



Institute of Professional Tourist Guides of Southern Africa

PO Box 53 ,Bergbron ,1712

Email : iptgsa@gmail.com

Contact No : 083 655 1997

IPTGSA Treasurer supported accounting software setup

Step 1: Login.

Sign in

[Forgot it?](#)

or

Step 2: Capture Invoice

INVOICE

A Tourist Guide
235 Short Street
Johannesburg, Gauteng 2000
South Africa

Phone: 0114722442
Mobile: 0824930042

Bill to Better Tours in Africa	Invoice Number: 1 Invoice Date: July 1, 2020 Payment Due: July 1, 2020 Amount Due (ZAR): R1,800.00
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Item	Quantity	Price	Amount
Step on Guiding Step on Guide. Date: yyyy/mm/dd Tour:	1	R1,800.00	R1,800.00

	Total: R1,800.00
	Amount Due (ZAR): R1,800.00

Notes / Terms
First National Bank
Branch: 250-655
Account number: 6222-123-1234

Supported by the IPTGSA (Institute of Professional Tourist Guides of Southern Africa)



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Step 3: Capture bank statement & allocate transactions

CSV Import

1 Select date → 2 Select deposits → 3 Select description → 4 Confirm import

Confirm that the date, amount and description columns you've selected are correct. If everything looks okay, upload your statement.

Date	Amount	Balance	Description
2020/07/02	1800	1800	Better Tours In Africa
2020/07/05	-25	1775	#MONTHLY ACCOUNT FEE
2020/07/06	-200	1575	ATM CASH WITHDRAWL

Upload my statement

<input type="checkbox"/> Select all					
<input type="checkbox"/>	Jun 7, 2020	ATM CASH WITHDRAWL First National Bank	R200.00	Shareholder Loan	✓
<input type="checkbox"/>	Jul 5, 2020	#MONTHLY ACCOUNT FEE First National Bank	R25.00	Bank Charges	✓
<input type="checkbox"/>	Jul 2, 2020	Better Tours In Africa First National Bank	R1,800.00	Invoice #1 Payment from Better Tou...	✓



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Step 4: Capture any cash expenses

Description	
Apartheid Museum	
Account	Date
Shareholder Loan	2020-07-08
Deposit or withdrawal	Total amount
Withdrawal	200
Add vendor	
Category	
Direct Costs - Entrance Fees	
Add customer • Include sales tax	
Split this withdrawal ⓘ	
Notes	
Apartheid Museum	
2020/07/08	
Smith Family (Better Tours in Africa)	



Step 5: View your dashboard of results

Dashboard
Create a new report

Things You Can Do

- [Add a customer](#)
- [Add a vendor](#)
- [Customize your invoices](#)
- [Invite a guest collaborator](#)

Cash Flow

Cash coming in and going out of your business. [View Report](#)

■ Income
 ■ Expense
 ○ Net Income
 Last 12 Months Last 24 Months

Profit & Loss

Income and expenses only (includes unpaid invoices and bills). [View Report](#)

■ Income
 ■ Expense
 Last 12 Months Last 24 Months

Payable & Owing

Invoices payable to you		Bills you owe	
Coming Due	R1,800.00	Coming Due	R0.00
1-30 days overdue	R0.00	1-30 days overdue	R0.00
31-60 days	...	31-60 days overdue	R0.00

Net Income

Fiscal Year (€)	2019	2020
Income	0.00	1,800.00
Expense	0.00	225.00
Net Income	0.00	1,575.00