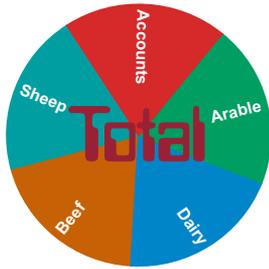


Total Contractor's Diary



This is a bolt-on module to the Total Standard Accounts Program. It is designed to organise client records allowing you to track work that has been quoted, completed and invoiced.

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

Organise all your **client records** under one simple diary system

Record **Client addresses, phone numbers** and other details in drop-down windows for ease of use

Invoices can be printed on either **plain paper with your logo** or use your own **headed stationary**

An **aged Debtors list** is available at any time

All Invoices, Statements and Quotes can use **window envelopes**

Complete **historical records** for any client - available any time

Full **job costing** analysis facility included

Ref	Date	Status	Quantity	Units	Description	Unit £	VAT Rate	Disc (%)	Net £
211	15/09/02	Invoiced	32.0	Acres	Ploughing	14.50	N1	0	464.00
218	20/09/02	Invoiced	75.0	Acres	Drilling	11.00	N1	0	825.00
218	20/09/02	Invoiced	5.62	Tonnes	Harrowed Wheat Seed	245.00	N1	0	1,376.50
225	17/09/03	Completed	5.2	Tonnes	34.5% Nitrogen	1161.00	N1	0	638.60
225	17/09/03	Completed	62.0	Acres	Fertiliser Spreading	5.50	N1	5	323.95
228	01/05/03	Completed	120.0	Litres	DMPP	6.00	N1	0	720.00
228	01/05/03	Completed	60.0	Acres	Spraying	4.90	N1	5	273.60
228	01/05/03	Completed	240.0	Litres	T.A.	9.95	N1	0	2,252.00
232	15/07/03	Quoted	260.0	Acres	Combine & Cart	65.00	N1	10	19,890.00
245	31/08/03	Quoted	45.0	Acres	Ploughing	14.50	N1	0	652.50

Invoices are raised on request for any **work completed**

Full **job details and pricing** held on drop-down windows for quick input

Self-Billing Invoice and **Credit Note** printing facilities included

Built-in flexible Client and Product **Discount Structure**

Integrated **Stock Control** for all **Sales Items**

Quotes and **Orders** can be printed out on demand

Multi-selective reports provide infinite variety of information

Ref	Date	Status	Quantity	Units	Description	Batch No.	Unit £	VAT	Disc(%)	Net £
4	28/05/04	Invoiced	60,000	Hrs	Forage Harvest	22.00	N1	3.0		1,338.60
2	12/05/04	Invoiced	14,000	Hours	Bob Jones	5.50	N1			77.00
3	12/05/04	Invoiced	7,000	Day	JCB Loadal	50.00	G1			297.87
1	06/08/04	Invoiced	65,000	Hrs	Fertiliser Spreading	12.00	N1			780.00
21	06/09/04	Invoiced	312,000	Bales	Hay	3.00	V2			936.00
24	06/05/05	Completed	5,000	Hours	Bob Jones	5.50	N1			27.50
23	06/05/05	Completed	1,000	Day	JCB Loadal	50.00	G1			42.55
22	06/06/05	Quoted	10,000	Bales	Wheat Straw - D1000	7.00	V2			70.00
1	01/07/05	Invoiced	7,000	Mtly	Rent of Cattle Shed	200.00	V2	5.0		1,330.00
21	21/08/05	Confirmed	55,000	Hrs	Fertiliser Spreading	15.00	N1			660.00
31	24/08/05	Started	5,000	Day	John Deere 6820S	60.00	G1			255.32
31	24/08/05	Started	5,000	Day	AW 14 ton Trailer	20.00	G1			95.11
35	31/08/05	Completed	30,000	Hrs	Vaderstad Drilling	18.00	N1			540.00
49	02/09/05	Quoted	25,000	Tons	0.20.20	130.00	N1			3,250.00
54	04/09/05	Quoted	25,000	Tons	Nitpill	120.00	V2	6.0		2,820.00
211	06/09/05	Quoted	12,000	Hrs	Fertiliser Spreading	12.00	N1	5.0		138.80
211	06/09/05	Quoted	25,000	Tons	Nitpill	120.00	V2	5.0		2,950.00
										39,496.78

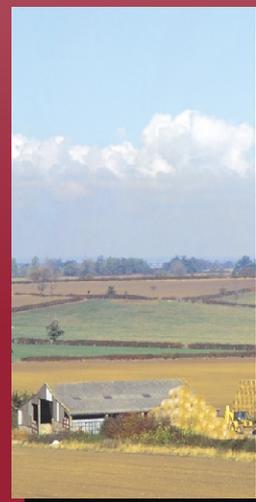
Contractors Diary Module

£ 395

Diary with Standard Total Accounts

£ 1090

Prices include 3 months Support with Updates and exclude VAT



SUM-IT

SUM-IT Computer Systems Ltd., Samuel House, Chinnor Road, Thame, Oxfordshire OX9 3NU
Tel: 01844 213003 • Fax: 01844 214722 • E-mail: sales@sum-it.co.uk • Web: www.sum-it.co.uk

Sum-It Total - View & Add Jobs

Select Customer:
 Name: T R Brown & Sons
 Contact: Rob Brown
 Discount: 0.0%
 Group: Default

T R Brown & Sons
 Meadowfield Farm
 Longwick
 Thame
 Oxon
 OX4 5TH

Contact: **Rob Brown**
 Work: **01844 223445**
 Mobile: **07850 544677**
 Fax: **01844 223445**
 Home: **01844 223446**

Jobs
 Reference: ANY

12 Lines for Job: ANY

Ref	Date	Status	Quantity	Units	Description	Unit £	VAT Rate	Disc (%)	Net £
211	15/09/02	Invoiced	32.0	Acres	Ploughing	14.50	N1	0	464.00
218	20/09/02	Invoiced	75.0	Acres	Drilling	11.00	N1	0	825.00
218	20/09/02	Invoiced	5.62	Tonnes	Hereward Wheat Seed	245.00	N1	0	1,376.90
225	17/04/03	Completed	6.2	Tonnes	34.5% Nitrogen	103.00	N1	0	638.60
225	17/04/03	Completed	62.0	Acres	Fertiliser Spreading	5.50	N1	5	323.95
228	01/05/03	Completed	120.0	Litres	CMPP	6.00	N1	0	720.00
228	01/05/03	Completed	60.0	Acres	Spraying	4.80	N1	5	273.60
228	01/05/03	Completed	240.0	Litres	Tilt	9.55	N1	0	2,292.00
232	15/07/03	Ordered	260.0	Acres	Combine & Cart	85.00	N1	10	19,890.00
245	31/08/03	Quoted	45.0	Acres	Ploughing	14.50	N1	0	652.50

****ADD A NEW JOB****

Summary

Quoted	Ordered	Completed	Invoiced
£652.50	£19,890.00	£4,248.15	£3,545.40

New Job Exit Print Change View F1 Help

The software provides a complete client record for historical reference at any time, displaying all sales that have been quoted for, confirmed, completed and invoiced.

Invoices can be raised automatically from either work completed or goods ordered or even just from quotes entered.

On printing the invoices they are then updated to the Accounts ledger, avoiding any need for extra input. The system will then update the Client's Diary record to identify which jobs or products have already been invoiced.

If required, Sum-It can add your existing farm business logo into the Invoice layout should you wish to use plain paper stationery.

Lower Beechwood Farm
 Ryders Lane
 Thame
 Oxon
 OX9 4RT

A.P. Farmer

Tel. 01844 213003
 Fax. 07850 308799
 Mobile 01844 214722

Farmer & Contractor

T R Brown & Sons
 Meadowfield Farm
 Longwick
 Thame
 Oxon
 OX4 5TH

Date: 05/11/2003
 Invoice No.: 6689

Invoice

Qty	Units	Description	Unit £	Discount	VAT	Net £
Job Ref: 225						
17/04/2003						
6.2	Tonnes	34.5% Nitrogen	103.00		17.5%	638.60
62	Acres	Fertiliser Spreading	5.50	5%	17.5%	323.95
Job Ref: 228						
01/05/2003						
240	Litres	Tilt	9.55		17.5%	2,292.00
120	Litres	CMPP	6.00		17.5%	720.00
60	Acres	Spraying	4.80	5%	17.5%	273.60
Total Net : £						4,248.15
plus V.A.T. : £						743.43
Total Invoice : £						4,991.58

Terms: Payment due strictly within 30 days from Invoice Date

VAT No. : 432 1306 32

Sum-It Total software has been designed using the latest 32-bit Windows technology and operates on Windows 2000, XP, Vista and Windows 7. System requirements are 256MB RAM, 50MB HD Capacity, 500Mhz Processor.

To find out more about how Sum-It's Total Contractors Diary can help you - just give our Sales team a call today on 01844 213003. They can arrange on-farm demonstrations and provide demonstration CDs.