



TRANSMATE

Transport Management Software

FREIGHTMATE · FLEETMATE · PAYMATE · STOREMATE · DISPATCHMATE

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ACCOUNTMATE

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OVERVIEW

This integrated accounting system is designed to integrate information from other modules of the Norcom suite of Transport Management Software to provide a detailed analysis of all financial information.

The accounting suite of programs comprises of:

- Debtors Analysis
- Sales Analysis
- Creditors
- Subcontract Payments
- General Ledger
- Bank Reconciliation
- Cash Control
- Profit & Loss Control
- Balance Sheet

OPERATOR PROMPTS

Add Button



The add button enables you to add new records into a file. To add a record, select the add button, this will give you a clear data screen to enter your new information. Use the TAB key to enter through the fields. Select the save button to save your record.

Edit Button



The edit button enables you to edit existing records. To edit an existing record, select the record, make the necessary changes and select save. You cannot alter any codes that have been set up; you can only alter the information relating to the code.

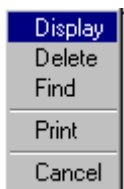
Browse Button



The browse button will allow you view all of the information entered into the current option. The browse button will open the browse screen; you can then use the mouse to scroll through the records that are displayed on entry of this option. To view an entry, highlight it using the mouse and then click on display.

In most browse screens, you also have the ability to sort your information. To do this, click on the headings of the grid, these are usually shown in blue. The heading will change colour to red and the information will then be sorted by the selection you have made, e.g. by date, customer or invoice number.

Browse Popup Menu



Right mouse clicking on the grid in the browse options accesses the above popup. These functions of these options are the same as selecting the buttons.

GoTo Button



The goto button allows you to jump from record to record without using the browse screen and is a quick way to display the record that you are looking for. To display a record using the goto button, select the goto button, type in a code or description of the record you wish to display and select the goto button. Your record will now show on the screen.

Save



The save button will save the information you are entering. You can only save if all of the required information has been entered. Some master files require mandatory information to be entered before you can save the record.

Cancel



The cancel button enables you to terminate an entry you are adding or editing. If you are adding a record, the information will not be saved, and if you are editing a record, the original information will be saved.

Delete



The delete button allows you to delete existing records that are not updated to general ledger. For Master records this option will only allow you to delete if there are no records attached to the file. For data entry records, you can only delete entries that have not been updated to general ledger. To delete a record, select on the record that you wish to delete and select the delete button. You can also delete a record by using the "right mouse clicking" method.

Exit



The **exit** button will close the option you are in.

?



This button will open online help.

Display



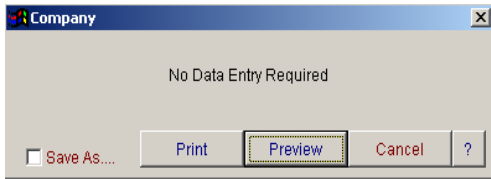
The Display button will open the data entry screen at the record that was highlighted on selecting the display button. You can also display a record by using the "right mouse clicking" option on the record to bring up a popup menu.

Print

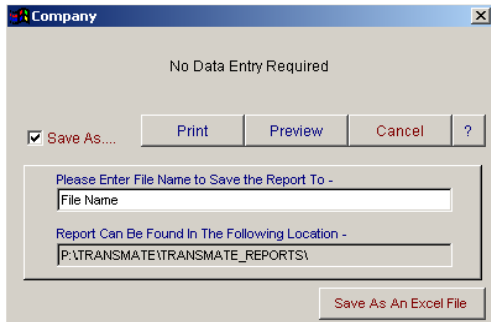


The print button allows you to print reports from the options such as you master file information reports. The print option will only print the selection criteria displayed on the screen. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

Export to Excel



All reports generated within the Transmate suite of programs have the ability to be exported to an Excel file. After selecting the report data, select the print button, to display the print options dialogue box. Place a tick in the field at the left-hand bottom of the printer prompt.



The screen will display indicating a file name relative to the report selected and the directory path where the file will be saved. The Excel file will be saved automatically to the Transmate_Reports folder within the Transmate directory on the server, If required, the file name can be altered for easy identification.

Update



The update button will update the transactions entered to relevant parts of the system. It will update invoices to customers and contractors, vehicle revenue to your fleet cost reports and customer, creditor and cashbook transactions to general ledger.

Find



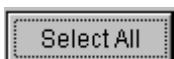
The find button enables you to search for records via a key word or characters in the browse screens. To find a record, select the find button and type in a relevant key word, select the search button. To view the search results select view. Highlight the record you wish to view and select display.

Next Page Buttons



The next page button allows you to go to the next or previous page in multiple page options. You can also go to the next page by selecting the tab at the top of the page.

Select All



The **select all** button will select all of the information in the list box.

Multi Selecting

In some areas of the system, it is possible to multi select records. There are three ways of multi selecting.

Select blocks of data.

To select a block of data, use the mouse to select the first record in the block, hold down the shift key and use the mouse to select the last record in the block that you wish to select.

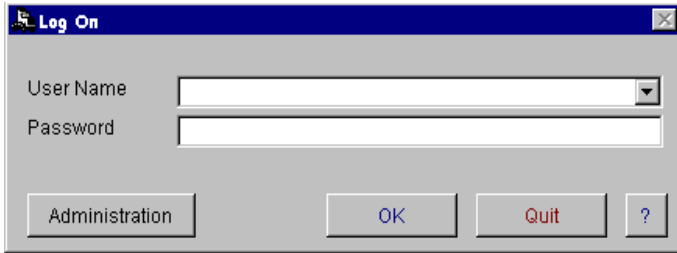
Select individual records to create a block of information.

To select individual records to create a block, hold down the shift key and use the mouse to select the records.

Select all and deselect unwanted records

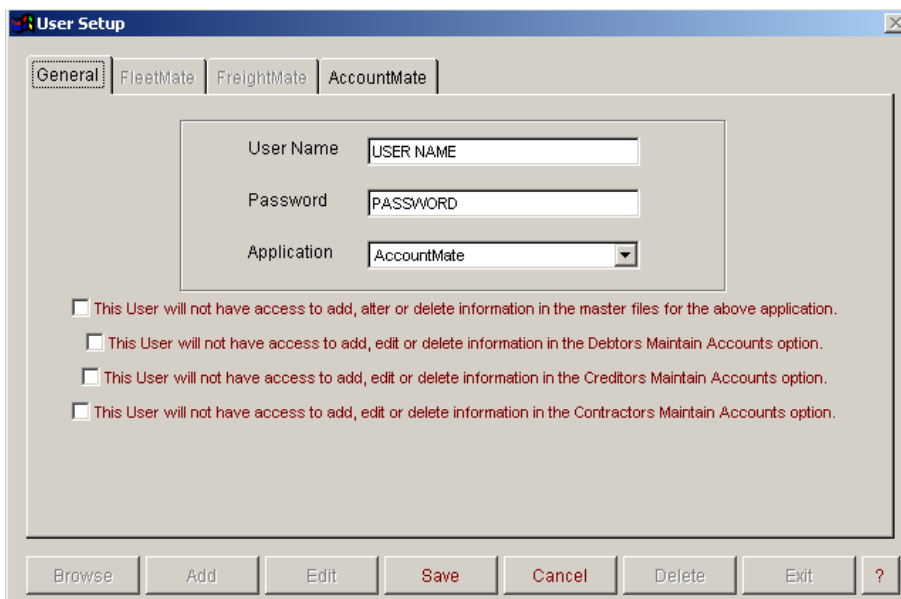
Choose select all option, then holding shift key down and with the mouse click on entries that you wish to delete from the list.

USER SETUP



The user profile will initially be setup with a generic user on installation of the software, and instructions on how to access this option will be advised to a person of authority as determined by the purchaser.

This option allows you to set-up your employees with a user profile and applies security access to the menu options. To access this option select the '**administration**' button and enter the password provided by Norcom, then select the **browse** button and **add** to enter a new user profile.



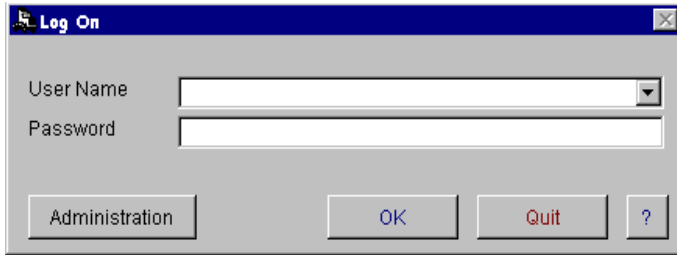
Users must be set up with a unique alpha/numeric user name to access the program. You can use the same user name for different applications. E.g. If you have a person using multiple modules in the Transmate suite you can have the same user name for each. Passwords are optional and case sensitive, but for security of your business, we recommend passwords be used and these be set up with 1-2 staff members only having access to the setup and knowledge of the passwords.

To add a new user, select add. Enter the user name, password if required and application. Next, select the tab at the top of the screen for the appropriate application. You are now able to allocate access to menu options for the user by placing a tick in the check box. Continue across all tabs until all required check boxes are ticked. If the check box is not ticked, the user will not be able to access that option from the menu.

To make changes to the **access of options** in a user profile, ensure that the login is not being used for the application that you are about to make changes to, as access will be denied. When finished, select save.

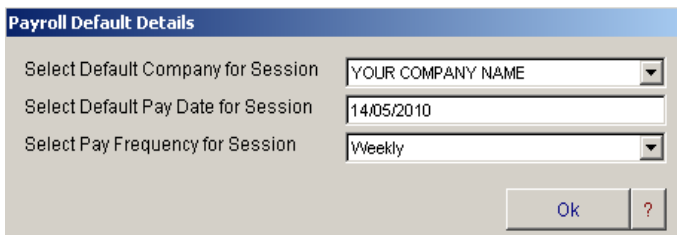
To make changes to the user name of a user profile, ensure that the login is not being used for the application that you are about to make changes to, as access will be denied. You will need to delete the user profile and re-enter a new one with the appropriate access options ticked. When finished, select save

GETTING STARTED

A screenshot of a 'Log On' dialog box. It has a title bar with a close button. Below the title bar, there are two input fields: 'User Name' and 'Password'. At the bottom, there are four buttons: 'Administration', 'OK', 'Quit', and a help button with a question mark.

To begin using the Transmate system you first select the application you wish to use. The log on screen will appear. You must log on with a User Name and password as setup in the user profile, and then click OK.

After logging on you need to select your Company name.

A screenshot of a 'Payroll Default Details' dialog box. It has a title bar. Below the title bar, there are three input fields: 'Select Default Company for Session' (with 'YOUR COMPANY NAME' selected), 'Select Default Pay Date for Session' (with '14/05/2010' selected), and 'Select Pay Frequency for Session' (with 'Weekly' selected). At the bottom right, there are two buttons: 'Ok' and a help button with a question mark.

After gaining access to the Accountmate system and before commencing to use the system, you will need to set up your master files. Master files are shared throughout the modules of the Transmate system. These include company records, chart of accounts, departments, route codes, vehicles and employees.

MASTER FILE ORDER OF ENTRY

The most important master file in the Transmate system is the Chart of Accounts, which can be set up in Accountmate and Freightmate. A standard chart of accounts has been included in the program, and we suggest that you carefully check that the chart of accounts is suitable for your business. You are able to add, delete or alter the list provided, or if preferred you can replace the standard chart of accounts with your own, but this must be done prior to entering of any other data into the Transmate software.

The second most important master file is the Company record; when a new system is installed, minimal information is entered. You will need to check that the company record has the correct company name, address, telephone numbers, etc as this information is used for generating all stationery. You will also need to ensure that all the default general ledger code fields have been filled in, making sure that the numbers in these fields relate to the chart of accounts you have set up, as this information is used when generating transactions.

It is preferable to have the options in the Utilities Menu set up prior to entering any other master files, as these 'types' and 'categories' can then be used in the master files to sub-categorize the records in the master files.

From General Ledger Menu

- Category Codes (used for adding sub-categories to profit & loss and balance sheet reports)
- BAS Category Codes (standard codes set up as per the Australian Taxation Office worksheet)
- Chart of Accounts (used to assign transactions to the general ledger for financial reporting)
- Budgets (optional, can be set up at later date, used for budget reporting)

From Utilities Menu

- Departments
- Company (used in all data entry)
- States (used in most master files)
- Vehicle/Trailer Types (used mainly in Fleetmate reporting)
- Charge Codes (used in pricing of consignments)
- Customer Types (useful for reporting purposes)
- Depots (useful for reporting purposes)
- Credit Cards (can be set up to show details on remittances)
- Payment types (for easy identification of transaction types)

Once these 'utilities' have been set up, the customers, creditors (both suppliers and contractors), and other master file can then be created.

From Customer Accounts Menu

- Maintain Customers

From Creditor Accounts Menu

- Maintain Creditors

From Contractor Accounts Menu

- Maintain Contractors

UTILITIES MENU

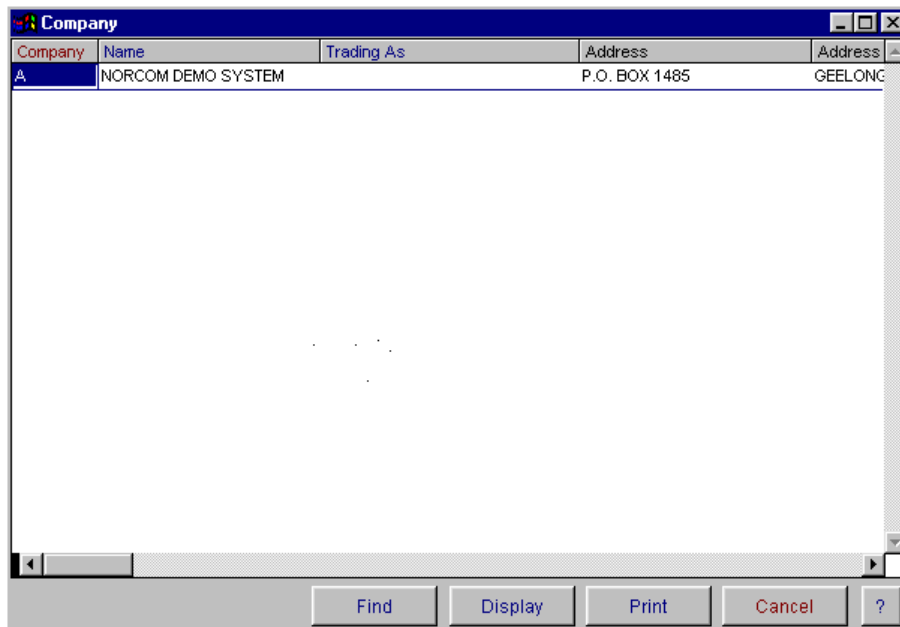
The utilities menu is used for entering of master files, some may be generic and accessible throughout the Transmate suite of modules, and others will be specific to the module that they relate to. The setup of these utilities will enable ease of entry by linking company, department, customer, supplier, to enable ease of entry for invoicing, paying suppliers and for financial reporting. Using your mouse select the option you wish to use.

COMPANY RECORDS

The company records option is used to store all relevant company data for producing system-generated invoices, purchase orders, repair orders, with company details, address, telephone numbers, and ABN number. This option also records important data such as default general ledger accounts, bank account details, superannuation guarantee %, all in one central area necessary to ensure accurate posting of transactions to the general ledger and financial reporting and letterhead details for producing documents.

To Set Up a Company

Company Browse



The company browse option allows you to list multiple companies. The Company record should not be altered when people are keying data into the system as problems can occur with auto-generated numbering. This can cause problems with the system causing accounts not to balance. Make sure that when entering company records that all other users are out of the Transmate system. The Company file browse window displays all of the information entered into the Company master entry screen. You have the ability to find, display and print from this window. For more information on these options, refer to Operator Prompts at the front of this manual.

General

There are multiple data screens for setting up your company details. The first is the general information screen for recording trading name, address and telephone numbers. The information printed on your company stationery is collected from this section of the database.

Please ensure that only the following characters are used in the address details. A-Z, 0-9, space, &, /, apostrophe, ", and hyphen. Please make sure that there are no full stops. Suburb, state and postcode details are to be in correct fields not in the first address line.

To move between these screens use either the next page arrows located at the bottom right hand corner of the screen, or use your mouse to click on the page tab at the top of the screen.

Accounting

The second screen is for the setting up of your fiscal year, fiscal month, departments and general ledger default codes. An entry must be made in each field of this screen to ensure that all information flows to the general ledger correctly.

Accounting Continued

The screenshot shows a software window titled "Company" with a sub-window "NORCOM DEMO SYSTEM". The "Accounting" tab is active, and the "Account Cont." sub-tab is selected. The window is divided into several sections:

- General:** Includes fields for "GST Registered?" (YES), "ABN" (12345678910), "Branch Number" (001), "Current GST Percentage %" (10.00), "Current GST Expiry" (01/10/2010), "New GST Percentage %" (15.00), "GST Default Account" (887), "With Holding Tax %" (48.50), "GST Inclusive %" (11.00), and "ATO ECI File Version".
- Accounts Continued:** Includes fields for "Wine Tax" (888), "Luxury Car Tax" (889), "Sales Tax" (889), "PAYG With Holding Tax" (894), "PAYG Tax Installment" (894), "FBT Tax" (892), "Deferred Company Tax" (893), "Superannuation Control" (456), "Superannuation Expense" (458), and "Workcare" (470).
- Fuel Rebate:** Includes fields for "Fuel Rebate Revenue" (196), "Fuel Rebate Control" (885), and "Fuel Rebate Department" (00).

At the bottom of the window, there are navigation buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

The third screen is for setting up of general ledger codes and tax information relevant to reporting of the Business Activity Statement for the tax department. It is essential that the fields relating to GST and withholding tax are completed correctly so that the information can be collected for BAS reporting and also to ensure that all information is properly updated to the general ledger.

ABN – Should be entered in the format of numbers only with no spaces.

Branch – (used in Paymate for identifying files sent to the ATO). Some companies have a branch allocated by the ATO. If you are unsure please check with your accountants as this field is required when creating the EMPDUPE file for the ATO when submitting the PAYG summaries.

ATO ECI File Version – (used in Paymate for identifying files sent to the ATO) insert the ECI version you are currently using. If this field is left blank the system will default to Version.10

Current GST Expiry – this option has been added for our New Zealand clients use only

New GST % - this option has been added for our New Zealand clients use only

Fuel Rebate Revenue – A system journal can be generated from Fleetmate to calculate amount of fuel rebate to claim from ATO

Fuel Rebate Control – the general ledger code entered here links to the BAS report and balance sheet

Fuel Rebate Department – also required for correct allocation to the financial reports

Auto Numbering

The fourth page is for setting up of your computer generated numbering system. This page has separate editing access to the rest of the Company records. Once the starting numbers have been set, these **should not** be altered as problems can arise in all areas of the system if the numbers are duplicated.

Other

The fifth screen is for the recording of your company bank for the purpose of creating an EFT file from creditors, contractors and payroll for uploading to your banking software, and super guarantee % for calculating of superannuation within the payroll system.

Footer Notes

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | **Footer Notes** | Notes | Other Cont. | Online Setup

Invoice Notes: invoice notes from company file will print globally on all invoices

Statement Notes: Statement notes will print globally on all statements

Manifest Notes

Payroll Payslip Notes

POD Return Instructions

Office Use Only

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

In the sixth screen you have the ability to enter footer notes which will print out globally on all documents generated. You also have the option in the customer master file and the employee master file to print individual notes for a particular customer or employee that will print at the bottom of their individual payslip.

Notes

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | **Notes** | Other Cont. | Online Setup

Notes

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The seventh screen can be used for the recording of any general information relating to your company.

Other Continued

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | Notes | **Other Cont.** | Online Setup

PayMate Pay Slips - Entitlements

Show Annual Leave Show RDO's

Show Personal Leave

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The other continued page allows you to select what payroll entitlements to print on your Payslips in Paymate.

Online Set-up

Company Name: NORCOM DEMO SYSTEM

General | Accounting | Account Cont. | Auto. Numb | Other | Footer Notes | Notes | Other Cont. | **Online Setup**

Transmate Online

Your Web Code: NORCOM

Email Details

Email Address that the Transmate Online Files will come to -
norcom@transmate.com.au

Bcc-Email Address that the Transmate Online Files will come to -

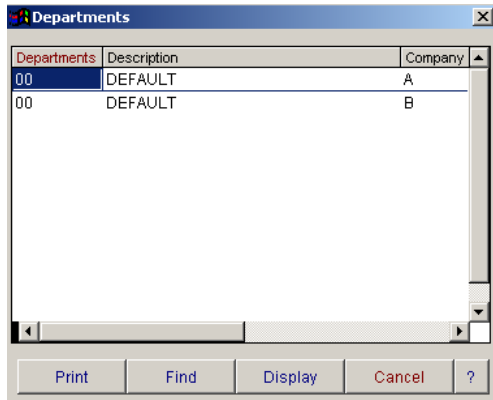
Number Of Days of Consignment History To Upload: 0

Microsoft Outlook Express Microsoft Outlook

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

The online setup page is used with our web entry system. Transmate Online is not a generic option within the Transmate system. You will be advised on the use of this option if Transmate Online is included in your software.

DEPARTMENTS



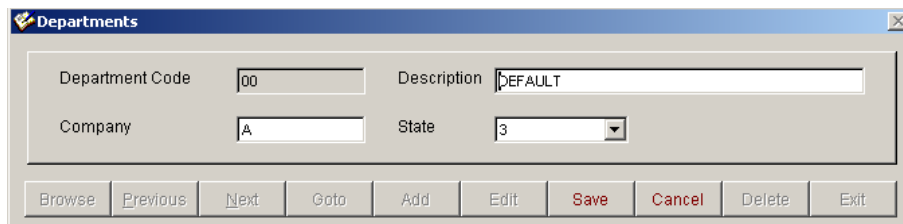
Department	Description	Company
00	DEFAULT	A
00	DEFAULT	B

The purpose of Department functions within Transmate is to group specific transactions into a reportable item. This is accomplished by first setting up a department for each of the profit centres. Every transaction is then allocated a department that is specific to its profit centre. Department reports are then used for reporting the activity of each of the departments, which are a representative of your profit centres.

Departments are an important tool of the Transmate software due to the flexibility of their use in breaking down information into more specific categories.

Setting up Departments

If you have more than one company, the department codes **must** be set up in each company to ensure that management accounts are generated correctly.

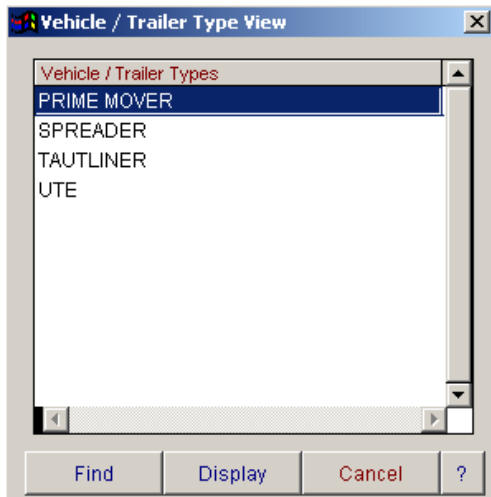


Department Code	<input type="text" value="00"/>	Description	<input type="text" value="DEFAULT"/>
Company	<input type="text" value="A"/>	State	<input type="text" value="3"/>

Browse Previous Next Goto Add Edit Save Cancel Delete Exit

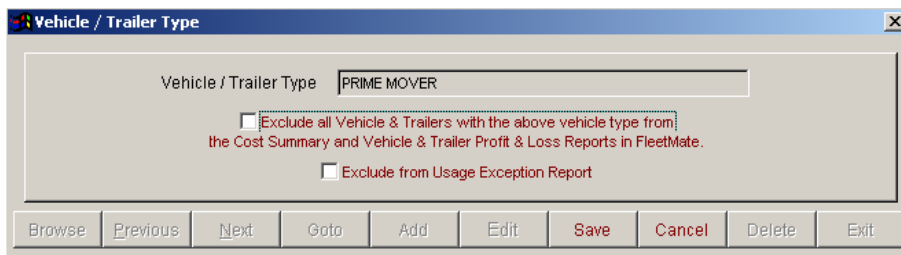
Select the most appropriate department names and department codes that clearly distinguish your profit centres. For instance, if you have profit centres in Melbourne, Sydney and Perth your department codes could be setup as: MEL, SYD and PTH., or this can be utilised for reporting on different departments, for example, separating the revenue and costs to specific departments; e.g. admin, interstate, local and payroll into administration, drivers and workshop.

VEHICLE / TRAILER TYPES



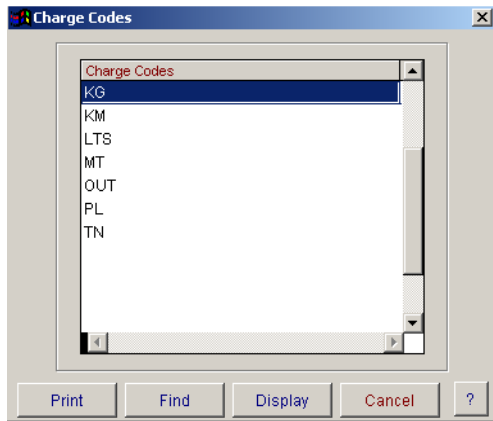
The Types Master file browse window displays all of the information entered into the vehicle types master entry screen. You have the ability to display, delete and find from this window. To enter a new vehicle type select display. This will open up a new screen in the vehicle type master file.

Vehicle Types Master File Entry



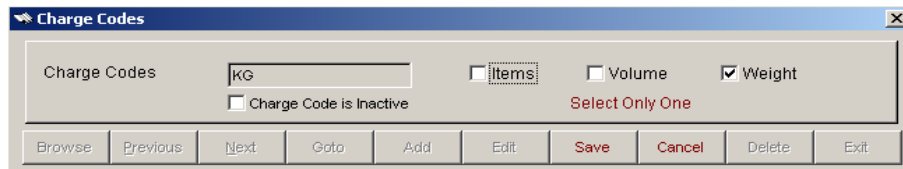
The Vehicle Type master file entry screen is used to enter in all the information about your Vehicle types. The information entered into this option is used in the vehicles master entry screen and the trailers master entry screen. It enables you to select the type of vehicle or trailer from this list, rather than having to retype it for every vehicle or trailer.

CHARGE CODES



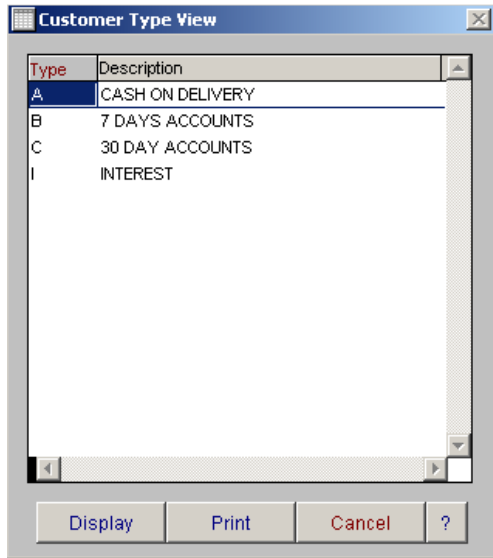
The charge codes master file is used to enter your charge codes. The charge code is used to link the product, customer and route code for setting up of standard and customer pricing when entering your consignment notes. Select display and the following window will open.

Charge Code Master File Entry



Select Add to enter a new code. Charge codes can be selected to calculate per item, volume or weight. If you no longer have a use for a charge code it can be de-activated.

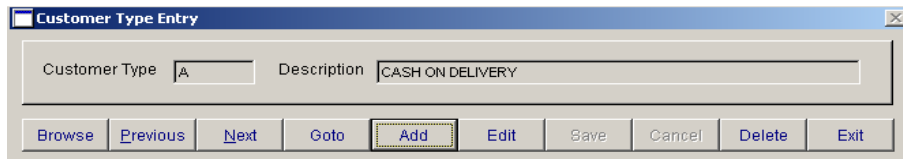
CUSTOMER TYPES



The Customer type browse window displays all of the information entered into the Customer type entry screen. Setting up customer types enables you to generate reports by customer type such as debtors aged trial balance, sales summary, debtors banking summary, sales analysis, debtors' top sales, customers no longer trading and debtors' transactions for period reports.

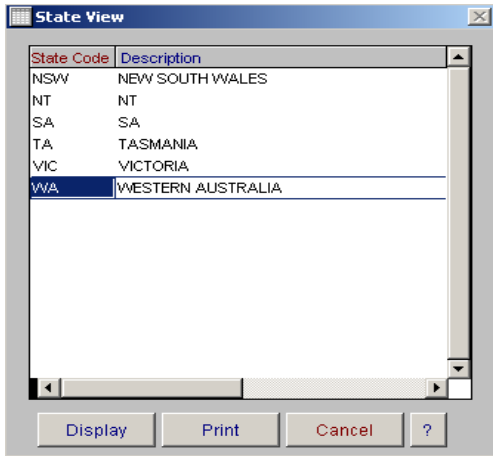
To open a fresh data entry screen, select the display button.

Customer Type Master File Entry



Setting up customer types can be of value for accounts payable staff when contacting customers regarding outstanding accounts, as the aged trial balance report can be run by customer type.

STATES



The state code master file allows you to setup codes that relate to your particular business and these are then used in many areas for example when setting up driver rates and trip rates. To open the data entry screen, select the display button. The following screen will appear.

State Master File Entry

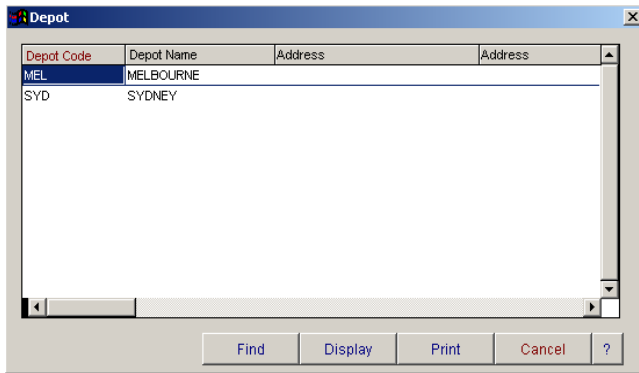
The screenshot shows a window titled "States Entry" with the following fields and controls:

- State Code: VIC
- Description: VICTORIA
- Timezone: UTC+ 10.00
- Daylight Savings
- Starts: 03 AM FIRST SUNDAY APRIL
- Ends: 01 AM FIRST SUNDAY OCTOBER

At the bottom, there are buttons: "Browse", "Previous", "Next", "Goto", "Add", "Edit", "Save", "Cancel", "Delete", and "Exit".

Each state can be allotted an appropriate time zone and daylight saving time.

DEPOTS



The Depot Master File browse window displays all of the information entered into the Depot master entry screen. This information can be used to link vehicles to a particular depot for costing purposes. To open a fresh data screen, select the display button.

Depot Master File Entry

Depot Codes | Notes | Depot Code: MEL

Depot Code: MEL

Depot Name: MELBOURNE | Phone: |

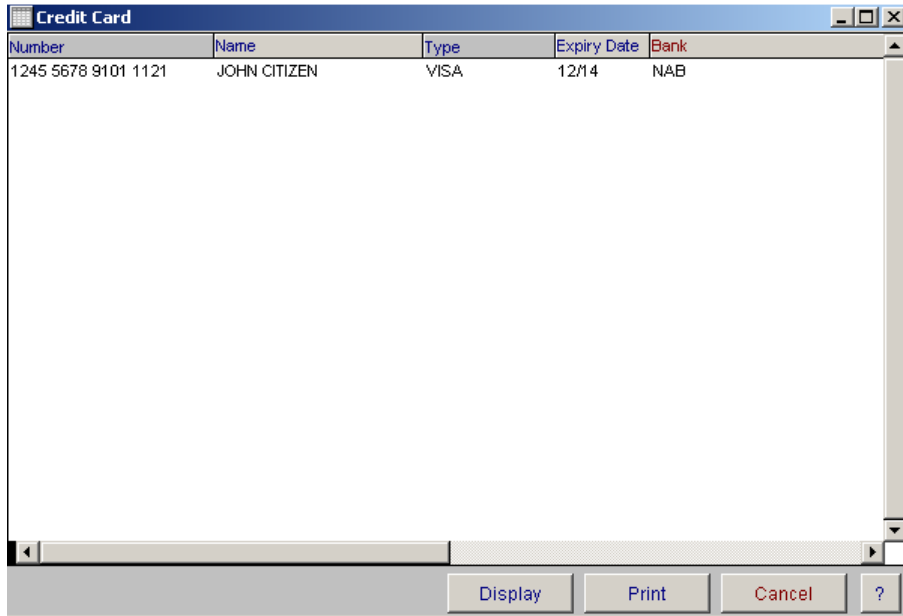
Address: | Fax: |

Contact: |

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The Depots master file entry screen is used to enter in all the information about your depots. This option has 2 screens of information. These are depot codes and notes. The depot code must be a unique alpha/numeric code.

CREDIT CARDS

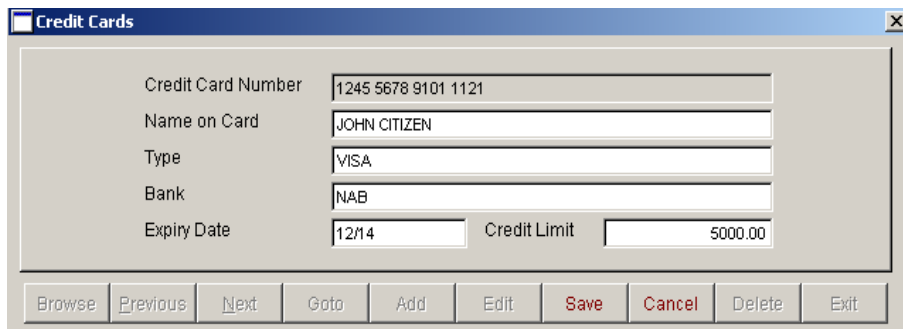


Number	Name	Type	Expiry Date	Bank
1245 5678 9101 1121	JOHN CITIZEN	VISA	12/14	NAB

Buttons: Display, Print, Cancel, ?

When accounts are paid to suppliers, the facility to record the credit card details on a remittance can be a great asset. The invoices can be selected for payment, transactions flagged to show that they will be paid by credit card and when the remittance is printed, the credit card details will be printed on the remittance advice. This can then be sent to the supplier for processing.

Setting up Credit Card Information



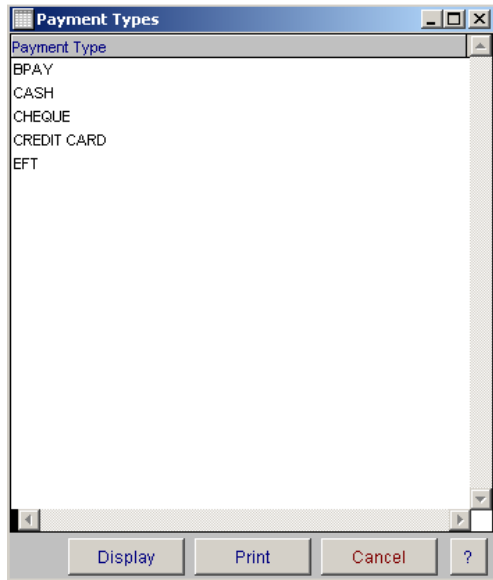
Credit Card Number	1245 5678 9101 1121		
Name on Card	JOHN CITIZEN		
Type	VISA		
Bank	NAB		
Expiry Date	12/14	Credit Limit	5000.00

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit

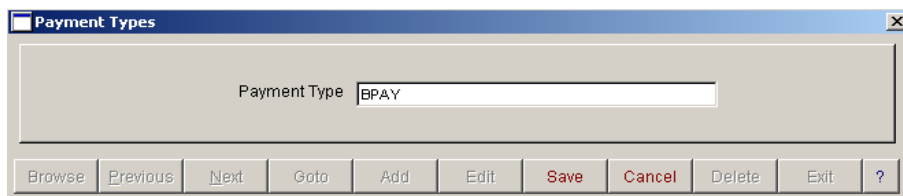
Select the display button on the previous screen, then select Add. Enter the credit card details, expiry date and credit limit of card. Then save.

In the chart of accounts, a separate general ledger code will need to be set up for the credit card account; this will need to be ticked as a bank account, to enable reconciliation of the credit card account through the bank reconciliation option.

PAYMENT TYPES



Setting up Payment Types



Select display on the previous screen, select Add and enter the payment type. Save.

REMOVE CONTRACTOR RECEIPT DETAILS

Remove Contractor Receipt Details

Company: A
Contractor: [] All
Invoice: [] All

Date Range: Transaction Date Due Date
[/ /] All

Co	Type	Contractor	Invoice	Date	Due Date	Debit	Credit	Remove
A	I	CANNON	100192	27/11/2008	/ /	231.00	0.00	<input checked="" type="checkbox"/>
A	I	CANNON	TEST1	17/06/2009	/ /	1100.00	0.00	<input type="checkbox"/>
A	I	CANNON	100230	16/02/2010	23/02/2010	1067.22	0.00	<input type="checkbox"/>

Select All Deselect All Remove Selected Details Exit

All manifests updated from Freightmate along with any manual invoices, credit and debits will show in the Contractor Accounts Menu in the option for printing Recipient Created Tax Invoices if the contractor master file has been selected for Recipient Invoices. A Recipient Created Tax Invoice would be issued if the contractor does not supply an invoice.

In the event of transactions not being required to be printed on an RCTI, these transactions can be removed from the Print Recipient Tax Invoices area by ticking the transactions here in the Utilities menu and then selecting the remove selected details button. Once removed, these transactions **cannot** be restored for printing on a Recipient Created Tax Invoice.

REMOVE CONTRACTOR TAX DETAILS

Co	Type	Contractor	Invoice	Date	Due Date	Debit	Credit	Remove
A	I	CAM	100197	28/05/2009	30/06/2009	1131.90	0.00	<input type="checkbox"/>
A	I	CAM	1234	13/08/2009	13/08/2009	0.00	0.00	<input type="checkbox"/>

All manifests updated from Freightmate along with any manual invoices, credit and debits will show in the Contractor Accounts Menu in the option for printing Tax Invoices if the contractor master file has NOT been selected for Recipient Invoices. If the contractor supplies a tax invoice for work completed and has purchased goods on your company's account, e.g. fuel or tyres, a Tax Invoice would be issued prior to the cost of the purchases being deducted from his payment.

In the event of transactions not being required to be printed on an RCTI, these transactions can be removed from the Print Recipient Tax Invoices area by ticking the transactions here in the Utilities menu and then selecting the remove selected details button. Once removed, these transactions cannot be restored for printing on a Recipient Created Tax Invoice.

MAINTAIN RECONCILE BANK DETAILS

Bank Reconciliation View							
Date	Bank Acct.	Journal	Invoice	Cheque	Reference	Description	A
05/01/2011	680					Debtors Receipts	:2
24/01/2011	680					Debtors Receipts	:0
24/01/2011	680			000000	123	Creditors Payment	:0

Buttons: Display, Print, Cancel, ?

This option should only be used for initial set up of the bank reconciliation, in particular, entering of opening balances and unrepresented transactions.

After selecting the maintain reconcile bank details option, a browse screen will appear. This screen contains all entries that are in the bank reconciliation file. To view a transaction, highlight the transaction, and then click on display.

You have the ability to add, edit, save, cancel and delete transactions from this option.

Add / Alter Bank Reconciliation Details			
Company	A	Invoice	
Date	24/01/2011	Cheque	000000
Month	0	Reference	123
Year		Description	CREDITORS PAYMENT
Bank Acct.	680	Amount	2000.00
Account Type	<input type="radio"/> Debit <input checked="" type="radio"/> Credit	<input type="checkbox"/> Presented	Date Presented
Journal			/ /

PLEASE NOTE : If you alter the details in this section the changes will NOT be altered in the General Ledger.

Buttons: Browse, Add, Edit, Save, Cancel, Delete, Exit, ?

When editing a transaction, you must ensure that the details you wish to edit do not alter the original transaction significantly. For example, you may edit the cheque number or description, but it is unwise to alter the date, debit/credit field or the amount, as this will then cause an imbalance between the bank reconciliation and the general ledger.

If you need to make an adjustment to an entry that affects the bank reconciliation, the adjustment should be done through the area that the original entries were generated. For example, a debtors receipt should be adjusted through the debtors accounts, cashbook entries adjusted through the cashbook and so on.

DELETED PURCHASE ORDER REPORT

The screenshot shows a dialog box titled "Deleted Purchase Orders" with the following fields and options:

- Company: A (dropdown menu) All Companies
- Purchase Order: 1000200 (dropdown menu) All Purchase Orders
- Supplier: TELSTR (dropdown menu) All Suppliers
- Date Range: 01/01/2010 (text box) All Dates
- 31/12/2010 (text box)
- Consolidate Report

At the bottom of the dialog box, there are buttons for "Print", "Preview", "Cancel", and "?", along with a "Save As..." option.

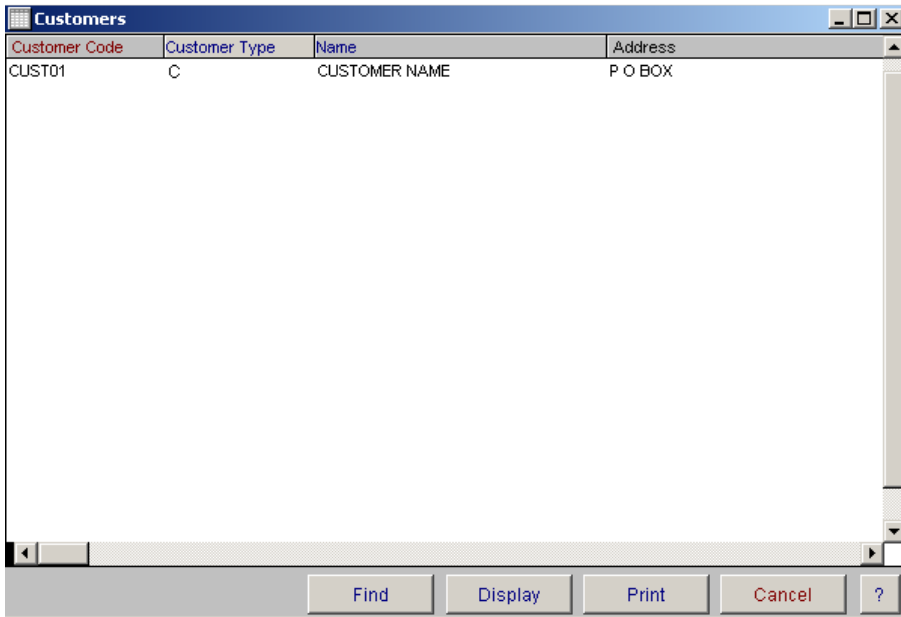
The deleted purchase order report will list the details that were on the purchase order before it was deleted. Items displayed are purchase order number, deleted by, date/time deleted, company, order date, supplier, reference, invoice number, invoice date, part number, department, costcode, general ledger account number, description and amount, total of purchase order and grand total of report.

CUSTOMER ACCOUNTS

MAINTAIN CUSTOMERS

From the customer accounts menu you have the ability to control all aspects of customer accounts maintenance, from entry of customer data base, through to invoicing, statements, receipting and general ledger updating of all customer records, including invoicing updated from Freightmate.

Setting Up a New Customer



To enter a new customer, select display, then add.

General Information

Customer Code: CUST01
Name: CUSTOMER NAME
Address: P O BOX
E-Mail Address: customer@webaddress.com.au
Phone Number 1: 03 1234 5678
Phone Contact 1: CONTACT NAME
Phone Number 2: 03 8101 1123
Phone Contact 2: CONTACT NAME
Facsimile Number: 03 9876 5432
Account Open Date: 02/12/2010
Account Close Date: / /

The general tab is for recording customer name and postal address, delivery address and phone numbers. This information is accessed for printing of invoices and statements sent to your customer.

Accounting

The screenshot shows the 'Customer' window with the 'Accounting 1' tab selected. The window contains several input fields for customer details:

Recharge Percentage	0.00	Insurance %	0.00
Account Status		Insurance Department	
Customer Type	C	Insurance G/L Code	
Trading Terms	30	Cubic Conversion	0.000
Default G/L Account	195		
Customer Rating	0		

Below these fields is a section for bank details:

Bank	NAB
Branch Name	ADDRESS
BSB	083-555
Account No.	987654321
Account Name	ACCOUNT IN NAME OF

At the bottom of the window is a navigation bar with buttons: Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and ?.

On the accounting tab, you can record customer type, trading terms and general ledger default account as well as your customers' bank details.

Accounting 2

The screenshot shows the 'Customer' window with the 'Accounting 2' tab selected. The window contains several input fields for discount and charge details:

Discount %	0.00
Discount Department	
Discount G/L Code	
Days From Invoice Date	0
Minimum Charge Per Docket	0.00
Minimum Charge Department	
Minimum Charge G/L Code	
Maximum Value per Invoice	0.00

On the right side of the window, there is a section titled 'Customer Accounts - Calculate Account Fees' with two checkboxes:

- Accounting Fee ?
- Interest ?

At the bottom of the window is a navigation bar with buttons: Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and ?.

The third screen is for recording of discount rates and minimum charges for your customers.

Accounting 3

Customer

General | Accounting 1 | Accounting 2 | **Accounting 3** | Invoice / Statement Notes | Notes | Other | Other Cont. | Other Cont.

Adjustment Fees

Fuel Surcharge %

Fuel Surcharge Dept

Fuel Surcharge G/L Code

Fuel Surcharge Expiry

GST Information

ABN Number

GST Registered GST Exempt

Recipient Invoice Applies? Export Sales

Credit Limit \$

Credit Limit Status

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

The fourth screen is for setting up of fuel surcharge levy percentage and GST information and ABN number, credit limit amount and credit limit status.

Invoice / Statement Notes

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | **Invoice / Statement Notes** | Notes | Other | Other Cont. | Other Cont.

Invoice Notes

Notes entered here will be printed on this customer's invoices only

Statement Notes

Notes entered here will be printed on this customer's statements only

** Please note that these notes will only appear for the selected Customer **

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

On the fifth screen you have the ability to enter notes for invoices or statements. These notes will only print out on the individual customer invoices and statements. If you wish to enter notes for all customers, this can be done by using the invoice/ statement notes option in your company records.

Customer Notes

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | Invoice / Statement Notes | **Notes** | Other | Other Cont. | Other Cont.

Notes

This section is for recording any information relating to the customer that you may want to keep.

Print Notes

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

The sixth screen is for recording of general information about your customer.

Other Information

Customer

General | Accounting 1 | Accounting 2 | Accounting 3 | Invoice / Statement Notes | Notes | **Other** | Other Cont. | Other Cont.

Contact Name # 1: 03 1234 5678
Contact Phone # 1: JOHN CITIZEN

Contact Name # 2:
Contact Phone # 2:

Accounts Contact: ACCOUNTS PAYABLE
Phone: 03 1234 5555

Anticipated Dollar Value: 0.00
Quote Date: //

State: VICTORIA
Trustee:

Export Data To Free Cargo:
Industry Code:
Customer Status: ACTIVE

Storemate
 Handling Charges to Calculate from Additional Charges
 Handling Charges to Calculate from Storage Pricing

Create Sender | Browse | Previous | Next | Goto | Add | Edit | Save | Cancel | Delete | Exit | ?

The seventh screen is for recording additional contact names and phone numbers. There is also a facility for customer status. If status of inactive is selected, the customer code will not be listed accessible for use in any data entry screens.

The 'accounts contact and phone number' can be printed on a customer aged trial balance making accounts receivable easier.

Other Continued

The screenshot shows a software window titled "Customer" with a tabbed interface. The "Other Cont." tab is selected. The window contains the following fields and controls:

- Category Code:** A dropdown menu.
- Transmate Online Access:** A checkbox.
- Password:** A text input field.
- Customer Logo (Must be in BMP format):** A text input field with a browse button (three dots).

At the bottom of the window is a toolbar with the following buttons: Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

Information entered into this screen is linked to the Transmate Online module and is not part of the core Transmate suite of products. For information on Transmate Online, contact Norcom.

Other Contd. 2

The screenshot shows the same "Customer" window with the "Other Cont." tab selected. The visible fields and controls are:

- Date Terms & Conditions Given:** A text input field containing the date "02/12/2010".
- Storemate Release Number Mandatory:** A checkbox.

The toolbar at the bottom is identical to the previous screenshot, containing buttons for Create Sender, Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

The date that terms and conditions were supplied to a customer can be recorded her.

Create Sender / Receiver

The screenshot shows a dialog box titled "New or Updated Sender\Receiver Details". It contains the following fields and values:

Code	CUST01	
Name	CUSTOMER NAME	
Address	STREET	
	SUBURB / CITY	
	STATE	CODE
Contact	ACCOUNTS PAYABLE	
Phone Number	03 1234 5678	
Facsimile Number	03 9876 5432	

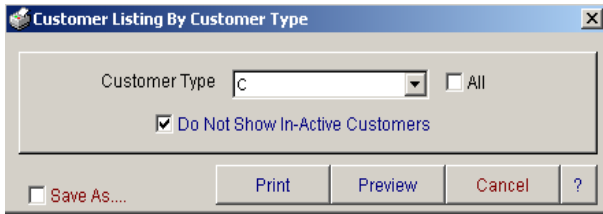
At the bottom of the dialog box, there are two buttons: "Save" and "Cancel".

From the customer master file, there is a facility to create a sender/receiver if required.

On the bottom left hand side of the customer data entry screen, select the 'create sender/receiver' button. This information will create a new record in the sender/receiver master file using the delivery address details entered. If no delivery address details are entered on the customer file, the sender/receiver record will be created with the postal address.

If a customer changes address, the sender/receiver can also be updated at the same time as the customer record is updated, this will over-write previous information in both areas, eliminating the need to enter the information in two separate areas.

CUSTOMER LISTING BY CUSTOMER TYPE



The screenshot shows a dialog box titled "Customer Listing By Customer Type". It features a "Customer Type" dropdown menu with the letter "C" selected. To the right of the dropdown is an unchecked checkbox labeled "All". Below these is a checked checkbox labeled "Do Not Show In-Active Customers". At the bottom of the dialog, there are four buttons: "Save As...", "Print", "Preview", and "Cancel", followed by a help icon "?".

List Details

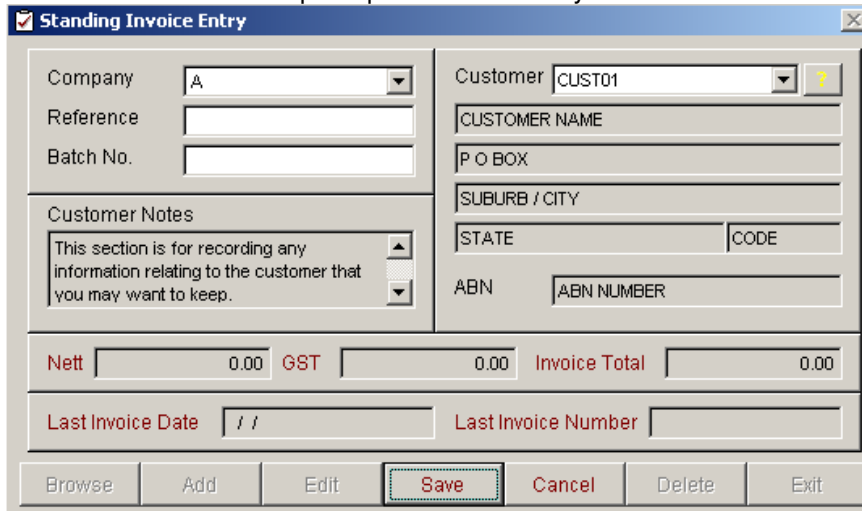
To generate a customer listing by type, select the type from the drop-down combo box, you can exclude inactive customers if required. The report can be generated for an individual customer type or all types. The report will list customer code, customer name and address, phone number and anticipated dollar amount.

STANDING INVOICE ENTRY

Standing (or recurring) invoices are able to be set up and invoiced to a customer multiple times. This option would primarily be used for non-freight charges, for example if your company rented premises to another company.

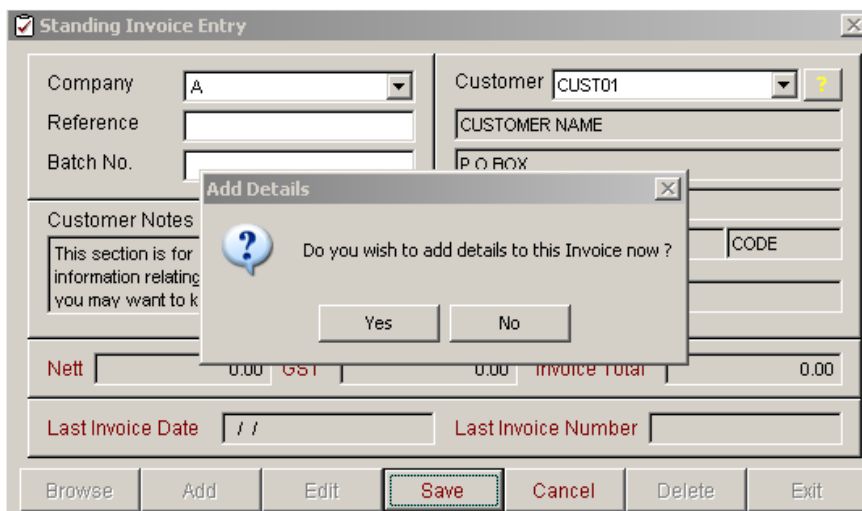
To Set-up a Recurring (Non-Freight) Invoice

On the customer accounts menu, select Standing Invoice Entry. To add a new standing invoice, select the add button to open up a new data entry screen.



The screenshot shows the 'Standing Invoice Entry' dialog box. It contains several input fields: 'Company' (dropdown with 'A'), 'Reference', 'Batch No.', 'Customer' (dropdown with 'CUST01'), 'CUSTOMER NAME', 'P O BOX', 'SUBURB / CITY', 'STATE', 'CODE', and 'ABN' (with 'ABN NUMBER' sub-field). A 'Customer Notes' section is present with a scrollable text area. At the bottom, there are summary fields for 'Nett' (0.00), 'GST' (0.00), 'Invoice Total' (0.00), 'Last Invoice Date' (//), and 'Last Invoice Number'. A row of buttons includes 'Browse', 'Add', 'Edit', 'Save' (highlighted with a red border), 'Cancel', 'Delete', and 'Exit'.

Enter reference number and batch number if required and then select the customer code and save.



This screenshot is similar to the previous one, but it features a smaller 'Add Details' dialog box overlaid on top. The 'Add Details' dialog has a question mark icon and the text 'Do you wish to add details to this Invoice now?'. It has two buttons: 'Yes' and 'No'. The 'Standing Invoice Entry' dialog box behind it is partially obscured but its 'Save' button remains highlighted with a red border.

A message will display asking if you wish to add details to the invoice now. Select yes.

Enter the information that is required on the invoice, general ledger code, and department code and ex-gst amount, you can also assign the revenue on this invoice to a vehicle or trailer. The invoice description field is unlimited allowing for detailed information to be entered on the invoice.

If multiple details are required on the invoice, select the 'save & new' button to display a fresh invoice details screen, or select save to save and exit.

Description	GL Code	Dept.	Amount
The function of this option is primarily for non-freight invo	195	00	500.00

This screen combines the invoice header and invoice details screens as one record.

Standing Invoice Entry

Company: A Customer: CUST01 ?

Reference: CUSTOMER NAME

Batch No.: P O BOX

Customer Notes: SUBURB / CITY

STATE: CODE:

Nett: 500.00

GST: 50.00

Invoice Total: 550.00

Table:

t.	Amount
	500.00

Buttons: Edit GST, Update Standing Invoices, Browse, Add, Edit, Save, Cancel, Delete, Exit

By selecting the 'edit GST' button, you are able to alter the GST if required.

If details on the invoice required alteration from time to time, select the 'edit' button, if no changes are to be made to the header records, select the 'save' button. To edit the detail lines of the recurring invoice, right mouse click on the detail line you wish to edit and then select 'edit detail'. Enter invoice adjustments as required and then select 'save'.

To Update a Standing Invoice Ready for Invoicing

Once a standing invoice is entered, there is no need to re-enter it, although the invoice details can be used over and over again. To 're-use' an invoice, select the 'Update Standing Invoices' button on the screen above to open the browse screen below that lists all the standing invoices.

Print / Update Invoices

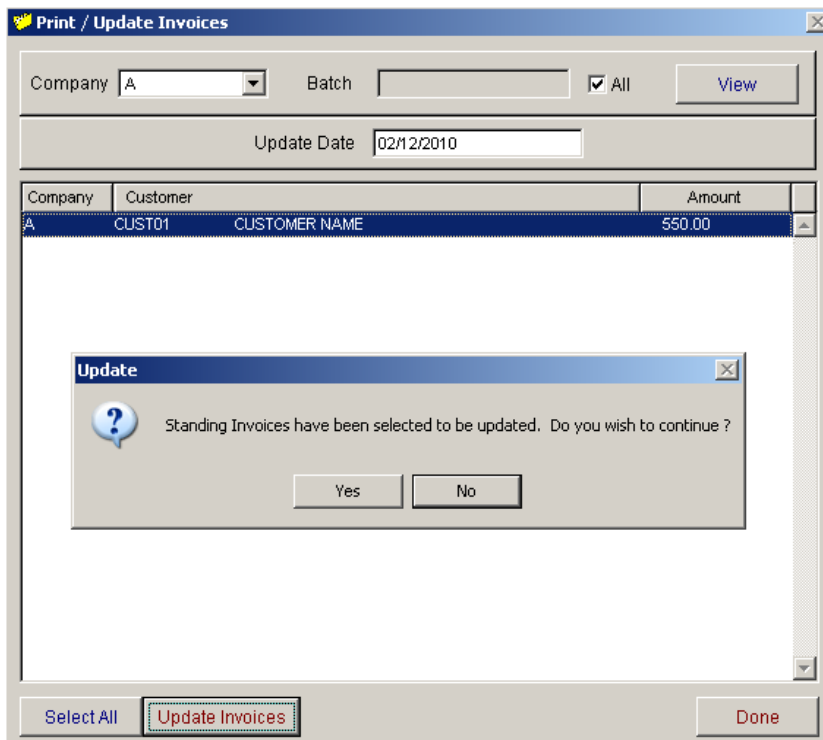
Company: A Batch: All View

Update Date: 02/12/2010

Company	Customer	Amount
A	CUST01	CUSTOMER NAME
		550.00

Buttons: Select All, Update Invoices, Done

Enter in the date you require to be printed on the new invoice and select the invoices to be re-used by highlighting them and clicking on the 'update invoices' button.



A message will display advising that 'the invoices have been selected to update, do you wish to continue?' Select yes, a new invoice number will automatically be assigned to the invoice and you will be returned to the previous screen. The invoices are now sitting in the **invoice entry** area waiting to be printed and updated into the debtors' accounts. Select exit and go to the next item on the debtors' accounts menu – **Invoice Entry**.

INVOICE ENTRY

Invoice details stored in the standing invoice entry option, are processed through to the invoice entry option ready for printing.

Manual non-recurring invoices are also able to be entered directly into this option, in the same way that the standing invoices are entered; an invoice number will be assigned when the transaction is saved.

On the customer accounts menu, select Invoice Entry. To add a new invoice, select the add button to open up a new data entry screen.

Enter reference number and batch number if required and then select the customer code and save. A message will display asking if you wish to add details to the invoice now. Select yes.

Enter the information that is required on the invoice, general ledger code, and department code and ex-gst amount, you can also assign the revenue on this invoice to a vehicle or trailer. The invoice description field is unlimited allowing for detailed information to be entered on the invoice.

If multiple details are required on the invoice, select the 'save & new' button to display a fresh invoice details screen, or select save to save and exit.

Description	G/L Code	Dept.	Amount
The function of this option is primarily for non-freight invo 195	00		500.00

When all details have been entered, select the 'Print/Update invoices' button.

Print / Update Customer Invoices

Comp.	Invoice No.	Date	Customer	Status	Amount
A	A0000026	02/12/2010	CUST01 CUSTOMER NAME	E	550.00

All of the invoices entered into the Invoice Entry Screen and all the invoices updated from Standing Invoice Entry will be listed in the above browse screen. The 'status' of E indicates the invoices have been entered, to print the invoices select the invoices to print by either individually selecting them or by selecting using the 'select all' button, then select the 'print invoices' button. When the invoices have been printed the status in the browse window will change to P.

When invoices have been printed and checked, they are ready to update into the debtors accounts. Select the invoices to update by either individually selecting them or by using the 'select all' button, then select the 'Update Invoices' button.

The invoices that were updated will no longer show in this browse screen. To exit this option, select the 'Done' button.

MAINTAIN ACCOUNTS

The Maintain Accounts option has 2 uses. The first is to view information regarding your customers' accounts and the second is to add transactions to your customers' accounts. All transaction entered into the system and updated from Freightmate and Invoice Entry, maintain accounts and bulk receipt entry will list here. Transactions are easily identifiable, as invoices will show as blue transactions, payments as red, debit adjustments are light blue and credit adjustments are green.

Viewing Customer Account Information

You have several different ways to view information on your customers. You are able to sort by company code, customer, invoice number, reference number, date range, transaction type, whether the transaction is paid or not and whether the transaction has been updated to the general ledger or not.

Once you have selected the criteria, select the view button to view the information. The information will appear in the grid below the sorting criteria. The grid will show you the company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, customer, invoice, debit amount, credit amount, invoice balance, age, month, description and cheque number.

The colour of the transaction will change according to the type of transaction to make it easier for sorting. You can sort this information by company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, customer and invoice. To sort the information, use the mouse to click on the headings on the grid. The fields you can sort by have blue writing and if it is red, that field is currently sorting the data. You can print the information selected by selecting the print button. You have the ability to display, edit and delete these transactions.

To Display Customer Transactions

To display any transactions, select the transaction to display and either select the display button or right mouse click on the transaction and select display. Select exit when you have finished viewing the transaction.

Maintain Accounts Data Entry

Co	UD	Type	Date	Customer	Invoice	Batch	Debit	Credit	Balance	GST	Cheque
A	F	I	02/12/2010	CUST01	A0000026		550.00	0.00	550.00	50.00	

Specific transactions can be filtered to allow for easier viewing of individual customer accounts. By removing the "All" tick beside a code box and entering a specific code or invoice number you are

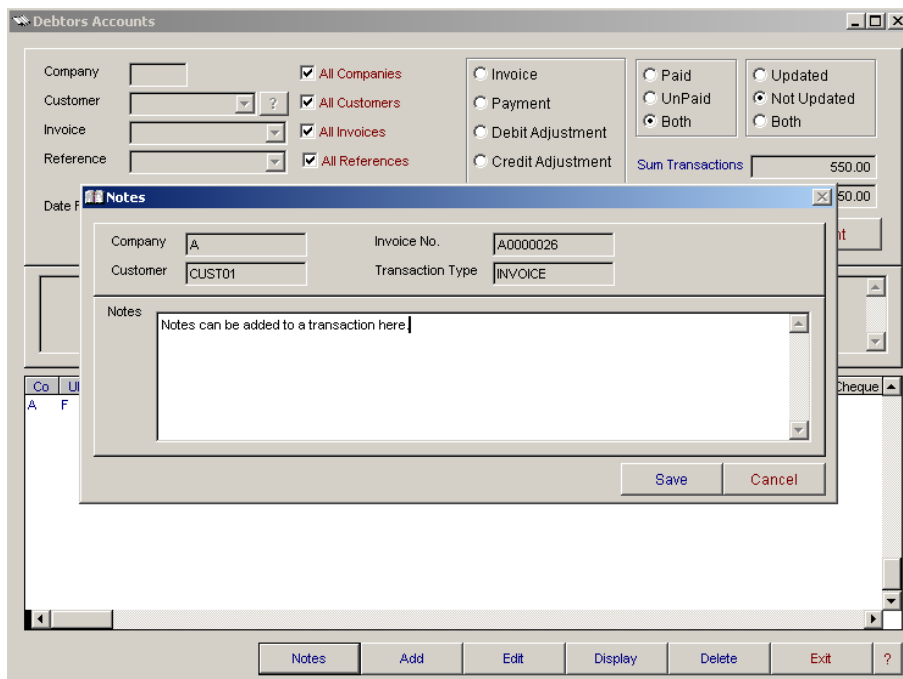
able to refine your search. Transactions can also be filtered by date range, transaction type and status.

The fields at the top of this screen allows for easy searching of transactions, by using combinations of customer, invoice number, transaction type, whether the transaction has been updated to the general ledger or whether it has been paid or not.

Build a Report

To generate a report of the data in the browse window above, select the combination of information required, and then click on the 'View' button. All other information will be filtered out of the browse screen, leaving only the transactions selected. To print this report, select the 'Print' button. You can print, preview to screen, or export the report to Excel.

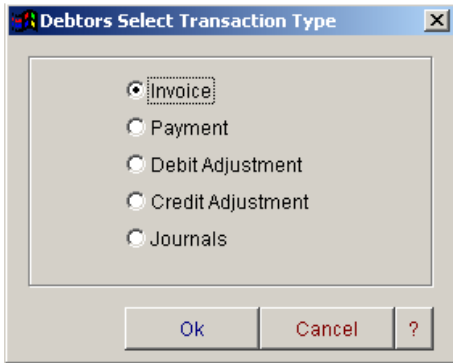
Transaction Notes



A handy tool is the ability to add 'notes' to any transaction by highlighting the transaction and then selecting the Notes button, you can add extra information to a transaction. Whenever the cursor is placed over that transaction, the notes will come into view.

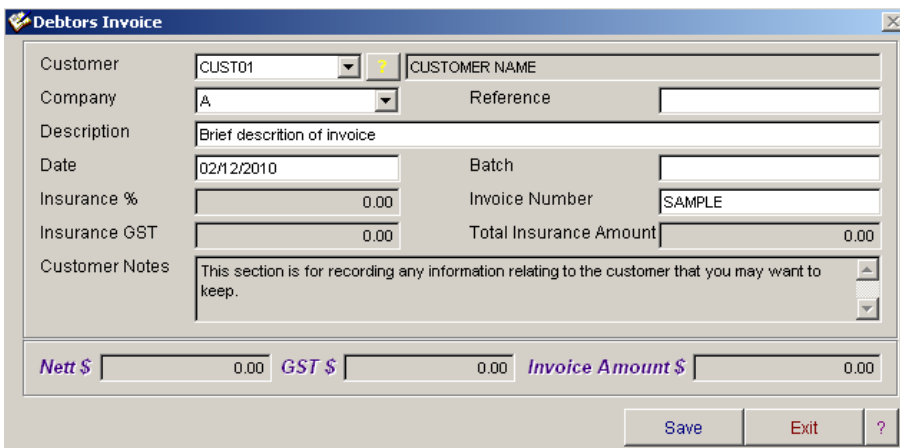
CUSTOMER INVOICES

To Enter a Manual Debtors Invoice



Customer invoices can be generated from several different areas of the Transmate software modules, Freightmate, standing invoice entry, invoice entry and through maintain accounts.

To add a maintain accounts invoice, select the 'add' button on the maintain accounts screen, then select 'invoice' and click OK to open the invoice data entry screen. Once you have selected invoice select ok to continue.



Customer	CUST01	CUSTOMER NAME	
Company	A	Reference	
Description	Brief description of invoice		
Date	02/12/2010	Batch	
Insurance %	0.00	Invoice Number	SAMPLE
Insurance GST	0.00	Total Insurance Amount	0.00
Customer Notes	This section is for recording any information relating to the customer that you may want to keep.		
Nett \$	0.00	GST \$	0.00
Invoice Amount \$	0.00		

The first section of the invoice you will need to enter is the invoice header information. You must enter a customer code, company code (this will automatically be inserted, depending on which company you selected as your default company on start-up of the program) and date. You will need to enter an invoice number, as no number will be automatically generated in this option. The description is optional in this first screen and will not print on the invoice. The date entered must be relative to the debtor month number that is in the company records file. Future dates can be entered but no past transaction can be entered. The invoice number must be unique and be outside of the invoice number range set in the company records for auto-generated invoice numbers. An alpha prefix will ensure that the numbers never duplicate, although the same invoice number may be used for a different customer. Once all of the correct information is entered select the save button to continue or exit to cancel the entry.

To add details to the invoice, move the mouse pointer to the grid area and right click to display a pop-up menu. Select 'add' to bring up the invoice details entry screen, enter the invoice description, general ledger code, and department code and ex-gst amount, you can also assign the revenue on this invoice to a vehicle or trailer. The invoice description field is unlimited allowing for detailed information to be entered on the invoice.

If multiple details are required on the invoice, repeat the process by right-mouse clicking the white grid area and selecting the 'add' option again to display a fresh invoice details screen, when finished select save to save and exit.

To Edit a Debtors Invoice

You can only edit invoices that have not been updated to the general ledger. If an invoice has been updated from Freightmate you cannot edit it. If the invoice was generated in invoice entry option you can edit the reference, description and date fields only. If an invoice has been generated in debtors accounts from the maintain accounts option, either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the customer and invoice number. Alter the information on the header and select save. Right mouse click to edit the details information or to add or delete transactions. Once all information is edited select exit.

To Delete a Debtors Invoice

You cannot delete transactions that have been update from the 'Freightmate' module, updated to the general ledger or have other transactions such as debit, credit or payment transactions against that invoice number. If the invoice has other transaction against it, you must delete the other transaction first. To delete the invoice, select the invoice and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

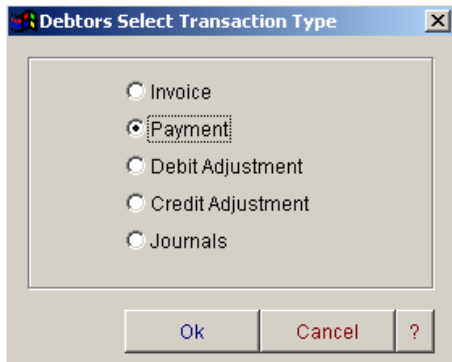
To Re-Print a Debtors Invoice

To re-print a debtor invoices entered through standing invoice entry, invoice entry or maintain accounts, select the debtor invoice that you wish to print and right mouse click on the transaction. A pop-up menu will display, select print.

CUSTOMER PAYMENTS

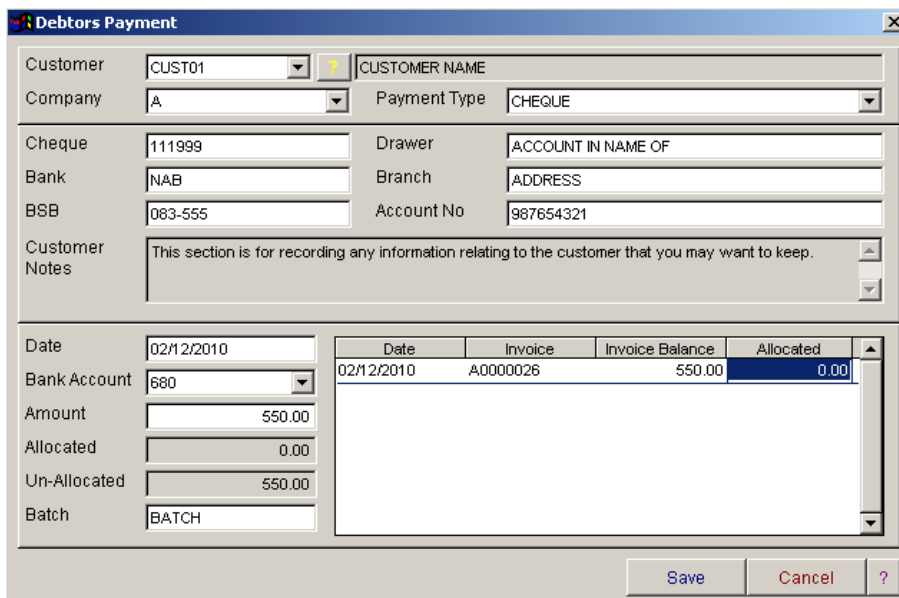
To Enter a Debtors Receipt

Customer payments can be entered through the maintain accounts option and also through the bulk receipt entry.



The dialog box titled "Debtors Select Transaction Type" contains five radio button options: Invoice, Payment, Debit Adjustment, Credit Adjustment, and Journals. The "Payment" option is selected. At the bottom, there are three buttons: "Ok", "Cancel", and "?".

To add a maintain accounts payment, select the 'add' button on the maintain accounts screen, then select 'payment' and click OK to open the payment data entry screen.



The "Debtors Payment" dialog box contains the following fields and sections:

- Customer: CUST01 (dropdown), CUSTOMER NAME (text)
- Company: A (dropdown), Payment Type: CHEQUE (dropdown)
- Cheque: 111999 (text), Drawer: ACCOUNT IN NAME OF (text)
- Bank: NAB (text), Branch: ADDRESS (text)
- BSB: 083-555 (text), Account No: 987654321 (text)
- Customer Notes: This section is for recording any information relating to the customer that you may want to keep.
- Date: 02/12/2010 (text)
- Bank Account: 680 (dropdown)
- Amount: 550.00 (text)
- Allocated: 0.00 (text)
- Un-Allocated: 550.00 (text)
- Batch: BATCH (text)

Date	Invoice	Invoice Balance	Allocated
02/12/2010	A0000026	550.00	0.00

At the bottom, there are three buttons: "Save", "Cancel", and "?".

Select the customer code and company code, a list of invoices outstanding will appear in the grid box. Invoices will only appear if there is an outstanding balance on the invoice. On the left-hand side of the screen, enter the date that the funds were received into your bank, enter the payment type, cheque number, drawer, bank, branch, BSB and full amount received from the customer.

To allocate the money, place your cursor in the field on the right-hand side of the screen beside the invoice that has been paid and in the 'allocated' field, enter the amount paid by the customer for that particular invoice. Continue to allocate all of the money until the amount in the 'un-allocated' field on the left-hand side of the screen reaches zero. Part-payments on invoices are accepted; just enter the amount actually paid beside the invoice. The 'allocated' amount will increase and the un-allocated amount will reduce automatically as you enter the amounts against the invoice balances.

If a customer has overpaid an account, the amount must be allocated to an invoice. If the amount you are allocating to that invoice is greater than the invoice amount, it will leave that invoice in credit. Once all of the information is entered, select save.

Tip: When entering debtors' receipts, the use of the 'batch' field is useful when reconciling the debtors' accounts and also the bank reconciliation. It is suggested that the batch number relate to the type of deposit made to your account, i.e. for cheques that are banked on a specific date. As the

field allows for 10 digits, a suggestion would be 'CHQ-ddmmmy', for cheques deposited and 'EFT-ddmmmy' or 'customer code' for money received electronically.

What if I am Unable to Allocate All the Money?

When the record is saved, if there is an amount other than zero in the unallocated box, you will be prompted that there are funds unallocated, if you choose to proceed, a system generated invoice 'UN-ALLOC' will be created. Funds assigned to the UN_ALLOC invoice can be allocated to a valid invoice at a later date.

The screenshot shows the 'Debtors Payment' window with the following fields:

- Customer: CUST01
- Company: B
- Cheque: ALLOC
- Bank: NAB
- BSB: 083-555
- Drawer: ACCOUNT IN NAME OF
- Branch: ADDRESS
- Account No: 987654321
- Amount: 2000.00
- Allocated: 0.00
- Un-Allocated: 2000.00

An 'Un-Allocated Amount' dialog box is displayed with the message: "All of the money has not been allocated. Do you wish to create an Un-allocated Invoice for the remaining money?" with 'Yes' and 'No' buttons.

Printing a Debtors Receipt

The screenshot shows the 'Debtors Payment' window with the following fields:

- Customer: CUST01
- Company: A
- Payment Type: CHEQUE
- Cheque: 111999
- Bank: NAB
- BSB: 083-555
- Drawer: ACCOUNT IN NAME OF
- Branch: ADDRESS
- Account No: 987654321
- Date: 02/12/2010
- Bank Account: 680
- Amount: 550.00
- Allocated: 550.00
- Un-Allocated: 0.00
- Batch: BATCH

A 'Print Receipt' dialog box is displayed with the message: "Would you like to print a Receipt for this Payment?" with 'Yes' and 'No' buttons.

When the payment is saved you will be prompted to print a receipt. Select yes to print or no to save the payment without printing the receipt.

To Re-Print a Debtors Receipt

To re-print a receipt at a later date, select one of the payment transactions that relate to the payment received, right-mouse click and select 'print' from the pop-up menu. A receipt will print listing all transactions relating to the payment received.

To Edit a Debtors Payment

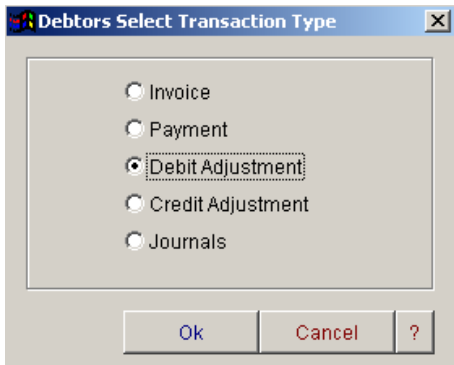
You can only edit payments that have not been updated to the general ledger. To edit an existing transaction, either highlight the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the customer and invoice number. You can only alter the date and the cheque number fields.

To Delete a Debtors Payment

You cannot delete payments that have been updated to the general ledger. To delete the payment that has not been updated, select the payment and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

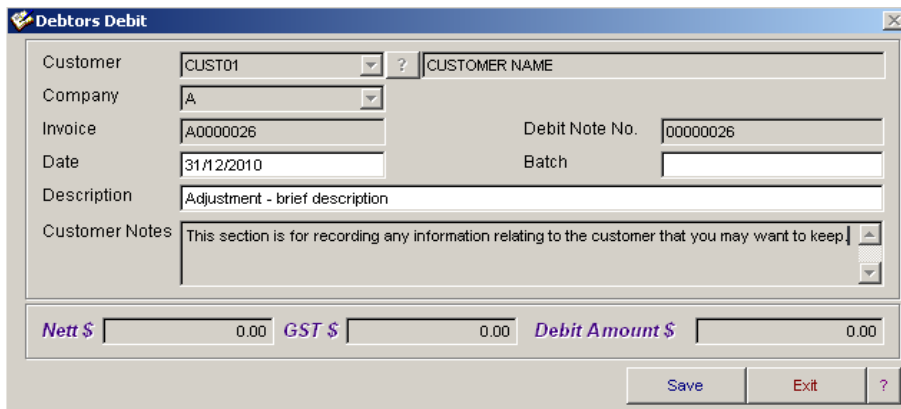
CUSTOMER DEBIT ADJUSTMENTS

To Enter a Debtors Debit Adjustment



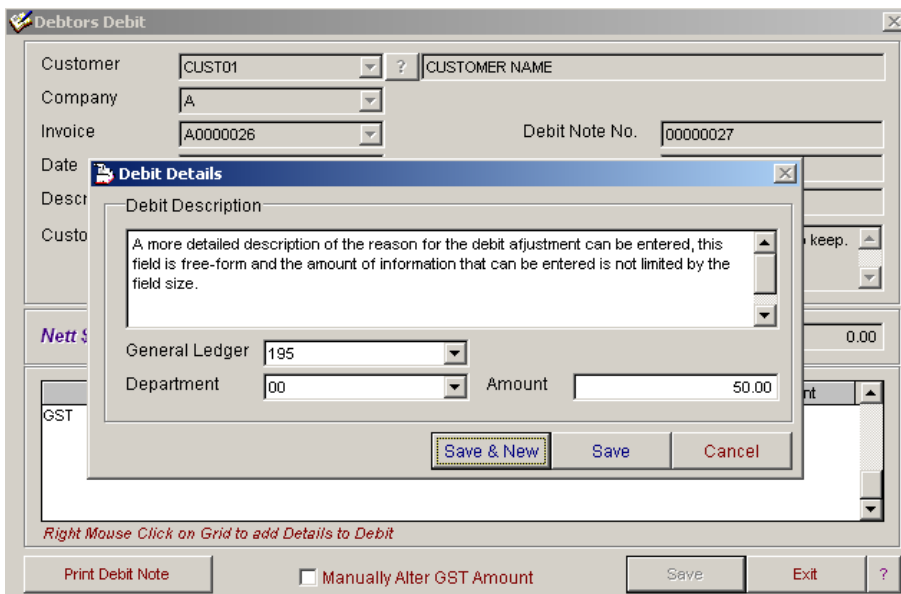
The dialog box titled "Debtors Select Transaction Type" contains five radio button options: Invoice, Payment, Debit Adjustment (which is selected), Credit Adjustment, and Journals. At the bottom, there are three buttons: "Ok", "Cancel", and a help icon "?".

To enter a debit adjustment, select add on the maintain accounts view screen and then select 'Debit adjustment' on the select transaction type screen.



The "Debtors Debit" form has several input fields: Customer (CUST01), Company (A), Invoice (A0000026), Date (31/12/2010), Description (Adjustment - brief description), and Debit Note No. (00000026). At the bottom, there are summary fields for "Nett \$", "GST \$", and "Debit Amount \$", all showing 0.00. Buttons for "Save", "Exit", and "?" are at the bottom right.

Enter the customer code; the company code will automatically be inserted depending on which company you selected at logon.



The "Debtors Debit" form is shown with a "Debit Details" dialog box open. The dialog box has a "Debit Description" text area with a note: "A more detailed description of the reason for the debit adjustment can be entered, this field is free-form and the amount of information that can be entered is not limited by the field size." Below the text area are fields for "General Ledger" (195), "Department" (00), and "Amount" (50.00). Buttons for "Save & New", "Save", and "Cancel" are at the bottom of the dialog. The background form shows the "Debit Note No." field updated to 00000027. A footer note reads "Right Mouse Click on Grid to add Details to Debit".

Select the invoice number that you want to allocate the debit adjustment to and enter a date for the transaction. The date must be relative to the debtors month number. Insert a description for the debit adjustment, a general ledger code and an amount. Extra information can be printed on the

debit note by entering extra details in the grid box at the bottom of the screen. When all the information is entered, select the 'print debit note' option. This will print the debit note and save it.

To Edit a Debtors Debit Adjustment

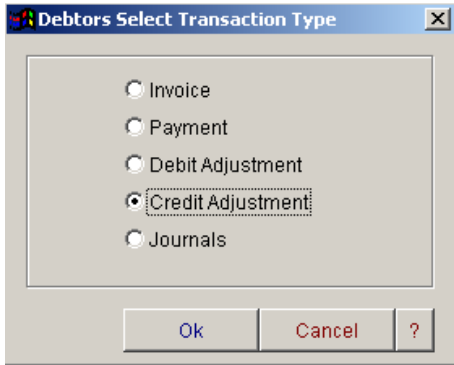
You can only edit debit transactions that have not been updated to the general ledger. To edit an existing transaction, either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the customer and invoice number. Alter the information and select save.

To Delete a Debtors Debit Adjustment

You cannot delete debit transactions that have been updated to the general ledger. To delete the debit, select the debit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

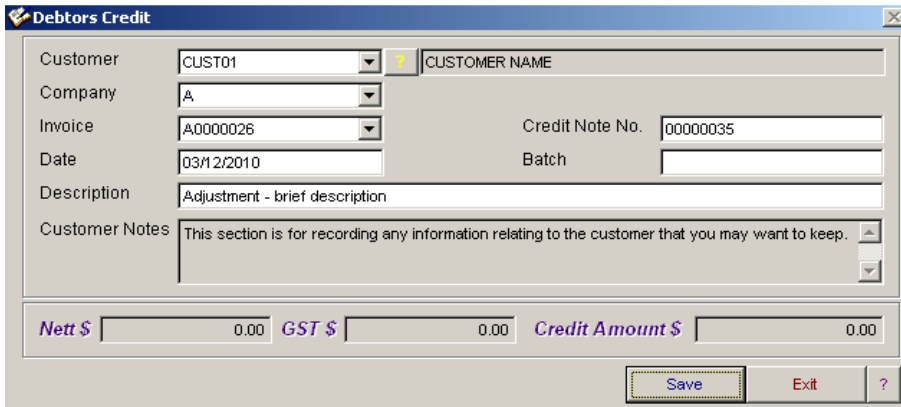
CUSTOMER CREDIT ADJUSTMENTS

To Enter a Debtors Credit Adjustment



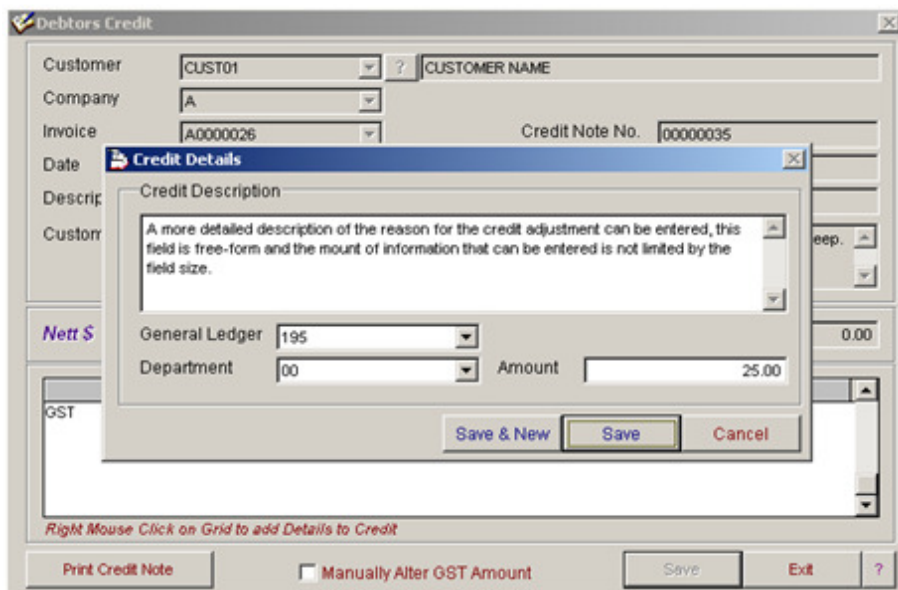
The 'Debtors Select Transaction Type' dialog box contains five radio button options: Invoice, Payment, Debit Adjustment, Credit Adjustment (which is selected), and Journals. At the bottom, there are three buttons: 'Ok', 'Cancel', and a help icon '?'.

To enter a credit adjustment, select add on the maintain accounts view screen and then select 'Credit adjustment' on the select transaction type screen.



The 'Debtors Credit' main form includes fields for Customer (CUST01), Company (A), Invoice (A0000026), Date (03/12/2010), Description (Adjustment - brief description), and Credit Note No. (00000035). It also features a Customer Notes text area and a summary section with 'Nett \$', 'GST \$', and 'Credit Amount \$' all set to 0.00. 'Save' and 'Exit' buttons are at the bottom.

Enter the customer code. The company code will automatically be inserted. Select the invoice number that you want to allocate the credit adjustment to. An invoice number must be selected, enter a date relative to the debtor month number for the transaction. Insert a description, a general ledger code and an amount and when all the information is entered select save. Extra information can be printed on the credit note by entering extra details in the grid box at the bottom of the screen.



The 'Debtors Credit' form is shown with the 'Credit Details' dialog box open. The dialog box has a 'Credit Description' text area and fields for 'General Ledger' (195), 'Department' (00), and 'Amount' (25.00). It includes 'Save & New', 'Save', and 'Cancel' buttons. The main form's 'Nett \$' and 'GST' fields are visible, with 'GST' currently empty. A note at the bottom of the main form reads 'Right Mouse Click on Grid to add Details to Credit'.

When all the information has been entered select the 'print credit note' option. This will print the credit note and save it.

To Edit a Debtors Credit Adjustment

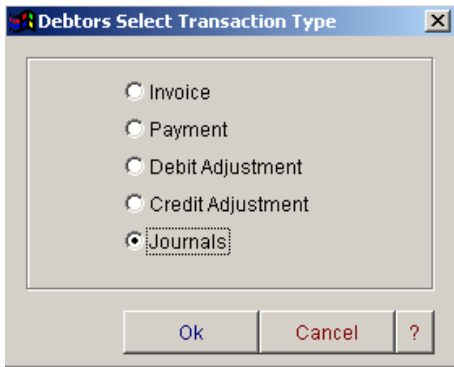
You can only edit credit transactions that have not been updated to the general ledger. To edit an existing transaction, either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the customer and invoice number. Alter the information and select save.

To Delete a Debtors Credit Adjustment

You cannot delete credit transactions that have been updated to the general ledger. To delete the credit, select the credit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

CUSTOMER JOURNAL

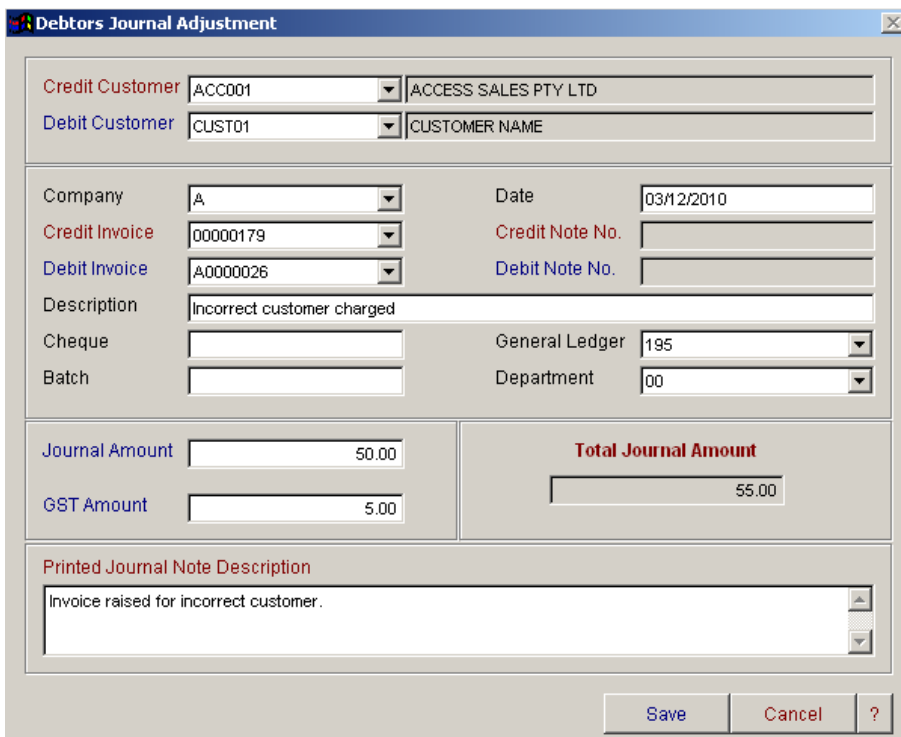
To Enter a Debtors Journal



The dialog box titled "Debtors Select Transaction Type" contains five radio button options: Invoice, Payment, Debit Adjustment, Credit Adjustment, and Journals. The "Journals" option is selected. At the bottom, there are three buttons: "Ok", "Cancel", and "?".

The debtors' journal option would be used to re-allocate a transaction entered against the wrong customer's account, or if the charge on an invoice was charged to the incorrect customer. By entered the debtors journal, however, it will not reflect back into the reports in Freightmate to record the change in which customer was charged.

To enter a debtors journal adjustment, select add on the maintain accounts view screen and then select 'Journals' on the select transaction type screen.



The "Debtors Journal Adjustment" dialog box contains the following fields and controls:

- Credit Customer:** ACC001 (dropdown), ACCESS SALES PTY LTD (text)
- Debit Customer:** CUST01 (dropdown), CUSTOMER NAME (text)
- Company:** A (dropdown)
- Date:** 03/12/2010 (text)
- Credit Invoice:** 00000179 (dropdown)
- Credit Note No.:** (text)
- Debit Invoice:** A0000026 (dropdown)
- Debit Note No.:** (text)
- Description:** Incorrect customer charged (text)
- Cheque:** (text)
- General Ledger:** 195 (dropdown)
- Batch:** (text)
- Department:** 00 (dropdown)
- Journal Amount:** 50.00 (text)
- GST Amount:** 5.00 (text)
- Total Journal Amount:** 55.00 (text)
- Printed Journal Note Description:** Invoice raised for incorrect customer. (text area)

Buttons at the bottom: "Save", "Cancel", and "?".

Enter the customer that the charge is to be credited off, and then add customer code that will receive the charge. The company code will automatically be inserted. Debtors' journals must be allocated against existing invoice numbers for both customers. Select the debit invoice number that you want to allocate the credit adjustment to and the debit invoice number to re-allocate the charge. An invoice number must be selected, enter a date relative to the debtor month number for the transaction. Insert a description, a general ledger code and an amount and when all the information is entered select save. Extra information can be printed on the credit note by entering extra details in the grid box at the bottom of the screen. When the 'save' button is selected, there will be a debit adjustment and a credit adjustment saved into the respective customer accounts.

BULK RECEIPT ENTRY

The bulk receipt entry screen allows you to enter customer receipts by using the tick boxes to allocate transactions. You can select by customer, invoice and date range and group by parent account. Enter the receipt amount and receipt date, and then select the tick boxes to allocate payments against each invoice being paid, if the amount to allocate is not the same as the invoice balance, the allocated amount can be edited accordingly.

Beside each invoice amount you have the option of entering payment type, cheque number, batch number, reference number, bank, branch, BSB and account number to each of the transactions selected for payment. When all the money has been allocated, click on process receipts.

The screen above will appear where you will need to nominate a bank account and a batch number if required. Select 'continue' and this will allocate the transactions to the customer account.

Tip: When entering debtors' receipts, the use of the 'batch' field is useful when reconciling the debtors' accounts and also the bank reconciliation. It is suggested that the batch number relate to the type of deposit made to your account, i.e. for cheques that are banked on a specific date. As the field allows for 10 digits, a suggestion would be 'CHQ-ddmmyy', for cheques deposited and 'EFT-ddmmyy' or 'customer code' for money received electronically.

If the batch numbers have been allocated on the previous screen, leave the batch field on the update screen blank.

GENERAL LEDGER UPDATE

To update transactions to general ledger you have the ability to filter by customer, invoice number, batch, date range, fiscal month and year or transaction type, or you can select 'all' or multi-select.

Multi-selection of transactions to update can be done by selecting a block of data or by selecting individual records to create a block of information.

Select your filter criteria and then select **view**. All other transactions will be filtered out of the view screen.

If the selection criteria for the general ledger update are changed, please ensure that the 'view' button is selected after each selection change to refresh the data selection.

When you have made your final update selection, choose the type of general ledger update report you want to print. You have the option of detailed, summarised or none, then select the update button. All the transaction you have selected will then be updated to the general ledger.

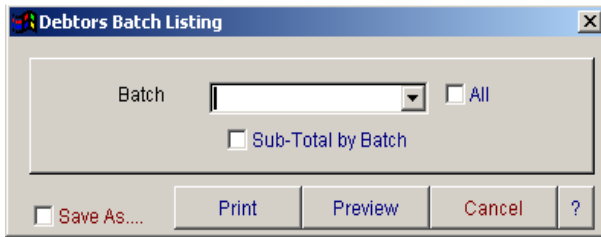
When **updating payments**, you will need to define the way the transactions appear in the bank reconciliation report.

The options are:

- Grouped by date, batch and bank account
- Grouped by date, customer and bank account
- Grouped by date and bank account
- None

You also have the ability to print a report prior to updating transactions. To do this select the print button, select the report criteria you wish to print. You can either print or preview this information.

BATCH LISTING



The screenshot shows a dialog box titled "Debtors Batch Listing". It features a "Batch" label next to a dropdown menu. To the right of the dropdown is an unchecked checkbox labeled "All". Below the dropdown is another unchecked checkbox labeled "Sub-Total by Batch". At the bottom of the dialog, there is a row of buttons: "Save As...." (with an unchecked checkbox to its left), "Print", "Preview", "Cancel", and a help button with a question mark.

Report Details

The batch listing report shows all transactions that have been assigned a batch number, the report lists the batch number, company, updated date, type, date, customer, customer name, invoice number, debit amount, credit amount, balance and month.

SHOW AGED TRIAL BALANCE

The screenshot shows the 'Debtors Aged Trial Balance' dialog box. The 'Company' is set to 'A', and 'All Companies' is unchecked. 'Customer Type' is set to 'All Types' (checked), and 'Customer' is set to 'All Customers' (checked). The 'As at' date is 'TODAY'. There are checkboxes for 'Display Invoice Details', '14 Day Aging', '7 Day Aging', and 'Group By Parent Account', all of which are unchecked. Under 'Customer Sort By', 'Customer Code' is selected. Under 'Details Sort By', 'Date' is selected. The 'Show Contacts and Phone Numbers' checkbox is unchecked. The ageing options are 'Current', '30 Days', '60 Days', '90 Days', '120 Days', and 'All' (selected). At the bottom, there are buttons for 'Print', 'Preview', 'Cancel', and '?', along with a 'Save As....' checkbox. A separate dropdown menu to the right shows 'TODAY', 'DATE', and 'MONTH' options.

The debtor aged trial balance lists all outstanding balances for the criteria selected.

If you select the report to **generate by a date, or as at today's date**, the transactions will age according to the date selected. Transactions will advance to the next age every **31** days from the date on the transaction.

To view ageing by **fiscal month**, choose the 'as at' option to be 'month'.

If you have entered transactions but they do not appear on the report, check the dates of the transactions to ensure that you have selected the correct date range for the report.

You can sort by customer code or customer name, date or invoice number. Transactions do not have to be updated to the general ledger to view them on this report. You can print and preview the report.

The debtors aged trial balance can be generated using several viewing options.

- A combined report can be generated if you have more than one company listed in your Accountmate system.
- A summarised report can be printed showing only the total amounts for each ageing per customer.
- For debt collection, the invoice numbers can be displayed, along with the accounts contact and phone number.
- Customers that have been assigned a 'parent account' can be grouped together in the aged trial balance.
- The report can be generated for a specific ageing, i.e. if you only need the details of the 120 day outstanding.

Report Details

Depending on the selection criteria the report will display customer code, customer, name, phone number, contact person, invoice number, invoice date, ageing at current 30, 60, 90, 120 days and total due.

Alternatively the report can be aged at 7 day ageing or 14 day ageing.

PRINT STATEMENTS

The screenshot shows a window titled "Statements" with the following fields and options:

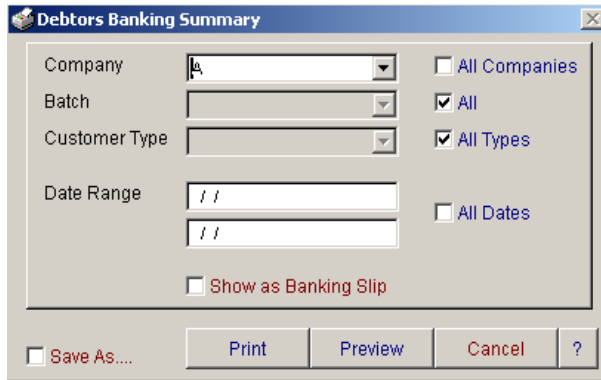
- Company: A dropdown menu showing "A" and "NORCOM DEMO SYSTEM".
- Date Range: Two text boxes, the first containing "01/12/2010" and the second containing "31/12/2010", with "To" between them.
- Age Statements By: Radio buttons for "Month" (selected) and "Date", and a checkbox for "Opening Balance" which is checked.
- Order Statements By: Radio buttons for "Date" (selected) and "Invoice Number".
- A list box with two columns: "Customer Code" and "Customer Name". It contains two entries: "ACC001 ACCESS SALES PTY LTD" and "CUST01 CUSTOMER NAME".
- Buttons at the bottom: "Select All", "Preview", "Print", and "Exit".

To print statements for your customers select the company code, the date range of transactions and if you wish to print a balance forward or open item statement. You can select individual statements to print or select all.

If you wish to print **balance forward** statements, the opening balance box must be ticked. Statements are only printed if the customer has an outstanding balance or has transactions in the date range selected (balance forward only).

If you choose to print **open item** statements then the opening balance tick must be removed. Open item statements will only show outstanding balances on invoices.

BANKING SUMMARY



The screenshot shows a dialog box titled "Debtors Banking Summary". It contains several input fields and checkboxes:

- Company:** A dropdown menu with a small icon to its left. To its right is a checkbox labeled "All Companies".
- Batch:** A dropdown menu. To its right is a checked checkbox labeled "All".
- Customer Type:** A dropdown menu. To its right is a checked checkbox labeled "All Types".
- Date Range:** Two stacked text input fields, each containing two slashes " / ". To the right of these fields is a checkbox labeled "All Dates".
- Show as Banking Slip:** A checkbox located below the date range fields.
- Buttons:** At the bottom of the dialog, there is a "Save As..." checkbox, followed by "Print", "Preview", "Cancel", and a help icon "?".

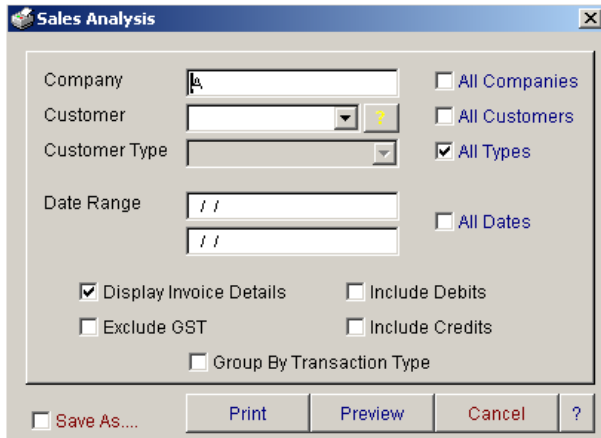
To generate a banking summary, select the required criteria and then select print, preview or save as an Excel file.

The summary will list date, customer, invoice number, batch, cheque, drawer, bank and branch and payment amount.

Banking Slip

To use this report as a banking slip, select the tick box. The same report will generate, showing details of your company name, your company BSB and your company account number. The details of the payments will show the date, cheque number, drawer, bank, branch and payment amount. This report can be printed and issued to your bank when making a deposit, eliminating the need for completing a deposit slip.

SHOW SALES ANALYSIS



The screenshot shows a dialog box titled "Sales Analysis" with the following fields and options:

- Company: Text input field containing "A", with a checkbox for "All Companies".
- Customer: Dropdown menu with a question mark icon, with a checkbox for "All Customers".
- Customer Type: Dropdown menu, with a checked checkbox for "All Types".
- Date Range: Two stacked text input fields, each containing " / /", with a checkbox for "All Dates".
- Display Invoice Details: Checked checkbox.
- Include Debits: Unchecked checkbox.
- Exclude GST: Unchecked checkbox.
- Include Credits: Unchecked checkbox.
- Group By Transaction Type: Unchecked checkbox.

At the bottom, there are five buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The **sales analysis** report allows you to list all invoices entered for your customers. You can select the company or all, customer or all, customer type, date range and if you wish to see the invoice details, include debit, credits and GST or not. You can print this report, preview or save the report to Excel.

Report Details

The report will display the selection criteria at the top of the report and list the customer code and name, invoice numbers, date, transaction type and amount. If debits and credits are included in the report, these can be subtotaled for each customer.

SHOW 13 MONTH SALES ANALYSIS

Company: A
Customer: [] All Customers
Year: 10-11
Month: 6
 Include a Second Years Totals
Year: -
 Dont Show Customers with Zero Totals
 Include Debits & Credits
 Dont Show In-Active Customers
 Save As...

The **13 month sales analysis** report shows a bigger picture of the sales over a selected period. You can select the company, customer or all, fiscal year and month, include second year's totals and include debits and credits. You can print this report, preview or save the report to Excel.

Report Details

The report will display the selection criteria at the top of the report and list the customer code and name, and total sales amount month by month for the period selected and if a second year's totals have been selected, these will list beneath the original figures as a comparison. The report will list in the order of the original month selected i.e. month 6, the report will list across from November through to December, with the December (2nd years totals) alongside and a grand total figure. At the bottom of the report will be grand total amounts for the 12 months and the 13 months for each year in the selection.

SHOW CUSTOMER SALES SUMMARY

Customer Sales Summary

Company: A All

Customer Type: All

Include Debits & Credits

Fiscal Month and Year Date Range

Month: JUNE

Fiscal Year: 10-11

Month: / / All

Date Range: / /

Year: / / All

Date Range: / /

Save As...

The **customer sales summary** will show you all sales for all customers for a month, including debits and credits if required. Unlike the two reports described above, the sales summary is a more flexible report, where you can select a particular month, a particular date range and also compare the figures against the total for the yearly date range. The report shows you customer code and name, month to date figures and year to date figures. You can print, preview or save this report to Excel.

DEBTORS UNPAID LISTING

The screenshot shows a dialog box titled "Debtors Unpaid Invoices". It contains the following fields and options:

- Company: A text input field with a dropdown arrow, and a checkbox labeled "All Companies".
- Customer: A dropdown menu with a yellow question mark icon, and a checkbox labeled "All Customers".
- Date Range: Two stacked text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and "?".

A date range can be selected to generate the debtors' unpaid listing report. The report can be selected by company or all, customer or all and date range or all dates and will subtotal by customer and lists the invoice date, customer code and name, invoice number and invoice balance.

DEBTORS TOP SALES

The screenshot shows a dialog box titled "Debtors Top Sales". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox labeled "All Companies".
- Customer Type: A dropdown menu, and a checked checkbox labeled "All Types".
- Date Range: Two stacked text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Additional options: "Include GST" (unchecked), "Include Debits & Credits" (unchecked), and "Do Not Show In-Active Customers" (checked).
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and "?".

The debtors' top sales report will list customer sales for a given period from highest to lowest. It can be selected to by customer type, include debits and credits and to exclude inactive customers. The report will list the selection criteria at the top of the report and company, customer code, customer name and total amount of sales.

INVOICE REGISTER

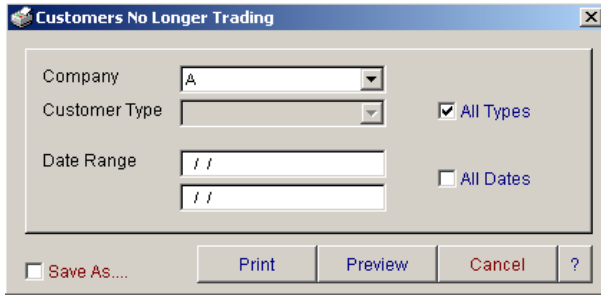
The screenshot shows a dialog box titled "Debtors Invoice Register". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox labeled "All Companies".
- Customer: A dropdown menu, and a checked checkbox labeled "All Customers".
- Origin: A dropdown menu, and a checked checkbox labeled "All Origins".
- Starting Invoice No.: A dropdown menu, and a checked checkbox labeled "All Invoices".
- Last Invoice No.: A dropdown menu.
- Date Range: Two stacked text input fields, each containing " / /", and a checkbox labeled "All Dates".
- Buttons at the bottom: "Save As...", "Print", "Preview", "Cancel", and "?".

The debtors invoice register will list invoices generated in Freightmate as well as Accountmate invoices. The report can be selected by customer, origin, invoice number range and date range.

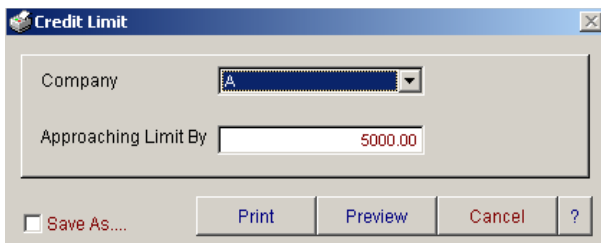
The report details the selection criteria at the top of the page and lists company code, origin, invoice date, invoice number, customer code and customer name, total ex GST, ex GST amount and total invoice amount including GST.

CUSTOMERS NO LONGER TRADING



The customers no longer trading report can be generated by customer type and date range. Details of customers that have not traded within the date range selected include customer code, customer name, customer address contact person, phone number and date of last invoice.

CREDIT LIMIT

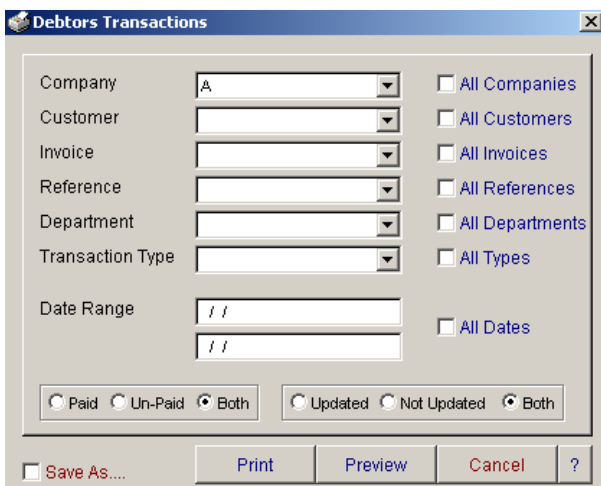


Credit limits can be set for individual customers, by entering the credit limit in the customer master file on the 'accounting 3' tab, and changing the credit limit status to 'active'.

When the credit limit report is generated, enter an amount into the 'approaching credit limit by' field and then select preview or print.

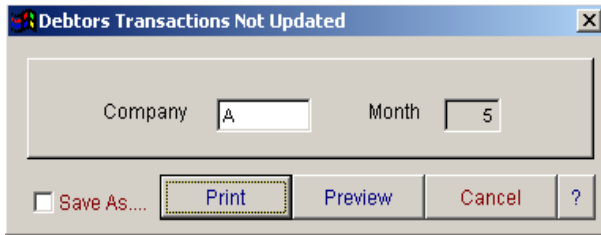
The report lists the credit limit amount, customer code and customer name, phone number credit limit, invoices in Freightmate that have not been updated to the debtors accounts, outstanding debtors invoices, total unpaid invoices and remaining amount of limit.

DEBTORS TRANSACTIONS



The debtors' transactions report is a handy one for refining report details. The report can be selected by a variety of different combinations and will list company code, customer code, transaction date, transaction type, invoice number, invoice description, debit and credit general ledger accounts and debit and credit department codes and line item amount.

ACCOUNTS NOT UPDATED TO GENERAL LEDGER



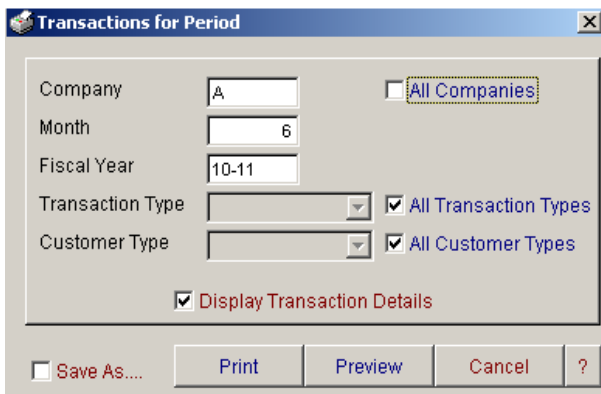
Debtors Transactions Not Updated

Company Month

Save As...

The **accounts not updated to general ledger** report allows you to list all of the transactions not updated to the general ledger for a particular period prior to updating to the general ledger. You can print or preview this information or save to Excel.

SHOW ACCOUNT MOVEMENTS THIS MONTH



Transactions for Period

Company All Companies

Month

Fiscal Year

Transaction Type All Transaction Types

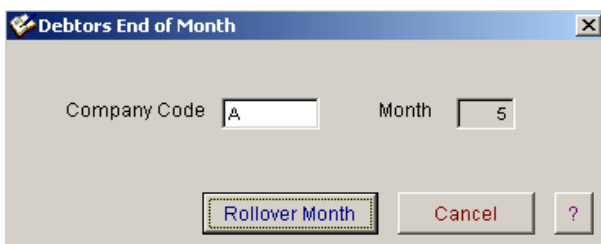
Customer Type All Customer Types

Display Transaction Details

Save As...

The **show account movements** this month allows you to view all of the transactions entered for a fiscal month. You have the ability to select the company or all, fiscal month, type of transaction or all and if you wish to display invoice details or not. You can print this report for any fiscal month. You can print or preview the information.

END OF MONTH



Debtors End of Month

Company Code Month

The end of month option will close off the current month and increase the month number by one in the company records. An end of month cannot be done if there are still transactions for that fiscal month waiting to be updated to the general ledger. Each company must be done individually. This option must only be done at the close off time for the month and only done once.

If a message is displayed stating 'there are transactions not updated, you can NOT rollover month' select the 'ok' button and go to the 'accounts not updated to general ledger' report to view a list of the transactions waiting to be updated to check what is waiting to update. If ok, go to the update general ledger option and update them.

Once the transactions have been updated to the general ledger, select the 'end of month' option again and select 'rollover month'.

How To:

Balance Debtors Accounts and Reconcile to General Ledger

At the end of month when all transactions have been updated from Freightmate and all receipts and adjustments have been entered you will need to check that all transactions have been updated to the general ledger. Once all transactions have been updated to general ledger, the accuracy and flow of data can be checked by the following procedures.

- a. Print the **Show Account Movements This Month** – summarised report.
- b. Print the **Customer Aged Trial Balance** as at end of month.
- c. You will then need to check the balance as at the end of the month in the **Maintain Accounts** screen by selecting all transactions between 01/01/1900 and the last day of the month you are checking.
- d. Figures obtained at a, b & c above should all agree.
 - i. If there is a variance between the aged trial balance and the maintain accounts screen, the problem will be a date issue. To locate the transaction concerned, print an aged trial balance as at the end of month you are reconciling, and select the tick box to **display transaction details**. Scan through and you will find an invoice that is dated after the month end you are reconciling. This could be a payment or debit/credit adjustment that is dated prior to the invoice date.

Run a debtors aged trial balance, select the 'month' that you are balancing and the year, and display the invoice details, scan through the report and check for a date that is later than the end of month you are reconciling. There will be transactions outside the date range you are checking; even if the balance on the invoice is \$0.00, there will still be a problem with that particular transaction.

When you have located the transaction, you will need to do adjustments to re-align the dates so that the invoice date is the earlier date and all others are either the same as the invoice date or later.

- ii. If there is a discrepancy between the maintain accounts and the movements for the month report, You then need to check off the monthly movements on the monthly transaction report against the movements for the same period on the "Maintain Accounts" screen by selecting **all transactions** with the date range being the first day of the month to the last day of the month. If there is a discrepancy you will need to identify where this has occurred. This can be done by selecting **invoices** and checking this against the invoices on the monthly movement report. Follow the same procedure for **debits, credits and payments**.
- e. Print a **General Ledger Trial Balance** for the current month, current year.

If there is a discrepancy between the subledger figure and the general ledger figure, go into the general ledger menu and run an account inquiry to check for any journals or cashbook entries that have been coded against the trade debtors control account in error.

Cancel an Incorrect Debtor Receipt

There is an **exception** to the rule when making an adjustment to the value of an invoice. For instance, if a receipt has been either entered to the wrong date, wrong customer or for an incorrect

bank account or amount, the debit adjustment required must have the general ledger code of the bank account that the funds had been originally coded to, and **no** GST is to be calculated on this entry. This will effectively reverse the original entry from both the customer account and the bank reconciliation. You are then able to process the transaction again using the correct information.

When reconciling the bank account, balance off the credit transactions for the original payment and the debit adjustment for the reversal. The debit adjustment, when ticked off as presented along with the original payment will have a nil effect on the bank reconciliation.

To Re-Allocate Previously Un-allocated Amounts

The screenshot shows a 'Debtors Payment' window with the following fields and data:

- Customer: CUST01 (dropdown), CUSTOMER NAME (text)
- Company: B (dropdown), Payment Type (dropdown)
- Cheque: (text), Drawer: ACCOUNT IN NAME OF (text)
- Bank: NAB (text), Branch: ADDRESS (text)
- BSB: 083-555 (text), Account No: 987654321 (text)
- Customer Notes: This section is for recording any information relating to the customer that you may want to keep.
- Date: 29/08/2011 (text)
- Bank Account: 680 (dropdown)
- Amount: 0.00 (text)
- Allocated: 0.00 (text)
- Un-Allocated: 0.00 (text)
- Batch: (text)

The grid below the form contains the following data:

Date	Invoice	Invoice Balance	Allocated
15/07/2011	123456	2000.00	2000.00
29/08/2011	UN-ALLOC	-2000.00	-2000.00

Buttons at the bottom: Save, Cancel, ?

Select the customer code and company code, a list of invoices outstanding will appear in the grid box. Invoices will only appear if there is an outstanding balance on the invoice including any unallocated amounts.

On the left-hand side of the screen, enter the date that the funds were re-allocated to valid invoices, the amount to allocate will be \$0.00. To re-allocate funds to a valid invoice, place your cursor in the field on the right-hand side of the screen beside the invoice to be cleared and in the 'allocated' field, enter the amount to be cleared from the invoice balance, firstly entering the negative amount against the 'UN_ALLOC' invoice and then proceeding through the list of unpaid invoices, continue to allocate all of the amounts until the amount in the 'un-allocated' field on the left-hand side of the screen reaches zero.

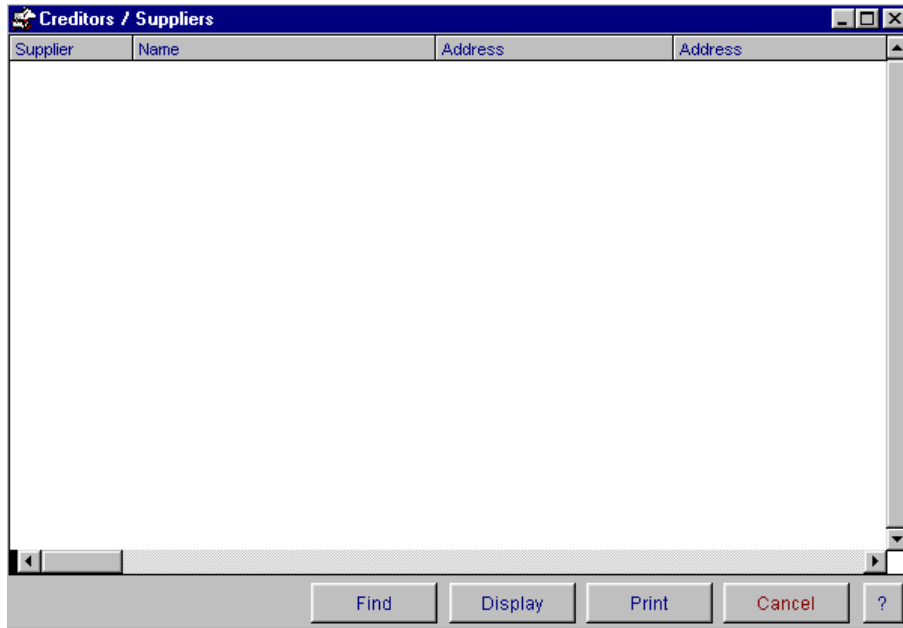
CREDITOR ACCOUNTS

From the creditor accounts menu you have the ability to control all aspects of creditor accounts maintenance, from entry of creditor data base, through to purchase orders, invoicing, allocating vehicle costs, receipting and general ledger updating of all creditor records.

MAINTAIN CREDITORS

The Creditor Master File browse window displays all of the information entered into the Creditor master entry screen. You have the ability to display, find and print from this window.

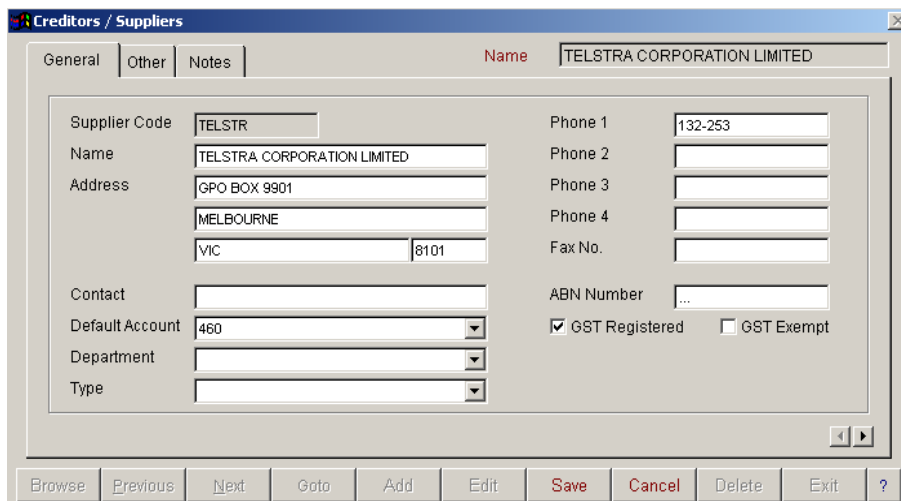
Setting Up a New Creditor



To enter a new creditor/supplier, select the display button, and then add.

To print the information, select your print button. You have the ability to print and preview the information and the report can be sorted by clicking on the field name at the top of the grid. When the heading name turns red, the information is sorted in that order. When you select the print button, the report will be sorted in the order that is currently selected.

General Information



The general tab is for recording creditor name and postal address, phone numbers, ABN number (this must not be left blank), and contact information. This information is accessed for printing of remittance advices.

Other Information

Creditors / Suppliers

General Other Notes Name TELSTRA CORPORATION LIMITED

BSB 111-222 Account Type C
Account Number 654321 ACN Number 051 775 556
Account Name TELSTRA Supplier Status ACTIVE
Trading Terms 21 From Invoice Date From EOM Payment Type BPAY

Email Address
Web Address www.telstra.com.au

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

This screen is for recording of you supplier's bank details, trading terms and extra contact details.

Notes

Creditors / Suppliers

General Other Notes Name TELSTRA CORPORATION LIMITED

Notes

Print Notes

Browse Previous Next Goto Add Edit Save Cancel Delete Exit ?

The notes screen is for recording of general information about your supplier.

Viewing Creditor Information

To find a record, select the find button and type in a combination. Select the search button. To view the search results select view.

To print a list of suppliers, sort the data in the order you wish to print the report, by clicking on the heading of the grid. The heading will turn to red, indicating that order the data is sorted. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

PURCHASE ORDERS

Purchase orders can be raised in Accountmate via the creditor accounts menu or Fleetmate via the Purchase Order menu.

Enter Purchase Order

The purchase order data entry screen is a replica of the creditor invoice entry screen enabling seamless conversion from purchase order to invoice. In the purchase order details screen you have the ability to allocate to stock control, recharge to contractors and also recharge to employees if you wish. This option allows you to raise purchase orders that can be printed and issued to your suppliers. To add a new purchase order, select the Add button. The following screen will appear.

The purchase order header screen is where you enter the main supplier details. When all details are have been entered in the header, select the save button. Enter in the relevant details and select save. The purchase order number will generate automatically and a detail screen will appear. You will be asked if you wish to enter details to the purchase order. Select yes to continue or no to exit. You can come back into the purchase order at a later date to add details if required.

In the purchase order detail screen you have the ability to allocate to spare parts stock control, allocate the purchase directly to a vehicle or trailer, allocate to a particular cost category, recharge to contractors and also recharge to employees if you wish.

To do this, enter in the fleet number or trailer number and costcode. If you do not wish to allocate information to a vehicle, leave these fields blank. You cannot save the record if you have not entered a general ledger code and a department. If you have more than one item to be entered on the purchase order, select the 'save & new' option. This will refresh the detail entry screen. Once the correct information is entered, select the save button.

The screenshot shows a 'Purchase Order' window with the following details:

- Company: A
- Purchase Order: 10000066
- Order Date: 18/01/2011
- Delivery Date: 20/01/2011
- Reference No.: REF NO
- Tax Exemption: TAX NO
- Invoice No.:
- Invoice Date: / /
- Supplier: 123 (123 SUPPLIER PTY LTD)
- Fax No.:
- Deliver To - NORCOM DEMO SYSTEM, P O BOX 1485, GEELONG, VICTORIA 3223
- Raised By: ROBYN
- Authorised By: PAUL
- Notes: Fleet 02
- Purchase Order Status: NOT COMPLETE
- Purchase Order Total: 551.00

Description	Vehicle	Trailer	Equipment	Contractor	Driver	Quantity	Rate	Amount
COMPRESSOR HEAD K	02					1.00	500.0000	500.00
OIL FILTER	03					1.00	51.0000	51.00

The details will now appear in the grid box on this page. To add, edit or delete information on the purchase order, right mouse click on the grid to bring up a popup menu. Select add to enter additional information or edit to make alterations to the information already entered, and when finished, select save. You have the ability to print or preview the purchase order to screen.

To Complete a Purchase Order

The purchase order is ready to be completed when all the items on the order have been delivered and invoice entered. When the purchase order is ready to be completed, go into the purchase order entry option, select **browse** and then select the order from the browse screen. You are able to filter out unwanted details by selecting the relevant criteria from the following screen, and then select view.

The screenshot shows a 'Purchase Order Browse Criteria' dialog box with the following filter options:

- Company: All Companies
- Supplier: All Suppliers
- Status: All Statuses
- Raised By: All
- Invoice No.: All Invoices
- Date Range: 18/01/2011 to 18/01/2011, All Dates

Buttons: View, Cancel, ?

Company	Order Number	Order Date	Delivery Date	Supplier	Reference	Invoice No.
A	00000066	18/01/2011	20/01/2011	123 SUPPLIER PTY LTD	REF NO	.
A	10000066	18/01/2011	20/01/2011	123 SUPPLIER PTY LTD	REF NO	369852

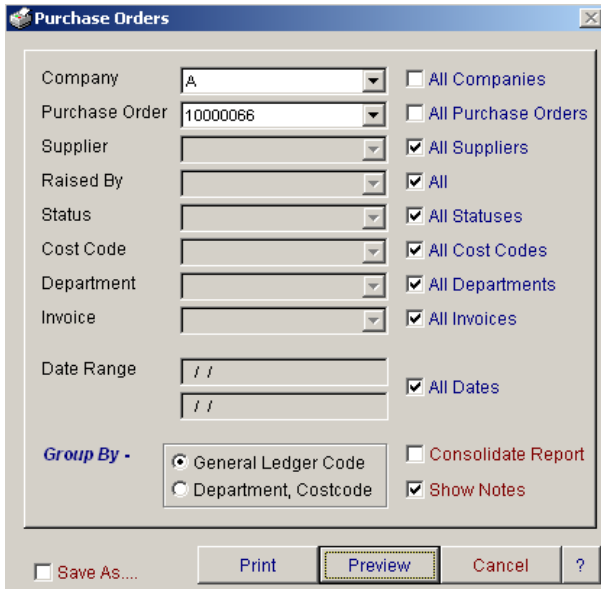
Display Print All Cancel ?

The browse screen that will appear lists company, order number, order date, delivery date, supplier, reference, invoice number, invoice date, raised by and authorised by. You are able to sort by all of these fields by clicking on the heading of the grid box above the items you wish to sort. When you have identified the order you wish to complete, highlight it, then click display. The selected purchase order will be displayed. Select the 'complete purchase order' button. You will not be able to edit or alter a purchase order once it has been completed

PURCHASE ORDER REPORT

This option allows you to report on purchase orders. All purchase orders that have been entered remain in the system for reporting. On selecting this option you will be asked to select a combination of company, purchase order number, supplier, raised by, status, cost code, department and date range for the purchase order report. This report can be grouped by general ledger code or department/cost code. You can also select a consolidated or detailed report.

Report Details



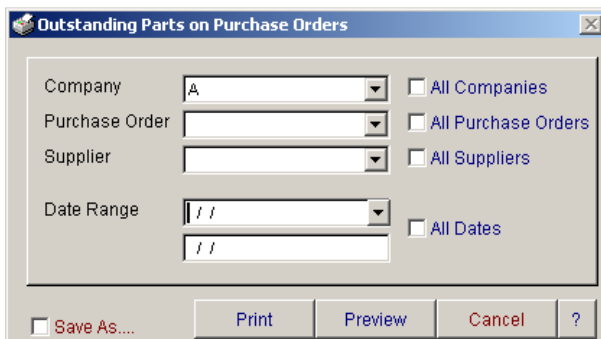
The screenshot shows a dialog box titled "Purchase Orders" with the following fields and options:

- Company: A (dropdown), All Companies
- Purchase Order: 10000066 (dropdown), All Purchase Orders
- Supplier: (dropdown), All Suppliers
- Raised By: (dropdown), All
- Status: (dropdown), All Statuses
- Cost Code: (dropdown), All Cost Codes
- Department: (dropdown), All Departments
- Invoice: (dropdown), All Invoices
- Date Range: // (dropdown), All Dates
- Group By - General Ledger Code, Consolidate Report
- Department, Costcode, Show Notes

Buttons at the bottom: Save As..., Print, Preview, Cancel, ?

The report lists company, order number, order date, supplier, reference, invoice number, invoice date, part number, department, costcode, general ledger code, part description, vehicle, trailer, notes and amount. It subtotals by general ledger code. You have the ability to print preview to screen or save the information to an excel file.

OUTSTANDING PARTS



The screenshot shows a dialog box titled "Outstanding Parts on Purchase Orders" with the following fields and options:

- Company: A (dropdown), All Companies
- Purchase Order: (dropdown), All Purchase Orders
- Supplier: (dropdown), All Suppliers
- Date Range: // (dropdown), All Dates

Buttons at the bottom: Save As..., Print, Preview, Cancel, ?

To generate a report listing all outstanding parts, select the criteria required for the report, and then select preview, print or save as an Excel file.

The report lists company, order number, order date, supplier, reference, invoice number, invoice date, part number, department, costcode, general ledger code, part description and amount.

MAINTAIN ACCOUNTS

The Maintain Accounts option has 2 uses. The first is to view information regarding your suppliers' accounts and the second is to add transactions to your suppliers' accounts. Transactions are easily identifiable, as invoices will show as blue transactions, payments as red, debit adjustments are light blue and credit adjustments are green.

The screenshot shows the 'Creditors Accounts' window with the following filters and data:

Filters:

- Company: All Companies
- Creditor: All Creditors
- Invoice: All Invoices
- Date Range: / / All Dates
- Transaction Type: Invoice, Payment, Debit Adjustment, Credit Adjustment, All Transactions
- Status: Paid, UnPaid, Both; Updated, Not Updated, Both; Held, Not Held, Both

Summary:

- Sum Transactions: 4868.60
- Sum GST: 284.60

Transaction Table:

Co	UD	Type	Date	Creditor	Invoice	Batch	Debit	Credit	Balance	GST
A	F	I	12/10/2010	123	1234A		55.00	0.00	55.00	5.00
A	F	I	12/10/2010	123	1234B		55.00	0.00	55.00	5.00
A	F	I	20/10/2010	123	SSS1		1936.00	0.00	1936.00	176.00
A	F	I	11/11/2010	123	122		55.00	0.00	55.00	5.00

Buttons: View, Print, Notes, Add, Edit, Display, Delete, Exit, ?

Viewing Creditor Account Information

You have several different ways to view information on your creditors. You are able to filter by company code, creditor, invoice number, reference number, date range, transaction type, whether the transaction is paid or not, whether the transaction is on hold for payment and whether the transaction has been updated to the general ledger or not.

Once you have selected the criteria to view, select the view button to refresh the information selected. The information will appear in the grid below the sorting criteria. The grid will show you the company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, creditor, invoice, debit amount, credit amount, invoice balance, age, month, description, cheque number and hold.

The colour of the transaction will change according to the type of transaction to make it easier for sorting. You can sort this information by company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, creditor and invoice. To sort the information, use the mouse to click on the headings on the grid. The fields you can sort by have blue writing and if it is red, that field is currently sorting the data. You can print the information selected by selecting the print button. You have the ability to display, edit and delete these transactions.

Build a Report

To generate a report of the data in the browse window above, select the combination of information required, and then click on the 'View' button. All other information will be filtered out of the browse screen, leaving only the transactions selected. To print this report, select the 'Print' button. You can print, preview to screen, or export the report to Excel.

To Display Creditor Transactions

To display any transactions, select the transaction to display and either select the display button or right mouse click on the transaction and select display. Select exit when you have finished viewing the transaction.

Transaction Notes

Company: A Invoice No.: 369852
Creditor: 123 Transaction Type: CREDIT

Notes: By highlighting a transaction and then selecting the Notes button, you can add extra information to a transaction. Whenever the cursor is placed on that transaction, the notes will come into view.

Save Cancel

A handy tool is the ability to add 'notes' to any transaction by highlighting the transaction and then selecting the Notes button, you can add extra information to a transaction. Whenever the cursor is placed over that transaction, the notes will come into view.

CREDITOR INVOICES

To Enter a Creditor Invoice

The 'Creditors Accounts' window contains several filter options and a table of transactions. The filters include Company, Creditor, Invoice, Date Range, and transaction types (Invoice, Payment, Debit Adjustment, Credit Adjustment, All Transactions). There are also radio buttons for status (Paid, UnPaid, Both) and update status (Updated, Not Updated, Both). Summary fields for Sum Transactions and Sum GST are shown with values of 0. Buttons for View and Print are present.

Co	UD	Type	Date	Creditor	Invoice	Batch	Debit	Credit	Balance	GST
A	F	I	12/10/2010	123	1234A		55.00	0.00	55.00	5.00
A	F	I	12/10/2010	123	1234B		55.00	0.00	55.00	5.00
A	F	I	20/10/2010	123	SSS1		1936.00	0.00	1936.00	176.00
A	F	I	11/11/2010	123	122		55.00	0.00	55.00	5.00

To add a creditor invoice, select the 'add' button on the maintain accounts screen to open the transaction selection window.

The 'Creditors Select Transaction Type' dialog box has four radio button options: Invoice (selected), Payment, Debit Adjustment, and Credit Adjustment. It includes Ok, Cancel, and Help buttons.

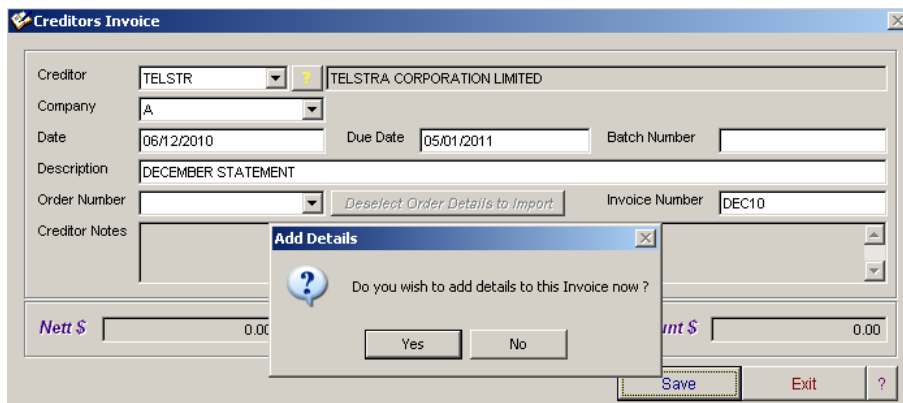
Select 'invoice' and click OK to open the invoice data entry screen.

The 'Creditors Invoice' screen has the following fields: Creditor (TELSTR), Company (A), Date (06/12/2010), Due Date (05/01/2011), Batch Number, Description (DECEMBER STATEMENT), Order Number, Invoice Number (DEC10), and Creditor Notes. Summary fields at the bottom show Nett \$ 0.00, GST \$ 0.00, and Invoice Amount \$ 0.00. Save, Exit, and Help buttons are at the bottom right.

The first section of the invoice you will need to enter is the invoice header information. You must enter a creditor code, company code (this will automatically be inserted, depending on which company you selected as your default company on start-up of the program) and date. From your supplier invoice, enter the invoice number, and a short description of the goods/services supplied, due date for payment and batch number if required. The date entered must be relative to the

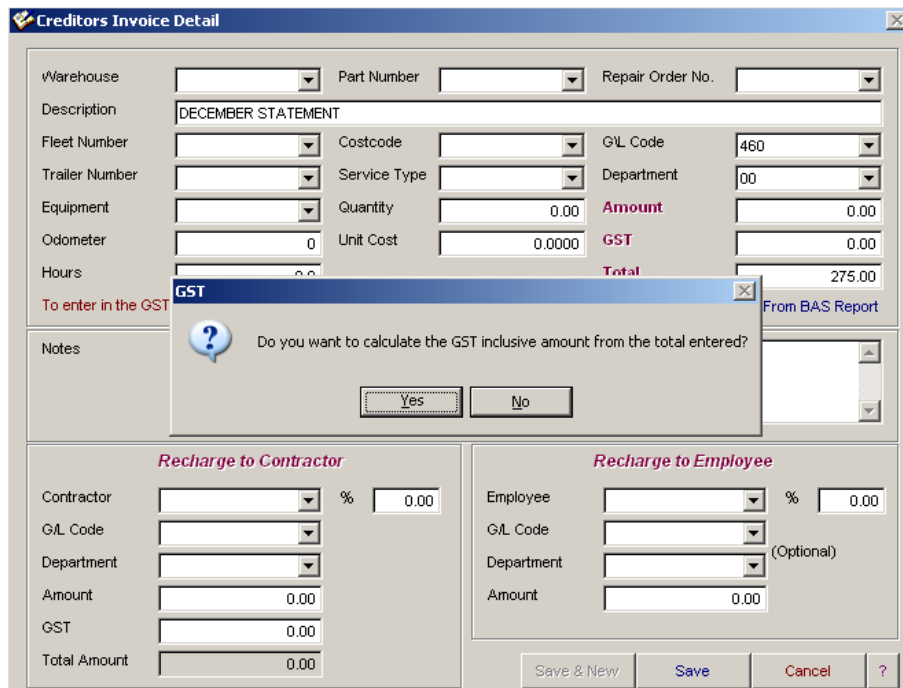
creditor month number that is in the company records file. Future dates can be entered but no past transaction can be entered. The invoice number must be unique for each creditor, but you are able to use the same invoice number as long as the creditors are different.

Once all of the correct information is entered select the save button.



The screenshot shows the 'Creditors Invoice' window. The 'Creditor' field is set to 'TELSTR' and 'TELSTRA CORPORATION LIMITED'. The 'Company' is 'A'. The 'Date' is '06/12/2010' and the 'Due Date' is '05/01/2011'. The 'Description' is 'DECEMBER STATEMENT'. The 'Invoice Number' is 'DEC10'. A dialog box titled 'Add Details' is open, asking 'Do you wish to add details to this Invoice now?' with 'Yes' and 'No' buttons. The 'Save' button is highlighted in the main window.

A message will display asking if you wish to add details to the invoice now, select yes to continue or no to exit. You can come back into the invoice entry at a later date to add details if required.



The screenshot shows the 'Creditors Invoice Detail' window. The 'Description' is 'DECEMBER STATEMENT'. The 'G/L Code' is '460' and the 'Department' is '00'. The 'Amount' is '0.00' and the 'GST' is '0.00'. The 'Total' is '275.00'. A dialog box titled 'GST' is open, asking 'Do you want to calculate the GST inclusive amount from the total entered?' with 'Yes' and 'No' buttons. The 'Save & New' button is highlighted in the main window.

In the creditor invoice entry detail screen you have the ability to allocate to spare parts stock control, allocate the purchase directly to a vehicle or trailer, allocate to a particular cost category, recharge to contractors and also recharge to employees (see driver deductions report) if you wish.

When a part has been created in the spare parts master file in Fleetmate, you have the advantage of creating purchase orders and creditor invoices without having to enter all the details of the part number. This information will automatically be gathered from the spare parts master file when the part number is entered into the purchase order and creditor invoice entry screens.

You can alter your workshop stock on hand in Fleetmate whilst entering invoice details by entering the warehouse and part number at the top of the screen. Stock quantities and standard cost will be calculated in Fleetmate when the invoice is updated to the general ledger. If stock adjustments are entered through invoice entry, they do not need to be re-entered into Fleetmate.

To do this, enter in the fleet number or trailer number and costcode, this information will be processed to Fleetmate and apply the vehicle costs to the individual vehicles. If you do not wish to allocate information to a vehicle, leave these fields blank. You cannot save the record if you have not entered a general ledger code and a department.

The invoice amount and GST can be allocated in two different ways:

- By entering the GST exclusive amount in the amount field, the GST in the GST field and the invoice amount will calculate from the first two entries.
- By entering the GST inclusive amount in the invoice total field and selecting yes when asked if you want to calculate the GST from the total entered.

If you have more than one item to be entered on the creditor invoice, select the 'save & new' option. This will refresh the detail entry screen, repeat until all entries are complete. Once the correct information is entered, select the save button, and a message will display asking if you wish to calculate GST from the total entered.

If multiple details are required on the invoice, repeat the process by right-mouse clicking the white grid area and selecting the 'add' option again to display a fresh invoice details screen, when finished select save to save and exit.

To Edit a Creditor Invoice

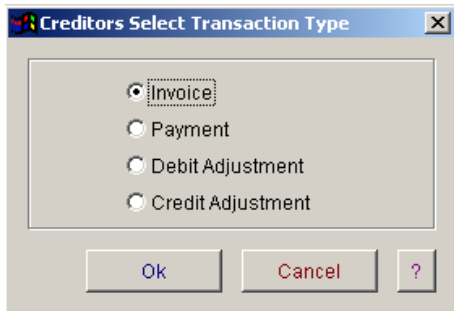
You can only edit invoices that have not been updated to the general ledger. Highlight the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the creditor and invoice number. Alter the information on the header and select save, right mouse click to edit the details information or to add or delete transactions. When complete select exit.

To Delete a Creditor Invoice

You cannot delete transactions that have been updated to the general ledger or have other transactions such as debit, credit or payment transactions against that invoice number. If the invoice has other transaction against it, you must delete the other transaction first. To delete the invoice, select the invoice and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

To Enter a Creditor Invoice from a Purchase Order

To add a creditor invoice, select the 'add' button on the maintain accounts screen to open the transaction selection window.



Select 'invoice' and click OK to open the invoice data entry screen.

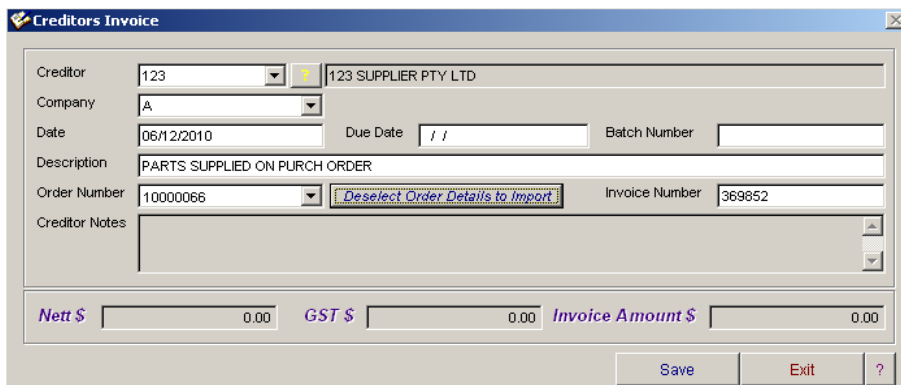
To Import the Purchase Order into the Creditor Accounts

When used in conjunction with the creditor's accounts in the Accountmate module, all details of the purchase order will be transferred to the invoice when entered in the creditors eliminating the need for double entry of the information. The invoice and purchase order must be linked in Accountmate **before** the purchase order is completed.

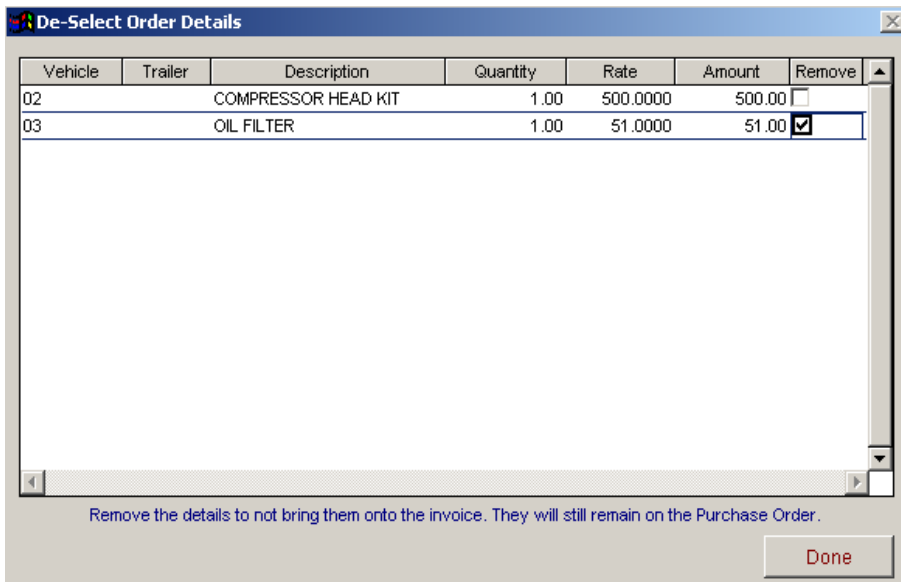
When your supplier has delivered the goods, and an invoice has been received, enter the header invoice into the creditor accounts as normal. After entering the creditor code, company and invoice date, select the purchase order from the drop-down combo box; enter in the invoice number and save. This will import all of the details on the purchase order into the creditor invoice. Check that the items, and pricing on the invoice are correct and select save.

To Deselect Purchase Order Details to Import

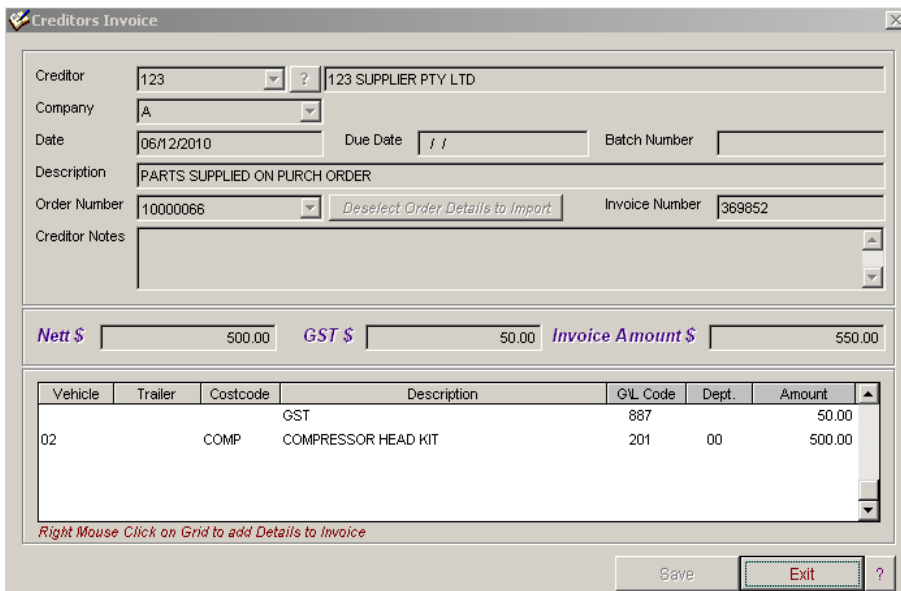
In the event that all items are not delivered on the same invoice, the items on back order can be de-selected from the purchase order import, by selecting the button to 'deselect order details to import'.



The order details will list in the browse screen, to de-select an item from the import, place a tick in the 'remove' tick box. The purchase order details that are removed will remain on the purchase order but will not be imported into the creditor invoice.



When items have been de-selected, select the 'done button.



GST is calculated on the detail items after they have been imported into the creditor invoice.

HELD TRANSACTIONS

To Hold a Transaction

Add
Edit
Display
Delete
Hold
Remove Hold
Cancel

For instances where a creditor invoice has been held for payment, due to query on the invoice details, the invoice can be put 'on hold' by highlighting the invoice in the maintain accounts screen, then right-mouse clicking and select 'hold'.

Creditors Hold Transaction Details

Creditor: TELSTR TELSTRA CORPORATION LIMITED
Invoice: DEC10 Company: A
Date: 11/01/2011 Held By: Robyn
Reason To Hold Transaction: [Text Area]
Held Transactions: will not show in the Bulk Payments to be paid
Save Cancel ?

A screen will display with the creditor details and invoice number. Details of the user making the hold entry will automatically be assigned to the transaction from the user login. Enter details of the reason for the transaction being held and select save. Any held transactions will not appear in the bulk payments screen until the hold has been removed.

To Remove a Hold from a Transaction

For instances where a creditor invoice has been previously held for payment and the reason has been resolved, you will need to 'remove hold' on the invoice to restore it into the bulk payments screen ready for payment.

Creditors Release Transaction On Hold

Creditor: TELSTR TELSTRA CORPORATION LIMITED
Invoice: DEC10 Company: A
Date Held Removed: 11/01/2011 Held Removed By: Robyn
Reason To Release Transaction on Hold: [Text Area]
Save Cancel ?

To 'remove hold', highlight the invoice in the maintain accounts screen, then right-mouse clicking and select 'remove hold'. Enter details relating to the resolution of the account and select save.

HELD TRANSACTION DETAILS

The screenshot shows a software dialog box titled "Held Transactions". It features several input fields and checkboxes for filtering data. The "Company" field is a dropdown menu with "A" selected, accompanied by an "All Companies" checkbox. The "Creditor" field is another dropdown menu with an "All Creditors" checkbox. The "Date Range" section has two text boxes, each containing "///", and an "All Dates" checkbox. Below these is a group box containing two radio buttons: "Currently Held Transactions" (which is selected) and "All Previously Held Transactions". At the bottom of the dialog are five buttons: "Save As....", "Print", "Preview", "Cancel", and a help icon "?".

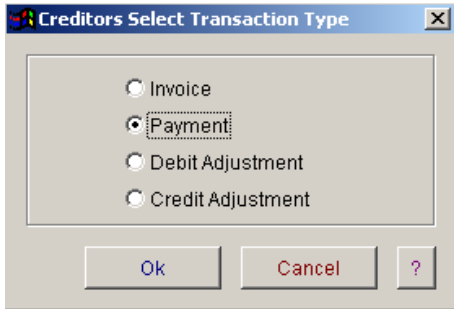
A report can be generated to show the history of transactions that have been placed on hold.

Report Details

The report lists company, on hold, updated, transaction type, transaction date, creditor code, invoice number, debit amount, credit amount, balance, description of transaction. Date of hold and user name and reason for holding, date and user who removed the hold.

CREDITOR PAYMENTS

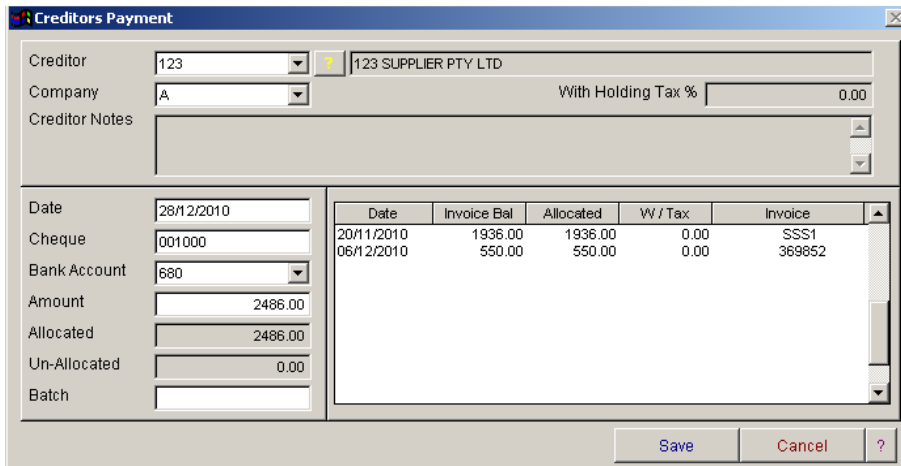
To Enter a Creditor Payment



There are two options for entering creditor payments in the Accountmate software, through maintain accounts and by using the bulk payment option.

To add a creditor payment, select the 'add' button on the maintain accounts screen to open the transaction selection window.

Select 'payment' and click OK to open the invoice data entry screen.



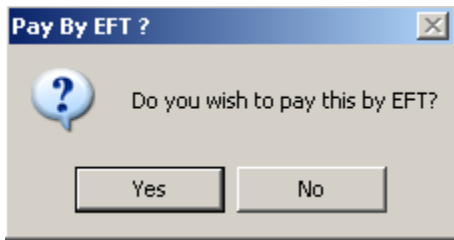
Date	Invoice Bal	Allocated	W / Tax	Invoice
20/11/2010	1936.00	1936.00	0.00	SSS1
06/12/2010	550.00	550.00	0.00	369852

Enter the creditor and company and a list of invoices outstanding will appear in the grid box. Invoices will only appear if there are transactions still outstanding against that invoice number. Select a date relative to the creditor month number in the company file. Enter the cheque amount and number and bank account code. This amount must be allocated to outstanding invoices. To allocate the money, select the invoice to pay and type the amount to pay on the invoice in the 'allocated' section in the grid box. Part payments on invoices are a possibly by entering the adjusted amount. Repeat allocating against invoices until the 'un-allocated' amount is reduced to zero. Amounts will be automatically calculated as you enter them in the allocated box and the unallocated box.

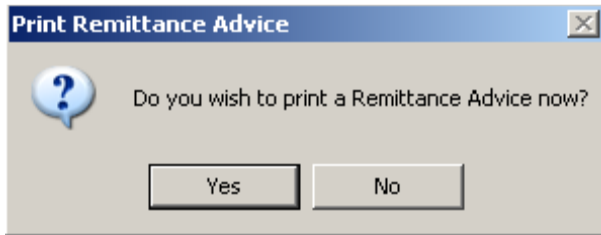
You cannot save the record if there is an amount, other than zero, in the unallocated box. Once all of the information is entered, select save.

Two query screens will display after the payment records are saved.

- Do you wish to pay this by EFT?
- Do you wish to print a Remittance Advice now?



Where you have answered 'yes' to the question 'do you wish to pay this by EFT', the payment records will be flagged waiting to create the EFT payment. Please refer to the section 'Create EFT Payment' for instructions on creating the file to upload to your banking software.



Once you select the save button you will be asked if you wish to print a remittance advice or not. If you select no, you can print one at a later time by going into the option for remittance reprint.

To Edit a Creditor Payment

You can only edit the date and cheque number fields on payments that have been entered through the maintain accounts option and have not been updated to the general ledger. Highlight the transaction to edit and select the edit button or use the right mouse click action. Alter the information on the header and select save. When complete select save.

To Delete a Creditor Payment

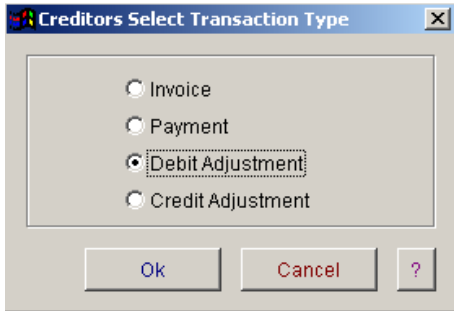
Payments entered through the maintain accounts option are able to be deleted unless they have been updated to the general ledger or have other transactions such as debit, credit or payment transactions against that invoice number. If the invoice has other transaction against it, you must delete the other transaction first.

To delete the invoice, select the invoice and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

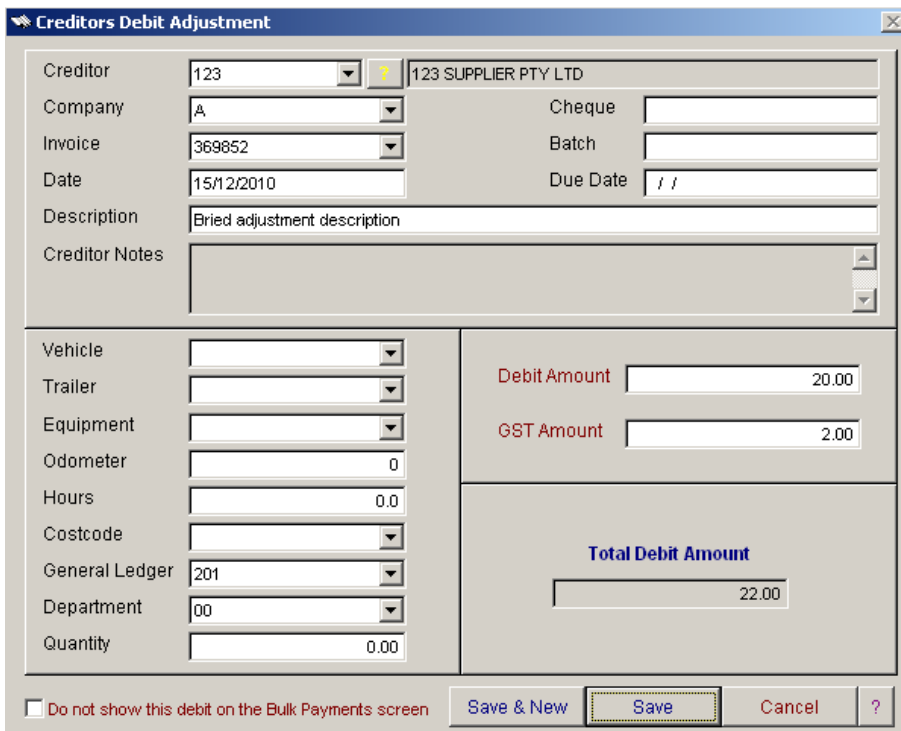
Payments that have been created through the bulk payment option cannot be deleted.

CREDITOR DEBIT ADJUSTMENTS

To Enter a Creditor Debit Adjustment



To enter a debit adjustment, select add from the view screen and then select 'Debit adjustment' from the select transaction type screen and then select ok.



Enter the creditor code. The company code will automatically be inserted. Select the invoice number for the debit adjustment to be allocated against. A valid invoice number is mandatory. Select a date for the transaction which **must** be a date later than the invoice date and be relative to the current creditor month number. Insert a description for the debit adjustment, a general ledger code and an amount. Once all information is entered select save. You can also allocate the debit adjustment to vehicle costs.

To Edit a Creditor Debit Adjustment

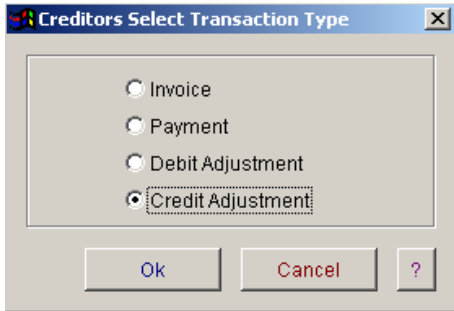
You can only edit debit transactions that have not been updated to the general ledger. To edit an existing transaction either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the creditor and invoice number. Alter the information and select save.

To Delete a Creditor Debit Adjustment

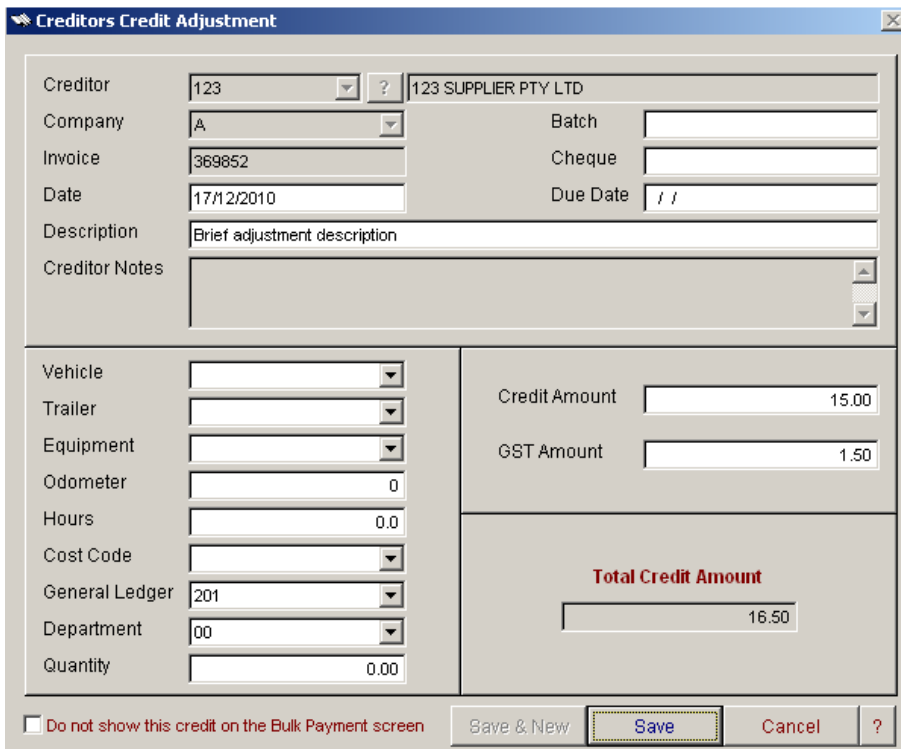
You cannot delete debit transactions that have been updated to the general ledger. To delete an existing debit, select the debit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

CREDITOR CREDIT ADJUSTMENTS

To Enter a Creditor Credit Adjustment



To enter a credit adjustment, select add from the view screen and then select 'Credit adjustment' from the select transaction type screen and then select ok.



Enter the creditor code. The company code will automatically be inserted. Select the invoice number for the credit adjustment to be allocated to. An invoice must be selected. Select a date for the transaction. The date must be relative to the creditor month number. Insert a description for the credit adjustment, a general ledger code and an amount. Once all information is entered select save. You can also allocate the credit adjustment to vehicle costs.

To Edit a Creditor Credit Adjustment

You can only edit credit transactions that have not been updated to the general ledger. To edit an existing transaction either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the creditor code and invoice number. Alter the information and select save.

To Delete a Creditor Credit Adjustment

You cannot delete credit transactions that have been updated to the general ledger. To delete an existing debit, select the debit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

BULK PAYMENTS

In the bulk payments screen you have the ability to view unpaid creditor invoices, select the creditor invoices that you wish to pay, print cheques and remittances, and select for credit card or EFT payment.

The initial selection of transactions to pay is the same for each mode of payment. Please ensure that transactions are not selected to be paid from multiple bank accounts at the same time. A payment run must be totally finalised for one bank account prior to processing of payments from a second bank account or credit card.

Select Invoices for Payment

The screenshot shows the 'Creditor Bulk Payments' window. It includes a filter section with dropdowns for Company (A), Creditor, Invoice, and Payment Type, all with 'All' selected. There are also date range filters for Transaction Date and Due Date, both set to '11'. A 'View' button is present. Below the filters, the 'Total Outstanding' is 7638.60 and the 'Payment Date' is 05/01/2011. A 'Create Payments' button is also visible. The main area contains a table with the following data:

Co	Type	Creditor	Invoice	Date	Due Date	Balance	Pay	Allocated	W / Tax	EFT
A	I	TELSTR	DEC10	06/12/2010	05/01/2011	275.00	<input type="checkbox"/>			0.00

At the bottom of the window, there are several action buttons: 'Select All', 'Deselect All', 'Display', 'Edit', 'CR Card Select', 'EFT Select', 'Print Cheques/Remittances', and 'Exit'.

Select the bulk payments option from the creditor menu. On entering this screen all outstanding invoices will be displayed. Selection criteria can be refined by entering in the creditor code, invoice number, and due date. To alter viewing criteria, make your selection then select **View**. This will filter out all irrelevant information making selection of accounts easier.

In the creditor field at the top of the screen, select the creditor that you wish to pay or you can select 'all'. If a due date has been entered through maintain accounts as the invoices were keyed in you are able to also select by due date for payment. If a due date has not been applied through creditor invoice entry you have the ability, if required, to edit the transactions within the Bulk Payment Screen to enter a due date.

To select transactions for payment place a tick in the 'pay' tickbox adjacent to the invoice and then select payment option. Options for payment methods are: 'CR Card Select', 'EFT Select' or 'Print Cheques/Remittances' button.

Pay by Credit Card

The screenshot shows the 'Creditor Bulk Payments' window. The 'Company' is set to 'A', 'Creditor' to '123', and 'Date Range' is set to 'Transaction Date' from '20/10/2010' to '31/12/2010'. The 'Credit Card Select' dialog box is open, displaying a table with the following data:

Tota	Creditor	Name	Payment Amount	Credit Card
Co	123	123 SUPPLIER PTY LTD	2486.00	1745,5678,9101,1121

The dialog box also has a 'Print' button and a 'Done' button. At the bottom of the main window, there are buttons for 'Select All', 'Deselect All', 'Display', 'Edit', 'CR Card Select', 'EFT Select', 'Print Cheques/Remittances', and 'Exit'.

After selecting the invoices to be paid, select the 'CR Card Select' button, to display the list of creditors waiting for payment. Move your cursor to the area adjacent to the payment amount and select the drop down combo box to allocate the credit card details to the payment.

You have the ability to print a report by selecting the Print button. When the selection is complete, click on 'Done' and select the option to 'print cheques/remittances'.

Print Remittances for Credit Card Payments

When the remittance advice is printed for payments that have been selected for credit card payment, a note will be inserted on the remittance showing the credit card number, card type, cardholder's same and expiry date. This can then be faxed to the supplier as an authority to debit.

The screenshot shows the 'Creditors Payment List' window. The 'Payment Date' is set to '20/01/2011' and the 'Starting Number' is '0'. The 'Print Type' options are 'Cheques Only', 'Remittance Only' (selected), and 'Cheques & Remittances'. The table below shows the following data:

Creditor Code	Name	EFT	Amount
TELSTR	TELSTRA CORPORATION LIMITED	NO	275.00

The window has buttons for 'Select All', 'Print', 'Done', and '?'.

The next step is to click on the print cheques/remittances button. This will bring up a second screen listing all creditors selected for payment, a total amount of the payment and will also indicate whether they have been selected for EFT payment or not. For payments to be made by credit card, this field should read 'No'. Enter in the date you wish to print on the remittances and select the option 'remittances only'. Next select the remittances you wish to print or select 'all'.

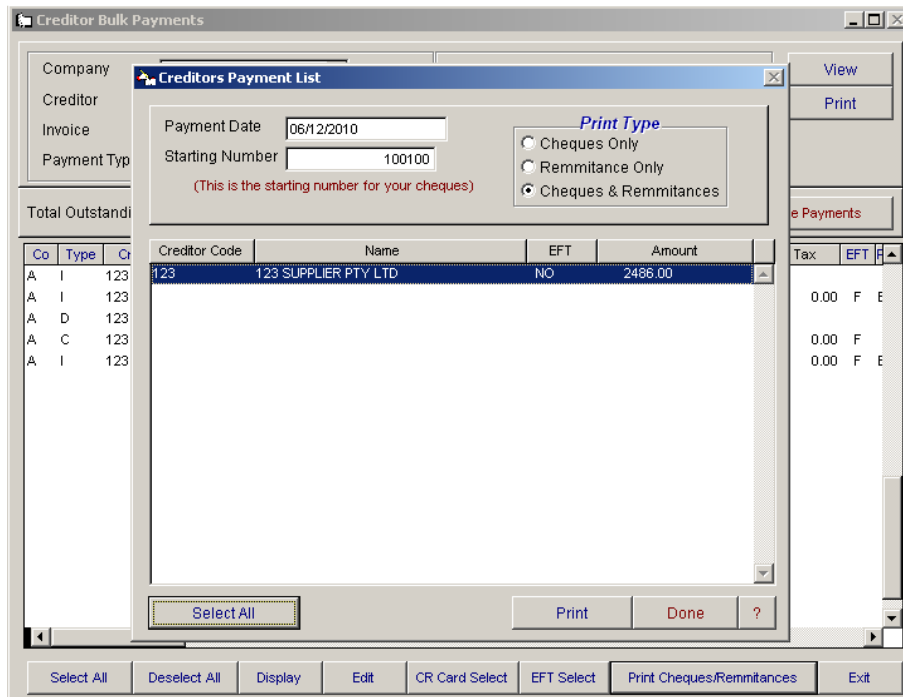
Enter to payment date, select remittances only and highlight the creditor to pay, or select all. Click on Print. The creditors' remittances you have selected for payment by credit card will display the card number, card type, cardholder name and expiry date. When remittances have been printed click on Done.

If you print the remittances, then de-select them in the bulk payment selection area, payment method details will be removed and the remittance will need to be reprinted for the information to be written back onto the payment transactions file before proceeding to the next stage.

Before proceeding to the next stage, please check that all remittances are correct, and then select the button to 'create payments'.

Pay by Cheque

When paying creditors by cheque, the option to print cheques & remittances, or cheques only, or remittances only is available. To print cheques, pre-printed stationery will need to be supplied to Norcom for alignment into the program.



After selecting the invoices to be paid, select the 'print cheques/remittances' button, to display the list of creditors waiting for payment.

This will bring up a second screen listing all creditors selected for payment, a total amount of the payment and will also indicate whether they have been selected for EFT payment or not. For payments to be made by cheque, this field should read 'No'.

Print Cheques & Remittances

Enter in the date you wish to print on the cheques, a starting number for the cheques and tick whether you wish to print cheques or cheques/remittances or remittances only. Next select the remittances you wish to print or select 'all'. Click on Print.

If you print the remittances, then de-select them in the bulk payment selection area, payment method details will be removed and the remittance will need to be reprinted for the information to be written back onto the payment transactions file before proceeding to the next stage.

Before proceeding to the next stage, please check that all remittances are correct, and then select the button to 'create payments'.

Pay by EFT

An .aba or .txt file can be created for easy uploading to your banking software. To create the file, select the invoices to pay by placing a tick in the 'pay' box adjacent to the invoice.

The screenshot shows the 'Creditor Bulk Payments' window. At the top, there are filters for Company (A), Creditor (123), Invoice (20/10/2010), and Payment Type (EFT Select). A 'Total Outstanding' table is visible on the left. The main area is a table with columns: Creditor, Name, Payment Amount, and EFT?. The table contains one entry: 123 SUPPLIER PTY LTD with a payment amount of 2486.00 and a tick in the EFT? column. Below the table, there is a note: '** Only Creditors with full bank details will appear in this list. Details required are BSB Number, Account Number and Account Name.' Buttons for 'Select All', 'De Select All', 'Print', and 'Done' are at the bottom of the dialog.

After selecting the invoices to be paid, select the 'EFT Select' button, to display the list of creditors waiting for payment. Move your cursor to the area adjacent to the payment amount and place a tick under 'EFT?'

NB: Only creditors with full bank details in the creditor master file will appear here. Details required are BSB number, account number and account name.

You have the ability to print a report by selecting the Print button. When the selection is complete, click on 'Done' and select the option to 'print cheques/remittances'.

Print Remittances for EFT Payments

The next step is to click on the print cheques/remittances button. This will bring up a second screen listing all creditors selected for payment, a total amount of the payment and will also indicate whether they have been selected for EFT payment or not. For payments to be made by EFT, this field should read 'Yes'.

The screenshot shows the 'Creditors Payment List' window. At the top, there are fields for 'Payment Date' (20/01/2011) and 'Starting Number' (0). Below these is a 'Print Type' section with three radio buttons: 'Cheques Only', 'Remittance Only' (selected), and 'Cheques & Remittances'. The main area is a table with columns: Creditor Code, Name, EFT, and Amount. The table contains one entry: TELSTR, TELSTRA CORPORATION LIMITED, NO, 275.00. Buttons for 'Select All', 'Print', 'Done', and '?' are at the bottom.

Enter in the date you wish to print on the remittances and select the option 'remittances only'. Next select the remittances you wish to print or select 'all'. Click on Print.

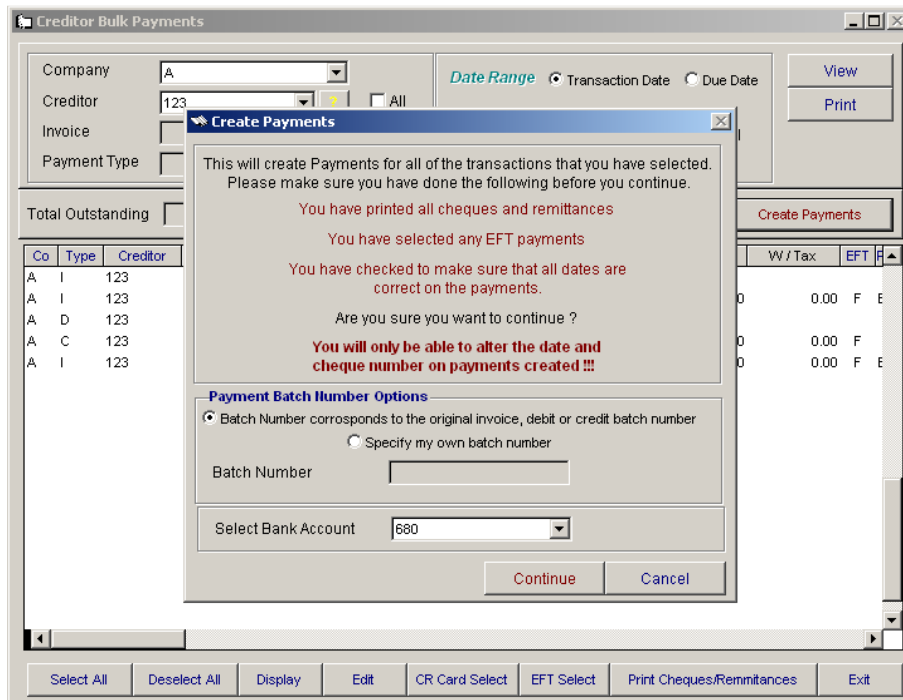
When the remittance advice is printed for payments that have been selected for EFT payment, a notation will be inserted on the remittance advising that the payment will be made via Electronic Funds Transfer, and can then be faxed to the supplier to notify them of the payment.

If you print the remittances, then de-select them in the bulk payment selection area, payment method details will be removed and the remittance will need to be reprinted for the information to be written back onto the payment transactions file before proceeding to the next stage.

Before proceeding to the next stage, please check that all remittances are correct, and then select the button to 'create payments'.

Create Payments

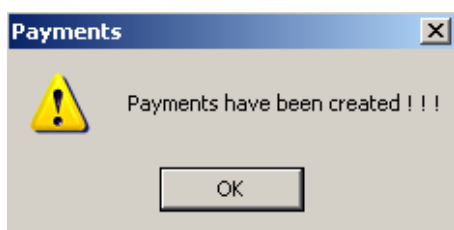
To finalise the payments and record them onto the creditor account, select the 'create payment' button. The following screen will display, showing a message that payments are about to be created.



Please note: Whatever has been selected to be paid, will be paid when you select Create Payments, even if information has been filtered out of the view screen and is not visible. A useful check is to select the print button and generate a report (print or preview to screen), selecting the option to 'only show if selected to pay'.

Payments can only be processed for one bank account for each payment run.

Please read the displayed message carefully and insert your general ledger bank account code and select continue. This will allocate the selected payments to the creditor accounts. Once the payments have been created they cannot be altered or edited in creditor accounts, so **please ensure they are correct before continuing.**

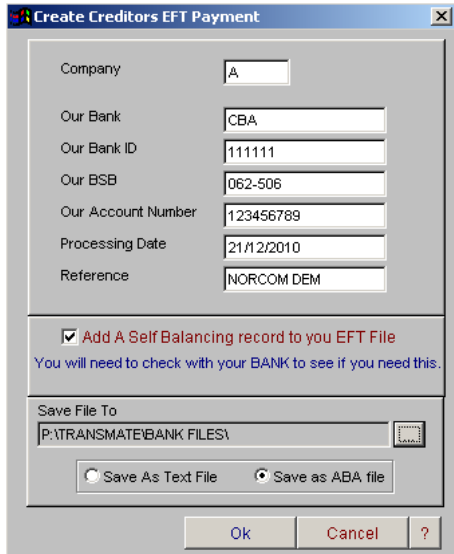


A message will display advising that the payments have been created successfully. Select 'ok', then select 'exit'.

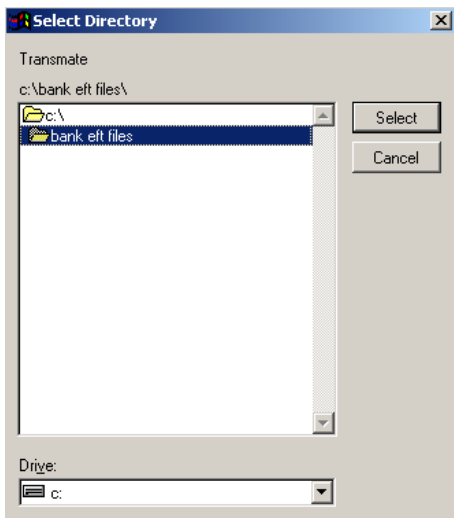
CREATE EFT PAYMENT FILE

If you use online banking you can then print the EFT report and create your EFT file ready for importing the file into your banking software ready for transmitting to the bank.

To create a payment file for transferring to your preferred banking software, select the 'Create EFT payment option from the creditor menu, your company and bank details will automatically display.



A screen will appear listing the bank details from your company records. If a second bank account is used these details can be entered manually. Enter in the processing date and if necessary place a tick in the area for a self-balancing record. Due to changes in banking software from some banks you will need to contact your bank to check whether the self balancing record is required and also to determine whether they require the file to be in the format of a text file or an ABA file.



You will need to specify where on your network you want to save the file. A suggestion would be a directory within Transmate named bank files which is accessible to the staff member responsible for accounts payable.

When all information has been entered correctly, select the OK button. A report will print listing the payments selected for EFT bank file. The file can now be imported to your banking software for transmission to your bank.

Please Note: The EFT file must only be created once. If you attempt to create this file more than once you will lose the information and EFT payments will need to be manually entered into your banking software.

REPRINT REMITTANCE

Print \ Reprint Creditor Remittances

Company: A
Remittance Date Range: 21/12/2010
Creditor: [] All
Remittance: [] All
21/12/2010
View

Cheques Only Remittance Only Cheques & Remittances

Co.	Creditor	Date	Remittance No.	Amount
A	123 SUPPLIER PTY LTD	21/12/2010	000000071	2486.00

Select All Print Preview Done

To re-print a creditor remittance advice, select 'reprint remittance from the creditor menu. Search for the required remittance by filtering for the creditor, date or remittance number if known and then select view.

Highlight the remittance and select the print method, cheques only, remittance only or cheques and remittances and the select 'print'. When finished, select 'Done'.

GENERAL LEDGER UPDATE

Creditors Update Transactions to General Ledger

Company Code: Date Range: Date Range Month and Fiscal Year

Creditor: All Creditors

Invoice Number: All Invoices

Batch Number: All Batches

Date Range: All Dates

Invoices Payments Debits Credits All Transactions

**** Please make sure that you click the VIEW button after every selection change**** **** Credits and Payments will show as a negative ****

Co	Type	Date	Creditor	Invoice	Description	Amount
A	I	06/12/2010	TELSTRA CORPORATION LIMITED	DEC10	DECEMBER STATEMENT	275.00
A	I	06/12/2010	123 SUPPLIER PTY LTD	369852	PARTS SUPPLIED ON PURCH ORC	550.00
A	D	15/12/2010	123 SUPPLIER PTY LTD	369852	Brief adjustment description	22.00
A	C	17/12/2010	123 SUPPLIER PTY LTD	369852	Brief adjustment description	-22.00
A	P	21/12/2010	123 SUPPLIER PTY LTD	369852	Payment	-550.00
A	P	21/12/2010	123 SUPPLIER PTY LTD	SSS1	Payment	-1936.00

General Ledger Report
 Summarized Detailed None

Bank Reconciliation Grouping
 Date, Creditor, Cheque Number, Bank Account Date, Bank Account None

To update transactions to general ledger you have the ability to filter by creditor, invoice number, batch, date range, fiscal month and year or transaction type, or you can select 'all' or multi-select.

Multi-selection of transactions to update can be done by selecting a block of data or by selecting individual records to create a block of information.

Select your filter criteria and then select **view**. All other transactions will be filtered out of the view screen.

If you change the selection criteria for the general ledger update, please ensure that you select 'view' after each selection change to refresh the data selection.

When you have made your final update selection, choose the type of general ledger update report you want to print. You have the option of detailed, summarised or none, then select the update button. All the transaction you have selected will then be updated to the general ledger.

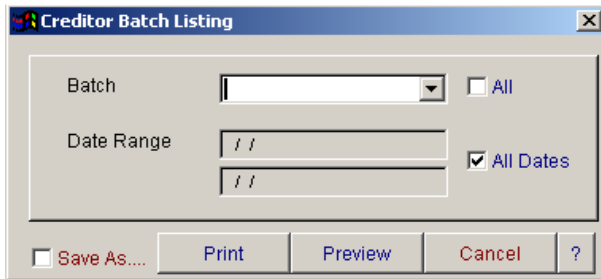
When **updating payments**, you will need to define the way the transactions appear in the bank reconciliation report.

The options are:

- Grouped by date, creditor, cheque number and bank account
- Grouped by date and bank account
- None

You also have the ability to print a report prior to updating transactions. To do this select the print button, select the report criteria you wish to print. You can either print or preview this information to screen.

BATCH LISTING

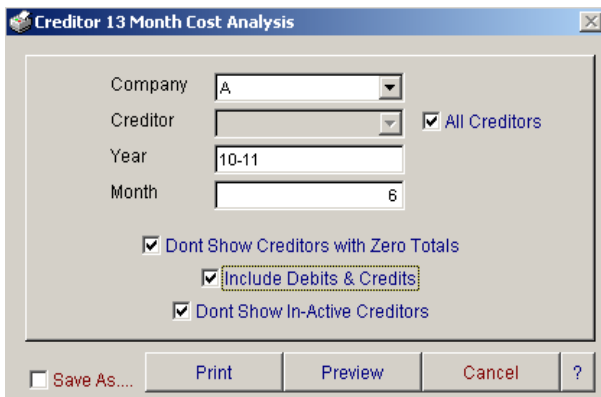


The screenshot shows a dialog box titled "Creditor Batch Listing". It contains a "Batch" dropdown menu, a "Date Range" section with two input fields (each containing "/ /"), and a "Print" button. There are also checkboxes for "All" and "All Dates". At the bottom, there are buttons for "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

Report Details

The batch listing report shows all transactions that have been assigned a batch number, the report lists the batch number, company, updated date, transaction type, date, creditor, creditor name, invoice number, cheque, debit amount, credit amount, balance description.

CREDITOR 13 MONTH ANALYSIS



The screenshot shows a dialog box titled "Creditor 13 Month Cost Analysis". It contains fields for "Company" (dropdown with 'A'), "Creditor" (dropdown), "Year" (10-11), and "Month" (6). There are checkboxes for "All Creditors", "Dont Show Creditors with Zero Totals", "Include Debits & Credits", and "Dont Show In-Active Creditors". At the bottom, there are buttons for "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

The **13 month cost analysis** report shows a bigger picture of the company expenses over a selected period. You can select the company, creditor or all, fiscal year and month, and include debits and credits and exclude inactive creditors. You can print this report, preview or save the report to Excel.

Report Details

The report will display the selection criteria at the top of the report and list the creditor code and name, and total expenditure amount month by month for the period selected. The report will list in the order of the original month selected i.e. month 6, the report will list across from November through to December, with the December (13th month totals) alongside and a grand total figure. At the bottom of the report will be grand total amounts for the 12 months and the 13 months for each year in the selection.

SHOW AGED TRIAL BALANCE

The screenshot shows a dialog box titled "Creditor Aged Trial Balance". It contains the following elements:
- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Creditor: A dropdown menu with a question mark icon, and a checkbox for "All Creditors".
- As at: Three dropdown menus showing "MONTH", "DECEMBER", and "2010".
- A checkbox for "Display Invoice Details".
- Two sections for sorting options:
 - "Customer Sort By" with radio buttons for "Creditor Code" (selected) and "Creditor Name".
 - "Details Sort By" with radio buttons for "Date" (selected) and "Invoice Number".
- At the bottom: a checkbox for "Save As...", and buttons for "Print", "Preview", "Cancel", and a help icon.

The creditor aged trial balance lists all outstanding balances for the criteria selected. You have the option to select a company or all companies, and the ageing can be ordered by three options: today, date or month.

For balances selected by a date, or today, the transactions will age correctly according to the date selected and will age to the next age code every 30 days from the date on the transaction. For balances selected by month, the transactions will age as per calendar month.

You have the ability to print a summarised list or display the invoice details on the aged trial balance. Transactions do not have to be updated to the general ledger to view them on this report. You can print and preview the report. You can also sort the aged trial balance by creditor name and invoice number.

Report Details

For a summarised report, the creditor code and name, will display, and total amounts in current, 30 days, 60 days, 90 days, 120 days and total due will be listed.

For a detailed report, select the tick box to display invoice details, then print or preview. The report will list the creditor code and name, invoice date, invoice number, current, 30 days, 60 days, 90 days, 120 days and total amount due and will be subtotalled by creditor.

SHOW UNPAID INVOICES

The screenshot shows a dialog box titled "Creditors Unpaid Invoices". It contains the following elements:
- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Creditor: A dropdown menu with "123" selected, and a checkbox for "All Creditors".
- Date Range: Two text input fields, both containing "//".
- A checkbox for "All Dates".
- At the bottom: a checkbox for "Save As...", and buttons for "Print", "Preview", "Cancel", and a help icon.

The creditors' unpaid invoices report will give you a list of all of the invoices yet to be paid. Select the company or all, creditor or all and a date range, then select print or preview.

Report Details

The report shows invoice date, creditor code and name, invoice number and invoice balance. The report is subtotalled by creditor and has a grand total at end of report.

SHOW CREDITOR PURCHASES

The screenshot shows a dialog box titled "Creditors Purchases". It has a title bar with a close button. The main area contains three rows of input fields: "Company" with a dropdown menu showing "A", "Creditor" with a dropdown menu showing "123", and "Date Range" with two lines of input fields, each containing " // ". To the right of these fields are three checkboxes: "All Companies" (unchecked), "All Creditors" (unchecked), and "All Dates" (checked). At the bottom of the dialog, there is a "Save As...." checkbox, followed by four buttons: "Print", "Preview", "Cancel", and "?".

The 'creditor purchases' report will give a list of purchases within the date range selected. To generate a report, enter the company code or all companies, creditor or all creditors and enter a date range, then select print or preview.

Report Details

The report shows invoice date, creditor code, invoice number, a brief description of the purchases and invoice amount. The report is subtalled by creditor with a grand total at the end of report.

CREDITOR TRANSACTIONS

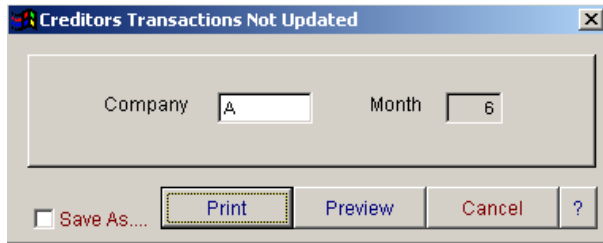
The screenshot shows a dialog box titled "Creditors Transactions". It has a title bar with a close button. The main area contains several rows of input fields: "Company" (dropdown with "A"), "Creditor" (dropdown), "Invoice" (dropdown), "Department" (dropdown), "Transaction Type" (dropdown), "Batch Number" (dropdown), and "Date Range" (two lines of input fields, each containing " // "). To the right of these fields are seven checkboxes: "All Companies", "All Creditors", "All Invoices", "All Departments", "All Types", "All Batch Numbers", and "All Dates". Below these fields are two groups of radio buttons: the first group has "Paid", "Un-Paid", and "Both" (selected); the second group has "Updated", "Not Updated", and "Both" (selected). Below the radio buttons is a checkbox labeled "Include the Vehicle \ Trailer \ Costcode Details". At the bottom of the dialog, there is a "Save As...." checkbox, followed by four buttons: "Print", "Preview", "Cancel", and "?".

The 'creditors transactions' report will list line item transaction details on one report for ease of viewing. A selection can be made from the selection criteria box to refine the search to show creditor, invoice, department, transaction type, batch number, date range, whether the transactions have been paid or not, whether the transactions have been updated to the general ledger or not and can also display vehicle & trailer numbers and cost codes associated with the invoice.

Report Details

The report shows company, creditor code, date, transaction type, invoice number, description, debit general ledger account code, and debit department, credit general ledger account code and department and line item amount and is totalled at the bottom of the report.

ACCOUNTS NOT UPDATED TO GENERAL LEDGER

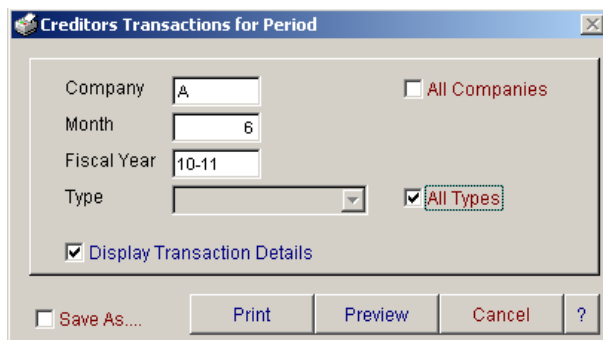


The screenshot shows a dialog box titled "Creditors Transactions Not Updated". It contains two input fields: "Company" with the value "A" and "Month" with the value "6". Below these fields are five buttons: "Save As...", "Print", "Preview", "Cancel", and "?".

The 'creditor transactions not updated to general ledger' report allows you to list all of the transactions not updated to the general ledger for the current period. If transactions remain not updated, there may be a problem with a transaction or it may be a future dated transaction. You can print or preview this information.

A more comprehensive report can be obtained by using the 'creditor transactions' report.

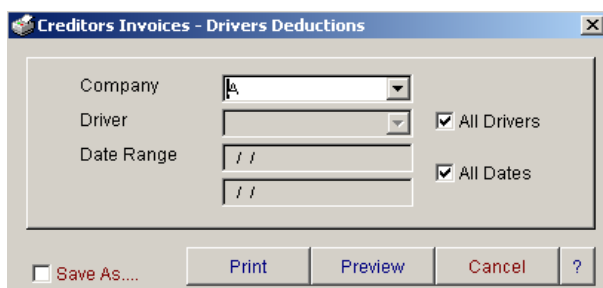
SHOW ACCOUNT MOVEMENTS THIS MONTH



The screenshot shows a dialog box titled "Creditors Transactions for Period". It contains several input fields and checkboxes: "Company" (A), "Month" (6), "Fiscal Year" (10-11), "Type" (dropdown), "All Companies" (checkbox), "All Types" (checkbox), and "Display Transaction Details" (checkbox). At the bottom are buttons for "Save As...", "Print", "Preview", "Cancel", and "?".

The 'creditor transactions for period' report is a useful report when reconciling the subledger to the general ledger. The report lists all of the transactions entered for a fiscal month, subtalled by transaction type, lists opening balance, movements and closing balance. The report can be viewed/printed in detail or summary. After selecting the criteria for the report, select print, preview or 'save as' and Excel file.

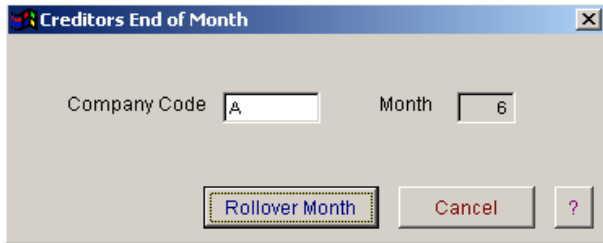
CREDITORS DRIVER DEDUCTIONS



The screenshot shows a dialog box titled "Creditors Invoices - Drivers Deductions". It contains input fields for "Company" (A), "Driver" (dropdown), and "Date Range" (two lines with slashes). There are also checkboxes for "All Drivers" and "All Dates". At the bottom are buttons for "Save As...", "Print", "Preview", "Cancel", and "?".

At the point of entry of the creditor invoices, there is an option to recharge to employees. This is useful if an employee has purchased personal items on the company account. A report can be generated that will list details of the purchase, that can later be deducted from the employee wages at a later date.

END OF MONTH



The end of month option will close off the current month and increase the month number by one in the company records. An end of month cannot be done if there are still transactions for that fiscal month waiting to be updated to the general ledger. Each company must be done individually. This option must only be done at the close off time for the month and only done once.

If a message is displayed stating 'there are transactions not updated, you can NOT rollover month' select the 'ok' button and go to the 'accounts not updated to general ledger' report to view a list of the transactions waiting to be updated to check what is waiting to update. If ok, go to the update general ledger option and update them.

Once the transactions have been updated to the general ledger, select the 'end of month' option again and select 'rollover month'.

How To:

Balance Creditor Accounts and Reconcile to General Ledger

At the end of month when all invoices, payments and any adjustments have been entered you will need to check that all transactions have been updated to the general ledger. Once all transactions have been updated to general ledger, the accuracy and flow of data can be checked by the following procedures.

- a. Print the **Show Account Movements This Month** – summarised report.
- b. Print the **Customer Aged Trial Balance** as at end of month.
- c. You will then need to check the balance as at the end of the month in the **Maintain Accounts** screen by selecting all transactions between 01/01/1900 and the last day of the month you are checking.
- d. Figures obtained at a, b & c above should all agree.
 - i. If there is a variance between the aged trial balance and the maintain accounts screen, the problem will be a date issue. To locate the transaction concerned, print an aged trial balance as at the end of month you are reconciling, and select the tick box to **display transaction details**. Scan through and you will find an invoice that is dated after the month end you are reconciling.
 - ii. If there is a discrepancy between the maintain accounts and the movements for the month report, You then need to check off the monthly movements on the monthly transaction report against the movements for the same period on the "Maintain Accounts" screen by selecting **all transactions** with the date range being the first day of the month to the last day of the month. If there is a discrepancy you will need to identify where this has occurred. This can be done by selecting **invoices** and checking this against the invoices on the monthly movement report. Follow the same procedure for **debits, credits and payments**.
- e. Print a **General Ledger Trial Balance** for the current month, current year.

If there is a discrepancy between the subledger figure and the general ledger figure, go into the general ledger menu and run an account inquiry to check for any journals or cashbook entries that have been coded against the trade creditor control account in error.

Cancel a Creditor Cheque/Payment

There is an **exception** to the rule when making an adjustment to the value of an invoice, for instance, if a payment has been either entered to the wrong date, wrong supplier or for an incorrect bank account or amount.

To cancel a creditor payment, you will need to enter a debit adjustment against the invoice/s relating to the original payment. The general ledger code that you will need to enter will be your bank account code and you will need to zero out the GST, as there is no GST involved when cancelling a payment created in the creditor accounts options.

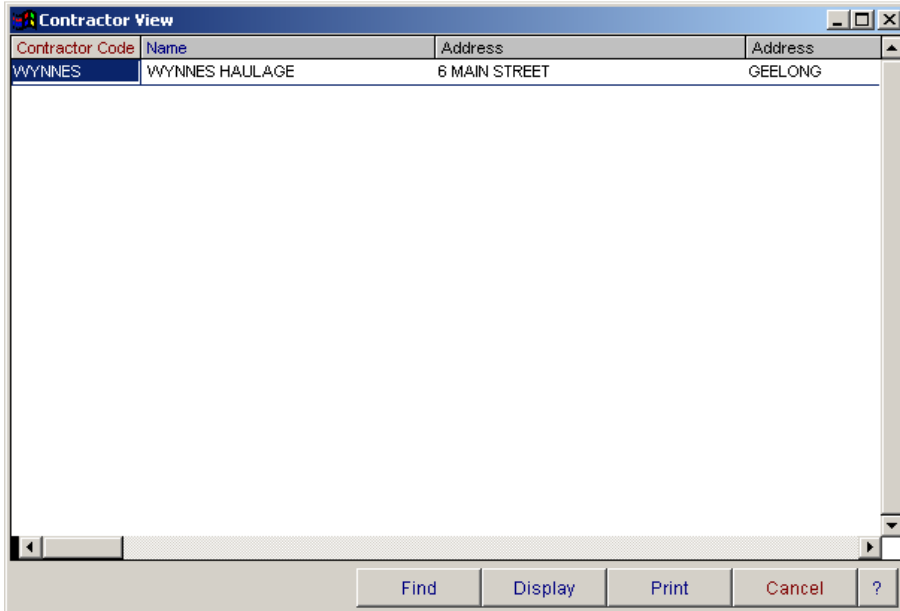
When reconciling the bank account, balance off the credit transactions for the original payment and the debit adjustment for the reversal. The debit adjustment, when ticked off as presented along with the original payment will have a nil effect on the bank reconciliation.

CONTRACTOR ACCOUNTS

MAINTAIN CONTRACTORS

From the contractor accounts menu you have the ability to control all aspects of contractor accounts maintenance, from entry of contractor data base, through to invoicing, receipting and general ledger updating of all contractor manifest records from Freightmate.

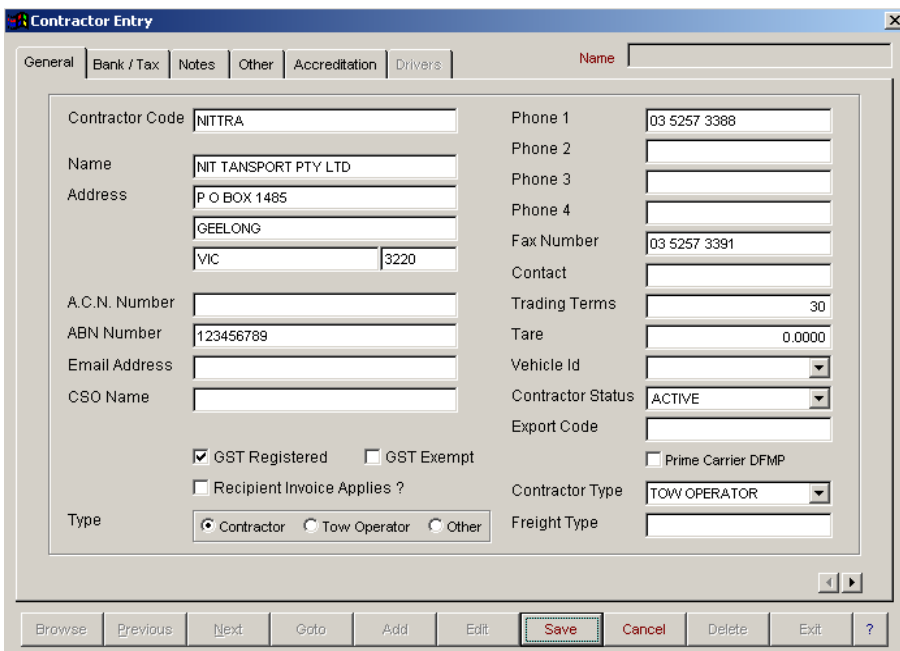
Setting Up a New Contractor



To enter a new contractor, select the display button, and then add.

To print the information, select your print button. You have the ability to print and preview the information and the report can be sorted by clicking on the field name at the top of the grid. When the heading name turns red, the information is sorted in that order. When you select the print button, the report will be sorted in the order that is currently selected.

General Information



The general tab is for recording contractor name and postal address, phone numbers, ABN number (this must not be left blank), and contact information. This information is accessed for printing of remittance advices.

Bank / Tax

BSB	222-333	Tax File No.	259 693 538
Account Number	1235689	Exemption No.	
Account Name	WYNNES HAULAGE	General Ledger	455
Variation No	NIL	Department	
PPS Deduction %	20.00	Fuel Surcharge %	5.00
Insurance %	0.00	Fuel G /L Code	000
Revenue %	0.00	Fuel Department	00
Mobile Login Code		Fuel Expiry	/ /
Mobile Login Password		Payment Type	

This screen is for recording of you contractor's bank details, trading terms and extra contact details.

Notes

Notes

Print Notes

The notes screen is for recording of general information about your contractor.

Other

The screenshot shows the 'Contractor Entry' window with the 'Other' tab selected. The 'Name' field contains 'WYNNES HAULAGE'. The 'Other' tab contains several input fields for certificates of currency and their expiry dates, along with a checkbox for 'Sub-contractor Statement filled in'. The fields are:

Field Name	Input Type	Expiry
Licence Number	Text	//
Workers Compensation Certificate of Currency	Text	//
Heavy Vehicle Insurance Certificate of Currency	Text	//
Marine Transit Insurance Certificate of Currency	Text	//
Public Liability Insurance Certificate of Currency	Text	//
Trailer In Control Certificate of Currency	Text	//
Sub-contractor Statement filled in	Checkbox	//

At the bottom of the window, there is a toolbar with buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

Certificates of currency, expiry dates and licence number can be readily accessed when required by recording all details in one central data entry area.

Accreditation

The screenshot shows the 'Contractor Entry' window with the 'Accreditation' tab selected. The 'Name' field contains 'WYNNES HAULAGE'. The 'Accreditation' tab contains a 'Fatigue Scheme' dropdown menu set to 'BASIC' and a checked 'Training Completed' checkbox. Below this is a section titled 'Work Diary Details' containing two empty grid boxes for recording work diary information.

The first grid box has the following columns: Work Diary Start Number, Work Diary End Number, Issued Date, and Issued By.

The second grid box has the following columns: Date, Repair Request Book No., Interception Report Book No., and E-Tag Number.

At the bottom of the window, there is a toolbar with buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, and a help icon (?).

Information relating to your contractors accreditation can be recorded on the 'accreditation' tab by positioning your cursor over the appropriate white grid box area and then selecting the add option from the pop-up menu.

Contractor Work Diary

The screenshot shows the 'Contractor Entry' application window with the 'Drivers' tab selected. The 'Name' field contains 'WYNNES HAULAGE'. Below the tabs, there is a 'Fatigue Scheme' dropdown set to 'BASIC' and a checked 'Training Completed' checkbox. A pop-up window titled 'Contractor Work Diary' is open, containing the following fields: 'Date Issued' (dropdown), 'Issued By' (text box), 'Work Diary Start Number' (text box), 'Work Diary End Number' (text box), and 'Additional Details' (text area). The pop-up has 'Save', 'Cancel', and '?' buttons. At the bottom of the main window, there is a navigation bar with buttons: 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'.

To record details of your contractor work diary, right mouse click on the first white box grid area and select 'add' from the pop-up menu. Enter in all relevant details and select save.

Contractor Additional Details

The screenshot shows the 'Contractor Entry' application window with the 'Drivers' tab selected. The 'Name' field contains 'WYNNES HAULAGE'. A pop-up window titled 'Contractors Additional Details' is open, containing the following fields: 'Date' (dropdown, set to '07/03/2011'), 'Driver Name' (text box), 'Repair Request Book No.' (text box), 'Interception Report Book No.' (text box), 'NHVAS Label Number' (text box), 'NHVAS Registered' (dropdown), 'Date Joined NHVAS' (text box, set to ' / /'), 'E-Tag Number' (text box), 'Monthly Briefcase Checklist Date' (text box, set to ' / /'), 'First Aid ?' (checkbox), 'Monthly Briefcase Checklist Notes' (text area), and 'Show on Compliance Register Report' (checkbox). The pop-up has 'Save', 'Cancel', and '?' buttons. At the bottom of the main window, there is a navigation bar with buttons: 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and '?'.

To enter additional details relating to your contractor's accreditation, select the place your cursor over the lower white grid box and right mouse click to bring up the pop-up menu. Select 'add', enter the relevant details and select save.

Drivers

The screenshot shows the 'Contractor Entry' application window. The 'Drivers' tab is selected, and the 'Name' field contains 'WYNNES HAULAGE'. A pop-up window titled 'Contractor Drivers' is open, displaying a form with the following fields: 'Driver Code' (text input), 'Driver Name' (text input), 'Licence No.' (text input), 'Fatigue Scheme' (dropdown menu), and 'Notes' (text area). Below the form are three buttons: 'Save & New', 'Save', and 'Cancel'. The main window has a menu bar with 'General', 'Bank / Tax', 'Notes', 'Other', 'Accreditation', and 'Drivers'. At the bottom of the main window is a toolbar with buttons for 'Browse', 'Previous', 'Next', 'Goto', 'Add', 'Edit', 'Save', 'Cancel', 'Delete', 'Exit', and a help icon.

A database of contractor drivers can be compiled by right-mouse clicking on the grid box of the contractor entry, 'drivers' tab. Assign a driver code, then enter drivers name, licence number, fatigue scheme and enter any notes relevant to the particular driver. Select save and new to enter another driver, or save to exit.

Viewing Contractor Information

To find a record, select the find button and type in a combination. Select the search button. To view the search results select view.

To print a list of contractors, sort the data in the order you wish to print the report, by clicking on the heading of the grid. The heading will turn to red, indicating that order the data is sorted. This option will only print what is currently displayed in the grid. For example, if you have used the find button to search for a particular group of records and that information is still displayed on the screen at the time of selecting the print button, only that information will print.

STANDING ADJUSTMENT ENTRY

The screenshot shows the 'Contractors Standing Adjustments' window. At the top, there are fields for 'Company' and 'Contractor', both with dropdown menus. To the right, there are checkboxes for 'All Companies' and 'All Contractors', both of which are checked. Further right, there are 'Total' and 'Total GST' fields, both showing '0.00'. Below these are radio buttons for 'Debit Adjustments', 'Credit Adjustments', and 'All Transactions'. A 'View' button and a 'Print' button are also present. A dialog box titled 'Contractors Select Transaction Type' is open in the center, showing two radio buttons: 'Debit Adjustment' (which is selected) and 'Credit Adjustment'. At the bottom of the dialog are 'Ok', 'Cancel', and '?' buttons. The main window has a table with columns 'Co', 'Type', 'Contractor', and 'Description'. At the bottom of the window are buttons for 'Update Adjustments', 'Add', 'Edit', 'Display', 'Delete', 'Exit', and '?'.

Standing adjustment entries are able to set up; this option would primarily be used when a recurring adjustment was required to your contractors account. This could be goods purchased on your company account and you were to deduct from his payments or for additional payments you needed to pay to your contractor on a regular basis.

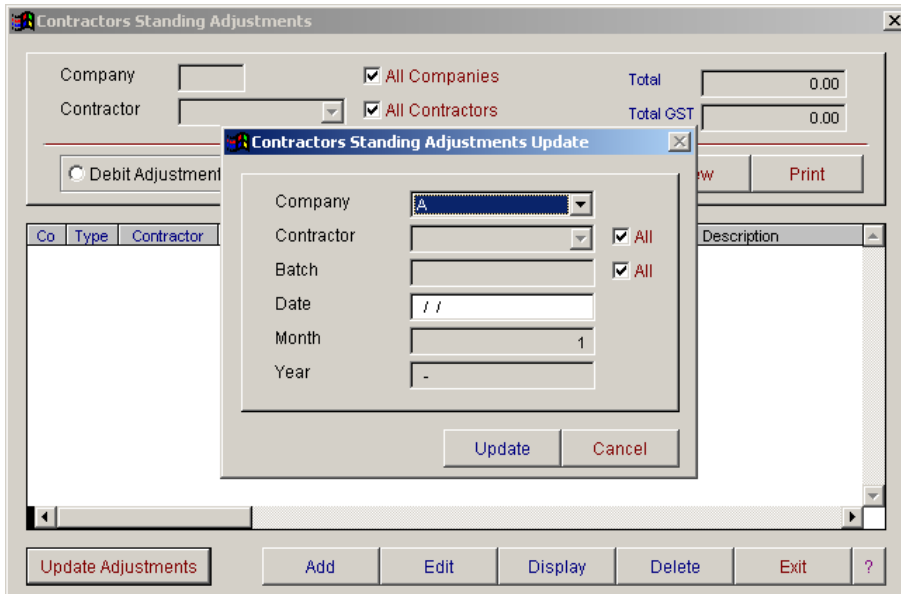
To Set up a Standing Contractor Adjustment

The screenshot shows the 'Contractors Standing Adjustments' window with the 'Contractors Standing Debit Adjustment' dialog box open. The dialog box has fields for 'Contractor' (dropdown), 'Company' (dropdown), 'Description' (text), 'Cheque' (text), 'Batch' (text), 'General Ledger' (dropdown), and 'Department' (dropdown). Below these are fields for 'Debit Amount' (0.00) and 'GST Amount' (0.00). To the right, there is a 'Total Debit Amount' field showing 0.00. At the bottom of the dialog is a checkbox labeled 'Do not show this debit on the Bulk Payment screen' and 'Save', 'Cancel', and '?' buttons. The main window's buttons at the bottom are 'Update Adjustments', 'Add', 'Edit', 'Display', 'Delete', 'Exit', and '?'.

To set up a standing (recurring) debit or credit adjustment, select 'add', then select the transaction type you wish to set up.

Enter in the company, contractor code, transaction description, cheque & batch (if required) and general ledger code and department code. Enter the debit amount and the GST will calculate and the total adjustment amount will be calculated and displayed on the screen. When finished, select save.

To Update a Contractor Standing Adjustment



To update a standing adjustment, highlight the transaction you wish to update. Select the 'update adjustment' button and enter in the date you want the adjustment to be updated to, then select 'update'.

Note: standing adjustments do not have an invoice number assigned.

MAINTAIN ACCOUNTS

The Maintain Accounts option has 2 uses. The first is to view information regarding your contractors' accounts and the second is to add transactions to your contractors' accounts. Transactions are easily identifiable, as invoices will show as blue transactions, payments as red, debit adjustments are light blue and credit adjustments are green.

Co	UD	Type	Date	Contractor	Invoice	Batch	Debit	Credit	Balance	GST	Flag
A	T	P	03/08/2010	CAM	PBTEST1A		0.00	1155.00	0.00		
A	T	I	07/09/2010	CAM	100245		115.50	0.00	115.50	10.50	
A	T	I	09/09/2010	CAM	PB4		46.20	0.00	46.20	4.20	
A	T	I	09/09/2010	CAM	11		46.20	0.00	46.20	4.20	
A	T	I	22/10/2010	CAM	100250		0.00	0.00	0.00	0.00	

Viewing Contractor Account Information

You have several different ways to view information on your contractors. You are able to filter by company code, contractor, invoice number, reference number, date range, transaction type, whether the transaction is paid or not, whether the transaction is on hold for payment and whether the transaction has been updated to the general ledger or not.

Once you have selected the criteria to view, select the view button to refresh the information selected. The information will appear in the grid below the sorting criteria. The grid will show you the company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, contractor, invoice, debit amount, credit amount, invoice balance, age, month, description, cheque number and hold.

The colour of the transaction will change according to the type of transaction to make it easier for sorting. You can sort this information by company code (Co), updated or not (UD), type ('I'=Invoice, 'P'=Payment, 'D'=Debit, 'C'=Credit), date, contractor and invoice. To sort the information, use the mouse to click on the headings on the grid. The fields you can sort by have blue writing and if it is red, that field is currently sorting the data. You can print the information selected by selecting the print button. You have the ability to display, edit and delete these transactions.

Build a Report

To generate a report of the data in the browse window above, select the combination of information required, and then click on the 'View' button. All other information will be filtered out of the browse screen, leaving only the transactions selected. To print this report, select the 'Print' button. You can print, preview to screen, or export the report to Excel.

To Display Contractor Transactions

To display any transactions, select the transaction to display and either select the display button or right mouse click on the transaction and select display. Select exit when you have finished viewing the transaction.

Transaction Notes

The screenshot shows a software dialog box titled "Contractor Notes". It features a header bar with a close button. The main area contains four input fields arranged in a 2x2 grid: "Company" (value: A), "Invoice No." (value: 100250), "Contractor" (value: CAM), and "Transaction Type" (value: INVOICE). Below these fields is a text area labeled "Notes" containing the text: "By highlighting a transaction and then selecting the Notes button, you can add extra information to a transaction. Whenever the cursor is placed on that transaction, the notes will come into view." At the bottom right of the dialog are two buttons: "Save" and "Cancel".

A handy tool is the ability to add 'notes' to any transaction by highlighting the transaction and then selecting the Notes button, you can add extra information to a transaction. Whenever the cursor is placed over that transaction, the notes will come into view.

CONTRACTOR MANIFESTS FROM FREIGHTMATE

In the Freightmate module of Transmate, manifests are generated when consignments are entered allowing for assignment of the contractor cost to a manifest, which is then updated through to the Accountmate module ready for payment to the contractor. This option eliminates the need for double entry of the contractor invoices. In Freightmate, check the manifest amount against the contractor invoice and update to contractor accounts. The invoices can be updated by manifest date or a different can date be entered if required.

CONTRACTOR INVOICES

Where no manifest is generated in Freightmate, a manual invoice can be entered directly in the contractor accounts.

To Enter a Manual Contractor Invoice

The screenshot shows the 'Contractors Accounts' window. It features several filter fields: Company, Contractor, Invoice, and Consignment, each with a dropdown menu and an 'All' checkbox. There are also fields for Transaction Date Range, RCTI Number, and Supplied Tax Invoice No., each with a dropdown and an 'All' checkbox. Below these are radio button options for Invoice, Credit Adjustments, Paid, Updated, Held, Payment, PPS Adjustments, UnPaid, Not Updated, Not Held, Debit Adjustments, All Transactions, Both, and Not Held. Summary statistics show Total: -2476.32 and Total GST: 18.90. A table lists transactions with columns: Co, UD, Type, Date, Contractor, Invoice, Batch, Debit, Credit, Balance, and GST. The table contains four rows of data.

Co	UD	Type	Date	Contractor	Invoice	Batch	Debit	Credit	Balance	GST
A	T	I	07/09/2010	CAM	100245		115.50	0.00	115.50	10.50
A	T	I	09/09/2010	CAM	PB4		46.20	0.00	46.20	4.20
A	T	I	09/09/2010	CAM	11		46.20	0.00	46.20	4.20
A	T	I	22/10/2010	CAM	100250		145.50	0.00	165.00	15.00

To add a contractor invoice, select the 'add' button on the maintain accounts screen to open the transaction selection window.

The screenshot shows the 'Contractors Select Transaction Type' dialog box. It has four radio button options: Invoice (selected), Debit Adjustment, Credit Adjustment, and PPS Adjustment. Below the options is a red text note: '** PLEASE NOTE that all Contractors Payments will now have to be made through the Bulk Payments Option in the Contractors menu. **'. At the bottom are 'Ok', 'Cancel', and '?' buttons.

Select 'invoice' and click OK to open the invoice data entry screen.

The screenshot shows the 'Contractors Invoice' window with the following fields:

- Contractor: [Dropdown]
- Company: [Dropdown] Batch Number: [Text]
- Description: [Text]
- Date: 21/01/2011 Supplied Tax Invoice No.: [Text]
- Due Date: / / Invoice Number: [Text]
- Contractor Notes: [Text Area]
- Summary: **Nett \$** 0.00 **GST \$** 0.00 **Invoice Amount \$** 0.00
- Buttons: Save, Exit, ?

The first section of the invoice you will need to enter is the invoice header information. You must enter a contractor code, company code (this will automatically be inserted, depending on which company you selected as your default company on start-up of the program) and date. From your contractor invoice, enter the invoice number, and a short description of the goods/services supplied, due date for payment and batch number if required. The date entered must be relative to the contractor month number that is in the company records file. Future dates can be entered but no past transaction can be entered. The invoice number must be unique for each contractor, but you are able to use the same invoice number as long as the contractors are different.

Once all of the correct information is entered select the save button.

The screenshot shows the 'Contractors Invoice' window with the following fields filled:

- Contractor: CAM SD & LJ CAMERON
- Company: A Batch Number: [Text]
- Description: Cartage
- Date: 21/01/2011 Supplied Tax Invoice No.: [Text]
- Due Date: [Text]
- Contractor Notes: [Text Area]
- Summary: **Nett \$** 0.00 **GST \$** 0.00
- Buttons: Save, Exit, ?

The 'Contractors Invoice Detail' dialog box is open, showing:

- Description: [Text]
- General Ledger: [Dropdown] Department: [Dropdown]
- Amount: 0.00
- Buttons: Save, Cancel, ?

At the bottom of the main window, there is a checkbox for 'Manually Alter GST Amount' and a 'View Consignment Information' button.

A message will display asking if you wish to add details to the invoice now, select yes to continue or no to exit. You can come back into the invoice entry at a later date to add details if required.

Enter a description of the services, general ledger and department codes and the GST **exclusive** amount in the amount field, the GST amount will calculate when the transaction is saved.

Creditor: TELSTR ? TELSTRA CORPORATION LIMITED
 Company: A
 Date: 06/12/2010 Due Date: 05/01/2011 Batch Number:
 Description: DECEMBER STATEMENT
 Order Number:
 Invoice Number: DEC10
 Creditor Notes:
 Nett \$ 250.00 GST \$ 25.00 Invoice Amount \$ 275.00

Vehicle	Trailer	Costcode	Description	G/L Code	Dept.	Amount
			GST	887	00	25.00
			DECEMBER STATEMENT	460	00	250.00

Right Mouse Click on Grid to add Details to Invoice

Save Exit ?

If multiple details are required on the invoice, repeat the process by right-mouse clicking the white grid area and selecting the 'add' option again to display a fresh invoice details screen, when finished select 'save' to save the detail and exit.

To Edit a Contractor Invoice

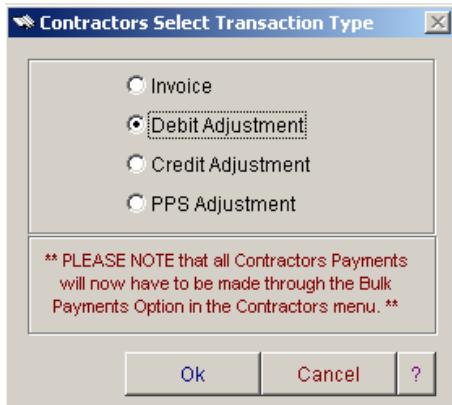
You can only edit invoices that have not been updated to the general ledger. Highlight the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the contractor code or invoice number. Alter the information on the header and select save, right mouse click to edit the details information or to add or delete transactions. When complete select exit.

To Delete a Contractor Invoice

You cannot delete transactions that have been updated to the general ledger or have other transactions such as debit, credit or payment transactions against that invoice number. If the invoice has other transaction against it, you must delete the other transaction first. To delete the invoice, select the invoice and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

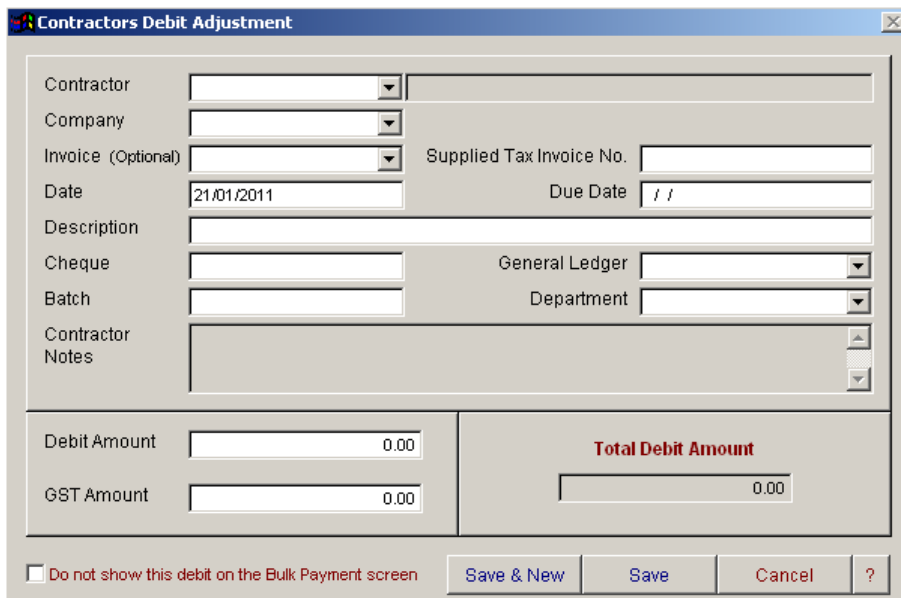
CONTRACTOR DEBIT ADJUSTMENT

To Enter a Contractor Debit Adjustment



The dialog box titled "Contractors Select Transaction Type" contains four radio button options: "Invoice", "Debit Adjustment" (which is selected), "Credit Adjustment", and "PPS Adjustment". Below the options is a red text note: "** PLEASE NOTE that all Contractors Payments will now have to be made through the Bulk Payments Option in the Contractors menu. **". At the bottom are "Ok", "Cancel", and "?" buttons.

To enter a debit adjustment, select add from the view screen and then select 'Debit adjustment' from the select transaction type screen and then select ok.



The "Contractors Debit Adjustment" form includes the following fields: Contractor (dropdown), Company (dropdown), Invoice (Optional) (dropdown), Supplied Tax Invoice No. (text), Date (21/01/2011), Due Date (//), Description (text), Cheque (text), General Ledger (dropdown), Batch (text), Department (dropdown), Contractor Notes (text area), Debit Amount (0.00), GST Amount (0.00), and Total Debit Amount (0.00). At the bottom, there is a checkbox "Do not show this debit on the Bulk Payment screen" and "Save & New", "Save", "Cancel", and "?" buttons.

Enter the contractor code. The company code will automatically be inserted. Select the invoice number for the debit adjustment to be allocated against. A valid invoice number is mandatory. Select a date for the transaction which **must** be a date later than the invoice date and be relative to the current contractor month number. Insert a description for the debit adjustment, a general ledger code and an amount. Once all information is entered select save. You can also allocate the debit adjustment to vehicle costs.

To Edit a Contractor Debit Adjustment

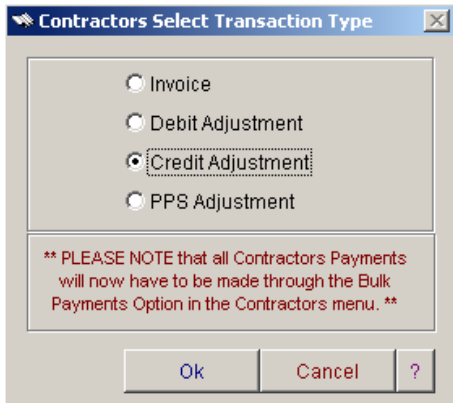
You can only edit debit transactions that have not been updated to the general ledger. To edit an existing transaction either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the contractor code and invoice number. Alter the information and select save.

To Delete a Contractor Debit Adjustment

You cannot delete debit transactions that have been updated to the general ledger. To delete an existing debit, select the debit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion

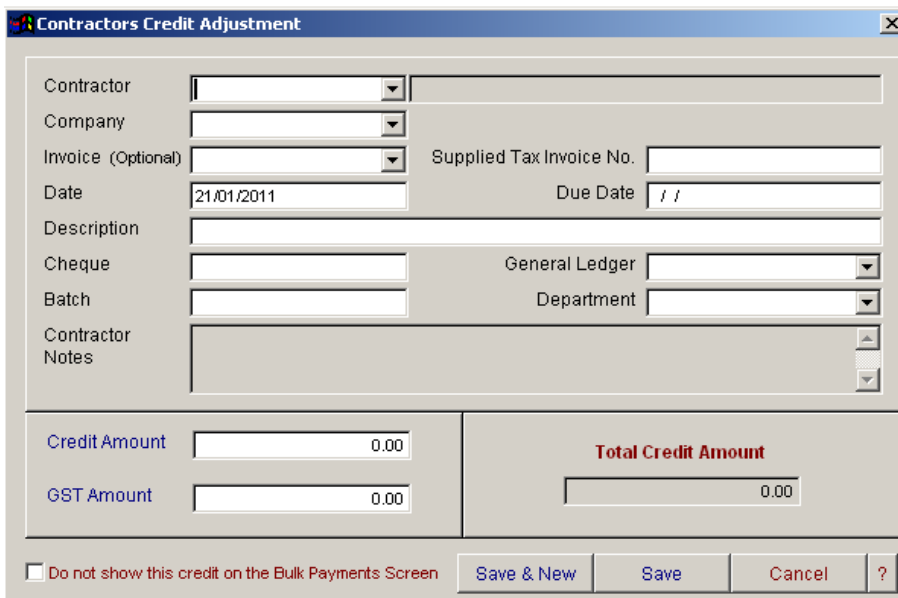
CONTRACTOR CREDIT ADJUSTMENT

To Enter a Contractor Credit Adjustment



The dialog box titled "Contractors Select Transaction Type" contains four radio button options: "Invoice", "Debit Adjustment", "Credit Adjustment" (which is selected), and "PPS Adjustment". Below the options is a red text note: "** PLEASE NOTE that all Contractors Payments will now have to be made through the Bulk Payments Option in the Contractors menu. **". At the bottom are "Ok", "Cancel", and "?" buttons.

To enter a credit adjustment, select add from the view screen and then select 'Credit adjustment' from the select transaction type screen and then select ok.



The "Contractors Credit Adjustment" form includes the following fields: Contractor (dropdown), Company (dropdown), Invoice (Optional) (dropdown), Date (21/01/2011), Supplied Tax Invoice No. (text), Due Date (//), Description (text), Cheque (text), General Ledger (dropdown), Batch (text), Department (dropdown), Contractor Notes (text area), Credit Amount (0.00), GST Amount (0.00), and Total Credit Amount (0.00). At the bottom, there is a checkbox "Do not show this credit on the Bulk Payments Screen" and "Save & New", "Save", "Cancel", and "?" buttons.

Enter the contractor code. The company code will automatically be inserted. Select the invoice number for the debit adjustment to be allocated against. A valid invoice number is mandatory. Select a date for the transaction which **must** be a date later than the invoice date and be relative to the current contractor month number. Insert a description for the debit adjustment, a general ledger code and an amount. Once all information is entered select save. You can also allocate the debit adjustment to vehicle costs.

To Edit a Contractor Debit Adjustment

You can only edit debit transactions that have not been updated to the general ledger. To edit an existing transaction, either select the transaction to edit and select the edit button or use the right mouse click action. You cannot alter the contractor and invoice number. Alter the information and select save.

To Delete a Contractor Debit Adjustment

You cannot delete debit transactions that have been updated to the general ledger. To delete an existing debit, select the debit and either select the delete button or right mouse click on the transaction and select delete. You will be asked to re-confirm the deletion.

HELD TRANSACTIONS

To Hold a Transaction

Add
Edit
Display
Delete
Hold
Remove Hold
Cancel

For instances where a contractor invoice has been held for payment, due to query on the invoice details, the invoice can be put 'on hold' by highlighting the invoice in the maintain accounts screen, then right-mouse clicking and select 'hold'.

The screenshot shows a dialog box titled "Contractors Hold Transaction Details". It contains the following fields:

- Contractor: CANNON (selected), CANNON FREIGHT
- Invoice: 100230
- Company: A
- Date: 15/02/2011 (selected in a dropdown)
- Held By: Jock
- Reason To Hold Transaction: (empty text area)

At the bottom, there is a red warning message: "Held Transactions will not show in the Bulk Payments to be paid". To the right of the message are three buttons: "Save", "Cancel", and "?".

A screen will display with the contractor details and invoice number. Details of the user making the hold entry will automatically be assigned to the transaction from the user login. Enter details of the reason for the transaction being held and select save. Any held transactions will not appear in the bulk payments screen until the hold has been removed.

To Remove a Hold from a Transaction

For instances where a contractor invoice has been previously held for payment and the reason has been resolved, you will need to 'remove hold' on the invoice to restore it into the bulk payments screen ready for payment.

The screenshot shows a dialog box titled "Contractors Release Transaction On Hold". It contains the following fields:

- Contractor: CANNON (selected), CANNON FREIGHT
- Invoice: 100230
- Company: A
- Date Held Removed: 15/02/2011
- Held Removed By: Jock
- Reason To Release Transaction on Hold: Dispute solved

At the bottom, there are three buttons: "Save", "Cancel", and "?".

To 'remove hold', highlight the invoice in the maintain accounts screen, then right-mouse clicking and select 'remove hold'. Enter details relating to the resolution of the account and select save.

PRINT RECIPIENT INVOICES

Where an agreement has been made between your company and your contractor, for you to generate a tax invoice on the contractor's behalf, a recipient created tax invoice can be issued.

On the contractor master file (card file) the 'recipient invoice applies' box must be ticked to allow the transactions to appear in the browse screen for selection to print on a recipient invoice.

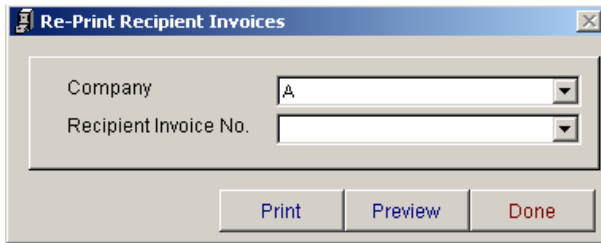
Co	Type	Contractor	Invoice	Date	Due Date	Debit	Credit	Show On Invoice
A	I	CANNON	100230	16/02/2011	23/02/2011	1067.22	0.00	<input type="checkbox"/>

Select the transactions to print on a recipient created tax invoice by placing a tick in the box 'show on invoice'. When all transactions have been selected, select the 'print recipient invoices button, which will take you to the next screen, where a list of all contractors selected for recipient invoice print will appear, showing contractor code and name and total invoice amount.

Contractor Code	Name	Invoice Amount
CANNON	CANNON FREIGHT	1067.22

Select the date to print on the invoices and then select 'print'. Once the invoices have been printed, the selected transaction will no longer appear in the browse screen.

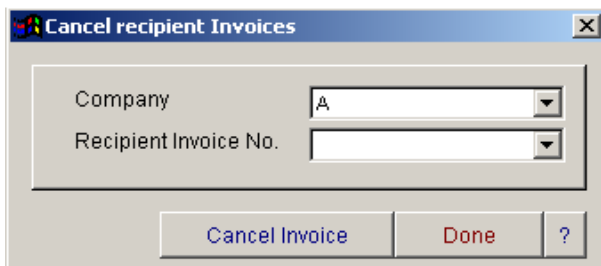
RE-PRINT RECIPIENT INVOICES



The screenshot shows a dialog box titled "Re-Print Recipient Invoices". It contains two dropdown menus: "Company" with the value "A" selected, and "Recipient Invoice No." which is currently empty. At the bottom of the dialog, there are three buttons: "Print", "Preview", and "Done".

To re-print a contractor recipient invoice, select the 're-print recipient invoice' option from the contractor menu. Enter the required invoice number or select from the drop down box, then select print or preview to screen.

CANCEL RECIPIENT INVOICES



The screenshot shows a dialog box titled "Cancel recipient Invoices". It contains two dropdown menus: "Company" with the value "A" selected, and "Recipient Invoice No." which is currently empty. At the bottom of the dialog, there are three buttons: "Cancel Invoice", "Done", and a question mark icon.

To cancel a contractor recipient invoice, select the 'cancel recipient invoice' option from the contractor menu. Enter the required invoice number or select from the drop down box, then select the cancel invoice button. The transactions that were on the original recipient invoice will appear back in the recipient invoice print screen ready for re-selection and printing on a new invoice.

PRINT TAX INVOICES

There may be occasions where a contractor may have an agreement to purchase goods on your company account, e.g. fuel, tyres, etc. When this occurs you will need to enter a credit adjustment against a valid invoice or alternatively you are able to enter a negative invoice. The 'tax invoice' option is used to generate a tax invoice to supply to your contractor by selecting the adjustment in the 'print tax invoice' option.

Co	Type	Contractor	Invoice	Date	Due Date	Debit	Credit	Show On Invoice
A	C	CAM	1A	06/01/2011	11/11/2011	0.00	485.00	<input type="checkbox"/>

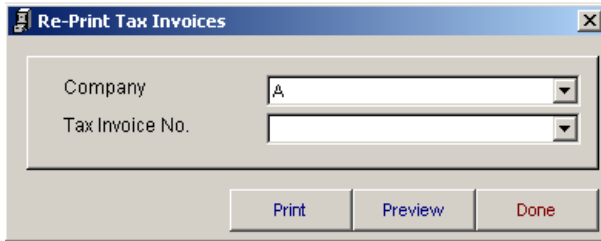
The invoice is generated when the cost of goods purchased needs to be recouped from your contractor, and supplies him with a valid tax invoice for the deduction from his payment.

Select the transactions to print on a tax invoice by placing a tick in the box 'show on invoice'. When all transactions have been selected, select the 'print tax invoices' button, which will take you to the next screen, where a list of all contractors selected for tax invoice print will appear, showing contractor code and name and total invoice amount to be deducted from their payment.

Contractor Code	Name	Tax Invoice Amount
CAM	CAMERON HAULAGE	-485.00

Select the date to print on the invoices and then select 'print'. Once the invoices have been printed, the selected transaction will no longer appear in the browse screen. Attach the tax invoice to the contractor payment advice as a record of the deductions made.

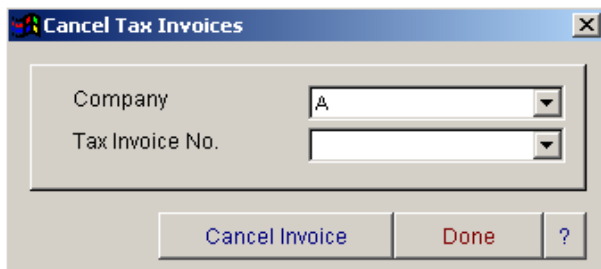
RE-PRINT TAX INVOICES



The screenshot shows a dialog box titled "Re-Print Tax Invoices". It contains two dropdown menus: "Company" with the value "A" selected, and "Tax Invoice No." which is currently empty. At the bottom of the dialog, there are three buttons: "Print", "Preview", and "Done".

To re-print a contractor tax invoice, select 'reprint tax invoices' from the contractor menu. Enter the required invoice number or select from the drop down box, then select print or preview to screen.

CANCEL TAX INVOICES



The screenshot shows a dialog box titled "Cancel Tax Invoices". It contains two dropdown menus: "Company" with the value "A" selected, and "Tax Invoice No." which is currently empty. At the bottom of the dialog, there are three buttons: "Cancel Invoice", "Done", and a question mark icon.

To cancel a contractor tax invoice, select the 'cancel tax invoice' option from the contractor menu. Enter the required invoice number or select from the drop down box, then select the cancel invoice button. The transactions that were on the original tax invoice will appear back in the tax invoice print screen ready for re-selection and printing on a new invoice

BULK PAYMENTS

In the bulk payments screen you have the ability to view unpaid contractor invoices, select the contractor invoices that you wish to pay, print cheques and remittances, or EFT payment.

The initial selection of transactions to pay is the same for each mode of payment. Please ensure that transactions are not selected to be paid from multiple bank accounts at the same time. A payment run must be totally finalised for one bank account prior to processing of payments from a second bank account.

Select Invoices for Payment

Co	Type	Contractor	Invoice	Date	Due Date	Balance	Pay	Allocated	Insurance	W / Tax	EFT	RCTI
A	I	CAM	100245	07/01/2011	/ /	115.50	<input type="checkbox"/>					
A	I	CAM	11	09/01/2011	/ /	46.20	<input type="checkbox"/>					
A	I	CAM	PB4	09/01/2011	/ /	46.20	<input type="checkbox"/>					

Select the bulk payments option from the contractor menu. On entering this screen all outstanding invoices will be displayed. Selection criteria can be refined by entering in the contractor code, invoice number, and due date. To alter viewing criteria, make your selection then select **View**. This will filter out all irrelevant information making selection of accounts easier.

In the contractor field at the top of the screen, select the contractor that you wish to pay or you can select 'all'. If a due date has been entered through maintain accounts as the invoices were keyed in you are able to also select by due date for payment. If a due date has not been applied through contractor invoice entry you have the ability, if required, to edit the transactions within the Bulk Payment Screen to enter a due date.

To select transactions for payment place a tick in the 'pay' tickbox adjacent to the invoice and then select payment option. Options for payment methods are: 'EFT Select' or 'Print Cheques/Remittances' button.

Pay by EFT

An .aba or .txt file can be created for easy uploading to your banking software. To create the file, select the invoices to pay by placing a tick in the 'pay' box adjacent to the invoice.

Contractor	Name	Payment Amount	EFT ?
CAM	CAMERON HAULAGE	207.90	<input checked="" type="checkbox"/>

** Only Contractors with full bank details will appear in this list. Details required are BSB Number, Account Number and Account Name.

Select All De Select All Print Done ?

After selecting the invoices to be paid, select the 'EFT Select' button, to display the list of contractors waiting for payment. Move your cursor to the area adjacent to the payment amount and place a tick under 'EFT?'

NB: Only contractors with full bank details in the contractor master file will appear here. Details required are BSB number, account number and account name.

You have the ability to print a report by selecting the Print button. When the selection is complete, click on 'Done' and select the option to 'print cheques/remittances'.

Print Remittances for EFT Payments

The next step is to click on the print cheques/remittances button. This will bring up a second screen listing all contractors selected for payment, a total amount of the payment and will also indicate whether they have been selected for EFT payment or not. For payments to be made by EFT, this field should read 'Yes'.

Payment Date: 21/01/2011
Starting Number: 0
(This is the starting number for your cheques)

Print Type
 Cheques Only
 Remittance Only
 Cheques & Remittances

Contractor Code	Name	EFT	Amount
CAM	CAMERON HAULAGE	YES	207.90

Select All Print Done ?

Pay by Cheque

When paying contractors by cheque, the option to print cheques & remittances, or cheques only, or remittances only is available. To print cheques, pre-printed stationery will need to be supplied to Norcom for alignment into the program.

Contractor Code	Name	EFT	Amount
CAM	CAMERON HAULAGE	YES	207.90

After selecting the invoices to be paid, select the 'print cheques/remittances' button, to display the list of contractors waiting for payment.

This will bring up a second screen listing all contractors selected for payment, a total amount of the payment and will also indicate whether they have been selected for EFT payment or not. For payments to be made by cheque, this field should read 'No'.

Print Cheques & Remittances

Enter in the date you wish to print on the cheques, a starting number for the cheques and tick whether you wish to print cheques or cheques/remittances or remittances only. Next select the remittances you wish to print or select 'all'. Click on Print.

If you print the remittances, then de-select them in the bulk payment selection area, payment method details will be removed and the remittance will need to be reprinted for the information to be written back onto the payment transactions file before proceeding to the next stage.

Before proceeding to the next stage, please check that all remittances are correct, and then select the button to 'create payments'.

Create Payments

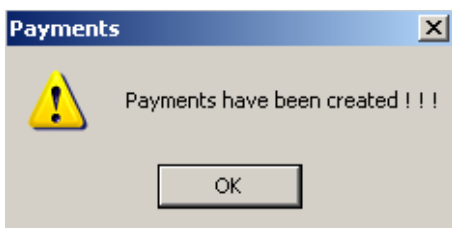
To finalise the payments and record them onto the contractor account, select the 'create payment' button. The following screen will display, showing a message that payments are about to be created.

Co	Type	Contractor	W / Tax	EFT	RCTI
A	I	CAM 100245	00	0.00	T
A	I	CAM 11	00	0.00	T
A	I	CAM PB4	00	0.00	T

Please note: Whatever has been selected to be paid, will be paid when you select Create Payments, even if information has been filtered out of the view screen and is not visible. A useful check is to select the print button and generate a report (print or preview to screen), selecting the option to 'only show if selected to pay'.

Payments can only be processed for one bank account for each payment run.

Please read the displayed message carefully and insert your general ledger bank account code and select continue. This will allocate the selected payments to the contractor accounts. Once the payments have been created they cannot be altered or edited in contractor accounts, so **please ensure they are correct before continuing.**



A message will display advising that the payments have been created successfully. Select 'ok', then select 'exit'.

REPRINT REMITTANCES

Print \ Reprint Contract Remittances

Company: A
Remittance Date Range: / / All
Contractor: All
Remittance: All

Cheques Only Remittance Only Cheques & Remittances

View

Co.	Contractor	Date	Remittance No.	Amount
A	SD & LJ CAMERON	03/02/2011	000000075	207.90

Select All Print Preview Done

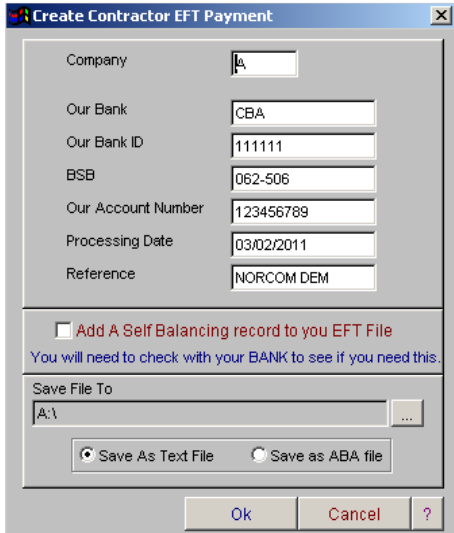
To re-print a contractor remittance advice, select 'reprint remittance' option from the contractor menu. Search for the required remittance by filtering for the contractor, date or remittance number if known and then select view.

Highlight the remittance and select the print method, cheques only, remittance only or cheques and remittances and the select 'print'. When finished, select 'Done'.

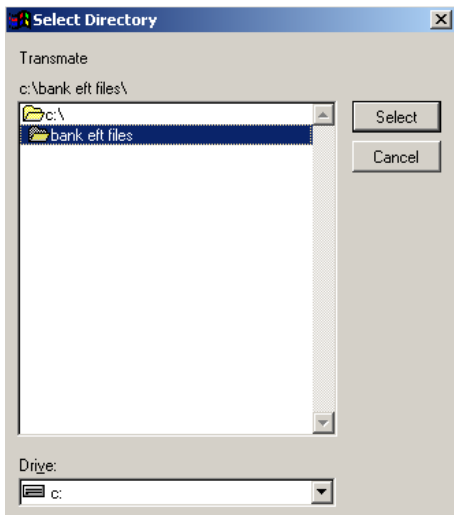
CREATE EFT PAYMENT FILE

If you use online banking you can then print the EFT report and create your EFT file ready for importing the file into your banking software ready for transmitting to the bank.

To create a payment file for transferring to your preferred banking software, select the 'Create EFT payment option from the contractor menu, your company and bank details will automatically display.



A screen will appear listing the bank details from your company records. If a second bank account is used these details can be entered manually. Enter in the processing date and if necessary place a tick in the area for a self-balancing record. Due to changes in banking software from some banks you will need to contact your bank to check whether the self balancing record is required and also to determine whether they require the file to be in the format of a text file or an ABA file.



You will need to specify where on your network you want to save the file. A suggestion would be a directory within Transmate named bank files which is accessible to the staff member responsible for accounts payable.

When all information has been entered correctly, select the OK button. A report will print listing the payments selected for EFT bank file. The file can now be imported to your banking software for transmission to your bank.

Please Note: The EFT file must only be created once. If you attempt to create this file more than once you will lose the information and EFT payments will need to be manually entered into your banking software.

GENERAL LEDGER UPDATE

Contractors Update Transactions to General Ledger

Company Code: A
 Contractor: [dropdown] All
 Invoice Number: [dropdown] All
 Batch Number: [dropdown] All
 Supplied Tax Invoice: [dropdown] All

Invoices
 Payments
 Debits
 Credits
 All Transactions

Date Range Month and Fiscal Year
 Date Range: [] [] All Dates

**** Please make sure that you click the VIEW button after every selection change****
**** Credits and Payments will show as a negative ****

Co	Type	Date	Contractor	Invoice	Supplied Tax Inv.	Description	Amount
A	P	03/02/2011	SD & LJ CAMERON	100245		Payment	-115.50
A	P	03/02/2011	SD & LJ CAMERON	11		Payment	-46.20
A	P	03/02/2011	SD & LJ CAMERON	PB4		Payment	-46.20

General Ledger Report
 Summarized Detailed None

Bank Reconciliation Grouping
 Date, Contractor, Cheque Number, Bank Account Date, Bank Account None

Print Select All Update Cancel ?

To update transactions to general ledger you have the ability to filter by contractor, invoice number, batch, date range, fiscal month and year or transaction type, or you can select 'all' or multi-select.

Multi-selection of transactions to update can be done by selecting a block of data or by selecting individual records to create a block of information.

Select your filter criteria and then select **view**. All other transactions will be filtered out of the view screen.

If you change the selection criteria for the general ledger update, please ensure that you select 'view' after each selection change to refresh the data selection.

When you have made your final update selection, choose the type of general ledger update report you want to print. You have the option of detailed, summarised or none, then select the update button. All the transaction you have selected will then be updated to the general ledger.

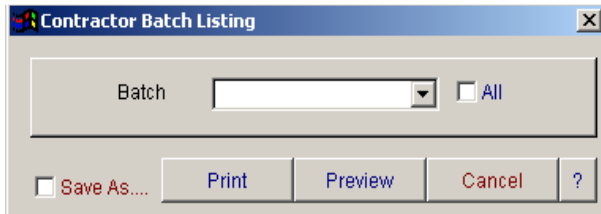
When **updating payments**, you will need to define the way the transactions appear in the bank reconciliation report.

The options are:

- Grouped by date, contractor, cheque number and bank account
- Grouped by date and bank account
- None

You also have the ability to print a report prior to updating transactions. To do this select the print button, select the report criteria you wish to print. You can either print or preview this information to screen.

BATCH LISTING

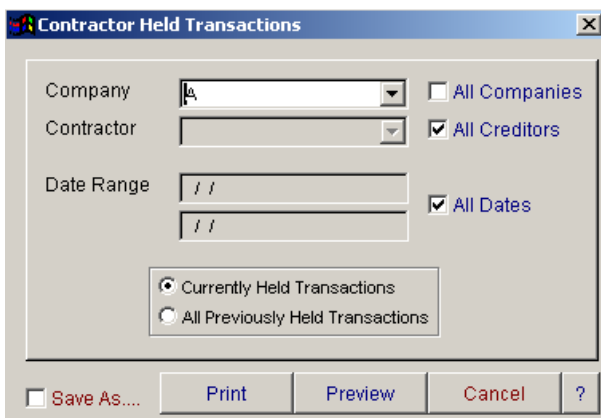


The screenshot shows a dialog box titled "Contractor Batch Listing". It features a "Batch" dropdown menu and an "All" checkbox. At the bottom, there are buttons for "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

Report Details

The batch listing report shows all transactions that have been assigned a batch number, the report lists the batch number, company, updated date, transaction type, date, contractor, contractor name, invoice number, cheque, debit amount, credit amount, balance description.

HELD TRANSACTION DETAILS



The screenshot shows a dialog box titled "Contractor Held Transactions". It includes fields for "Company" (with a dropdown showing 'A'), "Contractor" (with a dropdown), and "Date Range" (with two input fields for //). There are checkboxes for "All Companies", "All Creditors", and "All Dates". At the bottom, there are radio buttons for "Currently Held Transactions" (selected) and "All Previously Held Transactions". Action buttons at the bottom include "Save As...", "Print", "Preview", "Cancel", and a help icon "?".

A report can be generated to show the history of transactions that have been placed on hold.

Report Details

The report lists company, on hold, updated, transaction type, transaction date, contractor code, invoice number, debit amount, credit amount, balance, description of transaction. Date of hold and user name and reason for holding, date and user who removed the hold.

SHOW AGED TRIAL BALANCE

The screenshot shows a dialog box titled "Contractor Aged Trial Balance". It contains the following fields and options:

- Company: A dropdown menu with "A" selected, and a checkbox for "All Companies".
- Contractor: A dropdown menu, and a checkbox for "All Contractors".
- As at: A dropdown menu with "DATE" selected, followed by two input fields for date (//).
- A checkbox for "Display Invoice Details".
- Two sections for sorting options:
 - Contractors Sort By:** Radio buttons for "Contractor Code" (selected) and "Contractor Name".
 - Details Sort By:** Radio buttons for "Date" (selected) and "Invoice Number".
- Buttons at the bottom: "Save As....", "Print", "Preview", and "Cancel".

The contractor aged trial balance lists all outstanding balances for the criteria selected. You have the option to select a company or all companies, and the ageing can be ordered by three options: today, date or month.

For balances selected by a date, or today, the transactions will age correctly according to the date selected and will age to the next age code every 30 days from the date on the transaction. For balances selected by month, the transactions will age as per calendar month.

You have the ability to print a summarised list or display the invoice details on the aged trial balance. Transactions do not have to be updated to the general ledger to view them on this report. You can print and preview the report. You can also sort the aged trial balance by contractor name and invoice number.

Report Details

For a summarised report, the contractor code and name, will display, and total amounts in current, 30 days, 60 days, 90 days, 120 days and total due will be listed.

For a detailed report, select the tick box to display invoice details, then print or preview. The report will list the contractor code and name, invoice date, invoice number, current, 30 days, 60 days, 90 days, 120 days and total amount due and will be subtotalled by contractor.

SHOW UNPAID MANIFESTS

The screenshot shows a dialog box titled "Contractors Unpaid Manifests". It contains the following fields and options:

- Company: An empty text input field, and a checkbox for "All Companies".
- Contractor: A dropdown menu, and a checkbox for "All Contractors".
- Date Range: Two dropdown menus, each with "//" selected, and a checkbox for "All Dates".
- Buttons at the bottom: "Save As....", "Print", "Preview", "Cancel", and "?".

The contractors' unpaid invoices report will give you a list of all of the invoices yet to be paid. Select the company or all, contractor or all and a date range, then select print or preview.

Report Details

The report shows invoice date, contractor code and name, invoice number and invoice balance. The report is subtotalled by contractor and has a grand total at end of report.

SHOW MANIFEST HISTORY

Contractors Manifest History

Company All Companies

Contractor All Contractors

Date Range All Dates

Save As...

The 'manifest history' report will give a list of manifests within the date range selected. To generate a report, enter the company code or all companies, contractor or all contractors and enter a date range, then select print or preview.

Report Details

The report shows invoice date, contractor code, invoice number, a brief description of the manifest and invoice amount. The report is subtotaled by contractor with a grand total at the end of report.

CONTRACTOR PAYMENT DETAILS

Contractors Payment Report

Company All Companies

Contractor All Contractors

Invoice All Invoices

Date Range All Dates

Please Note - You must have the GST Inclusive percentage setup in the company master file to run this report.

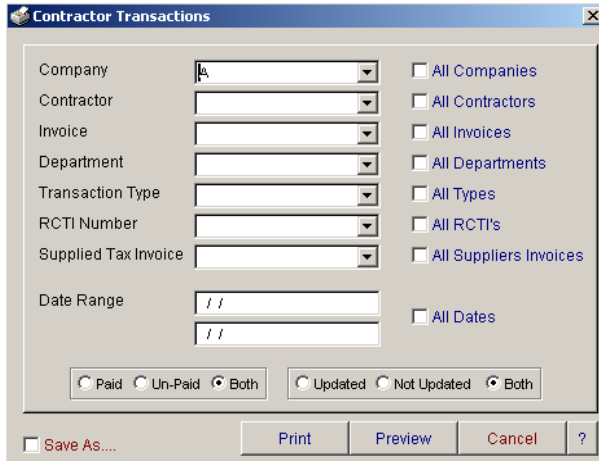
Save As...

A report can be generated listing details of contractor payments. After entering the search criteria of company, contractor, and invoice and date range select the print or preview option.

Report Details

The report shows the selection details at the top of the page and date printed. Company, payment date, invoice number, batch number, cheque number, nett payment, GST portion and total amount of the payment are listed, and the report is sub-totaled by contractor with a grand total at the end of the report.

CONTRACTOR TRANSACTIONS



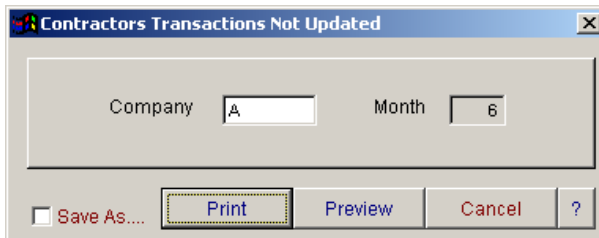
The screenshot shows a dialog box titled "Contractor Transactions". It contains several dropdown menus and checkboxes for filtering the report. The dropdown menus are for Company (set to 'A'), Contractor, Invoice, Department, Transaction Type, RCTI Number, and Supplied Tax Invoice. The checkboxes are for "All Companies", "All Contractors", "All Invoices", "All Departments", "All Types", "All RCTI's", and "All Suppliers Invoices". There are also two date range input fields, each containing " / /". At the bottom, there are radio buttons for "Paid", "Un-Paid", and "Both" (selected), and "Updated", "Not Updated", and "Both" (selected). The bottom of the dialog has a "Save As..." checkbox, and buttons for "Print", "Preview", "Cancel", and "?".

The 'contractors transactions' report will list line item transaction details on one report for ease of viewing. A selection can be made from the selection criteria box to refine the search to show contractor, invoice, department, transaction type, batch number, date range, whether the transactions have been paid or not, whether the transactions have been updated to the general ledger or not and can also display vehicle & trailer numbers and cost codes associated with the invoice.

Report Details

The report shows company, contractor code, date, transaction type, invoice number, description, debit general ledger account code, and debit department, credit general ledger account code and department and line item amount and is totalled at the bottom of the report.

ACCOUNTS NOT UPDATED TO GENERAL LEDGER

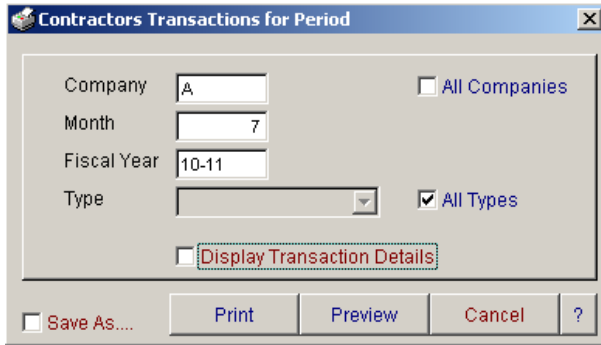


The screenshot shows a dialog box titled "Contractors Transactions Not Updated". It contains two input fields: "Company" (set to 'A') and "Month" (set to '6'). At the bottom, there is a "Save As..." checkbox, and buttons for "Print", "Preview", "Cancel", and "?".

The 'contractor transactions not updated to general ledger' report allows you to list all of the transactions not updated to the general ledger for the current period. If transactions remain not updated, there may be a problem with a transaction or it may be a future dated transaction. You can print or preview this information.

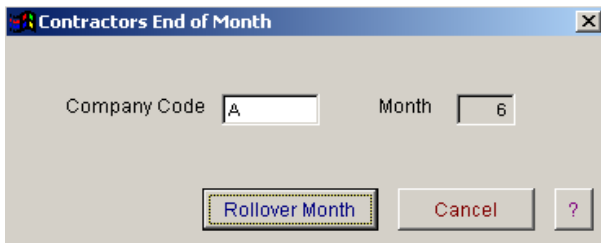
A more comprehensive report can be obtained by using the 'contractor transactions' report.

SHOW ACCOUNT MOVEMENTS THIS MONTH



The 'contractor transactions for period' report is a useful report when reconciling the subledger to the general ledger. The report lists all of the transactions entered for a fiscal month, subtotaled by transaction type, lists opening balance, movements and closing balance. The report can be viewed/printed in detail or summary. After selecting the criteria for the report, select print, preview or 'save as' and Excel file.

END OF MONTH



The end of month option will close off the current month and increase the month number by one in the company records. An end of month cannot be done if there are still transactions for that fiscal month waiting to be updated to the general ledger. Each company must be done individually. This option must only be done at the close off time for the month and only done once.

If a message is displayed stating 'there are transactions not updated, you can NOT rollover month' select the 'ok' button and go to the 'accounts not updated to general ledger' report to view a list of the transactions waiting to be updated to check what is waiting to update. If ok, go to the update general ledger option and update them.

Once the transactions have been updated to the general ledger, select the 'end of month' option again and select 'rollover month'.

How To:

Balance Contractors Accounts and Reconcile to General Ledger

At the end of month when all transactions have been updated from Freightmate and all receipts and adjustments have been entered you will need to check that all transactions have been updated to the general ledger. Once all transactions have been updated to general ledger, the accuracy and flow of data can be checked by the following procedures.

- a. Print the **Show Account Movements This Month** – summarised report.
- b. Print the **Contractor Aged Trial Balance** as at end of month.
- c. You will then need to check the balance as at the end of the month in the **Maintain Accounts** screen by selecting all transactions between 01/01/1900 and the last day of the month you are checking.

- d. Figures obtained at a, b & c above should all agree.
- i. If there is a variance between the aged trial balance and the maintain accounts screen, the problem will be a date issue. To locate the transaction concerned, print an aged trial balance as at the end of month you are reconciling, and select the tick box to **display transaction details**. Scan through and you will find an invoice that is dated after the month end you are reconciling.
 - ii. If there is a discrepancy between the maintain accounts and the movements for the month report, You then need to check off the monthly movements on the monthly transaction report against the movements for the same period on the "Maintain Accounts" screen by selecting **all transactions** with the date range being the first day of the month to the last day of the month. If there is a discrepancy you will need to identify where this has occurred. This can be done by selecting **invoices** and checking this against the invoices on the monthly movement report. Follow the same procedure for **debits, credits and payments**.
- e. Print a **General Ledger Trial Balance** for the current month, current year. If there is a discrepancy between the subledger figure and the general ledger figure, go into the general ledger menu and run an account inquiry to check for any journals or cashbook entries that have been coded against the trade contractors control account in error.

Cancel a Contractor Cheque/ Payment

There is an **exception** to the rule when making an adjustment to the value of an invoice, for instance, if a payment has been either entered to the wrong date, wrong supplier or for an incorrect bank account or amount.

To cancel a contractor payment, you will need to enter a debit adjustment against the invoice/s relating to the original payment. The general ledger code that you will need to enter will be your bank account code and you will need to zero out the GST, as there is no GST involved when cancelling a payment created in the contractor accounts options.

When reconciling the bank account, balance off the credit transactions for the original payment and the debit adjustment for the reversal. The debit adjustment, when ticked off as presented along with the original payment will have a nil effect on the bank reconciliation.

GENERAL LEDGER

From the general ledger accounts menu you have the ability to control all aspects of your general ledger. All updates from Customer, Creditor and Contractor are linked to the general ledger.

You have the ability to set up chart of accounts, budgets and profit and loss categories, maintain general ledger by way of journals and cashbook facilities.

When you prepare a set of books you actually are preparing two documents.

- Statement of Financial Position – more commonly known as a Balance Sheet
- Statement of Financial Performance – more commonly known as a Profit and Loss

The profit and loss, trial balance and balance sheet reports are generated from this area.

Balance Sheet

A balance sheet is a measure of the business AT A POINT IN TIME.

So the Balance Sheet contains:

- Assets – Cash, Inventory, Debtors (Sales made but not collected), Vehicles, Buildings and equipment you own etc
- Liabilities – Debts, Creditors (Purchases you have not paid for), obligations such as tax or superannuation payments yet to be made.
- Equity – Share Capital if you are a company, Capital and Drawings for a Sole Trader or Partnership, Retained Earnings (profits or losses made this year and prior years)

Profit & Loss

The profit & loss report is a Measure of Performance BETWEEN TWO POINTS OF TIME, typically a month, quarter, half or a year.

The Profit and Loss contains:

- Income – Sales made.
- Costs of Sales – typically the direct cost of supply or manufacture, or purchases for products you on-sell.
- Expenses – Wages, stationery, electricity, rent, work cover, cleaning, any overheads,
- Other Income – Income that you don't get in the general course of trading. Interest Income, Foreign Exchange Gains are examples
- Other Expenses – Expenses that you don't get in the general course of trading.

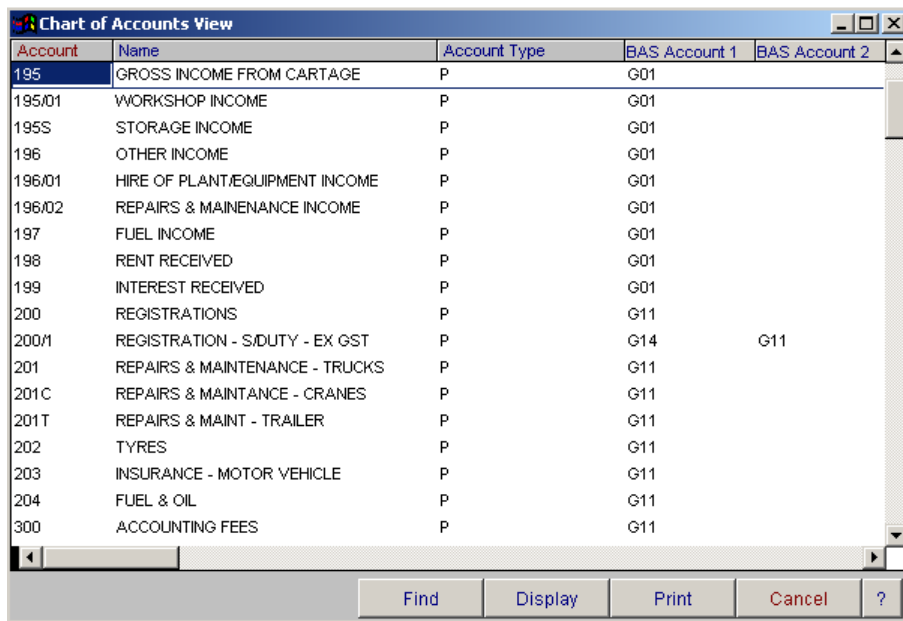
Bank Reconciliation

You also have the ability to reconcile bank accounts and print a bank reconciliation report listing all transactions for the month as well as any unrepresented transactions. The report will show general ledger opening balance, movements through the bank account for the month, the general ledger closing balance, and a list of any transactions that have not been reconciled. The general ledger closing balance plus/minus the unrepresented transactions will reconcile with you bank statement closing balance.

CHART OF ACCOUNTS

The Chart of Accounts Master file window displays all of the information entered into the chart of accounts master entry screen.

Information supplied by Norcom Information Technology is only intended as general information. You should not rely on it for the particular circumstances of your own situation. You should seek expert legal or accounting advice about any matter that is covered in this manual.



Account	Name	Account Type	BAS Account 1	BAS Account 2
195	GROSS INCOME FROM CARTAGE	P	G01	
195/01	WORKSHOP INCOME	P	G01	
195S	STORAGE INCOME	P	G01	
196	OTHER INCOME	P	G01	
196/01	HIRE OF PLANT/EQUIPMENT INCOME	P	G01	
196/02	REPAIRS & MAINTENANCE INCOME	P	G01	
197	FUEL INCOME	P	G01	
198	RENT RECEIVED	P	G01	
199	INTEREST RECEIVED	P	G01	
200	REGISTRATIONS	P	G11	
200/1	REGISTRATION - S/DUTY - EX GST	P	G14	G11
201	REPAIRS & MAINTENANCE - TRUCKS	P	G11	
201C	REPAIRS & MAINTENANCE - CRANES	P	G11	
201T	REPAIRS & MAINT - TRAILER	P	G11	
202	TYRES	P	G11	
203	INSURANCE - MOTOR VEHICLE	P	G11	
204	FUEL & OIL	P	G11	
300	ACCOUNTING FEES	P	G11	

The chart of accounts master file screen is used to set up the chart of accounts for profit & loss and balance sheet items relevant to your individual company's requirements.

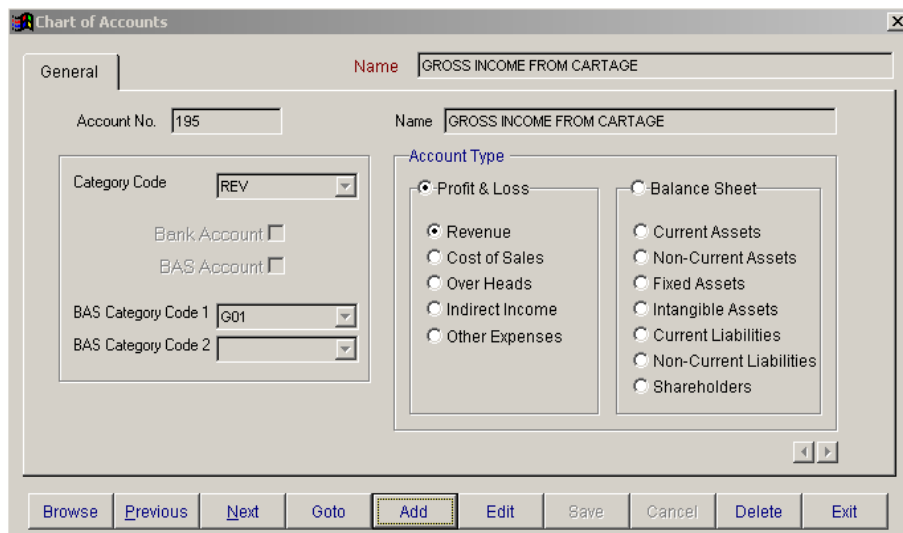


Chart of Accounts

General

Name: GROSS INCOME FROM CARTAGE

Account No.: 195

Name: GROSS INCOME FROM CARTAGE

Category Code: REV

Bank Account:

BAS Account:

BAS Category Code 1: G01

BAS Category Code 2:

Account Type:

- Profit & Loss
 - Revenue
 - Cost of Sales
 - Over Heads
 - Indirect Income
 - Other Expenses
- Balance Sheet
 - Current Assets
 - Non-Current Assets
 - Fixed Assets
 - Intangible Assets
 - Current Liabilities
 - Non-Current Liabilities
 - Shareholders

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit

General Rules for Setting up General Ledger Accounts

- The account code must be a unique alpha/numeric code.
- Once transactions have been recorded against an item in the chart of accounts, it must not change between a profit & loss account type and a balance sheet type.
- Category Codes are not mandatory, they are used as a tool for sub-dividing areas of the profit & loss report or the balance sheet

- General ledger codes that relate to a bank account must have the bank account tick box checked.
- The BAS category codes specified are used to total the sum of the transactions in the month specified into the relevant BAS category grouping on the BAS report.
- Each general ledger code in the Chart of Accounts has provision for 2 BAS categories
- If an income account includes GST, BAS category#1 is G01
- If an income (revenue) account excludes GST, BAS category#1 is G03 and BAS category#2 is G01
- If an acquisition (expense) includes GST, BAS Category#1 is G10 (for capital purchases) or G11 (for other purchases)
- If an acquisition (expense) excludes GST, BAS Category#1 is G14 and BAS category#2 is G10 or G11
- If a transaction includes GST, it must be coded to the GL code which includes GST
- If a transaction is GST free then it must be coded to a GL code, which doesn't include GST

BAS Definitions

For income, for the BAS to balance you must have the GST free transactions go to a different GL code with the BAS categories of G03 and G01 then the transactions including GST which should go to a GL code with only BAS category G01.

Similarly, if the GL account is an Acquisition (expense) it must have a BAS category#1 of G10 or G11. If it is GST free, it must have a BAS category#1 of G14 and BAS category #2 is either G10 or G11.

Note: that the BAS category is simply a way of collating general ledger accounts, for the purpose of producing the BAS work sheet.

The system does not look at the GL account and automatically determine which part of a transaction is GST free and which includes GST and separate them into the G01 and G03 amounts shown on the BAS report for income.

If the GL account on the transaction is income (supply) then it must have a BAS category of G01 in the Chart of Accounts entry.

If the GL account on the transaction is income (supply) and GST free it must have BAS categories G03 and G01 in the Chart of Accounts entry. This must be a separate GL code to income including GST. (i.e. 195 (includes GST), 195A (excludes GST))

BUDGETS

Company	General Ledger	Department	State	Fiscal Year	Budget Type	Month 1	Month 2	Month
A	195	00	6	10-11	TARGET	-750000.00	-750000.00	100.00
A	196/01	00	6	10-11	TARGET	-10000.00	-10000.00	100.00
A	197	00	6	10-11	TARGET	-50000.00	-50000.00	100.00
A	202	00	6	10-11	TARGET	25000.00	25000.00	100.00
A	450	00	6	10-11	TARGET	2500.00	5000.00	100.00
A	204	12	6	10-11	TARGET	250.00	300.00	150.00

Buttons: Find, Display, Print, Cancel, ?

You can track your business's financial progress by using a monthly budget for each of your detail accounts. A profit and loss report can be generated to include the budget figures. The budget screen allows you to enter in budgets for your companies, departments and account numbers. To enter a new budget item, select the display button, then 'add'.

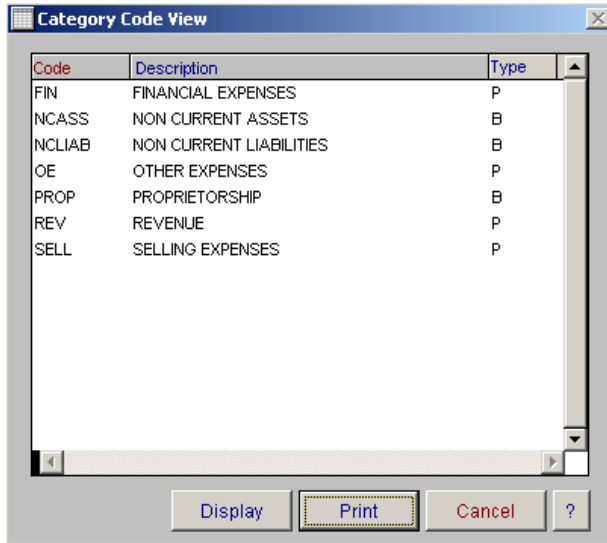
Budget Entry					
Company	A	General Ledger	195	Fiscal Year	10-11
Department	00	State	6	Type	TARGET
<i>Monthly Budgets</i>					
July	-750000.00	November	-800000.00	March	-800000.00
August	-750000.00	December	-800000.00	April	-800000.00
September	-750000.00	January	-1000000.00	May	-750000.00
October	-50000.00	February	-1000000.00	June	-750000.00

Buttons: Browse, Previous, Next, Add, Edit, Save, Cancel, Delete, Exit, ?

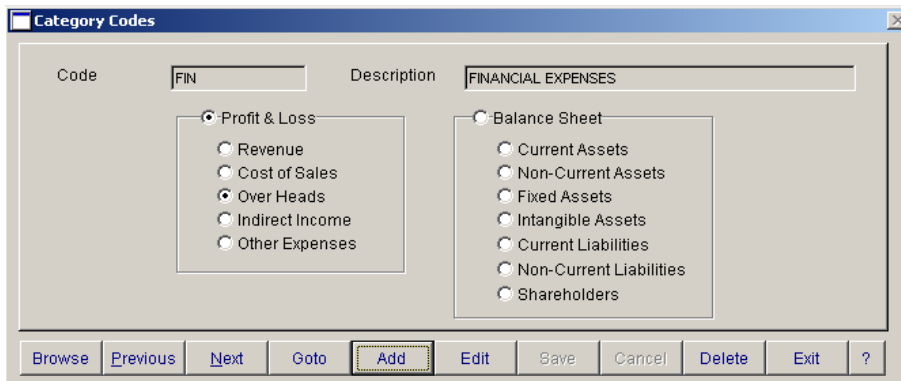
You must enter a company, department and account number before you can enter budgets figures. In the fields headed 'monthly budgets' enter the amount of expected activity for the account. Remember how positive and negative numbers affect accounts.

Be sure you properly indicate whether the amounts in the budget field should be positive or negative. "Positive" and "negative" may appear to mean the opposite of what you expect; for example, if you enter \$100 for an expense account, you indicate that the account will cost you \$100 for the month. For revenue items, the figure must be a negative amount.

CATEGORY CODES



Category codes are used to further breakdown items on the profit and loss report, for example, other expenses might be broken down into selling expenses, finance expenses. To add a category code, select the display button on the screen above and a data entry screen will display.



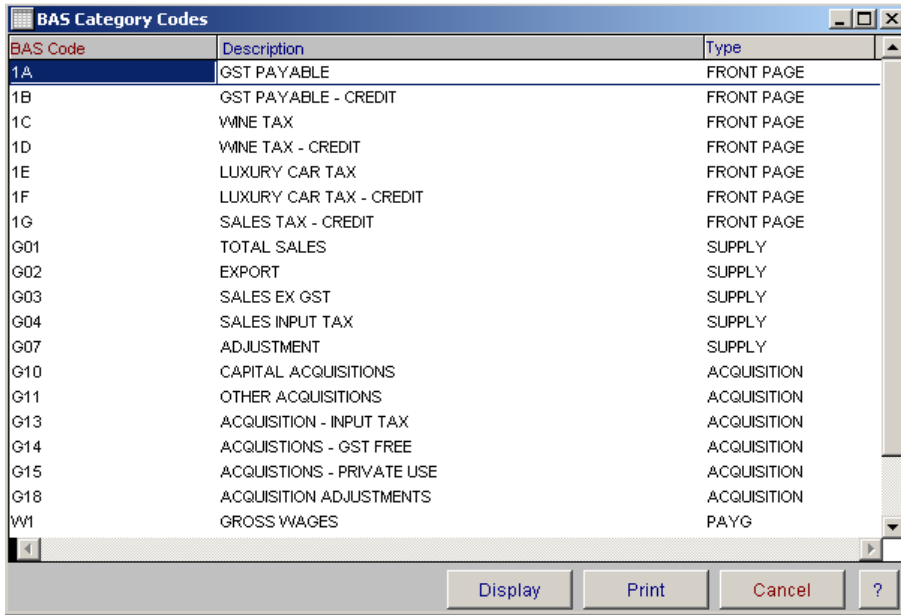
Select the 'add' button, enter a code and description, and then select the position the item is to show on the profit and loss report. When a new general ledger code is entered into the chart of accounts, enter the category code and the system will automatically allocate the radio dot to the appropriate field.

BAS CATEGORY CODES

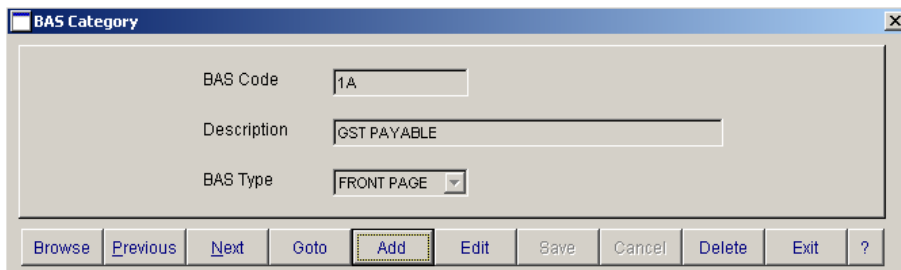
Before you proceed with configuration of your chart of accounts for BAS reporting, please contact your accountant.

BAS Category Codes have been set up in the General Ledger Menu, to correspond with the G-codes on the ATO BAS report.

Please make yourself familiar with these codes and their application. Norcom Information Technology is not qualified to advise on the application of these codes to your individual needs, so please contact your accountant for assistance.



BAS Code	Description	Type
1A	GST PAYABLE	FRONT PAGE
1B	GST PAYABLE - CREDIT	FRONT PAGE
1C	WINE TAX	FRONT PAGE
1D	WINE TAX - CREDIT	FRONT PAGE
1E	LUXURY CAR TAX	FRONT PAGE
1F	LUXURY CAR TAX - CREDIT	FRONT PAGE
1G	SALES TAX - CREDIT	FRONT PAGE
G01	TOTAL SALES	SUPPLY
G02	EXPORT	SUPPLY
G03	SALES EX GST	SUPPLY
G04	SALES INPUT TAX	SUPPLY
G07	ADJUSTMENT	SUPPLY
G10	CAPITAL ACQUISITIONS	ACQUISITION
G11	OTHER ACQUISITIONS	ACQUISITION
G13	ACQUISITION - INPUT TAX	ACQUISITION
G14	ACQUISITIONS - GST FREE	ACQUISITION
G15	ACQUISITIONS - PRIVATE USE	ACQUISITION
G18	ACQUISITION ADJUSTMENTS	ACQUISITION
W1	GROSS WAGES	PAYG



BAS Code: 1A
Description: GST PAYABLE
BAS Type: FRONT PAGE

Buttons: Browse, Previous, Next, Goto, Add, Edit, Save, Cancel, Delete, Exit, ?

You will need to apply G-Codes to your general ledger codes set up in the chart of accounts. In some cases you will be required to apply two different codes for the system to be able to collect the relevant information for reporting. You will need to apply the primary G-code as code 1. For example export sales are to be reported separately and also included in total sales.

MAINTAIN JOURNALS

The maintain journal option is for single item (1 debit, 1 credit) transactions that do not require dissecting to multiple general ledger accounts.

To Enter a Journal

Company: A | Journal Number: DEP10-11
Transaction Date: 31/01/2011 | Financial Year: 10-11 | Month: 7
Description: LOW INCOME POOL
Origin: JOURNAL | Vehicle Number:
Reference: POOL | Trailer:
State: | Equipment:
Costcode:
**** To Automatically Generate the Journal Number leave it Blank **** Exclude From BAS Report

Buttons: Browse, GoTo, Add, Edit, Save, Cancel, Delete, Exit, ?

All of the information updated from various parts of the system will appear in here. Journals can be entered in the maintain journals if amounts need to be transferred between accounts or the transaction only has one debit and one credit. The maintain journals area contains every entry updated to the general ledger from debtors, creditors, contractors, payroll, cashbook, journal dissections entry etc. Only journal transactions that have been entered in the maintain journals option are able to be edited, or deleted. For transactions created in other areas of the system that require editing, an adjusting entry must be done, and it is recommended for audit trail purposes that the entries be done at the point of origin of the original transaction. For example, if a creditor invoice has been entered with an incorrect general ledger code, it is recommended that a credit adjustment is entered in the creditor maintain accounts to reverse the original invoice details, and then a debit adjustment entered with the correct information.

Company	Journal Number	Dr Glacct	Dr Dept	Cr Glacct	Cr Dept	Date	Fiscal Y
A	DEP10-11	763	02	744	00	31/01/2011	10-11
A	DEP10-11	000	00	000	00	31/01/2011	10-11
A	DEP10-11	000	00	000	00	31/01/2011	10-11
A	DEP10-11	763	02	744	00	31/01/2011	10-11
A	DEP10-11	000	00	000	00	31/01/2011	10-11
A	DEP10-11	000	00	000	00	31/01/2011	10-11
A	DEP10-11	763	02	744	00	31/01/2011	10-11
A	DEP10-11	000	00	000	00	31/01/2011	10-11

Buttons: Display, Print, Cancel, ?

To enter a journal, select the display button, then select add.

Maintain Journal

General Accounts Notes

Debit

General Ledger: 763
 Account Name: LESS-ACCUMULATED DEPRECIA
 Department: 00
 Cost Center:
 Allocate to Vehicle/Trailer/Equipment?

Credit

General Ledger: 744
 Account Name: TRANSPORTATION-VEHICLES
 Department: 00
 Cost Center:
 Allocate to Vehicle/Trailer/Equipment?

Amount: 22510.32

Browse GoTo Add Edit Save Cancel Delete Exit ?

The **general page** is the general information of the journal being entered and the **accounts** page is for entering the account codes and amounts you wish to journal. You also have the ability to allocate the journal to a vehicle. You can browse, delete, save, cancel and add from this screen. A company, date and description must be entered to save the record.

Maintain Journal

General Accounts Notes

Journal Notes

Option to add notes relating to the journal. General ledger reports can be generated to show the journals notes if required.

Browse GoTo Add Edit Save Cancel Delete Exit ?

Build a Report

Journal Browse Criteria

Company	<input type="text"/>	<input checked="" type="checkbox"/> All Companies
Debit Department	<input type="text"/>	<input checked="" type="checkbox"/> All Debit Departments
Credit Department	<input type="text"/>	<input checked="" type="checkbox"/> All Credit Departments
Debit Account	763	<input type="checkbox"/> All Debit Accounts
Credit Account	<input type="text"/>	<input checked="" type="checkbox"/> All Credit Accounts
Journal No.	<input type="text"/>	<input checked="" type="checkbox"/> All Journal Numbers
Cheque No.	<input type="text"/>	<input checked="" type="checkbox"/> All Cheque Numbers
Invoice No.	<input type="text"/>	<input checked="" type="checkbox"/> All Invoice Numbers
Origin	J=Journals	<input type="checkbox"/> All Origins
Type	<input type="text"/>	<input checked="" type="checkbox"/> All Types
Date Range	01/01/2011 31/01/2011	<input type="checkbox"/> All Dates

Excluded From BAS Not Excluded From BAS Both

To generate a report of the data in the browse window above, select the combination of information required, and then click on the 'View' button. All other information will be filtered out of the browse screen, leaving only the transactions selected. To print this report, select the 'Print' button. You can print, preview to screen, or export the report to Excel.

Report Details

The report will display the selection criteria at the top of the report and lists company code, journal number, transaction date, brief description, transaction origin, reference, invoice number, debit general ledger account, debit department, credit general ledger account, credit department, amount and fiscal year. To print the report, select the print button, to bring up a dialogue box where you have the ability to display journal notes on the report, print, preview to screen or to export the report to an Excel file.

MAINTAIN JOURNAL DISSECTIONS

The journal dissection option is used for journals that have multiple debits and/or credits. As an example, this option would be used for allocating petty cash to multiple expenses, or any other transaction where GST is required to be included.

To Enter a Journal Dissection

To enter a journal dissection, select add. Enter the company, journal number, reference, date and description. The fiscal month and year are automatically generated by the date that is entered. Select save.

To add dissection details to the journal, right mouse click on the debit side of the grid box.

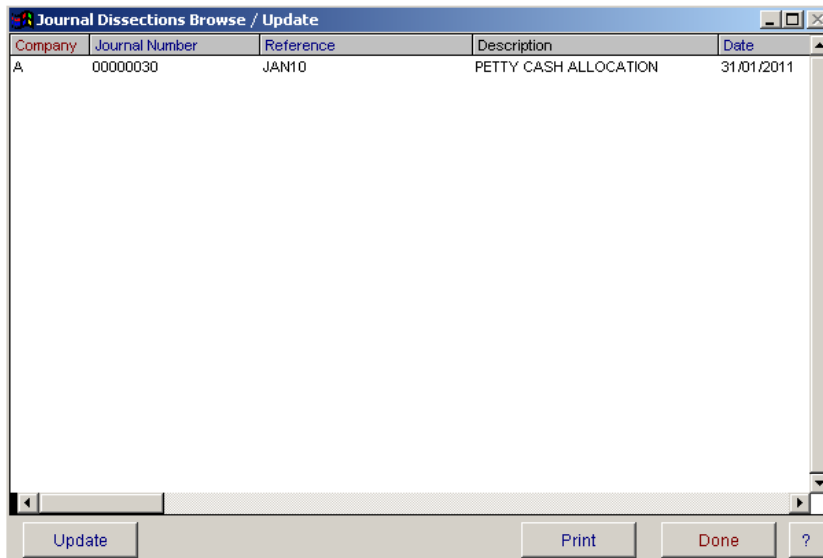
Enter the general ledger number, department and amount, allocate to a vehicle, trailer, or equipment if necessary. Select the 'save & new button' and repeat until all debit transactions have been entered, then select 'save'.

Note: GST does not calculate automatically, you will need to enter the GST as a separate detail line on the journal dissection. A BAS type MUST be entered, if this field is not completed, the BAS report will be incorrect.

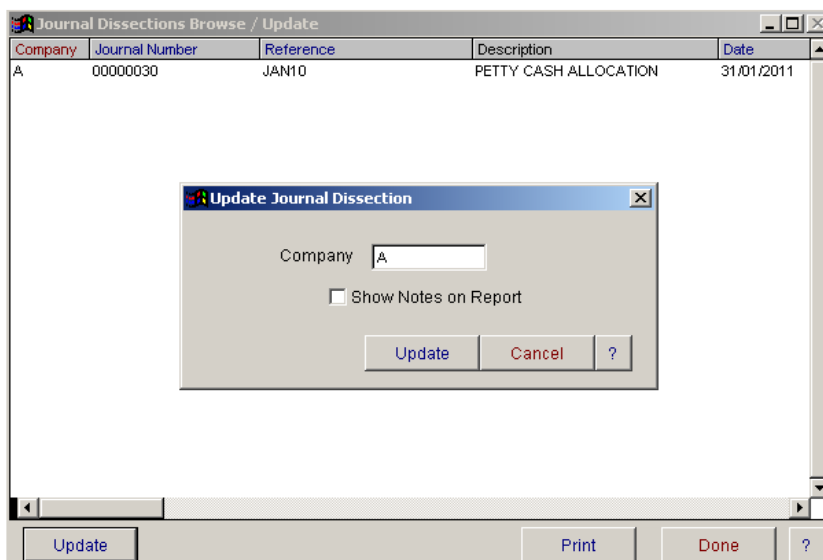
When all debit transactions have been entered, right mouse click on the credit side of the grid box. Enter the general ledger number, department and amount, allocate to a vehicle, trailer, or equipment if necessary. Select the 'save & new button' and repeat until all credit transactions have been entered, then select 'save'.

The 'total debits' and 'total credits' should agree for the journal to update. These transactions will not be updated automatically. When ready to update, select the 'browse/update button'.

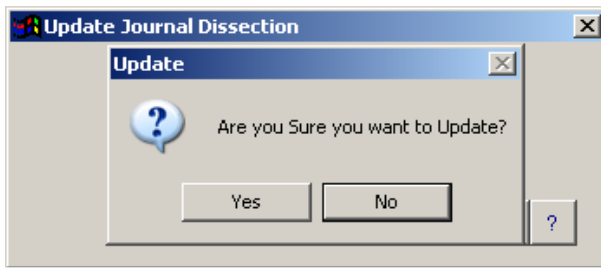
To Update a Journal Dissection



To **update** the transactions select the update button from the browse screen. The system will only update valid transactions. You have the ability to print a report to show all transactions updated to the general ledger from this option or a list of transactions waiting to be updated.



Select the update button, a message will appear asking if you are sure you want to update.



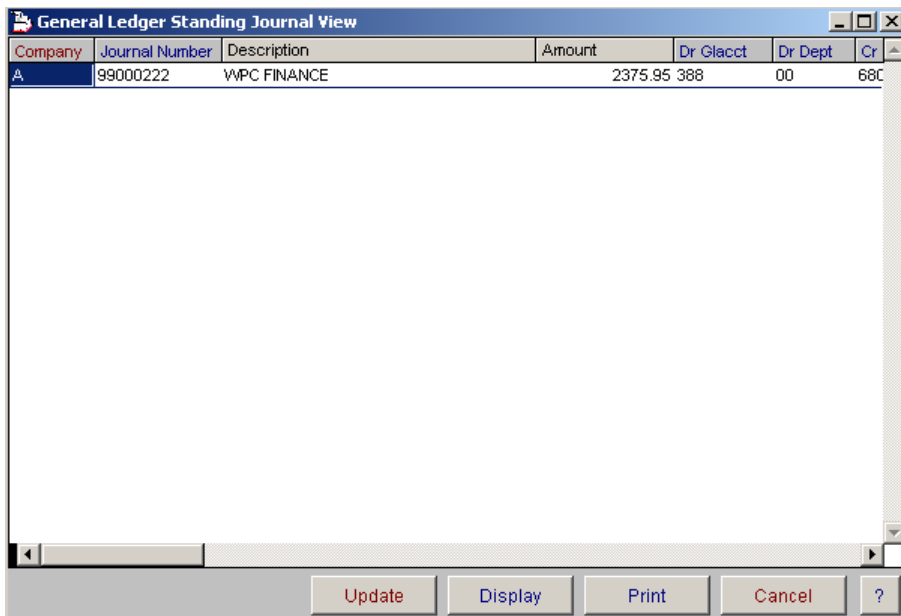
Select yes to update or no to cancel update.

MAINTAIN STANDING JOURNALS

In the general ledger menu, there are two options for recording recurring transactions, standing journals and standing journal dissections.

1. Standing journals are for single detail journals where there is only 1 debit and 1 credit.
2. In standing journal dissections you can have multiple debit and credit detail lines and also have the ability to record a recurring day of the month for the transaction.

Set Up a Standing (Recurring) Journal



The maintain standing journals entry is the same as the normal journal entry but these transactions do not update to the general ledger as soon as you enter them. These transactions will stay in this file until updated. The update button is found on the browse screen of this option.

Maintain Standing Journals

General Accounts Notes

Company: A Do Not Update when Updating:

Journal Number: 99000222 Reference: PM2

Description: WPC FINANCE

State:

Vehicle: PM2 Trailer:

Equipment: Costcode: LEAS

Last Updated Information

Date: 15/02/2011 Financial Year: 10-11 Month: 8

** To Automatically Generate the Journal Number leave it Blank ** Exclude From BAS Report

Browse Add Edit Save Cancel Delete Exit ?

On entering the 'maintain standing journals' screen, the information will be listed on the bottom right hand side of the screen showing when the journal was last updated.

To enter a new standing journal, select the add button to open a new data entry screen. The general page is the general information of the journal being entered. When all fields completed, click on the 'next page' arrows or select the accounts tab to enter the journal details.

Maintain Standing Journals

General Accounts Notes

Debit

General Ledger: 388

Account Name: LEASING PAYMENTS

Department: 00

Cost Center: .

Allocate to Vehicle/Trailer/Equipment ?

Credit

General Ledger: 680

Account Name: CASH AT BANK/BANK OVERDR

Department: 00

Cost Center: .

Allocate to Vehicle/Trailer/Equipment ?

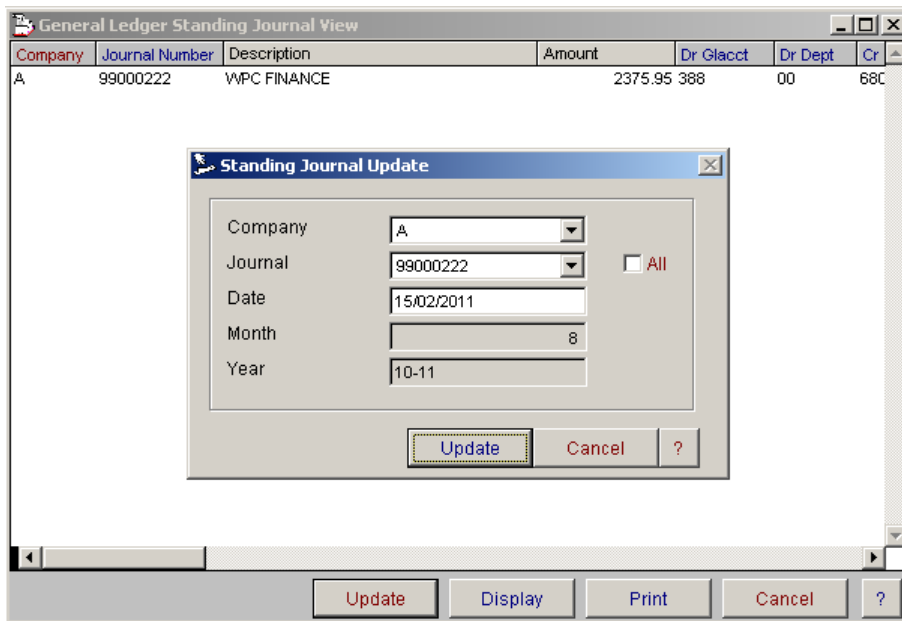
Amount: 2375.95

Browse Add Edit Save Cancel Delete Exit ?

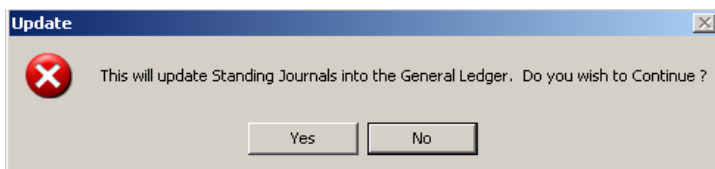
The **accounts** page is for entering the account codes and amounts you wish to journal. You also have the ability to allocate the journal to a vehicle. You can browse, delete, save, cancel and add from this screen. A company, date and description must be entered to save the record.

Update Standing Journals

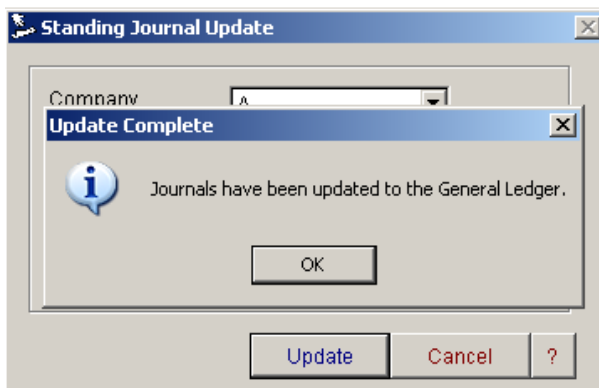
Standing (recurring) journals are the same as the maintain journals, except that when they are updated, the journal remains in the browse screen for future use. The updated journal has the current update date on it. The update button will update every transaction that is selected, i.e. if the tick is left in the 'all' journals tickbox, every standing journal will be updated with the date selected on update.



It is advised that standing journals are updated individually to avoid incorrect updating of journals. To do this, remove the tick from the 'all' tick box. Enter the journal number and date to be updated, and then select update.



A message will display asking if you wish to continue to update the standing journal. Select yes to continue or no to cancel the update.



Once the journal has been updated, a message will display advising that the journals have been updated successfully.

MAINTAIN STANDING JOURNAL DISSECTIONS

The standing journal dissection option can be set up in two different ways:

- No recurring day - in this case you enter the date that you want to update the journal to.
- Recurring day - in this case the day of the month is set on the journal and you will only need to select the month and year you wish to update the journal to.

To Set Up a Standing Journal Dissection

Select general ledger menu, select the standing journal dissection option.

Company: A Journal Number: 10000007 Reference: RENT
Description: DEPOT RENT Recurring Day: 0
** To Automatically Generate the Journal Number leave it Blank ** ** To update using the batch date, leave the Recurring date blank **
Browse / Update Add Edit Save Cancel Delete Exit ?

Select the 'add' button to open a new data entry screen. Enter to company code, journal number (or let the system generate a number for you), the reference number is your choice, but a suggestion would be vehicle code, AP number, etc. Enter a description for the journal and a recurring day of the month (if required) and then 'save' the header record.

Company: A Journal Number: 10000007 Reference: RENT
Description: DEPOT RENT Recurring Day: 0
** To Automatically Generate the Journal Number leave it Blank ** ** To update using the batch date, leave the Recurring date blank **

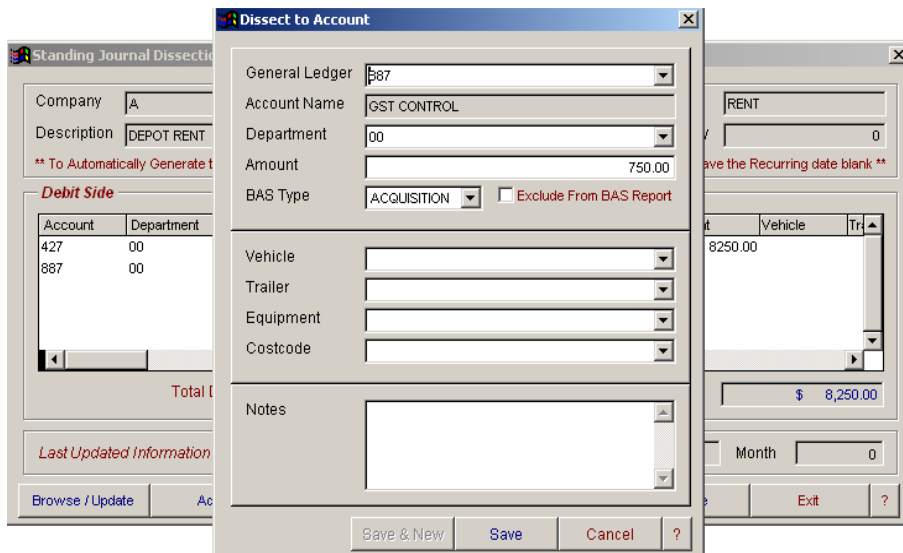
Debit Side				
Account	Department	Amount	Vehicle	Tr

Credit Side				
Account	Department	Amount	Vehicle	Tr

Total Debits \$ 0.00 Total Credits \$ 0.00

Last Updated Information Date: / / Financial Year: Month: 0
Browse / Update Add Edit Save Cancel Delete Exit ?

The next screen is where the journal details are entered. To add details to this screen, place your cursor over the debit side of the journal screen, right mouse click in the white area and a popup menu will appear. Select the 'add' option for the detail screen to be displayed.



Enter the general ledger code, department code and amount. You also have the ability, if required, to assign a vehicle, trailer or equipment code against the transaction. When updated to the general ledger, this information will also be updated to the fleet history in Fleetmate.

The journal dissection details also have provision for recording notes relating to the transaction.

If the journal detail relates to GST, an extra data entry field will open. You will need to specify if the transaction is a SUPPLY (sale) or ACQUISITION (purchase). If this GST TYPE is not entered, the information will not flow through to the GST report correctly.

On the journal detail screen, there is also a tick box to allow you to exclude the detail from the GST report if required. If the transaction is GST, the only time it should be excluded would be for a Taxation Office payment.

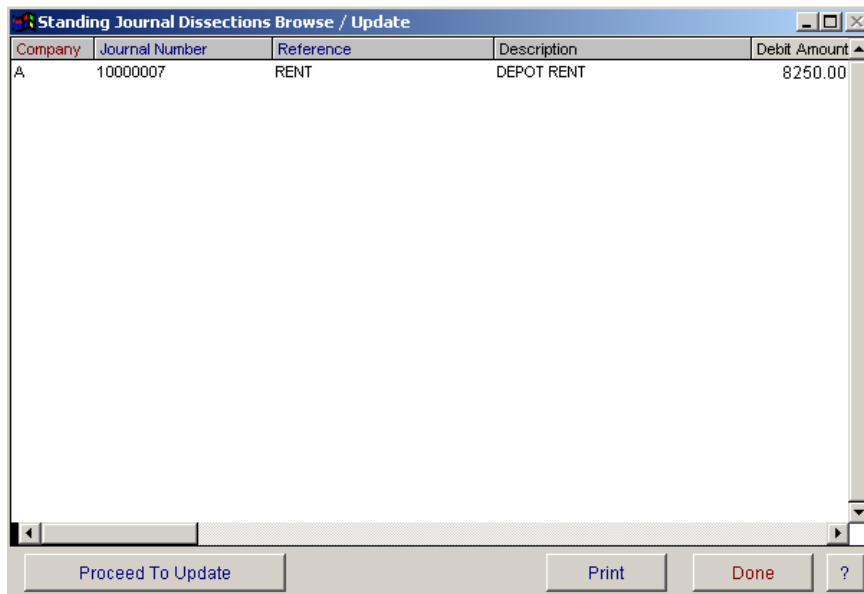
When all fields for the journal detail have been entered, select the 'save & new' button to refresh a new data entry screen, or select the 'save' button to close.

Repeat as required for the credit side of the journal and check that the total debits and total credits displayed on the screen agree.

To Edit/Check a Standing Journal Dissection

Select general ledger menu, select the standing journal dissection option.

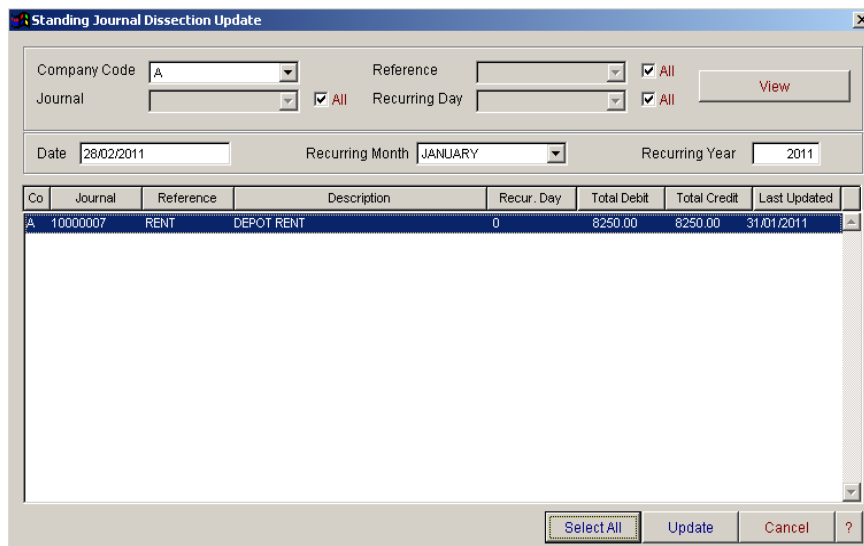
Select the 'browse/update' button.



There may be times when alterations are required to a standing journal. To make adjustments to a journal, highlight the journal you want to alter and select 'done' to display the journal for editing/checking. Check that all the information is correct, and make any adjustments if required.

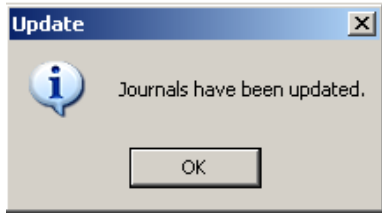
To Update a Standing Journal Dissection

Select the 'browse/update' button again, and then select the 'proceed to update' button.



If the journal has **NO** recurring day, enter the **date** in the top section of the screen that you want to update the journal to, ignoring the recurring month and recurring year fields. Select the journals relative to the date entered and select 'update'. Journals can be multi selected or individually selected to update.

If the journal **HAS** a recurring day, **select the month and year** on the top section of the screen, ignoring the date field. Select the journals relative to the month and year entered and select 'update'. Journals can be multi selected or individually selected to update. The journals will be updated with the recurring day as entered on the journal and the month and year selected.



A message will display advising that the journals were updated successfully. After the journal has been updated, the 'last date updated' will be displayed on the journal.

MAINTAIN CASHBOOK

The cashbook entry option is used for miscellaneous receipts and payments, where no customer or supplier has been set up. From the general ledger menu go to 'maintain cashbook', and click on the add button to open a new data entry screen.

To Enter a Miscellaneous Cash Transaction

Company	A				
Transaction Type	PAYMENT				
Transaction Date	28/02/2011	Fiscal Year	10-11	Fiscal Month	8
Department	00				
Income / Expense Account	201	REPAIRS & MAINTENANCE - TRUCKS			
Bank Account	680	CASH AT BANK/BANK OVERDRAFT			
Description	ABC MECHANICAL REPAIRS-GLOBES				
Vehicle	PI				25.0000
Trailer					1.00
Equipment					25.00
Cost Code	LI				0.00
Journal Number					0.00
Cheque Number	100111				

Exclude From BAS Report

Pay To \ Received From

Browse / Update Add Save & New Save Cancel Delete Print Exit

Enter the company code, transaction type (payment or receipt) transaction date, department code and general ledger code. Next select the bank account and enter a description for the transaction, assign to a vehicle, trailer or equipment if required and also include a cost code if the transaction relates to a vehicle, etc. Enter a cheque number, unit cost, quantity and ex GST amount. A message will display asking if you wish to calculate GST on the entry. If yes is selected, an additional text box will appear below the 'total' for assignment of a BAS type, this will either be a supply or acquisition and is required to ensure that the gst is reported correctly on the BAS report.

A general rule when entering cashbook transactions is; if the general ledger code is an expense and has GST on it, the BAS type must be acquisition, and if the general ledger code is a revenue account, the BAS type must be supply.

Any expenses or revenue transactions that do not include GST must be allocated to a GST free general ledger account.

To Print a Cheque from Maintain Cashbook Entry

To print cheques, pre-printed stationery will need to be supplied to Norcom for alignment into the program.

From the 'maintain cashbook' entry option, there is a facility to print cheques and remittances. After the details of the payment have been entered, enter the Payee details at the bottom of the data entry screen. There are two options for printing, 'cheques & remittances' or remittances only. Place the radio dot in the appropriate field and select print.

To Edit a Miscellaneous Cashbook Entry

In the event that a cashbook entry has been incorrectly entered, before the transaction is updated to the general ledger, it is able to be edited. To do this, select the 'browse/update' button. Highlight the transaction that requires editing and select 'display'. Select the 'edit button', make alterations as required and select 'save'.

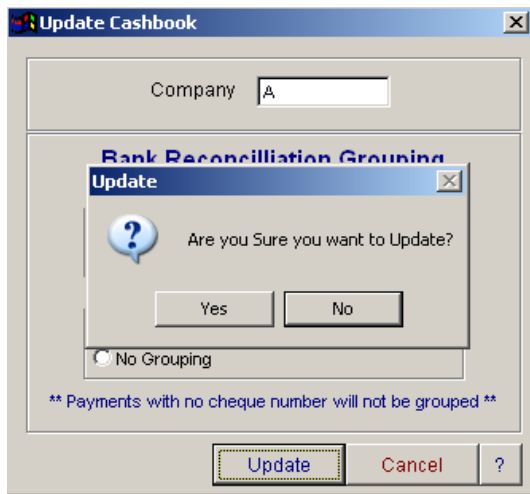
To Delete a Cashbook Entry

Cashbook entries cannot be deleted if they have already been updated to the general ledger. In the event that a cashbook entry requires deleting prior to updating to the general ledger, select the transaction to delete by selecting the 'browse/update' button, highlight the transaction to delete and the select 'display'. The full transaction details will now be displayed, select the delete button, you will be asked to confirm if you wish to delete the transaction. Select yes to continue or not to cancel.

To Update a Miscellaneous Cashbook Entry

To **update** the information, select the 'browse/update' button and then select update. You have the ability to print a report to show a list of transactions waiting to be updated to the general ledger.

Select the grouping option for the update; this will determine how the transactions are recorded in the bank reconciliation report. Please read the options carefully before proceeding. Once the grouping selection has been determined, select the 'update' button.



A message will display asking you to confirm the update. Once updated, cashbook entries cannot be deleted. If an adjustment is required, it is advised to enter a reversing entry and then re-enter with the correct information.

MAINTAIN CASHBOOK DISSECTIONS

To Enter a Cashbook Dissection

The cashbook dissection option can be used for payments and receipts that need to be split between more than one general ledger code, such as petty cash.

Cashbook Dissection Entry

Company: A Date: 28/02/2011 Bank Account: 680
Transaction Type: PAYMENT Fiscal Year: 10-11 Fiscal Month: 8
Cheque Number: 100112 Journal No.: Reference: PCASH
Description: PETTY CASH FLOAT

Pay To \ Received From: PETTY CASH

Browse / Update Add Edit Save Cancel Delete Print Exit

Enter the date, bank account code and transaction type and cheque number. The fiscal year and fiscal month will default from the transaction date entered. Enter the payee details and then select save. The next screen to appear will be for the dissection details of the transaction.

Cashbook Dissections

Department: 00 Account Code: 201 Unit Cost: 20.0000 Quantity: 1.00 Amount: 20.00 GST: 0.00 Total: 0.00

Vehicle: Trail: Equipment: Costcode:

Notes:

Save & New Save Cancel

Do you want to calculate GST on this entry?
Yes No

Enter in the relevant information and select 'save & new', this will refresh the data entry screen for the next dissection. When all dissections have been entered, select 'save'. The next screen will be a combination of the previous two screens.

Cashbook Dissection Entry

Company: A Date: 28/02/2011 Bank Account: 680
 Transaction Type: PAYMENT Fiscal Year: 10-11 Fiscal Month: 8
 Cheque Number: 100112 Journal No.: Reference: PCASH
 Description: PETTY CASH FLOAT

Pay To \ Received From: PETTY CASH

Account	Dept	Amount	GST	Total	Vehicle	Trailer	Costcode	Equipment
201	00	20.00	2.00	22.00	01		PART	
372	00	25.00	2.50	27.50				
372M	00	15.00	0.00	15.00				

Amount 60.00 **Total GST** 4.50 **Total** 64.50

Browse / Update Add Edit Save Cancel Delete Print Exit

To Print a Cheque from Maintain Cashbook Dissection

To print cheques, pre-printed stationery will need to be supplied to Norcom for alignment into the program.

Cashbook Dissection Entry

Company: A Date: 18/02/2011 Bank Account: 680
 Transaction Type: PAYMENT Fiscal Year: 10-11 Fiscal Month: 8
 Cheque Number: 900123 Journal No.: Reference:
 Description: DEPARTMENT OF TRANSPORT

Pay To \ Received From: DEPARTMENT OF TRANSPORT
 P O BOX
 CAPITAL CITY STATE CODE

Account	Dept	Arr	Costcode	Equipment
201	00			
200	00			

Amount 200.00 **Total GST** 20.00 **Total** 220.00

Browse / Update Add Edit Save Cancel Delete Print Exit

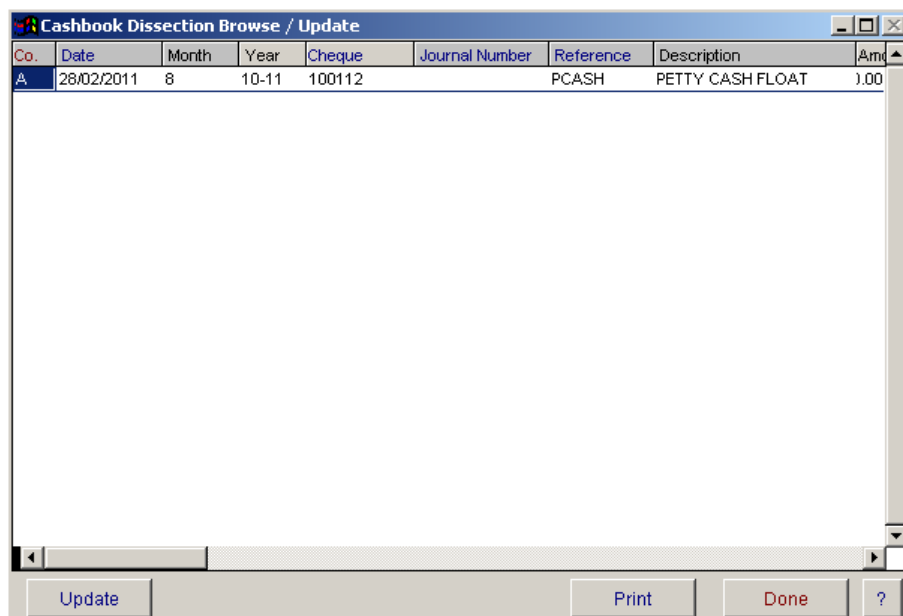
Cheque \ Remittance Print

Cheque & Remittance Remittance Only

Print Preview Cancel

From the 'maintain cashbook dissection' entry option, there is a facility to print cheques and remittances. After the details of the payment have been entered, enter the Payee details at the 'pay to/received from' fields in the centre of the data entry screen. There are two options for printing, 'cheques & remittances' or remittances only. Place the radio dot in the appropriate field and select print.

To Edit a Cashbook Dissection



Cashbook entries cannot be edited if they have already been updated to the general ledger. In the event that a cashbook dissection requires editing prior to updating to the general ledger, select the transaction to edit by selecting the 'browse/update' button, highlight the transaction to edit and then select 'done'. To edit the header description, date, or cheque number, select the edit button, if these details are correct, and the dissection details require editing, position your cursor on the detail line in the white grid box area, using right mouse click on the detail line that requires editing, select 'edit' from the pop-up menu and make adjustments as necessary. When finished, select 'save'.

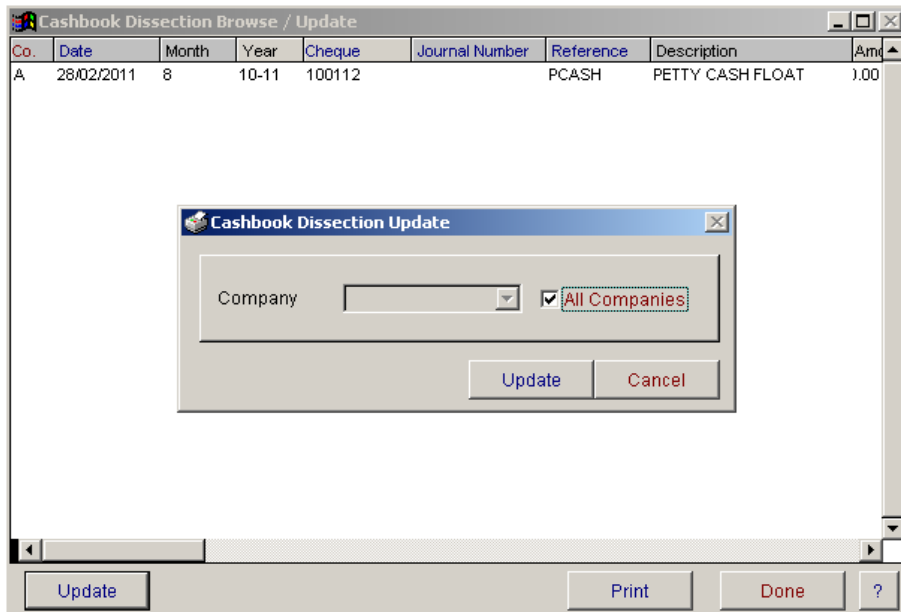
To Delete a Cashbook Dissection

Cashbook entries cannot be deleted if they have already been updated to the general ledger. In the event that a cashbook dissection requires deleting prior to updating to the general ledger, select the transaction to delete by selecting the 'browse/update' button, highlight the transaction to delete and then select 'done'.

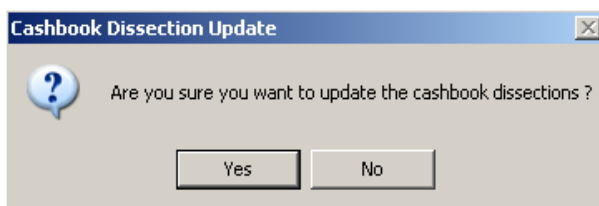
To delete the entire entry, select the delete button, you will be asked to confirm that you want to delete the entire entry.

If only the dissection details are incorrect and need to be deleted, position your cursor on the detail line in the white grid box area, using right mouse button click on the detail line that requires deleting, select 'delete' from the small pop-up menu that appears. You will be asked to confirm that you wish to delete the record. When finished, select 'save'.

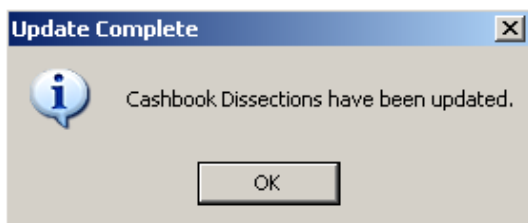
To Update a Cashbook Dissection



When all data has been entered correctly, select the 'browse/update' button. You can print a list of the transactions entered prior to updating. When you are ready to proceed, select the 'update' button, then select the company you wish to update and then 'update'.



You will be asked to confirm that you wish to update the dissections to the general ledger. Select 'yes'. This will clear the transactions from the data entry screen and post them to the general ledger. Once the transactions have been updated they cannot be edited.



A message will display confirming that the transactions have been updated successfully.

SHOW TRIAL BALANCE – CONSOLIDATED

The primary financial statement of any business is the trial balance which includes the Balance Sheet and the Profit and Loss. The two reports are combined together, to give a representative overview of the total financial picture of your business.

General Ledger Trial Balance - Consolidated

Fiscal Month: 8 Fiscal Year: 10-11

Department: All Departments

Group By Category Code

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Save As... Print Preview Cancel ?

Data collated for the consolidated trial balance is called from transactions entered throughout all modules of the Transmate suite of programs. This information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu. The consolidated trial balance report is a combined report of the profit and loss report and the balance sheet. You have the option to generate a report listing a department or all departments, a company or a combination of companies by multi-selecting the companies to include in the report. The general ledger consolidated trial balance can be ordered to group by category code and can also be exported to Excel.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, department code, general ledger code, account description, month actual and year to date actual figures. If all departments are selected, the each general ledger item on the report will be a consolidated figure of all departments.

SHOW TRIAL BALANCE – DETAILED

General Ledger Trial Balance Detailed

Fiscal Month Fiscal Year

Department All Departments

Sort By Account Code Department Code

Group By Category Code

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Save As...

Data collated for the detailed trial balance is called from transactions entered throughout all modules of the Transmate suite of programs. This information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu. The detailed trial balance report is a combined report of the profit and loss report and the balance sheet. You have the option to generate a report listing a department or all departments, a company or a combination of companies by multi-selecting the companies to include in the report. The detailed trial balance can be sorted by account code or department code, grouped by category code and can be exported to Excel.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, department code, general ledger code, account description, month actual and year to date actual figures. If all departments are selected, the report can be sorted by either general ledger code or department code.

PROFIT & LOSS – CONSOLIDATED

The Profit and Loss, also one of the primary financial statements, is a reflection of your total revenue generated, less the cost of items sold (which equals your Gross Profit), less your operating expenses (which equals your Net Income or Loss). The profit and loss reflects results for a 'period of time': the net income or loss for a specific period of time, for example, July to August 2010.

General Ledger Profit and Loss - Consolidated

FiscalMonth: 8 Fiscal Year: 10-11
State: [dropdown] All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Select All Departments

Save As... Print Preview Cancel ?

Data collated for the consolidated profit and loss report is called from revenue and expense transactions entered throughout all modules of the Transmate suite of programs. This information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu.

The consolidated profit and loss report is a collation of all revenue and expense accounts where transactions have been entered and updated to the general ledger for a given period. You have the option to generate a report listing a state or all states, a company or a combination of companies, an individual department of any combination of departments by multi-selecting the companies and departments to include in the report. The consolidated profit and loss report can be exported to Excel if required.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, general ledger code, account description, month actual and year to date actual figures.

The profit and loss report is sub-totalled by profit & loss category with grand total of profit/loss at the end of the report.

PROFIT & LOSS – CONSOLIDATED DATE RANGE

General Ledger Profit and Loss - Consolidated Date Range

Current Period: 01/03/2011
Date Range: 31/03/2011

YTD Period: 01/07/2010
Date Range: 31/03/2011

State: [Dropdown] All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Select All Departments

Save As...

The profit and loss consolidated date range report is a further variation of the standard profit and loss report in which comparisons can be made between different date ranges. Information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu.

The profit and loss consolidated date range report is a collation of all revenue and expense accounts where transactions have been entered and updated to the general ledger for a given period. You have the option to generate a report listing a state or all states, a company or a combination of companies, an individual department or any combination of departments by multi-selecting the companies and departments to include in the report. The consolidated profit and loss date range report can be exported to Excel if required.

Report Details

The report will list the report name, and selection details; current period YTD period, page number, date printed, general ledger code, account description, current date range actual and year to date actual figures.

The profit and loss report is sub-totalled by profit & loss category with grand total of profit/loss at the end of the report.

PROFIT & LOSS – DETAILED

General Ledger Profit and Loss - Detailed

FiscalMonth: 9 Fiscal Year: 10-11
State: [Dropdown] All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Sub-Total By Department Select All Departments

Save As.... Print Preview Cancel ?

Data collated for the detailed profit and loss report is called from revenue and expense transactions entered throughout all modules of the Transmate suite of programs. This information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu.

The detailed profit and loss report is a collation of all revenue and expense accounts where transactions have been entered and updated to the general ledger for a given period. You have the option to generate a report listing a state or all states, a company or a combination of companies, an individual department of any combination of departments by multi-selecting the companies and departments to include in the report. The consolidated profit and loss report can be exported to Excel if required.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, company, general ledger code, account description, department, month actual and % of sales, year to date actual and % of sales figures along with a last year's YTD actual and % of sales.

The profit and loss report is sub-totaled by profit & loss category and by department (optional) with grand total of profit/loss at the end of the report.

PROFIT & LOSS – DETAILED DATE RANGE

General Ledger Profit and Loss - Detailed Date Range

Current Period: 01/02/2011
Date Range: 28/02/2011

YTD Period: 01/01/2011
Date Range: 28/02/2011

State: All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Sub-Total By Department

Select All Departments

Save As... Print Preview Cancel ?

The profit and loss detailed date range report is a further variation of the standard profit and loss report in which comparisons can be made between different date ranges. Information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu.

The profit and loss detailed date range report is a collation of all revenue and expense accounts where transactions have been entered and updated to the general ledger for a given period. You have the option to generate a report listing a state or all states, a company or a combination of companies, an individual department or any combination of departments by multi-selecting the companies and departments to include in the report. The detailed profit and loss date range report can be exported to Excel if required.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, company, general ledger code, account description, department, month actual and % of sales, year to date actual and % of sales figures along with a last year's YTD actual and % of sales.

The profit and loss report is sub-totaled by profit & loss category and by department (optional) with grand total of profit/loss at the end of the report.

PROFIT & LOSS – BUDGETS

General Ledger Profit and Loss - Budgets

Fiscal Month: 8 Fiscal Year: 10-11

State: [Dropdown] All States

Budget Type: Target Must Do

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEF.ALLT
02	ADMIN
11	WSHOP

Select All Departments

Save As.... Print Preview Cancel ?

The profit and loss budget report is a further variation of the standard profit and loss report in which comparisons can be made between actual and target figures. Information is updated into the general ledger, where it is then available to be included in the reports generated in the general ledger menu.

The profit and loss budget report is a collation of all revenue and expense accounts where transactions have been entered and updated to the general ledger for a given period. You have the option to generate a report listing a state or all states, a company or a combination of companies, an individual department of any combination of departments by multi-selecting the companies and departments to include in the report. By selecting the budget type of 'target' or 'must do', you are able to analyse the profit and loss report in more depth. The profit and loss budget report can be exported to Excel if required.

Report Details

The report will list the report name, and selection details; period for report, page number, date printed, company, general ledger code, account description, department, month actual and % of sales, month budget and % of sales, along with year to date actual and % of sales, ytd budget and % sales figures along with a last year's YTD actual and % of sales.

The profit and loss report is sub-totalled by profit & loss category with grand total of profit/loss at the end of the report.

PROFIT & LOSS – CATEGORY CODE

General Ledger Profit and Loss - P&L Category Code

FiscalMonth: 6 Fiscal Year: 10-11

State: [dropdown] All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Summarize Report Select All Departments

Save As.... Print Preview Cancel ?

To run a profit and loss report that will break down the information by categories, select the option from the general ledger menu. Enter a fiscal month and year, select a company and departments.

Report Details

The profit and loss report will display the company, or companies, selected for the report, the date printed, and the selection criteria details; current period YTD period, page number, date printed, general ledger code, account description, month actual and year to date actual figures. The profit and loss report is sub-totaled by profit & loss category with grand total of profit/loss at the end of the report. The report can be printed in summary form, listing only the totals of each category code and not the individual accounts that make up the report.

PROFIT & LOSS – ALL MONTHS

General Ledger Profit and Loss - Consolidated All Year

Fiscal Year: 10-11
State: [Dropdown] All States

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Select All Companies

Departments

Department	Description
00	DEFAULT
02	ADMIN
11	WSHOP

Select All Departments

Save As.... Print Preview Cancel ?

The profit and loss all months allows for across the page comparisons of accounts over the entire financial year. To run a profit and loss all months report, select the option from the general ledger menu. Select the fiscal year and state (optional) select the company or all companies and select all departments of a combination of departments.

Report Details

The profit and loss all months report will display the company, or companies, selected for the report, the date printed, and the selection criteria details; year, page number, date printed, general ledger code, account description, monthly actual figures starting from July to June will display across the page totalled by year to date actual figures at the end of each line. The profit and loss report is sub-totalled by profit & loss type with grand total of profit/loss at the end of the report.

SHOW BALANCE SHEET

General Ledger Balance Sheet

Fiscal Month Fiscal Year

Group By Category Code Summarize Report

Company

Company	Name
A	NORCOM DEMO SYSTEM
B	DEMONSTRATION SYSTEM

Save As...

The Balance Sheet, one of the primary financial statements, is a reflection of your total assets, less total liabilities and the difference, or owner's equity. The balance sheet reflects a 'point in time'; for example, you could produce a Balance Sheet as of December 31, that would reflect all the account balances "as of" that date, or as of a point in time. For example, you would see the balance of your assets, liabilities and owner's equity accounts on December 31.

To generate a balance sheet, select the option from the general ledger menu. Select a month and year for the report, it can be grouped by category code, and then select a company or all companies for the report. Select print or preview.

Report Details

The balance sheet lists current assets, non-current assets, fixed assets, intangible assets, current liabilities, non-current liabilities and shareholders' equity giving a total picture of the company's financial status.

SHOW ACCOUNT INQUIRY

The screenshot shows the 'General Ledger Inquiry' dialog box. It is divided into two main sections: 'Criteria' and 'Sorting'.
Criteria Section:
- Company: dropdown menu with 'A' selected, checkbox 'All' (unchecked).
- Department: dropdown menu, checkbox 'All' (checked).
- Date Selection: Radio buttons for 'Fiscal Month \ Year' (selected) and 'Date Range'.
- Fiscal Month: input field with '1', checkbox 'All' (checked).
- Fiscal Year: input field with '10-11', checkbox 'All' (checked).
- Journal No: input field, checkbox 'All' (checked).
- Reference: input field, checkbox 'All' (checked).
- Origin: dropdown menu, checkbox 'All' (checked).
- Vehicle: dropdown menu, checkbox 'All' (checked).
- Trailer: dropdown menu, checkbox 'All' (checked).
- Equipment: dropdown menu, checkbox 'All' (checked).
Sorting Section:
- Radio buttons for 'Company, Date' (selected) and 'Cheque Number'.
- Checkboxes: 'Group Debtors Receipts By Date' (unchecked), 'Group Debtors Receipts By Batch' (unchecked).
- Red text: 'You can only group receipts if the account is the default bank account.'
- Checkboxes: 'Exclude Journal Transactions (Origin 'Z' and Origin 'J')' (unchecked), 'Show Journal Notes' (unchecked).
Account Selection:
- Radio buttons: 'Single Account Code' (selected), 'All Account Codes' (unchecked), 'Range of Account Codes' (unchecked).
- Account: dropdown menu, 'To' dropdown menu.
Buttons: 'Save As...', 'Print', 'Preview', 'Cancel', '?'.

The general ledger inquiry is one of the most versatile reports that can be generated in the Accountmate program. Data can be selected from a range of options including origin, journal number, general ledger account fiscal month or date range, a single account can be called up or a range of accounts as well as all accounts for the period selected.

Report Details

The report will display your company name at the top, and the name of the report, the account code and selection criteria selected. The report details will list the company, reversing general ledger code and department, reference, cheque number, origin, month and department date of transaction, journal number, invoice number, batch number, a brief description, vehicle, trailer debit amount, credit amount and balance.

There will be an opening balance figure, running balance and totals for the debit, credit and balance columns.

SHOW ACCOUNT INQUIRY – MULTIPLE MONTHS

General Ledger Inquiry - Multiple Months Selection

Criteria

Company: A All

Department: All

Journal No: All

Reference: All

Vehicle: All

Trailer: All

Account: 195 All

Sorting

Company, Date

Reference No

Exclude Journal Transactions (Origin 'Z' and Origin 'J')

Show Journal Notes

Fiscal Year: 10-11

Select Months To Show

January April July October

February May August November

March June September December

Save As....

The general ledger inquiry report can also be selected to include multiple months; these do not have to be consecutive. Data can be selected from a range of options including journal number, general ledger account reference number, vehicle or trailer and department, a single account can be called up or all accounts for the periods selected.

Report Details

The report will display your company name at the top, and the name of the report, the account code and criteria selected, including the months that have been selected to combine on the report. The report details will list the company, reversing general ledger code and department, reference, cheque number, origin, month and department, date of transaction, journal number, invoice number, batch number, a brief description, vehicle, trailer debit amount, credit amount and balance.

CASHBOOK LIST

General Ledger Bank Account Inquiry

Criteria

Company: A All

Department: All

Reference: All

Bank Account: 680

Fiscal Month and Year Date Range

Fiscal Month: 1 All

Fiscal Year: 10-11

Transaction Type

Payments Receipts

Save As....

The cashbook list report separates transactions that have been entered against a bank account by payment or receipt. The options for selection are company or all, department or all, reference or all, bank account, payments or receipts, fiscal month and year or date range. When the report is closed, a second report will display showing the cashbook payments/receipts summary of the total amounts for each general ledger code, transactions for origin of journal dissection (Z) will be grouped together.

Report Details

The report will display your company name at the top, and the name of the report, the account code and criteria selected. The report details will list the company, reversing general ledger code and department, date of transaction, reference, cheque number, origin, month and department, a brief description and amount, with a sum of the total payments/receipts at the bottom of the report.

RECONCILE BANK ACCOUNT

All transactions entered throughout the Transmate system assigned to a general ledger account identified as a bank account in the chart of accounts will flow through to the bank reconciliation report when the transactions are updated to the general ledger.

Bank reconciliation data from point of updating to general ledger can be grouped in the following ways:

Debtor receipts:

- Date, batch, bank account.
- Date, bank
- No grouping (these transactions will list separately in the bank reconciliation report)

Creditor payments:

- Date, creditor, cheque, bank account.
- Date, bank
- No grouping (these transactions will list separately in the bank reconciliation report.)

Contractor payments:

- Date, contractor, cheque, bank account.
- Date, bank
- No grouping (these transactions will list separately in the bank reconciliation report.)

Cashbook Payments:

- Company, date, cheque, bank account.
- No grouping (these transactions will list separately in the bank reconciliation report).

Cashbook Receipts:

- Company, date, bank account.
- No grouping (these transactions will list separately in the bank reconciliation report.)

Journals & Journal Dissections:

- No grouping (these transactions will list separately in the bank reconciliation report.)

Details of transactions that have been grouped together in bank reconciliation can be viewed separately in either the cashbook list report or the general ledger enquiry if required.

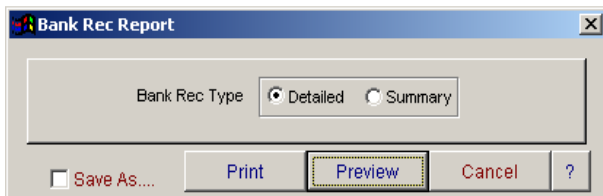
Co	Date	Reference	Cheque	Description	Debit	Credit	Pres ?	Date Presented
A	04/02/2011	RENT		DEPOT RENT	0.00	8250.00	<input checked="" type="checkbox"/>	08/02/2011
A	15/02/2011	PM2		VMPC FINANCE		2375.95	<input type="checkbox"/>	///
A	28/02/2011	RENT		DEPOT RENT	0.00	8250.00	<input type="checkbox"/>	///
A	28/02/2011		100111	ABC MECHANICAL REPAIR		27.50	<input type="checkbox"/>	///
A	28/02/2011	PCASH	100112	PETTY CASH FLOAT		64.50	<input type="checkbox"/>	///

After checking that all transactions have been keyed in correctly from deposit book, cheque butts and bank statements, the bank reconciliation can be processed. This is done by selecting the

'reconcile bank account' option in the general ledger menu. Select fiscal month, fiscal year and bank account and click on view. All transactions for the selected month will appear along with any unrepresented transactions from prior periods.

NOTE: When your bank says that they are crediting your account, they are referring to an entry on THEIR books. Your money in the bank is a liability to the bank; therefore when they credit your account, they are increasing their liability to you on their books. In Accountmate, money deposited into your account will be a DEBIT, referring to YOUR account as an asset.

Working from your bank statement, place a tick and a date presented beside the transaction to be presented. The bank statement balance will alter on the screen as each transaction is ticked off.



When the bank reconciliation for the month has been completed and balanced to the bank statement it is recommended that you print off 1-2 copies. **Once you begin to reconcile the next month's bank account, the bank reconciliation report for the previous month will alter and it will not be able to be re-printed as at a particular date.** The bank reconciliation is always a current report.

The bank reconciliation report will list an opening general ledger balance, all transaction for the month, a general ledger closing balance, a list of all unrepresented transactions and a bank balance. The bank balance will reconcile to the bank statement. The bank reconciliation report can also be printed or previewed in summary form.

As a final check that all transactions have been entered correctly, it is recommended that a general ledger inquiry be run to check that the opening and closing balances in the general ledger report and the opening and closing general ledger balances in the bank reconciliation report agree. This will ensure that you bank reconciliation report agrees with the general ledger trial balance and the balance sheet.

In the event that you need to check a transaction or see when it was presented, you will need to go to the bankrec for the original date of the transaction, not the date that it was presented.

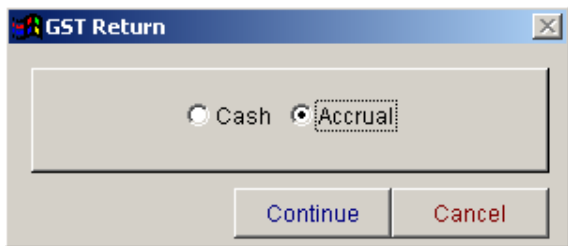
BAS REPORT

Accountmate caters for Cash and Accrual method BAS reporting, as well as monthly, quarterly and annual reporting. Before proceeding to complete the BAS Report, ensure that all data has been entered. It is very important that the chart of accounts be set up correctly for the BAS report to calculate correctly. When processing data, ensure that information is dissected to the correct accounts and if GST is not 10%, then the GST-free portion is allocated to a separate account.

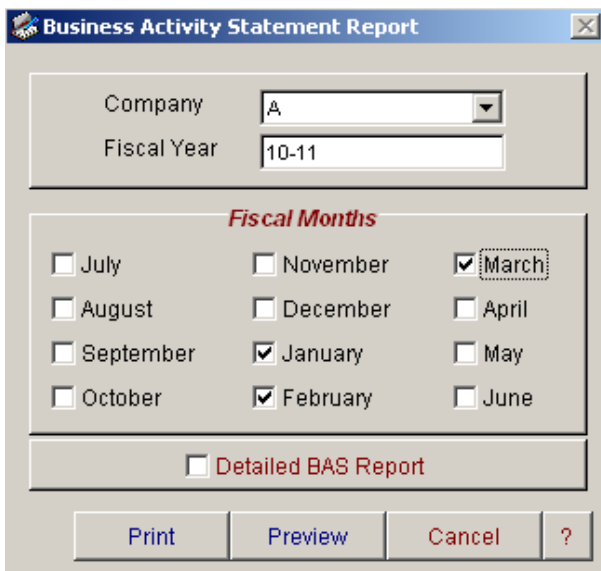
Basically, everything that has GST must show on the BAS report, with the **exception** of any payments made to the ATO. Payments made to the ATO, including creditor invoices for ATO payments should always be excluded from the BAS.

Ensure that you complete a bank reconciliation report for all bank accounts and any credit card accounts. Make sure that you use bank statements and credit card statements up to or later than the end of the BAS period.

Ensure that all invoices and payments have been entered and updated for the reporting period from Freightmate, debtors' accounts, creditors and contractors' accounts, cashbook, journals and journal dissections to ensure that all possible data is entered for the BAS period.



To generate a BAS report, select the option from the general ledger menu, then select the BAS reporting method relevant to your company.



Select the fiscal year and month or months for the BAS reporting period and then select print or preview to screen.

A 'Detailed BAS Report' can also be generated by ticking the detailed BAS report box to assist in reconciling the GST payable. The detailed report will list all customer invoices and creditor, contractor invoices, cashbook payments and journals entered throughout the period and sub-total each BAS type.

Accrual Method BAS Reporting

NORCOM DEMO SYSTEM

Business Activity Statement Report - Accrual Method

Fiscal Year : 10-11
Fiscal Months : January February March

Category	Description	Debit Ex GST	Credit Ex GST	Total Ex GST	Debit GST	Credit GST	Total GST	Total Inc GST
1A	GST PAYABLE	4960.00	2300.85	2659.15				2659.15
1B	GST PAYABLE - CREDIT							
1C	WINE TAX							
1D	WINE TAX - CREDIT							
1E	LUXURY CAR TAX							
1F	LUXURY CAR TAX - CREDIT							
1G	SALES TAX - CREDIT							
Supplies (Sales)								
G01	TOTAL SALES	49756.00	33.00	49723.00	4960.00	3.30	4966.70	54679.70
G02	EXPORT							
G03	SALES EX GST	156.00		156.00				156.00
G04	SALES INPUT TAX							
G07	ADJUSTMENT							
Acquisitions (Purchases)								
G10	CAPITAL ACQUISITIONS							
G11	OTHER ACQUISITIONS		23143.86	-23143.86		2297.55	-2297.55	-25441.41
G13	ACQUISITION - INPUT TAX							
G14	ACQUISITIONS - GST FREE		168.34	-168.34				-168.34
G15	ACQUISITIONS - PRIVATE USE							
G18	ACQUISITION ADJUSTMENTS							
Payg Tax								

To verify that all GST has been included on the report, sum the debit figures marked on the above diagram; item 1 plus item 2, the total should equal the figure at item 3 on the 1A line. Repeat for the credit GST by summing 4 plus 5, and compare to 6 on the 1A line. Item 3 minus item 6 should equal item 7.

The Total including GST on the BAS report at 1A should always equal the amount in the general ledger for the corresponding period.

Business Activity Statement Report - Accrual Method

Fiscal Year : 10-11

Fiscal Months : January February March

Category	Description	Debit Ex GST	Credit Ex GST	Total Ex GST	Debit GST	Credit GST	Total GST	Total Inc GST
1A	GST PAYABLE	4960.00	2300.85	2659.15				2659.15
1B	GST PAYABLE - CREDIT							7
1C	WINE TAX							
1D	WINE TAX - CREDIT							
1E	LUXURY CAR TAX							
1F	LUXURY CAR TAX - CREDIT							
1G	SALES TAX - CREDIT							
Supplies (Sales)								
G01	TOTAL SALES	49756.00	33.00	49723.00	4960.00	3.30	4966.70	50079.70
G02	EXPORT							3
G03	SALES EX GST	156.00		156.00				156.00
G04	SALES INPUT TAX							
G07	ADJUSTMENT							
Acquisitions (Purchases)								
G10	CAPITAL ACQUISITIONS							
G11	OTHER ACQUISITIONS		23143.86	-23143.86		2297.55	-2297.55	-25441.41
G13	ACQUISITION - INPUT TAX							6
G14	ACQUISITIONS - GST FREE		168.34	-168.34				-168.34
G15	ACQUISITIONS - PRIVATE USE							
G18	ACQUISITION ADJUSTMENTS							
Payg Tax								

To verify that the GST value of the supplies is correct, subtract item 2 from item 1, the sum is then divided by 11. The figure obtained from this formula should equal the figure at item 3 (allowing for possible slight variation due to rounding).

Repeat for acquisitions by subtracting item 5 from item 4, then divide the sum by 11. The figure obtained from this formula should equal the figure at item 6 (allowing for possible slight variation due to rounding),

Once the calculations have been verified, these figures can be transposed onto an ATO worksheet, or entered through the ATO portal to submit the BAS report.

How to Locate Common BAS Errors

If the BAS report does not add through correctly, e.g. the sum of the Debit GST column should equal the amount at Debit GST on the 1A detail line of the BAS, and the sum of the Credit GST column should equal the amount at Credit GST on the 1A detail line of the BAS.

If these figures do not reconcile, the most common problem is:

- A transaction has been entered with GST but excluded from the BAS report. Only transactions that relate directly to the Taxation Department should be excluded from the BAS report.
- A transaction entered through cashbook, journal or journal dissection has had the BAS type (supply or acquisition) omitted from the transaction. Type should never be blank, always show either an A or S.
- Check for tax code inconsistencies on new general ledger accounts.

How to Correct Transactions Excluded in Error

In the event that the BAS report does not calculate through correctly, go to the general ledger menu and select maintain journals. Select browse and then enter the date range for the reporting period and select 'excluded from BAS'. View the report. Any transactions that appear will need to be looked at on an individual basis to ascertain whether they are correct or not. If a transaction has been found to be excluded from the BAS when in fact it should not have been, highlight the transaction and then display it. On the first screen, there is a tick box showing that the transaction has been excluded from the BAS, remove the tick and close the record.

How to Correct Transactions with No BAS Type

In the event that the BAS report does not calculate through correctly, go to the general ledger menu and select maintain journals. Select browse and then enter the date range for the reporting period and select view. Scroll across the top of the browse screen until you reach a column headed 'type'. Click on this heading and the data will be sorted in type order. If there are any transactions where the type field is blank, highlight the transaction and display it. On the second page (accounts tab) there is a field for BAS type, enter the appropriate code and then browse again for any other transactions or exit to close the screen.

Print Your Hard Copy Reports for Filing

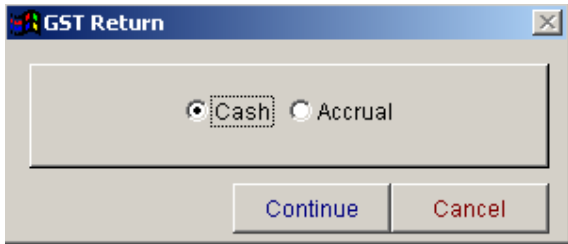
We recommend that every Client prints out a hard copy of all reports. This is so if you lose your data, change anything AFTER you have lodged your BAS, or, have a visit from the ATO, you can simply produce these reports which will agree with the BAS you have lodged.

The Reports we recommend you print and file in a separate BAS Folder are:

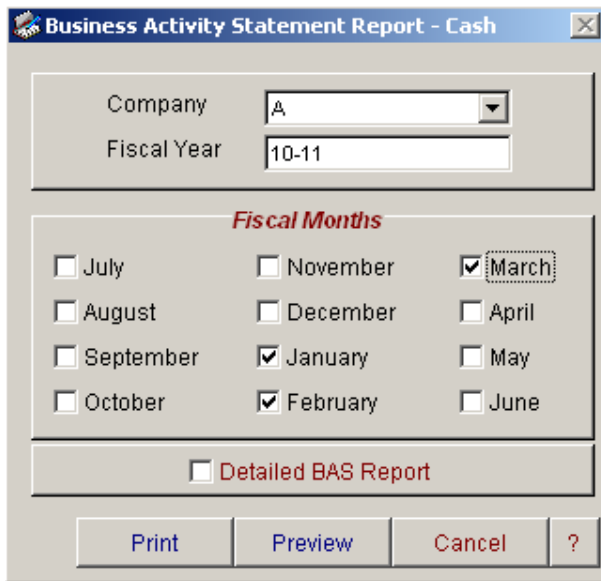
- BAS (Cash or Accrual Detail) Report
- BAS (Cash or Accrual Summary) Report
- Make a photocopy of your ATO original BAS Statement prior to mailing to the ATO, or print out an online statement
- Payroll Summary Report (if you are using Paymate)
- Profit & Loss Statement
- Balance Sheet

We cannot over emphasise the importance of printing these reports out and filing them in an organised and secure place.

Cash Method BAS Reporting



To generate a BAS report, select the option from the general ledger menu, then select the BAS reporting method relevant to your company.

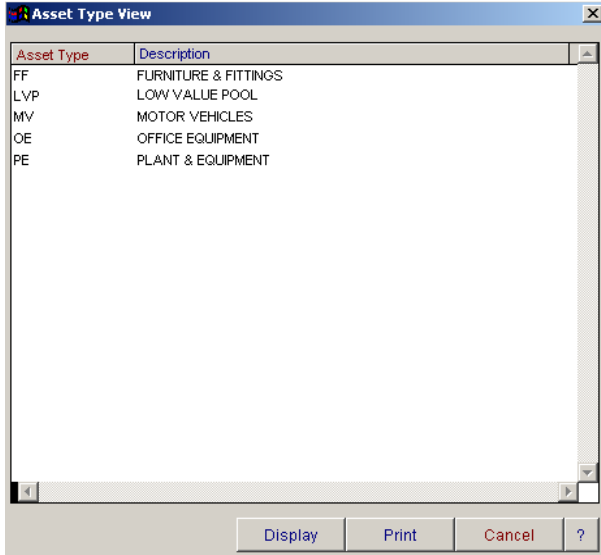


Select the fiscal year and month or months for the BAS reporting period and then select print or preview to screen.

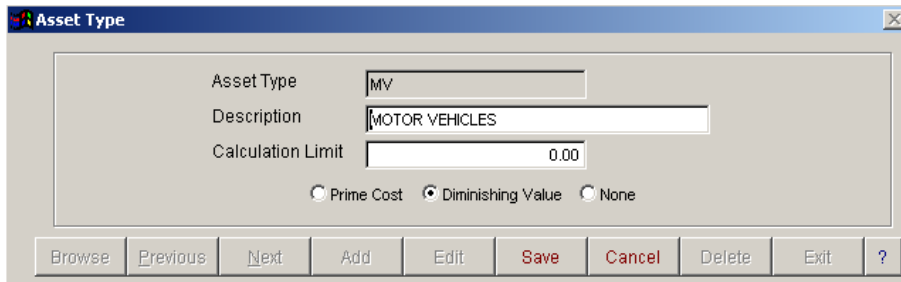
A 'Detailed BAS Report' can also be generated by ticking the detailed BAS report box to assist in reconciling the GST payable. The detailed report will list all customer receipts; creditor and contractor payments, cashbook payments and journals entered throughout the period and sub-total each BAS type.

ASSET TYPE

A master asset type is set up for each asset that can in turn be used to link prime assets and can be used to track capitalised improvements or spare parts where these parts are considered a significant part of the relevant functional asset.



To enter an asset type, select the display button, then select add.



Enter a description of the asset type a calculation limit if applicable and the method of depreciation. This information will be used to group the assets and also be used to calculate the depreciation journal.

ASSET REGISTER

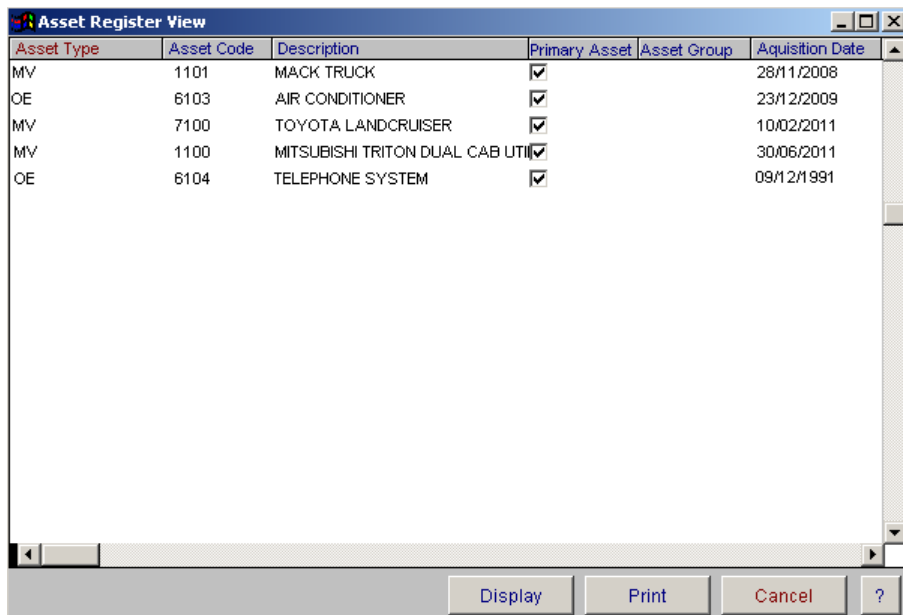
The asset register is an important tool in asset management for entities, no matter what the size of the asset portfolio, in that it keeps asset information as well as an historical record of financial and non- financial information over each asset's life-cycle for the purposes of:

- asset planning;
- assisting in meeting accounting standards and legislative compliance;
- monitoring performance; and
- Accountability.

The asset register is a key to understanding in detail what assets are owned and controlled by an entity and, depending on the complexity of information entered, can be used to determine:

- the likely current condition of assets;
- when assets need to be replaced;
- information required to meet accounting standards;
- the level and frequency of asset maintenance programs; and
- Life-cycle costs by asset.

An asset management strategy, capital budgeting process and a Capital Management Plan are all most effective when populated with accurate and up-to-date information, much of which can be sourced from the asset register.



The screenshot shows a window titled "Asset Register View" with a table containing the following data:

Asset Type	Asset Code	Description	Primary Asset	Asset Group	Acquisition Date
MV	1101	MACK TRUCK	<input checked="" type="checkbox"/>		28/11/2008
OE	6103	AIR CONDITIONER	<input checked="" type="checkbox"/>		23/12/2009
MV	7100	TOYOTA LANDCRUISER	<input checked="" type="checkbox"/>		10/02/2011
MV	1100	mitsubishi triton dual cab utility	<input checked="" type="checkbox"/>		30/06/2011
OE	6104	TELEPHONE SYSTEM	<input checked="" type="checkbox"/>		09/12/1991

At the bottom of the window, there are four buttons: "Display", "Print", "Cancel", and "?".

To enter a new asset, select the display button from the 'asset register view' screen, then select 'add'. The following screen will be displayed.

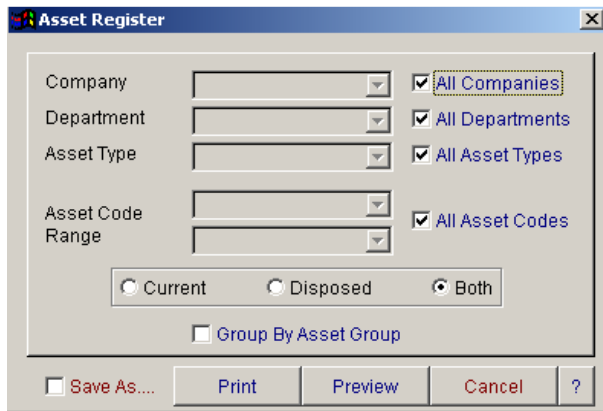
To Add and Asset to the Register

The asset must first be assigned to a company, then an asset type. Additional information required to ensure the asset register is complete and the depreciation can be calculated accurately must then be entered.

- Asset type:** to categorise the assets for ease of management
- Asset code:** internal reference number for monitoring and control of the asset
- Description:** Description of the asset
- Acquisition Date:** Date of purchase, is essential for decision making. It is some company's policy to replace an asset after a certain age
- Original Cost:** The cost of an asset both direct and indirect should be clearly stated in the asset register
- Disposal Value:** The value received on disposal or sale of the asset
- Disposal Date:** To be entered on sale or disposal of the asset
- Private Use %:** E.g. If the asset is a company car also used by employees
- Depreciation Method:** The depreciation method will default from the asset type entered.
- Diminishing %:** The diminishing percentage is used to calculate the depreciation
- Effective Life:** Expected life of the asset
- Calculation Limit:** Limit set if the asset cost exceeds the allowable depreciation limit.
- Primary Asset:** By ticking the primary asset checkbox, other assets are able to be linked, e.g. computers and the associated accessories.
- Debit & Credit GL accounts:** Entered to determine the general ledger accounts for depreciation expense and accumulated depreciation to be used to create the depreciation journal.
- Debit & Credit Departments:** Entered to determine the department the asset relates to, e.g. workshop, transportation vehicles, office.
- Opening Written** WDV is the value of an asset after accounting for depreciation or

Down Value: amortization. Written-down value is also called book value or net book value. It is calculated by subtracting accumulated depreciation or amortization from the asset's original value.

To Print the Asset Register

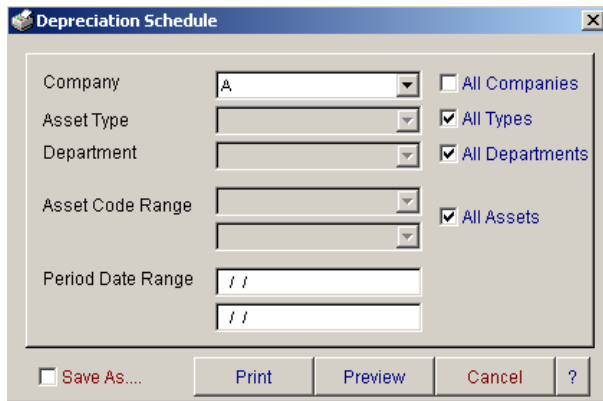


To generate a report listing the assets identified in the asset register, select the print option from the asset register view screen, select the reporting criteria from the selection screen, and then select print, preview or save as to save the report to an Excel file.

The report heading will show the company holding the asset, the department, asset type, asset code and show the date the report was generated.

Fields listed on the report are asset type, code, description, primary asset, acquisition date, department, private use, original cost, accumulated depreciation, open w.d.v. disposal value, disposal date and depreciation method.

DEPRECIATION SCHEDULE



To generate a report listing the depreciation of assets identified in the asset register for a selected period, select the depreciation schedule option from the general ledger menu. Next, select the reporting criteria from the selection screen, and then select print, preview or save as to save the report to an Excel file.

The **depreciation schedule report** will show the company name in which the assets are held, reporting period, the department, asset type, asset code and show the date the report was generated.

Details listed on the report are asset code and description, private use %, acquisition date, original cost, opening W.D.V. limit, Additions (disposals), disposal date, profit (loss) on sale, depreciation method, %, Life, Days held, depreciation and closing W.D.V. The report is subtotalled by asset type and show a grand total for the assets on the report.

MONTHLY DEPRECIATION

Monthly Depreciation

Company: A

Fiscal Month: 8

Fiscal Year: 10-11

WARNING

This will create General Ledger Journals for the Depreciation for the FISCAL month.

Accept Cancel

To generate a monthly depreciation journal that is posted to the general ledger, select the monthly depreciation option from the general ledger menu. Enter in the fiscal month and year for the journal, select the option to print the update report by placing a tick in the appropriate checkbox on the screen or remove the tick if you do not require the update report to be printed. Select the 'accept' button.

Monthly Depreciation

Company: A

Monthly Depreciation

This will create Journals for your Monthly Depreciation. Commencing 01/02/2011. Are you sure you want to Continue?

Yes No

Depreciation for the FISCAL month.

Accept Cancel

You will be given a warning to proceed if the criteria that has been selected is correct. If you wish to proceed select 'yes' if not, select 'no'.

Monthly Depreciation

Company: A

EOY Journals

Journals for Monthly Depreciation have been created.

OK

Depreciation for the FISCAL month.

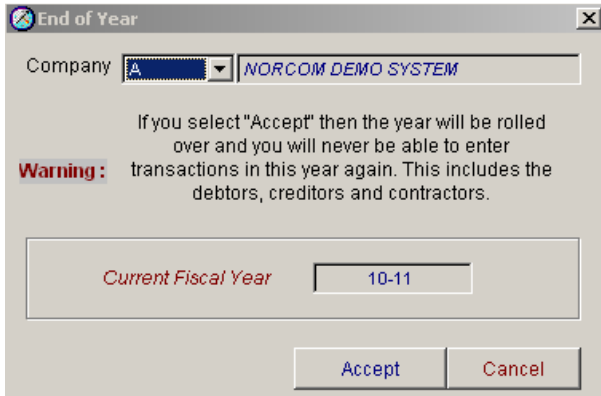
Accept Cancel

A notification screen will appear when the journals have been calculated and updated to the general ledger and the report will automatically print if you have selected it to do so.

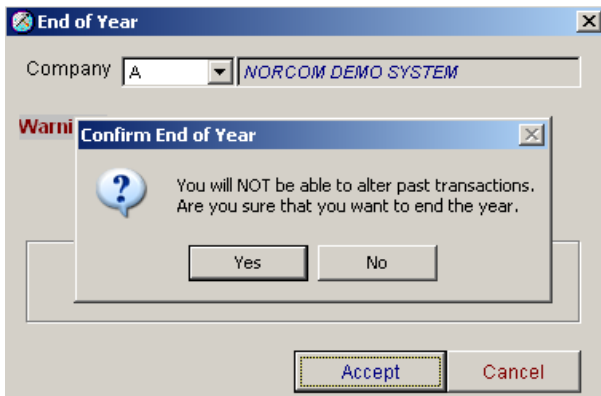
END OF YEAR

To close end of year in the general ledger, you must firstly ensure that all entries for debtors, creditors and contractors have been entered and updated to general ledger. Check that all cashbook entries and journals have been entered and updated to general ledger.

Your external accountants may want to enter an end of year adjusting journal. This should be done prior to rolling over the Accountmate End of Year. When entering the adjusting journal **DO NOT** use the journal number beginning 'EOYyear' as this will cause issues with the balance sheet. Only the system generated journal should show journal number EOY, it is however acceptable that the journal be entered as 'yearEOY'. Once this has been done you are ready to close general ledger end of year.

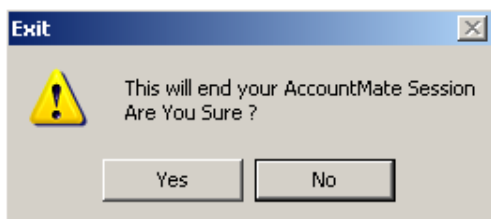


The end of year option will close your general ledger off at the end of the financial year; the system will create a journal to roll profit & loss figures to the profit & loss appropriation account. The end of year process will also roll forward the fiscal year in the Company records.



This option must only be done at the end of the year. After end of year process has been completed you will not be able to enter transactions to a previous year.

EXIT ACCOUNTMATE



To close out of Accountmate correctly, close down all screens that are open, and then select the 'exit Accountmate' option at the top of the screen. You will be asked to confirm that you want to exit.

Select yes to continue or no to cancel. A message will display advising that you have successfully logged out of Accountmate.

If a user does not exit Accountmate correctly, a message may be displayed the next time that user logs on advising that the user is already logged on. To clear this message, continue to log on, then exit correctly and log back in again. The message should not display the second time.

FREQUENTLY ASKED QUESTIONS

Q. *Is there a report that I can print to tell me details of a debtor's payment?*

I have paid off some debtors on the dd/mm/yy for a total amount of \$45000.00.

A. There are several options you can use.

- In the debtors menu, there is an option for a banking summary. You can select this to show the customer invoice details, or their bank account details.
- In maintain accounts, take the tick off the date range fields and enter in the date you want to check up on, then put the 'dot' in payments, in the centre of the screen, select the company you are trying to view, then select the view button. This will give you a list of transactions that you can print if you wish.
- In the general ledger menu, you can go to show account inquiry -> select a date range, and in the general ledger code field at the bottom, you can select the bank account that the funds were paid into.

Q. *Do we have any spare Transmate logins?*

I have a new admin person who is doing the invoicing & she has to use mine at present which means I can't get in.

A. You can delete any obsolete logins and then enter new ones, the system will let you know if you have reached your licence limit when you try to add a new user. If you have reached your limit and require additional licences you will need to contact Norcom regarding this.

Q. *I have a customer with a credit sitting on their account since (Date)*

They have now made payments taking into account that credit. Do I just process it as payments against the outstanding invoices and just update it to debtors' general ledger, and also how will it affect the bank reconciliation?

A. If a customer has a credit that they are taking up, all you need to do is enter your payment as normal, apply the correct amount against each invoice balance and when you get to the credit, enter it as a negative amount. The final result should be the total of the payment received.

Q. *We paid a creditor twice.*

There are no outstanding for him. How can I allocate the payment so I can see it in the bank reconciliation?

A. You can allocate this overpayment by doing a credit adjustment against the invoice you overpaid. Use the bank for the gl code and zero out the gst. This will have the same effect as doing another payment and it will show the invoice has a credit balance.

Q. *How do I reverse an incorrect payment?*

A. You can fix this by doing a debit adjustment against that invoice, use the same date as the original payment. Also use the bank account as the general ledger code and zero out the gst. This will 'clear' it from the bank rec on that date. You can then do the payment as normal for the correct date.

Q. What is the best way to record payments to the Taxation Office?

Creditors Invoice

Creditor: ATO [?] AUSTRALIAN TAXATION OFFICE
 Company: A
 Date: 30/04/2009 Due Date: / / Batch Number:
 Description: ATO PAYMENT
 Order Number: [?] *Deselect Order Details to Import* Invoice Number: APRIL09
 Creditor Notes: []

Nett \$ 24884.00 **GST \$** 0.00 **Invoice Amount \$** 24884.00

Vehicle	Trailer	Costcode	Description	G/L Code	Dept.	Amount
			ATO PAYMENT - GST PAYABLE	887	00	48089.00
			ATO PAYMENT - PAYG	891	00	27763.00
			ATO PAYMENT - FUEL TAX CREDIT	006	00	-50968.00

Right Mouse Click on Grid to add Details to Invoice

Save Exit ?

Through the creditor accounts, enter an invoice, Norcom usually recommends you date the invoice for the last day of the reporting period, that way at the end of each period/month the general ledger accounts should be \$0.00 (or as close to 0.00 except for rounding).

The GST payable/refundable goes against the GST control account (If a refund enter as a negative amount)

The PAYG goes to the PAYG account

The Fuel Tax Credit goes to the Fuel Tax credit account (make sure you enter this amount as a negative)

A tick in the 'Exclude from BAS' tick box is required for all entries on the invoice for the Australian Taxation Office, this will ensure that the BAS report is not distorted by the payments being included In the BAS report and will avoid under/over payment of funds to the tax office.