



Total Contractor's Diary

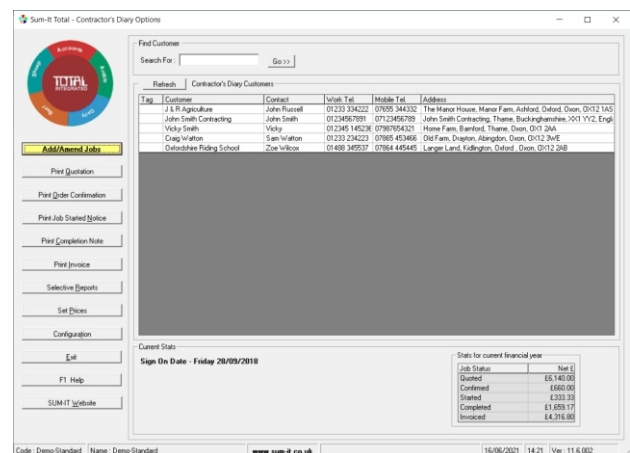
your client record management solution



This is a bolt-on module to the Total Standard Accounts Program. It is designed to organise client records allowing you to keep track of livery, rental or purchasing businesses.

Invoices and statements are raised automatically from the diary input details with the option to email directly from the software. Full histories are retained for each client and detailed management reports can help you analyse the efficiency of your business.

- **Organise client records** under one simple diary system
- Record **client addresses, phone numbers and other details** in drop-down windows for ease of use
- An **aged Debtors list** is included
- Complete **historical records** available for any client at any time
- Full **revenue item costing analysis** facility included
- **Job details and pricing** held on drop-down windows for ease of input
- **Multi-selective reports** provide a variety of practical business management information



Sum-IT Total - Contractor's Diary Job Report

Only Show Records With: ☐ All ☒ Job ☐ Job ☐ Job

Use Dates: From: 01/01/2018 To: 31/03/2018

Ref	Date	Status	Quantity	Units	Description	Batch No.	Unit Cost	Unit Price	Net Cost	Net Price	Comment
276	28/08/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
277	28/08/21	Completed	0.5	Hou	Sulaiman	50.00	VE	25.00	12.50	12.50	Discount keep client
278	28/08/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
279	01/09/21	Completed	1.0	Mtly	Bull stable rent	150.00	VE	150.00	150.00	150.00	
276	01/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
279	08/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	08/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	13/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	20/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	27/09/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
275	01/10/21	Completed	1.0	Mtly	Bull stable rent	150.00	VE	150.00	150.00	150.00	
286	04/10/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	04/10/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	06/10/21	Completed	1.0	Hou	Sulaiman	50.00	VE	25.00	12.50	12.50	
286	11/10/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	18/10/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	25/10/21	Completed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
289	28/10/21	Completed	30.0	Bales	Wheat Straw - 01000	7.00	VE	210.00	210.00	210.00	Wheat straw bedding
289	28/10/21	Completed	50.0	Bales	Hay	3.00	VE	150.00	150.00	150.00	Wheat feed
275	01/11/21	Confirmed	1.0	Mtly	Bull stable rent	150.00	VE	150.00	150.00	150.00	
286	01/11/21	Confirmed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
286	08/11/21	Confirmed	2.0	Hou	Arms private hire	30.00	VE	60.00	120.00	120.00	
279	04/12/21	Quoted	5.0	Hou	Wetson hire	100.00	VE	500.00	500.00	500.00	Discount keep client
283	13/12/21	Confirmed	5.0	Hou	Wetson hire	100.00	VE	500.00	500.00	500.00	Discount keep client
284	19/12/21	Confirmed	2.5	Hou	Arms private hire	30.00	VE	75.00	75.00	75.00	Remove partitions
284	19/12/21	Confirmed	2.5	Hou	Arms private hire	30.00	VE	75.00	75.00	75.00	Remove partitions
281	24/12/21	Confirmed	1.0	Day	Yasas keep	30.00	VE	30.00	30.00	30.00	Yasas keep
281	25/12/21	Confirmed	1.0	Day	Yasas keep	30.00	VE	30.00	30.00	30.00	Yasas keep
281	26/12/21	Confirmed	1.0	Day	Yasas keep	30.00	VE	30.00	30.00	30.00	Yasas keep
Grand Total			1,350.750	Values				26,175.00			

- **Invoices raised on request** for work completed
- **Self-Billing Invoice and Credit Note** printing facilities included
- **Email** (from within the software) **or print invoices** on plain paper with your logo or use headed stationary
- Built-in flexible Client and Product **Discount Structure**
- **Quotes and Orders can be printed** out when needed
- All Invoices, Statements and Quotes can use **window envelopes**
- **Integrated Stock Control** for Revenue Items

Contractor's Diary Module

Module with Standard Accounts

£ 395

£ 1090

Prices include 3 months Support and are subject to VAT

Tel: 01844 213003

**Email: ben@sum-it.co.uk
caitlyn@sum-it.co.uk**

Web: sum-it.co.uk

SUM-IT Computer Systems Ltd.

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The most important hallmark for all SUM-IT's Total programs, is that for all they provide, they are SIMPLE-TO-USE. They have all been written with the User in mind, gaining the maximum output from the minimum input and requiring no previous knowledge of computers to operate them. With any Total module purchase receive three months of Gold Level support completely free, this includes support calls on a non-Premium landline and weekly online back-ups of your data.

Sum-It Total - Add/Amend Jobs

Select Customer:

Name

Vicky Smith

Contact:

Vicky

Discount:

0.0%

Group:

Default

Vicky Smith

Home Farm

Barnford

Thame

Oxon

OX1 2AA

Contact: Vicky

Work:

012345 145236

Mobile:

07987654321

Fax:

Home:

Email:

vicky@email.com

Jobs

Job No. ANY

57 Lines for Job: ANY

Job	Date	Status	Quantity	Units	Description	Comment	Batch No.	Unit £	VAT	Disc (%)	Net £
274	01/07/21	Completed	1.0	Mthly	8x8 stable rent			150.00	VE	0	150.00
282	28/07/21	Completed	1.0	Day	Holiday livery	Muck out feed & exercise		25.00	VZ	0	25.00
282	30/07/21	Completed	1.0	Day	Holiday livery	Muck out feed & exercise		25.00	VZ	0	25.00
275	01/08/21	Completed	1.0	Mthly	8x8 stable rent			150.00	VE	0	150.00
278	02/08/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
278	09/08/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
278	16/08/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
278	23/08/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
277	28/08/21	Completed	0.5	Hours	Solarium	Discount livery client		50.00	VZ	25	18.75
278	30/08/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
276	01/09/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
275	01/09/21	Completed	1.0	Mthly	8x8 stable rent			150.00	VE	0	150.00
278	06/09/21	Completed	2.0	Hours	Arena private hire			30.00	VZ	0	60.00
275	01/10/21	Completed	1.0	Mthly	8x8 stable rent			150.00	VE	0	150.00
269	28/10/21	Completed	50.0	Bales	Hay	Winter feed		3.00	VZ	0	150.00
269	28/10/21	Completed	30.0	Bales	Wheat Straw - D1000	Winter stable bedding		7.00	VZ	0	210.00
275	01/11/21	Confirmed	1.0	Mthly	8x8 stable rent			150.00	VE	0	150.00
279	04/12/21	Quoted	5.0	Hours	Wagon hire	Discount livery client		20.00	VZ	0	100.00
279	04/12/21	Quoted	1.5	Hours	Wet room hire	Discount livery client		0.00	VZ	0	0.00
281	24/12/21	Confirmed	1.0	Day	Xmas livery	Muck out feed & exercise		30.00	VZ	0	30.00
281	25/12/21	Confirmed	1.0	Day	Xmas livery	Muck out feed & exercise		30.00	VZ	0	30.00
281	26/12/21	Confirmed	1.0	Day	Xmas livery	Muck out feed & exercise		30.00	VZ	0	30.00

ADD A NEW JOB

Summary

Quoted	Confirmed	Started	Completed	Invoiced
£100.00	£240.00	£0.00	£6,573.75	£0.00

New Job

Exit

Print

Change View

F1 Help

Lower Beechwood Farm
Rydere Lane
Thame
Oxon
OX9 4RT

A.P. Farmer
Farm & Livery

Tel. 01844 213003
Fax. 07850 308789
Mobile 01844 214722

Home Farm

Barnford

Thame

Oxon

OX1 2AA

Invoice No : 16042005

Our Int Ref : 3755

Invoice

Qty	Units	Description	Unit £	VAT	Net £
Job Ref: 269					
28/10/2021					
50	Bales	Hay : Winter feed	3.00	Z	150.00
30	Bales	Wheat Straw - D1000 : Winter stable bedding	7.00	Z	210.00
Job Ref: 275					
01/11/2021					
1	Mthly	8x8 stable rent	150.00	E	150.00
Job Ref: 279					
04/12/2021					
5	Hours	Wagon hire : Discount livery client	20.00	Z	100.00
1.5	Hours	Wet room hire : Discount livery client	0.00	Z	0.00
Total Net : £					610.00
plus V.A.T. : £					0.00
Total Invoice : £					610.00

Terms: Full payment within 30 days

VAT No. : 54456887

Optional Modules & Equipment

Total Contractor's App

Provides Agricultural Contractors with instant access to their client records (both Operator and Manager authorisation levels) via Android Smartphones or Tablets. Multiple operators running the App can synchronise to a single Dataset on the PC at any time to then run fully off-line whilst out and about. Users have access to client's phone number and can locate them on a map if needed.

Total Standard Accounts

Double-Entry Accounts level software which can fully integrate with Contractor's Diary (or any Total module) to omit time-consuming data entry across separate modules. Semi-Automatic features such as bank rec and standing order processing make book-keeping as seamless and straightforward as possible.

Hardware Requirements

Total operates on Windows 10 and Windows Server and will require 500MB of Hard Disk capacity plus an occasional internet connection to receive program updates and communicate with HMRC and BCMS. Hardware should have a minimum of 4GB Ram.

To find out more about how SUM-IT's Total Contractor's Diary can help you, give our Sales team a call on **01844 213003**. They can arrange an on-line or on-farm demonstration and provide demonstration data for you to have a go yourself.

All prices exclude VAT.

