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# **ACCOUNTANT'S HELPER**

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## **Features Guide**



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**PRO-WARE, LLC**

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## **What is Accountant's Helper?**

Accountant's Helper is a unique software program you'll find to be an indispensable part of your financial toolbox for financial ratio analysis, financial data analysis, loan amortization, loan analysis, and time value of money calculations. Yes, there are other programs that can provide some of the same features, but none of them do it as easily or as well as Accountant's Helper.

## **Why should I buy Accountant's Helper?**

Accountant's Helper is a unique software program you'll find to be an indispensable part of your financial toolbox for financial ratio analysis, loan amortization, and time value of money calculations. Yes, there are other programs that can provide some of the same features, but none of them do it as easily or as well as Accountant's Helper.

## Features

There are so many reasons why Accountant's Helper is the right program for you; it's difficult to single out any one feature that makes it stand out. The following are some of the most significant features that you will enjoy when you start using Accountant's Helper.

### ***Amortization***

Accountant's Helper makes creating and managing loan amortization schedules so easy, you'll never calculate another payment or interest rate with a business calculator or call the bank again!

Need to fill in the missing blank, such as payment amount, interest rate, number of payments, or principle amount? Choose any of these calculate options:

- Payment Amount
- Interest Rate
- Number of Payments
- Principal Amount
- Manual

Payment adjustments can be made anytime during the loan for any of the following items:

- Loan Pay-Off
- Balloon Payments
- Interest Rate Changes
- Payment Amount Changes

Our great looking amortization schedules will allow you to print as much or as little loan information as you want with accurate results! Choose from the following options:

<b><i>Schedule Options</i></b>	<b><i>Subtotaling Options</i></b>
<i>Loan Information</i>	<i>Quarterly Totals</i>
<i>Client Information</i>	<i>Semi-Annual Totals</i>
<i>Loan Notes</i>	<i>Annual Totals</i>
<i>Rate Data</i>	<i>Grand Total</i>
<i>Loan Analysis</i>	<i>To-Date Totals</i>
<i>Payment Information</i>	



- **Description** - 60 character field.
- **Compute for Year Length** - Loans can be calculated using 365, 364, or 360 days for each annual period.
- **Calculate Options** - Accountant's Helper will calculate any of the following providing only one is "unknown". Payment Amount - Interest Rate - Number of Payments - Principal Amount or there is a "Manual" option where you have all of the above information, but want to generate a loan amortization schedule using Accountant's Helper.
- **Loan Start Date** - This is the first day of the loan. Interest will start accruing on this day.
- **Payment Frequency** - Interest can be compounded by any the following payment frequencies: Daily, Weekly, Bi-Weekly, Semi-Monthly, Monthly, Bi-Monthly, Quarterly, Semi-Annual, Annual
- **First Payment Date** - This is the date of the first payment. If the first payment date does not reflect the Loan Start Date and Payment Frequency, interest will be accrued accordingly for the time between the Loan Start Date and First Payment Date.
- **Principal Amount** - The amount of the loan.
- **Interest Rate** - Interest Rate percentage to be used to calculate the loan.
- **Payment Amount** - The amount to be paid every period determined by the payment frequency.
- **# of Payments** - The total number of payments to be calculated in the loan.
- **Total Interest** - This is the total amount of interest paid for the full term of the loan.
- **Notes** - Any amount of information can be put here to be printed on the amortization schedules.

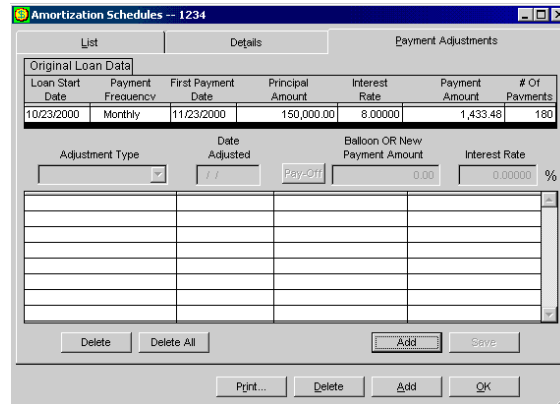
## Payment Adjustments

An infinite number of payment adjustments can be entered for each loan for any of the following reasons:

- Loan Pay-Off
- Balloon Payments

- Interest Rate Changes
- Payment Amount Changes

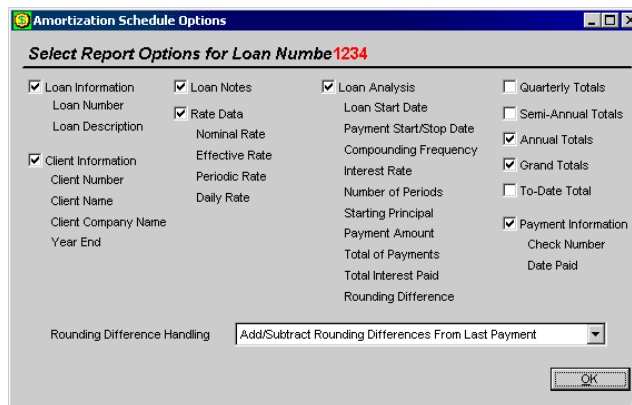
Once the payment adjustments are entered, the program will re-calculate the number of payments and total interest paid for the loan and display this number on the Details screen.



To make a payment adjustment, just click the Add button on the Payment Adjustments screen and choose the adjustment type, date of the adjustment, and either the balloon payment amount, new payment amount, or the new interest rate. All adjustments will only be applied on the date adjusted and all payments thereafter, until another payment adjustments is made or the end of the loan.

## Print/Preview

There are numerous report options that allow you to include just the information you want when printing loan amortization schedules.



Any of these options can be turned on or off for every amortization schedule printed.

## Loan Analysis

Accountant's Helper includes a 5 Year Loan Analysis for all client loans selected. The following will demonstrate its use:

- **Select the loans to print**

Choose which loans to include in the 5 Year Loan analysis from a particular client by placing a check in the Print field. Then just select the year end to print for and click Print. An infinite number of loans can be selected.

Print	Loan Number	Loan Description
<input checked="" type="checkbox"/>	1234	Mortgage
<input checked="" type="checkbox"/>	2345	Auto Loan
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		

- **Print or preview the 5 Year Loan Analysis**

## Ratio Analysis

The Ratio Analysis feature allows you to enter up to 10 years of key financial data for each client to generate up to 37 pre-defined ratios and 10 user-defined ratios. These ratios can then be used to produce financial statements, budgets, or any other type of business prospectus.

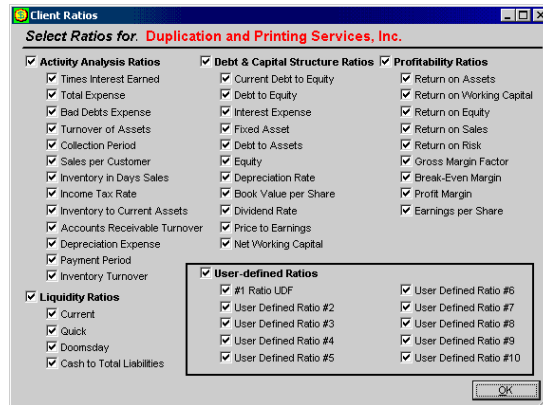
**Select from the following ratios:**

Activity Analysis	Debt & Capital	Liquidity	Profitability
Times Interest Earned	Current Debt to Equity	Current	Return on Assets
Total Expense	Debt to Equity	Quick	Return on Working Capital
Bad Debts Expense	Interest Expense	Doomsday	Return on Equity
Turnover of Assets	Fixed Asset	Cash to Total Liability	Return on Sales
Collection Period	Debt to Assets		Return on Risk
Sales Per Customer	Equity		Gross Margin Factor
Inventory in Days Sales	Depreciation Rate		Break-Even Margin
Income Tax Rate	Book Value Per Share		Profit Margin
Inventory to Current Assets	Dividend Rate		Earnings Per Share
Accounts Receivable Turnover	Price to Earnings		
Depreciation Expense	Net Working Capital		
Payment Period			
Inventory Turnover			

Now with Accountant's Helper Version 2.0, you can create your own User-Defined Ratios using our User-defined Ratio Wizard. Create up to 10 different ratios and customize them using your own formulas!

**Select just the ratios needed or all the ratios by checking the appropriate check box on the following screen:**

An unlimited number of "Loan Amortization Schedules" can be prepared and saved for each client. Select any of the previously save loan amortizations by clicking on the List tab which will list all schedules for the currently selected client.



## Enter Ratio Data

This option is used to enter financial data needed to calculate the ratios that you selected. To make data entry as easy as possible, you can print the report Ratio Data "Ratio Data" Input Worksheet. This is a template form that can be used to write down the data that you will input using this option. Using the worksheet to collect the data will ensure that you have all required data before attempting to enter the data.

The following screen will be displayed when you select this option.

Current Year Data		Prior Year Data	
Cash	22,600.00	Accounts Receivable	62,500.00
Accounts Receivable	65,000.00	Inventory	33,500.00
Inventory	35,000.00	Total Assets	385,000.00
Current Assets	120,000.00	Accounts Payable	47,400.00
Net Plant, Property, and Equipment	242,000.00	Current Liabilities	51,800.00
Total Assets	400,500.00	Total Liabilities	186,600.00
		Stockholder's Equity	205,500.00
		Working Capital	66,500.00
		Stockholder's	213,000.00
		Working Capital	68,400.00

The screen is composed of three pages.

- **Balance Sheet** – On this page, you will enter data that is typically found on the balance sheet.
- **Income Statement** – On this page, you will enter data that is typically found on the income statement.
- **Other Items** – On this page, you will enter additional data that may not be found in the financial statements.

- **User-Defined Data** – Enter your user defined

If you did not select all ratios, you may find that some fields are disabled. This indicates that the data is not required to calculate the ratios you selected.

Since you can store data and calculate ratios for up to ten years, the combo box at the top of the screen can be used to change from one year to the next to enter data for prior years. If you intend to calculate ratios for prior years, you should enter data for the older years first. The fields shown in the Prior Year Data section will be automatically filled-in based on the data entered in the prior year. If you change the data in the Prior Year Data section that does not agree to the data entered on the prior year screen, you will be asked if you want to copy the data to the prior year.

### **Print/Preview Ratio Analysis Reports**

The following reports can be printed or previewed on screen:

- **Ratio Information Report** - Provides a detail listing of ratios you have selected. Information provided is ratio name, type, formula, and description.
- **Ratio Data Input Worksheet** - Used as an input form when entering financial data. After selecting the ratios to include on the reports, you can print this worksheet and write the data that needs to be entered using the menu option Enter Ratio Data.
- **Ratio Data Report** - Includes all the data entered for the year selected. Any missing data will be indicated on this report.
- **Ratio Detail Report** - Lists the name of the ratios selected and the calculated ratio grouped by ratio type: Activity, Debt & Capital Structure, Liquidity, and Profitability, for the year selected.
- **Ratio Yearly Comparison Report** - This report will list the name of the ratios selected and the calculated ratio grouped by ratio type; Activity, Debt & Capital Structure, Liquidity, and Profitability, for each year data was entered for.

### ***Time Value of Money***

The “time value of money” options allow you to calculate an unknown variable for:

- **Lump Sum Deposit** - one deposit amount, referred to as a “lump sum” deposit or investment.

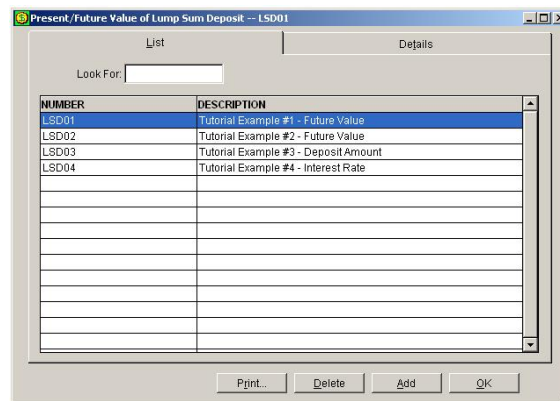
- **Annuity** - more than one deposit.

## Lump Sum Deposit

This option allows you to calculate any one of the following items when all the other variables are known.

- **Deposit Amount** – the amount that needs to be deposited to arrive at the future value based on the maturity date and interest rate.
- **Maturity Date** – the date that the deposit amount will accumulate to the future value given the stated interest rate.
- **Interest Rate** – the interest rate that is used to arrive at the future value based on the deposit amount.
- **Future Value** – the amount that will be accumulated at the end of the deposit period.

## Lump Sum Deposit Screen Layout



On the “List” page is a grid that contains the ID Number and Description for each of your lump sum deposit calculations. The list of lump sum deposit calculations will normally be displayed in ID Number order; however, by double-clicking on the Description, the list will be redisplayed in description order.

To edit an existing calculation, click on the ID Number or Description for a lump sum deposit and then click on the “Details” tab. To print a calculation, click on the ID Number or Description and then click on the “Print” button. To delete a lump sum calculation, click on the ID Number or Description and then click on the “Delete” button. To add a new calculation, click on the “Add” button.

To search for a lump sum deposit calculation, enter the ID Number, or description, if they are displayed in description order, in the “Look for” field located at the top of the “List” page.

The “Details” page contains a list of fields and other options that are used to perform the lump sum deposit calculations.

The following sections describe the fields located on the “Details” page.

- **ID Number** - You can enter any data in this field that will help you identify the lump sum calculation entered in this screen.
- **Description** - Enter a more detailed description for the lump sum deposit calculation.
- **Calculate?** - This set of radio buttons allows you to determine the calculations that will be performed.
- **Compounding** - Enter the compounding period that you want to use when calculating the unknown variable.
- **Date Deposited** - Enter the date that the deposit amount was made. The date entered will be used to determine the maturity date as well as how many compound periods are included between the deposit date and the maturity date.
- **Deposit Amount** - Enter the deposit amount that will be used to determine the future value.
- **Interest Rate** - Enter the interest rate that will be used to determine the deposit amount or future value.
- **Maturity Date** - Enter the date that the future value will be determined.

- **Future Value** - Enter the amount that you want the deposit to accumulate to based on the interest rate and maturity date.
- **Days In Year** - This ratio button allows you to specify how many days in a year to be used when making calculations.

At the bottom of the screen are two fields that indicate the number of whole compound periods and extra days between the deposit date and maturity date. There is also a button next to the extra days field that allows you to change the maturity date so that there are no extra days.

When you are finished entering the data for a lump sum deposit calculation, click on the SAVE button at the bottom of the screen. The field selected as the “unknown” value will be calculated. If you click on the CANCEL button, the data entered or changed will not be saved.

To print a report containing the data entered for a lump sum deposit, click on the PRINT button at the bottom of the screen.

## **Annuities**

Annuity calculations are more complicated than lump sum deposits if for no other reason than there are more than one deposit. In addition, there is more than one type of annuity, as follows.

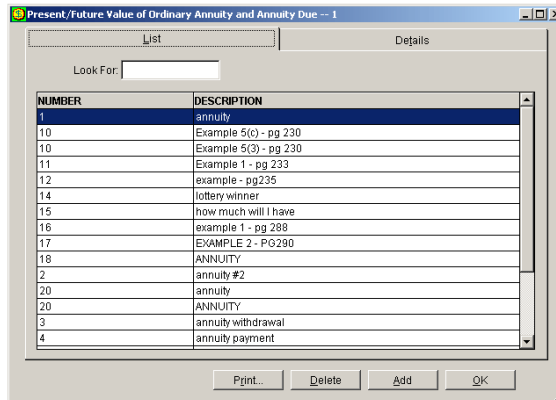
Annuity Types:

- **Annuity Due** – An annuity due’s first payment is due one compounding period after the start date of the annuity. These are the most common type of annuities and are therefore the default.
- **Ordinary Annuity** – An ordinary annuity’s first payment is due on the start date of the annuity.

Types of Annuities:

- **Accumulation** – This type of annuity consists of payments made in order to accumulate to a specific amount in the future. For example, if you wanted to determine how many monthly payments would be required to reach \$ 100,000.00, this would be an accumulation annuity.
- **Withdrawal** – This type of annuity consists of payments made from an initial deposit. For example, if you want to know how many monthly deposits can be made if you deposit \$ 100,000.00 today and earn 10% monthly, this would be a withdrawal annuity.

## Annuity Screen Layout

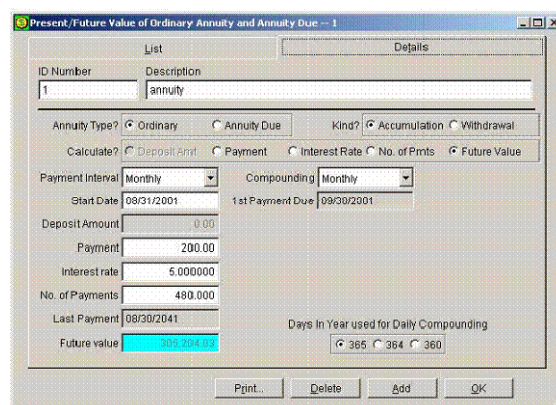


On the “List” page is a grid that contains the ID Number and Description for each of your annuity calculations. The list of annuity calculations will normally be displayed in ID Number order; however, by double-clicking on the Description, the list will be redisplayed in description order.

To edit an existing calculation, click on the ID Number or Description for an annuity and then click on the “Details” tab. To print a calculation, click on the ID Number or Description and then click on the “Print” button. To delete an annuity calculation, click on the ID Number or Description and then click on the “Delete” button. To add a new calculation, click on the “Add” button.

To search for an annuity calculation, enter the ID Number, or description, if they are displayed in description order, in the “Look for” field located at the top of the “List” page.

The “Details” page contains a list of fields and other options that are used to perform the annuity calculations.



The following sections describe the fields located on the “Details” page.

- **ID Number** - You can enter any data in this field that will help you identify the lump sum calculation entered in this screen.
- **Description** - Enter a more detailed description for the lump sum deposit calculation.
- **Annuity Type?** - There are two options for annuity type:
  - Ordinary Annuity – The first payment is due on the start date of the annuity.
  - Annuity Due – The first payment is due one compounding period after the start date of the annuity.
- **Kind?** - There are two options for the kind of annuity:
  - Accumulation – An annuity where payments are being made to “accumulate” to a specific amount. Withdrawal – An annuity where payments are being made out of an initial deposit amount.
  - Calculate? - Select the one that you want calculated when you SAVE your data.
- **Deposit Amount** - This is the initial amount required from which payments will be made.
- **Payment** - The amount of the payment that will be made.
- **Interest Rate** - The interest rate that will be applied.
- **Number of Payments** - The number of payments that will be made.
- **Future Value** - This is the amount that will be accumulated at the end of the annuity.
- **Payment Interval** - Use this combo box to select the frequency of payments. Normally, this will be the same as the compounding period. There are some calculations where the payment interval and compounding period must be the same; however, you will receive a message indicating this where appropriate.
- **Compounding** - Use this combo box to select the compounding period. Normally, this will be the same as the Payment Interval. There are some calculations where the payment interval and compounding period must be the same; however, you will receive a message indicating this where appropriate.

- **Start Date** - The start date of the annuity. Note that the 1st Payment Due will be one compounding period later if an Annuity Due is selected; or the same as the start date if an Ordinary annuity is selected.
- **1st Payment Due** - This the date the first payment is due. This field is automatically filled-in based on the Annuity Type and the Start Date.
- **Deposit Amount** - Disabled if the Kind of annuity is an Accumulation. This is the initial deposit amount that will be used to make the annuity payments.
- **Payment** - If the annuity Kind is a Withdrawal, this is the amount that will be paid periodically out of the initial deposit. If the annuity Kind is an Accumulation, this is the amount that will be paid periodically to accumulate the future value.
- **Interest Rate** - The interest rate that will be earned on the initial deposit or the accumulated payments.
- **Number of Payments** - The number of payments that will be made.
- **Last Payment** - This field is automatically filled-in based on the payment interval and the number of payments.
- **Future Value** - Disabled if the Kind of annuity is a Withdrawal. The amount accumulated after all payments have been made at the specified interest rate.

When you are finished entering the data for an annuity calculation, click on the SAVE button at the bottom of the screen. The field selected as the “unknown” value will be calculated. If you click on the CANCEL button, the data entered or changed will not be saved.

To print a report containing the data entered for a lump sum deposit, click on the PRINT button at the bottom of the screen.