



**Alf Barkman**

Consulting Interior Designers, Architects

& Trade Showrooms with Industry Specific Accounting Software

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# Designer 9.5

## Getting Started Guide

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Layout the odd page on the right side and the even page on the left side

Keep to view digital copy 2 pages at a time



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## **Introduction**

This getting started guide provides a general overview of the different modules in the software. Anyone can use this software. It's easy if you are a designer and it's easy if you are a bookkeeper. If you have to do both, then this might just be the solution you've been looking for to save both time and money.

Designer 9.5 is an interior design specific project management and accounting software system for small and mid-sized design and architectural firms looking to streamline operations, manage client accounts, procurement and billing all under one roof. Film set designers and theatrical set designers will also find this software indispensable when planning and setting the stage. The fact that design projects are so detail oriented makes this the ideal system. Each item has its own vendor and client properties. These properties are governed by the item's life cycle from the inception and acquisition phases to installation and final billing. General purpose accounting software packages are not well suited for the interior design industry.

Much of the time spent working in a design firm is wasted trying to find and sort through payment details, shipping information, changes made by sub-contractors, trade vendors and clients as well as changes made by the designers and architects themselves. Bookkeepers, design assistants and accounting support staff must interact with the creative forces to pull valuable accounting information from these members of the firm, which can limit the designer's time to be more creative and generate new business. Luckily this system is comprehensive enough to limit redundancy and duplication of work.

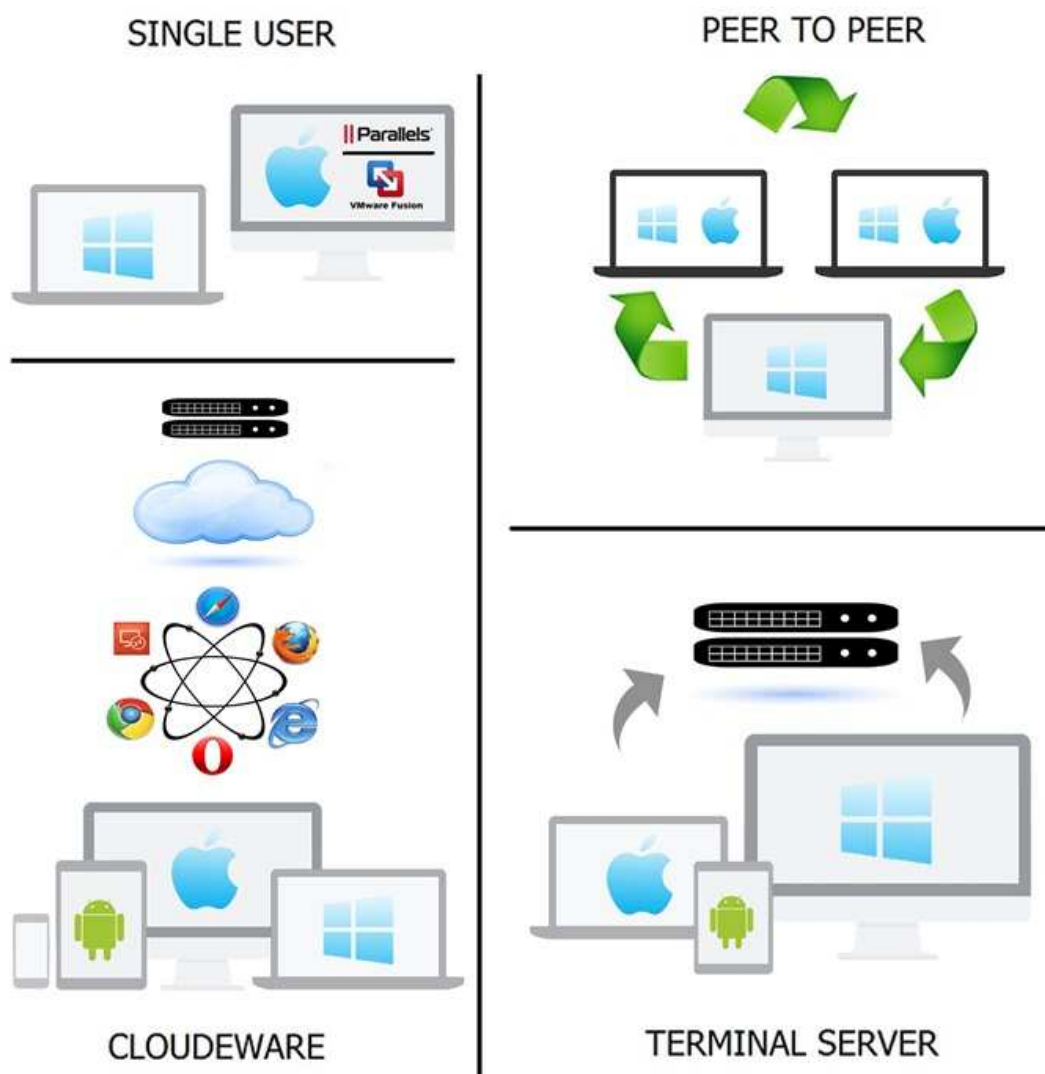
Each item on a project and each part of a designer's day can be tracked and billed out properly. Vendors are paid, employees and owners are paid and clients are presented with professional looking estimates, orders, invoices and statements. With monthly accounting duties completed on time, your firm's CPA can have accurate reports for sales tax remittance, profit & loss as well as business forecasting because everyone in the firm inputs and participates in their own way.

This getting started guide will explore employee time billing, project purchase order creation, payments, job tracking and client billing. We'll explore if a cash or accrual based general ledger best suits your firm's accounting needs. We will also touch on the many reporting capabilities and the way data can be presented and shared.

## Installation

Several options exist for various individual or network installations. Installation of the software and database is for PC. Windows 10 Pro is recommended. If choosing a server, Windows Server 2019 is recommended. If you use a single Apple iMac or MacBook the cloud is probably your best bet. A more elaborate setup involving a hybrid network of both PCs and Macs is possible. Hosted cloud solutions are also available.

### Network diagrams



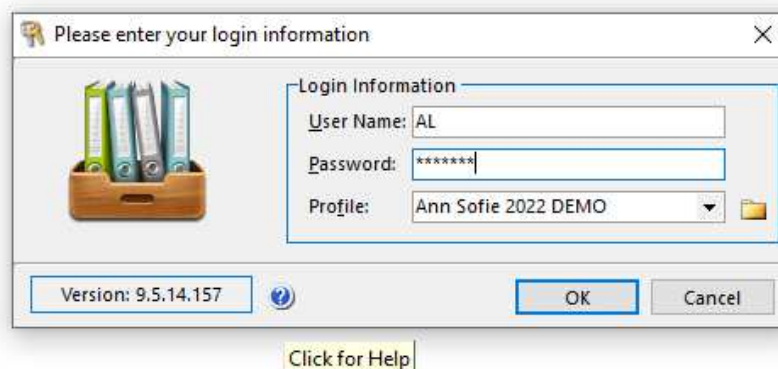
Download a trial or contact a reseller in your area to install the demo for you and go through a free needs evaluation. Keep the software until you are ready to commit.

## The Design Process Flow

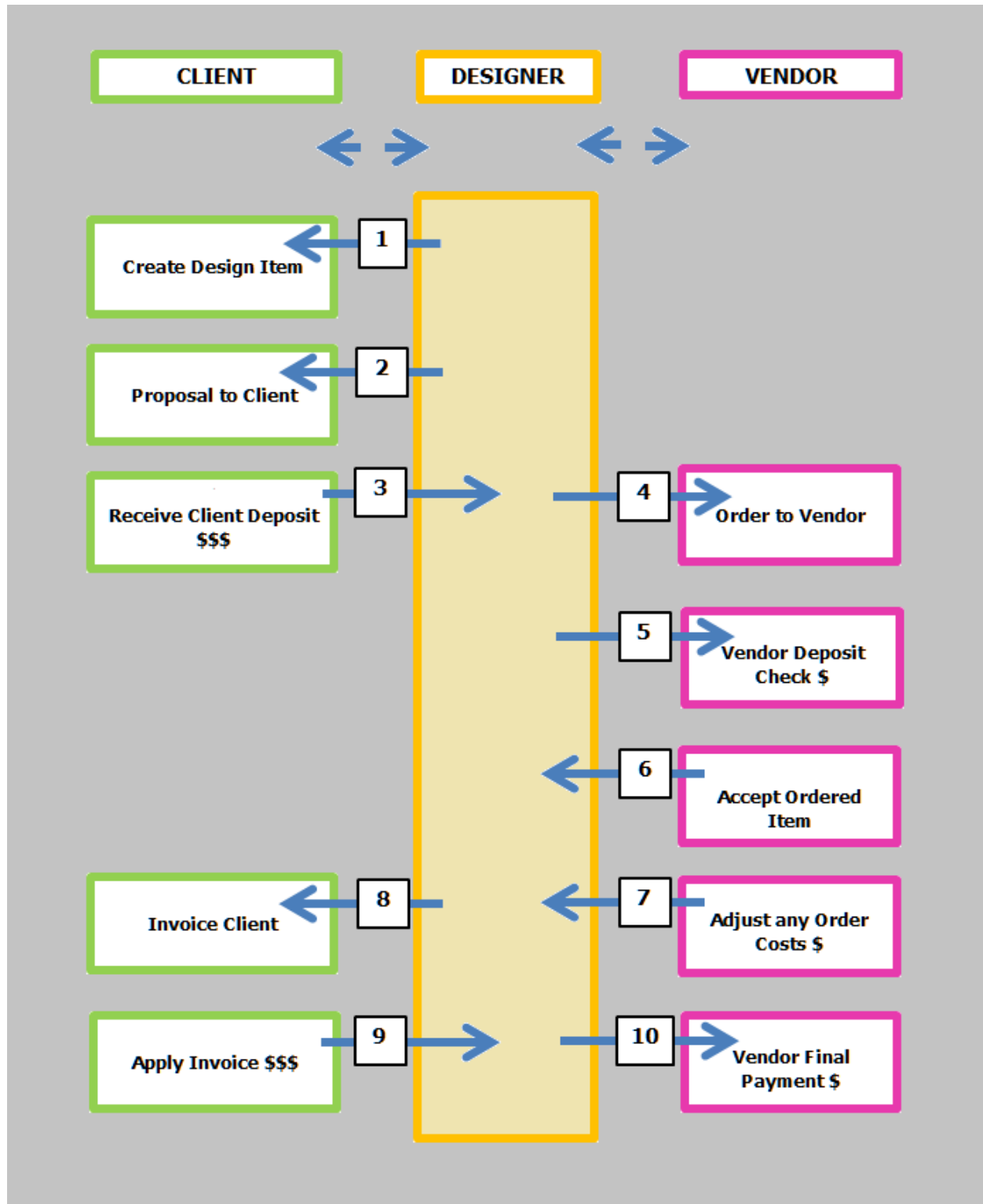
The Designer 9.5 system was designed to automate those tasks that take up so much of your time every day as a designer, assistant or office manager. This guide will help you see through some of the basic business related activities that designers perform on a daily basis such as:

- 1-** Specifying the design items, tasks and labor in your interior design projects
- 2-** Creating proposals for your clients for the items that will be used in their design projects
- 3-** Entering client deposits after they have accepted and paid for part of your proposed items
- 4-** Preparing and sending purchase orders to the vendors for the client approved items
- 5-** Paying the deposits to your vendors of the ordered items
- 6-** Receiving and inspecting the shipped goods
- 7-** Updating order costs and client selling prices on the proposed items
- 8-** Creating invoices to your clients for the remaining balances on the ordered items
- 9-** Receiving and apply all the final payments for items on invoices sent to your clients
- 10-** Posting the final payments to vendors.

While performing these tasks, Designer 9.5 automatically handles your bookkeeping. Your firm's financial data is being processed and maintained at the same time as the daily business activities are entered. Understand how to manage the steps on the right and the rest will take care of itself. The easiest way for you to discover the power of is to build a design project and progress through all the major steps in the demo. This getting started guide will assist you in accomplishing this. Log in and get started.



## The Design Process Flow





## **Designer Today**

Designer today is the main screen one sees when starting the application. This dashboard allows one to quickly see and gain access to various parts of the application and provides a quick overview of recent work. It also allows for quick look up to various documents containing items and tasks set on those items which were generated in the past.

### **1. PROPOSALS CREATED**

When a proposal is created by a designer for a client, those designers client proposals will appear in the list on the left showing proposals created this week, last week and the month prior.

### **2. ORDERS / ORDER DETAIL**

Purchase orders (POs) are flagged and sorted by their estimated ship dates to appear chronologically as overdue, due this week or due to ship next month. One removes the orders from the ORDERS DUE list by setting the actual ship dates. Order details can be seen showing vendor purchase order payments and which client is associated to that order when hovering the mouse over the orders on the list.

### **3. TASKS**

A list of tasks appears here. Overdue tasks are colored red. One can also view tasks due for the current day as well as upcoming tasks due this week and for the next month. Tasks can be assigned to a specific item called an item reminder or can be created independently from items.

### **4. QUICK TOOLS / SEARCH TOOLS**

Quickly search here for design items, catalog items or inventory items.

### **5. QUICK TOOLS / FIND DOCUMENTS**

Enter a document number, for instance when a vendor calls and wants to update you with the price, status, quantity or availability of a certain PO number. A client may call to go over the details of an invoice or proposal and a quick way to see what they are talking about is to open the document from here.

### **6. EMPLOYEE**

Just one employee's dashboard is viewed from here. Employees with higher security options can see the dashboards for all other employees.

## Designer Today

The screenshot shows the 'Designer Today' application window. The interface includes a menu bar (File, View, Reports, Help), a navigation pane on the left, and a main content area with several sections. Six blue arrows, numbered 1 through 6, point to specific elements:

- 1. Points to the 'Designer' section in the left navigation pane.
- 2. Points to the 'Proposals Created This Week (0...)' section in the main content area.
- 3. Points to the 'Orders' section in the main content area.
- 4. Points to the 'Tasks' section in the main content area.
- 5. Points to the 'Quick Tools' section in the main content area.
- 6. Points to the 'Find Document' section in the main content area.

The main content area displays the following data:

Proposals	Orders	Tasks
Proposals Created This Week (0...)	Overdue Orders	Overdue Tasks
Proposals Created Last Week (0...)	Dennis Miller Inc. (507)	Staff Meeting
Proposals Created Last Mont...	Orders Due This Week (0)	Drawing Approved
Jay & Assoc. PRIM (003)	Orders Due Next 30 Days (0...	Cutting for approval
Jay & Assoc. PRIM (005)		Price Change
		Cutting for approval
		Tasks Due Today (0)
		Tasks Due This Week (0)
		Tasks Due Next Week (0)
		Tasks Due Next Month
		Cutting for approval

The bottom status bar shows the date 'Saturday February 1, 2020' and the user 'AL-> AnnSofie2020Demo'.

1.

2.

3.

4.

5.

6.

## **Projects / Contacts**

The Project module consists of the CONTACTS involved in the design projects, the specified vendor ITEMS for the client and the CALENDAR module where designers and team members track their time on and off different client projects.

CONTACTS consist mainly of clients, trade vendors and office vendors. Designer 9.5 also allows other contact types to be entered and saved such as ship to vendors, projects identifiers for specific clients, prospects, personal contacts and other contacts.

### **1. TRADE VENDORS**

Trade vendors are the businesses that the design firm will purchase items from.

### **2. CLIENTS**

The client is where all items on the design project are grouped together by room from each trade vendor.

### **3. CREATE A NEW CONTACT**

Navigate to the top left and select the NEW button or press the insert key on your keyboard. Create an ID for the new contact. Then fill in the contact details. The mailing address will carry over from the primary address but can be edited to be different.

### **4. CLIENT PROPOSAL DEPOSIT PERCENT**

After items are grouped or individually proposed to the client, a certain percentage of the total price on each item is requested for deposit. This deposit request will print out at the bottom of the client proposal document. If multiple items are grouped on the same proposal, then the deposit requested for each item will subtotal on the proposal document.

### **5. CLIENT MARKUP PERCENT**

Items can be marked up from the vendor costs for each item. This is typically set on the client merchandise setup tab but could be preset on the sales code for the item. One can always override the markup once the item is created.

### **6. CLIENT SALES TAX**

Sales tax percent is defined under each client, not each project for the same client. Sales tax is usually not requested on deposit but is typically saved for collection on final invoices.

## Projects / Contacts

Designer - [AnnSofie2020Demo]

File View Reports Help

Program Reports Utilities Support

Designer

Designer Today

Dashboards

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CONTACTS

Select Contact List: All Contacts

Address	Phone	State	Zip	Phone	Cellular	Fax	Email
KAI MCC	VM	Trade Vendors	Montreal	QC	H2L 4A6	514-524-22	kai@kaimccall.com
KARKULA	VM	Ship To Vendors	New York	NY	10014	212-645-22	
LARSEN I	VM	Office Vendors	New York	NY	10022	212-753-44	212-421-716
MTA	VO	Other	New York	NY	10016		
GAS	VO	All Contacts					
SPECTOR	CL	Mr. & Mrs J. S.	Rye	NY	10259	212-888-95	646-555-568 212-888-998 jspector@aol.com
MUNRO	VM	Munrod	Mount Ven	NY	10550		
NEWBUR	VO	Newburg Aut					
NOBILIS I	VM	Nobilis, Inc	New York	NY	10022	212-980-11	212-980-798
NY STATE	VO	NY State Sales					
OBO STL	VM	o8o Studio	Tampa	FL	33605	866-254-70	813-224-915
ODEGAR	VM	Odegard Inc.	New York	NY	10016	212-545-00	212-545-029 ext. 35
ORIENTA	VM	Orient				212-832-81	646-330-503
OSBORN	VM	Osbo				212-751-33	212-752-602
PATTERS	VM	Patter				212-688-77	212-826-674
POLLACK	VM	Pollac				212-421-87	212-421-875
RESTO	VO	Resta				212-888-32	212-888-331
ROGERS	VM	Roge				212-226-10	212-239-450
ROOM	VM	Room				212-594-92	212-688-753 ext. 424
CANDIDA	VM	Candi				212-980-36	

New Contact

Please enter an ID for the new contact:

RALPH LAUREN

OK Cancel

Contact Details: SPECTOR

New Delete Prior Next Tools

Details Terms/Misc Merchandise Setup Additional Contacts Notes Client Message

Contact

ID: SPECTOR

Type: Clients

Contact:

☒ Active

Phone

Phone: 212-888-998

Cellular: 646-555-568

Fax: 212-888-998

E Mail: jspector@aol.com

Website:

Prim. Address

Name: Mr. & Mrs J. Spector

123 Vineyard Lane

Rye NY 10259

Mailing Address

Name: Mr. & Mrs J. Spector

123 Vineyard Lane

Rye NY

Contact Details: SPECTOR

New Delete Prior Next Tools

Details Terms/Misc Merchandise Setup Additional Contacts Notes Client Message

Proposal Deposit %

Selling Price: 50

Mark Up Amount: 50

Freight: 0

Crating: 0

Installation: 0

Other: 0

Sales Tax: 0

Mark Up %

Selling Price: 75

Freight: 15

Crating: 15

Installation: 15

Other: 0

Tax Setup

Tax Authority: New York Sales Tax

OK Cancel Apply

1.

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4.

5.

6.

## Projects / Items

Design ITEMS is the heart of the program. This is where each piece of the client's project is conceived and added to make a master client item list. Items contain both vendor and client prices and migrate from inception phase to proposal phase, then purchase order (PO) and final invoicing. From an accounting standpoint, Designer 9.5 is an item based system, not a document based system. When payments from clients and checks to vendors are processed, they are applied to each item.

- 1. CLIENT** Select the client whose items you want to create and manage.
- 2. ITEM** Select the NEW ITEM button to add a new item for your client.
- 3. ROOM** can be setup per client or chosen from a default list.
- 4. VENDOR** Chosen from the trade vendor defined earlier or imported through the module.
- 5. SALES CODE** to track the income and expense. Edit codes in the company setup section.
- 6. SHIP TO VENDOR** is where the item will ship, like a workroom or upholsterer.
- 7. IMAGES** of items are optional and should not exceed 360 by 360 pixels.
- 8. PURCHASE COST** from your vendor's showroom quote. Update freight, crating, installation, or other costs later if they are not yet known.
- 9. SELLING PRICE** is calculated automatically with the client markup and can be overridden per item.
- 10. RIGHT CLICK** in the description area to display the editing options.
- 11. SPELL CHECK** cut and paste, highlight and hide lines from client in green so they only appear on the vendor PO or vise-versa, blue on the client proposal or red for internal use.
- 12. OK** Select the APPLY button to save and keep editing or select OK to save and close. Cancel will revert back to the state of the item prior to opening it.

Key to the design process is the option to be able to increment prices and add in additional freight and other charges after a client has made their deposit and even after a vendor has been paid their deposit.

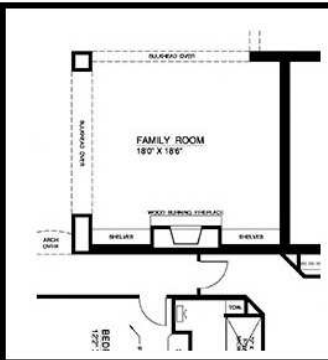
## Projects / Items

## Projects / Proposals

Proposals are groups of items that belong together and are presented to the client with the client selling price and the deposit requested. Proposals are sometimes called purchase agreements or PAs.

- 1. CHECK OFF** the items you want to group onto the same proposal with red check marks.
- 2. CREATE** the proposal from the create button.
- 3. PRINT** preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.
- 4. SPECIAL INSTRUCTIONS** like payment method, information about shipping or sales tax.
- 5. BUDGET** amount, actual amount and variances between both are displayed.
- 6. PROPOSAL** format is with the company name and address at top left, letterhead format for your own office stationery or proposal with photo. Changes can be made easily to the layout and content with the report editor. It is sometimes referred to as a PA or Purchase Agreement.
- 7. PROPOSAL** is either a standard 8.5 X 11 in. or A4 size outside North America.

-CLIENT	-ROOM	-ITEM NUMBENR	-ITEM SUB COMPONENT
		ITEM 001 A	
		ITEM 001 B	
*** PROPOSAL PA 001 ***			
		ITEM 002 A	
*** PROPOSAL PA 002 ***			
		ITEM 003 A	
		ITEM 003 B	
		ITEM 003 C	
*** PROPOSAL PA 003 ***			



Create proposals with fewer items on them and group them with a summary report rather than propose too many items on the same document. This is because lead times from vendors vary and may ship at different times thus making payments due at different times. It is also recommended to produce one invoice per proposal so your client is clear about what they have paid already with each proposal deposit amount. Set this rule up in the company settings.

No journal entries are created on a cash or accrual general ledger when a proposal is created.



## Projects / Proposals

**1.** **2.**

Designer - [AnnSofie2020Demo]

File View Reports Help

Program | Reports | Utilities | Support

Designer

Designer Today  
Dashboards

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Company

Picture

New Item Delete Item Open Create View Payments

Select a Client: TESTER - Tim & Tammy Tester

Proposal...  
Order...  
Invoice...

CLIENT ITEMS

Status	Item #	Pr	Inv	Y	Description	Sal	P	Sell	1	Prog	Inv
Awaiting	Bedroom 014 A			FORT S	1 Each	White Acrylic Twin B	ACC	\$335	\$469.01	50	NYC 023
Need to C	Bedroom 015 A			FORT S	1 Each	Blue Stripe Custom F	ACC	\$209	\$292.61	50	NYC 024
Need to C	Bedroom 016 A			FORT S	1 Each	Tan Double Blanket	ACC	\$432	\$604.81	50	NYC 025
Need to C	Bedroom 016 B			FORT S	1 Each	White Acrylic Full Bl	ACC	\$380	\$532.01	50	NYC 025
Need to C	Bedroom 016 C			FORT S	1 Each	Double Down Comf	ACC	\$448	\$627.21	50	NYC 025
Awaiting	Bedroom 016 D			FORT S	2 Each	Euro Pillows @ Aust	ACC	\$120	\$168.01	50	NYC 025
Awaiting	Bedroom 016 E			FORT S	1 Each	Full Mattress Cover	ACC	\$90.0	\$126.01	50	NYC 025
Awaiting	Bedroom 016 F			FORT S	1 Each	Double Box Spring C	ACC	\$293	\$410.21	50	NYC 025
Specifyin	Bedroom 003 A			HUDSO	1 Yards	Natural Rustic Shad	WIN	\$5.21	\$7,305.50	50	NYC 025
Final Pay	Living R 001 A	MAIN		BAKER	1 Each	Modern Sofa	FUR	\$2,000	\$2,600.00	50	NYC 001 514 1808
Final Pay	Living R 001 B	MAIN		COWTA	31 Yards	Fabric for Sofa	FAB	\$2,750	\$3,828.00	50	NYC 001 515 1808
Final Pay	Living R 003 A			DAKOT	1 Each	Seahorse Table @ Li	FUR	\$2,740	\$4,158.00	50	NYC 002 516 1806
Final Pay	Living R 004 A			DAKOT	1 Each	Mother of Pearl Nesl	FUR	\$3,500	\$5,166.00	50	NYC 003 516 1807
Awaiting	Patio 001 A			TUI PR	2 Each	Lounge Style #: 756-	FUR	\$7,650	\$13,090.00	50	NYC 010 526
Cancelled	Patio 002 A			TUI PR	2 Each	** CANCELLED ** Cui	FUR	\$984	\$1,377.00	50	NYC 011 526
Awaiting	Patio 003 A			TUI PR	1 Each	(1) Woven Bar Table	FUR	\$4,670	\$6,546.00	50	NYC 012 526
Ordered	Patio 004 A			TUI PR	1 Each	Woven Sectional @	FUR	\$8,880	\$12,441.00	100	NYC 013 526
								\$4,930	\$6,915.00	50	NYC 013 526
								\$3,570	\$5,005.00	100	NYC 013 524
								\$833	\$1,166.00	100	NYC 013 525
								\$2,250	\$3,156.00	50	NYC
								\$946	\$1,324.00	50	NYC
								\$693	\$970.21	100	NYC
								\$498	\$697.71	50	NYC
								\$4,670	\$6,546.00	50	NYC
								\$833	\$1,166.00	100	NYC
								\$2,250	\$3,156.00	50	NYC
								\$10	\$147.21		

Proposal

File Item Tools Help

Open Print Notes

Client: TESTER - Tim & Tammy Tester  
Proposal Date: 2/28/2020

Project: 568 8th Ave Suite 4B New York, NY 10018  
Phone: 212-555-1212 Fax: 212-555-2121

Special Instructions: Proposal Deposit may not include freight, taxes and delivery fees. Make checks payable to A S Interior Design and indicate the Proposal numbers on your payment.

Room	Item #	Vendor	Qty	Description	Deposit Rec'd	Unit Price	Total Price
Bedroom-016	A	FORT STREET	1	Tan Double Blanket Cover @ Austin's Room		\$604.80	\$604.80
Bedroom-016	B	FORT STREET	1	White Acrylic Full Blanket @ Austin's Room		\$532.00	\$532.00
Bedroom-016	C	FORT STREET	1	Double Down Comforter @ Austin's Room		\$627.20	\$627.20
Bedroom-016	D	FORT STREET	1	Euro Pillows @ Austin's Room		\$84.00	\$84.00
Bedroom-016	E	FORT STREET	1	Full Mattress Cover @ Austin's Room		\$126.00	\$126.00
Bedroom-016	F	FORT STREET	1	Double Box Spring Cover @ Austin's Room		\$410.20	\$410.20

Budget: Budgeted: \$0.00 Actual: \$2,468.20 Variance: (\$2,468.20)

Deposit: % Requested: 100% Requested: \$1,234.10 Received: \$0.00 Balance: \$1,234.10

Entered By: TAYLOR

Print

File Tools Help

Preview Print E-Mail Save Report

1. Select a Report

1-ASID Proposal Deposit Req  
2-ASID Sales Order Bal Due  
3-ASID Proposal Photo  
Proposal  
Proposal Letterhead  
Proposal with Photo

2. Enter the Search Criteria

Client: JAY COTTAGE  
Proposal From: 003  
Proposal To: 003  
Display First Component Only: ☐

Proposal

Client: Tim & Tammy Tester  
568 8th Ave Suite 4B New York, NY 10018

Proposal 025  
2/28/2020  
Page 1 of 1

Quantity	Description	Unit Price	Sub Total	Deposit Req.
1	Tan Double Blanket Cover @ Austin's Room	\$604.80	\$604.80	\$302.40
1	White Acrylic Full Blanket @ Austin's Room	\$532.00	\$532.00	\$266.00
1	Double Down Comforter @ Austin's Room	\$627.20	\$627.20	\$313.60
1	Euro Pillows @ Austin's Room	\$84.00	\$168.00	\$84.00
1	Full Mattress Cover @ Austin's Room	\$126.00	\$126.00	\$63.00
1	Double Box Spring Cover @ Austin's Room	\$410.20	\$410.20	\$205.10
	Sub Total:		\$2,468.20	
	Freight:		\$0.00	
	Crating:		\$0.00	
	Installation:		\$0.00	
	Other:		\$0.00	
	Sales Tax:		\$219.06	
	Totals:		\$2,687.26	
	Deposit/Requested:			\$1,234.10

Approved: \_\_\_\_\_  
Client: \_\_\_\_\_  
Tester: \_\_\_\_\_ Date: \_\_\_\_\_

Check payable to: ASID  
Proposal # on deposit check.

ASID or Designer will not guarantee materials against fading, durability, stain or soiling. This is a custom order. It is not a hedge, cancellation or refund. Please read this Proposal. Client's signature or a deposit check and/or oral authorization in presence of the order as written and authorizes ASID to procure particular products and services on client's behalf. Delivery, installation, etc. are billed at time of invoice. Client's signature shows that the proposal and all conditions are read and understood. The client accepts the terms and conditions in this contract.

262 East 68th Ave. Suite 303 New York, NY 10022 T. 212-476-2001 F. 212-476-1999 E. AS@asid.com



## Projects / Purchase Orders

Once the client has made their deposit from the proposals presented, you can now make the POs very quickly. No new description is required because the items created previously contain the "ship to" and a separate vendor purchase cost from the client selling price. The PO creation is a few simple clicks away.

- 1. CHECK OFF** the items you want to order with a red check mark.
- 2. CREATE** the order by selecting the CREATE button then select the middle ORDER option.
- 3. SPECIAL INSTRUCTIONS** are available in a drop down list and can be added to each document type. They appear at the bottom left of the printed document.
- 4. SIDEMARK** is automatically created on the PO with the following convention:  
  
Company / Designer / Client / Room
- 5. TERMS TAB** will carry over as much vendor information that was setup in the contacts module including payment terms, preferred shipping and your salesperson's contact info.
- 6. EXPEDIING TAB** will track all shipment dates, account numbers, quick notes and vendor billing info. Set the estimated ship date here so it pops up on the DESIGNER TODAY screen.
- 7. VOID** a PO using the VOID button. This will automatically reverse the journal entries posted in the purchase journal.
- 8. NOTES** will help you keep track of which employees have changed the notes and on what day.
- 9. PRINT** preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

On a cash general ledger, no journal entries are created when the PO is created in the current fiscal year, as expenses are realized when the vendor payments are made. You can still see what is owed to your vendors from the project management reports on a cash basis.

On an accrual general ledger, an accounts payable (AP) liability is recognized right away along with an asset called work in progress, because in the world of interior design, most orders are non-cancelable. The work in progress will eventually convert to the expense once the items are invoiced and the cost of goods sold is recognized on the P & L statements. We lower AP with a vendor payment.

Designer 9.5 is a dependable double entry generally accepted accounting principles (GAAP) system.

## Projects / Purchase Order

9. 8. 7. 6. 5. 4. 3. 2. 1.

**Designer - [AnnSofie2020Demo]**

File View Reports Help

Program | Reports | Utilities | Support

Designer

Designer Today

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Banking

Select a Client: JAY CITY - Jay & Assoc. PRIM

**CLIENT ITEMS**

Status	Room	Item #	Qty	Unit	Description	Salv	Pr	Sell	Unit Price	Total	1	P	Inv
Need to C	Den	002	A	FALLOL	1 Set	Kings workdesk & ch	FUR	\$5,60	\$11,20	50	NYC	005	✓
	Dining	003	A	DAKOT	8 Each	Dining Chairs	FUR	\$10,0	\$20,00	50	NYC	004	528
CFA Appr	Dining	003	B	SCHUM	16 Yards	Fabric for Dining Ch	FAB	\$1,42	\$2,848	50	NYC	004	531
	Dining	003	C	FALLOL	8 Each	Labor to upholster 8	LAB	\$800	\$1,600	50	NYC	004	529
Need to C	Dining	002	A	DAKOT	1 Each	Dining Table as per s	FUR	\$3,50	\$7,000	50	NYC	003	✓
Complete	Entry	003	A	DAKOT	2 Each	Sconces above table	ACC	\$700	\$1,400	50	NYC	002	527 1827
Complete	Entry	002	A	SCALAN	13.5 Rolls	Wallpaper for above	WAL	\$1,68	\$3,375	50	NYC	001	530 1826
	Dining	001	A	AERO	1 Each	Budget For Dining I	FUR	\$0.00	\$0.00	50	NYC		
	Den	001	A	AERO	1 Each	Budget for Den	FUR	\$0.00	\$0.00	50	NYC		
	Entry	001	A	AERO	1 Each	Budget for Entry	FUR	\$0.00	\$0.00	50	NYC		

**Purchase Order**

WESTBROOK INTERIORS

PO # 528

2/15/2020

Page 1 of 1

Order # 528 Order Date: 2/15/2020

Vendor: DAKOTA JACKS - Dakota Jackson, Inc

979 Third Avenue New York, NY 10022 Phone: 212-838-9444 Fax: 212-758-6413

Client: JAY CITY - Jay & Assoc. PRIM

Ship To: FALLLOU WK RM - Fallou Workroom

Special Instructions: Upholstery is COM after delivery

Room	Item #	Qty	Description	Unit Cost	Total Cost
Dining Rm	003	A	8 Dining Chairs	\$1,250.00	\$10,000.00

Terms: Expediting

Sidemark: AS ID / / JAY / DINING ROOM /

Attention:

Terms: 50% Depo

Freight Terms: 50% Depo

Ship Via: Best Way

Totals:

Sub Total: \$10,000.00

Additional Costs: \$750.00

Sales Tax: \$0.00

Total: \$10,750.00

Payments: \$0.00

Balance Due: \$10,750.00

Account #: Received Date: 1/5/2020 Discount Days:

Est. Ship: 4/15/2019 Mfg Inv #:

Ship Date: 1/5/2020 Inv Date:

Mfg Ack #: 132456 Inv Due:

Exp Notes: CFA to be confirmed

Today Clear

## **Projects / Invoices**

If you have an agreed upon time for invoicing with your client in the form of a business contract, invoice the balance due from all the completed items on the proposals. Another suitable time to invoice the client is when finished goods reach the freight consolidator prior to the install date.

### **1. CHECK OFF**

Choose all the items you want to invoice by double clicking the mouse in the empty cell and making a red check mark.

### **2. CREATE**

Select the CREATE button and choose INVOICE.

### **3. VOID**

If you need to void the invoice, select the VOID button

### **4. SPECIAL INSTRUCTIONS**

Add any special instruction you want to show the client on their document.

### **5. PRINT**

Print preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

Groups of invoiced items can be presented to the client on an open invoice statement. The statement can either show just the design items, just the time billing items or both. Similarly, invoice reports from the clients and receivable section of the reports can combine or separate item billing from time billing.

On a cash general ledger, no journal entries are created in the current year when an invoice is created.

On an accrual general ledger, income, sales tax, and client deposits offset against accounts receivable (AR) in the sales journal when an invoice is created. Work in progress and cost of goods sold are posted to in the purchase journal when an invoice is created.

## Projects / Invoices

5. 4. 3. 2. 1.

**CLIENT ITEMS**

Status	Room	Item #	Qty	Unit	Description	Sal	Pr	Sell	Sell	1	P	Inv
	Living R	005 A	1	Each	Alone at Last	ACC	\$6,50	\$8,000.	100	OO	ON APPI	
	Living R	004 A	1	Each	Skirted Side Table	FUR	\$1,04	\$1,572.	50	OO	004 520	✓
COM sent	Living R	004 B	11	Yards	Fabric 1 for Table	FAB	\$1,29	\$1,947.	100	OO	004 523	✓
CFA Appr	Living R	004 C	6	Yards	Fabric 2 for Table	FAB	\$618.	\$927.0	100	OO	004 519	✓
Ordered	Living R	004 D	1	Each	Glass Top for Table	ACC	\$295.	\$442.5	50	OO	004 522	✓
Complete	Living R	003 A	2	Each	Swivel Lounge Chairs	FUR	\$7,10	\$10,650	50	OO	003 521 1811	
Complete	Living R	003 B	15	Each	Fabric for Chairs	FUR	\$2,17	\$3,262.	50	OO	003 521 1811	
	Living R	002 A	2	Each	Table Lamps	FUR	\$5,20	\$7,800.	50	OO	002 518 1810	
Complete	Living R	001 A	1	Each	Cabinet	FUR	\$6,59	\$9,897.	50	OO	001 509 1809	
Complete	Living R	001 B	1	Each	Slab Top for Cabinet	ACC	\$1,28	\$1,934.	50	OO	001 508 1809	

**Invoice**

File Item Tools Help

Open Print Notes Void

Client: Invoice #: 1811 Invoice Date: 2/15/2020

Client: JAY COTTAGE - Susan Jay

Project: PO Box B678 Brattleboro, VT 05301 Phone: Fax:

Special Instructions: Please pay invoice upon receipt. Make checks payable to A S Interior Design and indicate the Invoice numbers on your payment.


Room	Item #	Qty	Description	Unit Price	Total Price
Living Ro	003 A	2	Swivel Lounge Chairs	\$5,325.00	\$10,650.00
Living Ro	003 B	15	Fabric for Chairs	\$217.50	\$3,262.50

**Westbrook Interiors**

Jay & Assoc. MAIL  
456 West 43rd MAIL  
New York, NY 10015

**INVOICE**

# 1826  
2/27/2020  
Proposal Reference #: 001  
Page 1 of 1

Description	Unit Price	Total
Entry		
 13.5 Rolls	\$250.00	\$3,375.00
Description: Wallpaper for above wainscoting		

Please pay Invoice upon receipt. Make checks payable to A S Interior Design and indicate the Invoice numbers on your payment.

Sub Total: \$3,375.00  
Freight: \$54.50  
Crating: \$0.00  
Installation: \$0.00  
Other: \$0.00  
Sales Tax: \$304.38  
Total: \$3,733.98  
Payments Received: \$1,087.50  
Balance Due: \$2,646.48

Totals:

Sub Total:	\$13,912.50
Additional:	\$88.40
Sales Tax:	\$0.00
Total:	\$14,000.90
Payments:	\$14,000.90
Balance Due:	\$0.00

3881 Hardman Court, Atlanta, GA 30305 Telephone: 404-555-9150 westbrookinteriors.com

## **Projects / Calendar & Time Billing**

The calendar module by default displays the 5 day work week and each hour is separated into 15 min blocks so they can be billed out for work performed over the course of the day on each client project.

This module also displays a TO-DO LIST where tasks can be viewed. Phone messages can be taken here and the option to view each time billing event in list form for all employees is also possible if you change the VIEW button and select VIEW BILLING.

### **1. CALENDAR**

Choose the calendar button.

### **2. NEW APPOINTMENT**

To create a new appointment, select and drag your mouse over the increments of time in the day to create an event. Right click then to create the new appointment.

### **3. THIS EVENT IS BILLABLE TO THE CLIENT**

A check box should be checked off if the time will eventually be billed as a time billing invoice to the client. Non-billable office or personal time can also be entered here as well.

### **4. TIME BILLING RATE TABLE**

Rates for time billing can be configured to populate for each client by each employee. Different rates for different clients can also be setup. A more complex billing scheme where rates are billed by group or employee or activity type can also be added. Make sure to set the rules you want for the rate table in the main company setup area of the program.

### **5. TO-DO LIST**

Both tasks with and without an item reminder associated to them appear in list form. Simply open and check off the COMPLETED check box on the task to remove it from the list. Notice how the item reminder task will reference the proposal number, the vendor purchase order number and the client invoice number.

## Projects / Calendar & Time Billing

1. 2. 3. 4. 5.

The screenshot displays the Designer software interface for the 'Projects / Calendar & Time Billing' section. The interface is divided into several components:

- Sidebar (Left):** Contains navigation options such as 'Designer Today', 'Dashboards', 'Projects', 'Contacts', 'Items', 'Calendar', 'Products', 'Catalogs', 'Inventory', 'Accounting', 'Banking', and 'Company'.
- Main Calendar View:** Shows a calendar for February 2020. The calendar is titled 'February 2-February 8'. It includes a 'View Planner for: AL - Al Backman' dropdown. The calendar grid shows appointments for various dates, with some appointments having detailed descriptions like 'Fabric shopping and coordinating with tile', 'Time entry, phones, emails', 'Job file organization and scheduling for ABT/reviewing deGullo's new sketch. Coordination w/vendors. Printing quotes, etc.', 'Mossner Services - 02/13/12 - Furniture', and 'Replaceme'.
- APPOINTMENTS (Top Right):** A small calendar view for February 2020, showing dates from Sunday to Saturday.
- TO-DO LIST (Bottom Right):** A list of tasks with columns for 'Due Date', 'Reminder', and 'Description'. The tasks include:
 

Due Date	Reminder	Description
1/2/2020	Cutting for approval	
1/8/2020	Drawing Approved	
1/8/2020	Price Change	
1/23/2020	Staff Meeting	
1/23/2020	Cutting for approval	
2/15/2020	Cutting for approval	
- Appointment Window (Bottom Left):** A pop-up window for creating or editing an appointment. It includes fields for 'Client (optional): SPECTOR - Mr. & Mrs. J. Spector', 'Employee: AL - Al Backman', 'Date: 2/7/2020', 'From: 9:00 AM', 'To: 10:30 AM', and a description box containing the text: 'Job file organization and scheduling for ABT/reviewing deGullo's new sketch. Coordination w/vendors. Printing quotes, etc.'. There is also a checkbox for 'This Item is Billable to the Client' and an 'Invoice #' field.
- Time Billing Rates Window (Bottom Center):** A pop-up window for managing time billing rates. It includes a table with columns: Client, Employee, Group Code, Activity Code, Rate, Billable, Taxable, and Description. The table contains data for various clients and employees, including JAY CITY, JAY COTTAGE, SPECTOR, TESTER, and TAYLOR.
- Reminder Types Window (Bottom Left):** A pop-up window for managing reminder types. It includes a list of reminder types with columns for 'Action' and 'Description'. The list includes:
 

Action	Description
BALANCE	Balance Received
CA	Cutting Approved
CANCEL	Cancel order
CARRIER	Carrier Used
CFA	Cutting for approval
COM	Check to see if client's own materials arrived
DA	Drawing Approved
DEPOSIT	Deposit received
DFA	Request for DFA
MEMO	Send memo sample
NOTE	Order History Note
ORDERC	Order confirmed
PAY V	Vendor Payment Received
PRICE	Price Change
QUAN	Change Quantity
RES E	Reserve Extended
SA	Sample Approved
SFA	Sample for Approval
SHI	Check to see if item has shipped
SHIP TO	Change Ship to
SHIP VIA	Change Ship VIA
SHIPPED	Product Shipped
SIDEM	Side Mark Changed
STAFF	Staff Meeting
STRIKE	Strike off Approved
TERM	Change terms
- Reminder Window (Bottom Right):** A pop-up window for creating or editing a reminder. It includes fields for 'Employee: AL - Al Backman', 'Created On: 1/8/2020', 'Reminder: CFA', 'Due Date: 1/2/2020', 'Completed' checkbox, 'Completed Date', 'Client: JAY COTTAGE - Susan Jay', 'Proposal #: 004', 'Vendor: SCHUMACHER - Schumacher Inc.', 'Order #: 523', 'Item', and 'Description: Fabric 1 for Table'.

## **Projects / Calendar & Time Billing**

Now it is time to see all the appointments in list format so select VIEW billing to create the time & misc. billing invoice. Here is where you can sort by client or by date or add additional columns to the view. Designer 9.5 also allows for reimbursable miscellaneous expenses to be added here. Do so when an office check is cut to an office vendor and that expense is passed on to the client. Billing events and reimbursable expenses can be separated.

### **1. VIEW**

Select the view billing option to see the list of events from the last 30 days.

### **2. SELECT ENTRIES TO CREATE INVOICE**

Drag the mouse over a range of events and right click to mark them for billing. The select CREATE INVOICE. The option to preview the invoice as well is available from the TOOLS button prior to locking in all the events and reimbursable expenses.

### **3. TIME & MISC BILLING INVOICE**

The invoice is created with the selected events and can now be printed.

### **4. PRINT**

Print preview first, edit then print, email through MS Outlook or save as an Adobe PDF file.

### **5. INVOICE**

Invoice layout has a standard sorting view by meeting date. Other options to customize the way events are grouped on the invoice are possible.

On a cash general ledger no journal entries are created in the current year when a time & miscellaneous billing invoice is created. Income is only recognized in the cash receipt journal when a deposit at the bank is made to pay the invoice.

On an accrual general ledger the sales journal picks up the accounts receivable asset and offsets to a sales income account (defined on the time billing item or in the rate table) and any applicable sales tax liability upon invoicing. The client payment only lowers the accounts receivable asset.



## Projects / Calendar & Time Billing

1. 2. 3. 4. 5.

**TIME BILLING**

Drag a column header here to group by that column

Date	Client	Project	Emplo	Grou	Activi	Hours	Rate	Bilal	Reimbursable	Taxable	Description	Invoice
1/8/2020	JAY CITY	AL				1	\$236.35				Postage & Delivery	1801
1/15/2020	JAY CITY	AL				1	\$632.45				Printing & Copies	1801
1/26/2020	JAY CITY					1	\$532.24				Postage & Delivery	1801
2/3/2020	JAY CITY					1	\$65.32				Postage & Delivery	1816
2/5/2020	SPECTOR					1	\$338.24				Printing	1816
2/6/2020	TESTER					1	\$257.86				Postage & Delivery	1831
2/7/2020	JAY CITY					1	\$338.24				Printing & Copies	1816
2/7/2020	SPECTOR					1	\$78.00				Local Transport - Taxi	1816
2/17/2020	SPECTOR					1	\$225.00				Messenger - Sample deliverie	1834
2/27/2020	TESTER					1	\$358.50				Printing & Copies	1834
											Printing & Copies	1831
											One Trip to the deliver CFA	1833
											Printing & Copies	1833
											One Trip to the deliver CFA	1833
											One Trip to the deliver CFA	1834

**Client:** 1834 **Invoice Date:** 2/27/2020  
**Client:** TESTER - Tim & Tammy Tester  
**Project:** 568 8th Ave Suite 4B New York, NY 10018 **Phone:** 212-555-1212 **Fax:** 212-555-2121

**Special Instructions:** Please pay invoice upon receipt. Make checks payable to A S Interior Design and indicate the Invoice numbers on your payment.

Qty	Rate	Reimbursable	Description	Total
1	\$95.00	No	Travel to and from architect's office; also includes travel to and from jobsite w/GC	\$95.00
1.5	\$95.00	No	Meet at Design Center w Client to look at fabrics	\$142.50
1	\$358.50	Yes	Printing & Copies	\$358.50
1	\$25.50	Yes	One Trip to the deliver CFA	\$25.50

**Totals:**  
Sub Total: \$621.50  
Sales Tax: \$27.19  
Total: \$648.69  
Payments: \$0.00  
Balance Due: \$648.69

**Ann-Sofie Interior Design**  
262 East 68th Ave.  
New York, NY 10012  
Phone: 212-876-2001 Fax: 212-876-1999

**Time & Misc. Billing Invoice** 1814  
Sue Smith 4/20/2020  
123 5th Ave, Suite 678  
New York, NY 10016

**Time Billing**

Date	Employee	Description	Hours/Qty	Rate	Amount
4/7/2020	Ann-Sofie	Communicated w/ showroom rep & installer re: wall covering specs to quantify order total. Communicated w/ custom rug showroom re: specs of Entry rug for proposal to client & detail specs for client review approval.	0.75	\$160.00	\$120.00
4/15/2020	Allan	Followup PO's 2567 & 2598	0.5	\$125.00	\$62.50
4/16/2020	Ann-Sofie	Communicate with & follow up with hardware showroom rep re: master bath & girls' bath hardware orders & sound room cabinet pull-ready for pick up. Visit fabric showroom for fabric sample approval for the master bath.	1.25	\$160.00	\$200.00
<b>Time Billing Subtotal:</b>					<b>\$382.50</b>
<b>Reimbursable Expenses</b>					
	Prices	1	\$256.00		\$256.00
	Taxis	1	\$36.00		\$36.00
<b>Reimbursable Subtotal:</b>					<b>\$312.00</b>
<b>Sub Total:</b>					<b>\$694.50</b>
<b>Sales Tax:</b>					<b>\$0.00</b>
<b>Total:</b>					<b>\$694.50</b>
<b>Payments:</b>					<b>\$200.00</b>
<b>Balance:</b>					<b>\$494.50</b>

**Print**  
File Tools Help  
Preview Print E-Mail Save Report

**1. Select a Report**  
1-West Time & Misc Invoice w Reimb  
2-West Time & Misc Invoice  
Time & Misc Invoice

**2. Enter the Search Criteria**  
Invoice # From 1816  
Invoice # To 1816



## **Banking / Cash Receipts**

In the Banking Module there are 3 main sub modules for day-to-day bookkeeping duties, PAYMENTS, CHECKS and RECONCILE. Payments are for cash receipts where you receive and apply client proposal deposits and client invoice payments. Many times clients will pay off outstanding invoices from an open invoice statement at the same time as they will pay you for new items being proposed. A large retainer can also be received here and saved until the project is finished. These situations are easy to handle from this window.

**1. BANKING** Select the BANKING button

**2. PAYMENTS** Select the PAYMENTS button

**3. RECEIVED FROM** Chose the client from whom you are entering the payments.

**4. CHECK DETAILS** Enter the client check number, the amount and the date of your bank deposit. This date can be a different date than the current date. You can even receive on a date in the prior fiscal year.

**5. APPLY – FILL ALL AMOUNTS** Right click on the selected items and either apply the deposit requested or the balance due. Applying a single payment to every item on a document is also possible with the FILL ALL AMOUNTS option after filtering the grid on a single client proposal or invoice.

**6. TIME BILLING INVOICE** The TIME BILLING tab next to the CLIENT ITEMS tab reveals the time billing invoices created in the CALENDAR module.

**7. RECEIVED – APPLIED – BALANCE** Make sure you apply all the funds you receive. Some firms will work off a large deposit and later apply the funds from the client deposit balance for design items. Retainers can also be received and kept separate from deposits to pay time billing invoices.

On a cash general ledger income is only recognized with a cash receipt for either a proposal deposit or an invoice payment.

On an accrual general ledger, client cash receipts accrue in a client deposit liability account when a proposal is paid, until the items are invoiced. With an invoice payment the offsetting entry to cash lowers accounts receivable.

## Banking / Cash Receipts

**1.** Payments button  
**2.** Checks button  
**3.** Reconcile button  
**4.** Client Payments window  
**5.** Payment Type dropdown  
**6.** Deposits Received field  
**7.** Apply Balance Due button

**Designer - [AnnSofie2020Demo]**

File View Reports Help

Program | Reports | Utilities | Support

**Designer**

- Designer Today
- Dashboards

**Projects**

- Contacts
- Items
- Calendar

**Products**

- Catalogs
- Inventory

**Accounting**

- Banking
- Company

**BANKING**

**Payments**  
 Enter any payments from clients and vendors, or miscellaneous receipts into your checking accounts. You can also manage your client deposit and retainer accounts.

**Checks**  
 Enter and print checks for purchase orders and other miscellaneous vendor invoices.

**Reconcile**  
 Reconcile your accounts to your bank or credit card statements.

**Client Payments**

Open View Print Tools

Received From: JAY COTTAGE - Susan Jay  
 Description: Receive Client Payment

Amount: \$0.00 Credit Card:   
 Date: 2/1/2020 Exp Date:   
 Check #: Card #:

Payment Type: Check  
 Bank Account: 1000 - Bank Account - F  
 Department: 01 - Design Studio

Cash Balance

Received: \$0.00  
 Applied: \$1,350.00  
 Balance: (\$1,350.00)

Deposits Received: \$8,615.50  
 Deposits Applied: \$8,615.50  
**Balance: \$0.00**

Retainers Received: \$0.00  
 Retainers Applied: \$0.00  
**Balance: \$0.00**

Invoice Payments: \$28,043.55  
**Total Payments: \$36,659.05**

**Client Items** Time Billing

Item #	Vendor	Room	Prop	Order #	Invoice #	Description	Price	Paym	Balance	Applied
001	A	CLIFF YOUNG	Living Room	001	509	1809 Cabinet	\$9,897.00	\$9,897.0	\$0.00	\$0.00
001	B	BONE SIMPLE	Living Room	001	508	1809 Slab Top for Cabinet	\$2,198.30	\$2,198.3	\$0.00	\$0.00
002	A	CLIFF YOUNG	Living Room	002	518	1810 Table Lamps	\$7,995.00	\$7,995.0	\$0.00	\$0.00
003	B	HOLLY HUNT	Living Room	003	521	1811 Fabric for Chairs	\$3,350.90	\$3,350.9	\$0.00	\$0.00
003	A	HOLLY HUNT	Living Room	003	521	1811 Swivel Lounge Chairs	\$10,650.00	\$10,650.0	\$0.00	\$0.00
004	A	DECORATORS W	Living Room	004	520	1811 Swivel Side Table	\$1,572.00	\$786.00	\$786.00	\$0.00
004	B	SCHUMACHER	Living Room	004		1811 Top for Table	\$1,992.50	\$996.25	\$996.25	\$0.00
004	C	COWTAN TOU	Living Room	004		1811 Top for Table	\$1,003.70	\$501.85	\$501.85	\$0.00
004	D	KARKULA	Living Room	004		1811 Top for Table	\$567.50	\$283.75	\$283.75	\$0.00
005	A	KAI MCCALL	Living Room	ON APP		1811 Top for Table	\$8,000.00	\$0.00	\$8,000.00	\$0.00
							\$47,226.90	\$36,659	\$10,567.8	\$0.00

Open  
 Apply Deposit Requested  
**Apply Balance Due**  
 Fill all amounts  
 Clear Item Amount  
 Clear All Amounts  
 Apply & Save

**Client Items** Time Billing

Invoice #	Date	Client Total	Sales Tax	Payments	Balance	Applied
1802	1/29/2020	\$1,350.00	\$0.00	\$0.00	\$1,350.00	\$1,350.00
1817	2/28/2020		\$0.00	\$0.00	\$1,425.00	\$0.00
		\$2,775.00	\$0.00	\$0.00	\$2,775.00	\$1,350.00

Apply Balance Due  
 Clear Item Amount  
 Clear All Amounts  
 Apply & Save

OK Cancel Apply

Deposits Received: \$8,615.50  
 Deposits Applied: \$8,615.50  
**Balance: \$0.00**

Retainers Received: \$0.00  
 Retainers Applied: \$0.00  
**Balance: \$0.00**

Invoice Payments: \$28,043.55  
**Total Payments: \$36,659.05**

OK Cancel Apply

## **Banking / Cash Disbursements**

The check section of the banking module is where electronic checks are setup and printed from. The software separates OFFICE checks from PO checks. Purchase order payments lower accounts payable on an accrual general ledger. They offset to expense on a cash general ledger. Similarly, office checks can be set to accrue and post by a due date can be expensed upon posting. Many design firms already using this software prefer to setup the office payables on a cash basis and the PO checks on an accrual basis.

### **1. NEW CHECK**

Select the NEW button and choose either an office check or a PO check.

### **2. SELECT ACCOUNT NUMEBR**

A list of POs from the last 6 months appears. Choose which checking account to use, select a credit card liability account if you wish to pay some POs by credit card.

### **3. REQUEST DEPOSIT – FINAL PAYMENT**

Choose from the column on the right the PO number you wish to pay. By default, your vendor terms appear in the bottom half of the window and your deposit amount is calculated automatically. Partial payments, which are neither the deposit nor the total payment amount, are possible from the check's ITEM tab. One check per PO or payment with one check for multiple POs is also possible.

### **4. PRINT**

Print right away if your check is well positioned in your printer tray.

### **5. THREE PART CHECK**

Use the Deluxe Business Forms multi-purpose laser checks which provides 2 stubs and your vendor's check. Deluxe also sell windowed envelopes to mail your checks.

### **6. POST THE CHECK**

Select YES to confirm after the check is printed and looks okay. This will post the payment to the cash disbursement journal and you can see the payment on the PO form as well as the item payment tab.

Posting a manual check when paying POs with a credit card or writing checks by hand is possible from the CHECK screen.

## Banking / Cash Disbursements

1. Select 'New' in the Checks window.

2. Select 'Purchase Order Payment(s)' in the Checks window.

3. Select 'Office Payable' in the Checks window.

4. Select 'Request Final Payment' in the 'Select Orders for Payment' window.

5. Select 'Print' in the 'Print' window.

6. Select 'Yes' in the 'Confirm' dialog box.

## **Banking / Bank Reconciliation**

The choice to reconcile or not reconcile your bank statements and credit cards in the Designer 9.5 software will determine your firm's level of commitment to fully utilize all the financial reporting options available. This reconciliation module is indispensable if you plan to produce an accurate income statement, trial balance and balance sheet for your accountant. Most accountants are used to dealing with many different accounting software packages, this one being no different in the end to producing the above mentioned statements.

### **1. RECONCILIATION**

Select the RECONCILIATION button in the banking module

### **2. CLEARED TRANSACTIONS**

Check off the deposits and the withdrawals that agree with you bank statement.

### **3. MISCELLANEOUS BANK CHARGE - JOURNAL ENTRY**

To quickly add a bank charge or interest payment, open this window and choose the income or expense account associated with the deposit or withdrawal. This window is also commonly used to post transfers to other bank accounts or make quick journal entries to pay credit cards online.

### **4. UNRECONCILED DIFFERENCE**

Hover the mouse over the ending bank balance to see any un-reconciled difference. If you see red numbers, you have not yet finished clearing some of the checks or some of the deposits to complete the bank reconciliation.

### **5. PRINT**

Print out the bank rec statement.

### **6. RECONCILIATION REPORT**

Review which transactions have cleared and which have not. Compare with your bank statement to add what may still be missing.

## Banking / Bank Reconciliation

1. 2. 3. 4. 5. 6.

**Reconciliation**

Tools Print

Reconcile Check Alt+C  
Reconcile Payment Alt+P

☒ Miscellaneous Bank Charge  
☒ Show Selection Total

Amount: \$2,567.85 Cleared: ☒

Date: 2/4/2020 (\$3,106.45)  
Tim & Tammy Teste 5610 \$3,106.45 ☒  
Date: 2/8/2020 (\$46,792.20)  
Tim & Tammy Teste 5612 \$33,929.85 ☒  
Past Receivable \$12,862.35 ☒  
Date: 2/28/2020 (\$41,236.08)  
Susan Jay 2572 \$28,043.55 ☐  
Tim & Tammy Teste 5614 \$13,192.53 ☒  
7 \$96,245.16 7

**Checks and Bank Debits**

Vendor Name	Date	Check #	Amount	Cleared
Jan Pymt	2/3/2020	JE	\$8,380.14	<input checked="" type="checkbox"/>
Transfer Funds	2/6/2020	JE	\$10,000.00	<input checked="" type="checkbox"/>
Decorators Walk Inc	2/7/2020	1010	\$2,812.00	<input checked="" type="checkbox"/>
NY State Sales Tax Collector	2/7/2020	2072012	(\$0.00)	<input checked="" type="checkbox"/>
NY State Sales Tax Collector	2/8/2020	2082012	\$3,813.83	<input checked="" type="checkbox"/>
Jan VISA Pymt	2/8/2020	JE	\$7,152.19	<input checked="" type="checkbox"/>
Transfer to Savings	2/15/2020	JE	\$30,000.00	<input checked="" type="checkbox"/>
Dakota Jackson, Inc	2/16/2020	21620123	\$395.00	<input checked="" type="checkbox"/>
Transfer Funds	2/22/2020	JE	\$12,000.00	<input checked="" type="checkbox"/>
Cliff Young	2/28/2020	1022	\$2,675.00	<input type="checkbox"/>
Cowtan & Tout Inc	2/28/2020	1023	\$677.00	<input type="checkbox"/>
Decorators Walk Inc	2/28/2020	1024	\$524.00	<input type="checkbox"/>
			\$83,520.66	14

**Statement Detail**

Account to Reconcile: 1000 - Bank Account - Purchasing  
Statement Date: 2/28/2020

	Beginning Balance:	GL Balance:
	\$125,845.62	\$138,570.12
Deposits and Credits:	\$68,201.61	Outstanding Checks:
Checks and Payments:	(\$74,553.16)	Deposits in Transit:
Ending Balance:	\$147,537.62	Unreconciled Difference:
		\$28,043.55

Difference: (\$28,043.55)

Reconcile Finish Later Close

**Miscellaneous Bank Charge**

Interest & Bank Charges

Account: 5220 - Bank Service Charges  
Department: 01 - Design Studio  
Description: Service Fee Bank Charge  
Amount: \$15.00  
Date: 2/28/2020

☐ Withdrawal  
☐ Deposit

OK Cancel Apply

**Print**

File Tools Help

Preview Print E-Mail Save Report

**1. Select a Report**

Bank Statement Reconciliation

**2. Enter the Search Criteria**

Account #: 1000 - Bank Account - Purchasing  
Statement Date: 2/28/2020  
Beginning Balance: \$125,845.62  
Ending Balance: \$147,537.62

**A S Interior Design Reconciliation Report**

Bank Account - Purchasing - Period Ending 2/28/2020

Date	Check #	Client	Vendor	Amount	Balance
<b>Beginning Balance</b>					\$125,845.62
<b>Cleared Transactions</b>					
<b>Checks and Payments</b>					
2/3/2020		Jan Pymt	Jan Pymt	(\$8,380.14)	
2/6/2020		Transfer Funds	Transfer Funds	(\$10,000.00)	
2/7/2020	1010		Decorators Walk Inc	(\$2,812.00)	
2/7/2020	2072012		NY State Sales Tax Collector	\$0.00	
2/8/2020		Jan VISA Pymt	Jan VISA Pymt	(\$7,152.19)	
2/8/2020	2082012		NY State Sales Tax Collector	(\$3,813.83)	
2/15/2020		Transfer to Savings	Transfer to Savings	(\$30,000.00)	
2/16/2020	21620123		Dakota Jackson, Inc	(\$395.00)	
2/22/2020		Transfer Funds	Transfer Funds	(\$12,000.00)	
<b>Total Checks and Payments - 9 Items</b>					(\$74,553.16)
<b>Deposits and Credits</b>					
1/31/2020		Wire Tx	Mr. & Mrs. J. Specter	\$2,542.58	
2/1/2020	2578		Susan Jay	\$2,567.85	
2/4/2020	5610		Tim & Tammy Teste	\$3,106.45	
2/8/2020		Past Receivable	Past Receivable	\$12,862.35	
2/8/2020	5612		Tim & Tammy Teste	\$33,929.85	
2/8/2020	2572		Susan Jay	\$28,043.55	
2/28/2020	5614		Tim & Tammy Teste	\$13,192.53	
<b>Total Deposits and Credits - 7 Items</b>					\$96,245.16
<b>Total Cleared Transactions</b>					\$21,692.00
<b>Uncleared Transactions</b>					
<b>Checks and Payments</b>					
2/28/2020	1022		Cliff Young	(\$2,675.00)	
2/28/2020	1023		Cowtan & Tout Inc	(\$677.00)	
2/28/2020	1024		Decorators Walk Inc	(\$524.00)	
2/28/2020	1025		Holly Hunt Inc	(\$471.00)	
2/28/2020	1026		Karlsruhe	(\$450.00)	
<b>Total Checks and Payments - 5 Items</b>					(\$8,967.50)
<b>Total Uncleared Transactions</b>					(\$8,967.50)
<b>Summary</b>					
Beginning Balance					\$125,845.62
Reconciled Amount					\$21,692.00
Ending Balance					\$147,537.62
Unreconciled Difference					\$0.00
GL Balance as of 2/28/2020					\$138,570.12
GL Balance Difference					\$0.00

Page 1

## **Products / Inventory**

Designer 9.5 offers an intuitive inventory management module if you also own a small storefront or showroom to draw in clients for larger designs projects. Inventory items are created, then ordered and received. Once an inventory item is proposed to a client, its status is set to committed status until it is invoiced. Once invoiced, the quantity on hand drops.

**1. NEW** Inventory item.

**2. INVENTORY ID** must be unique for each item. Try to think about how you want to assign codes for each type of product in your storefront. An alpha numeric combination is recommended with ranges of numbers for different product types combined with a vendor abbreviation.

**3. NEW INVENTORY ORDER** creates the PO for the new inventory item.

**4. INVENTORY PURCHASE ORDER** lets you select the "ship to" vendor. Fill in the expediting tab. If more than one item is being ordered from the same vendor simply add those new items to the same PO. Create them first though with new IDs.

**5. RECEIVE THE ORDERED ITEMS** on the orders. Split shipments are common so it is possible to only receive some of the ordered item.

**6. ON ORDER - ON HAND – COMMITTED** represents the status of the items.

**7. LABELS** with bar codes can be printed from the application and with the purchase of a small bar-code scanner you can make a proposal from the scanned tags.

Inventory POs will show an AP liability and an offsetting entry in the purchase journal will be an inventory asset account. Consigned inventory from artists or vendors you represent are also possible. An inventory item cannot be ordered from the client item list because we normally don't yet know who the client is when we make inventory orders.



## Products / Inventory

1. 2. 3. 4. 5. 6. 7.

**Inventory Item**

Drag a column header here to group by that column

Inventory #	Vendor	Description	Product #
1001-KM	KAI MCCALL	"Hunting and Fishing"	
1002-KM	KAI MCCALL	"I was Right"	
1003-KM	KAI MCCALL	"Lives of Women"	
1004-KM	KAI MCCALL	"Alone at Last"	
1006-KM	KAI MCCALL	"UnReal"	
2001-FS	FORT STREET	Craftsman prairie style	
4001-DM	DENNIS MILLE	End table	
4002-CY	CLIFF YOUNG	Arm Chair	

**Inventory Item Details**

Inventory ID: 1001-KM  
 Vendor: KAI MCCALL - Kai McCall  
 Product #:   
 Sales Code: ACC - Accessories, Art & Hardware  
 Department: 01 - Design Studio  
 Location:   
 Sales Order:   
 Code 2:   
 Unit: Each

**Price**

	Purchase	Mark Up%	Selling
Unit Price	\$5,000.00		\$6,000.00
Freight	\$0.00		\$0.00
Crating	\$0.00		\$0.00
Other	\$0.00		\$0.00
<b>Total:</b>	<b>\$5,000.00</b>		<b>\$6,000.00</b>

As Shown: \$0.00

**Printed Tag Details**

Net Price: \$6,000.00 Five Ten:   
 List Price: \$7,500.00 F.O.B.:   
 Custom Price: \$0.00 Custom Price: \$0.00

**Stock**

On Hand: 1 Value: \$0.00  
 On Order: 0 Barcode: 000001  
 Committed: 0

**Inventory Order**

File View Item Tools Help

Clone Print Notes Void

**Vendor**

Order #: 541 Order Date: 1/15/2020  
 Vendor: CLIFF YOUNG - Cliff Young  
 Contact: Leslie  
 200 Lexington Ave. Phone: 212-683-8808  
 New York, NY 10016 Fax: 212-683-9286

**Ship To**

Ship To: A S INT DE: A S Interior Design  
 Attention:   
 Address: 256 68th Street  
 • Prim.  
 • Alt.  
 New York NY 10010  
 Phone: 212-555-1212 Fax: 212-545-1212

Inventory ID	Qty	Product #	Sales Code	Unit	Description	Unit Price	Price	Primary	Consigned
4002-CY	4		FUR	Each	Arm Chair	\$1,520.00	\$6,080.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Terms** Expediting Special Instructions

Terms:   
 Sidemark:   
 Terms: 50% Deposit  
 Ship Via: Best Way

**Totals**

Sub Total: \$6,080.00  
 Freight, Tax, Other: \$0.00  
 Total: \$6,080.00  
 Payments: \$3,040.00  
 Balance: \$3,040.00

**Inventory Order Label**

Fort Street Studio  
 Craftsman prairie style  
 ceiling fixture  
 2001-FS  
 As Shown: \$800.00

000005



## **Products / Catalogs**

Vendor catalog collections can be added in this module for each of the trade vendor. If you sell the same items over and over this may save time from having to recreate the item from scratch every time you want to sell it to a different client. This module also helps with ordering inventory items that you may want to stock the shelves and floor space with in your small storefront or showroom.

### **1. VENDOR NAME**

Right click in the list of vendors on the list to add and edit a collection for that vendor.

### **2. NEW ITEM**

Select the NEW ITEM button to open an item template for that new vendor collection piece. Describe the item and even add a picture if you wish.

### **3. IMPORT CATALOG**

From the TOOLS button is a utility used to quickly bring in an entire spreadsheet from a vendor. You can request a spreadsheet from a vendor or simply edit your own spreadsheet prior to importing. Items can also be re-imported after a vendor has made price changes and your catalog items will then be updated as well with new pricing.

### **4. PRINT LABEL**

Different options allow you print both large and small labels with bar codes as well as tear sheets and lists of all the items in a vendor's collection.

## Products / Catalogs

1. 2. 3. 4.

The screenshot shows the 'Designer' application window. On the left is a sidebar with navigation options: Designer Today, Dashboards, Projects, Contacts, Items, Calendar, Products, Catalogs, Inventory, Accounting, Banking, and Company. The 'Products' section is expanded, showing a list of product categories: CHANDELIERS, HANGING BOWL, LAMPS, LANTERNS, PENDANTS, SCUNCES, and SCUNCES-BOARDS. The 'HANGING BOWL' category is selected. The main window displays the 'PRODUCT CATALOG' with a table of products:

Product #	Option	Catalog Description	Net Price	List Price
R122.100	0	R122.100 RIPPLED BOWL	\$1,985.00	\$2,835.00
R122.200	0	R122.200 RIBBED BOWL	\$2,183.00	\$3,119.00
R70.020	0	R70.020 ALABASTER RIDGED MEDIUM	\$2,183.00	\$3,119.00

A 'Catalog Item' window is open, showing details for the selected product (R70.020 ALABASTER RIDGED MEDIUM). It includes fields for Product, Option, Sales Code, Sales Order, Code 2, Collection, Pricing, Unit, Freight, Packing, Purchase Cost, Barcode, and Store URL. A small image of the product is shown on the right.

Import Tool

Import Options

Import Type: ☐ Contacts ☒ Product Catalog ☐ Inventory

Import File: C:\Users\AIF\Documents\CHAMELEON - LANTERNS Export.xls

Load Import

Vendor ID	Collection	Product #	Option	Description	Sales Code	Unit	Designer Net	List
CHAMELEON	LANTERNS	R138.0207	0	R138.0207 LILY LARGE	ACC	Each	\$2,058.00	
CHAMELEON	LANTERNS	R138.0307	0	R138.0307 LILY GRANDE	ACC	Each	\$4,410.00	
CHAMELEON	LANTERNS	R142	0	R142.0005 PAGODA LANTERN	ACC	Each	\$2,793.00	
CHAMELEON	LANTERNS	R242	0	R242.0002 BALLO	ACC	Each	\$2,460.00	
CHAMELEON	LANTERNS	R317.0005	0	R317.0005 QUATREFOIL LANT	ACC	Each	\$5,775.00	
CHAMELEON	LANTERNS	R339.0005	0	R339.0005 AUTONNO LANTER	ACC	Each	\$2,310.00	
CHAMELEON	LANTERNS	R51	0	R51 BELL ONION	ACC	Each	\$847.00	
CHAMELEON	LANTERNS	R54	0	R54 PUMPKIN	ACC	Each	\$809.00	
CHAMELEON	LANTERNS	R61.100	0	R61.100 BEEHIVE	ACC	Each		
CHAMELEON	LANTERNS	R61.200	1	R61.200 BEEHIVE	ACC	Each		
CHAMELEON	LANTERNS	R61.300	0	R61.300 BEEHIVE	ACC	Each		
CHAMELEON	LANTERNS	R62	0	R62.0002 JETSON	ACC	Each		
CHAMELEON	LANTERNS	R62.100	0	R62.100 JETSON	ACC	Each		

CHAMELEON FINE LIGHTING

R122.100 RIPPLED BOWL

R122.100 0

As Shown: \$2,835.00

005210

1. Select a Report

Product Labels Large

Product Labels QR Code

Product Labels Small

2. Enter the Search Criteria

Vendor: CHAMELEON

Product # From: R70.020

Product # To: R70.020

Sales Code: ACC - Accessories, Art & Hardware

Option # From: 0

Option # To: 0

Start printing on label: 1

# of Labels per item: 1

## Tools / Reports

There are over 120 standard reports that are part of Designer 9.5 Software package. Report customization is possible as a light version of the report editor is also included. Simply right click on any report to open its properties, see the report editor or edit the security level for different employees.

**1. PRINT** options are preview on screen, print to a printer send attached in an email synchronized with MS Outlook, export to MS Excel or save as a PDF file. RTF and HTML format can also be saved from the print preview screen. Filter the type of data you want to see on the right side of the screen.

**2. BANKING** reports show all the money in and money out in sorted, grouped and formatted in a variety of different layouts.

**3. CLIENTS & RECEIVABLES** reports will provide insight as to the accounts receivable, client deposits, retainers, open invoice statements, orders, detailed work in progress as well as summaries and details of both client proposals and invoice lists.

**4. FINANCIALS** is where the P&L, trial balance, general ledger detail and balance sheets are all pulled from by fiscal year and by accounting period. Journal details are available for each journal and different sub ledger account details can be pulled from multiple journals on the same reports.

**5. INVENTORY** reports display both summary and detailed formats

**6. PROJECT MANAGEMENT** View your projects grouped by room or by proposal to view client payments or only the vendor payments or both. Filter in or filter out any pertinent data for your status reports. Show profitability and budgeting by client project.

**7. SALES TAX** is grouped by invoice date range or by income account. Both summary and detailed reports are available in different groupings.

**8. TIME BILLING** reports are presented by client and by employee and various formats and sorting layouts exist.

**9. VENDORS & PAYABLES** hold information about the company payable amounts, vendor order reports and accounts payable summary & detail.

## Tools / Reports

1. 2. 3. 4. 5. 6. 7. 8. 9.

The screenshot shows the 'Designer - [AnnSofie2020Demo]' application window. The 'Reports' tab is selected in the top navigation bar. The left pane, titled 'Select a report below', contains a tree view of report categories. The right pane, titled 'REPORTS', contains a form for selecting a report and its parameters.

**Left Pane (Select a report below):**

- Banking
  - 1099
  - Cash Receipts
  - Check Register
  - Checks
- Business Documents
- Client & Receivables
  - Accounts Receivable
  - Client Deposits
  - Client Retainers
  - Client Statement
  - Invoices
  - Labels & Envelopes
  - Proposals
  - Work in Progress
- Financials
  - Balance Sheet
  - General Ledger
  - Income Statement
  - Journal Entries
  - Journals
  - Trial Balance
- Inventory
- Product Catalog
- Project Management
  - Project Analysis
  - Project Expediting
  - Project Worksheet
- 1-Client Proposal and PO #'s
- 1-Client Statement by Proposal
- 2-PO by Vendor & Client Proposal
- Client & Vendor Payments
- Client Payments by Proposal #
- Client Payments by Room
- Project Worksheet by Proposal
- Project Worksheet by Room
- Vendor Payments by Proposal
- Vendor Payments by Room
- Proposal Payments
- Sales Tax
  - US Sales Tax
- Tasks & Time Billing
  - Phone Messages
  - Time & Billing Items
  - To Do List
- Vendor & Payables

**Right Pane (REPORTS):**

Buttons: Preview, Print, E-Mail, Send To Excel, Save

Form fields:

- Client: JAY COTTAGE
- Vendor: [Dropdown]
- Project: [Dropdown]
- Ship To: [Dropdown]
- Employee: [Dropdown]
- Assistant: [Dropdown]
- Room: [Dropdown]
- Sales Code: ACC - Accessories, Art & Hardware
- Department: [Dropdown]
- Item Status: Awaiting Client Approval
- Sales Order: [Dropdown]
- Code 2: [Dropdown]
- Proposal From: [Text]
- Proposal To: [Text]
- Ordered Items: [Dropdown]

Footer: Wednesday June 10, 2020 AL-> AnnSofie2020Demo

## **File / Company Setup**

Designer 9.5 software comes with a set of pre-configured company default settings. Changing these settings is easy as long as you know what you want and what options are available.

- 1. Next Order and Invoice #** follow in sequence throughout all clients in the database whereas proposal numbers start at # 001 for each client.
- 2. Company** address info will appear on all your project documents.
- 3. First Period** of the fiscal year. Period 1 is July if your fiscal year starts in July. Change the current to work on a different day or a different fiscal year. Only two years can be open at once, typically the prior year and the current year. You must close the prior year manually before you start the new year.
- 4. One check per PO, One Invoice per Proposal, First Component Only** and **Invoice non billable Time** are all yes or no settings. A proposal or invoice may have several composite items from several vendors with an "A", a "B" and a "C" component. To add the selling price of all the sub components to the "A" component, check this off.
- 5. Proposal leading 0's, Prefix, Purchase Cost default, Create Orders, ITME Leading 0's** can all be configured based on personal preference.
- 6. Purchase Cost Defaults** to the selling price which is later marked up. This allows the existing selling price to either change or not change if the purchase cost amount of an item is changed.
- 7. Time Billing Rate** dictates the rules used to bill rates by employees for clients, activities and so on.
- 8. Accounting Lists** should be examined with a trainer, CPA or bookkeeper.
- 9. Item Lists** let you add, remove or edit values on these lists.
- 10. Employees** can be given access to control only some parts of the software or all sections.

## File / Company Setup

1. 2. 3. 4. 5. 6. 7.

Designer - [AnnSofie2020Demo]

File View Reports Help

Program | Reports | Utilities | Support

Designer

Designer Today

Dashboards

Projects

Contacts

Items

Calendar

Products

Catalogs

Inventory

Accounting

Banking

Company

Open Defaults

COMPANY

Name: A S Interior Design

Address: 262 East 68th Ave.

City, State Zip: New York NY 10012

Phone: 212-876-2001 Fax: 212-876-1999

Federal Tax ID #:

Sidemark: AS ID

☒ One Check per Purchase Order

☒ One Invoice per Proposal

☐ First Component Only

☒ Invoice Non Billable Time Billing

☐ Increment Item Number when duplicati

First Period: January

Current Date: 6/10/2020

Current Period: Period 6-June

Current Year: 2020

☐ Prior Year Closed

Next Order #: 548

Next Invoice #: 1836

Proposal Leading 0's: 2

Proposal Prefix:

Purchase Cost Default: Only when Zero

Create Orders: One per Vendor

Item Leading 0's: 2

Time Billing Rate: Client,Employee

Planner Days: 5

Default Department: 01 - Design Studio

Default Image Directory:

Apply Cancel

Wednesday June 10, 2020 AL-> AnnSofie2020Demo

Open Defaults

Accounting Lists >

Item Lists >

Settings >

Employees...

Account Codes...

Chart of Accounts...

Departments...

Journals...

Sales Codes...

Open Defaults

Accounting Lists >

Item Lists >

Settings >

Employees...

Locations...

Reminders...

Rooms...

Ship Via...

Special Instructions...

Tax Authorities...

Terms...

Item Status...

8. 9. 10.

## NOTES

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### Document Revision History

Document Ver.	Software Ver.		Location	Last Edited	
Version 1.0	9.5.9		Montreal QC CDN	11-2014	
Version 1.1	9.5.10		Montreal QC CDN	07-2015	
Version 2.0	9.5.12		Montreal QC CDN	06-2020	
Version 2.1	9.5.14		Montreal QC CDN	09-2022	