



A Guide to the Day to Day Accounting Process

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Disclaimer

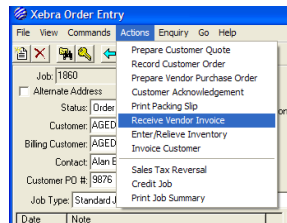
Receiving a Vendor Invoice

You do not have to have created a Purchase order to a Vendor to Receive an Invoice from that Vendor.

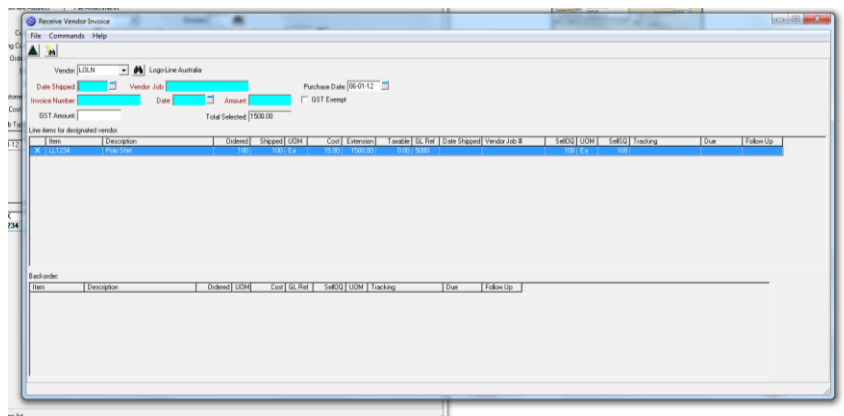
Make sure that you are in the Order Entry window. Find the relevant job – your purchase order number on the Suppliers invoice will be the job number.

Do a quick check on the screen to make sure the line items on your invoice are included for that job.

Select **Actions > Receive Vendor Invoice** from the menu bar.



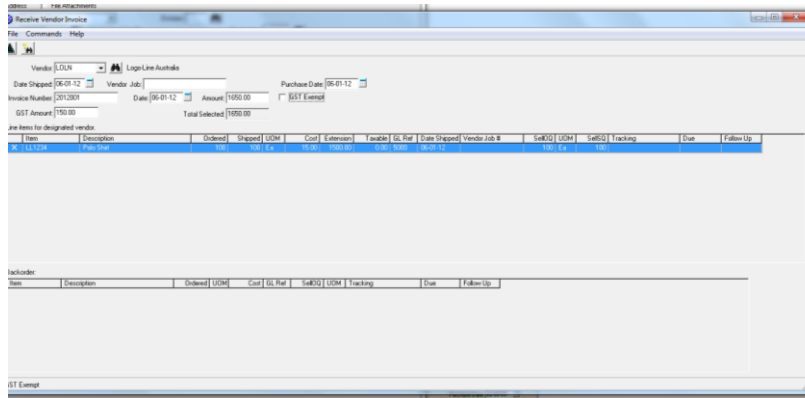
Select the Vendor from the drop down selection (if only 1 supplier on the job, it will automatically display) Hit TAB



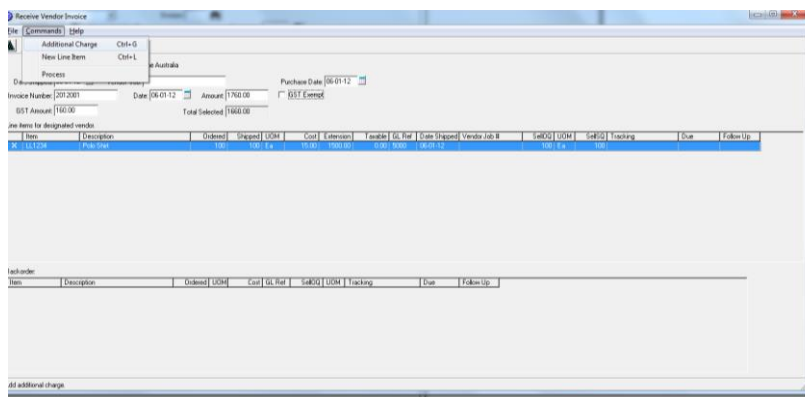
Enter the date the supplier sent the goods (or the supplier invoice date) for the Shipped Date. Vendor Job number is optional – if you have placed a web order with the supplier, you could enter that number here as a link back, if not, just TAB through to the next cell. Enter Invoice Number, Date of Invoice & Total amount of invoice including GST, use the TAB button to move from one field to the next.

The system will automatically calculate the GST value on the as you TAB out of the Amount field. If the Invoice is GST Exempt (an import or GST Exclusive goods such as water) tick the GST Exempt box to the right of the Amount box.

The Receive Vendor Invoice window shows all the items on the job that were ordered from this supplier. All items from the supplier have been auto selected for you. If the shipment is a complete shipment of your order, The Amount & Total Selected should now be in balance & you can process the Invoice through to Accounts Payable.



If there is an additional charge that you agree with such as freight, enter this charge now and add it to the Xebra window by Select Commands / Additional Charge from the menu bar.

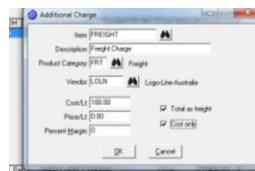


For Item, enter your Item code for Freight or whatever the additional charge is and hit TAB. The description & Product Category fields will populate automatically once you have entered the Item Code.

Accept the displayed supplier code for the Vendor.

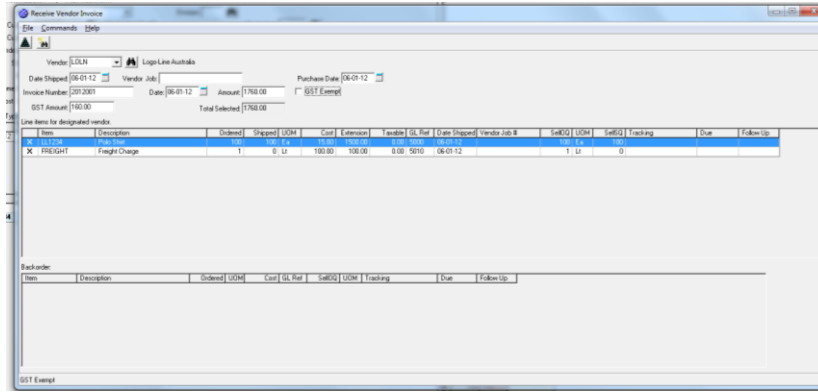
Enter the Cost/Lt is the total of the additional charge.

You have a choice of recovering the cost of this by adding a shipping charge to the customer invoice. Just enter the price you will charge your customer for the Price/Lt. Or enter the margin you would like in the Percent Margin box and hit TAB. This will calculate your sell price for you, which you can adjust with rounding if you wish. If not, click on the Cost only box, so the line does not appear on your customer's invoice.



Close the Additional Charge dialog box by clicking OK.

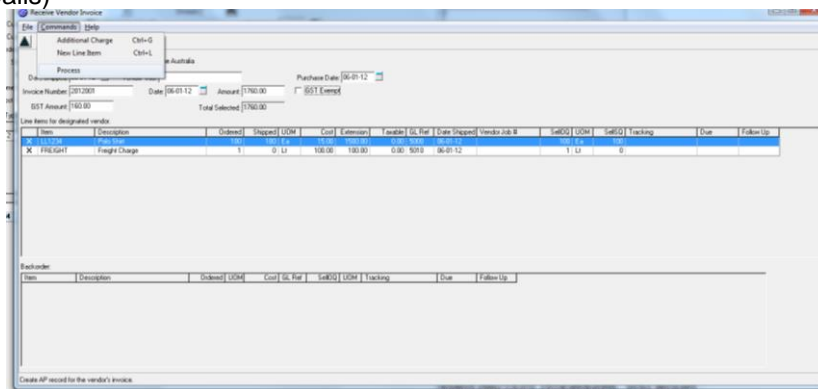
The new line will now appear on the RVI screen.



If there are backorders, refer to the RECEIVE PARTIAL VENDOR INVOICE section of this procedure document.

Your total selected amount should now equal the invoice amount.

Select Commands / Process from the menu bar or click on the first Icon (looks like a pyramid of cannon balls)



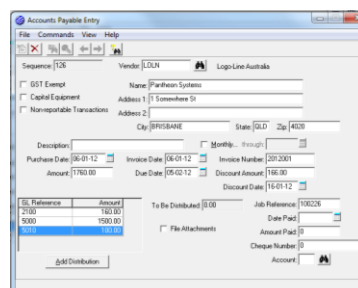
After a brief pause, you will see a message box that asks if you want to view the accounts payable record that was just created. Answer YES.

Look over the accounts payable record. Ordinarily, no changes are required.

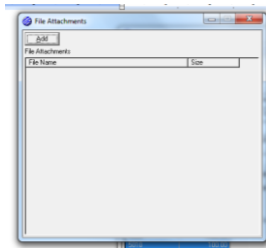
We recommend that you note the sequence number on the supplier's invoice.

If the vendor has unusual terms or varied from the standard discount procedures, you would be able to change the Due Date, Discount Date, or Discount Amount to match the vendor invoice.

The Job Number is automatically recorded in the right hand side in the Job Reference field.

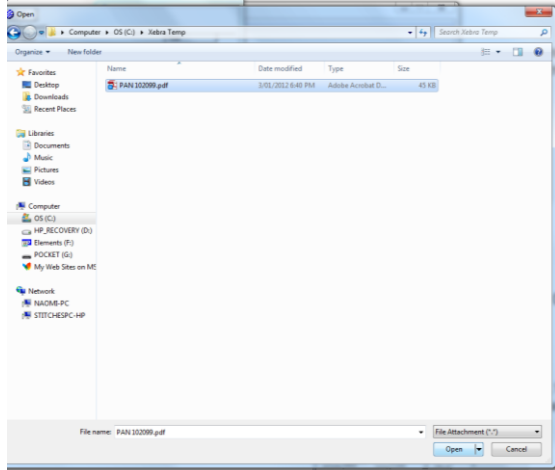


If you have an electronic copy of the supplier's invoice, you can save it against this AP record. Click on the File Attachments Check box in the middle of the screen.

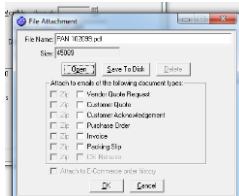


Click on Add

Browse to the location you have saved the electronic document & Click Open

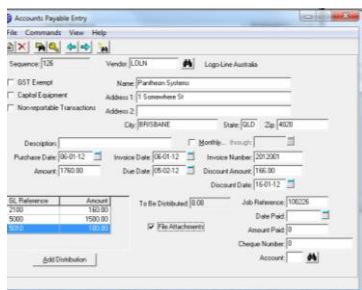


With the next window, you can choose to have the document automatically added to any other documents as you email them. In the case of a supplier invoice, this would be quite rare, but the same functionality applies when attaching other documents to a job or prospect record.



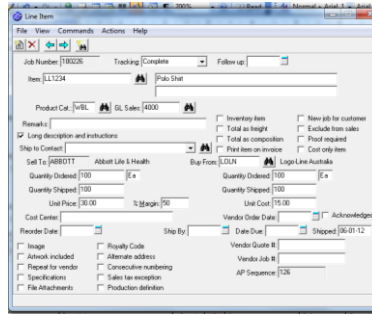
Click OK & close the File Attachment record box

You can retrieve this document at any time by clicking on the (now ticked) File attachments box in the AP screen.



Close the Accounts Payable Entry window.

If you double click on the line items you received in the job list box to open the Line Item window, you will notice that the AP Sequence number is now shown in the lower right corner of the window.



If you click on View / Accounts Payable – this will take you to the AP Sequence entry.

Close the Line Item window. (note that line has a status of COMPLETE and the follow up dates have been cleared).

Receive Partial Vendor Invoice – Backorder Procedure

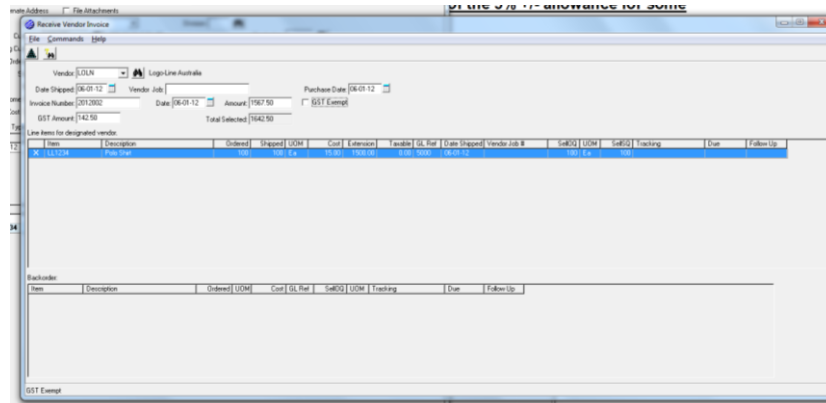
On occasion suppliers will part deliver goods. The following is the procedure for receiving the partial delivery and letting the system know how you would like to handle the remainder.

You may handle it in at least 3 ways...

- 1: It is all you are going to receive because of the 5% +/- allowance for some items
- 2: You are going to wait for the full quantity before you invoice your customer
- 3: You are going to charge for what you have and invoice the rest when they arrive.

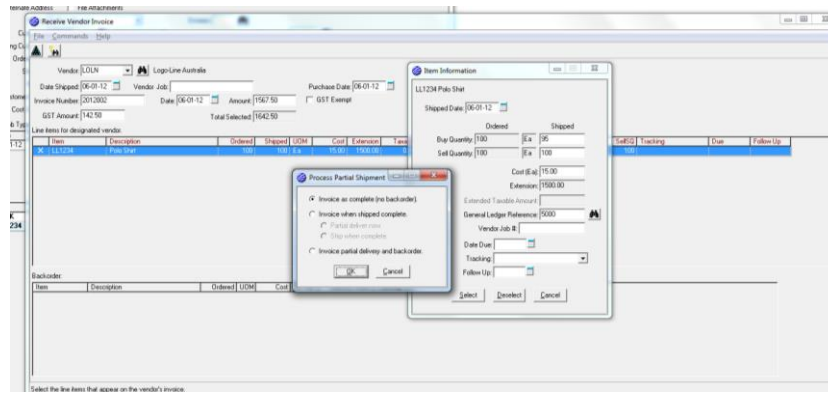
Option 1: It is all you are going to receive because of the 5% +/- allowance for some items

You receive the vendor invoice for the quantity received – the SELL quantity (and therefore the chargeable quantity) will automatically adjust to what you have received - the adjusted BUY quantity and then you invoice the customer.

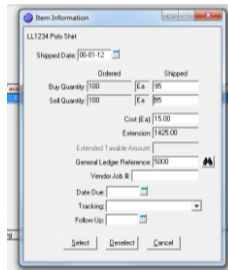


The original amount is automatically selected, double click on the line item to be adjusted & manual enter the quantity received into the Buy Quantity / Shipped Cell.

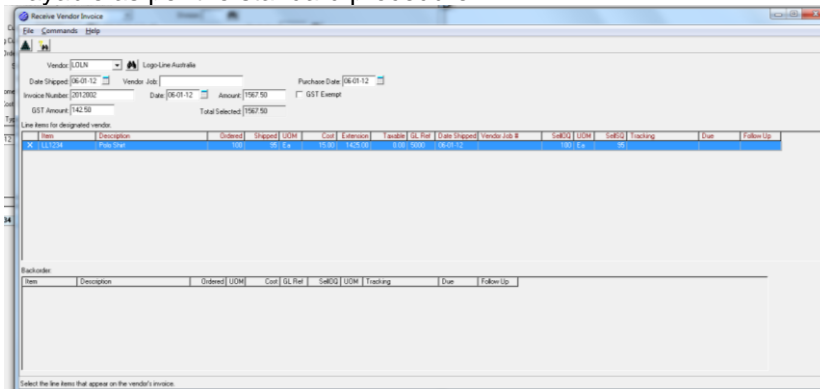
This will then open a new dialog box to prompt you through the backorder process. We are selecting Option 1 – Invoice as Complete, no backorder. Click OK.



This will automatically adjust the Sell Quantity Shipped, Click on Select to return back to the RVI screen.



The RVI process is now in balance with the Supplier's invoice – you can now process through to Accounts Payable as per the standard procedure.

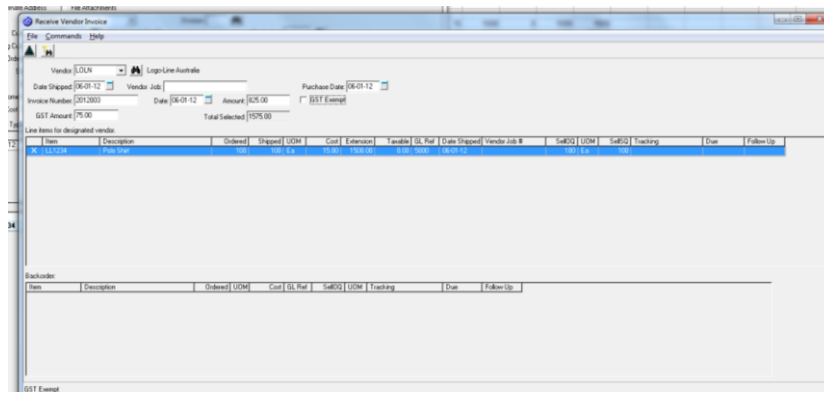


Option 2: You are going to wait for the full quantity before you invoice your customer

Receive the vendor invoice for the quantity received and dependant on which “sub-option” below applies, leave the adjusted shipped quantity (sub-option A- partial shipment), or change the adjusted SELL quantity back to the full order quantity (sub-option B – full shipment on completion).

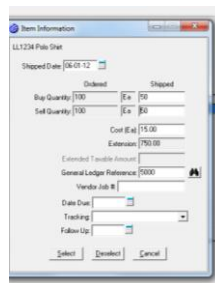
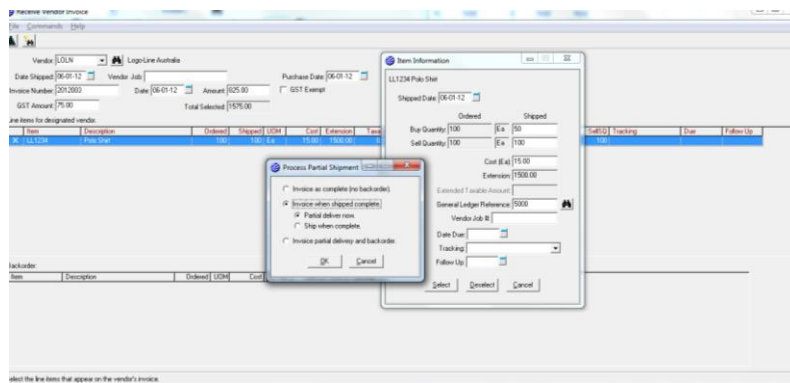
You have 2 “sub options” here. Partial shipments to your customer or holding for full shipment to your customer.

In the example below, we have ordered 100 Polos from Logo-line but they have only delivered 50 with 50 on back order.



OPTION 2 - A

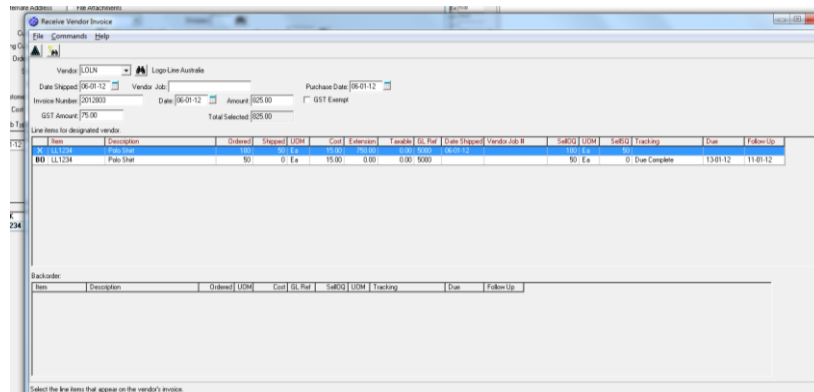
If we are going to part deliver these 50, we would receive vendor invoice using the following method – note in the Item Information window, both Buy and Sell qty are 50 – the system will automatically adjust the sell qty to the adjusted buy qty.



When you click on the select button, you will be prompted with a pop up box relating to the 50 polos now on backorder.



You can enter tracking & delivery / follow up dates now, rather than having to enter later. When you have entered the information you wish, click OK

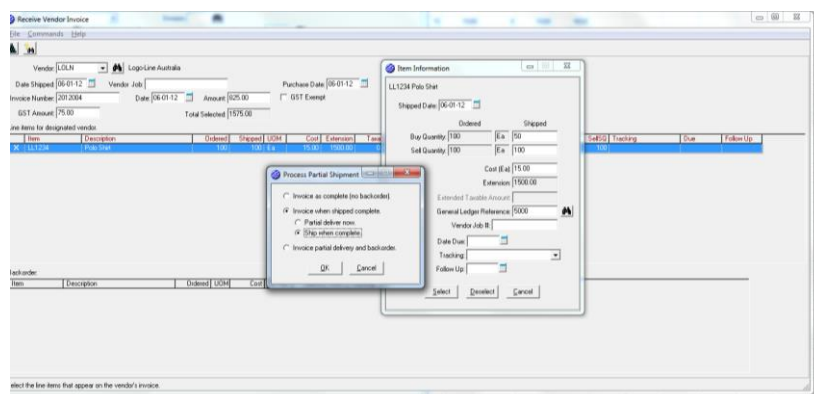


The invoice is now ready to process & the remaining quantity is waiting for the next delivery to undertake a new RVI process.

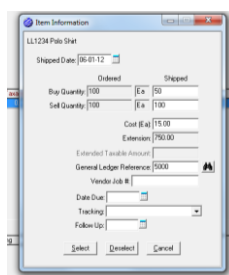
For Partial Deliveries, you will now be able to select which line you are delivering in your PRINT PACKING SLIP.

OPTION 2 - B

If we are going to complete the entire order before delivering to your customer, we choose the second suboption.

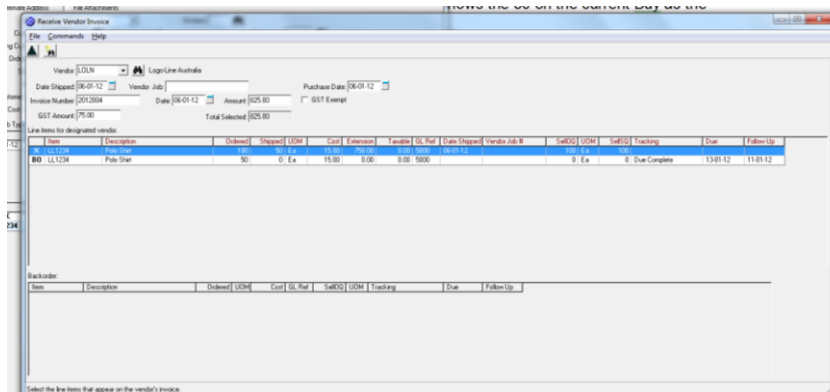


These leaves the Sell Quantity at the original qty, but shows the 50 on the current Buy as the delivery.

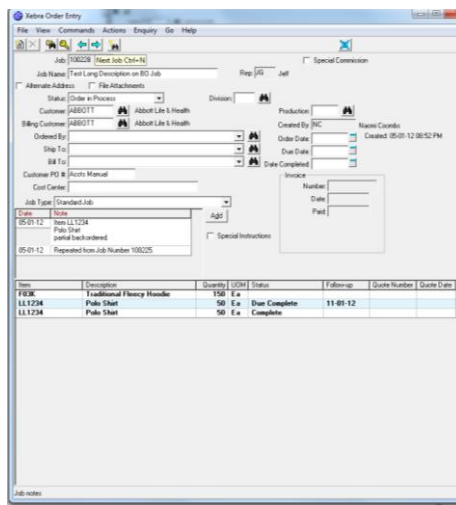


When you click on the select button, you will be prompted with a pop up box relating to the 50 polos now on backorder. You can enter tracking & delivery / follow up dates now, rather than having to enter later. When you have entered the information you wish, click OK

The invoice is now ready to process & the remaining quantity is waiting for the next delivery to undertake a new RVI process.



Note, the system will leave a note on the job about the partial backorder (irrespective if suboption A or B is used)



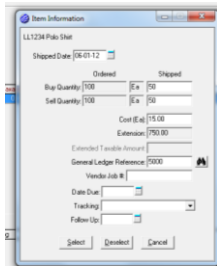
Option 3: You are going to charge what you have and invoice the rest when they arrive.

Please note that Xebra does not allow 2 invoices to your customer on the one job – if you run an invoice for a partial shipment & then invoice again at full shipment, the last invoice will overwrite the original invoice & will be for the full amount of the job, you will not get 2 half invoices. Most customer's accounting systems do not cope with this, which is why we recommend the procedure below when invoicing partial shipments.

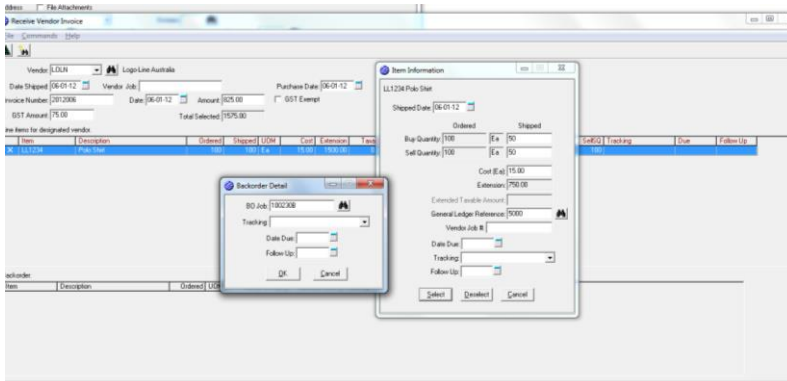
We are processing through RVI, select 50 Buy Quantity Shipped & now select Option 3 from the pop up box.



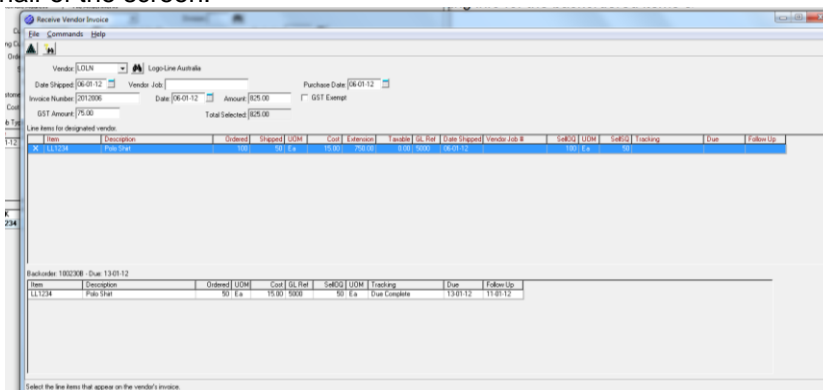
Click OK, the Sell Quantity Shipped is automatically adjusted.



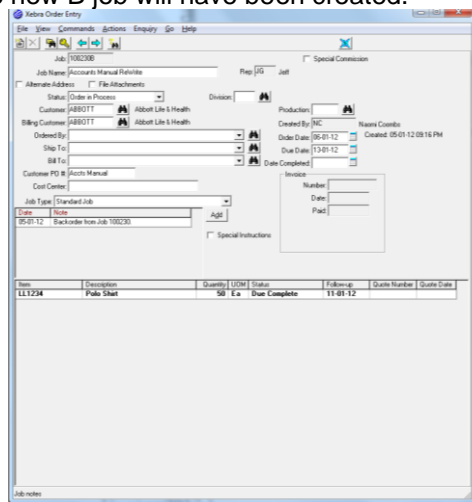
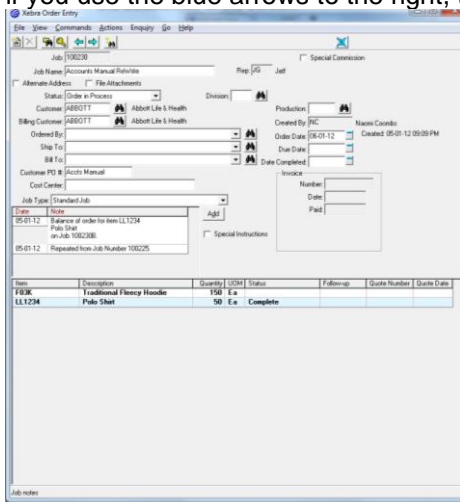
A new Backorder detail box appears, it has created a new backorder job, the original job number but with a B. You can now enter relevant tracking info for the backordered items & click OK.



The invoice is now ready to process through to AP, & a new backordered job is showing in the bottom half of the screen.



The system will create a job note regarding the backordered item on the new backorder job. & if you use the blue arrows to the right, the new B job will have been created.

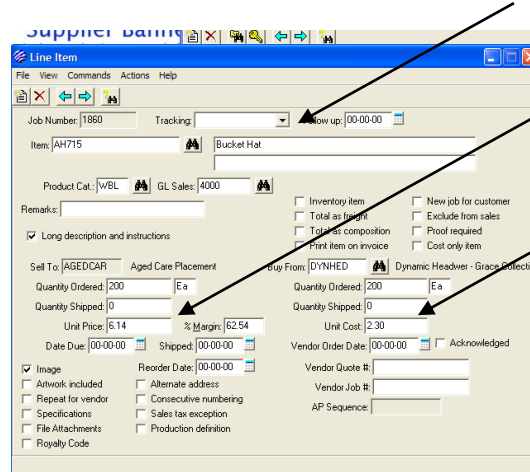


You can now invoice the customer for the first shipment on the original job, & the rest on the B job when ready.

Preparing a Customer Invoice

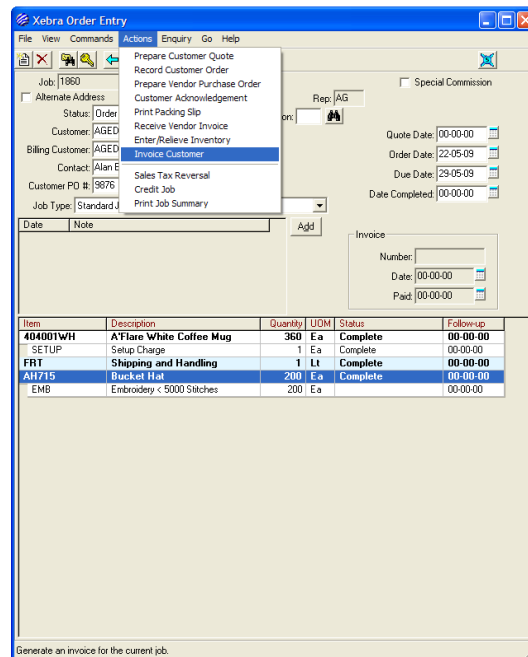
When the job is complete, review the chargeable lines. Any that you used the RECEIVE VENDOR INVOICE (RVI) function on are ready to invoice. If there are lines that you haven't been invoiced for as yet, and you agree that the work has been completed, you manually do what the RVI process does by double clicking on the relevant line. You can still perform the RVI function after the job has been invoiced once the supplier's invoice arrives.

Enter the Shipped Quantity on both the BUY and SELL side and set the line Tracking status at the top to COMPLETE.



Close the Line Item Screen

You are now ready to invoice the customer. Select Actions / Invoice Customer.



Select Next to close the View Sales Tax dialog box and continue invoicing.

The Financial Review dialog box is displayed that shows the cost, price and margin on the job.

Quantity	UOM	Description	Price	Cost	Margin	
300	Ea	A Flame White Coffee Mug	1616.40	1062.00	554.40	34.30%
1	Ea	Setup Charge	0.00	70.00	-70.00	** **%
1	Lt	Shipping and Handling	43.00	30.00	13.00	30.23%
200	Ea	Bucket Hat	1228.00	460.00	768.00	62.54%
200	Ea	Embroidery - 5000 Stitches	0.00	440.00	-440.00	** **%
Subtotal:			2887.40	2062.00	825.40	28.59%
Freight:			0.00	0.00	0.00	** **%
Composition:			0.00	0.00	0.00	** **%
Total:			2887.40	2062.00	825.40	28.59%
Sales Tax:			288.74			
Invoice Total:			3176.14			

This is your chance to review the invoice amount before the invoice is prepared.

Click Continue Invoicing on the Financial Review window.

The next window allows entry of data (usually only used if you use the Tax Invoice as the Packing Slip as well). You can enter Alternate Delivery information here if it has not already been entered (if your customer requires delivery to a conference facility rather than their office for example) Select Next

Press TAB to accept the date for the Date Completed, or you may override the date if you choose. If you do override the Date Completed date, you should also change the invoice date to the same date.

Click Finish to complete the invoicing process. If you have several document formats setup for invoices, select the format you wish & click OK.

The invoice is now prepared. The Print Preview window appears, check everything before printing or e-mailing the invoice to your customer.

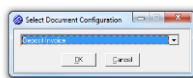
The Job Status has automatically changed to Invoiced.

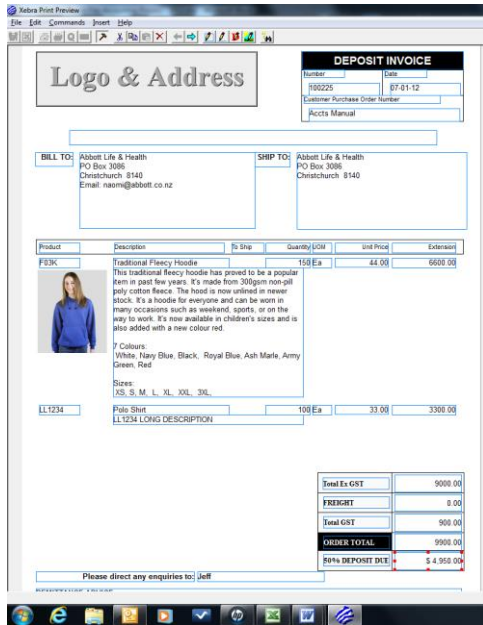
Creating a Deposit Invoice

In Xebra, once you Invoice a job, the system considers the job completed, so all tracking reports no longer pick up that job.

To create a Deposit Invoice for a customer, there are 2 options. Each has different implications for Accounts Receivable Reports & Sales Reporting.

Option 1 is to use a Customer Acknowledgement template as a Deposit Invoice. You can build a section at the bottom with a % due & manually type in the \$ required.





If you make the text and \$ both editable, you can use the same template for any % due – 30%, 50% for example.

This provides the customer with a document for their purposes, but keeps the tracking information of the job live for reporting within Xebra.

It will not show up as an invoice to be collected in Accounts Receivable & it will not show up on the Sales Journal report.

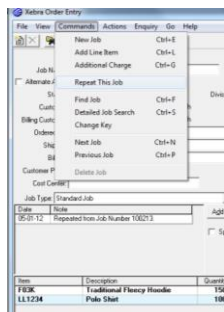
When the customer pays the deposit, the payment is allocated against the job & this will show as a prepayment on the Accounts Receivable Aging Report.

Option 2 – Create a new Job to Invoice for the Deposit.

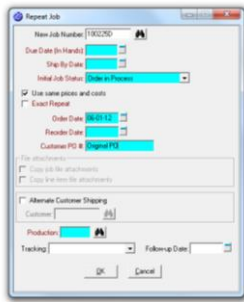
If you want the Deposit Invoice to show on Accounts Receivable Reports & the Sales Journal Report & keep all the tracking features of Xebra for the production component of the job, you need to create a new job to create a deposit invoice.

To do this, you need to create a copy of the original job.

Select Commands, Repeat This Job

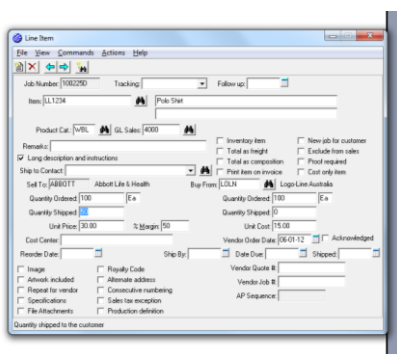


This will bring up a Repeat Job box – OVERWRITE the Auto generated Job number with the Original Job number with a D, tick the Use same prices & costs check box, enter the original order date & the Customer's Original PO number.



Once completed, click OK

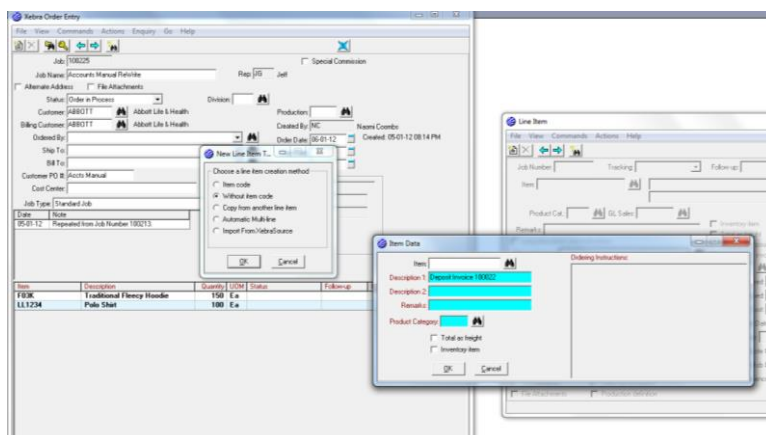
You will need to manually ship the line item SELL TO Quantities. Just double click on the line items & fill in the SELL Qty Shipped amounts. We are requesting a 50% deposit, so complete 50% of the original quantity.



Then proceed through the Invoice Customer process to create an invoice. This invoice will now show on Accounts Receivable Reports for Collection & also show on the Sales Journal Report. This will **not** show as a prepayment on the Accounts Receivable report.

You now need to reflect this deposit invoice in the original job, or when you invoice the job, you will overcharge the customer.

Go back to the original job & add a Line Item (with or without Item Code – if you want to track all deposit lines, we suggest you create a line item for this purpose, otherwise, without line item is fine)



Remember to complete it with a negative amount & for the GST exclusive value of the deposit invoice.



This will then deduct from the final invoice when the job is complete.

You still use the main job for RVI purposes, for full quantities.

Credit Requests to Suppliers

A credit in Xebra is the same as MYOB – a negative record. There are 2 ways of handling them – one is to simply create a negative A/P entry but that does not flow through to the job and you can't create a credit request to your supplier that way.

(If you want to create a credit request, firstly make sure you have designed a Credit Request form. It will be an adaptation of a Purchase Order. Make sure that form is flagged as ENABLED.)

To process, go to the job requiring the credit request.

Select COMMANDS / ADD LINE ITEM

Add a line either through ITEM CODE or WITHOUT ITEM CODE.

Enter the qty either as the number of items and the cost as the NEGATIVE unit cost OR enter the quantity as 1 and the cost as the NEGATIVE total cost (remember these are ex GST costs.

Tick Cost Only.

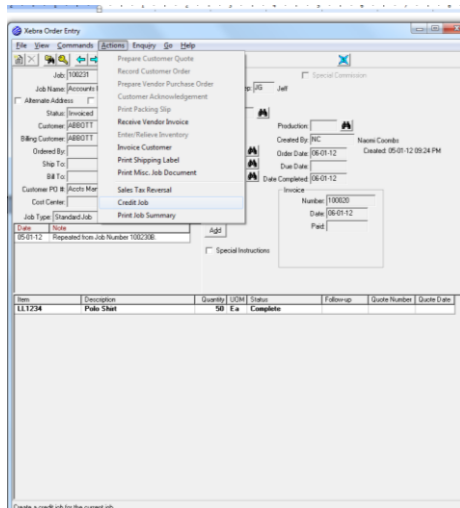
You can now create a PO selecting that line(s) and selecting the Credit Request for the form from the drop down box.

When the credit comes in, simply RECEIVE VENDOR INVOICE as per the above instructions.

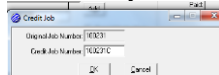
Creating a Credit Job

If you have invoiced a customer & you need to raise a credit note.

Go to the original Job that was invoiced, Select Actions / Credit Job

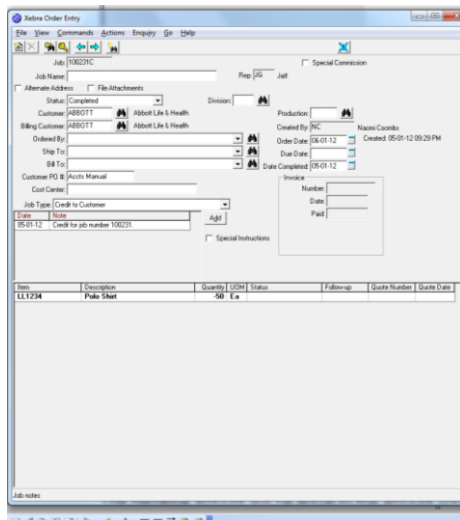


A Credit Job Dialog Box appears: Change the Credit Job number to the Original Job Number followed by a C



Click OK

This creates a new job, the exact opposite to the original job.

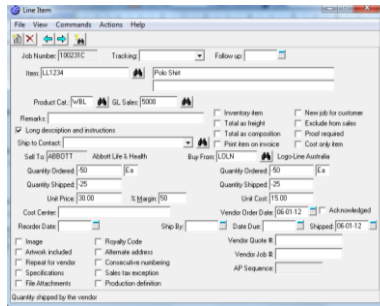


Option 1 – Full credit

If the credit you need to raise is a full credit of the original job, select Actions / Invoice Customer & follow the invoice process. If you have a Credit Note template, choose that to print the credit note, otherwise you can just print a negative invoice.

Option 2 – Partial credit

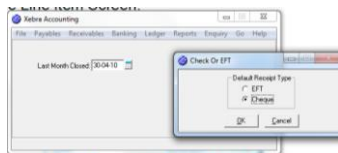
Edit the job by double clicking on a line item to adjust the Quantity Shipped or Unit Value until the credit is at the required amount. We have adjusted the Quantity below to be 50% of the original quantity. Close the Line Item Screen.



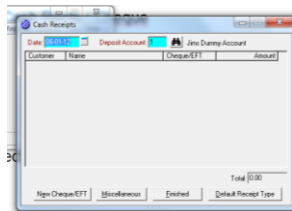
Then select Actions / Invoice Customer & follow the invoice process. In this case, it will create a Credit to the value of 50% of the original invoice. If you have a Credit Note template, choose that to print the credit note, otherwise you can just print a negative invoice.

To offset any invoices owing from the customer, you need to go into Accounting & allocate the credit note against the invoices you wish to offset through Receivables Cash Receipts.

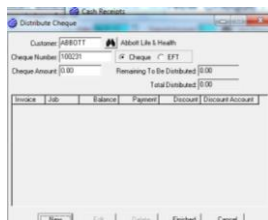
From the Accounting Menu, select Receivables / Cash Rects / Cheque



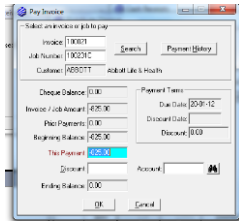
Enter the date you wish to make the allocation effective & click on New Cheque / EFT.



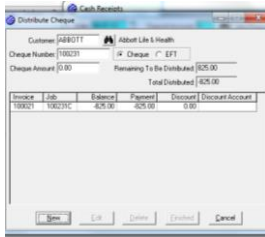
Enter the Customer, cheque number (I use the job number as this reference – note – no letters, just numeric characters) & the amount as \$0.



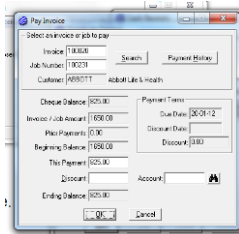
Select New to choose the credit note to be allocated.



Click OK, this now gives you a credit balance to allocate against any invoices for this customer.

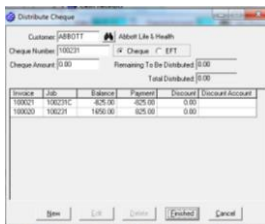


Click New again to select an invoice.



In this case, we have a 50% credit, so enter the offset amount into This Payment & the system calculates the amount still owing on the invoice.

Click OK & you can then complete the process. If the credit is larger than the one invoice, you can continue to select NEW & allocate the Credit across multiple invoices until the credit balance is exhausted.



Once the credit is fully allocated, click on Finished / Finished.

Job Refunds

If you actually make a payment back to a customer for a job that has been paid, part paid or overpaid, you need to do a NEGATIVE cash receipt using EFT method. (See Cash Receipts). The negative amount will be equal to the amount you are actually paying from the cheque account. Using the EFT method will automatically enter the refund into your Banking /Chequebook screen and nothing else need to be done.

(NOTE: If you use the "Cheque" cash receipts method, you will then need to put a miscellaneous withdrawal through the Banking / Chequebook screen (see the Bank Reconciliation for procedures) but do not raise an A/P entry as the negative cash receipt will have created the general ledger entries.)

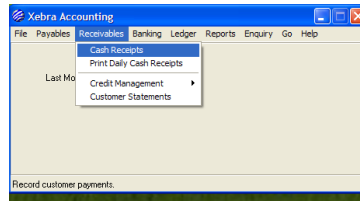
This will create an error in the Disbursement section (the top section) and an equal but opposite error in the deposit section of your Chequebook / Accounting Analysis Report (CAA) and that is fine. The report is a tool to locate errors in the Summary Journal Nett Cash Change. If there is no error in the Nett Cash Change, all is well with the world. That is the important figure that must balance. We will discuss this further in the Month End Procedure Guide.

Accounts Receivable Cash Receipts

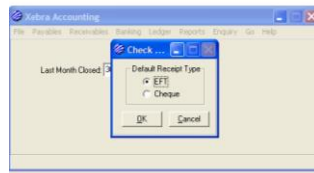
The only difference between EFT cash receipts and cheque cash receipts is that EFT transactions appear on the bank statement automatically as individual deposits. If you receive funds using the Cheque Option, you must perform the second step in the process manually (in the Banking / Chequebook Screen).

Our first example is for Receiving an EFT Deposit (you can also use this process if you are banking just one cheque in a deposit):

From the Accounting Menu – Select Receivables / Cash Receipts

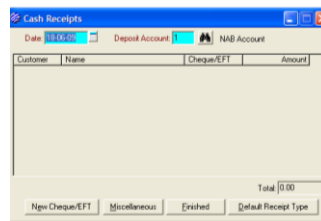


Select EFT & Click OK

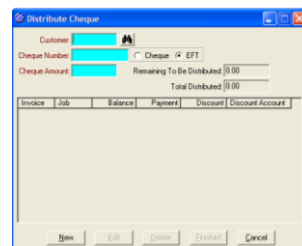


Enter the date of the deposit – this will default to today's date but you can back date entries, and select which account the deposit is being made to.

Then Click on New Cheque / EFT



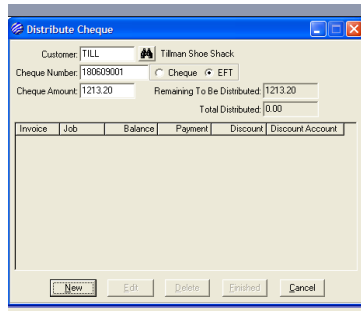
This will take you to the Distribution screen:



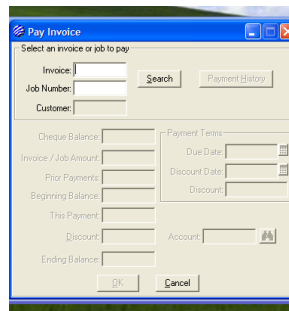
Enter the customer code (you can search if required)

The Cheque number – this must be a purely numeric code – no alpha or symbol characters. This must be a unique reference to this transaction. It will be displayed on your Banking / Chequebook screen & will be used for identification purposes if there are any problems.

And the Cheque amount – in the case of an EFT, this is the total deposit from that customer.



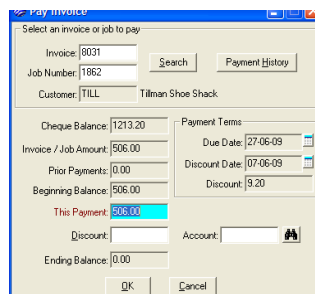
To allocate the deposit to invoices, click on NEW (note that the finished button is greyed out – this will remain so until the deposit is fully allocated).



Enter the first invoice number being paid – if the payment is a deposit & you have not yet invoiced the customer, you can enter the job number instead. If you only know which customer is paying & have not been advised which invoices / jobs the payment relates to – you can click on the search button & all outstanding jobs / invoices will be displayed for that customer.



Highlight the job you wish to allocate payment to & click OK.



The Payment box will default to the total outstanding on that job / invoice. You can over-ride this if you are receiving a part payment.

If you have been short paid by a small amount that will not be worth chasing, or if you have offered an early payment discount, you can also write this off through the Discount box. The account the short payment / discount will be allocated to will default to a standard account – you can adjust this at this time (ie: a short payment could be allocated against the sales account, or bank fees or a discounts given account – your choice).

Once you have finished allocating this invoice, click OK. This will take you back to the main distribution screen.

Invoice	Job	Balance	Payment	Discount	Discount Account
8031	1862	506.00	500.00	6.00	4100

If you have fully allocated the payment, the Finished button would now be available, however, we have additional funds to allocate – so we again select New & repeat the invoice / job allocation process until all funds are allocated.

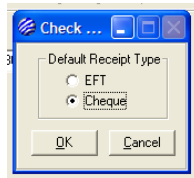
Invoice	Job	Balance	Payment	Discount	Discount Account
8031	1862	506.00	500.00	6.00	4100
8032	1864	607.20	607.20	0.00	
	1304	1414.80	106.00	0.00	

Once the total payment has been allocated, select Finished & you will be returned to the Receivables / Cash Receipts window.

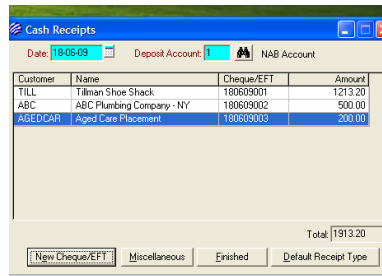
You can enter more EFT Deposits for the day or click finished again to be returned to the main accounting menu.

Cheque Deposits are handled similarly to the MYOB Undeposited Funds. If you also have a cheque banking for the day, you can enter those deposits as Cheques & we will then enter the batch total in the Banking Chequebook screen for your bank reconciliation.

The Cheque Deposit process is the same as the EFT process, except you select Cheque instead of EFT, after selecting Receivables / Cash Receipts.

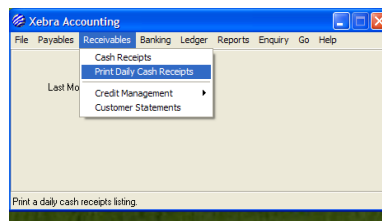


In this example, in addition to the EFT Deposit, we are making a cheque deposit for 2 cheques, totaling \$700.

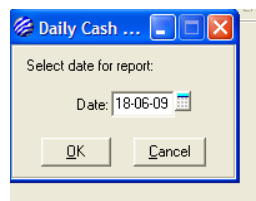


All payments allocated for the day show on the Cash Receipts screen, however, the first is an EFT receipt & the other 2 are Cheques.

To confirm this, you can run a Daily Cash Receipts Report.



Enter the date of the deposits you wish to analyse:



And Click OK

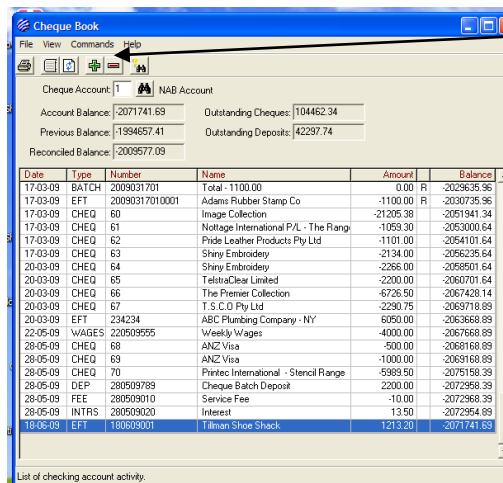
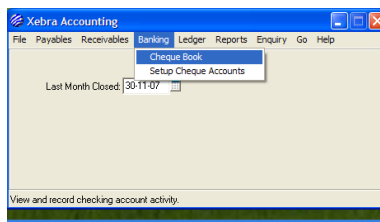
This gives you a summary of all deposits on that day:

DATE: 18-06-09 Pantheon Systems PAGE: 1
Cash Receipts

CHECKING ACCOUNT	CHQ/EFT	RECEIVED FROM	PAYMENT	DISCOUNT	DISC ACCOUNT	JOB BALANCE
CUSTOMER	INVOICE	JOB				
NAB Account			300-304-2			
180609002	ABC Plumbing Company - NY					
ABC	1284		500.00	0.00		1685.80
Cheque Total:			500.00	0.00		
180609003	Aged Care Placement					
AGEDCAR	8029	1860	200.00	0.00		2976.14
Cheque Total:			200.00	0.00		
** Total Cheques:			700.00	0.00		
** EFT Receipts **						
180609001	Tillman Shoe Shack					
TILL	8031	1862	500.00	6.00	4100	0.00
TILL	8032	1864	607.20	0.00		0.00
TILL		1304	106.00	0.00		1308.80
EFT Total:			1213.20	6.00		
** Total EFT:			1213.20	6.00		
NAB Account			1913.20	6.00		

This report is also quite helpful at the end of the month when trying to resolve imbalances.

Now, if we look at your Banking/ Chequebook screen:

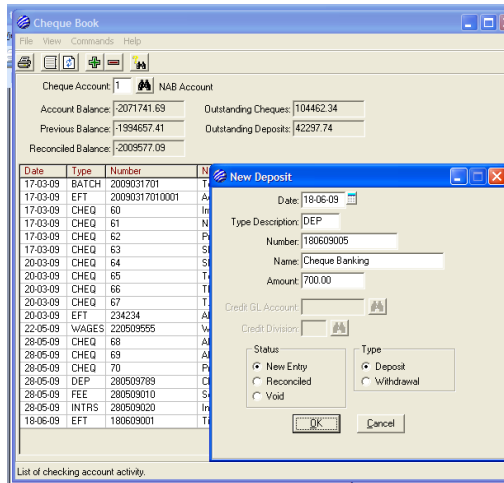


Green + Icon for Deposits

You can see the EFT deposit has been automatically entered into the account.

We now need to make the entry for the Cheque batch deposit of \$700

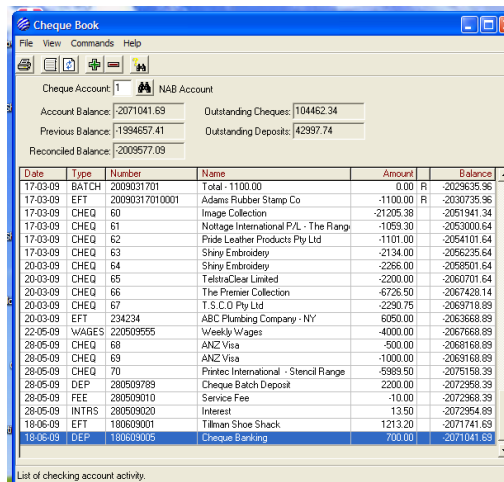
To do this: Select Commands / Deposit (or you can use the green + icon)



This will bring up the New Deposit Window.

Enter the details of the deposit (remembering that the Number must be a unique code for this transaction)

Once all details have been entered, click OK.



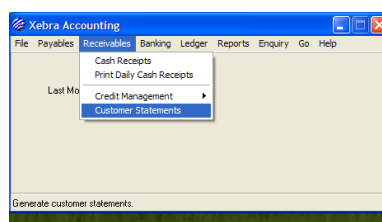
Our cheque deposit is now showing.

Your banking procedure is now complete. We will discuss miscellaneous receipts & Interest posting in the Bank Reconciliation section.

Customer Statements

To run a Customer Statement you can run either all customers or a selection of customers.

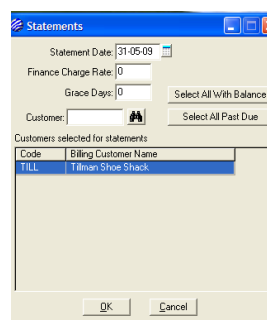
This function is in Receivables / Customer Statements



Select The Statement Date (It defaults to today's date, so you may need to change this if you are running end of month statements to send out)

You can either run for all customers, or select from the 2 functions – Select All with Balance or Select All Past Due. Once the group of Customers has been selected click OK, this will show the print preview screen, you can then select Email & the system will create individual emails to each customer. You can then edit & send emails to each customer as you wish. The email address selected will be the email address selected as default for the Billing Customer record.

If you wish to run a statement for a particular customer – you can enter their code in the Customer box (or search) – you then need to hit ENTER. This will push the customer selected into the bottom box. If you do not hit ENTER, & just click OK, you will run statements for ALL customers. (you can also run individual statements via the Collections Module – please see the separate Collections Manual for the procedure, this will keep a record of the statement being created & any notes you make at the time)



The Statement will then appear on your screen to email, print & fax, or print & post.

The Statement will only show outstanding items, if an invoice is fully paid, it comes off the statement transaction listing.

If you need to review allocations made in the past – you can use either the Enquiry / Customer function or run a Customer Transaction History which we will discuss in the reports section of this manual.

Accounts Payable

The Accounts Payable Entry Program

The Accounts Payable Entry program is used to enter accounts payable items that do not relate to a particular job. Normally, job related vendor invoices are entered using the Receive Vendor Invoice Procedure in the Order Entry module.

The AP Entry program may also be used to inquire and update information on any accounts payable record, regardless of whether it was entered directly with the AP Entry program, or via the Receive Vendor Invoice procedure.

The Accounts Payable file also becomes the payment history. Once the vendor has been paid, the payment information is added to the accounts payable record.

Entering Accounts Payable for a Non-Job related Expense

Select Commands / New from the AP Entry menu.

Enter the Vendor code & hit TAB.

Enter the description.

Press TAB to accept the current date for the Purchase Date or enter the Invoice date & hit TAB.

Enter the same date as the Purchase date for the Invoice Date hit TAB

Enter the Invoice Number.

Enter the amount of the invoice including GST.

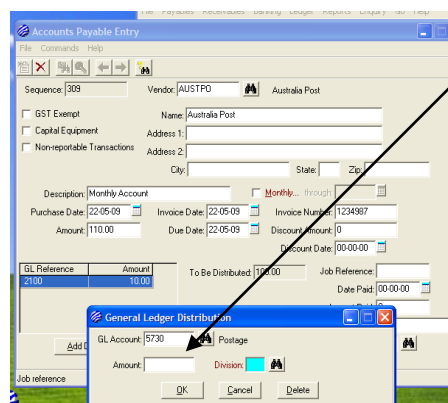
TAB through the Job Reference field.

The General Ledger Distribution window appears – the system will automatically calculate the GST component if you TAB out of the Job Reference field. If you do not & use your mouse to click on Add Distribution, you will have to manually calculate & code the GST component of the invoice.

When you create a vendor record for a non job related supplier (Australia Post for example), you can enter your postage expense account as the GL Reference. That account number will then appear as the default for the distribution of their invoices. Press TAB to accept this default account or you can override with a different account if required.

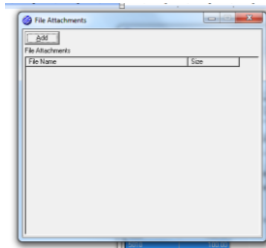
Enter the amount to allocate to that account & hit TAB. Click OK to close the General Ledger Distribution dialog box. (see hint)

Hint: If you only have 1 account to allocate expenses to (in addition to GST) you can see the GST Exclusive amount to be allocated to the expense account in the To Be Distributed box on the back screen.



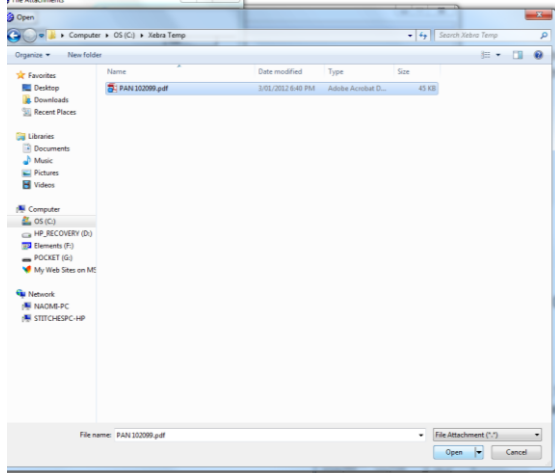
Your AP Entry is complete.

If you have an electronic copy of the supplier's invoice, you can save it against this AP record. Click on the File Attachments Check box in the middle of the screen.



Click on Add

Browse to the location you have saved the electronic document & Click Open

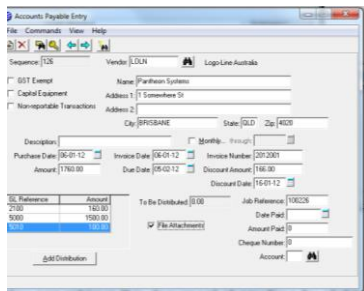


With the next window, you can choose to have the document automatically added to any other documents as you email them. In the case of a supplier invoice, this would be quite rare, but the same functionality applies when attaching other documents to a job or prospect record.



Click OK & close the File Attachment record box

You can retrieve this document at any time by clicking on the (now ticked) File attachments box in the AP screen.



Close the Accounts Payable Entry window.

Other Areas on the A/P Entry screen:

Monthly Recurring Payment Option

You could Click the Monthly check box to indicate that this is a monthly recurring payment.

You can enter a final payment date, or if you leave it blank it will repeat into perpetuity. This record will automatically duplicate itself when **it is paid**, and will advance its due date by one month.

GST Reporting Items

The 3 boxes in the top left of the screen relate to GST Reporting for your BAS Returns.

If none of these boxes are ticked, the purchase will fall into the GST Invoices portion of your BAS Purchases.

If you select GST Exempt, the GST amount will not automatically calculate as you TAB out of the Job Reference field & the invoice will appear in the GST Exempt Invoices section of your BAS Report.

Capital Equipment will move the Invoice into the Capital Purchases section of the BAS Report, GST will still calculate.

Non Reportable will remove the item from all GST reporting. Use this option for Salaries & wages expenses, Superannuation payments, payments of balance sheet items (such as loans, cash transfers between accounts and distributions to directors).

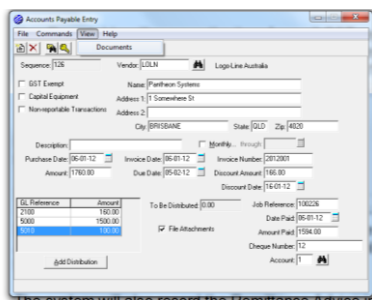
Payment Information

If the sequence number has been paid – the payment information is located on the bottom right of the screen.

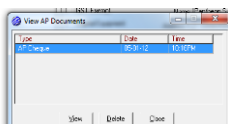
It will show the Date, Amount, Cheque Number & the bank account used for payment.

It will help to remember this if you are having troubles balancing your Accrual Basis Summary Journal Report (ABSJ) at the end of a month (this will be discussed further in the A Guide to the Monthend Accounting Process).

The system will also record the Remittance Advice in the AP screen. Once an invoice has been paid, select View / Documents

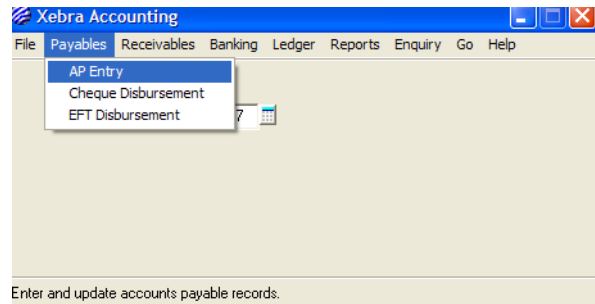


This will show the remittance advice file, double click to view, email or print the remittance advice.

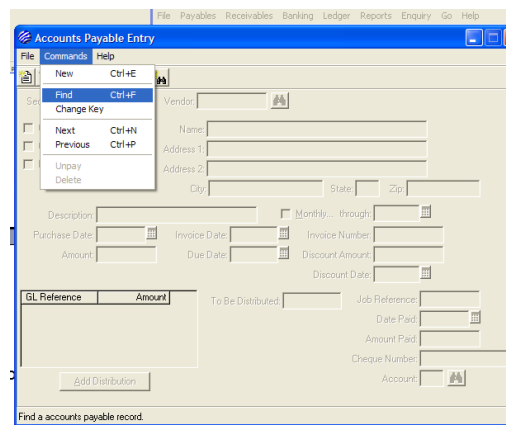


Finding Accounts Payable Records

Select Payables / AP Entry from the Accounting menu.



Select Commands / Find from the AP Entry menu.



The primary key for the Accounts Payable file is the Sequence Number. Xebra generates this number each time a new accounts payable record is created. Writing the sequence number on the vendor's invoice before putting it in the file makes it easier to match invoices when paying them either with a cheque, through EFT or Credit card payment. It also helps prevent the same vendor invoice from being entered twice.

When searching for a particular AP Sequence number, enter the number in the Sequence in the Find Accounts Payable dialog box, hit Tab and click Search.

Double click the single entry in the Search Results list.

The accounts payable record is displayed for you. Payment information is shown on the bottom right hand side of the screen. If these amounts are 0 or blank, the invoice has not been paid.

You can also perform a search by Vendor or by Invoice number, and you can also use the Enquiry / Vendor / Actions / Payables search to review Payable history.

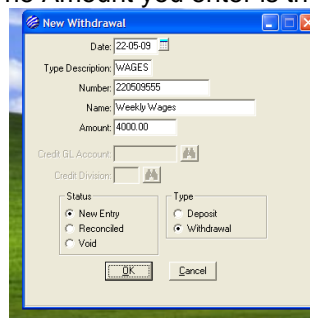
Entering Salaries/Wages into Xebra

Payroll is not handled by Xebra because it is so different in each country. Process payroll through your selected payroll package and then take up the payroll totals in one entry per pay period. We assume in this procedure that you pay electronically with 1 combined payment – if you pay a different way, let us know and we will provide a procedure for you. There are a number of ways of doing this but the easiest for non-accounting people is as follows –:

- 1: Assemble your figures:
You need the totals for the following -
Gross Pay
PAYG
Superannuation Accrued

Most payroll packages will produce a report for you with these figures. In the following example I am using fictitious amounts of \$5000 Gross, \$1000 PAYG, and \$450 Superannuation accrual

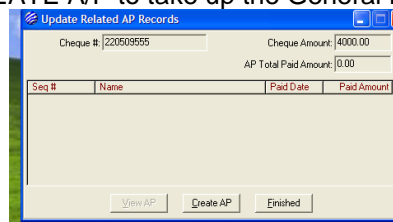
- 2: Take up the payment
In ACCOUNTING/BANKING/CHEQUE BOOK, create a Withdrawal (either use the – sign icon or COMMANDS/ WITHDRAW). The Amount you enter is the NETT wage total.



The screenshot shows a 'New Withdrawal' dialog box with the following fields and options:

- Date: 22-05-09
- Type Description: WAGES
- Number: 220509555
- Name: Weekly Wages
- Amount: 4000.00
- Credit GL Account: (empty)
- Credit Division: (empty)
- Status: New Entry, Reconciled, Void
- Type: Deposit, Withdrawal
- Buttons: OK, Cancel

When you click OK, click CREATE A/P to take up the General Ledger allocation.



The screenshot shows an 'Update Related AP Records' dialog box with the following information:

- Cheque #: 220509555
- Cheque Amount: 4000.00
- AP Total Paid Amount: 0.00
- Table with columns: Seq #, Name, Paid Date, Paid Amount
- Buttons: View AP, Create AP, Finished

An A/P Sequence is generated and all you need do is “ADD DISTRIBUTION” to the General Ledger. Take up the entire GROSS to your Wages/Salary Expense G/L code. Take up the PAYG as a MINUS figure and code it to your Balance Sheet account for PAYG Payable. Take up your Superannuation amount to both your Expense account for Super and as a Minus to your Balance Sheet account for Superannuation Payable.

Also ensure that the Non Reportable Transactions box is checked for GST Reporting purposes.

Close the Window & Click on Finished to take you back to the Banking / Chequebook screen.

Accounts Payable Entry

File Commands Help

Sequence: 310 Vendor: [Vendor Icon]

GST Exempt Name: Weekly Wages

Capital Equipment Address 1: [Address 1]

Nonreportable Transactions Address 2: [Address 2]

City: [City] State: [State] Zip: [Zip]

Description: [Description] Monthly... [Monthly Icon]

Purchase Date: 22-05-09 Invoice Date: 22-05-09 Invoice Number: [Invoice Number]

Amount: 4000.00 Due Date: 22-05-09 Discount Amount: 0

Discount Date: 00-00-00

GL Reference	Amount
5300	5000.00
2201	-1000.00
5220	450.00
2203	450.00

To Be Distributed: 0.00 Job Reference: [Job Reference]

Date Paid: 22-05-09

Amount Paid: 4000.00

Cheque Number: 220509555

Account: [Account Icon]

Add Distribution

Distribute the invoice amount among general ledger accounts:

When you make the payment to the Superannuation Fund – code the payment to the Balance Sheet Account (in our example 2203) & also make sure the Non Reportable box is checked.

GST/Payroll tax payments (including deferred payments)

We start with a typical GST payment.... (note the G/L codes used in this example may not match the G/L codes in your chart of accounts)

1: Let's say it is the end of a qtr and you have \$2000 PAYG and \$1500 GST to pay. You enter this from the BANK ACCOUNT. Do a misc withdrawal (the - sign). The cheque is to ATO and the amount is \$3500. Then on OK, go to Create A/P entry. Tick the NON REPORTABLE flag. Then ADD DISTRIBUTION, select 2-1410 (your PAYG Liability Account) and enter 2000.00 then select 2-1330 (GST Clearing) and enter 1500.00. Close the window and click finished.

2: Now let's take the case where you have a GST refund but the PAYG still means you have to send the ATO money. So you have your \$2000 PAYG but you have a \$500 GST credit. Same thing... You enter this from the BANK ACCOUNT. Do a withdrawal (the - sign). The cheque is to ATO and the amount is \$1500. Then on OK, go to Create A/P entry. Tick the NON REPORTABLE flag. Then ADD DISTRIBUTION, select 2-1410 (your PAYG Liability account) and enter 2000.00 then select 2-1330 (GST Clearing) and enter -600.00. Close the window and click finished.

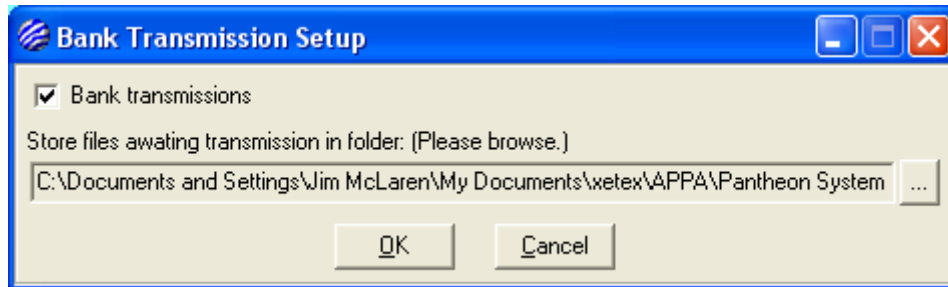
3: Now let's take the case where you have a GST refund and it exceeds the PAYG payable. So you have your \$2000 PAYG but you have a \$2500 GST credit. Different thing... we can do this with journals but it is easier if you follow the following "shortcut". Go to PAYABLES / AP ENTRY. Create a new entry for ATO and tick as NON REPORTABLE. Enter the amount as - 500.00. Then ADD DISTRIBUTION, select 2-1410 (PAYG Liability) and enter 2000.00 then select 2-1330 (GST Clearing) and enter -2500.00. Close the window. When the money comes in from ATO, go to PAYABLES / AP CHEQUE DISBURSEMENT. Check the date & Bank Account – then Select the ATO transaction and then PRINT. Click OK at the end. It will have created a negative cheque (in effect a deposit) for \$500 in the bank account but the system will have put a Void flag against it (the system recognises a cheque cannot be negative). Just take the Void flag off (double click on the cheque, change the flag to NEW ENTRY).

Now to deferred payments – assume we deferred a payment of \$2000 PAYG and \$1500 GST. Xebra doesn't care whether you pay it on the 20th of the following month or a year later (the ATO might though). In this case though, you should take up the Deferred Payment as a normal AP ENTRY (Non Reportable) with the Disbursement being 2-1410 for 2000.00 and 2-1330 for 1500.00. You then pay it off using disbursements. If you go to AP DISBURSEMENT and double click on the entry, then enter the amount you are paying, the system will keep track of how much you still owe.

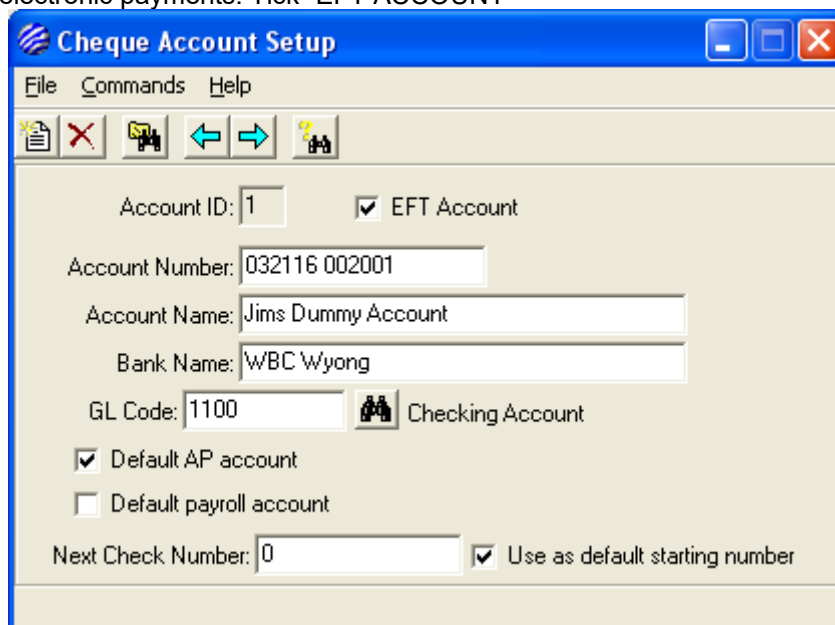
What if you have a quarter where you have an overall credit (as per point 3) but the ATO takes that off the deferred payment? The best way would be to process the credit amount using the method in point 3. Then make a payment against the deferred amount as if you had raised a chq for the \$500 using AP Disbursement. Obviously neither chq book entry will appear on the bank statement but reconcile them both together so they balance each other out.

EFT Setup (Electronic Funds Transfer Payments To Creditors) – currently Australia only.

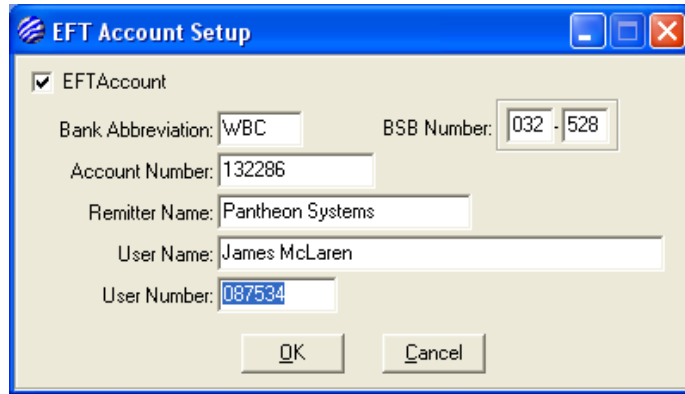
This facility allows electronic payment of Accounts Payable. On selection of invoices to be paid, it creates individual e-mails of remittance advices, exports the Australian Bankers Association standard ABA file and enters the payment into the paying bank account in Xebra. To activate, GO / SETUP / OPTIONS / SYSTEM ENVIRONMENT and tick "BANK TRANSMISSIONS" – Using the Browse facility in the window, select where you would like your ABA file to be exported to.



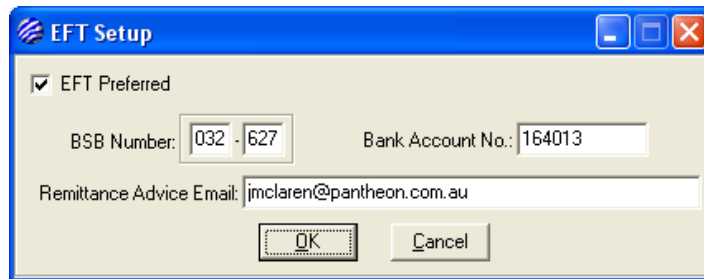
Now set up any payment accounts you will be using for electronic payment. Ask your bank for their 6 digit User number (e.g Westpac throughout Australia is 087534) – **This is not your BSB – it must be the User Identification Number which is assigned by APCA and User Financial Institutions – DO NOT GUESS THIS NUMBER – GET IT FROM YOUR BANK (phone your bank’s internet banking department)** and also ask for their 3 character bank identifier (e.g Westpac throughout Australia is WBC) – **This Must be an approved financial institution abbreviation – DO NOT GUESS THIS ABBREVIATION – GET IT FROM YOUR BANK (phone your bank’s internet banking department).** Now you are ready to setup – ACCOUNTING / BANKING / CHEQUE ACCOUNT SETUP. Select the first account you wish to set up for electronic payments. Tick "EFT ACCOUNT"



In the EFT Account Setup window that appears, enter your bank’s 3 character identifier as supplied by your bank (eg WBC for Westpac). Enter your BSB and account number. Enter your account name in Remitter Name as you would like it to appear on your supplier’s statement. Enter the User Name of the person in your organization that is in charge of transmitting this file to the bank. Next to the USER NUMBER, enter the 6 digit APCA number you got from your bank – see above – this is not your BSB or Account number – For Westpac it is 087534. Click OK



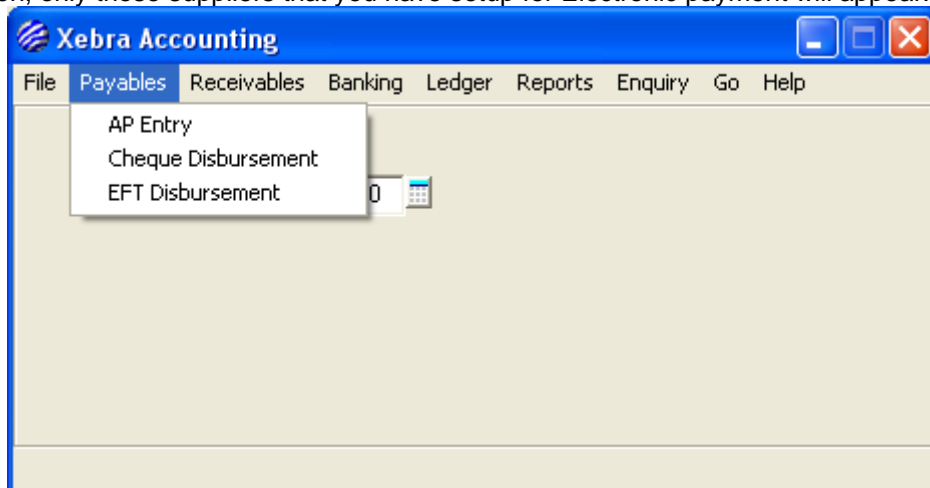
Now setup your Vendor accounts. Obtain the bank details and the Accounts Payable e-mail address for the suppliers you wish to pay electronically. Then ORDER ENTRY / VIEW / VENDOR REMITTANCE, select a vendor, click "EFT PAYMENT PREFERRED", enter the BSB and account number and the e-mail address you would like the remittance advice to be sent to.



Repeat this process for any other accounts you wish to use for electronic payments. You are now ready to pay electronically. I suggest you make a single small payment to a known supplier to test your setup.

EFT Payments (Australia only currently):

Under ACCOUNTING / PAYABLES, there is an additional option EFT DISBURSEMENT. On selection, only those suppliers that you have setup for Electronic payment will appear.

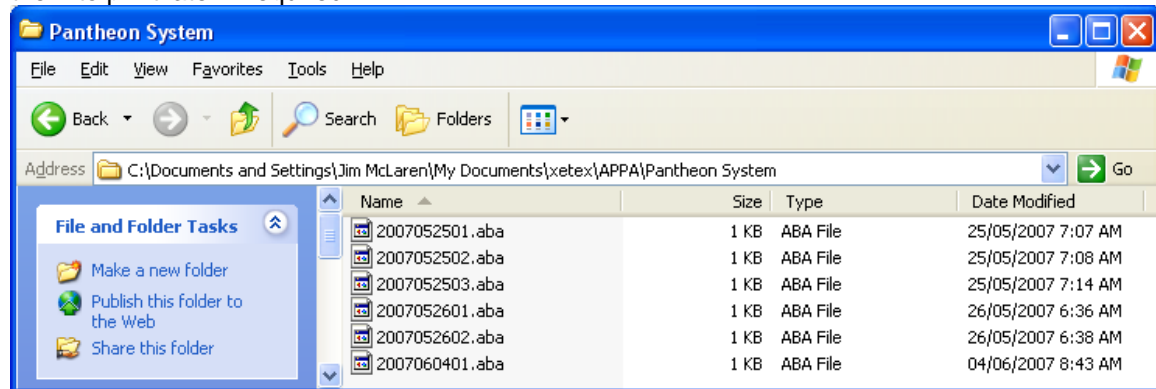


The payment process is very similar to Cheque Disbursement – Select the invoices you wish to pay (singly or using the CTRL key to select multiple accounts or using the SHIFT key to select a continuous group of invoices). When you have made your selections, click EXPORT.

An APPROVE REMITTANCE AMOUNTS window appears. Check to ensure you have made the correct selections – double click any selections that are incorrect to deselect. **THIS IS YOUR LAST CHANCE TO STOP THE PAYMENT BEING ADDED TO YOUR BANK TRANSMISSION FILE.** When you are ready to pay, click OK. Your export file is created and saved to the folder you nominated in your System Environment Setup – you can identify the

file by the name – see screen shot below, the format is yyyymmddnn where yyyy is the year, mm is the month, dd is the date, nn is the file number (eg 01 is the first file you exported for on a single day, 02 is if you have created a second file on that same day, 03 for the third etc.. A list of remittance advices appears – you may print them if you wish but clicking the e-mail envelope will generate individual e-mails of remittance advices to each of your Payees.

If you do not print, email or export the remittance advices to PDF at this point, the forms will be stored against the AP Sequences included in the payment, so you will be able to retrieve them to print later if required.



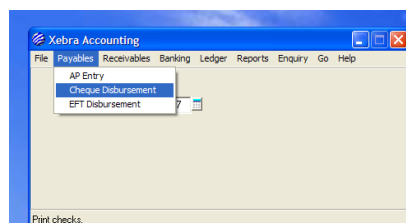
Now use your Banks electronic payment system to upload your ABA file – if you are unsure of how, you will need to talk to your bank’s customer support. Each file created is stored in that folder – note in the screen shot above the way the names are created for multiple files created in a single day.

Note, only VENDORS set up for Electronic payment will appear in the EFT DISBURSEMENT window. In the CHEQUE DISBURSEMENT window there is an option to display EFT Vendors for this method of payment

Cheque Disbursement (non EFT Payments)

Use this method of disbursement for manual cheques, BPAY payments, payments made with a credit card (basically any payments other than batch processed eft transfers).

From the Accounting menu, select Payables/ Cheque Disbursement



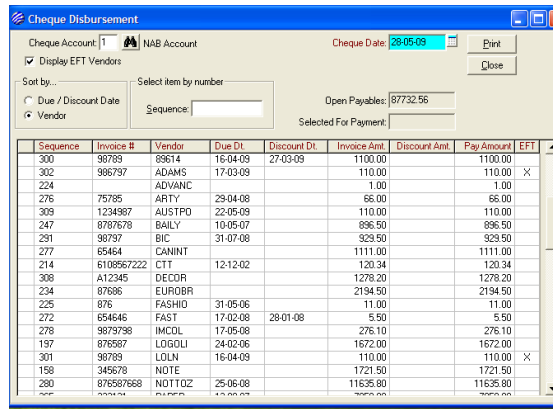
This will bring up a list of all unpaid AP Sequence Vouchers for non EFT vendors in the system.

There are 3 things you need to check before selecting the items you wish to pay:

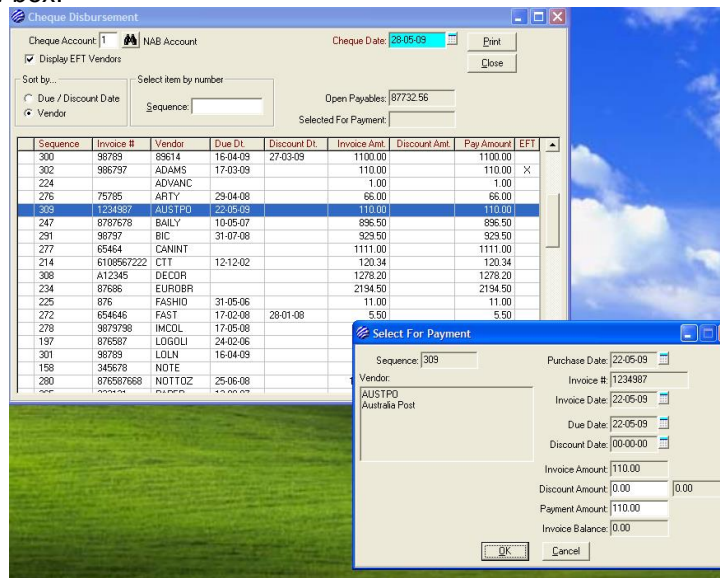
1. Which account are you withdrawing the funds from? (standard cheque account or a credit card?) select this account for the cheque account
2. What is the date of the payment? (you can back date)
3. Select Display EFT Vendors to see all vouchers waiting for payment. (you can pay an EFT vendor via cheque, but you can not pay a non-EFT vendor by EFT)

If you change the date or bank account after selecting items, it will confuse the system & you will need to close the disbursement screen & start again.

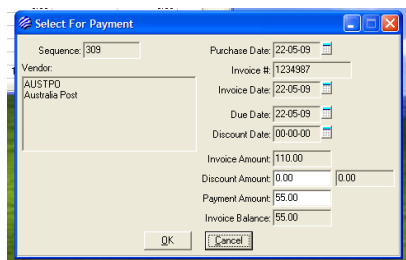
We then recommend you use the Sort by Vendor option to place all items in alphabetical order by vendor.



Select the items you wish to pay by double clicking on the item. This will bring up a Select for Payment review box:



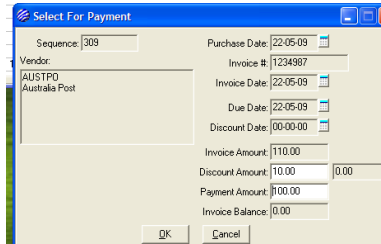
At this stage you can just click OK to pay the entire balance, or if you wanted to just pay a 50% installment, you can over-ride the payment amount & leave a balance outstanding of \$55.00.



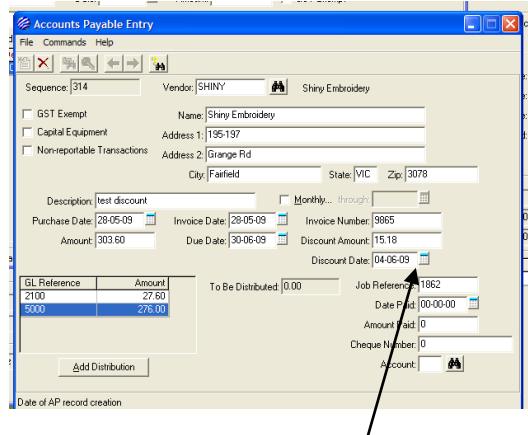
You can select the remaining \$55.00 with your next payment.

Your other option is to take an early payment discount. There are 2 ways to trigger this:

The first is to just enter the amount you are going to pay & enter the discount amount in the discount area, bringing the Invoice balance to 0.

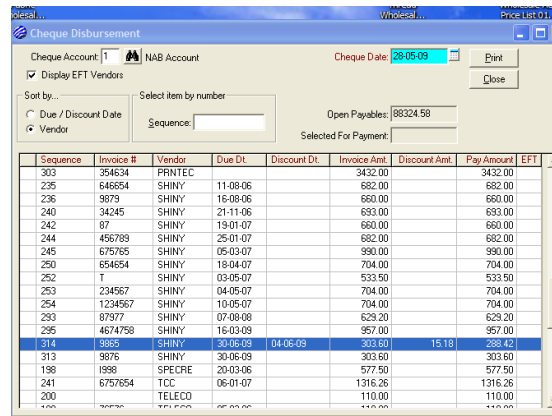


The other way is to enter the discount into the vendor terms (ie: Shiny perhaps offers you 5% discount in 7 days or 30 days end of month).
The Shiny invoice shows after being processed through the RVI function:



See how the discount date & amount fields are showing values.

This comes through to the AP Disbursement screen:



When selecting the item for payment, the system knows that if you pay before the discount expiry date you get the % off & automatically calculates the reduced payment amount. If you select the item to be paid after the discount date has expired, the system does not allow for the discount & automatically selects the full amount for payment.

Sequence	Invoice #	Vendor	Due Dt.	Discount Dt.	Invoice Amt.	Discount Amt.	Pay Amount	EFT
270	322131	PRNTEC			896.50		896.50	
303	354634	PRNTEC			3432.00		3432.00	
235	646654	SHINY	11-08-06		682.00		682.00	
236	9879	SHINY	16-08-06		660.00		660.00	
240	34245	SHINY	21-11-06		693.00		693.00	
242	87	SHINY	19-01-07		660.00		660.00	
244	456789	SHINY	25-01-07		682.00		682.00	
245	675765	SHINY	05-03-07		990.00		990.00	
250	654654	SHINY	18-04-07		704.00		704.00	
252	T	SHINY	03-05-07		533.50		533.50	
253	234567	SHINY	04-05-07		704.00		704.00	
254	1234567	SHINY	10-05-07		704.00		704.00	
293	87977	SHINY	07-08-08		629.20		629.20	
295	4674798	SHINY	16-03-09		957.00		957.00	
313	6732	SHINY	31-05-09	08-05-09	533.00		533.00	
314	9865	SHINY	30-06-09	04-06-09	303.60	15.18	288.42	
313	9876	SHINY	30-06-09		303.60		303.60	
198	1998	SPECRE	20-03-06		577.50		577.50	

As you select items for payment, the Selected for Payment box will total the sequence numbers for you.

Sequence	Invoice #	Vendor	Due Dt.	Discount Dt.	Invoice Amt.	Discount Amt.	Pay Amount	EFT
272	654646	FAST	17-02-08	28-01-08	5.50		5.50	
278	9879798	IMCOL	17-05-08		276.10		276.10	
197	876587	LOGOLI	24-02-06		1672.00		1672.00	
301	98789	LDLN	16-04-09		110.00		110.00	X
158	345678	NOTE			1721.50		1721.50	
280	876587668	NOTTOZ	25-06-08		11635.80		11635.80	
285	332131	PAPER	13-09-07		7850.00		7850.00	
163	6578	FBA			4972.00		4972.00	
X 248	87687	PRNTEC			1661.00		1661.00	
X 270	322131	PRNTEC			896.50		896.50	
X 303	354634	PRNTEC			3432.00		3432.00	
235	646654	SHINY	11-08-06		682.00		682.00	
236	9879	SHINY	16-08-06		660.00		660.00	
240	34245	SHINY	21-11-06		693.00		693.00	
242	87	SHINY	19-01-07		660.00		660.00	
244	456789	SHINY	25-01-07		682.00		682.00	
245	675765	SHINY	05-03-07		990.00		990.00	
250	654654	SHINY	18-04-07		704.00		704.00	

Once you have selected all items you wish to pay, click on the PRINT button: If you have several document types set up, you will be prompted to select one, otherwise you will go through to a cheque number nomination screen. The system will default to the last cheque number +1, you can override this if required (please note this must be a numeric code only – no alpha or symbols can be used – the system still thinks you are writing a cheque even if you have a credit card receipt number) click OK & it will take you through to the printed form (usually a remittance advice as there are very few pre-printed cheques used these days).

At this point you can Print, send to PDF or email the document to your supplier. Please note if you are paying more than 1 supplier in this manual batch all remittance advices will appear in the one document, so you can not email to a vendor – but you can print & fax if you wish. Please also note this document is now stored in the system against the AP Sequence number, so you can retrieve later if you require.

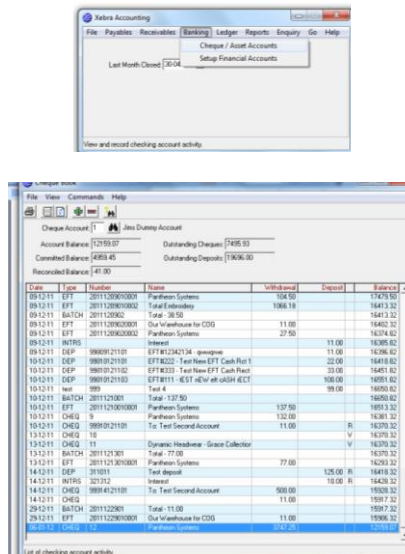
Once you have printed, emailed or saved, close the screen & click OK at the Verify Cheques Printed screen (this question is allowing for the actual printing of preprinted cheques & is checking for paper jams.)

The AP Sequence numbers just paid are now removed from the Cheque Disbursement screen.

Close the screen.

Bank Reconciliation

To perform your Bank reconciliation, enter misc deposit or withdrawal transactions you use the Banking / Chequebook screen:

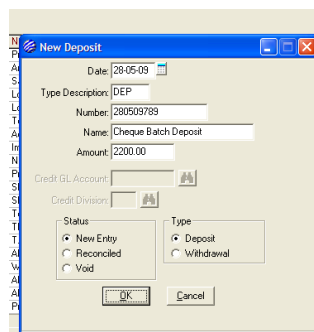


The main functions used in this screen are:

Miscellaneous Deposit:

Use the + button to add a deposit. NB: If you have entered a deposit through Receivables / Cash Receipts as an EFT – it will automatically flow through to this screen, you do not need to create a deposit. If you have entered a deposit through Receivables / Cash Receipts as a Cheque Deposit, you will need to use this procedure. Do not use this function for interest earned, there is an Interest Posting function to do this.

The New Deposit window will appear – enter the information required.



Things to note – the number entered on the 3rd line must be unique for this transaction. We recommend using a form of date & then transaction number, date alone is not sufficient as you may have several items entered on one day & they would then have the same transaction number. This is very important when trying to find errors if you are out of balance at the end of the month, as the error report totals items by transaction number.

Once all your information is entered, click ok to return to the chequebook screen.

Interest Posting (sundry deposit with account allocation)

To enter a deposit which needs an account allocation (the Misc deposit described above does not as the allocation process was performed in the Receivables / Cash Receipts function) use

the Interest Posting function (please note this is for Interest Income only – Interest Expense should be allocated using the – button / Misc Withdrawal function).

Date	Description	Amount	Balance
01/12/11	Current Account	104.50	17475.50
01/12/11	First Listing	104.50	16411.00
01/12/11	01/12/11 20111206010001	11.00	16422.00
01/12/11	01/12/11 20111206010002	27.50	16394.50
01/12/11	INTRES	11.00	16383.50
01/12/11	DEP 08080121100	22.00	16415.50
01/12/11	DEP 08080121102	33.00	16448.50
01/12/11	DEP 08080121103	100.00	16548.50
01/12/11	INT 989	98.00	16646.50
01/12/11	BATCH 20111212001	Total: 137.50	16784.00
01/12/11	EFT 2011121200001	137.50	16646.50
01/12/11	CHQ 9	132.00	16514.50
01/12/11	CHQ 08080121100	11.00	16503.50
01/12/11	CHQ 10	11.00	16492.50
01/12/11	CHQ 11	11.00	16481.50
01/12/11	BATCH 20111213001	Total: 77.00	16558.50
01/12/11	EFT 2011121300001	77.00	16481.50
01/12/11	DEP 311011	125.00	16606.50
01/12/11	INTRES 201212	18.00	16624.50
01/12/11	CHQ 08080121100	900.00	15724.50
01/12/11	CHQ 10	11.00	15713.50
01/12/11	BATCH 20111229001	Total: 11.00	15724.50
01/12/11	EFT 2011122900001	11.00	15713.50

New Interest Posting

Date: 01/12/11

Type Description: INTRES

Number: 08080121100

Name: Interest

Amount: 11.00

Check GL Account: 14801

Check Description: Interest

Status: New Entry Deposit Recordable Withdrawal Void

Buttons: OK, Cancel

Enter the required information – I will repeat the importance of using a unique transaction number. The difference between this & the previous screen is that with this screen you can allocate a GL account to allocate the other side of the entry to. In this case, we have coded the entry to Interest Income. Please note that this function is for GST exclusive items only – If GST is required to be recorded, record the deposit through the receivables / cash receipts function – Miscellaneous Receipt.

GST Applicable Non –Job Related Receipts

If you receive funds which include GST but are not job related, you enter those through the Receivables / Cash Receipts Screen. Enter as EFT so the amount automatically appears in your Banking / Chequebook Screen.

Click on the Miscellaneous Option

Cash Receipts

Date: 01/12/11

Deposit Account: JMS Dummy Account

Date	Cheque Name	Cheque/EFT	Amount

Total: 0.00

Buttons: New Cheque/EFT, Miscellaneous, Finished, Default Receipt Type

Miscellaneous Cash Receipts

Description: Temporary Storage Rent

Cheque Number: 00000

Amount: 110.00

GST Exempt Recordable

Buttons: OK, Cancel, Add Distribution

To Be Distributed: 110.00

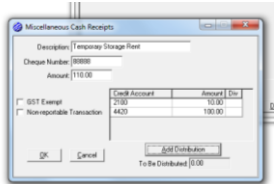
Enter payment description, transaction number & amount.

If it is GST exempt – Click on the GST exempt check box.

To allocate to accounts, click on Add Distribution



Enter the GST Collected Code & amount of GST, click OK. Then continue & select any remaining GL codes which need to be included in the allocation & their corresponding amounts.

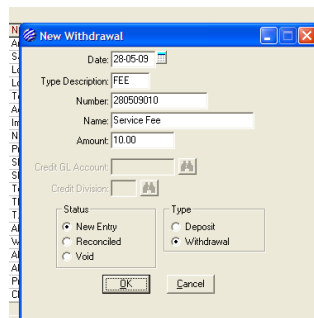


Once fully allocated, click OK.

You can reconcile this from the Banking / Chequebook screen, but you can only edit from the Receivables / Cash Receipts menu.

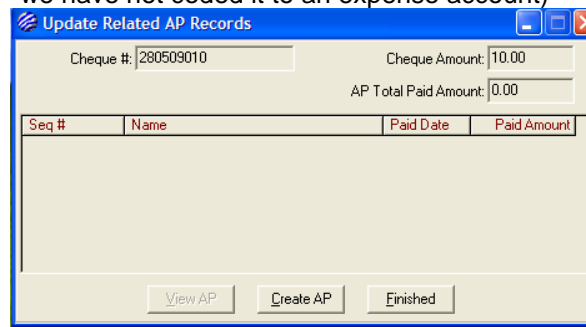
Miscellaneous Withdrawal (COD payments)

Use the – button to enter a withdrawal, the New Withdrawal screen will appear.



Again, the Number on line 3 must be unique.

This process differs from the deposit function, in that after you enter your information & click OK, you are taken to a new screen to enter the AP / GL information. You MUST click on Create AP at this point, or your ledger will be out of balance (at the moment you have only created a cash entry – we have not coded it to an expense account)



This will generate an AP Sequence for you to complete:

Sequence: 316 Vendor: [Vendor Icon]

GST Exempt Name: Service Fee

Capital Equipment Address 1: [Field]

Non-reportable Transactions Address 2: [Field]

City: [Field] State: [Field] Zip: [Field]

Description: Bank Fee Monthly... through: [Field]

Purchase Date: 28-05-09 Invoice Date: 28-05-09 Invoice Number: [Field]

Amount: 10.00 Due Date: 28-05-09 Discount Amount: 0

Discount Date: 00-00-00

GL Reference	Amount
5706	10.00

To Be Distributed: 0.00 Job Reference: [Field]

Date Paid: 28-05-09

Amount Paid: 10.00

Cheque Number: 280509010

Account: 1 [Vendor Icon]

Distribute the invoice amount among general ledger accounts

You may enter in a Vendor code if you have set one up for the type of transaction (in this case it would be NAB for Bank Fees). We have marked the transaction as GST exempt, and added a distribution to Bank Fees Expense. Notice that the payment information in the bottom right hand side has already been completed. Once you have completed the required information, close the screen.

Cheque #: 280509010 Cheque Amount: 10.00

AP Total Paid Amount: 10.00

Seq #	Name	Paid Date	Paid Amount
316	Service Fee	28-05-09	10.00

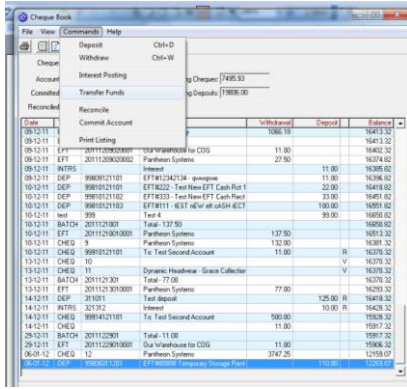
This will take you back to the Update Related AP records screen, but this time there is the new sequence number listed & the AP Total Paid amount is completed.

Once the Cheque amount & AP Total Paid amount are equal, click on finished to take you back to the banking / Chequebook screen.

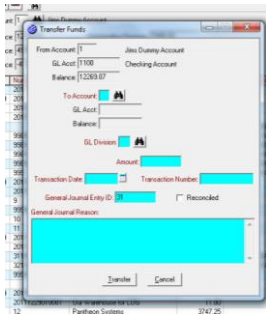
Transfer money between bank accounts or to Credit Cards

Each Bank account needs to be set up with it's own General Ledger account and as a separate bank account in BANKING>SET UP CHEQUE ACCOUNTS ensuring it is linked to that G/L account. Credit cards are just another Bank Account. Set them up in BANKING>SETUP CHEQUE ACCOUNT just as if they were a bank account. Make sure you have a separate G/L code (usually as a liability) to link it to.

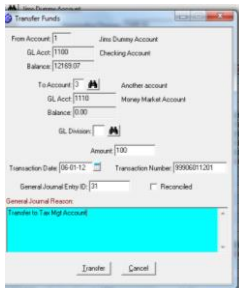
From the Banking / Chequebook screen, when you have the account you are moving funds out of, select Commands / Transfer Funds.



This will bring up the transfer funds screen.



Enter the code of the account the funds are being deposited into, the amount, date of transfer. As you TAB out of the date field, the system will automatically create a transaction number based on the date, you can override this with a more relevant number if you have one. Enter a description in the General Journal Reason field & click on Transfer.



This will enter all required withdrawal information in the first account & also create the deposit entry in the transfer to account.

Reconcile your account

On the main screen there are several totals on display:

The screenshot shows the 'Cheque Book' application window. At the top, it displays the following totals:

- Account Balance: £2455.57
- Outstanding Cheques: £495.93
- Committed Balance: £2953.45
- Outstanding Deposits: £3006.00
- Reconciled Balance: £1.00

Below these totals is a table of transactions with columns for Date, Type, Name, Amount, Withdrawal, Deposit, and Balance. The table lists various transactions such as Batches, EFTs, and Cheques, with their respective amounts and the resulting account balance.

The account balance is the total of all transactions & will equal the amount in your General Ledger Account (assuming you have completed all transactions correctly and you are in balance)

The committed balance is the balance of the account last time it was reconciled. This should equal the opening balance on your bank statement.

The reconciled balance is the addition of the committed balance & all items which have been reconciled since. When you finish your bank reconciliation, this should be the same as the closing amount on your bank statement.

Outstanding Cheques is the total of all unreconciled withdrawals in the account.

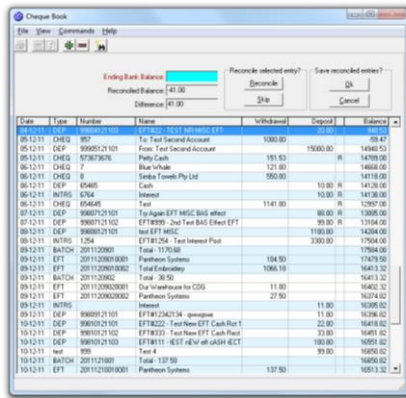
Outstanding Deposits is the total of all unreconciled deposits in the account.

You can call up each of your bank accounts (cheque / savings & Credit cards) with the Cheque Account box & hit the TAB key to bring up the relevant information.

To reconcile the account use the Reconcile function:

Select Commands / Reconcile

The screenshot shows the 'Cheque Book' application window with the 'Reconcile' function selected. The interface displays the same account information as the previous screenshot, but with the 'Reconcile' button highlighted in the 'Commands' menu. The 'Reconcile' button is located in the bottom right corner of the window.



Enter the closing balance on your Bank Statement. You can then select Reconcile or skip for each entry, you can use your mouse to move up & down the list as well. If you have missed any miscellaneous entries or Interest, you can enter them at this point also.

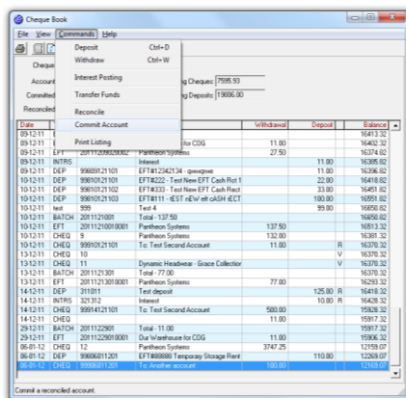
When you have reconciled all items on your bank statement, your Ending Bank Balance should equal your Reconciled Balance. Select OK to Save Reconciled entries & you will be returned to the normal chequebook screen.

If you want to cancel the items you have reconciled this session, you can click Cancel to be returned to the Chequebook screen & the entries you reconciled in that session will return to New Entry status.

Once you have balance the Reconciled total to your bank statement, you need to run a few reports (ABSJ & GL Balance report) & then you can commit the account (same as the MYOB Reconcile / Reconcile function).

Do not commit the account until you have ensured your ledger reports balance as it makes fixing errors more difficult.

To Commit the Account – Select Commands / Commit Account.



A message box will come up confirming the total Reconciled Balance & asking you to check that it agrees with your Bank Statement. Double check & then Click Yes.

All items with an R or V flag will now disappear from your screen. You can see them again by selecting View / All Entries. Reconciled items will appear in italics – you can double click to review supporting information, but you can not change any details.

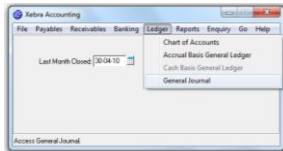
You will need to decide when you fit this process into your monthend procedure. We will discuss this further in the Reports section & in the month end procedure manual.

General Journals

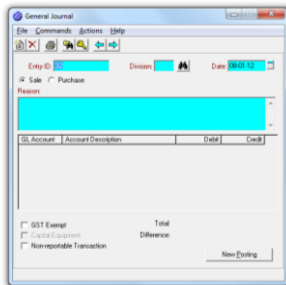
Xebra Accounting works best when items are entered as transactions through either AP or AR, however, there are times when a general journal is required to enter a transaction.

Do not use General Journals for items relating to any control accounts (Bank Accounts, Accounts Payable or Accounts Receivable) or this will create an imbalance between the Subledger & the Balance Sheet.

To access the General Journal Area, from the Accounting Menu, select Ledger / General Journal



This will bring up the general journal screen, select New to create a new entry:



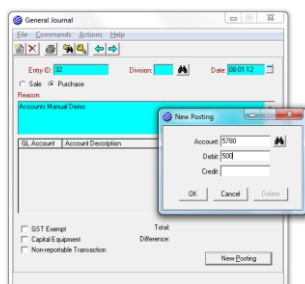
The system will automatically allocate the next ID number. The date is the effective date of the entry, the system will default to today's date, so make sure you adjust this if required.

You can allocate the Journal to be a sale or purchase for GST Reporting purposes.

Enter the Journal description in the Reason box

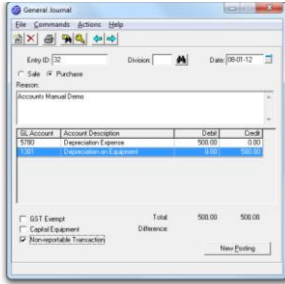
You can also select GST Exempt, Capital or Non Reportable for GST Reporting purposes as well.

To select accounts to allocate, click on New Posting:



Enter the account code & amount required, click OK

Continue until the journal is balanced.

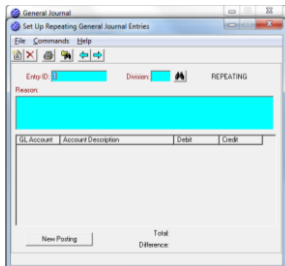
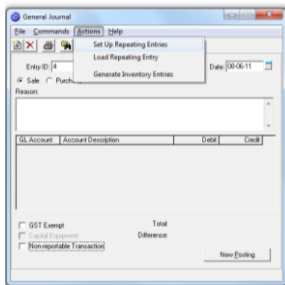


Just close the screen & the journal is saved.

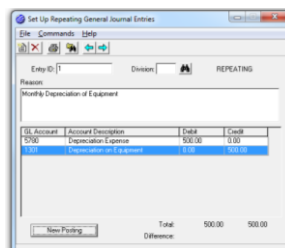
Recurring Journals

You can also setup repeating journals for entries that are required on a regular basis.

From the General Journal Screen, select Actions / Set Up Repeating Entries

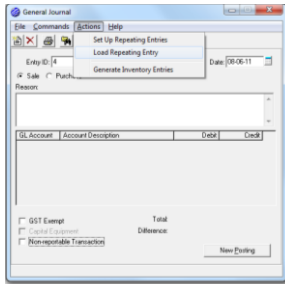


You can now setup the basic components of the repeating journal.

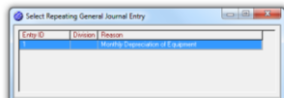


Again, close the screen & it is saved.

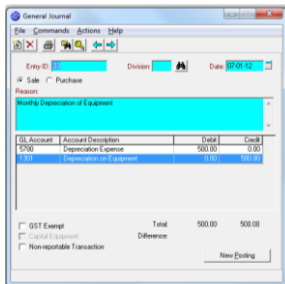
To create a live entry from this record, from the General Journal screen, select Actions / Load Repeating Entry



This will bring up a list of all Repeating Journals you have created for you to select from



Double Click on the entry you wish to create a live entry for, & this will create a new General Journal. You can now edit the date, description, GST Reporting buttons & the amounts.



Close the screen & it is saved.

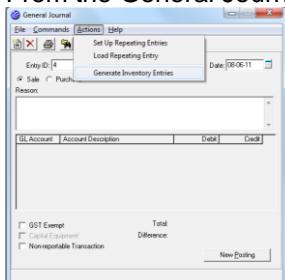
Inventory Journals

This section is only relevant to companies who have purchased the added on Inventory Modules in Xebra.

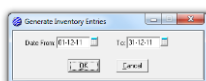
If you are running Inventory, you also need to remember to run Inventory Journals at the end of each month. This will create an entry to balance the Inventory GL balance to the Inventory subledger.

To run an Inventory Journal, you need to have completed all invoicing & RVI for a month.

From the General Journal Screen, Select Actions / Generate Inventory Entries



This then gives you a date range to enter – enter the month range you want to generate the journal for and click OK

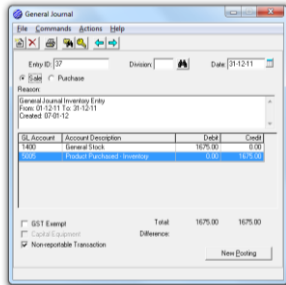


This will bring up a report showing the movement for the period you selected

WAREHOUSE	BEGINNING BALANCE	ENDING BALANCE	DIFFERENCE	ASSET ACCOUNT
STOCK	572.00	2247.00	1675.00	1400
STOCK	412861.89	412861.89	0.00	1400 Firm Mgt
TOTAL			1675.00	

Close this screen & the General Journal screen now shows the Inventory Journal created.

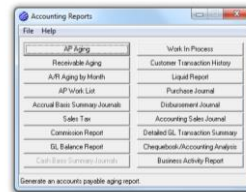
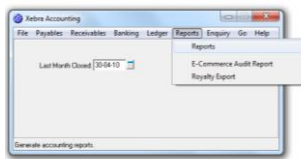
You can edit this screen for the date - should be the last date of the period you ran the entry for (it will default to today's date) & the BAS Reporting buttons – this should be ticked as Non Reportable.



Close the screen & it is saved.

Accounting Reports

To see the options available to you in Accounting Reports, select Reports / Reports from the Accounting menu.



General Accounting Reports

AP Aging: This report shows the balance & detail of your Accounts Payable ledger.

You can enter an effective date which is useful for balancing to your general ledger & sending to your accountant at end of tax year. (ie: you can run this report in October and back date the effective date to end of June, the report will give you the details of the items outstanding as at the end of June even if they have been paid since).

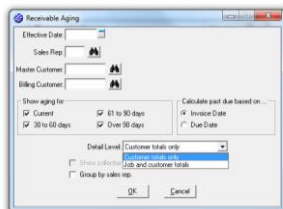
Receivable Aging & AR Aging by Month

These reports are similar & can both be used to manage your receivables collections.

Receivable Aging: This report can be effective dated and run for an individual sales representative or can be grouped by sales representatives. You can also elect to receive a summary report – which gives customer totals only, or job totals as well. You can use the effective date function to run your end of year report for your accountant.

This report shows the results in 30 day splits & shows any prepayments made by customers on jobs not yet invoiced.

The report defaults to aging based on invoice date. You can also run a cash flow report by selecting aging based on Customer Terms by selecting Due Date in the calculation options.



AR Aging by Month can be run for all customers or an individual customer. You can also choose whether to see a detailed or summary report. This report is a current report only, it does not have an aging function.

This report has month due headings, rather than 30 day splits & does not include prepayments.

AP Work List is the same listing as displays when you first open your Payables / Cheque Disbursement window with EFT ticked. This is not used often, as it prints in due date order & can not be sorted by Vendor (your AP Aging report performs this task)

Sales Tax – has been superseded by the Business Activity Report (BAS Report for short)

Commission Report. This is used when you have set up your system for Commission calculations for your sales team. You can choose to report for a particular date range, for a

Detailed GL Transaction Summary – to be run for a selected date range, select either 1 GL account or a range of accounts, it can be run on an accrual or cash basis, & remember to select the box to display AP Descriptions to provide more information on certain entries.

This report may be required to be used when tracking down imbalances in your ABSJ Report at end of month. But is also useful to send to a Tax Accountant as a full summary of transactions for a given period for all or selected accounts.

Accrual Basis Summary Journal Report (ABSJ)

This report is the main report used for your month end processes. You may hear me refer to it as the BIBLE for your month end processing. This report **must** be in balance to close your month. We recommend you run this report after finishing each Bank Reconciliation before you commit the reconciliation (see the Bank Rec procedures earlier in this module).

To run the report – enter the date range you are covering (for a bank rec – the bank statement dates – for monthend the full calendar month) leave all items ticked & click OK.

Scroll to the very bottom of the report – our focus is on the Net Cash Change Section:

Net Cash Change:				
Account	General Ledger	Checkbook	Difference	
1100	-17156.61	-17156.61	0.00	
2010	2000.00	2000.00	0.00	
<hr/>				
Total Cash Change:	-15156.61	-15156.61	0.00	

The difference column must be \$0.00 for each account – if there is an error, your ledger is out of balance & must be fixed before you commit your Bank Rec & / or close the month's accounts.

We will discuss how to investigate errors & the most common causes of errors in the Monthend procedures manual.

Chequebook / Accounting Analysis Report (CAA for short) – this is a main tool for finding the cause of imbalances in your ABSJ report at month end. It is run for a date range & for 1 cash account at a time. We will discuss the use of this report in more detail in the Monthend Manual.

Business Activity Report – this is the report you run when completing your GST or BAS Report. Enter the period you are reporting on, if you report your BAS on a Cash or Accruals basis (this will be showing on the form from the ATO if you are unsure) & you can select to run a summary or detailed report.

The groups that transactions are reported on in this report are generated from your individual transactions – in AP, from the boxes which are ticked in the top left hand section of the AP Sequence screen, in the Order Entry area – whether a customer or supplier is set up as GST Excepted or not & on individual transactions (customer invoices & RVI).

Wages, transfers & superannuation payments should all be entered as non-reportable transactions.

Things to check when preparing your BAS.

- a. Run a detailed report – check that the total GST on sales = 10% of the Nett Total for GST Invoices (or the relevant % for your purposes). If not, you will need to review the detail to find where the error has occurred before completing your BAS report. Fix the error & rerun the report.

FROM: 01-01-09 TO: 31-03-09

Pantheon Systems
*** Business Activity Report***
Cashflow Basis
SALES DETAIL

PAGE: 1
18-06-09
01:41PM

GST INVOICES FOR TAXABLE SUPPLIES					
DATE	CUSTOMER	INVOICE	NETT	GST	GROSS
16-03-09	Strategic Flow Management Customer Site	8007	18760.29	1876.03	20636.32
17-03-09	Lomax Systems Limited	8002	1500.00	150.00	1650.00
TOTAL OF GST INVOICES			20260.29	2026.03	22286.32
GST EXEMPT INVOICES					
17-03-09	Lomax Systems Limited	8001	150.00	0.00	150.00
17-03-09	ABC Plumbing Company - NY	7875	288.00	0.00	288.00
17-03-09	ABC Plumbing Company - NY	7872	12.00	0.00	12.00
TOTAL OF GST EXEMPT INVOICES			450.00	0.00	450.00
TOTAL SALES DETAIL			20710.29	2026.03	22736.32

GST Total should = 10% of Nett Total

- b. Check that all invoices showing in the GST Exempt area are showing \$0.00 GST & that these customers are valid GST Exempt customers.
- c. Check that the GST on Purchase Invoices = 10% of the Nett Total. If not, you will need to review the detail to find where the error has occurred before completing your BAS report. Fix the error & rerun the report.

FROM: 01-01-09 TO: 31-03-09

Pantheon Systems
*** Business Activity Report***
Cashflow Basis
PURCHASES DETAIL

PAGE: 2
18-06-09
01:41PM

GST INVOICES FOR CAPITAL EQUIPMENT					
DATE	VENDOR	INVOICE	NETT	GST	GROSS
TOTAL OF GST INVOICES FOR CAPITAL EQUIPMENT			0.00	0.00	0.00
GST INVOICES FOR TAXABLE SUPPLIES					
17-03-09	Shiny Embroidery	654356	700.00	70.00	770.00
	Image Collection	7564	625.00	62.50	687.50
	Shiny Embroidery	ERTYU	620.00	62.00	682.00
	Pride Leather Products Pty Ltd	7868	1000.31	100.09	1101.00
	Shiny Embroidery	8755	620.00	62.00	682.00
	Image Collection	0987987	9326.31	932.63	10258.94
	Image Collection	65465	9326.31	932.63	10258.94
	Nottage International P/L - The Range	31231	963.00	96.30	1059.30
20-03-09	T.S.C.O Pty Ltd	88968	2082.50	208.25	2290.75
20-03-09	Shiny Embroidery	867867	640.00	64.00	704.00
20-03-09	TelstraClear Limited	65546465	1000.00	100.00	1100.00
20-03-09	TelstraClear Limited	68746746	1000.00	100.00	1100.00
20-03-09	Shiny Embroidery	987977	710.00	71.00	781.00
20-03-09	Shiny Embroidery	876868	710.00	71.00	781.00
20-03-09	The Premier Collection	868876	2500.00	250.00	2750.00
20-03-09	The Premier Collection	98987	2615.00	261.50	2876.50
20-03-09	The Premier Collection	6546	1000.00	100.00	1100.00
	Prepaid Courier		100.00	10.00	110.00
	Adams Rubber Stamp Co	98798	1000.00	100.00	1100.00
TOTAL OF GST INVOICES			36539.03	3653.90	40192.93
GST EXEMPT INVOICES					
TOTAL OF GST EXEMPT INVOICES			0.00	0.00	0.00
TOTAL PURCHASES DETAIL			36539.03	3653.90	40192.93

GST Total should = 10% of Nett Total

- d. Check any GST Exempt Invoices are showing \$0.00 GST & they are valid GST Exempt payments.
- e. You should also review the listing of Non-Reportable transactions to ensure nothing has been miscoded.
- f. Once you have checked these detailed entries, you have the summary page:

FROM: 01-01-09
TO: 31-03-09

Pantheon Systems
*** Business Activity Report***
Cashflow Basis
GST SUMMARY

PAGE: 4
18-06-09
01:41PM

Total Sales and Income	22736.32
Sales of Taxable Supplies	22286.32
Export Sales and Income (non GST taxable)	450.00
GST Payable	2026.03
Total Adjustments	0.00
Adjustments on GST transactions	0.00
Adjustments exempt from GST	0.00
GST Adjusted	0.00
Total GST Payable on Taxable Supplies	2026.03
Total Purchases	40192.93
Purchases of Capital Equipment	0.00
Purchases of Taxable Supplies	40192.93
Purchases exempt from GST	0.00
Total GST Credit on Purchases	3653.90
Total GST Payable	-1627.87
Total Non-reportable Transactions	4000.00

Use these figures to complete your BAS report. This does not provide any information on PAYG taxes either for your business or for employee withholding.

Disclaimer:

We are not tax advisors, this manual is merely to assist in understanding where the transactions you enter into the system will appear on the reports. If you require any clarification on how items should be coded or reported in your Tax reports, you should consult with your Tax Accountant.