

firstbooks

easy to use accounting software

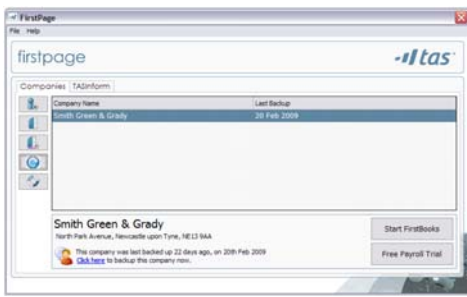
simply... better

If you run a small business you'll know how precious time is. Time spent doing the books is time you could better spend actually doing business. And the paperwork involved in taking on an employee and running a payroll can seem really daunting.

FirstBooks gives you the tools you need to keep track of your business finances.

Our software really is easy-to-use. At TAS, we work hard to keep things simple. We cut out most of the usual accounting jargon, so you don't need to be an accounting expert to use it.

Of course, sometimes you might still have some questions - so our software support team are here to answer any questions you have on setting up and using FirstBooks. It's a lo-call 1890 number to call and software support is all included in the cost

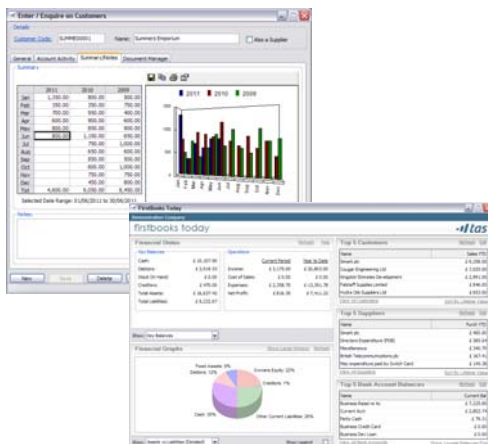


FirstPage is the central 'hub' to access all of your accounts and payroll information

information at-a-glance

With FirstBooks, you can see a three-year, month-by-month summary for individual customers, suppliers and products. Simply click on any total to 'drilldown' for full details.

This page shows the month-by-month sales for a customer over three years. Simply click on any total to 'drilldown' for full details.



FirstBooks Today shows you key financial information about your business - all in one handy dashboard

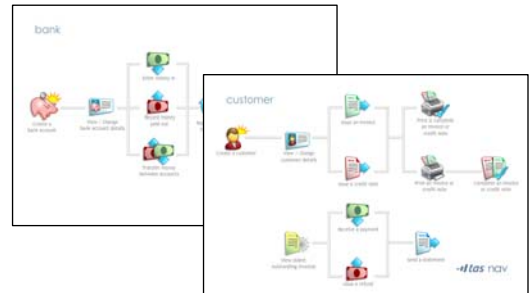
why choose firstbooks?

choose firstbooks if:

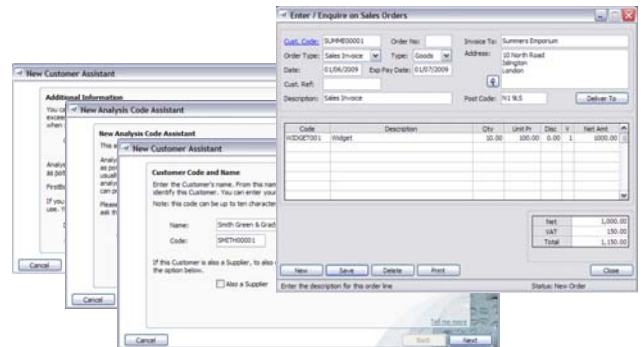
- you want an simple way to take care of your accounts
- you want an all-inclusive, low-cost annual subscription

easy-to-use

FirstBooks has TASnavs to guide you through everyday processes; with simple, clear forms for transactions - and step-by-step helpful Assistants to guide you through the things you that you do less often.

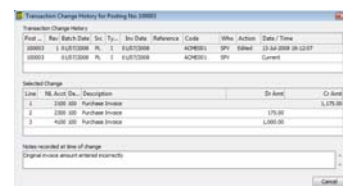


TASnav interactive flowcharts guide you step-by-step



FirstBooks features simple and clear Assistant and entry screens

And if you do make a mistake, that's not a problem. With our unique AccountsProcessor™, it's easy to make amendments; just click, change and save



With FirstBooks you have a complete 'what and when' record of a transaction changes. And you can also enter a note to explain the reason for the change - which helps resolve any queries later on.

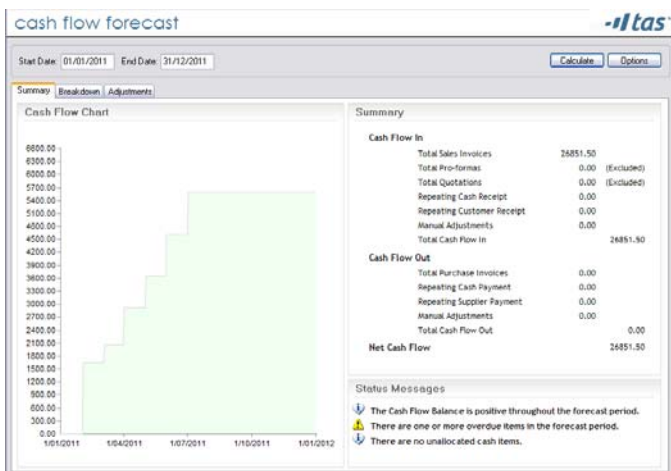
keeping an eye on cash flow

We know that cash is king and that keeping a close eye on cash flow can make the difference between success and failure for many small businesses. So FirstBooks has lots of ways to help you manage your cash flow.

There are some really simple things you can do to help your customers to pay promptly; including your bank account details on invoices encourages payment direct into your bank account. Or using our quality multi-purpose stationery to send professional-looking invoices and customer statements which stand out from the crowd.

You can use ePayments to pay your suppliers, so you know exactly when the money goes out of your bank account. And with TAS Payment Services, it's easy to take payments by credit or debit card. Accepting card payments makes it simple for your customers to pay you and puts an end to "the cheque's in the post" excuses.

The reminders function in FirstBooks lets you know when an invoice is due for payment. The detailed aged creditors and aged debtor reports make sure you're always on top of who you owe money to and who owes you money. And the Cash Flow Forecast keeps you in control, so you have all the information you need - right at hand.



FirstBooks has a simple way to help you estimate your cash flow over the next few months

excel integration

If you have FirstBooks and Excel installed on the same computer, you can make use of all the information in FirstBooks by linking to it directly from Excel.

need a payroll?

Quickpay is the perfect complement to FirstBooks - and takes care of your payroll including; PAYE, PRSI, PRSAs, BIK and the Income Levy. There are three different editions of Quickpay, depending on how many employees you have. And best of all; if you have five employees or less in a tax year - it's completely FREE!

See www.tassoftware.ie for more information or to download a copy today.

firstbooks features

- **Simple and easy-to-use.** With TASnav™ flowcharts and interactive assistants to guide you step-by-step through all your regular day-to-day processes, FirstBooks really is easy-to-use. Plus our unique AccountsProcessor™ means that if you do make a mistake, it's easy to correct it - just click, change and save.
- **Create invoices.** Plus quotations, proformas, credit notes, customer statements and supplier remittances.
- **Comprehensive customer, supplier and product records.** You can see a three-year, month-by-month summary for individual customers, suppliers and products. Simply click on any total to 'drilldown' for full details.
- **VAT.** FirstBooks takes care of the Standard Accounting and Moneys Received Basis VAT schemes. Plus you can also file your VAT return online using ROS.[†]
- **Cash flow.** FirstBooks has a simple way to help you estimate your cash flow over the next few months. And there are other features to help you - detailed aged creditors and aged debtor reports make sure you always know who you owe money to and who owes you money.
- **Accept credit and debit cards.** With TAS Payment Services,* you can process card payments directly from within FirstBooks. TAS Payment Services is the low-cost and easy way to accept card payments.
- **Tasks and reminders.** Never forget to pay a bill on time, or chase a customer for payment when it's due
- **FirstBooks Today.** Key financial information about your business, displayed in one handy dashboard.
- **Excel integrated reporting.** Make better use of your accounts information by accessing and analysing it directly from within Excel.
- **Document library.** Add documents to link with each customer, supplier or product; e.g. contracts, price lists, etc.
- **Automatic updates.** Automatically download program updates via the Internet, so you're always up-to-date with the very latest version.
- **Works with Skype.[†]** With Skype you can make free calls over the internet to other Skype users.
- **ACT!ink.** Share and synchronise contact information between FirstBooks and ACT! Maximise your sales opportunities and keep your information up-to-date.
- **ePayments.** Create a payments file you can use in your banking software, so you control exactly when supplier payments come out of your bank account.
- **Plus an all-new comprehensive help system and in-depth user guides.**

[†] ROS is Revenue's Online Service for filing VAT and other returns. See www.ros.ie for details.

* Additional conditions and charges apply. Ask your TAS account manager.

† This product uses the Skype API but is not endorsed, certified or otherwise approved in any way by Skype. See www.skype.com for details.

firstbooks is the essential tool to take care of the books for a small business

subscription prices

firstbooks

FirstBooks subscriptions includes free software support, free software updates & upgrades.

Single company	equivalent to
Annual subscription	€12.50 per month incl VAT €123.75 plus VAT €150 incl VAT
10 company	equivalent to
Annual subscription	€19.50 per month incl VAT €192.59 plus VAT €234 incl VAT

qualifying conditions apply. extra companies can be added at an additional cost. minimum subscription is 12 months, renewal will be charged at the prevailing rates. all prices exclude carriage.

additional information

Software updates and upgrades

Software updates are maintenance revisions made available for the current version of a program. Software upgrades are new versions which add additional features or functionality, or include other improvements to the software.

Transferring from older TAS programs to FirstBooks

If you have TAS BOOKS Basic (v5 or later), TAS BOOKS 1 (v5 or later) or Zebra, you can easily transfer your accounts information into FirstBooks. If you have older versions of these programs—or if you have TAS Book-keeper, TAS BOOKS Small Business Edition, TAS BOOKS 2 v1 or NatWest Book-keeper—it is possible to transfer your accounts information into FirstBooks, but you'll need to contact our Software Support team for advice. It's not possible to transfer information from any other program into FirstBooks.

Installing FirstBooks

You can install FirstBooks on one computer. Normally you would keep your program data on the same computer, but you can store your data on a network storage device if you prefer.



about firstbooks

FirstBooks is a subscription service that includes computer software, software support and other services. Your FirstBooks subscription lasts for one year, after which—if you want to continue using it—you must renew your subscription. If you don't renew your subscription, the software will stop working and you will no longer be able to access the additional services.

system requirements

- Microsoft Windows XP (recommended) or Windows Vista
- Microsoft .NET v2 framework
- Microsoft Internet Explorer v7 or higher
- Adobe Acrobat Reader v7 or higher
- Microsoft Excel XP or higher (to use Excel Integrated Reporting)

Minimum hardware requirements

- A PC with a 1GHz processor
- At least 512MB of RAM on Windows XP, 1GB of RAM on Windows Vista
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1024x768 resolution and 24-bit colour
- An Internet connection

Recommended hardware requirements

- A PC with a 2GHz processor
- At least 1GB of RAM on Windows XP, 2GB of RAM on Windows Vista
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1280x1024 resolution and 32-bit colour
- A broadband Internet connection

Performance will be improved with higher specification computers.

Please ensure that you have the latest Microsoft Windows service packs and updates installed, including those for the .NET v2 framework. FirstBooks is not designed to operate on Windows 95/98/ME/NT/2000.

You'll need an Internet connection (ideally a broadband connection) on the same computer as FirstBooks in order to access online services and download program updates. If you require program updates on CD, they are available on request at a small charge.

It is not possible to run multiple copies of FirstBooks on a single computer.

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