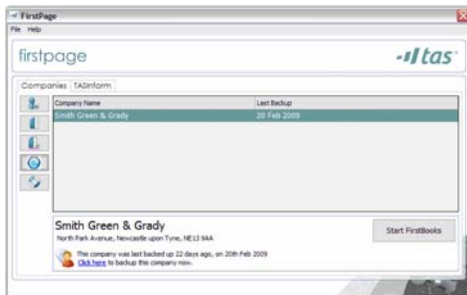


## simply... better

TAS BOOKS 1 has changed. We've listened to what you said a small business wants from bookkeeping software. We've made lots of changes to simplify things. We've added some new features. And because it's changed for the better, we've given it a new name too... so TAS BOOKS 1 is now FirstBooks.

## a new look

You'll notice an immediate change with FirstBooks. FirstPage is the central hub to access all of your accounts information, take backups and keep up to date with TASinform. We've moved some things around too, to make it easier to find the things you need.

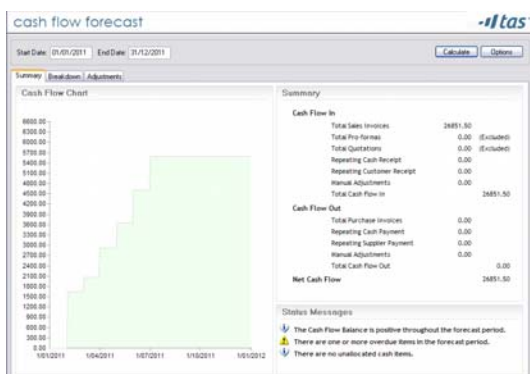


*FirstPage is the central 'hub' to access all of your accounts information*

## 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.

The brand-new Cash Flow Forecast is a great way to make sure you're always in control. Simply add a payment due date to every invoice, which mean you can build up a picture of money coming in and money going out over the coming weeks and months. And you can add in details of planned future sales or purchases and choose whether or not to include quotes - allowing you to create an accurate and detailed cash flow forecast.



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

## why choose firstbooks?

choose firstbooks if:

- you want a simple way to manage your cash flow
- you want to process credit and debit cards directly in your accounts program
- you want the latest version of our easy-to-use accounts software for small businesses

## firstbooks features

FirstBooks has everything you're used to in TAS BOOKS 1 v8, plus these great new features.

- **Even easier to use.** We've simplified a lot of processes and added in new Assistants throughout the program to explain and guide you through some of the things you do less often. Plus there's an all-new comprehensive help system and in-depth user guides.
- **Cash flow.** FirstBooks has a simple way to help you estimate your cash flow over the next few months. Just by adding a payment due date to every invoice means that FirstBooks can build up a picture of money coming in and money going out. And you can add in planned future items as well - to create a detailed cash flow forecast.
- **VAT.** We've added support for three-monthly, four-monthly and six-monthly VAT returns. Plus you can also file your VAT return online with Revenue by using ROS.
- **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. Saves you time as you don't have to re-enter the payment and reduces the chance of paying the wrong amount to the wrong supplier.
- **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.
- **Automatic updates.** Automatically download program updates via the Internet, so you're always up-to-date with the very latest version.

<sup>†</sup> ROS is Revenue's Online Service for filing VAT and other returns. See [www.ros.ie](http://www.ros.ie) for details.

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

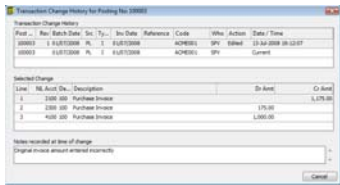
## even easier-to-use

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



*FirstBooks features new clear Assistant 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.

## are you missing out?

If you haven't upgraded your software for a while, you're already missing out on some great features that can save you time and help your business.

**Document library.** You can add documents to customer, supplier or product records; e.g. you can add contracts, price lists, brochures, pictures etc. It makes it much easier for you to find and retrieve information - it's all in one place.

**Works with Skype software.\*** Skype VoIP software allows you to make free calls over the internet to other Skype users. See [www.skype.com](http://www.skype.com) for more information on Skype and its services.

**Filing VAT returns online.** You can now create an electronic VAT return and file it online with ROS. Reduce the risk of a penalty from Revenue by filing late, or returns getting lost in the post - you get instant confirmation of receipt by Revenue.

**Excel Integrated Reporting.** You can access your accounts information directly from within Excel. Make better use of your accounts data by analysing it in Excel.

**ACTlink.** If you've got ACT! you'll already know how it enables you to instantly access contact and customer information, manage activities, and track communications so you can grow productive business relationships. With ACTlink, you can share and synchronise contact information between FirstBooks and ACT! Maximise your sales opportunities and keep your contact information up-to-date.

## transferring from older tas programs to firstbooks

If you have TAS BOOKS 1 (v5 or later) or TAS BOOKS Basic, 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 or TAS BOOKS 2 v1—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.

## 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!

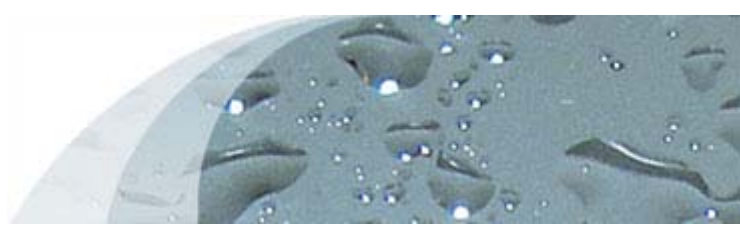
See [www.tassoftware.ie](http://www.tassoftware.ie) for more information or to download a copy today.

## keeping control of the cash

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 creditor and aged debtor reports make sure you're always on top of who you owe money to and who owes you money. And don't forget the new Cash Flow Forecast option too.



## prices

### firstbooks upgrade

If you have TAS BOOKS 1 v5 or later, you qualify for a special price to upgrade to FirstBooks

Upgrade price            **€140.54** incl VAT  
                                      **€115.67** plus VAT

### support packages

#### essentialcover

EssentialCover Includes software support and software updates

Single company            equivalent to  
                                      **€15.80** per month incl VAT  
 Annual cost                €156 plus VAT    **€189.54** incl VAT

10/25 company            equivalent to  
                                      **€22.92** per month incl VAT  
 Annual cost                €226.34 plus VAT    **€275** incl VAT

#### essentialcover plus

EssentialCoverPlus Includes software support, software updates & upgrades and online credit control advice toolkit

Single company            equivalent to  
                                      **€24.81** per month incl VAT  
 Annual cost                €245 plus VAT    **€297.68** incl VAT

10/25 company            equivalent to  
                                      **€28.67** per month incl VAT  
 Annual cost                €283.13 plus VAT    **€344** incl VAT

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.

### 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.

qualifying conditions apply. extra companies can be added at an additional cost. minimum subscription for tascover and tascover extra is 12 months, renewal will be charged at the prevailing rates. some packages are available on monthly interest-free direct-debit – ask for details. all prices exclude vat & carriage.

to find out more about firstbooks , or to purchase, simply call your tas account manager on **1890 946 881** or visit [www.tassoftware.ie](http://www.tassoftware.ie)

