



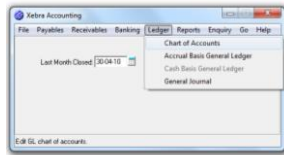
Accounting FAQs

- 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

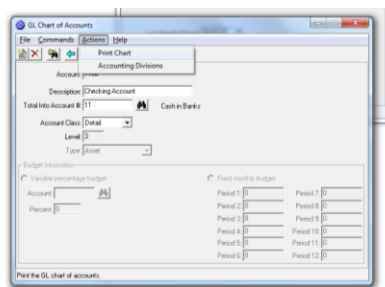
The Chart of Accounts is contained in the Ledger submenu:

From the Accounts Menu, select Ledger / Chart of Accounts



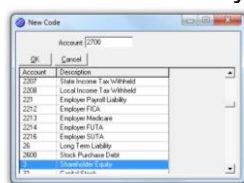
This brings up the GL Chart of Accounts entry screen

To review or print the current Chart of Accounts, select Actions / Print Chart

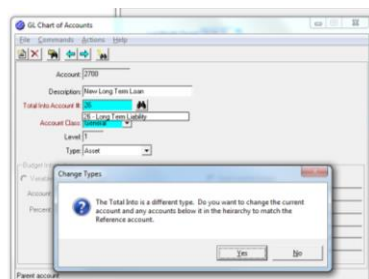


To add a new Code, select Commands / New or the New Account Icon

This will bring up the New Code selection box – we are creating a new Long Term Loan liability. Enter the new code & click OK

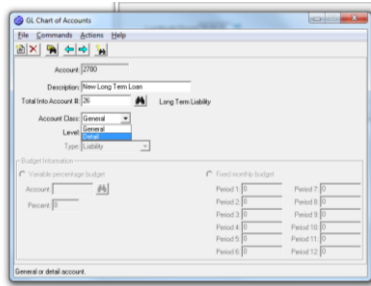


Enter the Name of the new Account & the account it will total into in the existing COA. If the total into account is anything other than an Asset account you will get the following message:



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.

Date	Type	Number	Name	Withdrawal	Deposit	Balance
09/12/11	EFF	201112000000	On Withdrawal for COG	11.00		16402.32
09/12/11	EFF	201112000000	Partison Systems	27.50		16374.82
09/12/11	INTRES		Interest		11.00	16385.82
09/12/11	DEP	9999921101	EFFTR12142324 - cheque		11.00	16396.82
10/12/11	DEP	9999921101	EFFTR222 - Test New EFF Cash-Pic 1		22.00	16418.82
10/12/11	DEP	9999921102	EFFTR223 - Test New EFF Cash-Pic		33.00	16451.82
10/12/11	DEP	9999921103	EFFTR111 - Test New EFF Cash-Pic		100.00	16551.82
10/12/11	INT	999	Test 4		99.00	16650.82
10/12/11	BATCH	2011121001	Total 137.50			16650.82
10/12/11	EFF	20111210010001	Partison Systems	137.50		16513.32
10/12/11	CHQ	9	Partison Systems	132.00		16381.32
10/12/11	CHQ	9999921101	Te Test Second Account	11.00		16370.32
13/12/11	CHQ	10				16370.32
13/12/11	CHQ	11	Dynamic Hardware - Grace Collector			16370.32
13/12/11	BATCH	2011121301	Total 77.00			16370.32
13/12/11	EFF	20111213010001	Partison Systems	77.00		16293.32
14/12/11	DEP	311011	Test deposit		125.00	16418.32
14/12/11	INTRES	321012	Interest		10.00	16428.32
14/12/11	CHQ	9999421101	Te Test Second Account	600.00		15828.32
14/12/11	CHQ		Total 11.00			15937.32
29/12/11	BATCH	2011122901	On Withdrawal for COG	11.00		15926.32
29/12/11	EFF	20111229010001	Partison Systems	394.25		15532.07
06/01/12	DEP	9999991201	EFFTR88888 Temporary Storage Fees		110.00	15282.07
06/01/12	CHQ	9999991201	Te Another account	100.00		15182.07
06/01/12	CHQ		Total 210.00			15182.07

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

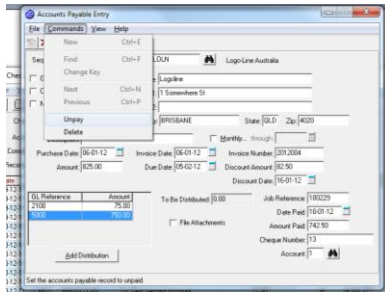
Click OK

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

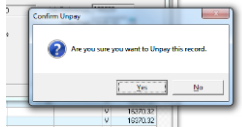
On each AP Sequence attached to the cheque – double click to bring up the Sequence Voucher

Seq #	Name	Post Date	Paid Amount
130	Logline	10/01/12	742.50
131	Logline	10/01/12	742.50

Select Commands / Unpay



You will get this pop up:

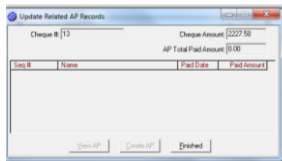


Click Yes

This will remove the payment history from the record & it will now appear in both the AP Aging reports & the Cheque Disbursement screens ready 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



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 & re-create 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.

Date	Type	Number	Name	Withdrawal	Deposit	Balance
09-12-11	EFT	201120020002	Payflex Systems	27.50		30374.00
09-12-11	INTRS		Interest		11.00	30385.00
09-12-11	DEP	9880921103	EFT#124234 - qweqwe		11.00	30396.00
10-12-11	DEP	9880921103	EFT#2222 - Test New EFT Cash Rec 1		22.00	30418.00
10-12-11	DEP	9880921102	EFT#2233 - Test New EFT Cash Rec2		33.00	30451.00
10-12-11	DEP	9880921103	EFT#1111 - EST at 45H-ECT		180.00	30631.00
10-12-11	INT	999	Test 4		99.00	30730.00
10-12-11	BATCH	2011210001	Total 137.50			30867.50
10-12-11	EFT	201121001001	Payflex Systems	137.50		30730.00
10-12-11	CHQ	8	Payflex Systems	132.00		30598.00
10-12-11	CHQ	9880921103	To: Test Second Account	11.00		30379.00
13-12-11	CHQ	10				30379.00
13-12-11	CHQ	11	Dynamic Hardware - Grace Collector			30379.00
13-12-11	BATCH	2011212001	Total 77.00			30379.00
13-12-11	EFT	201121201001	Payflex Systems	77.00		30252.00
14-12-11	DEP	311011	Test deposit		125.00	30418.00
14-12-11	INTRS	32236.2	Interest		30.00	30448.00
14-12-11	CHQ	9884421103	To: Test Second Account	500.00		30298.00
14-12-11	CHQ	10				30298.00
20-12-11	BATCH	201122001	Total 11.00			30298.00
20-12-11	EFT	201122001001	Die Warehouse for EDG	11.00		30287.00
06-01-12	CHQ	12	Payflex Systems	397.25		30189.75
06-01-12	DEP	9880801103	EFT#988080 Temporary Storage Rate		110.00	30299.75
06-01-12	CHQ	9880801103	To: Another account	100.00		30199.75
10-01-12	CHQ	13	Logitech	2227.50		30199.75

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:

Edit Withdrawal

Date: 10-01-12

Type Description: CHQ

Number: 14

Name: Superior Activewear P/L

Amount: 1842.50

Cash GL Account: []

Credit Division: []

Status: New Entry Recorred VOID

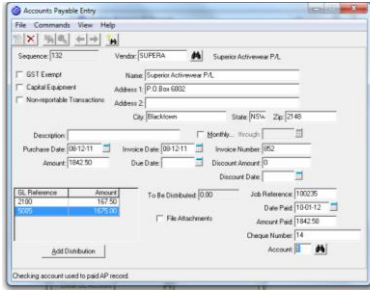
Type: Deposit Withdrawal

OK Cancel

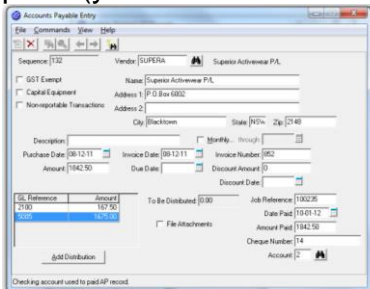
Click OK

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



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).

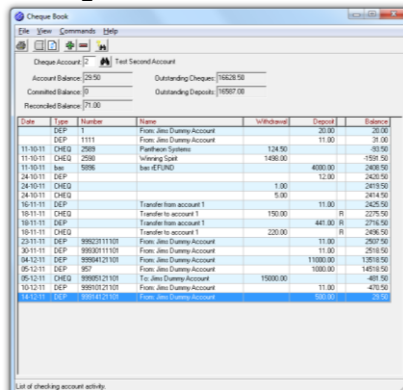


Repeat this step for each sequence attached to the original cheque, click on Finished.

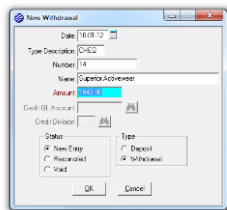
Make a note of the payment information – Date, Supplier, Amount.

Now to the final step:

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



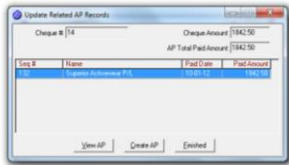
Select the – icon to create a manual withdrawal entry



Enter the payment information in as appropriate.

Click OK

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

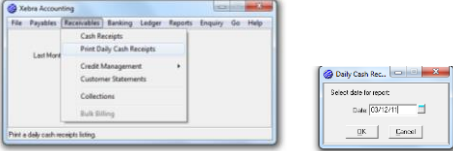


(If not – you have not completed the steps correctly – remember Cheque Number & Bank Account must be correct for the Sequence Voucher to link to the Bank Entry.)

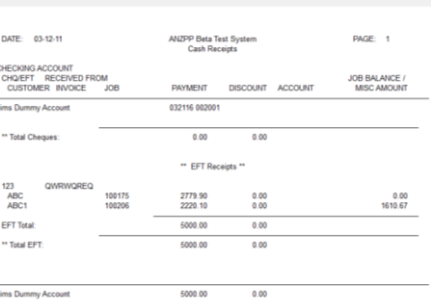
Voiding Deposits

If you enter a deposit through the Receivables / Cash Receipts 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 Receipts Report for the day you entered the payment incorrectly.



The screenshot shows the 'Kebra Accounting' application window with the 'Receivables' menu open, highlighting 'Print Daily Cash Receipts'. A secondary dialog box titled 'Daily Cash Rec.' is open, prompting the user to 'Select date for report:' with a date field set to '03/12/11' and 'OK' and 'Cancel' buttons.

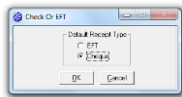


The screenshot displays the 'Cash Receipts' report for the date '03-12-11' in the 'ANZPP Beta Test System'. The report includes a table with columns for 'CHECKING ACCOUNT', 'CHK/EFT', 'RECEIVED FROM', 'JOB', 'PAYMENT', 'DISCOUNT', 'ACCOUNT', and 'JOB BALANCE / MISC AMOUNT'. The data shows a total of 5000.00 in EFT receipts.

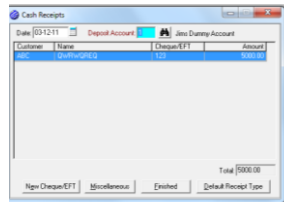
CHECKING ACCOUNT	CHK/EFT	RECEIVED FROM	JOB	PAYMENT	DISCOUNT	ACCOUNT	JOB BALANCE / MISC AMOUNT
Jim's Dummy Account				032116 902001			
** Total Cheques:				0.00	0.00		
				** EFT Receipts **			
123	QWRRWREQ						
ABC		100115		2775.00	0.00		0.00
ABC1		100006		2225.10	0.00		1610.67
EFT Total:				5000.00	0.00		
** Total EFT:				5000.00	0.00		
Jim's Dummy Account				5000.00	0.00		

Use this detail to enter the next 2 entries.

Go to Receivables / Cash Receipts – enter Cheque

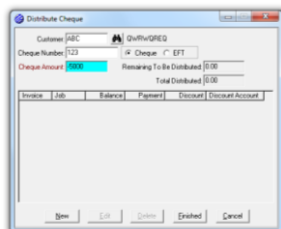


Select the Date & discount account you entered the payment incorrectly.

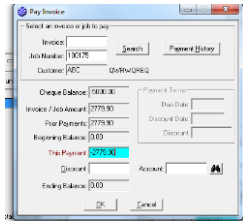


Select New

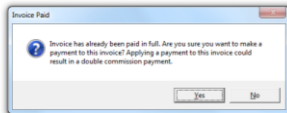
Enter the Customer, Chq Number, & the negative of the amount you entered incorrectly.



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

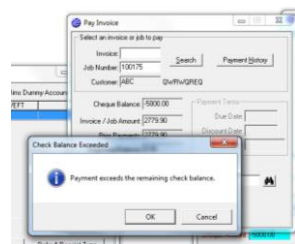


If these jobs were fully paid with the incorrect payment, you will receive a pop up message, click YES.

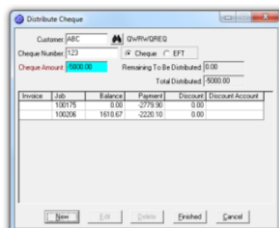


Click OK & repeat until the negative payment is fully allocated.

You may also receive the message

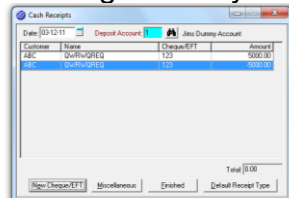


Click OK & OK

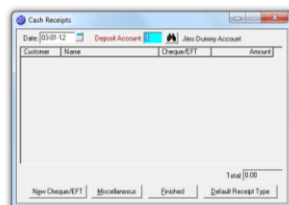


Click Finished.

The Original entry has now been reversed.



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



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.

Edit Deposit

Date: 03-21-11

Type Description: FFI

Number: 123

Name: DwP/GRICO

Amount: 5000.00

Credit GL Account:

Credit Division:

Status: New Entry Recorded Void

Type: Deposit Withdrawal

OK Cancel

Edit Deposit

Date: 03/21/11

Type Description: FFI

Number: 123

Name: DwP/GRICO

Amount: 5000.00

Credit GL Account:

Credit Division:

Status: New Entry Recorded Void

Type: Deposit Withdrawal

OK Cancel

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.

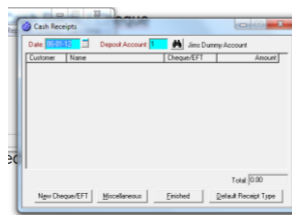
Trading Out the Credit

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

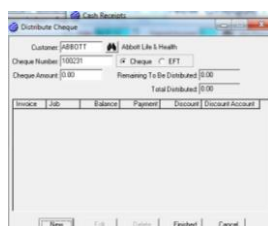
From the Accounting Menu, select Receivables / Cash Rects / Cheque



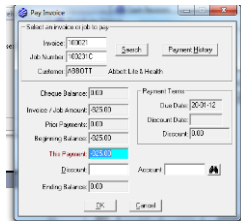
Enter the date you wish to make the allocation effective & click on New Cheque / EFT.



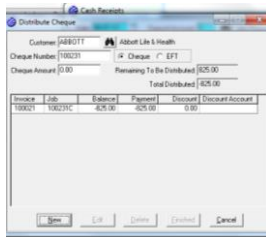
Enter the Customer, cheque number (I use the job number as this reference – note – no letters, just numeric characters) & the amount as \$0.



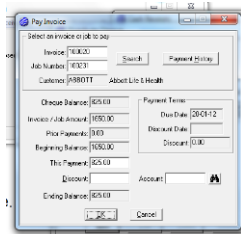
Select New to choose the overpayment to be allocated.



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

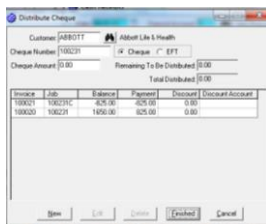


Click New again to select an invoice.



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

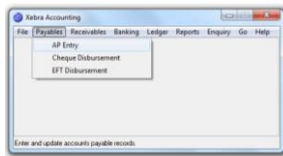
If you overpay a supplier, you also have several choices on how to process this in Xebra.

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.

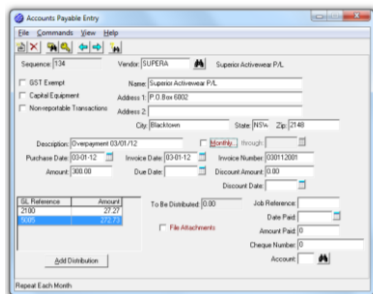
Otherwise, you then have the option of obtaining a refund from the supplier or trading out the overpayment.

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.

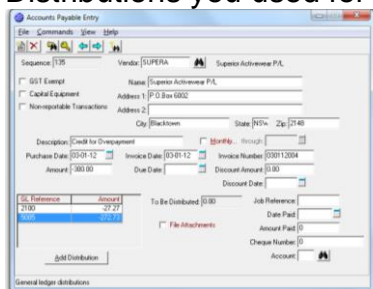
Create the AP Voucher through the Accounting Menu – Select Payables / AP Entry



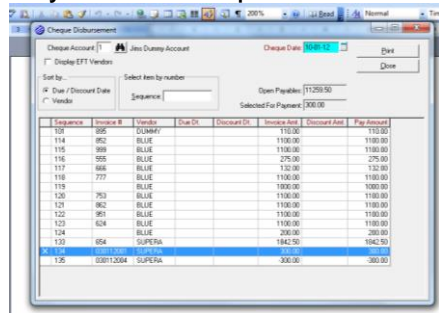
Enter the Supplier Information & complete the Voucher as applicable (we suggest using a general purchases account for the GL Distribution if the vendor is a job related vendor)



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



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

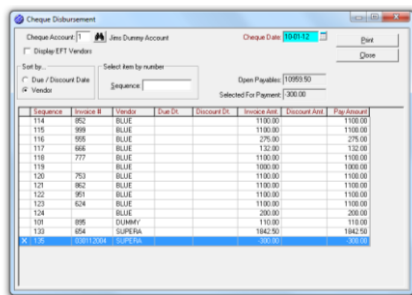


This will sort out your immediate bank reconciliation issues.

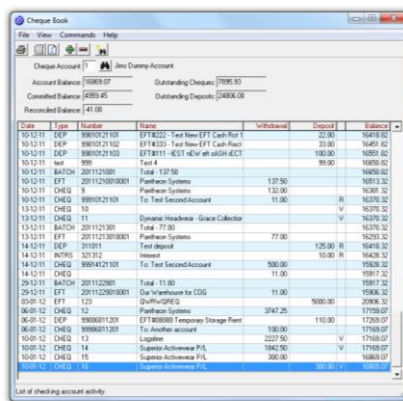
You know have the credit AP Voucher sitting in the supplier's account, waiting for either a refund or further invoices to offset against before your next payment.

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

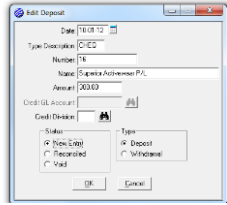
Enter the date you received the refund & select the credit voucher for payment



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



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.

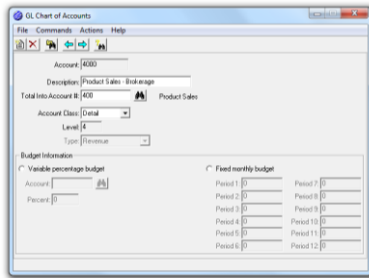
Budgeting

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

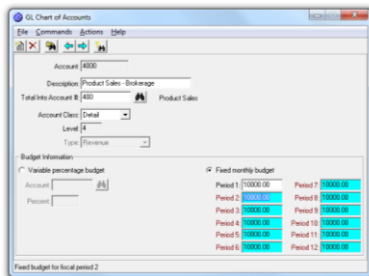
You can Budget a \$ amount per month, or calculate a % of another account.

Enter these figures through Ledger / Chart of Accounts



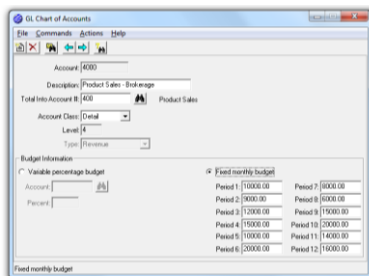
We are going to activate the bottom half of the screen, just click on the radio button for the budget method you wish to use for the account
In this example, we are going to enter a \$ figure for each month.

If you want a constant \$ figure for all months, enter the first month \$ figure & hit TAB:

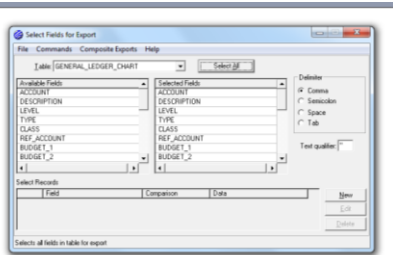


This will auto-fill all months to the first amount.

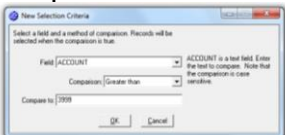
If you want varying \$ amounts for each month, just TAB through & override the auto-filled values.



We will now enter a % in a cost account

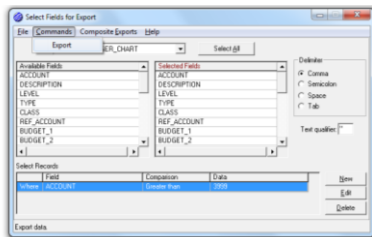


Then click on New on the bottom right hand side Under select records & complete some filter information

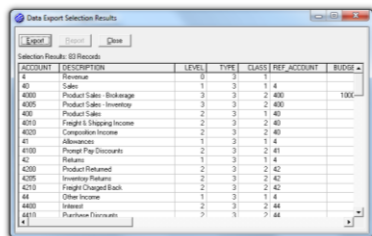


Select Greater than & the last Equity account in the compare to (this is so the report wont provide all the blank balance sheet budget data)

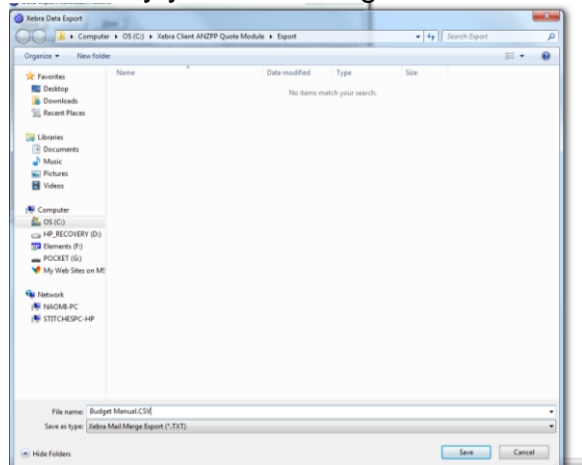
Click OK & then Select Commands / Export



This takes you to a preview screen.

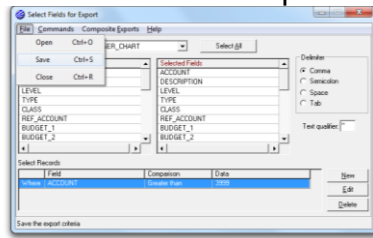


Then Click on Export & enter the name of the file followed by .CSV, browse to a directory you will find again

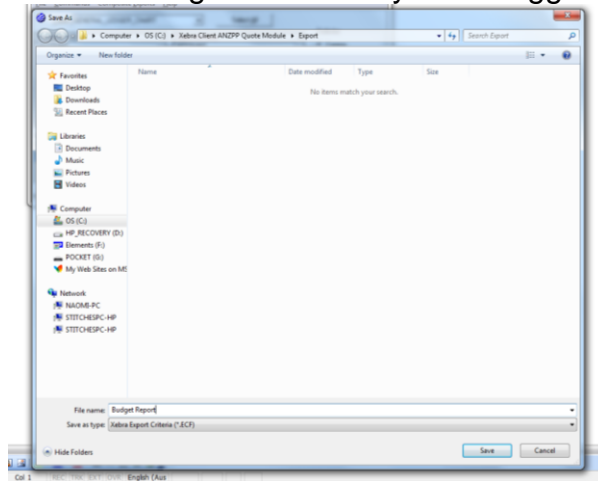


Click Save & Close the dialogue box.

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



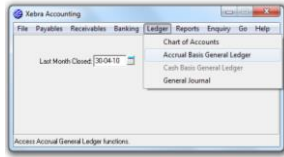
Click Save

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

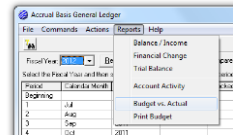
The .CSV file can now be opened in Excel to review your data.

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.

ANZPP Beta Test System
* CONDITIONAL BUDGET VS ACTUAL *
Fiscal Year 2012 Through Period 7

PAGE: 1
10-01-12

ACCOUNT	DESCRIPTION	BUDGET THIS MONTH	BUDGET THIS YEAR	THIS YEAR TO DATE	THIS MONTH
4	Revenue	8,000	84,000	25,131	5,905
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
	TOTAL REVENUE	8,000	84,000	25,131	5,905
5	Expenses	1,800	9,530	16,787	5,275
50	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
	TOTAL EXPENSE	1,800	9,530	16,787	6,275
	NET INCOME	6,200	74,470	8,344	-1,270

Print Budget Prints the Budget for a month & YTD

ANZPP Beta Test System
* CONDITIONAL BUDGET *
Fiscal Year 2012 Through Period 7

PAGE: 1
10-01-12

ACCOUNT	DESCRIPTION	BUDGET THIS MONTH	BUDGET THIS YEAR
1	Revenue	8,000	84,000
40	Sales	8,000	84,000
400	Product Sales	8,000	84,000
4000	Product Sales - Brokerage	8,000	84,000
	TOTAL REVENUE	8,000	84,000
1	Expenses	3,200	33,600
50	Cost of Goods Sold	3,200	33,600
500	Product Purchases	3,200	33,600
5000	Product Purchased - Brokerage	3,200	33,600
	TOTAL EXPENSE	3,200	33,600
	NET INCOME	4,800	50,400