

# BUSINESS BUDDY

## Users Guide



This is a very simple management reporting tool for clients who want a regular summary of "how they're doing!"

Basically, your client enters their year-end on the front screen and presses "Next" to continue.

Ensure the Analysis Toolpak is loaded within Excel. To check this, go to the "Tools" pull down menu and select "Add-ins". Ensure the box named "Analysis Toolpak" has a tick in the box, then press o.k.

They enter their monthlyly:

- Sales
- Cost of sales
- People costs
- General (all other costs)

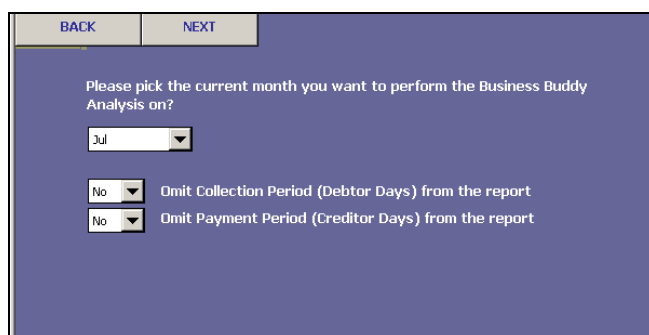
BACK	Delete Example Data Above				
NEXT	1	2	3	4	5
	Jan	Feb	Mar	Apr	May
Sales	400,000	421,345			
Cost of Sales	210,456	214,789			
People Costs	115,965	116,895			
General (all other) Costs	19,478	20,457			
<b>Net Profit</b>	<b>54,101</b>	<b>69,204</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bank Balance at month end	-5,050	-2,569			
Debtors Balance at month end	45,789	46,321			
Creditors Balance at month end	14,765	15,789			
Overdraft Limit	-5,000	-5,000			
Collection Period (Debtor Days)	42	40			
Payment Period (Creditor Days)	26	27			

They are also able to enter their Bank Balance, Debtors and Creditors and the "Buddy" will calculate debtor and creditor days. They can enter their overdraft limit and the "buddy" provides them a graph of their bank balance vs. limit. Press "Next" to continue.

At any given month they can produce a report showing:

- Sales trends
- Bank balance
- Net profit
- Collection period
- Payment period

To do this select the month from the drop down list and press "next" to continue.



The screenshot shows a software interface with a dark blue background. At the top, there are two buttons: "BACK" and "NEXT". Below these, the text reads: "Please pick the current month you want to perform the Business Buddy Analysis on?". There is a dropdown menu showing "Jul". Below the dropdown, there are two more dropdown menus, both set to "No". The first dropdown is labeled "Omit Collection Period (Debtor Days) from the report" and the second is labeled "Omit Payment Period (Creditor Days) from the report".

Business Buddy produces a simple graphical review of some of the important elements of your clients business.

You can either give it away to clients as a preliminary marketing tool to get them "hooked" on having regular management information, or use it for analytical review of smaller businesses.

If you give it away remember to put your firm's name and logo on the report.