

Accounting FAQs

- Setting up a new GL Code in COA
- Voiding Cheques
- Entered Supplier Payment in wrong bank account
- Voiding Deposits
- Customer Overpayment
- Supplier Overpayment
- \$0 balance appearing in AR Aging Report
- Budgeting

Setting up a New GL code in COA

The Chart of Accounts is contained in the Ledger submenu:

From the Accounts Menu, select Ledger / Chart of Accounts



This brings up the GL Chart of Accounts entry screen To review or print the current Chart of Accounts, select Actions / Print Chart



To add a new Code, select Commands / New or the New Account Icon This will bring up the New Code selection box – we are creating a new Long Term Loan liability. Enter the new code & click OK



Enter the Name of the new Account & the account it will total into in the existing COA. If the total into account is anything other than an Asset account you will get the following message:



Click Yes & continue to complete the COA setup.

At this point you MUST select whether the account will be a General (header) or Detail account.



If you move out of this screen & into another account & come back – you will not be able to change this field. You will have to delete the code & re-create it.

Close the screen – the account is saved.

Voiding Cheques

If you have created a payment to a supplier in error, you can void the entry in 2 steps.

From the Baking / Chequebook Screen, double click on the payment:

We are going to void the payment on the 10/01/12 made to Logoline.

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Cheq	ue Accourt	z 1 M Jan D	anny Account					
		e. 9941.57	Outstanding Cheques 9822.43					
Convest	ed Balano	e: 4953.45	Dutstanding Deposits 19806-00					
Record	id Balano	e 41.00						
ale .	Tupe	Number	Name	Witchmont	Deposit	-	Lalance	-
79-12-11	(FT	20111209020001	Due Watehouse for CDG	11.00	101000	-	16402.32	-
9-12-11	EFT	20111209020002	Pantheon Systems	27.50			16374.82	
191211	INTRS		Independ		11.00		16385.82	
2912-11	DEP	99009121101	EFT#12342134 - greatgrant		11.00		16296.82	
10-12-11	DEP	99910121101	EFT#222 - Test New EFT Cash Rot 1		22.00		16418.82	
10-12-11	DEP	99910121102	EFT#333 - Test New EFT Cad-Rect		33.00		16451.82	
10-12-11	DEP	99010121103	EFT#111 - IEST nEW eft oASH IECT		100.05		16551.02	
10-12-11	heat	999	Text 4		99.00		16650.82	
10-12-11	BATCH	2011121001	Total - 137.50				16650.82	
10-12-11	EFT	20111210010001	Pariheon Systems	137.50			16513.32	
10-12-11	DHEQ	9	Paritheon Systems	1.32.00			16361.32	
10-12-11	CHEQ	99910121101	To: Test Second Account	11.00		R	16370.32	
13-12-11	CHEQ	10				V.	16370.32	
13-12-11	CHEQ	11	Dynamic Headwear - Grace Collection			V	16370.32	
13-12-11	BATCH	2011121301	Total - 77.00				16370.32	
13-12-11	EFT.	20111213010801	Partheon Systems	77.00			16293.32	
14-12-11	DEP	311011	Test deposit		125.00		16410.32	
14-12-11	INTRS	321312	Interest		10.00	R.	16428.32	
4-12-11	CHEQ	99914121101	To: Test Second Account	500.00			15929.92	
14-12-11	CHEQ			11.00			15917.32	
29-12-11	BATCH	2011122901	Total - 11.00				15917.32	
29-12-11	EFT	20111225010001	Our Warehouse for CDG	11.00			15906.32	
6-01-12	CHEQ	12	Paritheon Systems	3747.25			12159.07	
06-01-12	DEP	99906011201	EFT#80000 Temporary Storage Rent		110.00		12269.07	
06-01-12	CHEQ	99906011201	Ta: Another account	100.00			12169.07	
							2041107	

Double click on the entry & change the status to VOID:

Date 10-01-1	2 🗾
Type Description CHED	
Number 13	
Name: Logoin	й
Amount 22227.50	0
Cred: GL Account	14
GediDivision	*
-Stalus	Тура
C New Entry	C Deposit
C Reconciled ← Mod	@ Windtenel
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Click OK

This has completed the first step, now you have to tell Accounts Payable we have voided the cheque:

On each AP Sequence attached to the cheque – double click to bring up the Sequence Voucher

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Select Commands / Unpay

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r d	Net	Ctrl+N	1 Somewhere St			-
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You will get this pop up:



Click Yes

This will remove the payment history from the record & it will now appear in both the AP Aging reports & the Cheque Disbursement screens rerady to be paid again.

Repeat the Commands / Unpay process for each AP Sequence attached to the payment to be voided.

Once all vouchers have been unpaid, you will have a blank AP link screen

AP Total Paid Amount 0.00 Name Paid Date Paid Amount Vew AP Deale AP Brished

Click Finished.

EFT Batch Note:

If you need to void a payment created as part of a batch – you will need to void the entire batch and unpay all records. You void the Batch Header record & then go into each sub-entry & Unpay the AP vouchers attached.

Entered Supplier Payment in wrong bank account

If you paid a supplier with a credit card & entered the payment through Payables / Cheque Disbursements through the main cheque account, you can fix this is one of 2 ways.

You can void & unpay the items as shown in the previous procedure & recreate the payment with the correct bank account, or you can adjust the payment records manually.

When manually fixing this error, you have to understand the nature of the link between AP records & banking / Chequebook entries. The link is made of 2 entries – the Cheque Number & the Bank Account code.

In this example, we paid Superior Activewear, but entered the payment through account 1, when it was actually paid from account 2.

ile Viev	v Come	nands Help					
	2 😤	<u> </u>					
Cheg	ue Accour	z 1 👪 Jime Di	ammy Account				
Acces	unt Balanc	e: 10326.57	Outstanding Cheques: 9438.43				
Conmitt	led Balanc	e: 4959.45	Outstanding Deposits 19806.00				
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Date	Туре	Number	Nane	Withdraval	Deposit		Balance
09-12-11	EFT	20111209020002	Paritheon Systems	27.50			16374.82
09-12-11	INTRS		Interest		11.00		16305.02
09-12-11	DEP	99809121101	EFT#12342134 - окнорне		11.00		16396.82
10-12-11	DEP	99610121101	EFT#222 - Test New EFT Cash Rot 1		22.00		16418.82
10-12-11	DEP	99810121102	EFT#333 - Test New EFT Cash Rect		33.00		16451.82
10.12-11	DEP	99610121103	EFT#111 - IEST nEW alt cASH rECT		100.00		16551.82
10-12-11	fect.	999	Test 4		99.00		16650.82
10-12-11	BATCH	2011121001	Total - 137.50				16650.82
10-12-11	EFT	20111210010001	Pantheon Systems	137.50			16513.32
10-12-11	CHEQ	9	Paritheon Systems	132.00			16381.32
10.12-11	CHEQ	99910121101	To: Test Second Account	11.00		R	16370.32
13-12-11	CHEQ	10				V	16370.32
13-12-11	CHEQ	11	Dynamic Headwear - Grace Collection			٧	16370.32
13-12-11	BATCH	2011121301	Total - 77.00				16370.32
13-12-11	EFT	20111213010001	Pantheon Systems	77.00			16293.32
14-12-11	DEP	311011	Test deposit		125.00	R	16418.32
14-12-11	INTRS	321312	Interest		10.00	R	16428.32
14-12-11	CHEQ	99914121101	To: Test Second Account	500.00			15828.32
14-12-11	CHEQ			11.00			15917.32
29-12-11	BATCH	2011122901	Total - 11.00				15817.32
29-12-11	EFT	20111229010001	Our Warehouse for CDG	11.00			15906.32
06-01-12	CHEQ	12	Paritheon Systems	3747.25			12159.07
06-01-12	DEP	99806011201	EFT#08088 Temporary Storage Rent		110.00		12269.07
06-01-12	CHEQ	99906011201	To: Another account	100.00			12169.07
10-01-12	CHEQ	13	Logoline	2227.50		V	12169.07
	0.000	14	Superior Activesiera PA	1842-50			1026-57

This will take 3 steps to fix: Step 1: Void the Cheque entry in account 1

Double click on the entry & change the status to VOID:



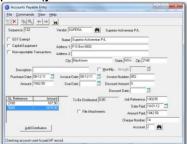
Click OK

This has completed the first step, now you have to tell Accounts Payable we have voided the cheque:

On each AP Sequence attached to the cheque – double click to bring up the Sequence Voucher

File Commands View He		-
	n	
Sequence 132	Vendor: SUPERA Superior Activewear P.A.	
GST Exempt	Nature Superior Activewear P/L	
Capital Equipment	Address 1 P.O.Box 6802	
Non-reportable Transactions	Address 2	
	City Elacktown State NSW Zip 2148	_
Description	Monthly Reach	
Purchase Date 00-12-11		1
Amount 1842 50	Due Date Discourt Amount 0	-
	Discourt Date	
GL Reference Ano		235
2100 167	50 Date Paid 10-0	1-12
2002	File Attachments Amount Paid 1843	2.50
	Cheque Number 14	
Add Distribution	Account	-
hecking account used to paid AP	record	

Instead of Unpaying the record – we are going to alter the payment record to the correct account – Change the Account to the correct Bank Account Code, in this case Account 2. It is also handy to copy the Cheque Number at this point (you will need it for step 3).



Repeat this step for each sequence attached to the original cheque, click on Finished.

Make a note of the payment information – Date, Supplier, Amount. Now to the final step:

Change the Bank Account to the account the payment was actually paid from

Acce	nt Balanc	29.50	Outstanding Cheques: 16628	50			
Connit	ed Balanc	x 0	Outstanding Deposits: 16587				
	ed Balanc		-				
late	Tupe	Number	Name	Withdrawal	Deposit	-	Balance
	DEP	1	From: Jim: Dummy Account		20.00	-	20.00
	DEP	1111	From: Jims Dummy Account		11.00		31.00
1-10-11	CHEQ	2589	Paniheon Systems	124.50			-93.50
1-10-11	CHEQ	2590	Winning Spirit	1498.00			-1591.50
1-10-11	bec	5896	ber (EFUND		4000.00		2408.50
4-10-11	DEP				12.00		2420.50
4-10-11	CHEQ			1.00			2419.50
4-10-11	CHEQ			5.00			2414.50
6-11-11	DEP		Transfer from account 1		11.00		2425.50
8-11-11	CHEQ		Transfer to account 1	150.00		R	2275.50
	DEP		Transfer from account 1		441.00		2716.50
8-11-11	CHEQ		Transfer to account 1	220.00		R	2496.50
3-11-11	DEP	99923111101	From: Jims Dummy Account		11.00		2507.50
0-11-11	DEP	99930111101	From: Jims Dummy Account		11.00		2518.50
4-12-11	DEP	99904121101	From: Jims Dummy Account		11000.00		13518.50
6-12-11	DEP	957	From: Jims Dummy Account		1000.00		14518.50
5-12-11	CHEQ	99905121101	To: Jims Dummy Account	15000.00			-481.50
0.12.11	DEP	99910121101	From: Jims Dummy Account		11.00		-470.50
			From: Jims Dummy Account		500.00		

Select the - icon to create a manual withdrawal entry



Enter the payment information in as appropriate.

Click OK

The AP Sequences changed in step 2, will now be attached to this payment record.



(If not – you have not completed the steps correctly – remember Cheque Number & Bank Account must be correct for the Sequence Voucher to link to the Bank Entry.)

Voiding Deposits

If you enter a deposit through the Receivables / Cash Rects function on an incorrect date or in an incorrect account, you need to reverse the original entry & repost to the correct date/ account.

Run a Receivables / Print Daily Cash Rects Report for the day you entered the payment incorrectly.

	bra Accourt Payables	Receivables	S. Burkland						2			
114	Payables			Ledger	Reports	Enquiry	Q6	mep				
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	Last Mont	Print	tally Cash Ra	ceipts								
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UTE:	03-12-11					Beta Tes ash Rece		lem			PAGE:	1
HQ/EF	IG ACCOL FT REC OMER IN	EIVED FRO	M		PAYM	ENT	DISC	OUNT	ACCOUNT		JOB BAI MISC	LANCE / AMOUNT
s Dun	пту Ассо	unt			032116	002001						
Total	Cheques:				1	0.00		0.00				
					e	EFT Rece	ipts **					
23	QWF	RWQREQ										
ABC			100175		277			0.00				0.00
ABC1			100206		222	0.10		0.00				1610.67
FT Tot	at			_	500	0.00		0.00				
Total	EFT:				500	0.00		0.00				

Use this detail to enter the next 2 entries.

Go to Receivables / Cash Receipts - enter Cheque



Select the Date & account you entered the payment incorrectly.



Select New

Enter the Customer, Chq Number, & the negative of the amount you entered incorrectly.



Select New & allocate the payment against the jobs you first allocated to, (using the Daily Cash Rects Report as your guide) but allocating negative amounts.

Pay Invoice Select an invoice or job to pay	- C - X
Invoice 54 Job Number 100175 Datame: ABC QARA	erch Proment Billoy
Cheque Balance: 5000.00 Invoice / Job Amaart: 2778.80	Payment Terms
Flor Payments 2779.90 Bogening Balance: 0.00	Discount Date: Discount
This Payment 2779.90	Account A
Ending Balance 0.00	
<u>ok</u>	Earcel

If these jobs were fully paid with the incorrect payment, you will receive a pop up message, click YES.



Click OK & repeat until the negative payment is fully allocated.

You may also receive the message





Click Finished.

The Original entry has now been reversed.

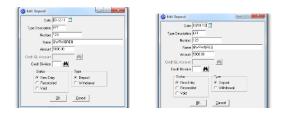


Change the Date and / or bank account on the Cash Rects Screen

		Deposit Account: 🚺	🦄 Jims Dun	
Customer	Norre		Cheque/EFT	Amount

Now enter the payment again, as the correct amount, to the correct jobs.

In the Banking / Chequebook screen, if the date was incorrect, just double click on the entry & change the date to the correct date.



If the account was incorrect, void the deposit in the wrong account, go to the correct bank account & enter a + & enter the header information for the deposit as it should have been posted originally.

Customer Overpayment

If a customer overpays an invoice or pays an invoice twice, you have several options on how to enter in into Xebra.

If you pick up a double payment quickly & refund the customer before the end of the same month, you can ignore both entries on your bank statement & not enter them at all into Xebra.

Otherwise, allocate the overpayment or double payment against the customer's account – against which ever job / invoice was overpaid. This will automatically push their account into credit & show on their statement.

You then need to decide whether the customer will trade out this credit, or if you are going to give them a refund.

Refund

If you actually make a payment back to a customer, you need to do a NEGATIVE cash receipt using EFT method. (See Cash Receipts procedures). 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 needs to be done.

Trading Out the Credit

Once you have created a new job for the customer, you can move the credit balance from the overpaid job onto the new job.

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 overpayment to be allocated.



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



Click New again to select an invoice.

ſ	Pay Invoice
	Select on invoice or job to pay Invoice 190020 Jub Number 190231 Customer #880TT Abort Lie & Heath
	Obscue Bistance EXXXXX Invocar / Job Anount 1650.00 Prior agenerity 1000 Point agenerity 1000 Beginning Bearing 1650.00
	Thic Payment, 825.00 Discount, Account M
l	[IKI] Qancel

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 job / 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

Supplier Overpayment

If you overpay a supplier, you also have several choices on how to process this in Xebra.

If you pick up the overpayment quickly & obtain a refund from your supplier before the end of the same month, you can ignore both entries on your bank statement & not enter them at all into Xebra.

Otherwise, you then have the option of obtaining a refund from the supplier or trading out the overpayment.

Either way, you firstly have to enter the overpayment. As you will not have an AP voucher to allocate the payment to, you need to manually create an AP voucher to apply the payment against. We will then be creating another AP Voucher for the same value but in a negative amount, to create a credit on the supplier's AP Aging account.

Create the AP Voucher through the Accounting Menu – Select Payables / AP Entry

Enter the Supplier Information & complete the Voucher as applicable (we suggest using a general purchases account for the GL Distribution if the vendor is a job related vendor)

le ⊆ommands ⊻iew He } × ¶a Qa ↓ ↓		
iequence: 134	Vendor SUPERA Superior Activewear P/L.	
GST Exempt	Narse: Superior Activewear P.A.	-
Capital Equipment	Address 1: P.0.8ox 6002	_
Non-reportable Transactions	Address 2	-
	City: Blacktown State: NS% Zip:	2148
Description: Overpayment	03/01/12 Eanthy through	
Description: Overpayment Purchase Date: 03-01-12		回 101
		01
Purchase Date: 03-01-12	Invoice Date: 03-01-12 Invoice Number 030112	
Purchase Date: 03-01-12 Amount: 300.00	Invoice Date 0301-12 Invoice Number 000112 Due Date Discount Amount 0.00 Discount Date Into 100 Job Reference	=
Purchase Date: 03-01-12 Amount: 300.00	Invoice Date: 03-01-12 Invoice Number: 0001121 Due Date: Discourt Amount: 0.00 Discourt Date:	*
Purchase Date: 03-01-12 Amount: 300.00	Invoice Date 000112 Invoice Number 0000112 Due Date Incount Neount 000 Discount Amount 000 Discount Amount 000 Discount Amount 000 Discount Amount 000 To the Dimbuled 000 Job Reterem Job Reterem	
Purchase Date: 03-01-12 Amount: 300.00	Invoice Date 00/0112 Invoice Number 00/0112 Due Date Discount Date Discount Date Mart 22 To Be Disbuted 0.00 Job Reference	*

Now Create a New AP Voucher, with the negative amount (use the same GL Distributions you used for the original overpayment sequence).

ie Commands Yiew He		
X RQ ++	**	
lequence: 135	Vendor: SUPERA Superior Activeneeue P.A.	
GST Exempt	Nase: Superior Activeverar PA	
Capital Equipment	Address 1: P.O.Box 6002	
Non-reportable Transactions	Address 2	
	City Blacktown State NSW Zip 2148	
Description: Dedit for Over	Dayment Digentity, through I	
Puechase Date: 03-01-12	Invoice Date 03-01-12 🛄 Invoice Nuester 030112004	-
Amount -300.00	Due Date Discount Amount 0.00	
	Discourt Date	
Ano Ano	To Be Distributed 0.00 Job Reference	
100 -27	27 Date Paid	1
NA CONTRACTOR OF CONTRACTOR	File Attachments Amount Paid 0	
	Cheque Number 0	

You can now enter the payment of the overpayment voucher through Payables / Cheque Disbursements

Clicky EFT	Date / Discount Date			Deeper Payables: 11259.50		Dose Dose	
Vendor	ury Liete	Sequence		Selec	Upen Payables ted For Payment		
Sequence	Invoice II	Vendor	Due Dr.	Discourt Dr.	Investor Ant.	Discourt Ant.	PacAmount
101	895	DUMMY			110.00	Construction of the second	110.00
114	852	BLUE			1100.00		1100.00
115	999	BLUE			1100.00		1100.00
116	555	BLUE			275.00		275.00
117	605	BLUE			132.00		132.00
110	727	BLUE			1100.00		1100.00
119		BLUE			1000.00		1000.00
120	753	BLUE			1100.00		1100.00
121	862	BLUE			1100.00		1100.00
122	961	BLUE			1100.00		1100.00
123	624	BLUE			1100:00		1100.00
124		BLUE			200.00		290.00
133	854	SUPERA			1842.50		1842.50
¢ 134	038112081	SLIPERA			300.00		280.00
135	030112004	SUPERA			-300.00		-300.00

This will sort out your immediate bank reconciliation issues.

You know have the credit AP Voucher sitting in the supplier's account, waiting for either a refund or further invoices to offset against before your next payment.

If you receive a refund, you enter this through AP as a negative Payment through Payables / Cheque Disbursements

Enter the date you received the refund & select the credit voucher for payment

Display EFT by Due / Disco	/ Discount Date		-	Oreque Date: 10-01-12		Dint. Dose	
/endor		Teduccel		Selec	ted For Payment	-300.00	
Sequence	Invoice II	Vendor	Due Dt.	Discourt Dt.	Invoice Ant.	Discount Ant.	Pay Amount
114	852	BLUE			1100.00		1100.00
115	999	BLUE			1100.00		1100.00
116	555	BLUE			275.00		275.00
117	666	BLUE			132.00		132.00
118	777	BLUE			1100.00		1100.00
119		BLUE			1000.00		1000.00
120	753	BLUE			1100.00		1100.00
121	862	BLUE			1100.00		1100.00
122	951	BLUE			1100.00		1100.00
123	624	BLUE			1100.00		1100.00
124		BLUE			200.00		200.00
101	095	DUMMY			110.00		110.00
133	654	SUPERA			1842.50		1842.50
135	030112004	SUPERA			-300.00		-300.00

Proceed through the cheque process, this will then show as a Voided Deposit in your Banking / Chequebook screen

	e Accour							
		ALL ALL INTO D	unny Account					
		e: 16863.07	Outstanding Cheques: 7895.93					
Conmitte	dBalanc	e 4959.45	Outstanding Deposite 24906.00					
Reconcile	dBalano	e 41.00						
Date	Type	Nate	Nane	Wedawa	Deposit		Ealance	
	DEP	99810121101	EFT#222 - Text New EFT Cash Rot 1		22.00		16418.82	
	DEP	99610121102	EFT#333 - Test New EFT Cash Rect		33.00		16451.82	
10-12-11	DEP	99810121103	EFT#111-IEST nEW ett oASH rECT		193.90		16551.82	
	test.	939	Text 4		99.00		16650.82	
101211	BATCH	2011121001	Total - 137.58				16650.92	
10-12-11	EFT	20111210010001	Pentheon Systems	137.50			16513.32	
	DHEQ	9	Pantheon Systems	132.00			16381.32	
101211		99910121101	To: Test Second Account	11.00		R	16370.32	
	CHEQ	10				٧.	16370.32	
	CHEQ	11	Dynamic Headwear - Grace Collector			V.	16370.32	
	BATCH	2011121301	Total - 77.00				16370.32	
	EFT	20111213010001	Pantheos Systems	77.00			16293.32	
	DEP	311011	Test deposit		125.00		16418.32	
	INTRS.	321312	Interest.		10.00	R	16428.32	
	CHEQ	99914121101	To: Test Second Account	500.00			15829.32	
	CHEQ			11.00			15917.32	
	BATCH	2011122901	Total - 11.90				15817.32	
	EFT	20111229010001	Our Warehouse for COG	11.90			15906.32	
	EFT	123	QWRWOREQ		5000.00		20906.32	
	CHEQ	12	Paritheon Systems	3747.25			17155.07	
	DEP	99606011201	EFT#08089 Temporary Storage Fient		110.00		17269.07	
	DHEQ	99906011201	To: Another account	100.00			17163.07	
	CHEQ	13	Logoline	2227.50		V	17169.07	
10-01-12	CHEQ	14	Superior Activenees P/L	1842.50		V	17169.07	
10-01-12		15	Superior Activeverar P/L	200.00			16869-07	

You just need to double click & return the status to New entry & you are done.



\$0 balance appearing in AR Aging Report

This occurs usually when a job has been changed after invoicing the customer.

To clear the \$0 balance, you just need to re-invoice the job. Not changing any \$ or dates, just click through the invoice steps & the Job Status should change to Paid In Full.

This should then clear the invoice from the AR Aging & the Customer Statement.

Budgeting

You can enter Budget figures in to Xebra by GL Chart of Account Code.

You can only budget Income & Expense accounts for the current Financial Year

You can Budget a \$ amount per month, or calculate a % of another account.

Enter these figures through Ledger / Chart of Accounts

e Commands Actions Help		
× 🙀 🗢 🔿 🙀		
Account: 4000		
Description: Product Sales - Brokerage		
	Product Sales	
Account Class: Detail		
Level 4		
Type: Revenue		
Valiable percentage budget	C Fixed monthly budget	
udget Information	C Fixed monthly budget	Paind 7. 0
Valiable percentage budget Account: Bits		
udget Information Variable percentage budget	Period 1: 0	Period 7: 0
Valiable percentage budget Account: Bits	Period 1: 0 Period 2: 0	Paiod 7: 0 Paiod 8: 0
Valiable percentage budget Account: Bits	Period 1: 0 Period 2: 0 Period 3: 0	Pariod 7: 0 Period 8: 0 Period 9: 0

We are going to activate the bottom half of the screen, just click on the radio button for the budget method you wish to use for the account In this example, we are going to enter a \$ figure for each month. If you want a constant \$ figure for all months, enter the first month \$ figure & hit TAB:



This will auto-fill all months to the first amount.

If you want varying \$ amounts for each month, just TAB through & override the auto-filled values.

GL Chart of Accounts			
ile <u>Commands</u> <u>Actions</u> <u>Help</u>			
Account 4000			
Description: Product Sales - Brokerage			
Total Into Account II: 400	Product Sales		
Account Class: Detail			
Level 4			
Type: Revenue			
Budget Information			
Valable percentage budget		(* Fixed marithly budget	
Account:		Period 1: 10000.00	Period 7: 8000.00
Percent		Period 2: 9000.00	Period 8: 6000.00
· · · · · · · ·		Period 3: 12000.00	Period 9: 15000.00
		Period 4: 15000.00	Period 10: 20000.00
		Period 5: 10000.00	Period 11: 14000.00
		Period 6: 20000.00	Period 12 16000.00

We will now enter a % in a cost account

e Commands Actions Help		
× 🙀 💠 🖬		
Account: 5000		
Description: Product Purchased - Brakerage		
otal Into Account III: 500 🙀 Product Pure	vaces	
Account Dass: Detail		
Level 4		
-		
Type: Expense v		
udget Information		
	C Fixed monthly bud	pel
udget Information	C Fixed monthly bud Period 1:	pet Period 7.
Valiable percentage budget Account: 4000		
udget Information Variable percentage budget	Period 1:	Period 7:
Valiable percentage budget Account: 4000	Period 1: Period 2:	Period 7: Period 8
Valiable percentage budget Account: 4000	Period 1: Period 2: Period 3	Period 7: Period 8 Period 9.

You need to enter the account driver & the % of that account you want the result to be.

Work your way through your accounts & enter all budgeting details as required.

To run budget reports – you have several options:

To run a basic spreadsheet to double check your data entry – do this through Utilities

3 Xebre Accounting	
File Physiolitic Receivables Bending Ledger Reports Enquiry Last Month Closed 32/04/10 1	Gen Help Queting Order Entry Accounting Setup Reports Ublices
Switch to the utilities node.	Custamer Specific Inventory Prospecting General Inventory Reports E-Commerce Production

Select Data Export

Lake Tecount Execute Analogie Fields AP SEQ VENDOR REMETTACE NAME ADDRESS_UNE_1 ADDRESS_UNE_2 OTY STATE 20P	v Select Al	Definiter G Conna C Senicolon C Space C Tab Test qualiter
lelect Records Field	Comparison Data	Lion Lion Delete

Change the Table to General Ledger Chart

Eile Commands Composite Exports Hel	P	
Twin General LEGGER_CHART Analise Reprovement activity activity DESCRIPT Free Activity activity DESCRIPT Conference activity activity DESCRIPT Conference activity activity DESCRIPT Conference activit	v Select <u>A</u>	Definitiv R Control C Senicobn C Space Tab Test qualifier ["""
Hood - Jeff Ma, TEAPLATE Hood - Jeff Ma, TEAPLATE Mod 2: Mod] Date	<u>New</u>

Select the fields to display – We recommend Select All – as this will show which accounts have % calculations rather than \$ budgets

	_CHART • Select 34	
valuble Fields CCDUNT CCDUNT EVEL VPE LASS EF_ACCOUNT UDGET_2 UDGET_2 LASS	Selected Fields S	
Field	Comparison Data	New
		Edt

Then click on New on the bottom right hand side Under select records & complete some filter information

New Selection Criteria			
-il be			
¥	ACCOUNT is a test field. Enter the test to compare. Note that		
	the comparison is case sensitive.		
_			
ncel			
	•		

Select Greater than & the last Equity account in the compare to (this is so the report wont provide all the blank balance sheet budget data)

Click OK & then Select Commands / Export

Export	ER_CHART		Select <u>é</u> ll	
Avalable Fields ACCOUNT DESCRIPTION LEVEL TYPE CLASS REF_ACCOUNT BUDGET_1 BUDGET_2 <	•	Selected Field ACCOUNT DESCRIPTION LEVEL TYPE CLASS REF_ACCOUN BUDGET_1 BUDGET_2 4	N	 Definition G Comma C Semicolon C Space C Tab Text qualifier
Field		onparison	Data	Мен
Where ACCOUNT	6	realer than	3333	Edit
				Delete

This takes you to a preview screen.

Export	Beport Dose					
election Res	ults: 83 Records					
ACCOUNT	DESCRIPTION	LEVEL	TYPE	CLASS	REF_ACCOUNT	BUDGE .
4	Revenue	0	3	1		
40	Sales	1	3		4	
4000	Product Sales - Brokerage	3	3		400	1000-
4005	Product Sales - Inventory	3	3		400	
400	Product Sales	2	3	1	40	
4010	Freight & Shipping Income	2	3		40	
4020	Composition Income	2	3	2	40	
41	Allowances	1	3	1	4	
4100	Prompt Pay Discounts	2	3	2	41	
42	Returns	1	3		4	
4200	Product Returned	2	3		42	
4205	Inventory Returns	2	3	2	42	
4210	Freight Charged Back.	2	3		42	
44	Other Income	1	3		4	
4400	Interest	2	3		44	
6610	Purchase Discounts	2	3	2	44	

Then Click on Export & enter the name of the file followed by .CSV, browse to a directory you will find again

Xebra Data Export	- 1 m								
Compute	er ► OS (C:) ► Xe	bra Client ANZPP Qu	uote Module 🔸	Export	_		Search Export		P
Organize • New fold	er							10.0	
Penntes Penntes Destrap D	Name		Da	te modified No items ma	Type tch your search	Size			
File name: Budg									•
Save as type: Xebra	Mail Merge Export	(*.TXT)							•
Hide Folders							Save	Cano	a

Click Save & Close the dialogue box.

You can save the export criteria to call up again - Select File / Save



Do not Change the directory - we suggest you save the file as Budget Export

S S S S Compute	+ OS (C:) + Xebra Client ANZ	PP Quote Module Export		• •,	Search Export		
Organize • New folde	1						
Constant Denicop	Kena	Date encodied His items e	Type atth your search.	Size			
File name: Budge						_	_
Save as type: Xebra	Export Criteria (*.£CF)					-	-
Hide Folders					Save	Can	-

Click Save

Next time you need to run the report – just Click on File /Open & select the budget report & proceed as required.

The .CSV file can now be opened in Excel to review your data.

To run Comparison or Monthly reports – these are run from the Financial Ledger.

From the Accounting Menu, Select Ledger / Accrual Basis General Ledger



There are 2 reports that use the budget figures:



Budget vs Actual & Print Budget

Budget Vs Actual Compares Month & YTD figures for a particular month.

	Al/ZPP Beta Test System PAGE: 1 * CONDITIONAL BUDGET VS ACTUAL * 10-01-12 Fiscal Year 2012 Through Period 7						
ACCOUNT	DESCRIPTION	BUDGET THIS MONTH	BUDGET THIS YEAR	THIS YEAR TO DATE	THIS MONTH		
4	Revenue	8,000	84,000	25.131	5,005		
40	Sales	8.000	84,000	24,124	4,500		
400	Product Sales	8,000	84,000	23,974	4,500		
4000	Product Sales - Brokerage	8,000	84,000	23,824	4,500		
то	TAL REVENUE	8,000	84,000	25.131	5,005		
5	Expenses	1.800	9,630	15.787	5,275		
60	Cost of Goods Sold	1.800	9.530	25.076	5,275		
500	Product Purchases	1.800	9,530	24,485	5,175		
5000	Product Purchased - Brokerage	1,800	9,530	22,869	5,175		
то	TAL EXPENSE	1,800	9,530	16,787	6,275		
	TINCOME	6.200	74.470	8.344	-1,270		

Print Budget Prints the Budget for a month & YTD

