

refreshingly simple

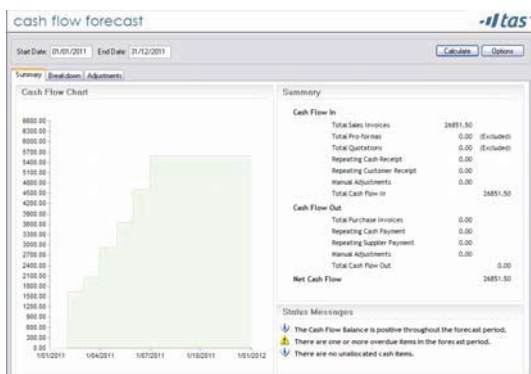
TAS is all about simplicity. So we can reflect this in our software, TAS BOOKS 2 & TAS BOOKS 3 have now become **TASBooks**.

Find out more about the features in the new TASBooks that will help you and your business.

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 TASBooks 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.



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

new vat return assistant

The new VAT return assistant makes it easier to check and file your VAT return and post the VAT payment - all at the same time. You'll be able to compare the totals at-a-glance with the totals on previous VAT returns, making it easier to spot any inconsistencies. And if necessary, you'll be able to enter any adjustments too.

why choose tasbooks?

choose tasbooks if:

- you want a simple way to manage your cash flow
- you want the latest version of our easy-to-use accounts software for growing businesses

tasbooks features

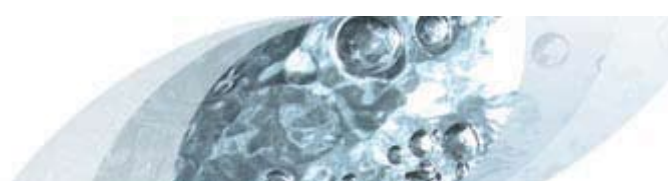
TASBooks has everything you're used to in TAS BOOKS 2 v8 or TAS BOOKS 3 v8, plus these great new features.

- **Cash flow.** TASBooks 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 TASBooks 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.
- **Even easier to use.** We've simplified a lot of processes and added in new TASnav interactive flowcharts and 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.
- **VAT.** A brand-new VAT return assistant to simplify the process of checking and filing a VAT return.
- **ECB exchange rates[†].** Automatically update official exchange rates for the most popular trading currencies from the European Central Bank, which are updated daily.
- **Address/Postcode lookup[†].** Lookup any GB or NI address from a postcode. Saves you time when entering an address if you have customers in Britain or Northern Ireland. Makes sure that you've always got an accurate address - no more incorrectly delivered items.
- **Automatic updates.** Automatically download program updates via the Internet, so you're always up-to-date with the very latest version.

[†] This service is only available to EssentialsCoverPlus members.

stock forecast (tasbooks + stock control only)

The new stock forecast report enables you to estimate when you next need to re-order stock, based on current stock levels and previous stock movement patterns. You can even save money by actively managing your stock levels - keeping less stock on hand means you're not paying for the things you don't need yet. And you can also save money by needing less storage space.



easier to share

It's never been easier to share TASBooks with other people in the office. It's really simple to set up and an extremely cost-effective way to improve office efficiency by allowing more than one person to use TASBooks.

With TASBooks, you've also got complete control. You can manage which parts of the program each user is allowed to use, so you can restrict access to certain areas if you wish.

There are two options for sharing TASBooks in the office. The cost-effective *workgroup* edition is perfect for small groups where you don't have a server. The powerful network edition is designed for businesses who have a separate server.

Ask your TAS account manager for our separate leaflet *Sharing TASBooks*, for more details of the options available.

changes to ec vat rules

New rules come into operation from 1 January 2010 that will affect all businesses that supply goods and services to customers in other European Union countries. Final details of how all the changes will affect you have not been decided by the various VAT authorities, but some changes are already incorporated into TASBooks.

Any further changes that we need to make to TASBooks between now and 1 January 2010 will be delivered to your TASBooks program directly via an auto-update. So by upgrading to TASBooks now, you know that you're covered.

To find out more about the EC VAT changes, the new reporting requirements and how it affects your business; see www.revenue.ie/en/business.

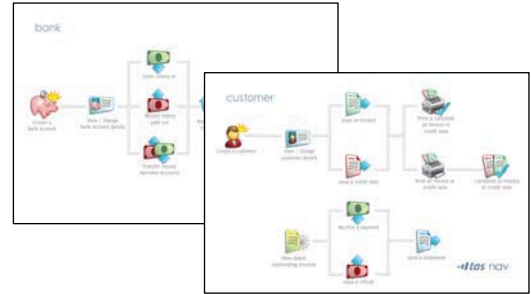
transferring from older tas programs to tasbooks

If you have version 5 or later of; TAS BOOKS 3, TAS BOOKS 2, TAS BOOKS 1 or TAS BOOKS Basic, you can easily transfer your accounts information into TASBooks.

If you have older versions of these programs—or if you have TAS Book-keeper, TAS BOOKS Small Business Edition, or NatWest Book-keeper—it is possible to transfer your accounts information into TASBooks, but you'll need to contact our Software Support team for advice.

It's not possible to transfer information from any other program into TASBooks.

even easier to navigate



TASBooks now has TASnavs to guide you through everyday processes and step-by-step helpful Assistants to guide you through the things you do less often.



other changes

There are also some additional useful features that have previously only been available in TAS BOOKS 3, but are now available to all TASBooks customers.

- Product pricing to four decimal places. Allows you to set a product unit price of two or four decimal places.
- Automatic discounts for customers buying in bulk - with up to three different quantity thresholds. E.g. if you offer discounts like 10% off for two boxes, 25% off for ten boxes, etc; you can now do this automatically.
- Show in each product record which supplier you purchase the product from and enter their product/part code for the item. This makes it easier when ordering supplies as you have the information to hand, all in one place.
- Product sales analysis nominal codes. Enables you to record the sale of the product by splitting the allocation proportion amongst up to three nominal codes. Useful if you sell something (e.g. a combined product/service) where you want to record and analyse the value in different nominal codes.
- Use product barcode when entering sales order. You can use the barcode number entered into a product record to search for products when creating a sales order. If you have a barcode scanner connected to your computer, this saves you having to look up the code and type it in yourself.



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 later (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

Additional requirements for workgroup versions

- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

Additional requirements for network versions

- A network server with a 32-bit or 64-bit version of:
 - Windows Server 2008 Standard/Enterprise
 - Windows Server 2003 Server/Small Business Server
 - Windows Server 2000 Server/Advanced Server
 - Windows Vista Business/Ultimate/Enterprise
- 2GB of RAM and 500MB of free disk space on the server
- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

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. TASBooks 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 TASBooks 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 TASBooks on a single computer.

To find out more about tasbooks, or to purchase, simply call 1890 946 881 or visit www.tassoftware.ie

