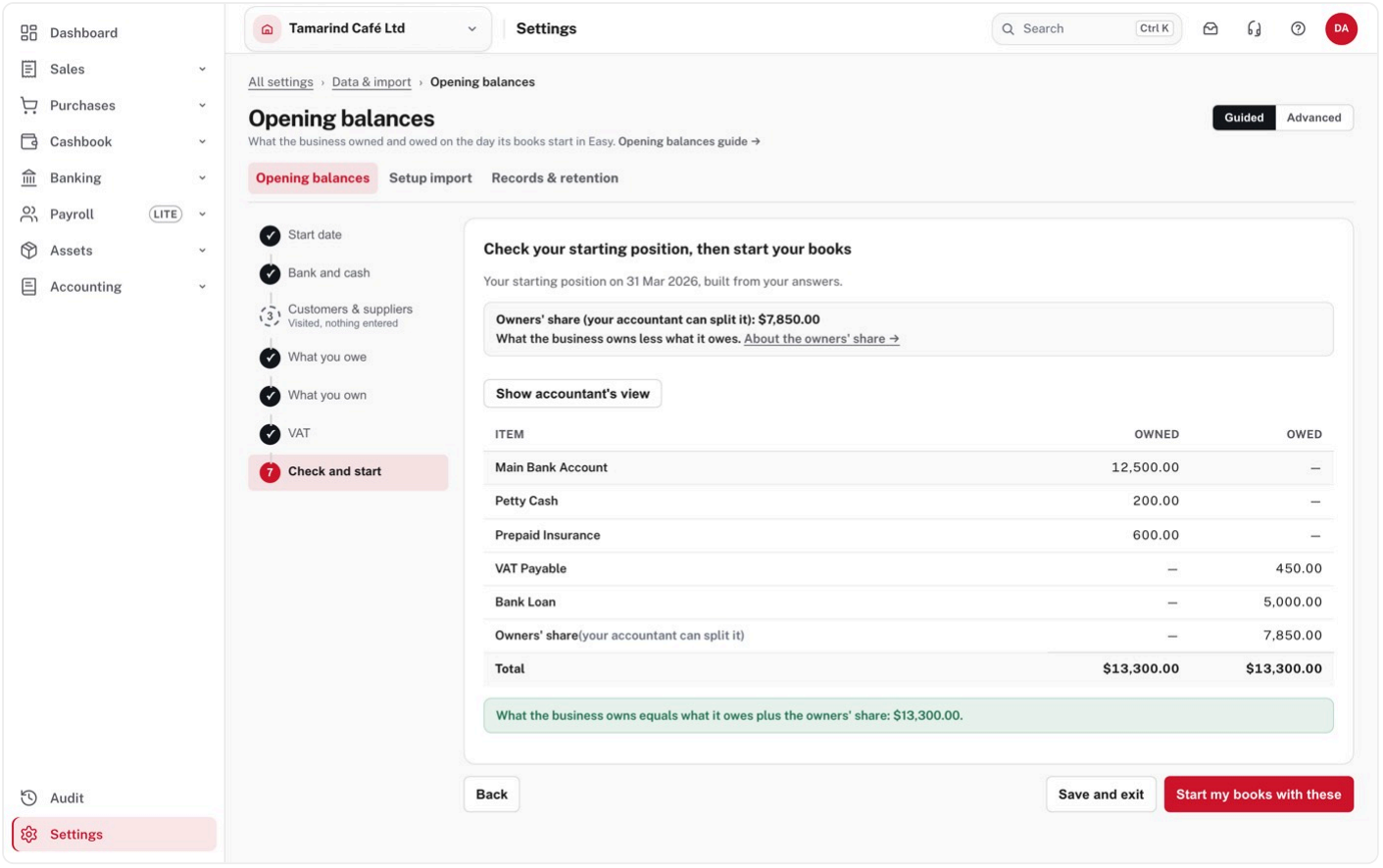
Step 7. VAT

Shown only if the company is VAT registered.



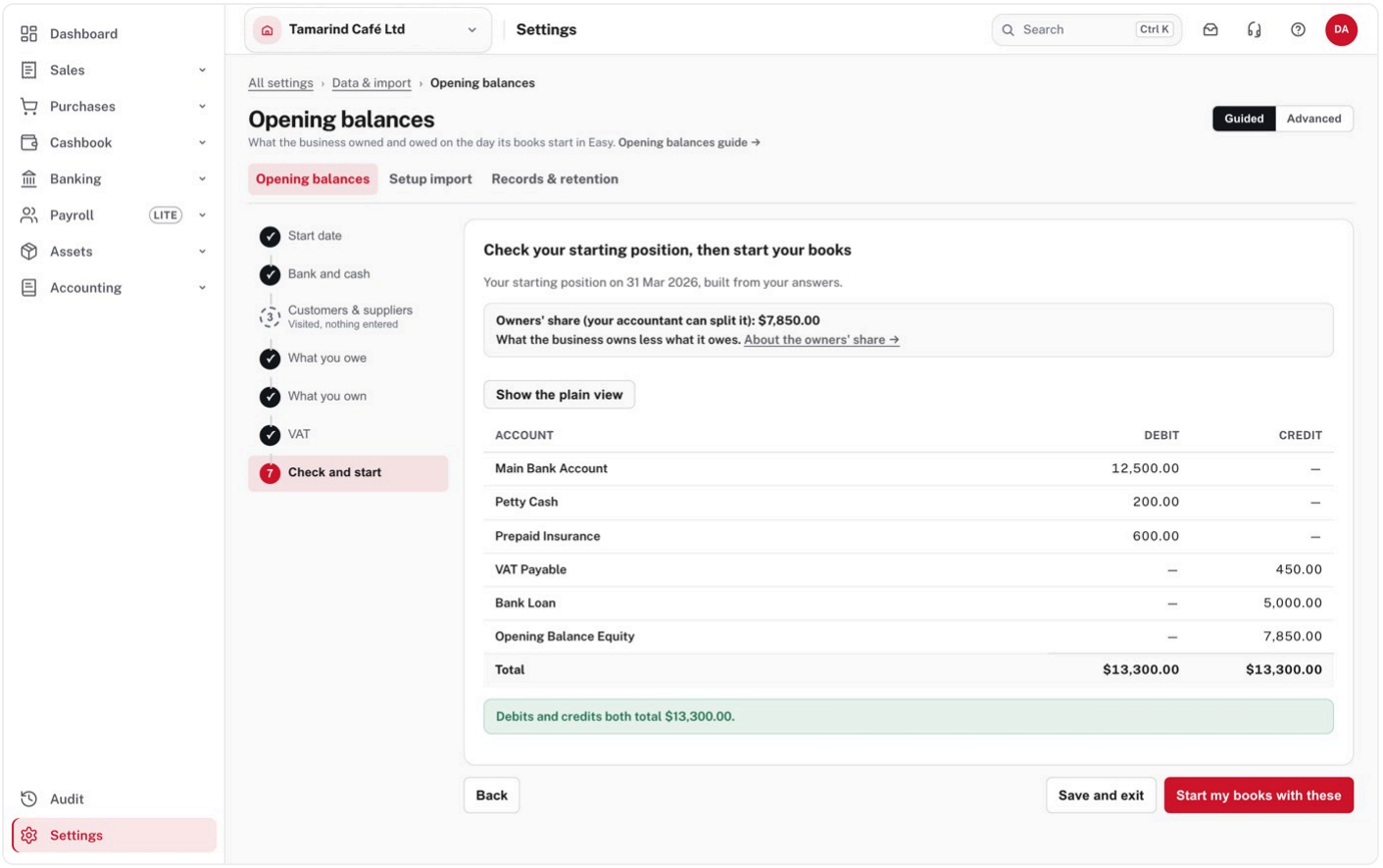
Choose **We owe RMD** (VAT for periods up to the start date not yet paid) or **RMD owes us a refund**, and type the amount.

Step 8. Check and start



Easy shows your starting position: what the business **owns**, what it **owes**, and the **owners' share**.

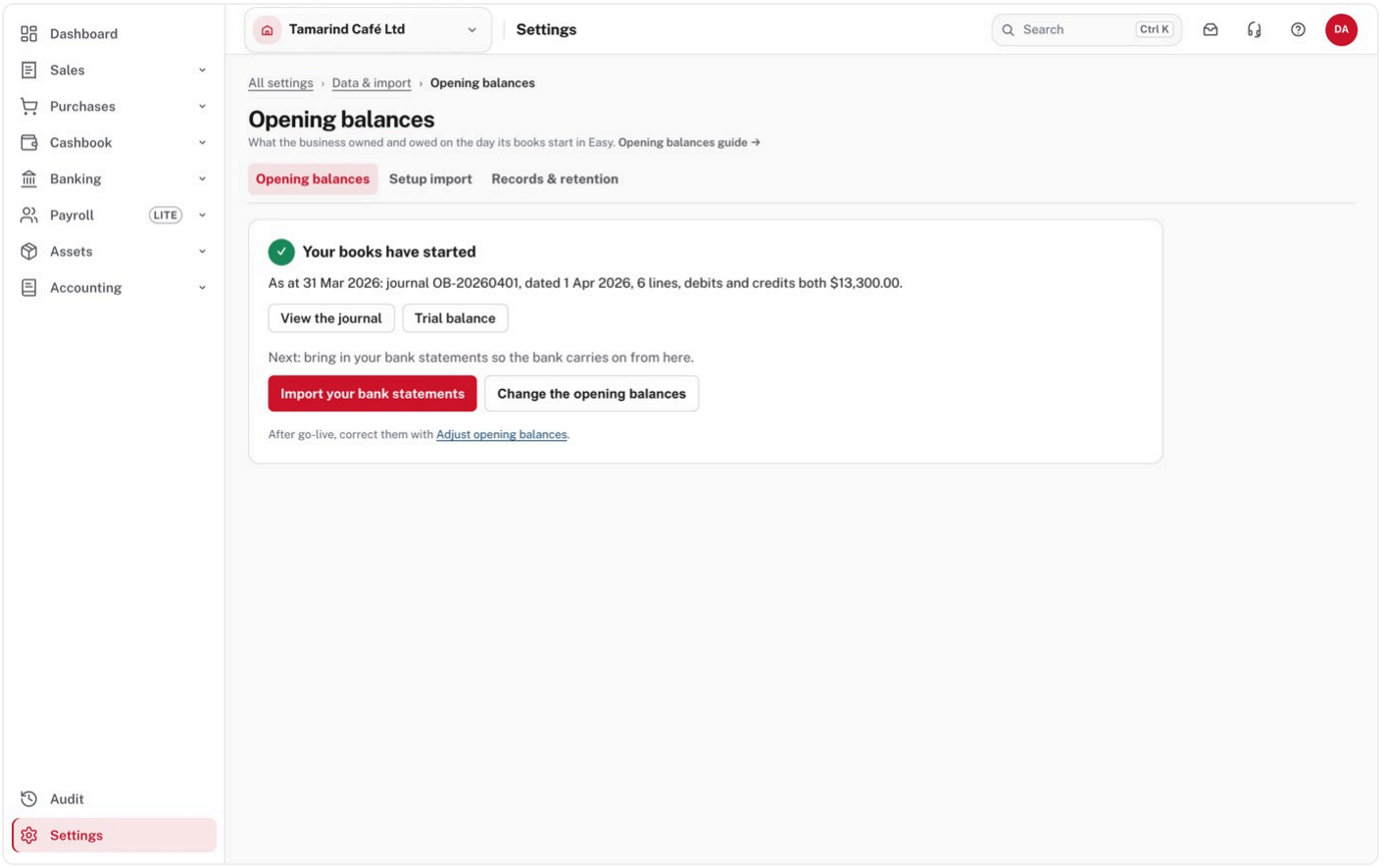
The owners' share. Easy never asks what the business is worth. It works it out: everything the business owns, less everything it owes, belongs to its owners. That figure is kept on the Opening Balance Equity account. If the business owes more than it owns, it is a minus amount. Your accountant can later split it into owner's capital and retained earnings. If you start part way through your financial year, the year's income and expenses so far are part of this figure; enter them in **Advanced** if you want them on their own accounts.



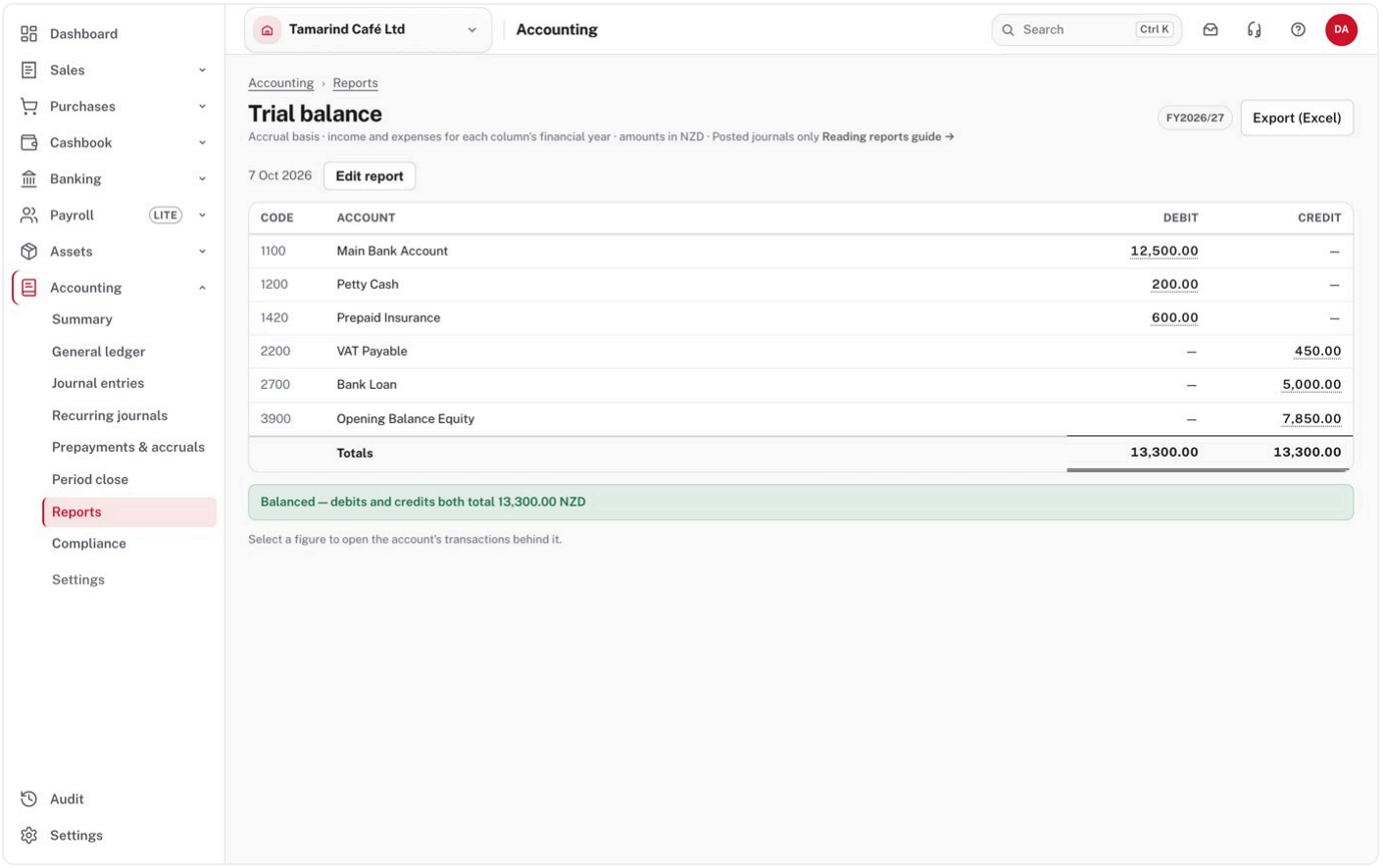
Show accountant's view shows the same figures as debits and credits. In Guided, the owners' share always closes the gap, so the check says what the business owns equals what it owes plus the owners' share.

> **Start my books with these**
>
> This records the opening entry. After it, use **Change the opening balances** to open the steps again (starting again replaces the opening entry), and **Adjust opening balances** to correct them once you are live.

Choose **Start my books with these**.

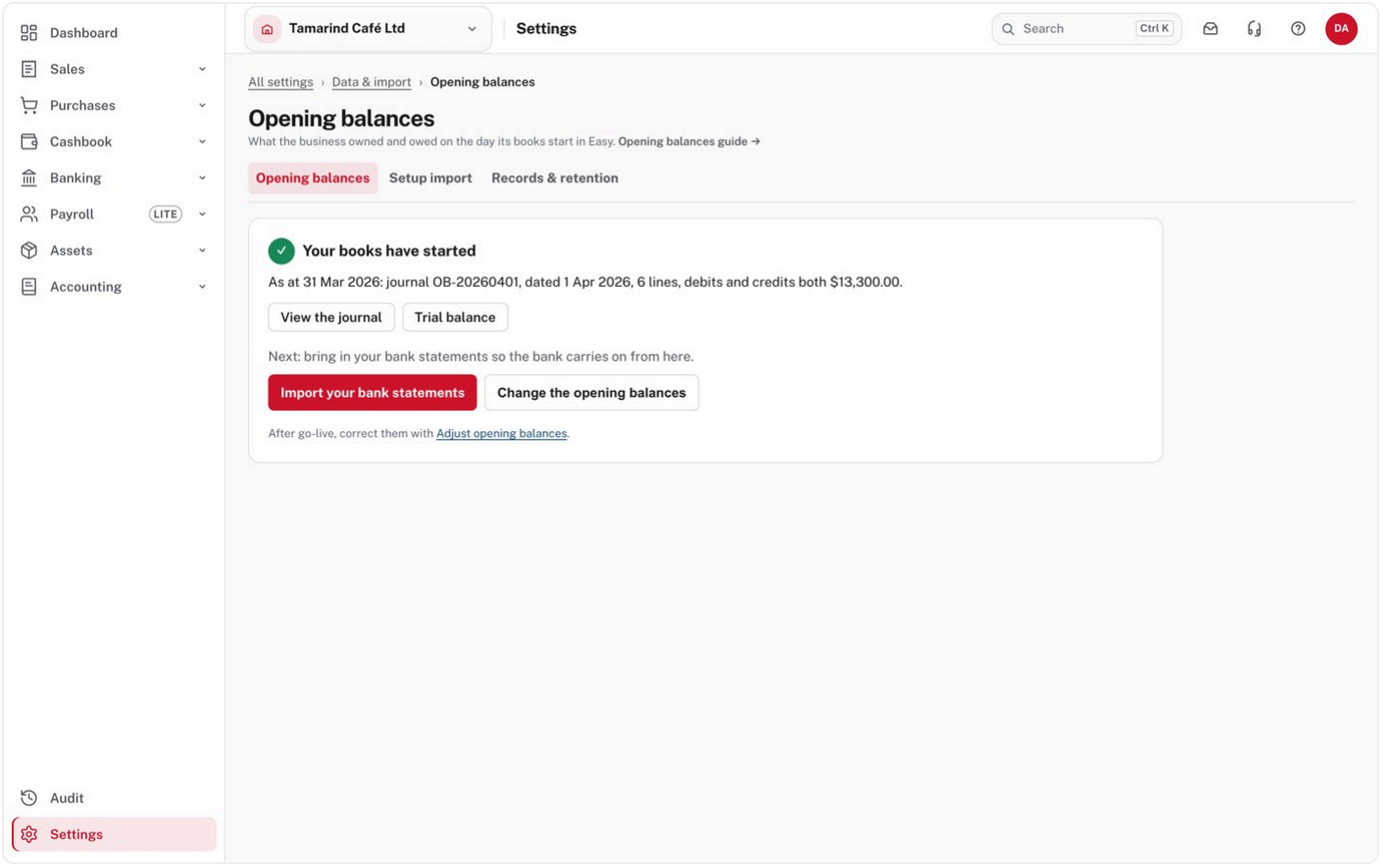


The page now says **Your books have started** and shows the opening entry: its journal reference, its date, its number of lines and that debits and credits both total the same. **View the journal** and **Trial balance** open it. The next step it offers is **Import your bank statements**, so the bank carries on from here (see Import a bank statement).



Read the **trial balance**: every figure should be what you entered.

Advanced: the trial balance



Switch to **Advanced** to type in or import a trial balance from your old system. Trade debtors and creditors are not entered here (you list the open invoices and bills instead). The VAT control account is: what you owe RMD is a credit, a refund due is a debit. While you type, an "out of balance so far" figure is shown; it can include the customers and suppliers step still to come. Switching from Guided to Advanced shows the trial balance your answers made, so an accountant can adjust it.

Importing a company's whole history

If you want transactions and not only balances, use **Setup import** (the tab beside Opening balances): a journal import from a company workbook that posts straight to the ledger. It is for moving a company in, and for accountants. See Importing a company's history.

More detail: Opening balances.

Check before you continue

Check before you continue

- ◯ The start date is the first day Easy will hold transactions, and the figures are as at the day before.
- ◯ Each bank balance equals the bank statement, and each customer and supplier total equals the old system's.
- ◯ The owners' share is what you expect (assets less liabilities).
- ◯ The trial balance, after you start, shows every figure you entered, and it balances.
- ◯ You know how to correct it later (**Adjust opening balances**), and the lock date is still before go-live.

People, roles and access

Do this when someone joins your business, changes job, or leaves. Everyone who uses a company has **one role**, and the role decides what they can see and do. Only the **Owner** or an **Administrator** can add people and change roles.

> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The email address is made up.

Before you start

- Decide the **role** (the table below).
- Have the person's **email address**. They use it to sign in. Staff who sign in only to see their own payslips, leave and timesheets use the **Employee** role, and do not count toward your plan's number of users.
- Check your plan has a free place (step 1).

Roles at a glance

Role	For	Settings	The books	Approves
Owner	The person the company belongs to	All of them	Everything	Everything an approver can
Administrator	Someone who runs the company with the owner	All of them	Everything	Everything an approver can
Accountant	Your bookkeeper or outside accountant	Accounting setup only	Everything	Bills, sales documents, journals, pay runs, leave
Data entry	An admin officer who enters the day's work	None	Day-to-day documents only	Nothing
Approver	A manager who signs things off	None	Reads only	Bills, sales documents, journals, leave
Payroll manager	The person who runs the pays	None	Payroll only	Leave and timesheets
Read only / Auditor	An owner who only looks, or an outside auditor	None	Reads everything, including the audit trail	Nothing
Employee	Staff using self-service	None	Their own payslips, leave, timesheets and expenses	Nothing

Things worth knowing before you choose:

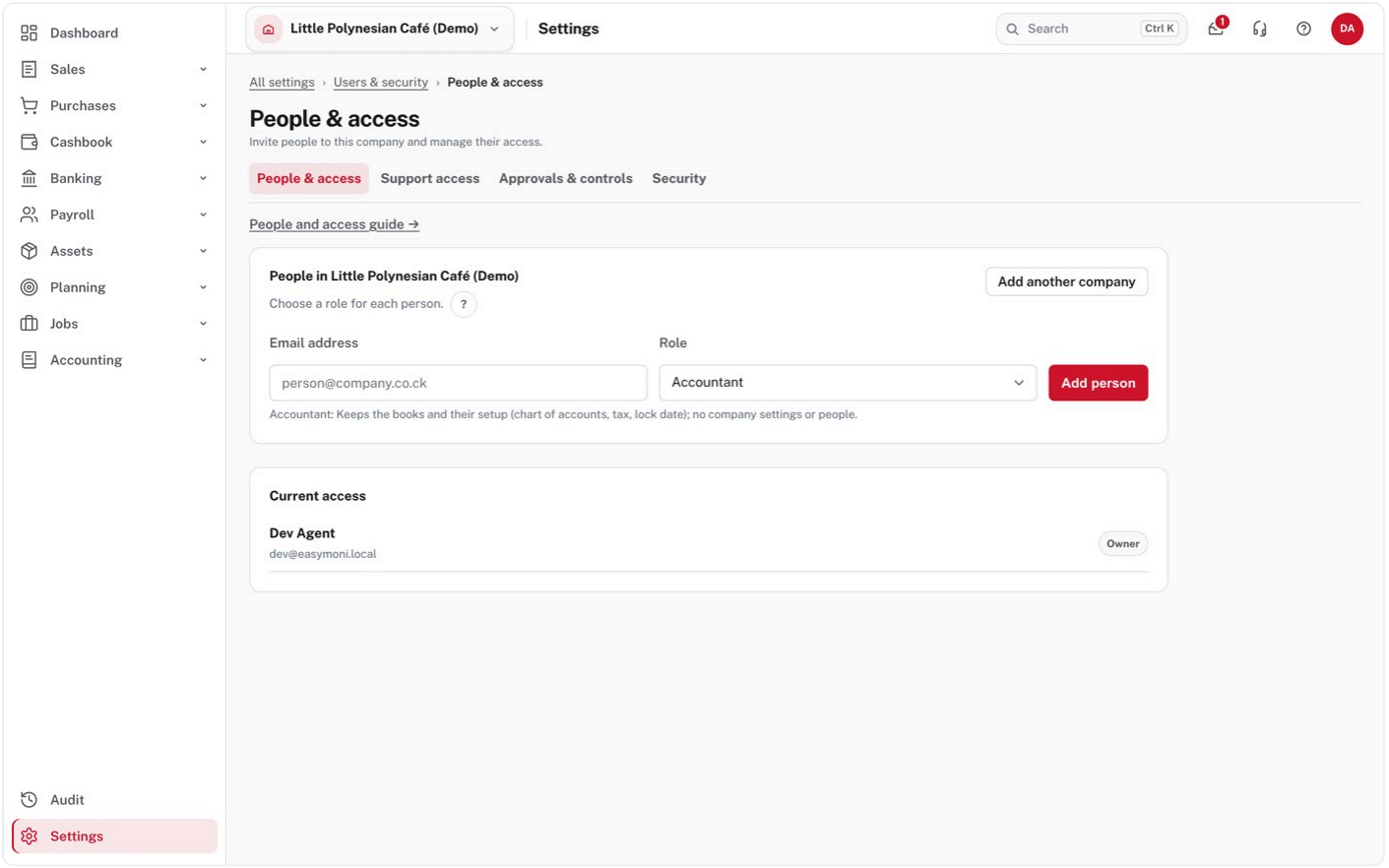
- An **Accountant** keeps the books and their setup (chart of accounts, tax codes, VAT, the lock date, document numbering, opening balances, budgets) but does **not** change company administration: business details, modules, approval rules, emails, branding, people, security, integrations or card payments. Keeping approval rules away from the Accountant means the person a control checks can never switch it off. An Accountant also cannot move the lock date *back*, which would reopen a closed period.

- **Data entry** can raise quotes and invoices, enter bills, record receipts and payments and import and match bank lines, but **cannot** post a manual journal, undo anything already recorded, finish a bank reconciliation, run depreciation, make a payment run or a bank file, change a supplier's bank details, close a period or file a tax return. The menu only shows them the pages they can use.
- An **Administrator** has the same access as the Owner. Only the Owner can approve Easy support access and transfer ownership.

More detail, including the full list for each role: Roles explained.

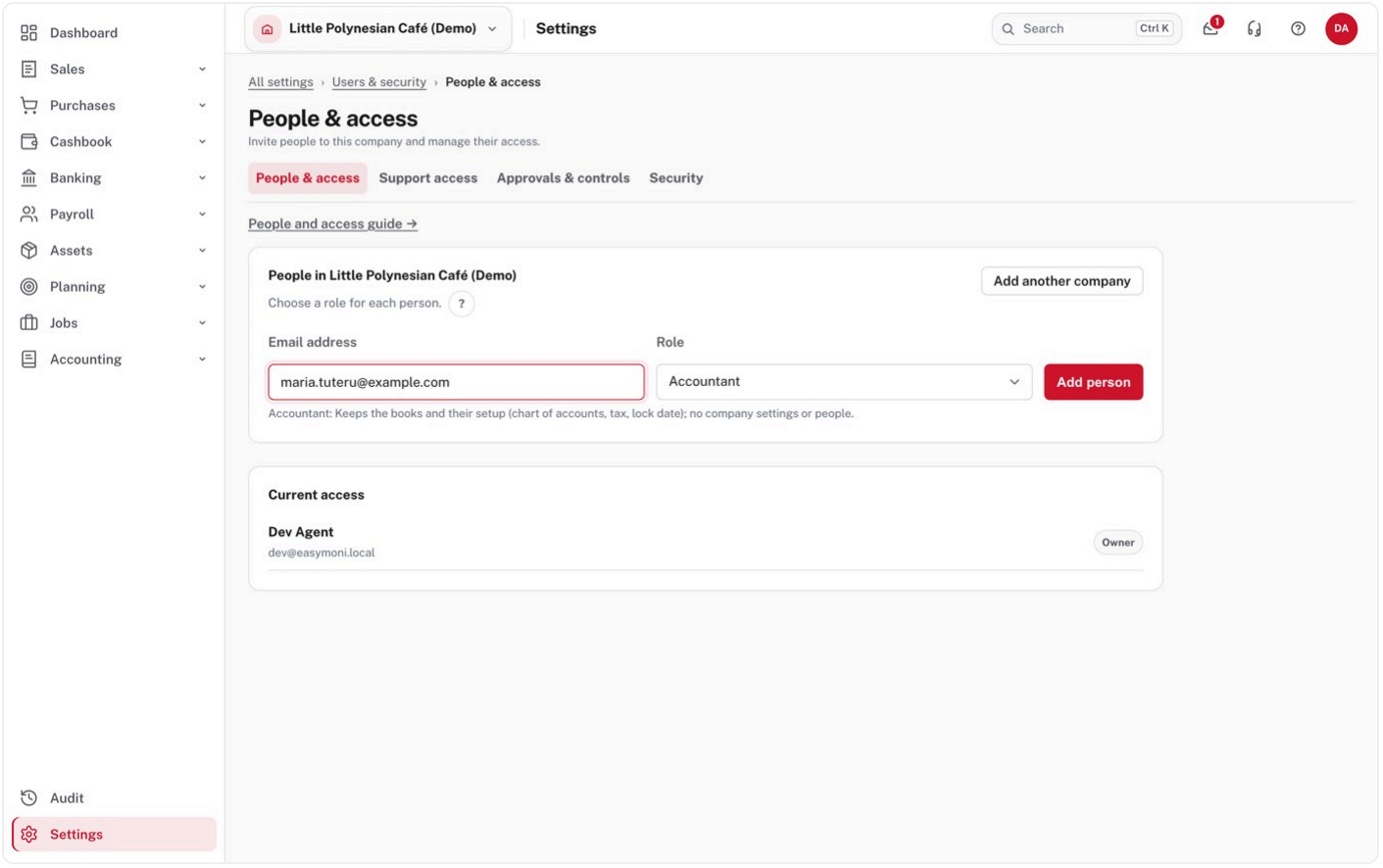
Step 1. Open People & access

Settings → Users & security → People & access.

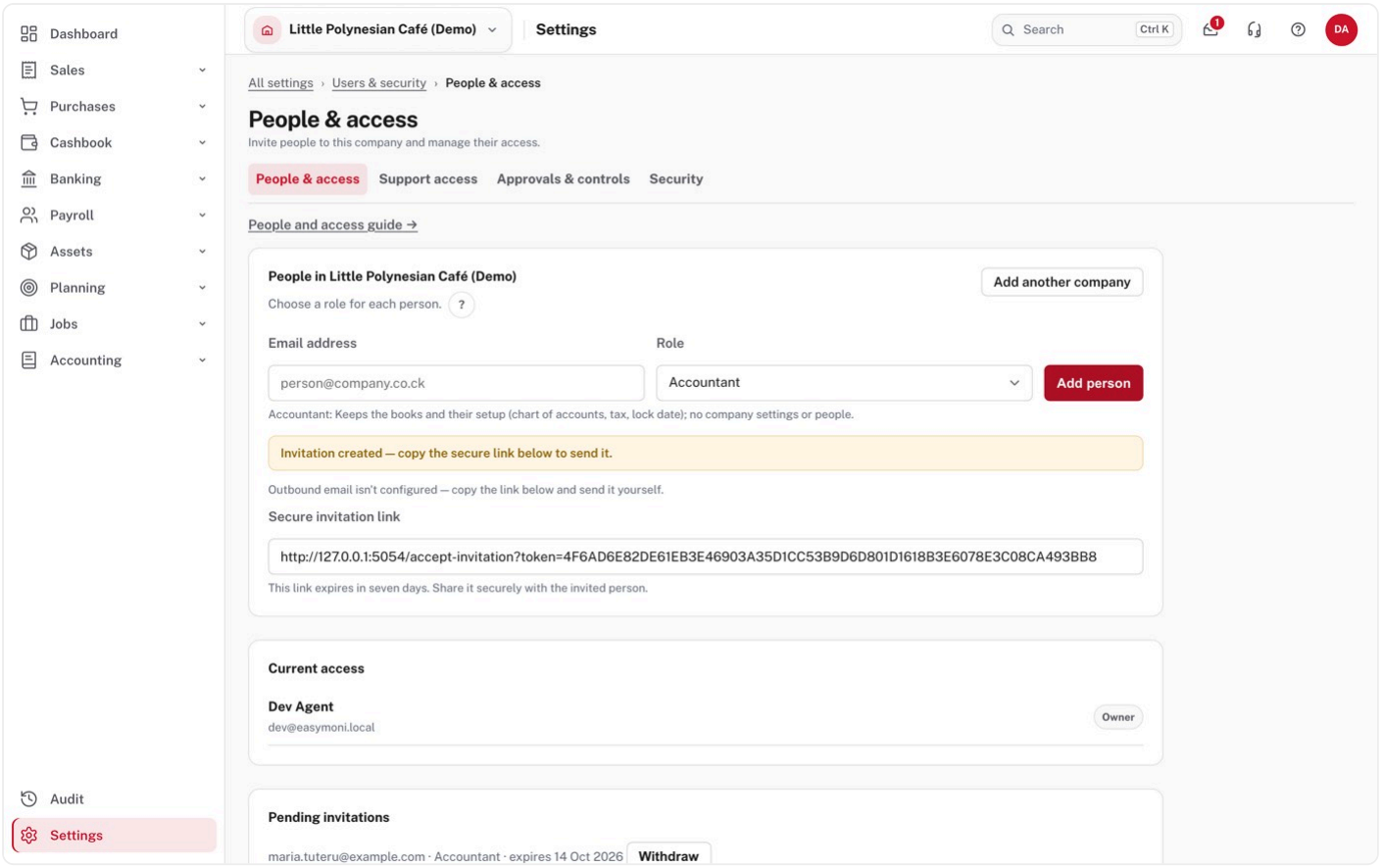


The page lists **Current access** (each person and their role) and **Pending invitations**. The tabs beside it are **Support access**, **Approvals & controls** and **Security**. If your plan includes a set number of users, the page shows how many places are used, and an invitation that is not yet accepted holds a place.

Step 2. Invite the person



Type the **email address**, choose the **role** (the line under the list says what that role may do), and choose **Add person**.



Easy emails the invitation. If email delivery isn't set up, the page says so and shows a **secure invitation link**: copy it and send it to the person yourself, by a channel you trust. **The link expires in seven days.** The person appears under **Pending invitations** until they accept; **Withdraw** cancels it.

> **No password is shared**
>
> The person opens the link, sets their own password and confirms their email. Google sign-in can be linked afterwards, but it never creates an account: only someone who has been invited can sign in.

Step 3. Change someone's role, or remove them

On the **Current access** list, review a person's role before changing it or removing their access. An **Owner** role can't be given through the ordinary role picker.

Transfer ownership. The current Owner can choose an active member under **Transfer ownership** and select **Transfer & step down**. That person becomes the Owner and the previous Owner becomes an Administrator. Treat it as its own decision, not a routine role change.

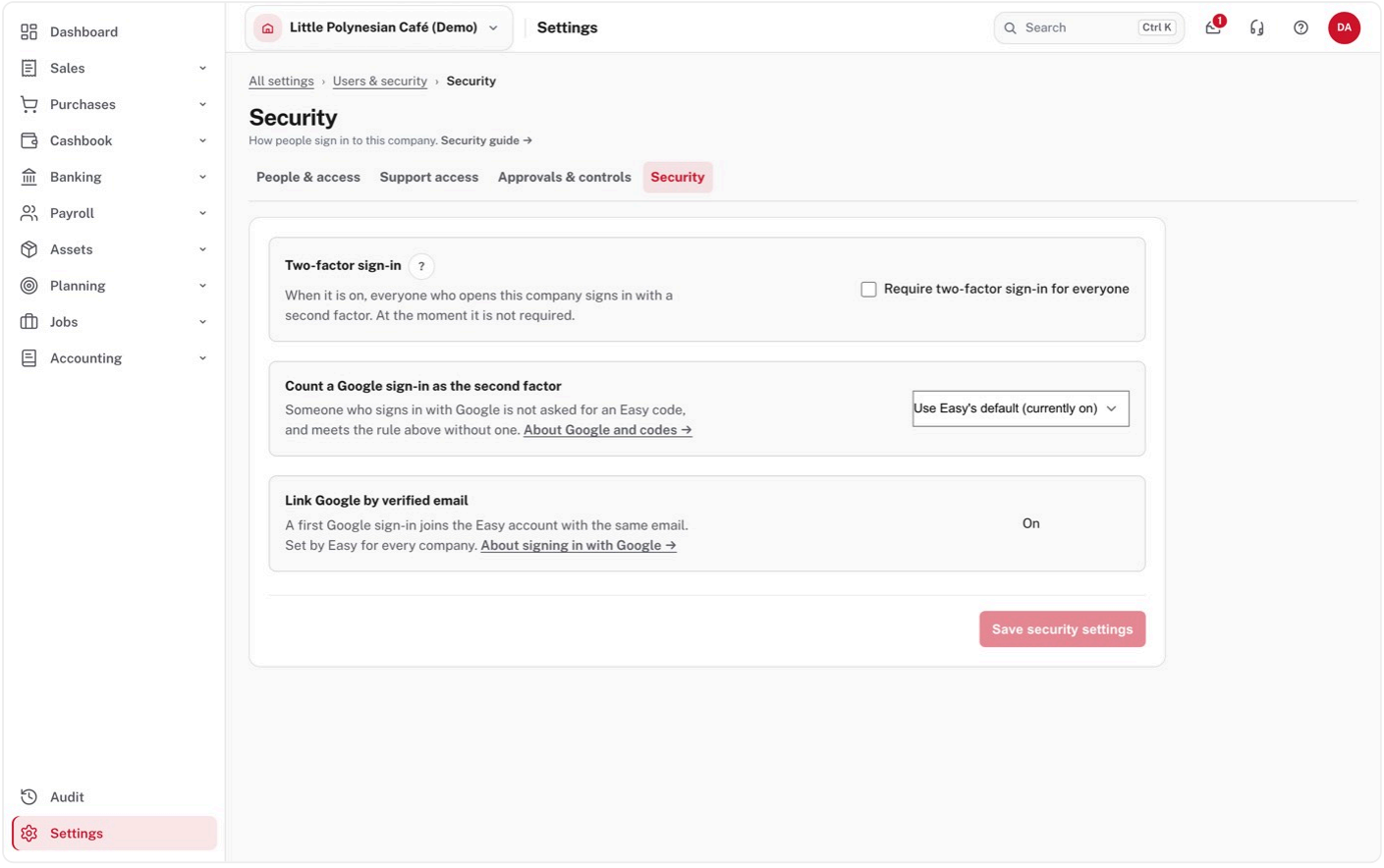
When a person leaves

Remove their access the day they go. The audit trail keeps everything they did.

More detail: People and access.

Step 4. Make sign-in safer

Settings → Users & security → Security.



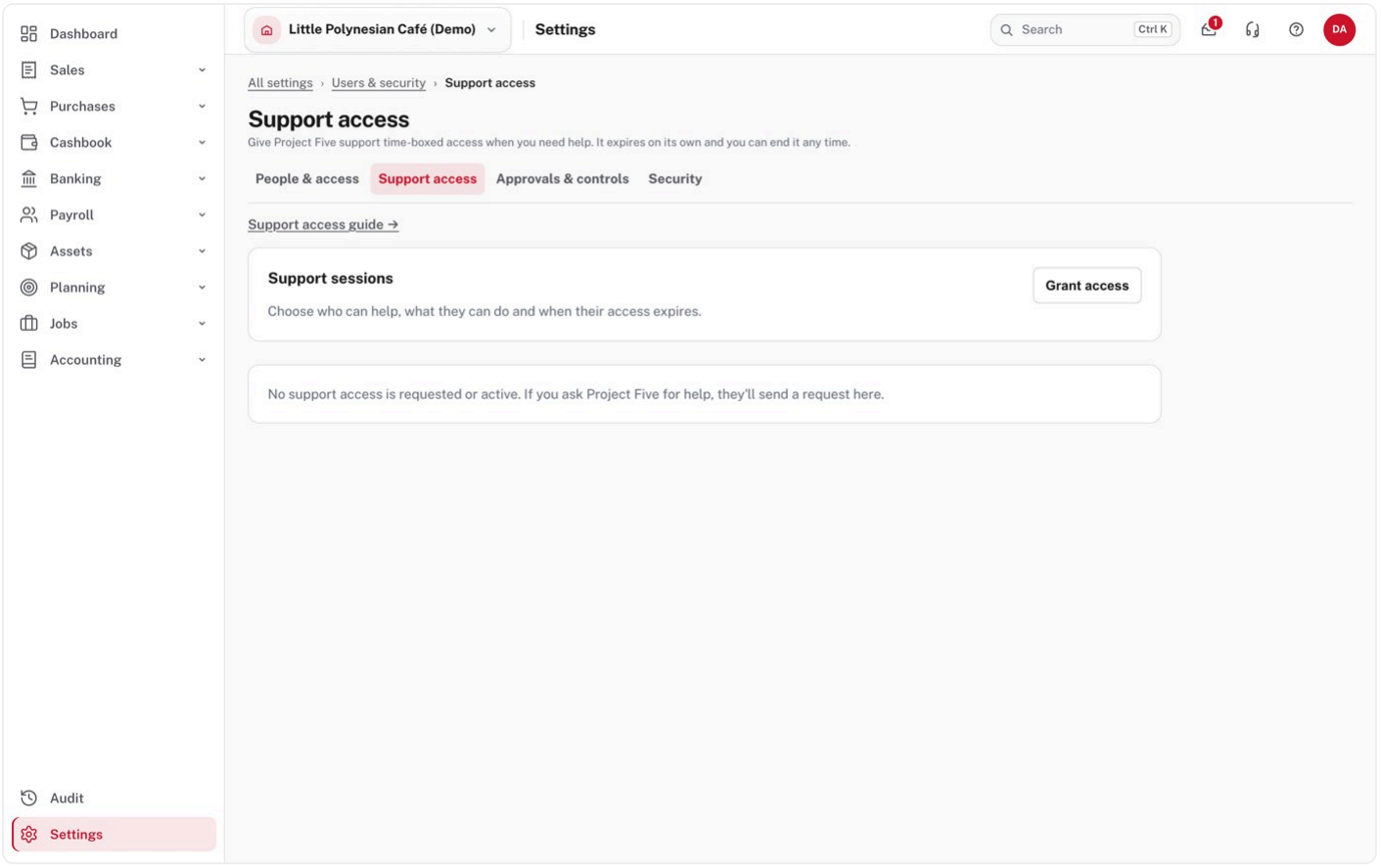
- **Require two-factor sign-in for everyone.** When ticked, every member must prove a second factor before opening the books; anyone who can't is held at their account page until they set one up.
- **Count a Google sign-in as the second factor.** The choices are *Use Easy's default*, *On* or *Off*. Choose **Off** if your team's Google accounts are not your business's own or don't use two-step verification, because Easy can't see whether Google asked for a second step.
- **Link Google by verified email** is set by Project Five for every company.

A session ends twelve hours after sign-in. Changing a password, or turning two-factor on or off, signs the person out on their other devices.

More detail: Two-factor requirement and AI capture.

Step 5. Give Project Five support access (only when you ask for help)

Settings → Users & security → Support access.



Only the **Owner** can manage this. **Grant access** lets you choose a Project Five contact, **Read-only** or **Read & write**, a duration of one to 72 hours, and the reason. Grant only the level and time needed. Project Five can also *request* access, which the Owner approves or declines; the page separates pending requests, active sessions and past access. Active access expires by itself, and the Owner can end it early. What happened is in the session history and the audit trail.

More detail: Support access.

Good practice for small teams

Auditors and donors usually look for these, and Easy's roles and controls are built for them:

- one person **prepares** payments and a different person **releases** them in online banking;
- **bank-detail changes** confirmed by a second person;
- a monthly **bank reconciliation** finished by someone other than the person who entered the lines;
- **manual journals** approved, or reviewed each month by the owner;

- a **lock date** after each month end (Month-end checklist).

With only one or two people, a monthly review by the owner or the board is the accepted substitute. The audit trail records who did what.

Check before you continue

Check before you continue

- [ ] Each person has exactly the role they need, no more.
- [ ] Nobody shares a login. Everyone has their own invitation.
- [ ] Pending invitations you no longer need are withdrawn.
- [ ] Two-factor sign-in is required, if anyone can see or move money.
- [ ] People who have left have had their access removed.

Find things and work faster

Easy has a handful of habits that save a lot of clicking: one search that opens almost anything, a few keys, lists that remember how you like them, bulk actions on the lists, a trail that walks you back to where you came from, and one place (Mail) that says what is waiting for you. Learn them once and they work across the app. Everyone who signs in to a company can use them, except the **Employee** role, whose screens are their own pay and leave. For roles, see People, roles and access; for the first time in the app, see Set up your company.

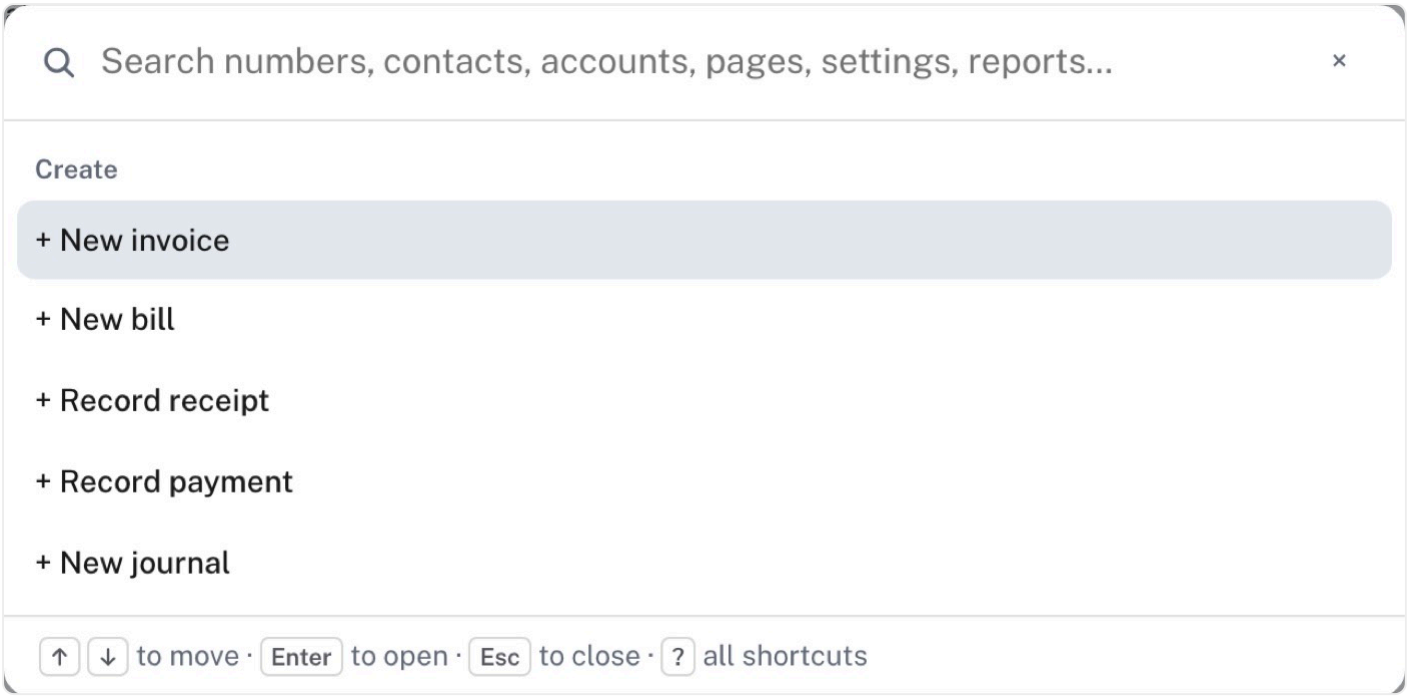
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. Names and amounts are made up. Email sending isn't set up on the demo, so the email buttons are greyed out with an **Email isn't set up** note, and the two emails in **Email activity** are samples marked **Not sent**.

Before you start

- **Nothing needs setting up.** What the search and the menus show depends on your role and on the modules your plan includes: a page you can't open isn't offered.
- **The Employee role has no search and no Mail icon.** Signed in as an employee, the top bar has neither; the employee lands on their own page (see Employee self-service). Everything below is for the other roles.
- **A Mac** uses **⌘K** where this chapter says **Ctrl+K**.

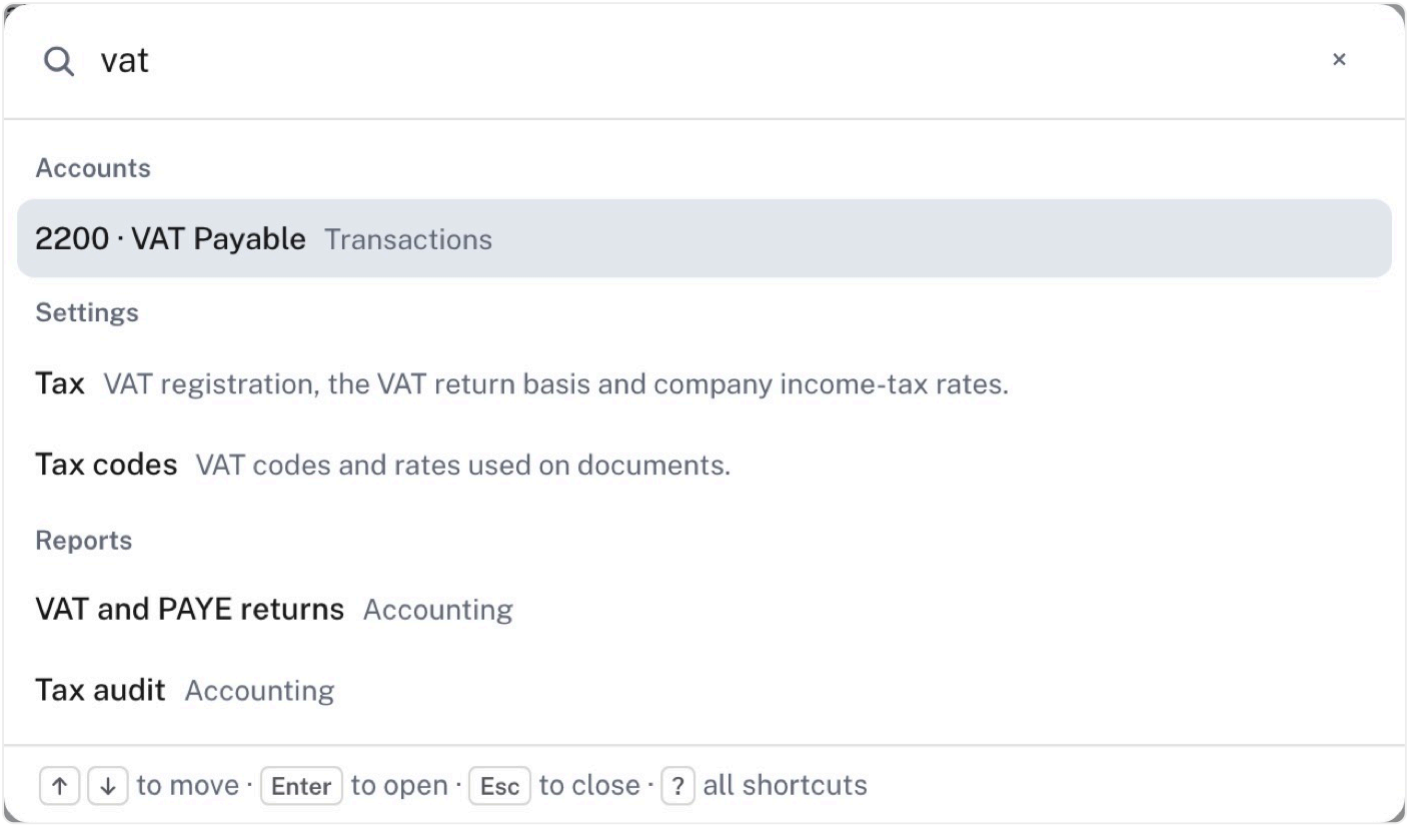
Step 1. Search and go anywhere

Press **Ctrl+K**, or **/**, or choose **Search** in the top bar.



With nothing typed it offers **+ New invoice**, **+ New bill**, **+ Record receipt**, **+ Record payment** and **+ New journal**, for the roles that can record them. Press **Enter** to start one.

Type a few letters and the list narrows as you type.



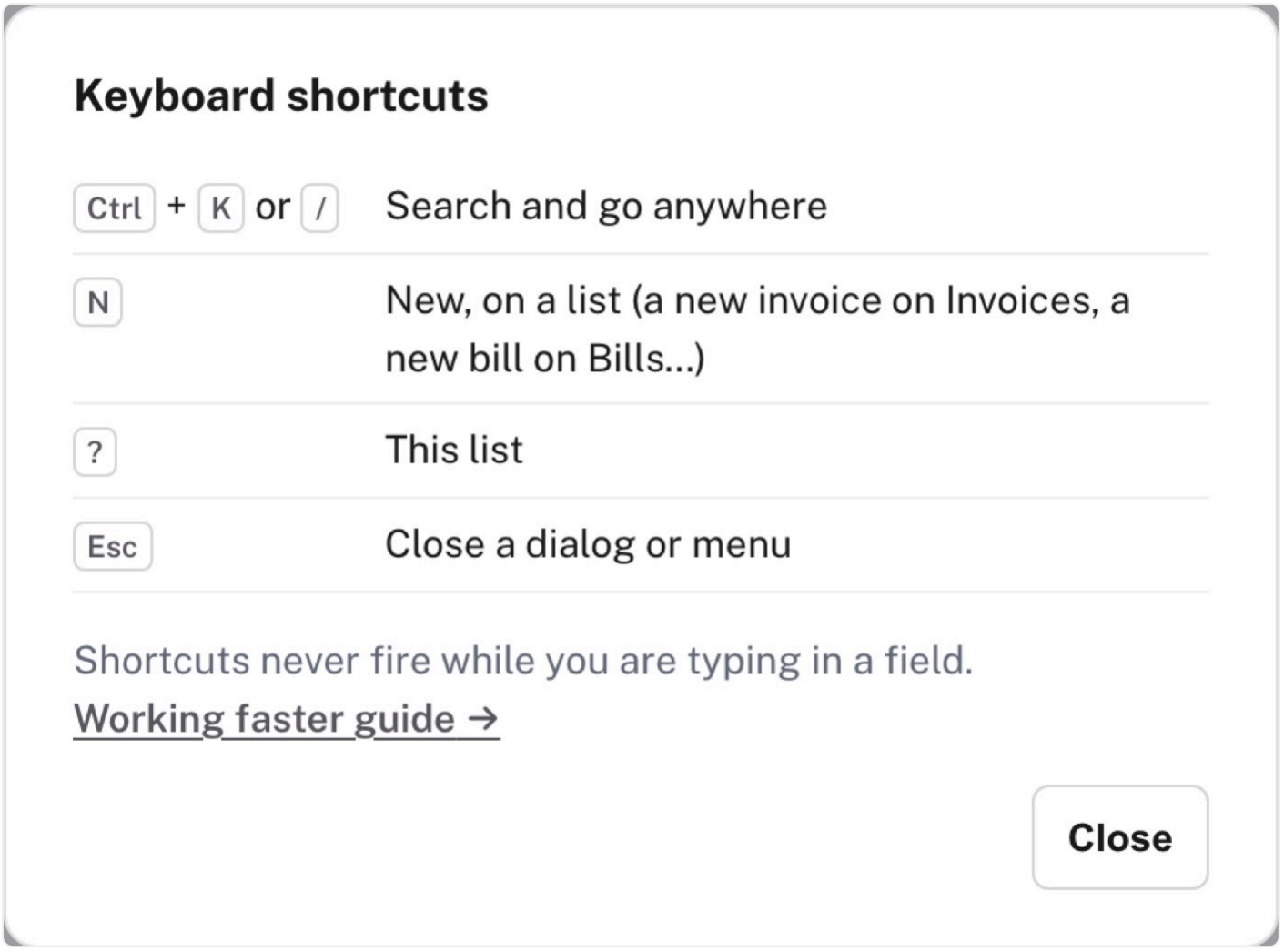
You can search for:

Type	What it finds
Part of a **document number** (`0037`, `INV-2026-0037`)	The invoice, quote, credit note, bill, purchase order, supplier credit note, receipt or payment with that number. `0037` found an invoice, a bill, a receipt and a payment in the demo
A **customer or supplier name**	The customer or supplier, not their invoices. To see a customer's invoices, open the Invoices list and type their name in its search box
An **account** code or name	The account, with a grey word saying where it opens (here *Transactions*)
A **page, setting or report**	The page, with the module it lives in or a line saying what it holds

Use the **up and down arrows** to move, **Enter** to open what is highlighted, and **Esc** to close. The results are grouped (Invoices, Bills, Customers, Accounts, Settings, Reports and so on), and only what your role and plan can open appears. More detail: Search and go anywhere.

Step 2. Keyboard shortcuts

Press **?** (anywhere except in a field) to see them.



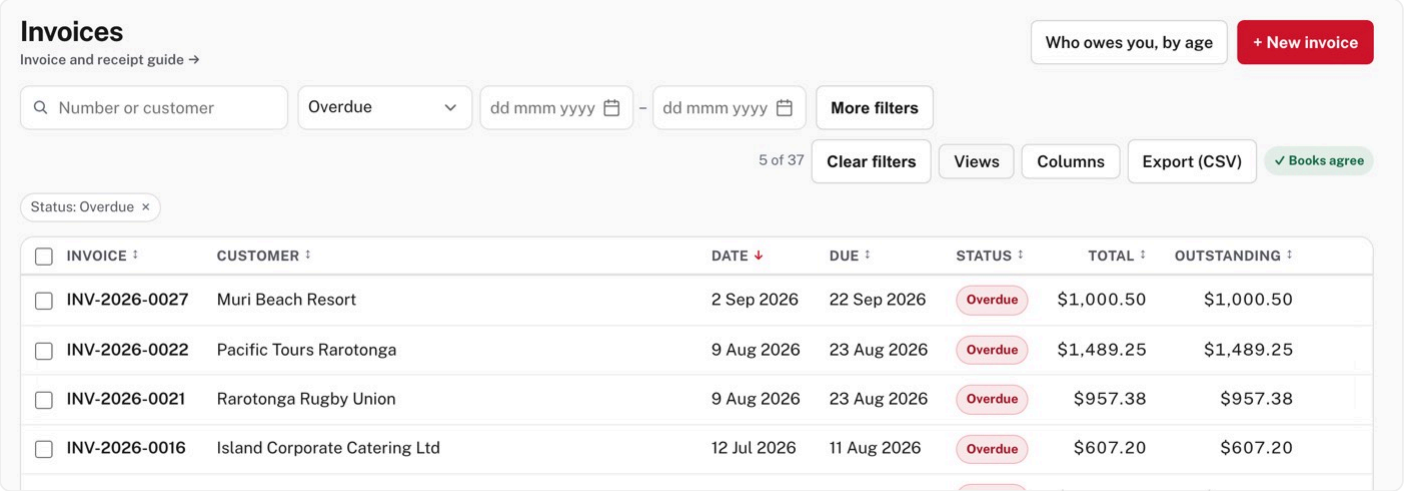
Key	What it does
Ctrl+K or **/**	Search and go anywhere
N	New, on a list: on Invoices it opens a new invoice, on Bills a new bill
?	This list
Esc	Close a dialog or menu

In the demo, **N** opened the new-document page on both Invoices and Bills. The keys never fire while you are typing in a field, and **/** and **N** do nothing while a dialog is open, so you can't start something by accident while writing a narration.

Step 3. Lists that remember how you like them

The registers (Invoices, Bills, Receipts, Payments, customers, suppliers and more) share one toolbar. Which buttons a register has (Views, Export) differs a little; the lists are below.

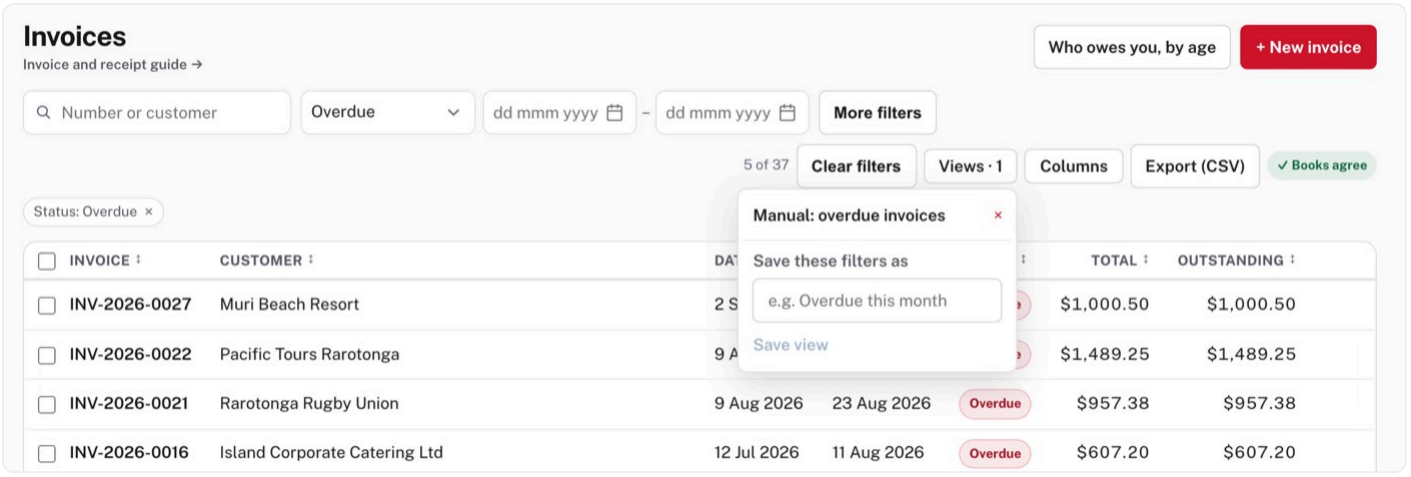
Sales → Invoices, with the status set to **Overdue**:



- **The search box and filters.** On Invoices the box reads *Number or customer*; beside it are the status, a date range and **More filters**. The line above the table says how many rows match (*5 of 37*), and a chip under the toolbar names each filter (*Status: Overdue*). **Clear filters** removes them all.
- **The filters are in the page's address.** After choosing Overdue the address read `/sales?status=overdue`, so a bookmark returns you to the filtered list.
- **Columns** is a menu of tick boxes for the optional columns (on Invoices: Customer, Date, Due, Status, Outstanding). Your choice goes into the address too.
- **Export (CSV)** downloads every row the current filters match, across all pages, as a spreadsheet file. Its link carries the filters (on Invoices: `sales/invoices/export?status=overdue`), so what you see is what you get. *Not shown in the demo: the downloaded file.* This is from Easy's Help (Export a list).
- **Books agree** (Invoices and Bills) is a check that the unpaid documents on the list add up to the matching account in your books. From Easy's source: when they disagree, a warning replaces the chip, with a link to the period-close check (Month-end checklist).

Save a list as a view

Set the search, filters and sort you want, choose **Views**, type a name under **Save these filters as**, and choose **Save view**.

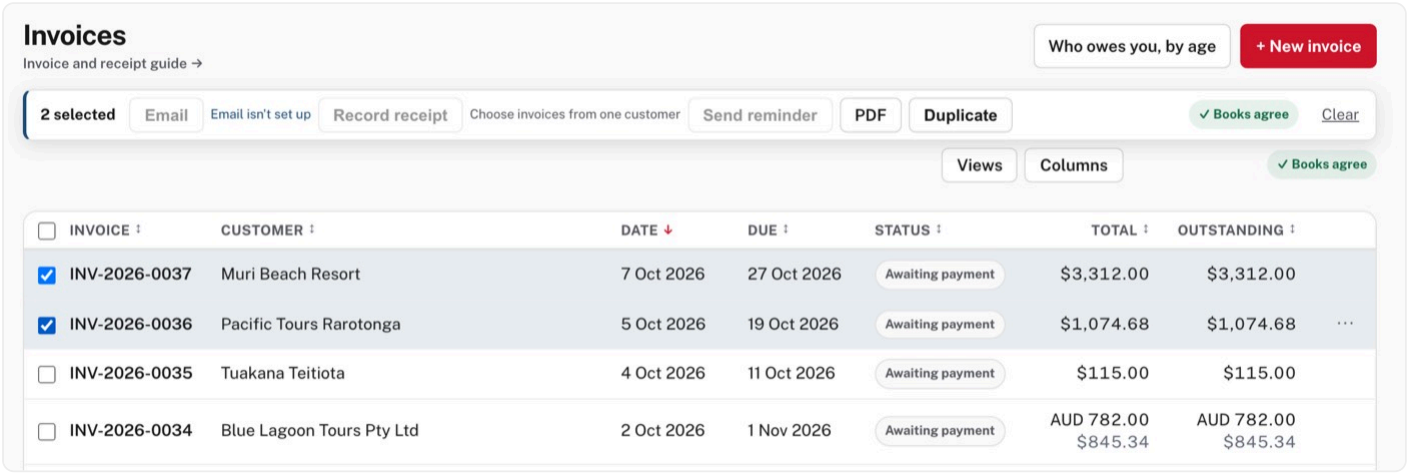


The button then reads **Views · 1**. Choosing a view's name later opens the list exactly that way. Help says a view is yours alone (nobody else in the company sees it) and belongs to this company. To delete one, choose the **×** beside it and confirm **Delete this view?**.

Help lists the registers that have Views and Export: Invoices, Quotes, Credit notes, Items, Bills, Purchase orders, Receipts and Payments have Views, and Customers, Suppliers and Supplier credit notes join them for Export. Only Invoices was tried in the demo. See Saved views of a list.

Step 4. Act on several rows at once

Tick the box at the start of two or more rows. A bar appears above the table.



On Invoices the bar offers **Email**, **Record receipt**, **Send reminder**, **PDF** and **Duplicate**, with a count (*2 selected*) and **Clear** at the far end. It takes the place of the filter row while rows are ticked, so choose **Clear** to get the filters back.

- **Greyed out is information. Email** and **Send reminder** are greyed out because email isn't set up on the demo. **Record receipt** is greyed out with *Choose invoices from one customer*, because the two ticked invoices belong to

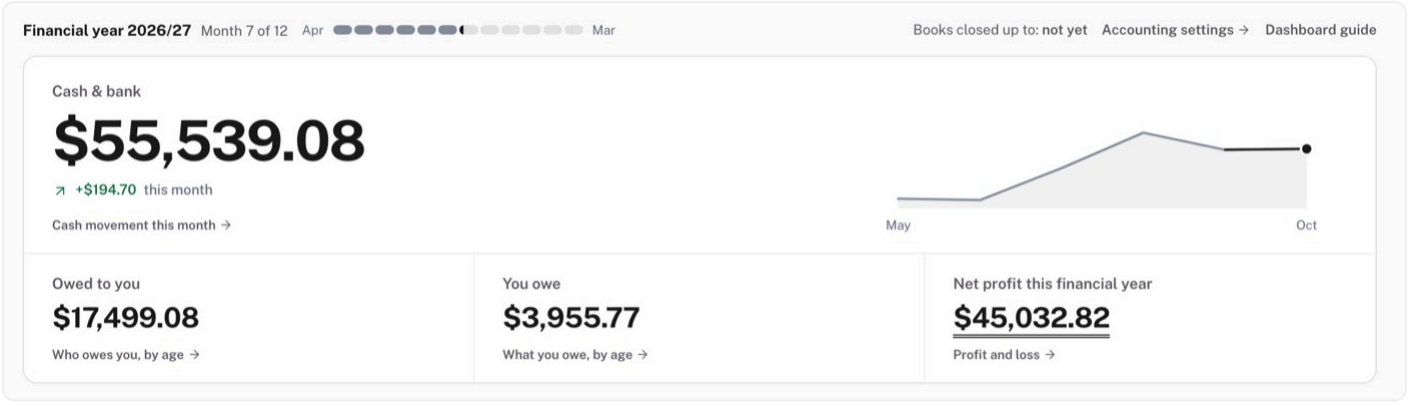
different customers.

- **Send reminder** asks you to confirm first (it emails customers) and leaves out paid invoices and customers with no email address. *Not shown in the demo (email isn't set up): this is from Easy's source.*
- **Record receipt** (and **Record payment** on Bills) saves nothing itself: Help says it opens the form ready to check, and nothing is saved until you save that. It needs documents from one customer or supplier, in one currency, that are recorded and still owed.
- The same bar on **Bills** offers **Record payment**, a PDF of the payment vouchers and **Duplicate**; on **Purchase orders** it offers **Email**, one PDF and **Duplicate**. That is from Help (Act on several rows at once); only Invoices was tried in the demo.

For one row, the ⋯ menu at the end of the row has **Open**, **PDF**, **Print**, **Email** and **Duplicate** (as seen on Invoices).

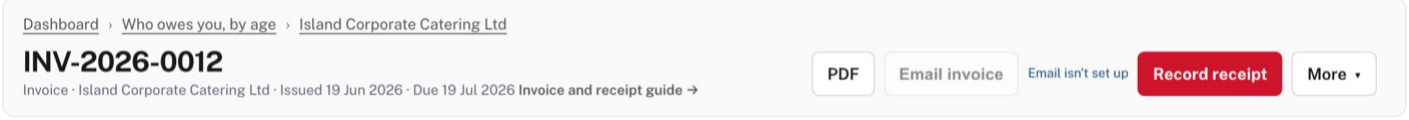
Step 5. Follow a figure, and find your way back

Every figure on the dashboard is a link to the report behind it.

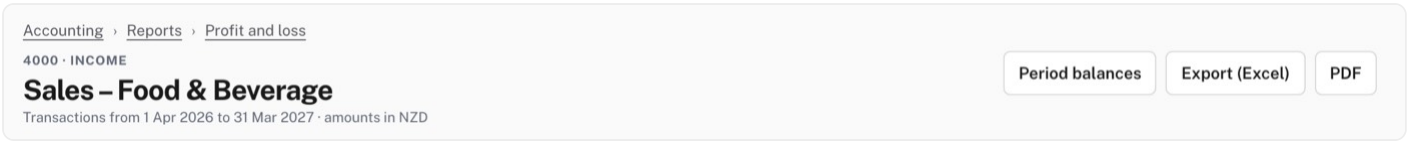


Choosing **Who owes you, by age** under *Owed to you* opens the aged receivables report as at today. Help gives the rest: the cash figure opens the month's cash movement, *You owe* opens aged payables, *Net profit* opens Profit and loss from the start of the financial year, and so on, each for the same dates, so the page you land on shows the same number (Follow a figure). Check the financial year and date shown beside a figure before you compare it with something else.

As you drill down, Easy keeps a **trail** above the page heading. Here it follows *Who owes you, by age* from the dashboard, then an amount for *Island Corporate Catering Ltd*, then an invoice:



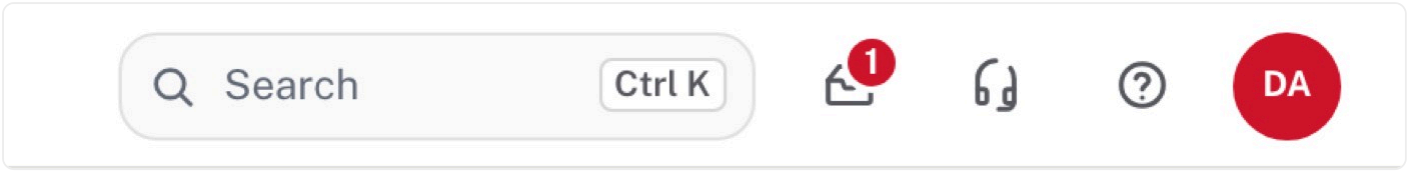
Each step is a link that re-opens that page **as you left it** (the same dates, filters and page of the list). The page you are on is not in the trail: its heading is right below. Following a figure from a report starts the trail at the module:



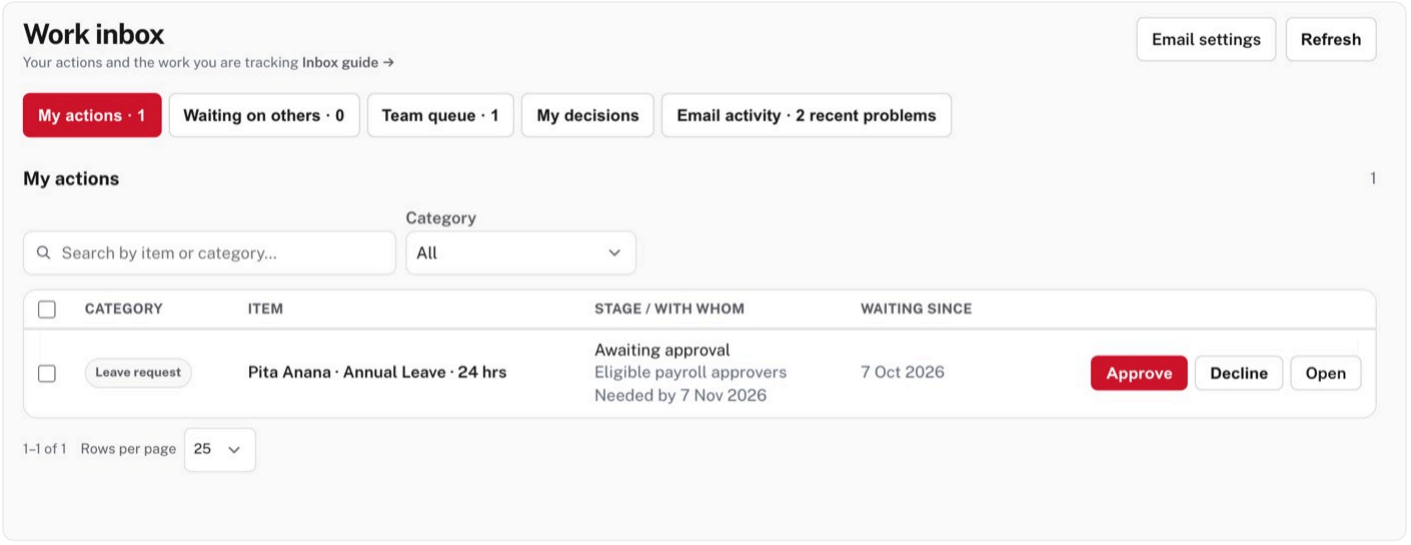
Use the trail instead of the browser's Back button when you have gone several steps in. A module's own first page, such as Invoices, shows no trail (as in the earlier pictures). From Easy's source: a page below a tab that you open from the menu shows where it lives (for example *Sales › Invoices*), and the trail is kept in the page address (`returnTo=`), so a link you copy from a drilled-down page carries it.

Step 6. Mail: what is waiting for you

The **Mail** icon in the top bar is the one door to what needs a decision from you and to the record of the emails Easy sent.



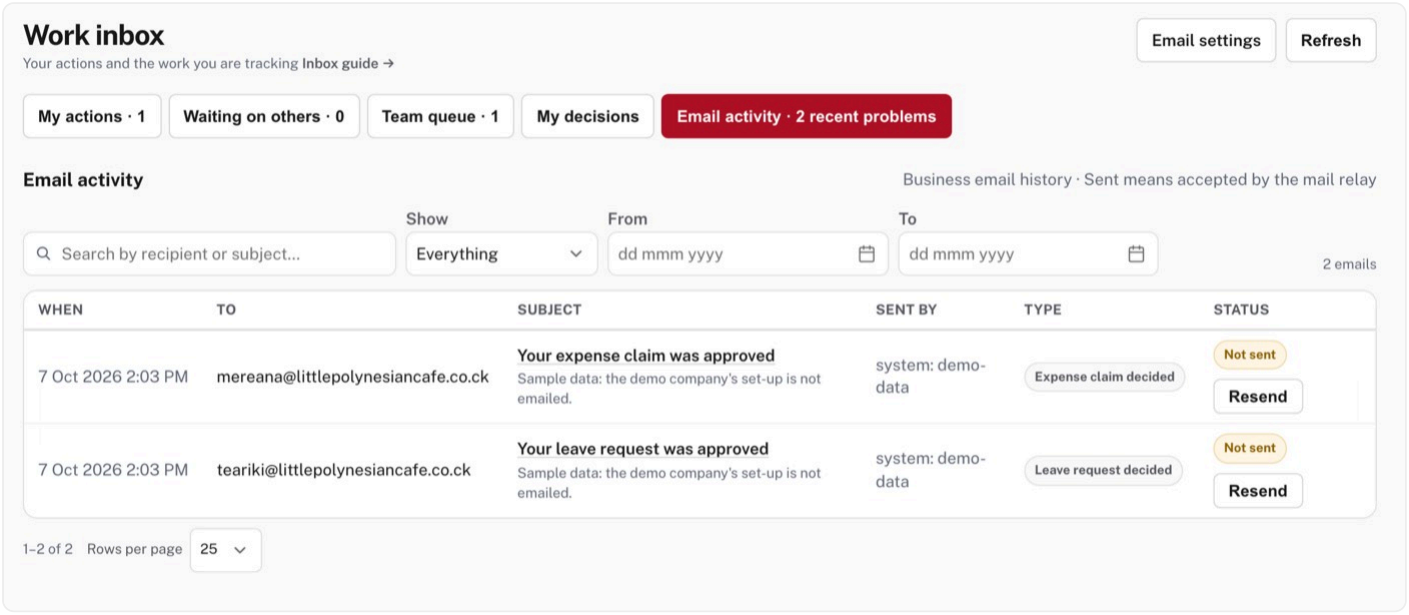
The red number is how many decisions are waiting for you (from Easy's source, its tooltip reads *Mail · 1 waiting for you*). When nothing is waiting but a notification email didn't go out since you last looked at Email activity, a small amber dot shows instead of a number (*not shown in the demo; from Easy's source*). Choose the icon to open the **Work inbox**.



Tab	What it holds
My actions	Work you can act on now. Each row shows its category, the item, the stage and who can decide it, and when it has waited since, with **Approve**, **Decline** and **Open**. In the demo it holds one made-up leave request.
Waiting on others	Requests you submitted and can't decide yourself. Its count is 0 in the demo (the empty list says *Nothing waiting on others*).
Team queue	For people who manage company settings: every pending approval within their access, with **Manage assignments** to move a request to another eligible person.
My decisions	Your last 15 decisions from the last 30 days (an empty list says *No recent decisions*).
Email activity	The company's email history.

Being the Owner doesn't let you approve something that is assigned to someone else. A separation-of-duties rule can stop the person who submitted something from approving it, and if you are the only eligible approver the sole-approver rule applies. See Approvals and controls across the company and Work inbox and email activity.

Email activity



Search by recipient or subject, choose **Show** (*Everything*, *Sent*, *Failed*, *Not sent*, *Didn't go out*, *Documents*), and set a date range. Each row shows when, to whom, the subject, **Sent by** (a person, an API key, or a scheduled job such as `system: demo-data`), the type and the status. **Sent** means the mail relay accepted the message, **not** that it reached the inbox. A **Failed** or **Not sent** row gives a reason: read it before you try again. A leave, timesheet, expense claim or bill-approval email that didn't go out has a **Resend** button (the two demo rows show it; *pressing it is not shown in the demo*). **Email settings**, top right, is for people who manage settings (Emails Mail sends and Emails and notifications).

When something goes wrong

- **The search doesn't find an invoice by its customer's name.** It finds the customer. Open **Sales → Invoices** and type the name in the list's own search box, or open the customer.
- **A key does nothing.** You are typing in a field or a dialog is open. Click on the page, or press **Esc**, and try again.
- **An export has fewer rows than you expect.** It uses the filters on screen. Check the chips under the toolbar and choose **Clear filters**.
- **A saved view opens differently from how you left it.** A view keeps the search, filters, sort and chosen columns; it doesn't keep ticked rows or the page you were on.
- **The Mail number doesn't change when someone sends you something.** From Easy's source, the count refreshes about once a minute, when you open Mail and when you act on an approval; **Refresh** in the inbox is the manual button.

Check before you continue

Check before you continue

- [ ] You can open an invoice, a customer and a report from **Ctrl+K** without using the menu.
- [ ] You know what **N** and **?** do, and that they don't fire inside a field.
- [ ] The lists you use every week have a saved view with the filters you always set.
- [ ] You have looked at the Mail icon today, and **My actions** is empty or planned for.
- [ ] You know that **Sent** in Email activity means *accepted by the mail relay*, not *delivered*.

Sales

Invoice branding and document themes

Do this once, before the first invoice goes to a customer, and again whenever the look of your documents changes. A **theme** decides how your quotes, invoices, credit notes and customer statements look: layout, colour, logo, headings, payment details and any extra wording. The numbers on them (`INV-2026-0042`) come from document numbering, covered at the end.

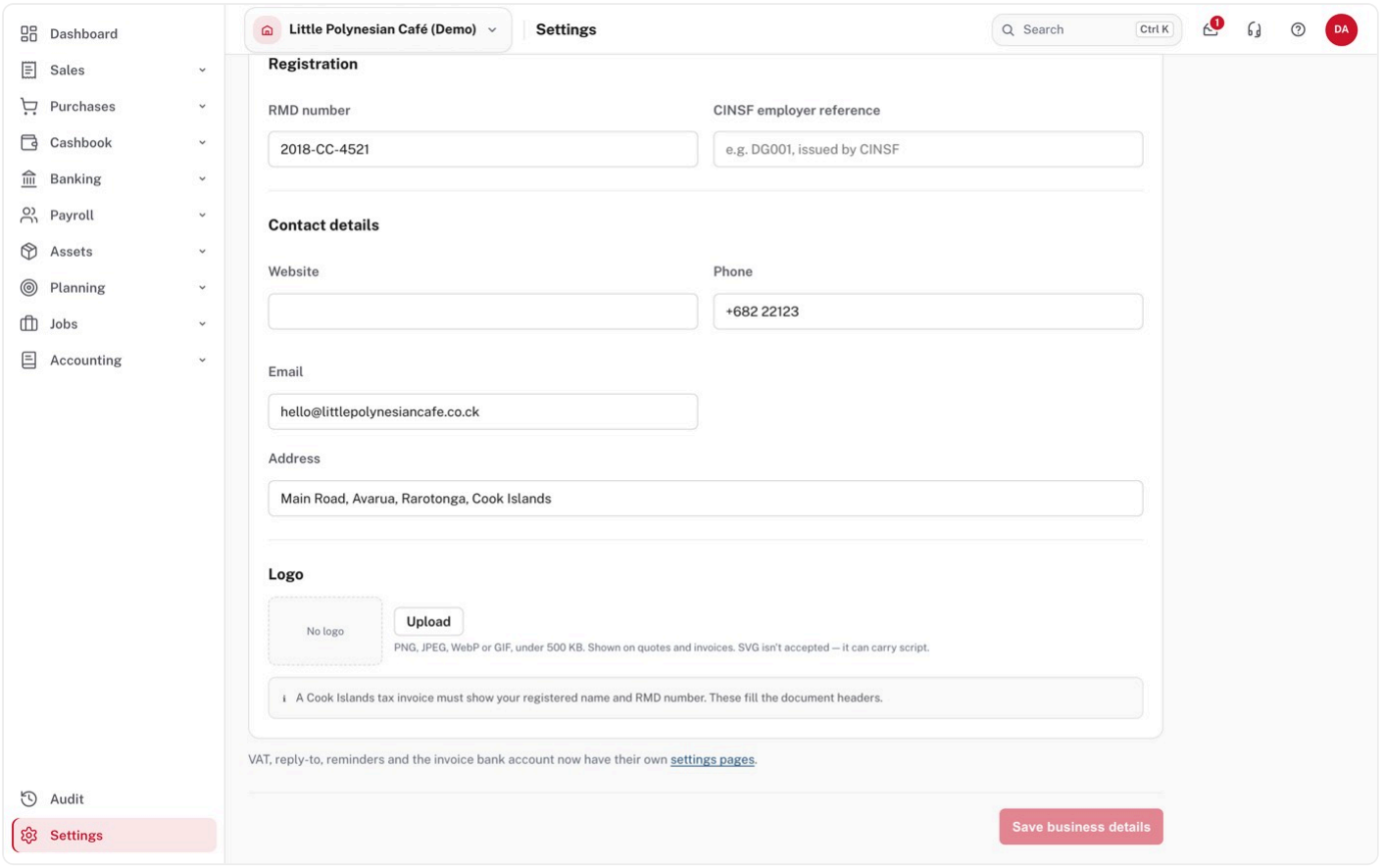
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. It has no logo, so the pictures show the layout without one.

Before you start

- **Business details are complete.** A Cook Islands tax invoice must show your registered name and RMD number, and these fill every document header (Set up your company, step 4).
- **A logo file**, if you have one: PNG, JPEG, WebP or GIF, under 500 KB. SVG is not accepted, because it can carry script.
- **The bank account** customers should pay into, if they pay by transfer.

Step 1. Add your logo

Settings → Organisation → Business details, then scroll to **Logo**.

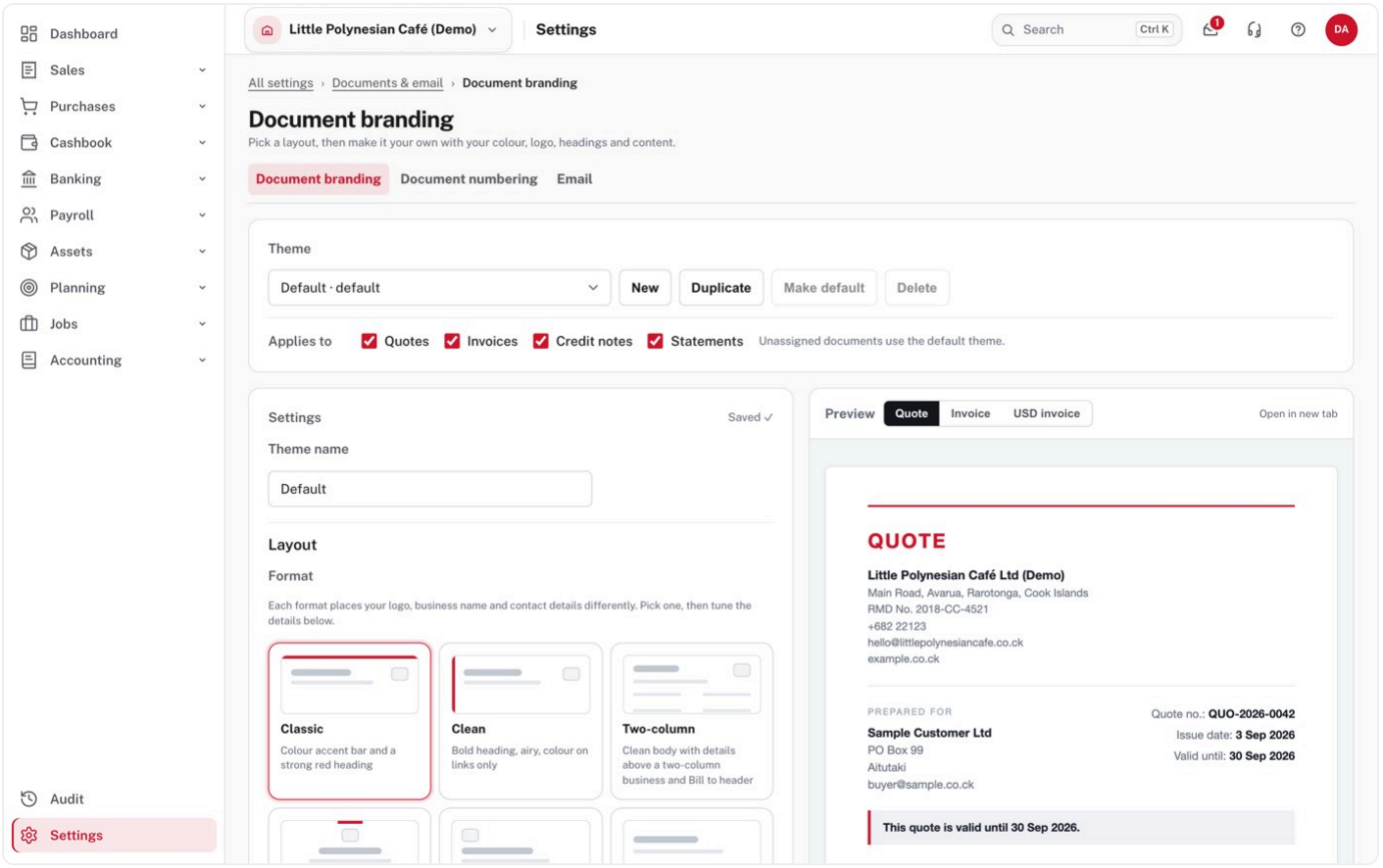


Choose **Upload** and **Save business details**. The logo appears on quotes and invoices wherever the theme places it (step 3). The same page holds the legal name, RMD number, address, phone, email and website that print in the header.

More detail: Business details.

Step 2. Open Document branding and choose a layout

Settings → Documents & email → Document branding. The tabs beside it are **Document numbering** and **Email**.



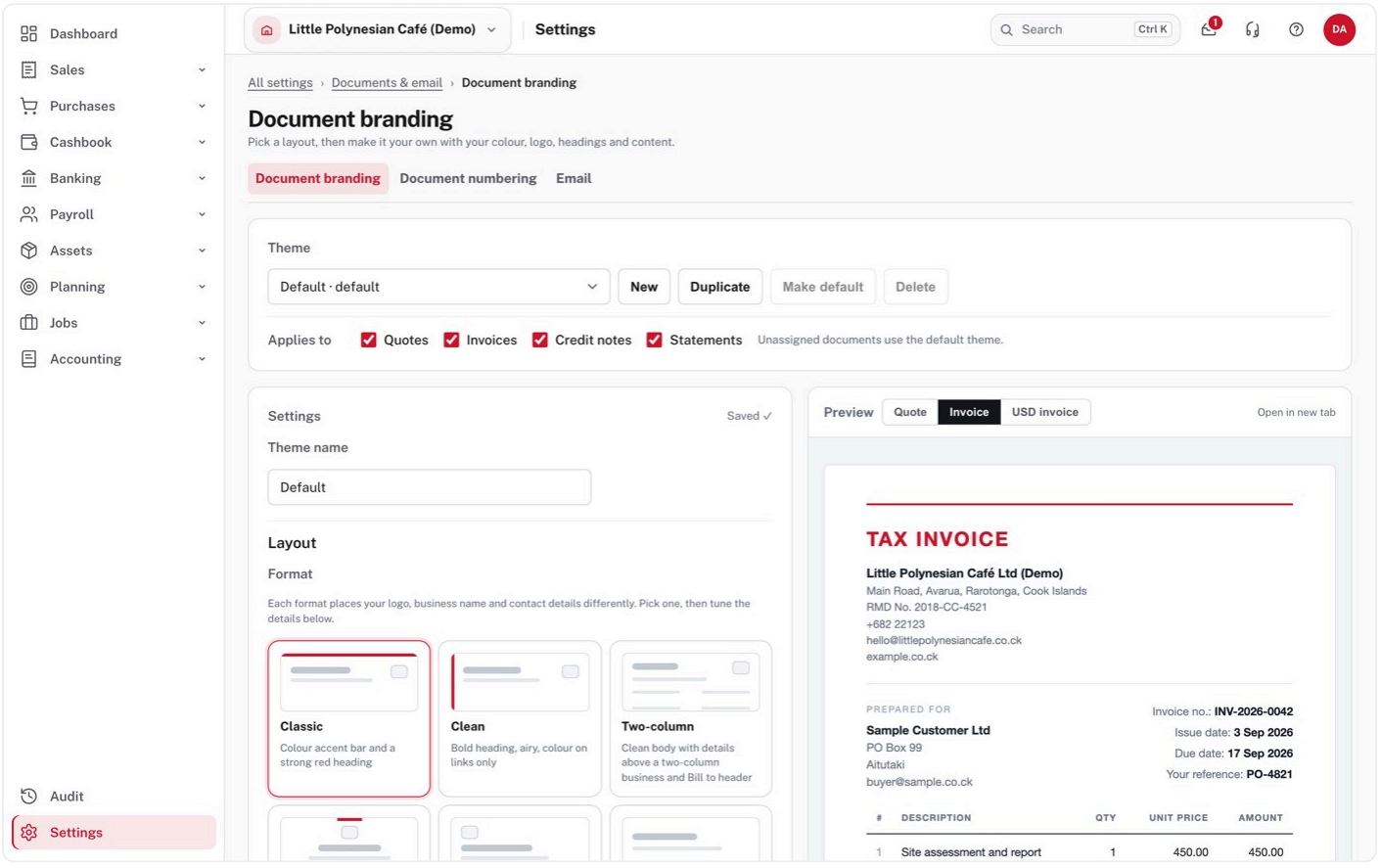
Every company starts with one theme called **Default**. The page has three parts:

- **Theme** (top): the theme you are editing, with **New**, **Duplicate**, **Make default** and **Delete**, and **Applies to**, the tick boxes for **Quotes, Invoices, Credit notes** and **Statements**. Documents with no theme of their own use the default theme.
- **Settings** (left): everything you can change, from the layout down to content blocks.
- **Preview** (right): the document as it will print. Switch between **Quote**, **Invoice** and **USD invoice** (an invoice in another currency), or **Open in new tab**. **The preview shows the last save**, so save before you look.

Under **Layout → Format**, choose one of six layouts. Each places your logo, business name and contact details differently:

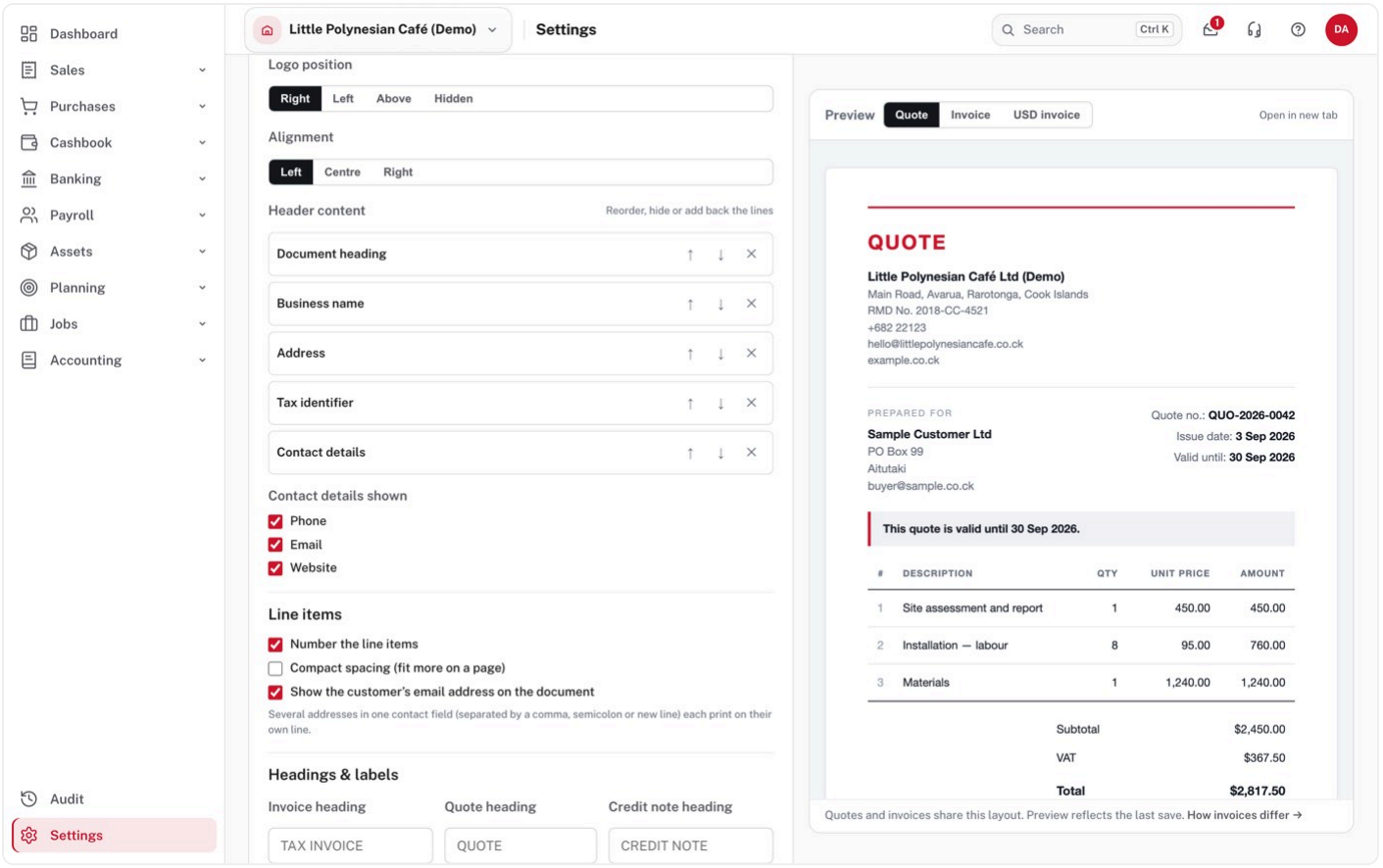
Layout	What it looks like
Classic	A colour accent bar and a strong red heading
Clean	Bold heading, airy, colour on links only
Two-column	A clean body with details above a two-column business and *Bill to* header
Serif	An elegant serif letterhead with a centred accent rule
Minimal	Left-aligned, compact and understated
Plain	Serif and mono, no colour

Brand colour sets the accent used by most layouts. Type a colour code, or use the colour box.



Step 3. Header

Scroll to **Header**.

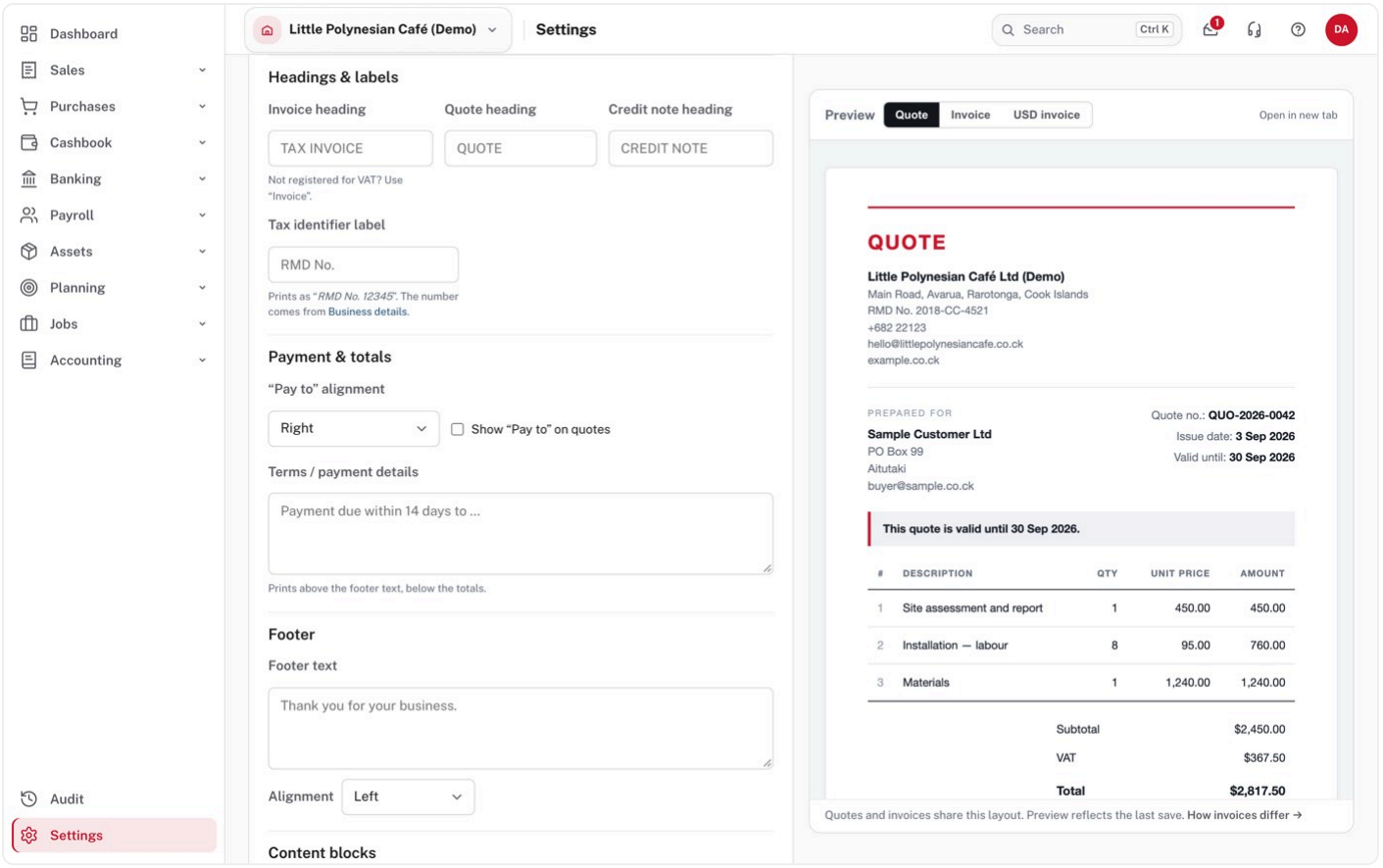


- **Logo position**: Right, Left, Above or Hidden.
- **Alignment**: Left, Centre or Right.
- **Header content**: the lines of the header (document heading, business name, address, tax identifier, contact details). Use the arrows to reorder them and the × to hide one; hidden lines can be added back.
- **Contact details shown**: tick Phone, Email and Website to show them.

Under **Line items** you can number the lines, use compact spacing to fit more on a page, and choose whether the customer's email address is shown on the document.

Step 4. Headings and labels

Scroll to **Headings & labels**.



- **Invoice heading**, **Quote heading** and **Credit note heading** override the standard wording. An invoice is headed **TAX INVOICE** unless you set your own. *If the company is not registered for VAT, use "Invoice"*, as the page reminds you.
- **Tax identifier label** is the text before your number, which prints as, for example, "RMD No. 2018-CC-4521". The number itself comes from Business details.

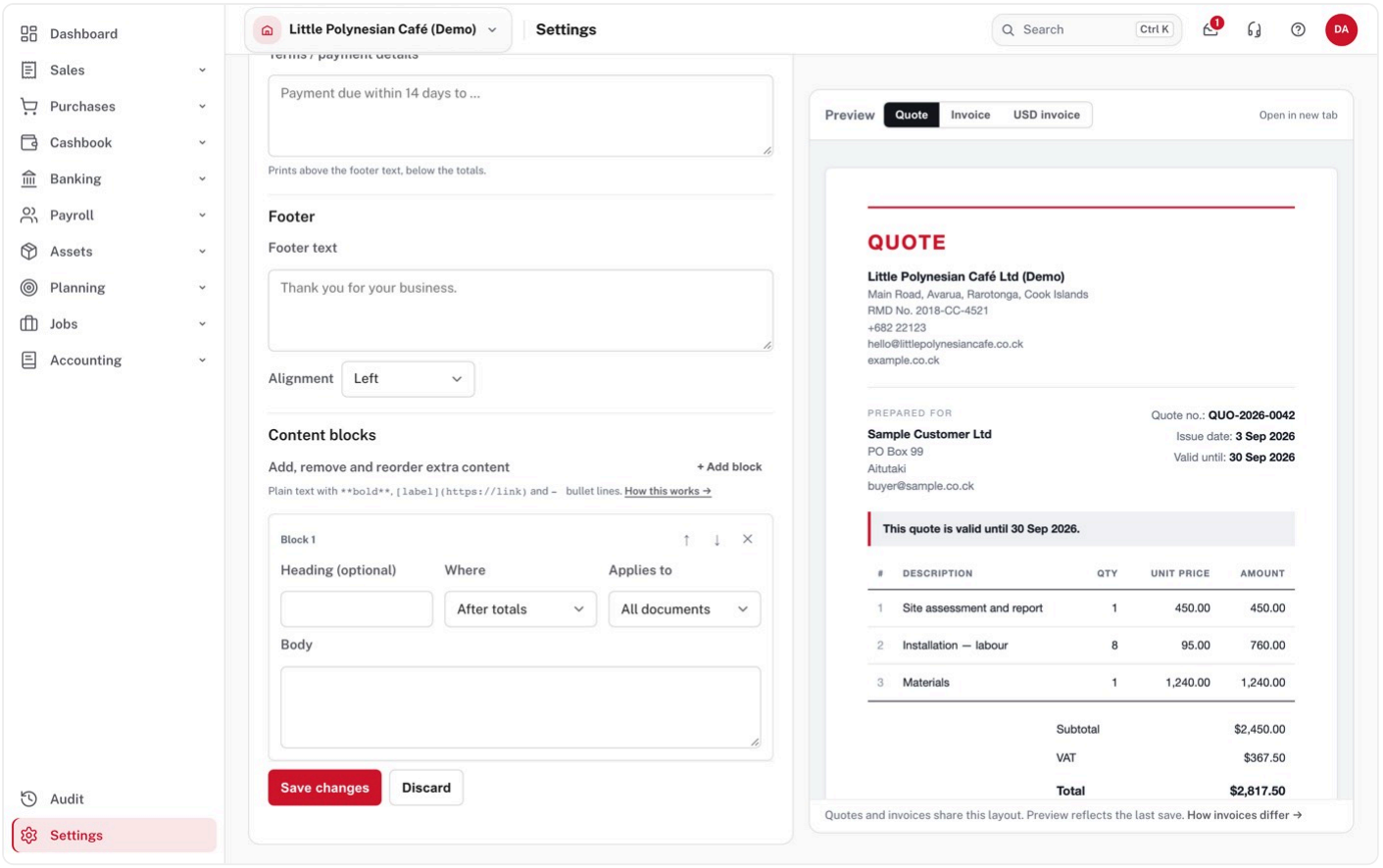
Step 5. Payment details, footer and extra blocks

Under **Payment & totals**:

- **"Pay to" alignment** places the bank details block. **Show "Pay to" on quotes** adds it to quotes too (invoices always have it).
- **Terms / payment details** prints above the footer text, below the totals. For example, "Payment due within 14 days".

Under **Footer**, **Footer text** and its **alignment** print at the foot of the document, for example "Thank you for your business."

Content blocks add extra content around the document, such as deposit terms on quotes or payment instructions on invoices. Choose **+ Add block**.



Each block has an optional **heading**, **Where** it sits on the page, **Applies to** (all documents or one kind), and a **body**. Use the arrows to reorder blocks that sit in the same place. The body is plain text with three conveniences:

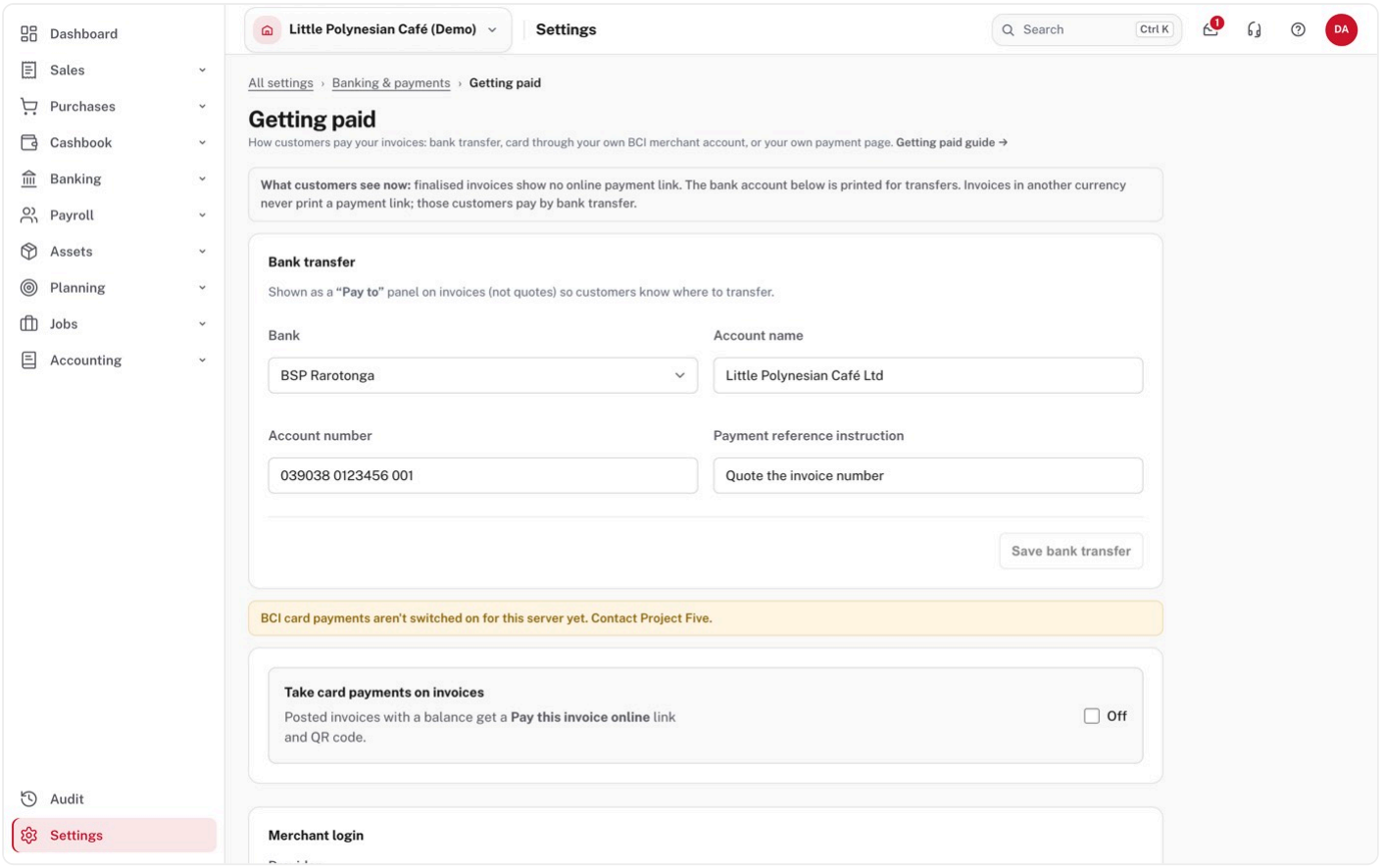
Write	You get
`**bold**`	**bold** text
`[label](https://link)`	a link
`-` at the start of a line	a bullet

Choose **Save changes** (or **Discard**). **Saved ✓** appears at the top of Settings, and the preview updates.

More detail: Document branding.

Step 6. Check where the "Pay to" bank details come from

The bank account printed on invoices is not on the branding page. It is under **Settings → Banking & payments → Getting paid**.



Under **Bank transfer**, choose the **bank**, and enter the **account name**, **account number** and a **payment reference instruction**; then **Save bank transfer**. It shows as a "Pay to" panel on invoices, not quotes. The same page sets up card payments and your own payment page; invoices in another currency never print a payment link, so those customers pay by bank transfer.

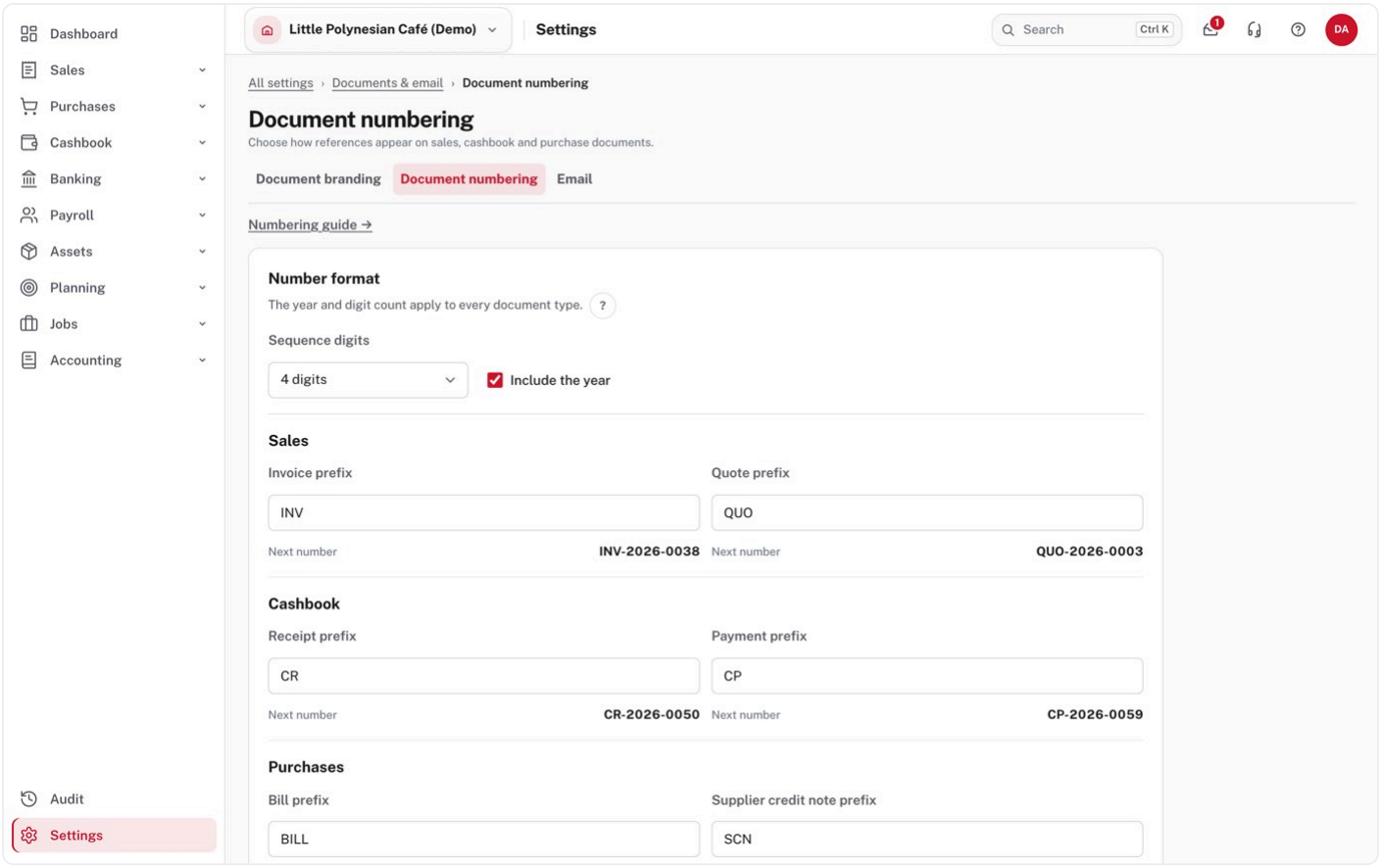
More detail: Invoice reminders and online payment.

Step 7. Use more than one theme (optional)

Use **Duplicate** to copy the current theme, change what you want, then use the **Applies to** boxes to say which documents print with which theme (for example, a plainer theme for statements). **Make default** chooses the theme every unassigned document uses. **Delete** removes a theme.

Step 8. Document numbering

Settings → Documents & email → Document numbering.



- **Sequence digits** (three to eight) and **Include the year** apply to every document type on the page.
- Set a **prefix** for invoices and quotes, cashbook receipts and payments, bills and supplier credit notes. Use prefixes that make sense on a bank statement or in an email. The **next number** beside each prefix shows the format before you save.
- Credit notes, purchase orders, journals, pay runs and other series keep **fixed prefixes** you can't change.
- Changing numbering affects **new** documents only. It does not rename documents already created, so search for an older one by its original reference.

Choose **Save numbering** after checking each preview.

More detail: Document numbering.

Check before you continue

Check before you continue

- ◯ Business details are complete, including the RMD number, and the logo is uploaded.
- ◯ The preview looks right for **Quote**, **Invoice** and **USD invoice** after you saved.
- ◯ If the company is not registered for VAT, the invoice heading says **Invoice**.
- ◯ The "Pay to" bank account is entered under *Getting paid*, and is the right one.
- ◯ Document prefixes and the number of digits are final: change them before the first invoice, not after.

Next

Raise, send and get paid for an invoice. The first real invoice is your last check: open its PDF and compare it with the preview.

Raise, send and get paid for an invoice

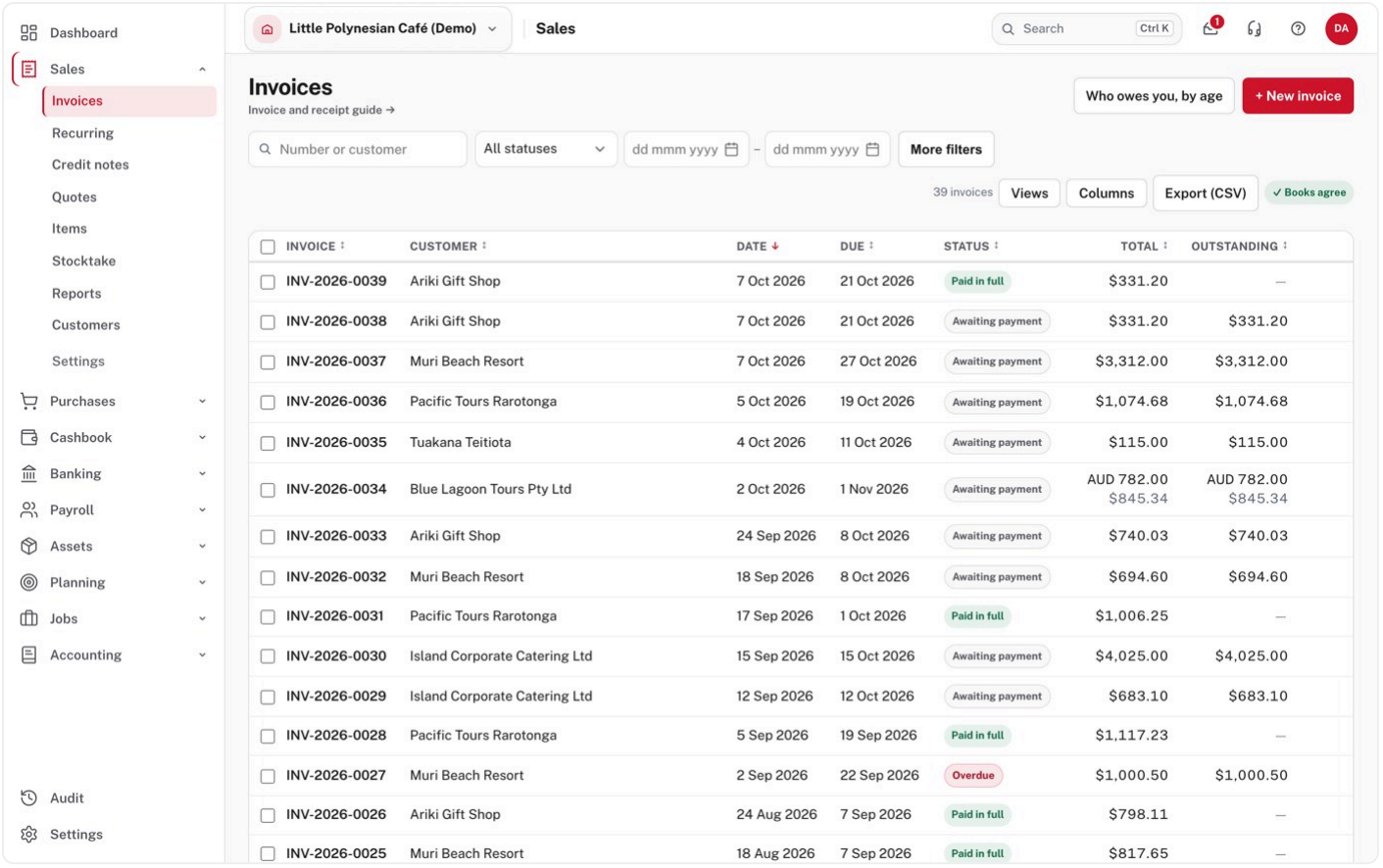
Do this for every invoice. It takes a couple of minutes: fill in the invoice, finalise it, send it to the customer, and record the money when it arrives.

> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The customer, amounts and references are examples.

Before you start

- The **customer** exists (you can add one from the invoice itself with **+ New customer**).
- Your branding is set, so the invoice looks right (Invoice branding).
- The money goes into an account you can name. For a bank transfer, the "Pay to" details are under **Settings → Getting paid**.

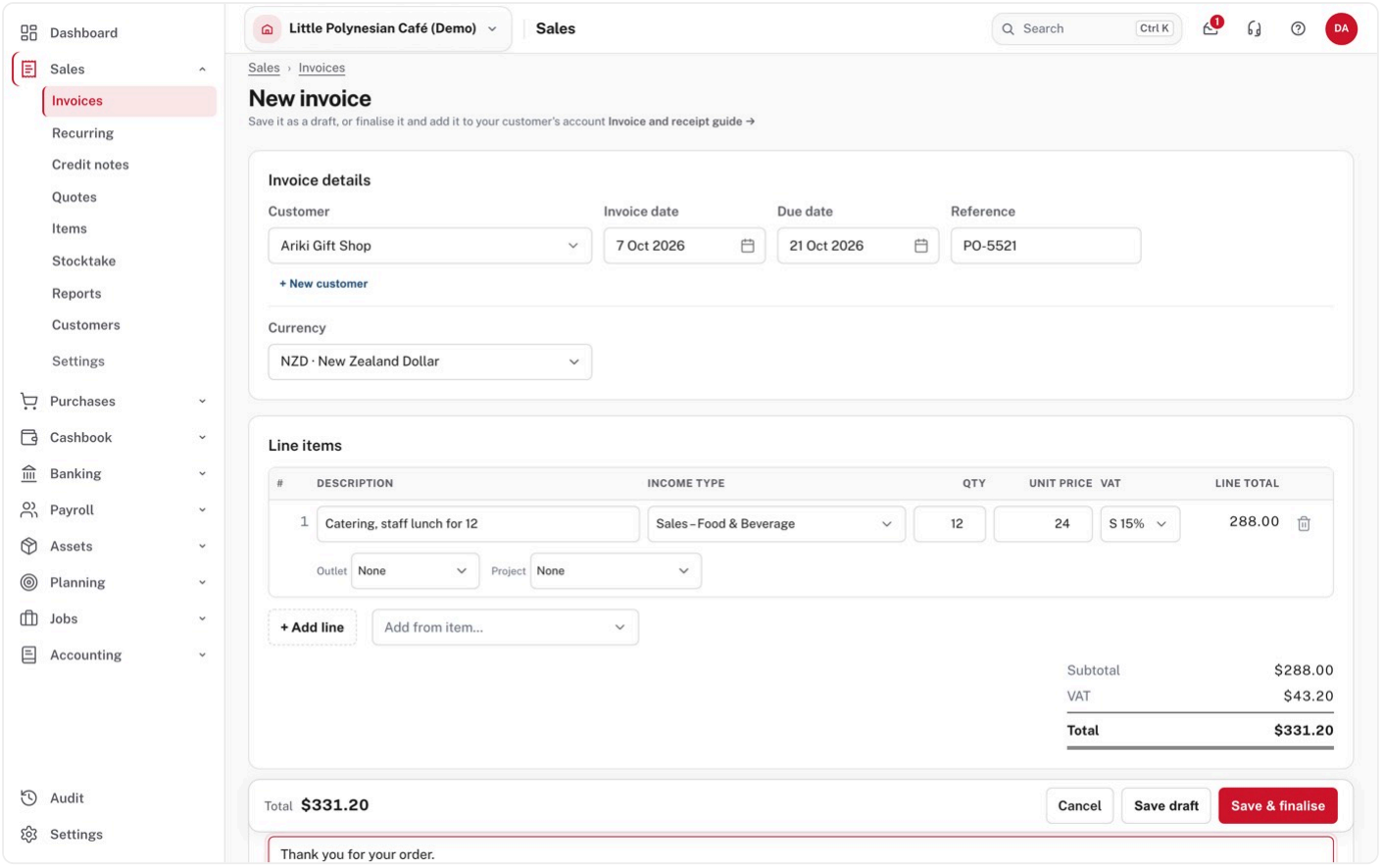
Step 1. Open Sales → Invoices



The list shows every invoice with its customer, date, due date, status, total and what is still outstanding. Filter it by status: **Draft**, **Awaiting payment**, **Part-paid**, **Overdue**, **Paid in full** or **Undone**. **Who owes you, by age** at the top opens the aged receivables report.

Choose **+ New invoice**.

Step 2. Fill in the invoice



- **Customer**: type to search. The list shows what each customer already owes you.
- **Invoice date** is today's date, and the **Due date** is filled in for you; change either if you need to.
- **Reference** is the customer's own reference, such as their purchase order number. It prints as *Your reference*.
- **Currency**: the company's currency, or another you have switched on.
- **Line items**: for each line, a **description**, the **income type** (the account the sale is recorded against), the **quantity**, the **unit price** and the **VAT** code (the standard rate is filled in). **Outlet** and **Project** tag the line for reporting. **+ Add line** adds another, and **Add from item** fills a line from a saved item.
- **Notes** are printed on the invoice below the line items.

The subtotal, VAT and total update as you type.

Step 3. Save it as a draft, or finalise it

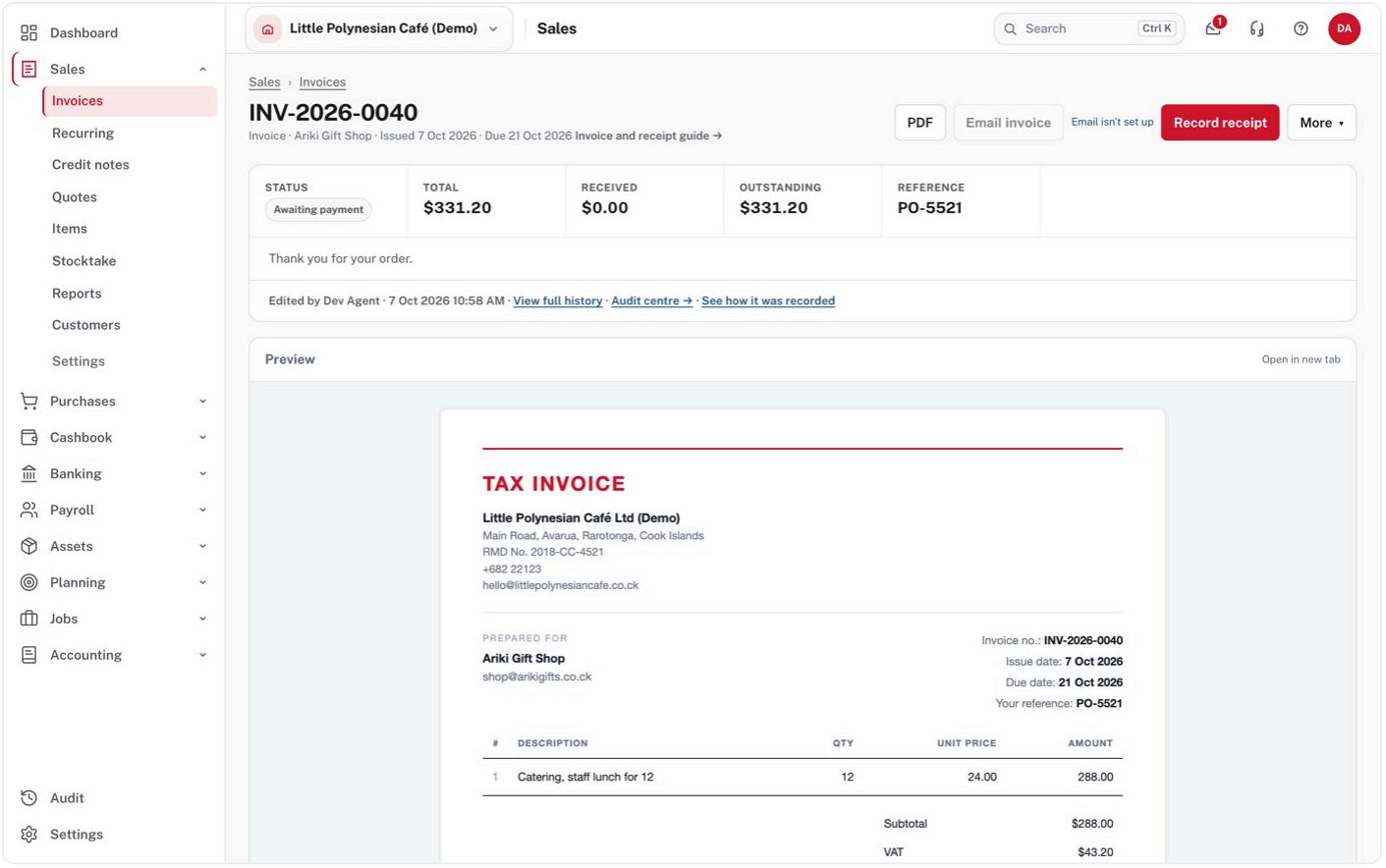
At the bottom you choose:

- **Save draft** if someone needs to check it first. A draft is not yet on your customer's account or in your books.
- **Save & finalise** when it is ready. Finalising adds the invoice to your customer's account and to your books.

If an invoice can't be finalised, the draft stays available; read the message, fix the cause and try again.

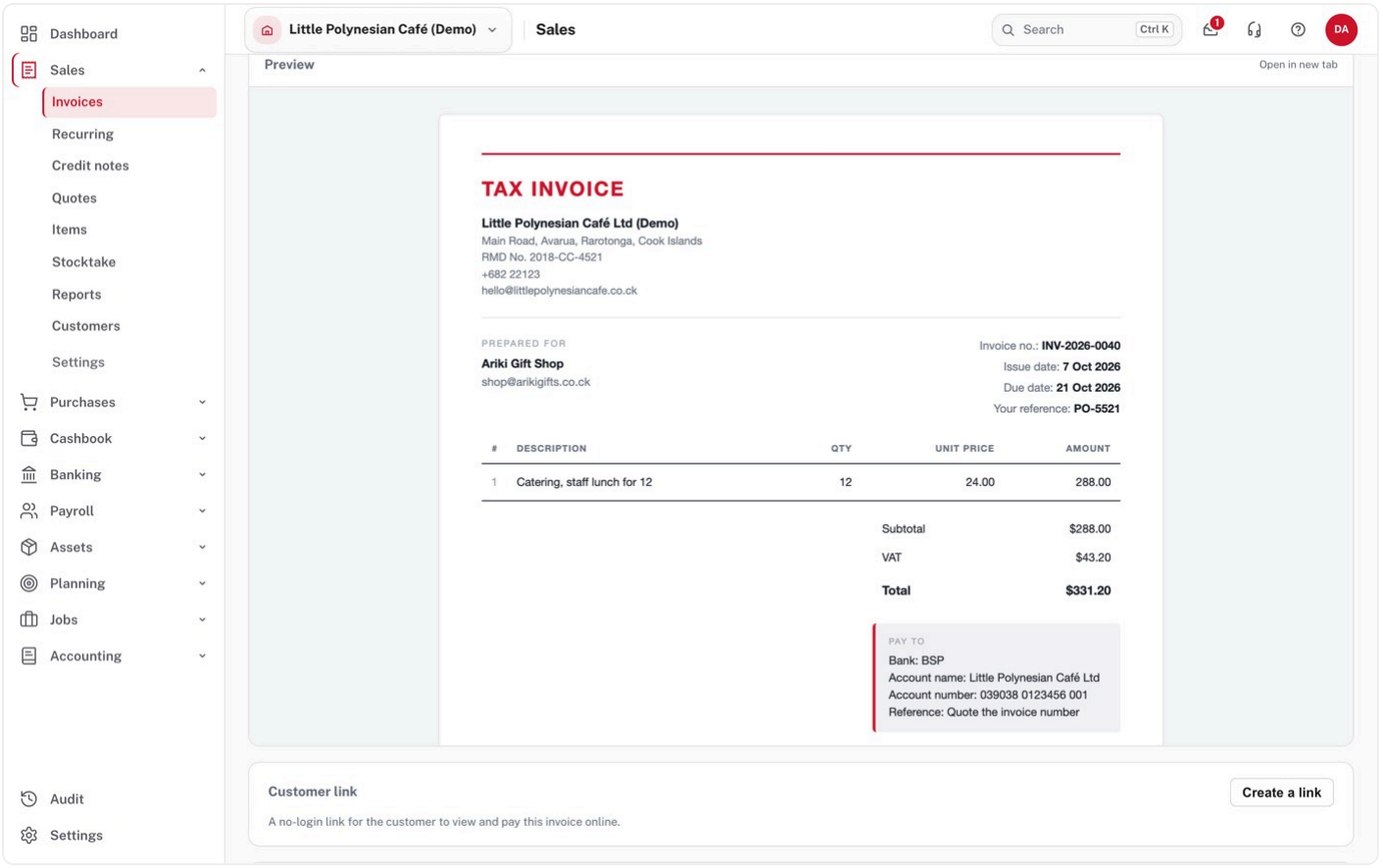
Step 4. Send it to the customer

Finalising opens the invoice.



Along the top: **PDF**, **Email invoice**, **Record receipt** and **More**. The summary shows the **status** (here *Awaiting payment*), the **total**, what has been **received** and what is **outstanding**, and the **reference**.

- **Email invoice** sends the invoice to the customer. A customer's email can hold up to five addresses, separated by commas, and the invoice goes to all of them in one message. If the button is greyed out and says **Email isn't set up**, email sending has not been switched on for your company yet. **Download the PDF** and send it yourself until it is.
- **PDF** downloads the invoice as it prints.

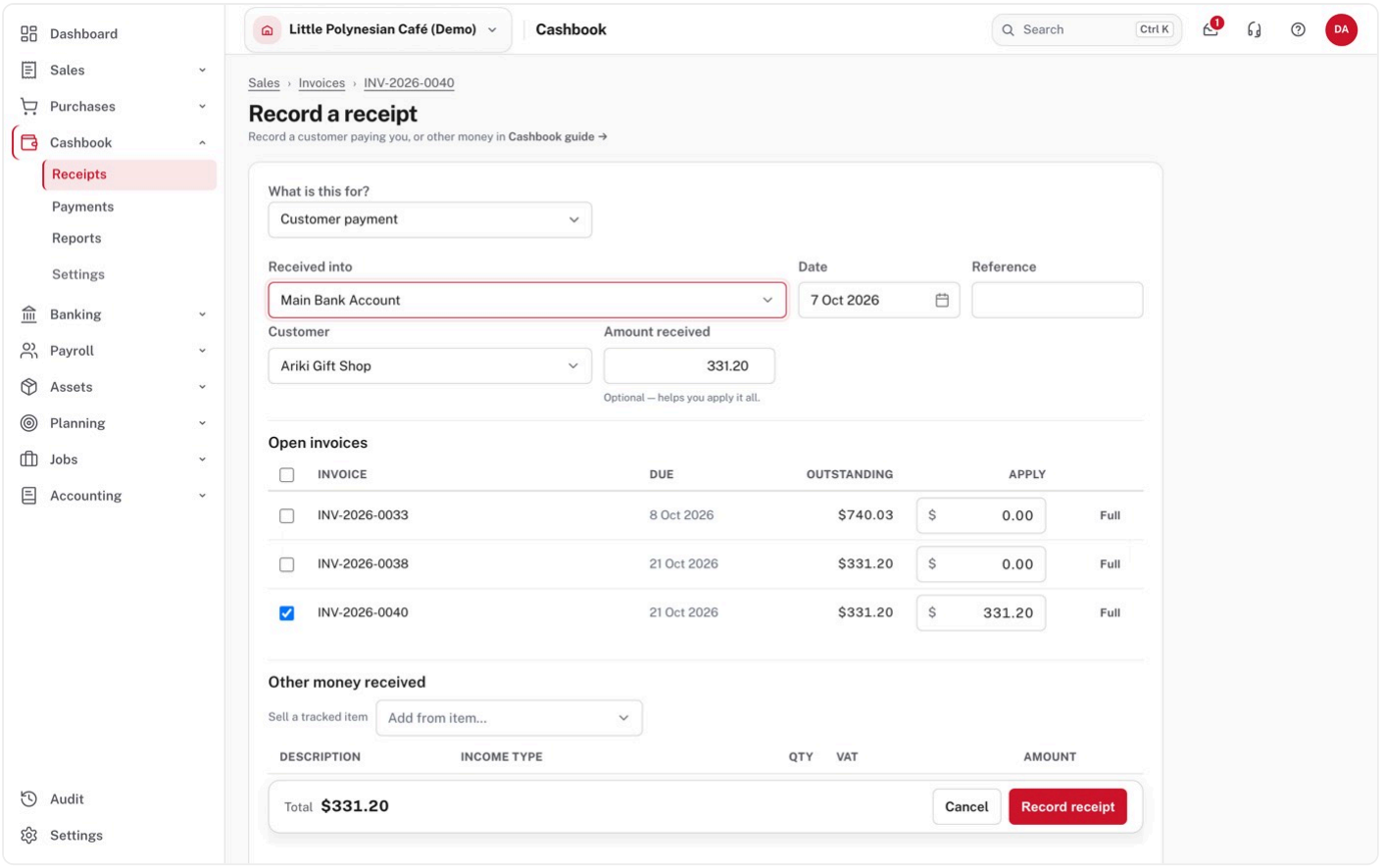


Scroll down to the **Preview**: this is the invoice exactly as it will print, including the **Pay to** bank details. Check it the first time you raise an invoice with a new theme.

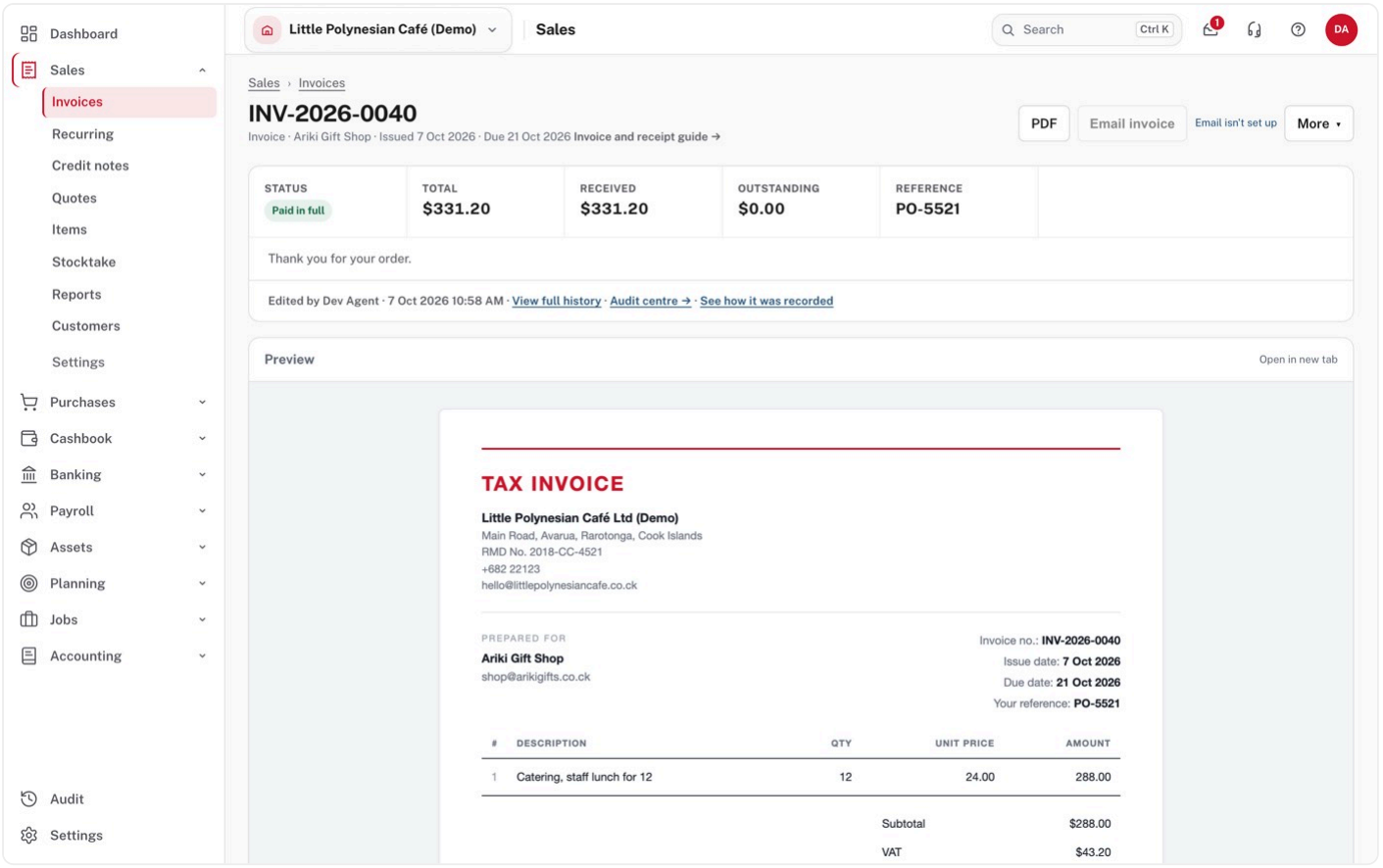
Below it, **Customer link** can **create a link**: a no-login link for the customer to view and pay the invoice online. **Attachments** keeps customer orders, delivery notes or scanned paperwork with the invoice, and **History** shows what has happened to it.

Step 5. Record the money when it arrives

Choose **Record receipt** on the invoice (or **Cashbook → Receipts**).



1. **What is this for?** is *Customer payment*, because you came from an invoice.
2. **Received into**: the bank or cash account the money went into.
3. **Date**, and a **Reference** if you want one (a bank reference, for example).
4. **Customer** and **Amount received**. The amount is filled in with what is owing on the invoice.
5. **Open invoices**: the invoices this payment settles, with how much of the payment is applied to each. Here the whole amount is applied to the invoice you came from. Allocate the receipt to the right invoices, so that the amount due falls.
6. Choose **Record receipt**.

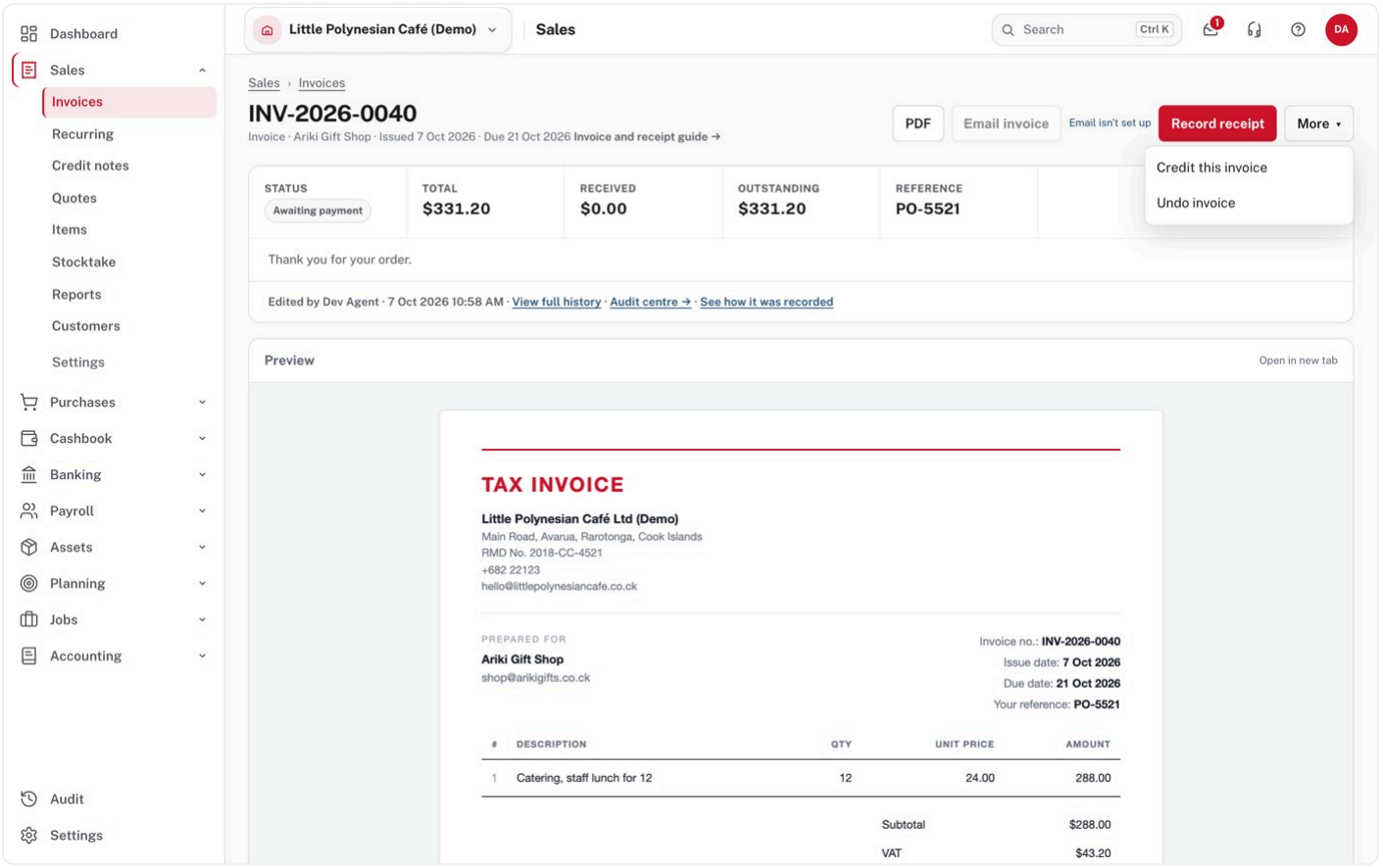


The invoice now reads **Paid in full**, with nothing outstanding, and the receipt is listed on it.

> **Check the date**
>
> A receipt dated before the invoice it settles is allowed, but the form warns you: until the invoice's date, what customers owe won't agree with your books. If a customer paid too much, or paid twice, see the chapter on credit notes and corrections.

Step 6. Correct a mistake

Open the invoice and choose **More**.



- **Credit this invoice** raises a credit note against it, when the customer has been charged too much or sends goods back.
- **Undo invoice** takes the invoice back out of your books.

Correct it here rather than changing what customers owe with a journal. A receipt can be undone from the receipt itself.

More detail: Undoing, correcting and allocating.

Recurring invoices

For work you bill on a schedule, use **Sales → Recurring**: save a draft invoice with the lines to repeat, then choose it as the template. A draft used as a template is not an invoice you send, so it does not appear under **Invoices**; open it from its recurring invoice to change the lines. Each run makes its own invoice.

More detail: Invoices and customer receipts.

Check before you continue

Check before you continue

- ◯ The customer, dates and currency are right, and each line has the right income type and VAT code.
- ◯ The preview shows your logo, business details and **Pay to** bank account.
- ◯ The invoice has been sent (or its PDF downloaded and sent), to every address that should get it.
- ◯ When the money arrives, the receipt is applied to the right invoice and the bank account it really went into.
- ◯ Overdue invoices are chased: see Chasing overdue invoices.

Next

Bills are the other side: Enter, approve and record a bill.

Quotes

A **quote** is an offer: the prices you will charge a customer, held open for a number of days. It records nothing in your accounts. You write it, send it, and when the customer says yes you turn it into an **invoice** in one step, so nothing is typed twice. Whoever keeps the books (Owner, Administrator, Accountant, Developer or Data entry) writes quotes. It comes before Raise, send and get paid for an invoice, and a company can ask for a second person to approve quotes first (Sales approvals).

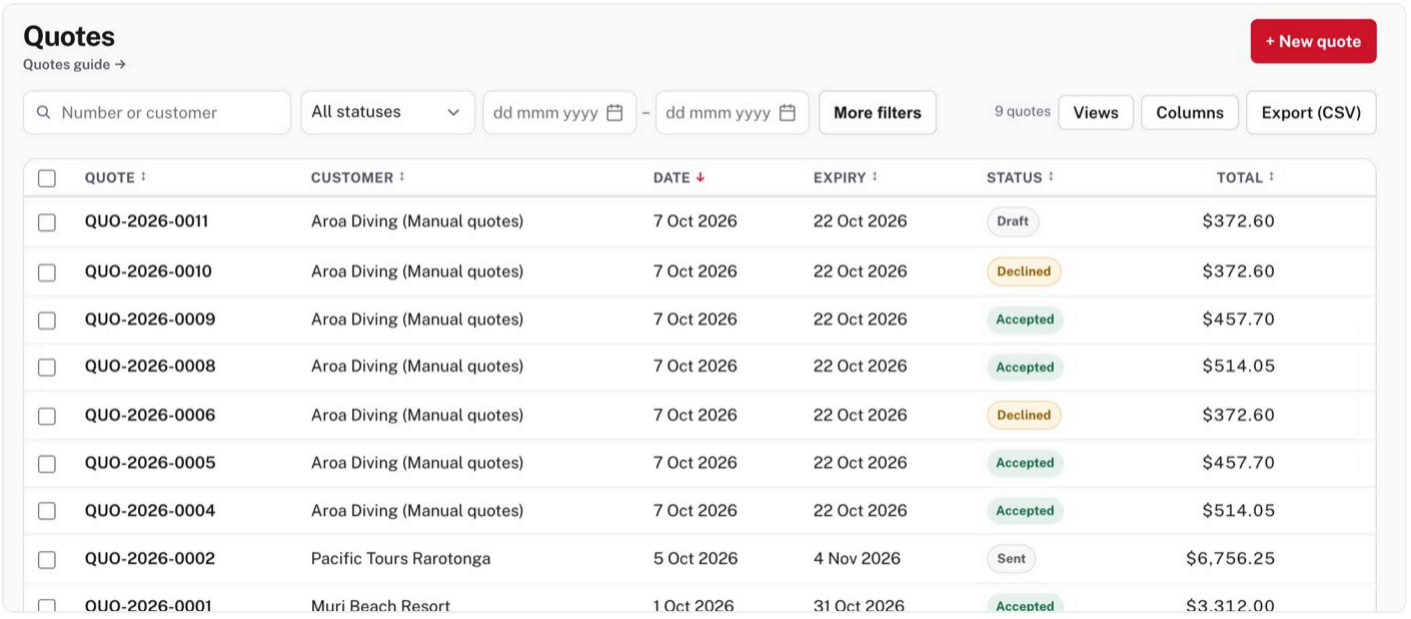
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The customer, *Aroa Diving (Manual quotes)*, and the prices are made up. Email isn't set up on the demo, so **Email quote** is greyed out with an **Email isn't set up** note: this chapter sends nothing by email, and the customer's side is shown through the quote's **link** instead. Quote approval is switched off in the demo, so that card never appears.

Before you start

- **The customer exists** (Sales → Customers) and, if you will email the quote, has an email address on their record.
- **Items you sell often are saved** (Sales → Items), so a price is typed once. A line can also be typed freehand.
- **You know the VAT position.** Each line carries a VAT code, shown as *S 15%* on the demo's standard-rated lines; the quote totals show Subtotal, VAT and Total the way the customer will see them.

Step 1. Open the Quotes list

Sales → Quotes.



Each row shows the quote number (*QUO-2026-…*), the customer, the date, the **expiry**, the **status** and the total. The status is one of **Draft** (saved, not sent), **Sent**, **Accepted**, **Declined** or **Expired**. The toolbar is the one every list has (search, filters, Views, Columns, Export (CSV)): see Find things and work faster. Press **N**, or choose **+ New quote**, to start one.

Step 2. Write the quote

Sales → Quotes → + New quote.

Sales › Quotes

New quote

A draft offer — save it, then send it or convert it to an invoice **Quotes guide →**

Quote details

Customer: Aroa Diving (Manual quotes)

Quote date: 7 Oct 2026

Reference: Reef trip, 12 divers

Expiry

☑ Valid for 15 days — expires 22 Oct 2026

Currency: NZD · New Zealand Dollar

Line items

#	DESCRIPTION	INCOME TYPE	QTY	UNIT PRICE	VAT	LINE TOTAL
1	Catering – lunch per head Item: Catering – lunch per head **Unlink**	Sales – Food & Beverage **More**	12	18.5000	S 15%	222.00
2	Event setup and service Item: Event setup and service **Unlink**	Sales – Services **More**	1	225	S 15%	225.00

+ Add line | Add from item...

Subtotal	$447.00
VAT	$67.05
Total	**$514.05**

Notes

Lunch for the group and the dive-shop setup. Prices include VAT where it applies.

Total **$514.05** Cancel **Save quote**

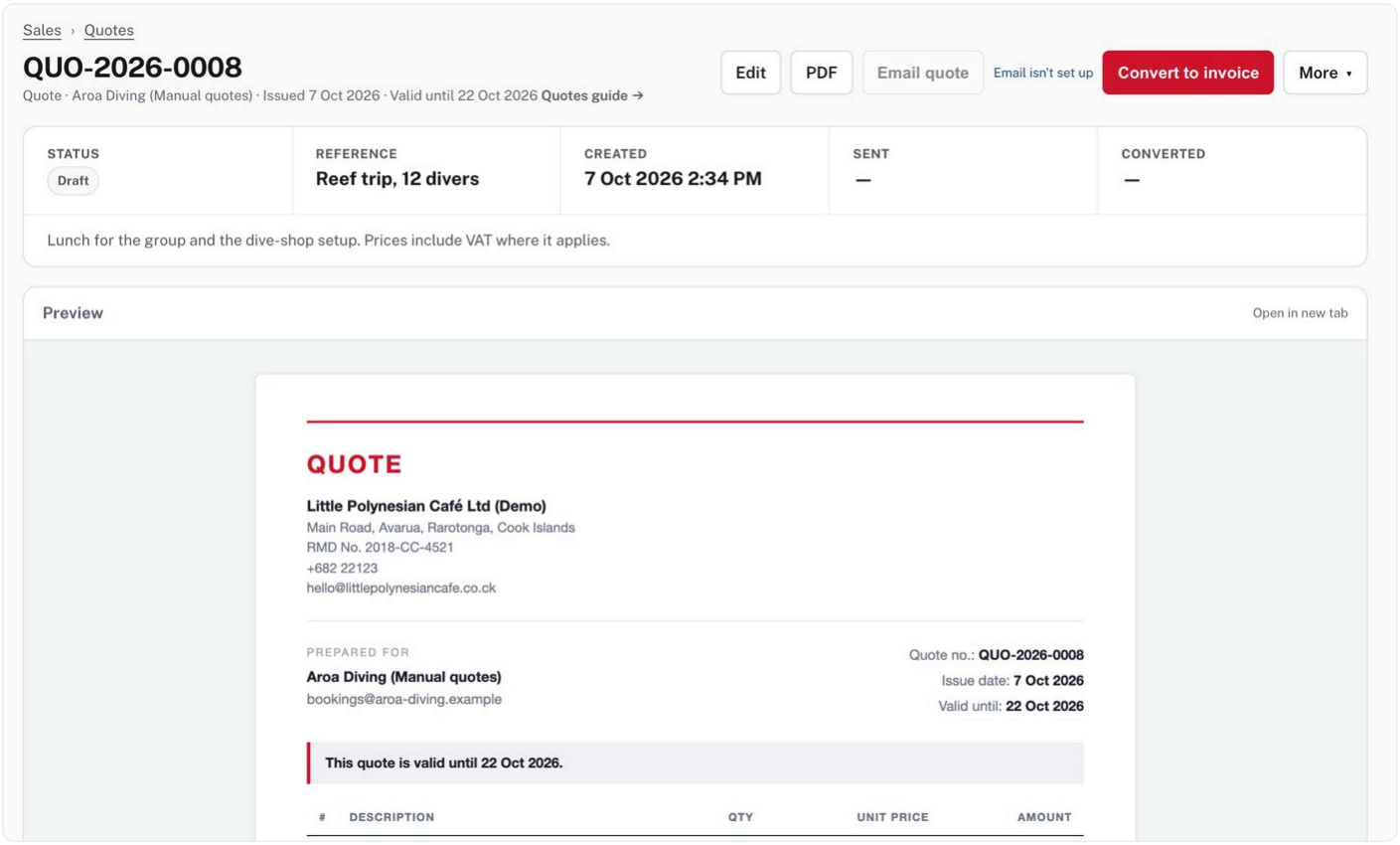
Field	What it does
Customer	Search and choose. The customer's name and email print on the quote.
Quote date	Today unless you change it.
Reference	Optional. It carries onto the invoice, so use something the customer will recognise (here *Reef trip, 12 divers*).
Expiry	**Valid for 15 days** by default, and the screen says the date it gives (*expires 22 Oct 2026*). Change the number of days, or untick the box for a quote that doesn't expire.
Currency	The company's currency, or another one if your company has foreign currency switched on (the demo offers AUD).
Line items	One row per thing you are pricing: description, income type, quantity, unit price, VAT code.
Notes	Optional. Printed on the quote below the lines.

Pricing the work. Choose **Add from item...** and pick a saved item: Easy fills the description, the income type, the unit price and the VAT code, and the row says *Item: Catering – lunch per head*. The saved price is only a starting point: in the picture the second line starts at the item's 250.00 and has been typed over with 225, and the **Line total** and the **Total** at the bottom follow at once. Change a quantity the same way (here 12 lunches). **Unlink** cuts a line's tie to its item and keeps what is typed; **+ Add line** adds a freehand row with nothing saved behind it; the bin removes a line. The bar at the bottom shows the **Total** beside **Save quote**.

Choose **Save quote**. The quote is saved as a **draft** with its number and you land on its page. Nothing has gone to the customer and nothing has changed in your accounts.

Step 3. Check it, then send it

You are now on the quote's page.



The buttons at the top are **Edit**, **PDF** (what the customer would get), **Email quote**, **Convert to invoice** and **More** (**Duplicate**, and **Delete draft** while it is still a draft). Under them are the summary (**Status**, **Reference**, **Created**, **Sent**, **Converted**, plus **Accepted** or **Declined** once either has happened) and a **Preview** of the quote exactly as it prints. Read the preview before you send anything: it is what the customer sees. **Edit** works while the quote is a draft or sent; an accepted or declined quote can't be edited (its page has no Edit button, as the later pictures show).

Email quote opens a send window with the customer's address, a subject and a message to check and change, and the quote's PDF attached, and the quote's **Sent** date fills in when it goes. *Not shown in the demo: email isn't set up here.* The wording is under **Settings → Sales → Sales emails** (Chasing overdue invoices shows that page). If you can't email from Easy, open the **PDF** and send it yourself.

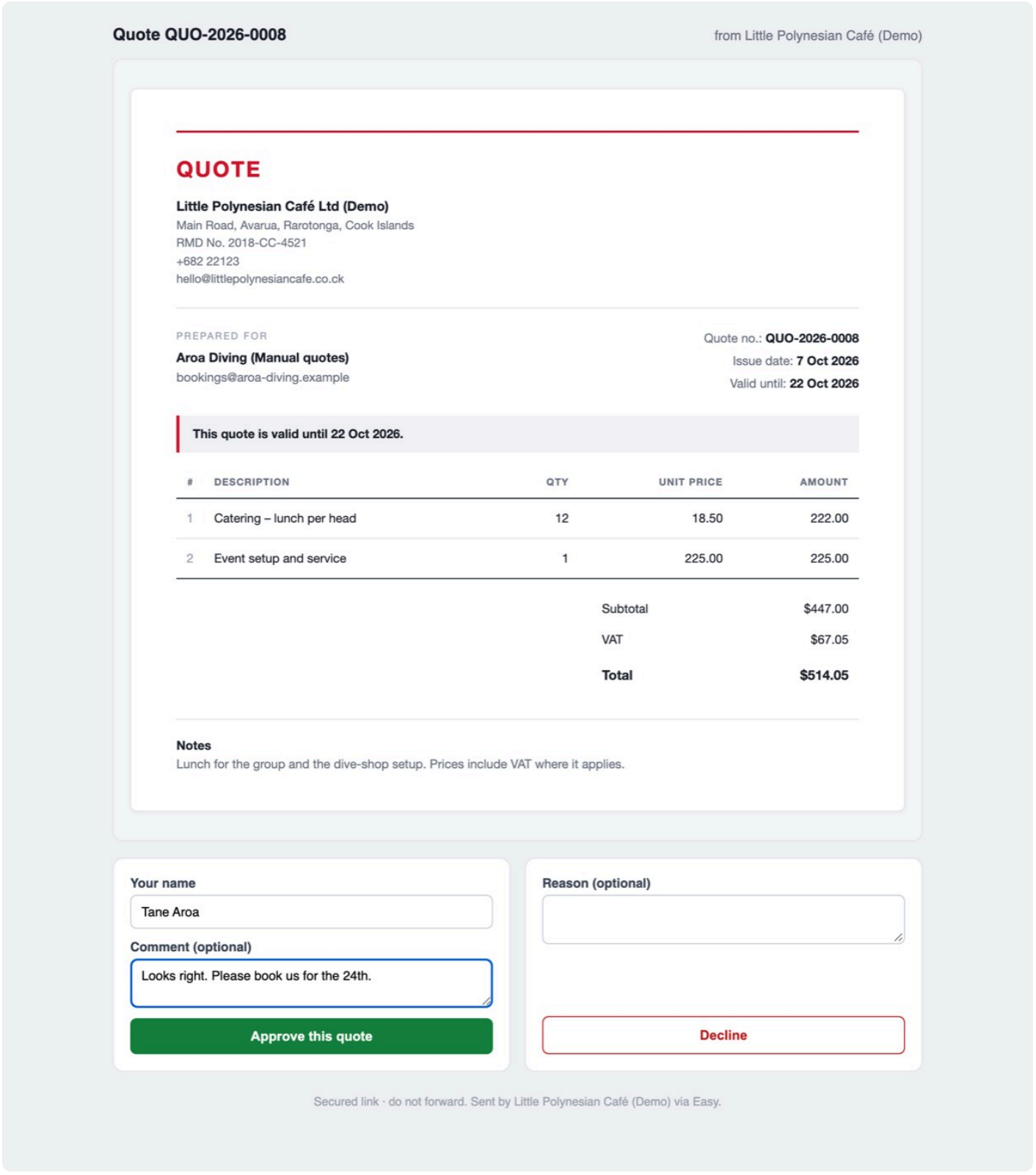
Or send a link the customer can answer

Below the preview, **Customer link** has **Create a link**.

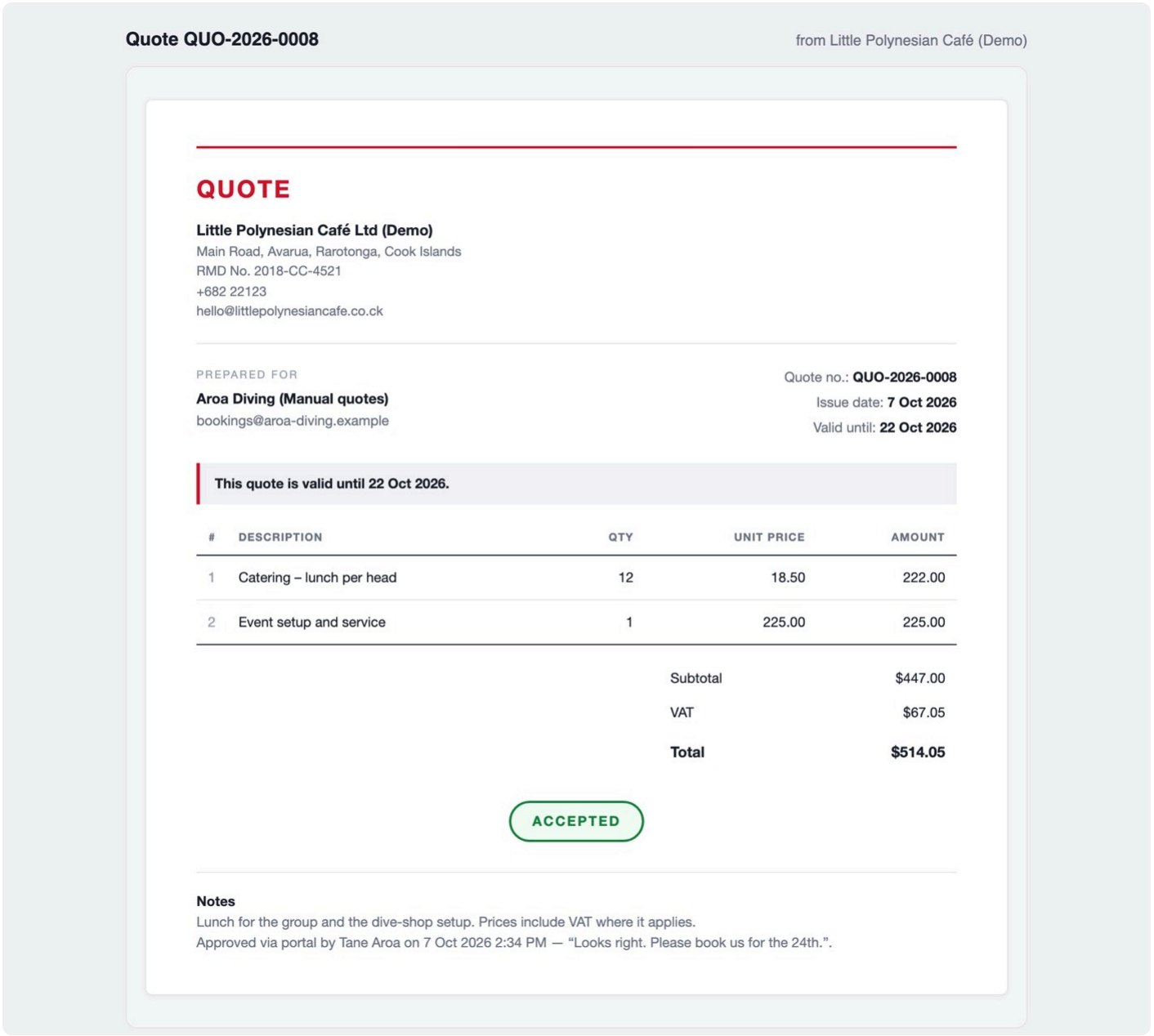


The link opens a page for the customer **without signing in**, where they can read the quote and **approve** or **decline** it. Copy it into your own message. The card shows when the link expires (*Expires 29 Oct 2026*; from Easy's source, a quote's link runs seven days past the quote's own expiry, or 37 days from today when the quote has none), how many times it was viewed and the customer's answer. **Revoke** switches the link off. Anyone holding the link can answer for the customer, so send it only to them. (The address in the picture has been shortened: a real link ends in a long random code.)

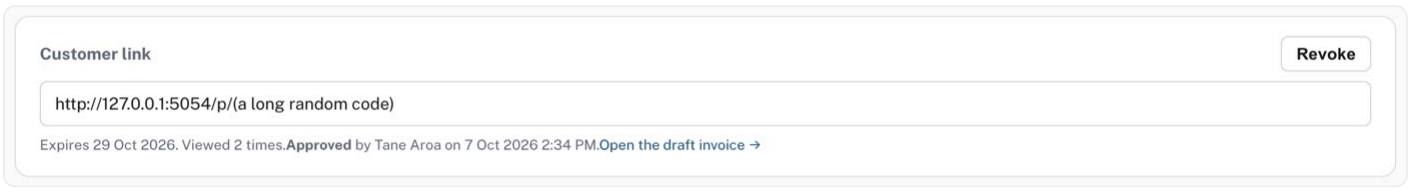
Step 4. When the customer answers through the link



The customer sees the quote as it prints, then two boxes: **Your name** and an optional **Comment** with **Approve this quote**, or an optional **Reason** with **Decline**. In the picture a made-up name and comment have been typed, and the quote is about to be approved.



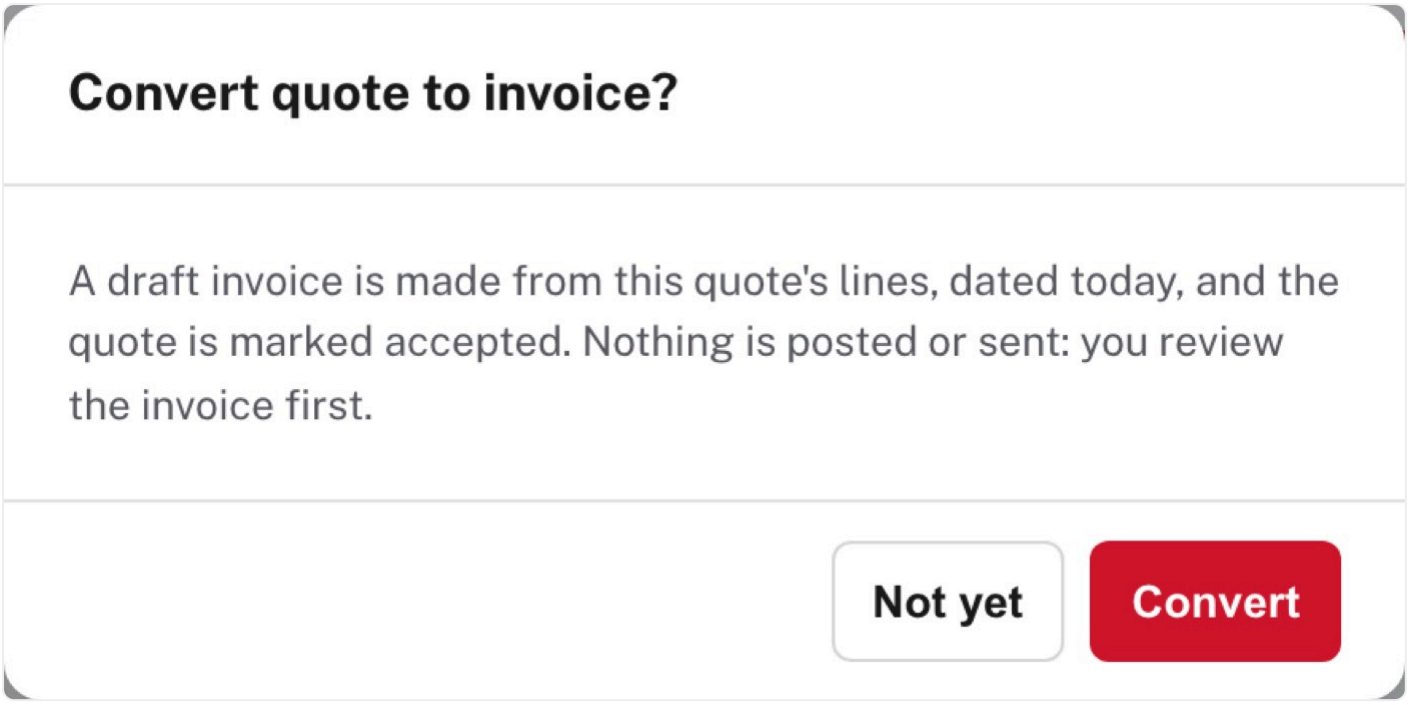
The page then shows **ACCEPTED**, and the approval (who, when and their comment) is added to the quote's **Notes** line. Back in Easy the link card reports it.



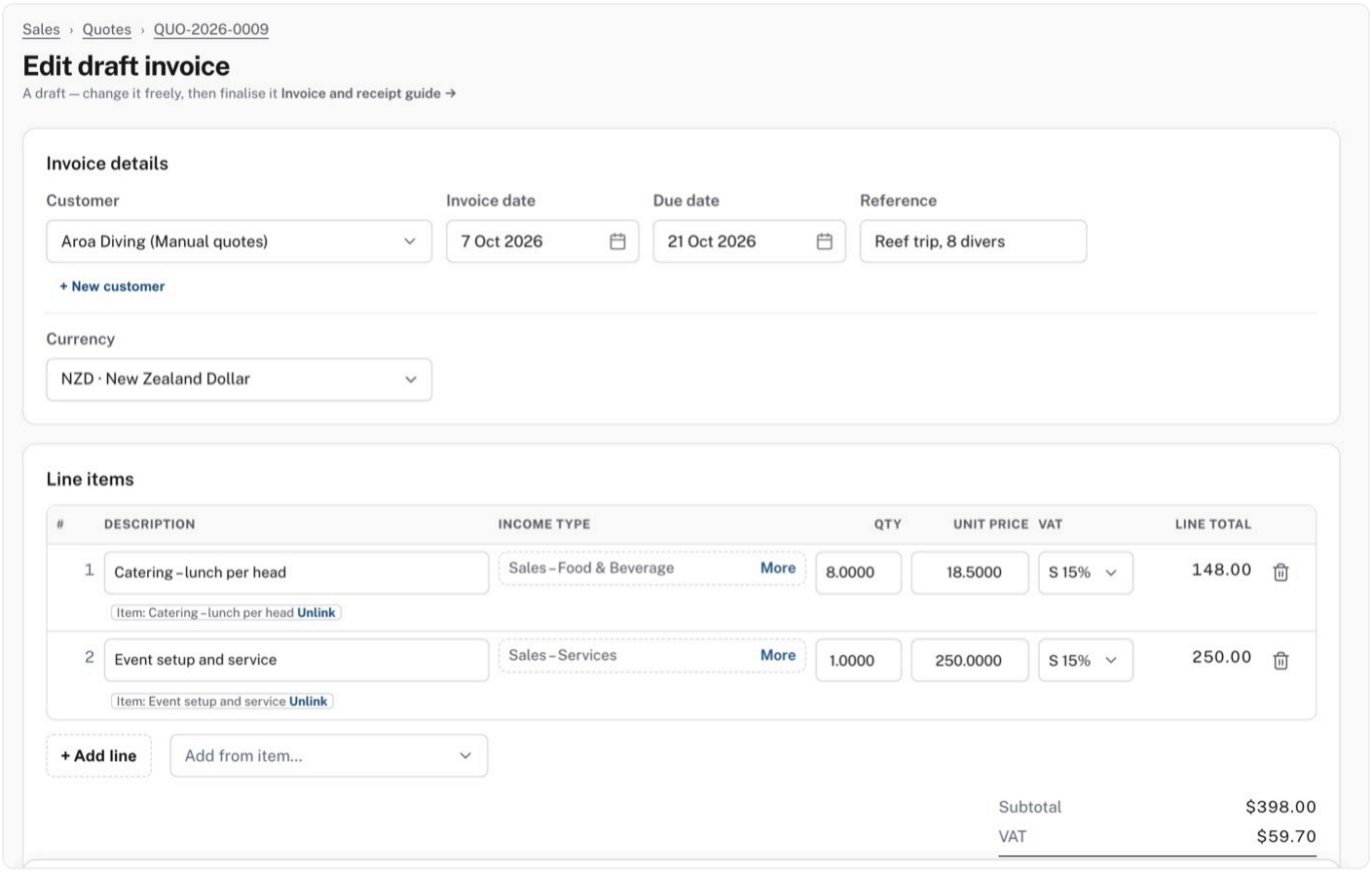
An approval raises a **draft invoice** for you, and **Open the draft invoice →** goes to it. Easy does not finalise or send anything on its own: you check the draft and finalise it yourself (Step 5).

Step 5. Turn an accepted quote into an invoice

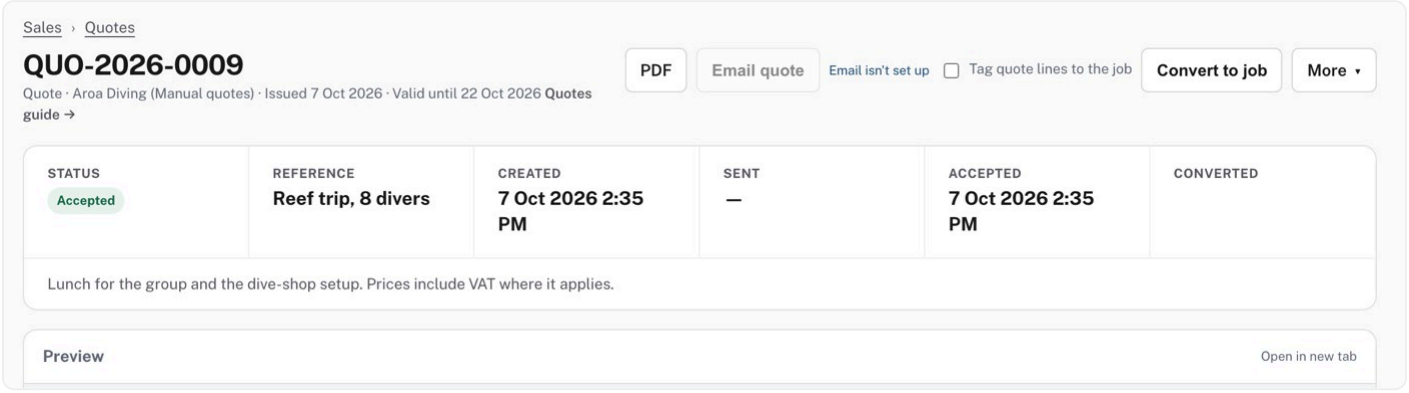
When the customer has said yes by phone, email or in person, open the quote and choose **Convert to invoice**.



Easy says what will happen before it does it: **a draft invoice is made from this quote's lines, dated today, and the quote is marked accepted. Nothing is posted or sent: you review the invoice first.** Choose **Convert**.



You land on **Edit draft invoice**. It has the quote's customer, reference and lines (quantity 8 here, at the item's own price), today's date and a due date (14 days on in the demo), and the trail above it reads *Sales › Quotes › the quote*. It is a draft: it isn't in your accounts and the customer hasn't been told. Check it, change what needs changing, and **finalise** it as in Raise, send and get paid for an invoice. Until then it is not owed by anyone.

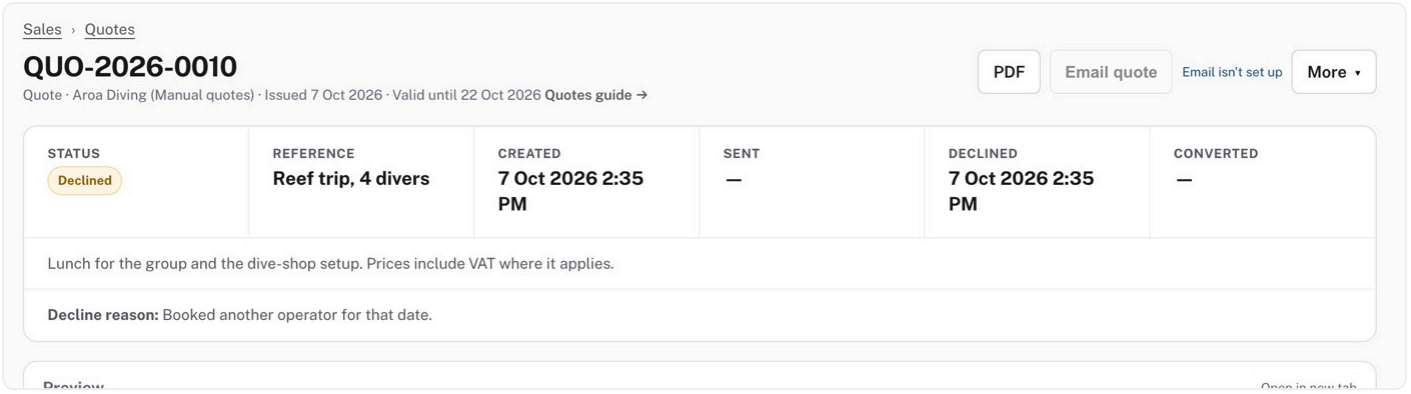


The quote now reads **Accepted** with the **Accepted** date, and can't be converted a second time or edited. Its **Converted** box shows the invoice's number once the invoice is finalised, and a draft invoice has no number yet. Until then, open the draft from **Sales → Invoices** (filter **Draft**), or from the quote's link card if the customer approved through the link.

Where **Jobs** is switched on (as in the demo, and in the picture above), an accepted quote also has **Convert to job**, with a **Tag quote lines to the job** tick box. *Pressing it is not shown in the demo.* See Jobs and profitability and Make a job from a quote.

Step 6. When the customer says no, or the quote runs out

On a draft or sent quote, the **Customer declined?** card at the bottom has a **Reason (optional)** box and **Mark declined**.



The quote shows **Declined**, the date and **Decline reason**, and it can no longer be edited or converted. A quote whose expiry date has passed shows **Expired** by itself and can't be converted or declined either (from Easy's Help; not shown in the demo).

To make a fresh offer from a declined or expired quote, choose **More → Duplicate**. The copy opens in the editor as a **new draft with its own number and today's date** (with the same length of validity, counted from today), ready to change. A draft you no longer want is removed with **More → Delete draft**, which asks first.

Several quotes at once

On the list, tick rows and a bar offers **Email**, **PDF** (one file of the ticked quotes) and **Duplicate**. Each row's ⋯ menu offers Open, PDF, Print, Email, Duplicate, **Convert to invoice** (while the quote can still be converted) and **Delete draft** (drafts only). This is from Easy's source; the list's bar and menu were not used in the demo.

If your company asks for quote approval

Switched on, a quote must be approved before it can be emailed, marked sent or given a link; the card on the quote reads **Submit for approval**, and the approver decides from the quote or from Mail. Converting a quote to an invoice is not held back, because the invoice is a new document. *Not shown in the demo: approval is switched off.* See Sales approvals and Quotes: approval.

Common mistakes

- **Converting before the customer has agreed.** Converting marks the quote **Accepted** and can't be repeated. If the customer hasn't said yes, send the quote first.
- **Quoting from memory.** Use **Add from item...** so the price and VAT code are the ones you set, and type over the price only on purpose.
- **Forgetting the expiry.** Unticking **Valid for** leaves a quote open for ever. Leave it on unless you mean it.
- **Sending the link to the wrong person.** The link answers for the customer without a password. Check where it goes, and **Revoke** it if it went astray.

More detail: Write a quote, Send it and When the customer answers.

Check before you continue

Check before you continue

- ◯ The quote's customer, reference, lines, quantities and prices are right, and the preview reads the way you want the customer to see it.
- ◯ It has an expiry date you are happy to honour (or you chose none on purpose).
- ◯ You sent it by email or link, or gave the customer the PDF, and the quote says so (**Sent**).
- ◯ An accepted quote has been converted once, and the draft invoice has been checked and finalised (or deleted if the job fell through).
- ◯ Declined and expired quotes are marked as such, so the list shows only live offers.

Chasing overdue invoices: statements and reminders

Do this weekly or monthly. Chasing has three parts: **see who owes you and how late they are**, **send them a statement**, and let **automatic reminders** nudge them for you. It is the other half of Raise, send and get paid for an invoice.

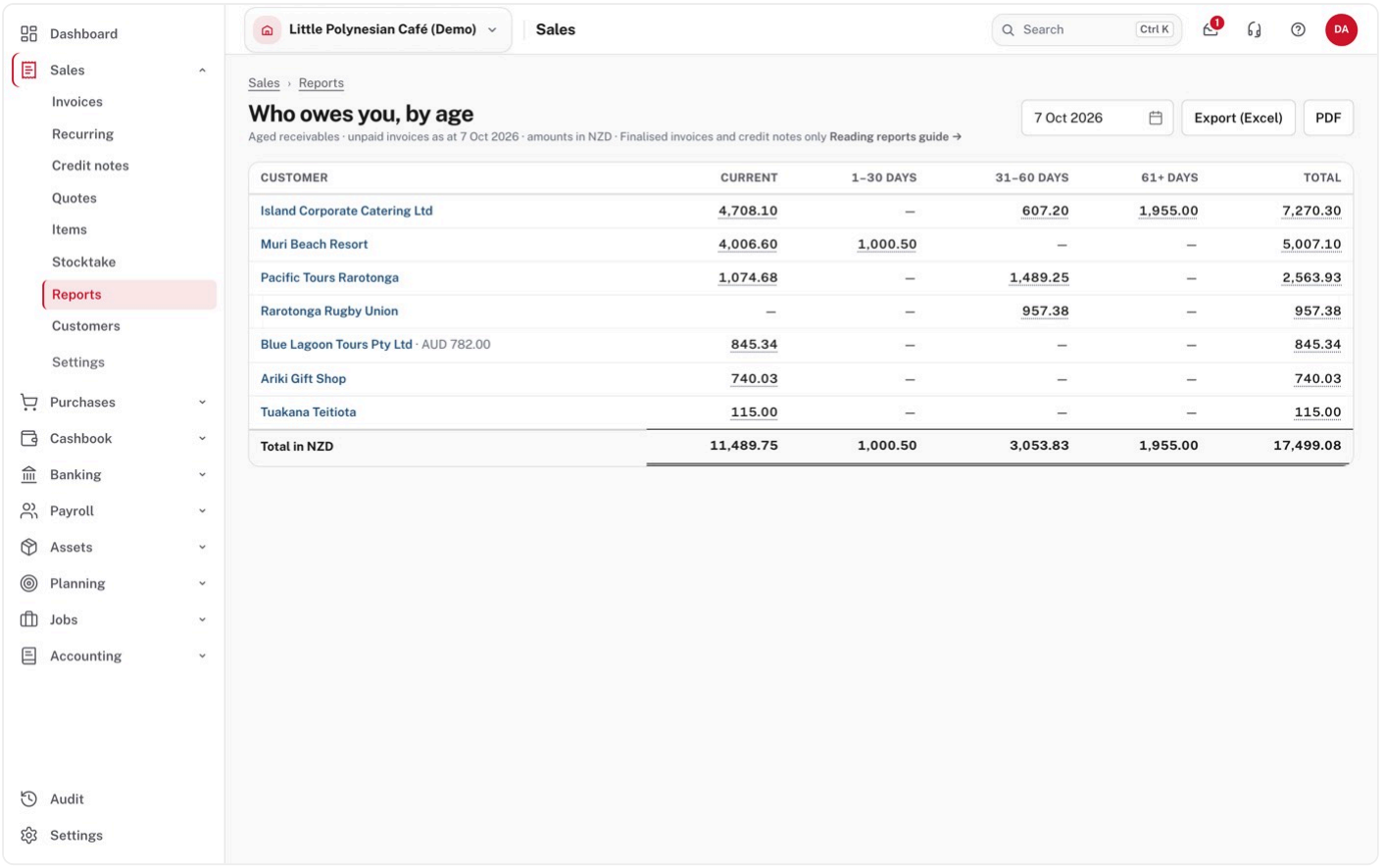
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. Customer names and amounts are examples. Email sending isn't set up on the local demo, so the screens that email show that notice. On a live company they show the email buttons.

Before you start

- **Invoices are finalised and receipts are recorded and applied.** A report is only as good as the allocation of receipts: a payment recorded but not applied to its invoice leaves the invoice looking overdue.
- **Customers have an email address** (up to five, separated by commas). A customer with no email on file can't be emailed.
- Email sending is set up for the company, if you want to email from Easy. If not, download the PDF and send it yourself.

Step 1. See who owes you

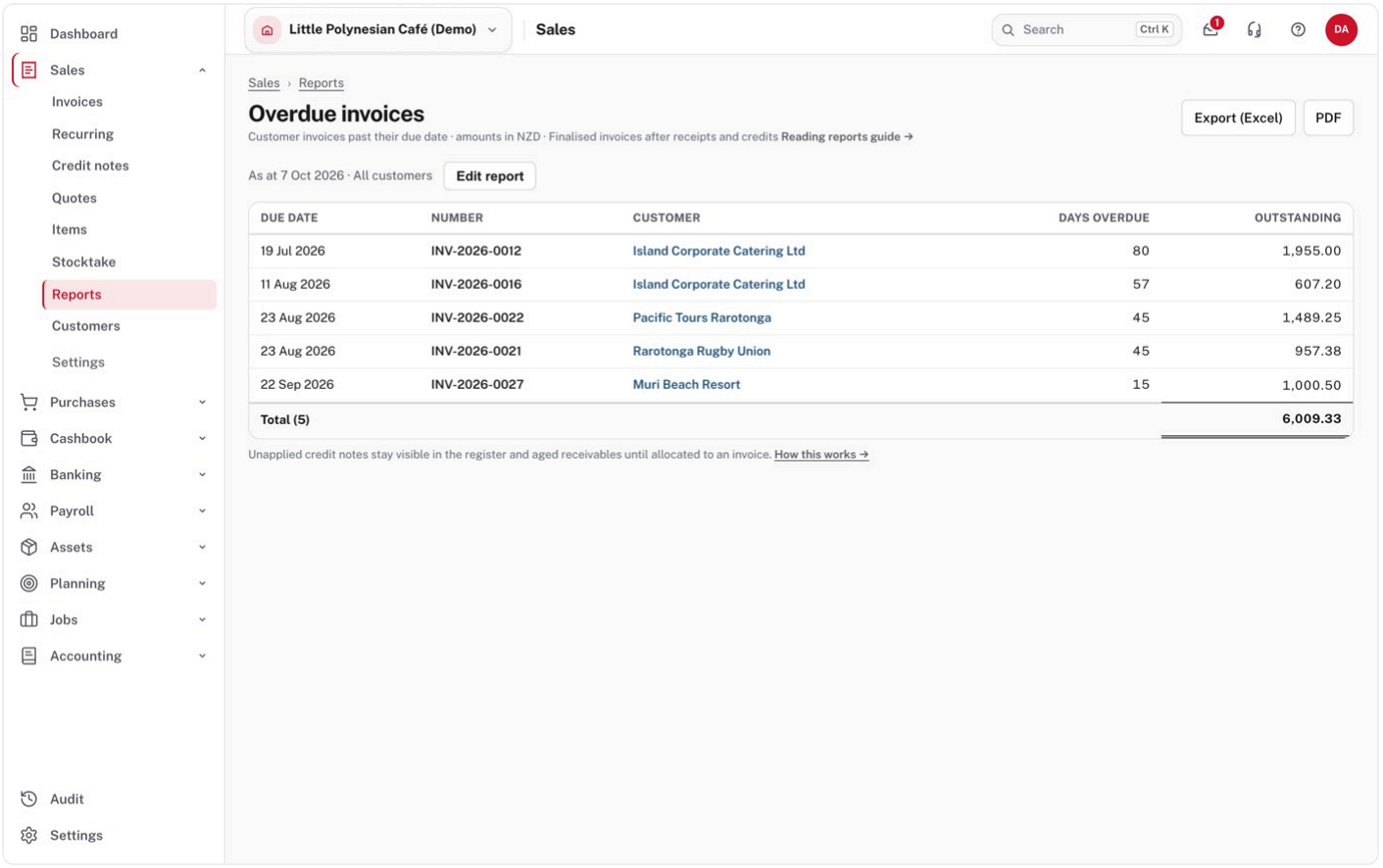
Sales → Reports → Who owes you, by age (also reached from the **Invoices** list).



The aged receivables report lists each customer's unpaid invoices as at the date you choose, in age bands: **current**, **1–30 days**, **31–60 days** and **61+ days**, with a total. A customer who is invoiced in another currency is shown in both currencies. The **Total** of the customer rows is what the Trade Debtors control account holds; the period-close check compares the two (see Month-end checklist). Choose **PDF** or **Export (Excel)** to keep a copy.

Step 2. See the overdue invoices one by one

Sales → Reports → Overdue invoices.

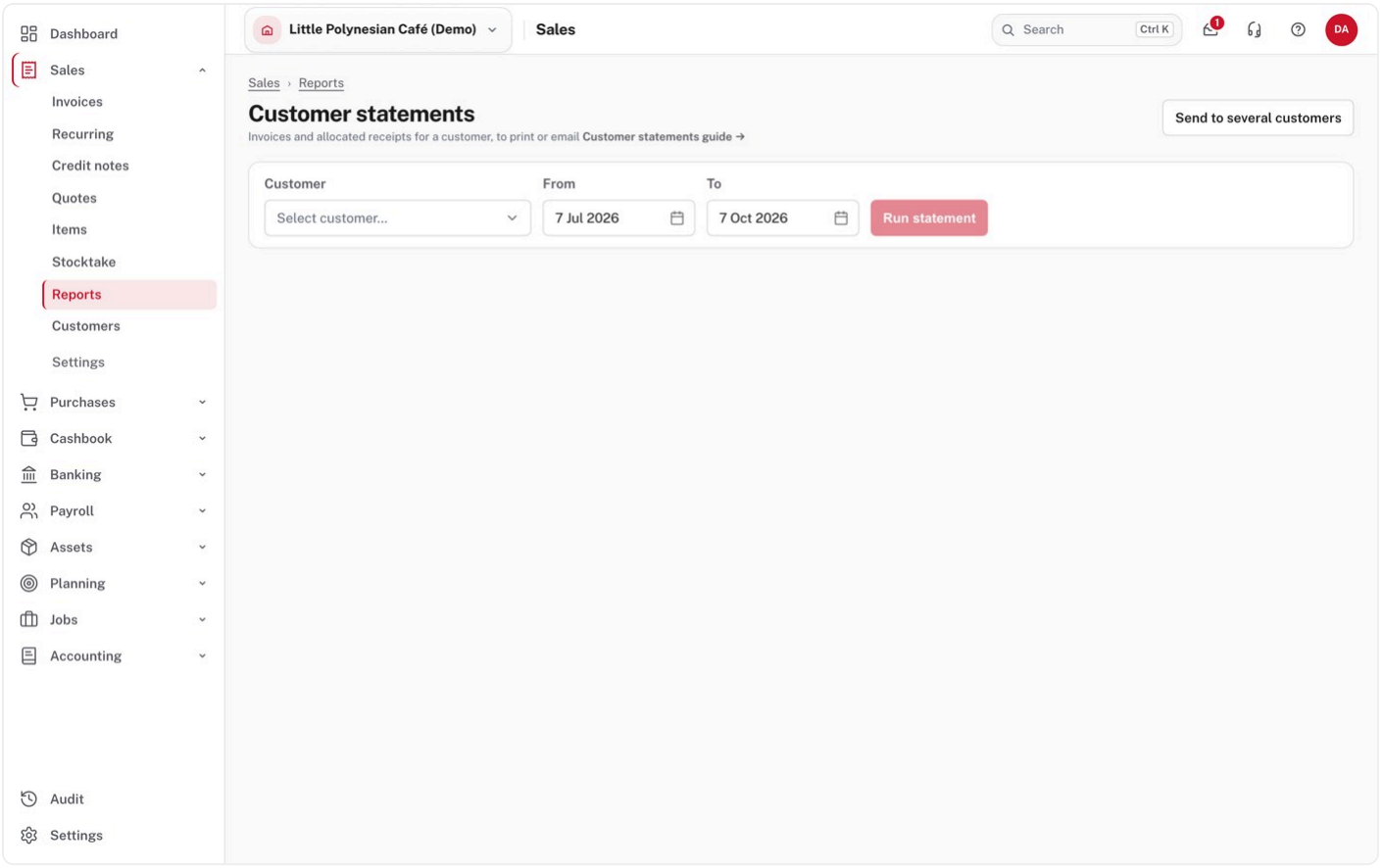


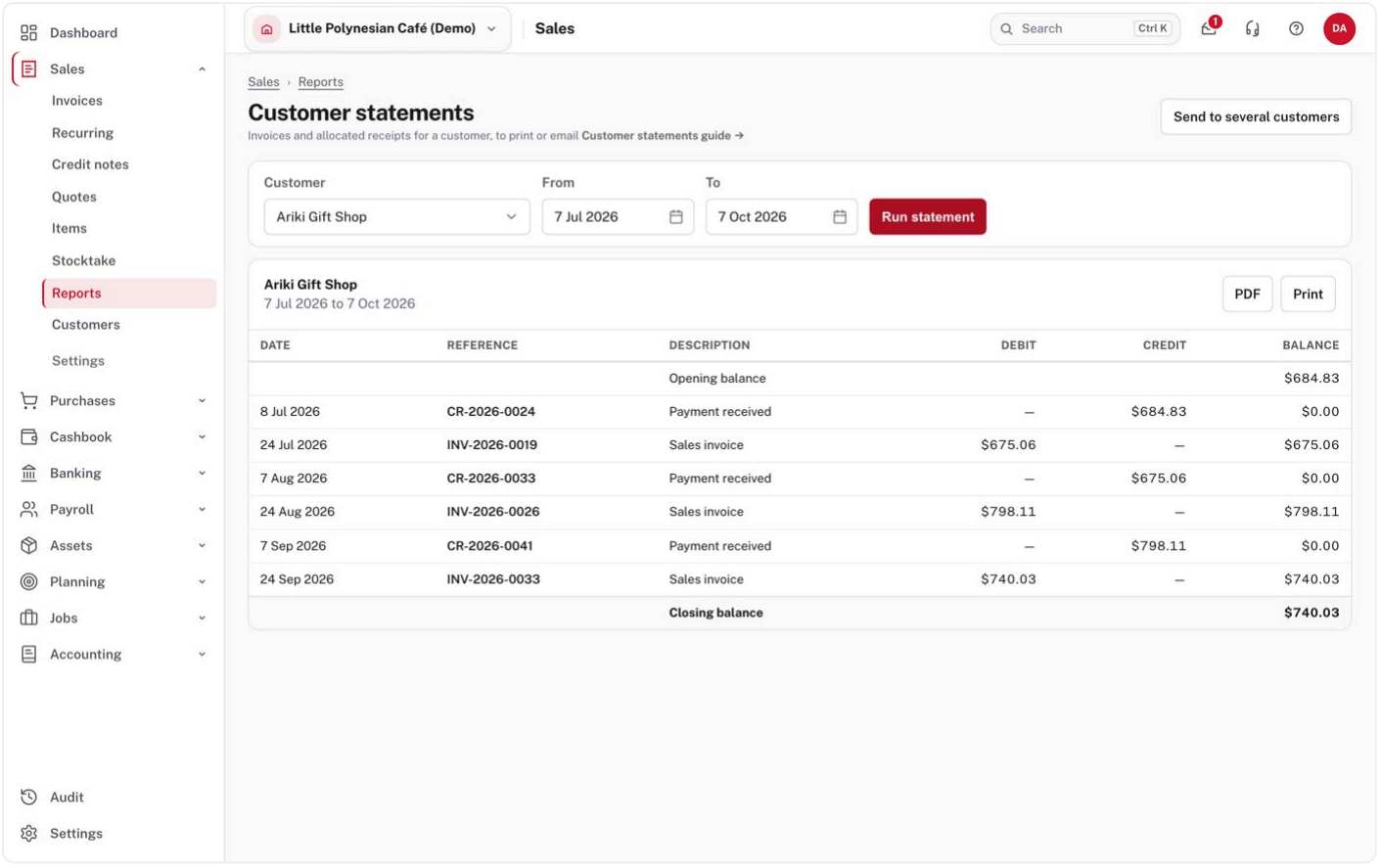
Every invoice past its due date, the **days overdue** and the **outstanding** amount after receipts and credits. This is your phone list. Choose a customer's name to open their statement.

Unapplied credit notes stay visible in the invoice register and in aged receivables until they are allocated to an invoice, so check for one before you chase: the customer may already be owed a credit.

Step 3. Send one customer a statement

Sales → Reports → Customer statements. Choose the customer and the dates, then **Run statement**.


Dashboard
Sales
Invoices
Recurring
Credit notes
Quotes
Items
Stocktake
Reports
Customers
Settings
Purchases
Cashbook
Banking
Payroll
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Sales
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Sales › Reports
Customer statements
Invoices and allocated receipts for a customer, to print or email Customer statements guide →
Send to several customers
Customer
From
To
Select customer...
7 Jul 2026
7 Oct 2026
Run statement

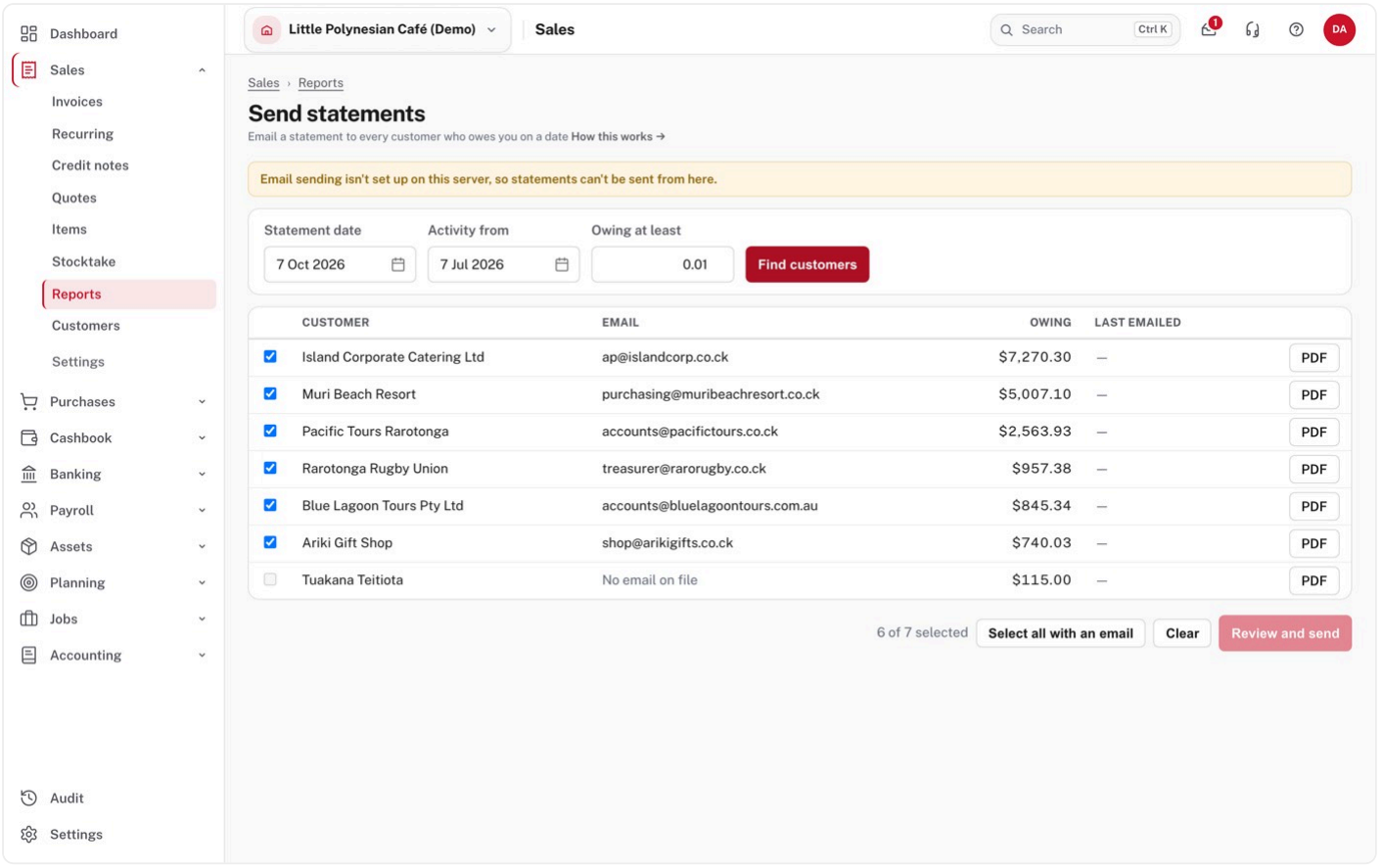

Dashboard
Sales
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Cashbook
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Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Sales
Search
Ctrl K
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Sales › Reports
Customer statements
Invoices and allocated receipts for a customer, to print or email Customer statements guide →
Send to several customers
Customer
From
To
Ariki Gift Shop
7 Jul 2026
7 Oct 2026
Run statement
Ariki Gift Shop
7 Jul 2026 to 7 Oct 2026
PDF
Print
DATE
REFERENCE
DESCRIPTION
DEBIT
CREDIT
BALANCE
Opening balance
$684.83
8 Jul 2026
CR-2026-0024
Payment received
–
$684.83
$0.00
24 Jul 2026
INV-2026-0019
Sales invoice
$675.06
–
$675.06
7 Aug 2026
CR-2026-0033
Payment received
–
$675.06
$0.00
24 Aug 2026
INV-2026-0026
Sales invoice
$798.11
–
$798.11
7 Sep 2026
CR-2026-0041
Payment received
–
$798.11
$0.00
24 Sep 2026
INV-2026-0033
Sales invoice
$740.03
–
$740.03
Closing balance
$740.03

A statement shows, for one customer and a period, an **opening balance**, every movement with a running balance (invoices, credit notes, payments received, refunds and cancellations), and a **closing balance**. The closing balance agrees with what the customer owes in Trade Debtors on that date. Every amount shows **$** (or the currency code), because a statement is a document you send, not a report. Each reference opens the invoice, credit note or receipt behind it.

From the result you can open the **PDF**, **Print** it, or **Email statement** (which appears when email is set up). The email is filled in from the customer's record, and you can edit the recipient, subject and message before it goes. The PDF uses the theme you assigned to statements in **Document branding** (Invoice branding).

Step 4. Send statements to everyone who owes you

Choose **Send to several customers** (top right of Customer statements).



Field	What it does
Statement date	The date the balances are worked out as at
Activity from	The start of the period each statement lists
Owing at least	Customers owing less than this are left out (the lowest value is 0.01)

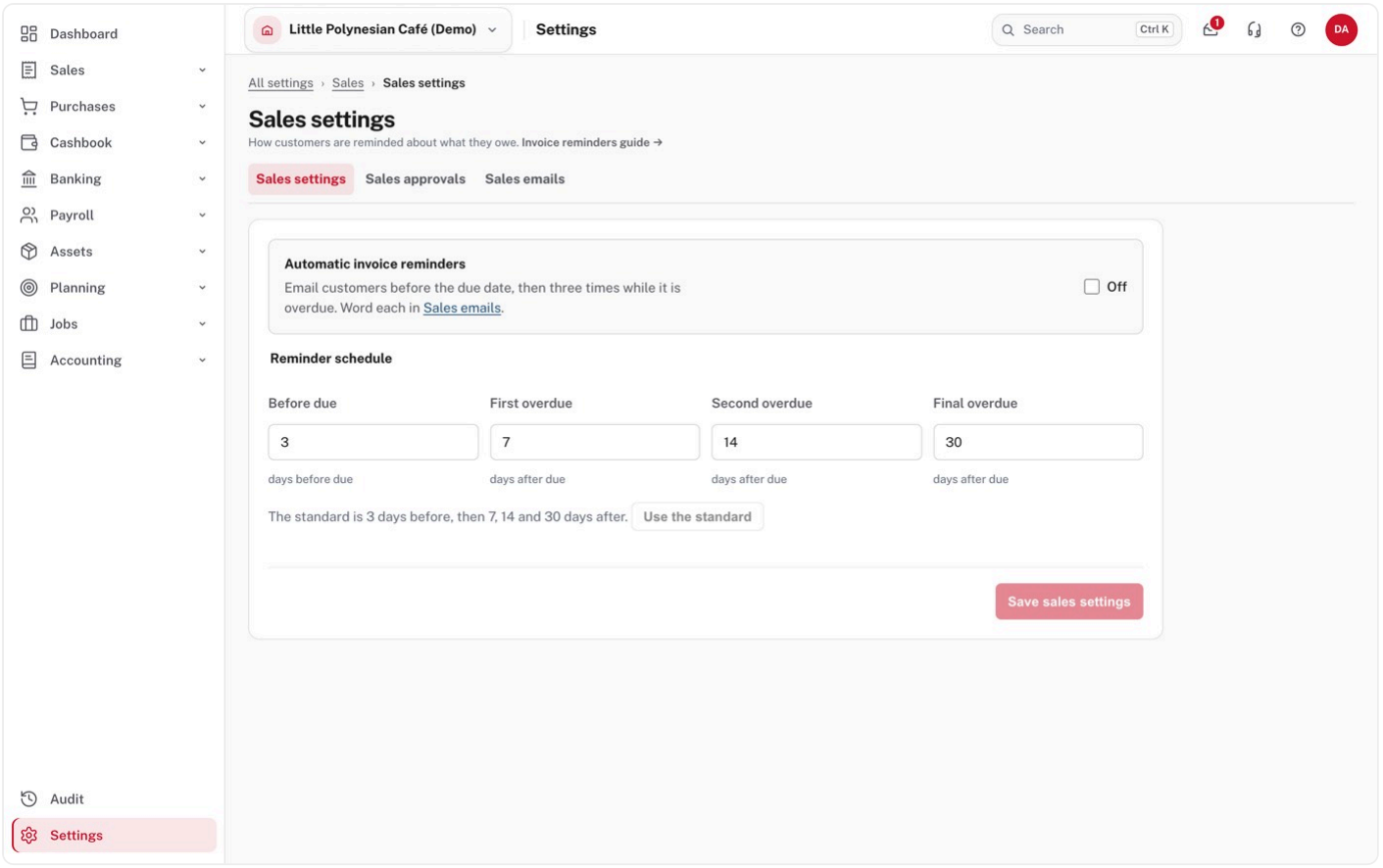
Choose **Find customers**. Everyone owing at least that amount is listed with their email, how much they owe and when they were **last emailed**. Everyone with an email address is ticked, except customers already emailed a statement for the same date. A customer with **no email on file** (here *Tuakana Teitiota*) can't be ticked, and each row has a **PDF** button. A customer marked *Leave out of bulk statement emails* on their record is listed but can't be ticked.

Choose **Review and send**: Easy shows who will receive one before anything is sent, then sends each customer their own statement as a PDF. **Up to 50 customers are sent per run**, so run it again for the rest. Replies go to your business reply-to address. Each statement sent is recorded in the audit trail and under **Email activity** in Mail, which is what fills the **Last emailed** column, so a second run doesn't mail the same statement twice unless you tick the customer again.

More detail: Customer statements.

Step 5. Let reminders go automatically

Settings → Sales → Sales settings.

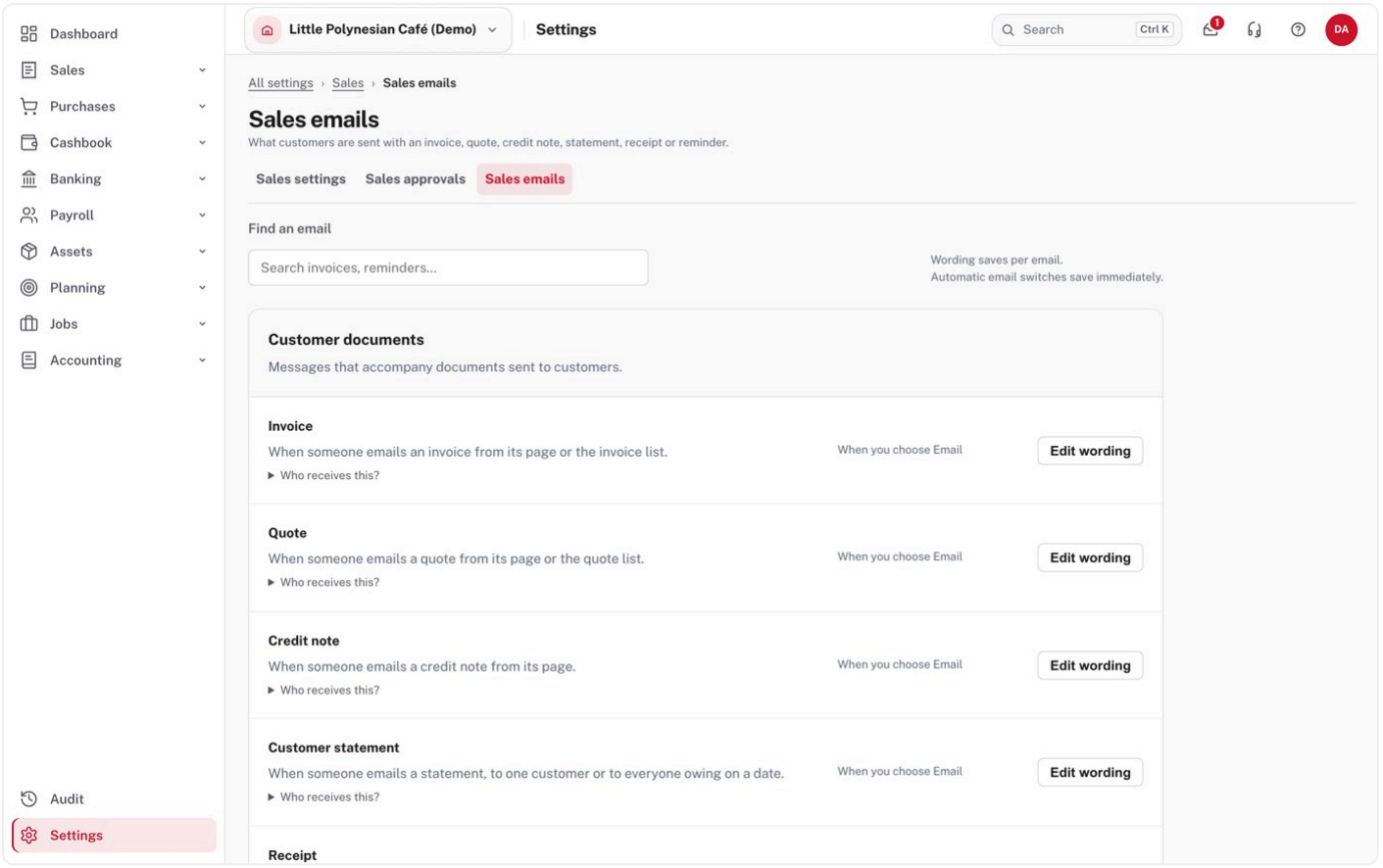


Switch **Automatic invoice reminders** on and Easy emails customers **before the due date, then three times while the invoice is overdue**. The standard schedule is **3 days before**, then **7, 14 and 30 days after** the due date. You can move each of the four numbers on the same page (each overdue reminder must be later than the one before), and **Use the standard** puts the standard back. Moving a reminder never sends one twice: an invoice that already had a stage's reminder won't get it again. A single customer can opt out on their own record.

> **Reminders are off until you switch them on**
>
> In the demo the switch reads **Off**. Decide when to turn them on, and word them first (next).

Word the reminders

Settings → Sales → Sales emails lists every email a customer can be sent: the invoice, quote, credit note, statement, receipt and each reminder stage.

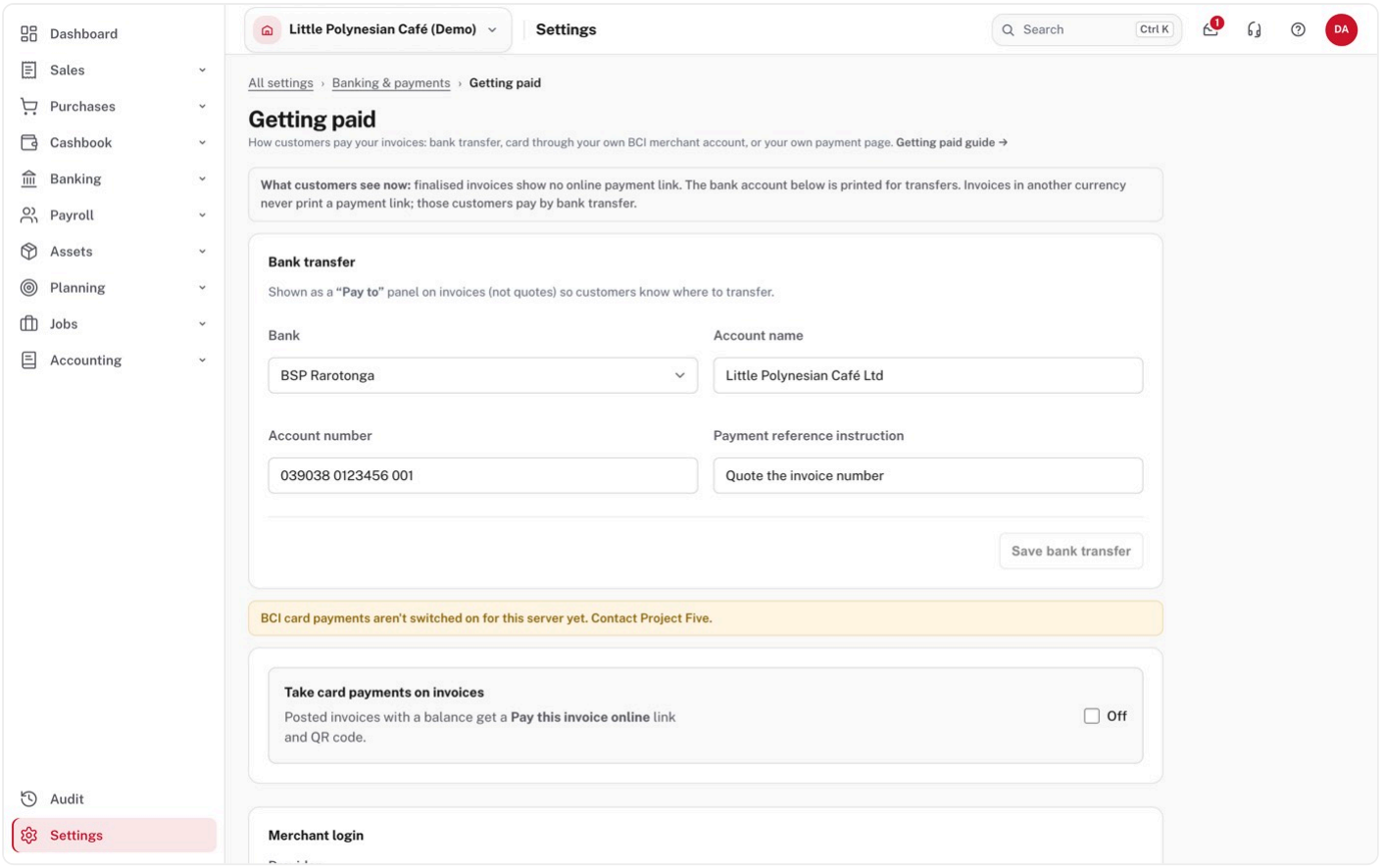


Choose **Edit wording** on a stage to change what it says. Each reminder stage has its own wording and its own on/off switch; a stage that is switched off is skipped, and the next stage still goes when it falls due. A reworded email shows **Reworded**, and **Restore standard wording** puts back Easy's wording. Put a merge field in curly brackets (for example `{document}` for the invoice number); the email may state amounts, such as `{amount}` and `{outstanding}`.

More detail: Customer and supplier emails and Invoice reminders and online payment.

Step 6. Make it easy to pay

The easiest invoice to collect is the one that is easy to pay.



Settings → Banking & payments → Getting paid is where you set what customers see on the invoice:

- **Bank transfer**: the "Pay to" panel printed on invoices (bank, account name, account number and a payment reference instruction).
- **Card payments** through your own **BCI TakuEcom** merchant account: invoices with a balance get a QR code and a **Pay this invoice online** link, and Easy checks with BCI every two minutes and records the receipt when the payment goes through. Each payment lands in a **clearing account**, because BCI holds card payments for a few days; when the payout reaches your bank, record a transfer from the clearing account to the bank. BCI's card fees are not recorded by Easy: any fee shows as the difference left in the clearing account.
- **Your own payment page**: a link to any hosted payment page, which Easy prints on the invoice. Payments through it aren't recorded automatically.

Invoices in another currency get no card link: the customer pays by bank transfer.

When a customer disputes an invoice

Don't change the invoice. Raise a **credit note** against it, or undo the invoice if it should never have been raised. See Credit notes, undoing and correcting.

Check before you continue

Check before you continue

- ◯ The aged receivables total equals the Trade Debtors balance (the period-close check says **Agrees**).
- ◯ Every receipt is applied to the right invoice, so nothing looks overdue that was paid.
- ◯ Customers with no email on file are chased another way (phone, post).
- ◯ Reminders are switched on, worded the way you want, and the schedule is one you can live with.
- ◯ The "Pay to" details and any card link on the invoice are correct.

Credit notes, undoing and correcting

Things go wrong: a customer is charged too much, goods come back, an invoice goes to the wrong customer. Easy never lets you quietly change a recorded figure. Every correction is a **new entry** that shows what was done, so the books can always be explained. This chapter shows the three tools and when to use each.

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*. Names and amounts are examples.

Which tool to use

The problem	Use	What it does
The customer was charged too much, or sends some goods back	**Credit this invoice** (a credit note)	Takes some or all of the invoice off what they owe, and keeps the original
The invoice should never have existed (wrong customer, a duplicate)	**Undo invoice**	Records the opposite entry dated today and marks it *Undone*
The money was entered wrongly	**Undo receipt** / **Undo payment**	Reopens the invoice or bill it paid, then you record it again
A line went to the wrong income account	**Edit accounts** or **Reclassify**	Moves it, without changing what the customer owes

The rule of thumb

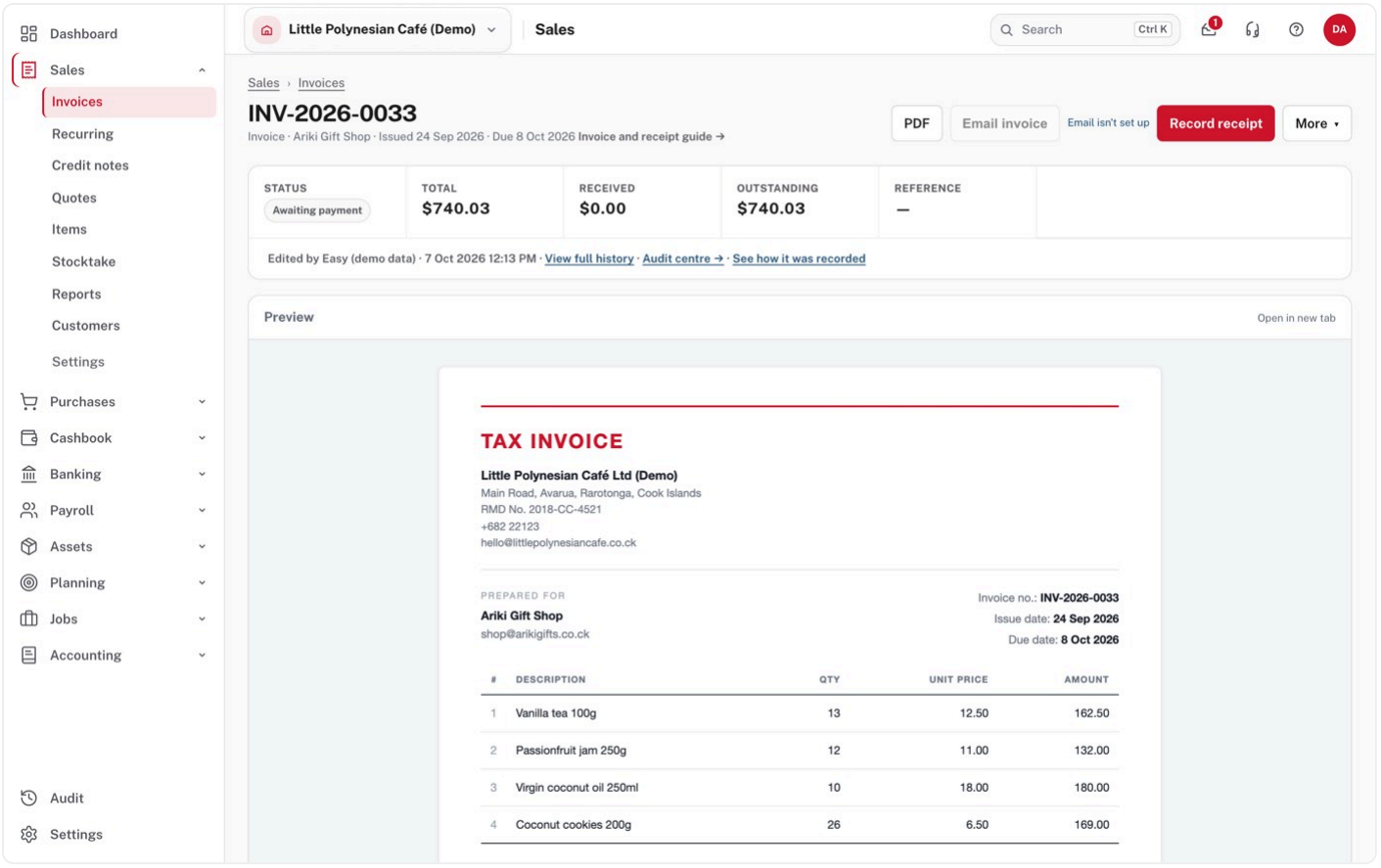
Fixing an **amount**? Raise a credit note. Fixing a **mistake**? Undo it and do it again. Never fix what customers owe with a journal.

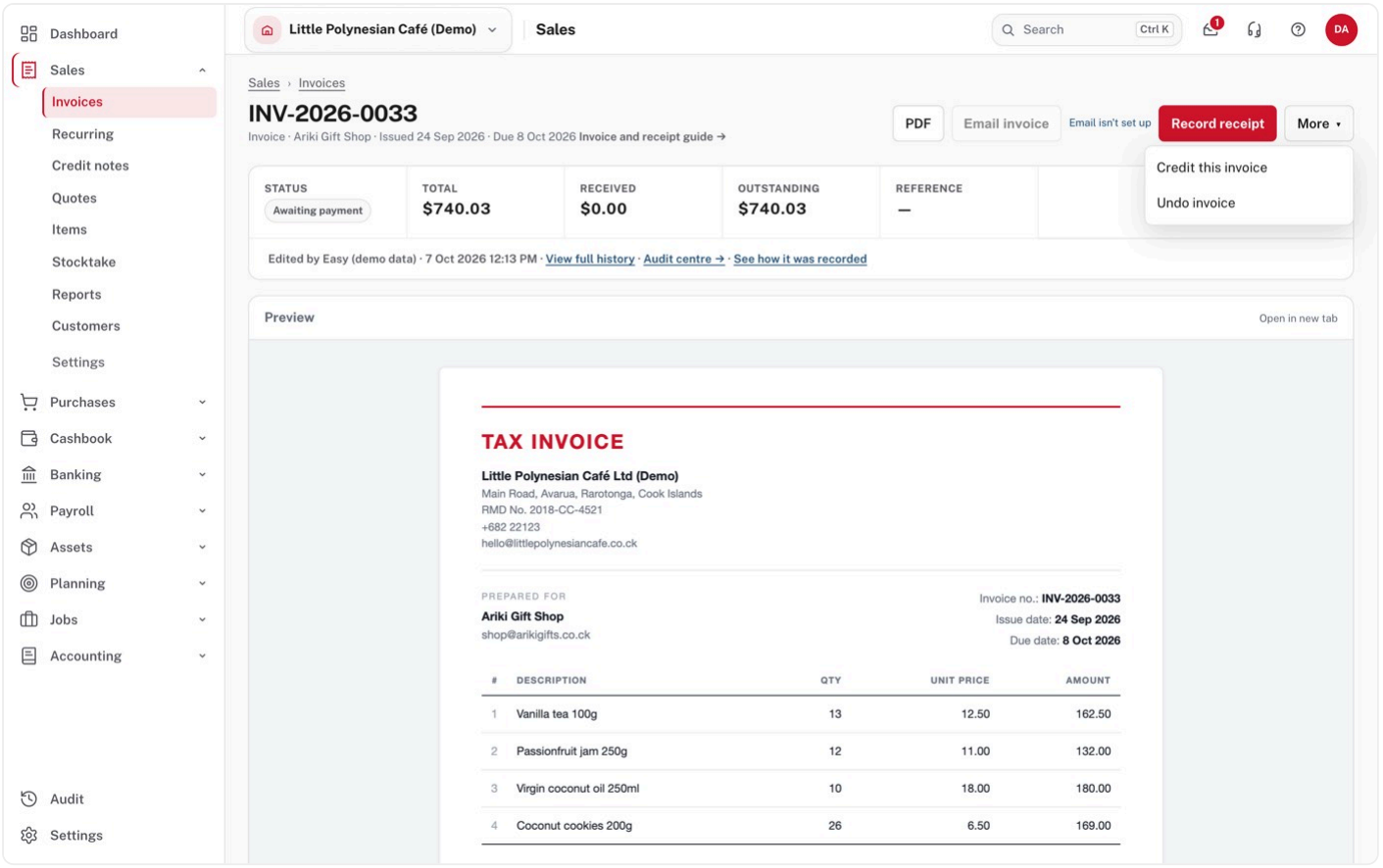
Before you start

- You are the Owner, an Accountant or someone allowed to keep the books. **Data entry** cannot finalise a credit note or undo a recorded document (People, roles and access).
- The period is **not locked** for the date you are working on. The lock date still wins (Month-end).

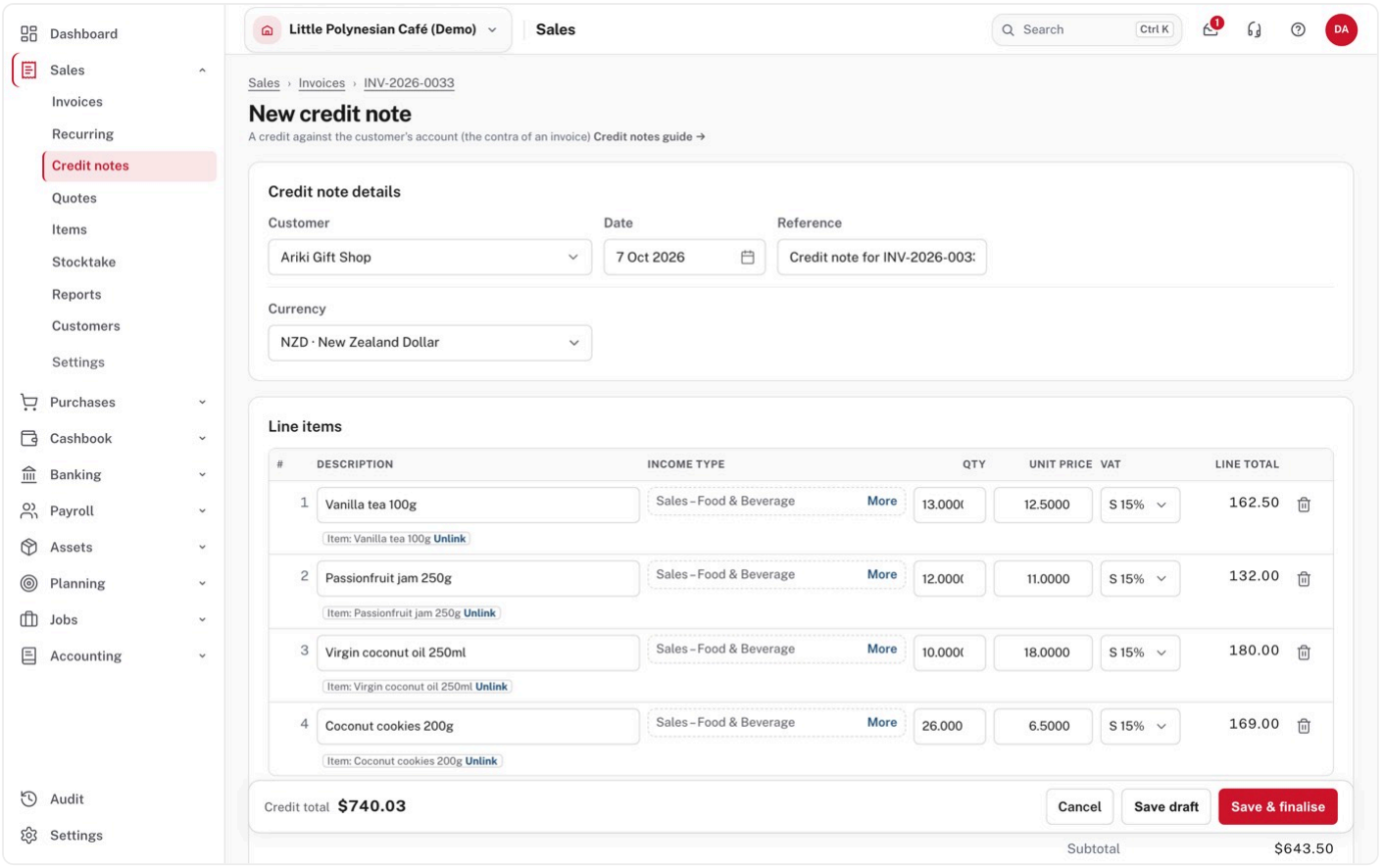
Part 1. Credit an invoice

Open the invoice and choose **More**.

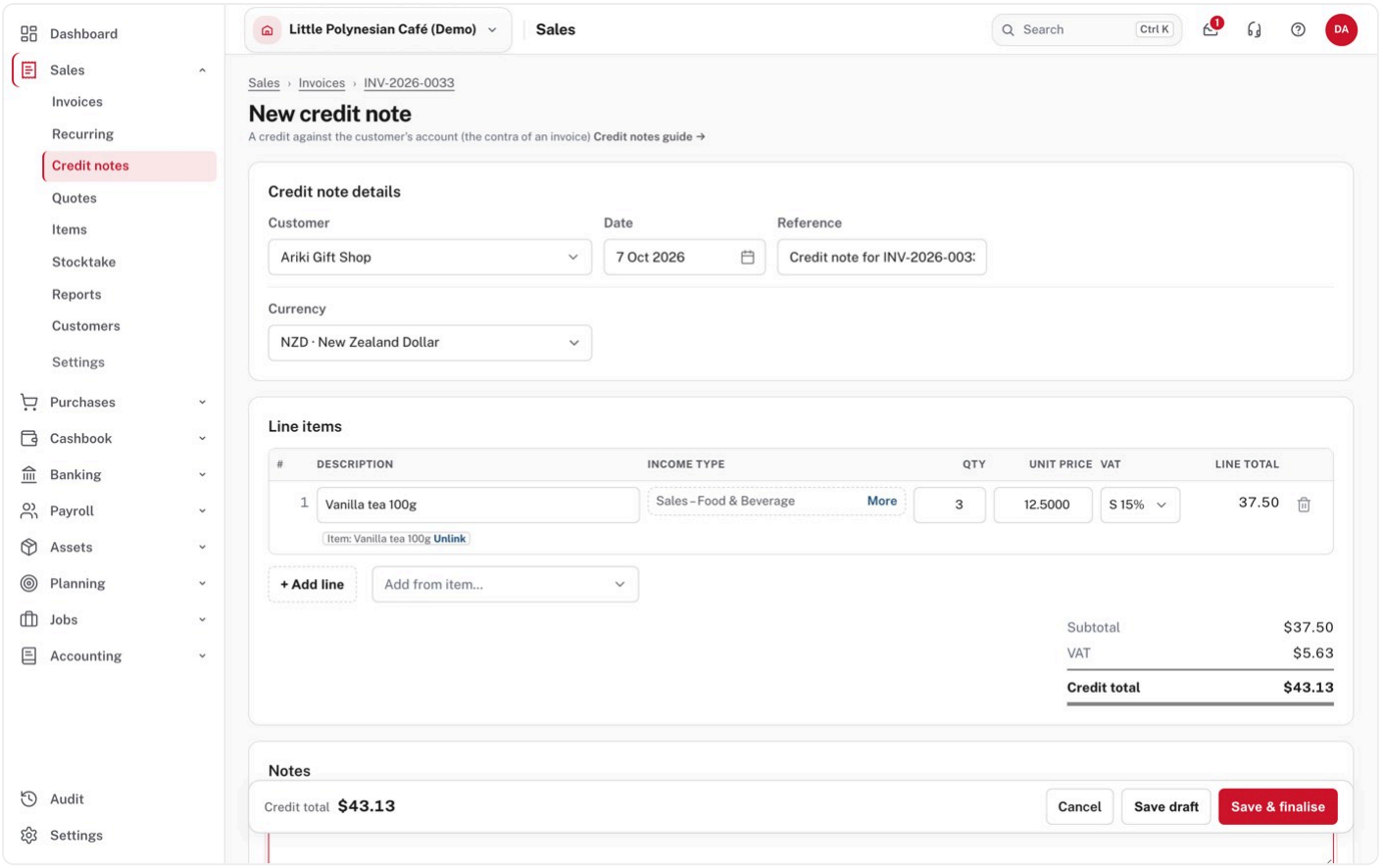




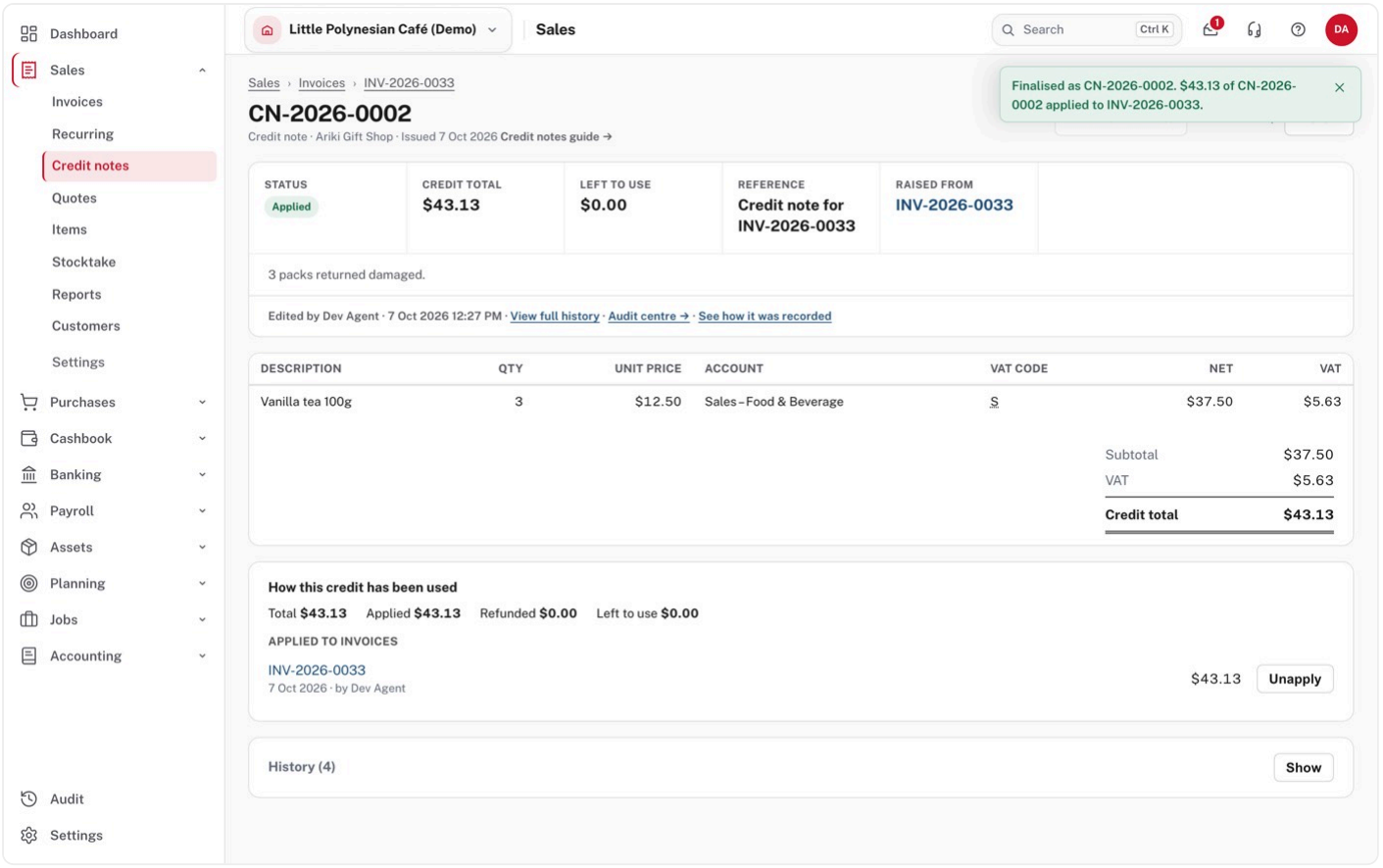
Choose **Credit this invoice**. A new credit note opens, filled in from the invoice.



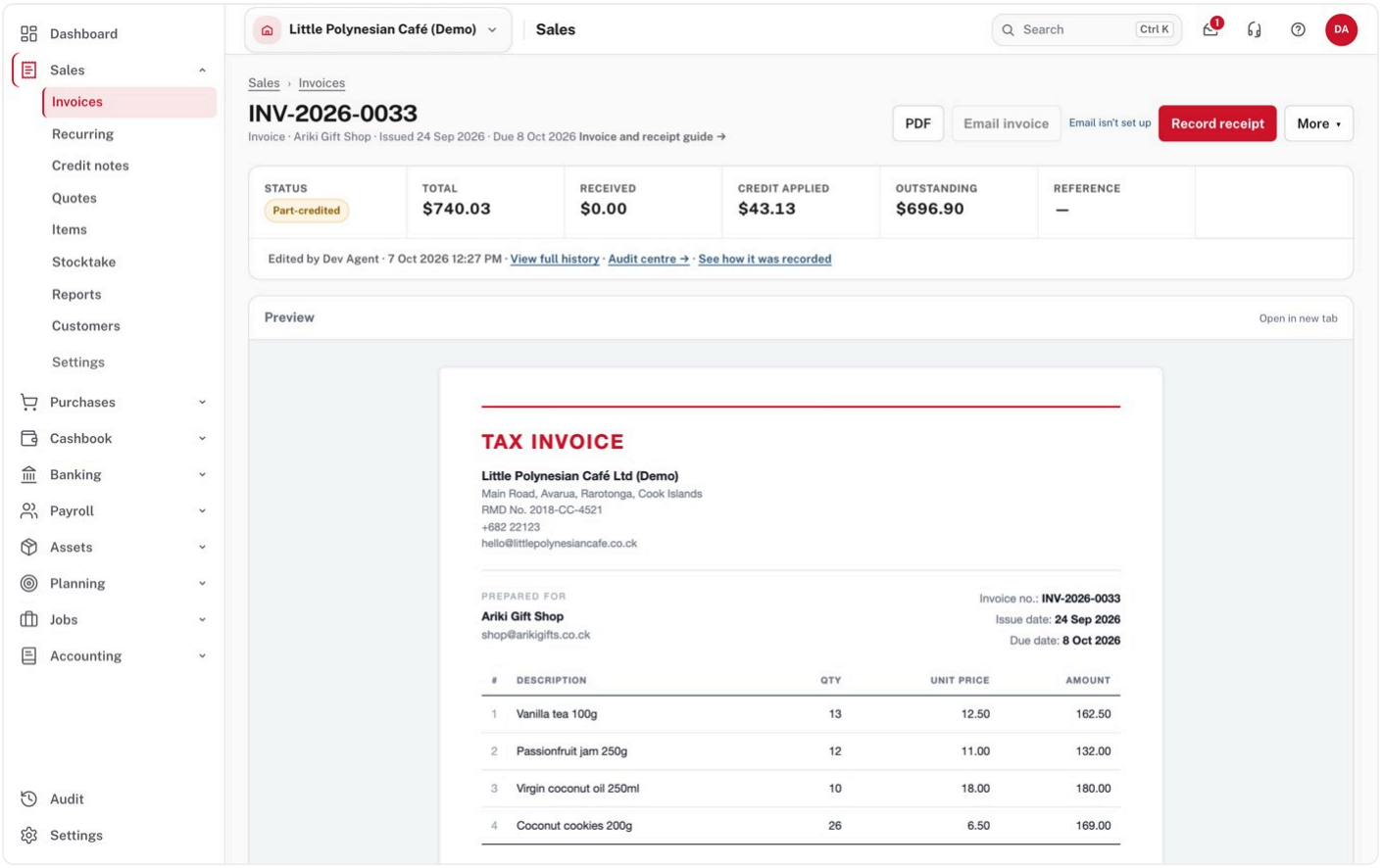
It carries the customer, the reference ("Credit note for INV-...") and every line of the invoice. **Change the lines to what you are crediting**: delete the lines that are not part of it (the bin at the end of each line), and change the quantity or price of the rest. A line from a stock item says **Item: ...** and can be **Unlink**ed if you are not returning the goods to stock.



Add a note saying why, then choose **Save draft** if someone must check it first, or **Save & finalise**.



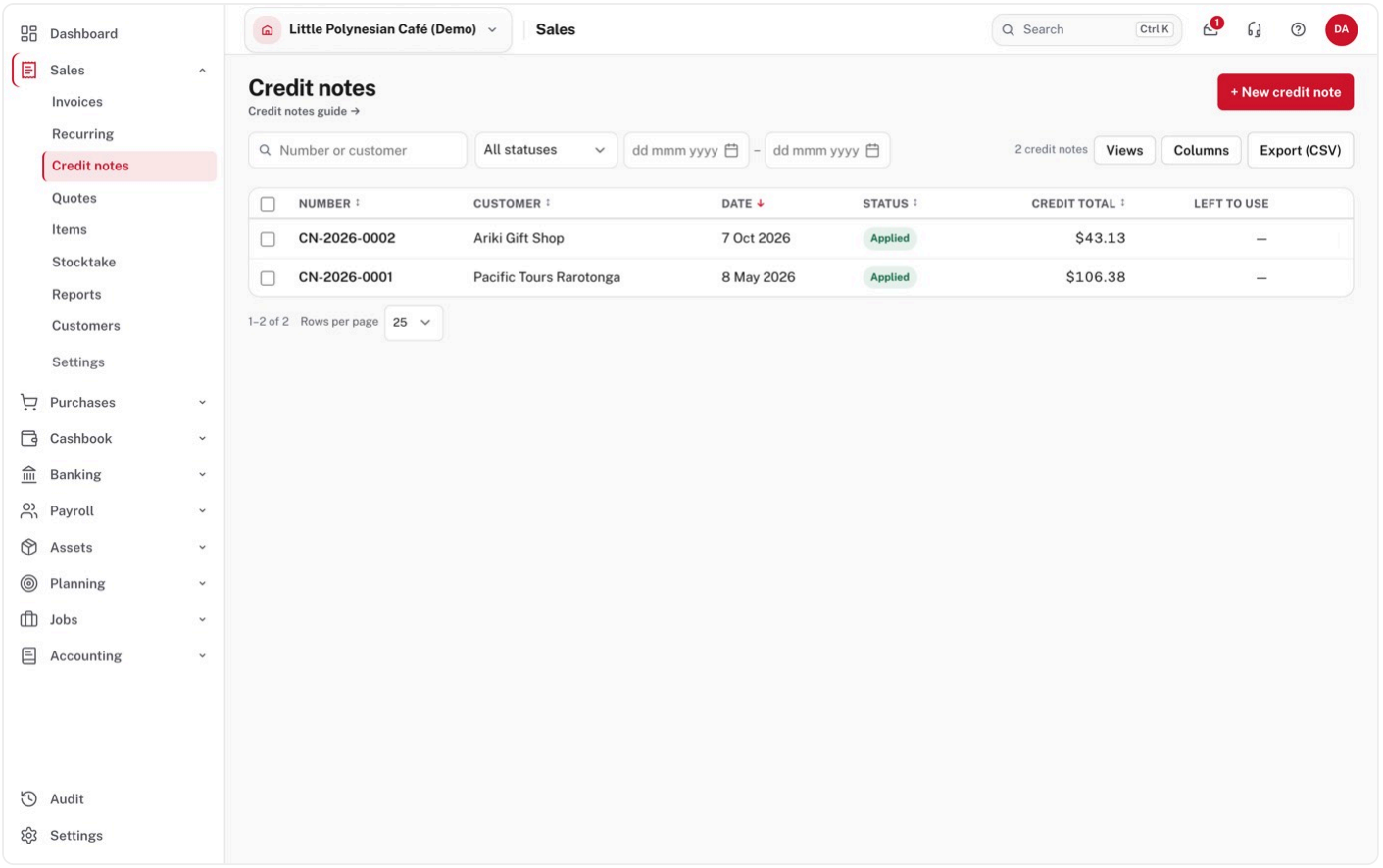
The credit goes **against that invoice straight away**, up to what the invoice still owes, and the invoice's outstanding amount falls.



The invoice now reads **Part-credited**, with **Credit applied** and a lower **Outstanding**. Easy remembers which invoice it came from (**Raised from**), even if you saved a draft and finalised it later, or it waited for approval first.

- If the credit is **bigger than what is still owed**, the rest stays on the credit note as an **unapplied credit**.
- If the invoice is **already paid**, or you changed the customer or currency, the credit note is finalised **unapplied**, and the message says why.
- Unapplied credit notes stay visible in the register and in aged receivables until they are allocated. Check for one before you chase a customer (Chasing overdue invoices).

The credit notes list

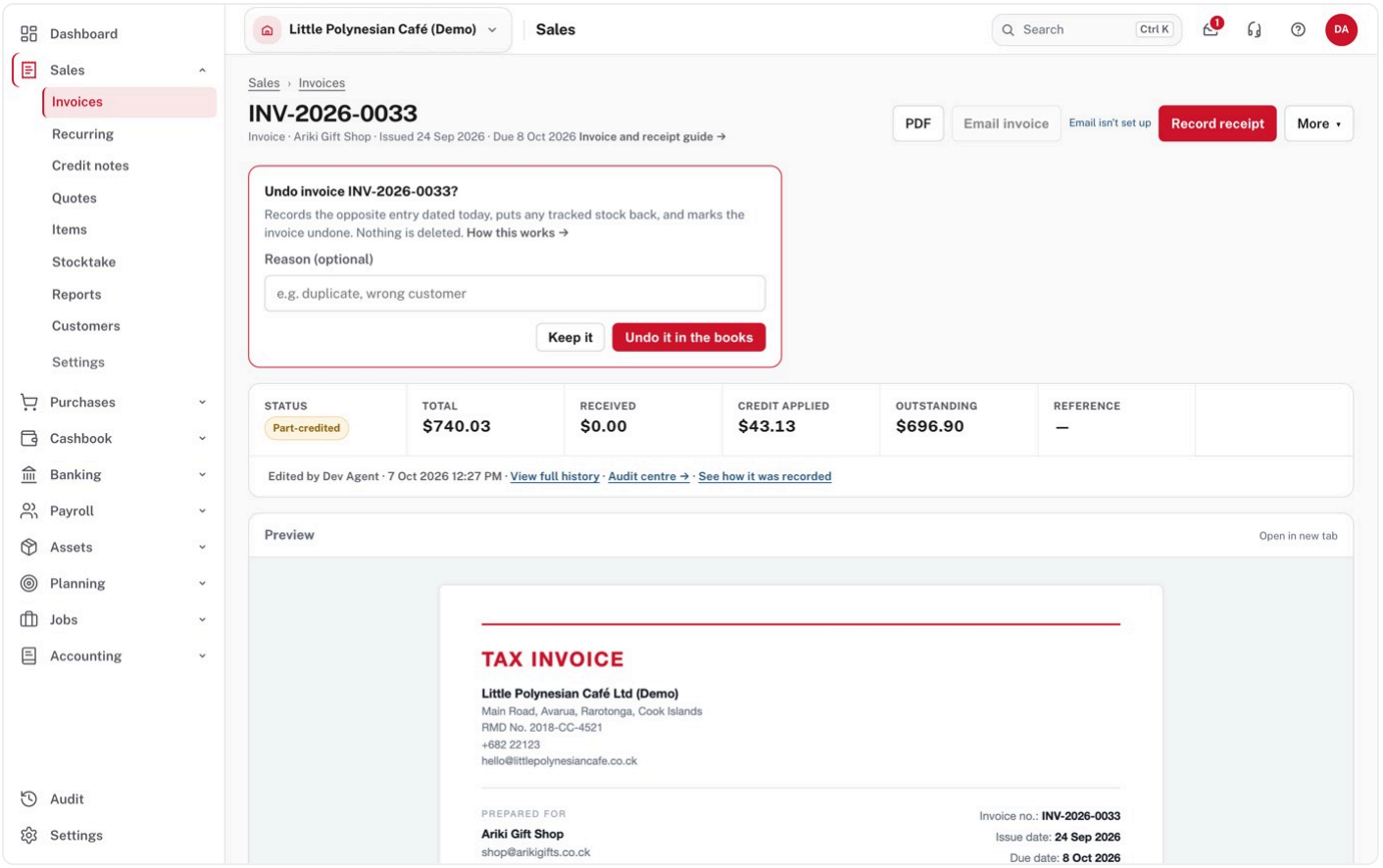


Sales → Credit notes lists every credit note with its status (*Draft, Finalised, Applied, Undone or cancelled*), its **credit total** and **left to use**. Customer credit notes always number **CN-...**: that prefix can't be changed.

If the customer has already paid, you can refund them from the cash book, or leave the credit to use against their next invoice.

Part 2. Undo an invoice

Use this when the invoice should not exist. Open it, choose **More**, then **Undo invoice**.



Easy explains what will happen: it **records the opposite entry dated today, puts any tracked stock back, and marks the invoice undone. Nothing is deleted.** Add a reason (optional, but worth giving), then choose **Undo it in the books**, or **Keep it** to change your mind. The same applies to a bill, credit note, receipt, payment or transfer. A pay run is undone from its own page (**Undo this pay run**) and a payment run with **Undo run**.

- A document that still has money applied to it **can't be undone** until the receipt or payment is undone first. When you undo a receipt or payment, the invoices or bills it was applied to open again.
- A draft that is thrown away never reached your accounts, so there is nothing to undo.

Part 3. Correct without changing what is owed

- **Edit accounts** (under *Reclassify income accounts* on an invoice) changes the **income account** of each line, in place. Amounts, tax, what the customer owes, the number, customer and dates don't change. Easy offers it where the company allows editing recorded entries (**Settings → Accounting**, *Edit posted manual journals*); it isn't shown on the demo invoice above.
- **Reclassify** moves an amount from one account to another with **one balanced correcting journal**, leaving the source entry unchanged. Depreciation and asset-disposal journals can't be reclassified, because each one matches the asset register: correct them on the Depreciation page by recalculating, undoing the run or reversing the disposal.

- A **receipt coded straight to a bank or income account** doesn't show against the invoice. Always use **Record receipt** on the invoice so it is matched to it.
- A customer who paid too much or twice: see Receipts, payments and transfers, where the extra can be kept as an on-account credit.

More detail: Undoing, correcting and allocating.

Check before you continue

Check before you continue

- ◯ The credit note is **finalised** and shows the right **Applied** amount against the invoice.
- ◯ The invoice's **Outstanding** is what you and the customer both expect.
- ◯ Any stock that came back has been put back (check the item linked to the line).
- ◯ You gave a **reason** when you undid something, so the audit trail explains it.
- ◯ The correction is dated in an open period.

Sales approvals: a second person signs off before it goes out

Some businesses want a second pair of eyes on what leaves the building: a manager who checks the price on a quote, a board member who signs off any credit note over a set amount. Easy can ask for that on **quotes**, **invoices** and **credit notes**. You switch it on once, the person who prepares a document sends it for approval, and a different person approves it or sends it back. Owners and Administrators set it up; whoever prepares sales documents and whoever approves them follow the steps below. It sits beside the other controls in Approvals and controls across the company, and the documents themselves are covered in Raise, send and get paid for an invoice, Quotes and Credit notes, undoing and correcting.

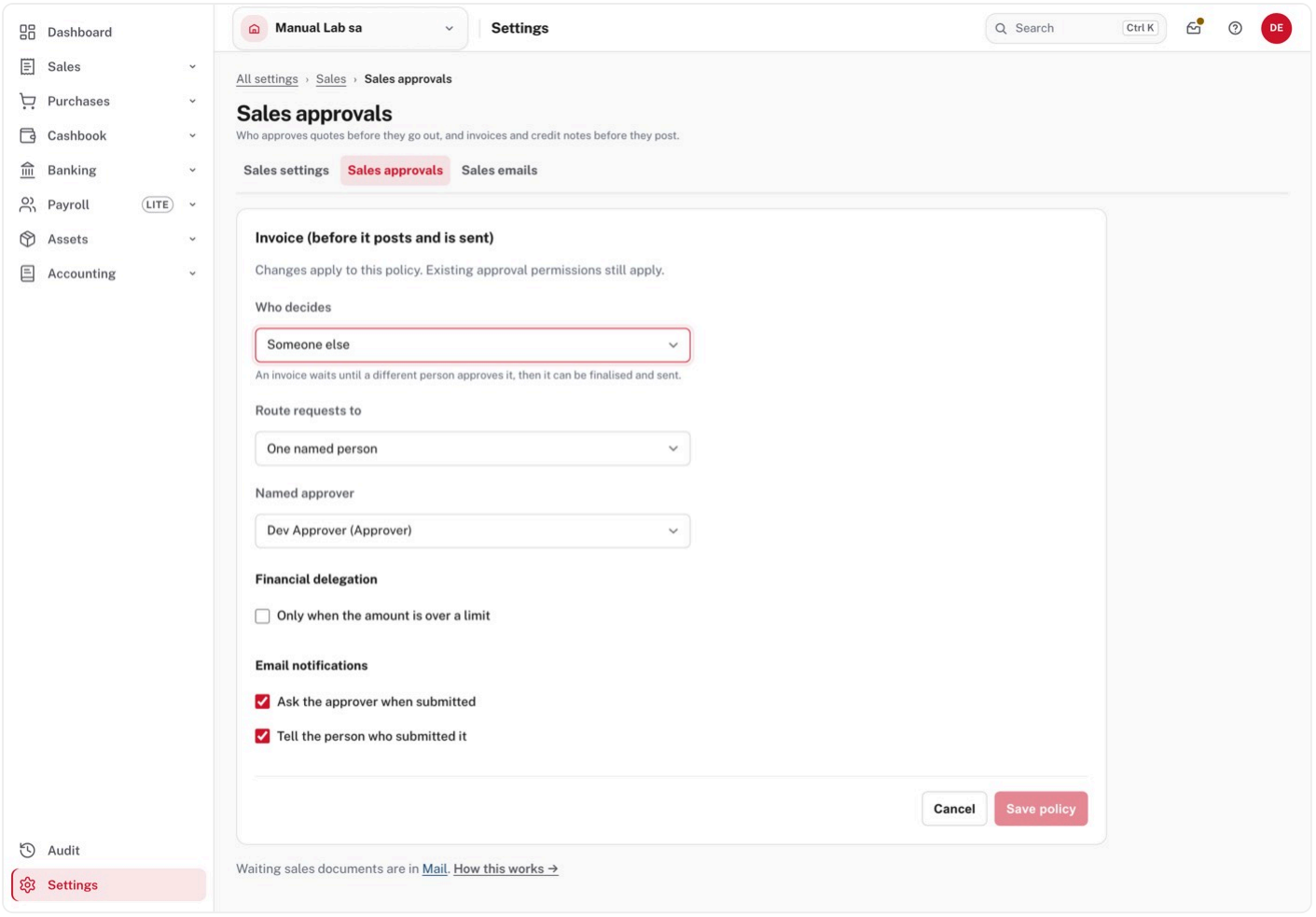
> **About the screenshots**
>
> Approval is off in every new company, including the demo company *Little Polynesian Café*, so these pictures are from a practice company (its name, *Manual Lab sa*, shows in the top corner). Its two made-up staff are **Dev Executive** (an Administrator, who sets the rules and prepares the documents) and **Dev Approver** (an Approver), and the customer, *Moana Marine*, is made up. Email sending isn't set up, so no approval emails went out, and the **Email activity** tab in Mail counts them as problems (*24 recent problems*). On a company with email set up that count is not there.

Before you start

- **Decide whether you need it.** With one or two people in the business it adds a step without adding safety. Turn it on when someone other than the person who decides prices and credits starts preparing documents.
- **Only company administrators can switch it on:** the Owner or an Administrator (from Easy's source, the Developer role can too). An Accountant keeps the books but cannot change approval rules (People, roles and access).
- **Know who will approve.** The people who can are the **Owner**, **Administrators**, **Accountants** and the **Approver** role: the same people who approve supplier bills. An approval always needs a *different* person from the one who prepared the document.
- **Your plan includes approval workflows.** If it doesn't, the rows say *Not in your plan* and everything goes straight through.

Step 1. Choose what needs approval

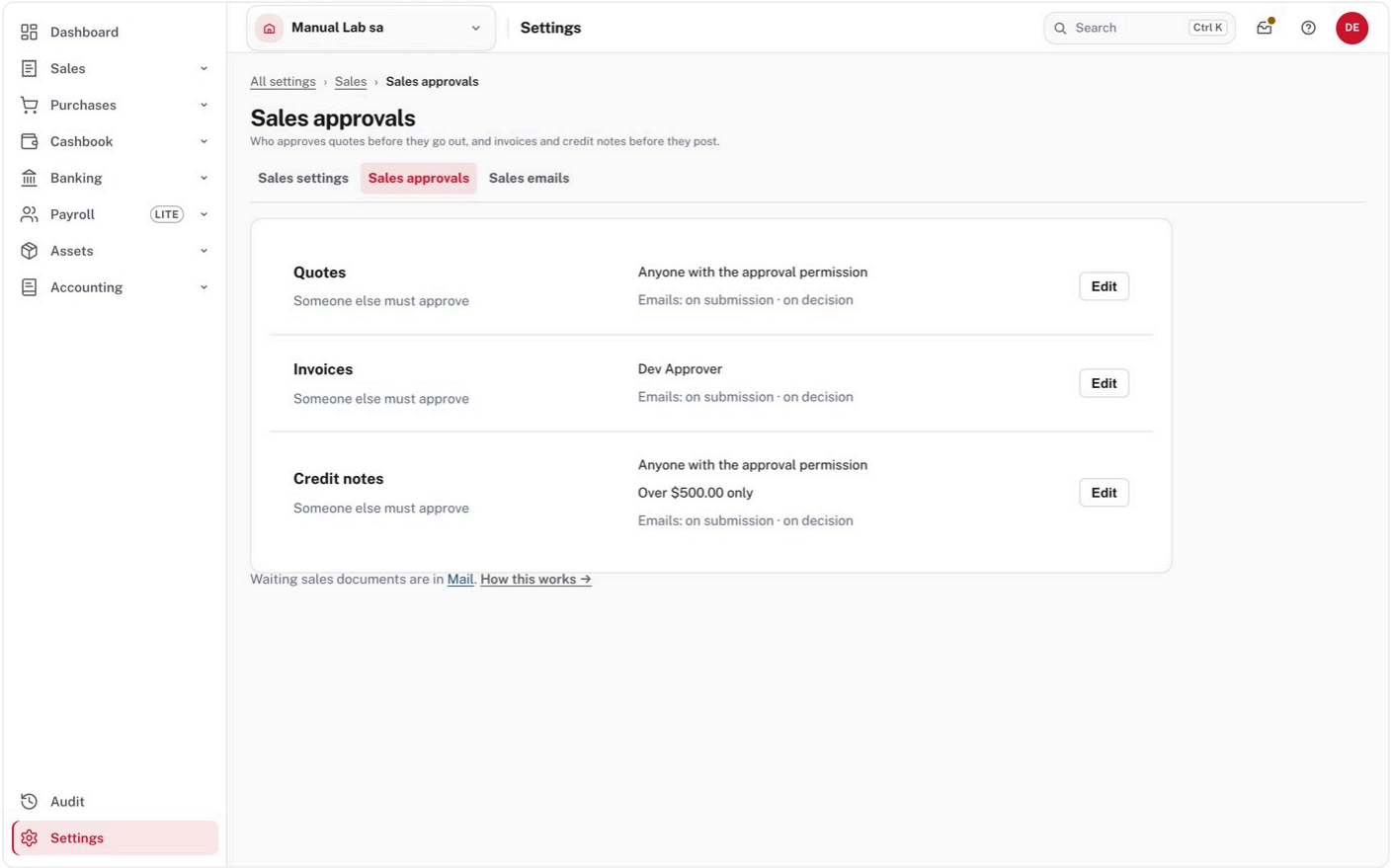
Settings → Sales → Sales approvals.



There is one row for **Quotes**, **Invoices** and **Credit notes**, each starting at *No approval needed*. Choose **Edit** on a row. The editor is the same one used for bills and pay runs, so the **Who decides** choices are explained once in Approvals and controls. What is particular to sales:

Field	What it does here
Who decides	*Someone else* means a different person approves it. *The person who prepared it* still makes the document wait, but they may approve it themselves, and the record says so.
Route requests to	*Anyone with the permission* sends it to everyone who can approve sales documents. *One named person* sends it to that person only. The list holds the people who can approve, shown with their role.
Only when the amount is over a limit	Financial delegation: at or under the limit the document goes straight through, over it the rule applies. A limit suits credit notes best, for example "credit notes over $500". A document in another currency is compared on its value in your books currency.
Ask the approver when submitted / Tell the person who submitted it	The two emails: one to the approver when something is submitted, one to the preparer when it is decided. Both are ticked in the picture.

Choose **Save policy**. In the picture below, quotes go to anyone who can approve, invoices go to one named person (*Dev Approver*), and credit notes go to anyone who can approve but only above $500.

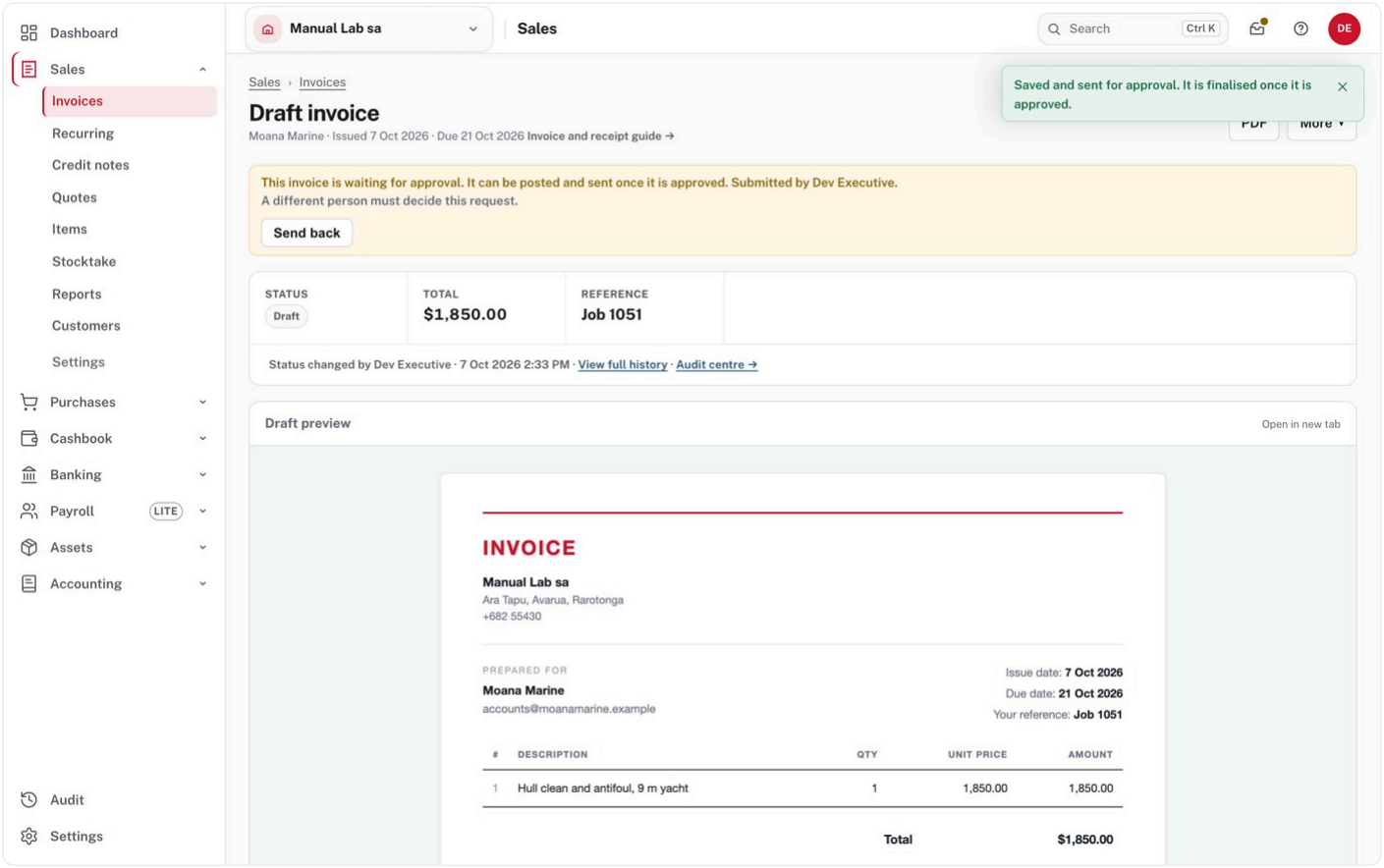


What changes for documents that already exist. A quote that was open before you switched approval on needs approving before it is next sent. An invoice finalised before you switched it on is not touched. More: Sales approvals.

Step 2. Prepare the document and send it for approval

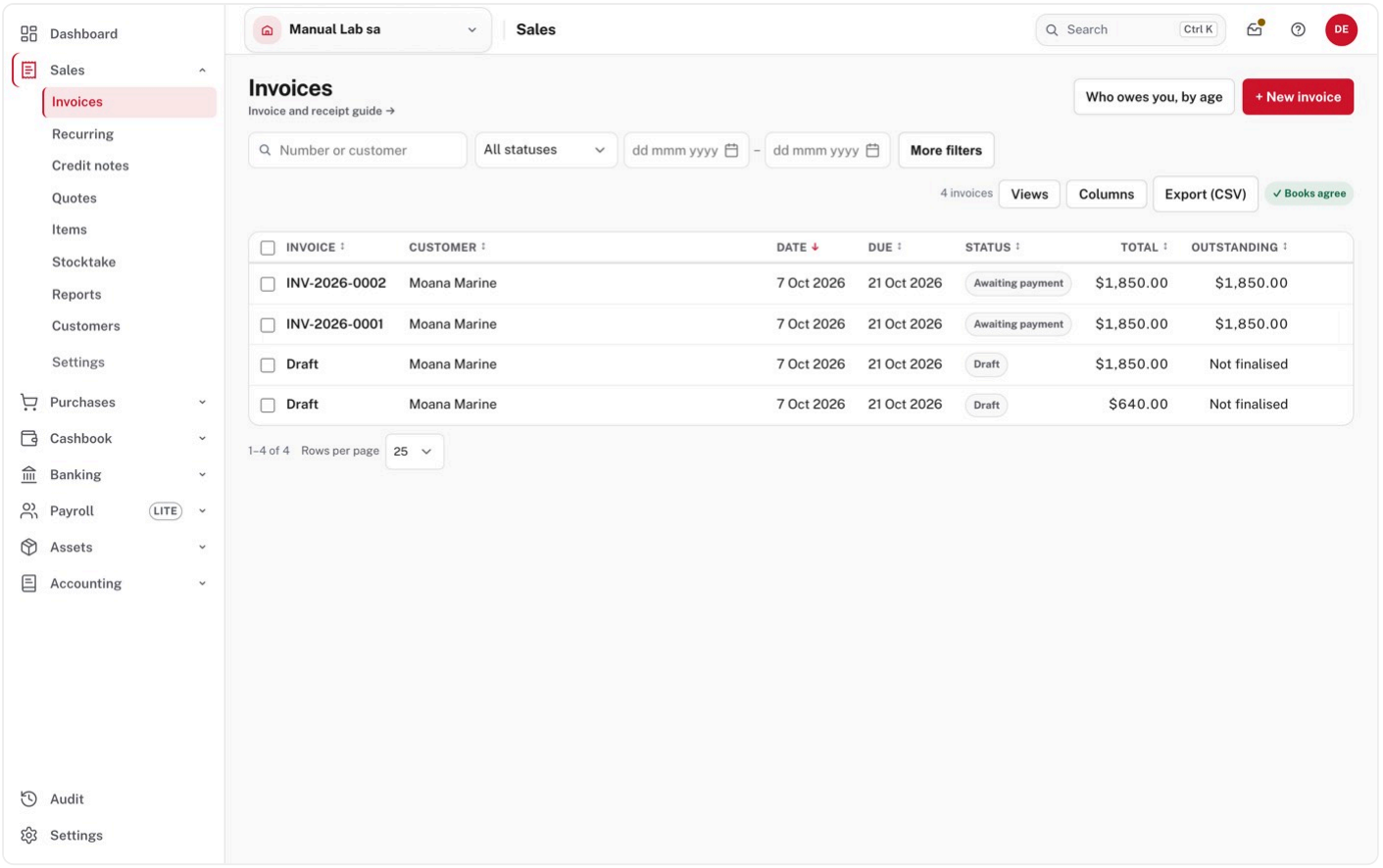
An invoice

Sales → Invoices → New invoice. Fill it in as usual and choose **Save & finalise**. Nothing about the invoice screen changes.



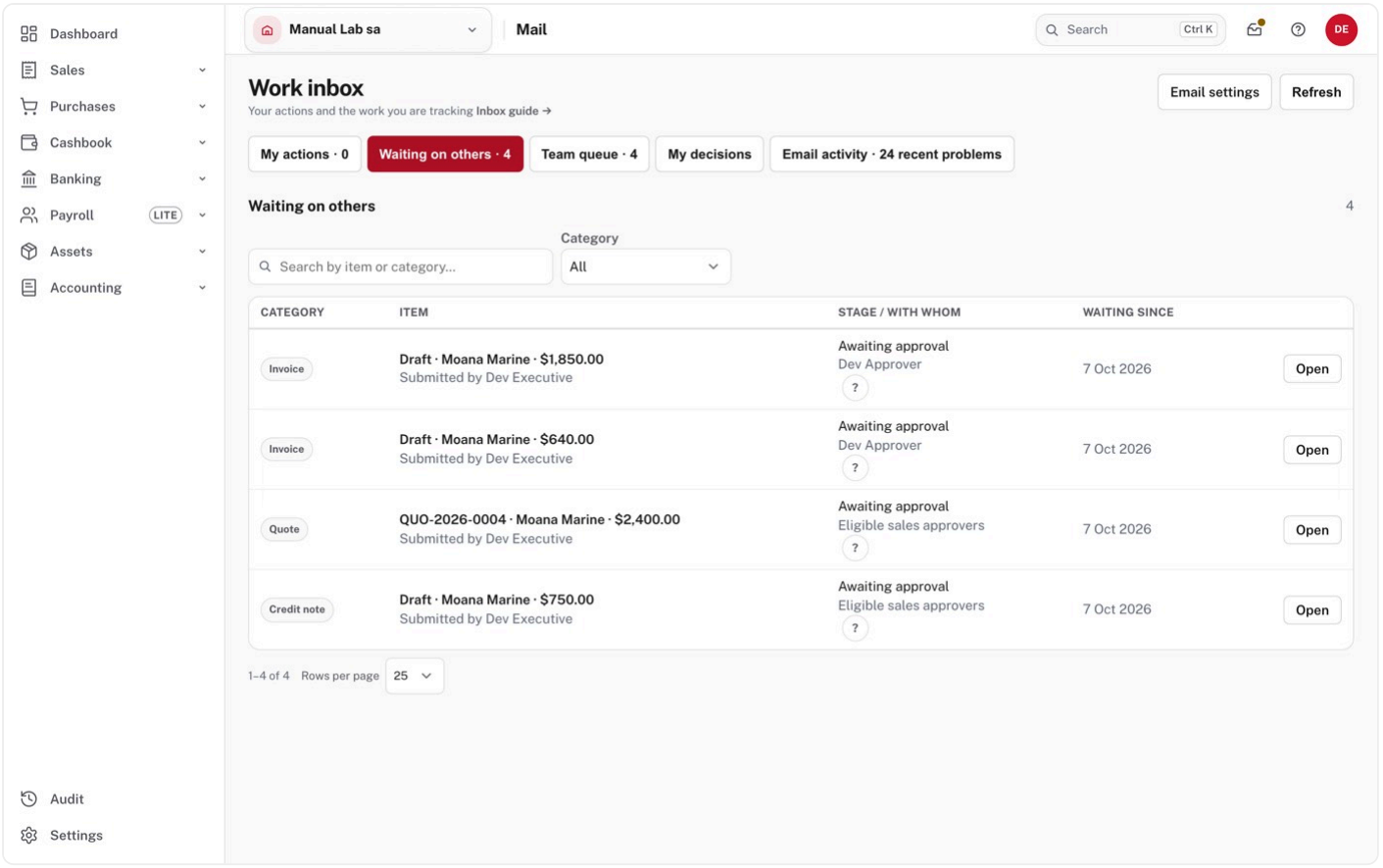
If the invoice needs approval, the one click does two things: it saves the invoice as a **draft** and **sends it for approval**. A notice says *Saved and sent for approval. It is finalised once it is approved.* and an amber card says it is waiting and who submitted it. Until it is approved:

- it is still a **Draft**: it has **no number**, can't be emailed, shared or paid, and doesn't count in what customers owe;
- it is **locked**. There is no **Edit** button; the page offers **PDF** and **More**. Choose **Send back** on the card to take it back and change it;
- you may see *A different person must decide this request.* on the card. You can approve sales documents, but you submitted this one, so you can't decide it.



In the **Invoices** list a waiting invoice is a *Draft* with *Not finalised* under Outstanding, next to invoices that have been finalised and have numbers.

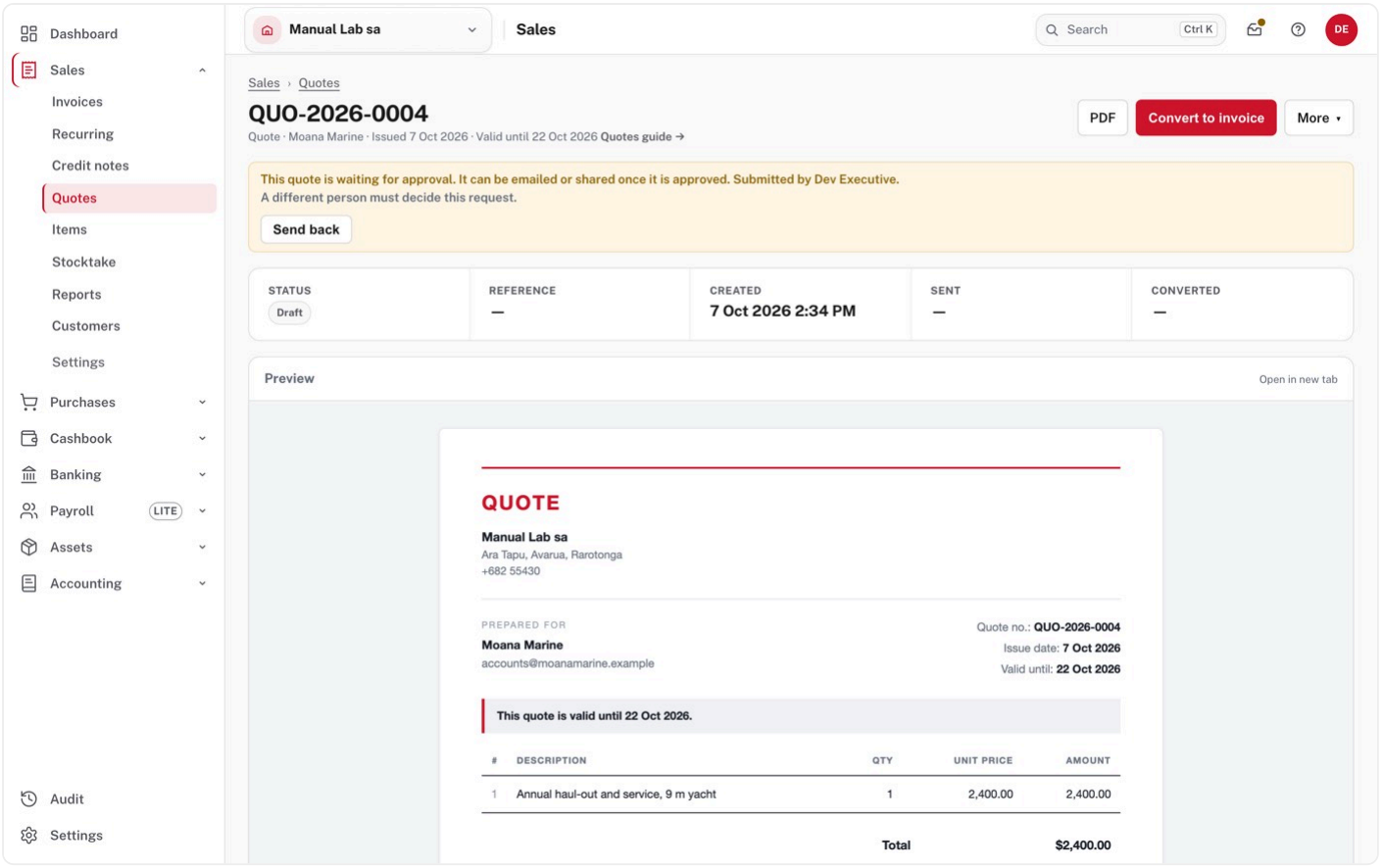
To see everything you have sent, open **Mail** (the envelope in the top bar) and choose **Waiting on others**.



Each row says what it is, its amount, and **with whom** it is waiting: *Dev Approver* for the invoices (named person) and *Eligible sales approvers* for the quote and credit note. **Open** goes to the document.

A quote

Sales → Quotes → New quote, then **Save quote**. A quote is not sent for approval by saving it: the card says *This quote needs approval before it is emailed or shared. Submit it for approval first.* Choose **Submit for approval**.



While it waits there is no **Email quote** button and the **Customer link** section says *Once the quote is approved.* The quote is locked like the invoice (no **Edit**). **Convert to invoice** is still there: converting is not held back, because the invoice it creates is a new document that meets the invoice rule on its own (Sales approvals).

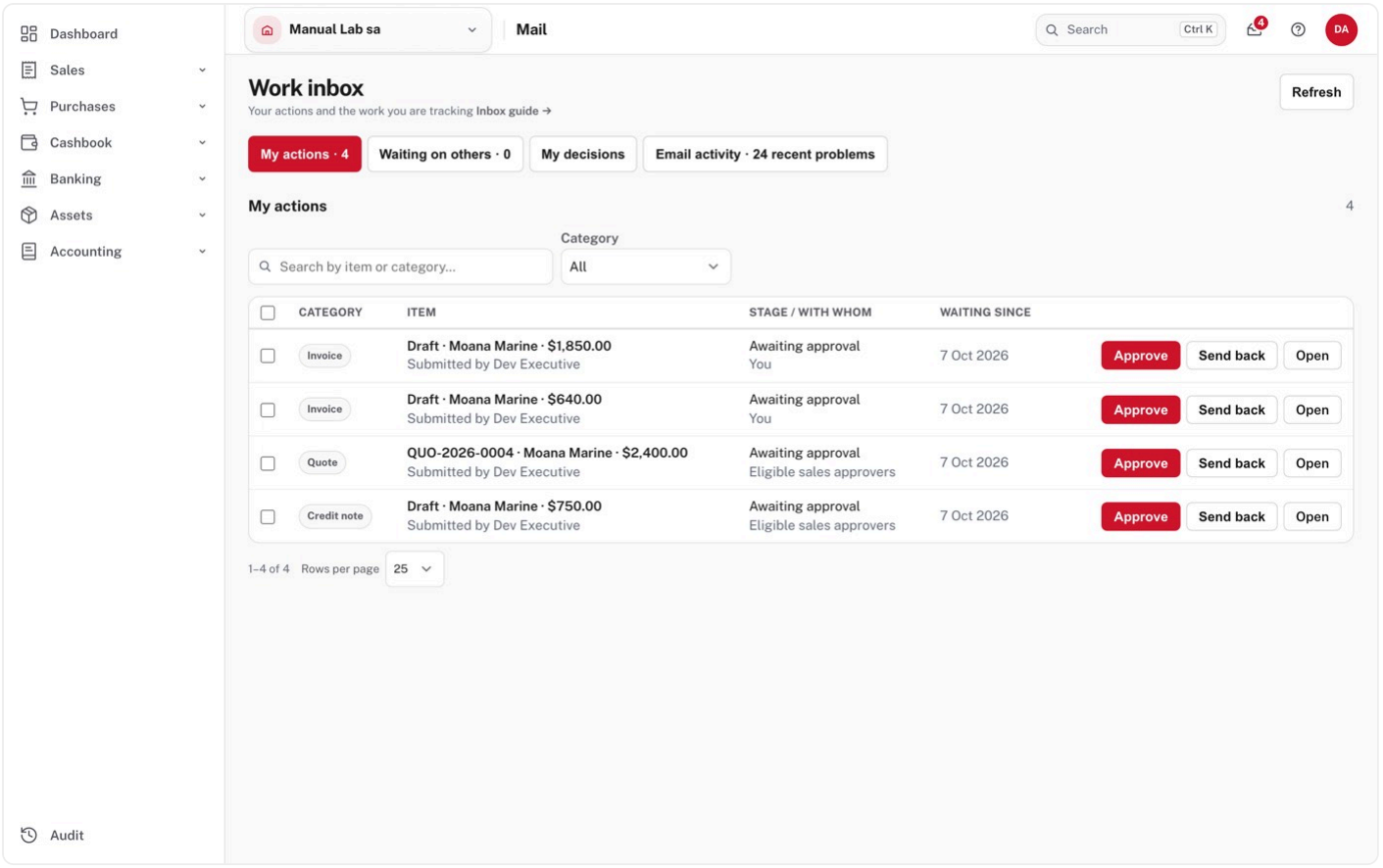
A credit note

Sales → Credit notes → New credit note, then **Save & finalise**. With a limit set, the amount decides: with the $500 limit above, a credit note for **$300** was finalised at once (CN-..., nothing waiting), and one for **$750** was saved as a draft and sent for approval. A credit note reduces what a customer owes, so it takes nothing off their balance and can't be applied to an invoice until it is approved.

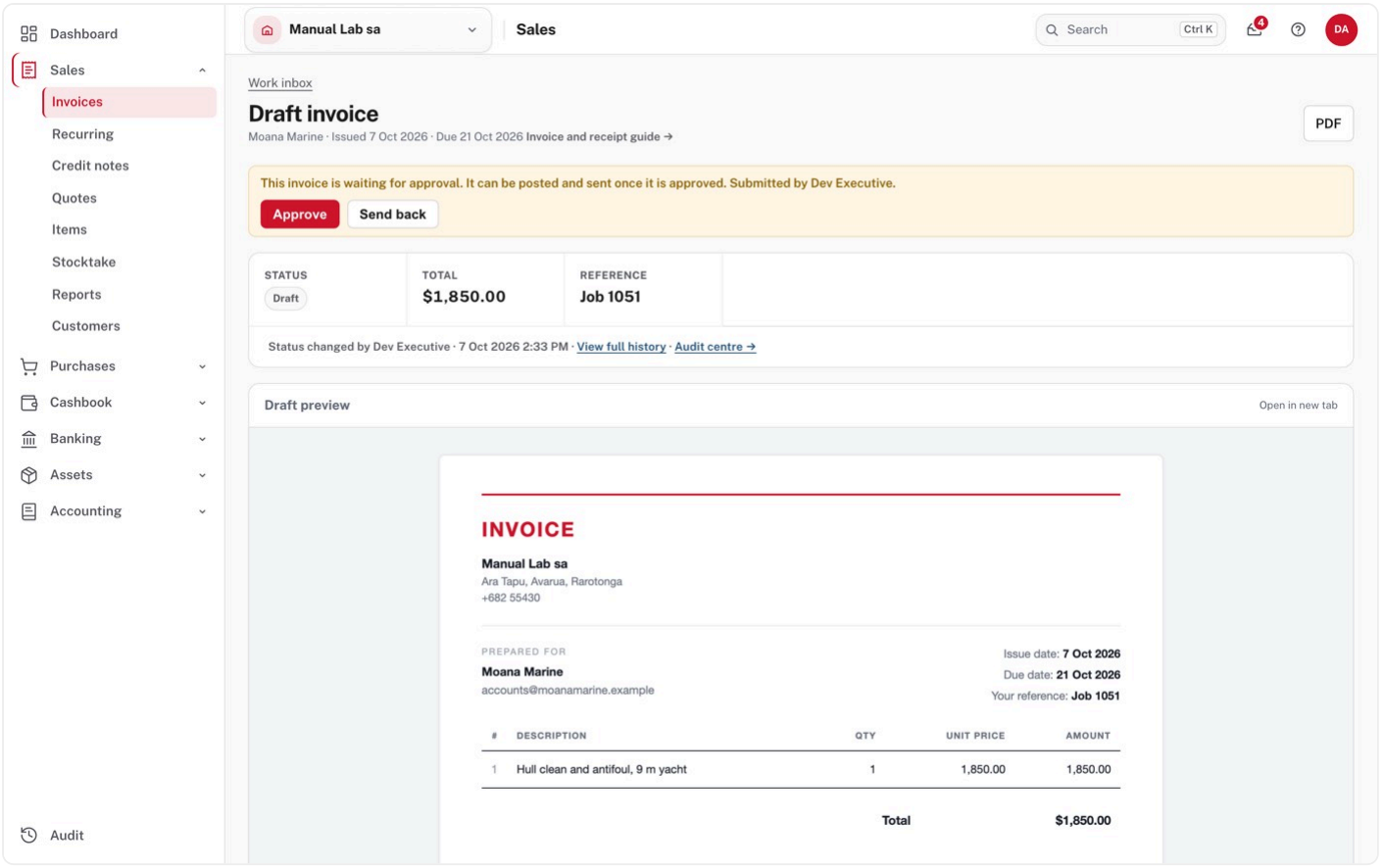
A **Data entry** user can save a credit note as a draft but not finalise it, whatever the approval settings (from Easy's source; not pictured: finalising a credit note is the accountant's work), so an Accountant, Administrator or Owner finalises it.

Step 3. The approver decides

The approver finds the work in **Mail → My actions**. This is also where an approver lands from the envelope in the top bar, which shows a number.



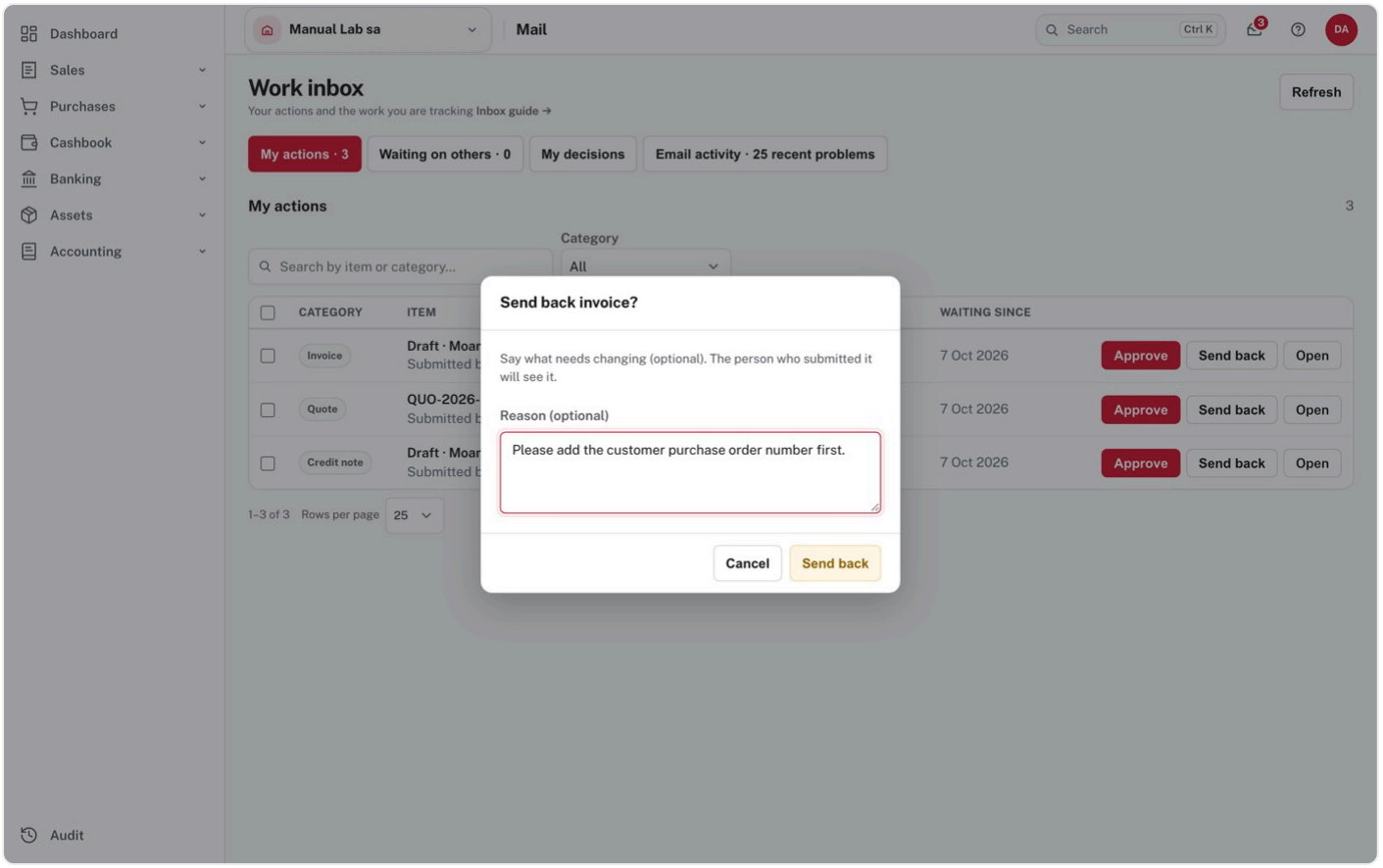
Each row names the kind of document, the customer and the amount, who submitted it, and **with whom** it is waiting: *You* when the policy names you, *Eligible sales approvers* when anyone can decide. Choose **Open** to read the document first, or **Approve** and **Send back** straight from the row. The number on the envelope counts what is waiting for you.



An Approver sees the document but cannot change it: the page offers **PDF**, and the **Approve** and **Send back** buttons on the card, and nothing else. Their menu has no **Settings**. Choose **Approve** and the card turns green. Nothing is posted yet: the preparer finalises the document in step 4.

Step 4. Send it back, and what the preparer does next

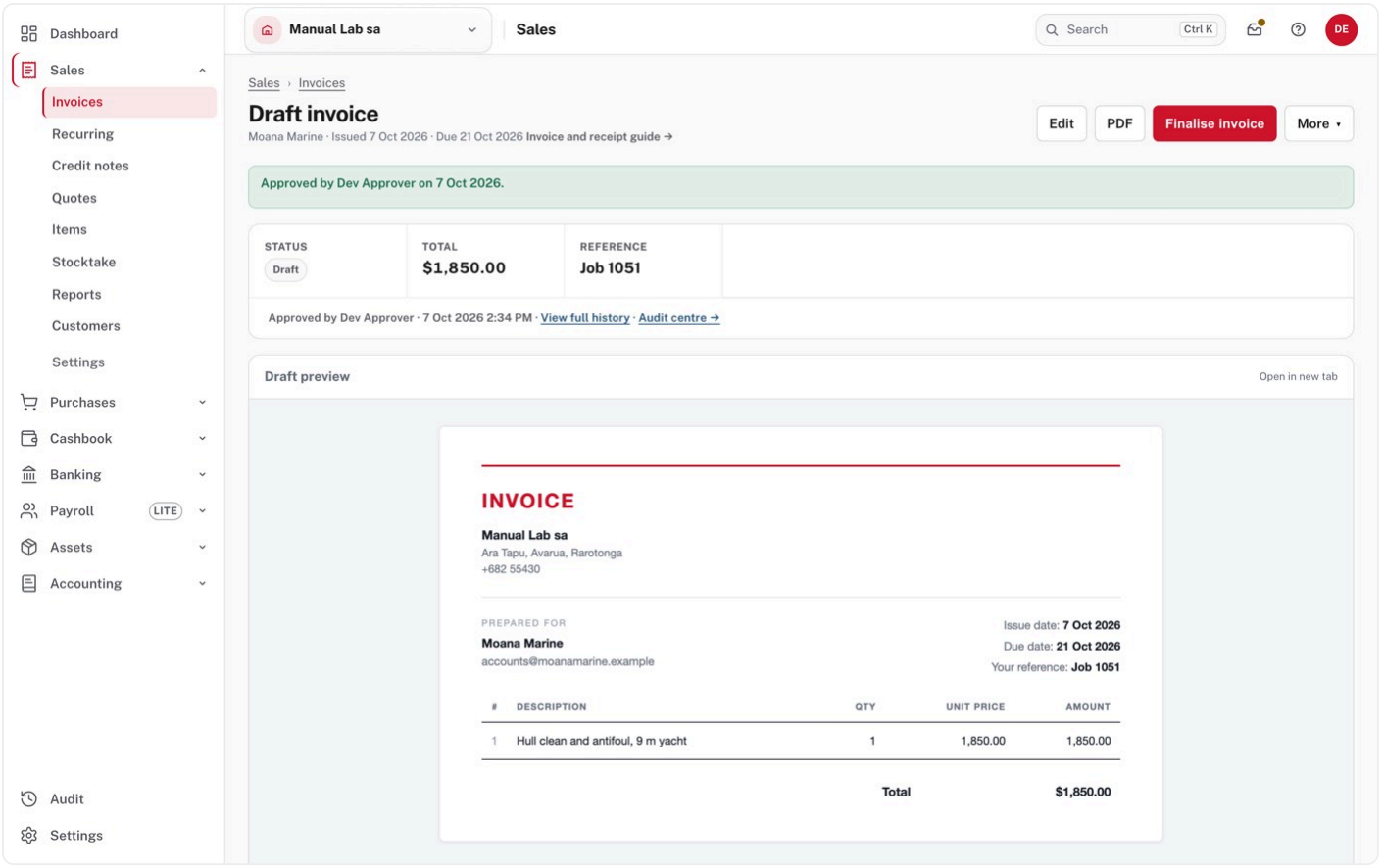
Choose **Send back** in the Mail row. A box asks for a **Reason (optional)**: *Say what needs changing (optional). The person who submitted it will see it.*



Write the reason, then choose **Send back**. Mail confirms *Sent back to its preparer.* On the document's own page the **Send back** button on the card sends it back at once with no box for a reason (from Easy's source; not pictured), so use Mail when you want to say why.

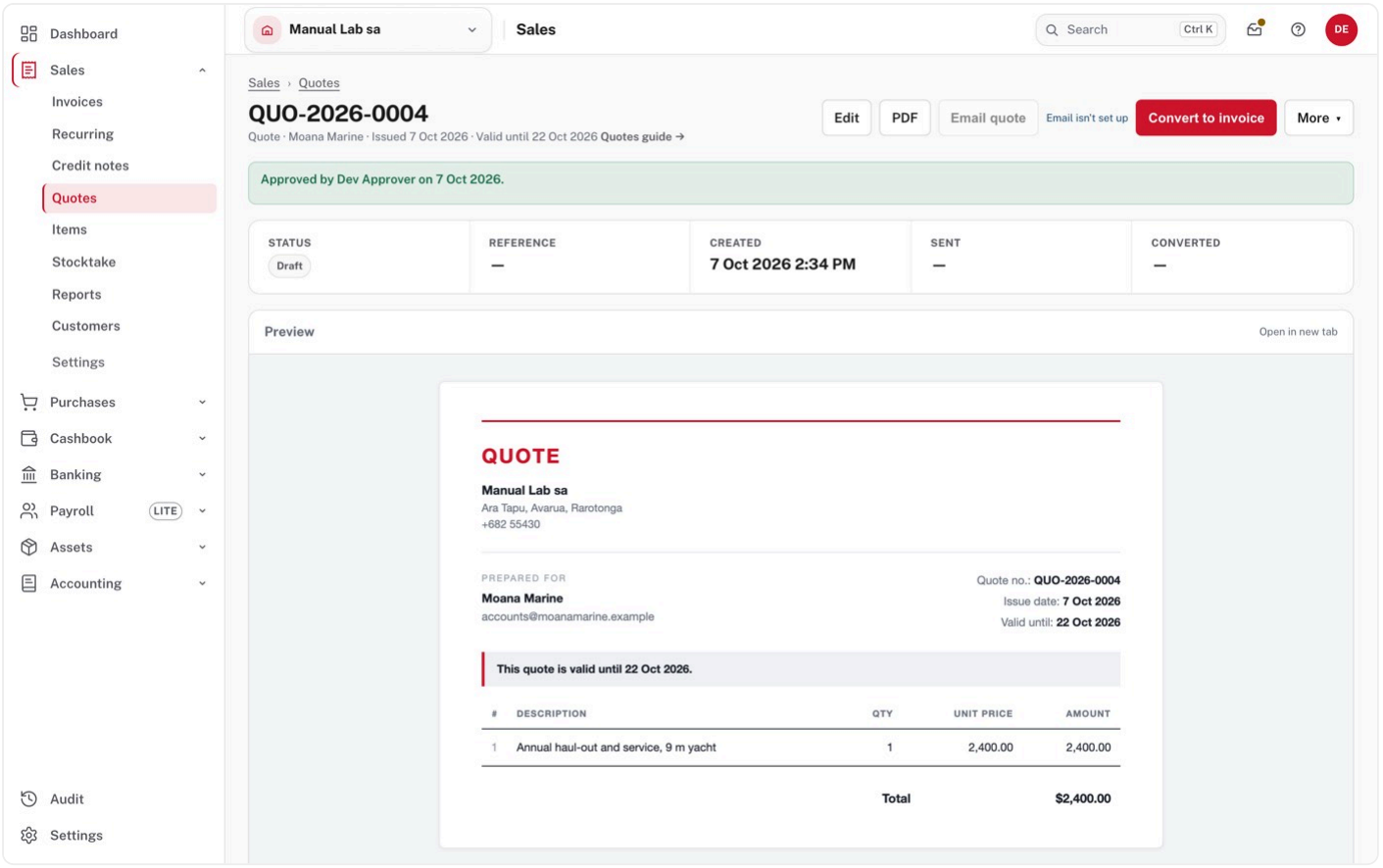
When it was approved

The preparer opens the document.



The card says *Approved by Dev Approver on 7 Oct 2026.* and the page offers **Edit** and **Finalise invoice**. Choose **Finalise invoice**: it gets its number (INV-…), and from then on it can be emailed, shared and paid as in Raise, send and get paid for an invoice. A credit note offers **Finalise credit note** in the same way (from Easy's Help; not pictured).

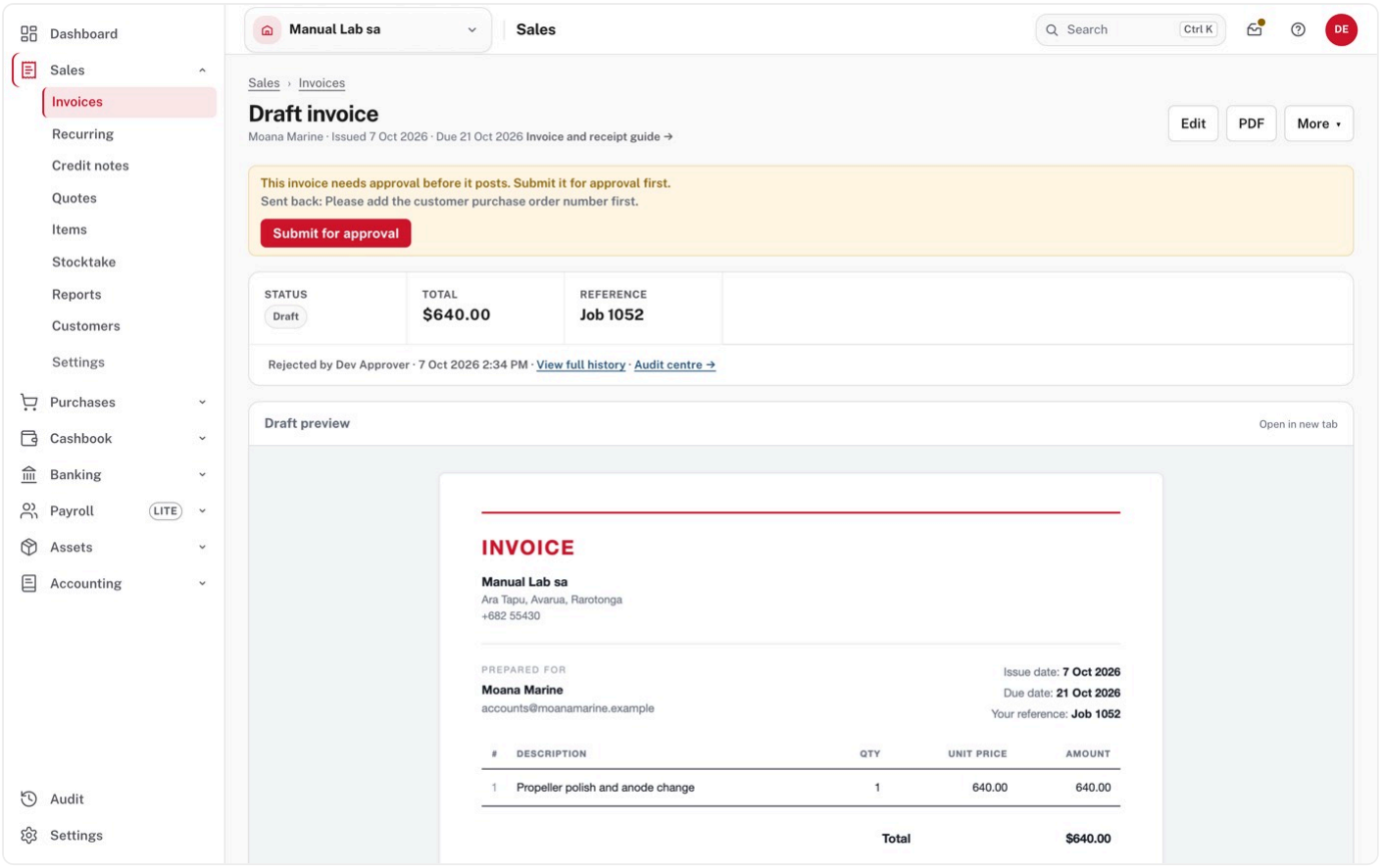
An approved quote goes out as usual.



Email quote is offered again, and so is **Create a link** further down the page (not in the picture). Here **Email quote** is greyed out with *Email isn't set up*: that is the email setting, not the approval.

> **Changing an approved draft withdraws the approval**
>
> The approval is for what the document said when it was approved. Change an approved credit note, say its description, and choose **Save draft**: the card goes back to *This credit note needs approval before it posts* with *The credit note changed after it was approved.* and **Submit for approval**. Send it again; the approver decides again.

When it was sent back



The card shows *Sent back:* and the reason, **Edit** comes back, and the footer line says *Rejected by Dev Approver* with the date. Change what was asked and choose **Submit for approval**. It starts again from step 2.

Who can do what

Person	Can	Cannot
Owner, Administrator	Switch the rules on and off, prepare documents, approve other people's.	Approve a document they submitted themselves when someone else can approve it: the card says *A different person must decide this request.* Being the Owner does not override a named approver or the different-person rule (Work inbox).
Accountant	Prepare and finalise documents (including credit notes), approve.	Change the approval rules.
Approver	Open the documents waiting for them, approve, send back with a reason.	Edit a document, finalise it, open **Settings**.
Data entry	Prepare invoices and quotes and send them for approval. Save a credit note as a draft.	Approve anything, or finalise a credit note.

If you are the **only person** who can approve, Easy lets you approve what you submitted yourself, but asks for a short reason, which is kept with the approval (Sales approvals).

Not shown in the demo

These come from Easy's Help and source and were not seen on screen: the **approval emails** (email is not set up); **The person who prepared it** as the *Who decides* choice; the **only approver** case (the company in the pictures has several people who can approve); **recurring invoices** set to *Create and send*, which are saved as drafts and submitted for approval instead of being sent; and invoices created through the **API**, which are kept as drafts waiting for approval. Invoices that Easy makes from records decided elsewhere, such as an import, are not held back (Sales approvals).

The record of who decided

Every submission, approval and send-back is written to the audit trail with the person, the time and, for a send-back, the reason (from Easy's source; the audit pages themselves are not pictured). Open **Audit** to look (Audit: who changed what). The footer line on the document (*Approved by Dev Approver*, *Rejected by Dev Approver*, as in the pictures above) shows the last decision too.

Check before you continue

Check before you continue

- ◯ Only the documents that need a second pair of eyes are switched on, and credit notes have a limit if small ones should go straight through.
- ◯ Each row says who decides, and the person named (or each person who can approve) knows to look in **Mail → My actions**.
- ◯ Preparers know a document waits as a **Draft** with no number and is locked until it is decided, and that **Send back** is how they change it.
- ◯ Approvers give a **reason** when they send something back, from Mail.
- ◯ A preparer finalises after approval: nothing sits approved but not finalised.
- ◯ Nobody expects the Owner to approve their own work when someone else can.

Purchases

Enter, approve and record a bill

Do this for every bill a supplier sends you. Recording the bill adds it to what you owe that supplier and to your books. Paying it is a separate step (Pay suppliers).

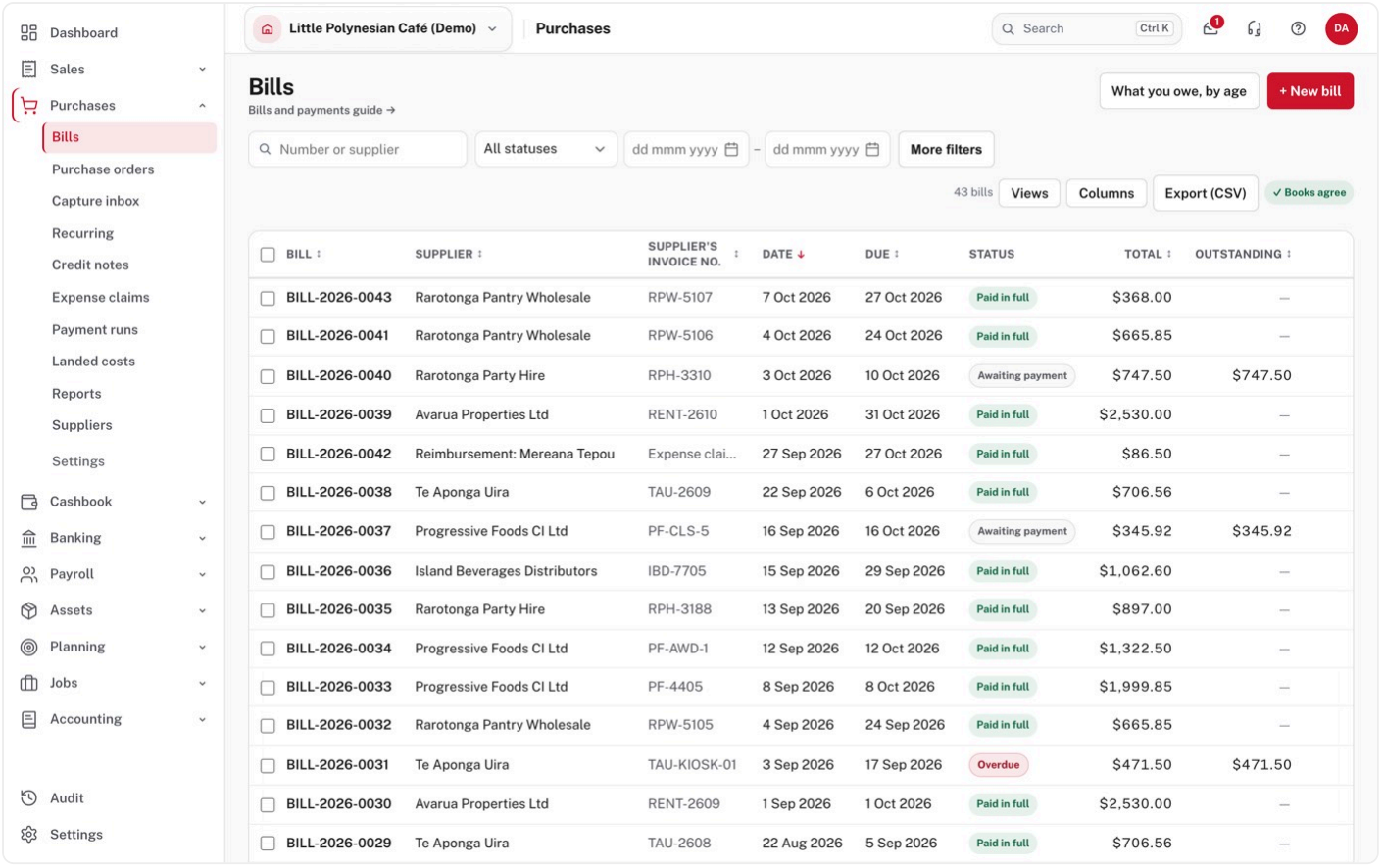
About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*. Supplier names and amounts are examples. The demo has bill approval switched **off**, so the "send for approval" path is described from Easy's Help and not photographed.

Before you start

- The **supplier** exists. You can add one from the bill with **+ New supplier**. Add the supplier's **bank details** now if you will pay by bank file; changing a supplier's bank details later needs a second person's confirmation.
- You have the supplier's invoice in front of you: their **invoice number**, the date, the due date, the lines and the tax.
- You know whether **bill approval** is switched on for your company (Settings → Purchases approvals).

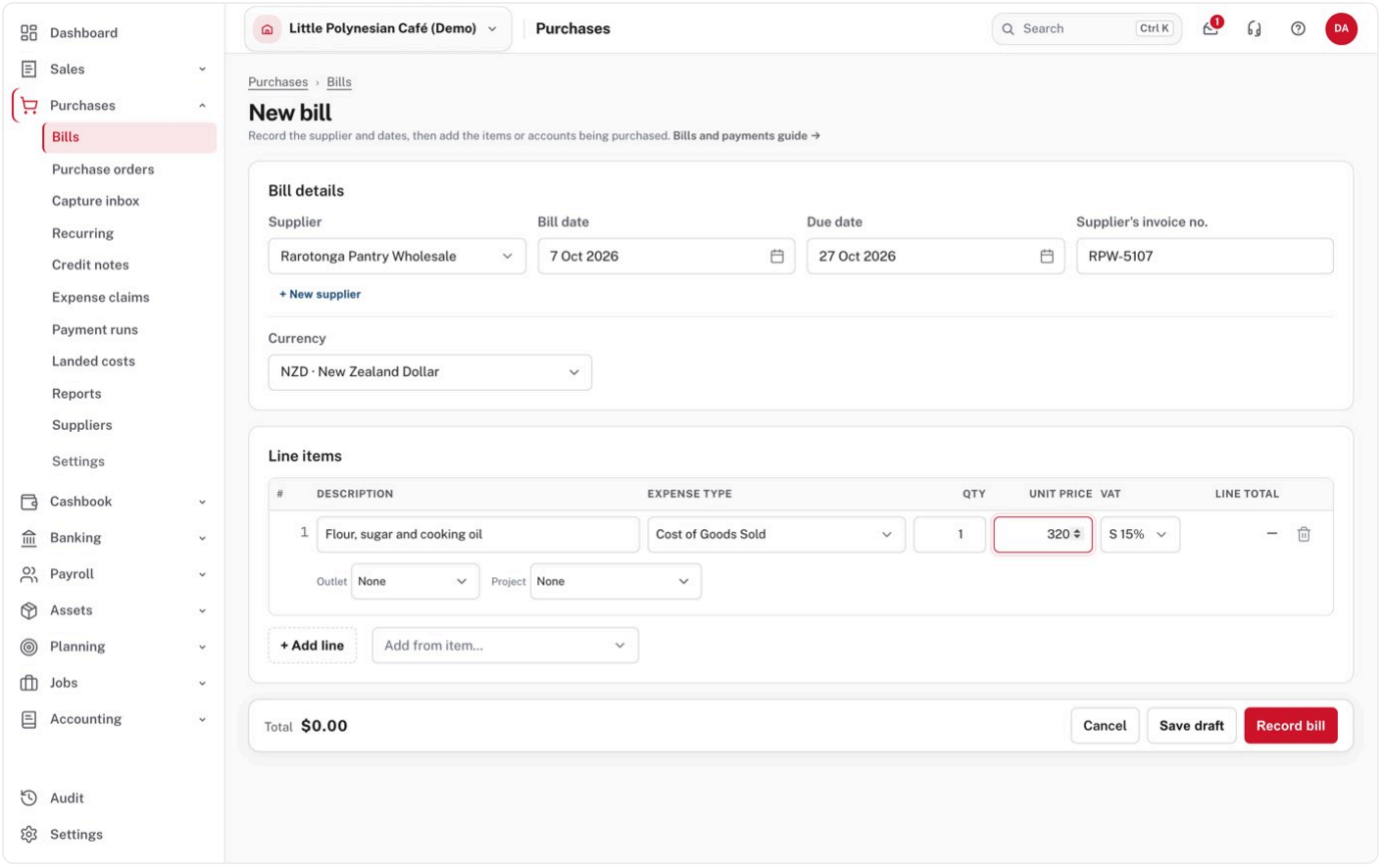
Step 1. Open Purchases → Bills



The list shows each bill with the supplier, the **supplier's invoice number**, date, due date, status, total and what is outstanding. Filter by status: **Draft**, **For approval**, **Recorded** or **Undone**. **What you owe, by age** at the top opens the aged payables report. A bill that came from an expense claim shows as *Reimbursement:* .

Choose **+ New bill**.

Step 2. Fill in the bill



- **Supplier**: type to search. The list shows what you already owe each one.
- **Bill date** is today and **Due date** is filled in for you; change either to match their invoice.
- **Supplier's invoice no.** is *their* number. Always fill it in: it is how you find the bill later and how you spot a bill entered twice.
- **Currency**: the company's currency, or another you have switched on.
- **Line items**: a **description**, the **expense type** (the account the cost goes to), **quantity**, **unit price** and **VAT code**. The first line starts on the expense type of the supplier's last bill; for a supplier with no bills yet, choose one. **Outlet** and **Project** tag the line for reporting, and **Add from item** fills a line from a stock item.

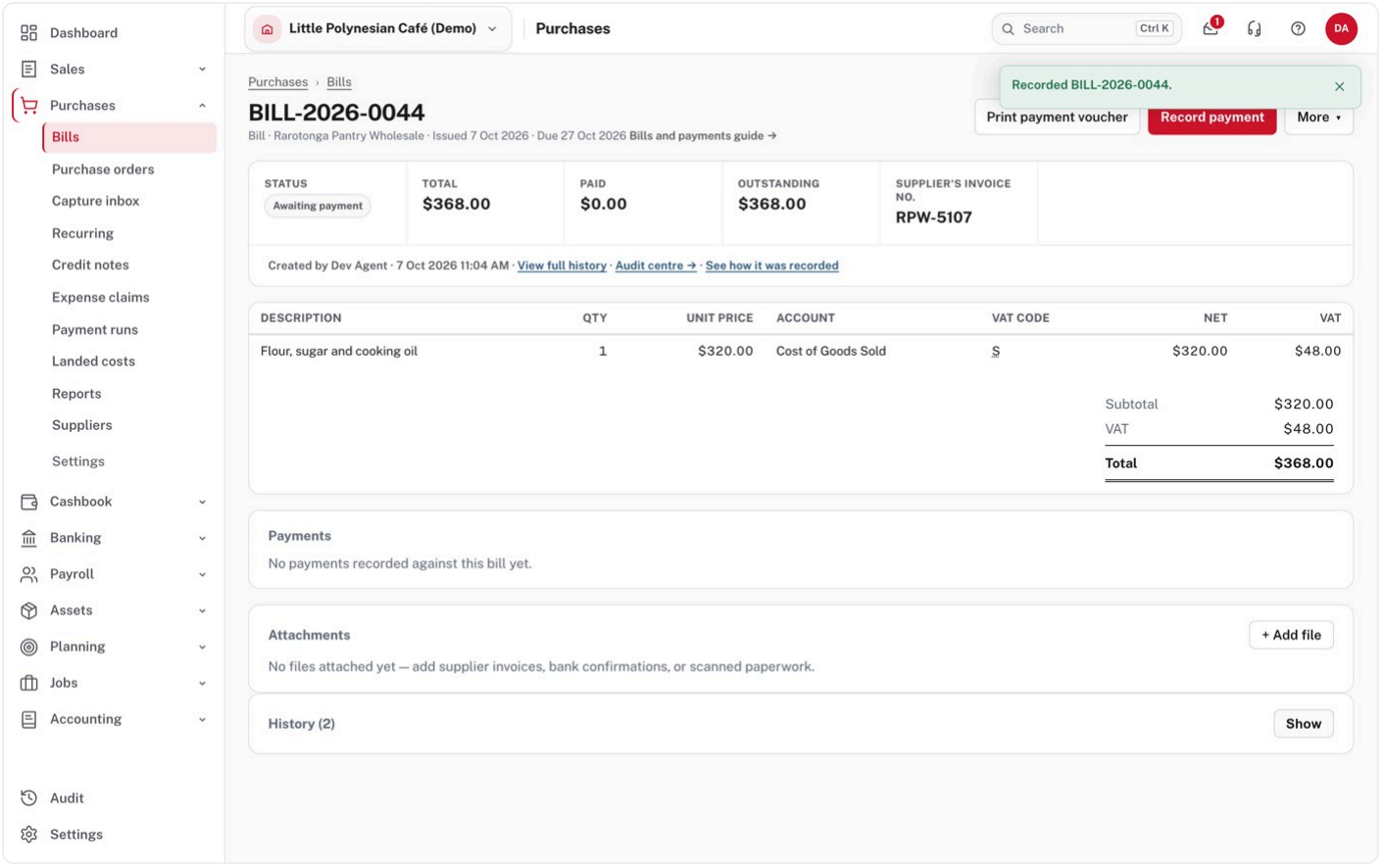
Enter amounts as they are on the supplier's invoice. The total at the bottom must match the supplier's total.

Step 3. Save it, or send it for approval

At the bottom:

- **Save draft**: keep it while someone checks it. A draft is not yet a debt in your books.
- **Record bill**: the bill is added to what you owe and to your books.

- If **bill approval** is switched on, the button reads **Save & submit for approval** instead. The bill then waits for the approver named by the approval policy when it was submitted. Changing the policy later does not move it; to hand it to someone else, use **Manage assignments** in Mail.



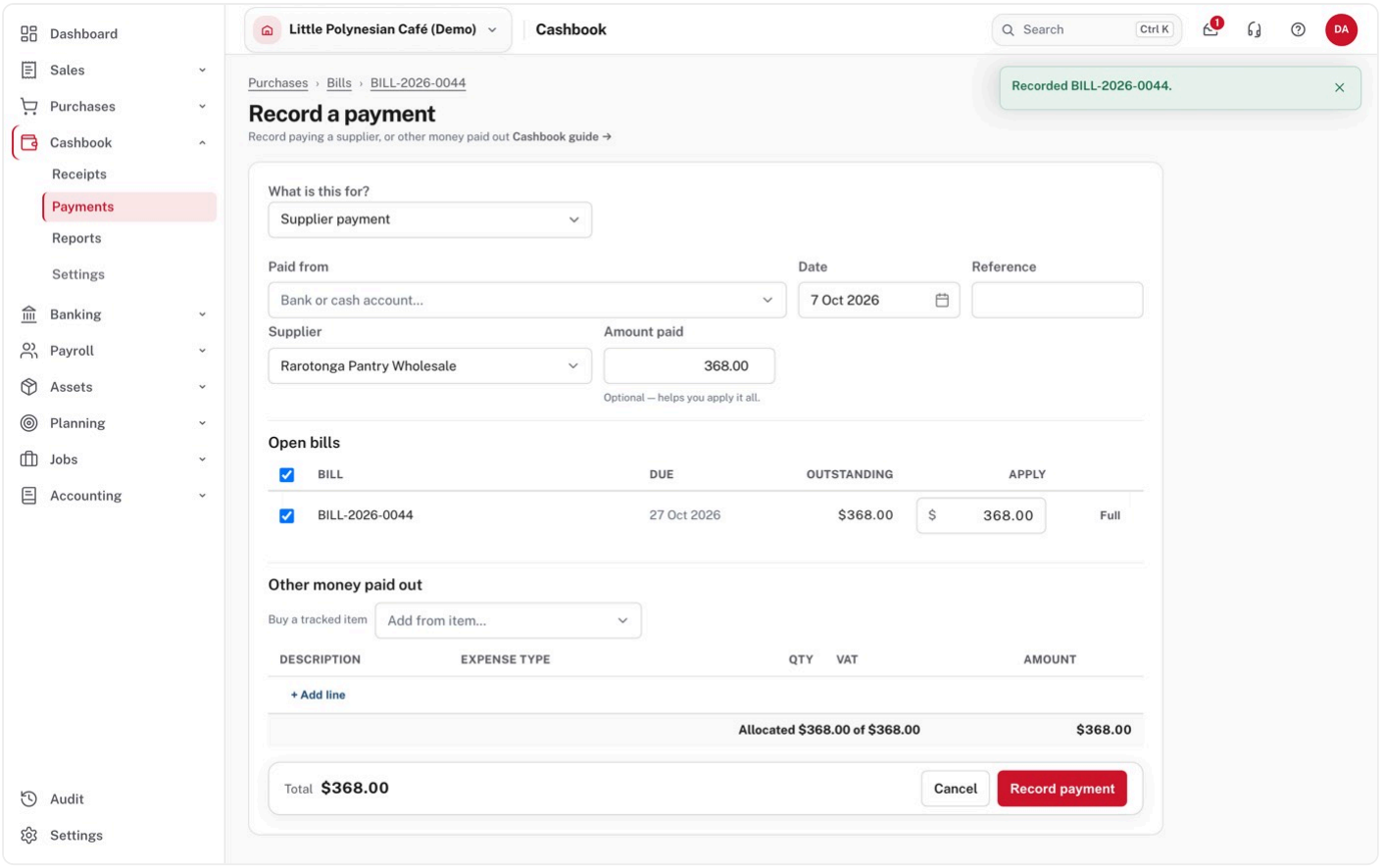
Once recorded, the bill shows its **status** (here *Awaiting payment*), the **total**, what has been **paid** and what is **outstanding**, and the lines with the account and VAT code each went to. **Print payment voucher** prints a voucher for whoever signs the bill for payment. **Attachments** keeps the supplier's invoice with the bill (add it with **+ Add file**), and **History** shows what has happened to it.

More detail: Bills and supplier payments.

Step 4. Pay it

You can pay it straight away or later:

- **One bill**: choose **Record payment** on the bill.



Choose **Paid from** (the bank or cash account), check the **date**, and the bill is already ticked under **Open bills** with the amount applied. Then **Record payment**. - **Several bills at once, by bank file**: use a payment run (Pay suppliers).

> **Check the date**
>
> A payment dated before the bill it pays is allowed, but the form warns you: until the bill's date, what you owe suppliers won't agree with your books.

Other ways bills arrive

- **Recurring bills** repeat on a schedule, such as rent: **Purchases → Recurring → New recurring bill**. Each run either creates a draft for you to check, or creates and records the bill. A bill that needs approval is submitted for approval instead.
- **Bills by email** go to the Capture inbox, where Easy reads the file and fills in a bill for a person to check. See Bills by email and the capture inbox.
- **Expense claims** from staff become bills when approved. See Purchase orders and expense claims.

Checking a supplier's statement

Purchases → Reports → Supplier statement lists every bill, credit note, payment and refund for a supplier in a period, with the balance after each line, so you can check it against the statement they sent. **Supplier bills due** lists what is overdue and what is due in the next 14 days.

If you made a mistake

Open the bill and use **More**: **Undo bill** takes it back out of your books, and **Credit this bill** raises a supplier credit note against it. Don't change what you owe with a journal. See Undoing, correcting and allocating.

Check before you continue

Check before you continue

- ◯ The bill total equals the supplier's invoice total, and the supplier's invoice number is filled in.
- ◯ Each line has the right expense type and VAT code.
- ◯ The supplier's invoice is attached to the bill.
- ◯ The due date matches the supplier's terms (check it: Easy fills one in), so it shows up in *Supplier bills due* on time.
- ◯ If approval is on, the bill is with the right approver.

Bills by email and the capture inbox

Instead of typing every bill, send it to Easy. Upload a photo or PDF (or forward it by email) to the **capture inbox**; Easy reads it, fills in a bill, and **a person checks and records it**. Nothing is ever recorded without a person confirming.

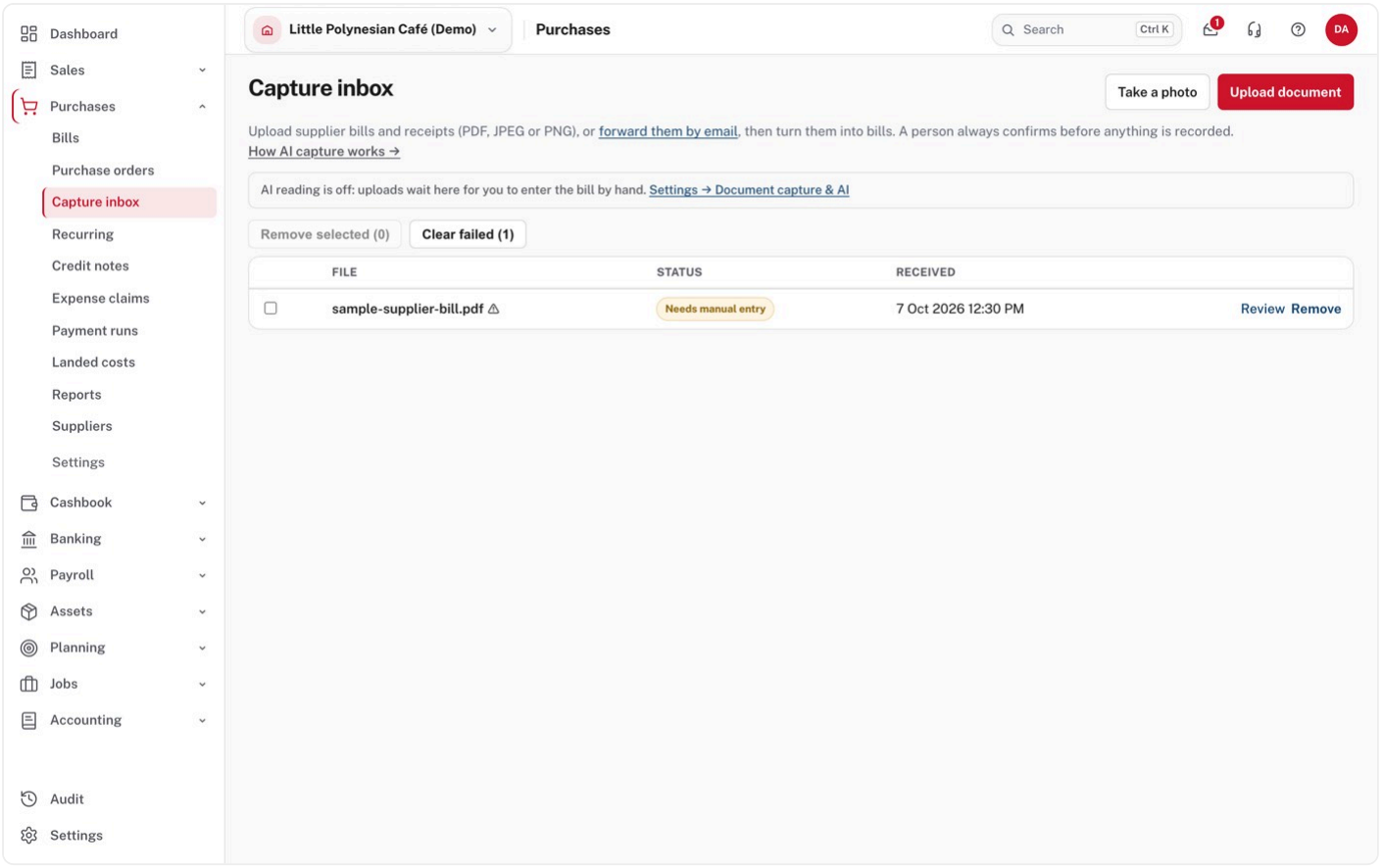
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, with a made-up supplier bill. AI reading is **off** in the demo, so the pictures show the manual path: the document waits and you enter the bill beside it. With AI switched on, the same screen arrives with the supplier, dates and lines already filled in for you to check.

Before you start

- **Suppliers exist** in Easy (or you will add them from the review page with **+ New supplier**).
- Decide how bills reach you: **upload** (including a phone photo), **forward by email**, or both.
- Decide whether to switch **AI reading** on (step 4). Without it, the inbox still keeps the files tidy and next to the bill form.

Step 1. Open the capture inbox

Purchases → Capture inbox.



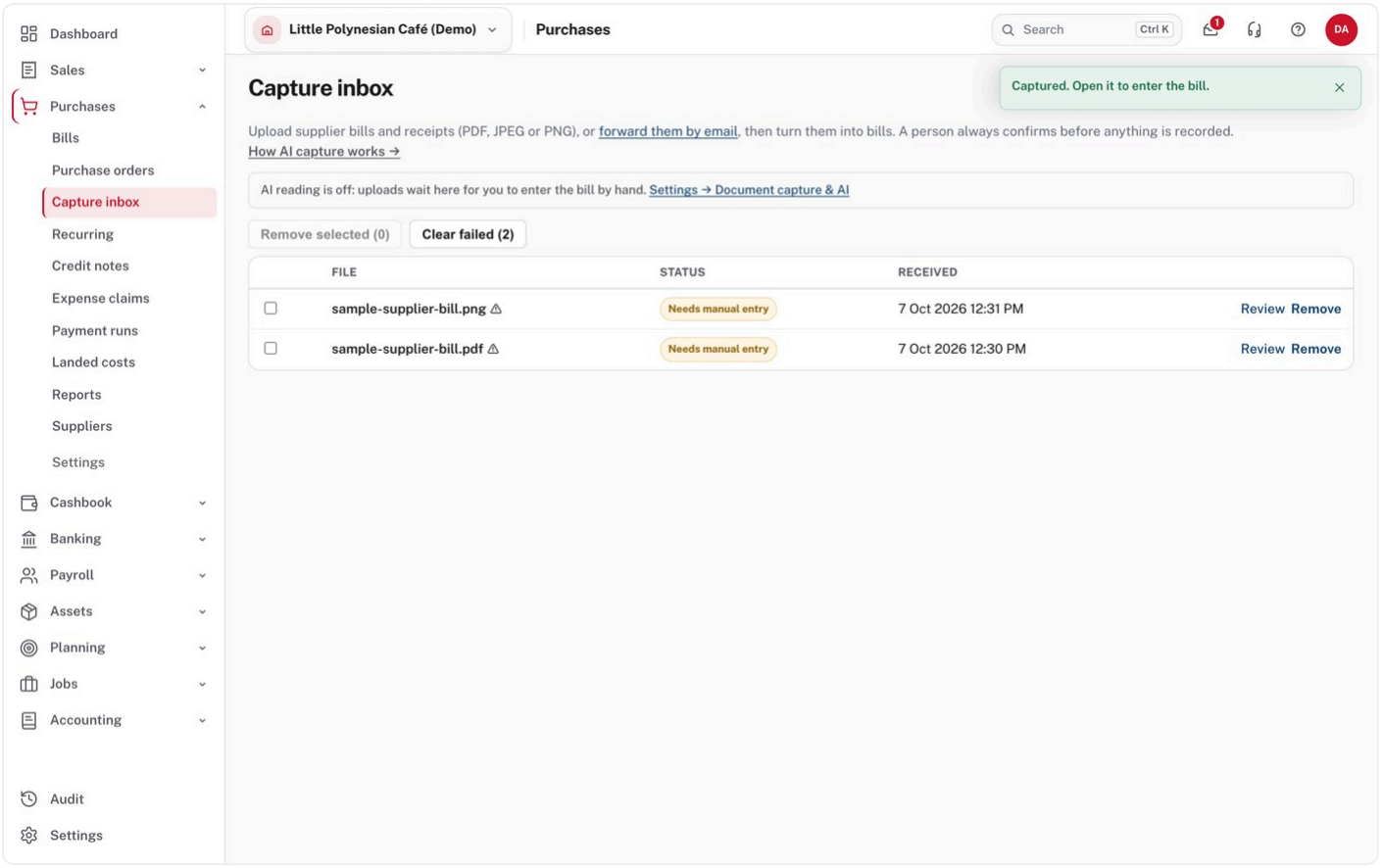
Two buttons at the top: **Take a photo** (on a phone, this opens the camera) and **Upload document**. A banner says whether AI reading is on. The inbox accepts **PDF, JPEG and PNG** files up to 10 MB. Easy checks what the file really is, not what it is called.

A few files are refused

A PDF with a **password** (remove it and upload again). A **HEIC** photo from an iPhone picked from your files (take it with the camera button instead, or save it as JPEG). A PDF of **more than 10 pages** is kept but not read by the AI: it opens empty so you can enter the bill by hand, or capture just the bill's page.

Step 2. Upload a bill

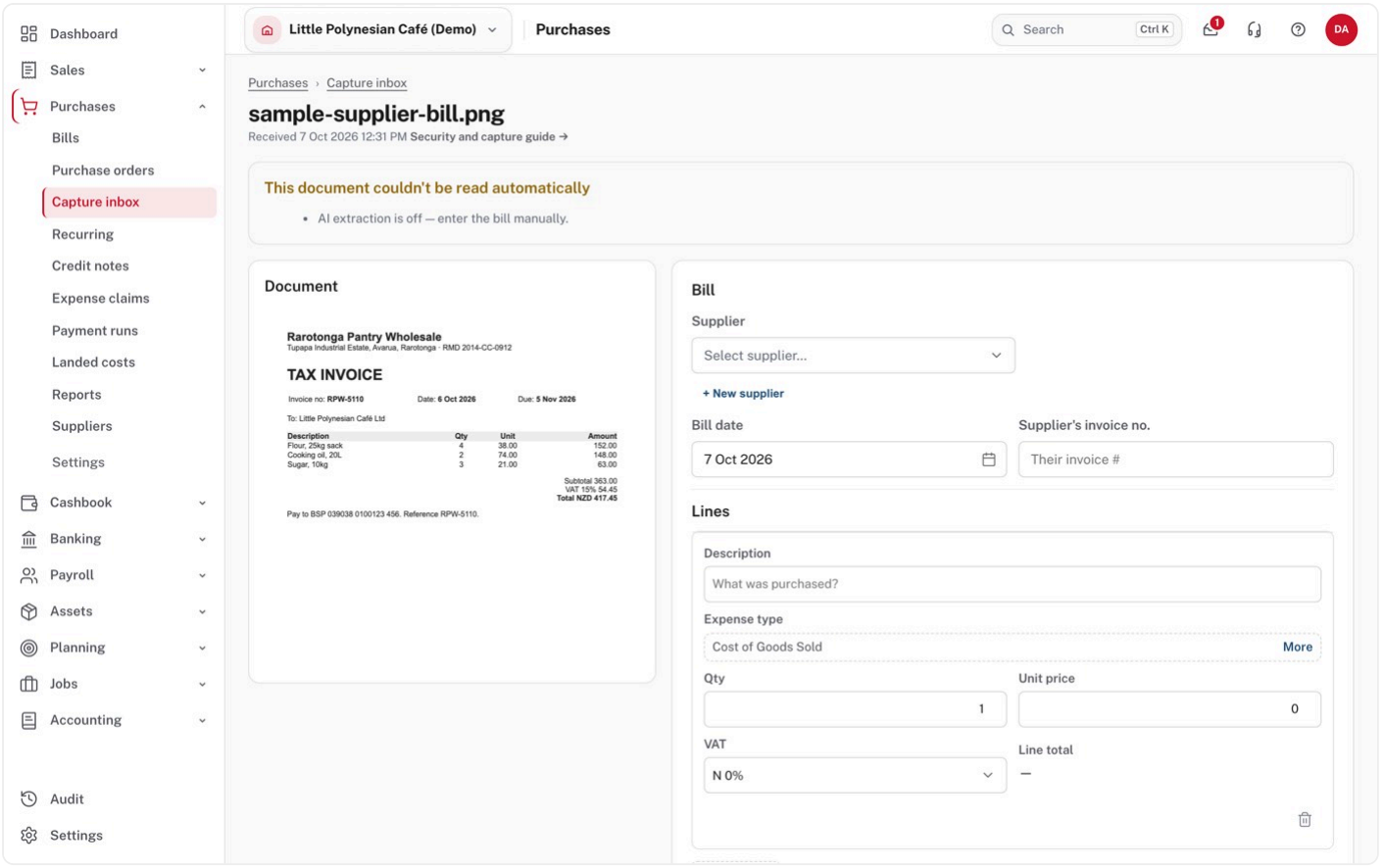
Choose **Upload document**, or **Take a photo**.



The file appears in the inbox with its **status** and when it was **received**. Here the status is **Needs manual entry** because AI reading is off; with it on, Easy reads it first. A phone photo is shrunk to at most 2,000 pixels on its longest side before it is uploaded, and the location and camera details inside it are removed.

Step 3. Review it and turn it into a bill

Choose **Review**.



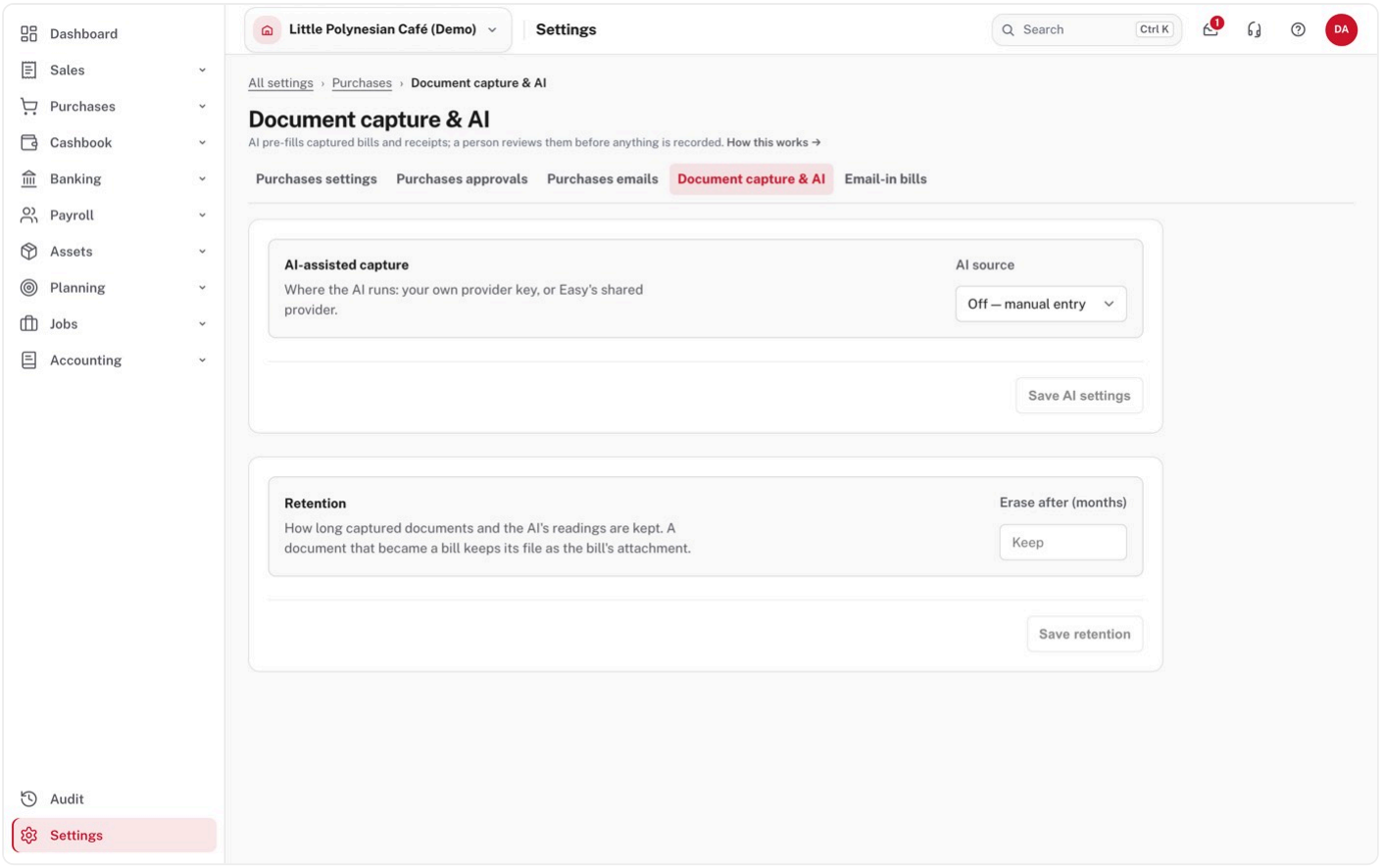
The page shows the **document** on the left and the **bill** on the right, so you can read one and type into the other. Choose the **supplier**, the **bill date**, the **supplier's invoice number**, then the lines: **description**, **expense type**, **quantity**, **unit price** and **VAT**. Add more lines as needed (the bin removes one). The bill you build is the same one as Enter and record a bill, so the same advice applies: the total must match the supplier's invoice.

When you record it, the **document stays as the bill's attachment**, so the supplier's invoice is kept with the bill. If bill approval is on, it is submitted for approval instead of recorded, as any bill is.

To get rid of a document you do not want (a photo that did not come out, a duplicate), use **Remove** in the inbox or on the review page. **Clear failed** removes those Easy could not read.

Step 4. Switch AI reading on (optional)

Settings → Purchases → Document capture & AI.



AI source picks where reading happens:

- **Off, manual entry**: nothing is read; you enter each bill by hand.
- **My own provider key**: your own AI provider account.
- **Use Easy's AI**: Easy's shared provider (see the page for what it costs and what you agree to).

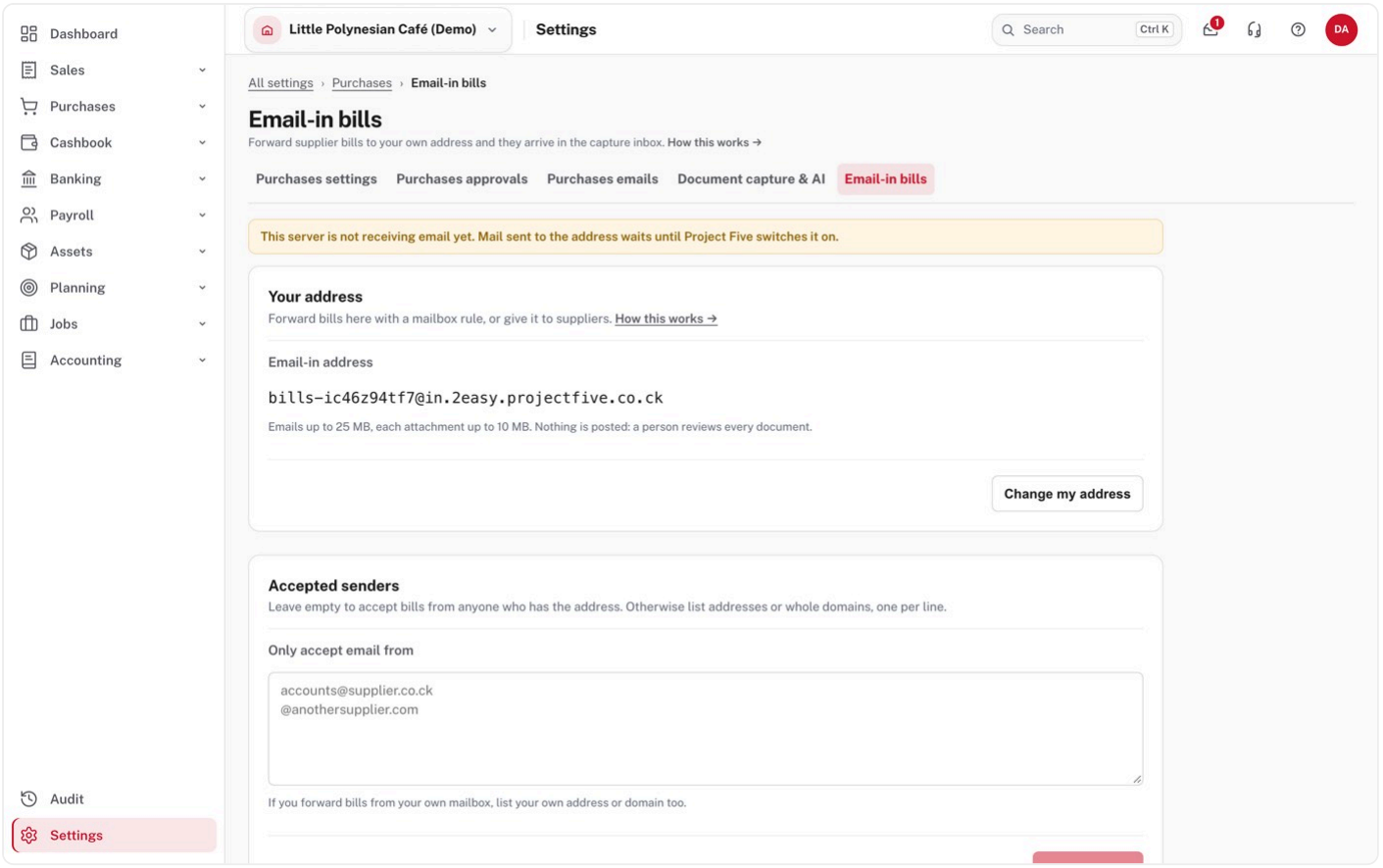
Retention sets how many months captured documents and the AI's readings are kept before they are erased. A document that became a bill keeps its file as the bill's attachment.

With AI on, the review page is pre-filled with what the AI read. **You still check every field.** A file that could not be read this way costs none of your monthly allowance.

More detail: Two-factor requirement and AI capture.

Step 5. Send bills by email

Settings → Purchases → Email-in bills.



Every company has **its own address for bills**, shown on this page (it looks like `bills-…@in.2easy…`). Email or forward a bill to it, and each **PDF, JPEG or PNG attachment** goes into the capture inbox, marked as received by email with the sender and subject. From there it is exactly like an upload. Two common ways to use it:

- **A rule in your own mailbox** (Outlook, Gmail and others) that forwards emails from your suppliers, or with "invoice" in the subject, to your Easy address.
- **Give the address to suppliers** and ask them to send bills straight to it.

Limits: an email up to **25 MB**, each attachment up to **10 MB**. Only attachments are read, not the email's text. A document already in the inbox is not added twice. A PDF forwarded "as an attachment" (a whole email attached to another) is found too.

Accepted senders. List the addresses (`accounts@supplier.co.ck`) or whole domains (`@supplier.co.ck`) you accept bills from, one per line; email from anyone else is turned away. **If you forward bills from your own mailbox, list your own address as well**, because a forwarded email comes from you. Leave it empty to accept anyone who has the address.

The email log lists the last 50 emails and what happened to each: added to the inbox, no attachment, wrong type of file, a sender not on your list. The sender is never told why an email was turned away, so check the log if a supplier says they sent something.

Change my address gives you a new address at once, and mail to the old one is no longer accepted. Do it if the address ends up on a mailing list or you start getting junk, then update your forwarding rule and tell your suppliers.

On the demo

The page warns that this server isn't receiving email yet: mail sent to the address waits until Project Five switches receiving on. On a live company, the page shows the log of what arrived.

More detail: Two-factor requirement and AI capture.

Check before you continue

Check before you continue

- [ ] Every captured document has been **recorded as a bill or removed**: the inbox is empty or holds only what you are waiting on.
- [ ] Each bill's total equals the supplier's invoice total, and its supplier's invoice number is filled in.
- [ ] You know your company's bill address, and your forwarding rule includes your own address if you forward.
- [ ] AI reading is on or off on purpose, and the **retention** period is one you are happy with.

Pay suppliers: payment runs and bank files

Use a **payment run** to pay several supplier bills together. It makes one bank file for your bank, records one payment per supplier in your books, and locks the run. Plan to do it on the same day each week or fortnight.

Easy does not send the money. It makes a file; you upload that file to your bank yourself.

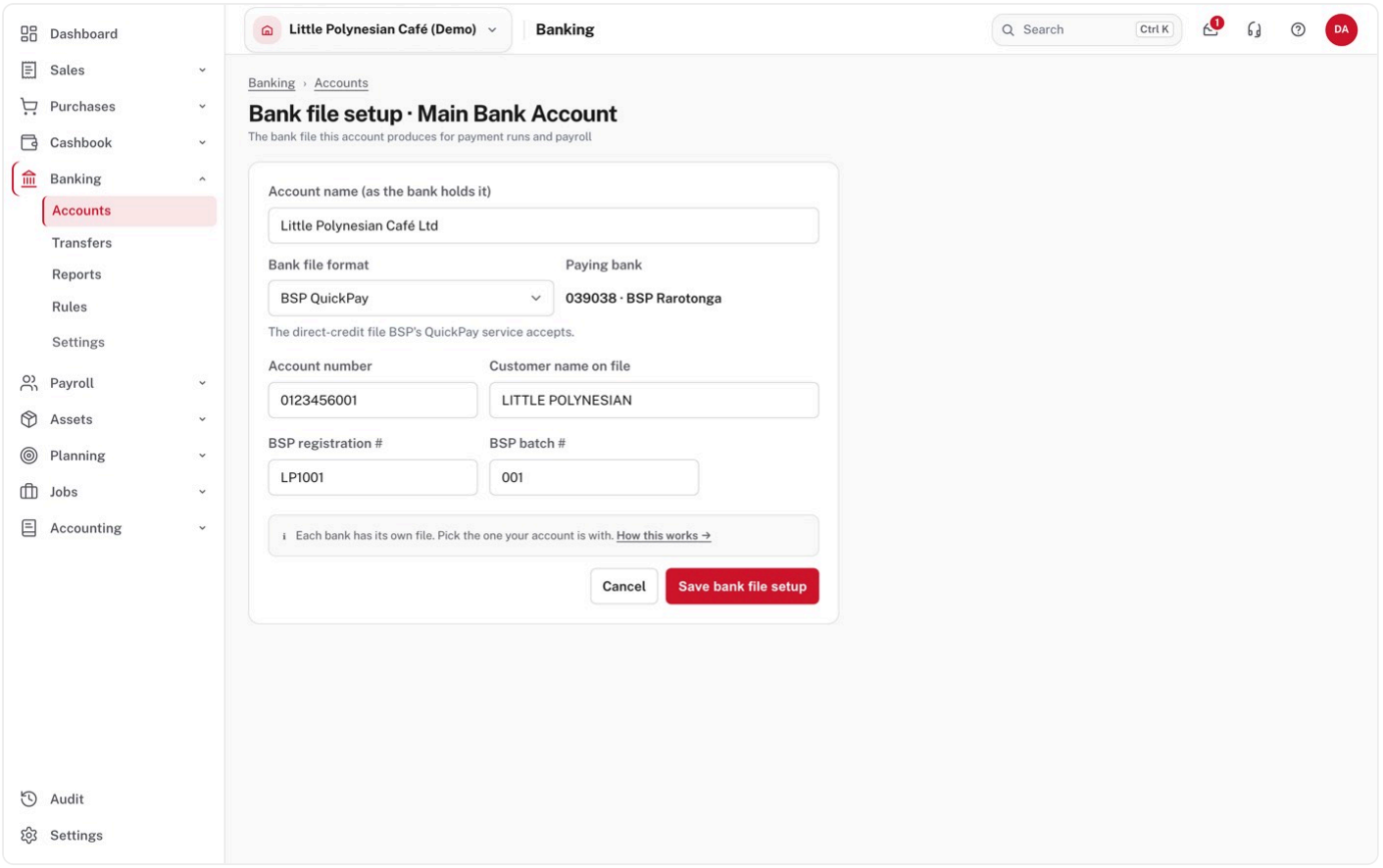
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, paying from an account set up for BSP QuickPay. Supplier names and amounts are examples.

Before you start

- **The bank file is set up** for the account you pay from (step 1).
- **Every supplier you will pay has bank details**, confirmed by a second person if your company requires it. The run shows *Bank set up?* for each bill.
- **Supplier credits are applied first.** If a supplier owes you a credit, apply it to the bill before the bill goes into a run.
- You are paying in your company's own currency. A run pays **base-currency bills only**; a foreign-currency bill is left out when the run is built.

Step 1. Check the bank file setup for the paying account

Banking → Accounts, choose the account's **Bank file setup**.



Each bank account that pays by bank file produces its own bank's file. Choose the **Bank file format**; the **paying bank** follows from it, so a BCI account cannot be set up for a BSP file.

Your bank	Choose
BSP	BSP QuickPay (needs your registration number and the 3-digit batch number BSP issues)
BCI	BCI ABA (the remitter number BCI issues, and a 2-digit reel number)
ANZ, uploading in ANZ Internet Banking	ANZ Internet Banking
ANZ, using the ANZ Transactive portal	ANZ Transactive

If you are not sure which ANZ product you have, look at where you approve payments: Transactive is a separate site with its own log-in. The **account number** is needed before the setup saves; the other details can be saved as they arrive from the bank. Until the setup is complete, a payment run from the account is refused and says what is missing. The same file serves payroll.

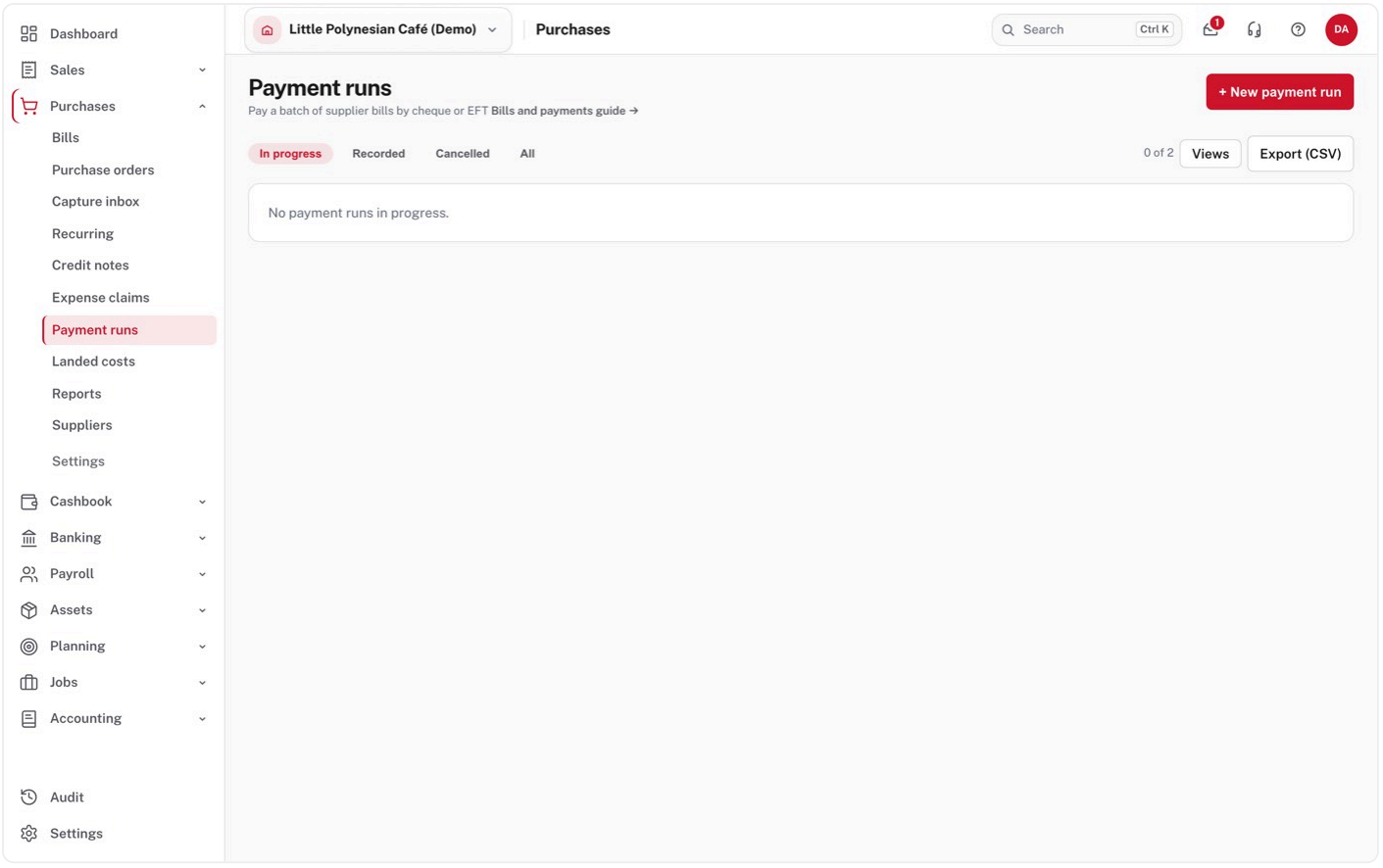
ANZ Internet Banking: payees must bank with ANZ for now

That file identifies a payee's bank by a number ANZ issues, and Easy only knows ANZ's own. A run containing a payee at BSP or BCI is refused and names them. Pay those suppliers from a BSP or BCI account, or by cheque.

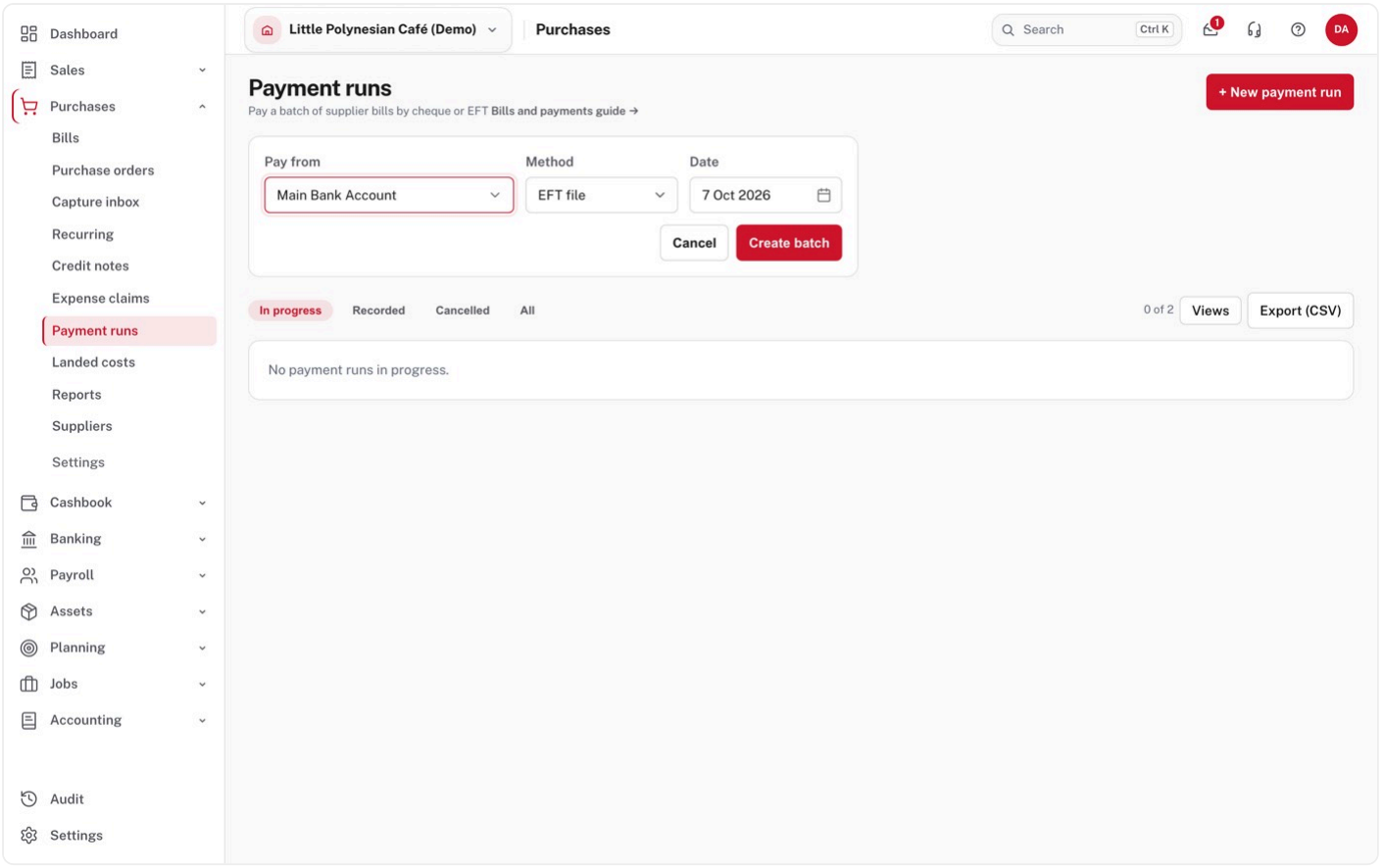
More detail: EFT payment files.

Step 2. Start a payment run

Purchases → Payment runs → + New payment run.

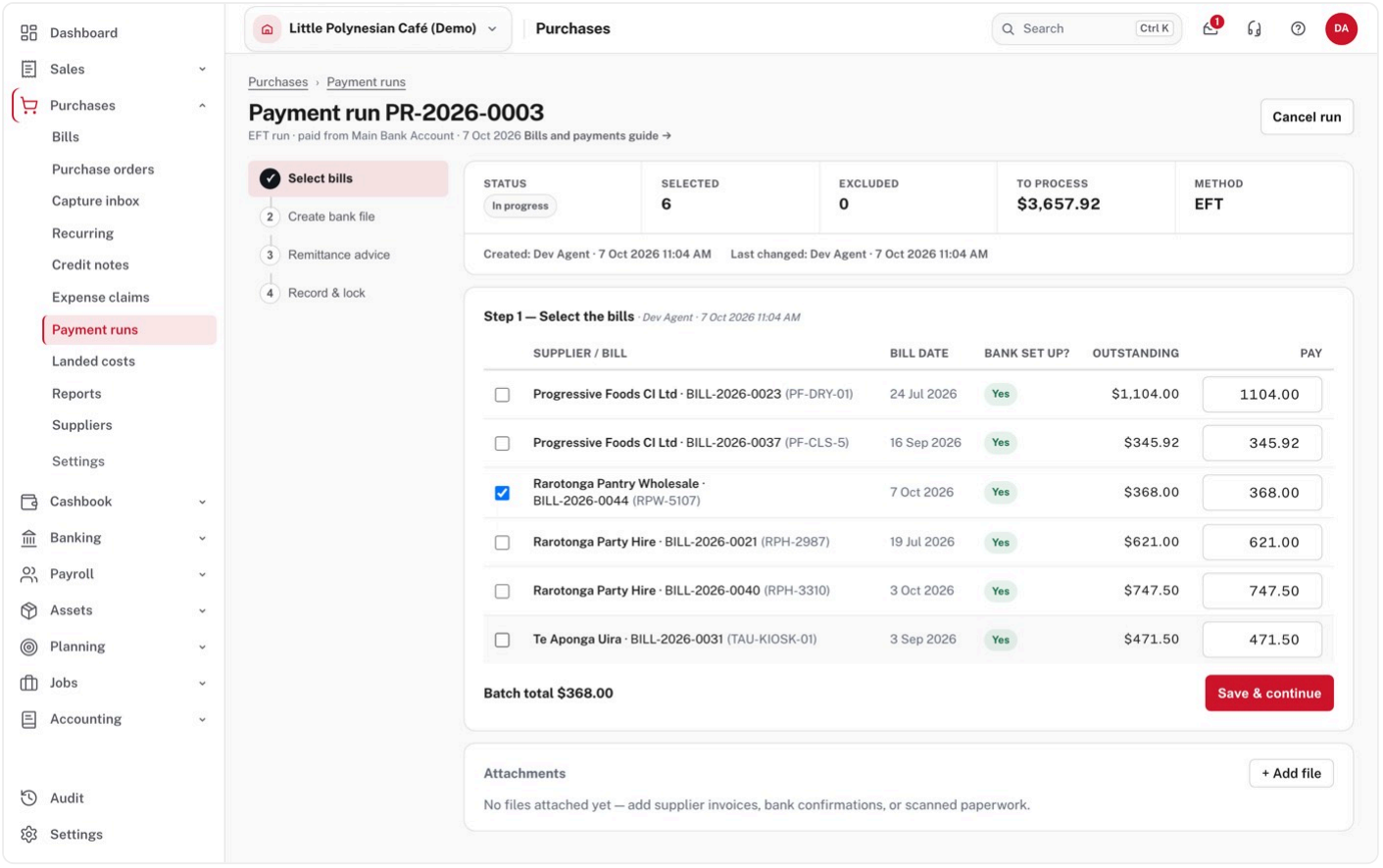


Choose the account to **pay from**, the **method** (*EFT file* or *Cheque*) and the **date**, then **Create batch**.



The run opens as a four-step page: **Select bills, Create bank file, Remittance advice, Record & lock**. The summary shows its status, how many bills are selected and excluded, the total to process and the method. **Cancel run** (top right) throws a run away before it is recorded.

Step 3. Select the bills

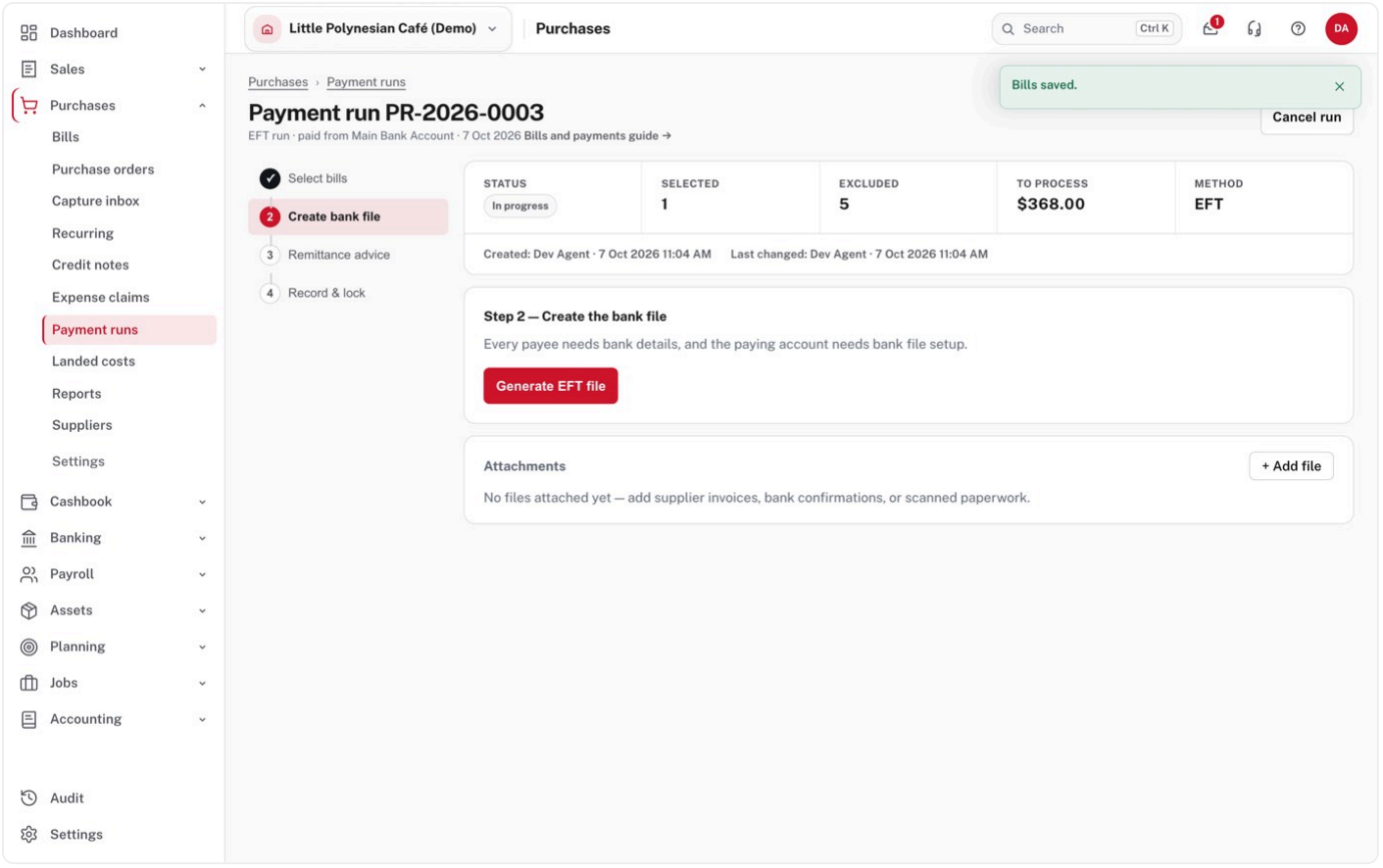


Every open bill is listed with its supplier, date, whether the supplier's bank is set up, what is outstanding, and a **Pay** box. Tick the bills to include. You can pay less than the full outstanding amount by changing the amount. **Batch total** at the bottom is what the file will pay. Choose **Save & continue**.

Check the date of each bill

A run dated before a bill it pays is allowed, but warns you: until the bill's date, what you owe suppliers won't agree with your books.

Step 4. Create the bank file



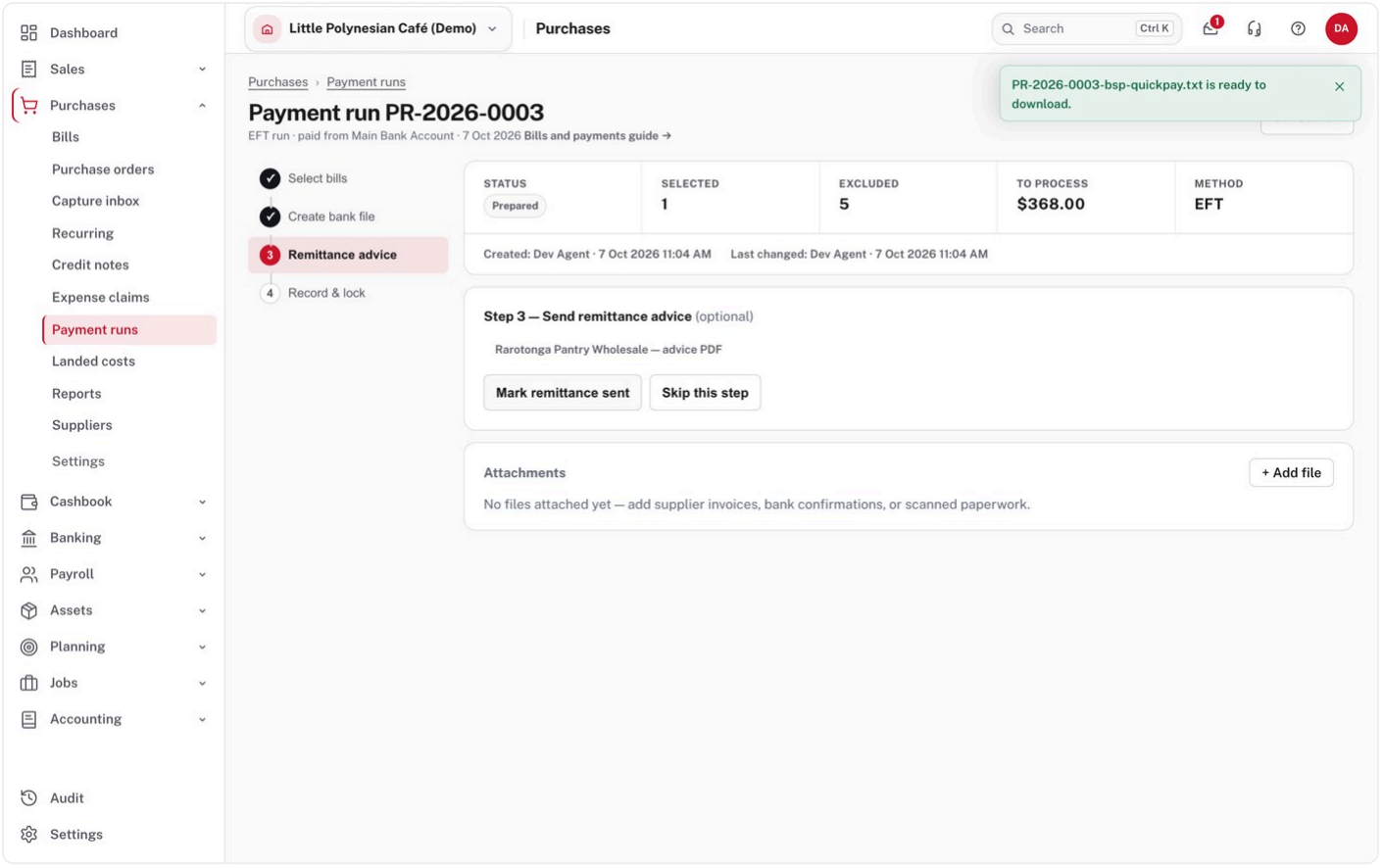
Choose **Generate EFT file**. Every payee needs bank details, and the paying account needs its bank file setup (step 1); if anything is missing the run refuses and says what.

Easy makes the file, named for the run and the bank (here `PR-…-bsp-quickpay.txt`), and tells you it is **ready to download**. Download it, then **upload it to your bank** and approve it there as you would any other payment file.

Every file is kept

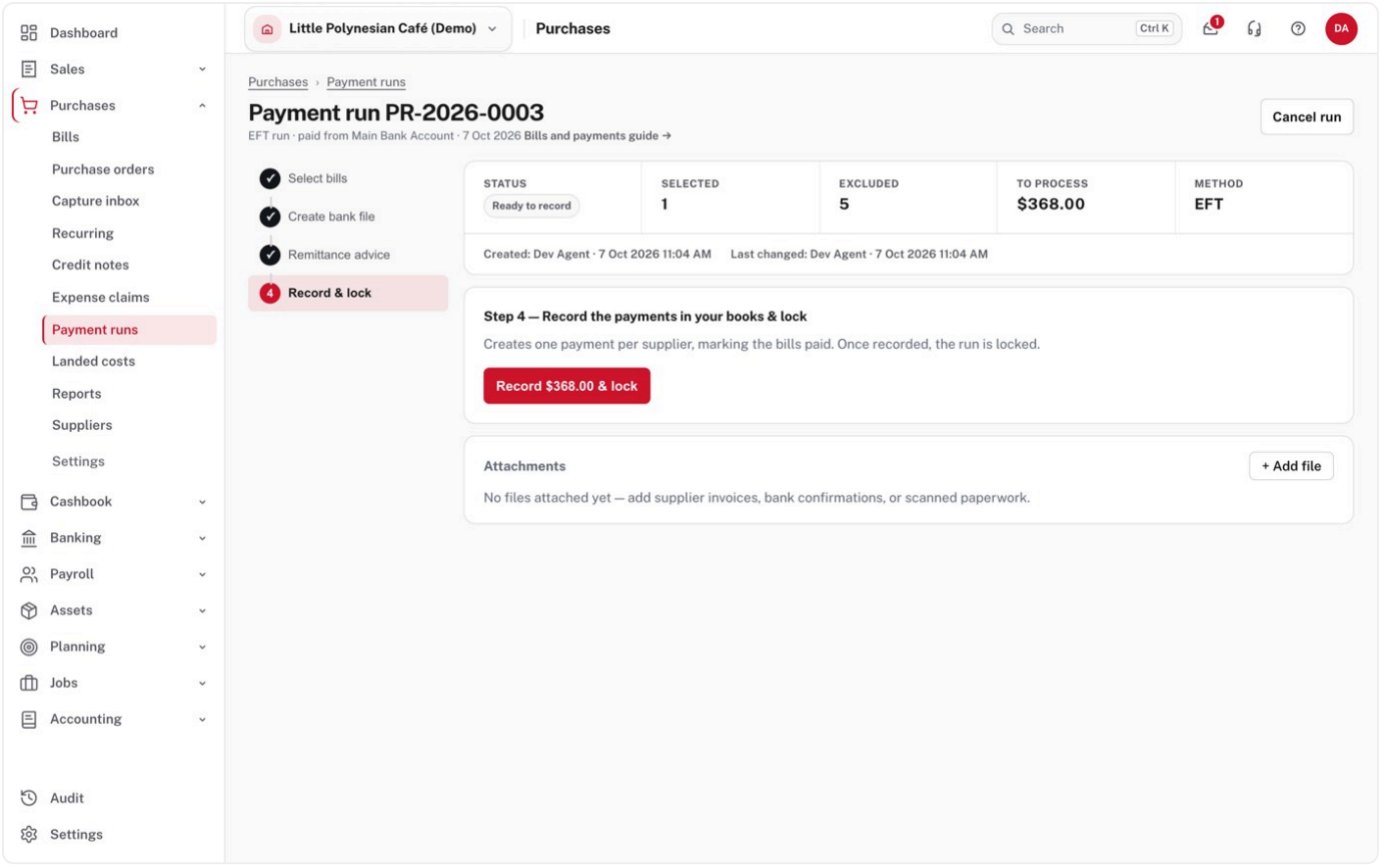
A run can be generated more than once (to re-download it, or after bank details changed). Every file is kept, with who made it, when, the number of payees, the total and a short checksum, so if a payment is ever queried the checksum tells you which file was the one you uploaded.

Step 5. Remittance advice (optional)

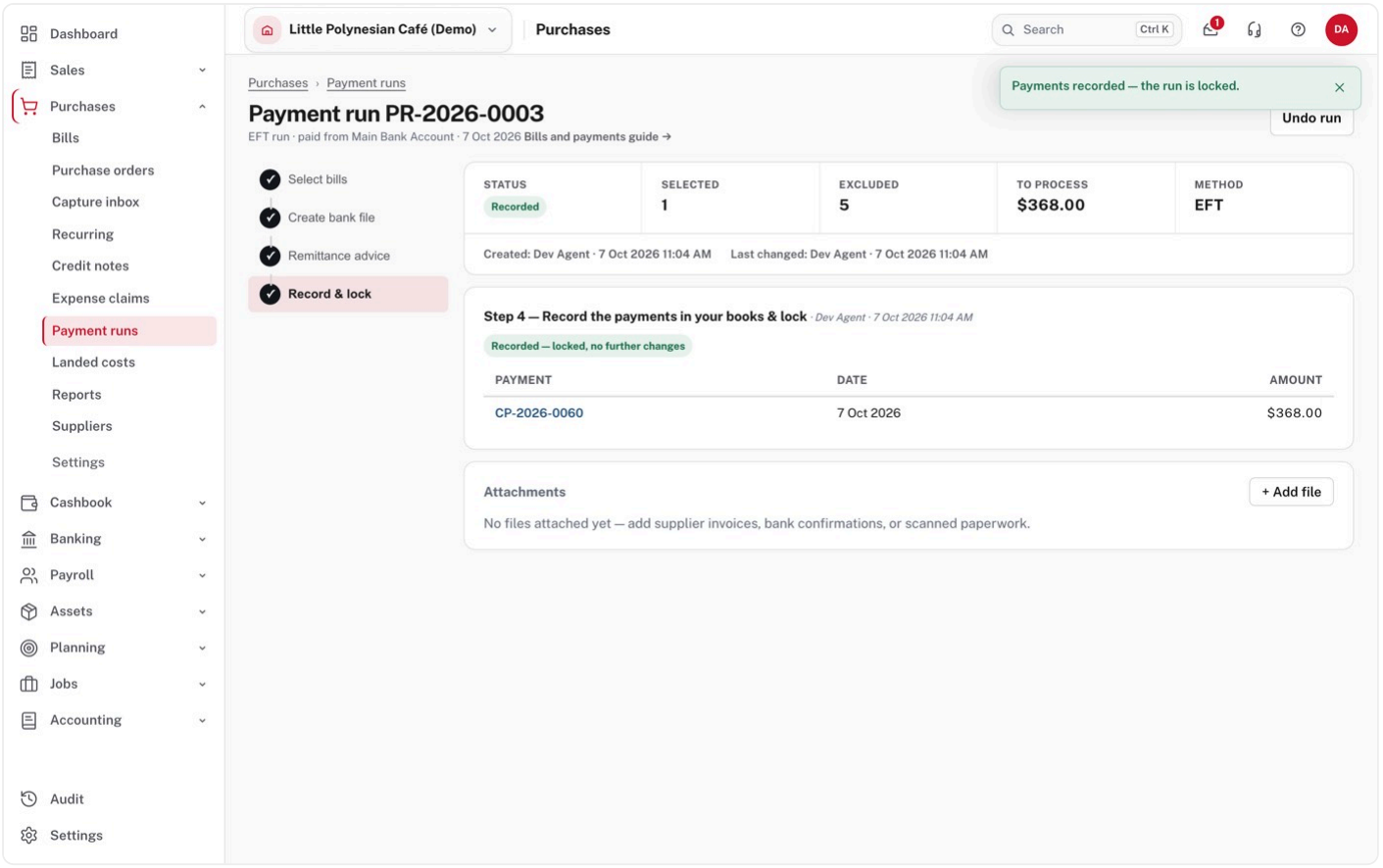


Each supplier in the run has an **advice PDF** telling them what is being paid. Send them if you want, then choose **Mark remittance sent**, or **Skip this step**.

Step 6. Record the payments and lock the run



Choose **Record $... & lock**. This creates **one payment per supplier** in your books and marks the bills paid. Do it when the file has gone to the bank.



The run reads **Recorded: locked, no further changes**, and lists the payments it made. **Undo run** (top right) undoes the payments it created if something was wrong.

More detail: Bills and supplier payments.

If something goes wrong

What you see	What to do
A bill shows *Bank set up?* **No**	Open the supplier, add and confirm their bank details, then come back.
The run says the account needs bank file setup	Step 1: complete the bank file setup for the paying account.
A payee is refused in an ANZ Internet Banking run	They bank with BSP or BCI. Pay them from a BSP or BCI account, or by cheque.
A foreign-currency bill is missing	Runs pay base-currency bills only. Pay it by a single payment.
You recorded the run and the bank rejected the file	**Undo run**, fix the cause, and run it again.

Check before you continue

Check before you continue

- ○ The bank file setup is complete for the paying account, and the file format is the one your bank accepts.
- ○ The batch total equals what you meant to pay, and no bill is paid twice.
- ○ The file was uploaded to the bank and approved there **before** you recorded the run.
- ○ The run reads **Recorded**, and the bank reconciliation will match the payments to the bank's debit lines.

Purchase orders and expense claims

Two ways money leaves the business before a supplier's bill exists. A **purchase order** is what you ask a supplier for: it records nothing in your accounts until the goods arrive or the supplier bills you. An **expense claim** is money a member of staff spent for the business and wants back: the employee files it, a manager approves it, and Easy turns it into a bill you pay like any other. Whoever keeps the books raises purchase orders and can enter a claim for someone; whoever the request is routed to approves a claim. Both end in a bill, so read this beside Enter, approve and record a bill and Pay suppliers: payment runs and bank files; stock that arrives from overseas continues in Landed costs and import VAT.

About the screenshots

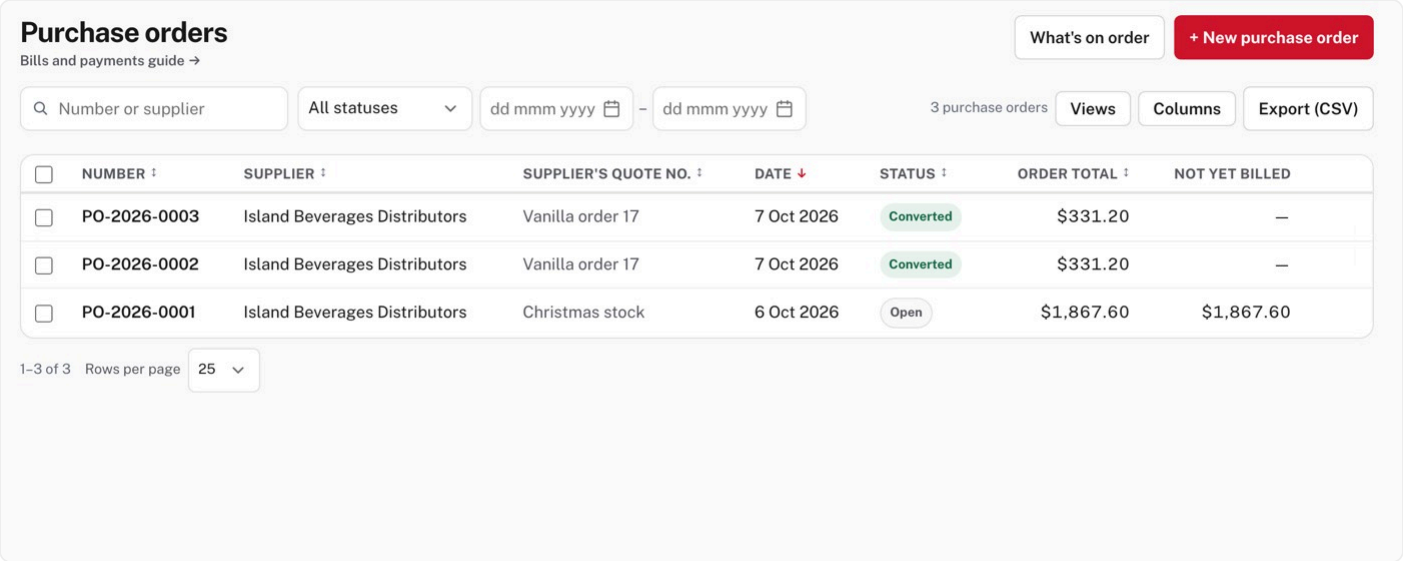
Purchase orders are pictured in Easy's demo company, *Little Polynesian Café*: the supplier is *Island Beverages Distributors* and the stock item, *Manual PO Vanilla pods 100g*, is a made-up example. **Expense claims** are pictured in a separate practice company, because the employee's own screens (**My expenses**) need an employee who can sign in, and the demo's employees can't; the employee pictures are cropped below the top bar, and the people are made up (*Dev Employee*). Email isn't set up on the demo, so the email buttons are greyed out, and approval of purchase orders is switched off, so that card never appears.

Before you start

- **Both are features a company can switch off** (**Settings → Modules**: *Purchase orders* and *Expense claims* are among them), so a company that doesn't use them won't show them in its Purchases menu (Turning modules and features off).
- **For a purchase order:** the supplier exists. To *receive* stock against an order, the item must be a **tracked** item (a Good with **Track stock on hand** ticked in Sales → Items). A line for anything else can be billed but not received.
- **For an expense claim:** the employee has a sign-in account linked to their employee record (they file in **My expenses**), or a manager enters the claim for them. The approver must be a different person: Easy's Help says the person deciding must hold the permission, must not be the person who asked for it or the employee it is about, and must be whoever it was routed to (Payroll approvals and controls).
- **The expense accounts exist** for the approver to choose from (the demo's chart offers *Repairs & Maintenance*, *Rent*, *Insurance* and so on).

Step 1. See your purchase orders

Purchases → Purchase orders.



Each row shows the number (*PO-2026-…*), the supplier, the **supplier's quote no.**, the date, the status, the **order total** and what is **not yet billed**. The status filter offers **Open**, **Waiting for approval**, **Partially converted**, **Converted** and **Closed**. **What's on order** (top right) is the commitments report: what you have ordered and not yet been billed for. More detail: Purchase orders.

Step 2. Write the order

Purchases → Purchase orders → + New purchase order.

Purchases › Purchase orders

New purchase order

Order from a supplier without touching your accounts; convert it into a bill when the goods arrive. **Bills and payments guide →**

Order details

Supplier: Island Beverages Distributors

Date: 7 Oct 2026

Supplier's quote no.: Vanilla order 17

Notes: For the Christmas baking. Deliver to the café kitchen.

Currency: NZD · New Zealand Dollar

Line items

#	DESCRIPTION	EXPENSE TYPE	QTY	UNIT PRICE	VAT	LINE TOTAL
1	Manual PO Vanilla pods 100g	Inventory on Hand	24	12.0000	S 15%	288.00

Outlet: None Project: None

+ Add line Add from item...

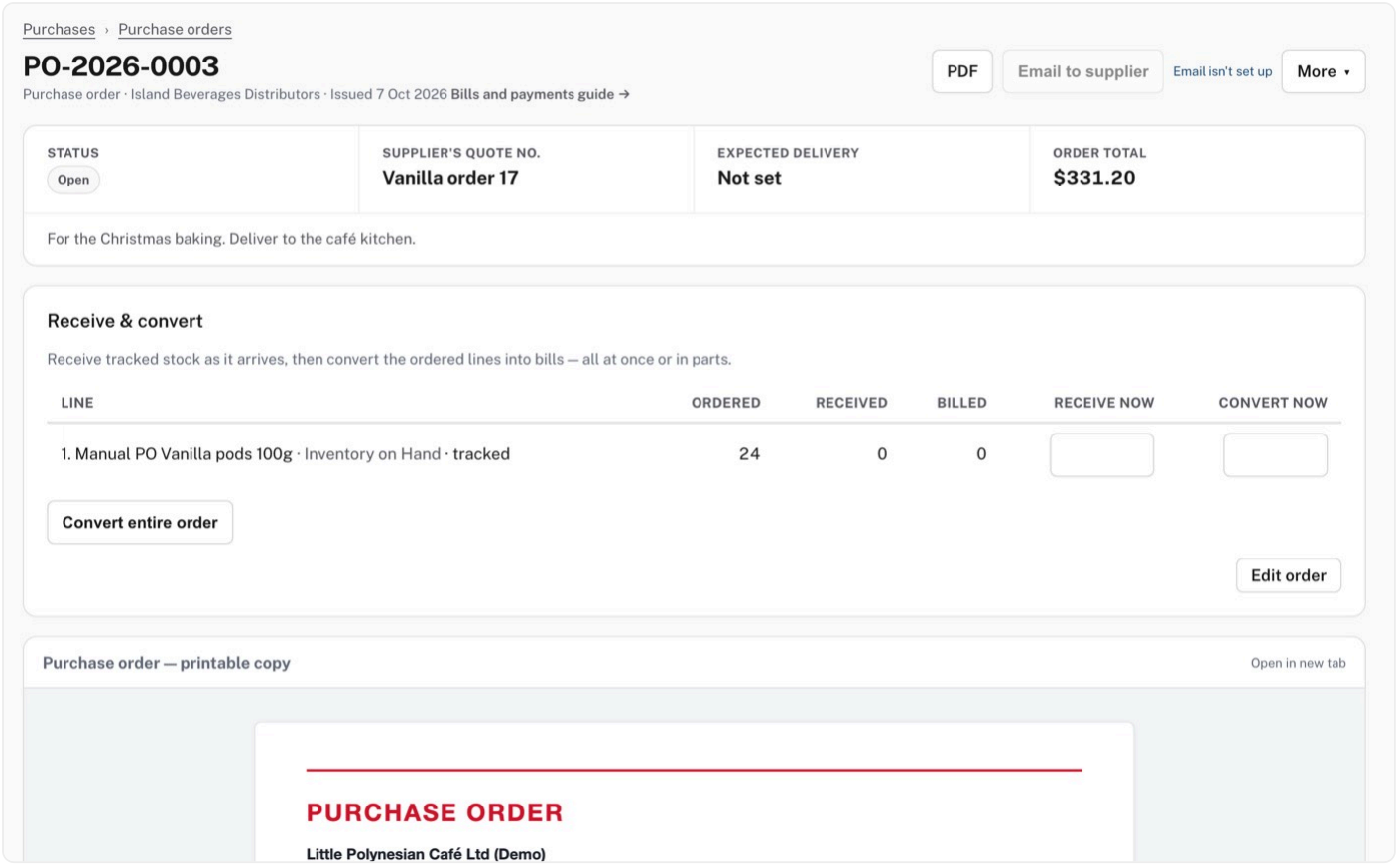
Subtotal	$288.00
VAT	$43.20
Order total	**$331.20**

Order total **$331.20** Cancel Save purchase order

Field	What it does
Supplier	Search and choose.
Date	Today unless you change it.
Supplier's quote no.	Optional. The supplier's own reference for what they offered.
Notes	Optional. Printed on the order.
Currency	The company's currency, or another if foreign currency is on (the demo offers AUD).
Line items	Description, expense type, quantity, unit price and VAT code. **Add from item…** fills a line from a saved item.

A tracked item brings its **buy price** and shows **Inventory on Hand** as the account, which you can't change: stock is received into it. Here 24 packs at $12.00 with the standard VAT code give $288.00 plus $43.20 VAT, an order total of $331.20. The subtitle says what this is: *Order from a supplier without touching your accounts*. Choose **Save purchase order**.

Step 3. Check it and send it



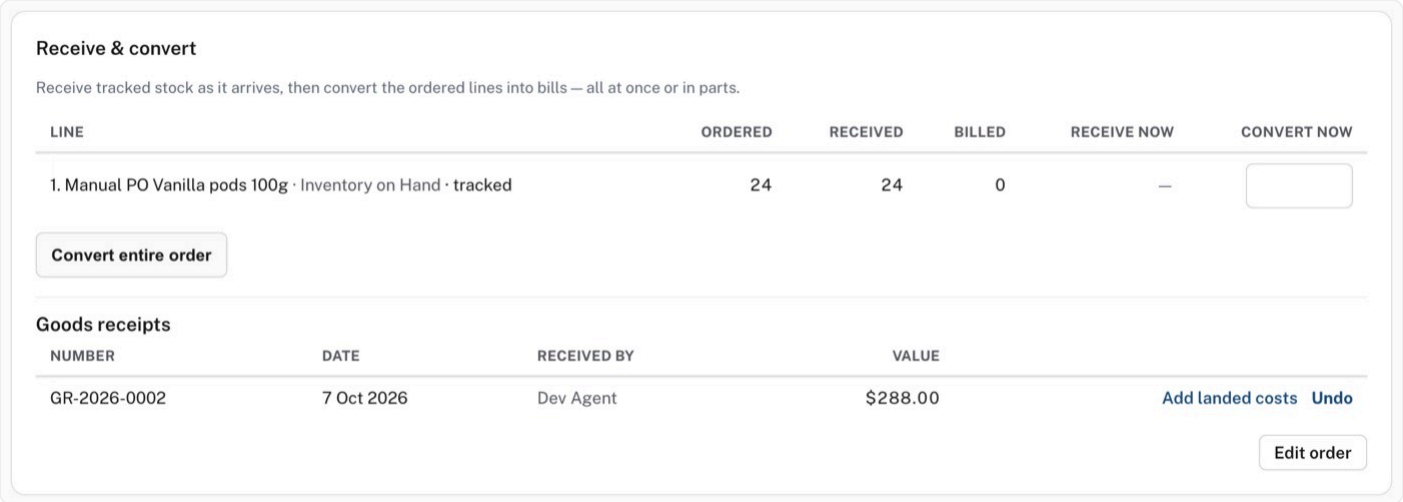
The order's page shows the **Status** (here **Open**), the **Supplier's quote no.**, **Expected delivery** (here *Not set*), the **Order total** and your notes. **PDF** is what the supplier would get, and **Email to supplier** sends it with a message you can change. *Not shown in the demo: email isn't set up, so send the PDF yourself.*

If the rest of an order will never arrive, **More → Close order** asks for an optional reason and shows what it does (*it stops counting as a commitment, and can be reinstated*). What was received and billed stays as it is; **Reinstate order** opens it again (from Easy's Help and source; not completed in the demo).

If your company asks for approval of purchase orders (Settings → Purchases approvals), the order can't be sent, received or billed until it is approved; the card on the order says so. *Not shown in the demo: that approval is switched off.*

Step 4. Receive the goods

When the stock arrives, use the **Receive & convert** worksheet on the order.

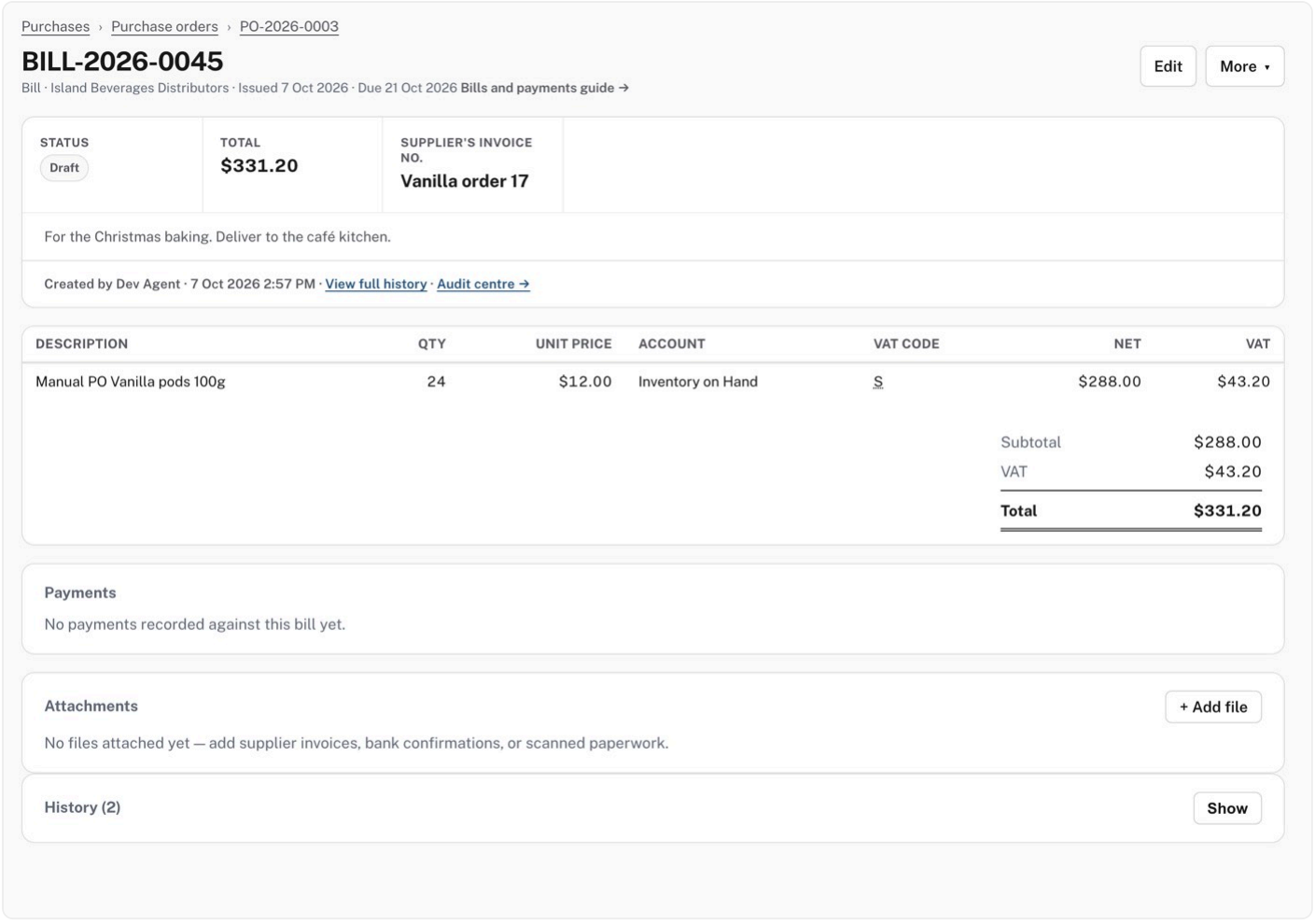


For each line the worksheet shows **Ordered**, **Received** and **Billed**, and two boxes: **Receive now** (for tracked stock) and **Convert now**. Type the quantity that actually arrived in **Receive now** and choose **Record goods receipt (24 units)**. The receipt gets its own number (here *GR-2026-0002*) and appears under **Goods receipts** with its date, who received it and its **value** ($288.00).

From Easy's source: the receipt puts the stock into **Inventory on Hand** at the order's cost and records the same amount on **Goods Received Not Invoiced**; when the supplier's bill comes, it clears that amount instead of receiving the stock twice. Two links sit on the receipt: **Add landed costs** (freight and duty on an import: Landed costs and import VAT) and **Undo**, which puts the stock back after a confirmation. For an order in a foreign currency, the worksheet says receiving stock isn't available yet: convert the lines to a bill instead.

Step 5. Turn the order into a bill

Convert as the supplier invoices you. To bill everything, choose **Convert entire order**. To bill part, type the quantities in **Convert now** and choose **Convert to bill**: the order then reads **Partially converted** until the rest is billed.

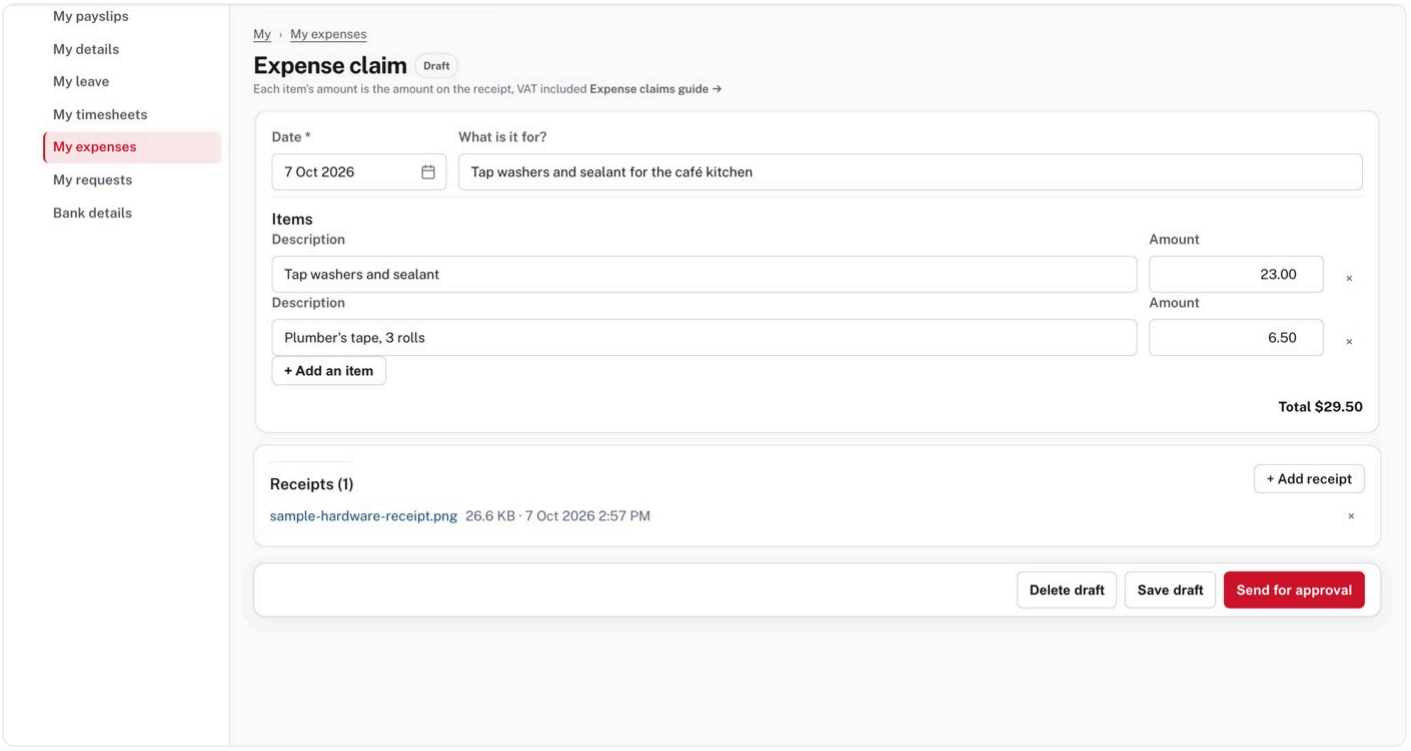


You land on a **draft bill**, with the trail *Purchases › Purchase orders › the order* above it. It carries the supplier, the lines, the account, the VAT and a due date (14 days on in the demo). **Check the supplier's invoice number**: it starts as the order's *Supplier's quote no.* (here *Vanilla order 17*), so replace it with the number on the supplier's real invoice. A draft bill is not in your accounts. Choose **Edit**, check it against the supplier's invoice, and **record** it as in Enter, approve and record a bill.

The order now shows **Converted** and nothing under **Not yet billed** (a dash in the list picture above). Converted means its lines have been turned into a bill, not that the bill is recorded: nothing is in your accounts until you record it.

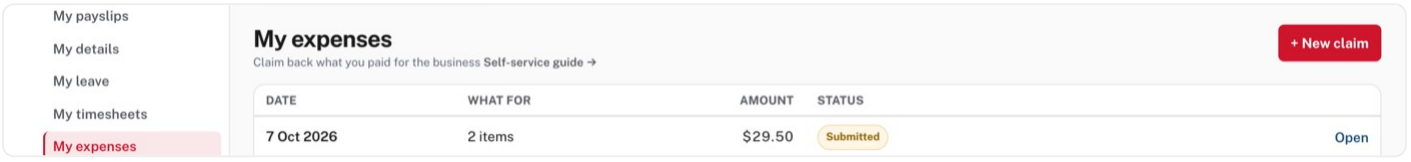
Step 6. An employee files an expense claim

In **My expenses**, as the employee: **My → My expenses → + New claim**.



Field	What it does
Date	When the money was spent.
What is it for?	A line the approver reads (here *Tap washers and sealant for the café kitchen*).
Items	One row per item: a description and the **amount on the receipt, VAT included**. **+ Add an item** adds a row.
Receipts	Appears once the draft is saved: **+ Add receipt** takes a photo or scan (PDF or image, up to 10 MB each; from Easy's Help).

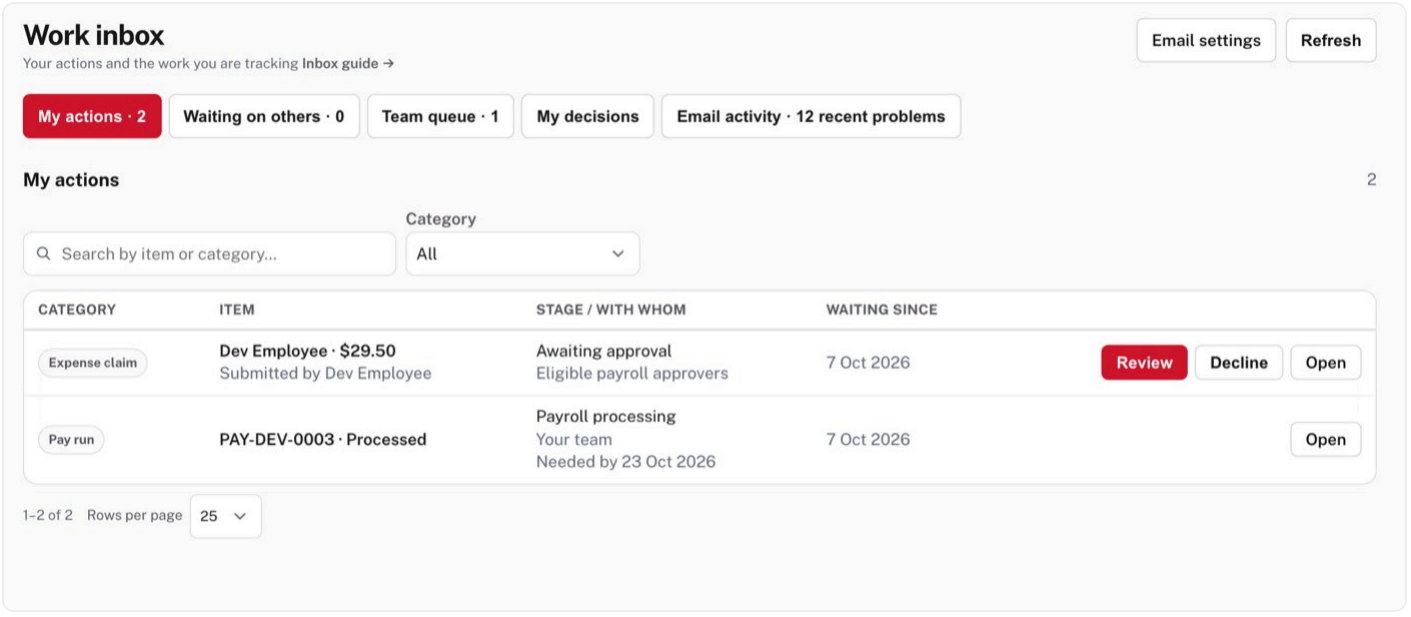
Enter each amount as printed on the receipt, **with the VAT included**: that is what the employee is paid back. **Save draft** keeps it unfinished (a draft can still be changed, and **Delete draft** removes it). **Send for approval** sends it, and the list shows it as **Submitted**:



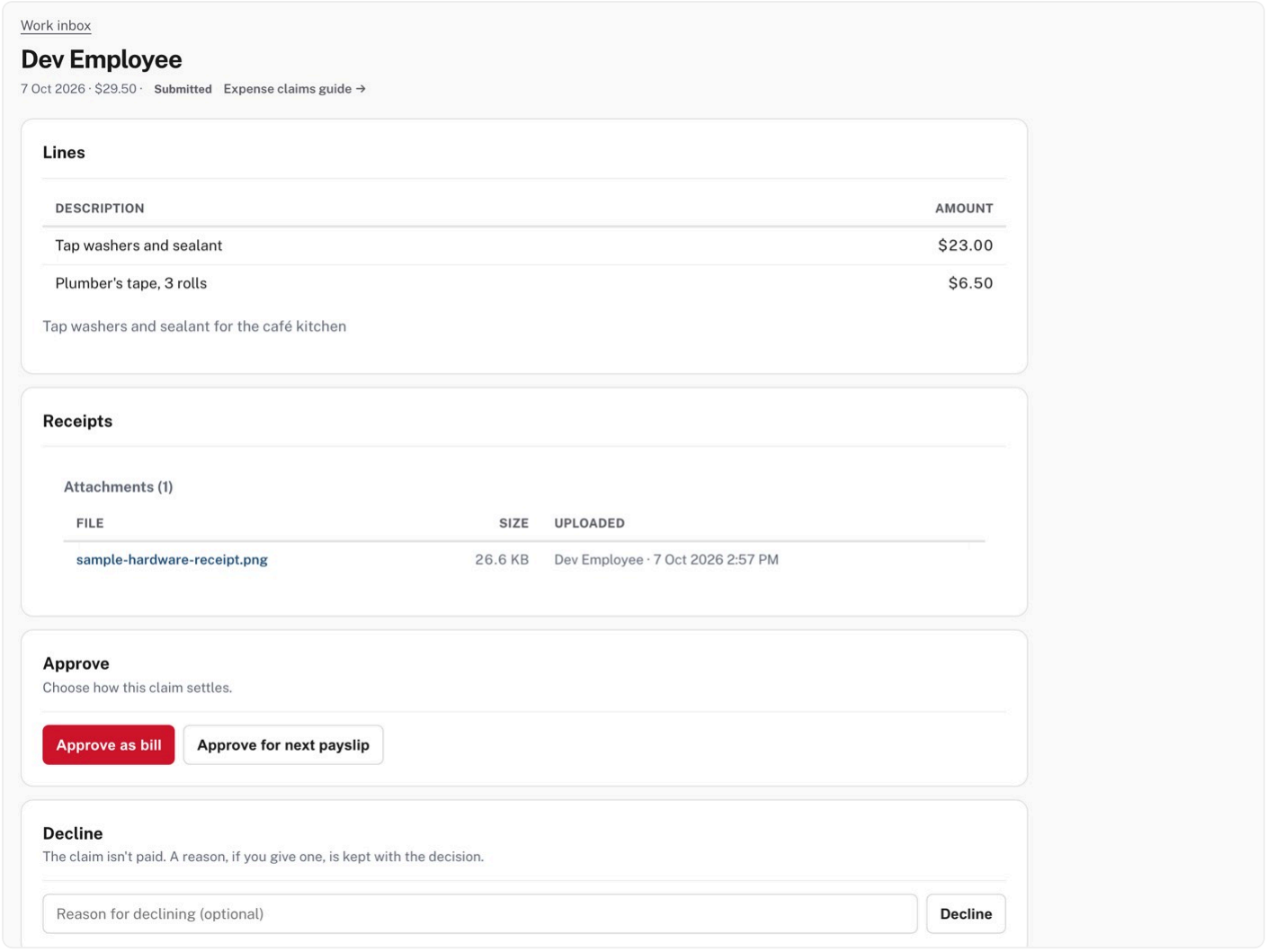
A manager can also enter a claim for someone: **Purchases → Expense claims → + New claim** has an **Employee** box as well as the date, notes and lines (*not shown in the demo: entering a claim there*).

Step 7. The manager approves it

The claim waits in the approver's **Mail** under **My actions** (Find things and work faster).



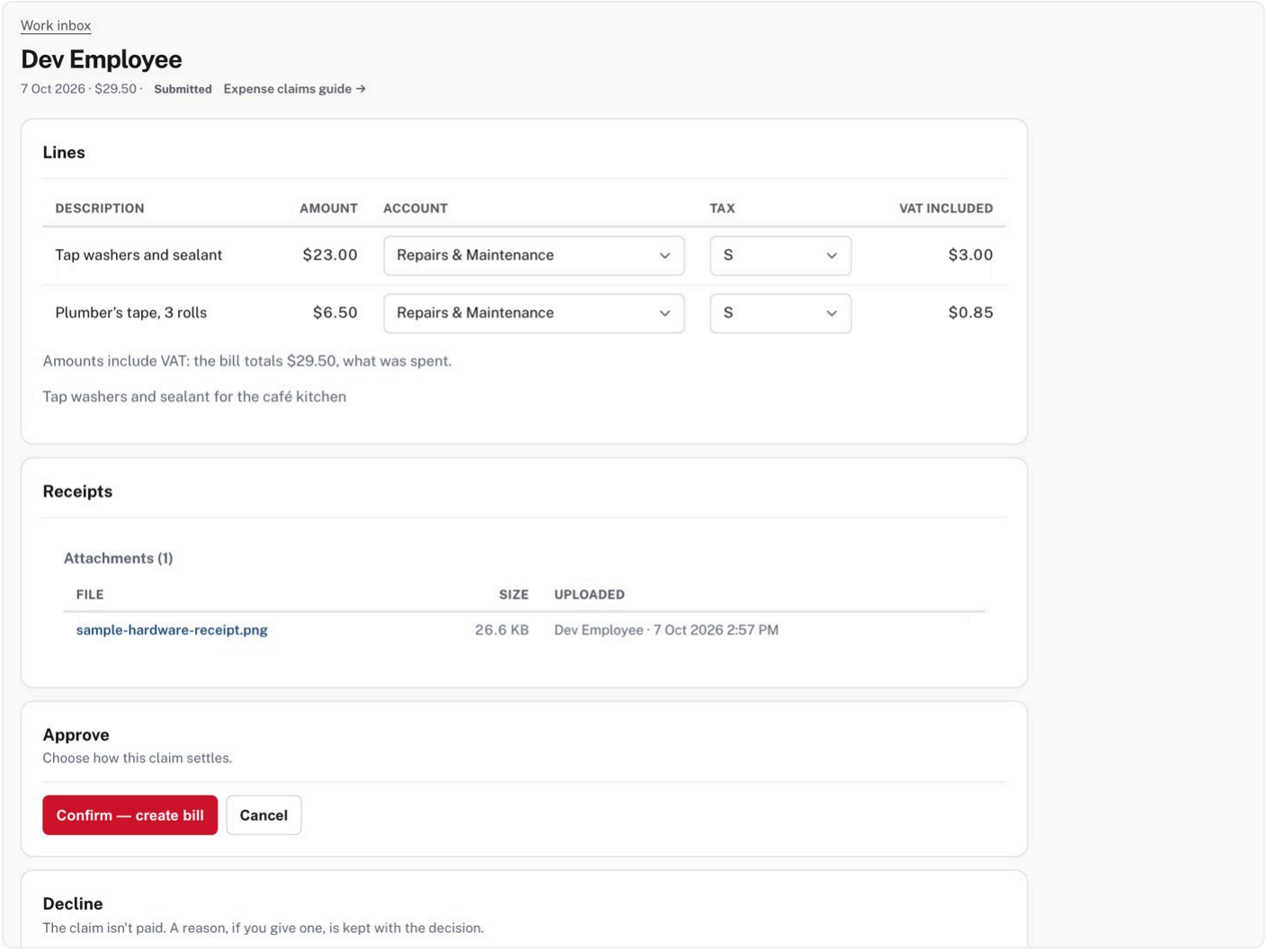
The row names the claim (*Dev Employee · $29.50*), who submitted it, that it is **Awaiting approval** and by whom, and gives **Review**, **Decline** and **Open**. (The pay run in the second row is unrelated.) Choose **Review**.



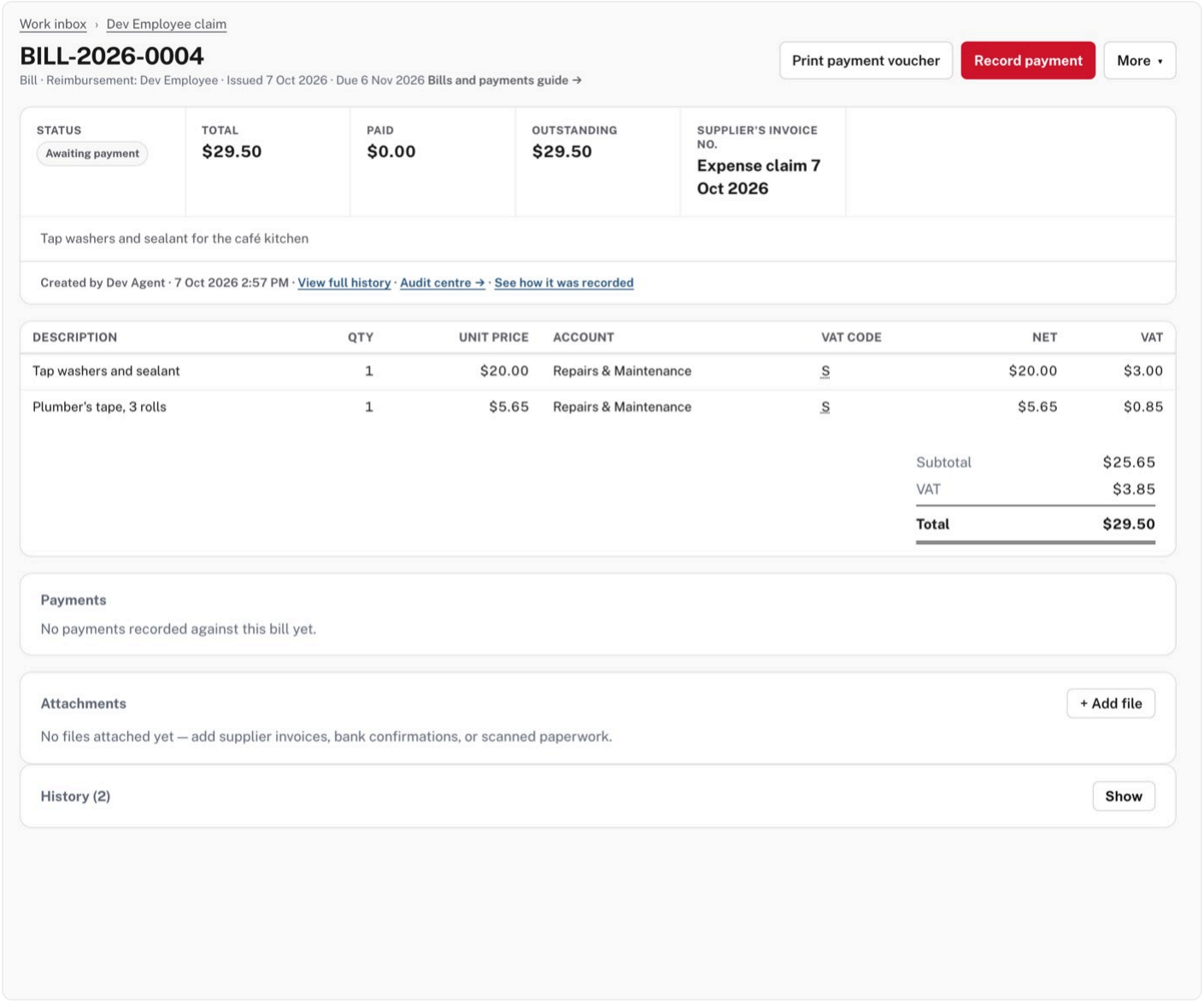
The approver sees the lines, the notes and the **receipts** (choose the file to open the picture). Two cards decide it:

- **Approve** has **Approve as bill** and **Approve for next payslip**. The first turns the claim into a bill to pay; the second adds it to the employee's next pay as a reimbursement, asking you for the expense account first (from Easy's source; not shown in the demo).
- **Decline** has a **Reason for declining (optional)** box and **Decline** (Easy asks *Decline this claim?* first; from Easy's source). The claim isn't paid, and the reason is kept with the decision.

Choose **Approve as bill**, and the approver codes each line:



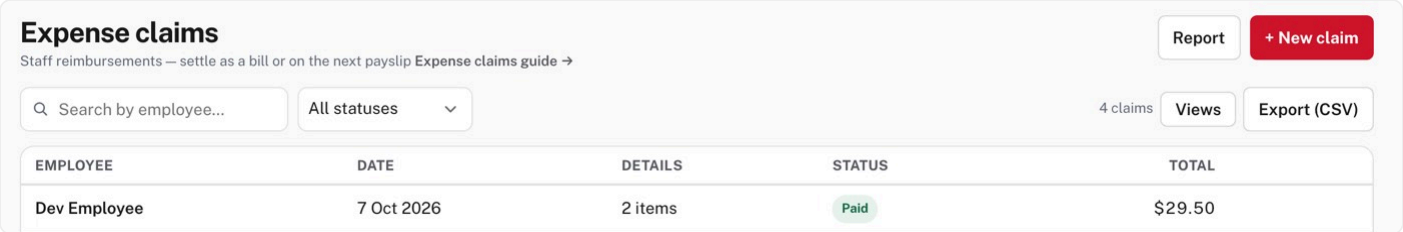
For each line choose the **Account** and the **Tax** code, and **VAT included** shows the VAT inside the amount. Easy says *Amounts include VAT: the bill totals $29.50, what was spent*. Here both lines go to *Repairs & Maintenance* at the standard code, so $23.00 splits into $20.00 and $3.00 VAT, and $6.50 into $5.65 and $0.85. Choose **Confirm — create bill**. The claim reads **Approved** and *Approved and settled as a bill* with a **View bill →** link.



The bill is **recorded** and **Awaiting payment**, with the employee named as the supplier (*Reimbursement: Dev Employee*), the supplier's invoice number *Expense claim 7 Oct 2026*, and the claim's notes. The bill is dated on the claim's date, or on the first open day if that date is locked (Help). If you ever undo the bill, the claim goes back to **Submitted** to be decided again.

Step 8. Pay the employee

On the bill, choose **Record payment**. It opens the ordinary payment form with the supplier (the employee) and the bill filled in (from Easy's source; the form is not pictured): choose **Paid from** (the bank or cash account the money leaves) and record the payment. The details are in Receipts, payments and transfers and, for paying many at once, Pay suppliers: payment runs and bank files.



The manager's list now shows the claim as **Paid**.

When something goes wrong

- **Receive now shows a dash for a line.** That line isn't a tracked item, or all of it has been received, or the order is in a foreign currency. For stock you can't receive, convert the line to a bill instead.
- **A claim says it can't be approved by you.** You submitted it or it is yours, or the person it was routed to is someone else. A different person decides, unless you are the only person who can.
- **The goods receipt was wrong.** Choose **Undo** on the receipt (it asks first); the order's received quantity goes back down by the same amount.

Check before you continue

Check before you continue

- ◯ Each purchase order names the right supplier, quantities and prices, and has been sent or given to the supplier.
- ◯ Goods received are recorded as they arrive, against the right order, with the quantity that really came.
- ◯ A converted order's bill is checked against the supplier's real invoice (number, date, totals) and recorded.
- ◯ Every expense claim has its receipts, a clear description and amounts with the VAT included.
- ◯ The approver is someone other than the claimant, and each line is coded to the right account and tax code.
- ◯ Approved claims are paid, and the claims list shows them **Paid**.

Landed costs and import VAT

When you import stock, the supplier's bill is only part of what the goods cost you. The freight, the duty and the broker's fee are part of the cost too, so they belong in the value of your stock and reach your profit when the goods are sold. Easy collects those costs on one holding account, **Landed Costs Clearing**, and lets you **spread** them over the goods they belong to. The VAT you pay to Customs at the border is separate: it goes on its own line and is claimed on the VAT return. The Accountant (or whoever keeps the books) does this when a shipment arrives. It continues Purchase orders and expense claims and Enter, approve and record a bill, and the stock itself is explained in Items, stock and stocktake.

About the screenshots

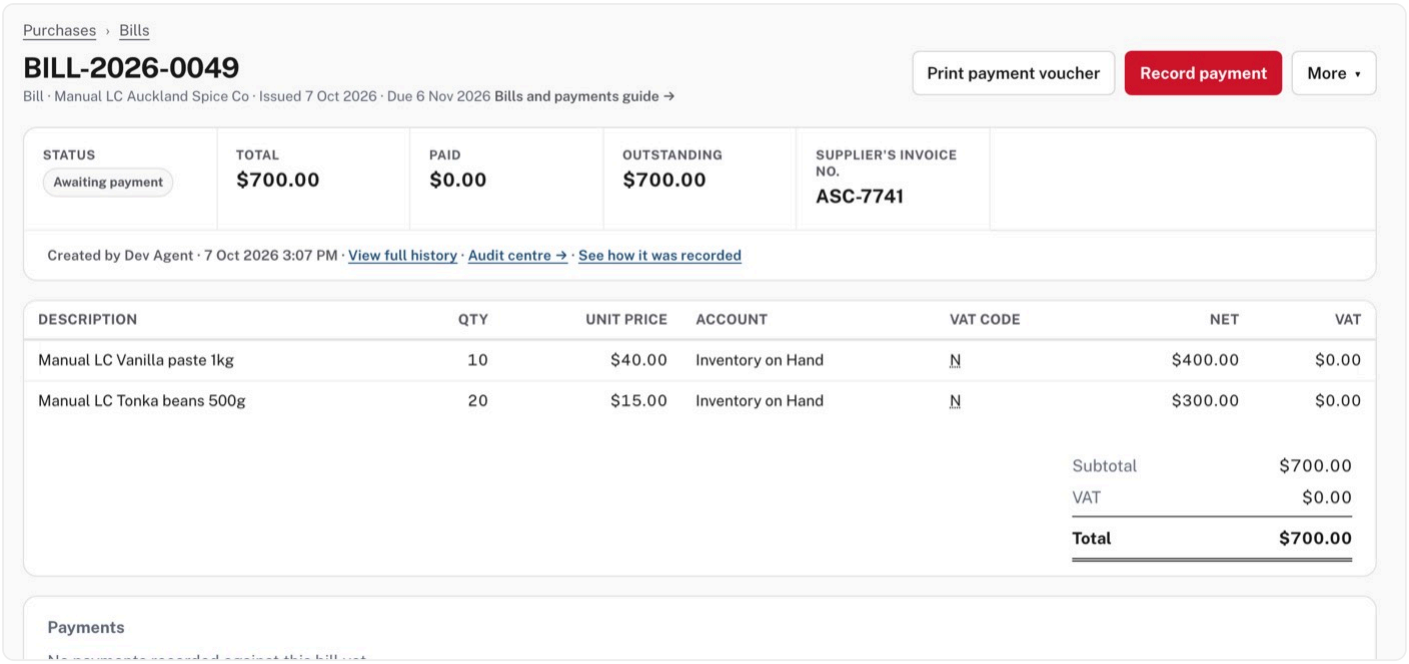
Screenshots are from Easy's demo company, *Little Polynesian Café*. The suppliers (*Manual LC Auckland Spice Co*, *Manual LC Pacific Freight*, *Manual LC Customs Broker*), the two stock items (*Manual LC Vanilla paste 1kg*, *Manual LC Tonka beans 500g*) and all amounts are made-up examples. **The VAT return picture in Step 6 is from a separate practice company**, where a bill with import VAT like the one in Step 3 is dated 15 September, so that its return is for a month that has ended.

Before you start

- **The goods are tracked stock.** An item that is a Good with **Track stock on hand** ticked (**Sales → Items**). Landed costs apply to tracked stock only: for goods you don't keep as stock, code the freight or duty to the goods' own expense account, or to the asset's cost account for an asset, and there is nothing to spread.
- **The goods are in your books currency.** Goods bought in a foreign currency can't be received into stock yet, so they can't take landed costs (Easy's Help).
- **You have the supplier's bill for the goods, and the freight, duty and broker bills.** Enter and **record** each one first. A bill left as a draft is not in the books, so its cost can't be spread.
- **Know what counts.** Freight, insurance in transit, import duty and levies, the customs broker's fee and cartage from the wharf or airport are landed costs. Storage after the goods arrive, general office costs and any exchange difference when you pay a foreign supplier are not (What counts as a landed cost).
- **Roles.** Recording the bills needs the same role as any bill. Recording or undoing the spread is the accountant's work: from Easy's source, it needs the permission that Data entry lacks (the one that also covers manual journals, credit notes and period close), so everyone who keeps the books except Data entry can do it (People, roles and access).

Step 1. Record the bill for the goods

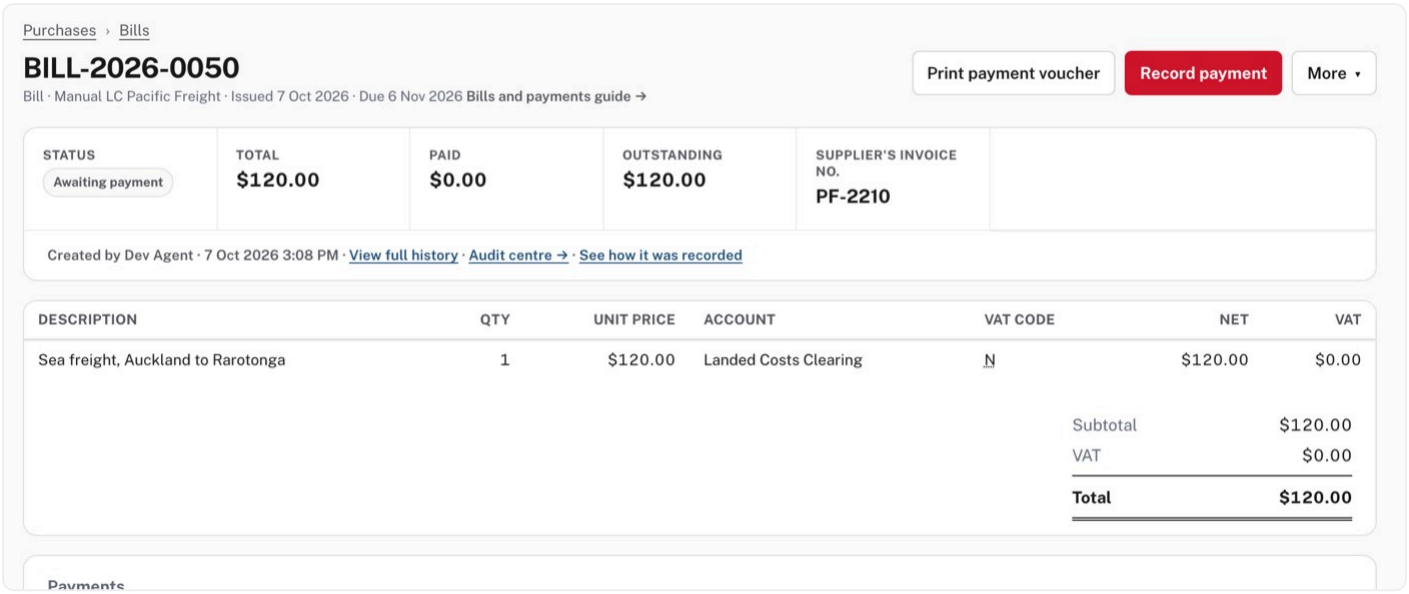
Purchases → Bills → + New bill, as in Enter, approve and record a bill. Add the stock with **Add from item...**.



A tracked item sends its lines to **Inventory on Hand**, so recording the bill receives the stock at the supplier's price: 10 jars and 20 bags for $700.00. A stock bill is one of the two places you spread costs from. The other is a **goods receipt** on a purchase order (Purchase orders and expense claims, Step 4), whose row has an **Add landed costs** link.

Step 2. Record each freight, duty and broker bill, coded to Landed Costs Clearing

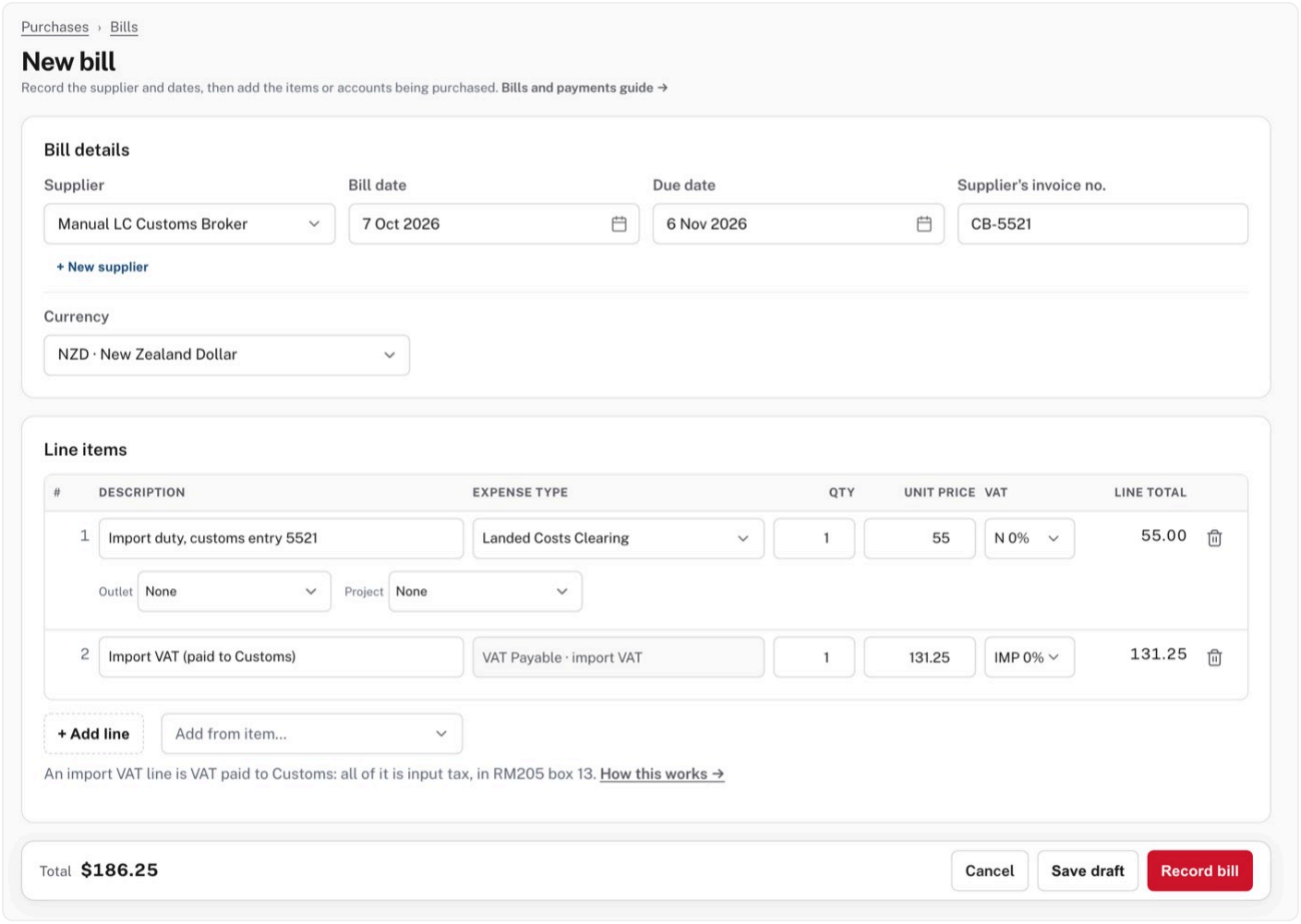
For each cost, make an ordinary bill and choose **Landed Costs Clearing** as the **Expense type** of the line.



The account is a current asset, not an expense: the cost waits there until you spread it, and does not reach your profit meanwhile. Easy's Help gives one rule: **each bill line is spread whole**, so if one freight bill covers two shipments, put each shipment on its own line. A supplier's invoice for the goods can carry its own freight line coded the same way.

Step 3. Import VAT is its own line

Customs collects VAT at the border. On the bill from Customs (or from your broker, if they pay it for you), put that VAT on **its own line** with the VAT code **IMP**, *Import VAT (paid to Customs)*.



When you choose **IMP** the line changes: its account shows **VAT Payable · import VAT** (there is no expense type to choose), and a note says *An import VAT line is VAT paid to Customs: all of it is input tax, in RM205 box 13.* The unit price you type is the whole line, **the VAT itself**: there is no net amount behind it and nothing is added on top (here $131.25, so the bill's total is $55.00 + $131.25 = $186.25). The duty line on the same bill is coded to Landed Costs Clearing with the code **N** (no VAT).

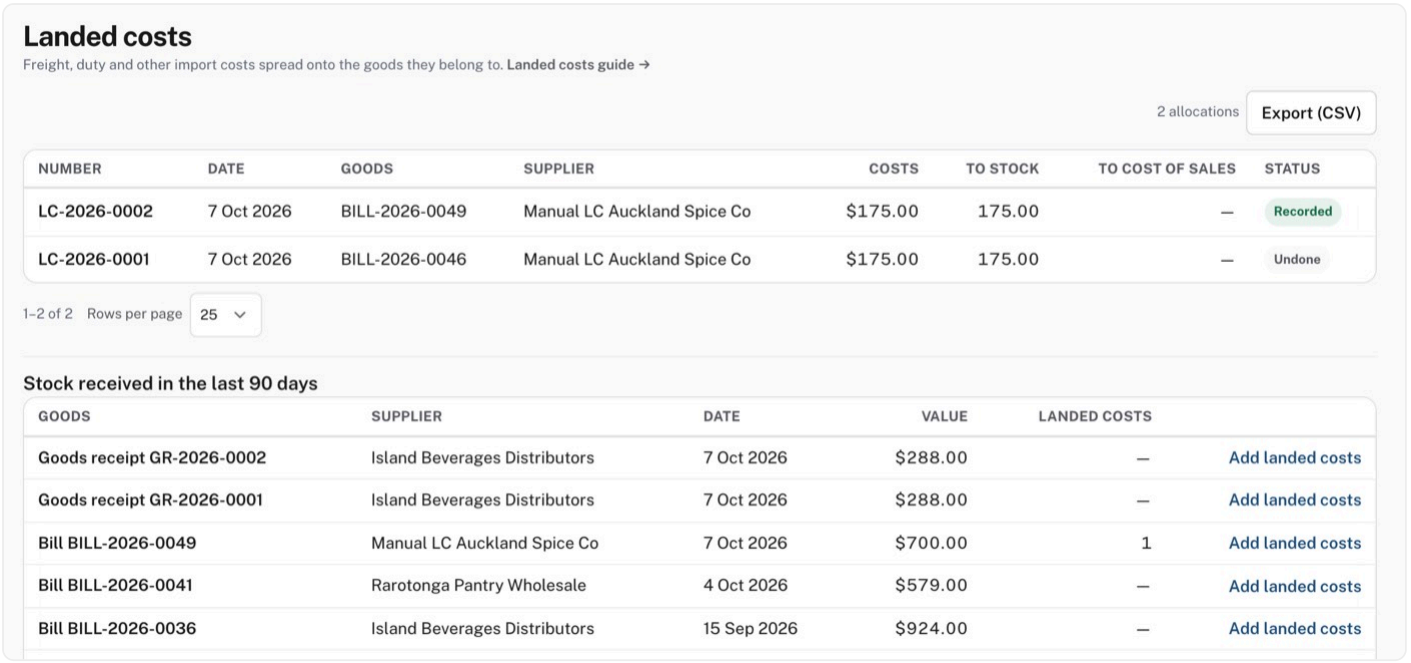
Two cases from Easy's Help, not pictured:

- If the company is **not registered for VAT**, import VAT is part of the goods' cost: code that line to **Landed Costs Clearing** too and spread it with the other costs.
- Import VAT can't be keyed on a cashbook line, a sale or a purchase order. Record it on a bill to Customs, then pay that bill.

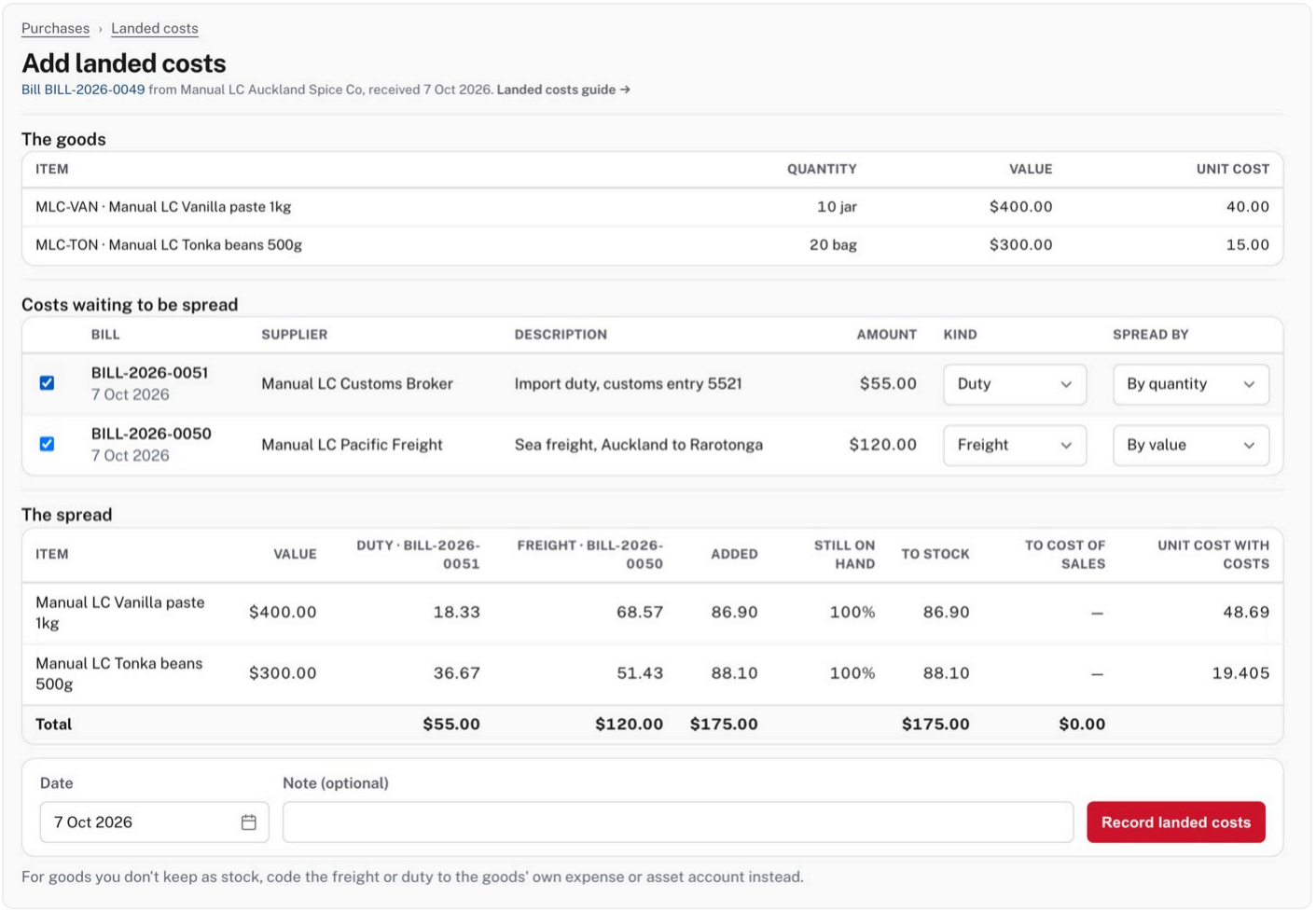
Keep the customs entry with the bill as the evidence for the claim. Choose **Record bill**.

Step 4. Spread the costs over the goods

Purchases → Landed costs.



The top table lists each allocation with its number (*LC-2026-…*), date, goods, supplier, costs, how much went **to stock** and how much **to cost of sales**, and its status. The table below it lists goods received in the last 90 days (goods receipts and stock bills) with the **Landed costs** count already spread and an **Add landed costs** link. (A row that says **Undone**, like *LC-2026-0001* in the picture, stays listed.) Choose **Add landed costs** on the goods' bill.



1. **The goods** shows what is being costed: the items, quantities, value and the unit cost they have now (here 10 jars at $40.00 and 20 bags at $15.00).
2. **Costs waiting to be spread** lists every recorded cost still on Landed Costs Clearing. Tick the ones that belong to these goods (here the freight and the duty). Do not tick a cost that belongs to another shipment.
3. For each cost choose its **Kind** (**Freight**, **Insurance**, **Duty**, **Broker**, **Cartage**, **Other**; a company not registered for VAT is also offered **Import VAT**, from Easy's source) and **Spread by**:

Spread by	What it does
By value	In proportion to each item's value. The usual choice, and the one for the freight in the picture: $400 and $300 of $700, so $68.57 and $51.43 of $120.
By quantity	In proportion to the number of units. Used for the duty in the picture: 10 jars and 20 bags is 30 units, so $18.33 and $36.67 of $55.
By hand	You type each item's share. For duty, take each line's duty from the customs entry. The amounts you type must add up to the cost exactly.

1. **The spread** shows, per item, each cost's share, the total **Added**, **Still on hand**, **To stock**, **To cost of sales** and the **Unit cost with costs**. Here the jars go from $40.00 to $48.69 and the bags from $15.00 to $19.405. Each share is rounded to the cent and any cent left over goes on the line that carries the most, so the shares always add up (Help).
2. Check the **Date** (it starts at the date of the goods, or of a ticked bill if that is later, from Easy's source) and add a **Note** if you like, then choose **Record landed costs**.

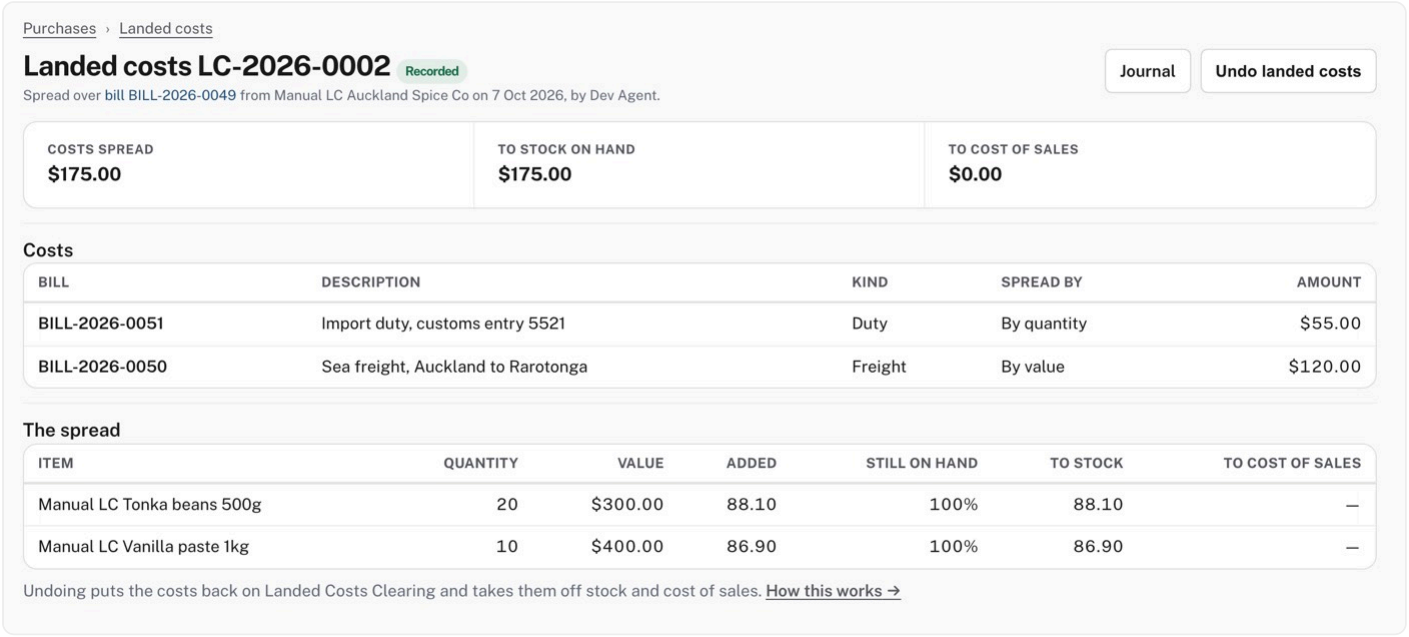
> **Check the tick boxes before you record**
>
> The page spreads exactly the costs ticked. A freight bill ticked against the wrong shipment makes both shipments' stock values wrong, and the way back is to undo the landed costs and spread again.

If some of the goods were already sold

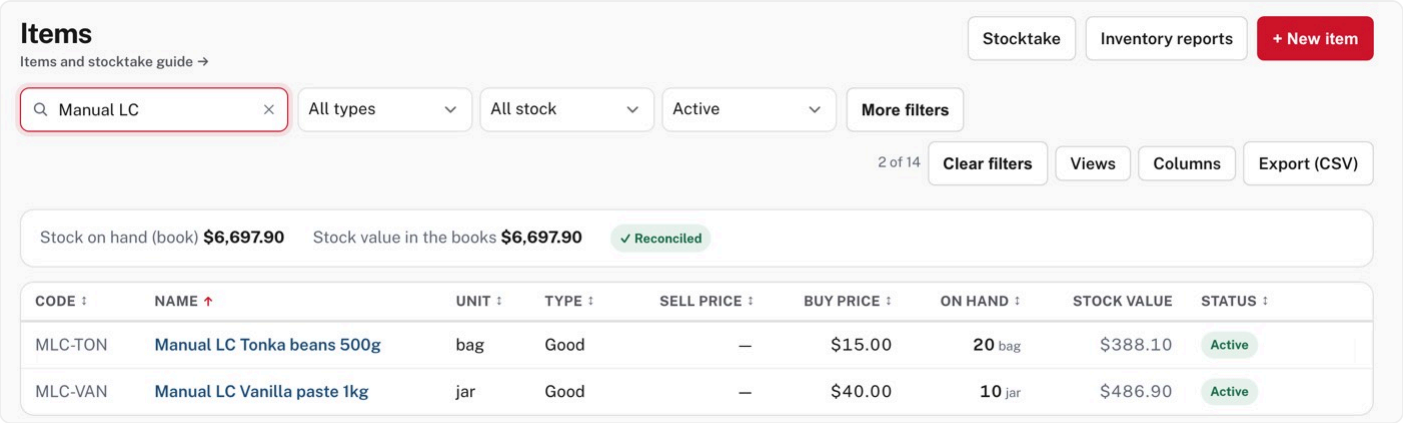
Stock is valued at average cost. If some goods were sold or written off before the costs arrived, the share for those goods goes to **cost of sales** and only the share for what is still on hand goes onto stock; **Still on hand** shows the proportion per line. In the picture all of it is on hand, so everything went to stock. *Not shown in the demo: this is from Easy's Help; the goods in the picture had not been sold.*

Step 5. Check the result

After **Record landed costs** you land on the allocation.



It shows the **number**, the status (**Recorded**), the total **spread**, how much went **to stock on hand** and **to cost of sales**, the costs and how each was spread, and the share each item took (the beans took $88.10 and the jars $86.90, the sum of their shares of the freight and the duty). **Journal** opens the entry it made. Easy's Help says that entry moves the cost out of Landed Costs Clearing into Inventory on Hand (and cost of sales for what was sold), and records the stock value with it, so the stock value on Sales → Items and the Inventory on Hand account keep agreeing. The goods' bill now has a **Landed costs** card listing the allocations that touched it.



On **Sales → Items** the jars' stock value is $486.90 ($400.00 plus $86.90) and the bags' $388.10 ($300.00 plus $88.10), and the line at the top still says **Reconciled**: the stock value in the books agrees with the stock on hand.

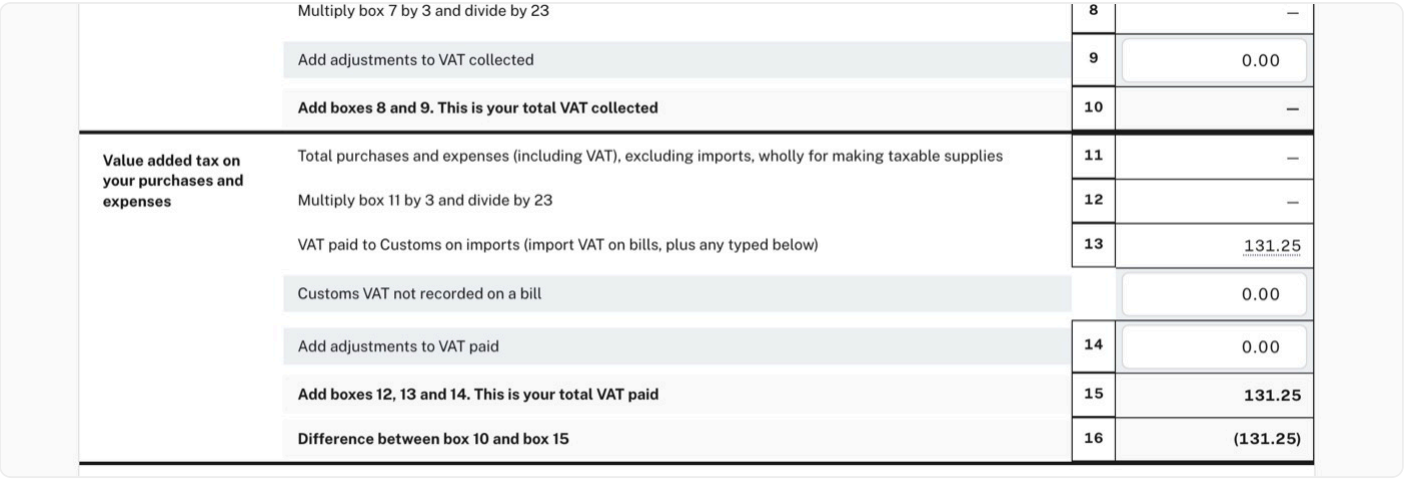
Undoing

Open the allocation and choose **Undo landed costs**. Easy says *LC-2026-... will be undone by an opposite entry dated today. The costs go back to Landed Costs Clearing, ready to spread again.* The allocation then reads **Undone** and stays on the list. From Easy's Help: it can't be undone while today is in a locked period, and while landed costs stand you can't undo the goods' bill, or a bill that gave a cost, until you undo the landed costs first.

Step 6. Claim the import VAT

You don't claim import VAT anywhere special. Because the bill's IMP line is coded as import VAT, the **VAT & PAYE return (RM205)** picks it up.

Accounting → Compliance → VAT and PAYE returns, then open the return for the month of the bill (**Work this return**). The page is titled *VAT & PAYE return (RM205)*.



	Multiply box 7 by 3 and divide by 23	8	–
	Add adjustments to VAT collected	9	0.00
	Add boxes 8 and 9. This is your total VAT collected	10	–
Value added tax on your purchases and expenses	Total purchases and expenses (including VAT), excluding imports, wholly for making taxable supplies	11	–
	Multiply box 11 by 3 and divide by 23	12	–
	VAT paid to Customs on imports (import VAT on bills, plus any typed below)	13	131.25
	Customs VAT not recorded on a bill		0.00
	Add adjustments to VAT paid	14	0.00
	Add boxes 12, 13 and 14. This is your total VAT paid	15	**131.25**
	Difference between box 10 and box 15	16	**(131.25)**

Pictured in the separate practice company described at the top. Box **13**, **VAT paid to Customs on imports (import VAT on bills, plus any typed below)**, shows **131.25**, and the total VAT paid in box **15** and the difference in box **16** follow from it. In that month there is no other VAT, so box 16 reads (131.25): a refund. The line **Customs VAT not recorded on a bill** is for a Customs charge you have no bill for; **don't type here what is already on a bill**. From Easy's Help:

- If the company is registered for VAT, the IMP line goes to **VAT Payable** and appears in box 13; it is never in box 11 or 12.
- Box 13 adds the import VAT on your bills to anything typed on the return, and the return **warns you when a month has both**, in case the typed figure is one of the bills.
- On the **payments basis**, the import VAT on a bill counts in the month you **pay** the bill.

See Monthly VAT and PAYE returns for the rest of the return, and VAT: registration, tax codes and rate changes for the IMP code. More detail: Import VAT.

When something goes wrong

- **A cost you recorded isn't in "Costs waiting to be spread".** Check that the bill is recorded (not a draft) and that the line is coded to **Landed Costs Clearing**. When nothing is waiting, the page says *Nothing is waiting to be spread. On a bill, choose Landed Costs Clearing for the freight, duty or broker lines, then come back.*
- **The costs came after most of the goods were sold.** Spread them as usual: the share for what was sold goes to cost of sales, as Step 4 explains.
- **The wrong costs were spread.** Choose **Undo landed costs** on the allocation and spread again. Nothing is deleted.
- **Import VAT is typed on the return and is also on a bill.** The return warns about it. Clear the typed figure.

Check before you continue

Check before you continue

- ◯ Every freight, duty and broker bill for the shipment is **recorded** and coded to **Landed Costs Clearing**.
- ◯ Import VAT is on its own line with the **IMP** code (or, if the company isn't registered, coded to Landed Costs Clearing).
- ◯ The goods and the costs ticked on **Add landed costs** belong to the same shipment, and the spread method suits each cost.
- ◯ The new unit costs look right, and **Sales → Items** still says **Reconciled**.
- ◯ Nothing is left waiting on Landed Costs Clearing for a shipment you have already spread.
- ◯ The month's RM205 shows the import VAT in box 13 once, not also typed under **Customs VAT not recorded on a bill**.

Banking and cash

Import a bank statement and set bank rules

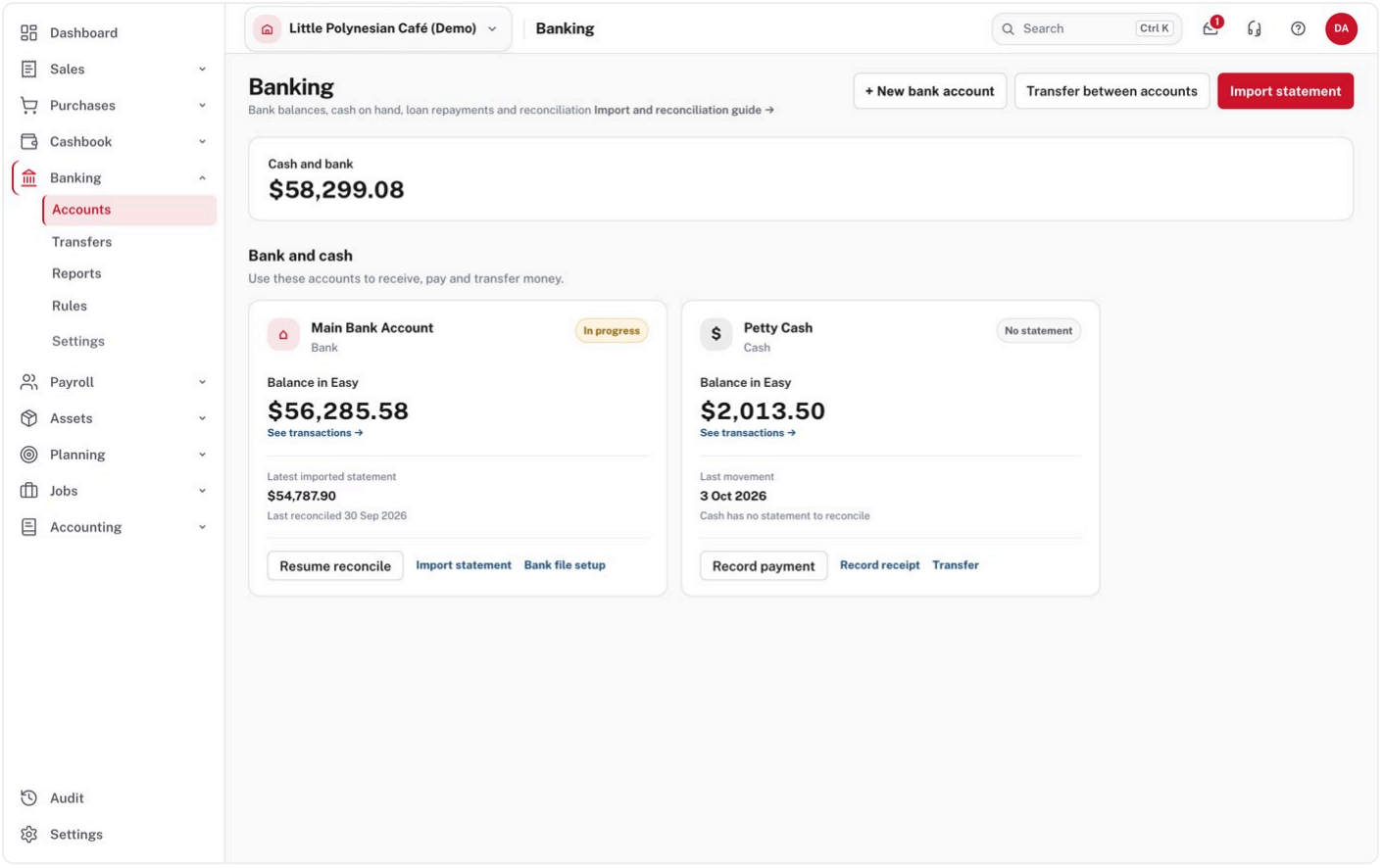
Do this each time you download a statement from your bank, before you reconcile. Importing brings in what the bank says happened; it does not change your books. **Bank rules** then code the repeating lines (bank fees, interest, a monthly direct debit) the same way every time.

> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, importing a small made-up CSV. The CSV used for the pictures is in the manual's repository (`screenshots/samples/statement-oct-2026.csv`) if you want to practise with it.

Before you start

- **The bank account exists in Easy.** Choose **+ New bank account** on **Banking** and pick the kind: a bank account, cash on hand, a credit card or a loan. Cash on hand has no statement to import.
- **The statement belongs to that account**, and its period follows the last statement you reconciled.
- **Download it from your bank** as CSV, OFX or QIF. OFX and QIF go straight to the review; a CSV needs its columns set up once per account.

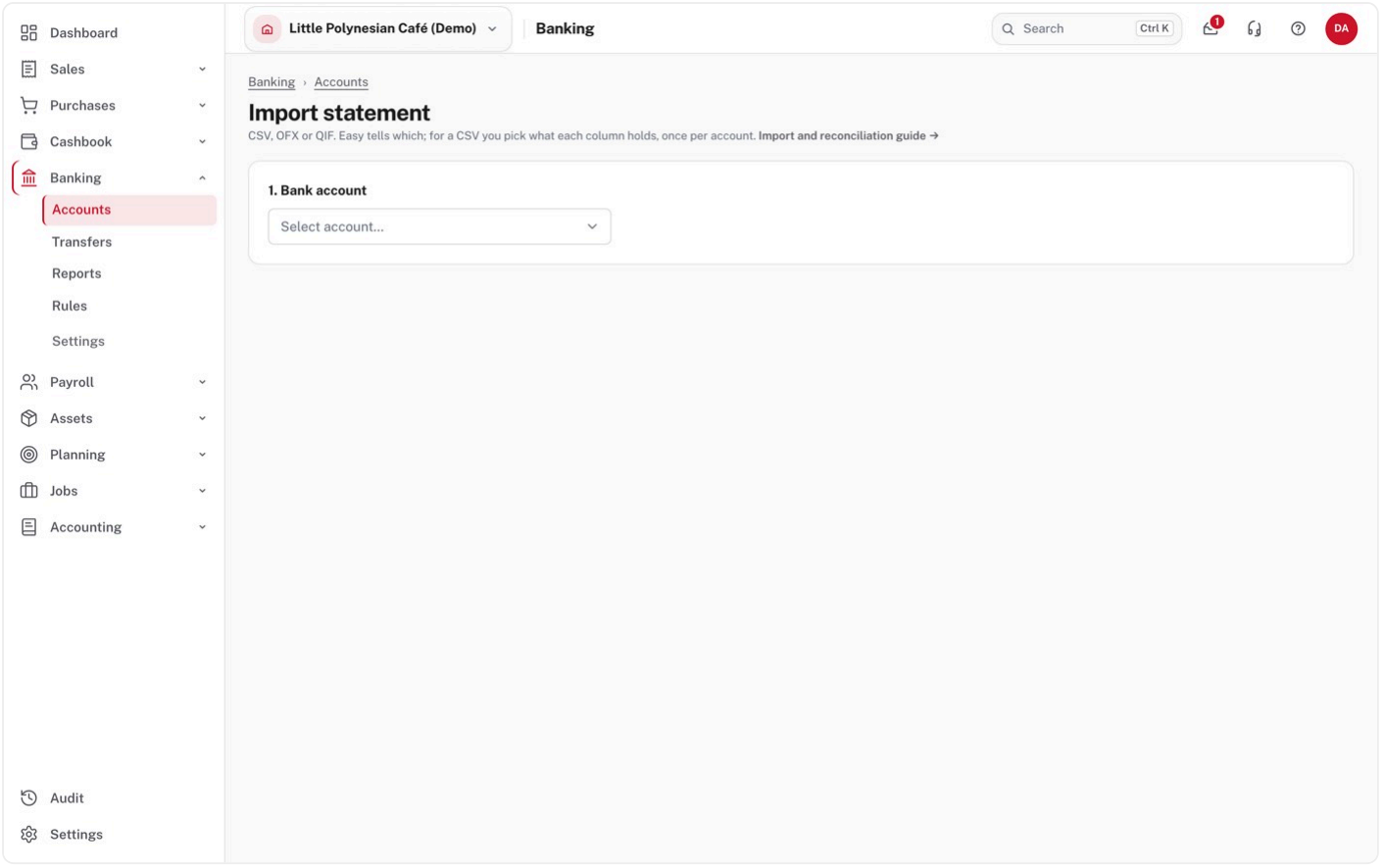
Step 1. Open Banking

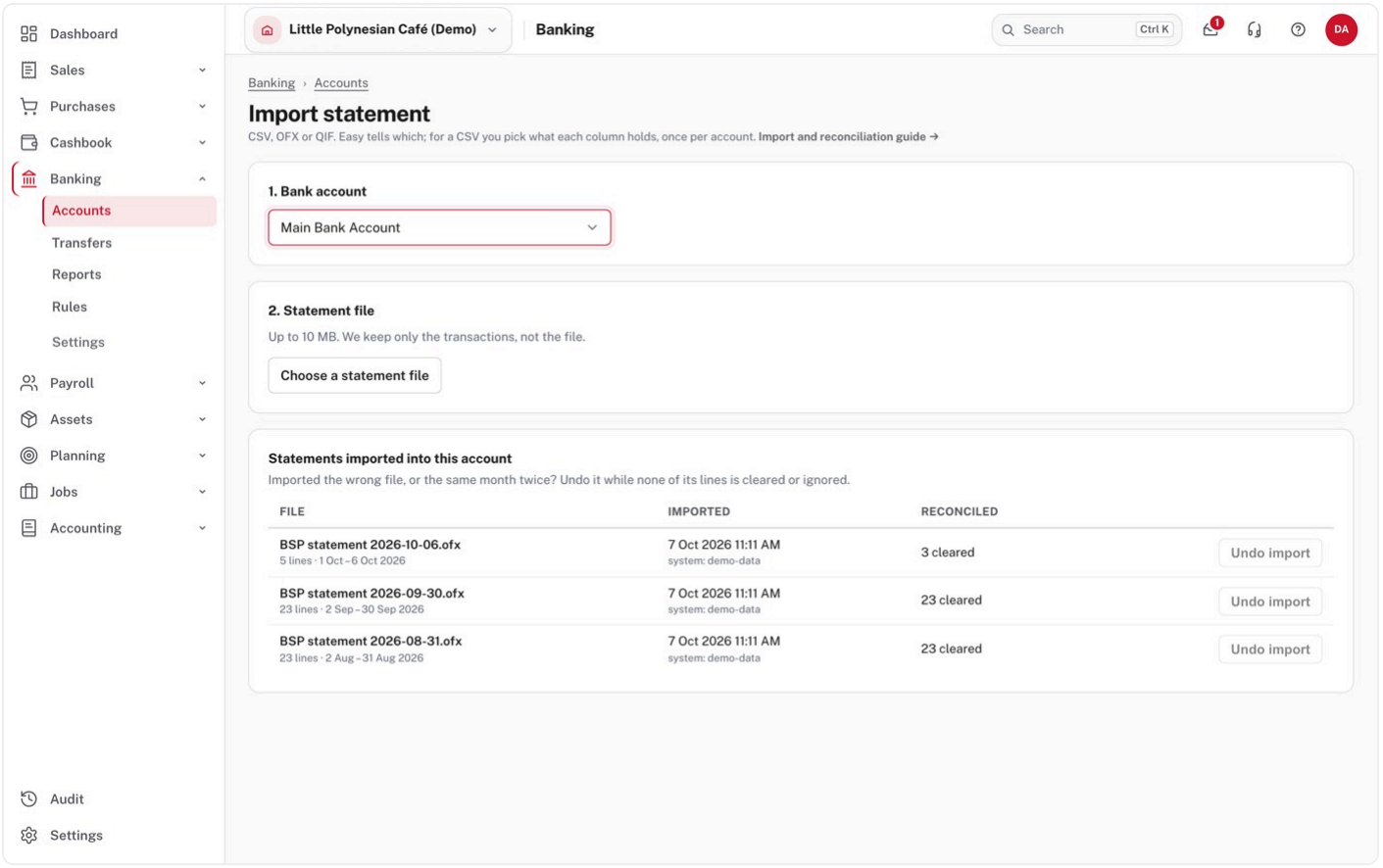


Each account has a card. The bank account shows its **balance in Easy**, the **latest imported statement** and when it was **last reconciled**, with buttons for **Import statement**, **Bank file setup** and **Resume reconcile**. **Petty Cash** says *No statement*: *Cash has no statement to reconcile*, so it only has **Record payment**, **Record receipt** and **Transfer**.

Choose **Import statement** on the account.

Step 2. Choose the account and the file



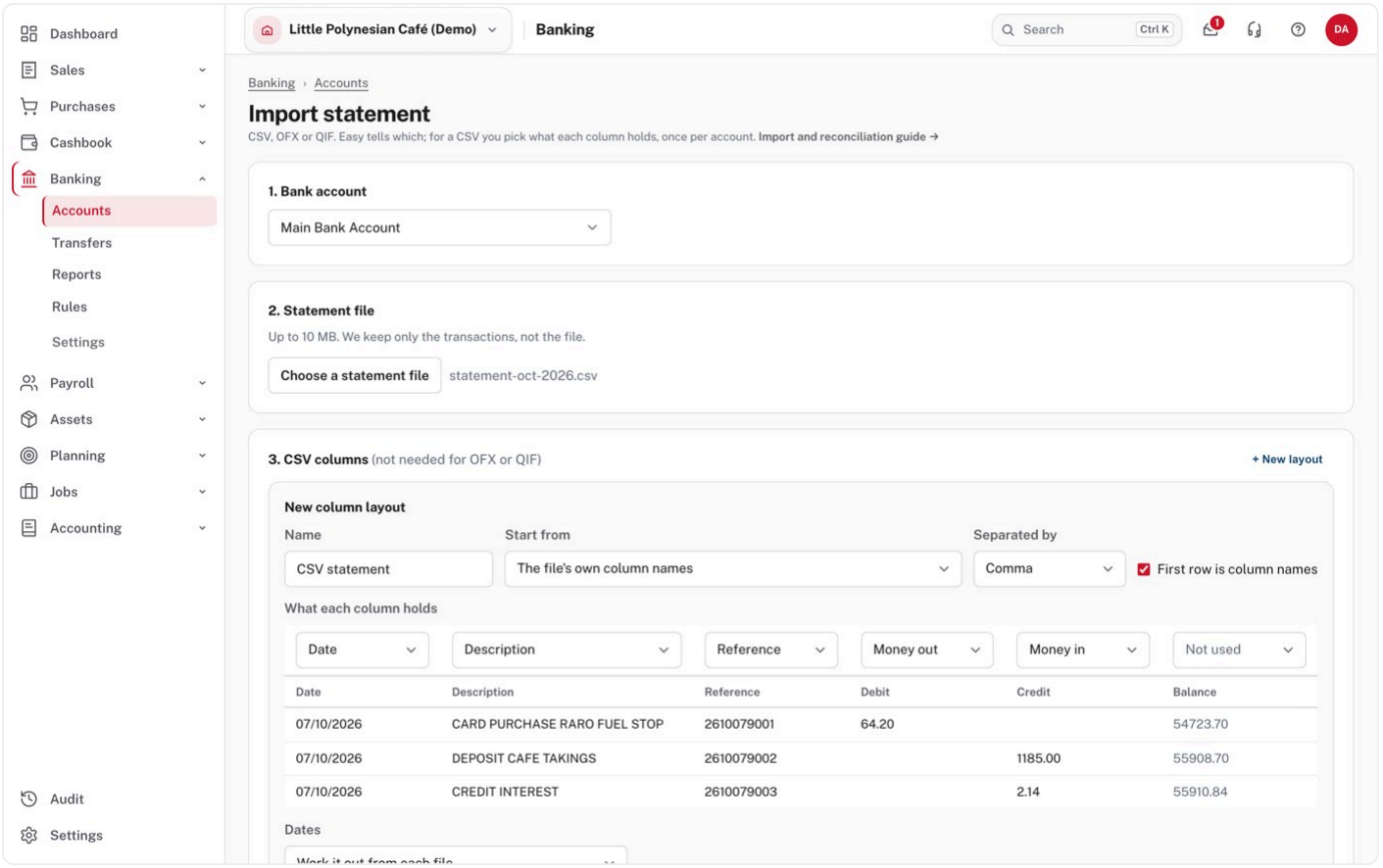


Choose the **bank account**, then **Choose a statement file** (up to 10 MB; Easy keeps only the transactions, not the file). The page lists **Statements imported into this account**, with how many lines each had, when it was imported and how many of its lines are already **cleared** in a reconciliation.

Easy refuses an empty file, a PDF, a spreadsheet or a picture. If it refuses a file named `.ofx` or `.qif` that isn't one, download the statement from your bank again.

Step 3. Set up the columns of a CSV (once per account)

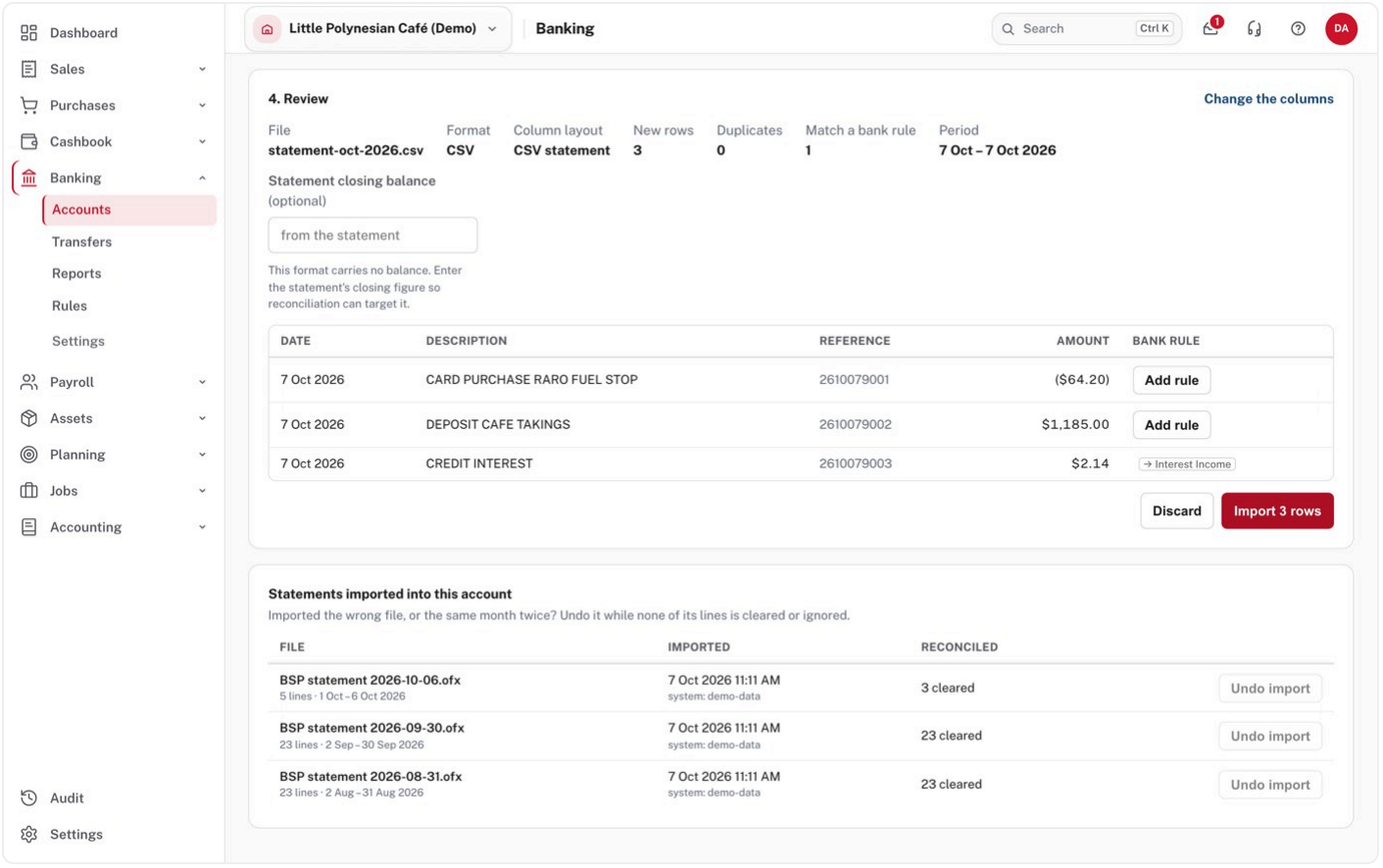
The first time you choose a CSV for an account, Easy shows its first rows with a picker for each column.



- Pick what each column holds: **Date**, **Description**, **Reference**, **Amount**, **Money in**, **Money out**, or **Not used** (a running balance, for example). Easy guesses from the column names, so often there is nothing to change. Use either one **Amount** column or a **Money in** and **Money out** pair. If the bank shows payments as positive numbers in its one amount column, tick **Payments are shown as positive numbers**.
- **Start from** fills the columns with a typical BSP, ANZ or BCI export. These are only a starting point: check every column against your own file.
- **Separated by** is worked out from the file (comma, semicolon or tab). **First row is column names** is ticked when the first row has no date in it.
- **Dates** are worked out from each file: day first (05/10/2026 is 5 October 2026), year first, or month first only when a date can be nothing else. If your bank writes dates month first, pick that form so an early-month statement is not read day first.
- **How Easy reads it** shows the first lines exactly as they will import.

When they look right, choose **Save and read the file**. The layout is saved for that account, so next month's CSV goes straight to the review. **Change the columns** on the review reopens it, and one account can keep several layouts.

Step 4. Review, then import

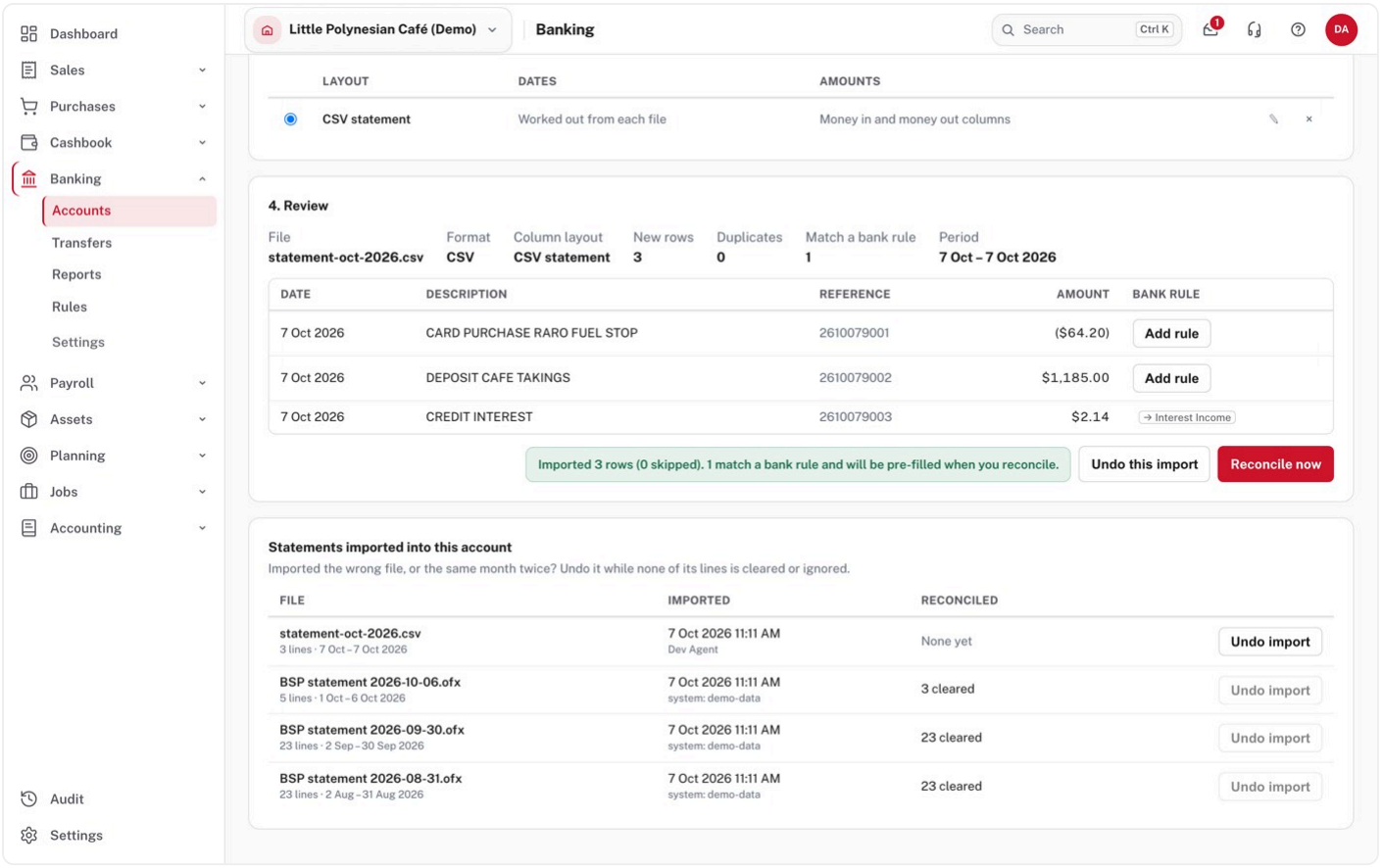


The review shows the **file**, its **format**, the **column layout**, how many **new rows** there are, how many are **duplicates**, how many **match a bank rule**, and the **period** the statement covers. For a CSV (which carries no balance) you can type the **statement closing balance** from the statement, so the reconciliation has a figure to aim for.

Read the rows. The **Bank rule** column shows the account a rule will pre-fill (here → *Interest Income*), and **Add rule** on the rest.

- A row already imported is a **duplicate** and is skipped, so uploading the same file twice adds nothing.
- A row marked **Possible duplicate** has the same date and amount as one already imported under different wording (the same month downloaded as CSV and again as OFX, for example). It is a warning only: untick **Import** beside it if it is the same money, and leave it ticked if it is a genuine second payment on the same day.
- A row dated on or before the last finished reconciliation still imports, but Easy lists it: check it isn't already part of that statement.

Choose **Import 3 rows**.



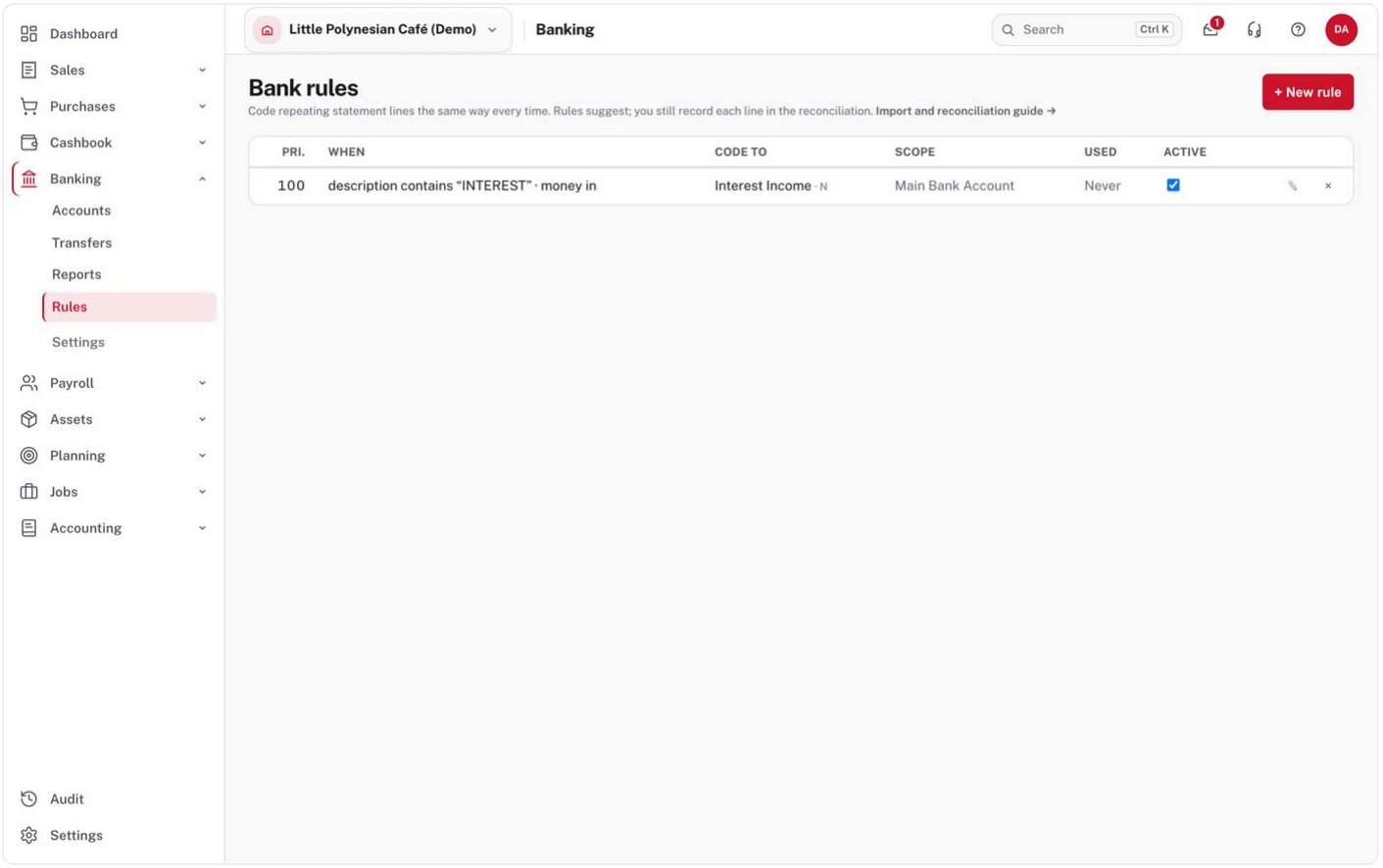
You can **Reconcile now**, or **Undo this import** straight away. Imported rows are what the bank says happened; each still needs to be matched to your records, or recorded, when you reconcile.

Undo an import

Imported the wrong file, or the same month twice? The page lists the statements already imported into the account. **Undo import** removes that file's rows from Easy after you confirm; nothing in your books changes, and you can import the file again. It is greyed out once any of the file's lines has been matched or ignored in a reconciliation (the **Reconciled** column says how many): undo those matches first, then undo the import.

Step 5. Bank rules

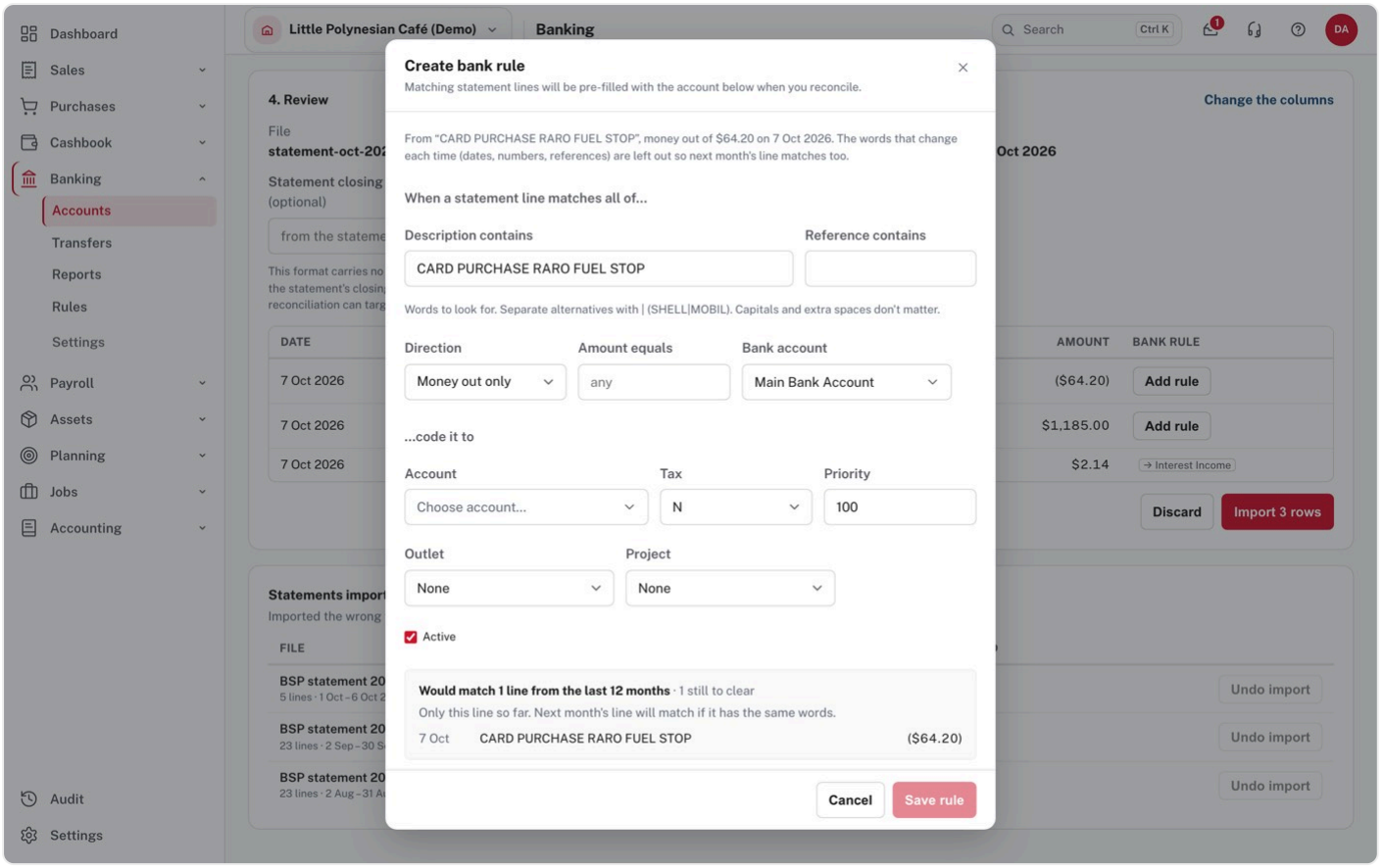
A bank rule codes a repeating statement line the same way every time. **Rules only suggest**: nothing is recorded until you record it in the reconciliation.



Banking → Rules lists every rule: its priority, **when** a line matches, what it is **coded to**, its **scope** (which bank account), how often it was **used**, and whether it is **active**. A rule that says **Never** matches nothing you record, and is usually safe to delete. A line a rule recorded says so once matched ("by rule …").

Make a rule from a line

On the import review, choose **Add rule** on a line (or **Create a rule** after you code a line by hand in the reconciliation).



- **Description contains** holds the words that repeat. Easy keeps the usual payee and leaves out dates, card numbers and the bank's reference, which change every time. Capitals and extra spaces don't matter, and `|` separates alternatives: `SHELL|MOBIL` matches either.
- **Direction**, **Amount equals** and **Bank account** narrow it. The account you code it to decides the direction: an income account takes money in only and an expense account money out only.
- **Account**, **Tax** and **Priority** say what it is coded to. **Outlet** and **Project** tag it for reporting.
- **Check it before you save.** The box at the bottom says how many of your statement lines from the last 12 months the rule would match (here *Would match 1 line*, only the line you started from). If only that line matches, shorten the words so next month's line matches too.
- Untick **Active** to stop a rule for now; delete it when it is no longer wanted. Lines it already coded stay as they are.

Accounts you can't code to. A rule (or a line) can't be coded to a system account that only its own part of Easy records to: payroll clearing, goods received not invoiced, landed costs clearing, opening balance equity, gain or loss on disposal and the two exchange gain/loss accounts. Use **Suspense** for a line you can't place yet. An asset, liability or equity account carries no VAT.

More detail: Import and reconcile a bank statement.

Check before you continue

Check before you continue

- ◯ The statement is for the right account and the right period, and imported once (no duplicates).
- ◯ You entered the statement's closing balance if the file had none.
- ◯ The rules you made would match next month's lines as well as this one.
- ◯ Any row dated before the last finished reconciliation has been checked against that statement.

Next

Bank reconciliation, month by month.

Bank reconciliation, month by month

Do this once a month for each bank account, as soon as you have the statement. Reconciling proves that what Easy says is in the bank agrees with what the bank says is there, and that every line on the statement is in your books exactly once.

About the screenshots

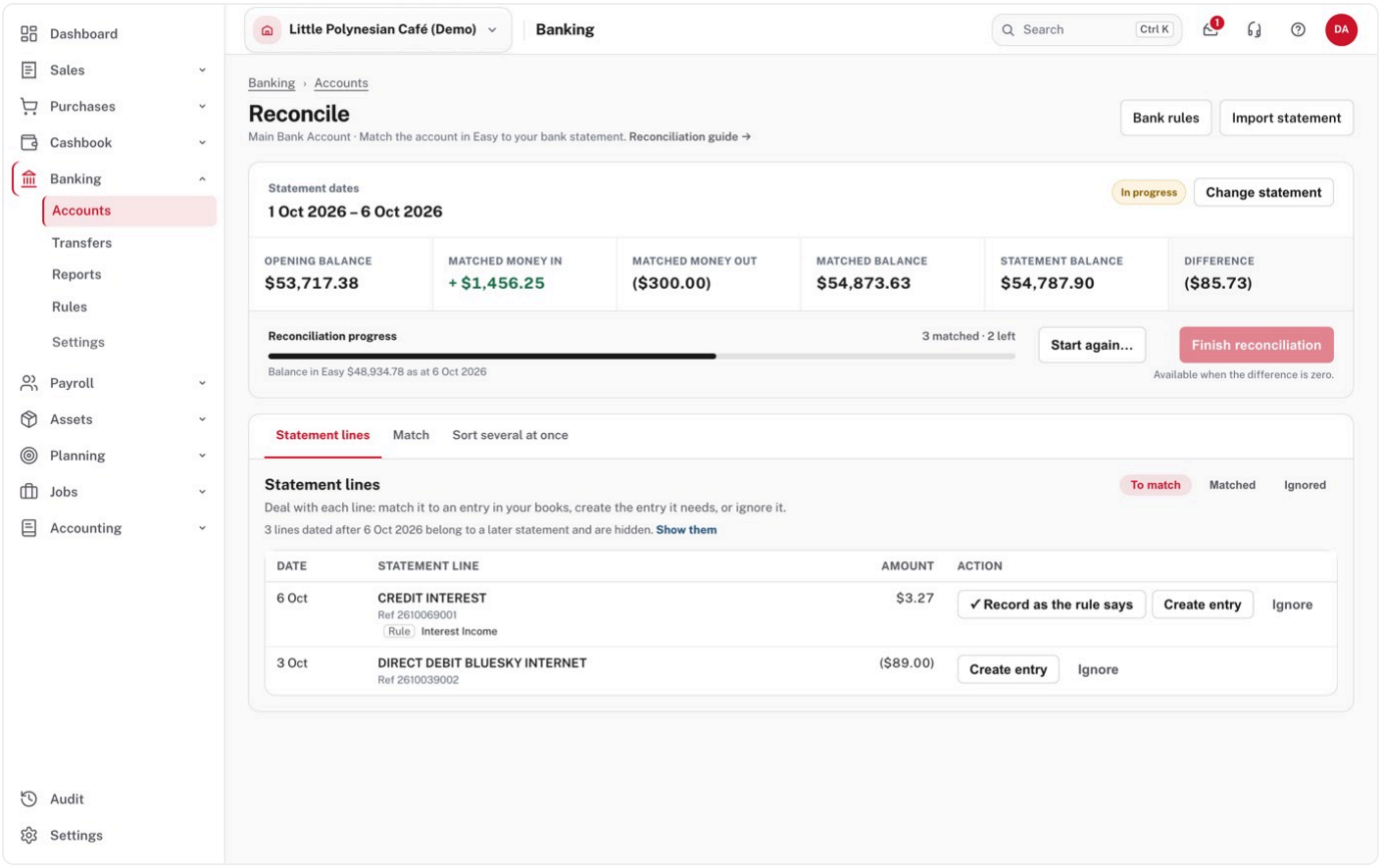
Screenshots are from Easy's demo company, *Little Polynesian Café*, reconciling 1 to 6 October 2026. The demo has two lines left to deal with: an interest line that a bank rule codes, and a direct debit to code by hand.

Before you start

- **The statement is imported** (Import a bank statement).
- **Last month is finished.** The statement you are reconciling follows the last finished reconciliation.
- You have the paper (or PDF) statement for the **dates and the opening and closing balances**.
- Payments and receipts in Easy are up to date, including supplier payment runs and customer receipts.

Step 1. Open the reconciliation

On **Banking**, choose **Resume reconcile** (or **Reconcile** if you have none in progress) on the account.

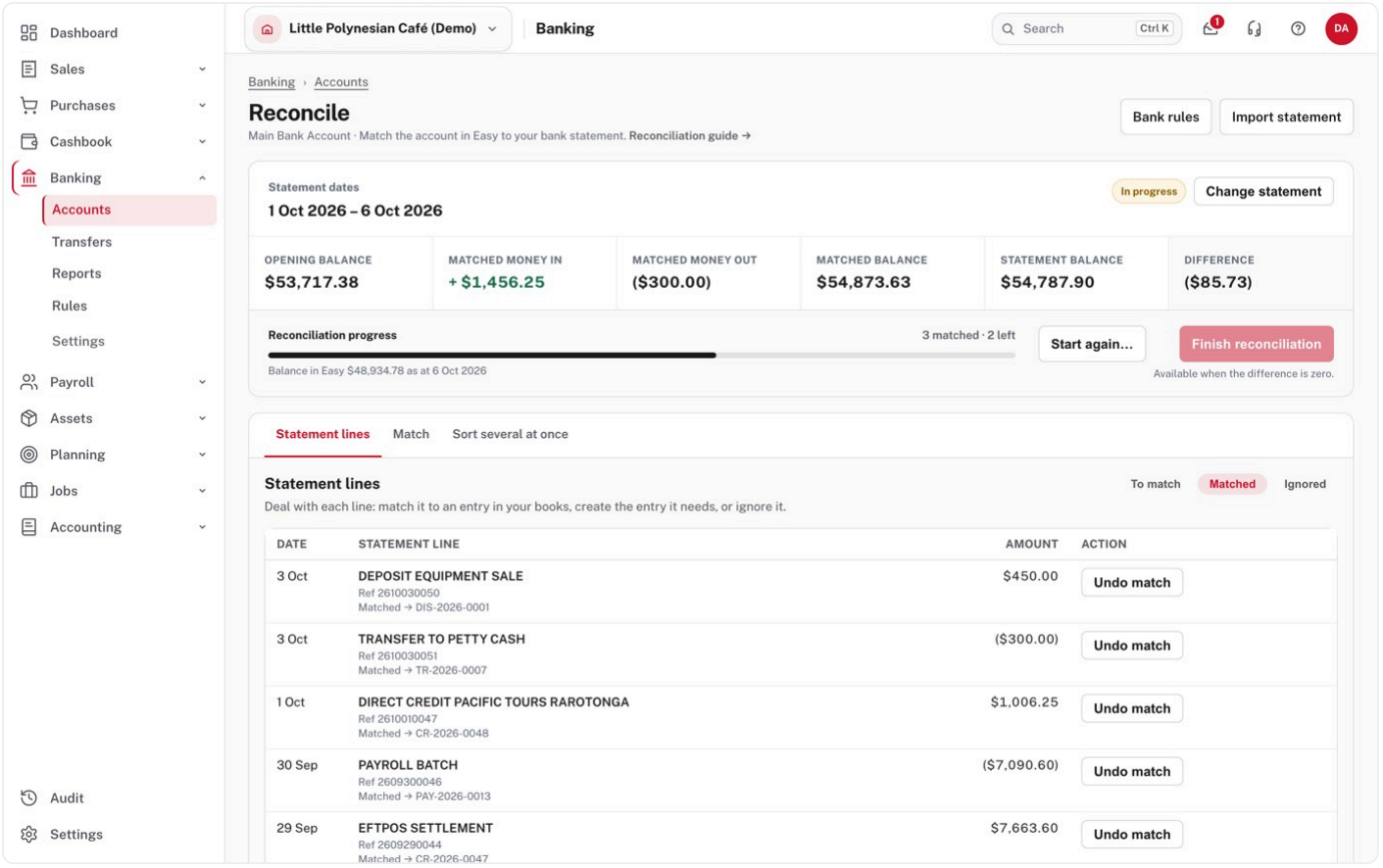


At the top: the **statement dates** and the status *In progress*, with **Change statement** and **Start again...**. Then six figures:

Figure	What it is
Opening balance	Where the statement starts
Matched money in / out	What you have matched so far
Matched balance	Opening plus matched in, less matched out
Statement balance	The statement's closing balance
Difference	Matched balance less statement balance. It must be **zero** to finish

The **progress** bar shows how many lines are matched and how many are left, and **Balance in Easy** is what the books say as at the statement date. The workspace shows **this statement's lines only**; lines dated after its end wait for the next reconciliation (**Show them** lists them too).

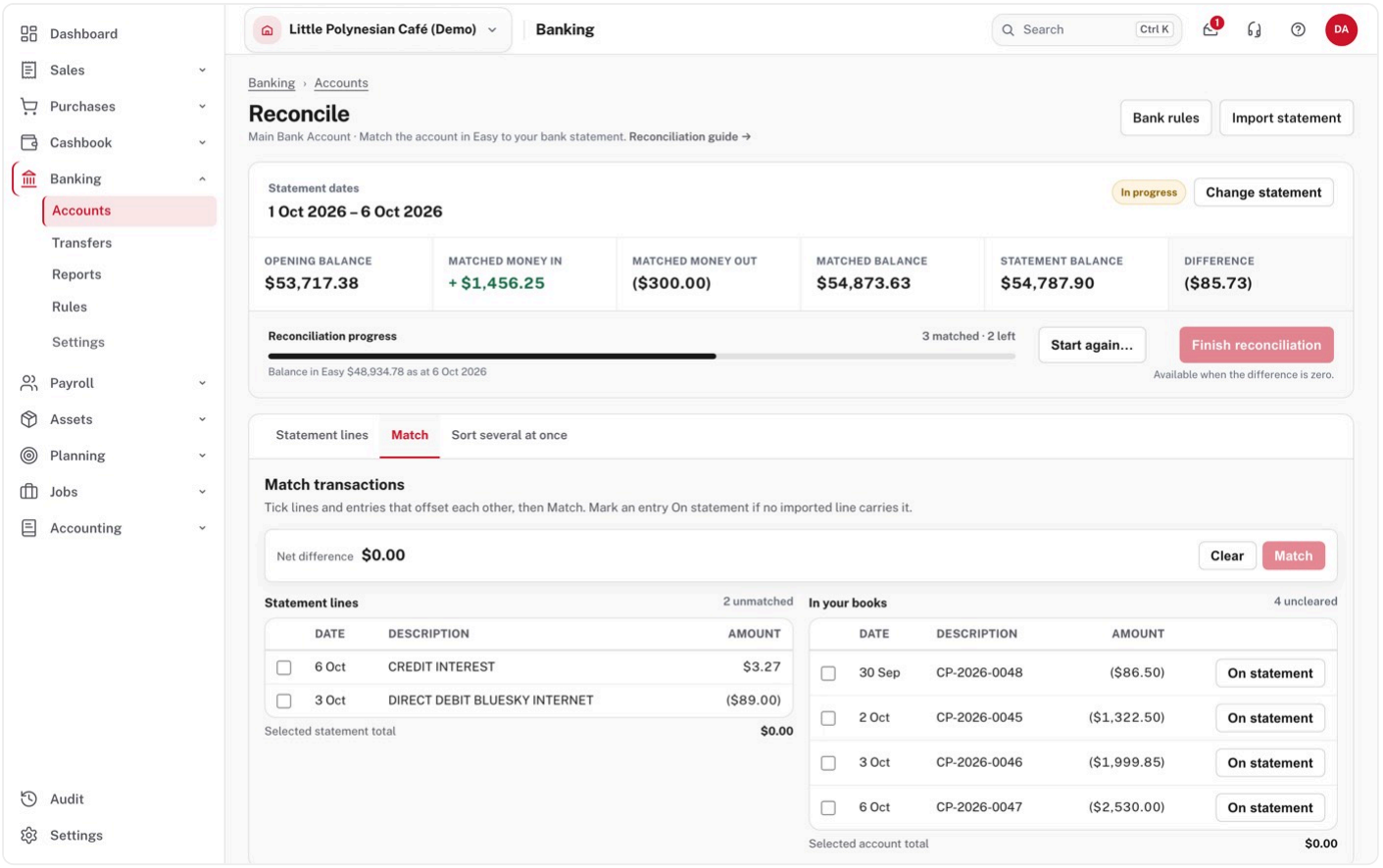
Step 2. Work through the statement lines



On **Statement lines**, use **To match**, **Matched** and **Ignored** to see each group. Easy has already matched what it can, and each line left says what it can be matched with:

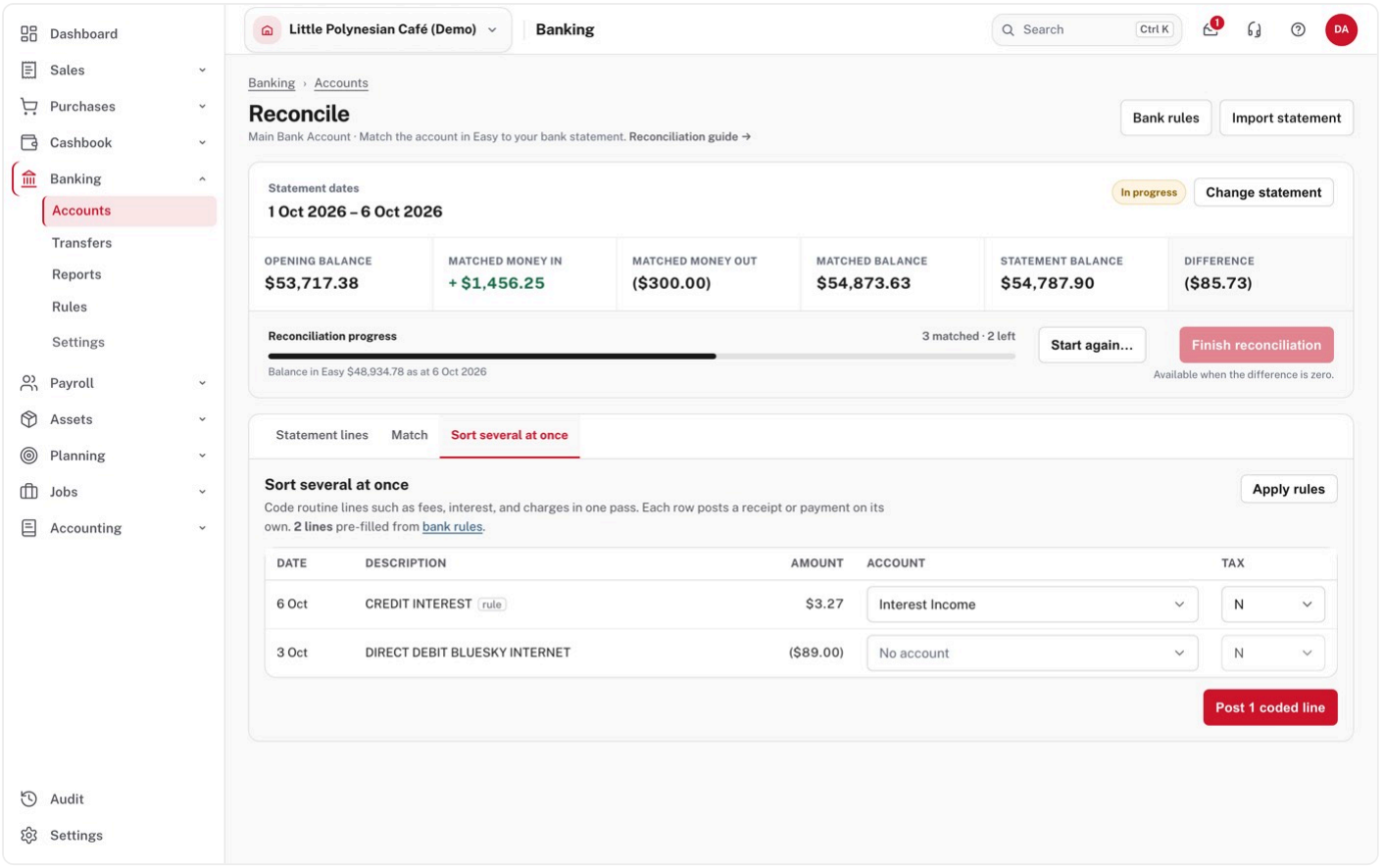
- ✓ **Match**: an entry in your books with the same amount, and why it was picked (for example "same amount, 2 days apart, RC-0042 on the statement line"). ✓ **Match 3 entries** means several entries add up to the line, such as a payment run's payments against one bank debit, or the day's receipts against one deposit.
- ✓ **Receipt for INV-...** or ✓ **Payment for BILL-...**: an open invoice or bill fits the line. One click records the receipt or payment and matches it.
- ✓ **Record as the rule says**: a bank rule codes the line (a **Rule** tag shows the account).
- **Create entry**: nothing in your books fits yet, so you create what the line needs (step 3).
- **Ignore**: the line doesn't belong in your books. It moves to the **Ignored** tab, where **Restore** brings it back.

The Match tab



Use **Match** for lines and entries that offset each other and that Easy could not pair: tick them, check the **net difference** is $0.00, and choose **Match**. An entry you recorded that the bank shows but no imported line carries can be marked **On statement**.

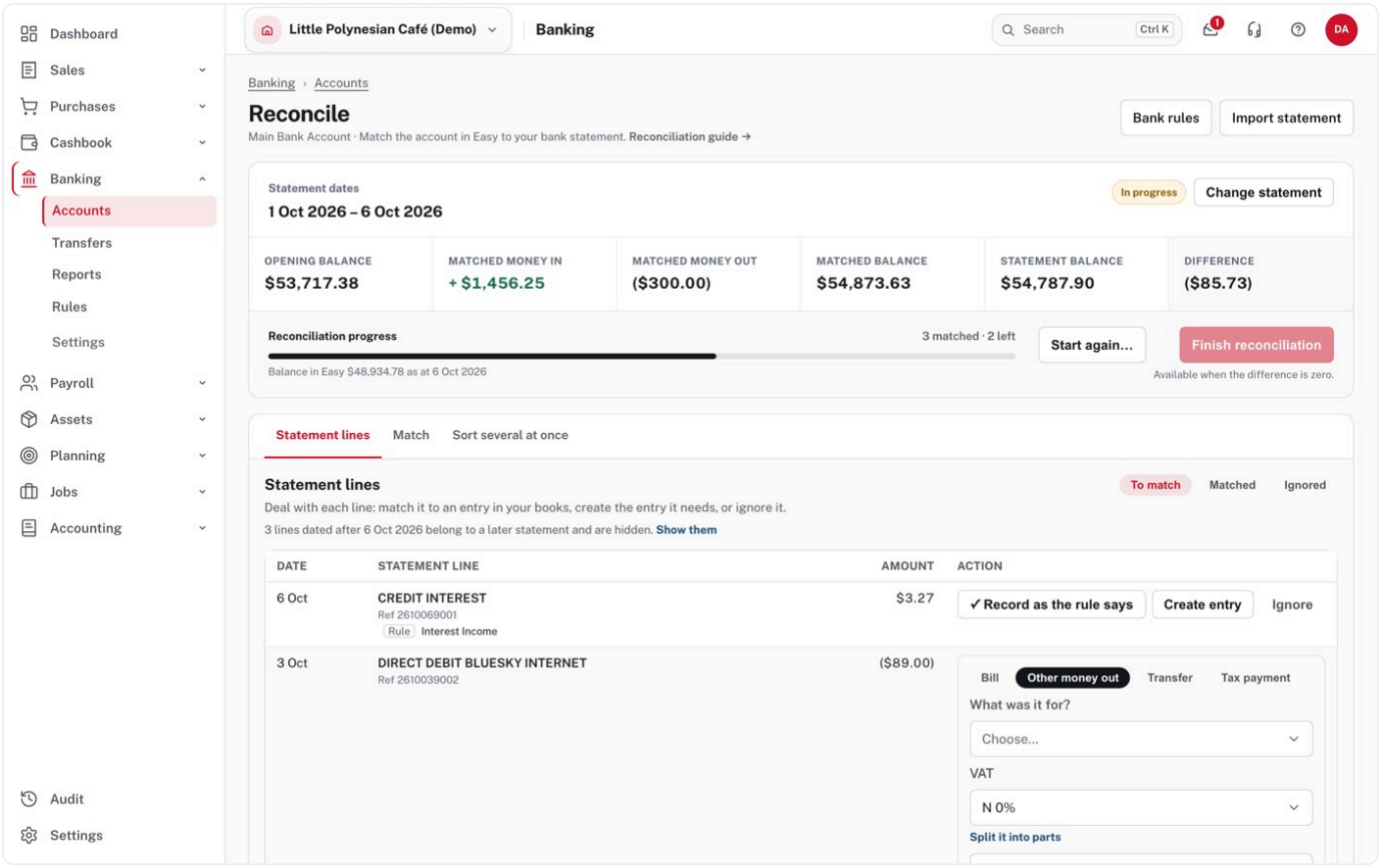
Sort several at once



Sort several at once pre-fills the same bank rules for recording several lines in one go. A line that can't be recorded is named, and the rest are still recorded.

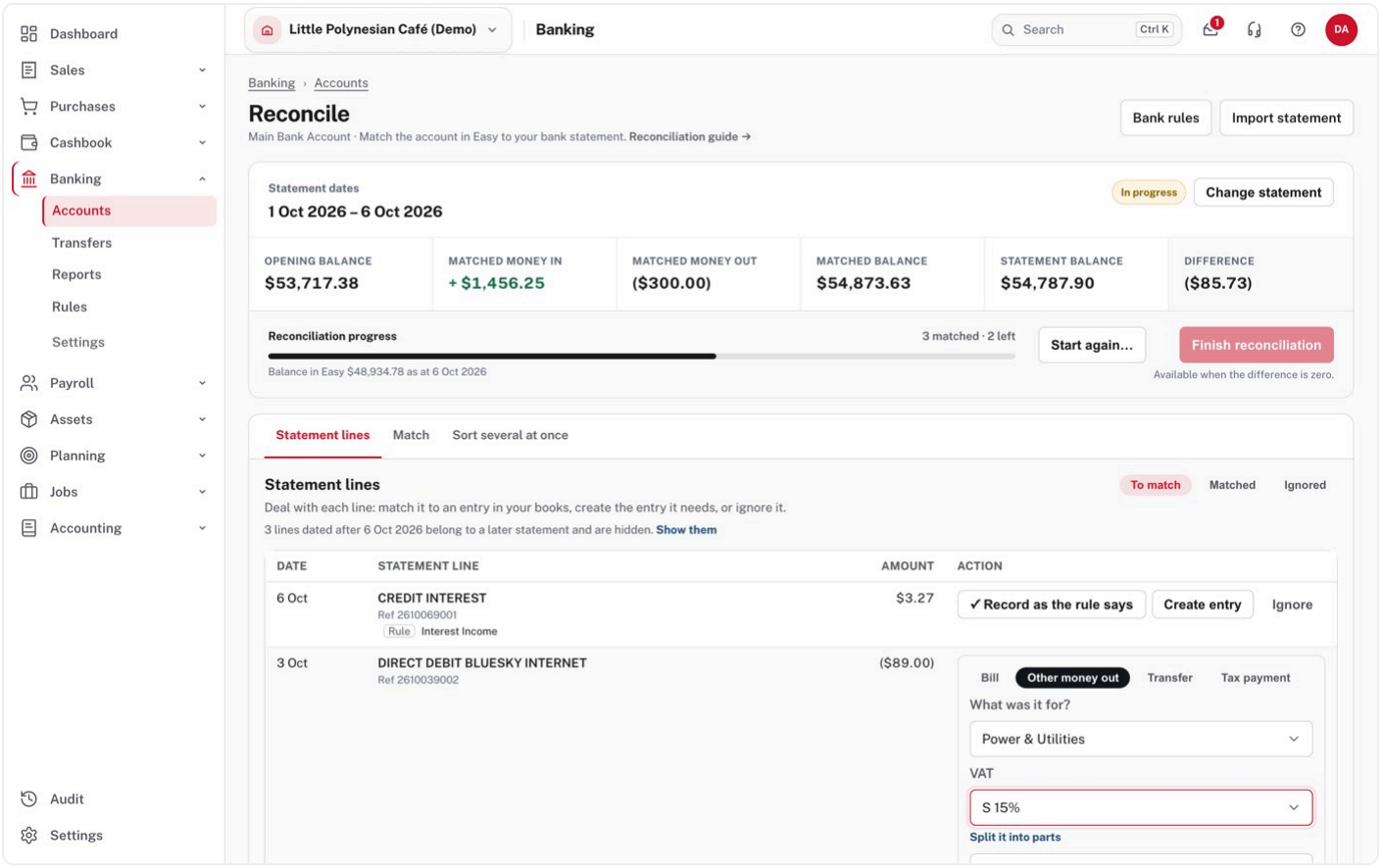
Step 3. Create the entry a line needs

A line with no matching entry needs one. Choose **Create entry**.



Choose the kind: **Bill** or **Invoice** (to settle open ones; the amounts must add up to the line), **Other money out** (or in), **Transfer**, or **Tax payment**. If an entry already matches the line, Easy asks before creating a second one.

For **Other money out**, say **What was it for?** (the account) and the **VAT**.

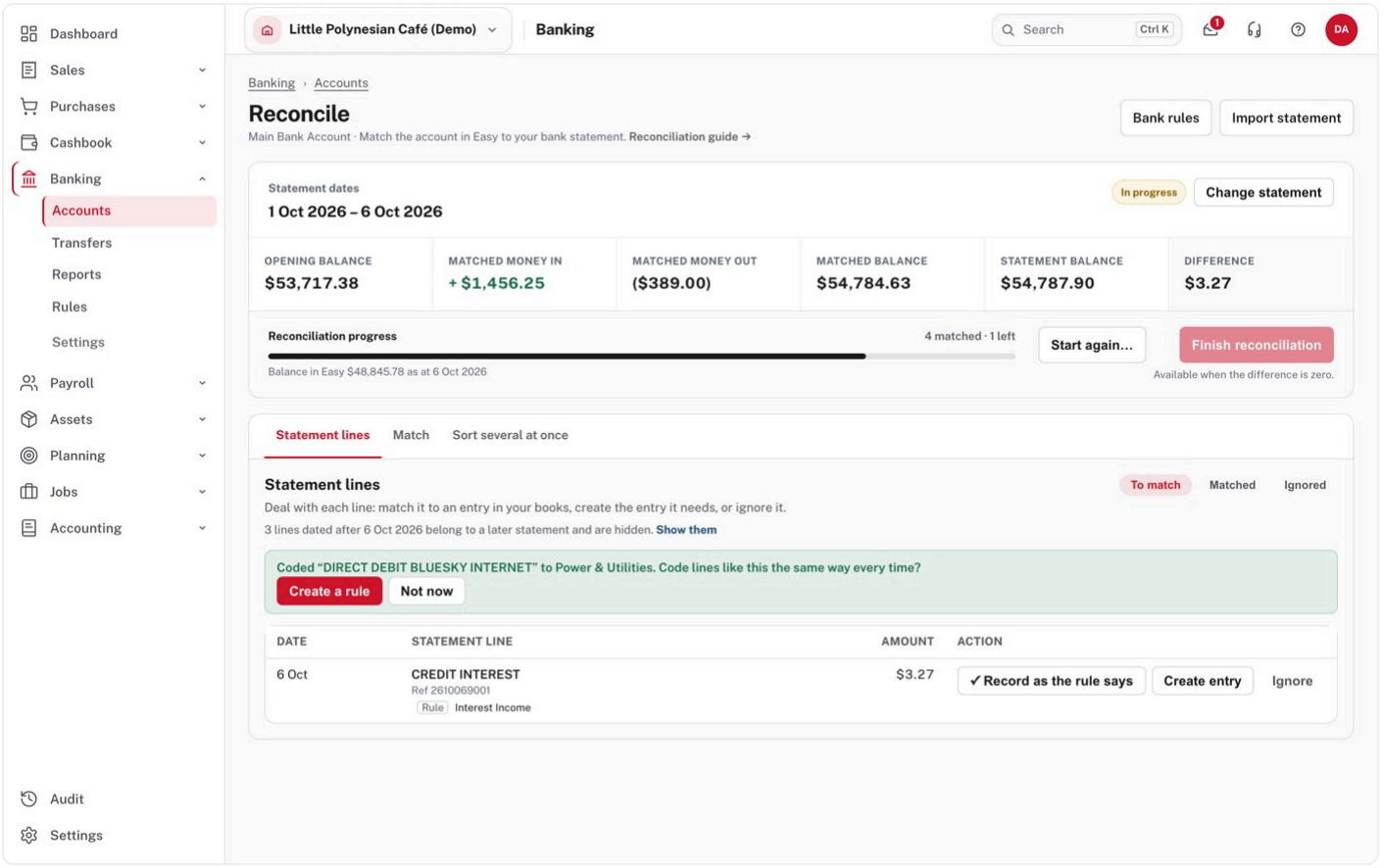


VAT is inside the bank amount

A statement amount is what the bank moved, so it already includes VAT. Coding this $89.00 debit at 15% records $77.39 plus $11.61 VAT, and the bank moves by exactly $89.00. For about one amount in seven no figure plus its VAT lands exactly on the total, and the odd cent goes on a second line with no VAT.

- **Money in to an expense account** is money back on that expense (a supplier's refund), recorded as a receipt that lowers the expense. **Money out to an income account** is money paid back on a sale with no invoice behind it. The editor says which one it will record before you record it.
- **Split it into parts** codes one line to several accounts; the amounts include VAT and must add up to the line. A part that goes the other way is entered as a negative amount.

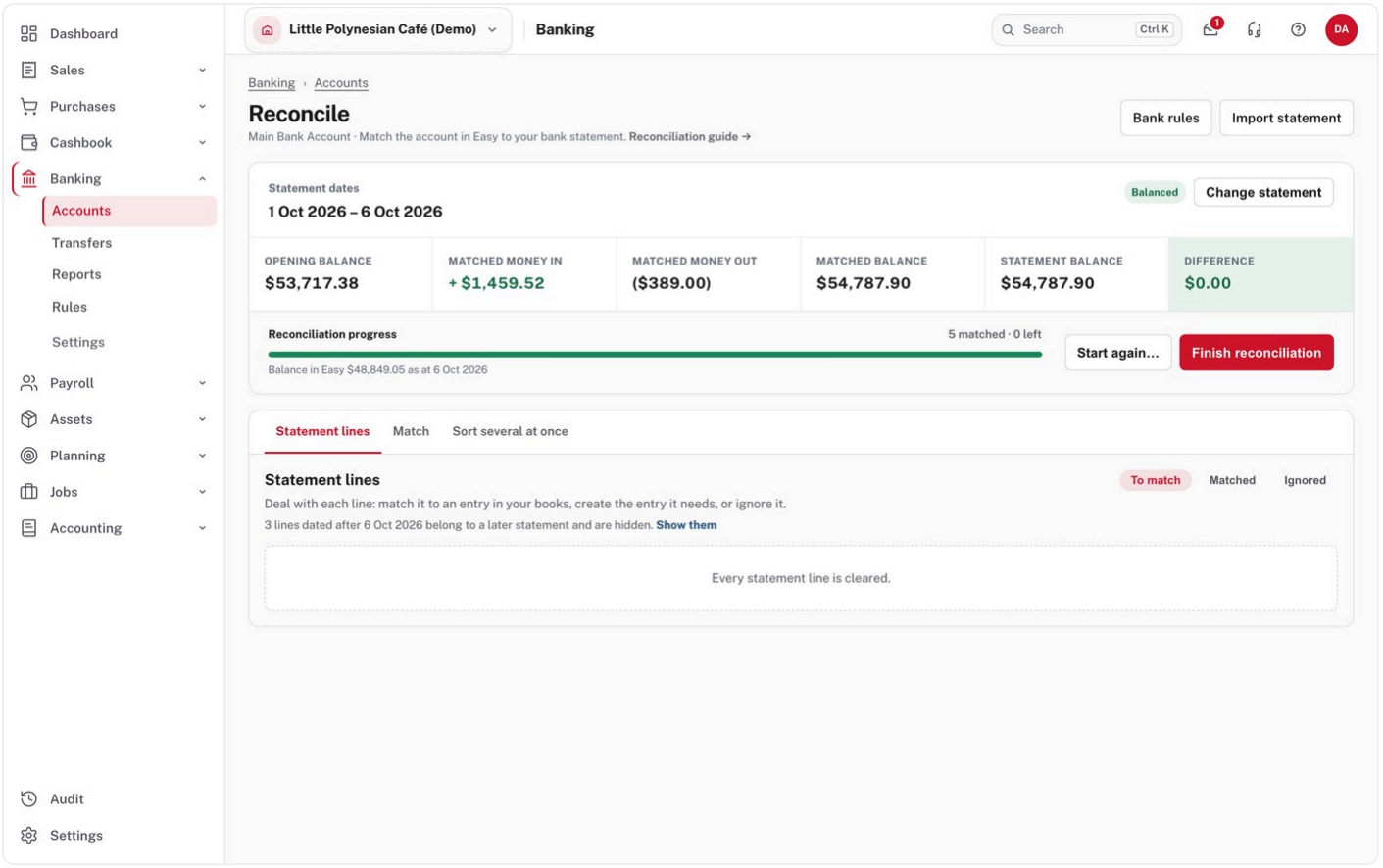
Choose **Record & match**.



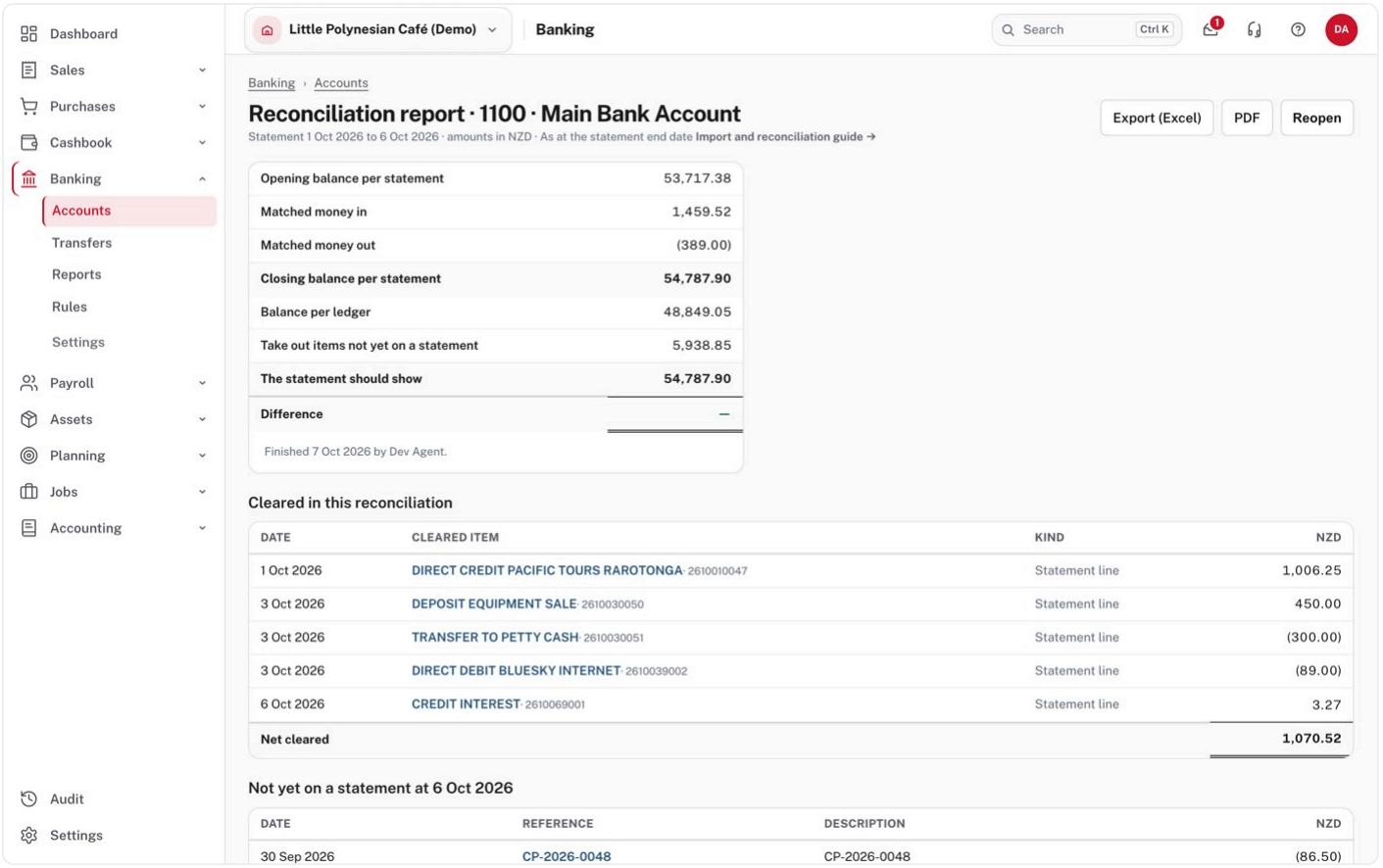
Easy then asks **Code lines like this the same way every time?** Choose **Create a rule** if the line will repeat next month (see Bank rules), or **Not now**.

Step 4. Balance it and finish

For a line a rule codes, choose ✓ **Record as the rule says**. When every line is dealt with, the **Difference** is $0.00 and the status reads **Balanced**.



Choose **Finish reconciliation** (it is only available when the difference is zero).



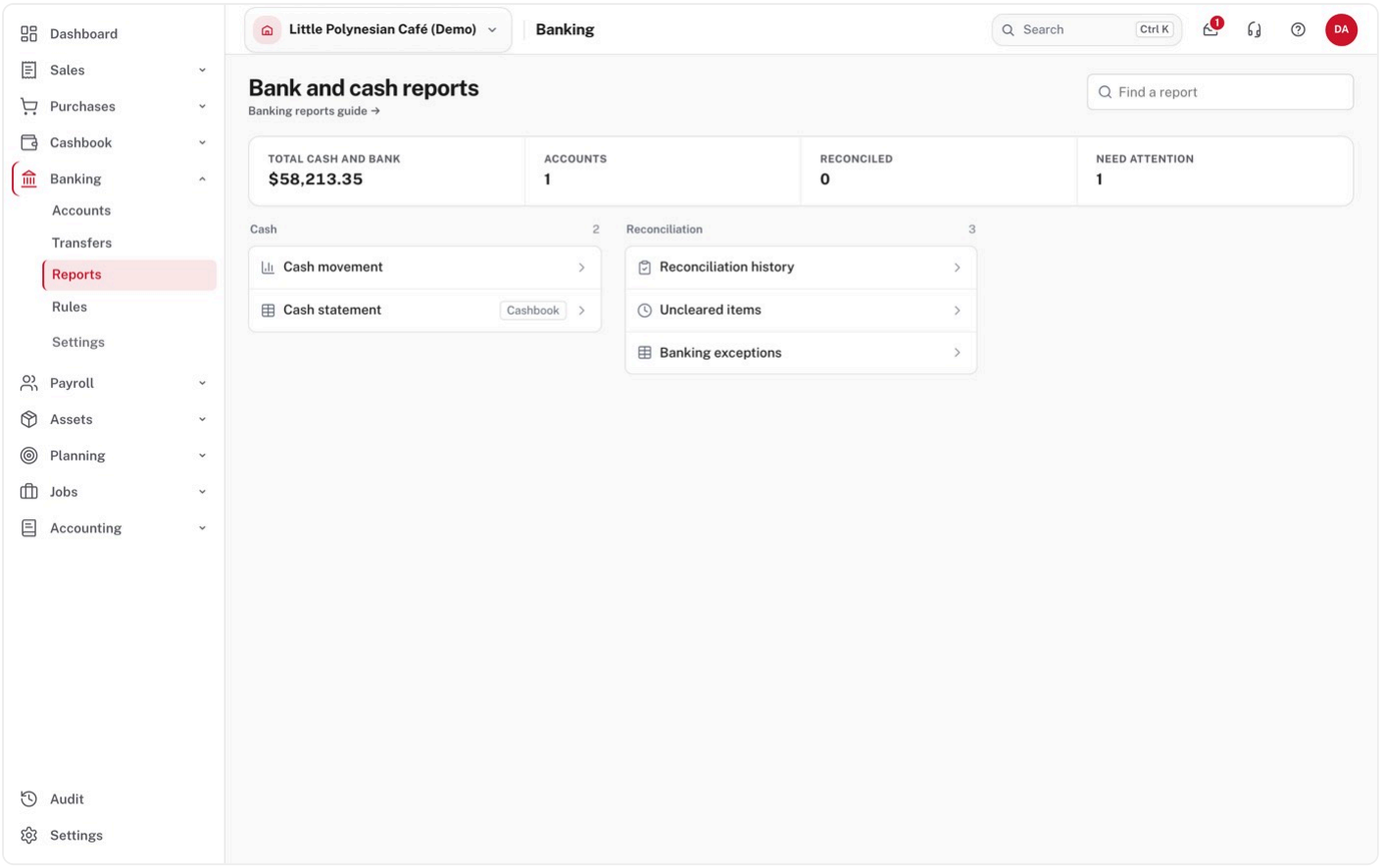
The **reconciliation report** opens. It shows:

- the opening balance, matched money in and out, and the **closing balance per statement**;
- the **balance per ledger**, less the items **not yet on a statement**, which gives **the statement should show**, and the **difference**, which must be nil;
- every line **cleared in this reconciliation**; and
- the items **not yet on a statement** at the end date (payments you have recorded that the bank has not yet paid).

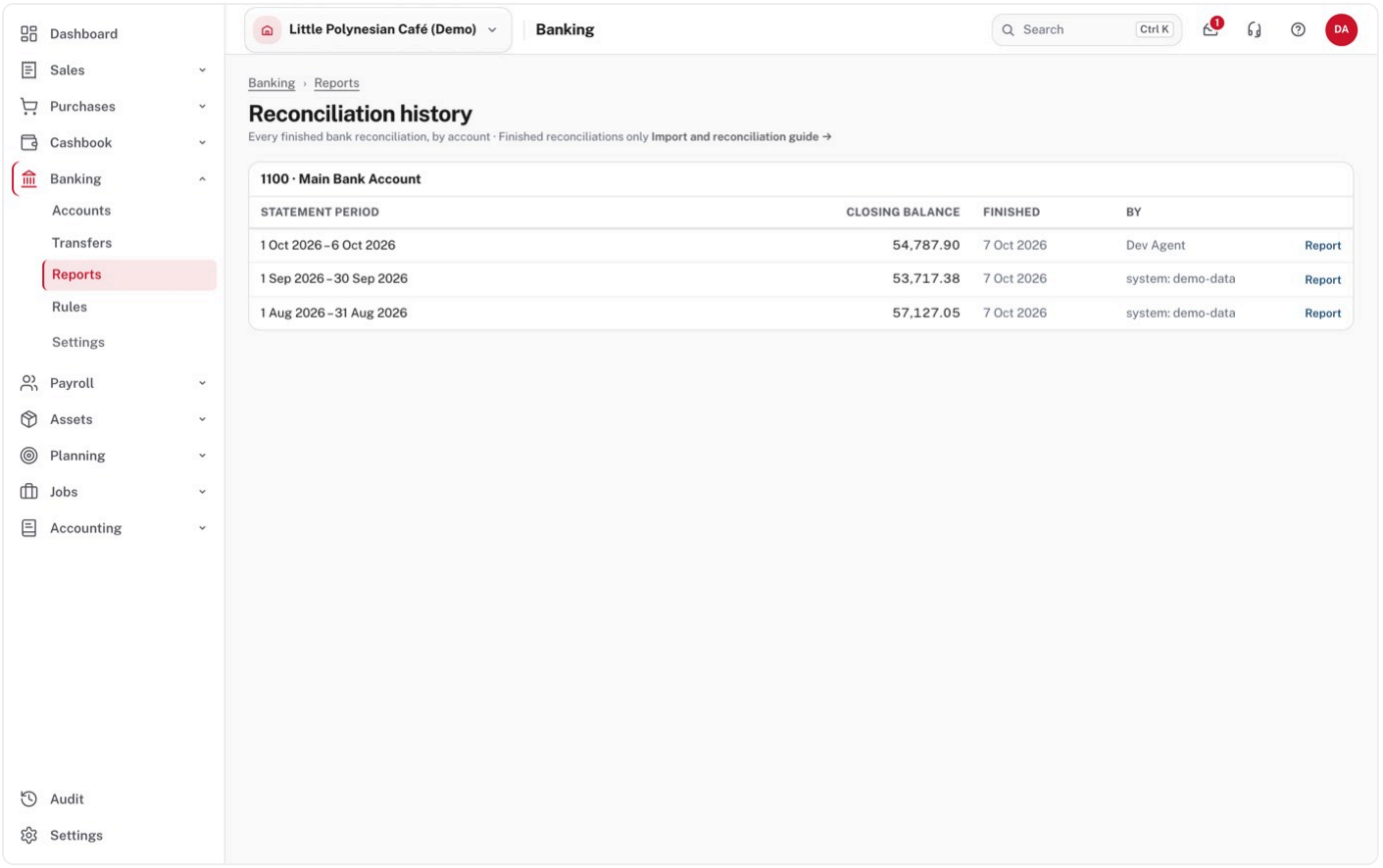
Export (Excel) and **PDF** save it. Finish also checks your books: if your ledger less the items not yet on a statement does not equal the statement's closing balance (usually an opening balance that differs from the books'), Easy says by how much and asks before finishing.

Step 5. Check the month-end banking reports

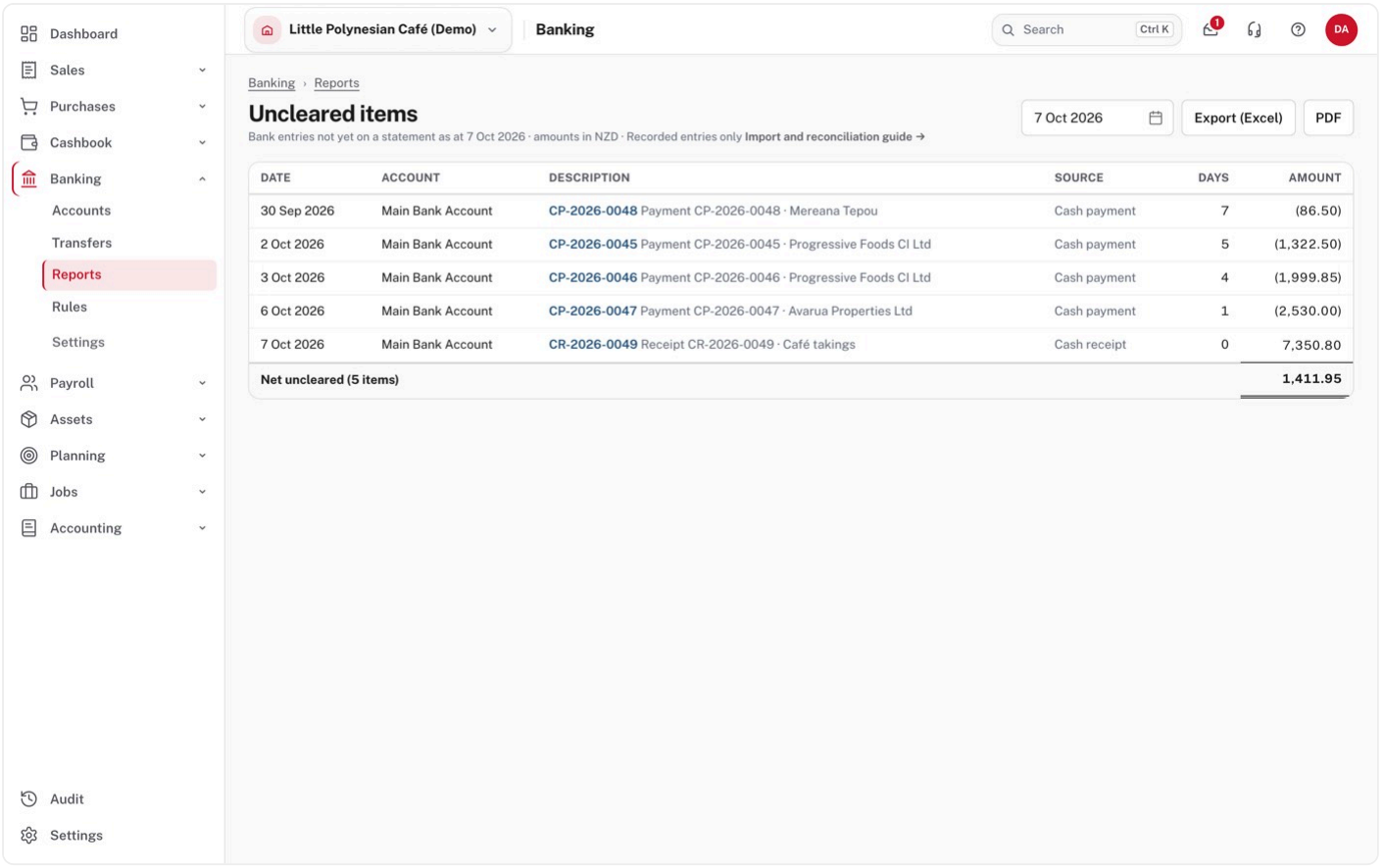
Banking → Reports has the reports you need to look at after every reconciliation.



- **Reconciliation history** lists every finished reconciliation by account, newest first, with a link to each report.



- **Uncleared items** lists bank entries not yet on a statement at the date you choose. After a reconciliation it should hold only what you expect to reach the bank soon: recent payments and receipts, and cheques not yet presented.



- **Banking exceptions** shows, for each account, how many imported statement lines are unmatched, how many have a rule suggestion, how many are **rule gaps** (lines no rule covers, so a new rule may save work), how many are ignored and how many duplicates were skipped. Use the page trail at the top of any report to step back.

A finished reconciliation's report is read as at its statement end date, so matching an item next month does not change a finished month.

If something is wrong

What you see	What to do
The difference won't reach zero	Check the statement dates and opening balance, a missing movement, or a duplicate import. Don't add an adjustment until you know why.
You started on the wrong statement	**Change statement** (beside the dates) changes its dates and balances; what is already matched stays matched. **Start again...** throws everything away: lines you coded here are undone with an opposite entry and need coding again.
A finished month was wrong	Open the reconciliation report (Banking → Reports → Reconciliation history) and choose **Reopen**. Only the latest finished reconciliation of an account can be reopened, and you must give a reason, which is kept in the audit trail.
You undid a payment the bank never saw	If neither it nor its opposite is on any statement, the two cancel out and drop off the lists from the date it was undone.
An entry is matched but needs cancelling	Undo the match in the reconciliation first (**Undo match**), then cancel the entry.

More detail: Import and reconcile a bank statement.

Check before you continue

Check before you continue

- ◯ The statement dates and balances are exactly as printed on the statement.
- ◯ The difference is nil, and every statement line is matched or deliberately ignored.
- ◯ The reconciliation report is saved (PDF or Excel) with the month's papers.
- ◯ **Uncleared items** holds only what you expect to reach the bank soon.
- ◯ You then close the period (see Month-end checklist).

Receipts, payments and transfers

Use the **cashbook** for every movement of money that is not already covered by a payment run or a bank statement line. Every receipt, payment and transfer is recorded **once**, against the right bank or cash account, and then matched to the bank statement when you reconcile (Bank reconciliation).

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*. Names and amounts are examples.

Choose the right entry

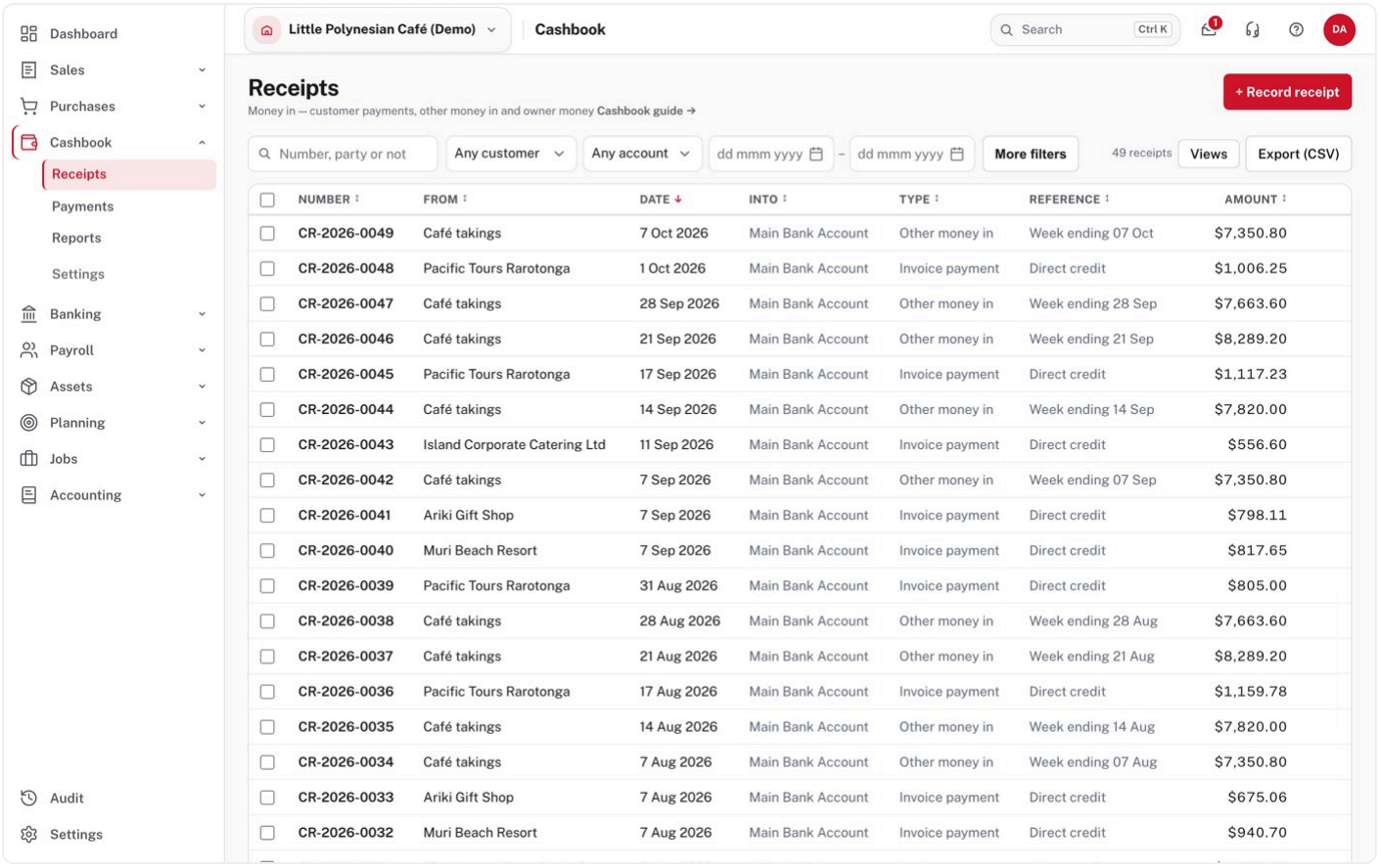
The money is…	Use
A customer paying an invoice	**Cashbook → Receipts**, or **Record receipt** on the invoice (Raise, send and get paid)
A supplier being paid	**Record payment** on the bill, or a payment run (Pay suppliers)
Money with no customer or supplier (takings, a bank fee, interest)	**Other money in** / **Other money paid out**
An owner putting money in or taking it out	**Owner money in** / **Owner money out**
Moved between two of your own accounts	**Banking → Transfers**
A loan or credit-card repayment	**Banking → Make repayment** on the loan's card (it splits principal, interest and fees)

Before you start

- The bank or cash account exists (Banking, step 1).
- For a settlement, the **invoice or bill is recorded** and the customer or supplier exists.
- The date is in an **open period**. A locked period refuses new entries (Month-end).

The lists

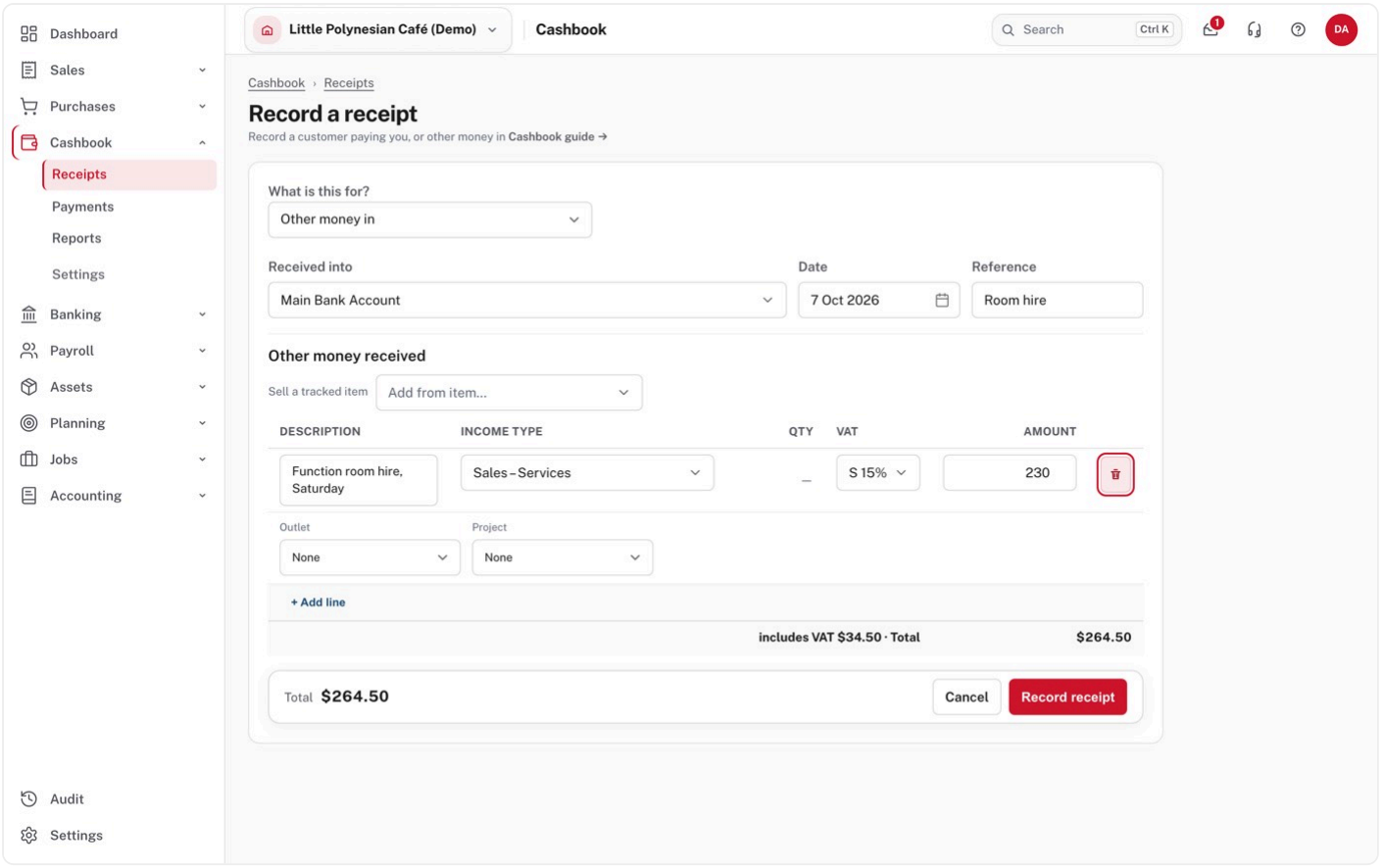
Cashbook → Receipts and **Cashbook → Payments** list every entry.



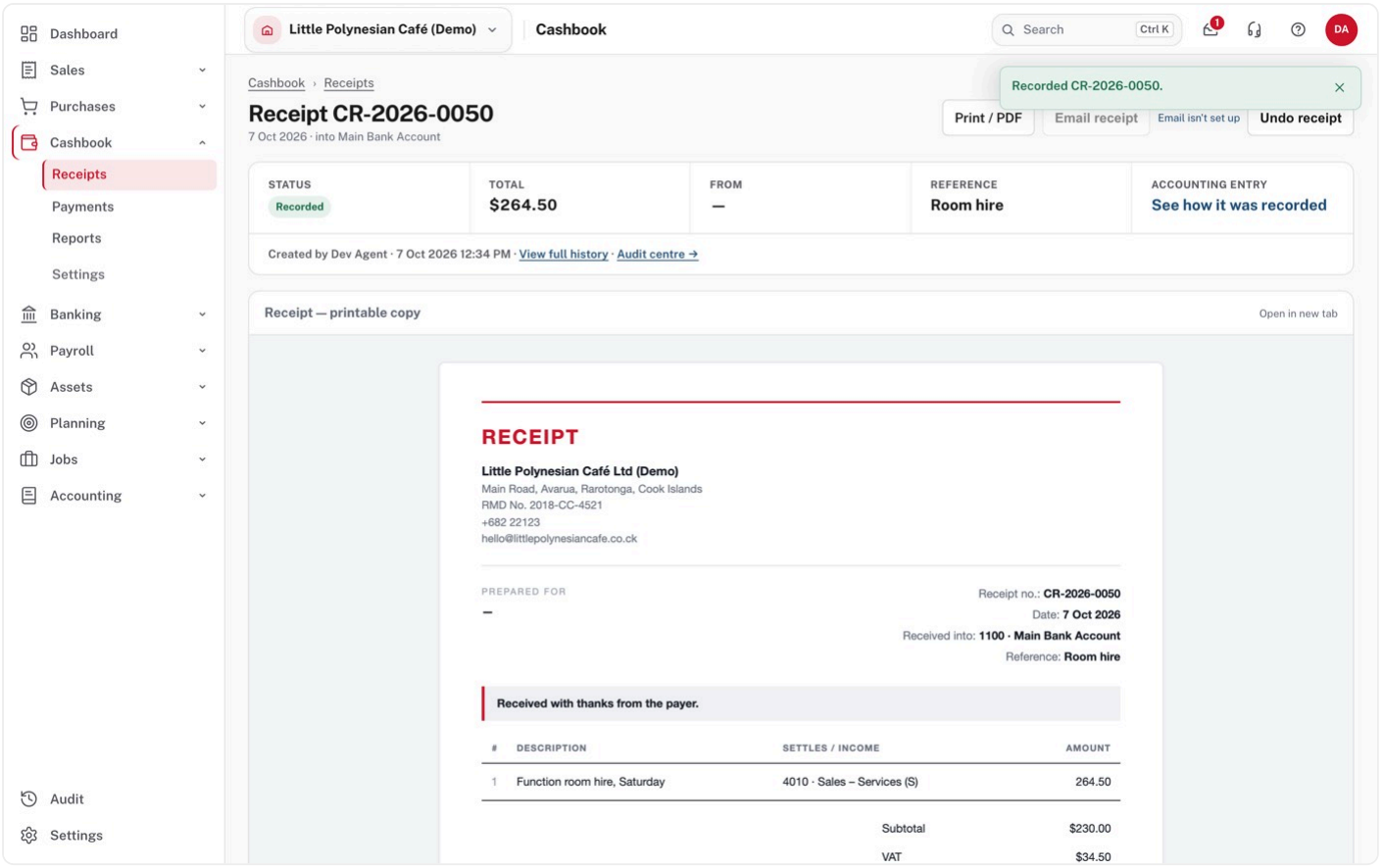
Filter by customer, by account and by date; **Type** says *Invoice payment*, *Other money in* or owner money. Choose **+ Record receipt** (or **+ Record payment**) to add one. A receipt opens to its printable copy and the accounting entry behind it.

Other money in

For money with no customer: the café's weekly takings, room hire, interest. Choose **+ Record receipt**, then **What is this for? → Other money in**.



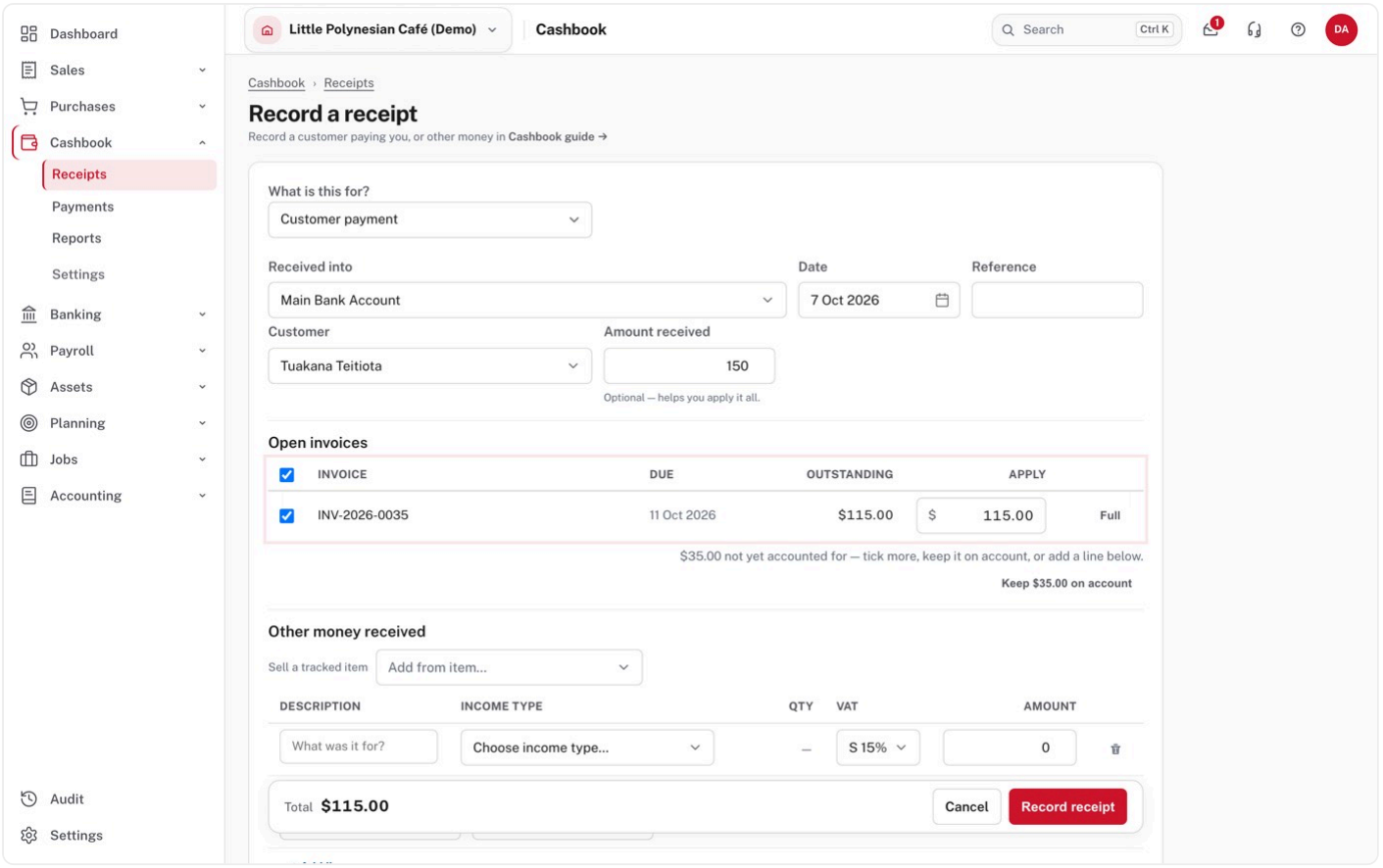
1. **Received into**: the bank or cash account (it starts on your only account when there is just one).
2. **Date** and **Reference**.
3. One or more lines: a **description**, the **income type** (the account the income goes to), **VAT** and the **amount**. **Enter the amount as it was received, VAT included.** A new line starts on your standard VAT rate if the company is VAT registered; choosing an income type takes that type's own VAT code. **+ Add line** adds another. **Add from item** sells a tracked stock item.
4. Check the **total**, then **Record receipt**.



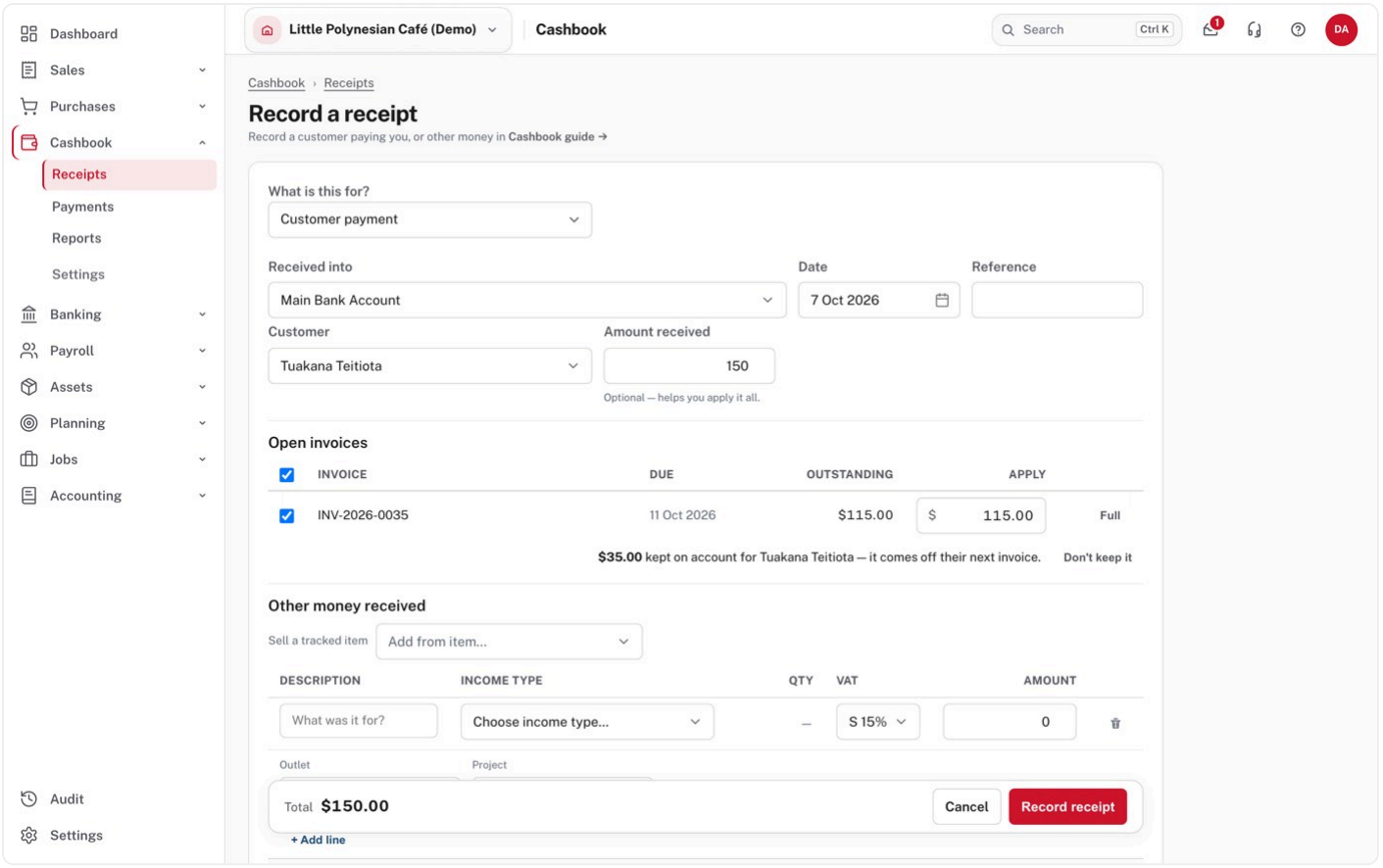
The receipt shows its **status**, **total**, **reference**, and **See how it was recorded**. **Print / PDF** gives a receipt you can hand over, in your branding. **Undo receipt** takes it back out of the books (see the end of this chapter).

A customer pays too much, or pays twice

Choose **Receipts → + Record receipt**, **What is this for? → Customer payment**, pick the account and the customer, and type the **amount received**.



The open invoices are listed with an **Apply** amount each, already ticked, and Easy tells you what is left over: *"$35.00 not yet accounted for: tick more, keep it on account, or add a line below."* Choose **Keep $35.00 on account**.

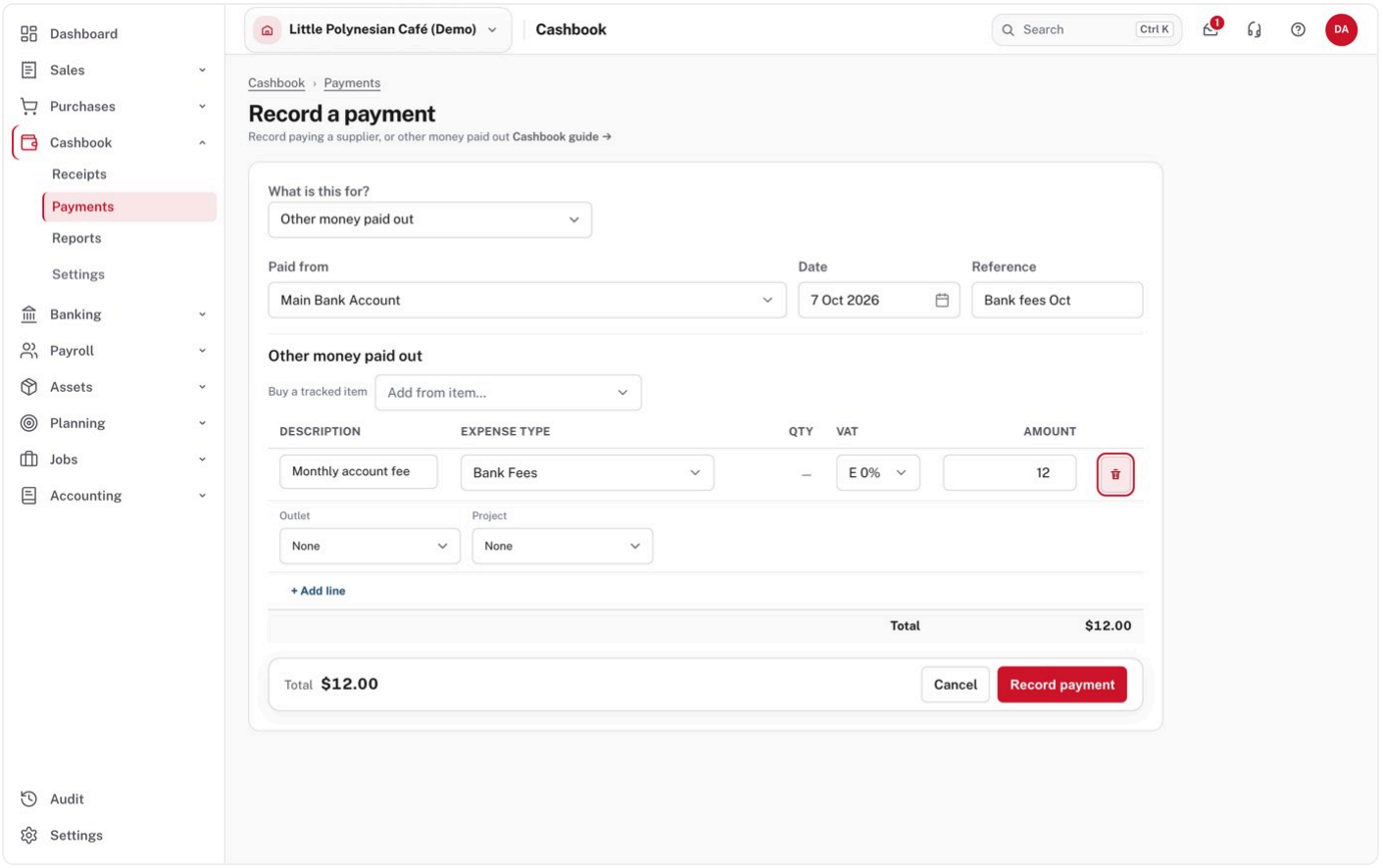


Easy keeps the rest as a **credit for that customer**, and it comes off their next invoice. Money you paid a **supplier** ahead of the bill works the same way. To give the money back instead, open the credit and refund it (see Credit notes, undoing and correcting).

> **A receipt dated before the invoice**
>
> It is allowed, but the form warns you: until the invoice's date, what customers owe won't agree with your books.

Other money paid out

For a bank fee, a small cash purchase with no bill. Choose **Payments → + Record payment**, **What is this for? → Other money paid out**.

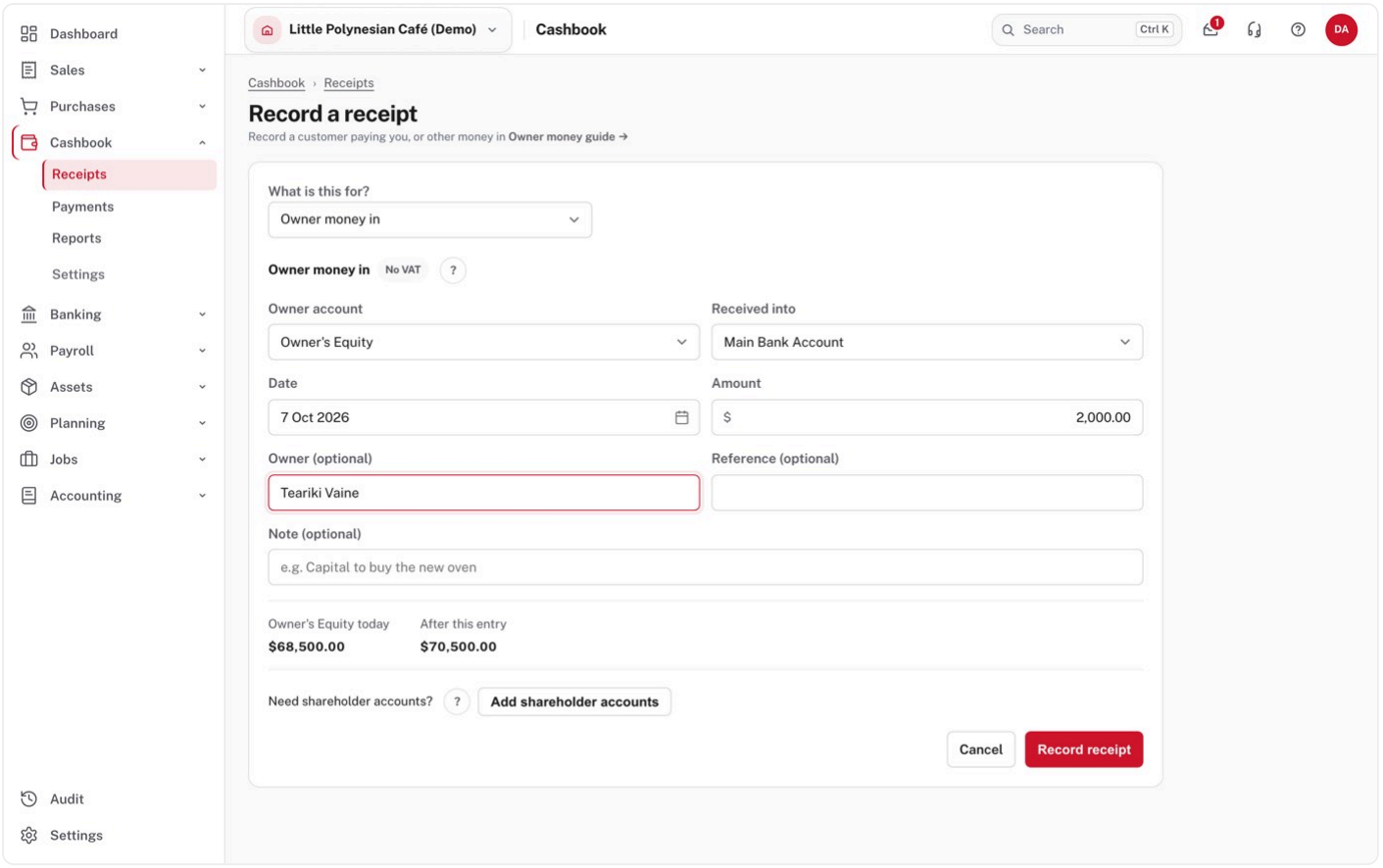


Choose **Paid from**, the **reference**, and the line: **description**, **expense type**, **VAT** and **amount**. Here the expense type is *Bank Fees*, and Easy has set the VAT to **E 0%** because that is how that type is coded. **Always check the VAT** after you choose the type. Then **Record payment**.

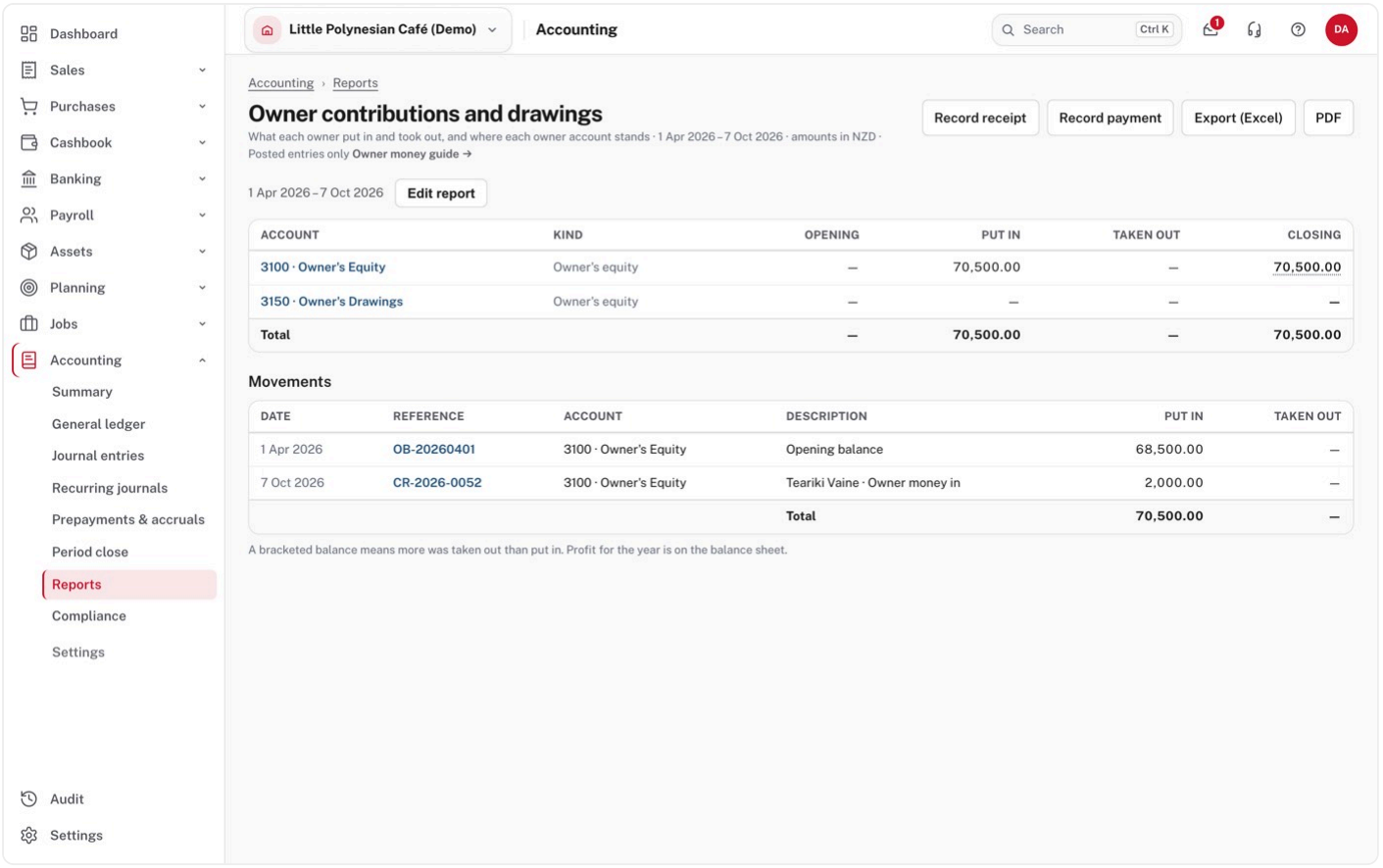
For money you pay a **supplier**, choose **Supplier payment** instead and tick the bills it pays, or use the bill's own **Record payment**.

Owner money

Money an owner moves between their own pocket and the business is **not income or an expense**: it changes what the owner has in the business, not the profit, and it **never carries VAT**. Choose **What is this for? → Owner money in** (or **out**).



Choose the **owner account** (for a sole trader or partnership, *Owner's Equity* for money in and *Owner's Drawings* for money out), the **bank or cash account**, the date and the amount. The form previews the owner's balance **today** and **after this entry**. **Add shareholder accounts** adds the accounts a limited company needs (a Shareholder Current Account, and Dividends Paid).

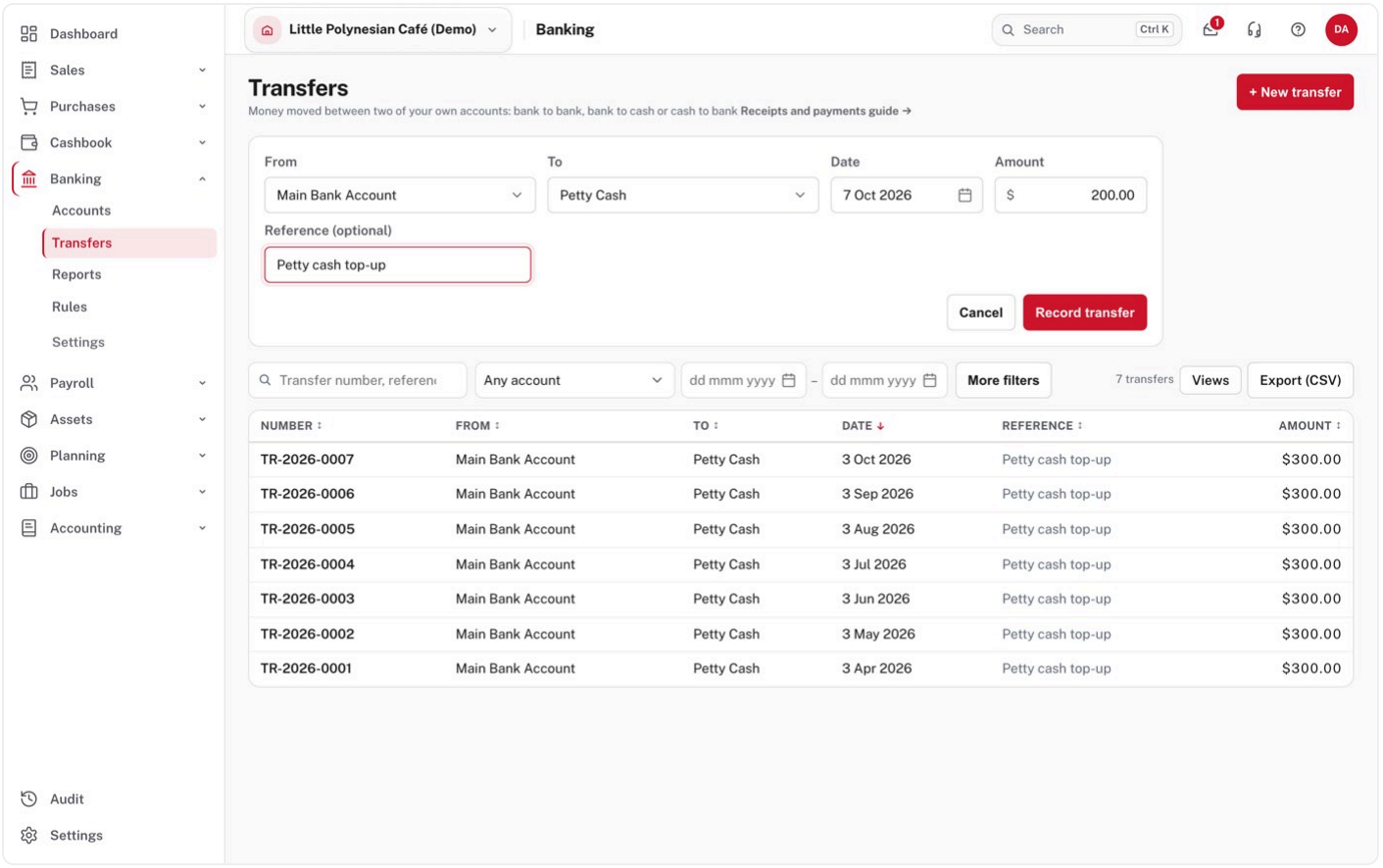


Accounting → Reports → Owner contributions and drawings lists every owner account for the dates you choose: the opening balance, what was put in, what was taken out, the closing balance, and each movement with its receipt or journal. A bracketed balance means more was taken out than put in. A limited company's money in is usually a **loan the company owes back**, not capital; ask your accountant if you are unsure.

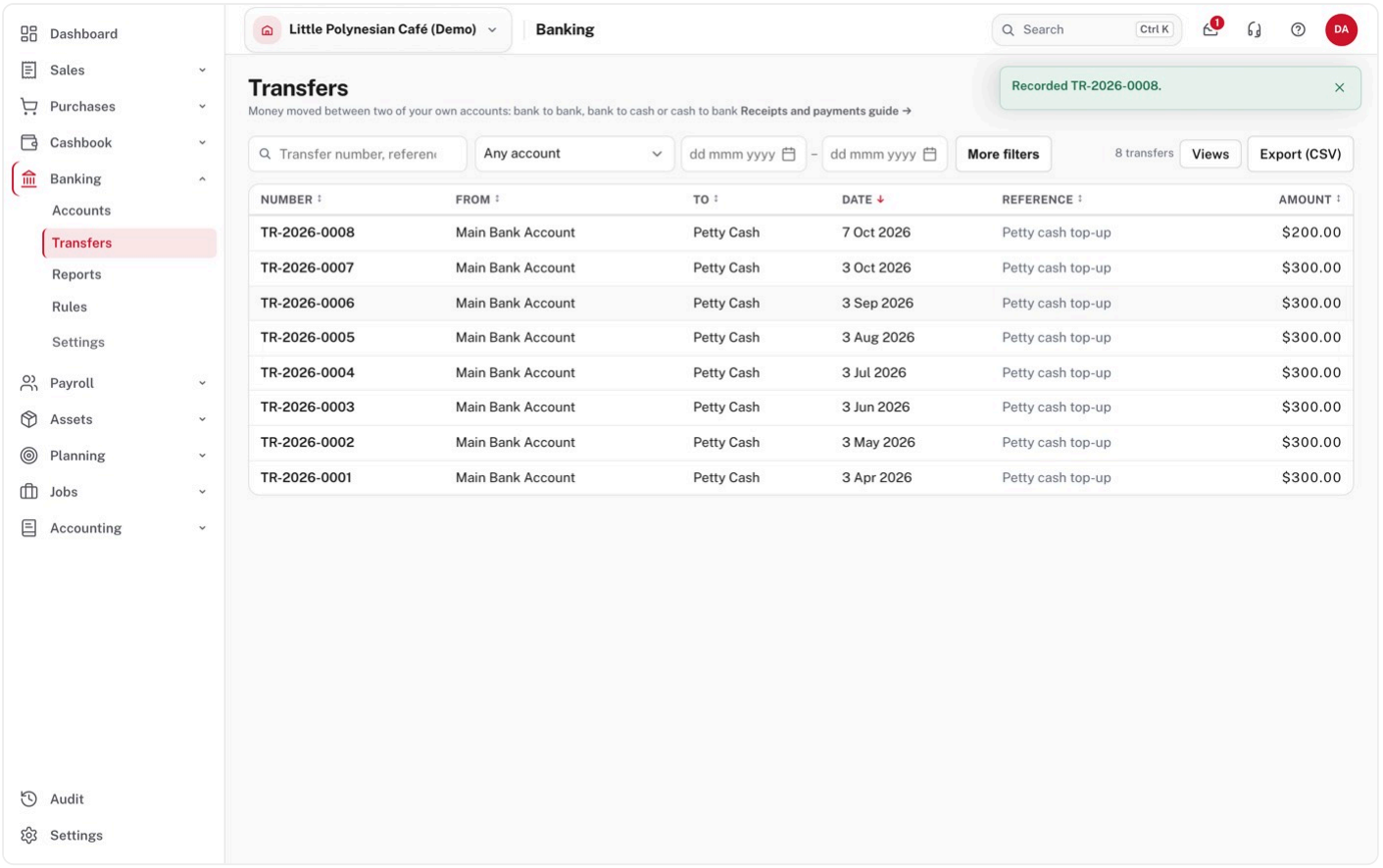
More detail: Owner money in and out.

Transfers between your own accounts

Banking → Transfers → + New transfer. Use it for bank to bank, bank to cash and cash to bank. It is not income and not an expense.



Choose **From**, **To**, the **date**, the **amount** and an optional **reference**, then **Record transfer**.



Each transfer is numbered **TR-...** and appears on both accounts' statements when you reconcile. A transfer to or from an account in another currency needs both amounts, and books no exchange gain or loss (Foreign currency).

A loan or credit-card repayment

On the **Banking** page, choose **Make repayment** on the loan's card. Choose the bank or cash account that paid it, then split the total into **principal**, **interest** and **fees**: principal reduces the loan, and interest and fees go to expense accounts. A loan must first be marked as bank-like in the Chart of accounts (the page says so if it isn't). If the repayment is already on an imported statement, choose **Record repayment** beside its unmatched debit and the form starts from the statement's amount.

More detail: Import and reconcile a bank statement.

Fix an entry

Open the receipt or payment and choose **Undo receipt** or **Undo payment**. It records the opposite entry and **reopens the invoices or bills it paid**. A receipt or payment that is **matched to a statement line** can't be undone until the match is undone in the reconciliation. Check the date of the undo and the new open balance.

More detail: Cashbook receipts and payments and Undoing, correcting and allocating.

Check before you continue

Check before you continue

- ◯ Each entry went into the account the money really moved through, on the right date.
- ◯ Customer and supplier settlements are applied to the right invoices and bills, and no overpayment is left unexplained.
- ◯ The VAT on each "other money" line is what you intended.
- ◯ Owner money is entered as owner money, not as income or an expense, and carries no VAT.
- ◯ Transfers are recorded once, not as a payment and a receipt.

Owner money: capital, drawings and loans

Money an owner puts into the business, or takes out of it, is not income and not an expense. It changes what the owner has in the business, not the profit, and it never carries VAT. Easy has its own way to record it through the cashbook: **Owner money in** for capital or a shareholder's loan, and **Owner money out** for drawings, a loan repaid or a dividend. Whoever keeps the books does it (anyone who can record receipts and payments); adding the shareholder accounts to the chart (Step 4) needs accounting set-up rights. It is an ordinary receipt or payment underneath, so read it with Receipts, payments and transfers. The dividend side continues in the Company income tax return.

About the screenshots

These are from a separate practice company, not the demo company *Little Polynesian Café*. Recording owner money moves the bank balance, and the **Add shareholder accounts** button adds two accounts to the company's chart of accounts, which the demo's other chapters rely on staying as they are. The five entries pictured (capital $20,000, drawings $1,500, a shareholder loan $10,000, a $2,500 repayment and a $3,000 dividend) are all for a made-up owner, *Mere Teaurima*. Other figures on the balance sheet picture come from other made-up entries in that company. Email isn't set up, so the email buttons are greyed out.

Before you start

- **Know which kind of business you are.** The right account depends on it (Step 1).
- **You have a bank or cash account** in your books currency for the money to go through. If not, the form says *Add a bank or cash account in your books currency in Chart of accounts*.
- **Ask your accountant if you are unsure whether money was a loan, capital or a dividend.** Changing it later means a journal between the two owner accounts (Easy's Help).

Step 1. Choose the right owner account

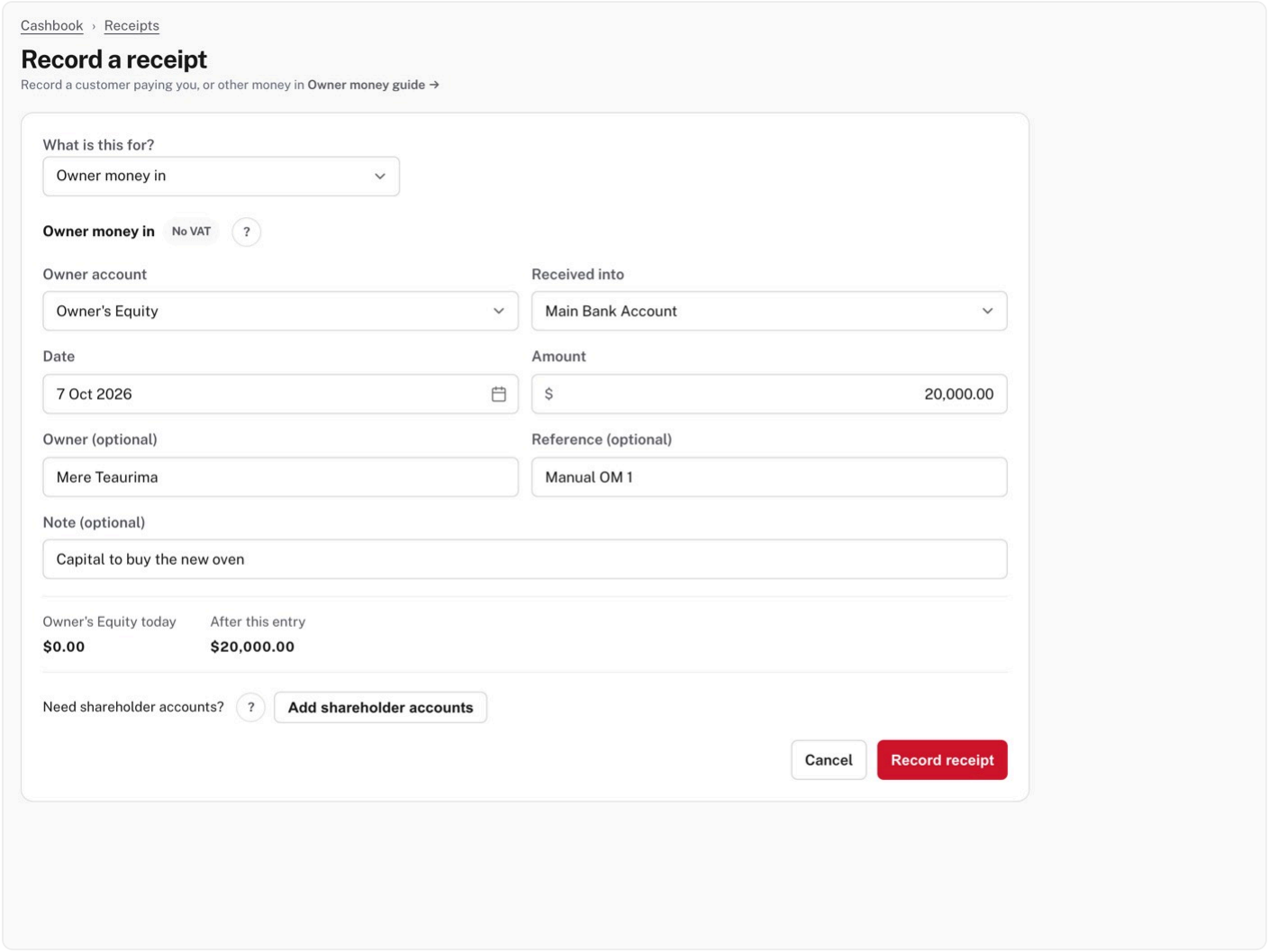
An owner entry names one **owner account**. Which accounts you have depends on the kind of business, and the rules come from Easy's Help (Which account to use).

Kind of business	Money in	Money out
Sole trader or partnership	**Owner's Equity**: capital you put in	**Owner's Drawings**: money you take out for yourself. Both are already in the chart.
Limited company	**Shareholder Current Account** (a liability): a shareholder's money is usually a loan the company owes back, not capital	The same **Shareholder Current Account** to repay it; **Dividends Paid** for a dividend, which the company tax return reports on its own

In a limited company, **Add shareholder accounts** (Step 4) adds the Shareholder Current Account and Dividends Paid to the chart. To keep one account per shareholder, add more liability accounts in **Settings → Chart of accounts** and switch on **Owed to an owner** on each (from Easy's Help; not pictured).

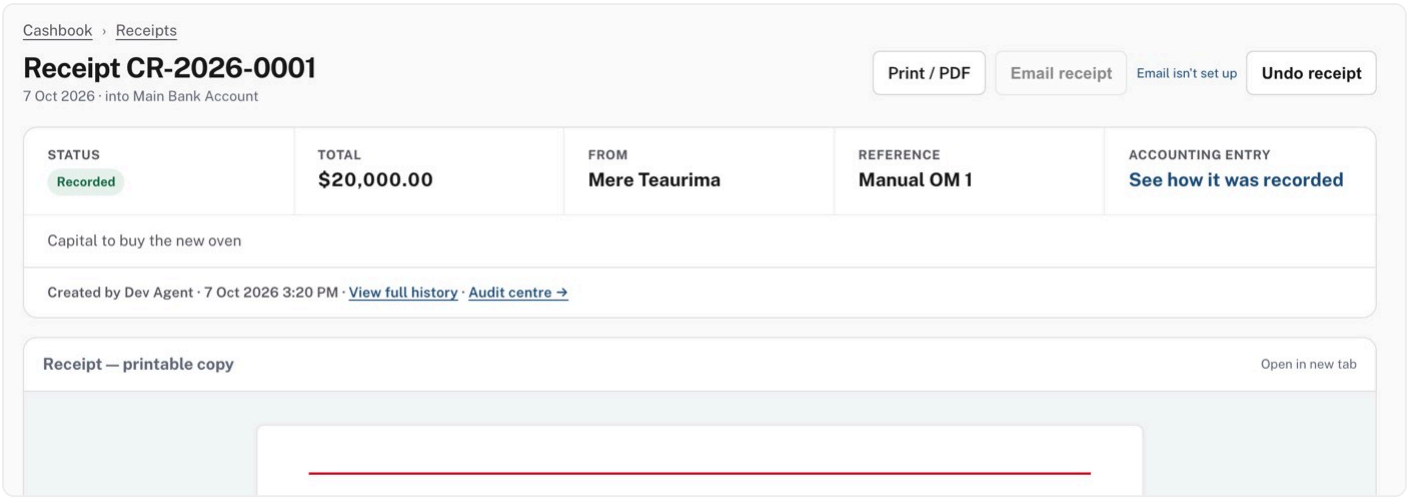
Step 2. Record money the owner puts in

Cashbook → Receipts → + Record receipt, then under **What is this for?** choose **Owner money in**. (The **Record receipt** and **Record payment** buttons at the top of the owner money report, Step 6, open the same form already set to owner money.)



Field	What it does
Owner account	The account the money goes to. Here **Owner's Equity**. A badge reads **No VAT**.
Received into	The bank or cash account the money went through. If you have only one, Easy chooses it.
Date and **Amount**	The day it moved, and how much.
Owner (optional)	Who put it in. Typed text, it shows in the lists and the report.
Reference (optional)	Your own reference (here *Manual OM 1*), to find the entry again.
Note (optional)	A line for later, such as *Capital to buy the new oven*.

Under the fields a line shows the owner account **today** and **After this entry**: $0.00 becoming $20,000.00. Check it, then choose **Record receipt**.

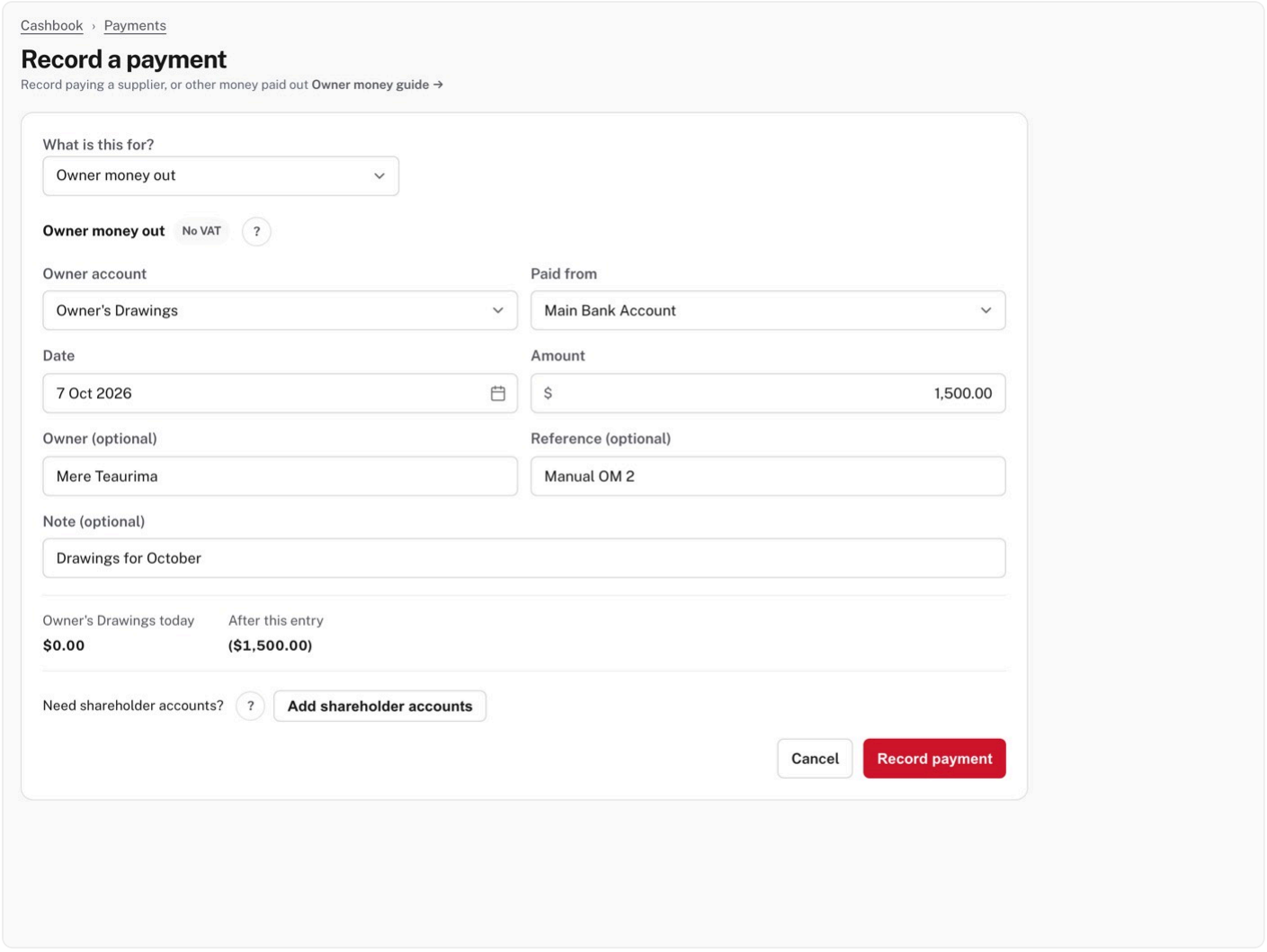


You land on an ordinary receipt (here *CR-2026-0001*), **Recorded**, with the owner's name under **From**. It **prints and is undone like any other receipt** (its page has **Print / PDF** and **Undo receipt**).

> **Money in is not a customer payment**
>
> Don't record an owner's money as a customer payment or as other income. It would add to your profit and, if a VAT code were chosen, to your VAT. Choose **Owner money in** so neither happens.

Step 3. Record money the owner takes out

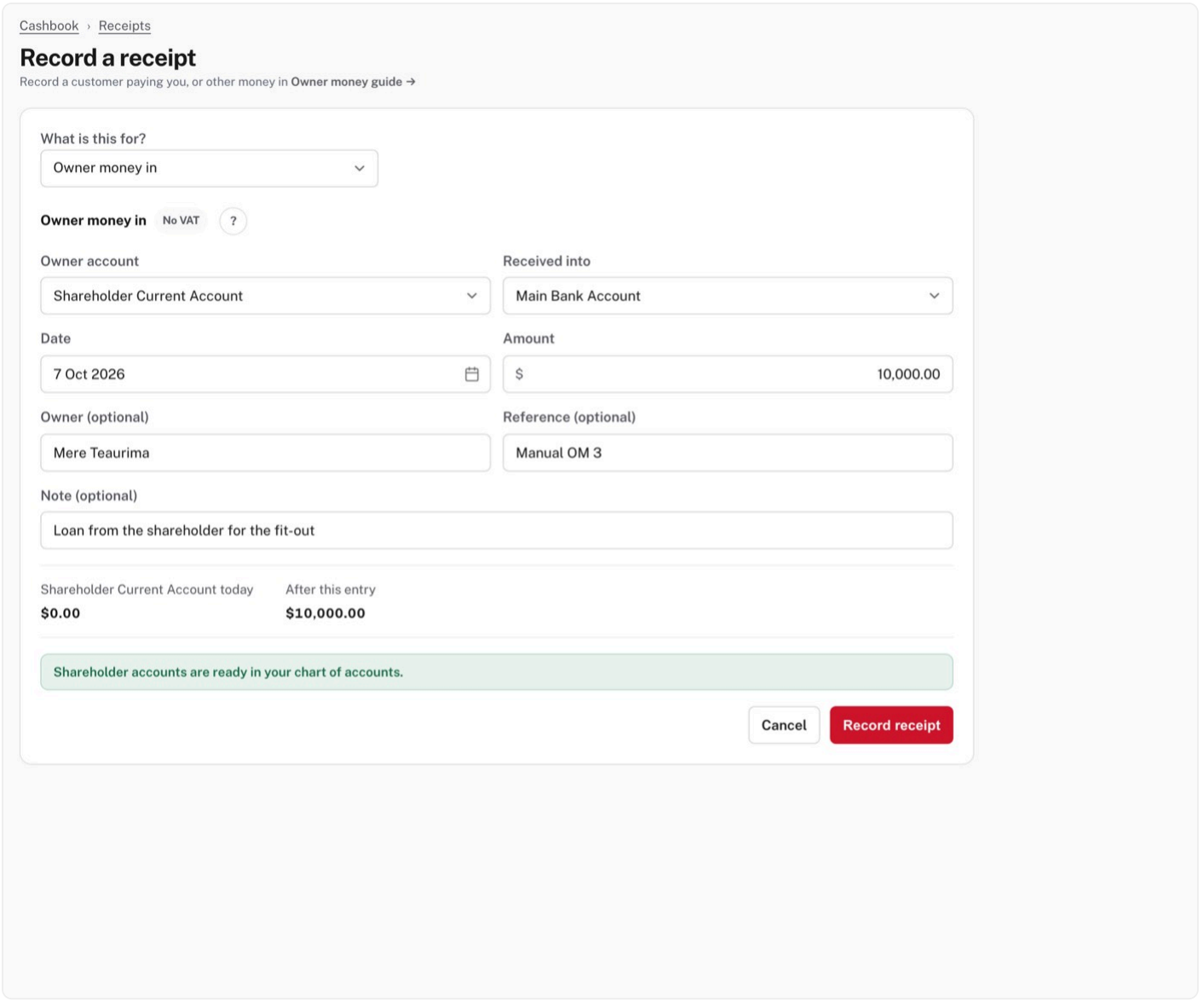
Cashbook → Payments → + Record payment, then **What is this for?** → **Owner money out**.



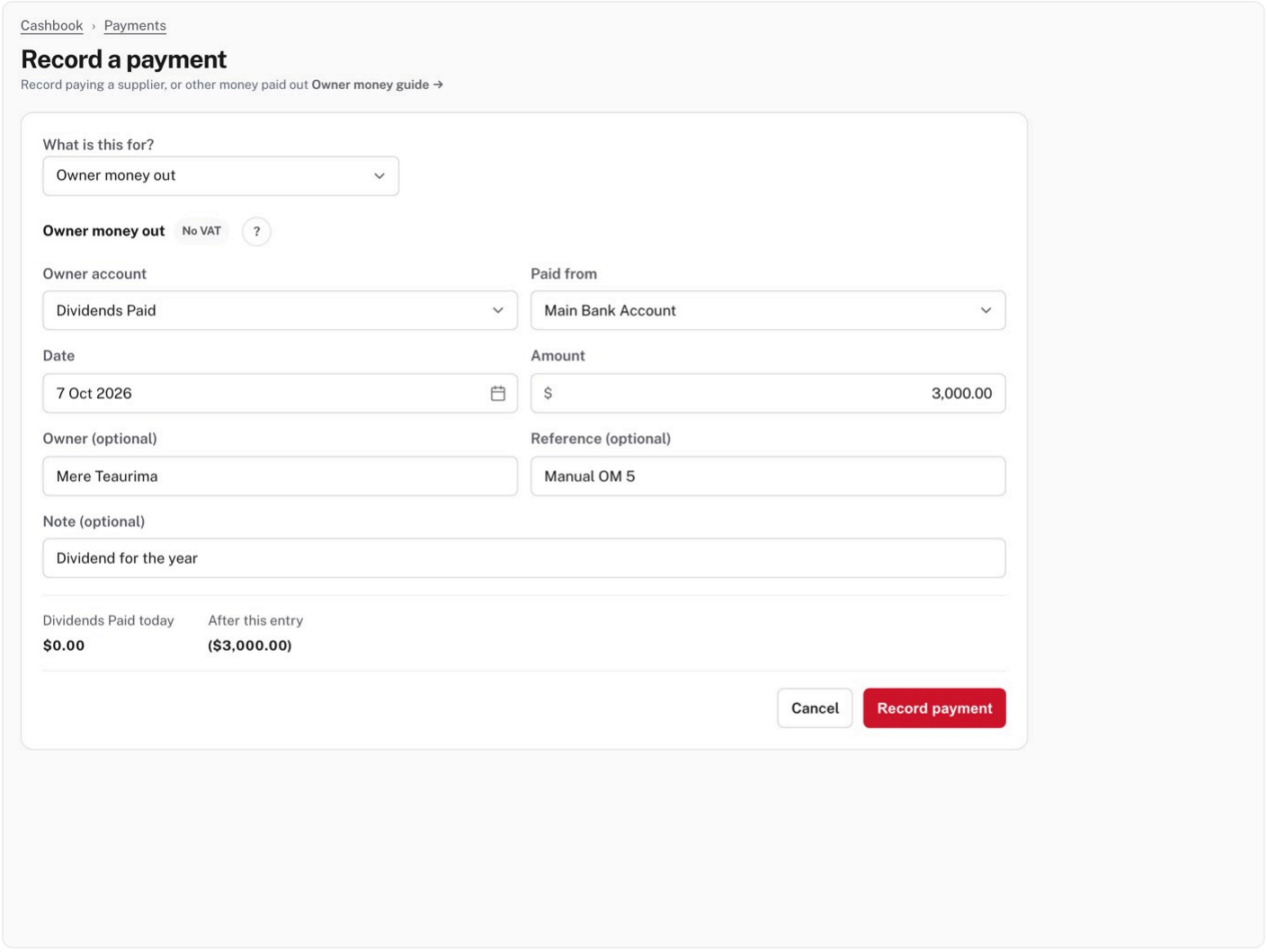
The form is the same, with **Paid from** instead of **Received into**. For drawings, choose **Owner's Drawings**. The preview after this entry reads **($1,500.00)** in brackets: Drawings is a negative balance inside equity, which is what taking money out looks like. Choose **Record payment**.

Step 4. A limited company: the shareholder's loan, its repayment and a dividend

On the form (receipt or payment), the line **Need shareholder accounts?** has **Add shareholder accounts**. It adds a **Shareholder Current Account** (a liability, for money owed to shareholders) and **Dividends Paid** (for distributions) to your chart. It is shown only until the company has a shareholder account, and only someone who can set up accounting sees the button (others see *Ask someone who manages Settings*, from Easy's source). When it has worked, a green line reads **Shareholder accounts are ready in your chart of accounts**, and the new account is chosen for you.



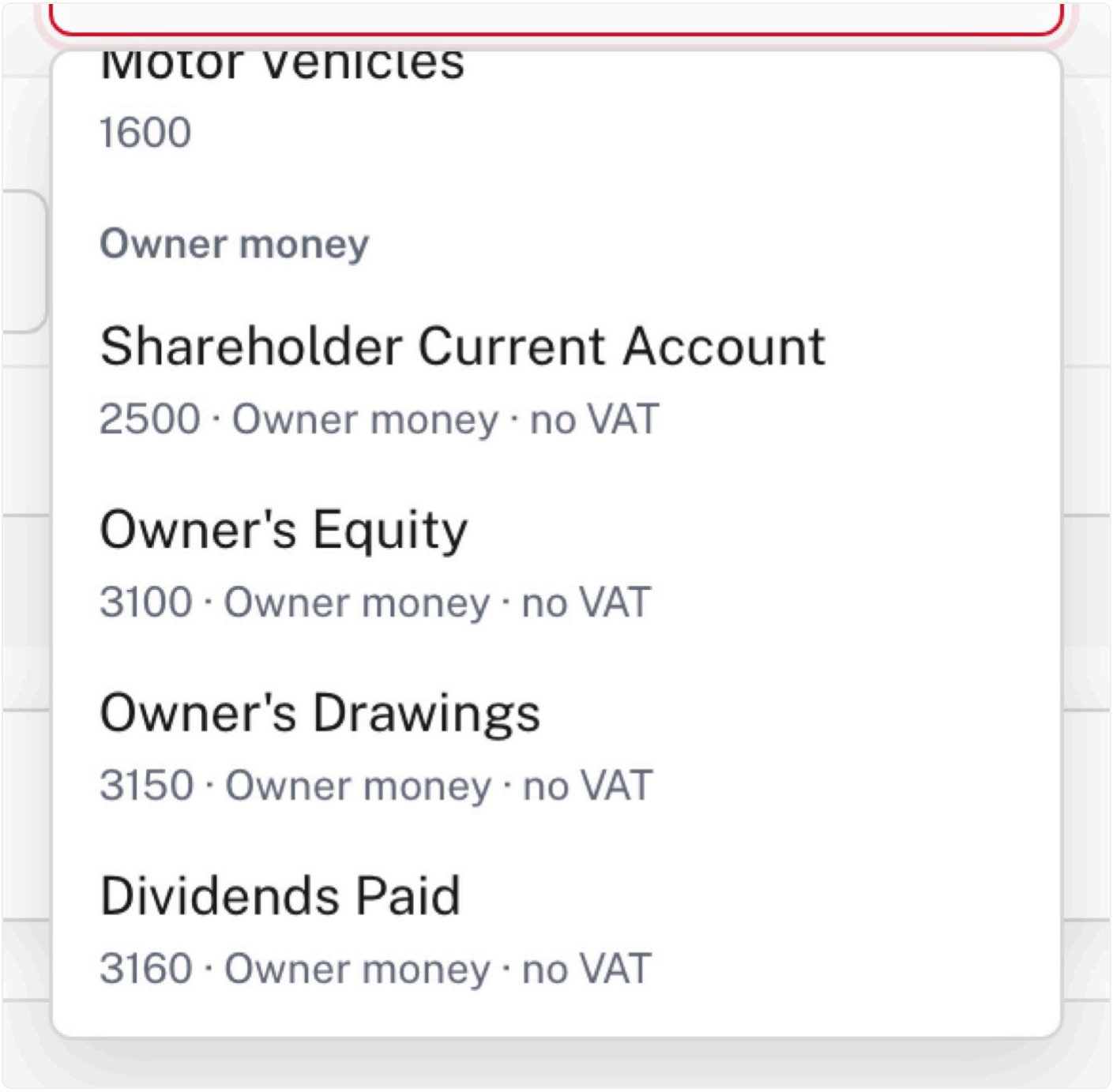
- **Loan in. Owner money in** to the **Shareholder Current Account**. The preview shows the account going from $0.00 to $10,000.00: the company now owes the shareholder that much.
- **Repayment. Owner money out** from the same account. A repayment of $2,500 leaves $7,500 owed.
- **Dividend. Owner money out** to **Dividends Paid**:



The company tax return reports dividends paid on its own line (Help, and the Company income tax return chapter).

Owner accounts on an ordinary line

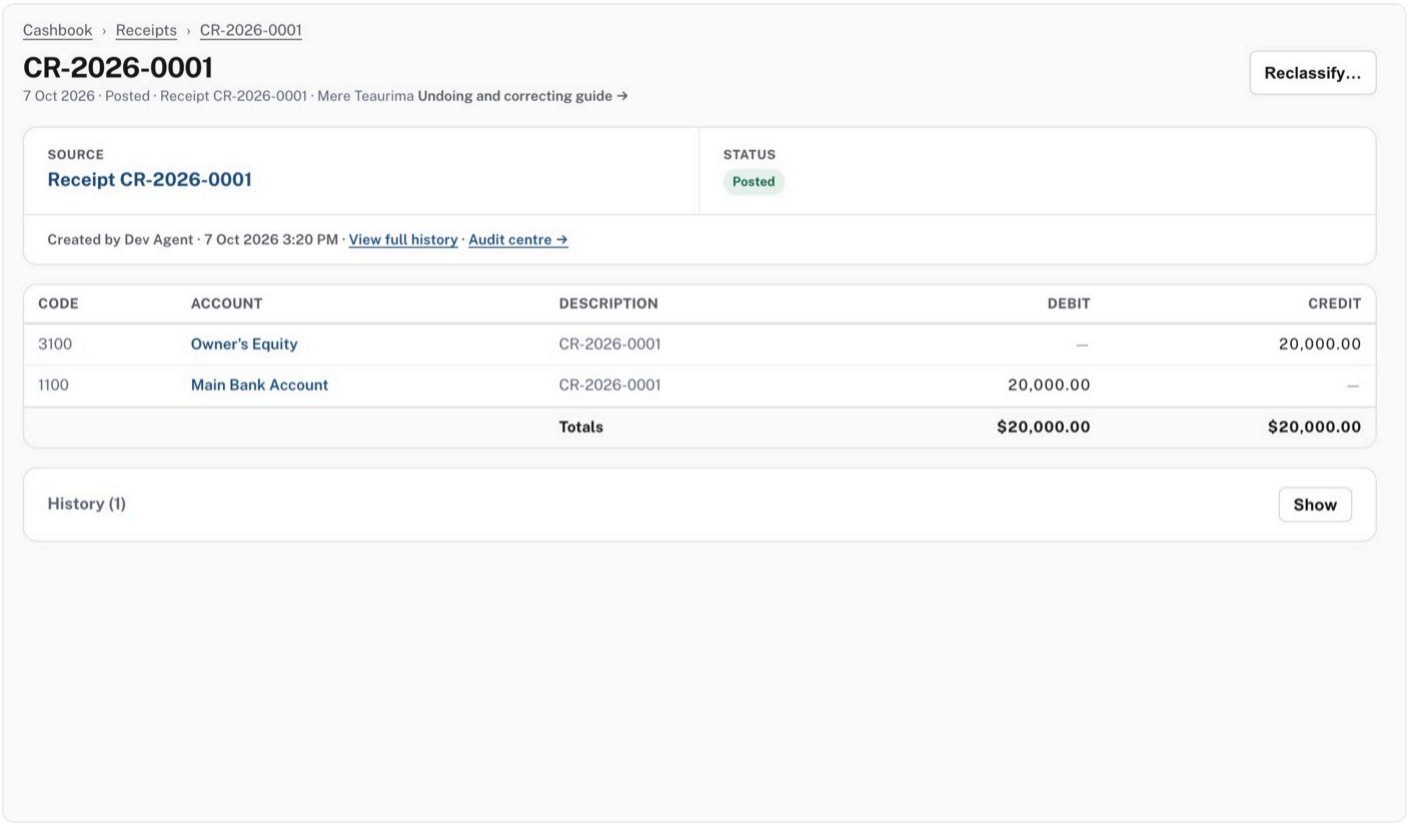
An owner account is also offered on a normal receipt or payment, for an entry that mixes owner money with other lines.



At the end of the **Expense type** list, the group **Owner money** holds the four accounts, each marked **Owner money · no VAT**. In bank reconciliation, Help says coding a statement line to an owner account records it as a receipt or payment in the same way (not pictured).

Step 5. See what happened in your books

Open the receipt and choose **See how it was recorded**.



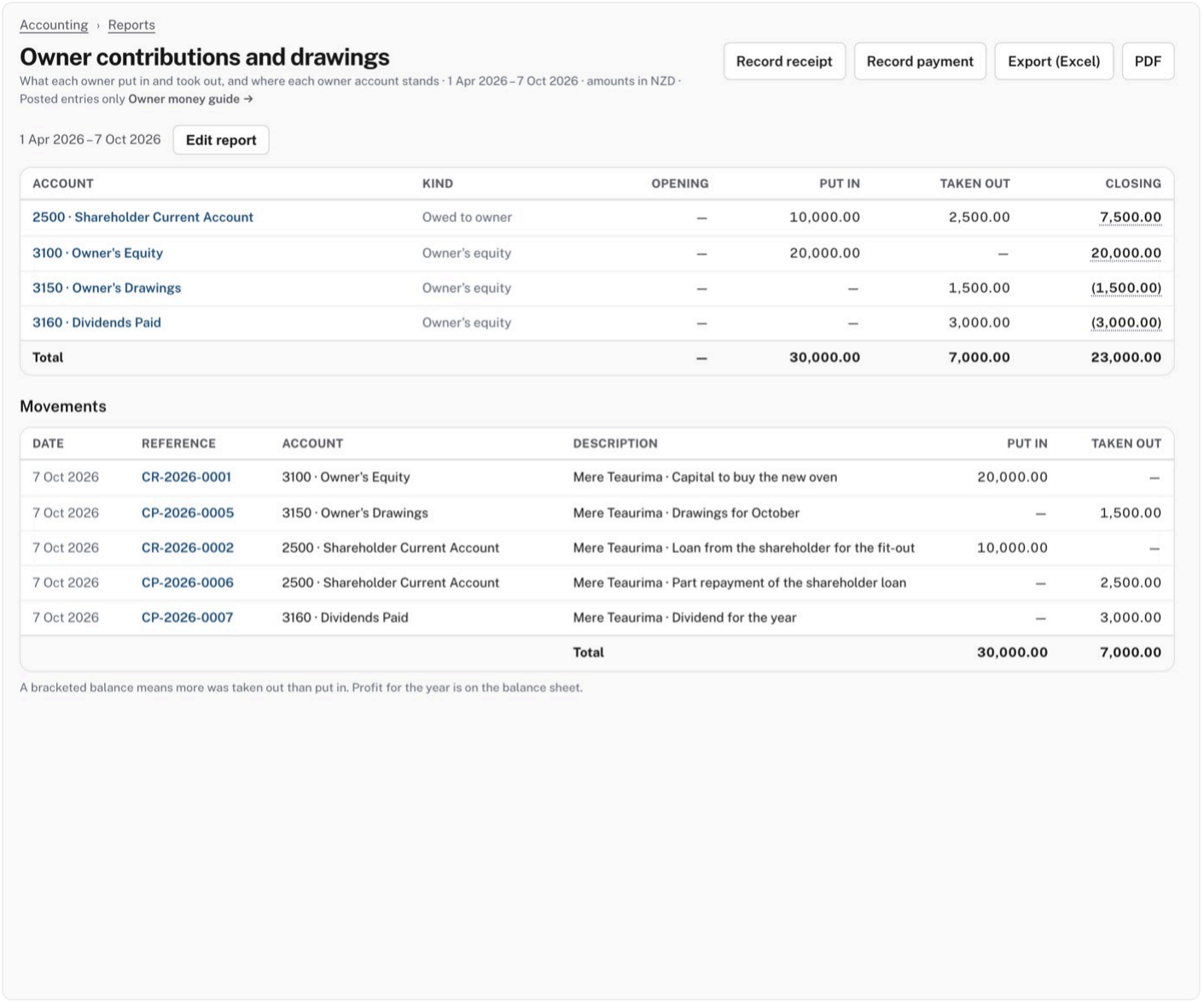
The entry has **two lines**: the bank debited and Owner's Equity credited. There is no income or expense line and no VAT line, which is why owner money does not touch profit or VAT. Only the capital entry is pictured; Easy's Help says each owner entry is an ordinary receipt or payment and none changes profit.

LIABILITIES	
Current Liabilities	
You owe (trade creditors)	131.25
VAT Payable	(146.65)
Shareholder Current Account	7,500.00
Total liabilities	**7,484.60**
EQUITY	
Owner's Equity	20,000.00
Owner's Drawings	(1,500.00)
Dividends Paid	(3,000.00)
Retained earnings (brought forward)	—
Current year earnings (computed)	(102.60)
Total equity	**15,397.40**
Liabilities + equity	**22,882.00**

On **Accounting → Reports → Balance sheet**, the shareholder's loan sits under **liabilities** ($7,500.00 still owed) and the other owner accounts sit under **equity**: Owner's Equity $20,000.00 and the two that take money out in brackets, **(1,500.00)** and **(3,000.00)**. **Current year earnings (computed)** is the profit for the year, and owner money does not change it (here it reads (102.60), with $30,000 of owner money in the books).

Step 6. Read the owner money report

Accounting → Reports → Owner contributions and drawings.



Accounting › Reports

Owner contributions and drawings

What each owner put in and took out, and where each owner account stands · 1 Apr 2026 – 7 Oct 2026 · amounts in NZD · Posted entries only **Owner money guide →**

Record receipt | Record payment | Export (Excel) | PDF

1 Apr 2026 – 7 Oct 2026 **Edit report**

ACCOUNT	KIND	OPENING	PUT IN	TAKEN OUT	CLOSING
2500 · Shareholder Current Account	Owed to owner	–	10,000.00	2,500.00	7,500.00
3100 · Owner's Equity	Owner's equity	–	20,000.00	–	20,000.00
3150 · Owner's Drawings	Owner's equity	–	–	1,500.00	(1,500.00)
3160 · Dividends Paid	Owner's equity	–	–	3,000.00	(3,000.00)
Total		**–**	**30,000.00**	**7,000.00**	**23,000.00**

Movements

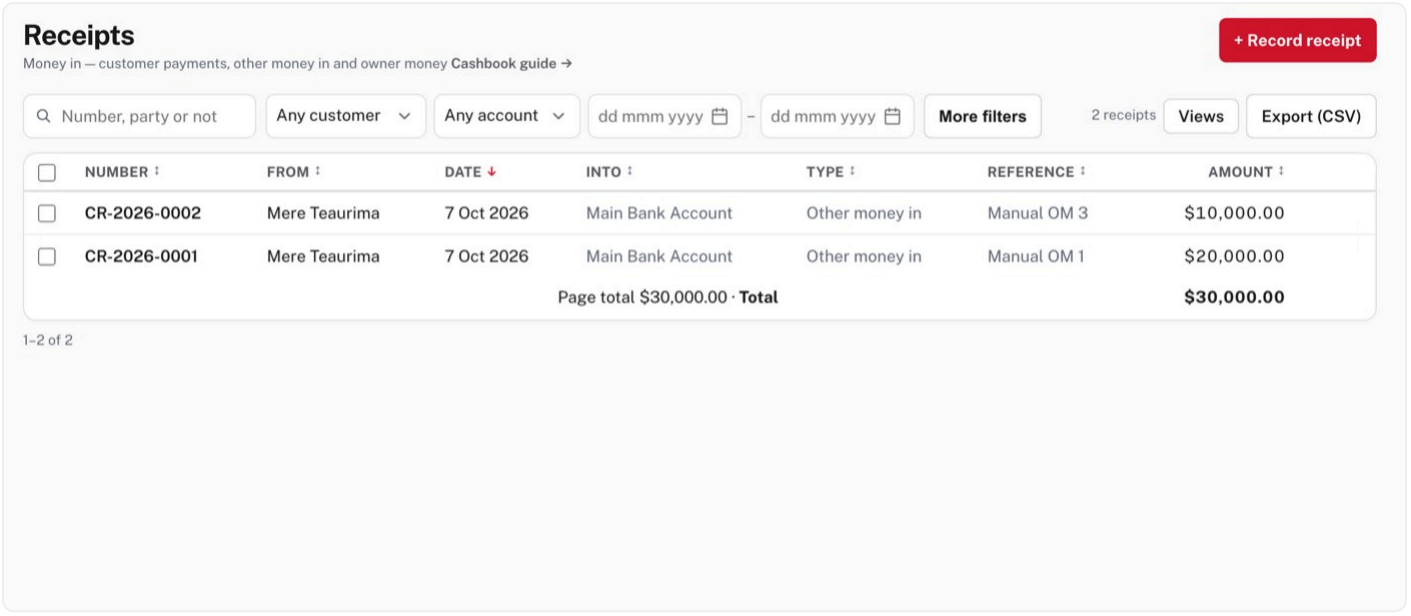
DATE	REFERENCE	ACCOUNT	DESCRIPTION	PUT IN	TAKEN OUT
7 Oct 2026	CR-2026-0001	3100 · Owner's Equity	Mere Teaurima · Capital to buy the new oven	20,000.00	–
7 Oct 2026	CP-2026-0005	3150 · Owner's Drawings	Mere Teaurima · Drawings for October	–	1,500.00
7 Oct 2026	CR-2026-0002	2500 · Shareholder Current Account	Mere Teaurima · Loan from the shareholder for the fit-out	10,000.00	–
7 Oct 2026	CP-2026-0006	2500 · Shareholder Current Account	Mere Teaurima · Part repayment of the shareholder loan	–	2,500.00
7 Oct 2026	CP-2026-0007	3160 · Dividends Paid	Mere Teaurima · Dividend for the year	–	3,000.00
			Total	**30,000.00**	**7,000.00**

A bracketed balance means more was taken out than put in. Profit for the year is on the balance sheet.

Column	What it holds
Account and **Kind**	Each owner account, and whether it is **Owner's equity** or **Owed to owner** (a liability).
Opening	The balance at the start of the dates you chose.
Put in and **Taken out**	The money moved in each direction in those dates.
Closing	The balance at the end. **A bracketed balance means more was taken out than put in.**

The default dates are from the start of the financial year to today; **Edit report** changes them. Below the table, **Movements** lists every entry with its date, reference, account and description (the owner's name and your note), each linked to its receipt, payment or journal. Each account's name and closing figure open that account's transactions for the same dates. **Record receipt** and **Record payment** at the top start a new entry, and **Export (Excel)** and **PDF** keep a copy.

The **Total** row adds every account, so it mixes the liability with the equity accounts: here $23,000.00 is $7,500.00 owed to the shareholder plus $15,500.00 net in equity. Read the report by account, not by the total. Profit for the year is not in this report: it shows on the balance sheet under equity. In the list of receipts, an owner entry shows its type as **Other money in**:



You can find them by the owner's name or your reference in the search box.

Common mistakes

- **Recording a shareholder's money as capital.** For a limited company it is usually a loan, so use the Shareholder Current Account. If you chose wrongly, a journal between the two owner accounts fixes it.
- **Recording drawings as an expense.** Use **Owner money out** to Owner's Drawings, so the profit isn't reduced.
- **Recording a dividend to an expense account.** Use **Owner money out** to **Dividends Paid**, so it stays out of profit and the company tax return finds it there.
- **Reading a bracketed closing balance as an error.** It means more has been taken out than put in.

Check before you continue

Check before you continue

- ◯ Money an owner puts in or takes out is recorded as **Owner money in** or **Owner money out**, never as a customer payment, income or an expense.
- ◯ Each entry uses the right account: Owner's Equity and Drawings for a sole trader or partnership; Shareholder Current Account and Dividends Paid for a limited company.
- ◯ The owner's balance preview on the form matches what you expected before you pressed Record.
- ◯ No VAT was charged: the entry shows two lines, the bank and the owner account.
- ◯ The report **Owner contributions and drawings** agrees with what each owner says they put in and took out.
- ◯ Your accountant has confirmed anything you were unsure was a loan, capital or a dividend.

Tax and compliance

Monthly VAT and PAYE returns

Do this every month. The **RM205** is one return that covers the month's VAT on sales and purchases and the month's wages and PAYE. Easy works every box out from your books; you check the figures, file the return in Easy (which freezes it), lodge it with RMD, and record the payment. **It is due on the 20th of the following month.**

Easy does not send the return to RMD. You lodge the RM205 (print it as a PDF) and pay RMD as usual.

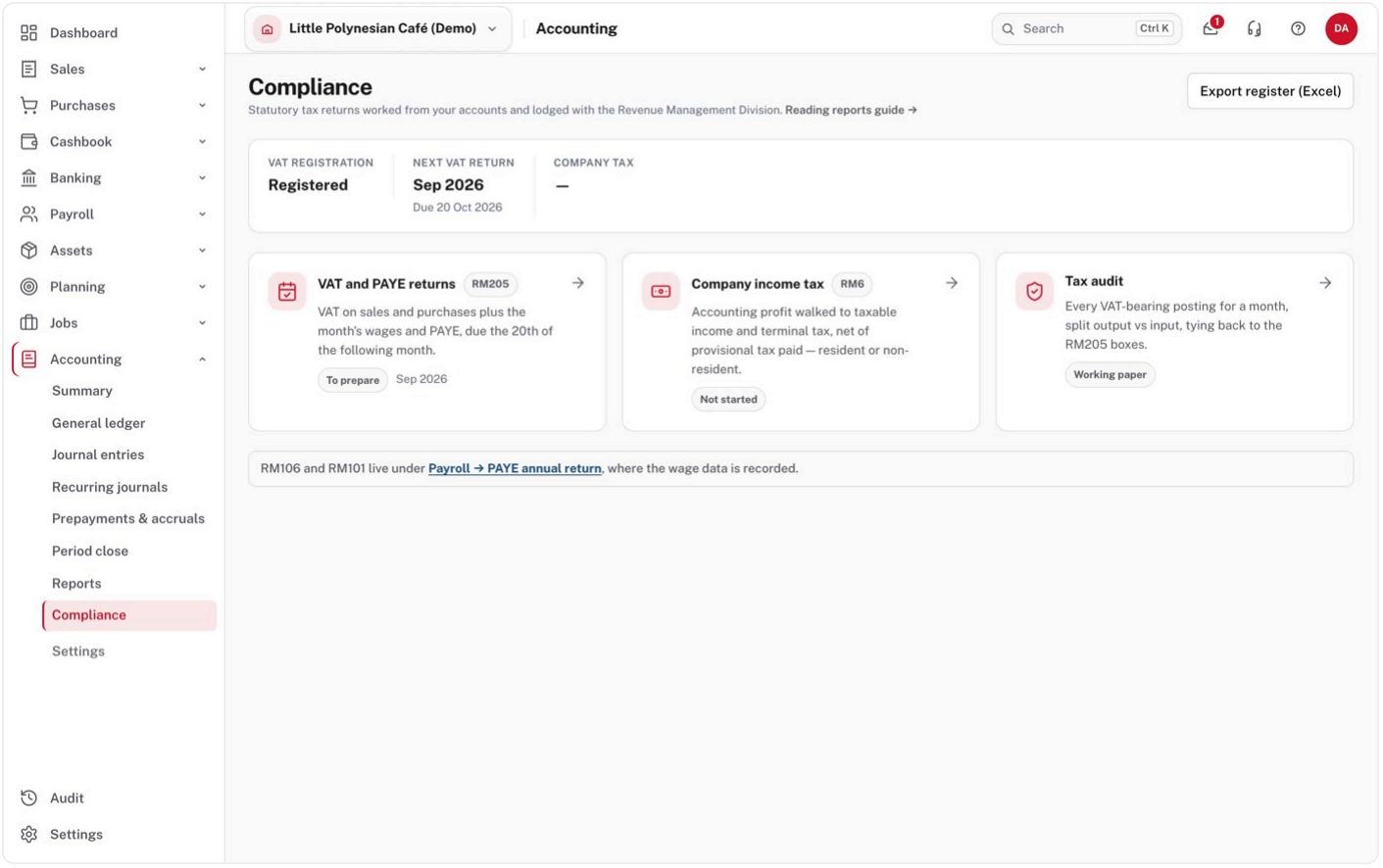
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, preparing September 2026. All figures are examples.

Before you start

Do these first, because the return reads your books as they stand:

- **All the month's invoices, bills, receipts and payments are entered**, with the right VAT codes.
- **All the month's pay runs are finished** (the return's wages and PAYE come from them). See After the pay run.
- **Bank reconciliation for the month is done**, so that nothing is missing from the books (Bank reconciliation).
- The company is **registered for VAT**, with the right **VAT return basis**. If it isn't registered, the VAT part and this page are hidden (see VAT: registration, tax codes and rate changes).

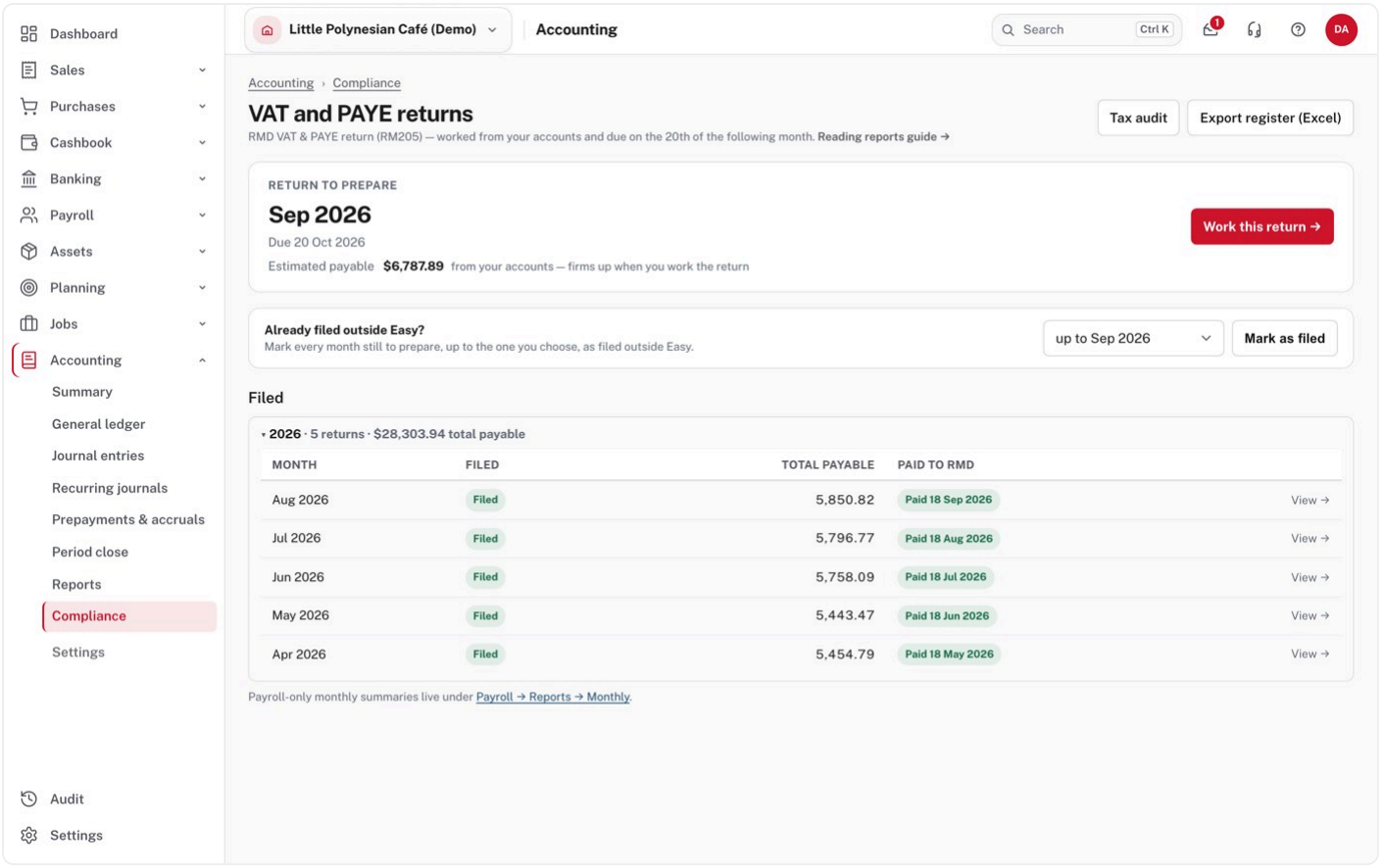
Step 1. Open Compliance



Accounting → Compliance shows whether the company is registered, the **next VAT return** and its due date, and the company tax return. **VAT and PAYE returns** shows the month **to prepare**.

Step 2. Open the month to prepare

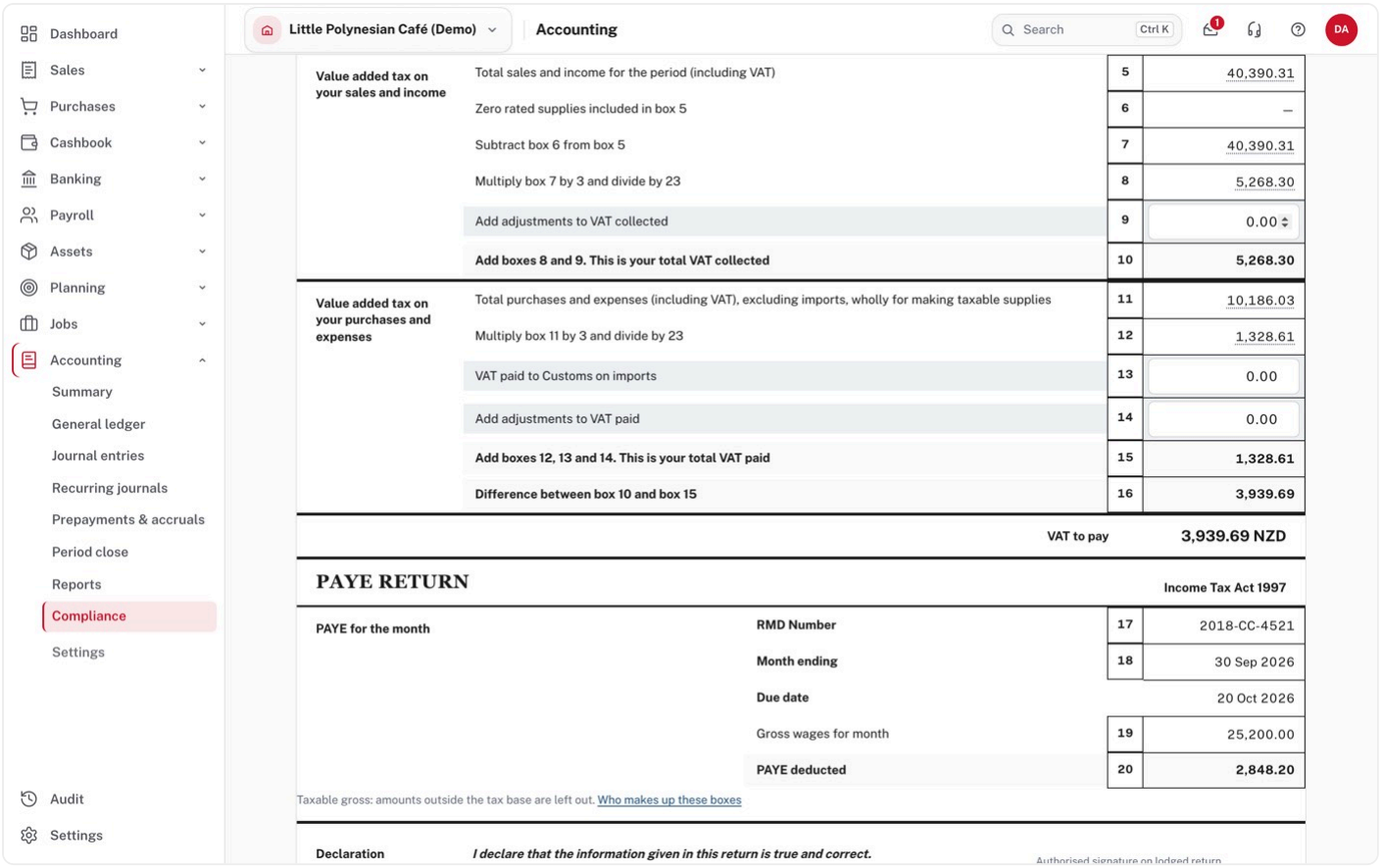
Choose **VAT and PAYE returns**.



- **Return to prepare**: the month, its due date, and an **estimated payable** that firms up when you work the return. Choose **Work this return →**.
- **Filed**: every return already filed, with the **total payable** and the date it was **paid to RMD**. **View** opens one.
- **Already filed outside Easy?** If you kept lodging from a previous system after you moved your books to Easy, use **Mark as filed** to mark every month still to prepare, up to the one you choose, as filed outside Easy. They move to *Filed before Easy*, each with an **Undo**. Months on or before your opening-balance date are already there.

Step 3. Read the return

The page opens on the month you chose (the **Month** list at the top changes it). It shows the **period**, the **due date**, your **RMD number**, the **VAT basis** (here *When invoiced (not when paid)*, changed under **Settings → Tax**) and the status **Draft**. Below it is the RM205 itself, every box worked from your books.

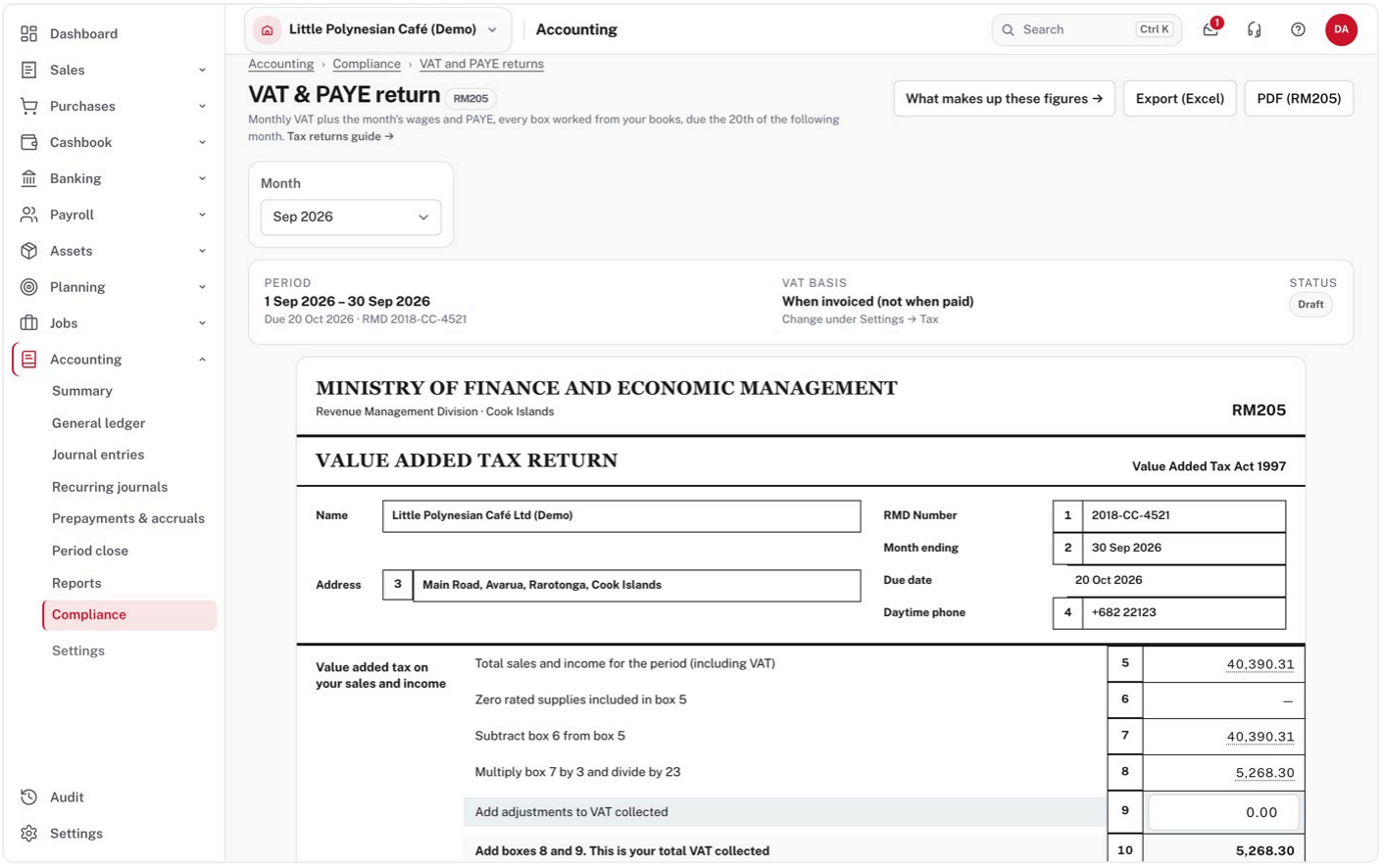


Boxes	What they are
5, 6, 7	Total sales and income including VAT, less zero-rated supplies
8	Box 7 × 3 ÷ 23: the VAT collected
9	Adjustments to VAT collected (you can type one)
10	Total VAT collected
11, 12	Total purchases and expenses including VAT (imports excluded) and the VAT on them (× 3 ÷ 23)
13, 14	VAT paid to Customs on imports, and adjustments to VAT paid (you can type them)
15, 16	Total VAT paid, and the difference between boxes 10 and 15: the **VAT to pay**
19, 20	Gross wages for the month and PAYE deducted

Every worked-out sales and purchases box opens the **tax audit** lines behind it. Boxes 9, 13 and 14 are the only ones you type into.

The PAYE boxes agree with Payroll

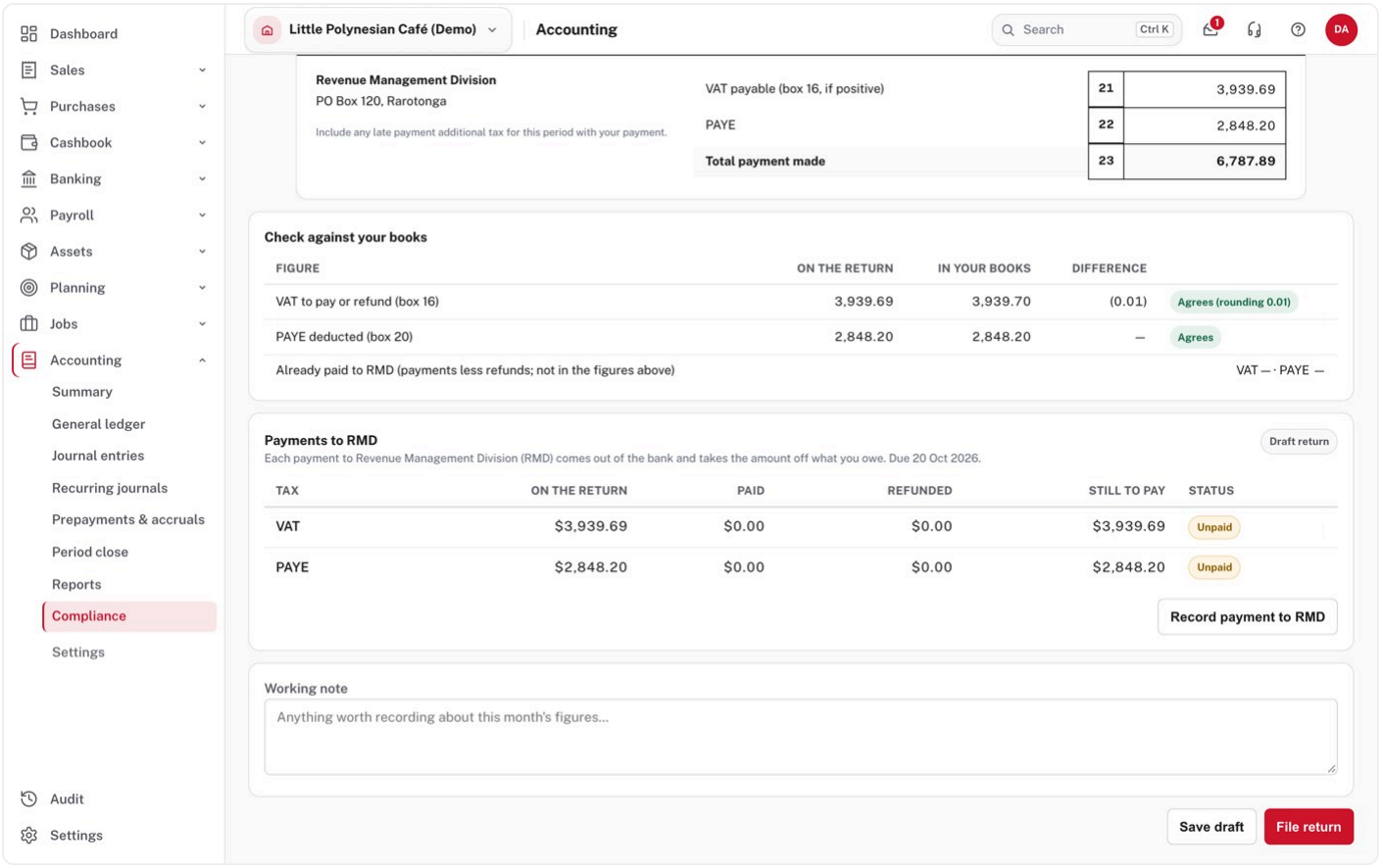
Box 19 (gross wages) and box 20 (PAYE deducted) are the same figures as the September **PAYE schedule** in Payroll (25,200.00 and 2,848.20 in the demo). They are the *taxable* gross: amounts outside the tax base are left out.



At the foot of the return, **box 21** is the VAT payable (box 16, if positive), **box 22** is the PAYE, and **box 23** is the **total payment** to RMD.

Step 4. Check it against your books

Scroll to **Check against your books**.



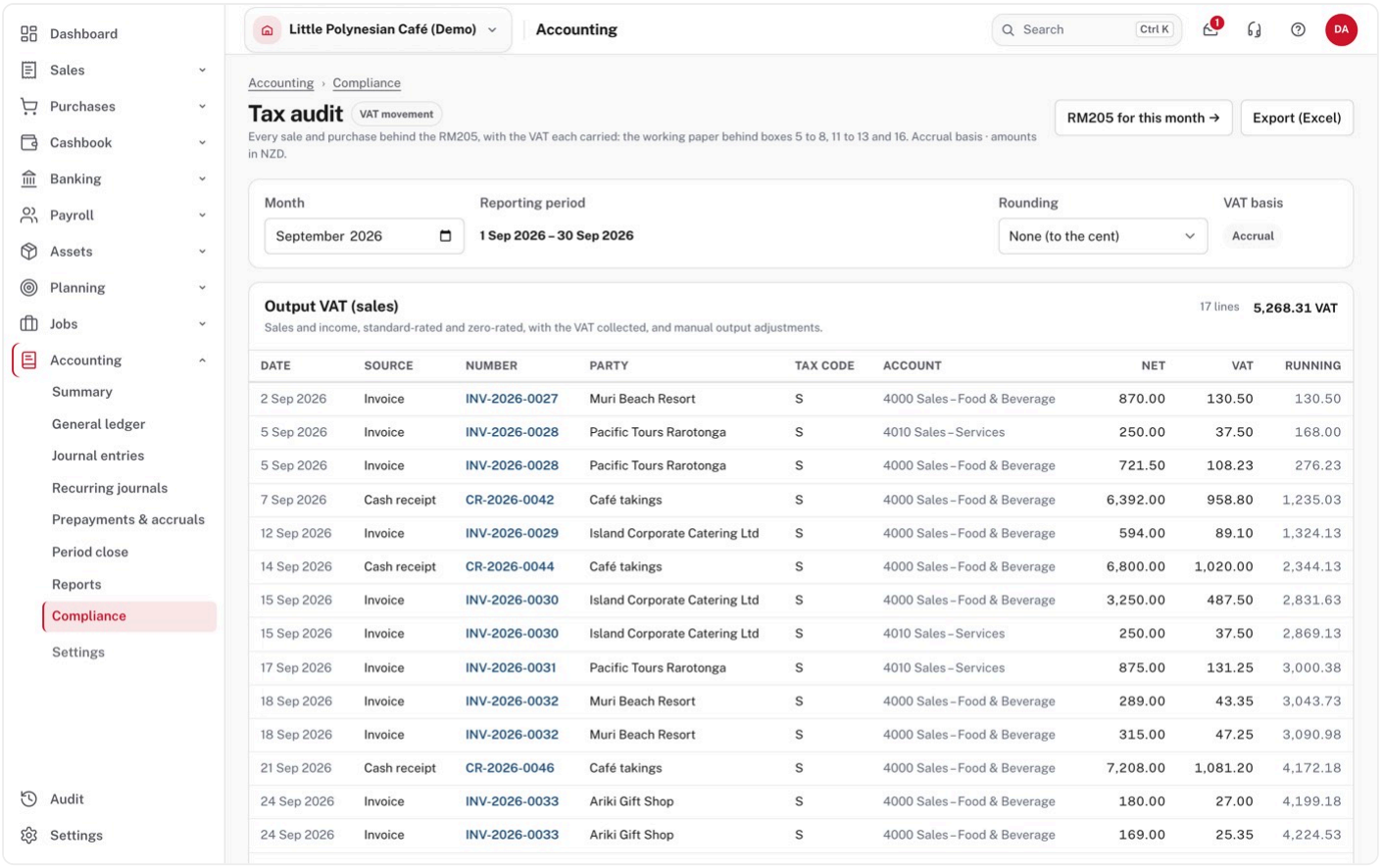
For the VAT to pay (box 16) and the PAYE deducted (box 20) it shows the figure **on the return**, the figure **in your books**, the **difference** and the **result**. *Agrees* is what you want; *Agrees (rounding 0.01)* is a cent of rounding. It also shows what has **already been paid to RMD** for the month.

If a figure doesn't agree, find out why before you file: a late-entered invoice or bill, a bill coded to the wrong VAT code, a pay run not finished, or an entry dated in the wrong month. See Reading the reports: tax returns.

What makes up these figures → at the top explains where each box comes from.

Step 5. Use the tax audit

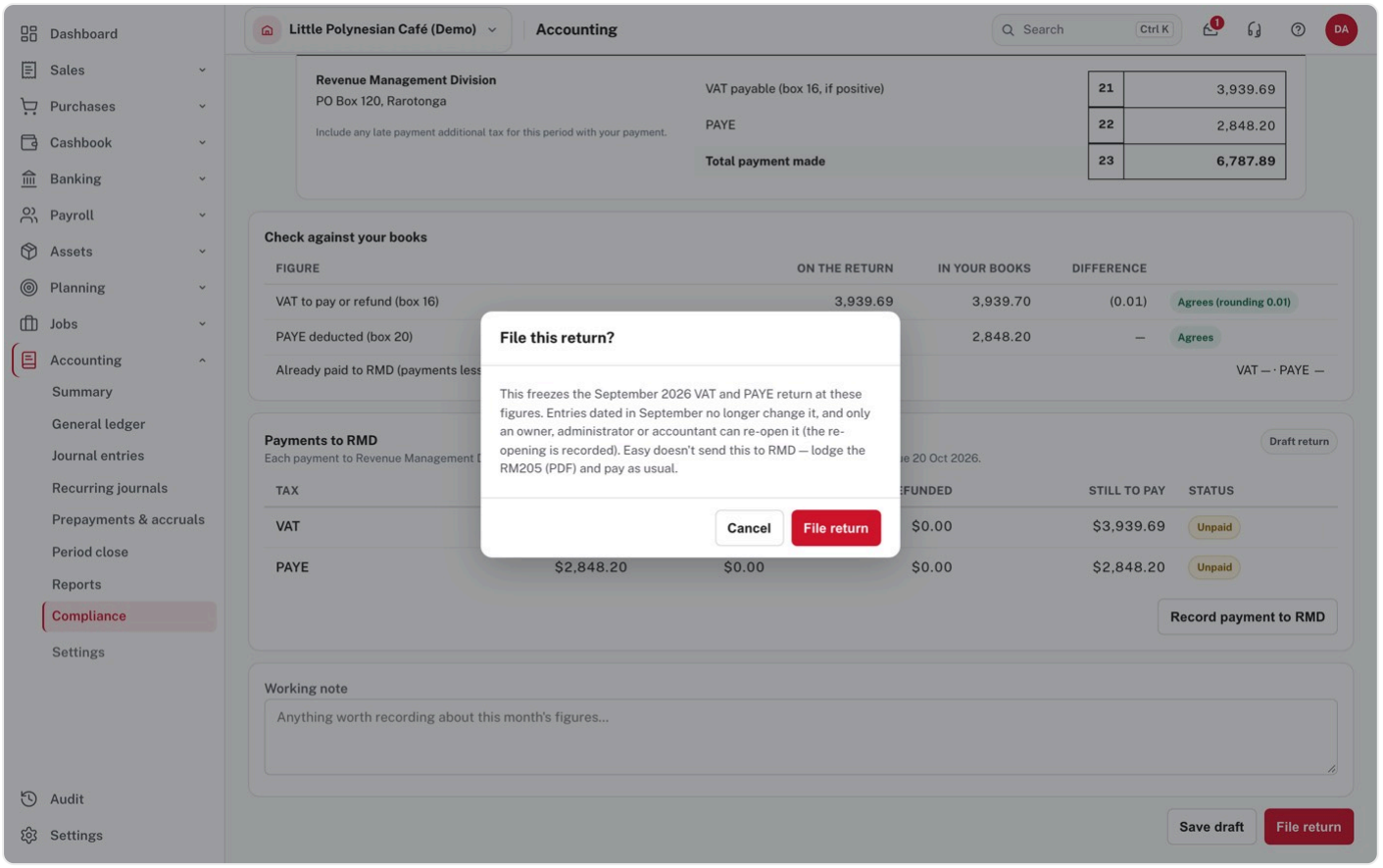
Tax audit (top right of *VAT and PAYE returns*) is the working paper behind the return.



It lists every VAT-bearing line for the month, split into **output VAT** (sales) and **input VAT** (purchases): the date, source, number, customer or supplier, tax code, account, net, VAT and a running total. The lines add up to the boxes. Exempt and no-VAT lines are in no box, so they are not listed. On the payments basis, it shows the part of each invoice or bill that a receipt or payment settled that month. You can choose the rounding (to the cent, whole dollars, thousands) and **Export (Excel)**.

Step 6. File the return

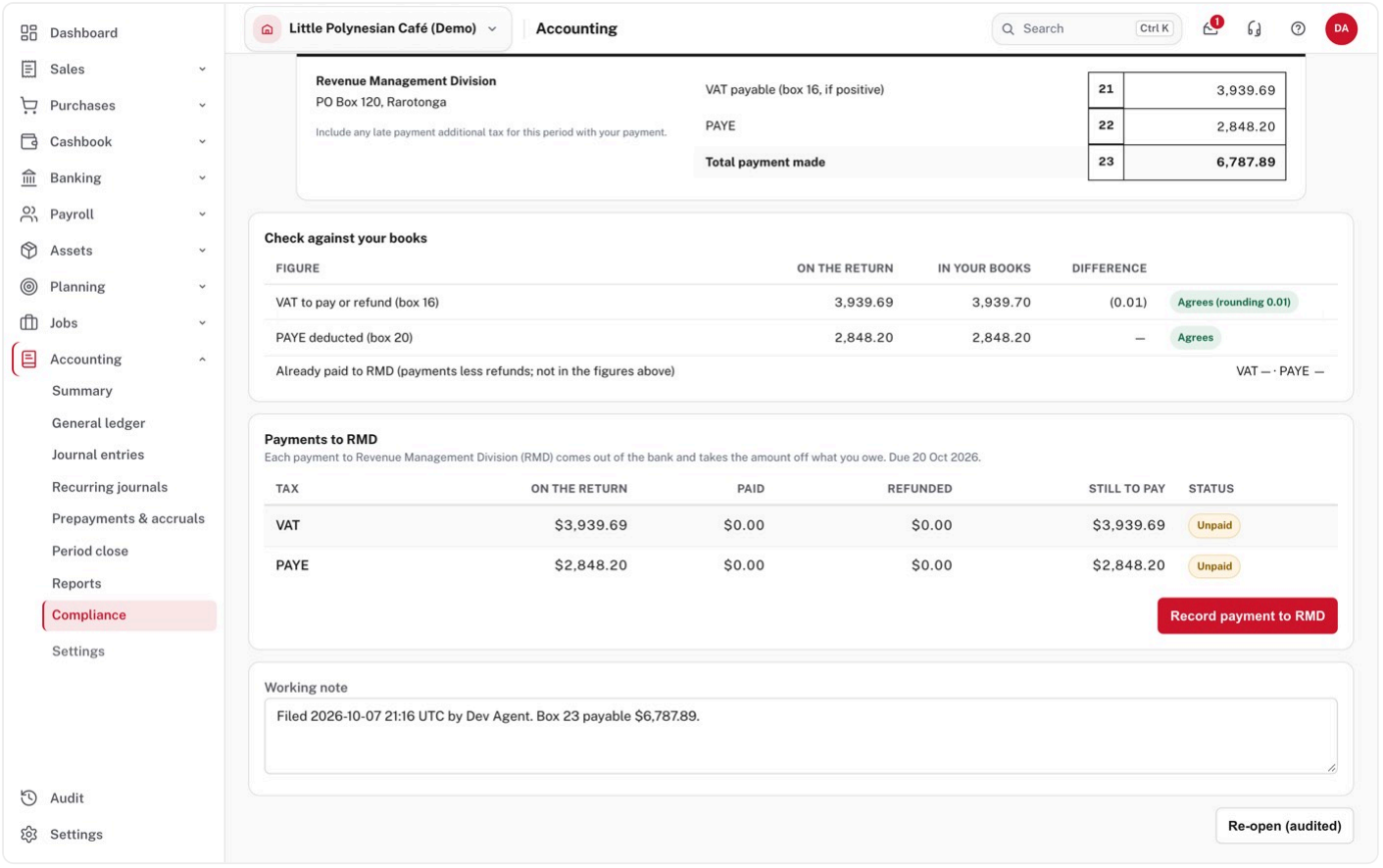
Scroll to the foot of the return and choose **File return**.



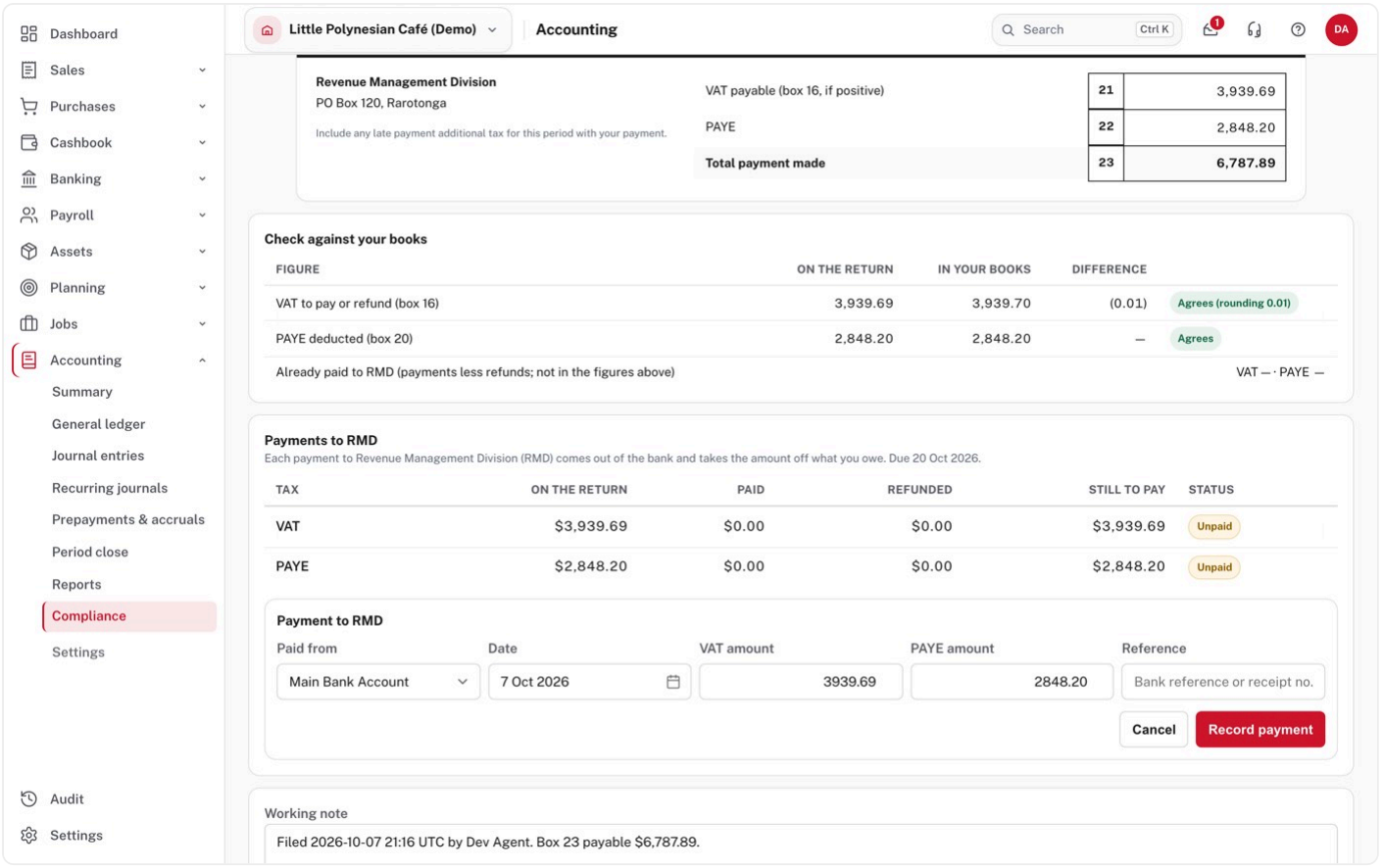
Filing **freezes the return at these figures**: entries dated in that month no longer change it, and only an owner, administrator or accountant can re-open it (the re-opening is recorded). **Save draft** keeps your work without filing. Use the **Working note** to record anything worth remembering about the month's figures.

Then **lodge the RM205 with RMD**: choose **PDF (RM205)** at the top to print it, or **Export (Excel)**. Easy doesn't send it.

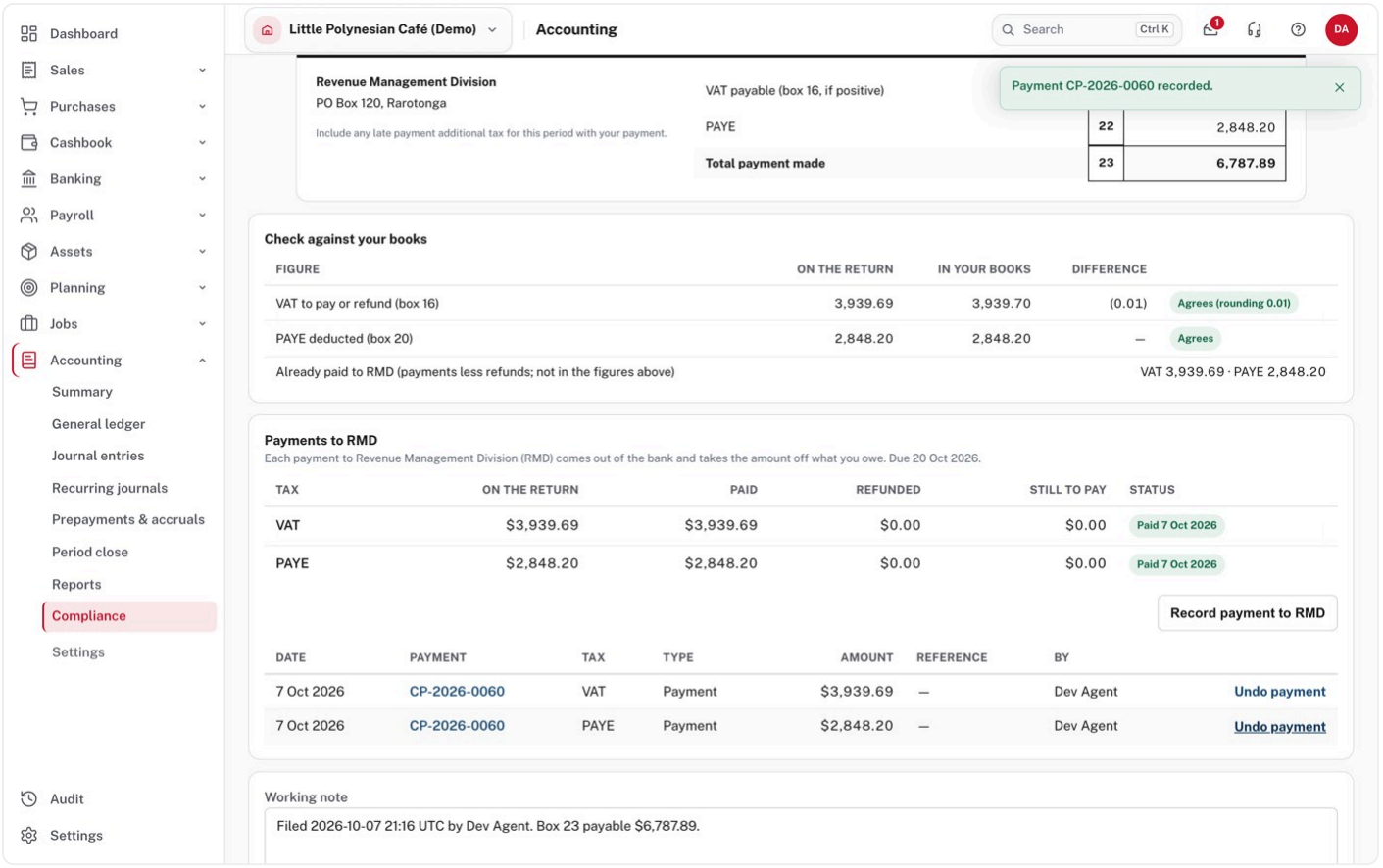
Step 7. Pay RMD and record it

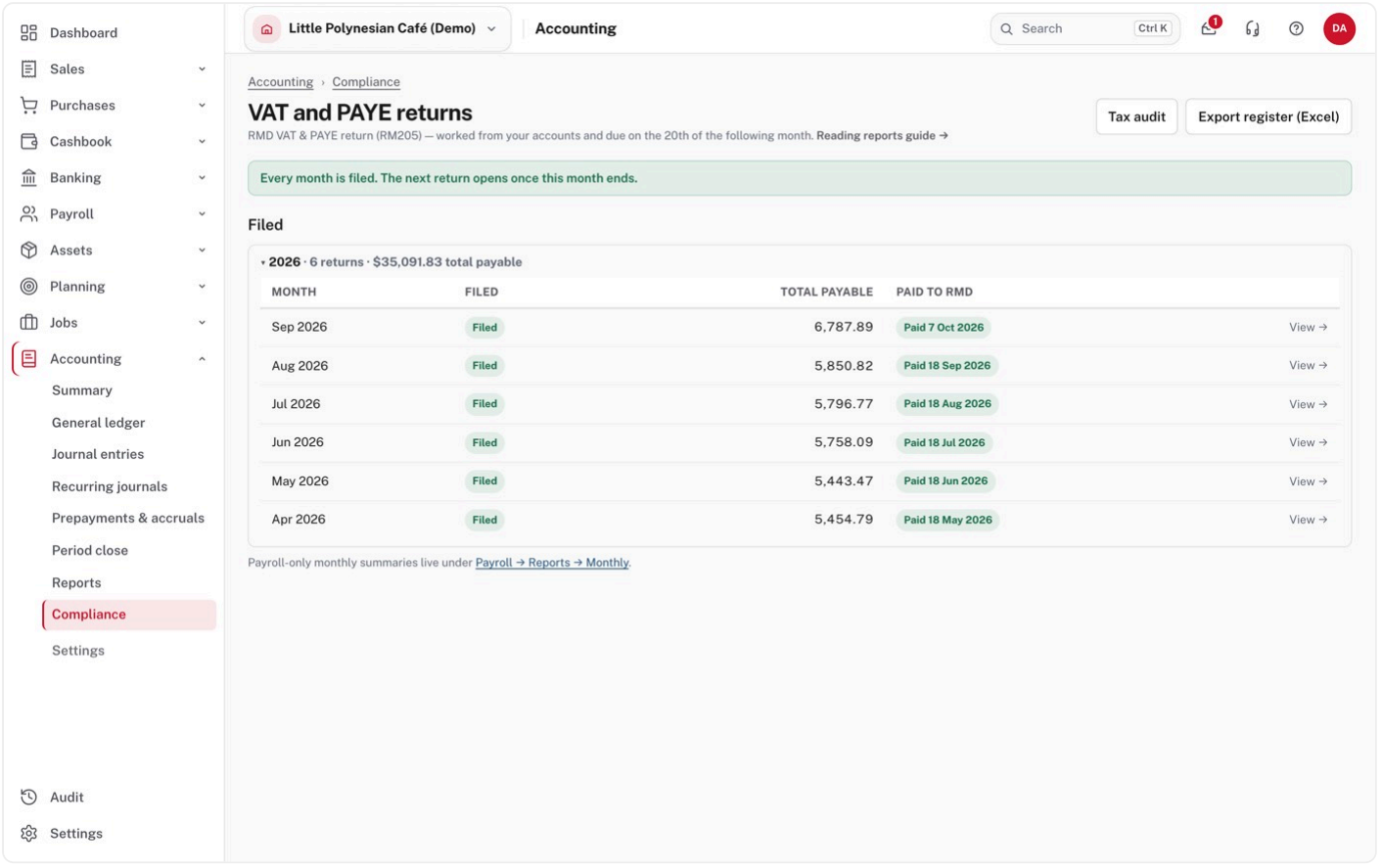


Payments to RMD lists the **VAT** and the **PAYE** on the return, what has been **paid** and **refunded**, what is **still to pay**, and the status (*Unpaid*). Pay RMD from your bank, then choose **Record payment to RMD**.



Choose the account it was **paid from**, check the **date**, and the **VAT** and **PAYE amounts** (filled in with what is owing). Add the bank's **reference** or receipt number and **Record payment**. A partial payment is fine and leaves the rest still to pay.


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Period close
Reports
Compliance
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Audit
Settings
Little Polynesian Café (Demo)
Accounting
Search
Ctrl K
DA
Revenue Management Division
PO Box 120, Rarotonga
Include any late payment additional tax for this period with your payment.
VAT payable (box 16, if positive)
PAYE
22
2,848.20
Total payment made
23
6,787.89
Payment CP-2026-0060 recorded.
Check against your books
FIGURE
ON THE RETURN
IN YOUR BOOKS
DIFFERENCE
VAT to pay or refund (box 16)
3,939.69
3,939.70
(0.01)
Agrees (rounding 0.01)
PAYE deducted (box 20)
2,848.20
2,848.20
—
Agrees
Already paid to RMD (payments less refunds; not in the figures above)
VAT 3,939.69 · PAYE 2,848.20
Payments to RMD
Each payment to Revenue Management Division (RMD) comes out of the bank and takes the amount off what you owe. Due 20 Oct 2026.
TAX
ON THE RETURN
PAID
REFUNDED
STILL TO PAY
STATUS
VAT
$3,939.69
$3,939.69
$0.00
$0.00
Paid 7 Oct 2026
PAYE
$2,848.20
$2,848.20
$0.00
$0.00
Paid 7 Oct 2026
Record payment to RMD
DATE
PAYMENT
TAX
TYPE
AMOUNT
REFERENCE
BY
7 Oct 2026
CP-2026-0060
VAT
Payment
$3,939.69
—
Dev Agent
Undo payment
7 Oct 2026
CP-2026-0060
PAYE
Payment
$2,848.20
—
Dev Agent
Undo payment
Working note
Filed 2026-10-07 21:16 UTC by Dev Agent. Box 23 payable $6,787.89.


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Period close
Reports
Compliance
Settings
Audit
Settings
Little Polynesian Café (Demo)
Accounting
Search
Ctrl K
DA
Accounting › Compliance
VAT and PAYE returns
RMD VAT & PAYE return (RM205) — worked from your accounts and due on the 20th of the following month. Reading reports guide →
Tax audit
Export register (Excel)
Every month is filed. The next return opens once this month ends.
Filed
2026 · 6 returns · $35,091.83 total payable
MONTH
FILED
TOTAL PAYABLE
PAID TO RMD
Sep 2026
Filed
6,787.89
Paid 7 Oct 2026
View →
Aug 2026
Filed
5,850.82
Paid 18 Sep 2026
View →
Jul 2026
Filed
5,796.77
Paid 18 Aug 2026
View →
Jun 2026
Filed
5,758.09
Paid 18 Jul 2026
View →
May 2026
Filed
5,443.47
Paid 18 Jun 2026
View →
Apr 2026
Filed
5,454.79
Paid 18 May 2026
View →
Payroll-only monthly summaries live under Payroll → Reports → Monthly.

The list now shows the month as **Filed** and **Paid to RMD** with its date.

If you need to change a filed return

A filed return is frozen. Re-open it (an owner, administrator or accountant) to correct it, then file it again. The re-opening is recorded. A payment recorded in error can be cancelled where it was recorded.

Check before you continue

Check before you continue

- ◯ Every invoice, bill, receipt, payment and pay run for the month is entered, and the month is reconciled.
- ◯ **Check against your books** says *Agrees* for the VAT to pay and for the PAYE.
- ◯ Boxes 9, 13 and 14 hold only adjustments you can explain.
- ◯ The return is filed in Easy, **lodged with RMD** by the 20th, and the payment is recorded with the bank's reference.
- ◯ Month-end: continue with Month-end checklist and closing a period.

VAT: registration, tax codes and rate changes

Do this once when the company registers for VAT, and again when RMD changes a rate. VAT in Easy has three parts: whether the company is **registered**, the **tax codes** each line can carry, and the **return basis** the monthly return uses. Get them right before the first invoice, because every VAT figure flows from them.

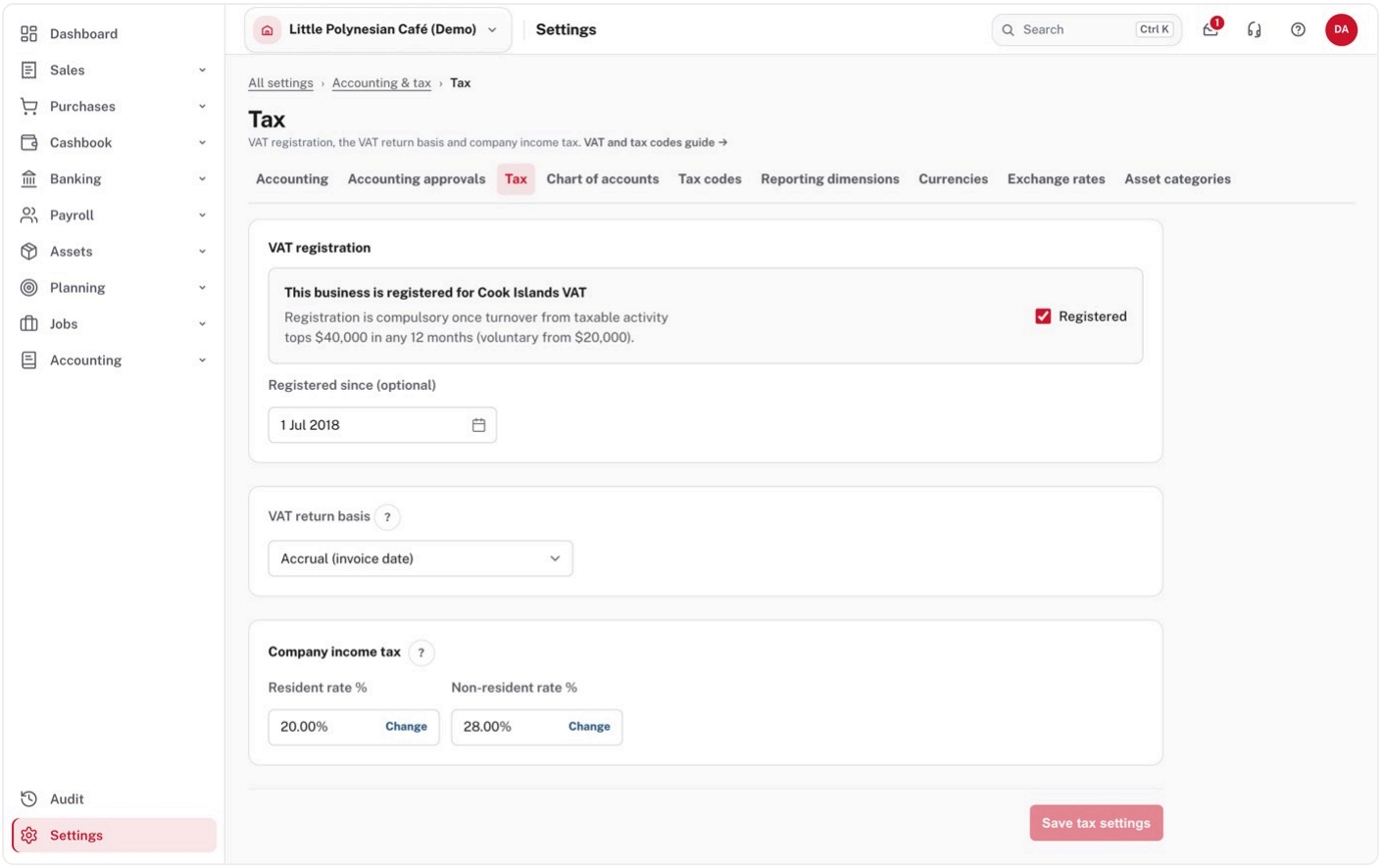
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, which is VAT registered at the standard 15%.

Before you start

- **Know the date** the registration took effect. Registration is compulsory once turnover from taxable activity tops **$40,000** in any 12 months, and voluntary from **$20,000**.
- **Know your basis** with RMD: VAT on **invoices** (accrual) or on **payments** (when cash moves).
- Only the **Owner**, an **Administrator** or an **Accountant** can change tax settings (People, roles and access).

Step 1. Register for VAT (or switch it off)

Settings → Accounting & tax → Tax.



- **Registered** switches VAT on, with an optional **Registered since** date.
- **VAT return basis** says how the return counts VAT (here *Accrual (invoice date)*).
- **Company income tax** shows the resident and non-resident rates; **Change** edits one.

Change registration on the day the change takes effect. Documents already raised keep the treatment they were raised with, and past returns don't move.

When the company is not VAT registered

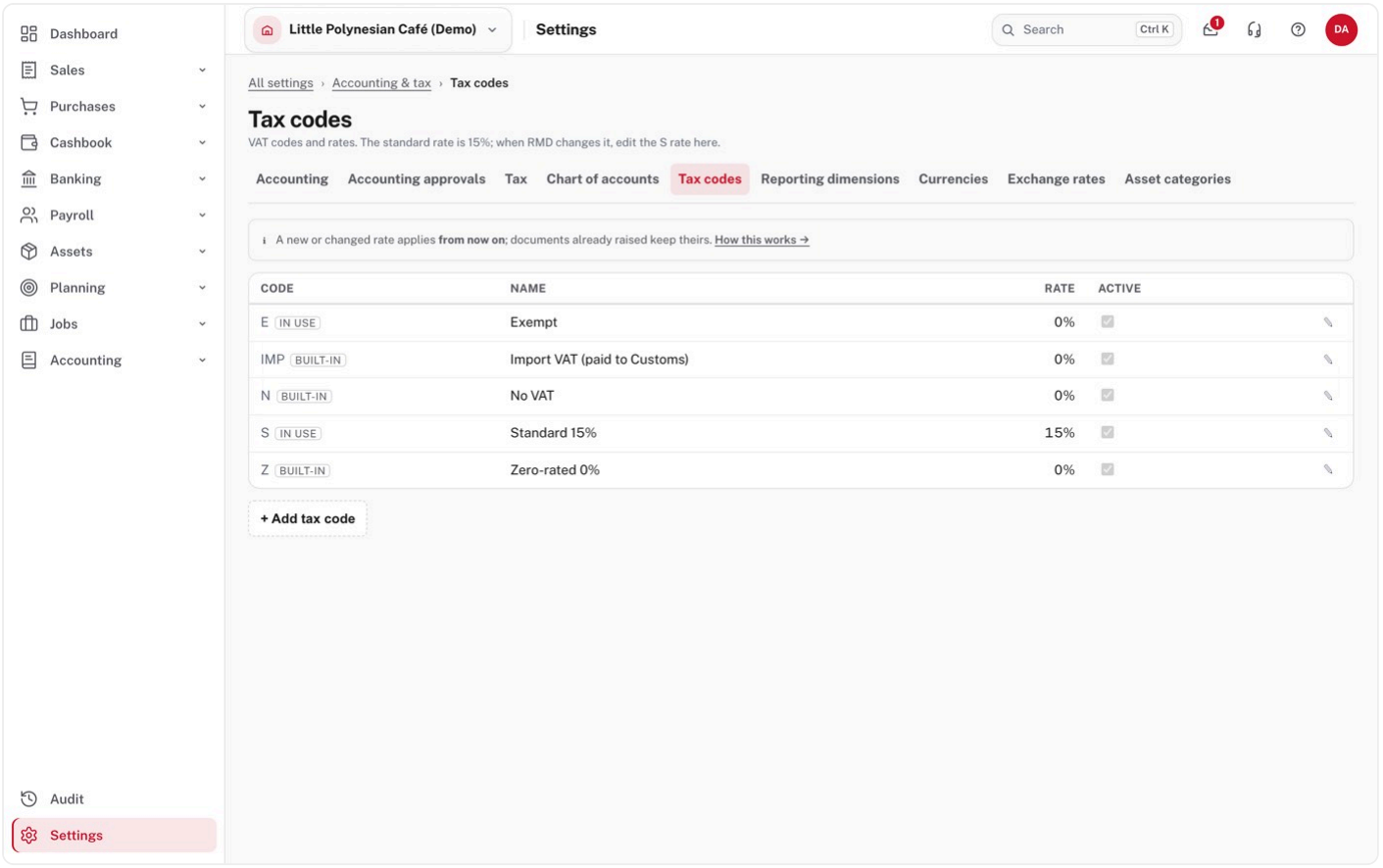
With registration off:

- invoices, quotes and bills don't show a VAT column or totals, and **every line is coded N** (No VAT);
- invoices are headed **Invoice**, not *Tax Invoice* (also set it on the branding page: Invoice branding);
- the monthly **RM205** return and the VAT part of Compliance are hidden.

More detail: VAT registration and tax codes.

Step 2. Know the tax codes

Settings → Accounting & tax → Tax codes.



Code	Name	Rate	Used for
S	Standard 15%	15%	Most sales and purchases
Z	Zero-rated 0%	0%	Sales that are taxable at 0% (counted in box 6 of the return)
E	Exempt	0%	Exempt supplies
N	No VAT	0%	Outside VAT altogether: not in any box (wages, owner money)
IMP	Import VAT (paid to Customs)	0%	VAT you paid to Customs on imports (box 13)

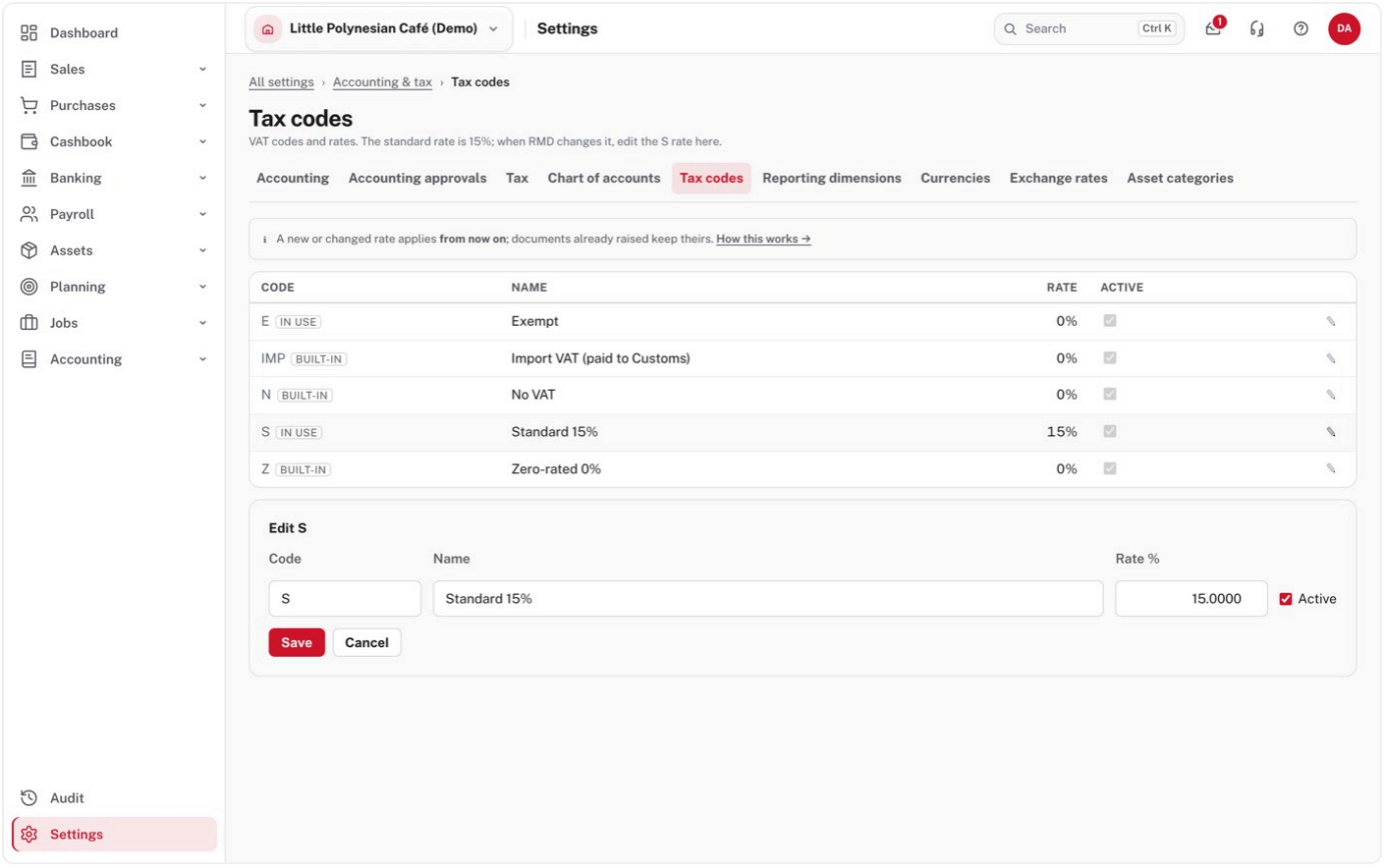
Codes marked **BUILT-IN** are part of Easy. A code marked **IN USE** has documents on it. A code that is in use can have its **name and rate** changed, but **not its short code**. A line's default code comes from the account it is coded to: the chart of accounts has a **Default VAT** column (Set up your company, step 5).

Exempt is not the same as No VAT

Exempt is a VAT treatment RMD knows about; **No VAT** means VAT does not apply at all. Ask your accountant which a sale needs.

Step 3. When RMD changes the rate

Choose the pencil on the **S** row.



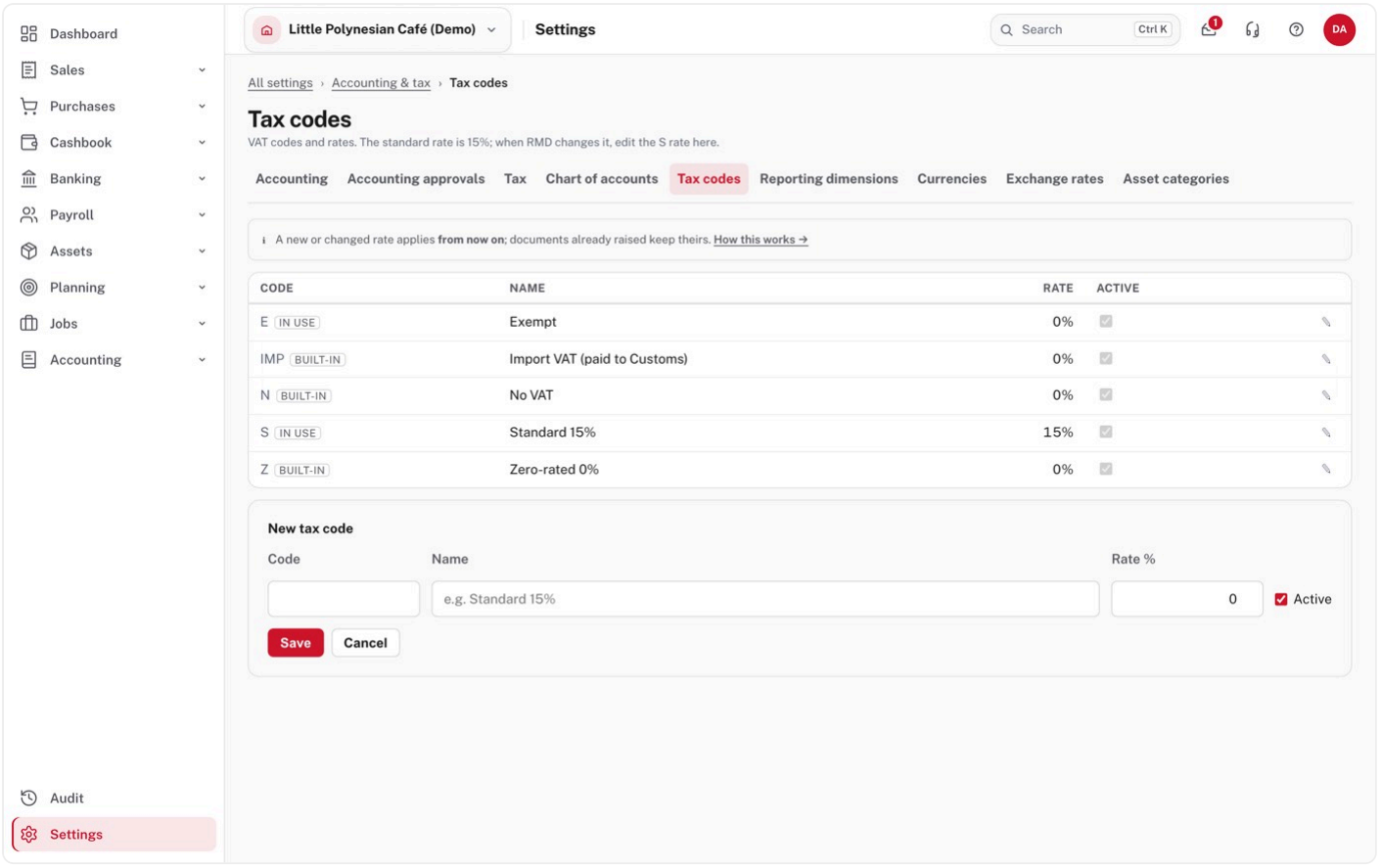
Change **Rate %** and **Save**. **A new or changed rate applies from now on.** Invoices, quotes and bills already raised **keep the rate they were created with**, so past VAT returns don't move. Do it on the day the new rate starts, and check the next invoice you raise.

Don't change the rate to fix an old document

A changed rate does not reach back. To correct one document, undo it and raise it again, or credit it (Credit notes, undoing and correcting).

Step 4. Add a code (rarely needed)

Choose **+ Add tax code** for a code the built-in set does not cover.



Give it a short **code**, a **name** and a **rate**, and keep it **Active**. Untick **Active** to stop a code being used; it stays on the documents that already carry it.

Step 5. Check how VAT reaches the return

Once codes are right, the monthly return works itself out: sales boxes from the lines coded S, Z and E, purchase boxes from the lines coded S, the import VAT from IMP, and **N** lines appear in none. See Monthly VAT and PAYE returns.

If a figure on the return surprises you, open the **tax audit**: it lists every VAT-bearing line behind each box, so a wrong code is easy to find (Tax audit: checking VAT before you file).

Check before you continue

Check before you continue

- ◯ The registration (and its start date) match what RMD holds, and the return basis is the one you filed on before.
- ◯ The standard rate is 15%, or the rate RMD currently sets, and the next invoice shows the right VAT.
- ◯ Accounts that carry no VAT (wages, owner money) default to **N**, and income and expense accounts default to the code you expect (check **Default VAT** on the chart of accounts; a bank fee account may be exempt).
- ◯ If VAT is off, documents say **Invoice** and no VAT column shows.
- ◯ After any rate change, you checked the first new document, and the old ones kept their VAT.

Tax audit: checking VAT before you file

Do this each month **before you file the RM205**. The tax audit is the working paper behind the VAT half of the return: it lists every sale and purchase that carries VAT, one line at a time, adds them up the way the return does, and says whether the two agree. If a VAT box on the return surprises you, this is where you find the line that explains it. It is for whoever prepares the return, usually the accountant. It belongs with Monthly VAT and PAYE returns and VAT: registration, tax codes and rate changes.

About the screenshots

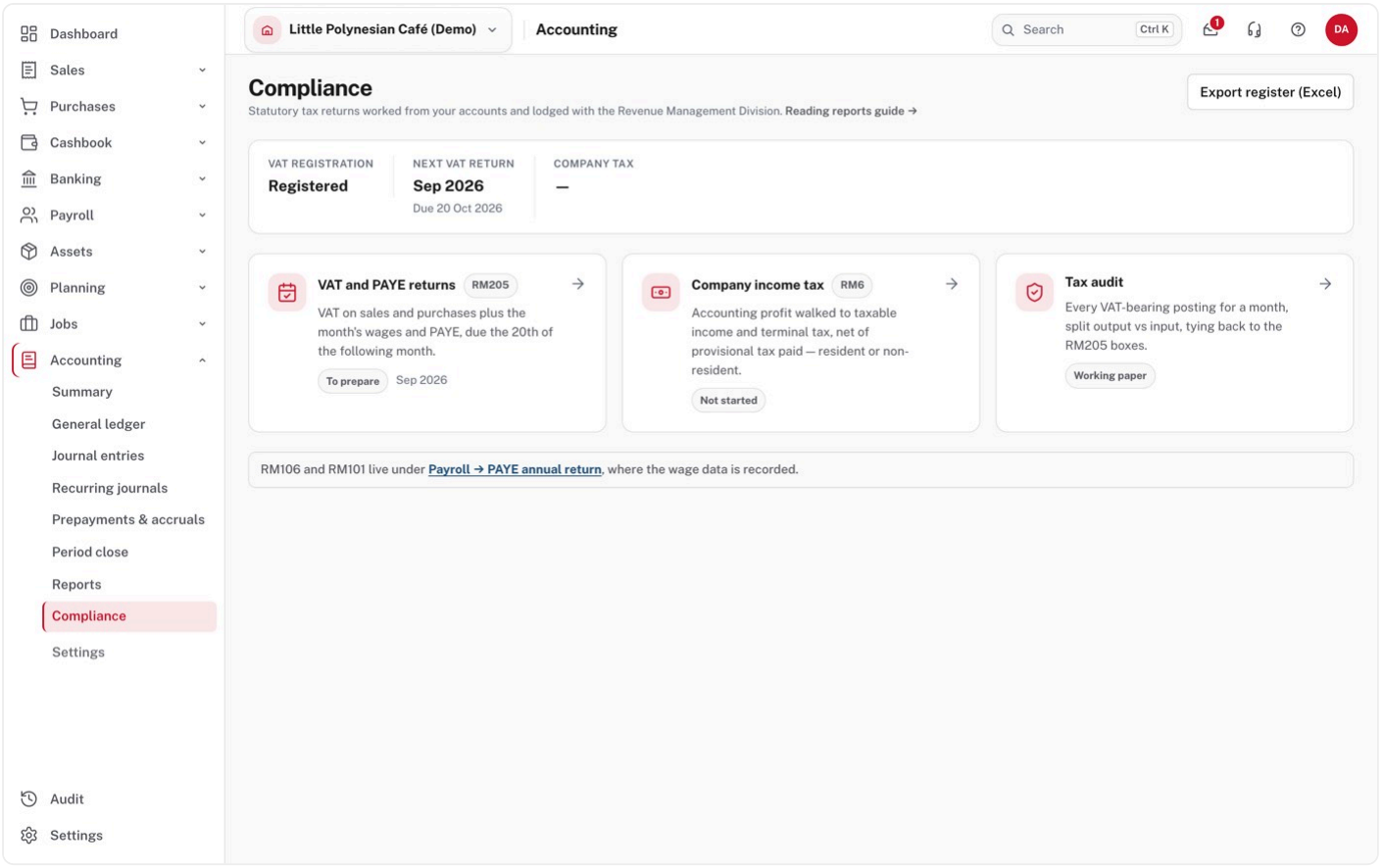
Most screenshots are from Easy's demo company, *Little Polynesian Café*, for September 2026 on the invoice (accrual) basis. A few show states the demo doesn't have (a figure that doesn't agree, the payments basis, VAT switched off). Those come from a separate practice company, *Manual Lab ta*, which has a handful of made-up entries (its name shows in the top corner of its full-page pictures). Customer names and amounts are examples.

Before you start

- **The company is registered for VAT.** If it isn't, the page is empty (see the last section).
- **The month's documents are all entered**: invoices finalised, bills recorded, cash-book receipts and payments coded with the right VAT code. A draft is not in the paper, and not in the return either.
- **Bank reconciliation for the month is done**, so nothing is missing (Bank reconciliation).
- You know which **VAT return basis** the company files on, because the audit follows it (Step 2).

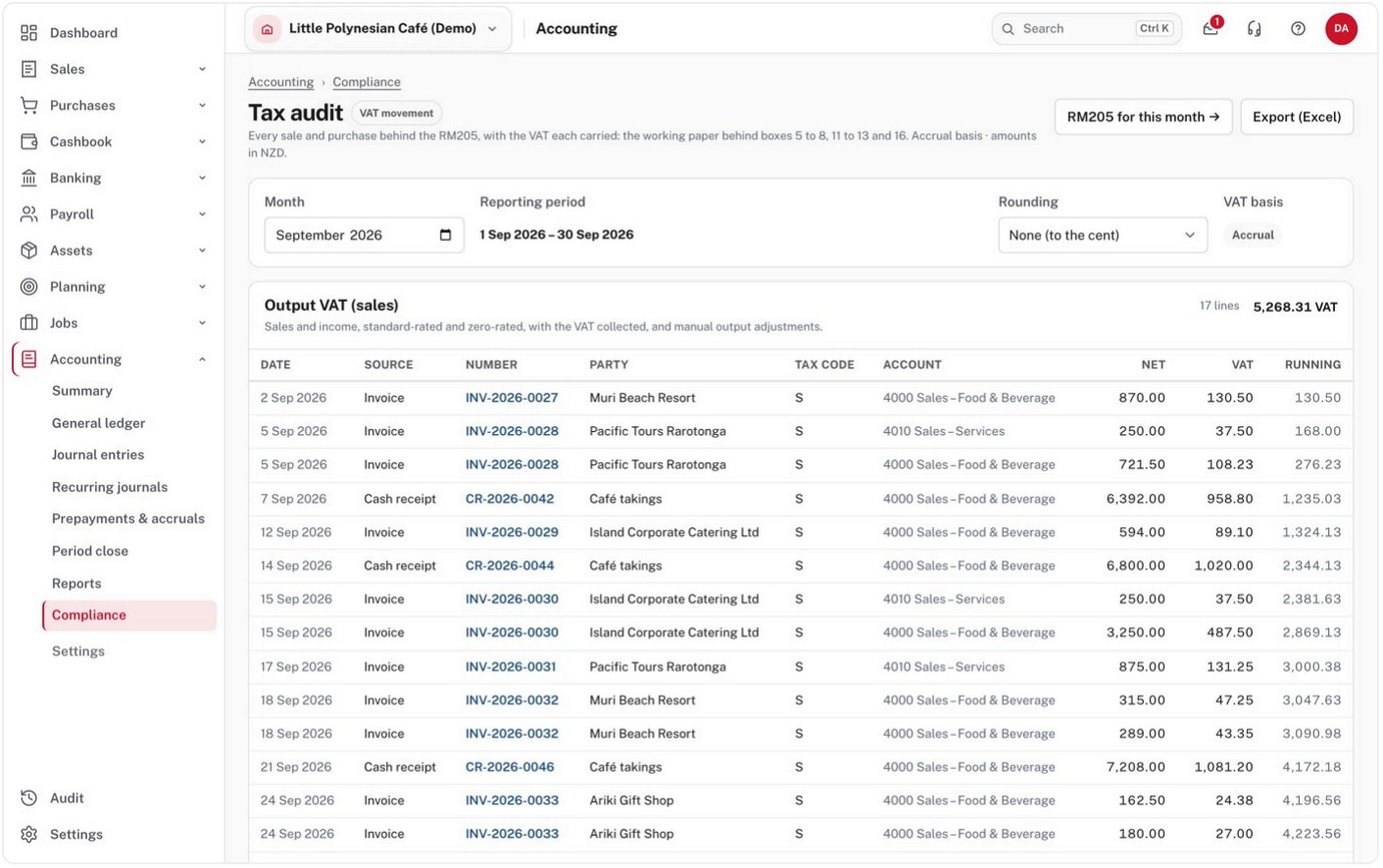
Step 1. Open the tax audit

Accounting → Compliance → Tax audit.



There are three ways in. The **Tax audit** card on Compliance, the **Tax audit** button on **VAT and PAYE returns**, and **What makes up these figures →** at the top of the return itself (Step 6). The page opens on **last month**, the one you are about to file.

Step 2. Choose the month and read the top of the page

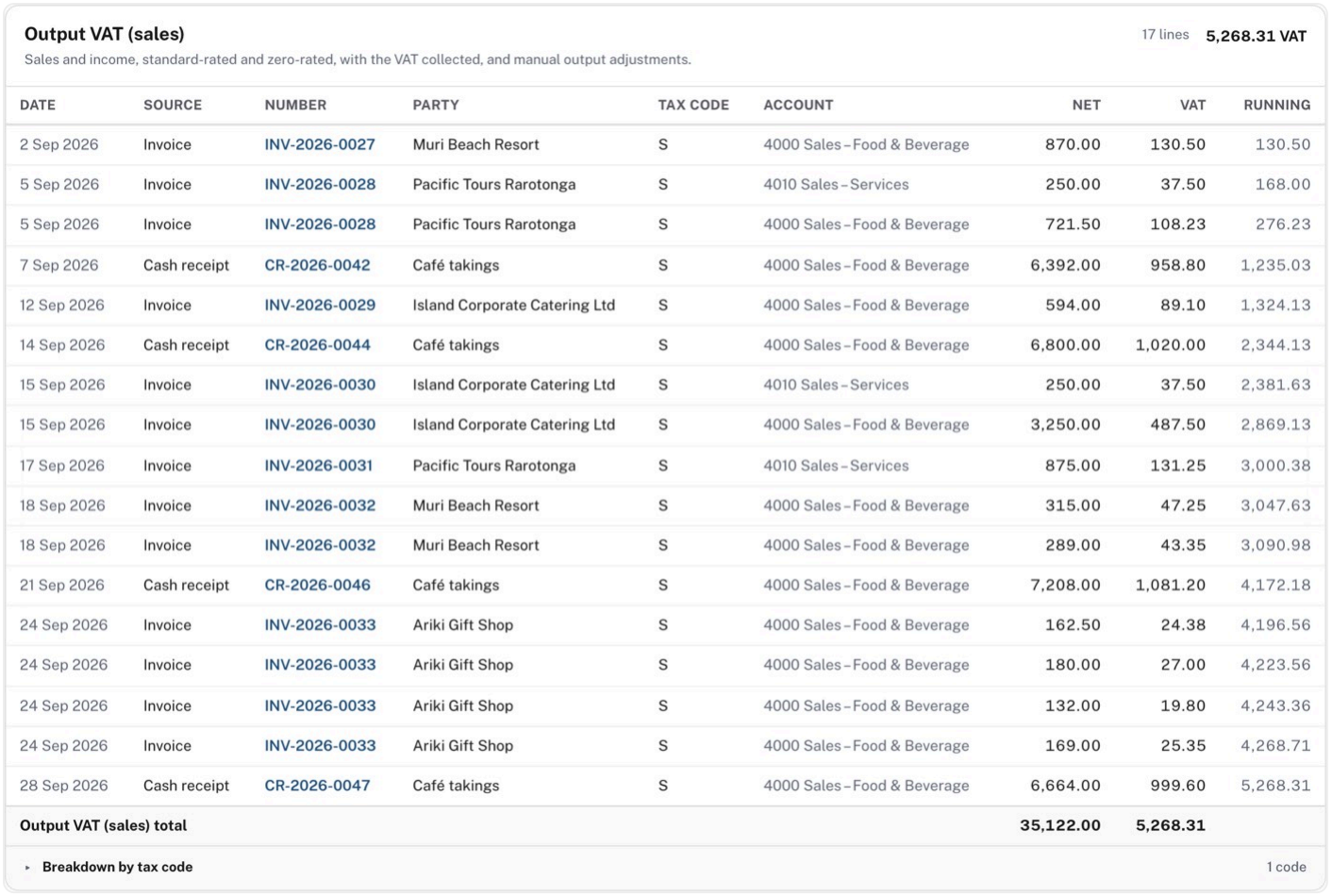


Control	What it does
Month	The month you are auditing. It always covers one whole calendar month, from the 1st to the last day
Reporting period	The dates that month covers
Rounding	How figures are shown: to the cent, whole dollars or thousands (Step 7)
VAT basis	**Accrual** (VAT counted when the invoice or bill is dated) or **Payments** (when the money moves). You can't change it here: it is the company's setting under **Settings → Accounting & tax → Tax**

The line under the title names the basis and the currency ("amounts in NZD" is the company's own currency). **RM205 for this month →** opens that month's return, and **Export (Excel)** saves the paper. The month picker stops at last month (from Easy's source), so you audit a month once it has ended.

Step 3. Read the sales side

The first card is **Output VAT (sales)**: the VAT you have collected.



Output VAT (sales)

Sales and income, standard-rated and zero-rated, with the VAT collected, and manual output adjustments.

17 lines **5,268.31 VAT**

DATE	SOURCE	NUMBER	PARTY	TAX CODE	ACCOUNT	NET	VAT	RUNNING
2 Sep 2026	Invoice	INV-2026-0027	Muri Beach Resort	S	4000 Sales – Food & Beverage	870.00	130.50	130.50
5 Sep 2026	Invoice	INV-2026-0028	Pacific Tours Rarotonga	S	4010 Sales – Services	250.00	37.50	168.00
5 Sep 2026	Invoice	INV-2026-0028	Pacific Tours Rarotonga	S	4000 Sales – Food & Beverage	721.50	108.23	276.23
7 Sep 2026	Cash receipt	CR-2026-0042	Café takings	S	4000 Sales – Food & Beverage	6,392.00	958.80	1,235.03
12 Sep 2026	Invoice	INV-2026-0029	Island Corporate Catering Ltd	S	4000 Sales – Food & Beverage	594.00	89.10	1,324.13
14 Sep 2026	Cash receipt	CR-2026-0044	Café takings	S	4000 Sales – Food & Beverage	6,800.00	1,020.00	2,344.13
15 Sep 2026	Invoice	INV-2026-0030	Island Corporate Catering Ltd	S	4010 Sales – Services	250.00	37.50	2,381.63
15 Sep 2026	Invoice	INV-2026-0030	Island Corporate Catering Ltd	S	4000 Sales – Food & Beverage	3,250.00	487.50	2,869.13
17 Sep 2026	Invoice	INV-2026-0031	Pacific Tours Rarotonga	S	4010 Sales – Services	875.00	131.25	3,000.38
18 Sep 2026	Invoice	INV-2026-0032	Muri Beach Resort	S	4000 Sales – Food & Beverage	315.00	47.25	3,047.63
18 Sep 2026	Invoice	INV-2026-0032	Muri Beach Resort	S	4000 Sales – Food & Beverage	289.00	43.35	3,090.98
21 Sep 2026	Cash receipt	CR-2026-0046	Café takings	S	4000 Sales – Food & Beverage	7,208.00	1,081.20	4,172.18
24 Sep 2026	Invoice	INV-2026-0033	Ariki Gift Shop	S	4000 Sales – Food & Beverage	162.50	24.38	4,196.56
24 Sep 2026	Invoice	INV-2026-0033	Ariki Gift Shop	S	4000 Sales – Food & Beverage	180.00	27.00	4,223.56
24 Sep 2026	Invoice	INV-2026-0033	Ariki Gift Shop	S	4000 Sales – Food & Beverage	132.00	19.80	4,243.36
24 Sep 2026	Invoice	INV-2026-0033	Ariki Gift Shop	S	4000 Sales – Food & Beverage	169.00	25.35	4,268.71
28 Sep 2026	Cash receipt	CR-2026-0047	Café takings	S	4000 Sales – Food & Beverage	6,664.00	999.60	5,268.31
Output VAT (sales) total						**35,122.00**	**5,268.31**	

▸ **Breakdown by tax code** 1 code

The card heading gives the number of lines and their VAT. Each line is one document line:

Column	What it shows
Date, Source, Number	When it happened, what made it (here **Invoice** or **Cash receipt**), and its number. Choose the number to open the document
Party	The customer. A cash-book receipt with no customer says **(cash sale)**, or the name it was recorded under (here *Café takings*)
Tax code	The VAT code the line carries (here **S**, standard 15%)
Account	The income account the line was coded to
Net, VAT	The amount before VAT, and the VAT on it
Running	The VAT added up line by line, so the last line equals the card's total

An invoice with several lines appears once for each (INV-2026-0028 has one line for services and one for food). The **total** row adds up net and VAT, and **Breakdown by tax code** opens the same totals split by code.



What is listed. Standard-rated sales (with their VAT) and zero-rated sales (with none, but they count in boxes 5 and 6). **Exempt and no-VAT lines are in no box, so they are not listed.** If a sale you expected is missing, check whether it was coded **E** or **N** (VAT: registration, tax codes and rate changes, Step 2).

Not shown in the demo

The demo's September has no credit notes, refunds or journals. From Easy's source: a **credit note** appears with the source *Credit note* and negative amounts. Money paid back to a customer on a sale appears as *Cash refund paid*, also negative. A journal that moved the VAT account without an invoice, bill or cash entry appears with the source *Journal*, as an adjustment line.

Step 4. Read the purchases side

The second card is **Input VAT (purchases)**: the VAT you claim back. It has the same columns.

Input VAT (purchases) 15 lines **1,328.61 VAT**

VAT claimed on purchases, expenses and manual input adjustments.

DATE	SOURCE	NUMBER	PARTY	TAX CODE	ACCOUNT	NET	VAT	RUNNING
1 Sep 2026	Bill	BILL-2026-0030	Avarua Properties Ltd	S	6100 Rent	2,200.00	330.00	330.00
3 Sep 2026	Bill	BILL-2026-0031	Te Aponga Uira	S	6200 Power & Utilities	410.00	61.50	391.50
4 Sep 2026	Bill	BILL-2026-0032	Rarotonga Pantry Wholesale	S	1400 Inventory on Hand	163.20	24.48	415.98
4 Sep 2026	Bill	BILL-2026-0032	Rarotonga Pantry Wholesale	S	1400 Inventory on Hand	171.00	25.65	441.63
4 Sep 2026	Bill	BILL-2026-0032	Rarotonga Pantry Wholesale	S	1400 Inventory on Hand	115.20	17.28	458.91
4 Sep 2026	Bill	BILL-2026-0032	Rarotonga Pantry Wholesale	S	1400 Inventory on Hand	129.60	19.44	478.35
8 Sep 2026	Bill	BILL-2026-0033	Progressive Foods CI Ltd	S	5000 Cost of Goods Sold	1,739.00	260.85	739.20
10 Sep 2026	Cash payment	CP-2026-0039	Avarua Hardware	S	6600 Repairs & Maintenance	85.00	12.75	751.95
12 Sep 2026	Bill	BILL-2026-0034	Progressive Foods CI Ltd	S	5000 Cost of Goods Sold	1,150.00	172.50	924.45
13 Sep 2026	Bill	BILL-2026-0035	Rarotonga Party Hire	S	5000 Cost of Goods Sold	780.00	117.00	1,041.45
15 Sep 2026	Bill	BILL-2026-0036	Island Beverages Distributors	S	1400 Inventory on Hand	672.00	100.80	1,142.25
15 Sep 2026	Bill	BILL-2026-0036	Island Beverages Distributors	S	1400 Inventory on Hand	252.00	37.80	1,180.05
16 Sep 2026	Bill	BILL-2026-0037	Progressive Foods CI Ltd	S	5000 Cost of Goods Sold	300.80	45.12	1,225.17
22 Sep 2026	Bill	BILL-2026-0038	Te Aponga Uira	S	6200 Power & Utilities	614.40	92.16	1,317.33
27 Sep 2026	Bill	BILL-2026-0042	Reimbursement: Mereana Tepou	S	5000 Cost of Goods Sold	75.22	11.28	1,328.61
Input VAT (purchases) total						**8,857.42**	**1,328.61**	

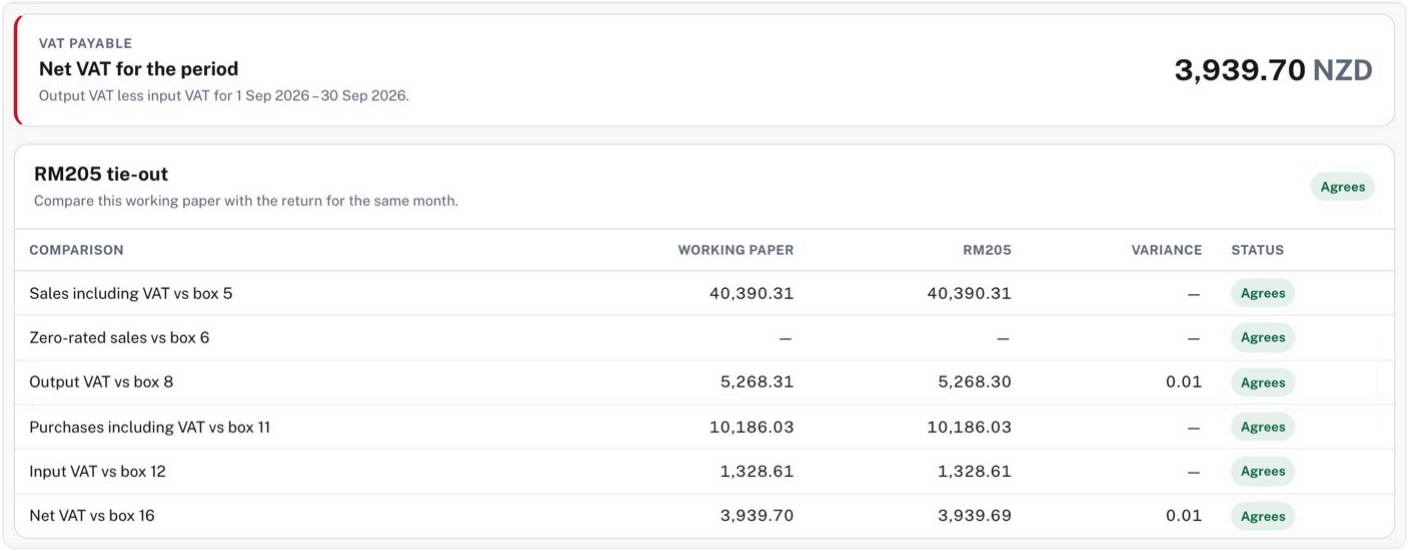
▸ **Breakdown by tax code** 1 code

It lists **Bills** and **Cash payments** that carry VAT, with the expense or stock account each line was coded to. Stock purchases show the **Inventory on Hand** account, because the VAT on stock is claimed too. A bill with four lines (BILL-2026-0032) shows four rows. As on the sales side, lines coded **N** or **E** aren't here.

> **Not shown in the demo**
>
> VAT you paid to Customs on an import, entered on a bill with the import VAT code, appears as its own line with the source *Import VAT*: the whole line is VAT, and it is box 13 of the return, not box 12. A supplier credit note appears as a negative line.

Step 5. Check Net VAT and the tie-out

At the foot of the page are two cards.



Net VAT for the period is output VAT less input VAT: **3,939.70** for September. The card says **VAT payable** (it reads **Refund position** when input VAT is the bigger figure; *not shown in the demo*).

RM205 tie-out puts the paper next to the return for the same month:

Row	Compares
Sales including VAT vs box 5	All sales lines with their VAT, against box 5
Zero-rated sales vs box 6	The zero-rated part, against box 6
Output VAT vs box 8	The VAT on sales, against box 8
Purchases including VAT vs box 11	All purchase lines with their VAT, against box 11
Input VAT vs box 12	The VAT on purchases, against box 12
Net VAT vs box 16	Output less input, against the VAT to pay

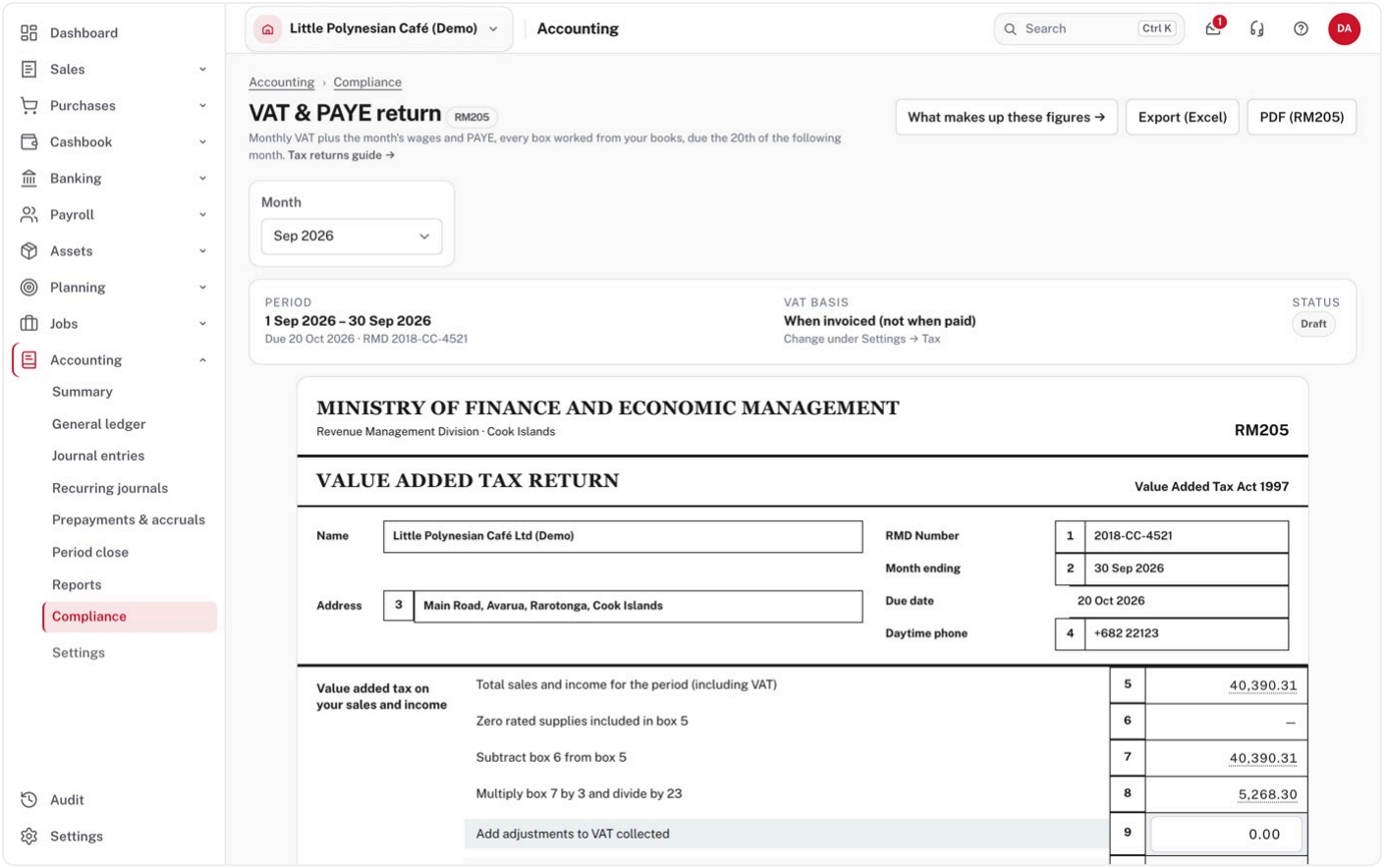
A row says **Agrees** when the two figures are within two cents, and **Check** when they are further apart. The badge at the top of the card says **Agrees** only when every row does, and **Review** otherwise. A row for **Import VAT vs box 13 (bills)** is added when the month has import VAT.

A cent either way is not a problem

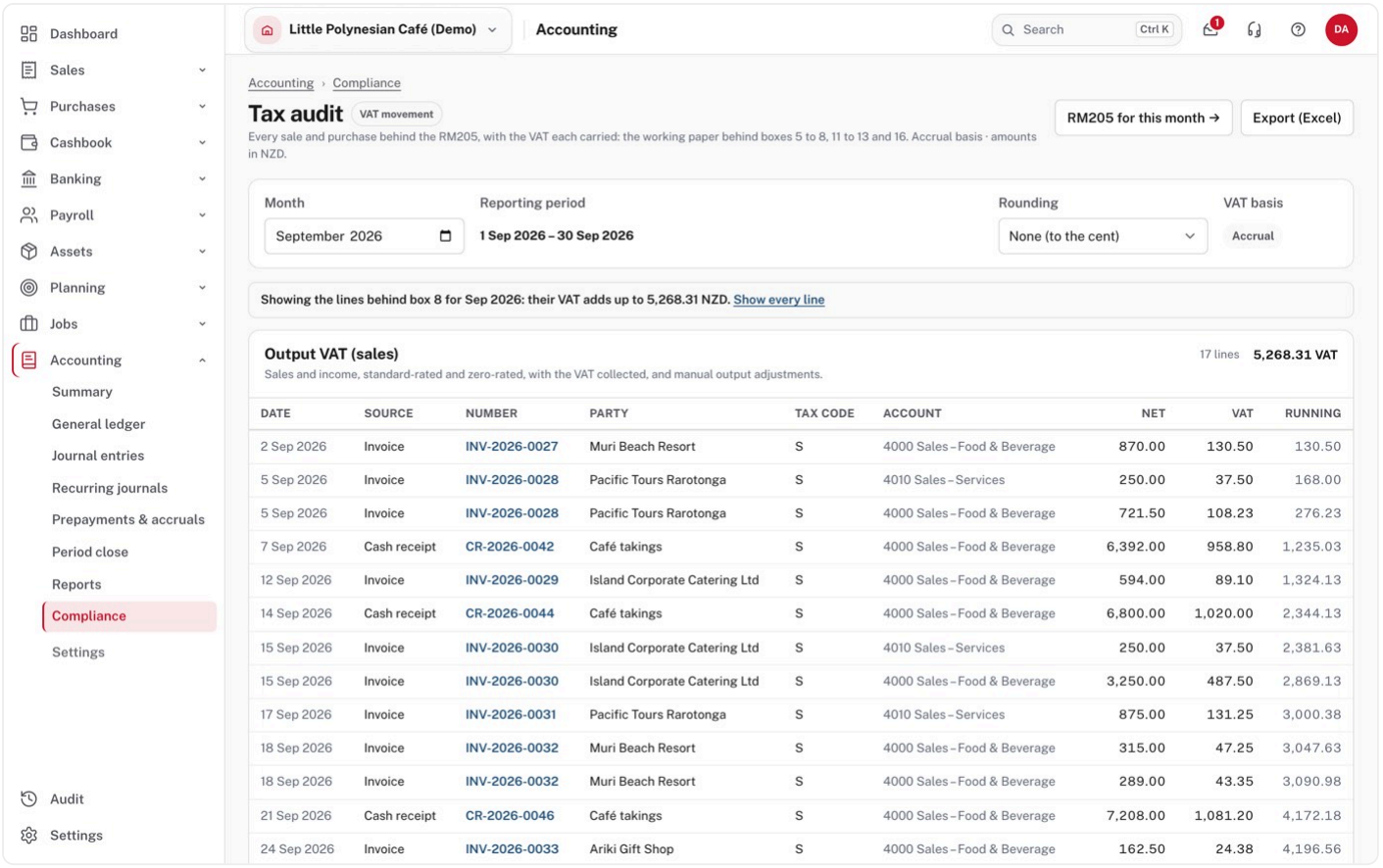
In the demo, **Output VAT vs box 8** differs by 0.01 (5,268.31 against 5,268.30), and so does **Net VAT vs box 16** (3,939.70 against 3,939.69). The return works box 8 once, from box 7 (× 3 ÷ 23, as the form says), while the paper adds up the VAT line by line. Easy treats up to two cents as agreeing.

Step 6. Follow a box on the return to its lines

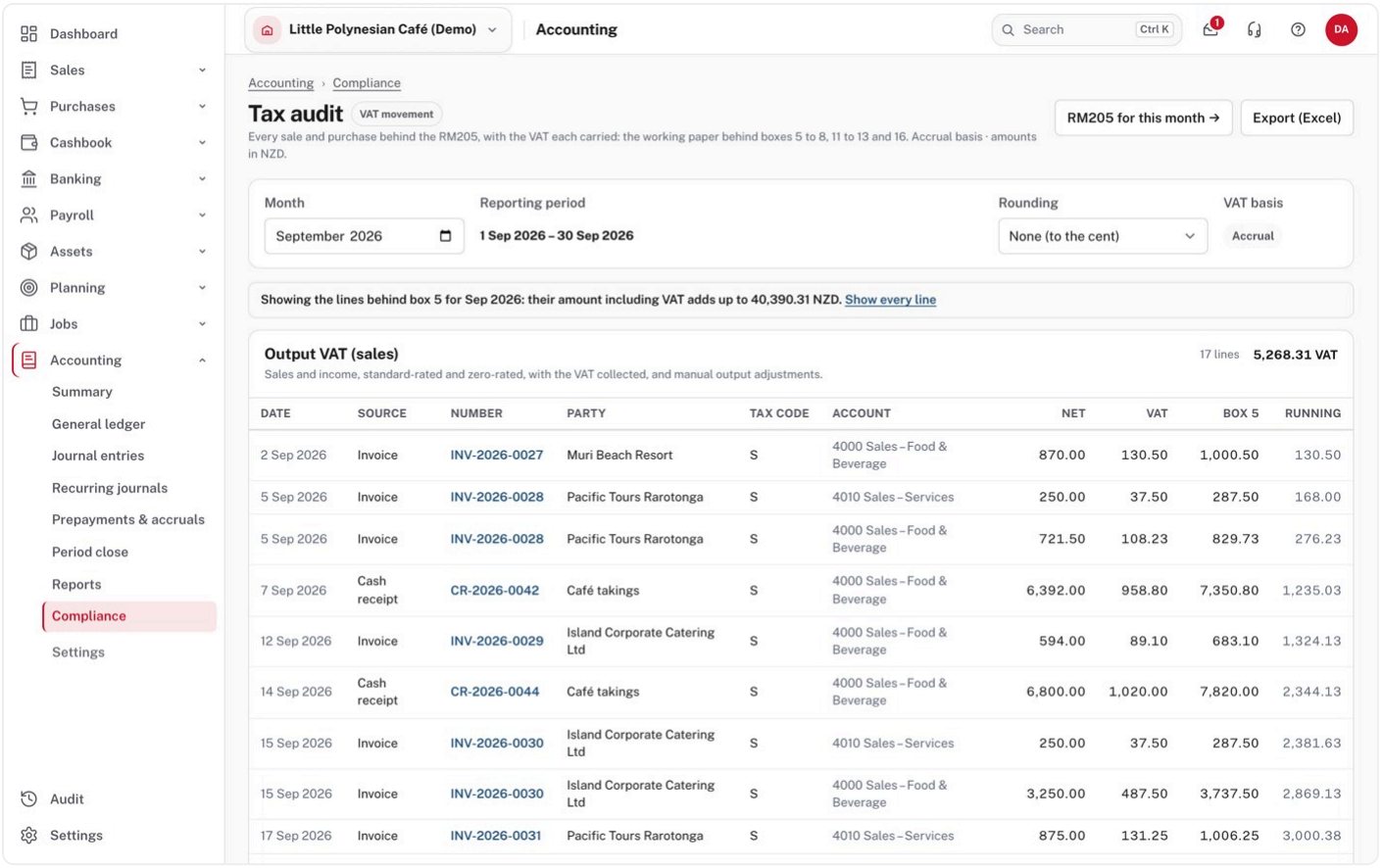
On the return (**VAT and PAYE returns → Work this return**), every worked-out sales and purchases box that isn't nil is a link.



Choose the figure in **box 8**:

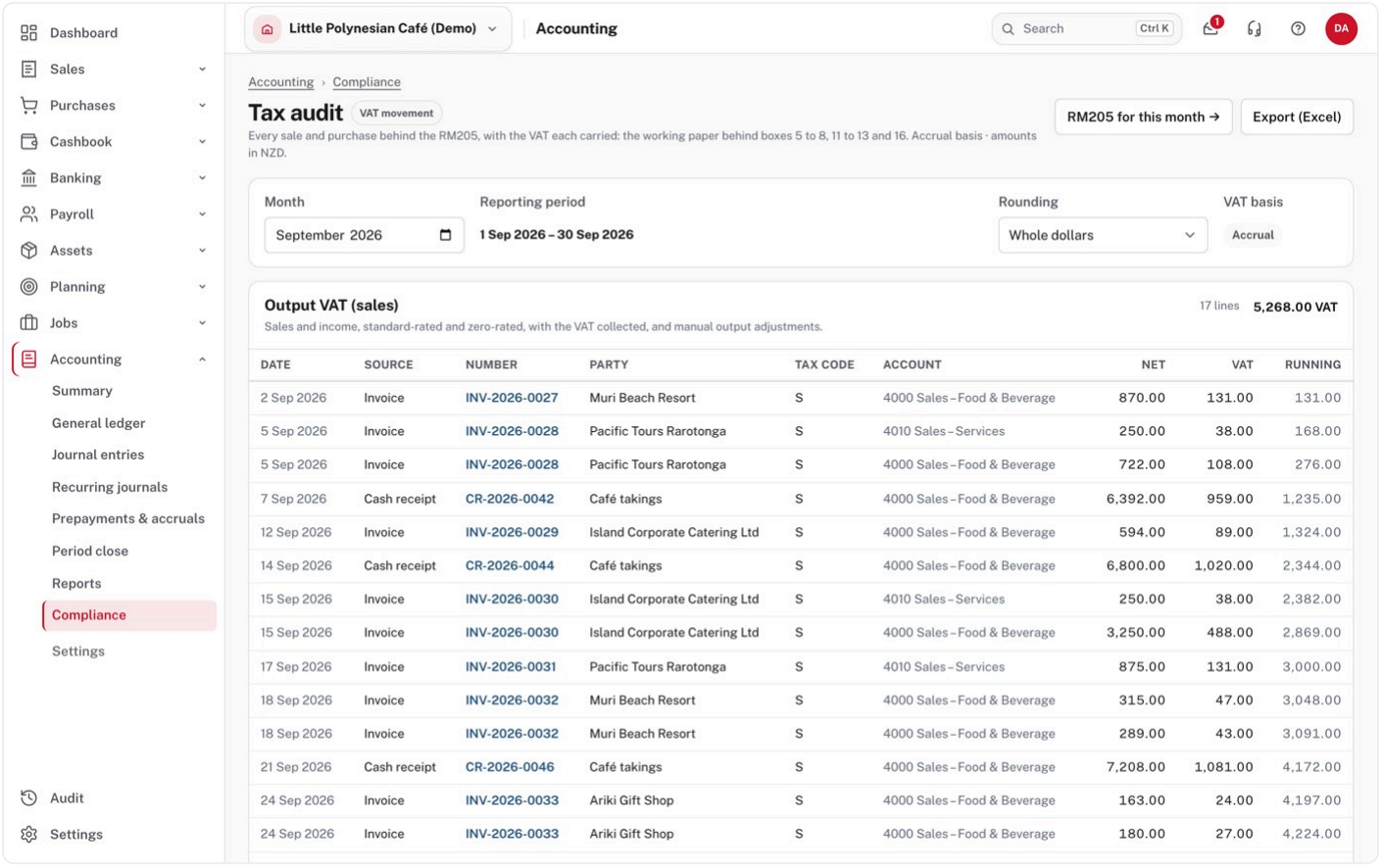


The paper opens with only the lines behind that box, and a note above them: "Showing the lines behind box 8 for Sep 2026: their VAT adds up to 5,268.31 NZD." **Show every line** takes the filter off. The boxes that open lines are **5, 6, 7, 8, 11, 12 and 13** (box 13 when it is made only of bills to Customs, from Easy's Help). Boxes 9 and 14, and the part of box 13 you type, are typed figures, so they have no lines behind them.



Boxes **5, 6, 7 and 11** are amounts including VAT, not VAT, so the table adds a column named for the box (here **Box 5**) with each line's share, and the total row adds that column up. The lines behind boxes 5, 6, 7 and 11 add up to the box exactly. Boxes 8 and 12 add up to within the return's own rounding. The address holds the month and the box (`?month=2026-09&box=8`), so you can send someone the exact view.

Step 7. Round the figures, or export them



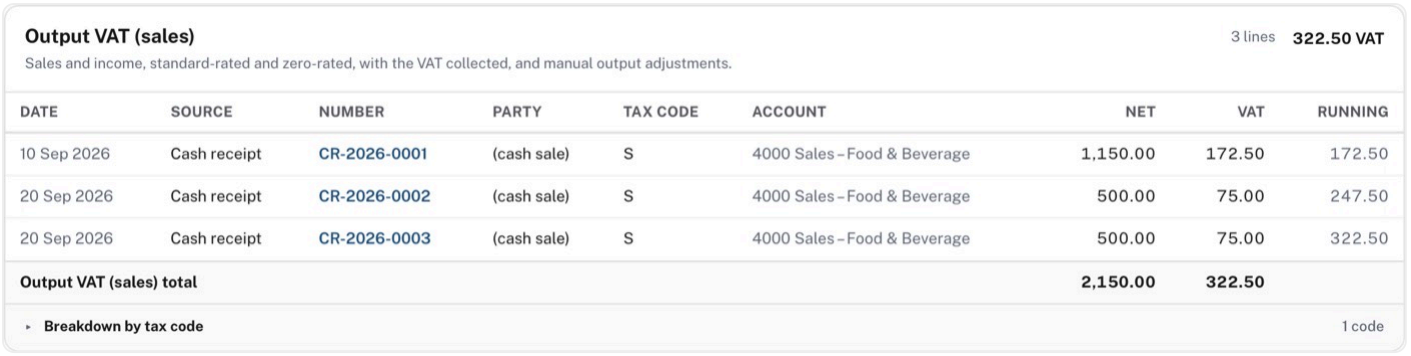
Rounding changes how the page shows figures: **None (to the cent)**, **Whole dollars** or **Thousands**. Every figure is rounded on its own, so the rounded lines may not add up exactly to the rounded total (above, 131 and 38 are shown for two lines whose running total is 168). Use whole dollars to read, and cents to check. **Export (Excel)** saves the month's paper as a workbook. *Not shown in the demo: the downloaded file.* From Easy's source, the export carries the month and the rounding you chose.

Step 8. When the tie-out says Review

Work out why before you file. Easy's Help lists the usual causes (When a tax figure doesn't tie):

- **Rounding** of a cent or two (the tip above): nothing to do.
- **A document still in draft**: finalise or record it, or delete it, so that it is in the month's books.
- **Box 13 import VAT with no accounting entry**, or a **manual VAT adjustment** typed in box 9 or 14 of the return.

Here is the most useful case. September's return was **filed**, and then two more sales dated in September were recorded.



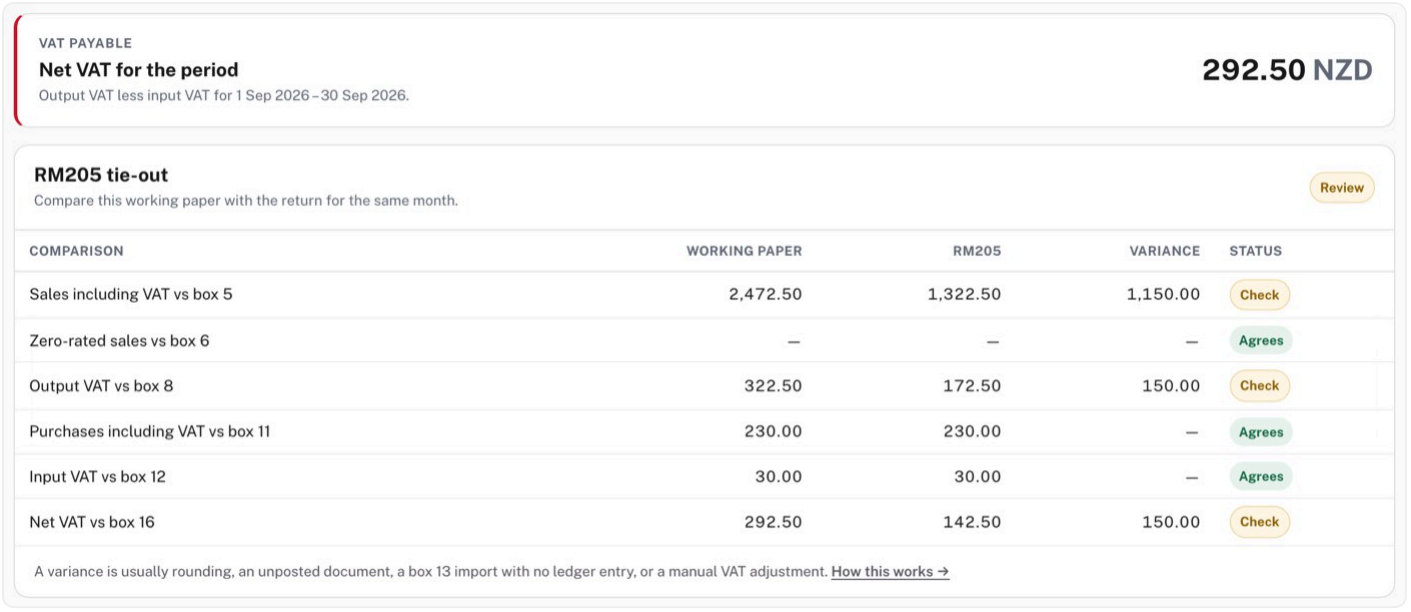
Output VAT (sales)

Sales and income, standard-rated and zero-rated, with the VAT collected, and manual output adjustments.

3 lines **322.50 VAT**

DATE	SOURCE	NUMBER	PARTY	TAX CODE	ACCOUNT	NET	VAT	RUNNING
10 Sep 2026	Cash receipt	CR-2026-0001	(cash sale)	S	4000 Sales – Food & Beverage	1,150.00	172.50	172.50
20 Sep 2026	Cash receipt	CR-2026-0002	(cash sale)	S	4000 Sales – Food & Beverage	500.00	75.00	247.50
20 Sep 2026	Cash receipt	CR-2026-0003	(cash sale)	S	4000 Sales – Food & Beverage	500.00	75.00	322.50
Output VAT (sales) total						**2,150.00**	**322.50**	

▸ **Breakdown by tax code** 1 code



VAT PAYABLE

Net VAT for the period

Output VAT less input VAT for 1 Sep 2026 – 30 Sep 2026.

292.50 NZD

RM205 tie-out

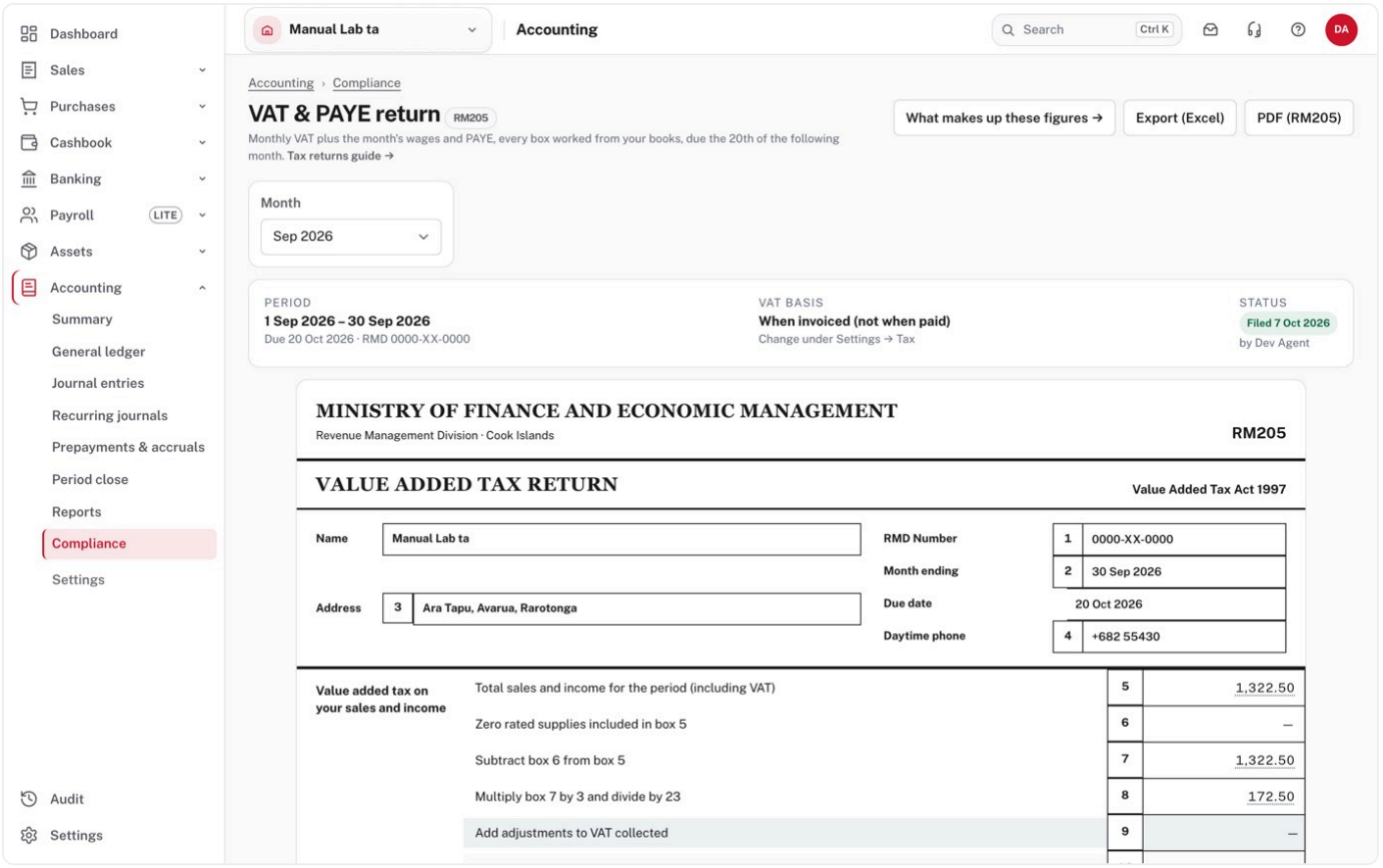
Compare this working paper with the return for the same month.

Review

COMPARISON	WORKING PAPER	RM205	VARIANCE	STATUS
Sales including VAT vs box 5	2,472.50	1,322.50	1,150.00	Check
Zero-rated sales vs box 6	–	–	–	Agrees
Output VAT vs box 8	322.50	172.50	150.00	Check
Purchases including VAT vs box 11	230.00	230.00	–	Agrees
Input VAT vs box 12	30.00	30.00	–	Agrees
Net VAT vs box 16	292.50	142.50	150.00	Check

A variance is usually rounding, an unposted document, a box 13 import with no ledger entry, or a manual VAT adjustment. How this works →

The paper reads the books as they are now, so it holds all three sales. The return is **frozen** at the figures it was filed with, and the **RM205** column still shows 1,322.50 for box 5 and 172.50 for box 8. The rows that depend on sales show **Check** with a variance of 1,150.00 and 150.00, and the card says **Review**.



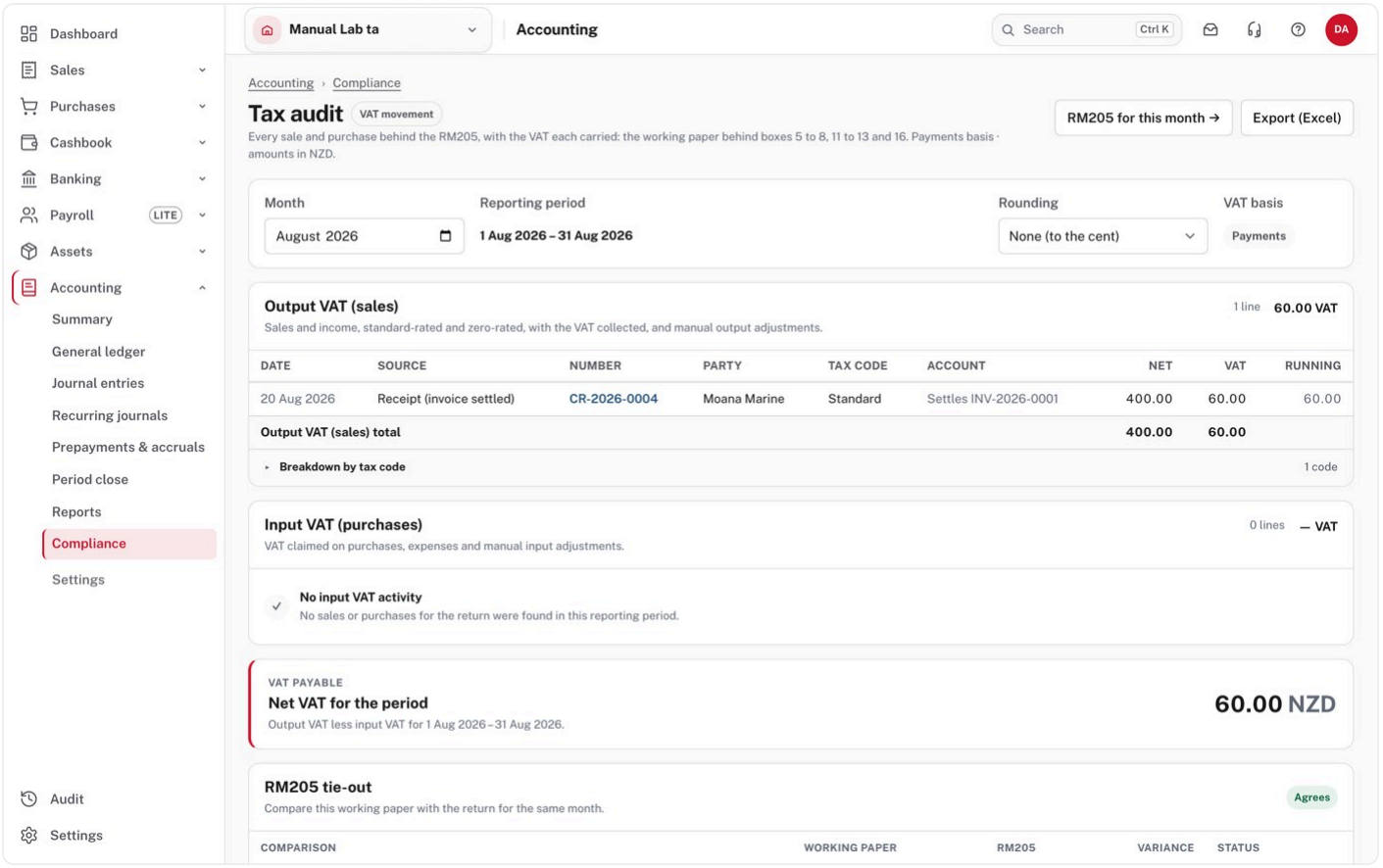
The audit is how you catch an entry made after you filed. To put it right, **re-open the return** (accountant's work, so not Data entry; the re-opening is recorded), check that the figures now agree, and file it again (Monthly VAT and PAYE returns, "If you need to change a filed return"). If you had already lodged the earlier figures with RMD, Easy doesn't send anything on your behalf, so ask RMD or your accountant how to correct a return you have lodged.

Not shown in the demo

From Easy's source, the return page itself warns, before you file, about invoices and bills still in draft that are dated in the month, unfinished pay runs with a pay date in the month, and an import figure typed in box 13 that may repeat one already on a bill. The demo's September has none of these, so no warning is pictured.

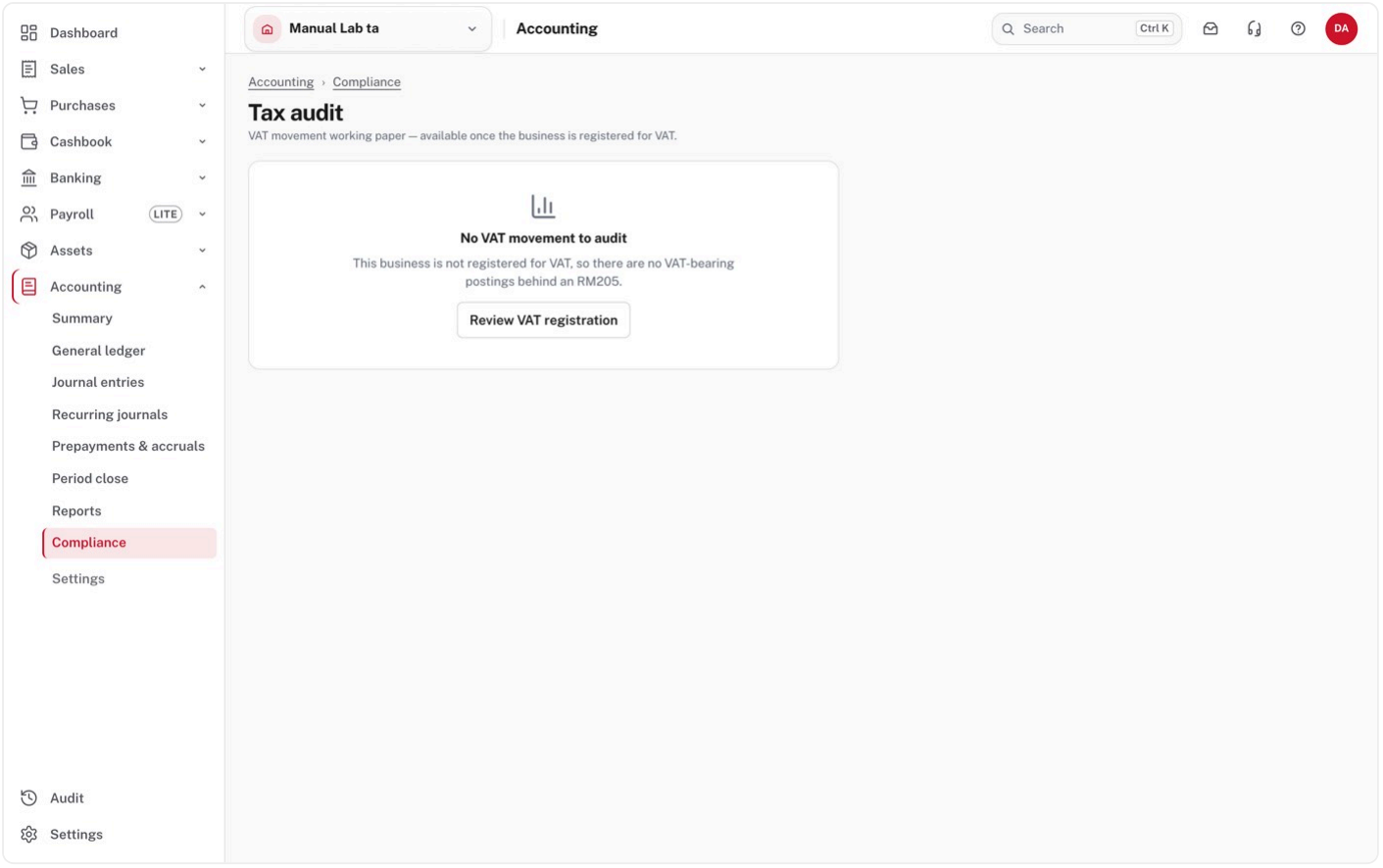
Step 9. On the payments basis

A company that files on the **Payments** basis counts VAT when the money moves, so the audit lists what each receipt or payment **settled** that month instead of the invoices and bills themselves.



In the practice company, an invoice for $400 plus VAT was paid on 20 August. The paper for August lists one line: the source is **Receipt (invoice settled)**, the number is the receipt's, and the **Account** column says which invoice it settles (*Settles INV-2026-0001*), with 400.00 net and 60.00 VAT. The invoice itself isn't a line, because on this basis it is the payment that counts. The tax code reads **Standard**, a word instead of **S**. Cash-book receipts and payments coded straight to an income or expense account are listed on either basis. A bill paid in two parts appears as two lines, one for each payment (that last point is from Easy's source: the demo has no part-paid bill).

When the company is not registered for VAT



With VAT registration off, the page says **No VAT movement to audit**, and **Review VAT registration** takes you to **Settings → Accounting & tax → Tax**. There is no RM205 either (VAT: registration, tax codes and rate changes).

More detail: Reading the reports: tax returns.

Check before you continue

Check before you continue

- ◯ The audit is open on the month you are about to file, on the right VAT basis.
- ◯ Every sale and purchase you expected to carry VAT is a line; anything missing has been looked at (coded E or N on purpose?).
- ◯ Net VAT matches your own idea of the month, and the **RM205 tie-out** says **Agrees**, or you can explain every difference.
- ◯ You followed any box that surprised you from the return to its lines, and fixed the document behind it.
- ◯ After you filed, you looked at the audit again for entries dated in the filed month.

Company income tax return

Do this once a year, after the year-end accounts are final. The **RM6** is the annual company tax return. Easy starts from your **accounting profit** (the profit and loss), walks it through the RM6 ladder to **taxable income**, **terminal tax**, and the **provisional tax** position. You add what only you know, check it, file it in Easy, and lodge it with RMD.

Easy does not send the return to RMD. Print the **PDF (RM6)** and lodge it as usual.

> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The only year the demo offers (the year to 31 March 2026) ended before its transactions begin, so its figures are nil, and Easy says so in the **Before you file** box. On a real company the boxes are filled in from the books.

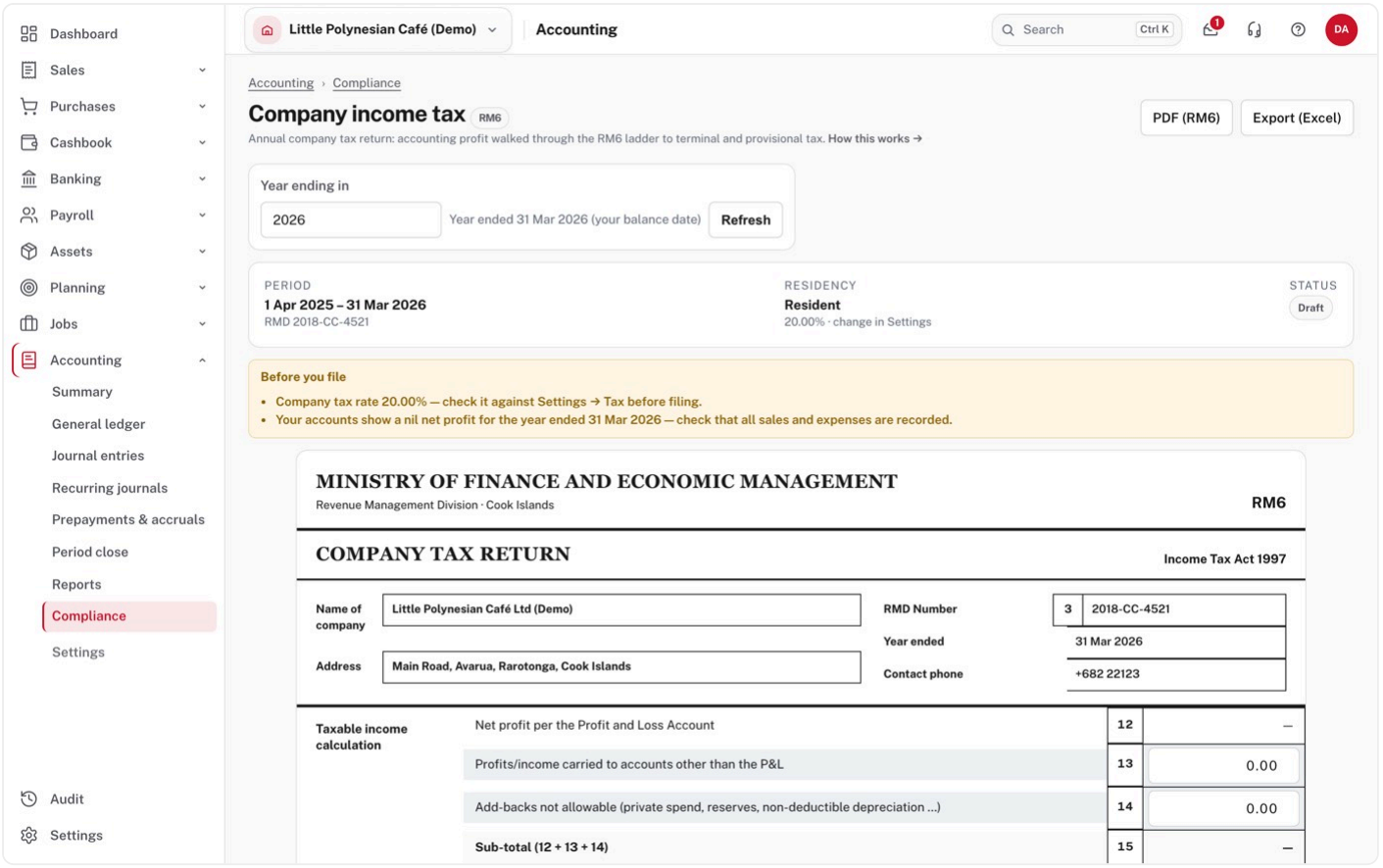
Before you start

The return reads your books, so finish these first:

- **The year is closed out**: all invoices, bills, receipts, payments, journals, depreciation and payroll for the year are entered, and every bank account is reconciled (Month-end checklist; Year-end).
- **The company's tax rate is right.** The residency and rate are on **Settings → Accounting & tax → Tax** (VAT: registration and tax codes): resident 20%, non-resident 28%.
- **Your balance date is right** (the last day of the financial year, **Settings → Accounting**).
- Papers for the schedules: share details, dividends paid, directors' fees, payments to relatives, insurance premiums, and so on.

Step 1. Open the return and choose the year

Accounting → Compliance → Company income tax.



- **Year ending in** names the year by the calendar year it ends in. With a 31 March balance date, "2026" is 1 April 2025 to 31 March 2026, and box 12 is the profit and loss for exactly those dates. The newest year offered is the last one that has ended. **Refresh** reloads it.
- The return is due **ten months after your balance date** (1 November for a 31 December balance date). **Check the date with RMD** if your balance date is not 31 December.
- The bar shows the **period**, your RMD number, the company's **residency** and rate, and the **status** (*Draft* until you file).
- **Before you file** lists things worth checking. Here: the tax rate, and a nil net profit that suggests sales and expenses are not all recorded. Don't ignore it.

Step 2. Read the tax calculation

The RM6 is laid out as the form is. **Taxable income calculation** starts with box 12.

Boxes	What they are
12	Net profit per the profit and loss (from your books: you can't type it)
13	Profits or income carried to accounts other than the P&L (you type it)
14	Add-backs not allowable: private spend, reserves, non-deductible depreciation (you type it)
15	Subtotal (12 + 13 + 14)
16, 17	Deductions not in the P&L, and dividends paid to shareholders
18, 19, 20	Total income for tax purposes, loss brought forward, and **total taxable income**

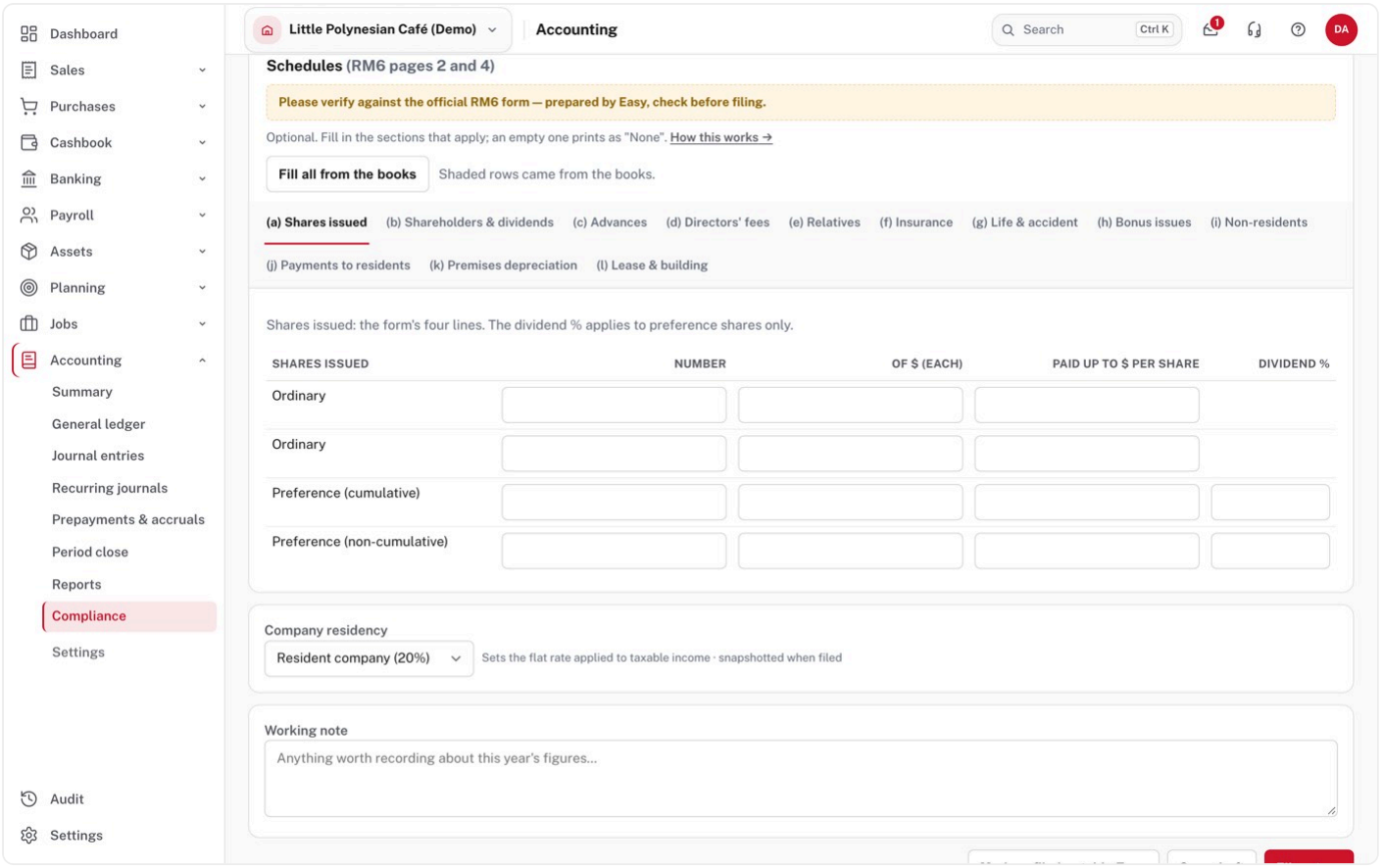
Then **Tax calculation**: **21** is the tax on box 20 at the company rate; **21(b)** is a withholding tax credit (attach the evidence), **21(c)** the overseas tax credit (the lesser of the overseas tax paid and the Cook Islands tax on the net overseas income in 21(d)), **21(e)** their total, **21(f)** the **terminal tax**, **21(g)** provisional tax paid, and **21(h)** the **refund or tax payable**. Box **22** is **next year's provisional tax** (standard or your estimate). When the return shows a refund, you can say whether to use it for next year's provisional tax.

Box 12 opens the year's profit and loss, so you can follow the figure to the entries behind it.

More detail: Reading the reports: tax returns.

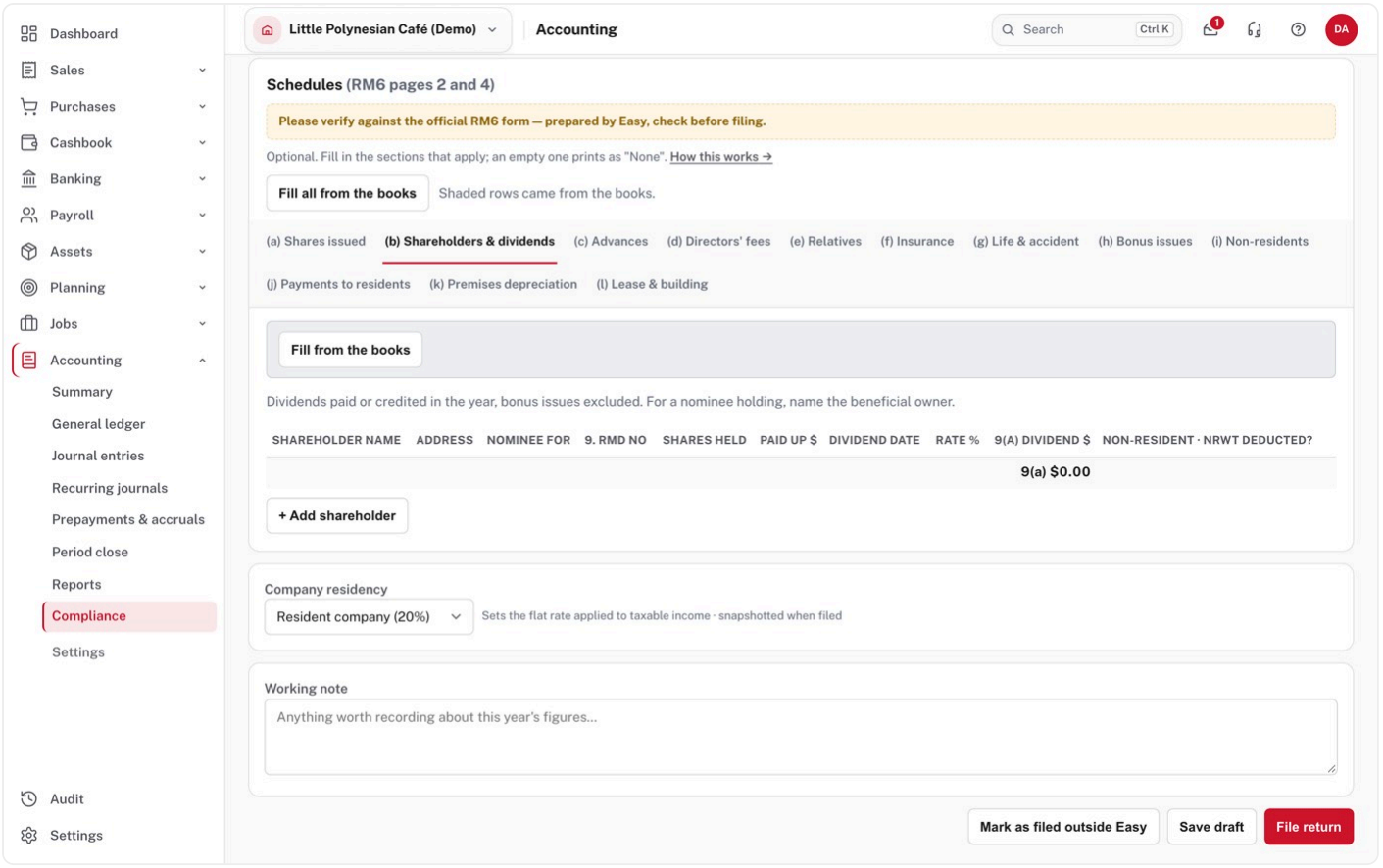
Step 3. Fill in the schedules

Pages 2 and 4 of the RM6 ask for extra tables. On the return, the **Schedules** section has a tab for each.



The tabs are (a) shares issued, (b) shareholders and dividends, (c) advances, (d) directors' fees, (e) relatives, (f) insurance, (g) life and accident, (h) bonus issues, (i) non-residents, (j) payments to residents, (k) premises depreciation and (l) lease and building.

- **Fill in only the tabs that apply.** An empty tab prints on the form as "None", because RMD expects every section.
- **Fill all from the books** starts every tab from what Easy already holds, and each tab has its own **Fill from the books**. Rows it fills are **shaded**, and a row marked * on the PDF came from the books. Filling again updates those rows and keeps anything you typed into them (an RMD number, an address); rows you typed yourself are never touched.



- The totals for boxes 9(a), 10(a), 11(a) and 23(b) add up as you go. Once the shareholder tab has rows, box 17 is its box 9(a) total. Depreciation of premises claimed above cost times the allowed rate is added back in box 14.
- Where each one comes from: **shareholders and dividends** from dividends paid through *Owner money* on the Dividends Paid account (one row per payee name); **advances** from an owner loan account that ends the year owing money to the company; **directors' fees, insurance and payments to residents** from the expense accounts you choose on the tab, grouped by supplier or payee; **non-residents** from interest and royalties paid in a foreign currency (Easy has no residency flag for suppliers); **relatives** from the pay of the employees you choose.

> **Check the schedules against the official form**
>
> The page and the PDF say *"Please verify against the official RM6 form: prepared by Easy, check before filing."* Easy prepares them; your accountant should check them against the official form before you lodge.

More detail: Reading the reports: company tax schedules.

Step 4. Set residency, add a note, then save or file

At the foot of the return:

- **Company residency** (*Resident company (20%)* or *Non-resident company (28%)*) sets the flat rate applied to taxable income. It is **kept with the return when you file it**.
- **Working note**: anything worth remembering about this year's figures.
- **Save draft** keeps your work (including the schedules) without filing.
- **File return** locks the return and its schedules with the figures. Re-open the year to change them.
- **Mark as filed outside Easy** is for a year you lodged in another system. Filing the period in Easy later replaces the mark.

Then **PDF (RM6)** (or **Export (Excel)**) at the top gives you the return to lodge with RMD.

Check before you continue

Check before you continue

- ◯ Every sale, expense, journal, depreciation run and pay run for the year is recorded, and the **Before you file** box is clear.
- ◯ Net profit (box 12) agrees with the profit and loss for the same dates.
- ◯ Add-backs, deductions and loss brought forward are ones your accountant has agreed.
- ◯ Only the schedules that apply are filled in, each checked against the official RM6 form.
- ◯ The return is filed in Easy, **lodged with RMD** by the due date, and the tax payable is paid and recorded.

Personal income tax return (RM5)

Do this once a year, for the year that ended on **31 December**. The **RM5** is your own return of income, and Easy prepares it in a **personal workspace**: you type what your RM101 certificates and statements say, tell Easy which of your books' income and spending belongs on the return, and Easy works the tax out on the RMD scale. A company files the RM6 instead (Company income tax return). **Easy does not send the RM5 to RMD**: you print the return as a PDF, lodge the official form and pay as usual. It is due **1 November** of the following year.

About the screenshots

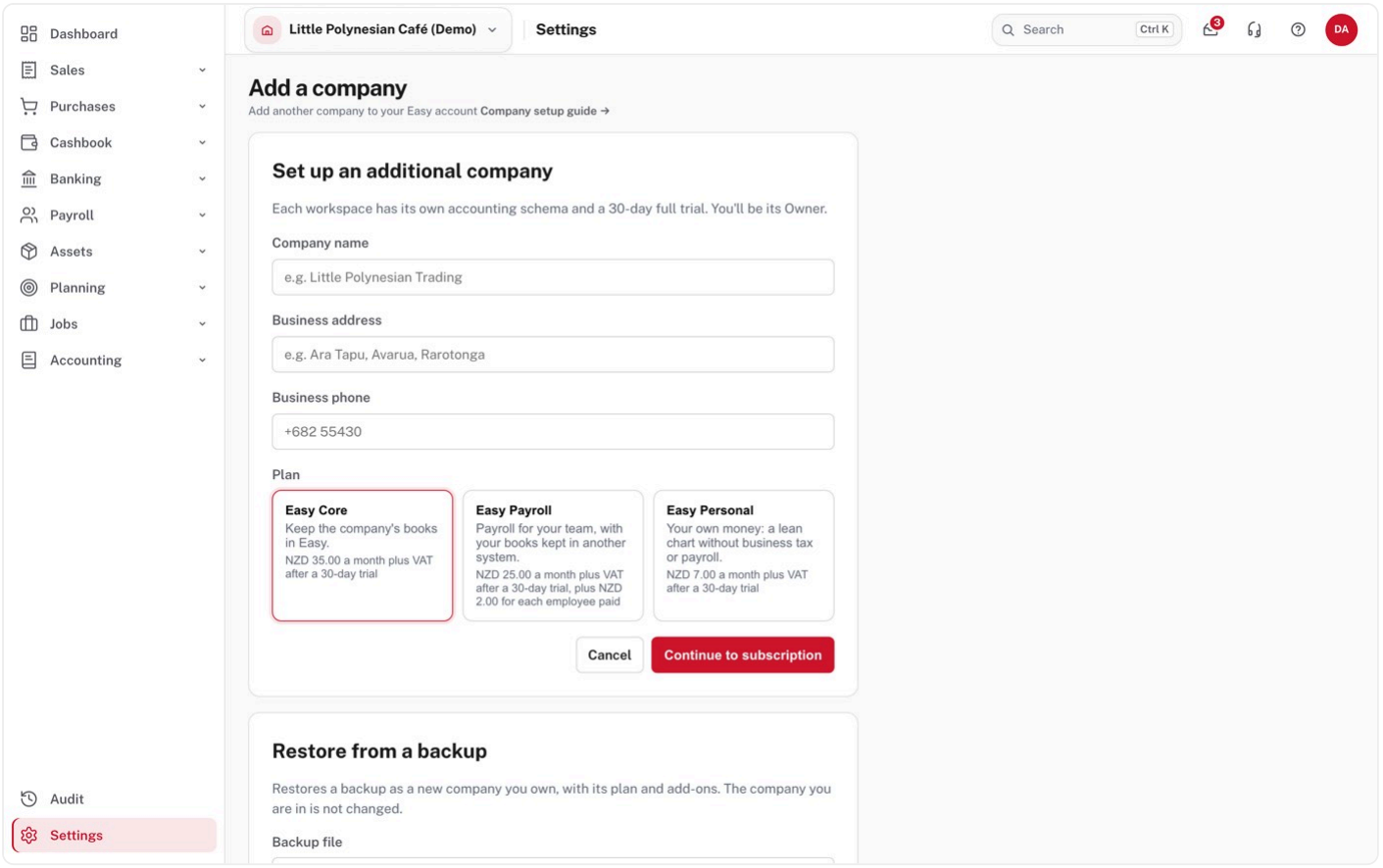
The two pictures of the *Little Polynesian Café* demo company (Easy's demo business) show the way in and the page a business sees, because a business can't open the RM5. Everything else is a personal practice workspace, *Manual Lab pt*, with a made-up person (*Teina Example*), a made-up employer and made-up amounts for the year ended 31 December 2025. Its income and spending were entered as manual journals (Manual journals and journal approval); the return reads the accounts, not the way an entry was made.

Before you start

- **You have a personal workspace.** The RM5 exists only there (Step 1). A business workspace shows **Not available here**.
- **Your income and spending for the year are in your books**: a personal workspace keeps a lean chart of 17 accounts, such as *Employment & Other Income*, *Interest & Investment Income*, *Home & Utilities* and *Transport*.
- **The papers**: each employer's **RM101** (gross pay and PAYE taken off), statements for interest and dividends, any partnership, estate or trust statement, overseas income, receipts for gifts to qualifying charities, and the provisional tax you paid for the year.
- **Your RMD number is in Business details** (**Settings → Business details**). The return shows it but doesn't take it from you.
- **You can keep the books.** Whoever keeps the books can change the return; everyone else can look but not change. Re-opening a filed year is accountant's work, so Data entry can't do it (the filing box names an owner, administrator or accountant; from Easy's source; People, roles and access).

Step 1. Get a personal workspace

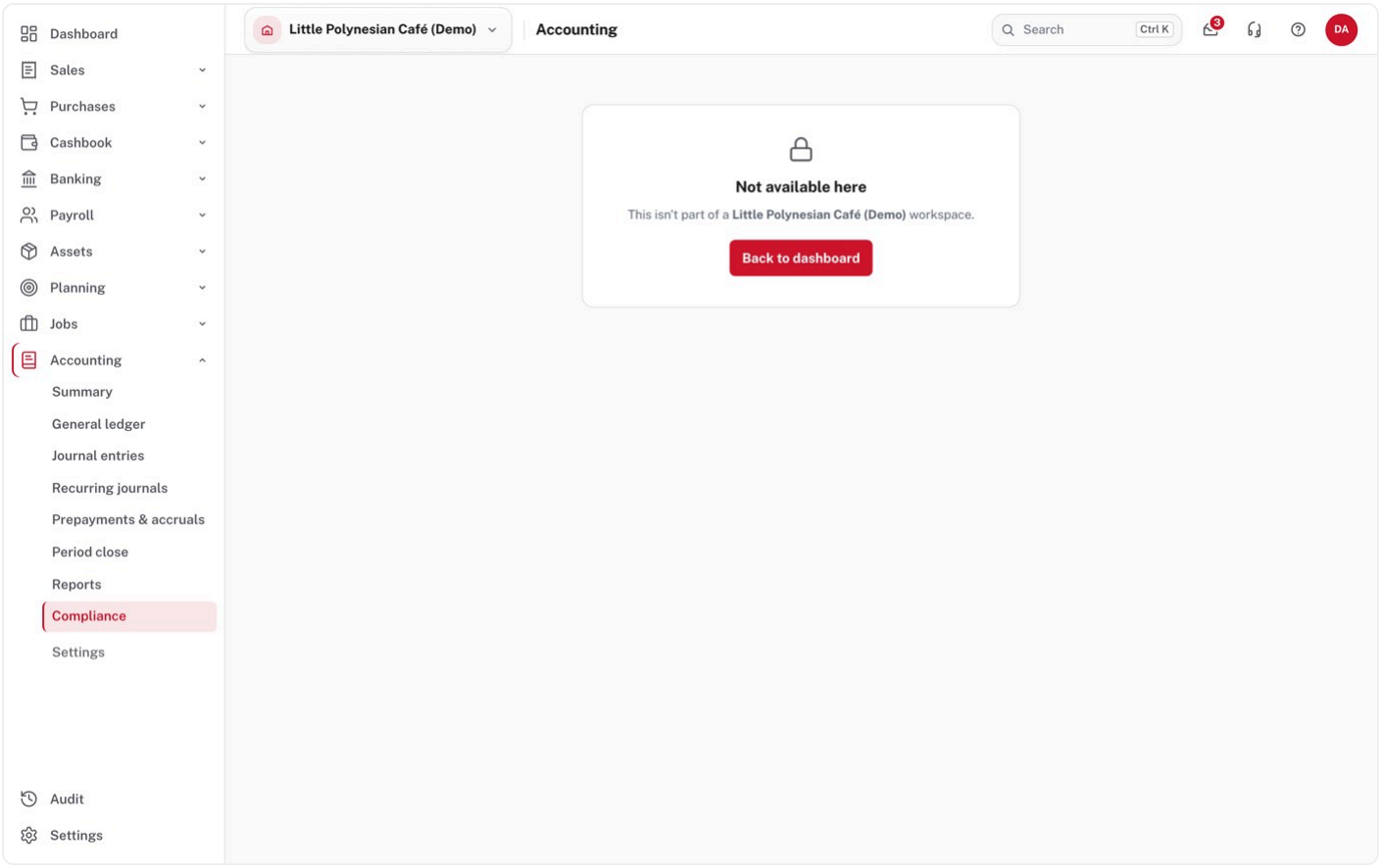
Open the company switcher (top left) and choose **+ Add a company**.



Fill in the **name**, **address** and **phone**, choose **Easy Personal** (NZD 7.00 a month plus VAT after a 30-day trial) and **Continue to subscription**. Easy then walks you through setting the workspace up: your details (including the RMD number), a check of the chart of accounts (17 accounts, from the "Personal / private" template), your bank accounts, your opening balances, and, if you want, people to invite (Set up your company describes the same steps for a business).

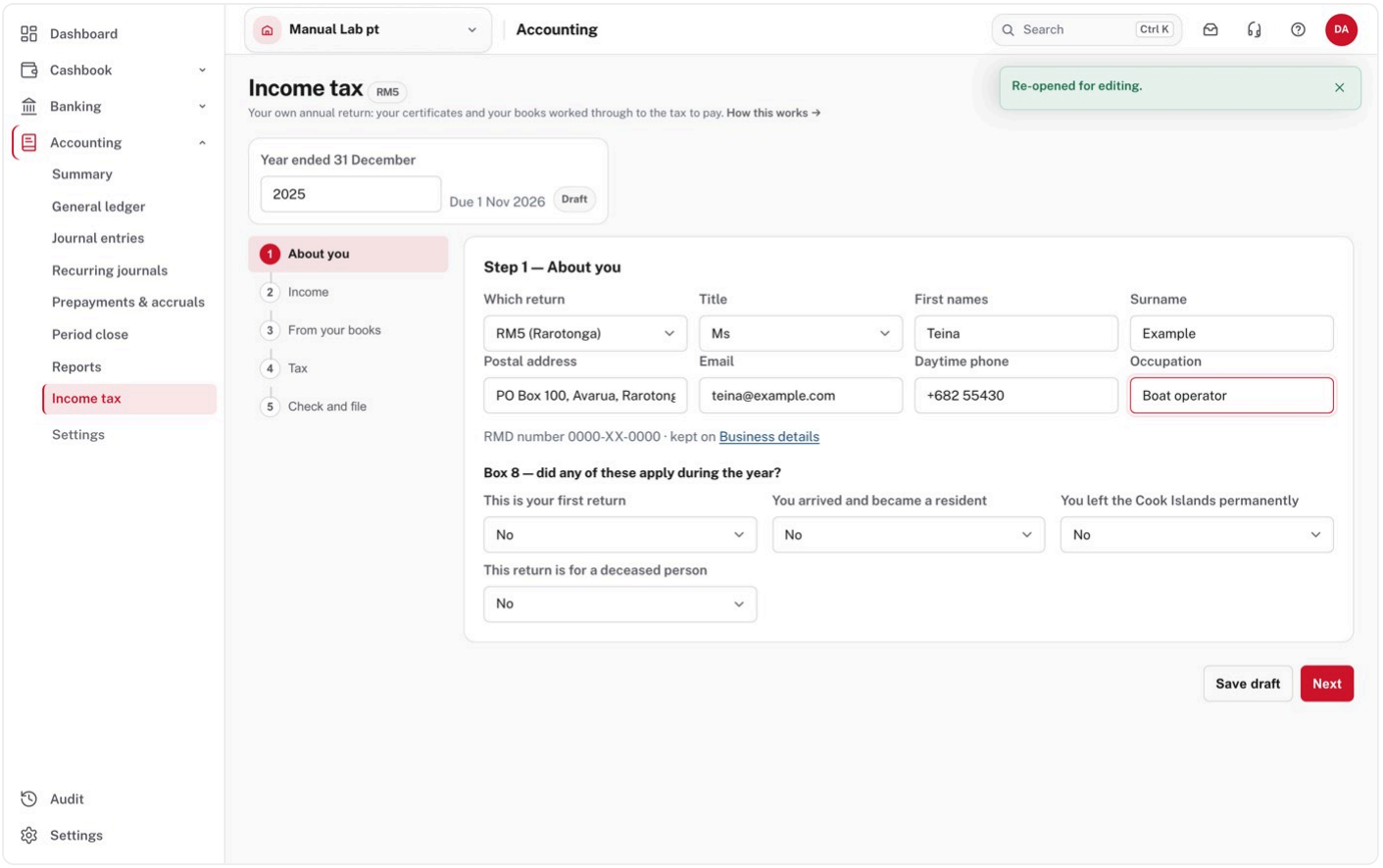
> **Two companies on a free trial at most**
>
> One account can have **two** companies on a free trial at the same time. Easy refuses a third with "You already have 2 companies on a free trial. Subscribe to one of them, or close one, before starting another." Project Five can help if you need more.

A business workspace can't reach the return:



Step 2. Open the return and say who you are

Accounting → Income tax.



The return opens on the **last year that has ended** (2025 here); change **Year ended 31 December** for an earlier one (it goes back seven years, from Easy's source). Next to it are the due date and the status: **Draft**, **Filed** or **Filed outside Easy**. The five steps are down the left: **About you**, **Income**, **From your books**, **Tax**, **Check and file**. Choose **Next** to move on, **Save draft** to keep what you have typed.

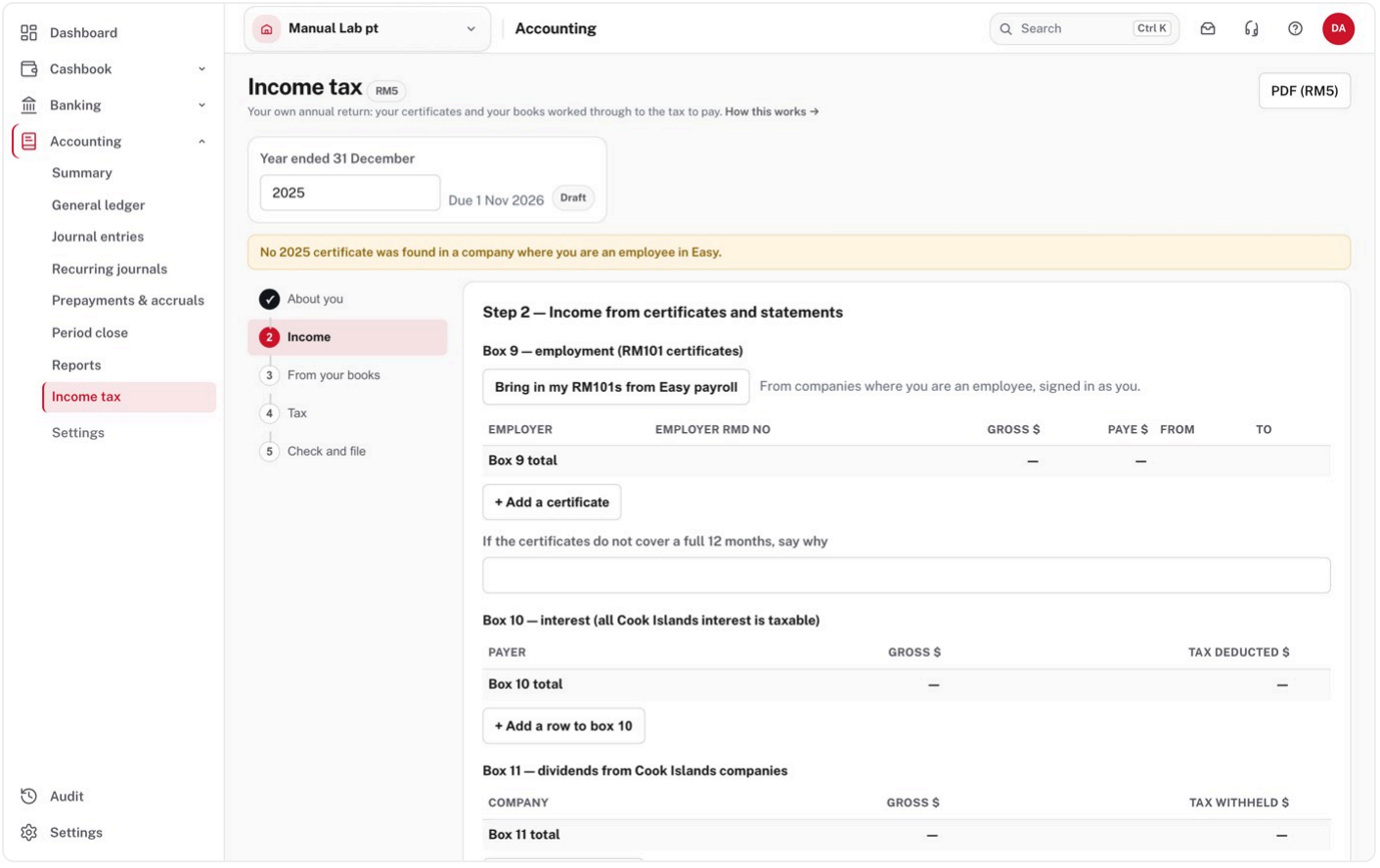
Field	What it does
Which return	**RM5 (Rarotonga)**, or **RM5 Pa Enua (outer islands)** with its own scale
Title, First names, Surname	Start from your Business details. Correct them to your own name
Postal address, Email, Daytime phone, Occupation	Print on the return
RMD number	Shown, not typed: change it under **Business details** (the link beside it)
Box 8, four questions	First return, arrived and became a resident, left the Cook Islands permanently, return for a deceased person. Answer each **Yes** or **No**

From Easy's Help, the name, address, email and phone start from your Business details, and a new year starts from last year's choices, so check each one.

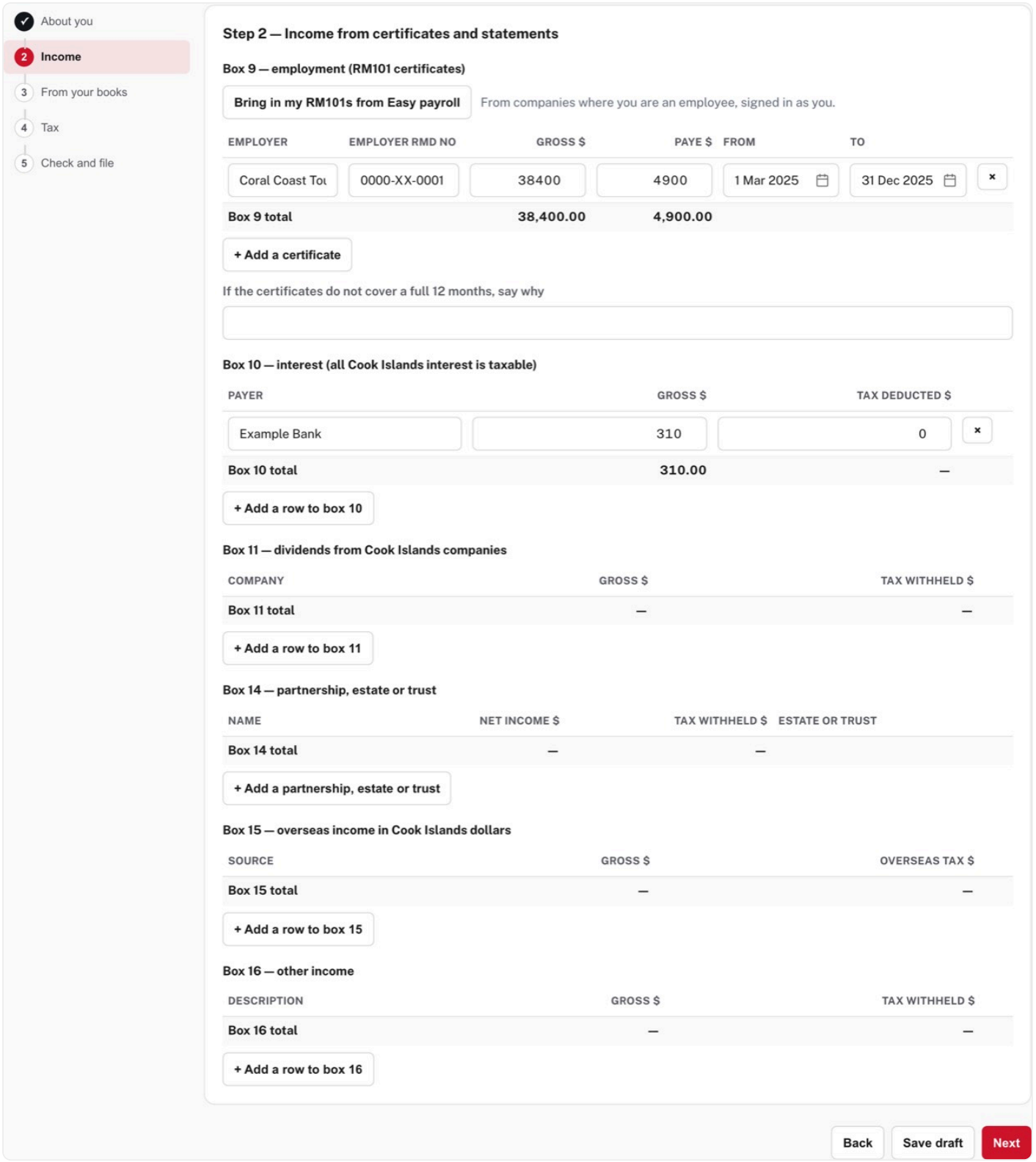
> **Not pictured**
>
> From Easy's Help, if you say you arrived or left during the year, Easy asks for the date and the **days present** in the Cook Islands, and the exemption becomes that share of 365 days. The RM5 Pa Enua has no box 8.

Step 3. Type the income from your certificates and statements

Choose **Next**.



Box 9 is your employment. Choose **+ Add a certificate** and type each employer's RM101: the **employer**, the employer's **RMD no**, the **gross** and the **PAYE**, and the dates the certificate covers. **Bring in my RM101s from Easy payroll** fills the rows for you, but only from a company where you are an employee and signed in as you. In the picture it found none ("No 2025 certificate was found in a company where you are an employee in Easy"), so the certificate is typed.



Further down, the other income is typed by payer, with the **gross** and the **tax already taken off**:

Box	What goes in it
10	Interest (all Cook Islands interest is taxable)
11	Dividends from Cook Islands companies
14	Partnership, estate or trust income. Tick **Estate or trust** where it applies
15	Overseas income in Cook Islands dollars, with the overseas tax
16	Any other income

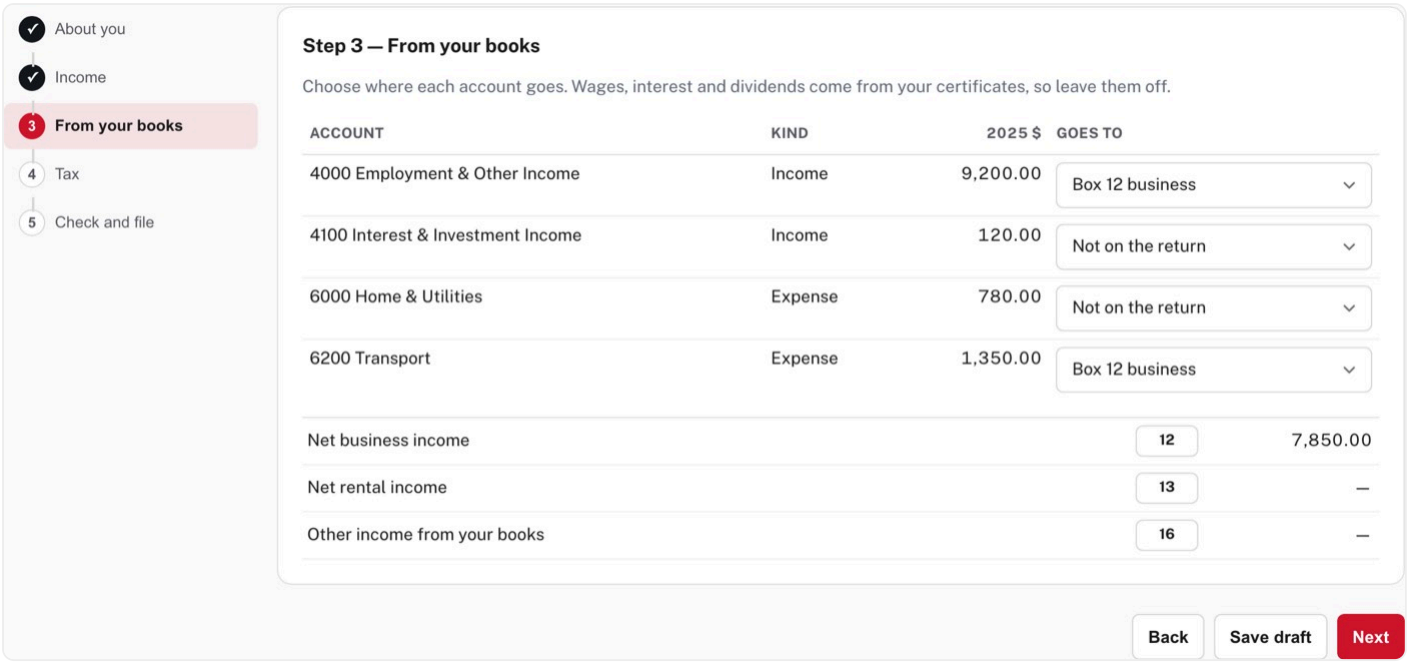
Each box has a **total**, and the totals catch up when you press **Save draft** or move to another step. Under the certificates is a box for **why they do not cover a full 12 months**. Fill it in whenever a certificate doesn't (see "Check, file and lodge" below).

Not pictured

From Easy's Help, overseas tax counts only up to the Cook Islands tax on that income. If you paid more, box 15(b) shows the part that counts and a warning says so. Dividends and estate or trust income are added back after the exemption.

Step 4. Choose what from your books goes on the return

Choose **Next**.



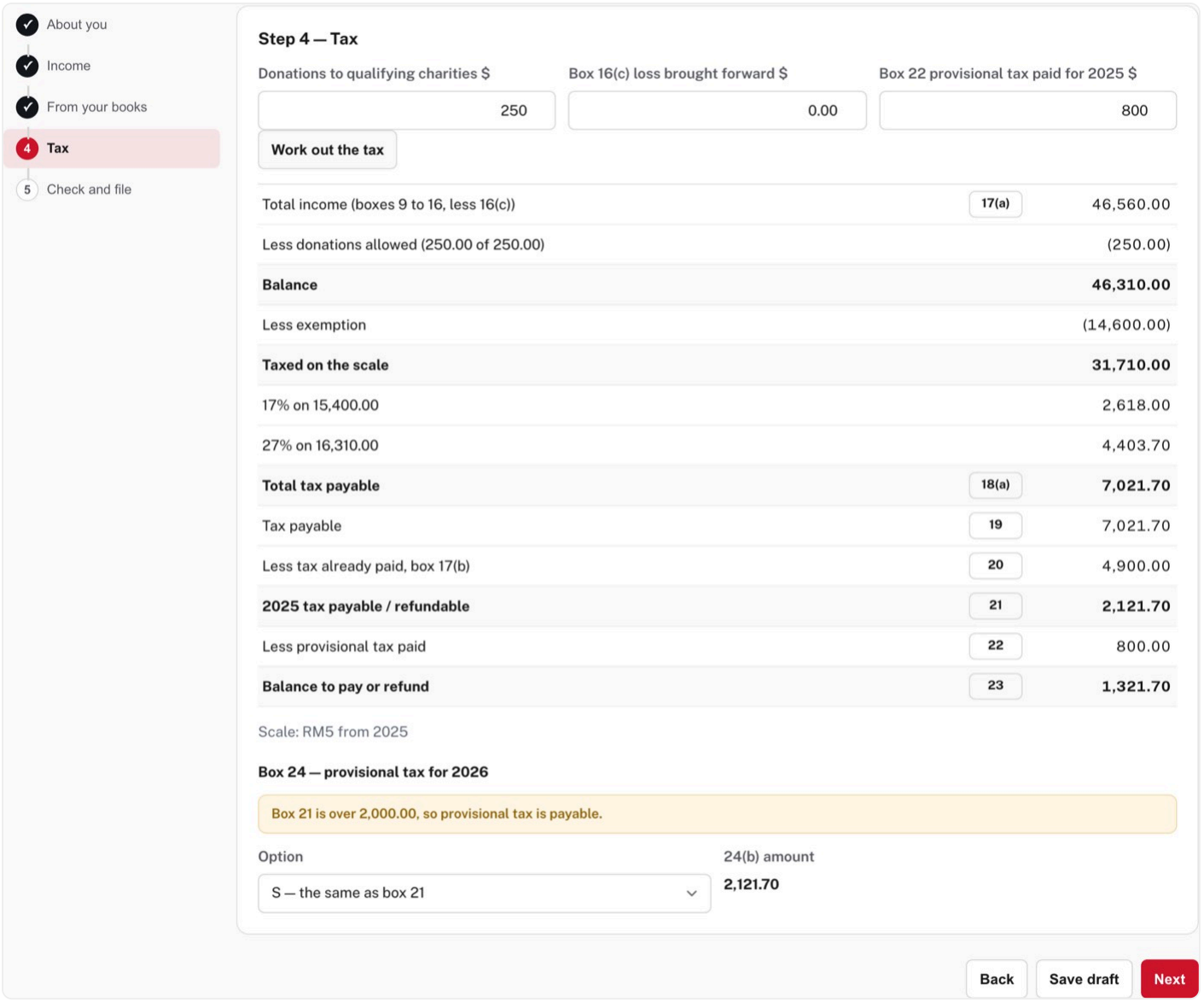
The step lists every income and expense account that has an amount in the year. For each, **Goes to** offers **Not on the return**, **Box 12 business**, **Box 13 rental** or **Box 16 other**. Business and rental income are the income on the accounts you choose less the expenses on the accounts you choose, so choose both sides. In the practice books:

- **Employment & Other Income** (9,200.00, the boat-hire income) and **Transport** (1,350.00, the fuel) go to **Box 12 business**, which gives **net business income of 7,850.00**.
- **Interest & Investment Income** and **Home & Utilities** stay **Not on the return**: the interest is already typed in the Income step, and home spending is private.

> **Don't count anything twice**
>
> Wages, interest and dividends come from your certificates and statements, which also show the tax taken off, so leave their accounts **Not on the return**. Private spending never goes on the return. Your choices are kept for next year.

Step 5. Work out the tax

Choose **Next**. Type the **donations to qualifying charities**, any **loss brought forward** (box 16(c)) and the **provisional tax paid for the year** (box 22). Then choose **Work out the tax**.



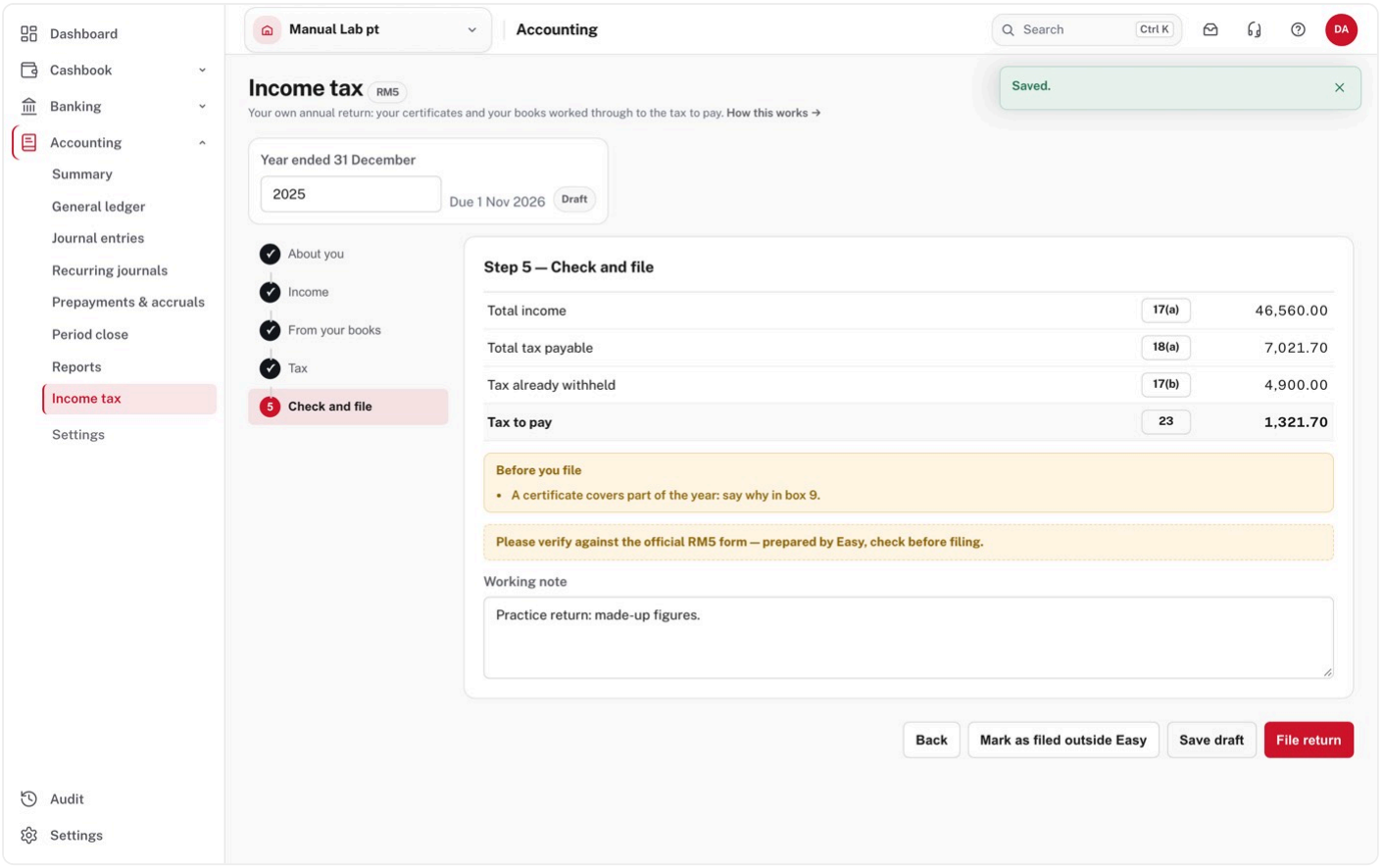
Easy works down the return:

Boxes	The practice figures
17(a) total income	46,560.00: the 38,400.00 certificate, 310.00 interest and 7,850.00 business income
Donations	250.00 allowed. Gifts count when they come to at least $200, up to $5,000
Exemption	14,600.00, the scale's nil band
Taxed on the scale	31,710.00: 17% on the next 15,400.00 (2,618.00), then 27% on 16,310.00 (4,403.70)
18(a) total tax payable	7,021.70
20 less tax already paid, box 17(b)	4,900.00, the PAYE on the certificate
21 tax payable for the year	2,121.70
22 less provisional tax paid	800.00
23 balance to pay or refund	1,321.70

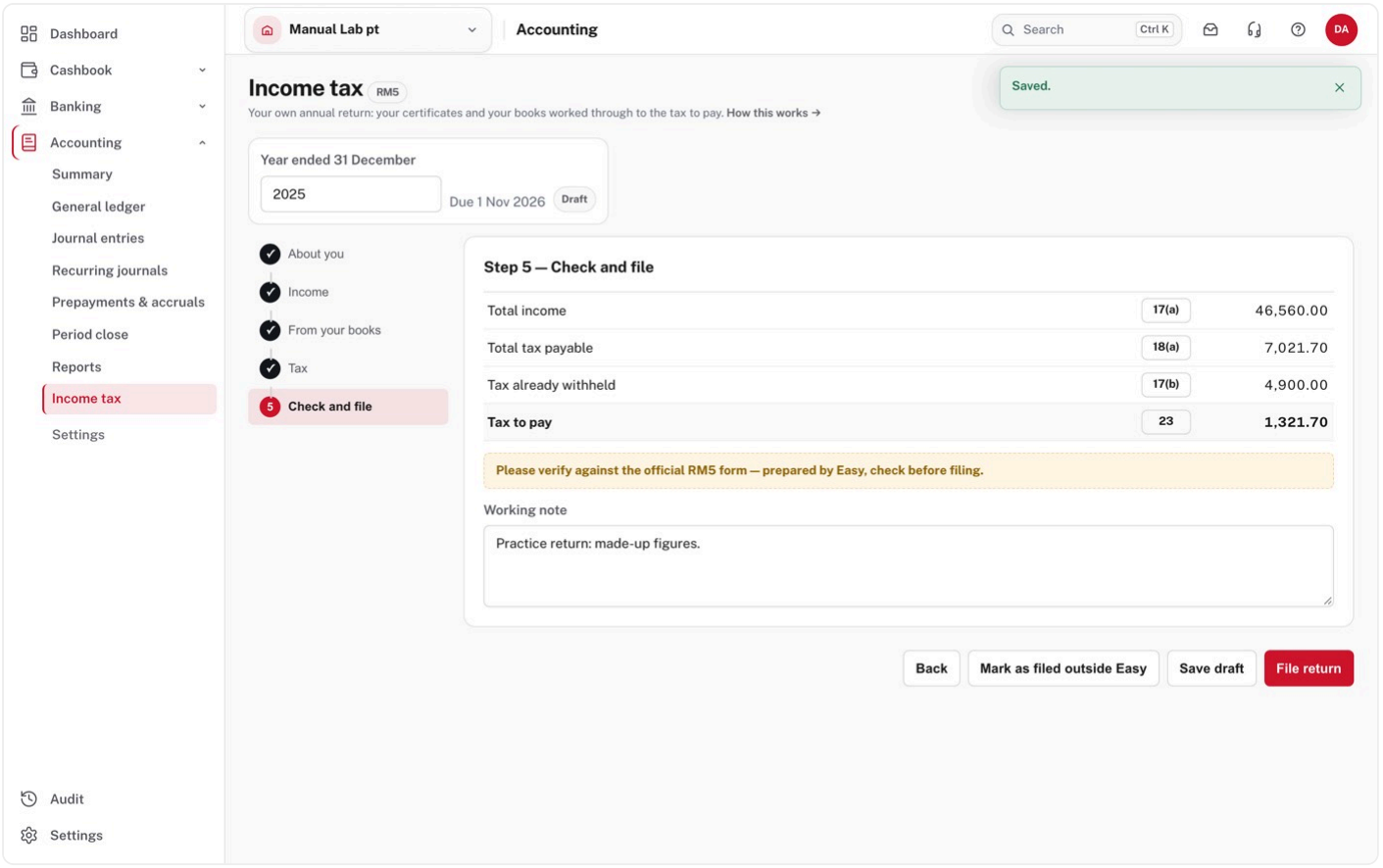
The line **Scale: RM5 from 2025** says which year's scale Easy used. **Box 24** is the provisional tax for next year. Easy says when it is payable ("Box 21 is over 2,000.00, so provisional tax is payable"), and you choose **S**, the same as box 21 (here 2,121.70), or **E**, your own estimate, which you type.

Step 6. Check, file and lodge

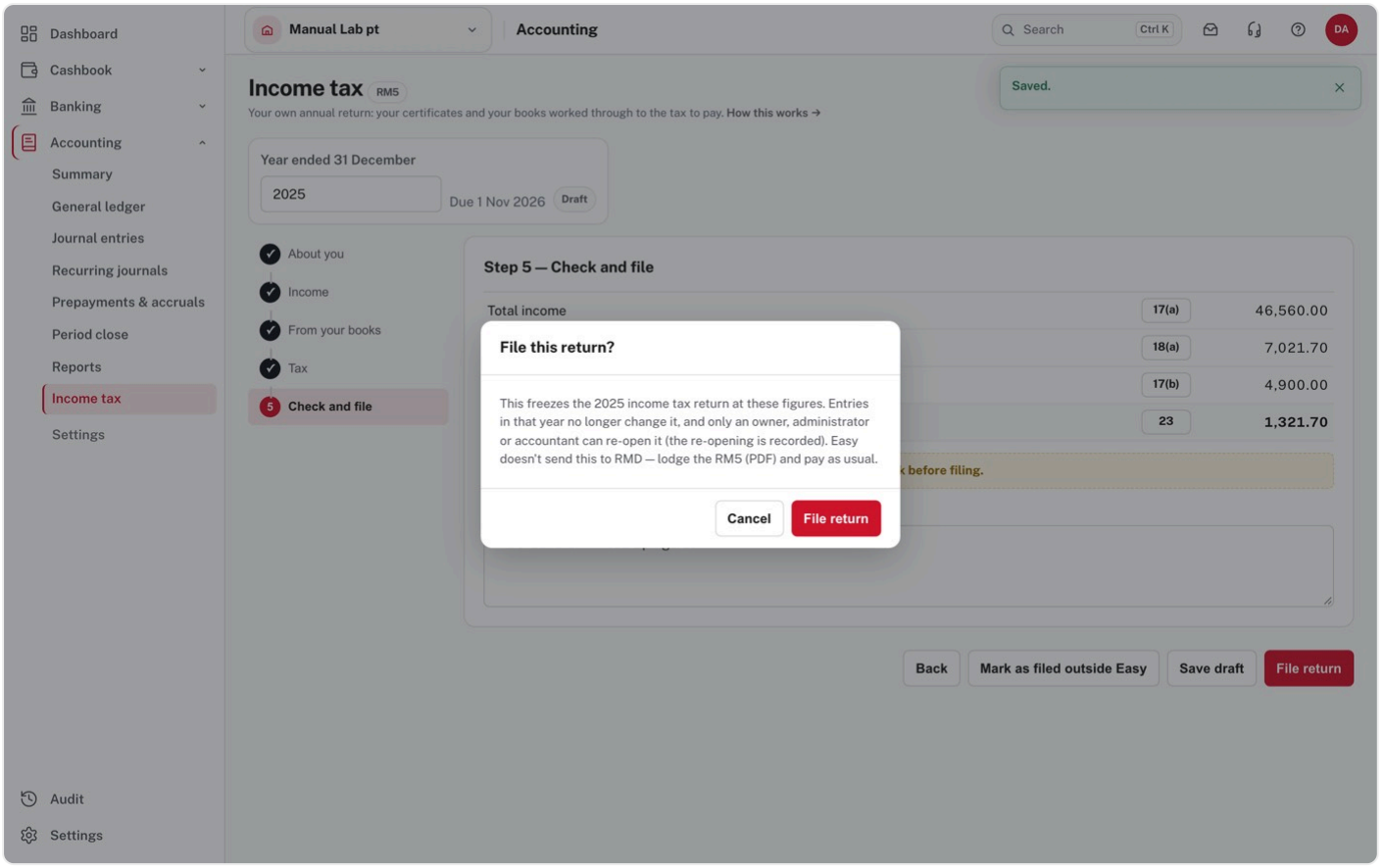
Choose **Next**. The last step repeats the four figures that matter and lists anything to check.



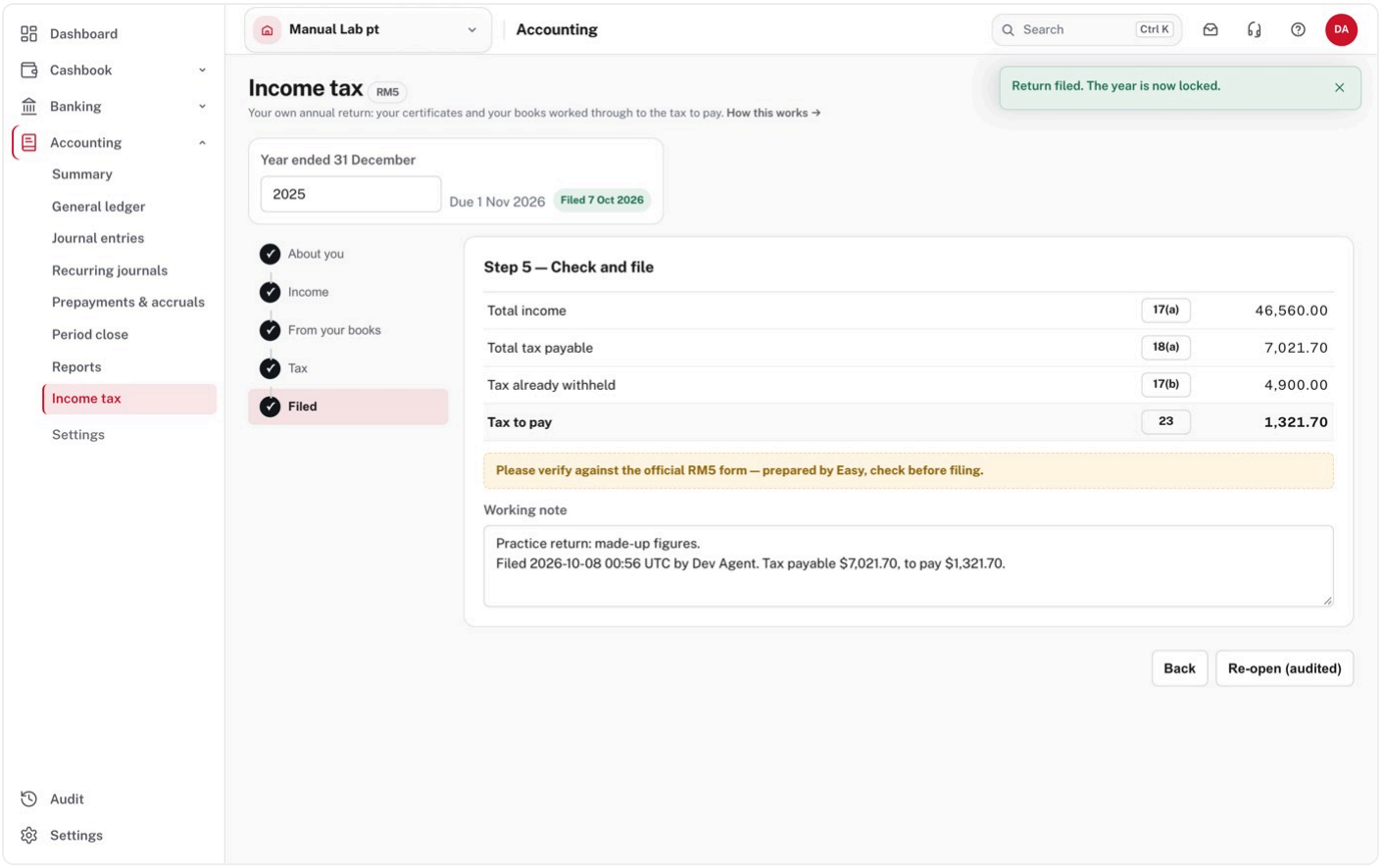
Before you file says "A certificate covers part of the year: say why in box 9." That is right here (the certificate starts on 1 March), and the fix is to go back to the **Income** step and fill the box under the certificates. (From Easy's source, the warning shows when a certificate has a start date and that box is empty.) The line "Please verify against the official RM5 form" is always there: Easy prepares the figures, and you check them against the official form.



Type anything worth remembering in the **Working note**, and choose **Save draft**. A year you lodged in another system can be marked with **Mark as filed outside Easy** (and undone with **Undo "filed outside Easy"**; *not shown in the demo*). Otherwise choose **File return**.



Filing **freezes the year at these figures**. Entries in that year no longer change it, and only an owner, administrator or accountant can re-open it, as the box says (the re-opening is recorded). While a warning is still showing, the box also asks you to tick that you have read it (from Easy's Help; not pictured, because no warning was showing).



The status reads **Filed** with the date, the figures are locked, and **Re-open (audited)** is the way back in.

Now print the return. Choose **PDF (RM5)** at the top right.

RM5

INDIVIDUAL ANNUAL RETURN OF INCOME

Income Tax Act 1997 · Revenue Management Division, Cook Islands

YEAR ENDED 31 DECEMBER 2025

Due 1 Nov 2026

Please verify against the official RM5 form — prepared by Easy, check before filing.

Your details

2) RMD number	0000-XX-0000
3) Name	Ms Teina Example
4) Postal address	PO Box 100, Avarua, Rarotonga
5) Email address	teina@example.com
6) Daytime phone number	+682 55430
7) Occupation	Boat operator
8) This is your first return	No
8) You arrived and became a resident	No
8) You left the Cook Islands permanently	No
8) This return is for a deceased person	No

Income

		Gross $	Tax $
9	Employment income (RM101 certificates): gross and PAYE	38,400.00	4,900.00
	Coral Coast Tours Ltd (RMD 0000-XX-0001), 1 Mar 2025 to 31 Dec 2025	38,400.00	4,900.00
	Why the certificates do not cover 12 months: Started with Coral Coast Tours on 1 March 2025.		
10	Interest (all Cook Islands interest is taxable)	310.00	0.00
	Example Bank	310.00	0.00
11	Dividends from Cook Islands companies	0.00	0.00
12	Net business income (details and financial statements attached)	7,850.00	
	4000 Employment & Other Income	9,200.00	
	6200 Transport	(1,350.00)	
13	Net rental income	0.00	
14	Partnership / estate / trust income	0.00	0.00
15	Overseas income in Cook Islands currency (proof of overseas tax attached)	0.00	0.00
16	Other income (details attached)	0.00	0.00
16(c)	Loss brought forward from previous year	0.00	
17	**Total income (9a to 16c) and tax already withheld (9b to 16b)**	**46,560.00**	**4,900.00**

Tax calculation

	Total income from box 17(a)	46,560.00
	Less donations (allowed 250.00 of 250.00; min. $200, max. $5,000)	(250.00)
	Balance	**46,310.00**
	Less exemption	(14,600.00)
	Amount taxed on the scale	**31,710.00**
	17% on 15,400.00	2,618.00
	27% on 16,310.00	4,403.70
18(a)	**Total tax payable**	**7,021.70**

Final calculation

19	Tax payable from box 18(a)	7,021.70
20	Less tax already paid from box 17(b)	4,900.00
21	**2025 tax payable / refundable (19 minus 20)**	**2,121.70**
22	Deduct 2025 provisional tax paid	800.00
23	**Balance of tax to pay or refund**	**1,321.70**

Tax to pay	**1,321.70**

Provisional tax

24	Box 21 is over $2,000.00: provisional tax is payable.	
24(a)	Provisional tax option (S or E)	
	S (standard: same as box 21)	
24(b)	2026 provisional tax amount	2,121.70

Declaration
This is a correct return of all my income and deductions for the year ended 31/12/2025.

Signed _____ Dated _____

Prepared in Easy on 7 Oct 2026 from the typed certificates and payers and from the books' accounts assigned to boxes 12, 13 and 16, on the 2025 RM5 scale. Easy prepares the figures; it does not lodge the return with RMD.

The PDF follows the form box by box, shows the accounts behind box 12, and ends with a **Declaration** for you to sign and date. It says at the foot that Easy prepares the figures and does not lodge the return with RMD. **Lodge the official RM5 with RMD by 1 November and pay the tax.**

More detail: Your income tax return (RM5). Easy's Help gives the figures it follows for 2025 (How the tax is worked out); check anything unusual with RMD or your accountant.

Common mistakes

- **Typing wages again through the books.** They are already in box 9 and would be taxed twice (the **From your books** step).
- **Choosing only the income account.** Choose the expense accounts for the same business too, or box 12 counts income with no costs.
- **Filing with a warning you haven't read.** The tick in the filing box is there on purpose.
- **Waiting for the year to end to find the papers.** Ask each employer for the RM101 early.

Check before you continue

Check before you continue

- ○ The year's income and spending are in your books, and your RMD number is in Business details.
- ○ Every RM101, interest and dividend statement and other income is typed in Step 3, with the tax already taken off.
- ○ The books' accounts are assigned both sides (income and costs), and wages, interest and private spending are **Not on the return**.
- ○ The tax, boxes 21 and 23, agree with what you expect, and provisional tax for next year is chosen if it is payable.
- ○ Any "Before you file" warning is answered, the return is filed, the **PDF (RM5)** is signed, lodged with RMD by 1 November, and the tax is paid.

Accounting

Manual journals and journal approval

A **manual journal** moves an amount between ordinary accounts when no invoice, bill, receipt, payment or other document does it for you: an accrual, a correction, a year-end adjustment. Because it can move money between almost any two accounts, treat it with care. Easy checks every journal, keeps it visible, and can ask a second person to approve it first.

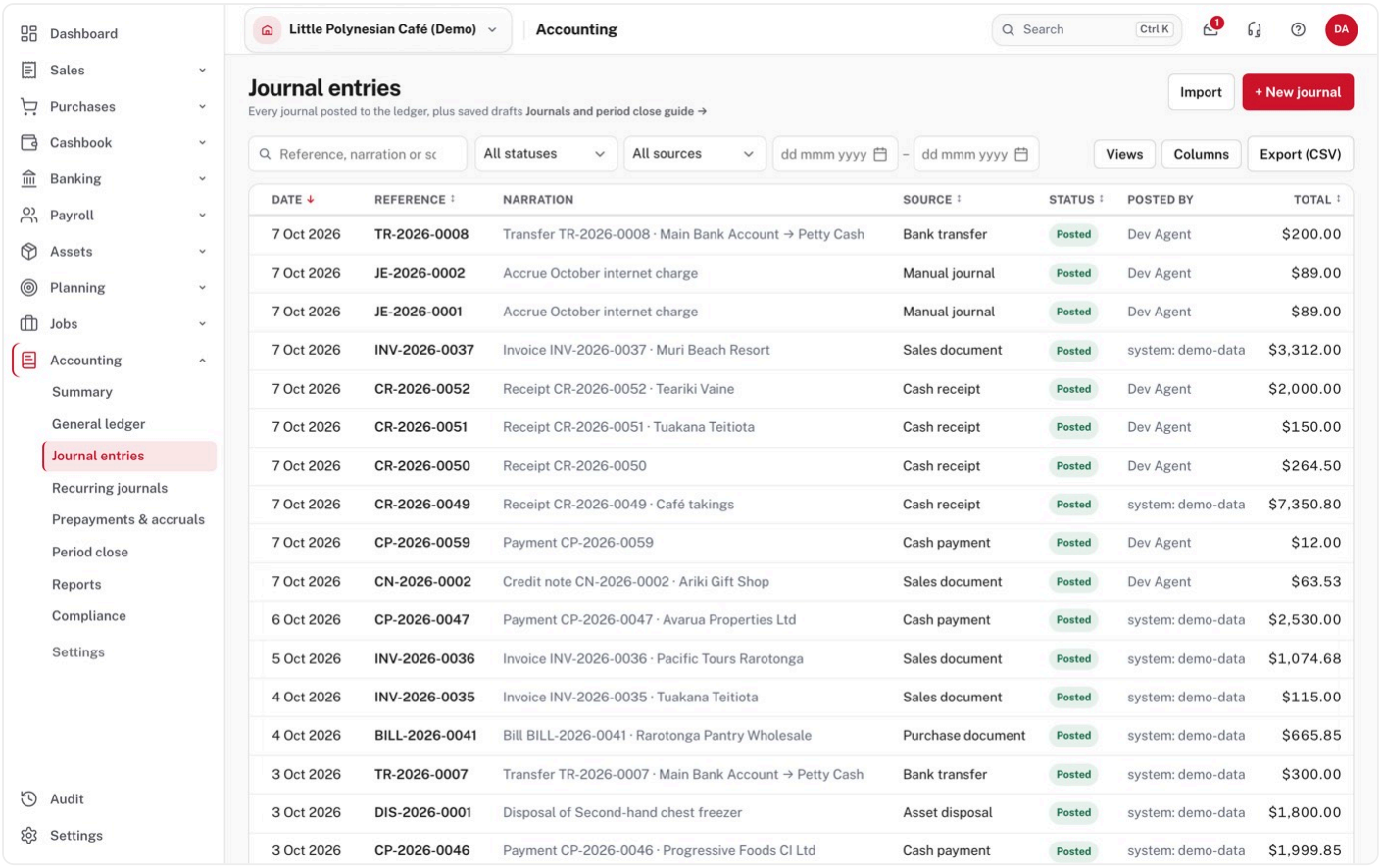
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The journal is a made-up accrual of $89.

Before you start

- **Is a journal really the right tool?** Money in and out belongs in the cashbook; customer and supplier items belong on invoices and bills; stock, assets and payroll have their own screens. Use a journal only for what none of those cover.
- **Control accounts are off limits.** Trade debtors and creditors, VAT, PAYE, inventory, fixed-asset cost and so on belong to their own subledgers and can't be moved by a manual journal. Neither can bank or cash accounts (use a receipt, payment or transfer). The account picker already leaves them out. See System control accounts.
- **Who can post.** The Owner, Administrators and Accountants. **Data entry** can prepare a journal, which is sent for approval or saved as a draft for an accountant to post (People, roles and access).
- The date is in an **open period**: a locked period refuses it.

Step 1. Open the journal register

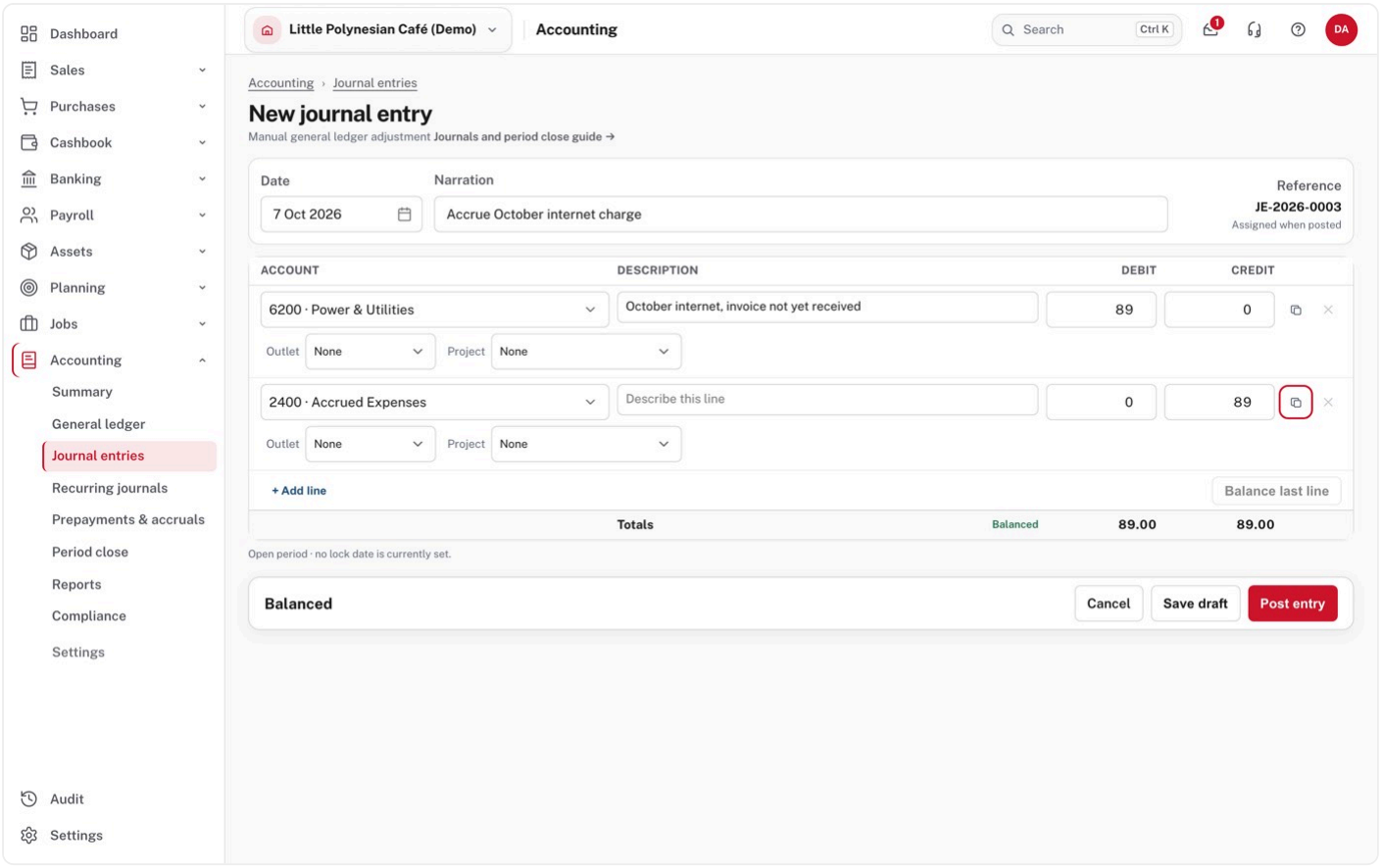
Accounting → Journal entries.



The register lists **every journal posted to the ledger**, whatever made it: filter by **status** (Draft, Posted) and by **source** (manual journal, sales document, purchase document, cash receipt, payroll run, depreciation run and many more). Each row shows its date, reference, narration, source, status, who posted it and the total. Under the list, the debits and credits of what you have filtered add up (they are always equal, and a warning appears if not). **Export (CSV)** saves the filtered list. A journal that was reversed, or that reverses another, says so beside its status.

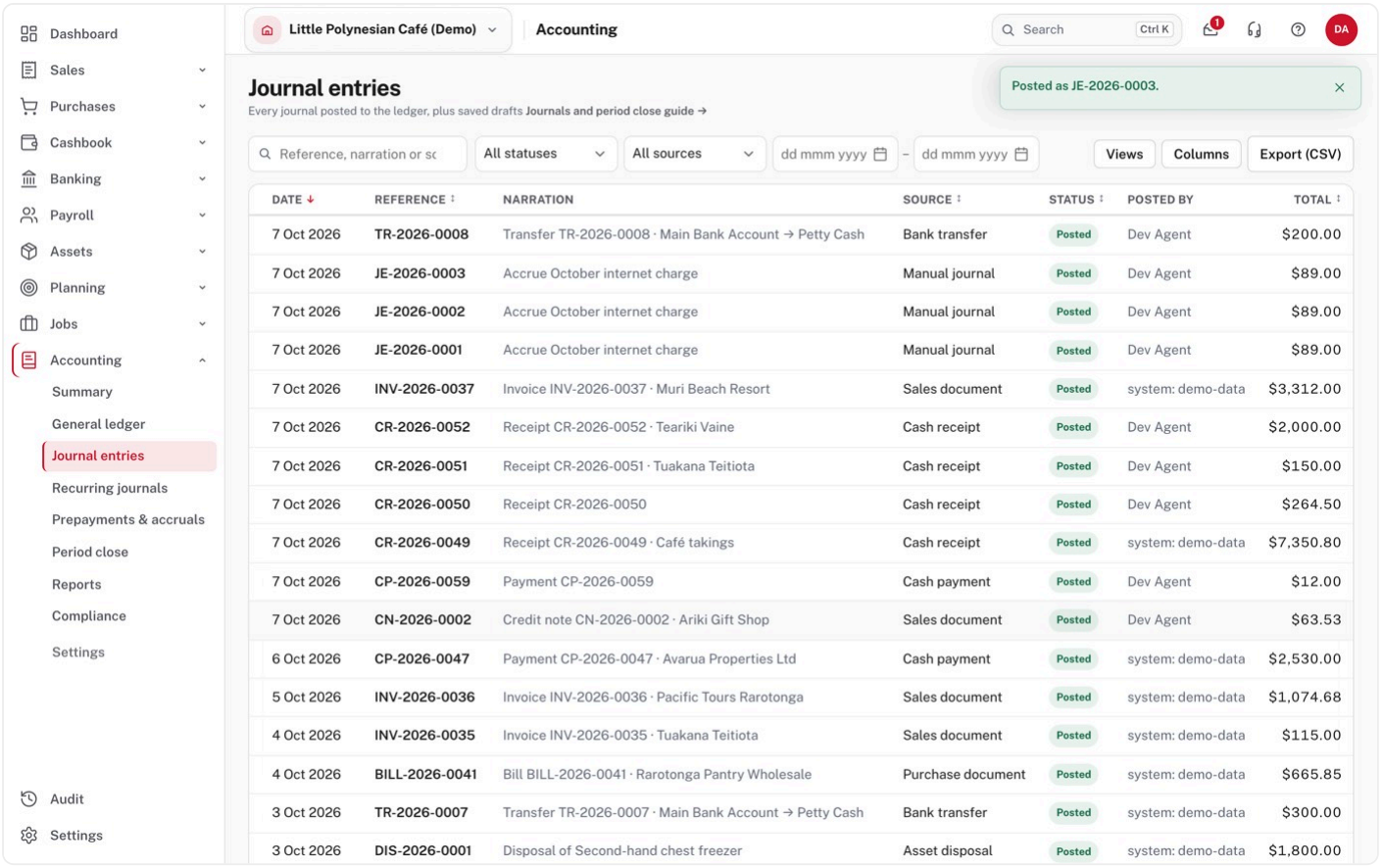
Step 2. Enter the journal

Choose **+ New journal**.



1. **Date** and a **narration** that will make sense in a year ("Accrue October internet charge", not "adj").
2. **Lines.** For each line, choose an **account**, a description, and a **debit** or a **credit**. **+ Add line** adds more. **Outlet** and **Project** (your reporting dimensions) appear on each line; if a dimension is marked required for the account, fill it in.
3. **Balance last line** fills the last line with whatever makes debits equal credits.
4. Read the **totals** and **difference**: it must be **$0.00**. A bar tells you whether the period is open.

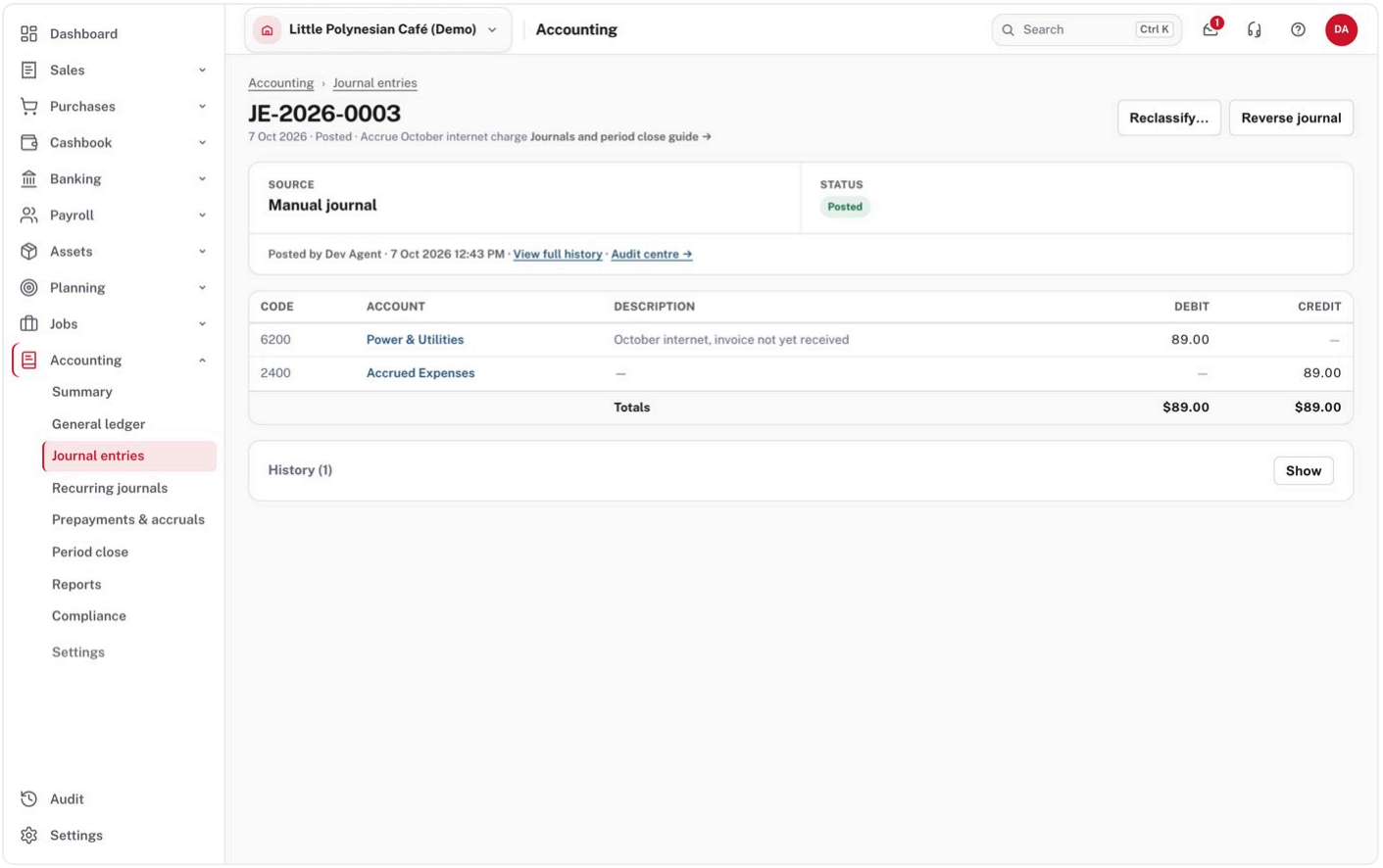
The **reference** (here JE-...) is assigned when you post. Choose **Save draft** while it needs review (a draft is not in the books), or **Post entry**.



"Posted as JE-..." confirms it. Posting creates the reference and **changes your reports**.

Step 3. Check a posted journal

Open it from the register.

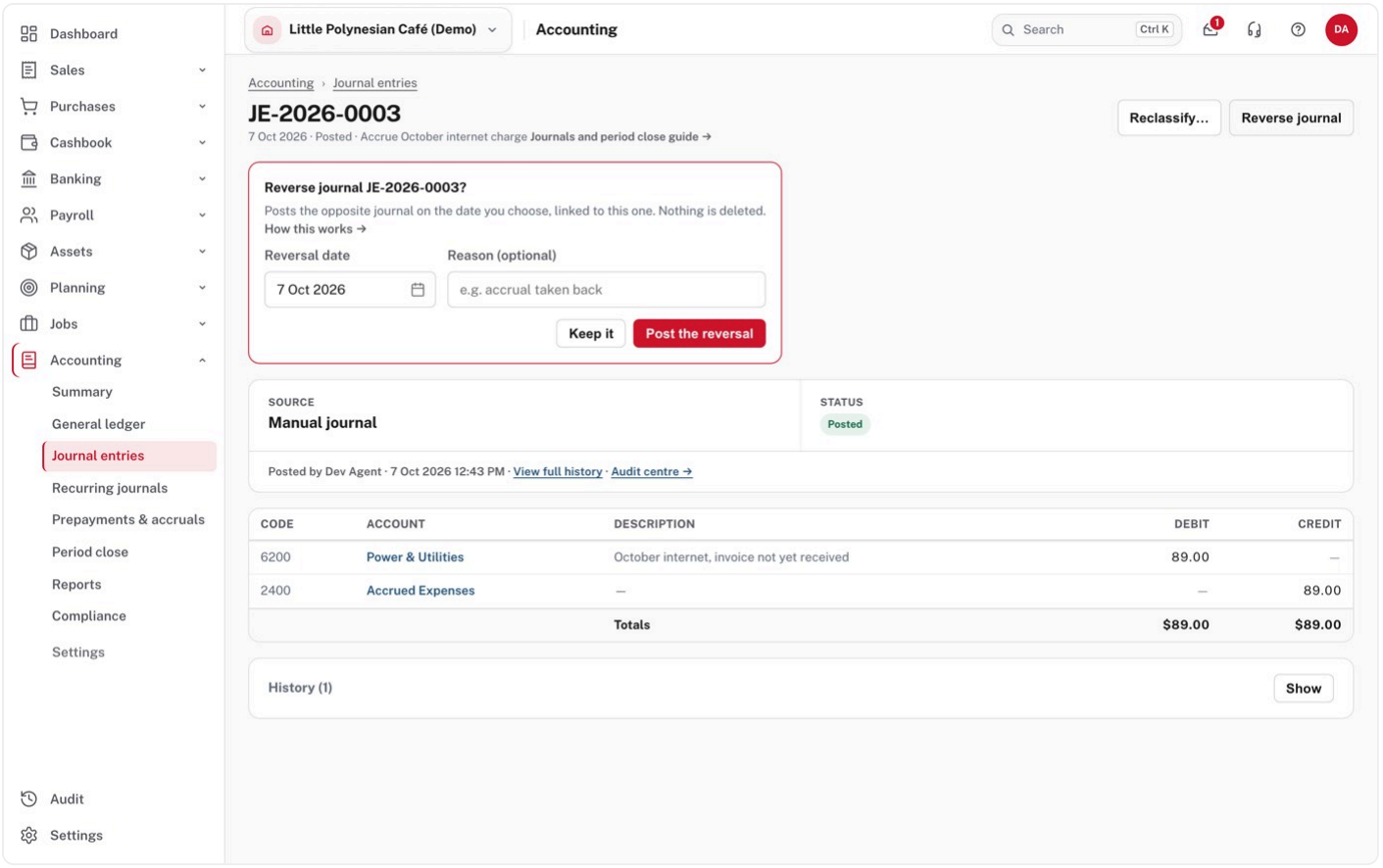


It shows the **source** (Manual journal), the **status**, who posted it and when, and every line with its account (a link to that account's ledger), debit and credit. **View full history** and **Audit centre** show who did what. In the register it carries the reference **JE-....**

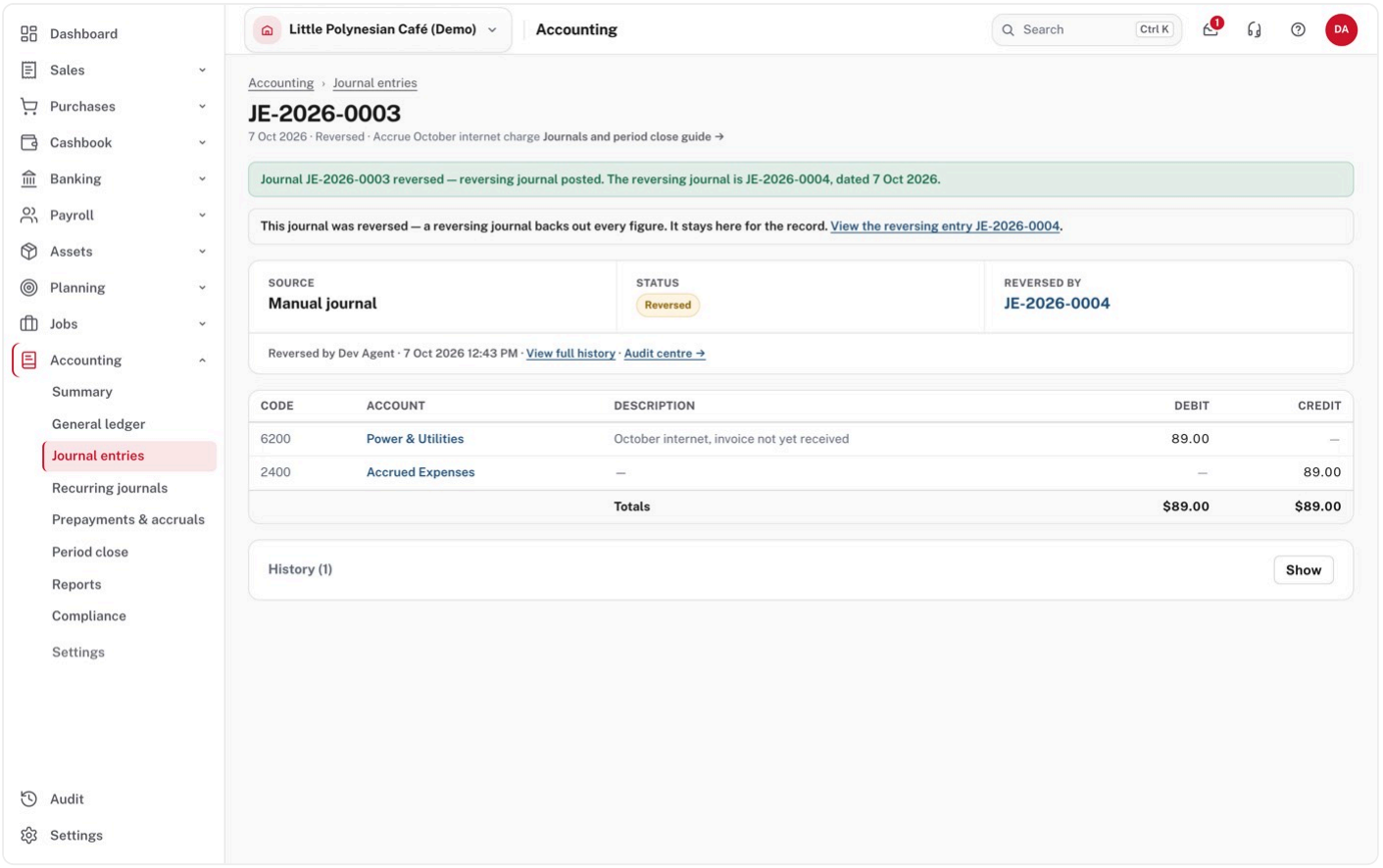
Step 4. Correct or reverse a journal

An error in a posted journal is never edited in secret. Use the correction that fits:

- **Reverse journal** posts the **exact opposite** entry on a date you choose, so together the two change nothing. It is the right tool for an accrual you want taken back on the first day of next month.



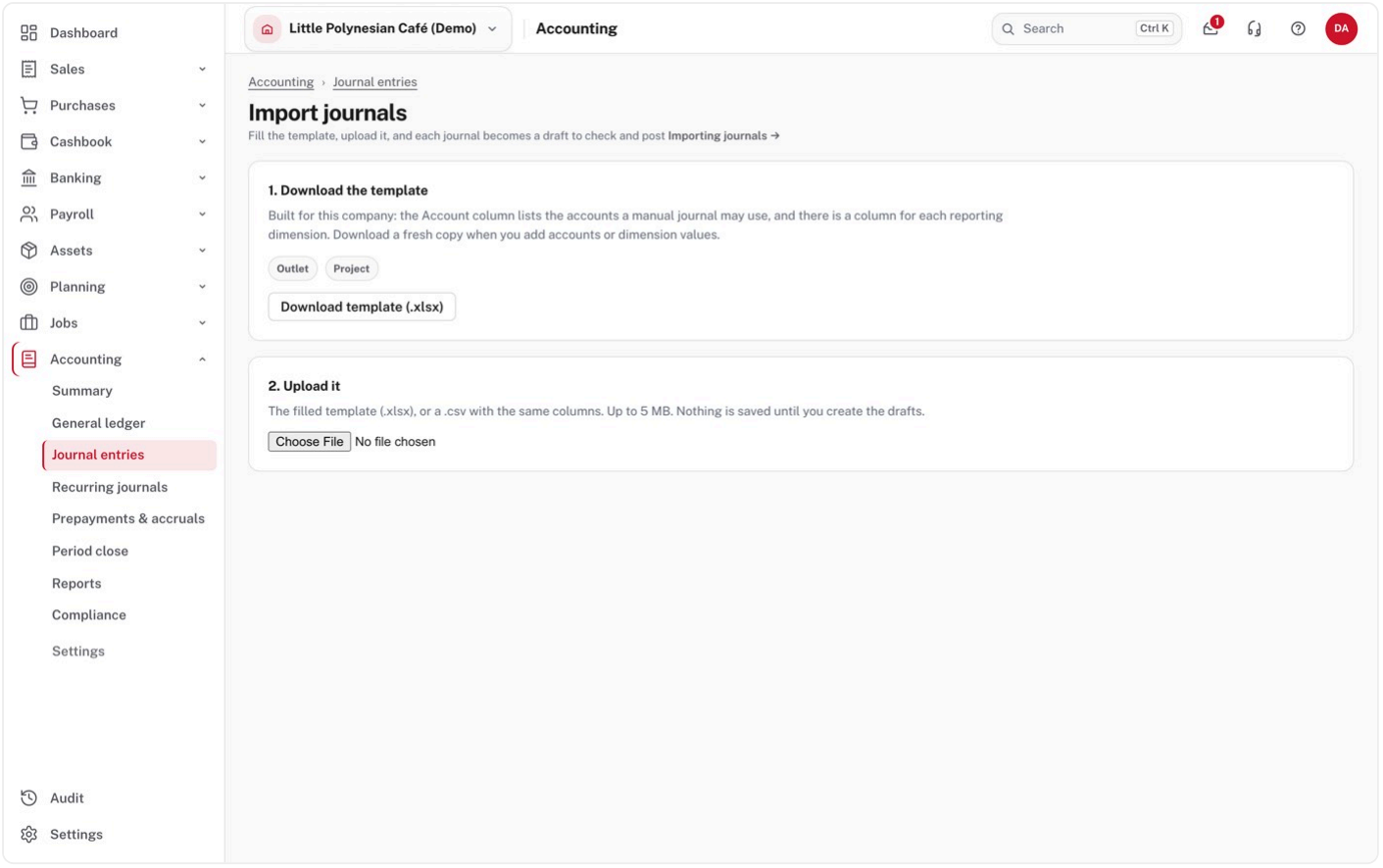
Choose the **reversal date** (today unless you change it) and give a **reason**, then **Post the reversal** (or **Keep it**). The reversal can't be dated before the journal or on or before the lock date; the journal being reversed may itself be in a locked period, because it is not changed.



The two journals **link to each other** ("Reversed by" and "Reverses"), the register shows both, and the audit trail records who did it and why. **A journal can be reversed only once**, and a reversal can't itself be reversed: post a new journal instead. - **Reclassify…** moves an amount from one account to another with one balanced correcting journal, leaving the source entry as it was (Credit notes, undoing and correcting, part 3). - A posted manual journal can be **edited in place** only when the company allows it (**Settings → Accounting**, *Edit posted manual journals*) and the date is open. - Only manual journals are reversed this way. A journal that an invoice, bill, receipt, payment or other document posted is undone by undoing that document.

More detail: Journals and period close.

Many journals at once

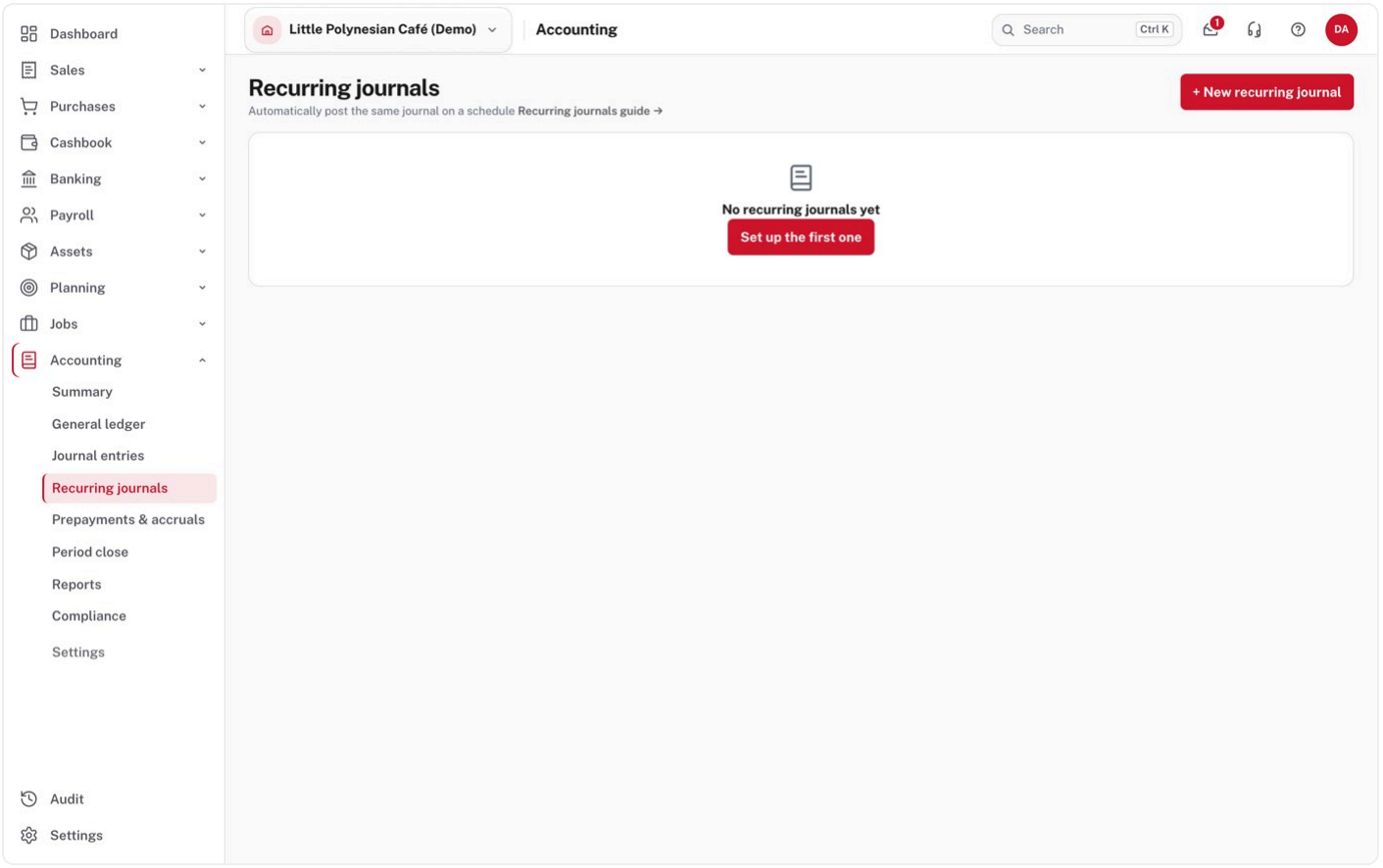


Journal entries → Import. Download template (.xlsx) gives a workbook made for your company: its **Account** column lists the accounts a manual journal may use, and it has a column for each reporting dimension (here *Outlet* and *Project*). Fill the **Journals** sheet one row per line; rows with the same **Journal** value (J1, J2 …) make one journal, and the **How to fill** sheet has a worked example. **Upload** it (up to 5 MB): Easy checks every journal by the same rules as one typed by hand and lists what to fix, row by row. **Nothing is saved until every journal is right**, and then they are saved as **drafts**. Tick them on the list and choose **Post** (a journal that needs approval is sent for approval instead), **Send for approval**, or **Delete** to remove the drafts.

Moving a company's *history* in is different: that is **Setup import** under Settings, which posts straight to the ledger (Opening balances).

Recurring journals

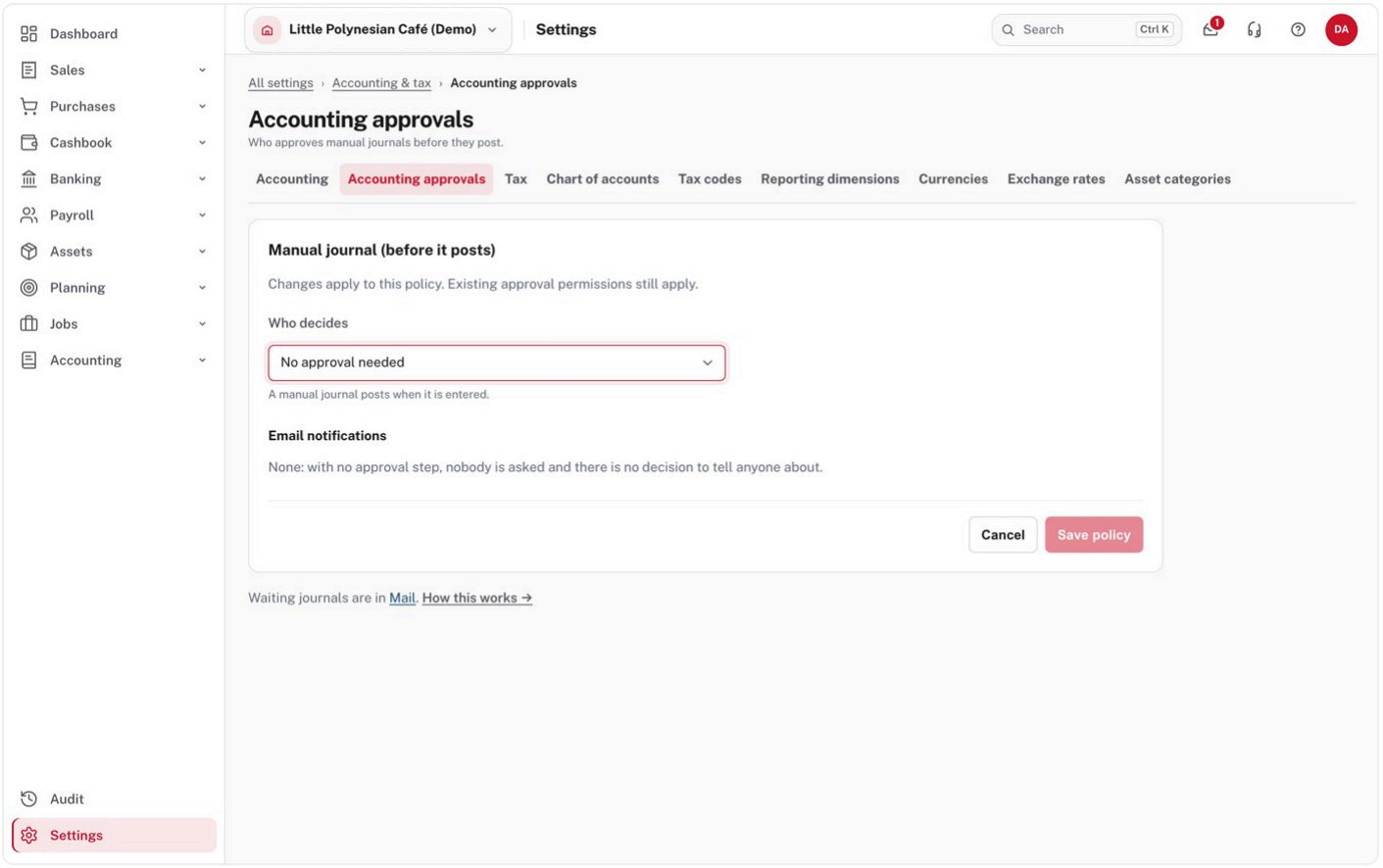
For an entry you make the same way every period (a monthly insurance release, say).



Accounting → Recurring journals → New recurring journal. Choose the manual journal to copy, **how often** it repeats and the **next date**; leave the end date and remaining count blank to keep going. **What happens each run** is either **Create a draft**, for you to check and post, or **Create and post**. Due journals are made each night. Untick **Active** to pause a schedule without deleting it.

Step 5. Ask a second person to approve journals

Settings → Accounting & tax → Accounting approvals. It is **off until you switch it on**: while it says **No approval needed**, journals post as you enter them.



Choose **Edit** and set **who decides**:

Choice	What it means
No approval needed	A manual journal posts when it is entered
The person who prepared it	They still can't post until it is approved, and the record says who approved it
Someone else	Anyone who can post journals, **except** the person who prepared it
One named person	That one person decides every journal

Tick **Only when the amount is over a limit** (a **financial delegation**) and enter the limit: a journal is measured by its **total debits**; at or under the limit it posts straight away, and over it needs approval. You can also choose whether people are **emailed** when something is submitted and when it is decided. If you are the **only person** who could approve, you may approve your own journal with a short reason, which is kept with the approval.

When approval is on:

1. You enter the journal and press **Post** as usual. It is saved as a draft and **sent for approval in the same click**, and you land on the draft.

2. The approver approves it or sends it back, from the draft or from **Mail** (*My actions*). You are emailed the decision.
3. Once approved, press **Post** on the draft.

Journals already posted are not affected. **While journals need approval, a posted journal can't be edited in place and a Reclassify can't post at once**, because neither leaves a draft for anyone to approve: enter the correction as a new journal and submit it. A **recurring journal** set to *Create and post* is checked the same way: one that needs approval is saved as a draft and submitted.

Only the policy page is shown

The demo has approval switched off, so the approver's side (the draft waiting in Mail) is described from Easy's Help and isn't pictured.

More detail: Journal approval.

Good practice

- Give every journal a **narration** a stranger could follow, and attach the working (the invoice, the calculation) where Easy allows.
- Have the **owner or board review all manual journals each month** if there is no second approver. The register's **Source** filter set to *Manual journal* makes that a two-minute job.
- Prefer a **reversing** accrual to a one-way adjustment, so the next month's actual bill doesn't double up.

Check before you continue

Check before you continue

- ◯ Each journal balances to $0.00, uses the right accounts and has a narration someone else could understand.
- ◯ It is dated in the right (open) period, and an accrual has a reversal date.
- ◯ No journal is a workaround for something a document should record (an invoice, a bill, a payment).
- ◯ If approval is on, nothing is left waiting in Mail.
- ◯ The month's manual journals have been looked at by someone other than the person who entered them.

Month-end checklist and closing a period

Do this once a month, after the month's work is entered and reconciled. **Closing a period** proves that Easy's records agree with its accounts, and then **locks** the period so nothing dated in it can be recorded, changed or undone. Nobody then edits last month's figures by accident after you have filed a return on them.

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*, closing September 2026. All figures are examples.

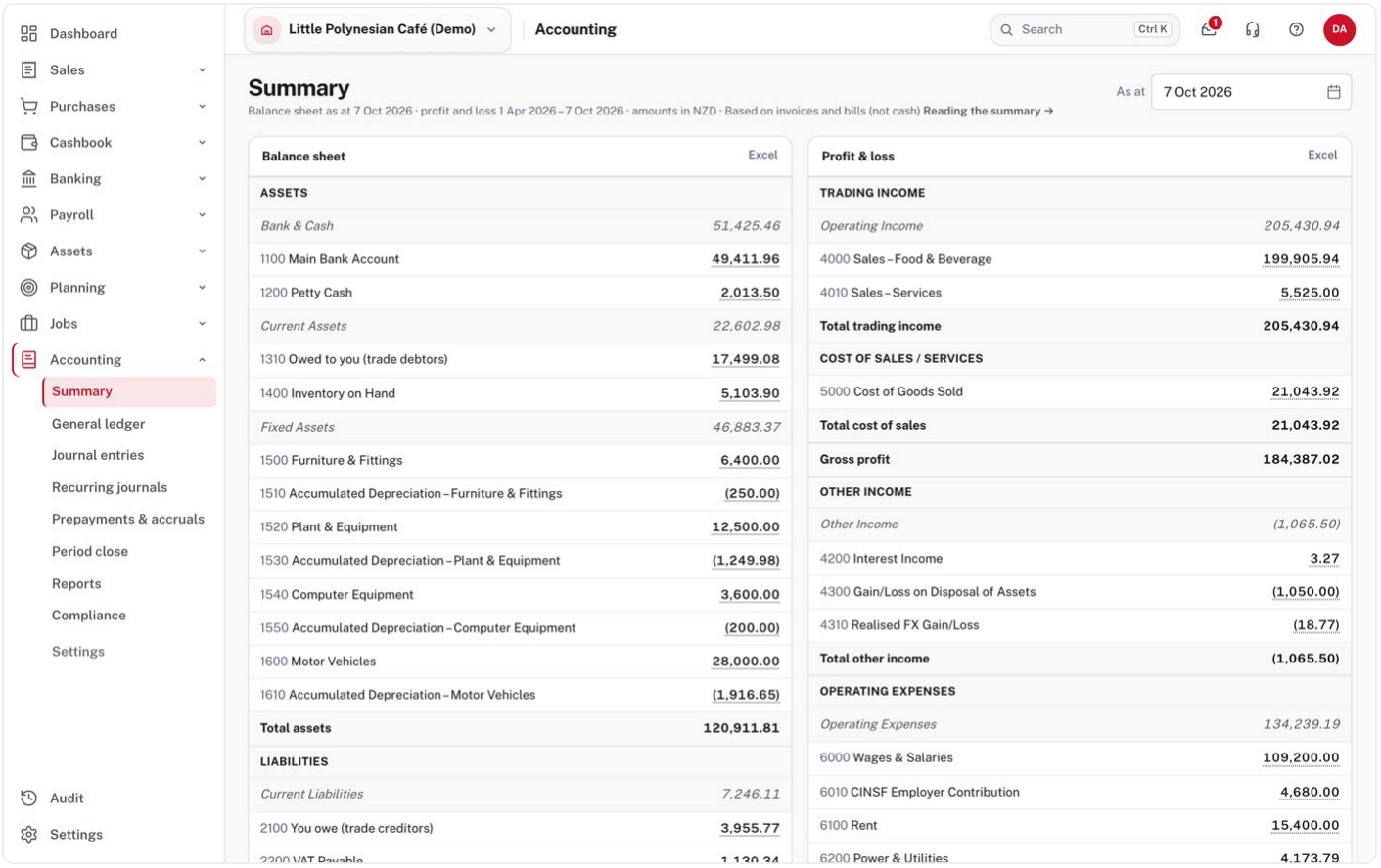
The checklist

Work down this list. The links are the chapters that explain each step.

#	Check	Where
1	Every **invoice** is raised and every **receipt** recorded	Raise, send and get paid for an invoice
2	Every **bill** is entered and every **supplier payment** recorded	Enter and record a bill, Pay suppliers
3	Every **bank account** is reconciled to its statement	Bank reconciliation
4	Every **pay run** for the month is finished, and PAYE and CINSF paid	After the pay run
5	The **VAT and PAYE return** is filed and paid	Monthly VAT and PAYE returns
6	**Journals** the month needs are posted (depreciation, prepayments, accruals)	Manual journals, Prepayments and accruals
7	**Period close** shows every control account agreeing	step 2 below
8	The **reports** look right	step 3 below
9	**Download the month-end pack** and **sign off**	steps 4 and 5 below

Step 1. Look at the accounting summary

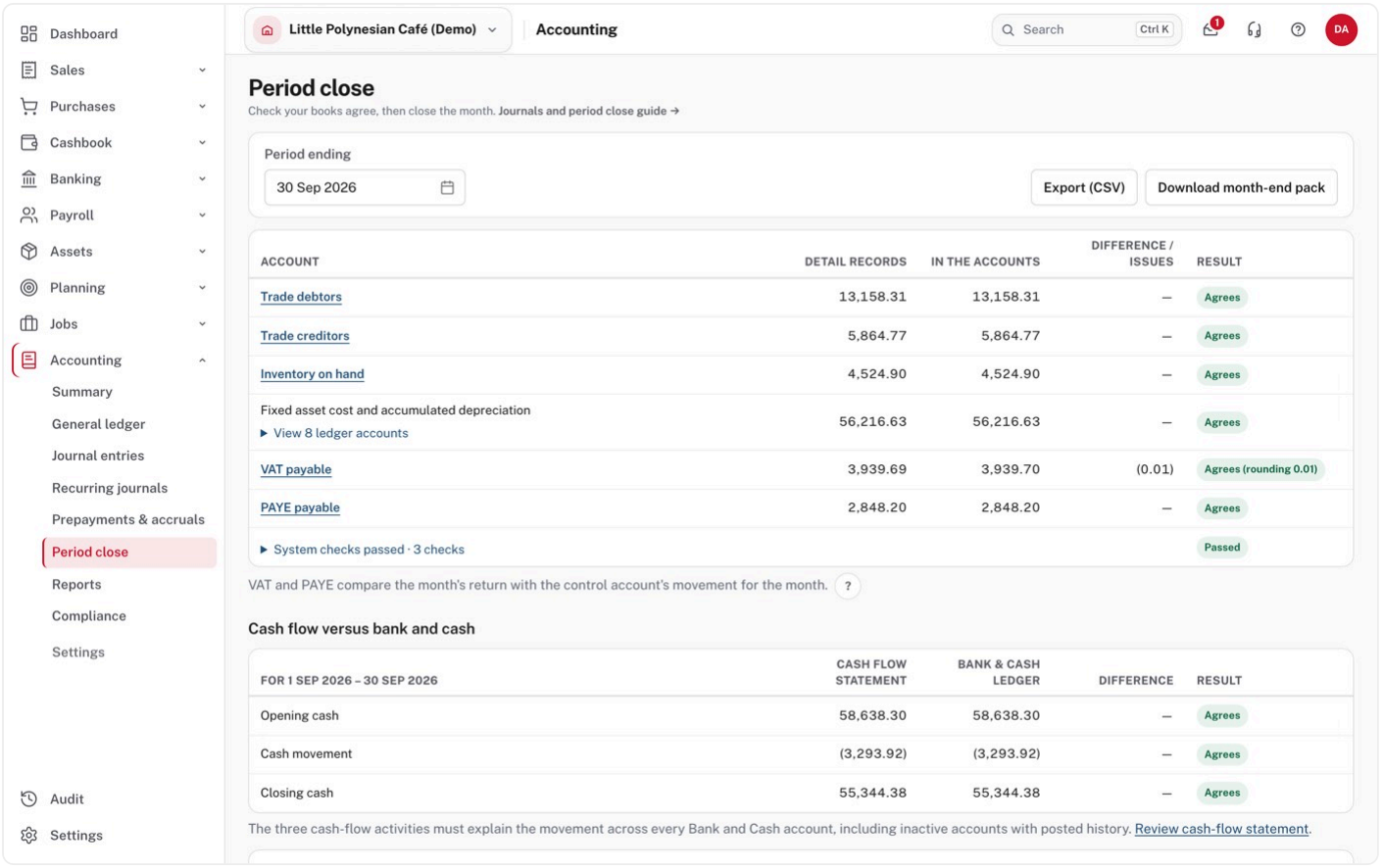
Accounting → Summary shows the balance sheet and the profit and loss side by side, as at a date you choose.



Use **As at** to set the month end. Before you close, read it as an owner would: do the bank balances look right, is what you owe and what you are owed sensible, is the profit what you expected? A surprise here is easier to fix before the lock than after. Every figure opens the entries behind it.

Step 2. Open Period close

Accounting → Period close. Choose the **Period ending** date (the last day of the month).



For each **control account**, Easy compares two figures and shows whether they agree:

Account	Detail records is what...	In the accounts is...
Trade debtors	the open invoices add up to	the control account's balance
Trade creditors	the open bills add up to	the control account's balance
Inventory on hand	the stock records add up to	the control account's balance
Fixed asset cost and accumulated depreciation	the asset register adds up to	the ledger accounts' balance
VAT payable, PAYE payable	the month's return says (box 16, box 20)	what the control account moved in the month

The **difference** must be nil. A cent or two of rounding still agrees and is shown as **Agrees (rounding 0.01)**. **System checks** (for example, that every posted journal is balanced) have no figures, only a count of problems. **Export (CSV)** downloads the table.

Below it, **Cash flow versus bank and cash** compares the cash-flow statement's **opening cash**, **cash movement** and **closing cash** with the posted movement across every bank and cash account (inactive accounts with posted history included). All three rows must agree before you sign off. **Review cash-flow statement** opens the same dates so you can investigate a difference.

> **If anything shows a difference**
>
> Don't sign off. Follow the account name (each is a link) to the entries behind it, find the cause (usually a late entry, a wrong date, or a payment not recorded) and fix it first. A control account that moves without its matching records is the classic sign of an entry made in the wrong place.

More detail: Journals and period close and System control accounts.

Step 3. Review the reports

Before you lock, open the reports you rely on, set to the month end: **Reports → Profit and loss**, **Balance sheet**, **Trial balance** and **Cash flow**, and the aged receivables and payables. Reading the financial reports explains them. The month-end pack (next step) holds the same reports, so you can read them from the pack too.

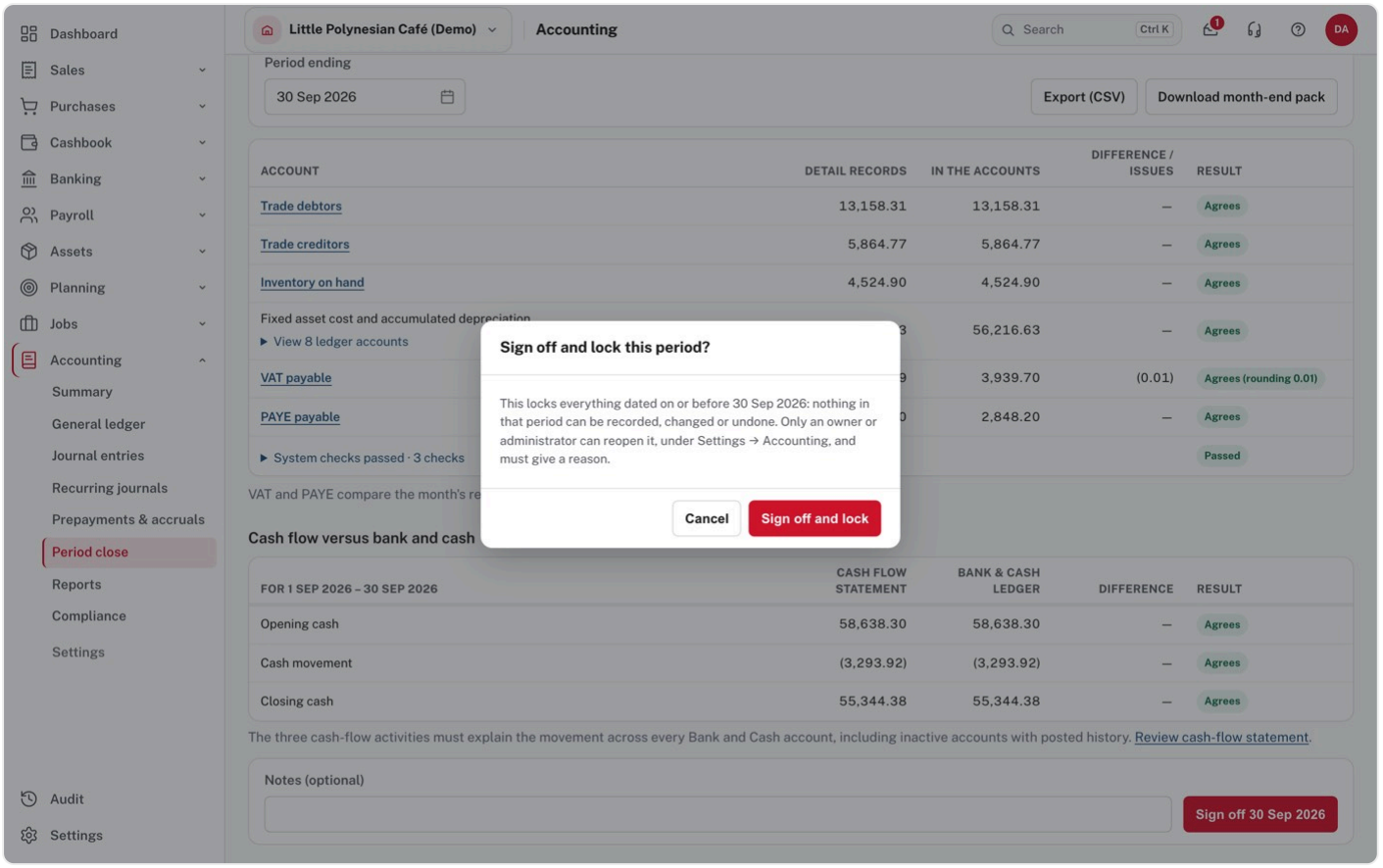
Step 4. Download the month-end pack

Choose **Download month-end pack**.

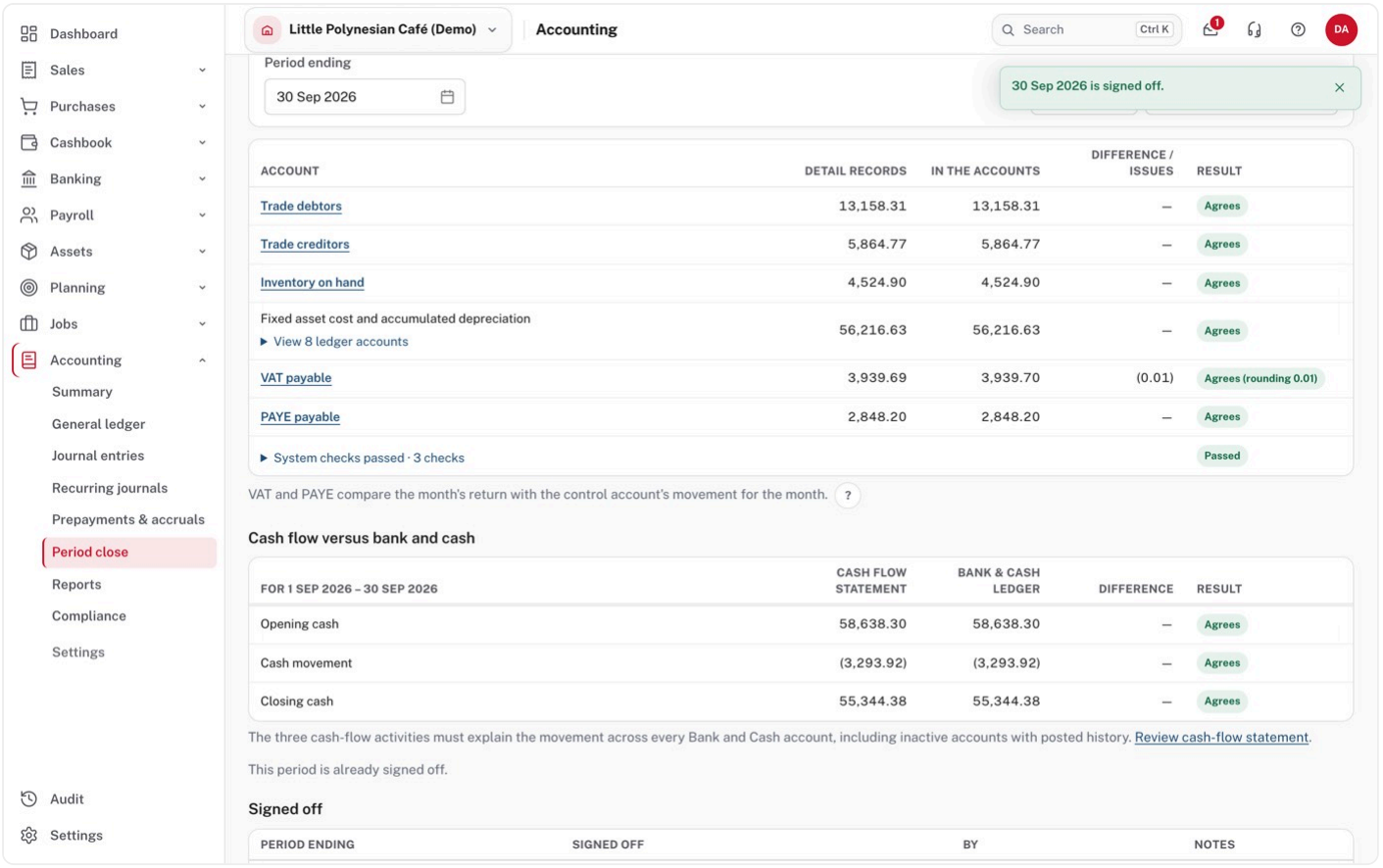
Easy downloads one ZIP file for the period end (`month-end-pack-2026-09-30.zip`). It holds the **trial balance**, the **profit and loss** for the month and for the financial year to date, and the **balance sheet** (as Excel files); **aged receivables** and **aged payables**, the **control-account table** and the month's **posted journals** (as CSV files); and an `index.txt` that lists each file and says whether all controls agree. Keep it with the month's papers.

Step 5. Sign off and lock

Add a **note** if you want one, then choose **Sign off 30 Sep 2026**.



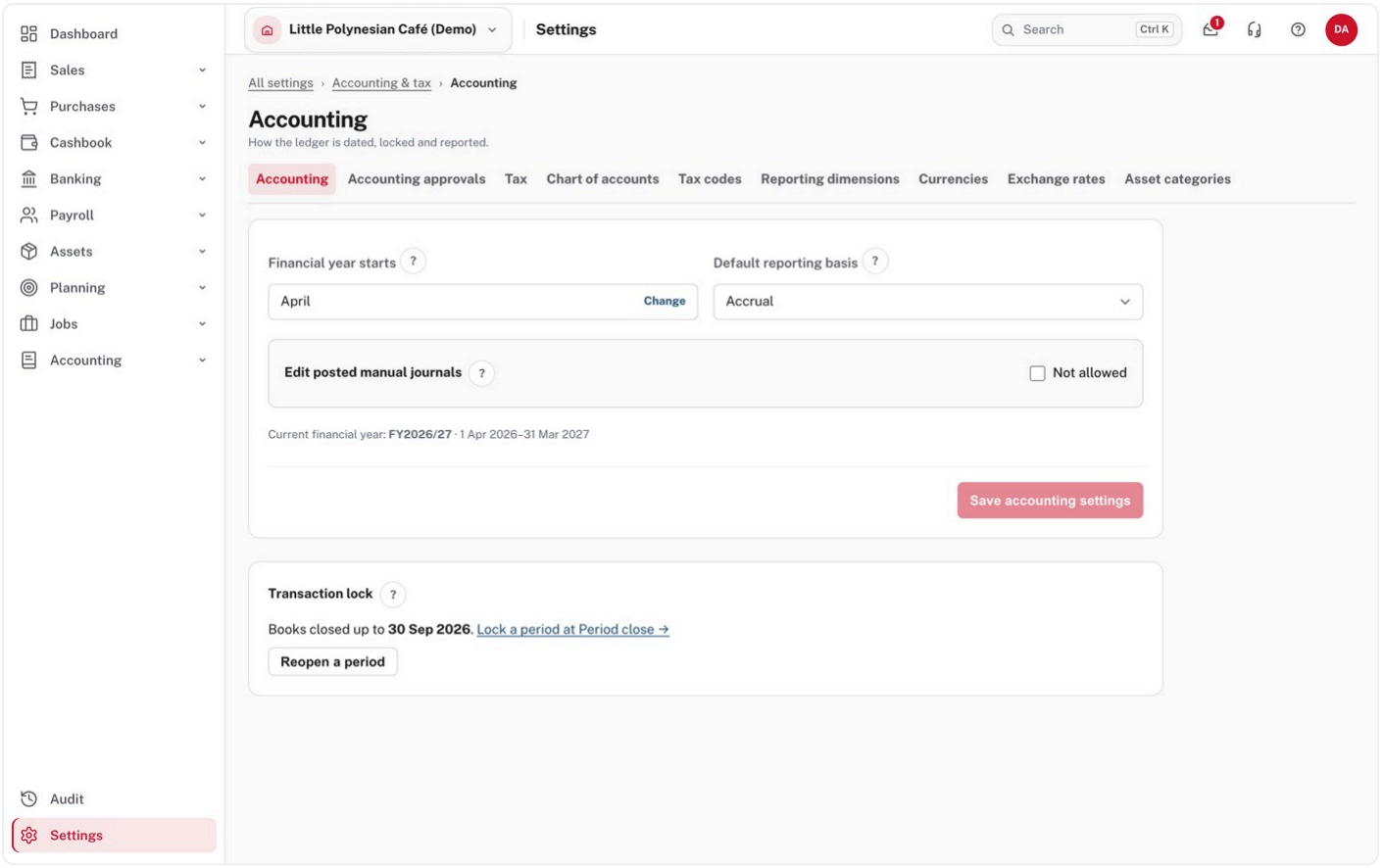
Easy asks you to confirm. If any warnings are still showing it asks you to tick that you have read them. Signing off **locks everything dated on or before that date**: nothing in that period can be recorded, changed or undone. Only an owner or administrator can reopen it, under **Settings → Accounting**, and they must give a reason.



The page now says **This period is already signed off**, and the **Signed off** table lists each closed period, when, by whom and the note.

Step 6. Check the lock

Settings → Accounting → Transaction lock shows how far the books are closed.



It reads **Books closed up to 30 Sep 2026**. The same page holds the **financial year start** and the **default reporting basis**, and **Edit posted manual journals** (off, **Not allowed**, unless you switch it on).

Reopening a period

Choose **Reopen a period** only for an authorised correction. Give the reason, make the correction, check the affected reports and returns again, then **sign off again** to restore the lock. If you reopen a month you have already filed a return for, tell whoever files it: the return was frozen at the figures it was filed with, so a correction needs the return re-opened too.

More detail: Journals and period close.

Check before you continue

Check before you continue

- ◯ Every control account says **Agrees**, and the three cash rows agree.
- ◯ The month's bank accounts are reconciled, pay runs finished and the VAT and PAYE return filed and paid.
- ◯ You have read the summary and the profit and loss and nothing surprised you.
- ◯ The month-end pack is downloaded and kept.
- ◯ The period is signed off, and **Books closed up to** shows the right date.

Prepayments and accruals

A **prepayment** is money you have paid for something you will use up over time: a year of insurance, rent in advance, a subscription. It sits on the balance sheet as an asset and is charged to the expense a little each month. An **accrual** is the other way round: a cost you are running up now but will not be billed for until later, so you charge the expense each month and build up what you owe. Easy keeps both as **schedules**: you give it a total, a number of periods and the two accounts, and it posts the entry for each period for you. This is accountant's work. You set a schedule up once, then it runs; you look at the balance report each month end. It belongs with Manual journals and the Month-end checklist.

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*. The insurance premium ($2,400 a year, released $200 a month) and the power and water accrual ($450 over three months) are made-up examples, and names that begin *Manual:* are too. The first release is dated 1 Oct 2026.

Before you start

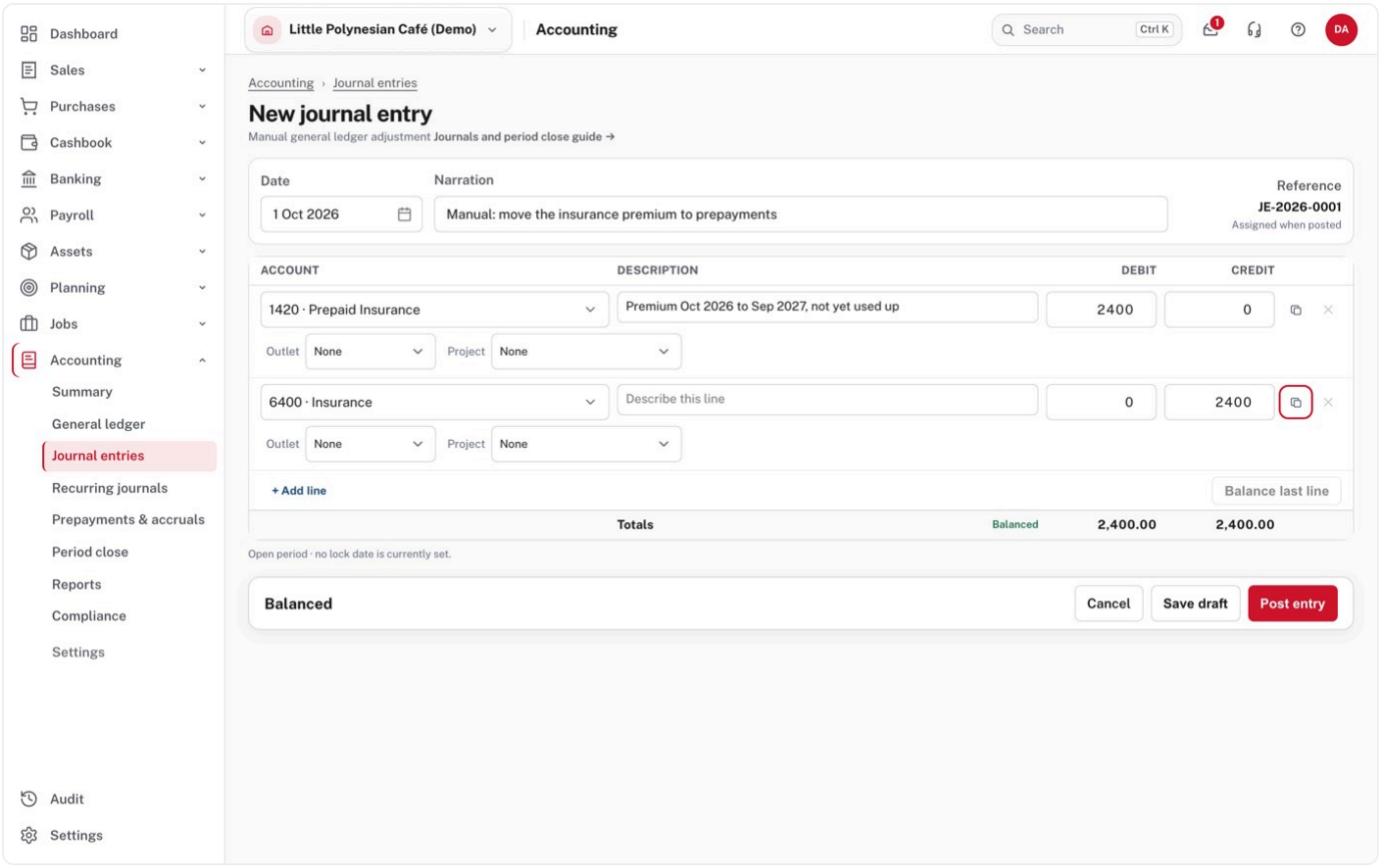
- **Who can do this.** The Owner, Administrators and Accountants can set up and change schedules. A role that only reads the books can open the list but has no **+ New schedule** button, and Data entry can't open the page at all.
- **Two accounts for each schedule.** One is the balance-sheet account (here *Prepaid Insurance* or *Accrued Expenses*), the other the expense (here *Insurance* or *Power & Utilities*). The pickers leave out bank, cash and control accounts, the same as a manual journal.
- **The books are open for the release dates.** A release posted into a locked period is held (see step 3).

Step 1. Put the prepaid amount on the prepaid account

Skip this for an accrual. A prepayment schedule releases money out of an account that already holds it, so the premium must be on *Prepaid Insurance* first.

A bill's or a cashbook payment's **Expense type** list offers expense and fixed-asset accounts, not *Prepaid Insurance*. So record the premium the way you always do (Enter and record a bill or Receipts, payments and transfers), coded to **Insurance**, and then move what is not yet used up with a manual journal.

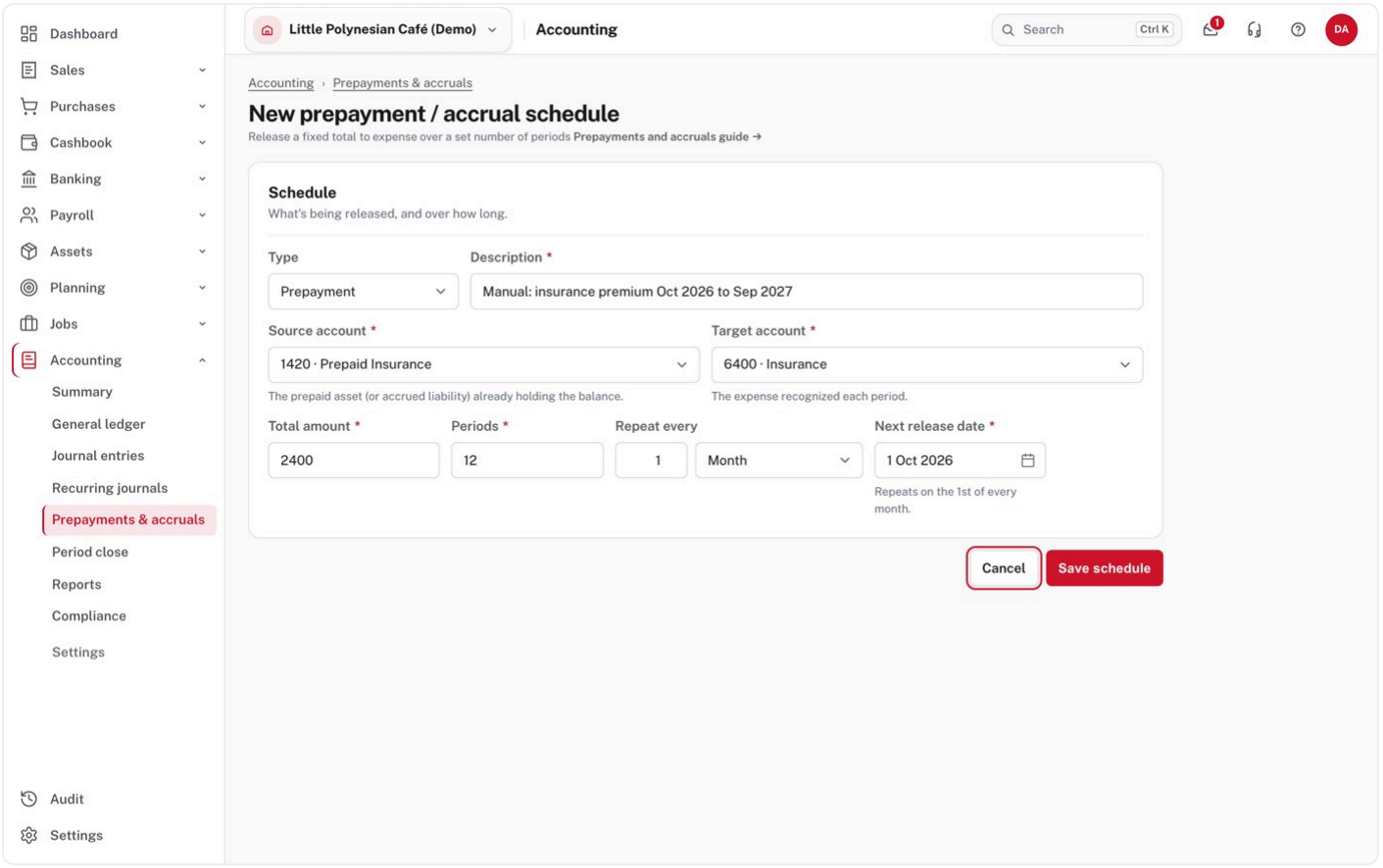
Accounting → Journal entries → + New journal



Here the premium was paid on 1 Oct 2026: $2,400 plus 15% VAT, $2,760 in all. The payment handles the VAT as usual; only the $2,400 is prepaid. The journal is dated the same day: **debit 1420 · Prepaid Insurance $2,400, credit 6400 · Insurance $2,400**, with a narration someone can follow in a year. It is a normal manual journal (Manual journals covers posting it). Date it **on or before the first release**: that is the day the schedule looks for the money.

Step 2. Set up the schedule

Accounting → Prepayments & accruals → + New schedule



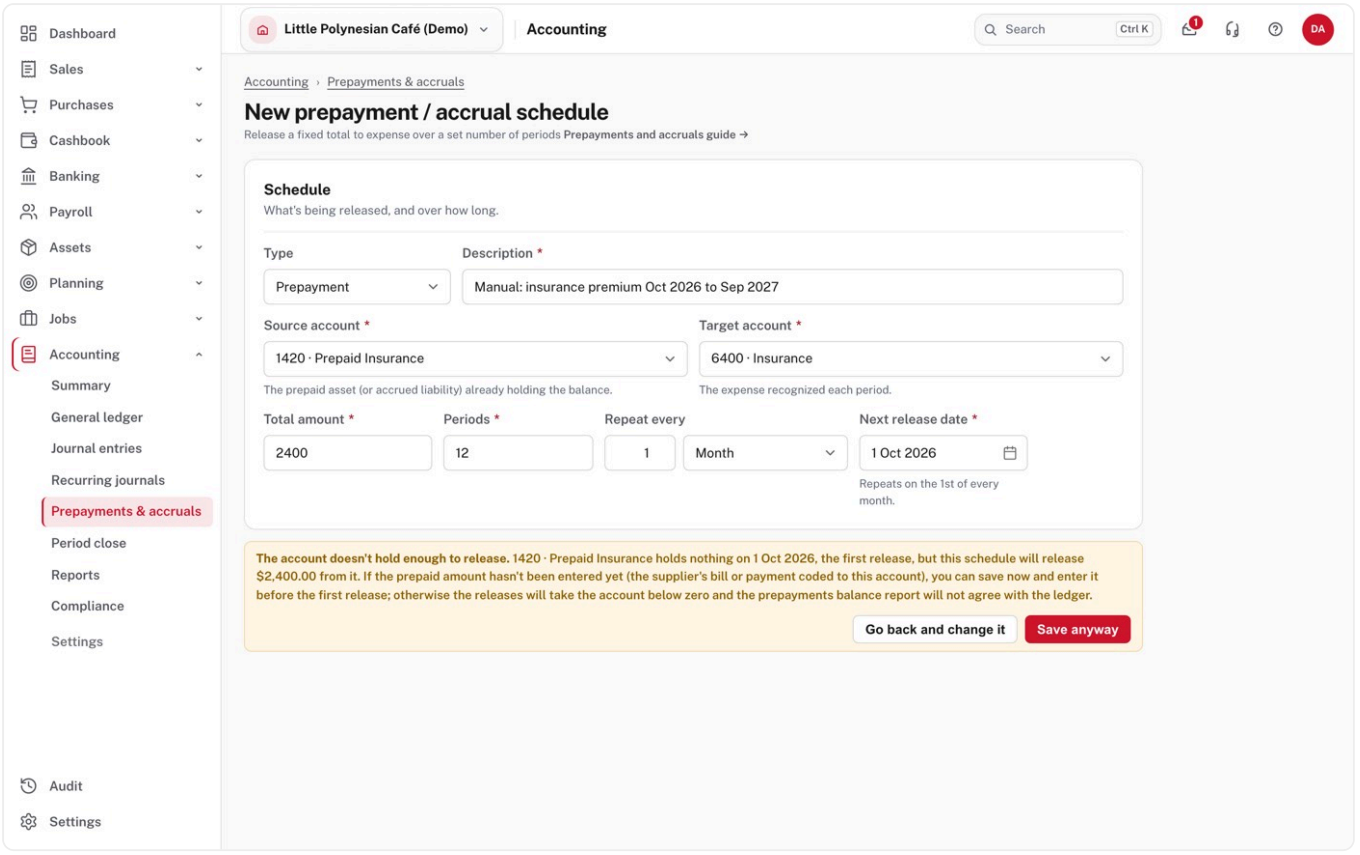
Field	What to enter
Type	**Prepayment** or **Accrual**
Description	Words that will make sense in the journal narration and the list
Source account	The balance-sheet account: the prepaid asset (or the accrued liability)
Target account	The expense recognised each period
Total amount	The whole amount to release
Periods	How many releases it takes
Repeat every	A number of **Weeks** or **Months** (one month, here)
Next release date	The date of the first release; the line under it says what day it repeats on ("Repeats on the 1st of every month.")

Here $2,400 over 12 periods releases **$200** a month. Easy works out the period amount from the total, and the last period releases whatever is left, so rounding never strands a few cents.

Choose **Save schedule**.

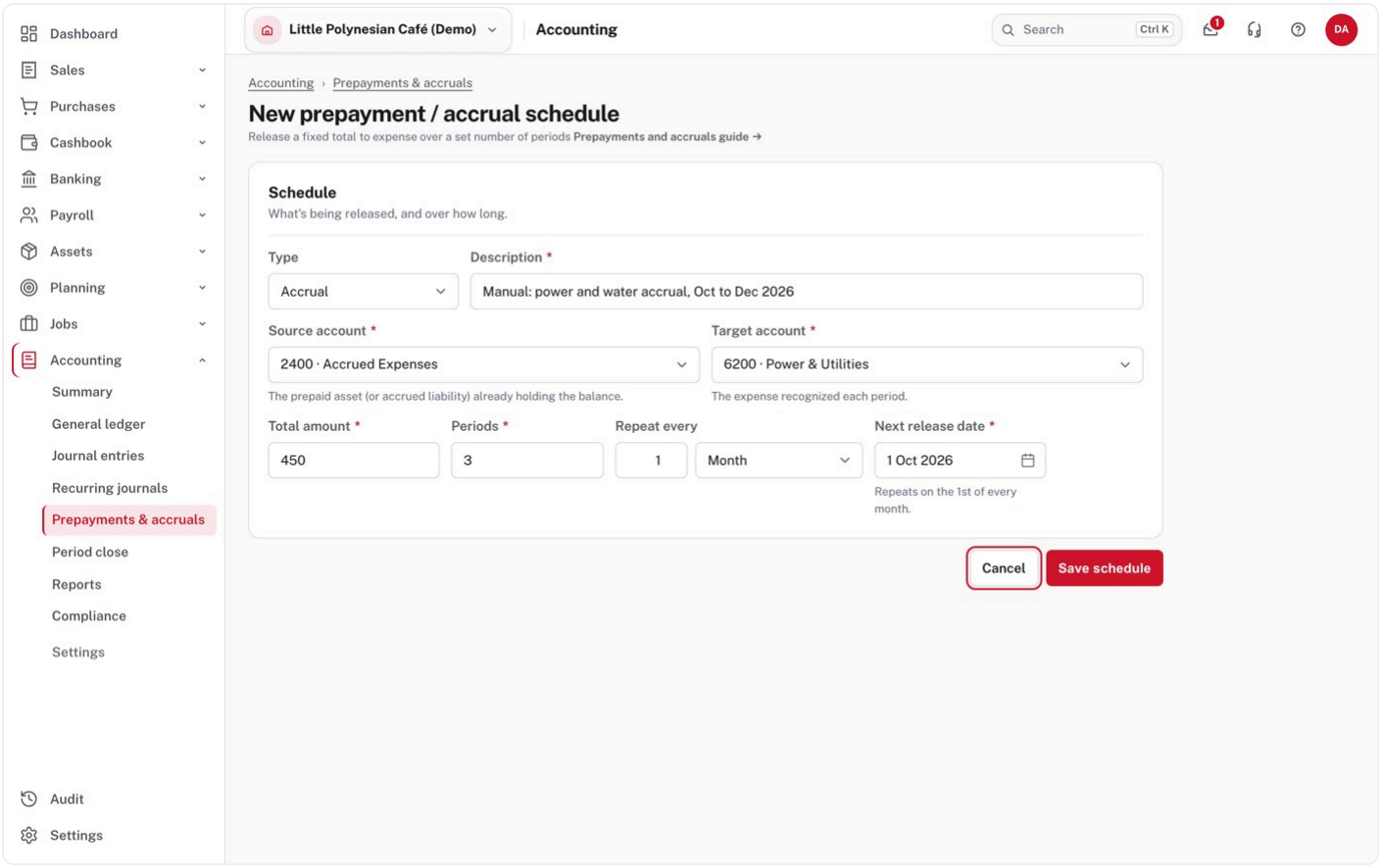
If the account does not hold enough yet

Before it saves a prepayment, Easy checks that the source account holds, on the first release date, at least what the schedules on it still have to release. If not, it stops with a warning and two buttons.



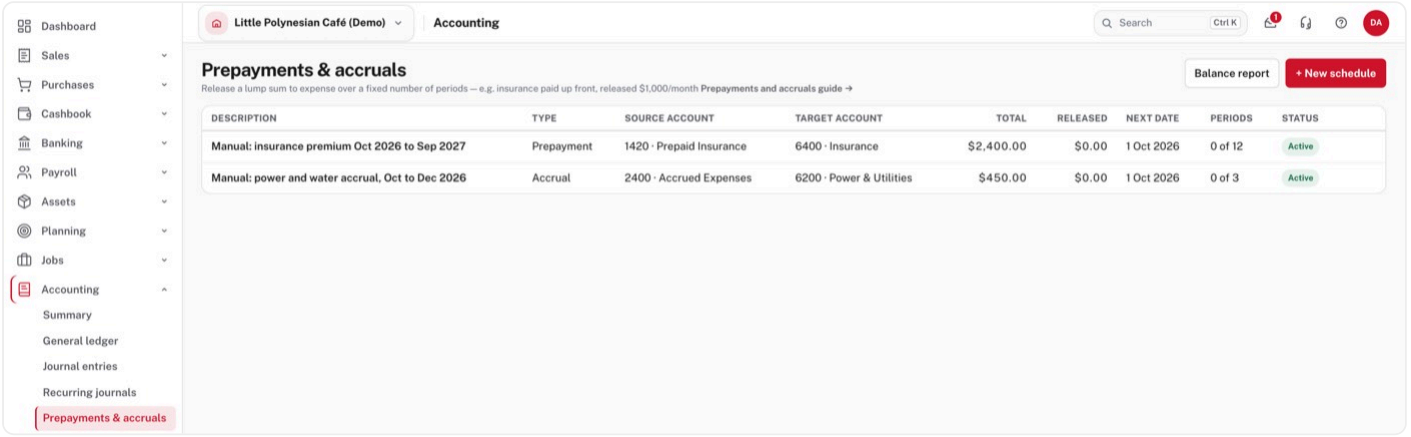
Go back and change it returns to the form (do step 1, or fix the date). **Save anyway** saves it as it is: use that only when you will enter the prepaid amount before the first release, for example when the supplier's bill is still to come. Otherwise the releases take the account below zero and the balance report will not agree with the ledger. An accrual is never warned about: its releases build the liability up, so it needs no balance to start from.

An accrual is set up the same way. Here the café accrues its power and water bill while the quarterly invoice is not yet in:



Each release **debits Power & Utilities and credits Accrued Expenses $150**, so the cost shows in the right month and the liability builds up.

After **Save schedule** a notice says **Schedule saved.** If Easy then asks **Discard unsaved changes?**, the schedule is already saved: choose **Leave without saving**, which only leaves the form.

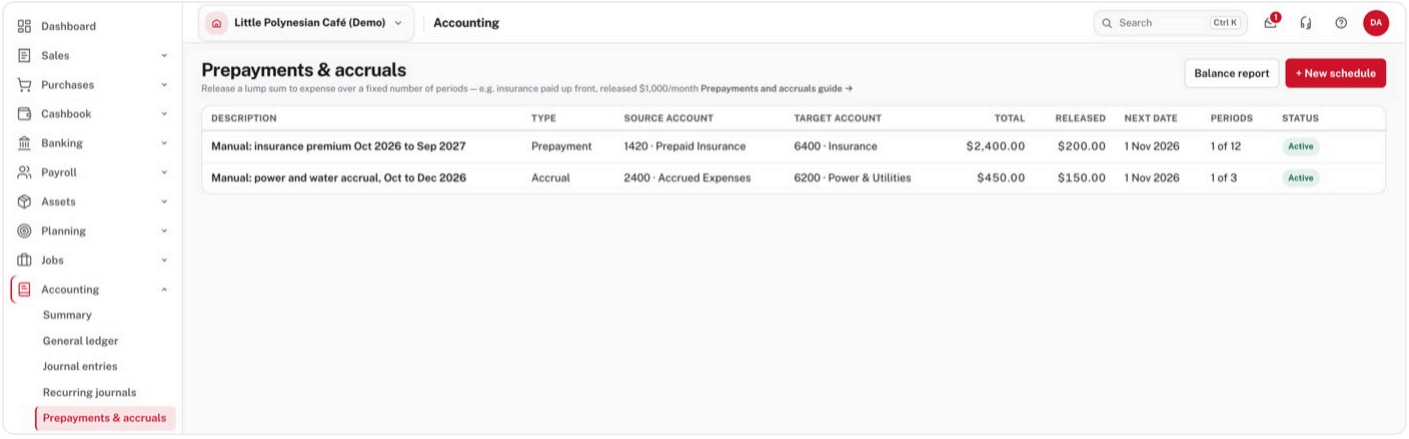


The list shows each schedule's accounts, **Total**, **Released** so far, the **Next date**, **Periods** (here *0 of 12*) and a **Status**.

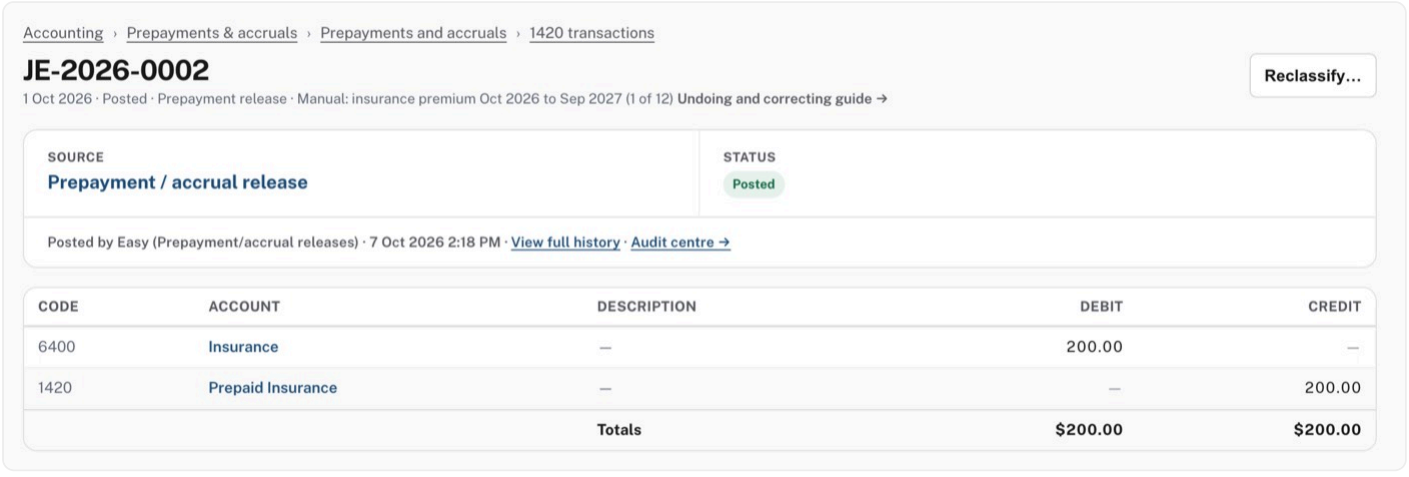
Step 3. Let the releases run

You do nothing. Easy looks for due schedules **each night at 2:30 (Rarotonga time)** and posts one release for every active schedule whose **Next date** has come. The date it posts on is the schedule's date, not the day it ran.

> **Not shown in the demo: the overnight run**
>
> The releases pictured below were started from Easy's background-jobs screen, a developer's tool that is not in the app's menus, because the demo had not yet had a night. The 2:30 am timing is not shown.

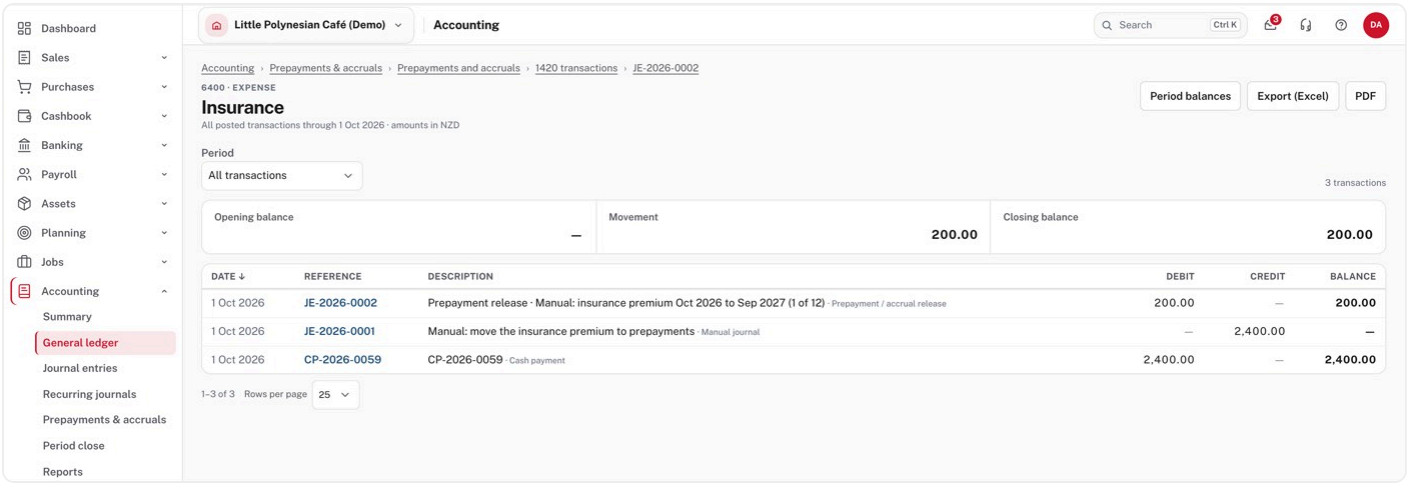


Released has gone up by one period ($200 and $150), **Periods** reads *1 of 12* and *1 of 3*, and **Next date** has moved on a month. Each release is a posted journal. Open it from **Journal entries**, where its source is **Prepayment / accrual release** (a filter in the register finds them all):



The narration names the schedule and the period (*Prepayment release · Manual: insurance premium … (1 of 12)*), and the journal says it was **posted by Easy (Prepayment/accrual releases)**. A release posts straight away: there is no draft step.

The accounts show the whole story. On *Insurance*, the premium went in as a debit, the journal took it out, and one month's release put $200 back, so October carries $200 of insurance, not $2,400:

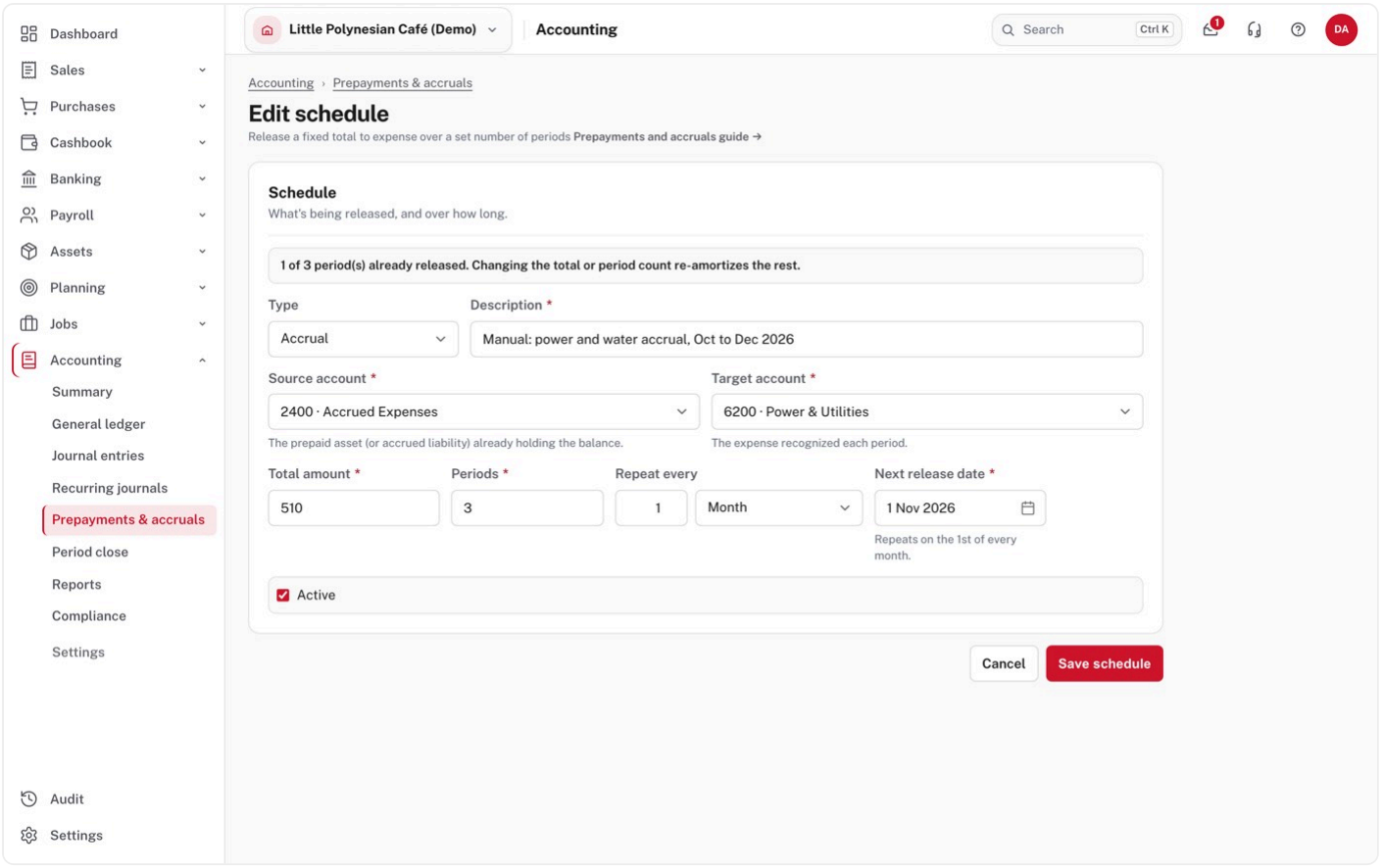


Not shown in the demo: a release that cannot post

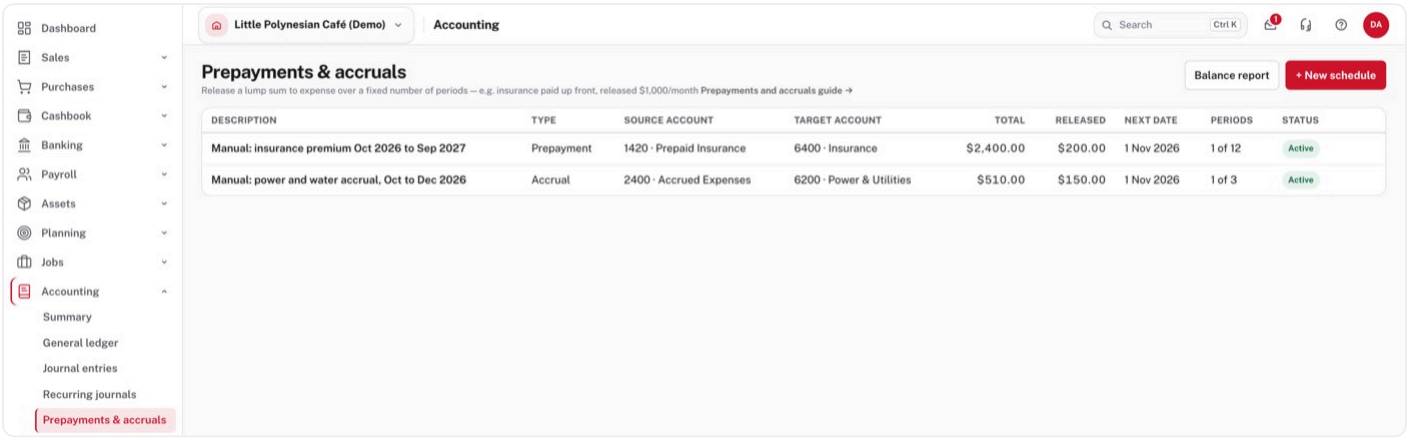
A release dated in a **locked period** is not posted; the schedule holds and tries again each night, so it posts once the period is reopened. If a release fails for any other reason, that period is skipped, the row shows a **Skipped a period** badge (hold the pointer over it for the reason), and the skipped period does not use up one of the schedule's periods. A schedule whose first date is well in the past catches up one period a night, not all at once.

Step 4. Change, pause or delete a schedule

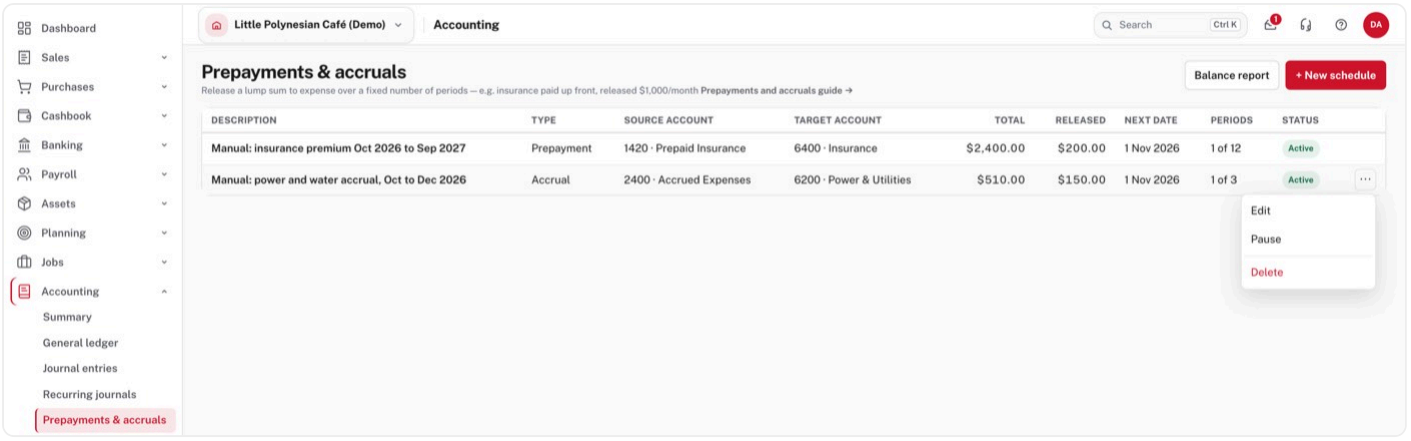
Choose the description in the list, or **Edit** from the ⋯ menu on the row.



Once a schedule has released something, a notice says so: **1 of 3 period(s) already released. Changing the total or period count re-amortizes the rest.** Easy keeps what has been released and spreads what is left over the periods still to come (Help). Here the power company's estimate was too low, so the total went from $450 to $510: $150 is released, and the remaining $360 is spread over the two periods to come ($180 each; the 1 Nov release, not yet posted in the demo, takes that amount). The journals already posted are not touched. The new total must be more than what is released, and the new period count must be more than the periods already released.



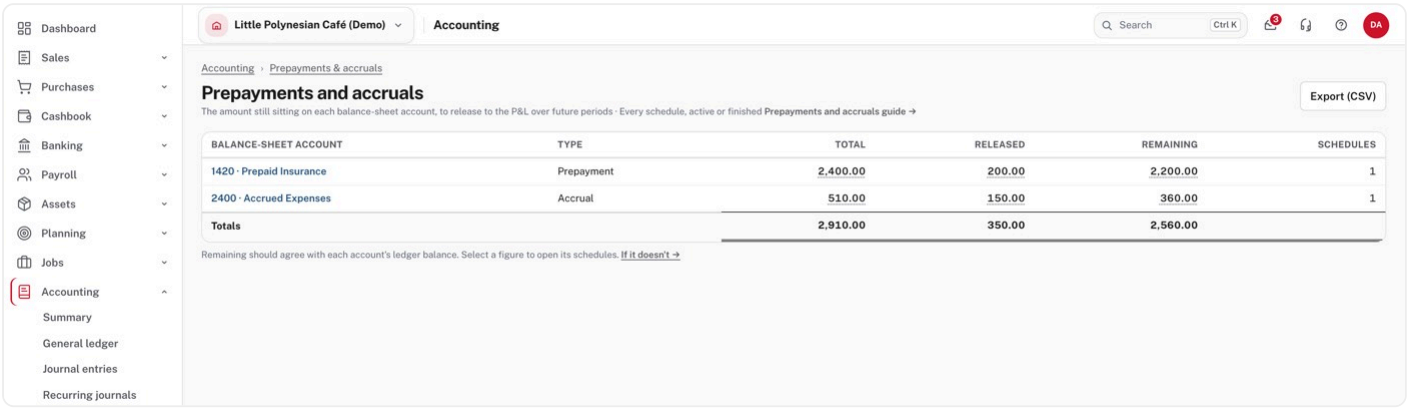
The ⋯ menu on a row also holds **Pause** and **Delete**.



Pause stops the releases without losing the schedule (its status then reads *Complete / paused*) and **Resume** starts them again. **Delete** asks you to confirm and says that journals already posted are kept. Not shown in the demo: the result of Pause and Delete.

Step 5. Check the balance report each month end

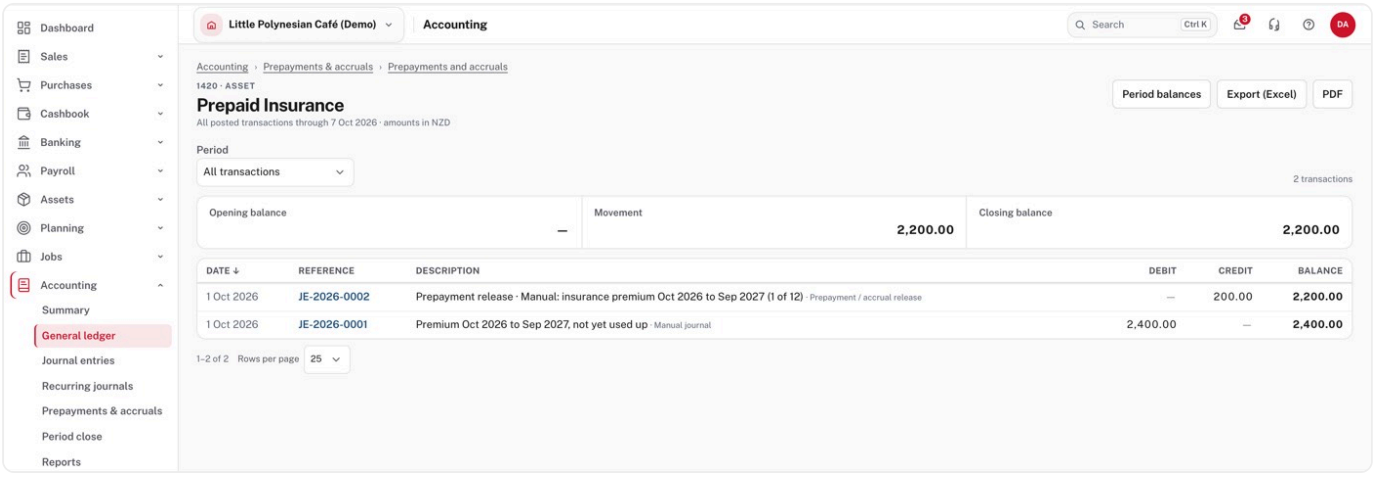
Accounting → Prepayments & accruals → Balance report



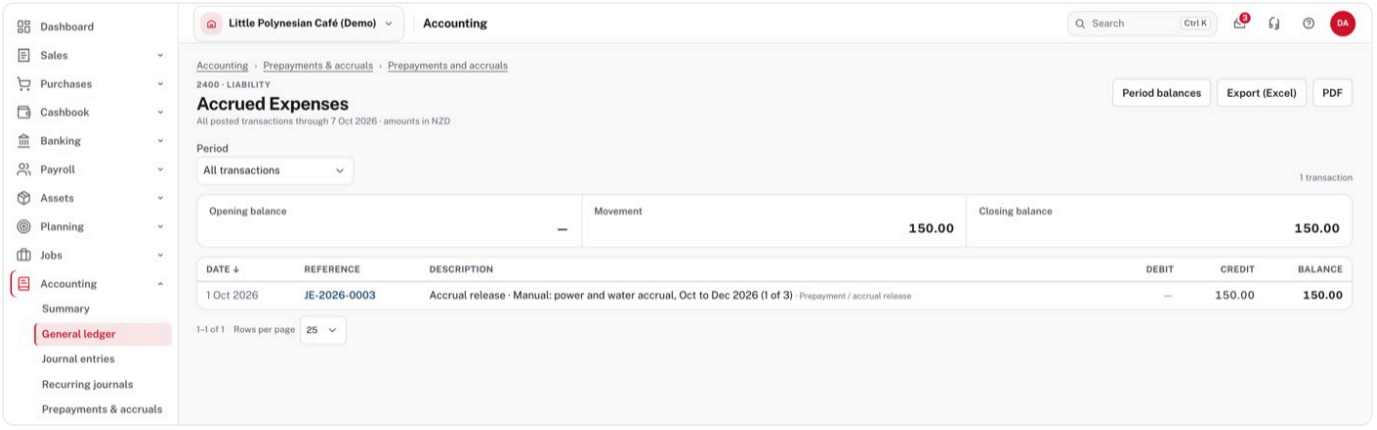
One row for each balance-sheet account and type: the **Total** of its schedules, how much is **Released** and how much is **Remaining**, and how many schedules are behind it. Choose an account name to open its ledger, and a figure to open the schedules it adds up. **Export (CSV)** saves the table.

Neither of these accounts is a control account, and the table on Period close does not cover them, so this report is your month-end check. Easy's note under it says **Remaining should agree with each account's ledger balance**.

- **For a prepayment, compare Remaining with the ledger.** *Prepaid Insurance* shows **Remaining $2,200.00**, and its ledger closes at the same figure:



If a prepayment's figures disagree, look for a release posted by a manual journal instead of through the schedule, or a schedule set up on an account that never held the money (the warning in step 2). - **For an accrual, compare Released with the ledger.** *Accrued Expenses* shows **Released $150.00** and **Remaining $360.00**, and its ledger holds $150.00:



For an accrual, **Remaining** is what is still to be accrued, while the account holds what has been **released**. Other entries on the account (a manual accrual, say) will be in the ledger figure too.

When the real bill arrives

Easy doesn't match a bill to an accrual, and a bill's **Expense type** list does not offer *Accrued Expenses*. If you record the power bill against *Power & Utilities*, the cost is in that account twice, once from the releases and once from the bill. Take the accrued amount out with a manual journal (debit *Accrued Expenses*, credit the expense) when you record the bill. Agree the treatment with your accountant.

More detail: Prepayments and accruals and The balance report.

Common mistakes

- **Saving a prepayment with no money on the prepaid account, and forgetting to put it there.** The first release takes the account negative. Fix it with the journal in step 1 dated on or before the release.
- **Posting a month's release by journal as well.** The schedule has already, or will, post its own: the report will then disagree with the ledger.
- **Expecting a change to rewrite past months.** Changing the total or the periods only re-spreads what is left; the journals already posted stay as they are.

Check before you continue

Check before you continue

- ◯ Each prepayment's amount is on its prepaid account, dated on or before the first release.
- ◯ Each schedule has the right two accounts, total, number of periods and first release date, and the list shows it **Active**.
- ◯ This month's releases have posted: **Released** and **Periods** have moved, and the journals are in the register.
- ◯ On the balance report, each prepayment's **Remaining** agrees with its ledger, and each accrual's **Released** agrees with its.
- ◯ A real bill for an accrued cost has the accrued amount taken out, so the cost is not counted twice.

Fixed assets and depreciation

A **fixed asset** is something the business buys to use for years: an oven, a van, a till. Its cost is not an expense on the day you pay. It stays on the balance sheet and is charged a little at a time as **depreciation**. Easy keeps a **register** of your assets and works out the depreciation for you. You add an asset when you buy it, run depreciation each month, and, when something is damaged or sold, write it down or dispose of it. This is accountant's work. It belongs with the Month-end checklist, which checks the register against the ledger every month.

One rule shapes everything here: the fixed-asset cost and accumulated-depreciation accounts are **control accounts** (the chart of accounts marks them), so they move only through the register. A manual journal can't touch them (Manual journals).

About the screenshots

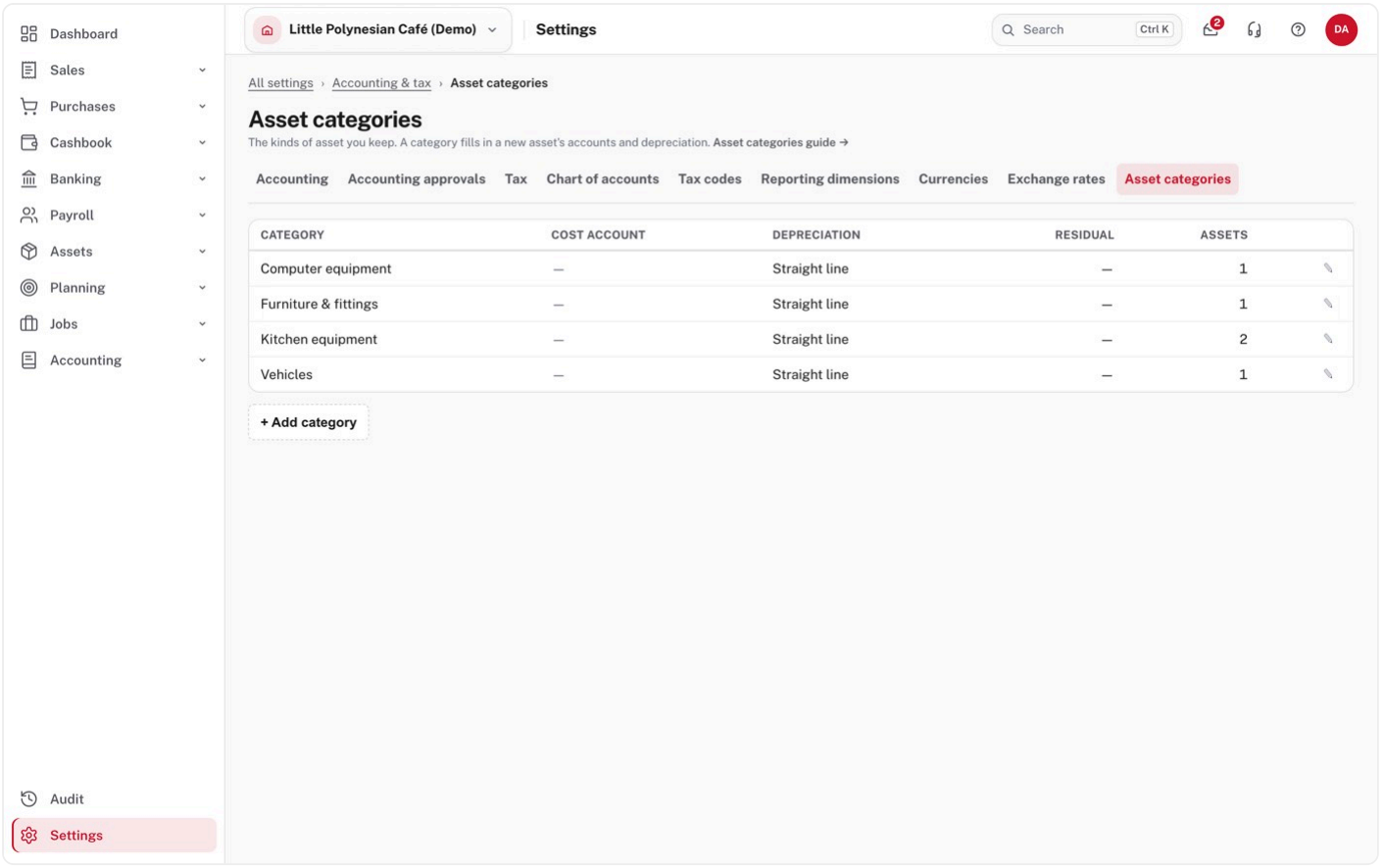
Screenshots are from Easy's demo company, *Little Polynesian Café*. The demo already had five assets and had been depreciated to 30 Sep 2026. The steps below follow one more asset, *Manual: pizza oven* ($4,800, bought 22 Sep 2026): it is registered, charged its first month, written down by $500 and then sold. All names and amounts are made up.

Before you start

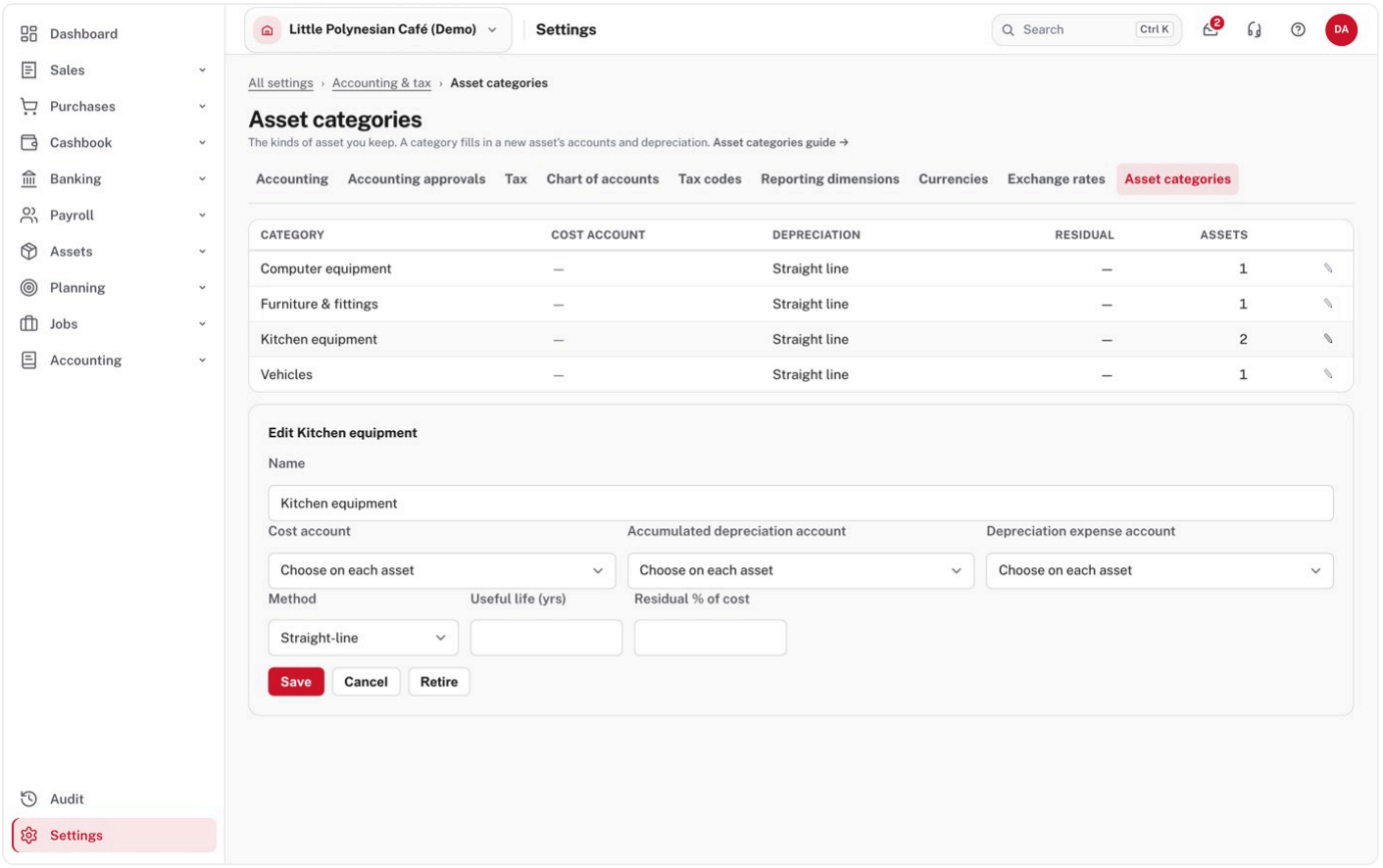
- **The Assets module is switched on** for the company (it is in the demo).
- **Who can do what.** The Owner, Administrators and Accountants can do everything on this page. Data entry can open the register and has **+ New asset**, but can't open the Depreciation page ("You don't have access to this"). A role that only reads the books can look at the register and preview a run, and has no buttons that change anything.
- **Depreciation is your accounting policy.** Confirm tax rates with your accountant or RMD (Help).
- **The books are open** for the dates you use. Depreciation runs in **whole months**, and the month an asset is acquired counts in full.

Step 1. Set up asset categories

Settings → Accounting & tax → Asset categories



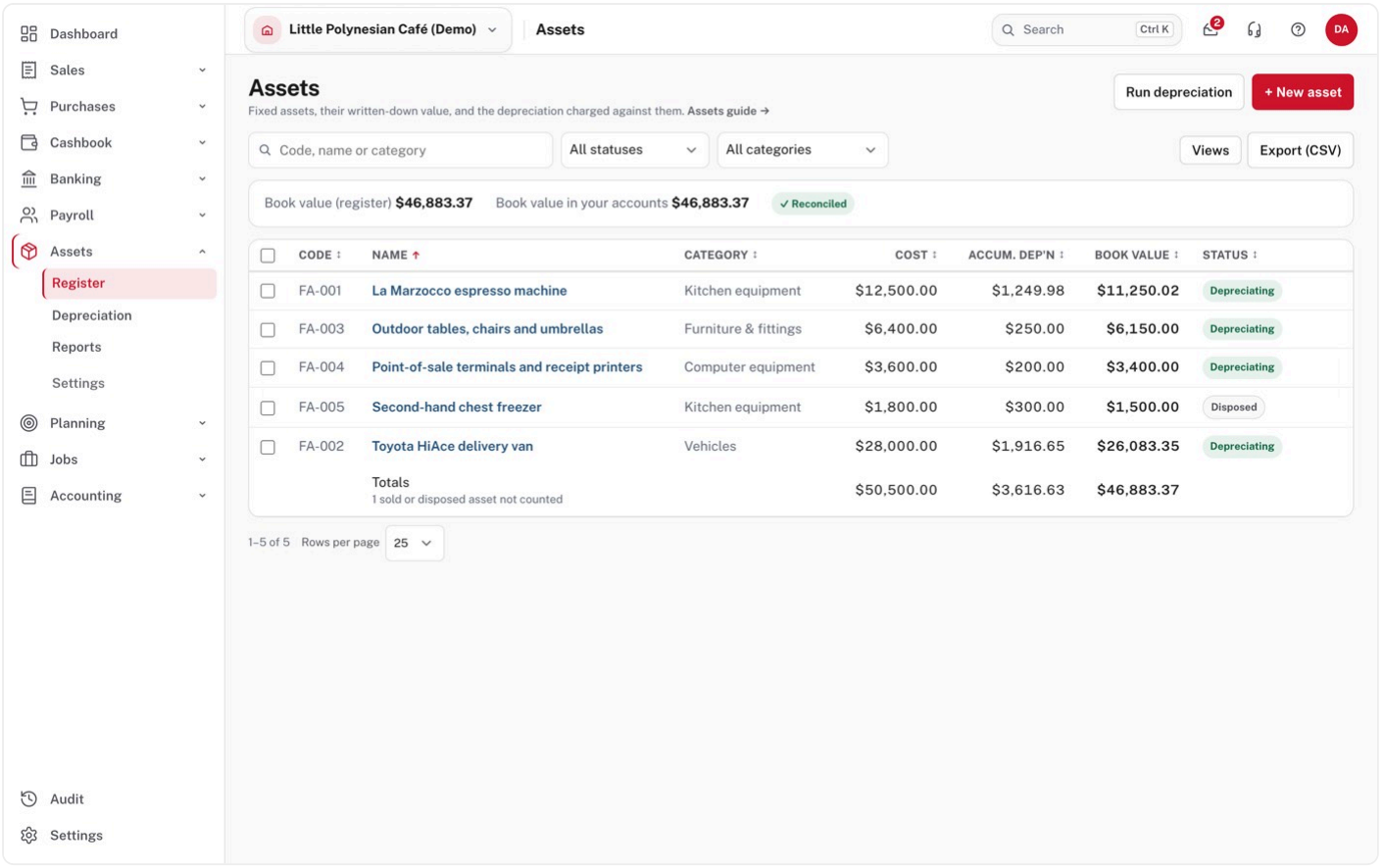
A category is a starting point for a new asset: its three ledger accounts, the depreciation method and life, and a residual value as a percentage of cost. Choose ✎ on a row to see what it holds.



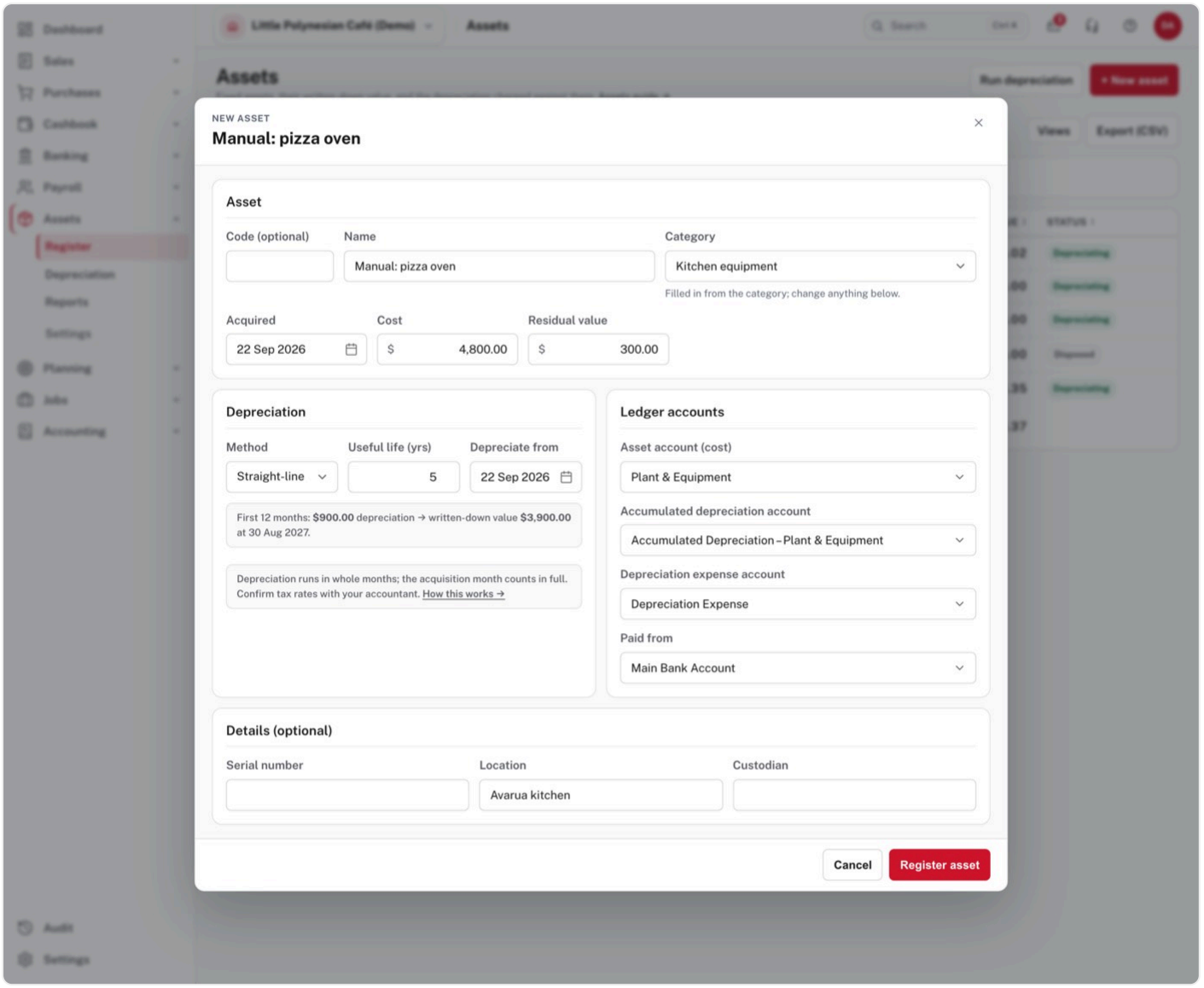
The four demo categories have no accounts or life filled in (**Choose on each asset**), so each new asset needs its accounts chosen by hand. Fill them in once and every new asset starts right. A new asset keeps its own copy: changing a category later changes nothing on assets you already have and posts nothing. **Retire** stops a category being offered on new assets; **Delete** is offered only when no asset carries it (Help).

Step 2. Register an asset

Assets → Register → + New asset



The register lists each asset with its **Cost**, **Accum. dep'n** and **Book value** (what it is worth in your books). The banner shows the register's book value beside the one in your accounts and says **Reconciled** when they agree. Disposed assets stay in the list but are left out of the totals.


NEW ASSET
Manual: pizza oven
Asset
Code (optional)
Name
Manual: pizza oven
Category
Kitchen equipment
Filled in from the category; change anything below.
Acquired
22 Sep 2026
Cost
$ 4,800.00
Residual value
$ 300.00
Depreciation
Method
Straight-line
Useful life (yrs)
5
Depreciate from
22 Sep 2026
First 12 months: $900.00 depreciation → written-down value $3,900.00 at 30 Aug 2027.
Depreciation runs in whole months; the acquisition month counts in full. Confirm tax rates with your accountant. How this works →
Ledger accounts
Asset account (cost)
Plant & Equipment
Accumulated depreciation account
Accumulated Depreciation – Plant & Equipment
Depreciation expense account
Depreciation Expense
Paid from
Main Bank Account
Details (optional)
Serial number
Location
Avarua kitchen
Custodian
Cancel
Register asset

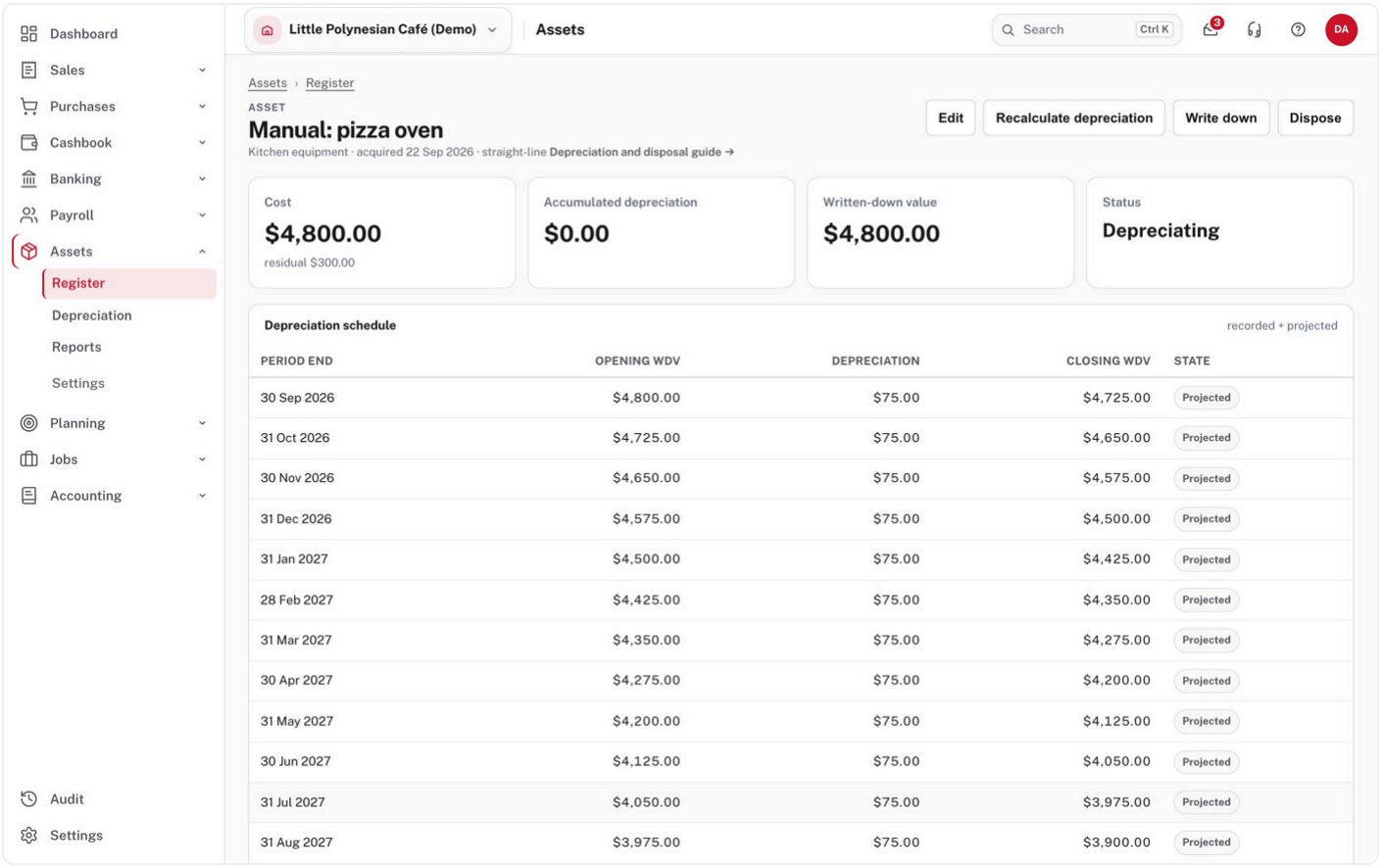
Field	What to enter
Name, **Code**	A name people recognise. The code is optional and must be unique
Category	Fills in what the category holds
Acquired	The purchase date. The purchase is posted on this date
Cost, **Residual value**	What it cost, and what you expect it to be worth at the end. Depreciation never takes it below the residual
Method	**Straight-line** (with **Useful life (yrs)**), **Diminishing value** (with **Rate % / year**) or **None (held at cost)**
Depreciate from	The date depreciation starts
Asset account (cost), **Accumulated depreciation account**, **Depreciation expense account**	The three accounts the asset uses
Paid from	The bank or cash account that paid for it

A line under the method shows what the first 12 months will look like (here **$900.00**, leaving $3,900.00 a year on). The oven's life is 5 years and its residual $300, so $4,500 is spread over 60 months: **$75.00 a month**.

Set Depreciate from as well as Acquired

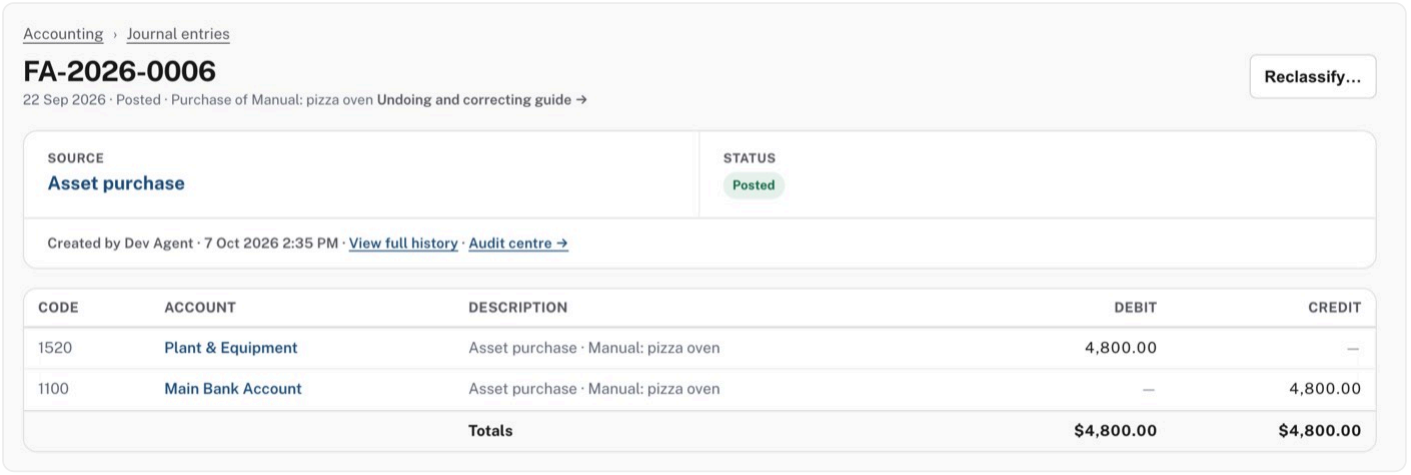
Depreciate from is its own date. It starts on today's date and doesn't change when you type **Acquired**, so set both. A start date later than the purchase leaves the months in between uncharged.

Choose **Register asset**. Easy opens the asset's page.



The cards show the **Cost** (with the residual), the **Accumulated depreciation**, the **Written-down value** and the **Status** (here *Depreciating*). The **Depreciation schedule** lists every month, **Projected** until it is charged. The buttons across the top are **Edit**, **Recalculate depreciation**, **Write down** and **Dispose**. Once an asset is in the ledger its cost and cost account can't be edited (Help).

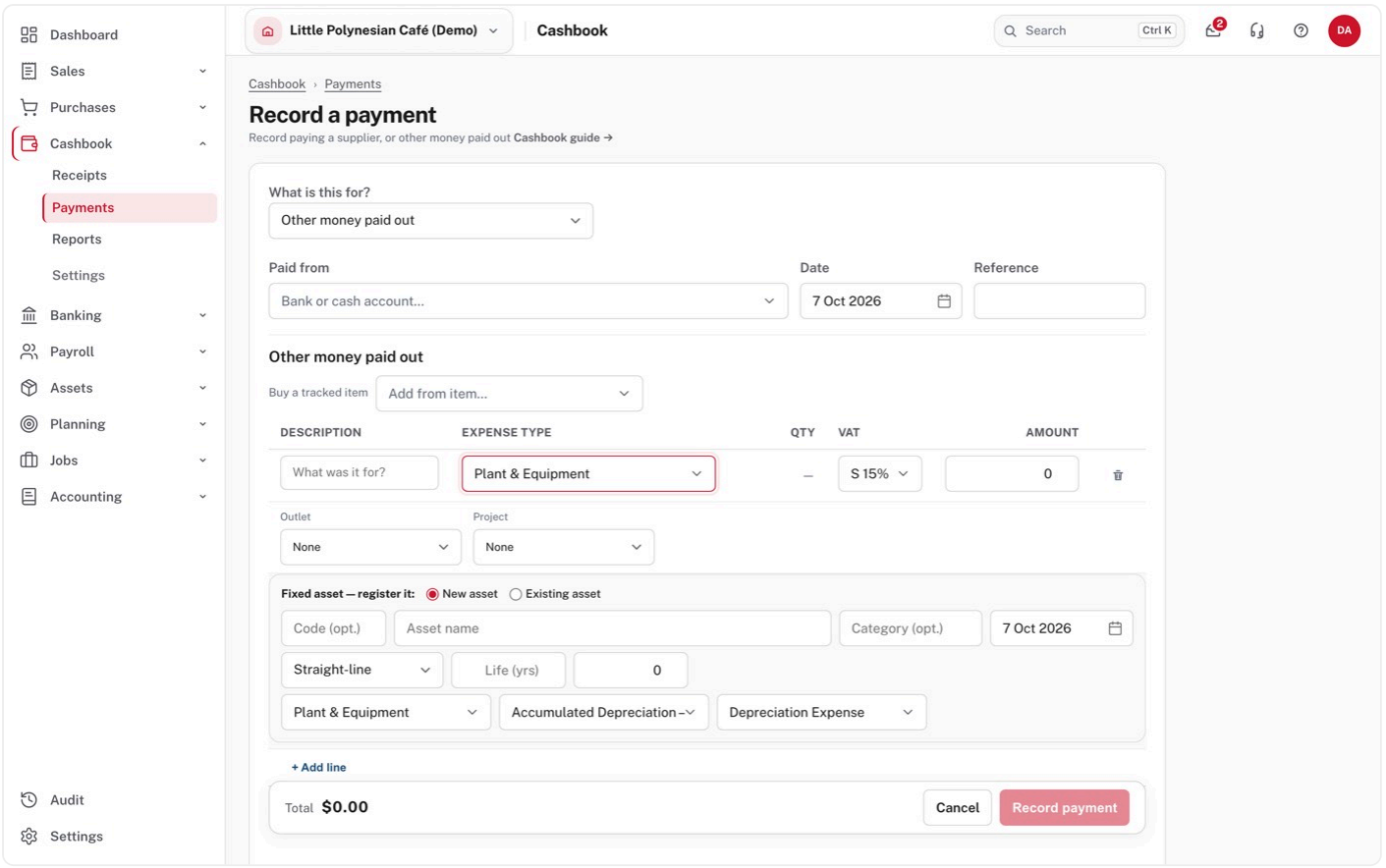
Registering an asset by hand also **posts the purchase**:



Its source is **Asset purchase**, and it is dated the **Acquired** date.

Other ways an asset gets on the register

A **bill** or a **cashbook payment** line coded to a fixed-asset account asks you to register the asset as you record it, so the cost and the register are written together. The picture shows the card on a cashbook payment; no payment was recorded.



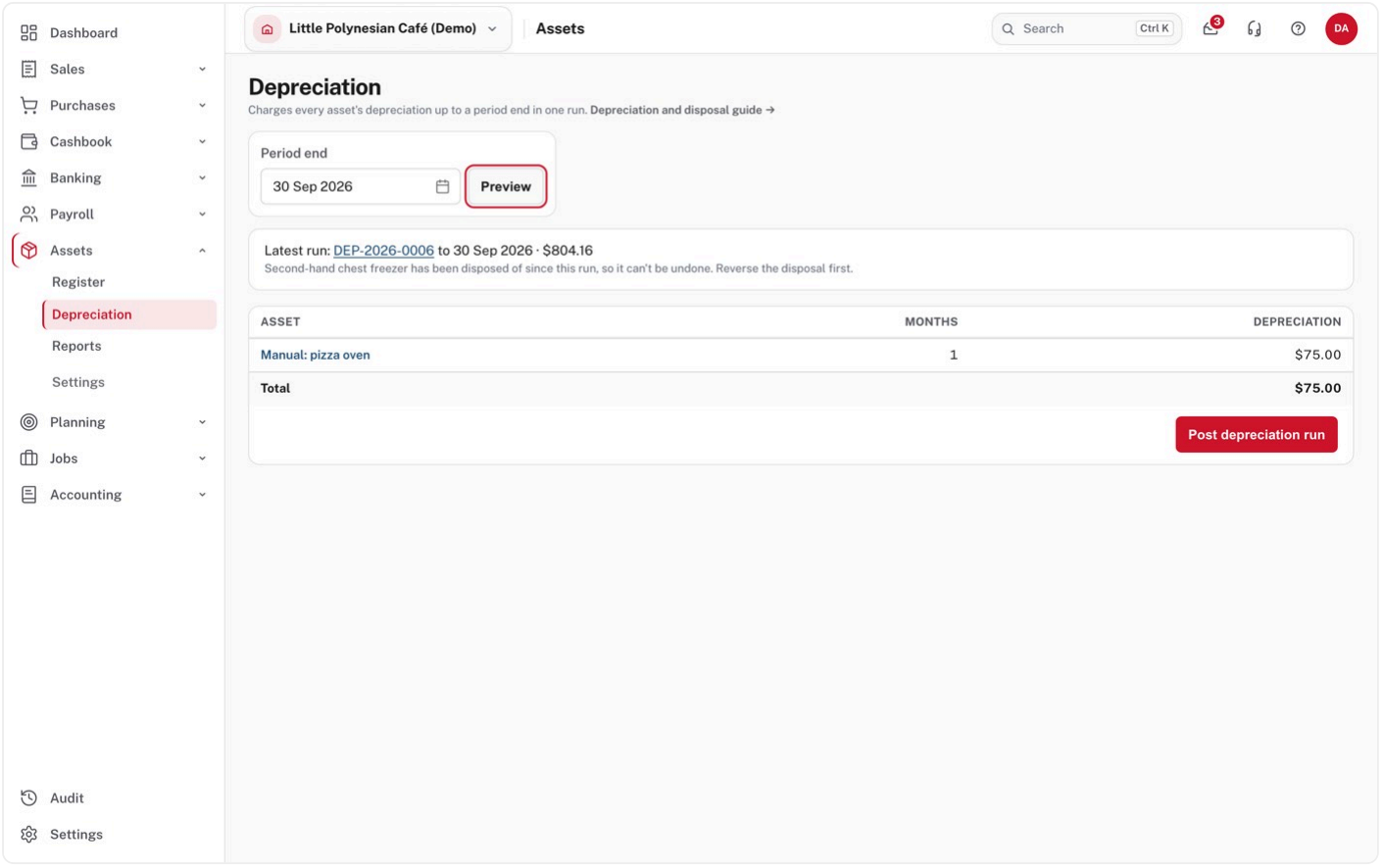
The card offers **New asset** (name, category, date, method, life, residual and the three accounts) or **Existing asset** (to add to one you already hold). The bill's card also offers **Split into**. See Enter and record a bill.

> **Check the three accounts on this card**
>
> The **Accumulated depreciation account** starts on the first account in its list, whatever cost account you chose, and the boxes show only the start of a long name (the picture shows *Accumulated Depreciation –*). Open each box and make sure the three accounts belong together.

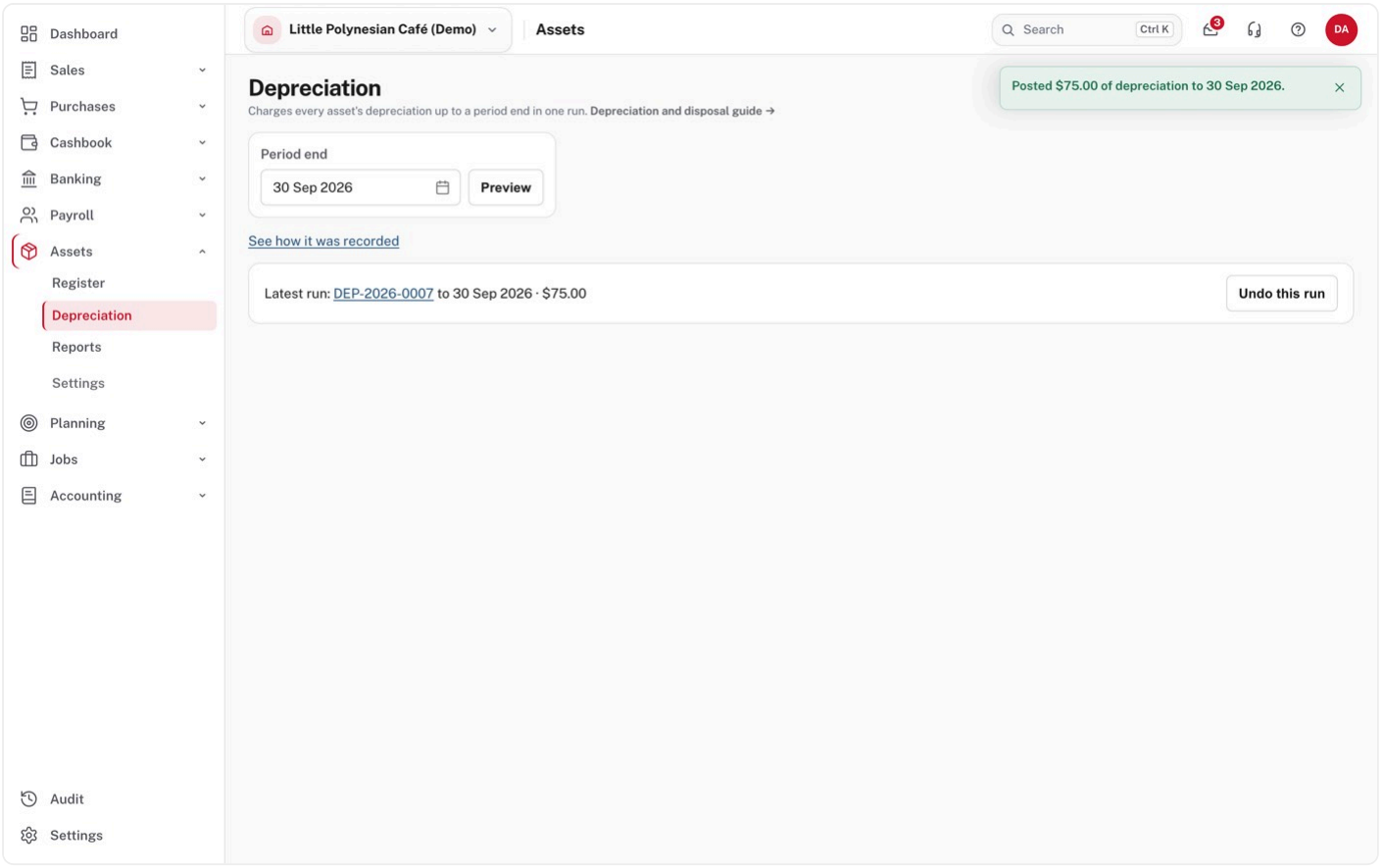
Step 3. Charge depreciation

Assets → Depreciation

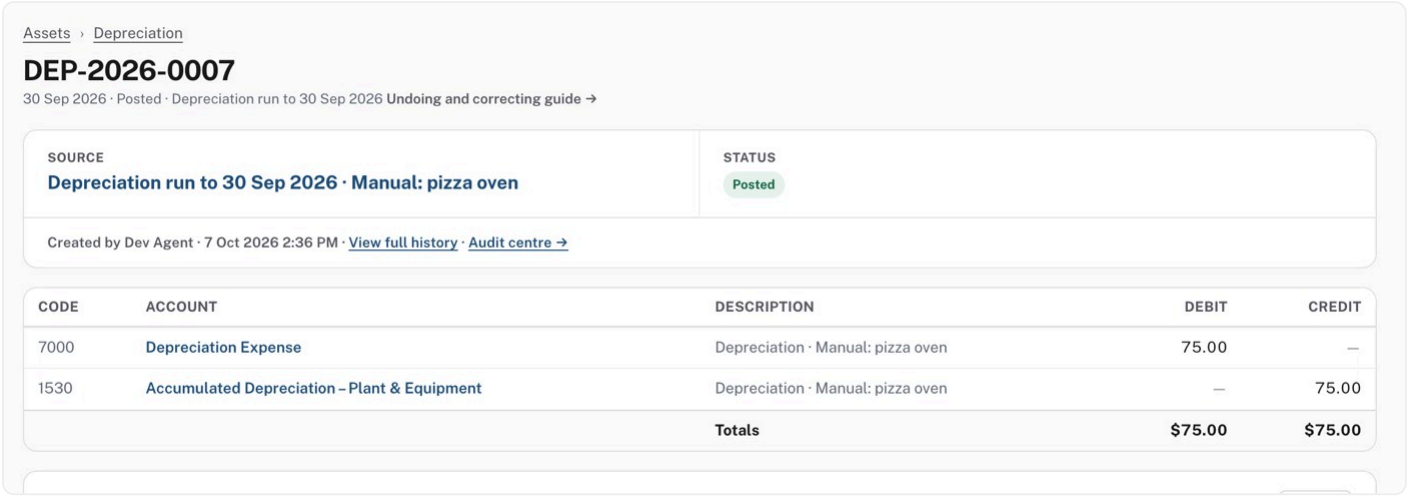
One run charges **every asset's** depreciation, up to a period end you choose, in a single journal. The page opens on the end of this month, which may not have finished: set **Period end** to the month end you mean, then choose **Preview**, which saves nothing.



The demo's other assets were already charged to 30 Sep 2026, so a run to that date picks up only the oven: **1 month, $75.00**. In a live company the preview lists each asset, its months and its charge. Read it before you continue. Choose **Post depreciation run**.



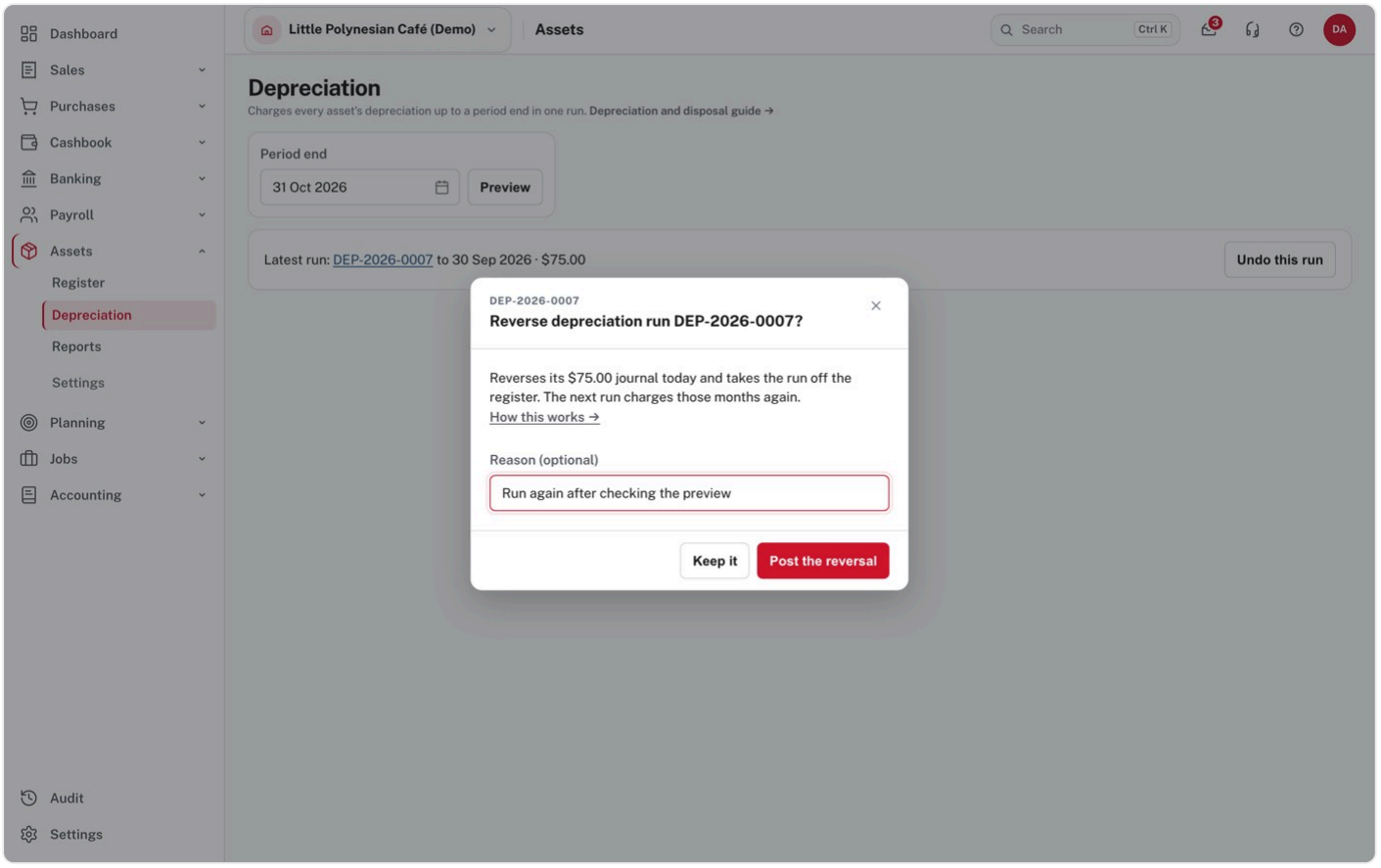
The notice reads **Posted $75.00 of depreciation to 30 Sep 2026.** The run is numbered (DEP-2026-0007) and shown under **Latest run**. **See how it was recorded** opens the journal:



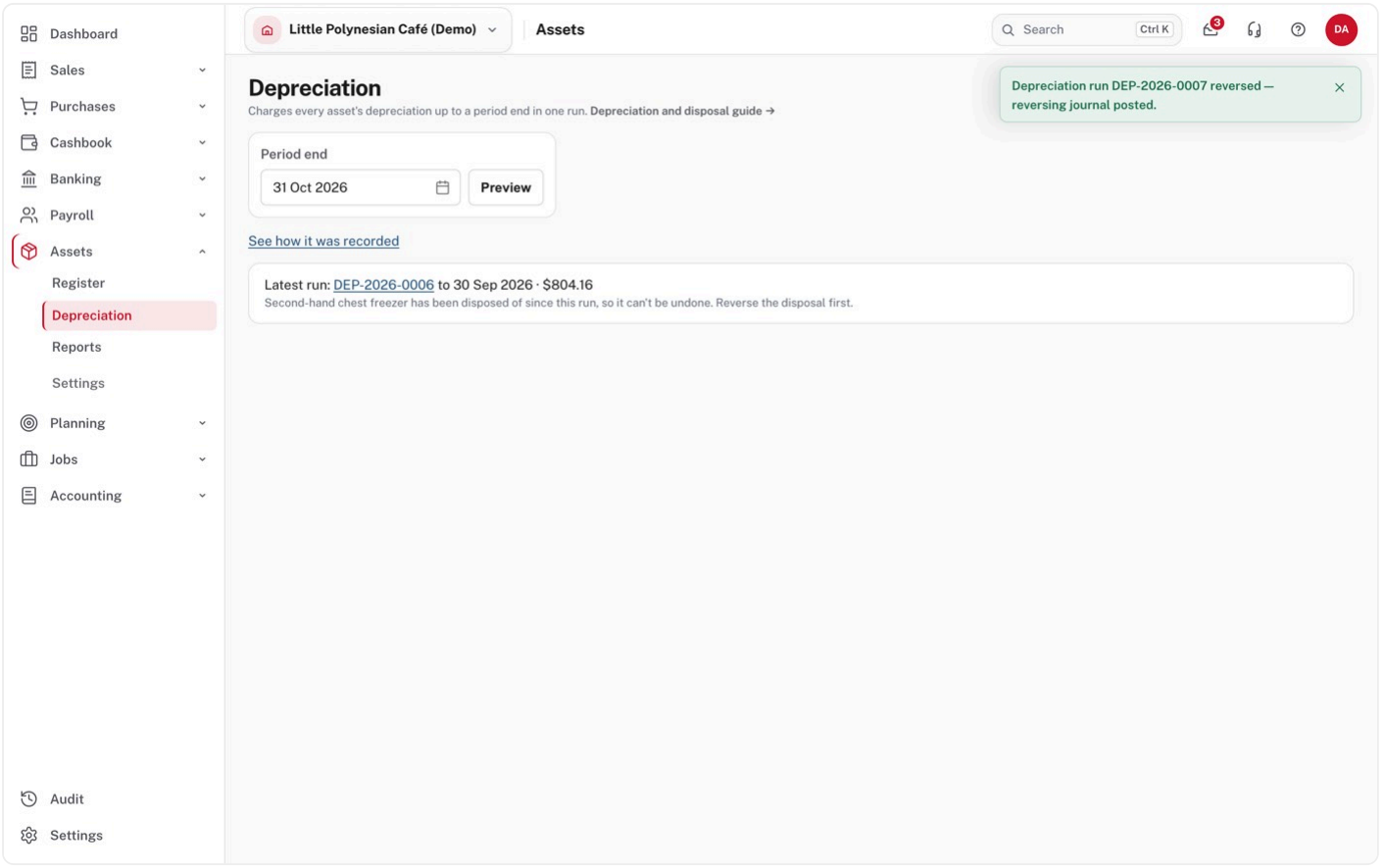
For each asset it debits the depreciation expense account and credits its accumulated depreciation account. Easy will not post a run while the register and the ledger disagree (see step 7).

Step 4. Undo the latest run

If a run was for the wrong date, choose **Undo this run** (next to **Latest run**).



Easy **reverses the run's journal on today's date** and takes the run off the register, so the next run charges those months again. Give a reason if you like, then choose **Post the reversal** (or **Keep it**).

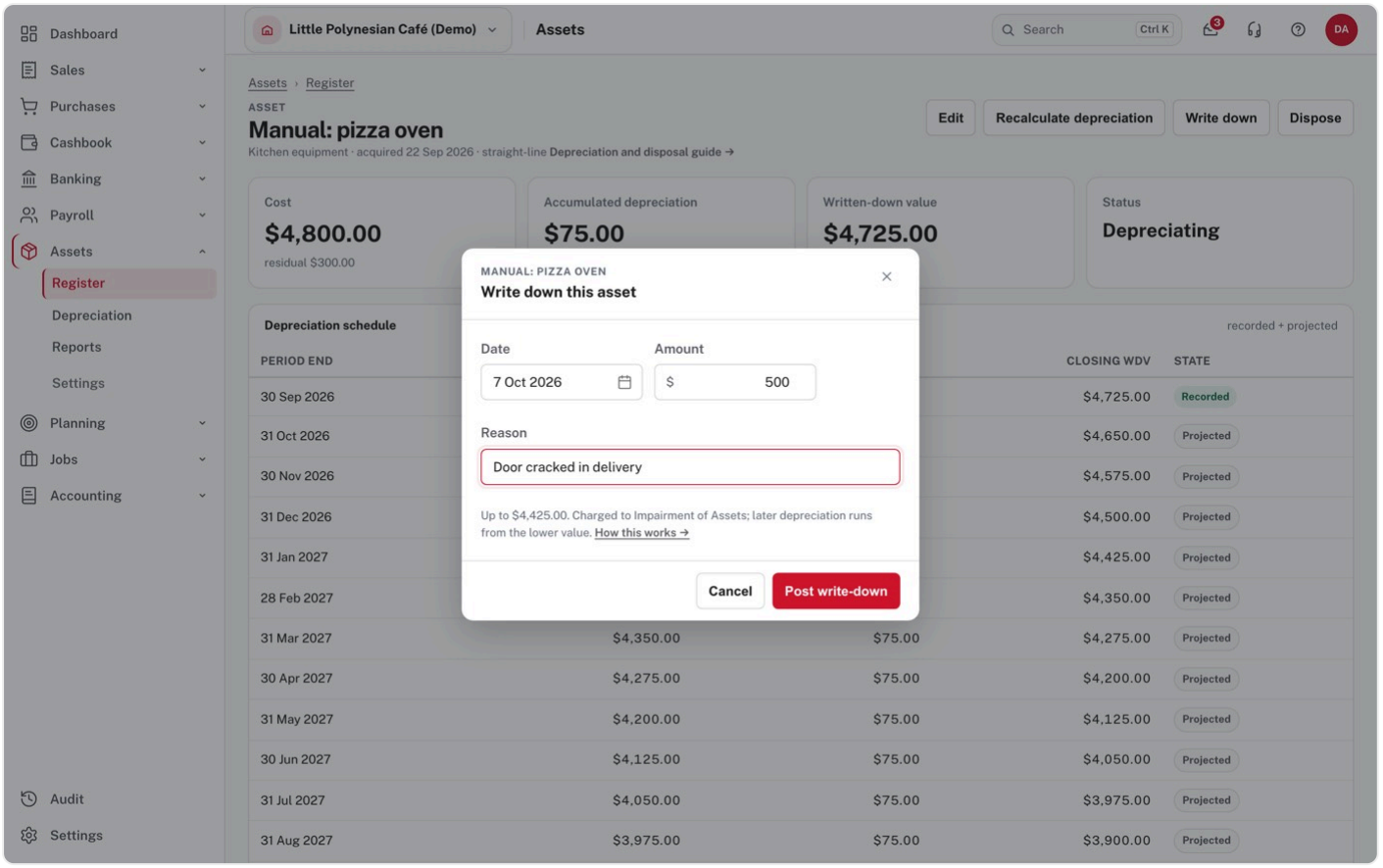


Only the **most recent** run can be undone, and only while its period end is after the lock date, nothing has been posted since (a write-down or a recalculation counts) and none of its assets has been disposed of. The page says which rule stops you. In the demo the run before this one can't be undone: *Second-hand chest freezer has been disposed of since this run, so it can't be undone. Reverse the disposal first.* (Help). After an undo, run the month again.

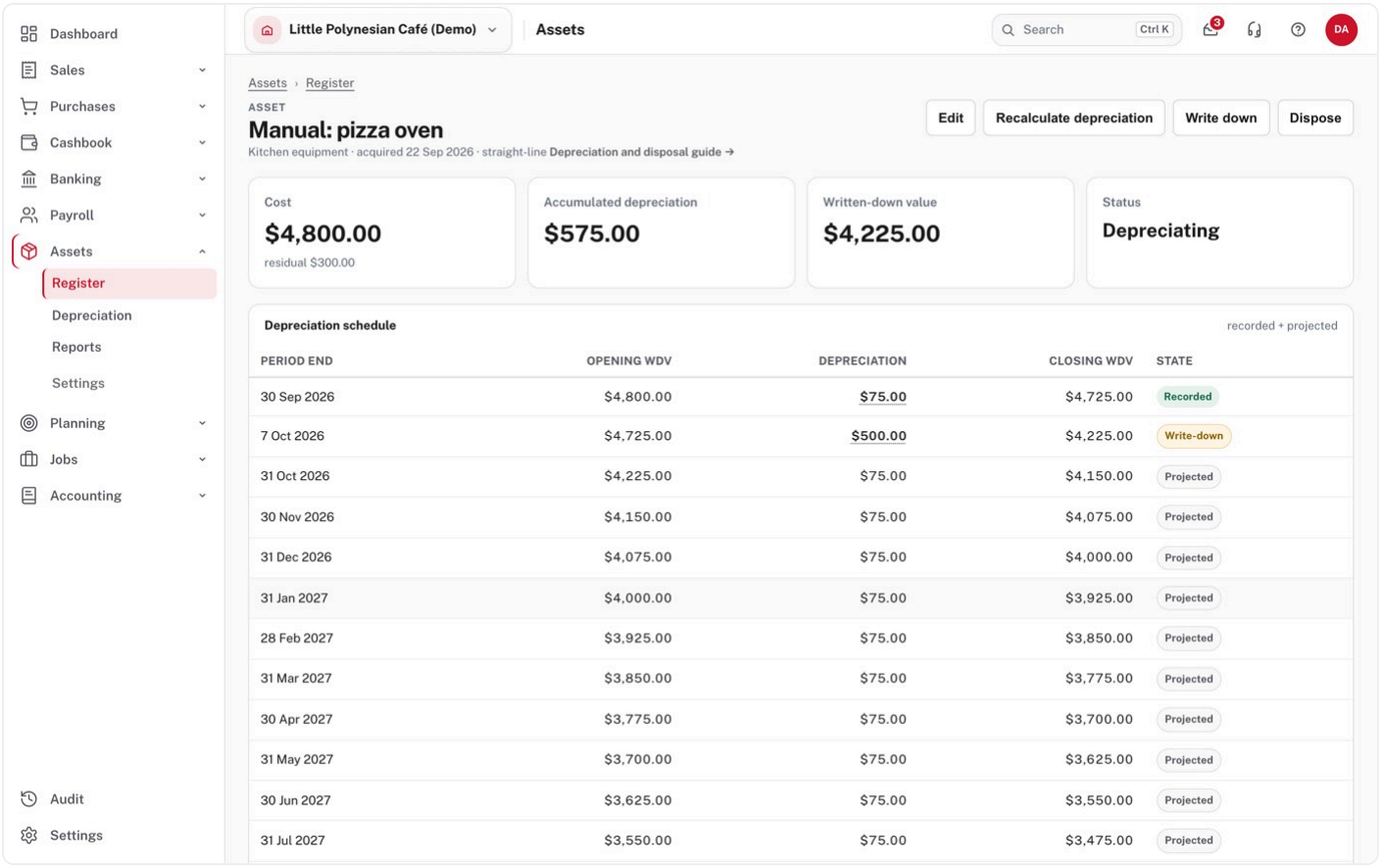
Step 5. Write an asset down

Do this when an asset is worth less than its written-down value, for example after damage.

Assets → Register → (the asset) → Write down



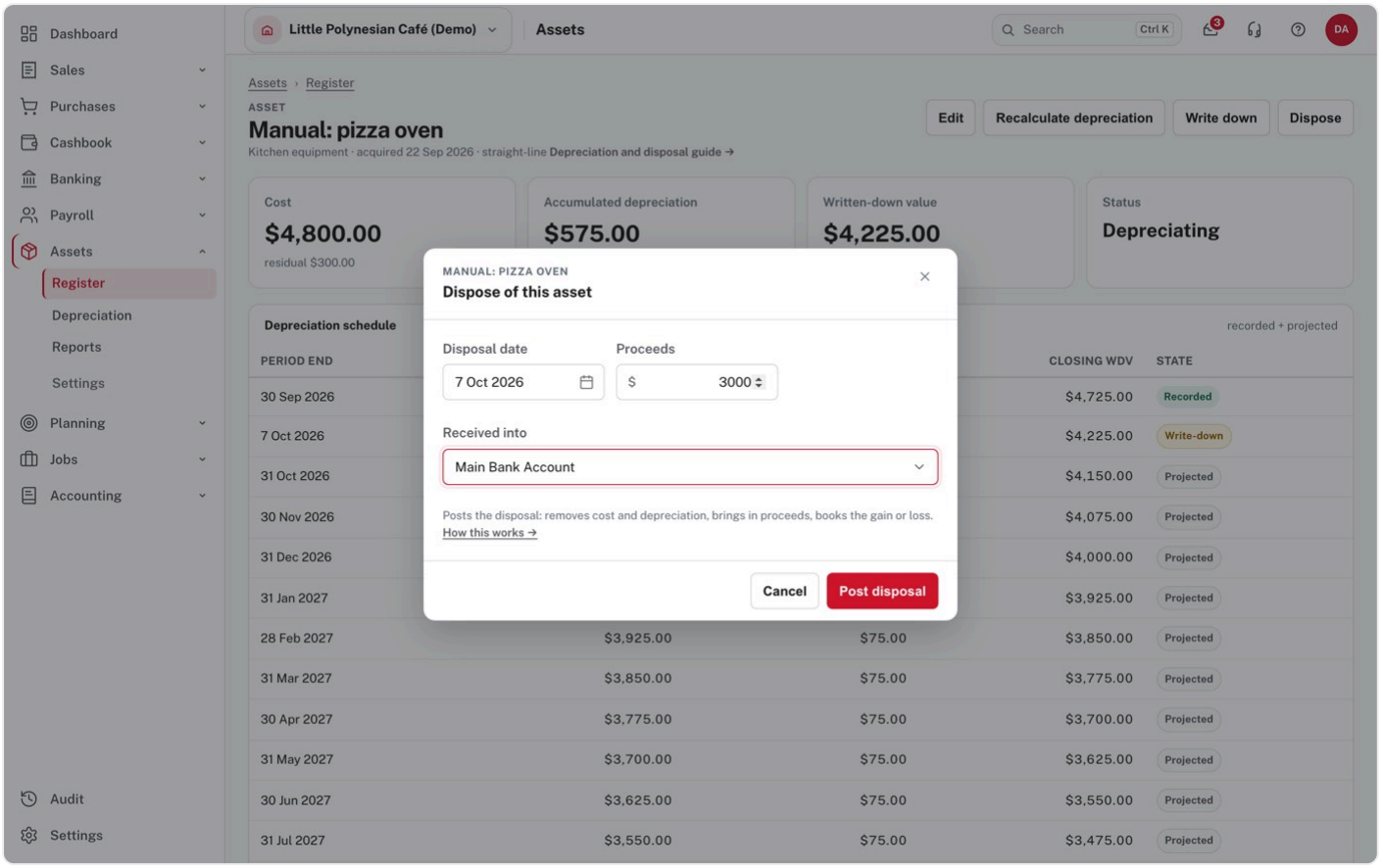
Enter the **Date**, the **Amount** and a **Reason**. The note under the form shows the most you can write down (here **$4,425.00**: the $4,725 written-down value less the $300 residual) and says it is **charged to Impairment of Assets**. The date can't be before depreciation already posted, or on or before the lock date.



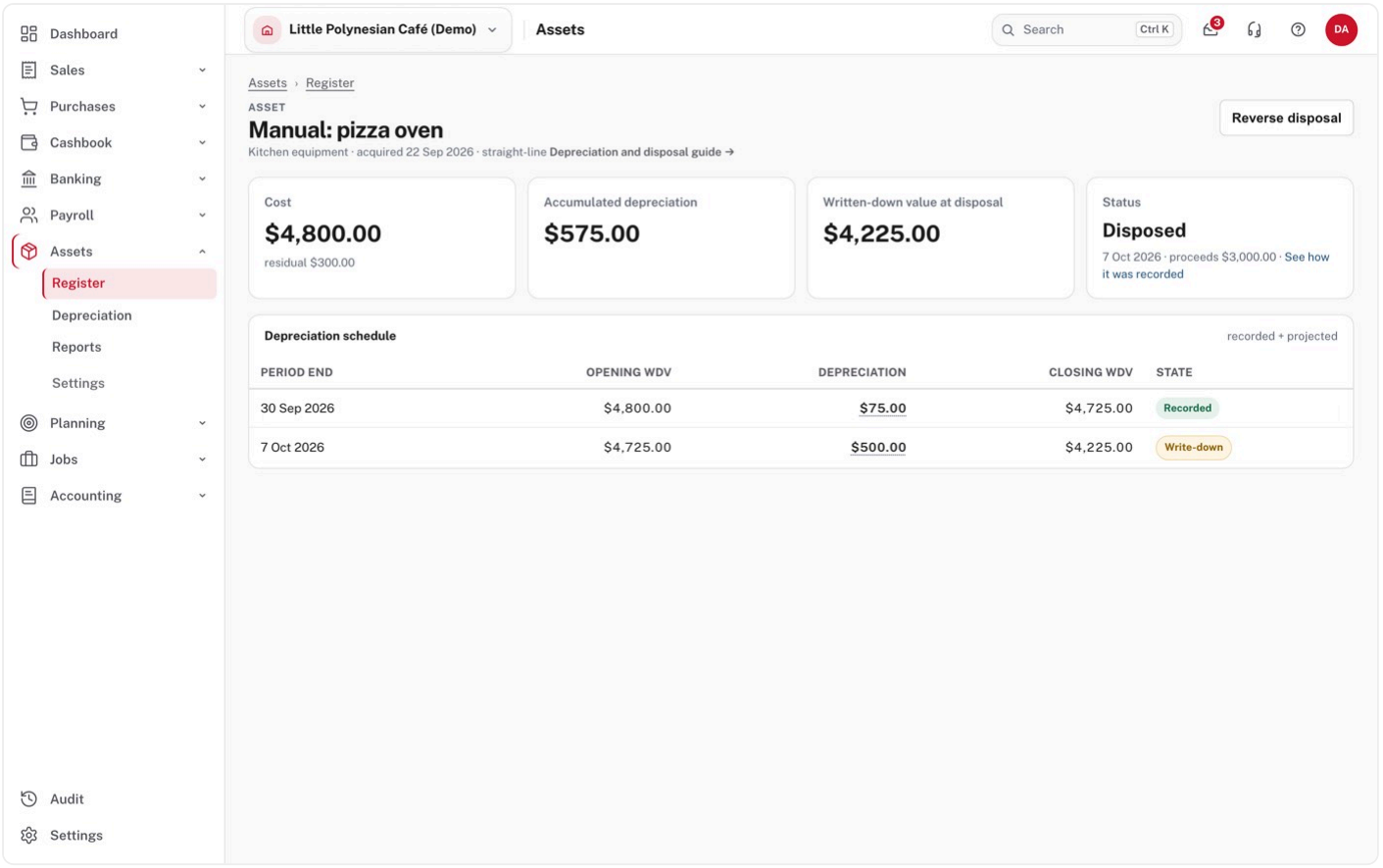
Accumulated depreciation is now $575.00 ($75 charged plus the $500) and the **Written-down value** $4,225.00. The write-down is a line in the schedule marked **Write-down**, and the months still to come stay $75: a straight-line asset keeps its monthly charge and reaches its residual sooner (Help). The Depreciation page now lists the write-down as its latest entry, which is why the last run can no longer be undone.

Step 6. Dispose of an asset

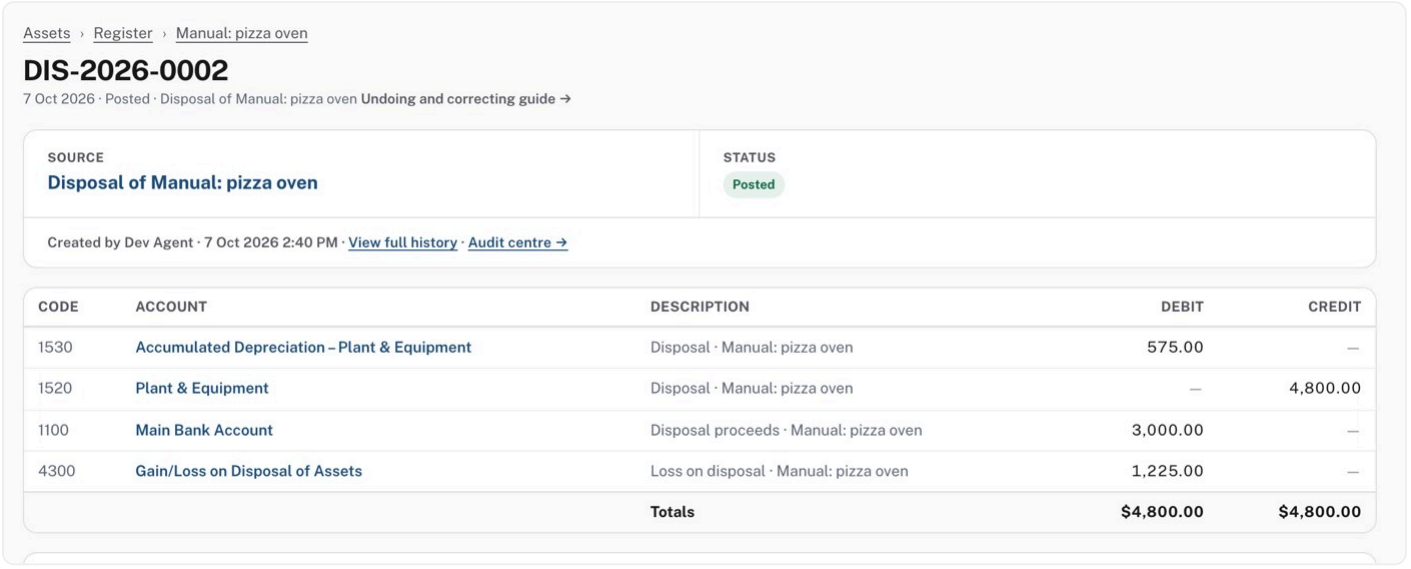
When an asset is sold or scrapped: **Assets → Register → (the asset) → Dispose**.



Enter the **Disposal date**, the **Proceeds** and the bank or cash account they were **Received into**, then **Post disposal**. Easy removes the cost and the depreciation, brings in the proceeds and books the gain or loss.



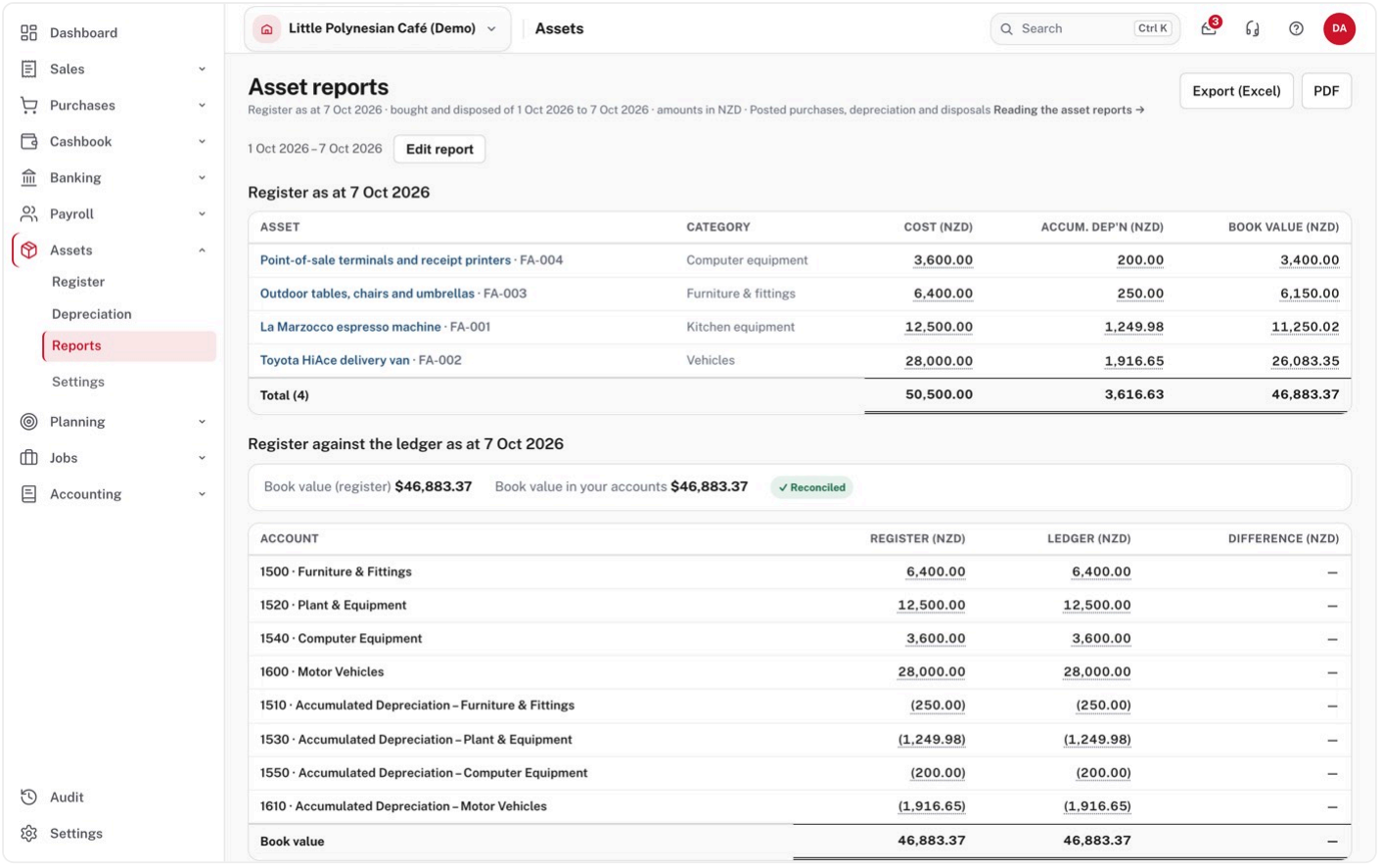
The card now reads **Disposed**, with the date and proceeds and a link to the journal, and the written-down value is the value **at disposal**. The asset stays in the register list, but the totals leave it out.



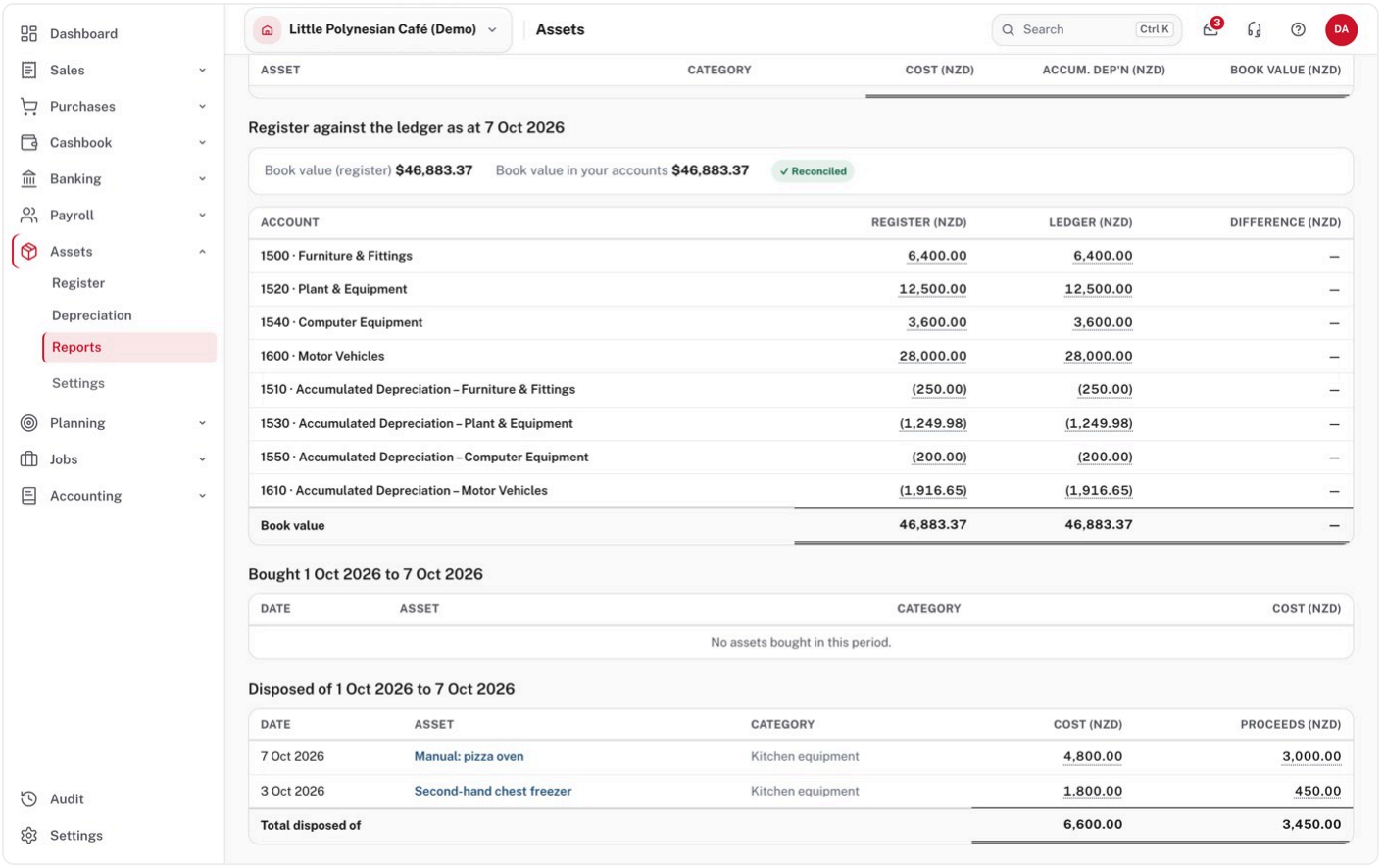
Here the oven stood at $4,225 and sold for $3,000, so the journal debits **Gain/Loss on Disposal of Assets $1,225** as a loss. A sale above the written-down value would be a gain. If a disposal was wrong, the way back is **Reverse disposal** (top right of the disposed asset's page). It **reverses the disposal journal on today's date**, puts the asset back on the register, and the next depreciation run charges the months since (Help). Not shown in the demo: the box it opens and its result.

Step 7. Check the register against the ledger

Assets → Reports (and the banner on the register)



Register lists every asset you held on the date, with cost, depreciation and book value. **Register against the ledger** sets, for each fixed-asset account, the register's figure beside the ledger's, with the difference; depreciation shows in brackets, as on the balance sheet. Choose any figure to open the asset or the account behind it. The dates at the top (**Edit report**) are kept in the page address, and **Export (Excel)** and **PDF** keep a copy.



Below, **Bought** and **Disposed of** list what changed between the two dates, with cost and proceeds. The same comparison is a row on Period close each month end.

> **Not shown in the demo: when the register and the ledger disagree**
>
> If they differ, the Depreciation page lists each account that is out and by how much, and **depreciation can't be posted** until they agree. **Accumulated depreciation** can be corrected on that page (**Correct the ledger**, with a reason; it posts to depreciation expense and is recorded in the audit trail). **Cost** can't: a cost difference means a purchase, a reversal or an edit is missing its other half, and **Asset reports** is where to find it (Help).

Common mistakes

- **Leaving Depreciate from on today's date.** The months before it are never charged. Set it with the purchase date.
- **Taking the card's default accounts.** Check that the cost, accumulated depreciation and expense accounts belong together.
- **Running to a month that has not ended**, or to the wrong date. Preview first, and read the months and the total.
- **Trying to correct a cost by editing the asset.** It can't be changed once it is in the ledger. Undoing a bill or payment takes the assets it registered off the register, as long as no depreciation has been posted on them and

they have not been disposed of.

- **Using a journal for an asset.** The asset accounts don't appear in the manual journal's account list; use the register.

More detail: Depreciation and disposal and Asset categories.

Check before you continue

Check before you continue

- ◯ Each new asset has the right cost, residual, life, **Acquired** and **Depreciate from** dates, and three matching accounts.
- ◯ The month's depreciation run was previewed, posted to the month end, and its journal is in the journal register.
- ◯ Anything damaged is written down, and anything sold or scrapped is disposed of, with its proceeds.
- ◯ **Assets → Reports** says **Reconciled**, and Period close agrees for the fixed-asset accounts.
- ◯ Depreciation rates and lives are ones your accountant has agreed.

Grants

Do this if you receive donor grants that come with conditions: *use the money for the agreed activity, or give it back*. Until the money is spent it is not your income. Easy holds it as a **liability**, then **releases** it to income month by month as you spend it, so a grant's income always equals what was spent on it. It is accountant's work, with the Owner starting it. It belongs with Manual journals and journal approval, Reporting dimensions and Month-end checklist and closing a period.

About the screenshots

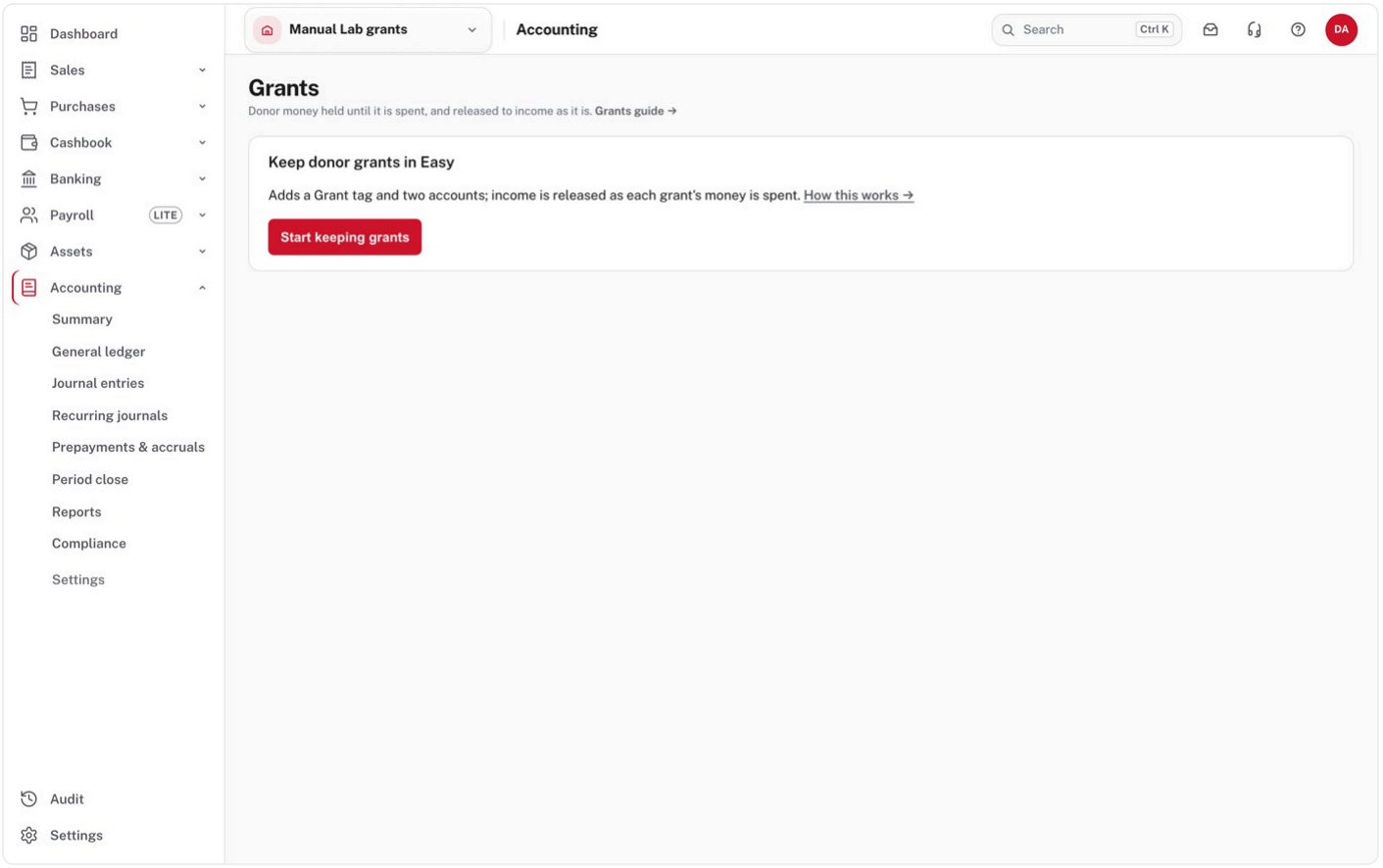
Grants are **off** in Easy's demo company, *Little Polynesian Café*: its Accounting menu has no **Grants** tab and the page offers *Start keeping grants*. Starting grants adds a reporting dimension and two accounts to the whole company, so the pictures come from a practice company where grants are on. The donor (*Pacific Aid Partners*), the grant (PAK-26, **10,000.00** for water tanks) and the spending are made up.

Before you start

- **You have the agreement.** Note the donor's name, the agreement reference, the amount and its start and end dates.
- **A free reporting dimension.** Grants use one of the company's three reporting dimensions for their *Grant* tag (Reporting dimensions). If all three are used, Easy can't start grants.
- **Who can do what.** Only an **Owner, Administrator or Accountant** can start grants (the page says so to anyone else) and add or change a grant. Running the release is accountant's work too (People, roles and access). Not pictured: what other roles see.
- **Grants are outside VAT.** Easy sets the two new accounts to the **No VAT** code (step 1).

Step 1. Start keeping grants

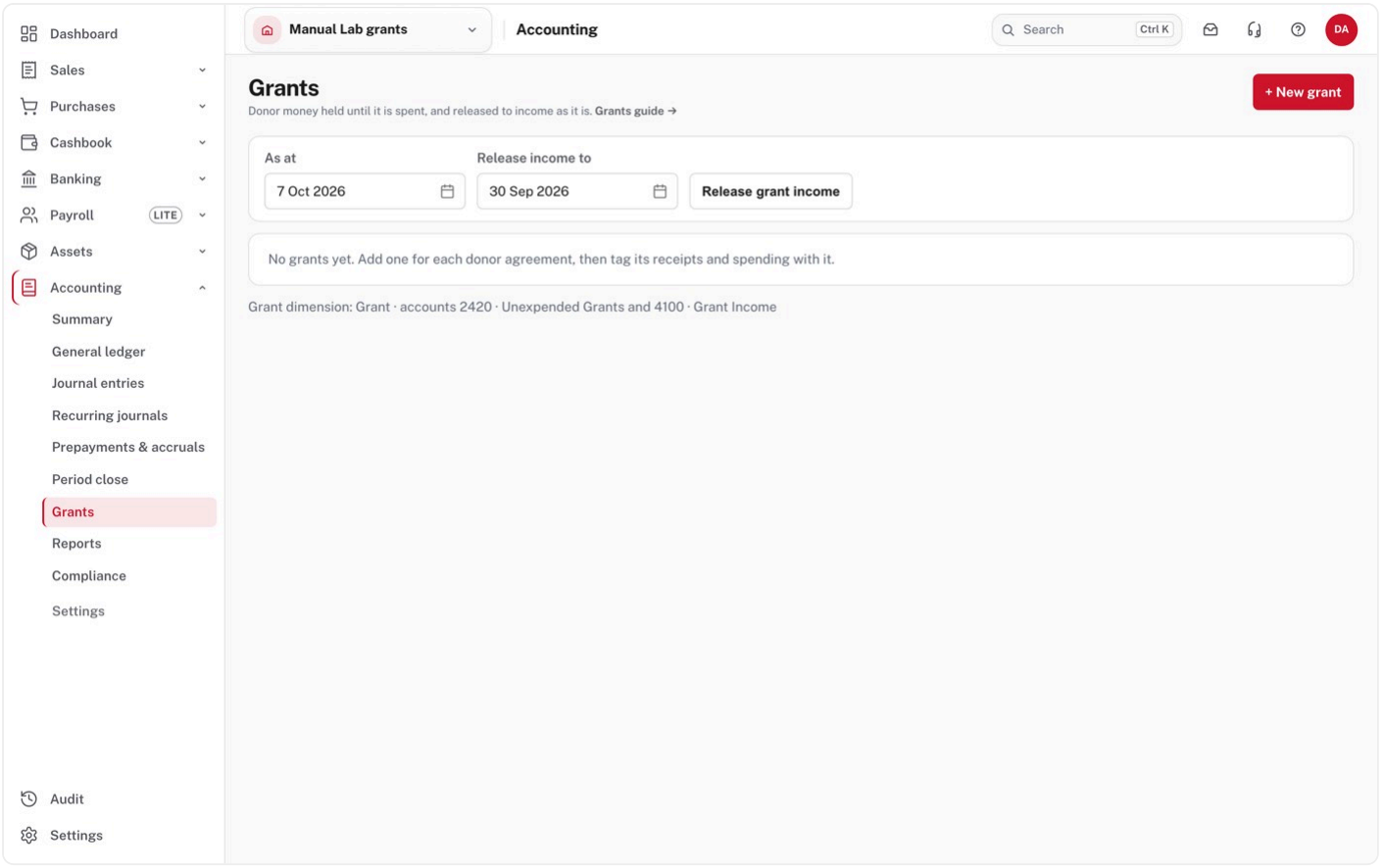
Accounting → Grants → Start keeping grants.



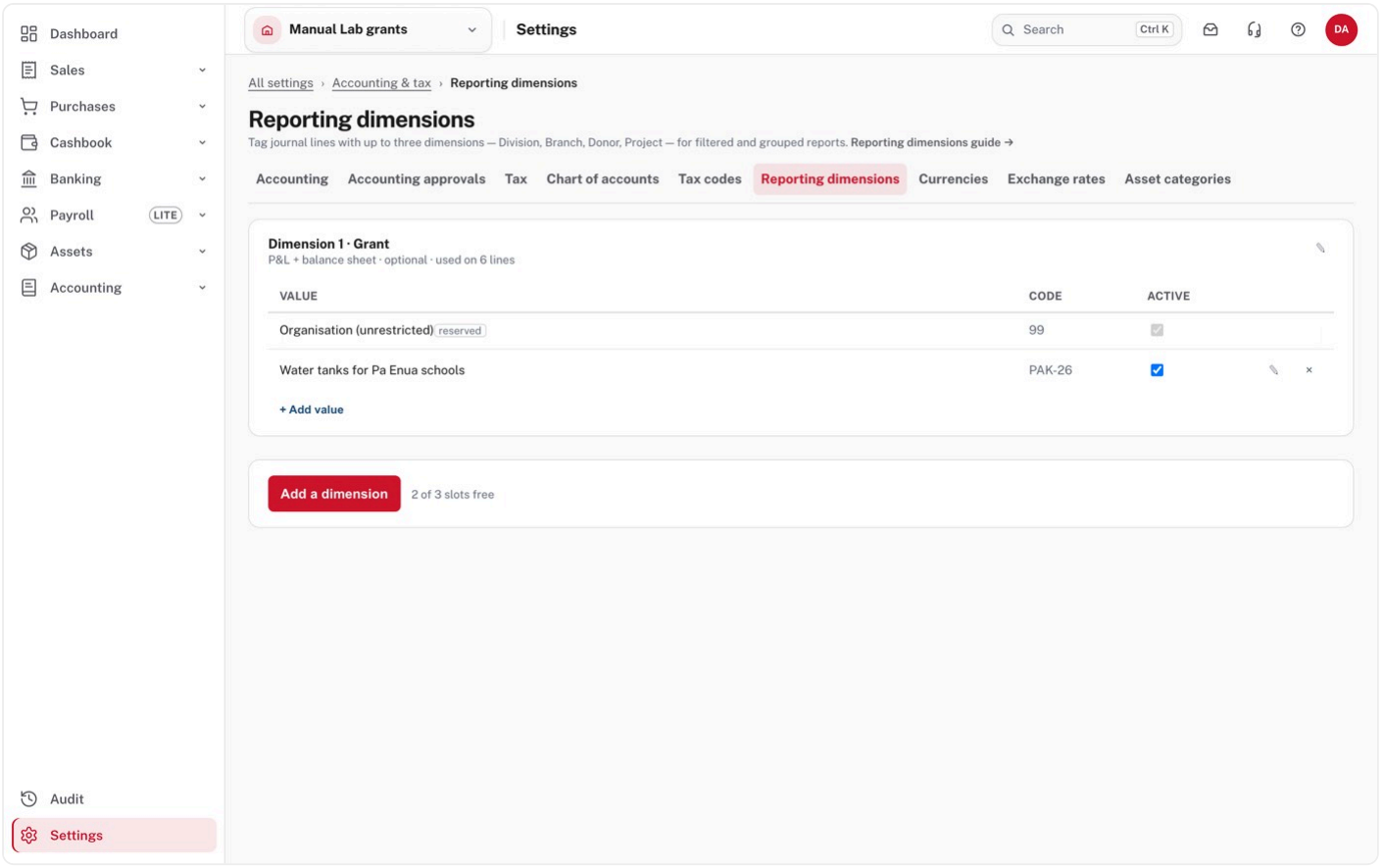
Choose **Start keeping grants**. It is a company-wide switch: Easy adds

- a **Grant** reporting dimension, whose values are your grants (it also holds a reserved value, **Organisation (unrestricted)**, for anything that is not grant money);
- an **Unexpended Grants** liability account (here 2420), for money received and not yet spent;
- a **Grant Income** account (here 4100), for what the release recognises.

Both accounts are set to the **No VAT** code.

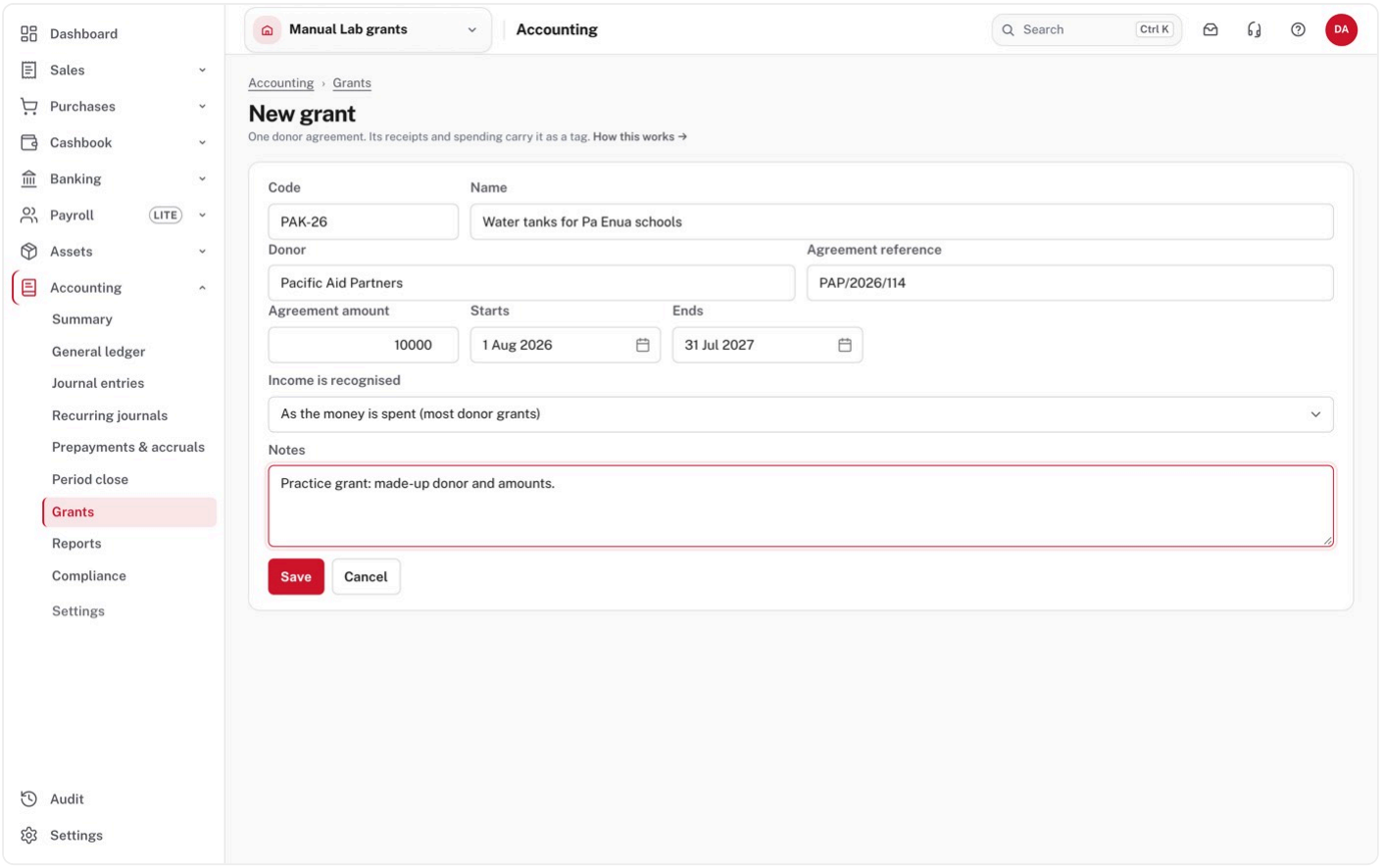


The **Grants** tab appears in the Accounting menu. On the dimensions page the new dimension covers profit and loss **and** balance sheet accounts, and is *optional* (keep it that way: see Leave the Grant tag optional).



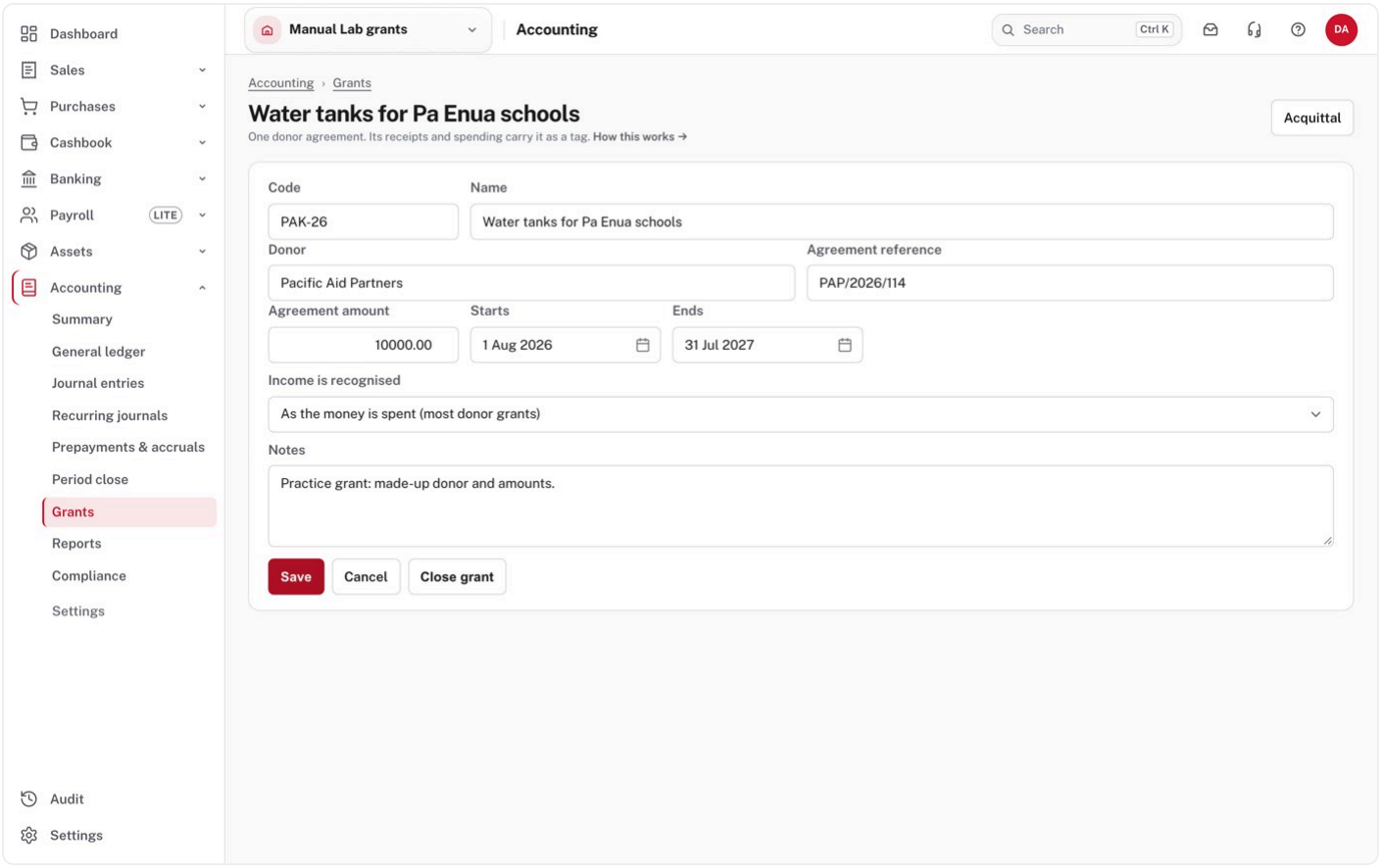
Step 2. Record a grant

Choose **+ New grant** (one for each donor agreement).



Field	What it does
Code	A short code you will recognise, such as PAK-26. It is also the grant's value of the Grant tag, so it must be unique
Name, Donor, Agreement reference	As on the agreement
Agreement amount	The cap: income is never released beyond it
Starts, Ends	The grant's dates. The acquittal starts from the start date
Income is recognised	**As the money is spent** (most donor grants), **When it is received** (a donation with no conditions), or **Never: it is held for someone else**
Notes	Free text

Choose **Save**. The grant opens with **Acquittal** (its report) at the top right and **Close grant** at the foot.



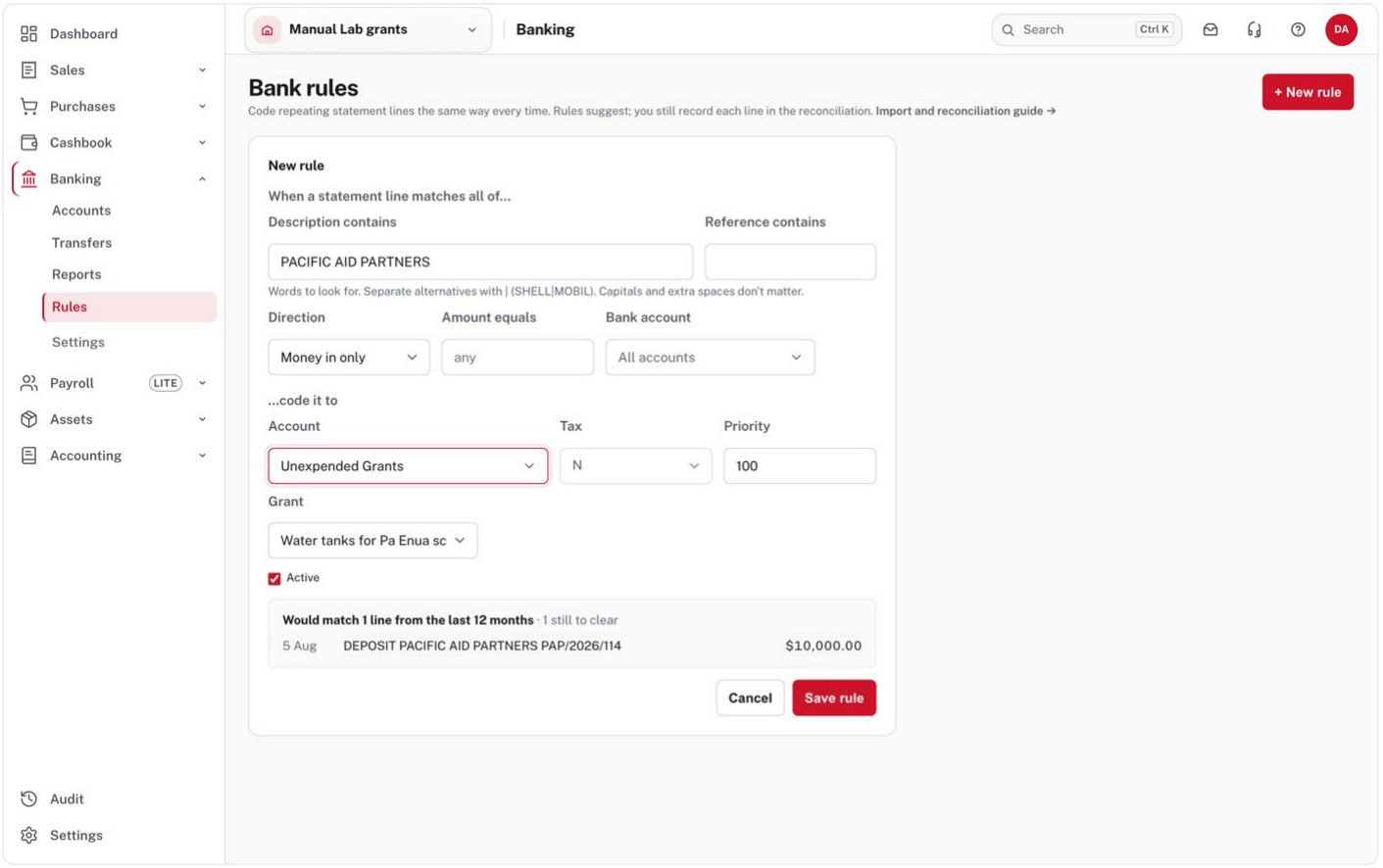
The three ways of recognising income (only the first is pictured):

- **As the money is spent.** The donor's payment goes to Unexpended Grants and the monthly release moves it to Grant Income as you spend.
- **When it is received.** Code the receipt straight to an income account, tagged with the grant; nothing is released.
- **Never.** Money you only pass on. Receive it into, and pay it out of, a liability. It is never income or expense.

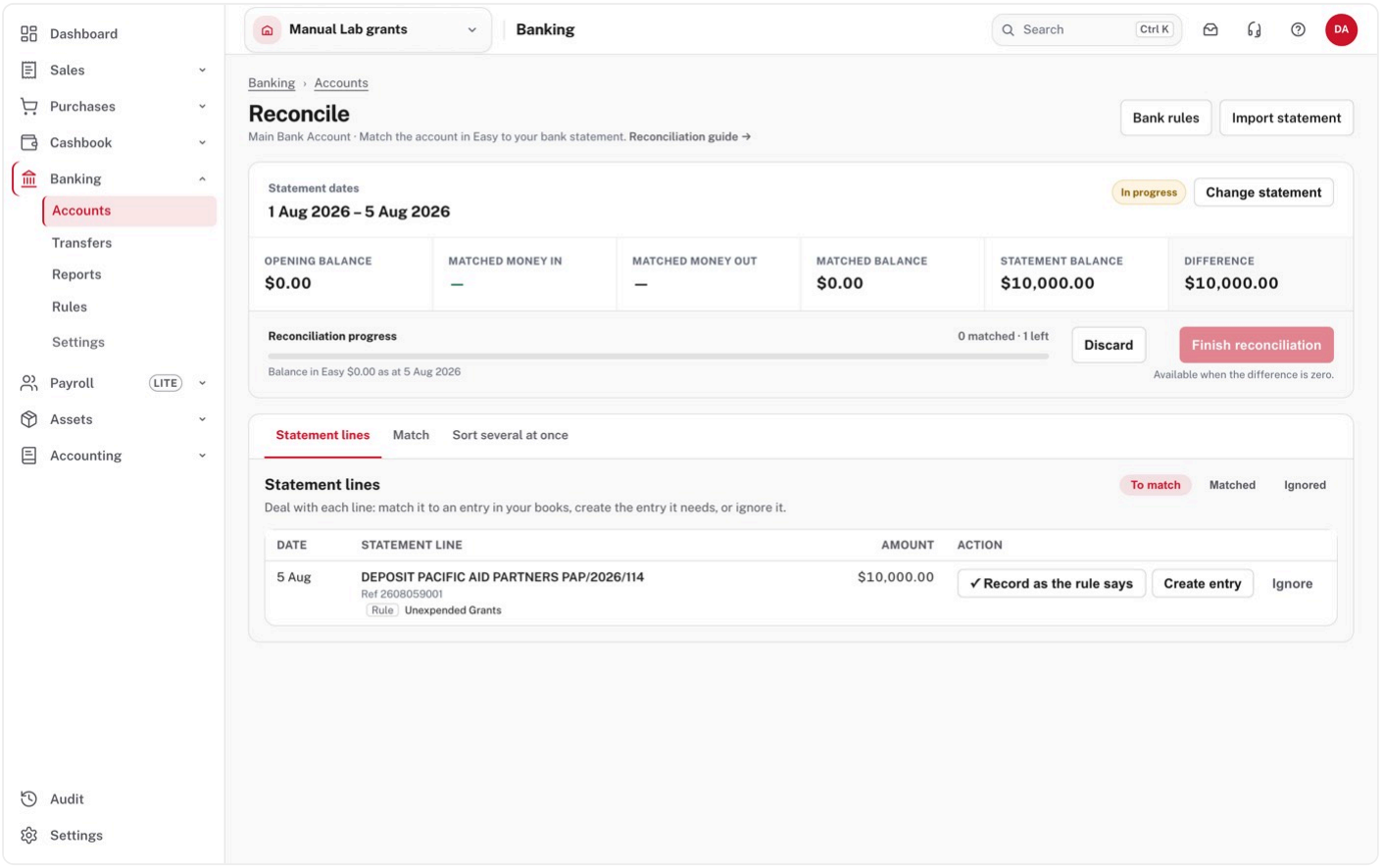
Step 3. Record the donor's payment

The donor's money has to land on **Unexpended Grants**, tagged with the grant. The **Cashbook → Receipts** form can't do that: its *Income type* list holds income and owner accounts only. Record the payment from the **bank statement** instead. Import the statement (Import a bank statement and set bank rules), then start the reconciliation (Bank reconciliation, month by month).

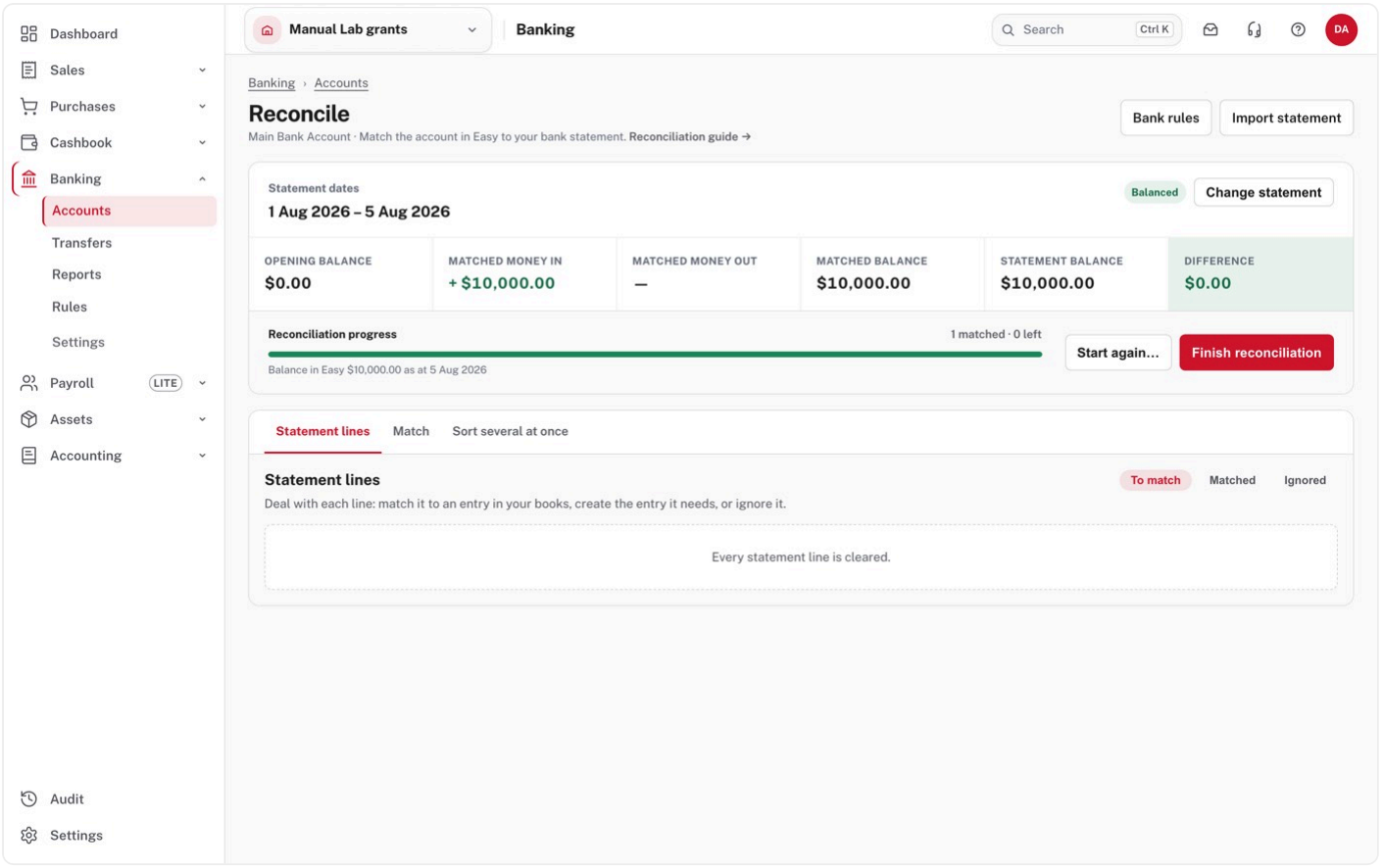
The reconciliation's **Create entry** panel has no Grant tag, but a **bank rule** can carry it, so make a rule for the donor first: **Banking → Rules → + New rule**.



Here the rule looks for **PACIFIC AID PARTNERS** in the description, for **money in only**, and codes it to **Unexpended Grants** with tax **N** and the grant **Water tanks for Pa Enua schools**. The editor shows how many statement lines it would match.



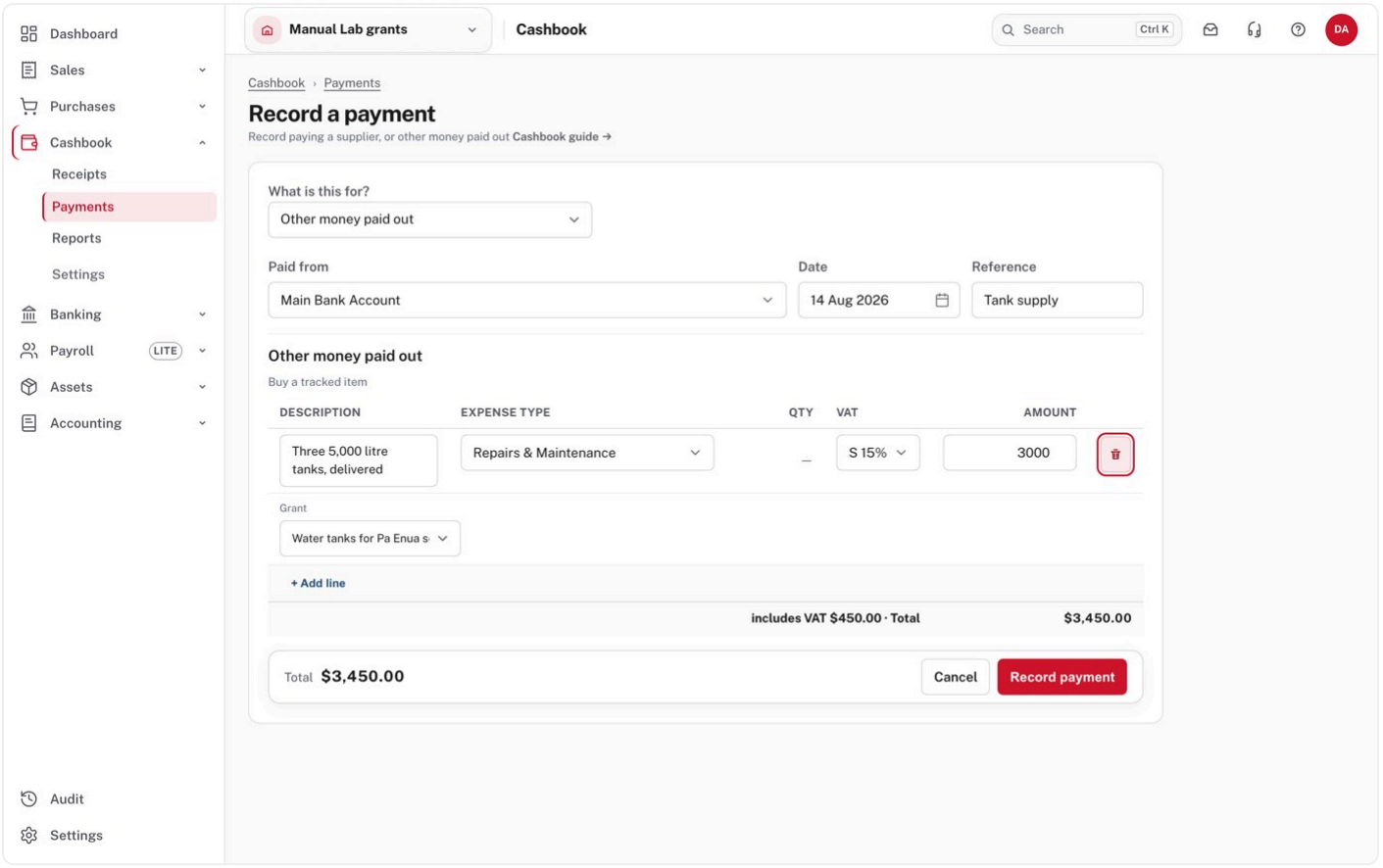
Choose **Record as the rule says**. The line is matched and the difference goes to $0.00.



If a payment reaches Unexpended Grants with no tag, the Grants page warns: "A line on that account names no grant".

Step 4. Tag everything you spend from the grant

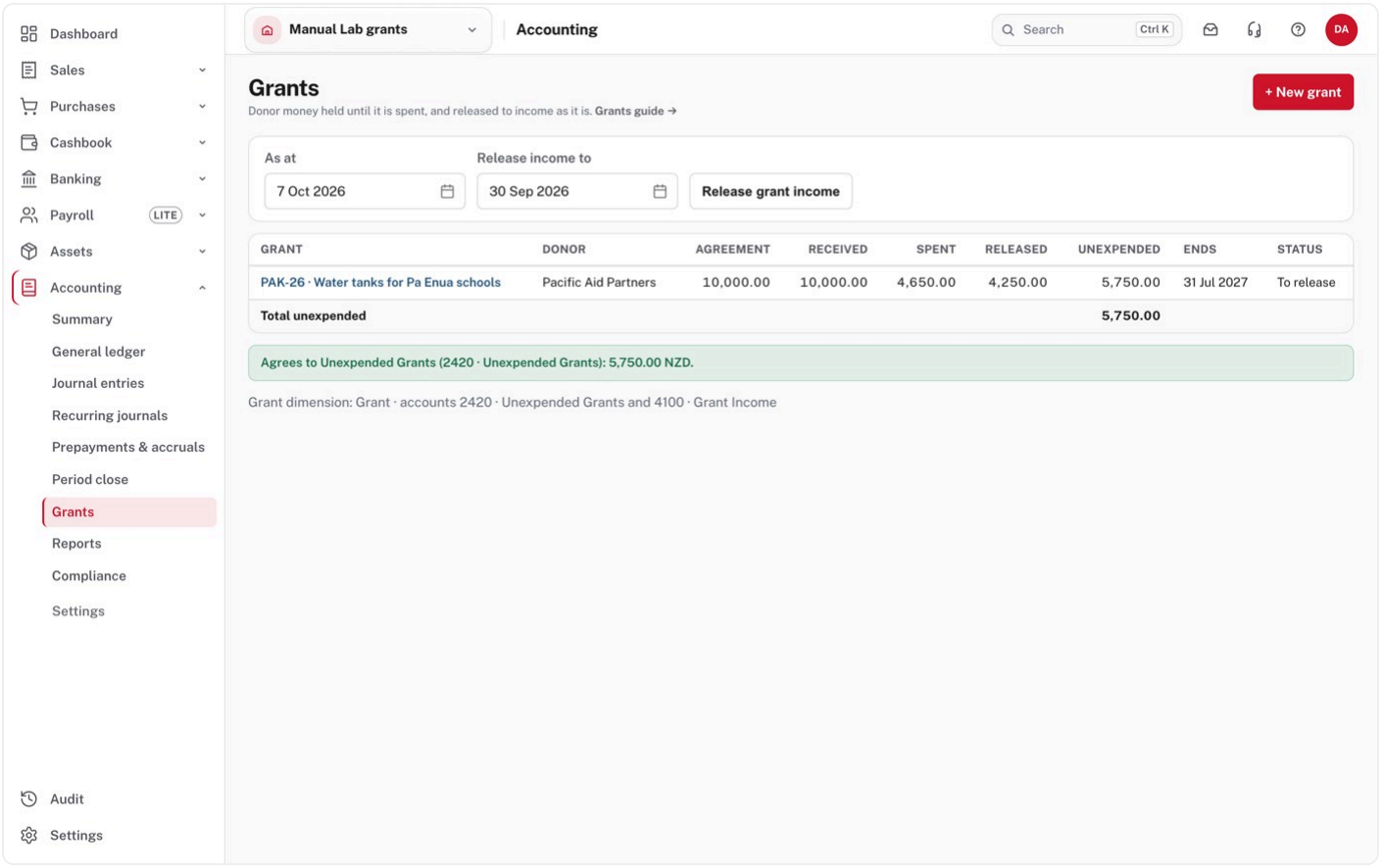
Spending is recorded as usual: bills, the cash book, payroll. What makes it the grant's is the **Grant** tag on the line.



On **Cashbook → Payments → Record payment**, each line shows a **Grant** box once grants are started. Its choices are **None** and each grant. Here a $3,000 payment for three tanks is tagged with the grant, with VAT at 15% claimed as on any purchase (the VAT stays with the VAT return, the $3,000 is the grant's spending). Bills, payroll and the other screens carry the tag the same way (not pictured).

Step 5. Check where things stand

Accounting → Grants.

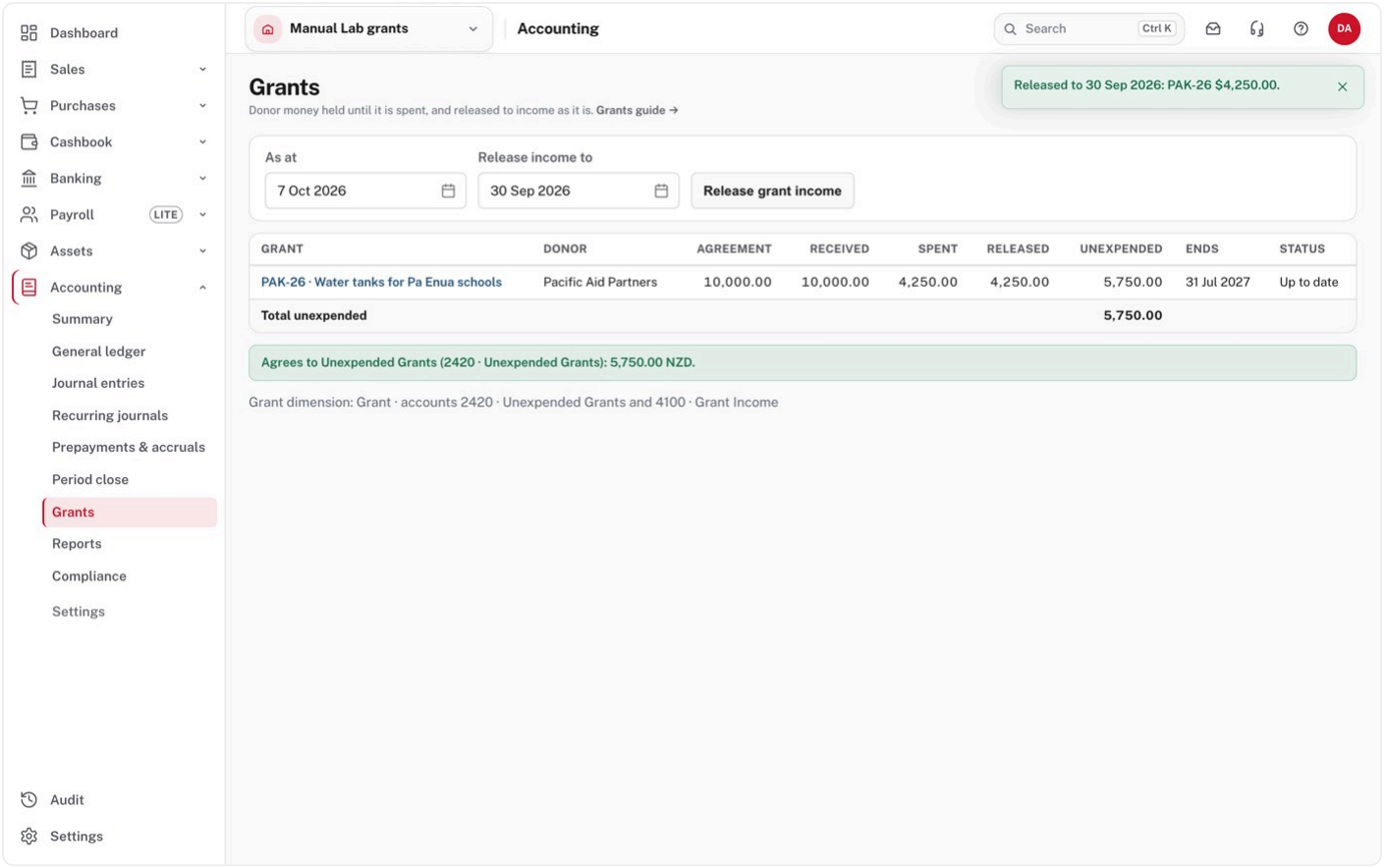


Column	What it shows
Agreement	The amount you recorded
Received	Money from the donor (less any refunds to the donor)
Spent	What the grant's tagged spending adds up to, VAT excluded (here 3,000 + 1,250 + 400 = 4,650)
Released	Income already moved out of Unexpended Grants
Unexpended	What the grant still holds on Unexpended Grants. A negative balance reads **receivable**: the grant has spent ahead of the donor's payment
Status	**Up to date**, **To release**, **Spent over the agreement**, **Income when received**, **Held for others** or **Closed** (the first two are in the picture)

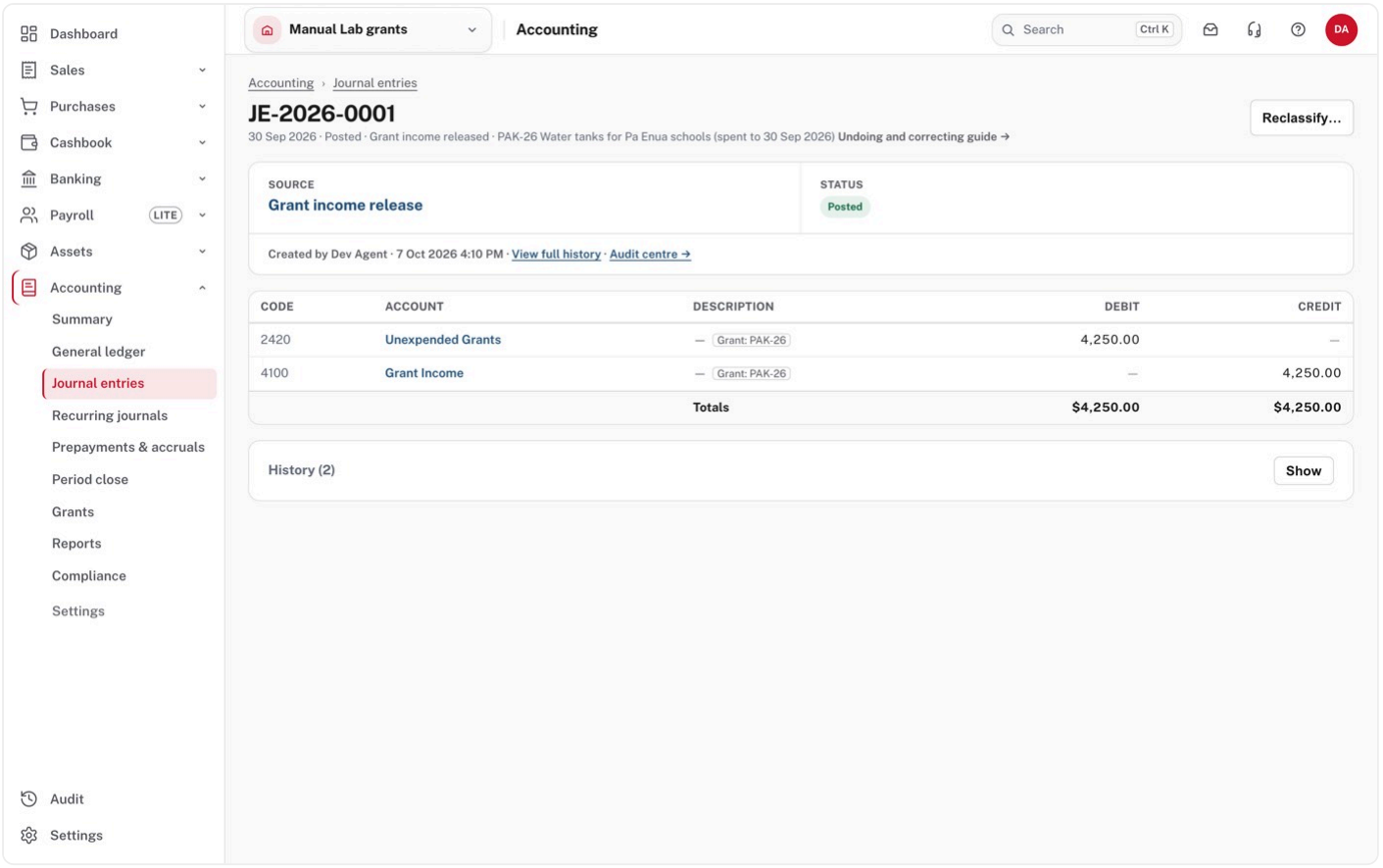
The green line **Agrees to Unexpended Grants** says the grants add up to the account. If it turns amber, a line on the account names no grant. **As at** (top) changes the date the table is read at.

Step 6. Release the income

Easy releases on the **1st of each month, for the month before**. Not pictured: the automatic release. You can also run it yourself: choose a date in **Release income to**, then **Release grant income**.



For each grant recognised "as the money is spent" Easy posts one journal: the spending **to date**, capped at the agreement amount, less what was already released. The notice reads "Released to 30 Sep 2026: PAK-26 $4,250.00." (3,000 + 1,250: the spending dated up to 30 September). Open it from **Accounting → Journal entries** (the source is **Grant income release**).

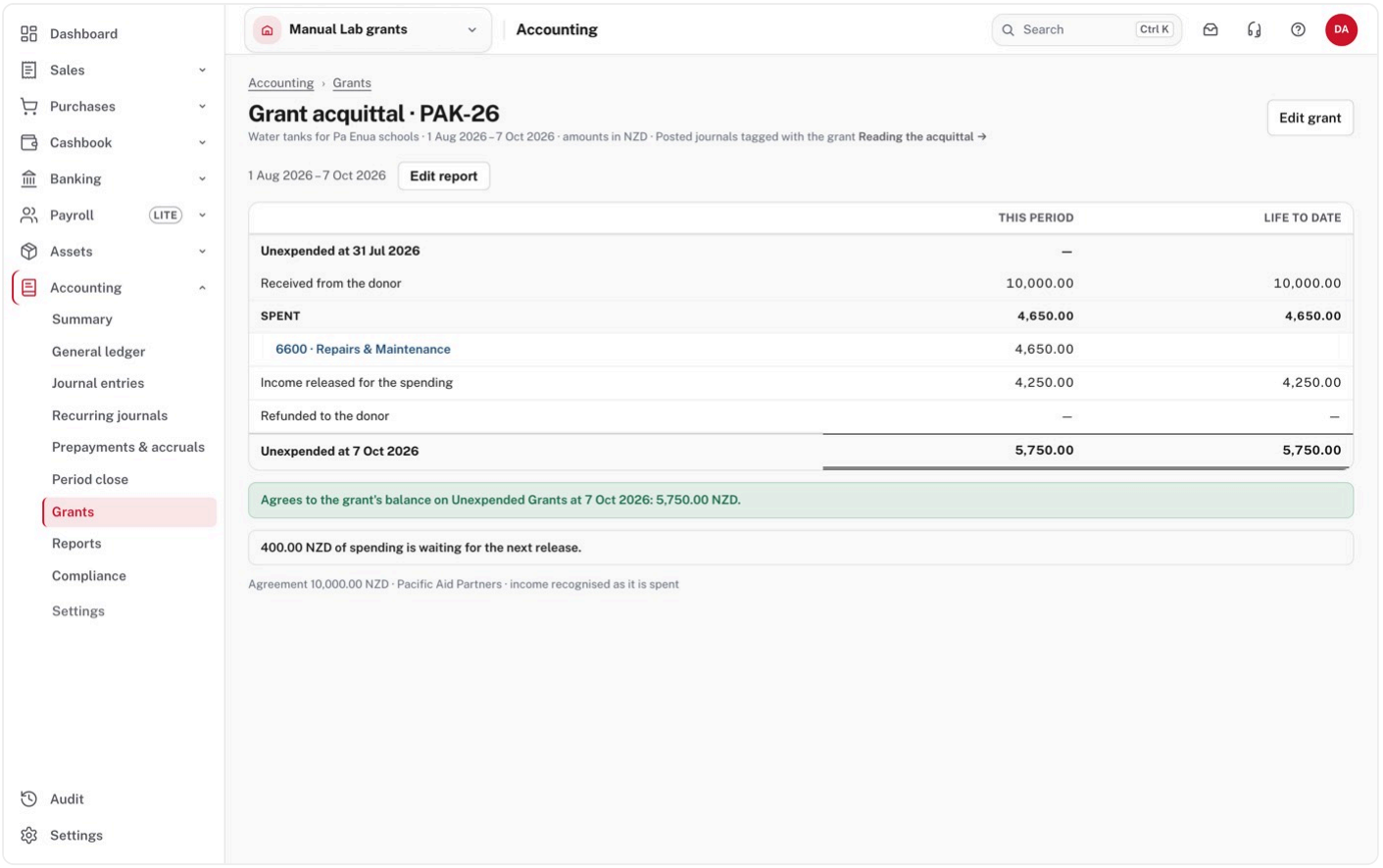


Because it works on totals to date, a cost moved to another grant, a cost the donor rejected or a late bill is put right by the next release. In the picture above, a further $400 of spending is dated 5 October: the Grants page shows it as **To release** and the next release picks it up. A release into a **locked period** is held back, and the Grants page says which grants. An asset bought with grant money counts as spent when it is bought, so its depreciation isn't counted again (not pictured).

Choose **PAK-26** in the list to open the acquittal.

Step 7. The acquittal

This is the statement of receipts and expenditure a donor asks for.



It shows, for a period (change it with **Edit report**; it opens from the grant's start date to today) and for the **life to date**: the money **unexpended at the start**, **received from the donor**, **spent** by account (each account opens its transactions), **income released** for the spending, **refunded to the donor**, and **unexpended at the end**. The green line **Agrees to the grant's balance on Unexpended Grants** checks the closing figure, and notes warn when spending is **over the agreement** or **waiting for the next release** ("400.00 NZD of spending is waiting for the next release").

Here the closing figure, 5,750.00, is the 10,000.00 received less the 4,250.00 released. After the next release it becomes 5,350.00: 10,000 received less 4,650 spent. **Edit grant** (top right) goes back to the grant.

Close grant (on the grant, at its foot) closes a finished grant whose unexpended balance is nil (refunded, or carried to a new grant with a journal between the two tags). A closed grant takes no new entries and can be reopened. Not pictured: closing a grant.

Grants and VAT

Grant money is outside the scope of VAT, and most organisations that receive grants are not VAT registered anyway. The donor's receipt and the release carry no VAT. What the grant money buys is an ordinary purchase: a company that is registered claims the VAT on it as usual (the $3,000 payment above carried $450.00 of VAT, which goes on the VAT return; see VAT: registration, tax codes and rate changes and the tax audit). More detail: Grants: VAT.

Leave the Grant tag optional

Start keeping grants sets the Grant dimension to *optional*, and that is the setting to keep. If you make it required (on **Settings → Accounting & tax → Reporting dimensions**, choose the pencil on **Grant**, then **Applies to** and **Required on in-scope lines**), Easy refuses a cash-book payment even when its line carries the grant ("Grant is required on lines to this account"). If the dimension applies to profit and loss accounts only, it also refuses the release ("Not released: PAK-26: The Grant dimension doesn't apply to this account"). Not pictured: bills and payroll with the tag required.

To check that no spending is untagged, use **Profit and loss by dimension** for Grant, which sets each grant's spending against the whole (Reporting dimensions).

Check before you continue

Check before you continue

- ◯ Each donor agreement is a grant with the right amount, dates and way of recognising income.
- ◯ The donor's payments are on **Unexpended Grants** and carry the grant (the Grants page says **Agrees**).
- ◯ Everything you spend from a grant carries its **Grant** tag, and spending that isn't grant money carries none.
- ◯ The release has run to the last period end, so no grant says **To release** that you did not expect.
- ◯ The acquittal's closing figure agrees to Unexpended Grants, and spending is not over the agreement.

Foreign currency

Do this if your company bills or pays in another currency, such as US dollars. Your books stay in **New Zealand dollars**. A foreign invoice or bill is raised in its own currency, converted into NZD at a rate you can see, and the difference between the rate you booked and the rate you were paid at is recorded as an **exchange gain or loss**. At each period end you **revalue** what is still open. It is accountant's work. It belongs with Raise, send and get paid for an invoice, Receipts, payments and transfers and Month-end checklist and closing a period.

About the screenshots

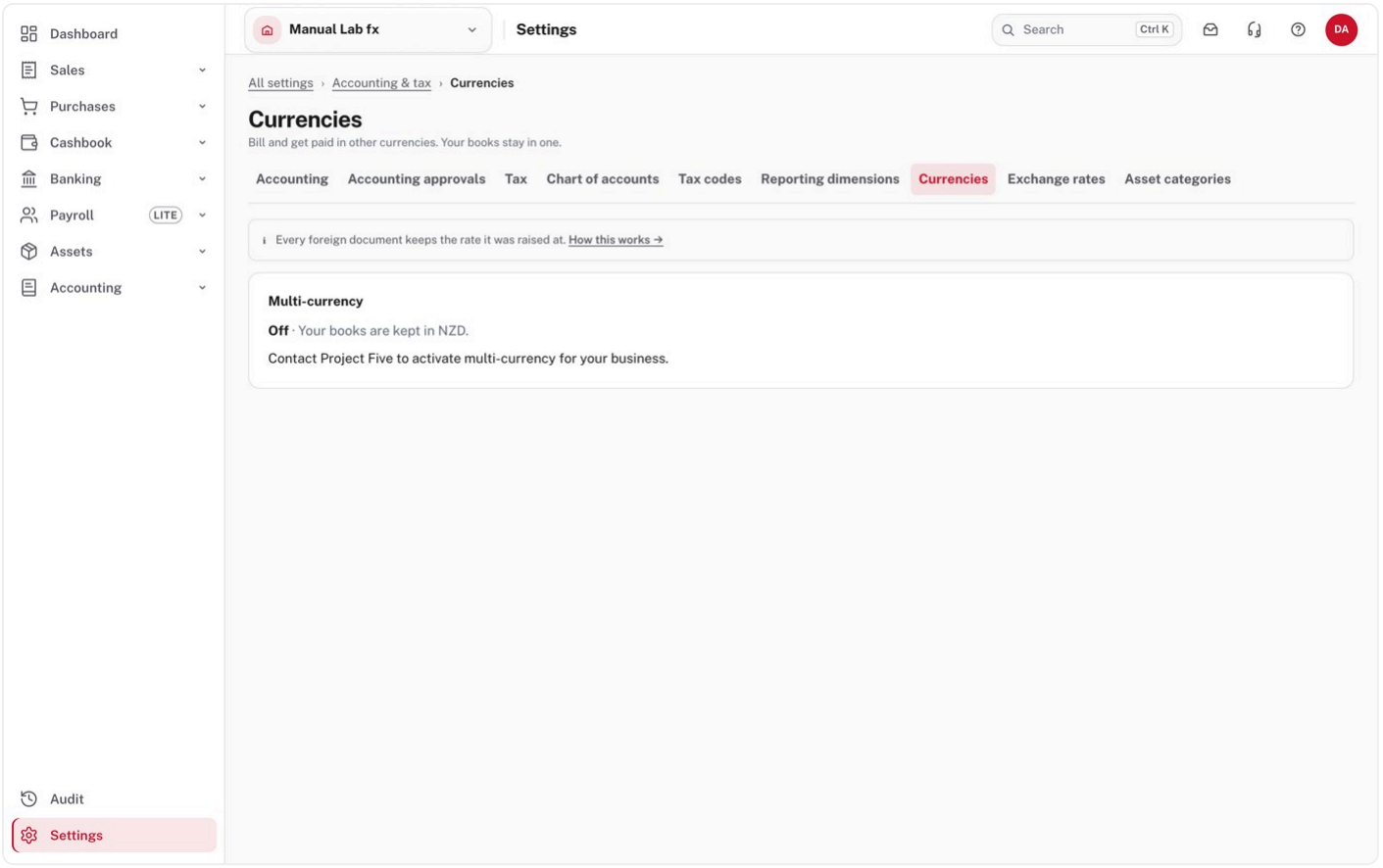
Foreign currency is **off** for a company until Project Five switches it on, and it is off in Easy's demo company, *Little Polynesian Café*. The pictures therefore come from a practice company, shown before and after multi-currency was switched on. The customer (*Moana Marine*), the invoice and the rates are made up: a boat charter of USD 1,000 plus 15% VAT (USD 1,150), raised on 3 September 2026 at 1.6000, with September closing at 1.7000 and the customer paying in NZD on 5 October at 1.6800.

Before you start

- **Multi-currency is on for your company.** You can't switch it on yourself (Step 1).
- **You know your rates.** A rate says how many NZD one unit of the currency buys, so "1 USD = 1.6234 NZD" is entered as **1.6234**. Take it from your bank or the source you use, and use the same one each time.
- **The people who do each part.** Currencies and rates are accounting settings, so whoever can change accounting setup does them. Revaluing is accountant's work, which a Data entry role lacks (People, roles and access).
- **Some things stay in NZD whatever you switch on.** Opening balances, manual journals, expense claims, the Manager import, payment runs and bank files, card payments, stock and goods receipts and fixed assets are always entered in NZD (not pictured).

Step 1. Project Five switches it on

Settings → Accounting & tax → Currencies.

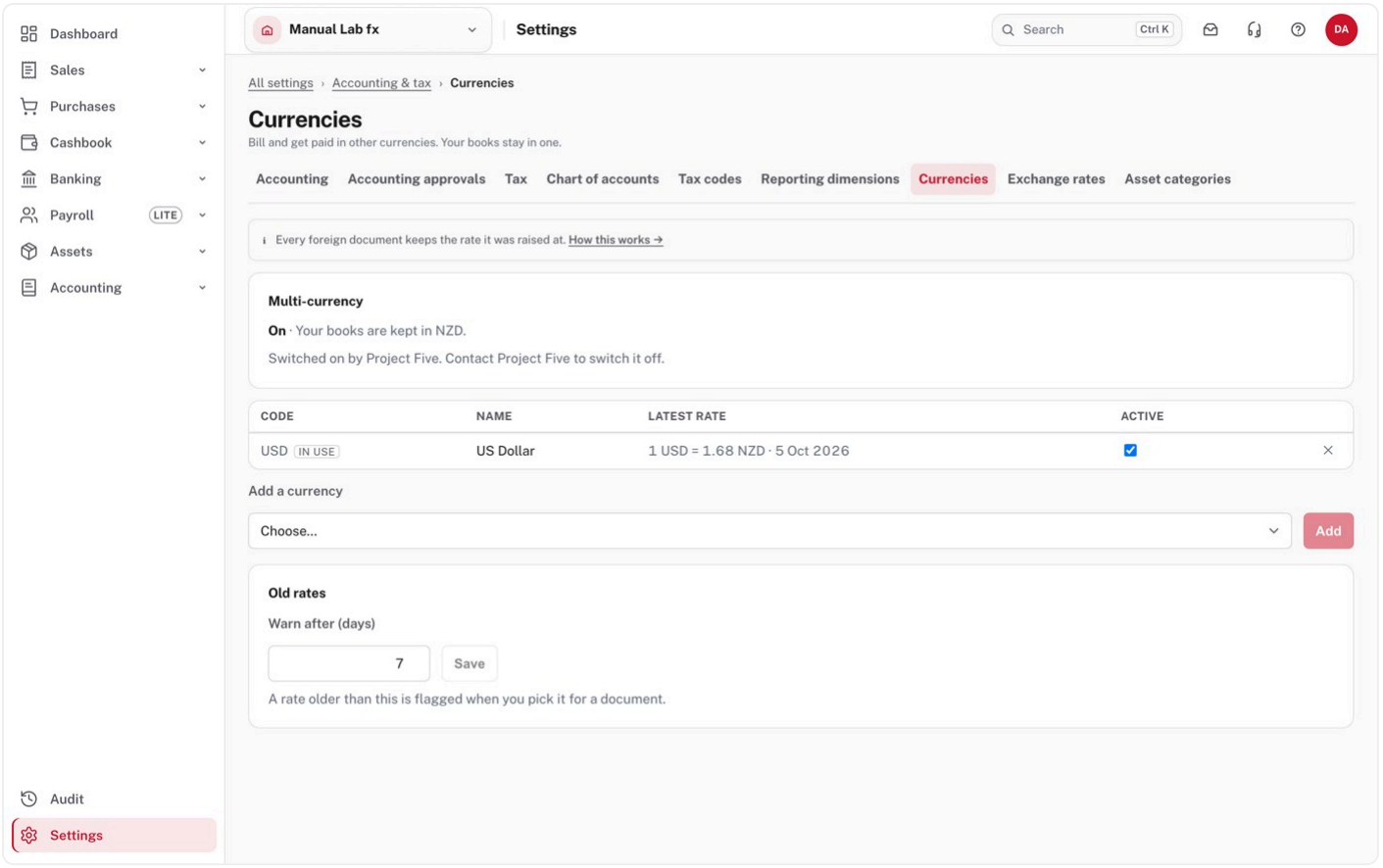


While it is off the page says **Off · Your books are kept in NZD**, every document is in NZD and there are no rate fields. **Contact Project Five.** Project Five switches it on from its own console, giving a reason that is recorded. Nothing else is needed from you.

Switching it on adds two accounts under Other income: **Realised FX Gain/Loss** and **Unrealised FX Gain/Loss** (here codes 4310 and 4320). They are kept apart because **realised** is what settling a document at a different rate earned or cost, and **unrealised** is the period-end restatement of what is still open. Switching it off later stops new foreign documents, and documents already in a currency are kept. Currencies with three or four decimal places, such as the Kuwaiti dinar, are not offered.

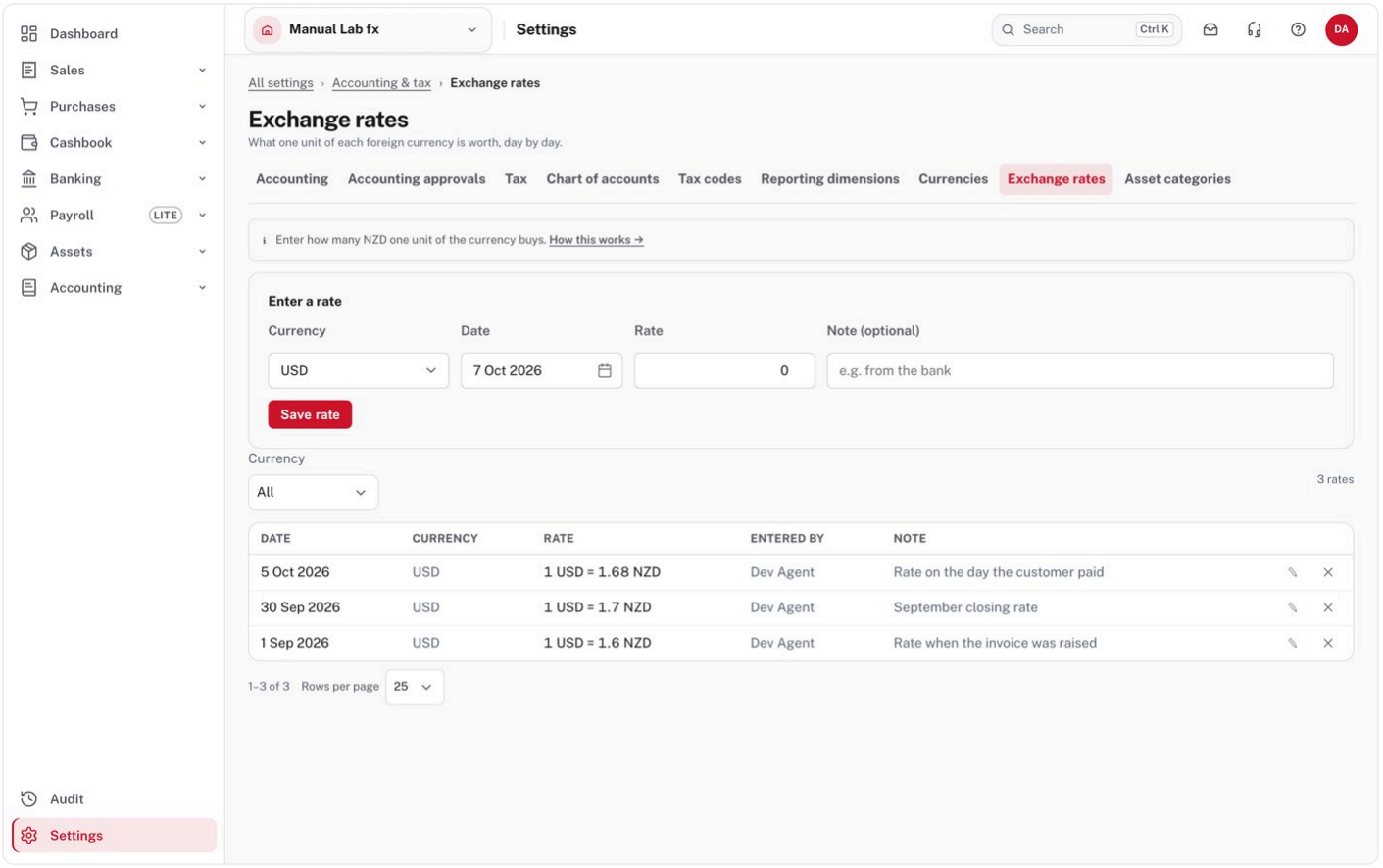
Step 2. Add the currencies and enter the rates

Back on **Currencies**, choose a currency under **Add a currency** and choose **Add**.



The list shows each currency's **code**, **name**, **latest rate** and whether it is **Active**. **IN USE** appears once a document uses it. A currency that has rates can't be removed, only made inactive so it is not offered on new documents. **Old rates: Warn after (days)** is how old a rate may be before Easy asks you to confirm it when it is picked for a document (7 here).

Now **Settings → Accounting & tax → Exchange rates.**

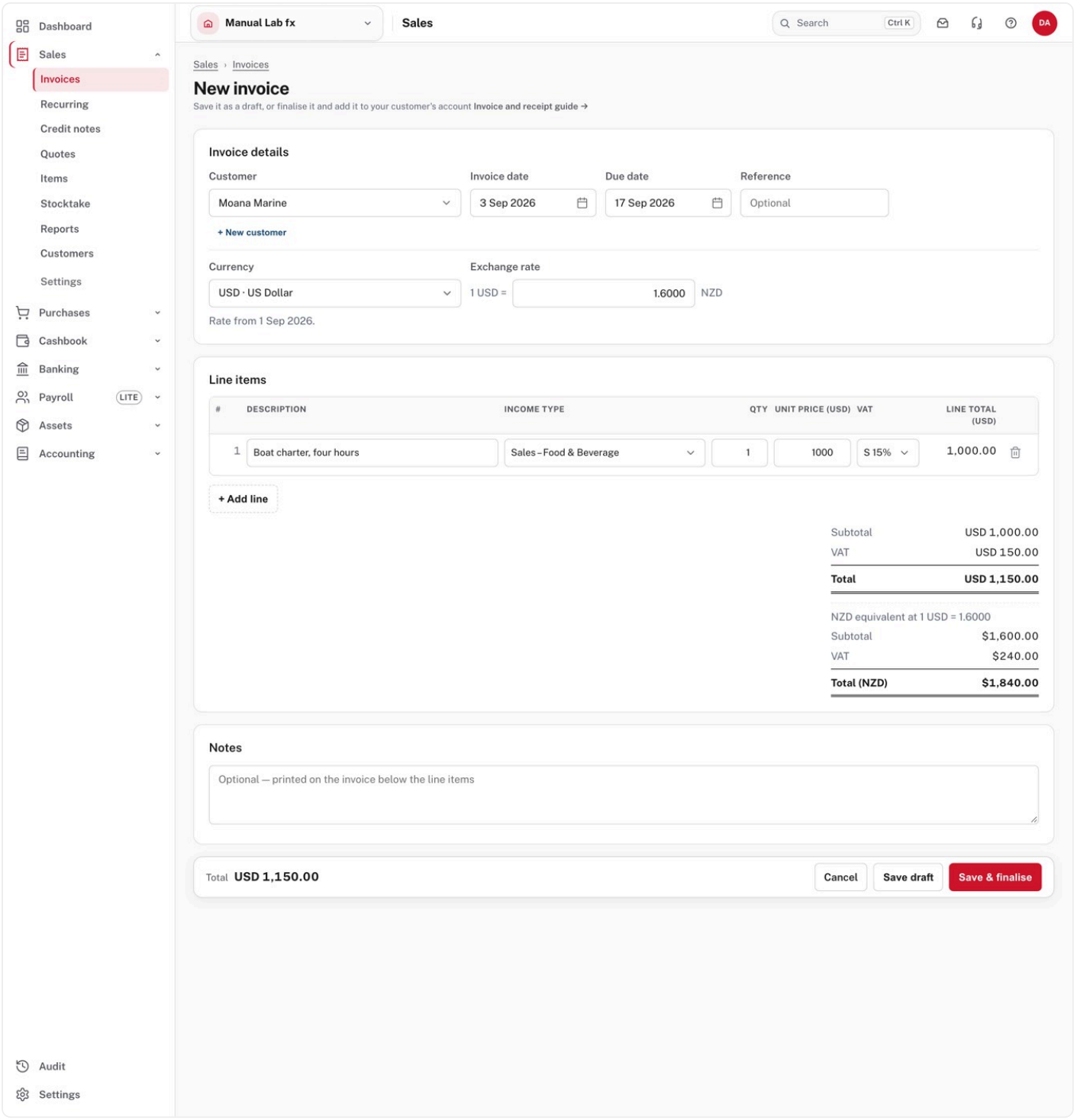


Choose the **currency**, the **date** and the **rate** (and a **note**, such as where it came from) and **Save rate**. There is one rate per currency per day: entering a rate for a day that already has one replaces it. A rate can't be dated in the future. The pencil edits a rate and the cross deletes it, but editing or deleting a rate **never changes a document that was already raised**: each document keeps the rate it was booked at. The picture has three rates: 1.6000 on 1 September, 1.7000 on 30 September and 1.6800 on 5 October.

More detail: Multi-currency and old rates.

Step 3. Raise a document in another currency

A **customer or supplier** can have a **billing currency** on their record. It is only the starting point for a new document, so change it whenever you like. Then **Sales → Invoices → New invoice**.

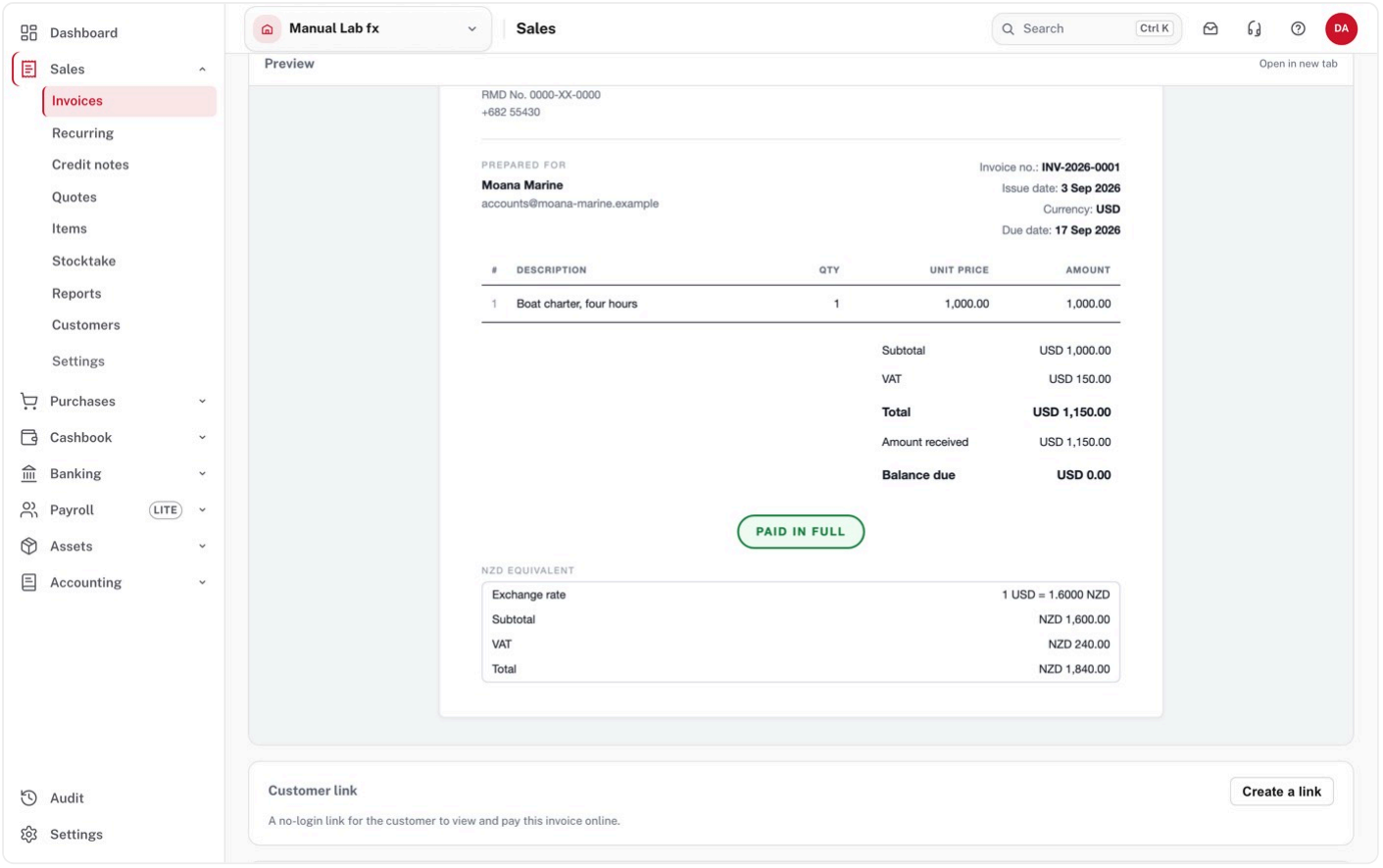


Beside the date is a **Currency** box and an **Exchange rate**. Choose the currency and Easy fills in the **latest rate on or before the invoice date** and says where it came from ("Rate from 1 Sep 2026", for an invoice dated 3 September). A rate after the document's date is never used. Type your own rate if you have one: it is never replaced. Prices and line totals are in the foreign currency, and under the totals Easy shows what the invoice comes to in NZD (**NZD equivalent at 1 USD = 1.6000**: subtotal $1,600.00, VAT $240.00, total $1,840.00). Each line is converted and rounded once, so the NZD total can differ by a cent from the USD total times the rate. The NZD figure is the one that reaches your accounts and your VAT return.

Not pictured: a rate that is a few days old

A rate older than the "Old rates" days is filled in, but you have to **confirm** it before you can save. With no rate on or before the date you type one, and you can save it to **Exchange rates** from the same screen if you can manage settings. The 1.6000 here was two days old, within the 7, so nothing was asked. A saved draft keeps its rate when you change its date.

Choose **Save & finalise**. The same **Currency** box is on quotes, credit notes, bills, supplier credit notes and purchase orders (not pictured).



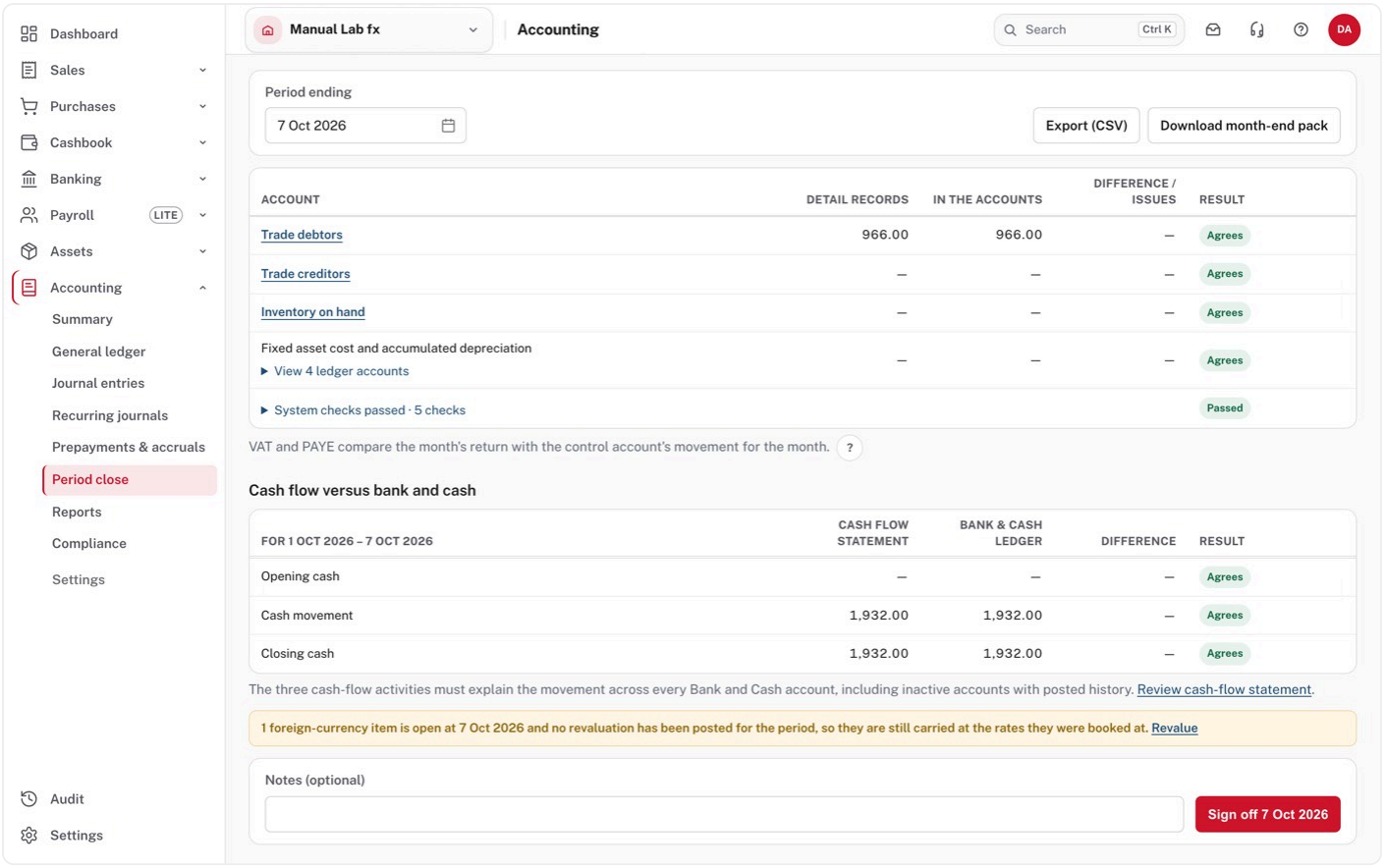
The customer's copy names the currency in its header (**Currency: USD**) and shows every total with the code. A foreign invoice **with VAT** always carries the small **NZD equivalent** box, because VAT is owed to RMD in NZD: it can't be turned off. Your bank details stay on the invoice. A foreign invoice prints no "pay online" link, so the customer pays by bank transfer (Chasing overdue invoices, step 6). A foreign invoice is in the aged report and the customer's statement in its own currency: a customer who owes in two currencies gets two statements, and the aged report has a row for each customer and currency with a total in NZD that agrees with Trade Debtors.

More detail: Documents in another currency and What your customer sees.

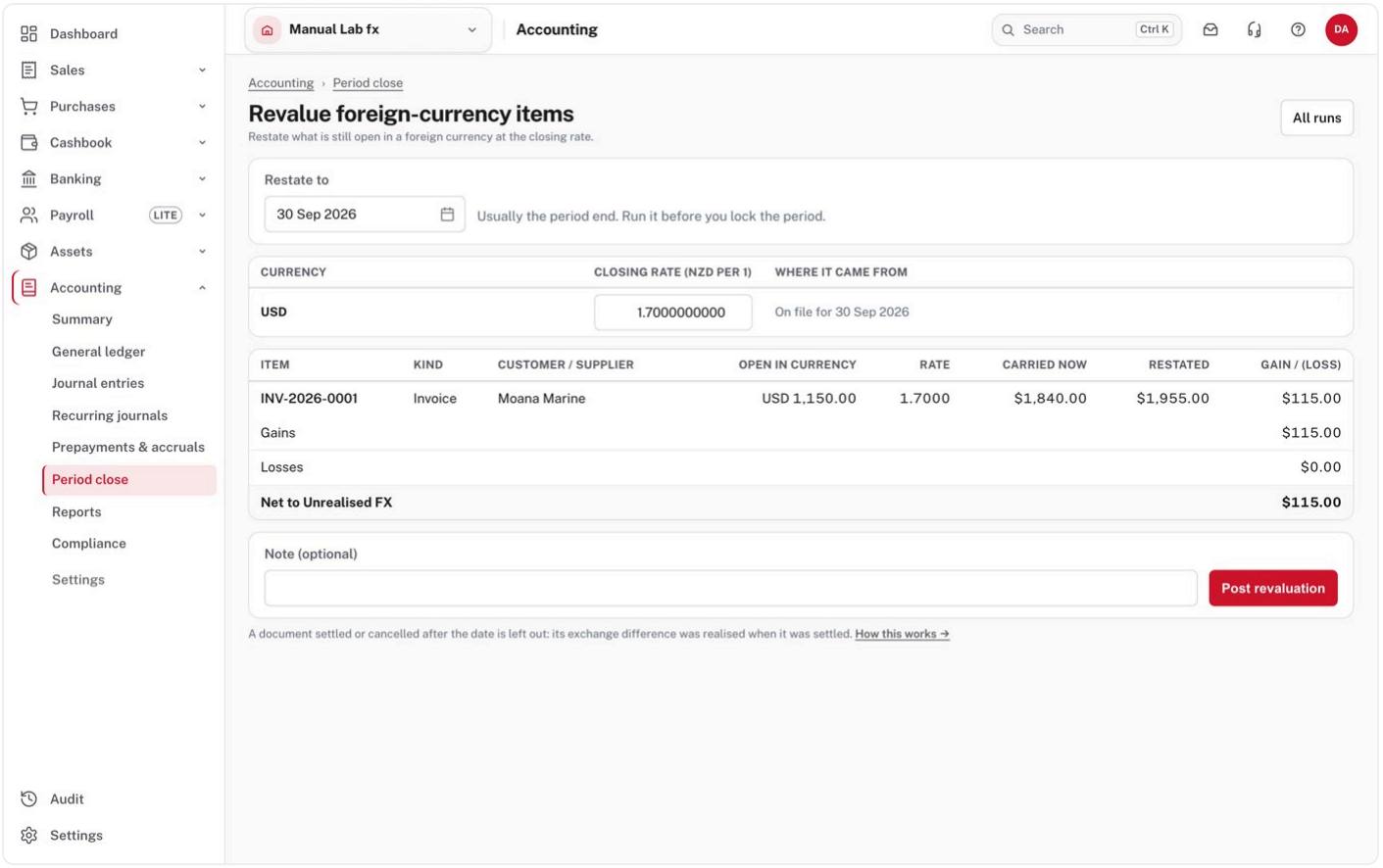
Step 4. Revalue at the period end

Between being raised and being paid, the USD invoice is carried at the rate it was booked at (1.6000, so $1,840.00 in Trade Debtors). At the period end, **restate everything still open in a foreign currency at the closing rate**: invoices, bills, credit notes and the balance of a bank account held in another currency. The Period close page tells you when you should.

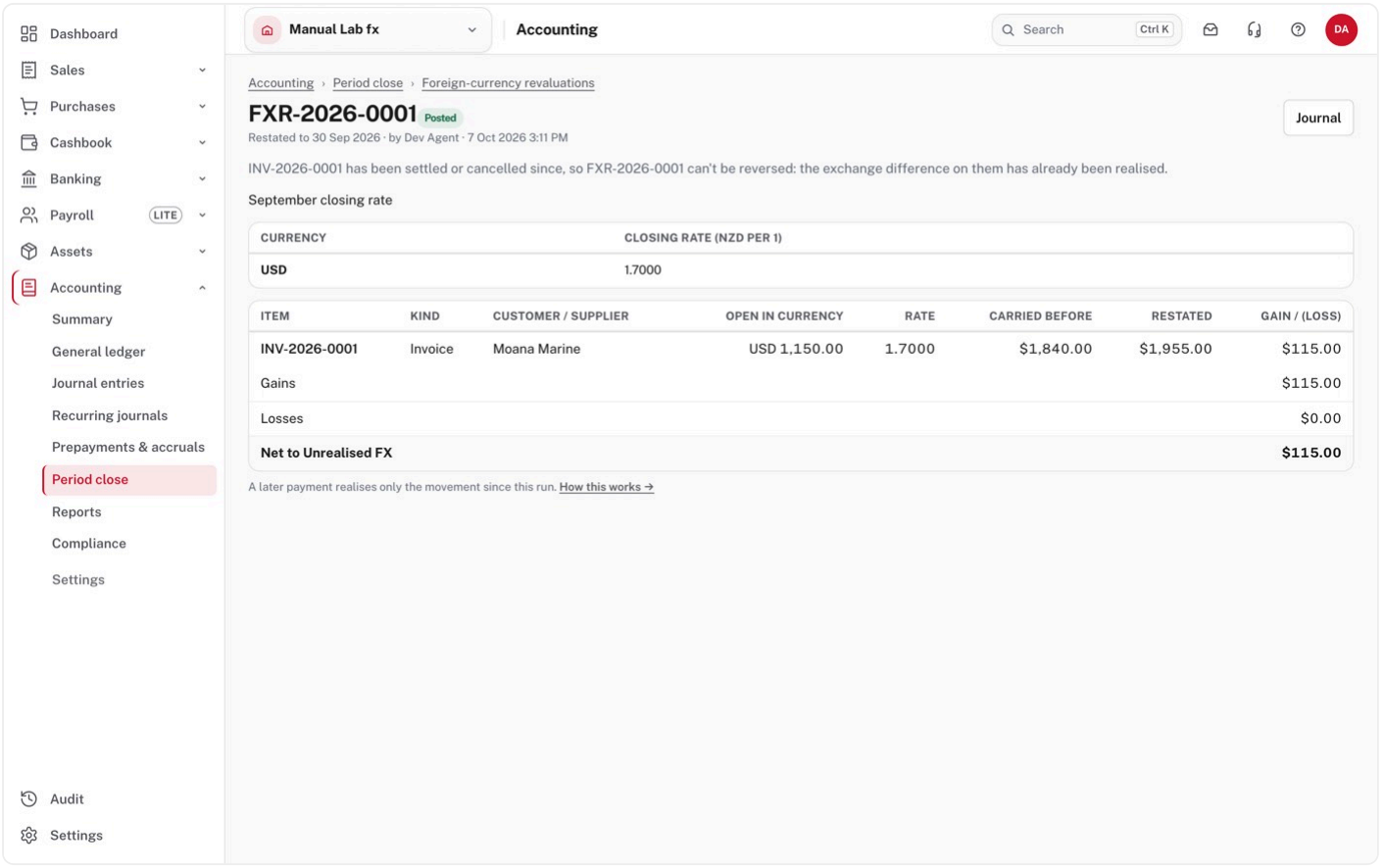
Accounting → Period close, with the period ending date set to the month you are closing.



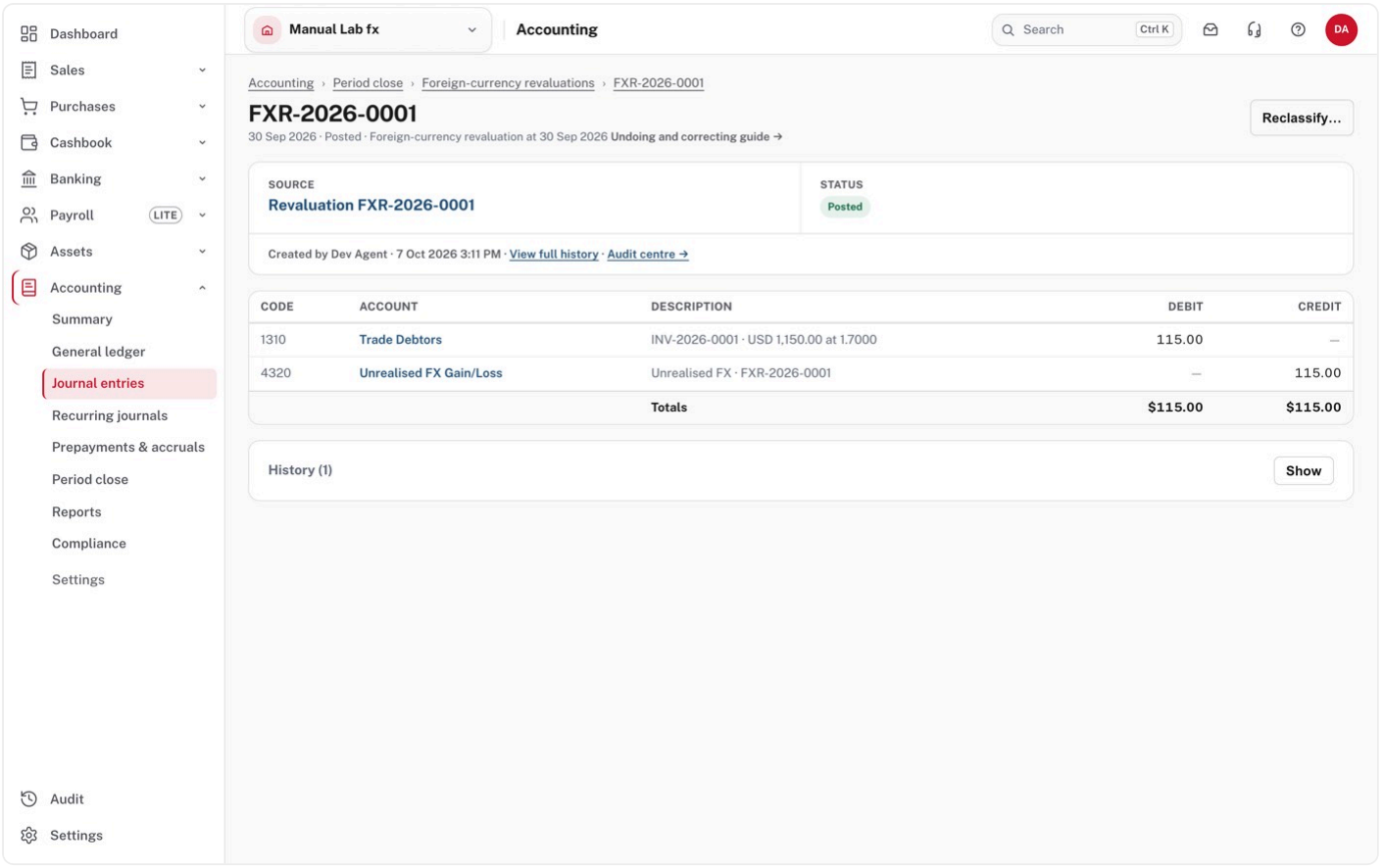
With a USD invoice open, the page warns: "1 foreign-currency item is open at 7 Oct 2026 and no revaluation has been posted for the period, so they are still carried at the rates they were booked at", with a **Revalue** link. It **warns, it does not stop you**: the period can still be signed off. Choose **Revalue**. The same screen is listed in **Accounting → Reports** as **Foreign-currency revaluations**, with **+ New revaluation** (or **Revalue now**, the first time).



1. **Restate to** is usually the period end (30 September). Run it before you lock the period.
2. **Closing rate**: for each currency, the latest rate on or before the date, with **where it came from** ("On file for 30 Sep 2026"). Change it on the screen if you use another. An old rate is flagged, and the revaluation uses the rate as shown.
3. The table lists each open item: **open in currency**, the **rate**, what it is **carried now**, what it would be **restated** to, and the **gain or loss**. The USD 1,150.00 invoice goes from $1,840.00 to $1,955.00, a gain of $115.00. The totals say **Net to Unrealised FX**.
4. Add a note and choose **Post revaluation**.



The run is numbered (here **FXR-2026-0001**) and **Posted**. Choose **Journal** to see the entry:

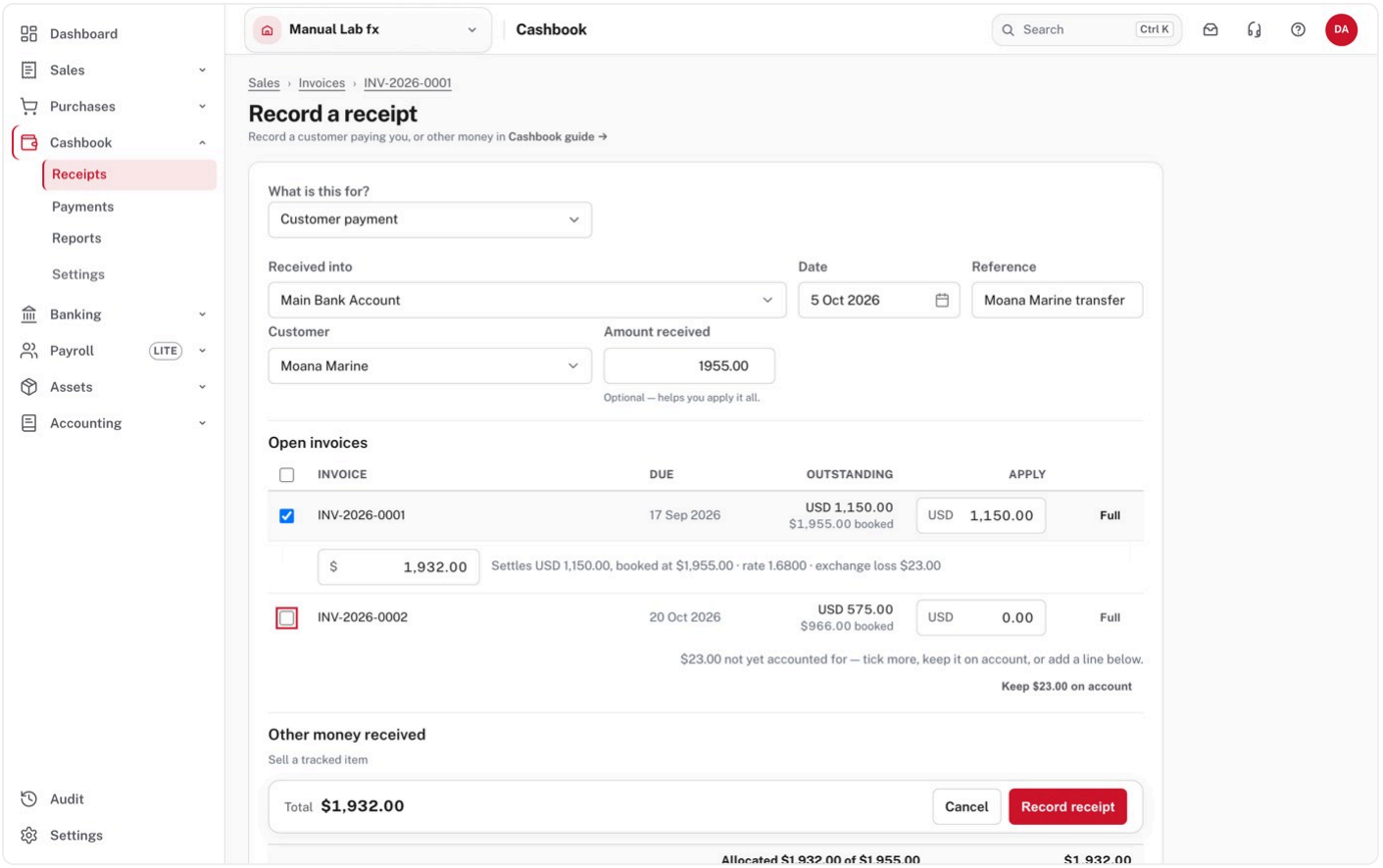


A revaluation **stays**. The next one books only the change since the last, and a later payment's realised gain or loss is measured from the restated value. Only the **latest** revaluation can be reversed (the **Reverse** button on the run), only while its period is open and nothing it restated has been paid off since: in the picture there is no **Reverse**, and the page says the invoice has been settled since. Not pictured: a reversal. A document paid or cancelled after the date is left out of a revaluation, because its difference was realised when it was paid. A bank account's own balance never changes, only what it is worth in NZD.

More detail: Revaluing at a period end.

Step 5. Get paid, or pay, in another currency

Your bank account is in NZD, so the customer's USD invoice is settled with NZD. Open the invoice and choose **Record receipt**.

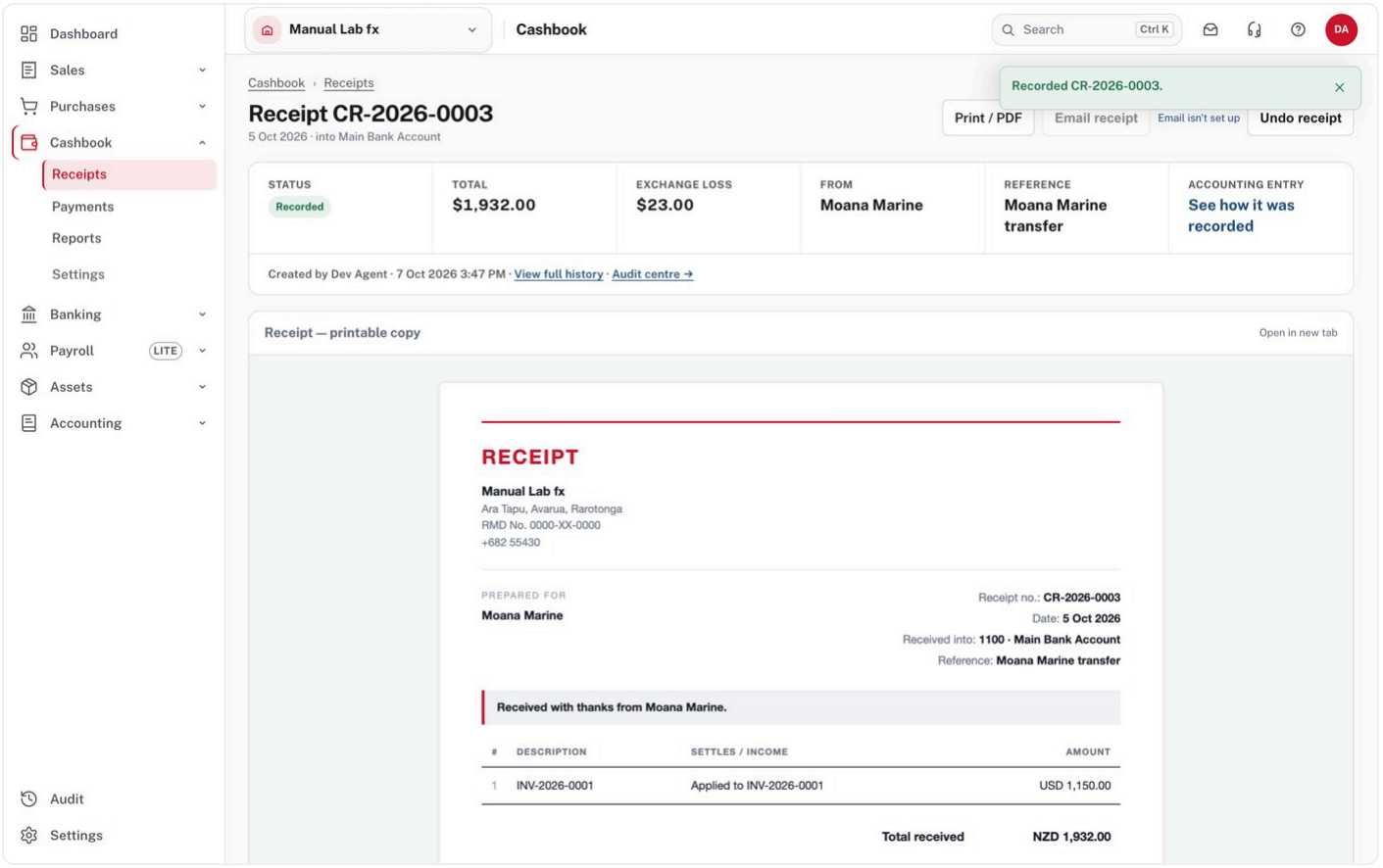


For each invoice you tick, enter **how much of it the payment settles, in its own currency** (USD 1,150.00, **Full**) and **the NZD the bank received** ($1,932.00). Easy shows what that works out to: "Settles USD 1,150.00, booked at $1,955.00 · rate 1.6800 · exchange loss $23.00". The invoice is carried at $1,955.00 because of the revaluation. Without the revaluation it would still be carried at $1,840.00, and the same $1,932.00 would book a gain of $92.00. The invoice stays owed in USD until it is cleared, whatever the NZD came to: paying USD 400 of USD 1,000 leaves USD 600 owing, and the **last** payment clears the invoice completely, so a rounding difference never lingers in Trade Debtors.

Check the Total at the bottom

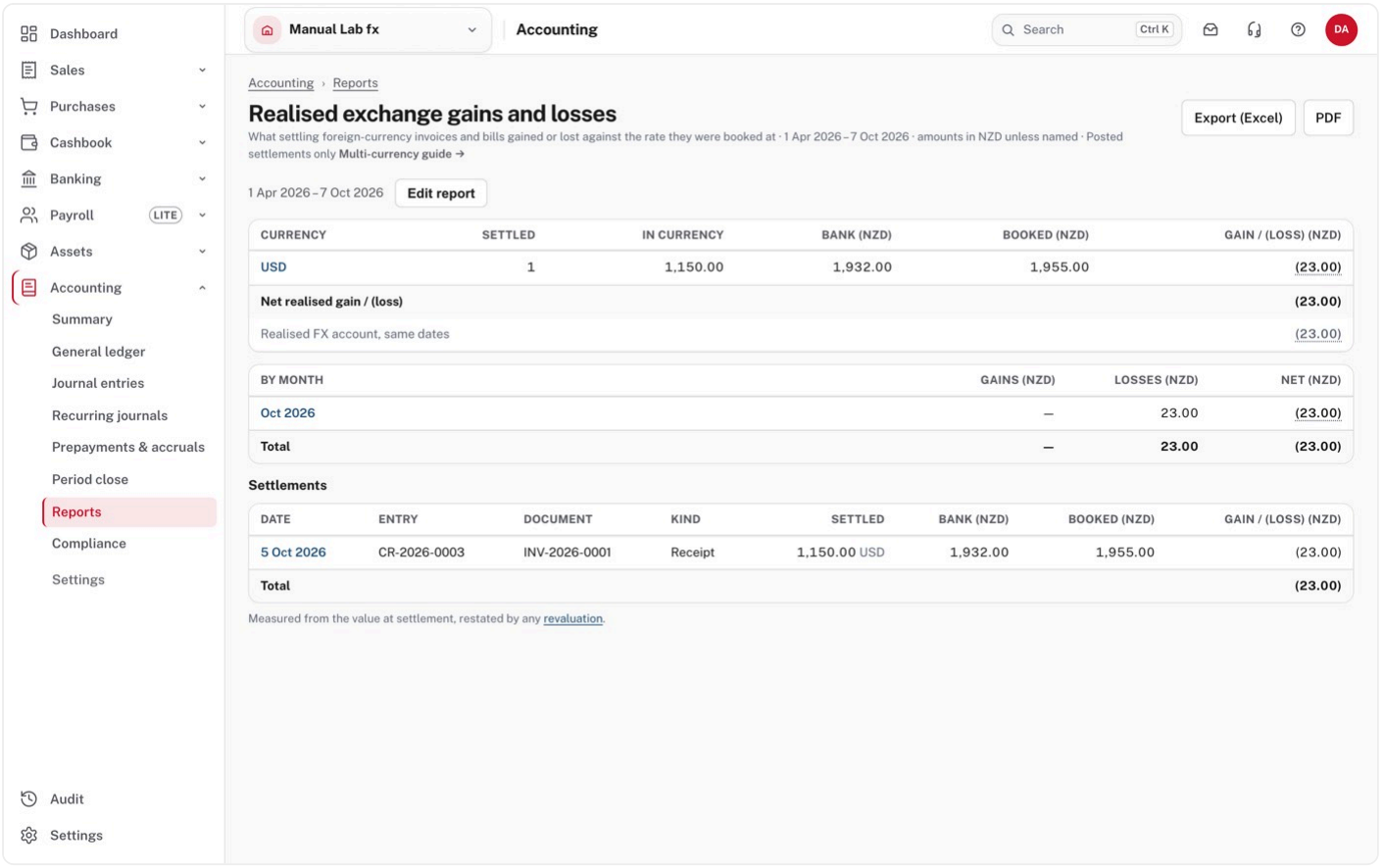
The **Amount received** box near the top starts on the booked figure, 1,955.00, and doesn't change when you type the NZD the bank received, so the form says "$23.00 not yet accounted for" and offers **Keep $23.00 on account**. Ignore both. The receipt is recorded for the NZD typed on the invoice's line ($1,932.00 in total), which is the **Total** in the bar at the bottom.

Choose **Record receipt**.



The receipt says it applied **USD 1,150.00** to the invoice, shows **Total received NZD 1,932.00** and, in the strip at the top, **Exchange loss $23.00**. The gain or loss is posted to **Realised FX Gain/Loss** in the same entry and is never printed for your customer.

Accounting → Reports → Realised exchange gains and losses lists them.



It shows, for each currency, how many documents were settled, the amount **in the currency**, the **bank NZD**, the **booked NZD** and the **gain or loss**, then the same by month and one row per settlement, each opening its receipt or payment. **Realised FX account, same dates** underneath must agree with the total. Together the two gains and losses give 115.00 less 23.00, which is **92.00**: what the USD 1,150 moved from 1.6000 to 1.6800.

Paying a foreign bill is the other way round. Not pictured: **Record payment** on a bill asks for the same two amounts, and **foreign bills are paid one at a time from the cash book**, because a payment run takes only NZD bills (Pay suppliers). A **credit note** in a foreign currency can be applied only to an invoice in the same currency. If the two were raised at different rates, applying one to the other books the difference as a realised gain or loss.

More detail: Getting paid, and paying, in another currency.

Foreign currency and the tax return

The VAT return, the registers and the dashboard add up the **NZD** figures. The tax audit lists each line at its NZD amounts, because that is what the return counts (not pictured). Filtering and sorting invoices and bills by an amount compares the NZD figures too.

Common mistakes

- **Typing the rate upside down.** Enter how many NZD one USD buys (1.6234), not how many USD one NZD buys.

- **Forgetting to revalue before locking the period.** Revalue before you lock it, and note that you can't date a revaluation before one that stands.
- **Entering the bank's amount in the USD box.** The USD box is how much of the invoice is settled, in USD. The NZD box is what the bank got.
- **Editing a rate to fix an old document.** It changes nothing already raised. Undo and re-raise the document, or credit it (Credit notes, undoing and correcting).

Check before you continue

Check before you continue

- ◯ Multi-currency is on, the currencies you use are added, and there is a rate for each currency on or before every document date.
- ◯ Each foreign invoice and bill shows the right currency and rate, and the NZD equivalent is what you expect.
- ◯ Every foreign receipt or payment records both the amount settled in its currency and the NZD that moved at the bank.
- ◯ At each period end, open foreign items were revalued at the closing rate before the period was locked.
- ◯ **Realised exchange gains and losses** agrees with the Realised FX account, and Trade Debtors agrees with the aged report in NZD.

Reports and year-end

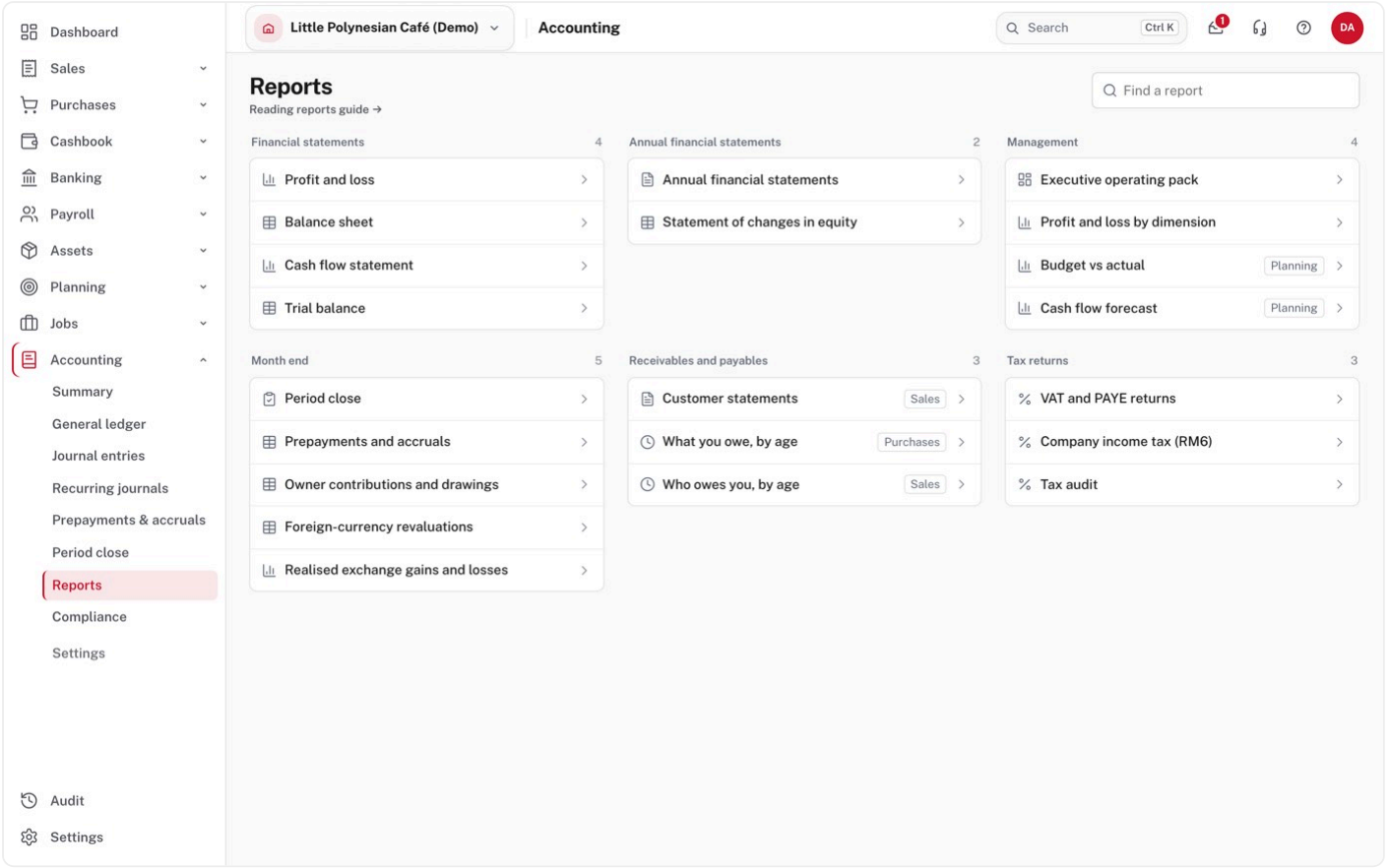
Reading the financial reports

Easy's reports are all worked out from the same entries in your accounts, so they always agree with each other. This chapter shows where they live, how to read the main ones, and how to follow any figure back to the entries behind it. Read them monthly, after the month-end close (Month-end checklist).

> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. All figures are examples.

Where the reports are

Accounting → Reports is the home for the financial statements, the month-end reports and the tax returns. Every module also has its own **Reports** tab (Sales, Purchases, Banking and so on).



The groups are **Financial statements** (profit and loss, balance sheet, cash flow, trial balance), **Annual financial statements**, **Management** (the executive operating pack, profit and loss by dimension, budget vs actual and the cash flow forecast), **Month end**, **Receivables and payables**, and **Tax returns**. A tag such as *Sales* or *Planning* shows which module a report belongs to. **Find a report** at the top right searches every module you can open ("aged", "PAYE"). Your **saved layouts** of the profit and loss, balance sheet and trial balance are listed here too.

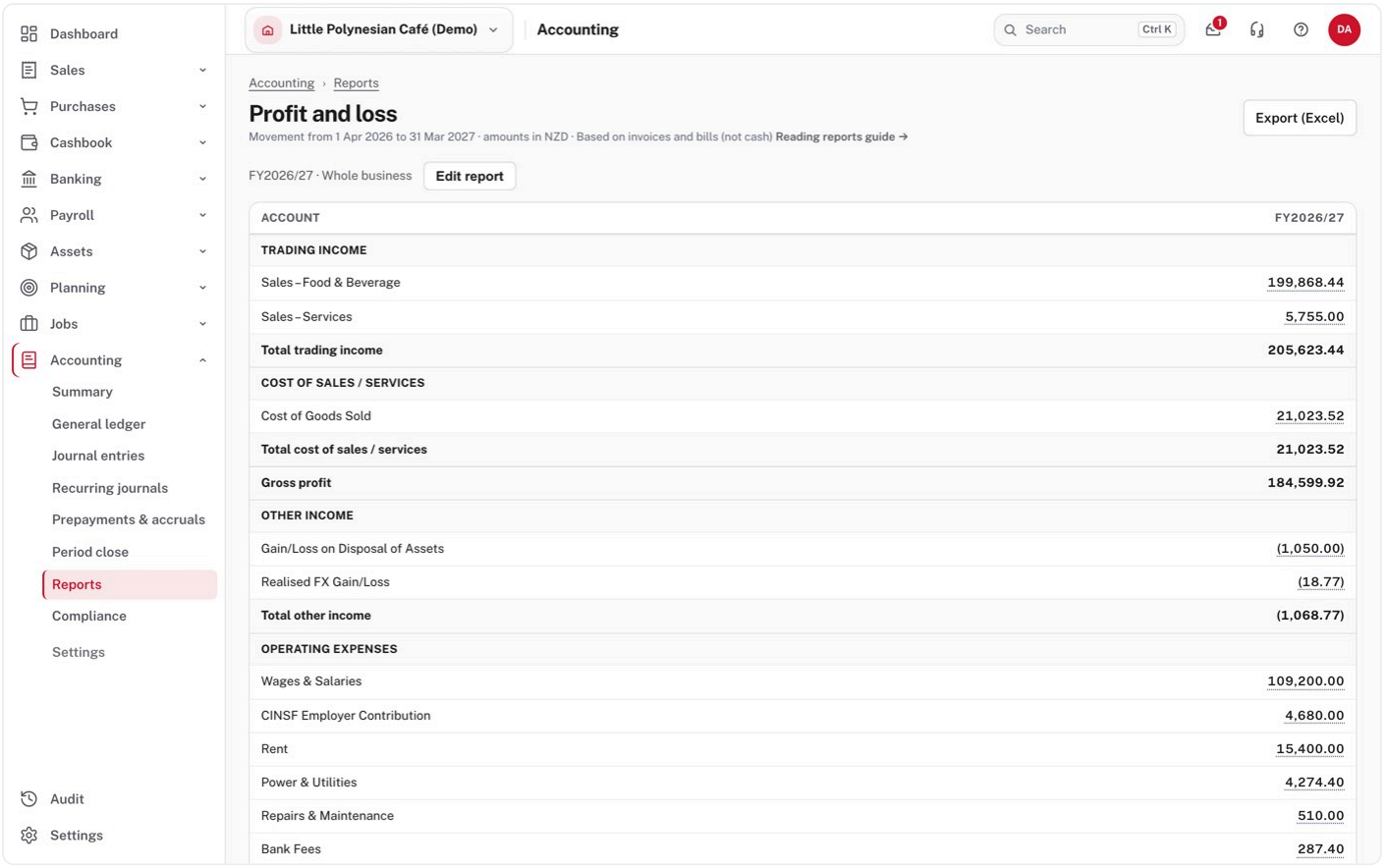
Start with the **Executive operating pack** for a quick look, then open the detailed report to investigate.

The dates a report opens on

A report over a period (profit and loss, cash flow, owner money) opens on your **financial year to date**: from the first day of the year (1 April unless you changed it under **Settings → Accounting**) to today. The trial balance opens as at today. Change the dates to see any other period; the dates stay in the page address, so going **back** returns to them.

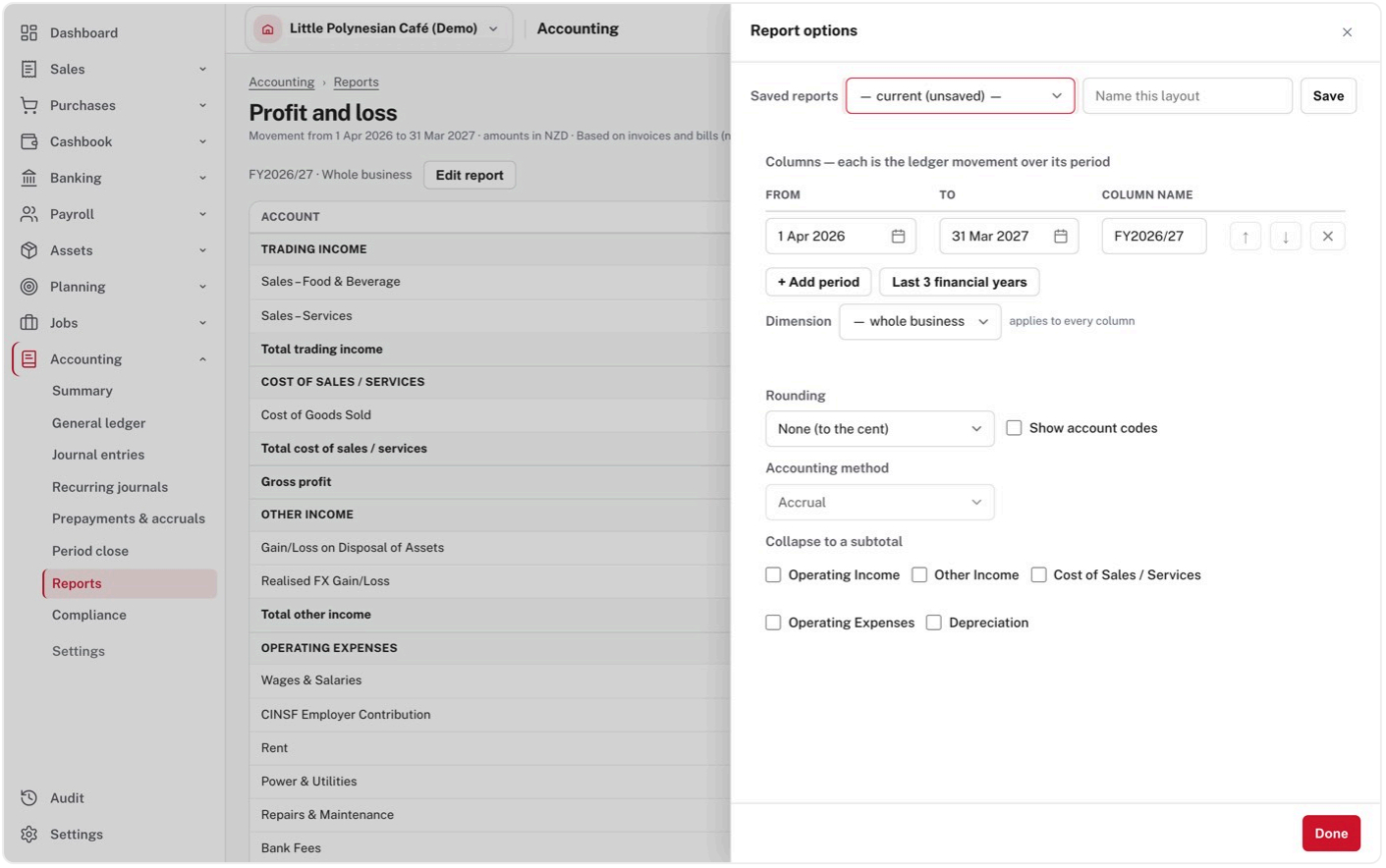
Profit and loss

Reports → Profit and loss.



It shows the **movement** for the period: **trading income**, then **cost of sales** and **gross profit**, **other income** (a loss on selling an asset shows in brackets), **operating expenses**, and the **net profit** at the foot. The line under the title says what the report is based on: **invoices and bills, not cash** (accrual) unless you chose the cash basis.

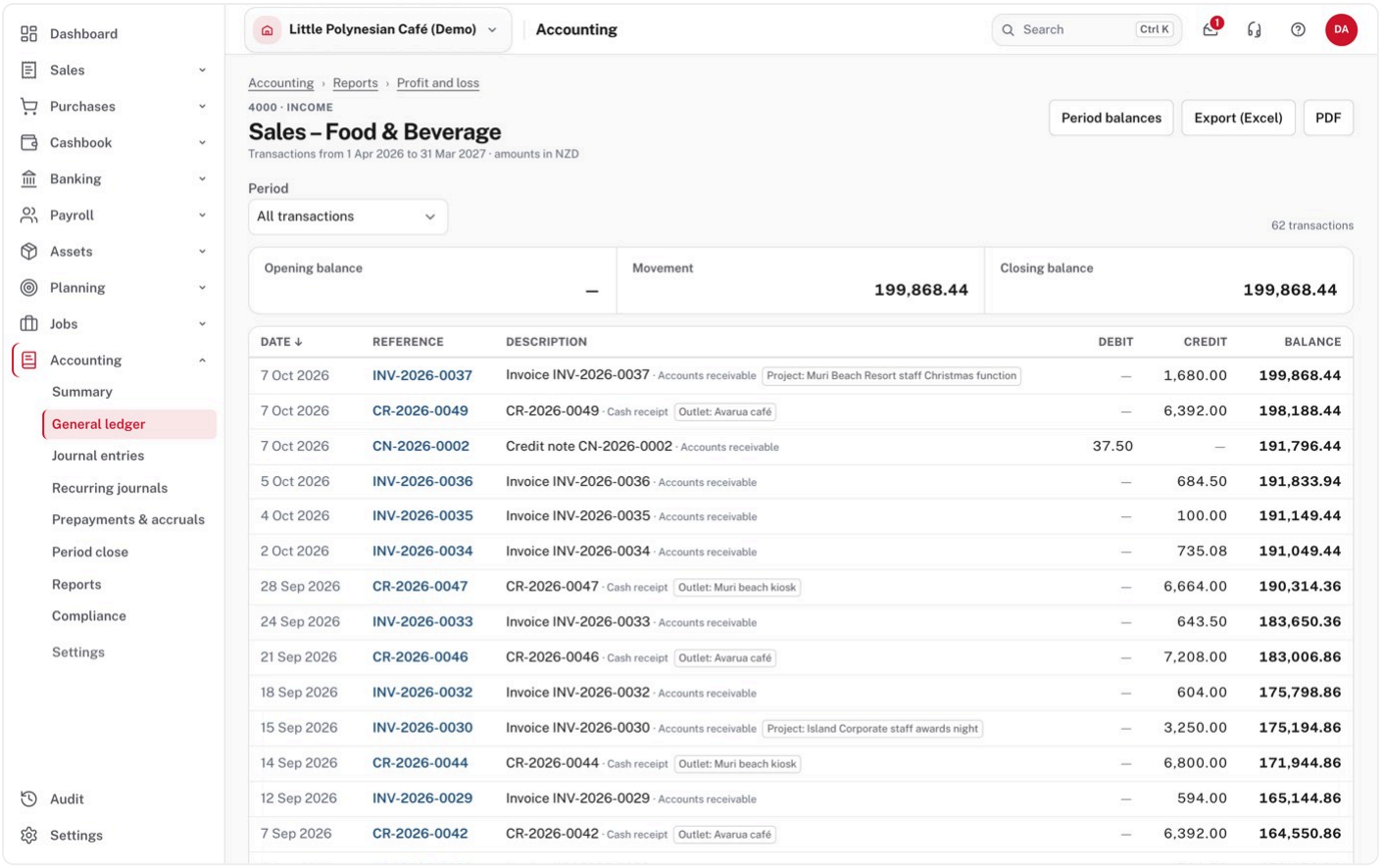
Choose **Edit report** to change what you see.



- **Columns**: each is a period you name. **+ Add period** adds another, and **Last 3 financial years** adds three at once, side by side.
- **Dimension**: show the whole business, or one *Outlet* or *Project* (Reporting dimensions).
- **Rounding**: to the cent, whole dollars, or thousands. **Show account codes** adds the codes.
- **Accounting method**, and **Collapse to a subtotal** to fold a whole section down to one line.
- **Saved reports**: name a layout and **Save**, and it appears on the Reports page for next time.

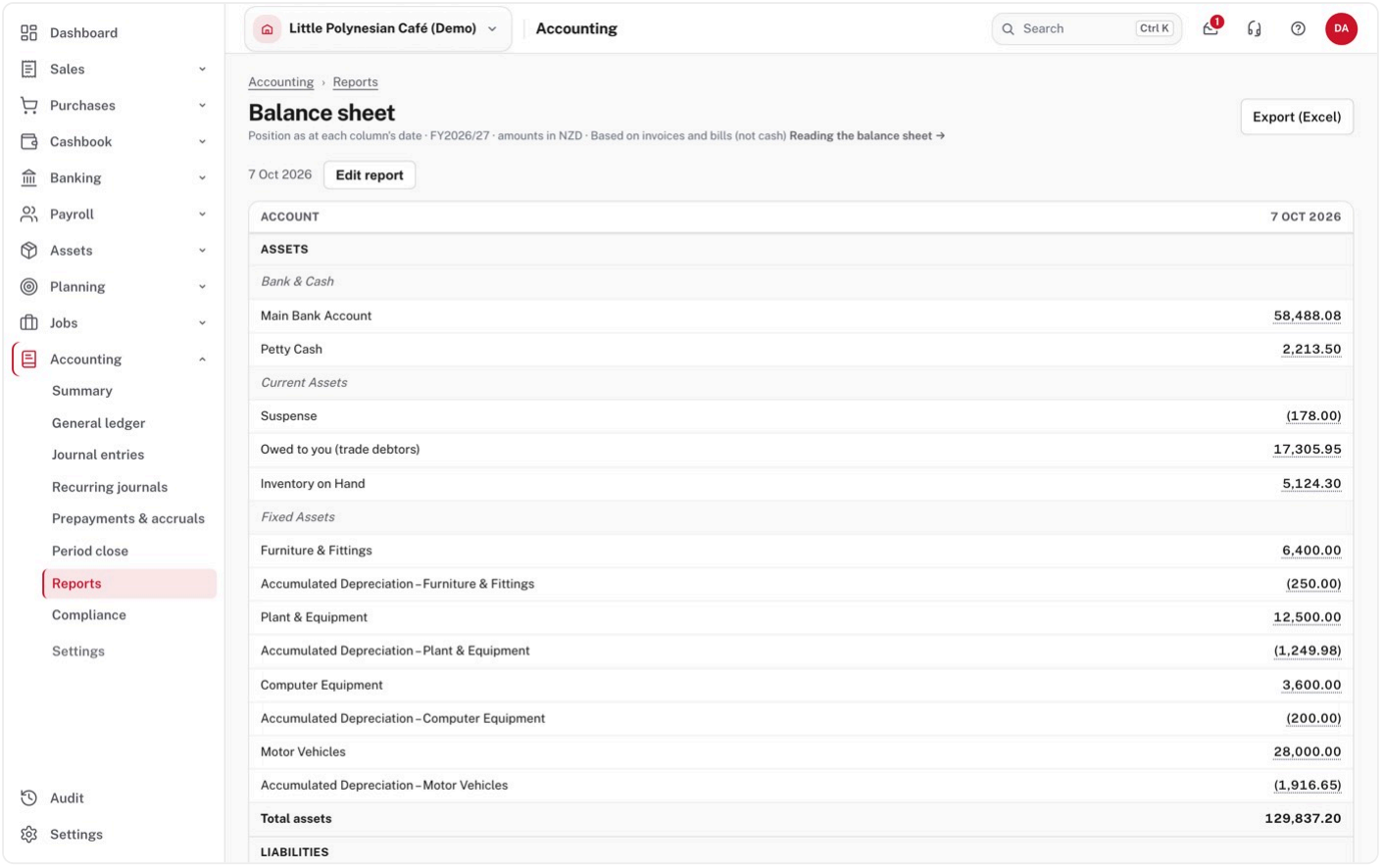
Follow any figure to the entries behind it

Every figure with a dotted underline opens what makes it up.



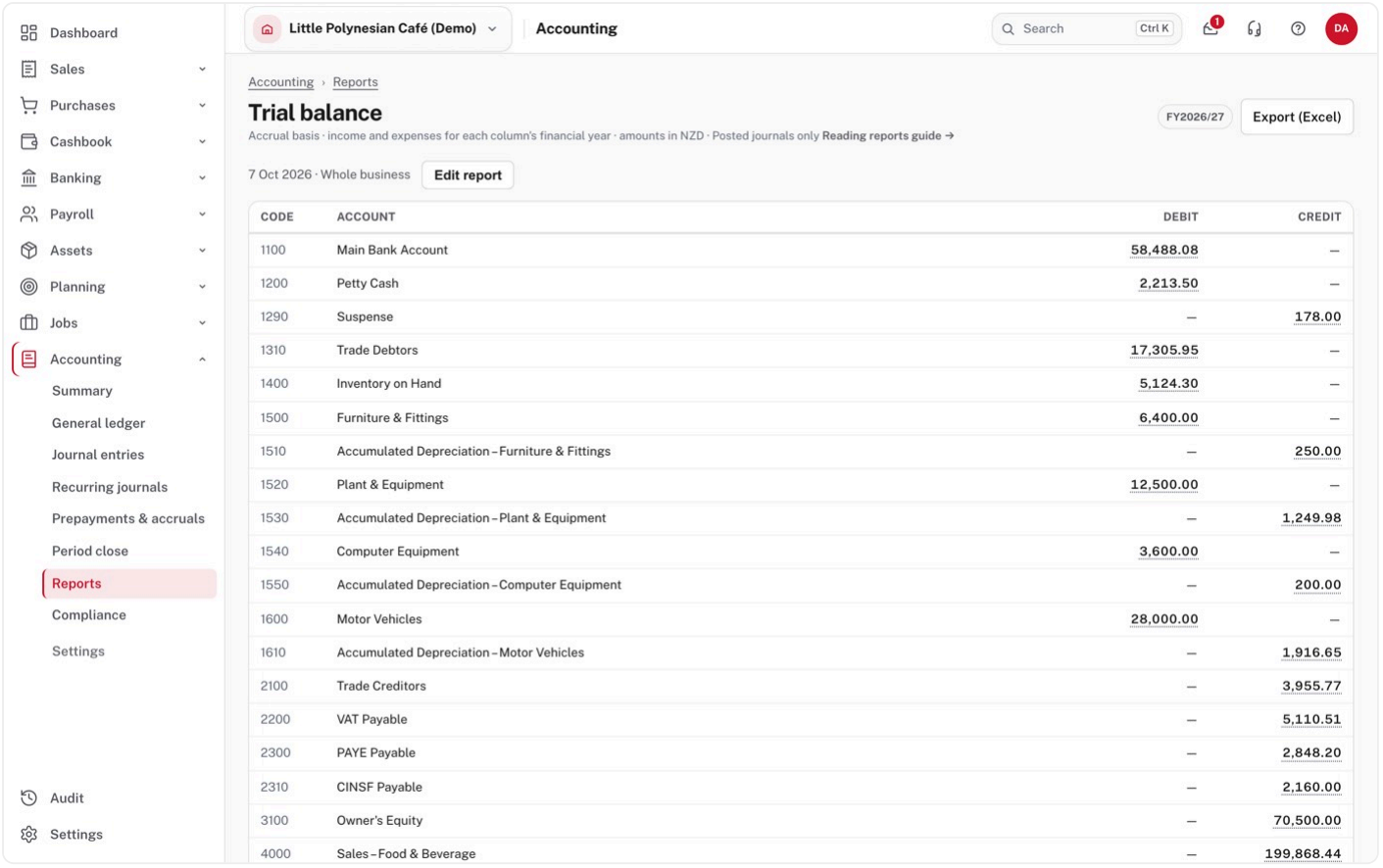
On the profit and loss, balance sheet, trial balance and summary, an account's figure opens **that account's transactions for the same dates**, where the movement or closing balance is the figure you chose. Each reference opens the invoice, receipt or journal behind it. Totals, profit and "computed" lines (such as prior years' earnings) are worked out from other lines, so they open nothing. The steps you took appear above the title (**Accounting › Reports › Profit and loss**): choose any step to go back exactly as you left it. **Period balances**, **Export (Excel)** and **PDF** are on the account page.

Balance sheet



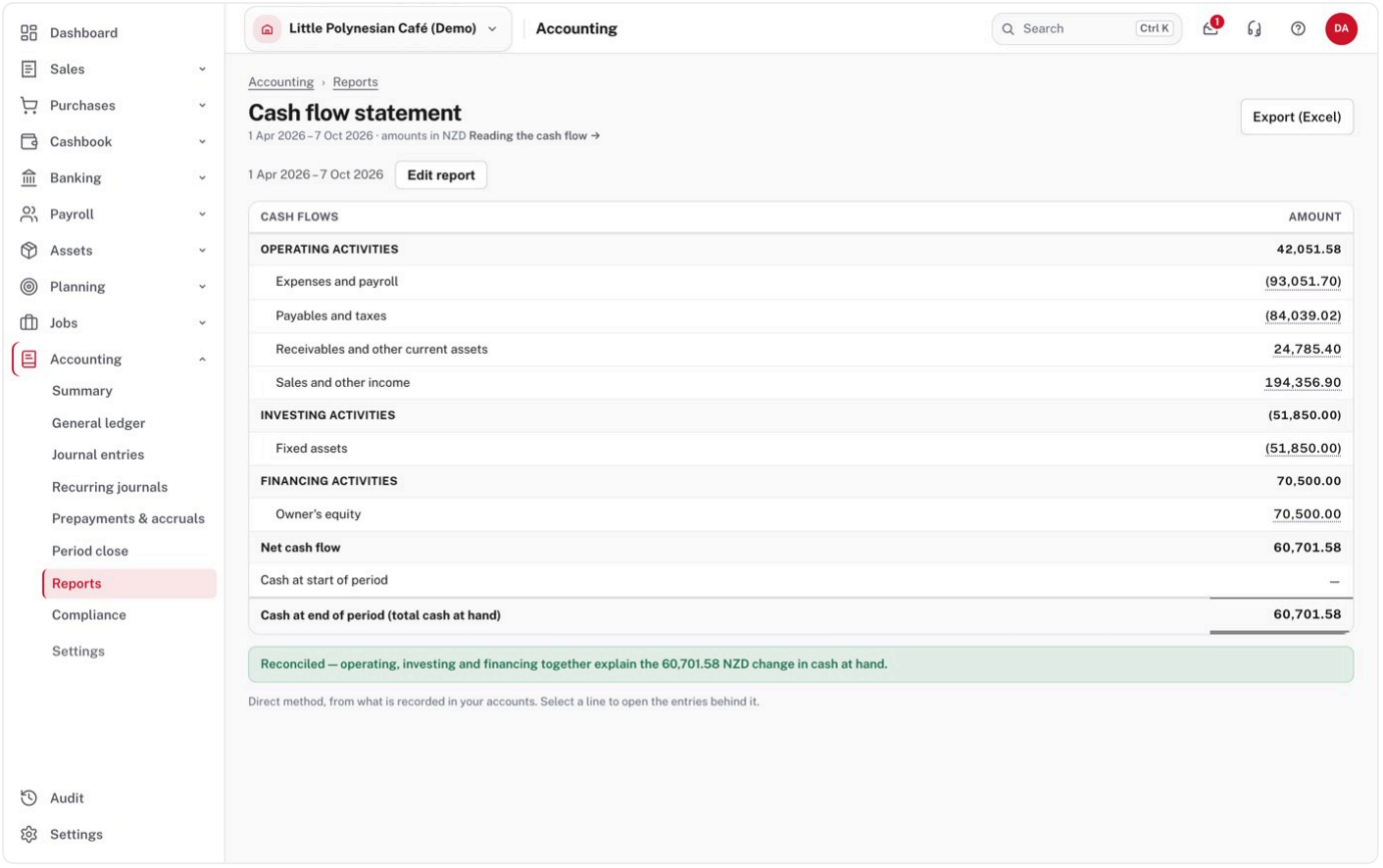
Every column is worked out from everything recorded in your accounts **as at its date**. Prior years' profit and loss is included in retained earnings **without an automatic closing journal**: Easy never closes the books off at year end, so you will not find a "close the year" step. Retained earnings opens its account only when nothing in it is worked out from earlier years.

Trial balance



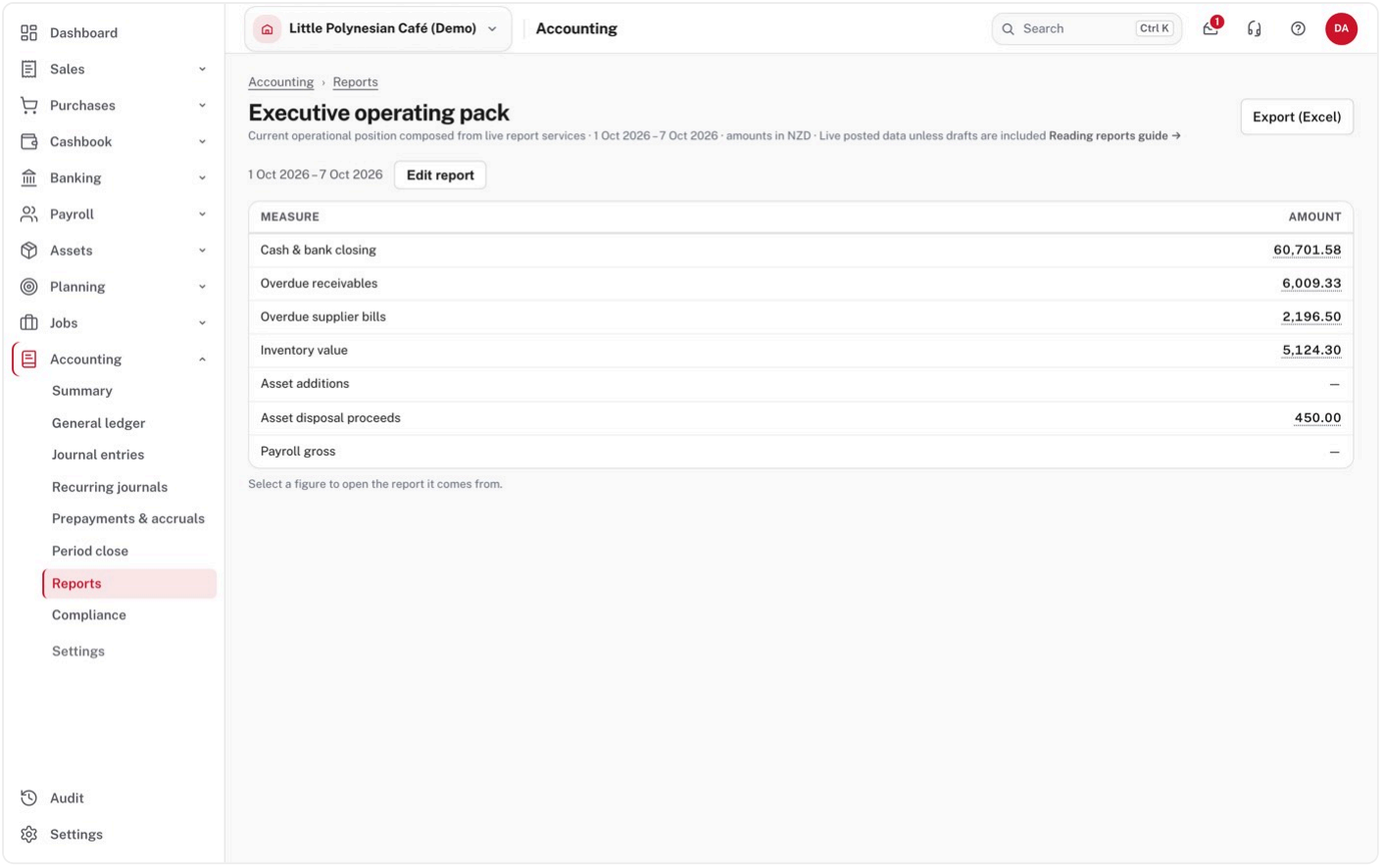
Every account's balance as at the date, in debit and credit columns, which must add up to the same total. It opens as at today with the year's income and expenses. An accountant's tool, and the first thing to look at when something doesn't agree.

Cash flow



The statement uses the **direct method**, built from the journals in your accounts. Each journal that moves a bank or cash account is placed by the account it mostly moved against. **Transfers between your own bank and cash accounts are left out**, because they net to zero. Choose a line to see the journals placed in it; their cash adds up to the line. Cash at the start and end is the balance of every bank and cash account. The **period-close** check compares it with the bank and cash ledger.

Executive operating pack



A one-page look at **where the business stands now**: cash and bank, overdue receivables, overdue supplier bills, inventory value, asset additions and disposal proceeds, and payroll gross, for the dates you choose. Choose a figure to open the report it comes from.

The accounting summary

Accounting → Summary shows the balance sheet beside the profit and loss, as at a date, in one column each. It carries the same figures as the full reports. Choose any amount to open that account's transactions.

Budget variance

If you use **Planning**, **Budget vs actual** compares actuals with budget for the same window. **A positive variance is always favourable**: for income it means actual above budget, for an expense actual below budget. **Annual budget** is the whole year's budget for the account; **Budget still to come** is the part planned after the period you are reporting on. If a budget has been reforecast, a **Budget version** box lets you compare against any version.

More detail: Reading the reports.

When a figure looks wrong

1. Open it. The transactions behind it say which entry is odd.
2. Check the **dates**: a report that opened on the financial year to date will not match one you ran for a calendar month.
3. Check the **basis**: accrual (invoices and bills) and cash (receipts and payments) give different profits for the same period.
4. Check for **drafts**: reports use **posted** entries only, unless a report says drafts are included.

Check before you continue

Check before you continue

- [ ] You opened each statement for the right dates and the right basis.
- [ ] The balance sheet balances, and the trial balance's debits equal its credits.
- [ ] Profit and cash tell a story you can explain (a profit with falling cash usually means money owed to you has grown).
- [ ] Any figure that surprised you has been opened and traced to an entry.
- [ ] You saved the layouts you use every month.

Year-end: the annual statements

Do this once a year, after the last month is closed. Easy produces a **pack of annual financial statements** as one PDF for your accountant, the owners and the bank. It is worked out from your books, shows last year beside this year, and needs only a few words typed.

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*, for FY2026/27 (its year to 31 March 2027, which is still running). A real year-end is run after the year has ended.

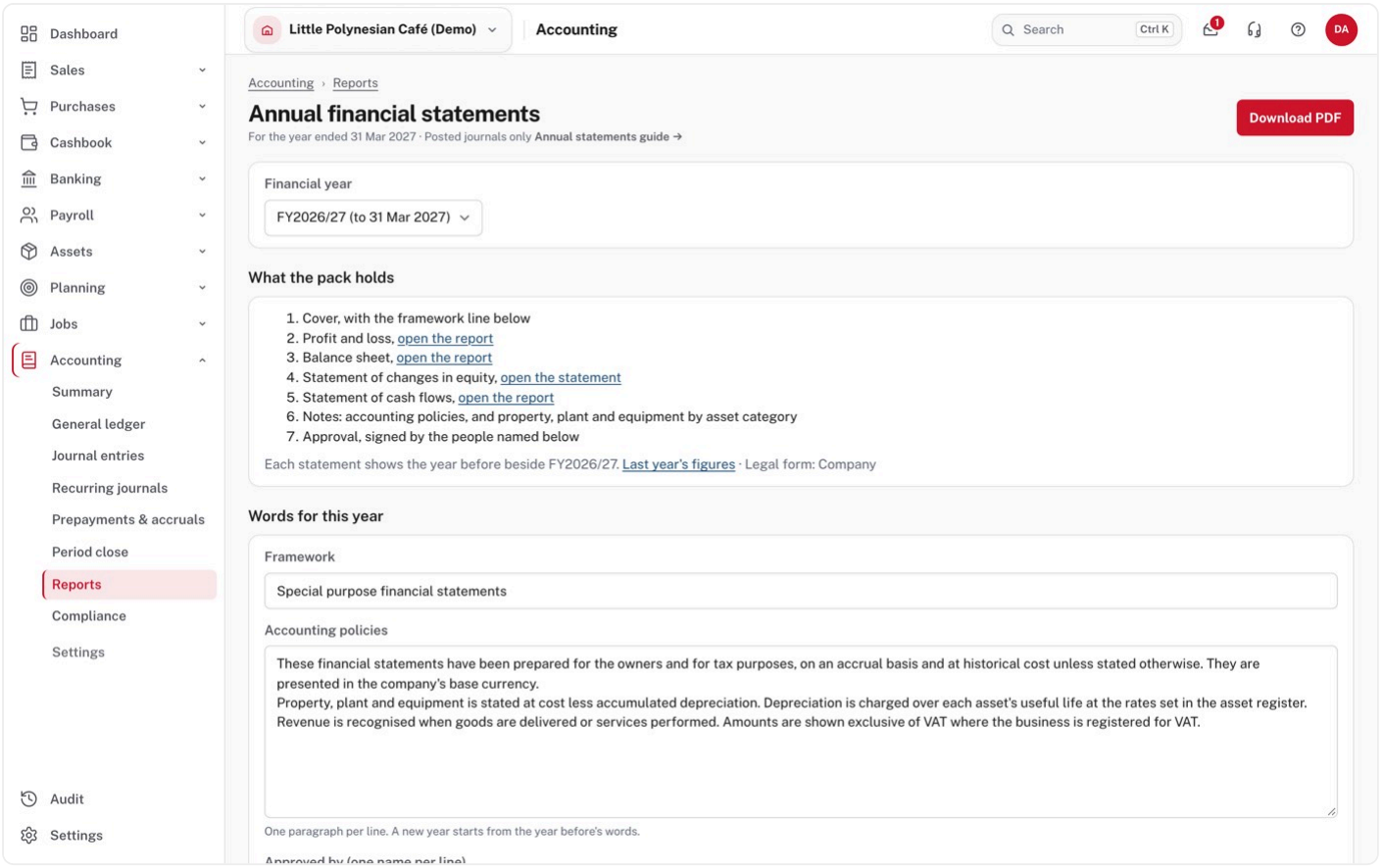
Before you start

Year-end is the end of twelve month-ends, so the real work is done already:

- **Every month is closed** and the last one is signed off (Month-end checklist).
- **Every bank account is reconciled to the year-end statement** (Bank reconciliation).
- **Fixed assets** have been depreciated to the year end, stock has been counted, and any year-end journals (accruals, prepayments, leave owing) are posted.
- **VAT and PAYE** for the last month are filed and paid, and the company's tax return can be prepared (Company income tax return).
- The company's **legal form** is right (**Settings → Business details**): it decides how the statements are laid out.

Step 1. Open the annual statements

Accounting → Reports → Annual financial statements.



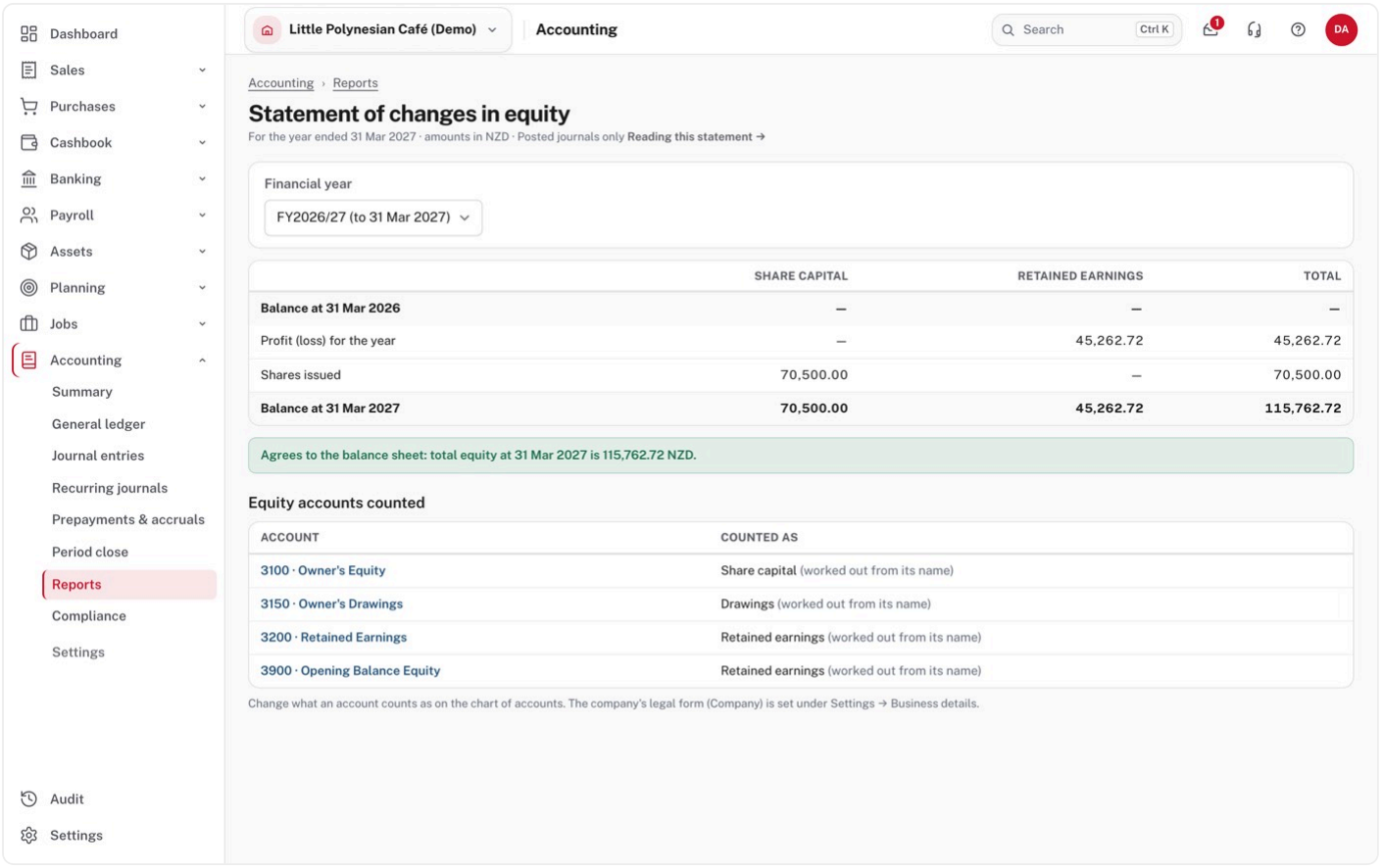
Choose the **financial year**. The page lists **what the pack holds**:

1. A **cover** with the business name, the year end and the framework line.
2. The **profit and loss** (a not-for-profit's statement of financial performance).
3. The **balance sheet** (statement of financial position).
4. The **statement of changes in equity** (a not-for-profit's changes in net assets).
5. The **statement of cash flows**.
6. **Notes**: the accounting policies, and property, plant and equipment by asset category if the company keeps an asset register.
7. An **approval page** with a line for each person named to sign.

Each of statements 2, 3 and 5 has an **open the report** link, and the equity statement an **open the statement** link, so you can read each one before it goes in the pack. **Every statement shows last year beside this year.**

Step 2. Check the equity statement

Choose **open the statement**.



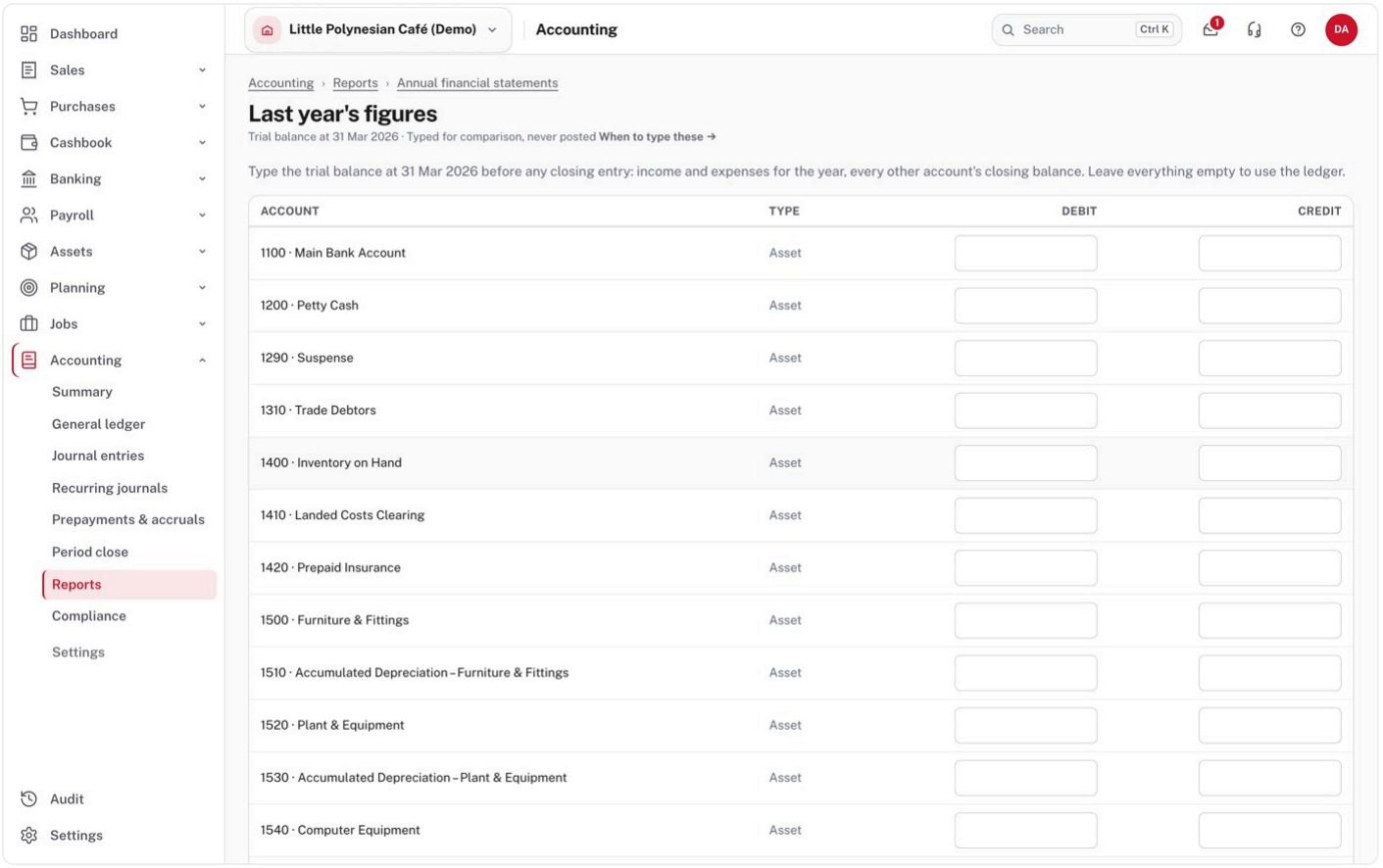
It shows how equity moved during the year: the balance the day before the year began, the **profit or loss for the year**, money the owners put in or took out, dividends, revaluations and transfers, and the balance at year end. Easy works it out from your accounts, so no closing journal is needed. A green line confirms **"Agrees to the balance sheet: total equity at 31 Mar 2027 is ..."**. If it says it does not agree, find out why before you go on.

- **Drawings** and **dividends** count for their year only. What they held before the year is part of the opening capital or retained earnings.
- The **columns follow your legal form**: a company shows share capital, reserves and retained earnings; a sole trader or partnership shows the owners' equity; a not-for-profit shows accumulated funds, restricted funds and reserves.
- **Equity accounts counted** lists every equity account and what it counts as (share capital, owner's capital, drawings, dividends, a reserve, a revaluation reserve, restricted funds or retained earnings), "worked out from its name". **If the guess is wrong**, open the account on the chart of accounts and choose **Counted as**.

More detail: Annual financial statements.

Step 3. Last year's figures (only if Easy doesn't have them)

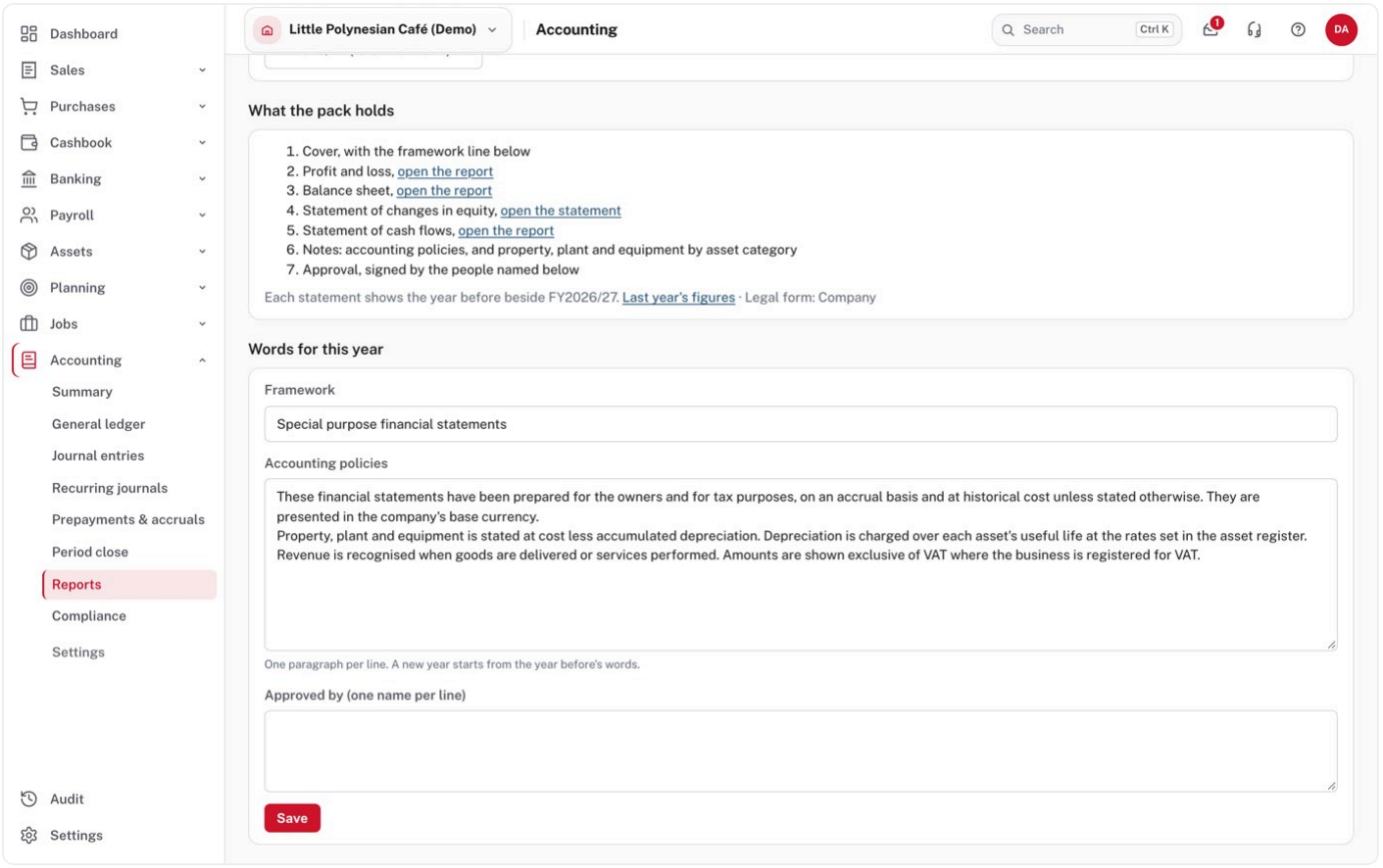
If the company's earlier years are not in Easy, you can type last year's trial balance so the comparative column has something to show.



Choose **Last year's figures** on the annual statements page. Type the trial balance **as it stood at the year end, before any closing entry**: the year's income and expenses, and every other account's closing balance. **Debits must equal credits.** These figures are used only for the comparative column: **they are never recorded in your accounts and move no balance.** While they are typed, last year's statement of changes in equity is not shown, because there is no opening balance to start it from. **Leave everything empty to use the ledger.**

Step 4. Write the words for the year

Scroll down: the **framework**, **accounting policies** and **approvers** are the only things typed on the page.



- **Framework**: the line on the cover (here *Special purpose financial statements*).
- **Accounting policies**: one paragraph per line. A new year starts from the year before's words, so **change only what changed**.
- **Approved by**: one name per line; each gets a signing line on the approval page.

An Owner, Administrator or Accountant can edit the words and last year's figures. **Anyone who can read the books can download the PDF.**

Step 5. Download the pack

Choose **Download PDF** (top right). Read it through once, front to back, before it leaves the building: the cover, each statement, the notes and the approval page.

Give your accountant the PDF, the month-end packs for each month, the bank reconciliation reports, and the VAT, PAYE and company tax returns. Statements are worked out from posted journals only, so check there are no drafts you meant to post.

Check before you continue

Check before you continue

- ◯ Every month of the year is signed off, and every bank account is reconciled to its year-end statement.
- ◯ The equity statement says **Agrees to the balance sheet**.
- ◯ The framework, policies and approvers' names are right for this year.
- ◯ Last year's comparatives are correct (from the ledger, or typed in and checked).
- ◯ The PDF has been read end to end, then signed by the people named on the approval page.

Sales, spend and the registers

Three reports answer the questions an owner asks most: **who buys from you, what you sell and who you pay.** They are **Sales by customer**, **Sales by item** and **Spend by supplier**. Beside them are four **registers**, plain lists of what was recorded: invoices and credit notes, bills and supplier credit notes, money received and money paid out. Read them monthly, or whenever you need to answer a question about a customer, a product or a supplier. They belong with Reading the financial reports, which covers the statements built from the same entries.

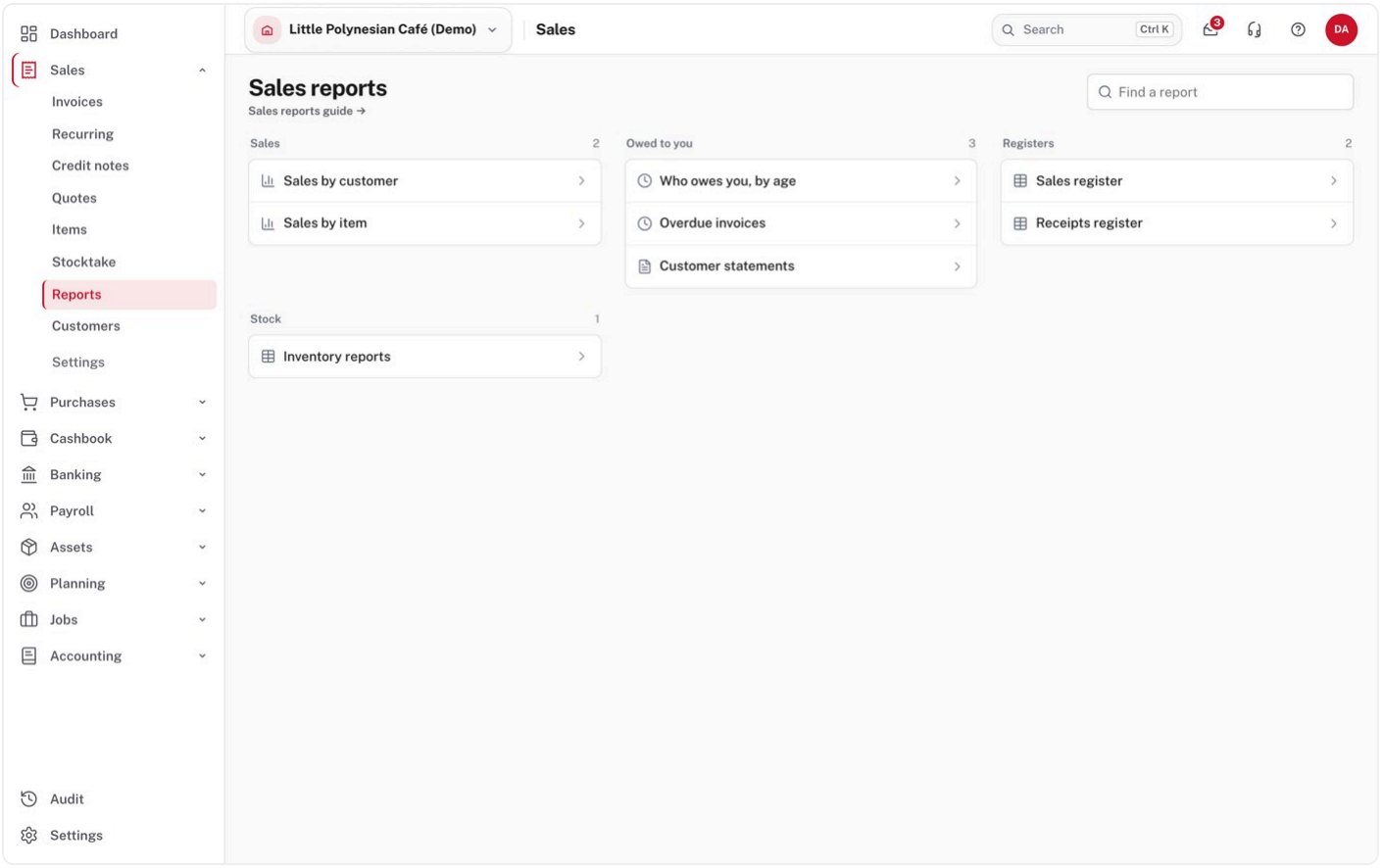
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. Every customer, supplier and amount is made up, so your figures will differ. Some entries named *Manual: ...* were added for other chapters of this manual.

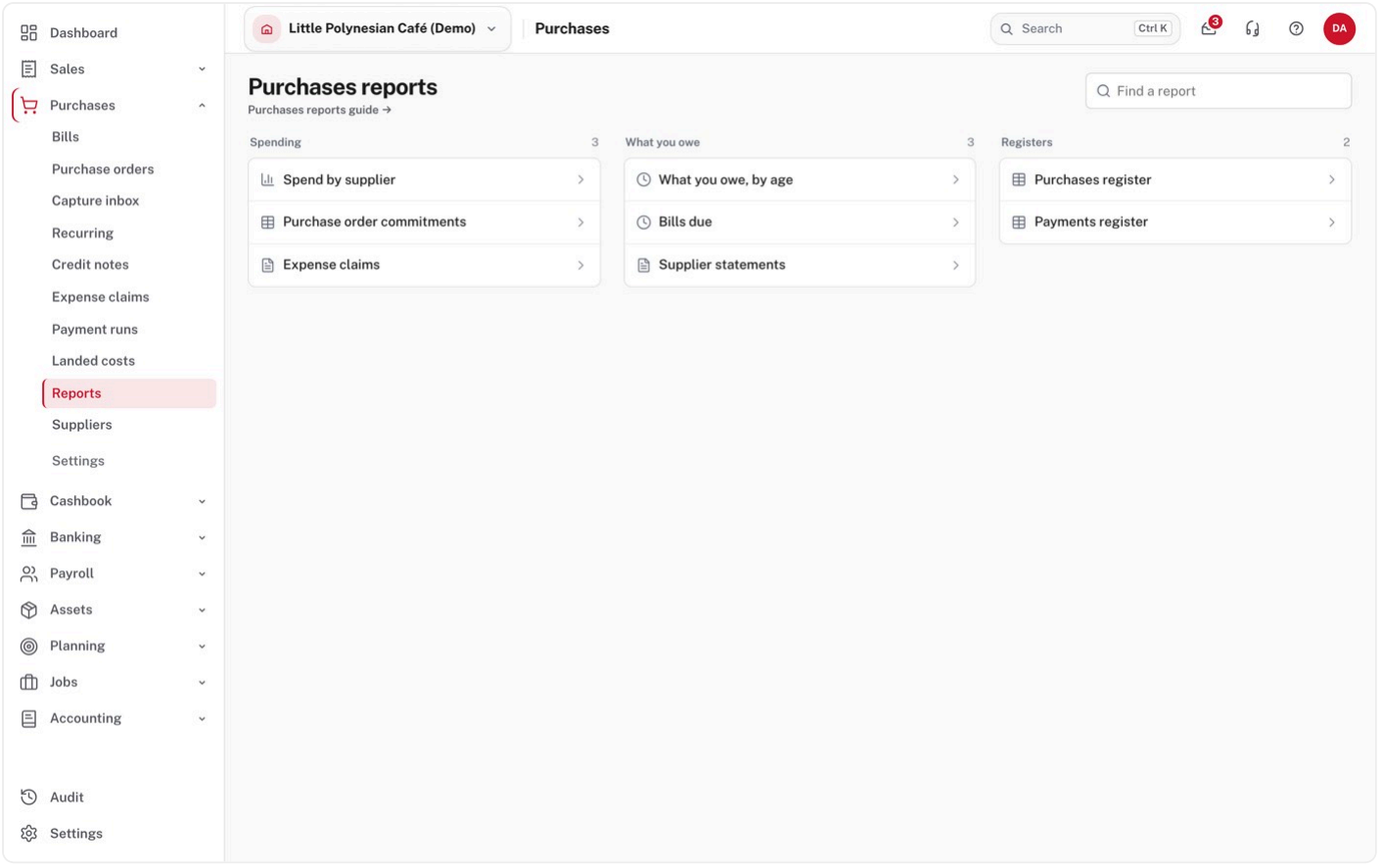
Before you start

- **Invoices are finalised and bills are recorded.** The three analyses count only those. A draft, or a document still waiting for approval, is left out until it is finalised or recorded.
- **Pick items on invoices** if you want Sales by item to be useful. Lines typed as free text all land in one row.
- **Who can read them.** Any role that can read the books; the self-service Employee role can't. They change nothing.

Step 1. Find the reports

Sales → Reports and **Purchases → Reports**

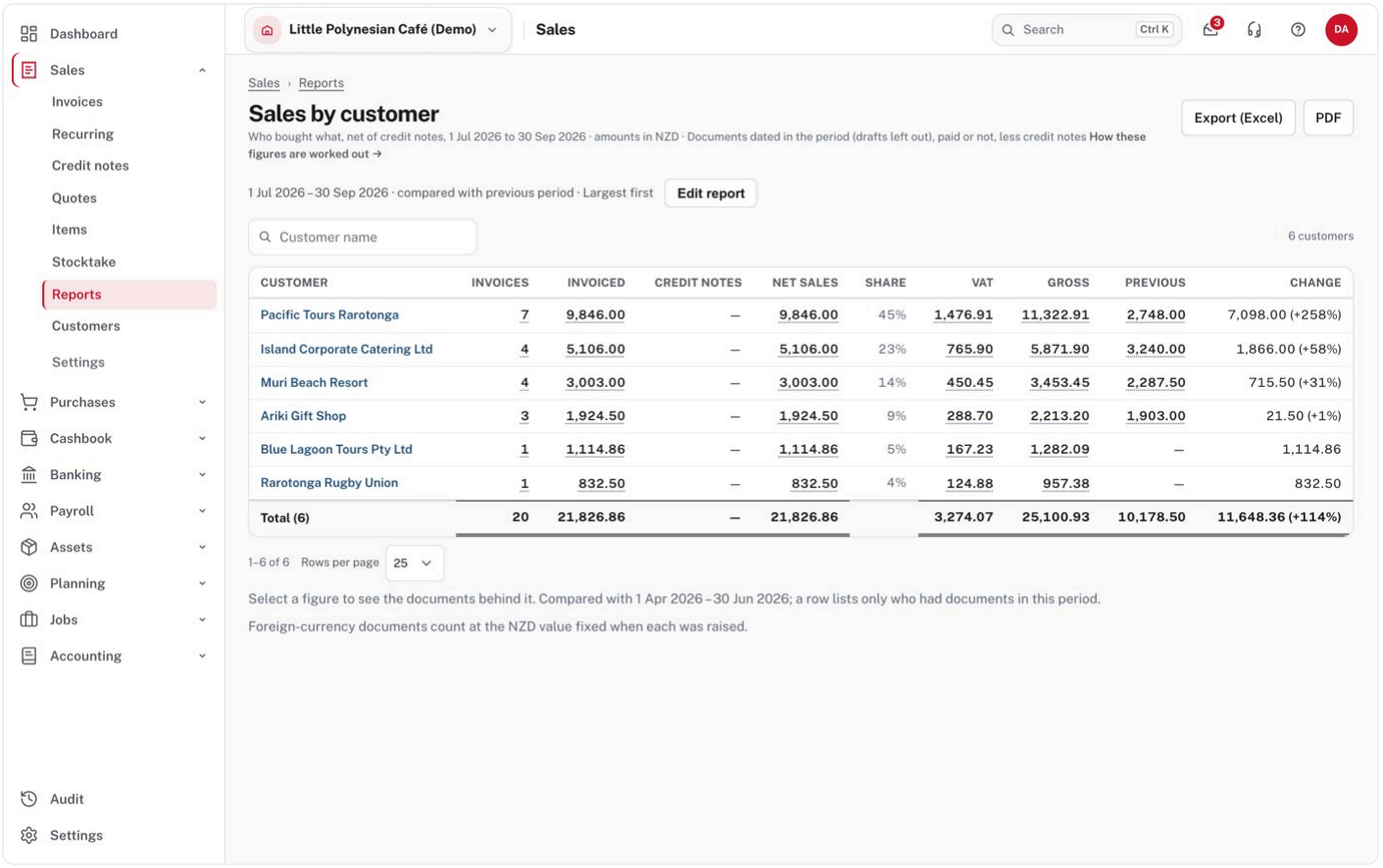

Dashboard
Sales
Invoices
Recurring
Credit notes
Quotes
Items
Stocktake
Reports
Customers
Settings
Purchases
Cashbook
Banking
Payroll
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Sales
Search
Ctrl K
DA
Sales reports
Sales reports guide →
Find a report
Sales 2
Sales by customer
Sales by item
Owed to you 3
Who owes you, by age
Overdue invoices
Customer statements
Registers 2
Sales register
Receipts register
Stock 1
Inventory reports


Dashboard
Sales
Purchases
Bills
Purchase orders
Capture inbox
Recurring
Credit notes
Expense claims
Payment runs
Landed costs
Reports
Suppliers
Settings
Cashbook
Banking
Payroll
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Purchases
Search
Ctrl K
DA
Purchases reports
Purchases reports guide →
Find a report
Spending 3
Spend by supplier
Purchase order commitments
Expense claims
What you owe 3
What you owe, by age
Bills due
Supplier statements
Registers 2
Purchases register
Payments register

Each module keeps its reports on its own **Reports** tab, in groups. Under Sales: **Sales by customer** and **Sales by item**; **Who owes you, by age**, **Overdue invoices** and **Customer statements** (see Chasing overdue invoices); the **Sales register** and **Receipts register**; and **Inventory reports**. Under Purchases: **Spend by supplier**, **Purchase order commitments** and **Expense claims**; **What you owe, by age**, **Bills due** and **Supplier statements** (Pay suppliers); the **Purchases register** and **Payments register**. **Find a report** at the top right searches every module you can open.

Step 2. Sales by customer

Sales → Reports → Sales by customer



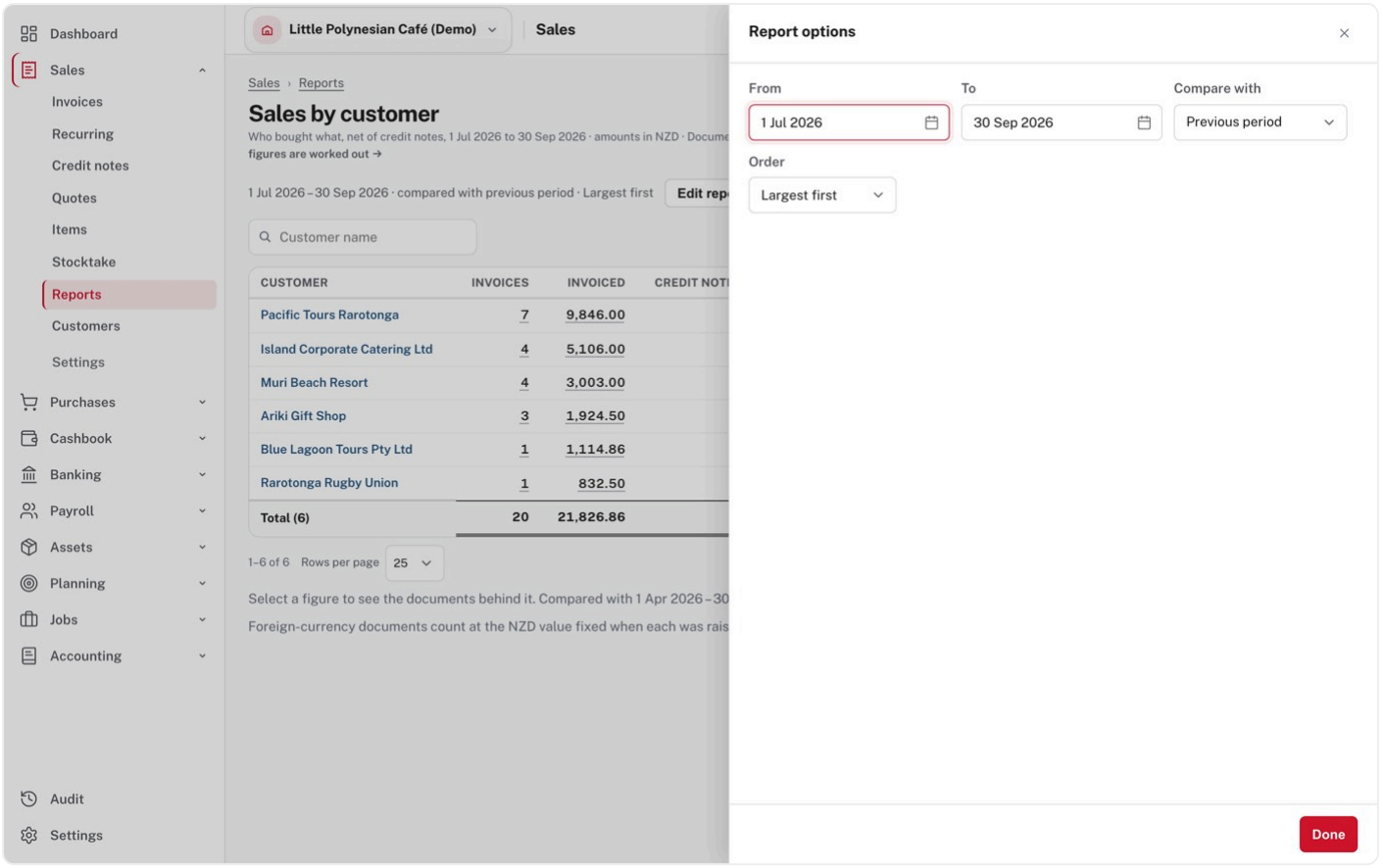
One row for each customer with invoices or credit notes in the period.

Column	What it shows
Invoices	How many invoices
Invoiced	What they came to, before VAT
Credit notes	What credit notes took off (and how many notes)
Net sales	Invoiced less credit notes, before VAT
Share	That row's part of the total net sales
VAT, **Gross**	The VAT, and net plus VAT. A company that is not VAT-registered sees no VAT column
Previous, **Change**	Only when you compare: the same measure for the earlier period, and the difference with a percentage

The line under the title says what is counted: **documents dated in the period (drafts left out), paid or not, less credit notes.** An invoice counts in the period it is **dated**, whether or not it has been paid. Every amount is in the base currency (NZD here); a foreign-currency invoice counts at the NZD value fixed when it was raised, so rows add up. The **Total** row is always there.

Choose the period and the comparison

The report opens on the **month to date**: the 1st of this month to today. Choose **Edit report** to change what it shows.

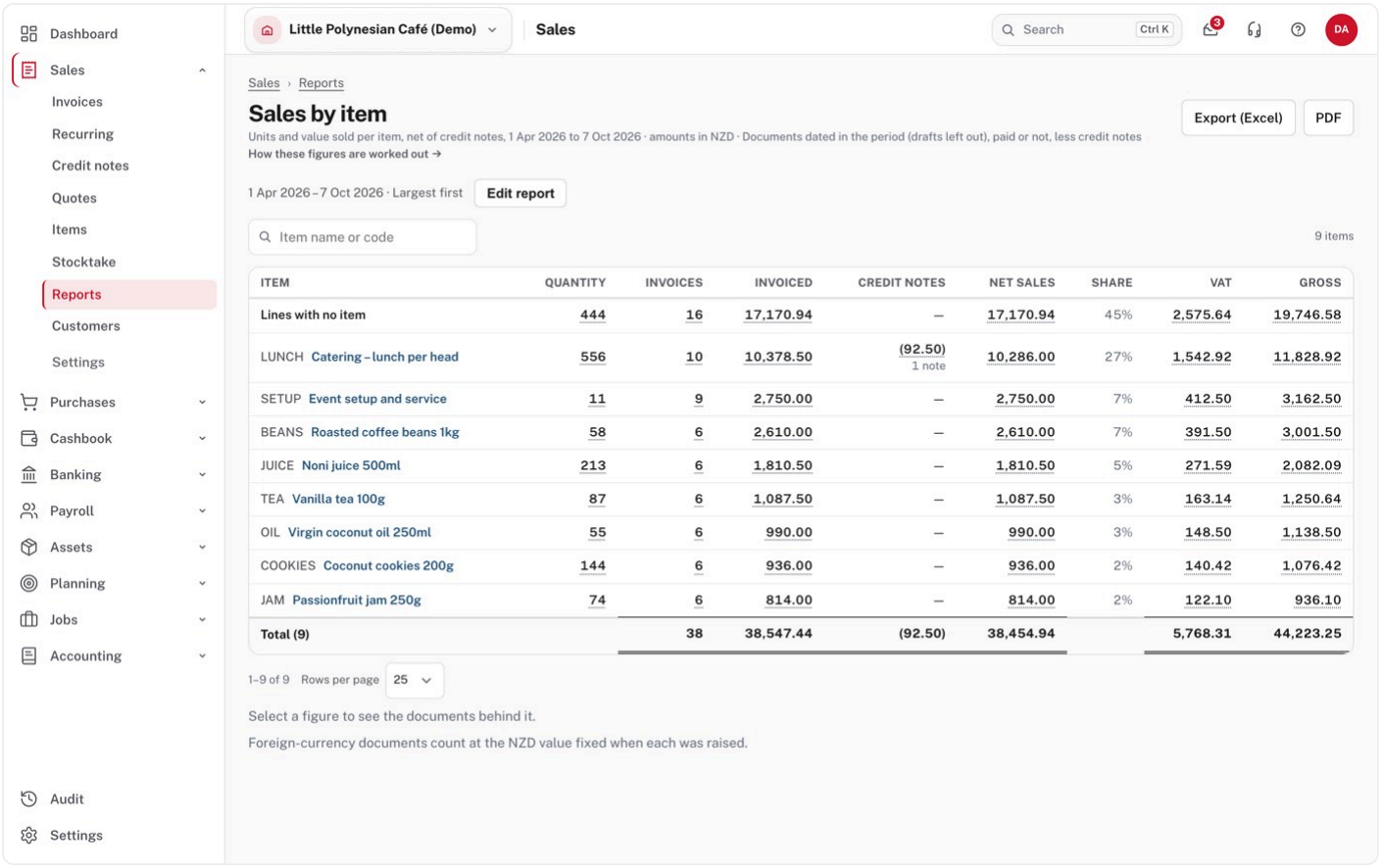


Setting	Choices
From, **To**	Any two dates
Compare with	**No comparison**, **Previous period** or **Same dates last year**
Order	**Largest first**, **Smallest first**, **By name** or **Most documents**

Previous period is the same number of months just before, for whole months (July to September against April to June, as in the picture), and the same number of days just before for any other dates (Help). Here net sales went from $10,178.50 to $21,826.86, **+114%**. A customer who bought only in the earlier period is not listed, but the **Previous** total still includes them. Where the earlier period has nothing, **Previous** shows a dash (see *Blue Lagoon Tours Pty Ltd*). The **search box** finds a customer by name. Every setting is kept in the page address, so you can go back, bookmark the report or send the link.

Step 3. Sales by item

Sales → Reports → Sales by item

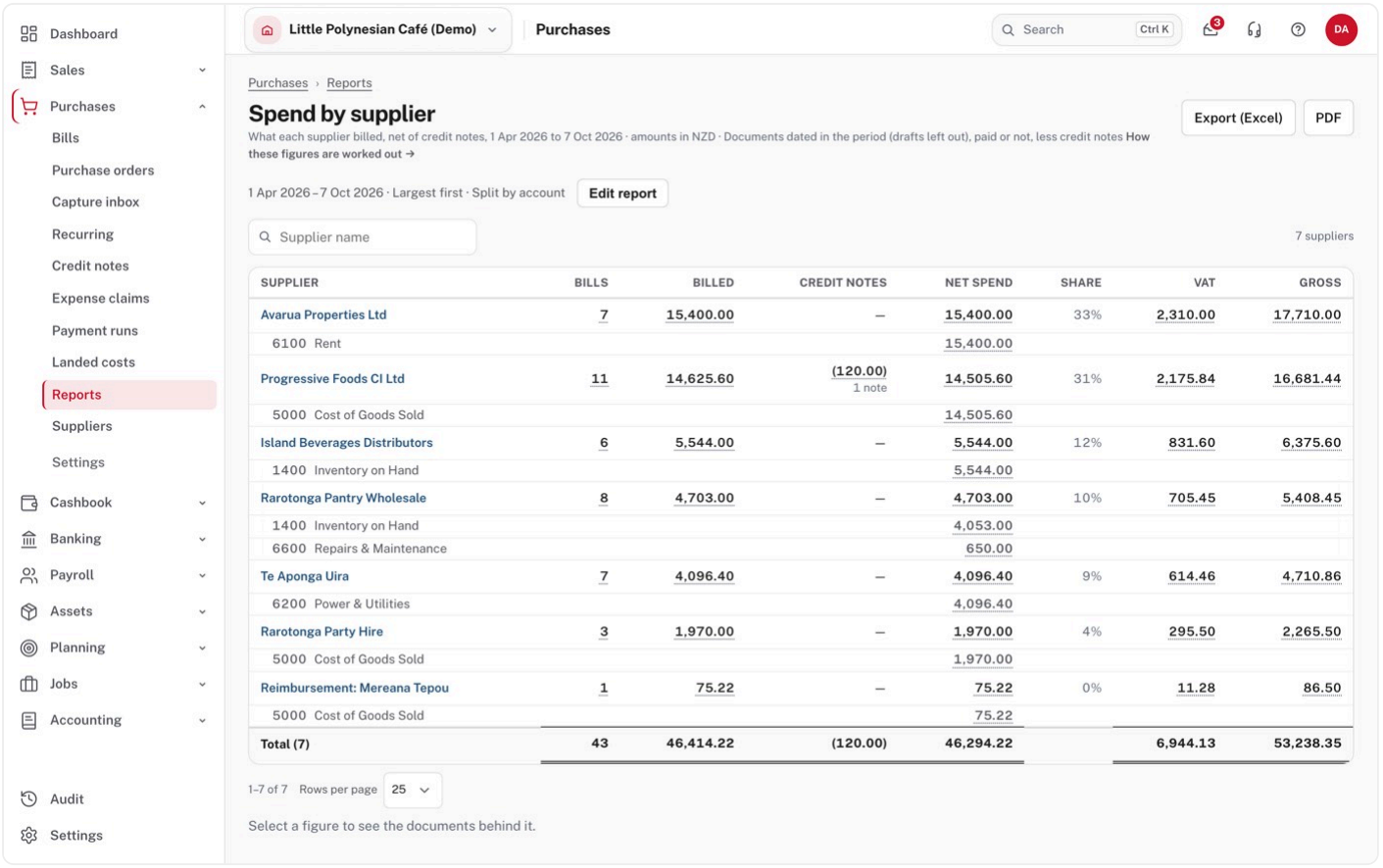


The same report, one row for each item: the **Quantity** sold (less quantity credited), then the same money columns. The name of an item opens the item. An invoice with the same item on two lines counts once in **Invoices**.

Look at the first row, **Lines with no item**: 444 units and 45% of the net sales in these dates. Those are invoice lines typed as free text instead of picked from your items, so the report cannot say what was sold. The more lines you pick from **Sales → Items**, the more this report tells you (Help). The search box finds an item by name or code.

Step 4. Spend by supplier

Purchases → Reports → Spend by supplier



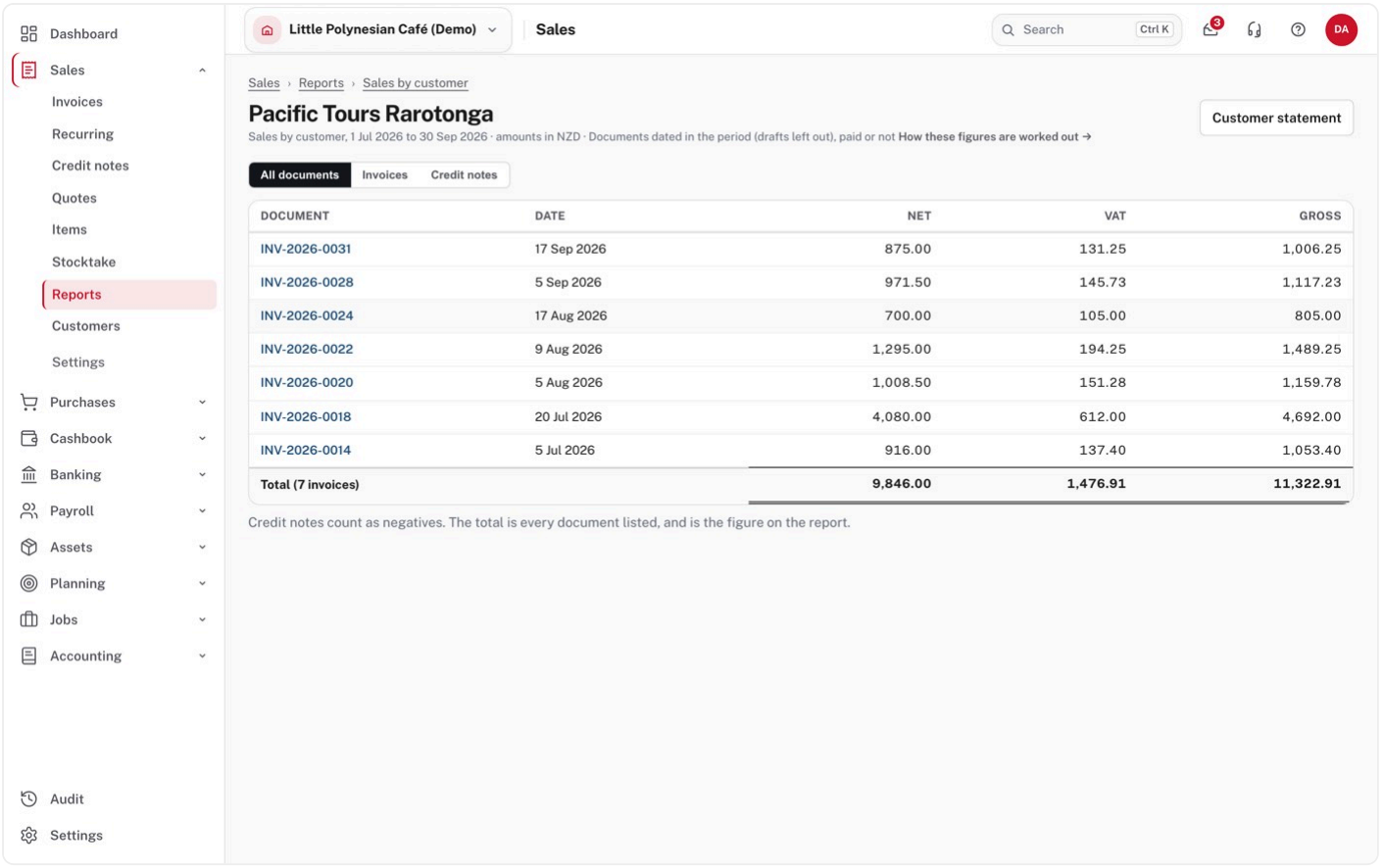
The mirror image, for recorded **bills** and supplier credit notes: **Bills**, **Billed**, **Credit notes**, **Net spend**, **Share**, **VAT** and **Gross**. Dates, comparison, order and search work as above. A supplier's name opens their statement for the same dates.

Tick **Split by account** in **Edit report** and each supplier shows, underneath, the accounts its bills were coded to (net of credit notes); choose an account's amount to see those lines (Help). Two things to notice in the picture:

- **Spend is not the same as expenses.** *Island Beverages Distributors* is all coded to **1400 Inventory on Hand**: stock bought for resale is spend, but it goes to the Inventory on Hand account, not to an expense account.
- **Expense-claim reimbursements appear as a supplier**, here *Reimbursement: Mereana Tepou*.

Step 5. Follow any figure to its documents

Every figure that is not worked out from others is a link. Choose **Pacific Tours Rarotonga**'s net sales and Easy lists the documents that make it up.



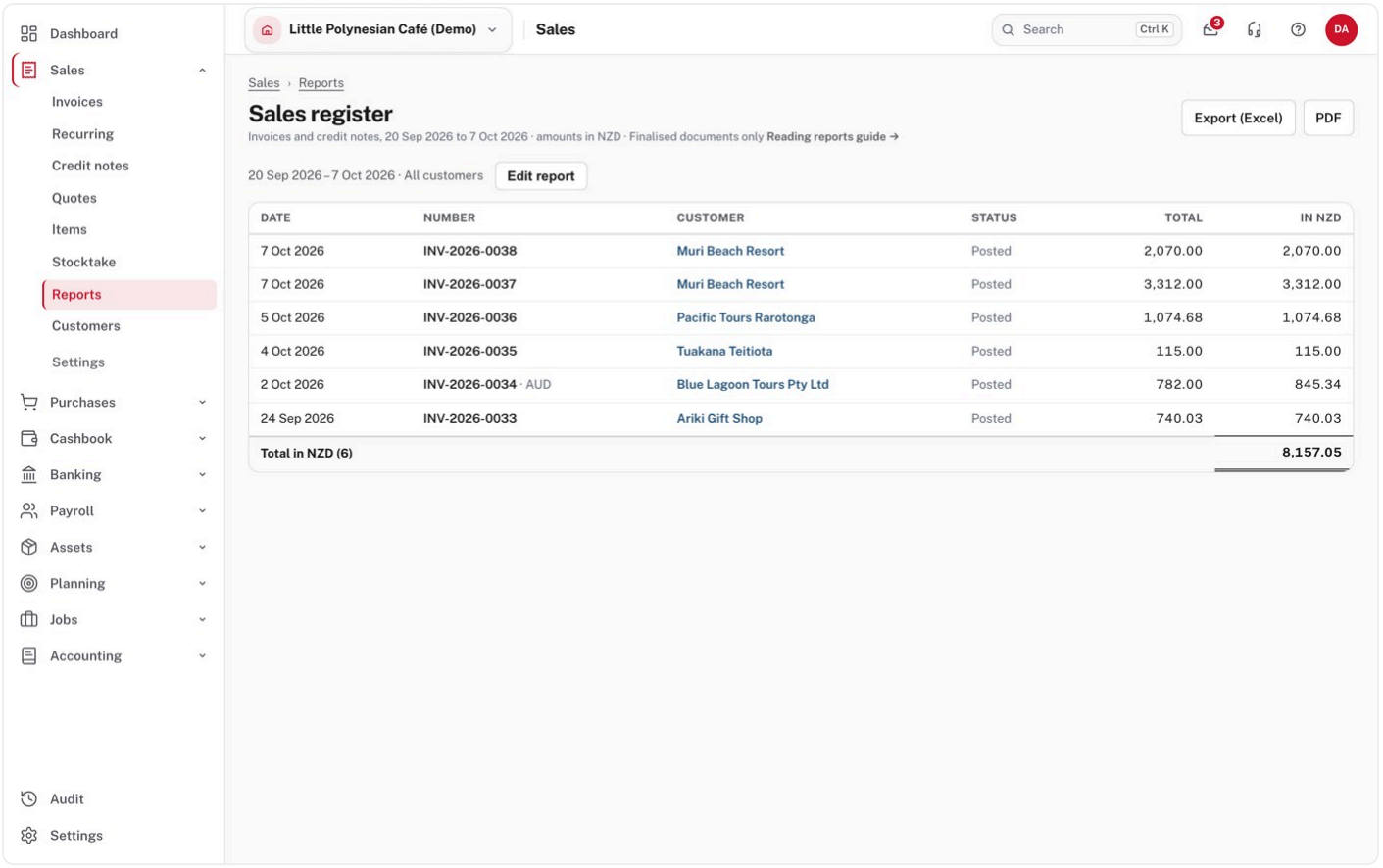
The list shows each document with its date, **Net**, **VAT** and **Gross**, newest first, and its **Total** is the figure you chose. The buttons above switch between **All documents**, **Invoices** and **Credit notes**; each document number opens the document, and **Customer statement** opens the statement for the same dates. On the report, the invoice count and **Invoiced** open the invoices, **Credit notes** the credit notes, and **Net**, **VAT**, **Gross** and **Previous** all of them. **Share** and **Change** are worked out, so they open nothing (Help). Going back returns to the report as you left it.

Step 6. The registers

A register is a list, not an analysis: one row for each document or payment.

Sales register and Purchases register

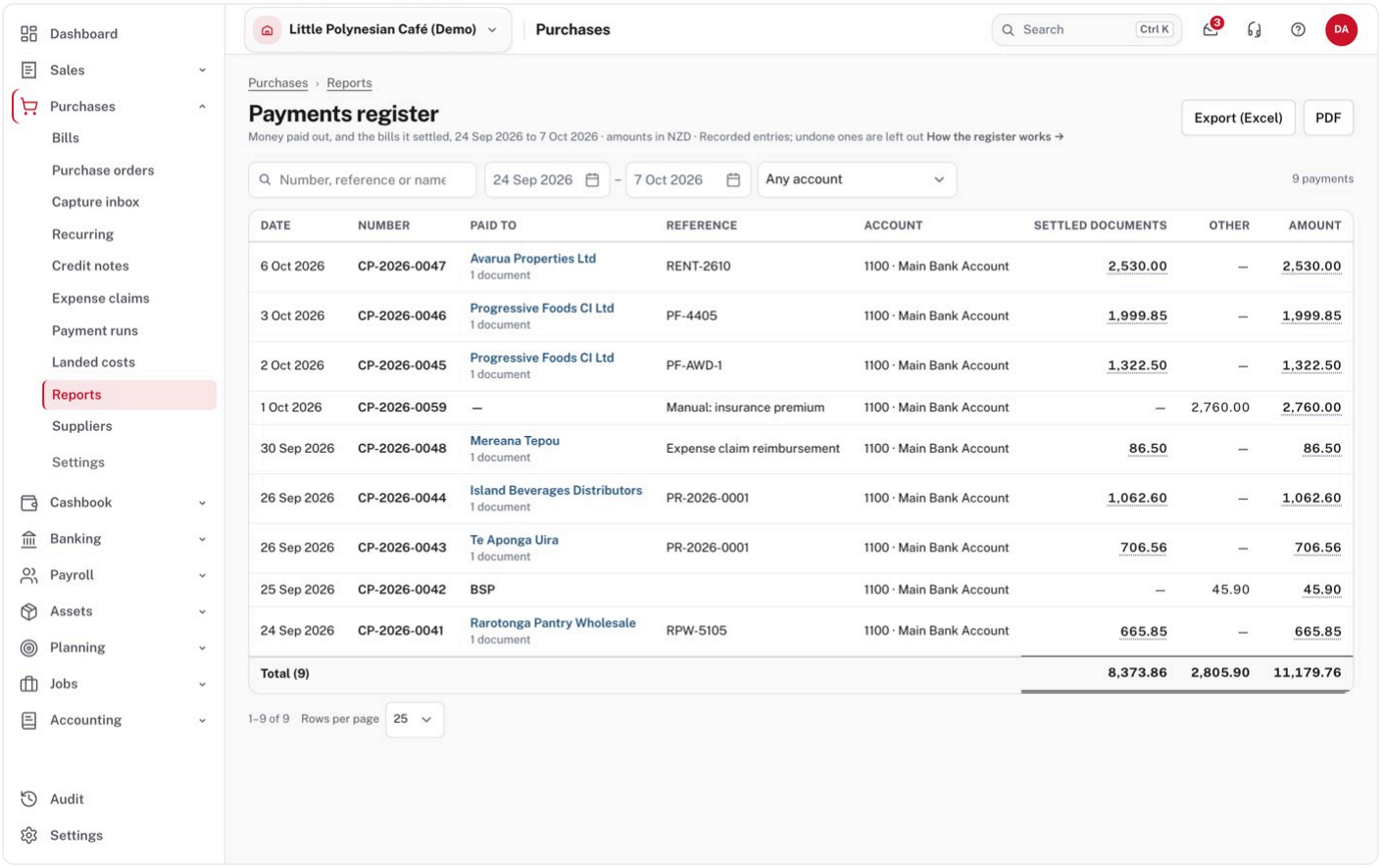
Sales → Reports → Sales register and **Purchases → Reports → Purchases register**

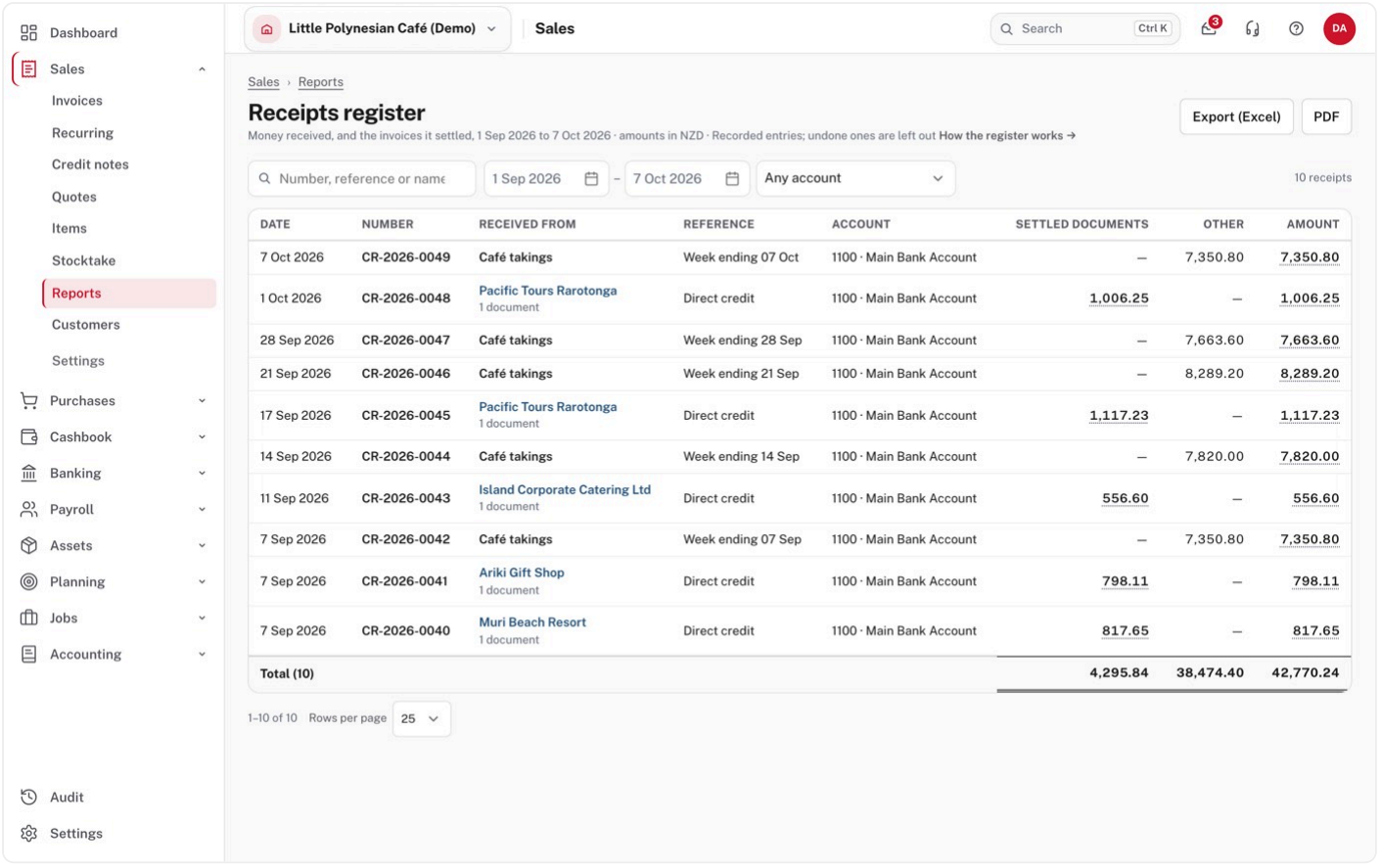


The **Sales register** lists **finalised invoices and credit notes** with their **Date**, **Number**, **Customer**, **Status** and **Total**, and **In NZD** (a foreign-currency invoice, like the AUD one here, shows both). The **Purchases register** is the same for recorded bills and supplier credit notes. **Edit report** sets **From**, **To**, the **Customer** (or **Supplier**) and **Include drafts**, which adds the drafts the register leaves out. The Purchases register's note says credit notes count as negatives.

Receipts register and Payments register

Sales → Reports → Receipts register and **Purchases → Reports → Payments register**


Dashboard
Sales
Purchases
Bills
Purchase orders
Capture inbox
Recurring
Credit notes
Expense claims
Payment runs
Landed costs
Reports
Suppliers
Settings
Cashbook
Banking
Payroll
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Purchases
Search
Ctrl K
DA
Purchases › Reports
Payments register
Money paid out, and the bills it settled, 24 Sep 2026 to 7 Oct 2026 · amounts in NZD · Recorded entries; undone ones are left out How the register works →
Export (Excel)
PDF
Number, reference or name
24 Sep 2026
7 Oct 2026
Any account
9 payments
DATE NUMBER PAID TO REFERENCE ACCOUNT SETTLED DOCUMENTS OTHER AMOUNT
6 Oct 2026 CP-2026-0047 Avarua Properties Ltd 1 document RENT-2610 1100 · Main Bank Account 2,530.00 – 2,530.00
3 Oct 2026 CP-2026-0046 Progressive Foods CI Ltd 1 document PF-4405 1100 · Main Bank Account 1,999.85 – 1,999.85
2 Oct 2026 CP-2026-0045 Progressive Foods CI Ltd 1 document PF-AWD-1 1100 · Main Bank Account 1,322.50 – 1,322.50
1 Oct 2026 CP-2026-0059 – Manual: insurance premium 1100 · Main Bank Account – 2,760.00 2,760.00
30 Sep 2026 CP-2026-0048 Mereana Tepou 1 document Expense claim reimbursement 1100 · Main Bank Account 86.50 – 86.50
26 Sep 2026 CP-2026-0044 Island Beverages Distributors 1 document PR-2026-0001 1100 · Main Bank Account 1,062.60 – 1,062.60
26 Sep 2026 CP-2026-0043 Te Aponga Uira 1 document PR-2026-0001 1100 · Main Bank Account 706.56 – 706.56
25 Sep 2026 CP-2026-0042 BSP 1100 · Main Bank Account – 45.90 45.90
24 Sep 2026 CP-2026-0041 Rarotonga Pantry Wholesale 1 document RPW-5105 1100 · Main Bank Account 665.85 – 665.85
Total (9) 8,373.86 2,805.90 11,179.76
1–9 of 9 Rows per page 25


Dashboard
Sales
Invoices
Recurring
Credit notes
Quotes
Items
Stocktake
Reports
Customers
Settings
Purchases
Cashbook
Banking
Payroll
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Sales
Search
Ctrl K
DA
Sales › Reports
Receipts register
Money received, and the invoices it settled, 1 Sep 2026 to 7 Oct 2026 · amounts in NZD · Recorded entries; undone ones are left out How the register works →
Export (Excel)
PDF
Number, reference or name
1 Sep 2026
7 Oct 2026
Any account
10 receipts
DATE NUMBER RECEIVED FROM REFERENCE ACCOUNT SETTLED DOCUMENTS OTHER AMOUNT
7 Oct 2026 CR-2026-0049 Café takings Week ending 07 Oct 1100 · Main Bank Account – 7,350.80 7,350.80
1 Oct 2026 CR-2026-0048 Pacific Tours Rarotonga 1 document Direct credit 1100 · Main Bank Account 1,006.25 – 1,006.25
28 Sep 2026 CR-2026-0047 Café takings Week ending 28 Sep 1100 · Main Bank Account – 7,663.60 7,663.60
21 Sep 2026 CR-2026-0046 Café takings Week ending 21 Sep 1100 · Main Bank Account – 8,289.20 8,289.20
17 Sep 2026 CR-2026-0045 Pacific Tours Rarotonga 1 document Direct credit 1100 · Main Bank Account 1,117.23 – 1,117.23
14 Sep 2026 CR-2026-0044 Café takings Week ending 14 Sep 1100 · Main Bank Account – 7,820.00 7,820.00
11 Sep 2026 CR-2026-0043 Island Corporate Catering Ltd 1 document Direct credit 1100 · Main Bank Account 556.60 – 556.60
7 Sep 2026 CR-2026-0042 Café takings Week ending 07 Sep 1100 · Main Bank Account – 7,350.80 7,350.80
7 Sep 2026 CR-2026-0041 Ariki Gift Shop 1 document Direct credit 1100 · Main Bank Account 798.11 – 798.11
7 Sep 2026 CR-2026-0040 Muri Beach Resort 1 document Direct credit 1100 · Main Bank Account 817.65 – 817.65
Total (10) 4,295.84 38,474.40 42,770.24
1–10 of 10 Rows per page 25

These list **money that moved through a bank or cash account**, from the cashbook. The bar above the list searches by number, reference or name, sets the dates and picks one **account**. Each row shows the **Account**, the **Amount**, and how the amount splits:

- **Settled documents** is the part applied to invoices, bills or credit notes. Choose it to see which ones.
- **Other** is the rest: money coded straight to an account, the VAT on it, or money kept on account as a credit.

In the picture, customer receipts such as *Pacific Tours Rarotonga*'s are all **Settled documents**, while the café's weekly takings are all **Other**. In the payments, the supplier payments are settled, while the bank charge and the made-up insurance premium from Prepayments and accruals are **Other**. A name opens that person's statement, the number opens the receipt or payment, and **undone** receipts and payments are left out. A customer refund is in the Payments register, and a supplier's refund in the Receipts register (Help).

> **Sales by customer is not all your income**
>
> The three analyses count **invoices and credit notes**. In the demo, the Profit and loss for the year shows several times what Sales by customer does, because the weekly café takings are recorded as money in, straight to an income account, with no invoice. They are in the Receipts register under **Other**, and not in Sales by customer. If you record takings that way, expect **Profit and loss** to be larger than your customer sales.

Step 7. Keep a copy: Excel and PDF

Every report on this page has **Export (Excel)** and **PDF** at the top right. Both are **rebuilt from the dates and filters on the screen** and hold **every row**, not only the page you are looking at (Help). Credit notes are negative there too, and the note under the heading names the currency. Spend by supplier's Excel file carries the account split on a second sheet. The files take their name from the report and the dates, for example `sales-by-customer-2026-07-01-2026-09-30.xlsx`.

When a figure looks wrong

1. **Check the dates.** The analyses open on the month to date, and a customer with nothing in the dates is not listed.
2. **Check the status.** Drafts, documents waiting for approval and cancelled documents are not counted.
3. **Opening balances are not sales or spend.** What was owed before you started with Easy is left out, and so are on-account credit notes (an overpayment kept as credit, or a deposit paid to a supplier).
4. **Open the figure.** The documents behind it show which invoice or bill is in, and the one you expected is not.
5. **A register that does not match a report** usually differs in what it lists: the registers show documents and payments, the analyses group them by customer, item or supplier.

Check before you continue

Check before you continue

- [ ] You know which dates a report opened on, and set both **From** and **To** for the period you meant.
- [ ] Net sales on **Sales by customer** and **Sales by item** have the same total for the same dates.
- [ ] Most invoice lines are picked from items, so **Lines with no item** is small.
- [ ] A supplier or customer figure that surprised you has been opened down to its documents.
- [ ] You know which income is recorded without an invoice (takings, say), so you do not expect it in the customer reports.
- [ ] The Excel or PDF you send was made after setting the dates, not before.

Reporting dimensions

A **reporting dimension** is a label you can put on a line of a transaction, so you can report on the business in slices without adding more accounts. The café has **Outlet** (the Avarua café and the Muri beach kiosk) and **Project** (one for each job). A sale tagged *Muri beach kiosk* still goes to Sales like any other, and the profit and loss can then show a column for each outlet. You set a dimension up once, then tag lines as you enter them, and read **Profit and loss by dimension**. Setting up is accountant's work; anyone who can read the books can read the report. It belongs with Reading the financial reports and Manual journals.

About the screenshots

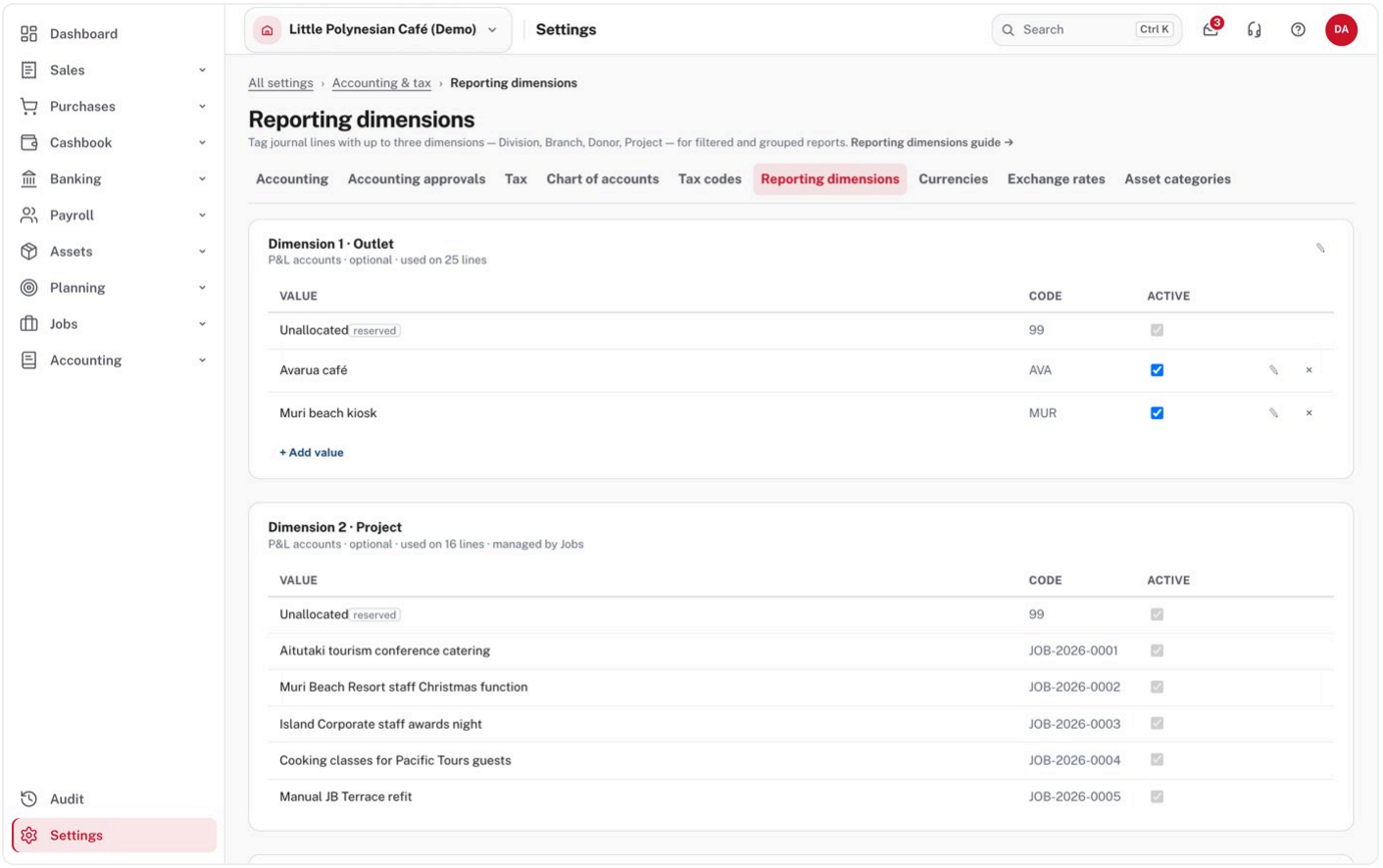
Screenshots are from Easy's demo company, *Little Polynesian Café*. The demo has two dimensions: **Outlet**, and **Project** (whose values are the demo's jobs). The pictures add one value, *Manual: Aitutaki market stall*, and one journal that tags a $120 repair to it. Amounts are made up. The forms for adding or changing a dimension are shown and cancelled, so the demo still has one free slot.

Before you start

- **Who can set dimensions up.** The page is under **Settings → Accounting & tax**, so it is open to the people who do accounting setup; Data entry and read-only roles see "You don't have access to this" (People, roles and access).
- **Who can read the report.** Any role that can read the books can open **Profit and loss by dimension**.
- **Decide what you want to ask first.** A dimension answers one question ("how did each outlet do?"). Each company can have up to **three**, and a dimension is only as good as the lines that carry it, so choose ones you will actually tag.

Step 1. Look at the dimensions you have

Settings → Accounting & tax → Reporting dimensions



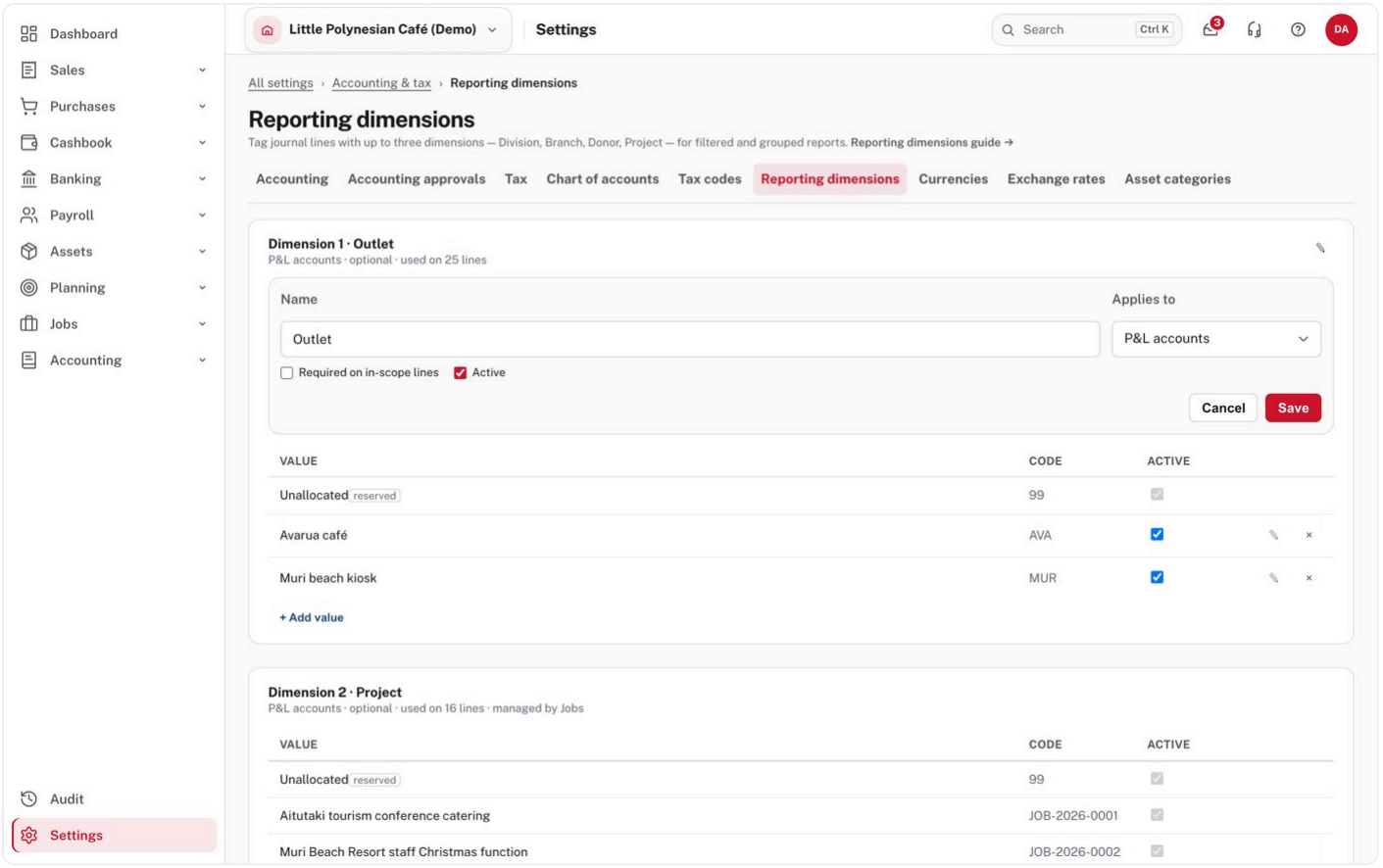
Each dimension is a card. The line under its name says **what it applies to** (here *P&L accounts*), whether it is **optional** or **required**, and how many lines **use** it (*used on 25 lines*). Under it are its **values**, each with a **Code** and an **Active** box. Below the last card, **Add a dimension** shows how many of the three slots are free.

Two things to notice:

- Every dimension has a reserved value, **Unallocated** (code 99), for lines that belong to no value in particular. It is always there and can't be edited, switched off or deleted.
- **Project** says **managed by Jobs**. Its values are made by the Jobs module, one for each job, so they have no edit or delete buttons here and their boxes are fixed (Help).

Step 2. Add a dimension, or change one

To add one, choose **Add a dimension**; to change one, choose its ✎.



Field	What it does
Name	What it is called everywhere: *Outlet*, *Donor*, *Department*
Applies to	**P&L accounts** (income and expenses, the usual choice), **P&L + balance sheet**, or **All accounts**
Required on in-scope lines	When ticked, every line to an account the dimension applies to must name a real value; *Unallocated* is not enough and a line without a value is refused. Leave it unticked to make the dimension optional
Active	Untick to stop offering it on new lines. Past lines keep it

The picture is the form for *Outlet*, closed with **Cancel**. The form offers three **Applies to** choices; Easy's Help describes the first two (Help).

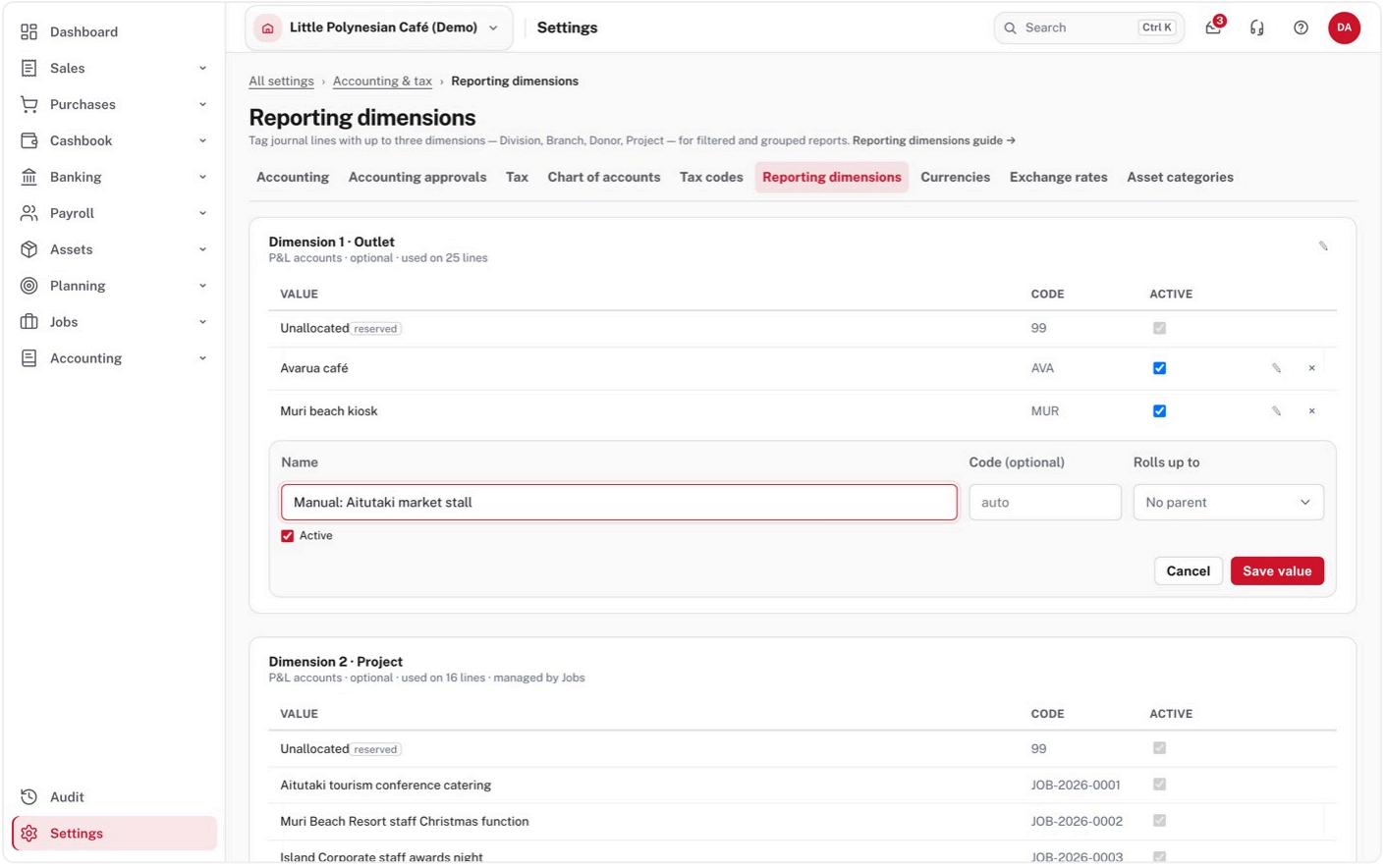
Not shown in the demo: making a dimension required

With **Required on in-scope lines** ticked, a line without a value is refused (Required or optional). Switch it on only when you are sure every line should carry a value.

A dimension or value can be **renamed or switched off** at any time. Once it has been used on a finalised or recorded line it can't be deleted, so switch it off instead. A dimension that no line uses shows a **×** delete button; once lines use it, the button is gone (in the picture, *Outlet* has only the pencil).

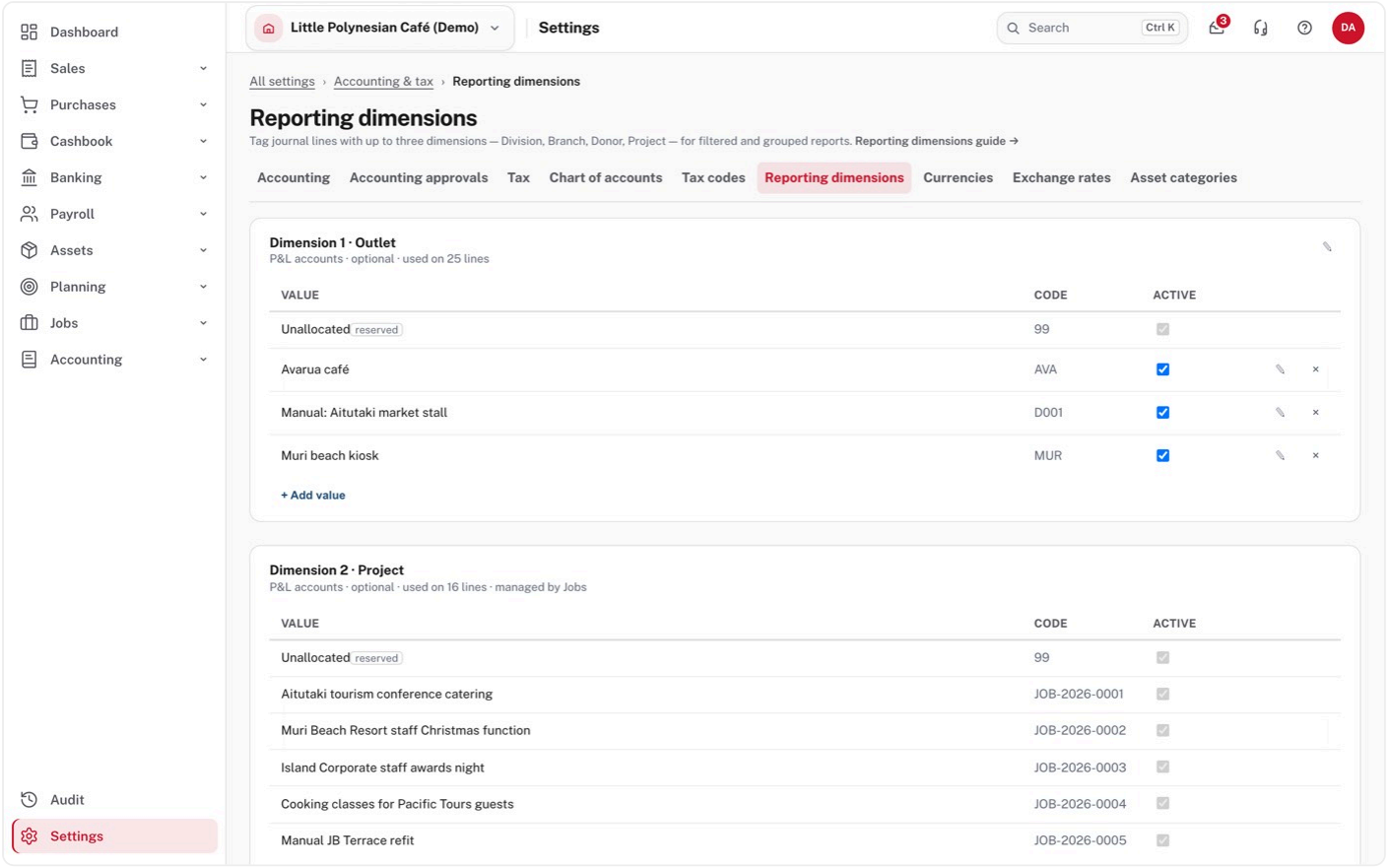
Step 3. Add values

Choose **+ Add value** under the dimension.



Field	What to enter
Name	What people will pick: *Manual: Aitutaki market stall*
Code (optional)	A short code. Leave it as **auto** and Easy chooses one
Rolls up to	A parent value, if the values form groups. Only appears when the dimension already has a value that could be one
Active	Untick to retire the value

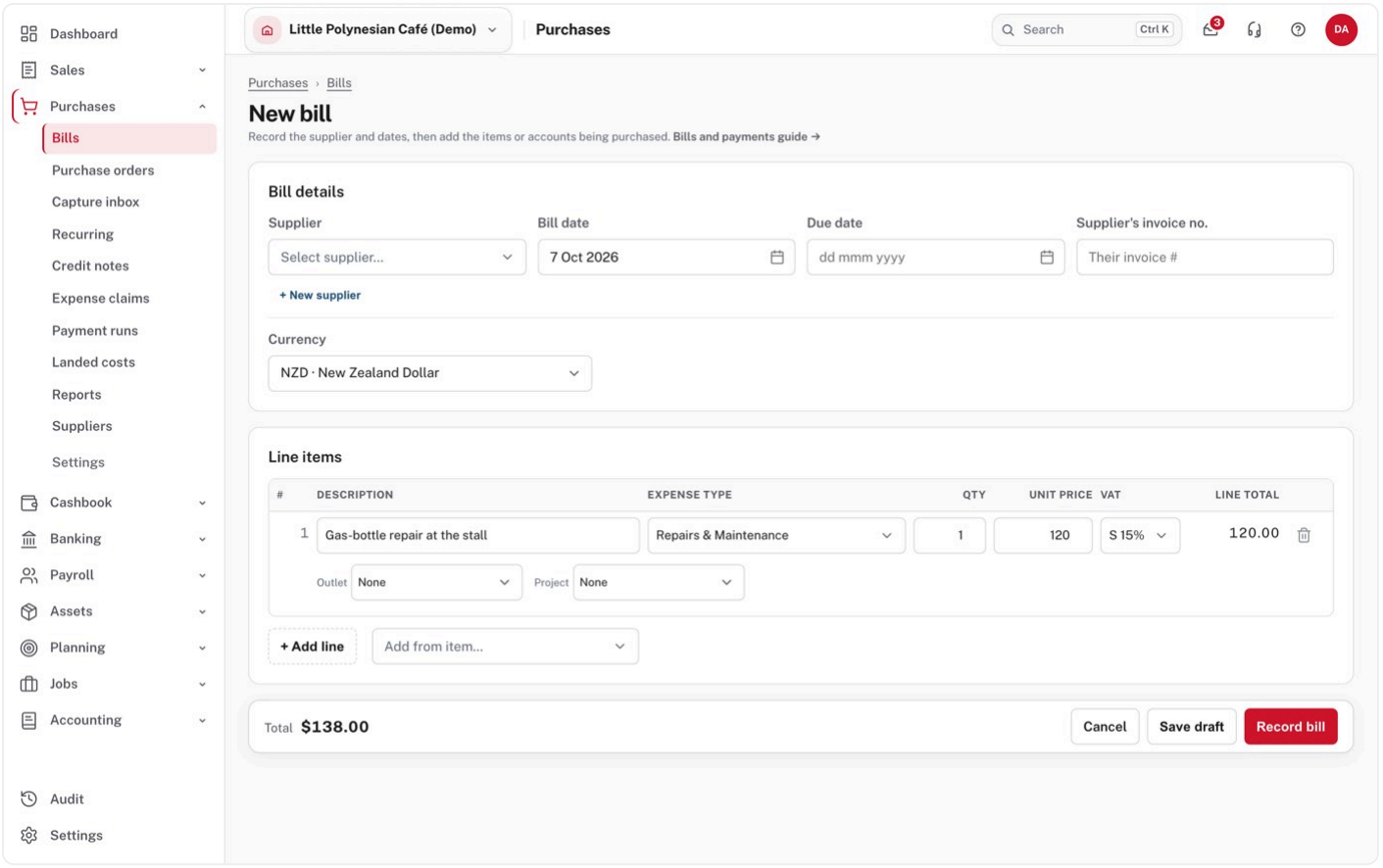
Choose **Save value**.



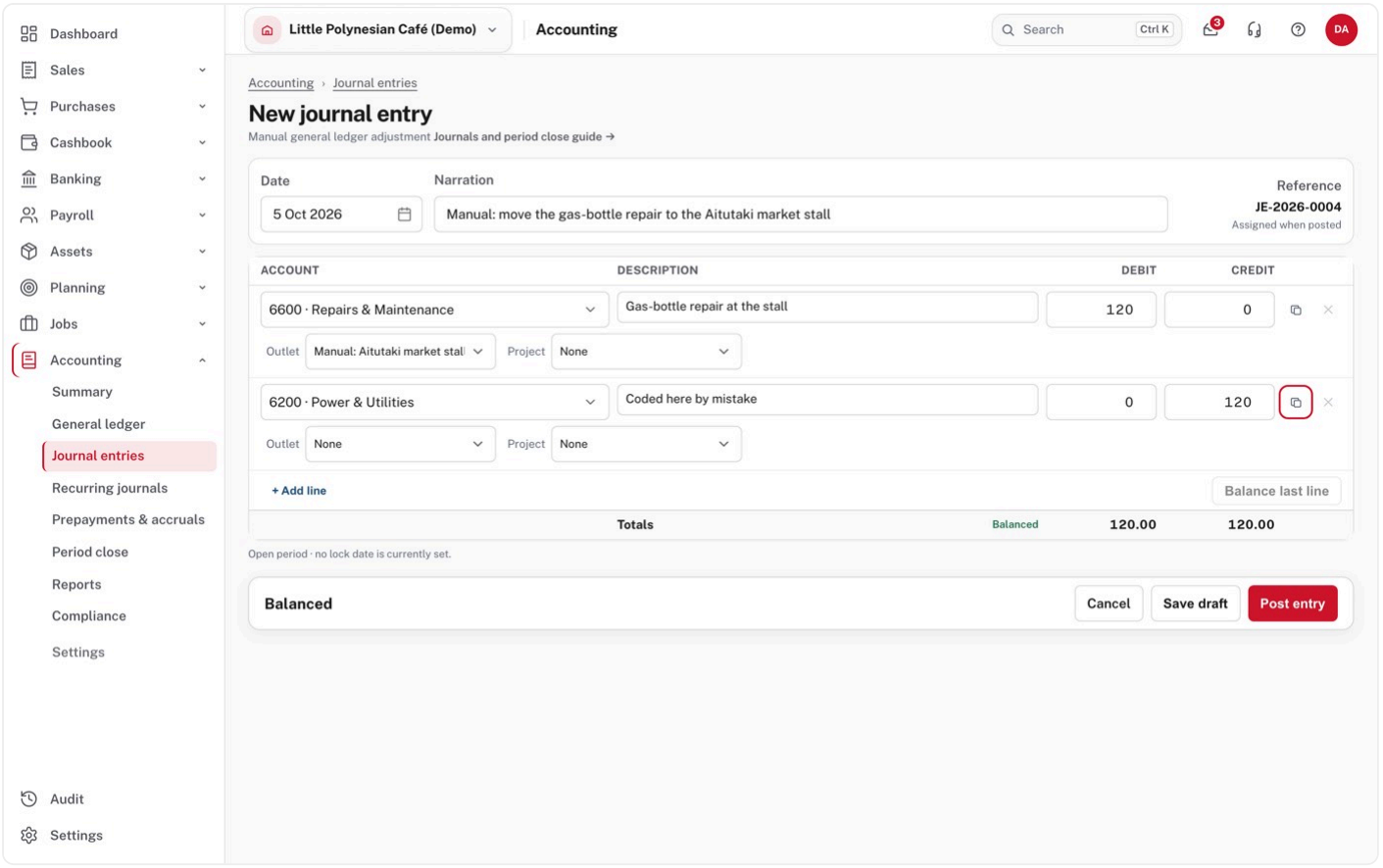
It is in the list at once, with the code Easy chose (**D001**), and is offered on every new line from now on.

Step 4. Tag the lines

Every line of a transaction that can carry a dimension has one box for each active dimension, under the line. They appear on the **bill**, **invoice** and **journal** editors, and on a cashbook payment once *Other money paid out* is chosen.



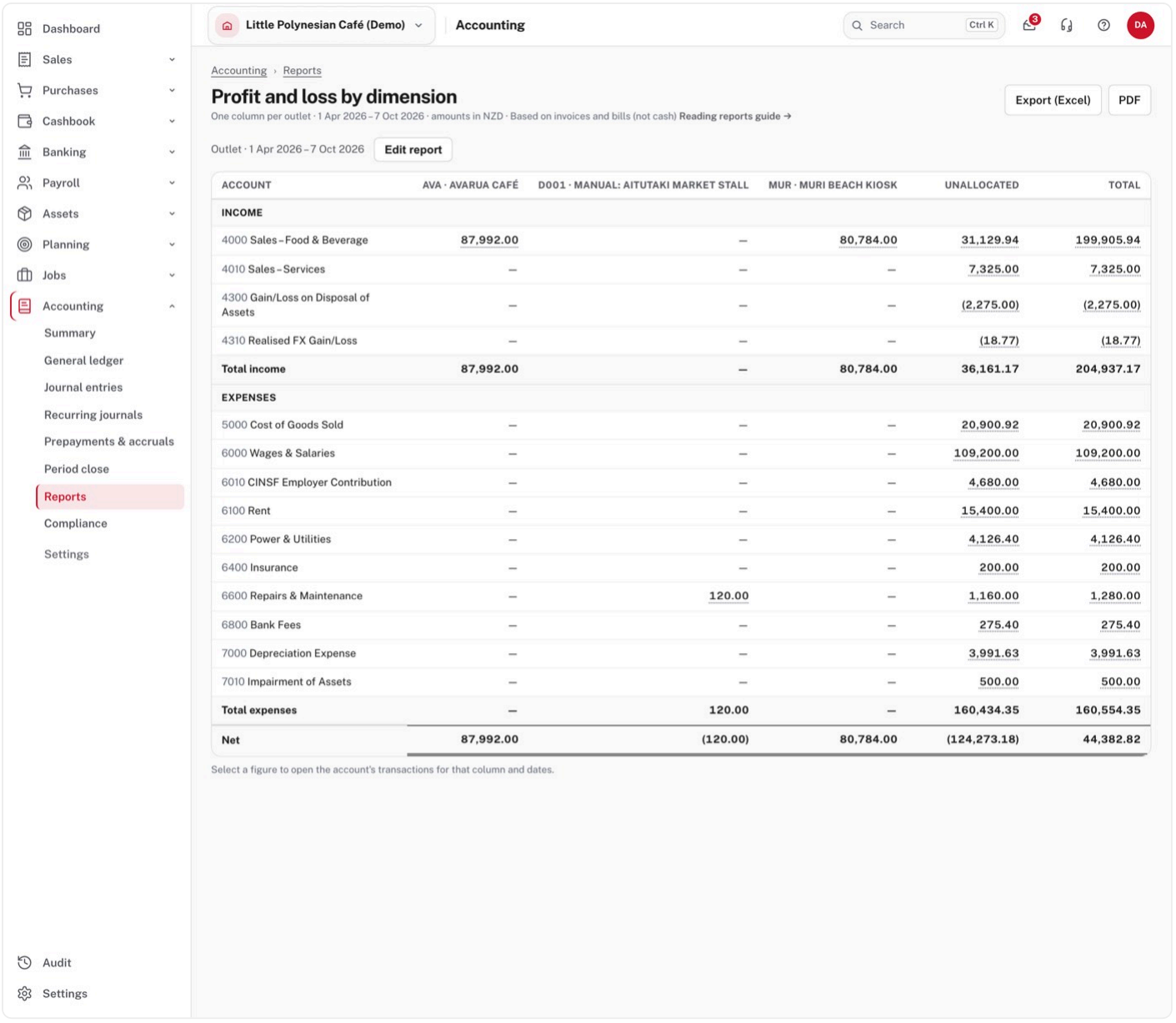
Pick a value, or leave **None** (the line then shows under *Unallocated* in the report). To fix a line that was coded without a tag, or to move a cost from one account to another and tag it as you go, use a manual journal. Here a $120 gas-bottle repair for the market stall was coded to *Power & Utilities*, so the journal debits **Repairs & Maintenance** with **Outlet** set to the stall, and credits **Power & Utilities**:



The journal posts like any other (Manual journals). Note that the credit line has **None**: a line you do not tag stays Unallocated. Tag in the editor you are in, whenever you can; a journal after the fact is the repair, not the habit.

Step 5. Read profit and loss by dimension

Accounting → Reports → Profit and loss by dimension (under **Management**)



The report is the profit and loss with **one column for each value** of the dimension you choose, then **Unallocated** (lines with no value) and **Total** (the whole business, which is the same as the ordinary profit and loss for the same dates). It opens on the financial year to date. **Edit report** sets the **Dimension** and the **From** and **To** dates. **Export (Excel)** and **PDF** keep a copy. Choose any figure to open that account's transactions for that column and those dates: a value's column opens only that value's lines, and the **Total** column opens the whole business.

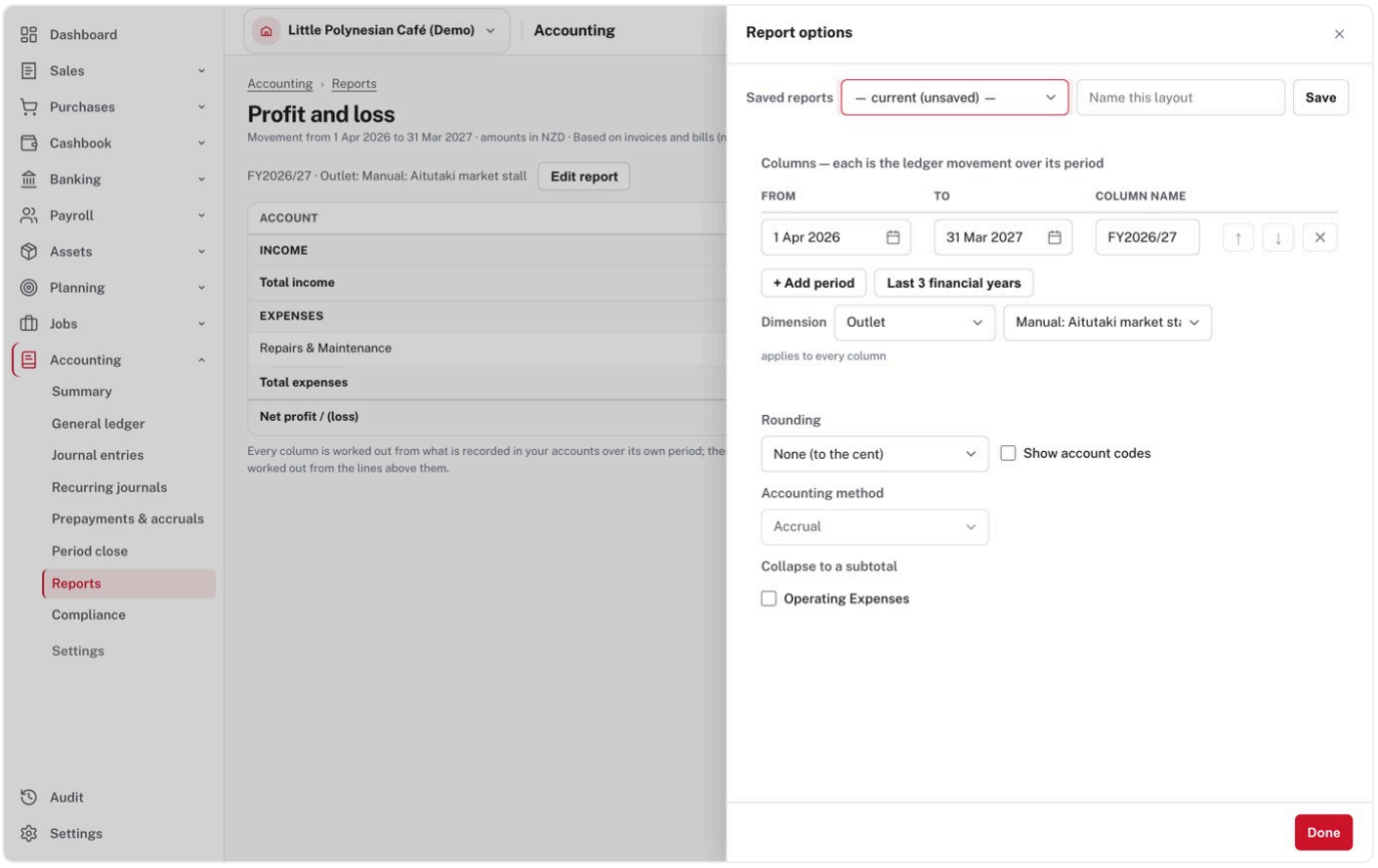
How to read the demo's report:

- **The outlets show income only.** *Avarua café* and *Muri beach kiosk* carry sales of $87,992 and $80,784, but all the costs are in **Unallocated** (wages, rent, cost of goods), because nobody tagged them. So the outlet **Net** figures are just income and are not profit. Read each column only for the accounts that were tagged.
- **The new value shows up where it was tagged.** *Manual: Aitutaki market stall* has **$120** of Repairs & Maintenance and a **Net** of **($120.00)**. The **Unallocated** column's total expenses fell by the same $120, because the credit took it out of Power & Utilities there.

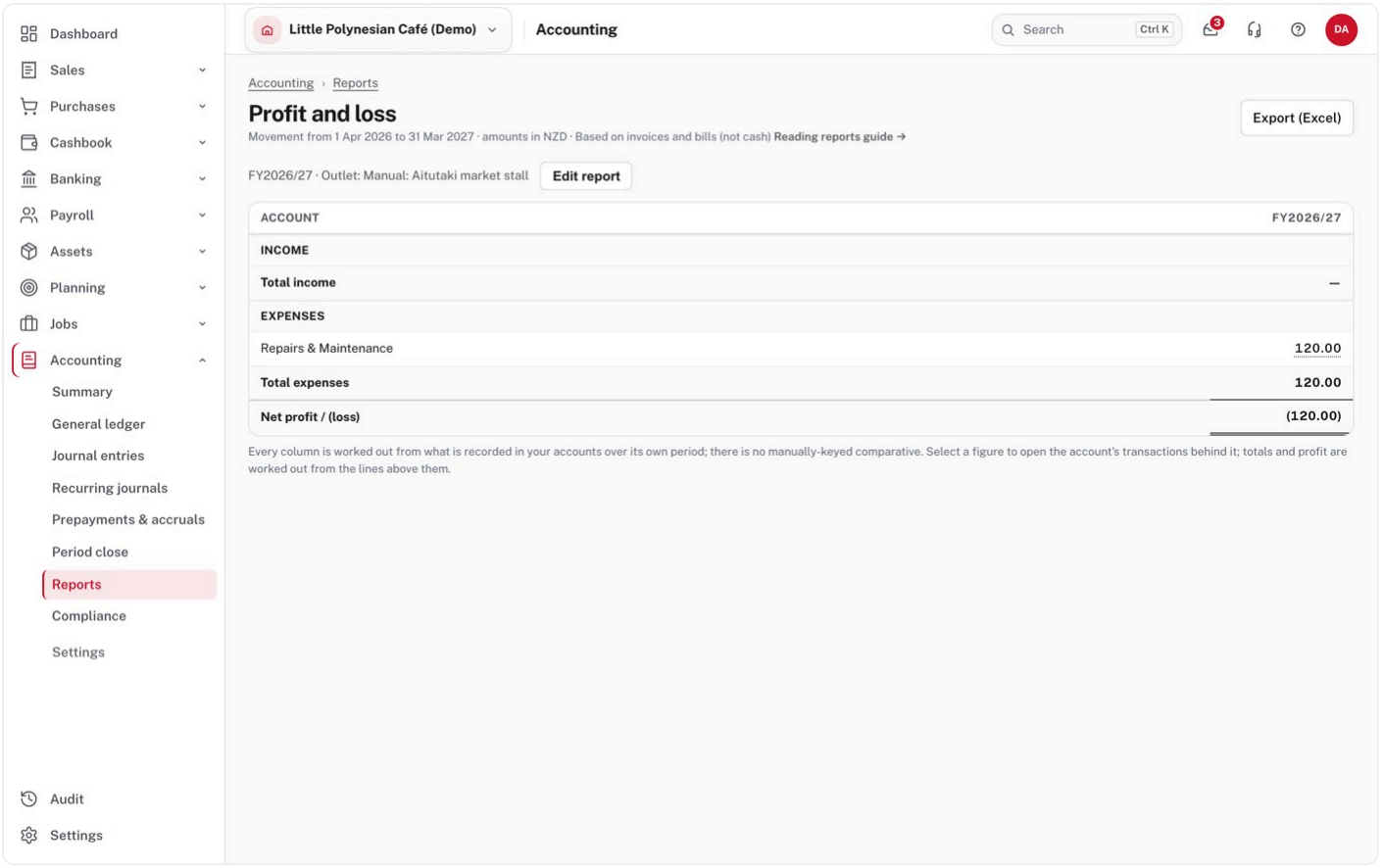
- **The columns add across to the total.** For any account the value columns plus Unallocated equal the Total.
- **A dimension that Jobs manages** (Project) works the same way, with a column for each job. Choose **Project** in **Edit report**. Its columns are wide, so the report scrolls sideways.

The ordinary profit and loss, narrowed to one value

The standard **Profit and loss** can also be narrowed to one value:



In **Edit report**, the **Dimension** boxes choose the dimension and then one value in it, or **Unallocated**, and the note beside them says it **applies to every column**. This is the answer to "show me just the stall's profit and loss, over several years side by side".



The line under the title now names it (**FY2026/27 · Outlet: Manual: Aitutaki market stall**). The trial balance has the same **Dimension** choice (not shown in the demo).

More detail: Reporting dimensions and Reading the reports.

Common mistakes

- **Tagging income but not costs (or the reverse).** The report then shows income-only or cost-only columns. Decide which accounts a dimension is for and tag all of them, or make it required.
- **Making a dimension for something that is already an account.** If you only ever want the total for it, an account is simpler.
- **A new value for every small thing.** Each is a column. Use **Rolls up to** to group values.
- **Deleting a value you meant to retire.** Once used it can't be deleted anyway; switch it off.

Check before you continue

Check before you continue

- ◯ Each dimension answers a question you ask, and the three slots are not spent on ones you will not tag.
- ◯ **Applies to** covers the accounts you want to report on, and **Required** is on only if every such line has a value.
- ◯ Everyone who enters bills, invoices and payments knows which values to pick, and the editors show the boxes.
- ◯ **Unallocated** is small in the report for the accounts that matter; if it is large, find the untagged lines.
- ◯ The columns add across to the whole-business profit and loss.

Stock, jobs and planning

Items, stock and stocktake

An **item** is something you sell or buy, saved once so that invoice, quote, bill and purchase order lines fill themselves in. An item can be a **service** (an hour of work, a delivery fee) or a **good**, and a good can be **tracked**: Easy then keeps a quantity and a cost for it, takes it out of stock when you sell it, puts it in when you buy it, and lets you **count** it against the shelves. You set an item up once, then count the tracked goods whenever you check stock (monthly, or before the year end). The Owner, an Administrator or an Accountant does the counting. It sits between Enter and approve bills (stock comes in) and Raise, send and get paid for an invoice (stock goes out).

About the screenshots

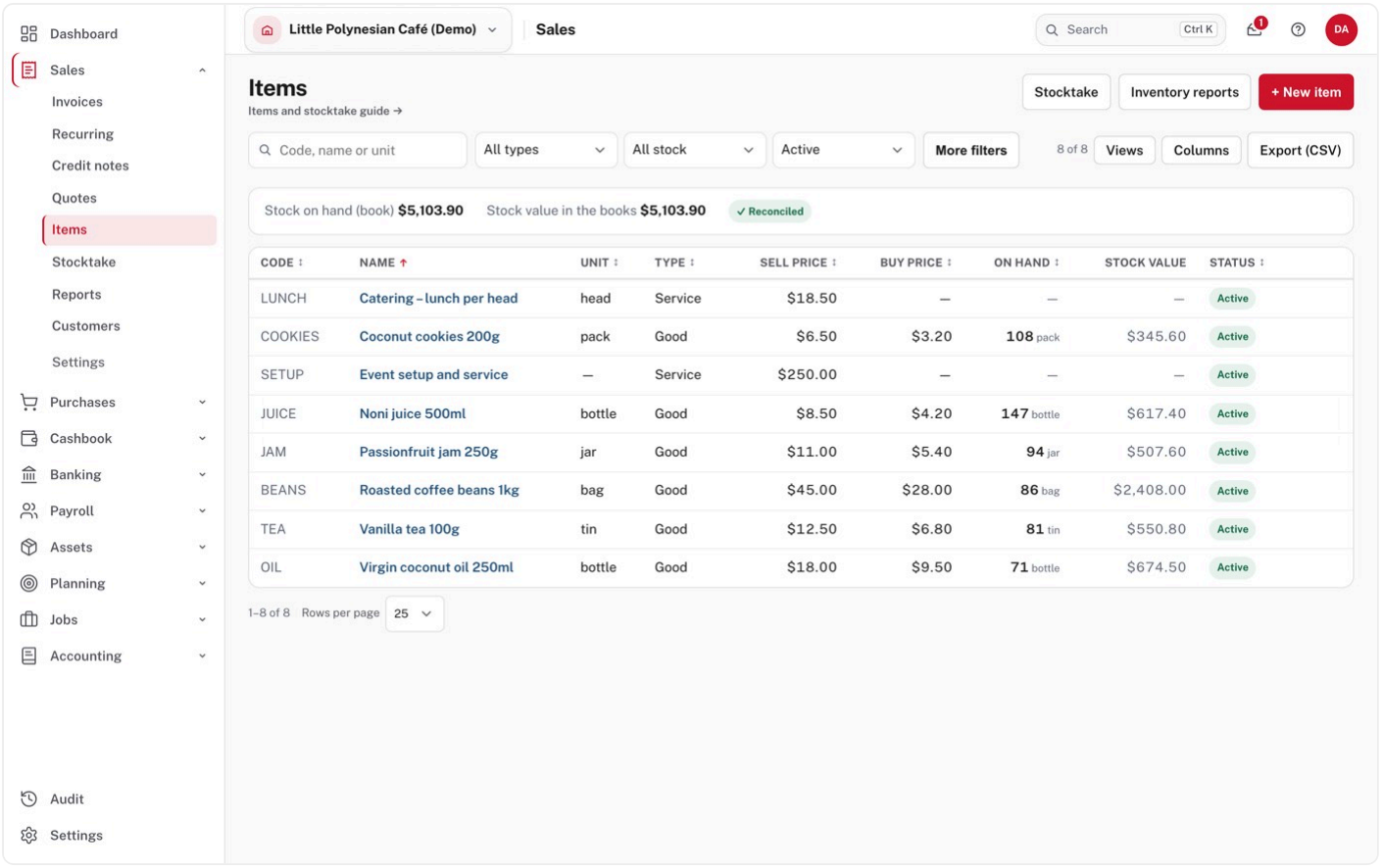
Screenshots are from Easy's demo company, *Little Polynesian Café*. Items named *Manual IT …* are examples added for this chapter, and every price and quantity is made up. The pictures show an Accountant's screens; an Owner or Administrator sees the same ones.

Before you start

- **Items is a module of its own**, and your plan has to include it. It is on in the demo. A company that has it off has no Items in its Sales menu (Turning modules and features off).
- **Who can do what.** The Owner, Administrators and Accountants can do everything in this chapter. **Data entry** can add and edit items and read their stock, but can't adjust or count stock: Data entry has no **Stocktake** in its menu, and the Stock adjustment box on an item is not shown to it (People, roles and access).
- **Know your VAT codes.** An item carries a VAT code for selling and one for buying; **S** is Standard 15%, **Z** zero-rated, **E** exempt and **N** no VAT (VAT registration, tax codes and rate changes).
- **Your stock accounts exist.** Tracked goods are held in the **Inventory on Hand** account and costed out to **Cost of Goods Sold**, both in the standard chart.

Step 1. See your items

Sales → Items.

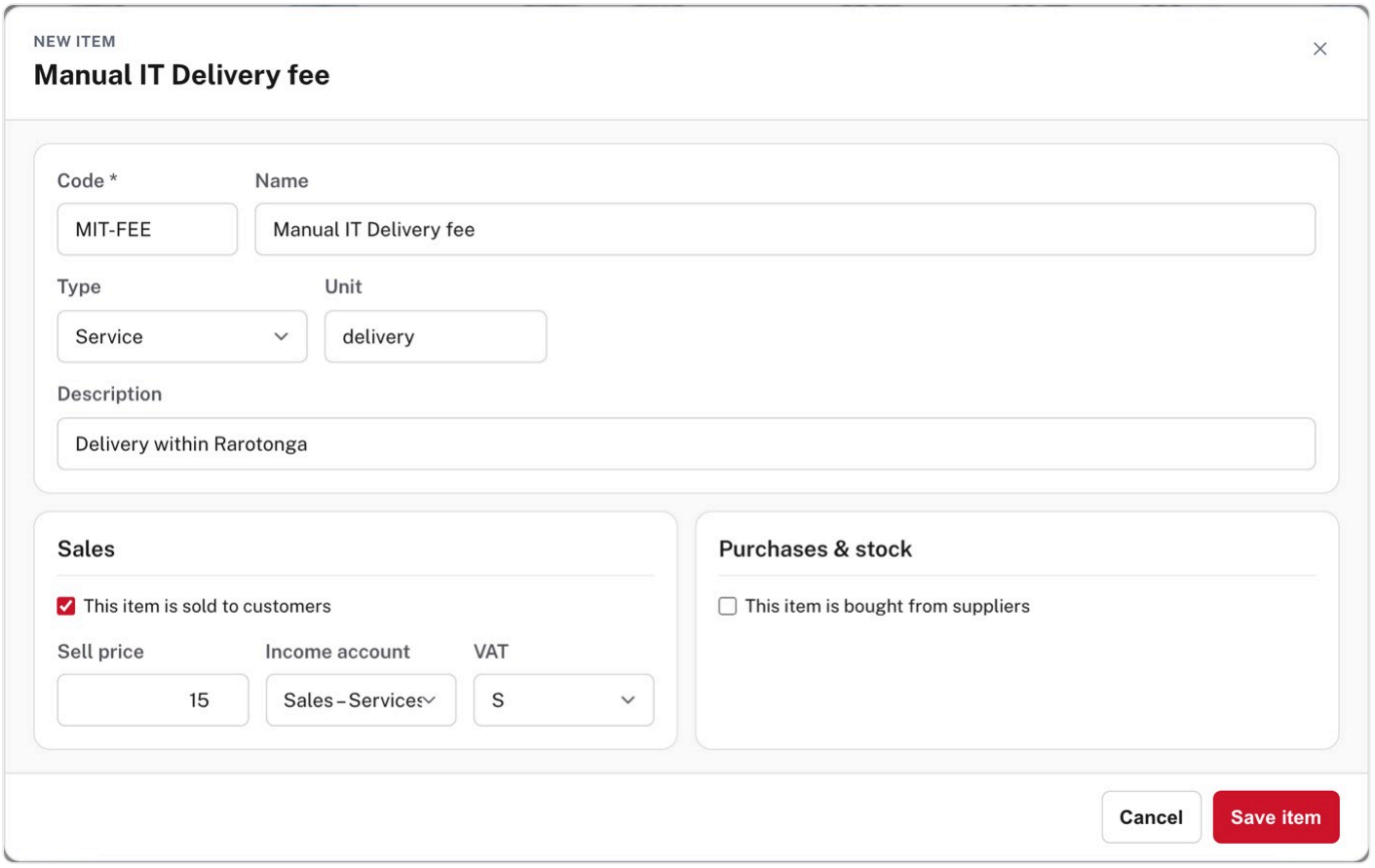


The register lists every item with its **Code**, **Name**, **Unit**, **Type** (Service or Good), **Sell price**, **Buy price**, and, for a tracked good, **On hand** and **Stock value**, then its **Status**. The three filters narrow it by type (goods or services), by stock (tracked or not) and by status (active or archived); **Columns** hides the columns you don't use and **Export (CSV)** saves the list.

Above the table, for a company with tracked goods, one strip compares **Stock on hand (book)**, the total of the stock records, with **Stock value in the books**, what the Inventory on Hand account holds. They should agree and the strip says ✓ **Reconciled**. If they don't, it shows a **Variance** instead (see Cost rounding).

Step 2. Add a service

Sales → Items → + New item.



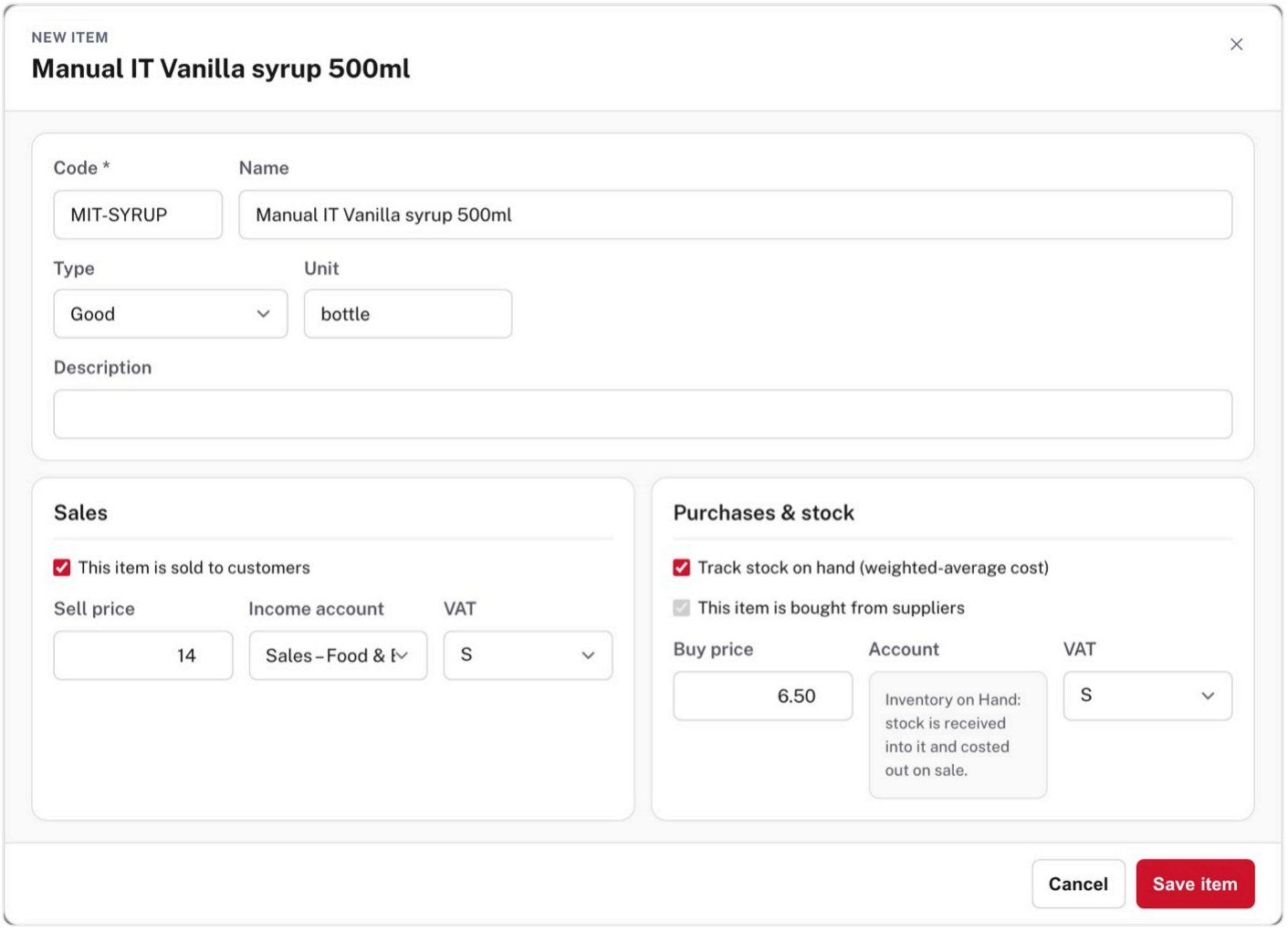
Field	What to put
Code	Required, up to 40 characters, and no two items may share one. It identifies the line on quotes and invoices, so make it short and recognisable
Name	What the customer reads on the document
Type	**Service** (the default) or **Good**
Unit	*hour*, *day*, *each*, *delivery*: printed beside the quantity
Description	Optional extra wording
This item is sold to customers	Tick it for something you invoice. Then set the **Sell price** (up to four decimal places), the **Income account** it is credited to, and the **VAT** code
This item is bought from suppliers	Tick it for something you buy, and set the **Buy price**, the **Expense / asset account** it is charged to, and the **VAT** code

An item must be sold, bought or both. Choose **Save item**: the form closes and the item is in the register. The prices, VAT and account are defaults: **Add from item** on an invoice or bill line fills the line from them. To change an item later, use **Edit** in the row's menu or **Edit item** on its own page.

To take an item out of use without losing its history, choose **Edit**, then **Archive**; **Restore** brings it back. An item can be archived but not deleted.

Step 3. Add a stock item

Sales → Items → + New item, then set **Type** to **Good** and tick **Track stock on hand (weighted-average cost)**.



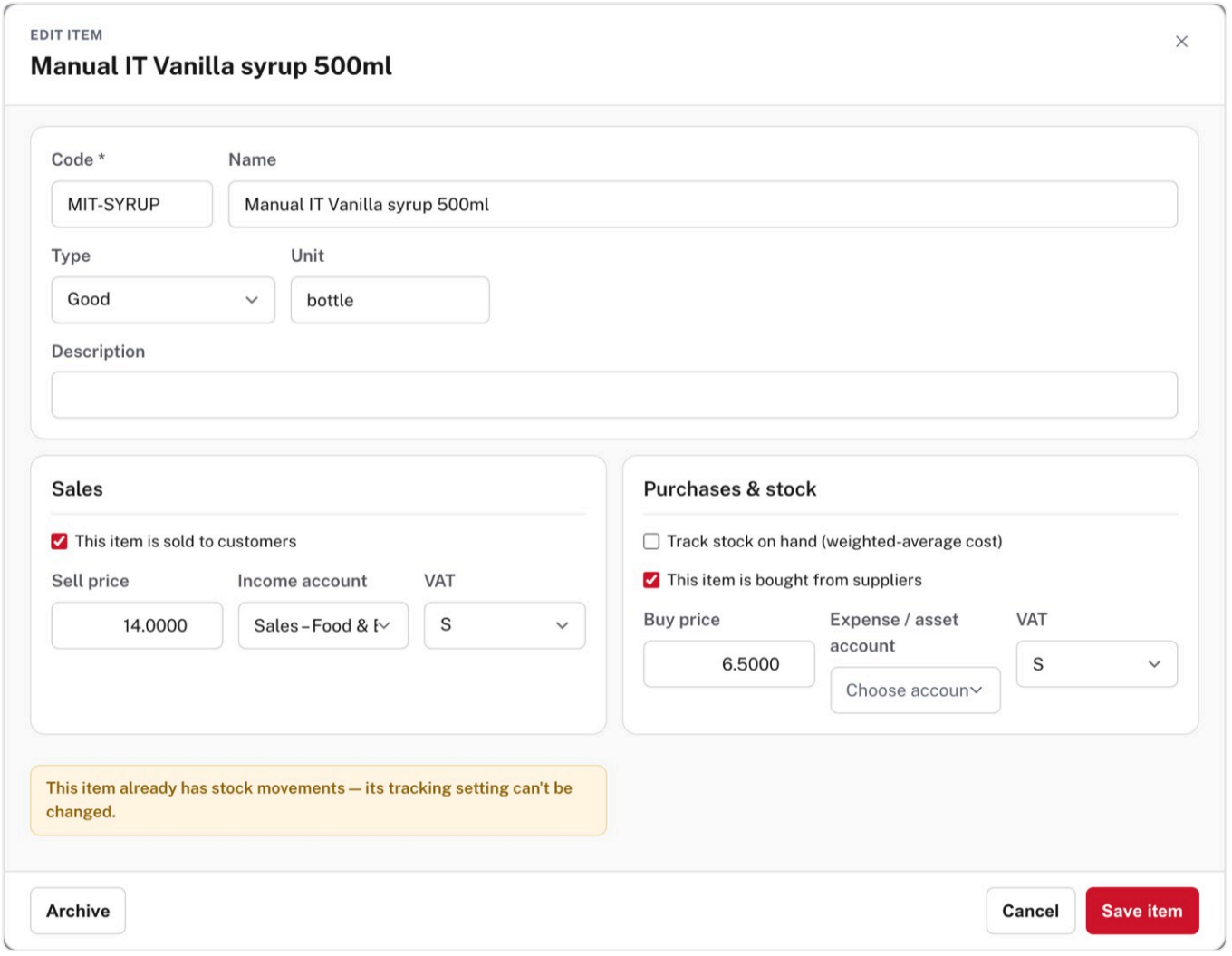
Ticking the box makes the item a bought item too: the **Buy price** and its **VAT** code appear, and the account is fixed as **Inventory on Hand** ("stock is received into it and costed out on sale"). Fill in the sell side as for a service.

Easy values tracked stock at a **weighted-average cost**: buying more re-averages the cost, and selling takes stock out at the current average. For example, 24 bottles at $6.50 plus 12 more at $7.10 make 36 bottles at $6.70 each.

A new tracked item starts at **0** on hand and **$0.00** of value.

Decide on tracking before the first movement

Once a tracked item has any stock movement, Easy won't let you change its tracking setting. If you untick the box and save, it says so and saves nothing.



An untracked good is sold and bought like a service: it has prices and VAT but no quantity, and it is not on the stocktake sheet.

Step 4. Put stock in and take it out

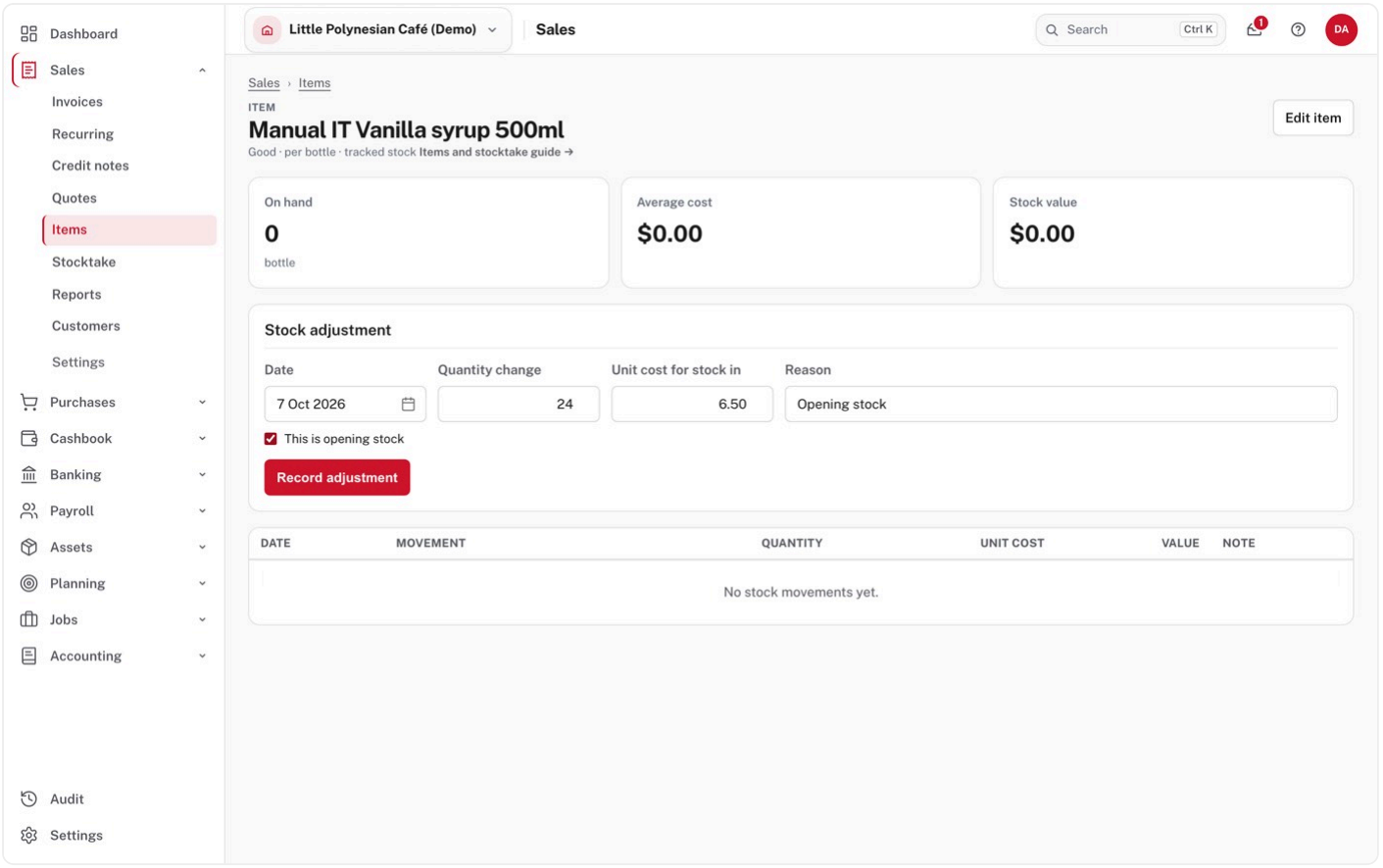
Most stock moves on its own. Record a **bill** with the item on a line and the quantity goes in; finalise an **invoice** with the item on a line and it goes out. Open any tracked item to see its history.

DATE	MOVEMENT	QUANTITY	UNIT COST	VALUE	NOTE
18 Sep 2026	Sold	-34	$4.20	($142.80)	**INV-2026-0032**Invoice INV-2026-0032
15 Sep 2026	Bought	60	$4.20	$252.00	**BILL-2026-0036**Bill BILL-2026-0036
18 Aug 2026	Sold	-36	$4.20	($151.20)	**INV-2026-0025**Invoice INV-2026-0025
15 Aug 2026	Bought	60	$4.20	$252.00	**BILL-2026-0027**Bill BILL-2026-0027
18 Jul 2026	Sold	-38	$4.20	($159.60)	**INV-2026-0017**Invoice INV-2026-0017
15 Jul 2026	Bought	60	$4.20	$252.00	**BILL-2026-0019**Bill BILL-2026-0019
18 Jun 2026	Sold	-33	$4.20	($138.60)	**INV-2026-0011**Invoice INV-2026-0011
15 Jun 2026	Bought	60	$4.20	$252.00	**BILL-2026-0014**Bill BILL-2026-0014
18 May 2026	Sold	-35	$4.20	($147.00)	**INV-2026-0007**Invoice INV-2026-0007
15 May 2026	Bought	60	$4.20	$252.00	**BILL-2026-0009**Bill BILL-2026-0009
18 Apr 2026	Sold	-37	$4.20	($155.40)	**INV-2026-0003**Invoice INV-2026-0003
15 Apr 2026	Bought	60	$4.20	$252.00	**BILL-2026-0004**Bill BILL-2026-0004

The movement words are **Bought**, **Sold**, **Adjustment**, **Opening** and **Landed cost**. A bill or an invoice is the link in the **Note** column. Freight and duty on imported stock are added to its cost as a landed cost (Landed costs and import VAT). An invoice that is undone or credited puts tracked stock back (Credit notes, undoing and correcting).

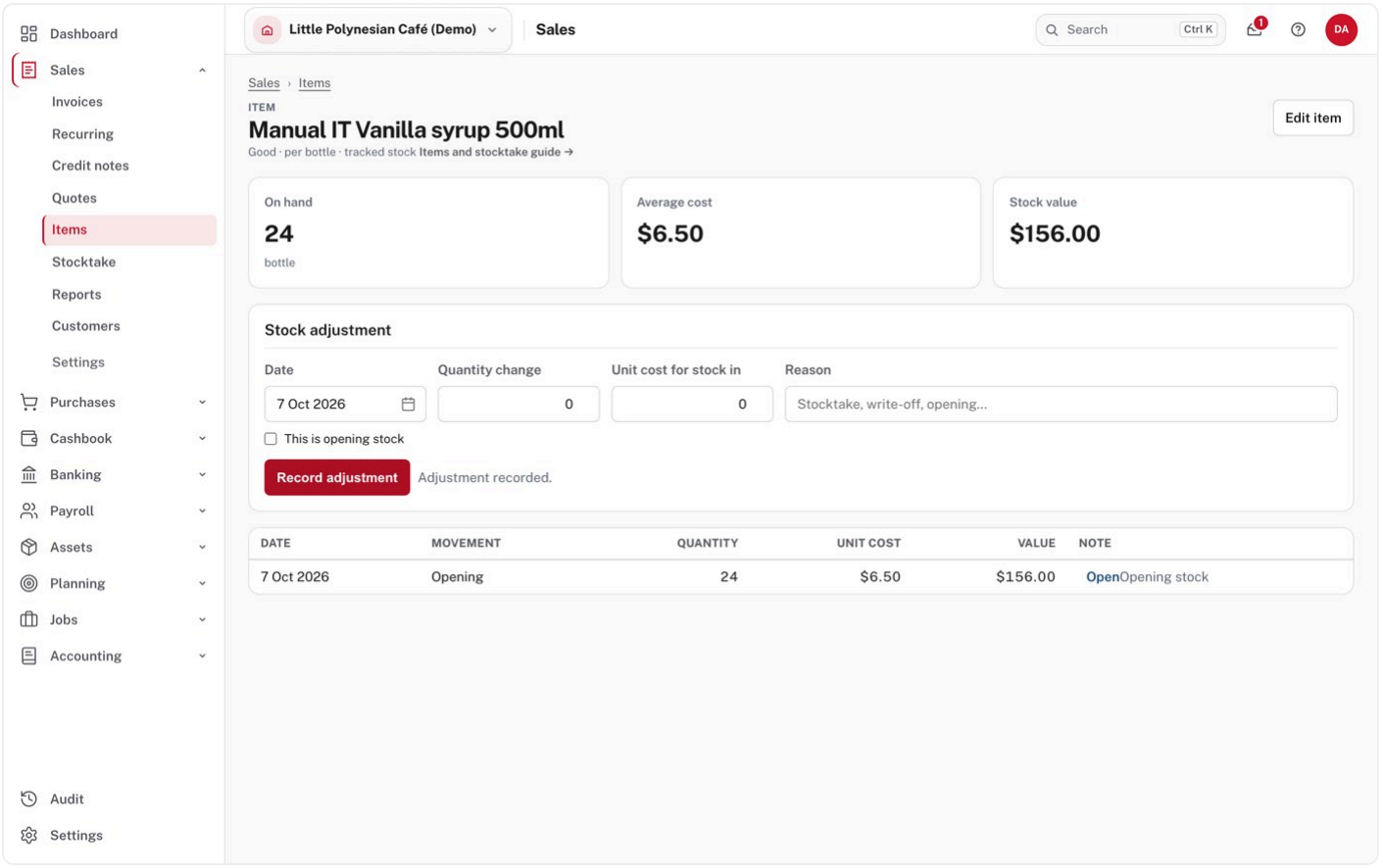
Use the **Stock adjustment** box on the item's own page only for what no document covers: opening stock when you start using Easy, or a correction.

Sales → Items → the item's name.

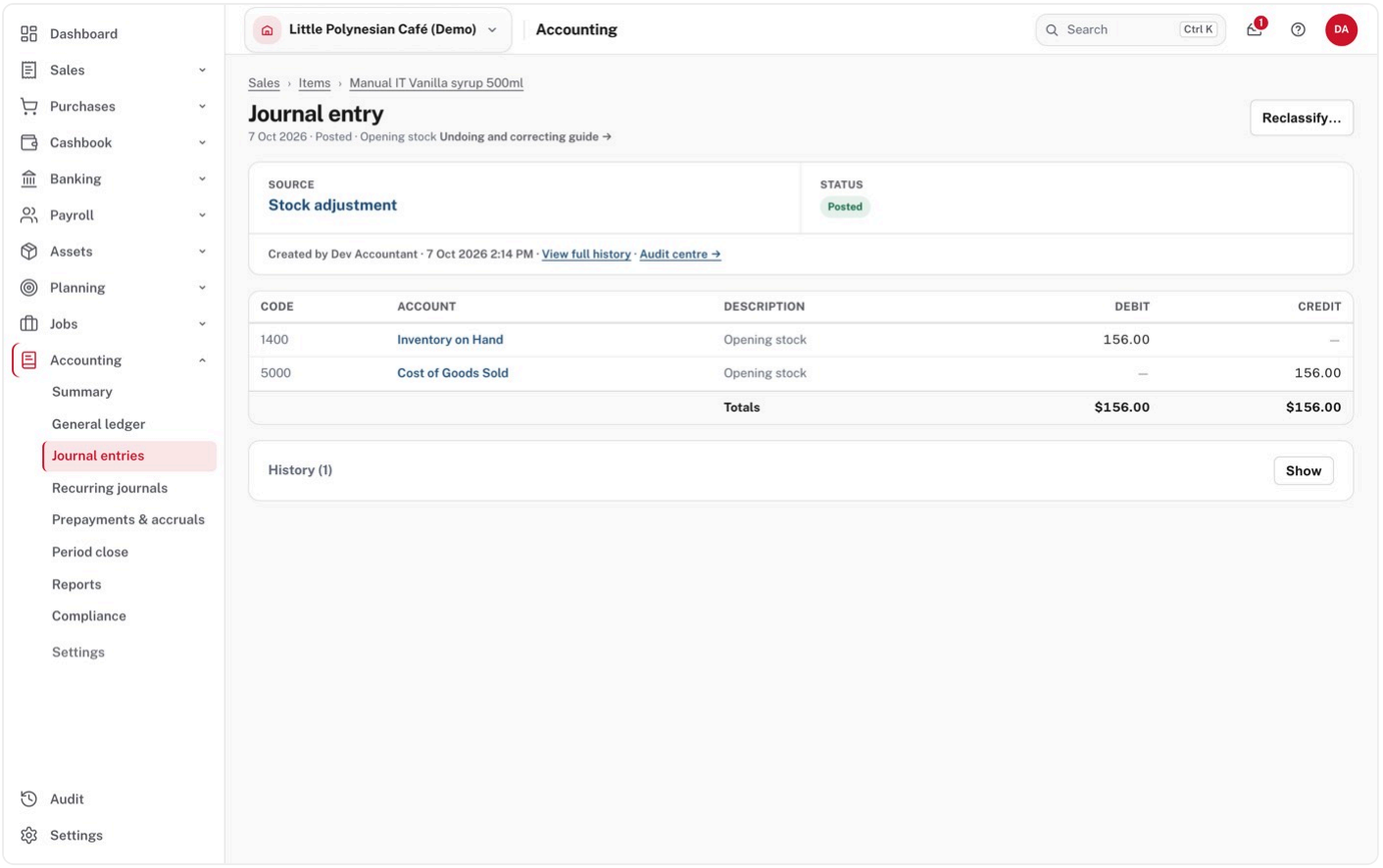


Field	What it does
Date	The date of the movement (today to begin with)
Quantity change	The change, not the total: **24** puts 24 in, **-2** takes 2 out
Unit cost for stock in	The cost of each unit coming in. It is only used when the quantity is more than zero: stock going out always leaves at the current average cost
Reason	Shown in the history and on the journal
This is opening stock	Labels the movement **Opening** instead of **Adjustment**

Choose **Record adjustment**. Easy says **Adjustment recorded.**, and the page now shows 24 on hand at an average cost of $6.50, so $156.00 of stock.



The **Open** link beside the movement opens the journal it made.

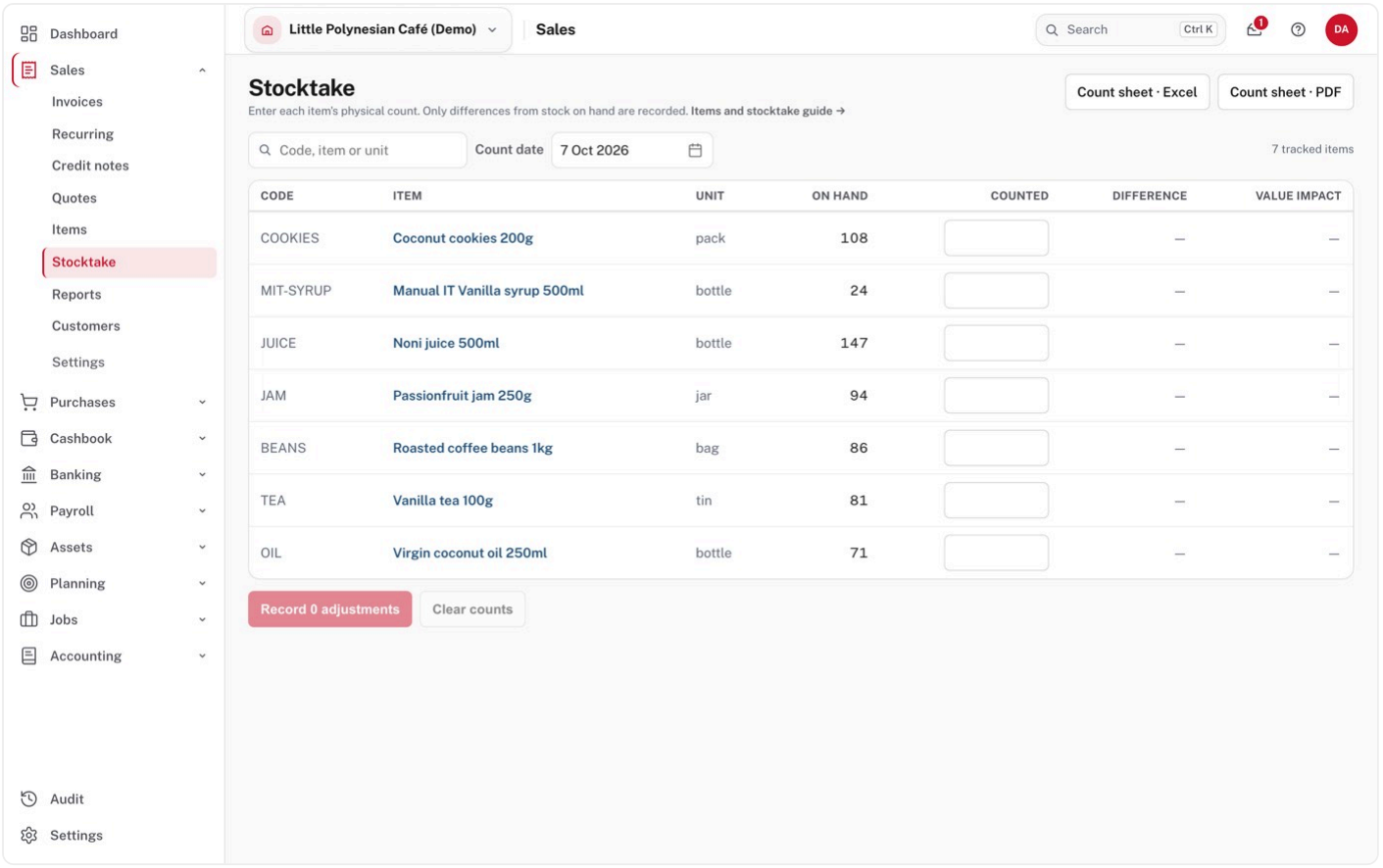


A stock adjustment is booked against Cost of Goods Sold

Stock put in by adjustment is a debit to Inventory on Hand and a **credit to Cost of Goods Sold**, which raises profit for the period. That is right for opening stock and for a found item, but stock you **bought** belongs on a bill, so the cost comes from the supplier's invoice and the supplier is owed the money. You can't correct Inventory on Hand with a manual journal either (Manual journals and journal approval).

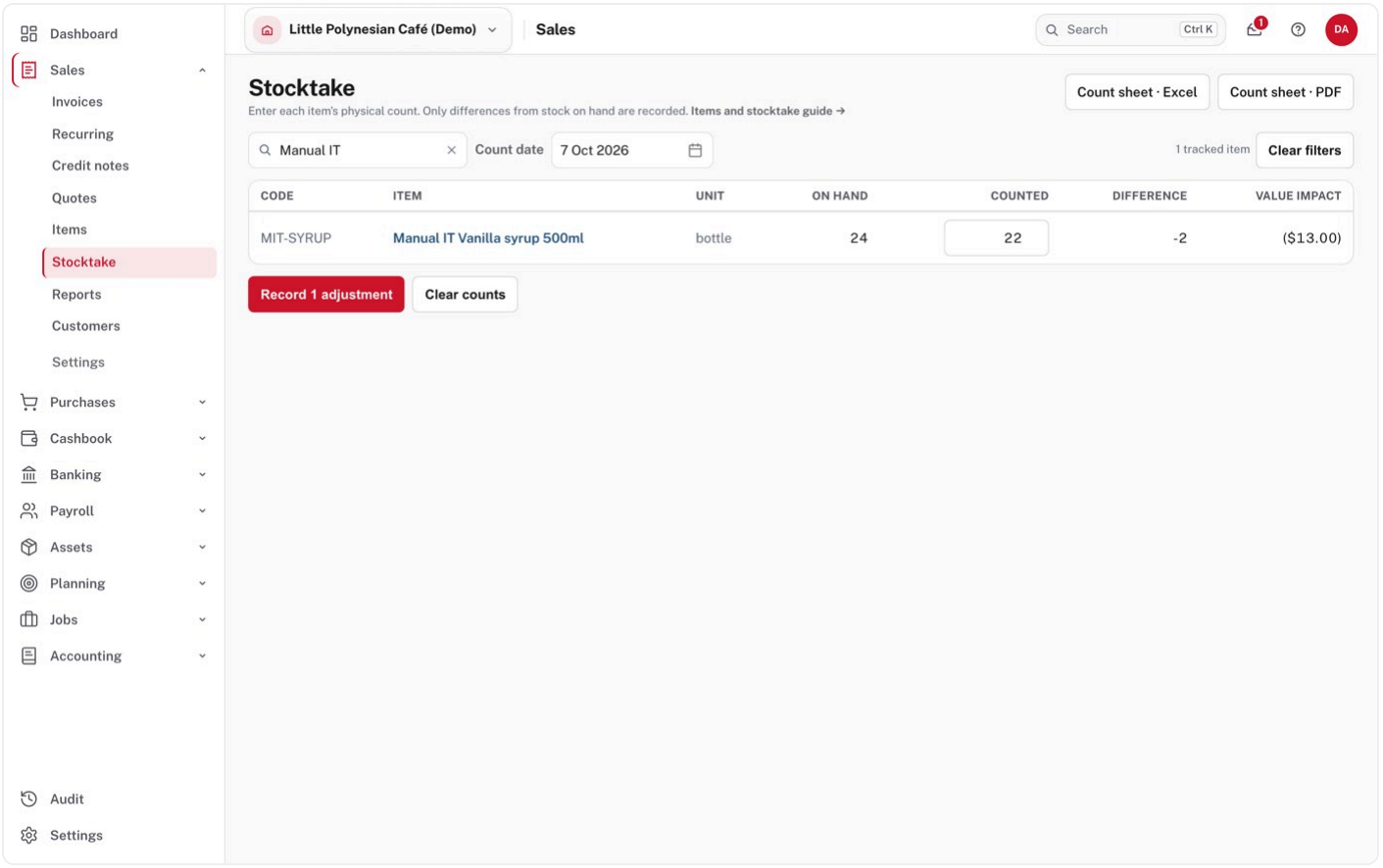
Step 5. Count your stock

Sales → Stocktake (or **Stocktake** at the top of Items).



The sheet lists every **active tracked good** with the quantity **On hand** according to the books. Services, untracked goods and archived items are not on it. **Count sheet · Excel** and **Count sheet · PDF** (top right) give you the same list with an empty **Counted** column to take to the shelves. Not shown in the demo: the two files.

1. Set the **Count date**. The adjustments are made on this date.
2. Count the shelves and type each item's quantity in **Counted**. **Only count what you actually counted: a blank box is not a zero count**, and Easy leaves that item alone. Search narrows the list by code, name or unit.
3. Read **Difference** (counted minus on hand) and **Value impact** (the difference at the item's average cost; a loss is in brackets).



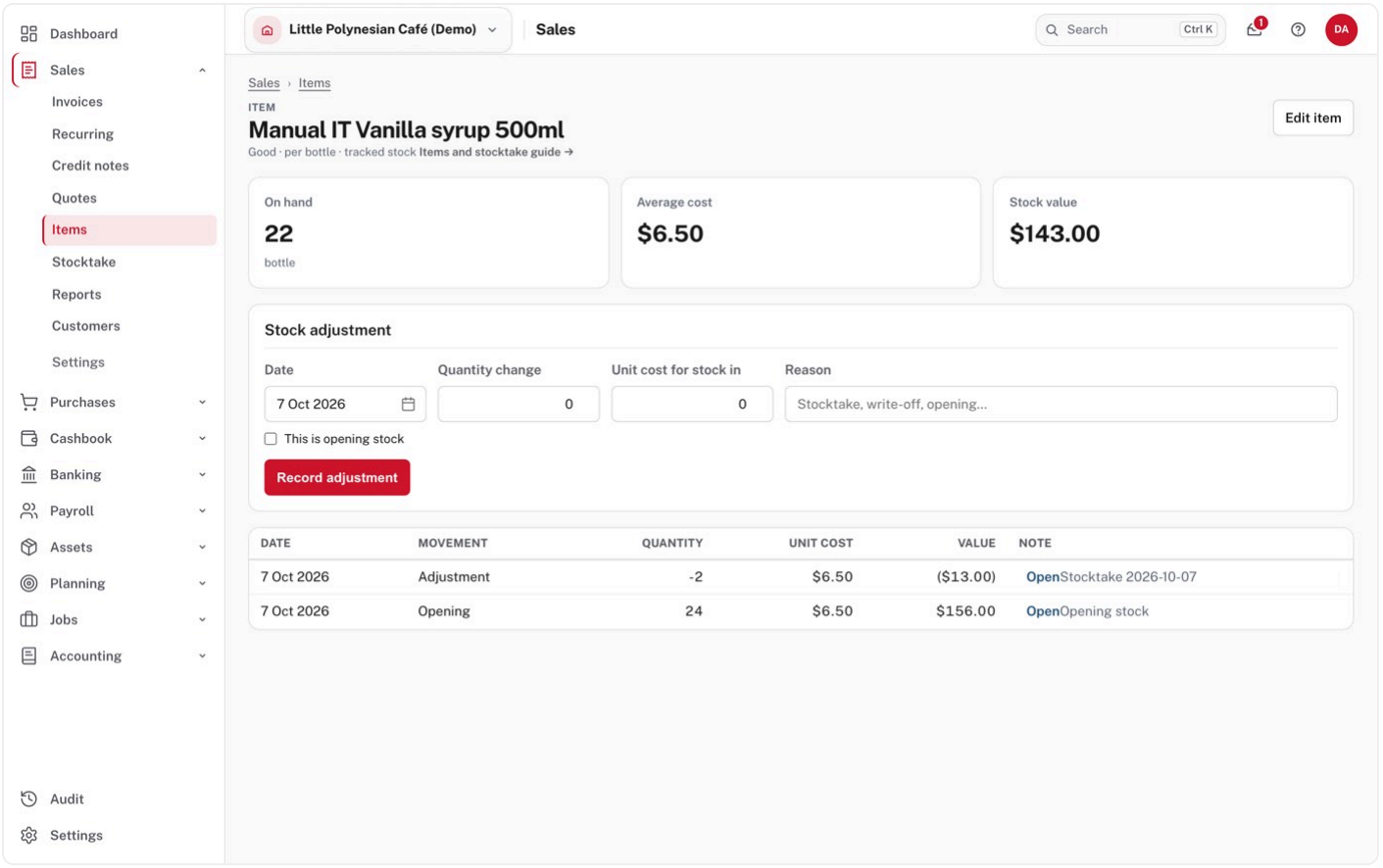
1. Choose **Record 1 adjustment** (the button counts the items that differ). **Clear counts** empties the boxes without recording anything.

Easy answers **Recorded 1 adjustment · net stock value ($13.00).** Each item that differs gets one **Adjustment** movement with the note *Stocktake* and the count date (here *Stocktake 2026-10-07*), and one journal; an item counted at exactly what the books say gets nothing.

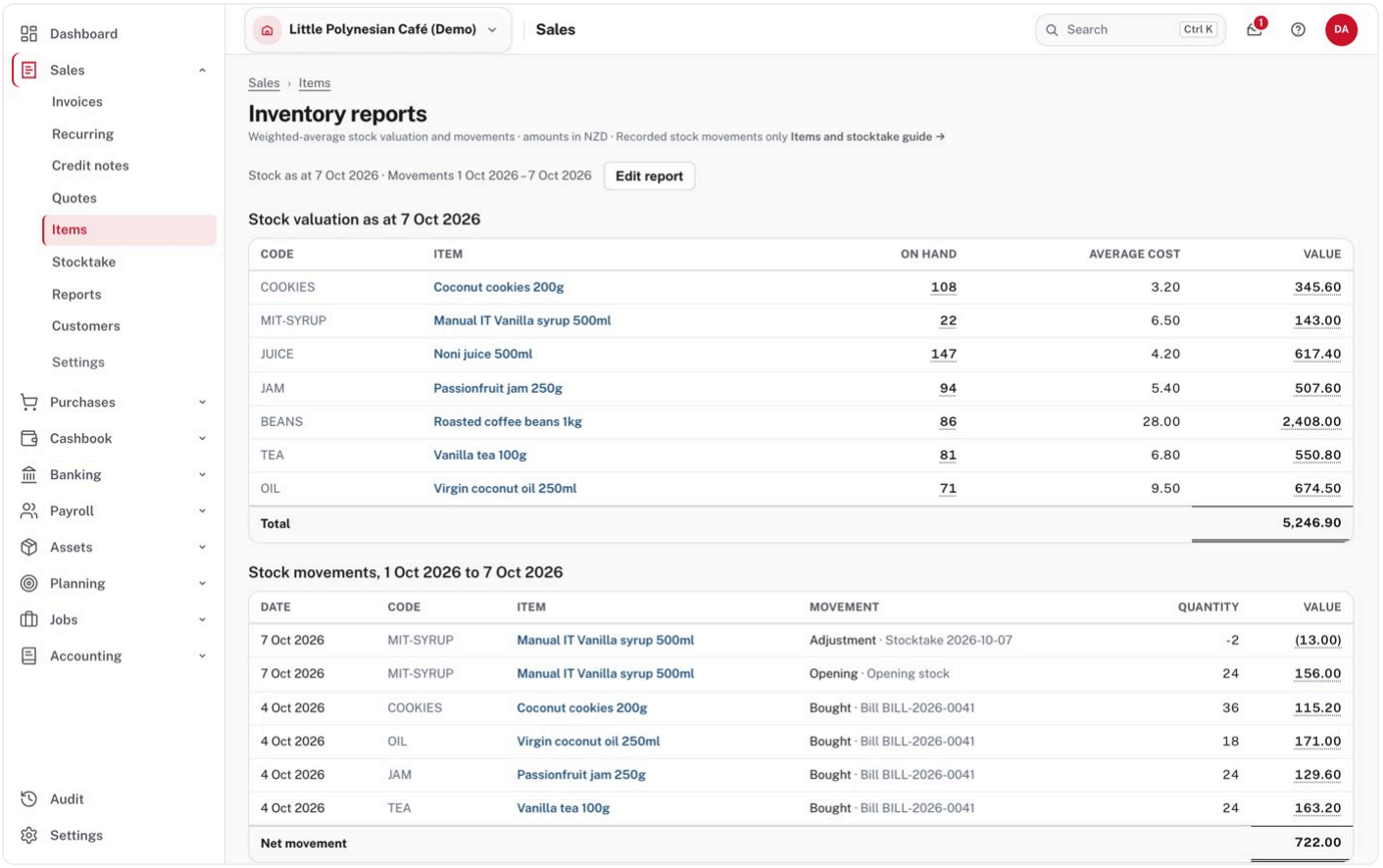
> **Don't use the stocktake to start a brand-new item**
>
> A stocktake adjusts at the item's **current average cost**, and an item with nothing on hand yet has none. A count of 5 on such an item puts 5 on the shelf at **$0.00** of value and posts no journal (not shown in the demo). To bring in opening stock, use the **Stock adjustment** box above and give a **Unit cost for stock in**.

Step 6. Check the result

Open the item again: **On hand** is now 22 and the history has the **Adjustment** next to the **Opening** movement.



Sales → Items → Inventory reports shows the stock for the whole company.



It has two tables. **Stock valuation** shows each tracked item's quantity, average cost and value at the **Stock as at** date; **Stock movements** lists every movement in the period. Choose **Edit report** to change the dates. An item's quantity or value opens the item and its history; a movement's value opens its journal. Use it to explain a surprising figure before you change anything.

The Items strip should still say ✓ **Reconciled**, and the month-end check compares Inventory on Hand with the stock records (Month-end checklist). Stock is counted before the year end (Year-end annual statements).

Cost rounding

> **Not shown in the demo**
>
> The demo's stock agrees with the books, so the **Variance** strip and the **Clear the rounding difference** button don't appear there.

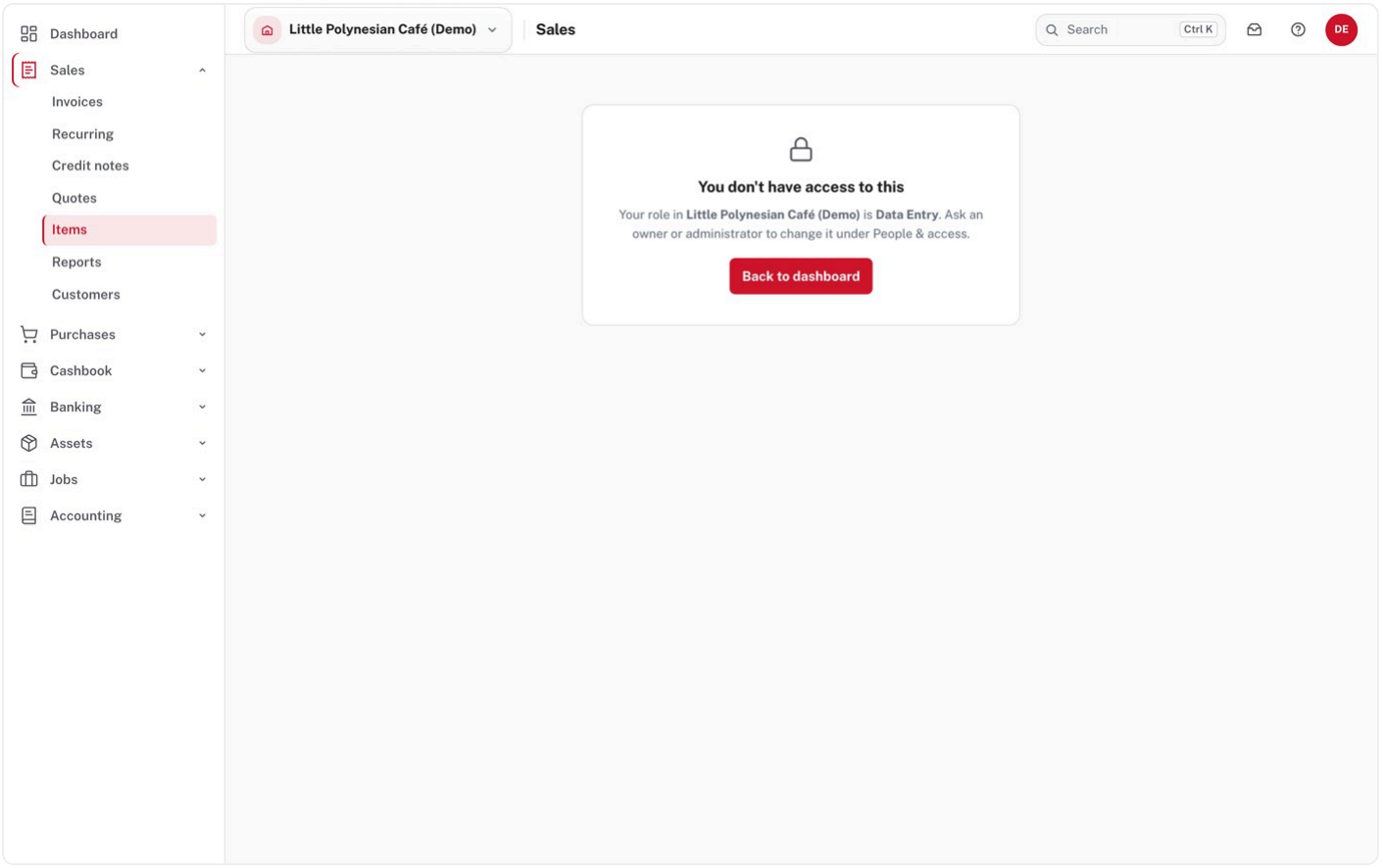
Stock is costed to four decimal places, so a purchase or sale can differ from the stock records by a cent or two. Easy puts that difference on cost of sales in the same entry, and each night moves the few cents left on an item that is out of stock to cost of sales too. If the strip above the register still shows a **Variance** from older purchases, **Clear the rounding difference** shows you the amount and moves it to cost of sales when you choose **Clear it**.

Use it for rounding only. A larger difference means something reached Inventory on Hand without a stock record, such as a manual journal or a mistyped bill, so choose **Open its transactions** and find that first.

More detail: Items and stocktake.

When something goes wrong

What you see	What it means
Another item already uses code ...	Codes are unique. Choose another, or edit the existing item
Mark the item as sold, purchased, or both.	Tick at least one of the two boxes (a tracked good counts as bought)
This item already has stock movements ...	Tracking can't be switched off after the first movement
Recorded 2, 1 failed: ... (stocktake)	Each adjustment is made on its own: the ones before the failure stay recorded, and the message names the item and why. Fix it and count that item again
You don't have access to this on Stocktake	Your role is Data entry; ask an Owner or Administrator (People, roles and access)



Not shown in the demo: the *Recorded … failed* message.

Check before you continue

Check before you continue

- ◯ Every item has a short, unique code, the right VAT codes and the right income or expense account.
- ◯ Goods you hold are tracked **before** their first movement, and goods you don't hold are not.
- ◯ Stock came in on bills, not on adjustments, apart from opening stock and corrections.
- ◯ Each stocktake counted only what was counted, and its adjustments are the differences you expected.
- ◯ The Items strip says ✓ **Reconciled**, or any variance is only cost rounding.

Jobs and profitability

A **job** is one piece of work you want to see the profit on: a catering event, a fit-out, a monthly class. You set the job up, then **tag** the invoice, bill and journal lines that belong to it, and Easy adds up the income and the costs for you. This is for the Owner or an Accountant, once per job and then whenever you want to know how it is going. It builds on Raise, send and get paid for an invoice and Enter and approve bills, and a job can have its own budget (Budgets).

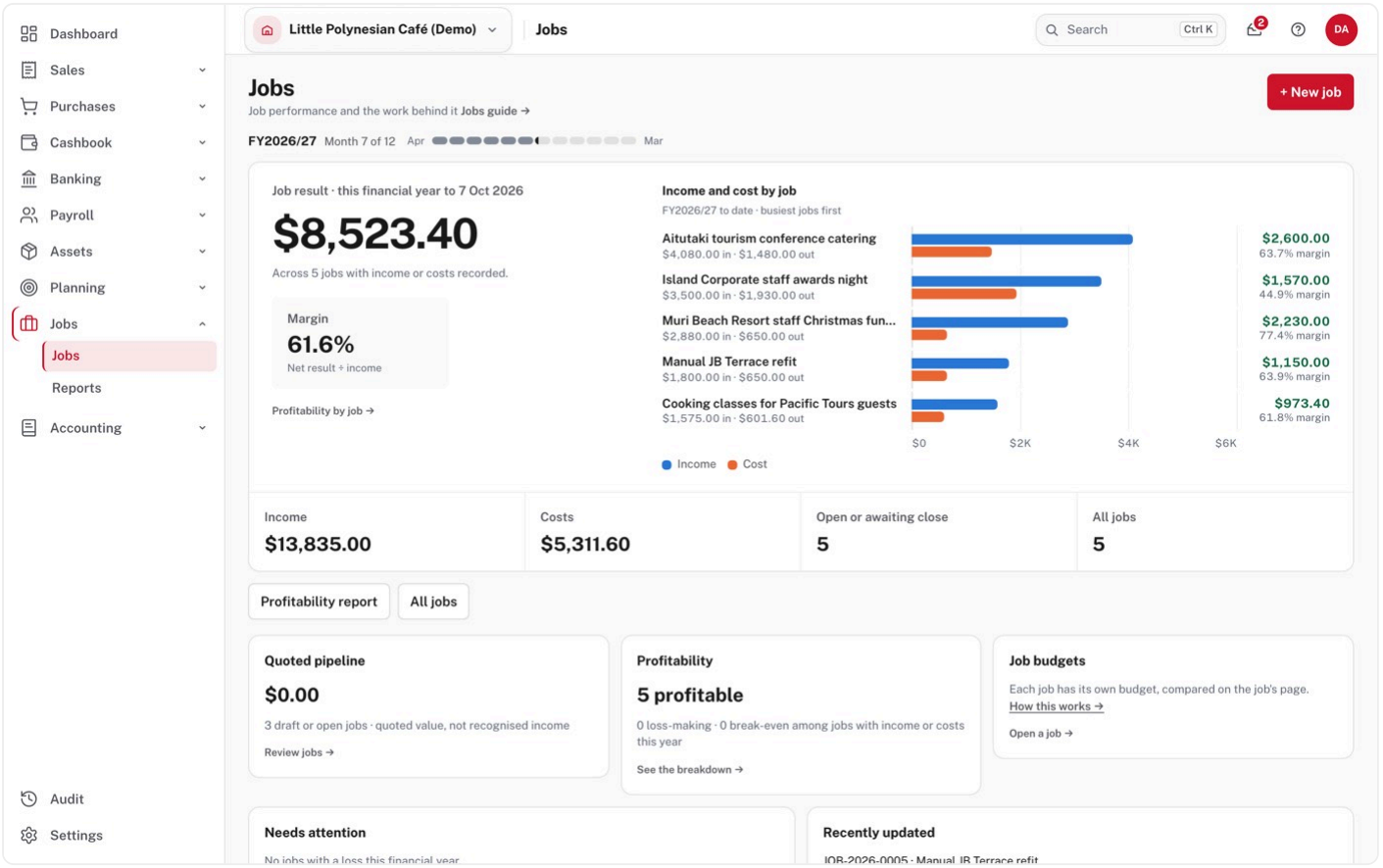
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The demo already has four jobs (JOB-2026-0001 to 0004). The job *Manual JB Terrace refit* (JOB-2026-0005) and its invoice and bill are examples added for this chapter, and every amount is made up. The pictures show an Accountant's screens; an Owner or Administrator sees the same ones.

Before you start

- **Jobs is a module of its own**, and your plan has to include it. It is on in the demo. A budget comparison on a job also needs **Planning**, and the job page says so when Planning is off (not shown in the demo) (Turning modules and features off).
- **Who can do what.** Anyone who can see Jobs can read a job. Creating, editing and moving a job along needs a role that keeps the books (People, roles and access).
- **A job is tagged through a reporting dimension.** When you save a job, Easy gives it its own value in a reporting dimension (in the demo, **Project**). You don't create that value yourself, and you shouldn't edit it in Settings (Reporting dimensions).

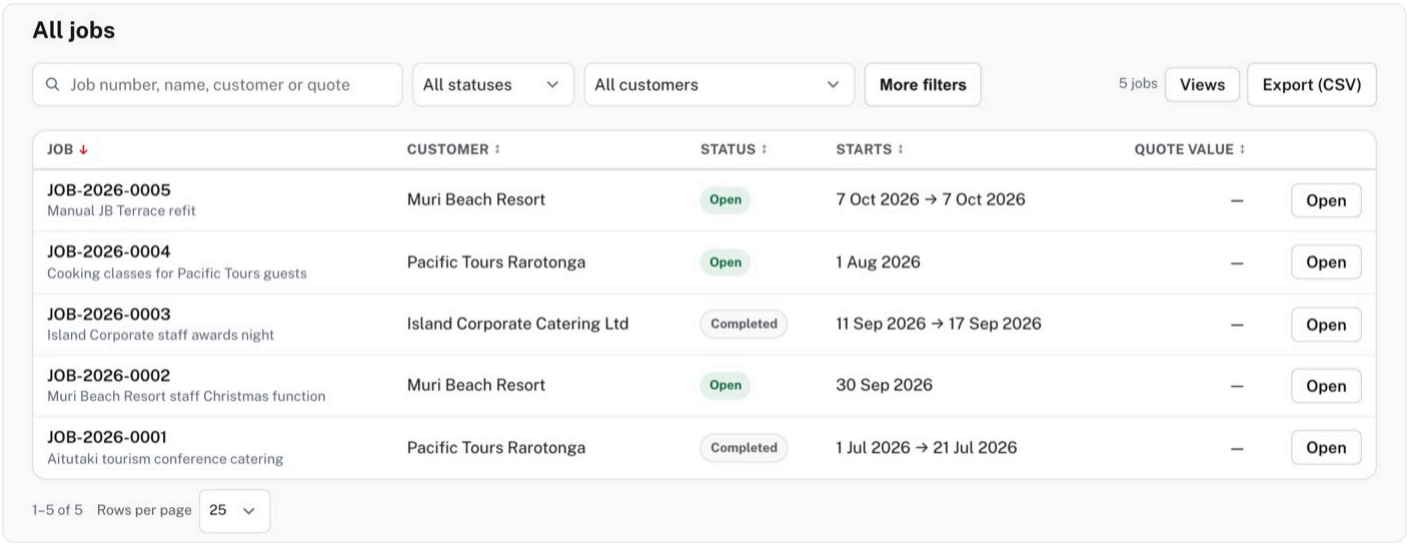
Step 1. See your jobs

Jobs → Jobs.



The top of the page answers "how are my jobs doing this financial year?". The big figure is the **job result**: the income minus the costs recorded against jobs, this financial year to today. Beside it are the **margin** (result divided by income) and a bar for each job's income and cost. Below are **Income**, **Costs**, **Open or awaiting close** and **All jobs**, and panels for **Quoted pipeline** (the quoted value of draft and open jobs, which is "not recognised income"), **Profitability** (how many jobs made a profit, a loss or broke even), **Job budgets** (a pointer to how budgets work) and **Needs attention** (jobs with a loss this year). **Recently updated** lists the jobs touched last.

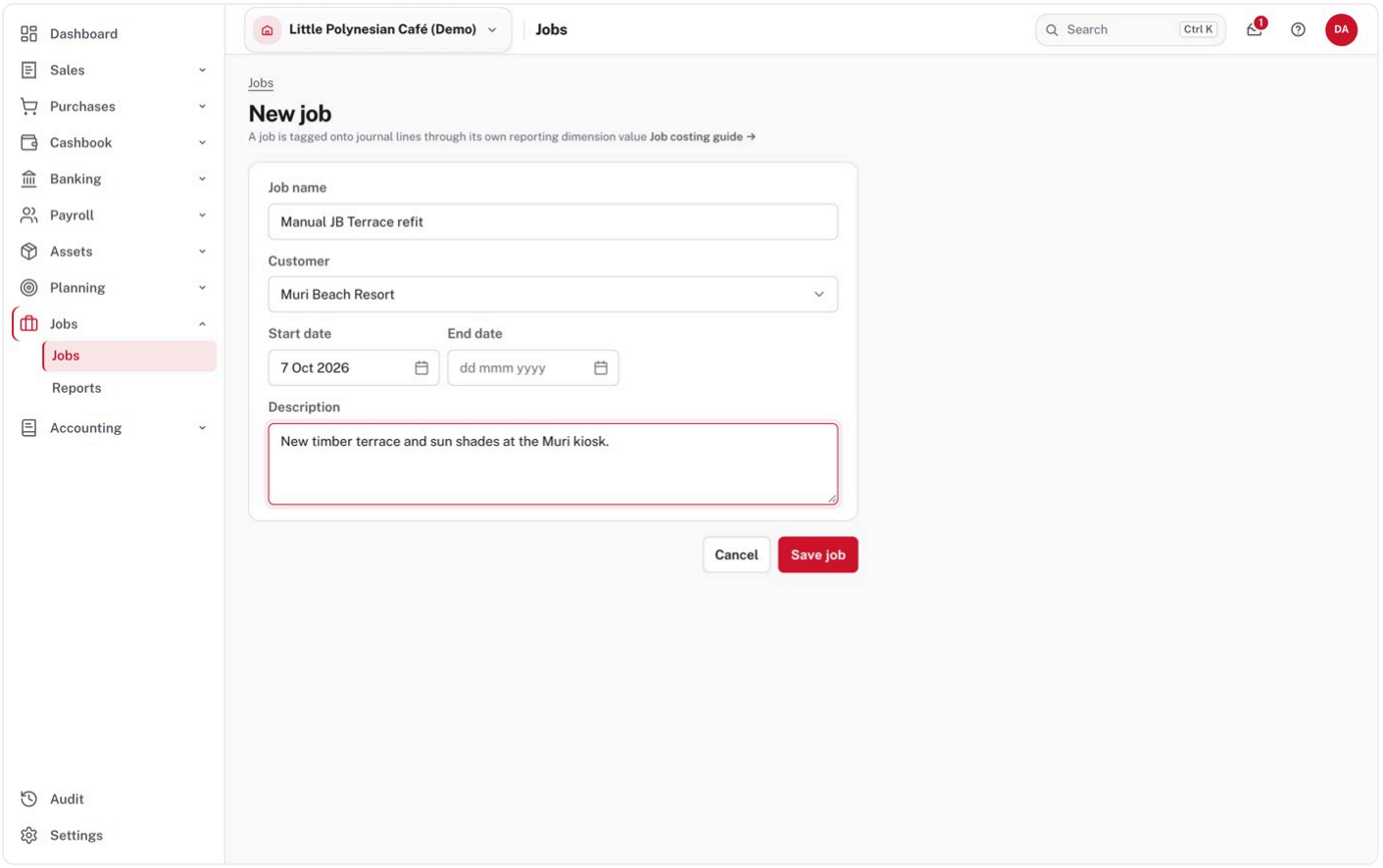
Under them is the register of **All jobs**.



Search by job number, name, customer or quote, filter by **status** and **customer**, or open **More filters** for *Activity* (active, or closed or cancelled) and the *Started from* and *to* dates. **Export (CSV)** saves the list. A job without a customer shows **Internal**.

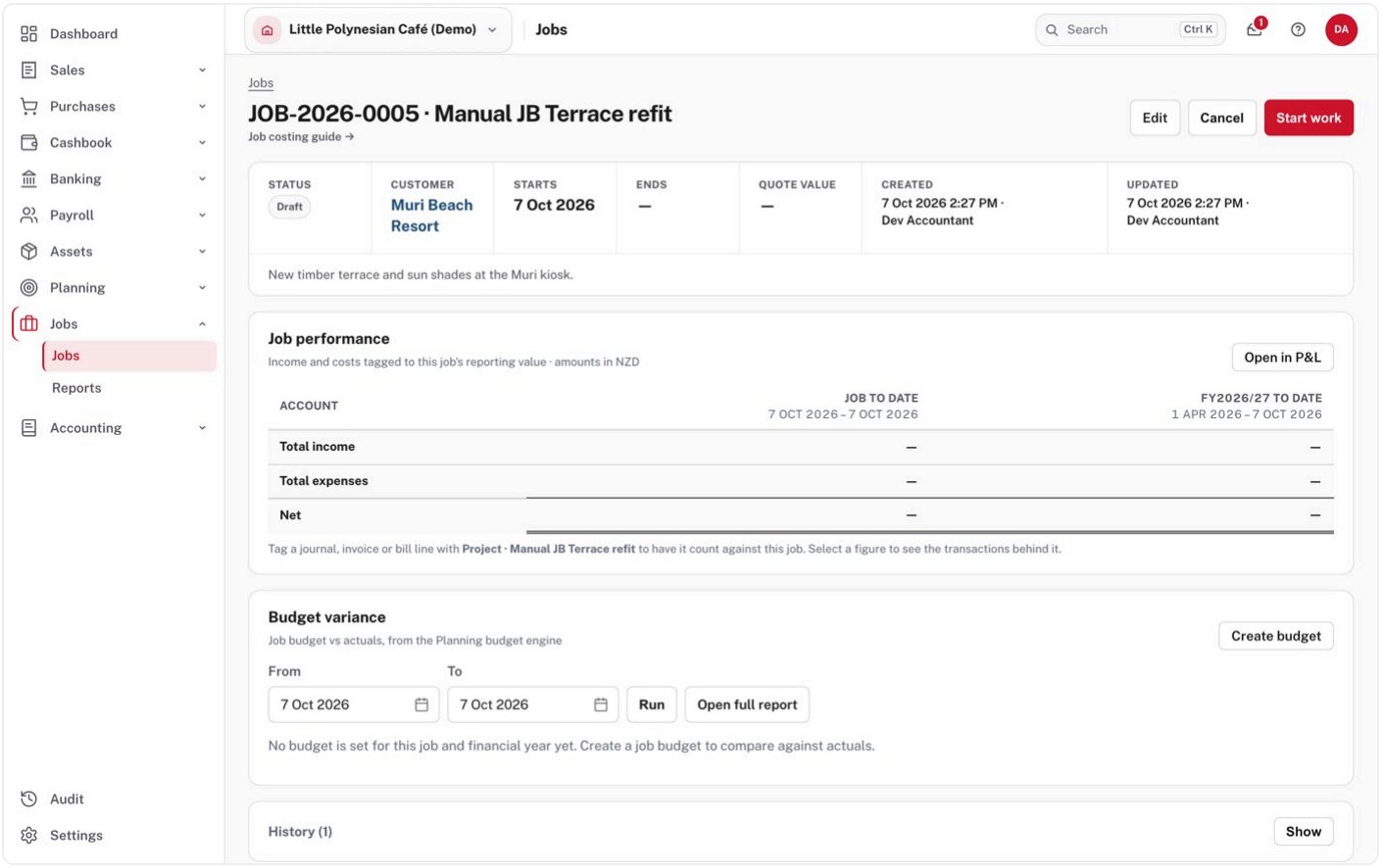
Step 2. Set up a job

Jobs → Jobs → + New job.



Field	What to put
Job name	What you will recognise it by. It also becomes the name of the job's reporting value, so keep it short
Customer	The customer the work is for. Leave it empty (**Internal (no customer)**) for your own project
Start date	Today to begin with. **Job to date** figures count from here
End date	Optional. If it is empty when you mark the job complete, today becomes the end date
Description	Optional notes on the scope

Choose **Save job**. Easy numbers it (**JOB-2026-0005**) and opens it as a **Draft**.



The job page shows its **Status**, **Customer**, **Starts**, **Ends** and **Quote value**, then **Job performance** (empty so far) and **Budget variance**. **Quote value** shows a dash unless the job came from a quote. On an accepted quote, **Convert to job** makes the job for you, with the quote's amount without VAT as its quote value (not shown in the demo: Make a job from a quote).

The note under the table is the one to remember: **tag a journal, invoice or bill line with Project · *the job's name* to have it count against this job.**

Step 3. Start work

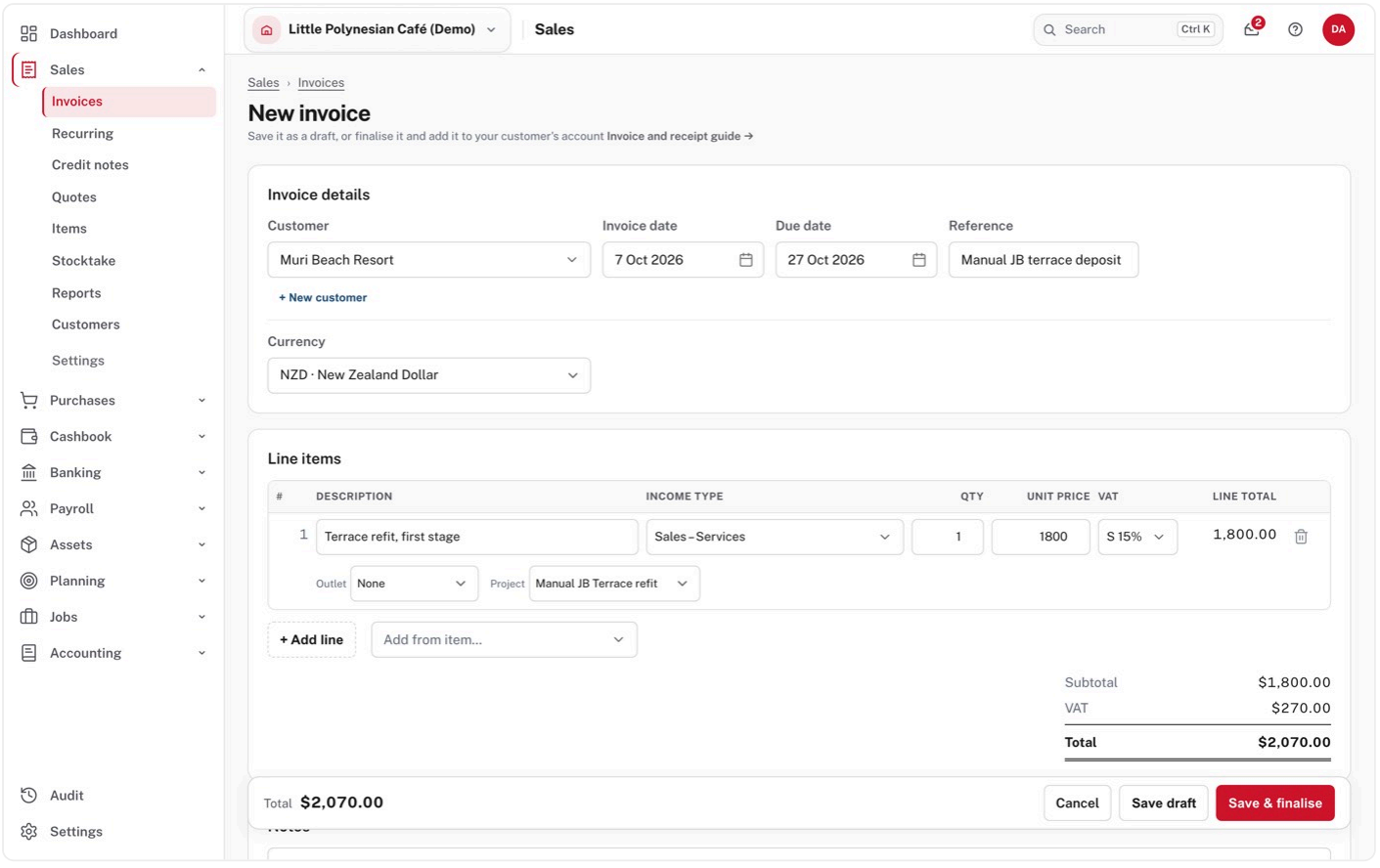
Choose **Start work**. The job is now **Open**. Each status offers what comes next:

Status	Buttons	What they do
Draft	**Start work**, **Cancel**, **Edit**	Start work opens the job
Open	**Mark complete**, **Cancel**, **Edit**	Mark complete records that the work is done
Completed	**Close job**, **Reopen**, **Cancel**, **Edit**	Close job signs it off; Reopen goes back to Open
Closed	**Reopen** only	Reopen goes back to Completed
Cancelled	**Reinstate**	Back to Draft

Cancel asks you to say why. A cancelled job can be reinstated. Not shown in the demo: Cancel and Reinstate.

Step 4. Tag income and costs to the job

Tag each line that belongs to the job when you enter it. On an invoice, a bill or a journal line, choose the job in the **Project** box under the line.



Then finalise the invoice (or record the bill) as usual. Here, an invoice of $1,800 plus VAT went to *Muri Beach Resort* and a bill of $650 from *Rarotonga Pantry Wholesale* was recorded, both with the job in **Project**.

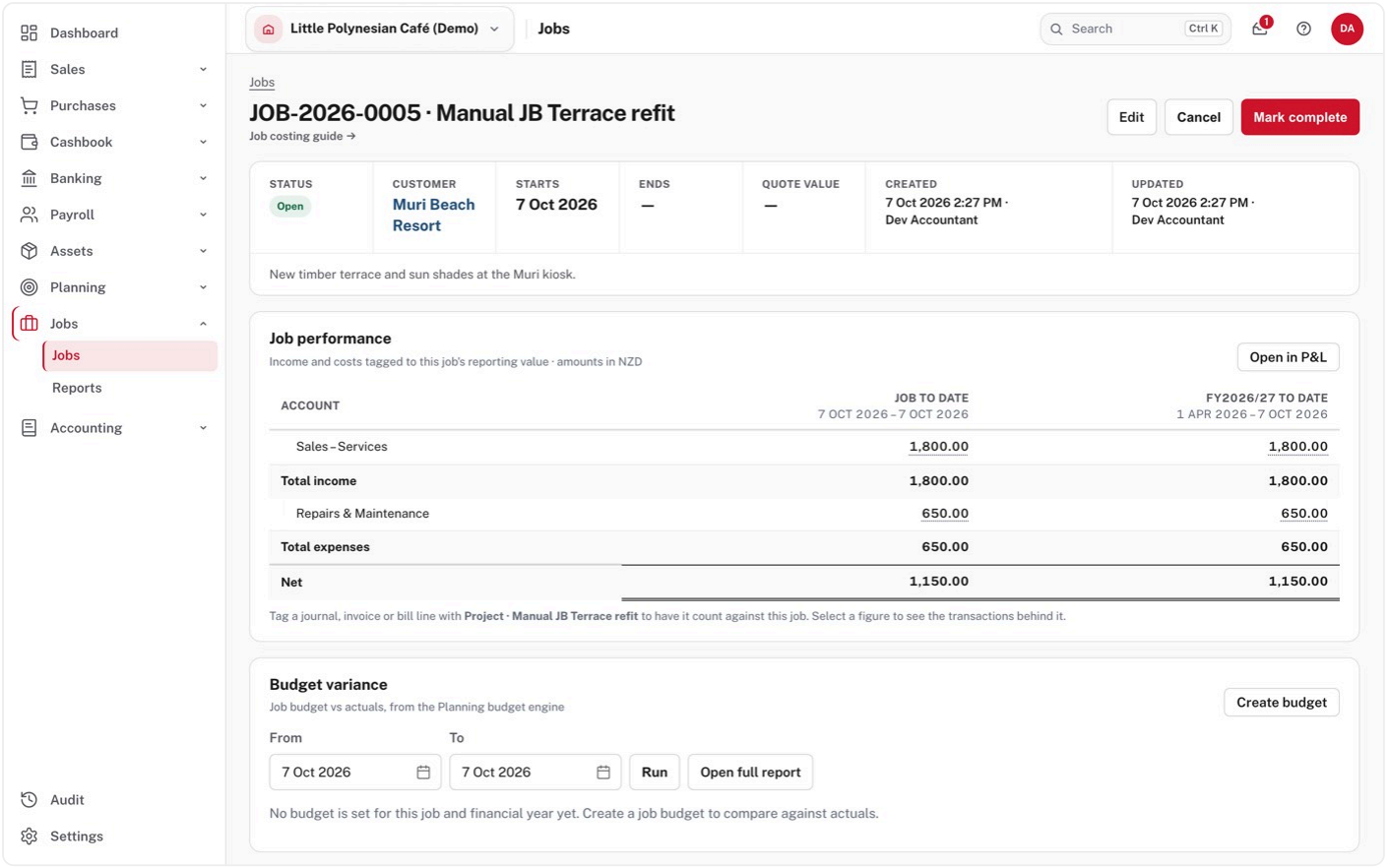
> **Tag the lines, not just the customer**
>
> Putting the job's customer on a document is **not** the same as tagging it. Only a line with the job in **Project** counts toward the job, so check each line before you finalise or record it. A line left on **None** counts toward no job.

A job that is **Open** or **Completed** is offered in the **Project** box. Once it is **Closed**, it is no longer offered (nor is a cancelled job), so tag everything before you close it.

To fix a wrongly tagged line, correct it on its own document, or ask your accountant to correct it by journal (Credit notes, undoing and correcting, Manual journals).

Step 5. Read the job

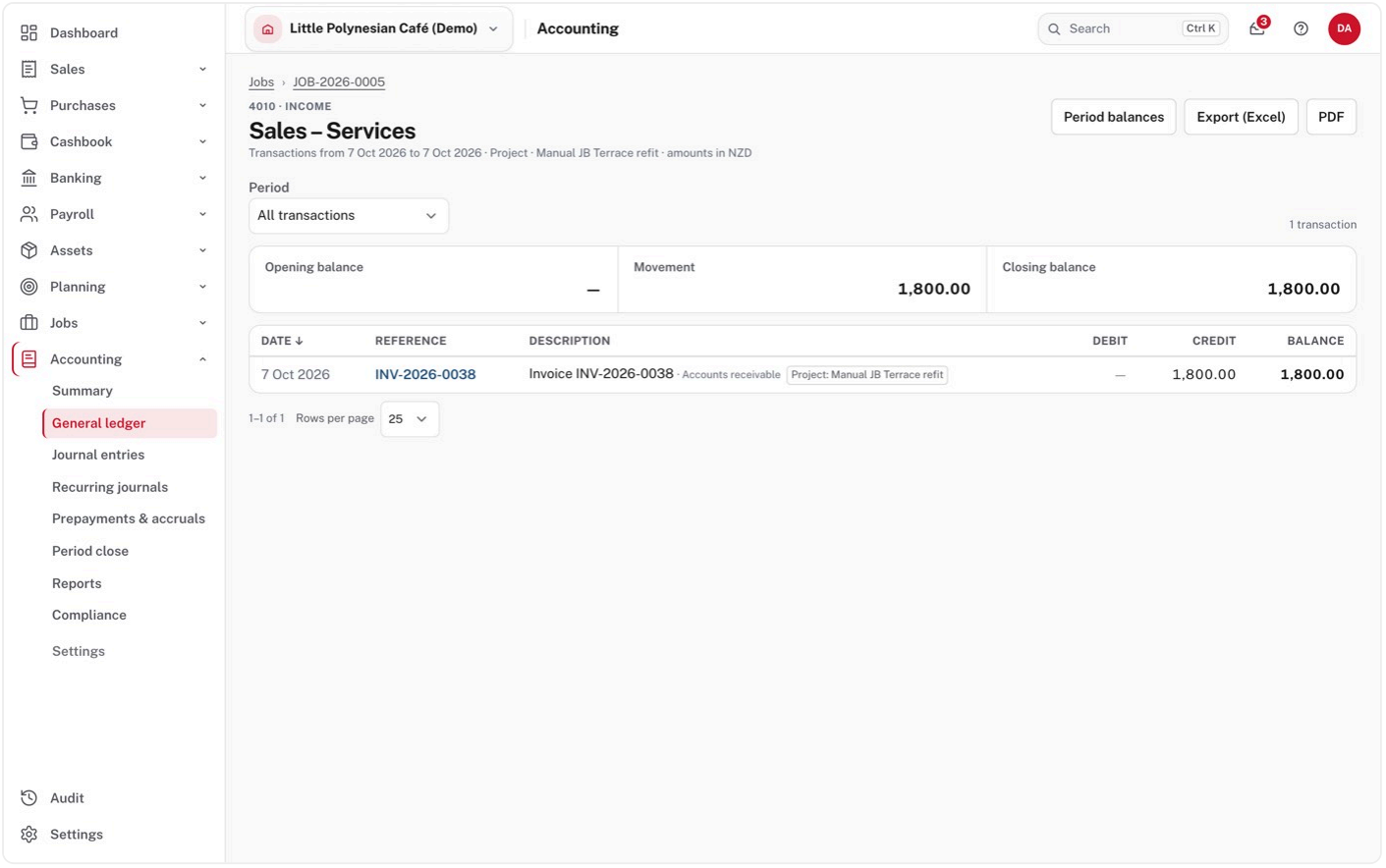
Open the job from **Jobs → Jobs**.



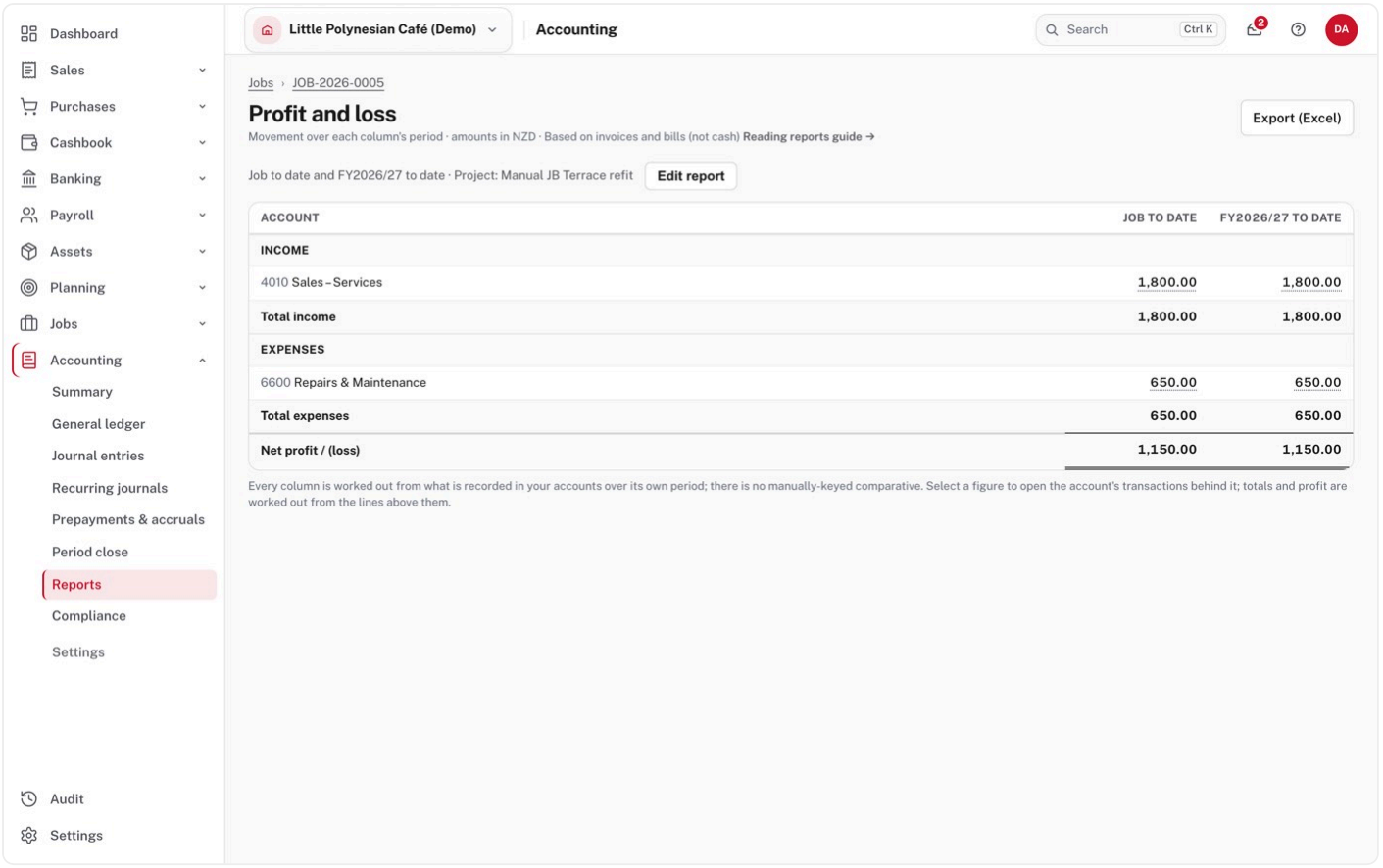
Job performance has one row for each account the job has touched, in two columns:

- **Job to date**: from the job's start date to **today**, even after the job has ended, so a late supplier bill dated after the end date still counts.
- **FY2026/27 to date**: this financial year to today.

Income is counted **without VAT**, so the $1,800 invoice shows as **1,800.00**, not the $2,070 total. **Net** is income minus expenses. A figure with a dotted underline opens the transactions behind it.



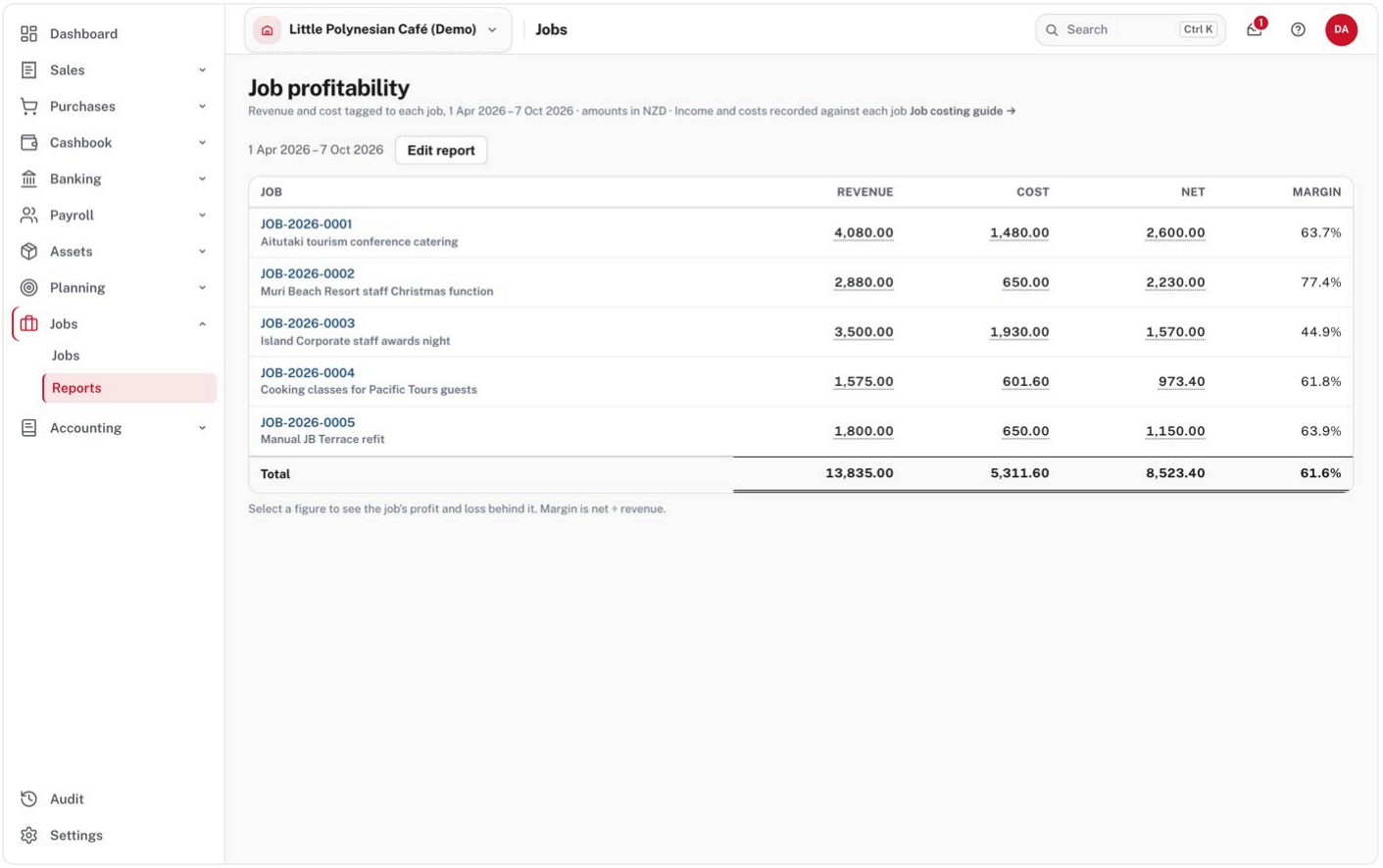
Open in P&L shows the whole job as a profit and loss, filtered to the job.



The **Budget variance** panel compares the job with its budget. With no budget it says *No budget is set for this job and financial year yet*, and **Create budget** opens the budget editor for this job (Budgets). A budget is a plan: it records nothing in your accounts.

Step 6. Compare your jobs

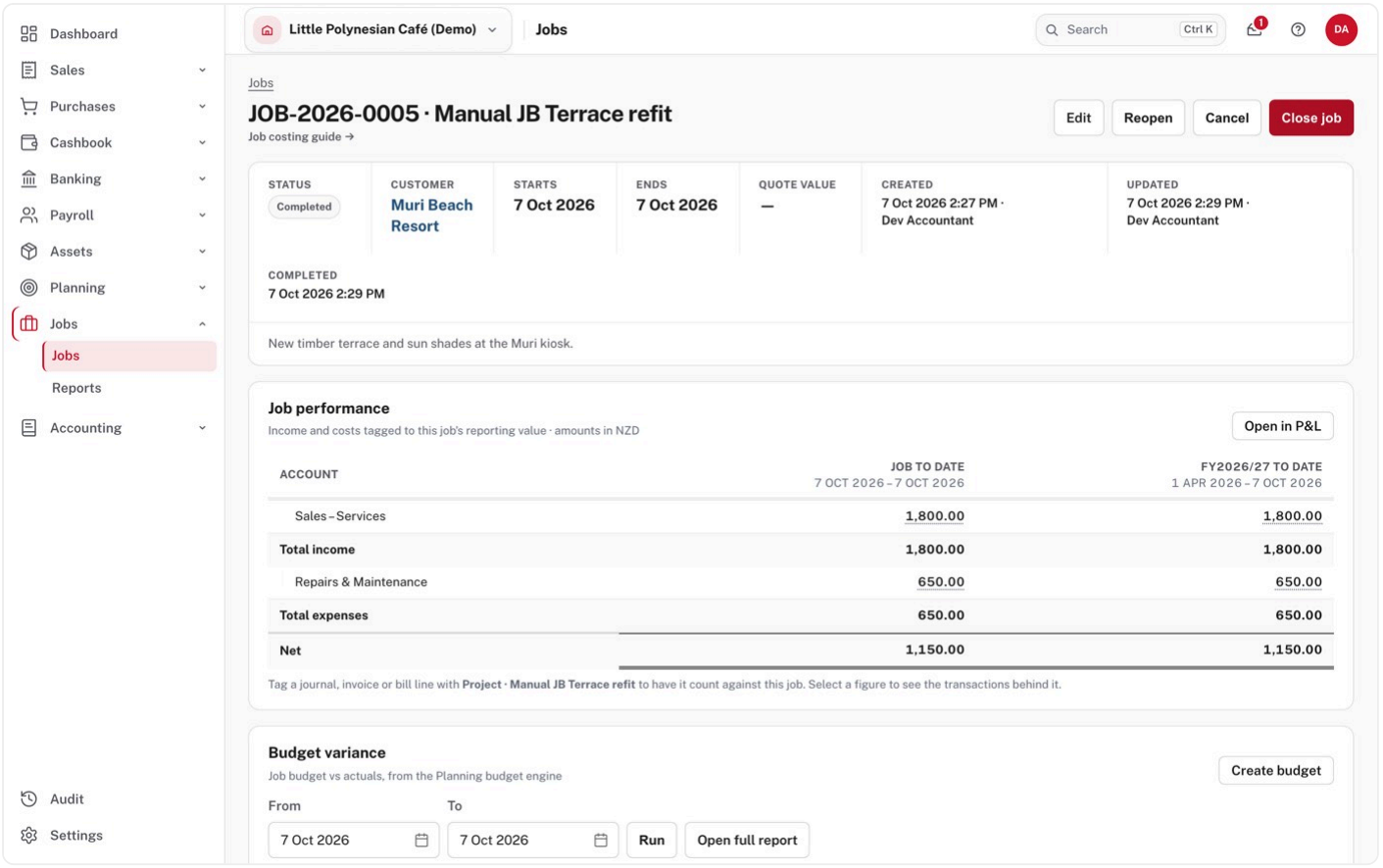
Jobs → Reports.



The report lists each job's **Revenue**, **Cost**, **Net** and **Margin** (net divided by revenue) for a period, with a total. It starts on the financial year to today; choose **Edit report** to change the dates. A job's number opens the job; a figure opens the job's profit and loss for the same dates.

Step 7. Finish and close the job

When the work is done, choose **Mark complete**.



Ends now shows today, because the job had no end date. **Close job** signs the job off. It waits until nothing unposted is still tagged to the job, and the page lists what is in the way under **Before closing**: unposted invoice lines (a draft or sent invoice) and unposted bill lines. Not shown in the demo: that list, because everything tagged here was already finalised or recorded.

A closed job keeps all its figures and still appears in the reports. It is also taken out of the **Project** box, and a budget can't be saved for it (Easy says *That budget scope is inactive or unavailable.*). So give the job its budget before you close it. **Reopen** brings a closed job back if something was missed.

More detail: Jobs and profitability.

Check before you continue

Check before you continue

- ◯ Each job has a clear name, the right customer (or none, for internal work) and a start date.
- ◯ Every invoice, bill and journal line that belongs to a job has the job in **Project**.
- ◯ The job page's figures are the ones you expect, and its **Net** matches the job's profit and loss.
- ◯ Jobs that are finished are marked complete, and closed once nothing unposted is tagged to them.
- ◯ A job that needs a budget has one (Budgets).

Budgets

A **budget** is your plan for one financial year: how much income you expect and how much you expect to spend, account by account and month by month. Easy then sets what actually happens beside the plan, so you can see where you are ahead or behind. The Owner or an Accountant makes the budget once a year, and changes it (a **reforecast**) when the year turns out differently. How to read the comparison is in Reading the financial reports; a budget for one piece of work is part of Jobs and profitability.

About the screenshots

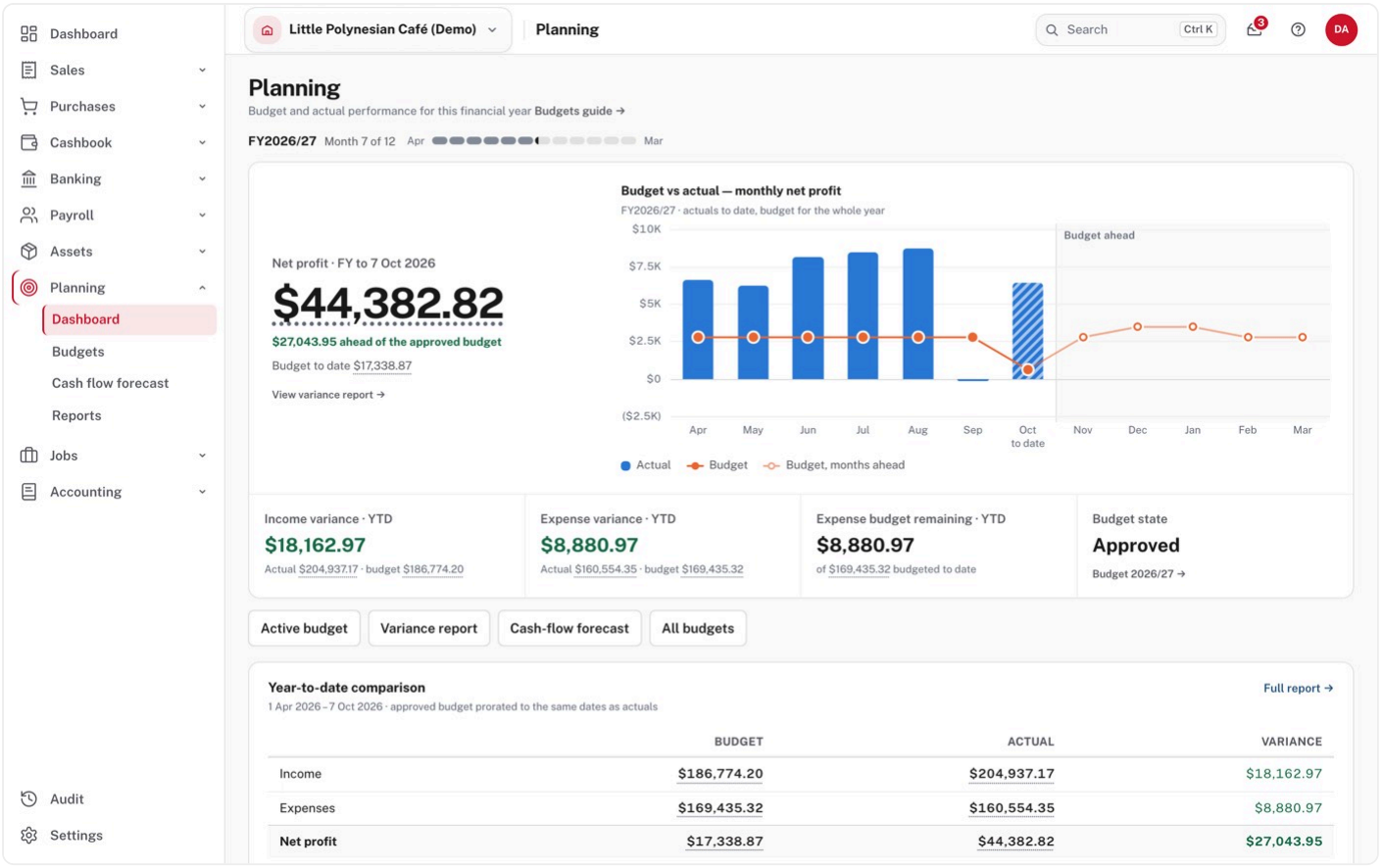
Screenshots are from Easy's demo company, *Little Polynesian Café*. The demo has an approved whole-business budget, *Budget 2026/27*, which these steps only read. The budgets named *Manual BD …* and the budget for *JOB-2026-0005* are examples added for this chapter, and every amount is made up. The actual figures on the report pages change as the demo's own activity changes. The pictures show an Accountant's screens; an Owner or Administrator sees the same ones.

Before you start

- **Planning is a module of its own**, and your plan has to include it. It is on in the demo (Turning modules and features off).
- **Who can do what.** Everyone who can see Planning can open a budget and read the reports. Creating, editing, locking, importing and reforecasting need the right to manage accounting setup, which the Owner, Administrators, Accountants and Developers have. For anyone else a budget opens read-only (Budgets; not shown in the demo).
- **One active budget for each financial year and scope.** A budget covers the **whole business** or a single reporting-dimension value: one outlet, project or job. The demo already has the whole-business budget for FY2026/27, so you can't make a second one for that year. A budget for a different year, or for one outlet or job, is fine.
- **Know your financial year.** The demo's runs April to March, so the figures here count from 1 April 2026.

Step 1. See the plan against the actuals

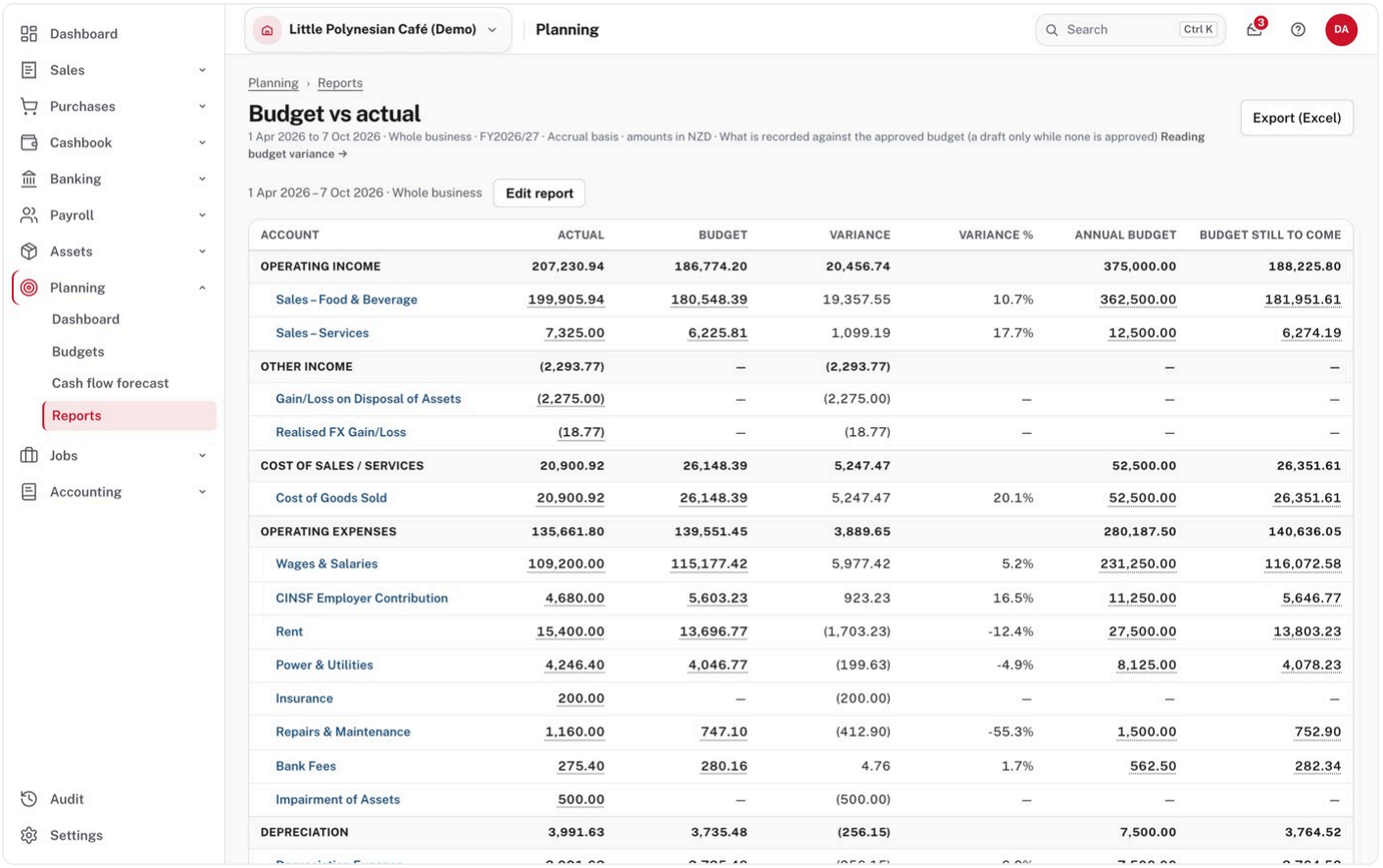
Planning → Dashboard.



The dashboard answers "am I on plan this year?". The big figure is **net profit for the financial year to today**, with how far it is ahead of or behind the **approved budget**, which is worked out only to today's date. The chart sets each month's actual net profit against the budget, and shows the months still ahead in a lighter colour. Under it are **Income variance**, **Expense variance**, **Expense budget remaining** and the **Budget state** (here *Approved*). The **Year-to-date comparison** table lists income, expenses and net profit, and **Largest unfavourable variances** names the accounts furthest over plan.

For the whole list of accounts, choose **Variance report**. It opens **Planning → Reports** (titled **Budget analysis**): the monthly chart with the same comparison under it. For other dates, a dimension or an earlier version, choose **Other dates or a dimension**.

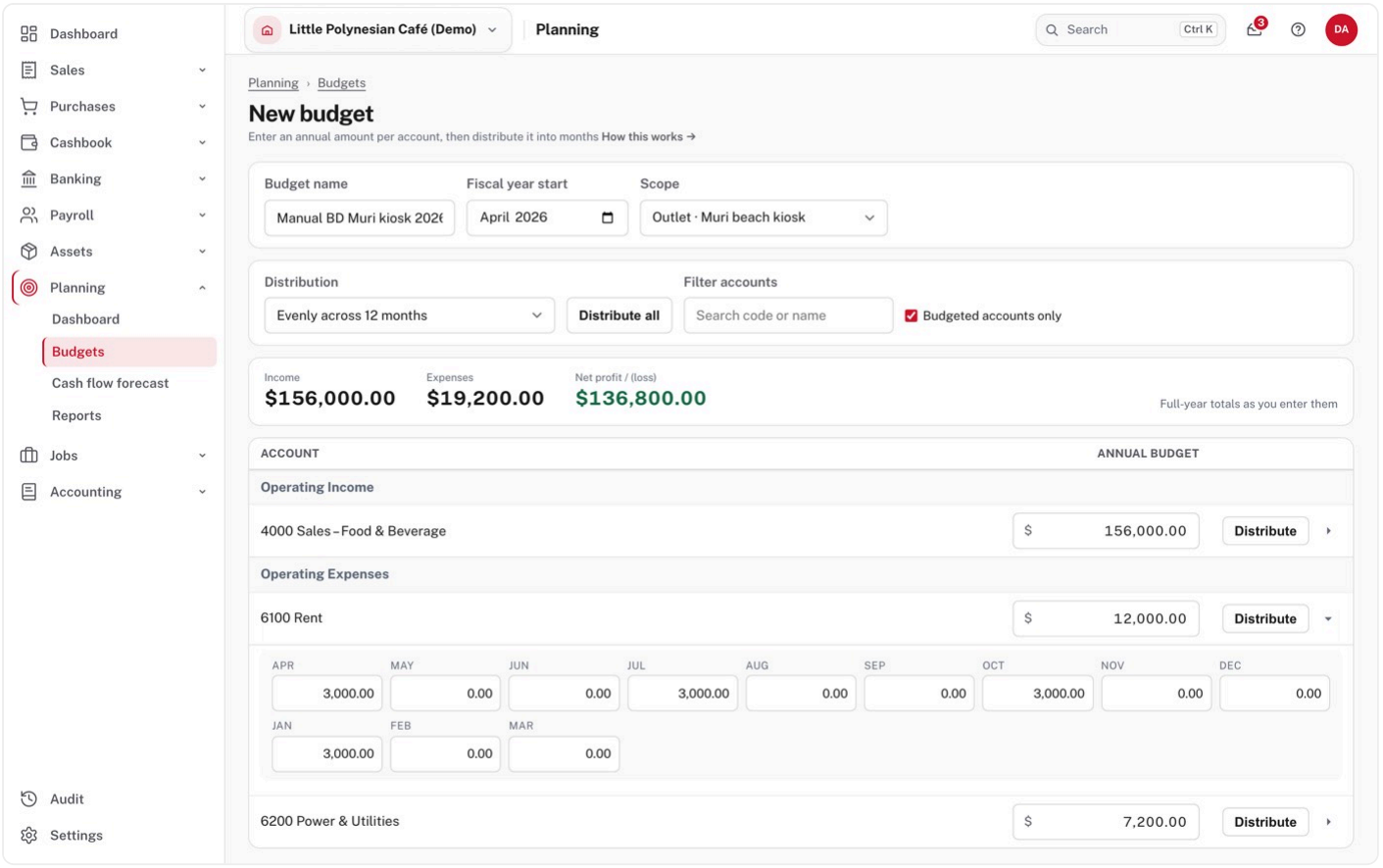
Planning → Reports → Other dates or a dimension.



For each account, **Actual** is what is recorded, **Budget** is the planned amount for the same dates, and **Variance** is the difference. **A positive variance is always favourable**: income above budget, or an expense below it. **Annual budget** is the whole year's plan for the account and **Budget still to come** is the part planned after the period. A month that is only partly over is prorated by calendar days. Choose an account's name or its actual figure to open the transactions behind it. **Edit report** changes the dates, the **Dimension** (the whole business, or one outlet, project or job) and, when that year and scope has more than one version, the **Budget version**.

Step 2. Create a budget

Planning → Budgets → + New budget.



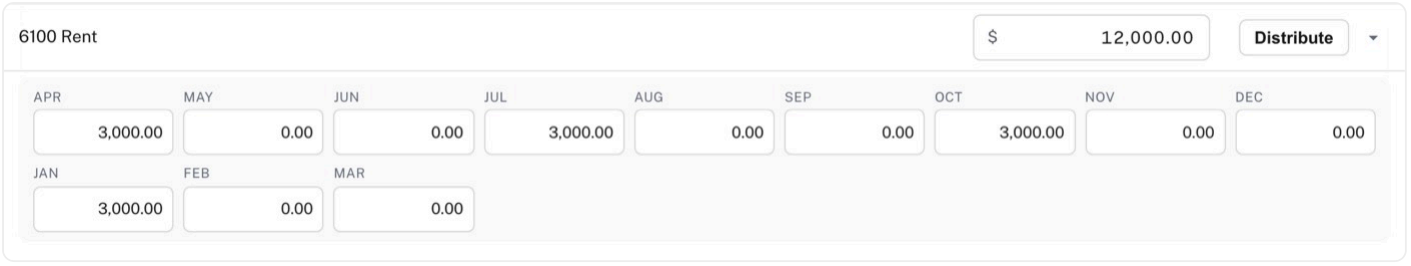
Field	What it does
Budget name	What you will recognise it by (here *Manual BD Muri kiosk 2026/27*)
Fiscal year start	The month the financial year starts in, here April 2026
Scope	**Whole business**, or one outlet, project or job (here *Outlet · Muri beach kiosk*)
Annual budget	A yearly amount for each income and expense account. Amounts can't be negative: income and expenses are both positive

Type an **annual amount** on each account you want to plan, then spread it over the months with **Distribute**. The bar above the accounts adds up **Income**, **Expenses** and **Net profit / (loss)** as you type, so you can see whether the plan makes a loss before you go on. **Budgeted accounts only** hides the accounts you haven't filled in, and **Filter accounts** finds one by code or name.

Choose the method in **Distribution** before you press **Distribute** (**Distribute all** spreads every account with the same method):

Method	What it does
Evenly across 12 months	A twelfth in each month. Any rounding difference goes in the last month
By days in month	Each month gets a share in proportion to its number of days
Quarterly — first month of each quarter	A quarter of the year in the first month of each quarter, nothing in the other two
Quarterly — last month of each quarter	The same, in the last month of each quarter

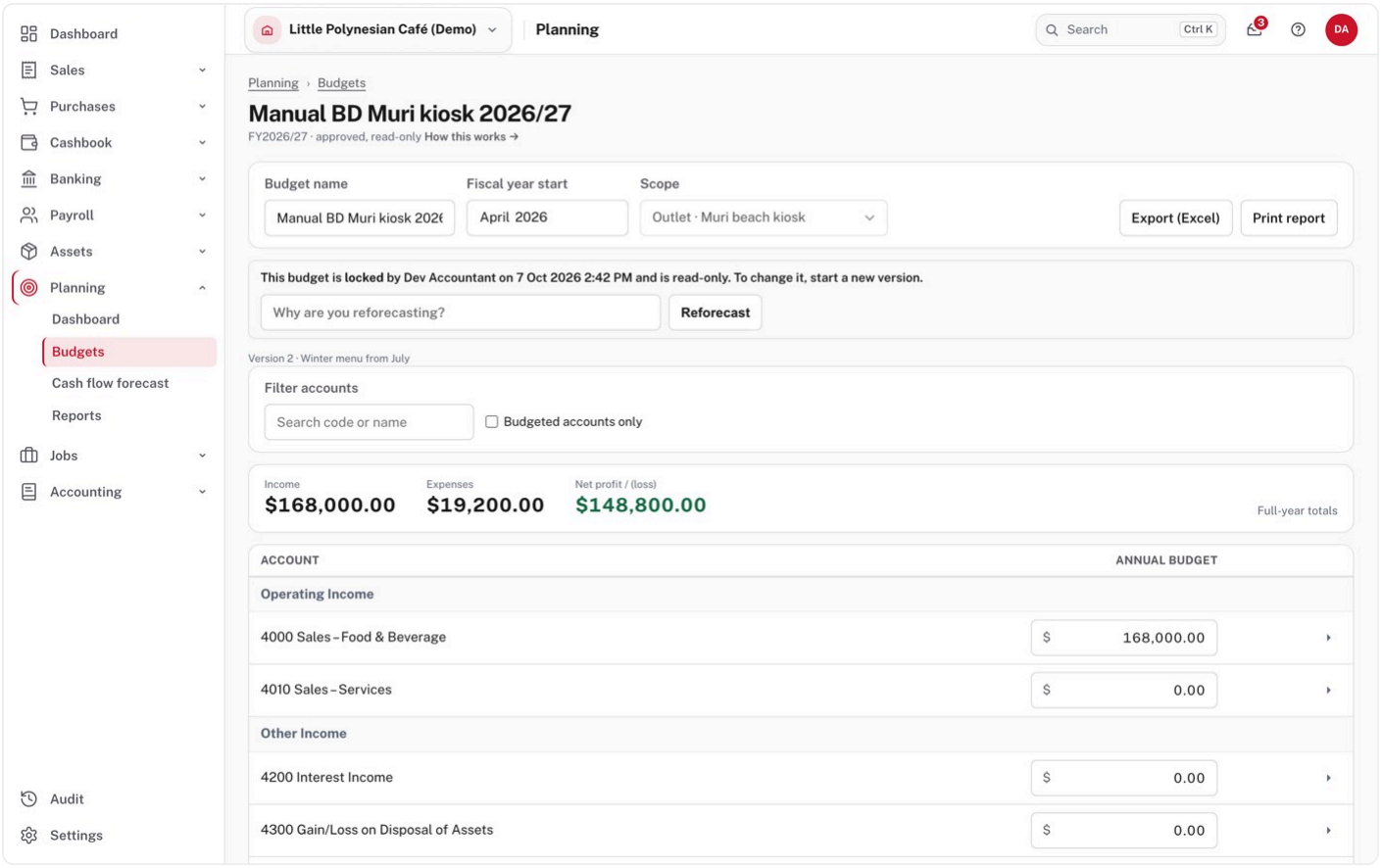
The quarters count from the start of your financial year. Use a quarterly method for costs that are billed once a quarter: rent, insurance, rates. Choose the arrow at the end of a row to open its months and type any month yourself.



Here the kiosk's Sales – Food & Beverage ($156,000) was spread evenly, its Power & Utilities ($7,200) by days in month, and its Rent ($12,000) quarterly. Choose **Save budget**. If you typed an annual amount but never pressed Distribute, Save spreads it evenly over the 12 months for you and tells you which accounts it spread (not shown in the demo); it never leaves an amount out. A new budget is a **draft**: you can keep editing it, and it already shows on the Planning dashboard and in the budget reports (not shown in the demo).

Step 3. Lock the budget

When the plan is agreed, choose **Lock budget** at the foot of the page (or in the row's menu on the Budgets list). Easy says **Budget locked.** and the budget becomes the **approved baseline**: read-only, and it can't be unlocked. Locking uses the last saved version, so save any change first.

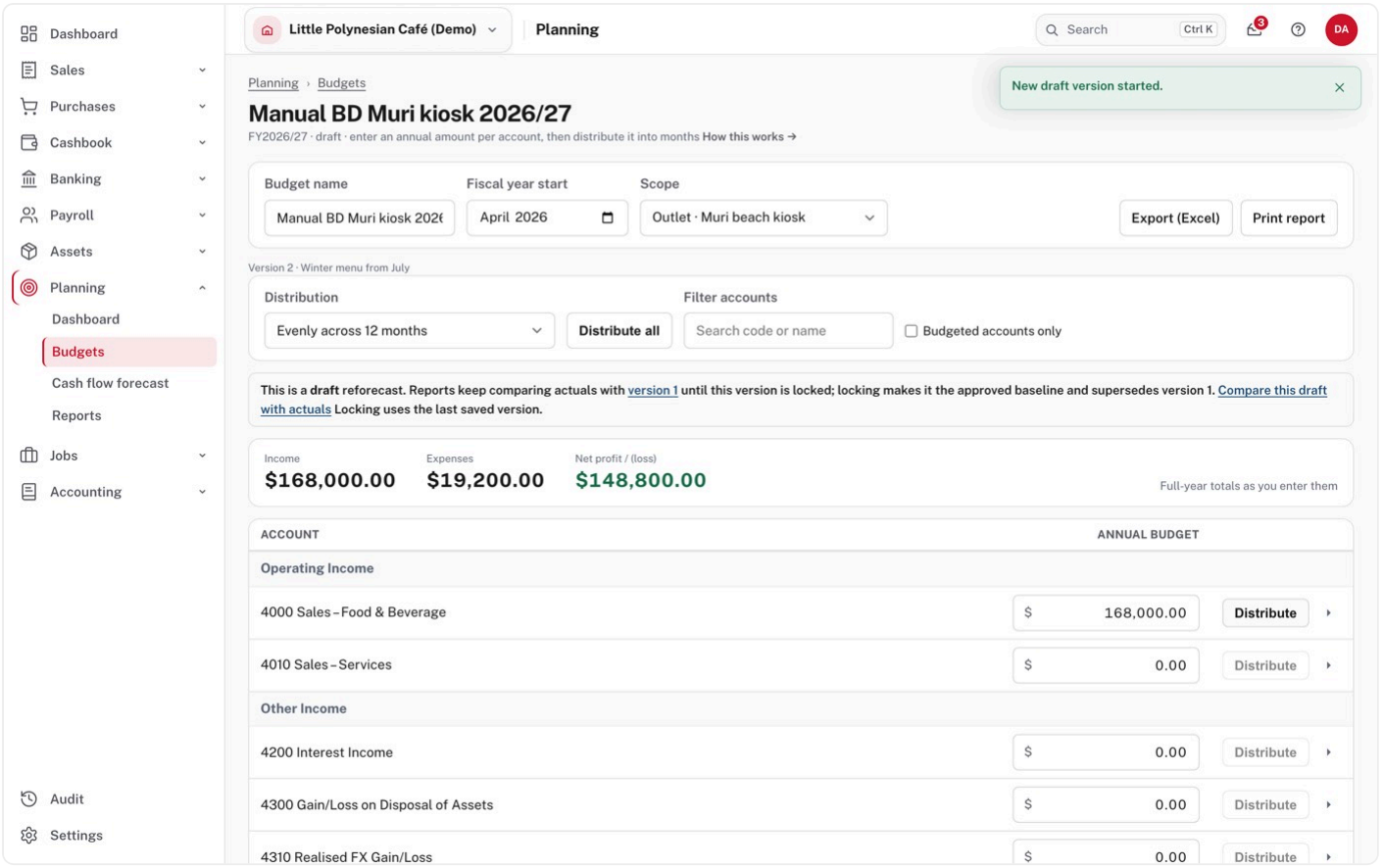


A lock is final

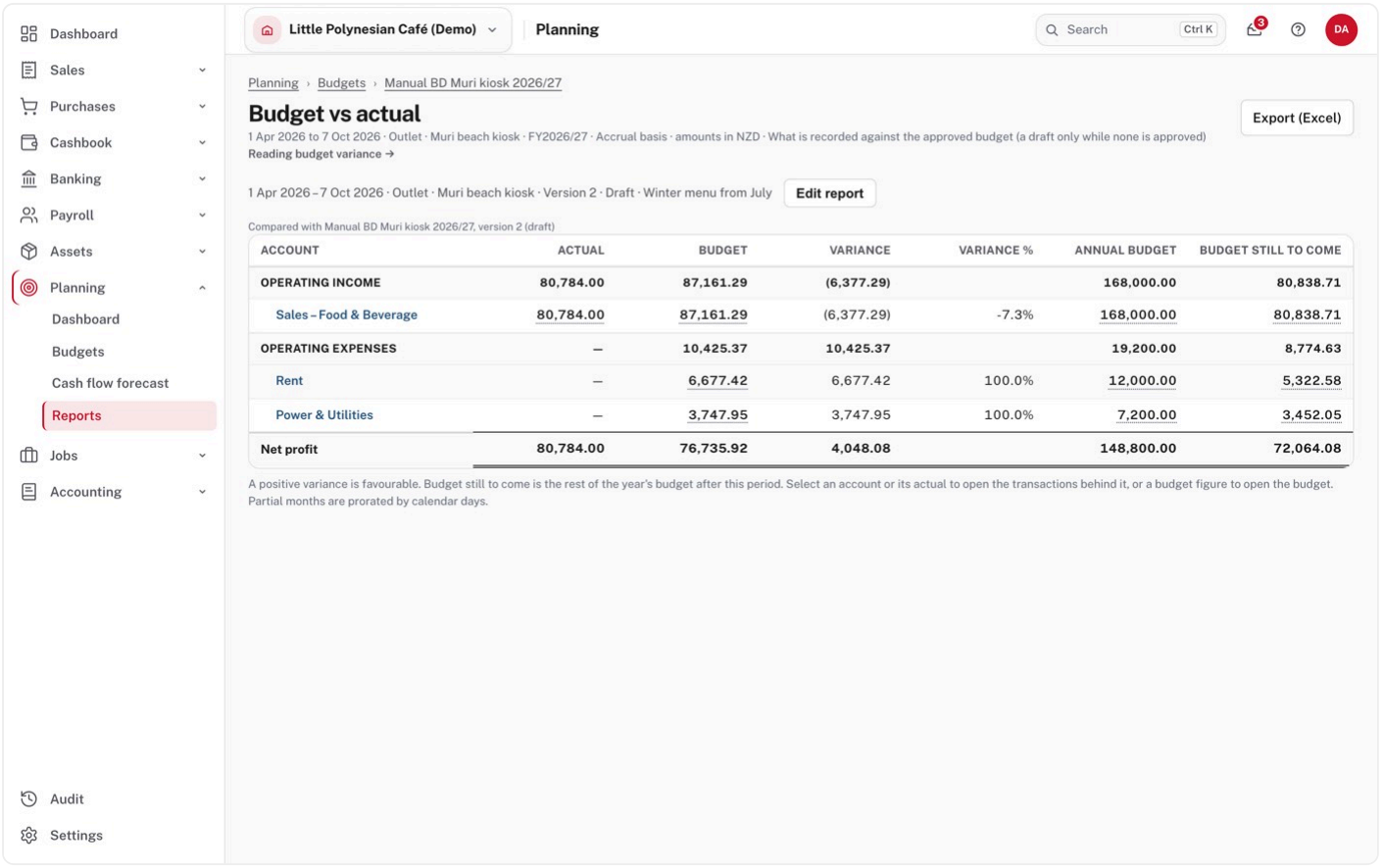
There is no unlock. To change an approved budget you start a new version (next step), which keeps the old one as history. If someone else saved the budget after you opened it, your Save or Lock is refused with a message asking you to reload, so you never overwrite their changes without seeing them (not shown in the demo).

Step 4. Change an approved budget: reforecast

Say why in **Why are you reforecasting?** and choose **Reforecast**. Easy says **New draft version started.** and opens **version 2**, a copy of the approved one, as a draft.

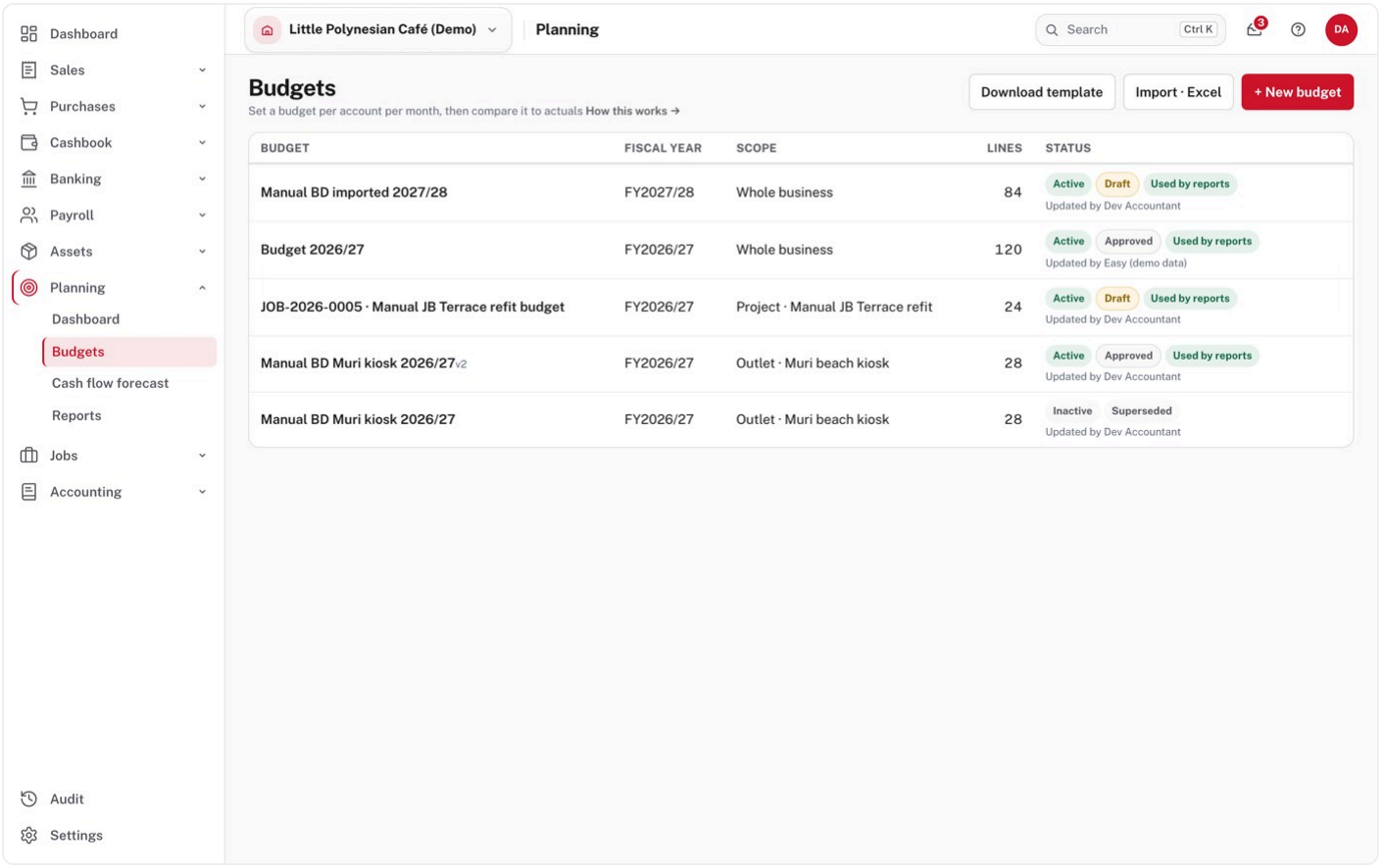


While you work on the draft, the approved version stays in force: the dashboard and **Budget vs actual** keep comparing with version 1. Change the amounts as you did before (here Sales – Food & Beverage went from $156,000 to $168,000) and **Save budget**. A budget can have only one draft reforecast at a time (not shown in the demo). **Compare this draft with actuals** shows the draft on **Budget vs actual** before you commit.



Here only the income has actuals: the demo's costs aren't tagged to this outlet, so the Rent and Power & Utilities rows show a budget and no actual. **Edit report** has a **Budget version** box once the year and scope has more than one version.

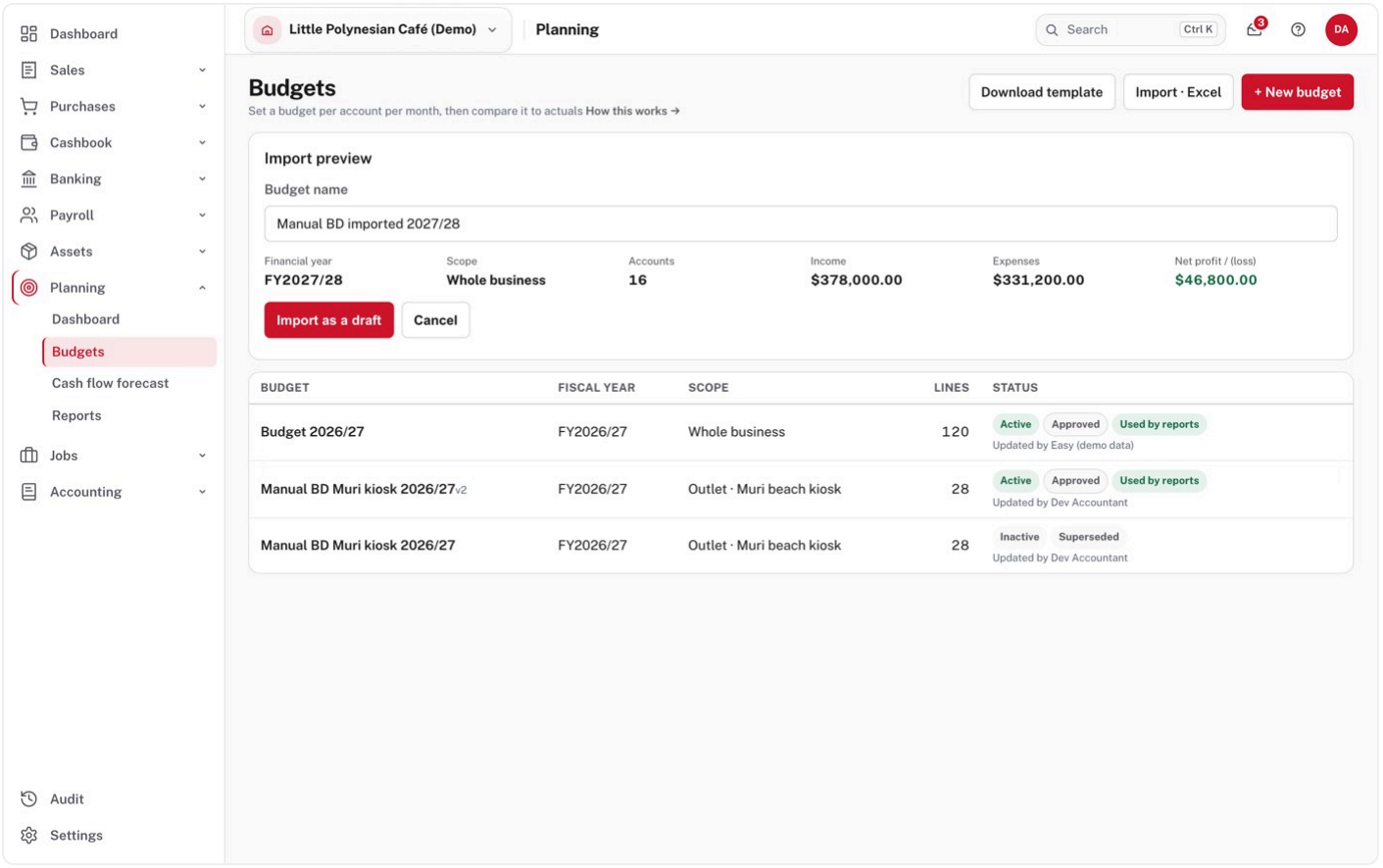
Choose **Lock budget** on the draft. Version 2 becomes the approved baseline and version 1 is marked **Superseded**: kept as read-only history that can't be edited or brought back, though you can still report against it by choosing it in **Budget version**.



In the list, **Active** or **Inactive** says whether a budget is the live one for its year and scope, **Approved**, **Draft** or **Superseded** is its stage, and **Used by reports** marks the version the reports read. A reforecast shows **v2** beside its name. The row's menu also has **Export (Excel)**, **Print report**, and **Deactivate** or **Reactivate**. Not shown in the demo: Deactivate and Reactivate. Easy won't reactivate a budget when its year and scope already have an active one, or one that is **Superseded**.

Step 5. Import a budget from Excel

For a budget you already keep in a spreadsheet. **Planning → Budgets → Download template** gives a blank workbook for the current financial year, with every income and expense account down the side and the twelve months across. Fill it in, then choose **Import · Excel**.

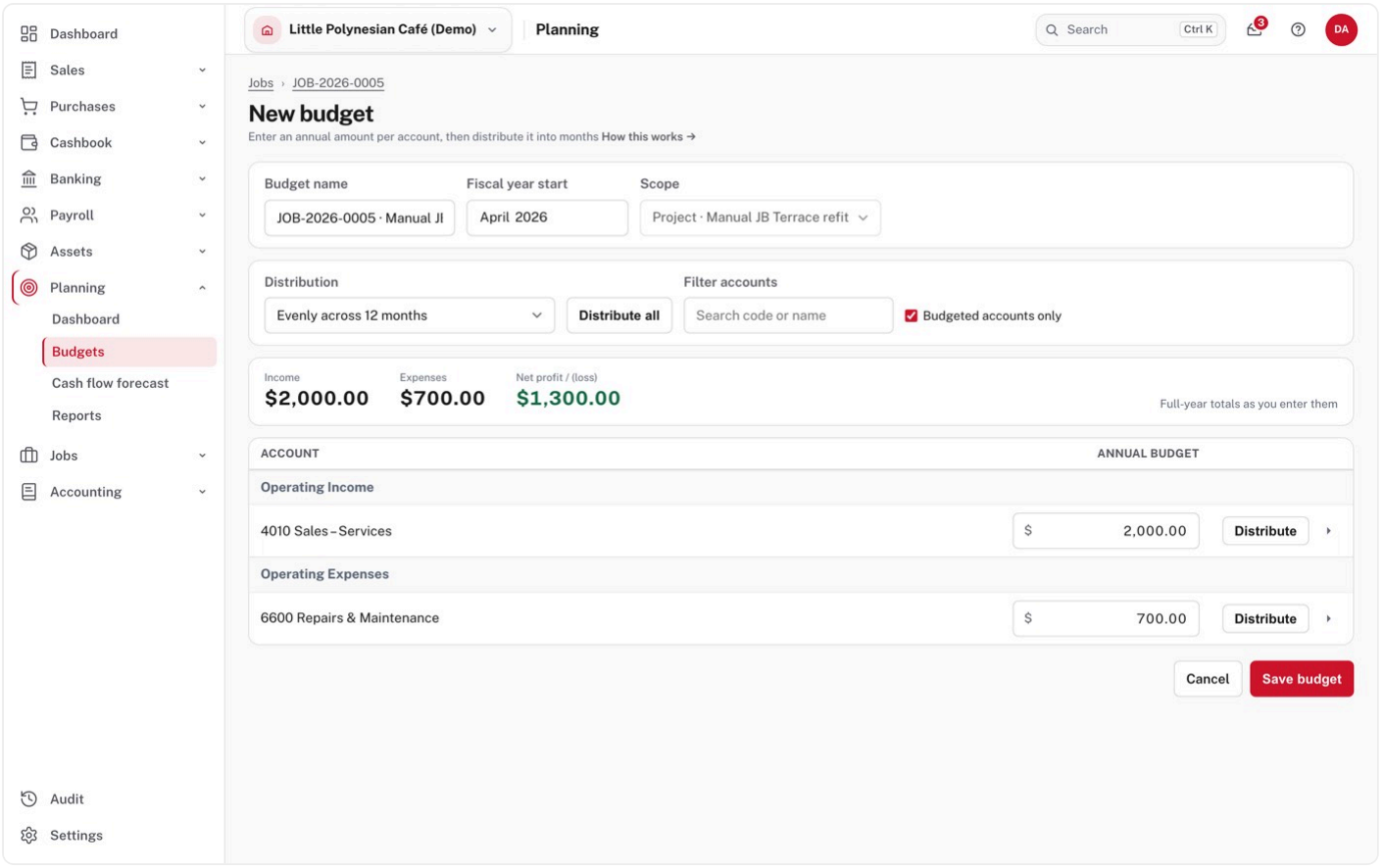


Nothing is saved yet. Easy shows what the workbook would become: the **Budget name** (you can change it), the **Financial year**, the **Scope**, the number of **Accounts** and the **Income**, **Expenses** and **Net profit** totals. The workbook decides the year and the scope: the year comes from its first month heading and the scope from the line under the name. Here the workbook's month headings run *Apr 27 … Mar 28*, so it reads as FY2027/28 for the whole business. Choose **Import as a draft** to save it, then review it and lock it like any other budget.

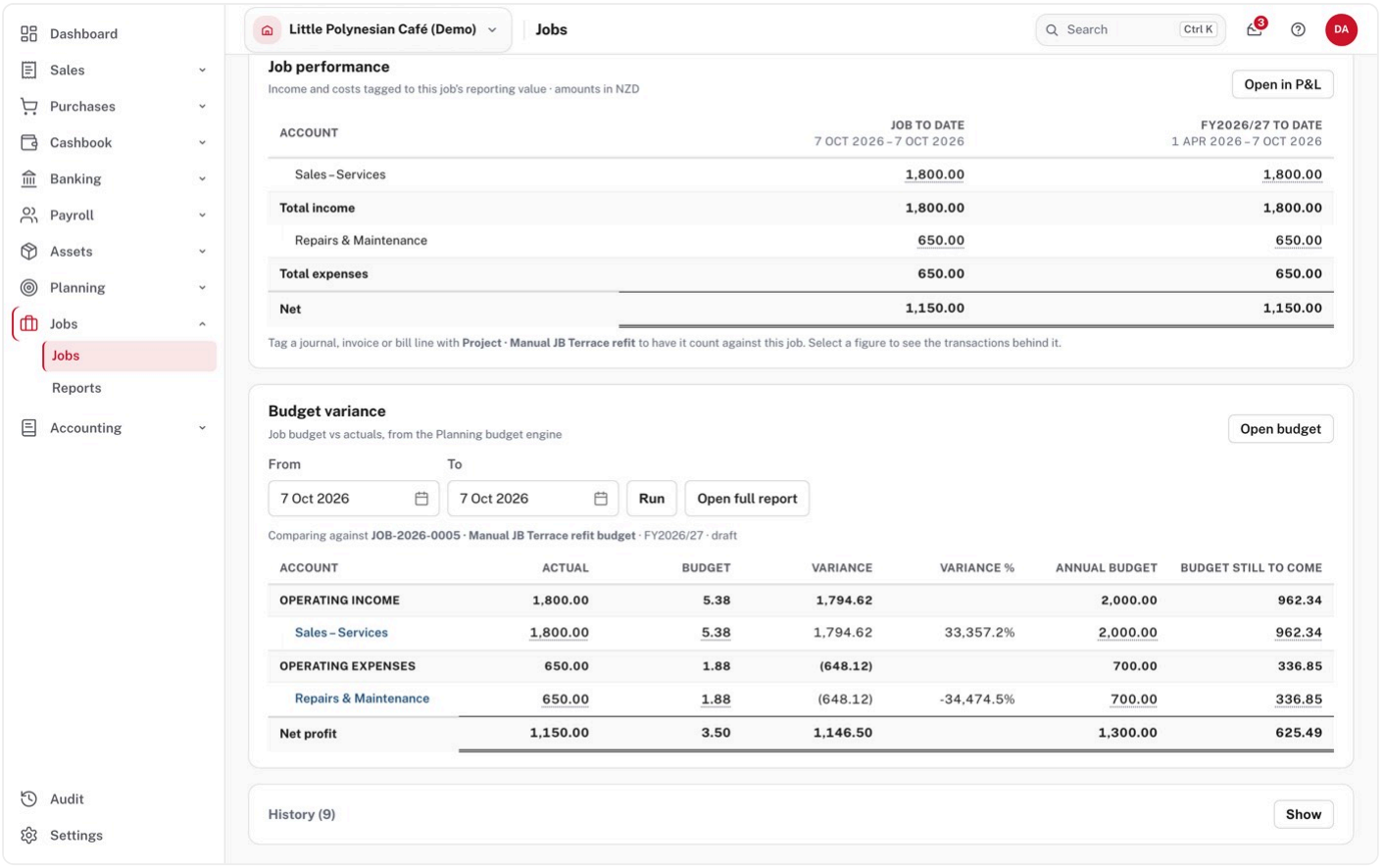
Easy refuses the import, and the preview says why, if the workbook starts in a month other than your financial year's first month, is for a scope the company doesn't have, has an unknown or repeated account code, a negative amount or text where a number belongs, or is for a year and scope that already has an active budget (not shown in the demo). A blank amount counts as zero. **Export (Excel)** writes an existing budget in the same layout.

Step 6. A budget for one job

Jobs → the job → Create budget opens the same editor with the job's year and scope fixed.



Here the job *Manual JB Terrace refit* has $2,000 of income and $700 of repairs. **Save budget** returns you to the job.



The job's **Budget variance** panel compares the budget with the job's actuals for the dates you give it, from the job's start date to today to begin with. Notice the **Budget** column: 5.38 against $2,000. A job budget is spread over the whole year like any other, and this job had run for one day. For a job that lasts days or weeks, put its amounts in the months it runs (open the account's months and type them) so the comparison for those days is meaningful.

A **closed job can't be given a budget**: **Save budget** is refused with *That budget scope is inactive or unavailable.* **Reopen** the job first (Jobs and profitability).

More detail: Budgets.

Check before you continue

Check before you continue

- ○ The budget has the right name, financial year and scope, and the totals bar shows the profit or loss you meant to plan.
- ○ Costs that arrive once a quarter are spread by quarter, not evenly.
- ○ The budget is locked once agreed, and a change goes in as a reforecast with a reason.
- ○ The budget the reports read (**Used by reports**) is the version you intend.
- ○ Any job that needs a budget has one, with its amounts in the months the job runs.

Cash flow forecast

The **cash flow forecast** shows your bank and cash balance week by week for the next few months, built from what Easy already knows: the invoices customers owe you, the bills you owe, your recurring schedules, your payroll and your tax. It answers one question, "will I have the cash?", before the answer is a surprise. The Owner looks at it weekly, and tries "what if" changes before a big payment. It is a forecast, not a record: nothing you do on this page changes your accounts. It sits beside Budgets (a plan for profit), and it depends on chasing overdue invoices and paying suppliers.

About the screenshots

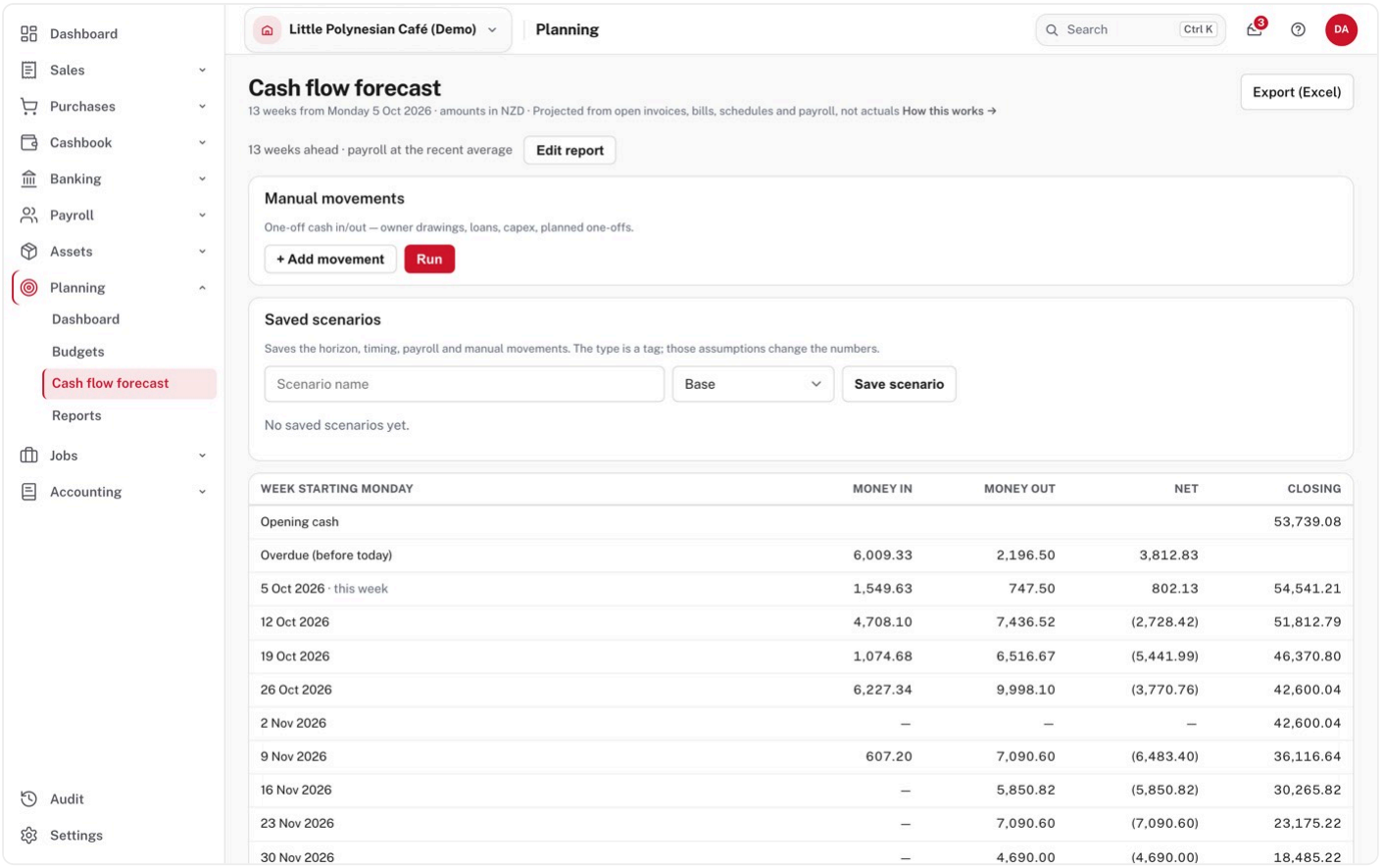
Screenshots are from Easy's demo company, *Little Polynesian Café*, on 7 October 2026. Every figure is made-up demo data, and it moves as the demo's invoices and bills change. The saved scenario *Manual CF Drawings and late payers* is an example added for this chapter. The pictures show an Accountant's screens; an Owner or Administrator sees the same ones.

Before you start

- **Planning is a module of its own**, and your plan has to include it. It is on in the demo (Turning modules and features off).
- **The forecast is only as good as your records.** It reads open invoices, bills and schedules, so enter them and apply receipts first. A receipt recorded but not applied leaves its invoice looking owed.
- **Who can do what.** Anyone who can see Planning can run the forecast, change its settings, add manual movements and load a saved scenario. **Saving and deleting a scenario** needs the right to manage planning: the Owner, Administrators, Accountants and Developers. Anyone else doesn't see the save and delete controls (not shown in the demo).
- **It always shows cash.** The forecast is about when cash moves, whatever reporting basis the company uses (What it shows).

Step 1. Open the forecast

Planning → Cash flow forecast.



The line under the title says what you are looking at: *13 weeks from Monday 5 Oct 2026 · amounts in NZD · Projected from open invoices, bills, schedules and payroll, not actuals*. The first line of the page, *13 weeks ahead · payroll at the recent average*, is the report's settings (Step 4), and **Edit report** changes them. Below are the **Manual movements** and **Saved scenarios** boxes, then the weekly table. **Export (Excel)** is at the top right.

Step 2. Read the weekly table

WEEK STARTING MONDAY	MONEY IN	MONEY OUT	NET	CLOSING
Opening cash				53,739.08
Overdue (before today)	6,009.33	2,196.50	3,812.83	
5 Oct 2026 · this week	1,549.63	747.50	802.13	54,541.21
12 Oct 2026	4,708.10	7,436.52	(2,728.42)	51,812.79
19 Oct 2026	1,074.68	6,516.67	(5,441.99)	46,370.80
26 Oct 2026	6,227.34	9,998.10	(3,770.76)	42,600.04
2 Nov 2026	–	–	–	42,600.04
9 Nov 2026	607.20	7,090.60	(6,483.40)	36,116.64
16 Nov 2026	–	5,850.82	(5,850.82)	30,265.82
23 Nov 2026	–	7,090.60	(7,090.60)	23,175.22
30 Nov 2026	–	4,690.00	(4,690.00)	18,485.22
7 Dec 2026	607.20	7,090.60	(6,483.40)	12,001.82
14 Dec 2026	–	5,850.82	(5,850.82)	6,151.00
21 Dec 2026	–	7,090.60	(7,090.60)	(939.60)
28 Dec 2026	–	4,690.00	(4,690.00)	(5,629.60)
13 weeks	**14,774.15**	**74,142.83**	**(59,368.68)**	**(5,629.60)**

Calculated 7 Oct 2026 2:51 PM · source cut-off 7 Oct 2026.

Assumptions

- Cash and open items are read from your accounts as at 7 Oct 2026. Opening cash counts every Bank and Cash account, including inactive ones, the same as the cash-flow statement.
- Customer receipts and supplier payments land on each document's due date; recurring items use the customer's or supplier's own payment terms.
- VAT/PAYE is estimated from the last filed RM205 return and is due on the 20th of each month.
- Amounts already overdue are listed separately and are not counted in any week or in the closing balances.
- Weeks run Monday to Sunday. The first is this week, from Monday 5 Oct 2026; it counts only today onwards.
- Payroll uses each scheduled run's net where one exists, otherwise the average net pay of $7,090.60.

A negative closing balance means cash on hand is expected to run short that week.

Row or column	What it means
Opening cash	What your Bank and Cash accounts hold today, including any account you have made inactive. It is the same figure the cash-flow statement reconciles to
Overdue (before today)	Money in and out that was already due before today. It is **listed but not counted** in any week or in the closing balances
Week starting Monday	A calendar week, Monday to Sunday, labelled with its Monday. The first is **this week**; it starts on this week's Monday but counts only movements from today onwards
Money in, **Money out**, **Net**	What is expected to arrive, leave, and the difference. Negative figures are in brackets
Closing	The balance at the end of that week: the one before it plus the net
13 weeks (last row)	The totals for the weeks, and the closing balance at the end

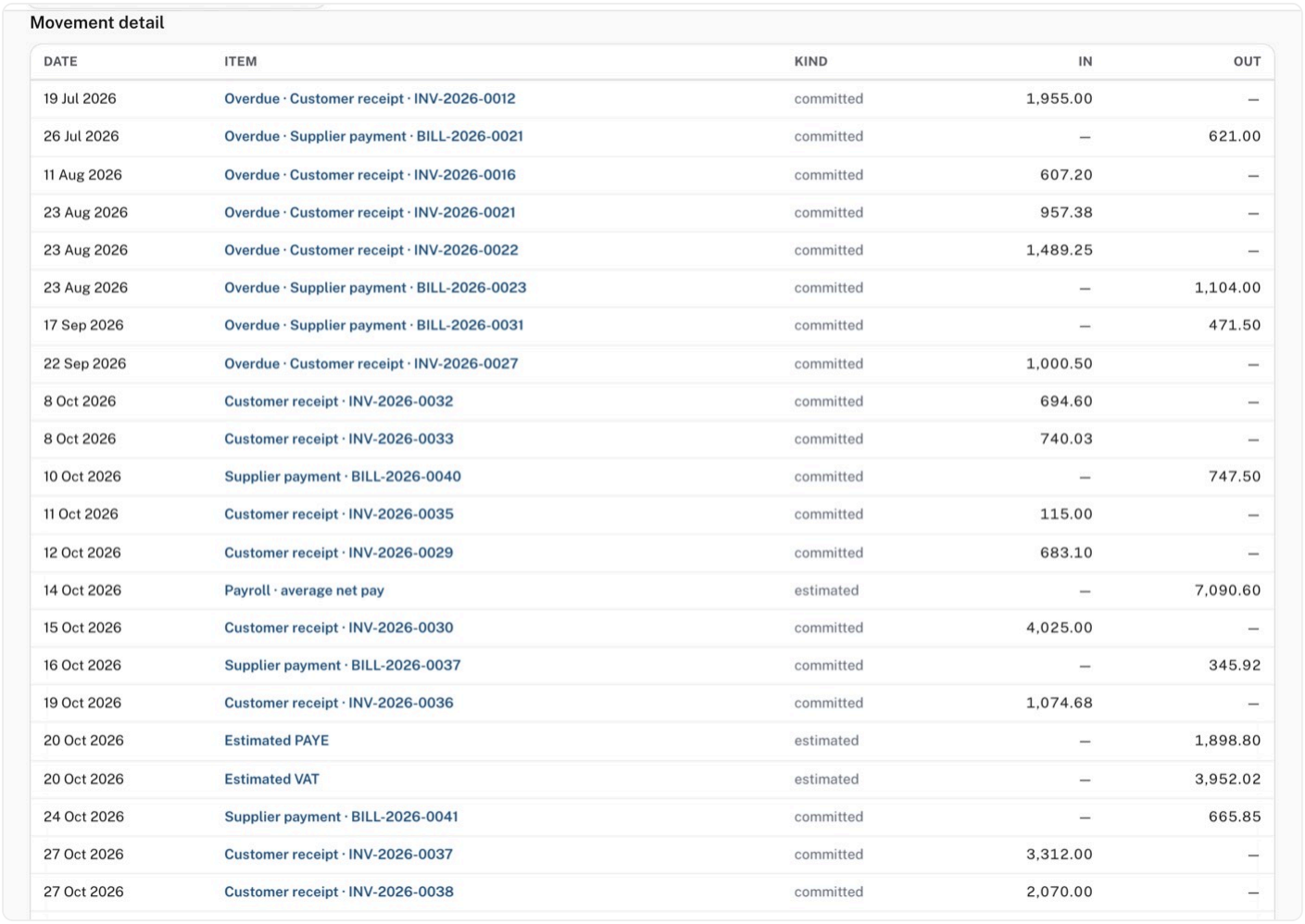
A week with nothing due shows dashes (here the week of 2 Nov). **A negative closing balance means cash on hand is expected to run short that week**: in the demo it happens in the week of 21 Dec, and Easy shows the figure in brackets.

Because overdue amounts are left out of the weeks, a late customer does not make the forecast look better than it is. It also means the overdue **Money in** is cash you are still owed: chase it (Chasing overdue invoices).

The **Assumptions** box under the table states, in plain words, how this run was worked out: the date the figures are read as at, how documents are timed, that VAT and PAYE come from the last filed return, that overdue is excluded, and what payroll uses. It also states any what-if you have set (Step 4). Read it before you rely on a number.

Step 3. See what is behind each week

Scroll to **Movement detail**: every movement the table adds up, in date order.



Movement detail

DATE	ITEM	KIND	IN	OUT
19 Jul 2026	Overdue · Customer receipt · INV-2026-0012	committed	1,955.00	–
26 Jul 2026	Overdue · Supplier payment · BILL-2026-0021	committed	–	621.00
11 Aug 2026	Overdue · Customer receipt · INV-2026-0016	committed	607.20	–
23 Aug 2026	Overdue · Customer receipt · INV-2026-0021	committed	957.38	–
23 Aug 2026	Overdue · Customer receipt · INV-2026-0022	committed	1,489.25	–
23 Aug 2026	Overdue · Supplier payment · BILL-2026-0023	committed	–	1,104.00
17 Sep 2026	Overdue · Supplier payment · BILL-2026-0031	committed	–	471.50
22 Sep 2026	Overdue · Customer receipt · INV-2026-0027	committed	1,000.50	–
8 Oct 2026	Customer receipt · INV-2026-0032	committed	694.60	–
8 Oct 2026	Customer receipt · INV-2026-0033	committed	740.03	–
10 Oct 2026	Supplier payment · BILL-2026-0040	committed	–	747.50
11 Oct 2026	Customer receipt · INV-2026-0035	committed	115.00	–
12 Oct 2026	Customer receipt · INV-2026-0029	committed	683.10	–
14 Oct 2026	Payroll · average net pay	estimated	–	7,090.60
15 Oct 2026	Customer receipt · INV-2026-0030	committed	4,025.00	–
16 Oct 2026	Supplier payment · BILL-2026-0037	committed	–	345.92
19 Oct 2026	Customer receipt · INV-2026-0036	committed	1,074.68	–
20 Oct 2026	Estimated PAYE	estimated	–	1,898.80
20 Oct 2026	Estimated VAT	estimated	–	3,952.02
24 Oct 2026	Supplier payment · BILL-2026-0041	committed	–	665.85
27 Oct 2026	Customer receipt · INV-2026-0037	committed	3,312.00	–
27 Oct 2026	Customer receipt · INV-2026-0038	committed	2,070.00	–

Each row has a **date**, an **item**, a **kind** and an amount. Choose the item's name to open the invoice, bill or schedule behind it. The page remembers its settings in its address, so Back returns to the same forecast.

The **Kind** says how sure Easy is:

Kind	What it is	Examples in the demo
committed	An open document already owed or due	*Customer receipt · INV-2026-0032*, *Supplier payment · BILL-2026-0040*, *CINSF contributions*
scheduled	A recurring schedule	*Recurring invoice*, *Recurring bill*
estimated	A modelled figure, not yet a document	*Payroll · average net pay*, *Estimated PAYE*, *Estimated VAT*, *Estimated CINSF*

How each is timed:

- **Customer receipts and supplier payments** fall on each document's **due date**. A recurring invoice or bill uses the customer's or supplier's payment terms, with 14-day and 30-day defaults where none are set.

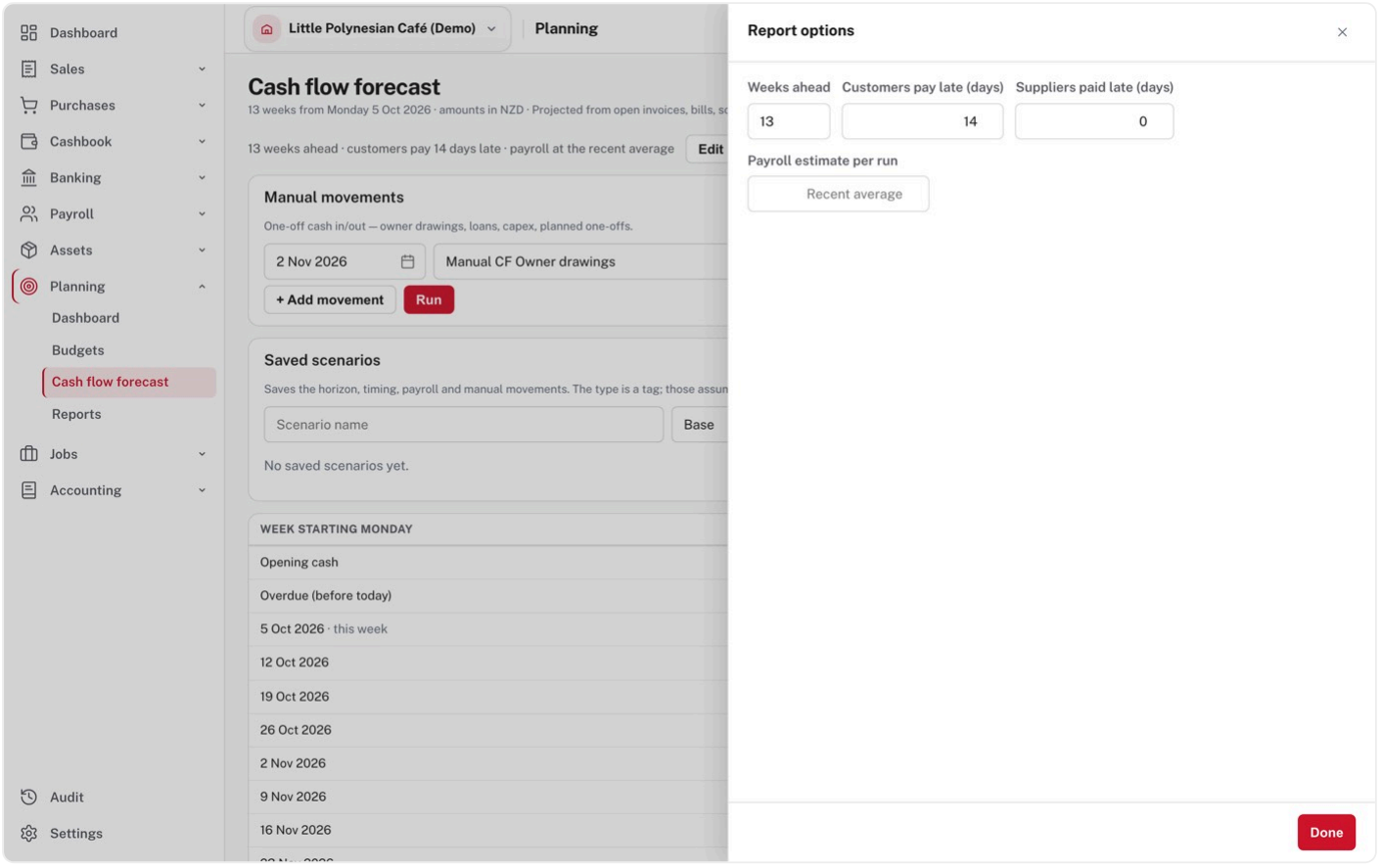
- **VAT and PAYE** are estimated from the last filed RM205 return and fall due on the 20th of each month (*Estimated VAT* and *Estimated PAYE* on 20 Oct, 20 Nov and 20 Dec here).
- **Payroll** uses the net pay of each scheduled, unposted pay run where there is one, otherwise the recent average net pay (here **$7,090.60** each fortnight, labelled *average net pay*). Two runs on the same pay date are added together. If the company has no pay calendar, Easy does not project payroll and says so on the page (not shown in the demo, which has a pay calendar).
- A customer invoice in another currency is counted at its value in the base currency, with the original shown (here *INV-2026-0034 (AUD 782.00)*).

> **The forecast cannot see what is not recorded**
>
> It projects open items and schedules only. Sales you have not yet invoiced, or bills you have not yet entered, are not in it, which is why money in thins out in the later weeks. Add a one-off yourself in the next step if you know one is coming.

More detail: When each movement is expected.

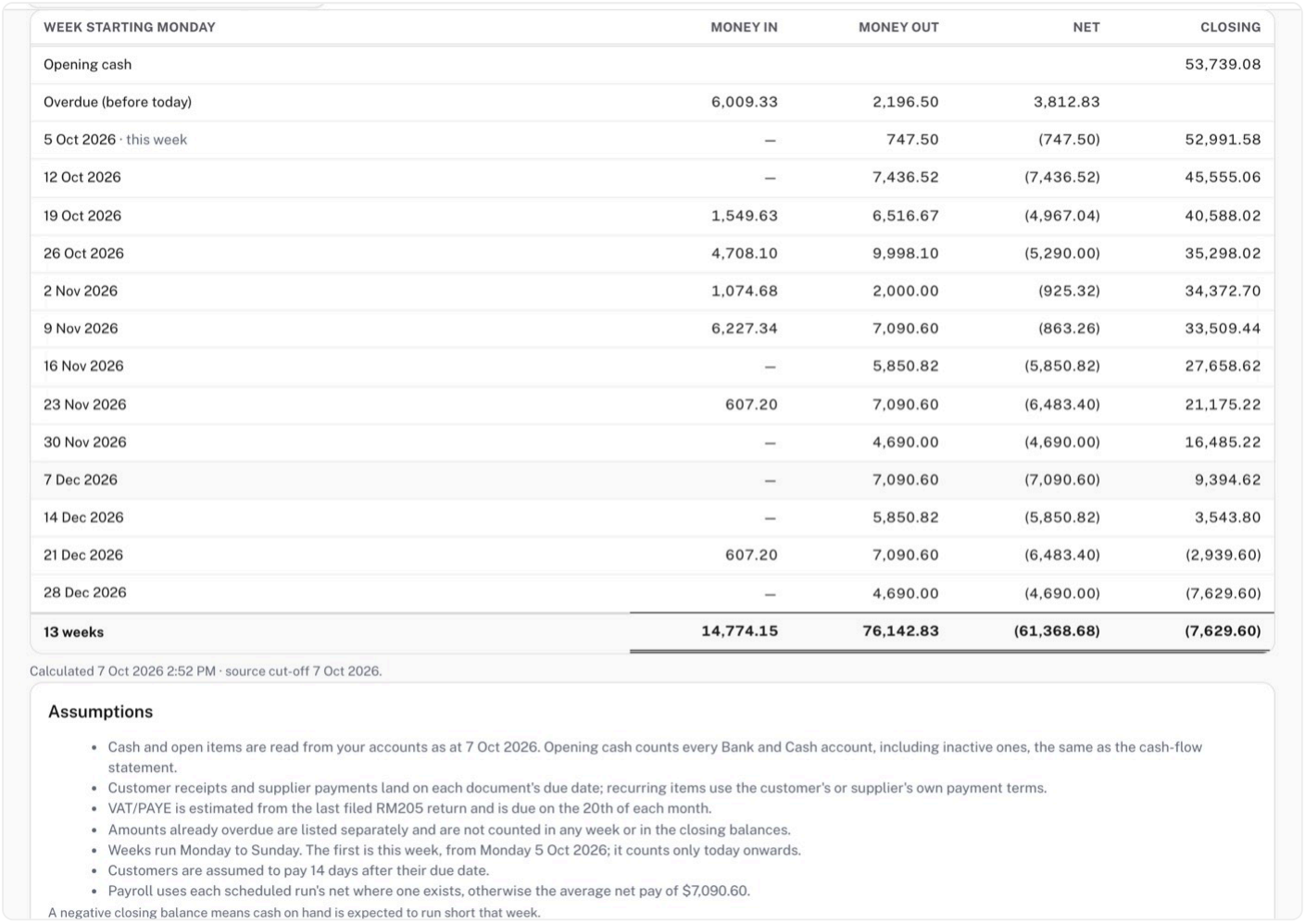
Step 4. Ask "what if"

Choose **Edit report**.



Setting	What it does
Weeks ahead	The length of the forecast, 4 to 26 weeks (13 to begin with)
Customers pay late (days)	Moves every customer receipt, including recurring invoices, that many days after its due date
Suppliers paid late (days)	Does the same for supplier payments, including recurring bills
Payroll estimate per run	Replaces the recent average for pay dates with no prepared pay run. A prepared run keeps its own net pay. Left empty it says *Recent average*

Each delay can be up to 90 days. Each setting applies as you change it, the page summary above repeats it (*customers pay 14 days late*), and the Assumptions box says it too.



WEEK STARTING MONDAY	MONEY IN	MONEY OUT	NET	CLOSING
Opening cash				53,739.08
Overdue (before today)	6,009.33	2,196.50	3,812.83	
5 Oct 2026 · this week	–	747.50	(747.50)	52,991.58
12 Oct 2026	–	7,436.52	(7,436.52)	45,555.06
19 Oct 2026	1,549.63	6,516.67	(4,967.04)	40,588.02
26 Oct 2026	4,708.10	9,998.10	(5,290.00)	35,298.02
2 Nov 2026	1,074.68	2,000.00	(925.32)	34,372.70
9 Nov 2026	6,227.34	7,090.60	(863.26)	33,509.44
16 Nov 2026	–	5,850.82	(5,850.82)	27,658.62
23 Nov 2026	607.20	7,090.60	(6,483.40)	21,175.22
30 Nov 2026	–	4,690.00	(4,690.00)	16,485.22
7 Dec 2026	–	7,090.60	(7,090.60)	9,394.62
14 Dec 2026	–	5,850.82	(5,850.82)	3,543.80
21 Dec 2026	607.20	7,090.60	(6,483.40)	(2,939.60)
28 Dec 2026	–	4,690.00	(4,690.00)	(7,629.60)
13 weeks	**14,774.15**	**76,142.83**	**(61,368.68)**	**(7,629.60)**

Calculated 7 Oct 2026 2:52 PM · source cut-off 7 Oct 2026.

Assumptions

- Cash and open items are read from your accounts as at 7 Oct 2026. Opening cash counts every Bank and Cash account, including inactive ones, the same as the cash-flow statement.
- Customer receipts and supplier payments land on each document's due date; recurring items use the customer's or supplier's own payment terms.
- VAT/PAYE is estimated from the last filed RM205 return and is due on the 20th of each month.
- Amounts already overdue are listed separately and are not counted in any week or in the closing balances.
- Weeks run Monday to Sunday. The first is this week, from Monday 5 Oct 2026; it counts only today onwards.
- Customers are assumed to pay 14 days after their due date.
- Payroll uses each scheduled run's net where one exists, otherwise the average net pay of $7,090.60.

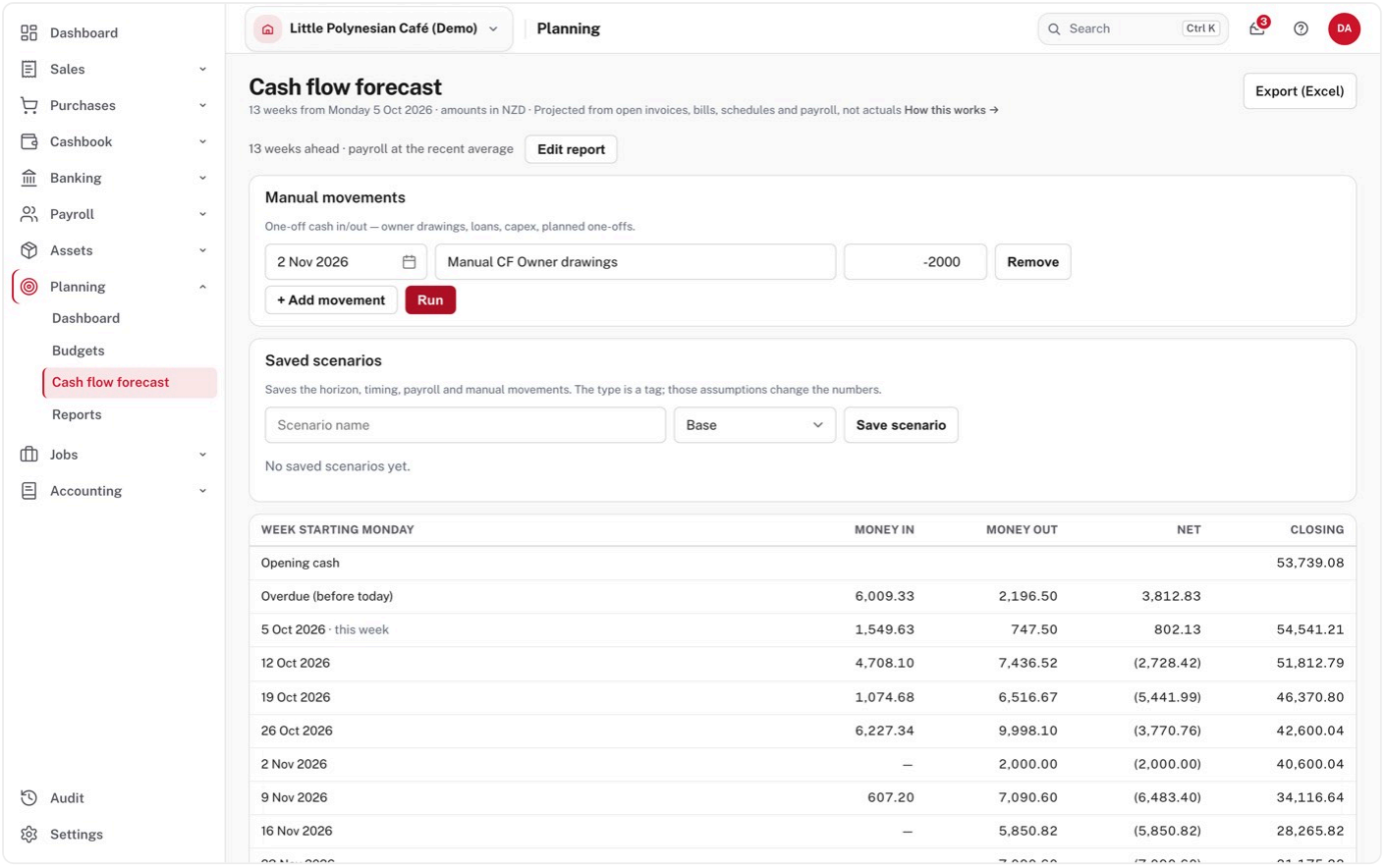
A negative closing balance means cash on hand is expected to run short that week.

Here customers pay 14 days late. The $1,549.63 due in the week of 5 Oct now arrives in the week of 19 Oct, the weeks before it show no money in, and the Assumptions box adds *Customers are assumed to pay 14 days after their due date*. A delay can also move an item out of the overdue list into a future week (not shown in the demo, where the overdue amounts stay in the overdue row).

Step 5. Add a one-off movement

For cash the forecast can't know about: owner drawings, a loan, a planned purchase, a grant.

In **Manual movements** choose **+ Add movement**, then set the **date**, a **label** and the **amount** (a plus for money in, a minus for money out), and choose **Run**.



WEEK STARTING MONDAY	MONEY IN	MONEY OUT	NET	CLOSING
Opening cash				53,739.08
Overdue (before today)	6,009.33	2,196.50	3,812.83	
5 Oct 2026 · this week	1,549.63	747.50	802.13	54,541.21
12 Oct 2026	4,708.10	7,436.52	(2,728.42)	51,812.79
19 Oct 2026	1,074.68	6,516.67	(5,441.99)	46,370.80
26 Oct 2026	6,227.34	9,998.10	(3,770.76)	42,600.04
2 Nov 2026	–	2,000.00	(2,000.00)	40,600.04
9 Nov 2026	607.20	7,090.60	(6,483.40)	34,116.64
16 Nov 2026	–	5,850.82	(5,850.82)	28,265.82

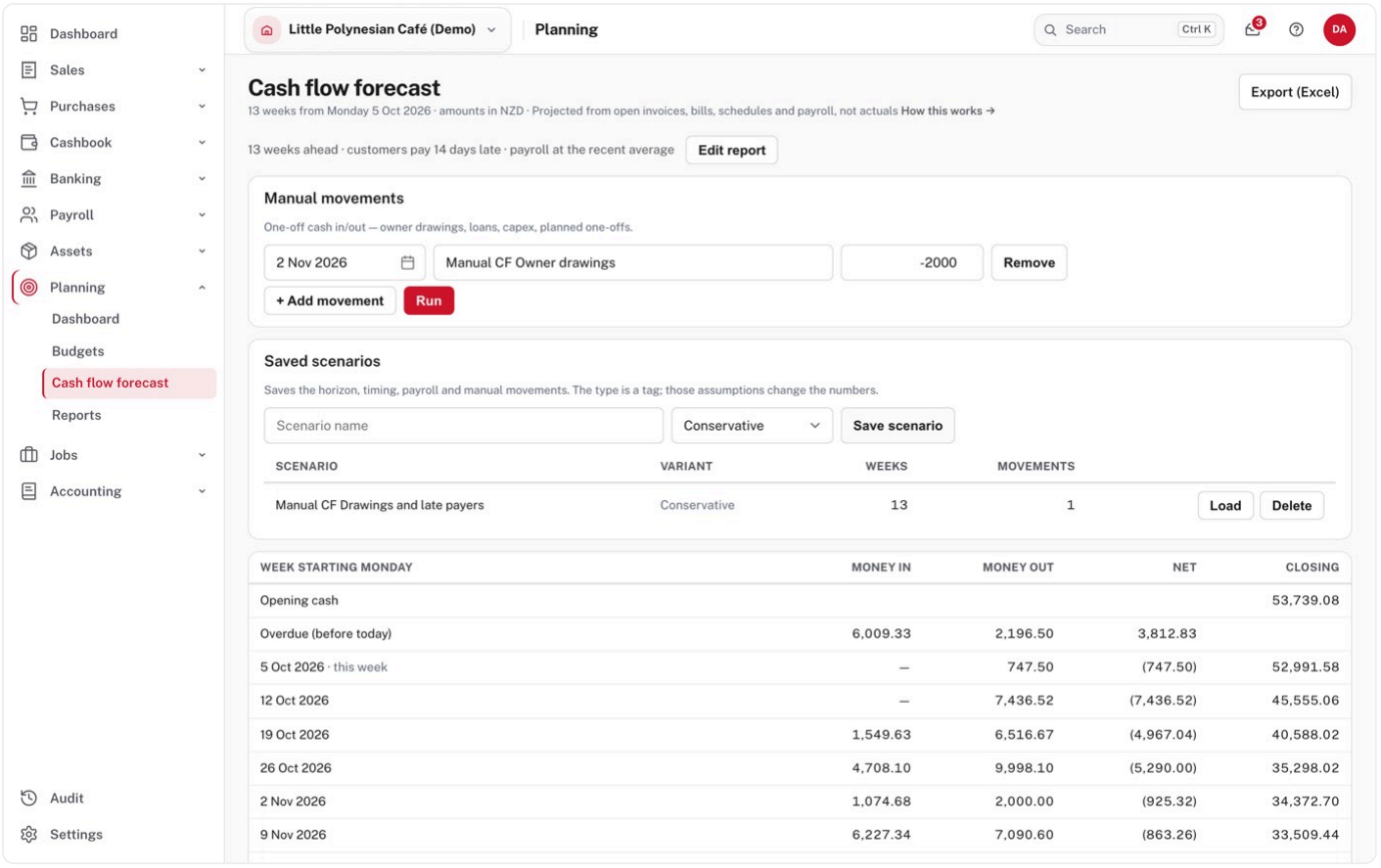
Here *Manual CF Owner drawings* of -2,000 on 2 Nov makes the week of 2 Nov show **2,000.00** in **Money out** and lowers every closing balance from then on by that much (**42,600.04** becomes **40,600.04**). Manual movements are counted as **estimated**. **Remove** takes one away.

Manual movements are not kept unless you save them

They stay on the page only. If you leave, Easy asks first (*Your manual movements haven't been saved as a scenario*; not shown in the demo). Save them in a scenario, next step, to keep them.

Step 6. Save and reload a scenario

In **Saved scenarios** give the picture a **name**, choose a **type** and choose **Save scenario**.



A scenario keeps the number of weeks, both delays, the payroll estimate and the manual movements. **Base**, **Optimistic** and **Conservative** are only a **tag** to help you tell scenarios apart: it is the delays, the payroll estimate and the movements that change the numbers. The list shows each scenario's **Variant**, **Weeks** and **Movements**. Choose **Load** to bring one back: the settings, the movement and the 14-day delay come back and the forecast runs again. **Delete** asks you to confirm, and says your accounts are not affected (not shown in the demo).

Step 7. Take a copy

Choose **Export (Excel)**. The workbook has two sheets: **Cash flow forecast**, the weekly table, and **Movement detail**, every movement with its date, item, category (committed, scheduled or estimated), money in, money out and where it came from, so each weekly total can be traced to its source. The download uses what is on screen, including the delays, the payroll estimate and manual movements you have not yet saved. Not shown in the demo: the downloaded file.

More detail: Cash flow forecast.

Common mistakes

- **Treating the forecast as a promise.** Its **committed** rows are real documents, but their timing is the due date, and customers pay when they pay. Try **Customers pay late** before you decide something is safe.
- **Forgetting the overdue row.** It is not in the closing balances. If a large overdue receipt arrives, your real balance will be above the forecast, and if it never does, the forecast was never counting on it.
- **Leaving out a one-off.** A payment that is not an invoice, bill or schedule, such as a deposit or a loan repayment, is invisible until you add it as a manual movement.

Check before you continue

Check before you continue

- [ ] Invoices, bills and receipts are up to date, so the open items are the real ones.
- [ ] You have read the **Assumptions** box and know what payroll and tax are using.
- [ ] You have looked for the first week with a **negative closing balance**, and know what you will do about it.
- [ ] Known one-offs (drawings, a loan, a purchase) are in as manual movements, and kept in a scenario if you want them next time.
- [ ] You have tried **Customers pay late** at a realistic number, and the forecast still holds.

Payroll

1. Set up payroll

Do this once, before your first pay run. It takes you through the Payroll settings in the order Easy needs them, then shows you where Easy tells you what is still missing. Allow about an hour if you have your staff details to hand.

> **About the screenshots**
>
> Most screenshots are from Easy's demo company, *Little Polynesian Café*. The figures, rates and names are examples. Take your own rates and dates from the Revenue Management Division (RMD) and CINSF notices, not from the pictures. A few first-time screens (the empty pay calendar and its four steps, the public holidays after **Add the Act's holidays**, and **New pay run** with no calendar) are from a practice company, *Dev Sandbox*, because the café already has its calendar and settings.

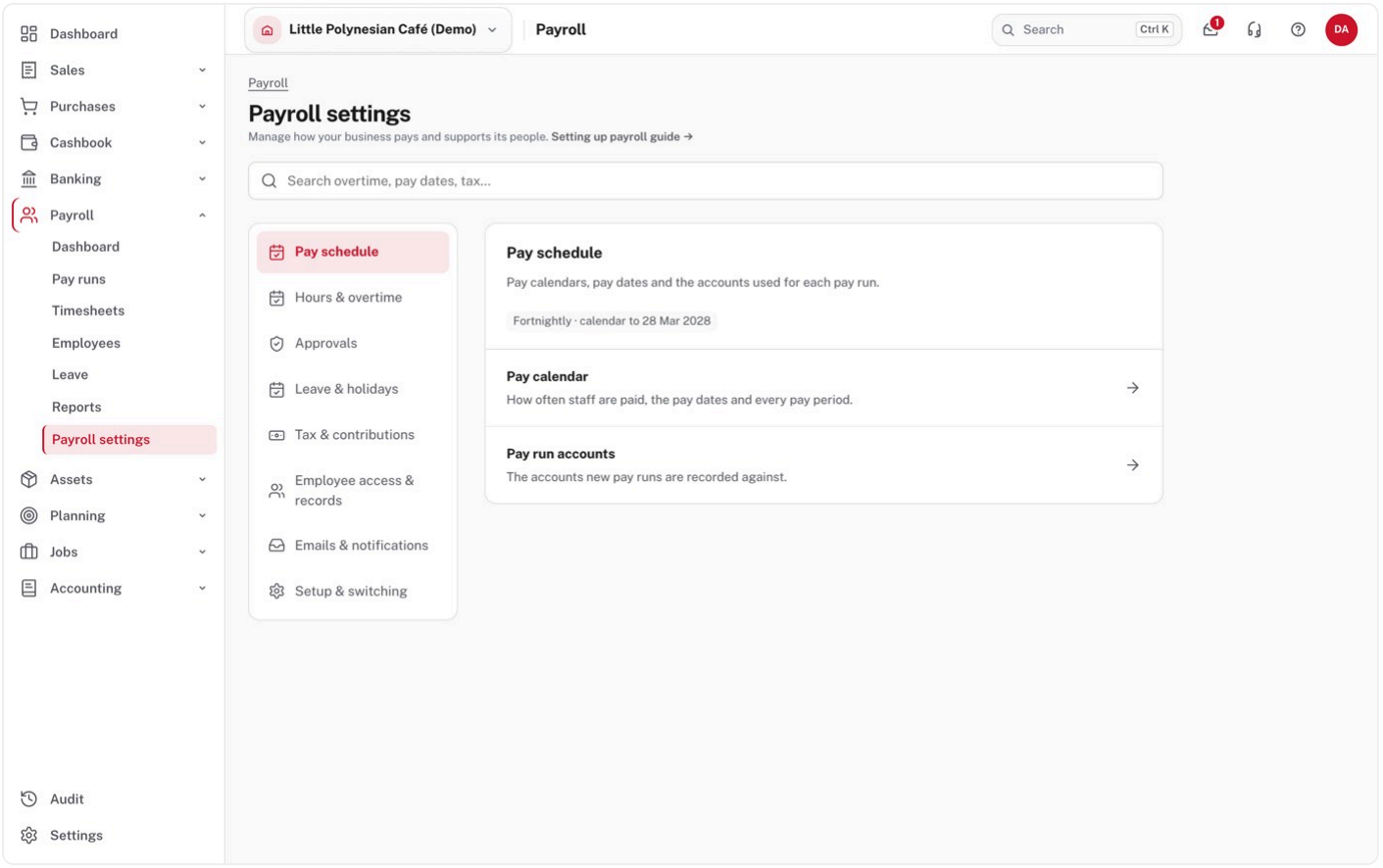
Before you start

You need:

- **Full Payroll switched on.** Payroll Lite records one person's pay with no tax, CINSF or leave. Full Payroll adds those. Turn it on under **Billing & plan**. If you can't see it there, contact Project Five. (Payroll Lite and Full Payroll)
- **Your company's RMD number** and, if you have one, your **CINSF employer reference**. They are entered once in **Settings → Business details**, and payroll reads them from there.
- For each employee: their name, start date, pay rate or salary, RMD PAYE reference, CINSF number, and bank account.

Where everything lives

Open **Payroll → Payroll settings**. Choose a section on the left to see its pages.

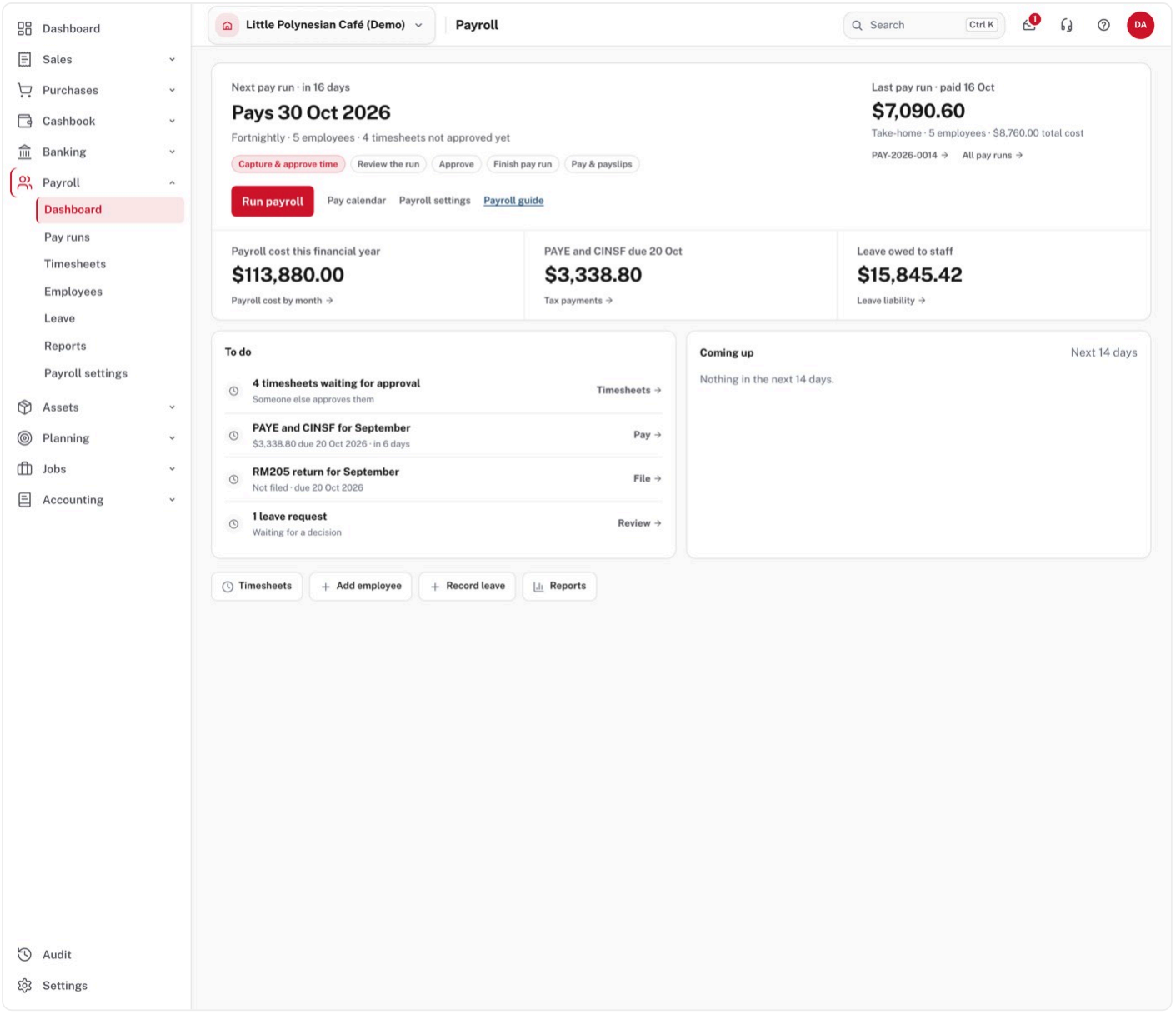


Section	Pages in it	Used in
Pay schedule	**Pay calendar**, **Pay run accounts**	Steps 2 and 4
Hours & overtime	**Work patterns**, **Hours & overtime**	Step 3
Approvals	**Approval policies**	Step 7
Leave & holidays	**Leave rules**, **Public holidays**	Step 6
Tax & contributions	**PAYE**, **CINSF**, **Minimum wage**	Step 5
Employee access & records, **Emails & notifications**	One page each	Step 8
Setup & switching	**Imports & opening balances**, **goPayroll import**, **Payroll comparison**	Switching from goPayroll

Each page also shows its section's pages as tabs along the top, so you can move between neighbours without going back.

Step 1. Look at the Payroll dashboard

Open **Payroll → Dashboard**. You will come back here for every pay run.



From the top down:

- **The Next pay run card** gives the pay date and how many days are left, the pay frequency, how many employees and how many timesheets are not approved yet. Under it are the run's steps, **Capture & approve time**, **Review the run**, **Approve**, **Finish pay run** and **Pay & payslips**, with the one you are on marked in red. **Run payroll** starts the run; **Pay calendar**, **Payroll settings** and the Payroll guide are beside it.
- **The Last pay run card**, on the right of it, shows the last run's take-home and its total cost, with a link to the run and to **All pay runs**.
- **Three figures** sit under them: **Payroll cost this financial year** (with **Payroll cost by month**), **PAYE and CINSF due** with the date (with **Tax payments**), and **Leave owed to staff** (with **Leave liability**). Each links to the lines

behind it.

- **To do** lists what needs doing next, each item with a button: timesheets waiting for approval, PAYE and CINSF to pay, the RM205 return to file, leave requests to review. **Coming up** shows the next fourteen days: approved leave, birthdays, work anniversaries, new starters and last days.
- **The buttons** along the bottom are shortcuts: **Timesheets**, **Add employee**, **Record leave** and **Reports**.

Not shown in the demo, from Easy's Help: before the first pay run, the Next pay run card shows the **Get ready to pay** questions instead of the run's steps (step 10).

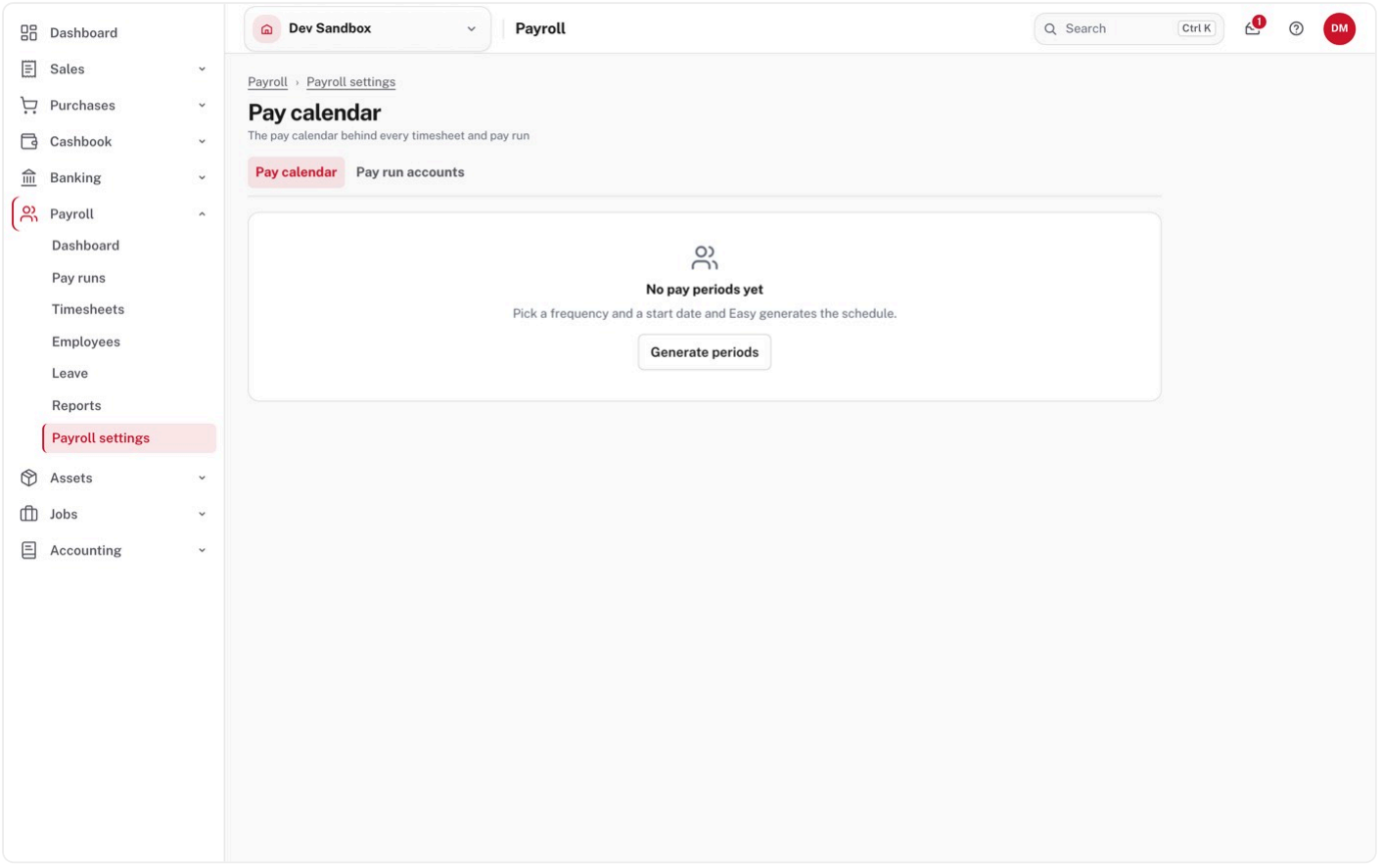
Step 2. Set the pay calendar

Payroll settings → Pay schedule → Pay calendar.

The pay calendar is the list of pay periods. Timesheets are recorded against it, and pay runs are made from it.

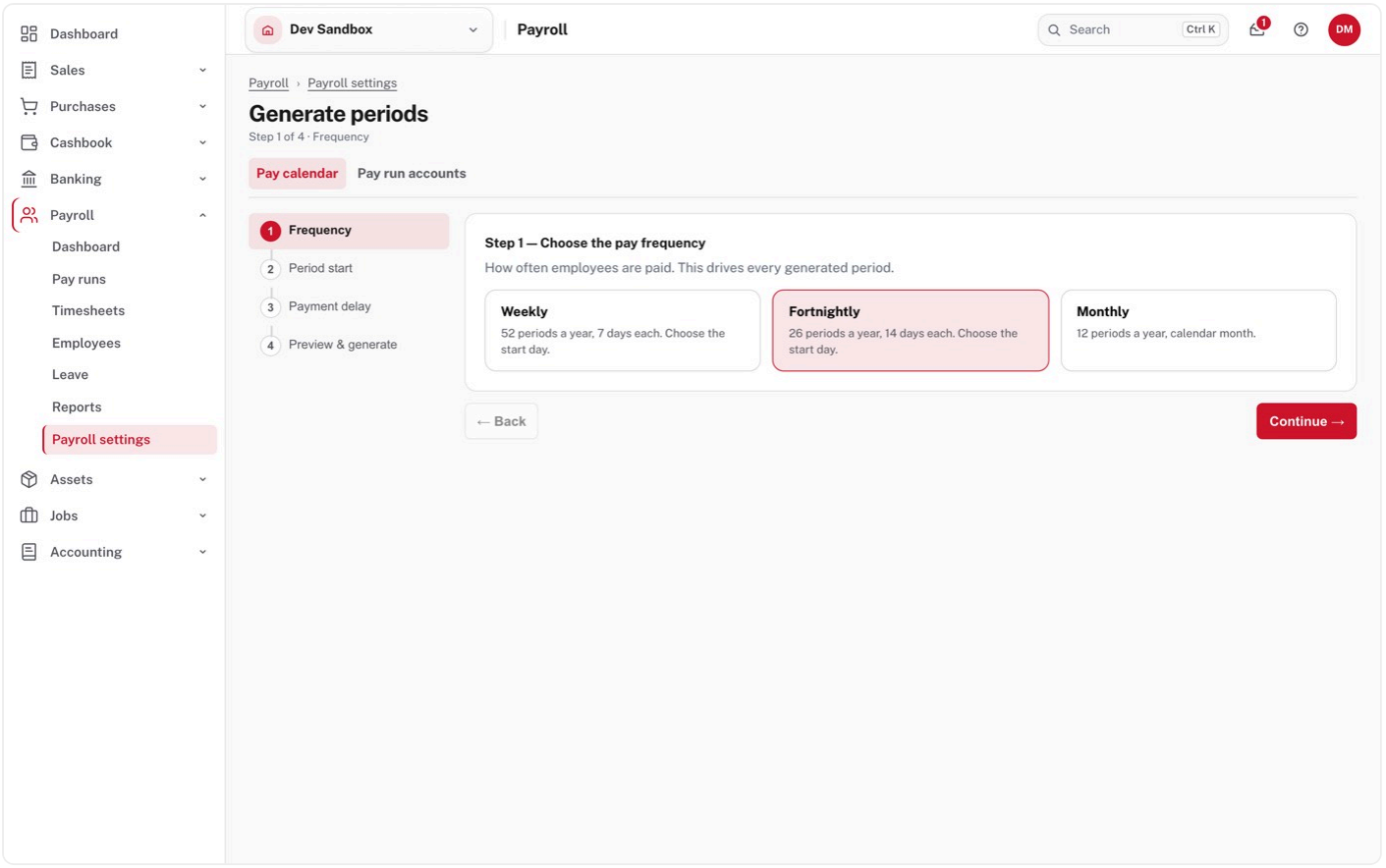
A new company: generate the periods

A company with no calendar sees **No pay periods yet**. Choose **Generate periods**.

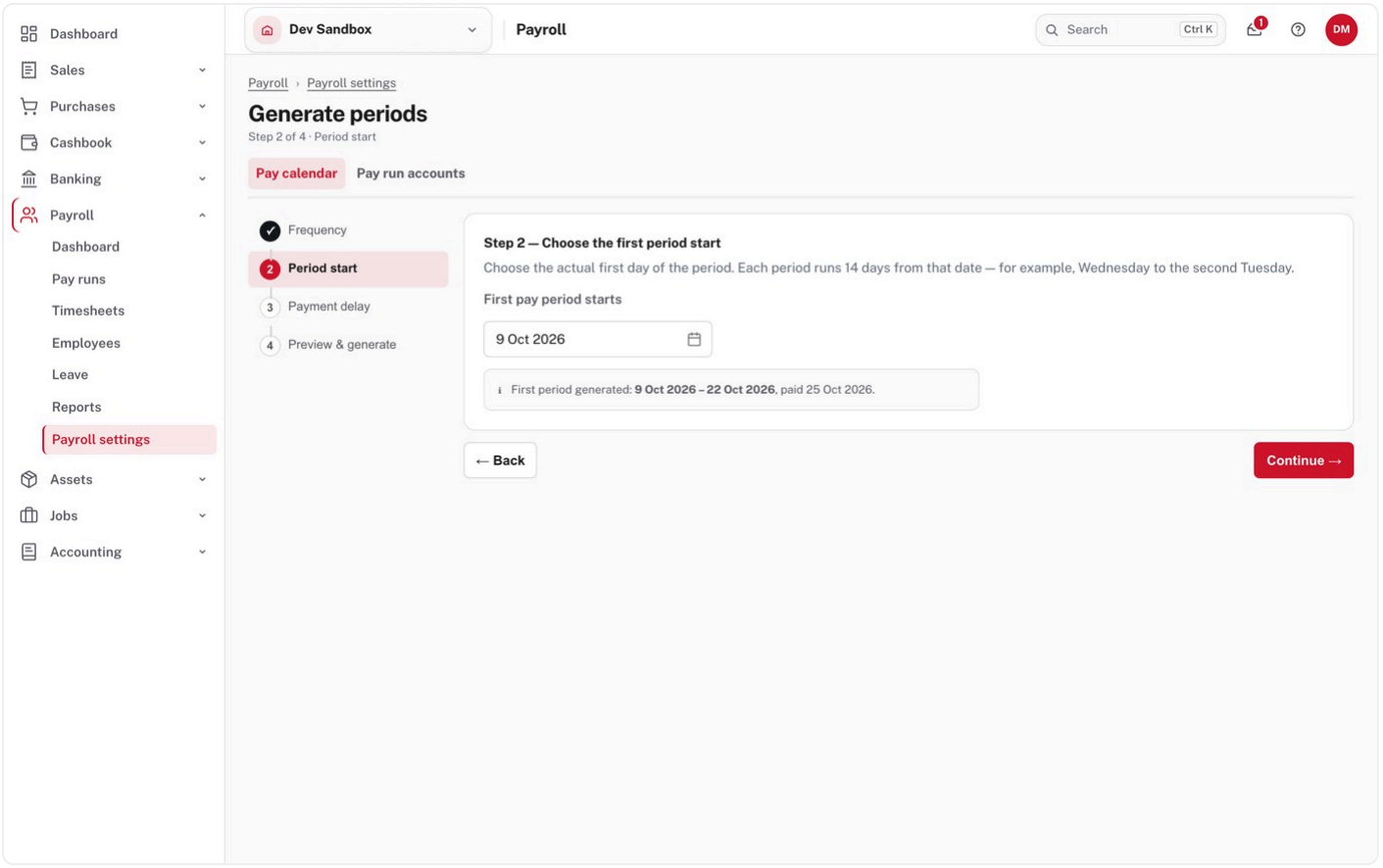


It is four short steps, listed down the left of the page:

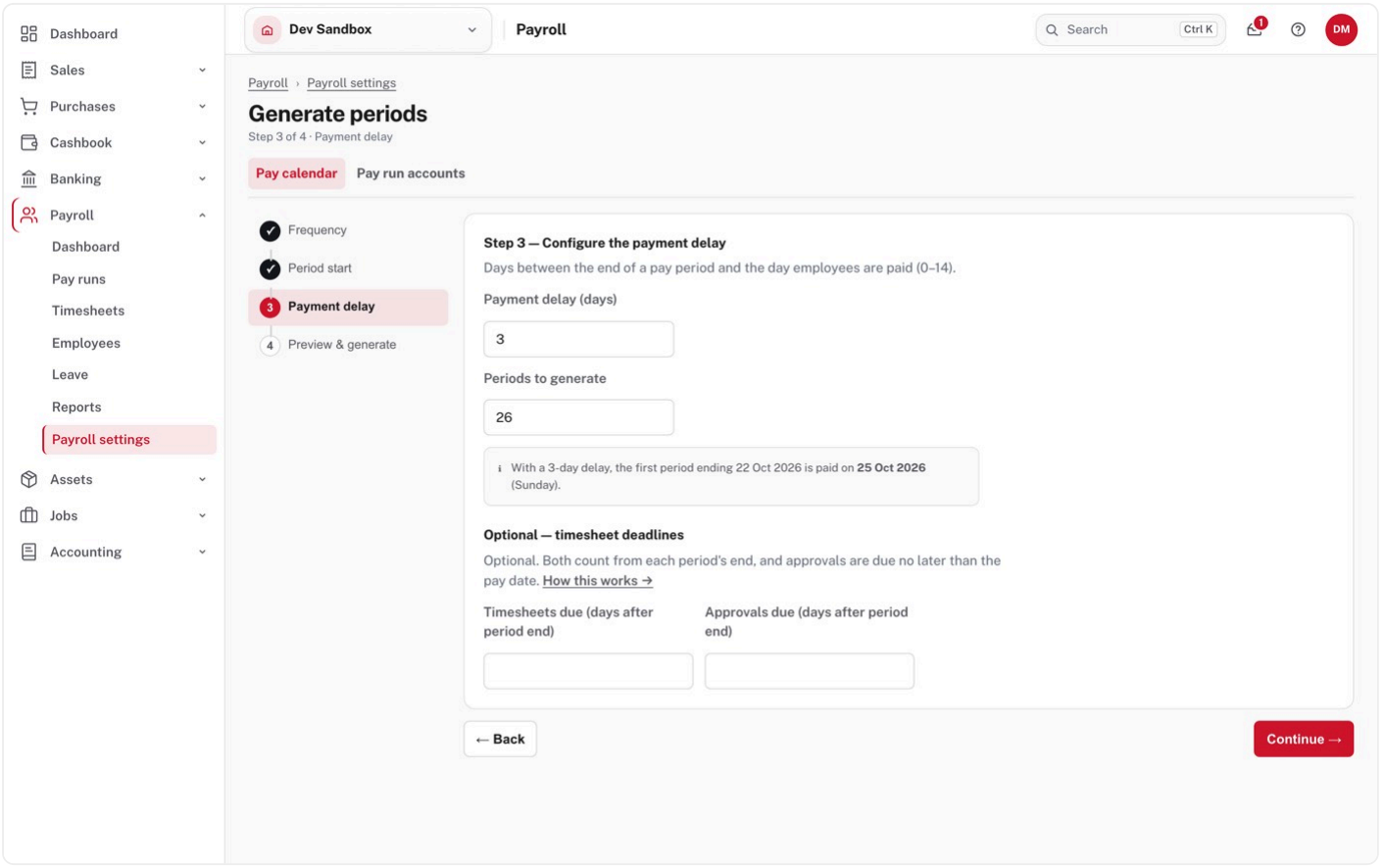
1. **Frequency.** *Weekly* (52 periods a year, 7 days each), *Fortnightly* (26 periods, 14 days each) or *Monthly* (12 periods, a calendar month).



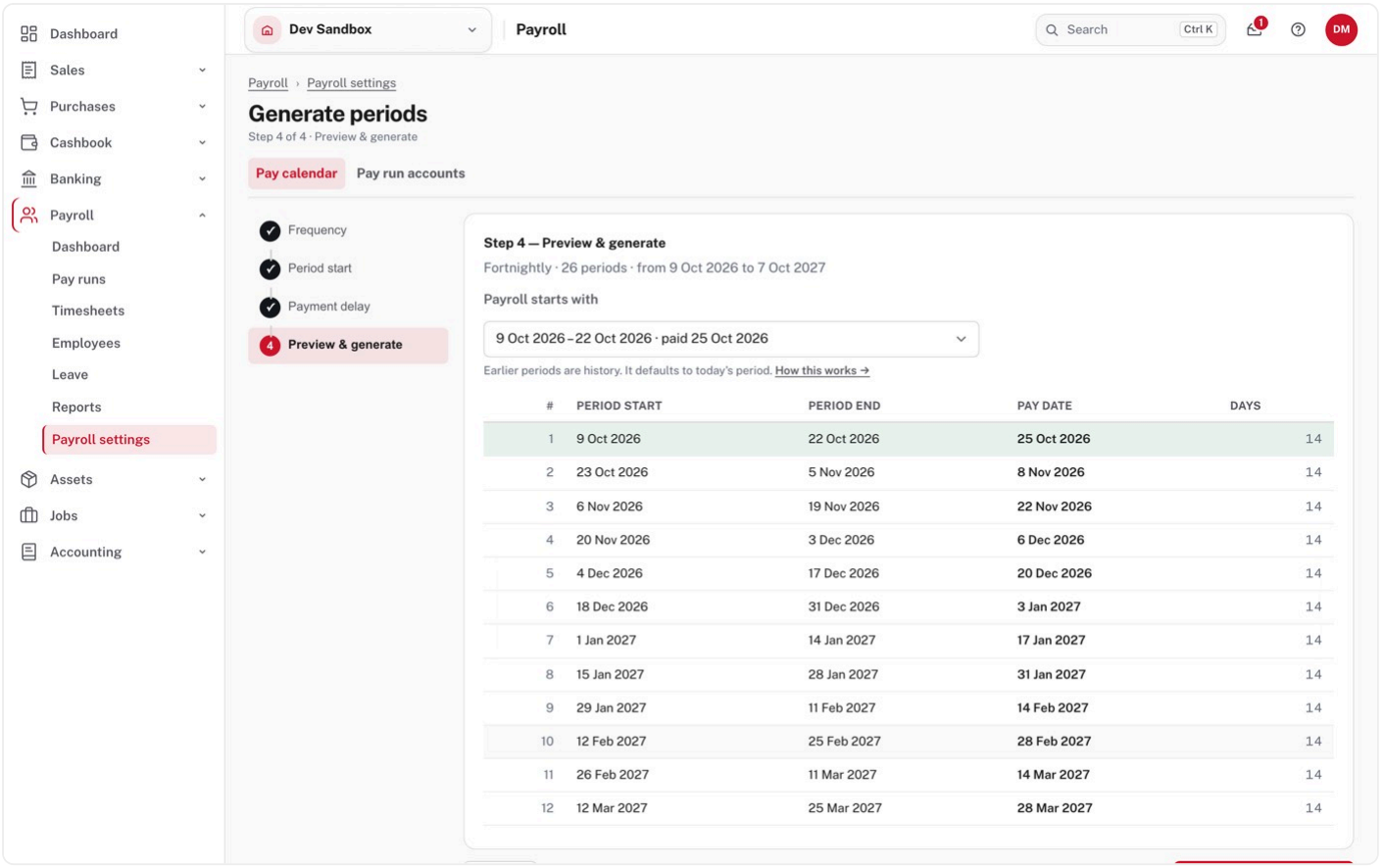
1. **Period start.** For weekly and fortnightly pay, choose the actual first day of the first period. Each period then runs 7 or 14 days from that date, so a Wednesday start gives Wednesday-to-Tuesday periods: the periods do not have to start on a Monday. Easy shows the first period it will make and its pay date. (For monthly pay you pick any date in the first month, and every period runs from the 1st to the last day.)



1. **Payment delay.** The days between the end of a period and pay day (0 to 14), and how many periods to generate. Easy spells out the first pay date and the weekday it falls on, so look at the weekday: in the picture a 3-day delay puts the first pay date on a Sunday. Here you can also set the optional **timesheet deadlines**: *Timesheets due* and *Approvals due*, in days after the period ends. Leave them blank for no deadline.



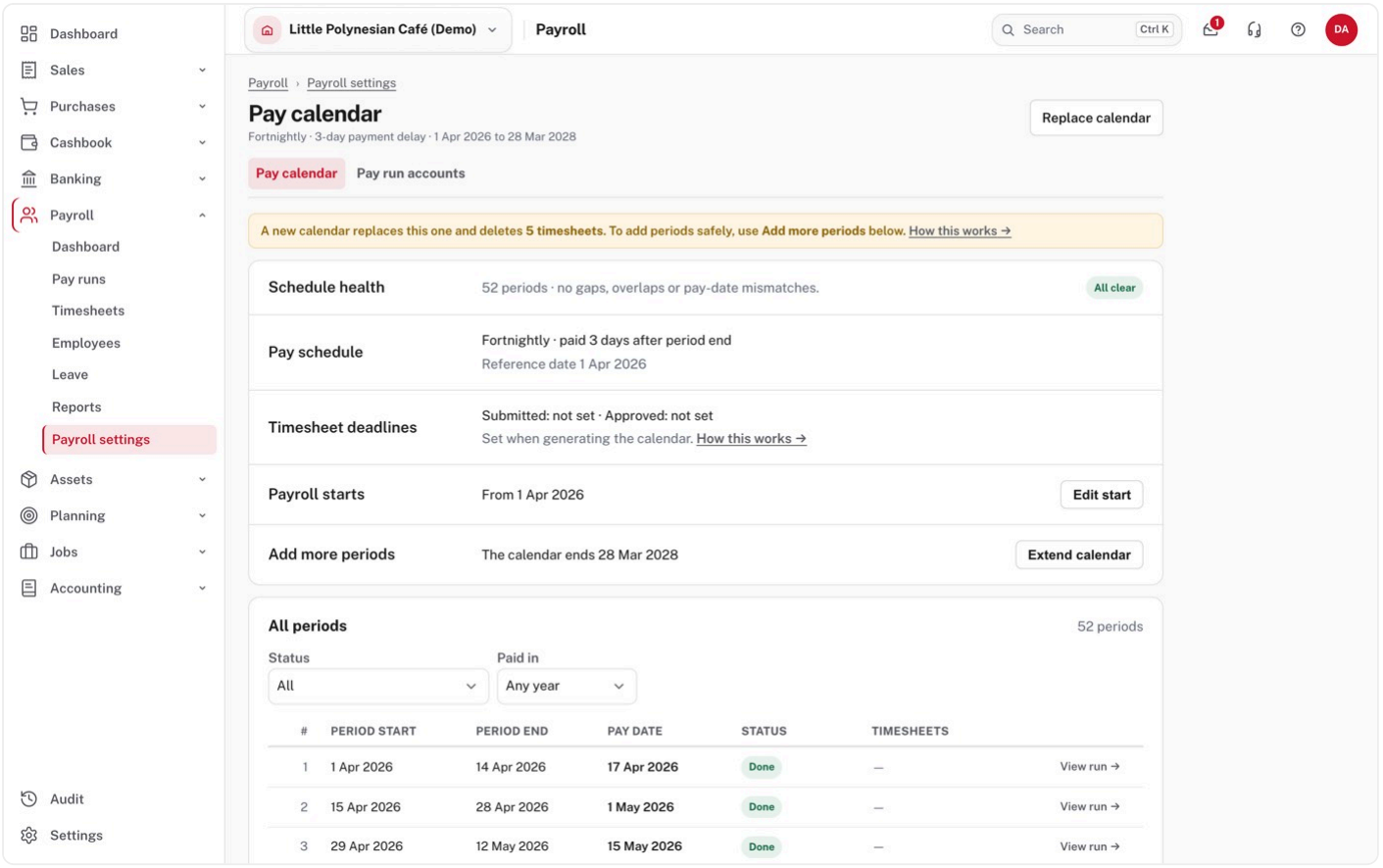
1. **Preview & generate.** Check the list of periods and pay dates. **Payroll starts with** is the first period you will actually run; it defaults to the period you are in today, and earlier periods become history. Then choose the button at the foot of the page, **Generate** and the number of periods (for example *Generate 26 pay periods*).



Not shown in the demo: pressing **Generate**, which would fill the practice company's calendar.

Overtime is always counted over Monday-to-Sunday weeks, whatever day your pay periods start on (Pay calendar and periods).

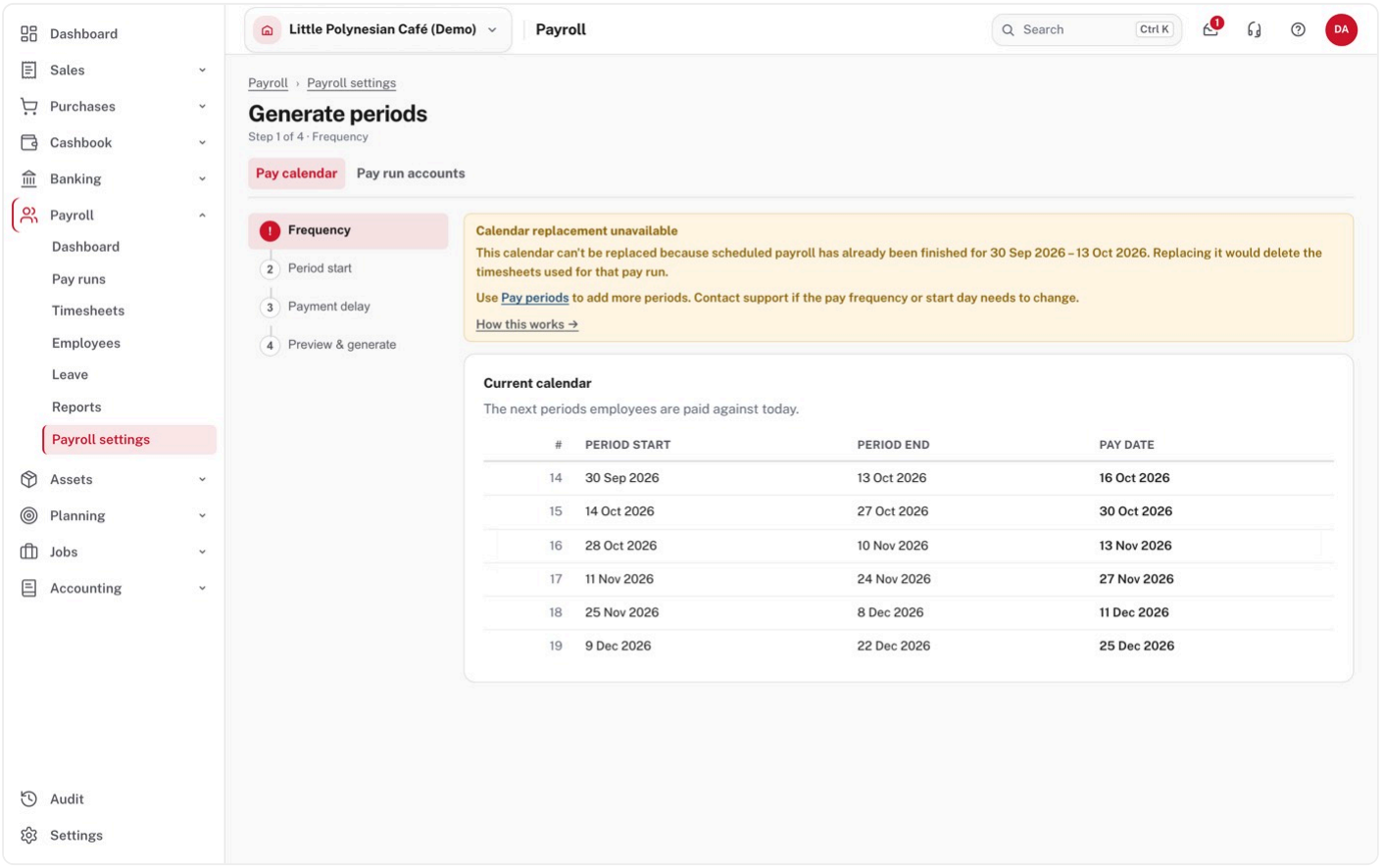
A company that already has a calendar



- **Schedule health** should say **All clear**: no gaps, no overlaps, no pay-date mismatches.
- **Pay schedule** shows the frequency, how many days after the period ends staff are paid, and the reference date, the first day the periods count from.
- **Timesheet deadlines** are optional. *Submitted* is when timesheets close; *Approved* is when approval is due.
- **Payroll starts** matters if you move to Easy part-way through a year. Earlier periods are history: they are never owed or "up next". Change it with **Edit start**, as long as you don't move it past a period payroll has already run.
- **Add more periods** (**Extend calendar**) adds periods at the end and says how many and to which date, without touching anything already there.
- **All periods** lists every period with its pay date, **Status** (*Overdue*, *Up next*, *Open*, *Not due yet*, *Done*, *Before payroll started*) and timesheets, with a **View run** link on paid periods.

Replace calendar deletes timesheets

Replace calendar throws away every period *and every timesheet recorded against them*, and it can't be undone: the bar at the top of the page says how many timesheets would go. Once a scheduled pay run has been finished, Easy refuses (below). To add more periods safely, use **Extend calendar**.



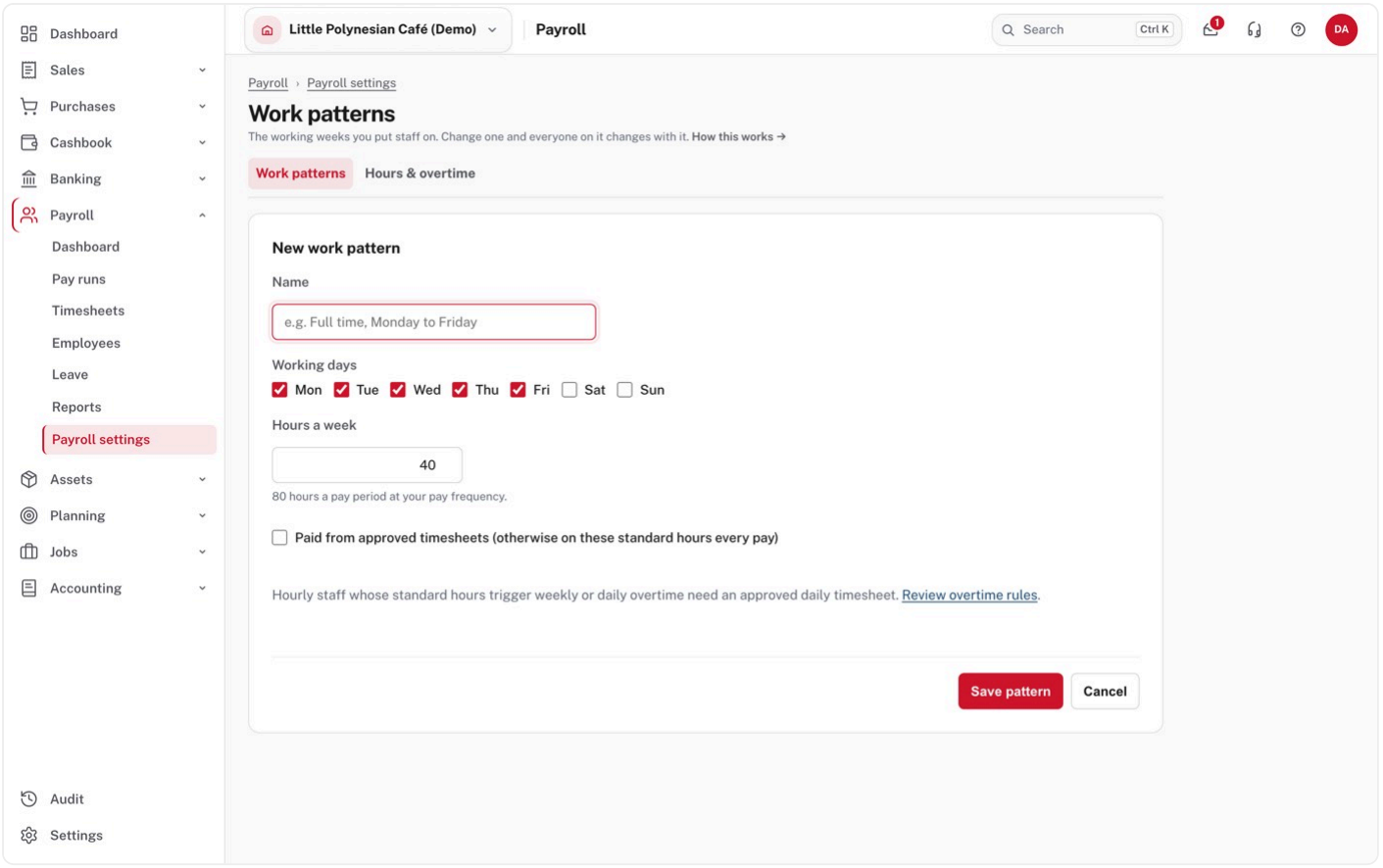
On a company that has finished a scheduled pay run, **Replace calendar** opens the same four steps but stops with **Calendar replacement unavailable**: replacing the calendar would delete the timesheets that run was paid from. The page sends you to **Pay periods** to add more periods and says to contact support if the pay frequency or start day has to change. Not shown in the demo, from Easy's Help: an open, processed pay run blocks replacement as well, and a run that was finished and later undone keeps the calendar locked (Pay calendar and periods).

Step 3. Set up work patterns and overtime

Work patterns (recommended)

Payroll settings → Hours & overtime → Work patterns → + New pattern.

A work pattern is a working week you put people on, for example *Full time, Monday to Friday, 40 hours*.



- **Name**: what you will pick from on the employee's record.
- **Working days**: tick the days of the week.
- **Hours a week**: the form shows the hours this makes in each pay period (40 a week is 80 a fortnight).
- **Paid from approved timesheets**: tick it if the person's pay follows their approved timesheet each period. Leave it unticked and they are paid the standard hours every pay.

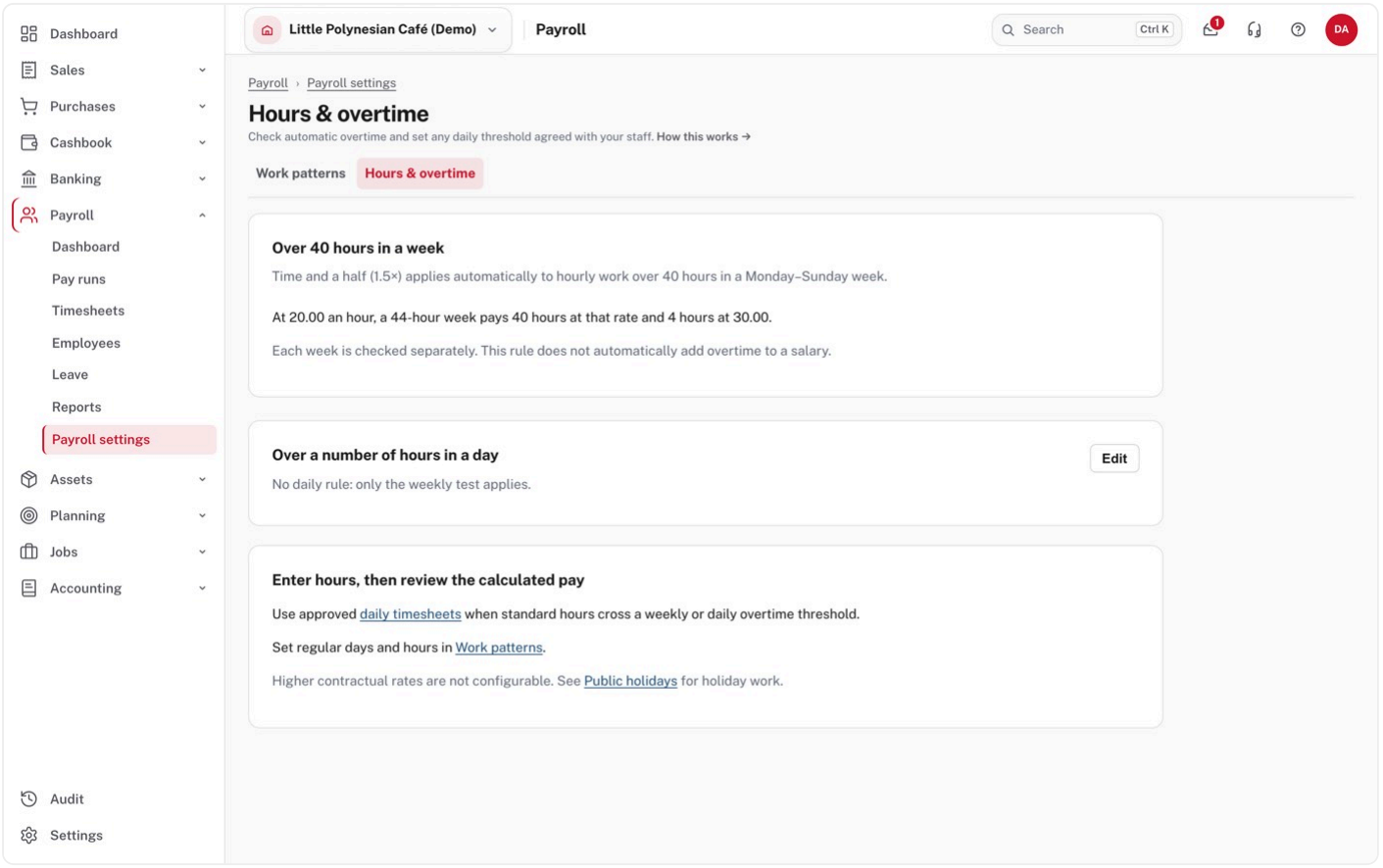
A line under the box reminds you that hourly staff whose standard hours trigger weekly or daily overtime need an approved daily timesheet, and links to the overtime rules below.

Choose **Save pattern**. Then choose the pattern on each employee's **Pay & work pattern** section (step 9). If you later change a pattern, everyone on it changes from their next pay run. Not shown in the demo: saving a pattern. The café has none yet, so its employees' **Work pattern** box reads *Their own pattern (set below)*.

More detail: Employee records, work patterns.

Hours & overtime

Payroll settings → Hours & overtime → Hours & overtime (the second tab).



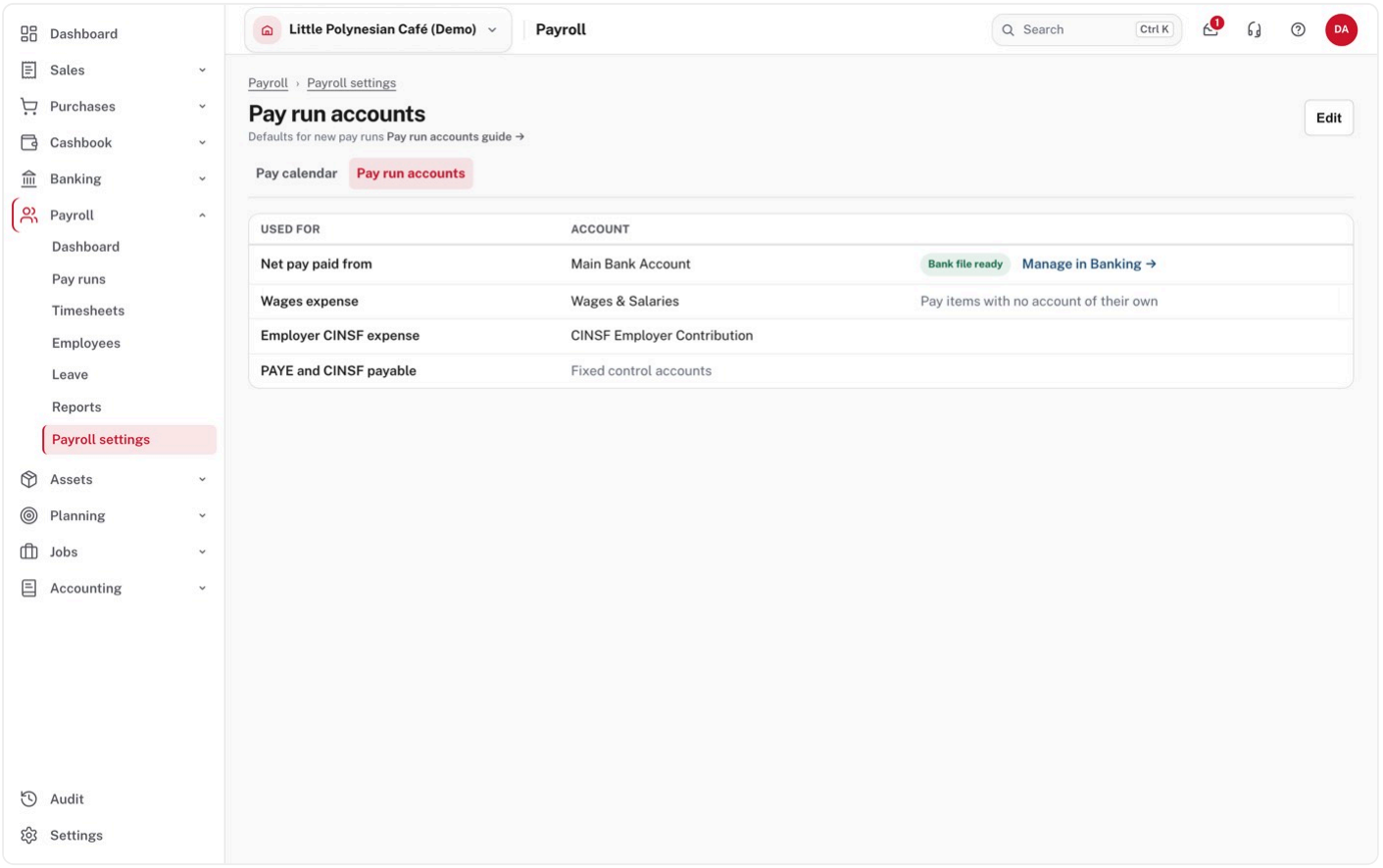
- **Over 40 hours in a week.** Time and a half (1.5×) applies automatically to hourly work over 40 hours in a Monday-to-Sunday week. There is no switch for it. The page works an example: a 44-hour week pays 40 hours at the rate and 4 hours at one and a half times. It does not add overtime to a salary.
- **Over a number of hours in a day.** Optional. If your agreements pay overtime after so many hours in a day, choose **Edit**, enter the hours under **Overtime after (hours in a day)** and choose **Save rule**. Leave it blank for no daily rule. A change applies to the next pay run built from timesheets.
- The last card says that **higher contractual rates are not configurable**, so check any agreement more generous than the standard before you rely on the calculation, and that standard hours which cross a threshold need approved daily timesheets (Timesheets).

More detail: How an employee's pay is calculated, overtime.

Step 4. Check the pay run accounts

Payroll settings → Pay schedule → Pay run accounts.

These are the accounts every new pay run uses.



- **Net pay paid from**: the bank account the wages are paid from. A bank account shows whether its bank file is ready (*Bank file ready*), and **Manage in Banking** opens that account's bank file setup.
- **Wages expense**: where gross wages are recorded, for pay items with no account of their own.
- **Employer CINSF expense**: where your own CINSF contribution is recorded.
- **PAYE and CINSF payable**: fixed control accounts. They are not chosen here.

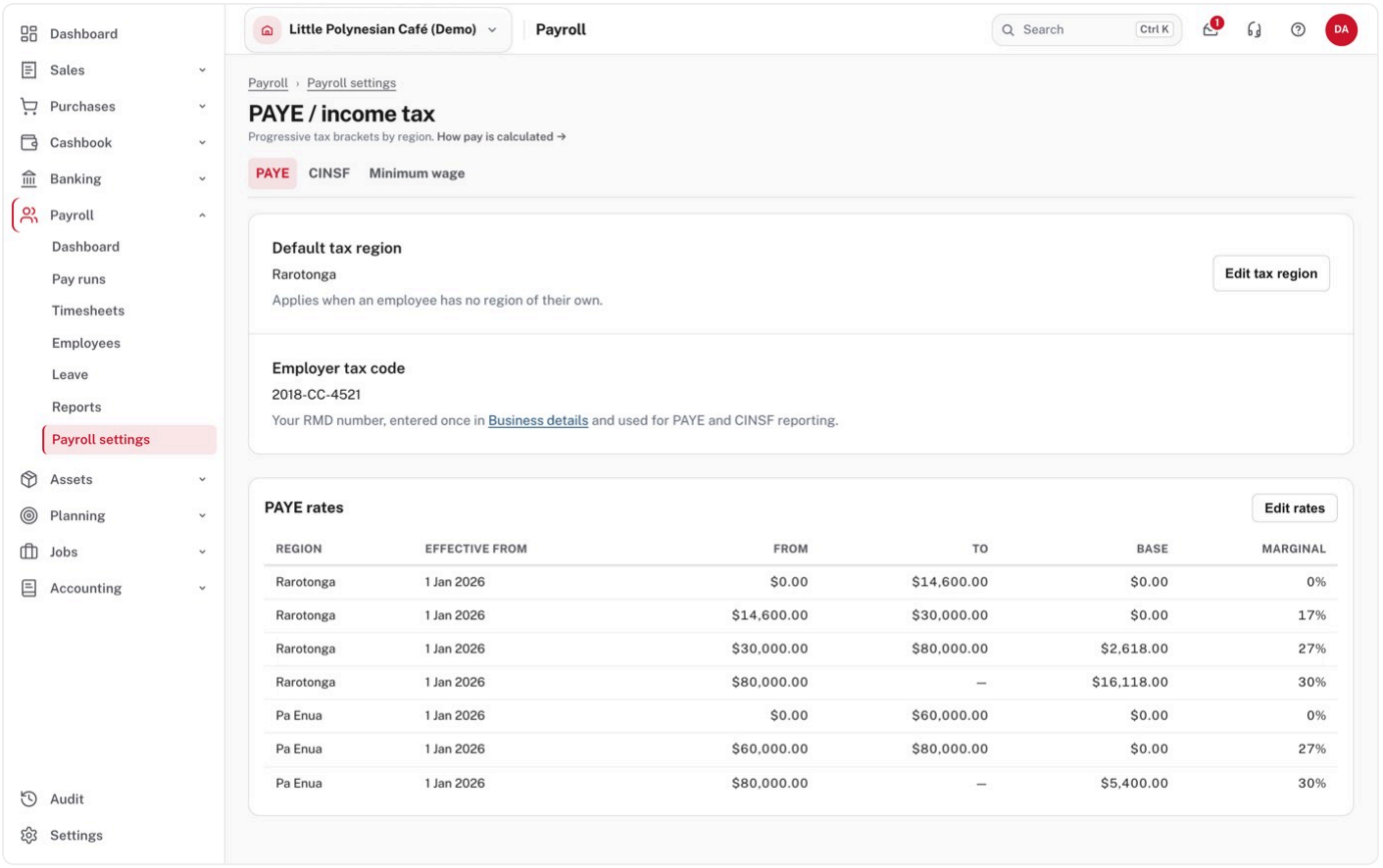
Easy picks these automatically (each list starts with **Automatic**, then the account it picked). Check that they are the accounts you expect. Choose **Edit** to pick another, then **Save defaults**. A change applies to runs built after it; runs that already exist keep their accounts, and a pay run can still be paid from another account, chosen on its Finish step.

Bank accounts are added, and their bank files set up, under **Banking**. On Easy Payroll (payroll only) Banking holds just those two things. Not shown in the demo: a payroll-only company, from Help.

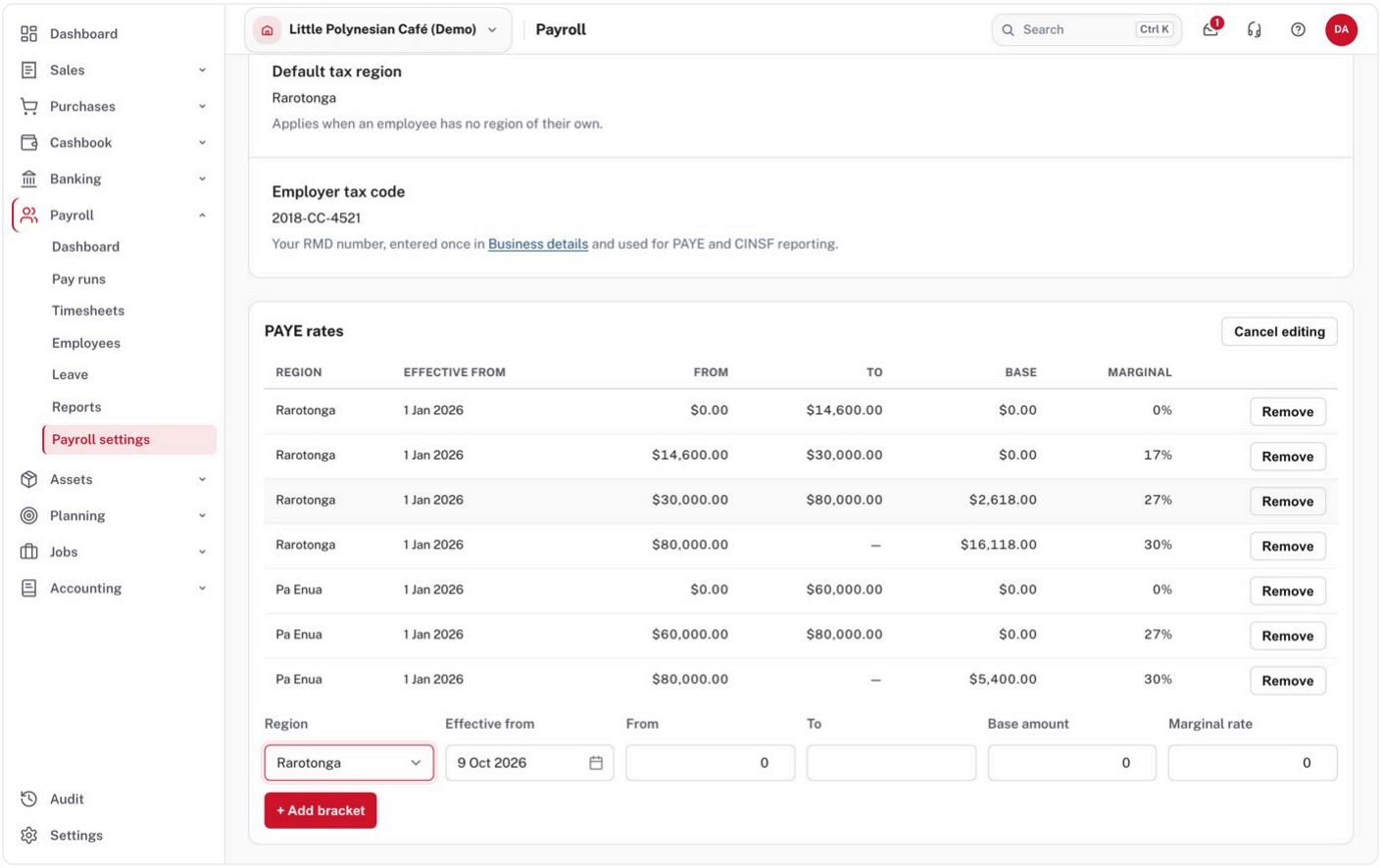
Step 5. Enter the tax and CINSF rules

Payroll settings → Tax & contributions. There is one tab each for **PAYE**, **CINSF** and **Minimum wage**.

PAYE



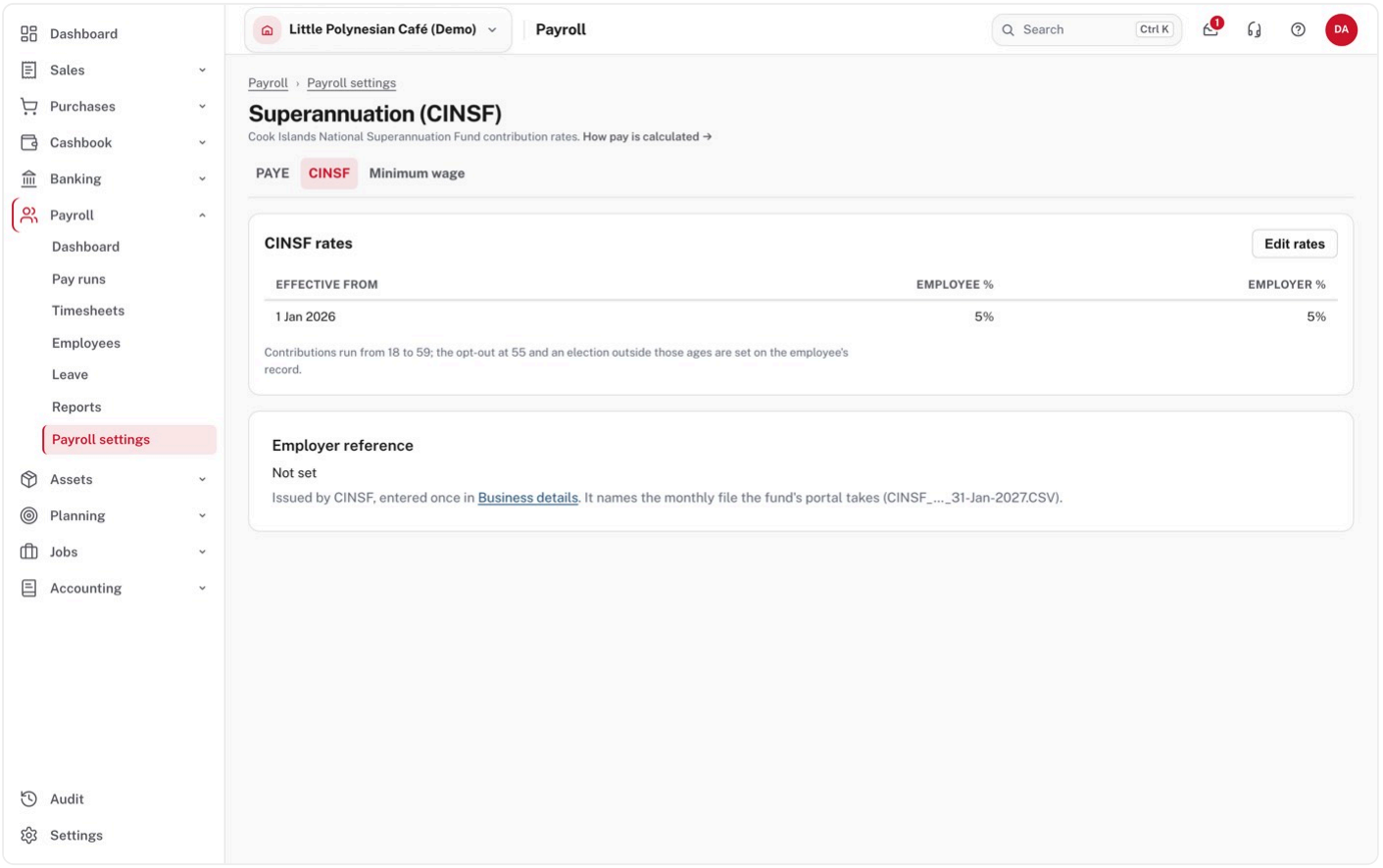
- **Default tax region** applies to any employee who has no region of their own (Rarotonga or Pa Enua). **Edit tax region** changes it.
- **Employer tax code** is your RMD number. It comes from Business details, so edit it there.
- **PAYE rates** is the table of brackets for each region, with the date each set takes effect. Use **Edit rates** to change it.



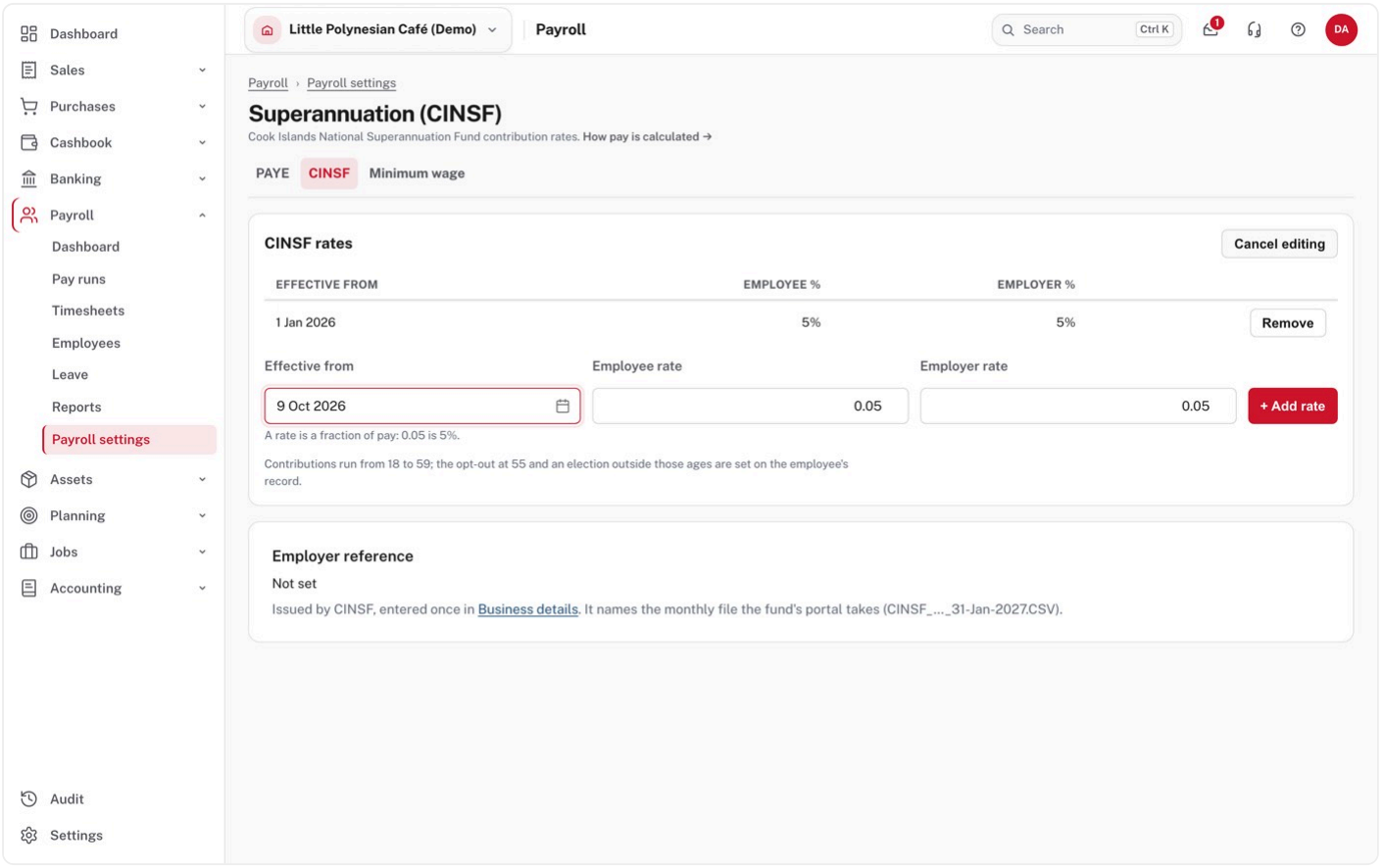
Each row has a **Remove** button. To add a bracket, fill in **Region**, **Effective from**, **From**, **To** (empty for the top bracket), **Base amount** and **Marginal rate**, then **+ Add bracket**. Look at the table afterwards: the top bracket should show a dash under **To**.

> **Check the top bracket**
>
> The last bracket for each region must have no upper limit (the **To** column shows a dash). If it does, every level of earnings is taxed.

CINSF



Enter the employee and employer rates and the date they take effect (**Edit rates**, then **+ Add rate**). The **Employer reference** under the table reads *Not set* until you enter it in Business details.



Type a rate as a fraction of pay. The line under the boxes says so: *0.05 is 5%*, and the boxes are pre-filled with `0.05`. Look at the table afterwards: it shows the percentage you meant. Contributions run from age 18 to 59; an opt-out at 55, or an election outside those ages, is set on the employee's own record.

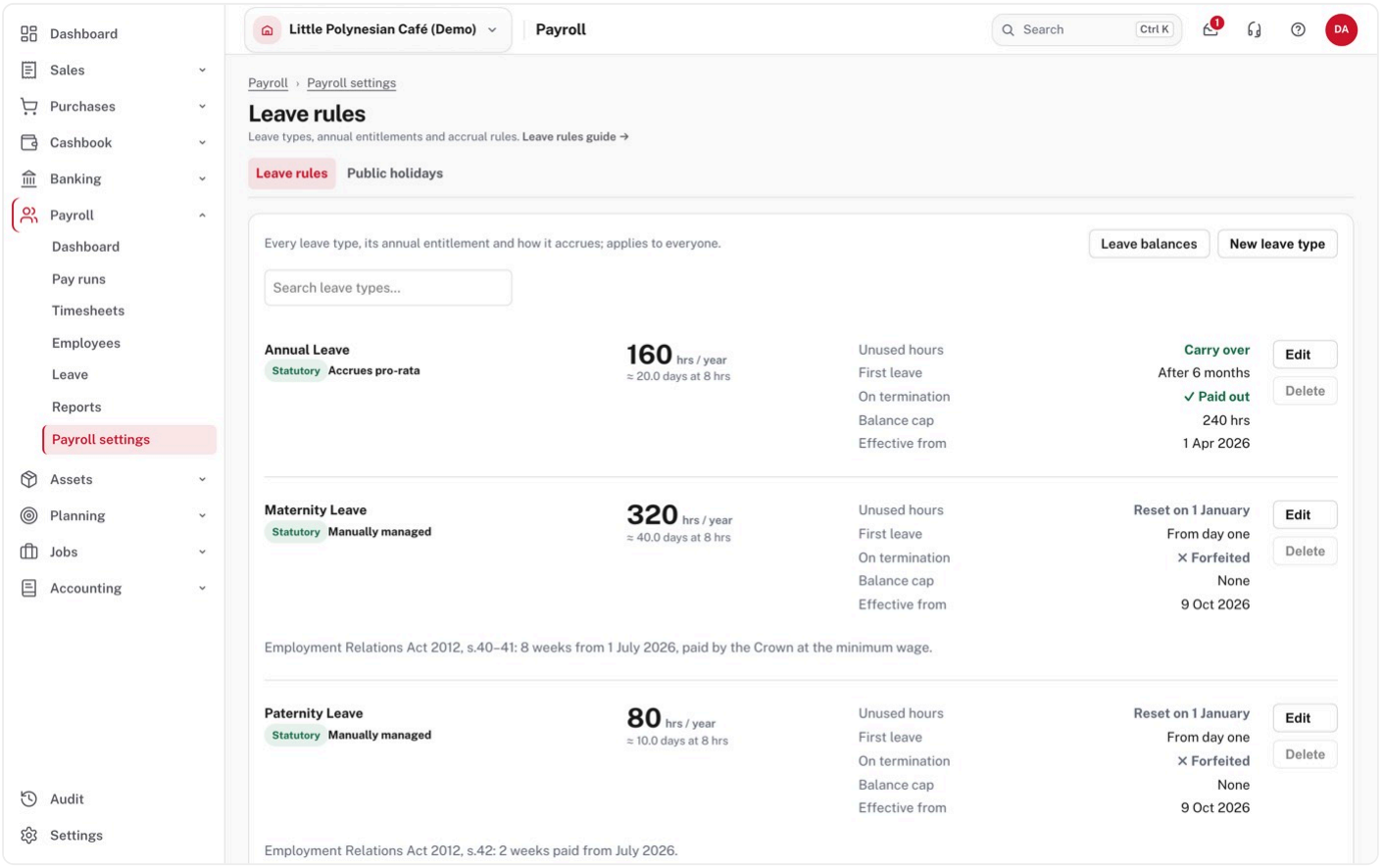
Minimum wage holds the minimum hourly rate, by the date it takes effect. A pay run will not process anyone paid below the rate in force, and a salary is tested over its ordinary hours.

More detail: How an employee's pay is calculated.

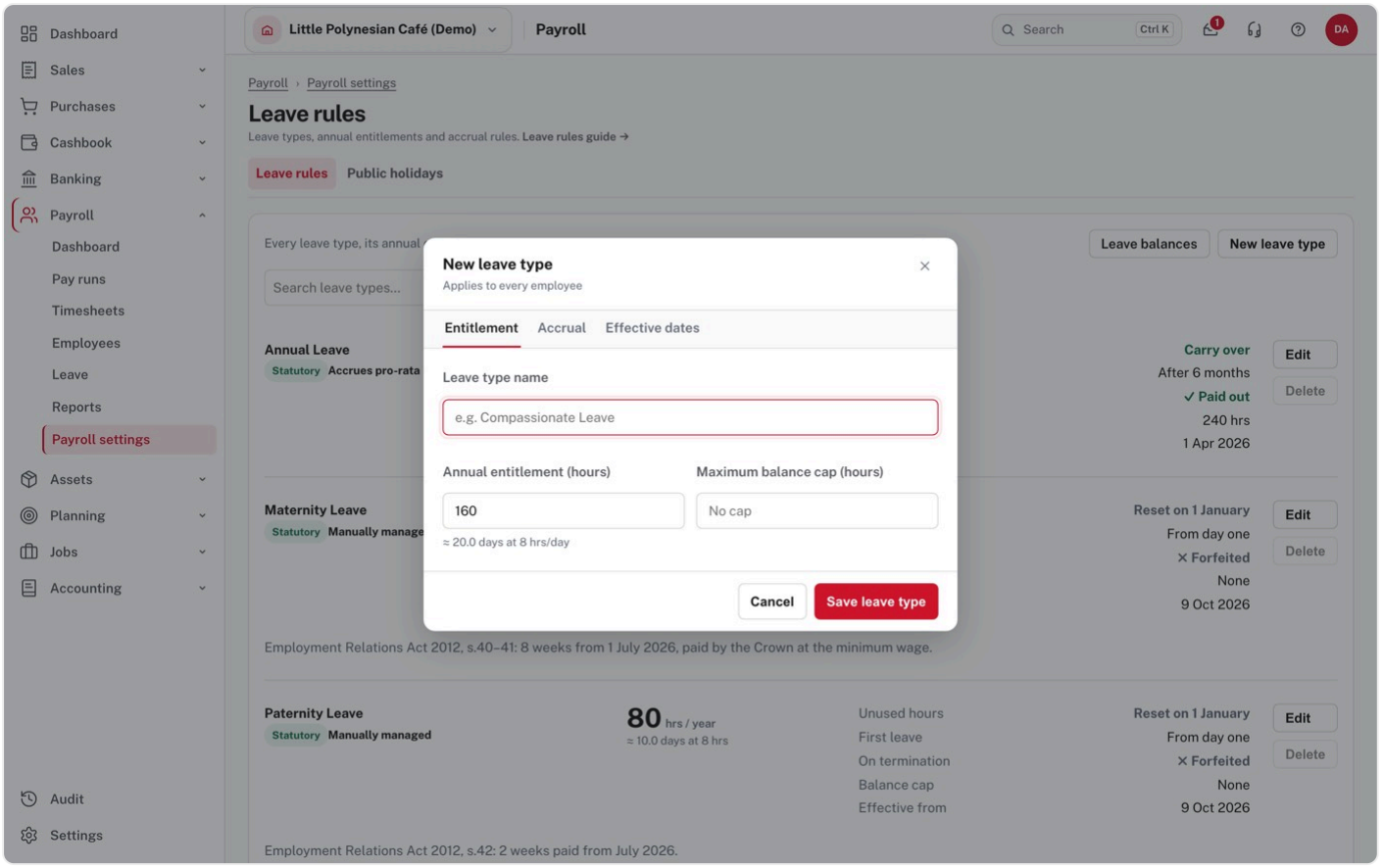
Step 6. Leave and public holidays

Payroll settings → Leave & holidays.

Leave rules



Each leave type shows its yearly entitlement in hours (with the days that makes), how it accrues, whether unused hours carry over, when the first leave can be taken, what happens on termination, any balance cap, and the date it takes effect. Statutory types are marked **Statutory** and carry a note naming the section of the Employment Relations Act; their **Delete** button is greyed out. Check the entitlements, then use **New leave type** if you offer something extra. **Leave balances** (beside it) opens everyone's balances.



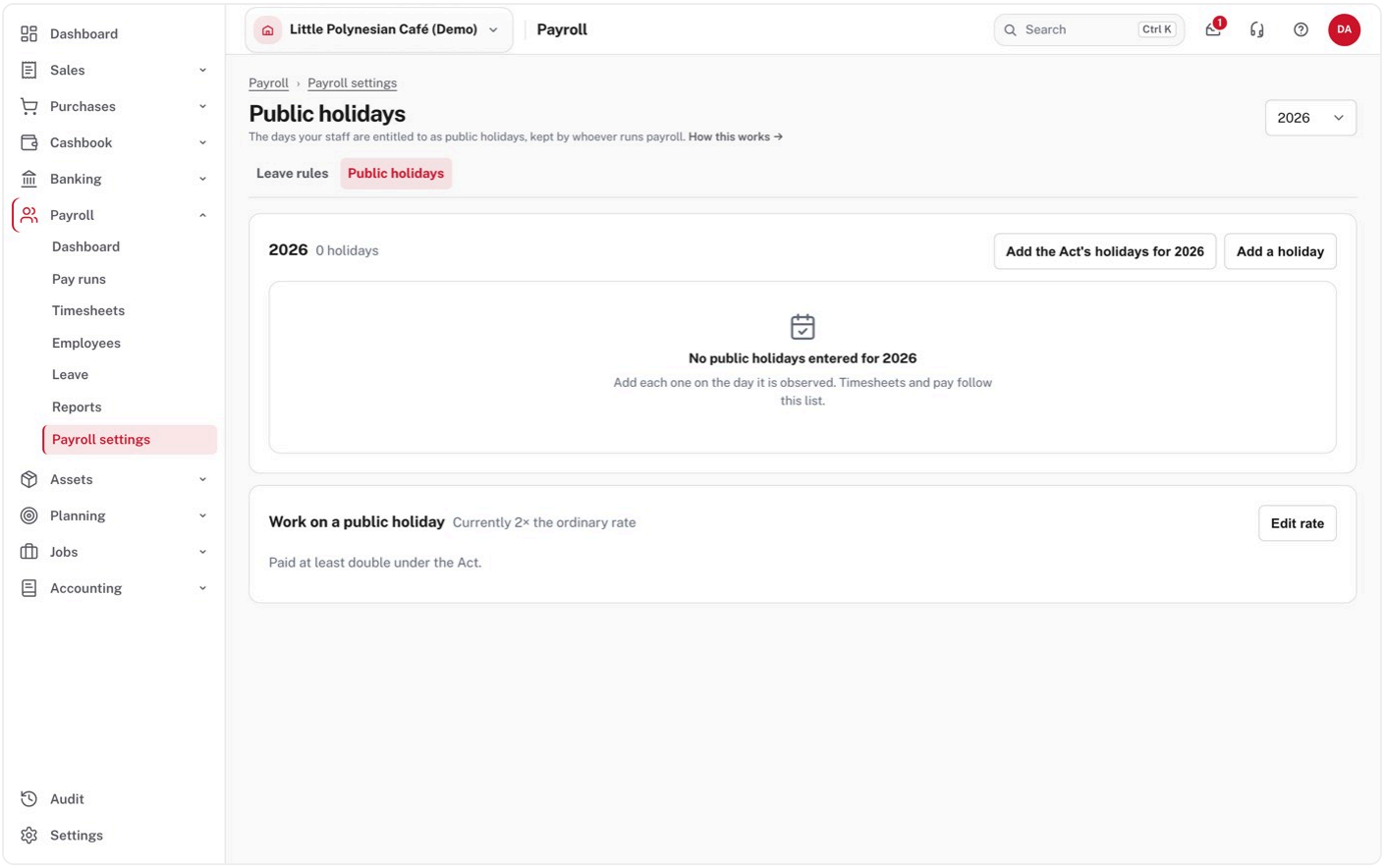
The form has three tabs, and a leave type applies to every employee:

Tab	What it holds
Entitlement	The name, the annual entitlement in hours and an optional maximum balance
Accrual	Whether it accrues automatically (off means someone manages the balance by hand), pro rata or in full on each work anniversary, whether unused hours carry over, part-time scaling, whether casual employees are included, and whether the balance is paid out on termination
Effective dates	Whether leave may be taken without a balance, *Statutory entitlement* or *Employer policy (not statutory)*, the months of service before first leave, whether the Crown pays, the date the rule starts, and notes

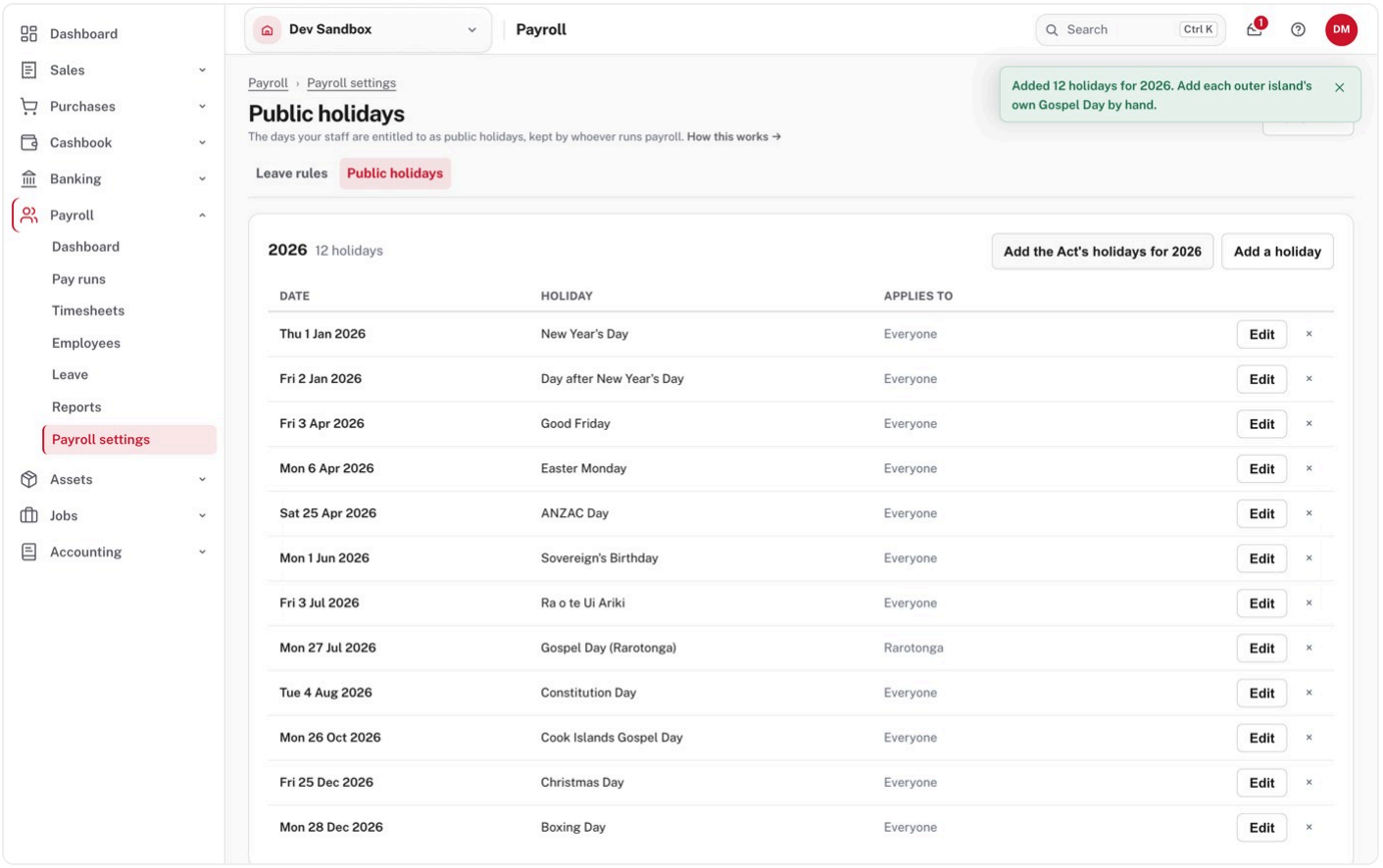
For hours you grant by hand, such as time in lieu or special leave, create the type with accrual off and *Employer policy*, then grant the hours on the employee's **Leave & entitlements** section (step 9). Not shown in the demo: creating the type and granting hours, from Leave balances and accrual.

Public holidays

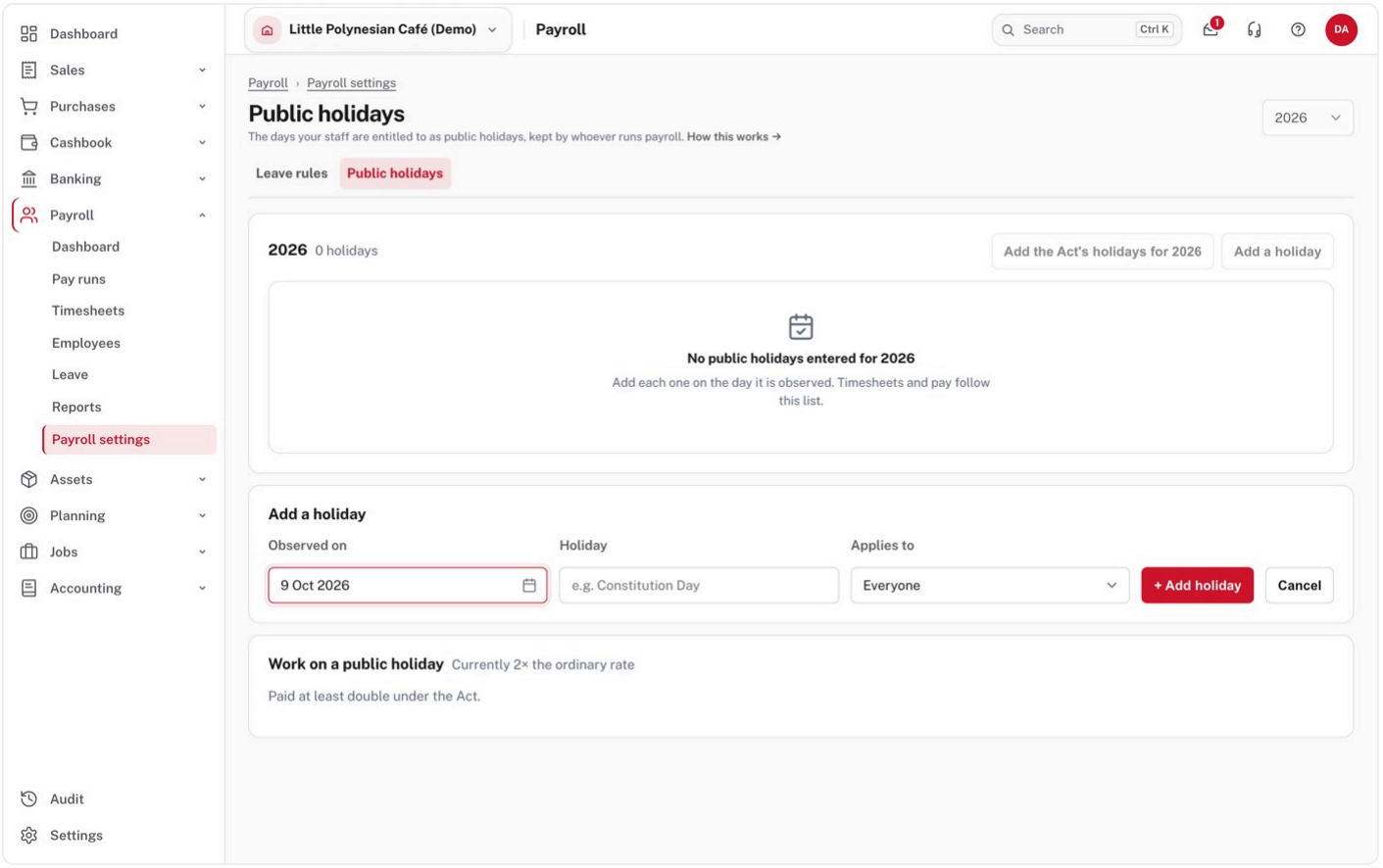
Easy pays and marks public holidays from the list you keep here, so it must be filled in **every year**. Choose the year at the top right.



Add the Act's holidays for the year puts the Public Holidays Act's national days on the list in one go.



- Gospel Day for Rarotonga is added for **Rarotonga** only; the rest apply to **Everyone**.
- Some weekend holidays are listed on the day they are observed (in the picture Boxing Day, a Saturday in 2026, is on Monday 28 Dec) and others stay on their own date (ANZAC Day is on Saturday 25 Apr). Check every generated date against the current notice, and **Edit** one that is wrong.
- Days already on the list are kept, so your own additions and corrections survive a second run.
- **Each outer island's own Gospel Day is not added.** Enter it yourself with **Add a holiday**, as a Pa Enua holiday. The green notice after the button says the same.



Add a holiday asks for the day it is **observed**, its name, and who it **applies to** (everyone, Rarotonga or the Pa Enua).

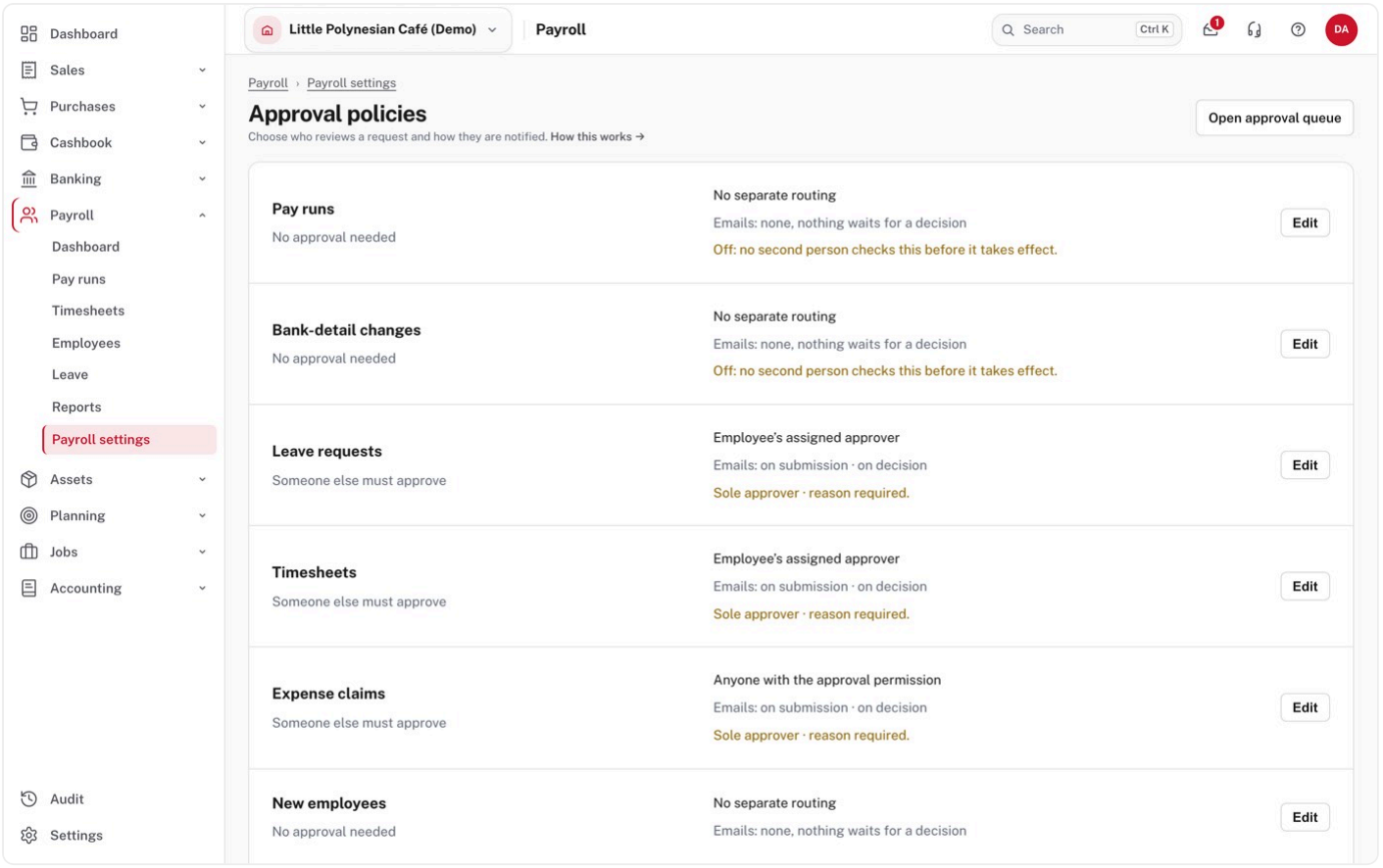
Work on a public holiday sets the multiplier for people who work the day (the page says it is currently 2×). It can't go below 2×.

More detail: Public holidays.

Step 7. Decide who approves what

Payroll settings → Approvals → Approval policies.

Each kind of request has a row: pay runs, bank-detail changes, leave requests, timesheets, expense claims, new employees, pay-rate changes and terminations. Choose **Edit** to set who decides, who it is routed to, and who is emailed. Below the rows, **Finishing a pay run** has one switch: *The person who prepares a pay run cannot finish it* (off by default).



Two settings that matter most

A **bank-detail change** and a **pay run** are the two ways payroll fraud usually happens: a changed bank account, and a pay run nobody else looks at. Easy lets you set them to **No approval needed** (and warns you on the page, as in the picture), but if more than one person works on payroll, ask for a second person on both.

Leave and timesheet requests go to each employee's **assigned approver**, which you choose on the employee's record in step 9. If a person is the only approver in the company, Easy lets them approve their own entries and records why (the row says *Sole approver · reason required*). The **Open approval queue** button at the top is the list of what is waiting.

Two places show these policies at work. On a timesheet, the button reads **Approve** when the company's rules let you decide hours you keyed (for example you are the only person who can approve) and **Send for approval** when someone else must (Run a pay period, step 1). A pay run goes through four steps across the top, **Review**, **Approve**, **Finish** and **Pay & payslips**, and the pay-run policy here decides what happens at **Approve**.

More detail: Payroll approvals and controls and How leave approval works.

Step 8. Employee access and emails

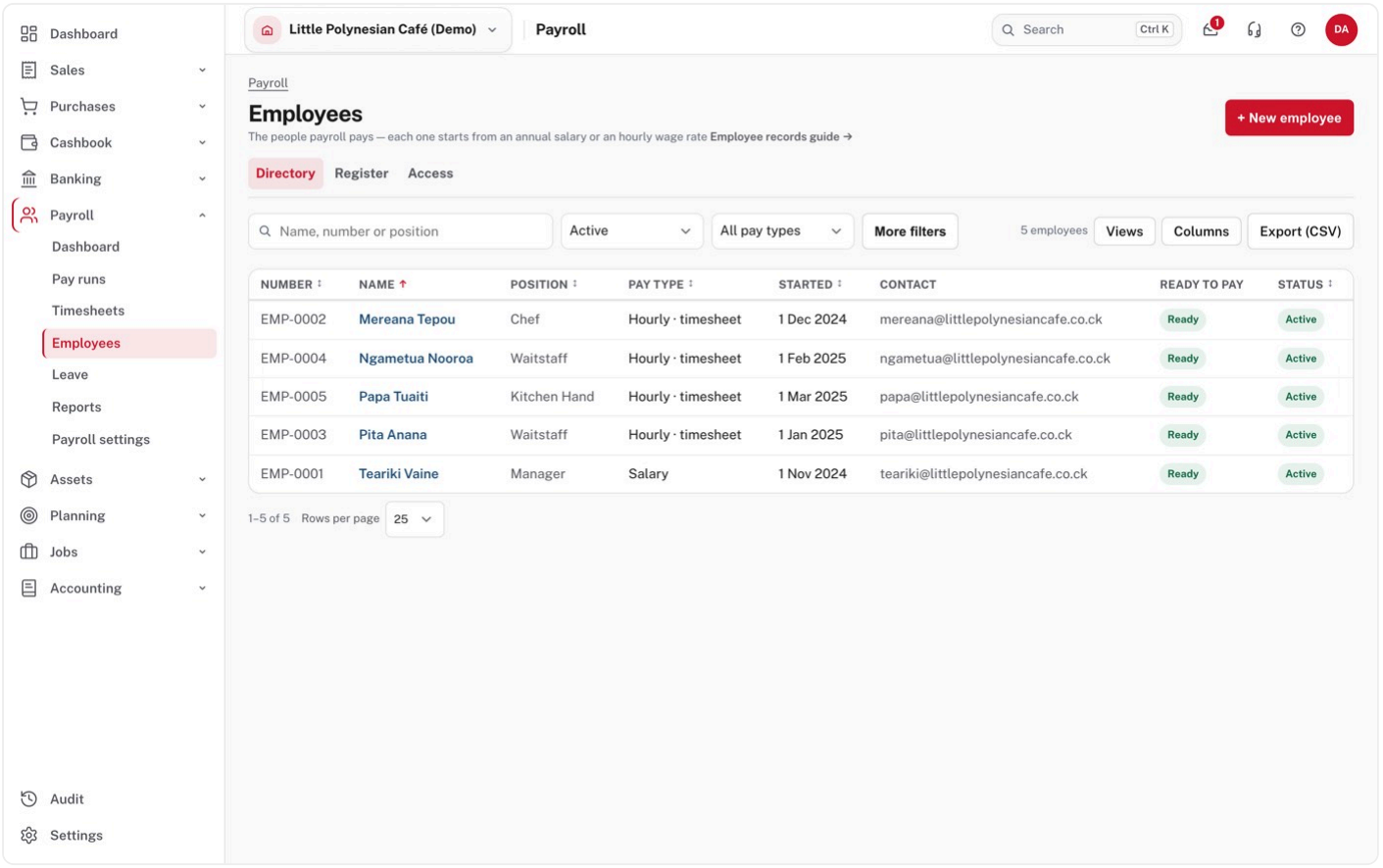
Two more sections of Payroll settings affect how a pay run behaves. Neither blocks setup, but decide them before the first run.

- **Employee access & records** has three cards. **Employee timesheet entry** says whether payroll staff enter the hours or employees with a self-service login enter their own (choose **Edit** and tick **Employees enter their own timesheets**, as in For employees). **Employee data retention** says how long a former employee's personal data is kept (forever, or a number of months); pay history and your accounts are not affected. **Review employee access** opens **Payroll → Employees → Access**, where invitations and approvers are managed.
- **Emails & notifications** shows whether outgoing email is set up, who replies go to, and any email that failed in the last 30 days. Below that each payroll email has **Edit wording**, and the automatic ones have an on/off switch: decision emails (leave, timesheet, bank change, expense claim) are on in the demo, and the updates and reminders (pay run built, pay run finished, payslip ready, timesheet reminder) are off. Outgoing email reads **Not set up** on the local demo, which means payslip and approval emails will not be sent until the platform operator sets it up.

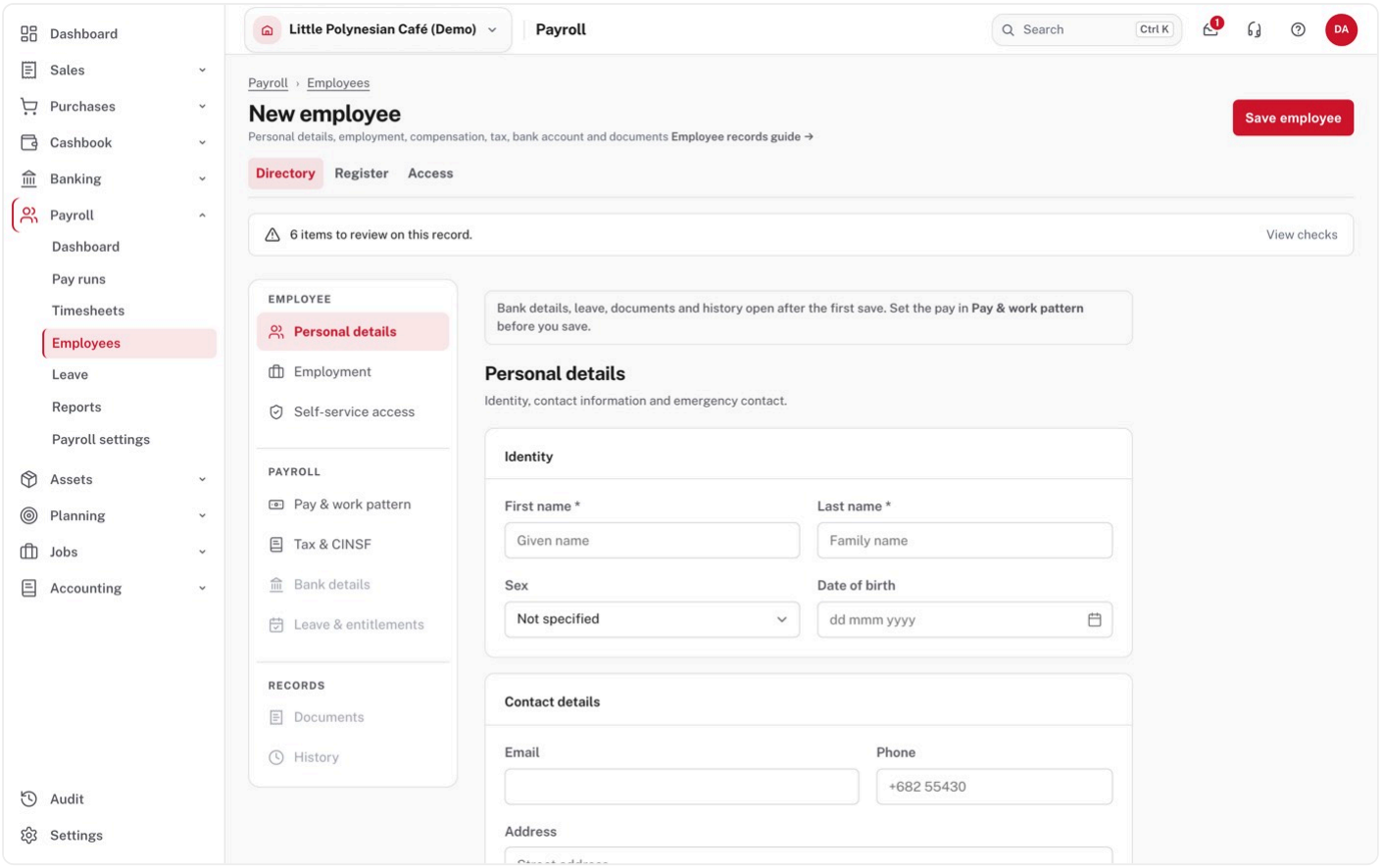
More detail: Payroll emails.

Step 9. Add your employees

Payroll → Employees → + New employee. (The dashboard's **Add employee** button opens the same form.)

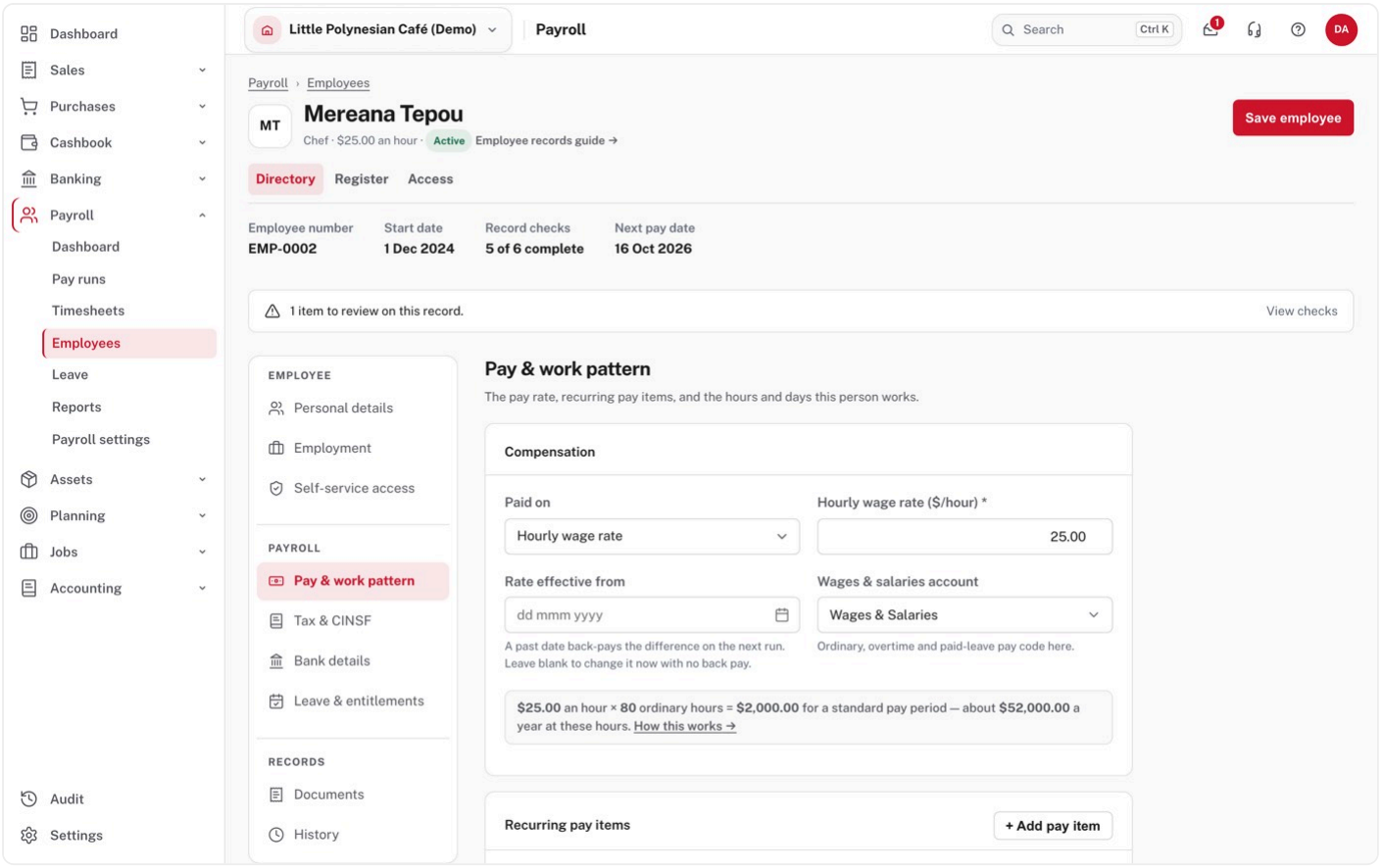


The directory lists employees with their number, position, pay type, start date, contact, **Ready to pay** and status. Filter it, choose **Columns** or **Views**, or **Export (CSV)**. **Register** and **Access** beside **Directory** list everyone the business has employed, active or not, and who has a self-service login.

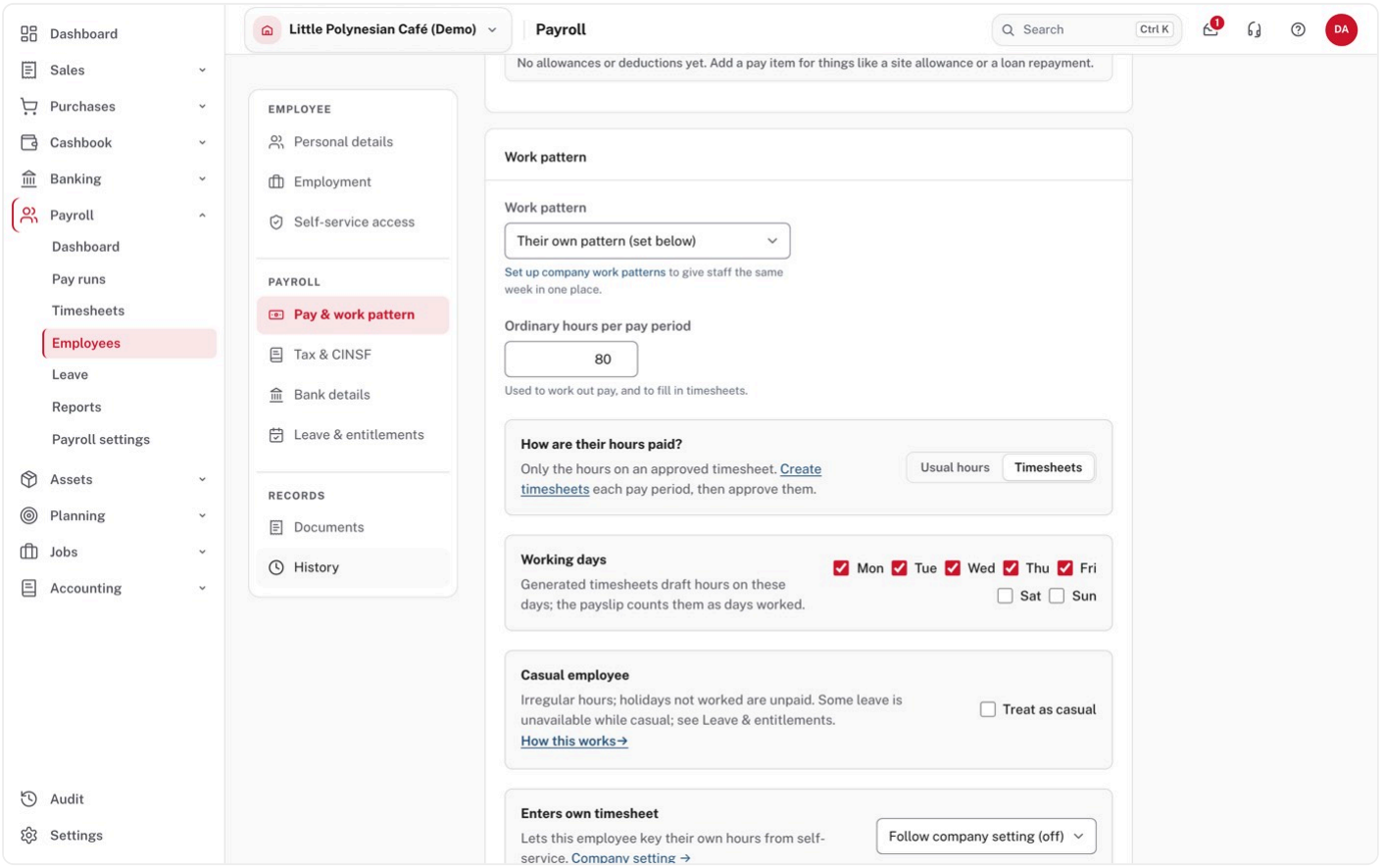


The form is the whole employee record, with a section menu on the left. A note at the top says that Bank details, leave, documents and history open after the first save, so set the pay on **Pay & work pattern** before you save. Choose **Save employee**: Easy's Help says it then opens the full record. Not shown in the demo: saving a new employee. Work down the sections:

- **Personal details** and **Employment**: name, contact details, start date, position, **Approver** (who decides this person's leave, timesheets and expense claims), a clock or badge number for time files, work permit, and **Include in payroll**. Reporting dimensions the company uses, such as outlet or project, appear here too.
- **Self-service access**: whether they have a login. See For employees.
- **Pay & work pattern**: how they are paid (annual salary or hourly rate), the date the rate takes effect, the wages account, recurring allowances and deductions, and their work pattern.

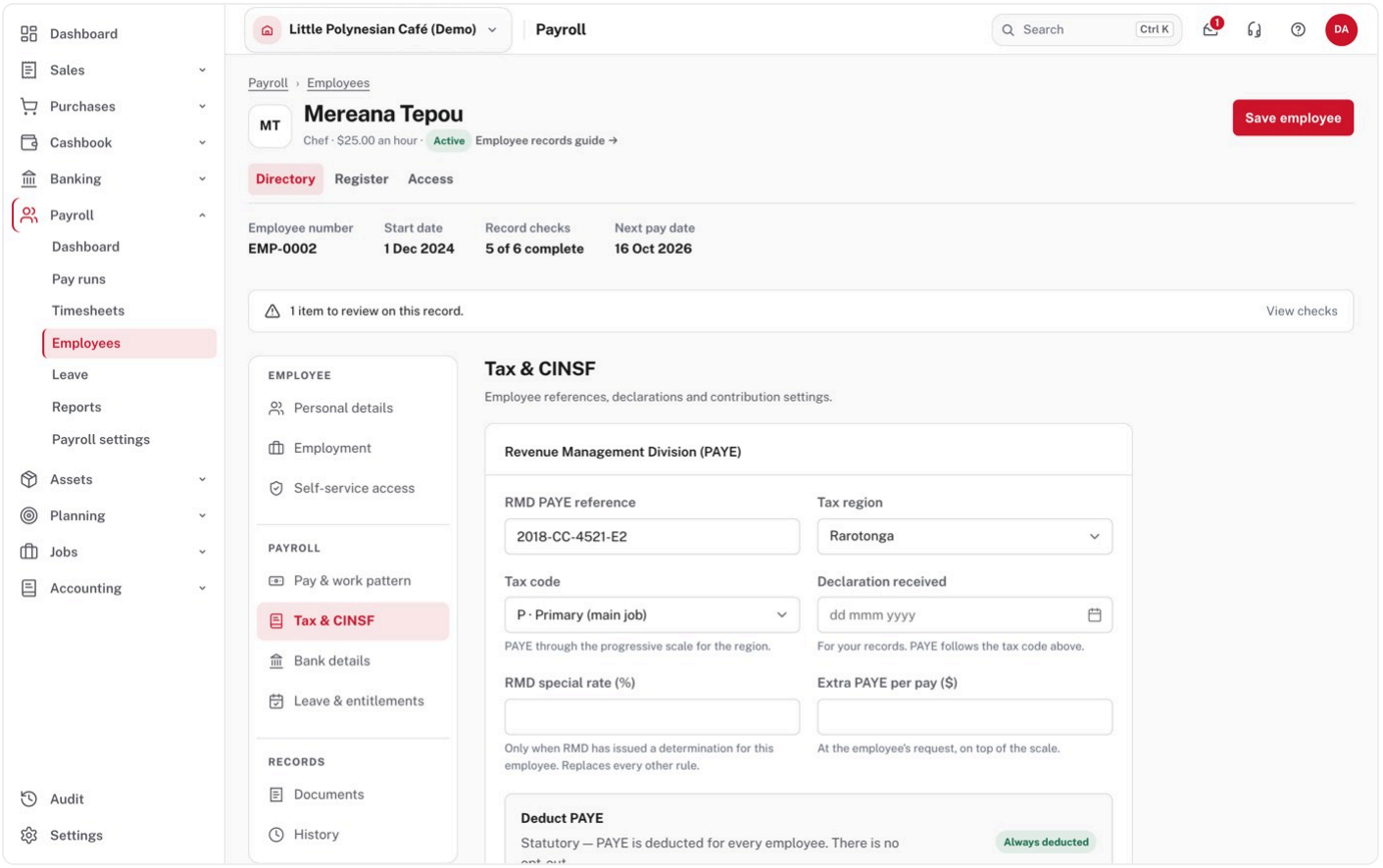


Rate effective from matters when a rate changes: a date in the past back-pays the difference on the next pay run, and leaving it blank changes the rate from now with no back pay (Extra pay and back pay).

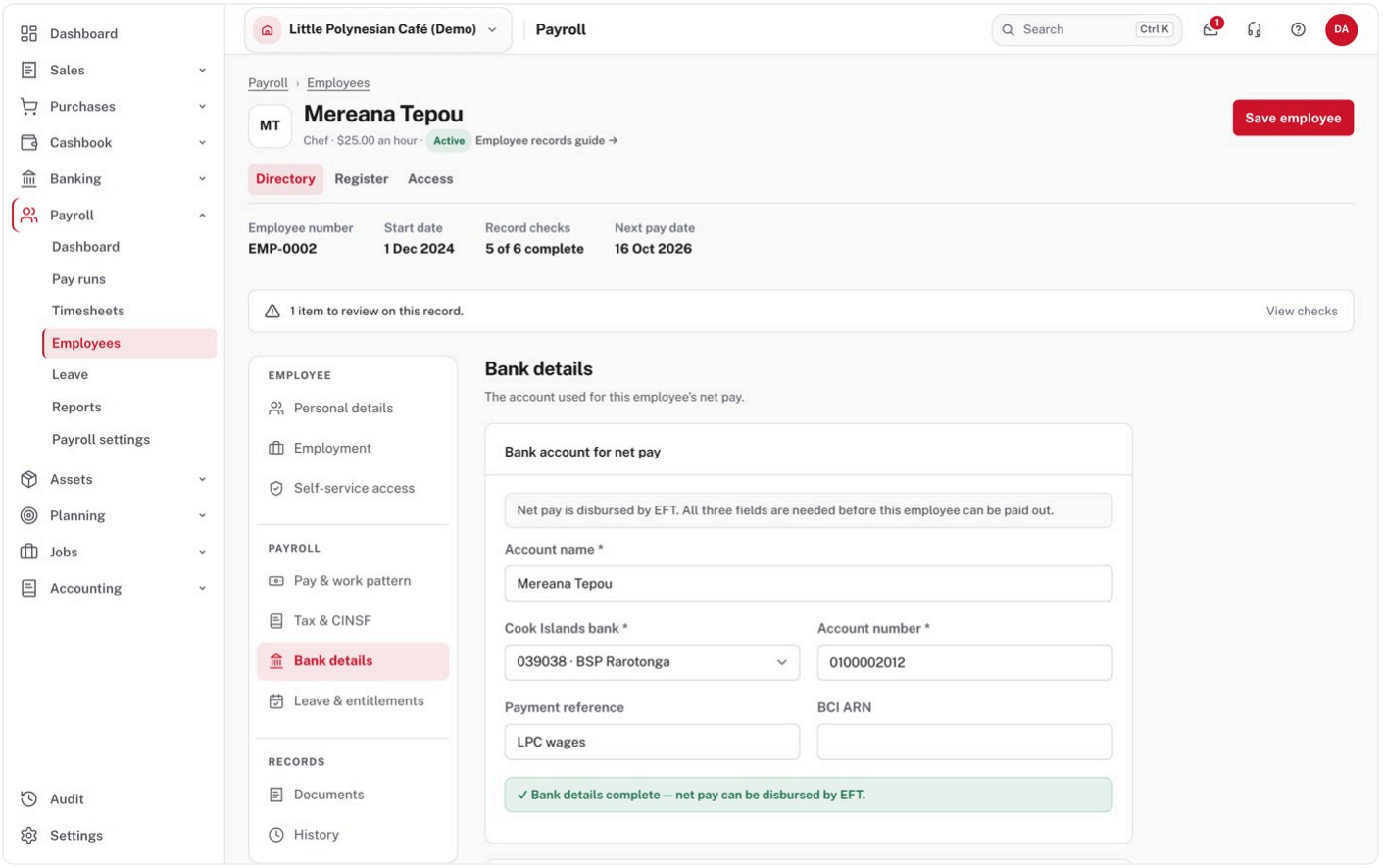


Lower down, **Work pattern** chooses a company pattern (step 3) or *Their own pattern (set below)*; with a pattern chosen, the hours and days come from it. **How are their hours paid?** chooses **Usual hours** (the hours above, every pay, with no timesheet; a different week is changed on the payslip) or **Timesheets** (only the hours on an approved timesheet). **Casual employee** marks irregular hours: holidays not worked are unpaid, and some leave is unavailable while casual. **Enters own timesheet** follows the company setting from step 8 or overrides it for this person.

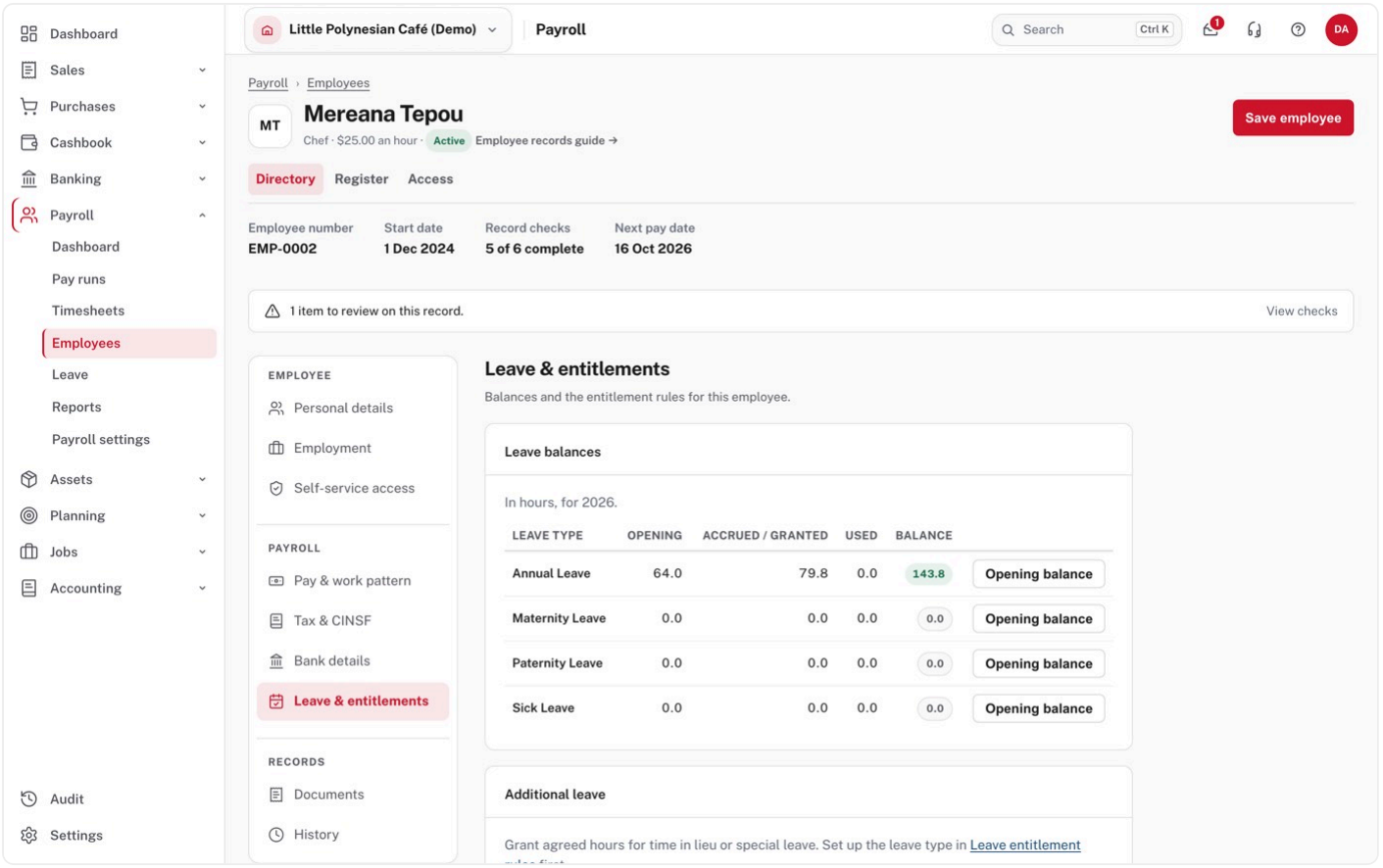
- **Tax & CINSF**: RMD PAYE reference, tax region, tax code, declaration date, and the CINSF settings.



- **Bank details**: account name, Cook Islands bank and account number. All three are needed before the person can be paid by bank transfer. A green line says when they are complete. **Payment reference** (it shows on their bank statement) and **BCI ARN** (for an account at BCI) are also here, and **Split pay into other accounts** sends part of the net pay elsewhere.



- **Leave & entitlements**: their leave balances for the year in hours (opening, accrued or granted, used and balance), with **Opening balance** to set where they start if they are not starting from zero. Below it, **Additional leave** has **Add leave entitlement** and **Grant hours** for time in lieu and special leave. Leave actions save by themselves; **Save employee** keeps changes to the other sections.



- **Documents** and **History**: the paperwork on file (an ID is listed as *Required*, and shows *Missing* until attached), and every change to the record.

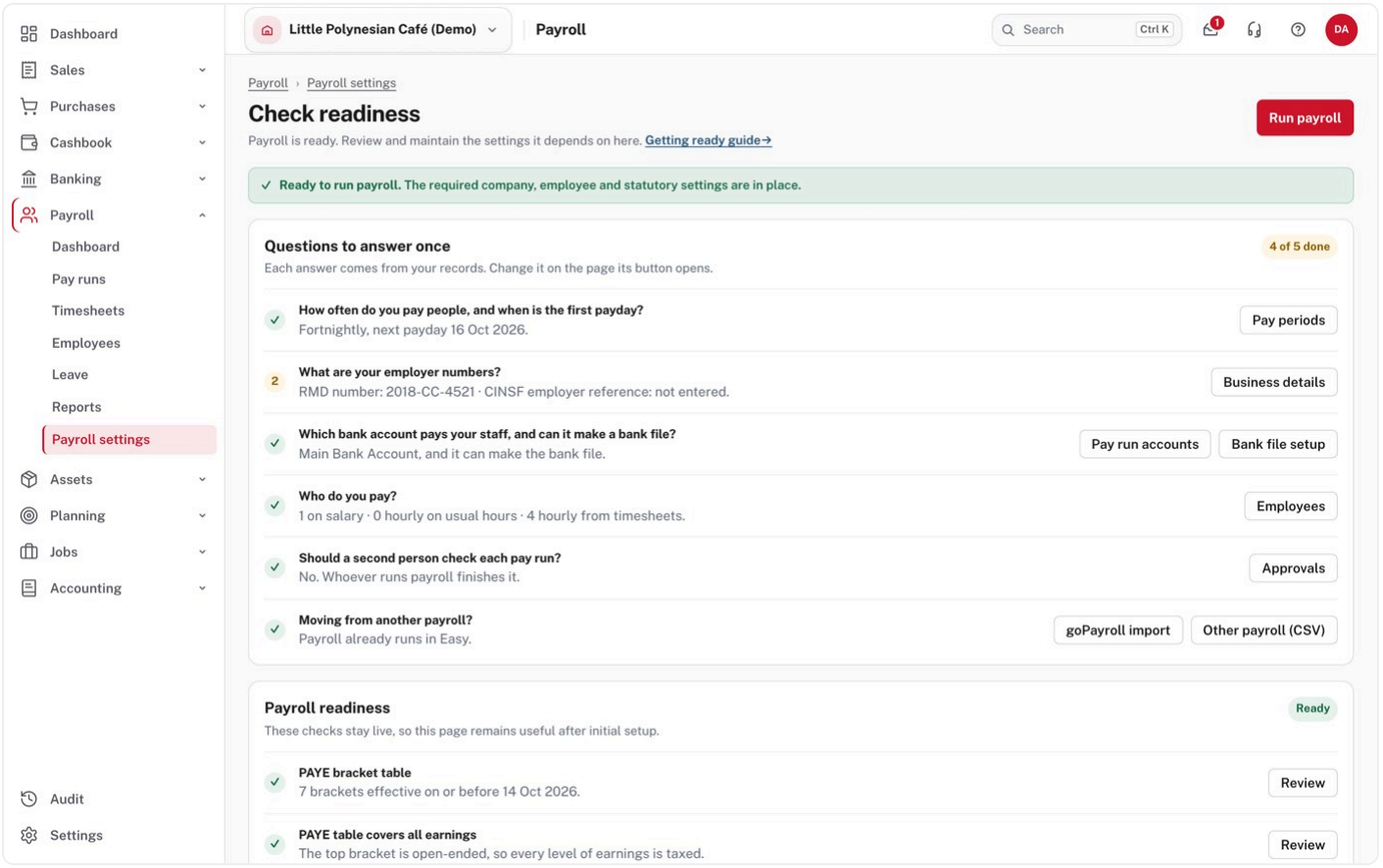
At the top of every saved record, **Record checks** counts how many of six checks are complete (for example *5 of 6*), and **View checks** lists them: Personal details, Compensation, Employment dates, Tax identifiers, Bank details and Documents. In the picture the open one is Documents, because no ID is attached; the directory still shows that person as **Ready** to pay. What stops someone being paid is missing compensation or bank details (Help).

> **Changing a bank account later**
>
> When bank-detail approval is on, a different person has to confirm any change to an employee's bank account before that employee can be paid by bank transfer. Until then, the old account is used.

More detail: Employee records.

Step 10. Check nothing is missing

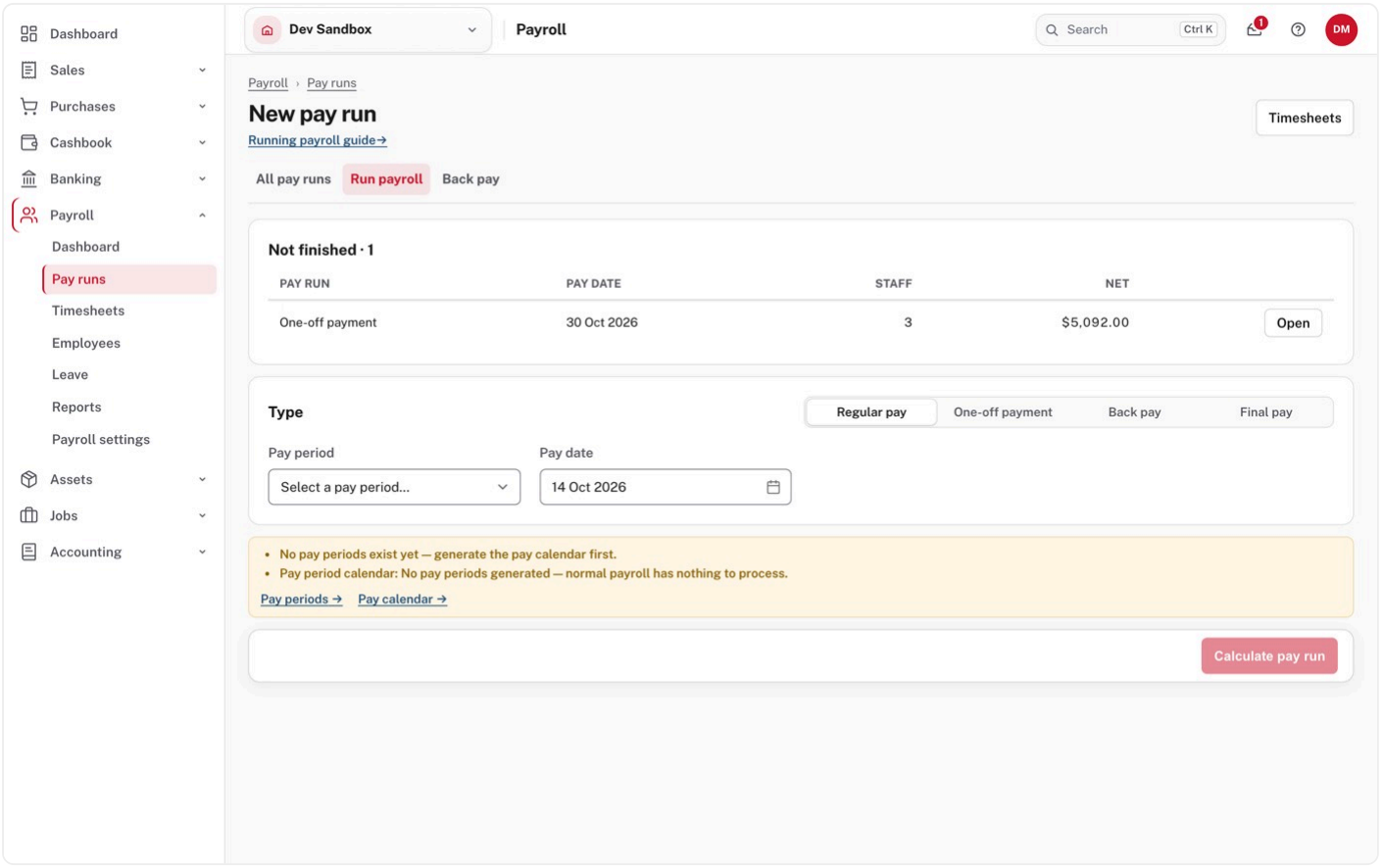
Payroll → Payroll settings → Check readiness. Until nothing stops a pay run the page is called **Get ready to pay**. The setup checklist's payroll step and the Payroll dashboard's first-run card lead to the same page.



The page has two parts:

- **Questions to answer once.** Six plain questions: how often you pay and when the first payday is, your employer numbers, which bank account pays your staff (and whether it can make a bank file), who you pay (salary, hourly on usual hours, hourly from timesheets), whether a second person checks each pay run, and, optionally, whether you are moving from another payroll. Each shows the answer from your records, with a button to the page that changes it. A question is done when the answer is there, so the page counts them for you and you tick nothing. In the café, **What are your employer numbers?** is still **To do** because no CINSF employer reference is entered on Business details.
- **Payroll readiness.** The live checks a pay run needs: the PAYE brackets, the CINSF rates, the control accounts and the bank file. A tick is a pass; **!** with **ADVISORY** is something to know about that does not stop a run (here the CINSF employer reference and public holidays). Anything that does stop a pay run is listed with a link to fix it. Once nothing does, the page reads **Payroll is ready** and offers **Run payroll**.

The same list also appears where you start a pay run. **Payroll → Pay runs → Run payroll** opens **New pay run**; leave **Regular pay** chosen. If something payroll needs is not set up, a yellow box lists it, with a link to fix each item, and **Calculate pay run** stays unavailable until you do.



In the picture the company has no pay calendar, so the box says **No pay periods exist yet** and offers **Pay periods** and **Pay calendar**. A run that was started and not finished is listed at the top of the screen (here a one-off payment left in the sandbox). In the café, which is set up, there is no yellow box: the screen lists the pay period and shows the figures behind it (salaried staff, hourly staff on usual hours, hourly staff from timesheets, timesheets not approved, leave requests waiting, back pay due), who is **Not included** and why, and **Calculate pay run** is ready. Not shown in the demo: the other items the box can list. Once the run is calculated, its **Review** step lists anything left as **Errors**, **Warnings** and **Passed** (Run a pay period).

More detail: Running payroll: Get ready to pay.

Check before you continue

Check before you continue

- ◯ Full Payroll is on, and the company's RMD number is entered in Business details.
- ◯ The pay calendar shows **All clear**, and **Payroll starts** is the first period you will really run.
- ◯ Weekly overtime needs no action; if your agreements pay daily overtime, the daily rule is set.
- ◯ Pay run accounts point at the right bank, wages and CINSF accounts, and the bank account's bank file is ready.
- ◯ The PAYE table's top bracket has no upper limit, and the PAYE and CINSF rates match the current notices.
- ◯ Public holidays are entered for the current year, including each outer island's own Gospel Day if you have staff there.
- ◯ Approvals: a second person is required for pay runs and bank-detail changes, if you have more than one person on payroll.
- ◯ You have decided who enters timesheets, and whether payslip and approval emails can be sent.
- ◯ Every employee is **Ready** to pay, with compensation and bank details complete.
- ◯ **New pay run** shows no yellow box about missing setup.

Next

Chapter 2, Run a pay period, covers timesheets, leave, reviewing the run, approval, the bank file and payslips.

2. Run a pay period

Do this every pay period. Once setup (chapter 1) is done, a run takes about fifteen minutes, and the order never changes.

The short version

1. **Approve the timesheets.** Open **Payroll → Timesheets**. Check the first person's hours, add any leave, then choose **Approve**. Easy moves straight on to the next person. Repeat until everyone is approved.
2. **Start the pay run.** Choose **Create the pay run →**, then **Calculate pay run**.
3. **Review the run.** Open each person's payslip and check it. Add a one-off allowance, bonus or deduction where one is due.
4. **Finish the pay run.** This records the pay in your accounts and locks the figures. (If your company has a second person who signs off each run, **Approve** comes just before this.)
5. **Print the reports and pay.** On **Pay & payslips**, print the reports, choose **Create bank file**, upload the file to your bank, and hand out the payslips.

The four steps across the top of every pay run are **Review**, **Approve**, **Finish** and **Pay & payslips**. The run is finished before anything is paid, so the bank file and the payslips always come from figures that can no longer change. Extra one-off payments, back pay and a leaver's final pay go through the same steps (chapter 5 and chapter 6).

About the screenshots

Screenshots are from Easy's demo company, *Little Polynesian Café*: fortnightly pay, 30 September to 13 October 2026, paid 16 October. All names and figures are examples. The demo starts with the Owner as the only person who can approve timesheets; once another person with payroll access exists, Easy asks for a second person to approve, and the second person's screen is shown in step 1 as well. Pay-run approval is off in the demo, and email is not set up. Where the text says "Not shown in the demo", the detail comes from Easy's Help or from the screen's source, because the demo didn't show it.

Before you start

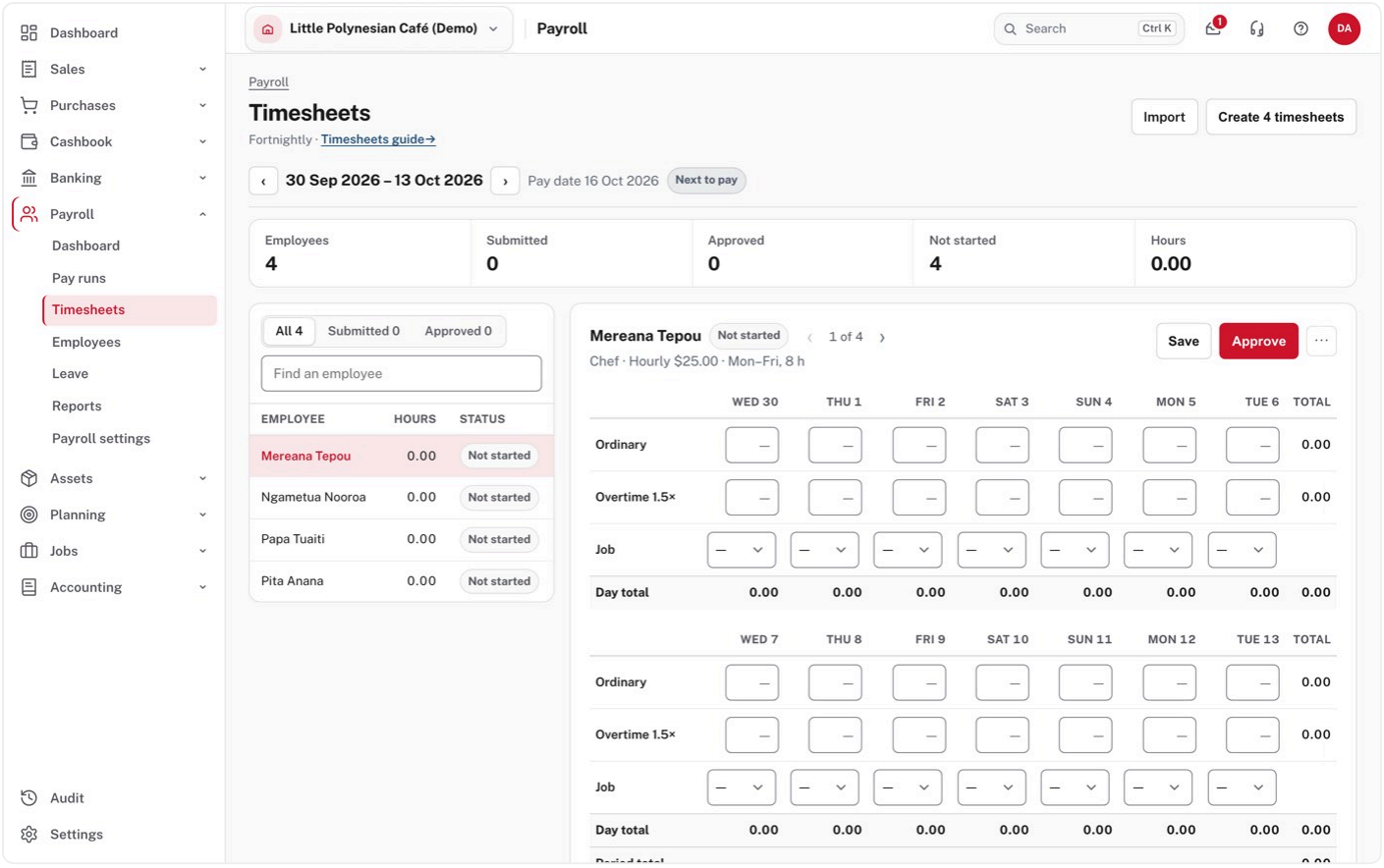
- **Payroll is set up** (Set up payroll). If something is missing, the **New pay run** screen lists what blocks the run, with a link to fix each. (Not shown in the demo, which is fully set up.)
- Public holidays are entered for the year. The demo has none, so the review in step 3 shows a warning about it.
- Any new starter or leaver has been dealt with on their record.
- Leave for the period has been requested and approved, so it lands on the timesheets (chapter 4).
- You know who the second person is, if your company has approvals switched on (Payroll settings → Approvals).

Step 1. Approve the timesheets

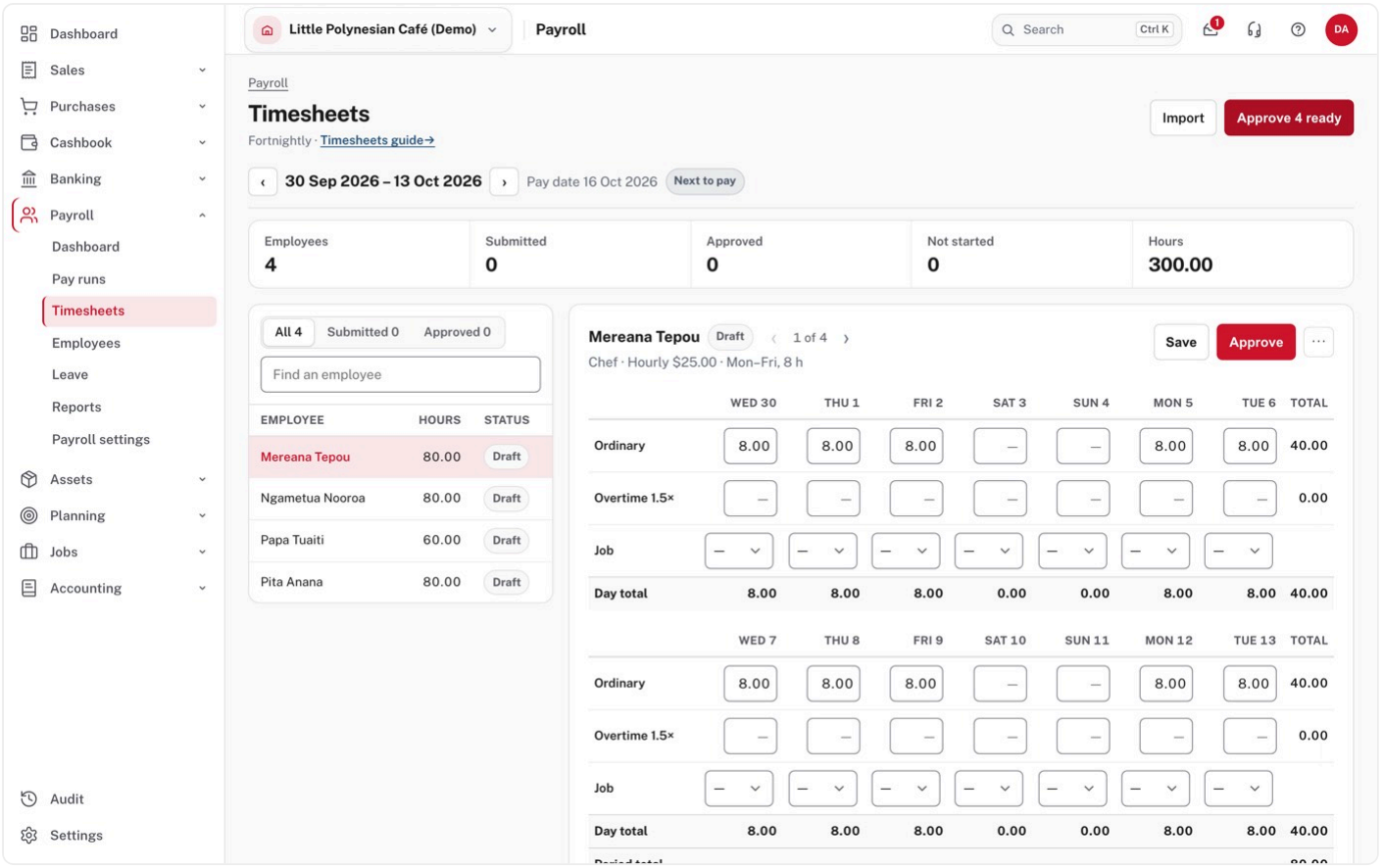
Payroll → Timesheets.

The screen shows one pay period at a time and opens on the one being paid next, marked **Next to pay** beside the pay date. The arrows beside the dates move to the previous or next period. A row of figures counts the **Employees** on the period, how many timesheets are **Submitted** and **Approved**, how many are **Not started**, and the **Hours** entered so far. **Submitted** and **Approved** also filter the list.

1. Create the timesheets. On a new period the people show **Not started**. Choose **Create 4 timesheets** at the top right: it drafts one for everybody who has none, filled from their usual hours (a new starter from their first day, a leaver to their last) and any leave already approved.

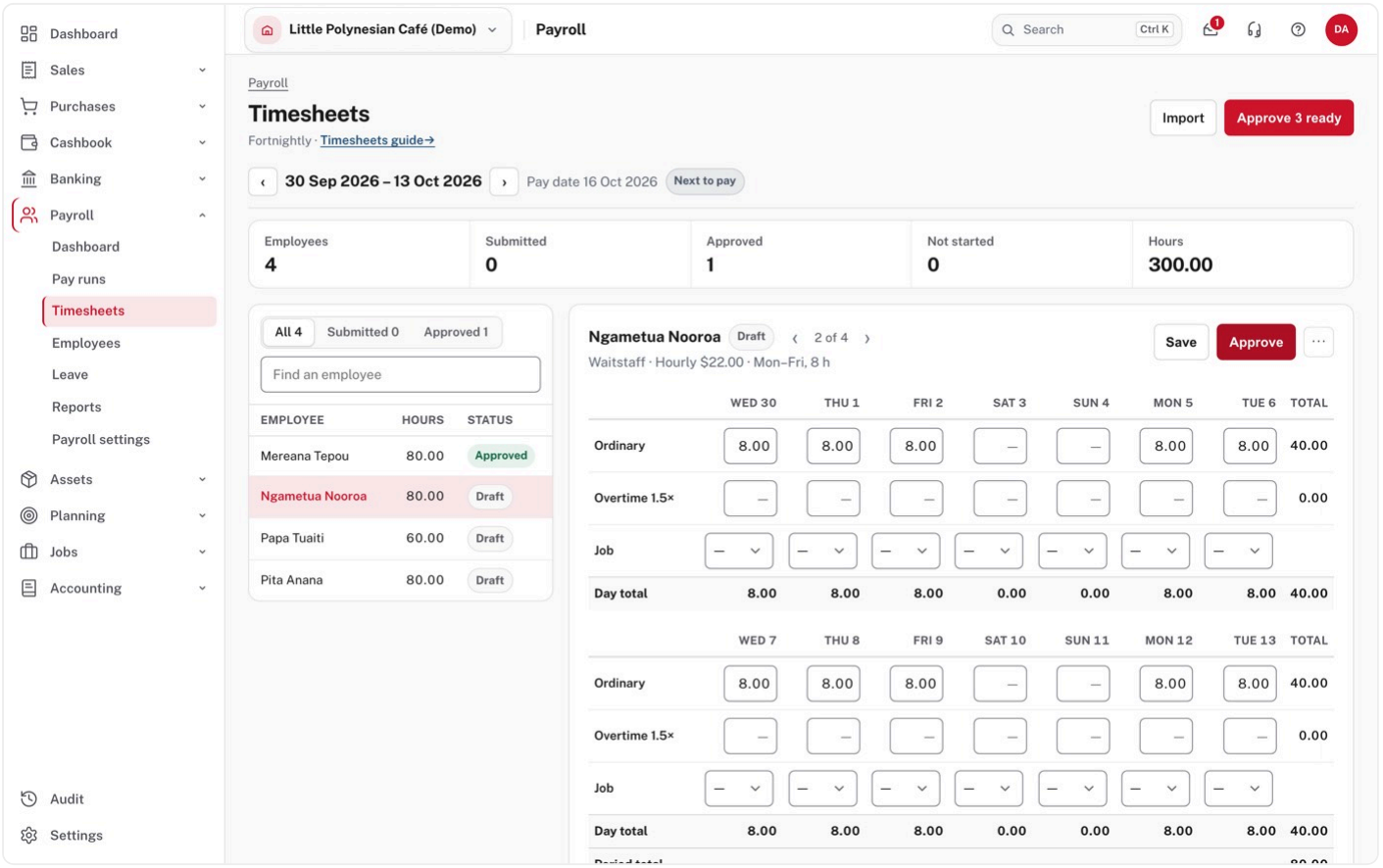


2. Check the first person. The people are on the left with their hours and status (**Not started**, **Draft**, **Submitted**, **Approved**). The first one is already open on the right: the period's days across (a fortnight is two weeks, one under the other) and one row for each kind of time, **Ordinary**, **Overtime 1.5×**, and a row for each kind of leave. If a **Job** row is there, it names the job the day's hours were worked on.



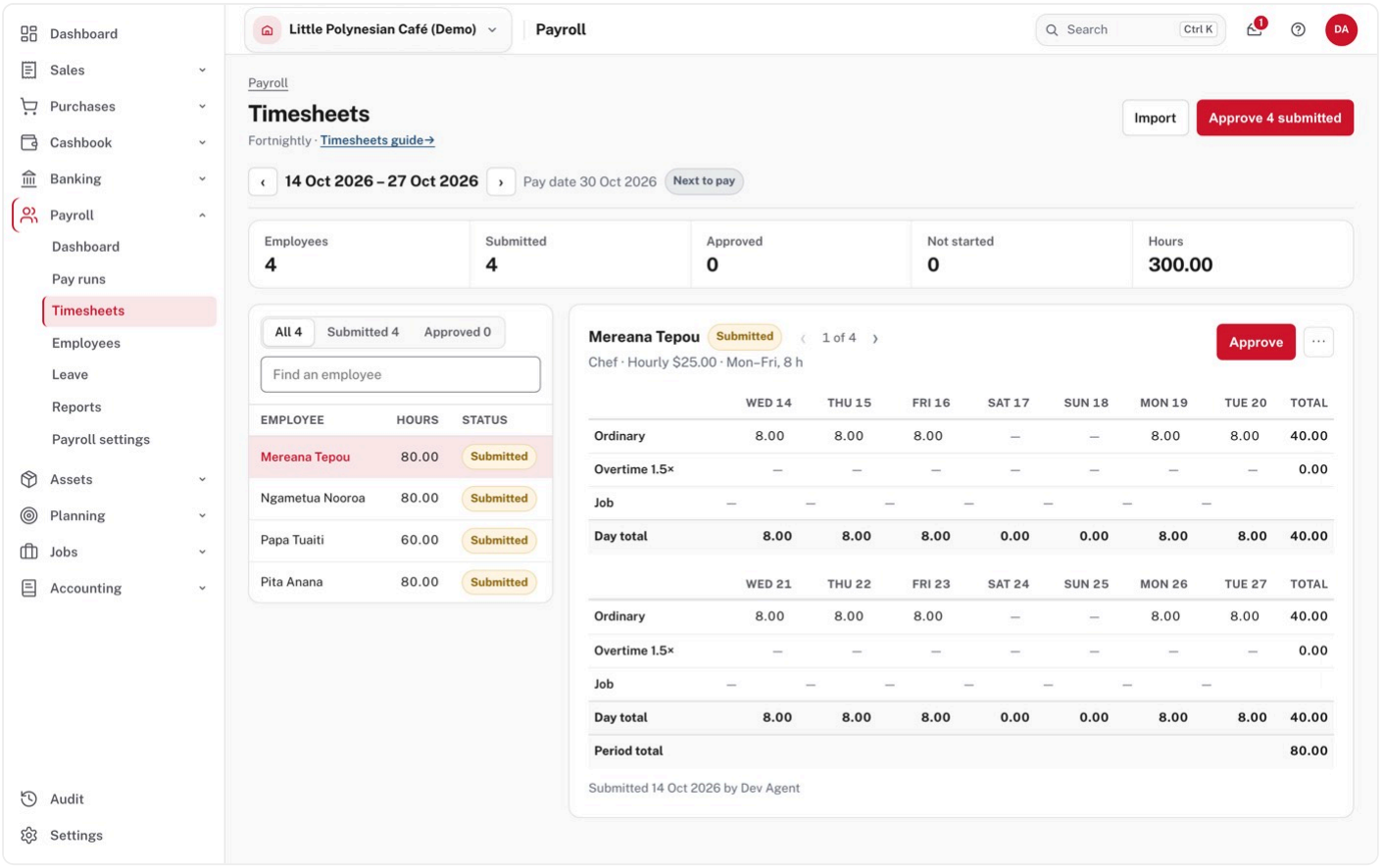
- **Change the hours.** Type into the boxes, then **Save**. The arrow keys and Enter move to the same day on the row above or below, and Tab moves along the days. **Fill from work pattern** fills the empty working days with their usual hours.
- **Enter leave.** Choose **+ Add leave** under the grid, pick the kind of leave, then type the hours on the days taken (chapter 4 shows it). Leave from an approved request is already on the grid, as figures.
- **Import** (top right) brings in a clock or time-sheet file instead of keying the hours.

3. Approve, and Easy moves to the next person. What the button says depends on who is allowed to decide these hours. When the company's rules let you decide hours you keyed (for example, you are the only person who can approve), it says **Approve**, and one click approves. Easy then says the person's hours are approved and opens the next person who still needs a decision. Check them, change anything that is wrong, **Approve**, and carry on down the list.



Approve 3 ready at the top approves everyone left in one go, once you are happy with them all. The arrows beside a person's name (‹ ›) move through the list without deciding anything.

When someone else must decide, the buttons say **Send for approval** and **Send 4 for approval**. The people show **Submitted**, and the line under the name says **A different person must decide this request.** The second person opens the same screen and chooses **Approve** for one person, or **Approve 4 submitted** for all of them. The picture shows the next period, where the Owner is no longer the only approver.



Not shown in the demo, from Easy's Help: **Send back…** is in the ⋯ menu beside **Approve**, and a draft or sent-back timesheet that is not needed can be removed with **Delete draft** in the same menu.

Only **approved** timesheets are paid. Someone who is paid from a timesheet and has no approved one is left off the run, and the run names them. Once a timesheet is submitted or approved its hours show as figures, not boxes. To correct hours after approval, change them on the person's payslip in the pay run (step 3).

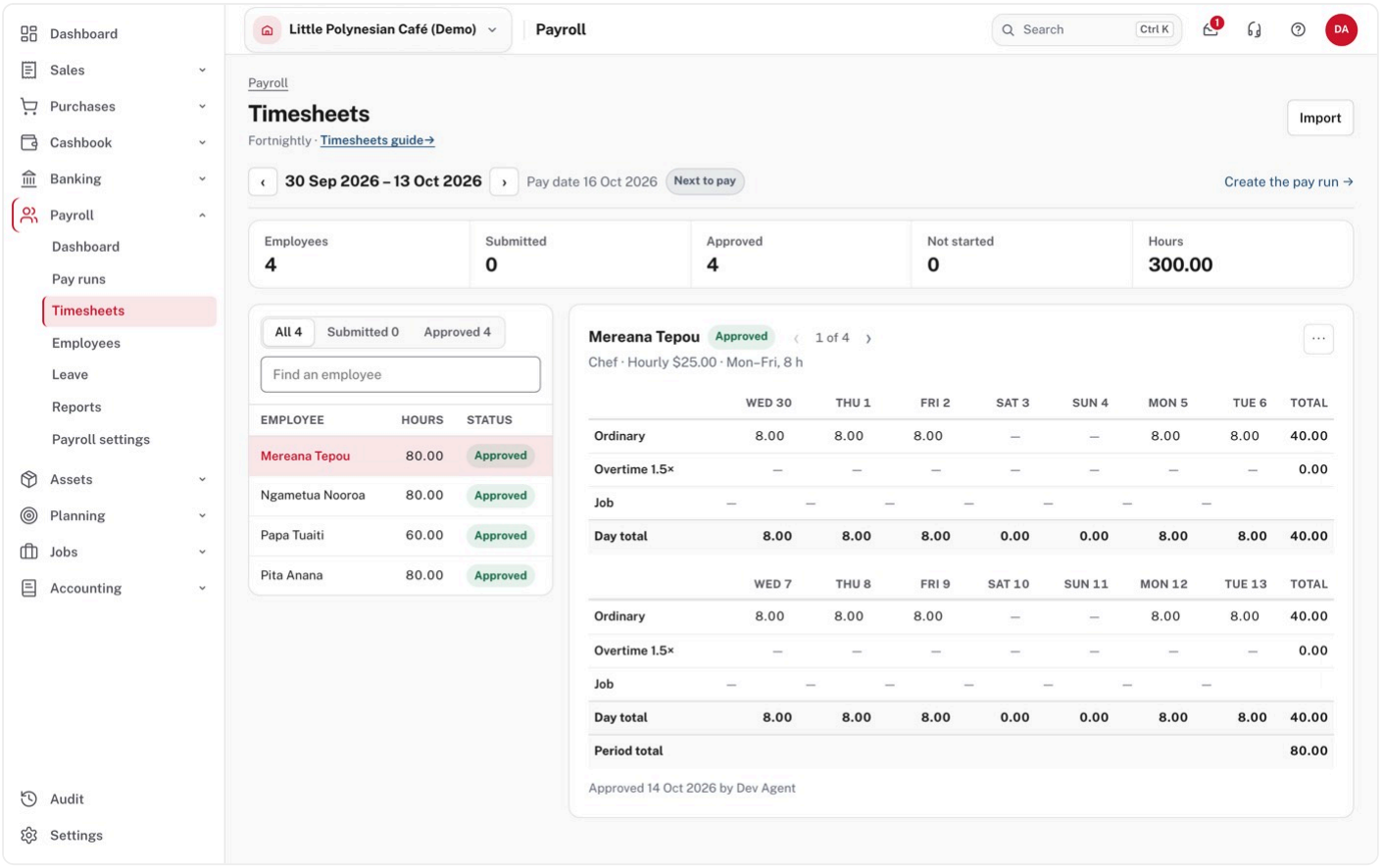
More detail: Timesheets in payroll.

Check before you continue

- ◯ Every person who should be paid shows **Approved**.
- ◯ Hours look right for the period, including overtime and any leave.
- ◯ The figures say **Approved 4** and **Not started 0**.

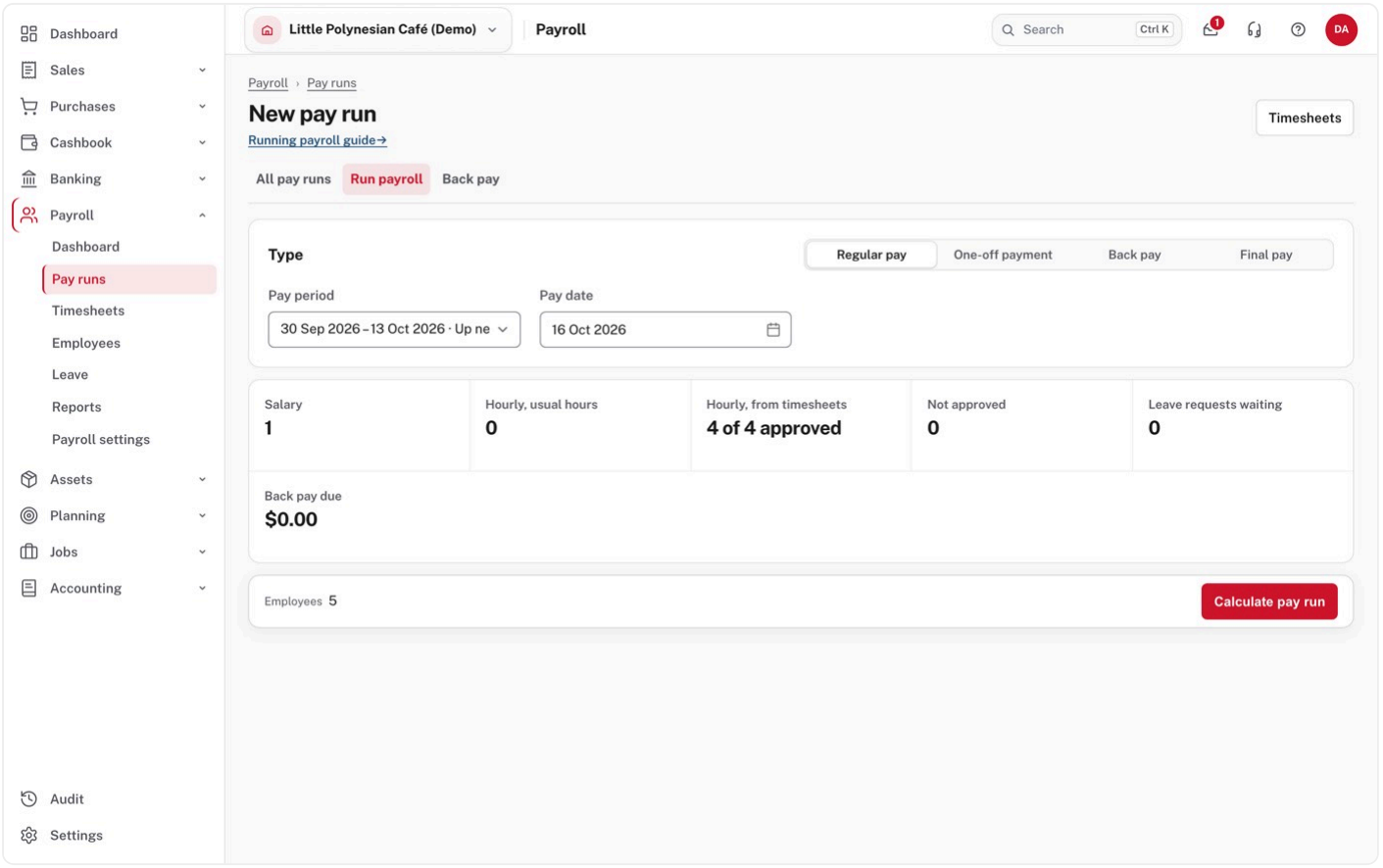
Step 2. Start the pay run

When everyone is approved, the period shows **Create the pay run →** on the right.



If leave requests for the period are still waiting, that link reads **Review N leave requests →** instead, so decide them first. (Not shown in the demo: taken from Easy's Help.) You can also start from **Payroll → Pay runs → Run payroll** or the **Run payroll** button on the Payroll dashboard's **Next pay run** card.

The **New pay run** screen is the one front door for every kind of run. The switch at the top chooses **Regular pay**, **One-off payment**, **Back pay** or **Final pay**. This chapter is Regular pay: approved timesheets, plus regular pay for the people who have no timesheet.



Field	What it is
Pay period	The period being paid. Each period in the list says where it stands.
Pay date	When the pay is dated. It is filled from the pay calendar. **Calculate pay run** stays off while it is before the period's last day (from the screen's source).

Check the figures before you press **Calculate pay run**:

- **Salary**: the people paid their salary with no timesheet.
- **Hourly, usual hours**: hourly people paid their usual hours with no timesheet.
- **Hourly, from timesheets**: the people paid from their hours, here **4 of 4 approved**.
- **Not approved**: should be **0**. If it isn't, go back to step 1.
- **Leave requests waiting**: should be **0**.
- **Back pay due**: back pay owed from a rate change (chapter 5).

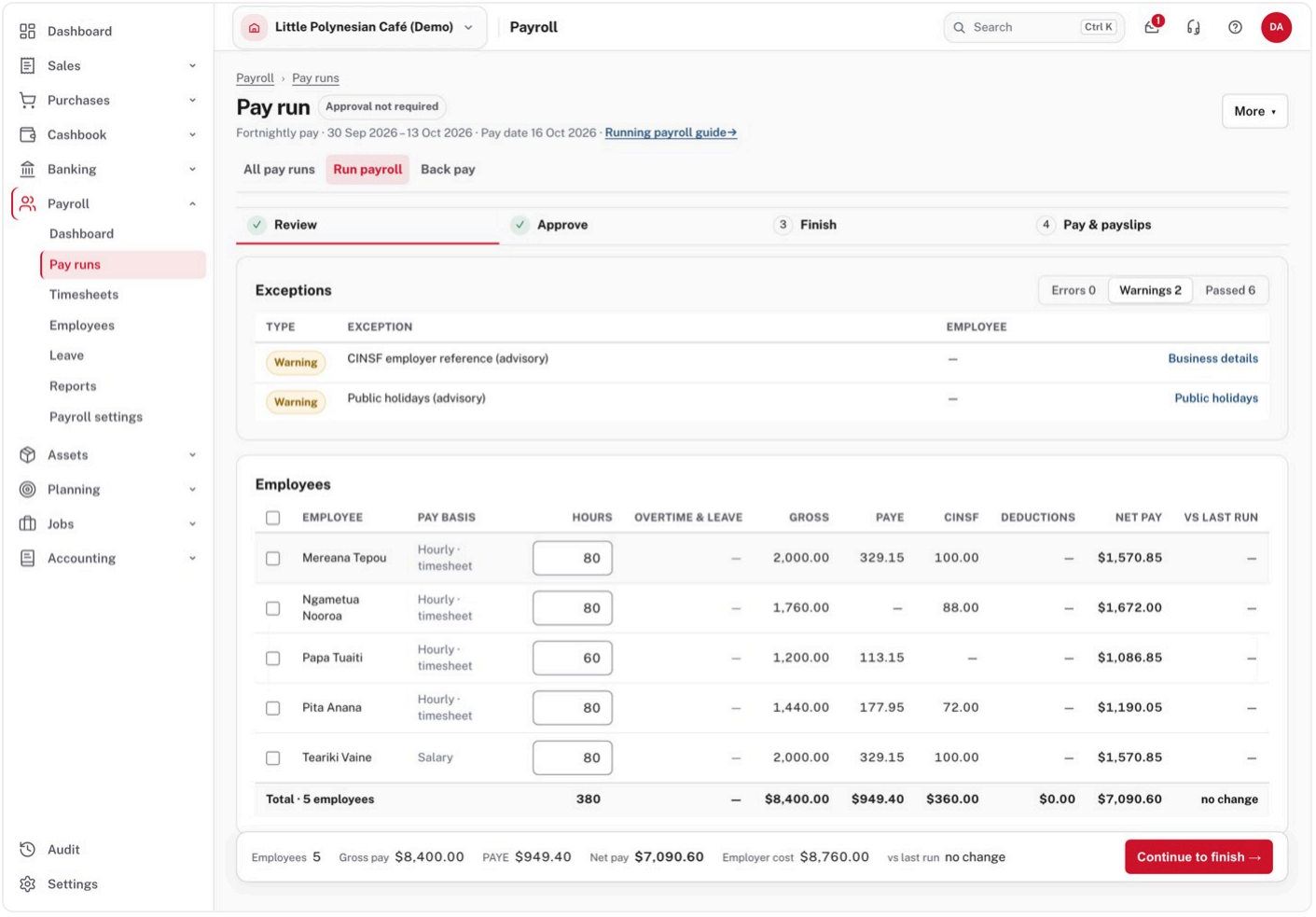
If anyone is left out, a **Not included** table names each person and the reason, for example **No approved timesheet**, with a link to the timesheets. The **Employees** count at the bottom is who will be on the run. The account the net pay leaves is chosen later, on the Finish step.

One regular period at a time

If an earlier regular period is still open, finish it before starting the next one. A one-off, back pay or final pay run is not part of the schedule, so an open regular period does not block it.

Step 3. Review the run

Calculate pay run builds the run and opens it. Nothing is paid or recorded yet; this is your chance to look.



The title is **Pay run**, with a status beside it (**Approval not required** in the demo); the run gets its number when it is finished. The four steps run across the top: a tick means a step is done, and **!** means it is blocked. The bar at the bottom always shows the totals and the button for the next step.

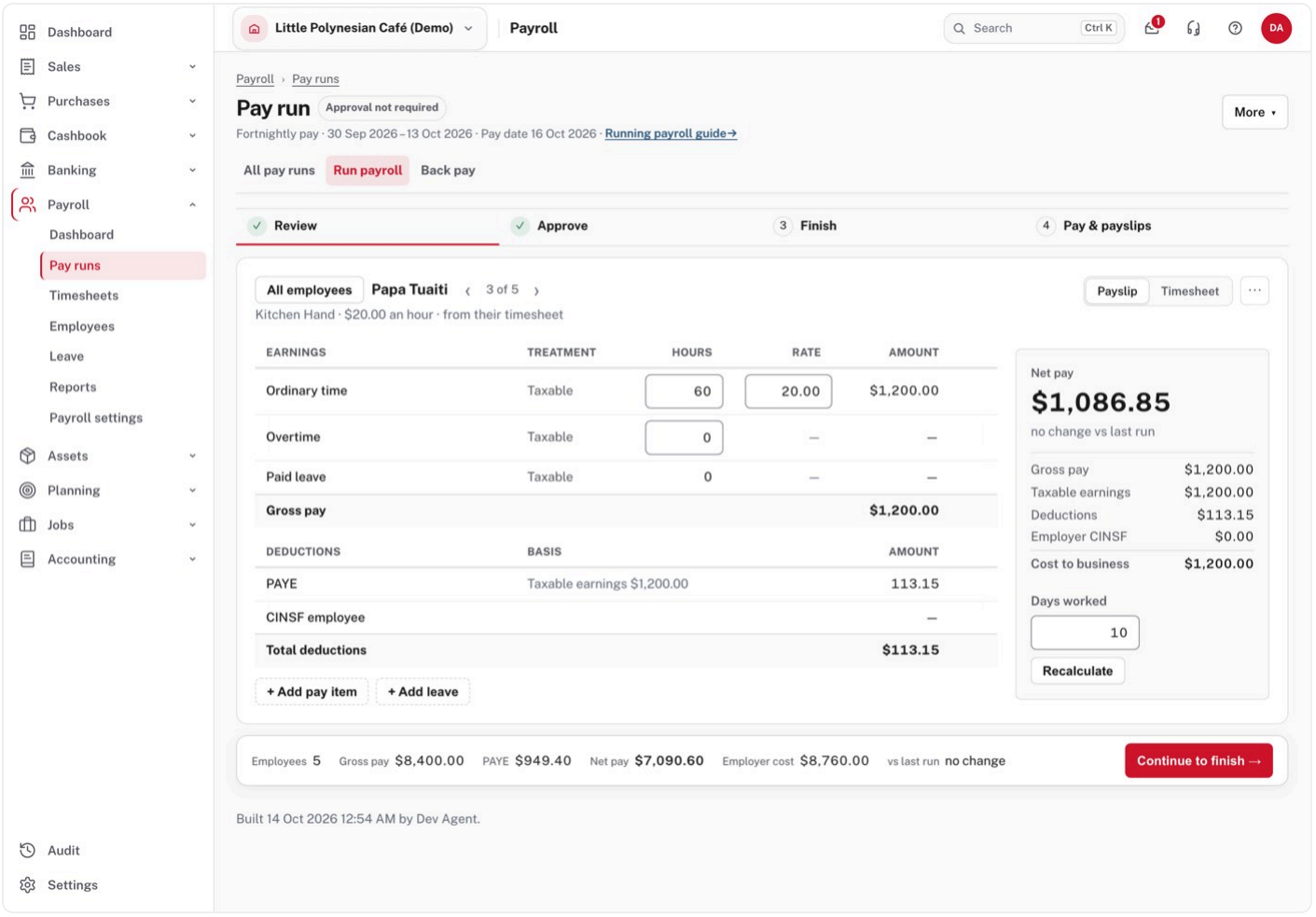
Exceptions. Choose **Errors**, **Warnings** or **Passed** to see each group with its count. Each row names the exception, the person it is about, and the link that clears it; hover a row for the full sentence. An error stops the run until it is cleared (the bar then reads **Resolve N checks →**; not shown in the demo, which has no errors). A warning does not. The demo has two: **CINSF employer reference (advisory)**, because no reference is entered on Business details, and **Public holidays (advisory)**, because no public holidays are entered for 2026.



Employees. Everyone on the run, with their **Pay basis**, **Hours**, **Overtime & leave**, **Gross**, **PAYE**, **CINSF**, **Deductions**, **Net pay** and **vs last run**. A dash in the last column is the quiet result you want in a settled month; a person who changed shows by how much, so you can see why. A dot beside a name marks someone with an exception. (Not shown in the demo: nobody had one.) An hourly person's ordinary hours can be typed straight into their row; the payslip is worked out again when you leave the box.

Review each payslip

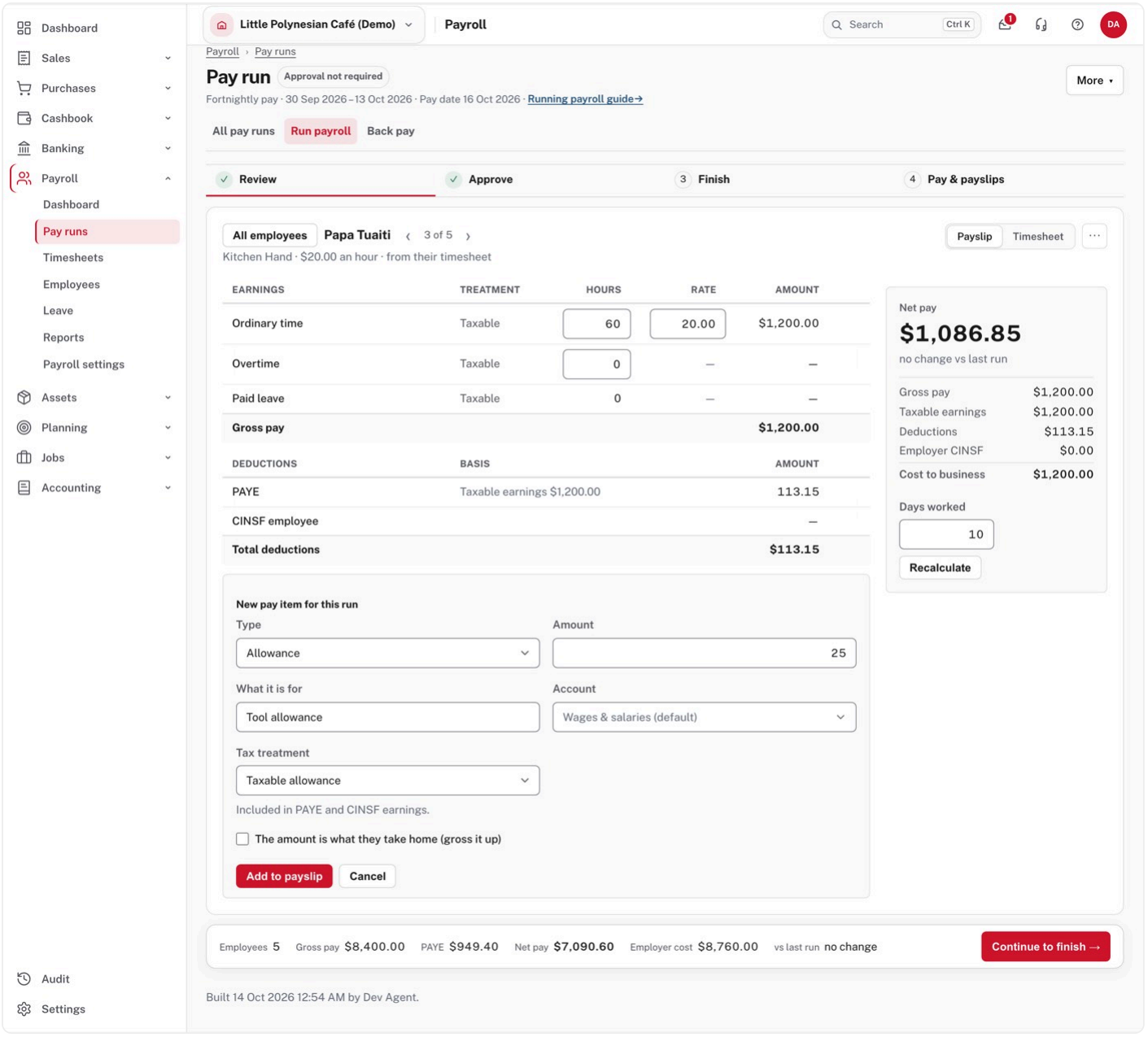
Choose a name in the table to open that person's payslip.



- **Earnings** lists ordinary time, overtime and paid leave with hours, rate and amount. The **Treatment** column says how each is taxed (here, **Taxable**).
- **Deductions** shows PAYE, with the taxable earnings it was worked out on, and the employee's CINSF.
- The summary beside them shows **Net pay** (and how it compares with the last run), gross pay, taxable earnings, deductions, employer CINSF and the cost to the business, with the days worked.
- The arrows beside the name (‹ ›) move to the previous or next person, here **3 of 5**, so you can check everyone in turn without going back to the table. **Payslip / Timesheet** switches between the pay and the hours behind it, and **All employees** goes back to the table.
- Change an hour, the rate or an amount and everything updates as you type; the run's totals show **Unsaved** until you **Save payslip**. **Cancel** puts the saved payslip back. Saving withdraws any approval already given. (Not shown in the demo: taken from Easy's Help.) A change here is for this run only. It does not change the person's usual pay or their timesheet.

Add a one-off allowance, bonus or deduction

Choose **+ Add pay item** under the tables. The item is for **this run only**: change the person's pay settings if it should repeat. Save any change you made on the payslip first, then fill in the form and choose **Add to payslip**.

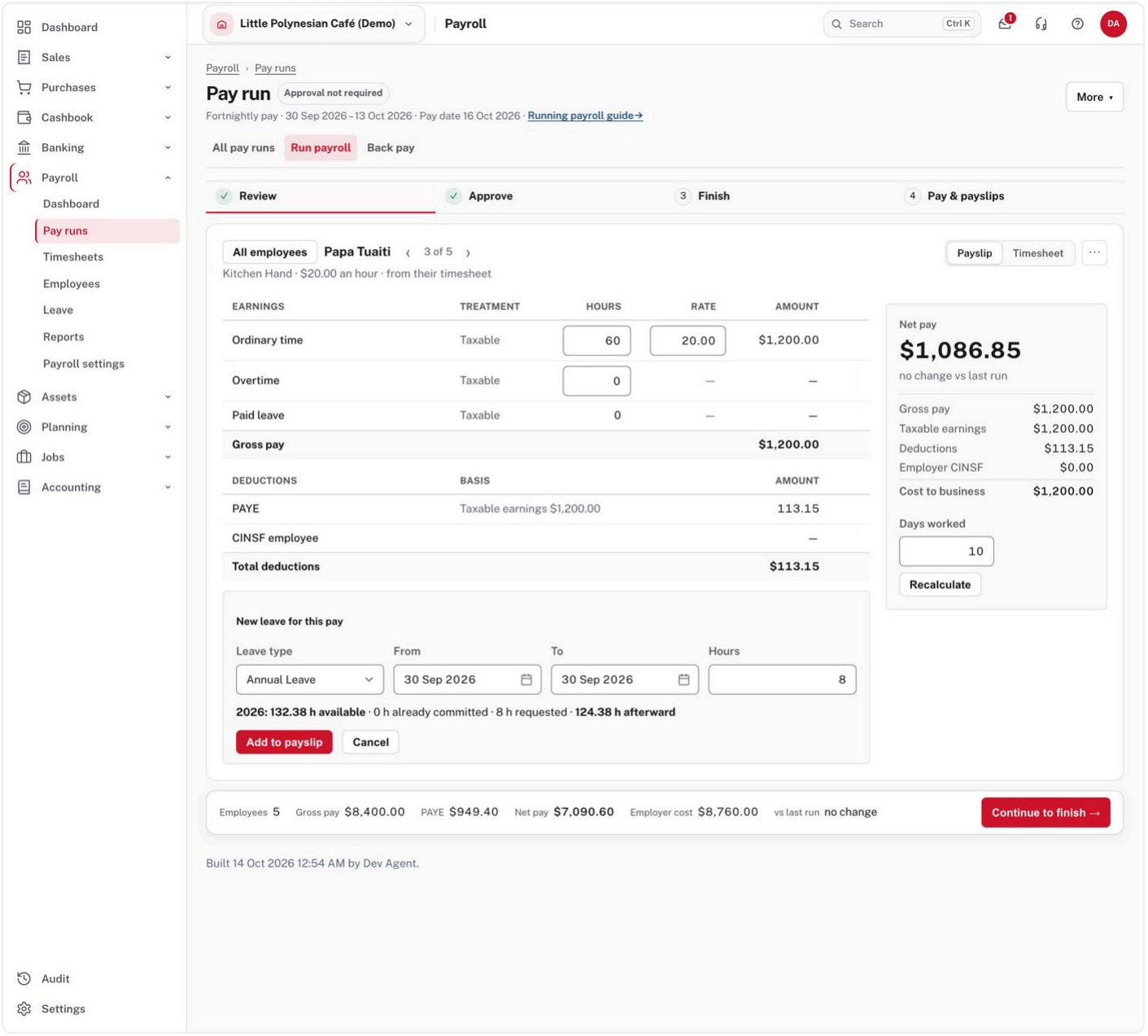


Type	How it is paid and taxed (from the form's own note)
Bonus	An extra emolument: taxed at the flat extra-emolument rate, and CINSF is taken on it.
Allowance	**Taxable allowance** is included in PAYE and CINSF earnings. **Non-taxable allowance** is left out of PAYE but is still in CINSF earnings.
Reimbursement	An expense paid back: no PAYE and no CINSF.
Deduction	Taken from the pay after tax.

Type the **Amount** and **What it is for**. **Account** is where the cost is recorded: it starts as **Wages & salaries (default)**. A deduction has no default; choose the liability account it is held in. Tick **The amount is what they take home** to have Easy work out the gross that leaves that amount after tax (bonus and allowance only).

Enter leave on a payslip

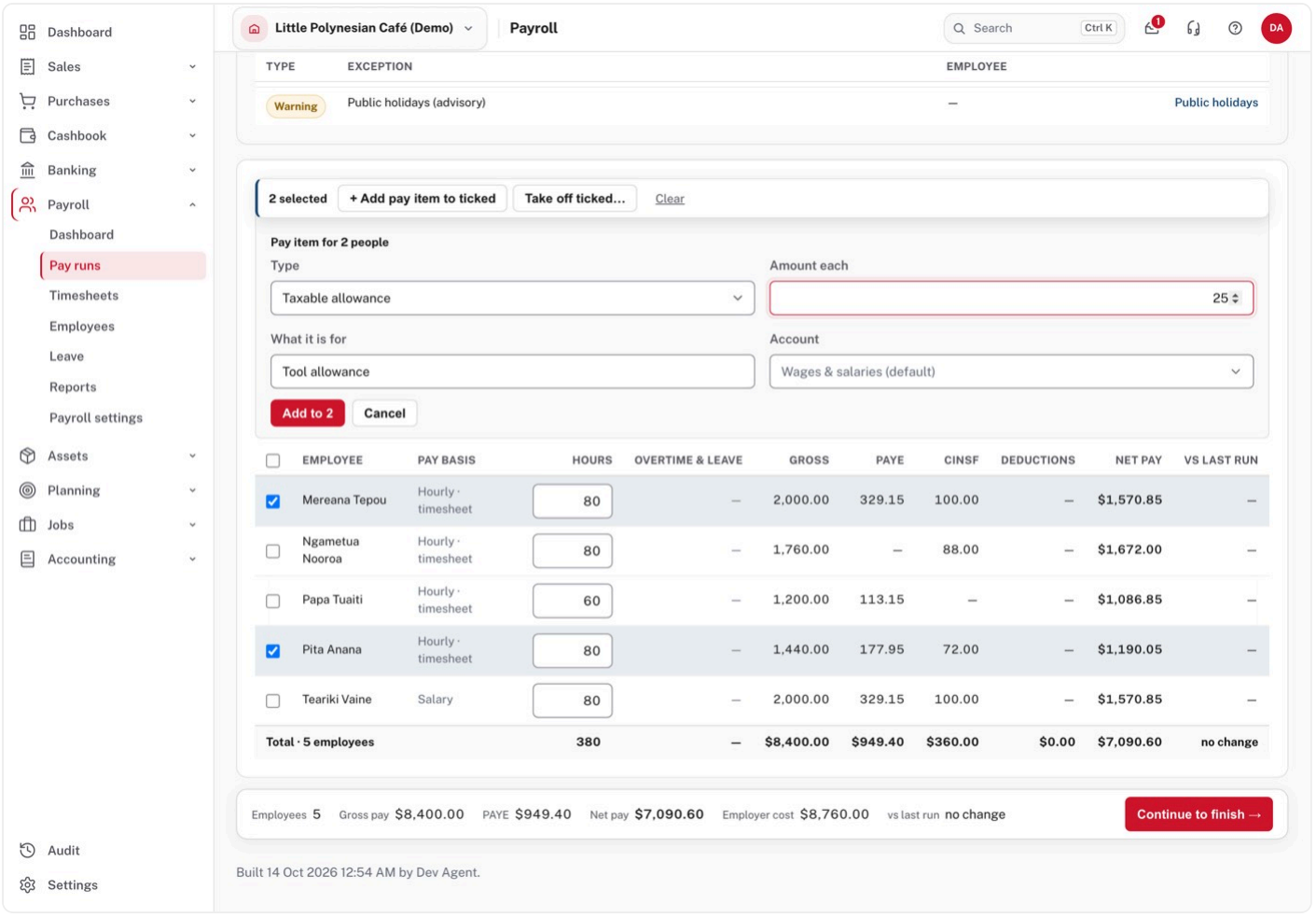
Choose **+ Add leave**, beside **+ Add pay item**. Pick the leave type, the dates inside this pay period and the hours. The form shows the person's balance before and after, then **Add to payslip** puts the hours in the earnings. Leave on the timesheet (step 1) is the usual way; this is for someone paid their usual hours, or leave you forgot.



More detail: Paid leave in a pay run.

Change several people at once

Tick the people in the **Employees** table. A bar appears with **+ Add pay item to ticked** (the same bonus, allowance or deduction for each, **Amount each**) and **Take off ticked...** (one reason for all of them).



Other things on this step

- To leave one person out, open their payslip, choose ⋯, then **Take off this run...**. You give a reason, and it is kept with the run and in the audit trail. (Not shown in the demo: from the screen's source.)
- **More** (top right) holds the things done to the run as a whole: **Open timesheets**, **Start another pay run**, **Rebuild from the timesheets** and **Discard this payroll**.
- If hours are approved after the run was built, an exception says **Hours changed since the run was built** and offers **Rebuild**. Rebuilding brings the hours in again and asks for any approval again. It keeps the pay items you added and the people you took off, and replaces other payslip edits, so do it before you edit.

More detail: Running payroll, step by step and How an employee's pay is calculated.

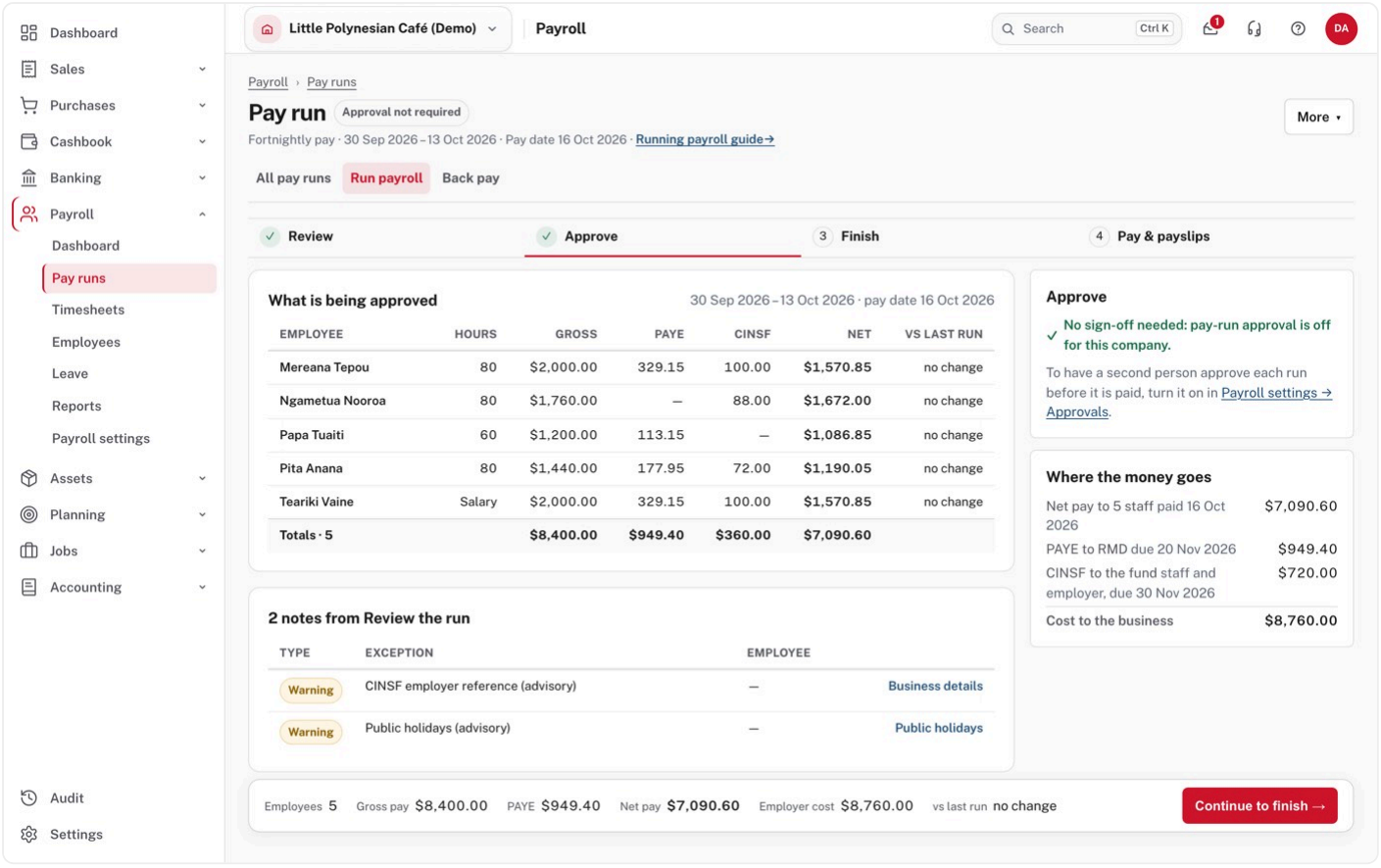
When Review has no warnings, nothing is waiting for a second person and nothing stops the run, the button at the bottom right reads **Finish pay run** and finishes from here, after asking once. The demo has two warnings, so its button reads **Continue to finish →**.

Check before you continue

- ◯ The people count is right, and nobody is missing or on the run who shouldn't be.
- ◯ Total gross, net and employer cost are about what you expect against the last run.
- ◯ Every person who changed against the last run has a reason you recognise.
- ◯ **Errors** is **0**.

Step 4. Approve

Choose **Approve** in the steps across the top, or **Continue to finish →** to go past it. What happens here depends on the pay-run approval policy (Payroll settings → Approvals).



- **No approval needed** (the demo's setting): the step shows **No sign-off needed: pay-run approval is off for this company**, and you go straight to Finish. The table is what you would be approving: each person's hours, gross, PAYE, CINSF and net, with the notes from Review and **Where the money goes** (net pay to staff, PAYE to RMD, CINSF to the fund, and the cost to the business).
- **A second person signs off**: the run waits. The card on this step offers **Approve this run** and **Send back...**. The Owner, Administrators and Accountants can sign off; they see the run under **My actions** in Mail and on this

step. A run sent back is kept with every edit on it and shows **Sent back** with the reason. Make the corrections on Review, then choose **Send for approval again**.

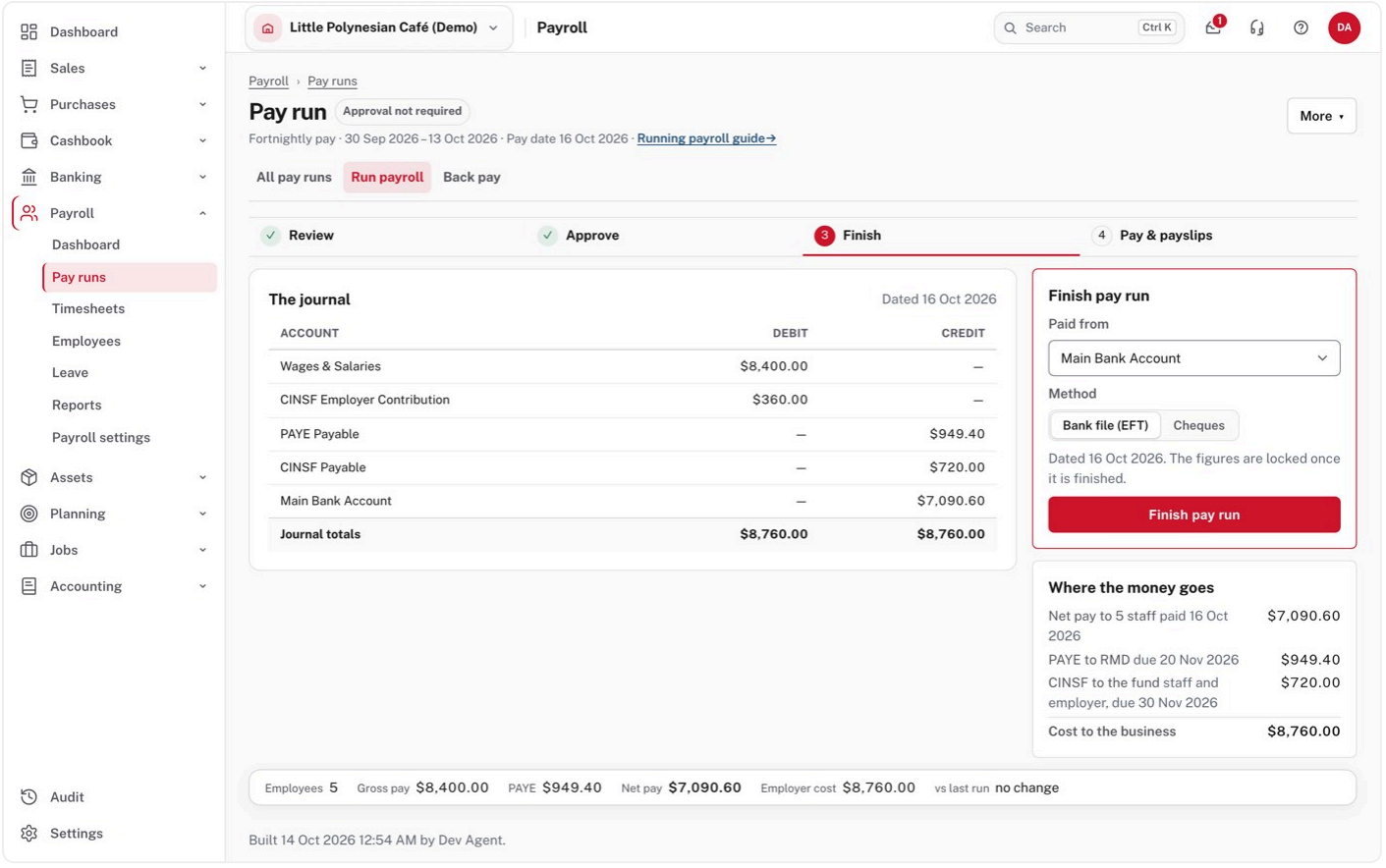
- If the person who built the run is the only one who could sign it off, they sign it off themselves and type why. The note is kept on the record.

(Not shown in the demo: the last two come from Easy's Help and the screen's source.)

More detail: Payroll approvals and controls.

Step 5. Finish the pay run

Choose **Continue to finish →**. This is the step that records the pay in your accounts.



The card on the right sets how the pay will go out, because both choices change the journal beside it:

1. **Paid from**: the bank account the net pay leaves. Check it is the account you pay from.
2. **Method**: **Bank file (EFT)** or **Cheques**.

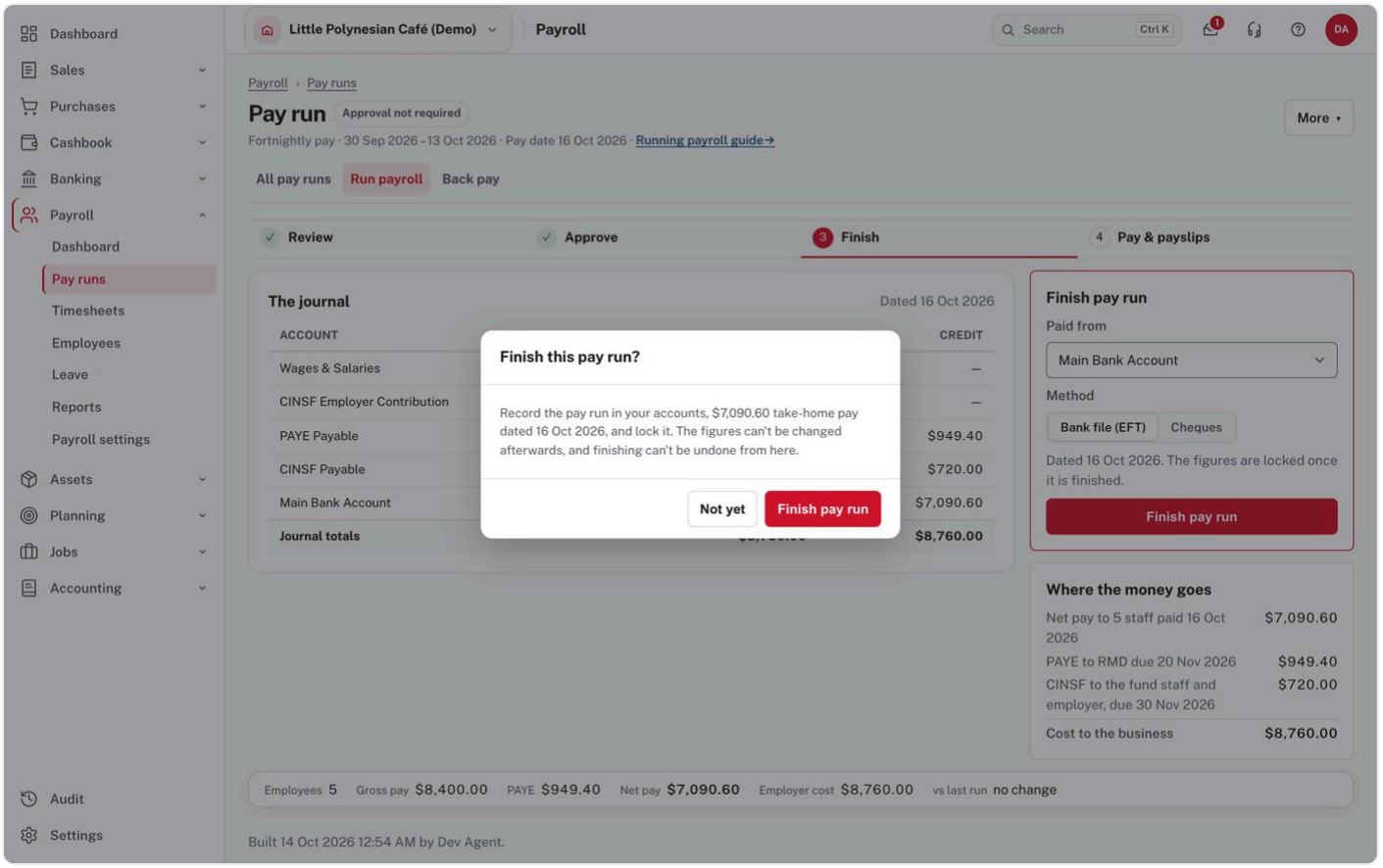
The journal shows exactly what will be recorded, dated the pay date. For this run:

Account	Debit	Credit
Wages & Salaries	$8,400.00	
CINSF Employer Contribution	$360.00	
PAYE Payable		$949.40
CINSF Payable		$720.00
Main Bank Account		$7,090.60

It balances (both totals are $8,760.00), and the employer's contribution and the employee's both go into **CINSF Payable**. PAYE and CINSF stay as amounts you owe until you pay them (chapter 3). **Where the money goes** repeats the answer in plain terms: net pay to staff, PAYE to RMD and CINSF to the fund with their due dates, and the cost to the business.

If something stops the run, a box above the button says **N things to fix first** and gives a link for each: an error in Review, a sign-off still waiting, missing employee details, or, for a bank file, a bank file setup that is incomplete or someone with no bank account. (Not shown in the demo, which has nothing in the way.)

Choose **Finish pay run**. Easy asks once more.

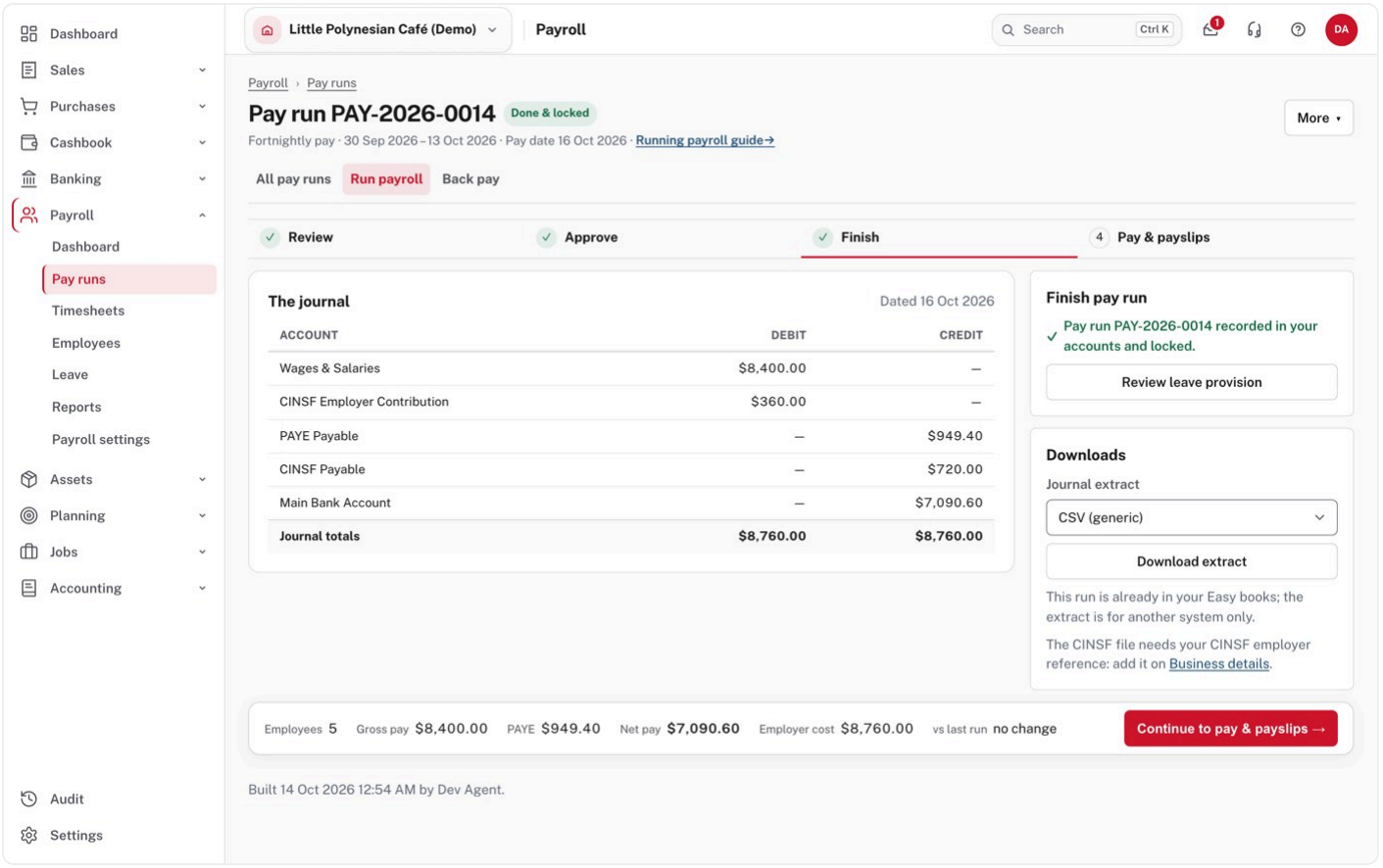


Finishing can't be undone from the run

It records one balanced entry dated the pay date and locks the run: the figures can't be changed afterwards. If a finished run turns out to be wrong, undo it from its payroll record (**Payroll → Pay runs**, open the run, **More → Undo this pay run**), then run it again.

On a large run finishing can take a minute. Easy says so, and asks you to stay on the page until it is done (from the screen's source).

The run now has its number (here **PAY-2026-0014**) and reads **Done & locked**.

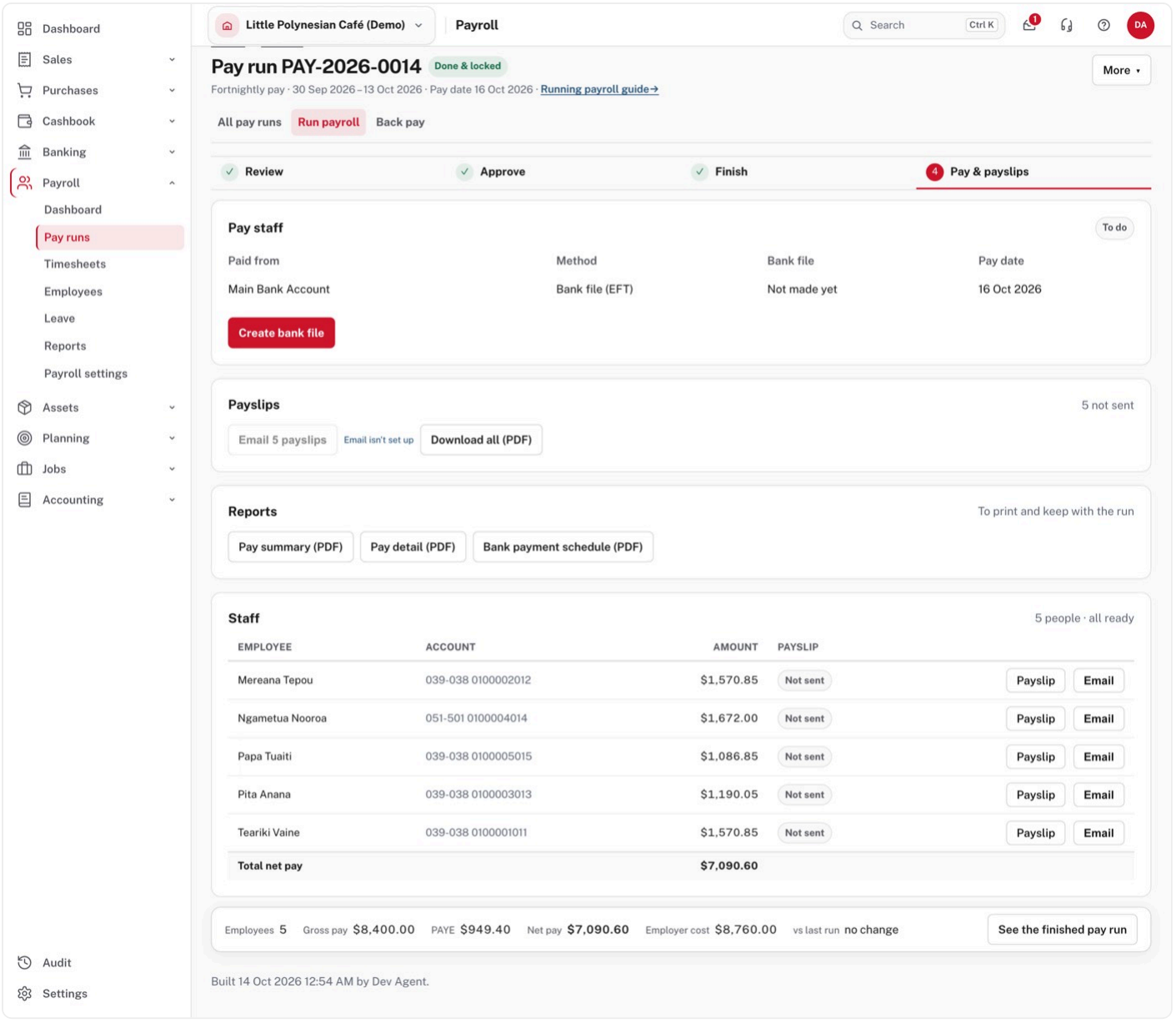


The Finish step then offers **Review leave provision** (see After the pay run) and **Downloads**: the journal as a CSV, a PDF voucher, or a file for MYOB or Xero. That is for companies that keep their accounts in another system (Easy Payroll); if your books are in Easy, the screen says the run is already in them.

More detail: Payroll records and reconciliation.

Step 6. Print the reports, pay staff and hand out the payslips

Choose **Continue to pay & payslips →**. Everything here is made from the finished run.



Print the reports

The **Reports** card, marked **To print and keep with the run**, has three PDFs. Each opens in a new tab: print it from there.

- **Pay summary (PDF)**: one line for each person, with hours, pay, gross, PAYE, CINSF, deductions and net pay, and the totals for the run.
- **Pay detail (PDF)**: each person's hours, rates, deductions and the bank account their net pay goes to, one block each.
- **Bank payment schedule (PDF)**: shown for a bank file. Each bank's payees and amounts, and the total the bank file pays, with lines for the **Authorised signatory** and a **Second signatory** to sign and date. The schedule says it is valid only when signed.

Little Polynesian Café Ltd (Demo)

Pay period 30 Sep 2026 – 13 Oct 2026 · paid 16 Oct 2026

PAY SUMMARY

PAY-2026-0014 · printed 14 Oct 2026

Employee	Hours	Ordinary	Overtime	Leave	Other pay	Gross	PAYE	CINSF	Deductions	Net	Employer CINSF
Mereana Tepou	80	2,000.00	—	—	—	2,000.00	329.15	100.00	—	1,570.85	100.00
Ngametua Nooroa	80	1,760.00	—	—	—	1,760.00	—	88.00	—	1,672.00	88.00
Papa Tuaiti	60	1,200.00	—	—	—	1,200.00	113.15	—	—	1,086.85	—
Pita Anana	80	1,440.00	—	—	—	1,440.00	177.95	72.00	—	1,190.05	72.00
Teariki Vaine	80	2,000.00	—	—	—	2,000.00	329.15	100.00	—	1,570.85	100.00
Total, 5 people	**380**	**8,400.00**	**—**	**—**	**—**	**8,400.00**	**949.40**	**360.00**	**—**	**7,090.60**	**360.00**

Little Polynesian Café Ltd (Demo)

Pay period 30 Sep 2026 – 13 Oct 2026 · paid 16 Oct 2026

BANK PAYMENT SCHEDULE

PAY-2026-0014 · printed 14 Oct 2026

Paid from Main Bank Account · Bank file PAY-2026-0014-bsp-quickpay.txt

BCI Rarotonga			1 payment
Payee	Reference	Account	Amount
Ngametua Nooroa	LPC wages	051-501-0100004014	$1,672.00
BCI Rarotonga total			**$1,672.00**

BSP Rarotonga			4 payments
Payee	Reference	Account	Amount
Mereana Tepou	LPC wages	039-038-0100002012	$1,570.85
Papa Tuaiti	LPC wages	039-038-0100005015	$1,086.85
Pita Anana	LPC wages	039-038-0100003013	$1,190.05
Teariki Vaine	LPC wages	039-038-0100001011	$1,570.85
BSP Rarotonga total			**$5,418.60**

Summary

Net pay by direct credit	$7,090.60
Deductions paid to their payees	$0.00
Total paid by the bank file	**$7,090.60**

This schedule is valid only when signed by an authorised signatory.

Authorised signatory _____ Date _____

Second signatory _____ Date _____

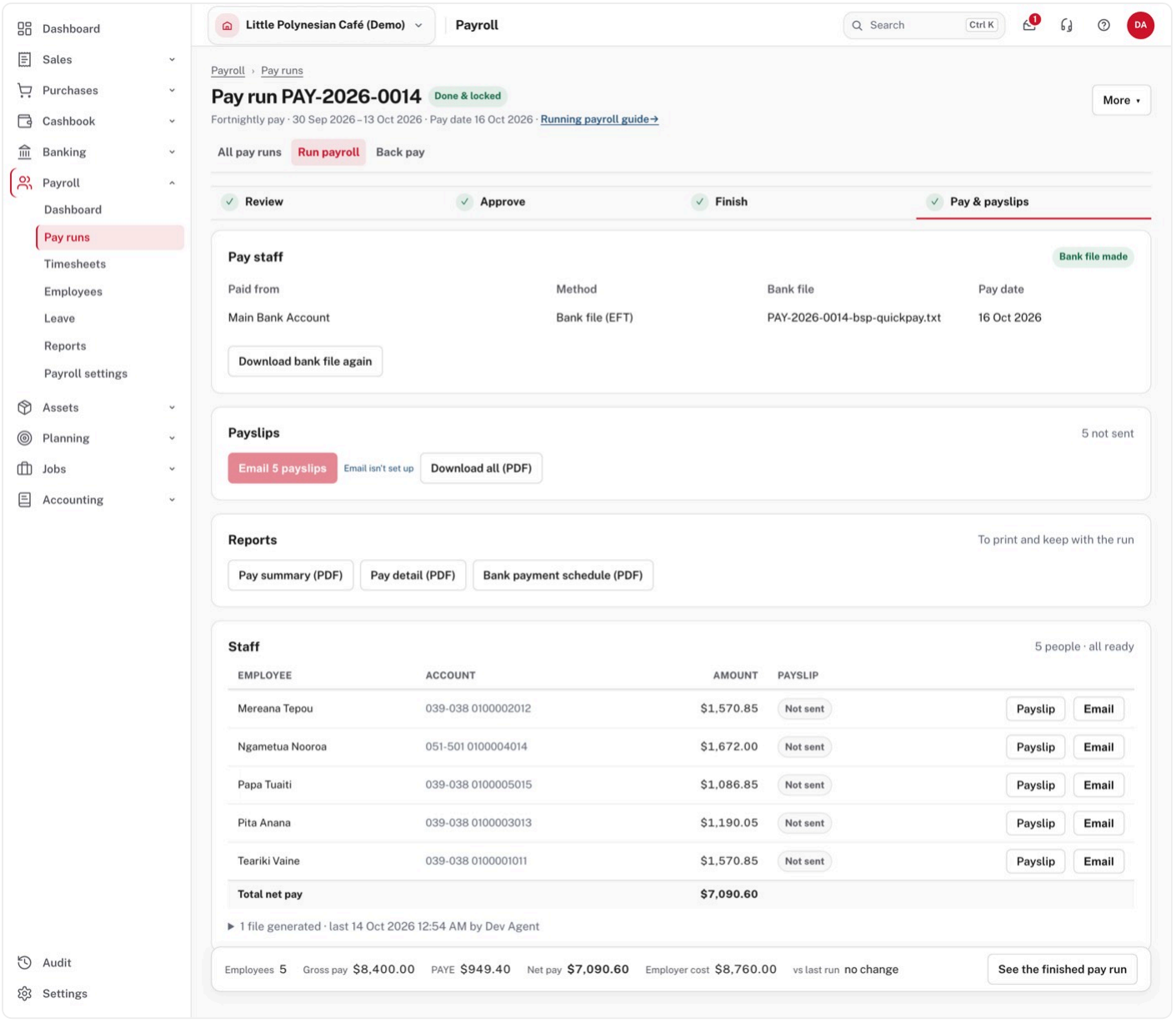


Because the run is finished, these are final figures. The same reports are under **More** on the finished run's payroll record.

Download the bank file

The **Pay staff** card shows **Paid from**, the **Method**, the **Bank file** (**Not made yet**) and the **Pay date**.

1. Check **Staff** at the bottom. The heading should say **all ready**: a person with no bank account shows **No bank account**, and **To confirm** means a change of bank details is waiting for a second person (from the screen's source). The total net pay at the bottom is what the bank file will pay.
2. Choose **Create bank file**. Easy makes the file and downloads it. **Easy does not send the money.** You upload the file to your bank yourself, as you would any other payment file.
3. Check the file's total against the **Bank payment schedule**, sign the schedule, and keep it with the run.



Once the file is made the status reads **Bank file made** and the file's name is shown. **Download bank file again** gives the same file. If the paying account's bank file setup is incomplete, one line says what is missing and **Complete bank file setup** opens it in Banking. (Not shown in the demo, where the setup is complete.)

For cheques, the card asks for the **First cheque number**, and **Assign cheque numbers** numbers them. (Not shown in the demo: taken from the screen's source.)

Hand out the payslips

Finishing the run sends nothing to staff. The **Payslips** card does it:

- **Email N payslips** emails each person theirs and skips anyone it can't reach. It sends only to people who have not had theirs yet, so nobody gets a second copy. If it is greyed out with **Email isn't set up**, as in the demo, email delivery hasn't been configured yet: download the payslips instead.

- **Download all (PDF)** gives every payslip in one file. In the **Staff** list, **Payslip** opens one person's and **Email** opens the message so you can change it before it is sent.
- Each person's **Payslip delivery** setting (on their record) decides what **Email payslips** does for them. **Email** sends the PDF. **Print** sends nothing and shows **To print**; **Print N payslips** downloads just those. **Sign in to Easy** emails a short notice and they read it in Easy. (Not shown in the demo: from Easy's Help.)

The bar at the bottom changes to **See the finished pay run**, which opens the run's payroll record. That record has a **Bank file & payslips** button that brings you back to this step later. When the bank file is uploaded and the payslips are out, the run is finished. The PAYE and CINSF you owe has to be paid on time (chapter 3).

More detail: Running payroll: Payslips.

If something looks wrong

What you see	What to do
Someone is missing from the run	They have no approved timesheet (the **Not included** table on **New pay run** says so). Approve it, then **Rebuild from the timesheets** (under **More**), or pay them later.
An error in **Exceptions**	The row names the problem and links to where it is fixed, for example an employee's bank details or a missing account. Fix it, and the count drops.
Hours are wrong after approval	Change them on the person's payslip in the run and **Save payslip**. Approved timesheets are locked.
You saved a payslip after approving the run	The approval is withdrawn. Approve the run again.
The whole run is wrong, not yet finished	**More → Rebuild from the timesheets**, or **Discard this payroll** and start again.
A finished run is wrong	**Undo this pay run** from its payroll record, then run it again.

Check at the end

Check before you finish for the day

- ◯ The run reads **Done & locked** and has a pay run number.
- ◯ The reports are printed, and the **Bank payment schedule** is signed.
- ◯ The bank file's total equals the run's net pay, and it has been uploaded to the bank.
- ◯ Payslips are downloaded or emailed.
- ◯ You know the due dates for PAYE and CINSF (chapter 3).

3. After the pay run

A finished pay run puts the PAYE and CINSF into your accounts as amounts **you owe**. They stay that way until you pay RMD and the CINSF fund and record the payments here. This chapter is the monthly routine, plus the checks that tell you the numbers agree.

About the screenshots

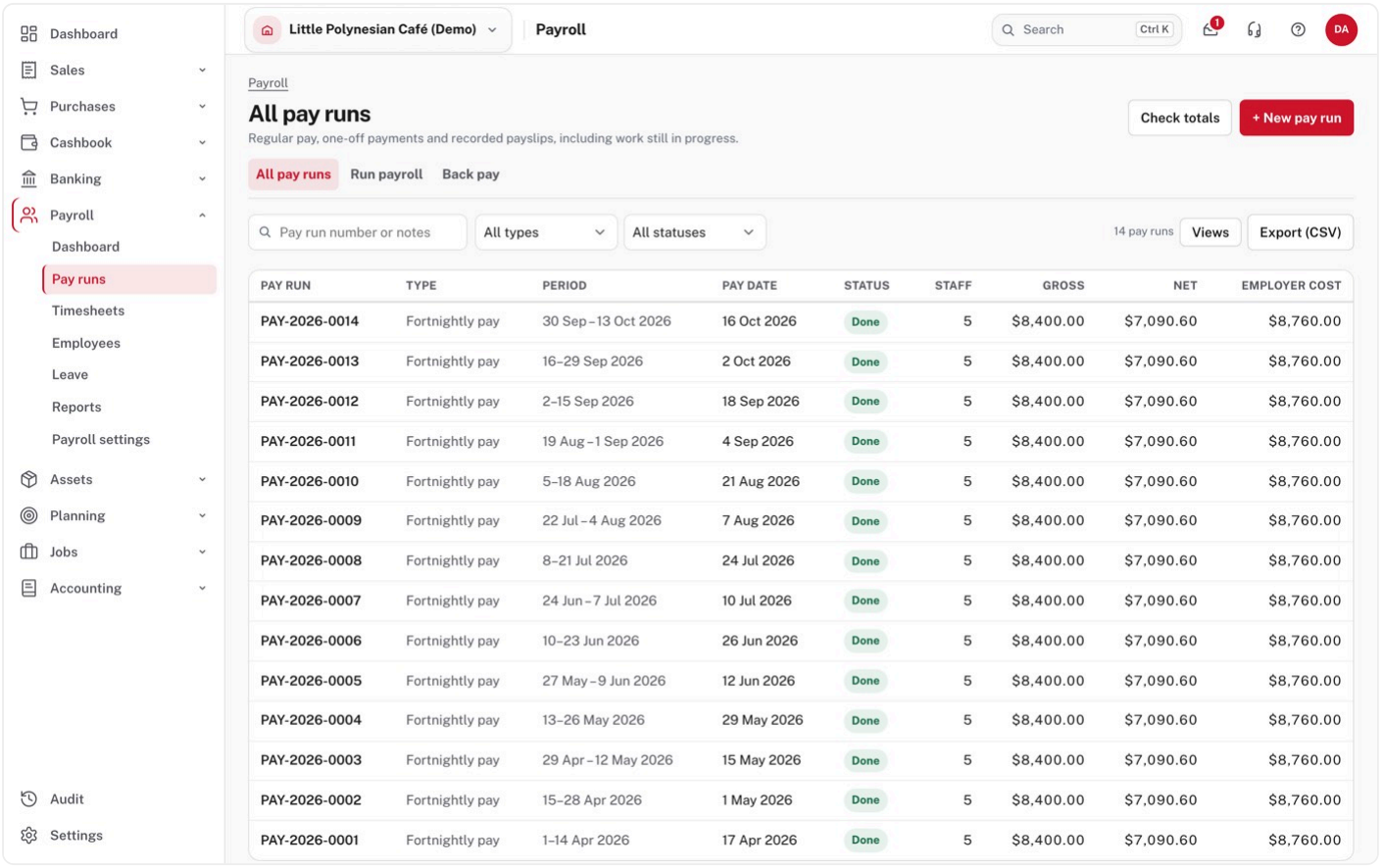
Screenshots are from Easy's demo company, *Little Polynesian Café*; figures are examples. The demo's last pay run (PAY-2026-0014, paid 16 October 2026) is the one finished in chapter 2. The month list on the Monthly PAYE and CINSF page stops at last month (September), so the pictures show September and that run's tax is added from November. Email is not set up in the demo, and no CINSF employer reference is entered.

What a finished run did

For each pay run, Easy recorded one balanced entry:

Amount	Goes to
Gross pay	Wages & Salaries
Employer CINSF	Its expense account
PAYE and CINSF (employee and employer)	Payables, owed until you pay them
Net pay	Out of the bank

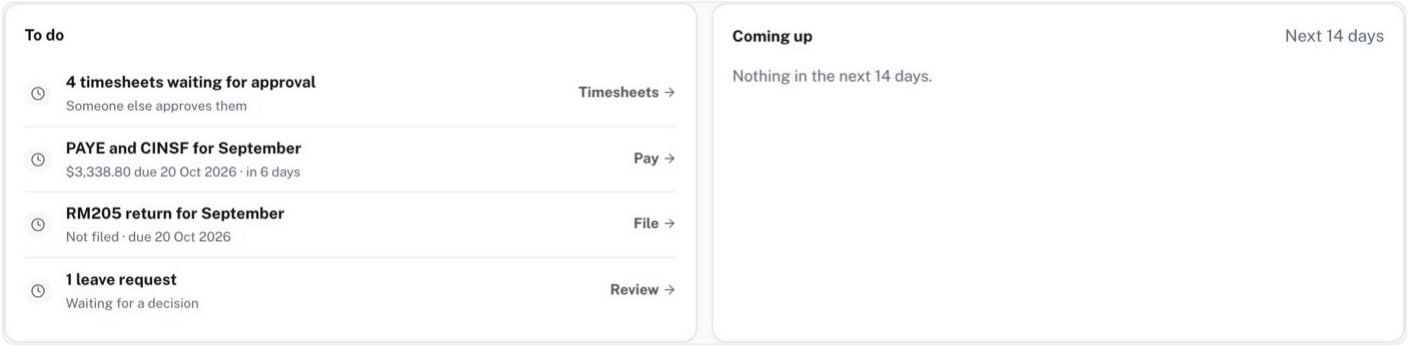
Every finished run appears under **Payroll → Pay runs**.



Choose a run to open its payroll record: the totals, each person's pay with a PDF of their payslip, and, at the bottom, links to see the accounting entry and to record the PAYE and CINSF payment. **Bank file & payslips** at the top takes you back to the run's Pay & payslips step. **More** on the record has the three printed reports (**Pay summary**, **Pay detail** and **Bank payment schedule**, see chapter 2, step 6), the downloads and **Undo this pay run**.

Start from the dashboard

Payroll → Dashboard.



To do is the month's list, with one button for each item. After a run it shows:

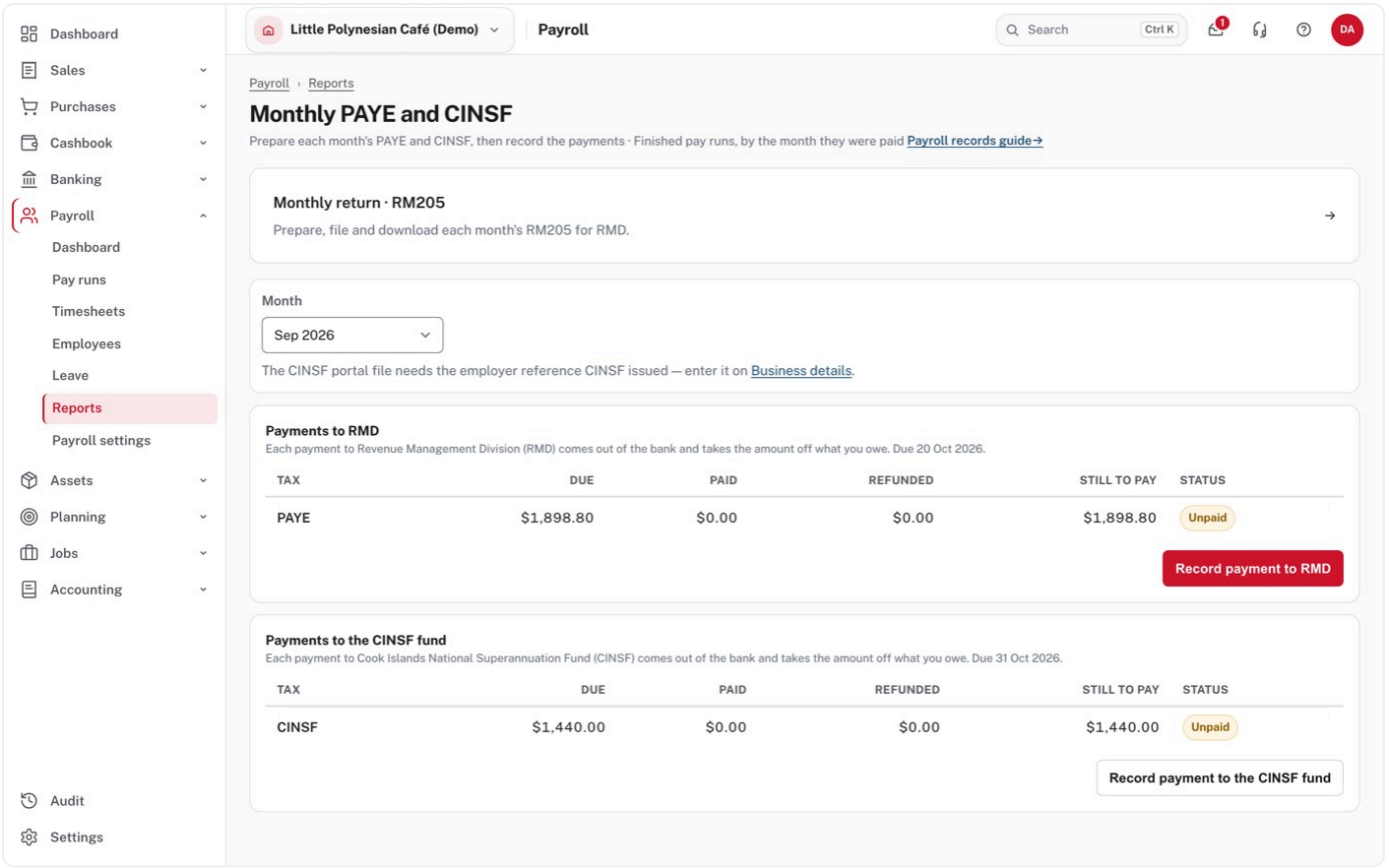
- **PAYE and CINSF for September**: the amount still owed and its due date. **Pay** opens the month's payments (step 1).
- **RM205 return for September**: **Not filed** until you file it. **File** opens the return under Compliance (Monthly VAT and PAYE returns).
- Timesheets waiting for approval and any leave requests waiting for a decision, each with a link to the screen that clears it.

Coming up beside it shows the next fourteen days: approved leave, birthdays, work anniversaries, new starters and last days.

Above them, the **Next pay run** card shows the next pay date, how many days are left, the run's steps and a **Run payroll** button, with the **Last pay run** beside it. A tile on the dashboard shows the same PAYE and CINSF figure ("PAYE and CINSF due 20 Oct"), with **Tax payments** under it.

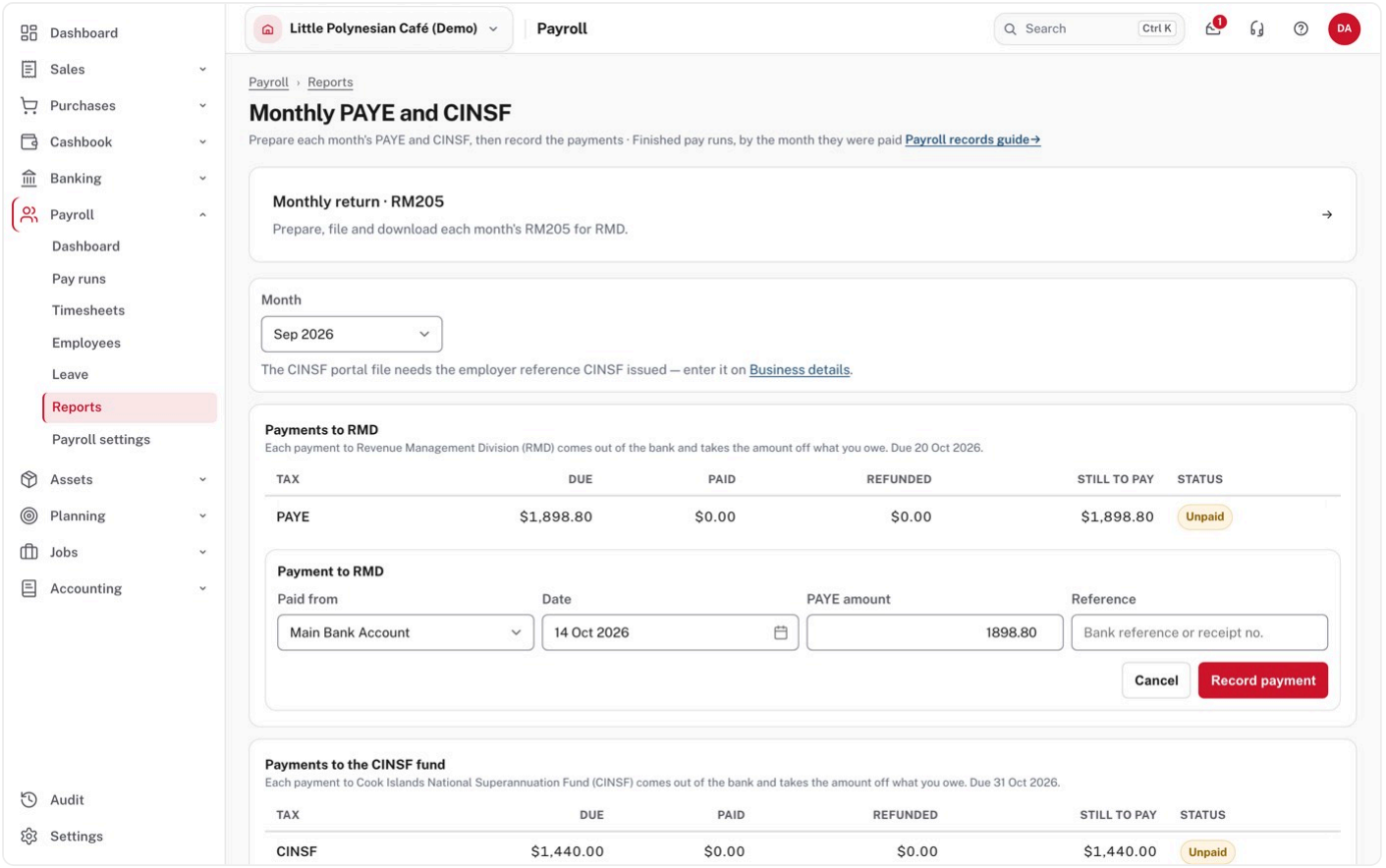
Step 1. Pay PAYE and CINSF each month

Payroll → Reports → Monthly PAYE and CINSF.



1. Choose the **Month**. The page covers finished pay runs by the month they were paid, and the list stops at last month.

2. Under **Payments to RMD** and **Payments to the CINSF fund**, read the table: **Due**, **Paid**, **Refunded**, **Still to pay** and **Status** (here, *Unpaid*). Each section says when the payment is due.
3. Pay the money from your bank in the usual way, then come back and choose **Record payment to RMD** (or **Record payment to the CINSF fund**).



1. Check **Paid from** (the bank account), the **Date**, and the **PAYE amount**, which is filled in with what is still owing. Add the bank's **Reference** or receipt number, then **Record payment**.

A partial payment is fine and leaves the rest still to pay. If you pay more than is owing, Easy asks first and then keeps the extra as a credit for later months. The person who runs the pays can record and cancel these payments as well as the accountant.

The link at the top of the page, **VAT & PAYE return · RM205**, opens the monthly return under Compliance.

The CINSF portal file

The month's file for the CINSF portal is named the way the fund expects (`CINSF_<employer reference>_<month end>.CSV`) and needs the **employer reference** CINSF issued. Enter it once on **Settings → Business details**. Until you do, the page says so, as it does here; once it is entered, **Download the CINSF portal file** appears beside the month.

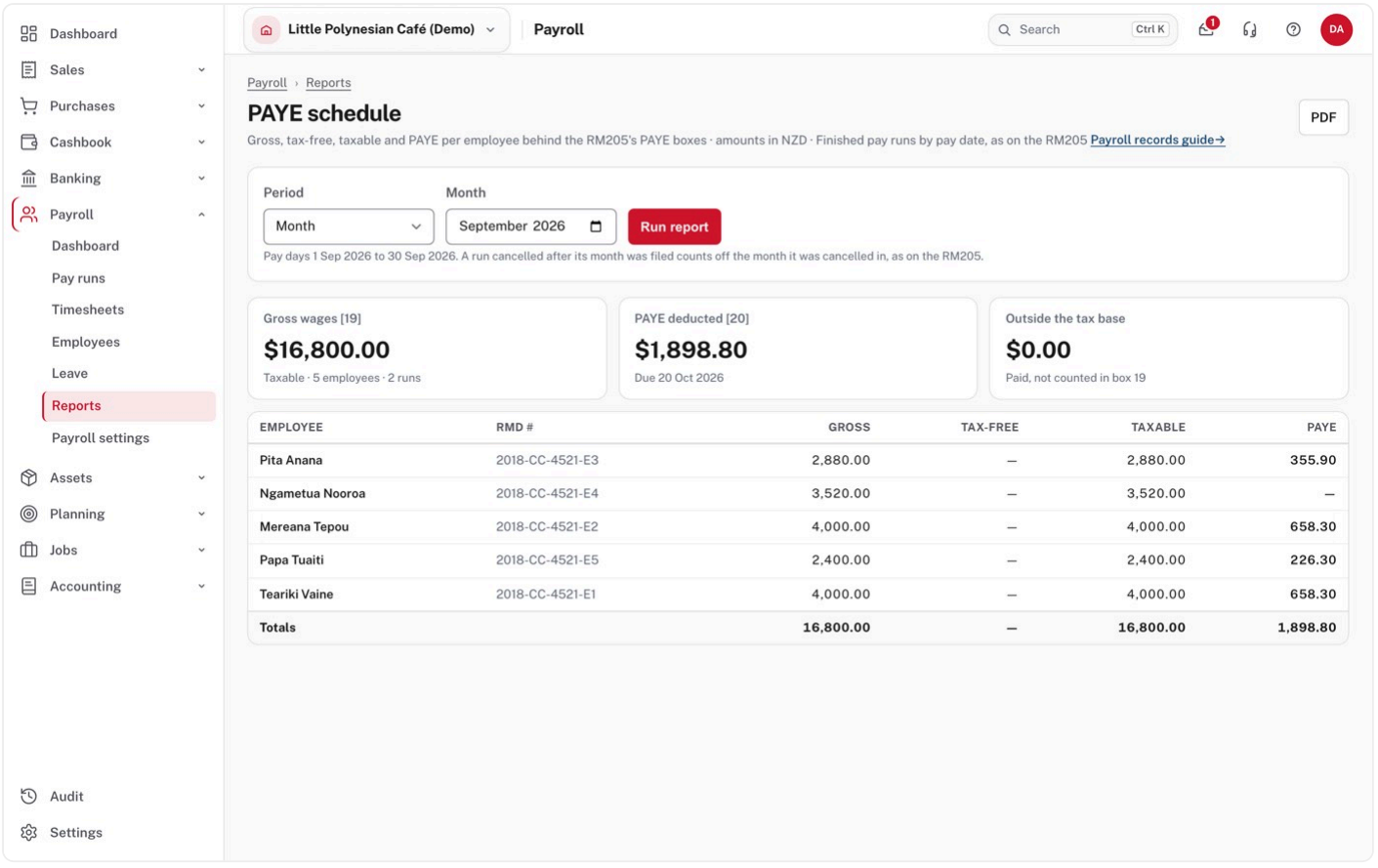
More detail: Payroll records and reconciliation.

Check before you continue

- ◯ **Still to pay** for the month is **$0.00** for PAYE and for CINSF, and the status is paid.
- ◯ The reference you entered matches the bank's receipt.

Step 2. Review the PAYE schedule

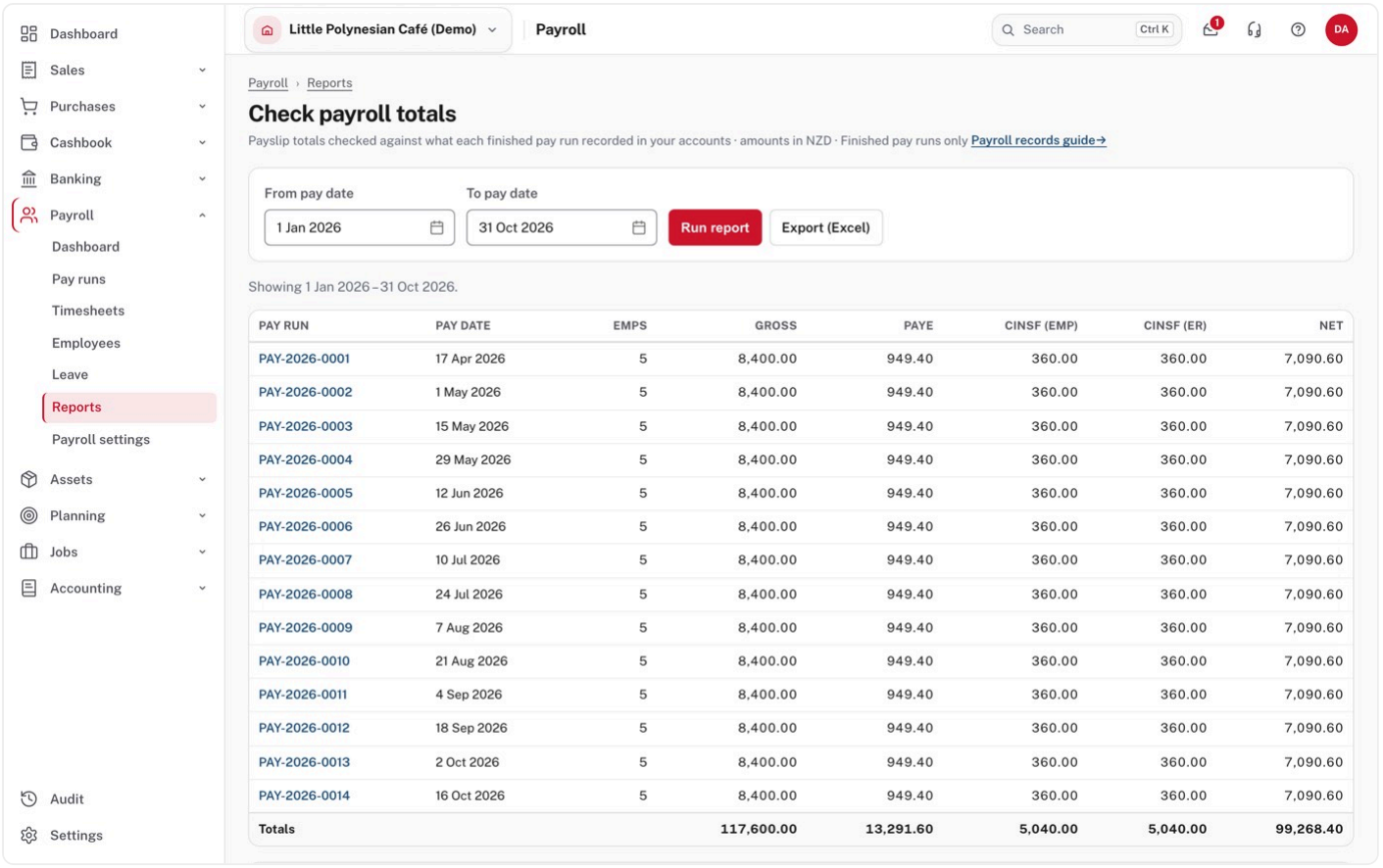
Payroll → Reports → PAYE schedule.



Choose the **Period** (**Month**, **Quarter** or **Year**), the month, and **Run report**. It lists everyone paid in the period with their gross, any part outside the tax base (**Tax-free**), the **Taxable** gross and the **PAYE**. The two cards above the table are the figures on the **RM205** return: **Gross wages [19]** and **PAYE deducted [20]**, with the date the PAYE is due, and a third card shows what was **Outside the tax base**. **PDF** (top right) saves the schedule. Check the cards against the return before you file it (**VAT & PAYE return · RM205**, under Compliance).

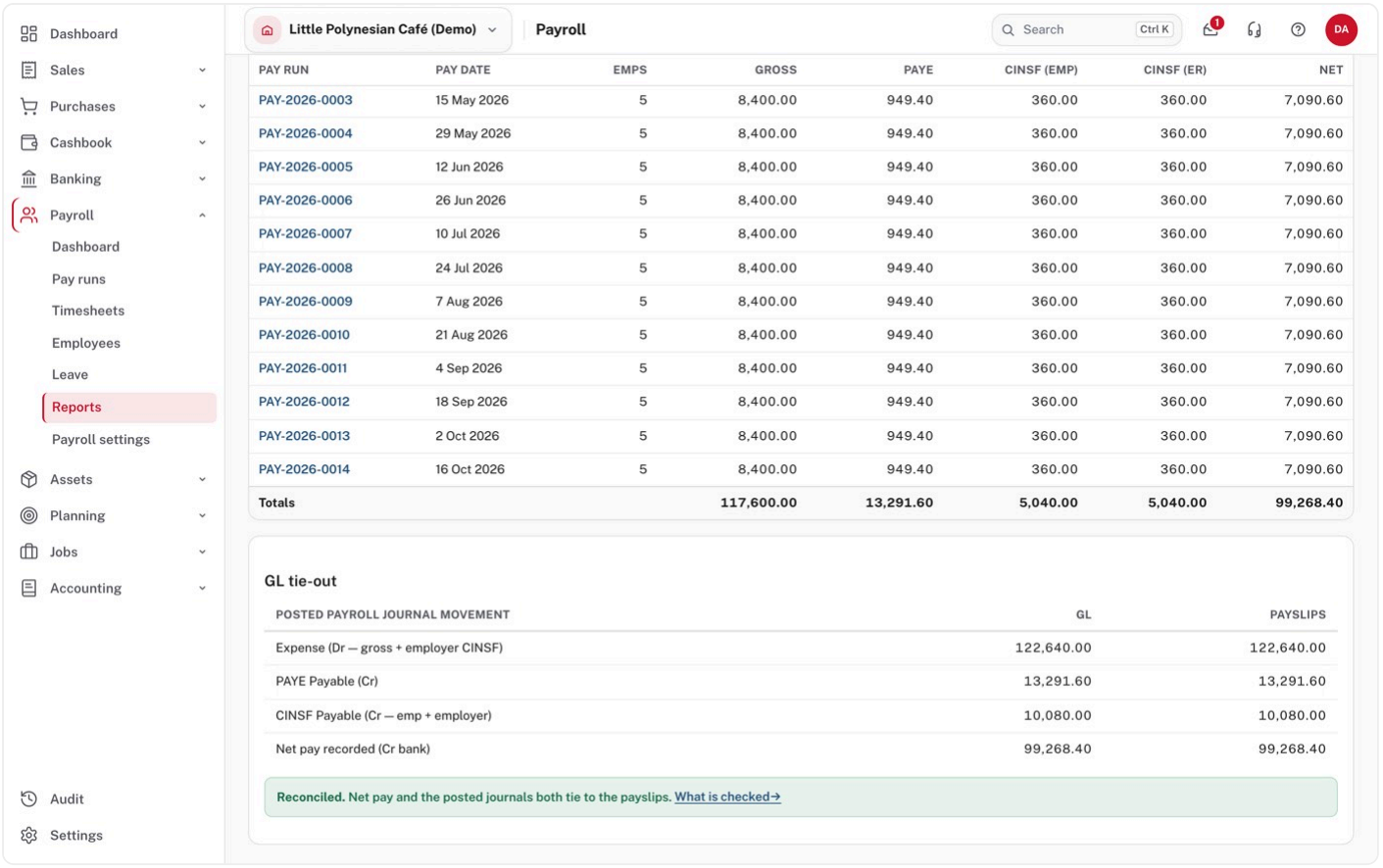
Step 3. Check the payroll totals

Payroll → Reports → Check payroll totals (or **Check totals** on the Pay runs list).



PAY RUN	PAY DATE	EMPS	GROSS	PAYE	CINSF (EMP)	CINSF (ER)	NET
PAY-2026-0001	17 Apr 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0002	1 May 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0003	15 May 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0004	29 May 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0005	12 Jun 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0006	26 Jun 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0007	10 Jul 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0008	24 Jul 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0009	7 Aug 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0010	21 Aug 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0011	4 Sep 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0012	18 Sep 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0013	2 Oct 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
PAY-2026-0014	16 Oct 2026	5	8,400.00	949.40	360.00	360.00	7,090.60
Totals			**117,600.00**	**13,291.60**	**5,040.00**	**5,040.00**	**99,268.40**

Choose a date range and **Run report**. The table lists each finished pay run with its totals. Lower on the page, the **GL tie-out** compares the payroll journals in your accounts with the payslips.



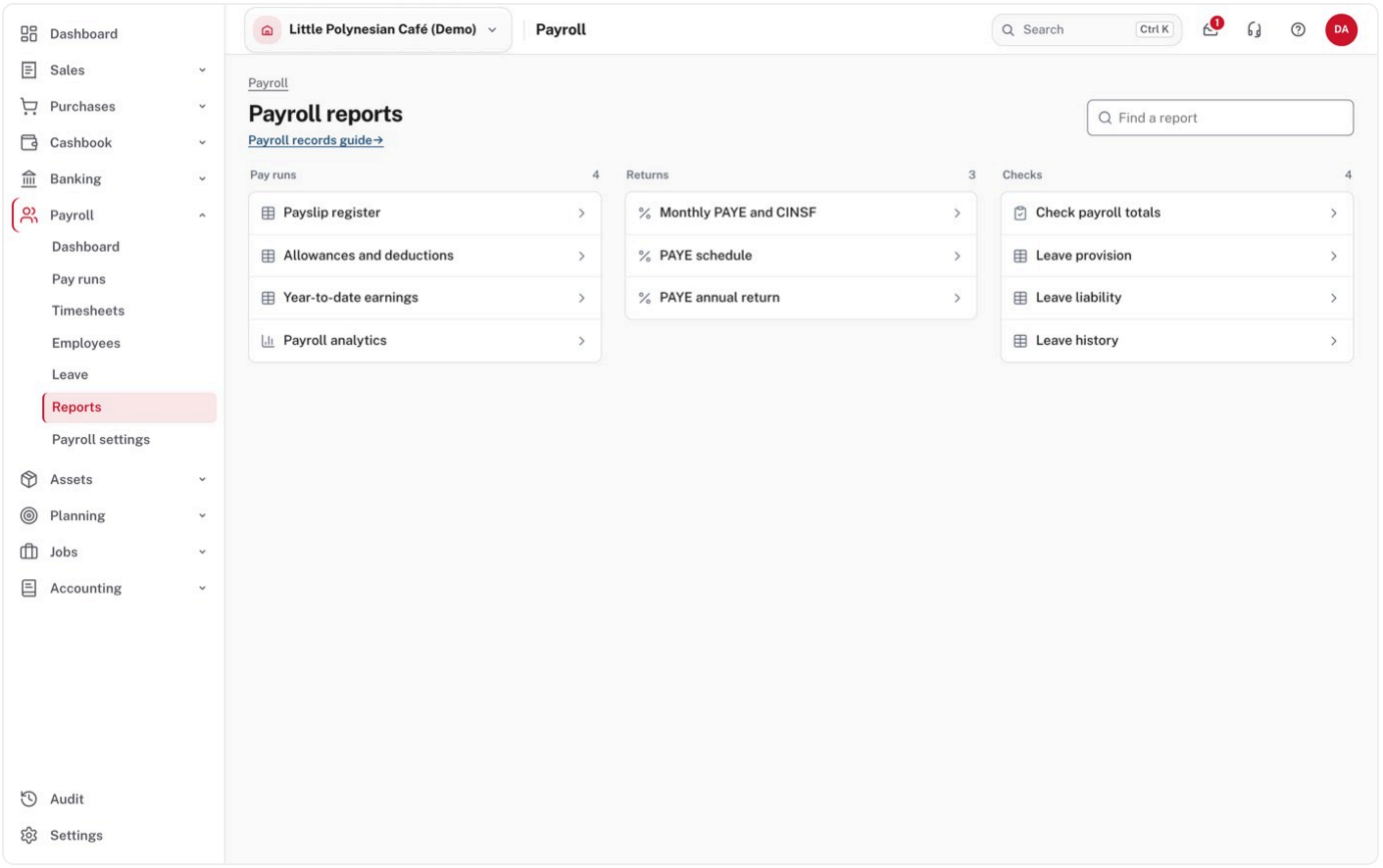
The result under the tie-out reads **Reconciled** when both of these are true:

- Net pay equals gross pay minus PAYE, employee CINSF and other deductions.
- The accounting entries of the finished pay runs match the payslip totals.

Otherwise it reads **Out of balance** and says which one doesn't hold. Run this at least once a month, after the pay runs and before the return.

Step 4. Find a report when you need one

Payroll → Reports groups what is there.



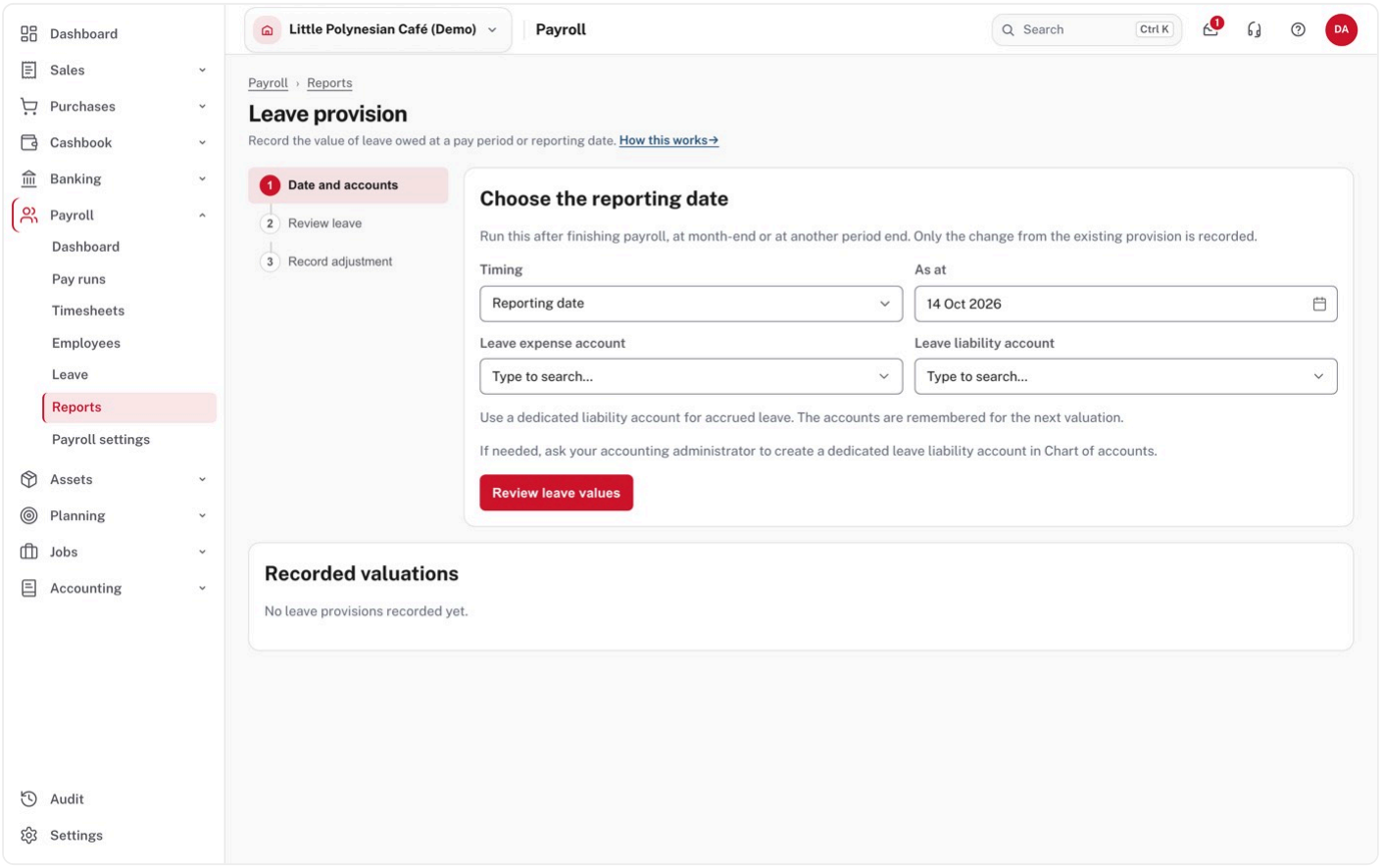
- **Pay runs**: the payslip register, allowances and deductions, year-to-date earnings, and payroll analytics.
- **Returns**: monthly PAYE and CINSF, the PAYE schedule, and the annual PAYE return.
- **Checks**: payroll totals, leave provision, leave liability and leave history.

The printed reports for a single pay run (pay summary, pay detail and the bank payment schedule) are on the run itself, not here (chapter 2, step 6).

Once you reconcile the bank account, a finished run also shows the day the bank paid it.

Step 5. Record the leave provision (if your accountant wants it)

Payroll → Reports → Leave provision, or **Review leave provision** on the Finish step of a finished pay run.



The leave provision records, in your accounts, the value of leave owed to staff at a pay period, a month end or another date. It is a three-step screen: **Date and accounts**, **Review leave**, **Record adjustment**.

1. Choose the timing and date, the **Leave expense account** and a dedicated **Leave liability account**, then **Review leave values**. The accounts are remembered for next time.
2. Review each employee's leave hours and value, add a note, and confirm.
3. Preview the adjustment, then record it. Only the change from the provision already recorded is booked: an increase debits leave expense and credits accrued leave, and a decrease does the opposite. Employees' leave hours and payslips do not change.

Recorded valuations, below, lists each one recorded. (Not shown in the demo: the demo has no dedicated leave liability account, so the page asks for one to be created in the chart of accounts, and nothing was recorded. The steps are from Easy's Help.)

More detail: Leave provision.

Later in the year

- **Annual PAYE reconciliation (RM106).** The January to December grid is built from your finished pay runs and checked against the per-employee RM101 totals. Any variance is flagged for a written explanation.

- **RM101 for a leaver.** Once an employee has a termination date, their record shows the delivery deadline, seven days after the last day. Record actual delivery with its date and evidence reference.

More detail: Payroll records and reconciliation.

Check at the end of the month

Month-end payroll checklist

- ◯ Every pay run for the month is **Done**, with its bank file uploaded and payslips out.
- ◯ PAYE and CINSF for the month are recorded as paid, with references.
- ◯ **Check payroll totals** says **Reconciled** for the month.
- ◯ The PAYE schedule totals agree with the RM205 boxes before you file.
- ◯ If your accountant wants leave owed in the accounts, the leave provision is recorded for the month end.

Leave: requests, approval and balances

Do this whenever someone takes leave. A leave request is entered (by payroll, or by the employee in self-service), approved by the right person, and then flows through to the timesheet and the pay run, where it comes off the balance.

About the screenshots

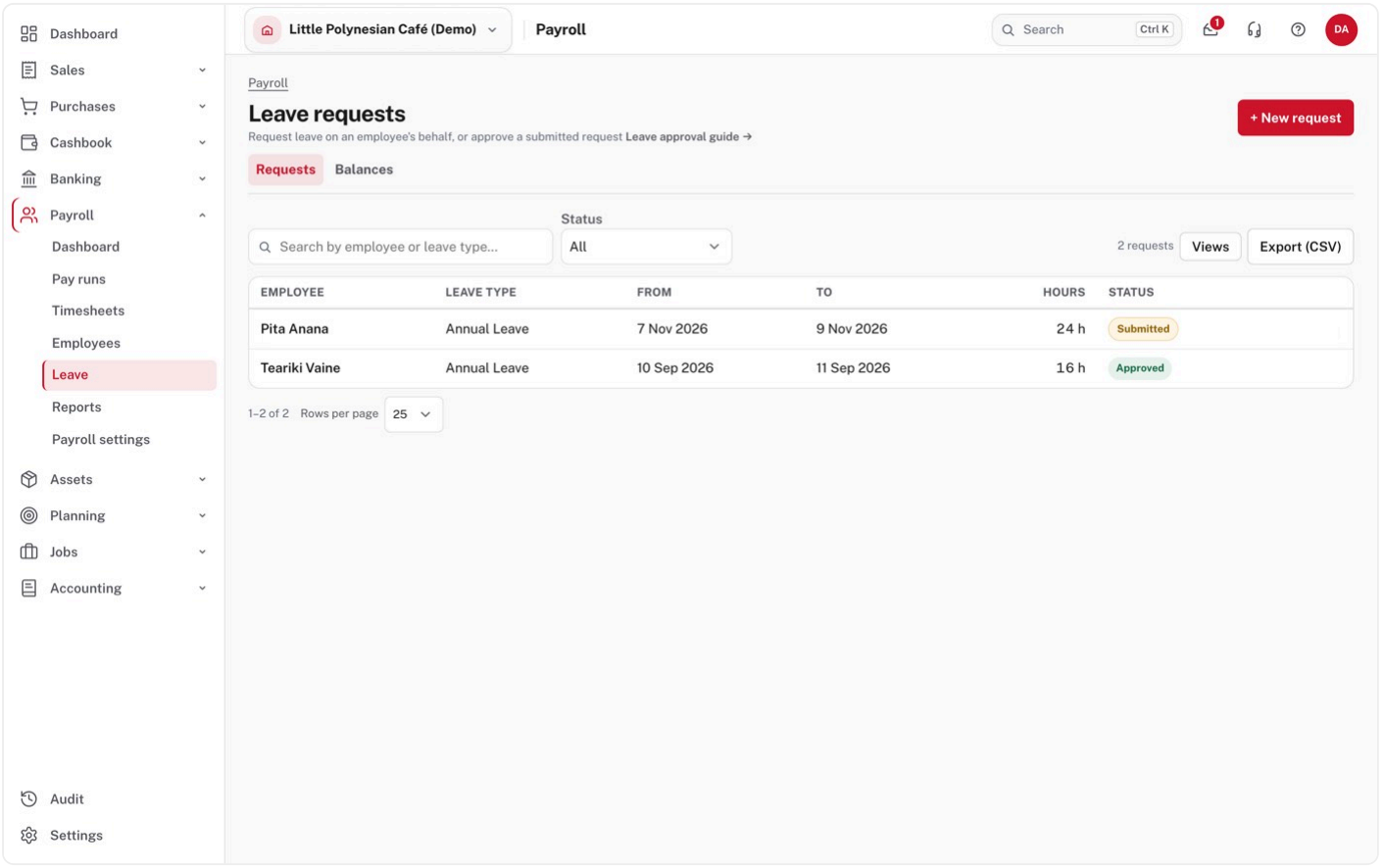
Screenshots are from Easy's demo company, *Little Polynesian Café*. Names, dates and hours are examples. The demo already has one leave request waiting (Pita Anana's), which is the one approved in step 3.

Before you start

Leave needs **Full Payroll** and the set-up from chapter 1: the **leave types** and their entitlements, and each employee's **assigned approver** on their record. Leave requests and balances are part of Full Payroll; Payroll Lite has no leave.

Step 1. See the requests

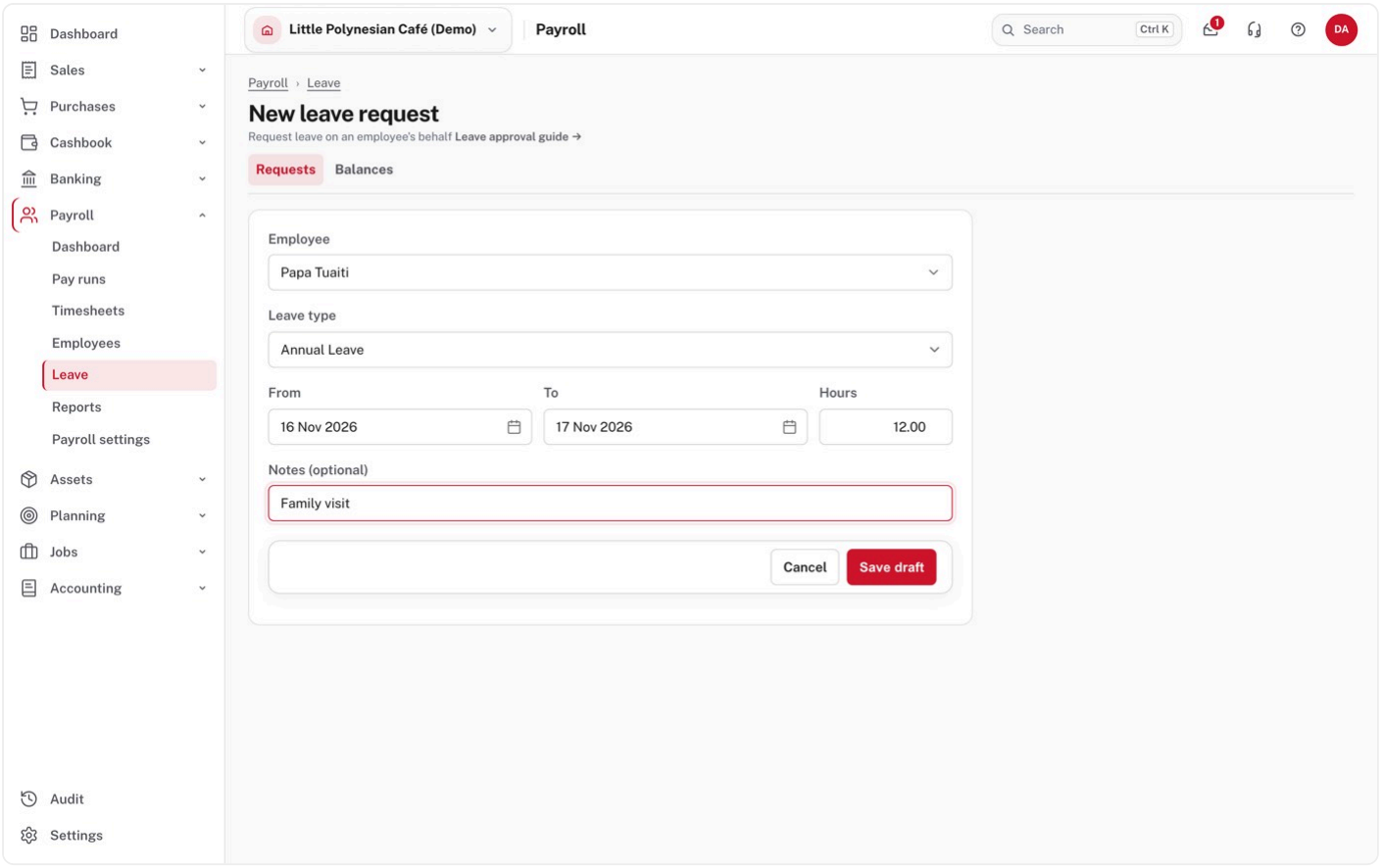
Payroll → Leave → Requests.



The list shows each request's employee, leave type, dates, hours and status. Search by employee or leave type, and filter by status: **Draft**, **Submitted**, **Awaiting final approval**, **Approved**, **Declined** or **Cancelled**. **Balances** (the tab beside it) shows everyone's leave in hours.

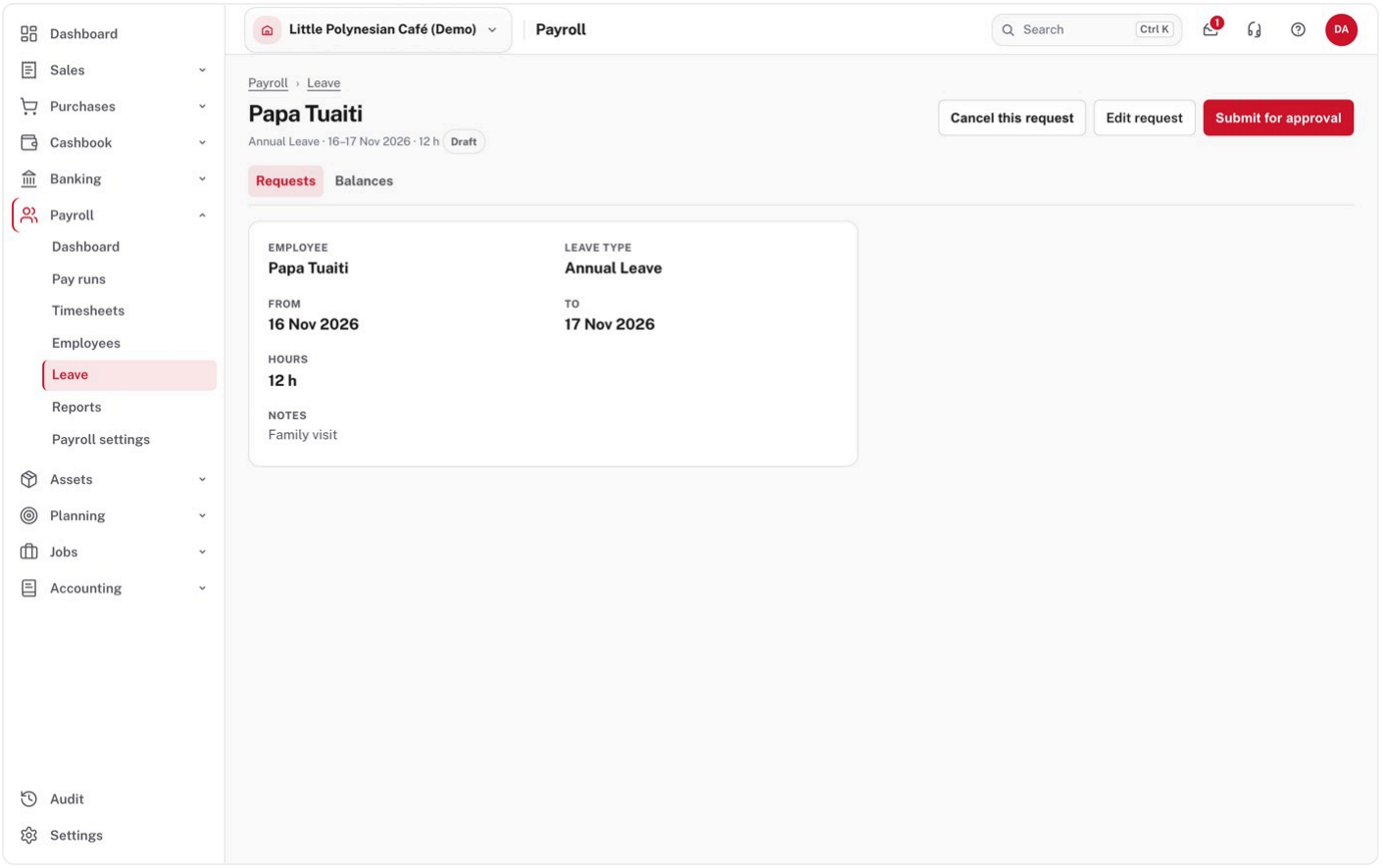
Step 2. Request leave

Choose **+ New request**. You can request leave on an employee's behalf, and employees can request their own in self-service (For employees).

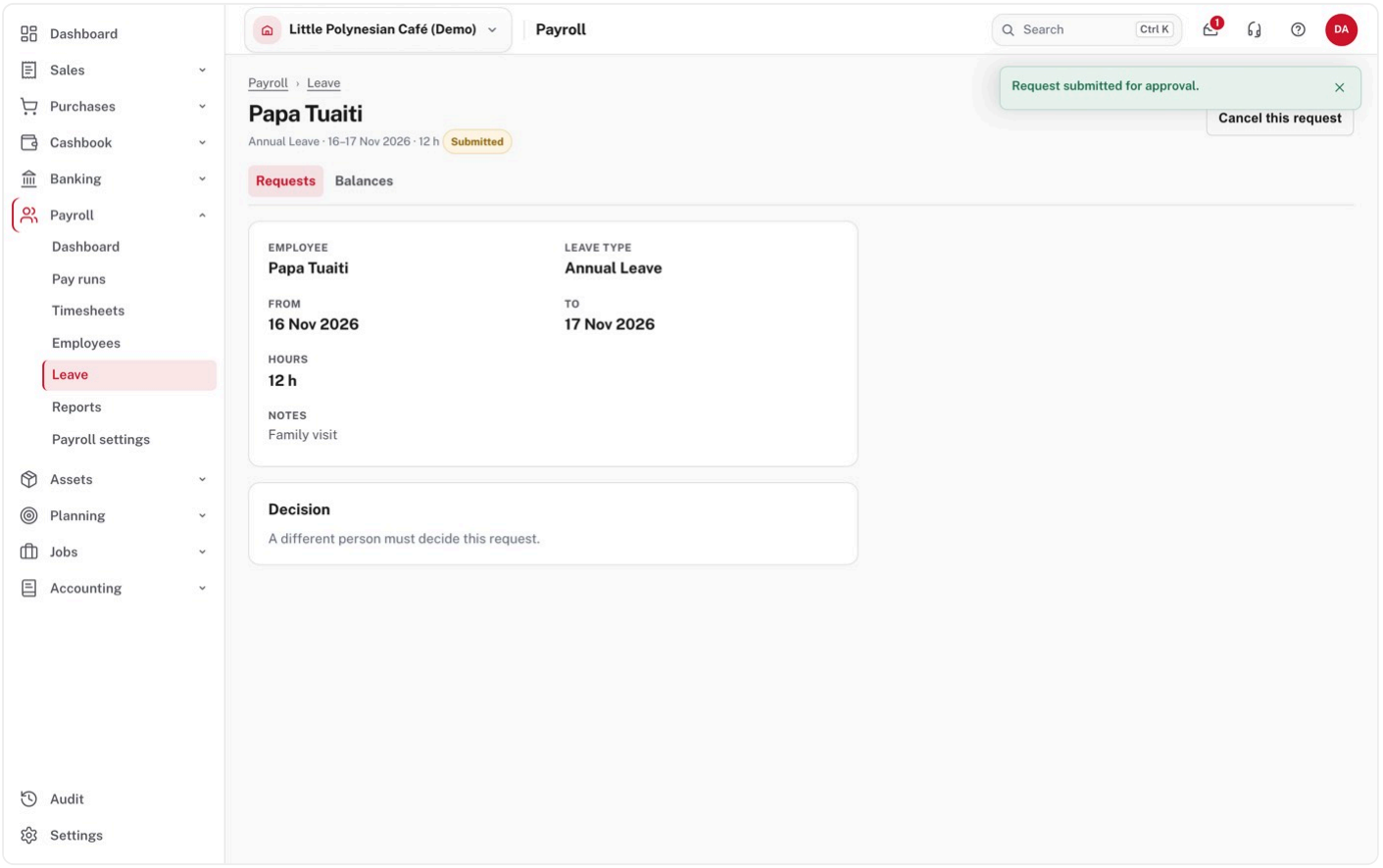


Choose the **employee**, the **leave type**, the **From** and **To** dates, and an optional **note**. The **Hours** box fills itself from the dates and the employee's work pattern: here Papa Tuaiti comes to 12 hours for two days, from his usual working days and hours. You can change it, for a half day or for a public holiday inside the range (the box does not take public holidays off). Once you type your own figure, the box stops following the dates. Easy refuses a request with zero hours.

Choose **Save draft**.



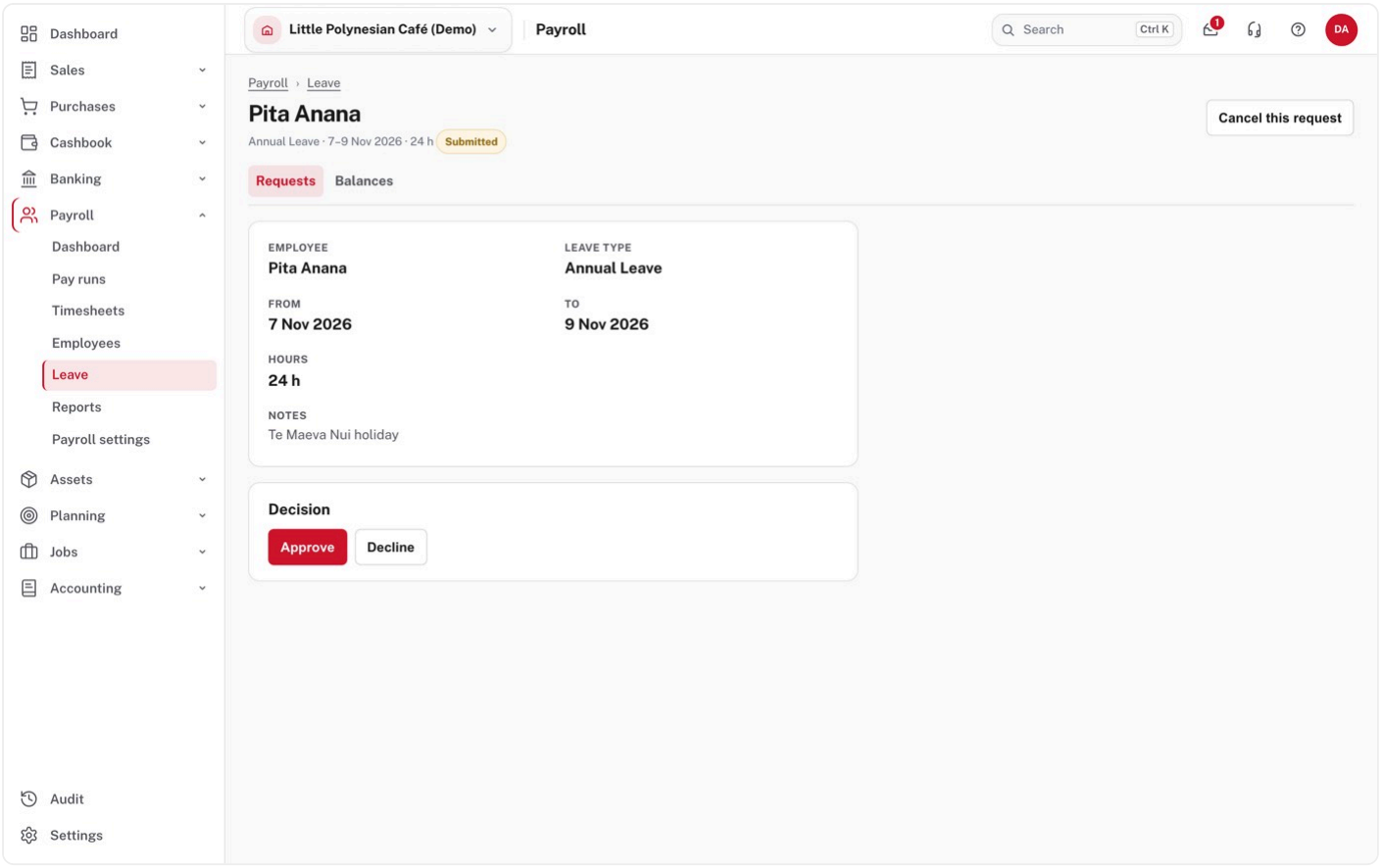
A draft can still be edited (**Edit request**) or cancelled. Choose **Submit for approval**.



The request is now **Submitted**. Because the person who submitted it can never approve their own request, the Decision box says **A different person must decide this request.**

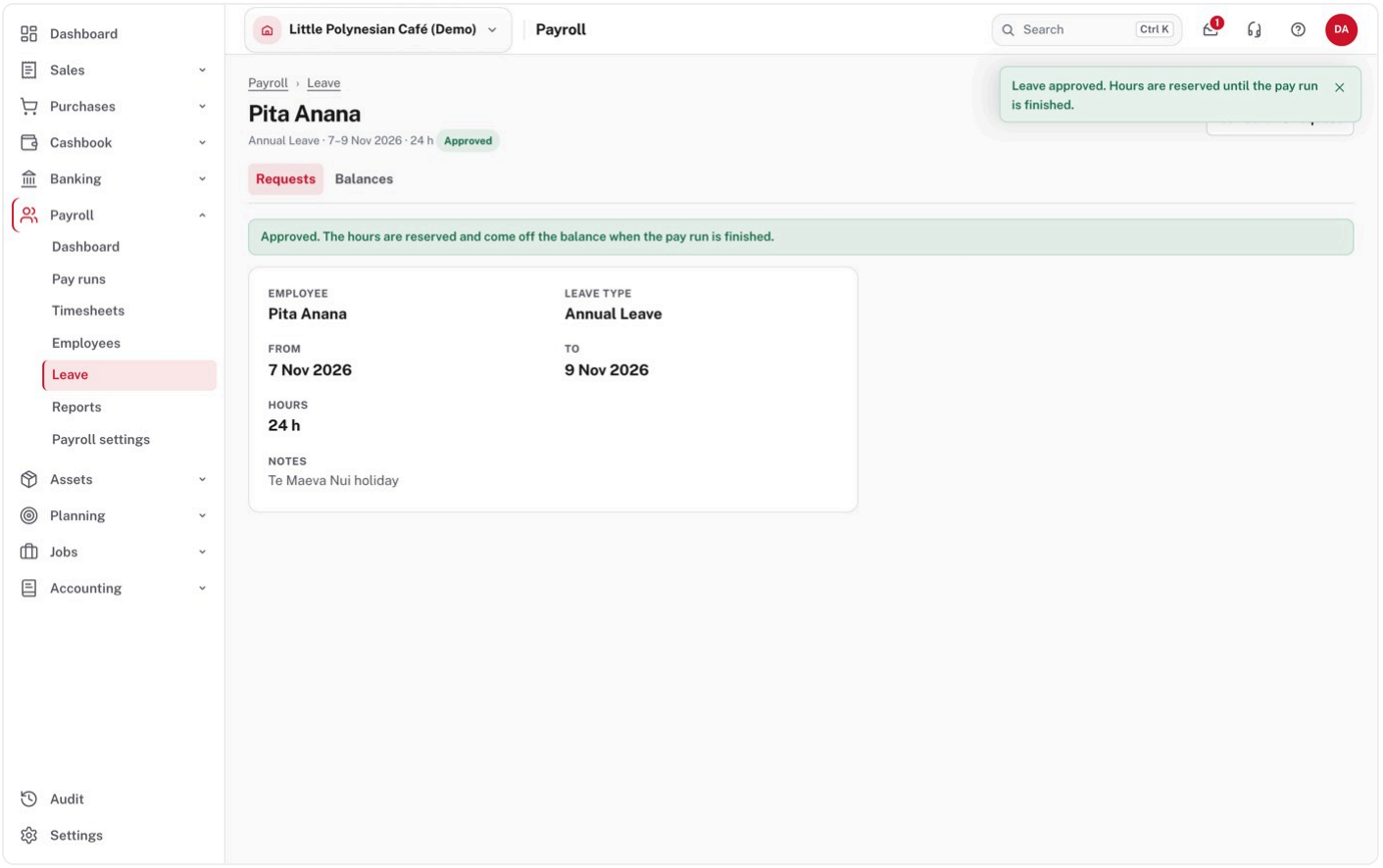
Step 3. Approve or decline

The employee's **assigned approver** gets the request (it appears under **My actions** in Mail). If the employee has no approver, anyone listed under *Who can approve today* on Payroll settings → Approvals may decide it. Open the request.



Choose **Approve** or **Decline**.

One approval by an eligible person is enough. (An older request that was already waiting for a second sign-off keeps its status, *Awaiting final approval*, and still goes to the approver it names.)



Easy says **Leave approved. Hours are reserved until the pay run is finished.** An approved request is final. **Cancel this request** is still offered while it can be cancelled.

More detail: How leave approval works.

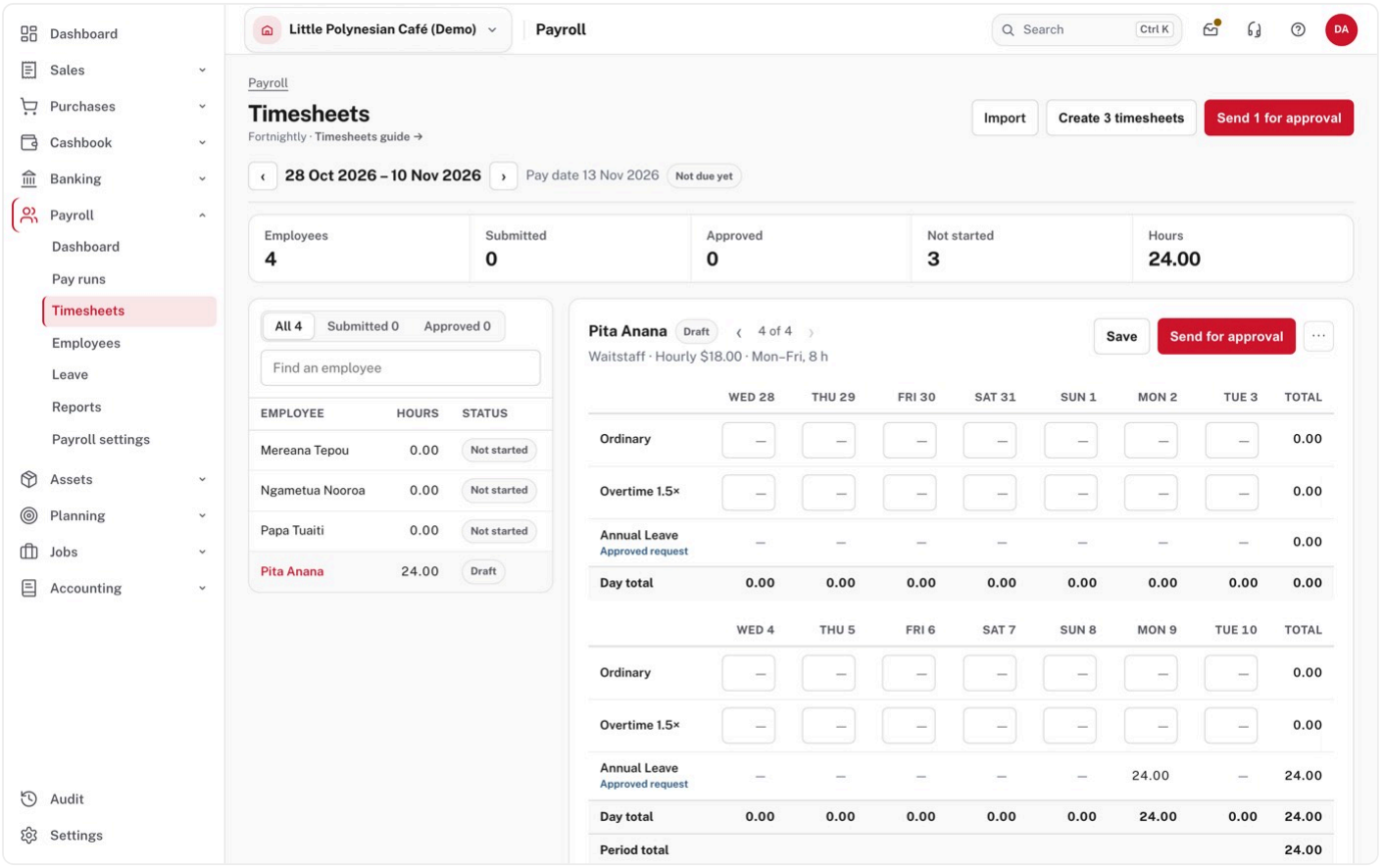
Approved leave comes off the balance when the pay run is finished

Approving **reserves** the hours and puts them on the timesheet for that period. The balance only changes when the **pay run for that period is finished** (Leave balances and accrual); until then the employee's *Used* figure stays as it was, as on the Balances tab in step 5.

Step 4. Let it flow into the pay run

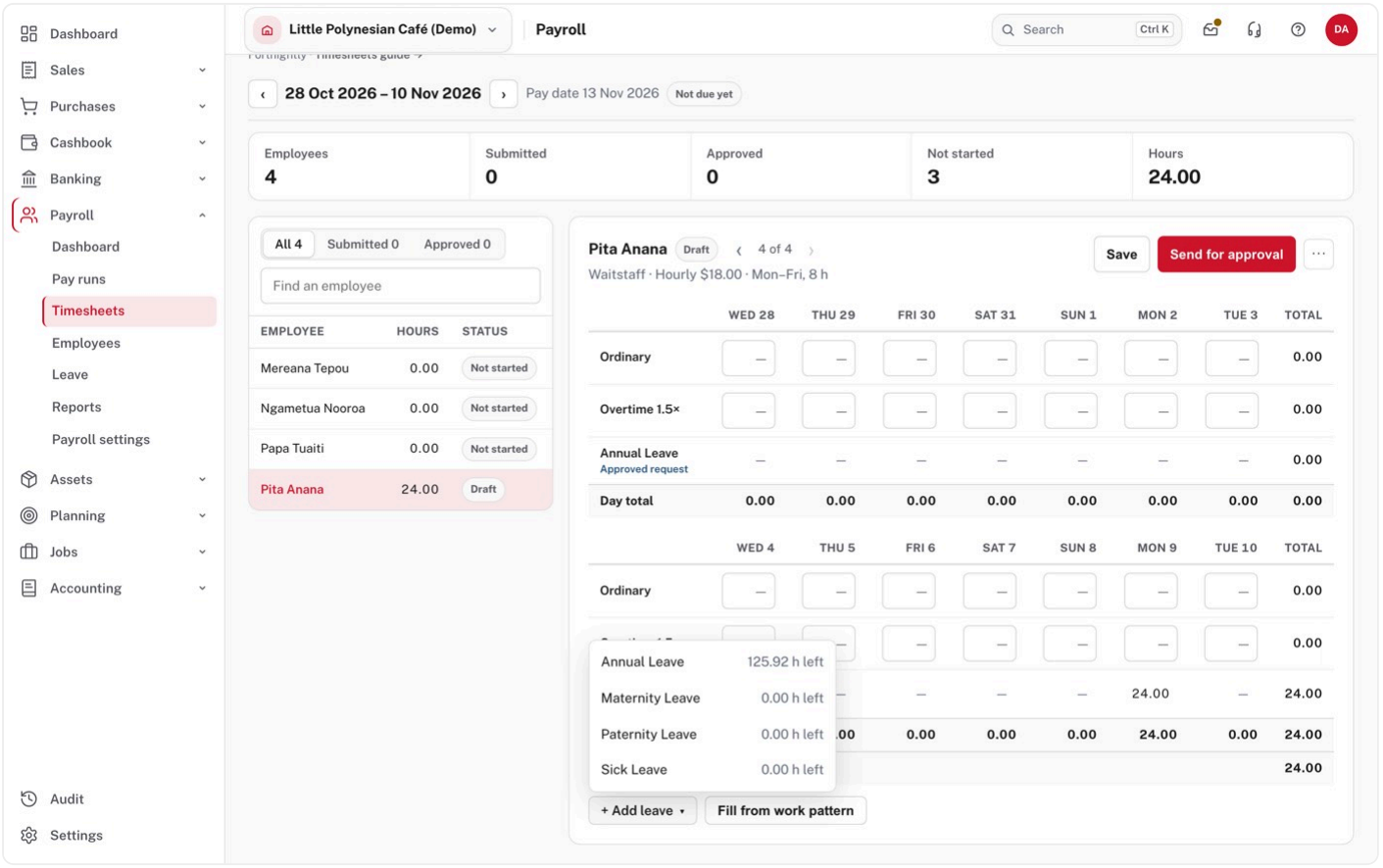
Payroll → Timesheets.

Approving puts the hours on the employee's timesheet for the period the leave falls in. In the demo, Pita Anana's approved 24 hours appear on her draft timesheet for 28 October to 10 November.



Each kind of leave has its own row, so every box lines up under its day. Leave from an approved request arrives filled in, as figures rather than boxes, with an **Approved request** link to the request under the row's name; to change those hours, change the leave request. The leave is paid at the employee's ordinary rate in the pay run (Run a pay period, step 1). When the pay run is **finished**, the leave comes off the balance of the year the leave day falls in.

To add leave that has no request, choose **+ Add leave** under the grid. It lists the employee's leave types with the hours each has left; choosing one adds its row, and you type the hours on the days taken.

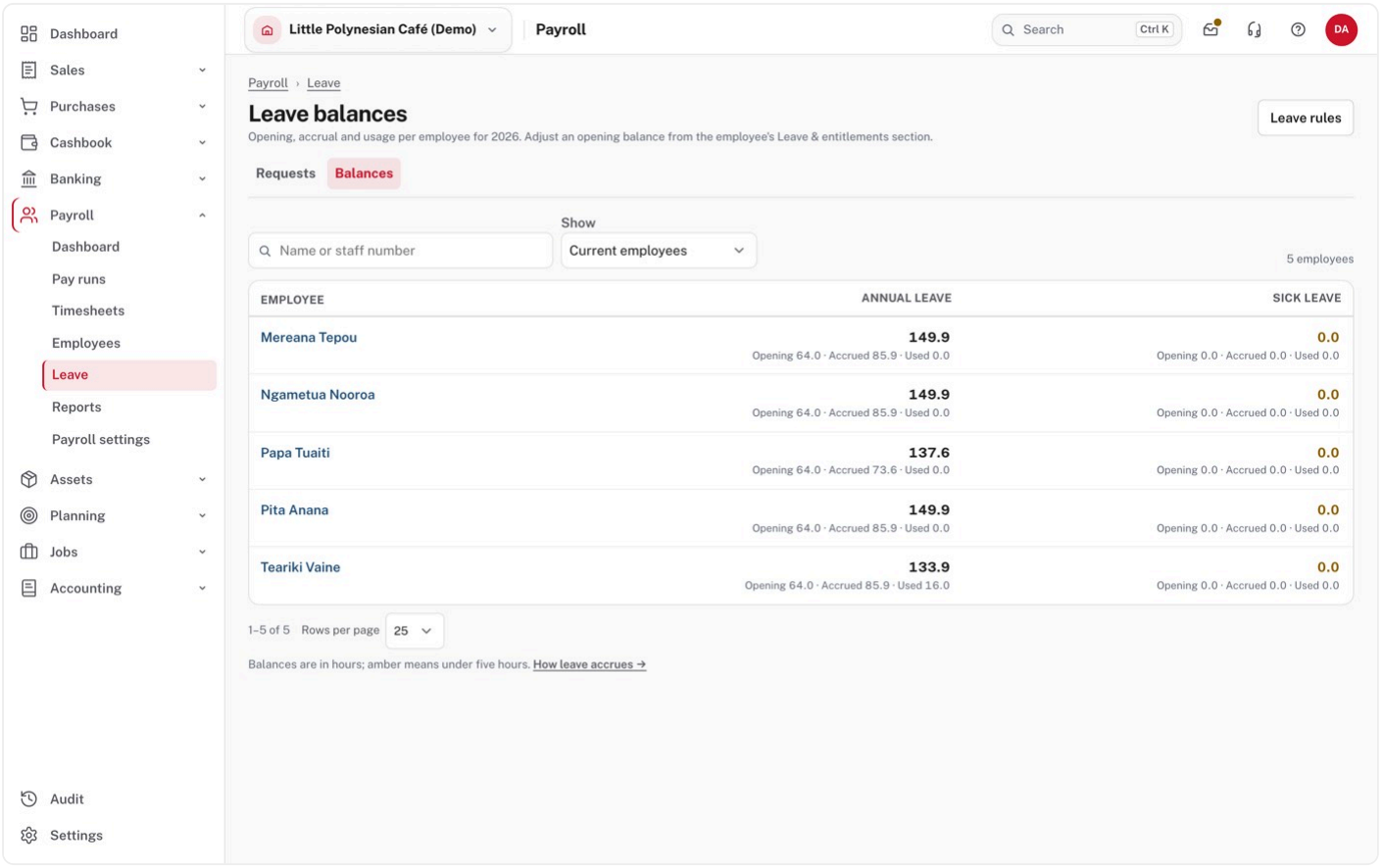


A day whose hours worked and leave come to more than the person's usual day has its **Day total** underlined, because the day may be paid twice. If the leave replaces the work, take the hours off **Ordinary**. (Not shown in the demo: taken from Easy's Help.)

Someone paid their standard pay with no timesheet can have leave added from their payslip in the pay run instead, with **Add leave** on the payslip (Paid leave in a pay run). (Not shown in the demo: taken from Easy's Help.)

Step 5. Read the balances

Payroll → Leave → Balances.



Each employee and leave type shows the **balance** in hours, with **Opening**, **Accrued** and **Used** beneath. Amber means under five hours. Search by name or staff number, and filter with **Show**: current employees, low balance, former employees or everyone. Leave that is approved but whose pay run is not finished yet is not in **Used**: Pita Anana's 24 hours are still reserved, not used. **Leave rules** (top right) opens the leave types and their entitlements.

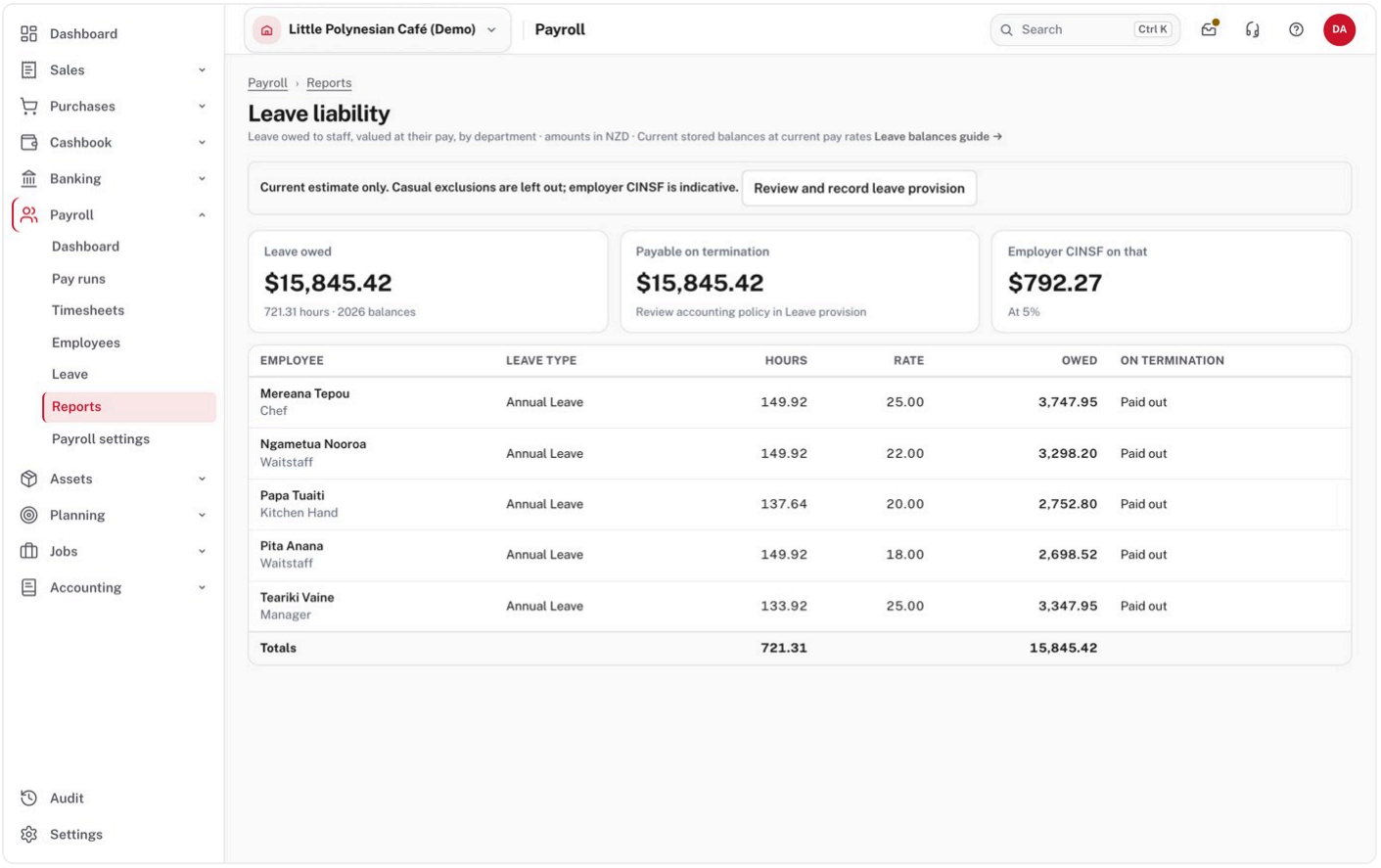
How it builds up:

- **Accrual.** Leave accrues when a **normal pay run is finished**. A type set to accrue pro rata builds a little each pay period. A type granted on the **work anniversary** (usually sick leave) gives the whole year's hours at once, on the start date and then on each anniversary. An extra one-off payment does not accrue leave.
- **A new year.** Balances are kept per calendar year, and each type's **Carry unused hours into the next year** switch decides what the new year starts with: *carry over* (usually annual leave), *last until next anniversary* (sick leave), or *reset on 1 January*.
- **Opening balances.** To set where someone starts, use **Adjust** on their **Leave & entitlements** section (chapter 1).
- **First leave.** *Months of service before first leave* in the leave rules sets a wait before a type can be taken (the Act allows up to six months).
- **Time in lieu and special leave.** Hours you grant by hand are added from the employee's **Leave & entitlements** with **Grant hours**, and correct with **Undo** (Time in lieu and special leave). (Not shown in the demo: taken from Easy's Help.)

More detail: Leave balances and accrual.

Step 6. What the business owes in leave

Payroll → Reports → Leave liability.



It values every active employee's current balance at their pay (the hourly rate, or the period salary over the ordinary hours) and shows the **leave owed**, the amount **payable on termination**, and the **employer CINSF** on that, with each person's hours, rate and amount owed. It is a **current estimate only**: casual exclusions are left out and the employer CINSF is indicative. Where employees have a department, it is shown by department first.

To put the amount in your accounts, choose **Review and record leave provision**. That opens the Leave provision screen, where an accountant reviews the leave owing at a month or year end and records one adjusting journal (After the pay run, step 5).

When someone leaves

Each leave entitlement rule has a **Pay out on termination** setting. *Paid out*: the unused balance is cashed out and closed when the employee's final pay run is finished. *Forfeited*: the balance is lost (sick leave, usually). See Starters, leavers and changes to pay.

Check before you continue

Check before you continue

- ◯ Every leave request is entered with the right type, dates and **hours**, and has been decided.
- ◯ Approved leave appears on the timesheet before the pay run is built.
- ◯ After the pay run is finished, the balance has come down by the leave taken.
- ◯ Balances look right, and no one has an unexpectedly low (amber) balance.
- ◯ At month or year end, if your accountant wants it, the leave provision has been reviewed and recorded from **Leave liability**.

Extra one-off payments and back pay

Not everything paid through payroll is a regular pay-day run. A **bonus**, a **correction**, a **reimbursement** or any other extra payment is made as an **extra one-off payment**: a separate pay run, outside the pay calendar. **Back pay** is the arrears that build up when someone's pay rate is changed from a date in the past. This chapter covers both.

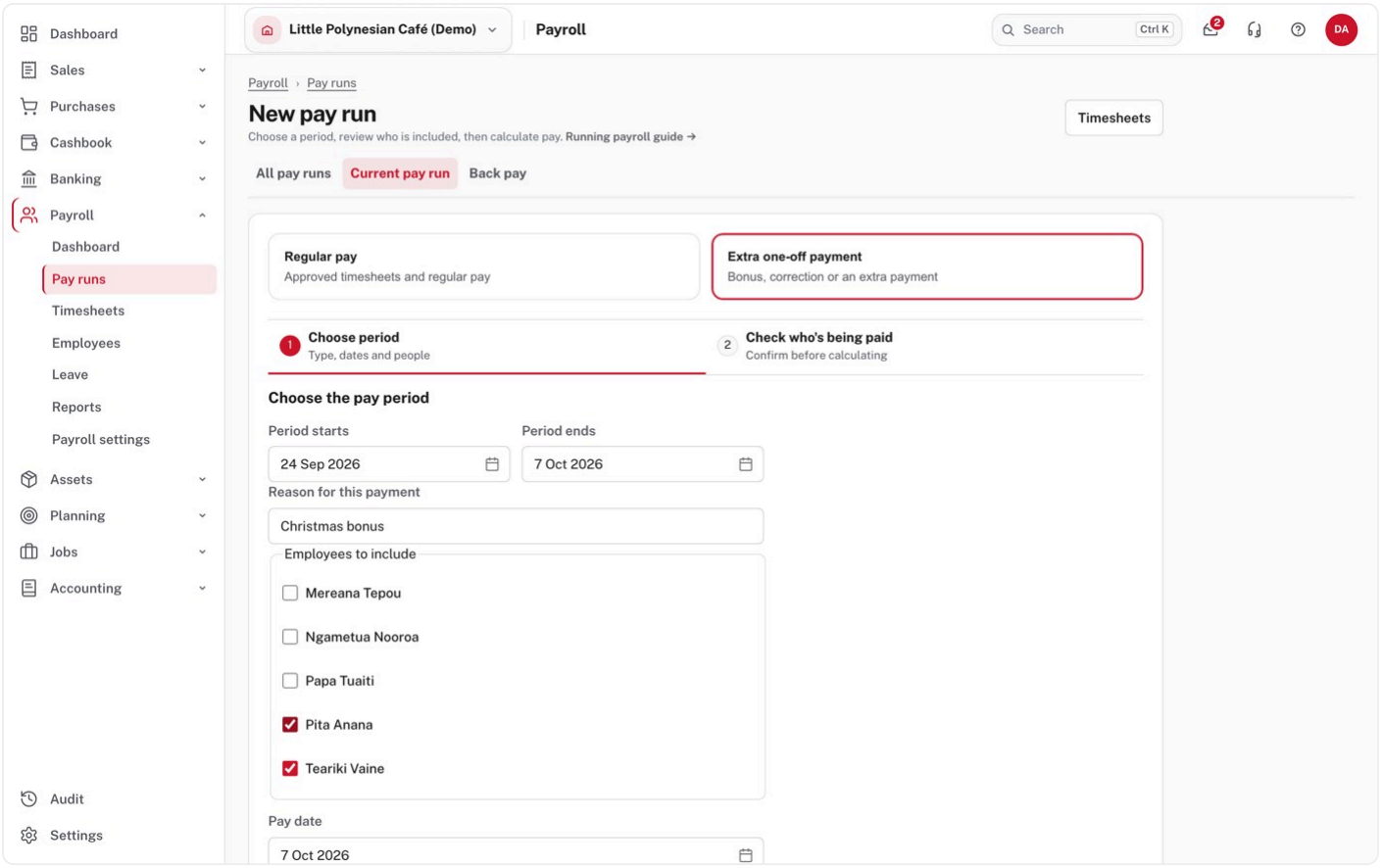
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The bonus and amounts are examples.

Before you start

- **Full Payroll is on**, and payroll is set up (Set up payroll).
- You know **who** is being paid, **what for**, and **how much**, and whether the amount is **gross** (before tax) or what the person should **take home**.
- **A bonus has tax and CINSF taken** (see step 3), so work out the net figure before you promise it.
- For a final pay when someone leaves, **don't use this**: start from their employee record (Starters, leavers and changes to pay).

Step 1. Start an extra one-off payment

Payroll → Pay runs → + New pay run, then choose **Extra one-off payment** (the other choice is *Regular pay*).

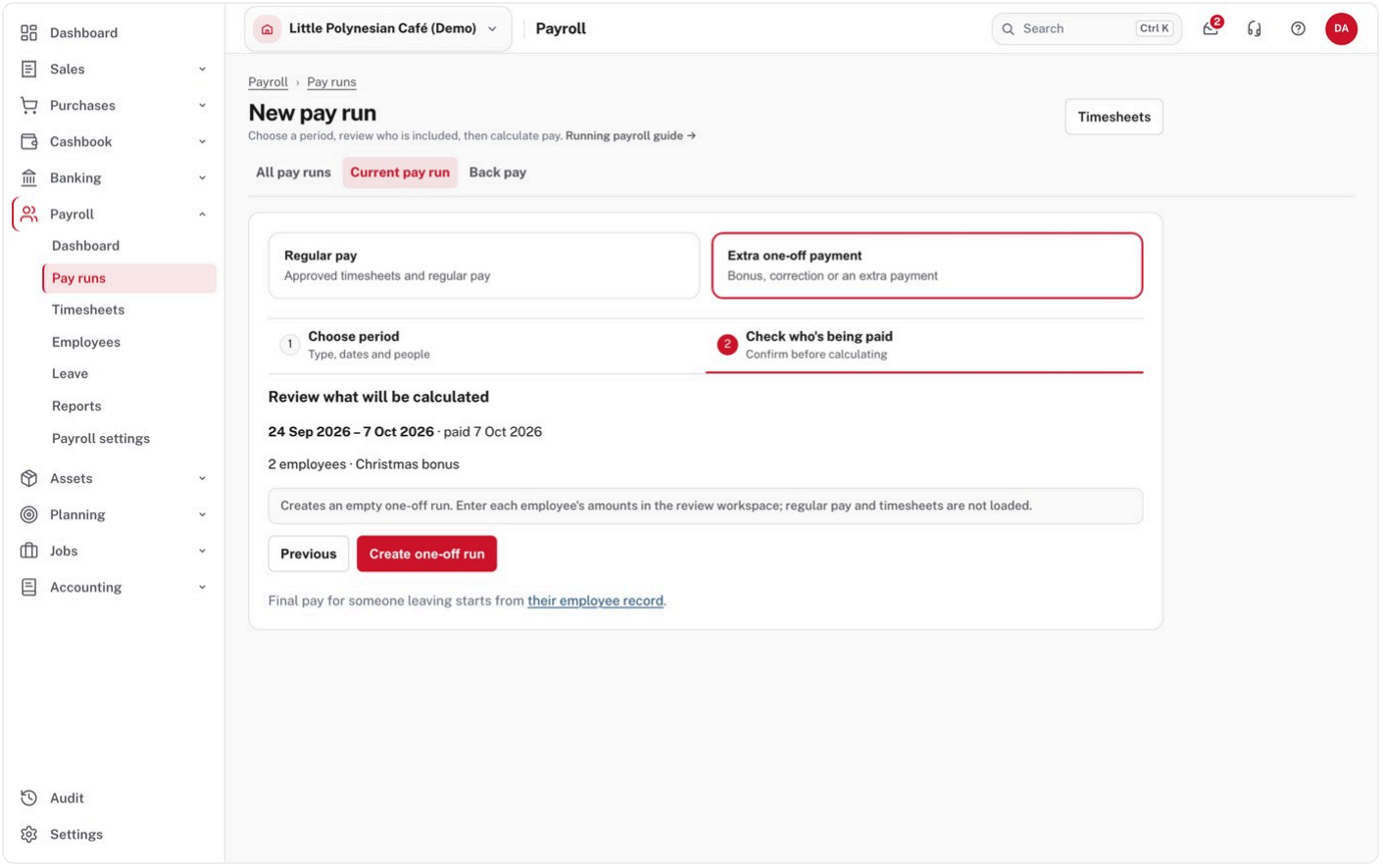


- **Period starts / ends**: the dates this payment is for. They default to the last fortnight to today and can be changed.
- **Reason for this payment**: a short name, such as *Christmas bonus*. It is kept with the run and shows on the list.
- **Employees to include**: tick each person. **No one is ticked to begin with**, and the button stays greyed out until you tick someone and give a reason.
- **Pay date**.

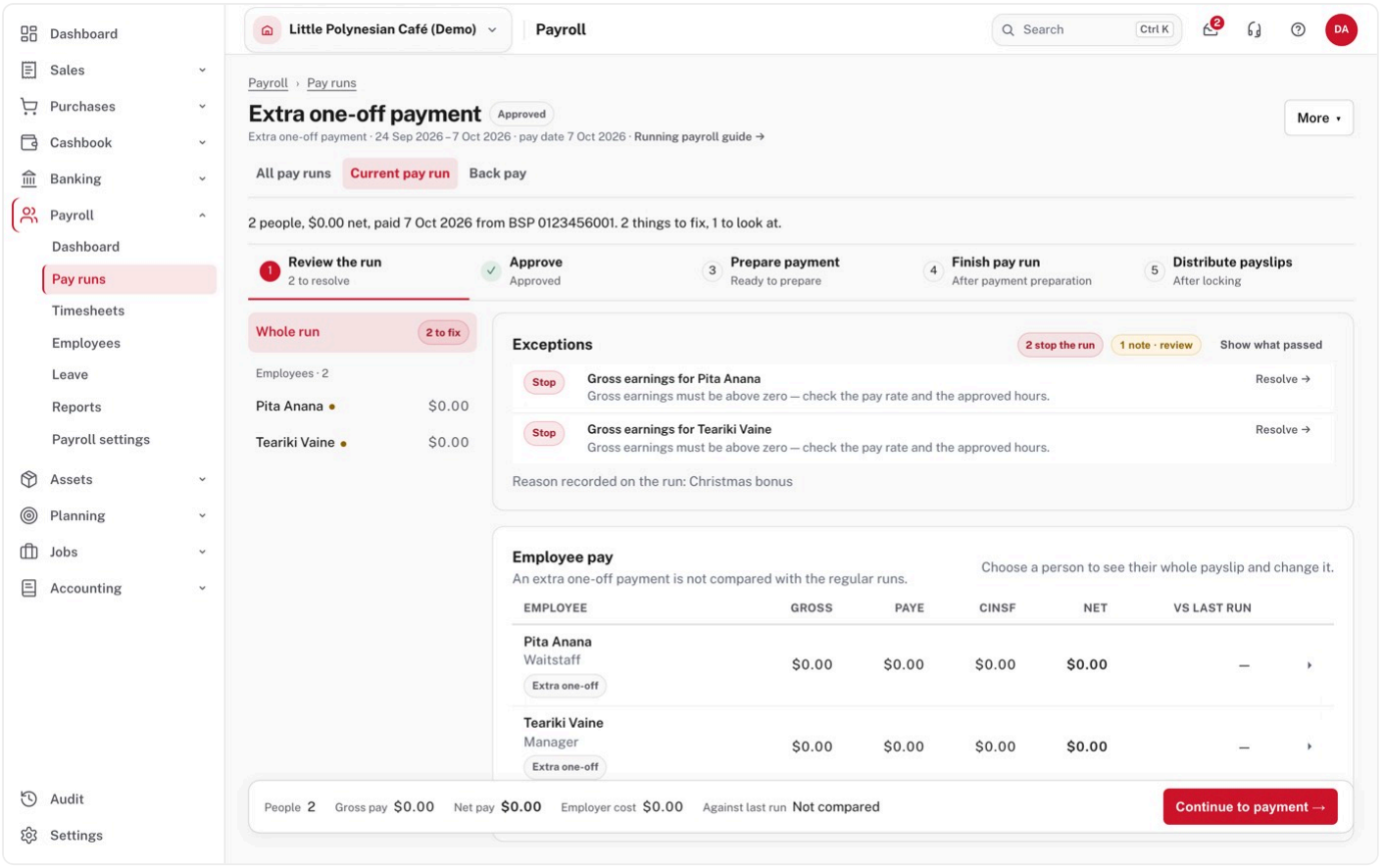
Choose **Next: check who's being paid**.

> **An extra payment does not block the regular one**
>
> An extra one-off payment is outside the one-payroll-per-period rule, so an open regular period does not block it. **Leave is not accrued** for it, so a later regular pay run for the same period still accrues correctly. A regular run, by contrast, must be finished before the next regular period starts.

Step 2. Check and create the run



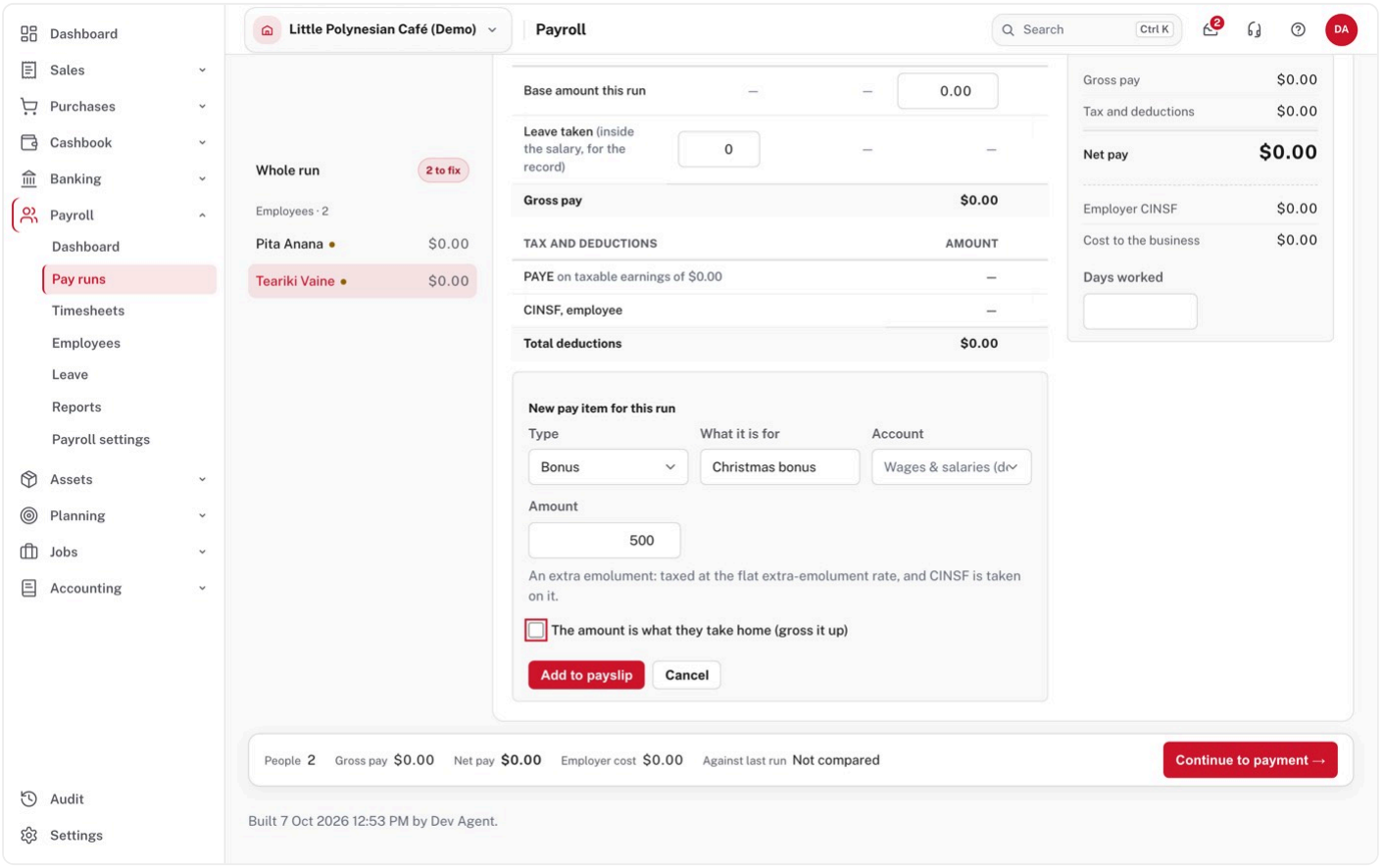
The page confirms **who and what**, and says *"Creates an empty one-off run. Enter each employee's amounts in the review workspace; regular pay and timesheets are not loaded."* **An extra payment starts empty**: the employee's regular allowances and deductions are **not** added, because regular pay already pays and takes them. Choose **Create one-off run**.



The run opens with the same four steps as a regular one (**Review, Approve, Finish, Pay & payslips**), with each person at $0.00. Until you add something, the run says there are **things to fix**.

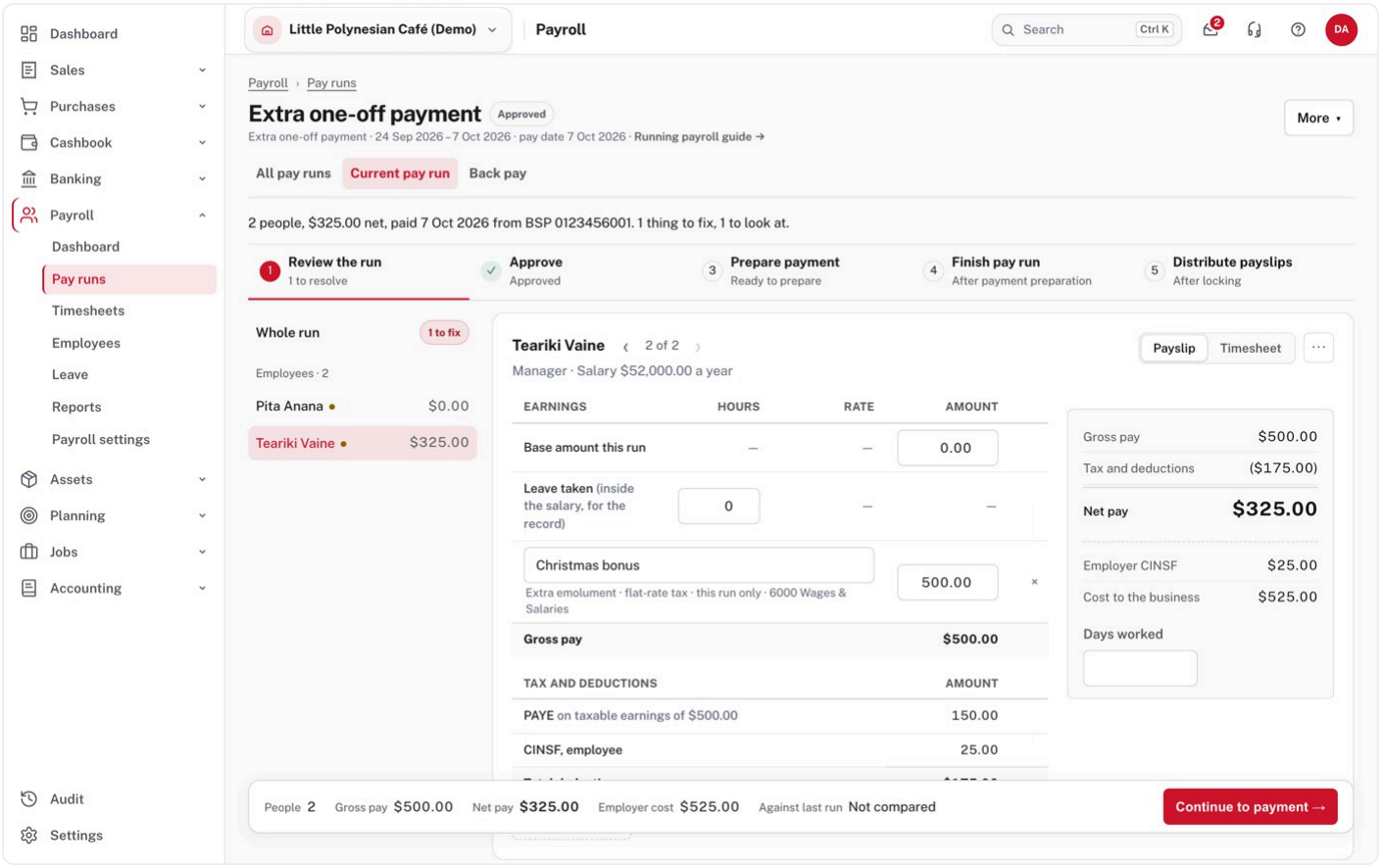
Step 3. Add what each person is paid

Choose a person, then **+ Add pay item** (scroll down to its form).



- **Type**: **Bonus**, **Back pay**, **Allowance**, **Reimbursement** or **Deduction**.
- **What it is for**, and the **account** it is recorded against (wages and salaries is filled in).
- **Amount**.
- **The amount is what they take home (gross it up)**: tick it if you promised a net figure. Easy works back to the gross.

The page explains the tax treatment of the type you chose. For a **bonus**: *"An extra emolument: taxed at the flat extra-emolument rate, and CINSF is taken on it."* Choose **Add to payslip**.



The payslip updates: **gross pay** $500.00, **tax and deductions** ($175.00) (PAYE $150.00 and the employee's CINSF $25.00), **net pay $325.00**, and **employer CINSF** $25.00, giving a **cost to the business** of $525.00. **The cost is more than the bonus**: the employer's CINSF comes on top.

- A **reimbursement** (money paying back an expense the employee met) is **not earnings and has no CINSF**. Mark a non-taxable pay item as a *Reimbursement*. An expense claim paid with the pay is always a reimbursement.
- A **lump sum paid on leaving** (a bonus, gratuity or retiring allowance) added to the final pay has no CINSF; holiday pay paid out on leaving still does. See How an employee's pay is calculated.
- **Allowances and deductions that recur** belong on the employee's record as pay items, not here: they are pulled into every regular run.
- **Back pay as a pay item** is for a one-off you work out yourself. The automatic kind is in step 5.

Do the same for each person. Remove a pay item with the × beside it, and use **Take off this run...** (the ⋯ beside the name) for someone who shouldn't be paid, giving a reason.

Step 4. Approve, pay and finish

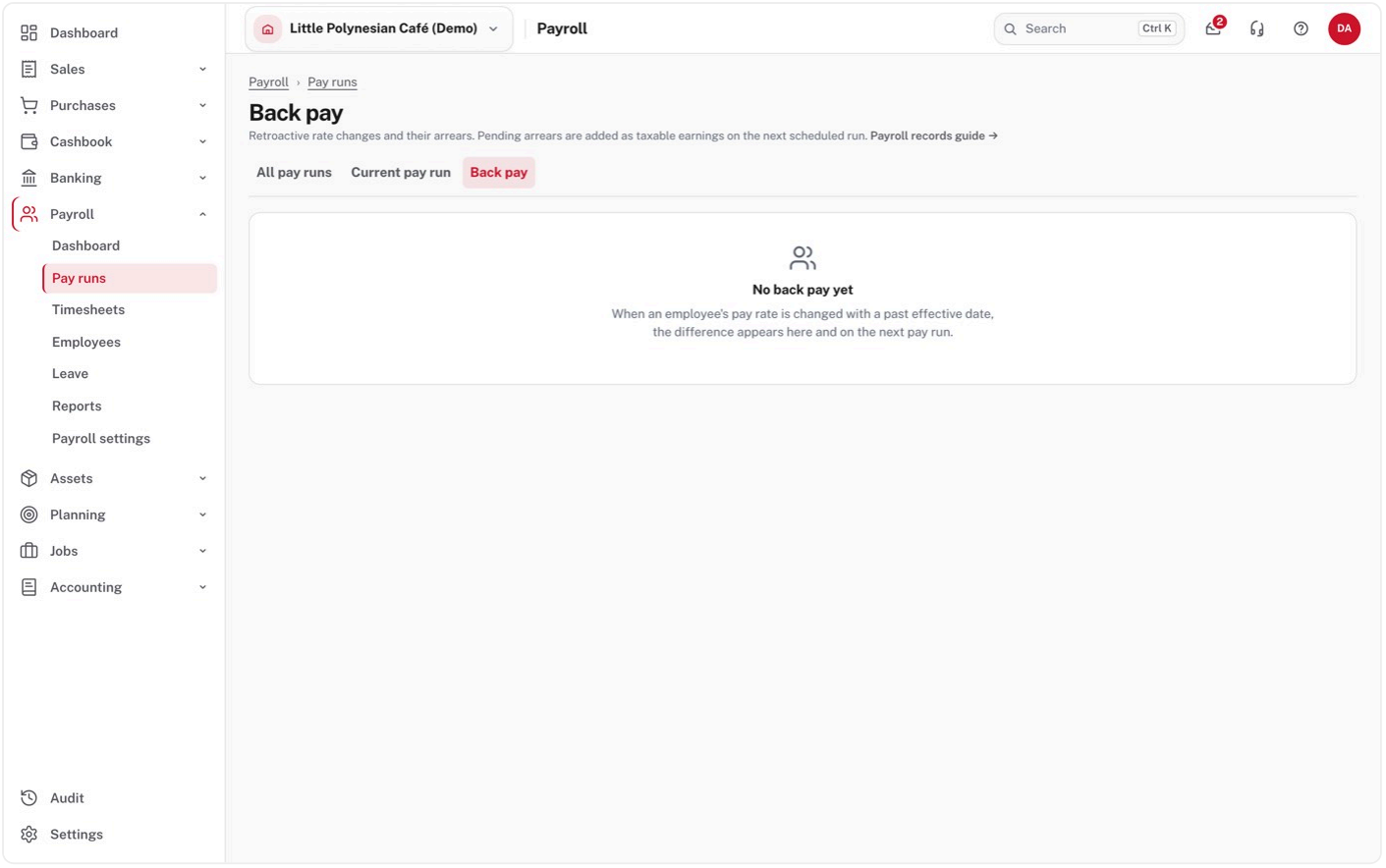
From here the run behaves like any other. Use **Continue to finish →** and follow the steps in Run a pay period (steps 4 to 6): **Approve** (if your policy needs a second person), **Finish pay run** (this records the pay and **can't be undone from the run**), then **Pay & payslips** (the bank file, the printed reports and the payslips). The same checks apply: the bank details must be complete, and the run is locked once finished.

Check the net, not just the gross

Tax and CINSF come out of a bonus, so the person receives less than the bonus. If you meant the person to **take home** the full amount, tick **gross it up** so Easy works back to the gross.

Step 5. Back pay

When someone's pay rate is changed **with a date in the past**, the difference for the days already paid is **back pay**.



Payroll → Pay runs → Back pay lists each retroactive rate change and the arrears it queued. Here it says *No back pay yet*: it fills only when a rate is changed from a date in the past. A **pending** row is added automatically as a **taxable earning line on the next scheduled pay run**, so you do not enter it by hand.

- To change a rate, edit the employee's **Pay & work pattern** and give the new rate its **effective from** date (Set up payroll, step 9). The previous rate closes the day before.
- If your company asks for approval of **pay-rate changes**, the employee's pay waits for the decision: the bank file and **Finish pay run** refuse a run while a change on it is waiting. **Declining** puts the previous rate back and removes any back pay it queued that has not been paid. See Payroll approvals and controls.
- The **Rate history** on the employee's record lists every rate they have been paid at, newest first.

If something looks wrong

What you see	What to do
The run says there are things to fix	An employee has nothing on their payslip yet, or a bank detail is missing. Add the item, or take the person off.
The net is lower than the bonus	Normal: PAYE and employee CINSF are taken. Tick **gross it up** if the person should take home a set amount.
A regular run is blocked	An earlier regular period is still open. Finish it first. An extra payment is not blocked.
A finished run was wrong	Undo it from its payroll record (**Undo this pay run**), then make it again.

Check before you continue

Check before you continue

- ◯ The reason is clear, the right people are ticked, and each has the right pay item with the right amount.
- ◯ You checked the net pay and the employer's cost, not only the gross.
- ◯ Reimbursements are marked as reimbursements, so no CINSF is taken on them.
- ◯ The run is approved, the bank file is uploaded to the bank, and the run is finished and locked.
- ◯ Back pay from a rate change appears on the next scheduled run, and the amounts agree with the rate history.

Starters, leavers and changes to pay

People join, leave and get raises. Each needs its own handling in payroll, and each is a place where mistakes cost money or break the law. This chapter covers adding a **starter**, paying a **leaver** their final pay, and the **records** you keep for both.

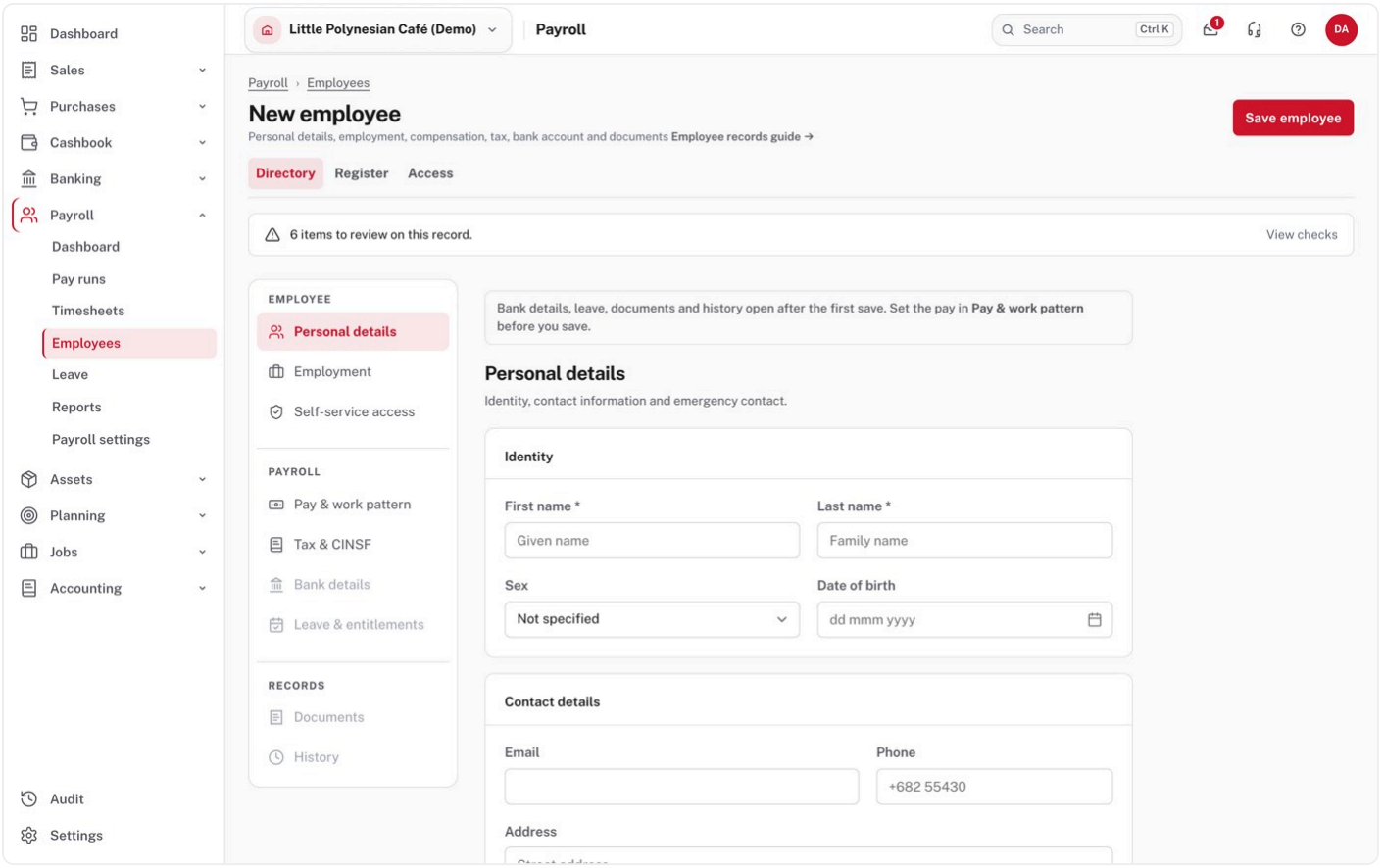
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*. The starter, *Moana Rakei*, and the leaver, *Papa Tuaiti*, are examples. The final pay is a draft that was not finished.

Before you start

- **Full Payroll is on** and payroll is set up (Set up payroll), with a pay calendar and the PAYE and CINSF rules.
- For a **starter**, have their name, start date, position, pay rate or salary, RMD PAYE reference, CINSF number, bank account, and a signed employment agreement.
- For a **leaver**, know their **last day**, any **notice** to be paid in lieu, and why they are leaving.
- **Check who approves.** Your company can ask for a second person to approve **new employees**, **pay-rate changes** and **terminations** (Payroll settings → Approvals). The changes save straight away, but the person's pay waits for the decision, and the bank file and **Finish pay run** refuse a run while one is waiting. See Payroll approvals and controls.

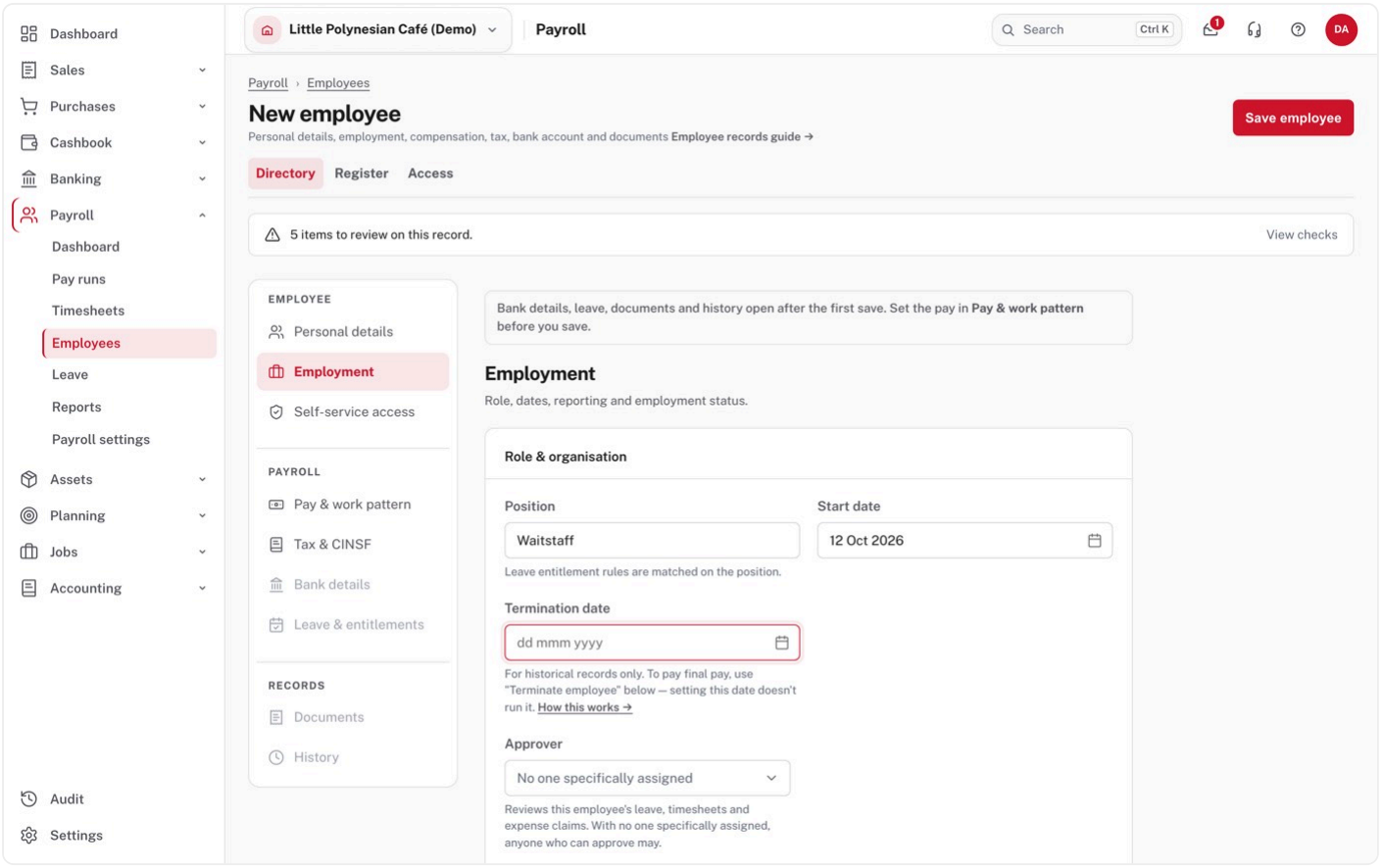
Part 1. Add a starter

Payroll → Employees → + Add employee (the **Directory** tab).

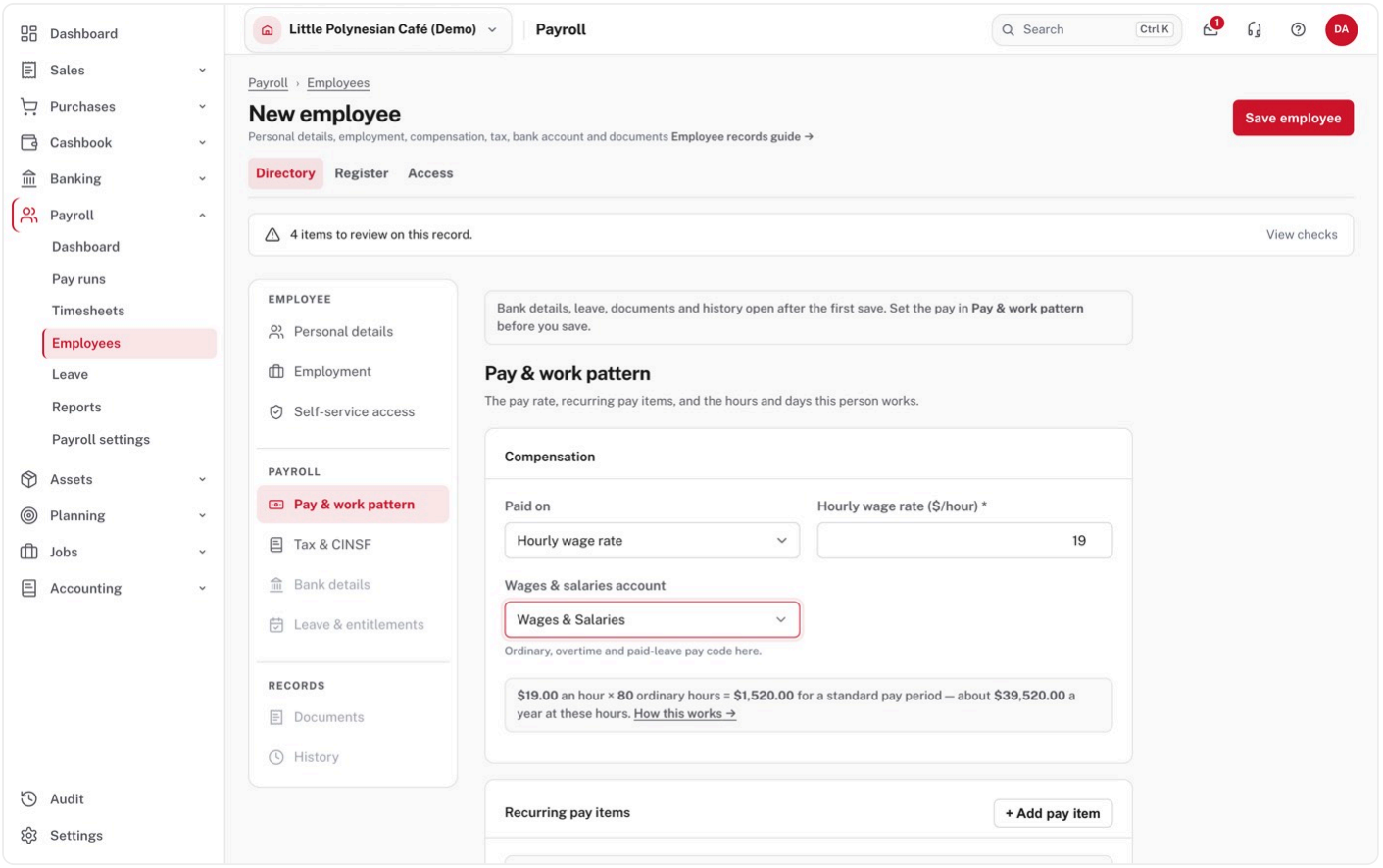


The form has sections down the left: **Personal details**, **Employment**, **Self-service access**, **Pay & work pattern**, **Tax & CINSF**, **Bank details**, **Leave & entitlements**, **Documents** and **History**. **Bank details, leave, documents and history only open after the first save**, and the page tells you to **set the pay in Pay & work pattern before you save**. Changes across the sections save together with **Save employee**.

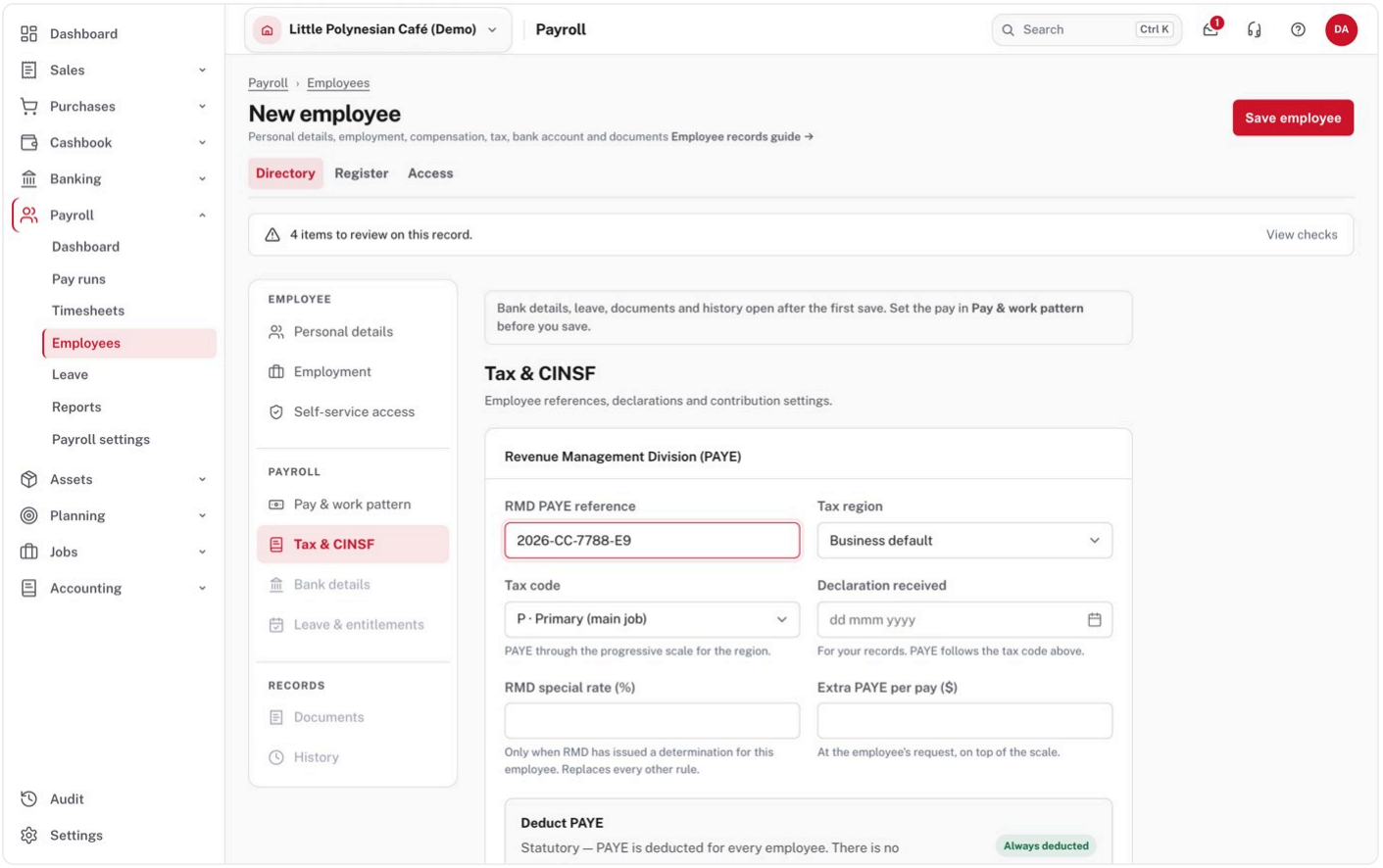
1. **Personal details**: first and last name (required), sex, date of birth, email, phone, address and an emergency contact. An **email** lets the person be invited to self-service and receive payslips.
2. **Employment**: the **position** (the leave rules are matched on it), the **start date**, an approver for their leave and timesheets, an outlet and project, a contract end date, a clock or badge number, and any work permit.



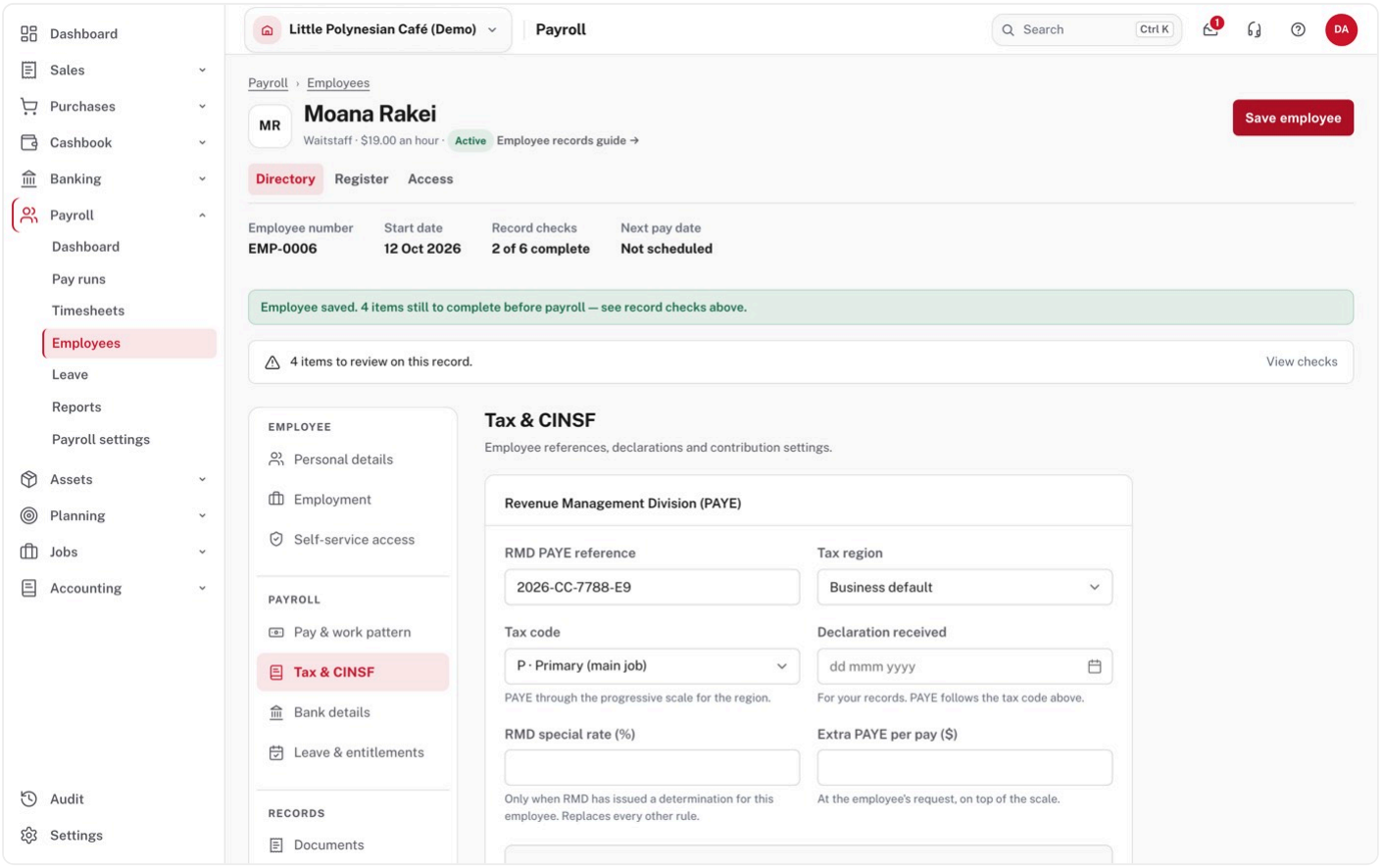
1. **Pay & work pattern**: choose **Annual salary** or **Hourly wage rate**, enter the amount, the **wages account**, and a **work pattern** (or their own days and hours).



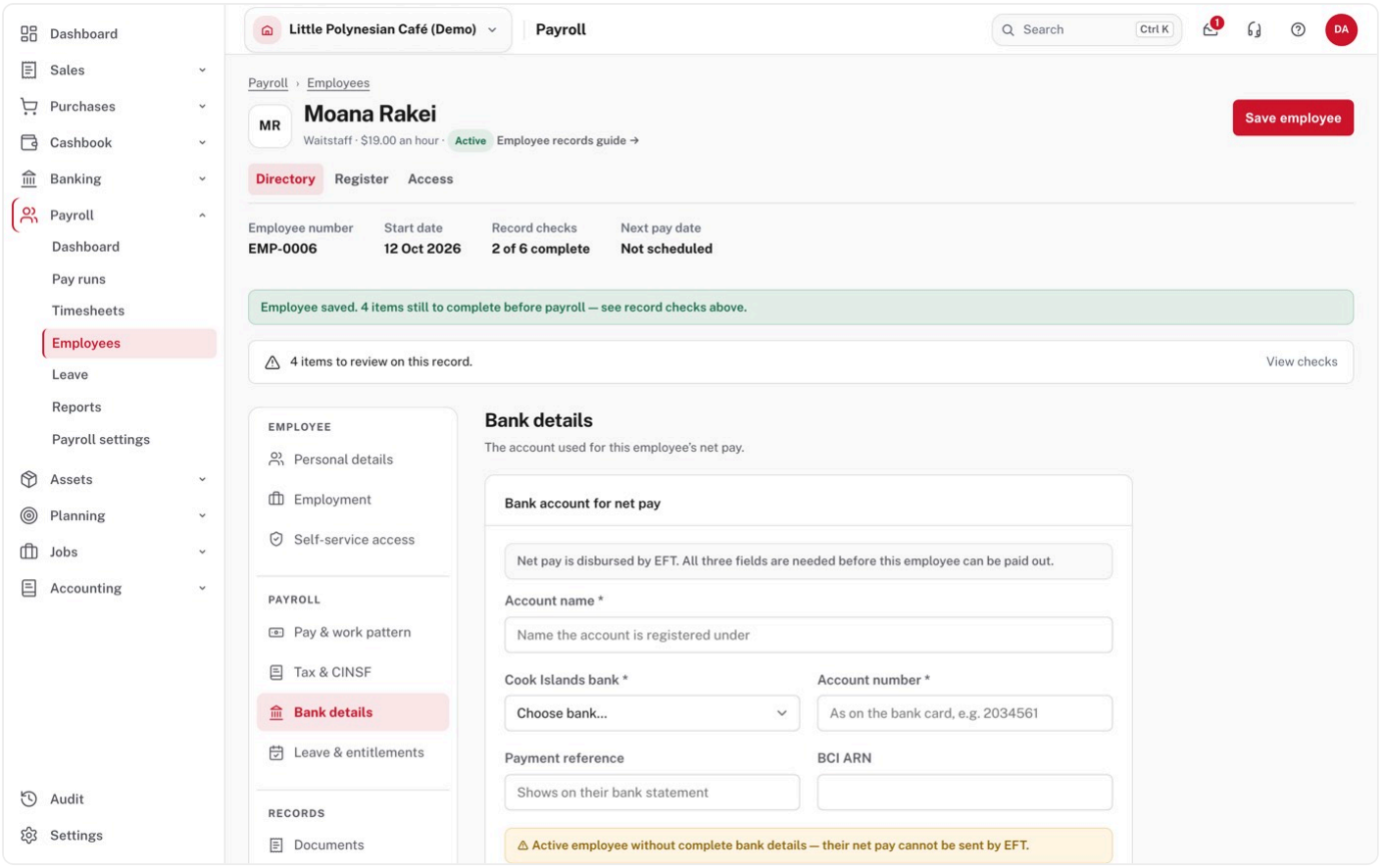
1. **Tax & CINSF**: their **RMD PAYE reference**, **tax region** (the business default unless they differ), **tax code** (*P*, the primary job, unless told otherwise), the declaration date, and any special rate or extra PAYE RMD has told you about. CINSF is set here too.



Choose **Save employee**.



The person is **Active** with a staff number (**EMP-...**). The page says what is still to do: *"Employee saved. 4 items still to complete before payroll."* **Record checks** counts six things that must be in place before the person can be paid correctly; **View checks** lists what is missing. Work through them: the next is **Bank details**.

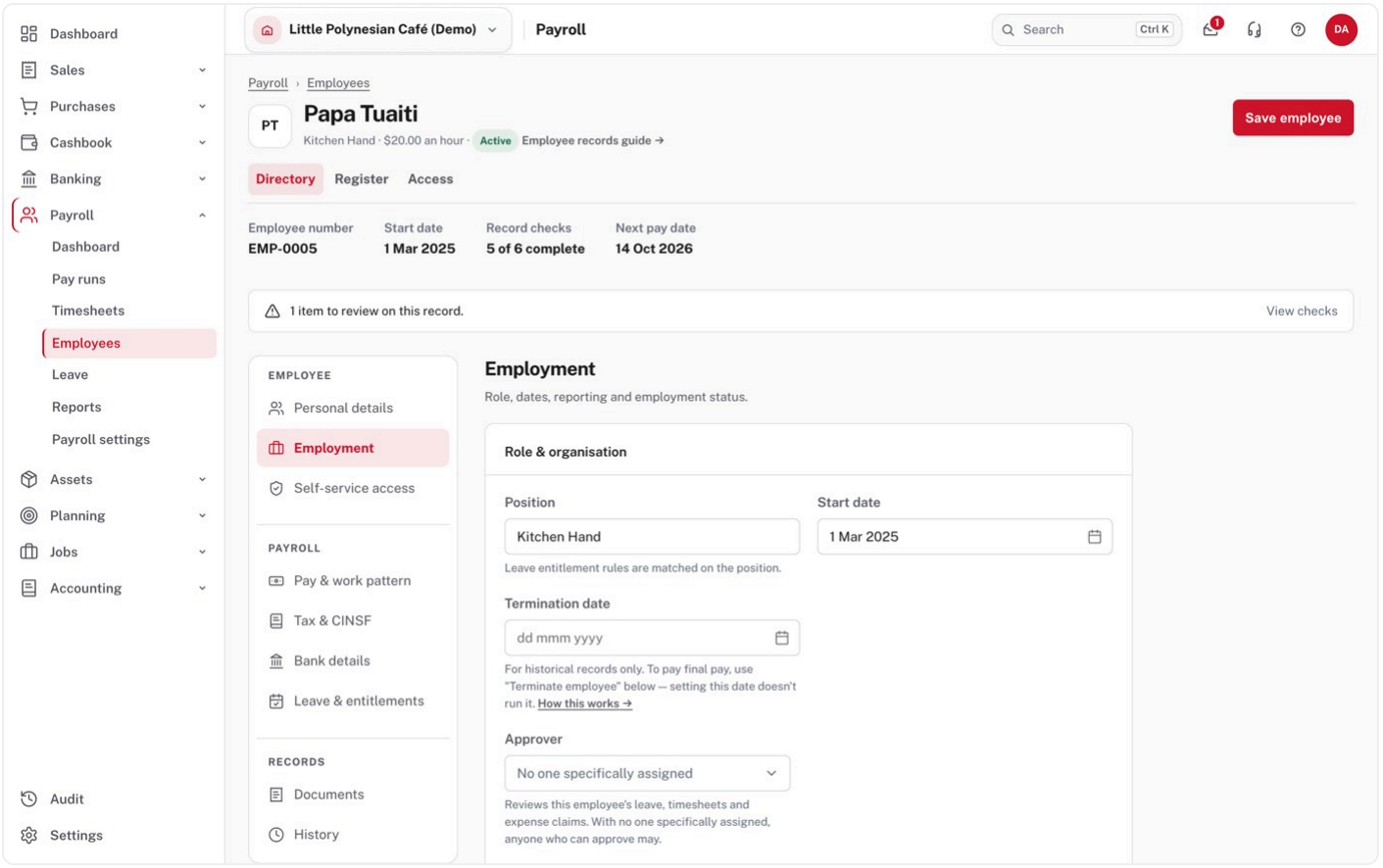


An active employee with a missing rate or bank account **can't be paid correctly**, and the Employees list shows how many. When bank-detail approval is on, a **different person must confirm** the account before the person can be paid by bank transfer. An hourly employee who is paid from timesheets appears on the Timesheets screen from their start date. For their first leave balance, see Leave.

More detail: Employee records.

Part 2. A leaver: paying final pay

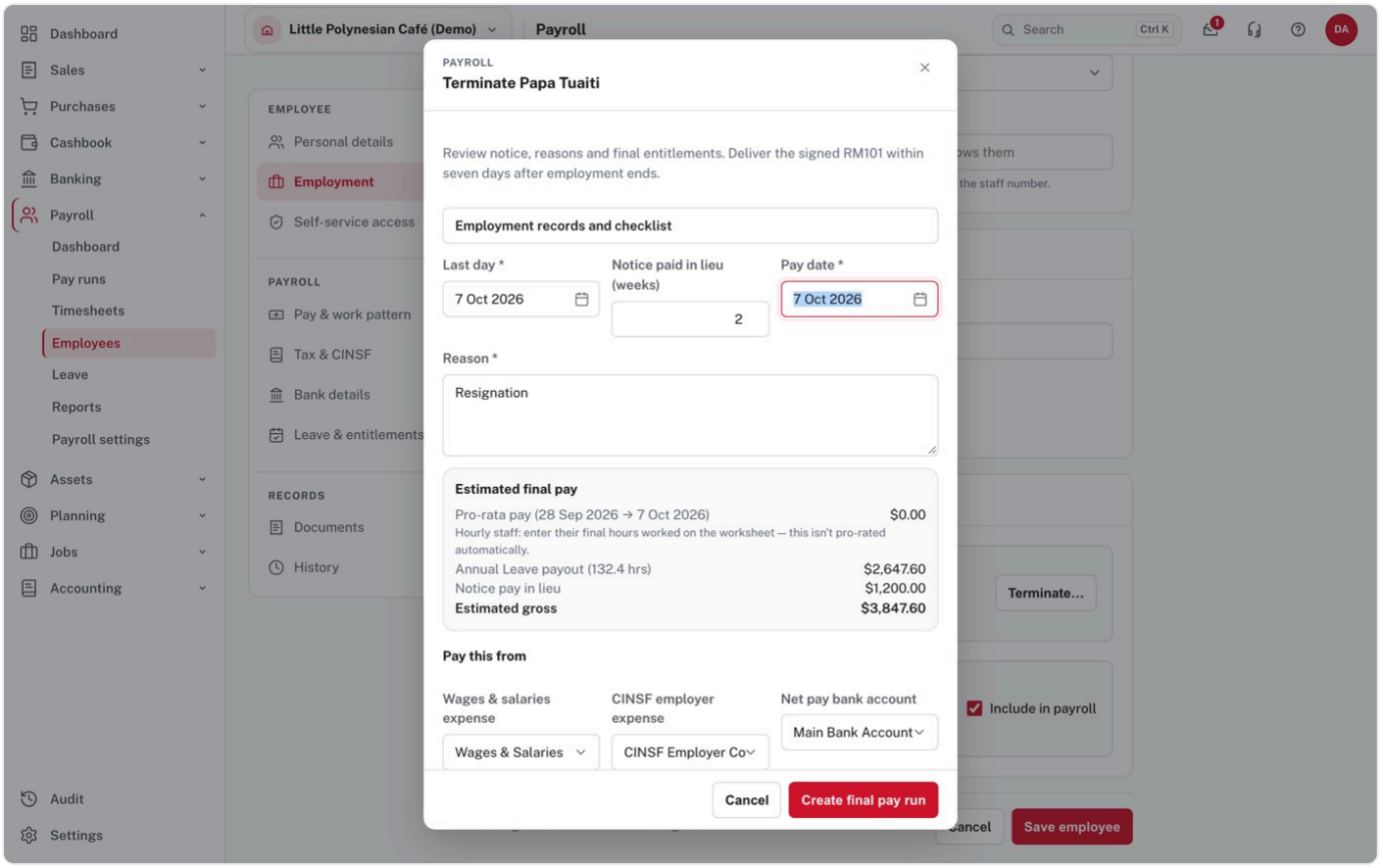
Open the employee, then **Employment**.



Use Terminate, not the termination date

The **Termination date** box is *"for historical records only"*. **Setting it does not run final pay, deactivate the person, or close their leave.** To pay someone their final pay, use **Terminate...** under *Employment status*.

Choose **Terminate...**.



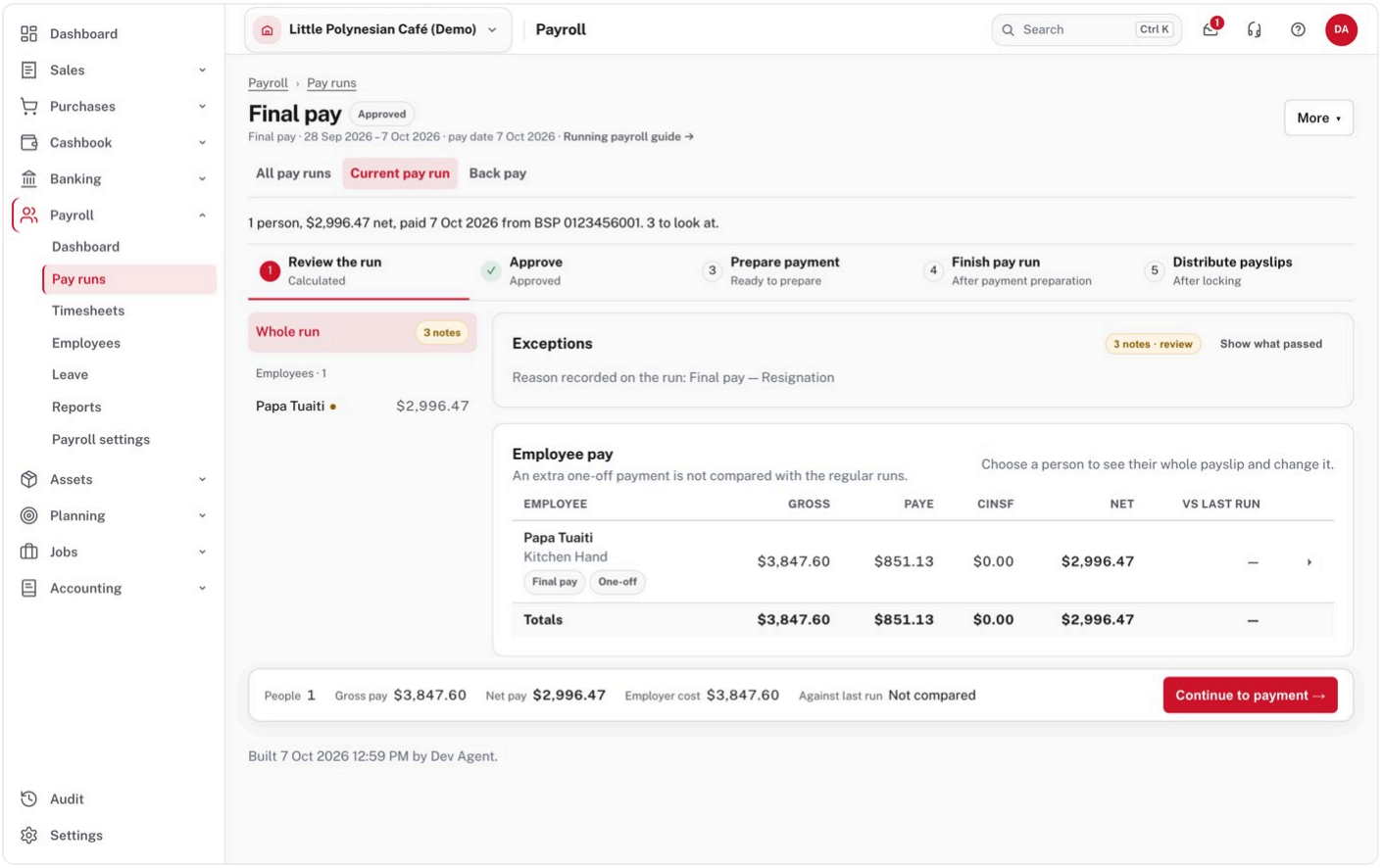
Fill in:

- **Last day**, **Notice paid in lieu (weeks)** and **Pay date**.
- **Reason** (required): resignation, redundancy, end of contract. It is kept on the run and in the audit trail.
- **Pay this from**: the wages expense, CINSF employer expense and net-pay bank account.

The **estimated final pay** is shown before you commit: **pro-rata pay** to the last day, the **annual leave payout** for the unused balance (at the person's rate), and **notice pay in lieu**. For an **hourly** employee Easy does not pro-rate: *enter their final hours worked on the worksheet*. Whether leave is paid out or forfeited depends on each leave type's **Pay out on termination** setting (Leave).

> **Nothing is recorded yet**
>
> Choosing **Create final pay run** only **drafts** the run. Nothing is recorded until you review and finish it, and finishing it **deactivates the person and closes their termination-payable leave**.

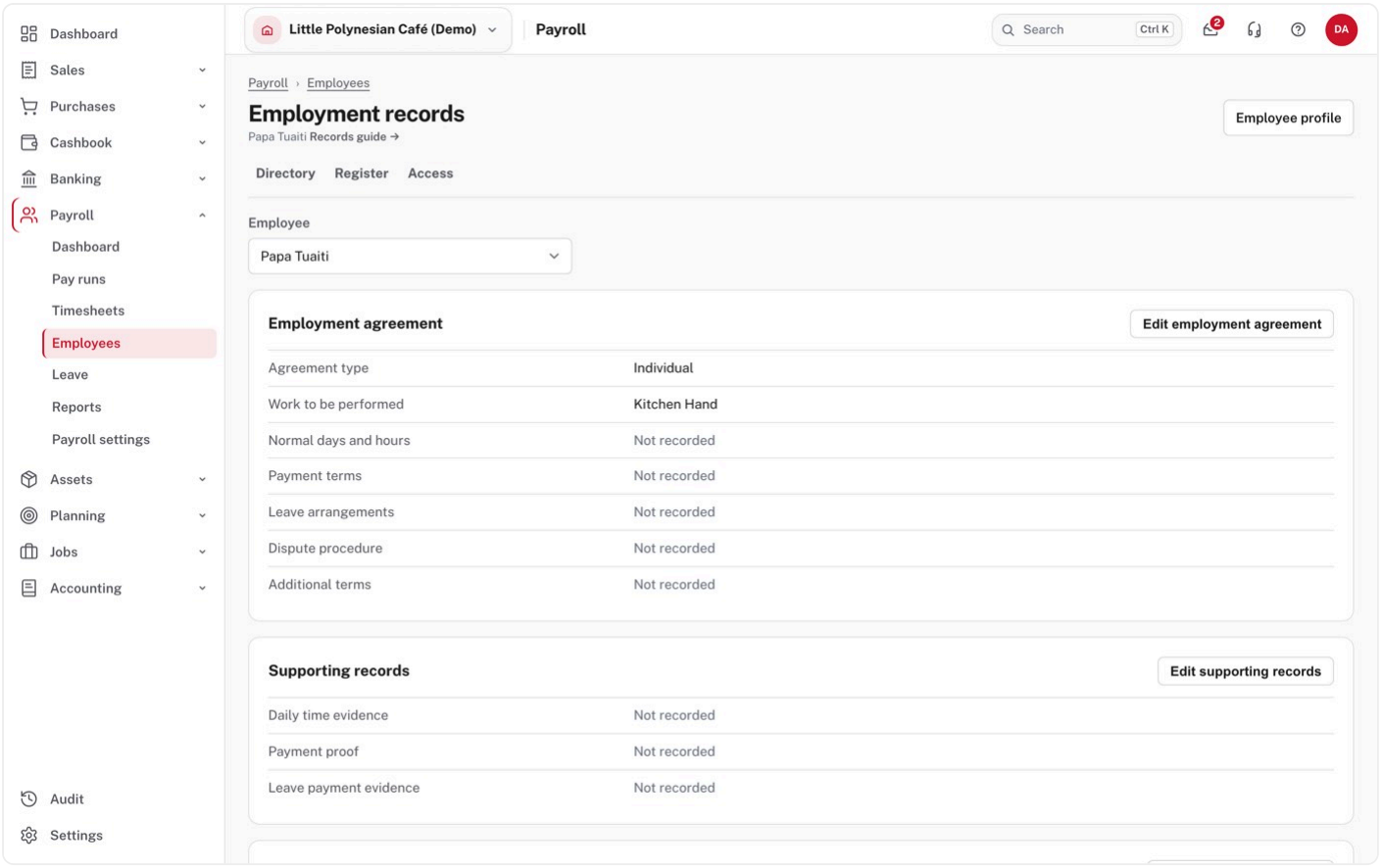
Choose **Create final pay run**.



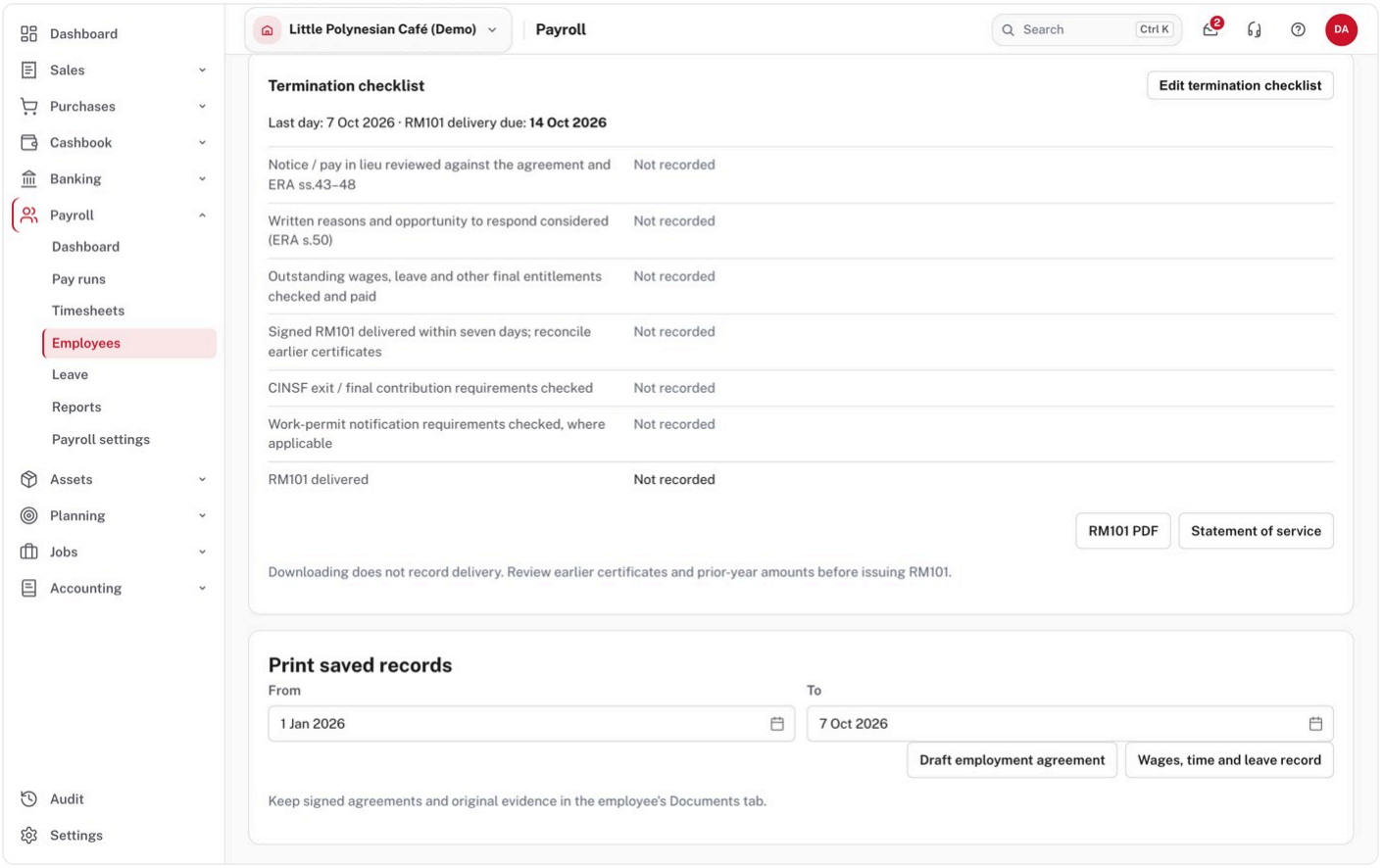
The run opens like any other, labelled **Final pay** and **One-off**, with the reason recorded. It is **not compared with regular runs**. Open the person to check their payslip, change any figure, or add a pay item (a lump sum, a deduction). **A lump sum paid on leaving** (a bonus, gratuity or retiring allowance) added to the final pay has **no CINSF**; holiday pay paid out on leaving still does. Then continue to finish and pay it as in Run a pay period, steps 4 to 6. The payslip then goes to the person with their final pay.

Part 3. Employment records and the leaving checklist

Payroll → Employees → Employment records keeps the paperwork the law asks you to hold. Choose the employee.



- **Employment agreement**: the agreement type (individual or collective), the work to be performed, normal days and hours, payment terms, leave arrangements, dispute procedure and additional terms. The **individual agreement PDF** is an **unsigned draft**: complete every missing field, review the terms against the requirements, agree and sign the final version, give the employee a copy, and attach the signed original in the employee's **Documents**. For a collective agreement, record its title, expiry and classification; the individual template is unavailable.
- **Supporting records**: daily time evidence, payment proof and leave payment evidence. The **wages, time and leave record** prints the chosen period's finished or locked pay, approved daily timesheet entries and stored leave balances; it flags missing start and end times, payment proof and the amount paid for each leave period. A finished pay run alone does not prove the employee was paid, so record a reference to the original evidence.



- **Termination checklist** (once the person has a last day): it shows the **RM101 delivery deadline, seven days after the last day**, and a list to record: notice or pay in lieu reviewed against the agreement and the Employment Relations Act, written reasons and an opportunity to respond considered, outstanding wages, leave and final entitlements checked and paid, the signed RM101 delivered within seven days, the CINSF exit checked, and work-permit notification checked where it applies.
- **RM101 PDF** and **Statement of service**: **downloading does not record delivery.** Record the actual delivery date and an evidence reference. The RM101 is a calendar-year report, so review earlier certificates and any prior-year amounts before you issue a leaver certificate. A changed last day clears the old checklist's delivery evidence so it cannot be reused.

> **The checklist helps you remember; it doesn't decide anything**
>
> It does not decide dismissal grounds or legal compliance. Review the agreement and the circumstances, and take advice where needed.

More detail: Employee records and Leave balances and accrual.

Part 4. Changes to pay

- **A pay rise.** Change the rate on **Pay & work pattern** and give the new rate its **effective from** date. The previous rate closes the day before. If the date is in the past, the difference is queued as **back pay** and added to the next scheduled run (Extra one-off payments and back pay).
- **A bank-account change.** A different person must confirm it before the employee can be paid by bank transfer; until then the old account is used. When an employee asks from self-service, nothing changes straight away.
- **Split pay.** Part of net pay can go to up to three other accounts (a savings account, a family member), each a fixed amount or a share; the main account gets the rest. Adding or changing one is a bank-account change like any other.
- **Voluntary CINSF.** On **Tax & CINSF**, **Add voluntary contribution** sets an extra amount from the employee's own pay: a fixed amount or a percentage, from a date. The employer does not match it.
- **Who made a change.** The **History** section of the record lists every field-level change, newest first, so it answers who changed this person's bank details, and when.

Check before you continue

Check before you continue

- ◯ A starter's record shows **6 of 6** checks, including bank details, and a signed employment agreement is on file.
- ◯ A leaver was ended with **Terminate...** (not just a termination date), and the final pay run was reviewed before it was finished.
- ◯ Hourly leavers' final hours were entered on the worksheet, and leave was paid out or forfeited as the leave rule says.
- ◯ The **RM101** was delivered within seven days of the last day, and its delivery was **recorded** with an evidence reference.
- ◯ Pay changes have the right effective date, and any back pay shows on the next run.

Payroll returns: RM101, RM106 and the CINSF file

Payroll feeds three kinds of return, and Easy produces the figures for each: the **monthly** PAYE and CINSF (paid and filed each month), the **annual PAYE reconciliation** (**RM106**), and the **per-employee certificates** (**RM101**). This chapter is the routine for each.

Easy does not lodge anything for you. You download the file or PDF and send it to RMD or the CINSF fund yourself.

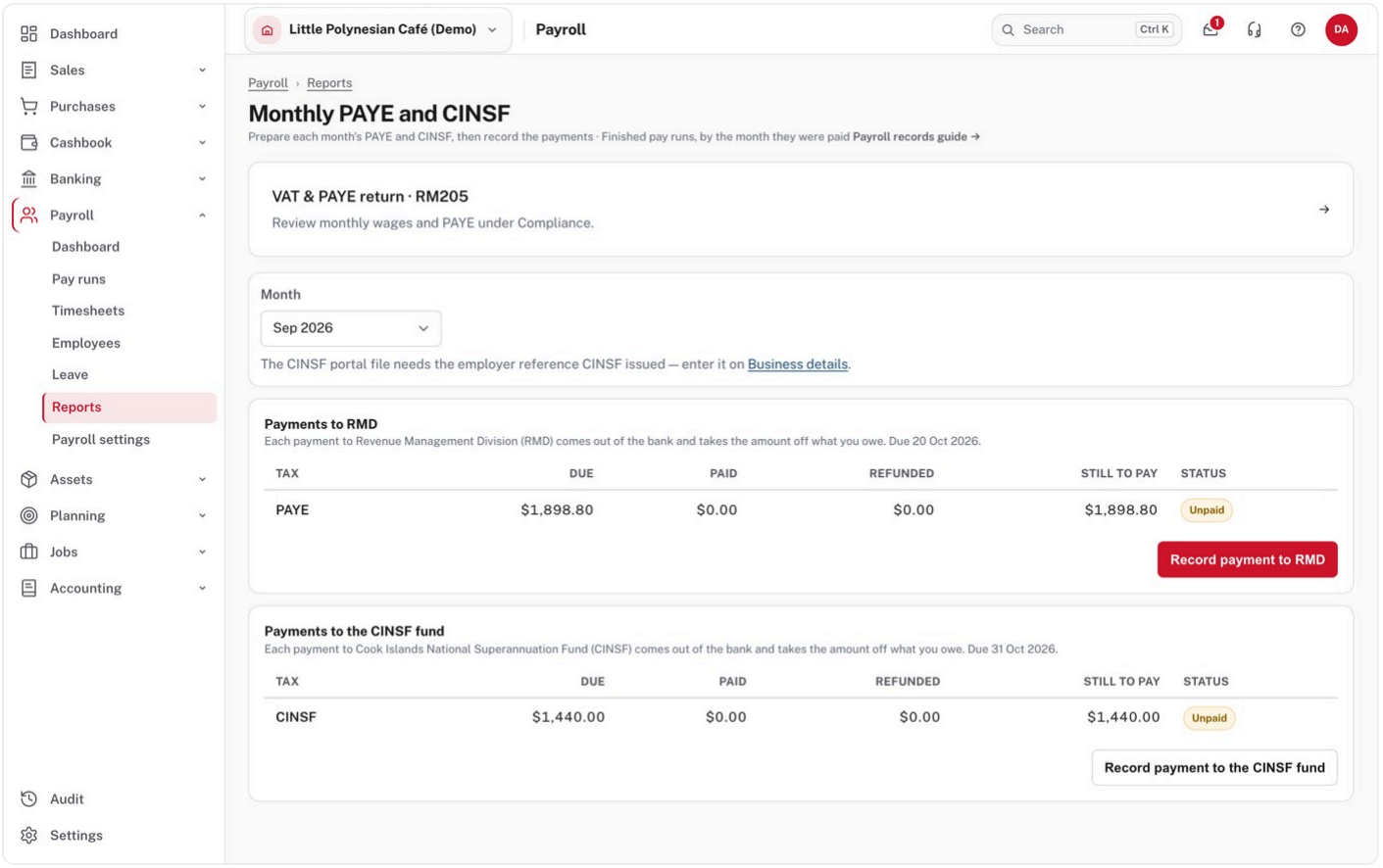
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, for 2026: fourteen finished pay runs. The one failing check in the filing checklist is made on purpose: a $1 one-off pay run was built and left unfinished to show it, and discarded again afterwards. CINSF's employer reference is not entered in the demo, and email is not set up.

Before you start

- **Every pay run for the period is finished** (the returns count finished runs only; a draft or in-progress run is left out of the totals).
- **Every employee has an RMD number**, and your company has its **CINSF employer reference** (Settings → Business details).
- For the monthly return, the **bank reconciliation and month-end** are done (Month-end checklist).

Part 1. Each month: PAYE, CINSF and the PAYE schedule

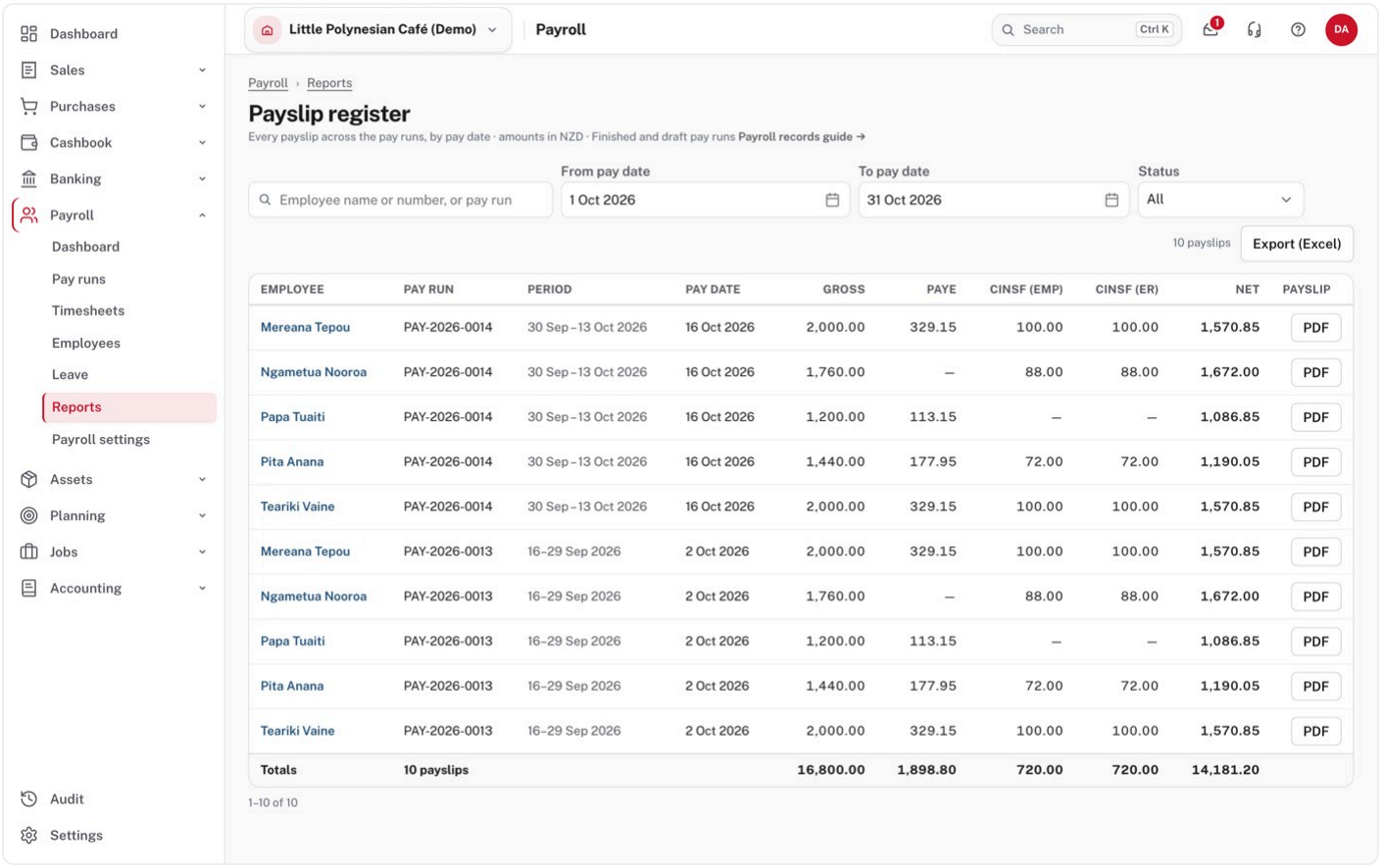
The month's routine is in After the pay run: record the **payments** to RMD and the CINSF fund under **Reports → Monthly PAYE and CINSF**, and check the **PAYE schedule**. In short:



1. **Reports → Monthly PAYE and CINSF**: choose the month and read what is **due**, **paid** and **still to pay** to RMD (PAYE) and to the CINSF fund. **Record payment** once you have paid.
2. **Reports → PAYE schedule**: everyone paid in the month with their gross, PAYE, and the part outside the tax base. Its totals are the **RM205's box 19 and box 20** (Monthly VAT and PAYE returns).
3. **The CINSF portal file**: on the monthly page, **Download the CINSF portal file** gives the file for the CINSF portal, named the way the fund expects (`CINSF_<employer reference>_<month end>.CSV`): one row per contributing employee with their names, the gross their contributions were worked out on, and their own voluntary top-ups. The same link is under **Downloads** on the Finish step of a finished pay run. It needs the **employer reference** CINSF issued, entered once under **Settings → Business details**. Until it is, the page says so instead of showing the button, as it does in the picture.

Part 2. The payslip register

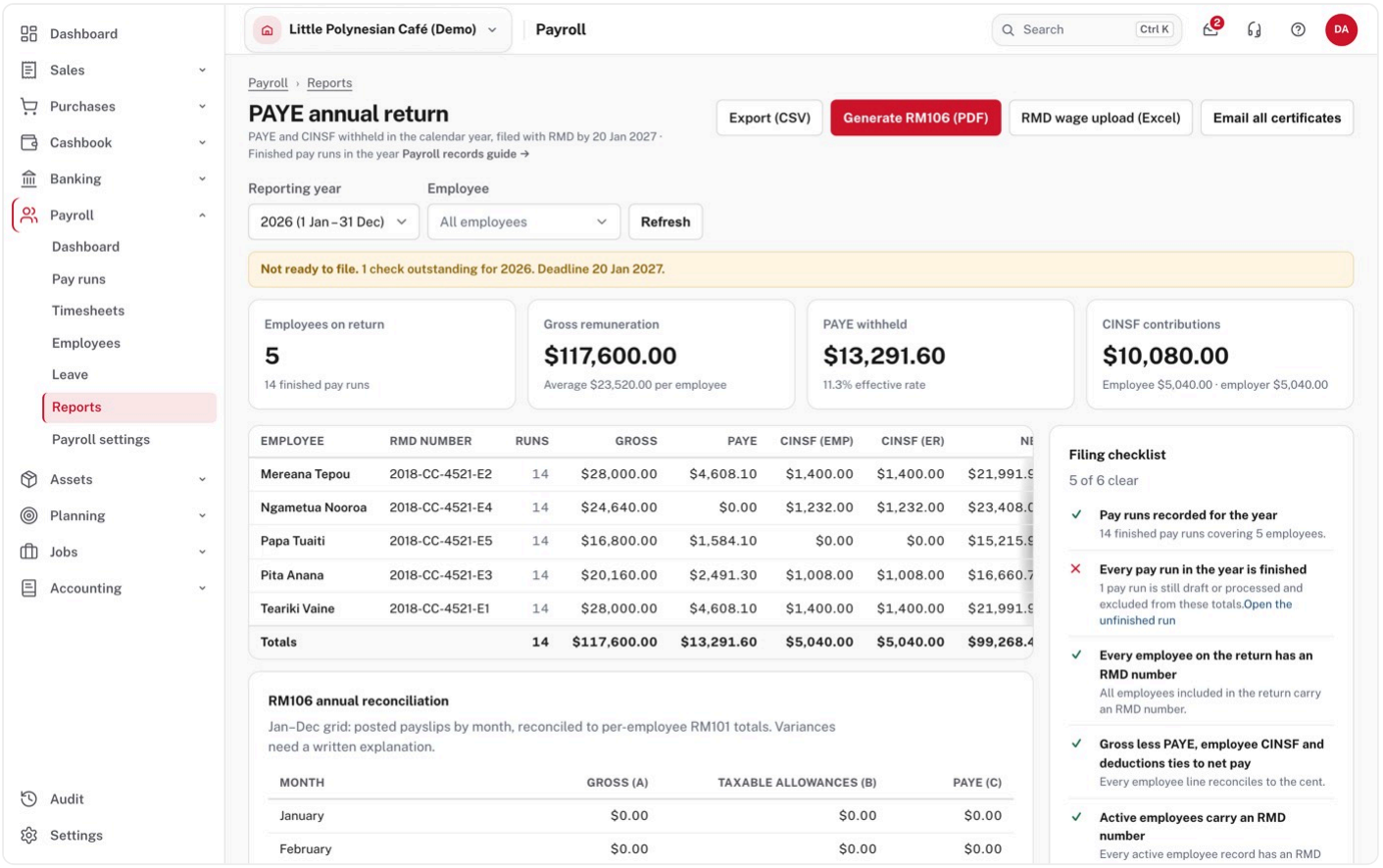
Payroll → Reports → Payslip register lists every payslip across the pay runs by pay date, for the dates and status you choose.



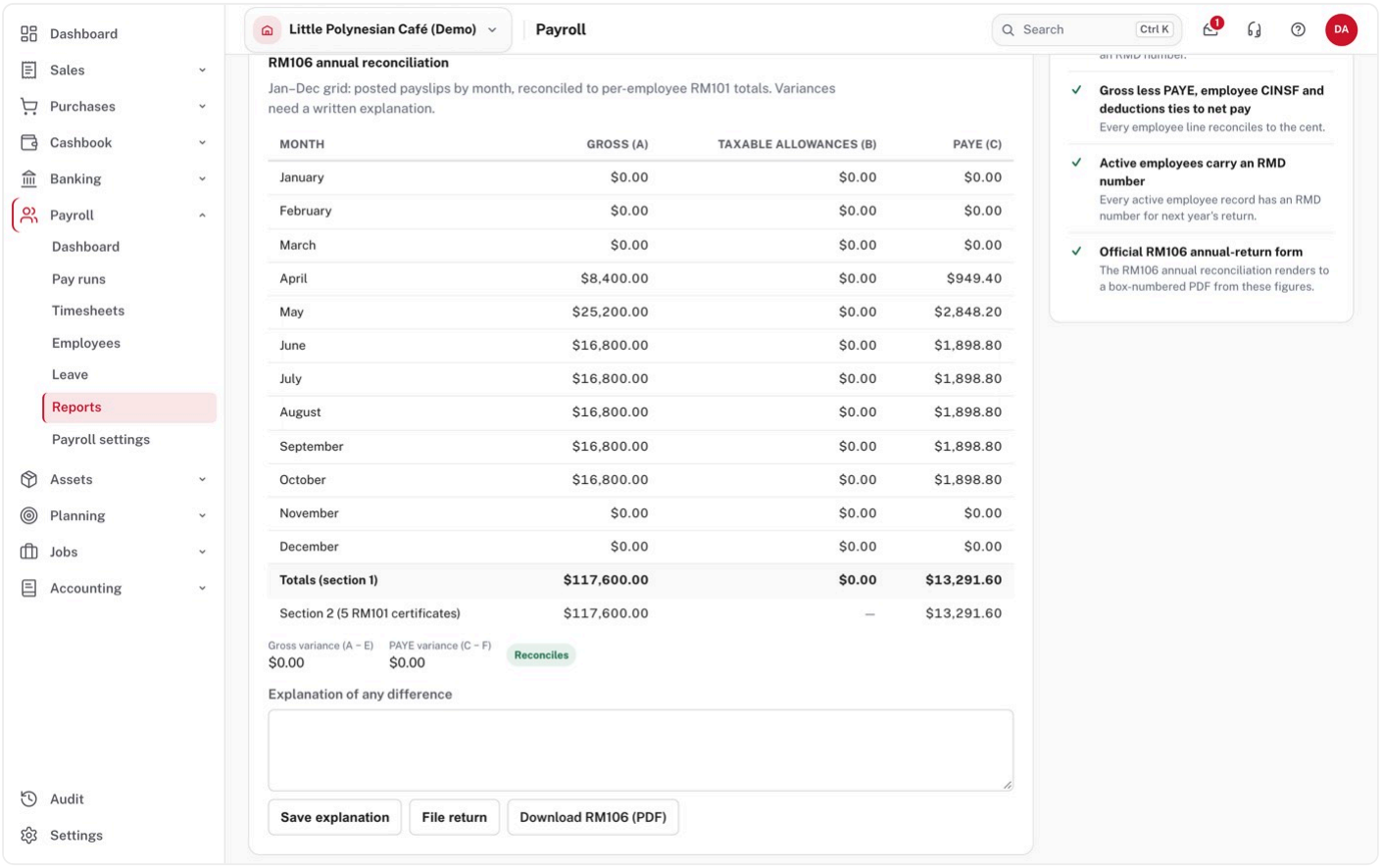
Search by employee name or number, or by pay run, and filter by **From pay date**, **To pay date** and **Status** (*All*, *Finished only*, *Draft only*); the dates start on the current month. Each row has its **PDF**, and **Export (Excel)** saves the list. A draft run's payslips appear here marked *Draft*, but **not** in any return. The register is the first place to look when an employee asks "where's my payslip" or when you want to check the year's pay for one person.

Part 3. The annual return: RM106

Payroll → Reports → PAYE annual return. The return covers the **calendar year** and is **filed with RMD by 20 January** the following year.



At the top, choose the **reporting year** (and, if you want, one **employee**), then **Refresh**. The headline figures are **employees on the return**, **gross remuneration**, **PAYE withheld** (with the effective rate) and **CINSF contributions** (employee and employer). Each employee has a line with their RMD number, how many runs, gross, PAYE, CINSF and net. The banner says whether the return is **Ready to file** or **Not ready to file**, and how many checks are outstanding (here, **1 check outstanding for 2026**).

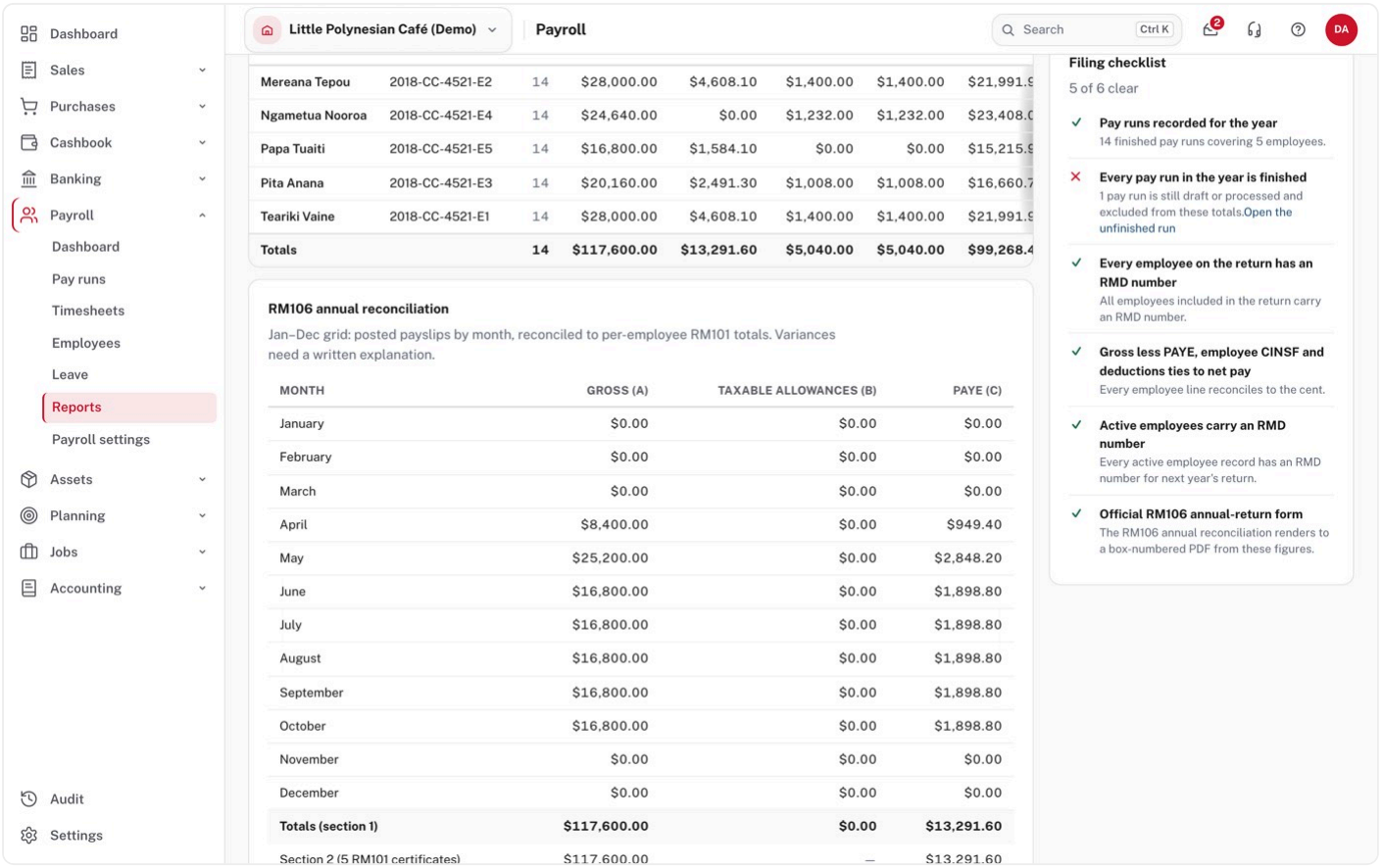


RM106 annual reconciliation has two sections:

- **Section 1**: the **January to December grid**, summing the payslips of finished pay runs **by calendar month**: **gross (A)**, **taxable allowances (B)** and **PAYE (C)**.
- **Section 2**: the per-employee **RM101 certificates**, added up.

Gross on every form is the *taxable* gross, so the twelve months, the certificates and the monthly returns agree. The page shows the **gross variance** and **PAYE variance** between the two sections, and **Reconciles** when both are nil. **Any variance needs a written explanation**: type it in **Explanation of any difference** and **Save explanation**.

The filing checklist



Beside the figures, a six-point **filing checklist** says whether the return is ready:

1. **Pay runs recorded for the year.**
2. **Every pay run in the year is finished.** A draft or in-progress run is excluded from these totals. Here, **one is still a draft**, so the check fails and says so. **Open the unfinished run** beside it opens that run (the first one still draft or processed): finish or discard it, then **Refresh**.
3. **Every employee on the return has an RMD number.**
4. **Gross less PAYE, employee CINSF and deductions ties to net pay**, to the cent.
5. **Active employees carry an RMD number**, for next year's return.
6. **The official RM106 form** renders to a box-numbered PDF from these figures.

Produce and lodge it

When the checklist is clear:

- **File return** records that you have filed it.
- **Download RM106 (PDF)** (or **Generate RM106 (PDF)** at the top) gives the box-numbered return to lodge.
- **RMD wage upload (Excel)** writes RMD's own *PAYE Reconciliation Form* spreadsheet: one row per employee with the year's gross, PAYE, and the start and end dates, for the online return.
- **Export (CSV)** saves the table.

Part 4. Certificates for each employee: RM101

The **RM101** is each employee's annual certificate of pay and PAYE. Choose **Email all certificates** on the annual return page to send every employee theirs (it needs email to be set up; otherwise download each one). Review earlier certificates and any **prior-year amounts** before you issue one for a **leaver**: the RM101 is a calendar-year report. A leaver's RM101 is due **seven days after their last day** and is tracked on their **termination checklist** (Starters, leavers and changes to pay, part 3). **Downloading a certificate does not record that you delivered it.**

More detail: Payroll records and reconciliation.

The year's timetable

When	What
Each pay day	Finish the run; payslips out (Run a pay period)
By the 20th of each month	Pay and file PAYE (RM205) (Monthly VAT and PAYE returns); pay CINSF and send the CINSF file
When someone leaves	RM101 within 7 days (Starters and leavers)
By 20 January	The annual RM106, with RM101s for everyone

Check before you continue

Check before you continue

- ◯ All pay runs for the period are **finished**: none is left in draft, and none is missing.
- ◯ The monthly PAYE and CINSF are paid, recorded, and the CINSF file was sent by its due date.
- ◯ The annual return's **filing checklist is 6 of 6** and the reconciliation shows **Reconciles**, or any variance has a written explanation.
- ◯ The RM106 was lodged by 20 January, and **File return** was recorded in Easy.
- ◯ Every employee has their RM101, and a leaver's was delivered within 7 days with the delivery recorded.

For employees: your details, timesheets and leave

Self-service is the part of Easy an employee signs in to for themselves: their payslips, their leave, their hours and the bank account their pay goes to. It has two sides. The person in payroll **invites** the employee and later **decides** what the employee sends. The employee **asks**. This chapter follows one request each way. It belongs with Leave, Run a pay period and Starters, leavers and changes to pay.

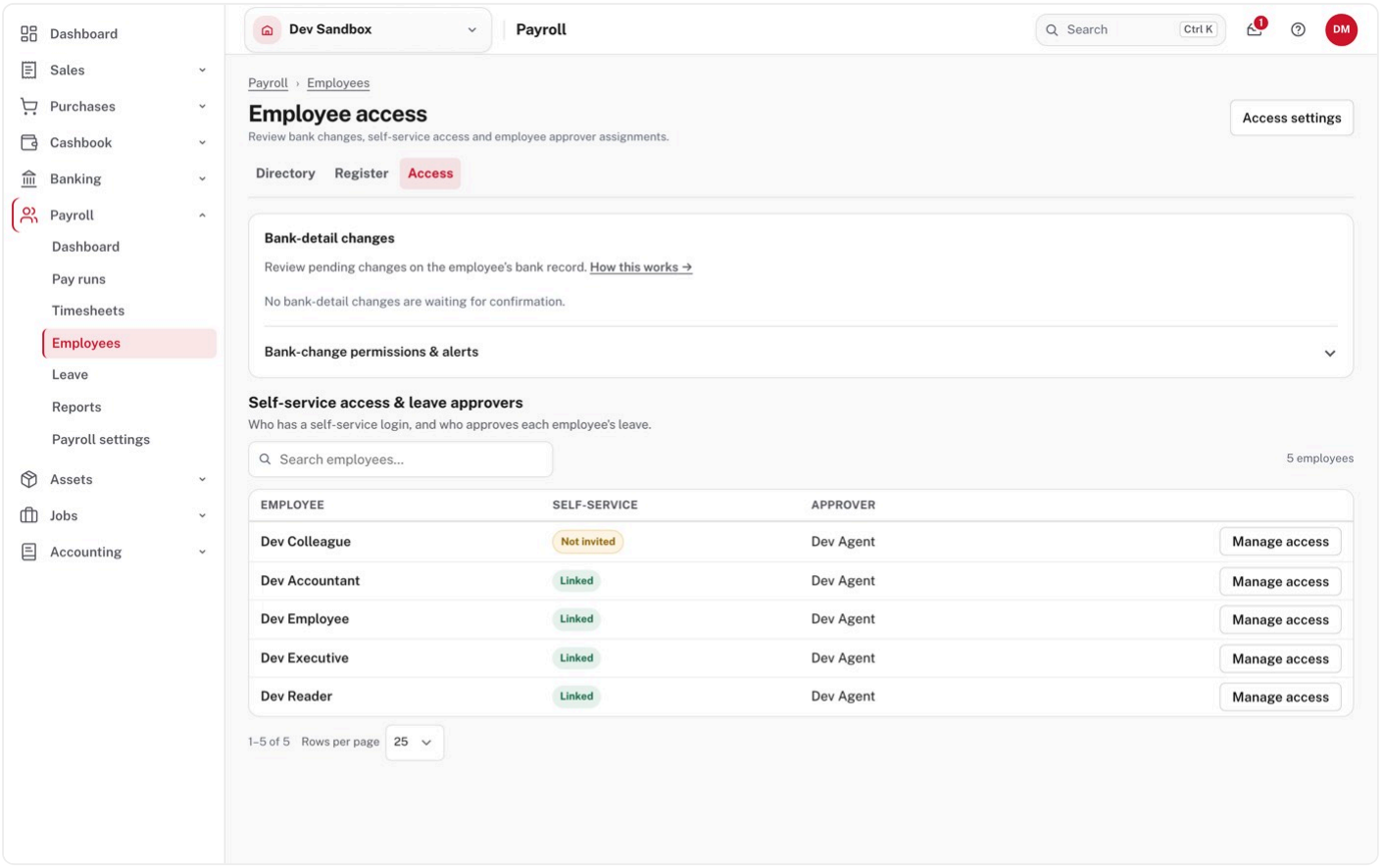
> **About the screenshots**
>
> The pictures are from a practice company, *Dev Sandbox*, not from *Little Polynesian Café*, because that is where Easy's test employee login is tied to an employee (only the *Not linked yet* picture is from the café). The employee is *Dev Employee*, a made-up person, and the person who decides is a payroll manager. Names, hours and pay are examples. Email isn't set up on the local demo, so no invitation or reminder email was sent. The practice company's pay period starts on the day the pictures were taken, 9 October 2026, which is why the employee's timesheet has one day's hours in it.

Before you start

- **The employee has an email address on their record.** Easy can only invite an employee whose record has one ("Add an email address to invite them to self-service").
- **Leave is part of Full Payroll** (Set up payroll). With Payroll Lite, **My leave** isn't shown (Payroll Lite and Full Payroll).
- **Someone can decide.** Leave and timesheets are decided by the employee's approver, or by anyone who can approve when no one is named (step 2). Nobody can decide their own request, unless they are the only person in the company who can (When you are the only approver).
- **You know two settings**: whether employees enter their own hours (step 3), and whether a change to an employee's bank account needs a second person to confirm it (Approvals and controls).

Step 1. Invite the employee

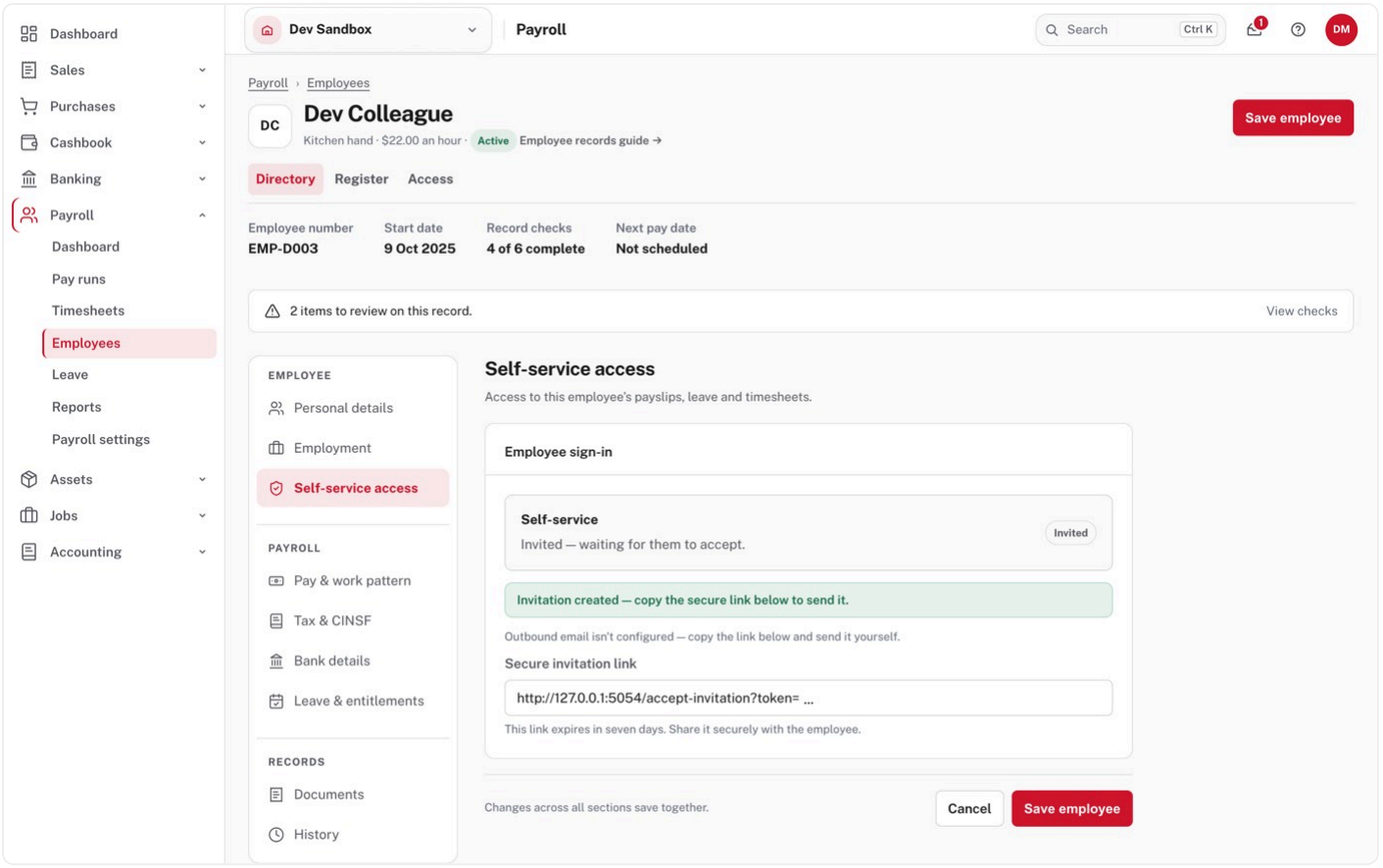
Payroll → Employees → Access.



The page has two parts. **Bank-detail changes** lists changes to an employee's bank account that are waiting for someone to confirm them ("No bank-detail changes are waiting for confirmation" when there are none). **Self-service access & leave approvers** lists every active employee with **Self-service** and **Approver**. The badge says where each person stands:

Badge	Meaning
Not invited	They have no login yet
Invited	An invitation is out and not yet accepted
Linked	They have signed in, and their login is tied to this employee record

Access settings (top right) opens the company's access settings (step 3). Choose **Manage access** on a person. It opens their record at **Self-service access**. Choose **Invite**.



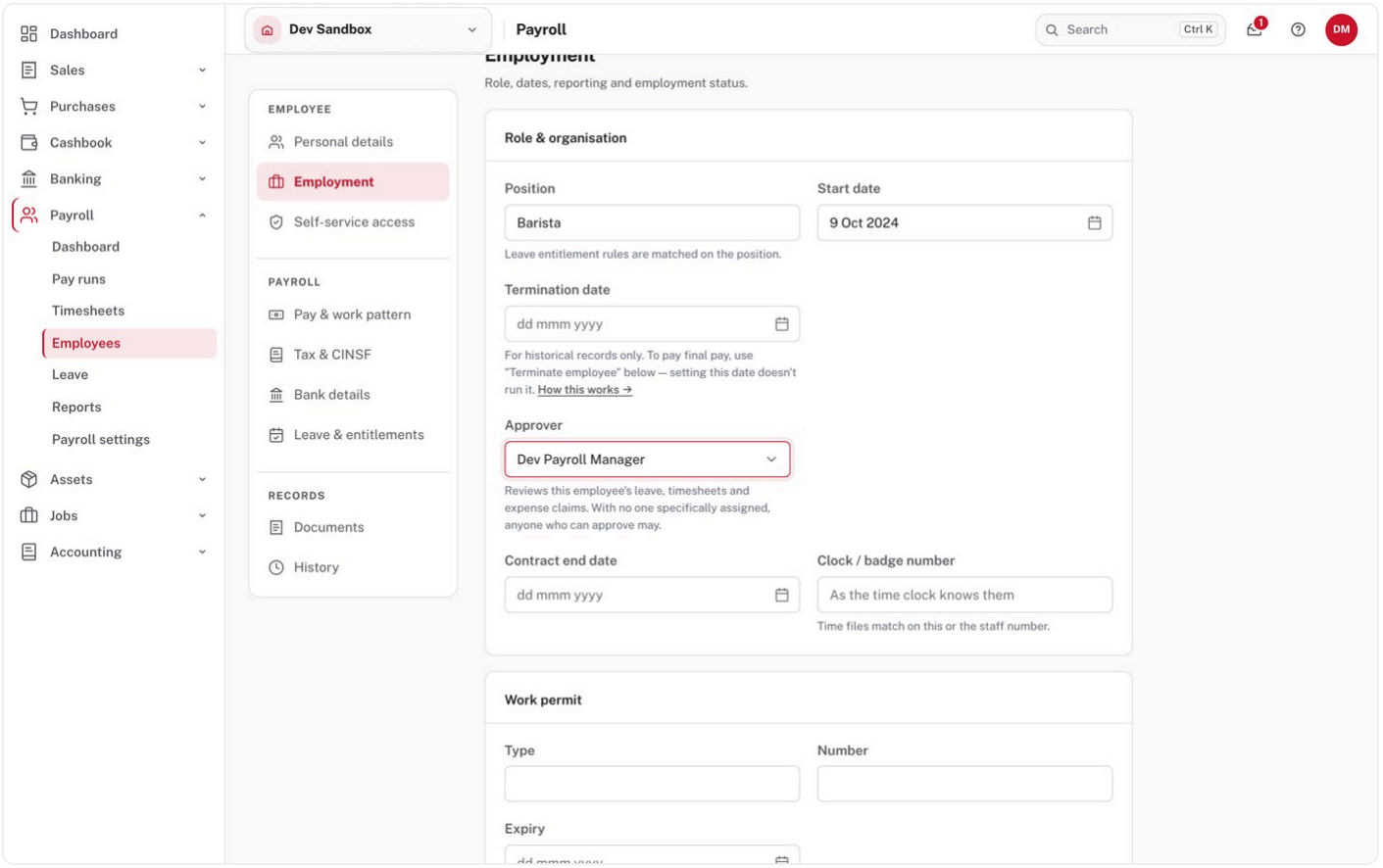
Easy creates the invitation, the badge changes to **Invited**, and the card says *Invited, waiting for them to accept*. With email not set up, as here, Easy says so ("Outbound email isn't configured") and shows a **Secure invitation link** to copy and send yourself. The link expires in seven days. (The picture shortens the link: it is a live address.) On a company with email set up, Easy emails the invitation instead ("Invitation emailed to ..."). Not shown in the demo: the invitation email itself, and the employee accepting it.

An invitation always gives the **Employee** role, the one role that reaches nothing but the person's own record. Staff who only see their own payslips and leave don't count towards the plan's number of users (the wording on **Settings → People & access**). See People, roles and access.

Not shown in the demo, from Easy's source: the page the link opens says to use the address the invitation was sent to. Someone new to Easy chooses a password (at least 12 characters, with upper case, lower case and a number). Someone who already uses Easy signs in as usual. Once they join, the badge becomes **Linked**. If the link is dead, the page says so and asks them to get a new one from you.

Step 2. Say who approves their requests

Payroll → Employees → the employee **→ Employment → Approver.**



Choose a person from the list and **Save employee**. The list offers only people who hold an approving role; if it is empty, Easy says to invite someone with one first. **With no one specifically assigned, anyone who can approve may.** Whoever you choose can decide the employee's leave, timesheets and expense claims. Nobody else can, and being the Owner does not override the approver (Work inbox and email activity). The one exception is a person who is the only one in the company able to approve.

How leave is decided is in Leave, step 3: one approval by an eligible person is enough.

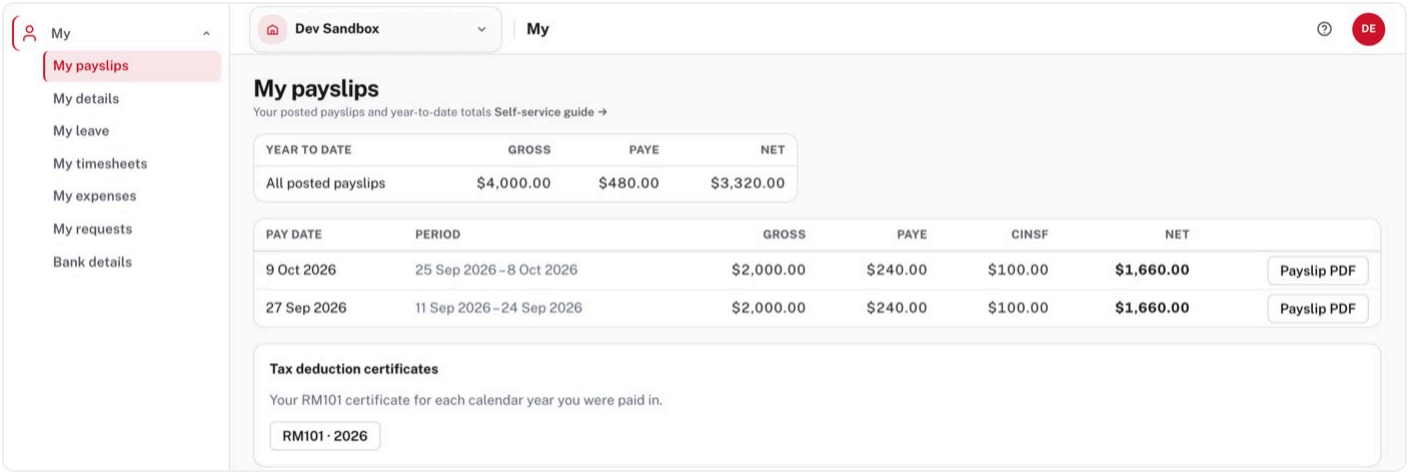
Step 3. Decide whether employees enter their own hours

Payroll → Payroll settings → Employee access & records → Employee timesheet entry → Edit.

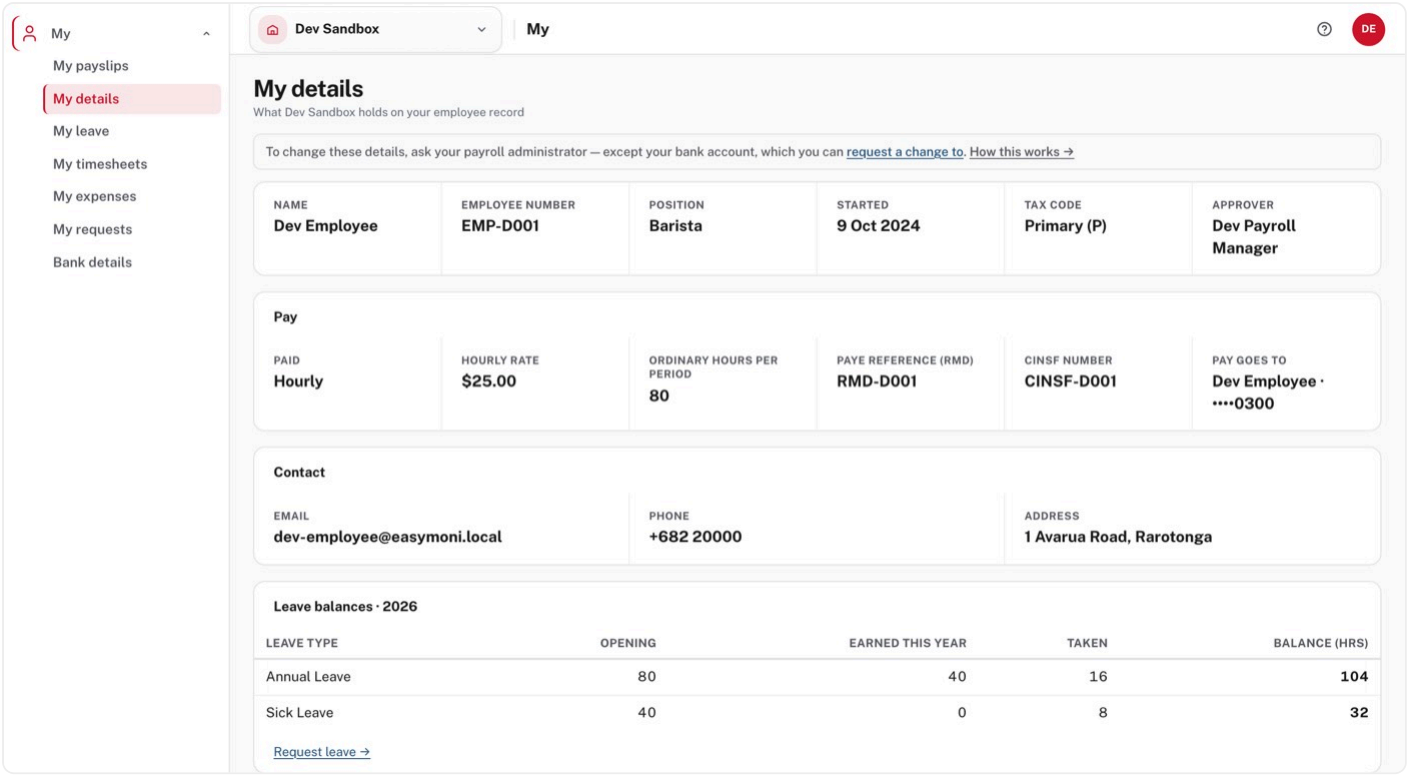
Tick **Employees enter their own timesheets** and choose **Save setting**. The card's words change from "Payroll staff enter the hours. Employees can view their timesheets" to "Employees with a self-service login can enter their hours." With it off, someone in payroll keys every person's hours, as in Run a pay period, step 1. An employee's own record can override the setting either way, under **Pay & work pattern**, in **Enters own timesheet** (*Follow company setting*, *Allow* or *Don't allow*; Payroll approvals and controls).

Step 4. What the employee sees

The employee signs in and lands in **My**, a menu of their own pages: **My payslips**, **My details**, **My leave**, **My timesheets**, **My expenses**, **My requests** and **Bank details**. They see nothing of the rest of the company.



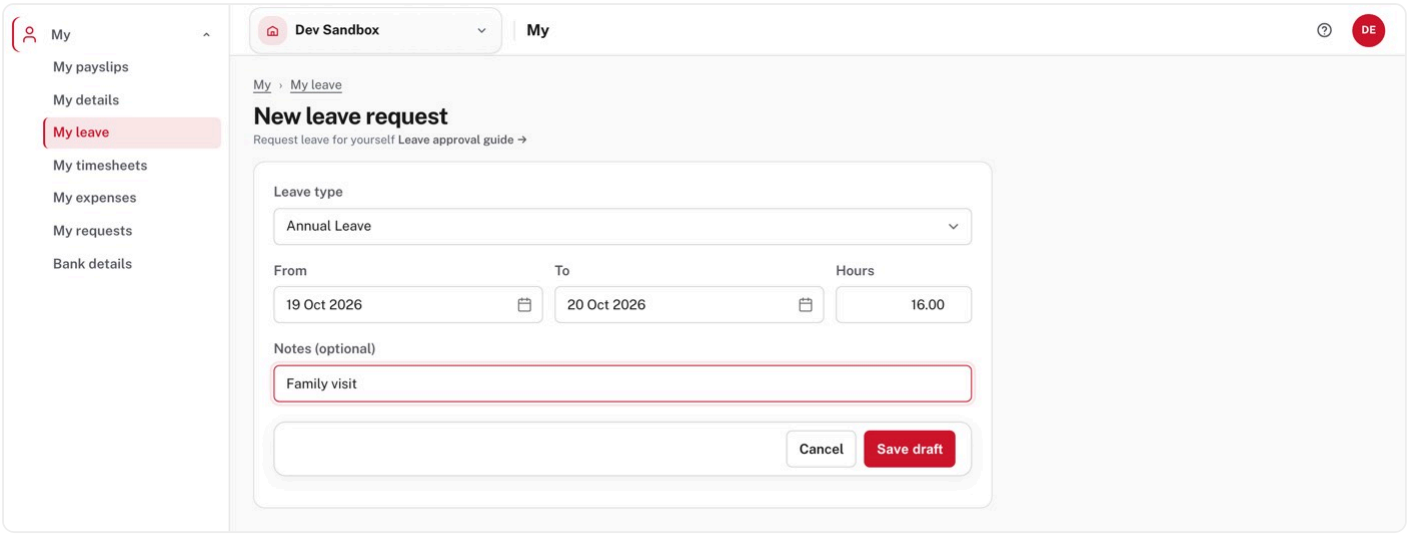
My payslips lists the employee's **posted** payslips (pay runs that are finished), newest first, with gross, PAYE, CINSF and net, and the year to date above. Each row has **Payslip PDF**, and a **Tax deduction certificates** card offers the RM101 for each calendar year they were paid in. Not opened in the demo: the PDFs, which need Easy's PDF engine.



My details shows what the company holds on them: name, number, position, tax code, approver, pay, bank (the account number masked), contact details and leave balances. It is read only. To change anything, they ask the payroll administrator, except the bank account (step 7).

Step 5. The employee asks for leave

My → My leave → + New request. The page opens with their balances.



Choose the **leave type**, **From** and **To**, and an optional note. The **Hours** box fills itself from the dates and the employee's work pattern: two working days of eight hours is 16, as in the picture. Change it if the leave is a half day, or covers a public holiday (the box does not take holidays off); once you type your own figure, the box stops following the dates. Choose **Save draft**, then **Submit for approval**. A draft can still be changed with **Edit request**. The request page then reads **Submitted and waiting for approval**, and **Cancel this request** is offered while it can still be cancelled.

The request goes to the approver from step 2. It reaches them as **Leave request** in their Work inbox (step 8).

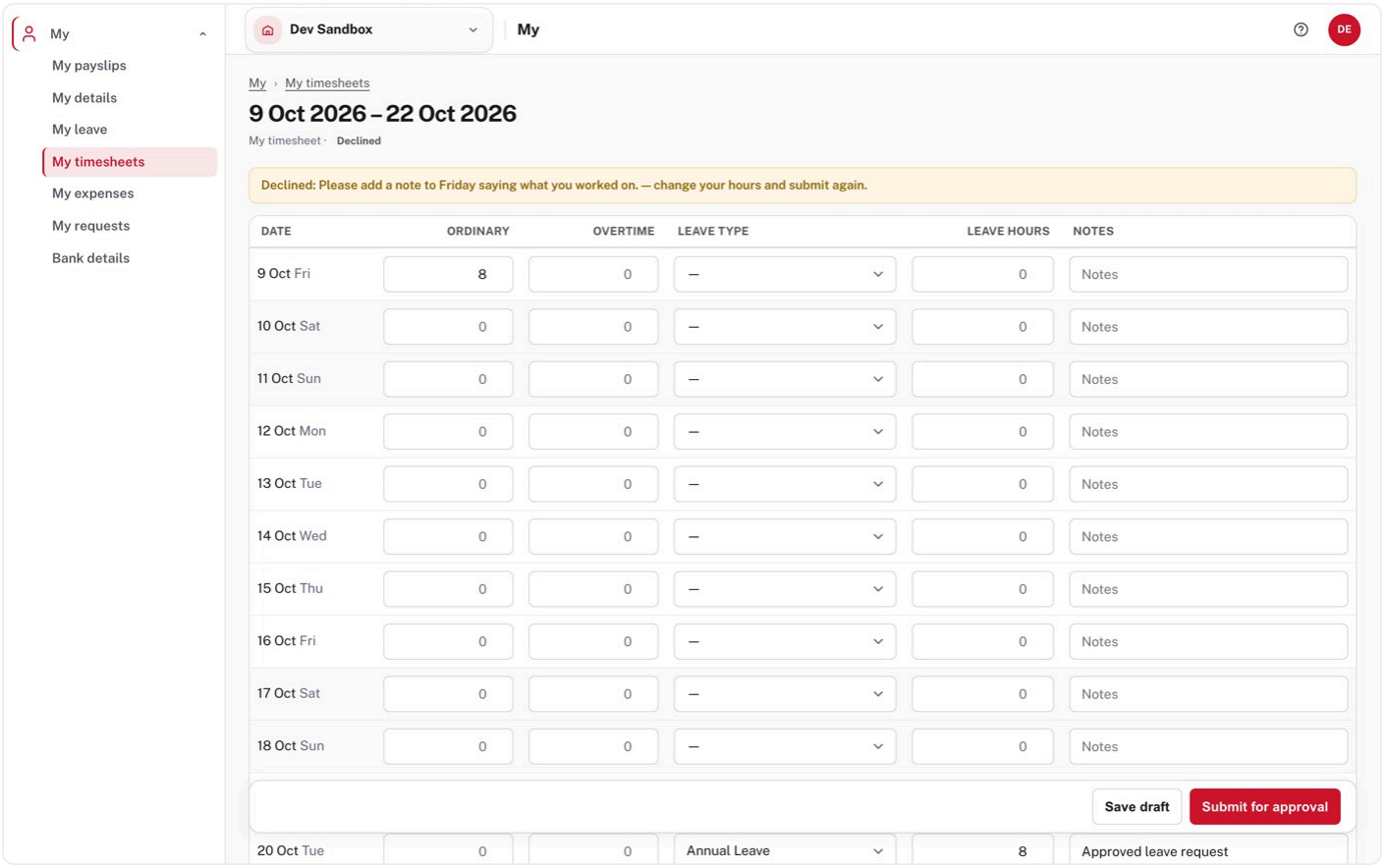
Step 6. The employee enters and sends their hours

My → My timesheets. With step 3 switched on, a card **Pay period without a timesheet** lists each pay period they can start, with **Enter hours**. A period is offered once it has begun, while payroll has not started processing it, and if the person was employed in it (from Easy's source).

The page has one row per day of the pay period: **Ordinary** and **Overtime** hours, a **Leave type** with **Leave hours** for a day of leave, and a **Notes** box. Leave from an approved request is already filled in. The bar at the bottom has two buttons:

- **Save draft** keeps the hours. They can come back and change them.

- **Submit for approval** sends them. The timesheet is then locked: "This timesheet has been submitted and is waiting for approval." The list in **My timesheets** shows the hours and the status **Submitted**.

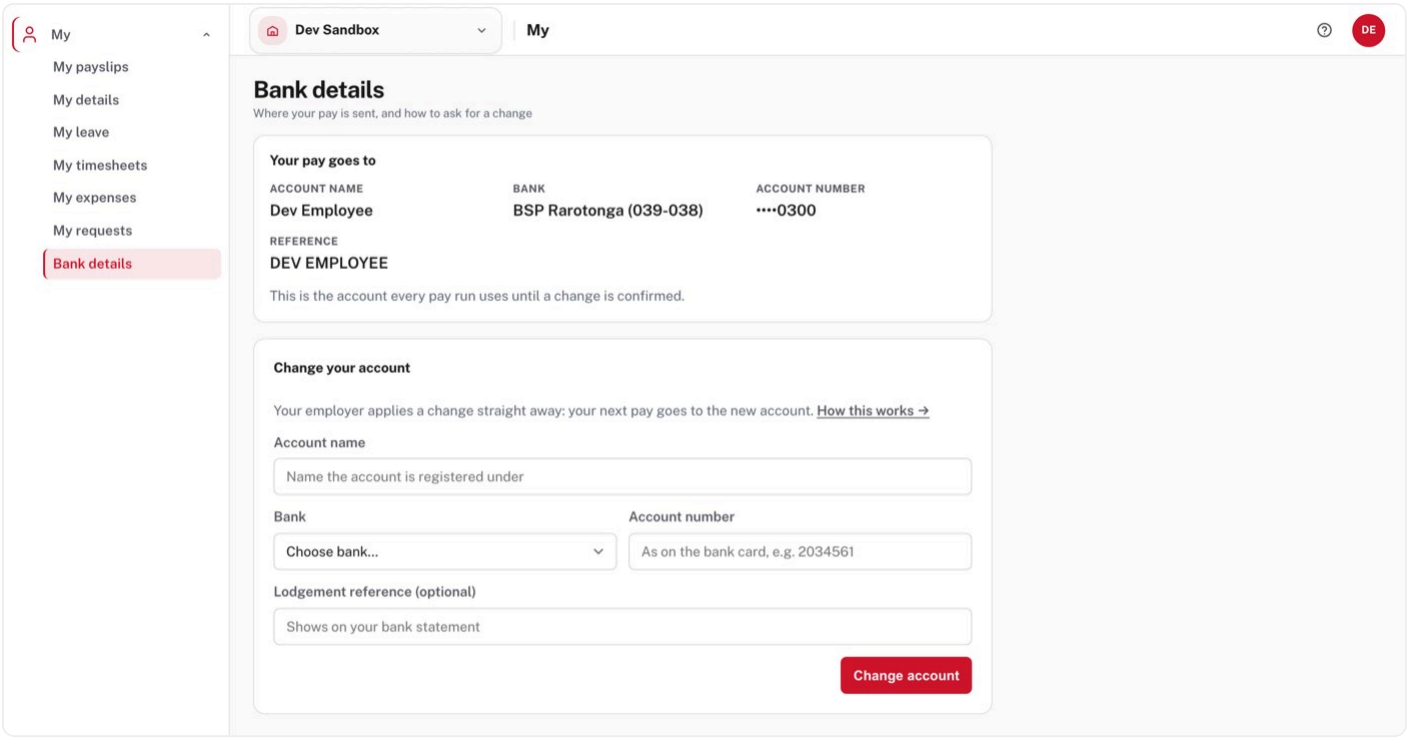


If the approver sends the timesheet back (step 8), it comes back to the employee with the status **Declined** and the reason above the hours: "Declined: …, change your hours and submit again." The hours are open again. The employee changes what was asked (here, adds a note to Friday) and chooses **Submit for approval** again. Friday 9 October, the first day of the period, was the only day that had happened, so it is the only day with hours.

Not shown in the demo, from Easy's source: public holidays in the period are marked **Holiday**, with a note to enter hours worked on one as **Overtime**. With step 3 off, the page says "Once your manager generates a timesheet for a pay period, it shows here", and a timesheet payroll made is read only, with **Submit for approval** if it is still a draft.

Step 7. Bank details

My → Bank details.



The top card shows the account every pay run uses: name, bank, the account number with only its last four digits, and the lodgement reference. Below it is a form: **Account name**, **Bank**, **Account number** and an optional **Lodgement reference**.

What the button does depends on the company's bank-change approval:

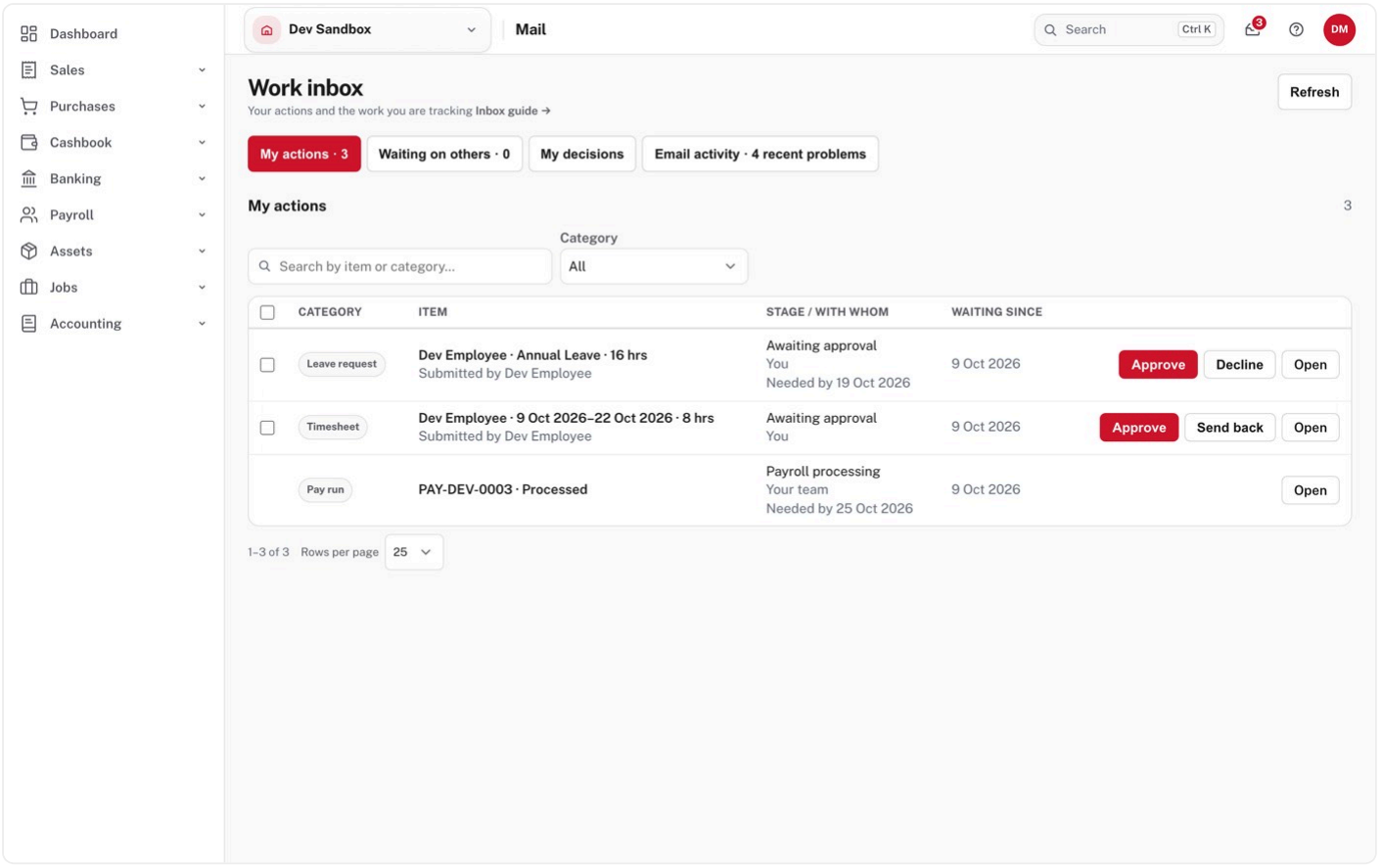
- **Approval off** (as in the demo, where the page said "Your employer applies a change straight away"): the button is **Change account**, and the next pay goes to the new account at once. Nobody else sees it first.
- **Approval on** (not shown in the demo, from Easy's source): the form is headed **Request a change** and the button is **Submit request**. The page then shows **Pending: your current account is still used**, with **Cancel request**, until a different person confirms it. A confirmed or declined request is reported on the same page, with the decliner's reason.

> **Switch the approval on**
>
> Easy's Help names a changed bank account as one of the two usual ways payroll fraud happens (the other is a pay run nobody else checks). A new company starts with this approval off. See Approvals and controls and Changing your bank account.

Not shown in the demo: submitting a request, and the person who confirms it. A different person confirms it on the employee's record under **Bank details**, or from **Payroll → Employees → Access**, which lists changes waiting for confirmation. This is described from Easy's Help and source.

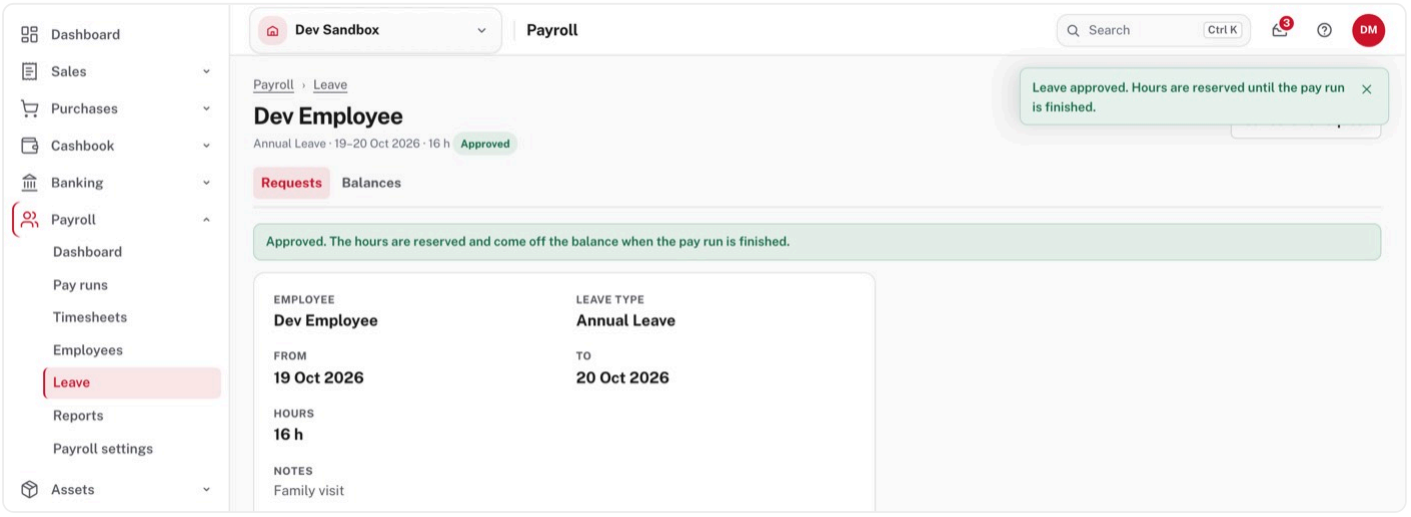
Step 8. Decide what the employee sent

Mail (the envelope in the top bar, with the number of things waiting) → **Work inbox** → **My actions.**



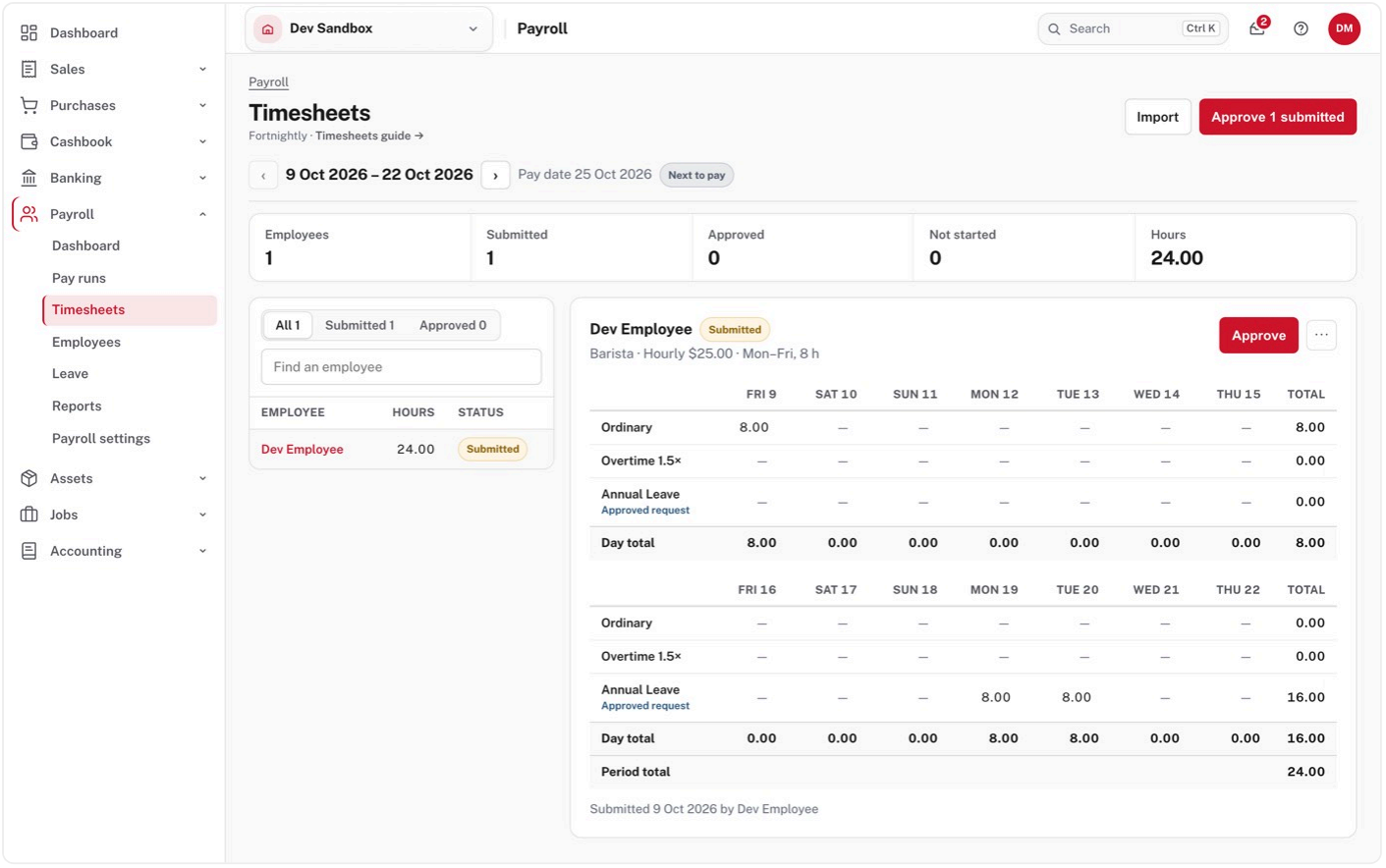
Each request shows who submitted it and what it is. A leave request has **Approve**, **Decline** and **Open**; a timesheet has **Approve**, **Send back** and **Open**. A request is listed here only for someone who can decide it. The other rows are other work waiting for you (here a pay run).

Leave. Choose **Open** to see the request and its **Decision** box, then **Approve** or **Decline** (Leave, step 3). One approval is enough.

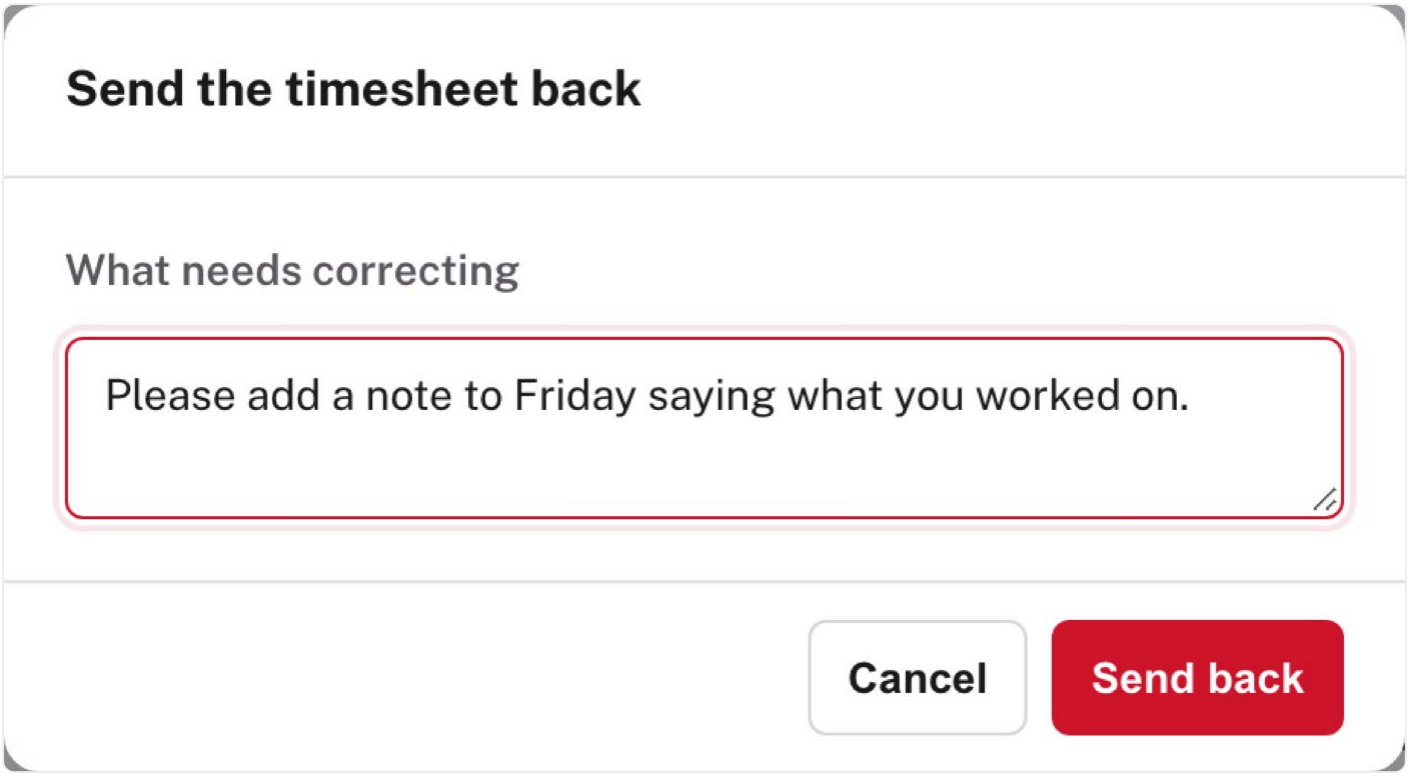


Easy says "Leave approved. Hours are reserved until the pay run is finished." Approving does **not** take the hours off the balance: they come off when the pay run for the period is finished (Leave balances and accrual).

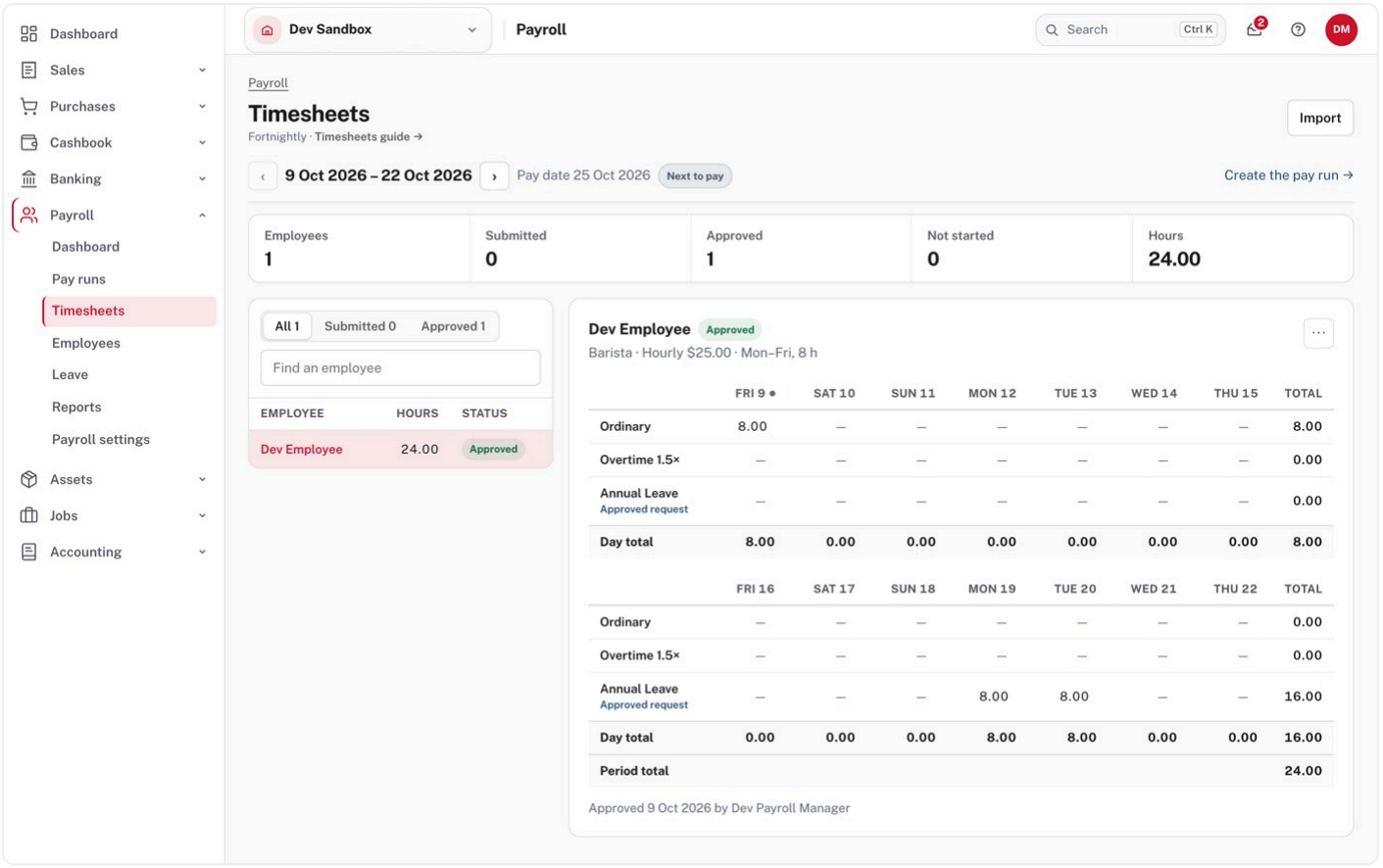
Timesheets. Open **Payroll → Timesheets**, choose the person, and check the hours.



The screen shows the period's days across, a fortnight as two weeks one under the other, with one row for each kind of time: **Ordinary**, **Overtime 1.5×**, and a row for each kind of leave. Approving the leave in the step above has already written it on this timesheet, as an **Annual Leave** row with 8 hours on Monday 19 and Tuesday 20 October, and an **Approved request** link under the row's name. The line at the foot says who submitted it and when. The person who approves chooses **Approve**. **Send back…** is in the ⋯ menu beside it.



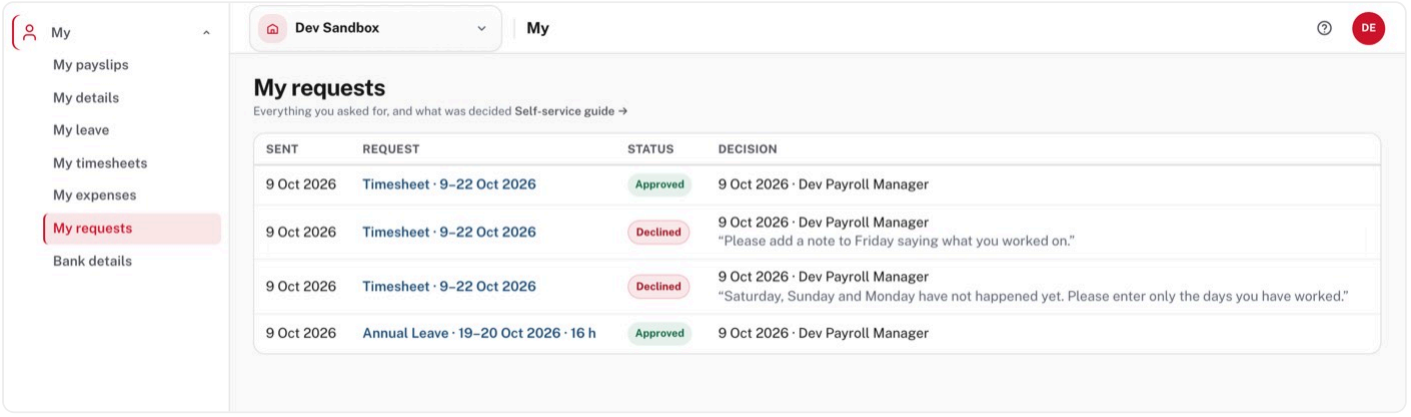
Send back… asks for **What needs correcting**. The employee sees that text, as in step 6, and the timesheet shows **Sent back** here until they send it again. When it is **Submitted** again, choose **Approve**.



Once everyone is approved, **Create the pay run →** appears at the right of the period, and only approved timesheets are paid (Run a pay period). What the buttons say depends on who may decide: **Approve** when the company's rules let you decide the hours, **Send for approval** when someone else must, as chapter 2 explains in its step 1.

Step 9. The employee sees the answer

My → My requests.



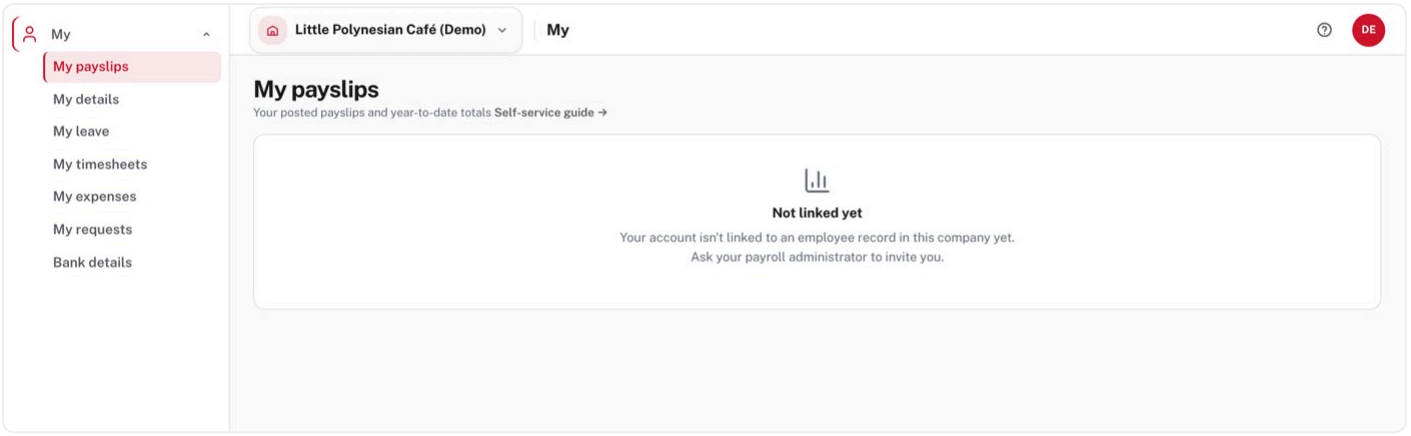
This lists every leave request, timesheet, expense claim and bank change the employee sent, with its status and the decision: the date, who decided, and any reason they gave. A declined item stays here. In the picture the timesheet was sent back twice (the older reason, about days that had not happened yet, came from an earlier try) and then approved, and the leave request is approved.

Approving leave also writes it onto the timesheet of the pay period it falls in. Here the period already had the employee's timesheet, so the two days joined it: on the employee's own page they show as **Annual Leave**, 8 hours each, with the note "Approved leave request", and they are paid in that period's pay run (Leave, step 4). When the period has no timesheet yet, Easy makes one for the leave.

Also on the menu: expenses

My expenses → + New claim is where an employee claims back what they paid for the business: the date, what it was for, a line per item (amounts with the VAT included), and receipts attached to a saved draft, then **Send for approval**. The approver decides whether it is paid as a reimbursement or added to the next payslip. Not shown in the demo: this is described from Your expense claims.

When something goes wrong



What the employee sees	What it means
Not linked yet (picture): "Your account isn't linked to an employee record in this company yet. Ask your payroll administrator to invite you."	Their login has no employee record in the company shown in the switcher. Check the badge in **Payroll → Employees → Access**, invite them if it says **Not invited**, and check they are in the right company.
Declined: … above a timesheet	The approver sent it back (step 6). Change what the reason asks and submit again.
No **My leave** page, or "Leave isn't recorded in Easy for this company"	The company uses Payroll Lite (Help and source; not shown in the demo).
My timesheets has no **Enter hours**	Step 3 is off for them, the period hasn't begun or is closed, or a timesheet already exists for it.
"This invitation link is invalid or has expired"	Send a new invitation (source; not shown in the demo).
A request is never decided	Check the approver on **Employment** (step 2): that person decides it. The **Team queue** in Mail, for people who manage company settings, reassigns routing (Work inbox and email activity).

Check before you continue

Check before you continue

- ◯ Every employee who should have a login shows **Linked** in **Payroll → Employees → Access**, and nobody shares a login.
- ◯ Each employee has an approver, or you know anyone who can approve may decide.
- ◯ You have decided whether employees enter their own hours, and the setting matches.
- ◯ Bank-account changes need a second person's confirmation.
- ◯ The Work inbox has nothing from employees waiting past the day they need an answer.
- ◯ Employees can see their answer under **My requests**, with a reason for anything declined.

Switching from goPayroll

You do this once, when a company stops paying its staff in goPayroll and starts in Easy. Easy reads goPayroll's own data export: the staff file, each person's bank accounts and split pay, standing allowances and deductions, leave balances and the year's pay to the cut-over. Then you check the result and compare Easy's pay with goPayroll's before the first live pay. Whoever runs payroll (a payroll manager, an Accountant, an Administrator or the Owner) can do the import; the final sign-off is the Owner's. It sits after Set up payroll and before Run a pay period.

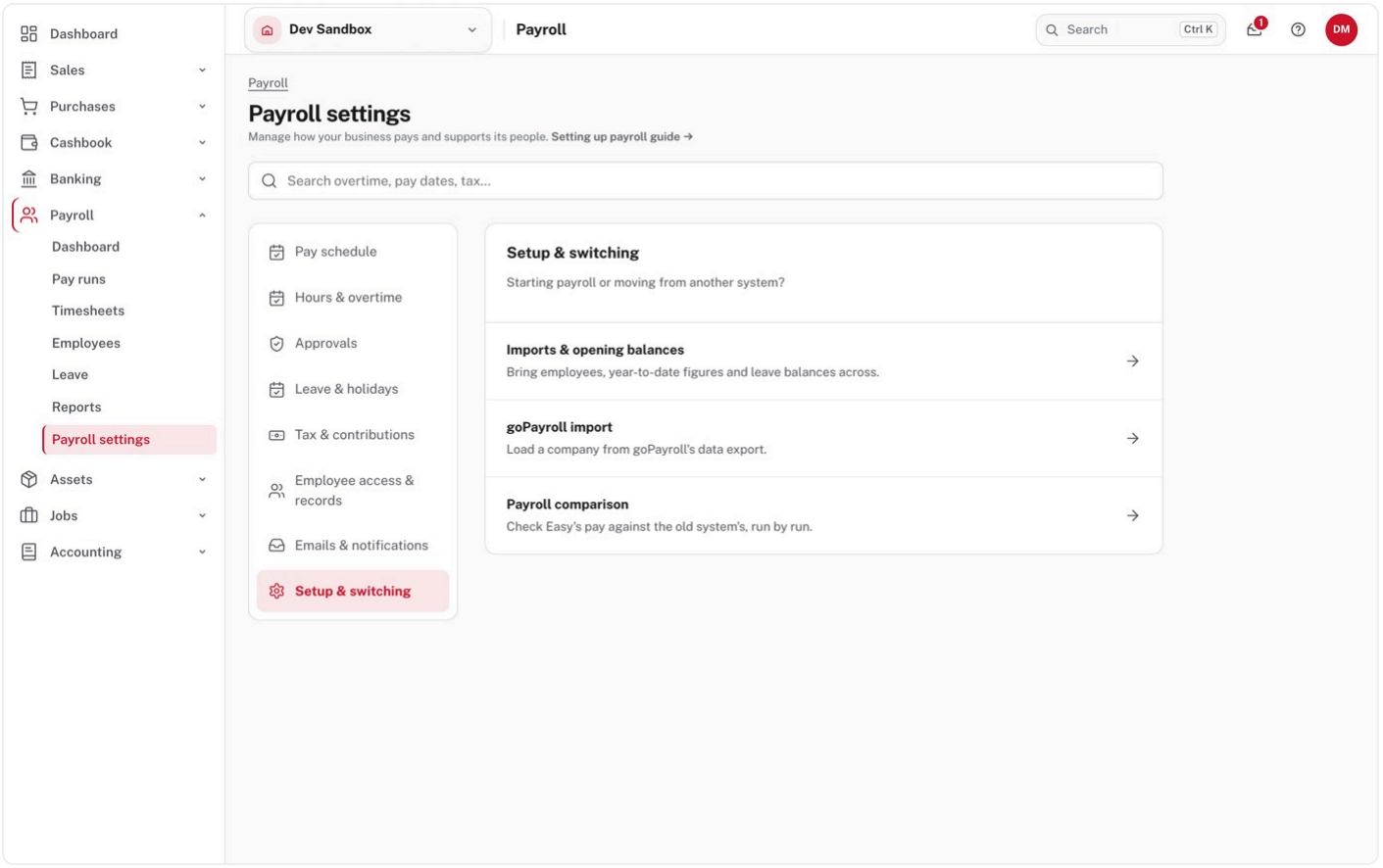
> **About the screenshots**
>
> The pictures are from a practice company, *Dev Sandbox*, not from *Little Polynesian Café*. The goPayroll file is a **made-up sample** built for this manual: a bakery, *Reef Road Bakery Ltd*, with three invented staff (*Tane Piri*, *Mere Koroa*, *Aroha Teina*). No real company or person is in it. The practice company has its own test people (the *Dev* names), who appear beside the three in lists. The import was run for real there. The comparison uses one of its test pay runs, with figures typed to match it.

Before you start

- **Payroll is set up** (Set up payroll): Full Payroll on, a pay calendar, the wages account, the leave rules. The import needs Full Payroll, and the preview tells you what is missing. (What is missing for a pay run is listed on **Payroll settings → Check readiness** and on **New pay run**, as chapter 1, step 10 explains.)
- **You have goPayroll's export.** In goPayroll choose **Tools → Data export**. It downloads a **.zip** holding one **.db** file: the whole company, every pay run it ever made. Easy takes the .zip, or the .db inside it, up to 256 MB.
- **You have chosen the cut-over: the first day of a month.** The year's pay up to that date comes across, so choose the month after your last goPayroll pay. Keep paying in goPayroll until then.
- **It costs nothing by itself.** Easy charges for the employees you pay in a month, counted from finished pay runs, so bringing people and past months across adds nothing (Help).
- **Another system than goPayroll?** Use **Imports & opening balances** with a CSV file instead, in the same place (From another payroll system). This chapter is only about goPayroll.

Step 1. Find the import

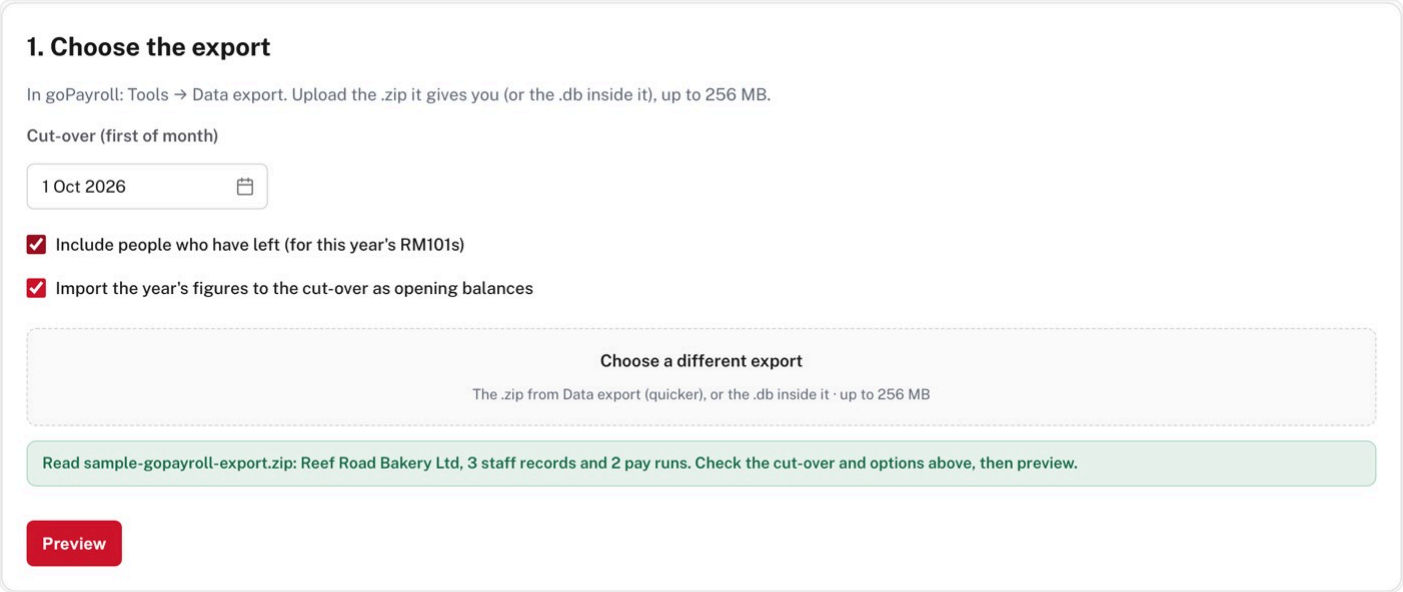
Payroll → Payroll settings → Setup & switching.



Three pages sit here, and they are also the tabs along the top of each one. **goPayroll import** loads the company. **Payroll comparison** checks the pay. **Imports & opening balances** is the CSV route.

Step 2. Choose the export

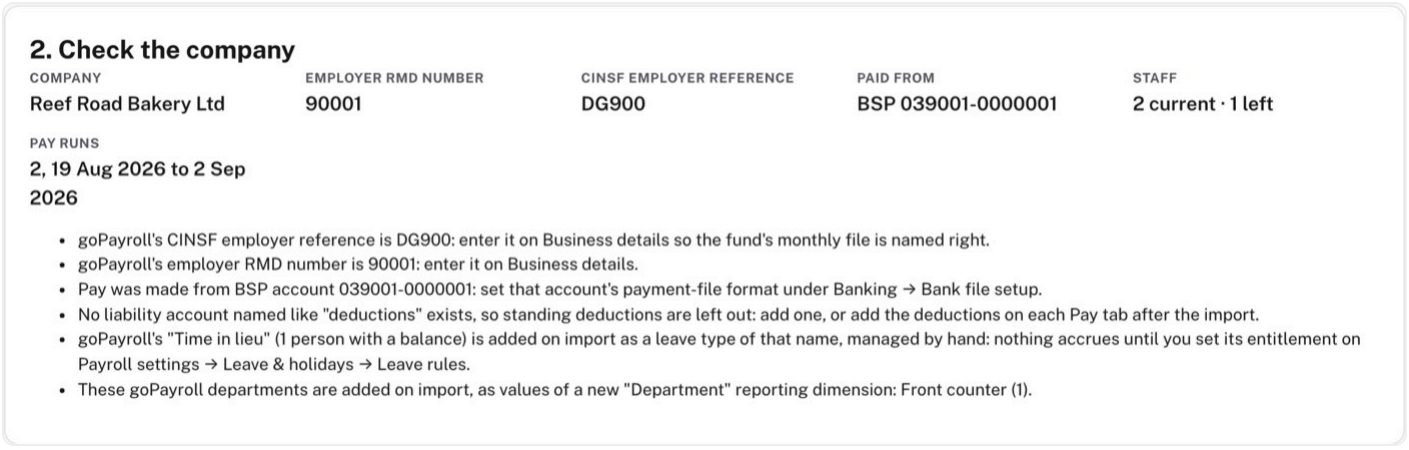
goPayroll import.



- **Cut-over (first of month)** starts as the month after goPayroll's last pay (here 1 Oct 2026). Easy refuses any other day of the month.
- **Include people who have left (for this year's RM101s)** is off until you tick it. Someone who left comes across only if they were paid in the cut-over's year, because their RM101 needs that pay. Earlier leavers stay in goPayroll.
- **Import the year's figures to the cut-over as opening balances** is on. It brings each month goPayroll paid, so the year's RM101s and the RM106 are complete (Payroll returns).

Choose the file with **Choose the goPayroll export**. A big file shows how much has arrived, then that Easy is reading it (not shown in the demo: the sample file is small). When it is read, a green line says what was in it: "Read sample-gopayroll-export.zip: Reef Road Bakery Ltd, 3 staff records and 2 pay runs. Check the cut-over and options above, then preview." The box now reads **Choose a different export**, in case you picked the wrong file. Nothing is saved yet. Choose **Preview**.

Step 3. Read the preview



2. Check the company

COMPANY	EMPLOYER RMD NUMBER	CINSF EMPLOYER REFERENCE	PAID FROM	STAFF
Reef Road Bakery Ltd	90001	DG900	BSP 039001-0000001	2 current · 1 left

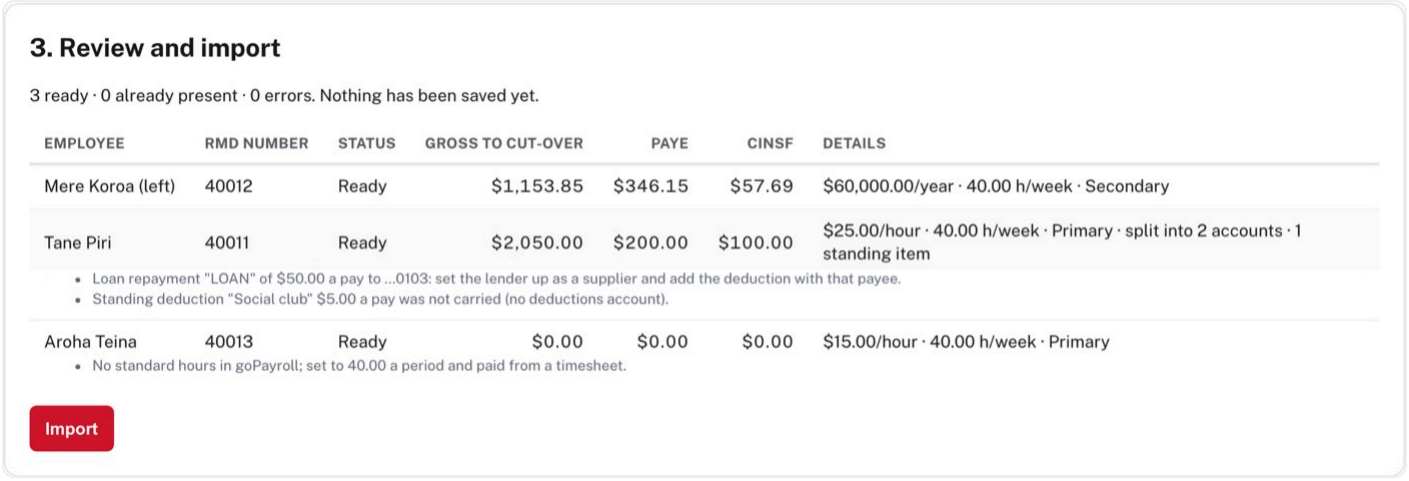
PAY RUNS

2, 19 Aug 2026 to 2 Sep 2026

- goPayroll's CINSF employer reference is DG900: enter it on Business details so the fund's monthly file is named right.
- goPayroll's employer RMD number is 90001: enter it on Business details.
- Pay was made from BSP account 039001-0000001: set that account's payment-file format under Banking → Bank file setup.
- No liability account named like "deductions" exists, so standing deductions are left out: add one, or add the deductions on each Pay tab after the import.
- goPayroll's "Time in lieu" (1 person with a balance) is added on import as a leave type of that name, managed by hand: nothing accrues until you set its entitlement on Payroll settings → Leave & holidays → Leave rules.
- These goPayroll departments are added on import, as values of a new "Department" reporting dimension: Front counter (1).

The first card shows the company, goPayroll's employer RMD number and CINSF reference, the account pay was made from, how many staff are current and how many have left, and the pay runs. Under it are notes, each one a job for you. In the sample:

- goPayroll's **employer RMD number** and **CINSF employer reference** are shown so you can enter them on Business details.
- The **paying account** (here "Pay was made from BSP account 039001-0000001") needs its payment-file format set under **Banking → Bank file setup**.
- **No liability account named like "deductions" exists**, so standing deductions are left out. Add one, or add the deductions on each **Pay & work pattern** section afterwards.
- goPayroll's **Time in lieu** is added as a leave type of that name, managed by hand: nothing accrues until you set its entitlement on **Payroll settings → Leave & holidays → Leave rules**.
- The goPayroll **department** (*Front counter*) is added as a value of a new **Department** reporting dimension.



3. Review and import

3 ready · 0 already present · 0 errors. Nothing has been saved yet.

EMPLOYEE	RMD NUMBER	STATUS	GROSS TO CUT-OVER	PAYE	CINSF	DETAILS
Mere Koroa (left)	40012	Ready	$1,153.85	$346.15	$57.69	$60,000.00/year · 40.00 h/week · Secondary
Tane Piri	40011	Ready	$2,050.00	$200.00	$100.00	$25.00/hour · 40.00 h/week · Primary · split into 2 accounts · 1 standing item
		• Loan repayment "LOAN" of $50.00 a pay to ...0103: set the lender up as a supplier and add the deduction with that payee. • Standing deduction "Social club" $5.00 a pay was not carried (no deductions account).				
Aroha Teina	40013	Ready	$0.00	$0.00	$0.00	$15.00/hour · 40.00 h/week · Primary
		• No standard hours in goPayroll; set to 40.00 a period and paid from a timesheet.				

Import

The second card lists each person with a **Status** and, under their row, a note for anything Easy could not carry:

Status	Meaning
Ready	Will be created
Already present	Easy already has an employee with this RMD number. They are left exactly as they are
Error	Easy cannot make this person. The reason is on the row, and **Import** stays off while any row shows Error

For example, "No RMD number in goPayroll; add it there or key this person by hand" is what a person with no RMD number gets, and "Several employees in Easy already carry this RMD number" is another (not shown in the sample, from Easy's source).

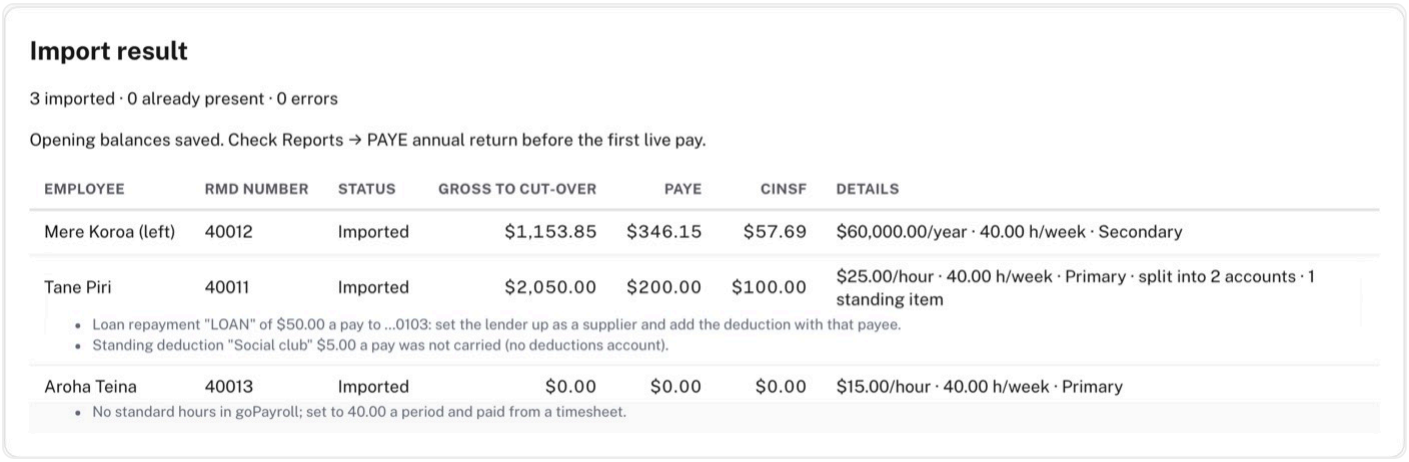
What comes across, from Easy's own Help (What comes across), with what the preview showed:

From goPayroll	In Easy
The staff record	One employee each. A person rehired under the same RMD number is one employee, and the year's pay on the earlier records counts. The goPayroll badge becomes the **clock / badge number**
Pay and tax	Hourly rate or salary, standard hours, tax code (goPayroll's rule 1 is the scale; rule 2 is 30 % unless a flat rate is on the record, which becomes the secondary rate), extra PAYE and whether they pay CINSF. *Mere Koroa* showed as **Secondary**
Bank accounts	The account taking the rest becomes the main account, and each fixed-amount account a split-pay account. *Tane Piri* showed "split into 2 accounts"
Standing allowances and deductions	Pay items, coded to the wages account (allowances) or the deductions account. *Tane*'s showed "1 standing item"
Leave balances	In hours, matched to Easy's leave types. A type Easy lacks is added
The year's figures	Opening-balance runs, one a month, for the RM101s and RM106

Not carried, and listed on the preview: a **loan repayment** to a lender's account (Easy pays those through a supplier: *Tane*'s showed "set the lender up as a supplier and add the deduction with that payee"), a standing deduction when there is no deductions account (*Tane*'s *Social club* $5.00 a pay "was not carried (no deductions account)") and an account with no amount per pay. *Aroha Teina* has no standard hours in the file, so Easy set her to 40 a period and paid from a timesheet.

Step 4. Import

Choose **Import**. Nothing is saved until you do, and the result screen has no undo, so read the preview first.



Import result

3 imported · 0 already present · 0 errors

Opening balances saved. Check Reports → PAYE annual return before the first live pay.

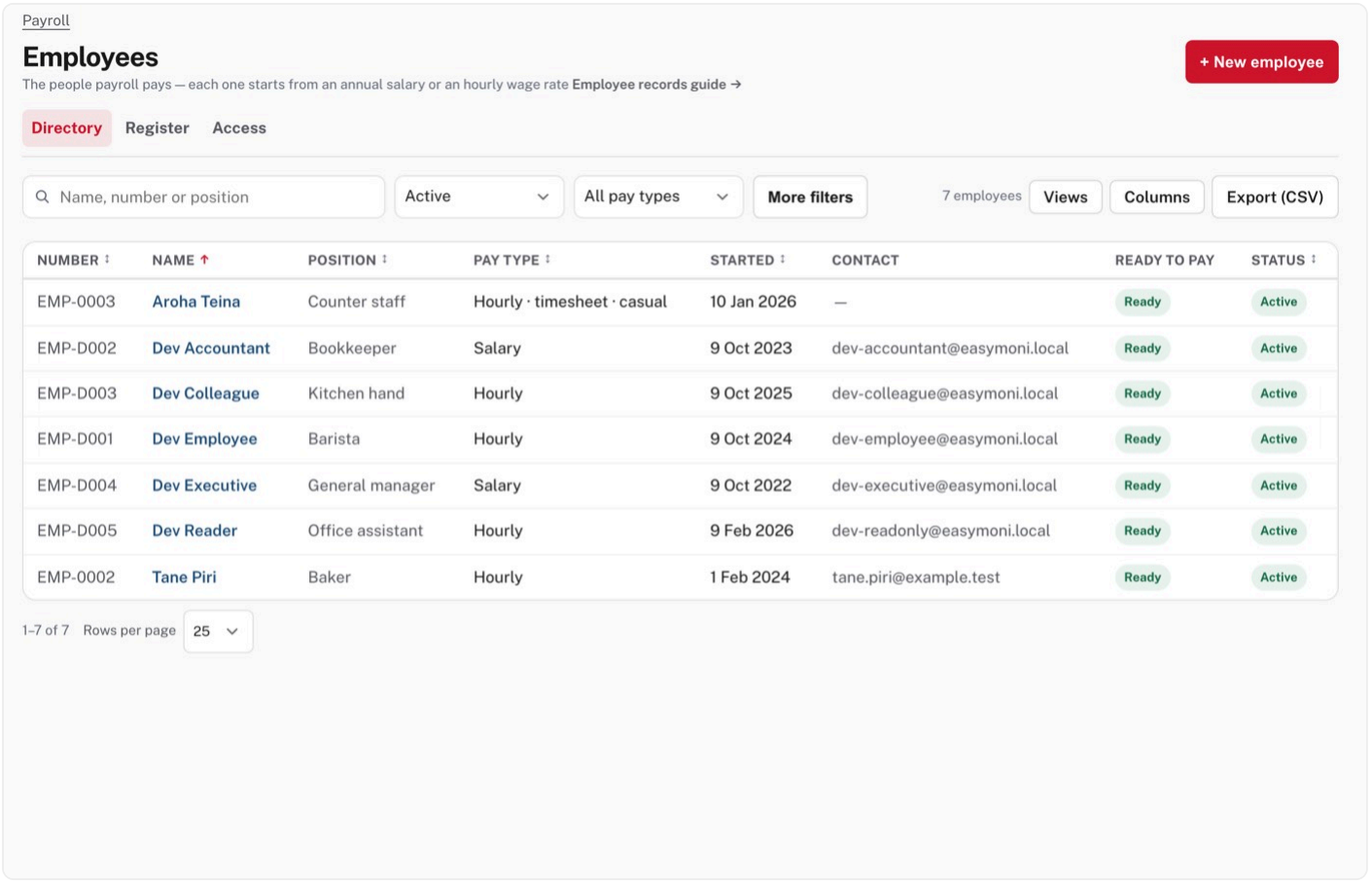
EMPLOYEE	RMD NUMBER	STATUS	GROSS TO CUT-OVER	PAYE	CINSF	DETAILS
Mere Koroa (left)	40012	Imported	$1,153.85	$346.15	$57.69	$60,000.00/year · 40.00 h/week · Secondary
Tane Piri	40011	Imported	$2,050.00	$200.00	$100.00	$25.00/hour · 40.00 h/week · Primary · split into 2 accounts · 1 standing item
			• Loan repayment "LOAN" of $50.00 a pay to ...0103: set the lender up as a supplier and add the deduction with that payee. • Standing deduction "Social club" $5.00 a pay was not carried (no deductions account).			
Aroha Teina	40013	Imported	$0.00	$0.00	$0.00	$15.00/hour · 40.00 h/week · Primary
			• No standard hours in goPayroll; set to 40.00 a period and paid from a timesheet.			

The result reads "3 imported · 0 already present · 0 errors" and, because the year's figures were included, "Opening balances saved. Check Reports → PAYE annual return before the first live pay." Each person is made through the same save as a hand-keyed employee, so the same checks and audit trail apply. Not shown, from Easy's source: running the import again skips everyone already created and reports them as **Already present**, and if the opening figures can't be saved the card says "Opening balances were not saved" and why.

Step 5. Check what came across

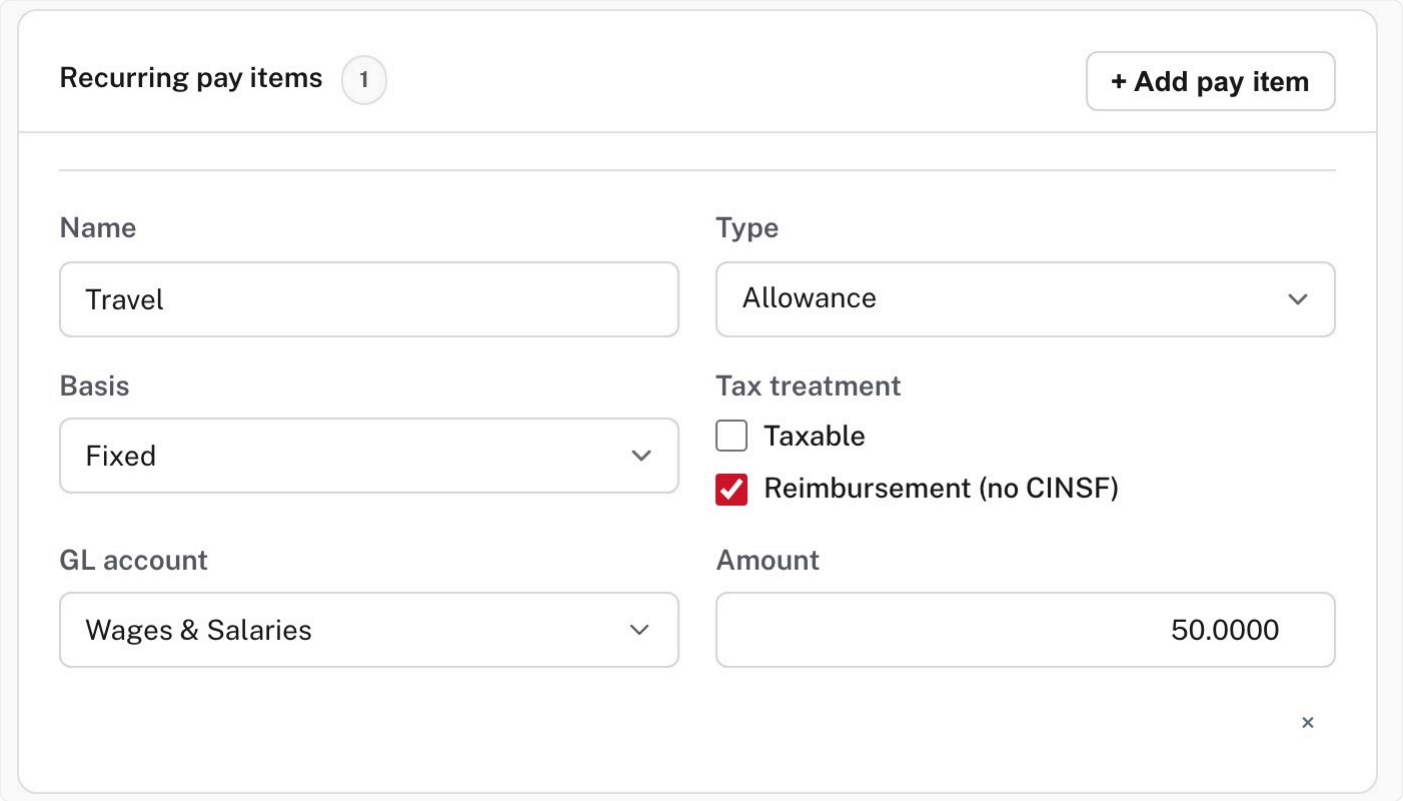
Do this before anyone is paid. Compare each screen with goPayroll's own reports.

Payroll → Employees. The list holds the new people.



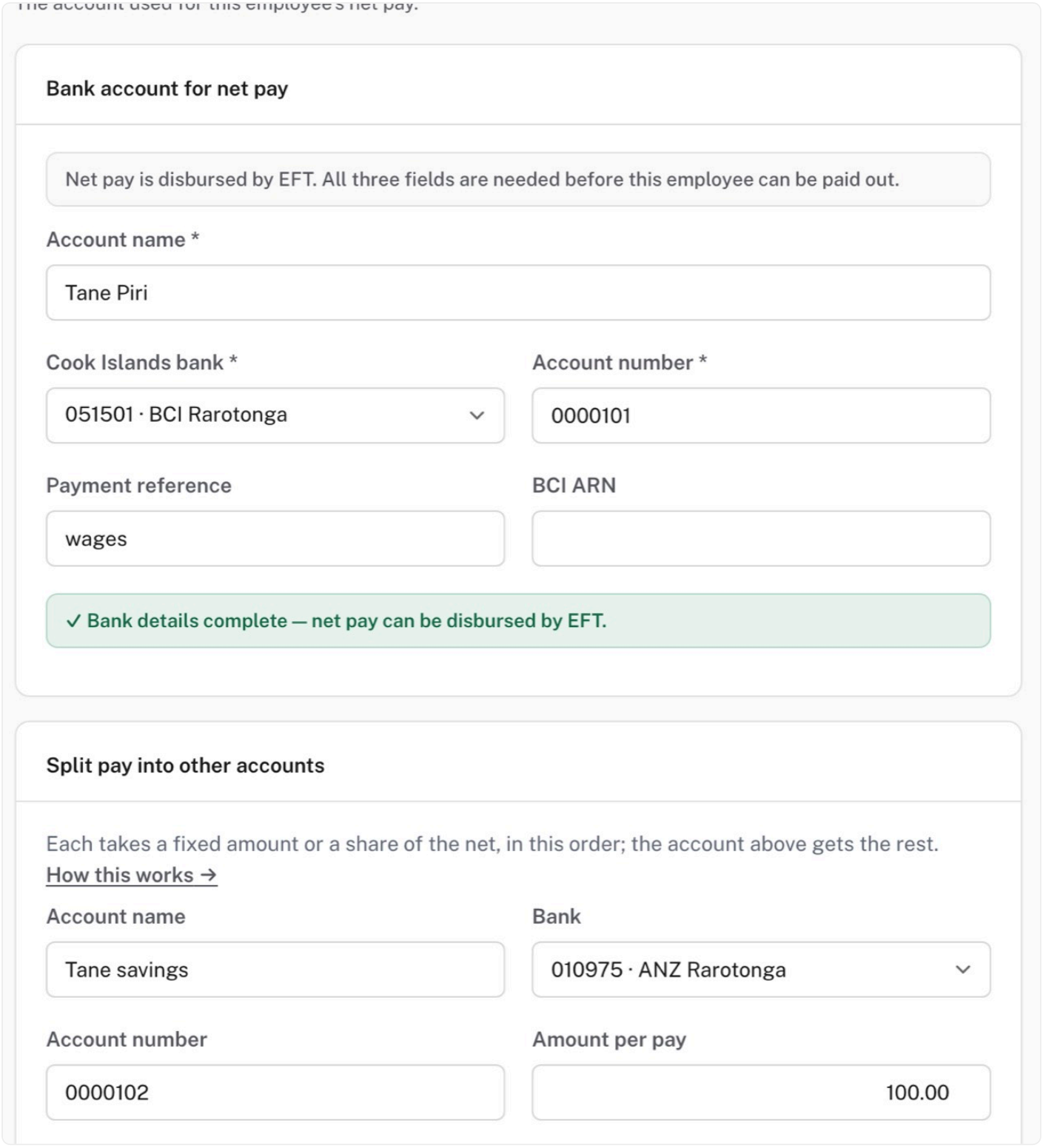
Tane Piri is hourly, *Aroha Teina* is **Hourly · timesheet · casual**. Both show **Ready** under **Ready to pay**: their compensation and bank details are complete. *Mere Koroa*, who left, is not in this list: the default filter is **Active**. Open a person to check each section.

Pay & work pattern. The standing allowance came across as a pay item.



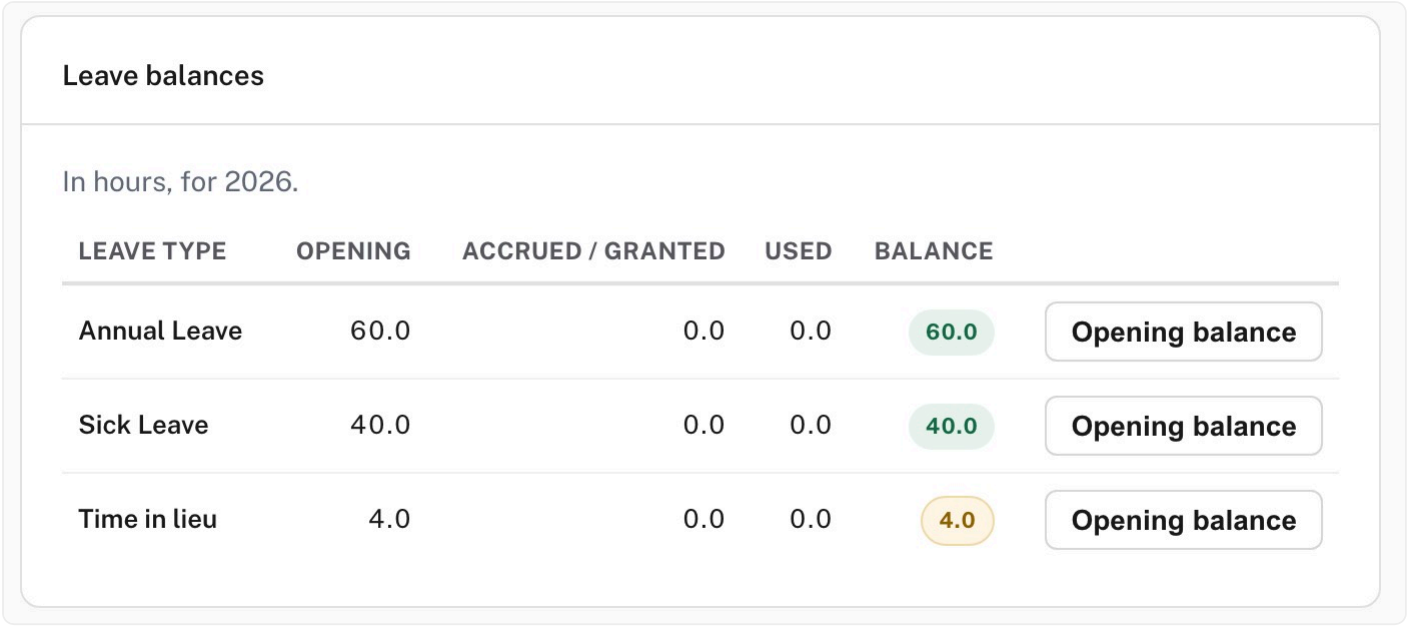
Travel is a fixed $50 allowance, not taxable, ticked **Reimbursement (no CINSF)**. goPayroll leaves a non-taxable pay code out of CINSF, and Easy carries that as a reimbursement.

Bank details. The main account and the split.



goPayroll stores the paying bank's routing code on the account (a BSP file reaches BCI as 089001 and ANZ as 099012), and Easy reads it as the bank it reaches. In the sample the main account came across as **BCI Rarotonga** and the split account as **ANZ Rarotonga**. The split account takes its fixed **Amount per pay** ($100.00), and the main account gets the rest. The **BCI ARN** box on a BCI account is empty after the import. The comparison's checklist asks that "required BCI ARNs" agree (step 6), so fill it in.

Leave & entitlements.



goPayroll counts a leave type in days or in hours. Easy turns days into hours using the person's hours a day and takes hours as they are. *Tane*'s 7.5 days of annual leave (10 earned, 2.5 taken) became **60.0** hours, his 5 days of sick leave **40.0**, and his time in lieu, which the file holds in hours, stayed **4.0**. These show as **Opening** hours, and **Accrued / granted** starts at zero. The **Opening balance** button beside each type changes the opening figure. Check every balance against goPayroll's leave report. To add hours to a type managed by hand, such as the imported *Time in lieu*, use **Grant hours** on the same section (Leave balances and accrual; not tried in the demo).

Payroll → Reports → PAYE annual return. The year's pay is in the return.

EMPLOYEE	RMD NUMBER	RUNS	GROSS	PAYE	CINSF (EMP)	CINSF (ER)	NET	R/
Dev Accountant	RMD-D002	2	$4,800.00	$660.00	$240.00	$240.00	$3,900.00	13.
Dev Colleague	RMD-D003	2	$3,520.00	$380.00	$176.00	$176.00	$2,964.00	10.
Dev Employee	RMD-D001	2	$4,000.00	$480.00	$200.00	$200.00	$3,320.00	12.
Mere Koroa	40012	1	$1,153.85	$346.15	$57.69	$57.69	$750.01	30.
Tane Piri	40011	2	$2,000.00	$200.00	$100.00	$100.00	$1,740.00	10.
Totals		**4**	**$15,473.85**	**$2,066.15**	**$773.69**	**$773.69**	**$12,674.01**	**13.**

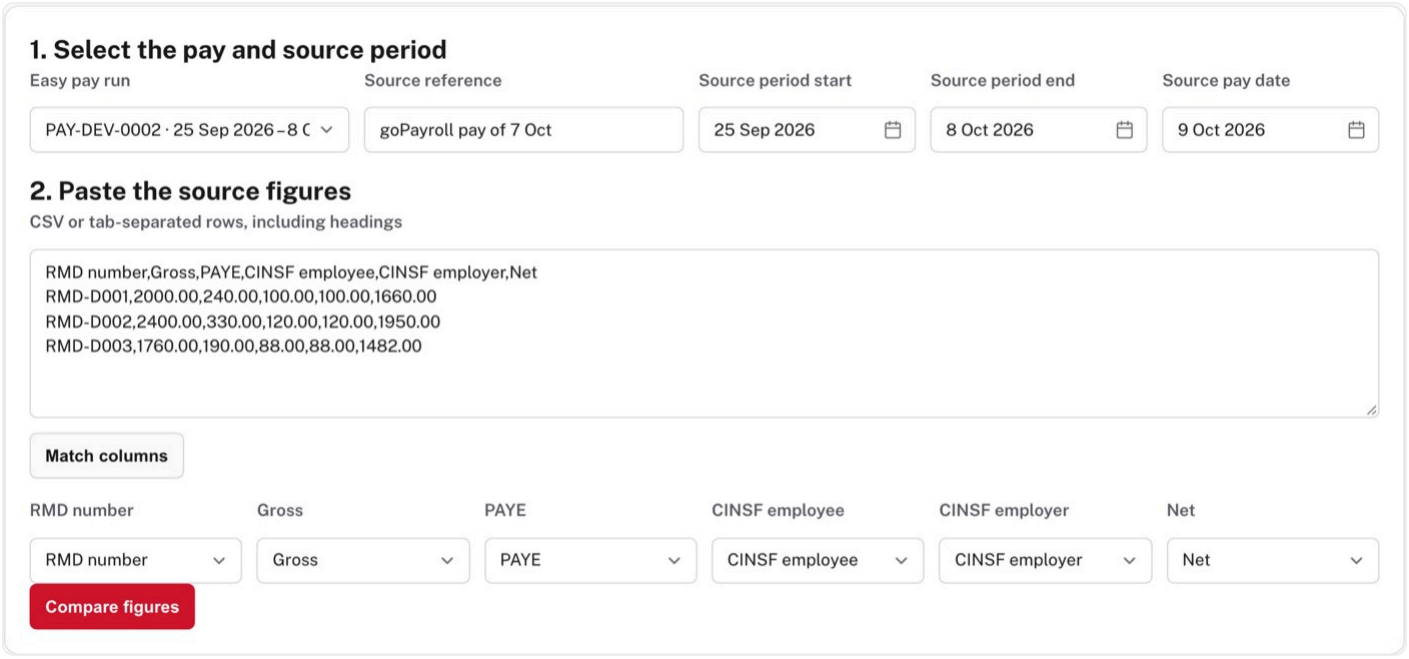
Mere Koroa and *Tane Piri* appear with the pay goPayroll paid them, beside the practice company's own people. The return counts **taxable** gross, so *Tane*'s $2,000.00 here is $50 less than the $2,050.00 on the preview: the $50 is his non-taxable travel reimbursement, which the preview's gross includes and the return leaves out (from Easy's source). The RM106 grid under it (not in the picture) shows the opening figures in the months goPayroll paid them. See Payroll returns.

Then clear the rest of the list:

- Enter the **employer RMD number** and **CINSF employer reference** on **Settings → Business details**.
- Set the **payment-file format** for the paying account, and set up any **lender** as a supplier.
- Give each person an **approver** (**Payroll → Employees → Access** lists the imported people as "No one specifically assigned") and invite them to self-service (For employees). An import brings no documents, so on each record the **Documents** check stays open until a supporting file is attached (from Easy's source).
- Set the entitlement for any leave type the import added (Leave).

Step 6. Compare Easy's pay with goPayroll's

Payroll → Payroll settings → Setup & switching → Payroll comparison. Do this before the first live pay, against a pay goPayroll has already made.



1. Choose the **Easy pay run** to compare (the list also offers runs that are not finished). The source period and pay date fill in from the run. Change them to goPayroll's, and give the **Source reference** a name such as "goPayroll pay of 7 Oct".
2. Paste goPayroll's figures as **CSV or tab-separated rows, including headings**: RMD number, Gross, PAYE, CINSF employee, CINSF employer and Net, one row for each person. Choose **Match columns**, check each box names the right column, then choose **Compare figures**.

Easy matches people by RMD number and shows every figure side by side. When they agree, the card says **All figures match to the cent.**

3. Review every employee

All figures match to the cent.

EMPLOYEE / FIGURE	EASY	SOURCE	DIFFERENCE	RESULT
Dev Accountant				Match
Gross	$2,400.00	$2,400.00	$0.00	Match
PAYE	$330.00	$330.00	$0.00	Match
CINSF employee	$120.00	$120.00	$0.00	Match
CINSF employer	$120.00	$120.00	$0.00	Match
Net	$1,950.00	$1,950.00	$0.00	Match
Dev Colleague				Match
Gross	$1,760.00	$1,760.00	$0.00	Match
PAYE	$190.00	$190.00	$0.00	Match
CINSF employee	$88.00	$88.00	$0.00	Match
CINSF employer	$88.00	$88.00	$0.00	Match
Net	$1,482.00	$1,482.00	$0.00	Match
Dev Employee				Match
Gross	$2,000.00	$2,000.00	$0.00	Match
PAYE	$240.00	$240.00	$0.00	Match
CINSF employee	$100.00	$100.00	$0.00	Match
CINSF employer	$100.00	$100.00	$0.00	Match
Net	$1,660.00	$1,660.00	$0.00	Match

When one does not, it says **Differences remain** and that sign-off is blocked, and marks the figures to check.

3. Review every employee

Differences remain — sign-off is blocked.

EMPLOYEE / FIGURE	EASY	SOURCE	DIFFERENCE	RESULT
Dev Accountant				Match
Gross	$2,400.00	$2,400.00	$0.00	Match
PAYE	$330.00	$330.00	$0.00	Match
CINSF employee	$120.00	$120.00	$0.00	Match
CINSF employer	$120.00	$120.00	$0.00	Match
Net	$1,950.00	$1,950.00	$0.00	Match
Dev Colleague				Difference
Gross	$1,760.00	$1,760.00	$0.00	Match
PAYE	$190.00	$191.50	($1.50)	Check
CINSF employee	$88.00	$88.00	$0.00	Match
CINSF employer	$88.00	$88.00	$0.00	Match
Net	$1,482.00	$1,480.50	$1.50	Check
Dev Employee				Match
Gross	$2,000.00	$2,000.00	$0.00	Match
PAYE	$240.00	$240.00	$0.00	Match
CINSF employee	$100.00	$100.00	$0.00	Match
CINSF employer	$100.00	$100.00	$0.00	Match
Net	$1,660.00	$1,660.00	$0.00	Match

Below the table, **4. Record the acceptance evidence** asks for **12 checks with the evidence** you used for each: the same-period figures, 20 weekly cases from each RMD table, secondary, no-declaration and bonus cases, CINSF age limits and voluntary elections, overtime above 40 hours, public holidays, leave balances, payslip YTD, a bank test import, the journal and monthly liabilities, the RM205 preview, and the payslip wording. Each starts as **Not checked**. A last card, **13. Owner sign-off**, holds the **Sign as owner** button. Not shown in the demo, from Easy's source and Help:

- The **business Owner** gives the first sign-off, and a different pay-run approver countersigns (**Countersign as second approver**) when the pay-run approval needs a second person. A payroll manager can compare but not sign: the **Sign as owner** button was on the page for the payroll manager in the pictures, but the screen's source refuses anyone who is not the Owner.
- The run must be finished or locked ("Finish or lock this pay run before signing the final comparison"), and the figures must match.
- Checks 1, 2 and 8 to 12 must be **Passed**. Checks 3 to 7 can be **Not applicable** with a reason.
- Signing is recorded in the audit trail. If the run or approval policy changes afterwards, the sign-off shows as stale.

Comparing changes nothing until someone signs.

When something goes wrong

What Easy says	What to do
"Choose the goPayroll data export: the .zip it downloads, or the .db inside it, up to 256 MB."	The file is the wrong type or too big. Use the .zip from **Tools → Data export**
"That file could not be read as a goPayroll export: …"	The file is damaged or not goPayroll's. Export again
"Choose the first day of a month as the cut-over."	Change the date
A row marked **Error**	The reason is on the row. Fix it in goPayroll, export again and preview again
"Upload the export in the business it is for first."	The company in the switcher changed after you uploaded. Switch back and upload again
"Opening balances for this calendar year were already imported."	There is one opening set a year, and it can be added to at the same cut-over but not repeated or moved to another date
"An employee already has payroll in or after this calendar year. Resolve it before importing opening balances."	Someone being imported already has a pay run in Easy this year. Sort that run out first

Not shown in the demo: these come from Easy's source.

Check before you continue

Check before you continue

- ◯ The preview showed **0 errors**, and every note on it has been dealt with or noted.
- ◯ Each employee's pay, tax code, bank accounts and standing items match goPayroll.
- ◯ Every leave balance matches goPayroll's leave report, in hours.
- ◯ The **PAYE annual return** shows each person's year to the cut-over, and agrees with goPayroll's year to date.
- ◯ The employer RMD number, CINSF reference and payment-file format are entered, and every **BCI ARN** that is needed is filled in.
- ◯ The **Payroll comparison** matched goPayroll's last pay to the cent, and the checklist is recorded and signed.
- ◯ Everyone has an approver, and goPayroll stops paying from the cut-over.

Settings and administration

Approvals and controls across the company

An **approval** asks a second person to look at something before it counts. A **control** is a rule that stops a mistake or a fraud (a lock on closed months, a second factor at sign-in). Easy has about twenty of them, and **a new company starts with every approval off**, so you decide which your business needs. This chapter shows where they are, which to turn on first, and how they behave when you are the only person.

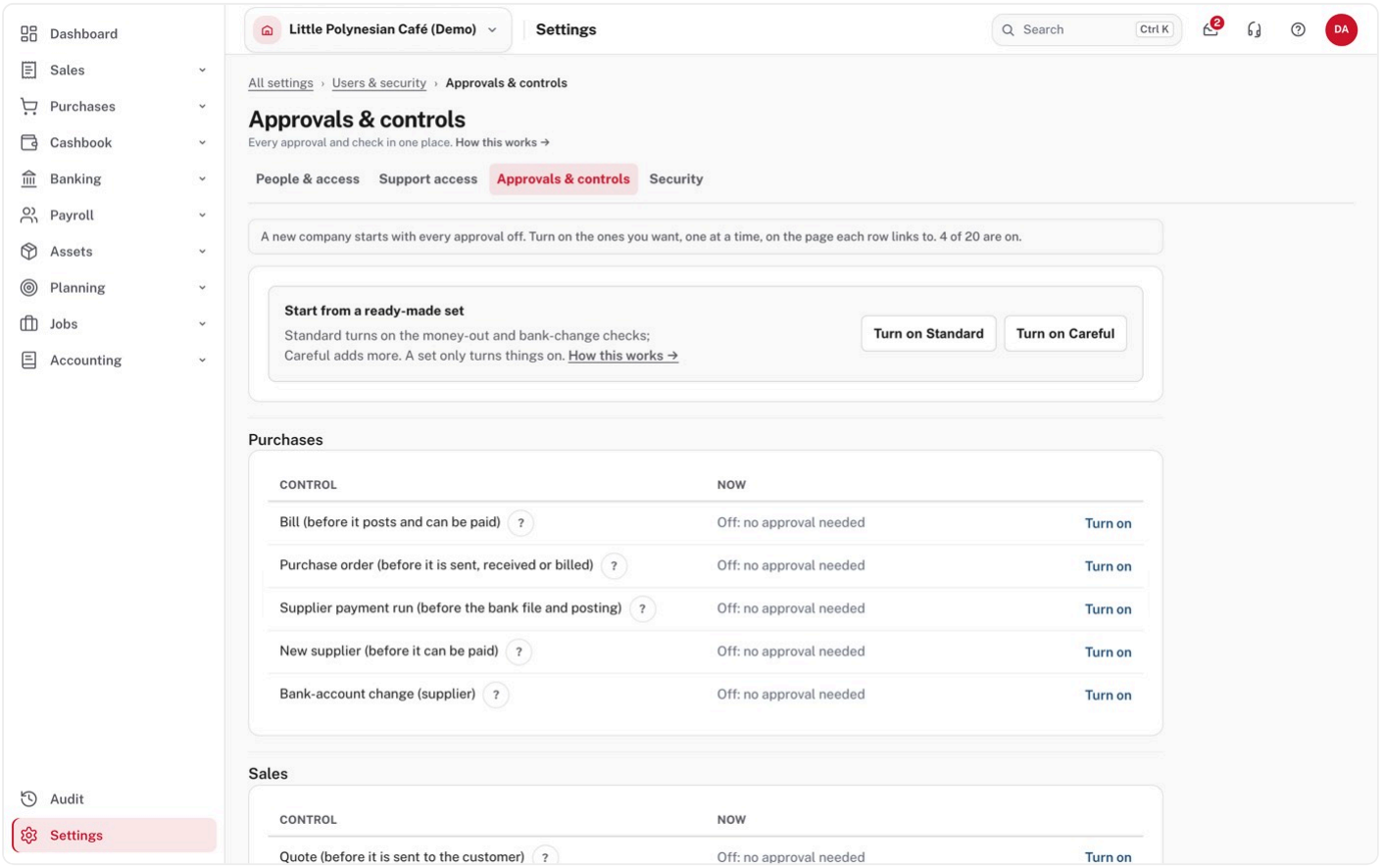
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, which has four decisions on (leave, timesheets and expense claims always have a decision step) and the rest off.

Before you start

- Only the **Owner** or an **Administrator** can change approval rules. An **Accountant** cannot, so the person a control checks can never switch it off (People, roles and access).
- Decide **who** will approve. An approval asks for a **different person**: if only you can decide, Easy lets you approve your own item with a short reason, which is kept.
- Don't switch controls on in bulk just before a busy day. Each one adds a step for someone.

Step 1. See every control in one place

Settings → Users & security → Approvals & controls.



The page lists **every approval and internal check** in groups (Purchases, Sales, Accounting, Payroll and others): the **control**, **now** (*Off: no approval needed*, or what it is set to) and a **Turn on** link to the page where it is changed. It saves nothing itself: **each control keeps its own page, so you always change a control where it belongs.** The line at the top counts how many are on (*4 of 20* in the demo). The **?** beside a control explains it.

Two ready-made sets

Start from a ready-made set offers:

- **Standard** turns on sign-off for **manual journals** and **supplier payment runs**, and checks on **supplier and employee bank-account changes**.
- **Careful** adds **bills, invoices and pay runs**, and asks every member to sign in with a **second factor**.

A set only turns things on. It never changes a control that is already on (so it will not overwrite a limit or a named approver you chose), and it never turns anything off. Each control can still be changed afterwards on its own page.

Step 2. Decide which to turn on first

Turn a control on when a second pair of eyes would catch a mistake that costs real money. A good order for a small business:

Order	Control	Why
1	**Bank-account changes** (suppliers and employees)	Changing where money is paid is the usual way a payment gets redirected to a fraudster. It only fires when an account changes, so it rarely gets in the way.
2	**Payment runs and pay runs**, once more than one person handles money	The two ways payroll and supplier fraud usually happen: a changed account and a payment nobody else looks at
3	**Bills**, with a **delegation limit**	Only larger bills wait for approval
4	**Manual journals**, if anyone other than your accountant can enter them	A journal can move amounts between almost any two accounts

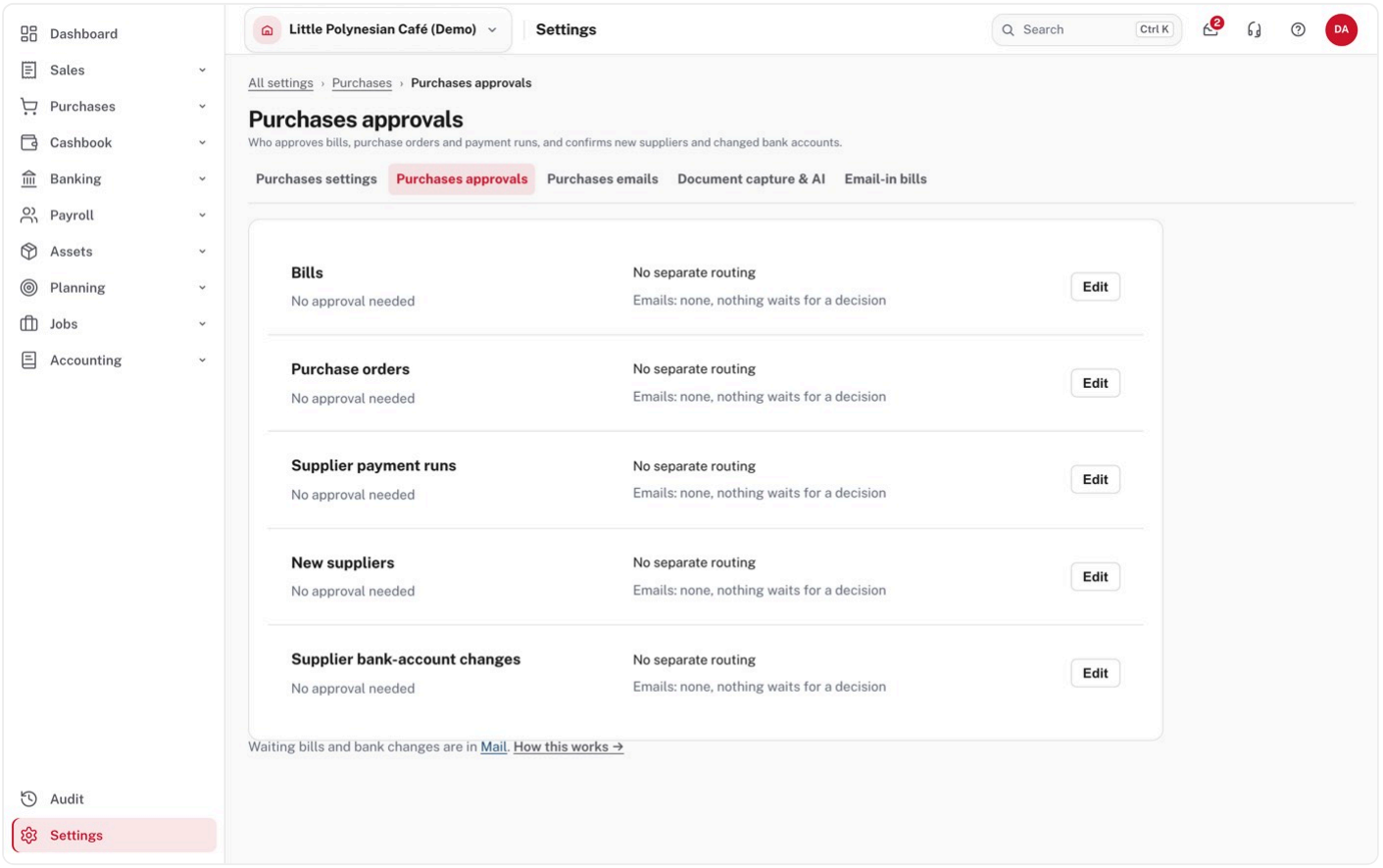
Leave **invoices, quotes and purchase orders** until you need them. If you are a **one-person company**, most controls add typing without adding safety; turn them on when you add someone.

A reminder where it matters

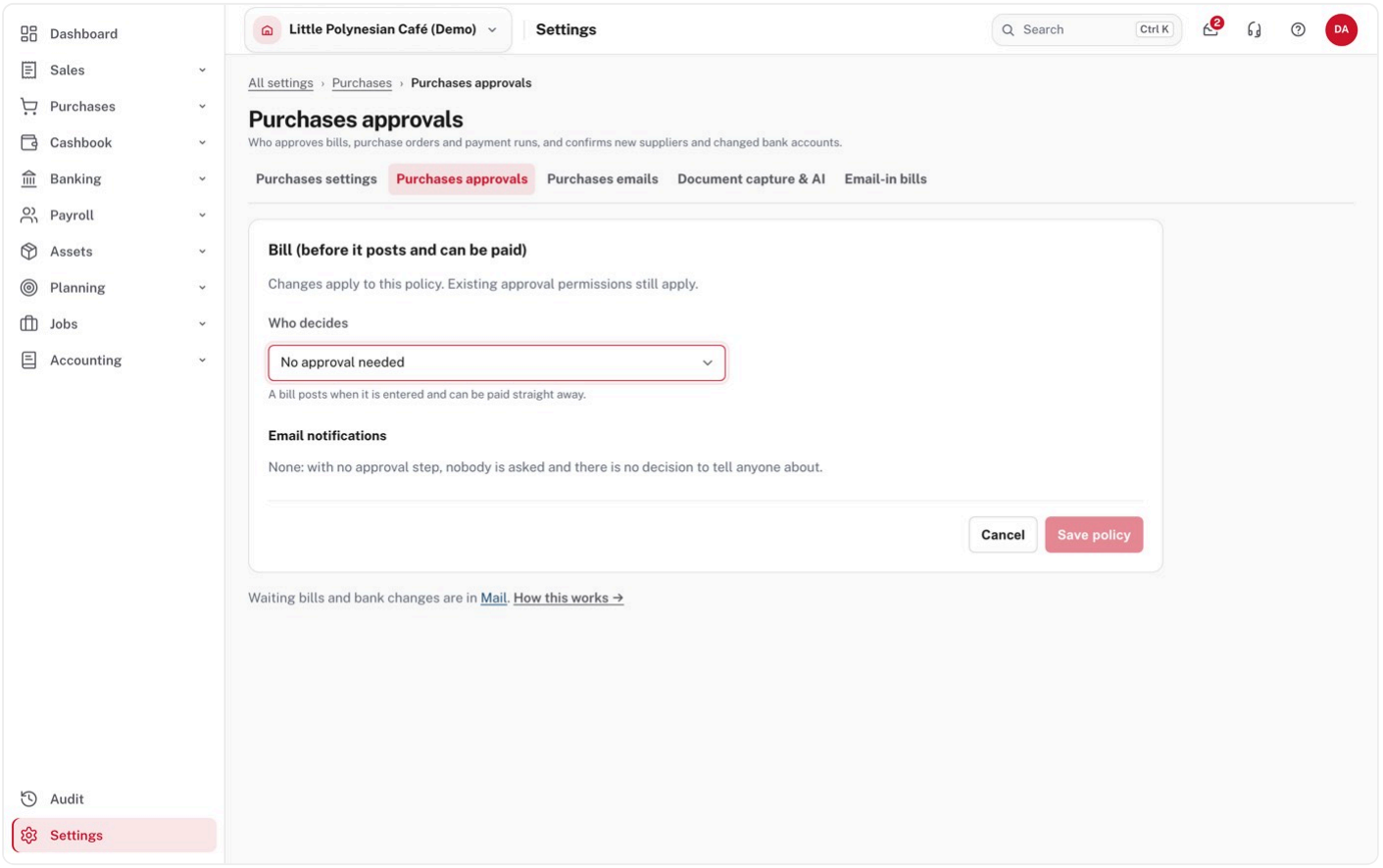
While bill approval, payment-run sign-off or pay-run sign-off is off, the screen where you enter your first bill, prepare your first payment run or review your first pay run shows a one-line note with a link to turn it on. It never stops you, goes away for the session when you hide it, and doesn't return once you have recorded your first of that kind, or the control is on. Only people who can change the setting see it.

Step 3. Turn one on

Each control is changed on its own page. The pattern is always the same: a row for each decision, a **Who decides** choice and, where it applies, an **amount limit**.



Settings → Purchases → Purchases approvals has a row for **bills**, **purchase orders**, **supplier payment runs**, **new suppliers** and **supplier bank-account changes**. Choose **Edit** on one.



Who decides is one of:

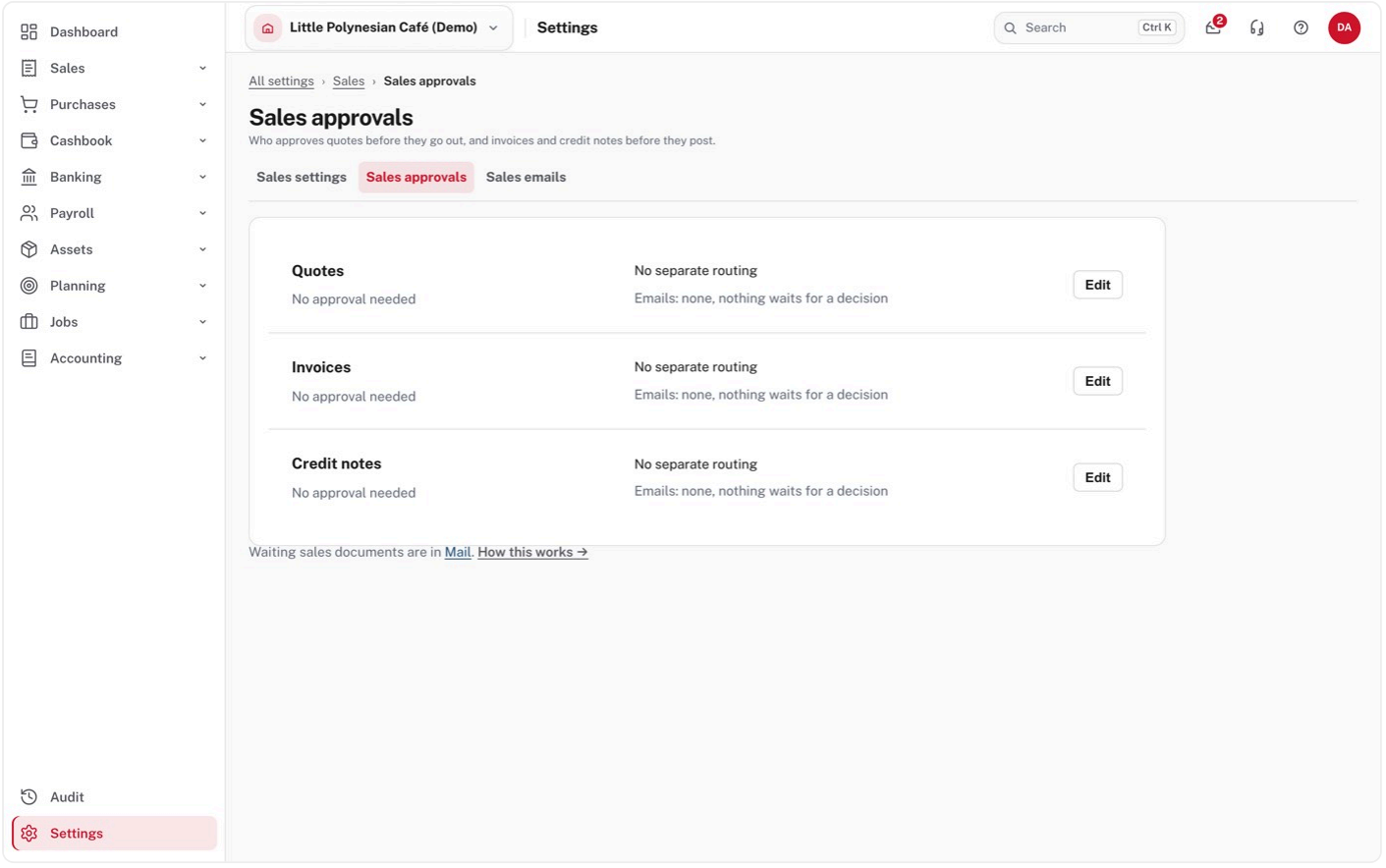
Choice	What it means
No approval needed	The item is recorded when it is entered
The person who prepared it	It waits, but whoever entered it may approve it. A record of the decision is kept
Someone else	It waits until a **different** person approves, either anyone who can approve it, or **one named person**

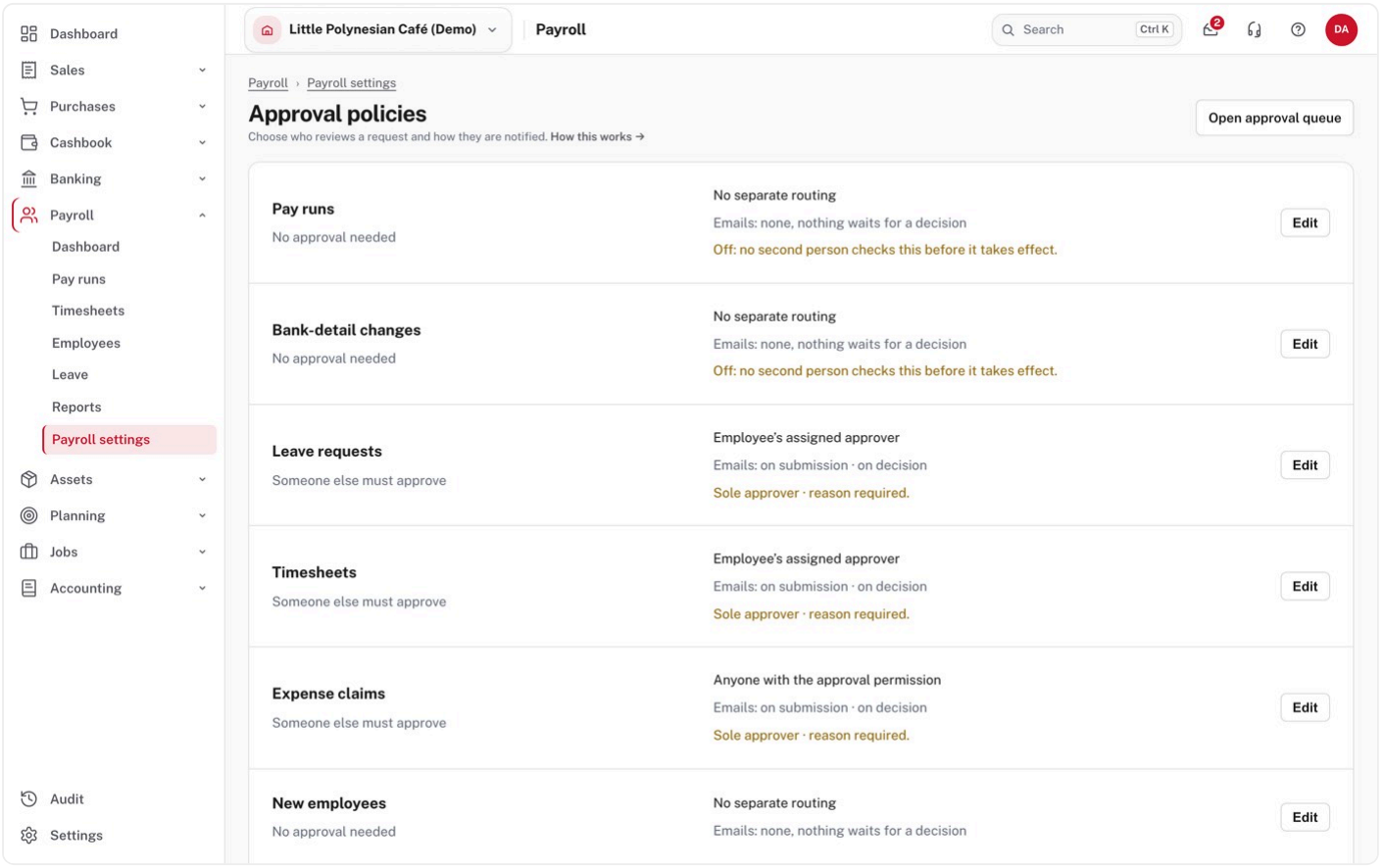
Under it, **Email notifications** says who is emailed when something is submitted and when it is decided. Choose **Save policy** (**Cancel** restores the saved rule).

Financial delegation. Bills, purchase orders and supplier payment runs can each ask for approval **only above an amount**: edit the row, tick **Only when the amount is over a limit**, and enter the limit in your books' currency. At or under it the item goes straight through; over it, the approval applies as set.

The same pattern is used in each module:

Control	Where it is changed
Bills, purchase orders, payment runs, new suppliers, supplier bank changes	**Settings → Purchases approvals** (Enter and record a bill)
Quotes, invoices, credit notes	**Settings → Sales approvals** (shown below)
Manual journals	**Settings → Accounting approvals** (Manual journals)
Pay runs, employee bank changes, new employees, pay-rate changes, terminations, leave, timesheets, expense claims	**Payroll settings → Approvals** (Set up payroll, step 7)
The transaction lock, *Edit posted manual journals*	**Settings → Accounting**
Two-factor sign-in	**Settings → Security** (People, roles and access)



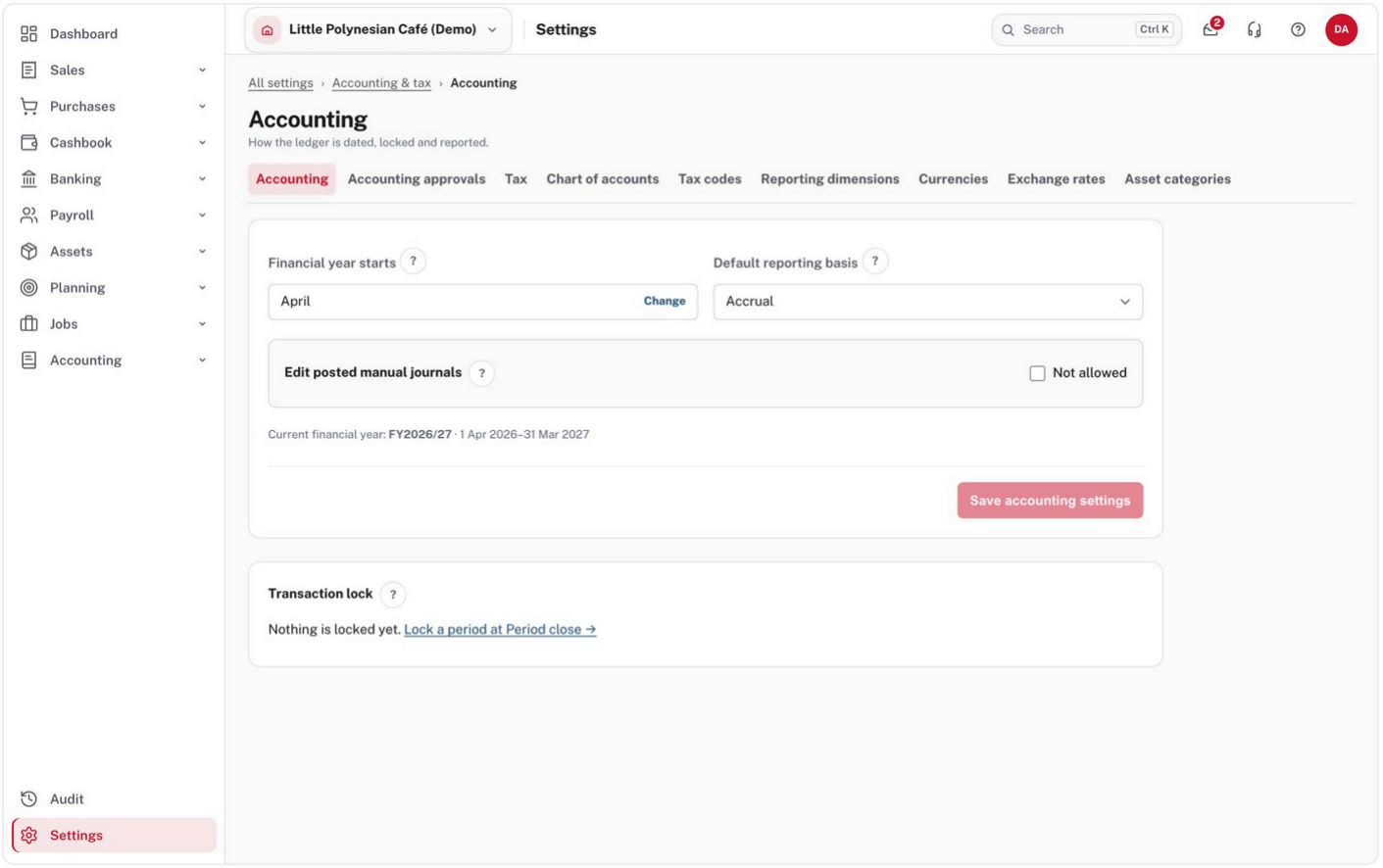


What happens to work already waiting

- **Switching a control on** applies to documents that have **not yet been finalised or recorded**, including drafts that already existed. A finalised or recorded document is not affected.
- **Switching a control off** lets a waiting bill be recorded directly. A change to an employee's bank account that was waiting for confirmation takes effect, and Easy records who switched the control off. A pay run that already has an open sign-off still needs it; only new pay runs skip it.
- **A change to who decides never re-routes a request that is already waiting.** To hand a waiting request to someone else, use **Manage assignments** in Mail.
- **Leave requests, timesheets and expense claims always have a decision step**, because deciding is what puts the leave on the timesheet or turns the claim into a bill. You can choose who decides them, but not remove the step.

Step 4. The ledger controls

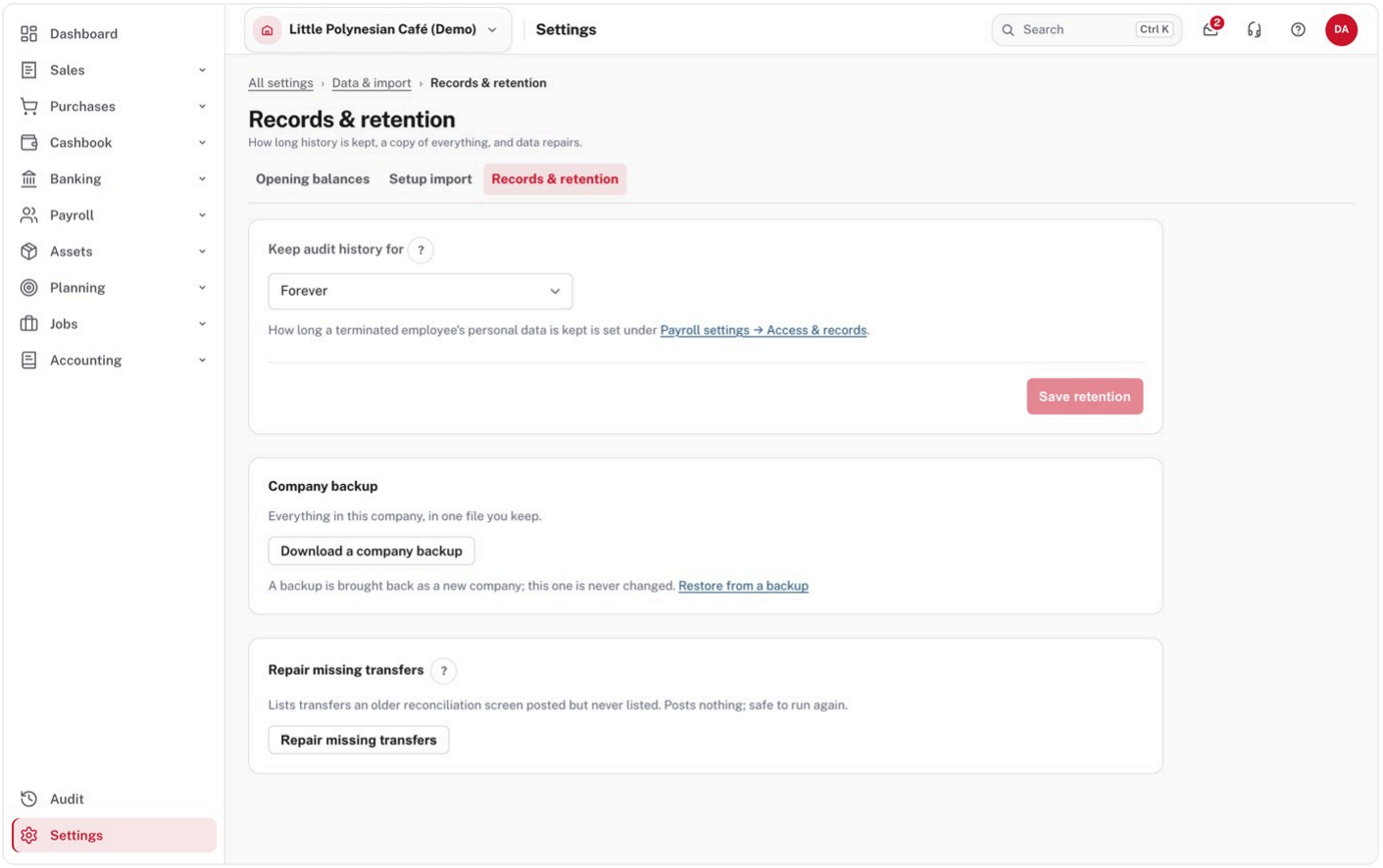
Settings → Accounting is where the books are dated and locked.



- **Financial year starts** sets the month used for annual reporting. It does **not** change the dates on transactions already recorded.
- **Default reporting basis** (*Accrual* or *Cash*) is the starting view for reports that offer both.
- **Edit posted manual journals** (*Not allowed* by default) gives a correction path while the period is open. The original posting and later changes remain in the audit history.
- **Transaction lock** stops posting or changing anything dated on or before the lock date. To lock a month, **sign it off under Period close**; the integrity checks must pass first (Month-end checklist). To **reopen** a period for an authorised correction, choose **Reopen a period** and give the reason: the reason, the old date and the new one go into the audit history, and you sign the period off again afterwards.

Step 5. Records and retention

Settings → Data & import → Records & retention.



- **Keep audit history for** sets the retention period for eligible audit records. **Forever** sets no limit. Check your record-keeping requirements before choosing a shorter period. How long a terminated employee's **personal data** is kept is set separately under **Payroll settings → Access & records**.
- **Company backup**: **Download a company backup** gives everything in this company in one file you keep. A backup is brought back as a **new company**; the company you are in is never changed (**Restore from a backup**, Set up your company).
- **Repair missing transfers** lists transfers an older reconciliation screen posted but never listed. It posts nothing, changes no amounts, and is safe to run again.

When you're the only person

If you are the only one who can decide, you may **approve your own item**, but you must **type a short reason**, which Easy records. That keeps the control honest without locking you out. The moment a second person can decide, the different-person rule applies again, including to what you do afterwards.

When your plan doesn't include approval workflows

Some plans leave out approval workflows: the rows say **Not in your plan**, and bills, purchase orders, quotes, invoices, credit notes, manual journals, pay runs and employee changes go straight through. The checks that stop money being redirected **stay on every plan**: a changed employee or supplier bank account, a new supplier and a supplier payment run.

More detail: Approvals and controls and General ledger controls.

Good practice

Auditors and donors usually look for these, and each maps to a control above:

- one person **prepares** payments and a different person **releases** them in online banking;
- **bank-detail changes** confirmed by a second person;
- a monthly **bank reconciliation** finished by someone other than the person who entered the lines;
- **manual journals** approved, or reviewed monthly by the owner;
- a **lock date** after each month end.

Check before you continue

Check before you continue

- ◯ Bank-account changes (supplier and employee) require a second person's confirmation.
- ◯ Pay runs and supplier payment runs have a different person to approve them, as soon as more than one person handles money.
- ◯ Each control you turned on has the right approver named, and they know where the work arrives (**Mail → My actions**).
- ◯ The transaction lock is set after each month end, and *Edit posted manual journals* is off unless you need it.
- ◯ Audit history retention is set on purpose, and a company backup has been downloaded and kept.

Emails and notifications

Easy sends email for your company in four ways: **documents** you choose to email (an invoice, a statement, a purchase order), **automatic** emails (reminders, a note that something is waiting for someone, a decision), **payroll** emails, and **invitations**. This chapter shows where each is switched on or off and reworded, how to check an email really went, and what to do when it did not. You set it up once, then look at it when someone says an email never arrived. The Owner or an Administrator does it. It goes with Chasing overdue invoices, Approvals and controls and People, roles and access.

About the screenshots

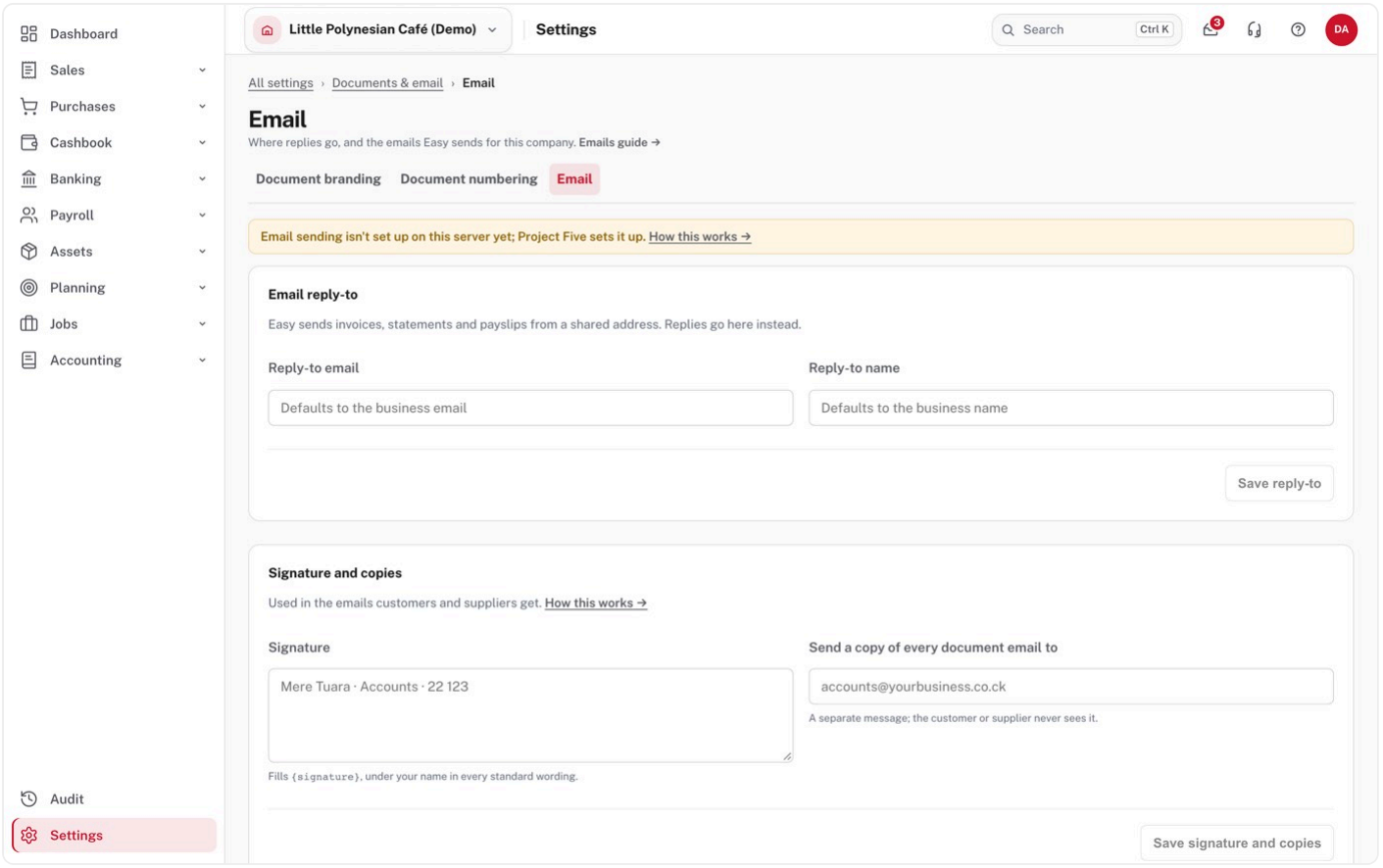
Screenshots are from Easy's demo company, *Little Polynesian Café*. **Email sending is not set up on the local demo server**, so no email was sent for this chapter, and every screen says so. The two rows in *Email activity* are sample entries marked "Not sent". Anything about an email actually leaving, arriving or being resent is described from Easy's Help and source and flagged as not shown.

Before you start

- **Sending is set up by Project Five on the server, not by you.** If it isn't, Easy says so wherever you look: a yellow note on **Settings → Email**, **Not set up** on the Payroll emails page, and a greyed **Email** button on every document (Step 7).
- **Only an Owner or an Administrator** can change email settings and wording on **Settings → Email** and the Sales and Purchases emails pages (Roles explained). Payroll email (payslips, tax certificates, bank-detail alerts) shows in *Email activity* only to people who can open Payroll (Work inbox and email activity).
- **Who a company's emails come from.** Every email arrives from your business ("*Your Trading Name* via Easy"), on Easy's sending address, with replies going to your reply-to address (Who the email is from).

Step 1. Reply-to, signature and copies

Settings → Documents & email → Email.

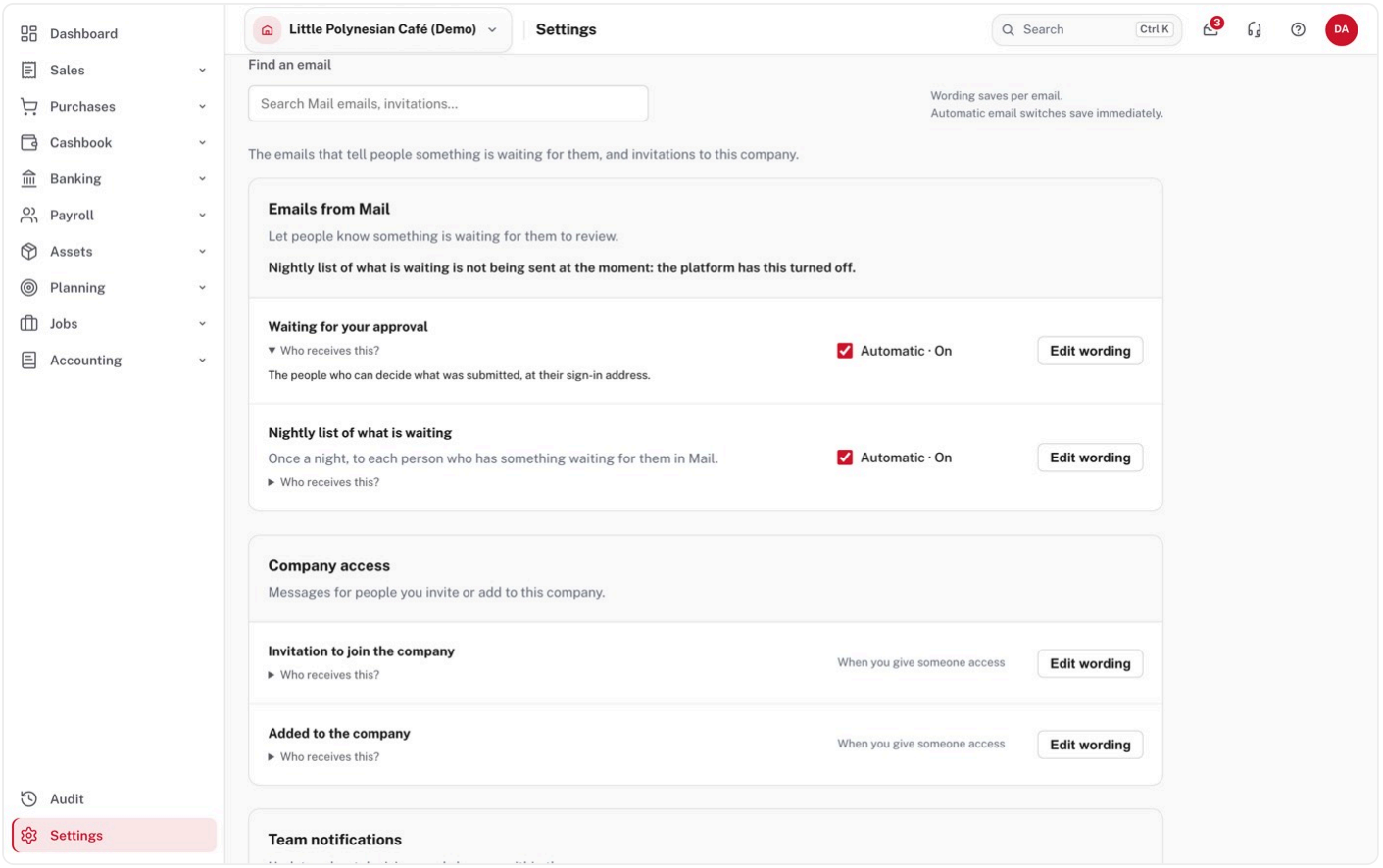


Card	What it does
Email reply-to	Where a customer's or supplier's reply goes. **Reply-to email** and **Reply-to name** both default to your business email and name (Business details)
Signature and copies: Signature	Fills `{signature}`. The standard wording puts it on its own line under your company's name in every customer and supplier email. With none, the line is left out
Send a copy of every document email to	One address, such as accounts@, gets its own separate copy of every document email (invoice, quote, credit note, statement, receipt, reminder, purchase order, remittance advice). The customer never sees it, and a copy that fails does not stop the real email

Each card has its own save button (**Save reply-to**, **Save signature and copies**), greyed out until you change something. More detail: Customer and supplier emails.

Step 2. The emails behind Mail, and invitations

Further down the same page is the list of company-wide emails.



Open **Who receives this?** on a row to see who gets it. The rows:

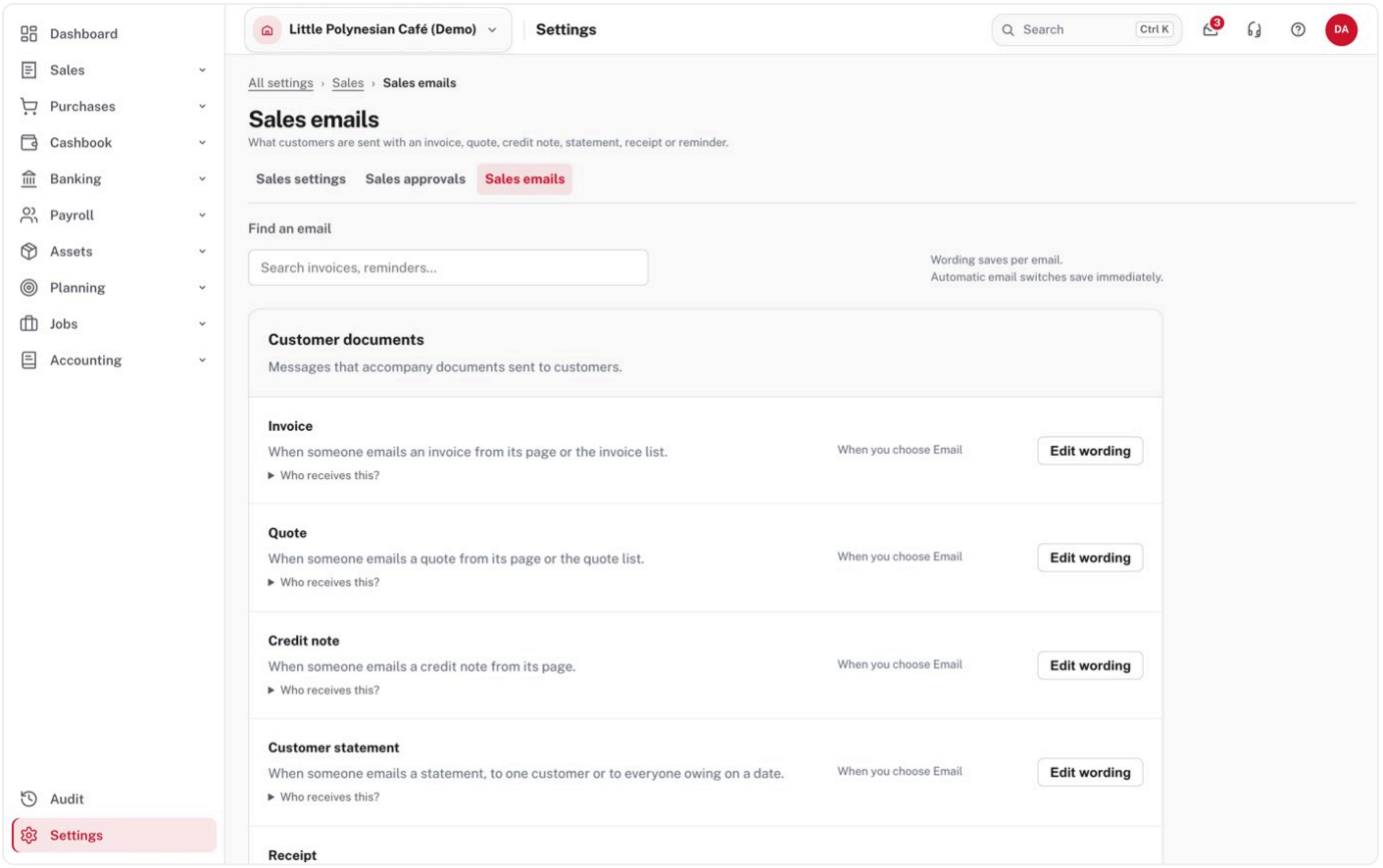
Email	When it goes	Switch
Waiting for your approval	When something is submitted, to the people who can decide it (their sign-in address). Nobody gets more than one a kind every four hours	**Automatic · On**
Nightly list of what is waiting	Once a night, to each person who has something waiting in Mail. Nobody with nothing waiting gets one	**Automatic · On**
Invitation to join the company	When you invite someone	No switch: it goes when you invite
Added to the company	When you give someone access	No switch
Journal decided	When a manual journal someone submitted is approved or sent back, to the person who submitted it	**Automatic · On**

In the demo the page also said "Nightly list of what is waiting is not being sent at the moment: the platform has this turned off". The platform operator can turn the nightly list off for every company at once. If it has, your own switch still saves, and nothing is sent until it is turned back on (Turning one off).

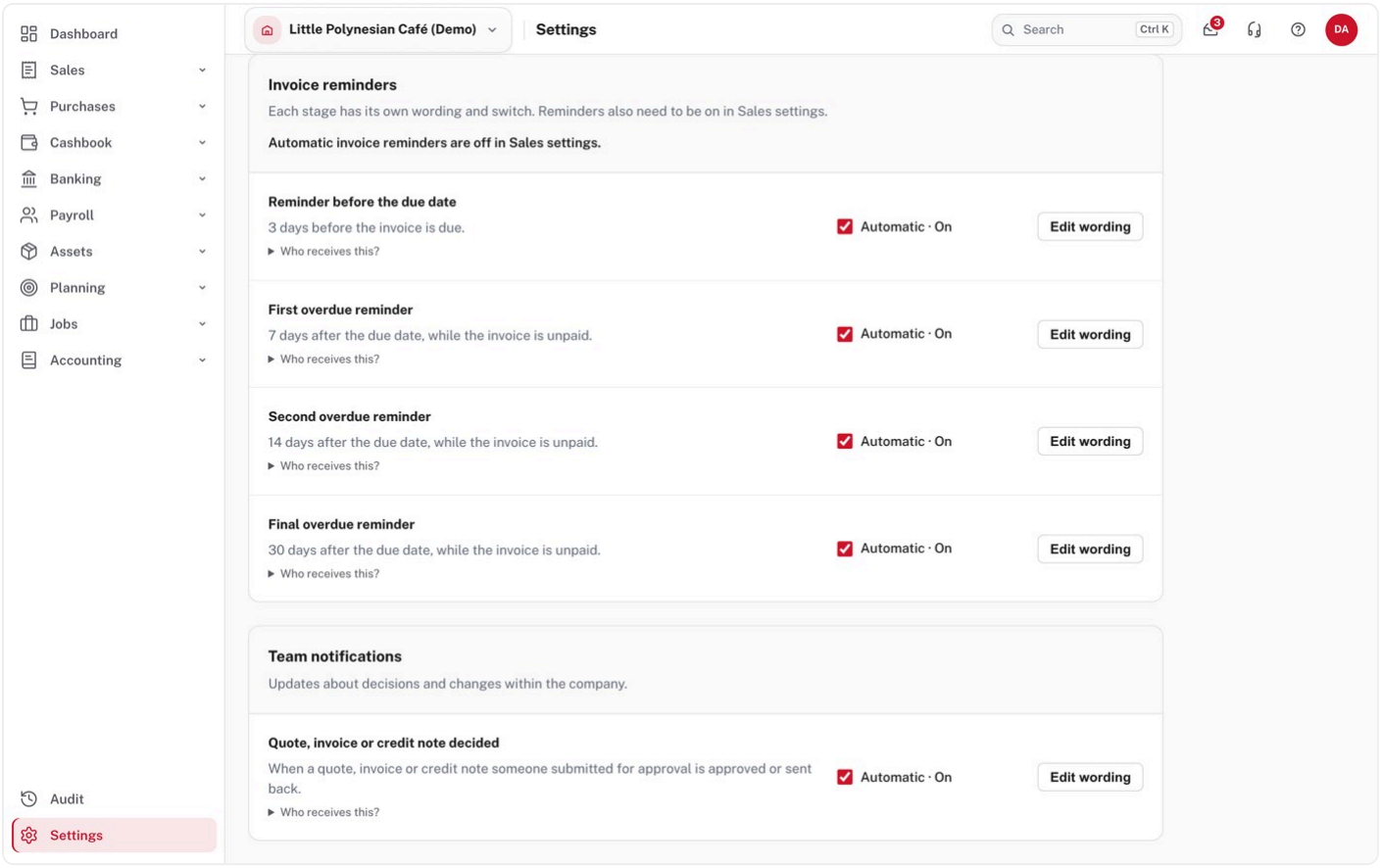
None of these emails carries an amount or an account number. A **switch saves immediately**; **wording saves per email** (step 4). The page groups them in three cards: **Emails from Mail**, **Company access** and **Team notifications**.

Step 3. Customer and supplier emails

Settings → Sales → Sales emails, and **Settings → Purchases → Purchases emails.**



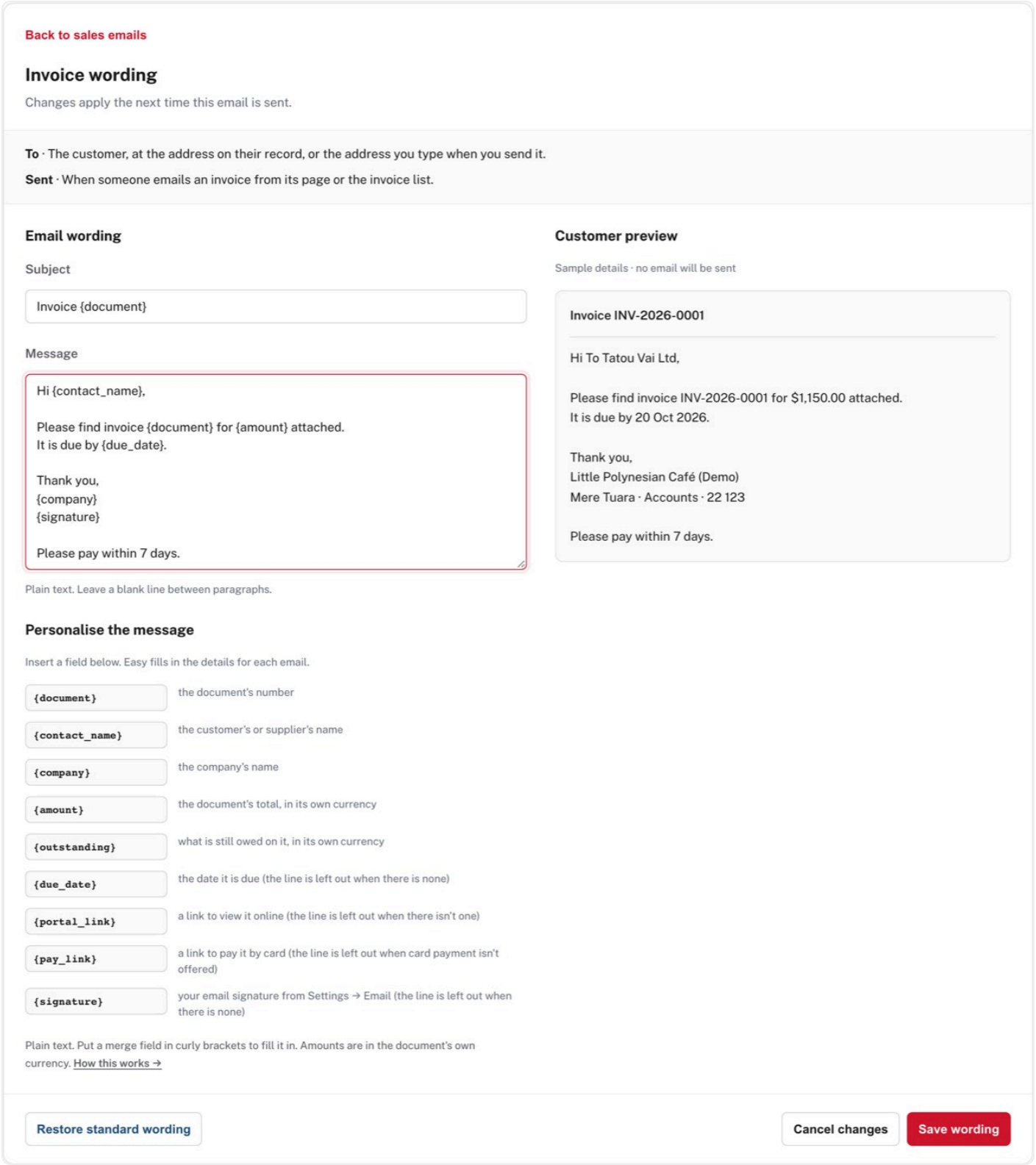
The Sales list holds the **invoice, quote, credit note, customer statement and receipt** (each "When you choose Email": someone sends it, so there is no switch), the **recurring invoice** (automatic, on), the **reminders**, and **Quote, invoice or credit note decided** (what the person who submitted one hears when it is approved or sent back). The Purchases list holds the **purchase order** and **remittance advice** the same way, and the emails that tell the person who submitted a **bill, purchase order or supplier payment run** what was decided.



The four reminder stages each have their own switch. A stage switched off is skipped and the next one still goes. The group's heading says **Automatic invoice reminders are off in Sales settings**, because the stage switches are only half of it: reminders run only while they are also on in **Settings → Sales settings**, and in the demo they are off even though every stage reads *On*. Decision emails (a bill, purchase order or payment run decided) also need "Tell the person who submitted it" on for that kind under **Purchases approvals**. The whole story of reminders is in Chasing overdue invoices, step 5.

Step 4. Reword an email

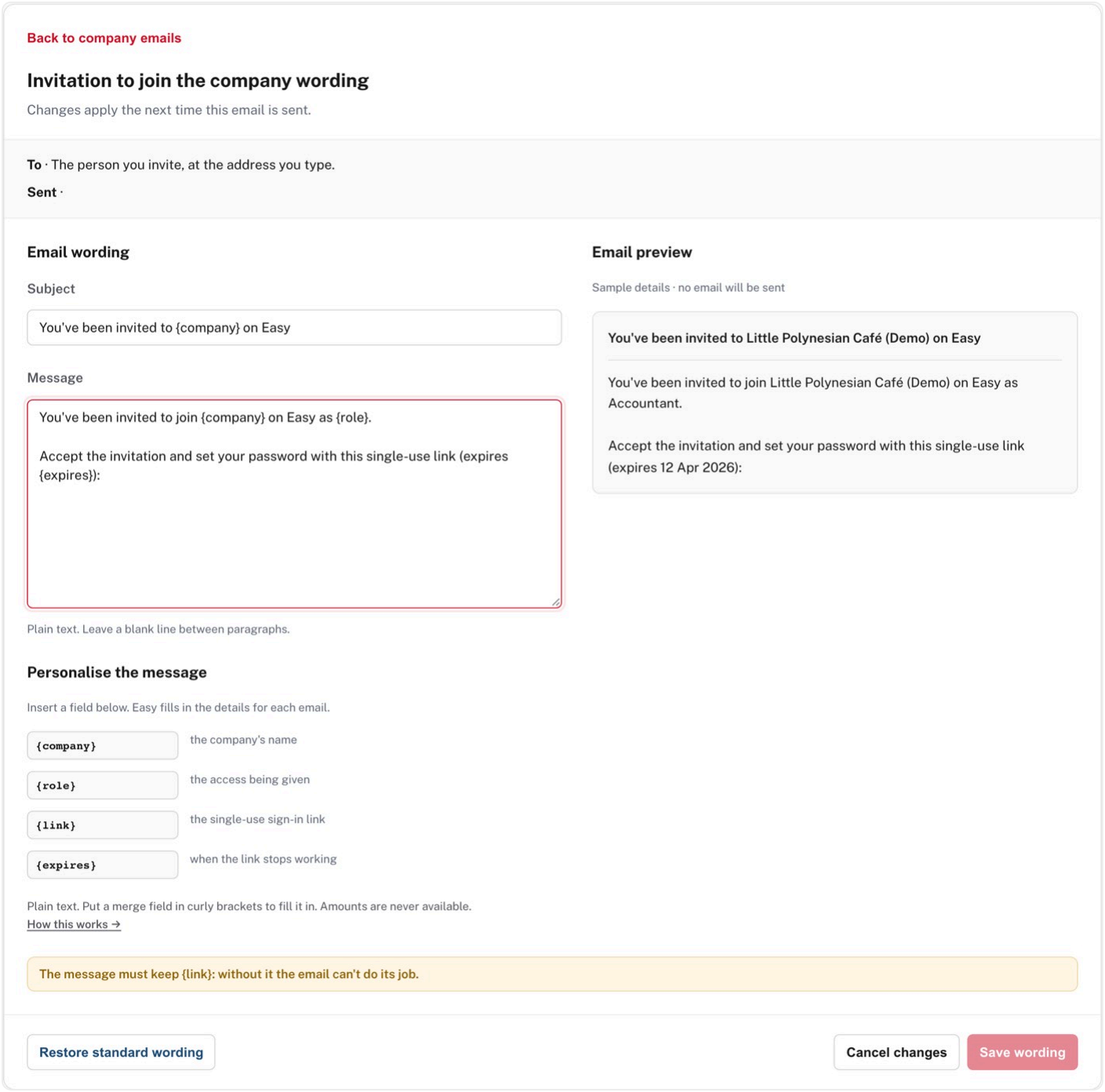
Choose **Edit wording** on a row.



- **Subject** and **Message** are plain text. Put a **merge field** in curly brackets and Easy fills it in for each email. Choose a field under **Personalise the message** to insert it. For the invoice they are `{document}`, `{contact_name}`, `{company}`, `{amount}`, `{outstanding}`, `{due_date}`, `{portal_link}`, `{pay_link}` and `{signature}`. A line whose field is empty (no due date, no card-payment link, no signature) is left out of the email, so put such a sentence on its own line, as the standard wording does.

- **Customer preview** shows the message with sample details (here a made-up customer and the café's own signature) and says **no email will be sent**. In the picture a line was added at the end and the preview follows it.
- **Customer and supplier emails may state amounts** (`{amount}` , `{outstanding}`), in the document's own currency. **Payroll and Mail emails never can**: those fields do not exist, so a wording change can't put pay figures or an account number into a message.
- **Save wording** keeps it. **Cancel changes** leaves without saving. **Restore standard wording** puts Easy's own text back. A row you have reworded shows a **Reworded** badge. Changes apply the next time that email is sent.

The editor refuses wording that would break the email. An invitation must keep `{link}` , the single-use link that accepts it:

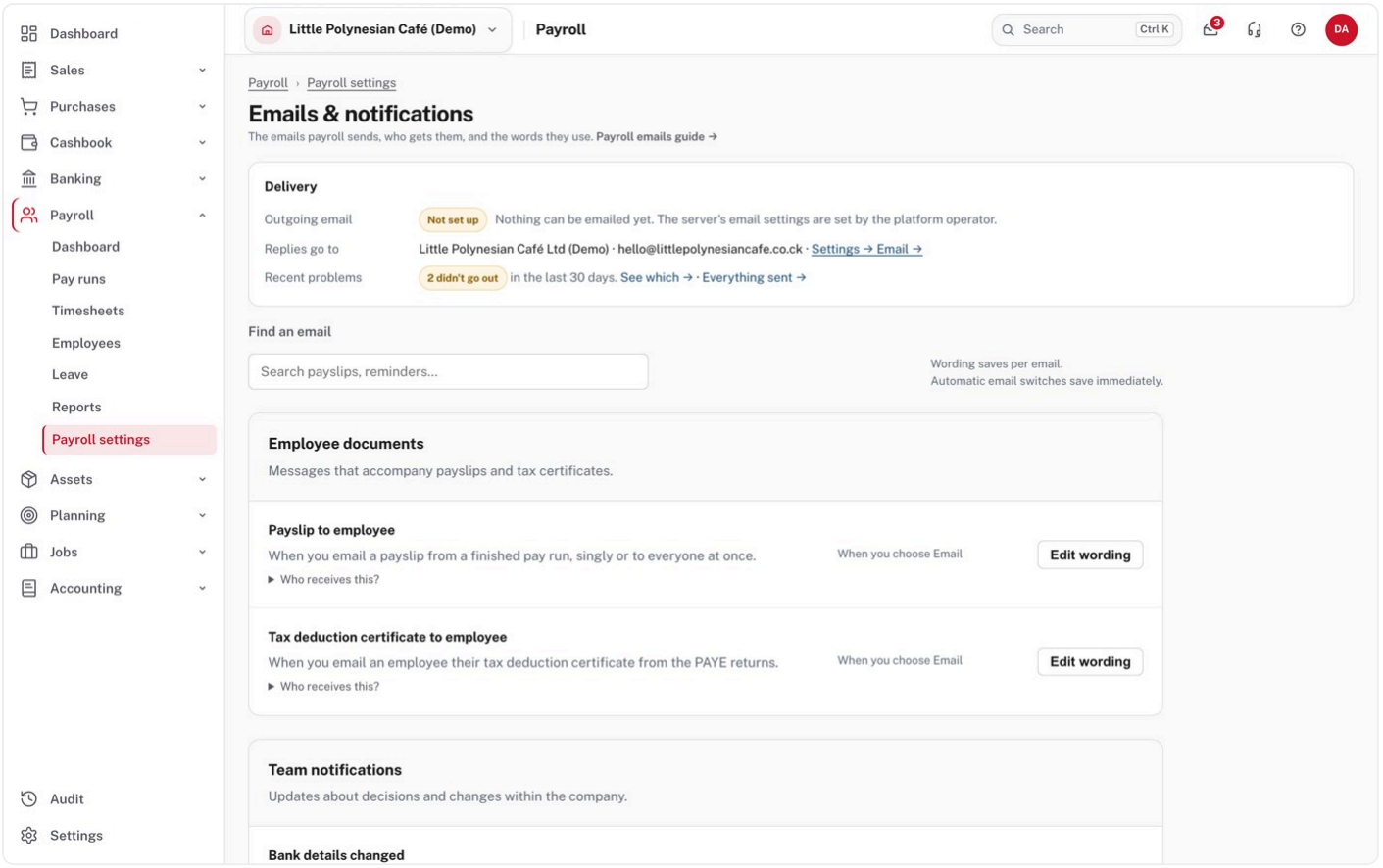


"The message must keep {link}: without it the email can't do its job." **Save wording** is greyed out until it is back.

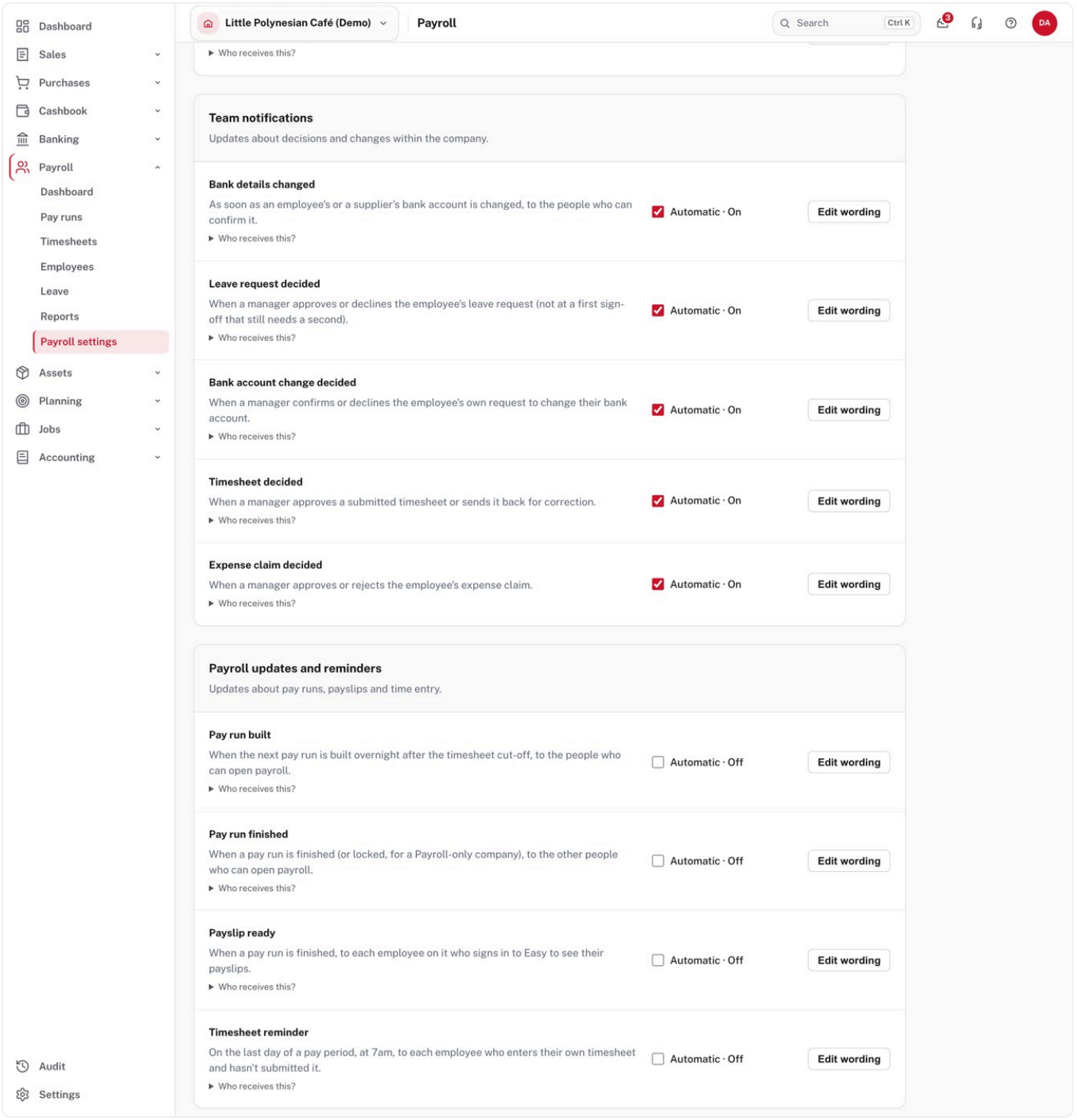
When someone emails one document, the send dialog opens with this wording filled in for that document. They can change it for that one email without changing the saved wording. A bulk send, a recurring invoice and a reminder go out in the saved wording as it stands (from Easy's Help; the send dialog needs email set up, so it is not shown).

Step 5. Payroll emails

Payroll → Payroll settings → Emails & notifications.



The top card, **Delivery**, answers three questions: is email set up (**Outgoing email**: *Not set up*, with the words "Nothing can be emailed yet. The server's email settings are set by the platform operator"), where replies go, and whether any email failed (**Recent problems**: "2 didn't go out in the last 30 days", with links to **See which** and **Everything sent**).

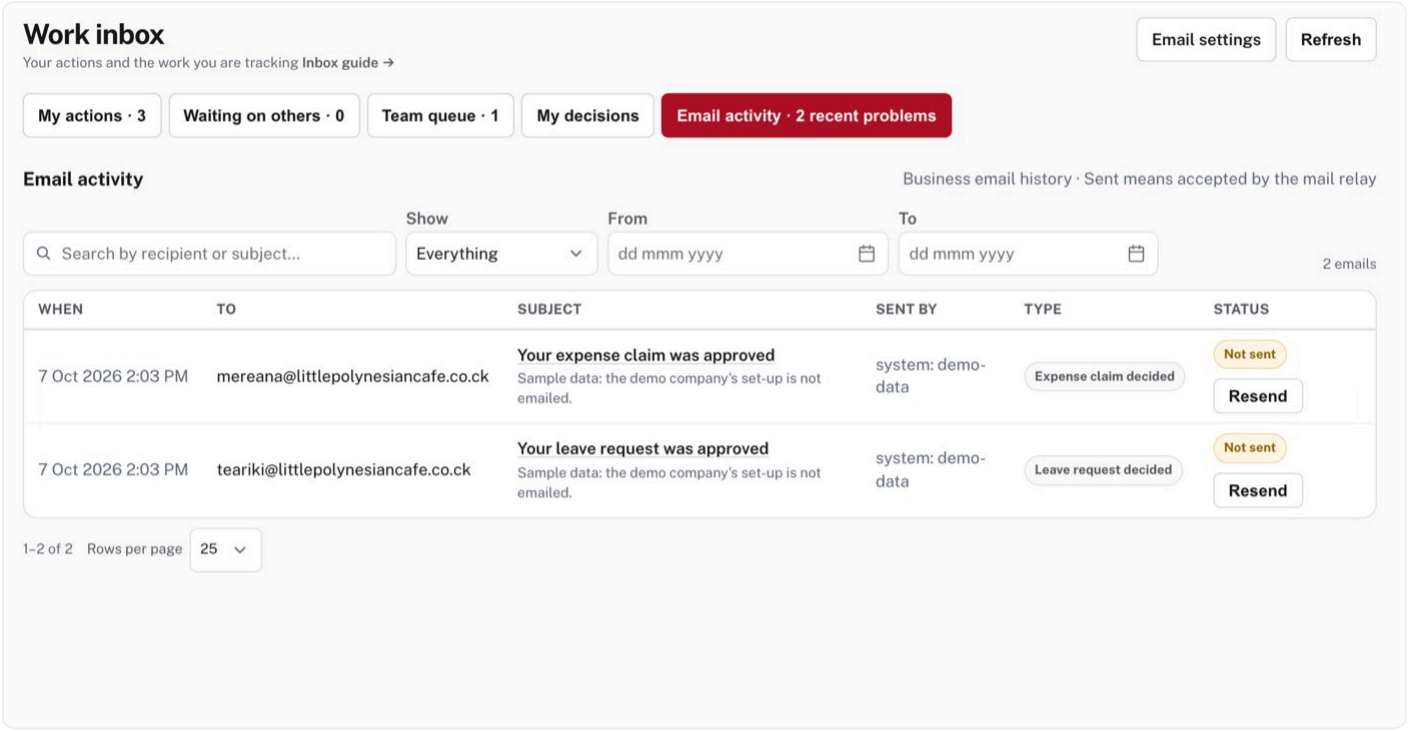

Dashboard
Sales
Purchases
Cashbook
Banking
Payroll
Dashboard
Pay runs
Timesheets
Employees
Leave
Reports
Payroll settings
Assets
Planning
Jobs
Accounting
Audit
Settings
Little Polynesian Café (Demo)
Payroll
Search
Ctrl K
DA
Who receives this?
Team notifications
Updates about decisions and changes within the company.
Bank details changed
As soon as an employee's or a supplier's bank account is changed, to the people who can confirm it.
Who receives this?
Automatic · On
Edit wording
Leave request decided
When a manager approves or declines the employee's leave request (not at a first sign-off that still needs a second).
Who receives this?
Automatic · On
Edit wording
Bank account change decided
When a manager confirms or declines the employee's own request to change their bank account.
Who receives this?
Automatic · On
Edit wording
Timesheet decided
When a manager approves a submitted timesheet or sends it back for correction.
Who receives this?
Automatic · On
Edit wording
Expense claim decided
When a manager approves or rejects the employee's expense claim.
Who receives this?
Automatic · On
Edit wording
Payroll updates and reminders
Updates about pay runs, payslips and time entry.
Pay run built
When the next pay run is built overnight after the timesheet cut-off, to the people who can open payroll.
Who receives this?
Automatic · Off
Edit wording
Pay run finished
When a pay run is finished (or locked, for a Payroll-only company), to the other people who can open payroll.
Who receives this?
Automatic · Off
Edit wording
Payslip ready
When a pay run is finished, to each employee on it who signs in to Easy to see their payslips.
Who receives this?
Automatic · Off
Edit wording
Timesheet reminder
On the last day of a pay period, at 7am, to each employee who enters their own timesheet and hasn't submitted it.
Who receives this?
Automatic · Off
Edit wording

Group	Emails	Default
Employee documents	Payslip to employee, Tax deduction certificate to employee: sent when you choose Email	Manual
Team notifications	Bank details changed; Leave request decided; Bank account change decided; Timesheet decided; Expense claim decided	**On**
Payroll updates and reminders	Pay run built; Pay run finished; Payslip ready; Timesheet reminder	**Off** until you switch them on

The four in the last group are off on purpose, so a company that never opens this page tells nobody anything new. **Timesheet reminder** goes at 7am on the last day of a pay period to each employee who enters their own timesheet and hasn't submitted it (For employees). A decision email also needs the email option ticked on that kind's **Approval policy** (the page says so at the foot). The footer link **What's not here** explains where the rest are. More detail: Payroll emails and wording.

Step 6. Check that an email actually went

Mail (the envelope in the top bar) → **Email activity.**



This is the company's email history. Search by recipient or subject, choose **Show** (**Everything**, **Sent**, **Failed**, **Not sent**, **Didn't go out**, **Documents**), and narrow by date. Each row says when, to whom, the subject, **Sent by** (a person, `API: <key name>` or `system: <job name>`), the kind, and the **status**. The tab shows how many recent problems there are, and the **Email settings** button (top right) opens Settings → Email.

> **Sent does not mean delivered**
>
> **Sent** means the mail relay accepted the message. It does not prove it reached an inbox. A **Failed** or **Not sent** row carries the reason: read it before you retry. In the demo both rows read **Not sent**, with the reason "Sample data: the demo company's set-up is not emailed".

A subject that names a record (an invoice, a leave request) opens it. **Resend** on a row that did not go out is described from Easy's Help (not shown in the demo, where email is not set up):

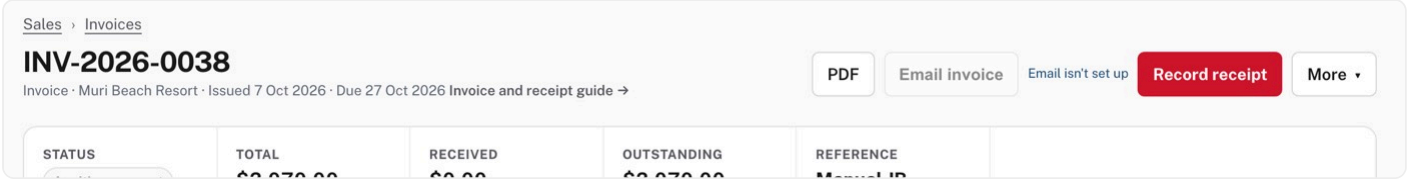
- It rebuilds the email from the record **as it stands now** and sends it to the address on the person's record **today**, so a corrected address is picked up. It never re-sends a copy of the first attempt.
- It will not resend when the email is turned off, when a later email about the same record already went out, or when the record no longer shows that decision.
- Payslips and tax certificates are rebuilt where they are made: email them again from the pay run or from the **PAYE annual return**.

If an email is switched off, its row is not silent: it shows "didn't go out" with the reason "This notification is turned off". The one exception is the nightly list, which leaves no row at all when it is off for the whole company (Turning one off).

When someone says "I never got it", work through this in order:

1. **Email activity.** Search for them. No row at all means the email was never tried: the switch is off, the stage was skipped, or a wording or customer setting stopped it.
2. **The status.** *Failed* or *Not sent* carries the reason. *Sent* means the relay took it: ask them to look in spam, and check the address on the record.
3. **The address.** Customers can have up to five emails; one with none can't be emailed; a customer marked *Leave out of bulk statement emails* is skipped in a bulk run.
4. **Resend**, once the cause is fixed.

Step 7. When email is not set up



Where sending is not set up, every **Email** button (invoice, quote, credit note, receipt, purchase order, the lists and payslips) is greyed out with an **Email isn't set up** link to **Settings → Email**, which explains it. Easy still lets you **PDF** the document so you can send it yourself, and the **People & access** page shows the **secure link** to copy instead (People, roles and access). Not shown in the demo: how Project Five sets sending up.

Check before you continue

Check before you continue

- ◯ **Settings → Email** shows your reply-to address and signature, and no "not set up" note on a live company.
- ◯ You know which automatic emails are on, and the ones that are off on purpose (the payroll updates and reminders) are off because you chose it.
- ◯ The wording you changed reads well in the preview, and every invitation still carries its link.
- ◯ Invoice reminders are switched on in **Sales settings** if you want them, as well as each stage here.
- ◯ Someone looks at **Email activity** after anything important is sent, and no recent problem has been left unread.
- ◯ When an email fails, the reason on its row has been read before **Resend** is pressed.

Integrations and API keys

An **API key** lets another system (a website, a reporting tool, an HR app) read or write some of your company's data, server to server, without anyone signing in. A **webhook** goes the other way: Easy calls an address of yours when something happens. You make a key when a developer or a supplier asks for one, and you review the list now and then. The Owner or an Administrator does it. It goes with People, roles and access and Approvals and controls, because a key is a way into the books that has no person behind it.

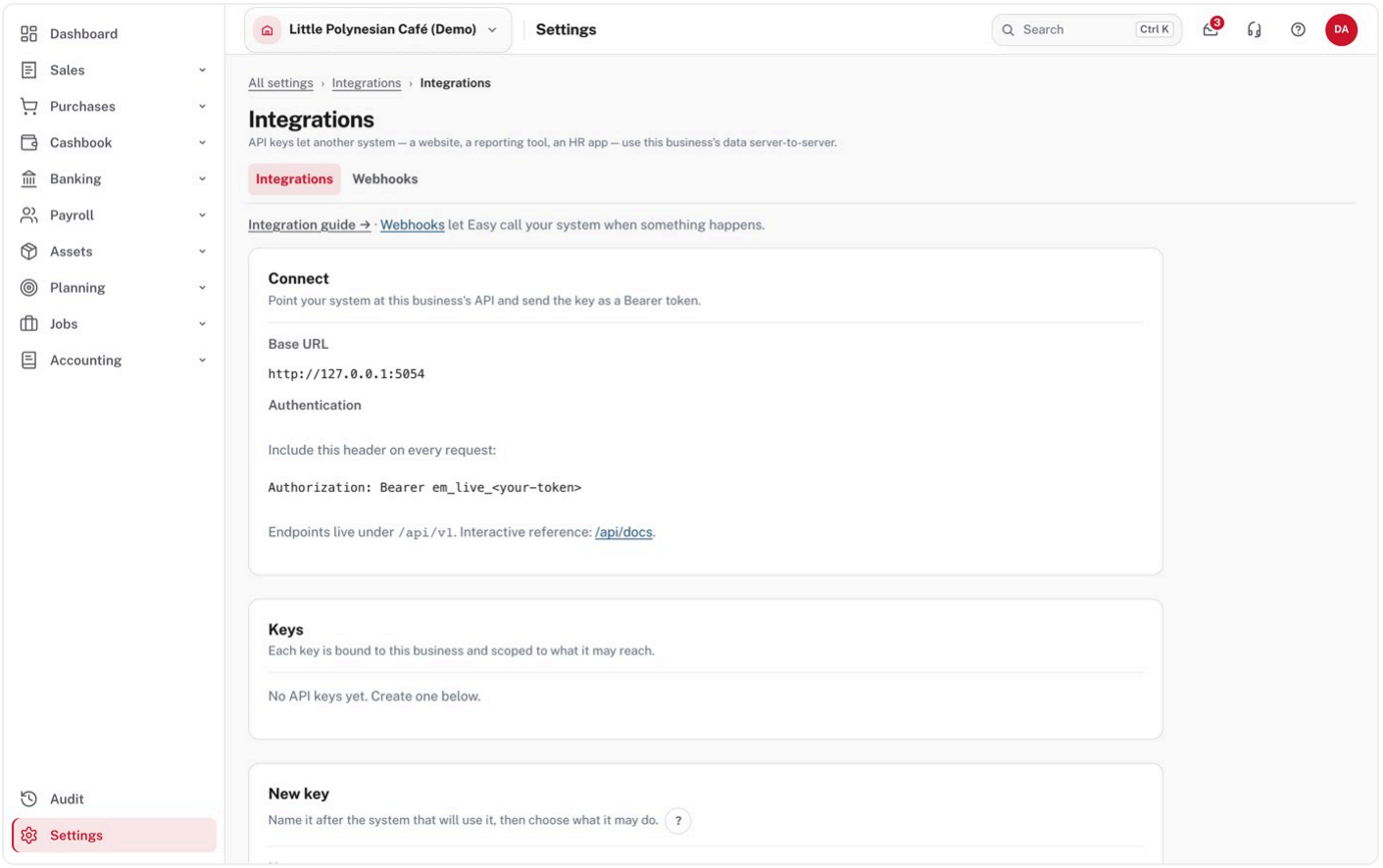
> **About the screenshots**
>
> Screenshots are from Easy's demo company, *Little Polynesian Café*, running on a local computer, so the **Base URL** shows `http://127.0.0.1:5054`. A live company shows its own address. The key, **Manual: reporting tool**, is a made-up example that was **revoked** after the pictures. Its secret is painted over and is not written anywhere in this manual. No webhook address was added: Easy sends only to a public `https://` address, and a real delivery would leave the machine, so that part is described from Easy's Help and source and flagged where it is.

Before you start

- **The REST API is a module.** The pages below are behind it. In the demo it is on. If it is off for your company, these pages are gated under the name "The REST API" (from Easy's source; not shown in the demo). A company on **Easy Payroll** answers only the payroll, ledger-reading and PAYE/CINSF endpoints, whatever scopes a key has (Help).
- **Only an Owner or an Administrator** opens these pages. A key can never act with more reach than the person who makes it (Help and source: the **Acts as** list offers only roles you may grant).
- **Know what the system needs, and nothing more.** Give a key the smallest set of scopes that does the job. A reporting tool needs *read*; it should never hold *write*.
- **Plan who holds the token.** It is shown once. Whoever has it can do what the key may do until you revoke it.

Step 1. Open Integrations

Settings → Integrations → Integrations.



The **Connect** card gives what the other system needs: the **Base URL**, the header to send on every request (`Authorization: Bearer em_live_<your-token>`), and the fact that endpoints live under `/api/v1`. The **Webhooks** tab beside it is step 7. Below are **Keys** (none in a fresh company: "No API keys yet") and **New key**.

Step 2. Make a key

New key

Name it after the system that will use it, then choose what it may do. ?

Name

Manual: reporting tool

What it may do

Sales	☑ **Read** `sales:read` — List and fetch invoices	☐ **Write** `sales:write` — Create and send invoices
Credits and refunds	☐ **Apply** `credits:write` — Apply a credit note to an invoice, or take that back	☐ **Refund** `sales:refund` — Pay a credit note back to a customer (money leaves the bank)
Payments	☐ **Read** `payments:read` — List and fetch the payments customers have made	☐ **Record** `payments:write` — Record a customer's payment against an invoice
Banking	☐ **Read** `banking:read` — Bank and cash balances, payments made and transfers (nothing can be moved)	
Customers	☐ **Read** `contacts:read` — Look up customers	☐ **Write** `contacts:write` — Add and change customers, add suppliers
Items	☐ **Read** `items:read` — List and fetch items, with stock on hand (needs the Items add-on)	
Tax payments	☐ **Read** `tax:read` — See what is owed to RMD / CINSF	☐ **Write** `tax:write` — Record payments and refunds to RMD / CINSF
Ledger and reports	☑ **Read** `ledger:read` — Chart of accounts, trial balance, profit and loss, balance sheet, journals	☐ **Post** `ledger:write` — Post manual journals (lock date and approval still apply)
Purchases	☐ **Read** `purchases:read` — Look up suppliers and read bills	☐ **Write** `purchases:write` — Enter supplier bills (bills that need approval wait for it in Easy)
Payroll	☐ **Read** `payroll:read` — Employees (no bank or tax details) and pay runs with payslip totals	

Acts as

Read Only / Auditor ⌄ ☑ **Read-only (ignore the role's write ability)**

Expires

7 Oct 2027

Defaults to one year. Clear the date for a key that never expires.

Field	What to do
Name	The system that will use it ("Shop website", "Reporting tool"). It is how you tell keys apart later. Easy refuses a key with no name ("Give the key a name.", from its source)
What it may do	Tick the scopes, grouped by area. Each says what it does in a line. Easy refuses a key with none ("Choose at least one scope.", from its source)
Acts as	The role the key works as. It never gets more than that role: the demo offered *Owner, Administrator, Accountant, Data Entry* and *Read Only / Auditor*
Read-only	"Ignore the role's write ability." Tick it for anything that only reports
Expires	Starts one year ahead. Clear the date for a key that never expires: your choice, and a forgotten key then stays live for ever

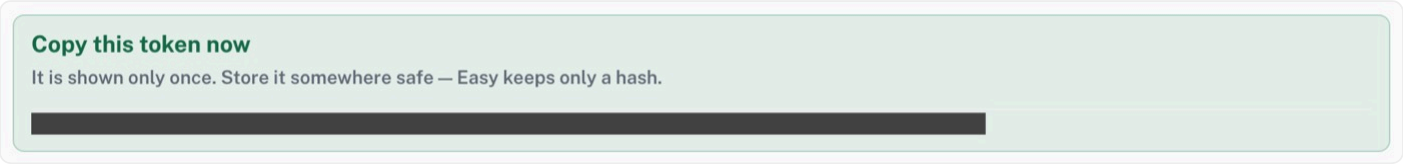
The scopes, as the screen lists them:

Area	Scopes
Sales	`sales:read` (list and fetch invoices), `sales:write` (create and send invoices)
Credits and refunds	`credits:write` (apply a credit note, or take that back), `sales:refund` (pay a credit note back to a customer: **money leaves the bank**)
Payments	`payments:read`, `payments:write` (record a customer's payment against an invoice: **money arrives in a bank account**)
Banking	`banking:read` (balances, payments made, transfers: nothing can be moved)
Customers	`contacts:read`, `contacts:write` (add and change customers, add suppliers)
Items	`items:read` (needs the Items add-on)
Tax payments	`tax:read`, `tax:write` (record payments and refunds to RMD and CINSF)
Ledger and reports	`ledger:read` (chart of accounts, reports, journals), `ledger:write` (post manual journals: **the lock date and journal approval still apply**)
Purchases	`purchases:read`, `purchases:write` (enter supplier bills: a bill that needs approval is saved and waits for a person in Easy)
Payroll	`payroll:read` (employees without bank or tax details, and pay runs with payslip totals)

The scopes are separate on purpose, so **a key that only raises invoices cannot mark them paid, apply a credit or refund one**. In the picture the key has two ticked: **Sales read** and **Ledger and reports read**, acting as **Read Only / Auditor** with **Read-only** ticked. The rest of the rules are in Scopes. Per Help, a `ledger:write` journal obeys the lock date and mandatory dimensions, and a bill or journal that your approval policy wants approved is saved and answered with status 202, then posts once a person approves it in Easy.

Choose **Create key**.

Step 3. Copy the token



A green box says **Copy this token now. It is shown only once. Store it somewhere safe: Easy keeps only a hash.** (The token itself is painted over here.) Copy it into the other system's settings, or a password manager, before you leave the page.

> **There is no way to see the token again**
>
> Easy stores only a hash. If the token is lost or has been shown to someone it should not have been, **revoke the key and make a new one** (step 6). Never email a token, paste it into a chat, or put it in a file that is kept in version control. Treat it as you would a bank password.

Step 4. Try the key

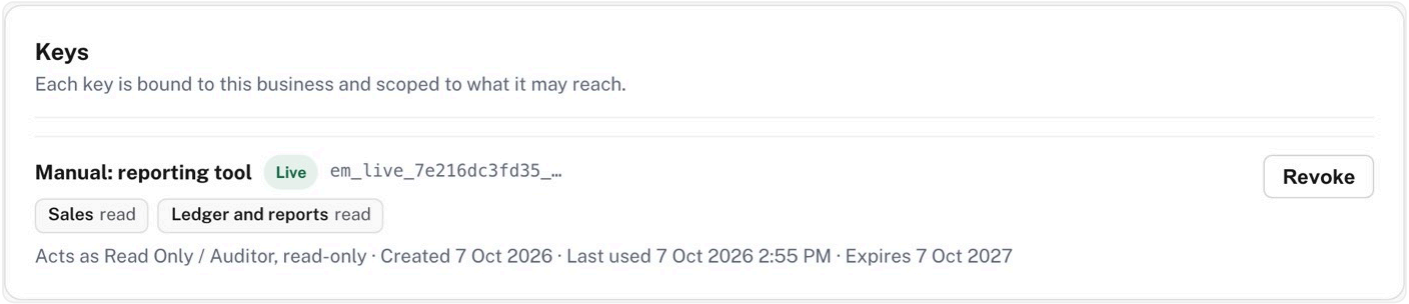
Check that the key does exactly what you meant. Three read-only calls to the demo's own API with this key show it:

```
curl -H "Authorization: Bearer em_live_<your-token>" "https://<your-easy-address>/api/v1/invoices?pageSize=1"
```

Request	Answer	Why
`GET /api/v1/invoices` with the key	**200**	The key holds `sales:read`
`GET /api/v1/employees` with the key	**403**, code `insufficient_scope`	It does not hold `payroll:read`
`GET /api/v1/invoices` with no key	**401**, code `unauthorized`	A request needs a key

Every refusal has the same shape: a status, a `title`, a `detail` and a stable `code` to test for. The others, from Help: `not_found` (404), `validation_failed` (422), `period_locked` (409, the date is in a closed period), `company_read_only` (403), `not_in_plan` (403) and `rate_limited` (429). More: Errors.

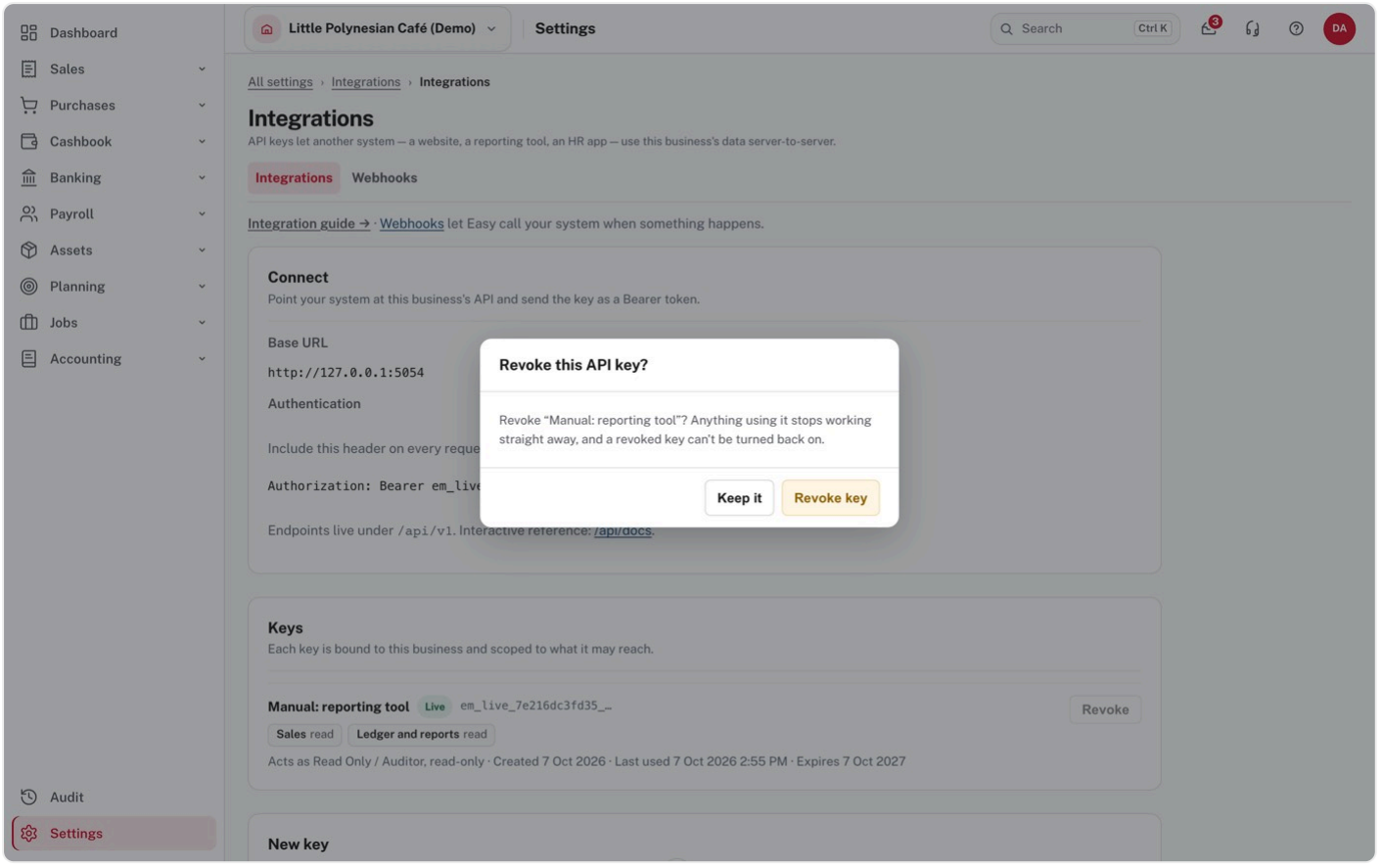
Step 5. Check on your keys



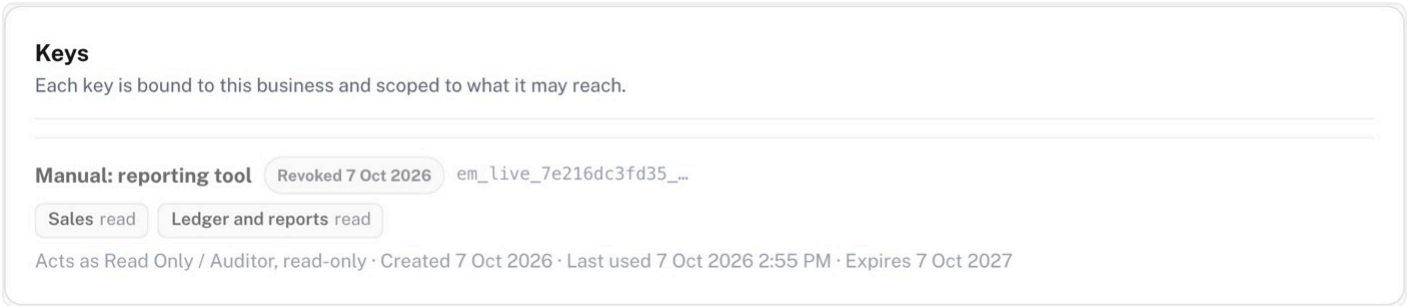
Each key shows its **name**, whether it is **Live**, **Expired** or **Revoked**, the **start of its token** (so you can tell which key a system holds without the secret), the **scopes** it holds, who it **acts as**, when it was **created**, when it was **last used** and when it **expires**. After a call, **Last used** changes from *Never used* to the time of the call. A key nobody has used for months, or one used by a system you no longer run, is a key to revoke. Working keys are listed first, newest first; revoked and expired ones sink below as history.

Step 6. Revoke a key

Choose **Revoke** on the key.



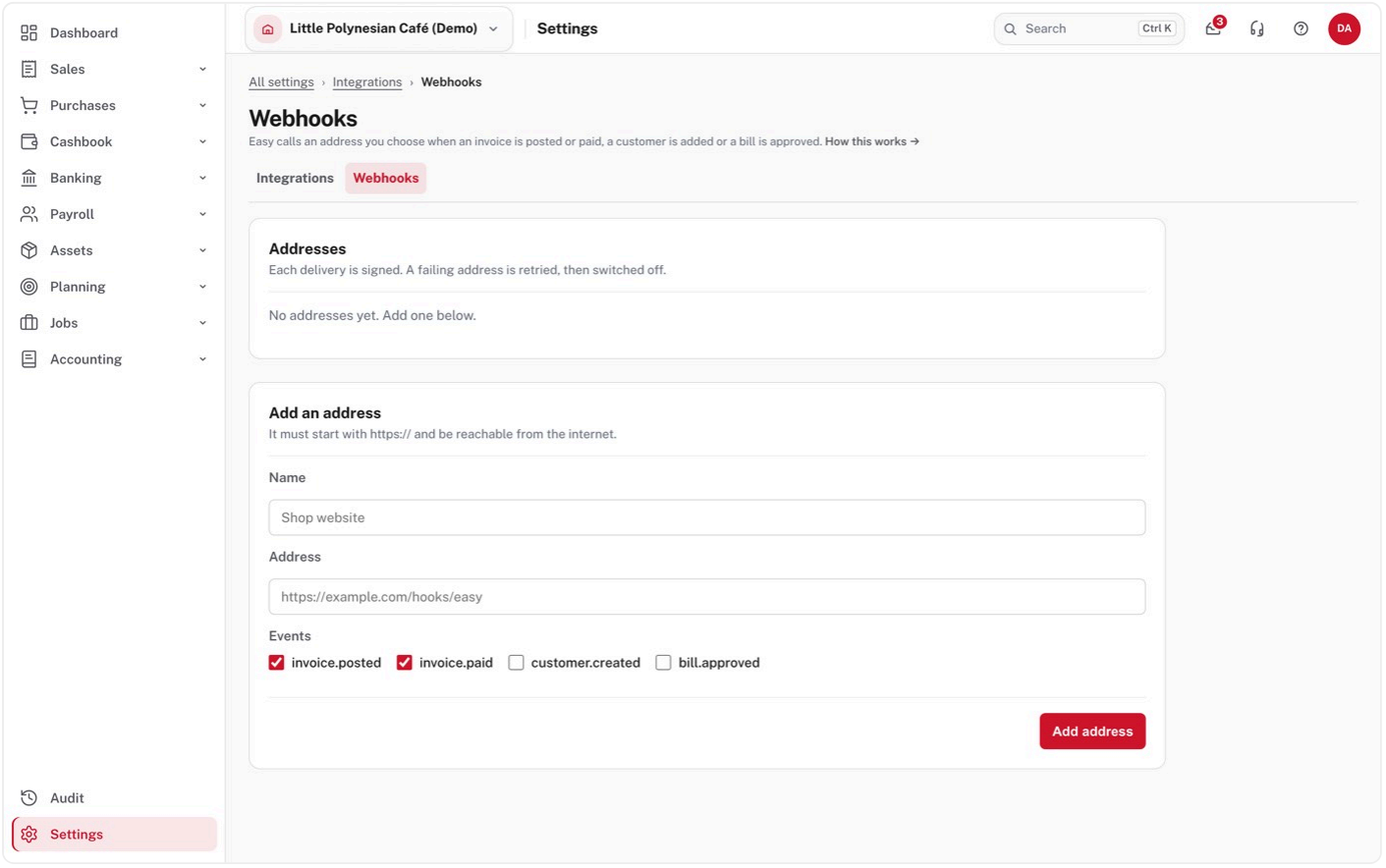
Easy asks: "Anything using it stops working straight away, and a revoked key can't be turned back on." Choose **Revoke key** (or **Keep it**).



It now reads **Revoked** with the date, and it stays as history: the screen offers no delete and no way to switch it back on. A call with the revoked key now answers **401**. If the system still needs access, make a new key and update it there. Do this at once if a token may have been seen by someone else, when the person who built the integration leaves, and when you stop using the system.

Step 7. Webhooks: Easy calls your system

Settings → Integrations → Webhooks.



A webhook is an address of yours that Easy calls when something happens, so your system hears about it instead of asking again and again. Not shown in the demo: a webhook working (see the note at the top). What follows is from Easy's Help and the page's own wording.

- **Add an address:** a **Name**, an **Address** that starts with `https://` and can be reached from the internet, and the **Events** it wants. The four are `invoice.posted`, `invoice.paid` (both ticked to begin with), `customer.created` and `bill.approved`.
- **The signing secret** is shown once when you add it, like a token. You can make a new one at any time (**New secret**) and the old one stops working.
- **A delivery carries ids only**: the event, the time, your company id and the ids of the record concerned. No names, amounts or bank details: your system reads the record through the API with its own key. That keeps personal data out of a request sent to an address Easy does not control.

- **Each delivery is signed.** The `X-EasyMoni-Signature` header is `t=<unix seconds>,v1=<hex>`, an HMAC-SHA256 of `<t>.<body>` with the secret. Your system recomputes it over the raw body and refuses a delivery whose time is more than a few minutes old. `X-EasyMoni-Delivery` is the same on every retry of one event, so a repeat can be dropped.
- **If your system is down**, Easy expects a 2xx answer within 10 seconds, tries again after 1 minute, 5 minutes, 30 minutes, 2 hours, 6 hours and 24 hours, then gives up. An address that fails 20 times in a row is switched **Off** with the reason shown, for you to fix and switch on.
- **Buttons on an address: Deliveries** (what was sent and how each went), **Send test** (a `ping` event), **Switch off** / **Switch on**, **New secret** and **Remove**.
- **Refused addresses:** only `https://` on the standard port, with a host name (not an IP address), never one that resolves inside a private network, and Easy does not follow redirects.

More: Webhooks.

Limits, and sending the same request twice

From Easy's Help; not tried in the demo:

- A company can have **25 live keys** at most. Revoke one to make room.
- Each key can make **60 requests a minute**; past that the answer is **429** `rate_limited` with a `Retry-After` header.
- On any request that creates or changes something, send an `Idempotency-Key` header (1 to 128 characters, no spaces, for example a UUID). If a request times out, send it again with the same key and content: Easy returns the original answer and does the work once, so a retry cannot create a second invoice or send a second email. Keys are kept for 24 hours and belong to the key that sent them (Retrying safely).

The reference

The Connect card links to an interactive reference at `/api/docs`. The same description in machine-readable form (OpenAPI) is at `/openapi/v1.json`. Not shown in the demo: the interactive reference page.

Other ways Easy connects outside

An API key is only one of them. The others have their own pages:

- **Card payments through BCI** and your own payment link: **Settings → Banking & payments → Getting paid** (Chasing overdue invoices, step 6).
- **Bills by email: Settings → Purchases → Email-in bills** (Bills by email and the capture inbox).
- **Email sending** itself: Emails and notifications.

When something goes wrong

What you see	What to do
The other system gets **401** `unauthorized`	The token is missing, wrong, expired or revoked. Check the key's badge on the list and that the header is `Authorization: Bearer …`
403 `insufficient_scope`	The key lacks the scope that call needs. The key list offers only **Revoke**, so make a new key that has it
403 `company_read_only`	The company is view-only just now (from Help; not shown in the demo)
409 `period_locked`	The date is in a closed period. Fix the date or have an accountant move the lock date
202 on a write	Approval is on for that kind. The record waits for a person in Easy
429 `rate_limited`	Slow down; wait the number of seconds in `Retry-After`
A webhook address is **Off**	Read the reason under it, fix your system, then **Switch on**

Not shown in the demo, except 401 and 403 `insufficient_scope`: the rest are from Easy's Help.

Check before you continue

Check before you continue

- ◯ Every key is named after the system that uses it, and holds only the scopes that system needs.
- ◯ A key that only reports is ticked **Read-only** and acts as **Read Only / Auditor**.
- ◯ Each token is stored somewhere safe, and nobody has been sent one in an email or a chat.
- ◯ You tried the key (a call it should allow, and one it should refuse) before handing it over.
- ◯ Keys nobody uses, and keys for people or systems that have gone, are revoked.
- ◯ Any webhook address is `https://`, its signing secret is kept, and its deliveries are checked for the signature.

Audit: who changed what

Easy writes a line in the **audit trail** every time something in your books is created, changed, deleted, posted, approved or sent: who did it, what, and when. You don't switch it on and you don't fill it in. You open it when someone asks "who changed this?", when you review a month, when an auditor asks how a figure came about, or to check that an approval was really given. The Owner, Administrators, Accountants, Approvers and Read only / Auditor people can open it. It goes with Approvals and controls (the decisions it records) and Sales approvals (a worked example), and it is worth a look at month end (Month-end checklist).

About the screenshots

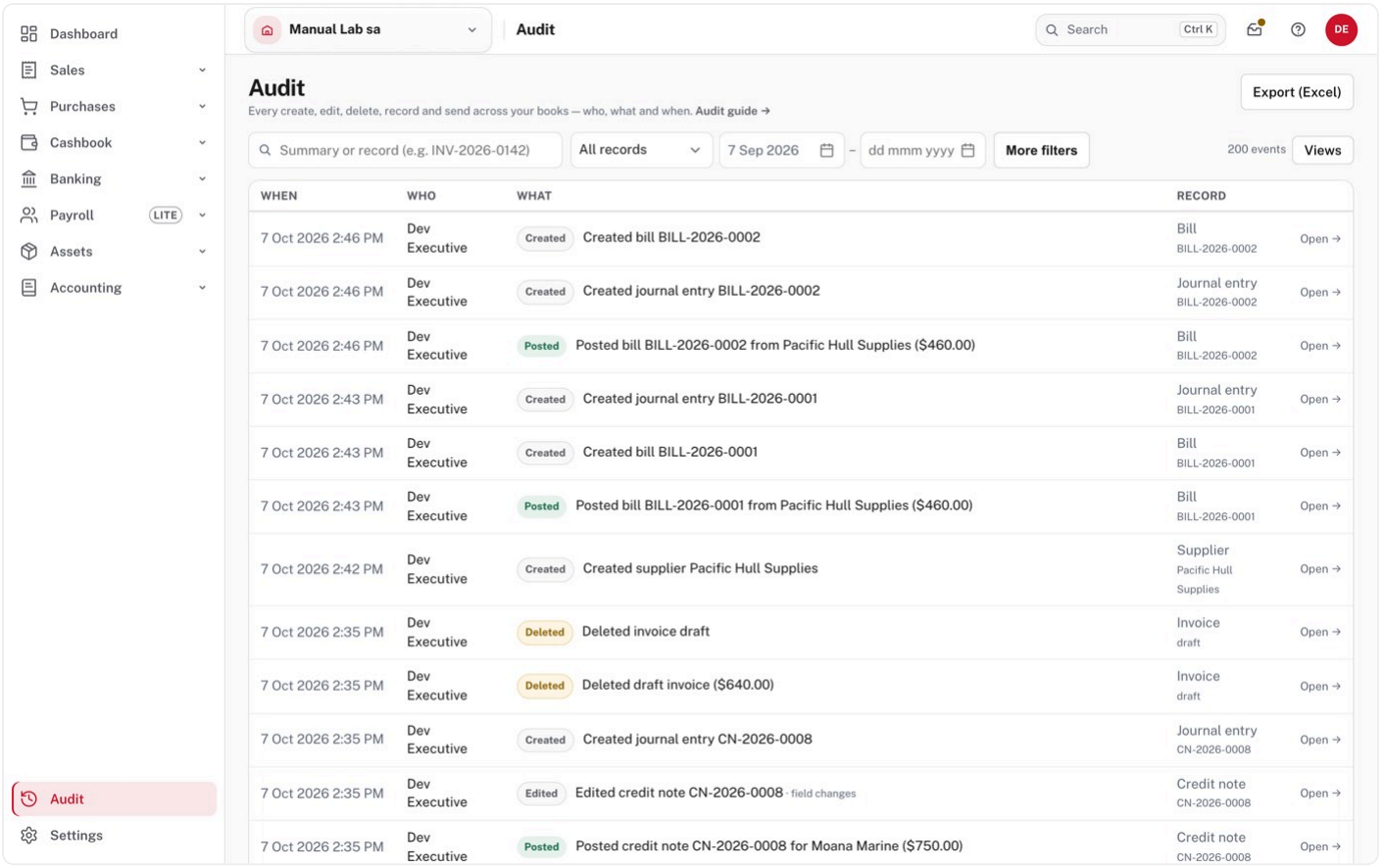
Most pictures are from a practice company, *Manual Lab sa*, because its trail is short and readable: it holds the actions of two made-up people, **Dev Executive** and **Dev Approver**. The demo company *Little Polynesian Café* has about a thousand events from its setup, so it is used only for the rows Easy writes itself and for the retention page. Every picture is a read: nothing was changed to take it.

Before you start

- **Your role can open it.** If the menu has **Audit** at the bottom, you can. People who enter the day's work (Data entry), run pays (Payroll manager) or use self-service (Employee) can't (Roles explained).
- **Nothing to set up.** The trail fills as people work. The one setting is how long it is kept (step 5).
- **It tells you what happened, not what the books say now.** To see the current document or entry, open the record. An audit line describes an action; it doesn't replace the invoice or the journal (Find who changed a record).

Step 1. Open the Audit centre

Audit (at the bottom of the menu).



It opens on the **last 30 days**, newest first. Each row has:

Column	What it shows
When	The date and time, in Rarotonga time
Who	The person who did it. When an action did not come from someone using the screens, a badge says where it came from: *Job* (Easy's own jobs, shown as *Easy*), *Import*, *Portal* or *Api*
What	A badge for the action (*Created*, *Edited*, *Deleted*, *Posted*, *Approved*, *Rejected* and others) and a sentence. · *field changes* means the line carries before-and-after values
Record	The kind of record and its number or name. **Open →** goes to it

One action can leave more than one row. Recording a bill left three: *Created bill*, *Created journal entry* and *Posted bill from Pacific Hull Supplies*, and deleting a draft invoice left a general line and a line that names the amount. A few kinds of record, such as a statement import or a tax code, have no page of their own, so their row has no **Open →**.

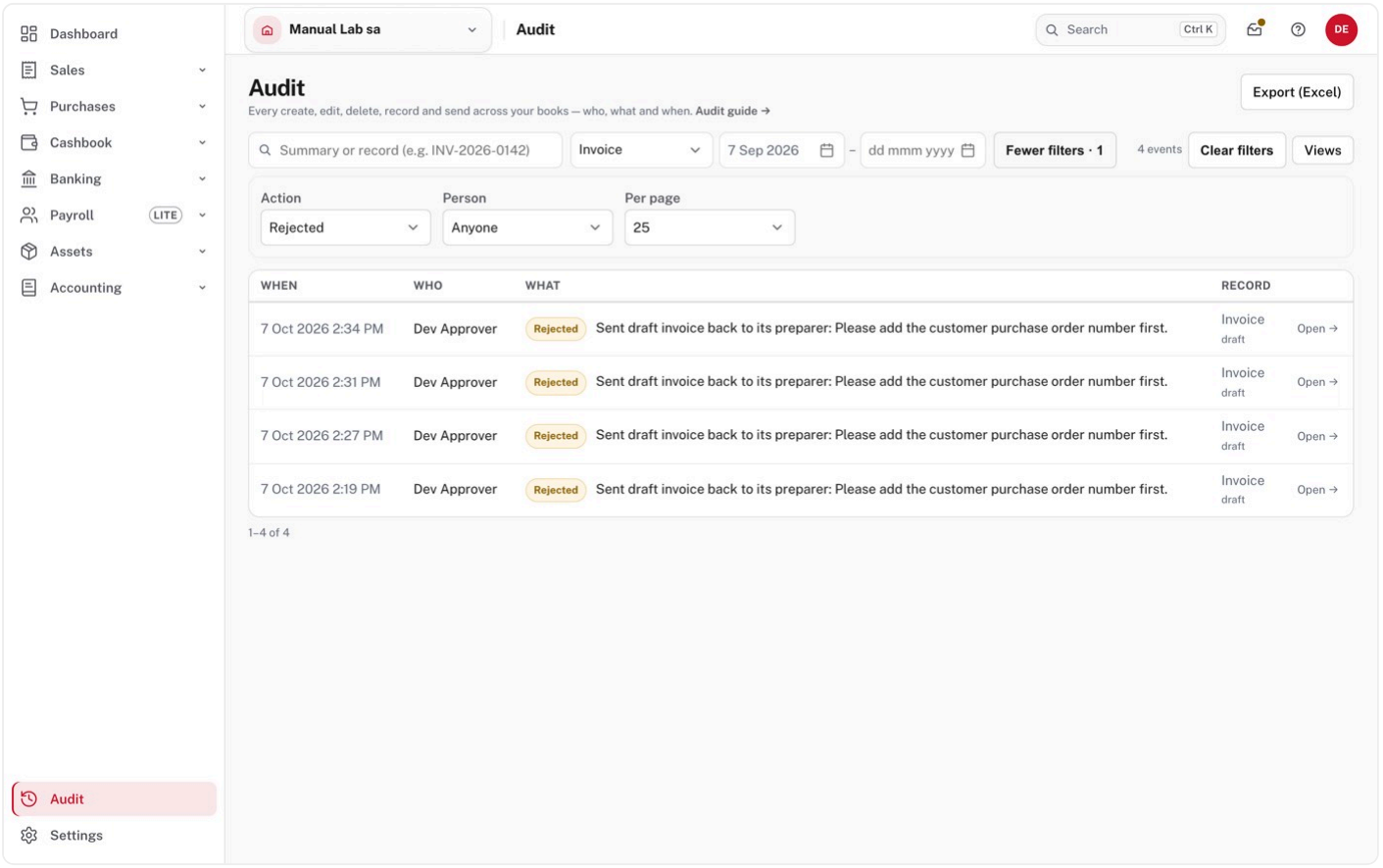
The number of events is at the right of the toolbar, and **Export (Excel)** is top right.

Step 2. Narrow it down

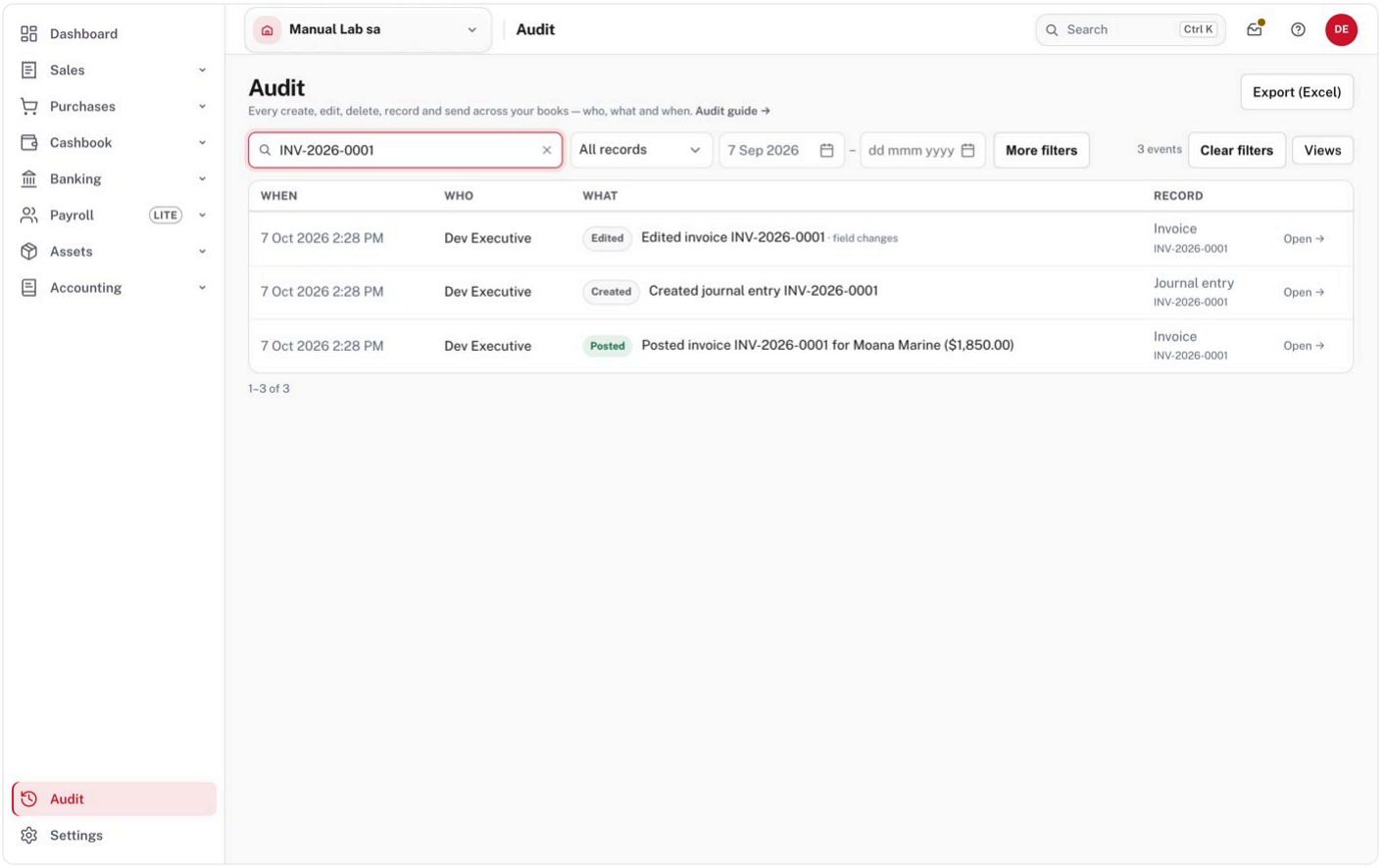
Use the toolbar. The filters are:

Filter	What it does
Search	Text from the summary, or a record number (for example *INV-2026-0142*)
All records	One kind of record, from *Account* to *VAT/PAYE return* (about sixty kinds, in alphabetical order)
From / To	The dates. *From* starts 30 days back; clear it to look at everything
More filters → Action	*Created, Edited, Deleted, Posted, Voided, Reversed, Sent, Approved, Rejected, Reconciled, Unreconciled, Filed, Reopened, Imported, Status changed, Attached, Removed attachment, Link shared, Link revoked, Signed off*
More filters → Person	Anyone who appears in the trail
More filters → Per page	25, 50 or 100

Clear filters puts it back. The filters are kept in the address, so a link to a filtered list gives someone else the same list.



This one answers "which invoices were sent back, and why?": record type *Invoice*, action *Rejected*. The reason the approver typed is part of the line.

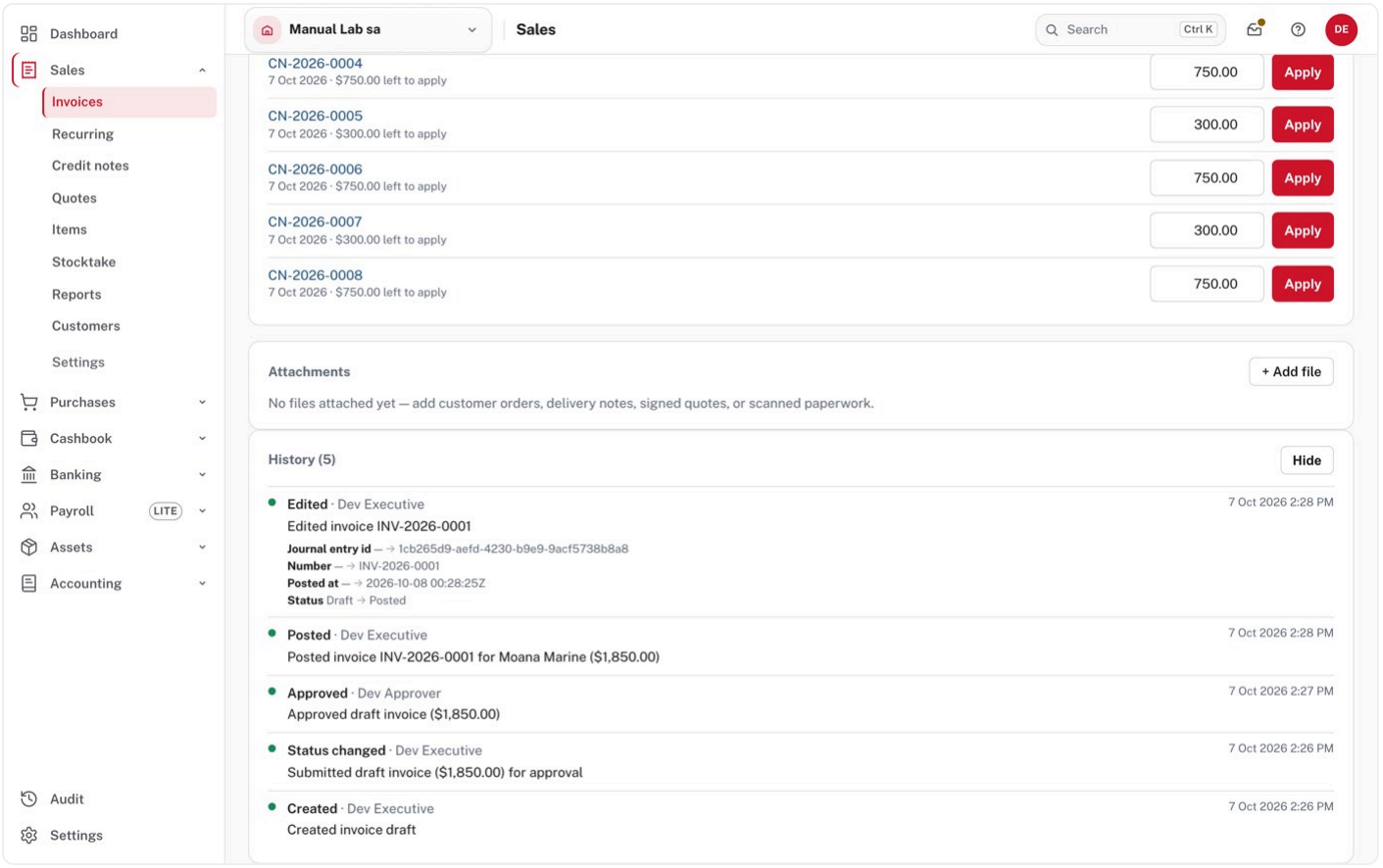


Searching *INV-2026-0001* finds the three rows that carry that number. Its earlier life as a draft, before it had a number, isn't among them, because those rows say *draft*. For a record's whole story use its own history (step 3).

Step 3. Open the record and its history

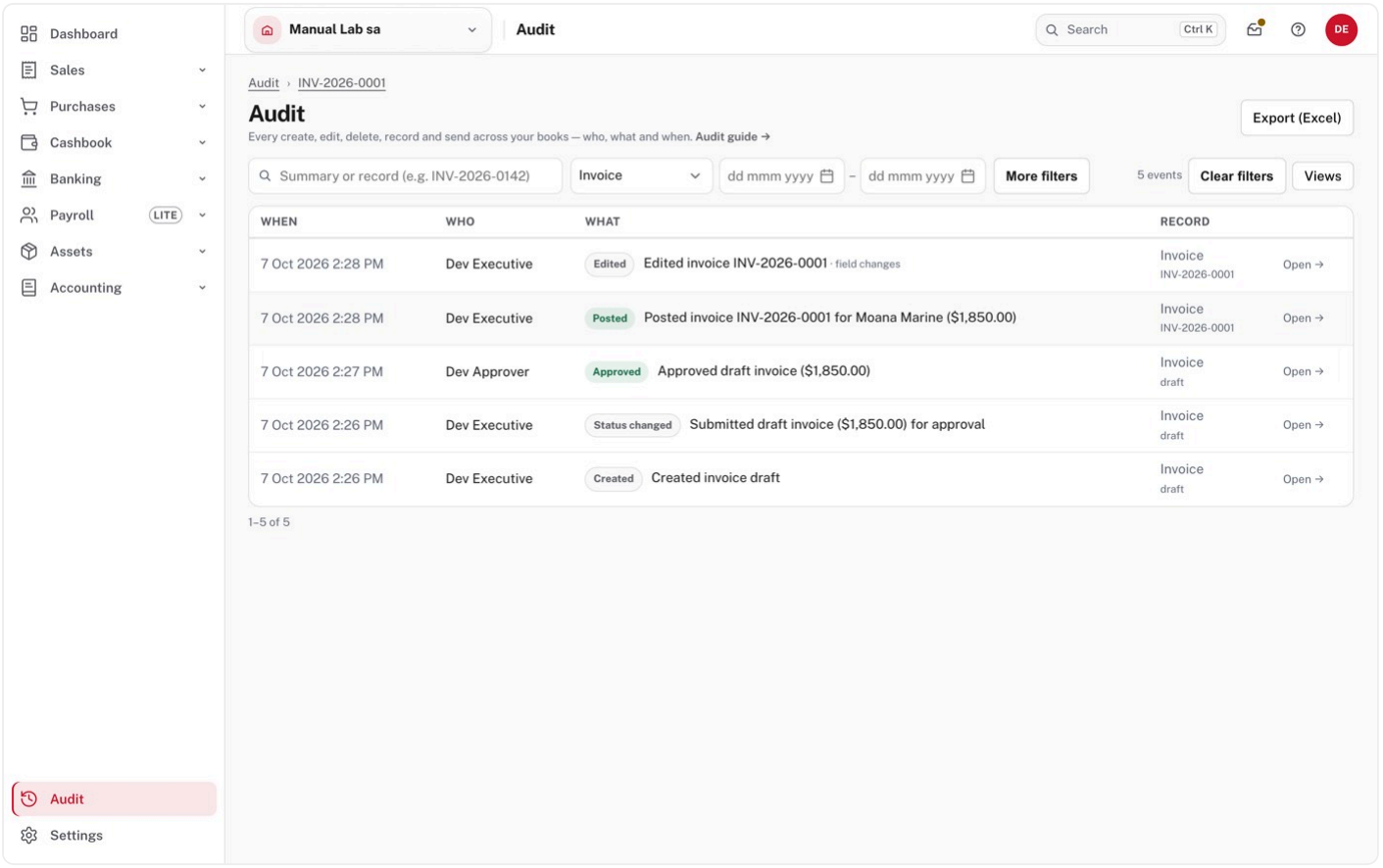
Choose a row, or **Open →**, to go to the record. A finalised invoice or credit note shows a line under its status, such as *Edited by Dev Executive · 7 Oct 2026 2:28 PM · View full history · Audit centre →*.

View full history goes to the **History** panel at the bottom of the page: choose **Show**.



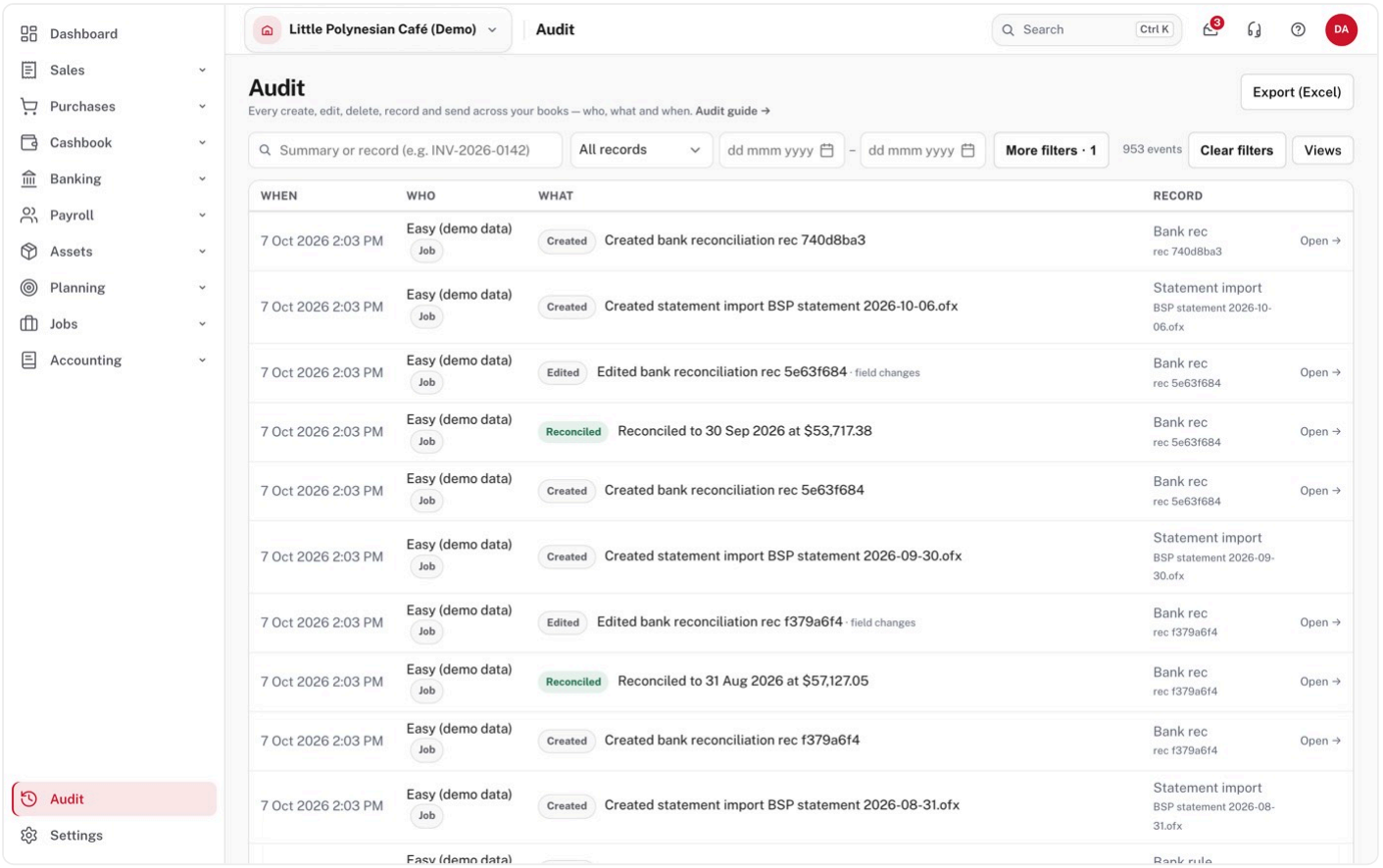
Each line says who did what and when. Where fields changed, they are listed with the old and new value: here, finalising the invoice changed *Status* from *Draft* to *Posted* and gave it its *Number*.

Audit centre → opens the Audit centre for that one record, over all dates.



The five lines are the invoice from start to finish: *Created invoice draft*, *Submitted draft invoice for approval*, *Approved draft invoice* (by Dev Approver), *Posted invoice INV-2026-0001* and the *Edited* line for the same posting. The trail at the top reads *Audit › INV-2026-0001*, and **Clear filters** returns to the full list.

What Easy writes itself

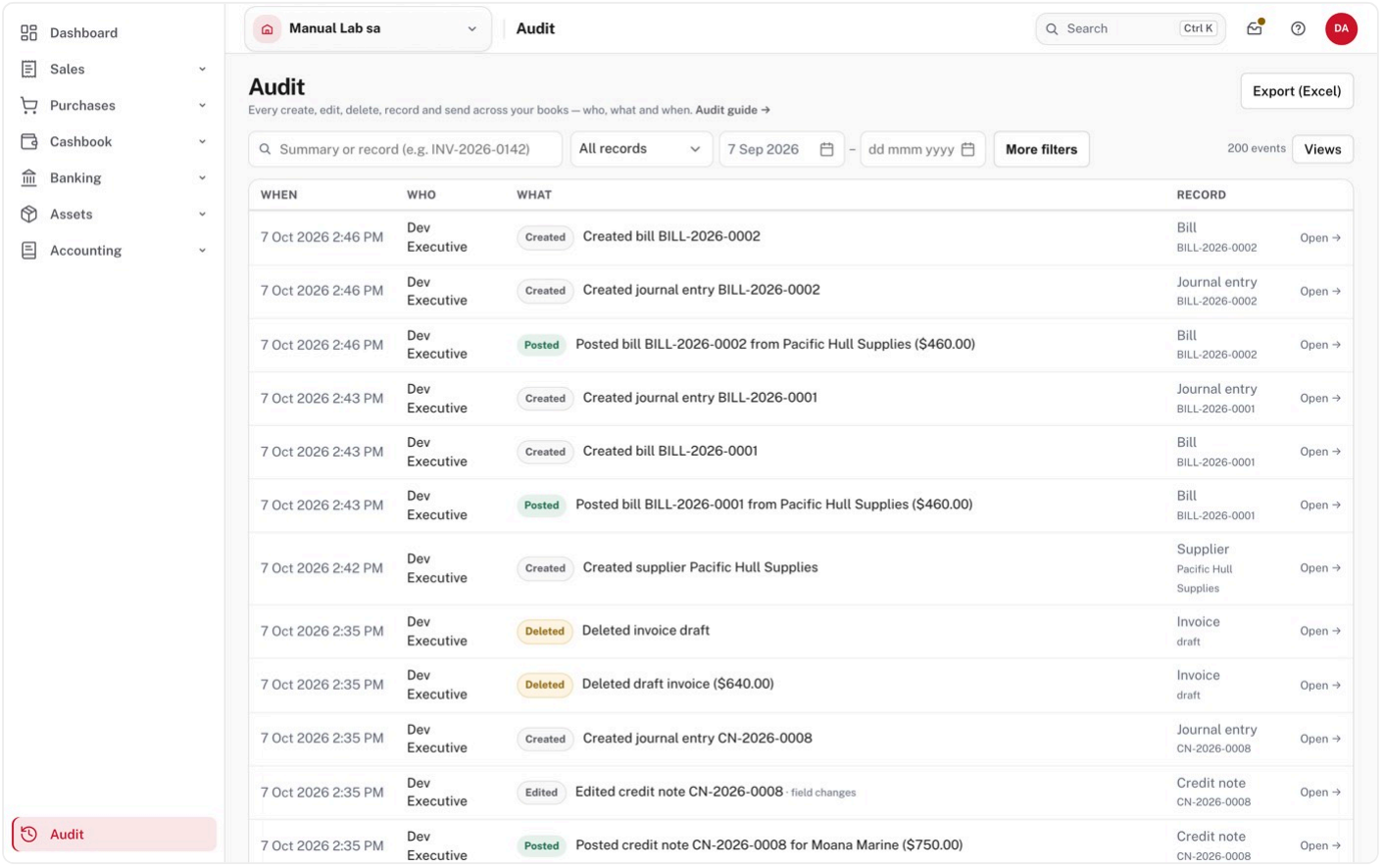


In the demo company, filtering *Person* to *system: demo-data* lists what its setup job created. **Who** reads *Easy (demo data)* with a **Job** badge. Imports, a customer acting through a shared link and the API carry their own badge in the same place (from Easy's source; only *Job* is in the demo), and that customer appears as *Customer portal* in the Person list.

Step 4. Export it

Choose **Export (Excel)**, top right. It gives you the activity the page is showing now, with the filters you set, as an Excel workbook named *audit-* followed by the date and *.xlsx*. Set the dates and filters first, then export, to hand an auditor one period or one person. An export holds up to 10,000 rows, and the workbook says so when it was cut short, so narrow the dates and export again (from Easy's source; the workbook was not opened in the demo).

Step 5. Who can see it, and how long it is kept

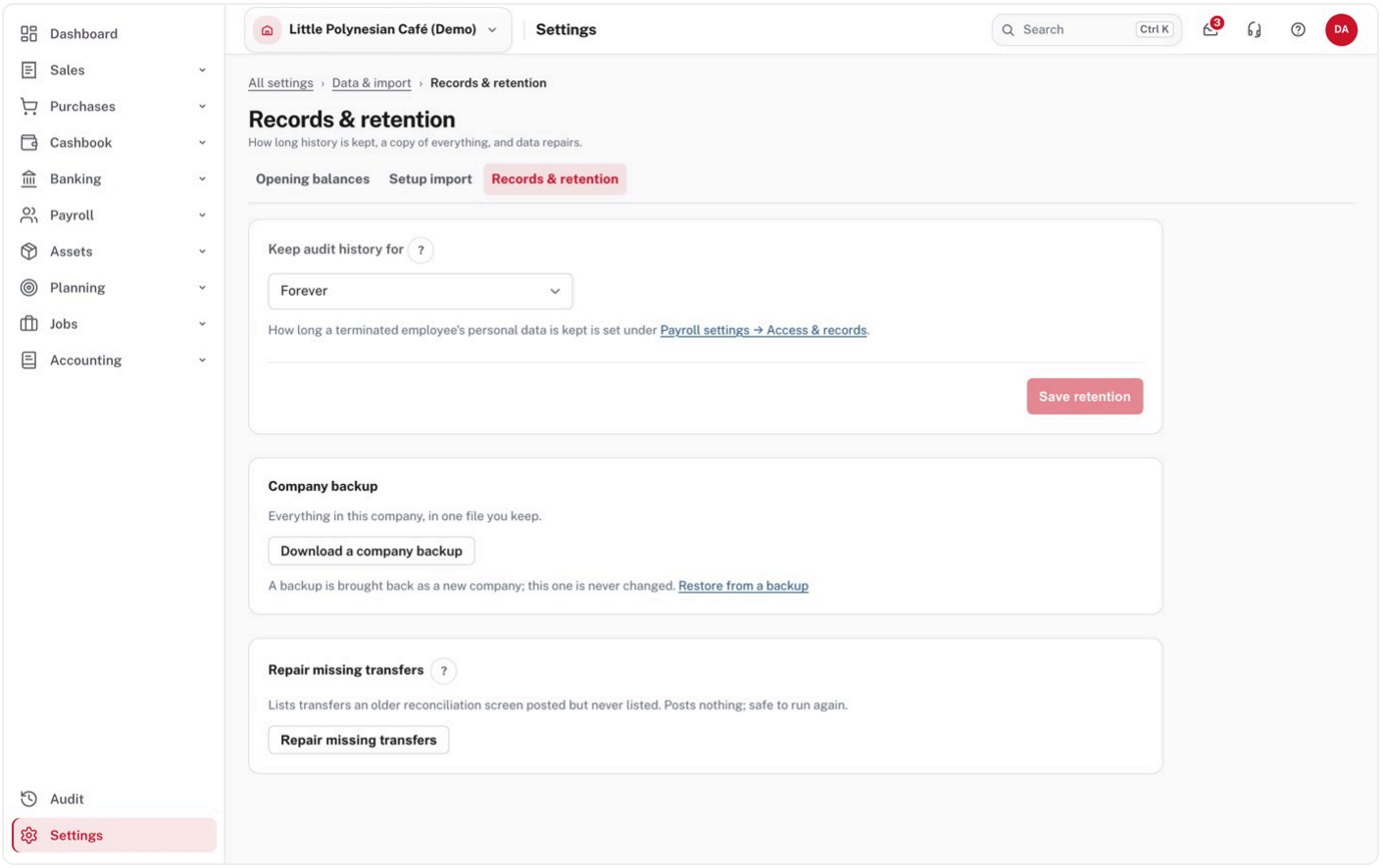


The Audit centre is for the roles that need it. This table comes from Easy's source:

Role	Opens Audit
Owner, Administrator, Accountant	Yes
Approver	Yes (shown above)
Read only / Auditor	Yes
Data entry, Payroll manager, Employee	No

Anyone who can open it can also export it. No screen edits or deletes a line.

How long it is kept: Settings → Data & import → Records & retention. Only the Owner or an Administrator can open this page.



Keep audit history for offers *Forever*, *12 months*, *24 months*, *36 months* and *7 years*, and the demo is on *Forever*. Choose a period and **Save retention**. Check what you are required to keep before you shorten it. Changing the setting is not the same as deleting a transaction: your invoices and bills stay. From Easy's source, not shown in the demo: the trail is trimmed only by a background job, never to less than 12 months, and the job leaves pay-run sign-offs and employment-record lines alone (a former employee's personal data has its own period, set under **Payroll settings → Employee access & records**). The same page holds the **company backup** (Billing, backups and your data).

Good practice

- **Look at what is risky each month.** Filter *Action* to *Deleted*, *Reversed* and *Reopened*, and read who did them and why.
- **After someone leaves**, filter *Person* to their name for the period before they went, and keep the export.
- **Check approvals.** *Approved* and *Rejected* lines show who decided, so a document that should have waited can be checked against them.
- **Before an audit**, set the dates to the year under review and export it.

Check before you continue

Check before you continue

- ◯ You can find the **Audit** entry, and you know who else in the business can.
- ◯ You can answer "who did this, and when?" for one record, from its **History** or its **Audit centre →** link.
- ◯ You know to export after setting the filters, not before.
- ◯ The retention period is a choice you made on purpose, and is not shorter than the record-keeping you owe.
- ◯ Someone other than the people who enter the work looks at the trail each month.

Billing, backups and your data

Easy is paid for company by company, by the month, after a free trial of 30 days. This chapter is about the account side of your company: **where your plan and its price are**, **how you pay**, **how you stop**, and **your data**: taking a full copy of it, getting it back, and what leaves with you. The Owner and Administrators change the plan; an Accountant can also open the billing page, pay and take backups. It goes with Turning modules and features off (turning a module off does not change the plan) and People, roles and access (who owns the company).

About the screenshots

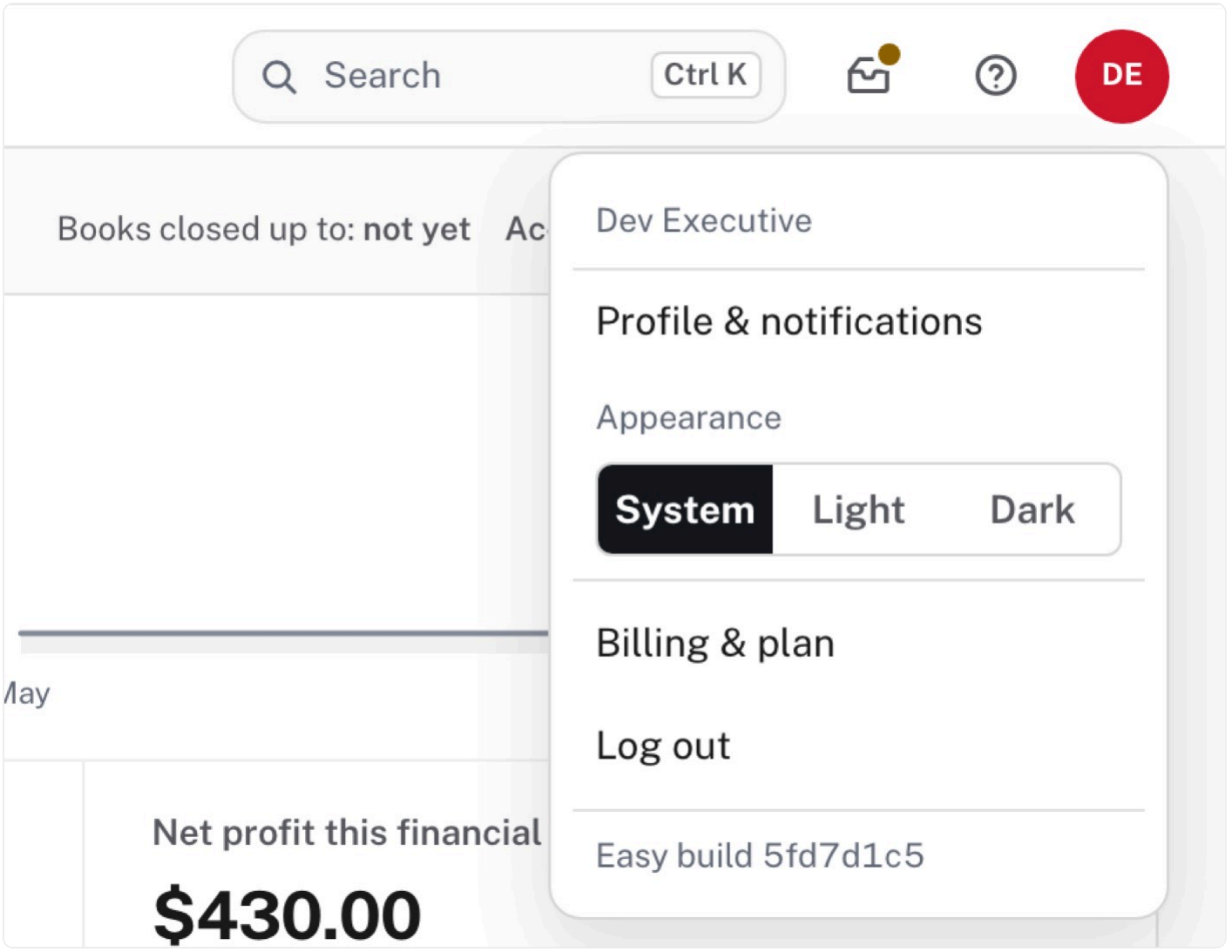
The demo company, *Little Polynesian Café*, has no subscription attached, so its **Billing & plan** page shows only a status. The plan pictures are from a practice company, *Manual Lab sa*, on a free trial of Easy Core. In the demo, card payments are not live, and neither company has an invoice from Easy, so the steps for paying an invoice by bank transfer are described from Easy's Help and source and not pictured.

Before you start

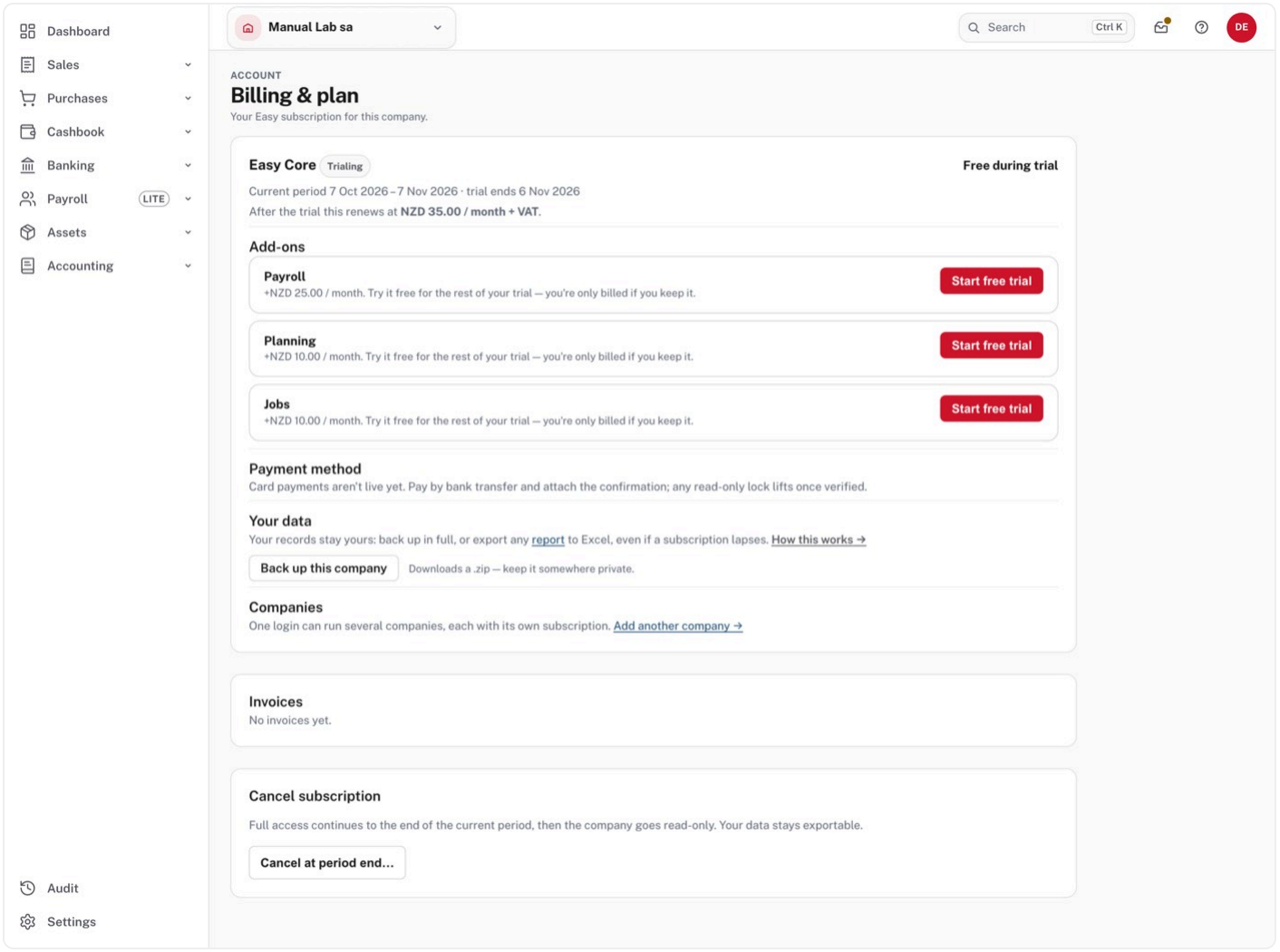
- **You are the Owner or an Administrator** to change anything: add an add-on, move to another plan, cancel. An Accountant can open **Billing & plan**, pay an invoice and download a backup, but not change what the company pays for.
- **Know which plan you are on.** Easy has three plans in the add-company screen (step 2): *Easy Core* (the company's books), *Easy Payroll* (payroll only, with the books kept elsewhere) and *Easy Personal* (your own money).
- **Have your bank-transfer confirmation ready** when an invoice is due: a PDF or a picture (step 4).

Step 1. Open Billing & plan

Your initials (top right) → Billing & plan.



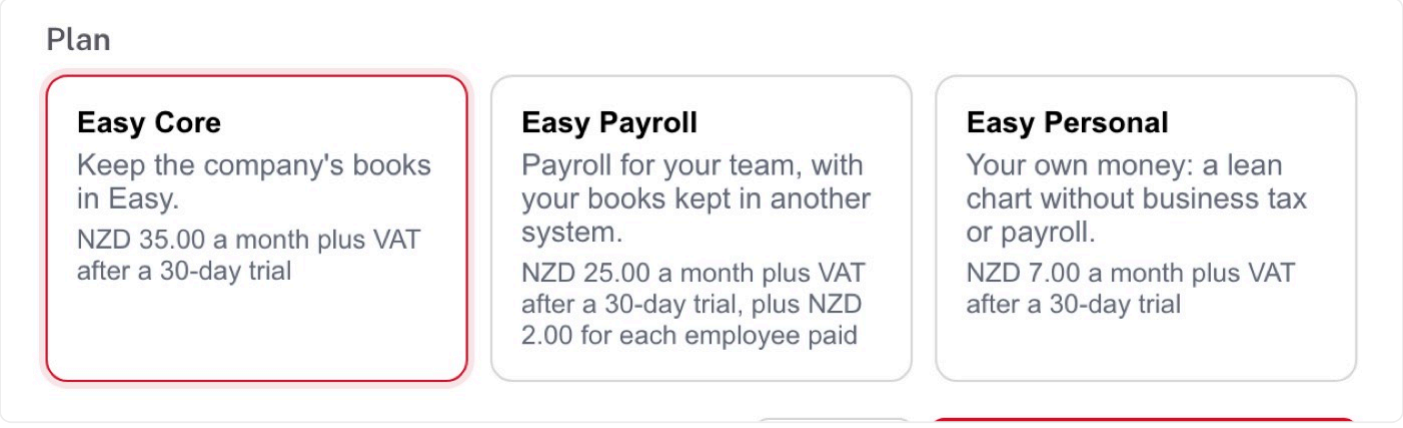
The entry is in the menu only for people who may use billing. The page tells you everything in one place.


Dashboard
Sales
Purchases
Cashbook
Banking
Payroll
LITE
Assets
Accounting
Audit
Settings
Manual Lab sa
Search
Ctrl K
DE
ACCOUNT
Billing & plan
Your Easy subscription for this company.
Easy Core
Trialing
Free during trial
Current period 7 Oct 2026 – 7 Nov 2026 · trial ends 6 Nov 2026
After the trial this renews at NZD 35.00 / month + VAT.
Add-ons
Payroll
+NZD 25.00 / month. Try it free for the rest of your trial — you're only billed if you keep it.
Start free trial
Planning
+NZD 10.00 / month. Try it free for the rest of your trial — you're only billed if you keep it.
Start free trial
Jobs
+NZD 10.00 / month. Try it free for the rest of your trial — you're only billed if you keep it.
Start free trial
Payment method
Card payments aren't live yet. Pay by bank transfer and attach the confirmation; any read-only lock lifts once verified.
Your data
Your records stay yours: back up in full, or export any report to Excel, even if a subscription lapses. How this works →
Back up this company
Downloads a .zip — keep it somewhere private.
Companies
One login can run several companies, each with its own subscription. Add another company →
Invoices
No invoices yet.
Cancel subscription
Full access continues to the end of the current period, then the company goes read-only. Your data stays exportable.
Cancel at period end…

Part of the page	What it says
Easy Core · Trialing	Your plan and its status, and *Free during trial*
Current period	The dates of the period, and when the trial ends (here 6 Nov 2026)
After the trial this renews at…	The price you will pay once the trial ends: here *NZD 35.00 / month + VAT*
Add-ons	Paid extras for the plan (here Payroll, Planning and Jobs), each with its monthly price and a button
Payment method	How to pay (step 4)
Your data	The company backup and the export of reports (step 6)
Invoices	Easy's invoices to you, with their status. Here *No invoices yet.*
Cancel subscription	Step 5

Step 2. What the plans cost, and add-ons

The plans and their prices are shown when you add a company (**Settings → People & access → Add another company**, or **Billing & plan → Add another company**).



All three are *a month plus VAT after a 30-day trial*. *Easy Payroll* adds **NZD 2.00 for each employee paid**. Plan prices are before VAT: a Cook Islands business is invoiced the price plus 15% VAT, and a business billed outside the Cook Islands is not charged VAT (Billing, paying and your data).

An **add-on** is a paid extra on the plan. During the trial each one says *Try it free for the rest of your trial: you're only billed if you keep it*, with a **Start free trial** button; once started, the button becomes **Stop**, and after the trial it is **Add** or **Remove** and the price joins your next invoice (from Easy's source; not shown in the demo). A module the plan doesn't include shows *Not in your plan* in Turning modules and features off and joins the menu when you add it here.

Not shown in the demo

From Easy's Help, not seen on screen: **moving to another plan** (the *Plan* section of this page, which opens a summary of the new price, the modules gained and turned off, and whether you have more people than the new plan includes; nothing is deleted and modules come back if you move back); **payroll charged per employee paid** (only for employees on a finished pay run dated in the month, counted once, billed after the month ends; trial months are free); **Easy Starter**, for a business not registered for VAT; and **complimentary accounts**, which Project Five doesn't invoice. Only Project Five changes a complimentary plan.

Step 3. Adding another company

One login can run several companies, each with its own subscription and trial. An account can have at most two companies on a free trial at once (and ten in all, from Easy's source). Asked for a third, Easy refuses after **Continue to subscription**: *You already have 2 companies on a free trial. Subscribe to one of them, or close one, before starting another. Project Five can help if you need more.* The link **Add another company** is on **Billing & plan** and on **Settings → People & access**.

Step 4. Pay an invoice

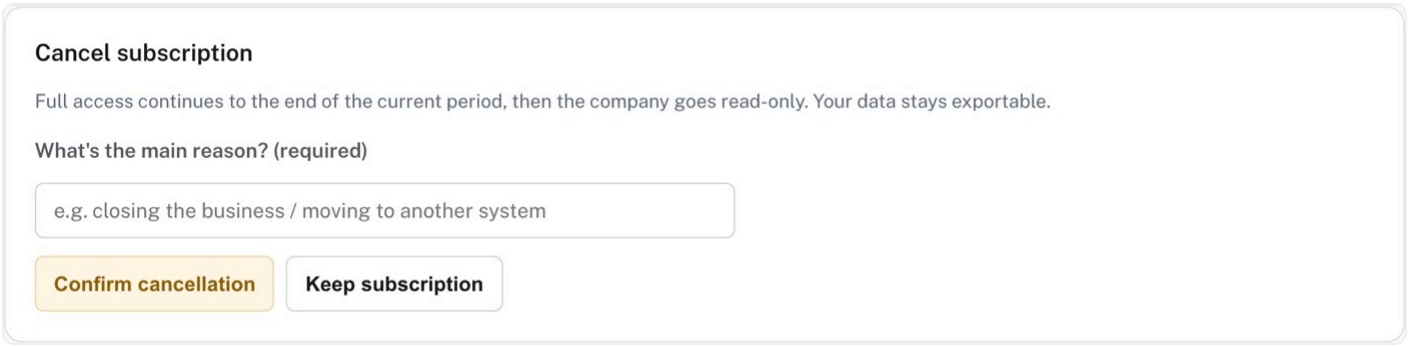
Easy invoices each company monthly. In the page's **Payment method** section, **card payments aren't live yet**: *Pay by bank transfer and attach the confirmation; any read-only lock lifts once verified.* When card payments go live, an open invoice offers a **Pay … by card** button that takes you to the bank's secure page: Easy never sees the card number, and bank transfer still works (Billing, paying and your data).

An invoice appears under **Invoices** with its number, period, amount (with the VAT it includes), and a status of *Open*, *Under review* or *Paid*; **Invoice** and **Receipt** buttons download the tax invoice and the receipt. For an open invoice, from Easy's source and not seen on screen (no invoice exists in either company):

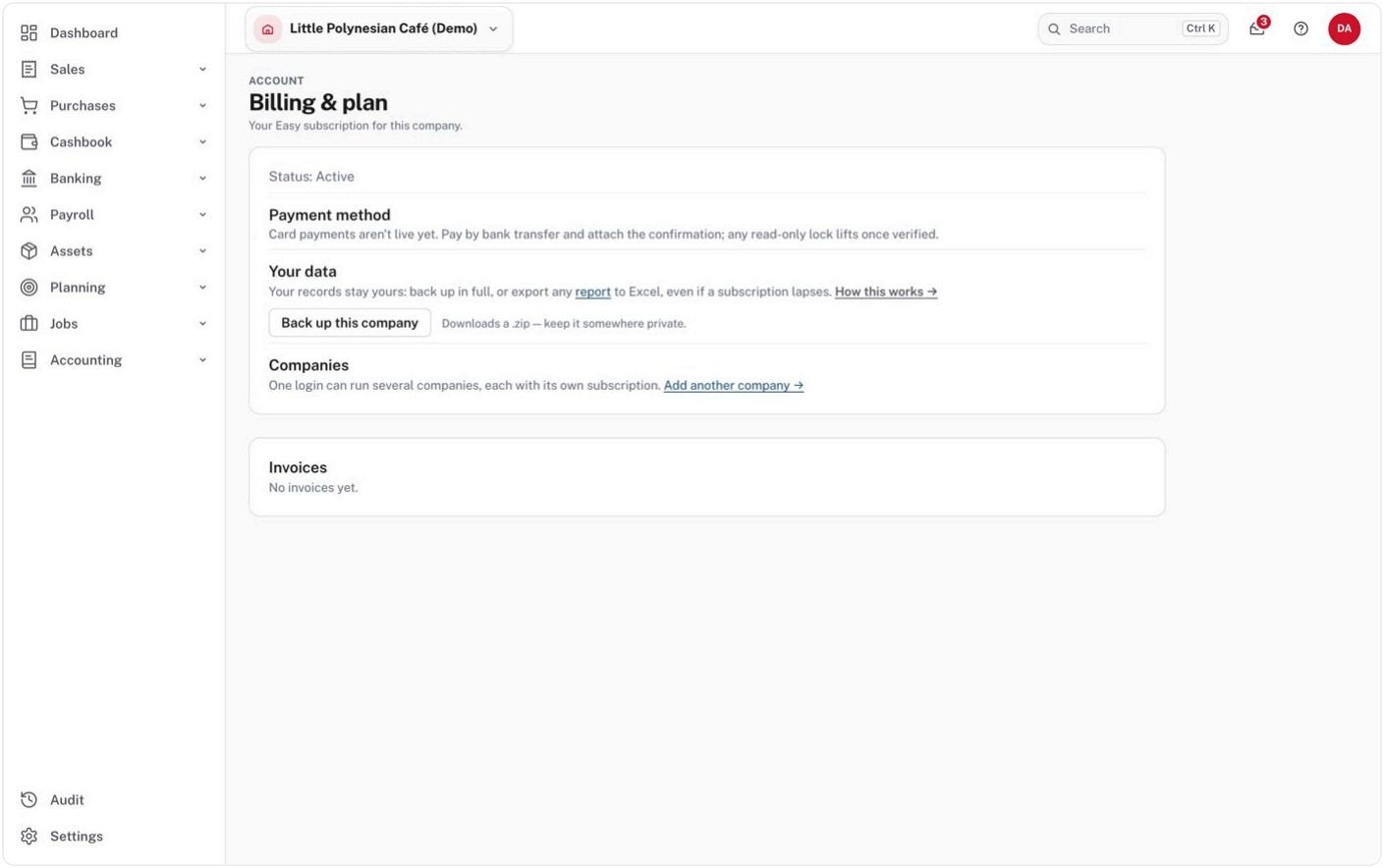
1. The page shows **Pay by bank transfer to:** and Project Five's bank details, when Project Five has set them.
2. Make the transfer in your online banking.
3. Under **Transfer confirmation (PDF or image)**, choose the file (up to 8 MB). Add a **Reference / note** if you like.
4. Choose **Submit for verification**. The invoice is *Under review* and the page says *Your payment confirmation is with Project Five for verification: full access is restored as soon as it's checked.* A company that was made read-only for non-payment opens again when it is verified.

Step 5. Stop your subscription

Billing & plan → Cancel subscription → Cancel at period end...



Easy asks for the **main reason** (required), then **Confirm cancellation** (or **Keep subscription**). Cancelling takes effect at the end of the current period: **you keep full access until then**, afterwards the company goes **read-only**, and **your data stays available to export**. Until the period ends the page offers **Keep my subscription** to take the cancellation back (from Easy's source; not shown in the demo). Only the Owner and Administrators get this card, and only while there is a subscription to cancel (from Easy's source).



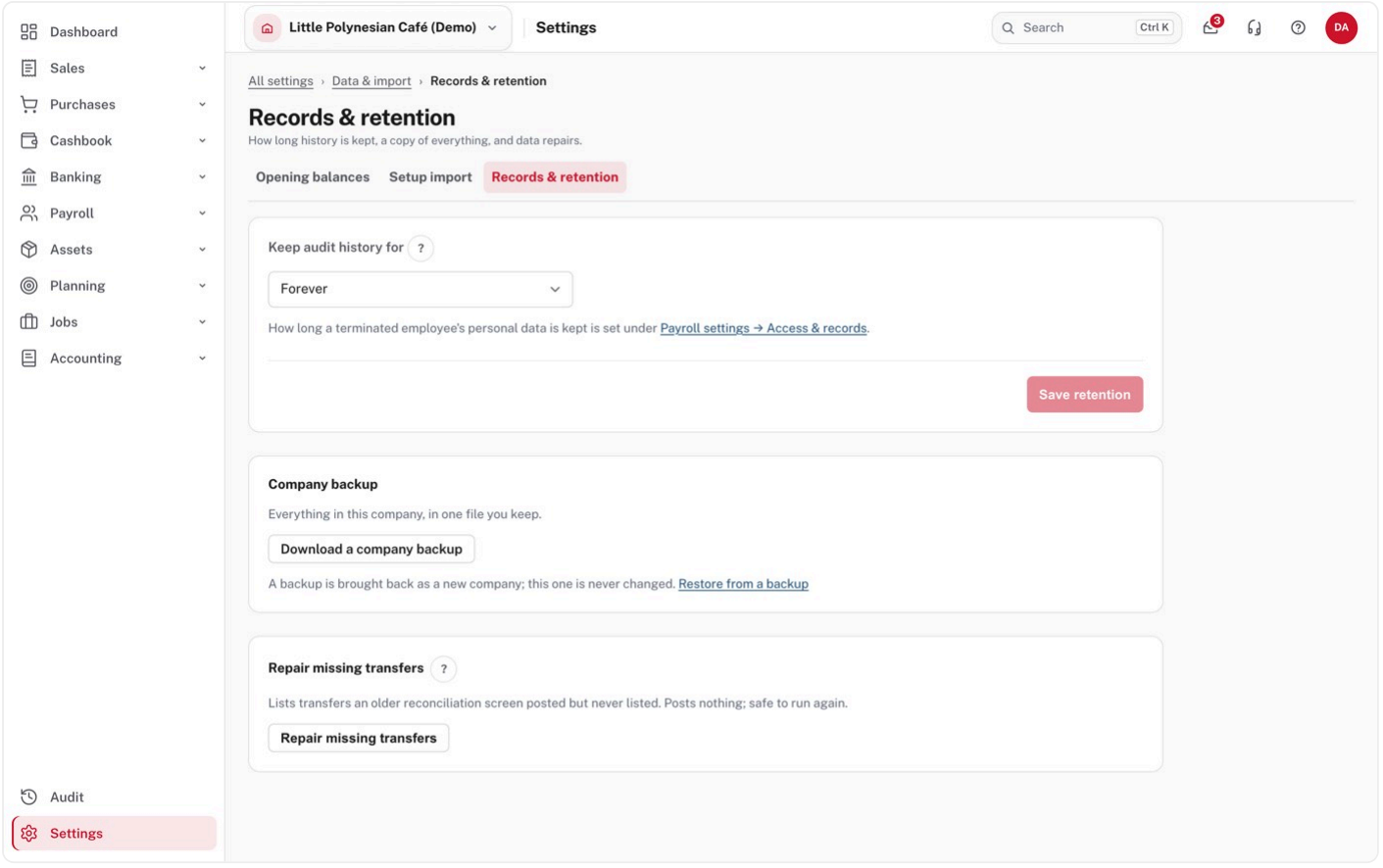
The demo has no subscription, so it has no plan, add-ons or cancel card for anyone. The Accountant can open the page and has the backup button.

Step 6. Your data

Your records are always yours. You can take them whenever you like, and the Help says both ways stay available even if a subscription lapses.

Take a full backup

Billing & plan → Your data → Back up this company. The Owner, Administrators and Accountants can. The Owner and Administrators can also use **Settings → Data & import → Records & retention → Download a company backup** (an Accountant cannot open that page).



Easy builds a **.zip** and downloads it. It is named after the company, then the date and time (for example *easy-manual-lab-sa-20261008-0106.zip*), and a small company's is only tens of KB. It holds:

In the zip	What it is
README.txt	In plain words: it is a complete copy of the company's records, how to read it without Easy, and a reminder to store it privately
manifest.json	The company, the plan and modules, how many rows each table has, and a **SHA-256 checksum of every file**, so you can tell the copy is whole
data/	One file for each kind of record (accounts, customers, suppliers, sales documents and their lines, journal entries, approvals, the audit trail, settings and more), as newline-delimited JSON: one record on each line, readable in a text editor and importable by spreadsheet and database tools
files/	Attachments and images as real files (the practice company has none)

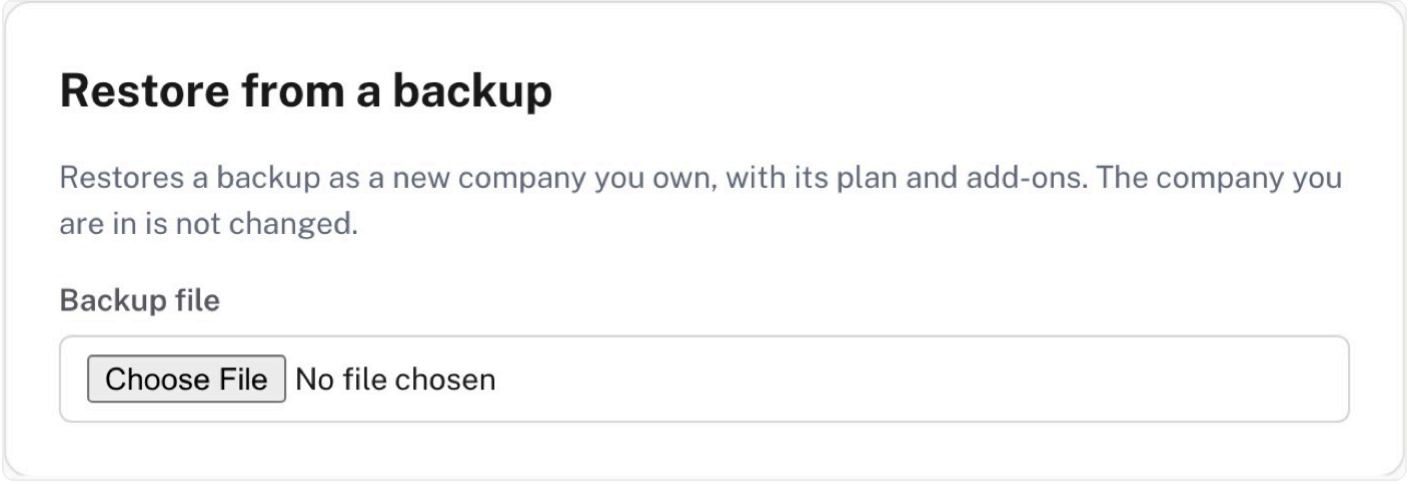
Keep it private

The README says the archive holds your full financial and payroll records, including bank-account details. Keep it somewhere private, encrypted if you can. The list of files has no table of users or passwords, but treat the archive as sensitive.

Every report also has **Export (Excel)** at the top right (the trial balance does, for one), and that, too, stays available.

Bring it back: restore

Settings → Data & import → Restore from a backup (Owners and Administrators only). It opens the same page as **Add another company**, at its restore section.



Choose the file and Easy builds a **new company** that you own, on the plan and add-ons the backup records. **The company you are in is never overwritten.** Not shown in the demo: a restore itself, because it adds another company.

Who owns the company

The company belongs to its **Owner**. The Owner can pass that on: on **Settings → People & access**, the **Transfer ownership** card lets the Owner choose a **New owner** and choose **Transfer & step down**. The person becomes the Owner and the previous Owner becomes an Administrator (People, roles and access). It is a decision in its own right, not a routine role change.

Good practice

- **Take a backup at each year end**, and before anything big (a migration, a clean-up). Keep it where it isn't on the same machine as the books.
- **Check the checksum when it matters**: `manifest.json` lists a SHA-256 for every file.
- **Cancel only after you have a backup**, and put a note in the diary for the day the period ends.
- **Name who pays.** If one named person is away, an Accountant can still open the page and pay; the plan itself only an Owner or Administrator changes.

Check before you continue

Check before you continue

- [ ] You know which plan the company is on, what it will cost after the trial, and when the trial ends.
- [ ] Someone who can pay Easy knows where **Billing & plan** is and how to attach a transfer confirmation.
- [ ] A company backup has been downloaded, opened to check it, and stored privately.
- [ ] You know a backup comes back as a new company and never replaces the one you are in.
- [ ] The Owner is the right person, and a second Administrator exists in case the Owner is away.

Turning modules and features off

Easy is built in parts: **Sales**, **Purchases**, **Cashbook**, **Banking**, **Payroll**, **Assets**, **Planning** and **Jobs**, and inside some of them smaller **features** such as Quotes or Expense claims. A business that never sells on credit or never owns assets doesn't need those parts in its menu. You can turn a module or a feature off, for everyone in the company, and turn it on again whenever you like. Only the **Owner** or an **Administrator** can. Do it when you set the company up, or when the menu holds things nobody uses. It goes with People, roles and access (a shorter menu for one person) and Billing, backups and your data (the plan).

About the screenshots

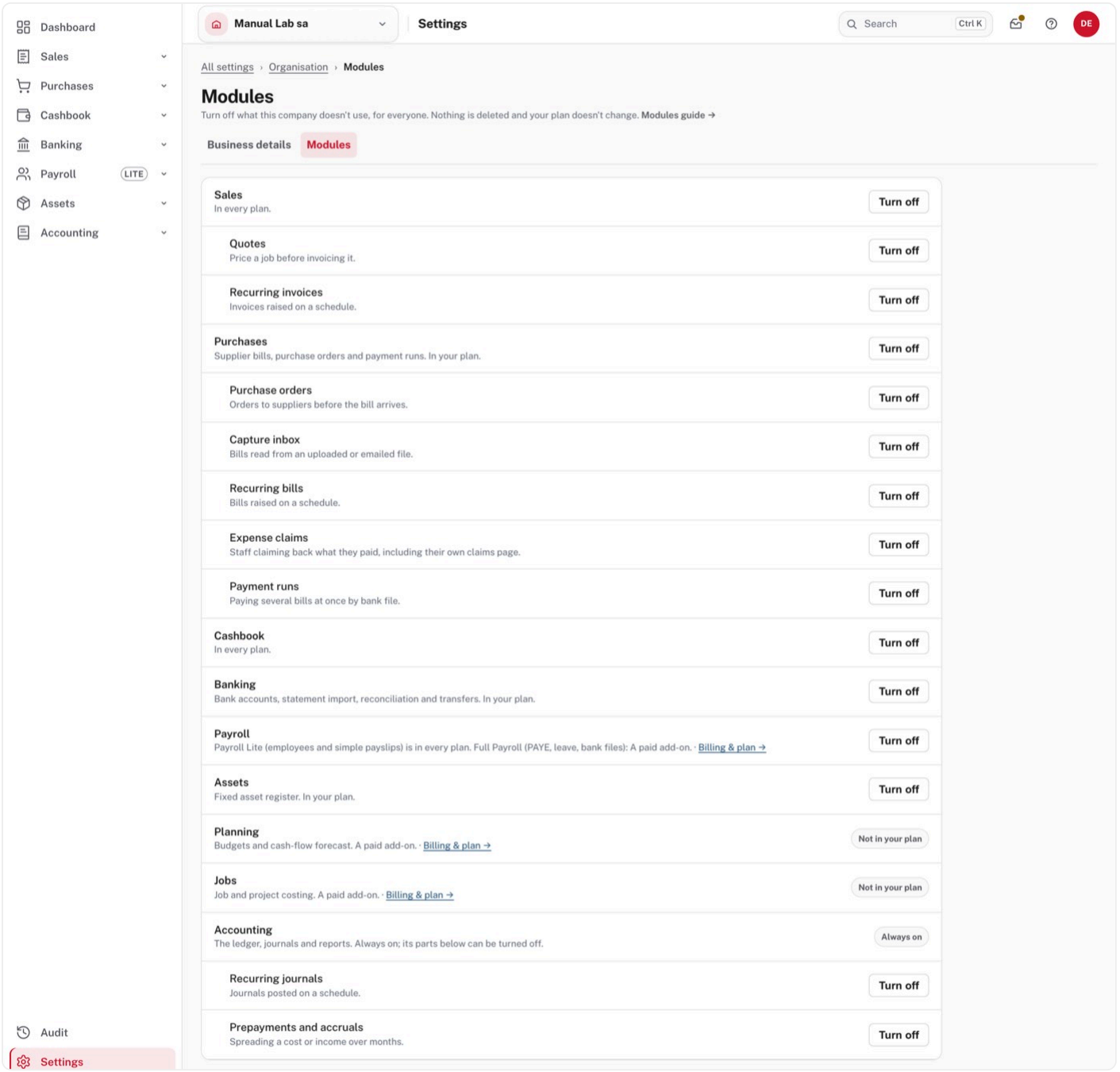
Switching a module off is a company-wide setting, so these pictures are from a practice company, *Manual Lab sa*, not from the demo café. It is on a trial of Easy Core, which is why **Planning** and **Jobs**, paid add-ons, say *Not in your plan*. The supplier *Pacific Hull Supplies* and its two $460.00 bills are made up.

Before you start

- **You are the Owner or an Administrator.** An Accountant keeps the books but cannot change this, and neither can an Approver (see "Who can do this" below).
- **It is for everyone.** Turning a module off removes it from every person's menu. To give one person a shorter menu, give them a different role instead.
- **Nothing is deleted and your plan doesn't change.** The switch only hides. Everything the module recorded stays in your accounts and reports.
- **Finish what is running.** Easy refuses to turn a module off while it has work in progress (step 3).

Step 1. See what can be turned off

Settings → Organisation → Modules (the tab beside *Business details*).



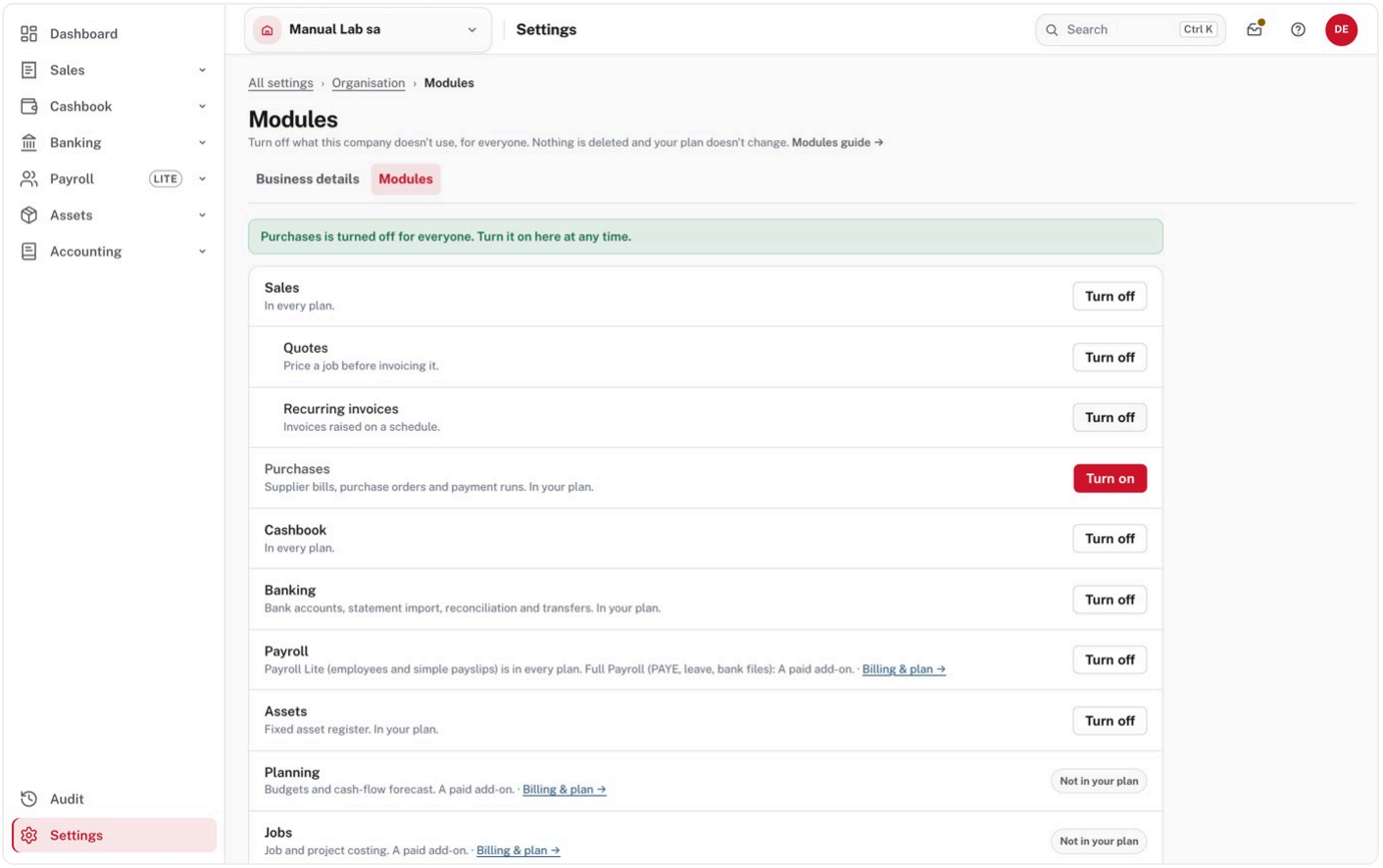
The list follows the menu. Each module has a note, and the features inside it are indented underneath:

Module	What it covers	Features you can turn off on their own
Sales	Invoices, credit notes, quotes, items, customers and sales reports	Quotes, Recurring invoices
Purchases	Supplier bills, purchase orders and payment runs	Purchase orders, Capture inbox, Recurring bills, Expense claims, Payment runs
Cashbook	Receipts and payments	none
Banking	Bank accounts, statement import, reconciliation and transfers	none
Payroll	*Payroll Lite* (employees and simple payslips) is in every plan; *Full Payroll* (PAYE, leave, bank files) is an add-on	none
Assets	The fixed asset register	none
Planning	Budgets and the cash-flow forecast	none
Jobs	Job and project costing	none
Accounting	The ledger, journals and reports. **Always on**	Recurring journals, Prepayments and accruals

A module your plan doesn't include shows **Not in your plan** instead of a switch, with a **Billing & plan** link beside its note. **Accounting** reads **Always on**: only its two features can be turned off. The **Dashboard**, **Settings** and **Audit** are always on and aren't in the list (Turning modules and features off).

Step 2. Turn one off

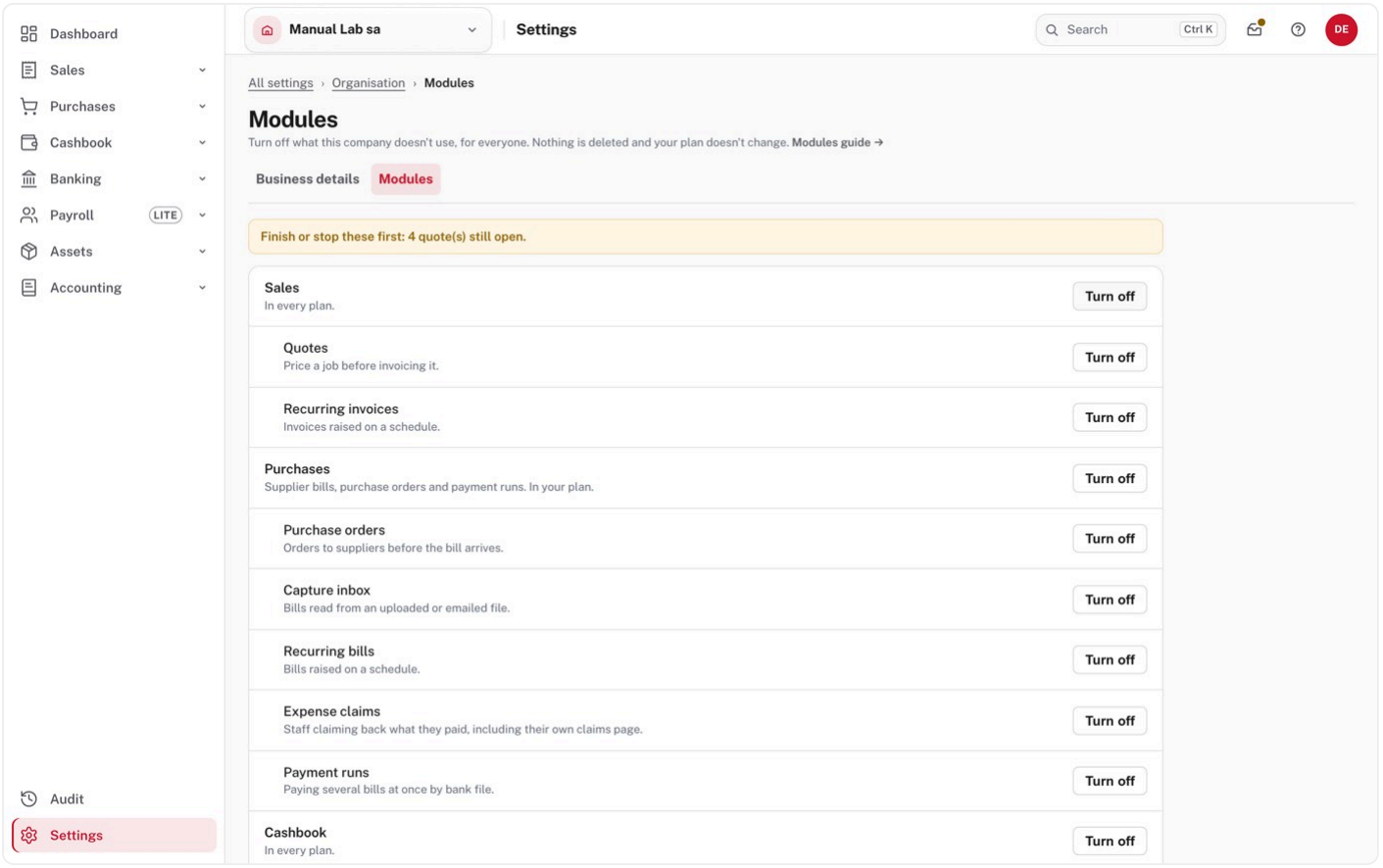
Choose **Turn off** on its row. If nothing is running, it goes at once.



Compare the menu on the left with the first picture: **Purchases** has gone. The notice says *Purchases is turned off for everyone. Turn it on here at any time.*, the row now offers a red **Turn on**, and the five Purchases features have disappeared from the list, because a module that is off takes its features with it.

Step 3. When Easy refuses

Choose **Turn off** on a module or feature that still has work running and nothing changes: a notice says what to finish first.



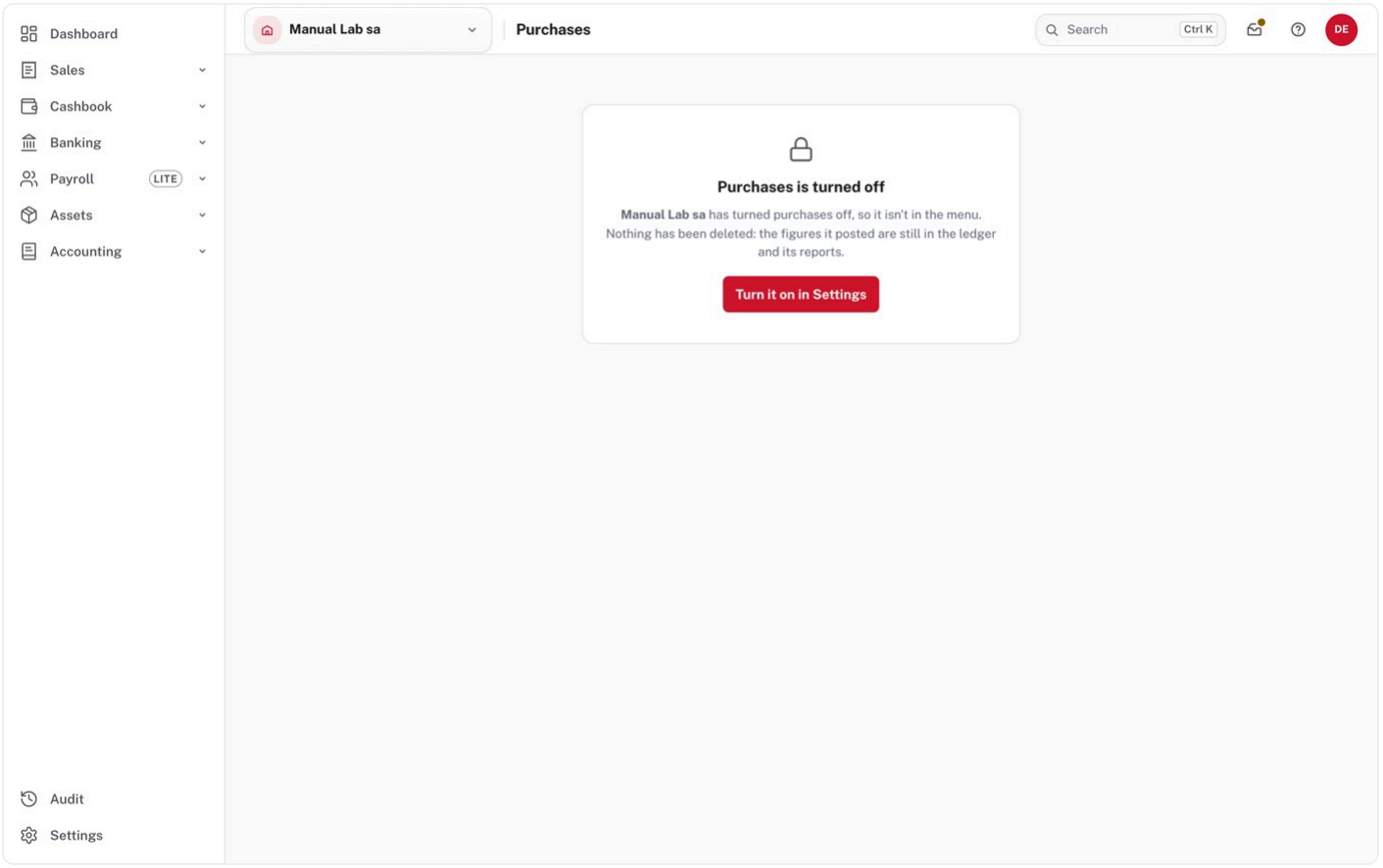
Finish or stop these first: 4 quote(s) still open. Here four quotes were still Draft or Sent. Easy won't switch something off while work would be left stuck behind a closed door. What counts as work running (Turning modules and features off):

- recurring invoice, bill or journal schedules still active, and prepayment or accrual schedules still active (stop them on their own pages);
- quotes still open (Draft or Sent), purchase orders in draft or waiting for approval, and captured files waiting in the inbox;
- expense claims in draft or waiting for approval, payment runs not yet posted or cancelled, and pay runs not yet posted;
- assets still depreciating, and jobs still open.

A module counts the work of its features as well as its own, so turning off Sales is refused while a quote is open (from Easy's source; not tried in the demo). Finish the work, or stop the schedule, and choose **Turn off** again.

Step 4. What it looks like with a module off

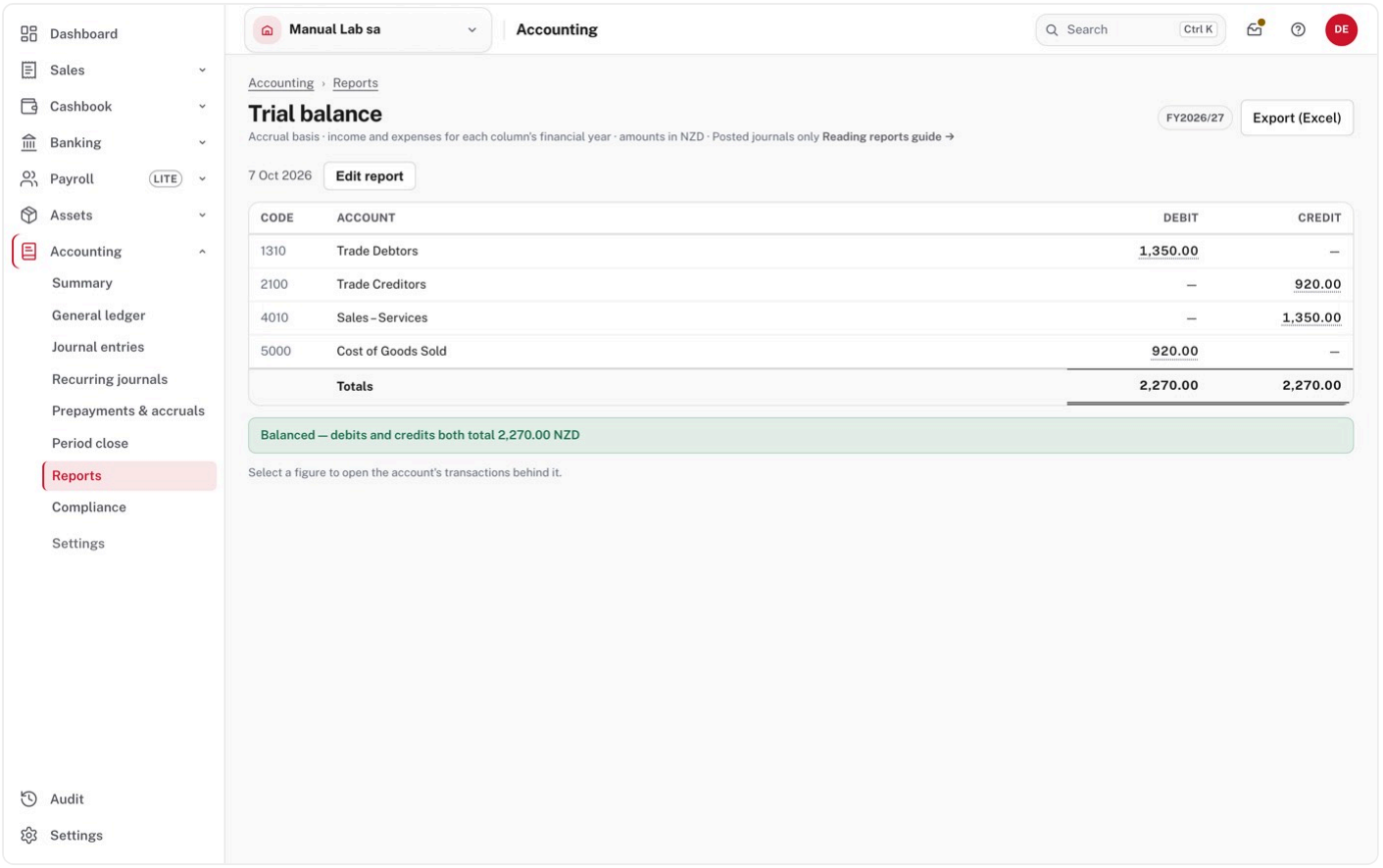
Any page of a module that is off, for example Purchases → Bills, reached from a saved link or a typed address (the menu no longer has it).



The page says *Purchases is turned off*, that the company turned it off so it isn't in the menu, and that nothing has been deleted. An Owner or Administrator gets a **Turn it on in Settings** button (the picture shows that view). Help adds that the module's reports leave the Reports pages and that the link back is offered to Owners and Administrators (Help); what anyone else sees on this page is not shown in the demo.

The books keep everything

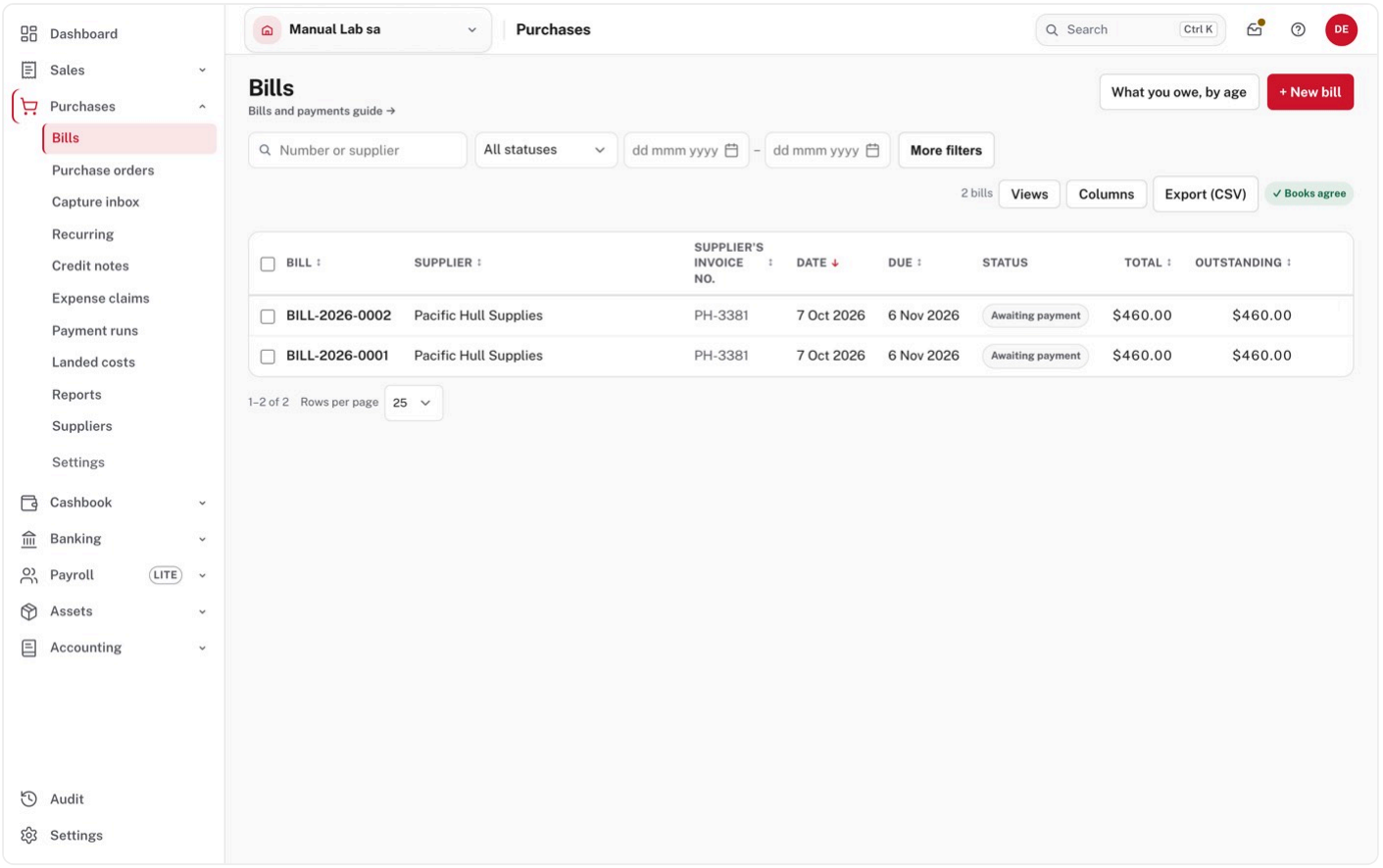
With Purchases off, open **Accounting → Reports → Trial balance**.



Trade Creditors ($920.00) and **Cost of Goods Sold** ($920.00) are the two bills recorded in Purchases before it was turned off, and the trial balance still balances. The ledger and every report keep their figures; only the way in has been closed.

Step 5. Turn it on again

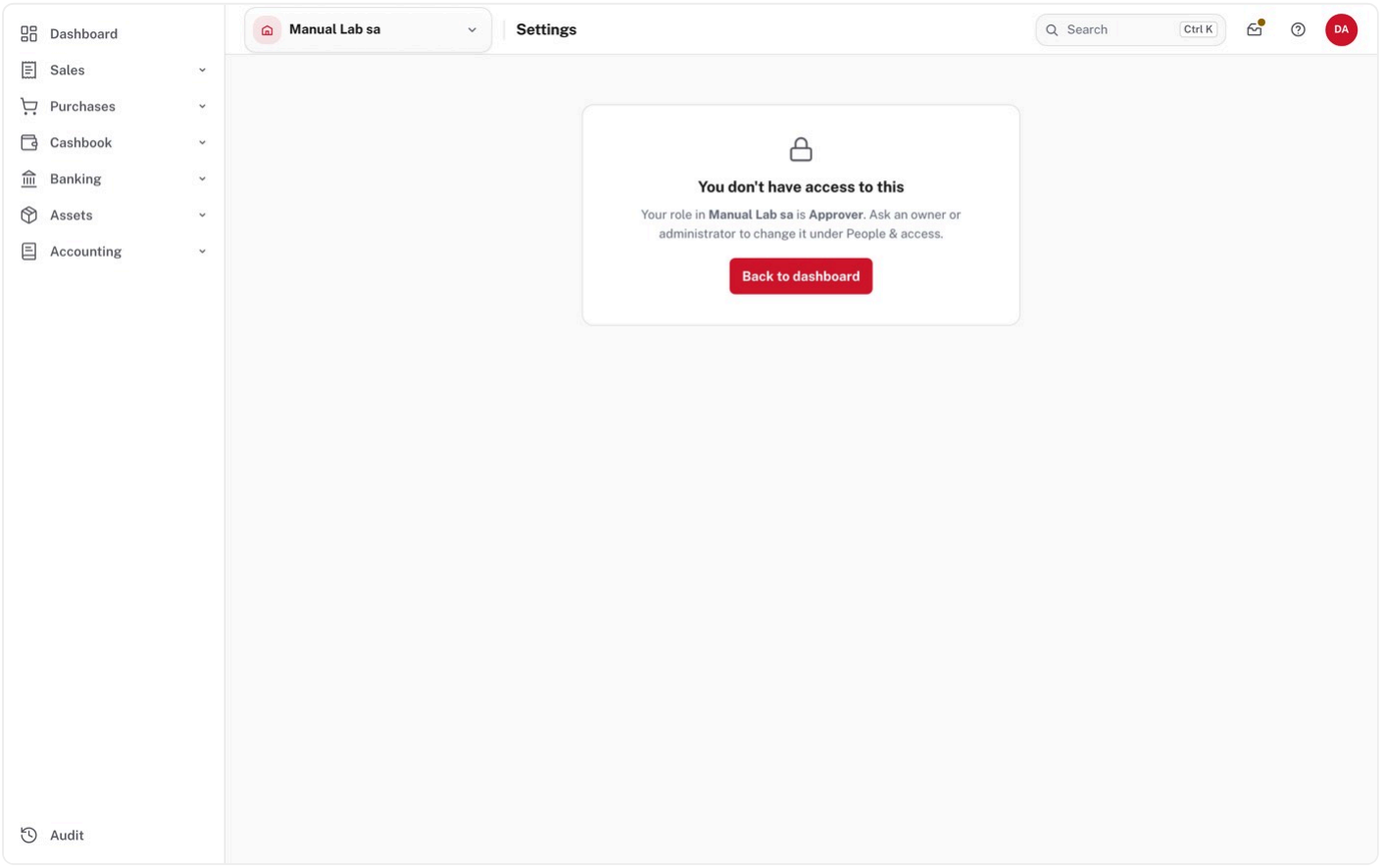
Settings → Organisation → Modules → Turn on. The notice says *Purchases is on again.*



Purchases is back in the menu, with its features, and the bill list shows both bills as they were. Nothing needs setting up again.

Who can do this

Only the Owner and Administrators open this page. Anyone else who follows a link to it sees the page below.



You don't have access to this. Your role in Manual Lab sa is Approver. Ask an owner or administrator to change it under People & access. People's roles and what each can do are in People, roles and access. An Accountant has the same limit: company administration, which includes modules, is not part of keeping the books.

Not shown in the demo

From Easy's Help, not tried in the demo: **a paid module you turn off is still billed** until you change the plan under *Billing & plan*, because turning off only hides it (Billing, backups and your data); and **the Data entry role** sees only the day-to-day pages, which is the way to shorten one person's menu (Roles explained).

Check before you continue

Check before you continue

- [ ] Only modules and features nobody in the business uses are turned off, and everyone who needs one still has it.
- [ ] Anything Easy refused has been finished or stopped, not just ignored.
- [ ] You know a module that is off is still in the books: its figures stay in the ledger and the reports.
- [ ] You turned off a paid add-on and still want to pay for it? Check **Billing & plan**: turning off does not change the plan.
- [ ] A colleague who needs a shorter menu has the right role instead.