

Shoebooks Online Accounting How to Guide

This guide contains step by step instructions with screen shots on how to use each feature of the software. You can use it for training and general assistance in how to perform certain functions in the software.

It should not be read like a book cover to cover. Use the Table of Contents to find the section that you need assistance with and click on the topic to go straight to that section.

More detailed reference information can be found in the online Help Wiki. Access the Help Wiki from within the software by clicking on the Help link. You will be directed to the help section relevant to the page you are on. Once in the Help Wiki you can use the index to navigate around different Help topics.

Should there be something you are trying to do that you cannot solve with this How to Guide or the Help Wiki then use Shoebooks support helpdesk where you can lodge a ticket for assistance. You can find the support helpdesk at support.shoebooks.com.au

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Chapter 1 : Setup

There are 8 Sections to this Chapter:

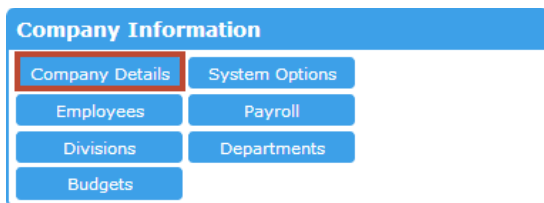
1. [Company Details](#)
2. [Company Logo](#)
3. [Invoice Details](#)
4. [Accounting Period](#)
5. [Payment Terms](#)
6. [Tax Codes](#)
7. [User Access](#)
8. [System Customisation](#)

1.1 Company Details

This is where you store details about your business that are used on printed forms.

Adding company details

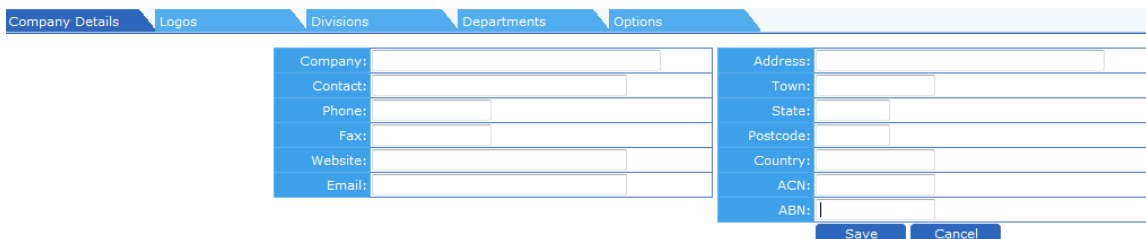
1. Select Company Details from the Setup menu.




The screenshot shows a blue-bordered box titled 'Company Information'. Inside, there are several blue buttons: 'Company Details' (highlighted with a red border), 'System Options', 'Employees', 'Payroll', 'Divisions', 'Departments', and 'Budgets'.

2. Select  from the activity buttons.

3. The below screen will open.



The screenshot shows the 'Company Details' form. It has a blue header with tabs: 'Company Details', 'Logos', 'Divisions', 'Departments', and 'Options'. The 'Company Details' tab is selected. The form contains two columns of input fields. The left column has: 'Company:', 'Contact:', 'Phone:', 'Fax:', 'Website:', and 'Email:'. The right column has: 'Address:', 'Town:', 'State:', 'Postcode:', 'Country:', 'ACN:', and 'ABN:'. At the bottom right, there are 'Save' and 'Cancel' buttons.

 NB: The details added here will by default be automatically added to all correspondence that is sent from Shoebooks. E.g. Your invoice "from Address fields"

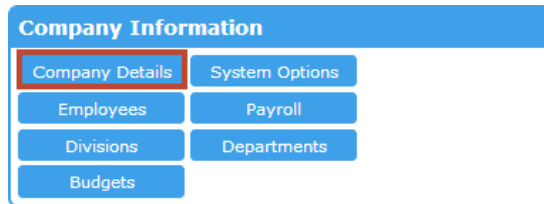
4. Press  when you have completed all required fields.
-

1.2 Company Logo

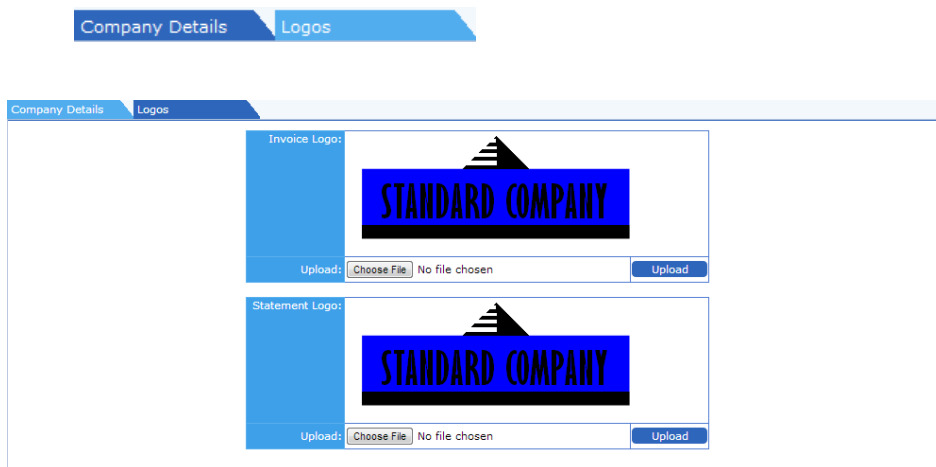
This is where you upload and manage logos that are used on printed forms.

Adding your company logo

1. Select Company Details from the Setup menu.



2. Click 'Logos' from the navigation tabs to open the Logos page.



The **Invoice** logo is displayed on all forms except for statements. These include invoices, receipts, bills, remittance advice, purchase orders and payslips.

The **Statement** logo is only displayed on the [customer statement](#) form.

3. Click to browse to your company logo and click to upload.

Image Types

- .gif is the default image type and all other image types loaded will be converted to .gif
- .jpg, .tiff & .png are the other supported image types.

- For the best result use a properly sized .gif file so that no image processing occurs.
- The **optimum image size** is 140H x 400W to place the logo so that the address section will appear in window faced envelopes.
- The maximum image size should be 800H x 600W for no processing to occur. Any images over this size will push other fields so that the address fields will not appear in the window envelope section.



Logos are not required but greatly improve the look of your printed information and are a valuable marketing tool. If you don't have a company logo, then contact your bookkeeper to discuss options.

1.3 Add details to your invoices

1. From the Setup Menu select "System Options"


The screenshot shows a 'Company Information' menu with several options. The 'System Options' option is highlighted with a red box. Other options include Company Details, Employees, Divisions, Budgets, Payroll, and Departments.

2. The below form will open.



The screenshot shows the 'System Options' form. It has tabs for Company Details, Logos, Divisions, Departments, and Options. The 'Options' tab is selected. Below the tabs is an 'Edit' button. The main area contains a table with two columns: 'Option' and 'Value'. Each row has a pencil icon on the right for editing.

Option	Value
Template to use for Bill Payment Printing	Default AP Payment
Template to use for Purchase Order Printing	Default AP Purchase
Template to use for Credit Note Printing	Default AR Credit
Default Salesperson	
Invoice Message Part 1	Permanent invoice message goes here
Invoice Message Part 2	Payment Details or any other info can go Here
Invoice Message Part 3	You can customise this easily from the setup menu
Invoice Message Part 4	
Invoice Message Part 5	
Template to use for Invoice Printing	Default AR Invoice
Template to use for Receipt Printing	Default AR Receipt
Template to use for Quotation Printing	Default AR Quotation Coverletter
Template to use for Statement Printing	Default AR Statement
Template to use for Bank Batch Printing	Default Banking Batch
Template to use for Credit Card Printing	Default BK Credit Card
Template to use for Bank Trans Printing	Default BK Transaction
Template to use for Payslip Printing	Default PR Payslip
Template to use for Timesheet Printing	Default PR Timesheet

3. Click on the  to Edit a field

Option	Value
Template to use for Bill Payment Printing	Default AP Payment 


4. Press the  when you have completed all required fields.

Option	Value
Template to use for Bill Payment Printing	Default AP Payment  

The Options screen is broken into 3 Sections

1.3.1 Default Printing Templates

Select here the default template the system uses when [printing forms](#).

 You can use a different format from the default by using the Printing Format option when creating transactions such as invoices.

Template to use for Bill Payment Printing	Choose the printing format to default when printing payments. i.e. Remittance advice.
Template to use for Purchase Order Printing	Choose the printing format to default when printing purchase orders.
Template to use for Credit Note Printing	Choose the printing format to default when printing credit notes.
Template to use for Invoice Printing	Choose the printing format to default when printing invoices.
Template to use for Receipt Printing	Choose the printing format to default when printing receipts.
Template to use for Quotation Printing	Choose the printing format to default when printing quotes.
Template to use for Statement Printing	Choose the printing format to default when printing statements.
Template to use for Bank Batch Printing	Choose the printing format to default when printing banking batches.
Template to use for Credit Card Printing	Choose the printing format to default when printing credit card transactions.
Template to use for Bank Trans Printing	Choose the printing format to default when printing bank transactions.
Template to use for Payslip Printing	Choose the printing format to default when printing payslips.
Template to use for Timesheet Printing	Choose the printing format to default when printing timesheets.

1.3.2 Invoice Message

This section is where you can add a permanent message to your invoice. This is most commonly used to add your bank details and other payment options.

- There are five invoice message fields, which will join to make one message.
- The invoice message is displayed on all invoices by default. E.g. Payment options.
- You can use HTML tags here to make the message stand out.


text	This HTML tag will bold the word text.
<u>text</u>	This HTML tag will <u>underline</u> the word text.
<i>text</i>	This HTML tag will <i>italic</i> the word text.
&NBSP	This HTML tag will force a blank space.

	This HTML tag will force a new line.

1.3.3 Default Salesperson

A default salesperson can be selected. The default salesperson will be allocated by default to any new invoice created.

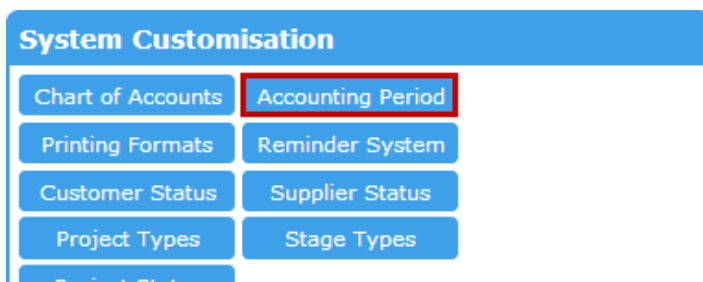
 You can change the default salesperson when you create an invoice.

 Module options will vary based upon your user level. If a module of interest is not visible to you then please contact your Shoebooks Support.

1.4 Accounting Period


Setting up your Accounting Periods and lockout dates.

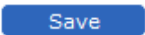
1. From the Setup menu, in the System Customisation module, click "Accounting Period".



2. Click on  to change the dates.

The screenshot shows the "Accounting Period" setup form. At the top, there are tabs for "Setup Menu" and "Accounting Period", with "Accounting Period" being the active tab. Below the tabs is a blue bar with an "Edit" button. The main area of the form contains three input fields: "Conversion Date: 30-Jun-08", "Accounting Periods: 12", and "Current Period: 30-Jun-08".

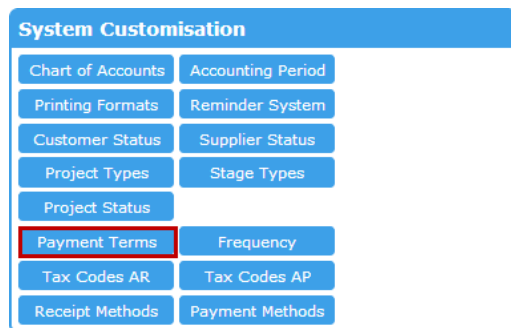
Conversion Date	The date your accounting records started in this software. You can also use it to indicate the date the company started.  The date recorded here will not affect your reports.
Accounting Periods	Choose the number of accounting periods your business operates within. The default is 12.
Current Period	This date is used by the system to prevent changes to transactions dated up to and including this date. This is the closing date that is displayed in the top right hand corner of the software

3. Hit  when finished.
4. For more information on Accounting Periods, you can refer to the wiki article [here](#).

1.5 Payment Terms

Managing the payment terms your business uses.

1. From the Setup Menu, in the System Customisation module, click on Payment Terms.



2. The default payment terms are as listed below. These terms are used in the accounts receivable and accounts payable modules, and determine the due dates of invoices and bills.

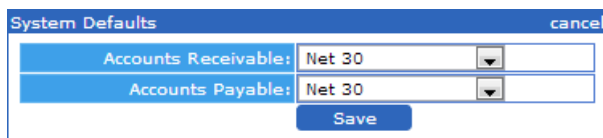
Setup Menu		Payment Terms					
Defaults							
Name	Discount Expires	Due	EOM	Interest	Order		
Due On Receipt	0.00 %	0	No	0.00 %	1		
Net 7	0.00 %	0	7	No	2		
Net 14	0.00 %	0	14	No	3		
Net 21	0.00 %	0	21	No	4		
Net 30	0.00 %	0	30	No	5		
C.O.D.	0.00 %	0	0	No	6		
Cheque	0.00 %	0	0	No	7		
5% 7 Net 30	5.00 %	7	30	No	8		
1.5%							
5% 7 Net 30	5.00 %	7	30	No	9		
Net 30 EOM	0.00 %	0	30	Yes	10		
	%			%			

- You can edit/delete terms from the list by clicking the or at the end of each line.
- You can add a new line by clicking , and then to save.

Name	Description of the payment term. This description is what displays in drop down lists in the system and on printed forms.
Discount	This option is not currently used. Discounts must be entered manually.
Expires	This option is not currently used.
Due	The number of day from the transaction date that the invoice is due.
EOM	For End of Month Terms set this to yes. EOM terms are when the amount is due a certain number of days after the end of the current month. Set the days in the Due field.
Interest	This option is not currently used.

Order	Determines the sort order of the terms when displayed in the system.
--------------	--

3. Clicking on **Defaults** will bring up a popup window, where you can select the default term for accounts receivable and accounts payable invoices.



System Defaults		cancel
Accounts Receivable:	Net 30	
Accounts Payable:	Net 30	
Save		

- ⚠ NB:** These defaults will populate the payment term field for new invoices and bills, and can be changed for individual ones. Default terms for specific suppliers or customers can also be set up in the relevant customer/supplier setup page.
-

1.6 Tax codes

Here, you will confirm the different tax codes that will be used for **Accounts Receivable (Invoices)** and **Accounts Payable (Bills)**.

You can access them from the **Setup Menu > System Customisation** module.

System Customisation

Chart of Accounts	Accounting Period
Printing Formats	Reminder System
Customer Status	Supplier Status
Project Types	Stage Types
Project Status	
Payment Terms	Frequency
Tax Codes AR	Tax Codes AP
Receipt Methods	Payment Methods

1.6.1 Accounts Receivable Tax Codes


These are the default tax codes for Accounts Receivable and other transactions where tax is **collected**.

Setup Menu Tax Codes (A/R)

Code	Description	Account	Export	Rate
GST	GST Collected	2-3200	No	10.00 %
NO TAX	No Sales Tax	2-3200	No	0.00 %
XPT	Export Sales - GST Free	2-3200	Yes	0.00 %
<input type="text"/>	<input type="text"/>	<input type="text"/>	No	<input type="text"/> %








Code	Unique code to describe the type of tax being collected.
Description	Enter a description for the tax code.
Account	Select an account code where the tax collected will be recorded.
Export	If the tax code relates to export sales select Yes. Reports in G2 on Australian Business Activity Statement.
Rate	Enter the % rate that applies to the tax code.


- Select or to Edit or Create a new tax code.
- Select or to Save or Cancel the new tax code entry.





 Only make changes to tax codes if you know what you are doing - otherwise contact your bookkeeper.


1.6.2 Accounts Payable Tax Codes

These are the default tax codes for Accounts Payable and other transactions where tax is **paid**.

Setup Menu		Tax Codes (A/P)		
Code	Description	Account	Capital	Rate
GST PAID	GST Paid On Purchases	2-3300	No	10.00 % 
GST_CAF	Capital Purchases - GST Free	2-3300	Yes	0.00 % 
GST_CAG	Capital Purchases - Inc GST	2-3300	Yes	10.00 % 
NO TAXP	No Sales Tax	2-3300	No	0.00 % 
<input type="text"/>	<input type="text"/>	<input type="text"/>	No 	<input type="text"/> %  

Code	Unique code to describe the type of tax being paid.
Description	Enter a description for the tax code.
Account	Select an account code where the tax paid will be recorded.
Capital	If the tax code relates to capital acquisitions select Yes.  Reports in G10 on Australian Business Activity Statement.
Rate	Enter the % rate that applies to the tax code.

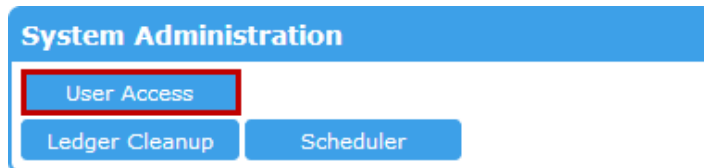
- Select  or  to Edit or Create a new tax code.
- Select  or  to Save or Cancel the new tax code entry.

 Only make changes to tax codes if you know what you are doing - otherwise contact your bookkeeper.

1.7 Set up user access

Here, you will set up users and associate them with one or more predefined 'roles,' which determine which areas of the system they will be allowed to access, make changes within, and grant other users access to.

From the Setup Menu, in the System Administration module, click "User Access,"



and the following screen will appear:

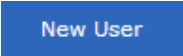
The screenshot shows a search interface for users. At the top, there is a "Search" tab. Below it, there are input fields for "Username:", "First Name:", "Last Name:", and "Email:". To the right of these fields are dropdown menus for "Policy:" (set to "(any)"), "Level:" (set to "(any)"), and "Enabled:" (set to "Enabled"). There are "Search" and "Reset" buttons. Below the search fields is a table listing existing users.

Login	Name	Email	Level	Policy	Enabled	
Jared	Jared Liew	jared@shoebooks.com.au	Manag	Default Security Policy	Yes	view

So far, the only user that exists is the one that was created when the Shoebooks database was created. If there are more users that require access, we will have to create their profiles.

This step is broken up into 3 sections.

1.7.1 Set up New Users

1. Click on  and the following popup window will appear.

New Login
cancel

Personal Information

First Name:

Last Name:

Email:

Login Information

Username:

Initial Password:

Confirm Password:

User Must Change:

Yes ☐

Security Level:

Operator

Initial Role:

Operator

2. Enter the User's information and an initial password, which the system can prompt that user to change, if [User Must Change] is set to "Yes."
3. For now, the default Security Level and Initial Role can be left as Operator (lowest level of Permissions). We will add more roles in the next section.
4. Click "Add" to create the user.
5. Repeat Steps 1 – 2 for each user you wish to set up.
6. You can edit a user's details and Security Levels (provided you have access to User Access), at any time in future from the Users tab and clicking the "View" link at the end of the user record, and then clicking

Edit

Login	Name	Email	Level	Policy	Enabled	
Andrew	Andrew Oldham	andrew@shoebooks.com.au	Manag	Default Security Policy	Yes	view
Boris	Boris Bluestrip	boris@gmail.com	Opera	Default Security Policy	Yes	view
Georgina	Georgina Cross	Georgina@shoebooks.com.au	Super	Default Security Policy	Yes	view
jliw	Jared Liew	jared@shoebooks.com.au	Manag	Default Security Policy	Yes	view
John	John Smith	john@helpfiles.com.au	Opera	Default Security Policy	Yes	view
Manager	Manager Role	manager@standard.com.au	Manag	Default Security Policy	Yes	view
PO	Peter Purchase		Opera	Default Security Policy	Yes	view

7. When you are finished, proceed to the next section to give some of your users greater access to the system.

1.7.2 Assigning Users to default Roles

1. Click on the **Roles** Navigation Tab. This will bring up the default list of Roles, as shown below.

Search

Role Name:

Level: (any) ▼

Description:

Search

Reset

Name	Description	Level	
Administrator	Administrator	Admin	view
Manager	Manager	Manag	view
Operator	Operator	Opera	view
Supervisor	Supervisor	Super	view

There are 4 different user security levels and roles:

Operator	<p>Basic user that cannot manage any roles or users. Has access to:</p> <ul style="list-style-type: none"> - <i>Accounts Receivable</i> - <i>Accounts Payable</i> - <i>Banking</i> - <i>Products</i> - <i>Projects</i> - <i>Reports related to the above modules</i>
Supervisor	<p>Advanced user that can manage operator level users and roles. Has access to:</p> <ul style="list-style-type: none"> - <i>Journals</i> - <i>User Access</i>
Manager	<p>Highest user level and can manage users and roles. Has access to:</p> <ul style="list-style-type: none"> - <i>Budgets</i> - <i>User Roles</i> - <i>Bank details</i> - <i>Batch transactions</i> - <i>Payroll</i> - <i>Imports</i> - <i>Financial Statements</i> - <i>General Ledger</i> - <i>Setup</i> - <i>System Administration</i>



Administrator	Full control of the account and can perform any operation regardless of permissions.
----------------------	--


In most cases, these roles are sufficient for multiple levels of access. When creating a new user, the default role assigned is Operator, so all users should have Operator access.


In order to give certain users Supervisor and/or Manager access:

1. Click the "view" link at the end of the Role you wish to grant users.
The page below will be displayed.

The screenshot shows the 'Supervisor' role configuration page. At the top, there are 'Edit' and 'Delete' buttons. Below them, the role details are displayed: Role Name: Supervisor, Description: Supervisor, and Security Level: Supervisor. To the right, under 'User Membership', there is a table listing users: Admin and Jared, each with a red circle icon containing a white 'X'. At the bottom right of the user membership area, there is a green plus icon. Below the table, there is a 'Show Permissions' button. At the very bottom, there is a navigation bar with '< Previous' and 'Viewing item 4 of 4: Role 7'.

2. Under the User Membership area, click the  icon.
3. Select a user from the drop-down menu and click  to assign the user to this role. Do this for as many users that require Supervisor access, and then do the same for the Manager role.

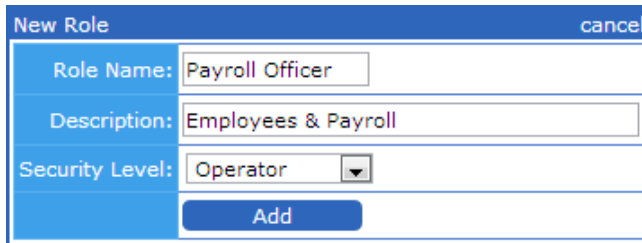
 Alternatively, you can also grant a user additional roles from the user view/edit page, and in a similar fashion, add roles from a drop-down list for that particular user.

 Role membership works in a hierarchical manner. i.e. A manager needs to also be in the Operator and Supervisor role to gain full access. Likewise a Supervisor needs to be in the operator role.

1.7.3 Creating additional Roles

You can also set up additional roles with specific permissions. This is useful if you wish certain users to only have access to certain areas of the system (e.g. Accounts Payable, Payroll), but want to maintain their Security Level (e.g. Operator).

1. From "User Access" select **New Role** from the Activity Button row, and the following popup will appear.



The 'New Role' popup form contains the following fields and buttons:

- Role Name:** Text input field containing 'Payroll Officer'.
- Description:** Text input field containing 'Employees & Payroll'.
- Security Level:** Dropdown menu with 'Operator' selected.
- Buttons:** 'Add' (blue) and 'cancel' (white with blue border).

2. Enter the name of the new Role (e.g. Payroll Officer), a brief description, and the lowest Security Level a member of this role should have, then click Add.
3. You will be brought back to the Roles screen, and the new role will appear in the list.

Name	Description	Level	
Administrator	Administrator	Admin	view
Manager	Manager	Manag	view
Operator	Operator	Opera	view
Payroll Officer	Employees & Payroll	Opera	view
Supervisor	Supervisor	Super	view

4. Click on the newly-added role, to bring up the view/edit screen.

Payroll Officer

Edit	Delete
Role Name: Payroll Officer	User Membership
Description: Employees & Payroll	
Security Level: Operator	

+

Show Permissions

< Previous Viewing item 4 of 5: Role 10 Next >

- Click on Show Permissions to bring up the Permissions List. Here is where you will go through the list and tick which sections you want your Payroll Officer(s) to have access to.

Feature:	Permission: None		Access				Main Details			Line Details			Finance		Grant	All
	View	Print	Email	DLoad	Add	Edit	Del	Add	Edit	Del	Conf	Rels				
Payroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bank Details	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contact Log	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paychecks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payslips	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Product Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trial Balance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll Reports	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Hours Worked	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Paychecks	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payslips	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment Summary	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Time Detail	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Timesheets	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Product Reports	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Company Divisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Company Departments	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
System Options	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
System Status	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payroll	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Allowances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Deductions	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Leave Types	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Liabilities	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pay Rates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Super Rates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tax Rates	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hint: Use the 'All' tick box at the end to tick entire lines at a time.

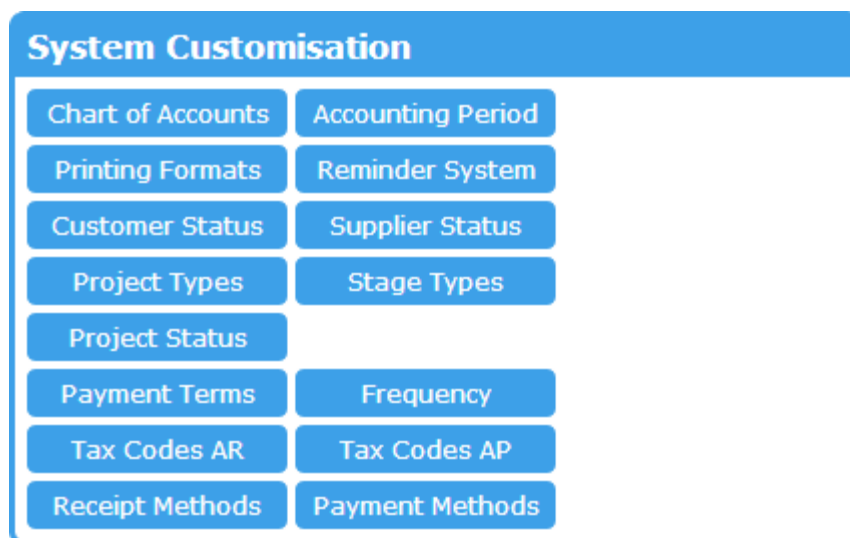
- When you are done, click [Hide Permissions](#) to collapse the screen.
- Now, you can add your user(s) to this role, from the User Membership area, as explained in Section 7.2.



[Click here](#) for more HELP with setting up new roles and permissions.

1.8 System Customisation

This step is broken up into 8 sections, all of which are accessible from Setup > System Customisation.



Each section in this module involves the exact same setup process, for different areas of the system. To make the setup easy, the process will be explained in the first two, and the process can be duplicated for each proceeding section.








Also note that for most of these sections, the status types displayed are already present by default. You can add more status types for any section as you wish.

1.8.1 Customer Status






1.8.2 Supplier Status

- You use these screens to setup different customer and supplier status types.
- You can then group your customer or supplier lists into these status types.
- The customer and supplier search screens can then use these status types as a filter.



Customer Status

Status	Order	
Active	1	 
Inactive	9	 
Prospect	5	 
		

Supplier Status








Status	Order	
Active	10	 
Inactive	20	 
		

Status	Text field to enter a customer status.
Order	This field controls the sort order of the drop down list used to select customer status on the customer record.

- Initially, this list will be empty. You can add the status types displayed above by clicking the  icon.
- Enter the Status Type, and Order number, and then  to confirm.










1.8.3 Project Types

- Here you will define the different types of projects that can be undertaken.
- Projects can be allocated to these types.

Type	Order		
Retail	10		
Wholesale	20		
Website	30		
			












1.8.4 Stage Types

- Here you can define the different stages a project will undergo during its life cycle.
- Projects can then be allocated to these stage types.

Type	Order		
Quote	0		
Order	10		
Fullfill	20		
Follow Up	30		
			

1.8.5 Project Status




- Here you can define different status types for a project.
- Projects can then be allocated to these status types.
- The project and project reports search screen can then use these status types as a filter.

Status	Order		
Active	10		
Pending	20		
Hold	30		
Complete	60		
Cancelled	70		
			

1.8.6 Receipt Methods


1.8.7 Payment Methods



- By default, both Receipt and Payment method types are set up identically.
- You can then use these methods when you apply receipts to invoices and payments to bills.

Method	Order	
Cash	2	 
Cheque	1	 
Credit Card	3	 
Direct Deposit	4	 
		

- Keep in mind that Receipts and Payments have their own screens, so adding a new Payment Method called Bartercard means only Payments to bills will be able to select this Payment Method.
- The receipt and payment search screens can then use these methods as a filter.

1.8.8 Frequency

- By default, this list is empty. You can add the status types listed by clicking the  icon.
- You can create a list of the frequency of communication you have with groups of customers.

Frequency	Order	
Hourly	1	
Weekly	10	
Monthly	20	
		

- Customers can be allocated to these frequency groups and you can then use the frequency group as a filter in Accounts Receivable Aging Reports.

Chapter 2 : Accounts Receivable

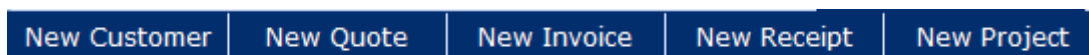
There are 6 Sections to this Chapter:

1. [Customers](#)
2. [Invoices](#)
3. [Receipts](#)
4. [Quotes](#)
5. [Statements](#)
6. [Reports](#)

2.1 Customers


2.1.1 New Customer


1. Login to the accounting Software
2. From the Main Menu select "Customers"
3. Select "New Customer" from the new transaction buttons.



4. The below form will open.

5. Complete as many fields as you like. Below are recommended fields.

 *The customer code is the only required field.*

6. Press the Next button to save the customer record and enter contact methods.
7. Press the  symbol to add Phone/Fax/Email and other contact points.

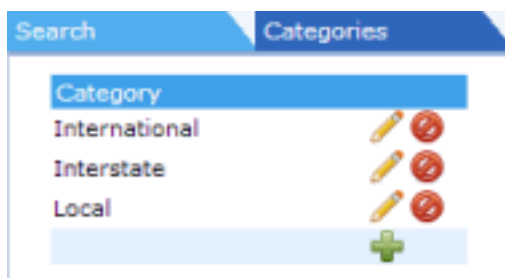
Complete the following recommended fields:

Customer Code:	Choose a unique code to allocate to the customer. It can be a number or an abbreviation of their name.
Company:	Enter the full company name into this field.
Address:	Enter the street address of the customer.
Town:	Enter the town/suburb of the customer.





State:	Enter the State of the customer.
Postcode:	Enter the Postcode of the customer.
ABN:	Enter the customer's ABN.
Terms:	Select the trading terms you offer to the customer

2.1.2 Customer Categories

1. From the Customers screen, select Categories



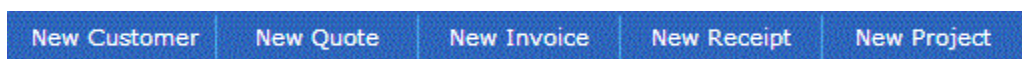
There are three tasks you can perform on customer categories.

Add	Click the  icon. Type the new category into the white space and then click the  button
Edit	Clicking on  besides any category allows you to edit the text.
Delete	Clicking  will delete the category. It will also clear the category from any customers allocated to it.

2.2 Invoices

2.2.1 New Invoice

1. From the Main Menu select "Invoices"
2. Select "New Invoice" from the new transaction buttons.



3. The below form will open.


Customer:	Type: Invoice	Date: 29-Sep-11	Customer Ref:	A/R Account: 1-2100: Trade Debtors
Ship To:			Division:	(default)
			Terms:	(default)
			Due Date:	
			Salesperson:	(default)
			Notes:	
			Message:	
			Tax Code 1:	(default)
			Tax Code 2:	(default)
			Print Format:	(default)
			Next >	Cancel


You need to complete the following fields:

Customer:	<p>Click in the field and start typing the customer's name, as you type a list of matching results will be displayed.</p> <p>Select the desired customer from the matching results.</p> <p>If the customer is not in the list you need to add them. Click on the "New Customer" transaction button. Follow the new customer instructions.</p>
Date:	Enter the date of the invoice or select from the calendar popup.
Terms:	<p>Select the desired terms from the list.</p> <p><i>NB: The terms will default to what is stored on the customer record if nothing selected. The Due Date field will be completed when you select Next.</i></p>

Press "Next" when completed to go to the invoices detail screen.

 The other fields are optional press Help for a description of these fields.

4. Press the  symbol to open the invoice detail screen, pictured below. This is where you enter the expense lines found on the invoice.

Date	Qty	Product	Description	Income	Div	Project	Tax	Sale Price	Extended	
	1			4-9170	-		GST	0.00		
									Total Ex-Tax:	\$0.00
									Tax Amount:	\$0.00
									Order Total:	\$0.00
									Amount Paid:	\$0.00

[Invoice Hours](#)

[Reorder Lines](#)

You can complete the invoice details manually or you can use the **Product** selection list to auto complete the description, account ID and price.

To enter invoice lines manually:



- Step 1:** **Qty** – enter the quantity if different to 1 and press tab twice to go to Description Field
- Step 2:** **Description:** Enter a description relating to the invoice and press tab.
- Step 3:** **Expense:** Start typing the account name you want to record the income to and select it from the list when displayed. Press tab 3 times.

 If you know it you can enter the account code manually

- Step 4:** **Tax:** Normally GST – select different tax code if applicable and press tab.

- Step 5:** **Sale Price:** Enter the ex GST price of the sale and press tab.

Tip: Enter the inc GST amount and tick the box next to the sale price field. This will automatically divide the GST Inc amount by 1.1 to get the ex GST amount.

- Step 6:** Press the  symbol to save the row. Press  to begin a new row.

- Step 7:** Repeat steps 1 – 6 for additional income lines.

Press [CONFIRM] when you are done.

EXTRA FEATURES

Reorder Lines

Click this button to open a screen to change the order of the lines entered on the invoice.

You can use the Up/Down arrows or drag and drop to reorder the invoice lines.

Invoice Hours

Click this button to open a screen to select hours / items that have been marked to be invoiced in other areas of the system.

e.g. Invoice hours can be generated from the Calendar.

2.2.2 Search Invoices

1. From Main Menu select [Invoices]
2. The below search screen will be displayed.

Search

Customer:
Invoice Date: to
Due Date: to
Invoice Number (SI) to
Invoice Total: to

Salesperson: (any)
Invoice Type: (any)
Payment Status: (any)
Client Ref:


Entry Status: (any)
Tax Type: (any)
Order: Date Z-a

Number	Customer	Date	Due	Type	Terms	Salesperson	Total	Paid	Balance	Confirmed
SI-10003	<input type="checkbox"/> Dept	27-Apr-09	30-May-09	Invoice	Net 30 EOM		\$484.00	\$0.00	\$484.00	Yes view
SI-10009	<input type="checkbox"/> TDL	15-Apr-09	21-Apr-09	Invoice	C.O.D.		\$4,840.00	\$4,840.00	\$0.00	Yes view
SI-10004	<input type="checkbox"/> Fast	11-Mar-09	10-Apr-09	Invoice	Net 30		\$4,136.00	\$4,136.00	\$0.00	Yes view
SI-10005	<input type="checkbox"/> Future	12-Feb-09	19-Feb-09	Invoice	Net 7		\$2,706.00	\$2,706.00	\$0.00	Yes view
SI-10007	<input type="checkbox"/> Serene	28-Jan-09	28-Jan-09	Invoice	Cheque		\$6,204.00	\$6,204.00	\$0.00	Yes view
							\$18,370.00	\$17,886.00	\$484.00	

You can search by a variety of methods and use any combination of criteria to filter the results.

**You can also perform actions on displayed invoices. E.g. Batch Confirm/Print.
(See Batch Actions below)**

Customer:	Click in the field and start typing the customer's name, as you type a list of matching results will be displayed.
------------------	--

	<p>Select the desired customer from the matching results.</p> <p>If the customer is not in the list you need to add them. Click on "New Customer" from the transaction buttons and follow the new customer instructions.</p> <p>Pressing Search will display the invoices for that customer.</p>
Invoice Date:	<p>Enter a date range to return matching invoices.</p> <p>You don't need to enter a range.</p> <p>You can enter only a to date to find invoices up to that date.</p> <p>You can enter only a from date to find invoices from that date onwards.</p>
Due Date:	Enter a date range to return invoices due during the date range.
Invoice Number:	<p>Enter a range of reference numbers.</p> <p><i>E.g. SI-10001 to SI-10200.</i></p> <p>Enter the same invoice number in both fields if you are only searching for one invoice.</p>
Invoice Total:	Enter a range of amounts to return invoices matching the amount range.
Salesperson:	You can select the person that made the sale.
Invoice Type:	<p>Select the type of invoice you are searching for.</p> <p>I.e. Invoice or Credit Memo.</p>
Payment Status:	You can select from Not Paid, Not Fully Paid, Part Paid or Paid in Full.
Category:	You can select a customer category to return invoices matching the category.
Client Ref:	Enter the invoice number from a customer invoice.
Entry Status:	Select between Confirmed and Unconfirmed
Tax Type:	You can filter invoices by tax code.
Order:	<p>Select to change the sort order that the matching invoices are displayed in.</p> <p>Choose between Number, Date Z-A or A-Z, Customer, Type or Amount.</p> <p> Click on any column heading in the invoice list to change the sort order.</p>

Batch Actions

You can select invoices from the displayed results and perform batch actions on them.

Batch Actions include Confirm, Release, Delete or Print.

This feature is particularly useful when using the import invoice feature.

Number	Customer	Date	Due	Type	Terms	Salesperson	Total	Paid	Balance	Confirmed	
SI-10003	<input type="checkbox"/> Dept	27-Apr-09	30-May-09	Invoice	Net 30 EOM		\$484.00	\$0.00	\$484.00	Yes	view
SI-10009	<input type="checkbox"/> TDL	15-Apr-09	21-Apr-09	Invoice	C.O.D.		\$4,840.00	\$4,840.00	\$0.00	Yes	view
SI-10004	<input type="checkbox"/> Fast	11-Mar-09	10-Apr-09	Invoice	Net 30		\$4,136.00	\$4,136.00	\$0.00	Yes	view
SI-10005	<input type="checkbox"/> Future	12-Feb-09	19-Feb-09	Invoice	Net 7		\$2,706.00	\$2,706.00	\$0.00	Yes	view
SI-10007	<input type="checkbox"/> Serene	28-Jan-09	28-Jan-09	Invoice	Cheque		\$6,204.00	\$6,204.00	\$0.00	Yes	view
							\$18,370.00	\$17,886.00	\$484.00		

SELECT INVOICES BY CLICKING THE CHECKBOX CHOOSE THE ACTIONS TO PERFORM ON SELECTED INVOICES

2.3 Receipts

2.3.1 New Receipt – Single Invoice

1. From Main Menu select [Invoices]


2. Using the search screen (displayed below) find the invoice you want to pay.

You can search by a variety of methods, customer is generally quickest.

Search

Customer:	<input type="text"/>	Salesperson:	(any)	Entry Status:	(any)
Invoice Date:	<input type="text"/> to <input type="text"/>	Invoice Type:	(any)	Tax Type:	(any)
Due Date:	<input type="text"/> to <input type="text"/>	Payment Status:	Not Fully Paid	Order:	Date Z-a
Invoice Number (SI)	<input type="text"/> to <input type="text"/>	Client Ref:	<input type="text"/>		
Invoice Total:	<input type="text"/> to <input type="text"/>			<input type="button" value="Search"/> <input type="button" value="Reset"/>	

3. When you have the invoice you want to pay displayed highlight the row and click the left mouse button.

 When a row is highlighted and the mouse pointer is over the customer field the customer record will be opened instead of displaying the invoice.

Number	Customer	Date	Due	Type	Terms	Salesperson	Total	Paid	Balance	Confirmed	
SI-10013	Wetz	20-May-09	03-Jun-09	Invoice	Net 14		\$4,059.00	\$0.00	\$4,059.00	Yes	view
SI-10018	ABC	14-May-09	28-May-09	Invoice	Net 14	04	\$14,784.00	\$10,000.00	\$4,784.00	Yes	view
SI-10008	Fast	01-May-09	31-May-09	Invoice	Net 30		\$88.00	\$0.00	\$88.00	Yes	view
SI-10003	Dept	27-Apr-09	30-May-09	Invoice	Net 30 EOM		\$484.00	\$0.00	\$484.00	Yes	view
							\$21,934.00	\$10,000.00	\$11,934.00		

4. The below screen will be displayed, press the button.

[Enter Receipt](#)

SI-10013

Release	Print	Email	GL Detail	Duplicate	Recurring	Question
---------	-------	-------	-----------	-----------	-----------	----------

Customer: **Wetz**
Wetz Department Store
Po Box 1203
Sonwa Central Qld 4000

Ship To:

Type: **Invoice**
Date: **20-May-09**

Customer Ref: **1-2100: Trade Debtors**
Division: **Corporate Clients**
Terms: **Net 14**
Due Date: **03-Jun-09**
Salesperson: **(none)**
Notes:
Message: **One year warranty on hardware**
Tax Code 1: **GST**
Tax Code 2: **NO TAX**
Print Format: **(default)**

Date	Qty	Product	Description	Income	Div	Project	Tax	Sale Price	Extended
	1	SupNetwork	Support - Monthly Network Monitoring	4-2010	-		GST	\$80.00	\$80.00
	3	SupOnsite	Support - Onsite Technical Support (per hour)	4-2030	-		GST	\$120.00	\$360.00
	2.5	Software	Custom Software Development (per hour)	4-2020	-		GST	\$220.00	\$550.00
	1	Sony1	Sony VAIO Notebook	4-1020	-		GST	\$2,200.00	\$2,200.00
	1	HPMulti	HP Multifunction Printer	4-1030	-		GST	\$500.00	\$500.00
								Total Ex-Tax:	\$3,690.00
								Tax Amount:	\$369.00
								Order Total:	\$4,059.00
								Amount Paid:	\$0.00

Receipt Date Discount Payment

Enter Receipt

Viewing item 1 of 8: Invoice SI-10013

Next >

5. The Receipt Detail Screen will be displayed.

New Receipt

Customer: **Wetz**
Wetz Department Store
Po Box 1203
Sonwa Central Qld 4000

Date: **05-Sep-2011**

Reference:

A/R Account: **1-2100: Trade Debtors**
Division: **Corporate Clients**
Bank Account: **ANZ 87651234 (1-1200)**
Amount Received: **4,059.00**
Method: **Cheque**
Drawer/Cheque No:
Bank/BSB No:
Branch/Account No:
Notes:

Next > Cancel


Viewing item 1 of 9: (select)

Next >

All you need to change is:

Date: Enter the date or select from the calendar popup.



Method: Select the receipt method. Enter a reference number if required.

 Depending upon which receipt Method you select the fields below will change. These fields are optional and if completed will display on bank transaction forms when printed.

6. Press [Next >] to go to the receipt allocation screen.

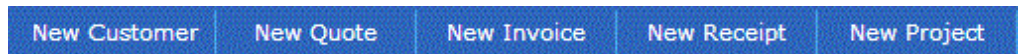
7. The receipt is automatically allocated so press Save

8. Press [Confirm]

 Once you press Save you can change the allocation by clicking on the  symbol located next to each row or the Edit Allocation activity button.

2.3.2 New Receipt – Multiple Invoices

1. From the Main Menu select [Receipts]
2. Select [New Receipt] from the transaction buttons.



3. The below form will open.


Customer:	Date:	Reference:	A/R Account:
<input type="text"/>	29-Sep-11	<input type="text"/>	1-2100: Trade Debtors
		Division:	(default)
		Bank Account:	ANZ 87651234 (1-1200)
		Amount Received:	<input type="text"/>
		Method:	Cheque
		Drawer/Cheque No:	<input type="text"/>
		Bank/BSB No:	<input type="text"/>
		Branch/Account No:	<input type="text"/>
		Notes:	<input type="text"/>
		<input type="button" value="Next >"/> <input type="button" value="Cancel"/>	

Complete the following required fields:

Tip: Press TAB to move to next field

- | | |
|----------------------|---|
| Customer: | Click in the field and start typing the customer's name, as you type a list of matching results will be displayed. Select the desired customer from the matching results. |
| Date: | Enter the date or select from the calendar popup. |
| Reference: | Enter a reference number if required. |
| A/R Account: | Accept the default "1-21000 Trade Debtors"
(Unless using more than one Accounts Receivable account.) |
| Bank Account: | Select the bank account that the receipt will be received in. |
| Amt Received: | Enter the total amount of the receipt. (I.e. Inc GST) |

Method: Select the Receipt Method.

 Depending upon which receipt Method you select the fields below will change. These fields are optional and if completed will display on bank transaction forms when printed.

Notes: Optional field to store any notes relating to the receipt.

4. Press Next to go to next screen

The following screen will be displayed:

Invoice	Date	Due	Type	Div	Inv Total	Discount	Balance		Payment
SI-10018	14-May-09	28-May-09	Invoice		\$14,784.00	0.00	\$4,784.00	<input type="checkbox"/>	0.00
SI-10036	20-Jun-10	04-Jul-10	Invoice		\$11.00	0.00	\$11.00	<input type="checkbox"/>	0.00
SI-10042	20-Jun-10	04-Jul-10	Invoice		\$5.50	0.00	\$5.50	<input type="checkbox"/>	0.00
SI-10043	20-Jun-10	04-Jul-10	Invoice		\$5.50	0.00	\$5.50	<input type="checkbox"/>	0.00
SI-10044	20-Jun-10	04-Jul-10	Invoice		\$5.50	0.00	\$5.50	<input type="checkbox"/>	0.00
									<input type="button" value="Save"/> <input type="button" value="Cancel"/>
								Total Applied:	\$0.00
								Total Discounts:	\$0.00
								Credit Remaining:	\$2,800.00

This screen displays the outstanding invoices for the customer.



Allocate the receipt to an invoice by entering the amount in the payment field.

You can tick the box next to the payment column to pay the full amount.

Credit remaining will be \$0.00 when you have allocated all of the receipt.

5. Press Save when you are finished allocating the receipt

6. Press CONFIRM to enter the receipt.

 Once you press Save you can change the allocation by clicking on the  symbol located next to each row or the Edit Allocation activity button.

If you only want to pay one invoice refer instructions RECEIPTS - Single Invoice

EXTRA FEATURES

You can apply customer **Discounts** by entering a figure into the discount field.

2.4 Quotes

2.4.1 New Quote

1. From the Main Menu under [Accounts Receivable] select [Quotes]
2. Select [New Quote] from the transaction buttons.

New Customer	New Quote	New Invoice	New Receipt	New Project
--------------	-----------	-------------	-------------	-------------

3. The below form will open.

Customer:	Type:	Date:	Customer Ref:	A/R Account:
	Quote	08-Sep-2011		1-2100: Trade Debtors
Ship To:			Division:	(default)
			Terms:	Due On Receipt
			Status:	Pending
			Salesperson:	(none)
			Notes:	
			Message:	
			Tax Code 1:	GST
			Tax Code 2:	NO TAX
			Print Format:	(default)
			<input type="button" value="Next >"/> <input type="button" value="Cancel"/>	

You need to complete the following fields:

Customer: Click in the field and start typing the customer's name, as you type a list of matching results will be displayed.

Select the desired customer from the matching results.


If the customer is not in the list you need to add them. Click on "New Customer" from the activity buttons. Follow the new customer instructions.



Date: Enter the date of the quote or select from the calendar popup.

Terms: Select the desired terms from the list.

Press [Next >] when completed to go to the Quotes detail screen.






 The other fields are optional press Help for description of these fields.

4. Press the  symbol to open the quote detail screen, pictured below. This is where you enter the income lines that make up the quote.

Qty	Product	Description	Income	Div	Project	Tax	Cost Price	Sales Price	Cost Ext.	Sale Ext.	
1			4-9170	-		GST		0.00			 
								Total Ex-Tax:	\$0.00	\$0.00	0.0%
								Tax Amount:		\$0.00	
								Order Total:		\$0.00	

You can complete the quote details manually or you can use the product selection list to auto complete the description, account ID and price.

To enter quote lines manually:

- Step 1:** **Qty** – enter the quantity being sold if different to 1 and press tab twice to go to description field
- Step 2:** **Description:** Enter a description relating to the quote line and press tab.
- Step 3:** **Income:** Start typing the account name you want to record the income to and select it from the list when displayed. Press tab 3 times.
-  If you know the account code you can enter it manually.
- Step 4:** **Tax:** Normally GST – select a different tax code if applicable and press tab.
- Step 5:** **Cost Price:** Enter a cost estimate if you want to see the margin on the quote – if not just enter \$0.
-  If you are using the stock module the cost price is automatically inserted.
- Step 6:** **Sales Price:** Enter the ex GST price of the sale and press tab.
-  Enter the inc GST amount and tick the box next to the sale price field. This will automatically divide the GST Inc amount by 1.1 to get the ex GST amount.
- Step 7:** Press the  symbol to save the row. Press  to begin a new row.
- Step 8:** Repeat steps 1 – 7 for additional quote lines.

Send the Quote to the customer using the Email/Print activity button.

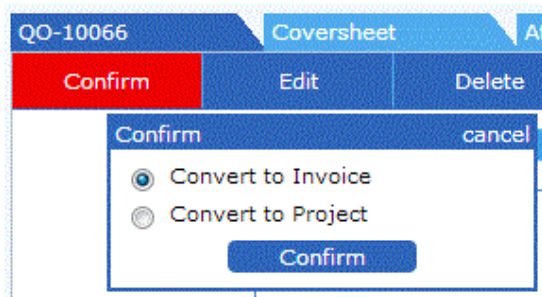
- ❏ A **cover letter** can be used. See Section 2.3.4 'Quotes – Cover Letter' should you wish to use this feature.

2.4.2 Convert Quotes to Invoices or Projects

1. **You can convert an accepted quote to either an invoice or a project.**
2. **From the Main Menu select "Quotes"**
3. **Select the Quote you want to convert from the list.**

❏ You can search for quotes by using any combination of the search criteria.

4. **Press the  button to bring up the below pop up selector**



You can choose to convert the Quote direct to an **Invoice or to a Project.**

Convert to Invoice:


Select "Convert to Invoice" to copy all the details from the Quote and create a new invoice.







- You can add additional details to the invoice created before finalising the invoice.
- The quote number will be automatically inserted into the Customer Ref field of the invoice.
- Should you delete the invoice the Quote will automatically be released so that it is available to be converted again.

Convert to Project:

Select "Convert to Project" to copy all the details from the Quote and create a new project for the customer.

- The quote details are moved to the detail tab "hours" for the project and individual rows from the quote can then be invoiced at a later stage.
- To invoice out refer instructions "Invoice – Hours".
- The tab is called hours but can contain any combination of products or services.

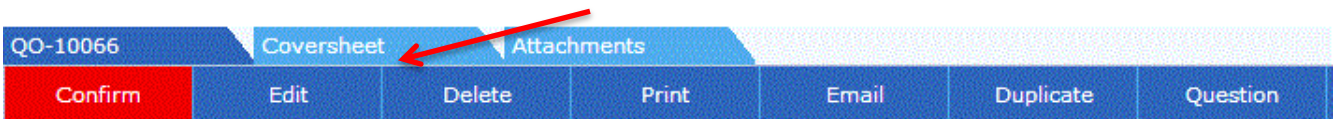
 If you want to **add the quote to an existing project** then you need to ensure that the Quote lines contain the relevant project code. For example the below quote lines would be converted to Project code JOB-10005

Qty	Product	Description	Income	Div	Project	Tax	Cost Price	Sales Price	Cost Ext.	Sale Ext.	
2	Sony1	Sony VAIO Notebook	4-1020	-	JOB-10005	GST	\$1,100.00	\$2,200.00	\$2,200.00	\$4,400.00	 
2	Mouse	Cordless Mouse	4-1050	-	JOB-10005	GS	\$20.00	\$40.00	\$40.00	\$80.00	 
1	HPMulti	HP Multifunction Printer	4-1030	-	JOB-10005	GST	\$320.00	\$500.00	\$320.00	\$500.00	 

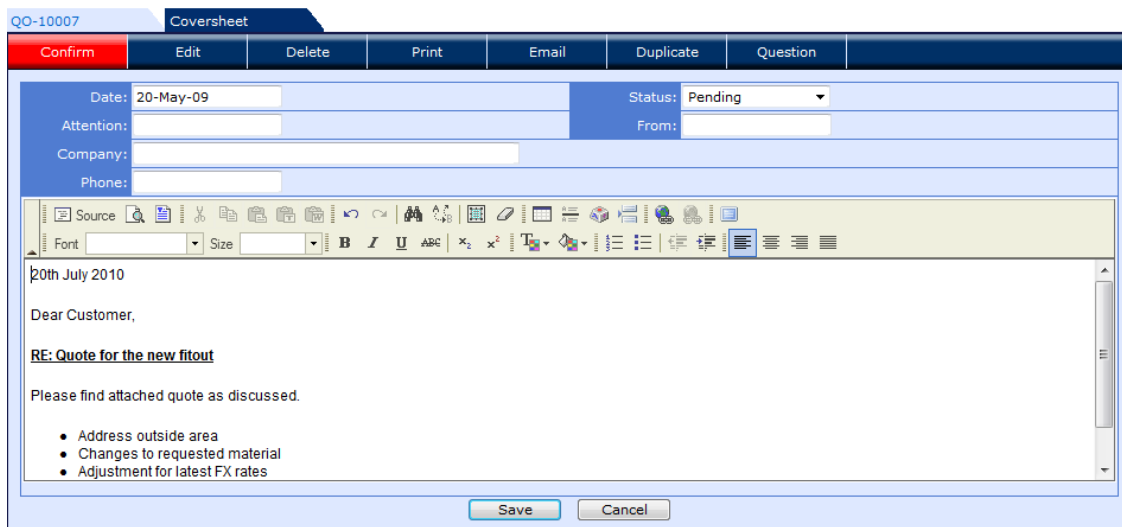
2.4.3 Cover Letter

There is a cover sheet editor that can be used to insert a cover letter as page 1 of the quote.

1. Complete the steps to create a quote – refer instructions "Quote – Enter"
2. Select "Coversheet" from the detail tab above the activity buttons.



3. Select edit from the activity buttons and the cover sheet editor will open.



An MS Word type editor opens where you can format the text, insert tables, use bullet points, insert links etc to create a cover sheet.

Press save when you are finished creating cover letter.

To use the cover letter as page 1 of the quote:

Step 1: Click on the quote number on the details tab above the activity buttons to return to main quote screen.



Step 2: Select Edit from the activity buttons to open the top part of the quote screen.

Step 3: Select "Default AR Quotation Cover letter" from the drop down box for Print Format and press Save.

Step 4: Print or email the quote – the cover letter will be inserted as the first page using your company letterhead.

 **The cover letter only displays on a separate page when printed or in print preview mode.**

2.5 Statements

There are two ways to generate customer statements. The first and easiest way is to view a customer's invoice list and generate a statement from there. The second way is from the Reports menu, where you can customise more options.

2.5.1 Customer Statement (Individual)

Step 1 - Navigate to **Main Menu > Customers** in the **Accounts Receivable** module.

Step 2 - Select the customer from the list, for which you would like to generate a statement.

Step 3 - From the customer view, click on the **Invoices** tab.

Number	Date	Due	Type	Terms	Salesperson	Total	Paid	Balance	Confirmed	
SI-10102	25-Jul-12	08-Aug-12	Invoice	Net 14		\$1,210.00	\$0.00	\$1,210.00	No	view
SI-10100	05-Nov-11	19-Nov-11	Invoice	Net 14		\$1,210.00	\$0.00	\$1,210.00	No	view
SI-10092	05-Oct-11	19-Oct-11	Invoice	Net 14		\$1,210.00	\$0.00	\$1,210.00	Yes	view
SI-10079	20-Sep-11	04-Oct-11	Invoice	Net 14	04	\$0.00	\$0.00	\$0.00	No	view
SI-10078	05-Sep-11	19-Sep-11	Invoice	Net 14		\$4,290.00	\$1,000.00	\$3,290.00	No	view
SI-10069	02-Sep-11	02-Sep-11	Invoice	Due On Receipt		\$2,618.00	\$2,618.00	\$0.00	Yes	view
SI-10089	25-Aug-11	15-Aug-11	Invoice	Due On Receipt		\$528.00	\$0.00	\$528.00	Yes	view
SI-10086	15-Aug-11	11-Jul-11	Invoice	Due On Receipt		\$1,650.00	\$0.00	\$1,650.00	Yes	view
SI-10068	08-Aug-11	22-Aug-11	Invoice	Net 14	01	\$9,504.00	\$0.00	\$9,504.00	Yes	view
SI-10077	05-Aug-11	19-Aug-11	Invoice	Net 14		\$1,210.00	\$1,210.00	\$0.00	Yes	view
SI-10067	05-Jul-11	16-Oct-11	Invoice	Net 14	01	\$1,210.00	\$0.00	\$1,210.00	Yes	view
SI-10002	01-May-09	01-May-09	Invoice	Due On Receipt		\$2,618.00	\$2,618.00	\$0.00	Yes	view
						\$61,325.00	\$30,799.00	\$30,526.00		

Statement
Date: 01-Jun-12 to 31-Dec-12 [Preview] [Email]

Viewing item 1 of 14: Customer ABC [Next >]

Step 4 - Below the invoice list, is a statement box, that allows you select a date range for the statement.

The statement will calculate an opening balance from any unpaid invoices prior to the start date you have defined, and list all unpaid invoices within the date range.

Step 5 - Hit **[Preview]**, and the statement will appear in a new window. Click **[Email]** to email this statement directly to the customer.

Standard Company
127 Chestnut St
Crombie VIC 3121
Phone: +613 9818 1515
Fax: +613 9818 1516
www.standard.com.au
djd@standard.com.au

STANDARD COMPANY

Statement
A.B.N. 26 097 438 910
A.C.N. 097 438 910

To:
ABC Pty Ltd
111 Main St
Oldborough Vic 3000

Date: 28-Feb-13

DATE	TRANSACTION	AMOUNT	PAYMENT	BALANCE
01-Dec-12	Opening Balance			\$26,879.98
03-Jan-13	Invoice SI-10114	\$264.00	\$0.00	\$264.00
16-Jan-13	Invoice SI-10104	\$1,210.00	\$0.00	\$1,210.00
16-Jan-13	Invoice SI-10107	\$3,014.00	\$0.00	\$3,014.00
16-Jan-13	Invoice SI-10110	\$2,200.00	\$0.00	\$2,200.00
16-Jan-13	Invoice SI-10111	\$3,014.00	\$0.00	\$3,014.00
22-Jan-13	Invoice SI-10113	\$1,166.00	\$0.00	\$1,166.00
28-Feb-13	Invoice SI-10117	\$1,210.00	\$0.00	\$1,210.00
		AMOUNT DUE:		\$48,957.98

Remittance Advice:

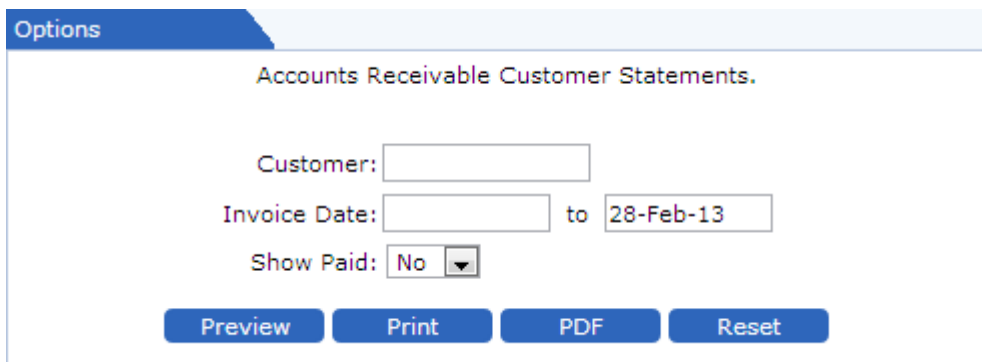
Standard Company
127 Chestnut St
Crombie VIC 3121

Statement Date: 28-Feb-13
Customer:
ABC Pty Ltd
111 Main St
Oldborough Vic 3000
Amount Due: \$48,957.98
Amount Paid: \$

2.5.2 Statement Report

Step 1 - Navigate to **Reports > Statements** in the **Accounts Receivable** module.

The following screen will appear:



The screenshot shows a web interface titled "Options" for "Accounts Receivable Customer Statements." It contains three input fields: "Customer:" with an empty text box, "Invoice Date:" with a text box followed by "to" and another text box containing "28-Feb-13", and "Show Paid:" with a dropdown menu currently set to "No". At the bottom, there are four blue buttons labeled "Preview", "Print", "PDF", and "Reset".

Step 2 - If you wish to generate a statement for one customer, enter the customer code in the box and select from the list. If you leave this field blank, statements for all customers will be generated.

Step 3 - Select a date range and all unpaid invoices within the date range will be listed, with an opening balance for all unpaid invoices prior to the start date.

Step 4 - If Show Paid is toggled to Yes, paid invoices will appear on the statement as well.

Step 5 - Hit [**Preview**] to preview the statement format.

Step 6 - You can either [**Print**] or generate a [**PDF**] file. In either case, if the customer field was left blank, each customer's statement will print on a different page.

2.6 AR Reports

Accounts Receivable Reports are all generated using the same method; search criteria are entered or selected on a form:

Options

Listing Report of Invoices.

Customer: <input type="text"/>	Division: <input type="text" value="(any)"/>	Payment Status: <input type="text" value="(any)"/>
Invoice Date: <input type="text"/> to <input type="text"/>	A/R Account: <input type="text" value="(any)"/>	Category: <input type="text" value="(any)"/>
Due Date: <input type="text"/> to <input type="text"/>	Salesperson: <input type="text" value="(any)"/>	Grouping: <input type="text" value="(none)"/>
Invoice Number (SI) <input type="text"/> to <input type="text"/>	Invoice Type: <input type="text" value="(any)"/>	Order: <input type="text" value="Number"/>
Entry Status: <input type="text" value="(any)"/>	Tax Type: <input type="text" value="(any)"/>	

Preview Print Download PDF Reset

and the matching records/transactions are displayed in an active list:

Invoice List
Date to 13-Feb-10

Invoice	Date	Due	Customer	Name	Salesperson	Type	Ref	Total	Paid	Balance	Date Paid	Confirmed
SI-10002	01-May-09	01-May-09	ABC	ABC Pty Ltd		Invoice		\$2,618.00	\$2,618.00	\$0.00	02-May-09	Yes
SI-10003	27-Apr-09	30-May-09	Dept	Department of Mining		Invoice		\$484.00	\$484.00	\$0.00	15-Mar-11	Yes
SI-10004	11-Mar-09	10-Apr-09	Fast	Fast Finance Ltd		Invoice		\$4,136.00	\$4,136.00	\$0.00	30-Apr-09	Yes
SI-10005	12-Feb-09	19-Feb-09	Future	Future Employment Agents		Invoice		\$2,706.00	\$2,706.00	\$0.00	23-Feb-09	Yes
SI-10006	13-May-09	27-May-09	Mobile	Mobile Telephone Services P/L		Invoice		\$363.00	\$0.00	\$363.00		Yes
SI-10007	28-Jan-09	28-Jan-09	Serene	Serene Secondary College		Invoice		\$6,204.00	\$6,204.00	\$0.00	04-Feb-09	No
SI-10008	01-May-09	31-May-09	Fast	Fast Finance Ltd		Invoice		\$88.00	\$88.00	\$0.00	01-Sep-11	Yes
SI-10009	15-Apr-09	21-Apr-09	TDL	TDL Clothing Pty Ltd		Invoice		\$4,840.00	\$4,840.00	\$0.00	21-Apr-09	Yes
SI-10010	01-May-09	01-May-09	Wetz	Wetz Department Store		Invoice		\$418.00	\$418.00	\$0.00	15-Jul-11	Yes
SI-10011	01-May-09	31-May-09	Water	Water Rates and Infrastructure		Invoice		\$418.00	\$418.00	\$0.00	20-Sep-11	Yes
SI-10012	01-May-09	31-May-09	Tax	Tax Office		Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-11	Yes
SI-10013	20-May-09	03-Jun-09	Wetz	Wetz Department Store		Invoice		\$4,059.00	\$4,059.00	\$0.00	05-Sep-11	Yes
SI-10014	12-May-09	26-May-09	ABC	ABC Pty Ltd		Invoice		\$1,210.00	\$0.00	\$1,210.00		Yes
SI-10017	05-May-09	19-May-09	ABC	ABC Pty Ltd	01	Invoice		\$9,504.00	\$0.00	\$9,504.00		Yes
SI-10018	14-May-09	28-May-09	ABC	ABC Pty Ltd	04	Invoice		\$14,784.00	\$14,784.00	\$0.00	05-Jul-10	Yes
Report Totals:								\$53,152.00	\$42,075.00	\$11,077.00		

All Reports in Shoebooks are active, so at any time, a record can be clicked to bring up a detailed view of the record. Any blue link on a record line can also be clicked to bring up the related transaction (E.g. Customer, Invoice, Quote, etc.).

Reports can be [previewed, printed, or saved](#) as a PDF or Excel file.

There are **11** reports available in this module and they can be generated for all customers or a single customer for a given date range.

Accounts Receivable		
Customer List	Invoice List	Receipt List
Aging Detail	Aging Totals	Aging History
Quote List	Quote Detail	Invoice Detail
Statements	Customer Notes	

You can click on any of the report headings below to be taken to a page in the Shoebooks online wiki with more detail on the report's search fields.

[Customer List](#)

- Displays a contact list for all customers or can be filtered by name, address or category to locate groups of Customers.

Invoice List

- Report that displays a list of invoices that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.

Receipt List

- Report that displays a list of Customer receipts that match selected criteria.
- The criteria options are extensive. E.g. Date, payment method, amount etc.

Aging Detail

- Displays outstanding invoices from Customers in the Current/30/60/90 day format.
- Click on the blue SI- numbers to view individual invoices.
- Click on the blue customer code to view the customer's details.
- When you view an invoice from this screen they can be printed or have receipts applied.
- You can toggle between the Aging Detail and Totals report using the show option.
- This is an open balance report and will only show unpaid invoices even if the report date is prior to the date the invoice was paid. Use the Aging History report to view what is outstanding as at a particular date.

Aging Totals

- Same as the Aging Detail except that a total line is displayed for each Customer in the Current/30/60/90 day's format.
- Any Customer in the report can be selected to display an aging summary specific to them.

Aging History

- Displays outstanding invoices from Customers **as at a particular date** in the Current/30/60/90 day format.
- This is not an open balance report and will display paid and unpaid invoices as at the date selected.
- Use the **Show** option to toggle between displaying the invoice detail or customer totals
- Click on the blue SI- numbers to view individual invoices.
- Click on the blue customer code to view the customer's details.
- When you view an invoice from this screen they can be printed or have receipts applied.

Quote List

- Report that displays a list of Quotes that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.

Quote Detail

- Report that displays the quote line details that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.
- The quote description field can be searched.

Invoice Detail

- Report that displays the invoice line details that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.
- The invoice description field can be searched.

Statements

- Generate a list of customer's invoices in statement format.
- The report can be filtered to include/exclude invoices that have been paid.
- Statements can be generated for all customers or an individual customer.

Customer Notes

- Report that displays notes stored in the comments section in the customer records.
 - The report can be filtered to notes for particular users.
-

Chapter 3 : Accounts Payable

There are 5 Sections to this Chapter:

1. [Suppliers](#)
2. [Bills](#)
3. [Payments](#)
4. [Purchase Orders](#)
5. [Reports](#)

3.1 Suppliers

3.1.1 New Supplier

Step 1 - From the Main Menu select [Suppliers]

Step 2 - Select [New Supplier] from the new transaction buttons.

New Supplier	New Purchase	New Bill	New Payment
--------------	--------------	----------	-------------

Step 3 - The below form will open.

Supplier Code:

Category: (none)

Company:

Contact Name:

Position:

Alt Contact:

Supplier Account:

ACN:

ABN:

Notes:

Status: (none)

Address:

Town:

State:

Postcode:

Country: Australia

Terms: Net 30

Default Expense: 6-2800

Default Tax 1: GST PAID

Default Tax 2: NO TAXP

Account BSB:


Account Number:

Account Name:


Next > Cancel

Viewing item 1 of 13: (select) Next >

Step 4 - Complete as many fields as you like. Below are recommended fields.


 The supplier code is the only required field.

Step 5 - Press the Next button to save the supplier record and enter contact methods.

Step 6 - Press the  symbol to add Phone/Fax/Email and other contact points.

Complete the following recommended fields:

Supplier Code: Choose a unique code to allocate to the supplier.

 It can be a number or an abbreviation of their name.

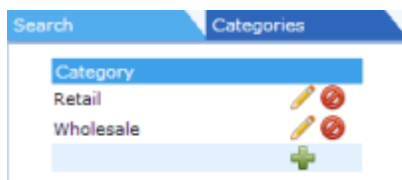
Company:	Enter the full company name into this field.
ABN:	Enter the supplier's ABN.
Address:	Enter the street address of the supplier.
Town:	Enter the town/suburb of the supplier.
State:	Enter the State of the supplier.
Postcode:	Enter the Postcode of the supplier.
Terms:	Select the trading terms you receive from the supplier.
Default Expense:	Enter the account ID that purchases from this supplier will generally be allocated to.

Electronic Banking – enter these fields to use ABA payment files

Account BSB:	Enter the supplier's BSB.
Account Number:	Enter the supplier's bank account number.
Account Name:	Enter the supplier's account name.

3.1.2 Supplier Categories

From the Supplier search screen, select Categories



There are three tasks you can perform on supplier categories.

Add	Click the icon. Type the new category into the white space and then click the button
Edit	Clicking on besides any category allows you to edit the text.
Delete	Clicking will delete the category. It will also clear the category from any suppliers allocated to it.

3.2 Bills

3.2.1 New Bills

Step 1 - From the Main Menu select [Bills]

Step 2 - Select [New Bill] from the new transaction buttons.

New Supplier	New Purchase	New Bill	New Payment
--------------	--------------	-----------------	-------------

Step 3 - The below form will open.

Supplier:	Type:	Date:	PO Number:	A/P Account:
	Bill	29-Sep-11		2-2000: Accounts Payable
Ship To:			Division:	(default)
			Terms:	(default)
			Due Date:	
			Invoice No:	
			Salesperson:	(default)
			Notes:	
			Message:	
			Tax Code 1:	(default)
			Tax Code 2:	(default)
			Next >	Cancel

You need to complete the following fields:

Supplier: Click in the field and start typing the supplier's name, as you type a list of matching results will be displayed.

Select the desired supplier from the matching results.

If the supplier is not in the list you need to add them. Click on the [New Supplier] transaction button. Follow the new supplier instructions.


Date: Enter the date of the bill or select from the calendar popup.


Terms: Select the desired terms from the list.



NB: The terms will default to what is stored on the supplier record if nothing selected. The Due Date field will be completed when you select Next.

Invoice No: Enter the invoice number found on the bill

Press [Next >] when completed to go to the bills detail screen.

 *The other fields are optional press Help for a description of these fields.*

Step 4 - Press the  symbol to open the bill detail screen, pictured below. This is where you enter the expense lines found on the bill.

Date	Qty	Product	Description	Expense	Div	Project	Tax	Cost Price	Extended	
	1		Service & Repairs	6-4420	-		GST PAID	0.00 <input type="checkbox"/>		 
								Total Ex-Tax:	\$0.00	
								Tax Amount:	\$0.00	
								Order Total:	\$0.00	
								Amount Paid:	\$0.00	

You can complete the bill details manually or you can use the **Product** selection list to auto complete the description, account ID and price.

To enter bill lines manually:

Qty: Enter the quantity if different to 1 and press tab twice to go to Description Field

Description: Enter a description relating to the purchase and press tab.



Expense: Start typing the account name you want to record the expense to and select it from the list when displayed. Press tab 3 times.

 If you know it you can enter the account code manually

Tax: Normally GST PAID – select different tax code if applicable and press tab.

Cost Price: Enter the ex GST price of the purchase and press tab.

Tip: Enter the inc GST amount and tick the box next to the cost price field. This will automatically divide the GST Inc amount by 1.1 to get the ex GST amount.

Step 5 - Press the  symbol to save the row. Press  to begin a new row.

Step 6 - Repeat Step 4 for additional purchase lines.

Step 7 - Check the Order Total field matches the total found on the bill.

Step 8 - Press [**CONFIRM**] when you are done.

EXTRA FEATURES

[Reorder Lines](#)

Click this button to open a screen to change the order of the lines entered on the bill.

You can use the Up/Down arrows or drag and drop to reorder the bill lines.

3.2.2 Bill Search

Step 1 - From Main Menu select [Bills]

Step 2 - The below search screen will be displayed.

Search

Supplier:
Bill Date: to
Due Date: to
Bill Number (VI) to
Bill Total: to

Salesperson: (any)
Bill Type: (any)
Payment Status: (any)
Category: (any)
Supplier Ref:

Entry Status: (any)
Tax Type: (any)
Order: Date Z-a

Search Reset


Number	Supplier	Date	Due	Type	Terms	Ref	Total	Paid	Balance	Confirmed
VI-10104	<input type="checkbox"/> Books	28-Sep-11	28-Sep-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
VI-10103	<input type="checkbox"/> BigName	09-Sep-11	09-Sep-11	Bill	Due On Receipt	81452	\$575.00	\$0.00	\$575.00	Yes view
VI-10102	<input type="checkbox"/> Books	28-Aug-11	28-Aug-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
VI-10107	<input type="checkbox"/> BigName	25-Aug-11	15-Sep-11	Bill	Net 30	80512	\$3,663.00	\$0.00	\$3,663.00	Yes view
VI-10106	<input type="checkbox"/> BigName	08-Aug-11	07-Sep-11	Bill	Net 30	79954	\$1,675.00	\$0.00	\$1,675.00	Yes view
VI-10100	<input type="checkbox"/> Books	28-Jul-11	28-Jul-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
							\$7,893.00	\$0.00	\$7,893.00	

Select All
Deselect All
Invert Selection
Confirm
Release
Delete
Print

You can search by a variety of methods and use any combination of criteria to filter the results.

You can also perform actions on displayed bills. E.g. Batch Confirm/Print. (See Batch Actions below)

<p>Supplier</p>	<p>Click in the field and start typing the supplier's name, as you type a list of matching results will be displayed.</p> <p>Select the desired supplier from the matching results.</p> <p>If the supplier is not in the list you need to add</p>
------------------------	--

	<p>them. Click on [New Supplier] from the transaction buttons and follow the new supplier instructions.</p> <p>Pressing Search will display the bills for that supplier.</p>
Bill Date	<p>Enter a date range to return matching bills.</p> <p>You don't need to enter a range.</p> <p>You can enter only a to date to find bills up to that date</p> <p>You can enter only a from date to find bills from that date onwards.</p>
Due Date	Enter a date range to return bills due during the date range.
Bill Number	<p>Enter a range of reference numbers. Eg VI-10001 to VI-10200</p> <p>Enter the same bill number in both fields if you are only searching for one bill.</p>
Bill Total	Enter a range of amounts to return bills matching the amount range.
Salesperson	You can select the person that ordered the purchase.
Bill Type	Select the type of bill you are searching for. I.e. Bill, Purchase Order or Debit Memo.
Payment Status	You can select from Not Paid, Not Fully Paid, Part Paid or Paid in Full
Category	You can select a supplier category to return bills matching the category.
Supplier Ref	Enter the invoice number from a supplier bill.
Entry Status	Select between Confirmed and Unconfirmed
Tax Type	You can filter bills by tax code.
Order	<p>Select to change the sort order the matching bills are displayed in.</p> <p>Choose between Number, Date Z-A or A-Z, Supplier, Type or Amount.</p> <p> Click on any column heading in the bill list to change the sort order.</p>

Batch Actions

You can select bills from the displayed results and perform batch actions on them.

Batch Actions include *Confirm*, *Release*, *Delete* or *Print*.

This feature is particularly useful when using the import bill feature.

Number	Supplier	Date	Due	Type	Terms	Ref	Total	Paid	Balance	Confirmed	
VI-10104	<input type="checkbox"/> Books	28-Sep-11	28-Sep-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes	view
VI-10103	<input type="checkbox"/> BigName	09-Sep-11	09-Sep-11	Bill	Due On Receipt	81452	\$575.00	\$0.00	\$575.00	Yes	view
VI-10106	<input type="checkbox"/> BigName	08-Aug-11	07-Sep-11	Bill	Net 30	79954	\$1,675.00	\$0.00	\$1,675.00	Yes	view
VI-10100	<input type="checkbox"/> Books	28-Jul-11	28-Jul-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes	view
							\$7,893.00	\$0.00	\$7,893.00		

SELECT BILLS BY CLICKING THE CHECKBOX

CHOOSE THE ACTIONS TO PERFORM ON SELECTED BILLS

3.3 Payments

3.3.1 New Payment – Single Bill

Step 1 - From Main Menu select [Bills].


Step 2 - Using the search screen (displayed below) find the bill you want to pay.

You can search by a variety of methods, supplier is generally quickest.

Search

Supplier:	<input type="text"/>	Salesperson:	(any)	Entry Status:	(any)
Bill Date:	<input type="text"/> to <input type="text"/>	Bill Type:	(any)	Tax Type:	(any)
Due Date:	<input type="text"/> to <input type="text"/>	Payment Status:	(any)	Order:	Date Z-a
Bill Number (VI)	<input type="text"/> to <input type="text"/>	Category:	(any)		
Bill Total:	<input type="text"/> to <input type="text"/>	Supplier Ref:	<input type="text"/>		
				Search	Reset

Step 3 - When you have the bill you want to pay displayed highlight the row and click the left mouse button.

 When a row is highlighted and the mouse pointer is over the supplier field the supplier record will be opened instead of displaying the bill.

Number	Supplier	Date	Due	Type	Terms	Ref	Total	Paid	Balance	Confirmed
VI-10104	Books	28-Sep-11	28-Sep-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
VI-10103	BigName	09-Sep-11	09-Sep-11	Bill	Due On Receipt	81452	\$575.00	\$0.00	\$575.00	Yes view
VI-10102	Books	28-Aug-11	28-Aug-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
VI-10107	BigName	25-Aug-11	15-Sep-11	Bill	Net 30	80512	\$3,663.00	\$0.00	\$3,663.00	Yes view
VI-10106	BigName	08-Aug-11	07-Sep-11	Bill	Net 30	79954	\$1,675.00	\$0.00	\$1,675.00	Yes view
VI-10100	Books	28-Jul-11	28-Jul-11	Bill	Due On Receipt	SI-12345	\$660.00	\$0.00	\$660.00	Yes view
							\$7,893.00	\$0.00	\$7,893.00	

Step 4 - The below screen will be displayed, press the [Enter Payment](#) button.

VI-10103

Release	Print	Email	GL Detail	Duplicate	Recurring	Question
---------	-------	-------	-----------	-----------	-----------	----------

Supplier: **BigName**
Type: **Bill**
Date: **09-Sep-11**
Big Name Brand Providers
444 Main St
City Vic 3000

PO Number:
A/P Account: **2-2000: Accounts Payable**
Division: **Default Division**
Terms: **Due On Receipt**
Due Date: **09-Sep-11**
Invoice No: **81452**
Salesperson: **(none)**
Notes:
Message:
Tax Code 1: **GST PAID**
Tax Code 2: **NO TAXP**
Print Format: **(default)**

Ship To:

Date	Qty	Product	Description	Expense	Div	Project	Tax	Cost Price	Extended
	50		Branded Pens	6-0400	-		GST PAID	\$10.00	\$500.00
	1		Bank Fee	6-0400	-		NO TAXP	\$25.00	\$25.00

Payment Date
Discount
Interest
Payment
Enter Payment

Total Ex-Tax: **\$525.00**
Tax Amount: **\$50.00**
Order Total: **\$575.00**
Amount Paid: **\$0.00**

< Previous Viewing item 2 of 6: Voucher VI-10103 Next >

The below screen will be displayed.

New Payment

Supplier: **BigName**
Date: **29-Sep-11**
Big Name Brand Providers
444 Main St
City Vic 3000

Reference:
A/P Account: **2-2000: Accounts Payable**
Division: **Default Division**
Bank Account: **ANZ 87651234 (1-1200)**
Amount Paid: **575.00**
Cheque No:
Notes:

Next > Cancel

Viewing item 1 of 10: (select) Next >

All you need to change is:

Date: Enter the date or select from the calendar popup.


Reference: Enter a reference number if required.
E.g. Receipt number from telephone bill payment.

Cheque Number: Enter the cheque number of the payment or EFT or BPAY depending upon how you are making the payment.

Step 5 - Press [Next >] to go to the payment allocation screen.

Step 6 - The payment is automatically allocated so press Save

Step 7 - Press [**CONFIRM**].

Once you press Save you can change the allocation by clicking on the  symbol located next to each row or the Edit Allocation activity button.

3.3.2 New Payment – Multiple Bills

Step 1 - From the Main Menu select "Payments"

Step 2 - Select "New Payment" from the transaction buttons.

New Supplier	New Purchase	New Bill	New Payment
--------------	--------------	----------	-------------

Step 3 - The below form will open.

Supplier:	Date:	Reference:	A/P Account:
<input type="text"/>	29-Sep-11	<input type="text"/>	2-2000: Accounts Payable
		Division:	(default)
		Bank Account:	ANZ 87651234 (1-1200)
		Amount Paid:	<input type="text"/>
		Cheque No:	<input type="text"/>
		Notes:	<input type="text"/>
		<input type="button" value="Next >"/> <input type="button" value="Cancel"/>	

Complete the following required fields:

Tip: Press TAB to move to next field

Supplier: Click in the field and start typing the supplier's name, as you type a list of matching results will be displayed. Select the desired supplier from the matching results.

Date: Enter the date or select from the calendar popup.

Reference: Enter a reference number if required.
E.g. Receipt number from telephone bill payment.

A/P Account: Accept the default "2-2000 Accounts Payable"
(Unless using more than one Accounts Payable account.)

Bank Account: Select the bank account that you are making the payment from.

Amount Paid: Enter the total amount of the payment. (I.e. Inc GST)

Cheque Number: Enter the cheque number of the payment or EFT or BPAY depending upon how you are making the payment.

Notes: Optional field to store any notes relating to the payment.

Step 4 - Press [Next >] to go to next screen

The following screen will be displayed:

Invoice	Date	Due	Supplier Ref	Type	Div	Inv Total	Discount	Interest	Balance	Payment
VI-10106	08-Aug-11	07-Sep-11	79954	Bill		\$1,675.00	0.00	0.00	\$1,675.00 <input type="checkbox"/>	0.00
VI-10103	09-Sep-11	09-Sep-11	81452	Bill		\$575.00	0.00	0.00	\$575.00 <input type="checkbox"/>	0.00
VI-10107	25-Aug-11	15-Sep-11	80512	Bill		\$3,663.00	0.00	0.00	\$3,663.00 <input type="checkbox"/>	0.00
										<input type="button" value="Save"/> <input type="button" value="Cancel"/>
										Total Applied: \$0.00 Total Interest: \$0.00 Total Discounts: \$0.00 Credit Remaining: \$2,000.00

This screen displays the outstanding bills for the supplier.



Allocate the payment to a bill by entering the amount in the payment field.

You can tick the box next to the payment column to pay the full amount.

Credit remaining will be \$0.00 when you have allocated all of the payment.

Step 5 - Press Save when you are finished allocating the payment

Step 6 - Press [**CONFIRM**] to enter the payment

 Once you press Save you can change the allocation by clicking on the  symbol located next to each row or the Edit Allocation activity button.

If you only want to pay one bill refer to Section 3.3.1 Payments - Single Bill.

EXTRA FEATURES

You can apply supplier **Discounts** by entering a negative figure into the discount field.

You can apply supplier **Interest** by entering an amount in the interest field.

3.4 Purchase Orders

3.4.1 New Purchase Order

Step 1 - From the Main Menu select [Purchases]

Step 2 - Select [New Purchase] from the new transaction buttons.

New Supplier	New Purchase	New Bill	New Payment
--------------	--------------	----------	-------------

Step 3 - The below form will open.

Supplier:	Type:	Date:	PO Number:	A/P Account:
	Purchase Order	07-May-13		2-2000: Accounts Payable
Ship To:			Division:	(default)
			Terms:	Due On Receipt
			Status:	Pending
			Expected:	
			Invoice No:	
			Salesperson:	(none)
			Order Placed By:	(none)
			Notes:	
			Message:	
			Tax Code 1:	GST PAID
			Tax Code 2:	NO TAXP
			Print Format:	(default)
			<input type="button" value="Next >"/> <input type="button" value="Cancel"/>	

You need to complete the following fields:

Supplier: Click in the field and start typing the supplier's name, as you type a list of matching results will be displayed.

Select the desired supplier from the matching results.

If the supplier is not in the list you need to add them. Click on the "New Supplier" transaction button. Follow the new supplier instructions.


Date: Enter the date of the purchase order or select from the calendar popup.



Terms: Select the desired terms from the list.

NB: The Due Date field will be completed when you select Next.

Press [Next >] when completed to go to the Purchases detail screen.

 The other fields are optional press Help for a description of these fields.

Step 4 - Press the  symbol to open the purchase detail screen, pictured below. This is where you enter the purchase lines that make up the order.

Date	Qty	Product	Description	Expense	Div	Project	Tax	Cost Price	Extended
	1			6-2800	-		GST PAID	0.00	 
								Total Ex-Tax:	\$0.00
								Tax Amount:	\$0.00
								Order Total:	\$0.00

Reorder Lines

You can complete the purchase order details manually or you can use the **Product** selection list to auto complete the description, account ID and price.

To enter purchase lines manually:

Qty: Enter the quantity if different to 1 and press tab twice to go to description Field


Description: Enter a description relating to the purchase and press tab.



Expense: Start typing the account name you want to record the purchase to and select it from the list when displayed. Press tab 3 times.

 If you know it you can enter the account code manually

Tax: Normally GST PAID – select a different tax code if applicable and press tab.

Cost Price: Enter the ex GST price of the purchase and press tab.

 Enter the inc GST amount and tick the box next to the cost price field. This will automatically divide the GST Inc amount by 1.1 to get the ex GST amount.

Step 5 - Press the  symbol to save the row. Press  to begin a new row.

Step 6 - Repeat Step 4 for additional purchase lines.

Send the Purchase Order to your supplier using the Email/Print activity button.

NB: Do not press CONVERT until you have received the Bill relating to the Purchase Order from the supplier. See the next Section 3.4.2 'Purchases – Convert to Bill' for more details.

EXTRA FEATURES


Reorder Lines

Click this button to open a screen to change the order of the lines entered on the purchase. You can use the Up/Down arrows or drag and drop to reorder the bill lines.

3.4.2 Convert Purchase Order to Bill

Step 1 - From the Main Menu select [Purchases]

Step 2 - Select the Purchase Order you want to convert from the list.


 You can search for purchases by using any combination of the search criteria.

PO-10004


Convert	Edit	Delete	Print	Email	Duplicate	Question			
<div> <div> Supplier: Type: Date: PO Number: A/P Account: Big Name Brand Providers Purchase Order 08-Jun-09 2-2000: Accounts Payable 444 Main St Division: Default Division City Vic 3000 Terms: Due On Receipt Expected: 29-Jun-09 Invoice No: 200908 Salesperson: (none) Ship To: Notes: Message: Tax Code 1: GST PAID Tax Code 2: NO TAXP Print Format: (default) </div> </div>									
Date	Qty	Product	Description	Expense	Div	Project	Tax	Cost Price	Extended
	15	Canon	Canon LIDE Flatbed Scanner	1-5100	-		GST PAID	\$90.00	\$1,350.00
	6	Dell	Dell Desktop PC with LCD	1-5100	-		GST PAID	\$890.00	\$5,340.00
								Total Ex-Tax:	\$6,690.00
								Tax Amount:	\$669.00
								Order Total:	\$7,359.00

Reorder Lines

< Previous Viewing item 4 of 9: Purchase PO-10004 Next >

Step 3 - Press the  button located in the top left hand section of the screen.

Step 4 - The system will copy all the details from the Purchase Order and create a new Bill.

Step 5 - Press the  button to enter the bill.

- ⓘ You can change any details on the bill before you press Confirm. E.g. Enter additional charges such as freight.
-

3.4.3 Convert Multiple Purchase Orders to a Single Bill

Step 1 - From the Main Menu select [**Purchases**]

Step 2 - Select the Purchase Orders you want to convert from the list by checking the box located between the [**Number**] and [**Supplier**] fields.

Step 3 - Press the [**Combine to Bill**] action button located at the bottom of the purchase list.

Number	Supplier	Date	Type	Ref	Salesperson	Total	Completed	
PO-10017	<input type="checkbox"/> AussieGold	22-Jan-13	Purchase Order			\$1,650.00	Yes	view
PO-10011	<input type="checkbox"/> BigName	15-Sep-11	Purchase Order			\$0.00	No	view
PO-10014	<input type="checkbox"/> Books	15-Sep-11	Purchase Order			\$13.20	Yes	view
PO-10008	<input type="checkbox"/> Import	18-Mar-11	Purchase Order			\$7,040.00	Yes	view
PO-10010	<input type="checkbox"/> Books	03-Apr-11	Purchase Order			\$110.00	Yes	view
PO-10012	<input type="checkbox"/> Import	15-Mar-11	Purchase Order			\$3,916.00	Yes	view
PO-10007	<input type="checkbox"/> Post	02-Jul-09	Purchase Order			\$300.00	Yes	view
PO-10013	<input type="checkbox"/> BigName	29-Jun-09	Purchase Order			\$80.00	No	view
PO-10004	<input type="checkbox"/> BigName	08-Jun-09	Purchase Order	200908		\$7,359.00	Yes	view
PO-10002	<input type="checkbox"/> Gibram	04-Mar-09	Purchase Order			\$142.00	No	view
PO-10005	<input type="checkbox"/> Gibram	15-Feb-09	Purchase Order			\$250.25	Yes	view
PO-10003	<input type="checkbox"/> Import	03-Jan-09	Purchase Order	7005		\$7,240.00	Yes	view
PO-10006	<input type="checkbox"/> Post	11-Dec-08	Purchase Order			\$230.00	No	view
						\$28,558.45		

Select All Deselect All Invert Selection [Convert](#) [Combine to Bill](#) [Delete](#) [Print](#)

 You can only convert multiple purchase orders from the same supplier.

3.5 AP Reports

Accounts Payable Reports are all generated using the same method; search criteria are entered or selected on a form:

Options

Listing Report of Bills.

Supplier: Division: (any) Payment Status: (any)

Bill Date: to A/P Account: (any) Category: (any)

Due Date: to Salesperson: (any) Invoice No:

Bill Number (VI) to Bill Type: (any) Grouping: (none)

Entry Status: (any) Tax Type: (any) Order: Number

[Preview](#) [Print](#) [Download](#) [PDF](#) [Reset](#)

and the matching records/transactions are displayed in an active list:

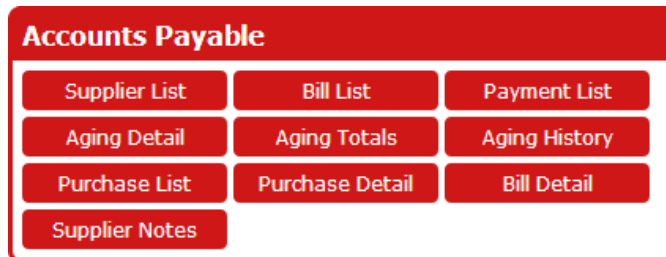
Supplier List					
Company	Vendor	Contact Name	Address	Phone	Email
Addup Superanuation	Addup		Gpo Box 22, City Central Vic 3000		
Airfresh Aircon Specialists	Airfresh	Fred Smith	685 plowman way, Grainsford Vic 3000		
Aussie Gold Industry Super	AussieGold	Lucille Worthington	Locked Bag 4, City South Vic 3000	1300300300	
Babushka Plumbing	Babushka	John Wall	11 Main Way, Grosman Vic 3000		
Big Name Brand Providers	BigName	Eliza Bond	444 Main St, City Vic 3000		
Bookkeepers	Books	Susannah Hepburn	16 Sturt St, City Qld 4000		
City Tolls	CityToll	Lachlan Mcllland	Gpo 662, City Central Vic 3000		
Gibrams Professional Prints	Gibram	Lucy mere	296 Central Way, Oldborough Vic 3000		
Import's & Equipment Supplies	Import	Eileen Abuela	7 Crossway Lane, Deretin SA 5000	08 9500 0001	accounts@importsequip.com.au
Post Express	Post	Alexander Oteli	Po Box 2659, Oldborough Vic 3000		
Robo Gas and Electricity	Robo	Annie Moeder	Locked Bag 659, City Vic 3000		
The Man Realstate Pty Ltd	Rent	Bob Tio	14 Val St, Rekam Vic 3000		

All Reports in Shoebooks are active, so at any time, a record can be clicked to bring up a detailed view of the record. Any blue link on a record line can

also be clicked to bring up the related transaction (E.g. Supplier, Bill, Payment, etc.).

Reports can be [previewed, printed, or saved](#) as a PDF or Excel file.

There are **10** reports available in this module and they can be generated for all suppliers or a single supplier for a given date range.



You can click on any of the report headings below to be taken to a page in the Shoebooks online wiki with more detail on the report's search fields

[Supplier List](#)

- Displays a contact list for all suppliers or can be filtered by name, address or category to locate groups of Suppliers.

[Bill List](#)

- Report that displays a list of bills that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.

[Payment List](#)

- Report that displays a list of Supplier payments that match selected criteria.
- The criteria options are extensive. E.g. Date, payment method, amount etc.

[Aging Detail](#)

- Displays outstanding bills from Suppliers in the Current/30/60/90 day format.
- Click on the blue VI- numbers to view individual bills.
- Click on the blue supplier code to view the supplier's details.
- When you view a bill from this screen they can be printed or have payments applied.
- You can toggle between the Aging Detail and Totals report using the show option.

- This is an open balance report and will only show unpaid bills even if the report date is prior to the date the bill was paid. Use the Aging History report to view what is outstanding as at a particular date.

Aging Totals

- Same as the Aging Detail except that a total line is displayed for each Supplier in the Current/30/60/90 days format.
- Any Supplier in the report can be selected to display an aging summary specific to them.

Aging History

- Displays outstanding bills from Suppliers **as at a particular date** in the Current/30/60/90 day format.
- This is not an open balance report and will display paid and unpaid bills as at the date.
- Use the **Show** option to toggle between displaying the bill detail or supplier totals
- Click on the blue VI- numbers to view individual bills.
- Click on the blue supplier code to view the supplier's details.
- When you view a bill from this screen they can be printed or have payments applied.

Purchase List

- Report that displays a list of Purchase Orders that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.

Purchase Detail

- Report that displays the purchase order line details that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.
- The purchase order description field can be searched.

Bill Detail

- Report that displays the bill line details that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, salesperson etc.
- The bill description field can be searched.

Supplier Notes

- Report that displays notes stored in the comments section in the supplier records.

The report can be filtered to notes for particular users.

Chapter 4 : Banking

There are 4 Sections to this Chapter:

1. [Bank Transactions](#)
2. [Credit Cards](#)
3. [Bank Reconciliations](#)
4. [Electronic Banking File \(ABA\)](#)

4.1 Bank Transactions

4.1.1 New Withdrawal

1. From the Main Menu select [**Banking**]
2. Select [**New Withdrawal**] from the transaction button row.



3. The below form will open.

The 'New Withdrawal' form is displayed with a 'cancel' button in the top right corner. The fields are as follows:

- Date: 30-Sep-11
- Division: DEF (dropdown)
- Supplier: (empty text box)
- Account: ANZ 87651234 (1-1200) (dropdown)
- Expense: (empty text box)
- Reference: (empty text box)
- Amount: (empty text box)
- Tax: GST PAID (dropdown)
- At the bottom is an 'Add Withdrawal' button.


Complete the following required fields:

- Date:** Enter the date of the transaction
- Supplier:** Allocate the transaction to a supplier. (Optional)
- Account:** Choose the correct bank account
- Expense:** Enter the GL Account code, you can type the name or enter the number if known.
- Reference:** Update the reference to suit the transaction or accept default.
- Amount:** Enter the GST inclusive amount of the transaction.
- Tax:** Select the appropriate tax code

NB: The GST amount will be automatically calculated.

Press [**Add Withdrawal**] and then [**CONFIRM**] on the next screen.

Tip: You can add more rows before CONFIRM if required.

 Most withdrawals are entered into the system in the accounts payable or payroll module. Use "New Withdrawals" for transactions not related to these modules.

4.1.2 New Cheque

1. From the Main Menu select [**Banking**]
2. Select [**New Cheque**] from the transaction buttons.



3. The below form will open.



Complete the following required fields:


- Date:** Enter the date of the transaction
- Supplier:** Allocate the transaction to a supplier. (Optional)
- Account:** Choose the correct bank account
- Expense:** Enter the GL Account code, you can type the name or enter the number if known.
- Reference:** Update the reference to suit the transaction or accept default.
- Cheque No:** Enter the cheque number being used.
- Amount:** Enter the GST inclusive amount of the transaction.

Tax: Select the appropriate tax code

NB: The GST amount will be automatically calculated.

Press **[Add Cheque]** and then **[CONFIRM]** on the next screen.

Tip: You can add more rows before CONFIRM if required.

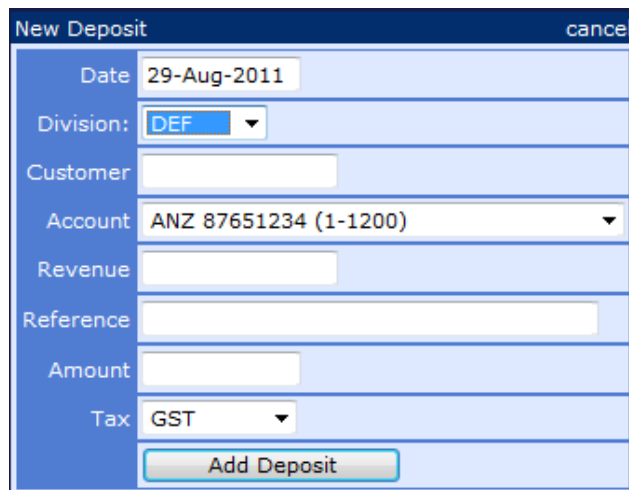
 *Most cheques are entered into the system in the accounts payable or payroll module. Use "New Cheques" for transactions not related to these modules.*

4.1.3 New Deposit

1. From the Main Menu select **[Banking]**
2. Select **[New Deposit]** from the transaction button row.



3. The below form will open.



The screenshot shows a 'New Deposit' form with the following fields and values:

- Date: 29-Aug-2011
- Division: DEF (dropdown)
- Customer: (empty text box)
- Account: ANZ 87651234 (1-1200) (dropdown)
- Revenue: (empty text box)
- Reference: (empty text box)
- Amount: (empty text box)
- Tax: GST (dropdown)
- Buttons: Add Deposit, cancel

Complete the following required fields:

- Date:** Enter the date of the transaction
- Customer:** Allocate the transaction to a customer. (Optional)
- Account:** Choose the correct bank account
- Revenue:** Enter the GL Account code, you can type the name or enter the number if known.

Reference: Update the reference to suit the transaction or accept the default.


Amount: Enter the GST inclusive amount of the transaction.

Tax: Select the appropriate tax code

NB: The GST amount will be automatically calculated.

Press [**Add Deposit**] and then [**CONFIRM**] on the next screen.

Tip: You can add more rows before CONFIRM if required.

 *Most deposits are entered into the system in the accounts receivable module. i.e. Received against invoices. Use "New Deposits" for transactions that are not related to Accounts Receivable.*

4.2 Credit Cards

4.2.1 New Charge

1. From the Main Menu select [Credit Cards]
2. Select [New Charge] from the transaction buttons.



3. The below form will open.

Card Charge		cancel
Date	30-Sep-11	
Division:	DEF ▼	
Supplier	<input type="text"/>	
Account	CBA Mastercard (2-1100) ▼	
Expense	<input type="text"/>	
Reference	<input type="text"/>	
Amount	<input type="text"/>	
Tax	GST PAID ▼	
<input type="button" value="Add Charge"/>		

Complete the following required fields:

- Date:** Enter the date of the transaction
- Supplier:** Allocate the transaction to a supplier. (Optional)
- Account:** Choose the correct credit card account
- Expense:** Enter the GL Account code, you can type the name or enter the number if known.
- Reference:** Update the reference to suit the transaction or accept default.
- Amount:** Enter the GST inclusive amount of the transaction.
- Tax:** Select the appropriate tax code

NB: The GST amount will be automatically calculated.

Press [**Add Charge**] and then [**CONFIRM**] on the next screen.

Tip: You can add more rows before CONFIRM if required.

4.2.2 New Refund

1. From the Main Menu select [Credit Cards]
2. Select [New Refund] from the transaction buttons.



3. The below form will open.

Card Refund
cancel

Date

30-Sep-11

Division:

DEF ▼

Supplier

Account

CBA Mastercard (2-1100) ▼

Expense

Reference

Amount

Tax

GST PAID ▼

Add Refund

Complete the following required fields:

- Date:** Enter the date of the transaction
- Supplier:** Allocate the transaction to a supplier. (Optional)
- Account:** Choose the correct credit card account
- Expense:** Enter the GL Account code, you can type the name or enter the number if known.
- Reference:** Update the reference to suit the transaction or accept default.
- Amount:** Enter the GST inclusive amount of the transaction.

Tax: Select the appropriate tax code

NB: The GST amount will be automatically calculated.

Press [**Add Charge**] and then [**CONFIRM**] on the next screen.

Tip: You can add more rows before CONFIRM if required.

4.3 Bank Reconciliations

4.3.1 New Reconciliation

Step 1 - From the Main Menu select [Reconciliations]

Search

Start Date:		to		Bank Account:	CBA 112233445 (1-1100)
End Date:		to		Entry Status:	(any)
Reconciliation Number:		to		<input type="button" value="Search"/> <input type="button" value="Reset"/>	

The Reconciliation Search Screen displays details of previous reconciliations for all bank and credit card accounts.

Number	Date	To	Account	Number	Details	Open	Debit	Credit	Close	Confirmed	
REC-10007	31-Mar-09	30-Apr-09	1-1100	3		\$13,458.75	\$746.68	\$8,976.00	\$21,688.07	Yes	view
REC-10003	31-Dec-08	31-Mar-09	1-1100	2		\$0.00	\$25,451.25	\$38,910.00	\$13,458.75	Yes	view
REC-10002	01-Jul-08	31-Dec-08	1-1100			\$0.00	\$0.00	\$0.00	\$0.00	Yes	view
						\$26,197.93	\$47,886.00				

Step 2 - Select [New Reconciliation] from the transaction button row.

Step 3 - The below form will open.

New Reconciliation cancel

Bank Account:	(select)	
Period:		
Balance:		
Statement No:		
Notes:		
<input type="button" value="Create"/>		

Complete the following required fields:

Tip: Press TAB to move to next field

Bank Account: Select the bank account you want to reconcile

Period: **From Date:**
First Reconciliation: Enter the start date on the statement

Subsequent Reconciliations: The field is locked to the end date of the previous reconciliation.

End Date:

Enter the ending date of the reconciliation period. It is normally the last day of the month.

Balance:

Opening Balance:

First Reconciliation: Enter \$0 as the opening balance is derived from selecting a transaction. Contact your bookkeeper should you need assistance with this.

Subsequent Recons: The field is locked to the ending balance of the previous reconciliation.

Closing Balance:

Enter the closing balance figure for the date you are reconciling to.

Statement Number:

Enter the statement page number/(s) relating to the period being reconciled. (Optional Field)

Notes:

Enter any notes relating to the reconciliation (Optional field)

Step 4 - Press Create to go to the transaction detail screen.

The transaction detail screen enables you to select the transactions that cleared during the statement date range.

Date	Number	Details	Type	Cheq	Debit	Credit	Balance	Clr
30-Apr-09		Opening Balance					\$21,688.07	
01-May-09	WC-10012	Monthly Account Fee	Withdrawal		\$5.00		\$21,683.07	<input checked="" type="checkbox"/>
01-May-09	WC-10017	May Rent	Check	2465	\$2,443.69		\$19,239.38	<input checked="" type="checkbox"/>
02-May-09	WC-10014	Interes Paid on Purchases	Withdrawal		\$253.00		\$18,986.38	<input checked="" type="checkbox"/>
02-May-09	WC-10016	Interest Paid on charges	Withdrawal		\$90.56		\$18,895.82	<input checked="" type="checkbox"/>
02-May-09	RCV-10006	ABC Pty Ltd	Receivable			\$2,618.00	\$21,513.82	<input checked="" type="checkbox"/>
14-May-09	WC-10013	Overdrawn Fee	Withdrawal		\$35.00		\$21,478.82	<input checked="" type="checkbox"/>
14-May-09	WC-10015	Bank Merchant Charges	Withdrawal		\$1.25		\$21,477.57	<input checked="" type="checkbox"/>
19-May-09	PAY-10011	Import's & Equipment Supplies	Payable	eft	\$1,000.00		\$20,477.57	<input type="checkbox"/>
30-May-09	RCV-10009	ABC Pty Ltd	Receivable			\$10,714.00	\$31,191.57	<input type="checkbox"/>
								<input type="button" value="Save"/> <input type="button" value="Cancel"/>
			Opening Balance:	30-Apr-09			\$21,688.07	
			Items Selected:		\$2,828.50	\$2,618.00	-\$210.50	
			Closing Balance:	31-May-09			\$21,477.57	
			Out of Balance:				\$0.00	

Step 5 - Use the following procedure to clear transactions found on the bank or credit card statement:

- I. Place the statement on the desk and place a ruler below the first transaction.
- II. Locate the first transaction in the transaction detail screen and check the **Clr** box if it agrees.
- III. Put an **^** next to the cleared transaction on the bank statement and slide the ruler to the next transaction.

If you **cannot locate a transaction** found on the statement, put a **0** on the statement instead of a **^** to indicate further investigation required.

- IV. Continue working through the statement until each transaction is marked as either cleared **^** or requires investigation **0**.
- V. Press Save at the bottom and investigate the transactions marked with **0** on the statement.

Each of these transactions need to be entered into the system OR they may have an incorrect date or bank account applied to them.

- VI. Resolve and enter all of the **0** transactions.
- VII. Return to the reconciliation section and view the transaction detail screen of the reconciliation you are working on.

(You click edit to enter the transaction details screen)

- VIII. Again working through the bank statement tick off each transaction marked with a **0** in the transaction details screen and place a tick in the **0** on the bank statement.
- IX. Once all transactions on the statement are correctly cleared the **out of balance** figure at the bottom of the transaction search screen should be \$0.00.
- X. Press Save when it balances and then Confirm.

4.3.2 Altering Transactions that have been Reconciled

The below transaction payment types can only be released and changed once reconciled, provided the bank reconciliation itself is released.

Make Withdrawals
Write Cheques
Make Deposits

Batch Withdrawals
Batch Deposits

Invoice Receipts
Bill Payments

Journals


As long as the bank reconciliation is released you can change the transactions. Don't forget to confirm the bank reconciliation again.



















If you release Invoice Receipts or Bill Payments they will need to be reselected on the bank reconciliation

4.4 Electronic Banking File (ABA)

Step 1 - Store your bank details

You need to store **your** bank's details in the system.

From the Main Menu select [**Chart of Accounts**] and select the bank details  symbol for the desired account. Select your bank from the list and put in the BSB, Account Number and Account Name into the relevant fields.

Account Type: Asset		Visible Only 		Show	
Account	Description	Type	BAS	Hidden	
1-0000	Assets	Header	Include		  
1-1000	Cash At Bank	Header	Include		  
1-1100	CBA 11223344	Checking	Include		  
1-1200	ANZ 87651234	Checking	Include		  
1-1800	Bill Payment Clearing Acct (\$0)	Checking	Include		  
1-1850	Batch Payments	Cash	Include		  

Step 2 - Store your suppliers and employees bank details

You need to store a BSB and Account number on the supplier/employee record for people you want to pay via EFT.

Supplier Record

Import	Comments	Purchases	Bills
Edit	Delete		
Supplier Code: Import Category: (none) Company: Import's & Equipment Supplies Contact Name: Eileen Abuela Position: Alt Contact: Sally Supplier Account: 23451987 ACN: 123 456 789 ABN: 45 123 456 789 Notes: 		Status: (none) Address: 7 Crossway Lane Town: Deretin State: SA Postcode: 5000 Country: Australia Terms: Due On Receipt Default Expense: 1-5100 Default Tax 1: GST PAID Default Tax 2: NO TAXP Account BSB: 063000 Account Number: 10001000 Account Name: Imports and Equipment Supplies	


Employee Record

Employee Code: 01	Address: 22 Waterway Cres
Type:	Town: Bayside
Company Name: Boris Bluestrip	State: Vic
Title:	Postcode: 3000
First Name: Boris	Country:
Last Name: Bluestrip	Division: Default Division
Date of Birth: 02-May-75	Department: (none)
TFN: 999999999	Employment: Full-Time
Notes:	Pay Period: Weekly
	Date Started: 30-Oct-08
	Terminated:
	Account BSB: 063301
	Account Number: 105996325
	Account Name: B. D. Bluestrip

Step 3 - Pay the bills and/or payslips in the system.

Perform bill payments and pay cheques as normal but select the bank account:

"1-1850 Batch Payments" (or whatever you have setup as a clearing account)

 Pay as many bills or payslips as you want. Bill payments and pay cheques can be mixed into the same banking batch.

Step 4 - Create the Pay Anyone electronic banking file – also called ABA File.

Go to the banking menu & click on the activity button called "New Batch."

Transaction Search					
Banking	Credit Cards	Reconciliations	Receipts	Payments	
New Deposit	New Withdrawal	New Cheque	New Batch	New Charge	New Refund

The following screen is opened:

New Batch Deposit or Withdrawal cancel

Date	30-Sep-11
Division:	DEF
Type	Batch Deposit
Bank Account	ANZ 87651234 (1-1200)
Clearing Account	CBA 112233445 (1-1100)
Reference	
<input type="button" value="Add Batch"/>	

Complete this form as follows:

Date	Enter the EFT date.
Type	Batch Withdrawal
Bank Account	The account from which the funds will be withdrawn
Clearing Account	Batch Payments (1-1850)
Reference	Describe the EFT.

Step 5 - Click [**Add Batch**] and the following screen is displayed.

WC-10124

Confirm	Edit	Delete	Print	Question	Download
---------	------	--------	-------	----------	----------

Date: 05-Sep-11 Type: Batch Withdrawal
 Bank Account: ANZ 87651234 (1-1200)
 Clearing Account: Batch Payments (1-1850)
 Division: Default Division
 Cheque Number:
 Reference: Payment Run Aug 2011
 Notes:

Date	Number	Supplier	Details	Type	Cheq	Debit	Credit	Balance	Clr	Sel
Items Selected:						\$0.00	\$0.00	\$0.00		

Viewing item 1 of 9: (select)

Step 6 - Click on [**Edit Selection**] button

- A list of transactions in the clearing account will be displayed.
- Select the transactions that you want to include in the pay anyone file.
- Select Save when done and then [**Confirm**]

Date:	05-Sep-11	Type:	Batch Withdrawal
Bank Account:	ANZ 87651234 (1-1200)		
Clearing Account:	Batch Payments (1-1850)		
Division:	Default Division		
Cheque Number:			
Reference:	Payment Run Aug 2011		
Notes:			

Date	Number	Supplier	Details	Type	Cheq	Debit	Credit	Balance	Clr	Sel
05-Sep-11	PAY-10020	Books	Bookkeepers	Payable	eft	\$1,980.00		\$1,980.00		<input checked="" type="checkbox"/>
05-Sep-11	PAY-10019	BigName	Big Name Brand Providers	Payable	eft	\$1,675.00		-\$3,655.00		<input checked="" type="checkbox"/>
05-Sep-11	PAY-10021	Import	Import's & Equipment Supplies Payable	Payable	eft	\$20,830.00		-\$24,485.00		<input checked="" type="checkbox"/>
05-Sep-11	PAY-10022	Post	Post Express	Payable	eft	\$369.20		-\$24,854.20		<input type="checkbox"/>
05-Sep-11	PAY-10023	Gibram	Gibrams Professional Prints	Payable	eft	\$142.00		-\$24,996.20		<input type="checkbox"/>

Items Selected: \$24,485.00 \$0.00 -\$24,485.00

You are now ready to download the pay anyone ABA file.

Step 7 - Click on the [Download] button.

WC-10130

Confirm
Edit
Delete
Print
Question
Download

Date: 05-Sep-11 Type: Batch Withdrawal
 Bank Account: ANZ 87651234 (1-1200)
 Clearing Account: Batch Payments (1-1850)
 Division: Default Division
 Cheque Number:
 Reference: Payment Run Aug 2011
 Notes:

Date	Number	Supplier	Details	Type	Cheq	Debit	Credit	Balance	Clr	Sel
05-Sep-11	PAY-10020	Books	Bookkeepers	Payable	eft	\$1,980.00		-\$1,980.00		
05-Sep-11	PAY-10019	BigName	Big Name Brand Providers	Payable	eft	\$1,675.00		-\$3,655.00		
05-Sep-11	PAY-10021	Import	Import's & Equipment Supplies Payable	Payable	eft	\$20,830.00		-\$24,485.00		

Items Selected: \$24,485.00 \$0.00 -\$24,485.00

Viewing item 1 of 22: (select) Next >

The below form is displayed

Download ABA File cancel

☐ Include balance line.

Some banks require the ABA file to include a balance line. If your bank requires it then check the box for it to be included in the file.

If you are unsure contact your bookkeeper or try both versions to see which your bank will accept.

Step 8 - Click on [Download] and when prompted save the file on your desktop.

Step 9 - Load the file into your internet banking software

Login to your internet banking and select new multi fund transfer or pay anyone and complete the steps to import the file.

You will be given a chance to view the import before you process.

- ❗ Each bank has different internet banking software – if you have troubles working out where to load the file in your internet banking contact either your bank or your bookkeeper for assistance.
-

Chapter 5 : Tasks

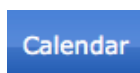
There are 4 Sections to this Chapter:


1. [Calendar](#) - can be used to organise appointments and record billable time
2. [Questions](#) - gives the ability to communicate between other users of the system (including your bookkeepers and/or accountant).
3. [Documents](#) - enables you to view and download files and reports prepared by your bookkeepers.
4. [Recurring transactions](#) - automates the entry of regular transactions.

5.1 Calendar

5.1.1 Create a new appointment

- From the Main Menu select [**Calendar**]



 When you first login, there is also a quick link to the calendar available.

- Click on the calendar icon.



- The following form will open.

New Reminder				cancel	
Employee:	<input type="text"/>	Date:	19-Feb-13	Time:	7:00
Customer:	<input type="text"/>	Project:	<input type="text"/>	Hours:	<input type="text"/>
Subject: <input type="text"/>					
Notes: <div style="border: 1px solid #ccc; height: 80px;"></div>					
Status:	InProgress ▾	Date:	<input type="text"/>	By:	<input type="text"/>
Priority:	Medium ▾			Details	Save

Field Description (fields in *italics> are optional)*

<i>Employee</i>	Option to allocate the task to a specific employee. This field can be left blank.
Date	The date in which the appointment is to occur
Time	Set the specific start time for the appointment
<i>Customer</i>	Option to add client details
<i>Project</i>	Option to add the specific job that the appointment refers to
Hours	Specify the length of the appointment
<i>Subject</i>	Option to enter a subject heading for the appointment

<i>Notes</i>	Option to provide a detail description about the appointment
<i>Status</i>	Option to select "in progress" or "completed"
<i>Date</i>	Option to select the date the appointment was complete
<i>By</i>	Option to enter by whom the appointment was completed by
<i>Priority</i>	Option to select the importance of the appointment

- Click on the **Save** button when completed.

5.1.2 Viewing Appointments

- Click on the **Calendar** tab.
- Select the preferred date you want to review.

Date:

Show

February 2013

M	T	W	T	F	S	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	1	2	3

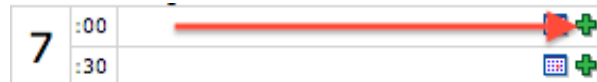
- ⚠ Each time you access the calendar on the left hand side you will be presented list of outstanding and existing tasks, reminders, customers and projects to action

5.1.3 Editing an Appointment

- Click on the appropriate appointment
- Edit the details required
- Click on the **Save** button when completed.

5.1.4 Adding hours

- Click on the plus sign.



- The following form will open

Add Hours cancel

Employee:	<input type="text"/>	Date:	21-Feb-13	Time:	7:00
Project:	<input type="text"/>	Hours:	<input type="text"/>	Invoice:	Yes <input type="button" value="v"/>
Subject:	<input type="text"/>				
Notes:	<div style="border: 1px solid #ccc; height: 100px;"></div>				
Product:	<input type="text"/>	Qty:	<input type="text"/>	Rate:	<input type="text"/>
Status:	InProgress <input type="button" value="v"/>	Date:	<input type="text"/>	By:	<input type="text"/>
Priority:	Medium <input type="button" value="v"/>			<input type="button" value="Details"/> <input type="button" value="Save"/>	

Field Description (fields in *italics> are optional)*

<i>Employee</i>	Option to allocate the task to a specific employee. This field can be left blank.
Date	The date on which the transaction occurred
Time	Set the specific start time for the transaction
<i>Project</i>	Option to add the specific job that the hours will be allocated to
Hours	Specify the length of the transaction
<i>Invoice</i>	Option to choose the hours to be available via the "invoice hours" option when entering item in an invoice
<i>Subject</i>	Option to enter a subject heading for the transaction
<i>Notes</i>	Option to provide a detail description about the transaction
<i>Product</i>	Option to select a stock, non-stock, service or labour item that will pre populate the rate
<i>Quantity</i>	Option to select the quantity or amount of the product to be added
<i>Status</i>	Option to select "in progress" or "completed"
<i>Date</i>	Option to select the date the transaction was completed
<i>By</i>	Option to enter by whom the transaction was completed by
<i>Priority</i>	Option to select the importance of the appointment

- Click on the  button when completed.
-

5.2 Questions

- The question system allows you to ask other users Questions that operate like an email system.
- The user you send it to will receive an email advising them they have a question to answer. They then login to the system and they can view a snapshot of the transaction and respond accordingly.
- You can archive questions that you have already answered and view questions that you have sent.

5.2.1 Adding a new question

- Open an existing transaction e.g. a bill or invoice that has been created.
- Click on the [**Question**] tab on the ACTIVITY button row.

Release	Print	Email	GL Detail	Duplicate	Recurring	Question
---------	-------	-------	-----------	-----------	-----------	----------

- The following form will open to enter a new question.

Date:	21-Feb-13 3:28 PM		
From:	Demo		
To:	Admin		
Item Type:	Voucher	Ref:	VI-10012
Message:			
Send		Cancel	

Field Description

Date	An automatically generated date field
From	Defaults to the email of the user that is logged in
To	Option to select the user to send the email to
Type	Option to select the type of transaction that the question contains too
Ref	Option to add or change the reference of the transaction
Message	Option to add details for the question

- Click on the  button when completed.

5.2.2 Viewing & Replying to Questions

- From the Main Menu / Tasks select [Questions] Tab



When you first login, there is also a quick link to the questions available.

- The following form is opened.

Questions

Folder:
Message:

Question Date: to
Reference:

Order:

Number	From	To	Date	Type	Ref	Message			
58	Admin	Demo	03-Oct-07 11:56 AM	Trans	WC-10163	Should I put GST on petrol?	Replied	Reply	View
7	Demo	Admin	30-May-05 22:05 PM	Trans	MD-10003	Not in deposit book - can you add name and allocate to correct ledger code?	Replied		View
6	Demo	Admin	09-May-05 9:45 AM	Trans	WC-10005	What expense does this relate to	Replied		View

Inbox

- The inbox displays all the messages you have received.
- The Question list displays a snapshot of each question.
- The status of the question is displayed to the right.
- You view a question by click on either the blue View or Reply links.

- You can go to a transaction relating to the question by clicking on the blue Ref number field.

Sent Items

- The Sent Items tab displays the list of messages you have sent.

Archive

- The archive tab displays messages that you have archived from your inbox.

5.2.3 Question View

- When you click on a question the full details of the question are displayed.
- A transaction link is provided next to the Ref field to open in a new window the transaction relating to the question.


Questions	Question 58	Attachments
New	Reply	

Date:	03-Oct-07 11:56 AM		
You Replied:	03-Oct-07 11:57 AM		
From:	Admin		
To:	Demo		
Item Type:	Cheque/Deposit/Withdrawal	Ref:	WC-10163
Message:	Should I put GST on petrol?		

There are Action Buttons to create new questions, reply and archive.

- Press the **New** button to create a new question
- Press the **Reply** button to reply to the question.
- Press the **Archive** button to move the message to the Archive folder.

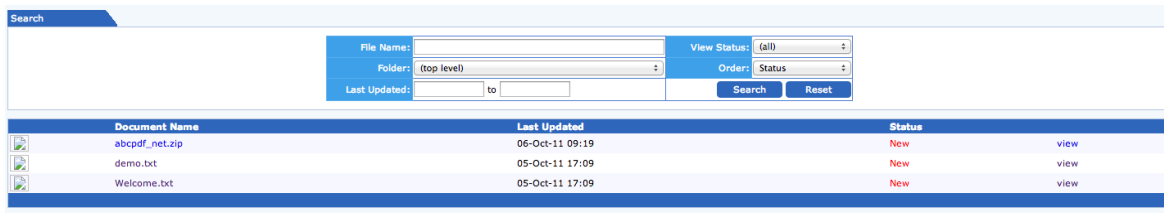
5.3 Documents

 To upload new documents, please speak to Shoebooks to gain the relevant permissions.




- The document section of the system is an online document repository.
- Your bookkeeper or accountant can upload important documents and information.
- You can download these documents to your local machine.

5.3.1 Document Search Screen

The document search screen allows you to search for documents and browse through folders to locate documents.



The screenshot shows the 'Search' interface. It includes a search bar with fields for 'File Name', 'Folder' (a dropdown menu), and 'Last Updated' (a date range selector). There are also dropdowns for 'View Status' (set to 'all') and 'Order' (set to 'Status'). 'Search' and 'Reset' buttons are present. Below the search bar is a table of results:




Document Name	Last Updated	Status	
 abcpdf_net.zip	06-Oct-11 09:19	New	view
 demo.txt	05-Oct-11 17:09	New	view
 Welcome.txt	05-Oct-11 17:09	New	view

Search Fields

You can use any combination of these fields to find matching documents.

File Name	Enter any part of the document name
Folder	Use the dropdown box to select other folders. Press Search to view documents in the folder.
Last Updated	Enter a from and/or to date to locate documents last updated on these dates.
View Status	Choose from All, New Only, Modified Only or Historic Only.
Order	Change the order the document list is displayed. Choose between Status, Date or Time.

5.3.2 Document List

Document Name	Last Updated	Status	
 abcpdf_net.zip	06-Oct-11 09:19	New	view
 demo.txt	05-Oct-11 17:09	New	view
 Welcome.txt	05-Oct-11 17:09	New	view

The document list displays the results of the search performed. If no search is performed the first 50 documents will be displayed.

- The document list displays a snapshot of each document's details.
 - To view a document click on the blue file name or view links.
 - To save a document to your local machine right click on the document file name and select Save Target As.
-

5.4 Recurring Transactions

- Use the **recurring transaction** feature to automate the entry of regular transactions.
- Recurring transactions are currently available for Banking, Credit Cards, Invoices, Bills & General Journals


5.4.1 Create a New Recurring Transaction

- Navigate to the transaction that you want to set as recurring.
- When the transaction is displayed on the screen, click on the **Recurring** activity button to display the below form:

To enter a new recurring transaction, complete these fields:

First Occurrence	Enter the date you want the first recurring transaction to be.
Recur Every	Enter the number of times you want the transaction to recur every interval. Select the interval as either Day, week, Month & Year.
Processing	Select whether you want the new transactions to be just be created (Create Unconfirmed) or created and confirmed. (Create & Confirm)

Press **Save** to set the new recurring transactions.

 Additional options are available if you view the recurring transaction in Main Menu / Tasks / Recurring – see next section.

5.4.2 View/Edit Recurring Transactions

- Navigate to Main Menu / Tasks and click on

Recurring

Select a transaction from the [recurring](#) search screen to [view and edit](#) the setup of the transaction.

- You search your recurring transactions by entering criteria into the search fields and then pressing **Search** to display the matching results.

Search

Next Process: to

Type: (any)

Status: (any)

Last Process: to

Transaction:

Order: Date Z-a

Notes:

Search

Reset

Number	Next	Frequency	Type	Base	Notes	Last	Enabled
35	<input type="checkbox"/> 20-Dec-13	Yearly	Invoice	SI-10732	abc store	20-Dec-12	Yes view
24	<input type="checkbox"/> 21-Mar-13	Monthly	Invoice	SI-10350		21-Feb-13	Yes view

- Click the [\[view\]](#) link, accessible on the right to open the particular recurring transaction you want to edit.
- Click **Edit** to open the recurring transaction.
- The following form will be presented.

Type:	Invoice
Based On:	SI-10533
Notes:	GAMBARO
Processing:	Create Unconfirmed ▾
Enabled:	Yes ▾
Next Occurrence:	15-Mar-13
Occur Every:	1 Month(s) ▾
Stop After:	repetitions
Stop On Date:	
Transaction Data:	show data
Last Processed:	15-Feb-13


- Make the changes required and then click

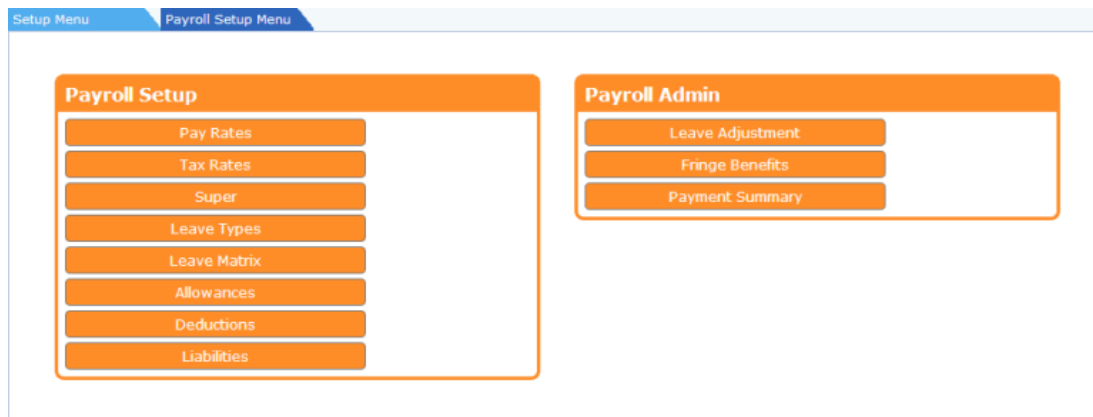
Chapter 6 : Payroll

There are 7 Sections to this Chapter:

1. [Payroll Setup](#)
2. [New Employee](#)
3. [Payslips](#)
4. [Paycheques](#)
5. [Leave Adjustment](#)
6. [Payment Summaries](#)
7. [Payroll Reports](#)

6.1 Payroll Setup

- All global payroll settings are configured here.
- These options are where you configure the items that are available for use on [employee records](#) and therefore on payslips.
- These screens will have a default configuration loaded when your file is originally created. The default configuration will cover the needs of most businesses.
-  Once configured these screens only need to be revisited to setup something new or change how an item behaves.
- You can navigate to the Payroll Setup screen from **Setup > Payroll Setup**.



The following Payroll settings are included in this section:

- [6.1.1 Pay Rates](#)
- [6.1.2 Tax Rates](#)
- [6.1.3 Superannuation](#)
- [6.1.4 Leave Types](#)
- [6.1.5 Leave Matrix](#)
- [6.1.6 Allowances](#)
- [6.1.7 Deductions](#)
- [6.1.8 Liabilities](#)
- [6.1.9 Departments](#)


6.1.1 Pay Rates

- The different types of pay rates used by your business are configured here. This is where you setup items such as overtime, annual leave and normal hours. These items are then available for use in employee records.

Code	Description	Method	Expense	Default Rate	Order
Normal	Normal Hours Worked (Hr)	Hourly Rate	6-6410	\$20.00	1
Overtime	Overtime Hours Worked (Hr)	Hourly Rate	6-6410	\$30.00	2
TimeHalf	Time & Half Worked (Hr)	Hourly Rate	6-6410	\$30.00	3
DoubleTime	Double Time Worked (Hr)	Hourly Rate	6-6410	\$40.00	4
Annual	Annual Leave Taken (Hr)	Hourly Rate	6-6410	\$20.00	5
Personal	Personal Leave Taken (Hr)	Hourly Rate	6-6410	\$20.00	6
LongServe	Long Service Leave Taken (Hr)	Hourly Rate	6-6410	\$20.00	7
RDO	RDO Leave Taken (Hr)	Hourly Rate	6-6410	\$20.00	8
LWP	Leave Without Pay Taken (Hr)	Hourly Rate	6-6410	\$0.00	9










There are the following fields:

Code	A unique code that describes the type of pay rate being setup. The code is what is displayed throughout the payroll screens. ie employee record and payslip screens.
Description	Enter a description that describes the pay rate code.
Method	Choose hourly rate. The payroll system works on hours. The annual salary method is not used. You need to convert annual, fortnightly and weekly salary amounts back into hours. E.g. Fortnightly, 40 hour work week: fortnight amount/80 = hourly rate
Expense	Choose an expense account code where transactions using this pay rate will be recorded in the General Ledger . Any account code can be selected but it should be in the payroll expenses section of your chart of accounts.
Default Rate	Set a default rate for this pay rate – this rate will automatically copy to employee records when selected.
Order	This field controls the sort order of the pay rates in drop down lists throughout the system.



 The payroll system by default works on hours. The system can be configured to use **days** instead. You can just interchange days where instructions list hours. Leave will then also be expressed in days. Contact your bookkeeper for assistance in using days.


6.1.2 Tax Rates

- The amount of tax withheld from payroll amounts is configured here. The default setup includes all Australian Tax Scales. Tax scales are included for all options on the current Tax Declaration form completed by employees. HELP and SFSS options are included.
- There is a Tax Rate called **Manual** which can be used for manual tax adjustments in payslips. Use this item on employee records for payroll adjustments or to add voluntary tax amounts. (You must add this tax rate to an employee record to use it.)
- Tax scales vary depending whether the employee is eligible to receive leave loading or not. The scale **Tax Free** is for when leave loading is applicable and tax scale **Not Leave** is for when load loading is not applicable.

Setup Menu		Payroll Setup Menu		Tax Rates				
Code	Description	Method	Liability	Expense	Amount	Rate %	Order	
TaxFree	Tax Free Threshold Claimed	System	2-5200	6-6420	\$0.00	0.00	1	 
TaxFreeNot	Tax Free Threshold Not Claimed	System	2-5200	6-6420	\$0.00	0.00	2	 
NonRes	Non Residents	System	2-5200	6-6420	\$0.00	0.00	3	 
FullMedi	Full Exemption from Medicare Claimed	System	2-5200	6-6420	\$0.00	0.00	4	 
HalfMedi	Half Exemption from Medicare Claimed	System	2-5200	6-6420	\$0.00	0.00	5	 
NotLeave	Not Eligible to Receive Leave Loading	System	2-5200	6-6420	\$0.00	0.00	6	

There are the following fields:

Code	A unique code that describes the type of tax rate being setup. The code is what is displayed throughout the payroll screens. ie employee record and payslip screens.
Description	Enter a description that describes the tax rate code.
Method	Choose between fixed, manual, percent or system. System is where the tax withheld is calculated automatically by the system. Fixed is used where a set amount of tax is withheld each time. Percent is where a set percentage of gross earnings is to be withheld. Manual is where you can choose an amount that is withheld each time you prepare a payslip. NB: Most tax rates should use system.
Liability	Choose a liability account code where tax amounts withheld in payslip transactions will be recorded in the General Ledger for payment at a later date. E.g. on your BAS return.
Expense	Choose an expense account code where tax amounts withheld in payslip transactions will be recorded in the General Ledger. I.e. Where you want to display it in your Profit & Loss statement.
Amount	When Fixed is selected enter in this field the fixed amount of tax to be deducted. (This field is not used for type system, percent or manual.)
Percent	When the type Percent is selected enter the percentage of gross earnings that is to be withheld as tax. ((This field is not used for type system, fixed or manual.)
Order	This field controls the sort order of the tax rates in drop down lists throughout the system.
Rates	Represented by the  sign located in the far right column - clicking this link will take you directly into the tables used by the system to calculate the tax amount.  Tax rates can be adjusted manually but any changes should only be done for a valid reason by an experienced user. Click on rates on the far right of a tax rate to edit the rates.

 Tax rates are updated each financial year according to the tax scales released by the ATO. Contact your bookkeeper if you need to update tax scales once you have processed the last pay for the financial year.

6.1.3 Superannuation

- The different types of super used by your business are setup here.
- In addition to the compulsory superannuation guarantee charge of 9%, other types of super such as co-contribution and salary sacrifice are setup here. These super types are then available for use on employee records.

Setup Menu Payroll Setup Menu Super										
Code	Description	Method	Liability	Expense	Amount	Rate %	Tax	Type	SGC	Order
Super	Compulsory Superannuation	Percent Rate	2-5300	6-6430	\$0.00	9.00	PostTax	Allowance	Yes	1
Sacrifice	Salary Sacrifice	Fixed Amount	2-5300	6-6430	\$0.00	0.00	PreTax	Deduction	No	2
CoCont	Co-Contribution	Fixed Amount	2-5300	6-6430	\$0.00	0.00	PostTax	Deduction	No	3

There are the following fields:

Code	A unique code that describes the type of super being setup. The code is what is displayed throughout the payroll screens i.e. employee record and payslip screens.
Description	Enter a description that describes the super code.
Method	Choose between Fixed Amount and Percent Rate depending upon the type of super being setup. Fixed Amount allows for a fixed dollar amount to be used irrespective of the gross earnings. Percent Rate allows for a percentage to be used that is automatically calculated based on the earnings.
Amount	Applies when the fixed amount method is selected. This field is not used as the fixed amount is set on the individual employee record.
Rate	Applies when percent rate method is selected. Enter the percentage as a whole figure. The percent rate can be varied on the employee record.
Liability	Choose a liability account code where super amounts in payslip transactions will be recorded in the liability section of the General Ledger for payment at a later date.
Expense	Choose an expense account code where super amounts in payslip transactions will be recorded in the expense or cost of sales section of the General Ledger. i.e. Where you want to display it in your Profit & Loss statement.
Tax	Choose between Post Tax and Pre Tax. Post Tax will add/deduct the super amount after tax has been calculated on the payslips. Pre Tax will add/deduct the super amount before tax is calculated on the payslips.
Type	Choose between Allowance and Deduction. Allowance will add the super amount to the earnings. Deduction will deduct the super amount from the earnings.
SGC	If the super type forms part of the compulsory Superannuation Guarantee Charge (SGC) that is required to be paid then select yes. If not select No. This field determines which super amounts are displayed on the employee's payment summary. SGC amounts do not need to be displayed.
Order	This field controls the sort order of the super types in drop down lists throughout the system.

6.1.4 Leave Types

- The different types of leave used by your business are configured here. This is where you setup items such as annual leave & personal leave. These items are then available for use in employee records.

Code	Description	Liability	Order
Annual	Annual Leave	2-5600	1
Personal	Personal Leave	2-5600	2
Maternity	Maternity Leave	2-5600	3
LongServe	Long Service Leave	2-5600	4
RDO	Rostered Day Off	2-5600	5
LWP	Leave Without Pay	2-5600	6

There are the following fields:

Code	A unique code that describes the type of leave being setup. The code is what is displayed throughout the payroll screens. ie employee record and payslip screens.
Description	Enter a description that describes the leave code.
Liability	Choose a liability account code where leave liability amounts in payslip transactions will be recorded in the liability section of the General Ledger for payment at a later date. NB: This field is not used by default in the payroll system - the dollar value of leave liability is not recorded in the balance sheet. Please contact your bookkeeper should you wish to use this feature.
Order	This field controls the sort order of the leave types in drop down lists throughout the system.

6.1.5 Leave Matrix

- This is where you configure how leave will accrue for different pay rates.

Leave Type	Pay Rate	Accrue	Usage
Annual	Annual	1	1
Annual	LongServe	1	0
Annual	Normal	1	0
Annual	Personal	1	0
LongServe	Annual	1	0
LongServe	LongServe	0	1
LongServe	Normal	1	0
LongServe	Personal	1	0
Personal	Annual	1	0
Personal	LongServe	1	0
Personal	Normal	1	0
Personal	Personal	1	1
RDO	Normal	1	0
RDO	RDO	0	1

There are the following fields:

Leave Type	Select here the type of leave that will accrue for the pay rate selected in the next field.
Pay Rate	Select the pay rate type that you want to configure the selected leave for.
Accrue	This is where you set whether leave will accrue on the pay rate selected. 1 is for yes and 0 is for no.
Usage	This is where you set whether leave will be used on the pay rate selected. 1 is for yes and 0 is for no.


Examples:

Leave Type	Pay Rate	Accrue	Usage
Annual	Annual	1	1  

Pay Rate Type **Annual** accrues Annual Leave.

Pay Rate Type **Annual** uses Annual Leave.

So when on annual leave you are accruing annual leave and at the same time using annual leave.

Leave Type	Pay Rate	Accrue	Usage
Annual	Normal	1	0  

Pay Rate Type **Normal** accrues Annual Leave.

Pay Rate Type **Normal** does not use Annual Leave.

So when on normal rate you are accruing annual leave but are not using annual leave.

6.1.6 Allowances


- The different types of allowances used by your business are configured here. This is where you setup items such as car allowances, mileage, travel allowances etc. These items are then available for use in employee records.

Setup Menu Payroll Setup Menu Allowances									
Code	Description	Method	Increase	Account	Special	Amount	Rate % Tax	Super	Order
CarT	Car Allowance - Taxed	Fixed Amount	Gross Pay	6-6410	(none)	\$325.00	0.00 Taxable	Super	1  
Mileage	Milage Allowance (per km)	Fixed Amount	Net Pay	6-6410	(none)	\$0.80	0.00 Exempt	Excluded	2  
Travel	Travel Allowance	Fixed Amount	Net Pay	6-6410	(none)	\$25.00	0.00 Exempt	Excluded	3  

There are the following fields:




Code	A unique code that describes the type of allowance being setup. The code is what is displayed throughout the payroll screens. ie employee record and payslip screens.
Description	Enter a description that describes the allowance code.

Method	Choose between Fixed Amount and Percent Rate depending upon the type of allowance being setup. Fixed Amount allows for a fixed dollar amount to be used irrespective of the gross earnings. Percent Rate allows for a percentage to be used that is automatically calculated based on the earnings.
Increase	Choose between Gross Pay and Net Pay. Gross Pay will add the allowance to gross earnings so it will be included in the rest of the payroll calculations. Net Pay will add the allowance to net earnings so it won't be included in payroll calculations.
Account	Choose an expense account code where allowance amounts in payslip transactions will be recorded in the General Ledger. i.e. Where you want to display it in your Profit & Loss statement.
Special	This field is used for allowances that are not to be displayed on employee's Payment Summary. Select Hidden for the allowance not to be shown.
Amount	Only applies when fixed amount method is selected. The fixed amount can be varied on the employee record.
Rate	Only applies when percent rate method is selected. Enter the percentage as a whole figure. The percent rate can be varied on the employee record.
Tax	Choose between Taxable and Tax-Exempt. Taxable will include the allowance when making tax calculations. Tax-Exempt will exclude the allowance when making tax calculations.
Super	Choose between Super and Excluded. Super will include the allowance when making superannuation calculations. Excluded will exclude the allowance amount from super calculations.
Order	This field controls the sort order of the allowance types in drop down lists throughout the system.

 **The rate/amount set and the tax & super options for an allowance can be varied on employee records.**

6.1.7 Deductions

- The different types of deductions used by your business are configured here. This is where you setup items such as social club, footy tip and child support deductions. These items are then available for use in employee records.

Setup Menu		Payroll Setup Menu		Deductions				
Code	Description	Method	Decrease	Account	Special	Amount	Rate %	Order
Social	Social Club Deduction	Fixed Amount	Net Pay	2-5700	(none)	\$5.00	0.00	1 
Child	Child Support	Fixed Amount	Net Pay	2-5700	(none)	\$283.45	0.00	2 
Footy	Footy Tips	Fixed Amount	Net Pay	2-5700	(none)	\$5.00	0.00	3 
WPG	Work Place Giving	Fixed Amount	Net Pay	2-5700	Giving	\$20.00	0.00	4 
Union	ABC Union Fee	Fixed Amount	Net Pay	2-5700	Union	\$10.00	0.00	14 

There are the following fields:


Code	A unique code that describes the type of deduction being setup. The code is what is displayed throughout the payroll screens. I.e. employee record and payslip screens.
Description	Enter a description that describes the deduction code.
Method	Choose between Fixed Amount or Percent Rate depending upon the type of




	deduction being setup. Fixed Amount allows for a fixed dollar amount to be used irrespective of the gross earnings. Percent Rate allows for a percentage to be used that is automatically calculated based on the earnings.
Decrease	Choose between Gross Pay and Net Pay. Gross Pay will deduct the deduction from gross earnings and Net Pay will deduct the deduction from net earnings.
Account	Choose a liability account code where deduction amounts in payslip transactions will be recorded in the General Ledger for payment at a later date. i.e. Where you want to display it in your Balance Sheet.
Special	This field is used to control how deductions are displayed on payment summaries. There are 3 options: Giving - select this for deductions relating to Workplace Giving to eligible deductible gift recipients (DGR). Union - select this option for Union and Professional Association fee deductions. Hidden - select this option for the deduction not to be shown on the payment summary.
Amount	Only applies when fixed amount method is selected. The fixed amount can be varied on the employee record.
Rate %	Only applies when percent rate method is selected. Enter the percentage as a whole figure. The percent rate can be varied on the employee record.
Order	This field controls the sort order of the deduction types in drop down lists throughout the system.

 **The rate/amount set for a deduction can be varied on employee records.**

6.1.8 Liabilities

- The different types of **employer** liabilities that apply to your business are configured here. This is where you setup compulsory contributions to industry funds that exist to protect workers and their families working in certain industries. These items are then available for use in employee records.

 They can also be used for salary sacrifice transactions to record the liability side of the sacrifice. e.g. Motor Vehicle sacrifice where the employer has to make the payment. Contact your bookkeeper should you need assistance.

Setup Menu		Payroll Setup Menu		Liabilities						
Code	Description	Method	Decrease	Expense	Liability	Special	Amount	Rate %	Order	
CompCont	Company Contribution to Industry Fund	Fixed Amount	Net Pay	6-6460	2-5800	(none)	\$65.00	0.00	1	 
										

There are the following fields:

Code	A unique code that describes the type of liability being setup. The code is what is displayed throughout the payroll screens. ie employee record and payslip screens.
Description	Enter a description that describes the liability code.
Method	Choose between Fixed Amount or Percent Rate depending upon the type of deduction being setup. Fixed Amount allows for a fixed dollar amount to be used irrespective of the gross earnings. Percent Rate allows for a percentage to

	be used that is automatically calculated based on the Gross or Net earnings.
Decrease	Choose between Gross Pay and Net Pay. Only applies when Percent Rate is chosen. Gross Pay will calculate the liability on gross earnings and Net Pay will calculate the liability from net earnings.
Expense	Choose an expense account code where employer liability amounts in payslip transactions will be recorded in the expense section of the General Ledger. i.e. Where you want to display it in your Profit & Loss statement.
Liability	Choose a liability account code where employer liability amounts in payslip transactions will be recorded in the liability section of the General Ledger for payment at a later date.
Amount	Only applies when fixed amount method is selected. The fixed amount can be varied on the employee record.
Rate %	Only applies when percent rate method is selected. Enter the percentage as a whole figure. The percent rate can be varied on the employee record.
Order	This field controls the sort order of the liability types in drop down lists throughout the system.

- **The rate/amount set for an employer liability can be varied on employee records.**

6.1.9 Departments

- Departments relate to the payroll module and are used to group employees. Payroll reports can then be run by department.

Examples of common methods to break payroll into departments are:

Employment Function	Administration, Sales, Finance etc.
Geographical Location	Australia, NZ, UK, US. or VIC, NSW, TAS, WA etc.
Customer Groups	Consumer, Corporate, Government
Product Groups	Indoor, Outdoor or Group A, Group B, Group C.

Company Details




Logos

Divisions

Departments

Options

Edit

Code	Name	Order	
HW	Hardware	10	
SS	Software and Support	20	
			

There are the following fields in Department Setup:

Code	Unique code allocated to the department.
Name	Long description of the department.

Order	Determines the order in which departments are displayed in drop down lists.
--------------	---

6.2 New Employee

There are 2 parts to setting up a new employee:

- Employee Details
- Employee Options

6.2.1 Employee Details

Step 1 – From the Main Menu, in the Payroll module, click on [**Employees**]

Step 2 – Click on [**New Employee**] in the Transaction Button row.

The following form will appear:

Step 3 – To enter a new employee complete these fields: (* denotes compulsory field)

Employee Code*	Unique code allocated to each employee. It can be a number or an abbreviation of their name. Numbers work best.
Type	You can setup categories to organise your employees into groups. Enter a category you want to include this employee in or leave it as None if you do not use categories. ⓘ This field is used for batch creation of timesheets and can be used as a filter in payroll reports and batch payroll processing.
Company Name	Enter the full name of the employee into this field. This field is what is displayed in the system to select employees for payslips/pay cheques etc. ⓘ When adding new records leave this field blank and the system will combine first name and last name into the Company Name field.
Title	Store the employee's position in the organisation. E.g. Sales Manager
First Name*	Field to contain the first name of the employee.
Last Name*	Field to contain the last name of the employee.
Date of Birth	Field to store the employee's date of birth.

TFN	Field to store the employees Tax File Number. ⚠ If TFN not known then appropriate Tax Choice should be selected until provided. Choose "Tax File Number Not Provided."
Notes	Section for you to store notes about the employee.
Address	Field to store the street address of the employee. You can enter 2 address lines, press return to start a new line.
Town	Field to store the town or suburb of the employee's address.
State	Field to store the state or county of the employee's address.
Postcode	Field to store the postcode (or zipcode) of the employee's address.
Country	Field to store the country of the employee's address. This field is optional and is not used in address labels by default.
Division	Select which company division to allocate the employee to. The division selected will default on payslips. (Only applies if using company divisions.)
Department	Select which department to allocate the employee to. Payroll reports can be run using the department filter to order the report by department.
Employment	Select which type of employment applies. Choose between Full Time, Part Time, Casual or Contractor.
Pay Period	Select which pay period will apply to the employee. Choose between Weekly, Fortnightly, Monthly, Quarterly or Annually.
Date Started	Enter the employees start date in this field.
Terminated	Field to store the termination date of the employee.
Account BSB	Store the employee's BSB number here for use when creating ABA payment files.
Account Number	Store the employee's bank Account number here for use when creating ABA payment files.
Account Name	Store the employee's bank Account Name here for use when creating ABA payment files.


Step 4 – Click [**Next >**] to enter the new employee details into the system.

- The employee will now display in the employee list. Refer to the next section on how to add Options such as Pay Rates, Tax Codes, and Superannuation.
- If you are not using the payroll module you can add employees using the above method to then use the Salesperson feature in Invoices and Bills.

6.2.2 Employee Options

Step 1 - To edit an employee's individual options, go to **Main Menu > Employees**.

Step 2 - Select the employee from the list, or use the search parameters.


Step 3 - From the employee page, click the  tab, and

the following page will open: (Note: the option lines will be blank by default)

Pay Rates:	Type	Rate	Tax	Super	Default	
	Normal	\$19.00	Yes	Yes	18.00	 
	Annual	\$19.00	Yes	Yes		 
	Personal	\$19.00	Yes	Yes		 
	LongServe	\$19.00	Yes	Yes		 
						
Allowances:	Type	Amount	Rate %	Tax	Super	
	CarT	\$398.00		No	No	 
						
Deductions:	Type	Amount	Rate %			
	Social	\$2.00				 
	Union	\$10.00				 
	WPG	\$20.00				 
						
Liabilities:	Type	Amount	Rate %	Supplier	Details	
	CompCont	\$398.00				 
						
Leave Types:	Type	Amount	per	Period		
	Annual	4.00	per	52.00		 
	Personal	2.00	per	52.00		 
	LongServe	10.00	per	780.00		 
						
Super Types:	Type	Amount	Rate %	Min MG		
	Sacrifice	\$200.00				 
	Super		9.00	\$450.00		 
	CoCont	\$10.00				 
						
Super Details:	Payable To:	AussieGold				
	Fund Name:	Aussie Gold Industry Super				
	Member Number:	2244881				
	Date Joined:	12-Nov-08				
Tax Codes:	Type	Description				
	TaxFree					
						
Pay Split:	Enabled	Amount	Rate %	Bank Account		
	All remaining funds will be paid into the Employees main bank account					

Step 4 - You will need to complete the relevant sections, choosing options from drop-down menus, that have been defined in [Section 6.1 Payroll Setup](#).

Step 5 - You can alter the specified values in each line, to accommodate for different pay rates, leave types, super contributions, etc.

 For more information on completing this section, you can refer to our wiki reference page on [Employee Options](#).

6.3 Payslips

6.3.1 New Payslip

Step 1 - Navigate to **Main Menu > Payslips**.

Step 2 - Click on the [**New Payslip**] activity button.

The following form will appear:

This screen is where you select which employee the payslip is for and enter other details specific to the payslip.

Step 3 - Complete the following fields:


Division	By default, the payslip will default to the division set on the employee's record. You only need to change it if this payslip will relate to a different division then the default. (Only applies if using company divisions.)
Employee	Click in the field and start typing the employee's name, as you type a list of matching results will be displayed. Select the desired employee from the matching results and press tab.
Period	Enter the pay period the payslip will relate to. Enter the date or select from the calendar popup. Press tab
Notes	You can store notes that relate to the payslip. They are for your reference only. (Optional)
Type	There is only one option - Payslip - no need to change this field unless you use different payslip formats.
A/P Account	Accept the default - 2-5100 Amounts Owning to Employees and press tab.

Step 4 - Click [**Next >**] to be taken to the next screen, where you will add/edit payment lines:

Date	Qty	Type	Rate	Notes	Div	Project	Extended	
19-Sep-11	8	Normal	19.0000		-		\$152.00	✓✗
20-Sep-11	8	Normal	\$19.00		-		\$152.00	✎✗
21-Sep-11	8	Personal	\$19.00		-		\$152.00	✎✗
22-Sep-11	8	Normal	\$19.00		-		\$152.00	✎✗
23-Sep-11	8	Normal	\$19.00		-		\$152.00	✎✗
								+
							Gross Wages:	\$760.00
							Super Sacrifice:	-\$200.00
							Taxable Total:	\$560.00
							Tax Payable:	-\$56.00
							Adjust (Post-Tax):	\$366.00
							Super Contribution:	-\$10.00
							Net Payable:	\$860.00
							Net Paid:	\$0.00
							Super Payable:	\$260.40


This screen is where you enter the time worked details of the payslip. For salary employees you only need to enter one row.

For employees that are paid based on work done, enter as many rows as are applicable. You can use this screen like a timesheet.

 When you duplicate a payslip the dates will automatically increment which is particularly useful if you are inputting time details.

Step 5 - To create a new blank line, click on the .

Step 6 - Complete the following fields:

Date	Select the date the work was performed. Press Tab
Qty	Enter the quantity of time worked. You can use part numbers. E.g. 7.6 for a 38 hour work week. Press Tab
Type	Select the Pay Rate applicable for the payslip line. Choose from Normal, Overtime, Annual etc.  If a rate is not displayed you need to add to the employee record.
Rate	The pay rate will default from what is stored on the employee record. If applicable you can manually enter whatever rate you want. Press Tab
Notes	Enter any notes relating to the payslip line. (Optional)
Division	Select a company division to allocate the payslip line to. This will override the division selected in the employee details section of the payslip. (Optional)
Project	Select the project that the payslip line relates to. (Optional)

Step 7 - Click the  icon to add the payslip line.

Step 8 - Repeat Steps 5 – 7 for each additional line you wish to create.

Step 9 - Press [**CONFIRM**] to create the payslip.

6.3.2 New Timesheet

Step 1 - Navigate to **Main Menu > Timesheets**

Step 2 - Click on the [**New Timesheet**] activity button.

The following form will appear:

Division:	Default Division	Convert To:	Payslip
Employee:	03	A/P Account:	2-5100: Amounts Owing To Emplo
Period:	08-Aug-11 to 14-Aug-11	Notes:	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

This screen is where you select which employee the timesheet is for and enter other details specific to the timesheet.

Step 3 - Enter the following fields:

Division	By default, the payslip will default to the division set on the employee's record. You only need to change it if this timesheet will relate to a different division then the default. (Only applies if using company divisions.)
Employee	Click in the field and start typing the employee's name, as you type a list of matching results will be displayed. Select the desired employee from the matching results and press tab.
Period	Enter the pay period the timesheet will relate to. Enter the date or select from the calendar popup. Press tab
Notes	You can store notes that relate to the timesheet. They are for your reference only. (Optional)
Convert To	There is only one option - Payslip - no need to change this field unless you use the custom module that allows for timesheets to be converted to bills for contractors.
A/P Account	Accept the default - 2-5100 Amounts Owing to Employees and press tab.

Step 4 - Click [**Next >**] and you will be taken to the next screen:

Division: Default Division

Employee: 03

Period: 08-Aug-11 to 14-Aug-11

Notes:



Convert To: Payslip

A/P Account: 2-5100: Amounts Owing To Employees

Job	Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
SYS1001	Normal	8.00	4.00	8.00	8.00				28.00
JOB-10002	Annual		4.00			8.00			12.00
Totals:		8.00	8.00	8.00	8.00	8.00			40.00

Step 5 - To create a new timesheet line, click on the .

Step 6 - Complete the following fields:

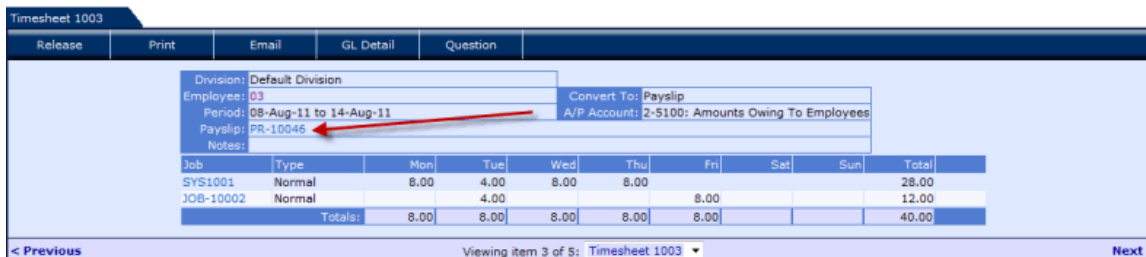
Job	Select the project that the timesheet line relates to. (Optional)
Type	Select the Pay Rate applicable for the payslip line. Choose from Normal, Overtime, Annual etc.  If a rate is not displayed you need to add it to the employee record.
Mon-Sun	Enter the quantity of hours worked into the relevant day columns. You can use part numbers.  If the pay rate type is different then add a second row.

Step 7 - Click  to add the line.

Step 8 - After all lines have been added, you can opt to Convert the Timesheet to a Payslip by clicking [**CONFIRM**].

6.3.3 Convert Timesheet to Payslip

- Whenever a timesheet is confirmed, a Payslip for that timesheet is created automatically.
- The reference ID for the Payslip can be found on the Confirmed timesheet as shown:



Timesheet 1003

Release Print Email GL Detail Question

Division: Default Division
Employee: 03
Period: 08-Aug-11 to 14-Aug-11
Payslip: PR-10046
Notes:

Convert To: Payslip
A/P Account: 2-5100: Amounts Owed To Employees

Job	Type	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total
SYS1001	Normal	8.00	4.00	8.00	8.00				28.00
JOB-10002	Normal		4.00			8.00			12.00
Totals:		8.00	8.00	8.00	8.00	8.00			40.00

< Previous Viewing item 3 of 5: Timesheet 1003 Next >

Step 1 - Click on the Payslip reference number to open the Payslip.

Step 2 - Check that all the details are correct, then hit [**CONFIRM**] to confirm the Payslip.

6.3.4 Payslip Batch

The Payslip Batch feature is useful for creating payslips for large batches of selected employees. Each Payslip is created based on the default hours defined for each Pay Rate type on an employee's [Options](#) page.

Step 1 - Navigate to **Main Menu > Payslips**

Step 2 - Click on the [**Payslip Batch**] activity button.

The following form will appear:

1. Select Employees 2. Payslip Details 3. Finish

Employee Code: Company Name: Employment: (any) Division: (any)

Date Started: to First Name: Last Name: Status: Active

Date Finished: to Group: (any) Pay Period: (any) Sort Order: Code

Employee	Company Name	First Name	Last Name	Town	
007	<input checked="" type="checkbox"/> James Bond	James	Bond		view
01	<input checked="" type="checkbox"/> Boris Bluestrip	Boris	Bluestrip	Bayside	view
02	<input type="checkbox"/> Esther Little	Esther	Little	North Bridge	view
03	<input type="checkbox"/> Thomas Jupiter	Thomas	Jupiter	City West	view
04	<input type="checkbox"/> Louise Sampson	Louise	Sampson	Oldborough	view
1301	<input type="checkbox"/> Roland Smith	Roland	Smith	Oldborough	view
1302	<input type="checkbox"/> Fred Jones	Fred	Jones	Smallville	view
1303	<input type="checkbox"/> Paul Dean	Paul	Dean	Melbourne	view

Step 3 - Check the boxes of employees you wish to create payslips for.

Step 4 - Click on [**Pay Selected**]. You will be taken to the next page:

1. Select Employees 2. Payslip Details 3. Finish

Selection: 2 Employee(s)

Division: (employee default)

Type: Payslip

Period: to

A/P Account: 2-5100: Amounts Owing To Employees

Notes:

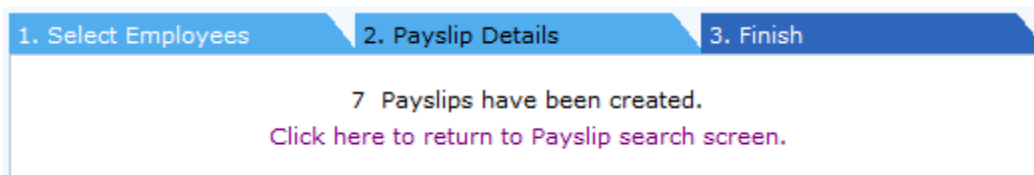
Confirm: Create and Confirm

Enter the following fields: (* denotes compulsory field)

Division	Select a division to allocate these payslips to.
Type	Only one selection: Payslip
Period *	Enter the period (Date range) for when this payslip batch applies to.
A/P Account	Select the appropriate A/P Account from which this batch will be paid.
Notes	Enter any notes regarding this batch.
Confirm	'Create Only' will create the payslips but not confirm them. You will have to do this manually. 'Create and Confirm' will confirm the entire batch.

Step 5 - Once you have entered all the relevant fields, click [**Create**], and all the payslips for the employees you have selected (with defined default hours), will be created.

⚠ If no default hours have been defined in an employee's [Pay Rate](#) section, the payslip will not be created in the batch.



- ⓘ You can edit the payslips created however if the employee records are setup correctly this is normally only done to adjust hours for casual employees or to record employee leave.
 - ⓘ You can now use the [Paycheque Batch Wizard](#) to pay the payslips
-

6.4 Pay Cheques

6.4.1 New Pay Cheque (Individual Employee)

Step 1 - Navigate to **Main Menu > Pay Cheques**

Step 2 - Click on the [**New Pay Cheque**] activity button.

The following page will appear:

Step 3 - Complete the following fields:

Employee	Select the employee that the pay cheque relates to.
Date	Select the date of the pay cheque.
Amount Paid	Enter the amount of the pay cheque.
Bank Account	Select the account that you will make the payment from.

Step 4 - Click [**Next >**] to access the next page.

Step 5 - Click on [**Edit Allocation**] to open the Pay Cheque Allocation list:

Payslip	From	To	Type	Notes	Div	Net	Balance	Payment
PR-10078	01-Aug-11	07-Aug-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10079	08-Aug-11	14-Aug-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10080	15-Aug-11	21-Aug-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10081	22-Aug-11	28-Aug-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10082	29-Aug-11	04-Sep-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10083	05-Sep-11	11-Sep-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10084	12-Sep-11	18-Sep-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
PR-10086	26-Sep-11	02-Oct-11	Payslip			\$860.00	\$860.00 <input type="checkbox"/>	0.00
								<input type="button" value="Save"/> <input type="button" value="Cancel"/>
								Total Applied: \$0.00 Credit Remaining: \$1,200.00

Step 6 - Select the Payslips you wish to pay by ticking the check boxes. You can pay part of payslips by entering the Payment amount in the last column.

Step 7 - Click [**Save**] when you are done, then [**CONFIRM**] to confirm the pay cheque.

6.4.2 Pay Cheque Batch

Use this feature to create Pay Cheques to pay a batch of payslips at once.

Step 1 - Navigate to **Main Menu > Pay Cheques**

Step 2 - Click on the [**Pay Cheque Batch**] activity button.

The following screen will appear:

Number	Date	Due	Employee	Name	Gross	Tax	Net	Total	Confirmed
PR-10137	23-Jan-13	24-Jan-13	03	Thomas Jupiter	\$326.80	\$77.00	\$627.80	\$29.41	Yes
PR-10133	07-Jan-13	13-Jan-13	01	Boris Bluestrip	\$342.00	\$0.00	\$498.00	\$210.00	Yes
PR-10135	07-Jan-13	13-Jan-13	03	Thomas Jupiter	\$688.00	\$201.00	\$865.00	\$61.92	Yes
					\$1,356.80	\$278.00	\$1,990.80	\$301.33	

The default search criteria will display all Confirmed payslips that have not been fully paid. You can alter the Entry Status and Payment Status criteria to show more results.

Step 3 - Check the boxes of payslips you wish to pay in this paycheque batch, and then click [**Pay Selected**].

Step 4 - Here you can enter the payment details of the paycheque.

Batch Total	The total amount of the payment is displayed in this field. You cannot edit this field as it is based on the payslips selected in Step 1.
A/P Account	Displays the Payable account that the payment will reduce. Accept the default

	unless you are using multiple Payroll Payable accounts.
Paycheque Date	Enter the date of the payment.
Bank Account	Select the account that you will make the payment from. (If you are creating an ABA file use a clearing account such as Batch Payments and not your real bank account. You will select the real bank account to withdraw the money from as part of the ABA file creation.)
First Cheque Number	Enter EFT when making electronic payments. If you are using cheques then enter the first cheque number and the system will increment the cheque number for each pay cheque created.
Reference	Enter a reference applicable to the batch. (This field is not required.)
Notes	Enter any notes applicable to the pay cheque batch. (This field is not required.)
Confirm	You can select between Create Only and Create and Confirm . Create Only will create the paycheques but not confirm them. Create and Confirm will create the payslips and confirm them.

Step 5 - Click [**Create**] to create the paycheque batch and you will be taken to page showing the results of the batch and a link back to the pay cheque screen.

1. Select Payslips
2. Pay Cheque Details
3. Finish

4 Paycheques have been created.

[Click here to return to Pay Cheque search screen.](#)

Any errors in the batch will be listed here - if the pay cheque batch is created successfully click on the link to return to the pay cheque screen.

6.5 Leave Adjustment

This feature is used to make adjustments to employee leave balances without use of a payslip. This is particularly useful to load opening balances of leave when you are migrating from another system or importing payroll data.

Step 1 - Navigate to **Setup > Payroll**.

Step 2 - In the **Payroll Admin** module, click on [**Leave Adjustment**].

Step 3 - Click on the [**New Leave Adjustment**] activity button.


The following screen will appear:


Date	The date the leave adjustment will be recorded. This affects when the adjustment will display on a payslip.
Division	Records the division the leave adjustment will be recorded against.
Reference	A text field is provided to record a memo explaining the reason for the adjustment.

Step 4 - Click [**Next >**] to go the leave adjustment details screen.

Step 5 - Click to enter a new adjustment line, and enter the following details. Click to add the line.

Employee	Click in the field and start typing the employee's name, as you type a list of matching results will be displayed. Select the desired employee from the matching results and press tab.
Leave Type	Select the leave type that the adjustment applies to.

Details	Text field to store a note relating to the adjustment line.
Div	Allows you to override the division selected in the top part of the leave adjustment form. Selecting a company division here will allocate the current adjustment line only to the selected division. (Only applies if using Company Divisions.)
Project	Records the project the leave adjustment will be recorded against.
Qty	Stores the hours or units of leave that are being adjusted. You can use a decimal point to record part hours or units.  Payroll does not need to be recorded in hours, other units are supported.

 You can add leave adjustment lines for different employees in the same transaction and you can mix different leave types.

Step 6 - Click [**CONFIRM**] when all lines have been entered, to post the leave adjustment.

6.6 Payment Summaries

This section covers how to generate individual Payment Summaries for your employees, as well as the PAYG Withholding Annual Report and its electronic version that needs to be submitted to the ATO when you self-print payment summaries.

Step 1 - Navigate to **Setup > Payroll**.

Step 2 - In the **Payroll Admin** module, click on [**Payment Summary**].

The following screen will appear:

Options

Report to produce Payment Summaries for each Employee.

Employee:

Date: 01-Jul-10 to 30-Jun-11

Entry Status: Confirmed

Pay Period: (any)

Employment Type: (any)

Department: (any)

Order: Employee

Format: Summaries

Preview Print Export Reset

Complete all the relevant fields:

Employee	Select an employee to filter to a single employee. Leave blank for all employees.
Date	Enter a date range or a 'from' or 'to' date to find payslips for those dates. Generally a financial year.
Entry Status	Option to filter report by whether payslips are confirmed, unconfirmed or both.
Pay Period	Option to filter report by pay period. Choose between Weekly, Fortnightly, Monthly, Quarterly or Annual.
Employment Type	Option to filter report by employment type. Choose between Full-time, part-time, casual or contractor.
Department	Option to filter report by payroll departments
Order	Changes the order the report is sorted in. Currently only Employee name order.
Format	Use this option to toggle between running: Summaries - Payment Summaries report (previously known as Group Certificates) Report - Annual Payment Summary Report listing summary for each employee with totals.(PAYG withholding payment summary annual report) Export - produces the annual report in an electronic file meeting the ATO's specifications for electronic reporting.

Step 3 - Once you have entered your filter criteria, you can generate the three different types of Payment Summary reports, by selecting the relevant option in the **Format** field, and clicking [**Preview**].

Each report will be covered in proceeding sections.

6.6.1 Individual Payment Summaries

This will generate individual payment summaries:

PAYG payment summary - individual non-business
Payment summary for year ended 30 June 2010

NOTICE TO PAYEE
This payment summary shows an amount of the total amount you have received from us. It is not a receipt. You may wish to keep it for your records.
For more information on what you can do to help us reduce your tax liability, please visit www.ato.gov.au or contact your accountant.

Payee details
Boris Bluestrip
22 Waterway Cres
Bayside VIC 3000

Period of payment 01-Jul-09 to 30-Jun-10
Payment reference number 999999999 **TOTAL TAX WITHHELD \$** 249

Gross payments	\$	A	\$
Gross payments	2,240	A	\$
CDEP payments	0	B	\$
Other payments (including interest on loans)	0	D	\$
Payments withheld	800	E	\$
Total payments	1,592		

A Bonuses
Cash bonus - Total \$ 1,592

Deductions
Basic rate deduction \$ 0
AEC (Lump Sum) \$ 0
Lump Sum Deduction \$ 0

Payee details
Payee's ABN or withholding payment number (000 000 000) Branch number
Payee's name Standard Company
Signature of authorised person Date

These can then be printed and mailed, or saved and sent via email.

6.6.2 Annual Report

Payment Summaries

Date To from 01-Jul-08 to 30-Jun-09 and Posted is <>0


Payment summary for year ended 30 June 2009						
Employee	Address	Period	TFN	Gross	Tax	CDEP
Boris Bluestrip	22 Waterway Cres, Bayside Vic 3000	30-Oct-08 to 30-Jun-09	999999999	6,000	750	0
Ether Little	33 Rag Street, North Bridge Vic 3000	04-Nov-09 to 30-Jun-09	999999999	3,440	367	0
Thomas Jupiter	14 German Crt, City West Vic 3000	14-Jan-09 to 30-Jun-09	999999999	2,064	408	0
Louise Sampson	4 North Rd, Oldborough Vic 3000	06-Mar-09 to 30-Jun-09	999999999	1,530	324	0
Totals:				13,034	1,849	0

6.6.3 ATO Electronic File

This is the "empdude" electronic version of the PAYG Withholding Annual Report, which is used when reporting electronically to the ATO.

```

EMPDUPE.A01 - Notepad
File Edit Format View Help
628IDENTREGISTER136097438910P30062009EAPFEMPA008.0
628IDENTREGISTER2Standard Company
628IDENTREGISTER312/118 Church St
628IDENTITY360974389100012009Standard Company
628SOFTWAREINHOUSE Shoebooks Bookkeeping Pty Ltd
628DINBS999999999020519758luestrip
628DINBS99999999914011978Little
628DINBS99999999926081969Jupiter
628DINBS99999999922021982smpson
628FILE-TOTAL00000010
Boris
Esther
Thomas
Louise
Hawthorn
N
22 Waterway Cres
33 Rag Street
14 German Crt
4 North Rd
  
```

 When you self-print payment summaries and not use the ATO stationary you must lodge the PAYG Withholding Annual report electronically. The easiest way to do this is to burn the empdupe file produced using the export format to a CD Rom or load it onto a USB drive and mail it to the ATO. You must complete the ATO's [Magnetic Media form](#) and include it on your digital medium.

6.6.4 Fringe Benefits

This is where you can load Reportable Fringe Benefit amounts to be displayed on payment summaries, as advised by your tax agent.


Step 1 - Navigate to **Setup > Payroll**.

Step 2 - In the **Payroll Admin** module, click on [**Fringe Benefits**].

The following screen will appear:

Date	Employee	Type	Description	Method	Amount
31-Mar-09	01	Fringe Benefit	FBT Reportable	Fixed Amount	\$2,000.00
31-Mar-13		Fringe Benefit		Fixed Amount	

Step 3 - Click  to start a new line, and complete the following fields:

Date	Enter the date for the end of the relevant FBT year. The FBT year is different to the financial year and ends on the 31st March. e.g. For payment summaries for financial year ended 30/06/2011 the FBT year ends 31/03/2011
Employee	Select the employee that you are loading reportable fringe benefits for.
Type	Select Fringe Benefit which is the only option.
Description	Enter a description for the reportable fringe benefit.  This field is optional.
Method	Select Fixed which is the only method.
Amount	Enter the amount of the reportable fringe benefit for the relevant FBT year.

Step 4 - Click  to save the line.

6.7 Payroll Reports

Payroll Reports are all generated using the same method; search criteria are entered or selected on a form:

Options

Listing report of Payslips.

Employee: Division: Order:

Date: to Department: Grouping:

Payslip: to Entry Status:

Payment Status:

[Preview](#) [Print](#) [Download](#) [PDF](#) [Reset](#)

and the matching records/transactions are displayed in an active list:

Payslip List
Date To from 01-May-09 to 31-May-09

Payslip	Date	To	ID	Employee	Gross	Tax	Adjust	Super	Net	Paid	Confirmed
01											
PR-10006	27-Apr-09	01-May-09	01	Boris Bluestrip	\$760.00	\$119.00	\$0.00	\$68.40	\$641.00	\$641.00	Yes
PR-10014	02-May-09	06-May-09	01	Boris Bluestrip	\$760.00	\$64.00	-\$196.00	\$250.40	\$892.00	\$892.00	Yes
PR-10026	07-May-09	13-May-09	01	Boris Bluestrip	\$760.00	\$64.00	-\$196.00	\$250.40	\$892.00	\$0.00	Yes
PR-10027	14-May-09	20-May-09	01	Boris Bluestrip	\$760.00	\$64.00	-\$196.00	\$250.40	\$892.00	\$0.00	Yes
PR-10028	21-May-09	27-May-09	01	Boris Bluestrip	\$760.00	\$64.00	-\$196.00	\$250.40	\$892.00	\$0.00	Yes
Sub Totals:					\$3,800.00	\$375.00	-\$784.00	\$1,070.00	\$4,209.00	\$1,533.00	
02											
PR-10007	27-Apr-09	01-May-09	02	Esther Little	\$412.80	\$41.00	\$0.00	\$0.00	\$371.80	\$371.80	Yes
PR-10015	02-May-09	06-May-09	02	Esther Little	\$412.80	\$39.00	\$2.00	\$74.30	\$371.80	\$371.80	Yes
PR-10019	07-May-09	11-May-09	02	Esther Little	\$550.40	\$62.00	\$2.00	\$49.54	\$486.40	\$0.00	Yes
PR-10020	12-May-09	16-May-09	02	Esther Little	\$550.40	\$62.00	\$2.00	\$49.54	\$486.40	\$0.00	Yes
PR-10021	17-May-09	21-May-09	02	Esther Little	\$550.40	\$62.00	\$2.00	\$49.54	\$486.40	\$0.00	Yes
PR-10041	22-May-09	26-May-09	02	Esther Little	\$550.40	\$60.00	\$0.00	\$49.54	\$490.40	\$0.00	Yes
PR-10042	27-May-09	31-May-09	02	Esther Little	\$688.00	\$86.00	\$0.00	\$61.92	\$602.00	\$0.00	No
Sub Totals:					\$3,715.20	\$412.00	\$8.00	\$334.38	\$3,295.20	\$743.60	
03											
PR-10008	27-Apr-09	01-May-09	03	Thomas Jupiter	\$688.00	\$95.00	\$0.00	\$61.92	\$593.00	\$593.00	Yes
PR-10016	02-May-09	06-May-09	03	Thomas Jupiter	\$688.00	\$218.00	-\$378.00	\$61.92	\$848.00	\$848.00	Yes
Sub Totals:					\$1,376.00	\$313.00	-\$378.00	\$123.84	\$1,441.00	\$1,441.00	
04											
PR-10009	27-Apr-09	01-May-09	04	Louise Sampson	\$450.00	\$100.00	\$0.00	\$40.50	\$350.00	\$350.00	Yes
PR-10017	02-May-09	06-May-09	04	Louise Sampson	\$450.00	\$97.00	\$0.00	\$40.50	\$353.00	\$353.00	Yes
PR-10018	07-May-09	11-May-09	04	Louise Sampson	\$450.00	\$97.00	\$0.00	\$40.50	\$353.00	\$353.00	Yes
Sub Totals:					\$1,350.00	\$294.00	\$0.00	\$121.50	\$1,056.00	\$1,056.00	
Report Totals:					\$10,241.20	\$1,394.00	-\$1,154.00	\$1,649.72	\$10,001.20	\$4,773.60	

All Reports in Shoebooks are active, so at any time, a record can be clicked to bring up a detailed view of the record. Any blue link on a record line can also be clicked to bring up the related transaction (E.g. Employee, Payslip, Paycheque, etc.).

Reports can be [previewed](#), [printed](#), or [saved](#) as a PDF or Excel file.

There are **11** reports available in this module and they can be generated for all employees or a single employee for a given date range.

Payroll		
Employees	Timesheet List	Timesheet Detail
Payslip List	Hours Worked	Payslip Super
Pay Cheques	Liabilities	Leave
Payslip Print	Employee Notes	

You can click on any of the report headings below to be taken to a page in the Shoebooks online wiki with more detail on the report's search fields.

Employees

- Displays a list for all employees and can be filtered by name, address or category to locate an individual or group of employee(s).

Timesheet List

- Report that displays a list of employee timesheets that match selected criteria.
- The criteria options are extensive. E.g. Employee, Period, Entry Status, etc.

Timesheet Detail

- Report that lists the timesheet information by payrate type.
- The criteria options are extensive. E.g. Employee, Period, Hour Type etc.

Payslip List

- Report that displays a list of payslips that match entered/selected criteria.
- Click on the blue PR- numbers to view individual payslips.
- Click on the blue employee code to view the employee's details.

Hours Worked

- Report that displays the total hours worked by an employee/employees for a given period.
- Report can be filtered by Hour Type (Normal, Overtime, Annual, etc.). If left blank, all pay rate types will be included.

Payslip Super

- Displays the superannuation payable on payslips that match the selected criteria.
- Records can be grouped by Employee or Superfund type.

Pay Cheques

- Report that displays a list of Pay Cheques that match selected criteria.
- Records can be filtered by specific employee, or bank account from which the pay cheque(s) are issued.

Liabilities

- Report that displays the liabilities or company contributions payable on payslips that match selected criteria.
- The criteria options are extensive. E.g. Date, payment status, Entry Status etc.

Leave

- Report that displays the leave balance for employees.
- The report will display the dollar (A\$) value of leave based on the employee's normal hour rate.

Payslip Print

- Report that allows printing of multiple payslips at once.
- Payslips can be printed for a certain pay run or all payslips for an individual employee.
- You can restrict the search to individual Employee and/or Payslip, and group by Entry Status and Payment Status, for any date range.

Employee Notes


- Report that displays notes stored in the comments section in the employee records.
 - The report can be filtered to notes for particular employees, and follow-up date.
-

Chapter 7 : Products & Inventory

There are 4 Sections in this Chapter.

1. [Entering a New Product or Service](#)
2. [Managing Stock/Inventory](#)
3. [Using Products and Service lists in Invoices and Bills](#)
4. [Product Reports](#)

7.1 New Product or Service

 Products and services are used to auto complete the main fields for new Invoices and Bills. They also automatically perform stock movements. If you are enabled for stock you can view and manage you inventory levels here as well. If you don't track stock you only need to enter a sales price for your products or services.

- From the Main Menu select [Product & Service List](#)
- The following form will open.

New Product
New Adjustment

Search

Product Code:

Description:

Sales Price
to

Sort Order:
Code

Cost Price
to

Search
Reset

Product	Description	Class	Sale Price	Current Cost	Average Cost	Revenue
10000b	ossier belle	Service	\$100.00	\$50.00	\$50.00	4-9180 view
1123	Test by Faruk	Service	\$10.00	\$8.00	\$8.00	4-9180 view
12345678901234567890	Test product with 20 character part number	Stock	\$110.00	\$85.00	\$85.00	4-1000 view
124001	Mascara	Stock	\$30.00	\$2.00	\$2.00	4-1000 view
aaa	Batteries	Non Stock	\$10.00	\$8.00	\$8.00	4-1000 view
Car	Standard Car Wash	Service	\$520.00	\$90.00	\$0.00	4-9180 view
CLI154	Clipsal Wall Bracket Cut IN	Non Stock	\$2.00	\$1.00	\$0.00	4-1000 view
Costume-J	Costume J	Service	\$0.00	\$0.00	\$0.00	4-9180 view
crushed-rock	Crushed rock	Stock	\$25.00	\$0.00	\$0.00	4-1000 view
Demo	Demo Stock Product	Stock	\$20.00	\$20.00	\$20.00	4-1000 view
Disc10	10% Discount	Non Stock	\$10.00	\$0.00	\$0.00	5-9030 view
Door	New Door	Non Stock	\$50.00	\$25.00	\$25.00	4-1000 view

To add a new product click on [New Product](#)

There are five fields you need to complete:


ProductID	Enter a unique name or code given to the product or services. Can be letters or numbers.
Item Class	Select a class from the list Non Stock, Labour or service. (Stock also if activated)
Description	Text description of the product or service. Can be as long as you like. The description field displays on invoices and bills. You can use html tags to make aspects standard out. eg quality will display quality .
Sale Price	Enter the current price set for the product or service. This price is ex gst.
Current Cost	Set the current cost of the product or service.

The following fields are optional:

Supplier	A preferred supplier of this product or service can be selected here for quick reference.
Supplier Code	If your supplier gives you an account number or access code, enter here for quick reference.
Notes	Section for you to store notes about the Product and Services.
Category	You can organise products and services into categories. (Needs to be activated)
Bar Code	You can enter product or barcodes here.
Sales Account	Select the sales category you want to track this product or service in. Tip: You can rename sales categories from the setup menu. Click GL Accounts to edit names.
COGS Account	Select the cost of sales category you want to track this product or service in.
Inventory Account	Select the inventory account you want to track this product or service in. Normally Inventory Main.

Click [Next >](#) and the product will go into the list with these details.

7.2 Managing Stock & Inventory


 You must have the Stock /Inventory module enabled in order to view and manage you inventory levels.

In order to account for stock correctly you will need to enter new stock via a purchase order or bill after the initial set up of new stock as describe in above.

7.2.1 Adding an existing Product via Purchase Order or Bill

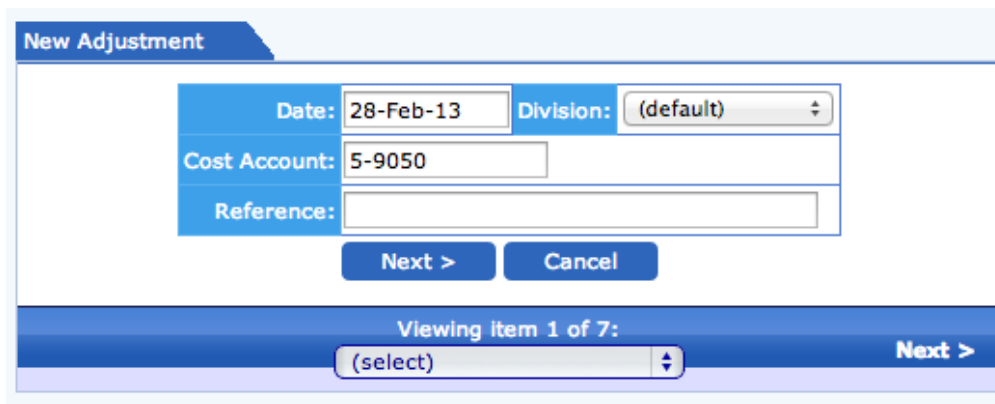
- Please refer to the "Accounts Payable" section, add a new purchase or add a new bill

7.2.2 Stock/Inventory Adjustments

 Stock Levels for a particular product are automatically adjusted according to the purchase and sale of that product in bills and invoices.

However, you may need to adjust those levels after a stocktake, due to theft, returns, or other loss of inventory.


- Click **New Adjustment** to create a new inventory adjustment and the following page will appear:



You need to complete the following fields:

Date	Enter the date of the adjustment.
-------------	-----------------------------------


Cost Account	Enter the account number that you want to record the adjust to.
Reference	Enter a memo that describes the reason for the adjustment.


- Click on **Next >** to go to the adjustment detail screen.
- Click on  to add the adjustment line.

Item	Description	Account	Div	Project	Qty	Cost	Total
			-				 
						Totals:	\$0.00





You need to complete the following fields:

Item	Select the item to be adjusted.
Description	Enter a memo describing the adjustment.
Account	Defaults to inventory account. You should not change this unless you are using a different inventory account.
Qty	Defaults to -1, enter the quantity as a negative to reduce inventory and as a positive to add to inventory.
Cost	The cost price of the item will display. You can override this figure to use a different amount.

Click on  to save the adjustment line. Repeat the above steps until you have entered all the adjustment lines you need.

Press  to close the blank row and then **Confirm** to enter the adjustment.

7.2.3 View/Edit Adjustment

- Clicking on any part of a highlighted row in the Adjustment List will open the Adjustment for viewing.
- Hit the **Release** button to release the Adjustment for editing.
- To edit the main details, click the  button on the Activity Row.
- To add a new adjustment line, click the .
- To edit an existing line, click the , and then  to save the line.


Confirm


- Hit when you are done.

7.2.4 View Stock/Inventory Levels

- Select a product from the list displayed.

Demo		Stock Levels		Attachments			
Edit		Delete					
Date	Qty IN	Qty OUT	Available	Order Type	Order Number	Cost	Amount
14-Jun-12	35.00	11.00	24.00	Inventory Adjustment	INVADJ-10005	\$20.00	\$480.00 view
			24.00				
							\$480.00
<div>Show All</div>							
Summary:		Qty	Returns	Total			
Purchases:		0	0	0			
Sales:		11	0	11			
Adjustments:		35	0	35			
Totals:		24	0	24			


 Available stock levels for the product are displayed by default.

 The current **Average Cost** of the product is displayed on the bottom right. Average cost is the price allocated to the COGS Account and Inventory accounts each time you sell the product.

- To view transactions for all stock movements including sales click on the button.

Demo		Stock Levels		Attachments			
Edit		Delete					
Date	Qty IN	Qty OUT	Available	Order Type	Order Number	Cost	Amount
06-Dec-12	1.00	1.00	0.00	Invoice	SI-10747	\$20.00	\$0.00 view
29-Nov-12	1.00	1.00	0.00	Invoice	SI-10744	\$20.00	\$0.00 view
13-Nov-12	1.00	1.00	0.00	Invoice	SI-10724	\$20.00	\$0.00 view
14-Jun-12	35.00	11.00	24.00	Inventory Adjustment	INVADJ-10005	\$20.00	\$480.00 view
14-Jun-12	1.00	1.00	0.00	Invoice	SI-10554	\$20.00	\$0.00 view
18-Jan-08	1.00	1.00	0.00	Invoice	SI-10262	\$20.00	\$0.00 view
18-Jan-08	1.00	1.00	0.00	Invoice	SI-10262	\$20.00	\$0.00 view
18-Jan-08	1.00	1.00	0.00	Invoice	SI-10264	\$20.00	\$0.00 view
18-Jan-08	1.00	1.00	0.00	Invoice	SI-10265	\$20.00	\$0.00 view
01-Oct-07	1.00	1.00	0.00	Invoice	SI-10242	\$20.00	\$0.00 view
04-Sep-07	1.00	1.00	0.00	Invoice	SI-10235	\$20.00	\$0.00 view
03-Aug-07	1.00	1.00	0.00	Invoice	SI-10232	\$20.00	\$0.00 view
06-Jun-07	1.00	1.00	0.00	Opening Stock	Opening Stock	\$20.00	\$0.00 view
07-May-07	1.00	1.00	0.00	Opening Stock	Opening Stock	\$20.00	\$0.00 view
01-May-07	1.00	1.00	0.00	Inventory Adjustment	INVADJ-10002	\$20.00	\$0.00 view
01-May-07	1.00	1.00	0.00	Inventory Adjustment	INVADJ-10002	\$20.00	\$0.00 view
			24.00				
							\$480.00
<div>Show All</div>							
Summary:		Qty	Returns	Total			
Purchases:		0	0	0			
Sales:		11	0	11			
Adjustments:		35	0	35			
Totals:		24	0	24			

- You can view any sales invoice by clicking on the blue SI Invoice numbers.
- You can view any purchases by clicking on the blue VI numbers.

 **Tip:** When in invoice and bill screens click on the blue **Product** link to return here.


- There is a summary of quantities purchased and sold with adjustments.

Summary:	Qty	Returns	Total
Purchases:	0	0	0
Sales:	11	0	11
Adjustments:	35	0	35
Totals:	24	0	24

- Click on the transaction type blue link to open a report on the activity.

Date	Type	Reference	Customer	Qty	Price	Extended	Cost	Extended
Demo	Demo Stock Product							
03-Aug-07	Invoice	SI-10232	Test	1.00	\$20.00	\$20.00	\$20.00	\$20.00
04-Sep-07	Invoice	SI-10235	ABC	1.00	\$20.00	\$20.00	\$20.00	\$20.00
01-Oct-07	Invoice	SI-10242	RokkEbony	1.00	\$20.00	\$20.00	\$20.00	\$20.00
18-Jan-08	Invoice	SI-10262	Shoebooks	1.00	\$20.00	\$20.00	\$20.00	\$20.00
18-Jan-08	Invoice	SI-10262	Shoebooks	1.00	\$20.00	\$20.00	\$20.00	\$20.00
18-Jan-08	Invoice	SI-10264	Shoebooks	1.00	\$20.00	\$20.00	\$20.00	\$20.00
18-Jan-08	Invoice	SI-10265	Shoebooks	1.00	\$20.00	\$20.00	\$20.00	\$20.00
14-Jun-12	Invoice	SI-10554	BIL001	1.00	\$20.00	\$20.00	\$20.00	\$20.00
13-Nov-12	Invoice	SI-10724	ABC	1.00	\$0.00	\$0.00	\$20.00	\$20.00
29-Nov-12	Invoice	SI-10744	0001	1.00	\$20.00	\$20.00	\$20.00	\$20.00
06-Dec-12	Invoice	SI-10747	3	1.00	\$20.00	\$20.00	\$20.00	\$20.00
Demo Totals:				11.00		\$200.00		\$220.00
Report Totals:				11.00		\$200.00		\$220.00

7.3 Using Products & Service Lists in Invoices and Bills

 You can use the Product selection list to auto complete the description, account ID and price.

Please refer to:

[Section 2.2.1](#) – Accounts Receivable – New Invoice, *Step 4*

and

[Section 3.2.1](#) – Accounts Payable – New Bills, *Step 4*.

7.4 Product Reports

There are 4 main reports for Products & Inventory

1. Product List
2. Sales
3. Purchase
4. Adjustments

7.4.1 Product List Reports

Report that displays a list of products that match selected criteria. The criteria options are extensive. Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis or mail merges.

a) [Report Options](#)

Click the **Reports** button on the Main Menu and select **Product List** under products.

The following form will open.

Field Description

Product Code	Enter a range of product codes or a single product code.
Description	Enter any part of a product description to find matching products.
Sales Price	Enter a range of sales price amounts or a single amount.
Cost Price	Enter a range of cost price amounts or a single amount.

b) [Report Preview](#)

- Enter as many criteria as you like.
- Press **Preview** to view the report with matching results.



Wildcards are enabled on all fields so any part of the name can be entered.

The reports are active and any blue link can be selected to view/zoom into further detail. You can change filters in the search screen and press preview to update the displayed results.

Product List						
Code	Description	Class	Revenue	Sale Price	Current Cost	Average Cost
10000b	ossier belle	Service	4-9180	\$100.00	\$50.00	\$50.00
1123	Test by Faruk	Service	4-9180	\$10.00	\$8.00	\$8.00
12345678901234567890	Test product with 20 character part number	Stock	4-1000	\$110.00	\$85.00	\$85.00
124001	Mascara	Stock	4-1000	\$30.00	\$2.00	\$2.00
aaa	Batteries	Non Stock	4-1000	\$10.00	\$8.00	\$8.00
Car	Standard Car Wash	Service	4-9180	\$520.00	\$90.00	\$0.00
CLI154	Clipsal Wall Bracket Cut IN	Non Stock	4-1000	\$2.00	\$1.00	\$0.00
Costume-J	Costume J	Service	4-9180	\$0.00	\$0.00	\$0.00
crushed-rock	Crushed rock	Stock	4-1000	\$25.00	\$0.00	\$0.00
Demo	Demo Stock Product	Stock	4-1000	\$20.00	\$20.00	\$20.00
Disc10	10% Discount	Non Stock	5-9030	\$10.00	\$0.00	\$0.00
Door	New Door	Non Stock	4-1000	\$50.00	\$25.00	\$25.00
e123	epson 123 ribbon	Non Stock	4-1000	\$100.00	\$90.00	\$90.00

7.4.2 Sales Reports

Report that displays sales by product that match selected criteria. The criteria options are extensive. Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis or mail merges.

a) [Report Options](#)

Click the **Reports** button the Main Menu and select **Sales** under products.

- The following form will open.

Options

Listing Report of Product Sales.

Invoice Date: to
Invoice Type:
Product:
Type:
Customer:

Preview
Print
Download
PDF
Reset

Field Description

Invoice Date	Enter a date range or a from or to date to find invoices for those dates.
Invoice Type	Choose between different invoice types. E.g. Invoice, Credit Memo, Finance Charge.
Product	Option to filter the report to a particular product.
Type	Option to filter the report between stocked and non-stocked items.
Customer	Select a customer to filter the list to a single customer.

b) [Report Preview](#)

- Enter as many criteria as you like.
- Press **Preview** to view the report with matching results.



Wildcards are enabled on all fields so any part of the name can be entered.

The reports are active and any blue link can be selected to view/zoom into further detail. You can change filters in the search screen and press preview to update the displayed results.

aaa Batteries								
01-May-12	Invoice	SI-10514	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
25-Jun-12	Invoice	SI-10566	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
02-Jul-12	Invoice	SI-10570	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
15-Oct-12	Invoice	SI-10694	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
22-Oct-12	Invoice	SI-10712	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
29-Oct-12	Invoice	SI-10720	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
05-Nov-12	Invoice	SI-10722	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
12-Nov-12	Invoice	SI-10723	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
19-Nov-12	Invoice	SI-10731	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
20-Nov-12	Invoice	SI-10732	101	1.00	\$10.91	\$10.91	\$0.00	\$0.00
26-Nov-12	Invoice	SI-10741	1	1.00	\$10.00	\$10.00	\$0.00	\$0.00
aaa Totals:				11.00		\$110.91		\$0.00

7.4.3 Purchase Reports

Report that displays purchases by product that match selected criteria. The criteria options are extensive. Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis or mail merges.

a) [Report Options](#)

- Click the **Reports** button the Main Menu and select **Purchases**

under products.

- The following form will open.

Options

Listing Report of Product Purchases.

Purchase Date: to
Purchase Type:
Product:
Type:
Supplier:

Preview Print Download PDF Reset

Field Description

Purchase Date	Enter a date range or a from or to date to find purchases for those dates.
Purchase Type	Choose between different bill types. E.g. Bill, Purchase Invoice or Debit Memo.
Product	Option to filter the report to a particular product.
Type	Option to filter the report between stocked and non stocked items.
Supplier	Select a supplier to filter the list to a single supplier.

b) [Report Preview](#)

- Enter as many criteria as you like.
- Press [Preview](#) to view the report with matching results.



Wildcards are enabled on all fields so any part of the name can be entered

The reports are active and any blue link can be selected to view/zoom into further detail. You can change filters in the search screen and press preview to update the displayed results.

Ringtones	True Tone Top 10					
12-Dec-06	Bill	VI-10100	Telstra	1.00	\$100.00	\$100.00
13-Dec-06	Bill	VI-10101	Telstra	1.00	\$100.00	\$100.00
27-May-08	Bill	VI-10140	DJD	1.00	\$0.00	\$0.00
		Ringtones Totals:		3.00		\$200.00
Test	Test Item					
30-Oct-12	Purchase Invoice	VI-10242	bunnings	1.00	\$700.00	\$700.00
		Test Totals:		1.00		\$700.00
Test 4	test 4					
05-Apr-06	Bill	VI-10076	Telstra	1.00	\$10.00	\$10.00
		Test 4 Totals:		1.00		\$10.00
		Report Totals:		83.00		\$5,534.50

7.4.4 Adjustments Reports

Report that displays inventory/stock adjustments that match selected criteria. Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis or mail merges.

a) [Report Options](#)

- Click the **Reports** button the Main Menu and select **Adjustments** under products.
- The following form will open:

Field Description

Date	Enter a date range or a from or to date to find adjustments for those dates.
Product	Option to filter the report to a particular product.
Entry Status	Option to filter report by whether adjustment transactions are confirmed, unconfirmed or both.

b) [Report Preview](#)

- Enter as many criteria as you like.
- Press **Preview** to view the report with matching results.

 Wildcards are enabled on all fields so any part of the name can be entered.

The reports are active and any blue link can be selected to view/zoom into further detail. You can change filters in the search screen and press preview to update the displayed results.

Adjustments List						
Adjustment	Date	Type	Qty	Price	Extended	Confirmed
12345678901234567890	Test product with 20 character part number					
INVADJ-10006	28-Jun-12	Stock Adjustment	10	\$85.00	\$850.00	Yes
		12345678901234567890 Totals:	10		\$850.00	
Demo	Demo Stock Product					
INVADJ-10005	14-Jun-12	Stock Adjustment	35	\$20.00	\$700.00	Yes
		Demo Totals:	35		\$700.00	
testline						
INVADJ-10008	09-Nov-12	Stock Adjustment	19	\$10.00	\$190.00	Yes
		testline Totals:	19		\$190.00	
		Report Totals:	64		\$1,740.00	

Chapter 8 : System Administration

There are 3 Sections to this Chapter:

1. [General Journals](#)
2. [Chart of Accounts](#)
3. [Ledger Cleanup](#)

8.1 General Journals

Step 1 - Navigate to **Main Menu > Journals** in the **System Administration** module.

Step 2 - Click on [**New Journal**] on the transaction button row.

Step 3 - The following form will appear:

Enter the following fields:

Date	Enter the date of the Journal or select from the calendar popup
Division	Select the company division you want to allocate the journal to.
Reference	Enter a reference or memo that relates to the journal. <div> This field is what displays in the description field in the journal source field and can be searched so it is a good practice to put something relevant in the field. </div>

Step 4 - Click [**Next >**] to go to the Journal Details screen.

Account	Description	Div	Name	Project	Debit	Credit	Tax Code	Tax Amount
		-					(none)	
Totals:					\$0.00	\$0.00		
Credit Remaining:					\$0.00			

Step 5 - Click the to start a new Journal line. This is where you enter the expense lines found on the Journal.

There are eight fields available: (fields in *italics* are optional)

Account	Start typing the account name you want to record the journal line to and select it from the list when displayed. Press tab.
<i>Description</i>	Enter a description relating to the journal line and press tab.
<i>Division</i>	Select the company division you want to allocate the journal to. This division selection will override what is selected on the main details section for this journal line only. (Optional)
<i>Name</i>	The journal line can be allocated to a customer, supplier or employee code. Create Invoice – If you select an Accounts Receivable type account code in the Account field and select a customer in the name field, then an

	<p>invoice will be created by the journal. When you view the connected Invoice, a link is provided back to the source journal. The connected invoice functions as a normal invoice in the Accounts Receivable module.</p> <p>Create Bill – If you select an Accounts Payable account type and a supplier then a connected bill will be created. It functions in the same manner as the invoice outlined above.</p> <p><i>This field is optional but must be used when an AP or AP account type is used.</i></p>
Project	Specify a project code to allocate the journal line to.
Debit	Enter the amount that you want to use as the debit part of the journal
Credit	Enter the amount that you want to use as the credit part of the journal
Tax Code	Select the tax code that will be applied to the journal line.

Step 6 - Click the  to save the row. Press  to begin a new row.

Step 7 - Click [**CONFIRM**] when you are done.

Journal Tips:

- You can only enter a debit or a credit on each journal line.
- You can enter as many journal lines as you want.
- The sum of all the debit lines must equal the sum of the credit lines, i.e. The journal must balance.
- If you don't know what a Debit or Credit is, then use another transaction type or contact your advisor for assistance.

Debit:

- will increase an asset account and decrease a liability account
- will increase an expense account and decrease an income account

Credit:

- will increase a liability account and decrease an asset account
- will increase an income account and decrease an expense account.





8.2 Chart of Accounts

8.2.1 Setting up the Chart of Accounts

The accounts section is where you manage the chart of accounts used in the system. Use the Account Type drop down to change to different account sections.

Setup Menu					Chart of Accounts					Default Accounts					Taxation					Custom Reports				
					Account Type: Asset					Visible Only					Show									
Account	Description	Type	BAS	Hidden																				
1-0000	Assets	Header	Include																					
1-1000	Cash At Bank	Header	Include																					
1-1100	CBA 11223344	Checking	Include																					
1-1200	ANZ 87651234	Checking	Include																					
1-1800	Bill Payment Clearing Acct (\$0)	Checking	Include																					
1-1850	Batch Payments	Cash	Include																					
1-1900	Petty Cash	Cash	Include																					
1-2000	Accounts Receivable	Header	Include																					
1-2100	Trade Debtors	Accounts Receivable	Include																					
1-2300	Provision For Doubtful Debts	Detail	Include																					
1-3000	DR Loan Accounts	Header	Include																					
1-3100	Loan Entity 1	Detail	Include																					

There are four options available depending upon the type of accounts:

	Click this to edit the description and tax treatment of an existing account.
	Only available for header accounts. Click this option to add a new sub account below the header. The account will be indented one level below the chosen header. See below for more information on adding new accounts.
	Select this option to delete the account.
	Only available for accounts with the Bank Account option set to yes. This is where you store the details of the bank or credit card account that is used in ABA or EFT payment files.

Step 1 - Adding New Accounts

- Use the search filter to select the account type to add located at the top of the chart of accounts.

Account Type: Expense Visible Only Show

- Select **add sub account** to create a new account at the level below the header.

- Select the main header for a new header type account. i.e. 1-0000 Assets to add a new Asset account.

New Account		cancel
Header Account	1-1000	
New Account	<input type="text"/>	
Description	<input type="text"/>	
Account Type	Detail	
Tax Report	Include	
Hidden	No	
Add		

There are the following options:

New Account	Enter the account number you want to use. NB: For sub accounts must use the same number format.
Description	Enter a description for the new account.
Account Type	Select the type for the account. A list of the account types is below.
Tax Report	Option to specifically exclude the account from taxation reports.
Hidden	Select this option to hide the account from the chart list displayed in transaction screens.

Step 2 – Select an Account Type

The following account types are available:

Detail	This is the standard sort of account that is used to record ordinary transactions.
Header	This is a special type of account that does not allow transactions to be allocated to it. Transactions must be allocated to sub accounts of headers. Headers are used to group like set of detail accounts.
Accounts Receivable	Select this option for Accounts Receivable or Trade Debtor account. This is the account that outstanding invoices to customers will be recorded. These accounts are available for use in the Aging Reports.
Accounts Payable	Select this option for Accounts Payable or Trade Creditor account. This is the account that outstanding bills to suppliers will be recorded. These accounts are available for use in the Aging Reports. NB: Is also used for Super liability.
Payroll Payable	Special account to record amount owing on payslips to employees.
Cash	For cash type bank accounts.
Checking	For checking type bank accounts. The cheque number field is required and can be searched.
Savings	For savings type bank accounts that do not use cheques.
Credit Card	For credit card type bank accounts.

- Complete the remainder of the information and select **Add**

Step 3 – ADD Bank Details

The bank details form is where you store the account details of the bank account. These details are required for the account to be used in electronic banking transactions. These fields can also be used to store other useful information about the account.


New Account		cancel
Account Number	1-1200	
Account Name	ANZ 87651234	
Bank	ANZ Bank	
Bank Account BSB	013000	
Bank Account Number	87651234	
Bank Account Name	ABC PTY LYD	
EFT User ID	STANDARD	
Expiry Date		
Interest Rate		
Comments		
Save		

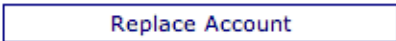
There are the following fields: (optional fields in *italics*)

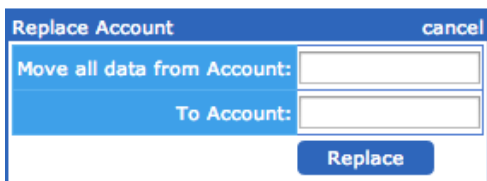
Account Name	Description for the bank account that is displayed in the system when selecting it.
Bank	Choose the bank from the drop down list. NB: Contact your bookkeeper or software supplier if your bank is not listed.
Bank Account BSB	Stores the BSB number of the account. NB: You can use a - in the BSB number.
Bank Account Number	Stores the Account Number of the account.
Bank Account Name	Stores the official name of the account.
<i>EFT User ID</i>	Some banks require an EFT User ID to be contained in electronic banking files. (Optional)
<i>Expiry Date</i>	Used for credit card accounts - stores the expiry date of the card. (Optional)
<i>Interest Rate</i>	Field to store the applicable interest rate on the bank or credit card account. (Optional)
<i>Comments</i>	Field to store any comments/notes relevant to the account. (Optional)


 Optional fields are not required for ABA electronic payment files.

Step 4 – Replacing Accounts

 You have the ability to replace an account and move all data to the new account. The accounts must be of the same type.


- Click on the  located at the bottom of the chart of accounts.
- The following form is opened.



- Add the account to account to move data from and then add the account to receive the data.
 - Select  to complete.
-

8.2.2 Setting up Default Accounts

 These accounts are used by the system when no user option is entered.

 In the banking section the **default account** will determine the account displayed when you open the banking search screen.

Step 1 – Open the Default Accounts Screen

- Click on the **Default Accounts** button to open the following screen.

Edit	
Sales	
Accounts Receivable	1-2100
Freight	5-9010
Other	5-9050
Sales Tax 1	GST
Sales Tax 2	NO TAX
Sales Labor	5-9040
Discounts Given	5-9030
Sales Discounts	5-9030
Receipts	
Accounts Receivable	1-2100
Deposit Account	1-1100
Finance Charges	9-0600
Customer Prepayment	1-9200
Special Accounts	
Retained Earnings	3-8000
Current Year Earnings	3-9000
Historical Balance	3-9999
Tax on Sale	2-3200
Tax on Purchase	2-3300
Currency Exchange	
Gains/Losses A/R	
Gains/Losses A/P	
Purchases	
Accounts Payable	2-2000
Freight	5-9010
Other	5-9050
Sales Tax 1	GST PAID
Sales Tax 2	NO TAXP
Discounts Taken	4-9020
Discounts Given	4-9020
Sales	4-1000
Inventory	1-5100
Cost of Sales	5-1000
Inventory Gain/Loss	5-1000
Payments	
Accounts Payable	2-2000
Payment Account	1-1100
Payable Interest	9-0500
Vendor Prepayment	1-1100
Payroll	
Payroll Payable	2-5100
Bank Account	1-1200
Tax	2-5200
State Tax	2-5200
Earnings	2-5200
Deductions	2-5200
Liability	2-5200
Liability Expense	2-5200
Time Off	2-5200
Banking	
Default Account	1-1100
Credit Card	2-1100
Misc. Income	4-9170
Misc. Expense	6-2800
Service Charge	6-0800
Interest	9-0500

Step 2 – Edit the Account Number







- Click the **Edit** button.
- Edit the default account number for the particular transaction required.
- Click **Save** when finished.

8.2.3 Taxation Accounts


 This is where you set the chart of accounts that are used in the taxation journal connected to the [taxation report](#).

Step 1 – Open the Taxation Screen

- Click on the **Taxation** button to open the following screen.

Setup Menu	Chart of Accounts	Default Accounts	Taxation	Custom Reports
Item	Account	Sign	Sort	
BAS Clearing Account	2-3100	DR	10	
GST Collected	2-3200	DR	20	
GST Paid (Expenses)	2-3300	CR	30	
GST Paid (Capital)	2-3300	CR	40	
PAYG Withholding	2-5200	DR	50	
Income Tax Provision	2-6100	DR	60	
FBT Provision	2-6200	DR	70	

Step 2 – Edit the Default Accounts

- Select the  on the account you want to edit.

Field Description:

Account	Edit the default account number.
Sign	Select either debit or credit.
Sort	Change the sort priority for each account.

Click the  or  to complete.

8.2.4 Chart of Accounts Reports

 The GL Account List Report displays the chart of accounts.

There are two sections to the General Ledger report:

- [Report Options](#)
- [Report Preview](#)

Step 1 - Report Options

Click the **Reports** button on the Main Menu and select **GL Account List** under products.

The following form will open:

Options

Listing report of the Chart of Accounts.


Account Type: (any)

Preview
Print
Download
PDF
Reset

Field Description

Account Type	Option to filter the report to only include a particular account type. Choose from Asset, Liability, Equity, Income, Cost of Sales, Expenses, Other Income or Other Expenses.
---------------------	---

Step 2 - Report Preview

- Enter the criteria as you like.
 - Press **Preview** to view the report with matching results.
-  Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis or mail merges.

Account List				
Account	Name	Header	Type	GST
1-0000	Assets	Header	Asset	Include
1-0050	Buildings	Detail	Asset	Include
1-0055	Plant	Detail	Asset	Exclude
1-1000	Cash At Bank	Header	Asset	Include
1-1100	Bank Account 1	Checking	Asset	Include
1-1111	abc	Accounts Receivable	Asset	Include
1-1200	Bank Account 2 (Payroll)	Checking	Asset	Include
1-1300	Bank Account 3	Checking	Asset	Include
1-1800	Bill Payment Clearing Acct (\$0)	Checking	Asset	Include
1-1900	Petty Cash	Cash	Asset	Include
1-2000	Accounts Receivable	Header	Asset	Include
1-2100	Trade Debtors	Accounts Receivable	Asset	Include
1-2200	Sundry Debtors	Accounts Receivable	Asset	Include
1-4000	Prepaid Expenses	Header	Asset	Include
1-5000	Inventory	Header	Asset	Include
1-5100	Inventory Main	Detail	Asset	Include
1-5200	New Header Account	Header	Asset	Include

8.3 Ledger Cleanup

- This report can display and/or **archive** (remove) the Post & Unpost sequence in the General Ledger for transactions that have been Confirmed then Released and then Deleted or Confirmed again.
 - This post/unpost trail when you zoom into transaction detail exists for the auditing of transaction history but can be safely archived (removed) to make reading reports more straightforward.
 - Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for further analysis.
 - The report is located in the **Setup** menu and is called **Ledger Cleanup**.
- 📘 You can automate the ledger cleanup when you logout by enabling this feature in the module options section in system options.

Options

This report will show all of the unposted GL items that can be archived.

Archive

The report has one option, **Archive**, select:

No:	to simply display a preview of the items that will be cleaned up
Yes:	to actually preform the clean-up.

Upon selection of the report options, click to run the report.

- ⚠ **Note:** If the report displays errors, you will need to contact your Bookkeeper to assist in correction and clean-up of those transactions.

Chapter 9 : Reports

There are 4 Sections to this Chapter:

1. [Overview of Search Criteria](#)
2. [Preview / Print / Download / PDF](#)
3. [Financial Statements](#)
4. [General Ledger Reports](#)

9.1 Overview of Search Criteria

All Reports in Shoebooks are generated using the same method; search criteria are entered or selected on a screen:

Options

Listing Report of Customer Notes.

Customer Code to

Note Date to

Username:

Type:

Followup Date: to

Completed:

Preview Print Download PDF Reset

and the relevant module's records are queried and displayed on a list:

Quote	Date	Customer	Item Date	Product	Description	Account	Project	Qty	Cost	Extended	Sale	Extended	Converted
QO-10002	06-Mar-09	Tax		SupNetwork	Support - Monthly Network Monitoring	4-2010		1.00	\$10.00	\$10.00	\$80.00	\$80.00	Yes
QO-10002	06-Mar-09	Tax		Software	Custom Software Development (per hour)	4-2020		4.00	\$80.00	\$320.00	\$220.00	\$880.00	Yes
QO-10002	06-Mar-09	Tax		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030		2.00	\$40.00	\$80.00	\$120.00	\$240.00	Yes
QO-10003	28-Nov-08	Water		Dell	Dell Desktop PC with LCD	4-1010	JOB-10002	9.00	\$890.00	\$8,010.00	\$1,500.00	\$13,500.00	Yes
QO-10003	28-Nov-08	Water		HD500	Harddisk Drive - 500mb SATA	4-1050	JOB-10002	9.00	\$140.00	\$1,260.00	\$240.00	\$2,160.00	Yes
QO-10003	28-Nov-08	Water		Software	Custom Software Development (per hour)	4-2020	JOB-10002	6.00	\$80.00	\$480.00	\$220.00	\$1,320.00	Yes
QO-10004	16-Jan-09	Wetz		SupNetwork	Support - Monthly Network Monitoring	4-2010		1.00	\$10.00	\$10.00	\$80.00	\$80.00	Yes
QO-10004	16-Jan-09	Wetz		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030		3.00	\$40.00	\$120.00	\$120.00	\$360.00	Yes
QO-10004	16-Jan-09	Wetz		Software	Custom Software Development (per hour)	4-2020		2.50	\$80.00	\$200.00	\$220.00	\$550.00	Yes
QO-10004	16-Jan-09	Wetz		Sony1	Sony VAIO Notebook	4-1020		1.00	\$1,100.00	\$1,100.00	\$2,200.00	\$2,200.00	Yes
QO-10004	16-Jan-09	Wetz		HPMulti	HP Multifunction Printer	4-1030		1.00	\$320.00	\$320.00	\$500.00	\$500.00	Yes
QO-10005	20-May-09	Serene		Sony1	Sony VAIO Notebook	4-1020		12.00	\$1,100.00	\$13,200.00	\$2,200.00	\$26,400.00	No
QO-10006	25-Aug-08	Dept		Software	Custom Software Development (per hour)	4-2020	JOB-10003	8.00	\$80.00	\$640.00	\$220.00	\$1,760.00	Yes
QO-10006	25-Aug-08	Dept		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030	JOB-10003	4.00	\$40.00	\$160.00	\$120.00	\$480.00	Yes
QO-10006	25-Aug-08	Dept		SupNetwork	Support - Monthly Network Monitoring	4-2010	JOB-10003	1.00	\$10.00	\$10.00	\$80.00	\$80.00	Yes
QO-10007	20-May-09	TDL		Sony1	Sony VAIO Notebook	4-1020		2.00	\$1,100.00	\$2,200.00	\$2,200.00	\$4,400.00	No
QO-10007	20-May-09	TDL		Mouse	Cordless Mouse	4-1050		2.00	\$20.00	\$40.00	\$40.00	\$80.00	No
QO-10007	20-May-09	TDL		HPMulti	HP Multifunction Printer	4-1030		1.00	\$320.00	\$320.00	\$500.00	\$500.00	No
QO-10009	17-Jul-09	ABC			20 hours bookkeeping	4-9170	JOB-10005	20.00	\$20.00	\$400.00	\$40.00	\$800.00	Yes
QO-10010	20-Aug-09	ABC		Canon	SYSCanon LIDE Flatbed Scanner	4-1040	SYS1001	1.00	\$90.00	\$90.00	\$180.00	\$180.00	Yes
QO-10011	03-Jun-10	ABC			Test PO	4-9170	JOB-10006	1.00	\$80.00	\$80.00	\$100.00	\$100.00	Yes
Totals: 91.50										\$29,050.00		\$56,650.00	

All Reports in Shoebooks are active, so at any time, a record can be clicked to bring up a detailed view of the record. Any blue link on a record line can also be clicked to bring up the related transaction (E.g. Project, Bill, Customer, etc.).

To get specific details on a particular report's search criteria, you can visit the Reports wiki page [here](#), and select the report from the list.

Brief overviews of reports from different modules can be found in other parts of this How-To guide:

[Section 2.6 – Accounts Receivable Reports](#)

[Section 3.5 – Accounts Payable Reports](#)

[Section 6.7 – Payroll Reports](#)

9.2 Preview/Print/Download/PDF

Clicking [**Preview**] will display the active report on the screen. This is useful to look for related transactions, or to tweak the search options to customise your report.

Quotation Detail List												
Quote	Date	Customer	Item Date	Product	Description	Account	Project	Qty	Cost	Extended	Sale	Extended Converted
QO-10002	06-Mar-09	Tax		SupNetwork	Support - Monthly Network Monitoring	4-2010		1.00	\$10.00	\$10.00	\$80.00	\$80.00 Yes
QO-10002	06-Mar-09	Tax		Software	Custom Software Development (per hour)	4-2020		4.00	\$80.00	\$320.00	\$80.00	\$80.00 Yes
QO-10002	06-Mar-09	Tax		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030		2.00	\$40.00	\$80.00	\$120.00	\$240.00 Yes
QO-10003	28-Nov-08	Water		Dell	Dell Desktop PC with LCD	4-1010	JOB-10002	9.00	\$890.00	\$8,010.00	\$1,500.00	\$13,500.00 Yes
QO-10003	28-Nov-08	Water		HD500	Harddisk Drive - 500mb SATA	4-1050	JOB-10002	9.00	\$140.00	\$1,260.00	\$240.00	\$2,160.00 Yes
QO-10003	28-Nov-08	Water		Software	Custom Software Development (per hour)	4-2020	JOB-10002	6.00	\$80.00	\$480.00	\$220.00	\$1,320.00 Yes
QO-10004	16-Jan-09	Wetz		SupNetwork	Support - Monthly Network Monitoring	4-2010		1.00	\$10.00	\$10.00	\$80.00	\$80.00 Yes
QO-10004	16-Jan-09	Wetz		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030		3.00	\$40.00	\$120.00	\$120.00	\$360.00 Yes
QO-10004	16-Jan-09	Wetz		Software	Custom Software Development (per hour)	4-2020		2.50	\$80.00	\$200.00	\$220.00	\$550.00 Yes
QO-10004	16-Jan-09	Wetz		Sony1	Sony VAIO Notebook	4-1020		1.00	\$1,100.00	\$1,100.00	\$2,200.00	\$2,200.00 Yes
QO-10004	16-Jan-09	Wetz		HPMulti	HP Multifunction Printer	4-1030		1.00	\$320.00	\$320.00	\$500.00	\$500.00 Yes
QO-10005	20-May-09	Serene		Sony1	Sony VAIO Notebook	4-1020		12.00	\$1,100.00	\$13,200.00	\$2,200.00	\$25,400.00 No
QO-10006	25-Aug-08	Dept		Software	Custom Software Development (per hour)	4-2020	JOB-10003	8.00	\$80.00	\$640.00	\$220.00	\$1,760.00 Yes
QO-10006	25-Aug-08	Dept		SupOnsite	Support - Onsite Technical Support (per hour)	4-2030	JOB-10003	4.00	\$40.00	\$160.00	\$120.00	\$480.00 Yes
QO-10006	25-Aug-08	Dept		SupNetwork	Support - Monthly Network Monitoring	4-2010	JOB-10003	1.00	\$10.00	\$10.00	\$80.00	\$80.00 Yes
QO-10007	20-May-09	TDL		Sony1	Sony VAIO Notebook	4-1020		2.00	\$1,100.00	\$2,200.00	\$2,200.00	\$4,400.00 No
QO-10007	20-May-09	TDL		Mouse	Cordless Mouse	4-1050		2.00	\$20.00	\$40.00	\$40.00	\$80.00 No
QO-10007	20-May-09	TDL		HPMulti	HP Multifunction Printer	4-1030		1.00	\$320.00	\$320.00	\$500.00	\$500.00 No
QO-10009	17-Jul-09	ABC			20 hours bookkeeping	4-9170	JOB-10005	20.00	\$20.00	\$400.00	\$40.00	\$800.00 Yes
QO-10010	20-Aug-09	ABC		Canon	SYSscan LIDE Flatbed Scanner	4-1040	SYS1001	1.00	\$90.00	\$90.00	\$180.00	\$180.00 Yes
QO-10011	03-Jun-10	ABC			Test PO	4-9170	JOB-10006	1.00	\$80.00	\$80.00	\$100.00	\$100.00 Yes
Totals: 91.50									\$29,050.00	\$56,650.00		

Clicking [**Print**] will open the Print dialogue.

Print

Total: 2 sheets of paper

Destination HP Color LaserJet 2600n

Pages ☒ All

☐ e.g. 1-5, 8, 11-13

Copies

Layout ☒ Portrait

☐ Landscape

Color ☒ Color

☐ Black and white

Margins

Options ☒ Headers and footers

☐ Two-sided

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Invoice List

Invoice	Date	Due	Customer Name	Salesperson Type	Ref	Total	Paid	Balance	Date Paid	Confirmed
SI-10002	01-May-09	01-May-09	ABC Pty Ltd	Invoice		\$2,618.00	\$2,618.00	\$0.00	02-May-09	Yes
SI-10003	27-Apr-09	30-May-09	Department of Mining	Invoice		\$484.00	\$484.00	\$0.00	15-May-11	Yes
SI-10004	11-Mar-09	10-Apr-09	Fast Finance Ltd	Invoice		\$4,136.00	\$4,136.00	\$0.00	30-Apr-09	Yes
SI-10005	12-Feb-09	19-Feb-09	Future Employment Agents	Invoice		\$2,706.00	\$2,706.00	\$0.00	23-Feb-09	Yes
SI-10006	13-May-09	27-May-09	Mobile Telephone Services P/L	Invoice		\$363.00	\$0.00	\$363.00		Yes
SI-10007	28-Jan-09	28-Jan-09	Serene College	Invoice		\$6,204.00	\$6,204.00	\$0.00	04-Feb-09	No
SI-10008	01-May-09	31-May-09	Fast Finance Ltd	Invoice		\$88.00	\$88.00	\$0.00	01-Sep-11	Yes
SI-10009	15-Apr-09	21-Apr-09	TDL Clothing Pty Ltd	Invoice		\$4,840.00	\$4,840.00	\$0.00	21-Apr-09	Yes
SI-10010	01-May-09	01-May-09	Wetz Department Store	Invoice		\$418.00	\$418.00	\$0.00	15-Jul-12	Yes
SI-10011	01-May-09	31-May-09	Water Rates and Infrastructure	Invoice		\$418.00	\$418.00	\$0.00	20-Sep-12	Yes
SI-10012	01-May-09	31-May-09	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-12	Yes
SI-10013	20-May-09	03-Jun-09	Wetz Department Store	Invoice		\$4,059.00	\$4,059.00	\$0.00	05-Sep-12	Yes
SI-10014	12-May-09	26-May-09	ABC Pty Ltd	Invoice		\$1,210.00	\$0.00	\$1,210.00		Yes
SI-10017	05-May-09	19-May-09	ABC Pty Ltd 01	Invoice		\$9,504.00	\$0.00	\$9,504.00		Yes
SI-10018	14-May-09	28-May-09	ABC Pty Ltd 04	Invoice		\$14,784.00	\$14,784.00	\$0.00	05-Jul-10	Yes
SI-10023	20-Jun-10	20-Jul-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-12	Yes
SI-10036	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$11.00	\$11.00	\$0.00	10-Aug-10	Yes
SI-10037	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10038	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$55.00	\$55.00	\$0.00	10-Aug-10	Yes
SI-10040	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10041	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10042	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10043	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10044	20-Jun-10	04-Jul-10	ABC Pty Ltd 04	Invoice		\$5.50	\$5.50	\$0.00	10-Aug-10	Yes
SI-10046	20-Jul-10	19-Aug-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-12	Yes
SI-10047	20-Aug-10	19-Sep-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-12	Yes
SI-10048	20-Sep-10	20-Oct-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	15-Aug-12	Yes
SI-10049	20-Oct-10	19-Nov-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	20-May-11	Yes
SI-10050	20-Nov-10	20-Dec-10	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	29-May-11	Yes
SI-10051	30-Apr-10	07-May-10	Future Employment Agents	Invoice	11567	\$573.84	\$0.00	\$573.84		Yes
SI-10052	30-Apr-10	14-May-10	Mobile Telephone Services P/L	Invoice	PO123	\$124.66	\$0.00	\$124.66		Yes
SI-10054	20-Dec-10	19-Jan-11	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	29-May-11	Yes
SI-10055	20-Jan-11	19-Feb-11	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	31-Jan-11	Yes
SI-10056	20-Feb-11	22-Mar-11	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	29-May-11	Yes
SI-10057	20-Mar-11	19-Apr-11	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	29-May-11	Yes
SI-10058	20-Apr-11	20-May-11	Tax Office	Invoice		\$1,320.00	\$1,000.00	\$220.00	29-May-11	Yes
SI-10059	20-May-11	19-Jun-11	Tax Office	Invoice		\$1,320.00	\$0.00	\$1,320.00		Yes
SI-10060	20-Jun-11	20-Jul-11	Tax Office	Invoice		\$1,320.00	\$0.00	\$1,320.00		Yes
SI-10061	20-Jul-11	19-Aug-11	Tax Office	Invoice		\$1,320.00	\$0.00	\$1,320.00		Yes
SI-10062	20-Aug-11	19-Sep-11	Tax Office	Invoice		\$1,320.00	\$1,320.00	\$0.00	28-Sep-12	Yes
SI-10063	20-Sep-11	20-Oct-11	Tax Office	Invoice		\$1,320.00	\$0.00	\$1,320.00		Yes
SI-10067	05-Jul-11	16-Oct-11	ABC Pty Ltd	Invoice		\$1,210.00	\$0.00	\$1,210.00		Yes
SI-10068	08-Aug-11	23-Aug-11	ABC Pty Ltd 01	Invoice		\$9,504.00	\$0.00	\$9,504.00		Yes
SI-10069	02-Sep-11	02-Sep-11	ABC Pty Ltd	Invoice		\$2,618.00	\$0.00	\$2,618.00		Yes
SI-10070	05-Jan-11	19-Jan-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	15-Jan-11	Yes
SI-10071	05-Feb-11	19-Feb-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	25-Feb-11	Yes
SI-10072	05-Mar-11	19-Mar-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	20-Mar-11	Yes
SI-10073	05-Apr-11	19-Apr-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	30-Apr-11	Yes
SI-10074	05-May-11	19-May-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	22-May-11	Yes
SI-10075	05-Jun-11	19-Jun-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	28-Jun-12	Yes
SI-10076	05-Jul-11	19-Jul-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	28-Jul-12	Yes
SI-10077	05-Aug-11	19-Aug-11	ABC Pty Ltd	Invoice		\$1,210.00	\$1,210.00	\$0.00	31-Aug-12	Yes
SI-10078	05-Sep-11	19-Sep-11	ABC Pty Ltd	Invoice		\$4,290.00	\$1,000.00	\$3,290.00	05-Sep-12	Yes
SI-10079	20-Sep-11	04-Oct-11	ABC Pty Ltd 04	Invoice		\$0.00	\$0.00	\$0.00		Yes

Clicking [**Download**] saves a copy of the report in Excel format to your computer.

Invoice	Date	Due	Customer	Name	Salesperson	Type	Ref	Total
SI-10002	1-May-09	1-May-09	ABC	ABC Pty Ltd		Invoice		\$2,618.00
SI-10003	27-Apr-09	30-May-09	Dept	Department of Mining		Invoice		\$484.00
SI-10004	11-Mar-09	10-Apr-09	Fast	Fast Finance Ltd		Invoice		\$4,136.00
SI-10005	12-Feb-09	19-Feb-09	Future	Future Employment Agents		Invoice		\$2,706.00
SI-10006	13-May-09	27-May-09	Mobile	Mobile Telephone Services P/L		Invoice		\$363.00
SI-10007	28-Jan-09	28-Jan-09	Serene	Serene Secondary College		Invoice		\$6,204.00
SI-10008	1-May-09	31-May-09	Fast	Fast Finance Ltd		Invoice		\$88.00
SI-10009	15-Apr-09	21-Apr-09	TDL	TDL Clothing Pty Ltd		Invoice		\$4,840.00
SI-10010	1-May-09	1-May-09	Wetz	Wetz Department Store		Invoice		\$418.00
SI-10011	1-May-09	31-May-09	Water	Water Rates and Infrastructure		Invoice		\$418.00
SI-10012	1-May-09	31-May-09	Tax	Tax Office		Invoice		\$1,320.00
SI-10013	20-May-09	3-Jun-09	Wetz	Wetz Department Store		Invoice		\$4,059.00
SI-10014	12-May-09	26-May-09	ABC	ABC Pty Ltd		Invoice		\$1,210.00
SI-10017	5-May-09	19-May-09	ABC	ABC Pty Ltd		1 Invoice		\$9,504.00
SI-10018	14-May-09	28-May-09	ABC	ABC Pty Ltd		4 Invoice		\$14,784.00

Clicking [**PDF**] will render the report as a PDF file, but open it in the same tab. You can Save or Print the PDF.

Invoice	Date	Due	Customer	Name	Salesperson	Type	Ref	Total	Paid	Balance	Date Confirmed	Confirmed
SI-10002	01-May-09	01-May-09	ABC	ABC Pty Ltd		Invoice		\$2,618.00	\$2,618.00	\$0.00	02-May-09	Yes
SI-10003	27-Apr-09	30-May-09	Dept	Department of Mining		Invoice		\$484.00	\$484.00	\$0.00	15-Mar-11	Yes
SI-10004	11-Mar-09	10-Apr-09	Fast	Fast Finance Ltd		Invoice		\$4,136.00	\$4,136.00	\$0.00	30-Apr-09	Yes
SI-10005	12-Feb-09	19-Feb-09	Future	Future Employment Agents		Invoice		\$2,706.00	\$2,706.00	\$0.00	23-Feb-09	Yes
SI-10006	13-May-09	27-May-09	Mobile	Mobile Telephone Services P/L		Invoice		\$363.00	\$0.00	\$363.00		Yes
SI-10007	28-Jan-09	28-Jan-09	Serene	Serene Secondary College		Invoice		\$6,204.00	\$6,204.00	\$0.00	04-Feb-09	No
SI-10008	01-May-09	31-May-09	Fast	Fast Finance Ltd		Invoice		\$88.00	\$88.00	\$0.00	01-Sep-11	Yes
SI-10009	15-Apr-09	21-Apr-09	TDL	TDL Clothing Pty Ltd		Invoice		\$4,840.00	\$4,840.00	\$0.00	21-Apr-09	Yes
SI-10010	01-May-09	01-May-09	Wetz	Wetz Department Store		Invoice		\$418.00	\$418.00	\$0.00	15-Jul-12	Yes
SI-10011	01-May-09	31-May-09	Water	Water Rates and Infrastructure		Invoice		\$418.00	\$418.00	\$0.00	20-Aug-12	Yes
SI-10012	01-May-09	31-May-09	Tax	Tax Office		Invoice		\$1,320.00				
SI-10013	20-May-09	3-Jun-09	Wetz	Wetz		Invoice		\$4,059.00	\$4,059.00	\$0.00	12-Aug-12	Yes

9.3 Financial Statements

Financial Statements are a special group of reports that are derived directly from the General Ledger.

Financial Statements are structured reports designed to assist you in assessing the performance of your business.

Once you have closed an accounting period such as a month, quarter or year you should run these reports to ascertain the financial position and performance of your business for this period.

Financial Statements

Balance Sheet Detail

Profit And Loss Detail

Profit And Loss Grouped

Profit And Loss Budgets

Profit And Loss by Division

Profit And Loss Division Totals

Trial Balance

You can click on any of the report headings below to be taken to a page in the Shoebooks online wiki with more detail on the report's search fields.

9.3.1 [Balance Sheet](#)

- This detailed report displays the balance of Assets, Liabilities and Equity on a particular date.
- The Balance Sheet provides a summary of the businesses financial position as of that particular point in time. It does not have a start date like the Profit & Loss report, as the position is reflected at the date chosen which includes everything that has happened up to that point.
- The balance sheet follows the formula: $\text{Assets} = \text{Liabilities} + \text{Owner's Equity}$.
- The Balance Sheet gives decision makers and external parties a snapshot of what assets and liabilities the business currently has. It also indicates the amount invested in the business by the owner's.

9.3.2 [Profit & Loss Detail](#)

- The Profit and Loss is a detailed statement of revenue and expenses showing the profit or loss for a certain period of time.

- The Profit & Loss or P&L can assist you in making decisions about sales targets, break-even points and cost control by presenting a summary of the income and expenses for a period.
 - The Profit & Loss statement follows the basic formula: **Income** minus **Cost of Sales** equals **Gross Profit** minus **Expenses** equals **Net Profit**.
-

9.3.3 [Profit & Loss Grouped](#)

- The Profit and Loss is a detailed statement of revenue and expenses showing the profit or loss for a certain period of time.
 - This report is similar to Profit & Loss Detail report but allows the report to be grouped into columns for month, quarter, year etc.
 - Comparing periods against each other is a good way to track performance over time.
-

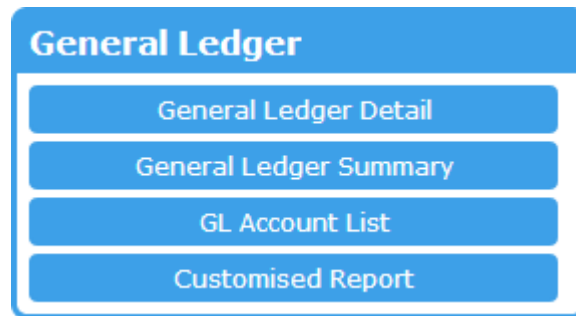
9.3.4 [Profit & Loss Budgets](#)

- The Profit and Loss is a detailed statement of revenue and expenses showing the profit or loss for a certain period of time.
 - This report is similar to the Profit & Loss Detail report but includes columns that compare the actual figures to budgets.
 - Regularly reviewing your performance against budgets provides valuable insight into how your business plan is going. Budgets should be reviewed and adjusted based upon performance.
-

9.3.5 [Trial Balance](#)

- This report is a listing of all the general ledger accounts.
- The balance of the ledger account is displayed as having either a debit or credit balance.
- The Trial Balance report is generally used by a bookkeeper or accountant and is part of the underlying double-entry accounting system.

9.4 General Ledger Reports



9.4.1 [General Ledger Detail](#)

- This report can be used to search/find transactions in the general ledger and then display the results in a variety of ways.
- There are a large number of search options, filters and formats to find and structure the transactions you are searching for.
- The transaction amount fields can be used to search for any transaction in the system matching the amount entered. This makes the report a great find tool.

9.4.2 [General Ledger Summary](#)

- This report displays a summary of the movements in the general ledger for a particular date period.
- The report shows the opening balance of the account, the activity within the date range, the total change within the date range and the closing balance at the end of the date range.

9.4.3 [GL Account List](#)

- The GL Account List Report displays the chart of accounts.
-

Chapter 10 : Taxation

There are 1 Sections to this Chapter:

1. [Generate a New BAS or IAS](#)

10.1 Generate a new BAS or IAS

The below process describes how to generate a taxation report. The report is based upon the tax codes allocated to transactions in the system.

You should check the tax summary report in detail against your accounts to ensure the report's accuracy. Contact your BAS or TAX Agent assistance.

Step 1 – Open Taxation Setup


- From the Reports Menu select

Taxation Setup

Search

Taxation Date:	01-Jan-10	to		Reference:	
Taxation Number:		to		Entry Status:	(any)
Amount:		to		<input type="button" value="Search"/> <input type="button" value="Reset"/>	

The Taxation Search Screen displays details of previous taxation reports.

Number	Type	From	To	Method	Description	Total	Confirmed	
TX-1022	Both	01-Apr-13	30-Jun-13	Cash		\$0.00	No	view
TX-1021	 Both	01-Jan-13	31-Mar-13	Cash		\$0.00	No	view
						\$0.00		
<div>Select All</div>		<div>Deselect All</div>		<div>Invert Selection</div>		<div>Confirm</div>		<div>Release</div>
						<div>Delete</div>	<div>Print</div>	

Step 2 – Select "New Taxation"

- Select "New Taxation" from the new transaction buttons.

Taxation

New Taxation

- The below form will open.

Type:	GST and Wages	
GST Period:	01-Jul-13	to 30-Sep-13
Wages Period:	01-Jan-13	to 31-Mar-13
Method:	Cash	
FBT Enabled:	No	
Account:	Bank Account 1 (1-1100)	
Due Date:		
Description:		
Journal:		
Total:		
<input type="button" value="Next >"/> <input type="button" value="Cancel"/>		

Step 3 - Complete the following required fields:

Type:	Select the type of taxation report you want to generate. Choose between: "GST and Wages" for a Business Activity Statement (BAS) "GST Only" for a BAS with no payroll "Wages Only" to generate an Instalment Activity Statement (IAS)
GST Period:	Enter the date range that you want to generate the GST component of the report for.
Wages Period:	Enter the date range that you want to generate the Wages component of the report for.
Method:	Chose the accounting method that you are registered for. Choose between Cash or Accrual method. NB: This option should match what is printed on the form from the ATO.
FBT Enabled:	Option to include fields to report Fringe Benefits Tax (FBT) instalment amounts.
Account:	Select the bank account that you will make the payment from or receive the funds to.
Due Date:	Skip to accept default 28 days or enter the lodgement due date for the taxation report.
Description	Enter a description to identify the taxation report. This description will be on the journal that is created at the end of the process. e.g. BAS Sep 2010 or IAS Oct 2010

- Press **Next >** to go to the taxation detail screen.

The taxation detail screen displays the BAS/IAS report using the default options.

The report is broken into sections for Good and Services Tax (GST), PAYG Tax Withheld, FBT, Summary and Payment or Refund calculation.

Step 4 - Press the Edit Details button to open the taxation report setup options.

Goods and Services Tax (GST)			
<input checked="" type="radio"/> Option 1			
Total Sales	G1		0
Does G1 Include GST?		Yes	
Export Sales	G2		0
Other GST-Free Sales	G3		0
Capital Purchases	G10		0
Non-capital Purchases	G11		0
<input type="radio"/> Option 2			
Total Sales	G1		0
Does G1 Include GST?		Yes	
<input type="radio"/> Option 3			
GST Installment Amount	G21		
Estimated GST for year	G22		
Varied GST for quarter	G23		
Reason Code for Variation	G24		

PAYG tax withheld				PAYG Income tax installment			
<input checked="" type="radio"/> Option 1				<input type="radio"/> Option 2			
Total Wages	W1		0	PAYG Installment	T7		
Amount withheld from W1	W2		0	Estimated tax for the year	T8		
Amount withheld where no ABN	W3		0	Varied amount for quarter	T9		
Other Amounts withheld	W4		0	Reason Code for Variation	T4		
Total Amounts withheld	W5		0	<input type="radio"/> Option 2			
				PAYG Installment Income	T1		0
				ATO Installment Rate	T2		
				New Varied Rate	T3		
				PAYG Income Tax Installment	T11		0
				Reason Code for Variation	T4		

Summary							
GST on Sales	1A		0	GST on Purchases	1B		0
PAYG Tax withheld	4		0	PAYG Income Tax Variation	5B		0
PAYG Income Tax Installment	5A		0	Amount Tax Office owes you	8B		0
Deferred Company Installment	7		0				
Amount you owe Tax Office	8A		0				

Payment or refund?			
Is 8A more than 8B?	No	Payment/Refund Amount	9
			0
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			


The following options are available:


Goods and Services Tax (GST)	Choose how you report GST, select from Option 1, 2 or 3.
PAYG Income Tax Installment:	Choose required PAYG Income Instalment Option. (Generally printed on BAS form received from ATO)
Fringe Benefits Tax (FBT)	Enter any applicable FBT instalment amounts Enter any FBT variation details

- Press **Save** when the Applicable options are selected & completed

Step 5 - Press Confirm to accept the report and generate the taxation journal.

Confirm

 The taxation journal clears the amounts in the GST and PAYG registers and places the amount of the payment or refund to the BAS Clearing Account.
















 The Account Numbers used by the linked taxation journal can be set on the taxation tab in the Chart of Accounts section.


Step 6 – View the linked Journal entry


- Click on the blue Journal link to view the linked Taxation Journal.

Type:	GST and Wages
GST Period:	01-Jul-13 to 30-Sep-13
Wages Period:	01-Jan-13 to 31-Mar-13
Method:	Cash
FBT Enabled:	No
Account:	Bank Account 1 (1-1100)
Due Date:	28-Oct-13
Description:	
Journal:	GJ-10042
Total:	\$0.00

- Check the credit remaining on the taxation journal is \$0.
- Press **Confirm** to record the journal.


Account	Description	Div Name	Project	Debit	Credit Tax Code	Tax Amount
2-3100	BAS Clearing Account	-			\$511.00 (none)	\$0.00  
2-3200	GST Collected	-		\$0.00	(none)	\$0.00  
2-3300	GST Paid (Expenses)	-			\$0.00 (none)	\$0.00  
2-3300	GST Paid (Capital)	-			\$0.00 (none)	\$0.00  
2-5200	PAYG Withholding	-		\$511.00	(none)	\$0.00  
2-6100	Income Tax Provision	-		\$0.00	(none)	\$0.00  
2-6200	FBT Provision	-		\$0.00	(none)	\$0.00  
						
				Totals:	\$511.00	\$511.00
				Credit Remaining:	\$0.00	


 The journal credit remaining can be out by \$1 due to the ATO's method of truncating figures to not include cents.

 If this is the case add a journal line and record the amount to either the rounding account or General Expenses (DR) or Misc. Income account (CR).

Step 7 – Print a copy of the report

- Navigate back to the taxation report and select the Print button to print a copy for your records.

 Taxation Reports can also be emailed as a PDF.

 Do not send this report to the ATO – the figures should be copied onto the ATO provided stationary or lodged through your BAS or Tax agent's portal.

Step 8 – Record the payment or refund

- **Payment:** Enter a "make withdrawal" for the amount of the payment. The withdrawal amount should be allocated to the "2-1300 BAS Clearing Account".
 - **Refund:** Enter a "make deposit" for the amount received from the ATO. The deposit should be allocated to the "2-1300 BAS Clearing Account".
-

Chapter 11 : Imports

There are 3 Sections to this Chapter:

1. [Preparing Your Import File](#)
2. [Importing Your File](#)
3. [Import Specs](#)

11.1 Preparing your Import file

You have the ability to import prior history from your existing accounting package and ongoing especially for bank transactions. This feature is useful if:


- Your records are all in document form and want a quick way to input volumes of invoices, bills, or customer/supplier info into the system.
 - Your records are already saved in spreadsheets.
1. First off, decide what you will be importing (a list of customers, an entire payroll's worth of employees, etc.) and open up the appropriate wiki page from the links in the table below.

For now, let's start out with importing all Customer & Supplier details, Bank Transactions, and Employee Details.

Accounts Receivable	Customers , Invoices and Receipts
Accounts Payable	Suppliers , Bills and Payments
Banking	Transactions
Payroll	Employees , Payslips and Pay Cheques
Projects	Projects
Products	Products
General Ledger	Journals

 [Click here](#) for the parent list of Importing HELP guides

2. At the bottom of each wiki page, you will find the **Import Spec Table**, which lays out the proper header fieldnames (Row 1) to use in your spreadsheet, and a description of each.

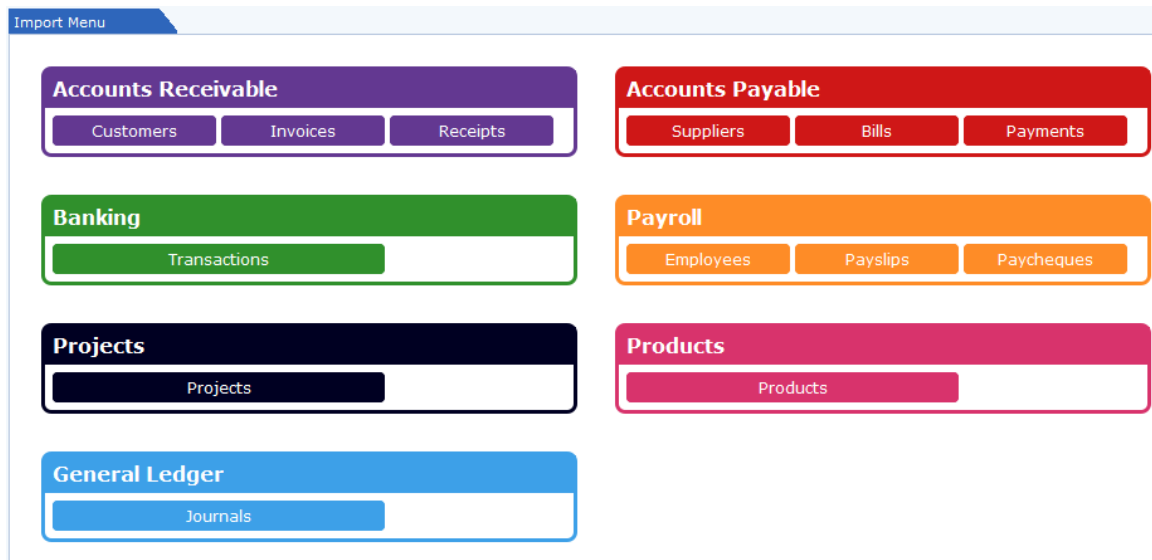
 The **Import Spec Tables** can also be found in the appendices at the end of this Chapter.

3. Create a blank Excel spreadsheet, and populate the first row with the Field Names that you wish to use.
4. Starting from the 2nd row, enter your data into the spreadsheet.
5. Your file needs to be saved as either **Tab Delimited (.txt)** or **Comma-Separated** file (.csv). Select 'Save As' and choose either Tab Delimited or Comma-Separated from the File Format drop-down menu.

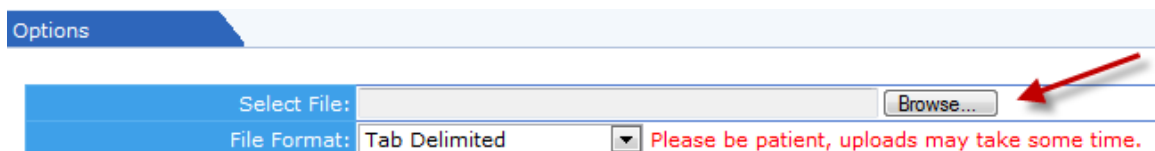
- ❗ If you are creating a Comma-Separated import file from a Mac or iOS device, ensure you select the '**Windows Comma-Separated**' format, otherwise the file will not import correctly.
 - ❗ The **Tab Delimited** format is preferred, as it uses the 'Tab' character to separate fields, which is rarely if ever, used in data content, unlike .csv files, which use commas. An accidental comma inside a date or address field is common, and usually means more work amending the import file.
-


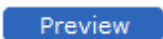
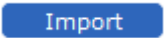
11.2 Importing your file

1. From the main menu click on [**Imports**]
2. The following screen will appear



3. Click on the item you want to import
4. Browse to find the file you wish to import



-  Your file needs to be saved as either **Tab Delimited (.txt)** or **Comma-Separated** file (.csv). You can do this from an Excel spreadsheet by selecting Save As, and choosing either Tab Delimited or Comma-Separated from the File Format drop-down menu.
5. Select the appropriate File Format.
 6. Click the  button to check for issues.
 7. Click Import  and view the results.

11.3 Import Specs

11.3.1 Accounts Receivable

I. Customers

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
CustomerID	Text or number	40	Unique code allocated to each customer. NB Numbers and letters only
Company	Text	50	The full company name of the customer
FirstName	Text	25	First Name of the main contact
Surname	Text	25	Surname of the main contact
Address1	Text	100	Street part of the address.
Address2	Text	100	Second address line (optional)
City	Text	25	Stores the suburb of the customer's address
State	Text	5	Stores the state of the customer's address
Postcode	Text or number	12	Stores the postcode of the customer's address
Country	Text	25	Stores the country of the customer's address
Notes	Memo	255	Free field to store notes relating to the customer
Terms	Text	25	Default Trading Terms for the customer. NB: Terms must exist
ACN	Text	16	Stores the customer's ACN (Australian Company Number)
ABN	Text	16	Stores the customer's ABN (Australian Business Number)
Phone1	Text	50	Stores a contact phone number
Phone2	Text	50	Stores a second contact phone number
PhoneW	Text	50	Stores a work phone number
PhoneH	Text	50	Stores a home phone number
Fax	Text	50	Stores a fax number
Mobile	Text	50	Stores a mobile phone number
Email	Text	50	Stores an email address.
Web	Text	50	Stores the customer's website

Optional

Attention	Text	25	Used to address mail to the correct person
Title	Text	15	Used to prefix information you send to your customers. E.g. Mr, Dr, Sir
CareOf	Text	25	Used to address mail when sent via a third party
MiddleName	Text	25	Store another contacts name or additional names of the main contact
Salesperson	Text	25	Allocate a default salesperson to the customer
CustomerType	Text	25	Links to Customer Categories NB: Category must exist

II. Invoices

FIELD NAME	DATA TYPE	DESCRIPTION
Group	Text or number	This field allows for multiple line invoices. Can be any format. All consecutive lines with the same Group value will be treated as a single invoice. When the Group value changes or is blank, a new invoice starts. If single line only, not required.
CustomerID	Text or number	Unique code allocated to each customer. NB Numbers and letters only.
Date	Date/time	The date of the invoice
Description	Text	The invoice line description
AccountID	Text	The chart code that the revenue is to be recorded to
QtyShipped	Number	The number of units sold, Use 1 as the default
Taxable	Number	Digit "2" to use GST, Digit "3" for NO TAX
Amount	Currency	The ex-GST amount of the sale

Optional

JobID	Text or number	The project code to link to
DivID	Integer	The division ID code to link to
CustomerPO	Text	Purchase order relating to invoice. Nb Displays on invoice as Customer Ref

III. Receipts

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
Group	Text or number	20	This field allows for receipts to be applied to multiple invoices. Each consecutive line with the same Group value (can be any format; using a Customer ID is best) will be treated as one receipt paying for multiple invoices. If it's a single receipt to a single invoice, this field is not required.
strOrderNumber	Text or number		Invoice number that the receipt will be allocated to.
strCustomerID	Text or number	40	Select the customer to allocate the receipt to. NB: Use the customer code
strBankAccount	Text or number	20	The bank account the receipt was deposited to. NB: Use Account Number
Date	Date/time	8	The date of the receipt
Amount	Currency	8	The amount of the receipt

Optional

strMemo	Text or Number	100	Stores a note relating to the receipt
strReference	Text or Number	25	Reference number relating to the receipt. E.g. Remittance no
strPaymentMethod	Text or Number	50	Stores payment method. Choose between Cash, Cheque, Direct Deposit, CC
strAccountID	Text or Number	20	Specify the AR account the receipt will be applied in. NB: Use account number.
intDivID	Integer	4	Store the company division ID that the receipt will be allocated to.

11.3.2 Accounts Payable

I. Suppliers

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
VendorID	Text or number	40	Unique code allocated to each supplier. NB Numbers and letters only <i>If you ignore this field the system will automatically create a VendorID using the first 3 characters of each word in the company name. E.g. Good Company Pty Ltd would be GooComPtyLtd.</i>
Company	Text	50	The full company name of the supplier
ContactName	Text	25	Store the main contact of the supplier
Address1	Text	100	Street part of the address.
Address2	Text	100	Second address line (optional)
City	Text	25	Stores the suburb of the supplier's address
State	Text	5	Stores the state of the supplier's address
Postcode	Text or number	12	Stores the postcode of the supplier's address
Country	Text	25	Stores the country of the supplier's address
Notes	Memo	255	Free field to store notes relating to the supplier
Terms	Text	25	Default Trading Terms for the supplier. NB: Terms must exist
ExpenseID	Text	20	Default expense account ID for the supplier. E.g. 6-5600 = Printing & Stationary
ACN	Text	16	Stores the supplier's ACN (Australian Company Number)
ABN	Text	16	Stores the supplier's ABN (Australian Business Number)
Phone1	Text	50	Stores a contact phone number
Phone2	Text	50	Stores a second contact phone number
PhoneW	Text	50	Stores a work phone number
PhoneH	Text	50	Stores a home phone number
Fax	Text	50	Stores a fax number
Mobile	Text	50	Stores a mobile phone number
Email	Text	50	Stores an email address.
Web	Text	50	Stores the supplier's website

Optional

AccountNumber	Text	20	Used to store the account number allocated to you by the supplier
ContactTitle	Text	25	Used to store the position of the supplier's contact. E.g. Sales Manager
BankName	Text	40	Used to store the bank account name of the supplier
BankNumber	Text	20	Used to store the BSB number of the supplier
BankAccount	Text	20	Used to store the bank account number of the supplier

II. Bills

FIELD NAME	DATA TYPE	DESCRIPTION
Group	Text or number	This field allows for multiple line bills. Can be any format. Each consecutive line with the same Group value (Invoice number is best) will be grouped as a single bill. If single line only not required.
VendorID	Text or number	Unique code allocated to each supplier. Must match what is in shoebooks.mer. NB Numbers and letters only
Date	Date/time	The date of the bill. Best format is mmm-dd-yyyy for imports
strVendorOrderNumber	Text	The suppliers invoice number
Description	Text	The bill line description
AccountID	Text	The chart code that the expense is to be recorded to
QtyReceived	Number	The number of units received, Use 1 as the default
Taxable	Number	Indicates GST Code. Use Digit "2" to use GST PAID , Digit 3 for No TaxP*
Amount	Currency	The ex-GST amount of the purchase

Optional

JobID	Text or number	The project code to link to
PONumber	Text	Purchase order relating to bill.
ProductID	Text	Match to product and service list to auto complete description and accountID. NB: Amount field is required still
DivID	Integer	The division ID code to link to
CustomerPO	Text	Purchase order relating to invoice. Nb Displays on invoice as Customer Ref

III. Payments

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
Group	Text or number	20	This field allows for payments to be applied to multiple bills. Each group of consecutive lines with the same Group value (Payment/Transaction ID is best) will be grouped into the same payment. If it's a single bill payment this field is not required.
strOrderNumber	VI-#####		Bill number that the receipt will be allocated to. E.g. VI-12345
strBankAccount	Text or number	20	The bank account the receipt was deposited to. NB: Use Account Number
Date	Date/time	8	The date of the payment
Amount	Currency	8	The amount of the payment

Optional

strVendorID	Text or number	40	Select the supplier to allocate the receipt to. NB: Use the supplier code
strMemo	Text or Number	100	Stores a note relating to the payment
strReference	Text or Number	25	Reference number relating to the payment. E.g. Remittance no
strPaymentMethod	Text or Number	50	Stores payment method. Choose between Cash, Cheque, Direct Deposit, CC
strPaymentInfo	Text or Number	50	Matches the Cheque No Field - text field
strAccountID	Text or Number	20	Specify the AP account the payment will be applied in. NB: Use account number.
intDivID	Integer	4	Store the company division ID that the payment will be allocated to.

11.3.3 Payroll

I. Employees

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
EmployeeID	Text or number	40	Unique code allocated to each employee. NB Numbers and letters only
Company	Text	50	The full display name of the employee
FirstName	Text	25	First Name of the employee
Surname	Text	25	Surname of the employee
dtmBirthDate	Date/time	8	The employees date of birth - use format dd-mmm-yyyy, e.g. 21-May-1984
TFN	Text	9	The employees Tax File Number
Address1	Text	100	Street part of the address.
Address2	Text	100	Second address line (optional)
City	Text	25	Stores the suburb of the employee's address
State	Text	5	Stores the state of the employee's address
Postcode	Text or number	12	Stores the postcode of the employee's address
Country	Text	25	Stores the country of the employee's address
Notes	Memo	255	Free field to store notes relating to the employee
Phone1	Text	50	Stores a contact phone number
Phone2	Text	50	Stores a second contact phone number
PhoneW	Text	50	Stores a work phone number
PhoneH	Text	50	Stores a home phone number
Fax	Text	50	Stores a fax number
Mobile	Text	50	Stores a mobile phone number
Email	Text	50	Stores an email address.
Web	Text	50	Stores the employee's website

Optional

Title	Text	15	Used to prefix information you send to your employees. E.g. Mr, Dr, Sir
strDepartment	Text	20	Enter a payroll department for the employee. NB: Must exist
dtmDateHired	Date/Time	8	Enter the start date for the employee
strEmploymentType	Text	15	Choose between Full-Time, Part-Time, Casual or Contractor
strPayPeriod	Text	15	Choose between Weekly, Fortnightly, Monthly, Quarterly or Monthly
strBankName	Text	40	Enter the Bank Account Name for the employee
strBankNumber	Text	20	Enter the Bank BSB of the employee's account
strBankAccount	Text	20	Enter the Bank Account Number of the employee's account
strExtraVendorID	Text	40	Enter the Supplier Code for the Employee Super Fund (must exist)
strExtraFundName	Text	60	Enter the name of the Employee's Super Fund

II. Payslips

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
Group	Text or number	n/a	This field allows for multiple line payslips. Each consecutive line with the same Group value (Employee ID is best) will be grouped into a single payslip. If single line only not required.
Employee	Text or number	40	Unique code allocated to each employee. Must match what is in the system. NB Numbers and letters only
DateFrom	Date/time	8	The start date of the payslip period. Best format is mmm-dd-yyyy for imports
DateTo	Date/time	8	The end date of the payslip period. This date is what the payslip is recorded as in the system. Best format is mmm-dd-yyyy for imports
Hours	Number	8	The number of hours applicable to the payslip line.
EarningID	Text	15	The Pay Rate you want to apply to the hours (The system will look up what is recorded as the payrate on the employees record. Alternatively you can specify the rate using the below field.)

Optional

Rate	Money	8	The Pay Rate you want to apply to the hours. E.g. \$22
JobID	Text or number	40	The project code to link to
Description	Text	255	The payslip line description. (Notes field)

FIELDS TO POPULATE OPTIONS SECTION OF PAYSリップ

*NB: When importing the below items, any automatic pre-configured items for that employee in that category are ignored
e.g. Import a meal deduction for Fred and any other deductions setup on Fred's employment record will be ignored*

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
tax	Money	8	Specify the amount of tax to allocate to the payslip. Will allocate to the below tax rate.
taxid	Text	15	Choose which tax rate to allocate the above amount to. NB: Must exist
super	Money	8	Specify the amount of super to allocate to the payslip. Will allocate to the below super type.
superid	Text	15	Choose which super type to allocate the above amount to. NB: Must exist
allowance	Money	8	Specify the amount of a particular allowance to allocate to the payslip. Will allocate to the below allowance type.
allowanceid	Text	15	Choose which allowance type to allocate the above amount to. NB: Must exist
deduction	Money	8	Specify the amount of a particular deduction to allocate to the payslip. Will allocate to the below deduction type.
deductionid	Text	15	Choose which deduction type to allocate the above amount to. NB: Must exist
liability	Money	8	Specify the amount of a particular liability to allocate to the payslip. Will allocate to the below liability type.
liabilityid	Text	15	Choose which liability type to allocate the above amount to. NB: Must exist

III. Paycheques

FIELD NAME	DATA TYPE	LENGTH	DESCRIPTION
Date	Date/time	8	The date of the pay cheque.
strPaycheckID	Text or number	20	Unique code allocated to each payslip. Must match what is in the system. E.g. PR-10001
EmployeeID	Text or number	40	Unique code allocated to each employee. Must match what is in the system. NB Numbers and letters only
Bank Account	Text or number	20	The bank account that the paycheque is withdrawn from. E.g. 1-1100
Amount	Money	8	The total amount of the pay cheque.
strPaymentInfo	Text	30	Links to the Cheque Number field - put EFT for direct deposit
Payment Method	Text	50	Matches the payment methods in the system. E.g. Cash, Cheque, Direct Deposit, Credit Card

Optional

DivID	integer	4	The division to allocate the pay cheque to
strReference	Text	25	Text field to record a reference relating to the pay cheque
strMemo	Text	100	Text field to record a note relating to the pay cheque


Chapter 12 : Budgets

There are 2 sections to this Chapter:

1. [Setup Budgets](#)
2. [Using Budget Reports](#)

The **Budgets** feature allows you to:

- Enter monthly budgets for each account so that you can then compare to the actual results.
- Monitoring Budget versus Actual results is a great way to track the performance of your business plans.
- Using Shoebooks' Budget feature is very simple. All you need to do is load the budgets for each account and then use the Budget Profit and Loss report to compare results.
- Budgets can be set for each of your company divisions so you can track the performance of each division separately,

 Budgets can be set for all account types including Assets, Liabilities and Equity. The **Profit and Loss Budget** report will only display Budget vs Actual performance of the Revenue, Cost of Sales and Expense accounts. A Budget balance sheet will be released in a future update.

12.1 Setup Budgets

Step 1 - Navigate to **Setup > Budgets** in the Company Information module.

The following form is displayed:

Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6-0000	Expenses												
6-0200	Accounting Fees												
6-0400	Advertising & Promotion												
6-0600	Bad Debts Written Off												
6-0800	Bank Charges												
6-0900	Bank Merchant Charges												
6-1000	Cleaning												
6-1200	Commissions Paid												
6-1300	Computer Costs												
6-1400	Consultancy Fees												
6-1600	Director's Fees												
6-1800	Donations												
6-2000	Electricity & Gas												
6-2200	Equipment Hire												

Step 2 - Select the account type that you want to set budgets for. E.g Expenses

Step 3 - Select the division that you want to set budgets for. NB: Leave as DEF if you do not use divisions.

Step 4 - Select the year that you want to set budgets for.

You can set budgets for as many years as you like.

Step 5 - Click [**Show**] to display the form to enter the budgets for the selected criteria.


Account Type: Division: Year:

Step 6 - Select the row that you want to load budgets for and click the icon to add data for that row.

Account	Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
6-0000	Expenses												
6-0200	Accounting Fees												
6-0400	Advertising & Promotion												
6-0600	Bad Debts Written Off												
6-0800	Bank Charges												
6-0900	Bank Merchant Charges												
6-1000	Cleaning												

Step 7 - Repeat Step 6 for each row that you want to load budgets for.

Step 8 - Change the Account Type at the top and repeat above steps to load budgets for different accounts types and years.

 Once the budgets are loaded for each Account Type – it is now simply a matter of regularly running the **Profit & Loss Budgets** report to see how your actual results are tracking compared to budget.

12.2 Using Budget Reports

The Profit & Loss Budget Report is part of the special group of Financial Statement reports that are derived directly from the General Ledger.

The Profit & Loss is a detailed statement of revenue and expenses showing the profit or loss for a certain period of time.

This report is similar to the Profit and Loss Detail report but includes columns that compare the actual figures to budgets.

Reports can be previewed, printed, generated as a PDF or downloaded direct to excel to use for future analysis or mail merges.

Step 1 - Navigate to **Reports > Profit and Loss Budgets** in the **Financial Statements** module.



The following screen with report options will be displayed:

Options

Monthly Profit and Loss statement with comparison against Budgets.

Division(s): Western Australia
Default Division
Corporate Melb
Pahran

Date Range: 01-Dec-12 to 31-Mar-13

Project:




Show Account Numbers: Yes

Show Zeros: No

Columns: 4

Preview Print Download PDF Reset

Step 2 - You may select/enter the following fields:

Divisions	Allows the report to be filtered to one or more divisions.  Only applies when division feature is enabled.
Date Range	Enter the date period for the report. Entering a date into the to field only will display results up to that date.
Project	Option to filter the report to a particular project.
Show Account Numbers	Option to include account numbers in the report.  Account numbers can be clicked on to zoom into further detail for each account.
Show Zeros	Option to display all accounts in the report regardless of whether they contain transactions or not.
Columns	Option to select the number of columns you want to display in the report.  You should match this to the date range you have selected. e.g. 12 months = 12 columns.

Step 3 - Enter as many criteria as you like and hit [**Preview**] to view the report with matching results.

The reports are active and any blue link can be selected to view/zoom into further detail. You can change filters in the search screen and press preview to update the displayed results.

Profit and Loss (Budget)

Date Range from 01-Jun-11 to 30-Jun-11

Account	Description	Jun 2011	Budget	Variance
Income				
4-0000	Income			
4-1000	Hardware Sales			
4-1010	Desktops	\$10,727.27	\$10,000.00	\$727.27
4-1020	Notebooks	\$7,272.73	\$5,000.00	\$2,272.73
4-2000	Support Services			
4-2010	Network Monitoring	\$80.00	\$50.00	\$30.00
4-2020	Software Development	\$880.00	\$1,000.00	-\$120.00
4-2030	Onsite Technical Support	\$240.00	\$200.00	\$40.00
4-9000	Other Income			
Income Totals:		\$19,200.00	\$16,250.00	\$2,950.00
Cost of Sales				
5-0000	Cost Of Sales			
5-1000	Hardware Costs			
5-2000	Support Costs			
5-9000	Other Costs			
Cost of Sales Totals:		\$0.00	\$0.00	\$0.00
Gross Profit or Loss:		\$19,200.00	\$16,250.00	\$2,950.00
Expense				
6-0000	Expenses			
6-0200	Accounting Fees	\$600.00	\$500.00	\$100.00
6-0800	Bank Charges	\$10.00	\$10.00	\$0.00
6-0900	Bank Merchant Charges	\$163.64	\$200.00	-\$36.36
6-1000	Cleaning	\$80.00	\$100.00	-\$20.00
6-4400	Motor Vehicle Expenses			
6-6400	Salaries & Wages			
6-6405	Gross Wages Paid			
6-8000	Telephone & Internet			
Expense Totals:		\$853.64	\$810.00	\$43.64
Other Income				
8-0000	Other Income			
Other Income Totals:		\$0.00	\$0.00	\$0.00
Other Expense				
9-0000	Other Expenses			
9-0400	Depreciation	\$2,000.00	\$2,000.00	\$0.00
Other Expense Totals:		\$2,000.00	\$2,000.00	\$0.00
Gross Profit or Loss:		\$16,346.36	\$13,440.00	\$2,906.36

DONE...

Remember if at any time you need support, please click on the ["HELP"](#) menu to review our comprehensive online help resource or visit our intuitive support platform for previous solutions, how to guides and to submit a support ticket at <http://support.shoebooks.com.au>
