GENERAL LEDGER MANUAL

PO Box 911 Warrnambool Vic 3280 • Ph: 03 5562 0700 • Fax: 03 5562 0400 • Email: support@accrivia.com.au

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GENERAL LEDGER OVERVIEW

The General Ledger module represents the central collection point of the Accrivia system for all financial aspects of your business. As transactions are processed throughout the system, including from Debtors, Creditors, the Cashbook, Jobs, Payroll etc, the General Ledger is updated accordingly. The information flowing into the general ledger can be described using the following diagram:
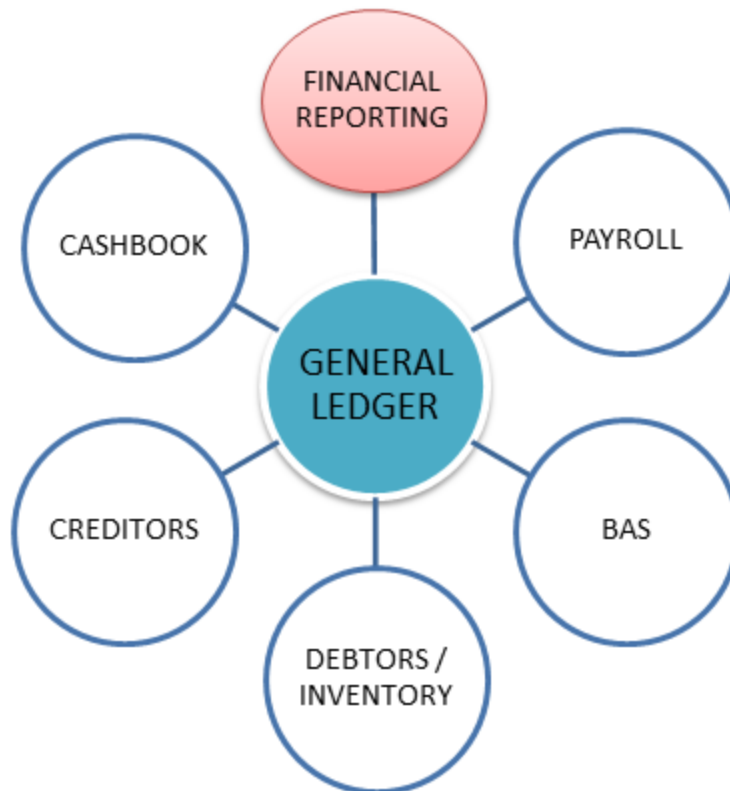
The General Ledger module operates using standard double entry accounting principles (i.e. for each transaction processed, the total debit and credit amounts must be equal). The principles governing all ledger transactions can be summarised as follows:

- Credits increase liabilities and equity; credits decrease assets.

- Debits decrease liabilities and equity; debits increase assets.

	Increase	Decrease
Asset	Dr	Cr
Expense	Dr	Cr
Liability	Cr	Dr

Owners' Equity	Cr	Dr
Revenue / Income	Cr	Dr

Features of the General Ledger Module include:

- Unlimited User Definable Profit/Loss and Balance Sheet reports
- Asset Register and Automatic Depreciation
- Standing Journals
- Batch Posting
- GL Account Reconciliation
- BAS & PAYG Withholding
- Budgets

SETUP LEDGER ACCOUNTS

Menu option: **LEDGER -** Account Maintenance

The General Ledger Account File Maintenance screen is used to define, maintain and delete ledger accounts for use throughout the system. The Account File Maintenance screen is commonly referred to as the Masterfile.

GL Account File Maintenance

The purpose of each field in the master ledger account list is described below:

- **Account** - Enter the ledger account number (must be a unique number)
- **Description** - Enter a description for the ledger account - this is used throughout the system to assist in identifying the account and in the reports module.
- **Type** - Requires a 'C' or 'D' to be entered to nominate the accounts as a Credit or Debit account type
- **BAS Field** - Select the relevant BAS type from the drop down box of the ledger account your are setting up represents a reportable taxable sale or purchase item
- **Heading** - Tick this box for any heading accounts you create - these entries cannot be posted to, and are intended to be used only to assist in organising your ledger structure.
- **Bank Acct** - Tick this box if the ledger account is also a bank account. Only accounts with this tick will require bank reconciliation.

  > *** Note - further system settings may be required for any accounts ticked as a Bank Account. For details refer to the Accrivia System Manual

- **Rep Code 1...6** - Enter a report code (maximum of 10 characters) to use when developing your Profit & Loss (P&L) or Balance Sheet (B/S) template. You may use the same code for multiple accounts to show these as a single value in your reports.

  > A more detailed discussion for setting up custom P&L and Balance sheet reports can be found - See "Balance Sheet / Profit & Loss Report Set Up" on page 47

> The system will generate the Report Codes for you by right clicking in the code field and choosing which code numbers you want generated. You can also copy & delete from this area. Report Codes 2 - 6 are usually a repeat of the original code with a number in front - eg: BANK551 then 2BANK551, 3BANK551 etc

- **Redundant** - If an account is no longer in use, you can tick this box to flag it as redundant. Note that the system will confirm that the account is no longer in use before allowing you to mark it as redundant. Once set this account will no longer appear as available when posting, however all history will still be available for reporting purposes. Accounts with previous postings cannot be permanently deleted as this would affect the integrity of all reports.

- **Alt Account No** - (Only visible is this system option is turned on). Enter an alternative account number to map accounts to a third party ledger. This can be used to generate reports with the alternative ledger specified. Used primarily for clients who have outside accounting services who prefer a specific set up.

- **External Reference** - Enter a reference here to map a third party reference to the ledger account. This can be utilized when loading budgets from spreadsheets into Accrivia.

- **PL Report No** - Used to produce an export of a P&L statement into an Excel document, with mapped account numbers, If you are interested in using this feature, please contact Your Accrivia Support Team

Creating New GL Accounts

Menu option: **LEDGER** - ![printer icon] Account Maintenance

1. In the account grid, press the **[INSERT]** key on your keyboard to create a blank line for a new record. You can press the insert button at any point in your current list - the system will re-sort and move it to the correct numerical order when entry is complete.

2. Enter a unique account number. Decimals may be used to denote sub-accounts.

3. Enter a Description, a Type, BAS field and any other information required for this account in each column (description of fields can be found -See "GL Account File Maintenance " on page 8).

4. Save the new account by moving off the current record. The new account type will then be sorted numerically in the list.

5. You will then be prompted with two questions:

    1. *Do you want to add this account into GL reports?*:

        1. Clicking 'Yes' to this question will automatically insert a report code into the Rep Code field based on the account description. It will also append this to all P/L and B/S reports you have defined, after the position of the previous ledger account. It is recommended that you always say **YES** to this question at this time as valid reports will not function if there are missing entries and any new codes will need to be added later in order to run reports.

    2. *Do you want to add this as an expense account in the Creditors module? (if you are running the Creditors module)*.

        1. Clicking 'Yes' to this question will append this account to the creditor expense list. If you run multiple Companies / Departments, it will then ask you to select the ones that you want a creditor expense created for (you can select multiple companies by holding the shift key down when selecting). It is recommended that you always say YES at this point if the new entry is an Expense account. Failure to add to Expenses will mean this new code will not be available to select when processing orders or invoices.

> Clients using Cashbook as a stand-alone without the General Ledger module cannot add new accounts directly – please contact Your Accrivia Support Team

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Related Topics:

Searching For Ledger Accounts

An account search facility is located at the top of the screen - by default it will always be set to Account Number. Use this function to search for an account by Account Number, Description, or Alternate Account Number. To do this:

1. Click on one of the search options in the 'Search on..' box (Account No, Description or Alt Account No).

2. In the Search box, type in the number or description you are looking for. If searching by Account No or Alt Account No, you will be taken to the closest number as you type. It is often not necessary to type in the full details once you in the right area. If you are searching by description, press **[F4]** to select accounts that match your text.

> To search for transactions posted to ledger accounts, rather than actual accounts, see Search Screen

Accounts - Updating Ledger Information

1. Move to the account number in the grid of the ACCOUNT FILE MAINTENANCE screen.
2. Select the field that you want to change, and make adjustments.
3. Move off the record to save the changes that you have make.

> Adjusting settings within the ledger will likely impact on how your financial data is reflected in reporting, particularly if made mid-financial period. If you're unsure of the effect of changes you are planning to make, contact Your Accrivia Support Team to discuss the changes first.

Changing Bank Account fields

While it is possible to set up accounts as a 'Bank Account' it should be noted if you elect to remove the Bank tick (either on purpose or accidentally), but then decide to re-tick it, then the system will prompt you with a message to contact Accrivia Support, as we will need to ensure that any posting

produced for that account have been correctly captured so that all data is reported in your Bank Reconciliation.

Deleting A Ledger Account

You cannot delete an Account that has current postings against it! Be aware of deleting old accounts no longer in use for the current period – as the information may impact on reporting for previous year comparisons. Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

1. Move to the account number in the grid of the ACCOUNT FILE MAINTENANCE screen that you want to delete.

2. Press **[CTRL] [DEL]** keys on your keyboard, and click **[OK]**.

It is highly recommended - that unless the Account was set up in error and has never been posted to - that you simply choose to make the account redundant to retain all previous history.

Changing A Ledger Account Number

1. Move to the account number in the grid of the ACCOUNT FILE MAINTENANCE screen.

2. In the Account No field, type over the existing number with the new account number.

3. Move off the record to save the changes that you have made.

When you change a ledger account number, Accrivia will then work through the entire system and update all uses of this account number to the new number you have just entered. Depending on your system, this may take a few minutes.

Going forward all reports produced will show this new account number, even for old entries.

POST LEDGER TRANSACTIONS

Menu option: **LEDGER -** [Post icon] Post

Posting Overview

There are three ledger posting screens within Accrivia, each with their own strengths:

1. **Post** – This is a simple method of posting ledger journals, but only allows a single debit and credit per posting. It also calculates GST automatically, based on the BAS Type of the accounts selected, and only allows one side of the posting to have a BAS type that attracts GST.

2. **Batch Post** – This screen is the most commonly used, and allows the operator to post as many lines as required for the journal. It also allows full control over GST values.

3. **Batch Post All Accounts** – This screen presents a full list of ledger accounts, and allows the user to enter debit and credit amounts against each account. It is generally used when entering opening balances for your system.

Post Screen

Menu option: **LEDGER -** [Post icon] Post

The posting screen is a simple ledger posting screen, allowing users to nominate a single debit and credit account to be updated.

1. Select the general ledger debit and credit accounts for this posting from the drop-down lists. (If a bank account is selected, then additional fields for payment details will be displayed.)

2. Enter information about the posting, including:

    - **Date**: Enter a date for the posting (press D to default to today's date).

    - **Reference**: A description to identify the transaction. If entering a cheque, include the cheque number and payee. This information will appear in reports

    - **Company / Division**: If your system has multiple companies / divisions, select one from the list.

    - **Amount**: Enter the posting amount (including GST if applicable)

    - **Comment**: Enter a comment to be recorded against the ledger posting, if required

3. If a bank account is selected as one of the posting accounts, you can also fill in the following fields:

- **Tran Type**: Select a transaction type from the drop down list. Note that this is for your reference and will appear on the banking slip.

- **Cheque Drawer**: Enter the details of the cheque drawer, if applicable.

- **Bank / Branch**: Enter details of bank and branch details of the cheque, if applicable.

4. Click on the **[POST]** button to complete the transaction.

5. Click the **[REPRINT]** button to print details of the last posting completed.
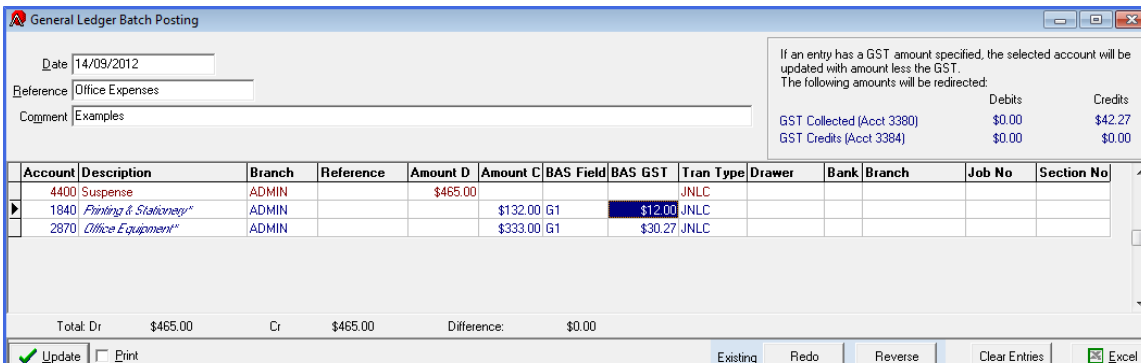
All postings completed in a single session will form part of one batch number. This batch number is shown in the bottom right hand panel after the first posting is completed. This batch number can later be used to run reports and reversals as required.
Escape out of this screen to close the batch and return if seperate Batch numbers are required.

If you hold down the [Ctrl] Key when pressing POST, all values on the screen will be retained, except the amount. This is handy for doing a few postings that are similar (if you retain the information make sure that you remember to change the reference).

Ledger Batch Posts

Menu option: **LEDGER -** Batch Post

The Ledger Batch Posts screen allows you to post to multiple accounts and companies in a single posting.

1. Type in the Date.

2. In the Reference field, type in a short descriptive reference for this posting. This reference will apply to each entry made during this posting where the individual line reference is left blank.

3. Enter a comment to be recorded against each line of the posting, if required.

4. For each entry in this posting, press the down arrow to enter a new line and enter its details:

   - **Account**: Type in the account number or double click to select one from the Account Selection screen.

   When the account number is selected the description will automatically be the account name (blue and red type represent Debit and Credit accounts respectively).

   - **Company / Division**: If you run more than one Entity (eg Branch/Company/Store/Division) in your system, select the relevant one from the drop down list.

   Once the company is selected in the first entry it will default to this company for the rest of this batch. You must remember to select other company/companies from the drop list for each line of posting if they are different from the first line.

   - **Reference**: If this entry requires a different description than the reference entered at the top of the screen, type in details the reference column.

   - **Amount**: Type in the amount in either the debit amount column or credit amount column.

   - **BAS Type**: The BAS Type will automatically be filled in, based on the BAS Type of the account selected. This can be overwritten if required, by clearing this field, or selecting a different BAS type from the drop down box (e.g. you do not want this posting to attract GST, even though it usually would)

   - **BAS GST**: Where the account selected has a BAS type that attracts GST, the GST component will be calculated and shown here. If the actual GST

amount for the posting is different from what is shown, adjust the value here (eg: some food items on a grocery bill will not incur gst so the total amount will not always be 10%).

- **Tran Type, Drawer, Bank and Branch**: For entries where the account number is a bank account, you can also enter the transaction type, drawer, bank and branch. This information will show on your banking reports.

- **Job No**: (only applicable for clients running the Jobs Module) enter applicable Job no. or double click to access the search function

- **Section No**: (only applicable for clients running the Jobs Module) enter applicable Section no. or double click to access the search function

5. Click the **[PRINT]** option at the bottom of the page if you want this posting to print when updated.

6. Click on the **[UPDATE]** button to complete this posting. The UPDATE button will only be enabled once the Debit and Credit entries in the grid balance.

7. Click the **[CLEAR ENTRIES]** button to remove all details entered in the grid and start again.

An information screen will appear once Updated advising of the Batch number allocated to this posting.
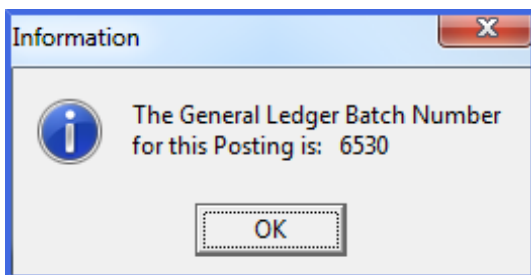
BAS Journals

It is critical that when producing a BAS report that you complete the entire entry using the BAS Report Preparation screen which includes using the GL Posting tab to actually enter the figures generated in the reports and POST the journals.

When you process a journal through the BAS report screen, Accrivia recognises that it is a BAS journal and therefore does not include the entries in any further calculations. However if you raise a manual journal through any of the other "Posting" screens then Accrivia cannot recognise it as a

BAS journal and therefore it will include it again in the next BAS calculation falsely inflating your figures.

Related Topics:
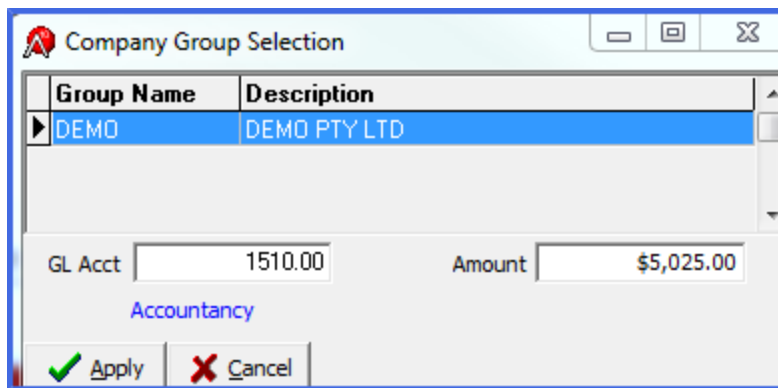
GL POST - DISPERSING JOURNALS BY GROUPS

Accrivia has the ability to enter General Ledger Journals which will allow you disperse $ values across multiple entities when set up as a "Group". This automates the process saving time entering multiple lines and manually calculating the correct split.

In the example shown below - we have a 'Group' set up called DEMO and we have a Journal that needs to be done for a total of $5025.00 for Bank Loans that needs to be spread evenly across each member of the group.

1. Open the GENERAL LEDGER - BATCH POST SCREEN

2. Enter the date

3. Enter the Reference you wish to appear in your reports

4. Enter a comment if required

5. Click on the [GROUPS] button on the bottom of the screen

6. You will then be prompted with a pop-up screen

7. Select the required Group name from the top

8. Add the specific GL Account code into the field (double clicking inside the field will bring up the search function).

9. Add the total amount of the Journal to be dispersed

10. Click [APPLY]

11. The system will then automatically enter a separate line entry for all 5 Branches within the Group selected

12. This leaves you to enter one final line with the balancing entry and complete the Journal as normal with a balancing sheet entry, where the Branch would normally be something like "Admin".

Group Postings - Not an Even Split

It is possible to still use this function if the split is not an even amount across all Branches in the Group. Simply follow the instructions above, but leave the $ Amount blank. This will then still add the Journal lines but leaves the values at $0.00 and you can then manually enter in the values you want for each Branch (taking care to ensure the total matches your original)

Loading Existing and Reversing Postings

The **[REDO]** and **[REVERSE]** buttons in the bottom panel of the Batch Post screen, allow you to select an existing posting, and load its details into the grid. This can then be modified before applying a new posting.

*** Note – you will need the original Batch no. for this process. If not already known, a search can be done through REPORTS | GLEDGER |POSTINGS – DETAILED. Select either a known GL code or the date of the original posting and click **[PREVIEW]** to get a report which will show you the batch number.

REDO A JOURNAL

There are times when journals are repeated on a regular basis, or are at least very similar. To save time you can elect to choose a previous journal already in the system (you will need to have the batch number available), and alter any details necessary such as date etc.

This then provides you with the entry details of the old journal and you then simply need to add the new details in the header - Date,Reference, Comment, along with any changes needed in the bottom grid, like amounts, or adding accounts etc.

REVERSE A JOURNAL

Ledger postings can be reversed automatically using this function. In order to retain logical integrity within the system, Accrivia will not actually delete a batch. Rather it allows you to reverse the batch so that it can be re-entered if needed. The system will produce another batch number for this reversal so it can be logically followed on reports.

1. Enter the date and reference for the reversal, and a comment if required.

2. Click on the **[REVERSE]** button

3. Enter the batch number, – details of the batch will be displayed in the grid below

4. Confirm that the details are as expected then click **[UPDATE]**

It is not compulsory for you to Reverse the entire Journal entry during this process. If the batch was a large one with multiple entries, you may only need to reverse some of the lines. In this case you must go through each line and delete (CTRL/DEL) each line that you <u>do not</u> wish to be included in the reversal - leaving on the entries that you wish to reverse on the screen. Take care to ensure that the remaining entries balance before completing.

CLEAR ENTRIES

If at any time you are not happy with the data on the screen because you have made an error or you have selected the wrong batch to Redo or Reverse - as long as you have not yet clicked Update - then you can click on the Clear Entries button which will remove all entries made on the screen entirely, so you can then start again.

> Once Cleared - changes made to the original batch data cannot be retrieved and the Original Journal will remain as before.

Post - Loading entries from an Excel Spreadsheet

There may be times when it is easier to enter your data into an Excel Spreadsheet - this can be useful when working through complex postings. Or there may be times when you receive details of postings required direct from your outside Accountant. If this is the case, we have the ability to load this data electronically into the system direct from the spreadsheet using the **[EXCEL]** button.

By setting up a spreadsheet with the required details and using the grid below as a guide as to which columns need to be entered and in what order, you can then enter the data ready for importing. Note that you can utilise the same file each time and simply add a new worksheet for each new batch. You will be asked to choose the correct worksheet when loading.

To load data from an Excel Spreadsheet, the format must be:

COLUMN	DATA
A	Account Number - **formatted as a Numeral**
B	Company / Division - If you only run one company / division in Accrivia, this can be left blank - **formatted as a Text**
C	Reference - You can leave this blank to use the original detail - or add a new one on each line if required - **formatted as a Text** *** note Cheque no's should be entered here in front of details, eg: 000587 Rent
D	Debit Amount - **formatted as a Numeral** ** does not require $ signs
E	Credit Amount - **formatted as a Numeral** ** does not require $ or - negative signs

Only these first 5 columns can be entered via an Excel spreadsheet, all other data like BAS field etc must be added manually once the spreadsheet has been loaded.
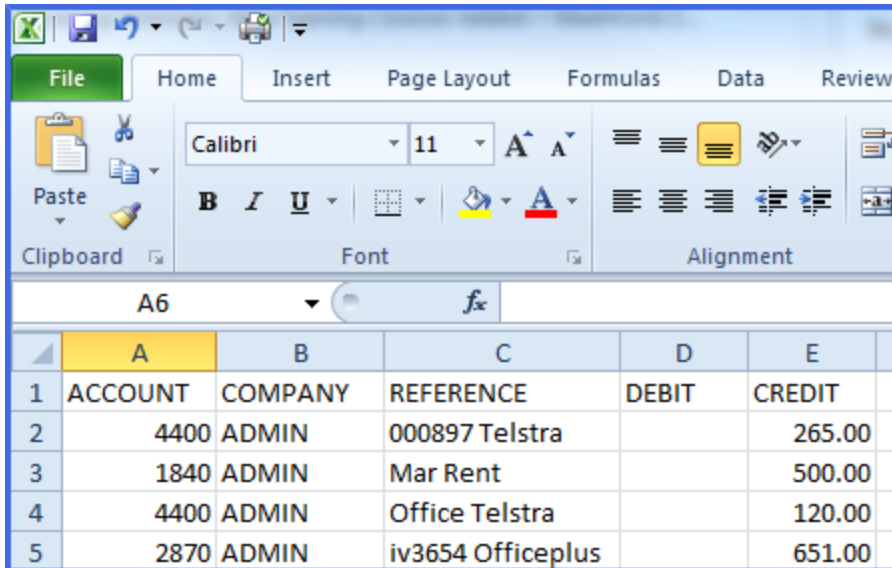
Note that the first line is presumed to be headings, and that data is only loaded from line two onwards.

It should also be noted that the Reference should be unique for each line - entering the same Reference details on multiple lines will result in the entries will be grouped together in the Cashbook as one single total.

We recommend either adding a cheque number, invoice number or possibly just a month entry in front of each Reference to ensure they are reported on individually.

Example:

000987 Telstra *or* **April Telstra** *or* **iv 9875 Telstra**
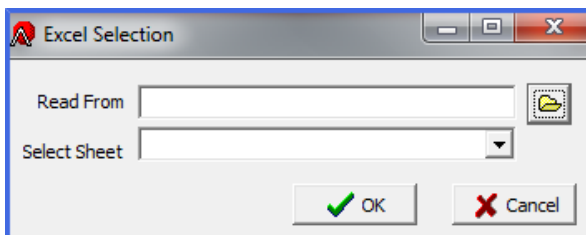
	A	B	C	D	E
1	ACCOUNT	COMPANY	REFERENCE	DEBIT	CREDIT
2	4400	ADMIN	000897 Telstra		265.00
3	1840	ADMIN	Mar Rent		500.00
4	4400	ADMIN	Office Telstra		120.00
5	2870	ADMIN	iv3654 Officeplus		651.00

For companies with multiple entities, it is a requirement that each Entity/Branch be set up on it's own Worksheet

Then, to load it into grid:

1. Click the **[EXCEL]** button.

2. You will be presented with Excel Selection Screen (as shown below.)

3. Click on the folder icon to browse for the spreadsheet to be loaded (or type in the exact path and name of the sheet).

4. From the drop down box, select the sheet in the document that you want to load.(system will default to sheet 1 each time)

5. Click **[OK]** to load the data – this information will now be shown in the grid of the screen, and can be adjusted or added to as required.

6. Enter any other details as required – such as BAS field, bank details etc.

7. When happy with all data – click **[UPDATE]**

If any data cannot be imported, an error describing the problem will be shown during the import process. You can then correct the problem by adjusting the loaded data in the excel sheet, or clear all entries, correct the problem in the spreadsheet and reload it.
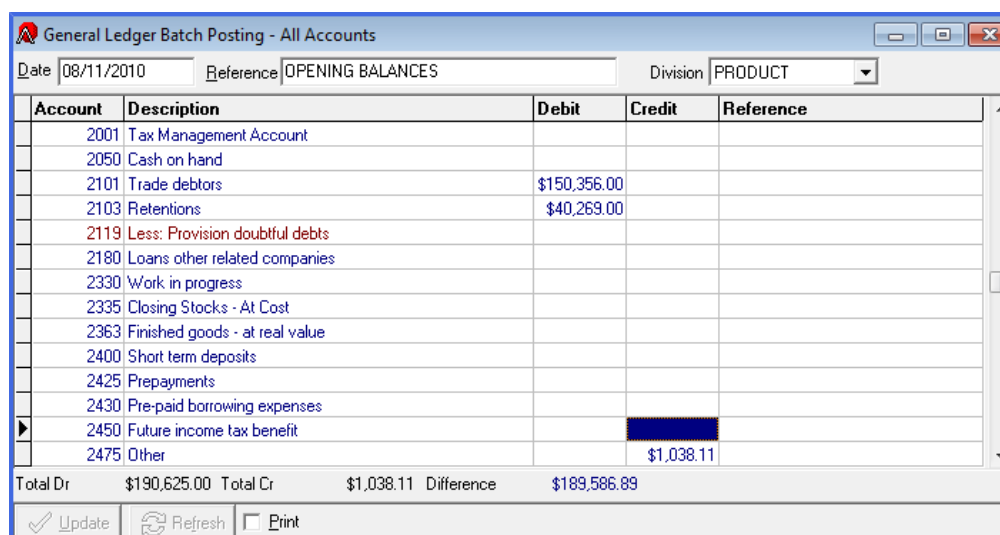
Debits & Credits

Ledger Batch Postings – All Accounts

Menu option: **LEDGER -** Batch Post - All Accounts

This screen presents a full list of all current ledger accounts, and allows the user to enter debit and credit amounts against each account. This screen is limited by only allowing one amount to be entered by account / company / reference combination in a single posting, which limits its flexibility.

This function is commonly used to enter Opening Balances when a total for each Account is all that is needed.

To create a posting using this screen:

1. Type in the date of the posting.

2. Enter a short descriptive Reference for this posting. This reference will apply to each
    entry made in this posting, where the individual account reference is left blank.

3. If you have more than one Entity (eg Branch/Company/Store/Division), select one from the drop down box.

4. For each amount in the posting you need to:

    - Scroll down to select the appropriate account number

    - Type in the amount, in either the debit or credit column

    - If this entry requires a different descriptive reference to the overall posting description, fill in the Reference column.

    - Press the down arrow to enter the next line and save that entry.

Check that the debit and credit totals balances by comparing the totals at the bottom of the screen – the [UPDATE] button will only be available when the totals do balance.

Click [CLEAR ENTRIES] to remove all details entered in the grid and start again.

5. Check the **[PRINT]** option at the bottom of the page if you want this posting to print when updated.

6. Click on the **[UPDATE]** button to save this posting.

A **[REFRESH]** button is also available at the bottom of the screen, however it is usually not active. The system will only activate this button whenever it detects that a new GL Account has been added that does not currently appear in this posting screen. Clicking this button will insert the missing Account code to allow you to enter your values.

Post Batch Reversal

Menu option: **LEDGER -** Batch Reversal

Ledger postings can be reversed automatically using the General Ledger Batch Reversal screen. In order to retain logical integrity within the system, Accrivia will not actually delete a batch. Rather it allows you to reverse the batch so that it can be re-entered if needed. The system will produce another batch number for this reversal so it can be logically followed on reports.

The Batch Post screen can also be used to reverse entries, and should be used if you want to adjust any details of the reversal before posting. See "Loading Existing and Reversing Postings" on page 20

Use this Batch Reversal screen for any automatic reversals that you need to process.

To reverse a Batch Post

It is best to know the exact batch number you wish to reverse to reduce the risk of accidentally reversing the wrong entry. If not known you can do a search for it using the LEDGER | SEARCH function or run a General Ledger report to locate the correct batch number.

1. Open the Batch Reversal screen.
2. Enter the date and reference for the reversal, and a comment if required.
3. Add the number into the Batch No. field on the **ENTER** tab then click on the **[FIND]** button – details of the batch will be displayed in the grid below.
4. The other option is to click on the **SELECT** tab which will produce a list of all current Batch No's that are available for reversal. Double click in the Reverse column to select the batch. Take care to select the correct Batch as only a minimum of information is supplied in this screen.
5. Click on the **[REVERSE]** button at the bottom of the screen to complete the reversal.

The system will display the reversals batch number for your records

Post - Append Journal Comment

Menu option: **LEDGER -** Append Journal Comment
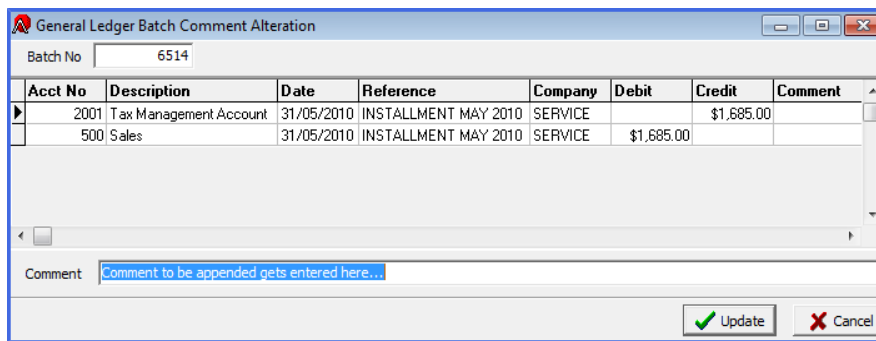
The General Ledger Batch Comment Alteration screen is used to append comments to a batch of postings. This is generally used where further explanations of a posting need to be added.

> For historical integrity, the original comment of the batch post is not removed – new comments are added to the existing text.

To append a journal comment:

1. Enter the batch number of the journal in the BATCH NO field and tab out of it. The details of the journal will be shown in the grid.

2. Enter the comment that you want added to the journal in the COMMENT field at the lower part of the screen.

3. Click the **[UPDATE]** button to append the comment.

Post - Search Screen

Menu option: **LEDGER -** Search
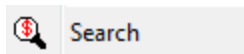
The Ledger Search screen can be used to view ledger postings filtered by a range of options, including ledger account, date or posted date range, module etc. It is often useful for carrying out audits (including checking for posted users and finding when postings were entered).

To search for transactions, open the Ledger Search screen then:

1. Enter selection criteria, based on the postings you are searching for:

   - Start / End GL Account

   - Start / End Date

   - Batch No

   - Reference – If you know the exact reference, select EXACT in the 'Reference Search Options'. Alternatively, enter some of the reference and select LIKE.

   - Start / End Posted Date – This is the actual date that the transaction was entered into the system.

   - Company / Division

   - Module

> Entering multiple search criteria will filter results by all criteria entered e.g. entering a GL Account of 680 and a Batch No of 12345 will return postings to 680 from batch 12345.

> Only the individual entries that meet the selection criteria will be shown in the results grid, and therefore may not reflect a full, balanced posting.

2. Click the **[REFRESH]** button to view the results, or tick the **[AUTO REFRESH]** tick box, to automatically update the results as you move out of any search criteria fields in the top section of the screen.

3. Click **[PRINT]** to print a copy of the posting results, or **[PREVIEW]** to preview this report to the screen.

4. Click **[CLIPBOARD]** to copy the data to the clipboard, which can then be pasted to an external application such as Excel or Word.

To search for a particular value within the results shown in the grid, click in the column you want to search in, click the FIND button, and enter the value to search on. Click [CONTINUE] to search again.

GL ACCOUNT RECONCILIATION

Menu option: **LEDGER -** $\boxed{\$\boxminus}$ Account Reconciliation

For clearing accounts (non-bank accounts) that need to be reconciled, use the Account Reconciliation screen. This screen allows you to match debit and credit entries to a specific ledger account.
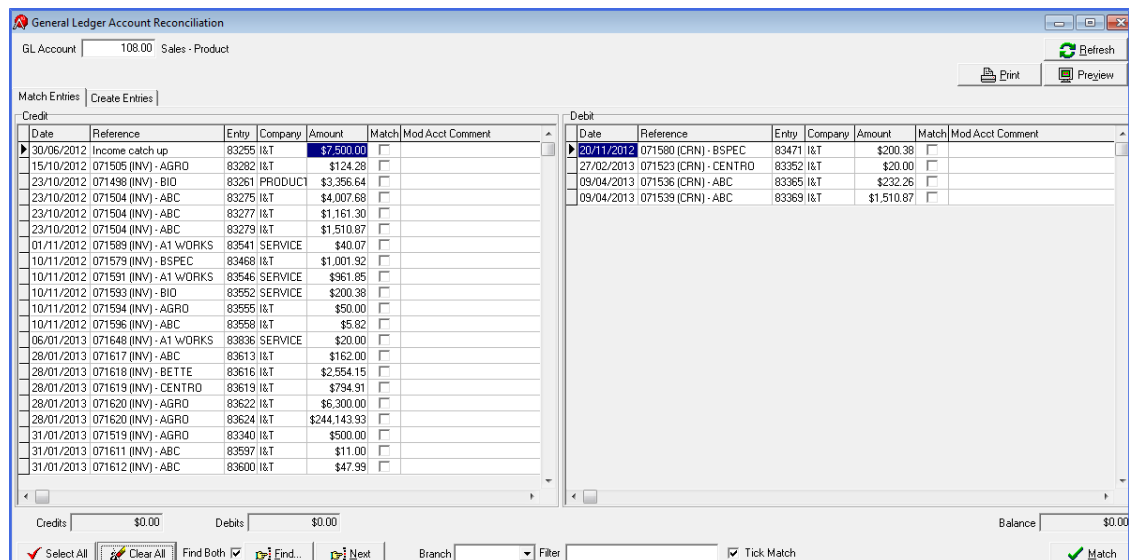
> The process of reconciling General Ledger accounts can be done at any time and as often as you require. However it is recommended that as a minimum, it be done at the end of the month before running any monthly Management reports.

There are 2 options available to reconcile the accounts, the first is to select the matching items Manually, and the second is a new feature which allows for a more Automated routine where you allow the system to find matching Amounts or References.

Manual Reconciliation

1. Select the ledger account you want to reconcile –

   - If you have worked in this screen previously, you will be asked if you want to continue working on the ledger account you last worked on.

   - If you select NO to continuing to work on this account, or have not worked in this screen before, you will be shown the General Ledger Account selection screen – select an account from the list and click **[OK]**.

> Narrow the matching options by using the drop down selection at the bottom of the screen to select specific Branch/Divisions if required

2. Match entries by double clicking in the MATCH column for one or more entries in the Credit and Debit grids. When the debits and credits balance, the MATCH button will enable. Click this to reconcile entries against each other.

> Debit and Credit totals must balance to $0.00 difference in order to Match items

3. To create new journals for items with no current matching entries click on the *CREATE ENTRIES* tab. Details of all items from the first screen that have not been matched will appear.

   - Enter a date in the Posting Date field.

   - click on the line that you wish to enter a new journal for

   - In the bottom grid, insert a line and enter an account number, reference, company / division and amount for each detailed line to journal from

   - Click the **[ADD ENTRIES]** button to create the postings and match these against the selected – the system will create a reversal entry for the one you have selected and matching entries into the account/s you have nominated.

   - Click on the **[PRINT]** or **[PREVIEW]** button to view all unreconciled entries.

   - Use the **[SELECT ALL]** and **[CLEAR ALL]** buttons to select or unselect all postings in the Match Entries tab.

> Click the **[REFRESH]** button to get a new snapshot of all unreconciled postings. Note that this will clear any selections you made to match entries and details entered in the Create Entries tab.

Automated Reconciliation

The function ultimately does the same as the Manual option, however there are a couple of new fields which allow the system to find matching entries and put the ticks in the Match field automatically.

TICK MATCH

By default a tick is placed in the [TICK MATCH] box at the bottom of the screen which allows the Automatic matching function to process. This can be un-ticked if you prefer to manually reconcile every entry.

FILTER

You also now have the option to select a specific Account using the [FILTER] field, which narrows the searching times as you are then only looking at a specific range of entries. Simply type in the Account name found in the Reference field then click on your **TAB** button. The list of entries on both sides will now reflect only those with entries that match the Filter name.

*** Note - if using the Filter option, be sure to complete any manual entries first before opting to filter as the system will remove any existing matches that have not been finalised when you filter. A Warning notice will appear to remind you of this before continuing.

Example: entries on screen are reduced using the Filter of ABC - now only those entries that match criteria appear to speed up the matching process.

Once entries have been matched you must click on the **[MATCH]** button to complete the transaction.

To continue matching other entries, remove the Filter name and press Tab to return to the main screen with the balance of entries.

Matching the Entries

The system is able to search and match up entries using either the **AMOUNT** field or the **REFERENCE** field. Double clicking in either of these fields on any given entry on the left hand side will launch the search function and the system will then find the first matching entry that appears on right hand side and places a tick in the Match field box.

Any matching entries will be highlighted in RED and a tick will automatically be placed in the Match box.

> *** It is recommended that each new automatic match is still confirmed by the user, and if necessary remove the ticks.

Once entries have been matched you must click on the [MATCH] button to complete the transaction.

STANDING JOURNALS - SETUP

Menu option: **LEDGER -** Standing Journal

Recurring postings, transfers, withdrawals or reversals can be created as standing journals which can then be applied when required depending on the selected frequency. Open the Standing Journal screen, from here you can Setup new journals, Edit existing ones or process the Journals already set up by using the Apply tab.

Journals are set up using "Groups" which represents a heading for which you can then enter multiple entries - eg: a group name of Car Leases may have multiple entries for each car involved using the Reference field to describe in detail, with a rego number or owners name.

> ***Note it is not compulsory that any group name must have multiple entries, it is simply a way to group a similar entries in one spot.

Setting up a new Standing Journal

1. Select the *SETUP* tab and insert or arrow down to add a new line in the top (header) grid. (Or locate an existing Group name in the table at the top)

2. Enter information about the standing journal as follows:

   - **Group:** Enter a code to group by – when applying the standing journals, the list is summarised by the Group name entered here. Multiple entries using the same Group name can be entered, using the Reference column to specify

details. (drop down selections not available)

- **Reference:** Enter a reference for the journals – this will appear in the post-ings reference. (Limited to 15 digits).

- **St Date / End Date:** Enter the date the journals are to commence and end respectively. *Note that if no start or end date is specified, the journal will continue to be produced if applied until either an end date is entered, or the entry is deleted.*

- **Period Type:** Select the frequency of the journals from Monthly (default), Weekly, Fortnightly, 4/4/5, 4 x 13, or Daily.

- **Apply Day:** Enter the day of the period that you want the postings created on. E.g. for Monthly journals, enter 1 for the first day of the month, or 31 for the last day of the month (if there are less than 31 days in the month, the system will automatically adjust this to be the last day)

- **Reverse Day, Auto Reverse:** If you want the standing journal to auto-matically create reversal entries in the next period, check the Auto Reverse tick box and enter a reverse day e.g. enter 1 for the reversal to be proc-essed on the first day of the following month

- **Reset:** Tick the Reset column to clear all amounts entered in the details sec-tion after being posted each period. Use this option to setup a posting 'template' (such as for monthly stock take journals) where values can be entered and applied, before clearing the values, in preparation for next peri-ods entry.

- **Comment:** A detailed description of the transaction can be entered here – this is for use by the operator and is not recorded in the postings.

> The Last Applied column is automatically updated when a standing journal is applied.

3. In the bottom grid, enter detailed information about the postings you wish to create:

- **GL Acct D / GL Acct C:** To create a two sided entry for this journal, enter a credit and debit account on a single line. Where you require a posting with more than two entries, create a line for each entry and select either a debit or credit amount.

> Double click in either column to select an account number from the GL Account Selection screen

- **Type:** Select 'Set' to enter a specific amount, and then enter a value in the Amount field, or '%' to create the entry based on a calculated percentage, then enter a value in the Sales % and Sales Acct fields.

- **Amount:** Where the Type is selected as 'Set', enter the fixed amount to post in this column.

- **Sales %, Sales Acct:** Where the type is selected as '%', enter the percentage in the Sales %, and double click in the Sales Acct column to select the appropriate sales account from the General Ledger Account Selection screen.

> If using a %, the system will determine the value of sales generated in the month prior to the post date and use this to calculate the amount to be posted.

- **Division / Company:** If running a multi-company system, select the company / division this applies to.

- **BAS Field / BAS GST:** When the ledger accounts are selected, the BAS type and calculated GST amount will be shown in these columns.

- **Job No:** If this posting is for a specific job number (where the job module is in use in your system), enter this number here. This will record these expenses against the specified job.

- **Comment:** Enter a comment for a specific line – this is appended to the posting reference.

4. Move off the current line to save this entry.
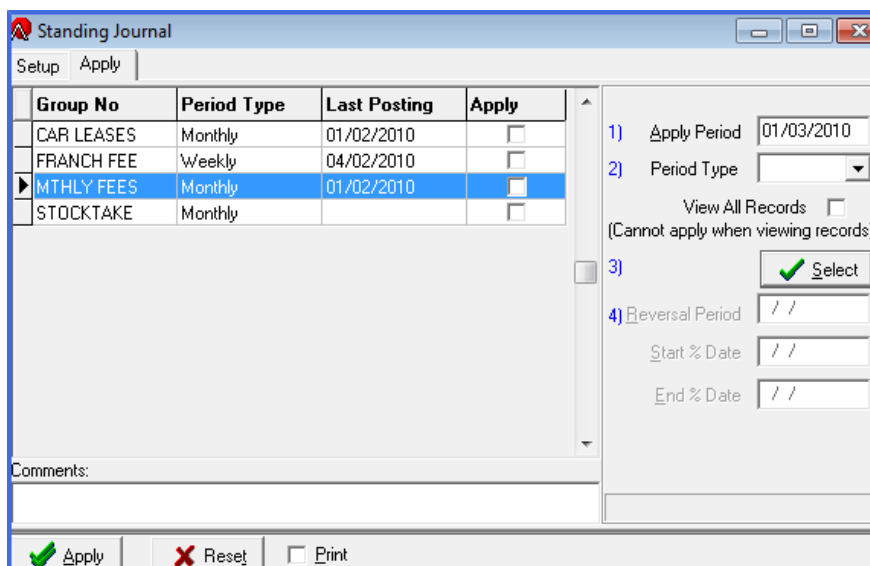
> While Standing Journals are a quick and easy way to produce repetitive journals each month - setting them up does not actually apply them - this is a separate function and needs to be scheduled each period/month.

Standing Journals - Apply

Menu option: **LEDGER -**   Standing Journal

Standing Journals - once set up - need to be applied for each period (e.g. weekly, monthly etc). Recurring fixed cost journals can be processed at the start of the period, however journals calculated from a percentage of total postings (such as franchise fees based on a percentage of sales), must be processed at the end of the period.

To 'Apply' a standing journal

1. Open Standing Journals then click on the Apply tab
2. Enter the required date in the 'Apply Period' field (Step 1)
3. If running a multi-company system, select the relevant company from the drop down list, leaving this field blank will select applicable journal entries for all companies.
4. Choose the 'Period Type' from the drop down to select a specific period (Step 2) You can also choose to skip this and manually select journals by clicking on the 'Apply' field on the left.

5. If you choose a specific Period Type in Step 2, then you can now click on the **[SELECT]** button (Step 3) and allow the system to insert the tick in the 'Apply' field. This step can be skipped if you choose to manually select journals.

6. The Reversal Period field (Step 4) will only be activated if one of the standard journals selected was defaulted to Auto Reverse in the set up screen. If applicable, enter the date for any reversals that are to take place (this will default to the 1st of the month).

7. If you have chosen a Journal that was based on a Percentage % - you will notice that the Start % Date & End % Date field become active. Enter the applicable dates as required.

8. Entering a Comment at the bottom of the screen will append it to the comment field of the posting.

9. Place a tick in the 'Print' field at the bottom of the screen if you wish to print the journal when updated.

10. Click on the **[APPLY]** button to post the selected journals to the General Ledger. You will be prompted to confirm that you wish to post the selected entries - click on YES.

11. An information pop-up will appear advising of the Batch number for the posting when complete.

If you want to skip a journal posting for a particular run, change END DATE to a date less than the POST DATE before clicking on the APPLY button. After posting change the END DATE back.
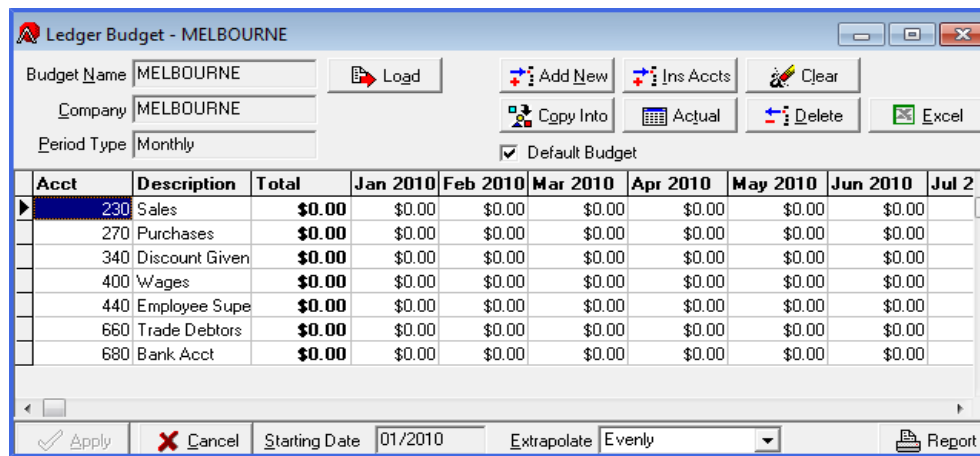
A Reset button is available at the bottom of the screen to clear any entries made if changes are required and you wish to begin again.

BUDGETS – OVERVIEW

Menu option: **LEDGER -** Budget

Budgets are setup within Accrivia to record your projected income and expenditure per period, department, and ledger accounts, and to then be able to compare these to projected totals to the actual expenditure and income when running your profit and loss reports (use of this budget information in reports is covered in the next section –See "General Ledger – Report Options" on page 66)

The Ledger Budget screen assists you to make projections based on historical expenditure, use previous periods budgets (with or without a percentage adjustment), via loaded data from Excel spreadsheets, and from direct input into the screen.
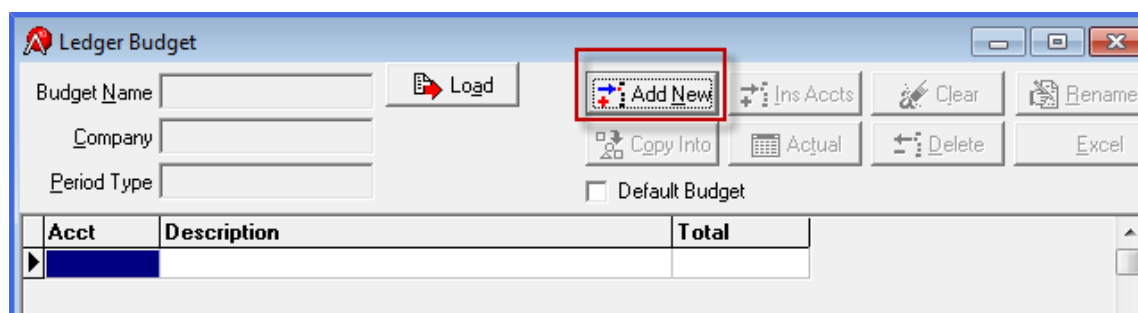
See "Creating a New Budget" below

See "Load an Existing Budget" on page 42

See "Budgets - Loading Data from Spreadsheets" on page 44

Creating A New Budget

Create a new budget by clicking the **[ADD NEW]** button from the Ledger Budget screen.

1. Enter a name for the budget.

2. If you want to copy information from another budget, select an existing budget from the right hand list – this will automatically fill in the Budget Period and enable the Copy From Start Date field – enter a start date that you want the data to be copied from

3. Or, if you are not copying from another budget, select a Budget Period from Monthly, Weekly, Fortnightly, 4/4/5, or 4 x 13.

4. Enter the Budget Start Date (or month). Eg: for monthly enter 01/2012

Budgets can be created for rolling time frames – the Start Date is the date used to originally start working on, however different date ranges can be created against the same budget as needed – this simplifies running reports that use budget values.

6. Click **[OK]** to load your new budget.

7. In the grid that has been created, add accounts by either inserting new lines and entering an account number or clicking on the **[INS ACCTS]** and selecting a starting and ending account range (all accounts within this range will be added to the budget grid, if they are not already listed).

8. For each account, enter the amount budgeted for each period.

9. Click the **[CLEAR]** button to remove all figures in the budget for the timeframe you are viewing (the account list will not be removed).

10. Click the **[REPORT]** button to print or preview the budget you are working on.

Further details on how budget figures can be calculated and entered is discussed in the 'Developing Budgets' section below.

11. Select the company required (if you are running a multi-company system). If this budget is to be the default budget for the company selected, tick the DEFAULT BUDGET tick box also.

You can only have one default budget per company. If the P&L spans multiple companies, the budget data will be collated for all companies.

12. Save your changes by clicking the **[APPLY]** button, or click **[CANCEL]** to remove any changes made since the last save.

Related Topics:

Load An Existing Budget

To load an existing budget that has already been set up and saved as a file on your system.

1. Click the **[LOAD]** button – the Load Budget screen will be displayed.
2. Select the budget to load from the list of your saved Budgets.
3. Enter a Start Date to work on.
4. Click **[OK]**.

Deleting A Budget

To delete a budget, load the budget you want to remove - See "Load an Existing Budget" above,) and click the **[DELETE]** button. You will be asked to confirm your request (type 'Yes').

Deleting a budget will remove this budget entirely, including its data for all timeframe's i.e. not just the timeframe you are currently viewing. Consider this before proceeding.

Developing Budgets

Budget values can be entered simply by allocating values to each period. However there are other tools within the Budget screen to simplify this process. These are described below.

Budgets - Using The Extrapolate Option

The Extrapolate drop down box allows you to enter a single value in the Total column, and allow Accrivia to automatically distribute this across all periods according to the option selected. The extrapolate options are:

- **Evenly**: The total will be divided equally between each period.

- **No. Days**: The total entered will be divided according to the number of days that fall in each period (this is often used when working with calendar months)

- **No. Working Days**: The total entered will be divided according to the number of working days (i.e. Mondays to Fridays) that fall in each period.

- **Own:** The total will be divided according to the percentage you specify for each period. When you select this option a grid will show in the lower section of the screen, where you can specify these percentages.

Often this option is used to initially distribute budget values, which can then be refined by adjusting individual period values as required.

Budgets - Creating Projections Based On Actual Postings

Often it is effective to base budgets on historical expenditure. Click on the **[ACTUAL]** button to see the Load Actual Figures screen, use this to import previous period's posting totals (with or without a percentage adjustment), then adjust as necessary to develop the new period's budget.

Enter details about the information you want to load:

- **Start / End Account**: Enter a start and end account range to import figures for. (Double clicking in either field will allow you to select the ledger account from a list).

- **Add New Accounts**: Tick this box to add accounts not already listed in the budget (within the range you've specified)

- **Clear Current Entries**: Tick this box to clear all values before adding the actual totals (if this box is not ticked, only periods that have actual values will be overwritten, all others will not be altered.

- **Percentage**: Enter a percentage to adjust the values by, then select whether this is to be a percentage increase or decrease. This can be useful to allow for indexation, expenditure cuts etc.

- **Start Date**: Enter the start date to calculate the totals from. If you want to load the totals from a previous year, enter the start date of it here. Eg: if your new budget is for the year 2011 – you would need to have the start date of 01/2010 to capture the figures for that year.

Click **[OK]** to load figures – these can now be adjusted as needed to reflect the budget you are working on.

Budgets - Loading Data From Spreadsheets

If you find it easier to work on your budget in Microsoft Excel, the facility is available to do this and then simply import this data back into Accrivia:

1. Create a new budget name, or load an existing budget for the period you want to import.

2. Click the **[EXCEL]** button in the top right of screen to view the General Ledger Budget load from XLS screen.

3. Click on the folder button to locate the spreadsheet file name to import, and then select the Sheet from the drop down box.

4. Tick the Use External Reference if you used a different ledger set to create your budget, and these have been mapped against your ledger accounts in the ACCOUNT FILE MAINTENANCE screen.

5. In the grid, specify which column contains account and period information ***** see example below.**

6. Click the **[LOAD]** button – your budget information will be imported (accounts in the Budget screen that are not included in the spreadsheet will not be affected).

Example

You will need to set up your Excel spreadsheet and assign each column a heading as normal. In order for Accrivia to import the correct data into each month of your budget you will then need to map Accrivia to match the correct column of your spread sheet.

Excel spreadsheet

	A	B	C	D	E	F	G	H
1	ACCOUNT	DESC	Jul-13	Aug-13	Sep-13	Oct-13	Nov-13	Dec-13
2								
3	380.00	Vehicles	$1,000.00	$1,200.00	$1,000.00	$1,200.00	$1,000.00	$1,200.00
4	421.1	Electricity	$300.00	$300.00	$300.00	$300.00	$300.00	$300.00
5								

Mapping links from the XLS to Accrivia

Using the headings in the Accrivia screen - you must Choose the Excel column which represents the headings shown. There is no need to include a column for the Description as the system will draw this from the Account number and insert.

General Ledger Budget load from XLS

Select Sheet [ ] ▾ ☐ Use External Reference

Choose the excel column (eg. A, F, AA, etc) representing each of the following :

Acct	Jul 2013	Aug 2013	Sep 2013	Oct 2013	Nov 2013	Dec 2013	Jan 2014	Fe
A	C	D	E	F	G	H		

As you can see we have now told the system that the figures for July 2013 can be found in column C of the excel spreadsheet etc.

Budgets - Copy Data From Another Budget

If you wish to use a similar budget structure and / or values for multiple companies / departments, you can copy budget data from an existing one into a new budget. To do this:

1. Load the budget you want to copy
2. Click on the **[COPY INTO]** button.
3. Select the budget to copy into and enter the Copy Into Start Date.
4. Click **[OK]**.

View your changes by loading the new budget.

BALANCE SHEET / PROFIT & LOSS REPORT SET UP

Menu option: **LEDGER** - Report Layout

A flexible reporting structure exists to generate Balance Sheets and Profit & Loss reports within the system. This tool allows you present the posting information within the system information in whatever format you require, including having multiple balance sheets or profit and loss report formats.

Once a report structure has been created, this can be used to compare various posting periods e.g. current financial year and previous financial year, or actual figures to budgeted figures.

Once complete the finished reports can be viewed through the **FILE | REPORTS** screen.

Basic Template For Balance Sheets

The lay out for Balance Sheets follow a standard format, however this is not compulsory and they can be personalised to suit each sites requirements or existing data.

1000 - 1999	Assets
2000 - 2999	Liabilities
3000 - 3999	Loans (Equity)
4000 - 4999	Income
5000 - 5999	Cost of goods Sold
6000 - 6999	Expenses
7000 - 7999	Other Income (list these under the rest of Income)
8000 - 8999	Other Expenses (list these under the rest of Expenses)

BS & PL - Creating A Financial Report Layout

Menu option: **LEDGER** - Report Layout

Financial reports are created and maintained through this screen to define the structure, format and sequence of financial reports.
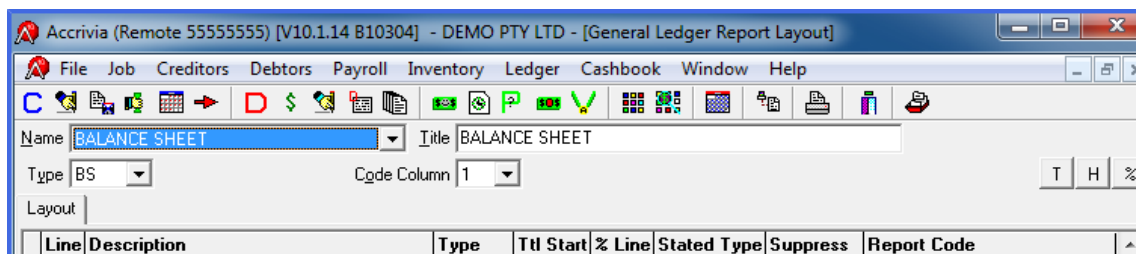
- **Name** - if adding a new report - this is where you would enter the name of it.
- **Type** - using the dropdown to select the type of report this is - BS for Balance Sheet, PL for Profit & Loss or possibly CF for Cashflow.
- **Title** - you can enter details here to modify the name of the report if you wish to change it at a later date
- **Code Column** - select the report code column that this report uses, as set up in the ledger account maintenance screen.
- **T** - click here to automatically insert a 'Total' line
- **H** - click here to automatically insert a 'Heading' line
- **%** - click here to automatically set the % line total of all entries and totals to a selected line number

BS & PL - Report Layout – Column Descriptions

Each line in the Layout Grid assists in the final report product. Details of each column are:

- **Line** - this will be auto-filled by the system for each entry
- **Description** - Details in this column can be entered 2 ways:

  - Inserting a GL Account - if selecting an existing account from the GL then description of the account will be automatically entered here.
  - Manually adding Headings - Inserting a line allows you to manually type any comments you wish to see on a report - typically groups headings like "Current Assets" etc.

- **Type** - Multiple lines of General Ledger accounts can be entered, selecting the Type of line entry indicates where & how each line appears in the finished report.

- **H** = Header - you can type in a name or just leave as a blank line to create space
- **T** = Totals - you can select a range of lines eg: group all Sales codes together and get a sub-total
- **L** = Inserts a line and is used to highlight the totals
- **E** = Entry - is the name of the GL file, is used for all the sub lines under the heading
- **P** = Page Break
- **R** = Report

- **Ttl Start** - If you wish to total the value of a select group of lines then place the number of the very first line in this field - it would be recommended that you create a new line and manually type a heading like "Total Current Assets" then select the T type, now add the line number to start.

- **% Line** - For comparison it is possible to enter a line number here which will then produce a percentage value of this item up to this point. EG: when producing a Balance Sheet report you could then compare the % of this total against the previous year etc.

- **Stated Line** - this field allows you to advise the system whether this GL account code is a DEBIT or CREDIT type.

- **Suppress** - Using the drop down selection you can see that there are only 2 options: 'Show if +' and 'Show if –'. Full details on how this function works are set out below.

> A specific line Type must be entered for every line including any blank spacing, totals and page breaks. Do not leave a blank line without a Type attached.

Using the Suppress Option

Clients have the ability to organise the way their reports produce the data, and this option provides one of those abilities. A typical scenario for this would be:

A General Ledger account for "Loans for related companies" is set up and listed as an ASSET in the Report Layout and as such you would normally expect it to have a positive balance. There may be times however when the balance is in Negative and you would prefer to see it in the LIABILITIES section of your report.

To set this up you would create an entry in the Ledger Report Layout, where you will have the details of a GL account – (eg Loans to related Companies) set up in the Asset section of your report layout as it normally would – and you would select this to be a Debit type account in the column called "Stated Type".

Then you would insert a new line in the Liabilities section of the report layout using the same GL account code but of course this time you would nominate it as a Credit type account in the column

called "Stated Type". You could if preferred alter the wording of the Description but the critical thing is that the Report Code is exactly the same as the original entry.

The bit that tells the system where to place the entry is the what you select in the column marked "Suppress". Using the drop down selection you can see that there are only 2 options: 'Show if +' and 'Show if –'

Example:

	Line	Description	Type	Ttl Start	% Line	Stated Type	Suppress	Report Code
	1	CURRENT ASSETS	H					
	2	Loans other related companies	E			DR	Show if +	LOANS 2180
	3		L					
	4	CURRENT LIABILITIES	H					
	5	Loans other related companies - Cr balance	E			CR	Show if +	LOANS 2180
	6		L					

Using this function in this way, the system will know automatically that if the GL account has a positive value then it should be placed in the Assets section, and if it has a Negative Balance then it should go in the Liabilities section.

BS & PL - Add A Financial Report

Menu option: **LEDGER -** Report Layout

From this screen you can set up the data for both your Balance Sheet & Profit & Loss reports (also Cashflow if required). It should be noted that in order for your Balance Sheet to 'balance' and produce an accurate report, it will need to include the details from your Profit & Loss - therefore it is recommended that you set up a P&L report first.

If you elect to set up the Balance Sheet first, it will just mean that you will not be able to run a report on it until the P&L has been set up and linked.

1. Within the Report Layout screen, click the **[ADD REP]** button to create a new report.

2. Enter basic information about the new report into the header at the top - See "BS & PL - Creating a Financial Report Layout" on page 47

> It is essential that every General Ledger code must appear in this layout in order to get accurate reporting.   If setting up for the first time you could use the Basic Template to see the standard layout order, (See "Basic Template for Balance Sheets" on page 47) however each company can customise these reports to suit their needs.

3. Line 1 is generally a "Type H" with the name of your first Heading – usually Equity, line 2 and further is filled with all the accounts that represent all items relating to Equity.

4. Enter and make the next line "Type H" without a description – this will insert a blank line between the heading and the accounts.   This ensures that the sub accounts follow after the headings.

5. Click the **[INS ACCTS]** button to select entries from the General Ledger chart of accounts that relate to your current heading.   To select a consecutive group of accounts, select the 'starting' account, and click **[OK]**.   Then select the 'ending' account, click **[OK]**. All accounts in this range, with a valid report code, will be copied to the new report.

6. Repeat this process until all required Headings and Sub accounts have been selected remembering to insert H lines and totals where necessary,   or

7. To add an account manually, insert a line in the grid where you want the account to be displayed, and enter a Description, Type, and Report Code. Note that the Report Code used here is the one defined within LEDGER | ACCOUNT FILE MAINTENANCE, not the standard account number used within the system.

8. If necessary, click in the Description column to alter any account descriptions or headings. For formatting you may like to have headings in all capitals.

9. If the line is a total or sub-total (ie. type T), then in the TSt column enter a starting line number from which to calculate the total.

10. Note that Total only sums the "Type E" lines and does not include any other Total lines in the range.

11. To calculate the line as a percentage, enter the number of the line it is to be taken as a percentage of, in the %LN column. The percentage will be reported next to the total.

12. To avoid miscalculations, check that no report code appears more than once in the report by clicking the **[CHECK]** button. This will display all accounts that have not been selected or repeated for this report.

13. Click on the **[INDENT]** button, to select entries to indent. As a rule most sites prefer to have the "headings" flush to the margin and then indent the sub-sections. The quickest way to achieve this is to Click **[INDENT]** and then enter, the very first line number of a sub-section – the last number would be the very last line. This will then indent every line in the report and

it is then a quick process to just scroll through and move the headings only back to the margin.

14. Enter a positive number and the lines will be indented that number of spaces

15. Enter a negative number to remove or reduce an existing indent

16. When the report layout is complete, close the window to save the report.

17. Use **[CTRL + DELETE]** to delete a line from the report

Inserting the GL Accounts

Adding a Totals line

General Ledger Report Layout

Name P&L DEMO   Title P&L Demo

Type PL ▼   Code Column 1 ▼   T   H

Layout

Line	Description	Type	Ttl Start	% Line	Stated Type	Suppress	Report Code
1	INCOME	H					
2	Sales - Contracts	E					SALES -105
3	Sales - Service	E					SALES -106
4	Sales - I & T	E					SALES -107
5	Sales - Product	E					SALES -108
6	Sales	E					SALES500
7	Sales	E					SALES510
8	Sales	E					SALES519
9		L					
10	TOTAL SALES INCOME	T	2				▼
11		L					
12	Bad Debts Recovered	E					BAD DEB520
13	Assessable gov. industry paymt	E					ASSESSA525
14	Discounts Received	E					DISCOUN540
15	Dividends - franked	E					DIVIDEN550
16	Dividends - unfranked	E					DIVIDEN551
17	Income where ABN not quoted	E					INCOME 558
18	Income Under Voluntary Agreements	E					INCOME 559
19	Income From Labour Hire	E					INCOME 561
20	Hire Income	E					HIRE IN562
21	Insurance Recoveries	E					INSURAN570
22	Interest received	E					INTERES575
23	Profit (Loss) On Sale Of Plant & Equip	E					PROFIT 600
24	Capital gains	E					CAPITAL601
25	Paid Parental Leave - received	E					PAID PA605

Insert a new line below the
last line to be totalled
Select the Type of "L" for Line

Insert a new line below
Enter Name of line in
Description
Select Type of "T" for Total
Enter the line number the
"totalling" is to start from

Insert a new line below
Select "L for "Line"

➕ Add Rep   ➖ Del Rep   ⑦ Check   ➕ Ins Accts   ➕ Indent   📋 Copy   📑 Find...   📑 Next

---

The report will appear exactly as it is set out here; use the [INSERT] key to insert blank lines for spacing, and type sub-headings as required for each section of the report.

Indenting the Sub fields, Adding a Grand Total

General Ledger Report Layout

Name P&L DEMO   Title Profit and Loss Demo

Type PL   Code Column 1

Layout

Line	Description	Type	Ttl Start	% Line	Stated Type	Suppress	Report Code
9		L					
10	TOTAL SALES INCOME	T	2				
11		L					
12	OTHER INCOME	H					
13	Bad Debts Recovered	E					BAD DEB520
14	Assessable gov. industry paymt	E					ASSESSA525
15	Discounts Received	E					DISCOUN540
16	Dividends - franked	E					DIVIDEN550
17	Dividends - unfranked	E					DIVIDEN551
18	Income where ABN not quoted	E					INCOME 558
19	Income Under Voluntary Agreements	E					INCOME 559
20	Income From Labour Hire	E					INCOME 561
21	Hire Income	E					HIRE IN562
22	Insurance Recoveries	E					INSURAN570
23	Interest received	E					INTERES575
24	Profit (Loss) On Sale Of Plant &	E					PROFIT 600
25	Capital gains	E					CAPITAL601
26	Paid Parental Leave - received	E					PAID PA605
27	FBT Contributions	E					FBT CON611
28		L					
29	TOTAL OTHER INCOME	T	13				
30		L					
31	TOTAL INCOME	T	2				
32		L					

Add Rep   Del Rep   Check   Ins Accts   Indent   Copy   Find...   Next

1 & 2 - Continue to add headings, subtotals and line breaks as required.

3 - To indent a section of the report click the [Indent] Button, enter the start and finish line numbers. Enter the amount of the indent. In this example the indent is "10"

4 - To add Grand Total, insert a total line where required. Enter the start number as the first line in the group. The total function only adds the "E" lines from the start number and itself. Any other totals are ignored

> Run the report from the reports menu to check changes as you edit, this can be done as often as required

Balance Sheets

In order for the Balance Sheet to be correct you must ensure you capture all the data from the P&L report - this is done by one single entry which is entered as an Report line. Put it in the Liabilities area and call it Profit this Year . The line type would then be an R (report) and at the end of the line select the P&L report that you want to use.

Suspense accounts may also need to be added as they are quite often at the end of the GL accounts and therefore do not get selected with the rest of the initial top group. Add it into the Equity area as an E.

BS & PL - Delete A Financial Report

1. Within the GENERAL LEDGER | REPORT LAYOUT screen, select the report to delete from the drop-down list

2. Click on the **[DEL REP]** button.

3. Click **[OK]** to confirm deletion.
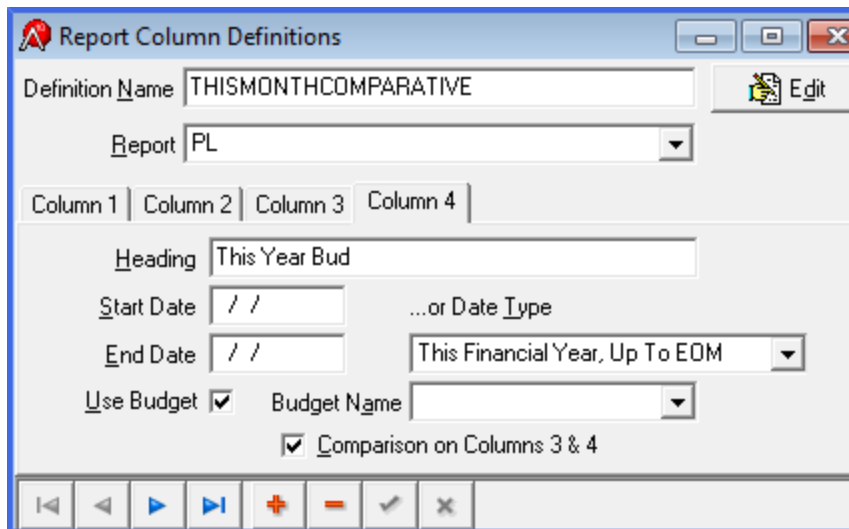
Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!

BS & PL - Defining Report Columns

Menu option: **LEDGER -** Columns

The data that will be displayed in financial reports is maintained through the Report Column Definitions screen. This defines the date ranges for both budget and actual data that will be displayed when the report is run.

BS & PL - Creating Column Definitions

1. Within the **LEDGER | COLUMNS** screen, click the **[EDIT]** button to create a new pro-forma.

2. Enter a new Definition Name for the Pro-forma.

3. You can select the Report this proforma applies to from the drop down list. (As defined in the Report Layout option), or if it is to be applied to multiple reports you can leave this field blank and you will be prompted to select a report name when you run the report.

4. In the Column 1 and Column 2 tab (and Column 3 / Column 4 tabs, if you want four columns shown in your reports), assign the details that will appear whenever this report is run:

   - Enter the column heading.
   - Enter the Start and End Date of the period you want to define or, select a Date Type from the drop down list.
   - Check the Budget option if this column is to report figures from a budget or leave unchecked if you want to report actual figures from the General Ledger.
   - To print a comparison between column one and two, or three and four, check the 'Comparison on Periods 1 & 2' option. The results of this com-

parison will be reported as the 'Variance' next to column 2. (or Periods 3 & 4 respectively)

5. Click the **[TICK]** button in the bottom panel to save.

> Columns must be defined as a set of 2 or 4. You cannot report a single column.

BS & PL - Modifying Report Columns

1. In the **LEDGER | COLUMNS DEFINITION** screen, use the navigator buttons to locate the required Report Column Definition.
2. To modify the report column definition, click **[EDIT]** and enter the new name. Click **[OK]** to save.
3. To re-define the report period, over-type or re-select the column heading and date/date type, as required.
4. Click the **[TICK]** button in the bottom panel to save.

BS & PL - Deleting Report Columns

1. In the **LEDGER | COLUMNS DEFINITION** screen, use the navigator buttons to locate the required Report Period definition.
2. Click the minus button in the bottom panel to delete the record, and then click **[OK]** to confirm the deletion.
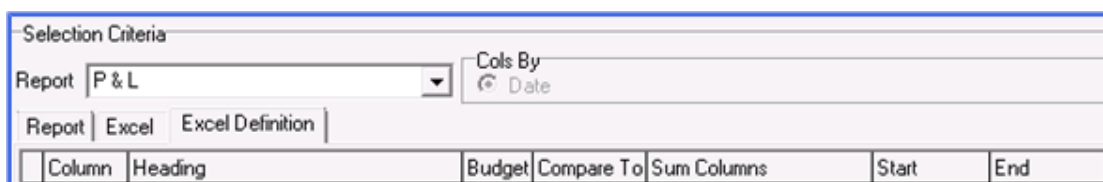
BS & PL EXCEL REPORTS

Menu option: **FILE** - 🖶 Reports - *GLedger tab - Balance Sheet /Profit & Loss report*

Interface for BS & PL reporting using Excel

When first accessing this report you will note that while there is an 'Excel' tab to select, the 'Excel Definition' tab is not visible. In order to see this tab you will need to select 'Create New' and enter a Name for the new report which will then activate the Definitions tab for you to work on.
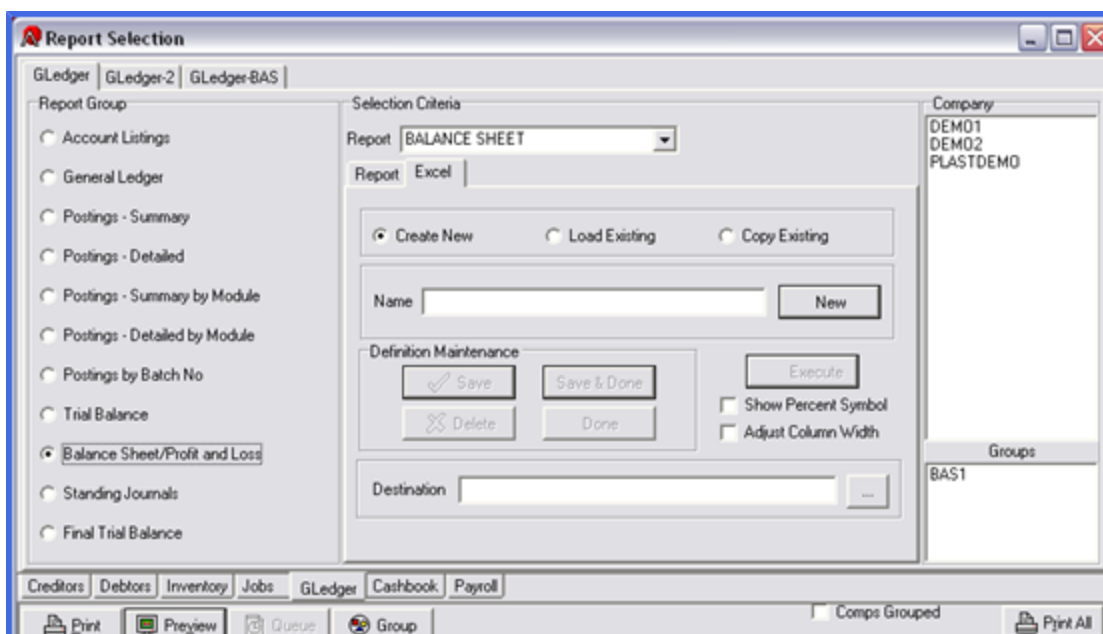
Within the Balance Sheet & Profit & Loss reporting screen, the excel output is dynamically created based upon the number of columns that are defined within the user's definition. It is possible to have up to 30 columns per definition.

Enter required data into the Selection Criteria, noting the Column number is fixed. The Start & End dates are critical however choosing to have Budgets included, or Comparing & Summing Columns is optional. (see the example shown below in Points of Interest on how to achieve these selections).

There are three selection options to choose - Create New, Load Existing or Copy Existing, details of these options are listed below.

Create New - create a new report from scratch with definitions for the columns that will be output.

1. Select the appropriate Report
2. Click on the *Excel tab*
3. Select **CREATE NEW**
4. Enter the name of the new report in the field below then click **[NEW]**
5. A new tab will now appear - **Excel Definition** clicking on this tab will move you to a new screen where you can set up the specific columns required for your report.

Column	Heading	Budget	Compare To	Sum Columns	Start	End
1	July 2011		13		01/07/2011	31/07/2011
2	Aug 2011		13		01/08/2011	31/08/2011
3	Sept 2011		13		01/09/2011	30/09/2011
4	Oct 2011				01/10/2011	31/10/2011
5	Nov 2011				01/11/2011	30/11/2011
6	Dec 2011				01/12/2011	31/12/2011
7	Jan 2012				01/01/2012	31/01/2012
8	Feb 2012				01/02/2012	29/02/2012
9	Mar 2012				01/03/2012	31/03/2012
10	Apr 2012				01/04/2012	30/04/2012
11	May 2012				01/05/2012	31/05/2012
12	June 2012			1-12	01/06/2012	30/06/2012
13	YTD				01/07/2011	30/06/20

6. Enter the details of the Heading names for each column as well as the Start & End dates for each period (as shown above). See further details below on Excel Definitions.
7. Once complete - click back on the *Excel tab*
8. Click **[SAVE]** to complete
9. To run the report - Choose a Destination file name (see below for further information)
10. Now click **[EXECUTE]** to produce the report. *** the report will fail if a valid Destination is not selected first.**

> Note - while the file is saved to the selected Destination, it will not automatically launch the report for you. You will need to open it manually from your selected Destination.

Load Existing - load an existing definition for the columns that will be output. Once a report has been set up - it sits in this field ready to be processed whenever its needed.

1. Click on **[Load Existing]**

2. Select the correct report from the Name field (use drop down list if multiple reports)

3. Click on the **[Exisitng]** button

4. The Excel Definition tab will then be available if adjustments/additions need to be done with headings or dates. Ignore if the existing data is what is required.

5. Click **[save]** to complete

6. To run the report - choose a Destination file name (see below for further information)

7. Now click **[execute]** to produce the report. ** *the report will fail if a valid Destination is not selected first.*

Copy Existing - copy an existing report along with all it's definitions into another report. Particularly useful for Financial Year reporting, where you can simply copy last years report and change the dates using the Definitions tab (this is the example we will use)

1. Click on **[Copy Existing]**

2. Select the report you wish to copy from the Name field (use the drop down to see complete list)

3. Now click the **[existing]** button

4. You will now be asked to give the new report a name

Once this is done, your new report will appear in the Name field along with the others. Now you must access the Definitions tab in order to change the dates for the new year.

5. Follow the instructions now to Load an Existing report - don't forget to change the heading names and Start/End dates in the Definitions tab.

Excel Definition

The user can define numerous aspects of each column.

- **Heading** - this is the column heading that will be output.
- **Budget** - this is a tick box field that can be ticked to indicate if the default budget should be used instead of the real values. (note there must be a valid budget ticked as a default to use this function)
- **Compare To** - the flexibility is available to compare totals from your selections by placing a column number in the field that matches another entry - the result will then display the

difference between the two identified columns.

- *Example - If you see the screen capture above you will note that Column 1 relates to July 2011 and Column 13 is the YTD total for 2011. By placing the number 13 in the Compare column of line 1 then the system knows to compare the total of July against the total for the year.*

- **Sum Columns** - rather than entering a line of it's own for the YTD totals - you can actually type in the line numbers that you wish to total (see screen capture above where we have said Sum the totals of every column from 1-12 - therefore giving a total for the entire year). See details in Points of Interest below on the best formulas to use.

- **Start** - starting date to be used for data collation

- **End** - ending date to be used for data collation.

- **Cols By** - this radio button group can be set to 'Date' or 'Company'. Date allows the user to set the dates per column and the default company will be used per column. Company allows the user select the companies per column and the dates can be set by period or with a start and end date.

New/Existing

The button beside the field for entering the name of the excel definition currently working on - will either be called 'New' or 'Existing'.

- **New** - create the new named definition defaulting with 30 columns and no data. The user will have to work through the columns and identify the data expected to be output.

- **Existing** - select from drop down list the existing definition that you world like to use for the output.

Definition Maintenance

These buttons are dynamically handled adjusting for the current work that the user is doing with the definition.

- **Save** - is to save the changes made to the current definition.

- **Delete** - is to remove the current definition from the tables.

- **Save & Done** - is to save the changes made to the current definition and then close the current definition.

- **Done** - is to close the current definition.

Execute - This button (when pressed) attempts to create the excel document based upon the current definition that the user has set up. Further distinctions can be made to determine how your report appears.

Show Percentage Symbol - Having this option selected will insert the percentage symbol on each line in the cell of the percentage results from the compare.

Adjust Column Width - Having this option selected would format the excel document level (once created) so that the cells are wide enough to accommodate the data existing within that cell.

Destination

The user must state where and what name that the excel output will be saved on their own system. The output will fail if the directory stated doesn't exist, or is a file already exists of that name.

Points of Interest

1. If Compare To or Sum Columns have data then the dates are not required.

2. Blank rows result in blank columns in the excel document.

3. If Compare To or Sum Columns have data then the companies are not required.

4. Percentage columns directly follow comparison declaration in the temp table, respecting blank columns if existing. (i.e. if column 4 is a comparison column and 5 is a blank column, then column 4 becomes the comparison in excel, column 5 becomes the percentage in excel, and column 6 becomes the blank column in excel)

5. If a user selects to sum in a range that is inclusive of their result column, then the result column will not be included in the calculation. (i.e. a range of 2-8 and the result column is 6)

6. Budget Names are picked up differently for the company or date reporting modes. For the date reporting mode we fill every record with the default company, therefore it doesn't matter which individual lines are using budgets in reporting as all will have the same default budget indicated. For the company reporting we use the companies per record to select the default company, hence the record of budget names can have different ones in each element depending upon each records company (companies field) selection.

7. In both the date and company reporting modes, as company selections are made the default budgets are checked for selection and compatibility.

8. There are three symbols that can be used within the definitions for the Compare To and Sum Columns.

- When comparing two fields they need to be separated with a '?'.
- When summing two fields they can either add the values '+' or the user can minus the values '-'.

Example:

Definition of compare & sum formulas

Note that columns 5 and 6 will be compared, and that also 5 and 6 will be summed.

The end result will appear like this:

	Compare 5 & 6	%	Sum columns 5 & 6	This Month	This YTD	This CalYr
ABS RETURN						
SALES	$9,220,089.07	721.79%	$11,774,860.27	$0.00	$10,497,474.67	$1,277,385.60
WIP	$247,692.33		$247,692.33	$0.00	$247,692.33	$0.00
TOTAL S	$9,467,781.40	741.18%	$12,022,552.60	$0.00	$10,745,167.00	$1,277,385.60
	$0.00		$0.00			
INTEREST F	$7,025.72	744.80%	$8,912.32	$0.00	$7,969.02	$943.30
	$0.00		$0.00			
TOTAL II	$9,474,807.12	741.19%	$12,031,464.92	$0.00	$10,753,136.02	$1,278,328.90
	$0.00		$0.00			
PROFIT & L	-$167.97		-$167.97	$0.00	-$167.97	$0.00
OTHER INC	$1,698.34	117.36%	$4,592.54	$0.00	$3,145.44	$1,447.10
SUBSIDIES	$10,368.00		$10,368.00	$0.00	$10,368.00	$0.00
DISCOUNTS	$36,494.10		$36,494.10	$0.00	$36,494.10	$0.00
RENT RECE	$1,525.00	610.00%	$2,025.00	$0.00	$1,775.00	$250.00
	$0.00		$0.00			
TOTAL C	$9,524,724.59	744.10%	$12,084,776.59	$0.00	$10,804,750.59	$1,280,026.00
	$0.00		$0.00			
TOTA	$9,524,724.59	744.10%	$12,084,776.59	$0.00	$10,804,750.59	$1,280,026.00
	$0.00		$0.00			

Note that the 'C' column contains the compare formula and the 'D' column contains the percentage result from the comparison.

The 'E' column contains the result from the summing of the 'G' and 'H' columns.

BS & PL - View A Financial Report

Menu option: **FILE** - Reports

1. Load the Report Selection screen.

2. Open the *General Ledger* tab.

3. Click on the Balance Sheet/Profit and Loss report selection.

4. Select the report name from the drop down list.

5. Type the dates for Period 1 and 2 to be shown on the report.

6. Press **[PREVIEW]** or **[PRINT]** to generate the report.

BALANCE SHEET

Accrivia

Selection Criteria: Column 1 : 1/07/2012 to 30/06/2013 Column 2 : 1/07/2011 to 30/06/2012   10:43:20AM   28/11/2012

	Fin Year	%	Last Fin Year	%
CURRENT ASSETS				
Cash At Bank	-$107,205.23		$42,434.25	
Trade debtors	-$48,656.36		$0.00	
	------------		------------	
TOTAL CURRENT ASSETS	-$155,861.59		$42,434.25	
	------------		------------	
** NON CURRENT ASSETS **				
Motor Vehicles - At Cost	$45,000.00		$0.00	
Less: Accumulated depreciation	$468.75		$0.00	
	------------		------------	
TOTAL NON CURRENT ASSETS	$44,531.25		$0.00	
	------------		------------	
TOTAL ASSETS	-$111,330.34		$42,434.25	
	------------		------------	

Example of finished Balance Sheet Report

> *** NOTE a Balance Sheet report must always report using the current Financial Year as the start date - 01/07/2... as it needs access to the Opening balances at the start of the year in order to produce a valid report.
> Profit & Loss reports have no such restrictions and can be run using any date range

PROFIT & LOSS

Accrivia

Selection Criteria: Column 1 : 1/07/2012 to 30/06/2013 Column 2 : 1/07/2011 to 30/06/2012   10:45:16AM   28/11/2012

	Fin Year	%	Last Fin Year	%
Sales - Contracts	$0.00		$20,000.00	
Sales - I & T	$6,061.64		$15,000.00	
Sales - Product	$10,160.77		$7,500.00	
	------------		------------	
TOTAL SALES	$16,222.41		$42,500.00	
	------------		------------	
** EXPENSES **				
Purchases	-$3,500.00		$0.00	
Bank Fees And Charges	$0.00		$65.75	
Depreciation - other	$468.75		$0.00	
Lease payments	$325.00		$0.00	
Salaries - ordinary	$49,263.01		$0.00	
Superannuation	$10,199.93		$0.00	
Wages	$102,719.66		$0.00	
	------------		------------	
TOTAL EXPENSES	$159,476.35		$65.75	
	------------		------------	
NET PROFIT/LOSS	-$143,253.94		$42,434.25	
	------------		------------	

Example of finished Profit & Loss Report

Related Topics:

See "General Ledger – Report Options" on the facing page

GENERAL LEDGER – REPORT OPTIONS

Menu option: **FILE** - Reports

A selection of reports are available in the REPORTS | GLEDGER screen. Set out below is a brief description of each report and what you can expect it to produce.

TAB 1 - GLEDGER

1. **Account Listing** :- A complete list of all GL Account No's, with descriptions and all relevant information set up for each code. There are no individual selections available.

2. **General Ledger** :- A list of GL Account No's separated with all transactions relating to that code based on the criteria selections made. This report offers the following criteria selections – Start/End Account, Starting Year, Start/End Period, Job and Branch.

3. **Posting – Summary** :- A listing of GL Account No's with description, reported with a Summarised total for all Debits & Credits for the period selected. This report offers the following criteria selections – Start/End Account, Start/End Date and Branch.

4. **Postings – Detailed** :- A listing of GL Account codes with description, reported with detailed lists of all transactions for all Debits & Credits as well as Module and Batch no's for the period selected. This report offers the following criteria selections – Start/End Account, Start/End Date and Branch.

5. **Postings – Summary by Module** :- A listing of GL Account codes with description, reported with a Summarised total for all Debits & Credits for the period selected. The report separates the data for each Module and Sub totals are provided for each Module. This report offers the following criteria selections – Start/End Account, Start/End Date and Branch.

6. **Postings – Details by Module** :- A listing of GL Account codes with description reported with detailed lists of all transactions for all Debits & Credits as well as Module and Batch no's for the period selected. The report separates the data for each Module and Sub totals are provided for each Module. This report offers the following criteria selections – Start/End Account, Start/End Date and Branch.

7. **Postings by Batch No** :- This report provides full details of specific Batch No's. You will need to know the Batch number (there is no search facility) and the only criteria

selection if required is Branch. *** you could do a quick search by running a Detailed report (no. 4) and narrowing the criteria to either a known GL code or the date – this will then give you a batch number to use.

8. **Trial Balance** :- A list of GL Account No's with Description and the totals for each as either a Debit or Credit, using the criteria selections made. This report offers the following criteria selections – Start/End Account, Start/End Date and Branch.

9. **Balance Sheet / Profit & Loss** :- This is a dual report with your choice of Balance Sheet or Profit & Loss based on your choice from the drop down report field. BS & PL reports are set up using specific formats, this is a once off procedure and full details on how this report is set up can be found in (insert link…..). Once set up, multiple selection criteria offer a variety of results for both reports with options to choose current year reports & comparisons against previous years etc. The 3 sub-tabs – Report, Report-Fin-Year & Excel all provide different selections.

   - **REPORT** - Options include selecting either 2 or 4 columns and selecting Start/End dates for each, Budget Values and loading from Excel spreadsheets. Cosmetic choices for your finished report include – having the $ sign print
   No DP will eliminate the decimal points
   Include Zeros will report on every GL Account no's even if they have no value
   Alt Lay uses the layout of your Alternative source (only if applicable)
   - **REPORT – FIN YEAR** – choose the period, the start month, whether to include Zeros and the required Display format which includes Non-Comparative, Comparative to Previous Year and Comparative to Budget.
   - **EXCEL** - Options here include creating a new spreadsheet, load an existing one or copy an existing one, with extra fields to name and maintain these spreadsheets.

10. **Standing Journals** : - Provides a list of all Standing Journals and their details currently in the system. There are no criteria selections for this report other than by Branch if applicable.

11. **Final Trial Balance** : - Provides details of Account no's with Opening Balances if applicable, also shows a total of Debit & Credit movements for the period selection along with a Closing Balance. This report offers the following criteria selections - Start/End Account, Starting Year, Start/End Period, Job & Branch.

12. **Trial Balance Alt Acct No's** :- For clients who use an Alternative accounting source this report translates the Trial Balance details into the specific coding as used by your source.

(Option not visible if not using this facility. This report offers the following criteria selections - Start/End Account, Start/End Date & Branch.

TAB 2 – GLEDGER-2

1. **General Ledger – Summary** :- A listing of all Account No's & Descriptions including Opening Balances if applicable and Summarised totals for both This Period & a Closing Balance. Each Account No has a Sub Total (useful when reporting on multiple Branches). This report offers the following criteria selections – Start/End Account, Starting Year, Start/End Period, Job and Branch.

2. **General Ledger – Detailed** :- A listing of all Account No's & Descriptions including Opening Balances if applicable and Detailed listings for both This Period & a Closing Balance. Each Account No has a Sub Total, split further with sub totals for each Branch if applicable. This report offers the following criteria selections – Start/End Account, Starting Year, Start/End Period, Job and Branch.

3. **Asset Register Summary** :- Provides a Summarised list of all Assets Groups currently registered, showing the Amount value as well as the Accumulated Depreciation and the Depreciation Value (only visible if using the facility). There are no report criteria selections available for this report, with details current as at the day the report is run.

4. **Asset Register** :- Provides a Detailed list of all Assets currently registered with sub totals for each Group & Branch, showing the Amount value as well as the Accumulated Depreciation and the Depreciation Value (only visible if using the facility). There are no report criteria selections available for this report, with details current as at the day the report is run.

The ability to produce reports is dependant on the individual User's Access permissions. Contact your supervisor if the report you want does not appear in your selection screen. Details can be found in the Accrivia System Manual PDF - contact Your Accrivia Support Team for a copy

ASSETS REGISTER

Menu option: **LEDGER -** Asset   Register

The Asset sub-module of Accrivia allows you to record, group and track assets, to run and record periodic depreciations and update the ledger accordingly (using one of three methods, explained below), and to produce reports on asset details, as required.

From within the Register screen you can add, view, update and delete assets, as well as manage asset groups, which are used to categorise assets. (The depreciation run is done separately, and is discussed in the next section.)

Related Topics:
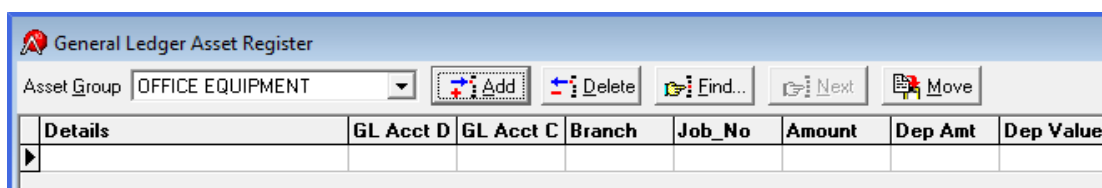
Assets - Managing Groups

Asset groups are user-definable groups to assist in organising your assets. These are maintained using the **[ADD]**, **[DELETE]** and **[MOVE]** buttons at the top of the Asset Register screen.

General Ledger Asset Register							
Asset Group OFFICE EQUIPMENT ▾	Add	Delete	Find...	Next	Move		
Details	**GL Acct D**	**GL Acct C**	**Branch**	**Job_No**	**Amount**	**Dep Amt**	**Dep Value**
▶							

- **ADD**: To add a new asset group, click the **[ADD]** button and enter a title for the new group.

- **DELETE**: To delete an asset group, ensure that it does contain any assets (this can be done by either moving the assets to another group, or deleting them), then clicking the **[DELETE]** button.

- **FIND** - When there are large numbers of line entries within an Asset Group - it is sometimes quicker to search for a specific amount or word rather than just scrolling down the list. To do this - simply click in the column you wish to search in, then click on the FIND button and enter the value or word.

- **NEXT** - to be used in conjunction with the FIND button to search for the next available search result in case of multiple results.

- **MOVE**: To move an asset from one group to another, select the asset you want to move, click the **[MOVE]** button, then select the new group from the drop down box and click **[OK]**.

> To keep your register free of clutter you could create an asset group called EXPIRED and move all assets that are fully depreciated to this group: select the expired asset and click on the MOVE button. Select the EXPIRED asset and click OK.

Assets - Add A New Asset

Menu option: **LEDGER -** Asset   Register

Within this screen, select an asset group from the dropdown list that the new asset will belong to. Record details about the asset into each field, using the following information as a guide.

- **Details** - Type a description of the asset in the details column.
- **GL Acct D** - Click the GLAcctD column to access a drop down list. Select the general ledger debit account to which the company's overall depreciation is assigned.
- **GL Acct C** - Click the GLAcctC column to access a drop down list. Select the general ledger credit account to which the asset's accumulated depreciation is to be assigned.
- **Company** - Select the Company the Asset belongs to (may also be referred to as division, store etc, depending on the company structure you use)
- **Job No** - If running the jobs module, record a job number here to have the depreciation expenses recorded against it.
- **Amount** - enter the full value of the asset (usually the purchase price).
- **Dep Amt / Tax Dep Amt** - Enter the amount that the asset is to be depreciated for. Generally this will be the same as the purchase price, but there are exceptions where depreciation will begin from a lesser amount. Enter this amount in the Tax Dep Amt column also, or if the tax depreciation amount varies from the recorded depreciation amount, enter this instead.
- **Dep Value / Tax Dep Value** - This is the depreciated value of the asset to date, ie how much of the asset amount is left to depreciate. For a new asset, this will be

the same as the Amount column. This column will update automatically each time the depreciation option is run. Enter this amount in the Tax Dep Value column also, or if the tax depreciation value varies from the recorded value, enter this instead.

- **% Use / Tax % Use** - If the asset is for the sole use of one company then the %USE will be 100%. If however, it is shared between companies or used for private use also, you must estimate here what % of its use is attributable to this company. Enter the percentage use in the Tax % Use column also, or if the tax percentage use varies from the recorded percentage, enter this instead.
- **Rate / Tax Rate** - Enter the Rate the asset is depreciated by in one year, e.g. An item depreciated over 2 years has a rate of 50%, over 5 years is 20%. Enter the rate use in the Tax Rate column also, or if the tax rate varies from the recorded rate, enter this instead.
- **Effective Life** - Enter the number of years the asset will be depreciated over.
- **Dep Type / Tax Dep Type** - Select the depreciation method you wish to use from the drop down list:
    - **Prime Cost**: This will using the original value of the asset to calculates the depreciation amount each month.
    - **Diminishing Value**: This will use the last depreciated value of the asset to calculate the next monthly depreciation value.
    - **Annual Diminishing Value**: This records the depreciated value of the asset at the start of each year, then uses this amount to calculate each monthly amount.
    - Select the depreciation method you wish to use for taxation purposes in the Tax Dep Type column.
- **Start** - Enter the Start date from which to begin calculating depreciation. (Depreciation is calculated on a monthly basis, so usually the start of the next month is appropriate).
- **Acquisition** - Enter the Acquisition Date, or purchase date of the asset. Generally, this will be the same as the Start date, but there can be exceptions. Eg. Depreciation on an item acquired in May is held over to July 1st.
- **Disposal** - Used to record the date the asset is sold. If the asset is not already fully depreciated, depreciation will stop on this date.

- **External Reference** - If you use another system to track assets, then the other reference used to track it can be recorded here. Assets can also be sorted by External Reference, by choosing the External Ref Sort By option.
- **Days Per Month Dep** - Tick this box to depreciate on the number of days in the month, rather than an even twelfth for each monthly depreciation run.

General Ledger Asset Register

Asset Group MOTOR VEHICLES

Add · Delete · Find... · Next · Move

Details	GL Acct D	GL Acct C	Department	Job No	Amount	Dep Amt	Dep Value	% Use	Rate
COMMODORE UTE	330	775	METRO		$17,200.00	$17,200.00	$882.88	100	22.5
FDORKLIFT (L.B.L)	330	775	METRO		$6,000.00	$6,000.00	$88.62	100	22.5
FORD ECONOVAN UNIT 1505	330	775	METRO		$13,369.00	$13,369.00	$1,201.01	100	22.5
MAZDA VAN	330	775	METRO		$12,000.00	$12,000.00	$1,212.30	100	22.5
SERVICE VAN	330	775	METRO		$2,000.00	$2,000.00	$438.31	100	22.5
TRUCK	330	775	METRO		$6,800.00	$6,800.00	$73.99	100	22.5
TRUCK 1	330	775	METRO		$2,000.00	$2,000.00	$88.62	100	22.5

Dep Type	Start	Acquisition	Disposal	Tax Dep Amt	Tax Dep Value	Tax % Use	Tax Rate	Tax Dep Type
Diminishing Value	27/03/1996	27/03/1996		$17,200.00	$882.88	100	22.5	Diminishing Value
Diminishing Value	20/05/1991	20/05/1991		$6,000.00	$88.62	100	22.5	Diminishing Value
Diminishing Value	31/10/1997	31/10/1997	08/06/200	$13,369.00	$1,201.01	100	22.5	Diminishing Value
Diminishing Value	19/11/1998	19/11/1998		$12,000.00	$1,212.30	100	22.5	Diminishing Value
Diminishing Value	01/12/2001	01/12/2001		$2,000.00	$438.31	100	22.5	Diminishing Value
Diminishing Value	23/02/1990	23/02/1990		$6,800.00	$73.99	100	22.5	Diminishing Value
Diminishing Value	07/09/1995	07/09/1995		$2,000.00	$88.62	100	22.5	Diminishing Value

Assets - Locating And Updating

To find an asset to view or update:

1. Select the Asset Group it belongs to from the drop down list.
2. Scroll down the list of assets shown. The Sort By box in the bottom left hand corner of the screen will determine whether the assets are ordered by the Details column or the External Ref column.
3. To make modifications, click on the asset you want to modify and adjust as necessary.
4. Move off the record to save the changes you have made.

To find to an asset with a specific description, or other specific column value, click in the column and use the **[FIND / NEXT]** buttons to search for the value you require.

Assets - Deleting An Asset

1. Within the **LEDGER | ASSET | REGISTER** screen, select the asset group that the asset is to be deleted from.

2. Locate the asset you wish to delete.

3. Click on the required asset and press **[CTRL + DEL]**

4. Click **[OK]** to confirm the deletion.

> Once confirmation of a deletion is accepted the data is lost and cannot be retrieved!
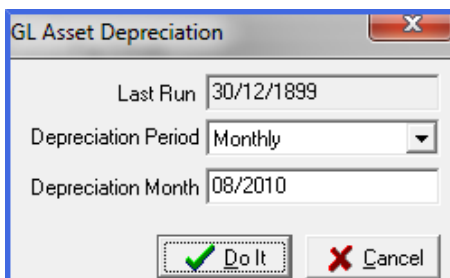
Assets - Depreciation

Menu option: **LEDGER -**

The asset depreciation run calculates the depreciation amount for each asset on a period basis and records these figures, both into the ledger and against the asset.

> Assets can be depreciated at either a cashbook or system-wide level. Set the depreciation run to work at a cashbook level by going to **SYSTEM SETTINGS | LEDGER | SYSTEM SETTINGS – |RUN ASSET DEPRN** at CB Level check box.

1. Type in the end date for the month you are depreciating the assets in.

2. Click on the **[DO IT]** button.

> The run date should always be for the month directly following the last run date. If you missed a depreciation run for a month, you will need to do two separate runs, one for each month.

Once an Asset is fully depreciated, it will remain in the register with a Depreciation Value equal to zero. See Info box for Managing Asset Groups

ASSETS - REPORTS

At any time once you have added entries into your Assets Register, you can run a report from **FILE | REPORTS | GLEDGER | GLEDGER2 TAB**

There are 3 standard Asset reports available , if you cannot see all of them you may need to activate the option through User Access.

Asset Register - provides a summary of all entries split up by Group only

Depreciation Schedule - by choosing a specific Start/End date range you can see a report showing the schedule of Depreciation during that period.

Asset Depreciation - enter the relevant Start/End figures to give you a detailed report on your Assets Depreciation.

BAS AND PAYG WITHHOLDING

Menu option: **FILE -** ▦ BAS Report

Overview BAS & PAYG

The **FILE | BAS REPORT** screen is the method used in Accrivia to calculate your BAS and PAYG Withholding figures, and to enter the journals recording your lodgement to the ATO.

Accrual Methods - CASH or ACCRUAL

There are 2 Accounting Methods for BAS and it will be a Management decision as which option is used by your company. Your preferred option will be coded into your database by Accrivia and once selected, should not be changed as this will have a major impact on future reports.

BAS Groups

Before commencing your first Accrivia BAS report, you must take the time to set up BAS Groups in your system setting - See "BAS - Setting Up BAS Groups" on next page

Once the set up is complete, you can follow the step-by-step procedures provided complete the BAS process - See "BAS & PAYG - Completing Your Reports" on page 78

BAS reporting is a date driven feature and it is important to ensure that you complete the entries of all transactions for the given period before running the report each Month/Quarter.

BAS Report Preparation

It is critical that when producing a BAS report that you complete the entire entry using the BAS Report Preparation screen which includes using the GL Posting tab to actually enter the figures generated in the reports and POST the journals.

PAYG Monthly Journals

As PAYG is a monthly process and therefore needs to be processed regularly it is still essential that the process is done through the BAS GL Posting screen.

While it is possible to enter the journals manually through the General Ledger module - manual processing is not directly linked to the 'Exclusion' feature of the BAS report, which means that the **W2** figures from the previous month will be included in the report incorrectly inflating the figures.

Simply open your BAS screen and fill in the dates only for PAYG ignoring the BAS sections if not applicable at that time.

BAS Fields

Accrivia uses all the relevant data entered into the system during the BAS/APYG periods selected to determine which field to populate with figures. Accrivia has internal settings in place that record the appropriate BAS entries for modules such as Creditors & Debtors.

Other General Ledger codes can be set up to reflect which type of reporting field applies - See "BAS & PAYG – Codes Explanation" on page 89. This would typically be for accounts that may be used in manual Journals. This allows to the system to automatically work out the appropriate entries and populate the correct fields, and also to include these entries in the next BAS report.

BAS - Setting Up BAS Groups

Menu option: **FILE** - System ▸ 🔠 Settings

You can view and setup BAS groups under the *Tax tab* of the System Settings.

To create a new BAS Group:

1. Insert a new line in the Tax Group panel shown on the left hand side of the screen.

2. Select the companies associated with the BAS Group you have created. To select multiple companies, hold the **[CTRL]** key down and click on each company you wish to select.

If you already have BAS Groups setup, you can check the setup of these groups by selecting each BAS Group and viewing the selected companies for each.

BAS & PAYG - Completing Your Reports

To complete your BAS and / or your PAYG Withholding lodgement follow the steps below. Note the Preparation flows through 5 different tabs as set out below. After entering or reviewing the relevant data on each tab, clicking the **[NEXT]** button will move you to the next tab.

TAB	DETAILS
DATES	Provides a drop-down selection to choose the relevant BAS Group. Also the date ranges for both BAS & PAYG
EXCEPTIONS	Reports all non-standard GST applicable transactions
BAS ALLOCATION	Reports on all Payments not fully reconciled for the current period.) Only visible to clients using the Cash BAS option.
REPORT	Produces reports for both BAS & PAYG
GL POSTING	Details the standard GL Postings required and provides the ability to create extras if required.

Some businesses lodge their BAS on a different cycle to their PAYG Withholding (e.g. lodge their BAS quarterly, but their PAYG Withholding monthly). If this applies to you, you will still need to use this screen for all lodgements, and complete the relevant period dates for both your BAS and PAYG Withholding. However, you will only be required to create the GL postings for the lodgement you are completing.

BAS - DATES TAB

1. Open the **FILE | BAS REPORT** screen – this will display the first tab *Dates*.
2. Select the BAS Group from the drop down box that you are processing.
3. Enter the BAS start and end date in the 'GST Period from' and 'To' date fields.
4. Enter the PAYG Withholding start and end date in the 'PAYG Period from' and 'To' date fields.

5. Click the **[NEXT]** button (you will now move to the Exceptions tab).

6. If you are completing your BAS in this lodgement, click the Print or Preview button to view the Exceptions report, if not click **[NEXT]**

BAS - EXCEPTIONS TAB

The *BAS Postings – Exception Report* shows transactions (by Module) where GST was applicable, but that the GST Amount is not calculated at the standard GST rate (any variations of up to five cents in this report are presumed to be differences in rounding and therefore not shown here).

These exceptions are often valid entries (for example, the invoice may be for items that include some GST Free items).

The purpose of this report is to check through these exceptions and identify any postings that may be errors. These will need to be investigated and corrected as necessary before you proceed.

7. Click **[NEXT]**

BAS - BAS ALLOCATION TAB

This step is only applicable if you are using the Cash BAS reporting method - if you use the Accruals method then this tab will not be visible.

1. This shows all payments that are not fully reconciled for the period you are reporting on.

2. For each entry here you must specify whether the future reconciliation of this payment will be GST Inclusive or GST Free. To do this, tick the 'GST Inc' column for all payments that will be reconciled against GST Inclusive invoices, or clear this column if it is to be reconciled against a GST Free invoice.

3. Click the **[NEXT]** button to move to the *Reports tab*.

BAS - REPORT TAB

Enter the Company PAYG Values:

- Enter your PAYG Income Tax Instalment Amount into the field labelled 5A (if this is an amount you are required to pay the ATO) or 5B (if this is a credit owed to you by the ATO)

- Enter your Deferred Company/Fund Instalment Amount into the field labelled 7 (enter 0 if this is not applicable to you).

> *** Note - clicking inside these fields will produce a $0 on the screen - however you must still over-write this and manually type in a 0 from your keyboard for it to register correctly. There must be a valid entry in all 3 fields.

There are 2 reports options available from this screen.

- The **BAS Report** - will generate your BAS / PAYG Withholding Report to obtain your totals for the reporting period. This report is a summary of all figures required to complete your BAS.

Preview this report and check the figures shown.

*** *It is recommended that this report is printed or at least saved*

The report is set out in a similar format as the original BAS reporting documents to assist users when filling out the document. Each field is filled with the relevant data loaded from the previous screens and clearly show the relevant Tax code - eg G1, W1 etc.

> *** Figures appearing on the BAS Calculation Report (Summary) represent the EX GST totals in each field.

BAS Calculation Report (Summary)   Accrivia

Selection Criteria :   BAS GST Period : 01-01-2013 to 31-03-2013, PAYG Period : 01-03-2013 to 31-03-2013   1:37:47 PM   16/05/2013

Tax Group: METRO

PAYG tax withheld
for the PERIOD from 1/03/2013 to 31/03/2013

Total salary, wages and other payments	W1 $	0.00
Amount withheld from payments shown at W1	W2 $	0 .00
Amount withheld where no ABN was quoted	W4 $	0 .00
Other amounts withheld (excluding any amount shown at W2 or W4)	W3 $	.00
Total amounts withheld (W2 + W4 + W3)	W5 $	0 .00

Goods and services tax (GST)
for the PERIOD from 01/01/2013 to 31/03/2013

Total sales	G1 $	506,828 .00
Does the amount shown at G1 include GST?		Yes ☒ No
Export sales	G2 $	0 .00
Other GST-free sales	G3 $	0 .00
Capital purchases	G10 $	1,338 .00
Non-capital purchases	G11 $	418,503 .00

PAYG income tax instalment
for the PERIOD from 1/03/2013 to 31/03/2013

Varied instalment amount	T7 $	
Estimated tax for the year	T8 $	.00
Varied amount for the quarter	T9 $	.00
Reason code for variaton	T4	

- **Detailed Substantiation of BAS Report** - This report shows details of all transactions that make up the BAS Report.

> *** **It is recommended that this report is exported to a PDF or printed and stored for future reference.**

Pay particular attention to the General Ledger module postings. Ensure that the transactions shown here reflect the activity of the current period.

Correct or reverse any transactions that should not appear in this period, or contact Accrivia Support for further assistance.

Click the **[NEXT]** button to move to the *GL Posting* tab.

ASSESSING THE REPORT FIGURES

Once you have your BAS Calculation report you can use these figures to cross reference against any manual Sales or Payroll reports etc. If you determine that there is a possible discrepancy between what you expected and what the report shows you can use the Detailed Substantiation of BAS Report to inspect exactly what entries are used to make up the totals.

Simply run the Detailed report and scroll through to the relevant Module and inspect each of the entries in the applicable field.

BAS - GL POSTING TAB

You are now provided with the opportunity to create a journal to clear out the accounts that have accrued GST and PAYG from trading. Your standard GST / PAYG control accounts will be loaded here automatically.

> These clearing journals MUST be processed through this screen to ensure it is flagged as a BAS / PAYG posting and not included in future BAS processes.

Generally, this posting will need to credit the GST Paid account, and debit the GST Collected and PAYG Withholding accounts.

Inserting extra entries - You can insert additional entries for this journal by inserting another line and selecting the GL account you wish to post against. To insert a new line you will need to activate this function by double clicking on the word Date in the top header of the page (not the actual date itself). You will then get a pop-up asking for confirmation as per below. Say OK to this prompt then use the [INSERT] button of your keyboard to add the extra lines.
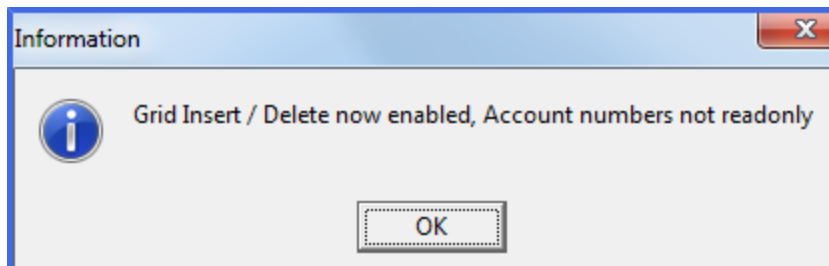
Once you have entered the details of your journal, click [POST] (also tick the Print check box if you require a record of the posting you have just created).

Account	Description	Company	Reference	Amount D	Amount C
900	GST Credits	ADMIN			$69,559.51
666	GST Collected	ADMIN		$86,251.38	
902	PAYG Withheld	ADMIN		$23,030.00	
901	PAYG Company Tax	ADMIN		$22,767.00	
903	BAS Liability	ADMIN			$62,488.87

Total: Dr $132,048.38   Cr $132,048.38   Difference: $0.00

*** NOTE - Debits & Credits must balance - with $0.00 showing in the Difference field in order to POST this journal.

When you process the journal through the BAS report GL Posting screen, Accrivia recognises that it is a BAS journal and therefore does not include the entries in any further calculations. When you raise a manual journal through any of the other "Posting" screens then Accrivia would not recognise it as a BAS journal and therefore include it again in the next BAS calculation falsely inflating your figures.

BAS Liability Account

The system requires that a BAS Accrual Account is set up in your General Ledger File Maintenance. This account is used to store the net BAS Liability (or credit) when the GST Collected, GST Paid & PAYG accounts are cleared.

If you currently do not have a GL account for this function you will need to set one up. Each company has their own preferences on the wording of their accounts - but as a general rule you will need to make sure that you have the following accounts set up

Failure to set up an BAS Accrual (Liability) account will prompt the system to warn you that you cannot complete the process until one is set up.


The BAS Accrual Account is not setup in the system. This account is used to store the net BAS Liability (or credit) when the GST Collected, GST Paid and PAYG accounts are cleared. You must now choose this account. If one doesn't exist, press Cancel on the next screen, set it up in the Ledger -> Account Maintenance form then re-enter this tab and select it.

OK

Internal Results for BAS

When you use the formal BAS Report function within Accrivia and complete it using the GL Posting tab the following entries happen when you 'Post'.

- Post = clear the GST Credits/GST Collected and PAYG accounts at the end of each period
- Your BAS liability is posted to the "BAS" liability account in the balance sheet

This is a 2 step process:

1. Clearing the GST/PAYG accounts at the end of the period to the BAS liability account through the BAS Report - GL Posting tab.
2. Process a Payment Journal clearing the BAS liability account and allocating that payment to your bank account. So, when you raise the journal to "credit" bank and "debit" the "BAS" liability account, you date the journal the date of your payment so it reflects correctly in your bank reconciliation screen.

The example below shows a GL report showing a journal where a part payment was entered but clearly shows the original entry, then the payment journal.

When the Journal has been entered you will then also note that the payment transaction appears in your Bank Present screen ready for processing during your next Reconciliation.

GL BAS & PAYG - JOURNAL FOR PAYG

As explained, all Journals that relate to BAS or PAYG must be processed through the BAS Report screen.

While this is obvious when producing your BAS, it is just as critical to process those mid period monthly PAYG journals through this screen as well.

By doing it this way the system knows to exclude those figures from future reports, which is not the case if the Journals are entered manually through the Ledger Batch Post screen.

There is very little difference in how this process works, set out below are the steps.

In the example below we will process a journal for August (which falls in the middle of a BAS period).

1. Open the BAS REPORT screen

2. Enter the dates for the month you are reporting on in both the BAS and PAYG fields.

    Although you will not actually be processing a journal for the BAS section, a date is still

    required in order for the process to work.

3. Move to Exceptions tab - you can still preview the report

4. Move to Report tab - view and/or print the BAS Report or Detailed report as normal, cross

    checking that the PAYG is accurate.

5. Move to GL Posting tab - from here enter the figures as you normally would but only for the

    PAYG values leaving the BAS (gst) entries blank. Also enter the balancing entry to the Accrual

    account.

The resulting screen would look something like this.

BAS Report Preparation

Dates | Exceptions | Report | GL Posting

Date 31/08/2013

Reference GST/PAYG BAS Clearing

Comment

Account	Description	Company	Reference	Amount D	Amount C
3380	GST Collected	ADELAIDE		$0.00	
3384	GST Credits	ADELAIDE			$0.00
3394	PAYG Withheld	ADELAIDE		$14,376.00	
3389	BAS Accrual	ADELAIDE			$14,376.00
3395	PAYG Company Tax	ADELAIDE		$0.00	

Total: Dr $14,376.00   Cr $14,376.00   Difference: $0.00

✔ Post   ☐ Print   Previous

Note, that while this posts the actual entries into the General Ledger, you will then need to post another journal when you are ready to make the payment to the ATO where you reduce the Accrual account and allocate it to the relevant bank account so that the payment shows in your Bank Reconcilation.

BAS & PAYG – Codes Explanation

CODE	DESCRIPTION	COMMENT
	BAS CODES	
G1	Total Sales (ex GST)	
G2	Export Sales	
G3	Other GST-free sales	
G10	Capital Purchases (ex GST)	
G11	Non-capital Purchases (ex GST)	
G22	Estimated net GST for the year	
G23	Varied amount for the quarter	
G24	Reason code for variation	
1A	GST on sales or GST instalment (debtors)	amount you owe to the ATO
1B	GST on purchases (creditors)	amount ATO owes you
4	PAYG tax withheld	amount you owe to the ATO
8A	total of 1A + 4	amount you owe to the ATO
9	Payment or refund required	
	REFUND OR PAYMENT?	
	If 8A more than 1B - YES	take 8A minus 1B - this becomes what you own to the ATO
	If 8A more than 1B - NO	take 1B minus 8A - this amount is refundable to you from ATO
	PAYG CODES	
W1	total salary, wages and other payments	
W2	Amount withheld from payments shown at W1	
W3	Other amounts withheld (excluding any amount shown at W2 or W4)	
W4	Amount withheld where no ABN is quoted	
W5	Total amounts withheld (W2 + W3 + W4)	total of this becomes the amount for Code 4

The following lists out details of what is traditionally allocated to the specific "G" codes allocated by the ATO. Accrivia is set up to allocate the GST codes to the correct section of your BAS report with

the assumption that you have selected the correct General Ledger code when processing the transaction and that you are using the formal BAS Report.

GST AMOUNTS YOU OWE THE ATO FROM SALES

G1 – Total Sales – Include

- Goods or services you sell or supply
- Sales of trading stock
- The sale of business assets such as office equipment or motor vehicles, including trade-ins
- The sale, lease or rental of land and buildings
- The provisions of memberships
- Earnings from financial supplies you make (for example, interest from bank accounts or for lending money but not including the loan principal)
- Goods and services provide in return for government grants and certain private sector grants
- Cancelled lay-by sales
- Forfeited customer security deposits
- Employee contributions for fringe benefits you have provided
- The sale of property of a debtor in order to satisfy a debt owed to you by the debtor, if the debtor otherwise would have had to pay GST on the sale
- Creating, granting, transferring, assigning or surrendering a right (for example, royalties received)
- Entry into, Or release from, an obligation to do anything, refrain from an act, or tolerate an act or situation (for example, agreeing, as part of the sale of your business, not to operate a similar business within a certain area)
- The provision of goods or services in return for sponsorship
- The GST-inclusive market values of goods and services or other things that you receive in barter transactions
- The GST-inclusive market value of anything you supply to your associate for no payment or sell to your associate for less than the GST-Inclusive market value where your associate is not registered, or required to be registered for GST, or your associate has not received the thing either partly or wholly for their business, the thing received by your

associate relates partly or wholly to making sales that would be input taxed, or the thing supplied is partly or wholly of a private or domestic nature.

Do NOT include in G1:

- Amounts received as payment under a voluntary agreement (unless the supply is to a business that is not fully entitled to input tax credits, for example, because the business makes input taxed supplies)
- Any amounts for supplies not connected with Australia
- Any amounts you have received for private supplies, for example, for the sale of your private residence or an item of household furniture you have used only for domestic purposes
- Salary and wages and other employment income
- Pensions, annuities and so on
- Amounts received from a hobby
- Trust and partnership distributions or dividends
- Capital subscriptions, for example, amounts received for a company for shares issued or loans received

G2 Export Sales – This field should only be completed if the business has made export sales. The amount includes:

- The free onboard value of exported goods (this is the value used for customs purposes)
- Amounts received for the repair, processing or modification of goods from overseas which are to be exported after repair, processing or modification
- Amounts received for goods used in the repair, processing or modification of other goods from overseas which are to be exported. The goods must be attached to or become part of the exported goods, or become unusable or worthless because of the repair, processing or modification

Do NOT include

- Amounts received for services, unless they relate to the repair, processing or modification of goods for export
- In the free onboard value, amounts received for freight and insurance for transport of the goods outside Australia or other amounts imposed outside Australia

G3 Other GST free sales – This field should only be completed if the business has made GST free sales other than export sales

G4 Input taxed sales – The total value of all input taxed sales

- Financial supplies

- Supplies (by lease or hire) of residential premises

- Supplies of long term accommodation in commercial residential premises if a choice is made to treat the supply as input taxed

- Sales of existing residential premises

- Supplies of precious metals (gold, silver, platinum of specified levels of fineness sold in an investment form) except those supplies which are GST free

Do NOT include at G4 amounts received from

- Activities which are private or domestic in nature, e.g. the sale of a private home

- Leasing commercial property (this should only be included at G1 as it is not an input taxed activity)

- The sale of a new property (this is not an input taxed activity and should only be included at G1)

G5 The total of all GST free and input taxed sales – By adding G2, G3 and G4, the total amount of the business' GST free and input taxed sales is determined. The total of (G2 + G3 + G4) is recorded here

G6 Total sales subject to GST – By deducting the amount shown at G5 from the amount shown at G1, the amount the business received from its taxable sales is determined. This total of (G1 – G5) is recorded here

G7 Adjustments – If there is a change to the payment received for any business' sales, this change may be accounted for by showing

- At G1, the amount of sales for the current period as increased or reduced by the amount of that change, OR

- By showing at G7 or G18, the change as an adjustment. Only one method can be used at any one time. When the second method is used, an amount will be shown at adjustment field G7 or at adjustment field G18. there will never be an amount recorded in both of these fields. An amount will be shown in G7 or G18 depending on wether it is a net increasing or decreasing adjustment

- If the total of all your increasing adjustments is more than the total of all your decreasing adjustments, show the difference between the two at G7 and leave G18 blank

- If the total of all your increasing adjustments is less than the total of all your decreasing adjustments, show the difference between the two at G18 and leave G7 blank. Therefore, when the amount of increasing adjustment is larger than the amount of decreasing adjustments, the GST inclusive amount of the difference is shown here at G7.

> Please note: Using the first method does not mean the amount is not an adjustment. It does not alter the obligation of giving an adjustment note to the recipient of the supply

G8 Total sales subject to GST after adjustments – By adding the amounts at G6 & G7, the amount of the business' taxable supplies, including adjustments is determined. The total of (G6 + G7) is recorded here.

G9 GST on sales – By dividing the amount at G8 by eleven, the total amount of GST payable by the business is determined. The total of (G8/11) is recorded here

GST AMOUNTS THE ATO OWES YOU FROM PURCHASES

G10 Capital purchases (GST Inclusive amount) – This field is completed if the business has purchased inputs that are capital in nature, for use in the business. This includes capital importations. Include amounts for acquisitions and importations that are recorded as capital in the accounts. Capital items include business assets you purchase or acquire such as machinery, cash registers, computers and cars (also referred to as plant and equipment). These assets can be brand new or second hand, and they may be imported. Trading stock and normal running expenses such as stationery and repairs, or equipment rentals or leases are not considered to be capital.

CAPITAL	NON CAPITAL
Business assets such as: Machinery and equipment including, cash registers, office furniture, computers, cars and Land & Buildings Non Capital	Things that are not capital items may include, trading stock, normal running expenses such as stationery and repairs or equipment rentals or leases.

Purchases for $1000 or less

G10 (and G11) require you to separately report your capital and non capital purchases. If you already record these purchases separately in your records, use this breakdown to fill in the G10 (and G11) boxes. If you do not record capital and non capital purchases separately and your annual turnover is expected to be less than $1 Million then

- You only need record capital items costing more than $1000 at G10 (capital purchases)

- Capital and non capital items costing $1000 or less can be recorded at G11 (non capital purchases).

Special Rules apply to the following:

Non taxable importations – For non taxable importations of capital items for use in the business, include the amounts paid or payable for the goods imported, the international transport of the goods to their place of consignment in Australia, and insurance of the goods for that transport.

Taxable importations – For taxable importations of capital items for use in the business include

- The customs value of the goods imported

- The amount paid or payable for the international transport of the goods to their place of consignment in Australia, and to insure the goods for transport (if this amount is not already included in the customs value) If it is not practical for the business to include all the above amounts, the figure is equal to the GST payable on the taxable importations, multiplied by 11, will be sufficient.

Purchases of motor vehicles – The purchase price of a motor vehicle can only be included at G10 when:

- The motor vehicle was purchased after 22 May 2001

- The motor vehicle purchased was second hand

- The business purchased the motor vehicle as trading stock, but not as stock for hire

For businesses who are entitled to record the purchase price of a vehicle at G10, there is a limit to the amount of expenditure that can be recorded. The limit is equal to the car depreciation limit

G11 Non Capital purchases (GST Inclusive amount) – Purchases made for business use, other than capital items, are recorded here. For most businesses, the majority of their business expenses will be shown at G11. The amounts included maybe payments for goods, services or anything else for use in the business.

Special rules apply to the following:

Acquisitions of insurance – There are some important points to not in relation to insurance and item G11, they are as follows

- An amount can only be included here in relation to insurance if there is a GST component in the premium paid for the policy. All insurance policies except life insurance

policies and private health insurance should have a GST component

- If a business pays an excess to an insurer as a result of an insurance claim, the amount of the excess is not recorded at G11.
- The amount to be included at G11 is the prices of the insurance premium less the amount of stamp duty paid on those insurance premiums.

Refunds for returnable containers – if a business pays a refund on returnable containers to unregistered people, there will be no GST included in the refund paid. However, the business can claim a credit when they sell the containers and charge GST on the sale. This means that the amount paid as refunds for the containers is included at G11, but not until the goods are sold. The refunds can be included (only up to the amount businesses are obliged to pay under the State or territory law which requires the refund to be paid) on the activity statement in the tax period where the amount is included for the sale of the containers at G1.

Reimbursements – Acquisitions which were purchased by way of reimbursement to an employee, agent officer (if you are a company) or a partner (if you are a partnership) can also be included at G11. the business needs to obtain the tax invoice from the person who you reimbursed for the expense.

Acquisitions of second hand trading stock from unregistered people – If a business buys second hand goods for trading stock for use in business, there is usually no GST included in the price paid for those goods (for example, goods may have been purchased from a person who is not registered for GST). GST registered purchasers of second hand goods may include an amount at G11 even though there was no GST included in the amount paid for the goods. If the business paid more than $300 for the second hand goods and the goods are not divided for re supply, an input tax credit can be claimed only when the goods are sold and GST is charged on the sale.

The amount included at G11 for the tax period would be the lesser of:

- The amount paid for the second hand goods, or
- The amount equal to the price for which the good were on-sold by the business.

If less than $300 was paid for the second hand goods, the amount paid can be immediately included at G11. The business does not have to wait until the goods are on sold. Alternatively, the business can choose not to include the amount paid for the second hand goods on the activity statement, until the goods have been resold, just as is done for goods over $300.

A special method of working out the credit for second hand goods applies if you pay more than $300 for second hand goods which are divided into a number of supplies, for example in the case of motor vehicle dismantlers. The effect is the business pays GST on the sales after it used up all of its credits for these goods.

Acquisitions of long term accommodation in commercial residential premises – If a business has an expense relating to accommodation for a period of 28 days or more in a hotel. motel, inn, hostel, ship, boarding house, caravan park, camping ground or similar commercial residential premises and GST was included in the amount paid, include an amount at G11 which is equal to the amount

of GST shown on the tax invoice multiplied by eleven, instead of the amount that was actually charged for the accommodation.

G12 Total purchases – By adding the amounts at G10 and G11, the total amount of the business' purchases and importations are determined. The total of (G10 & G11) is recorded.

G13 Purchases for making input taxed sales – This field will only be completed if the business make input taxed supplies. It applies, for example, to purchases made by financial institutions or input taxed school tuckshops. If the business does not make input taxed supplies (full list shown in section 9), no amount will be recorded at G13. For businesses who do make input taxed supplies, the acquisitions made in relation to those supplies will be recorded here.

However, if the business's annual turnover of financial supplies is less than:

- $50,000, or
- 10 per cent of the total annual turnover (including input taxed supplies), no amount related to the making of financial supplies needs to be recorded here.

G14 GST – free purchases – This includes:

- Acquisitions where the supply is GST-free or input taxed (eg. Bank fees) (there is a list of GST-free supplies and input taxed supplies in section 9)
- Acquisitions from unregistered entities (there are exceptions for purchases of second-hand goods and returnable containers)
- Importations which are not taxable importations and therefore no GST has been paid
- Intangible supplies from offshore which are not taxable supplies and therefore you were not liable for GST (a 'reverse charge' payable by the recipient – see note in section 9).

> The total of these acquisitions should be recorded here.

G15 Estimated purchases for private use or not income tax deductible – Purchases and importations partly for private or domestic purposes are recorded here. The amount included at G15 is only that part of the acquisition relating to the planned private or domestic use. The whole GST amount relating to the planned private or domestic use for each acquisition or importation, the estimated percentage of planned private use must be calculated. This percentage is then multiplied by the total amount for the acquisition or importation.

The GST inclusive amounts for acquisitions and importations which are not deductible for income tax purposes must also be recorded here. They include:

- Penalties payable under any Australian law or the law of a foreign country

- Travel expenses for relatives – where you undertake business travel and you are accompanied by a relative, except when they are fringe benefits and are deductible for income tax purposes

- Recreational club expenses – amounts paid to obtain membership or rights to enjoy facilities of a recreational club except when they are fringe benefits and are deductible for income tax purposes

- Entertainment expenses – except when they are fringe benefits and are deductible for income tax purposes

- Non-cash business benefits (not including fringe benefits)and

- Non-allowable uniform expenses – for the purchase and maintenance of a uniform and footwear where they are not specific to the person's occupation, ie. Not protective clothing or not compulsory clothing.

> The amount of private use purchases must be added to the amount of non income tax deductible purchases, to determine the total amount. Record the total here.

G16 Total amount for non-credible purchases – By adding the amounts at G13, G14 & G15, the total of the business' non-credible purchases and importations are determined. Record the total of (G13 + G14 + G15) here.

G17 Total purchases subject to GST – By deducting the amount at G16 from the amount at G12, the total of the business' credible purchases and importations are determined. The total of (G16 – G12) is recorded here.

G18 Adjustments – If there is a change to the amount for any purchases on this BAS or on a previous BAS, this change may be accounted for by showing:

- At G10 or G11, the amount of acquisitions for the current period as increased or reduced by the amount of that change, OR

- At G7 or G18, the change as an adjustment.

> Only one method can be used at any one time. When the second method is used, an amount will be shown at adjustment field G7 or at adjustment field G18. There will never be an amount recorded in both of these fields. An amount will be shown in either G7 or G18 depending on whether it is a net increasing or decreasing adjustment.

- If the total of all your increasing adjustments is more than the total of all your decreasing adjustments, show the difference between the two at G7 and leave G18 blank

- If the total of all your increasing adjustments is less than the total of all your decreasing adjustments, show the difference between the two at G18 and leave G7 blank.

Therefore, where the amount of decreasing adjustment is larger than the amount of increasing adjustment, the GST inclusive difference is shown here at G18.

Using the first method does not mean the amount is not an adjustment. It does not alter the obligation of giving an adjustment note to the recipient of the supply.

> See 'adjustments' in section 9 for more information about calculating adjustments.

G19 Total purchases subject to GST after adjustments – By adding the amounts at G17 and G18, the total of the business' credible purchases, including adjustments, are determined. Record the total of (G17 + G18) here.

G20 GST on purchases – By dividing the amount at G19 by eleven, the total of the business' input tax credits for the relevant tax period are determined. Record the total of (G19 / 11) here.

END OF YEAR PROCESSING

Menu option: **LEDGER -** End Of Year

The General Ledger EOY screen creates the balance sheet closing and opening balances for the financial year you are processing.

> Trading and financial operations can commence for a new financial year before this process is run, however until this is run, the balance sheet produced from the system will include the balances from the previous year.

> It is recommended that a Back Up be performed before any EOM & EOY procedures.

Related Topics:

See "Preparing for EOY Rollover" below

See "Processing the EOY Rollover" on the facing page

See the Accrivia Features Manual for "Back Up" instructions

Preparing For EOY Rollover

> It is recommended that a Back up be performed before EOM or EOY procedures.

> Always run a System Check before commencing any EOY or EOM procedures.

> *** NOTE - any errors reported in the System Check will need to be addressed and corrected before finalising the EOY Rollover. Please contact Your Accrivia Support Team for assistance with this if required.

System Check

It is critical to note that when running your System Check for the end of the year you must ensure that you have reset the system date at the bottom of the screen to reflect the year you wish to report on.

Example - Accrivia uses the system date to determine which financial year to look at, so if your system date is 25/7/13 - it will report on the financial year of 2013-2014 etc. So to get an accurate

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report always change your system date to read 30/6/..... of the financial year you will be closing.

Module Balancing

Before commencing your EOY Rollover it is important to ensure that all modules using the General Ledger balance to the Balance Sheet. Confirm the following modules balance to the Balance Sheet Control Accounts before proceeding.

- **Cashbook Module** - ensure that all information is up to date with all payments and receipts and a final Bank Reconciliation has been performed for that year.

- **Debtors Module** - run a Debtors Trial Balance as at 30th June and confirm that the totals match the value in the Balance Sheet report for Trade Debtors.

- **Creditors Module** - run a Creditors Trial Balance as at 30th June and confirm that the totals match the value in the Balance Sheet report for Trade Creditors.

Processing The EOY Rollover

To run the General Ledger End of Year, select **LEDGER | END OF YEAR** then:

1. Select the Starting and Ending Balance Sheet accounts from the drop down lists.
2. The selected range of accounts will appear in the grid in blue type. Scroll through the list to check your selection. The remaining accounts represent the P/L accounts and will be used to calculate each company's P/L balance.
3. Enter the Start and End date for the financial period representing the trading year.
4. Enter the Opening Date for the new financial period. (This should be the day after the End date above.)
5. The grid in the bottom right corner of the screen shows the total debits and total credits attributable to each company in the system. The amount in the Difference column represents the P/L for the period specified.
6. From the drop list in the Account column, select the 'Profits brought forward' account from the ledger for each company. This will form the opening balance for the financial period.
7. Click on the **[DO IT]** button to run the End of Year and calculate opening balances for balance sheet accounts.

General Ledger EOY

Select Balance Sheet Range

Starting Account [▼]   Ending Account [▼]

Account No	Description
100	** REVENUE **
105	Sales - Contracts
106	Sales - Service
107	Sales - I & T
108	Sales - Product

Last End-of-Year 30/06/2004

Ledger Year Start 01/07/2004

Ledger Year End 30/06/2005

Opening Date 01/07/2005

Division	Total D	Total C	Difference	Account

?{ Fill GL   ✓ Do It !   ✗ Cancel