

Standard Network Marketing & Home Based Sales Command Bar



Customer (Tracking) Center

Track who your customers are, what they've purchased, and how much they owe you. Allows for keeping track of all the pesky details like phone numbers, addresses, and the like. Put info in there once for a customer, and you won't have to again. Go to page 6.

Vendor (Tracking) Center

Track who your vendors are, how much and when you've spent with them, and how much you owe them. Next time they say you haven't paid a bill, you can prove you did (or not). Allows for keeping track of all the pesky details like phone numbers, addresses, and the like. Go to page 10.

Report Center

This is where you can find out how much you've made (Profit & Loss Statement) - if you dare. Keep the taxman off your back by being able to actually file your taxes on time (paying them may be a different story.) Keep your banker and CPA happy by giving them the info they want. Go to page 14.

Invoice (your Customers)

No - this is not where you stick that receipt for lunch with a friend. Invoice your direct sales, track purchases to a supplier invoice, and give your customers a professional looking receipt. Add the individual items to an invoice if you wish to be able to place easy reorders for your customers. Go to page 17.

Payments (from Customers)

As your customers pay their invoices, record their payments for easy deposit and tracking later. Tracking the checks into your checking account is quick and easy. This is where it happens! Go to page 25.

Deposit (into Checking Account)

You've got a week's worth of customer's checks and cash in your hands. You want to make a deposit into your checking account. Make it happen here. Go to page 29.

Check (and Debit cards)

No - the balance on your ATM receipt is not how much is in the bank. Enter and easily track the checks and debit card transactions you make. Exactly where did all that money coming in go - and do you have enough cash that great vacation for you and your family. Go to page 38.

Credit Card (Charges)

It's very convenient to charge purchases onto your credit card. *Don't over do it!* Easily track any business purchases made on your card along with any finance charges and fees. It's good business practice to pay the full balance each month to avoid finance charges. *Be careful with this one!* Go to page 43.

Journal (Adjustments)

You end up spending a bunch of money out of your own pocket on business stuff, particularly when starting out. Or, you screwed up and need to adjust something. This is the place to make it happen and set it straight. Carefully! Go to page 48.