

The **Financial** EdgeTM

The Financial Edge Guide for Australia
and New Zealand

101111

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Welcome



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Welcome to the *Financial Edge Guide for Australia and New Zealand*. This guide details the **Financial Edge** functionality specific to Australia and New Zealand.

For example, this guide explains how the Goods and Services Tax (GST) affects the **Accounts Payable**, **Accounts Receivable**, and **Student Billing** programs of *The Financial Edge*.

If you have the optional module *Electronic Funds Transfer*, which adds fields and options to areas of **Accounts Payable**, you can send and receive electronic transfers.

Keep in mind, if you need additional information while working in *The Financial Edge*, you have access to all the user guides on our website. You can also access the help file from the **Help** menu, or by clicking **F1** from the program. Both help files and user guides contain the same helpful procedures, explanations, and examples.

The information in this guide is organised into eight chapters.

Note: Information in this guide is subject to change. Please visit our website to view the most current information. To access our system recommendations, select **System Recommendations** from the **Support** menu on our website at www.blackbaud.com.

Chapter 1: Welcome. This chapter details the various Blackbaud solutions we offer.

Chapter 2: GST in Accounts Payable. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect the **Accounts Payable**.

Chapter 3: GST in Accounts Receivable. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect the **Accounts Receivable**.

Chapter 4: GST in Accounts Student Billing. This chapter explains how sales taxes such as the Goods and Services Tax (GST) and the Harmonized Sales Tax (HST) affect the **Student Billing**.

Chapter 5: Cheque Processing. This chapter explains how to print cheques, record bank drafts, create and edit one-time cheques, and create manual cheques.

Chapter 6: GST Reporting. This chapter explains how to create Business Activity Statements so that you can view sales tax information quickly and easily.

Chapter 7: Posting to General Ledger. This chapter addresses the posting and tracking of GST information from *The Raiser's Edge*.

Chapter 8: EFT Transactions. This chapter discusses the EFT functionality present in **Accounts Payable** when you have the optional module *Electronic Funds Transfer*.

Blackbaud Solutions and Services

For more than two decades, we have provided world-class technology solutions to the nonprofit community, helping organisations of all sizes and types.

Software plays an important role in the Blackbaud equation for success. Indeed, our products set the standards by which others are measured. However, there is another essential part of the Blackbaud solution — services. As the largest and most experienced provider of services to the nonprofit community, we understand the unique challenges nonprofits face and help them overcome those challenges.

More than 12,000 nonprofit organisations have chosen to partner with us for the peace of mind that comes with one company providing an end-to-end solution of software and services. We focus our expertise on meeting your needs — so you can focus your resources on fulfilling your mission.

Data Services

We offer a wide range of data services. From database conversion to database consolidation, our staff of programmers and analysts have the experience, technology, and expertise to meet your organisation's needs.

To request a quote for data services or database conversion, please contact our Conversion Coordinator by e-mail at conversionestimate@blackbaud.com or by phone at 1-800-468-8996 x4200. You can also submit your request from the Data Services page on our website.

Accounting System Consulting

Accounting System Consulting services help you get the most out of our **Financial Edge** software by aligning your organisation's systems with its processes and objectives. We partner with you to learn about your organisation, identify issues, and plan a solution that is tailored to your needs.

Our consultants offer a unique combination of accounting experience and in-depth knowledge of our software. Many of our consultants have gained experience by serving as controllers and technical specialists and have worked for Big Five firms, nonprofit organisations, and the Financial Accounting Standards Board (FASB). They can share insight garnered from their work with hundreds of nonprofit organisations. Our accounting consulting team knows the software inside and out and are available to help you make the most of your system.

To learn how your organisation can benefit from our Accounting System Consulting services, call 800-443-9441 or send an e-mail to solutions@blackbaud.com.

How We Can Help

- Evaluate and define historic data to convert to **The Financial Edge**
- Import accounting information to **General Ledger** from non-Blackbaud products
- Assess your organisation's unique reporting requirements
- Design your chart of accounts and account number structure
- Establish system security
- Determine the appropriate fund closing method based on your reporting needs
- Establish a start date for your new system, and determine what data to bring in from prior years' records
- Review your data entry methods and recommend ways to increase productivity in your business office
- Evaluate job responsibilities to ensure optimal workflow
- Establish an interface between **The Raiser's Edge** and **General Ledger**
- Set up and maximise your use of optional modules, including *Projects and Grants*, *Budget Management*, and *Allocation Management*
- Create initial reports such as a balance sheet and income statements

Technical Consulting

Let our knowledgeable consultants bring their technical expertise to your site and manage the implementation of your **Financial Edge** products. By entrusting the nuts and bolts of implementation to one of our consultants, you ensure optimal setup of your system while keeping your time and energy focused on fostering your organisation's mission.

Whether it is software installation or a detailed assessment of your current IT capabilities and needs, our team of *Microsoft*, *Cisco*, and *Oracle* certified engineers can help you meet your technical challenges head on.

If you would like to arrange for consulting services, call our Sales Department at 1-800-443-9441. Or send an e-mail outlining your specific needs to sales@blackbaud.com.

To learn more about our technical consulting offerings, such as technology assessments, diagnostic services, and software installations, you can download the printer-friendly document "Technical Consulting Services" from our website.

Training Solutions

Because we understand how important training is, we offer a variety of options to meet your different needs, including specialized classes on ***The Financial Edge*** at our home office and in cities across North America. As an alternative, trainers can come to your organisation to deliver classroom-style or individualized instruction.

You may prefer to have our consultants guide you through the implementation process, discuss your system configuration, and tailor the software to meet your specific needs. For information about the best training option for your organisation, call your account representative at 1-800-443-9441 or send an e-mail to solutions@blackbaud.com.

Blackbaud University. Offers a variety of classes in historic Charleston, South Carolina. By leaving the distractions of the office behind, clients can devote their energy to effectively learning ***Financial Edge*** software. Attendees agree that a key benefit of Blackbaud University is sharing knowledge and ideas with other students from a diverse range of nonprofit organisations.

Regional Training. Now available in more than 30 locations throughout North America. State-of-the-art training facilities provide an ideal setting for developing your knowledge.

On-Site Training. Provides a cost-effective option for organisations that cannot afford to have staff members away from the office for several days. The Blackbaud instructors can teach standard course curricula or create a special training program to meet your specific needs.

Online Learning Network . Delivers instructor-led and self-paced distance training to students via the Internet.

User Guides

All manuals documenting ***The Financial Edge*** are available through the **Help** menu in electronic form.

If you need to access the documents before you install ***The Financial Edge***, use the manuals directory on the CD, the **Read User Guides** link, or the Blackbaud website — www.blackbaud.com.

Blackbaud Forms

Blackbaud Business Forms provides custom checks, student bills, statements, invoices, purchase orders, tax forms, envelopes, and other computer forms that are specifically designed for use with ***The Financial Edge***. Blackbaud forms are guaranteed to align correctly and can be customised to your organisation's specifications, using your logo, special inks, and print styles. Pre-printed forms from other suppliers are not guaranteed to align properly.

For more information, you can visit the forms section of our website at <http://forms.blackbaud.com> or send an e-mail with questions to forms@blackbaud.com. You can also call 866-4-BB-FORMS (866-422-3676).

Blackbaud Developer Network

The Blackbaud Developer Network (BDN) is an alliance of development partners, including system integrators, consultants, CPA firms and nonprofit organisations, that work with us to create solutions that expand the capabilities of ***The Financial Edge***. These solutions are additional applications, created specifically for our clients, that work with our software to expand functionality. For example, BDN solutions can include customised tools and plug-ins that integrate or interact with ***The Financial Edge*** to help your organisation accomplish more in less time.

Our BDN development partners have been carefully selected. They each possess a distinct understanding of our software products and how nonprofit organisations use them to further their mission. This insight, coupled with technical expertise, provides the basis for creating quality solutions you can use to do more.

To learn more about the Blackbaud Developer Network (BDN), or to view potential software applications that can help your organisation, go to <http://developer.blackbaud.com>.

GST in Accounts Payable

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This chapter explains how the Goods and Services Tax (GST) affects the **Accounts Payable** program of *The Financial Edge*.

This chapter includes information about managing GST in *Configuration*, *Records*, and *Reports*. In *Configuration*, you can designate the Australian Business Number (ABN) and GST Branch Registration number, and you can set important business rules that determine how GST information is handled in other areas of the program.

Accounts Payable Configuration

Configuration is where you set up **Accounts Payable** to fit the needs of your organisation. For example, on the General page, you can designate an ABN and a GST Branch Registration number that appear automatically on reports. On the GST Tax IDS page, you can create different GST tax items, such as the standard 10 percent GST tax, a tax free item for tax-free products and services, and a 48.5 percent item you withhold from unregistered organisations that have not declared an ABN number.

You can also set GST business rules for invoice, recurring invoice, credit memo, receipt, and line item records, including an option that determines whether transaction amounts you enter already include tax, or must have taxes added.

For more information and procedures for setting the other fields in *Configuration*, see the *Configuration Guide for Accounts Payable*.

General Configuration

The General page is where you enter basic information about your organisation.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also designate the ABN and GST Branch Registration number on this page. For more detailed information about entering information on the General page of *Configuration*, see the *Configuration Guide for Accounts Payable*.

The screenshot shows the 'Configuration - General' window in 'The Education Edge' software. The window has a menu bar (File, Edit, View, Go, Favourites, Tools, Help) and a toolbar with 'Back' and 'Forward' buttons. A breadcrumb trail shows 'Community Services Inc.' > 'Accounts Payable'. On the left is a 'Shortcuts' sidebar with icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, Plug-Ins, and Help. The main area is titled 'Configuration - General' and contains two sections: 'Organisation' and 'GST/HST Information'. The 'Organisation' section includes fields for Country (Australia), Address (33509 Bentinck Street), City (Portland), State (Vic), Postcode (3305), and Phone ((06) 5555 5555). The 'GST/HST Information' section includes fields for ABN (12345), GST Branch, and GST Not Registered Withholding Tax ID (GST). A 'Configur...' button is in the top right. A vertical list of tabs on the right includes General, Terms, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, Miscellaneous..., Line Items, Internatio..., Address, Interfund, Posting Information, Default Accounts, Products, and GST Tax IDS. The status bar at the bottom says 'Press F7 to zoom'.

| Organisation | |
|--------------|-----------------------|
| Country: | Australia |
| Address: | 33509 Bentinck Street |
| City: | Portland |
| State: | Vic Victoria |
| Postcode: | 3305 |
| Phone: | (06) 5555 5555 |

| GST/HST Information | |
|--|----------------------------|
| ABN: | 12345 |
| GST Branch: | |
| GST Not Registered Withholding Tax ID: | GST Goods and Services Tax |

Warning: If you are a New Zealand user, enter your organisation's GST number in the **GST Registration Number** field. The **ABN**, **GST Branch**, and **GST Not Registered Withholding Tax ID** fields do not appear.

ABN. In the **ABN** field, enter the federal charitable identification number for your organisation. This number is used in reports.

GST Branch. In the **GST Branch** field, enter your organisation's GST branch number. This number is used in reports.

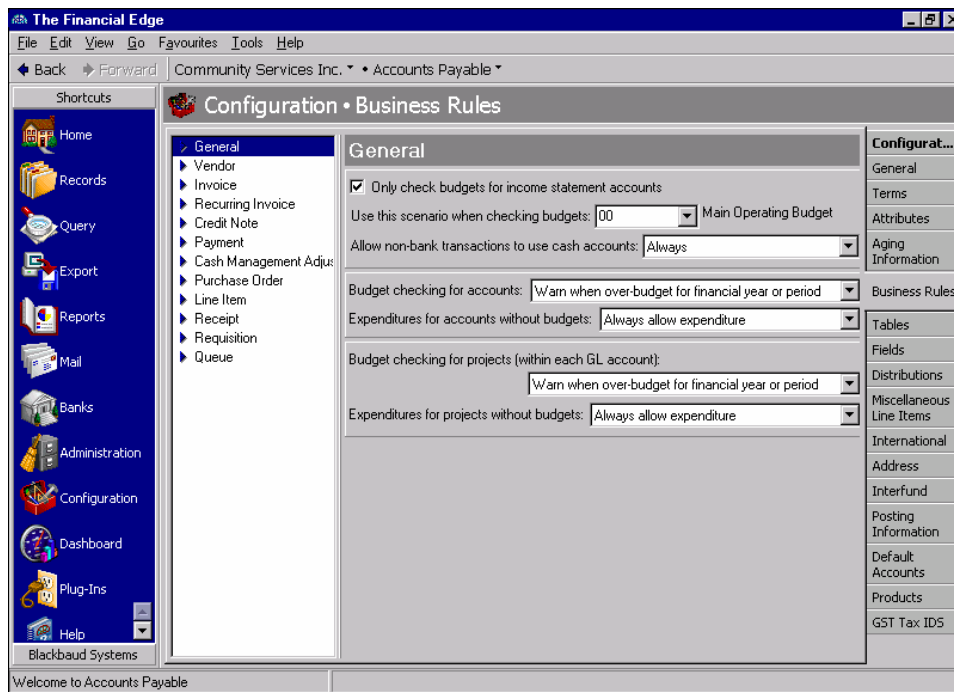
GST Not Registered Withholding Tax ID. Select a default sales tax billing item to use for vendors who do not declare an ABN.

Business Rules Configuration

Business rules help you customise standard procedures and requirements to suit your organisation. For example, by setting Invoice business rules, you can designate the functions you use for invoicing. You can select whether to automatically apply open credit to new invoices, to require invoice approval before paying, to exclude Do Not Post as a post status, and whether to change an invoice status to paid when the applied credit reduces the balance to zero.

You can set GST business rules for invoice, recurring invoice, credit memo, receipt, and line item records, including an important tax option you can set for data entry. You can choose to “include tax” or “exclude tax” during data entry for the unit price and extended price.

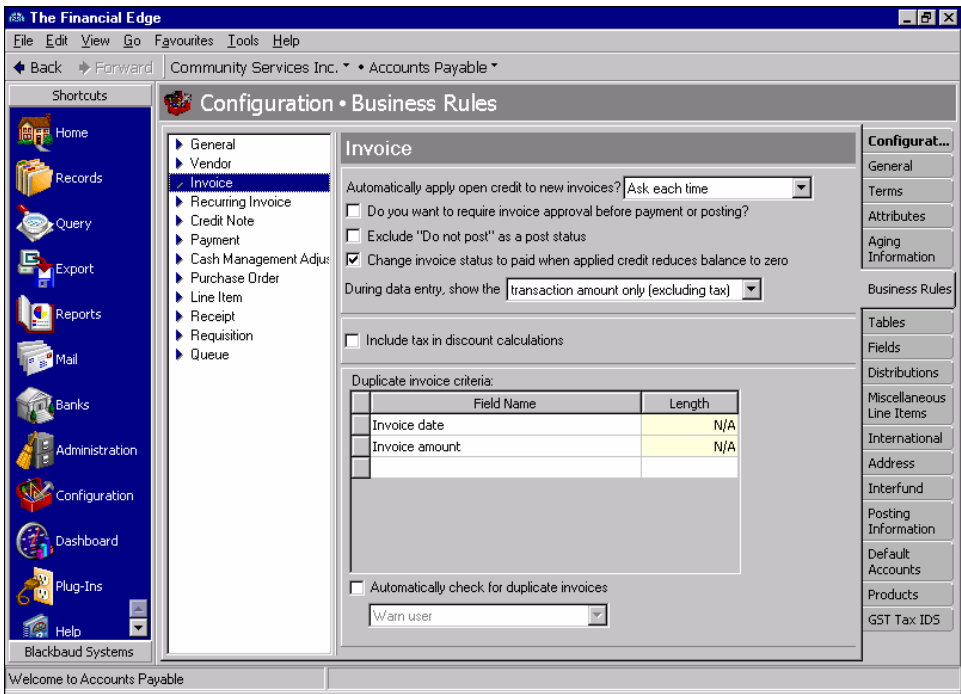
To change business rules, from the Configuration page, click **Business Rules**. The Business Rules page appears.



Invoice Business Rules

Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

With Invoice business rules, you can determine whether displayed invoice transaction amounts include taxes, and you can require including taxes when computing discounts you receive for making early payments.

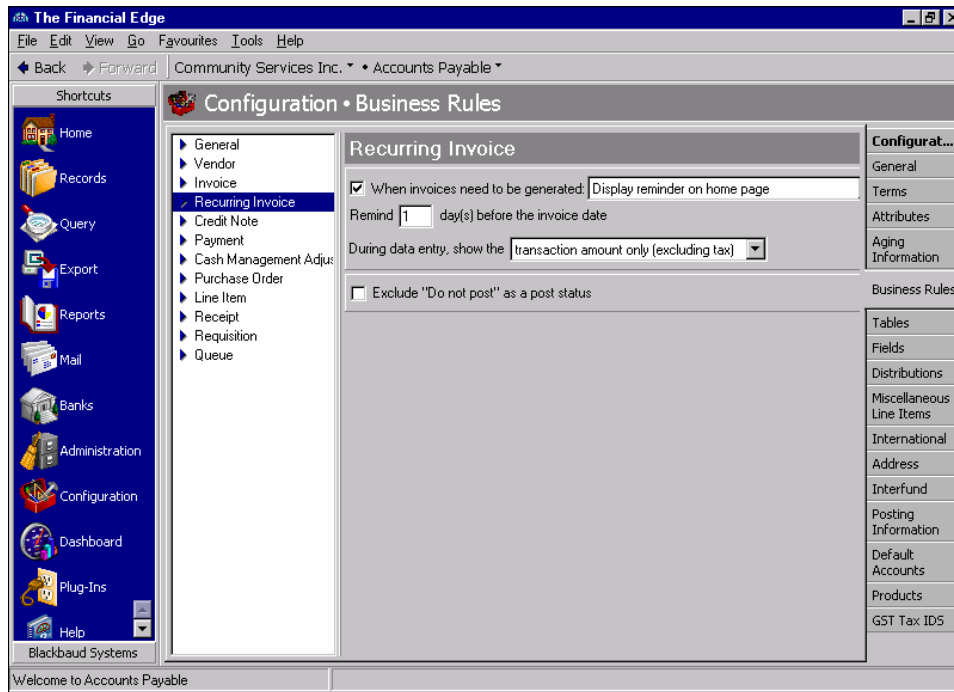


During data entry, show the. With this rule, you can select whether invoice transaction amounts should include or exclude taxes.

Include tax in discount calculations. Tick this rule to include tax amounts when calculating discounts you receive for early payments.

Recurring Invoice Business Rules

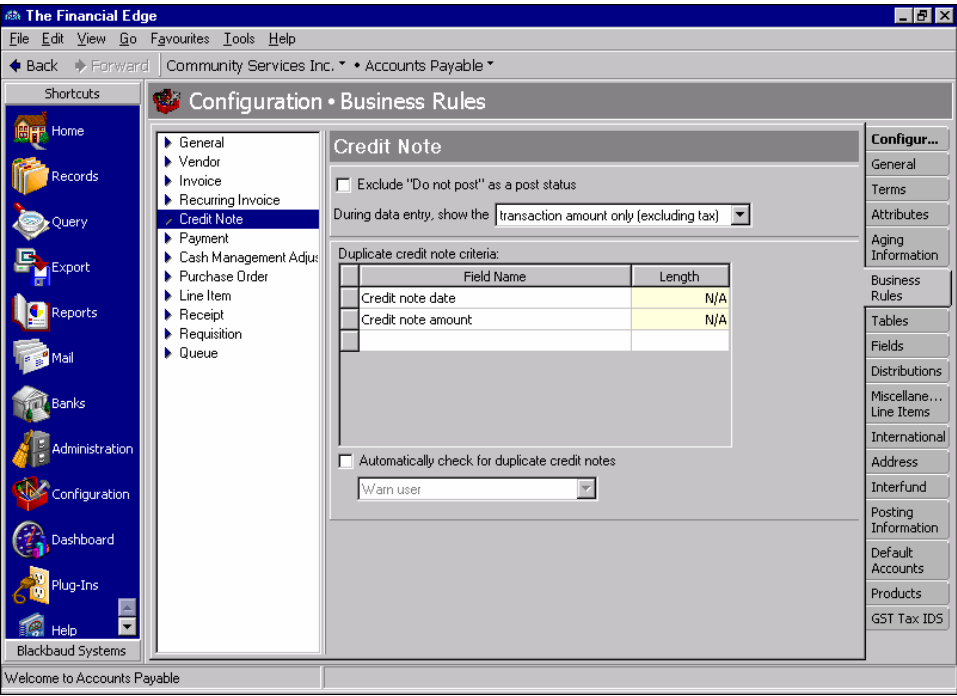
With Recurring Invoice business rules, you can determine whether displayed recurring invoice transaction amounts include taxes.



During data entry, show the. With this rule, you can select whether invoice transaction amounts should include or exclude taxes.

Credit Note Business Rules

With Credit Note business rules, you can determine whether displayed credit note transaction amounts include taxes.

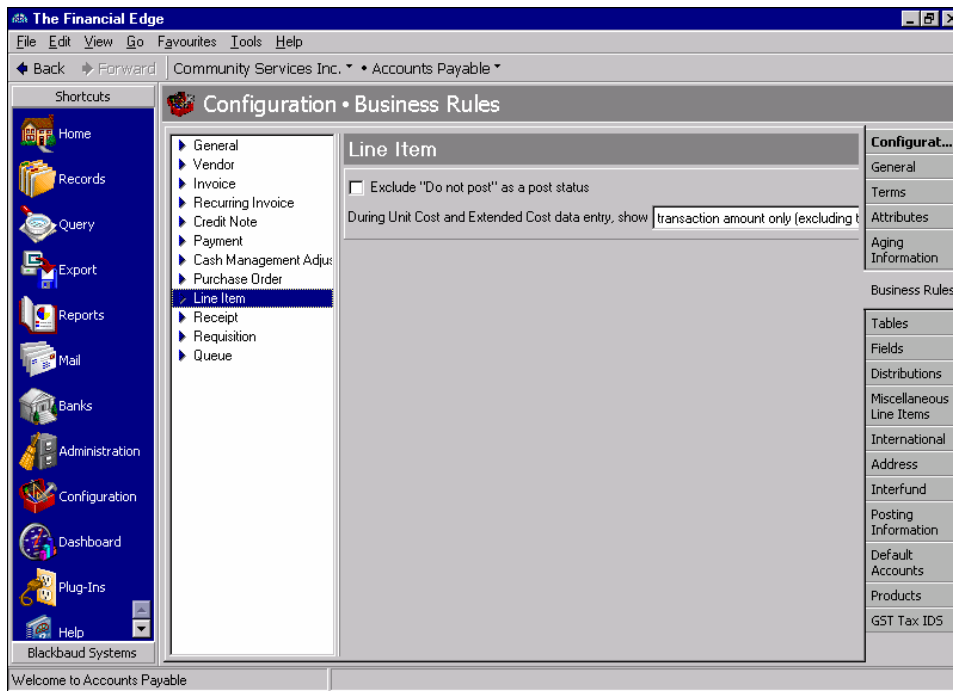


Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

During data entry, show the. With this rule, you can select whether credit note transaction amounts should include or exclude taxes.

Line Items Business Rules

With Line Item business rules, you can determine whether displayed line item costs include taxes.

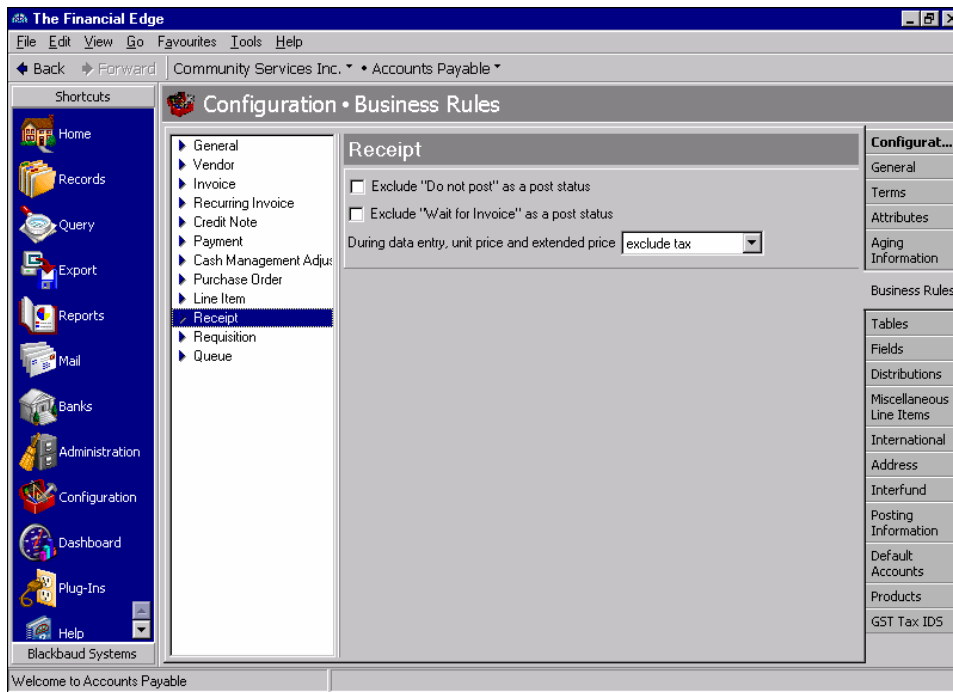


During Unit Cost and Extended Cost data entry, show. With this rule, you can select whether line item cost amounts should include or exclude taxes.

Receipt Business Rules

Note: This guide discusses only business rules related to GST. For detailed information about other business rules, see the *Configuration Guide for Accounts Payable*.

With Receipt business rules, you can determine whether displayed receipt price amounts include taxes.



During data entry, unit price and extended price. With this rule, you can select whether receipt price amounts should include or exclude taxes.

Tables Configuration

Note: Billing entities are shared between **Accounts Payable**, **Accounts Receivable**, and **Student Billing**. If you create a billing entity in one program, such as **Accounts Payable**, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout **Accounts Payable**. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

In **Accounts Payable**, the Billing Entity table contains several predefined commonly used GST tax entities, such as GST, FRE (GST-free), and GNR (GST Not Registered, Withhold Payment Tax). You can also enter additional taxes, if, for example, your city imposes a sales tax in addition to GST. You can select from these field entries when creating several record types.

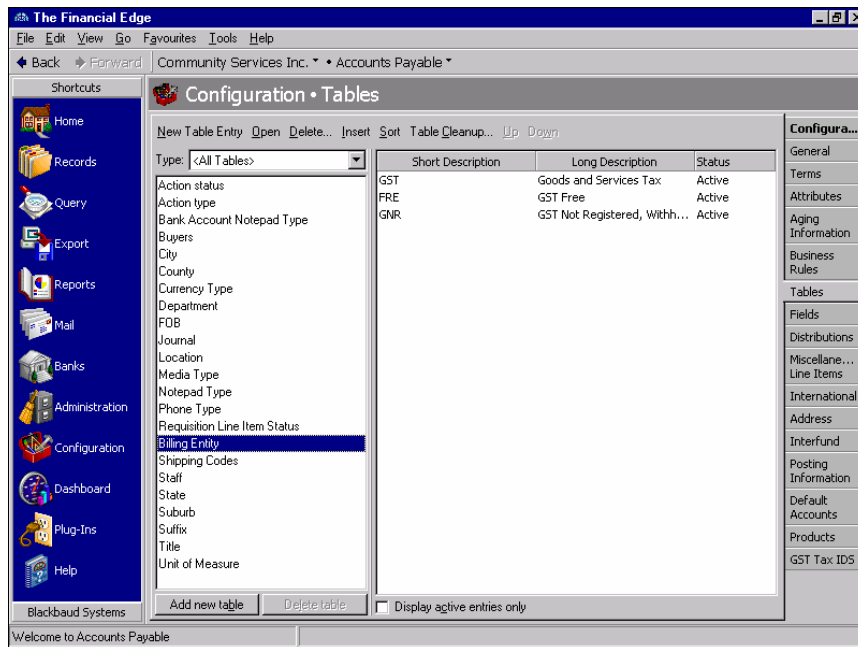
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognise it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the Billing Entity table is especially important because it ensures that your tax information is tracked and reported correctly.

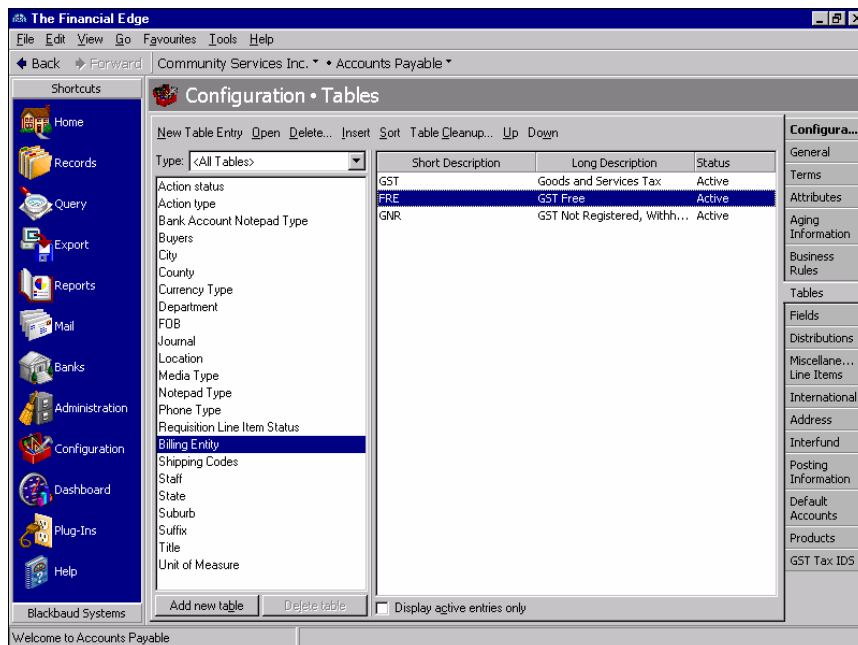
For more detailed information and procedures for adding, editing, and deleting tables and table entries, see the *Configuration Guide for Accounts Payable*.

► **Inserting a new Billing Entity table entry**

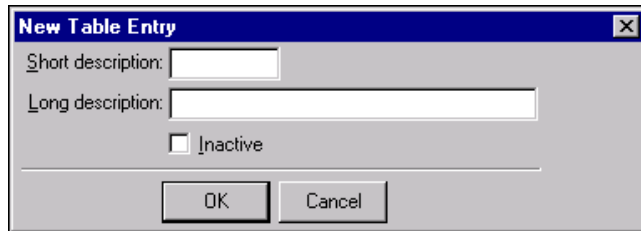
1. On the Tables page, select the Billing Entity table. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.



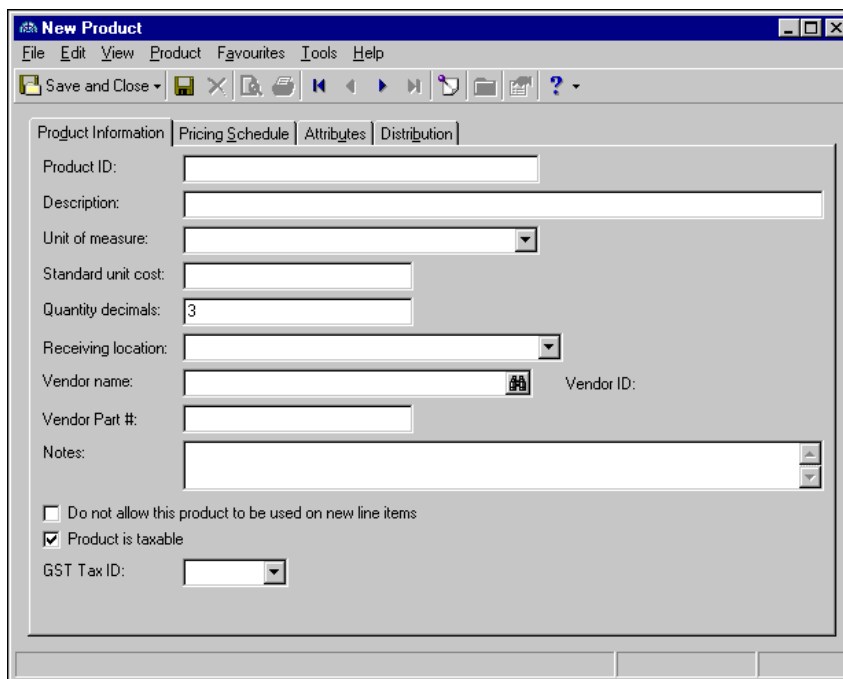
The 'New Table Entry' dialog box has a title bar with a close button. It contains two text input fields: 'Short description:' and 'Long description:'. Below these is a checkbox labeled 'Inactive'. At the bottom are 'OK' and 'Cancel' buttons.

4. In the **Short Description** field, enter an abbreviation for the new billing entity.
5. In the **Long description** field, enter the full name of the new billing entity.
6. To make the new table entry inactive, tick **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new billing entity appears above the selected entry.

Products Configuration

Note: For detailed information and procedures for creating a new product record, see the *Records Guide for Accounts Payable*.

If you have the optional module *Purchase Orders*, you can create product records in **Accounts Payable**. On the product record, you can specify whether the product is taxable, and you can select a tax identifier you created in *Configuration*. To access the Products page from *Configuration*, select the Products tab. The program lists existing products in the grid. To create a new product, click **New**. The New Product screen appears.



The 'New Product' screen is a window with a menu bar (File, Edit, View, Product, Favourites, Tools, Help) and a toolbar. It has four tabs: 'Product Information' (selected), 'Pricing Schedule', 'Attributes', and 'Distribution'. The 'Product Information' tab contains the following fields: 'Product ID:', 'Description:', 'Unit of measure:' (dropdown), 'Standard unit cost:', 'Quantity decimals:' (set to 3), 'Receiving location:' (dropdown), 'Vendor name:' (with a lookup icon), 'Vendor ID:', 'Vendor Part #:', and 'Notes:' (text area). At the bottom, there are two checkboxes: 'Do not allow this product to be used on new line items' (unchecked) and 'Product is taxable' (checked). Below these is a 'GST Tax ID:' dropdown menu.

Product is taxable. If the product you are purchasing is taxable, tick this checkbox.

GST Tax ID. In the **GST Tax ID** field, select “FRE”, “GNR”, or “GST” for the tax entity code. If necessary, you can add sales tax entity codes to the Sales Tax Entity Table on the Tables page.

GST Tax IDs Configuration

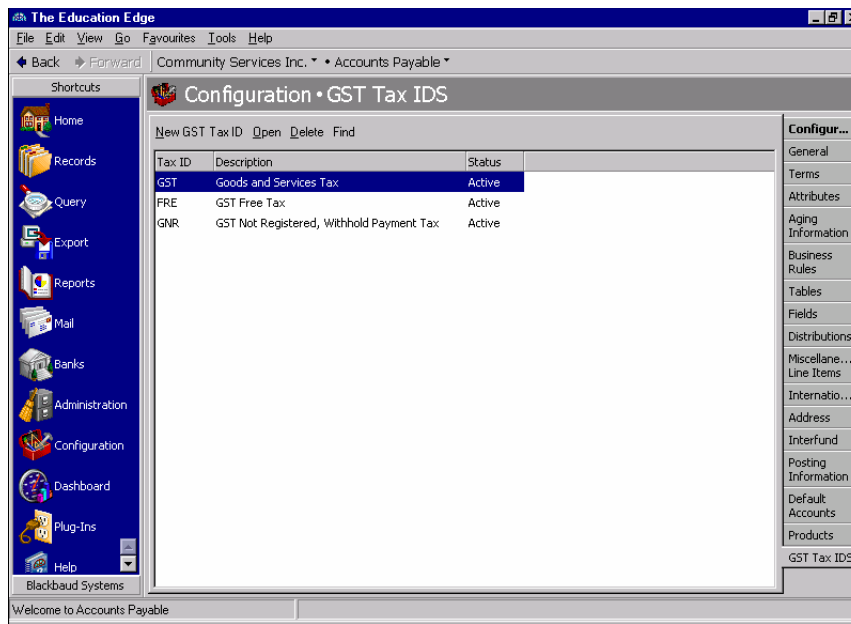
The GST Tax IDS page is where you can create, edit, and delete GST IDs. After you add tax IDs, you can apply them to records containing taxable items and the tax ID information appears on the record.

For example, **Accounts Payable** contains a pre-defined GST item “GST”. On the GST Tax IDS page, you can open the “GST” record and designate default expense and payable accounts to use when applying the “GST” item to taxable items. Then, when you create a new invoice containing taxable goods or services, you can select the “GST” tax ID and the correct account distributions appear automatically.

If you define default expense and payable accounts on the GST Tax IDS page, those accounts appear on other record types so you will not have to enter them on every new record containing a GST item.

► Creating a new GST ID

1. On the Configuration page, click **GST Tax IDS**. The GST Tax IDS page appears.



Note: You can also open, edit, and delete GST items from the GST Items page.

- Click **New GST Tax ID**. The New GST Tax ID screen appears.

- In the **Item ID** field, enter the tax item ID.
- In the **Status** field, select “Active” or “Inactive”.
- In **Description** field, enter a description for the GST item, for example, “Goods and Services Tax”.
- In the **Billing Entity** column of the grid, select a GST tax entity previously added to Billing Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Billing Entity table.
- In the **Percent** column, enter the tax rate for the corresponding entity. For example, “10.00”.
- In the **Expense Account Number** column, enter the expense accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid expense account number, the description appears automatically in the **Account Description** column.
- In the **Payables Account Number** column, enter the payables accounts for the distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number. When you enter a valid payables account number, the description appears automatically in the **Account Description** column.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

- If you enter expense and payables accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Payable*.
- If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
- In the **Class** column, select a class for the distribution.

13. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
14. If taxes should be compounded on the first tax entity in the grid, tick **When calculating tax for the [] through [] include** and select the range. The options available depend on the number of billing entities in the grid.

Warning: There is no “GNR” option for New Zealand users.

15. In the **Comments** field, enter any additional information associated with the tax.
16. To return to the GST Items page, click **Save and Close**.

Accounts Payable Records

From the Records page of **Accounts Payable**, you can create vendors, invoices, recurring invoices, and credit notes. Each of these record types can contain information to help you track GST taxes you pay so you can claim deductions. If you have the optional module *Purchase Orders*, you can also track GST information for purchase orders, products, receipts, and requisitions.

In **Accounts Payable**, you can create and apply GST items to products, vendors, invoices, credit notes, purchase orders, and receipt records.

This chapter guides you through available GST options and fields, and it explains how they affect your organisation. For detailed explanations of other record features, and for procedures for creating new records, see the *Records Guide for Accounts Payable*.

Warning: Before you begin adding GST information to records, you should create GST tax IDs and set business rules in *Configuration*.

Before you begin adding GST information to records, you should create GST tax IDs and set business rules in *Configuration*. For more information about *Configuration*, see the Getting Started chapter.

Adding GST to Products

Note: For detailed information and procedures for creating a new product record, see the *Records Guide for Accounts Payable*.

If you have the optional module *Purchase Orders*, you can create product records in **Accounts Payable**. On the product record, you can specify whether the product is taxable, and you can select a tax identifier you created in *Configuration*.

Product is taxable. If the product you are purchasing is taxable, tick this checkbox.

GST Tax ID. In the **GST Tax ID** field, select “FRE”, “GNR”, or “GST” for the tax entity code. If necessary, you can add sales tax entity codes to the Sales Tax Entity Table on the Tables page of *Configuration*. For more information, see the Getting Started chapter.

Adding GST to Vendors

Note: For detailed information and procedures for creating a new vendor record, see the *Records Guide for Accounts Payable*.

On a vendor record, you can add GST information in several fields, including ABN and GST branch. GST information is added on both the Vendor and Distribution tabs of a vendor record. If you do not enter an ABN for a vendor, the “GST Not Registered, Withhold Payment” billing item is applied automatically to all invoices and 48.5 percent of the invoice amount is withheld from payments.

Vendor Tab

Warning: If you do not enter an ABN, the GNR item is applied automatically and 48.5 percent of all invoices for this vendor are withheld.

On the Vendor tab, you can add ABN and GST Branch information.

New Vendor

File Edit View Vendor Favourites Tools Help

Save and Close Print Navigation ?

Notes History of Changes Media Actions

Vendor Activity Recurring Purchase Orders Addresses EFT Bank Information Distribution Attributes

Vendor name:

Vendor ID:

Status:

Customer number:

ABN:

Terms:

☐ Credit limit:

Payment method:

Payment options:

Bank account:

GST Branch:

Address:

Contact:

Position:

☐ Print?

| Contact Type | Contact Number |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

User ID:

PIN:

Active

Warning: If you are a New Zealand user, enter information in the **GST Registration Number** field. The **ABN** field does not appear.

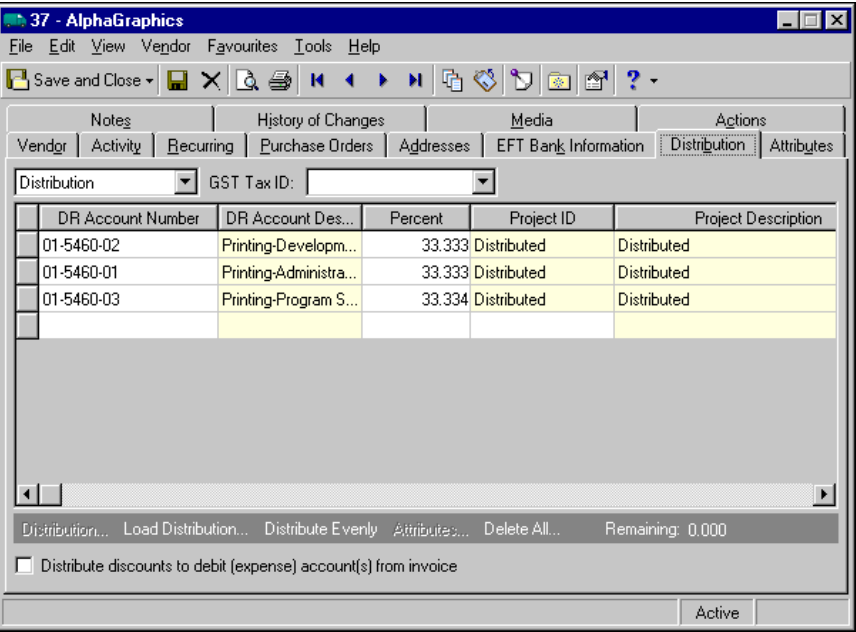
ABN. In the **ABN** field, enter the Australian Business Number for the vendor. If you do not enter an ABN for a vendor, the Tax ID will default to “GST Not Registered, Withhold Payment” for all the vendor’s distributions.

GST Branch. In the **GST Branch** field, enter the GST branch number for the vendor. The GST Branch number is used for reporting.

Distribution Tab

The Distribution tab of the vendor record is where you define the default expense distribution for the vendor.

The Distribution tab contains vendor account distribution information. From here, you designate debit accounts for the vendor’s transactions, amounts to distribute to the accounts, and whether to classify distributions using projects, classes, or transaction codes. You can also define whether to assign a Tax ID to a vendor. For example, if the vendor is not subject to GST, you can assign an ID of “FRE” to ensure that no taxes are withheld on any of the vendor’s invoices.



Note: In the **GST Tax ID** field, you can select the standard GST tax, a tax free status, or GST Not Registered, Withhold Payment Tax. For more information about GST Tax IDs, see the Getting Started chapter.

GST Tax ID. In the **GST Tax ID** field, select “FRE”, “GNR”, or “GST”. If necessary, you can add sales tax entity codes to the Sales Tax Entity Table on the Tables page of *Configuration*. For more information, see the Getting Started chapter.

Adding GST to Invoices

In **Accounts Payable**, you can edit tax information on the Invoice tab, and you can add GST tax information when creating invoice adjustments.

Invoice Tab

On the Invoice tab, you can edit GST tax information that appears for the charge amount you enter.

New Invoice

File Edit View Invoice Favourites Tools Help

Save and Close Undo Redo ?

Invoice | Distribution | Payments/Credits | Attributes | Notes

Vendor name: Vendor ID:

Invoice number: PO number:

Status: ☐ Hold payment

Invoice date: Post status:

Due date: Post date:

Description:

Remit to:

Amount

Invoice amount:

Discount

Discount percent: Discount expires on:

Discount amount: Discounted total:

Payment

Payment method: ☐ Create a separate payment for this invoice

Press F7 for Vendor Search Balance: \$0.00 Approved

Edit Tax. To edit the tax settings for this invoice, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 30.

Invoice Adjustments

Adjustments are corrections you make to a posted invoice that reverse the incorrect post and then create another post with new distributions. You can change GST information on invoice adjustments only if you void a previous partial payment. To make a new adjustment to a posted invoice, from the menu bar, select **Invoice, New Adjustment**. The New Adjustment Screen Appears. For detailed information and procedures for creating invoice adjustments, see the *Records Guide for Accounts Payable*.

Adjustment Tab

On the invoice Adjustment Tab, you can select a new GST ID if the invoice has not been paid.

New Adjustment

Adjustment

New Distribution

Previous Distribution

New Tax Distribution

Previous Tax Distribution

Entered by:

Supervisor

Adjustment date:

01/17/2006

New transaction amount:

Current transaction amount: \$323.23

GST Tax ID:

GST

\$32.32

Goods and Services Tax

Adjustment post status:

Not yet posted

Adjustment post date:

01/17/2006

Use Invoice Post Date

Reason:

Notes:

OK

Cancel

Press F3 for today's date, F7 for calendar

GST Tax ID. In the **GST Tax ID** field, you can select a new ID if the invoice has not been paid. When you select a tax ID, the tax amount appears automatically.

New Tax Distribution Tab

Note: For detailed information and procedures for creating a new invoice adjustment, see the *Records Guide for Accounts Payable*.

On the New Tax Distribution tab, you can change the ID or amount of tax, and you can change the tax distribution, including debit and credit accounts. To view the amount of the previous distribution, select the Previous Tax Distribution tab.

New Adjustment

Adjustment

New Distribution

Previous Distribution

New Tax Distribution

Previous Tax Distribution

Total Tax

GST

\$32.32

Entries

\$

%

| Billing Entity | Description | DR Account Number | DR Account Desc... | Amount | CR Account Number | CR Av |
|----------------|---------------------|-------------------|--------------------|---------|-------------------|-------|
| GST | Goods and Servic... | 01-5112-07 | GST Expense | \$32.32 | 01-2100-00 | GST L |

Apply Rate

Update Total

Remaining: \$0.00

OK

Cancel

Press F7 for calculator

Total Tax. In the **Total Tax** field, select “GST”, “FRE”, or “GNR”. A GST amount appears in the amount field. You can add sales tax entity codes to the Sales Tax Entity Table on the Tables page of *Configuration*.

Billing Entity. In this column of the grid, select a sales tax entity previously added to Sales Tax Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Sales Tax Entity table.

DR Account Number. In this column, you can edit the default debit account information for the GST. You can use the binoculars to search for accounts. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

Percent. To enter distributions by percent, click the % button.

Amount. To enter distributions by amount, click the \$ button.

CR Account Number. In this column, you can edit the default debit account information for the GST. You can use the binoculars to search for accounts. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

Project ID. In this column, you can enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column. Projects are available only with the optional module *Projects and Grants*.

Class. In the **Class** column, select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

DR/CR Entries. Click this button to preview the current debits and credits for the GST item.

Apply Rate. If you enter a new total tax, you can use this button to update subtotals in the **Amount** column for each billing entity in the grid. The new subtotals are based on the distribution percentages you entered on the GST Tax IDs page of *Configuration*.

Update Total. If you enter new tax distribution amounts in the **Amount** column of the grid, you can click this button to update the total tax field.

Previous Tax Distribution Tab

On the Previous Tax Distribution tab, you can view the tax distribution for the adjustment, before any changes. Field and grid entries on the Previous Tax Distribution tab are locked and cannot be edited. To change the tax distribution, see “New Tax Distribution Tab” on page 24.

New Adjustment

Adjustment | **Previous Tax Distribution** | New Distribution | New Tax Distribution | Previous Distribution

Total Tax: GST \$32.32

| Billing Entity | Description | DR Account Number | DR Account Description | Amount | CR Account Number | CR Account Description |
|----------------|---------------|-------------------|------------------------|---------|-------------------|------------------------|
| GST | Goods and ... | 01-5112-07 | GST Expense | \$32.32 | 01-2100-00 | GST Liability |

Apply Rate Update Total Remaining: \$0.00

OK Cancel

Adding GST to Recurring Invoices

Note: For detailed information and procedures for creating a new recurring invoice record, see the *Records Guide for Accounts Payable*.

Recurring invoices are templates from which you can create regular invoices quickly and easily according to a schedule. They provide basic information such as the vendor name, invoice amount, and payment method so you do not have to enter the entire invoice from scratch. Although you can pay and post the invoices you create from a recurring invoice, recurring invoices are never posted or included in any balance calculation.

Note: Although you can pay and post the invoices you create from a recurring invoice, recurring invoices are never posted or included in any balance calculation.

You can create both regular and recurring invoices directly from a vendor record or create the invoice from the **File** menu of a vendor record and apply it to a vendor. GST options are available on invoice and recurring invoice records.

Edit Tax. To edit the tax settings for this recurring invoice, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 30.

Adding GST to Credit Notes

Note: For detailed information and procedures for creating a new credit note record, see the *Records Guide for Accounts Payable*.

A credit note is a document issued by a vendor to record an adjustment against an invoice. You can apply a credit note to one or more invoices to decrease the amount owed. Credit notes also reduce the amount of GST you pay.

The credit note record displays basic credit note information including number, date, description, post information, and GST amount.

The screenshot shows the 'New Credit Note' window. It includes a menu bar, a toolbar, and tabs for 'Credit Note', 'Distribution', 'Attributes', and 'Notes'. The 'Credit Note' tab is selected, displaying various input fields: 'Vendor name', 'Vendor ID', 'Credit note number', 'Credit note date', 'Description', and 'Credit note amount'. There are also dropdown menus for 'Post status' (currently 'Not yet posted') and 'Post date'. An 'Edit Tax' button is located next to the 'Credit note amount' field. Below the input fields is an 'Application History' section with buttons for 'Open', 'Auto Apply', 'Apply', and 'Unapply', and a dropdown menu for 'Show all unpaid invoices'. At the bottom of the window, there is a table with columns: 'Invoice ...', 'Invoice Date', 'Invoice Due D...', 'Description', 'Invoice Amount', 'Invoice Tax', and 'Applied'. The status bar at the bottom indicates 'Press F7 for Vendor Search', 'Credit applied: \$0.00', and 'Credit remaining:'.

Edit Tax. To edit the tax settings for this credit note, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Editing Sales Tax Information” on page 30.

Adding GST to Purchase Orders

Note: For detailed information and procedures for creating a new purchase order record, see the *Records Guide for Accounts Payable*.

If you have the optional module *Purchase Orders*, you can create purchase orders and receipts. A purchase order is a record you create to authorise the purchase of goods or services from a specific vendor. Once you create the purchase order record, you can enter line items and **General Ledger** distributions for each line item. In **Accounts Payable** you can create three types of purchase orders: regular, blanket, and template.

Once you generate a regular purchase order from a blanket purchase order, you cannot add additional line items to the blanket purchase order. Also, you cannot edit existing line items.

By creating a purchase order from a vendor record, you automatically associate the purchase order with that vendor.

On purchase order records, on the New Line Item screen, you can tick if the purchase line item is taxable, and you can specify whether or not the line item's unit cost includes taxes. To access the New Line Item screen, on a purchase order record, select the Line Item tab and click **New Line Item**. The New Line Item screen appears.

Product is taxable. If the product you are purchasing is taxable, tick this checkbox.

Amounts include tax. If you already included the tax amount in the Unit Cost of the line item, you can tick this checkbox to prevent the program from calculating additional taxes. When you tick this checkbox, “(with tax)” appears beside the **Unit Cost** and **Extended Cost** column headings.

Edit Tax. To edit the tax settings for this product, click **Edit Tax**. The Edit Sales Tax screen appears. For more information about editing sales tax information, see “Adding GST to Products” on page 19.

Viewing GST on Receipts

Note: For detailed information and procedures for creating a new receipt record, see the *Records Guide for Accounts Payable*.

If you have the optional module *Purchase Orders*, you can create receipts. When you create a receipt for a purchase order, you automatically generate the entries required to reverse encumbrance transactions posted from a purchase order. A receipt also acts as a template you can use for creating invoices for items you have received.

Once an item on a purchase order is delivered to your organisation, you can receipt the item. A receipt consists of two parts: the receipt record and the individual line item receipts attached to the receipt record. On the receipt record, you enter the date the item was delivered, name of the person who received the order, and a description of the receipt. From the receipt record, you can add, edit, and delete individual line item receipts. You can manually create receipts for each line item or you can auto receive the purchase order.

Note: By creating a receipt record from a purchase order, you automatically associate the receipt with that purchase order and the purchase order number is loaded by default.

If the receipt line item contains sales taxes, you can view the sales tax distribution. On the Receipt tab, click **Sales Tax**. The Edit Sales Tax screen appears, however, fields on this screen are for informational purposes and cannot be edited. This information defaults from the purchase order record.

For detailed information and procedures for creating a new receipt record, see the *Records Guide for Accounts Payable*.

The 'Edit Sales Tax' window displays the following information:

- Total Tax: GST, \$15.00
- Buttons: Entries, \$, %
- Table:

| Billing Entity | Description | DR Account Number | DR Account Description | Amount | CR Account |
|----------------|------------------------|-------------------|------------------------------|---------|------------|
| GST | Goods and Services Tax | 01-2020-00 | Accounts Payable Encumbrance | \$15.00 | 01-5895-03 |

Buttons: Apply Rate, Update Total, Remaining: \$0.00, OK

Editing Sales Tax Information

On several accounts payable record types, you can add or edit GST information on the Edit Sales Tax screen. This screen displays the current total GST amount and the default distributions you established on the GST Tax IDS page of *Configuration*. For more information about GST Tax IDs, see the *Getting Started* chapter.

To edit sales tax from an invoice, recurring invoice, or credit note record, click **Edit Tax**. The Edit Sales Tax screen appears.

The 'Edit Sales Tax' window displays the following information:

- Total Tax: GST, \$33.30
- Buttons: Entries, \$, %
- Table:

| Sales Tax E... | Description | DR Account Number | DR Account Des... | Amount | CR Account Number |
|----------------|---------------------|-------------------|-------------------|---------|-------------------|
| GST | Goods and Servic... | | | \$33.30 | |

Buttons: Apply Rate, Update Total, Remaining: \$0.00, OK, Cancel

Warning: If you are using the New Zealand version of *Student Billing*, the “GNR” option does not appear.

Total Tax. In the **Total Tax** field, select “GST”, “FRE”, or “GNR”. A GST amount appears in the total tax amount field. You can add sales tax entity codes to the Sales Tax Entity Table on the Tables page of *Configuration*.

Billing Entity. This column displays the billing entity you selected in the **Total Tax** field. This column is for informational purposes and cannot be edited.

Description. This column displays a description of the billing entity you selected in the **Total Tax** field. This column is for informational purposes and cannot be edited.

Warning: You must enter a debit account number before saving the record.

DR Account Number. In this column, you can edit the default debit account information for the GST. You can use the binoculars to search for accounts. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.

Percent. To enter distributions by percent, click the % button.

Amount. To enter distributions by amount, click the \$ button.

Note: If you do not specify a credit account for the GST item, **Accounts Payable** automatically uses the default AP Summary account you set on the Default Accounts page of *Configuration*.

CR Account Number. In this column, you can edit the default credit account information for the GST. You can use the binoculars to search for accounts. To search for an account segment, click the small binoculars button. To search for an account number, click the large binoculars button. When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.

Project ID. In this column, you can enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column. Projects are available only with the optional module *Projects and Grants*.

Class. In the **Class** column, select a class for the distribution.

Transaction Codes. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

DR/CR Entries. Click this button to preview the current debits and credits for the GST item.

Apply Rate. If you enter a new total tax, you can use this button to update subtotals in the **Amount** column for each billing entity in the grid. The new subtotals are based on the distribution percentages you entered on the GST Tax IDs page of *Configuration*.

Update Total. If you enter new tax distribution amounts in the **Amount** column of the grid, you can click this button to update the total tax amount field.

GST in Accounts Receivable



| | |
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This chapter explains how the Goods and Services Tax (GST) affects the **Accounts Receivable** program of *The Financial Edge*.

This chapter includes information about managing GST in *Configuration*, *Records*, and *Reports*. In *Configuration*, you can designate the Australian Business Number (ABN) and GST Branch Registration number, and you can set important business rules that determine how GST information is handled in other areas of the program.

Accounts Receivable Configuration

Configuration is where you set up **Accounts Receivable** to fit the needs of your organisation. For example, you can set a business rule specifying if your organisation collects GST. Also, on the GST Tax IDS page, you can create different GST tax items, such as the standard 10 percent GST tax, a tax free item for tax-free products and services, and an item for unregistered organisations that have not declared an ABN. You can then select these items to speed data entry when creating new product, flat rate, and per usage billing items.

For more information and procedures for setting the other fields in **Configuration**, see the *Configuration Guide for Accounts Receivable*.

General Configuration

The General page is where you enter basic information about your organisation.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also designate the ABN and GST Branch Registration number on this page.

The screenshot shows the 'Configuration - General' window in 'The Financial Edge' software. The window has a menu bar (File, Edit, View, Go, Favourites, Tools, Help) and a toolbar with 'Back' and 'Forward' buttons. Below the toolbar is a 'Shortcuts' panel with icons for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Dashboard, Plug-Ins, and Help. The main area is titled 'Configuration - General' and contains the following fields:

- Organisation: Community Services Inc.
- Country: Australia (dropdown)
- Address: 33509 Bentinck Street
- City: Portland
- State: Vic (dropdown) Victoria
- Postcode: 3305
- Phone: (05) 5555 5555
- GST/HST Information**
 - ABN: 12345
 - GST Branch: (empty field)
 - GST Not Registered Withholding Tax ID: (dropdown)

On the right side of the main area is a 'Configur...' button and a list of tabs: General, Terms, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, Internatio..., Interfund, Posting Information, Statement Information, Default Accounts, Products and Billing Items, and Addressee / Salutations. The bottom status bar says 'Welcome to Accounts Receivable'.

Warning: If you are a New Zealand user, enter information in the **GST Registration Number** field. The **ABN**, **GST Branch**, and **GST Not Registered Withholding Tax ID** fields do not appear.

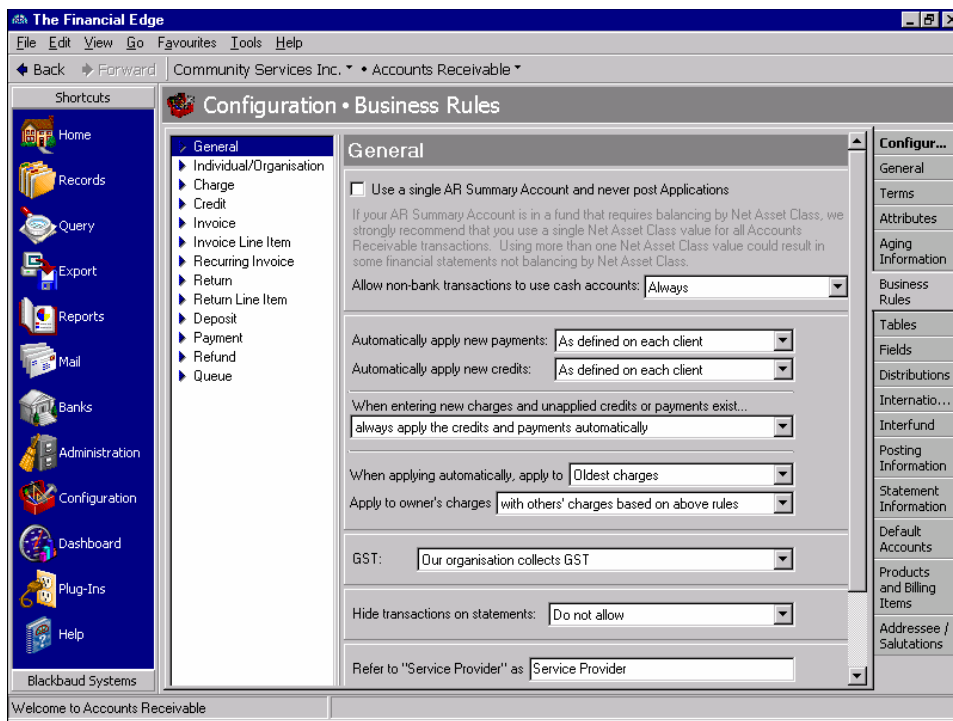
ABN. In the **ABN** field, enter the federal charitable identification number for your organisation. This number is used in reports.

GST Branch. In the **GST Branch** field, enter your organisation's GST branch number. This number is used in reports.

GST Not Registered Withholding Tax ID. Select a default sales tax billing item to use for vendors who do not declare an ABN.

Business Rules Configuration

Business rules help you customise standard procedures and requirements to suit your organisation. On the General business rules page in **Accounts Receivable**, you can set a business rule to designate whether your organisation collects GST.



GST. In the **GST** field, if your organisation collects goods and services taxes, select “Our Organisation collects GST.”

Tables Configuration

Note: Billing entities are shared between **Accounts Payable**, **Accounts Receivable**, and **Student Billing**. If you create a billing entity in one program, such as **Student Billing**, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout **Accounts Receivable**. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

In **Accounts Receivable**, the **Billing Entity** table contains several predefined commonly used GST tax entities, such as GST, FRE (GST-free), and GNR (GST Not Registered, Withhold Payment Tax). You can also enter additional taxes, if, for example, your city imposes a sales tax in addition to GST. You can select from these field entries when creating several record types.

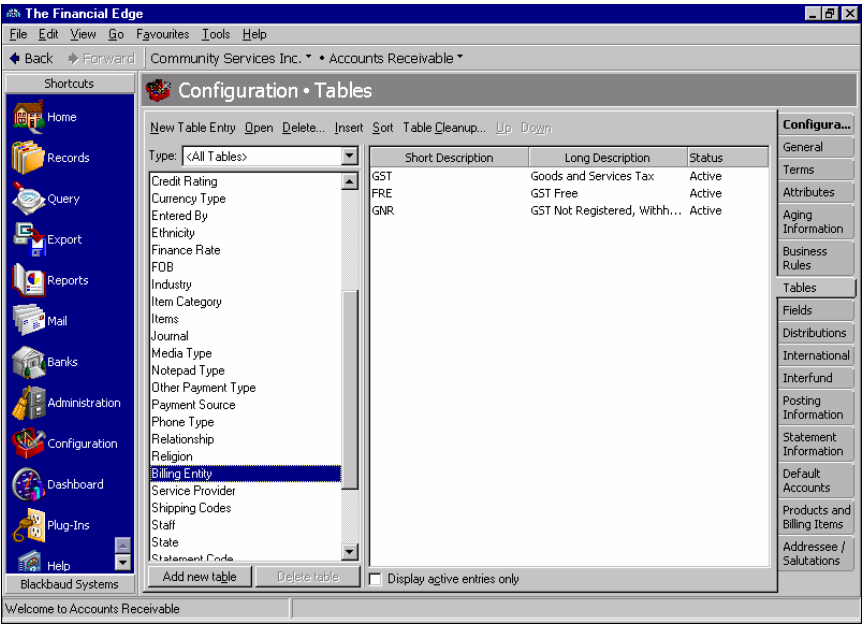
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognise it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the **Billing Entity** table is especially important because it ensures that your tax information is tracked and reported correctly.

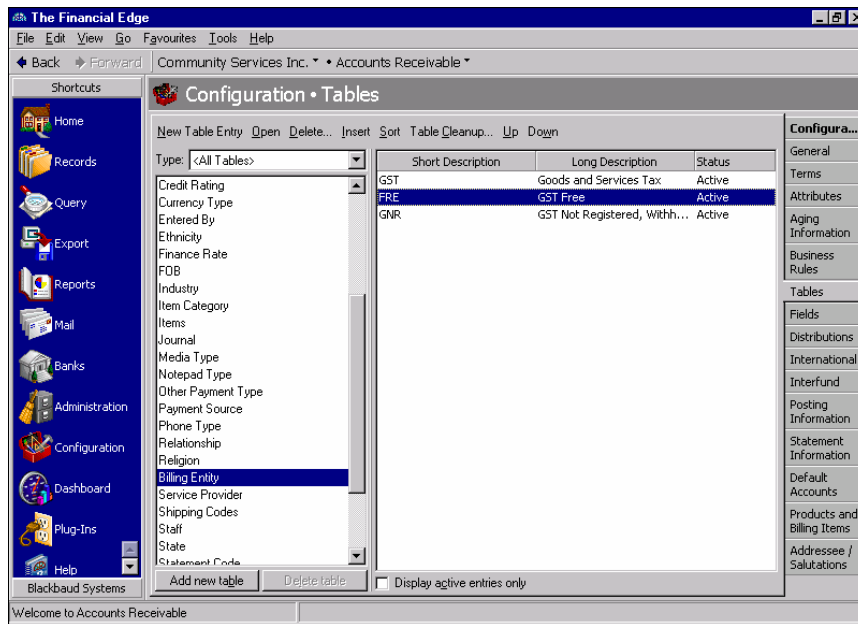
For more detailed information and procedures for adding, editing, and deleting tables and table entries, see the *Configuration Guide for Accounts Receivable*.

► **Inserting a new Billing Entity table entry**

1. On the Tables page, select the Billing Entity table. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.

New Table Entry

Short description:

Long description:

☐ Inactive

OK Cancel

4. In the **Short Description** field, enter an abbreviation for the new billing entity.
5. In the **Long description** field, enter the full name of the new billing entity.
6. To make the new table entry inactive, tick **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new billing entity appears above the selected entry.

Products and Billing Items Configuration

This section contains information about creating new GST items and applying existing GST items to products and billing items. For more information about Products and Billing Items, see the *Records Guide for Accounts Receivable*.

Creating GST Items

If your organisation collects Goods and Services taxes for items or services rendered, you can establish GST billing items. Once you establish GST billing items, you can associate them with subsequent billing item records.

Tip: You create Product and Billing Item records from the Products and Billing Items page of *Configuration*. For increased efficiency, you can also create product and billing item records from the Products and Billing Items page of *Records*, or to save time, directly from charge or invoice records.

► Adding a GST item

This procedure guides you through adding a GST item from the Products and Billing Items page of *Configuration* in **Accounts Receivable**. However, you can also add GST items, as needed, when adding charges and entering line items on invoices. Additionally, you can add GST items from the Records page of **Accounts Receivable**.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New GST Item**. The New GST Item screen appears.

2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the GST can be used.
6. In the **Billing Entity** column of the grid, select a GST tax entity previously added to Billing Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Billing Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “10.00”.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.
9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Receivable*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first GST entity in the grid, tick **When calculating tax for the [] through [] include** and select the range. The options available in the range drop-down lists depend on the number of GST entities in the grid.
14. You can make the item subject to both finance charges and late fees by ticking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the GST item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the Attributes tab. For detailed procedures about entering information on the Attributes tab, see “Adding an attribute to a GST item” on page 45.

You can also add notes for the GST tax item. For detailed procedures about adding notes, see “Adding a note to a GST item” on page 46.

► Adding an attribute to a GST item

Note: If you tick an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open GST item record, select the Attributes tab.

The screenshot shows a software window titled "GST Item GSTBilling Item - GST Charges for Clients". The window has a menu bar (File, Edit, View, Billing Item, Favourites, Tools, Help) and a toolbar with icons for Save and Close, Print, Find, and navigation. Below the toolbar, there are fields for Item ID (GSTBilling Item), Status (Active), Description (GST Charges for Clients), and Dates (Item can be used on any date). The "Attributes" tab is selected, showing an "Attribute type" dropdown set to "<All Categories>" and a grid with columns: Attribute Type, Description, Short Description, Date, Required, and Comments. The grid contains one row with a checkbox in the "Required" column.

2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

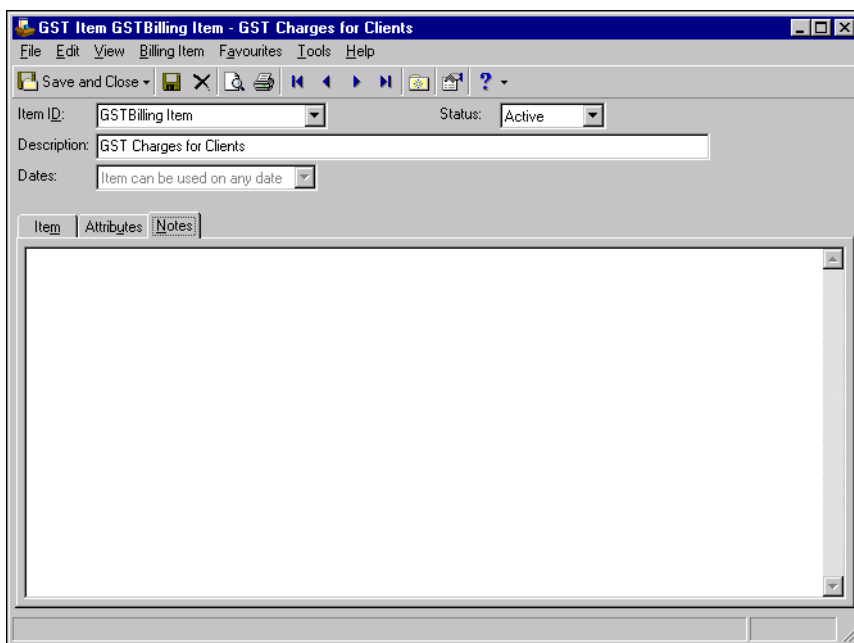
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the GST item record and return to the Products and Billing Items page, click **Save and Close**.

► Adding a note to a GST item

The Notes tab of a GST item record is an open text field where you can enter additional information about the GST item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open GST item record, select the Notes tab.
2. In the text box, enter free-form text information about the GST item.



Note: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

Adding GST to Products and Billing Items

Note: You must define at least one Product or Billing Item record before adding charges.

If your organisation collects GST, when you create a product, flat rate, or per usage item that is subject to GST, tick **Item is subject to GST**. Then, you can select a related GST item or create a new GST item. Selecting an existing GST item speeds data entry because **Accounts Receivable** automatically calculates the GST and applies the GST item's default distribution to the product, flat rate, or per usage record so you do not have to reenter that information.

Adding GST to Products

On the Product tab of a product record, you can specify if the product is taxable, and you can select a GST billing item.

The screenshot shows the 'Product Video - Drug Awareness Video' window. The 'Product' tab is selected. The 'Item ID' is 'Video' and the 'Status' is 'Active'. The 'Description' is 'Drug Awareness Video'. The 'Dates' dropdown shows 'Item can be used on any date'. The 'Unit price decimals' is 2, 'Quantity decimals' is 3, and 'Unit of measure' is 'Each'. The 'Product is subject to GST' checkbox is checked, and the 'GSTBilling Item' is selected. The 'Product is eligible for terms discount' and 'Product is eligible for trade discount' checkboxes are also checked. The 'Service Provider' dropdown is empty. The 'Comment' field is empty.

Product is subject to GST. Tick this checkbox if you must collect GST for this product. In the **GST** field, select the GST item you want to apply to this product. You create GST items on the Product and Billing Items page. For more information about GST items, see “Creating a New GST Item”.

Adding GST to Flat Rate and Per Usage Items

On the Item tab of flat rate and per usage item records, you can specify if an item is taxable, and you can select a GST billing item.

The screenshot shows the 'Per Usage Item MS - Meeting Space' window. The 'Item' tab is selected. The 'Item ID' is 'MS' and the 'Status' is 'Active'. The 'Description' is 'Meeting Space'. The 'Dates' dropdown shows 'Item can be used on any date'. The 'Unit price decimals' is 2, 'Quantity decimals' is 3, and 'Default values' are shown in a table:

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| Day | 1.000 | \$200.00 | \$200.00 |

The 'Item is subject to GST' checkbox is checked, and the 'GSTBilling Item' is selected. The 'Item is eligible for terms discount' and 'Item is eligible for trade discount' checkboxes are unchecked. The 'Service Provider' dropdown is empty. The 'Comment' field is empty.

Item is subject to GST. Tick this checkbox if you must collect GST for this item. In the GST field, select the GST item you want to apply to this item. You create GST items on the Product and Billing Items page. For more information about GST items, see “Creating a New GST Item”.

Accounts Receivable Records

From the Records page of **Accounts Receivable**, you can create products and billing items, clients, charges, credits, invoices, recurring invoices, returns, refunds, deposits, and payments. Each of these record types can contain information to help you track GST taxes you must pay.

In **Accounts Receivable**, you can create and apply GST items to products and billing items, and on the Products and Billing Items page, you can create a new billing item for GST charges. After you create GST billing items, you can add them as line items on other record types. You can also store ABN and GST branch information on client records.

This chapter guides you through available GST options and fields, and it explains how they affect your organisation. For detailed explanations of other record features, and for procedures for creating new records, see the *Records Guide for Accounts Receivable*.

Warning: Before you begin adding GST information to records, you should create GST tax IDs and set business rules in *Configuration*.

Before you begin adding GST information to records, you should create GST tax items and set business rules in *Configuration*. For more information about *Configuration*, see the Getting Started chapter.

Adding a New GST Billing Item

If your organisation collects Goods and Services taxes on behalf of government bodies for items or services rendered, you can establish GST billing items. Once you establish GST billing items, you can associate them with subsequent billing item records.

Tip: You can also create Product and Billing Item records from the Products and Billing Items page of *Configuration*, or to save time, directly from charge or invoice records.

On the Products and Billing Items page, you can create new GST items that you can access from other records to help track information and speed data entry. To create a new GST item, on the Products and Billing Items page, click the down arrow next to the **New Flat Rate Item** button and select New GST Item. The New GST Item screen appears.

New GST Item

File Edit View Billing Item Favourites Tools Help

Save and Close Print Copy Paste Undo Redo Find Help

Item ID: [dropdown] Status: Active

Description: [text]

Dates: Item can be used on any date

Item Attributes Notes

Interfund: 01

| Billing Entity | Percent | CR Account Number | CR Account Desc... | DR Account Number | DR Account Desc... |
|----------------|---------|-------------------|--------------------|-------------------|--------------------|
| | | | | | |

☒ When calculating tax for the [dropdown] through [dropdown] entities, include GST

☐ Item is subject to finance and late charges

Comment: [text]

► Adding a GST item

This procedure guides you through adding a GST item from the Records page of **Accounts Receivable**. However, you can also add GST items, as needed, when adding charges and entering line items on invoices. Additionally, you can add GST items from the Products and Billing Items page of *Configuration* in **Accounts Receivable**.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New GST Item**. The New GST Item screen appears.

2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the GST can be used.
6. In the **Billing Entity** column of the grid, select a GST entity previously added to the Billing Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Billing Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “10.00”.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.
9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Accounts Receivable*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.

11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first GST entity in the grid, tick **When calculating tax for the [] through [] include** and select the range. The options available in the range drop-down lists depend on the number of GST entities in the grid.
14. You can make the item subject to both finance charges and late fees by ticking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the GST item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the Attributes tab. For detailed procedures about entering information on the Attributes tab, see “Adding an attribute to a GST item” on page 45.

You can also add notes for the GST item. For detailed procedures about adding notes, see “Adding a note to a GST item” on page 46.

► Adding an attribute to a GST item

Note: If you tick an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open GST item record, select the Attributes tab.

The screenshot shows a software window titled "GST Item GSTBilling Item - GST Charges for Clients". The window has a menu bar (File, Edit, View, Billing Item, Favourites, Tools, Help) and a toolbar with icons for Save and Close, Print, Find, and navigation. Below the toolbar, there are fields for Item ID (GSTBilling Item), Status (Active), Description (GST Charges for Clients), and Dates (Item can be used on any date). The "Attributes" tab is selected, showing a table with columns: Attribute Type, Description, Short Description, Date, Required, and Comments. The "Attribute type" dropdown is set to "<All Categories>". The table has one row with a yellow background, where the "Required" column contains a checkbox.

2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

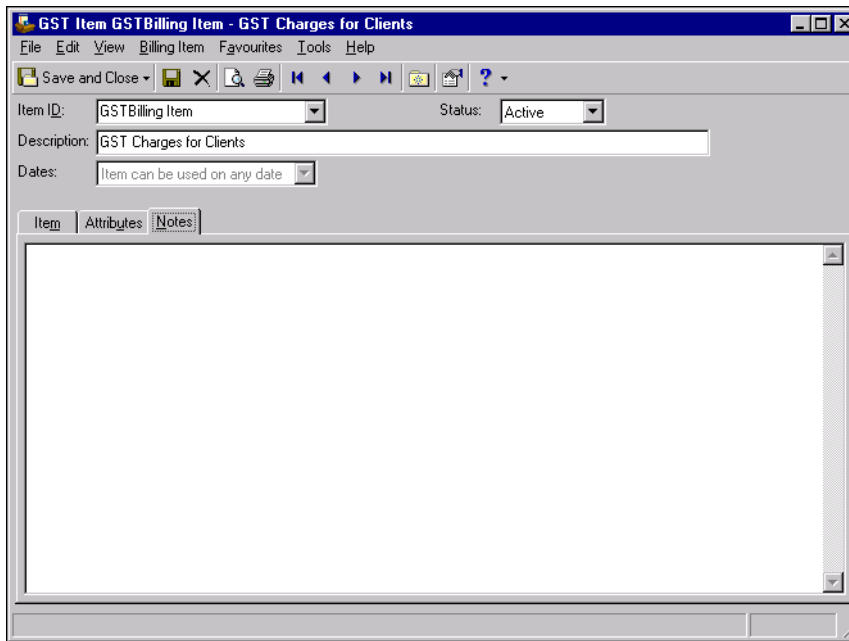
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the GST item record and return to the Products and Billing Items page, click **Save and Close**.

► Adding a note to a GST item

The Notes tab of a GST item record is an open text field where you can enter additional information about the GST item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open GST item record, select the Notes tab.
2. In the text box, enter free-form text information about the GST item.



Note: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

Adding GST to Products and Billing Items

If your organisation collects GST, when you create a product, flat rate, or per usage item that is subject to GST, tick **Item is subject to GST**. Then, you can select a related GST item or create a new GST item. Selecting an existing GST item speeds data entry because **Accounts Receivable** automatically calculates the GST and applies the GST item's default distribution to product, flat rate, or per usage record so you do not have to reenter that information.

Adding GST to Products

On the Product tab of a product record, you can specify if the product is taxable, and you can select a GST billing item.

The screenshot shows the 'Product Video - Drug Awareness Video' window. The 'Product' tab is selected. The 'Item ID' is 'Video' and 'Status' is 'Active'. The 'Description' is 'Drug Awareness Video'. The 'Dates' dropdown shows 'Item can be used on any date'. Below the tabs, there are settings for 'Unit price decimals' (2), 'Quantity decimals' (3), and 'Unit of measure' (Each). There are checkboxes for 'Product is subject to GST' (checked), 'Product is eligible for terms discount' (checked), 'Product is subject to finance and late charges' (unchecked), and 'Product is eligible for trade discount' (checked). The 'Service Provider' dropdown is empty. A 'Comment' field is at the bottom.

Product is subject to GST. Tick this checkbox if you must collect GST for this product. In the **GST** field, select the GST item you want to apply to this product. You create GST items on the Product and Billing Items page. For more information about GST items, see “Creating a New GST Item”.

Adding GST to Flat Rate and Per Usage Items

On the Item tab of flat rate and per usage item records, you can specify if an item is taxable, and you can select a GST billing item.

The screenshot shows the 'Per Usage Item MS - Meeting Space' window. The 'Item' tab is selected. The 'Item ID' is 'MS' and 'Status' is 'Active'. The 'Description' is 'Meeting Space'. The 'Dates' dropdown shows 'Item can be used on any date'. Below the tabs, there are settings for 'Unit price decimals' (2), 'Quantity decimals' (3), and 'Default values'. A table shows the default values:

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| Day | 1.000 | \$200.00 | \$200.00 |

There are checkboxes for 'Item is subject to GST' (checked), 'Item is eligible for terms discount' (unchecked), 'Item is subject to finance and late charges' (unchecked), and 'Item is eligible for trade discount' (unchecked). The 'Service Provider' dropdown is empty. A 'Comment' field is at the bottom.

Item is subject to GST. Tick this checkbox if you must collect GST for this item. In the **GST** field, select the GST item you want to apply to this item. You create GST items on the Product and Billing Items page. For more information about GST items, see “Creating a New GST Item”.

Adding GST Information to Clients

Note: Individual client records do not contain GST information.

On organisation client records, you can add ABN and GST branch information that appears automatically when you create invoices, invoice line items, and charges for that client. That way, you do not have to type that information on every new record. On the client Activity tab, you can view, open, and edit invoice and charge records, including GST items. For more information about invoices, see “Adding GST to Invoices and Recurring Invoices” on page 50. For more information about charges, see “Adding GST to Charges” on page 49.

To enter an ABN or GST branch information on an organisation record, select the Client 1 tab.

The screenshot shows a software window titled "Client 1" with a menu bar (File, Edit, View, Client, Favourites, Tools, Help) and a toolbar. Below the toolbar are several tabs: EFT Banks, Recurring, Automatic Payments, History of Changes, Activity, Client 1, Client 2, Defaults, Addresses, Attributes, Notes, Media, Actions, Relationships, Payers, and Statements. The "Client 1" tab is selected, displaying a form with the following fields:

- Client name: [Text field]
- Client ID: [Text field]
- Status: [Active] (dropdown)
- Client type: [Text field] (dropdown)
- Service Provider: [Text field] (dropdown)
- ABN: 19 283 746 579 (text field)
- GST Branch: 011 (text field)
- Industry: [Text field] (dropdown)
- Territory: [Text field] (dropdown)
- User ID: [Text field]
- PIN: [Text field]
- Country: Australia (dropdown)
- Address: Australia (text field)
- City: [Text field]
- State: [Text field] (dropdown)
- Postcode: [Text field]
- Contact: [Text field]
- Position: [Text field]
- Print? (checkbox)

At the bottom right, there is a table with two columns: "Contact Type" and "Contact Number".

| Contact Type | Contact Number |
|--------------|----------------|
| | |
| | |

Warning: If you are a New Zealand user, enter information in the **GST Registration Number** field. The **ABN** field does not appear.

ABN. In the **ABN** field, enter the client’s Australian Business Number (ABN) or Tax File Number (TFN).

GST Branch. In the **GST Branch** field, enter the GST branch number for the vendor. The GST Branch number is used for reporting.

Adding GST to Charges

When you create a charge record that contains GST, **Account Receivable** automatically creates a separate charge record containing the GST item. For example, Dr Mary Young purchases T-shirts for which you must charge GST. The last charge on file is number 1022. When you create the charge record for the T-shirts, the program automatically creates charge 1023 for the GST item, and the charge you created for the order is given number 1024.

When you click **Edit GST**, the program opens the GST charge record so you can edit the GST item description. All other fields are locked and cannot be edited.

TFN/ABN. The **TFN/ABN** column of the grid displays the ABN or TFN you entered on the client record. This column is locked and cannot be edited. To change this number, open the client record.

Edit GST. To edit the tax settings for this charge, click **Edit GST**. A charge record containing the GST item appears so you can edit the GST item description. All other fields are locked and cannot be edited.

In the **GST** field, select the GST item you want to apply to this charge. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a GST item” on page 44.

Adding GST to Credits

When you create a credit record that contains GST, **Account Receivable** automatically creates a separate credit record containing the GST item. For example, you create a credit for Dr Mary Young that includes GST. The last credit on file is number 517. When you create the new credit record, the program automatically creates charge 518 for the GST item, and the credit you created is given number 519.

When you click **Edit GST**, the program opens the GST credit record so you can edit the GST item description. All other fields are locked and cannot be edited.

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| | | | |

TFN/ABN. The **TFN/ABN** column of the grid displays the ABN or TFN you entered on the client record. This column is locked and cannot be edited. To change this number, open the client record.

Edit GST. To edit the tax settings for this credit, click **Edit GST**. A credit record containing the GST item appears so you can edit the GST item description. All other fields are locked and cannot be edited.

In the **GST** field, select the GST item you want to apply to this credit. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a GST item” on page 44.

Adding GST to Invoices and Recurring Invoices

Invoices are essential for maintaining information about client bills and tracking outstanding accounts receivable. On invoice and recurring invoice records, you can easily view line items added to the invoice, apply discounts, and view applied payments and credits. You can also edit GST information and apply GST to the invoice line items. Adding GST to invoice line items ensures you can quickly and easily produce an accurate accounting of GST you collect.

Note: In **Accounts Receivable**, you manage recurring invoices on the Recurring Invoices page of *Records*. For more information about recurring invoices, see the Recurring Invoices chapter.

In **Accounts Receivable**, you can create two types of invoices: regular and recurring. A regular invoice is a payment request you send to clients for goods or services rendered, while a recurring invoice is a template you use to create a regular invoice according to a schedule. **Accounts Receivable** invoices are not posted, instead, you post the invoice’s line items. Recurring invoices are also never posted or included in any balance calculation. In **Accounts Receivable**, recurring invoices are entered, edited, and deleted from the Recurring Invoices page of *Records*.

In **Accounts Receivable**, you cannot post an invoice, but you can post the invoice's line items. In other words, invoices are "containers" that hold line items. Invoice line items are individual charges added to a client's record so you can maintain an accurate accounting of purchases and bill accordingly. The charge records you create when you add an invoice line item can be posted later. For more information about charge records, see the *Records Guide for Accounts Receivable*.

GST fields are identical on invoice and recurring invoice records.

TFN/ABN. The **TFN/ABN** column of the grid displays the ABN or TFN you entered on the client record. This column is locked and cannot be edited. To change this number, open the client record.

Note: For detailed information and procedures for creating a new invoice or recurring invoice record, see the *Records Guide for Accounts Receivable*.

GST. In the **GST** field, you can select a GST item to use as the default on invoice line items.

Viewing GST on Returns

In **Accounts Receivable**, if you make an error when entering invoices, you can create a return record that reverses all or part of the invoice. The return record then appears on the Payments/Credits tab. You cannot reverse standalone invoices that do not contain line items. To reverse an entire invoice, from the menu bar, select **Transaction, Reverse Entire Invoice**. To reverse part of an invoice, select **Transaction, Reverse Portion of Invoice**. For more information about returns, see the Returns chapter.

On the Line Item tab of a return record, in the **GST** field at the bottom of the screen, you can view the returned amount of GST.

The screenshot shows a software window titled "Return 7 for AAA". It has a menu bar (File, Edit, View, Transaction, Favourites, Tools, Help) and a toolbar with icons for Save and Close, Open, Delete, Repeat Line Item, Insert Line Item, and Find. Below the toolbar are tabs for "Return", "Line Items", and "Attributes/Notes". The "Line Items" tab is active, showing a table with the following data:

| | Category | Item Name | Description | Original Qty | Original Amo... | Return Qty | Return |
|---|----------|-----------------|-----------------|--------------|-----------------|------------|--------|
| 1 | Product | 50 | Just Say No ... | 12,000 | \$600.00 | 12,000 | |
| 2 | GST Item | GSTBilling Item | GST Charge... | 1 | \$60.00 | 1 | |

Below the table, there are summary fields:

Return Subtotal: \$600.00 GST: \$120.00 Return Total: \$720.00

At the very bottom, there are two more fields: Total: \$720.00 and Balance: \$0.00.

GST in Student Billing



| | |
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This chapter explains how the Goods and Services Tax (GST) affects the **Student Billing** program of *The Financial Edge*.

This chapter includes information about managing GST in *Configuration*, *Records*, and *Reports*. In *Configuration*, you can designate the Australian Business Number (ABN) and GST Branch Registration number, and you can set important business rules that determine how GST information is handled in other areas of the program.

Student Billing Configuration

Configuration is where you set up **Student Billing** to fit the needs of your organisation. For example, you can set a business rule specifying if your organisation collects GST. Also, on the GST Tax IDS page, you can create different GST tax items, such as the standard ten percent GST tax, a tax free item for tax-free products and services, and an item for unregistered organisations that have not declared an ABN. You can then select these items to speed data entry when creating new product, flat rate, and per usage billing items.

For more information and procedures for setting the other fields in *Configuration*, see the *Configuration Guide for Student Billing*.

General Configuration

The General page is where you establish basic information about your organisation.

The address and phone information you enter on this page appears on printed documents and correspondence. You can also designate the ABN and GST Branch Registration number on this page.

The screenshot displays the 'Configuration - General' window in 'The Financial Edge' software. The main area contains the following fields:

- Organisation: Community Services Inc.
- Country: Australia
- Address: 33509 Bentinck Street
- City: Portland
- State: Vic (Victoria)
- Postcode: 3305
- Phone: (03) 555-5555
- GST/HST Information**
 - ABN: 12 345 678 901
 - GST Branch: 333
 - GST Not Registered Withholding Tax ID: <Sales Tax Description>

A left sidebar shows shortcuts for Home, Records, Query, Export, Reports, Mail, Banks, Administration, Configuration, Integration, Dashboard, and Plug-Ins. A right sidebar lists configuration options: General, Attributes, Aging Information, Business Rules, Tables, Fields, Distributions, International, Interfund, Posting Information, Statement Information, Default Accounts, Schedules, Products and Billing Items, and Addressee / Salutations.

Warning: If you are a New Zealand user, enter information in the **GST Registration Number** field. The **ABN**, **GST Branch**, and **GST Not Registered Withholding Tax ID** fields do not appear.

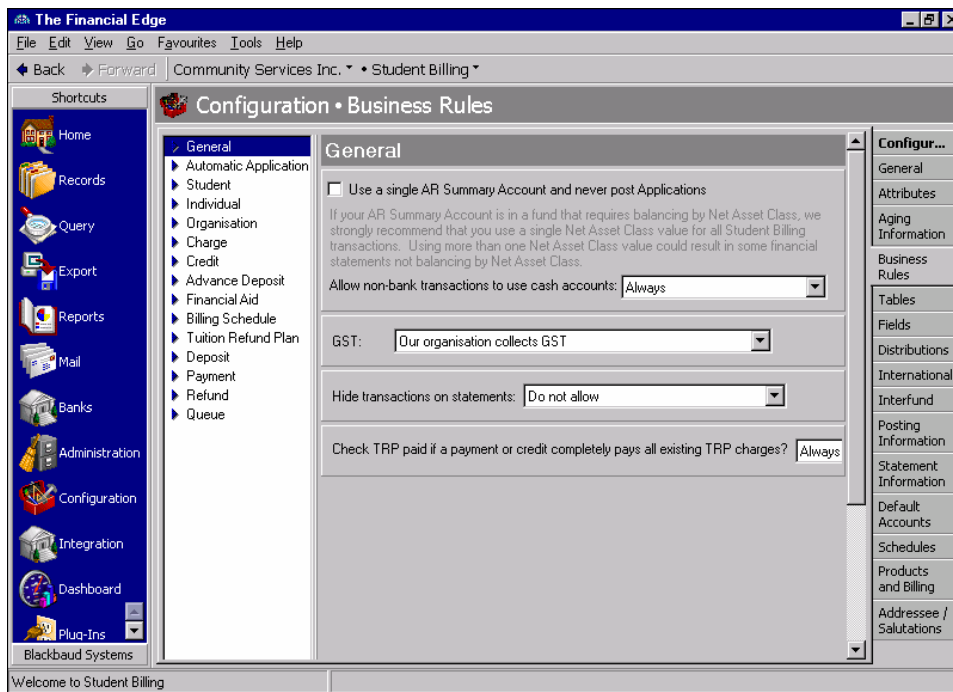
ABN. In the **ABN** field, enter the federal charitable identification number for your organisation. This number is used in reports.

GST Branch. In the **GST Branch** field, enter your organisation's GST branch number. This number is used in reports.

GST Not Registered Withholding Tax ID. Select a default sales tax billing item to use for vendors who do not declare an ABN.

Business Rules Configuration

Business rules help you customise standard procedures and requirements to suit your organisation. On the General business rules page in **Student Billing**, you can set a business rule to designate whether your organisation collects GST.



GST. In the **GST** field, if your organisation collects goods and services taxes, select “Our Organisation collects GST.”

Tables Configuration

Note: Billing entities are shared between **Accounts Payable**, **Accounts Receivable**, and **Student Billing**. If you create a billing entity in one program, such as **Student Billing**, it also appears in the other programs.

Tables increase data entry speed and accuracy throughout **Student Billing**. When entering information into a field with a table, you can quickly access a list of possible entries for that field, select an entry, and place it directly into the field rather than entering it manually.

In **Student Billing**, the Billing Entity table contains several predefined commonly used GST tax entities, such as GST, FRE (GST-free), and GNR (GST Not Registered, Withhold Payment Tax). You can also enter additional taxes, if, for example, your city imposes a sales tax in addition to GST. You can select from these field entries when creating several record types.

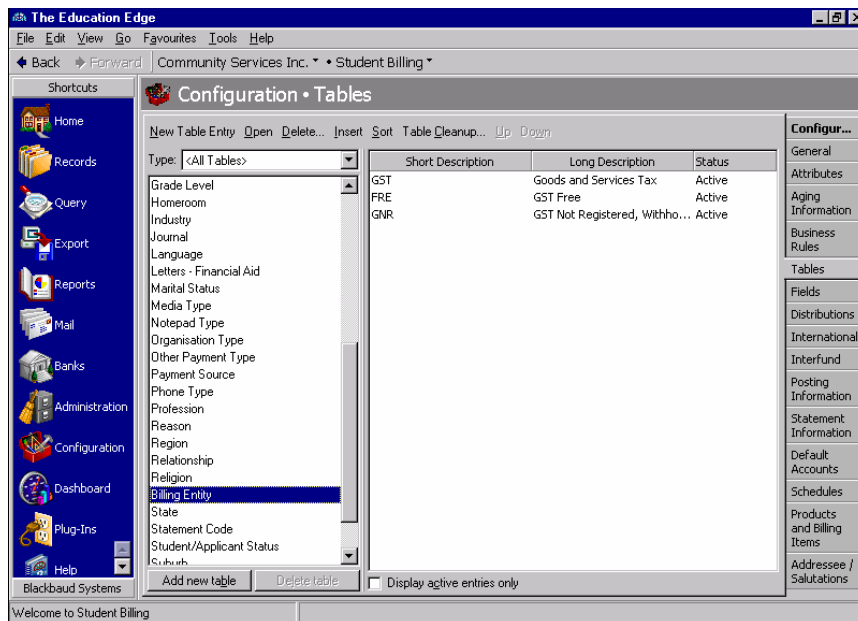
You can click the down arrow on the right side of a field or press **F4** to view a list of entries for a table. You can also place the cursor in the field and click the down arrow on your keyboard to scroll through the entries. You can usually enter text directly in the field, and if the program does not recognise it as a valid entry, you get a message asking if you want to add the text as a new entry. Finally, you can place the cursor in a table field and press **F7** to access a screen on which you can view, add, edit, and delete entries.

To keep entries uniform, it is also extremely important that you limit rights for adding and editing table entries. These rights are controlled through the Set Up System Security page of *Administration*. Allowing only a few key users to add, edit, or delete table entries ensures the validity of your database, records, and reports. Maintaining strict control over the Billing Entity table is especially important because it ensures that your tax information is tracked and reported correctly.

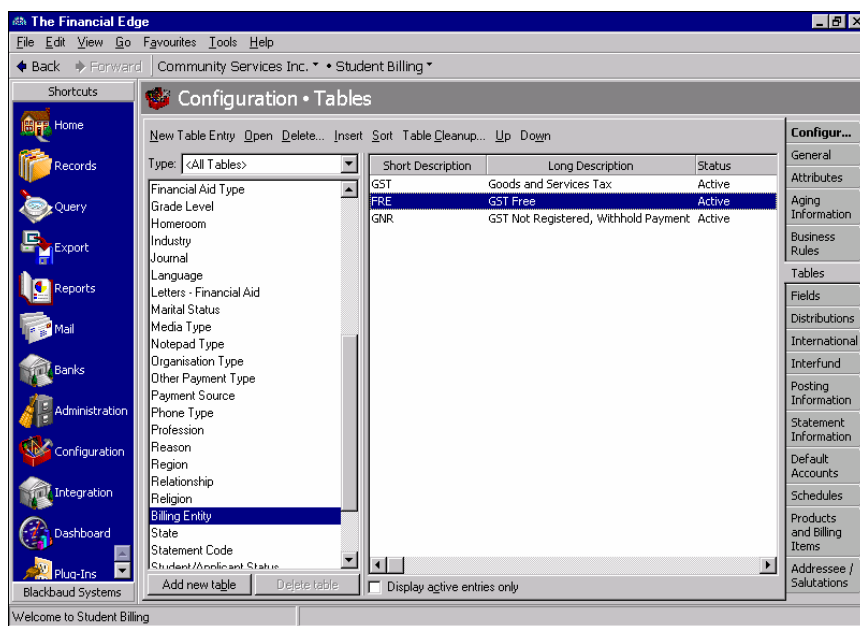
For more detailed information and procedures for adding, editing, and deleting tables and table entries, see the *Configuration Guide for Student Billing*.

► Inserting a new Billing Entity table entry

1. On the Tables page, select the Billing Entity table. Table entries appear in a box on the right.



2. In the table entry box, select the entry below the point where to insert the new entry.



3. Click **Insert**. The New Table Entry screen appears.

4. In the **Short Description** field, enter an abbreviation for the new sales tax entity.
5. In the **Long description** field, enter the full name of the new sales tax entity.
6. To make the new table entry inactive, tick **Inactive**.
7. To save the new table entry and return to the Tables page, click **OK**. The new sales tax entity appears above the selected entry.

Products and Billing Items Configuration

This section contains information about creating new GST items and applying existing GST items to products and billing items. For more information about Products and Billing Items, see the *Records Guide for Student Billing*.

Creating GST Items

If your organisation collects Goods and Services taxes on behalf of government bodies for items or services rendered, you can establish GST billing items. Once you establish GST billing items, you can associate them with subsequent billing item records.

Tip: You create Product and Billing Item records from the Products and Billing Items page of *Configuration*. For increased efficiency, you can also create product and billing item records from the Products and Billing Items page of *Records*, or to save time, directly from charge or invoice records.

► Adding a GST item

This procedure guides you through adding a GST item from the Products and Billing Items page of *Configuration* in **Student Billing**. However, you can also add GST items, as needed, when adding charges and entering line items on invoices. Additionally, you can add GST items from the Records page of **Student Billing**.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New GST Item**. The New GST Item screen appears.

2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the GST can be used.
6. In the **Billing Entity** column of the grid, select a GST entity previously added to the Billing Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Billing Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “10.00”.
8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.

Note: An interfund entry is a balancing entry made to transfer activity between funds and ensure each fund is kept in balance. Interfund entries are used only when you enter a debit account from a fund different from the credit account.

9. If you enter expense and payables accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Student Billing*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
11. In the **Class** column, select a class for the distribution.

12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
13. If taxes should be compounded on the first tax entity in the grid, tick **When calculating tax for the [] through [] include** and select the range. The options available depend on the number of billing entities in the grid.
14. You can make the item subject to both finance charges and late fees by ticking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the GST item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the **Attributes** tab. For detailed procedures about entering information on the **Attributes** tab, see “Adding an attribute to a GST item” on page 59.

You can also add notes for the sales tax item. For detailed procedures about adding notes, see “Adding a note to a GST item” on page 60.

► Adding an attribute to a GST item

Note: If you tick an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open sales tax item record, select the **Attributes** tab.

2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

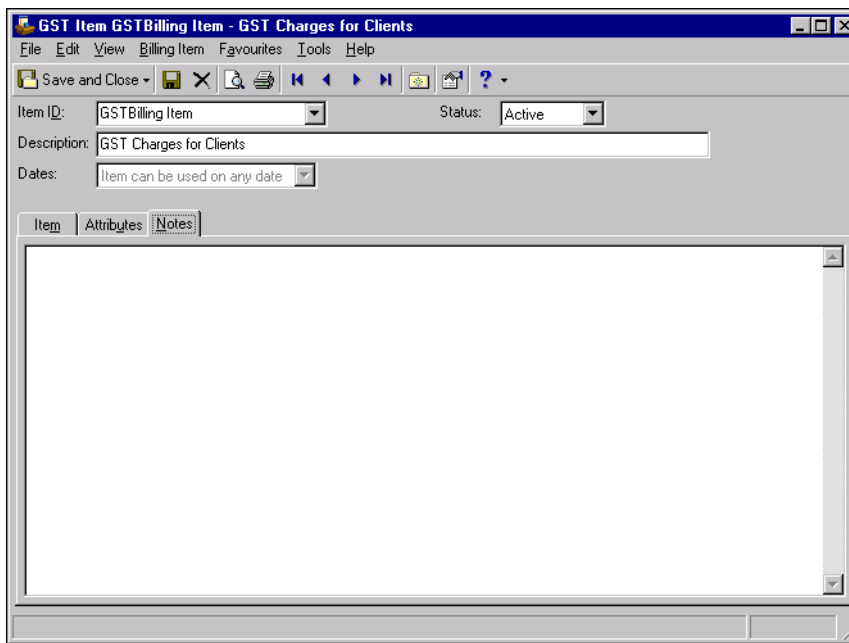
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the Attributes page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the GST item record and return to the Products and Billing Items page, click **Save and Close**.

► Adding a note to a GST item

The Notes tab of a GST item record is an open text field where you can enter additional information about the sales tax item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open GST item record, select the Notes tab.
2. In the text box, enter free-form text information about the GST item.



Note: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

Adding GST to Products and Billing Items

If your organisation collects GST, when you create a product or billing item that is subject to GST, tick **Item is subject to GST**. Then, you can select a related GST item or create a new GST item. Selecting an existing GST item speeds data entry because **Student Billing** automatically calculates the GST and applies the GST item's default distribution to the product or billing item record so you do not have to reenter that information.

Adding GST to Products

On the Product tab of a product record, you can specify if the product is taxable, and you can select a GST billing item.

The screenshot shows a software window titled "Product Video - Drug Awareness Video". The window has a menu bar with "File", "Edit", "View", "Billing Item", "Favourites", "Tools", and "Help". Below the menu bar is a toolbar with icons for "Save and Close", "Print", "Find", "Back", "Forward", "Home", and "Help".

The main area of the window contains the following fields and controls:

- Item ID:** A dropdown menu showing "Video".
- Status:** A dropdown menu showing "Active".
- Description:** A text field containing "Drug Awareness Video".
- Dates:** A dropdown menu showing "Item can be used on any date".
- Tabs:** A set of tabs labeled "Product", "Pricing Schedule", "GL Distribution", "Attributes", and "Notes". The "Product" tab is currently selected.
- Unit price decimals:** A spinner box set to "2".
- Quantity decimals:** A spinner box set to "3".
- Unit of measure:** A dropdown menu showing "Each".
- Checkboxes:**
 - ☒ Allow user to edit unit price on transactions
 - ☒ Product is subject to GST: (This checkbox is checked, and it is followed by a dropdown menu showing "GSTBilling Item".)
 - ☐ Product is subject to finance and late charges
 - ☒ Product is eligible for terms discount
 - ☒ Product is eligible for trade discount
- Service Provider:** A dropdown menu.
- Comment:** A large text area for entering comments.

Product is subject to GST. Tick this checkbox if you must collect GST for this product. In the **GST** field, select the GST item you want to apply to this product. You create GST items on the Product and Billing Items page. For more information about GST items, see "Adding a GST item" on page 58".

Adding GST to Flat Rate, Per Usage, TRP, and Automatic Billing Items

On the Item tab of billing item records, you can specify if an item is taxable, and you can select a GST billing item.

Per Usage Item MS - Meeting Space

File Edit View Billing Item Favourites Tools Help

Save and Close

Item ID: MS Status: Active

Description: Meeting Space

Dates: Item can be used on any date

Item GL Distribution Attributes Notes

Unit price decimals: 2 ☒ Allow user to edit unit price on transactions

Quantity decimals: 3

Default values:

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| Day | 1.000 | \$200.00 | \$200.00 |

☒ Item is subject to GST: GSTBilling Item ☐ Item is eligible for terms discount

☐ Item is subject to finance and late charges ☐ Item is eligible for trade discount

Service Provider:

Comment:

Item is subject to GST. Tick this checkbox if you must collect GST for this item. In the **GST** field, select the GST item you want to apply to this item. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a GST item” on page 58.

Student Billing Records

From the Records page of **Student Billing**, you can create products and billing items, students, individuals, organisations, charges, credits, invoices, recurring invoices, returns, refunds, deposits, and payments. Each of these record types can contain information to help you track sales taxes you collect.

In **Student Billing**, you can create and apply GST items to products and billing items, and on the Products and Billing Items page, you can create a new billing item for GST charges. After you create GST billing items, you can add them as line items on other record types. You can also store ABN and GST branch information on organisation records.

This chapter guides you through available GST options and fields, and it explains how they affect your organisation. For detailed explanations of other record features, and for procedures for creating new records, see the *Records Guide for Student Billing*.

Warning: Before you begin adding GST information to records, you should create GST tax IDs and set business rules in *Configuration*.

Before you begin adding GST information to records, you should create GST tax items and set business rules in *Configuration*. For more information about *Configuration*, see the Getting Started chapter.

Adding a New GST Billing Item

If your organisation collects Goods and Services taxes on behalf of government bodies for items or services rendered, you can establish GST billing items. Once you establish GST billing items, you can associate them with subsequent billing item records.

Tip: You can also create Product and Billing Item records from the Products and Billing Items page of *Configuration*, or to save time, directly from charge or invoice records.

On the Products and Billing Items page, you can create new GST items that you can access from other records to help track information and speed data entry. To create a new GST item, on the Products and Billing Items page, click the down arrow next to the **New Flat Rate Item** button and select New GST Item. The New GST Item screen appears.

The screenshot shows the 'New GST Item' window with the following fields and controls:

- Item ID:** A dropdown menu.
- Status:** A dropdown menu set to 'Active'.
- Description:** A text input field.
- Dates:** A dropdown menu set to 'Item can be used on any date'.
- Interfund:** A dropdown menu set to '01'.
- Table:** A table with 6 columns: Billing Entity, Percent, CR Account Number, CR Account Desc..., DR Account Number, and DR Account Desc....
- Checkboxes:** Two checkboxes: 'When calculating tax for the [dropdown] through [dropdown] entities, include GST' (checked) and 'Item is subject to finance and late charges' (unchecked).
- Comment:** A text input field.

► Adding a GST item

This procedure guides you through adding a GST item from the Records page of **Student Billing**. However, you can also add GST items, as needed, when adding charges and entering line items on invoices. Additionally, you can add GST items from the Products and Billing Items page of *Configuration* in **Student Billing**.

1. From the Products and Billing Items page, click the down arrow next to **New Flat Rate Item** and select **New GST Item**. The New GST Item screen appears.

2. In the **Item ID** field, enter a unique ID for the item.
3. In the **Status** field, select “Active” or “Inactive”.
4. In the **Description** field, enter a description of the item.
5. In the **Dates** field, select “Item can be used on any date” or “Item can only be used from” and enter the dates during which the GST can be used.
6. In the **Billing Entity** column of the grid, select a GST entity previously added to the Billing Entity table in *Configuration*. You can also enter a new entity in the column and you will be prompted to add it to the Billing Entity table.
7. In the **Percent** column, enter the tax rate for the corresponding entity. For example, “10.00”.
8. In the **CR Account** and **DR Account** columns, enter the correct account information. You can use the binoculars to search for accounts.
9. If you enter debit and credit accounts from different funds, in the **Interfund** field above the distribution grid, select an interfund set to balance the accounts. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution. For more information about interfund entries, see the *Configuration Guide for Student Billing*.
10. If you have the optional module *Projects and Grants*, enter a project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
11. In the **Class** column, select a class for the distribution.
12. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.

13. If taxes should be compounded on the first GST entity in the grid, tick **When calculating tax for the [] through [] include** and select the range. The options available in the range drop-down lists depend on the number of GST entities in the grid.
14. You can make the item subject to both finance charges and late fees by ticking **Item is subject to finance and late charges**.
15. In the **Comments** field, you can enter default comments for the item that will appear on statements.
16. To save the GST item record and return to the Records page, click **Save and Close**. To continue adding information for this item, click the **Attributes** tab. For detailed procedures about entering information on the **Attributes** tab, see “Adding an attribute to a GST item” on page 65.

You can also add notes for the GST item. For detailed procedures about adding notes, see “Adding a note to a GST item” on page 66.

► Adding an attribute to a GST item

Note: If you tick an attribute as required in *Configuration*, the attribute automatically appears on the item and you must select a description before saving.

An attribute is a reporting tool you use to group information based on a common theme. By defining attributes, you can filter information to your specification, which is a useful feature for sorting or filtering items for reports. You can also define the type of data stored for each item. For example, if you have defined an attribute for income categories, you can track products and billing items by income.

Note: Attributes can be edited at any time or deleted if the attribute is not required.

1. From an open GST item record, select the **Attributes** tab.

The screenshot shows a software window titled "GST Item GSTBilling Item - GST Charges for Clients". The window has a menu bar (File, Edit, View, Billing Item, Favourites, Tools, Help) and a toolbar with icons for Save and Close, and navigation controls. Below the toolbar, there are fields for "Item ID:" (set to "GSTBilling Item"), "Status:" (set to "Active"), "Description:" (set to "GST Charges for Clients"), and "Dates:" (set to "Item can be used on any date"). Below these fields are three tabs: "Item", "Attributes", and "Notes". The "Attributes" tab is selected, showing a table with columns: "Attribute Type", "Description", "Short Description", "Date", "Required", and "Comments". The "Attribute type" dropdown is set to "<All Categories>". The table has one row with a yellow background, where the "Required" checkbox is unchecked.

2. In the **Attribute type** field, select a specific attribute type or “All Categories”.
3. In the **Attribute type** column, select an attribute. Attribute types are established in *Configuration*.
4. In the **Description** column, select a description of the attribute.

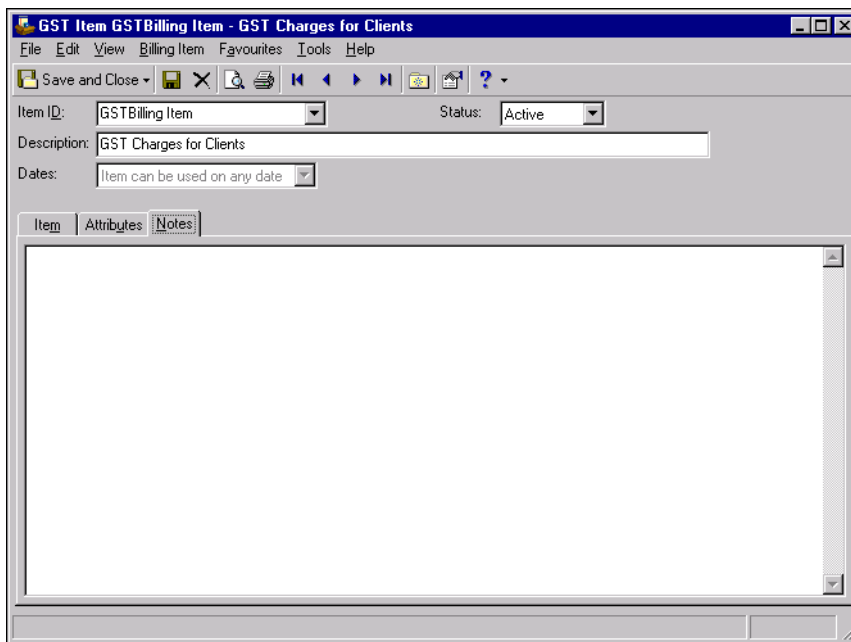
Note: The **Short Description** column and the **Required** checkbox are for informational purposes and are edited only from the **Attributes** page of *Configuration*.

5. In the **Date** column, enter a date.
6. In the **Comments** column, enter additional information about the attribute.
7. To close the GST item record and return to the Products and Billing Items page, click **Save and Close**.

► **Adding a note to a GST item**

The Notes tab of a GST item record is an open text field where you can enter additional information about the GST item. You can maintain data such as the purchaser's name, the delivery date, or other important information.

1. From an open GST item record, select the Notes tab.
2. In the text box, enter free-form text information about the GST item.



Note: Notes can be edited or deleted at any time. Just remember that deleted notes cannot be recovered!

3. When you exit the Notes tab, your changes are saved automatically.

Adding GST to Products and Billing Items

If your organisation collects GST, when you create a product or billing item that is subject to GST, tick **Item is subject to GST**. Then, you can select a related GST item or create a new GST item. Selecting an existing GST item speeds data entry because **Student Billing** automatically calculates the GST and applies the GST item's default distribution to the product or billing item record so you do not have to reenter that information.

Adding GST to Products

On the Product tab of a product record, you can specify if the product is taxable, and you can select a GST billing item.

Product Video - Drug Awareness Video

File Edit View Billing Item Favourites Tools Help

Save and Close

Item ID: Video Status: Active

Description: Drug Awareness Video

Dates: Item can be used on any date

Product Pricing Schedule GL Distribution Attributes Notes

Unit price decimals: 2 Allow user to edit unit price on transactions

Quantity decimals: 3

Unit of measure: Each

☒ Product is subject to GST: GSTBilling Item ☒ Product is eligible for terms discount

☐ Product is subject to finance and late charges ☒ Product is eligible for trade discount

Service Provider:

Comment:

Product is subject to GST. Tick this checkbox if you must collect GST for this product. In the **GST** field, select the GST item you want to apply to this product. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a New GST Billing Item” on page 63”.

Adding GST to Flat Rate, Per Usage, TRP, and Automatic Billing Items

On the Item tab of billing item records, you can specify if an item is taxable, and you can select a GST billing item.

Per Usage Item MS - Meeting Space

File Edit View Billing Item Favourites Tools Help

Save and Close

Item ID: MS Status: Active

Description: Meeting Space

Dates: Item can be used on any date

Item GL Distribution Attributes Notes

Unit price decimals: 2 Allow user to edit unit price on transactions

Quantity decimals: 3

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| Day | 1.000 | \$200.00 | \$200.00 |

☒ Item is subject to GST: GSTBilling Item ☐ Item is eligible for terms discount

☐ Item is subject to finance and late charges ☐ Item is eligible for trade discount

Service Provider:

Comment:

Item is subject to GST. Tick this checkbox if you must collect GST for this item. In the **GST** field, select the GST item you want to apply to this item. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a New GST Billing Item” on page 63.

Adding GST to Organisations

Note: Individual and student records do not contain GST information.

On organisation records, you can add ABN and GST branch information. The ABN appears automatically when you create transactions such as charges and credits for that organisation. That way, you do not have to type that information on every new record. You can use the GST branch as a filter in queries. On the organisation Activity tab, you can view, open, and edit charge records, including GST items. For more information about charges, see “Adding GST to Charges” on page 68.

To enter an ABN or GST branch information on an organisation record, select the Bio 1 tab.

| Contact Type | Contact Number | Link? |
|--------------|----------------|-------|
| | | |

Warning: If you are a New Zealand user, enter information in the **GST Registration Number** field. The **ABN** field does not appear.

ABN. In the **ABN** field, enter the organisation’s Australian Business Number (ABN).

GST Branch. In the **GST Branch** field, enter the GST branch number for the client. The GST Branch number is used for reporting.

Adding GST to Charges

When you create a charge record that contains GST, *Student Billing* automatically creates a separate charge record containing the GST item. For example, Dr Mary Young purchases T-shirts for which you must charge GST. The last charge on file is number 1022. When you create the charge record for the T-shirts, the program automatically creates charge 1023 for the GST item, and the charge you created for the order is given number 1024.

When you click **Edit GST**, the program opens the GST charge record so you can edit the GST item description. All other fields are locked and cannot be edited.

New Charge

File Edit View Transaction Favourites Tools Help

Save and Close Print ?

Transaction GL Distribution Payments/Credits Attributes/Notes

Charge ID

Charge for:

| Record Name | Record ID | TFN / ABN |
|-------------|-----------|-----------|
| | | |

Transaction date: 03/14/2006 Due date:

Post status/date: Not yet posted 03/14/2006

Category:

Product/Description:

Quantity/price:

| Unit of Measure | Quantity | Unit Price | Extended Amount |
|-----------------|----------|------------|-----------------|
| | | | |

Edit GST

Comment:

Print status: Not Yet Printed ☐ Hide this transaction on printed statements

☐ Include transaction in finance charge calculations

Press F7 for Record Search Amount: \$0.00 Balance: \$0.00

TFN/ABN. The **TFN/ABN** column of the grid displays the TFN or ABN you entered on the individual or organisation record. This column is locked and cannot be edited. To change this number, open the individual or organisation record.

Edit GST. To edit the tax settings for this charge, click **Edit GST**. A charge record containing the GST item appears so you can edit the GST item description. All other fields are locked and cannot be edited.

In the **GST** field, select the GST item you want to apply to this charge. You create GST items on the Product and Billing Items page. For more information about GST items, see “Adding a GST item” on page 64.

Cheque Processing



| | |
|---|-----------|
| Printing Cheques and Recording Bank Drafts | 72 |
| Creating a New One-Time Cheque | 77 |
| Editing Sales Tax | 80 |
| Editing Unwritten One-Time Cheques | 81 |
| Creating Payments from Invoices | 82 |

In **Accounts Payable**, you can make payments from the Banks page. You can print cheques, record bank drafts, create and edit one-time cheques, and create manual cheques.

You can pay all invoices associated with a bank account or select payments to make based on a series of filters. For example, you can select invoices for payment based on a due date or a discount expiry date. You can also make payments for one vendor or all vendors.

Glossary: A one-time cheque is a direct disbursement to an individual or company not maintained as a vendor in the database.

A one-time cheque is paid to an individual or business not maintained as a vendor in your database. A manual cheque is a handwritten cheque for which you only record the information in your database.

Printing Cheques and Recording Bank Drafts

When you click **Print cheques and record bank drafts**, you access the Create Payments screen where you select the records and set up printing options for the payments. The Create Payments screen has tabs on which you set parameters: General, Filters, Invoices, One-Time Cheques, and Format.

Note: To stop processing a payment run, click **Cancel** at the bottom of the screen.

To move among the tabs, click **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the payment run and how the payments should look. Once you have selected parameters for the payment run, you can make the payments by clicking **Create Now** at the bottom of the screen. To save the parameters and make the payments later, click **Create Later**.

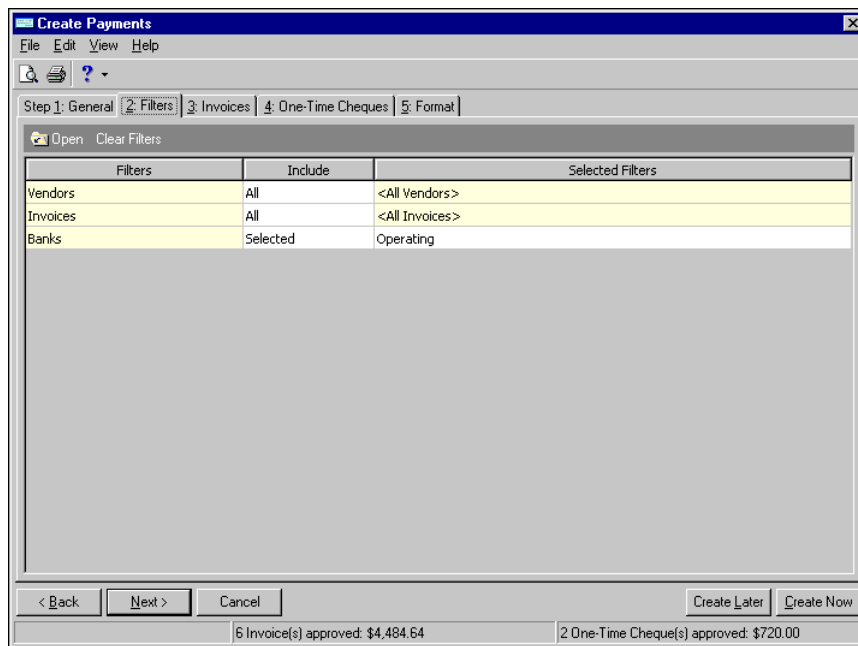
► Creating a payment

1. From *Payment tasks* on the Banks page, click **Print cheques and record bank drafts**. The Create Payments screen opens to the General tab.

The screenshot shows the 'Create Payments' window with the 'General' tab selected. The window has a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar are tabs for Step 1: General, Step 2: Filters, Step 3: Invoices, Step 4: One-Time Cheques, and Step 5: Format. The 'Payment Run' section includes fields for 'Payment date' (Today), 'Pay all vendors in this payment run' (Based on payment method), 'Calculate discounts as of' (Payment date), 'Post status' (From Invoice), and 'Post date' (Payment date). The 'Include invoices with these dates' section has 'Invoice due date on or before' (10/15/2006) and a checked box for 'Include invoices with discounts that expire on or before' (10/15/2006). The 'Printer Options' section includes 'Print report to this printer' (\\2KPRINT1\DOC8K), 'Print payments to this printer' (empty), and a checked box for 'Pause printing between payment types'. At the bottom, there is a checkbox for 'Create an output query of payments' and buttons for '< Back', 'Next >', 'Cancel', 'Create Later', and 'Create Now'. A status bar at the very bottom shows '6 Invoice(s) approved: \$4,484.64' and '2 One-Time Cheque(s) approved: \$720.00'.

2. In the **Payment date** field, select a date for the payments you are creating. You can select “Today”, “Period end date”, or “Specific date”. If you select “Specific date”, enter the date.
3. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices. You can select “By Computer cheque”, or “Based on payment method”.

4. In the **Calculate discounts as of** field, select a date for the program to use to determine whether discounts are valid or expired. If none of the selected invoices have discounts, the program ignores this date.
5. In the **Post status** field, select the status the payment should be after it is made.
6. In the **Post date** field, select a post date. If you select "Specific Date", enter a date.
7. In the **Invoice due date on or before** field, enter a date.
8. To pay invoices before discounts expire, tick **Include invoices with discounts that expire on or before** and enter an expiry date in the field.
9. In the **Print report to this printer** field, select the printer on which to print the Pre-payment Report.
10. In the **Print payments to this printer** field, select the printer on which to print the cheques.
11. If you are making different types of payments or want to change paper during the payment run, tick **Pause printing between payment types**.
12. To create an output query of the payment run, tick **Create an output query of payments**.
13. Click **Next** or select the Filters tab.



14. To access the Selected <Filter> screen, select a filter in the grid and click **Open** on the action bar. For example, click Vendors in the **Filters** column, click **Open**, and the Selected Vendors screen appears.
15. To remove filters, click **Clear Filters**. The **Include** column displays All for every filter.

Note: The **Filters** column lists vendors, invoices, and banks as the filters available for payments. You cannot edit this column.

16. In the **Include** column, select "All" or "Selected". If you choose "Selected", the Selected <Filter> screen opens so you can designate specific filters. The filters you specify appear in the **Selected Filters** column.

17. Click **Next** or select the Invoices tab.

| Pay? | Invoice Number | Date | Vendor | Description | Date Due | Payment Amount | Amount Due |
|-------------------------------------|----------------|------------|--------------------|----------------------|------------|----------------|------------|
| <input checked="" type="checkbox"/> | 333 | 09/09/2006 | AlphaGraphics | Paper | 09/24/2006 | \$45.00 | \$45.00 |
| <input checked="" type="checkbox"/> | | 10/10/2006 | AlphaGraphics | | 10/25/2006 | \$625.44 | \$638.20 |
| <input checked="" type="checkbox"/> | 3423 | 02/01/2006 | Amato Business ... | Office Chairs | 02/16/2006 | \$448.95 | \$448.95 |
| <input checked="" type="checkbox"/> | 374832 | 03/07/2006 | Amato Business ... | Dell Laptop | 03/22/2006 | \$1,245.00 | \$1,245.00 |
| <input checked="" type="checkbox"/> | 543 | 02/10/2006 | Auto Express | Vehicle Repair | 03/12/2006 | \$620.25 | \$620.25 |
| <input checked="" type="checkbox"/> | 43421 | 02/15/2006 | Bakker & Associ... | Professional Cons... | 02/28/2006 | \$1,500.00 | \$1,500.00 |

| | | | | | |
|----------------|------------|--------------------|------------|-------------------|---------|
| Invoice number | 333 | Potential discount | \$0.90 | Credit applied | \$0.00 |
| Invoice date | 09/09/2006 | Discount expires | 09/14/2006 | Discount amount | \$0.00 |
| Invoice amount | \$45.00 | Unpaid balance | \$45.00 | Balance due now | \$45.00 |
| Amount paid | \$0.00 | Available credit | \$0.00 | Payment amount | \$44.10 |
| GST amount | \$0.00 | | | Credit GST amount | \$0.00 |

< Back Next > Cancel Create Later Create Now

6 Invoice(s) approved: \$4,484.64 2 One-Time Cheque(s) approved: \$720.00

18. If you want to pay all the invoices, click **Select All** on the action bar. The program ticks the checkbox in the **Pay?** column for all the invoices.
19. To pay only specific invoices, untick the checkbox in the **Pay?** column of the invoices you do not want to pay.

Note: On the Invoices tab you can select invoices to be paid in the payment run. You can create or edit the payment schedule for the invoice.

20. If you do not want to pay the invoices, click **Deselect All** on the action bar. The program unticks the checkbox in the **Pay?** column for all the invoices.
21. To hide invoice information displayed at the bottom of the screen, click **Hide Details**. Click **Show Details** to see invoice information.

22. Click **Next** or select the One-Time Cheques tab.

| Pay? | Payment Date | Payee Name | Description | Cheque Amount | System |
|-------------------------------------|--------------|-----------------------|----------------------|---------------|------------------|
| <input checked="" type="checkbox"/> | 02/15/2006 | Ms. Elizabeth Johnson | Professional Service | \$500.00 | Accounts Payable |
| <input checked="" type="checkbox"/> | 01/28/2006 | Mr. John Doe | Legal Consulting | \$220.00 | Accounts Payable |

< Back Next > Cancel Create Later Create Now

6 Invoice(s) approved: \$4,484.64 2 One-Time Cheque(s) approved: \$720.00

23. To create a new one-time cheque, click **New**. For more information about creating one-time cheques, see “Creating a New One-Time Cheque” on page 77.
24. To include all the one-time cheques in this payment run, click **Select All** on the action bar. The program ticks the checkbox in the **Pay?** column for all the cheques.
25. To include only specific one-time cheques, untick the checkbox in the **Pay?** column of the cheques you do not want to pay.
26. If you do not want to include all the one-time cheques in this payment run, click **Deselect All** on the action bar. The program unticks the checkbox in the **Pay?** column for all the cheques.

27. Click **Next** or select the Format tab. In the list on the left, select **Computer cheques**. Payment options for computer cheques appear on the right.

The screenshot shows the 'Create Payments' window with the 'Format' tab selected. The window has a menu bar (File, Edit, View, Help) and a toolbar. Below the toolbar is a tabbed interface with five tabs: Step 1: General, 2: Filters, 3: Invoices, 4: One-Time Cheques, and 5: Format. The 'Format' tab is active. On the left side of the 'Format' tab, there is a list with 'Computer Cheques' selected and 'One-Time Cheques' below it. The main area of the 'Format' tab is titled 'Payment Options for Computer Cheques'. It contains several sections: 'Payment Information' with a 'Payment format' dropdown, a 'Starting payment number' field (containing '1041'), a 'Restore Default' button, a checked 'Print payment number' checkbox, an 'Edit Payment Options' button, and a 'Print Test Alignment Cheque' button. Below this is a 'Format' section with a table of options: 'Cheque note:' (No note printed on the cheque), 'Cheque stub note:' (No note printed on the cheque stub), 'Signature 1:' (Offer optional signature), 'Signature 2:' (Print signature based on amount), and 'Address:' (No address printed). At the bottom of the 'Format' tab is a 'Print payments in this order' section with two columns: 'Sort By' and 'Order By'. The 'Sort By' column has 'Payee name' selected, and the 'Order By' column has 'Ascending' selected. At the very bottom of the window, there are buttons for '< Back', 'Next >', 'Cancel', 'Create Later', and 'Create Now'. A status bar at the bottom shows '6 Invoice(s) approved: \$4,484.64' and '2 One-Time Cheque(s) approved: \$720.00'.

28. In the **Payment format** field, select the form your office uses.
29. In the **Starting payment number** field, enter a starting number, up to nine digits, for the cheques.
30. To make changes to payment options selected in the bank account record, click **Edit Payment Options**. When you click **Edit Payment Options**, the Default Payment Options screen appears.
31. To make sure information is aligned properly on your cheque forms or paper, click **Print Test Alignment Cheque**.
32. In the **Sort By** and **Order By** columns at the bottom of the screen, select how to sort cheques for printing.

33. To select formatting options for the one-time cheques in this payment run, select **One-Time Cheques** in the list on the left.

Create Payments

File Edit View Help

Step 1: General Step 2: Filters Step 3: Invoices Step 4: One-Time Cheques Step 5: Format

Computer Cheques
One-Time Cheques

Payment Options for One-Time Cheques

Payment Information

Payment format: [Dropdown]
Starting payment number: Same as computer cheques
☒ Print payment number
Edit Payment Options
Print Test Alignment Cheque

Format

| | |
|-------------------|------------------------------------|
| Cheque note: | No note printed on the cheque |
| Cheque stub note: | No note printed on the cheque stub |
| Signature 1: | Never print signature |
| Signature 2: | Never print signature |
| Address: | No address printed |

Print payments in this order

| Sort By | Order By |
|------------|-----------|
| Payee name | Ascending |
| | |

< Back Next > Cancel Create Later Create Now

6 Invoice(s) approved: \$4,497.40 1 One-Time Cheque(s) approved: \$500.00

34. In the **Payment format** field, select the form your office uses.
35. Tick **Print payment number** so the cheque number appears on the cheques.
36. In the **Sort By** and **Order By** columns at the bottom of the screen, select how to sort cheques for printing.

Note: To stop processing a payment run, click **Cancel** at the bottom of the screen.

37. Now that payments are selected and formatted, you are ready to print the cheques. Click **Create Now** at the bottom of the screen.

Creating a New One-Time Cheque

A one-time cheque is written to an individual or company not maintained as a vendor in the database. When you click **Create a new one-time cheque**, the Add a One-Time Cheque screen appears so you can define payment, printing, and posting options for the cheque. The Add a One-Time Cheque screen has tabs on which you set parameters: General, Distribution, and Format. The History of Changes tab is for informational purposes only; you do not enter or edit data on this tab.

► Adding a one-time cheque

Warning: The bank account ID automatically appears in the **Bank account** field. If you realise you are using the wrong bank account, you must close the Add a One-Time cheque screen and select another bank account from the Banks page.

1. From *Payment tasks* on the Banks page, click **Create a new one-time cheque**. The Add a One-Time cheque screen opens to the General tab.

The screenshot shows the 'Add a One-Time Cheque' window with the following details:

- Bank account:** Operating
- Cheque date:** 03/12/2006
- One-Time cheque number:** 1041
- Amount:** (empty)
- Cheque format:** (empty)
- GST:** GST
- Goods and Services Tax:** (empty)
- Cheque amount:** (empty)
- Description:** (empty)
- Payee name:** (empty)
- Address:** (empty)
- Contact:** (empty)
- Contact Type:** (empty)
- Contact Number:** (empty)
- ABN:** (empty)
- Post status/date:** Not yet posted
- Specific Date:** 03/12/2006
- Cleared on:** (empty)
- Reversal status/date:** Not yet posted
- Not reconciled:** (empty)

2. Bank account information and today's date automatically appear in the **Bank account** and **Cheque date** fields.
3. Enter the amount and a description of the payment in the **Amount** and **Description** fields
4. In the **Cheque format** field, select a cheque form your office uses.
5. In the **Payee name** field, enter the name of the business.
6. To edit sales tax information, click **Edit Tax**. For more information about editing sales tax information on the invoice record, see "Editing Sales Tax" on page 80.
7. Enter the contact information in the **Contact** field and **Contact Type** grid.
8. In the **ABN** field, enter the federal charitable identification number for your organisation.
9. Select a post status and date for the one-time cheque in the **Post status/date** fields. When the cheque clears the bank, you can tick the **Cleared on** checkbox and enter the date.

Note: You can create a distribution for the payment on the Distribution tab.

10. Select the Distribution tab.

| DR Account Number | DR Account Des... | Amount | CR Account Number | CR Account Des... | Project |
|-------------------|------------------------|---------|-------------------|---------------------|---------|
| 01-5100-01 | Salaries-Administra... | \$45.00 | 01-1000-00 | Operating Cash A... | 1001 |

11. In the distribution field, select either “Distribution” or “Miscellaneous Entries”.

If you select “Distribution”, select enter the **GST Tax ID** field.

If you select “Miscellaneous Entries”, select an interfund entry set from the **Interfund** field to balance the accounts.

Note: To delete all of the distributions, click **Delete All**. To delete one distribution line, select the row you want to delete by clicking the button to the left of the grid. Select **Edit** from the toolbar, then **Delete Row**. The selected row will be deleted.

12. In the **DR Account Number** column, enter the debit fund or account for your distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
When you enter a valid debit account number, the description appears automatically in the **DR Account Description** column.
13. Enter the amount of the distribution in the **Amount** column or the percentage in the **Percent** column. You can manually enter amounts or percents for each account or you can click **Distribute Evenly** to distribute amounts or percents equally among the selected accounts.
14. In the **CR Account Number** column, enter the credit fund or account for your distribution. You can use the small binoculars to search for an account segment or use the large binoculars to search for an account number.
When you enter a valid credit account number, the description appears automatically in the **CR Account Description** column.
15. In the **Interfund** field above the distribution grid, select an interfund set to balance the accounts if you enter debit and credit accounts from different funds. If you have not created a balancing interfund set for those accounts in *Configuration*, you cannot save the distribution.
16. If you have the optional module *Projects and Grants*, enter the project ID number in the **Project ID** column, or use the binoculars to search for a project ID. When you enter a valid project ID number, the description appears automatically in the **Project Description** column.
17. In the **Class** column, select a class for the distribution.

18. If you have the optional module *Projects and Grants* and have defined transaction codes, additional columns appear based on the number of transaction codes you have defined. In the grid, select a value for each transaction code.
19. To enter different transaction distributions for the debit and credit accounts in a distribution row, select the distribution row and click **Distribution**. For a debit account, select **DR Distribution**. For a credit account, select **CR Distribution**. The Transaction Distribution screen appears.
You can also use this screen to split transaction distributions among multiple projects, classes, or transaction codes for a single debit or credit account. When you have finished entering information, click **OK** to return to one-time cheque Distribution tab.
20. You can click **Load Distribution** to display a list of all existing account distributions defined in **Accounts Payable Configuration**.
21. You can click **Distribute Evenly** to divide the distribution evenly among all accounts entered in the distribution grid.
22. To attach transaction attributes to an account in the distribution, select the account and click **Attributes** on the action bar below the grid. When you have finished entering information, click **OK** to return to the one-time cheque Distribution tab.
23. You can click **Delete All** to delete all the distributions in the grid.
24. If you have the optional module *Budget Management*, you can click **Budget** on the action bar above the grid to check the account or project against its budget.
25. To preview **General Ledger** debits and credits for the cheque, click **DR/CR Entries** on the action bar above the grid.

Note: The History of Changes tab displays an historic record of key changes made to the one-time cheque. The information provides an audit trail and is for informational purposes only. You cannot add or edit data on the History of Changes tab.

26. Click **Print Later and Close** on the toolbar so you can print this one-time cheque in your next payment run. You return to the Banks page.

Editing Sales Tax

To edit sales tax information, click **Edit Tax** on the one-time cheque. When you edit the tax amount, the new amount is applied to the tax distribution proportionally.

▶ Editing sales tax from a one-time cheque

1. From the one-time cheque, click **Edit Tax**. The Edit Sales Tax screen appears.

| Sales Tax E... | Description | DR Account Number | DR Account Des... | Amount | CR Account Number |
|----------------|---------------------|-------------------|-------------------|--------|-------------------|
| GST | Goods and Servic... | | | \$6.50 | |

2. In the **Total Tax** field, select "GST", "FRE", or "GNR".

3. If you defined default debit accounts on the Distribution tab of the vendor record, they appear automatically in the **DR Account Number** column. Otherwise, enter debit accounts for the distribution. When you enter a debit account number, the description appears automatically in the **DR Account Description** column.
4. To preview **General Ledger** debits and credits for the invoice, click **Dr/Cr Entries**.
5. To enter distributions by amount, click the **\$** button. To enter distributions by percent, click the **%** button.
6. To save the edited sales tax, click **OK**.

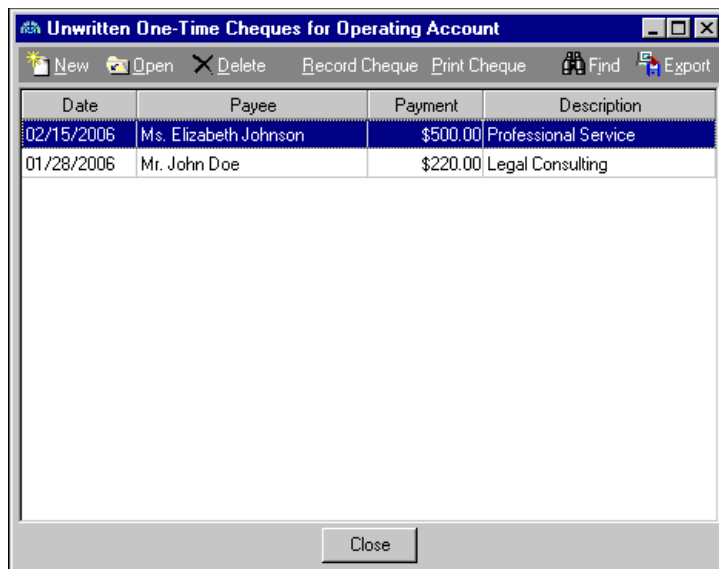
Editing Unwritten One-Time Cheques

When you click **Edit unwritten one-time cheques**, the Unwritten One-Time Cheques screen for the selected bank account appears so you can select a cheque and edit payment, printing, and posting options for the cheque. You can also record and print one-time cheques from this screen.

► Editing an unwritten one-time cheque

Note: To add a new one-time cheque, click **New** on the toolbar. To delete a one-time cheque, select the cheque in the grid and click **Delete** on the toolbar.

1. From *Payment tasks* on the Banks page, click **Edit unwritten one-time cheques**. The Unwritten One-Time Cheques screen appears



Note: To use one-time cheque information in another software application, click **Export** on the toolbar.

2. Select a cheque in the grid and click **Open** on the toolbar. You can enter or edit information on the cheque record before making the payment.
3. To record the cheque as a payment transaction in the bank register, select the cheque in the grid and click **Record Cheque** on the toolbar.

Note: If the grid contains numerous entries, you can click **Find** to find a specific one-time cheque. By using the Find screen, you can quickly find the cheque instead of spending time scrolling through them in the grid.

4. To print the cheque, select it in the grid and click **Print Cheque** on the toolbar. The Printing Payment Status screen appears so you can assure cheques will print successfully. After cheques print and you return to the Unwritten One-Time Cheques screen, the cheque no longer appears in the grid.
5. Click **Close** to return to the Banks page.

Creating Payments from Invoices

From the Payments/Credits tab of an invoice record, you can click **Pay Now** to open the Create a Payment for Invoice screen. This screen is similar to the Add a One-Time cheque screen in *Banks*. Here, you create cheques to pay invoices.

► Creating a payment from an invoice

1. From the Payments/Credits tab of an open invoice, click **Pay Now**. The Create a Payment for Invoice screen opens on the General tab.

2. In the **Bank account** field, select a bank account. The bank account description appears automatically.
3. In the **Cheque date** field, enter the cheque date.
4. The **Amount** field is for informational purposes only and displays values from the **Invoice amount** or **Discount amount** fields of the invoice.
5. In the cheque type field, select “Computer cheque number” or “Manual cheque number”.
6. In the cheque number field, enter a cheque number.
7. If you select a computer cheque type, in the **Cheque format** field, select a cheque format.
8. The **Payee name**, **Address**, and **Tax ID number** fields are for informational purposes and display vendor information from the invoice.
9. The **Contact**, **Contact Type**, and **Contact Number** fields are for informational purposes and display contact information from the invoice.
10. In the **Post status/date** field, select a current posting status and the date posted to the general ledger. If you select “Specific Date”, enter a date.
11. When the cheque clears, mark **Cleared on** and enter the date it cleared.

12. The **Reversal status/date** fields are for informational purposes only and display reversal information from the invoice.
13. Select the Distribution tab.

The screenshot shows the 'Create a Payment for Invoice 333' window with the 'Distribution' tab selected. The window has a menu bar (File, Edit, View, Payment, Help) and a toolbar with buttons for 'Record and Close', 'Print Later and Close', 'Print Now', and a help icon. Below the toolbar are tabs for 'General', 'Distribution', 'Format', and 'History of Changes'. The 'Distribution' tab is active, showing a 'Distribution' dropdown menu and an 'Interfund' dropdown. Below these is a table with columns: 'DR Account Number', 'DR Account Des...', 'Amount', 'CR Account Number', 'CR Account Des...', and 'Proj...'. The table is currently empty. At the bottom of the window, there is a status bar with 'Not reconciled' and a 'Remaining: \$45.00' label.

14. On the Distribution tab, you can view debit and credit information you entered on the invoice record. Information on the payment Distribution tab is for informational purposes only, and cannot be edited.
15. Select the Format tab.

The screenshot shows the 'Create a Payment for Invoice 333' window with the 'Format' tab selected. The window has the same menu bar and toolbar as the previous screenshot. The 'Format' tab is active, showing 'Payment Options' and 'Printer Options' sections. Below these is a 'Format and Print Options' section with a grid of options: 'Cheque note:', 'Cheque stub note:', 'Cheque printed to:', 'Signature 1:', 'Signature 2:', and 'Transit ABA number:'. Each option has a corresponding value (e.g., 'No note printed on the cheque', 'Never print signature'). Below this is a 'Signature(s)' section with a table for signatures and a preview area. The table has columns 'Signature' and 'Preview'. The preview area shows two rows of electronic signatures, both marked as 'not allowed'. At the bottom of the window, there is a status bar with 'Not reconciled'.

16. Click **Payment Options** on the action bar to access the Payment Options screen. In the **Format and Print Options** grid, you can change alignment and cheque stub information. In the **Signature(s)** grid, you can add or edit electronic signatures and enter notes for the one-time cheque.

Note: Selections you make on the Payment Options screen appear in the **Format and Print Options** frame.

17. Click **Printer Options** to access the Printer Options screen.
18. To save the payment and return to the invoice record, click **Record and Close**.

GST Reporting



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In **Accounts Payable**, **Accounts Receivable**, and **Student Billing**, you can create Business Activity Statements to view GST information quickly and easily. These reports are valuable tools for documenting your GST deductions and providing accurate information about the taxes you collect.

The Reports page is the central location for reporting. From the navigation bar, select *Reports* to access the Reports page. This page contains links to each report category. When you click a link, the program displays a list of the reports making up the category. To access Business Activity Statements in **Accounts Payable**, click **Invoice Reports**. To access Business Activity Statements and GST Reports in **Accounts Receivable** or **Student Billing**, click **Transaction Reports**.

This chapter explains the procedures for creating Business Activity Statements and GST Reports.

Accounts Payable Reports

In **Accounts Payable**, you can create Business Activity Statements to document the amount of GST you have paid so you can claim tax deductions. This section contains detailed procedures for creating a business activity statement. For detailed information about creating other **Accounts Payable** reports, see the *Reports Guide for Accounts Payable*.

Creating a Business Activity Statement

The Business Activity Statement shows tax information from your **Accounts Payable**, **Accounts Receivable**, **Student Billing**, **General Ledger**, and **Raiser's Edge** programs.

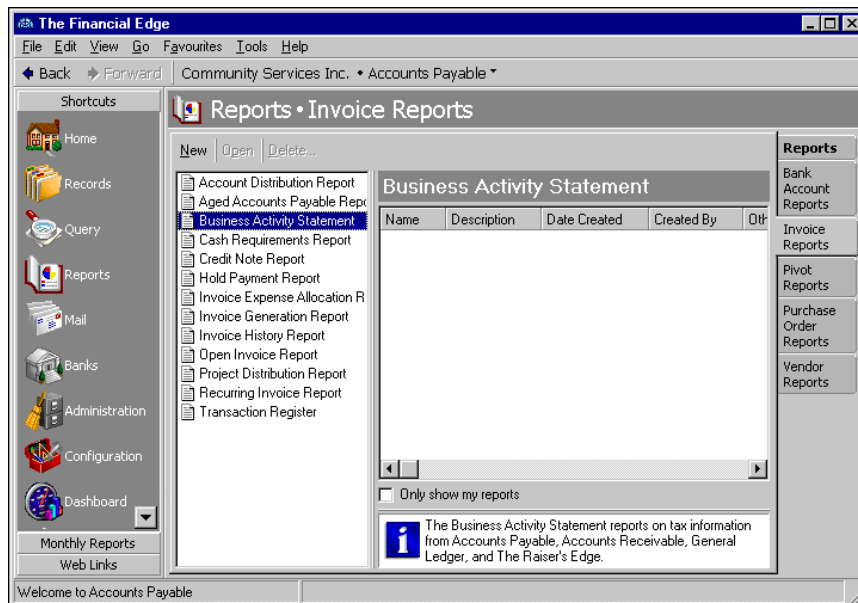
The Business Activity Statement has four tabs on which you set parameters: General, AP Filters, AR Filters, and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

► Creating a Business Activity Statement

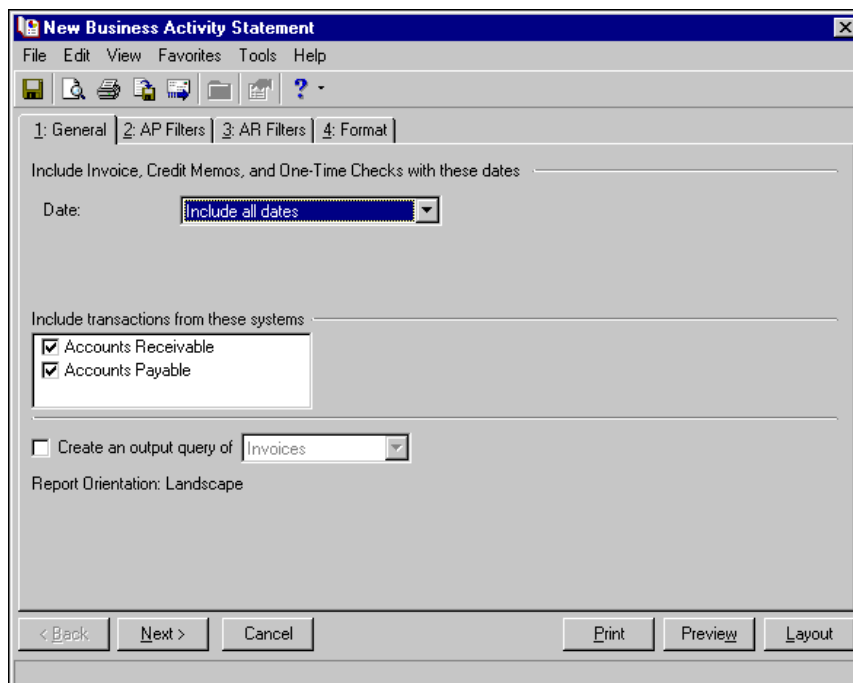
Note: The action bar is located above the list of reports and contains links for creating a new report, opening a report, and deleting a report. These links are common to all Reports pages.

1. From the Reports page, click **Invoice Reports**. The Invoice Reports page appears with a list of all invoice reports on the left.

- In the list on the left, select **Business Activity Statement**.



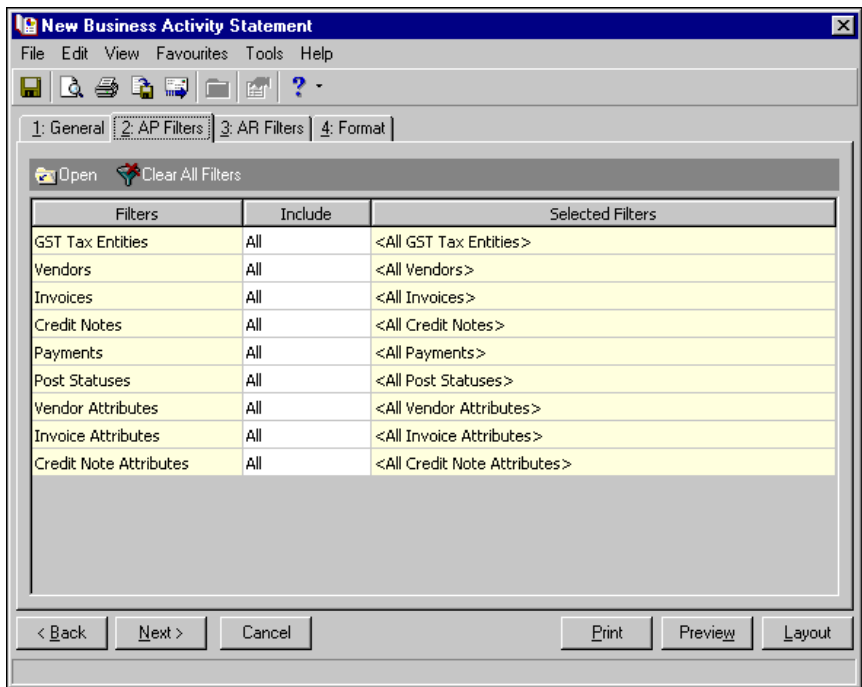
- On the action bar, click **New**. The New Business Activity Statement screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

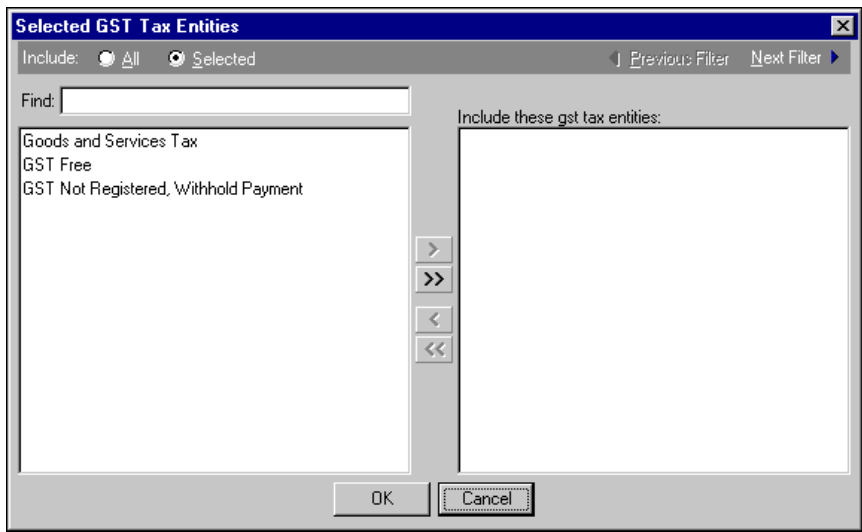
- In the **Date** field, select a date range for the report. If you select “Specific range”, you must also enter a start date and end date.
- In the **Include transactions from these systems** frame, you can select to include **Accounts Payable** and **Accounts Receivable** transactions in the report.

6. To create an output query, tick the checkbox and select “Invoices”.
7. Click **Next** or select the AP Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

8. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



9. To include all of the filters listed in the grid by ticking **All**. You can include individual filters by ticking **Selected** and moving the filter into the **Include these gst tax entities** checkbox.
10. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

11. Click **OK** to return to the AP Filters tab.
12. Click **Next** or select the AR Filters tab.

| Filters | Include | Selected Filters |
|------------------------|---------|------------------------------|
| GST Tax Entities | All | <All GST Tax Entities> |
| Clients | All | <All Clients> |
| Invoices | All | <All Invoices> |
| Credits | All | <All Credits> |
| Post Statuses | All | <All Post Statuses> |
| Client Attributes | All | <All Client Attributes> |
| Invoice Attributes | All | <All Invoice Attributes> |
| Transaction Attributes | All | <All Transaction Attributes> |

Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

13. In the **Include** column, select "All" or "Selected". If you choose "Selected," the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.
14. You can include all of the filters listed in the grid by ticking **All**. You can include individual filters by ticking **Selected** and moving the filter into the **Include these gst tax entities** checkbox.
15. To view or edit the previous filter without returning to the AR Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AR Filters tab, click **Next Filter**.
16. Click **OK** to return to the AR Filters tab.

17. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

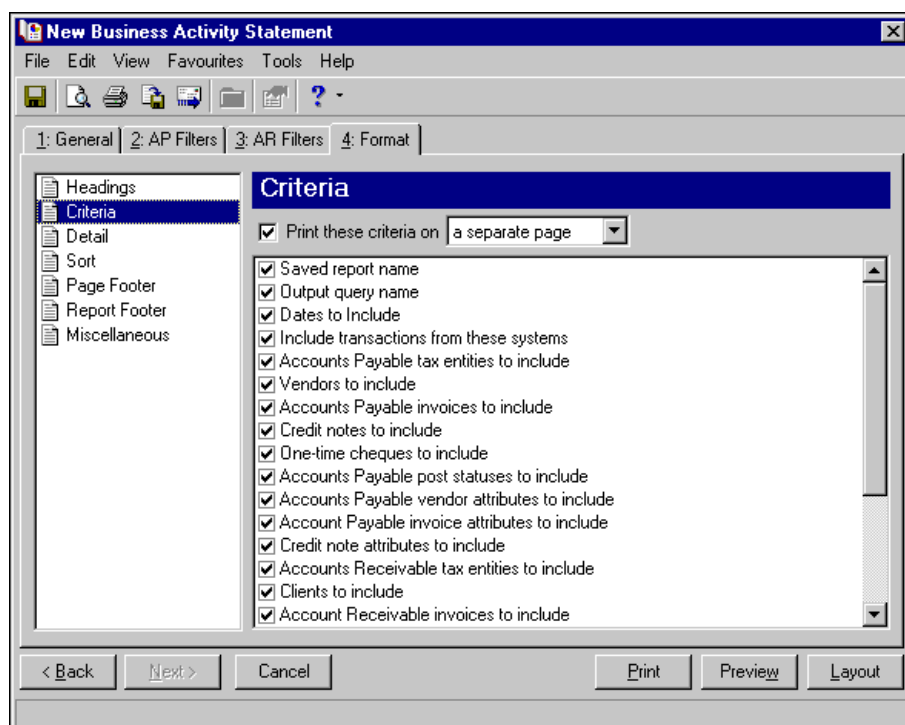
The screenshot shows a software window titled "New Business Activity Statement" with a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar. Below the toolbar are four tabs: "1: General", "2: AP Filters", "3: AR Filters", and "4: Format". The "4: Format" tab is selected. On the left is a tree view with "Headings" selected, showing sub-items: Criteria, Detail, Sort, Page Footer, Report Footer, and Miscellaneous. The main area is titled "Headings" and contains the following options:

- Heading Format:**
 - Title: Business Activity Statement
 - Subtitle: (empty field)
 - Align: Center
 - ☒ Print organisation name in header
- ☒ Print Page Number in Heading
 - Format: Page 1
 - Align: Right
- ☒ Print Report Date in Heading
 - Format: Short Date and Time
 - Align: Left
- ☒ Print report heading on each page

At the bottom are buttons: "< Back", "Next >", "Cancel", "Print", "Preview", and "Layout".

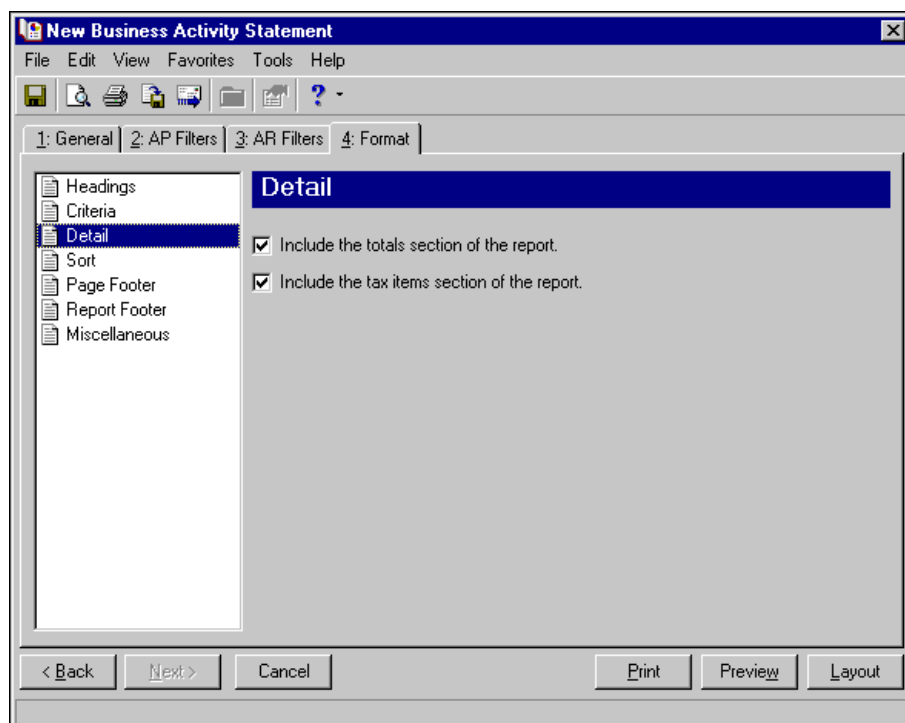
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, "Business Activity Statement". You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation's name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.

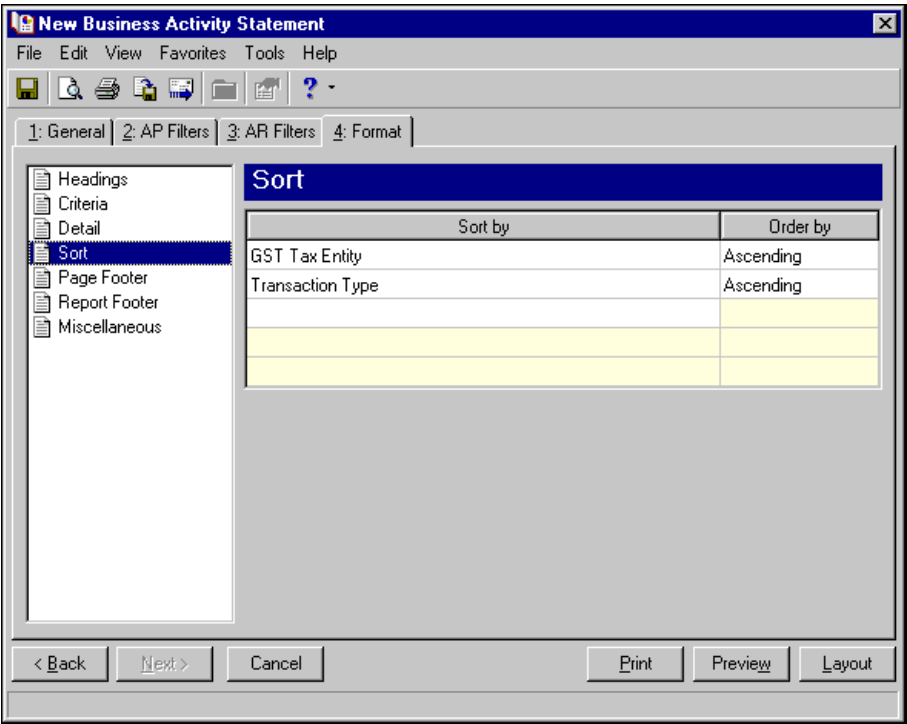


Criteria. Select **Criteria** to print a list of criteria used to create the report. Tick **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Untick the checkbox for any you do not want to print with the report.



Detail. Use **Detail** to select details specific to the report. On this screen you can choose to include the totals and/or the tax items sections of the report.



Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

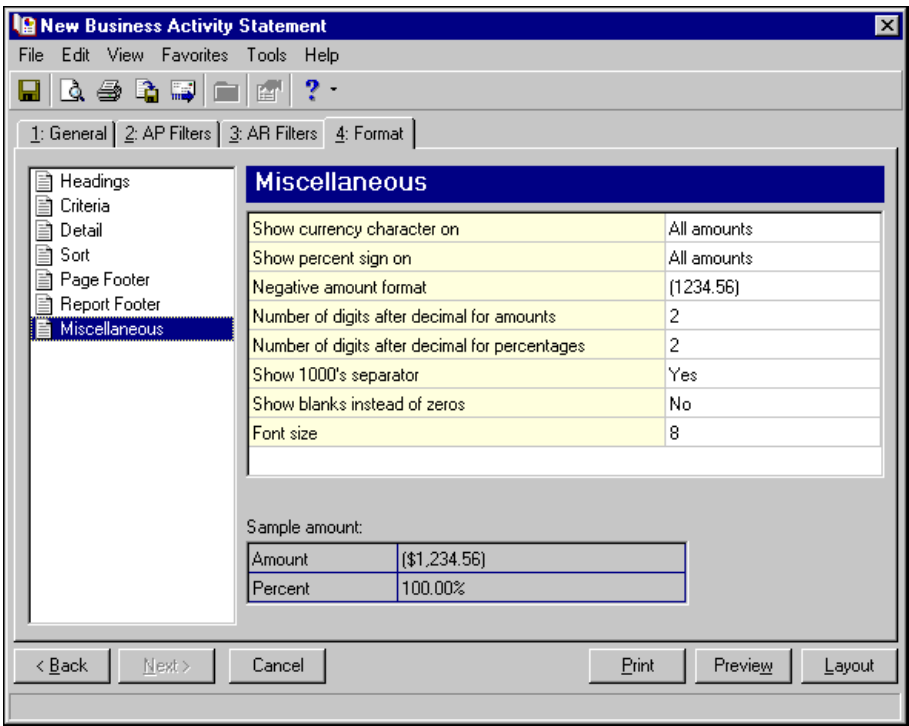
If you make no selections in the **Sort by** column in the grid, the program sorts by GST Tax Entity and Transaction Type in ascending order.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' section includes a 'Page Footer Text' field, an 'Align' dropdown set to 'Center', and two checkboxes: 'Print Page Number in Footer' and 'Print Report Date in Footer'. Below these are 'Format' and 'Align' dropdowns for each checkbox. The 'Format' for 'Print Page Number in Footer' is 'Page 1' and its 'Align' is 'Right'. The 'Format' for 'Print Report Date in Footer' is 'Short Date and Time' and its 'Align' is 'Left'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Report Footer' section includes a 'Report Footer Text' field and an 'Align' dropdown set to 'Left'. At the bottom are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



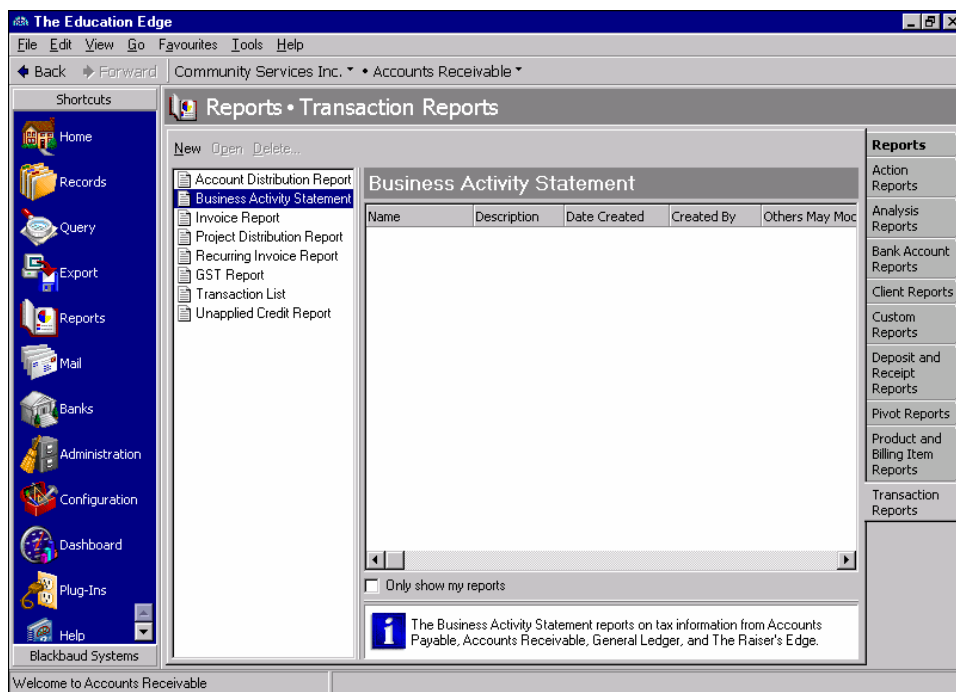
Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.

Accounts Receivable Reports

In **Accounts Receivable**, you can create Business Activity Statements to document the amount of GST you have collected so you can properly report it to the ATO. You can also create a GST report that displays all the GST-related charges and invoice line items for the period. This section contains detailed procedures for creating a business activity statement and GST report. For detailed information about creating other **Accounts Receivable** reports, see the *Reports Guide for Accounts Receivable*.

Creating a Business Activity Statement

The Business Activity Statement shows tax information from your **Accounts Payable**, **Accounts Receivable**, **General Ledger**, and **Raiser's Edge** programs.



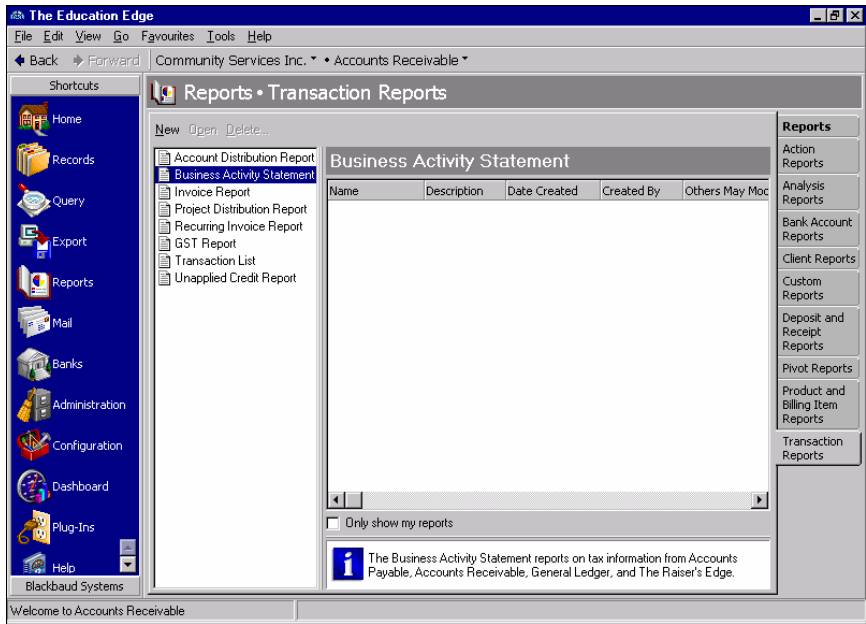
The Business Activity Statement has four tabs on which you set parameters: General, AP Filters, AR Filters, and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

► Creating a Business Activity Statement

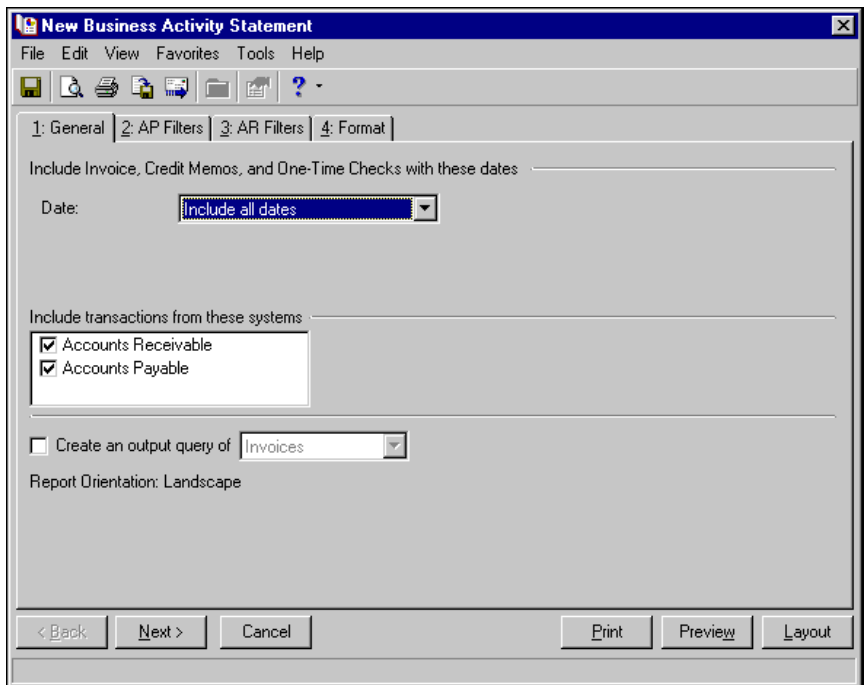
Note: The action bar is located above the list of reports and contains links for creating a new report, opening a report, and deleting a report. These links are common to all Reports pages.

1. From the Reports page, click **Transaction Reports**. The Invoice Reports page appears with a list of all invoice reports on the left.

2. In the list on the left, select **Business Activity Statement**.



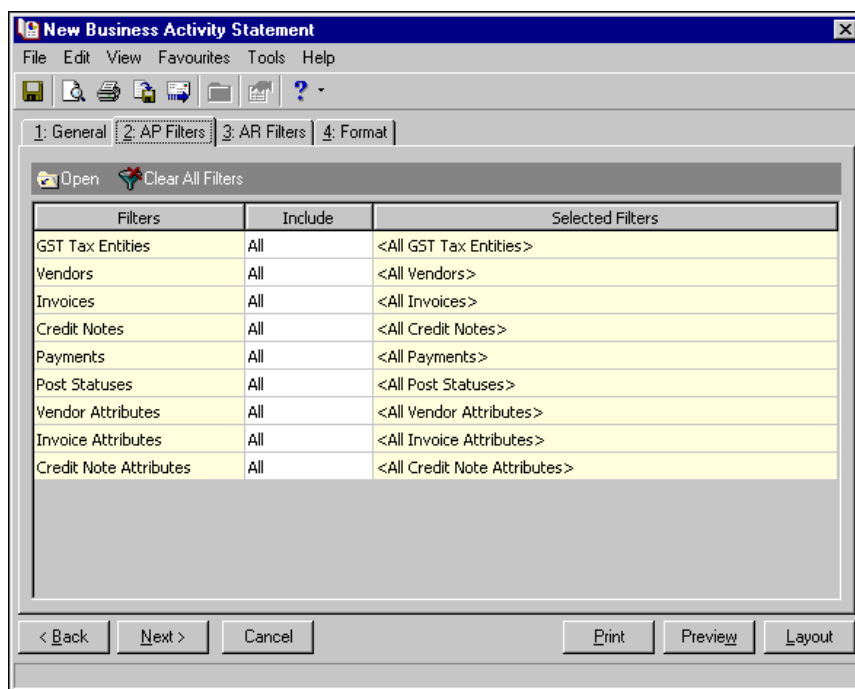
3. On the action bar, click **New**. The New Business Activity Statement screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

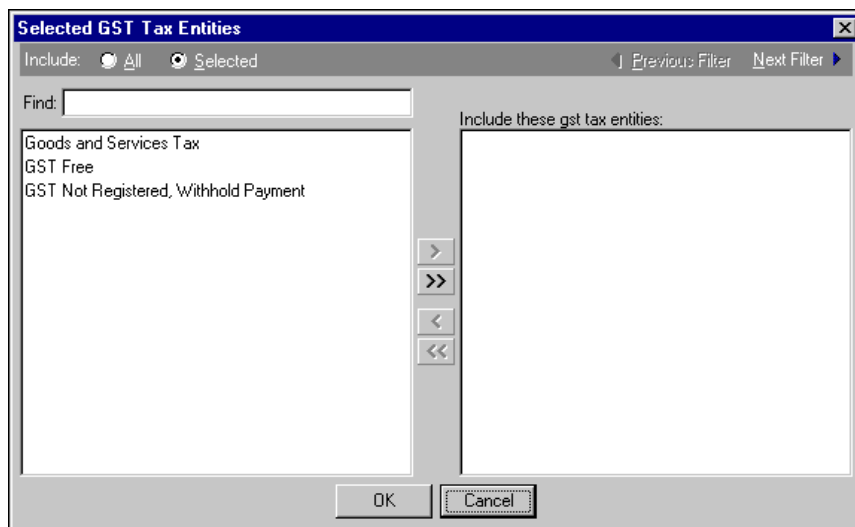
4. In the **Date** field, select a date range for the report. If you select "Specific range", you must also enter a start date and end date.
5. In the **Include transactions from these systems** frame, you can select to include **Accounts Payable** and **Accounts Receivable** transactions in the report.

6. To create an output query, tick the checkbox and select “Invoices”.
7. Click **Next** or select the AP Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

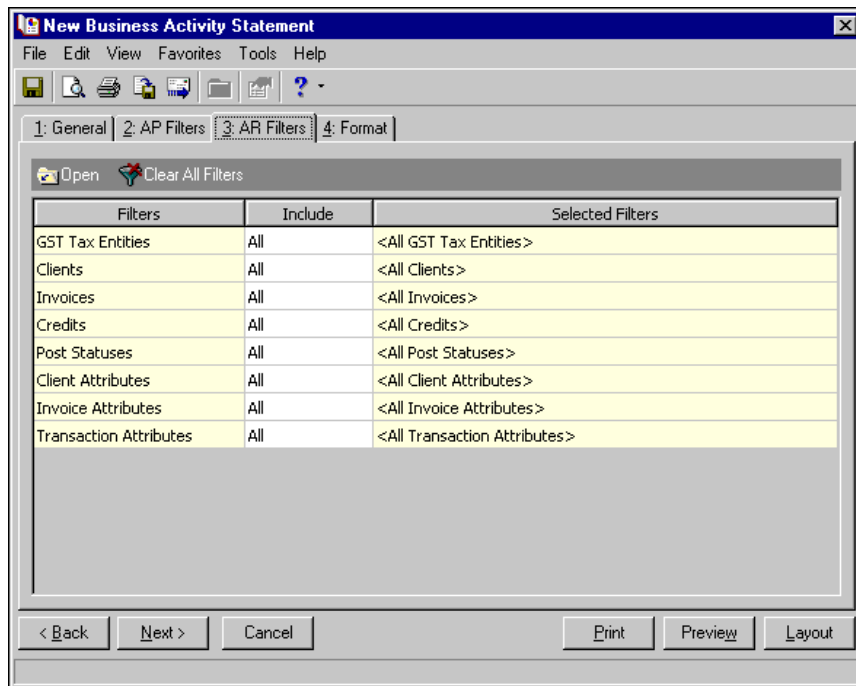
8. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



9. To include all of the filters listed in the grid, select **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
10. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

11. Click **OK** to return to the AP Filters tab.
12. Click **Next** or select the AR Filters tab.



Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

13. In the **Include** column, select "All" or "Selected". If you choose "Selected," the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.
14. You can include all of the filters listed in the grid by selecting **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
15. To view or edit the previous filter without returning to the AR Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AR Filters tab, click **Next Filter**.
16. Click **OK** to return to the AR Filters tab.
17. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, "Business Activity Statement". You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation's name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.

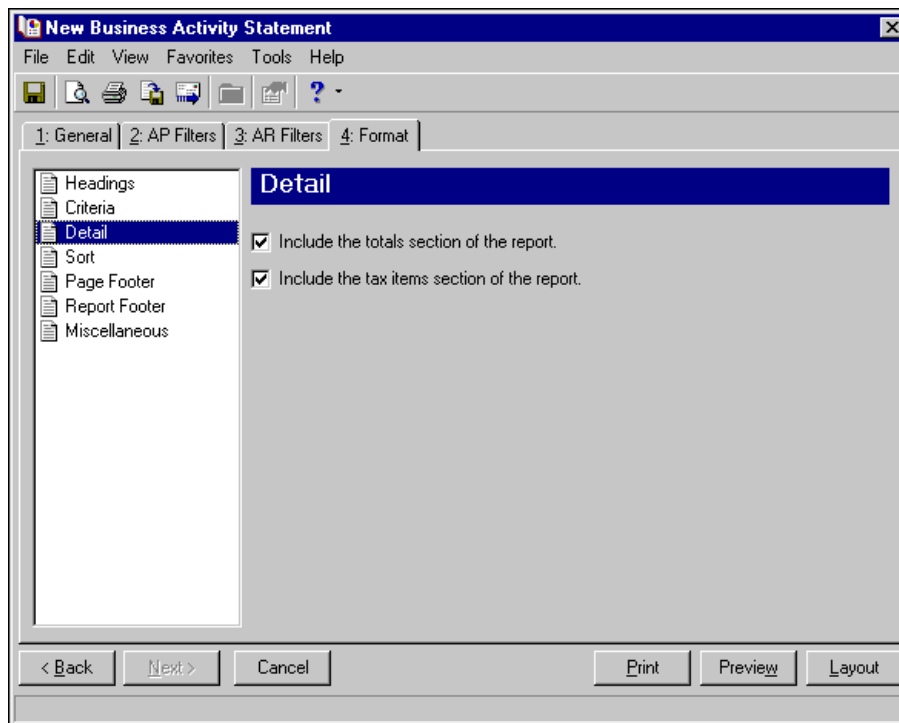
The screenshot shows the 'New Business Activity Statement' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for the report's title, subtitle, and alignment. The 'Title' is set to 'Business Activity Statement'. The 'Align' dropdown is set to 'Center'. The 'Print organisation name in header' checkbox is checked. The 'Print Page Number in Heading' checkbox is checked, with the 'Format' dropdown set to 'Page 1' and 'Align' set to 'Right'. The 'Print Report Date in Heading' checkbox is checked, with the 'Format' dropdown set to 'Short Date and Time' and 'Align' set to 'Left'. The 'Print report heading on each page' checkbox is checked. The 'Criteria' section is visible in the left sidebar.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Tick **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Untick the checkbox for any you do not want to print with the report.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Format' tab selected. The 'Criteria' section is active, showing a list of criteria to be included in the report. The 'Print these criteria on' dropdown is set to 'a separate page'. The list of criteria includes: Saved report name, Output query name, Dates to Include, Include transactions from these systems, Accounts Payable tax entities to include, Vendors to include, Accounts Payable invoices to include, Credit notes to include, One-time cheques to include, Accounts Payable post statuses to include, Accounts Payable vendor attributes to include, Account Payable invoice attributes to include, Credit note attributes to include, Accounts Receivable tax entities to include, Clients to include, and Account Receivable invoices to include. All checkboxes are checked.

Detail. Use **Detail** to select details specific to the report. On this screen you can choose to include the totals and/or the tax items sections of the report.



Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by GST Tax Entity and Transaction Type in ascending order.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Sort' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Sort' tab displays a table with two columns: 'Sort by' and 'Order by'.

| Sort by | Order by |
|------------------|-----------|
| GST Tax Entity | Ascending |
| Transaction Type | Ascending |
| | |
| | |
| | |

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' tab displays a 'Page Footer Text' section with a 'Text' input field and an 'Align' dropdown set to 'Center'.

Below the text field are two checkboxes and their respective settings:

- ☐ Print Page Number in Footer
 - Format: Page 1
 - Align: Right
- ☐ Print Report Date in Footer
 - Format: Short Date and Time
 - Align: Left

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Miscellaneous' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area contains a table of formatting options and a sample amount section.

| Miscellaneous | |
|--|-------------|
| Show currency character on | All amounts |
| Show percent sign on | All amounts |
| Negative amount format | (1234.56) |
| Number of digits after decimal for amounts | 2 |
| Number of digits after decimal for percentages | 2 |
| Show 1000's separator | Yes |
| Show blanks instead of zeros | No |
| Font size | 8 |

Sample amount:

| | |
|---------|--------------|
| Amount | (\$1,234.56) |
| Percent | 100.00% |

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Report Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The main area contains a text input field for the report footer and an alignment dropdown.

Report Footer

Report Footer Text

Text:

Align:

Buttons at the bottom: < Back, Next >, Cancel, Print, Preview, Layout.

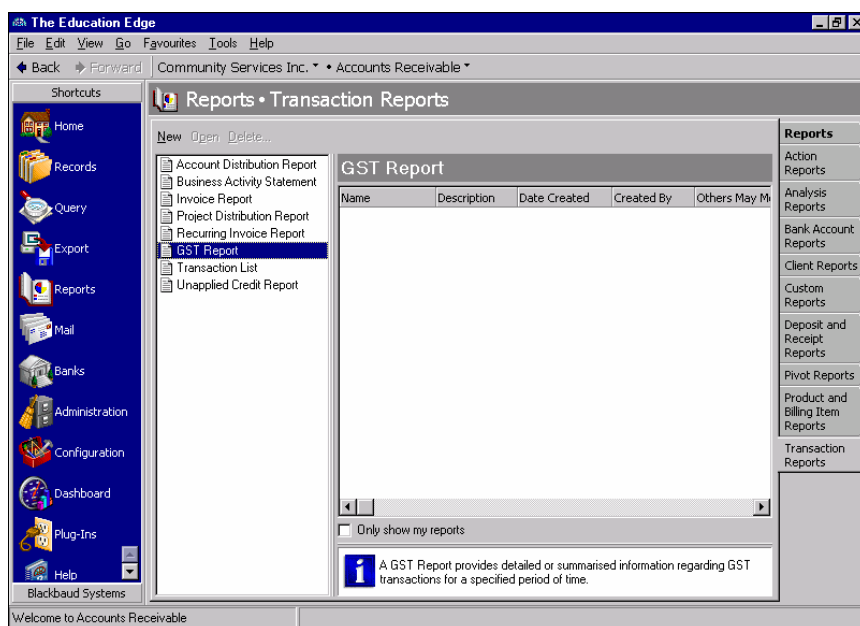
Creating a GST Report

The GST Report shows taxes you have received from charges and invoice line items in **Accounts Receivable**.

The GST Report has three tabs on which you set parameters: General, Filters, and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

► Creating a GST Report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears with a list of all transaction reports on the left.
2. In the list on the left, select **GST Report**.

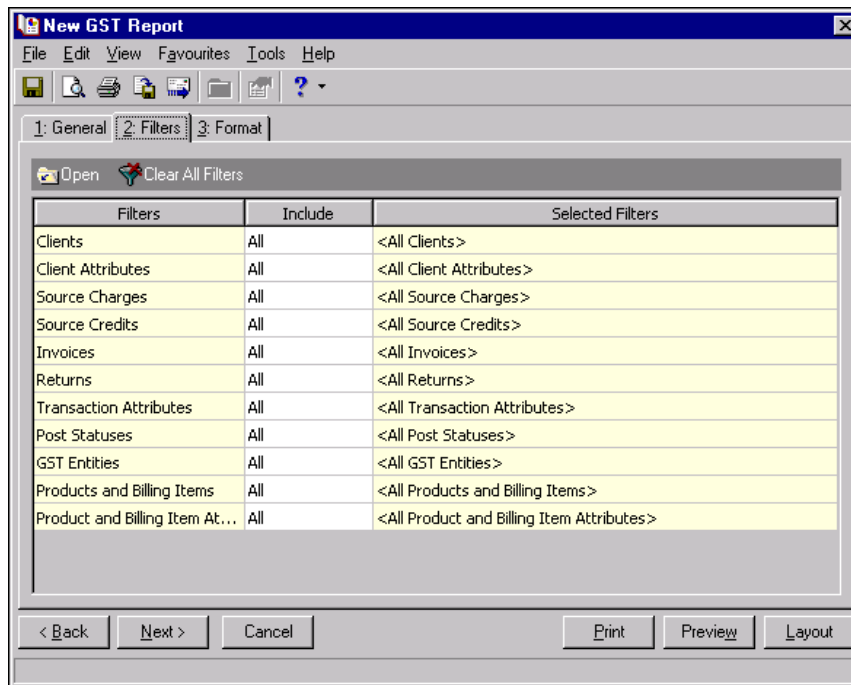


3. On the action bar, click **New**. The New GST Report screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.

Note: Fields, options, and checkboxes on the General tab vary for each report.

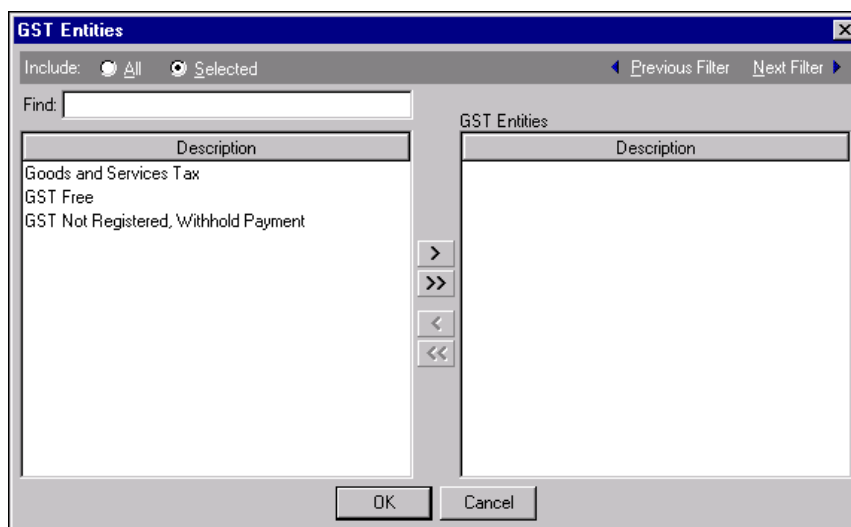
4. In the **Report Format** field, select “Detail” or “Summary” as the report format. “Detail” format includes each one line item, while “Summary” displays a total.
5. In the **Transaction date** field of the **Include these dates** frame, select a specific date or date range for transactions to include in the report.
If you select “<Specific range>”, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
6. In the **Post date** field, select a date or date range of post dates to include in the report.
If you select “<Specific range>”, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
7. To create an output query, tick the checkbox and select “Clients”, “Charges”, “Credits”, or “Products and Billing Items”.
8. In the **Report orientation** field, select “Portrait” or “Landscape”.

9. Click **Next** or select the Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

10. In the **Include** column, select "All" or "Selected". If you choose "Selected," the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



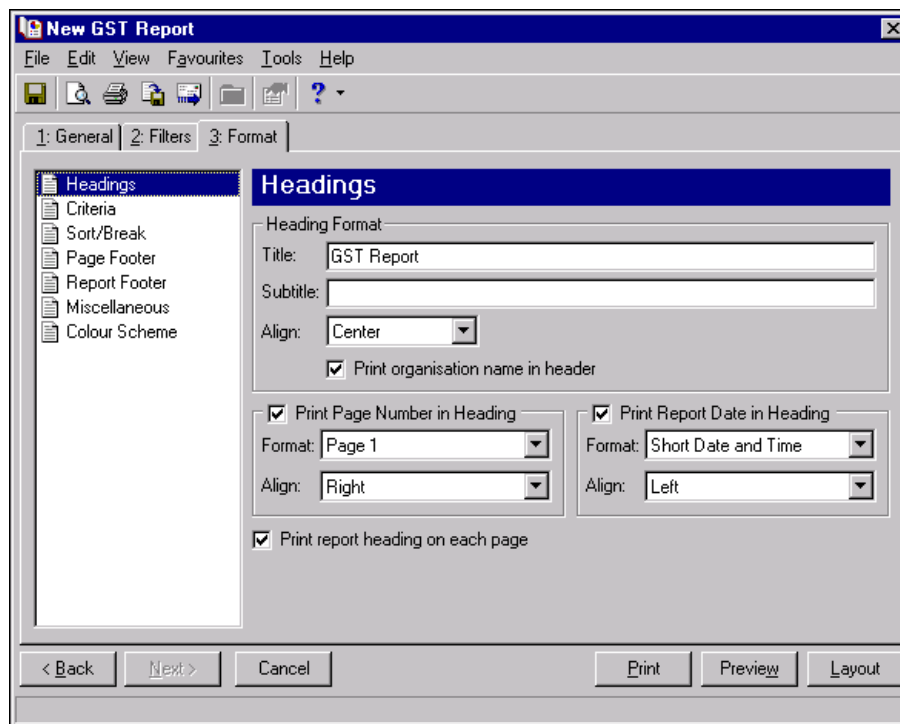
11. To include all of the filters listed in the grid, select **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
12. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

13. Click **OK** to return to the Filters tab.
14. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

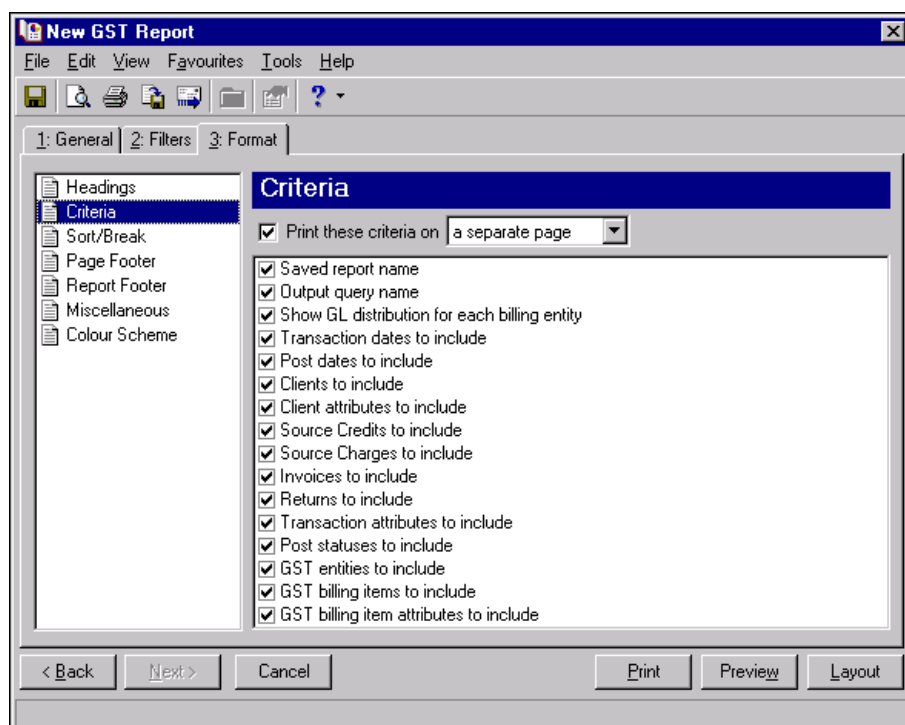
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, “GST Report”. You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation’s name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.



Criteria. Select **Criteria** to print a list of criteria used to create the report. Tick **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Untick the checkbox for any you do not want to print with the report.



Sort/Break. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by Billing Entity in ascending order.

You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Sales tax entity** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Sales tax entity**, a new page starts for the highest level break.

New GST Report

File Edit View Favourites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria

Sort/Break

Page Footer

Report Footer

Miscellaneous

Colour Scheme

Sort/Break

| Sort by | Order by | Break? |
|----------------|-----------|-------------------------------------|
| Billing entity | Ascending | <input checked="" type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Break Header for Billing entity

Text before value:

Text after value:

Break Footer for Billing entity

☒ Print count per Billing entity

☐ Print count as a percentage of total

☐ Page break on each new Billing entity

< Back

Next >

Cancel

Print

Preview

Layout

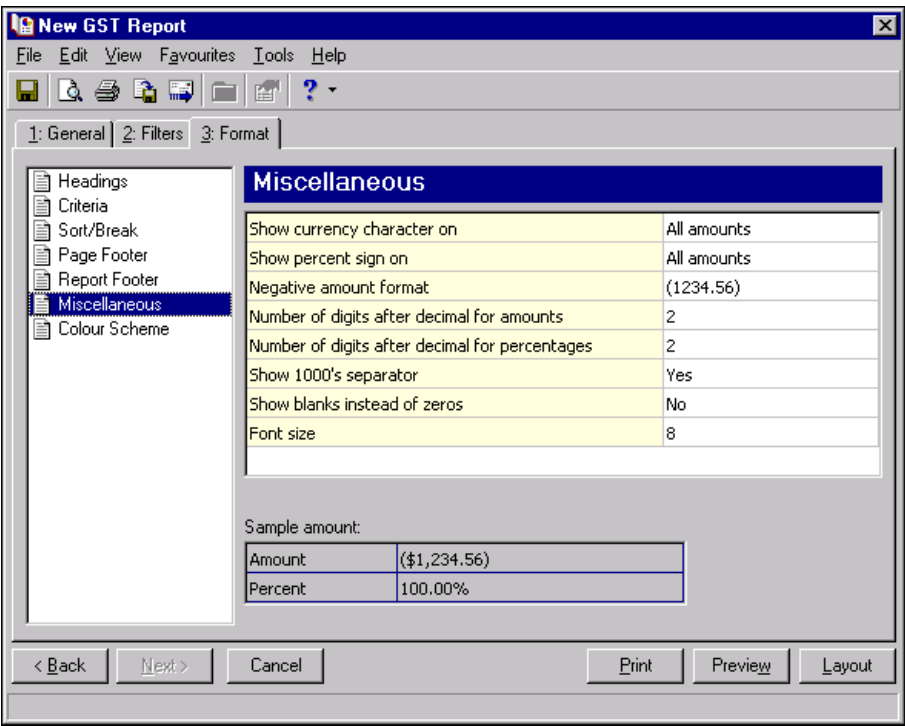
Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.

The screenshot shows the 'New GST Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer (selected), Report Footer, Miscellaneous, and Colour Scheme. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two columns of options. The first column has a checkbox for 'Print Page Number in Footer', a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second column has a checkbox for 'Print Report Date in Footer', a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

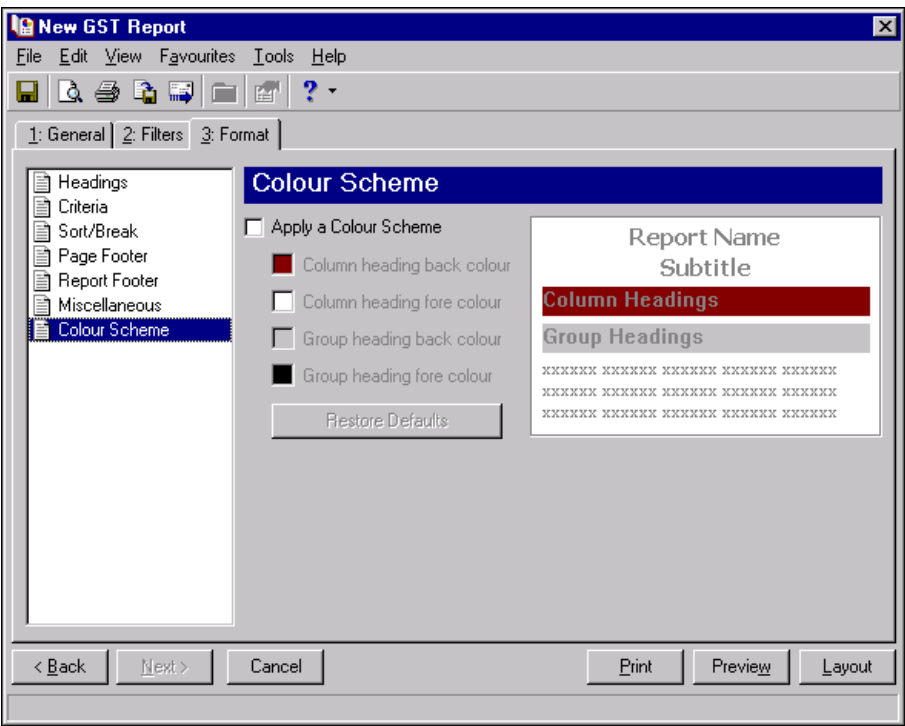
Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows the 'New GST Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer, Report Footer (selected), Miscellaneous, and Colour Scheme. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown set to 'Left'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.



Colour Scheme. Use Colour Scheme to select colours for report headings. When you click in the colour checkbox next to the selection, the Colour screen appears so you can select a standard colour or define a custom colour. If you leave the **Apply a Colour Scheme** checkbox unticked, the report prints in black and white.

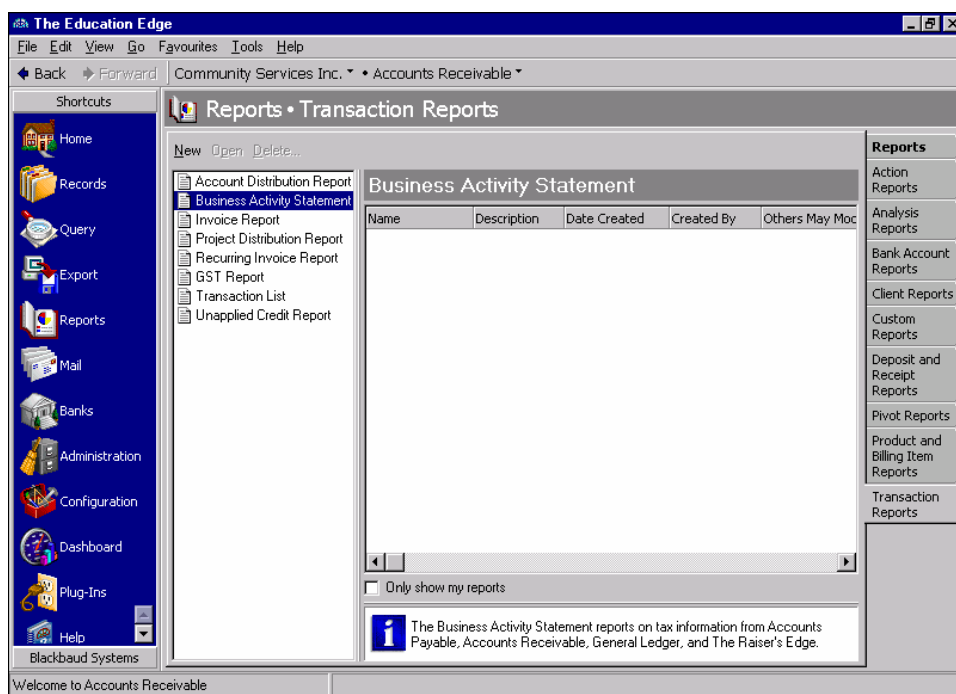


Student Billing Reports

In **Student Billing**, you can create Business Activity Statements to document the amount of GST you have collected so you can properly report it to the ATO. You can also create a GST report that displays all the GST-related charges and invoice line items for the period. This section contains detailed procedures for creating a business activity statement and GST report. For detailed information about creating other **Student Billing** reports, see the *Reports Guide for Student Billing*.

Creating a Business Activity Statement

The Business Activity Statement shows tax information from your **Student Billing**, **Accounts Payable**, **Accounts Receivable**, **General Ledger**, and **Raiser's Edge** programs.



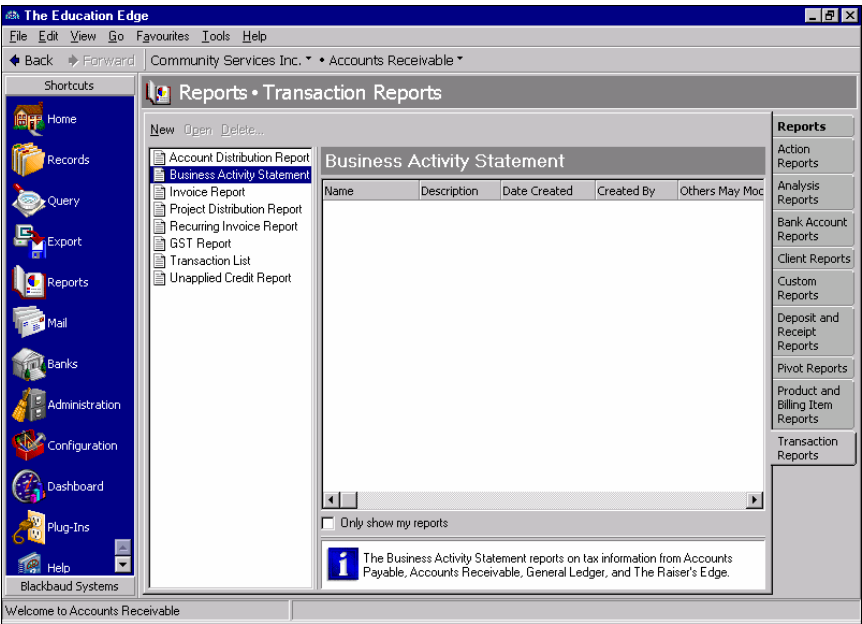
The Business Activity Statement has four tabs on which you set parameters: General, AP Filters, AR Filters, and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

► Creating a Business Activity Statement

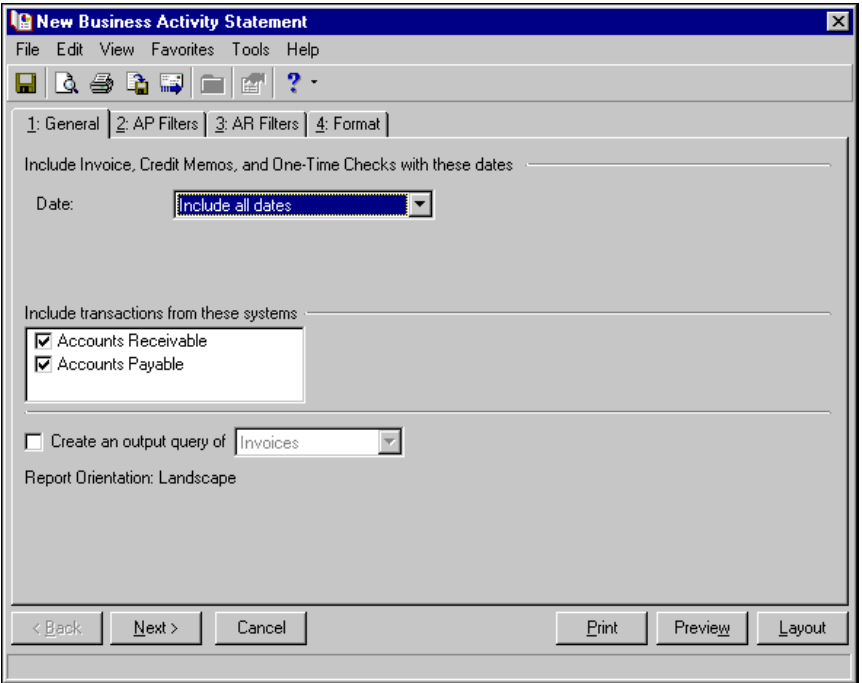
Note: The action bar is located above the list of reports and contains links for creating a new report, opening a report, and deleting a report. These links are common to all Reports pages.

1. From the Reports page, click **Transaction Reports**. The Invoice Reports page appears with a list of all invoice reports on the left.

2. In the list on the left, select **Business Activity Statement**.



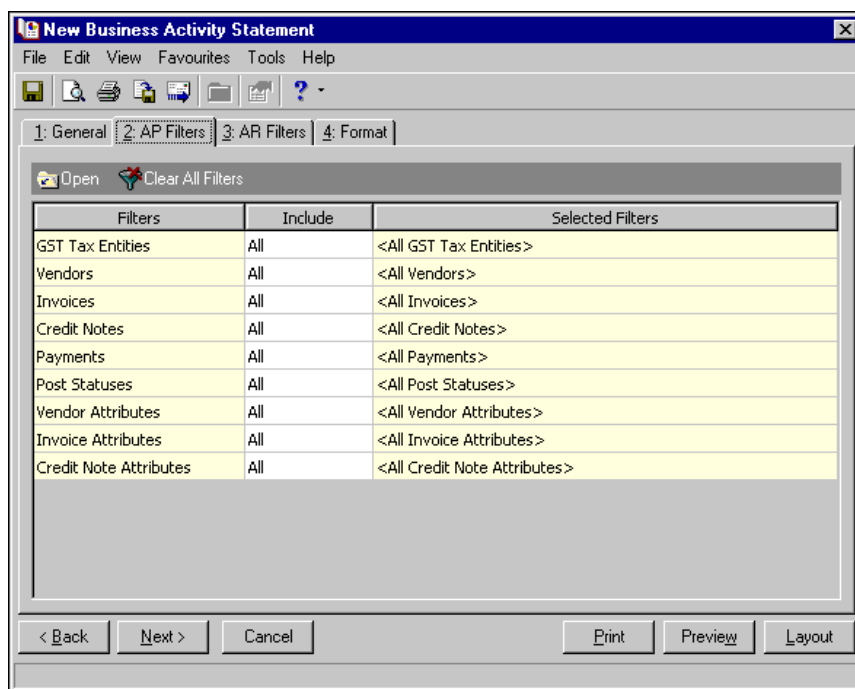
3. On the action bar, click **New**. The New Business Activity Statement screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.



Note: Fields, options, and checkboxes on the General tab vary for each report.

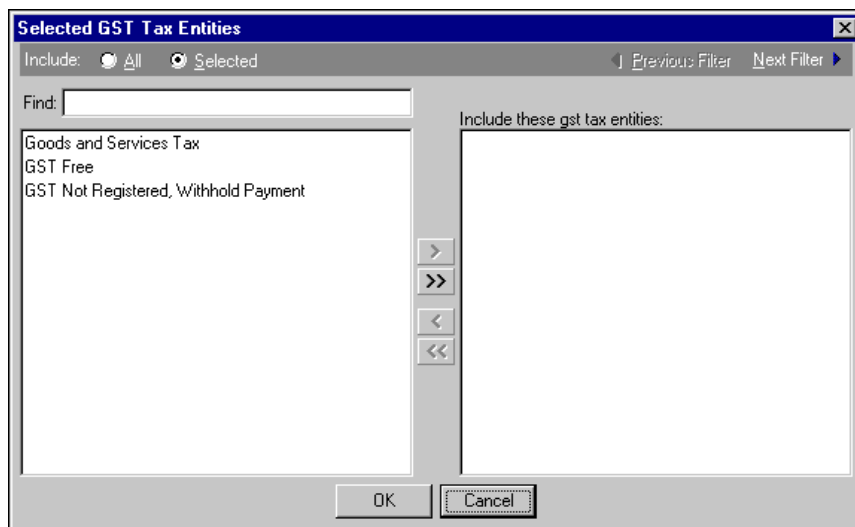
4. In the **Date** field, select a date range for the report. If you select "Specific range", you must also enter a start date and end date.
5. In the **Include transactions from these systems** frame, you can select to include **Accounts Payable** and **Accounts Receivable** transactions in the report.

6. To create an output query, tick the checkbox and select “Invoices”.
7. Click **Next** or select the AP Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

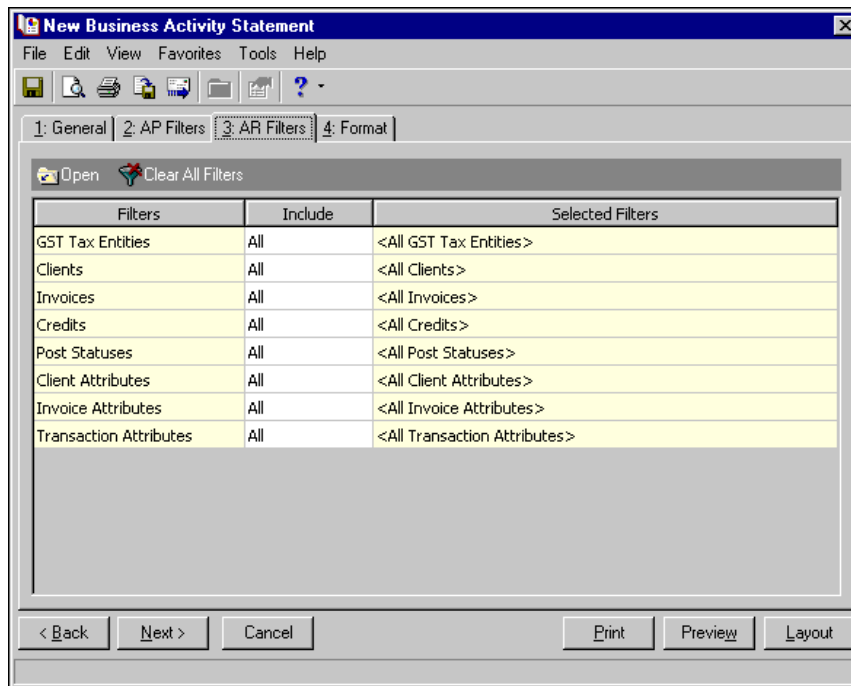
8. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



9. To include all of the filters listed in the grid, select **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
10. To view or edit the previous filter without returning to the AP Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AP Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

11. Click **OK** to return to the AP Filters tab.
12. Click **Next** or select the AR Filters tab.



Note: Once you highlight a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

13. In the **Include** column, select "All" or "Selected". If you choose "Selected," the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.
14. You can include all of the filters listed in the grid by selecting **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
15. To view or edit the previous filter without returning to the AR Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the AR Filters tab, click **Next Filter**.
16. Click **OK** to return to the AR Filters tab.
17. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, "Business Activity Statement". You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation's name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.

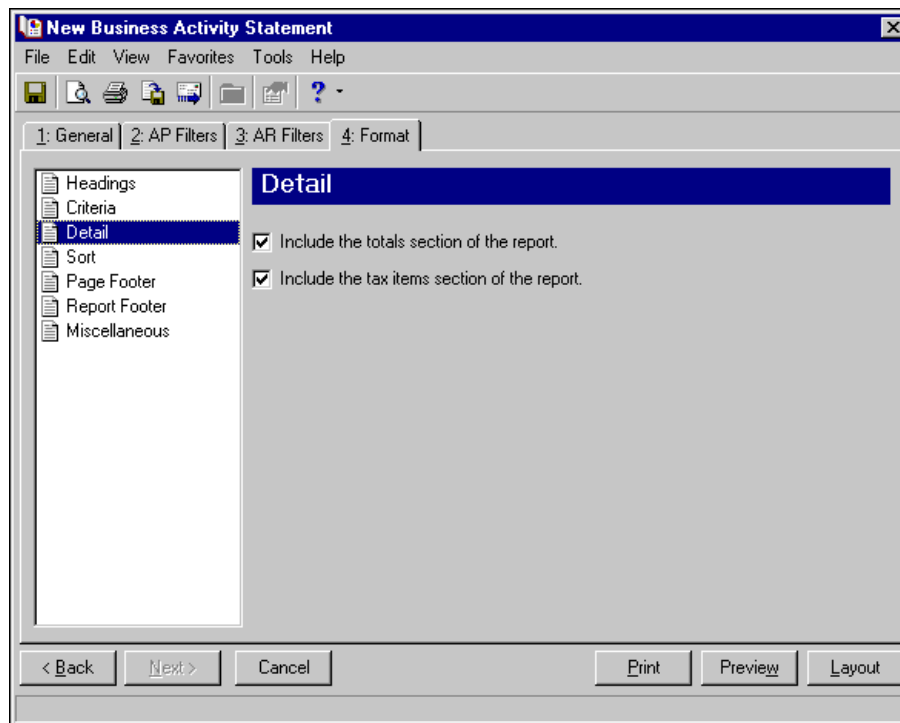
The screenshot shows the 'New Business Activity Statement' dialog box with the 'Format' tab selected. The 'Headings' section is active, showing options for the report's title, subtitle, and alignment. The 'Title' is set to 'Business Activity Statement'. The 'Align' dropdown is set to 'Center'. The 'Print organisation name in header' checkbox is checked. The 'Print Page Number in Heading' checkbox is checked, with the 'Format' dropdown set to 'Page 1' and the 'Align' dropdown set to 'Right'. The 'Print Report Date in Heading' checkbox is checked, with the 'Format' dropdown set to 'Short Date and Time' and the 'Align' dropdown set to 'Left'. The 'Print report heading on each page' checkbox is checked. The 'Criteria' section is visible in the left sidebar, with 'Criteria' selected.

Criteria. Select **Criteria** to print a list of criteria used to create the report. Tick **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Untick the checkbox for any you do not want to print with the report.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Format' tab selected. The 'Criteria' section is active, showing a list of criteria to be included in the report. The 'Print these criteria on' dropdown is set to 'a separate page'. The list of criteria includes: Saved report name, Output query name, Dates to Include, Include transactions from these systems, Accounts Payable tax entities to include, Vendors to include, Accounts Payable invoices to include, Credit notes to include, One-time cheques to include, Accounts Payable post statuses to include, Accounts Payable vendor attributes to include, Account Payable invoice attributes to include, Credit note attributes to include, Accounts Receivable tax entities to include, Clients to include, and Account Receivable invoices to include. All checkboxes are checked. The 'Criteria' section is visible in the left sidebar, with 'Criteria' selected.

Detail. Use **Detail** to select details specific to the report. On this screen you can choose to include the totals and/or the tax items sections of the report.



Sort. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by GST Tax Entity and Transaction Type in ascending order.

The screenshot shows the 'New Business Activity Statement' dialog box with the 'Sort' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Sort' tab displays a table with two columns: 'Sort by' and 'Order by'.

| Sort by | Order by |
|------------------|-----------|
| GST Tax Entity | Ascending |
| Transaction Type | Ascending |
| | |
| | |

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.

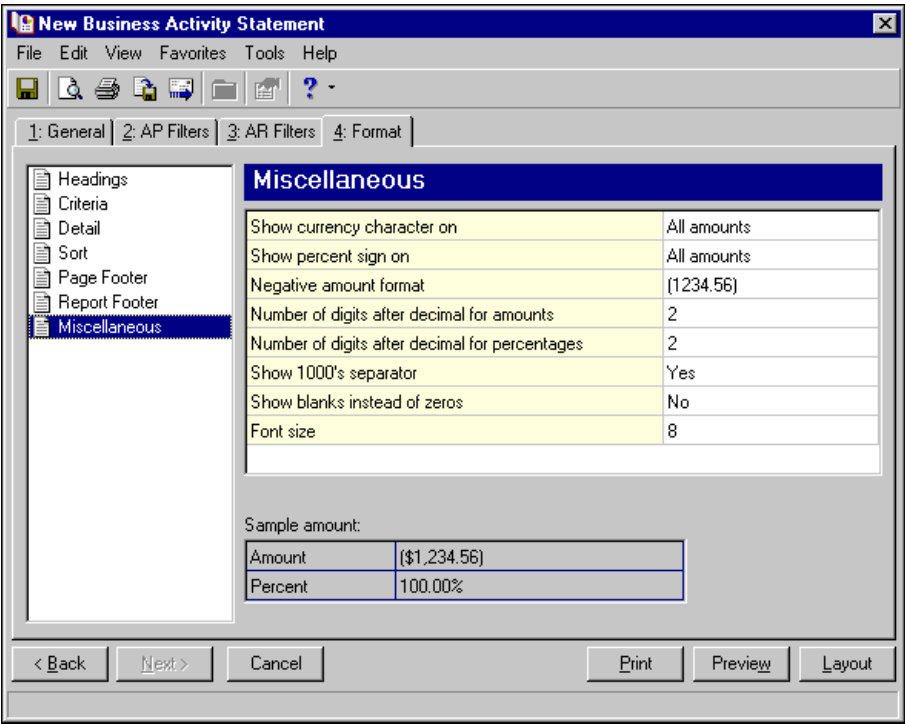
The screenshot shows the 'New Business Activity Statement' dialog box with the 'Page Footer' tab selected. The left sidebar lists 'Headings', 'Criteria', 'Detail', 'Sort', 'Page Footer', 'Report Footer', and 'Miscellaneous'. The 'Page Footer' tab displays a 'Page Footer Text' section with a 'Text' input field and an 'Align' dropdown set to 'Center'.

Below the text input are two checkboxes:

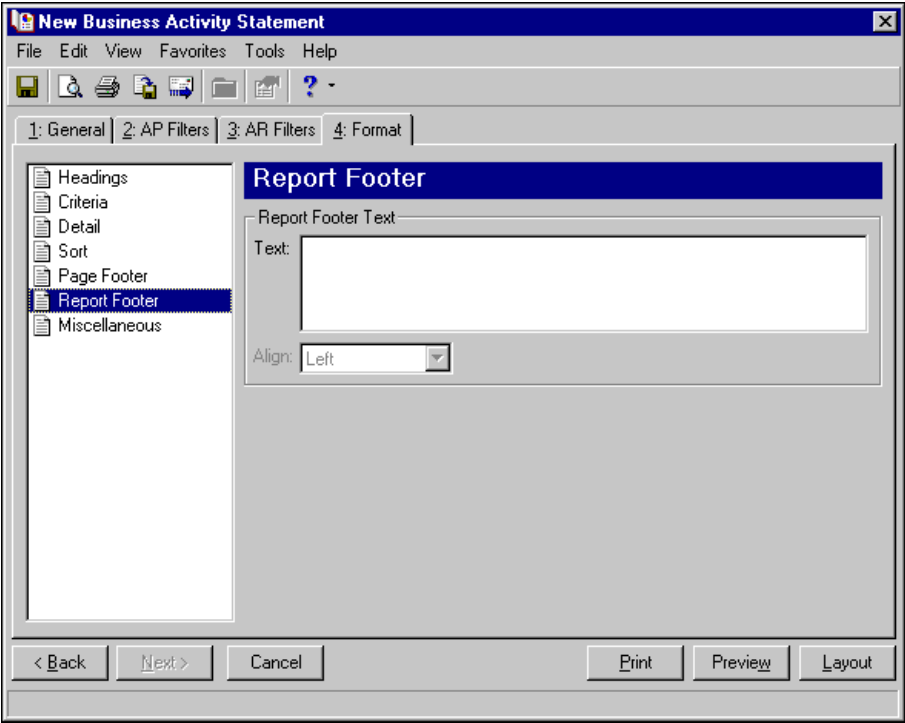
- ☐ Print Page Number in Footer. This section includes a 'Format' dropdown set to 'Page 1' and an 'Align' dropdown set to 'Right'.
- ☐ Print Report Date in Footer. This section includes a 'Format' dropdown set to 'Short Date and Time' and an 'Align' dropdown set to 'Left'.

At the bottom of the dialog are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.



Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.



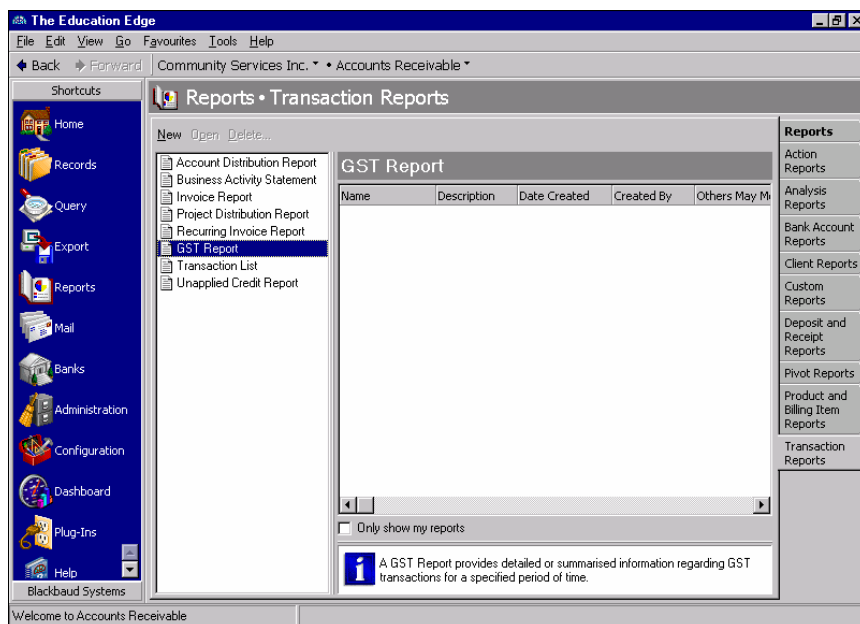
Creating a GST Report

The GST Report shows taxes you have received from charges and invoice line items in **Accounts Receivable**.

The GST Report has three tabs on which you set parameters: General, Filters, and Format tabs. To move among the tabs in a report, use **Next** and **Back** at the bottom of the screen or select the tab itself. On these tabs you specify the records to include in the report and how the report should look.

► Creating a GST Report

1. From the Reports page, click **Transaction Reports**. The Transaction Reports page appears with a list of all transaction reports on the left.
2. In the list on the left, select **GST Report**.

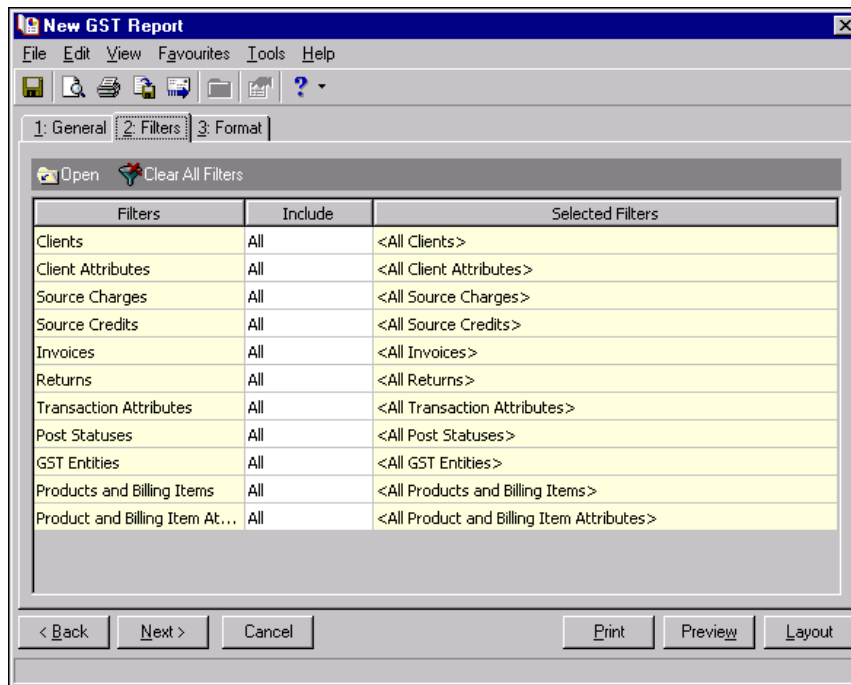


3. On the action bar, click **New**. The New GST Report screen appears on the General tab. On this tab, you can set specific parameters and make selections about the information included in the report.

Note: Fields, options, and checkboxes on the General tab vary for each report.

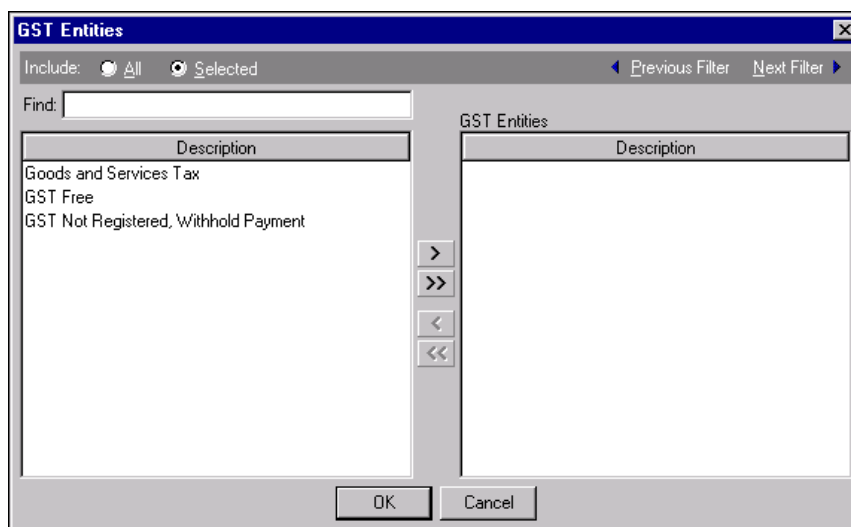
4. In the **Report Format** field, select “Detail” or “Summary” as the report format. “Detail” format includes each one line item, while “Summary” displays a total.
5. In the **Transaction date** field of the **Include these dates** frame, select a specific date or date range for transactions to include in the report.
If you select “<Specific range>”, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
6. In the **Post date** field, select a date or date range of post dates to include in the report.
If you select “<Specific range>”, you can specify a start and end date. If the **Start date** field is blank, all activity is included up to the end date. If the **End date** field is blank, all activity from the start date until present is included. If both fields are blank, all activity is included.
7. To create an output query, tick the checkbox and select “Clients”, “Charges”, “Credits”, or “Products and Billing Items”.
8. In the **Report orientation** field, select “Portrait” or “Landscape”.

9. Click **Next** or select the Filters tab. On this tab, you can filter the information appearing in the report.



Note: Once you select a filter in the grid, you can click **Open** to access the Selected <Filter> screen on which you select specific filters.

10. In the **Include** column, select “All” or “Selected”. If you choose “Selected,” the Selected <Filter> screen opens so you can designate specific filters. Depending on your selection, different filter screens can appear.



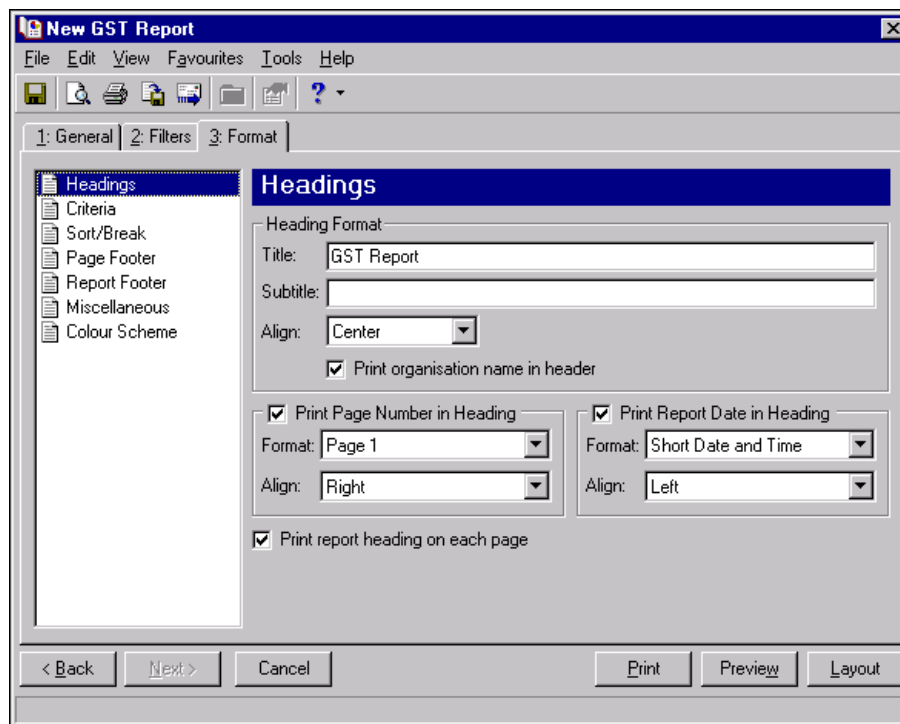
11. To include all of the filters listed in the grid, select **All**. You can include individual filters by choosing **Selected** and moving the filter into the <Selected Filters> box.
12. To view or edit the previous filter without returning to the Filters tab, click **Previous Filter**. To view or edit the next filter without returning to the Filters tab, click **Next Filter**.

Note: You can click **Clear All Filters** to remove all previously selected filters from the report.

13. Click **OK** to return to the Filters tab.
14. Click **Next** or select the Format tab. On the Format tab, you select how you want the report to appear. A description of each formatting option is provided.

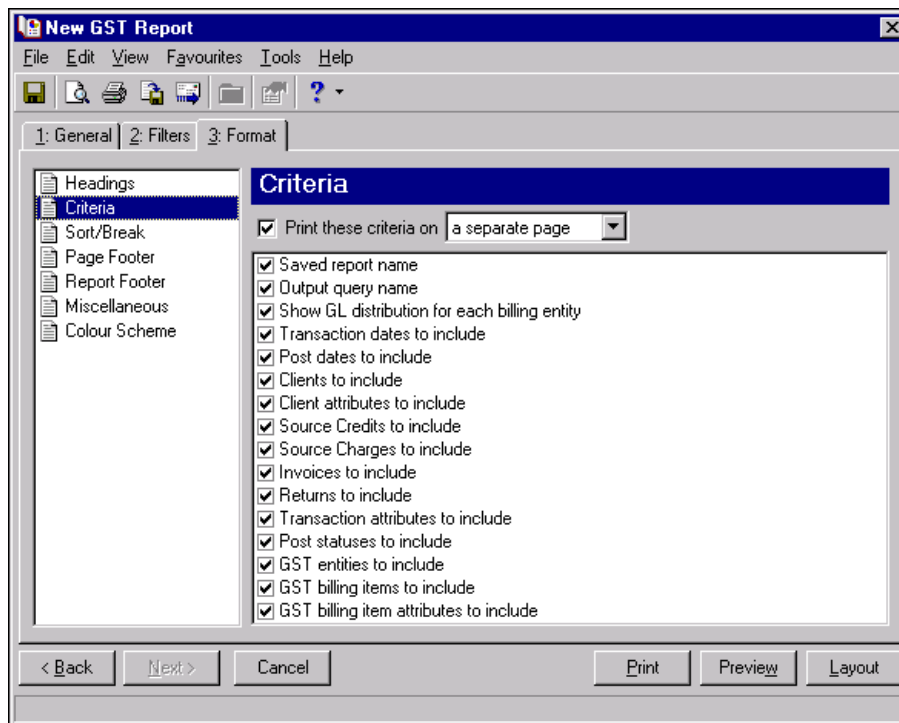
Headings. You can enter a maximum of 60 characters in both the **Title** and **Subtitle** fields. The program assigns a name in the **Title** field based on the record type; in this case, “GST Report”. You can change this title. The title and subtitle appear at the top of the report. You can also select how you want the heading aligned and if you want your organisation’s name to appear in the header.

You can include other options in the header, such as the page number and the date, also select to include the header on every page of the report.



Criteria. Select **Criteria** to print a list of criteria used to create the report. Tick **Print these criteria on** and select a separate page or the first page. All selected options print in the criteria section of the report.

The program automatically selects all criteria. Untick the checkbox for any you do not want to print with the report.



Sort/Break. Use **Sort** to select the order in which information appears on the report. When you select **Sort** on the Format tab, a grid displays the categories you can sort in the report. Select a sorting category in the **Sort by** column and select Ascending or Descending in the **Order by** column.

If you make no selections in the **Sort by** column in the grid, the program sorts by Billing Entity in ascending order.

You can also create breaks between the sections you have sorted by. In the **Text before value** and **Text after value** fields, you can enter up to 30 characters in each field for information you want to print directly before and after the break. If you mark **Print count per Sales tax entity** or **Print count as percentage of total** for the selected sort field, the number or percentage for each selected sort option appears in the footer. If you mark **Page break on each new Sales tax entity**, a new page starts for the highest level break.

New GST Report

File Edit View Favourites Tools Help

1: General 2: Filters 3: Format

Headings

Criteria

Sort/Break

Page Footer

Report Footer

Miscellaneous

Colour Scheme

Sort/Break

| Sort by | Order by | Break? |
|----------------|-----------|-------------------------------------|
| Billing entity | Ascending | <input checked="" type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

Break Header for Billing entity

Text before value:

Text after value:

Break Footer for Billing entity

☒ Print count per Billing entity

☐ Print count as a percentage of total

☐ Page break on each new Billing entity

< Back

Next >

Cancel

Print

Preview

Layout

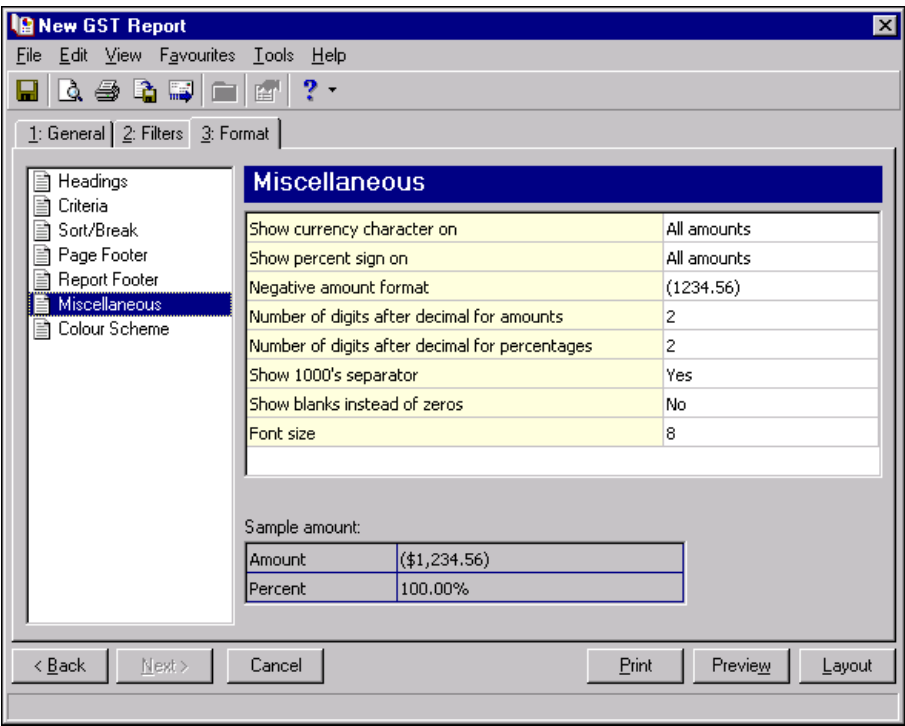
Page Footer. You can enter a maximum of 255 characters in the page footer. You can also include other options in the page footer, such as the page number and date.

The screenshot shows the 'New GST Report' dialog box with the 'Page Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer (selected), Report Footer, Miscellaneous, and Colour Scheme. The main area is titled 'Page Footer' and contains a 'Page Footer Text' section with a large text input field. Below this, there are two columns of options. The first column has a checkbox for 'Print Page Number in Footer', a 'Format' dropdown set to 'Page 1', and an 'Align' dropdown set to 'Right'. The second column has a checkbox for 'Print Report Date in Footer', a 'Format' dropdown set to 'Short Date and Time', and an 'Align' dropdown set to 'Left'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

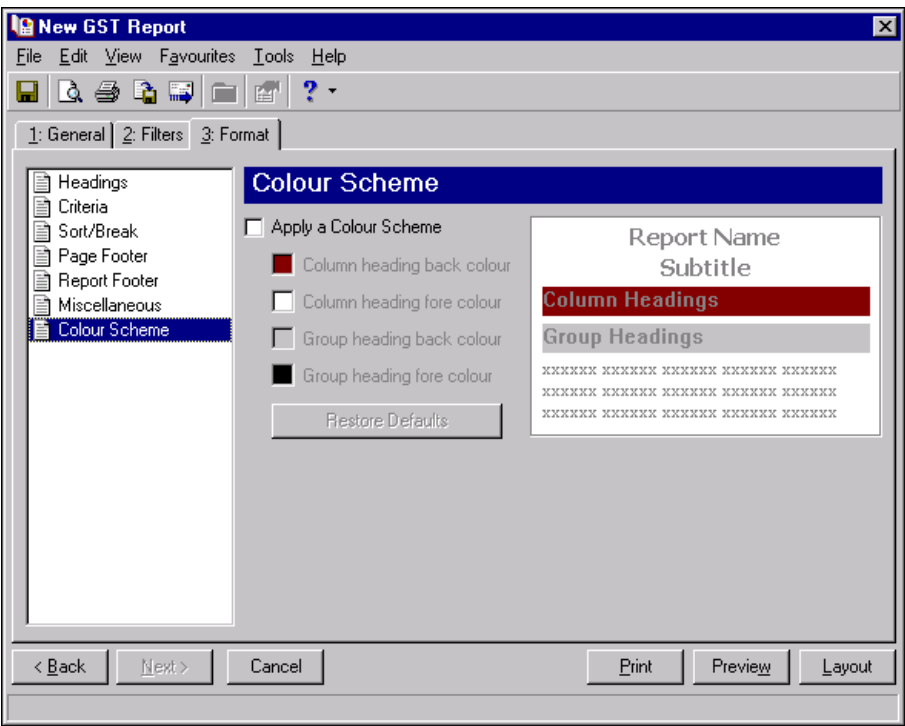
Report Footer. You can enter a maximum of 255 characters in the report footer and select how you want text aligned. The report footer appears at the end of the report.

The screenshot shows the 'New GST Report' dialog box with the 'Report Footer' tab selected. The left sidebar lists various options: Headings, Criteria, Sort/Break, Page Footer, Report Footer (selected), Miscellaneous, and Colour Scheme. The main area is titled 'Report Footer' and contains a 'Report Footer Text' section with a large text input field. Below this, there is an 'Align' dropdown set to 'Left'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Print', 'Preview', and 'Layout'.

Miscellaneous. You can select how you want numbers to appear on the report. You can also select the font size used in the report.



Colour Scheme. Use Colour Scheme to select colours for report headings. When you click in the colour checkbox next to the selection, the Colour screen appears so you can select a standard colour or define a custom colour. If you leave the **Apply a Colour Scheme** checkbox unticked, the report prints in black and white.



Posting to General Ledger



Setting Up the Default Tax Entity 130

Setting Up the General Ledger Transaction Form 130

This chapter addresses the posting and tracking of GST information from **The Raiser's Edge**. To post from **The Raiser's Edge** to **General Ledger**, you must set up the tax tables and vendor tax defaults in *Configuration* and have both programs installed.

Setting Up the Default Tax Entity

To post from **The Raiser's Edge** to **General Ledger**, you must set up tax tables and vendor tax defaults in *Configuration*. When you have **The Raiser's Edge** installed, the **Default GST Tax Entity for The Raiser's Edge** appears on the General screen of *Configuration*. From the General screen, you can enter the default sales tax entity for all transactions posted from **The Raiser's Edge**.

► Setting up the default tax entity

1. On the *Configuration* page, click General. The General page appears.

2. In the **Default GST Tax Entity for The Raiser's Edge** field, select the default sales tax entity for all transactions posted from **The Raiser's Edge**. You can select "GST", "FRE", or "GNR".

Setting Up the General Ledger Transaction Form

This procedure is an alternative to manually entering transactions in a regular batch. Instead of entering each transaction in the grid on the batch record, you enter each transaction on the New Transaction screen. The benefit of using the New Transaction screen is that you see all journal entry grid information at once, instead of having to scroll through the grid to see each column.

On the New Transaction screen, you can enter transaction distributions, assign attributes, and enter transaction notes. The procedures for entering transaction distributions, attributes, and notes are the same as if you were entering them from the batch record.

► Entering transactions using the New Transaction screen

1. On the Journal Entry page, open the regular batch record for which you want to enter transactions.

Tip: To move between rows in a grid column, press **CTRL +** the up or down arrow key.

- In the row of the journal entry grid where you want to enter the transaction, double-click a cell in the **Account description** column. The New Transaction screen appears.

- In the **Account** field, select the account affected by this transaction. You can search for an account number segment or account number by selecting the corresponding icon in the field. Once you select the account, the program displays the account description.
- In the **Reference** field, enter a reference for this account. This entry becomes the **Journal reference** on the main grid.
- In the **Transaction type** field, select “Credit” or “Debit”.
- In the **Amount** field, enter the amount of the transaction you want to credit or debit.
- In **Post date** field, enter the date you want this transaction to post, which means to transcribe and summarise detailed transaction data from journals or subledgers into the general ledger.
- In the **Encumbrance status** field, select “Regular” or “Encumbrance”. The **Type** field is visible only when your accounting system is set up for encumbrance accounting.
- In the **Journal** field, select a journal for this transaction.
- In the **Reverse on** field, you can enter a date to reverse the transaction creating a new transaction with the same characteristics, excluding post date, debit/credit, and journal reference.
- To access GST information for the transaction, select **Transaction, GST Information**. The Transaction screen appears.

- In the **GST Tax Entity** field, select an available GST entity. The **GST Amount** column is calculated on the entity's percentage.
- To return to the Transaction screen, click **OK**.
- To assign optional transaction distributions, attributes, or notes to this transaction, enter them on the Distribution tab, Attributes tab, or the Notes tab.

15. Once you complete this transaction, to add another transaction for the next row in the grid, save the current transaction and select **File, New**. Another New Transaction screen appears so you can enter transaction details for an additional transaction.
16. To return to the batch record screen, click **Save and Close**. The new transactions you entered appear in the batch record journal entry grid.

EFT Transactions



| | |
|--|------------|
| Adding EFT Information in Australia. | 134 |
| Defining Default EFT Options | 135 |
| Managing EFT Bank Information. | 139 |
| Creating an EFT payment. | 141 |
| Adding EFT Information in New Zealand | 145 |
| Defining Default EFT Options | 147 |
| Managing EFT Bank Information. | 151 |
| Creating an EFT payment. | 153 |

EFT stands for electronic funds transfer, a general banking system in which transactions, such as deposits and bill payments, are made through computer databases and electronic files. Money does not physically change hands; it transfers electronically from one account into another account.

If you have the optional module *Electronic Funds Transfer*, which adds fields and options to areas of **Accounts Payable**, you can send and receive electronic transfers.

This chapter is divided into two sections. The first section details EFT functionality for Australian banks. The second section details EFT functionality for New Zealand banks. If your bank is located in New Zealand, see “Adding EFT Information in New Zealand” on page 145.

Adding EFT Information in Australia

The bank account record stores account, payment, deposit, and adjustment information for a particular bank account. EFT functionality on the bank record includes the location for entering the BSB number, and form options for printing EFT notices.

You can also set EFT default options from the bank record. For more information on setting up EFT default options, see “Defining Default EFT Options” on page 135.

▶ Adding EFT information to the bank record

1. From the Banks page, click **Open**. The Bank Account record opens to the Bank tab.

| System | Account Setup | Track Cash In | Default Cash Account |
|---------------------|--------------------------------|---------------|----------------------|
| Accounts Payable | Define cash account(s) | One Fund | 01-1000-00 |
| Accounts Receivable | Does not use this bank account | | |
| Cash Receipts | Does not use this bank account | | |
| Cash Management | Define cash account(s) | One Fund | 01-1000-00 |
| Student Billing | Does not use this bank account | | |

2. In the **Account description** field, enter the name of the bank account.
3. In the **Account ID** field, enter a unique identification for the bank account. This ID must be unique because it is used to identify each bank account and cannot be used for more than one account. Be accurate when you enter the ID because the way you enter it is how it appears on reports and mailings.
4. In the **Account type** field, select “Current”, “Savings”, or “Other”.
5. In the **Account status** field, select “Open” or “Closed”. If an account is closed, you can still edit information in the bank account record and use the account to print cheques. However, a closed bank account does not appear on invoice records in **Accounts Payable**.
6. In the **Account number** field, enter the account number assigned by the bank.
7. In the **BSB number** field, enter the six-digit BSB number provided by the bank.

8. In the **Minimum balance** field, enter the minimum amount the bank requires for you to avoid service charges. If there is no minimum balance requirement, you can leave this field blank.
9. In the **Interfund set** field, select the interfund set used to make balancing entries between funds in **General Ledger**. Interfund sets are created in *Configuration*.
10. In the **Bank name** field, enter the name of the bank.
11. To add address information for this account, click **Address** or enter the information in the field.
12. To add a contact name for this account, click **Contact name** or enter the name in the field.
13. To add the contact's position at the bank, enter the information in the **Contact position** field. To print the position on mailings, tick **Print?**
14. If you did not enter the contact through **Address**, enter it in the contact grid. In the **Contact Type** and **Contact Number** columns, select a contact type and enter the number.
15. To define the cash accounts that will use this bank account, make selections for each accounting program in the grid at the bottom of the screen.
16. Select the Payments tab. On the Payments tab you select form options for printing EFT notices.

The screenshot shows the 'Bank Account - Operating Account' window with the 'Payments' tab selected. The window has a menu bar (File, Edit, View, Bank Account, Favourites, Tools, Help) and a toolbar. Below the toolbar are tabs for 'Bank', 'Payments', 'Deposits', 'Adjustment Categories', 'Notes', and 'History of Changes'. The 'Payments' tab is active, showing a dropdown for 'By default, print transactions to this printer:' and a table of transaction types.

| System | Transaction Type | Allow? | Numbering | Next Number | Maximum Amount |
|---------------------|-------------------------|-------------------------------------|---------------|-------------------------|-----------------|
| Accounts Payable | Computer Cheque | <input checked="" type="checkbox"/> | Start with | 1124 | \$999,999,999.1 |
| Accounts Payable | Electronic Funds Tra... | <input checked="" type="checkbox"/> | Start with | 67002 | \$999,999,999.1 |
| Accounts Payable | Manual Cheque | <input checked="" type="checkbox"/> | Same range as | Accounts Payable Com... | \$999,999,999.1 |
| Accounts Payable | One-Time Cheque | <input checked="" type="checkbox"/> | Same range as | Accounts Payable Com... | \$999,999,999.1 |
| Accounts Payable | Bank Draft | <input checked="" type="checkbox"/> | Start with | 101 | \$999,999,999.1 |
| Cash Management | Adjustment | <input checked="" type="checkbox"/> | Start with | 1 | \$999,999,999.1 |
| Accounts Receiva... | Refund Cheque | <input type="checkbox"/> | Same range as | Accounts Payable One... | \$999,999,999.1 |
| Payroll | Computer Cheque | <input type="checkbox"/> | Start with | | \$999,999,999.1 |
| Payroll | Electronic Funds Tra... | <input type="checkbox"/> | Start with | | \$999,999,999.1 |
| Payroll | Manual Cheque | <input type="checkbox"/> | Start with | | \$999,999,999.1 |

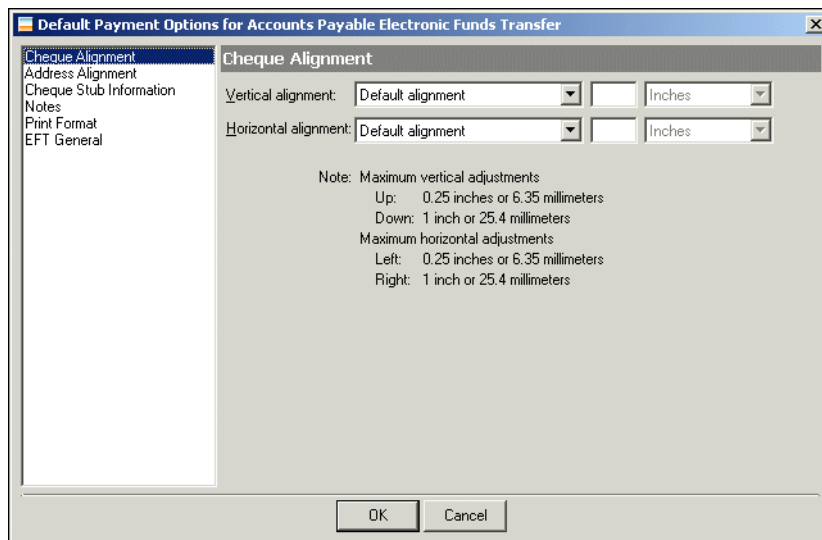
Below the table is a section titled 'Accounts Payable Electronic Funds Transfer options:'. It contains a 'Default form:' dropdown menu with 'EFTAPAU1LPP002' selected, and a text field with '7.x Single stub EFT notice'. There is an 'Edit Payment Options' button below this section. The date '10/04/2006' is displayed in the bottom right corner.

17. In the **Default form** field, select the format you want to use when printing EFT notices.
18. To set EFT default options, click **Edit Payment Options**. For more information on setting up EFT default options, see "Defining Default EFT Options" on page 135.
19. On the action bar, click **Save and Close** to return to the Banks page.

Defining Default EFT Options

You set EFT default options from the Payments tab of the bank record. You can define the following payment options for **Accounts Payable** EFT:

Cheque Alignment. To define the alignment of cheques on forms, select **Cheque Alignment** on the left of the Default Payment Options screen.



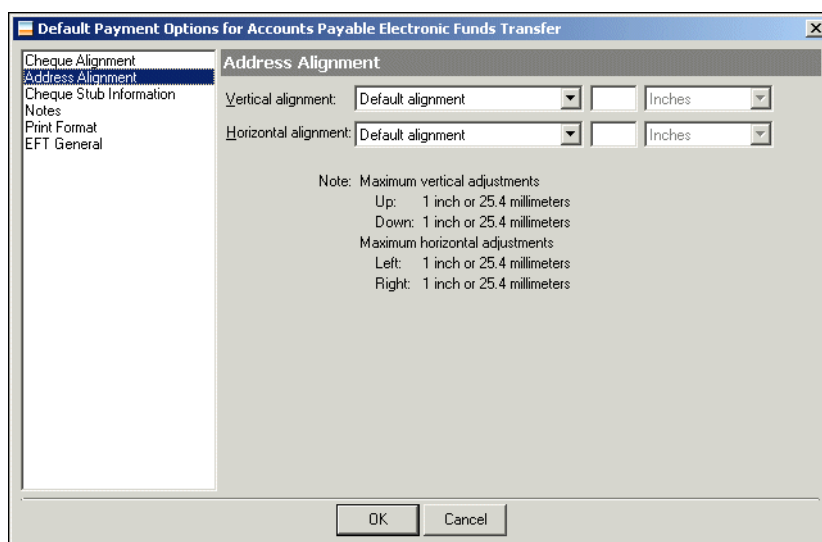
In the **Vertical alignment** field, select “Default alignment”, “Move printed information up”, or “Move printed information down”.

If you select “Move printed information up” or “Move printed information down”, you can select the distance to move the information. For example, if you select “Move printed information up” in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the cheque.

In the **Horizontal alignment** field, select “Default alignment”, “Move printed information left”, or “Move printed information right”.

If you select “Move printed information left” or “Move printed information right”, you can select the distance to move the information. For example, if you select “Move printed information left” in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the cheque.

Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select “Default alignment”, “Move printed information up”, or “Move printed information down”.

If you select “Move printed information up” or “Move printed information down”, you can select the distance to move the address. For example, if you select “Move printed information up” in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the form.

Cheque Stub Information. To select information to print on cheque stubs, select **Cheque Stub Information** on the left of the Default Payment Options screen.

In the **Print this information on the cheque stub** box, tick one or all of the checkboxes: **Vendor ID, ABN, Contact, Fax, Phone, or Email.**

In the **Print invoices on the cheque stub in this order** grid, select how to itemise invoices on the cheque stub. For example, to list invoices by invoice number with the lowest number first, in the **Sort By** column select Invoice Number. In the **Order By** column, select Ascending.

Note: To sort even further, you can sort by Invoice Date and Invoice Amount.

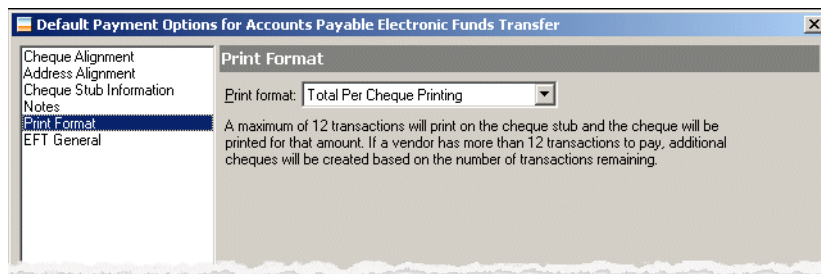
To print credit memo applications on the cheque stub, tick **Show the application of each credit memo.**

To show the discount amount as recorded in the vendor record, leave **Show the Discount column** ticked.

Notes. To print a note on cheques and cheque stubs, select **Notes** on the left of the Default Payment Options screen.

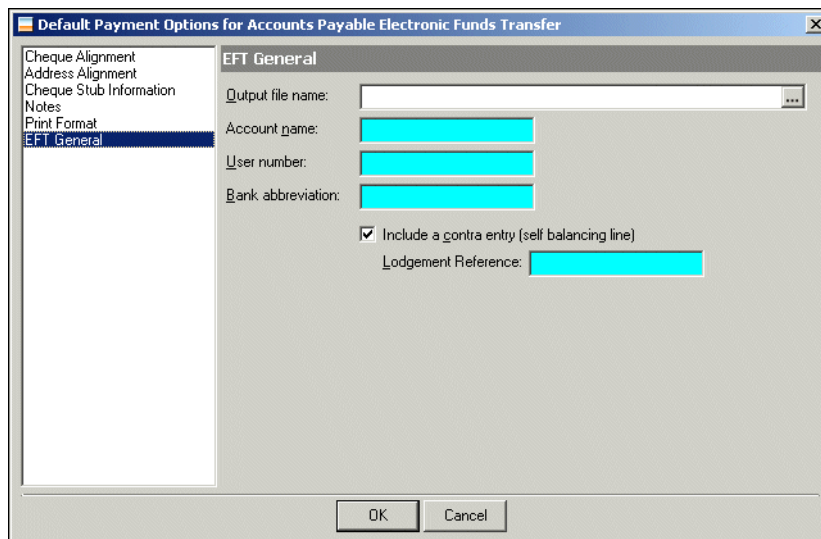
- To print a note on the cheque, tick **Print Note on Cheque**. Tick **Print the** to access a drop down menu of note selections. Tick **Print this note** to personalise a note on the cheque.
- To print a note on the cheque stub, tick **Print Note on Cheque Stub**. Tick **Print the** to access a drop down menu of note selections. Tick **Print this note** to personalise a note on the cheque stub.

Print Format. To select a printing format, select **Print Format** on the left of the Default Payment Options screen.



- Select “Total Per Cheque Printing” to print each cheque for the amount of the transactions that can fit on the cheque stub. Additional cheques are created based on the number of transactions fitting on a cheque stub.
- Select “Additional Document Cheque Printing” to print one cheque for the total amount and print all transaction details on a separate sheet regardless of the number of transactions on the cheque stub. Tick **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details. To print the distribution for the payment, tick **Show distribution for these characteristics** and tick the checkboxes for the information to appear with the transactions.
- Select “Combination Cheque Printing” to print one cheque for the total amount and print any transactions not fitting on the cheque stub on a separate sheet of paper. Tick **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details.

EFT General. To make formatting selections for EFTs, select **EFT General** on the left of the Default Payment Options screen.



In the **Output file name** field, enter the path and file name of the EFT file to create or click the ellipses to search for a file.

The **Account name** field will display the bank account description.

In the **User number** field, enter your six-digit numeric code. This number is supplied by your bank.

In the **Bank abbreviation** field, enter the bank’s three-character abbreviation. This abbreviation is supplied by your bank.

Tick **Include a contra entry (self balancing line)** to create an additional transaction line, or balancing entry, in the EFT file. The **Lodgement Reference** field becomes active and you can add this information to the contra entry line.

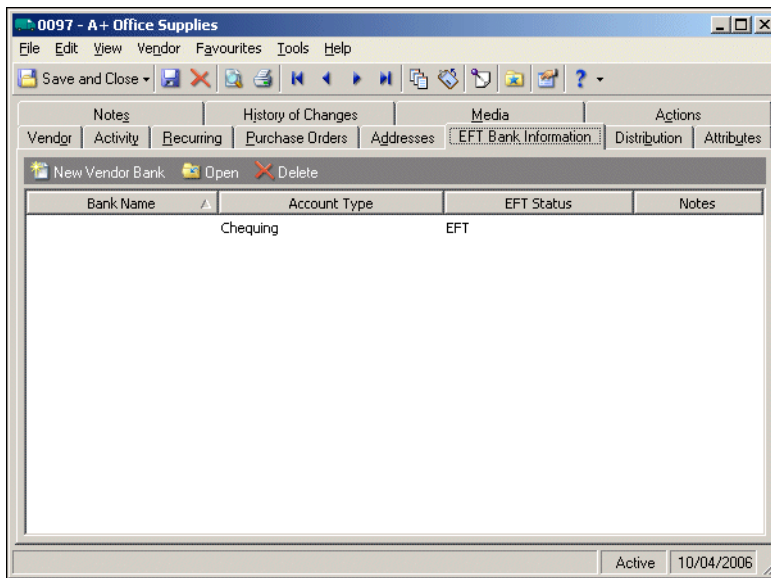
Managing EFT Bank Information

From the EFT Bank Information tab on the vendor record, you can establish the necessary banking information to perform electronic funds transfers with your vendors. When you add a new vendor bank you can designate the account name, account number, institution ID, and contact address information.

The EFT Bank Information tab appears only if you have the optional module *Electronic Funds Transfer*.

► Adding a new vendor bank to a vendor record

1. From an open vendor record, select the EFT Bank Information tab.



2. From the EFT Bank Information tab, click **New Vendor Bank**. The New Bank screen appears.

3. In the **EFT status** field, select “EFT” or “Inactive”.
4. In the **Account number** field, enter the account number.
5. In the **Account name** field, enter the name of the account.
6. In the **BSB number** field, enter the six-digit BSB number provided by the vendor’s bank.

Note: The BSB number must be provided by the vendor’s bank.

7. In the **Bank name** field, enter the name of the bank.
8. To add bank address information, click **Address**. For more information about entering address information, see “Adding vendor bank address information on the vendor record” on page 140.
9. To add bank contact information, click **Contact Name**. For more information about entering contact information, see “Adding vendor bank contact information on the vendor record” on page 140.
10. In the **Contact position** field, enter the contact’s position.
11. In the **Notes** grid, enter any notes associated with the bank.
12. In the **Contact info** grid, select a contact type in the **Contact Type** column and enter the contact number in the **Contact Number** column.
13. To return to the EFT Bank Information tab, click **Save and Close**.

► **Adding vendor bank address information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.
2. From the EFT Bank Information tab, click **Address**. The Address screen opens to the General tab.

The screenshot shows a software window titled "Address For New Bank". It has two tabs: "General" and "Contact". The "General" tab is active. It contains several input fields: "Country" (a dropdown menu showing "Australia"), "Address" (a text box), "City" (a text box), "State" (a dropdown menu), and "Postcode" (a text box). Below these is a larger text box labeled "Address as it will be printed:". To the right of this box is a checked checkbox labeled "Synchronise with individual address fields". At the bottom right, there is a table with two columns: "Contact Type" and "Contact Number". The table is currently empty. At the bottom of the window are "OK" and "Cancel" buttons. A small status bar at the very bottom says "Press F7 for table lookup".

3. In the **Country** field, select the country of the bank.
4. In the **Address** field, enter the bank’s address.
5. In the **City** field, select the bank’s city.
6. In the **Postcode** field, enter the bank’s Postcode.
7. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the EFT Bank Information tab of the vendor record.
8. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports. The **Address as it will be printed** box is the same as the **Address** box on the EFT Bank Information tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, tick **Synchronise with individual address fields**.
9. To return to the New Bank screen, click **OK**.

► **Adding vendor bank contact information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.

2. From the EFT Bank Information tab, click **Contact**. The Address screen opens to the Contact tab.

3. In the **Title 1** field, select a primary title for the contact.
4. In the **Title 2** field, select a secondary title for the contact.
5. In the **First name** field, enter the contact's first name.
6. In the **Middle name** field, enter the contact's middle name.
7. In the **Last name** field, enter the contact's last name.
8. In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as "Jr." or "Ph.D".
9. In the **Position** field, enter the contact's job title. To print the information entered in the **Position** field, tick the **Print?** checkbox.
10. In the **Full name** field, verify or edit how the contact's full name should appear. To update the full name based on the individual name fields or update individual name fields based on full name, you can tick **Synchronise full name and individual name fields**.

Creating an EFT payment

Note: To pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

You can make EFT payments from the Banks page by clicking **Print cheques and record bank drafts** and accessing the Create Payments screen. Keep in mind, to pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

Using **Print cheques and record bank drafts** under *Payment tasks*, you can record and generate cheques and bank drafts for a series of payments in one payment run.

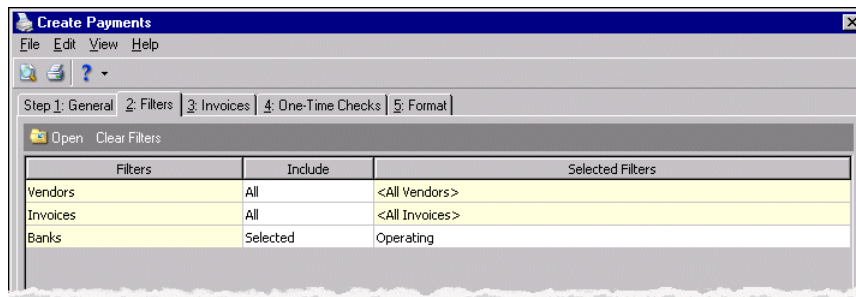
You can process payments using the default payment options selected for the bank account or make new formatting selections on the Format tab. For more information about default payment options, see "Defining Default EFT Options" on page 135.

► Creating a payment

1. From *Payment tasks* on the Banks page in **Accounts Payable**, click **Print cheques and record bank drafts**. The Create Payments screen appears.

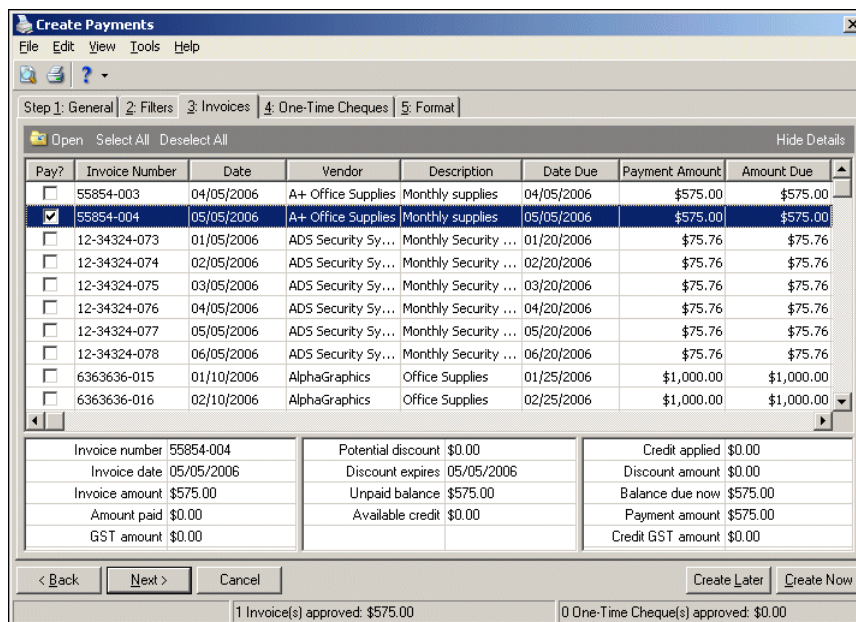
2. In the **Payment date** field, select “Today”, “Period end date”, or “Specific date” for dating the payments. If you select “Specific date”, enter a date in the **Date** field.
3. In the **Calculate discounts as of** field, select “Payment date”, “Today”, “Period end date”, or “Specific date” as the date for the program to use to determine if discounts are valid or expired. If you select “Specific date”, enter a date in the **Date** field. If none of the selected invoices have discounts, the program ignores this date.
4. In the **Post status** field, select the posting status to add to the payments included in the run:
 - “From Invoice” — The program assigns the post status according to each invoice’s post status. Enter a date to post in the **Post date** field.
 - “Not Yet Posted” — The program changes all payments from this payment run to Not Yet Posted. Enter a date to post in the **Post date** field.
 - “Do Not Post” — The program changes all payments from this payment run to Do Not Post.
5. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices:
 - “Based on payment method” — The program makes the payment as recorded in the invoice record.
 - “By Computer Cheque” — The program makes the payment by computer cheque, regardless of the method recorded in the invoice record. You can select “By Computer Cheque” only if you have security rights.
6. In the **Pay EFT Banks with this cycle** field, select an EFT cycle. EFT cycles are defined in *Configuration*.
7. To select invoices by date information, in the **Invoice due date on or before** field, enter a date. The program compares the date entered in this field with the scheduled payment date on the invoice.
8. To pay invoices before discounts expire, tick **Include invoices with discounts that expire on or before** and enter an expiration date in the field.
9. In the **Print report to this printer** field, select the printer for the control report.
10. In the **Print payments to this printer** field, select the printer for the cheques, EFT notices, or bank drafts.

11. Click **Next** or select the Filters tab.



Note: The bank selected on the Banks page automatically appears as a Banks filter.

12. To select filters, choose “Selected” in the **Include** column. The Selected <Filters> screen appears so you can select filters for the payment run.
13. Click **OK**.
14. You return to the Filters tab and filters you selected appear in the **Selected Filters** column.
15. Click **Next** or select the Invoices tab.



16. In the **Pay?** column, tick the checkbox for each invoice you want to pay. To pay all the invoices, click **Select All** on the action bar.

17. Click **Next** or select the Format tab.

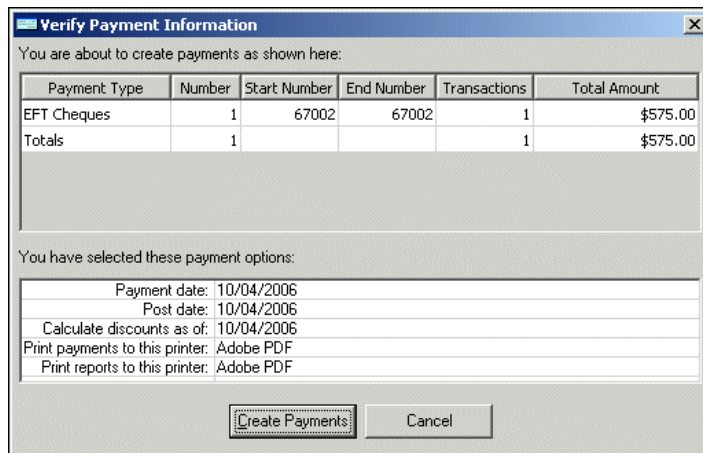
The screenshot shows the 'Create Payments' window with the 'Format' tab selected. The 'Payment Information' section includes a 'Payment format' dropdown, a 'Starting payment number' field with the value 67002, and a checked 'Print payment number' checkbox. There are buttons for 'Restore Default', 'Edit Payment Options', and 'Print Test Alignment Cheque'. The 'Format' section has two rows: 'Cheque note' and 'Cheque stub note', both with the value 'No note printed on the cheque'. Below this is a 'Print payments in this order' table with columns 'Sort By' and 'Order By'. The 'Sort By' column has 'Payee name' selected, and the 'Order By' column has 'Ascending' selected. At the bottom of the window are buttons for '< Back', 'Next >', 'Cancel', 'Create Later', and 'Create Now'. The status bar at the very bottom indicates '1 Invoice(s) approved: \$575.00' and '0 One-Time Cheque(s) approved: \$0.00'.

18. From the list on the left, select a payment method. The right side of the screen displays the default formatting selections for that payment type as selected on the Payments tab of the bank account record. The payment methods are the payment methods for the current approved invoices.
19. In the **Payment format** field, select a blank or preprinted form on which to print the payments. If the bank account is set to have multiple payment types use the same numbering series as another payment type, the **Starting payment number** field displays the first available number for payments using the same range.
20. In the **Starting payment number** field, enter the first number for the selected payment type.
21. To print the cheque number on preprinted cheques, tick **Print payment number**.

Note: To save changes on the Default Payment Options screen for the bank account, tick **Save these changes to the Bank Account**.

22. To make changes to payment options in the bank account record, click **Edit Payment Options**. For more information about defining payment options, see the Banks Guide.
23. To make sure information is aligned properly on cheque forms or paper, click **Print Test Alignment Cheque**.
24. Select how to sort cheques when printing, in the **Sort By** and **Order By** columns in the **Print payments in this order** frame. For example, to sort cheques by payee name alphabetically, select "Payee name" in the **Sort By** column. In the **Order By** column, select "Ascending".
25. To review a report of the payments to be made before creating the payments, select **File, Preview Pre-Payment Report**.

26. Click **Create Now** at the bottom of the screen. If you ticked **View payment summary information before creating payments** in Options, the Verify Payment Information screen appears.



Verify Payment Information

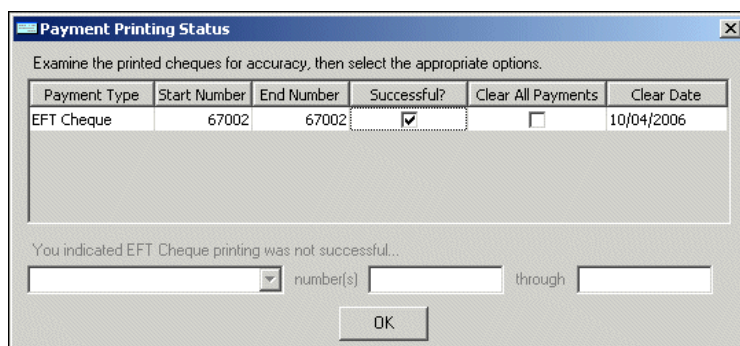
You are about to create payments as shown here:

| Payment Type | Number | Start Number | End Number | Transactions | Total Amount |
|--------------|--------|--------------|------------|--------------|--------------|
| EFT Cheques | 1 | 67002 | 67002 | 1 | \$575.00 |
| Totals | 1 | | | 1 | \$575.00 |

You have selected these payment options:

Payment date: 10/04/2006
 Post date: 10/04/2006
 Calculate discounts as of: 10/04/2006
 Print payments to this printer: Adobe PDF
 Print reports to this printer: Adobe PDF

27. To process the payments, click **Create Payments**. The first payment type prints and the Payment Printing Status screen appears for this payment type.



Payment Printing Status

Examine the printed cheques for accuracy, then select the appropriate options.

| Payment Type | Start Number | End Number | Successful? | Clear All Payments | Clear Date |
|--------------|--------------|------------|-------------------------------------|--------------------------|------------|
| EFT Cheque | 67002 | 67002 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10/04/2006 |

You indicated EFT Cheque printing was not successful...

number(s) through

28. If the payments printed unsuccessfully or incorrectly, untick the checkbox in the **Successful?** column.
29. The **You indicated Computer Cheque printing was not successful** frame becomes enabled. To void and purge the unsuccessful payments, tick **Void Cheques** and **Purge voided cheques** and enter the range of payment numbers.
30. Click **OK**. The program processes all other payment types in the order they appeared on the Verify Payment Information screen, and you return to the Banks page.

Adding EFT Information in New Zealand

The bank account record stores account, payment, deposit, and adjustment information for a particular bank account. EFT functionality on the bank record includes the location for entering the Bank number, and form options for printing EFT notices.

You can also set EFT default options from the bank record. For more information on setting up EFT default options, see "Defining Default EFT Options" on page 135.

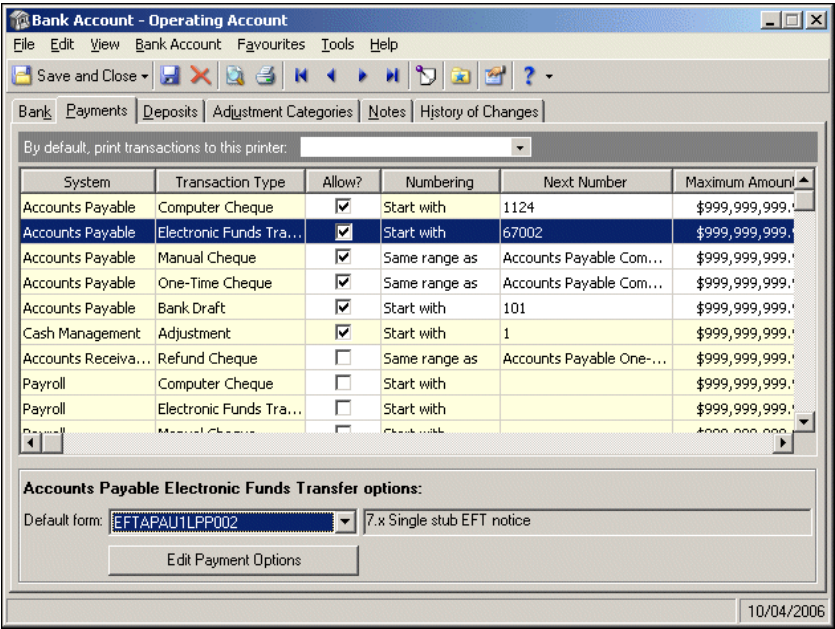
► **Adding EFT information to the bank record**

1. From the Banks page, click **Open**. The Bank Account record opens to the Bank tab.

| System | Account Setup | Track Cash In | Default Cash Account |
|---------------------|--------------------------------|---------------|----------------------|
| Accounts Payable | Define cash account(s) | One Fund | 01-1000-00 |
| Accounts Receivable | Does not use this bank account | | |
| Cash Receipts | Does not use this bank account | | |
| Cash Management | Define cash account(s) | One Fund | 01-1000-00 |
| Student Billing | Does not use this bank account | | |

2. In the **Account description** field, enter the name of the bank account.
3. In the **Account ID** field, enter a unique identification for the bank account. This ID must be unique because it is used to identify each bank account and cannot be used for more than one account. Be accurate when you enter the ID because the way you enter it is how it appears on reports and mailings.
4. In the **Account type** field, select "Current", "Savings", or "Other".
5. In the **Account status** field, select "Open" or "Closed". If an account is closed, you can still edit information in the bank account record and use the account to print cheques. However, a closed bank account does not appear on invoice records in **Accounts Payable**.
6. In the **Account number** field, enter the account number assigned by the bank.
7. In the **Bank number** field, enter the six-digit bank number provided by your bank.
8. In the **Minimum balance** field, enter the minimum amount the bank requires for you to avoid service charges. If there is no minimum balance requirement, you can leave this field blank.
9. In the **Interfund set** field, select the interfund set used to make balancing entries between funds in **General Ledger**. Interfund sets are created in *Configuration*.
10. In the **Bank name** field, enter the name of the bank.
11. To add address information for this account, click **Address** or enter the information in the field.
12. To add a contact name for this account, click **Contact name** or enter the name in the field.
13. To add the contact's position at the bank, enter the information in the **Contact position** field. To print the position on mailings, tick **Print?**
14. If you did not enter the contact through **Address**, enter it in the contact grid. In the **Contact Type** and **Contact Number** columns, select a contact type and enter the number.
15. To define the cash accounts that will use this bank account, make selections for each accounting program in the grid at the bottom of the screen.

16. Select the Payments tab. On the Payments tab you select form options for printing EFT notices.

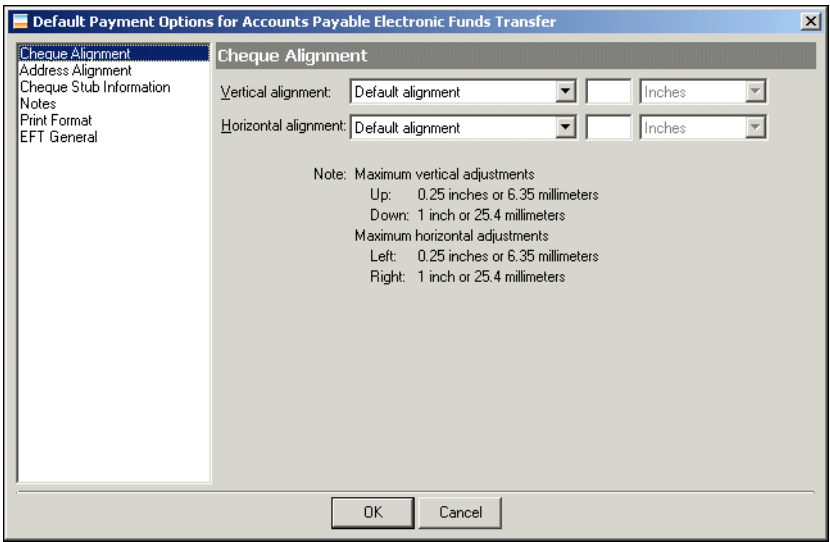


- 17. In the **Default form** field, select the format you want to use when printing EFT notices.
- 18. To set EFT default options, click **Edit Payment Options**. For more information on setting up EFT default options, see “Defining Default EFT Options” on page 135.
- 19. On the action bar, click **Save and Close** to return to the Banks page.

Defining Default EFT Options

You set EFT default options from the Payments tab of the bank record. You can define the following payment options for **Accounts Payable** EFT:

Cheque Alignment. To define the alignment of cheques on forms, select **Cheque Alignment** on the left of the Default Payment Options screen.



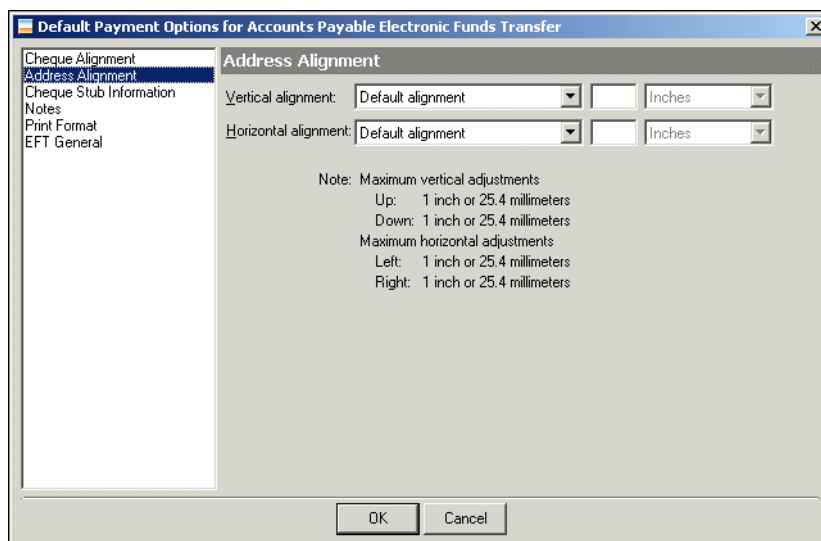
In the **Vertical alignment** field, select “Default alignment”, “Move printed information up”, or “Move printed information down”.

If you select “Move printed information up” or “Move printed information down”, you can select the distance to move the information. For example, if you select “Move printed information up” in the **Vertical alignment** field, enter .02, and select Inches, the information prints .02 inch higher on the cheque.

In the **Horizontal alignment** field, select “Default alignment”, “Move printed information left”, or “Move printed information right”.

If you select “Move printed information left” or “Move printed information right”, you can select the distance to move the information. For example, if you select “Move printed information left” in the **Horizontal alignment** field, enter .02, and select Inches, the information prints .02 inch toward the left on the cheque.

Address Alignment. To define the alignment of addresses on forms, select **Address Alignment** on the left of the Default Payment Options screen.



In the **Vertical alignment** and **Horizontal alignment** fields, select “Default alignment”, “Move printed information up”, or “Move printed information down”.

If you select “Move printed information up” or “Move printed information down”, you can select the distance to move the address. For example, if you select “Move printed information up” in the **Vertical alignment** field and enter 2, the address prints .02 inch higher on the form.

Cheque Stub Information. To select information to print on cheque stubs, select **Cheque Stub Information** on the left of the Default Payment Options screen.

Default Payment Options for Accounts Payable Electronic Funds Transfer

Cheque Stub Information

Print this information on the cheque stub:

☐ Vendor ID

☐ GST Registration Number

☐ Contact

☐ Fax

☐ Phone

☐ Email

Print invoices on the cheque stub in this order:

| Sort By | Order By |
|--------------|-----------|
| Invoice Date | Ascending |
| | |

☒ Show the application of each credit memo

☒ Show the Discount column

In the **Print this information on the cheque stub** box, tick one or all of the checkboxes: **Vendor ID**, **GST Registration Number**, **Contact**, **Fax**, **Phone**, or **Email**.

In the **Print invoices on the cheque stub in this order** grid, select how to itemise invoices on the cheque stub. For example, to list invoices by invoice number with the lowest number first, in the **Sort By** column select Invoice Number. In the **Order By** column, select Ascending.

Note: To sort even further, you can sort by Invoice Date and Invoice Amount.

To print credit memo applications on the cheque stub, tick **Show the application of each credit memo**.

To show the discount amount as recorded in the vendor record, leave **Show the Discount column** ticked.

Notes. To print a note on cheques and cheque stubs, select **Notes** on the left of the Default Payment Options screen.

Default Payment Options for Accounts Payable Electronic Funds Transfer

Notes

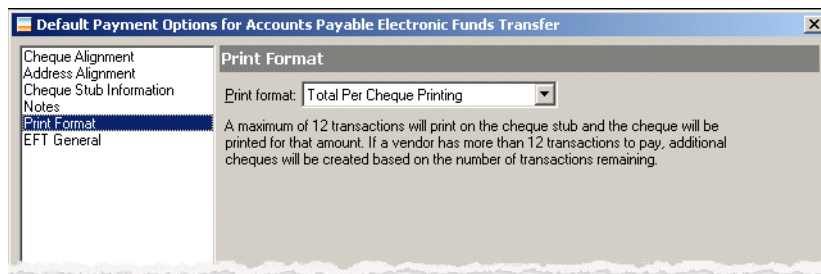
☒ Print Note on Cheque

☒ Print the: Note from Vendor

☐ Print this note:

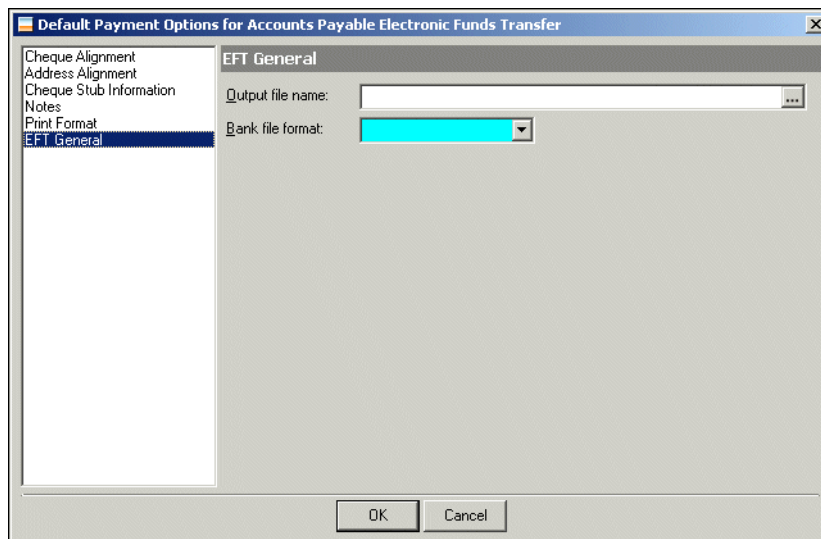
- To print a note on the cheque, tick **Print Note on Cheque**. Tick **Print the** to access a drop down menu of note selections. Tick **Print this note** to personalise a note on the cheque.
- To print a note on the cheque stub, tick **Print Note on Cheque Stub**. Tick **Print the** to access a drop down menu of note selections. Tick **Print this note** to personalise a note on the cheque stub.

Print Format. To select a printing format, select **Print Format** on the left of the Default Payment Options screen.



- Select “Total Per Cheque Printing” to print each cheque for the amount of the transactions that can fit on the cheque stub. Additional cheques are created based on the number of transactions fitting on a cheque stub.
- Select “Additional Document Cheque Printing” to print one cheque for the total amount and print all transaction details on a separate sheet regardless of the number of transactions on the cheque stub. Tick **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details. To print the distribution for the payment, tick **Show distribution for these characteristics** and tick the checkboxes for the information to appear with the transactions.
- Select “Combination Cheque Printing” to print one cheque for the total amount and print any transactions not fitting on the cheque stub on a separate sheet of paper. Tick **Print the transaction detail sheets** or **Export the transaction detail sheets** to print or export transaction details.

EFT General. To make formatting selections for EFTs, select **EFT General** on the left of the Default Payment Options screen.



In the **Output file name** field, enter the path and file name of the EFT file to create or click the ellipses to search for a file.

In the **Bank file format** field, select the bank format to use for the EFT.

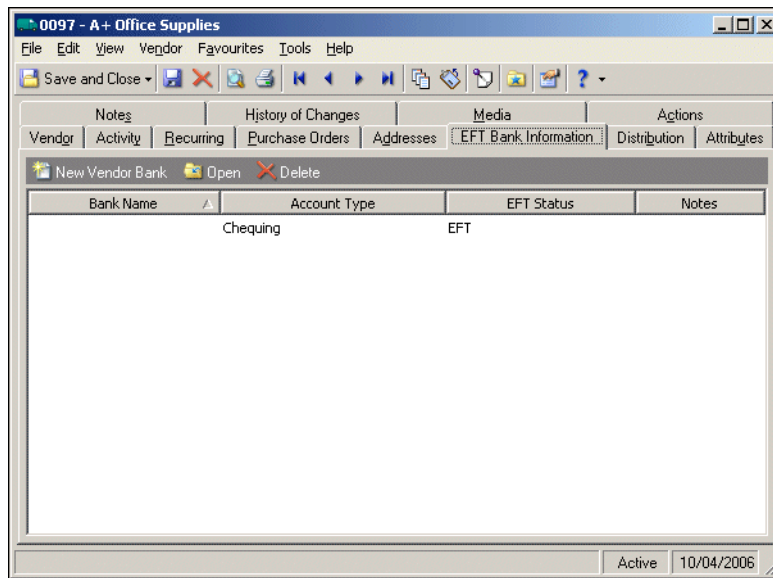
Managing EFT Bank Information

From the EFT Bank Information tab on the vendor record, you can establish the necessary banking information to perform electronic funds transfers with your vendors. When you add a new vendor bank you can designate the account name, account number, institution ID, and contact address information.

The EFT Bank Information tab appears only if you have the optional module *Electronic Funds Transfer*.

► Adding a new vendor bank to a vendor record

1. From an open vendor record, select the EFT Bank Information tab.



2. From the EFT Bank Information tab, click **New Vendor Bank**. The New Bank screen appears.

3. In the **EFT status** field, select “EFT” or “Inactive”.
4. In the **Account number** field, enter the account number.
5. In the **Account name** field, enter the name of the account.
6. In the **Bank number** field, enter the six-digit bank number provided by the bank.
7. In the **Bank name** field, enter the name of the bank.

8. To add bank address information, click **Address**. For more information about entering address information, see “Adding vendor bank address information on the vendor record” on page 140.
9. To add bank contact information, click **Contact Name**. For more information about entering contact information, see “Adding vendor bank contact information on the vendor record” on page 140.
10. In the **Contact position** field, enter the contact’s position.
11. In the **Notes** grid, enter any notes associated with the bank.
12. In the **Contact info** grid, select a contact type in the **Contact Type** column and enter the contact number in the **Contact Number** column.
13. To return to the EFT Bank Information tab, click **Save and Close**.

► **Adding vendor bank address information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.
2. From the EFT Bank Information tab, click **Address**. The Address screen opens to the General tab.

The screenshot shows a dialog box titled "Address For New Bank". It has two tabs: "General" and "Contact". The "General" tab is active. It contains several input fields: "Country" (a dropdown menu showing "New Zealand"), "Address" (a text box), "Suburb" (a dropdown menu), "City" (a dropdown menu), and "Postcode" (a text box). To the right of these fields is a grid with two columns: "Contact Type" and "Contact Number". Below the grid is a text box labeled "Address as it will be printed:" and a checkbox labeled "Synchronise with individual address fields" which is checked. At the bottom are "OK" and "Cancel" buttons. A small note at the very bottom says "Press F7 for table lookup".

3. In the **Country** field, select the country of the bank.
4. In the **Address** field, enter the bank’s address.
5. In the **Suburb** field, select the bank’s suburb.
6. In the **City** field, select the bank’s city.
7. In the **Postcode** field, enter the bank’s Postcode.
8. In the contact grid, select types in the **Contact Type** column and enter details in the **Contact Number** column. This grid is the same as the contact grid on the EFT Bank Information tab of the vendor record.
9. In the **Address as it will be printed** box, verify the address is formatted the way you want it printed on reports. The **Address as it will be printed** box is the same as the **Address** box on the EFT Bank Information tab of the vendor record. To update the address boxes based on the individual address fields on the Addresses screen or update individual address fields on the Addresses screen based on the address boxes, tick **Synchronise with individual address fields**.
10. To return to the New Bank screen, click **OK**.

► **Adding vendor bank contact information on the vendor record**

1. From an open vendor record, select the EFT Bank Information tab.

- From the EFT Bank Information tab, click **Contact**. The Address screen opens to the Contact tab.

- In the **Title 1** field, select a primary title for the contact.
- In the **Title 2** field, select a secondary title for the contact.
- In the **First name** field, enter the contact's first name.
- In the **Middle name** field, enter the contact's middle name.
- In the **Last name** field, enter the contact's last name.
- In the **Suffix 1** and **Suffix 2** fields, select formal suffixes such as "Jr." or "Ph.D".
- In the **Position** field, enter the contact's job title. To print the information entered in the **Position** field, tick the **Print?** checkbox.
- In the **Full name** field, verify or edit how the contact's full name should appear. To update the full name based on the individual name fields or update individual name fields based on full name, you can tick **Synchronise full name and individual name fields**.

Creating an EFT payment

Note: To pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

You can make EFT payments from the Banks page by clicking **Print cheques and record bank drafts** and accessing the Create Payments screen. Keep in mind, to pay an invoice using EFT, you must select "Electronic Funds Transfer" as the **Payment method** on the invoice record.

Using **Print cheques and record bank drafts** under *Payment tasks*, you can record and generate cheques and bank drafts for a series of payments in one payment run.

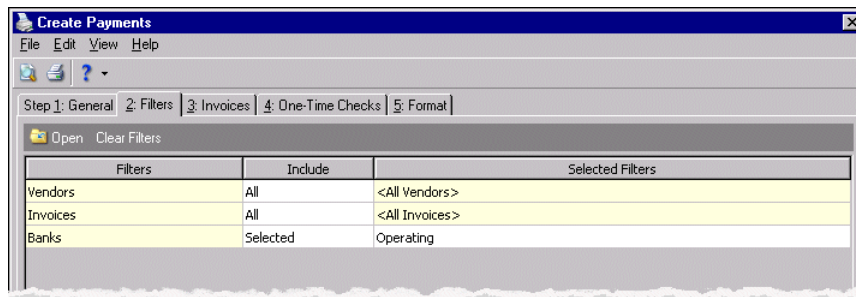
You can process payments using the default payment options selected for the bank account or make new formatting selections on the Format tab. For more information about default payment options, see "Defining Default EFT Options" on page 135.

► Creating a payment

1. From *Payment tasks* on the Banks page in **Accounts Payable**, click **Print cheques and record bank drafts**. The Create Payments screen appears.

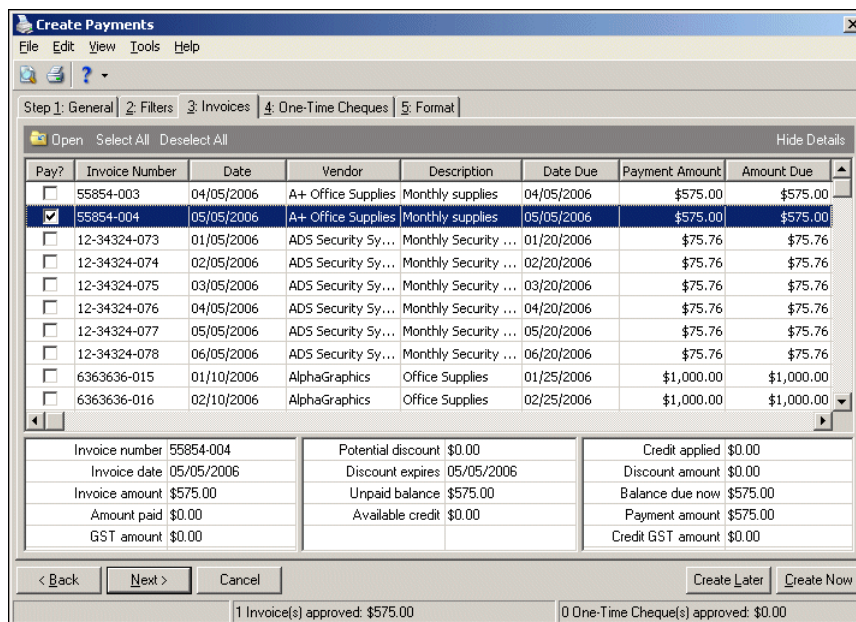
2. In the **Payment date** field, select “Today”, “Period end date”, or “Specific date” for dating the payments. If you select “Specific date”, enter a date in the **Date** field.
3. In the **Calculate discounts as of** field, select “Payment date”, “Today”, “Period end date”, or “Specific date” as the date for the program to use to determine if discounts are valid or expired. If you select “Specific date”, enter a date in the **Date** field. If none of the selected invoices have discounts, the program ignores this date.
4. In the **Post status** field, select the posting status to add to the payments included in the run:
 - “From Invoice” — The program assigns the post status according to each invoice’s post status. Enter a date to post in the **Post date** field.
 - “Not Yet Posted” — The program changes all payments from this payment run to Not Yet Posted. Enter a date to post in the **Post date** field.
 - “Do Not Post” — The program changes all payments from this payment run to Do Not Post.
5. In the **Pay all vendors in this payment run** field, select the method to use when you pay invoices:
 - “Based on payment method” — The program makes the payment as recorded in the invoice record.
 - “By Computer Cheque” — The program makes the payment by computer cheque, regardless of the method recorded in the invoice record. You can select “By Computer Cheque” only if you have security rights.
6. In the **Pay EFT Banks with this cycle** field, select an EFT cycle. EFT cycles are defined in *Configuration*.
7. To select invoices by date information, in the **Invoice due date on or before** field, enter a date. The program compares the date entered in this field with the scheduled payment date on the invoice.
8. To pay invoices before discounts expire, tick **Include invoices with discounts that expire on or before** and enter an expiration date in the field.
9. In the **Print report to this printer** field, select the printer for the control report.
10. In the **Print payments to this printer** field, select the printer for the cheques, EFT notices, or bank drafts.

11. Click **Next** or select the Filters tab.



Note: The bank selected on the Banks page automatically appears as a Banks filter.

12. To select filters, choose “Selected” in the **Include** column. The Selected <Filters> screen appears so you can select filters for the payment run.
13. Click **OK**.
14. You return to the Filters tab and filters you selected appear in the **Selected Filters** column.
15. Click **Next** or select the Invoices tab.



16. In the **Pay?** column, tick the checkbox for each invoice you want to pay. To pay all the invoices, click **Select All** on the action bar.

17. Click **Next** or select the Format tab.

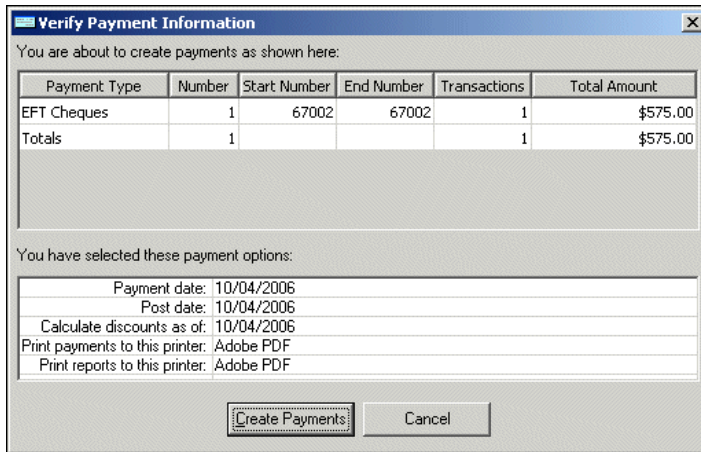
The screenshot shows the 'Create Payments' application window, specifically the 'Format' tab for EFT Notices. The window has a menu bar (File, Edit, View, Tools, Help) and a toolbar. Below the menu bar is a step indicator showing 'Step 1: General', '2: Filters', '3: Invoices', '4: One-Time Cheques', and '5: Format'. The main area is titled 'Payment Options for EFT Notices'. It contains several sections: 'Payment Information' with a 'Payment format' dropdown, a 'Starting payment number' field (containing '67002'), a 'Restore Default' button, and a checked 'Print payment number' checkbox; 'Format' with 'Cheque note' and 'Cheque stub note' fields (both containing 'No note printed on the cheque' and 'No note printed on the cheque stub' respectively); and 'Print payments in this order' with a table for sorting. The table has columns 'Sort By' and 'Order By', with 'Payee name' selected in 'Sort By' and 'Ascending' in 'Order By'. At the bottom, there are buttons for '< Back', 'Next >', 'Cancel', 'Create Later', and 'Create Now'. The status bar at the very bottom indicates '1 Invoice(s) approved: \$575.00' and '0 One-Time Cheque(s) approved: \$0.00'.

18. From the list on the left, select a payment method. The right side of the screen displays the default formatting selections for that payment type as selected on the Payments tab of the bank account record. The payment methods are the payment methods for the current approved invoices.
19. In the **Payment format** field, select a blank or preprinted form on which to print the payments. If the bank account is set to have multiple payment types use the same numbering series as another payment type, the **Starting payment number** field displays the first available number for payments using the same range.
20. In the **Starting payment number** field, enter the first number for the selected payment type.
21. To print the cheque number on preprinted cheques, tick **Print payment number**.

Note: To save changes on the Default Payment Options screen for the bank account, tick **Save these changes to the Bank Account**.

22. To make changes to payment options in the bank account record, click **Edit Payment Options**. For more information about defining payment options, see the Banks Guide.
23. To make sure information is aligned properly on cheque forms or paper, click **Print Test Alignment Cheque**.
24. Select how to sort cheques when printing, in the **Sort By** and **Order By** columns in the **Print payments in this order** frame. For example, to sort cheques by payee name alphabetically, select "Payee name" in the **Sort By** column. In the **Order By** column, select "Ascending".
25. To review a report of the payments to be made before creating the payments, select **File, Preview Pre-Payment Report**.

26. Click **Create Now** at the bottom of the screen. If you ticked **View payment summary information before creating payments** in Options, the Verify Payment Information screen appears.



Verify Payment Information

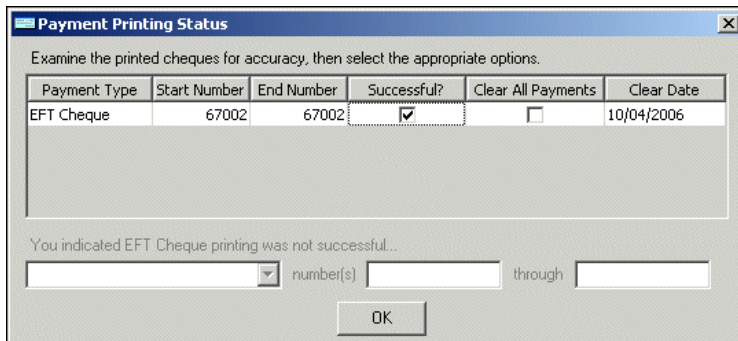
You are about to create payments as shown here:

| Payment Type | Number | Start Number | End Number | Transactions | Total Amount |
|---------------|----------|--------------|------------|--------------|-----------------|
| EFT Cheques | 1 | 67002 | 67002 | 1 | \$575.00 |
| Totals | 1 | | | 1 | \$575.00 |

You have selected these payment options:

| |
|---|
| Payment date: 10/04/2006 |
| Post date: 10/04/2006 |
| Calculate discounts as of: 10/04/2006 |
| Print payments to this printer: Adobe PDF |
| Print reports to this printer: Adobe PDF |

27. To process the payments, click **Create Payments**. The first payment type prints and the Payment Printing Status screen appears for this payment type.



Payment Printing Status

Examine the printed cheques for accuracy, then select the appropriate options.

| Payment Type | Start Number | End Number | Successful? | Clear All Payments | Clear Date |
|--------------|--------------|------------|-------------------------------------|--------------------------|------------|
| EFT Cheque | 67002 | 67002 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 10/04/2006 |

You indicated EFT Cheque printing was not successful...

number(s) through

28. If the payments printed unsuccessfully or incorrectly, untick the checkbox in the **Successful?** column.
29. The **You indicated Computer Cheque printing was not successful** frame becomes enabled. To void and purge the unsuccessful payments, tick **Void Cheques** and **Purge voided cheques** and enter the range of payment numbers.
30. Click **OK**. The program processes all other payment types in the order they appeared on the Verify Payment Information screen, and you return to the Banks page.

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