RM Finance Training Notes

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27.0	Updated for v8.40 and 2019	Shauna Henry (Civica Education)	07/12/18

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Contents

AM Start - Course Outline– 2 1/2 days

DAY ONE

Time	Topics
8.30	COFFEE
9.00	Welcome and Introductions
9.20	Overview of RM Finance
9.50	Setting up • Organisational Details • Bank Details • System Options Users and Passwords • Creating a New User account • Setting Access Rights
10.30	MORNING TEA
10.50	Budget Accounts • Creating • Editing • Deleting
	Budget Profiles • Profiling by 12
	Analysis Codes • Explanation • Using Analysis Codes
	Budget Allocations • Budget allocations • The concept of a budget surplus • Fixing the budgets
12.30	LUNCH
1.15	Income Sources & Suppliers • Creating • Editing • Reports
	Transaction Processing • Batching • Receipts Processing • Payments Processing
	System Generated Cheques • Cheque Printing • Re-Printing • Remittance Reports
3.00	CLOSE

DAY TWO

Time	Topics
8.45	COFFEE
9.00	Recap Activity
9.30	Budget Adjustments • Virements • Budget Revisions • Journal Transfers • Credit Notes • Internal Charges • Reversals
10.30	MORNING TEA
10.50	Correction Facilities • Expenditure Reversals • Adjust/Correct Transactions • Direct Debits and Credits End of month procedures • Bank Reconciliation • Reports • Backups • Period End • Tax Refunds/Payments
12.30	LUNCH
1.15	EFT/BPay • Preparing for EFT and BPAY • Set User Number and enable EFT/BPAY • Set Update and Certify button rights • Set File Directories for EFT documents • Update Supplier details • Enter a Batch of EFT Payments • Print the Payment Summary Report • Certify the Batch • Update the Batch and creat the EFT file • Remittances • Reports
3.00	Close

DAY THREE

Time	Topics
8.45	**COFFEE**
9.00	• Enter a Batch of BPAY Payments • Print the Payment Summary Report • Certify the Batch • Update the Batch • Enter BPAY trabsactuibs using Internet Banking • Print the EFT/BPAY Certification Log
10.30	**MORNING TEA**
10.50	Electronic Bank Reconciliation • Download and save a bank statement file • Match transactions (automatically and manually) • Un-match transactions • Add transactions • The Close button • Update batches • The Finish button • The Audit Log **Year End Processing**
12.30	**Finish**

RM Finance – Training Course

Training Outcomes

At the conclusion of this training course participants should be able to:

- navigate around the RM Finance software interface
- set user access rights for RM Finance
- enter and edit the bank details
- create, allocate, fix and adjust budgets
- enter new supplier and alternative payee details
- process cheque payment batches
- process income batches
- process expenditure batches
- process budget allocations
- perform virements and budget revisions
- process journal transfers, credit notes and internal charges
- process adjustments and corrections
- process GST related transactions
- process a manual bank reconciliation
- process the End of Month rollover following DoE guidelines
- understand the roles of both the Principal and the Registrar in EFT/BPAY processing
- process EFT and BPAY payments
- perform an Electronic Bank Reconciliation
- print the audit log

1 Introduction to RM Finance

The school has invested in the finest accounting software available for schools. It has been developed specifically to meet schools' requirements.

RM Finance is designed to help schools that do not need the complexity of a ledger accounts system. Because RM Finance has its origins in commercial accounting systems, it has full audit and reconciliation facilities, together with the ability to monitor and report on income and expenditure in a variety of ways. Transactions are analysed under income and expenditure headings. Records are maintained for income sources and suppliers with a note of turnover for the current period and year to date. Petty cash, cash floats and multiple bank accounts are all handled within RM Finance and the current bank balances can be displayed instantly.

There is provision within RM Finance for capturing Goods and Services Tax (GST) and Pay As You Go (PAYG) Withholding Tax transactions and producing reports required by the Australian Taxation Office (ATO). This manual does not purport to be a guide to GST; it is a guide to processing GST within RM Finance. All examples and screen shots shown throughout this manual are for illustrative purposes only and in no way do they interpret the GST legislation. If more information is required on GST, schools should contact either Finance Operational Support (Financialservices.support@education.wa.edu.au) or the ATO depending on the type of information required.

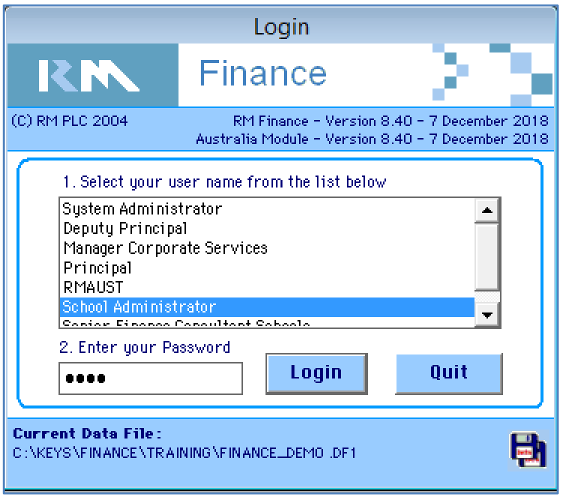
1.1 Getting Started

Before using the RM Finance package, the software will have been installed on the system. In most cases the RM Finance software is stored on the hard drive of each individual workstation. The school’s data file (which needs to be shared by all users) will reside on a server.

Activity: Logging In

To start the RM Finance demonstration program for this training course, double-click on the RM Finance Training icon on your desktop.

The following login screen will appear.

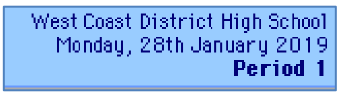


- Click on **School Administrator**
- Click in the Password field and type: **keys**

Note: The password is not case sensitive.

- Click on **Login** or press **<Enter>**
- The main screen of RM Finance is then displayed with the following located at the top of the screen:

The following information is also displayed in the main window of RM Finance.



- **School Name** – As entered in System Manager > Organisation Details > Organisation.
- **Today’s Date** – Taken from the system date at the workstation.
- **Period** – Current period of this RM Finance datafile.

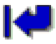
The following icons are available from this window.

- **Change User** 

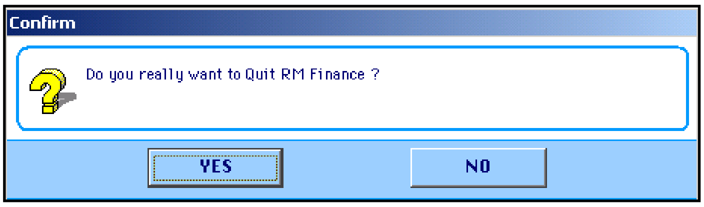
Selecting this option will log the current user out of RM Finance and display the login screen where an alternative user name can be selected.

- **Change Datafile** 

Under normal circumstances Department of Education schools will only have one data file and users should not need to access this section.

- **Quit RM Finance** 

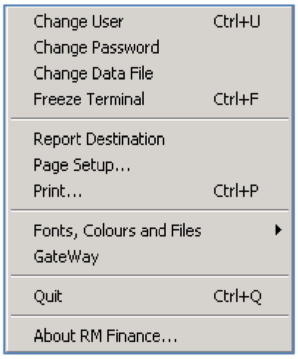
Selecting this option displays the following confirmation message; the user can then exit the RM Finance application.



2 Menu Bar Options

2.1 File Menu Options

The file menu allows the user to perform operations as shown in the screenshot below:



2.1.1 Change User 

This option allows a different user to log on. The previous user does not need to exit RM Finance.
Clicking on this option displays the logon screen.
Note that the Change User icon in the top right corner of the screen can also be used.

2.1.2 Change Password

This option allows the password for the currently logged in user to be changed. This can be used to change the School Administrator's password.

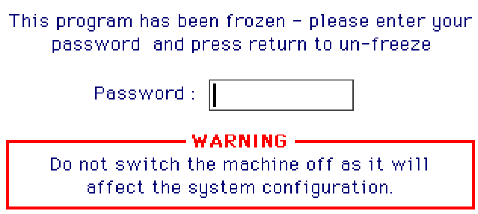
2.1.3 Changing the Data File 

Under normal circumstances Department of Education schools will only have one data file and users should not need to access this section.

2.1.4 Freeze Terminal

This allows the user to return the terminal to a state whereby no further processing is possible until the password has been re-entered.

- Click the **File** menu.
- Click the **Freeze Terminal** option. The system displays a message warning that the terminal has been frozen:



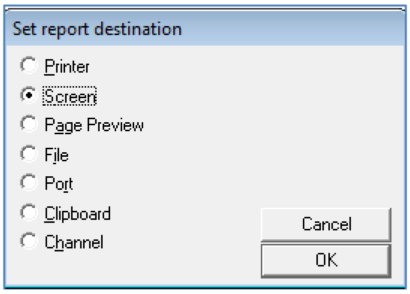
To return to your screen
- Enter the password and press **<Enter>.**

The user is returned to the screen at the same point prior to freezing the terminal.

Note: Do NOT switch off the machine whilst in frozen mode as this may interfere with the system configuration.

2.1.5 Report Destination

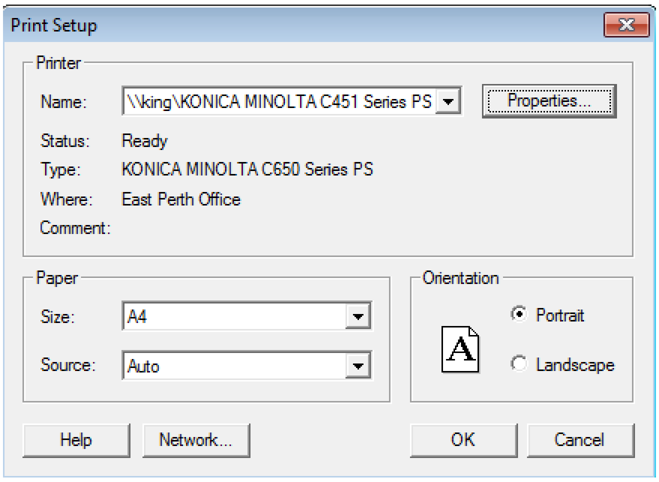
This allows the user to specify the default destination for reports as shown in the following figure:



Note: The selection can be changed at any time when printing reports.

2.1.6 Page Setup

Clicking on this option displays the Print Setup screen:



This dialog box will enable the user to select printer, paper size, source and orientation etc, from within RM Finance.

2.1.7 Fonts, Colours and Files

This section is designed for technical support and should only be used under instruction from RM staff.

2.1.8 Gateway

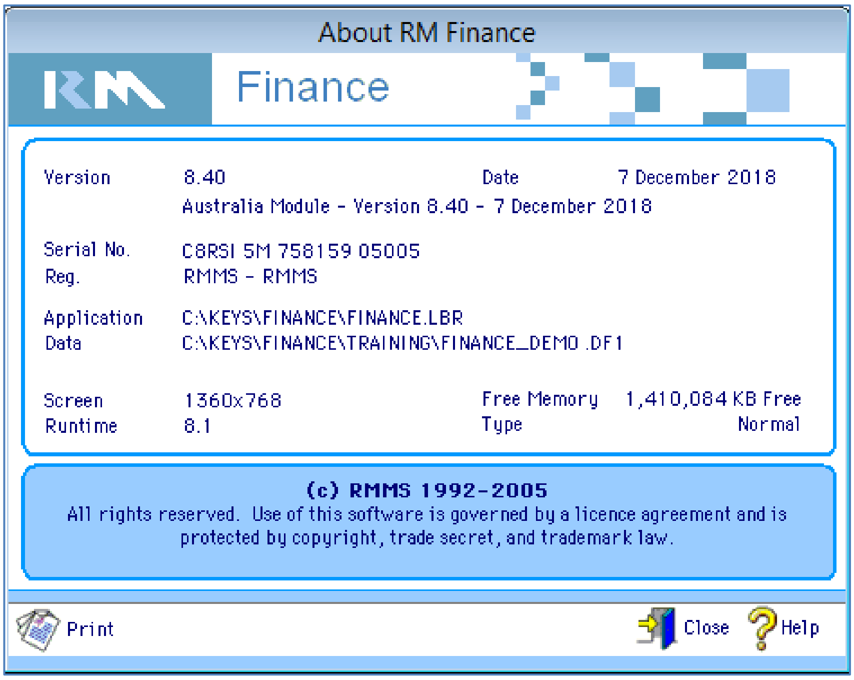
This is for use by RM technical support staff.

2.1.9 Quit

This is another way to exit RM Finance.

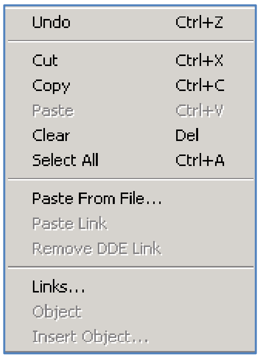
2.1.10 About RM Finance

This screen displays some information about RM Finance as illustrated below:



2.2 Edit Menu Options

Clicking on the Edit menu on the top menu bar displays the following pull down menu:



The standard Windows editing features are available within RM Finance.

2.3 RM Finance Menu Options

The RM Finance pull down menu (usually labelled as the name of the school) will allow the user to access the same options as those appearing elsewhere in RM Finance.

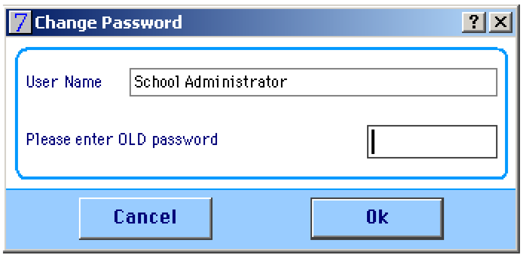
The shortcut or 'hot' keys are listed next to the relevant sections. These may be used if there is a preference for using the keyboard.

Activity 1. Changing Password - discussion only

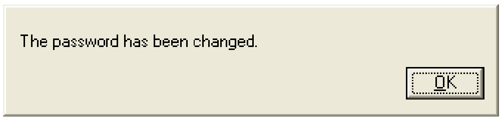
File > Change Password

After logging on for the first time it is important to change the password immediately by performing the following steps however we will **not** be changing the password during training.

- Click the **File** Menu
- Click the **Change Password** option. The Change Password screen is displayed



- Enter **keys**
- Click **OK** or press **<Enter>**
- Enter the new password
- Click **OK** or press **<Enter>**
- Enter the new password again
- Click **OK** or press **<Enter>.** The following message is displayed when the password has been changed:

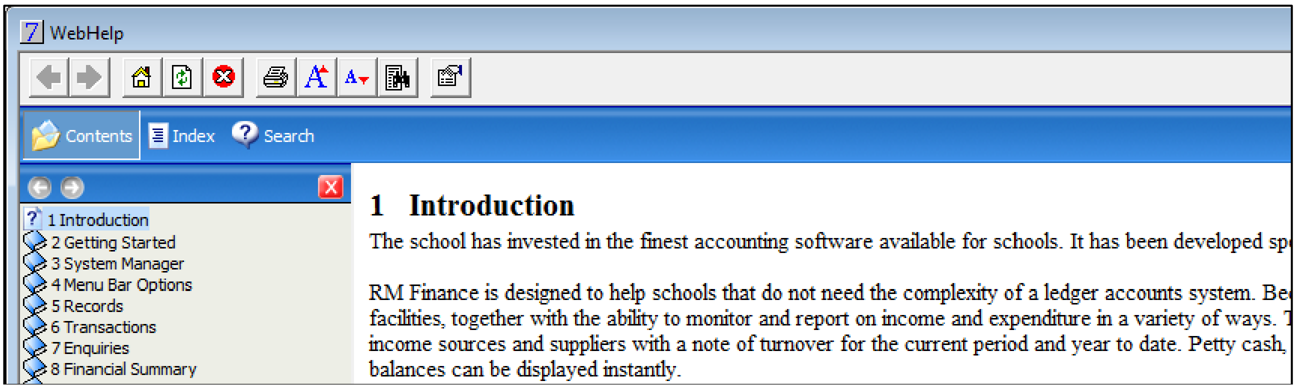


- Click **OK** or press **<Enter>**

Note: for security purposes, it is extremely important this password is changed immediately on login. The system allows three attempts to log on successfully. If this number is exceeded, the user will receive a message informing there has been 3 unsuccessful log in attempts and will RM Finance will close. Double click on the RM Finance icon to try again.

3 Help

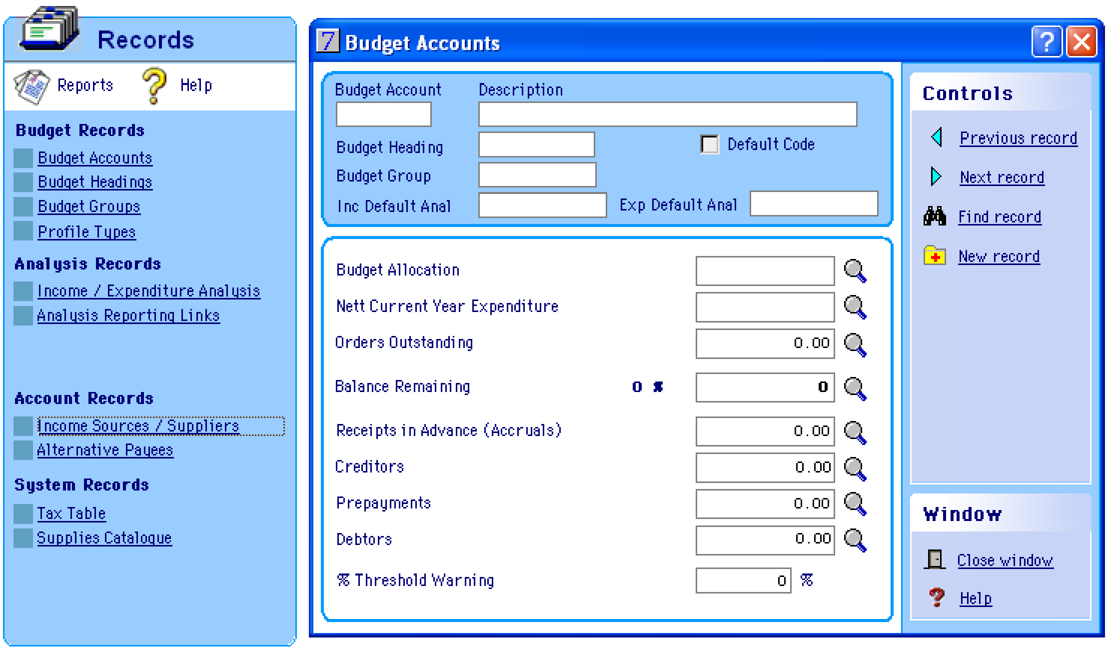
For easy access the Help button is available in all screens of RM Finance.



- Highlight Records
- Select an item from the menu
- View and close.

4 Records

RM Finance allows the school to analyse income and expenditure by income source or supplier as appropriate. A record is entered for each company and the system keeps track of the transactions on that account. A simple way to think of records is as a series of card index boxes, one for each type of record, with a separate card for each record stored.



4.1 Budget Accounts

By creating budget accounts, the user is able to monitor actual expenditure (payments) or income against the budget originally set.

Budget Account

This field displays the budget account code.

Description

This field displays the description corresponding to the account code.

Budget Heading

The headings are set up to give the list of budget accounts a structure. Reports will also sub-total at this level. If budget codes were set up without headings, the reports printed from the system would just be a jumble of codes without any real structure.

Budget Group

The Budget Group field is an optional field and will allow users to group their total income/expenditure and view the balance of all the Budget Accounts that are grouped together. Budget groupings may be used to view the 'C' and 'D' accounts which the user determines are related.

Income Default Analysis Code/Expenditure Default Analysis Code

The purpose of these fields is to allow users to specify a default income analysis code to be used for the displayed budget account when it is used in income screens and a default expenditure analysis code to be used for the displayed budget account when it is used in expenditure screens.

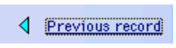
Default Code

The Default Code box is used to make entering transactions faster. If this box is checked, then when entering transactions (e.g. income, expenditure etc.) the code will automatically appear as the budget code to be used, unless edited to a different code.

Note: this feature is not used by Department of Education

Controls Available

The following controls are available on this window. The icons used have similar functions in other areas of the software and further information can be obtained from the RM Finance Manual.



Clicking on this option will display the previous record in the list.

Clicking on this option will display the next record in the list.

Clicking on this option will allow a record to be located by entering search text in the Budget Account, Description, Budget Heading or Budget Group fields.

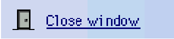
Clicking on this option will allow a new budget account to be created.

If a budget account is displayed on the screen, this option allows editing of the details in accordance with specified rules.

If a budget account is displayed on the screen, this option allows the deletion of the account in accordance with specified rules.

Selecting this option will allow the user to assign a profile to this account.

To exit RM Finance screens

Like most Windows applications there is more than one way to exit a screen. In RM Finance you can exit the screen by clicking on the  in the top right hand corner of the active window or click on the 

button in the bottom right hand corner of the active window.

Note: when closing with this method you exit the window without saving.

Budget Account Information

The following eight fields display information about the budget account - the current budget allocation, the current year's expenditure/income received to date, details of any outstanding orders, and the remaining account balance. If any accruals have been made (receipts in advance, creditors, pre-payments, debtors) these will also appear. These fields are calculated by the system and cannot be edited.

Further information about any of these fields can be obtained by clicking on the spyglass  to the right of the field.

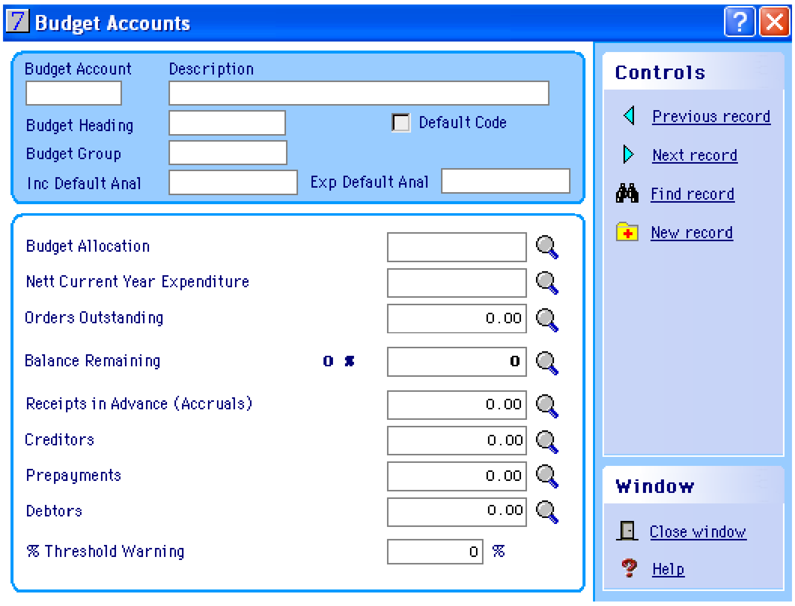
% Threshold Warning

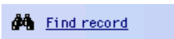
Entering a % Threshold (limit) will force the system to prompt the user if the threshold for a particular budget has been reached when entering transactions. The user will then have the option to review the situation or continue.

Activity: Finding and Examining a Budget Account Record

Records > Budget Accounts

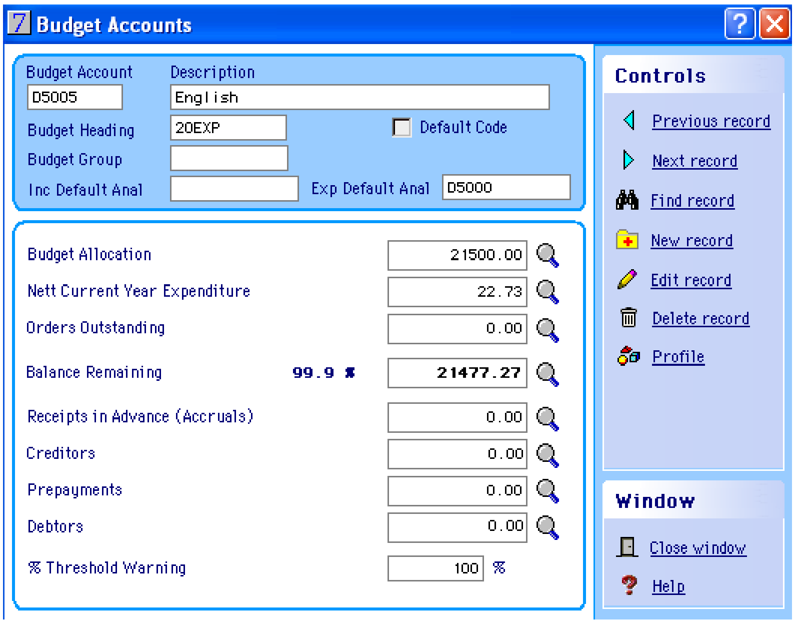
- Select **Records**
- Click **Budget Accounts.** The system displays the Budget Accounts screen



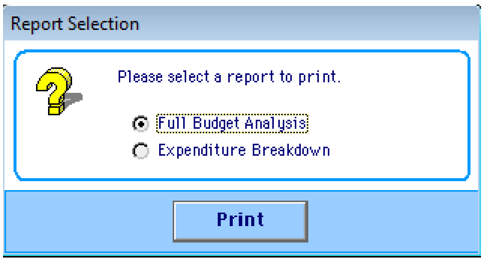
- Click 

- Type **D5005** in the Budget Account field and press **<Enter>**

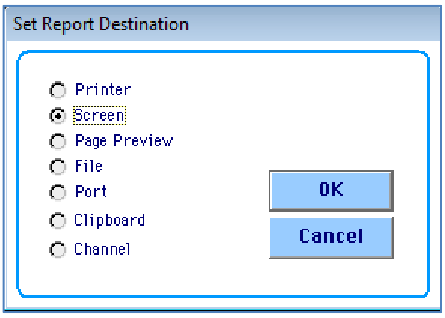
The English Budget account will be displayed.



- Click on the spy glass next to the field named Balance Remaining



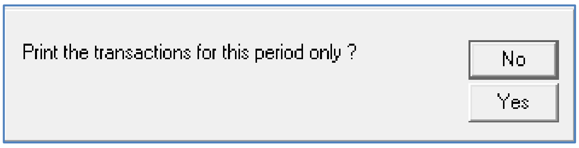
- Select **Full Budget Analysis**
- Click **Print**



The software will default to the output destination of the screen as illustrated above.

- Click **OK** or press **<Enter>**

- The following message will be displayed at the bottom left hand side of the screen



- Click **NO** to display all transactions for that account up to the present date on the report

- The following message will be displayed at the bottom left hand side of the screen

- Click **Yes** to show transaction descriptions on the report
- **OK** to print to Landscape

- Examine the report displayed on the screen

Note This report is used to provide information to cost centre managers.

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
A&M Bookshop	Books	005	876543	2238	ESP	22 JAN 2019	200.00	20.00	220.00
Supply West	Stationery	006	1287S	012350	ESP	22 JAN 2019	22.73	2.27	25.00
A&M Bookshop	Books - CORRECTED	005	876543	2238	ESC	22 JAN 2019	-200.00	-20.00	-220.00
Expenditure							**22.73**	**2.27**	**25.00**
Income							**0.00**	**0.00**	**0.00**
Internal Charges							**0.00**	**0.00**	**0.00**
Totals							**22.73**	**2.27**	**25.00**

- Click on the X in the top right hand corner of the active window to close the report and return to the Budget Account window

4.2 Budget Headings

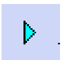
Budget headings are used to group budget accounts for reporting and searching purposes. Having these headings set up will influence the way reports are set out and will allow the system to calculate and print subtotals on these categories. Some searches can also be made on budget headings.

Note: Budget headings used in Western Australian schools have been determined by the Department of Education. They are pre-set in the school's Data file and should not be altered without consultation with the school's Finance Operational Support. (Financialservices.support@education.wa.edu.au)

Heading	Description	Relates To
00PRE	Previous Year's Closing Balance	YYYY account.
10REV	Revenue Accounts	Income accounts ('C' accounts)
20EXP	Expenditure Accounts	Expenditure accounts ('D' accounts)
30RES	Reserve Account Transfers	Reserve transfer accounts ('D' accounts)
50RES	Reserve Accounts	Reserve accounts ('N' accounts)
60 ADV	Advance Accounts	Reserve accounts ('N' accounts)
70 TRV	Trust and Suspense Accounts	Reserve accounts ('N' accounts)
90GST	GST Clearing Accounts	Reserve accounts ('N' accounts)

Activity: Viewing Budget Headings

Records > Budget Headings

- Click on the blue chevron  to scroll through the budget headings and examine the ten headings available
- Click on **Close window** 

4.3 Profile Types (Discussion Only)

Profiling is a valuable means of monitoring expenditure on a month-by-month basis. When a budget allocation to a particular budget account in the Transactions section is made, the user is prompted to profile the amount over the year. The user will have the opportunity to split up the annual amount over 12 monthly periods or to create a customised profile to reflect the way in which the school expects the actual expenditure to be made.

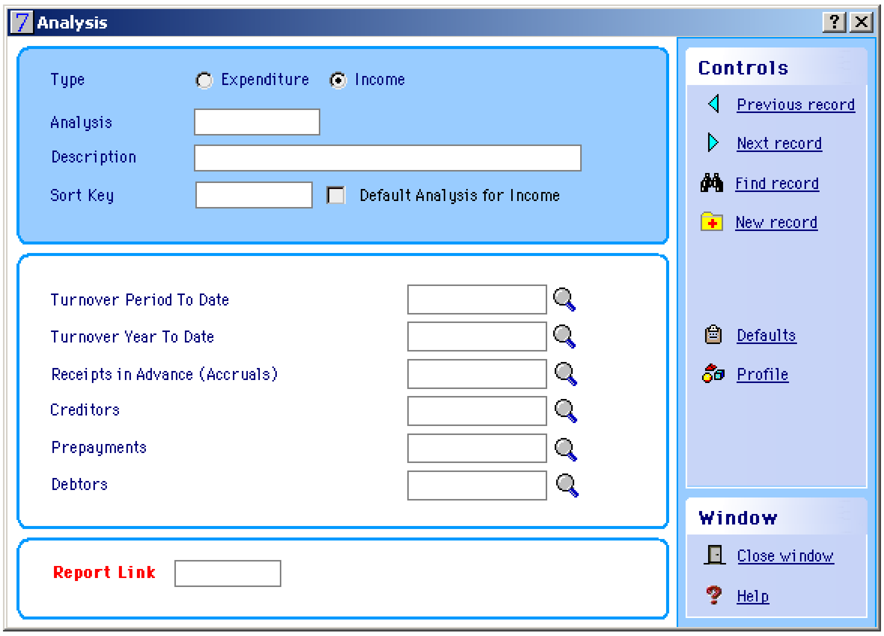
4.4 Income/Expenditure Analysis Records

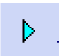
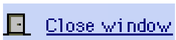
RM Finance allows the school to analyse income and expenditure through any number of analysis headings. Enter a record for each heading and the system keeps track of the turnover. These analysis codes are set up in accordance with the Department of Education's Chart of Accounts.

Note: new analysis codes should only be created if advised by the Department of Education.

Activity: Viewing Income and Expenditure Analysis Records

Records > Income/Expenditure Analysis



- Click **Next Record**  to scroll through the records
- Click **Close window** 

4.5 Income Sources and Suppliers

Income Sources are those people/companies etc. from whom the school receives income. Suppliers are those who supply goods and/or services to the school. RM Finance allows the school to analyse income and expenditure by source or supplier.

Short Name

This should be a six-character code. It should be comprised of the first three letters of the Source/Suppliers name, followed by a three-digit number. For example Telstra could be represented by TEL001. This system should be adhered to for all Income Sources/Suppliers.

Sort Key

As with all Sort Keys, this can be used to group suppliers and income sources into convenient categories to facilitate searching and reporting. For example the user may wish to group all suppliers paid through EFT together under the sort key of EFT. The school could then report on this as a group. The contents of the Sort Key field will bring up a list of accounts with the same sort key. Double-clicking on any of these items will take the user to that account.

General Tab and EFT/BPAY Tab

The introduction of Electronic Funds Transfer functionality to RM Finance has necessitated the introduction of these two tabs. By default each supplier's general tab displays the information outlined under the headings below. However, if the user elects to make use of the EFT/BPAY functionality for the particular supplier, the EFT tab is used to record this information. If the EFT/BPAY functionality is not used for a supplier, the only EFT information that needs to be recorded is Payment Method (Cheque) and Remittance Method (which can be set to 'None').

Income Source/Supplier

Clicking on the correct radio button will allow the user to label this account as either an Income Source or a Supplier as appropriate.

Full Name, Address and Post Code

If the school prints system cheques then the details entered in these three fields is displayed as entered on the cheques.

Contact

The Contact field can be used for recording the name of the person with whom the school usually deals with in relation to each account.

ABN

The ABN field is used to store the Australian Business Number of the supplier. If the supplier has not supplied an ABN or it has not been entered in the ABN field the user is prompted to take out withholding tax when making a payment. From 1 July 2000 there is a legal requirement to have withholding tax withheld from payments over $50.00 if the supplier has not supplied the school with an ABN.

Note: Department of Education schools must not deal with suppliers who do not advise the school of their ABN or do not provide a signed statement that their activities are classed as a hobby. Schools are advised to use "STAFF" in the ABN field for recoups to staff and "PARENT" for payments to parents such as refunds.

Reference

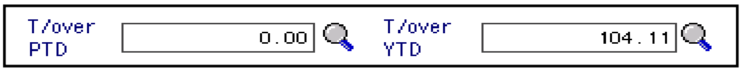
The Reference field is for recording the supplier reference. The reference is printed on the standard purchase order next to the date on the purchase order.

4.5.1 Alternative Payee

This facility is designed to handle the situation where the supplier wishes the school to pay another organisation, which is collecting payments on its behalf. If the supplier has an Alternative Payee, then the Alternative Payee must be linked to the supplier in this screen. This is further explained in the following section.

Turnover PTD and YTD

As transactions are entered against each account, the system keeps track of the turnover for both the current period and the year to date. These fields cannot be edited.

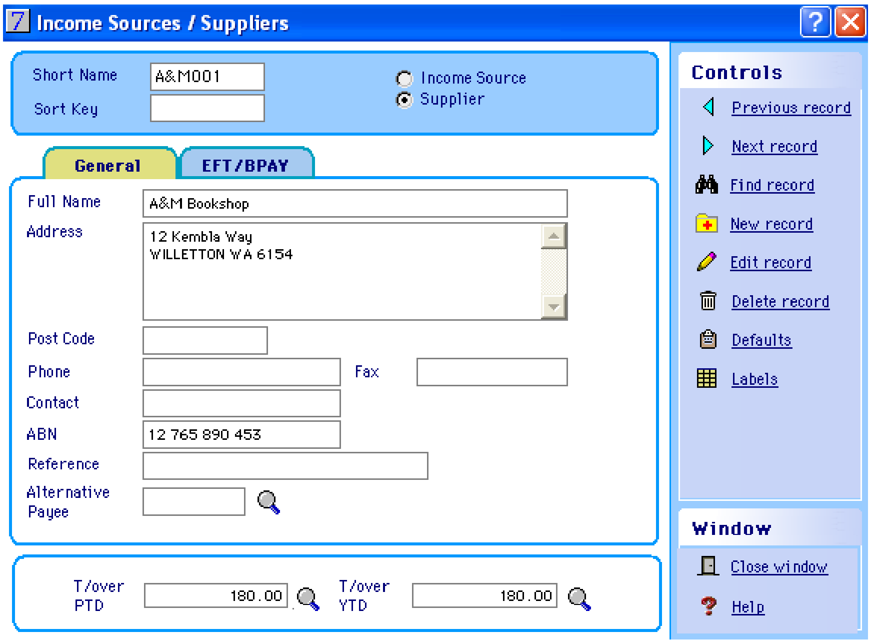


Clicking on the appropriate spyglass to the right hand side of the field will allow the user to see the transactions that make up these figures.

Activity: Income Sources/Suppliers Records

Records > Income Sources / Suppliers

- Click on the blue chevron pointing to the right to scroll through the records
- Examine the information in each of the fields for a few suppliers.
- Click on **Find Record**
- Enter the letter A in the Short Name field and press **<Enter>**
- The supplier record for A&M Bookshop will be displayed – examine the record



- Click on the spy glass next to **T/over YTD**
- Click **OK** to send the report to the screen for viewing

Account	Analysis	Budget	Ref	Invoice	Type		Date	Nett	Tax	Total	Voucher	Rec. Ref.	Rec. Date	Bank
A&M001	D2480	D5005	2238	876543	REG	ESP	22 JAN 2019	200.00	20.00 1	220.00	43			1 Cheque Account
A&M001	D2480	D5005	2238	876543	REG	ESC	22 JAN 2019	-200.00	-20.00 1	-220.00	64			1 Cheque Account
A&M001	D3000	D3005	2238	876543	REG	ESP	22 JAN 2019	200.00	20.00 1	220.00	65			1 Cheque Account
A&M001	D3000	D3005	2238	876543	REG	ESC	22 JAN 2019	-20.00	-2.00 1	-22.00	69			1 Cheque Account

Key

INC	Income	ACR	Accrual
I/C	Income Correction	PRE	Prepayment
ESP	Expenditure	CRT	Creditor
ESC	Expenditure Correction	DBT	Debtor
ALL	Budget Allocation		
VIR	Budget Virement		
JNL	Journal Transfer		
CHG	Internal Charge		

Current Reconciled Totals

Default Account	0.00
Other Accounts	-94000.00

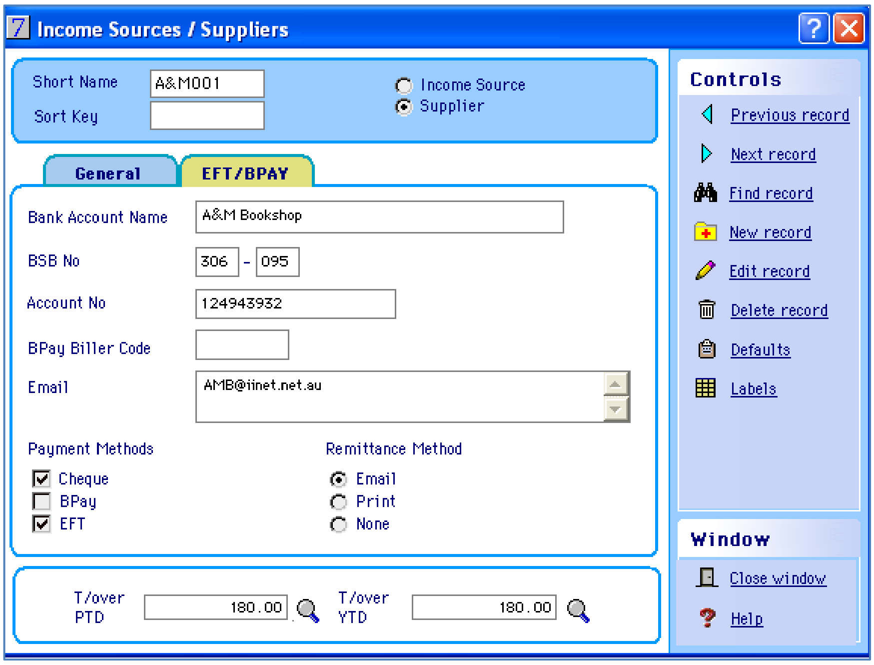
	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	180.00	198.00
Internal Charging	0.00	
Journal Transfers	0.00	
Accruals	0.00	
Prepayments	0.00	
Debtors	0.00	
Creditors	0.00	
Tax	18.00	

NB. URC - Prior year unreconciled transactions not included in totals

- Examine the Key at the bottom of the page which explains the codes used in the report
- Click on the X in the top right hand side to close the report and return to the Suppliers window

- Click on **EFT/BPAY tab** for the Supplier records
- Examine the fields available for each supplier – we will enter details for EFT/BPAY later in traing

The following is an example of supplier information



Note: it is not necessary to include EFT information for Income Sources.

- Click on Close window 

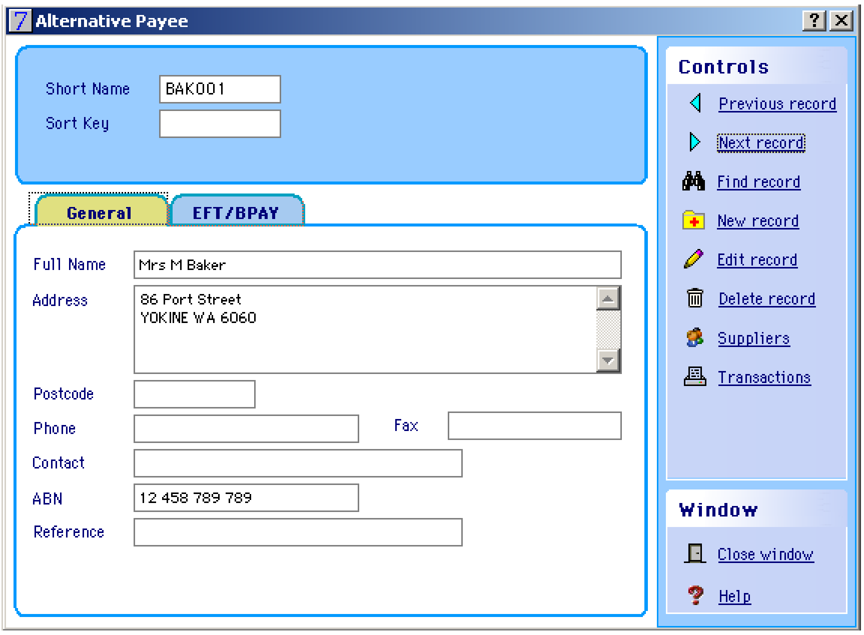
5 Alternative Payees

The alternative payee facility is designed to handle a situation where the supplier wishes the school to pay another organisation, which is collecting payments on its behalf. To use this facility an alternative payee record must be created for the other organisation and then linked to the supplier for whom it is collecting money. When an expenditure transaction is entered, the alternative payee check box is selected so the cheque is issued with the alternative payee's name and address.

Activity: Viewing Alternative Payee Records

Records > Alternative Payees

- Click on Alternative Payees
- Use the blue arrows to scroll through



- Click on Close window 

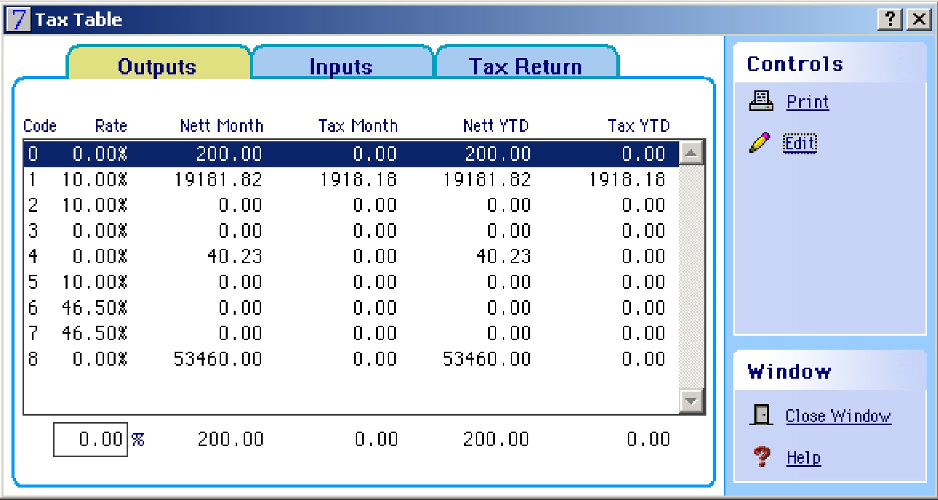
5.1 Tax Table

The Tax table stores the appropriate rates for GST and PAYG withholding tax. These rates are pre-set in the school's datafile. The rates should not be changed without advice from the Australian Taxation Office. The Tax table also allows the school to view running totals of tax paid (inputs) or collected (outputs) during the tax period. It is also possible to view or print a summary of the Tax Return. Please note that the Tax Return is not the Business Activity Statement (BAS) required by the ATO.

Activity: Viewing the Tax Table

Records > Tax Table

The system displays the Tax table that shows the tax codes and the relevant rates that are being charged. Only the Tax rate may be edited by the user and editing should only be carried out under advice from the ATO.



- Click 

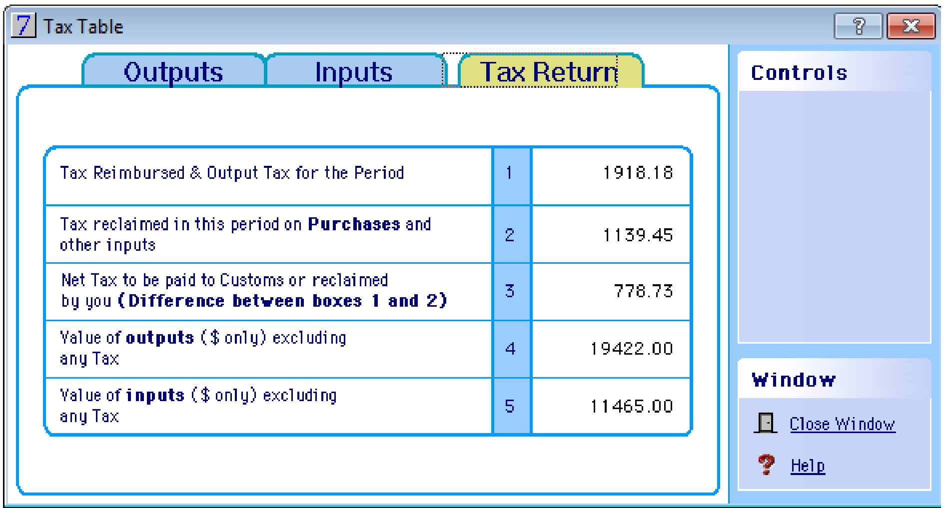
. The following screen is displayed

- Click Tax Transactions
- Click Screen
- Click **Print**

Account	Analysis	Budget		Type	Date	Nett	Tax	Total	Voucher
WAT001	D1450	D1455	2233	ESP	22 JAN 2019	60.00		60.00	40
Total for Tax code 0						60.00		60.00	
SCI001	D2700	D2705	2236	ESP	22 JAN 2019	50.00	5.00	55.00	41
BOO001	D3000	D3005	2237	ESP	22 JAN 2019	500.00	50.00	550.00	42
A&M001	D2480	D5005	2238	ESP	22 JAN 2019	200.00	20.00	220.00	43
SUP001	D1000	D1025	012350	ESP	22 JAN 2019	50.00	5.00	55.00	46
SUP001	D5000	D5005	012350	ESP	22 JAN 2019	22.73	2.27	25.00	47
SUP001	D5100	D5110	012350	ESP	22 JAN 2019	27.27	2.73	30.00	48
ANY001	D1600	D1615	012348	ESP	22 JAN 2019	200.00	20.00	220.00	50
BOO001	D3000	D3005	2237	ESC	22 JAN 2019	-40.00	-4.00	-44.00	61
A&M001	D2480	D5005	2238	ESC	22 JAN 2019	-200.00	-20.00	-220.00	64
A&M001	D3000	D3005	2238	ESP	22 JAN 2019	200.00	20.00	220.00	65
SCI001	D2700	D2705	2236	ESC	22 JAN 2019	-50.00	-5.00	-55.00	66
A&M001	D3000	D3005	2238	ESC	22 JAN 2019	-20.00	-2.00	-22.00	69
Total for Tax code 1						940.00	94.00	1034.00	
GRA001	D2000	D2005	2235	ESP	22 JAN 2019	5454.55	545.45	6000.00	44
ALG001	D1800	D1810	2234	ESP	22 JAN 2019	5000.00	500.00	5500.00	45

- This is only a portion of the report – view the report on your screen to see all pages.

- Click **Close** to return to the Tax Table screen
- Click on the Tax Return tab at the top of the screen



- Click on **Close window** Close window to return to the main records area

5.2 Supplies Catalogue

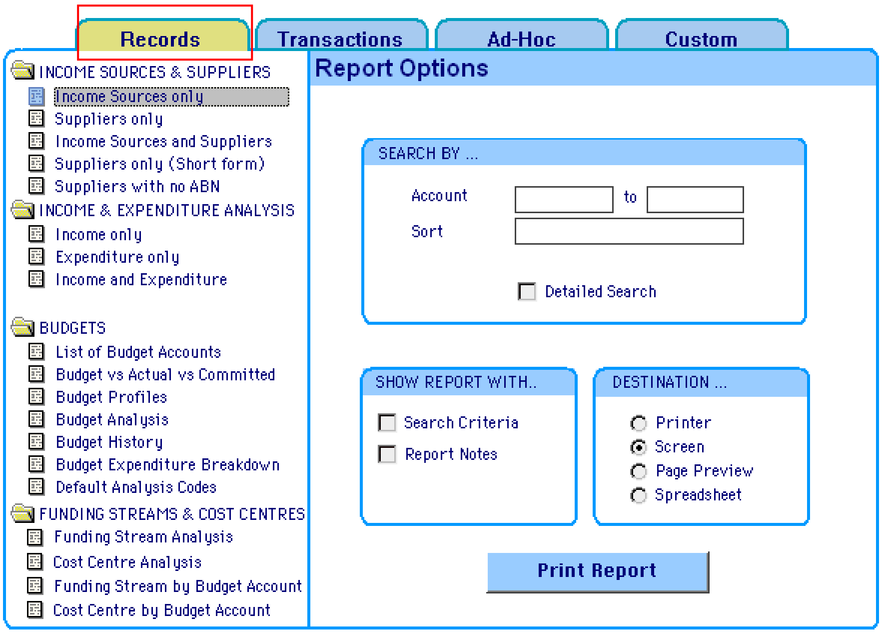
The Department of Education schools do not currently use this feature of the software

5.3 Records Reporting

Reports which relate to the Records section of RM Finance can be accessed in two ways.

1. Click 

within the Records section



2. Click 

on the top menu bar and then selecting the 

tab.

We will examine both methods and many of the reports later during training.

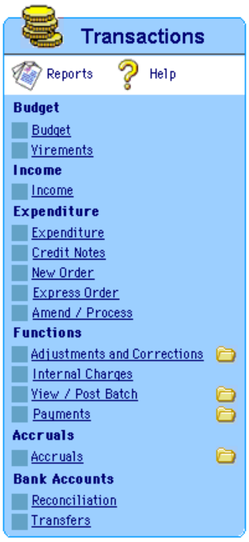
For details of the reports held within this section please refer to RM Finance Manual.

6 Transactions

All transactions (cash, cheques, bank transfers etc.) should be recorded through one of the transactions options. The main advantage of any computerised accounts system, is the way in which a single entry on a screen will update every relevant area where the data entered is required. Transactions update accounts, analysis records, and the cashbook summary.

- Click 

The system displays the Transaction Choice screen:



Budget
Budget transactions enable the school to allocate budgeted expenditure figures to the budget accounts that are set up in the Records section. The system also enables income budgets to be established through allocation, and predicted income amounts to be entered.

Virements
Virement transactions enable budget amounts to be deducted from the original allocations. These amounts should then be reallocated to other budget accounts.

Income and Expenditure
Income and Expenditure transactions work in an identical manner to each other, except that RM Finance ensures that income transactions are only allocated to income sources and income analysis headings, and expenditure transactions are only allocated to suppliers and expenditure analysis headings. This section is particularly useful if continuing to use a manual ordering system and only need to enter totals into the computer system.

Credit Notes
Credit notes allow the user to process credit notes received from suppliers to reduce the amount owing.

Purchase Orders
(New Order, Express Order and Amend/Process)

The Department of Education schools do not currently use this feature of the software

Adjustments and Corrections
Adjustments and Corrections screens operate in the same manner as income and expenditure entries, except the amounts entered will **decrease** the appropriate accounts. There is no need to enter negative figures. RM Finance makes sure turnover figures and the bank account is adjusted correctly.

Internal Charges
Internal Charges can be used for moving actual expenditure between accounts. This is useful when an expense incurred by one department needs to be charged to another, or if an error has been made. Internal charges are also used to transfer budget reserves from the D reserve transfer account to the corresponding N reserve account.

(View/Post Batch)

The **Batching (View/Post Batch)** facility enables any kind of transaction to be entered onto the system as a batch. At this stage it has the status of an unauthorised transaction, and does not appear in the accounts. Subsequently, the batch can be processed which includes editing, deleting and authorisation after which it is entered into accounts as a normal transaction.

This process is particularly useful to ensure that transactions are correct before posting, and to allow staff to enter transactions **onto** the system without posting them **into** the accounts until they have been authorised.

Payments
Payments allow cheques to be printed on pre-printed cheque stationery. The cheques may be reprinted if necessary. Using this facility eliminates mistakes and saves time.

Accruals
Accruals provide a facility to enter an adjustment in cases where goods and services have been used but not paid for in the current financial year. An accrual or a pre-payment can be posted to reflect the organisation’s true financial state.

Reconciliation
The reconciliation facility flags transactions as reconciled to the bank statement. The reconciliation flag on transactions can be reversed through the adjust/correct facility.

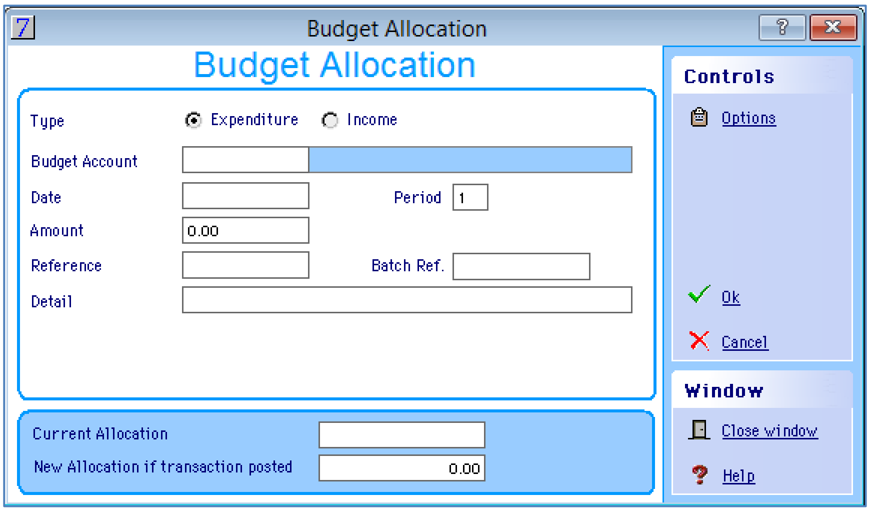
Transfers
Transfers allows for funds to be moved between school bank accounts. Such transfers are automatically shown on the two accounts concerned, as a credit and a debit respectively.

Reports
The reports section provides a menu of the various transaction reports available.

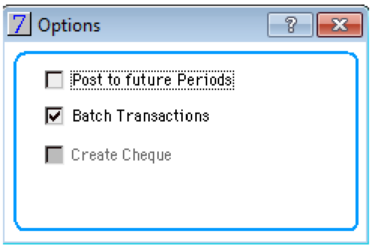
Activity Viewing Budget Allocations

Transactions > Budget

- Click Budget. The system displays the Budget Allocation screen:



- Click Options The following window is displayed:



Post to Future Periods
Department of Education schools should **not** post transactions to future periods.

Batch Transactions

For Department of Education schools, this is automatically set

- Click on the ✕ in the top right hand corner of the active window to close the report and return to the Budget Allocation window
- Click on Close window to return to the main records section

6.1 Adjustments and Corrections

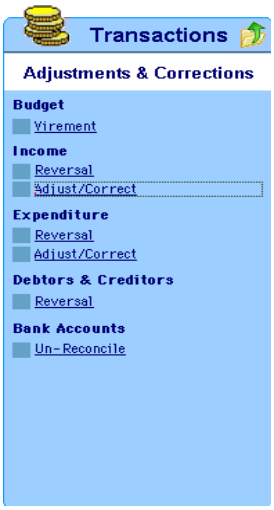
The options offered here will enable the user to reverse or adjust any income/expenditure entries that have been made, perform debtors and creditors reversals and reverse virements. There is also an un-reconcile facility which can be used to un-reconcile a transaction which has been reconciled in error.

The Adjust/Correct function is also used to correct errors found in the BAS. If an error is made in the current tax-reporting period (before period end has been undertaken or the BAS submitted), it can be corrected via a reversal. If an error is found in the BAS and the period end has been completed the Adjust/Correct function can be used.

6.1.1 Adjustments and Corrections Menu

- Select **Transactions.**
- Click Adjustments and Corrections. The yellow folder on the right of this option signifies that a sub-menu exits.

The Adjustments and Corrections sub-menu is displayed:



- Click to return to the main Transactions menu.

6.2 Transaction Reporting

Reports which relate to the Transactions section of RM Finance can be accessed by either:

Click Reports within the Transactions section or click Reporting on the top menu bar and select the Transactions tab.

For details of the reports held within this section please refer to the RM Finance Manual for further information.

A wide range of transaction reports will be examined during training.

7 Enquiries

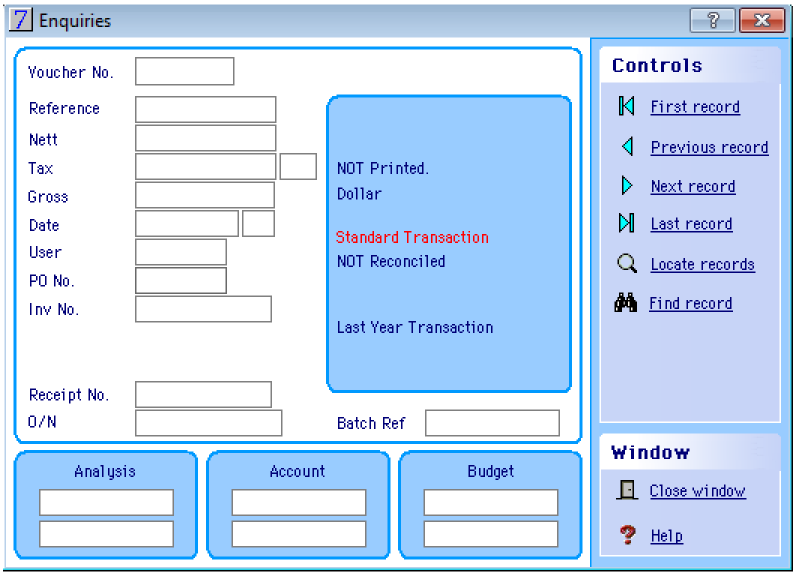
In the same way the FIND is used to locate a record (e.g. Supplier), using a small amount of known information, ENQUIRIES can be used to locate particular transactions, when not all the details are known or when it would be time consuming to enter all the details.

7.1 The Enquiries Screen

- Click the 

button on the top menu bar.

The system displays the Enquiries screen:



Voucher Number
This is a number that is generated in sequence by the system for every transaction that is entered.

Transaction Type
The code for the transaction type is displayed on the same line as the voucher number, e.g. ESP-Expenditure, i.e. it only appears once the screen is populated with information about a transaction.

Reference
This field displays whatever the user typed in the reference field when the transaction was entered. For expenditure it will usually be the cheque number, and for income a receipt number or Z tape number etc.

Nett
This shows the Nett value of the transaction (without Tax).

Tax
This field displays the amount of Tax (if any) and the Tax code.

Gross
The Gross field shows the total value (including Tax if any) of the transaction.

Date
This displays the date that the transaction was entered into the system. The period in which the transaction was entered is displayed alongside the date.

User
The initials of the user who entered the transaction are displayed here.

PO No.
If the transaction is a purchase order the purchase order number is displayed. This is not used in WA DET schools.

Inv No.
If an invoice number has been entered it is displayed here.

Receipt No.
Receipt numbers entered in RM Finance are displayed here.

Order Number (O/N)
If the transaction has had an order number entered in the expenditure window it is displayed here.

Batch Ref.
Batch numbers entered in RM Finance are displayed here.

Other details
The box on the right hand side of the screen will show the description of the transaction, whether the transaction has been printed or not, the currency for the relevant country, if the transaction has been reconciled, the bank account nominated for the transaction and whether the transaction is from the current or previous year.

At the bottom of the screen the corresponding analysis code, account code (income source or supplier) and budget code is displayed. The sort codes for the analysis code and account code and the budget heading are displayed underneath.

Note: any item displayed in RED is available for further interrogation.

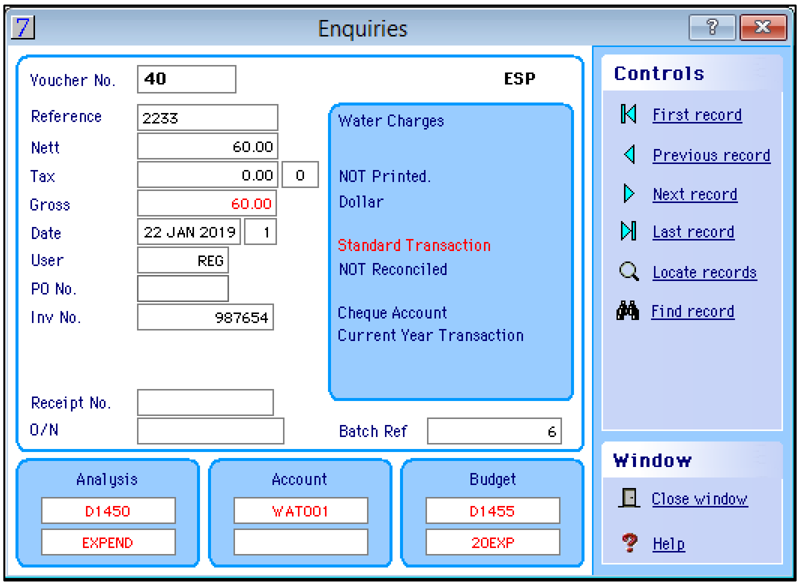
'Red' Fields

- Click a "red" item. The system will present a screen report relating to that item.
- Clicking on the gross field displays the Locate Results screen.

Activity: Finding transactions using Enquiries

Enquiries

- Click on Enquiries in the top line tool bar – the following window opens



- Click on 

- Type **40** in the Voucher No. field and press <**Enter>,** the transaction will be displayed and can be interrogated for further information

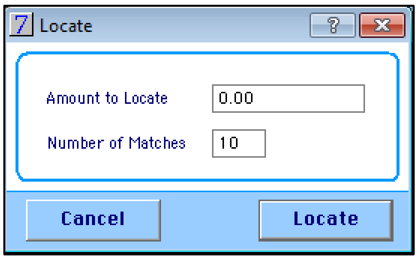
- Click on the Budget code displayed in red at the bottom of the screen and you will be presented with a report on Budget Account D1455. Examine this report and then close it
- Click on the Account name displayed in red at the bottom of the screen and you will be presented with a report on the Supplier Water Corporation. Examine this report and then close.

Note: scroll to the bottom of the report to view the Key which displays the transaction type.

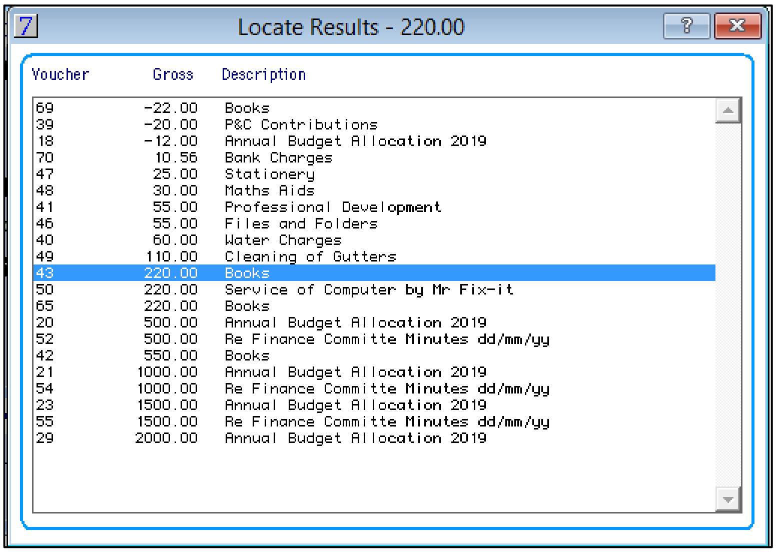
Activity: Locating transactions

Enquiries > Locate Records

- Click on Locate Records



- Enter **220** in the Amount to Locate field
- Click Locate or press <Enter>



Note: the screen displays 10 transactions greater than or equal to the amount being searched for and 10 transactions less than the amount being searched for. The user can select the correct transaction and interrogate further.

- Double clicking on Voucher 43 for $220 with the description Books will display the original transaction and this can be interrogated further by clicking on any of the fields where the text is red

- Click on the in the top right hand corner of the active window to close the window

Note: to locate income transactions you need to use a negative number e.g. -220.

Activity: Finding a Specific Transaction

Enquiries

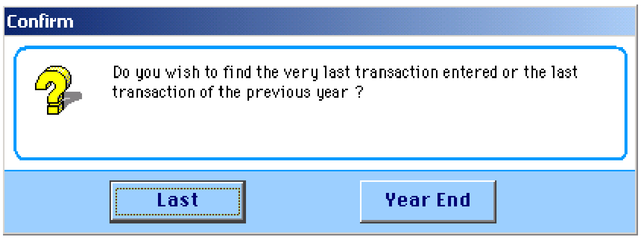
- Click on Enquiries in the top line menu
- Click Find record
- Press **<Tab>** to go to the reference field
- Enter the cheque number 2236
- Click **OK**

The original transaction where cheque number 2236 was used is then displayed and can be interrogated further using the ‘red’ fields.

Activity: Finding Recently Entered Transactions

Enquiries

- Click Last record RM Finance will prompt as follows:



- Click Last to display the last transaction posted

The last transaction entered is then displayed and can be interrogated further using the ‘red’ fields.

- Click on the ✕ in the top right hand corner of the active window to close the transaction

8 Financial Summary

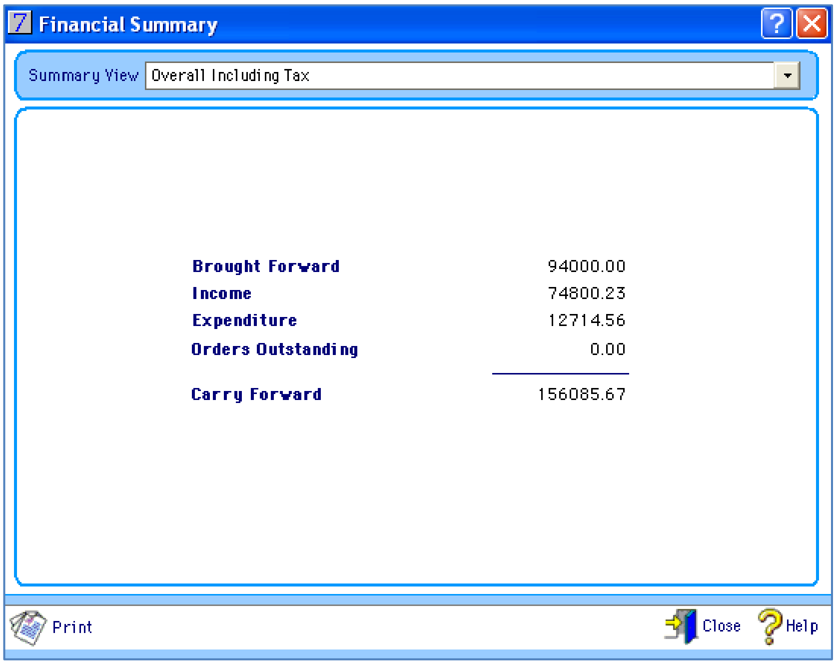
The Financial Summary screen can instantly display the system balance of all bank accounts, based on transactions entered. It is always up to date and there is no delay in viewing the information.

- Click 

on the top menu bar.

8.1 Overall View

The system displays the overall financial position of the school:



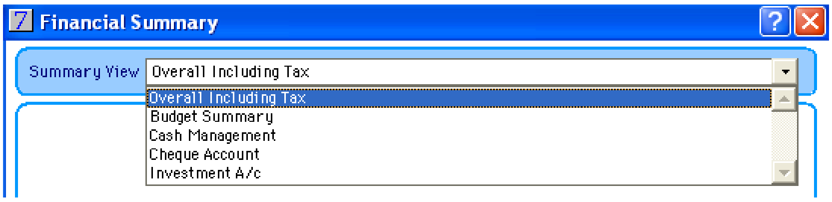
Brought Forward
The combined totals of all bank accounts brought forward from last year.

Income
The total income received for the year to date.

Expenditure
The total expenditure for the year to date.

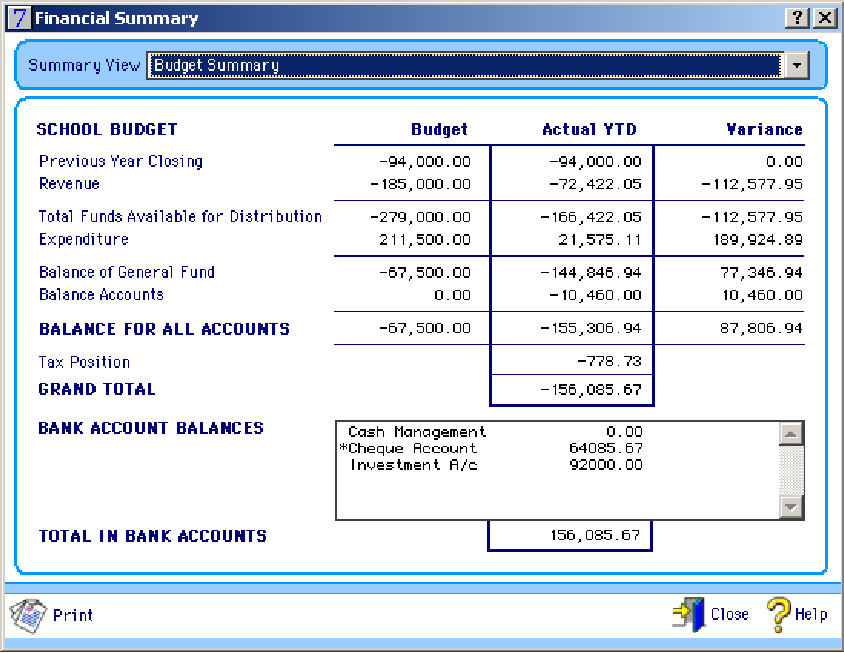
Carry Forward
Combined totals of all bank accounts.

- Click the drop down list to view other financial summary details.



8.2 Budget Summary

This screen gives an overview of budget allocations, actual figures and the difference between the two:



Financial Summary

Summary View: Budget Summary

SCHOOL BUDGET	Budget	Actual YTD	Variance
Previous Year Closing	-94,000.00	-94,000.00	0.00
Revenue	-185,000.00	-72,422.05	-112,577.95
Total Funds Available for Distribution	-279,000.00	-166,422.05	-112,577.95
Expenditure	211,500.00	21,575.11	189,924.89
Balance of General Fund	-67,500.00	-144,846.94	77,346.94
Balance Accounts	0.00	-10,460.00	10,460.00
BALANCE FOR ALL ACCOUNTS	-67,500.00	-155,306.94	87,806.94
Tax Position		-778.73	
GRAND TOTAL		-156,085.67	

BANK ACCOUNT BALANCES

Cash Management	0.00
*Cheque Account	64085.67
Investment A/c	92000.00

TOTAL IN BANK ACCOUNTS 156,085.67

Print Close Help

Budget Column
Refers to the current or revised budget.

Actual YTD Column
Shows the actual income/expenditure this year.

Variance Column

Displays the difference between the budget and the actual.

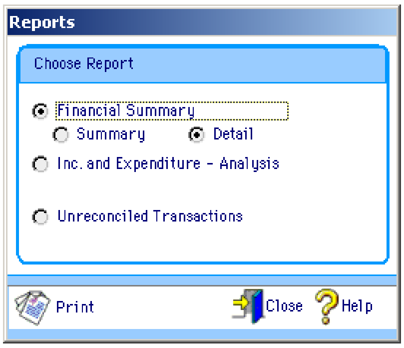
This report was designed by the Department of Education and as such should be printed as part of the month and year-end reports.

8.3 Financial Summary Reports

Each financial summary has a set of reports associated with it that enable the user to expand upon the summary provided on screen and to produce either a summary or detailed report to screen, printer or spreadsheet.

- Click 

For the Overall Position and the Budget Summary, the summary displayed on the screen is printed. For any selected bank account, the system displays the report selection screen shown below.



8.3.1 Financial Summary Report Options

Choosing the **Summary** Report displays the report as shown on the financial summary screen. Choosing the **Detail** option will show full details of all the transactions associated with this bank account – each transaction is displayed over 8 lines.

8.3.2 Inc. and Expenditure/Analysis

This report separates income from expenditure, shows a total for each and lists the transactions with the analysis code first. It will list transactions for the current period only.

8.3.3 Unreconciled Transactions

Choosing **Unreconciled Transactions** will print a list of unreconciled transactions associated with the selected account. This prints a summary style report with one transaction per line.

A full range of these reports will be examined during training.

8.4 Period End

A Period End routine should be carried out at the end of every month. Running the Period End routine ensures that the system flags future transactions with the correct period number and it zeros the period to date figure on records.

The Period End should only be run after:

- all transactions have been entered for the period.
- bank reconciliation has been done.
- all reports have been printed and checked.
- all corrections have been made (and reports re-printed if appropriate).
- the BAS report has been checked, printed and transactional difference posted.
- the transactional rounding difference has been reconciled.
- a backup of the school's data file has been performed.
- FREDA reports have been run for the current period.

8.5 Backing up the data file

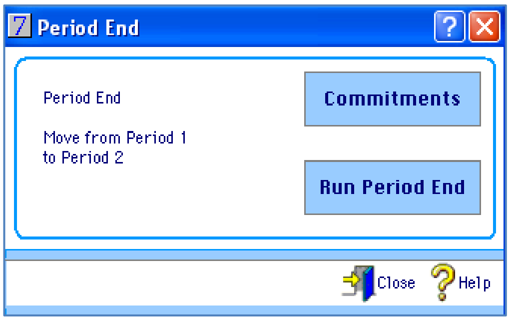
It is imperative that a back-up of the RM Finance data file be taken at this stage - after the usual end of month processing has been completed and before posting the rounding difference. Refer to the RM Finance Manual for further instructions on backups.

Once another back up of the data file has been taken and all Period End requirements have been fulfilled, a Period End can now be performed.

Note: once the period end routine has been completed no further transactions can be entered for this period, and it is not possible to reverse the period end or to 'roll backwards'. If further transactions are required to be entered in a previous period the user must contact their Senior Financial Consultant for advice.

- Click 

. The system displays the Period End screen:

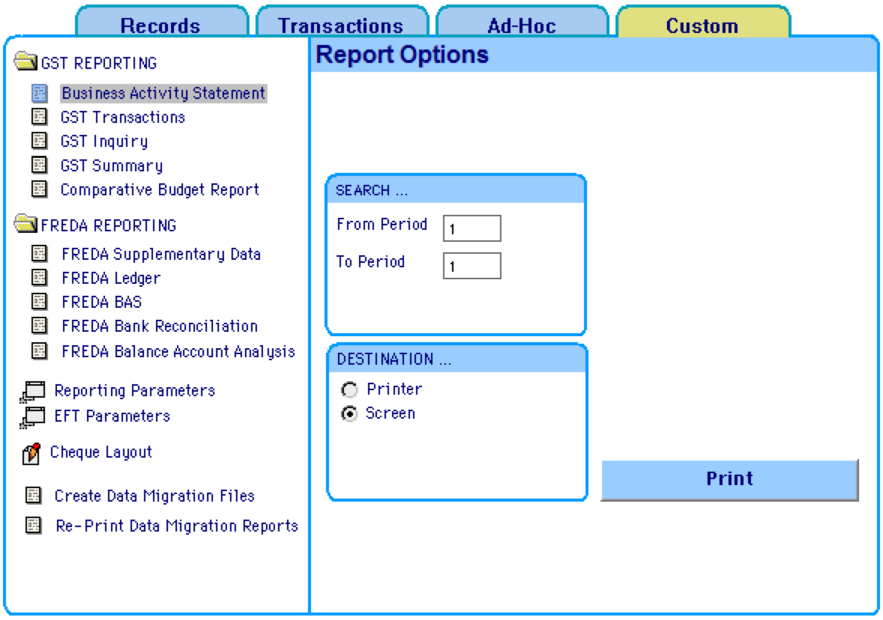


DO <u>NOT</u> RUN PERIOD END. BOTH BACKING UP AND RUNNING PERIOD END WILL BE COVERED LATER IN TRAINING

9 Reporting

Reports are accessed by means of the reporting button 

on the top menu bar. When this option is selected the following screen is displayed.



The reports are organised into four sections – Records, Transactions, Ad-hoc and Custom (contains reports specific to Australia)

9.1.1 Records 

The Records Tab is designed to give an overview of the standard reports available within the Records section of **Reporting** including Income Source and Supplier reports and Budget Reports

9.1.2 Transactions 

The Transaction Tab is designed to give an overview of the standard reports available within the Transaction section of **Reporting** including the All Transactions report, the Batched Transaction Report and the View Post Batch function.

9.1.3 Ad Hoc 

Ad Hoc reports are made available through Crystal Reports which is separate software to RM Finance. It is possible for experienced users with appropriate access to create reports on information held in the school's data file.

9.1.4 Custom 

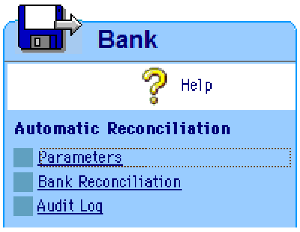
The Custom Tab is designed to produce specific reports such as the Business Activity Statement and Freda Reporting. It also holds the EFT Parameters folders for the EFT Set up.

10 System Manager

The System Manager function allows the logged on user to access areas of the software which will enable the user to perform certain tasks such as allowing others to use the system, and allow the logged on users to determine certain system settings. These include creating user accounts, entering bank details and setting options.

Generally only one person in a school is allocated System Manager's access rights. This will usually be the Manager Corporate Services.

11 Bank



The Bank function allows the user to populate the Bank Reconciliation Path Location files for Electronic Bank Reconciliation and to perform the Electronic Bank Reconcilition and to print the Audit Log.

12 Setting Up

At this point it is necessary to change from the demonstration data file, which contains a selection of codes and transactions to a ‘skeleton’ data file, which we will build throughout this course. This data file is named **Finance.df1**.

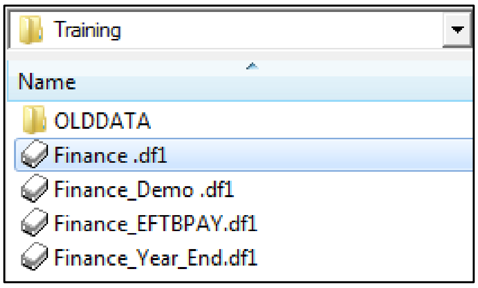
Before the system can be used effectively, certain details and system options need to be set. These can be accessed via the System Manager’s menu.

Activity: Changing Data file

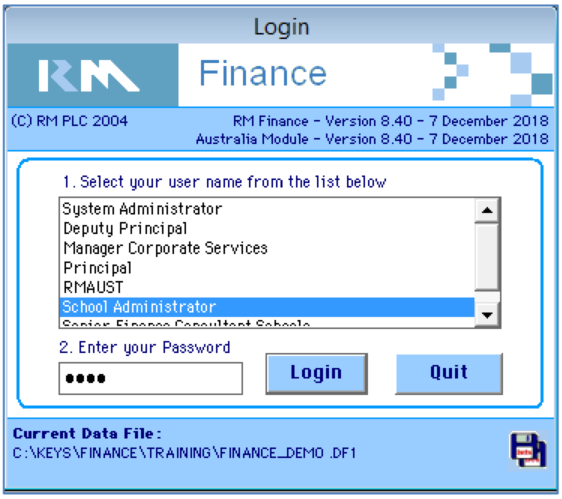
Change Data File

- Click on the Change Data file icon 

- Select the file **Finance.df1**



- Click on Open



- Log in using **School Administrator**
- Password – **keys**
- Click Login or press **<Enter>**

12.1 Organisation Details: Setting Up School Details

It is within **Organisation Details** that the user can personalise the system by entering the school's name, address, phone number, contact names, etc.

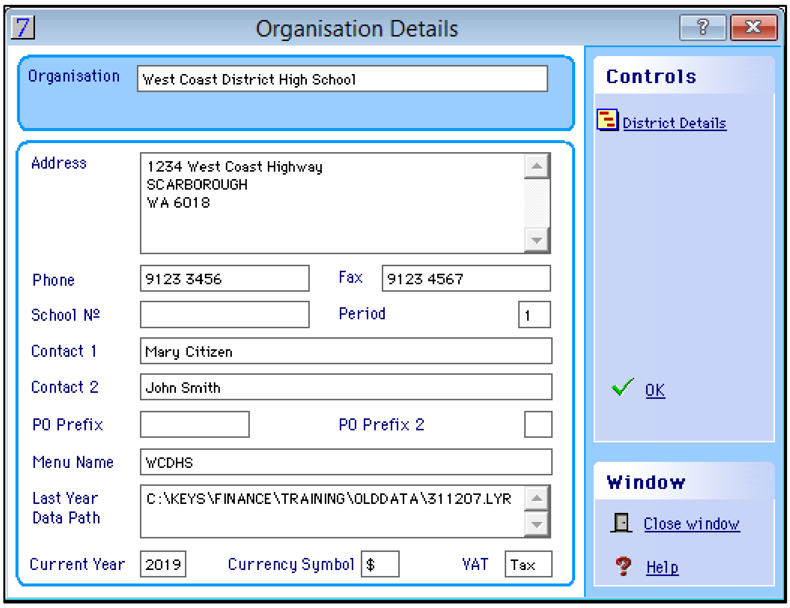
The PO prefix field can be used to personalise the system-generated order numbers by adding a prefix that is specific to the district or the school.

The menu name field gives users the opportunity to add a name to the top menu bar; this could be either the school name or the name of the data file for ease of recognition.

By clicking on District Details the user will be able to give the system details about its district - name, address, etc.

Activity: Setting Up School Details

System Manager > Organisation Details



- Replace the name West Coast District High with your school name and press **<Tab>**
- Enter your school's address in the Address field and press **<Tab>**
- Enter your school's phone and fax numbers and press **<Tab>** (this can be fictitious data for today's training)
- Enter the name of the school's Manager Corporate Servies as Contact 1 and press **<Tab>**
- Enter the name of the School Officer or the Principal as Contact 2 and press **<Tab>**
- Press **<Tab>** (we do not need to enter a Purchase Order prefix)
- Change the Menu Name from WCDHS your school's initials
- Click **OK**

12.2 Bank Account Details Set-up

The bank details option allows the school to set the account names and numbers for as many bank accounts as required. One of these bank accounts can be labelled as the 'default' bank account.

12.2.1 Identifier

For Department of Education schools, each bank account must have an **identifier**. This is used for FREDA reporting.

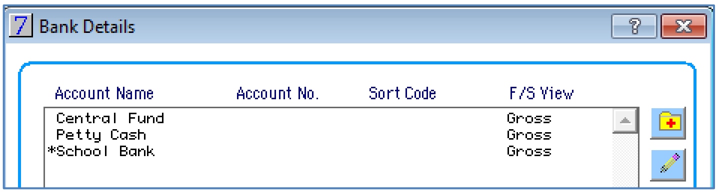
This is an important field for WA schools. Each bank account must have an identifier (either 1, 2 or 3) to specify the type of account. This is used for FREDA reporting. The identifiers have the following meanings.

Identifier	Meaning
1	Cheque Account (Main operating account)
2	Investment/Term Deposit Account
3	Building, Library or Gift Fund Account

There should only be one bank account tagged with 1. As many accounts as necessary (but not more than 13) can be tagged with 2. If the school has a Building Fund, a Library Fund and/or Gift Fund then these accounts should be tagged with 3.

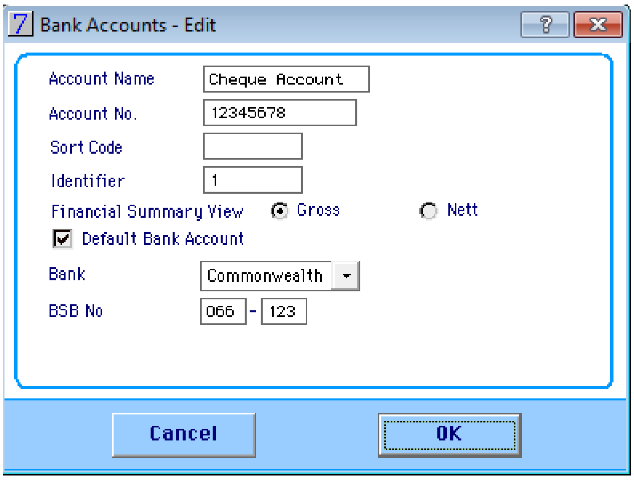
Activity: Set up your school's bank accounts

System Manager > Bank Details



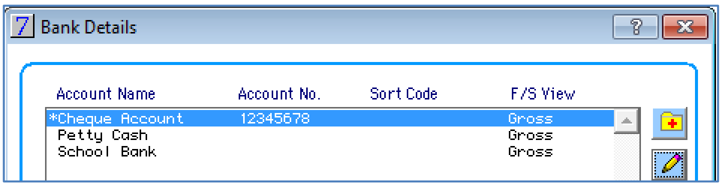
- Click on **Central Fund**
- Click on Edit

- Enter **Cheque Account** as the Account Name and press **<Tab>**
- Enter **12345678** as the Account No. and press **<Tab>.** ***Note*: *Do not put any spaces, characters or hyphens in this field***
- Press **<Tab>** as we do not need a Sort Code
- Enter **1** as the Identifier and press **<Tab>**
- Tick the box for **Default Bank Account** and press **<Tab>**
- Select **Commonwealth** as the Bank and press **<Tab>**
- Enter **066 – 123** for the BSB number which is necessary if the school wishes to utilise EFT/BPAY functionality

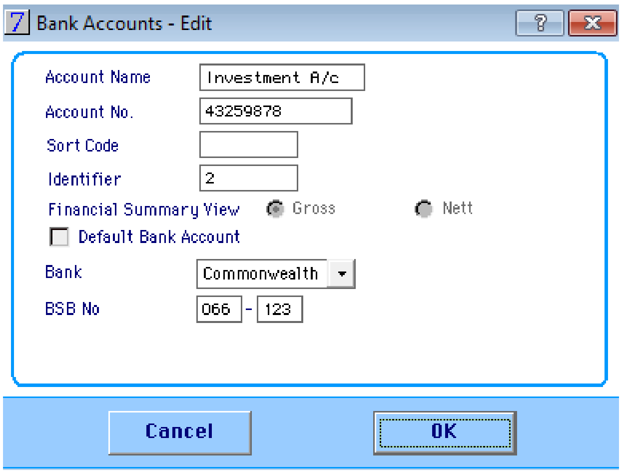


- Click **OK** to save when the details match the screenshot above

The details entered are visible in the main Bank Details window.



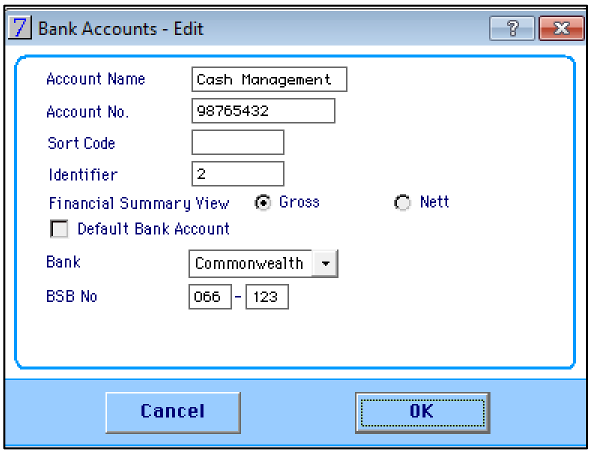
- Repeat the steps followed above to edit the **School Bank** account with the following details.
- Highlight the School Bank
- Uncheck the Default Bank Account.



- Click **OK** when all details are correct

The details entered are visible in the main Bank Details window.

- Repeat the steps followed above to edit the **Petty Cash** account with the following details



- Click OK when all details are correct

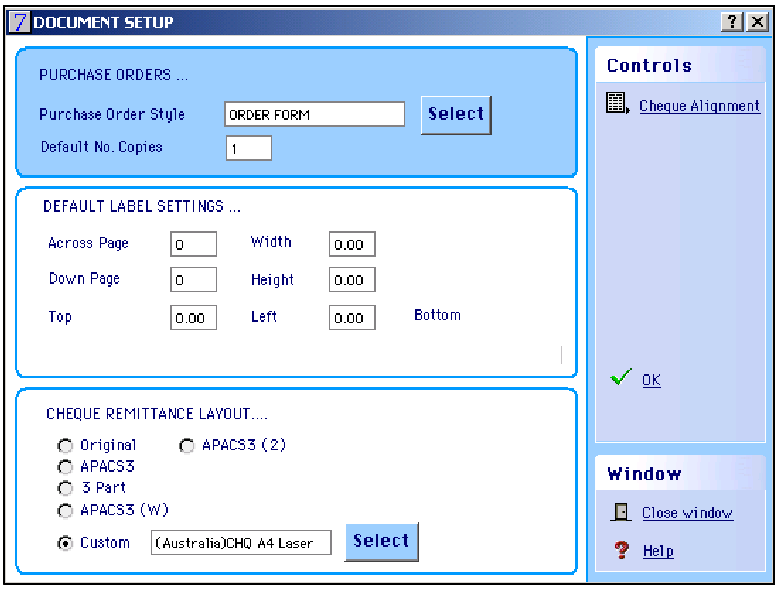
The details entered are visible in the main Bank Details window

IMPORTANT
Department of Education schools must have their main operating account (cheque account) marked as the default bank account

12.3 Documents

The Documents section allows the user to define the style of documents.

- Click the **System Manager** menu.
- Click the **Documents** button. The system displays the Documents screen:



12.3.1 Order Form

Clicking on the **Select** button allows the user to choose the style of purchase order form from a number of layouts. The correct choice for Western Australian schools is **Order Form**. The default number of copies to be printed can also be set. For government schools this should be set to one.
Note: This is not used by Department of Education Schools.

12.3.2 Default Label Settings

This section is also where the user can specify the size of labels, if the school wishes to print address labels for suppliers (all measurements should be specified in centimetres).

12.3.3 Cheque Remittance Layout

RM Finance supports a number of different cheque layouts. The correct choice for Western Australian schools is the custom setting of **(Australia) CHQ A4 Laser**. Before printing cheques the school may need to do a test print to ensure that the pre-printed cheques match the layout. This cannot be done from this section.

Cheque Alignment 

Note: This option is not applicable to Department of Education schools. It cannot be used in conjunction with the Australian Cheque Layout. Department of Education schools can adjust cheque settings at Reporting > Custom > Cheque Layout.

- Click **OK** to save the settings

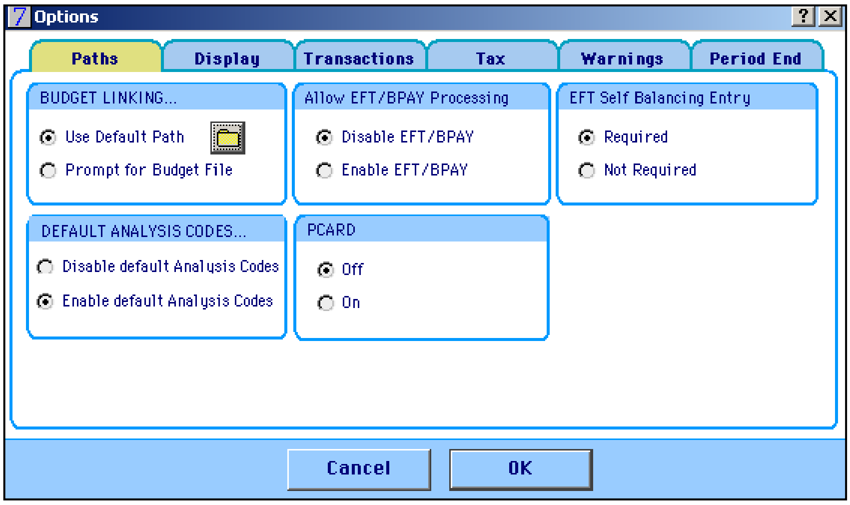
12.4 Options

Once the Bank Details have been modified there are some system settings which will need to be adjusted. The only options that should be modified are those that appear below. All other settings are as recommended by the Department of Education.

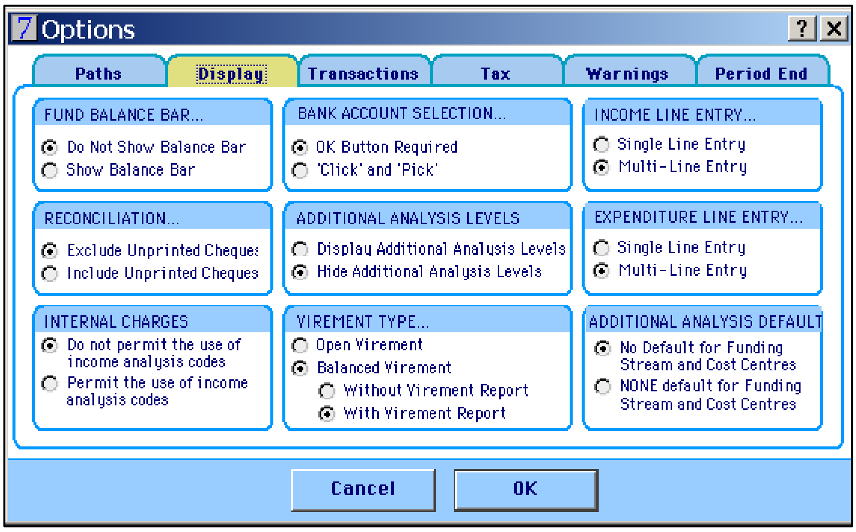
Activity: View System Options

System Manager > Options

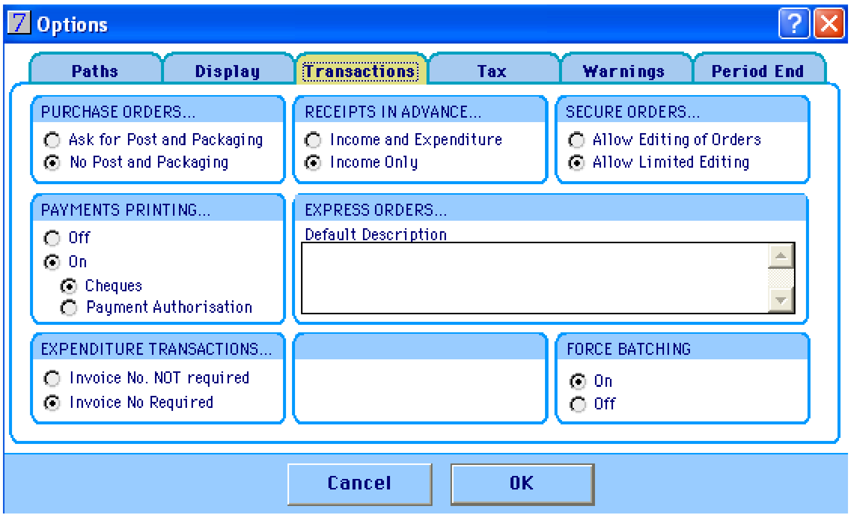
- View the **Paths** tab settings, no changes need to be made to this area



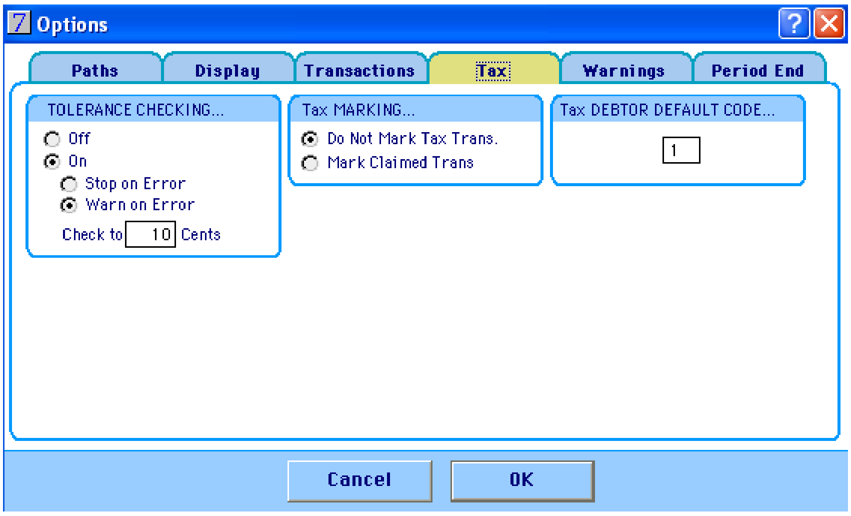
- Select the **Display** tab and view the settings, no changes need to be made to this area



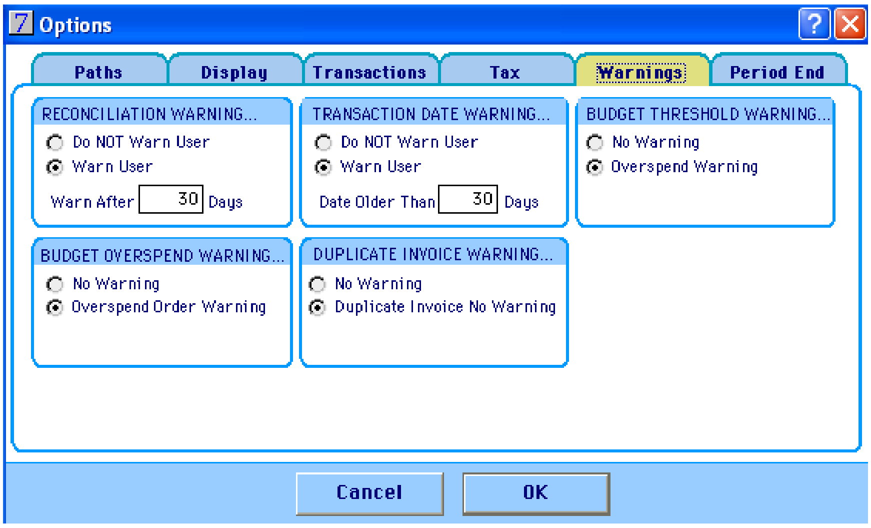
- Select the **Transactions** tab and view the settings, no changes need to be made to this area



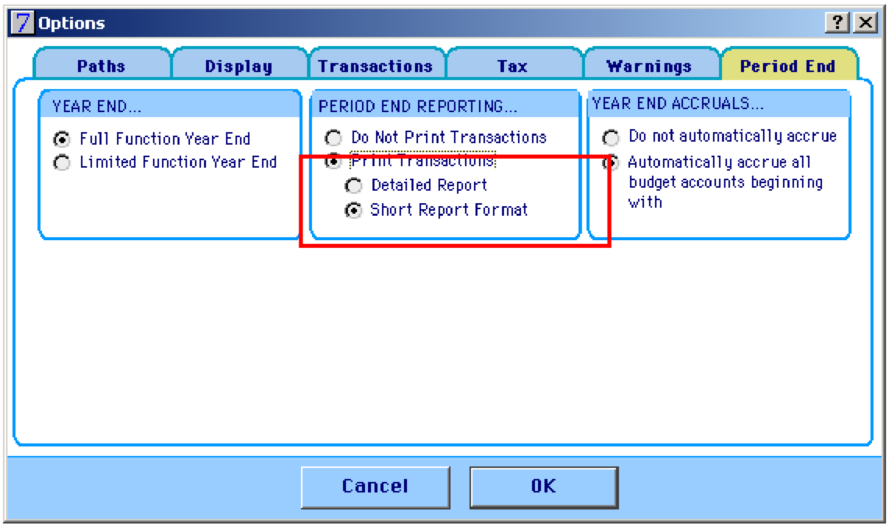
- Select the **Tax** tab and view the settings, no changes need to be made to this area



- Click on **Warnings** and view the settings, no changes need to be made to this area



- Click on **Period End**
- Under **Period End Reporting** click on **Print Transactions**
- Ensure **Short Report Format** is selected



This means that when the transaction log is printed at the end of each month during period end roll over, it will appear in a short report format (one line per transaction) instead of listing the full details of each transaction over several lines. This will make the report much shorter and easier to handle.

- Click **OK** to save the changes made to the options

12.5 Users and Passwords

This option allows the logged in user to set up new users, create and change their passwords and determine which areas of the software they are permitted to access.

12.5.1 Setting User Access Rights

Activity: Setting up a new user

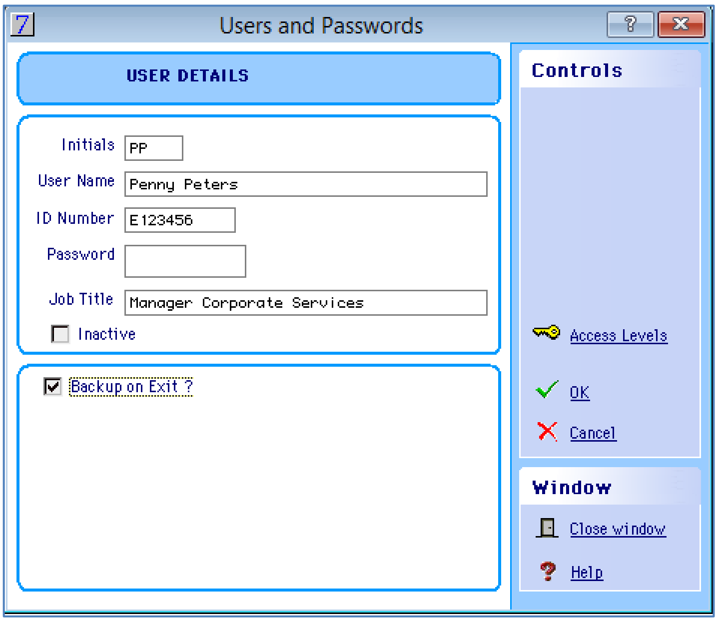
System Manager > Users and Passwords

We will create a user account to allow you the same access rights as a School Registrar for training purposes

- Click 

The system clears any displayed information and the cursor flashes in the initials field.

- Enter your initials (up to 5 characters) then press **<Tab>**
- Enter your name then press **<Tab>**
- Enter your E number **<Tab>**
- Enter the password **keys** then press **<Tab>**
- Enter your job title
- Click the **Backup on Exit** box so you are prompted to backup the data each time you quit the system



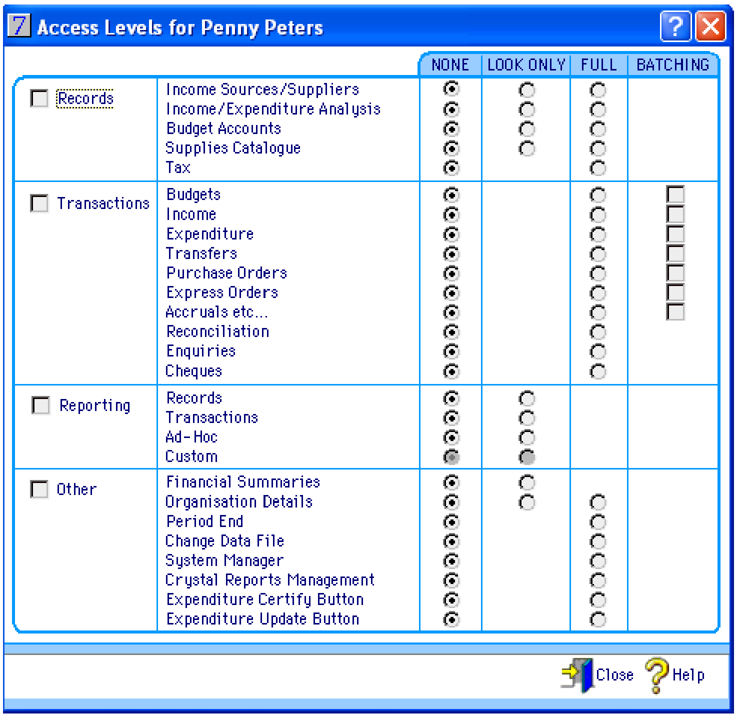
- Click **Ok**

Note: the School Administrator can initially allocate a password for each user. The user must change this as soon as possible.

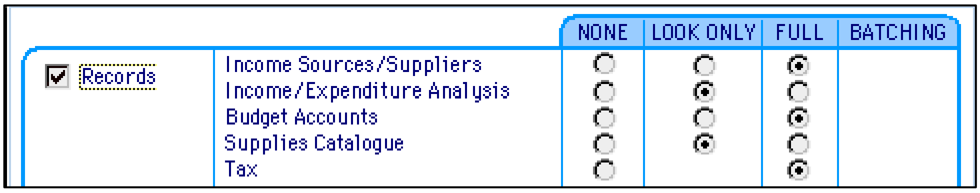
Activity: Setting User Access Rights

System Manager > Users and Passwords

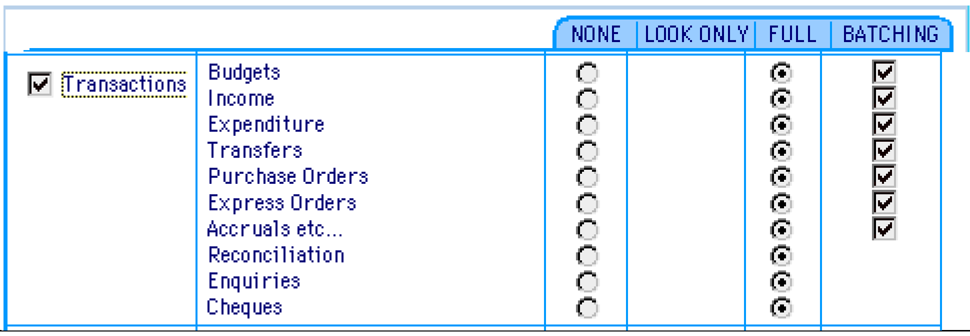
- With **your** user name displayed in the User Details screen (scroll to find your name) click on Edit Record Edit record
- Click on Access Levels Access Levels and the system displays the Access Levels screen for this user



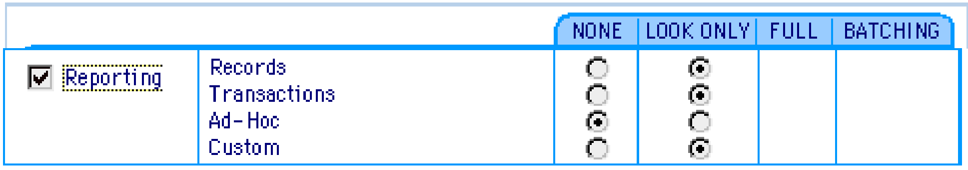
- Click in **Records** on the left hand side to allow you to set the access levels as displayed in the screen shot below



- Click in **Transactions** on the left hand side to allow you to set access levels as displayed in the screen shot below



- Click in **Reporting** on the left hand side to allow you to set access levels as displayed in the screen shot below



- Click in **Other** on the left hand side to allow you to set access levels as displayed in the screen shot below

- Click 

. The Users and Passwords screen is displayed
- Click 

to save. This user will now be added to the list of users on the Login screen

Note: users must use their own User Name when logging into RM Finance at School

12.5.2 Limiting User Access Rights

Activity: Setting up a new user with limited access

System Manager > Users and Passwords

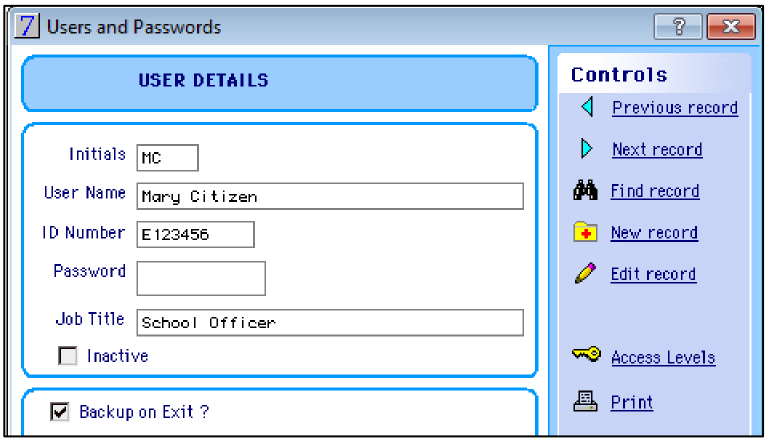
For training purposes only, we will create another user record. This account will have limited access to View/Post Batch and Period End sections of RM Finance to demonstrate how system security can be implemented.

- Click 

The system clears any displayed information and the cursor flashes in the initials field.

- Enter initials **MC** then press **<Tab>**
- Enter name **Mary Citizen** then press **<Tab>**
- Enter **E 123456** number **<Tab>**
- Enter the password **keys** then press **<Tab>**
- Enter job title **School Officer**
- Click the **Backup on Exit** box so you are prompted to backup the data each time you quit the system

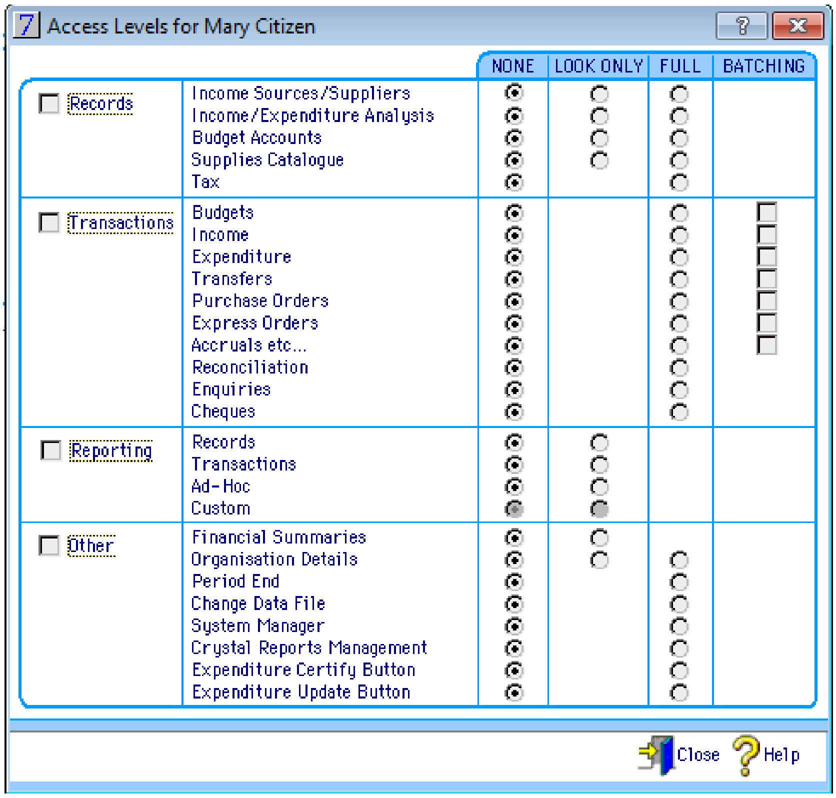
Note: the School Administrator can initially allocate a password for each user. The user must change this as soon as possible.



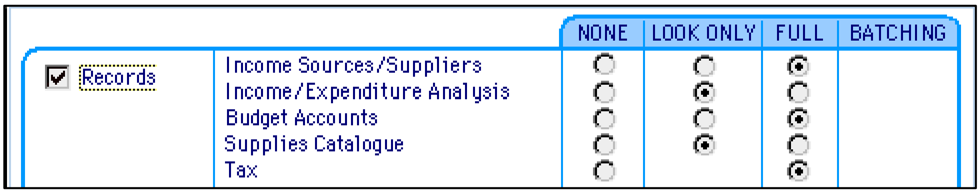
- Click **OK** to save these details

System Manager > Users and Passwords

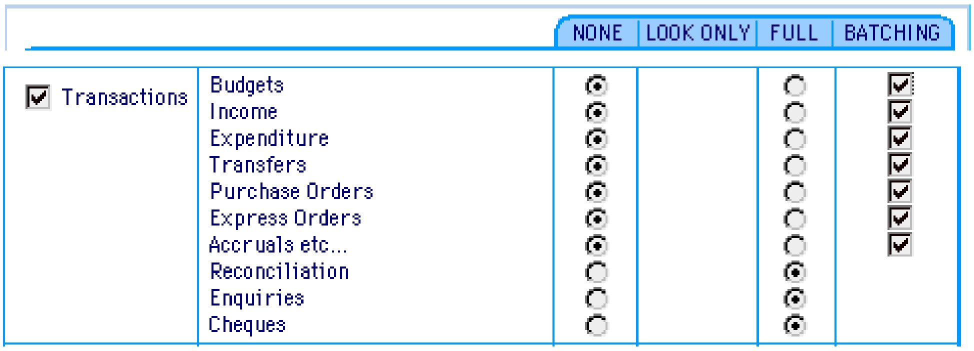
- With **Mary Citizen** in the **User Name** field
- Click on Edit Record Edit record
- Click on Access Levels Access Levels and the system displays the Access Levels screen for



- Click in **Records** on the left hand side to allow you to set the access levels as displayed in the screen shot below



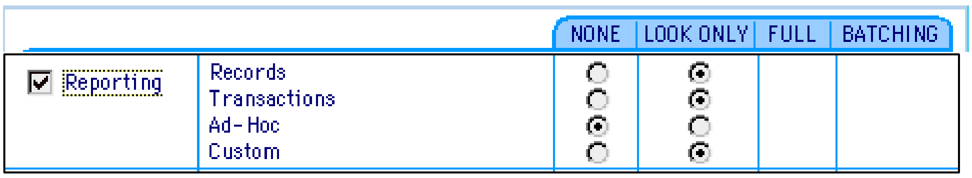
- Click in **Transactions** on the left hand side to allow you to set the access levels as displayed in the screen shot below. In this example, we have given ourselves access to the batching only. This will enable us to enter batches but not update them. Full access will give users access to all areas of transactions.



Note: selecting batching enable users to enter batches only. Selecting Full will allow users access to selected areas of functionality.

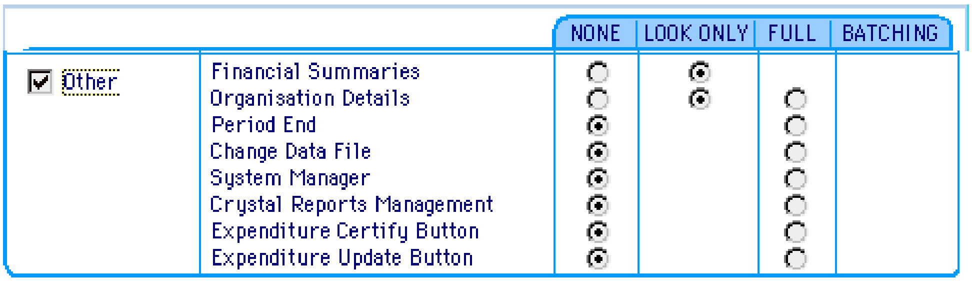
Note: access to sections of the software not used in WA DoE schools should be set to None as in the above example for Express Orders.

- Click in **Reporting** on the left hand side to allow you to set the access levels as displayed in the screen shot below.



The Records section includes access to the Ad-hoc section of Reporting where the Crystal Reports are accessed. The default setting here is None. The Custom section in Reporting is where the Australian Reporting Module reports are accessed.

- Click in **Other**
- In Training today, we will set **LOOK ONLY** access to Financial Summaries and Organisation Details.



- Click 

. The Users and Passwords screen is displayed

- Click 

to save. This user will now be added to the list of users on the Login screen

- Note: setting the access to Batching will allow the user to only process transactions into a batch.
- Selecting Batching will not allow the user to Update the Batch.

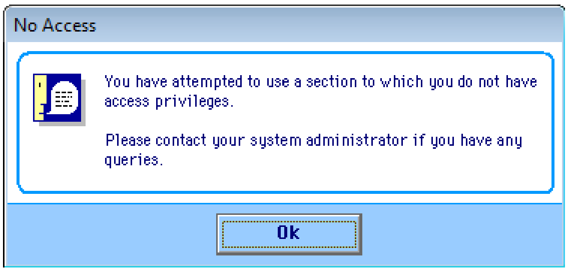
Activity: Login as a different user

Change User 

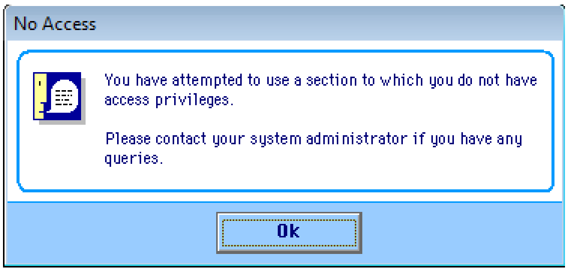
- Click on the Change User icon on the top right hand side of the screen
- Login as **Mary Citizen**
- Password **Keys**

- Click on Period End 

 the following message will be displayed



- Click **OK**
- We have also restricted access to updating batches
- Go to Transactions and click on View Post Batch



- Click on **Change User** 
- This time Log in as the **Yourself** using the password **keys**

Activity: Making a User Inactive

As school staff change roles, they may no longer need access to RM Finance. These user accounts can be set to inactive.

The User Name and access rights created for Mary Citizen in the previous exercise will not give her sufficient access to RM Finance to complete training activities. As we will not be using this profile again in training we will set the user account to inactive

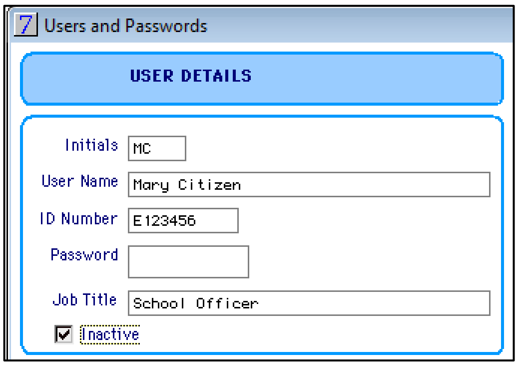
System Manager > Users and Passwords

- Click 

- In the Intials field Enter **MC**
- Click **OK** or <Enter>
- Click 

- Tick the Inactive box 

- Click ***Ok***



To view a list of users

- Click 

Initials	User Name	ID Number	Job Title	Inactive
ADMIN	System Administrator	E0000000	System Administrator	
DFAO	DFAO		DFAO	Inactive
DPRIN	Deputy Principal		Deputy Principal	
MC	Mary Citizen	E123456	School Officer	Inactive
PRIN	Principal		Principal	
REG	Registrar		Registrar	
RM	RMAUST		RM ADMIN	
SCHAD	School Administrator		School Administrator	
SFCS	Senior Finance Consultant Schools	E0000001	Senior Finance Consultant Schools	

- A list of Current and Inactive users is displayed.

13 Working with Budgets

13.1 Budget Headings

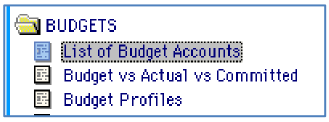
These are the headings used by WA schools to group budget accounts together:

Heading	Description	Relates To
00PRE	Previous Year Closing Balance	Now YYYY. Previously C100
10REV	Revenue Accounts	'C' accounts
20EXP	Expenditure Accounts	'D' accounts
30RES	Reserve Account Transfers	'D' reserve transfer accounts
50RES1	Reserve Accounts	'N' accounts
60ADV	Advance Accounts	'N' accounts
70TRV	Trust and Suspense Accounts	'N' accounts
90GST	GST Clearing Accounts	'N' accounts

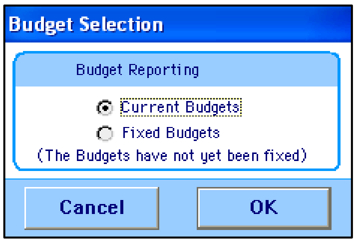
Activity: Examining the Current Chart of Accounts

Records > Reports > List of Budget Accounts

- Click on **Records** in the top line menu
- Click on **Reports** 



- Select **List of Budget Accounts**
- Click on **Print Report**



- Select **Current Budgets** and click **OK**

Examine the print out of the report; your trainer will discuss this with you.

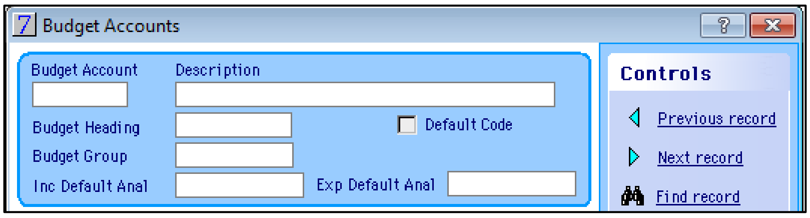
Account	Description	Heading	Actual Spent/Rec'd	Budget Allocated	Balance
YYYY	Previous Year Closing Balance	00PRE	-94000.00	0.00	94000.00
Balance for Previous Year Closing Balance			**-94000.00**	**0.00**	**94000.00**
C1001	Secondary Voluntary Contributions 7	10REV	0.00	0.00	0.00
C1305	P&C Donations	10REV	0.00	0.00	0.00
C3005	Bookshop - Books	10REV	0.00	0.00	0.00
C3205	Student-centred Funding	10REV	0.00	0.00	0.00
C5015	Miscellaneous Revenue	10REV	0.00	0.00	0.00
C5999	GST Rounding	10REV	0.00	0.00	0.00
Balance for Revenue Accounts			**0.00**	**0.00**	**0.00**
D1025	Stationery & Office Supplies	20EXP	0.00	0.00	0.00
D1085	Entertainment (FBT)-Employees	20EXP	0.00	0.00	0.00
D1086	Entertainment - Non Employees	20EXP	0.00	0.00	0.00
D1087	Bank Fees and Charges	20EXP	0.00	0.00	0.00
D1089	Purchasing Card (Surcharge)	20EXP	0.00	0.00	0.00
D1455	Water	20EXP	0.00	0.00	0.00
D1510	Facilities - cleaning	20EXP	0.00	0.00	0.00
D1605	Faults Management	20EXP	0.00	0.00	0.00
D1615	Computer Repairs	20EXP	0.00	0.00	0.00
D1810	Purchase of Computers - Maths	20EXP	0.00	0.00	0.00
D2005	Furniture - Administration	20EXP	0.00	0.00	0.00
D2705	Professional Dev - Teaching Staff	20EXP	0.00	0.00	0.00
D2710	Staff Development - Admin	20EXP	0.00	0.00	0.00
D3005	Bookshop - Books	20EXP	0.00	0.00	0.00
D4808	Refund of Facilities Hire	20EXP	0.00	0.00	0.00
D4999	GST Rounding	20EXP	0.00	0.00	0.00
D5110	Numeracy	20EXP	0.00	0.00	0.00
Balance for Expenditure Accounts			**0.00**	**0.00**	**0.00**
D9005	Admin Server Reserve Transfer	30RES	0.00	0.00	0.00
D9205	Adminstration Reserve Transfer	30RES	0.00	0.00	0.00
Balance for Reserve Account Transfers			**0.00**	**0.00**	**0.00**
N1005	Administration Server Reserve	50RES1	0.00	0.00	0.00
N1630	Photocopier Resource Reserve	50RES1	0.00	0.00	0.00
Balance for Reserve Accounts			**0.00**	**0.00**	**0.00**
N2505	Petty Cash - Admin Advance	60ADV	0.00	0.00	0.00
N2520	Postage Advance	60ADV	0.00	0.00	0.00
Balance for Advance Accounts			**0.00**	**0.00**	**0.00**
N3210	DO NOT USE	80SFA	0.00	0.00	0.00
N3220	DO NOT USE	80SFA	0.00	0.00	0.00
Balance for DO NOT USE			**0.00**	**0.00**	**0.00**
N3505	GST Clearing Account	90GST	0.00	0.00	0.00
N3550	GST Effect Account	90GST	0.00	0.00	0.00
Balance for GST Clearing Accounts			**0.00**	**0.00**	**0.00**

Activity: Creating New Budget Codes

As there are several budget accounts missing from the list of accounts we will create the following new budget codes and link them to the appropriate headings and analysis codes.

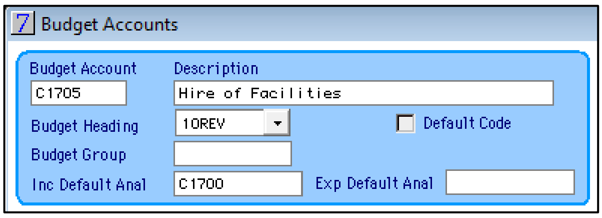
Budget Code	Description	Heading	Inc Default Analysis	Exp Default Analysis
C1705	Hire of Facilities	10REV	C1700	
C1805	Bank Interest	10REV	C1800	
C1905	Sale of Assets	10REV	C1900	
D5005	English	20EXP		D5000
D5305	Science	20EXP		D5300
D5105	Mathematics	20 EXP		D5100
N3005	P&C Contributions	70TRV	N3000I	N3000E

Records > Budget Accounts



- Click on **New Record** 

- Type **C1705** and press **<Tab>**
- Type **Hire of Facilities** and press **<Tab>**
- Choose **10REV** from the Budget Heading drop-down menu (or type the number 1)
- <**Tab**> twice to the Inc Default Analysis filed and type **C17** and press <**Tab**>
- <**Enter**> to select **C1700**



- Click **OK**

- Repeat the above steps to create the rest of the Budget Accounts we need – remember to select the correct Budget Heading and Analysis code.

Budget Code	Description	Heading	Inc Default Analysis	Exp Default Analysis
C1805	Bank Interest	10REV	C1800	
C1905	Sale of Assets	10REV	C1900	
D5005	English	20EXP		D5000
D5305	Science	20EXP		D5300
D5105	Mathematics	20EXP		D5100
N3005	P&C Contributions	70TRV	N3000I	N3000E

Activity: Default Analysis Codes Report

Records > Reports

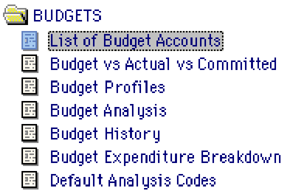
- Click Reports
- Select the **Default Analysis Codes** Report Default Analysis Codes
- Click **Print report**

Account	Description	Income Default Analysis	Expenditure Default Analysis
00PRE	Previous Year Closing Balance		
YYYY	Previous Year Closing Balance	YYYYI	YYYYE
10REV	Revenue Accounts		
C1001	Secondary Voluntary Contributions 7	C1000	
C1305	P&C Donations	C1300	
C1705	Hire of Facilities	C1700	
C1805	Bank Interest	C1800	
C1905	Sale of Assets	C1900	
C3005	Bookshop - Books	C3000	
C3205	Student-centred Funding	C3200	
C5015	Miscellaneous Revenue	C5000	
C5999	GST Rounding	C5000	
20EXP	Expenditure Accounts		
D1025	Stationery & Office Supplies		D1000
D1085	Entertainment (FBT)-Employees		D1000
D1086	Entertainment - Non Employees		D1000
D1087	Bank Fees and Charges		D1000
D1089	Purchasing Card (Surcharge)		D1000
D1455	Water		D1450
D1510	Facilities - cleaning		D1500
D1605	Faults Management		D1600
D1615	Computer Repairs		D1600
D1810	Purchase of Computers - Maths		D1800
D2005	Furniture - Administration		D2000
D2705	Professional Dev - Teaching Staff		D2700
D2710	Staff Development - Admin		D2700
D3005	Bookshop - Books		D3000
D4808	Refund of Facilities Hire		D4800
D4999	GST Rounding		D4900
D5005	English		D5000
D5105	Mathematics		D5100
D5110	Numeracy		D5100
D5305	Science		D5300
30RES	Reserve Account Transfers		
D9005	Admin Server Reserve Transfer		D9000
D9205	Adminstration Reserve Transfer		D9200
50RES1	Reserve Accounts		
N1005	Administration Server Reserve	N1000I	N1000E
N1630	Photocopier Resource Reserve	N1600I	N1600E
60ADV	Advance Accounts		
N2505	Petty Cash - Admin Advance	N2500I	N2500E
N2520	Postage Advance	N2500I	N2500E
70TRV	Trust & Suspense Accounts		
N3005	P&C Contributions	N3000I	N3000E
80SFA	DO NOT USE		
N3210	DO NOT USE	N3200I	N3200E
N3220	DO NOT USE	N3200I	N3200E
90GST	GST Clearing Accounts		
N3505	GST Clearing Account	N3500I	N3500E
N3550	GST Effect Account	N3500I	N3500E

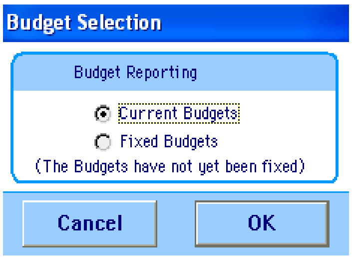
- Check that each Budget account has been linked with the correct Analysis Code
- Close the report

Activity: List of Budget Accounts Report

Records > Reports > List of Budget Accounts



- Click **Print Report**
- Click **OK** select the **Current Budgets**



- Click **OK** to print the report to the screen
- Check that each of the new accounts is correctly created. If an account is discovered with a typographical mistake or the wrong heading, the account will need to be edited.

Activity: Editing/Deleting a Budget Account

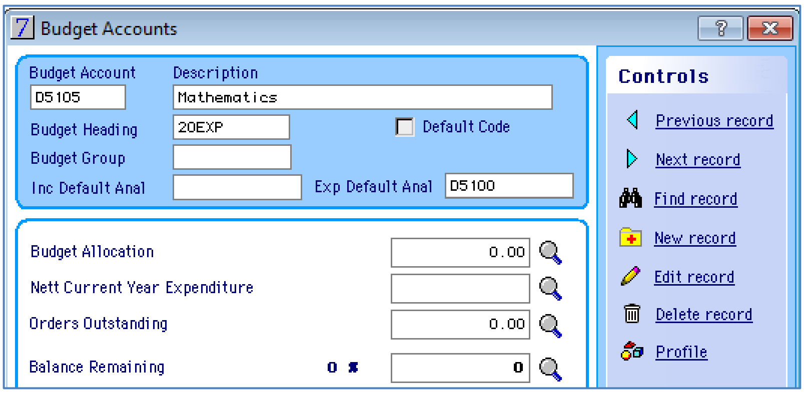
Records > Budget Accounts

When examining the current ‘List of Budget Accounts’ report, we have noticed that there are two budget account for the Mathematics area with the same default analysis code – one being **D5110** for Numeracy and the other **D5105** for Mathematics. We have decided to keep Numeracy **D5110** and delete **D5105** for Mathematics

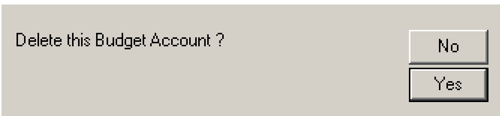
Account	Description	Income Default Analysis	Expenditure Default Analysis
D5105	Mathematics		D5100
D5110	Numeracy		D5100

- Click 

- Type **D5105** in the Budget Account field and press **<Enter>**



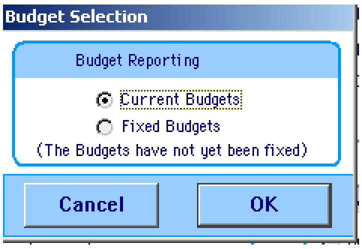
- Click 



- Click **Yes**

Records > Reports > List of Budget Accounts

- Click **Print**
- Select the **Current Budget** option



- Click **OK**

A portion of the report is show below. The Mathematics budget code no longer appears in the List of Budget Accounts.

D5110	Numeracy	20EXP	0.00	0.00	0.00
D5305	Science	20EXP	0.00	0.00	0.00

Note: a current budget account cannot be deleted once transactions have been entered against it. Contact your SFC if you have any queries regarding the deletion of budget accounts.

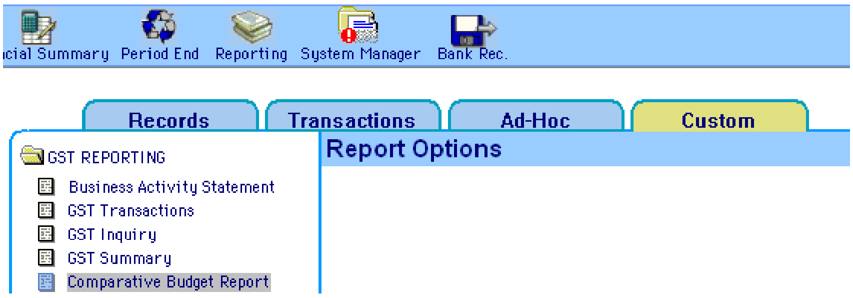
13.2 Allocating the Budget

Budget allocations are made at the beginning of the year based on a Financial Plan used by the school. The plan should include Income Budget Allocations and Expenditure Budget Allocations. The difference will appear as a surplus against the Balance of the General Fund in the Current Budget column.

13.2.1 Entering the YYYY Current Budget

Activity: Check the Previous Year's Closing Balance Figure

Reporting > Custom > Comparative Budget



- Select **Comparative Budget Report**
- Click **Print**
- View the previous year's closing balance in the Actual YTD column

Note: this figure has been rolled over from the previous year.

Comparative Budget Report   Report printed at 15:00 on the 28 JAN 2019   Period 1 (8.3 %)

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE YYYY	Previous Year Closing Balance Previous Year Closing Balance			(94,000.00)	94,000
Balance for Previous Year Closing Balance				**(94,000.00)**	**94,000**

- Close the Comparative Budget Report

Activity: Entering the YYYY Current Budget Figure

Transactions > Budget > Income

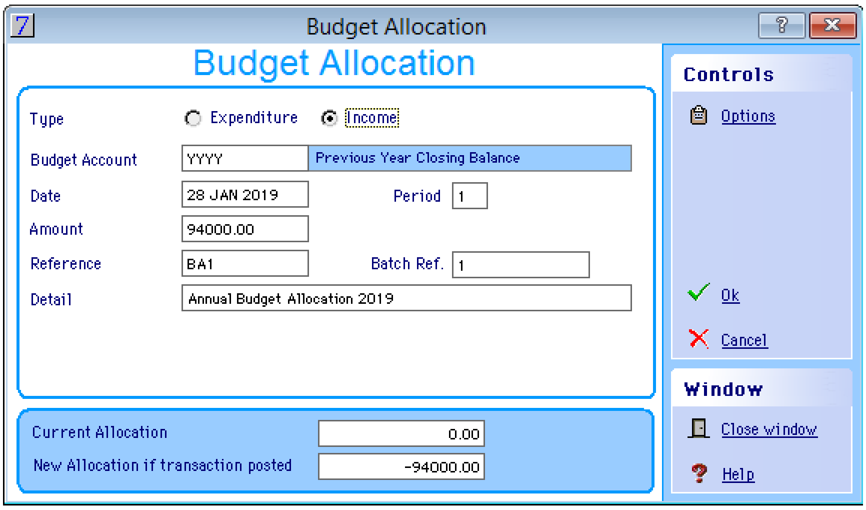
- Complete the Batch Register for Budget Allocation 1 using Batch Ref 1- Budget Allocation

BATCH REGISTER

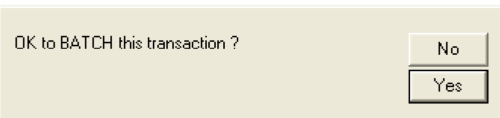
					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	

Transactions > Budget

- Select Type **Income** Income
- Click in the **Budget Account** field
- Enter **YYYY** and press **<Tab>**
- Press **<Tab>** to use today's date
- Enter **94000** (no decimal, no comma, no dollar sign)<**Tab>**
- Enter Reference **BA1**<**Tab>**
- Enter Batch Reference **1**
- Enter detail **'Annual Budget Allocation 2019'**



- Click on **OK**

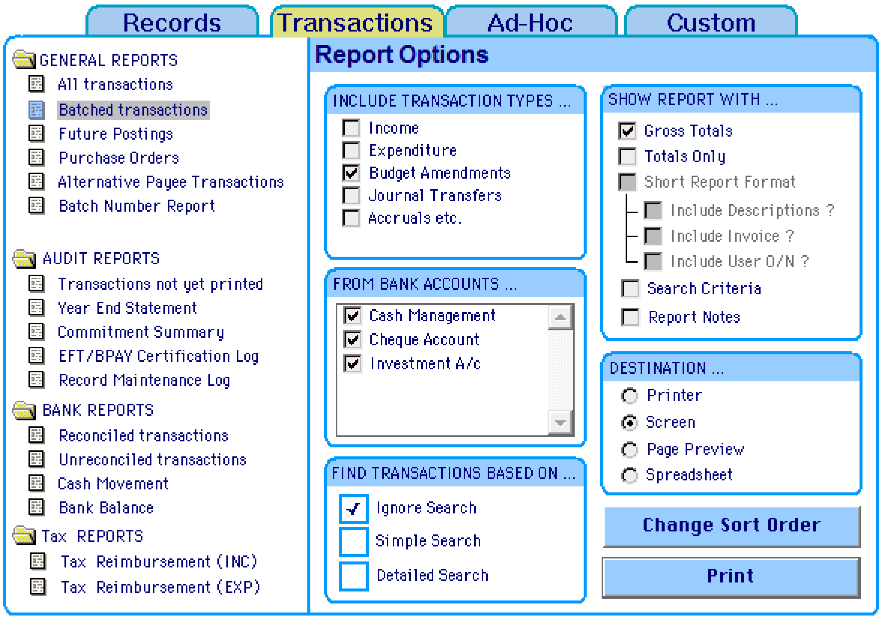


- Select **Yes** to batch the transaction

Activity: Checking the Batched Transaction Report

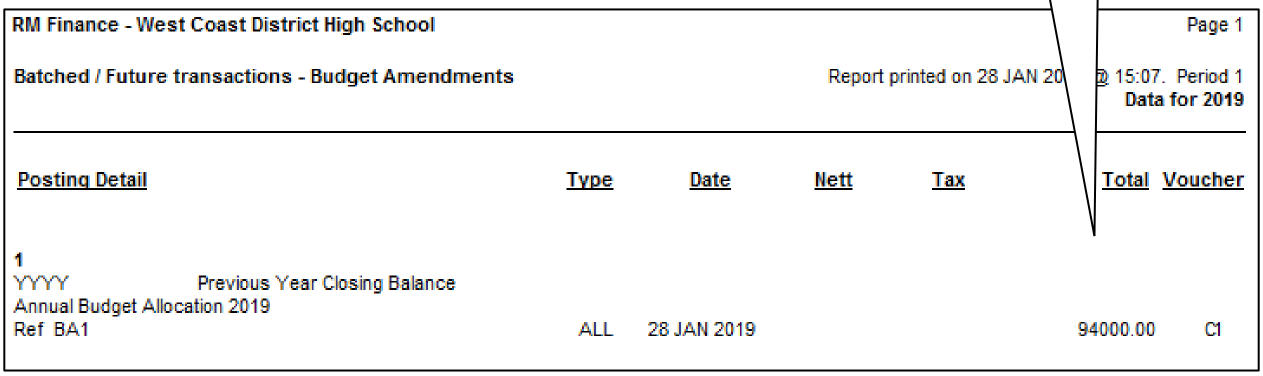
Transactions > Reports

- Click on **Batched Transactions**
- Uncheck the boxes next to **Income** and **Expenditure**
- Leave the box checked for **Budget Amendments**
- Leave the Bank Accounts (Budget allocations do not affect the Bank Account)



Ensure the amount and reference is correct

- Click on **Print**
- Check the transaction



RM Finance - West Coast District High School Page 1

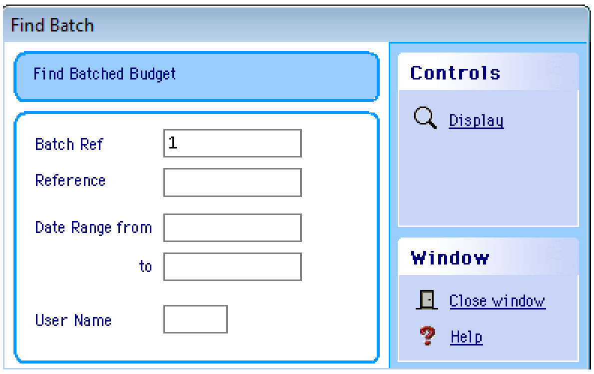
Batched / Future transactions - Budget Amendments Report printed on 28 JAN 20 @ 15:07. Period 1
Data for 2019

Posting Detail	Type	Date	Nett	Tax	Total	Voucher
1						
YYYY Previous Year Closing Balance						
Annual Budget Allocation 2019						
Ref BA1	ALL	28 JAN 2019			94000.00	C1

Activity: Updating a Budget Batch

Transactions > View/Post Batch > Budgets

- Click into the **Batch Ref** field
- Enter Batch number **1**
- Click on **Display** or **<Enter>**

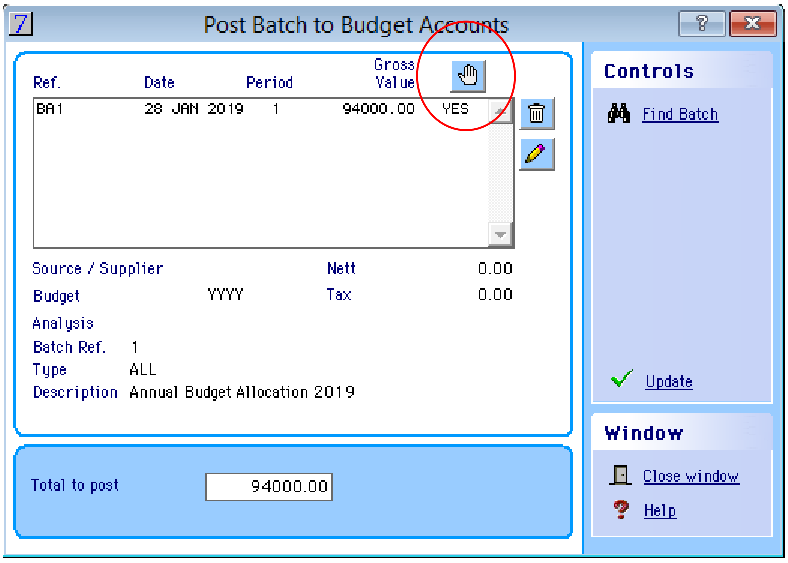


Transactions in the batch now appear in the window and can be edited or deleted by highlighting the particular transaction and selecting the edit or delete button as required.

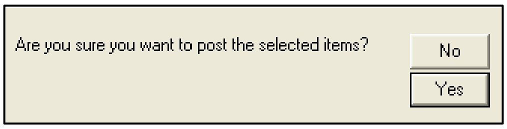
- Click on the **hand icon** to select all transactions for posting indicated by the **'Yes'**

IMPORTANT

Highlighting the transaction line does not change the 'No' to a 'Yes'. The must be selected



- Click 



- Click **Yes**
- Close the window

Note: if corrections are made in the batch, a new Batched Transaction Report must be printed reflecting these changes

Activity: Check the Comparative Budget Report

Reporting > Custom > Comparative Budget

- Click **Print**
- View the **Current Budget** column displaying the previous year closing balance of $94000

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	Previous Year Closing Balance				
YYYY	Previous Year Closing Balance		(94,000)	(94,000.00)	
Balance for Previous Year Closing Balance			**(94,000)**	**(94,000.00)**	

- Close the Comparative Budget Report

Activity: Entering Income Budget Allocations

Transactions > Budget > Income

Using the table below, we will enter the budget allocations as shown. There is no need to enter the decimal place or the comma separator when entering data.

Budget Code	Description	Amount ($)
C1001	Secondary Voluntary Contributions 7-10	50,000
C1305	P&C Donations	2,000
C1705	Hire of Facilities	4,000
C1805	Bank Interest	1,000
C1905	Sale of Assets	10,000
C3205	Student centred Funding	100,000
C3005	Bookshop - Books	12,000
C5015	Miscellaneous Revenue	2,988
C5999	(Revenue) GST Rounding	12
Total Income Allocations		**182,000**

Record keeping and data entry for the first transaction

- Write up the Batch Register for Batch **2** using Ref **BA2** – Budget Allocation Total **$182,000**

BATCH REGISTER

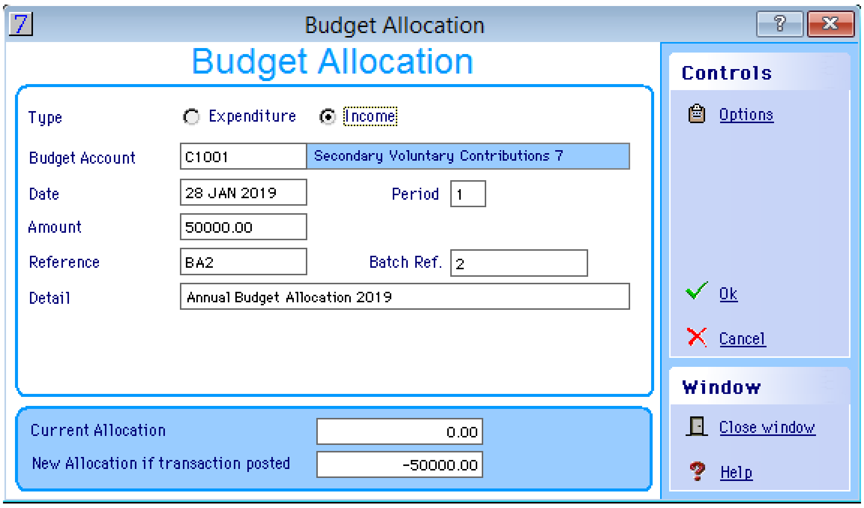
For the month of Period

Batch No	Date/Date Export	Reference No From	Reference No To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals ** Income (I/C)	Adjustments/Reversals ** Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals
					BANK RELATED TRANSACTIONS								
1		BA1	BA1										94000
2		BA2	BA2										182000

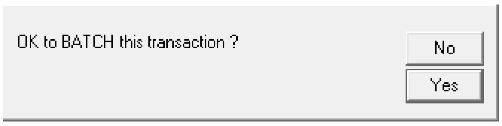
Transactions > Budget

- Select the **Type** Income 

- Click in the **Budget Account** field
- Enter **C1001** and press **<Tab>**
- Press <**Tab**> to use today's date
- Enter **50000** (no decimal, no comma, no dollar sign)
- Enter a short reference **BA2** and press <**Tab**> (Annual Budget Allocation number 2)
- Enter the batch reference number **2**
- Enter the detail '**Annual Budget Allocation 2019**'
- Select the text in the detail field and **copy** it to the computer's clipboard using Ctrl + C



- Click on **OK**



- Click on **Yes**

Continue entering the rest of the data and paste the detail using Ctrl+V – this can be done for the next batch of transactions as well

Budget Code	Budget Account	Amount ($)
C1305	P&C Donations	2,000
C1705	Hire of Facilities	4,000
C1805	Bank Interest	1,000
C1905	Sale of Assets	10,000
C3205	Student centred Funding	100,000
C3005	Bookshop - Books	12,000
C5015	Miscellaneous Revenue	2,988
C5999	Revenue GST Rounding	12

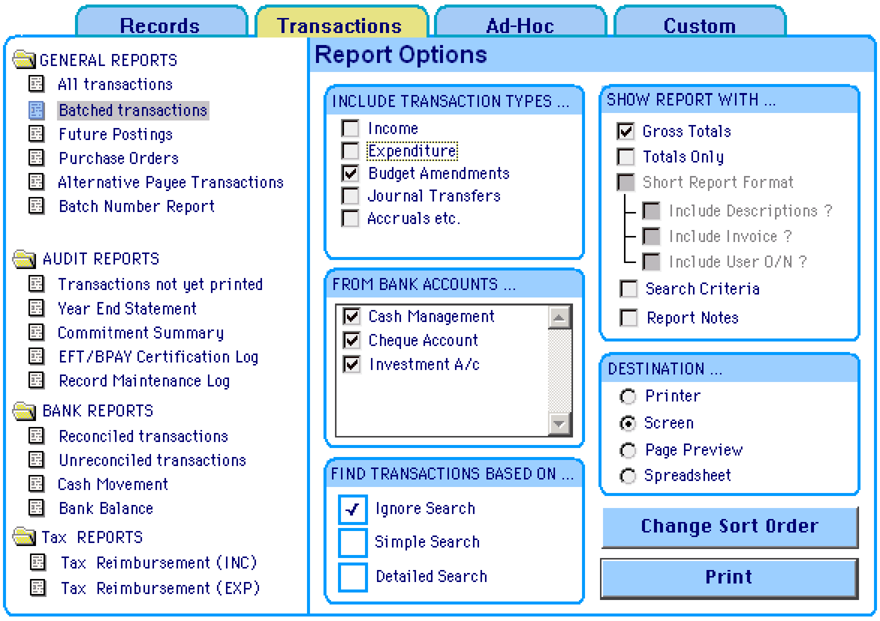
When all budget allocations have been entered, the user can then check the batched transaction report to ensure data entry accuracy. This is covered in the next activity

Activity: Checking the Batched Transaction Report

Transactions > Reports

- Click 

- Click on **Batched Transactions**
- Uncheck the boxes next to Income and Expenditure
- Leave the box checked for **Budget Amendments**
- Leave the Bank Accounts alone (Budget allocations do not affect the Bank Account)



- Click on **Print**
- Check that all the transactions and totals are correct. A portion of the report is printed for you

Posting Detail	Type	Date	Nett	Tax	Total	Voucher
2 C1001 Secondary Voluntary Contributions 7 Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			50000.00	C1
2 C1305 P&C Donations Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			2000.00	C1
2 C1705 Hire of Facilities Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			4000.00	C1
2 C1805 Bank Interest Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			1000.00	C1
2 C1905 Sale of Assets Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			10000.00	C1
2 C3205 Student-centred Funding Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			100000.00	C1
2 C3005 Bookshop - Books Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			12000.00	C1
2 C5015 Miscellaneous Revenue Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			2988.00	C1
2 C5999 GST Rounding Annual Budget Allocation 2019 Ref BA2	ALL	28 JAN 2019			12.00	C1

Key

INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

	Nett	Gross
Total Income	0.00	
Budget Amendments	182000.00	
Expenditure Against Budget	0.00	
Internal Charging	0.00	
Journal Transfers	0.00	

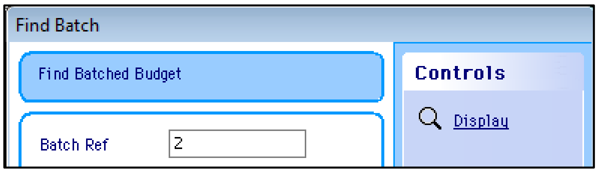
- Scroll to the very bottom of the report and check that the batch total is **$182,000**
- Close the report

Note: if errors are noted these can be corrected via View/Post Batch as described in the next exercise.

Activity: Editing a Budget Batch

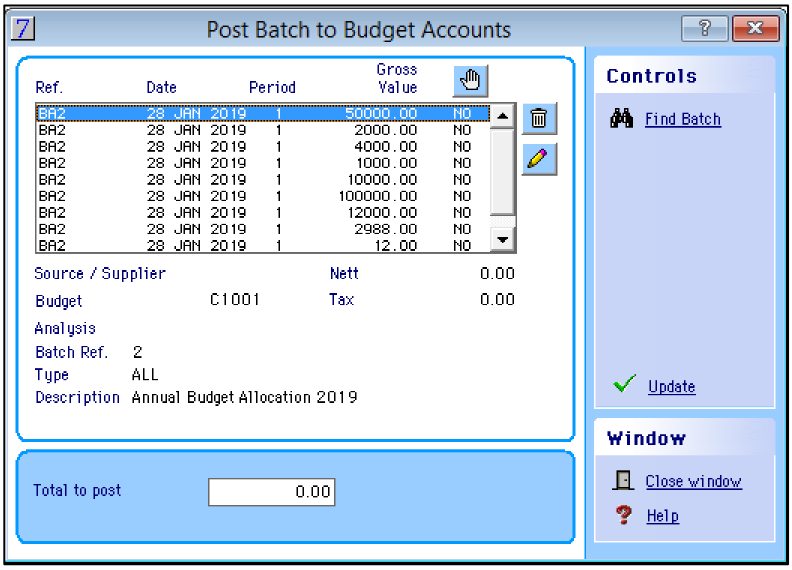
Transactions > View/Post Batch > Budgets

- Click in the **Batch Ref field**
- Enter the batch number 2



- Click on **Display** or press <**Enter**>

- To correct an error highlight the incorrect budget allocation transaction



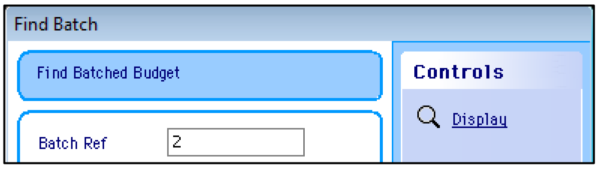
- Click **Edit** 

- This will take you back to the Budget screen
- Correct any errors on the Budget screen
- Click **OK**
- Click **Yes**
- This will bring you back to the Post Batch screen

Activity: Updating a Budget Batch

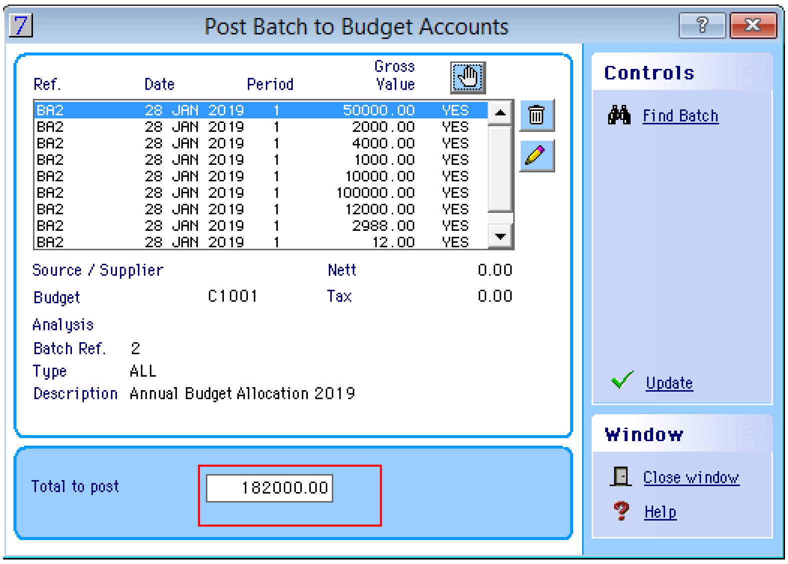
Transactions > View/Post Batch > Budgets

- Click in the Batch **Ref** field and enter the number **2**



- Click on **Display** or press **<Enter>**

- Click on the hand icon  at the top of the screen to select all transactions for posting



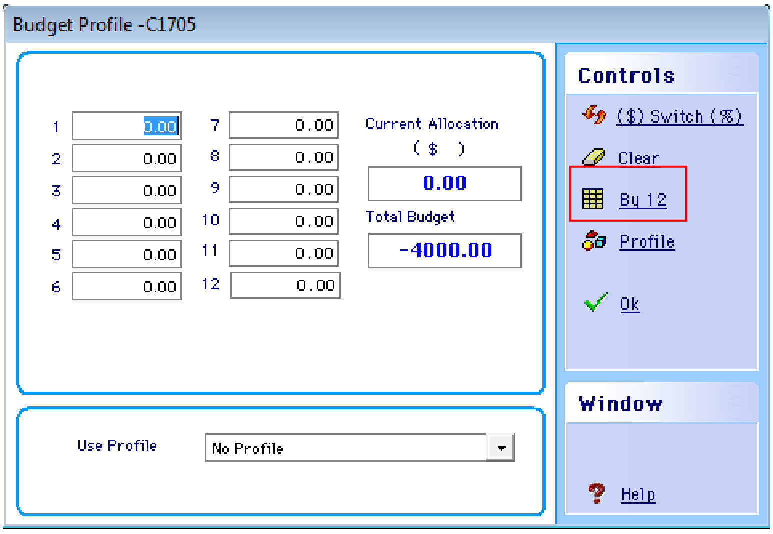
- Check that the total to post matches the batch total of **$182,000**

- Click on **Update** 

. The following message will appear

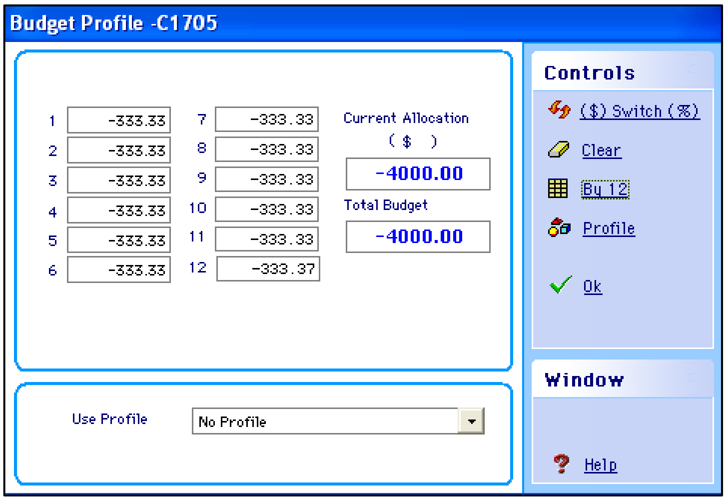
- Click on **Yes**

- **Profiling** - The Budget Accounts need to have the amount of the budget allocated evenly to each of the 12 periods in a year for the C accounts. The following screen will appear;

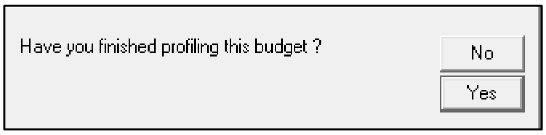


- Click on **By 12**

- The budget allocation will be divided into 12 equal portions automatically by the system



- Click **OK**



- Click **Yes** to the confirmation question

- Repeat this as often as needed until the profiling screen stops appearing

Activity: Checking the Comparative Budget for Income Budgets

Reporting > Custom > Comparative Budget

- Click **Print**

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	Previous Year Closing Balance				
YYYY	Previous Year Closing Balance		(94,000)	(94,000.00)	
Balance for Previous Year Closing Balance			**(94,000)**	**(94,000.00)**	
10REV	Revenue Accounts				
C1001	Secondary Voluntary Contributions 7		(50,000)	0.00	(50,000)
C1305	P&C Donations		(2,000)	0.00	(2,000)
C1705	Hire of Facilities		(4,000)	0.00	(4,000)
C1805	Bank Interest		(1,000)	0.00	(1,000)
C1905	Sale of Assets		(10,000)	0.00	(10,000)
C3005	Bookshop - Books		(12,000)	0.00	(12,000)
C3205	Student-centred Funding		(100,000)	0.00	(100,000)
C5015	Miscellaneous Revenue		(2,988)	0.00	(2,988)
C5999	GST Rounding		(12)	0.00	(12)
Balance for Revenue Accounts			**(182,000)**	**0.00**	**(182,000)**
Total Funds Available			**(276,000)**	**(94,000.00)**	**(182,000)**

- Close the report

Activity: Allocating Expenditure Budget Allocations

Transactions > Budget > Expenditure

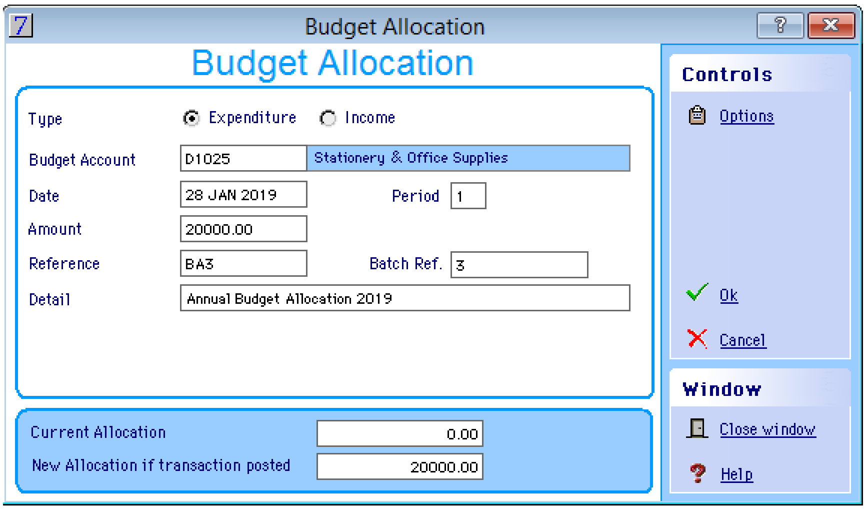
Record keeping

- Complete the Batch Register for Batch 3, Ref BA3, Total Budget Allocations $189,000

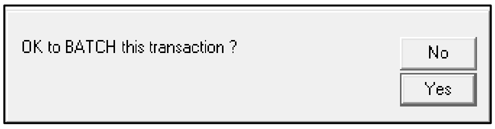
BATCH REGISTER														
					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	
2		BA2	BA2										182000	
3		BA3	BA3										189000	

- Click on **Transactions**
- Click on **Budget**
- Select the **Budget Type** – Expenditure 

- Click in the budget account field
- Enter **D1025** and press **<Tab>**
- Press **<Tab>** to use today's date
- Enter **20000** (no decimal, no comma, no dollar sign)
- Enter a reference **BA3** and press <**Tab**>
- Enter the batch reference number **3**
- Type or paste the detail '**Annual Budget Allocation 2019** using Ctrl+V



- Click **OK**



- Click **Yes**

Enter the remaining data from the table below

Expenditure Budget Allocations continued

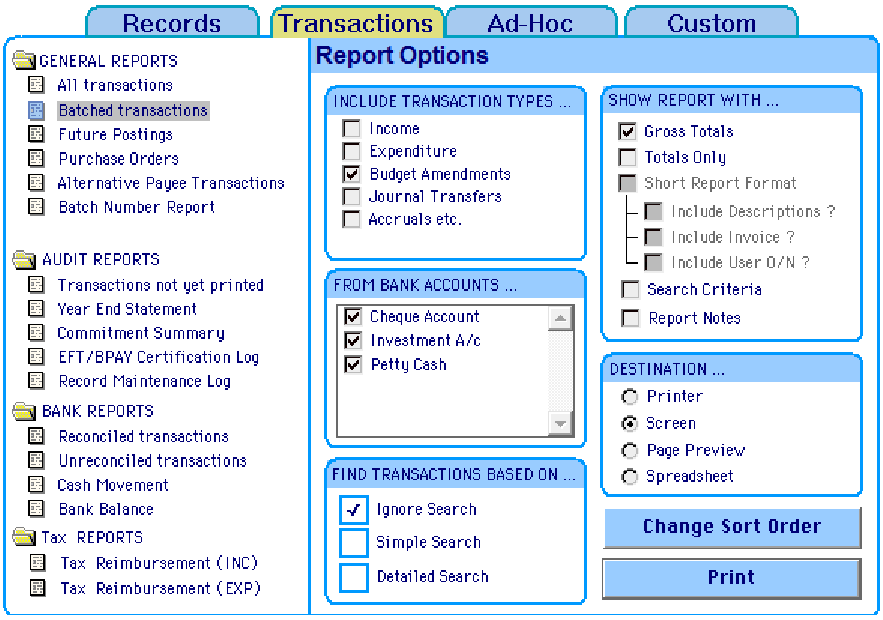
Budget Code	**Description**	**Ref**	**Batch Ref**	**Amount ($)**
D1087	Bank Fees and Charges	BA3	3	500
D1455	Water	BA3	3	1,000
D1510	Facilities – cleaning	BA3	3	3,000
D1605	Faults Management	BA3	3	50,000
D1615	Computer Repairs	BA3	3	1,500
D1810	Purchase of Computer Hardware-Maths	BA3	3	14,000
D2005	Furniture-Administration	BA3	3	7,000
D2710	Staff Development	BA3	3	20,000
D3005	Bookshop	BA3	3	3,000
D5005	English	BA3	3	21,000
D5110	Numeracy	BA3	3	20,000
D5305	Science	BA3	3	18,000
D9005	Admin Server Reserve Transfer	BA3	3	10,000

Paste the detail using <Ctrl>+ V or use the text 'Annual Budget Allocation 2019

Activity: Checking the batched transaction report

Transactions > Reports

- Click Reports
- Click on **Batched Transactions**
- Uncheck the boxes next to **Income** and **Expenditure**
- Leave the box checked for **Budget Amendments**
- Leave the Bank Accounts alone (Budget allocations do not affect the Bank Account)



- Click on **Print**

- Check that all the transactions are correct

Key

INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

	Nett	Gross
Total Income	0.00	
Budget Amendments	189000.00	
Expenditure Against Budget	0.00	
Internal Charging	0.00	
Journal Transfers	0.00	

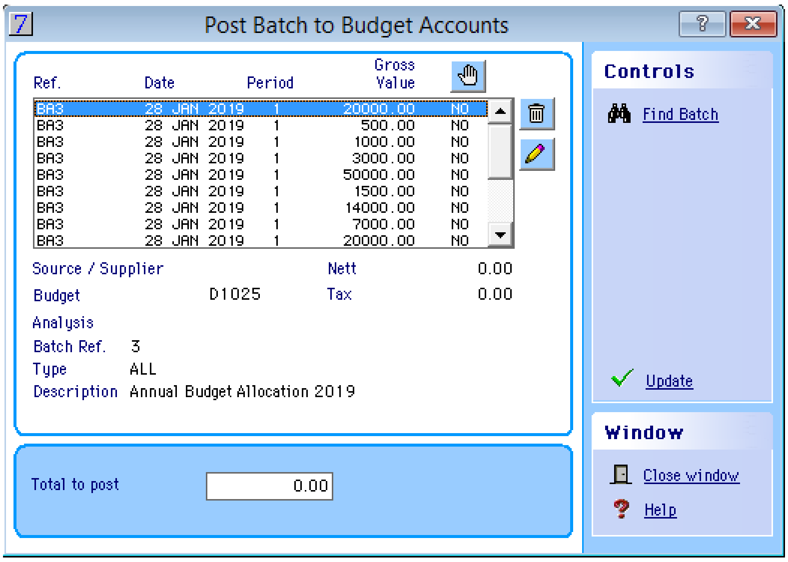
Transactions > Reports > General Reports > Batched Transactions

- Check that the expenditure total is $189,000.00
- Close the report

Activity: Editing and Updating a budget batch

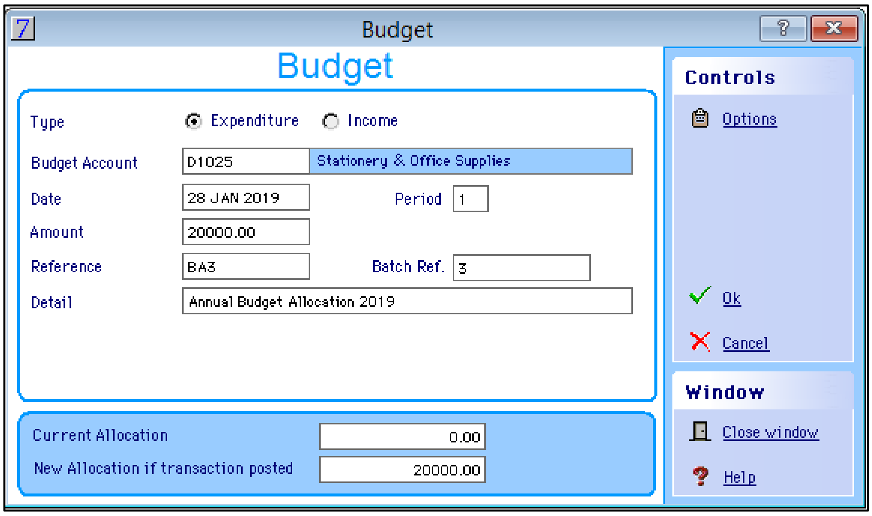
Transactions > View/Post Batch > Budgets

- Click on **Transactions**
- Click on **View/Post Batch**
- Click on **Budgets**
- Click in the **Batch Ref** field and Enter the number **3**
- Click on **Display** or press <**Enter**>



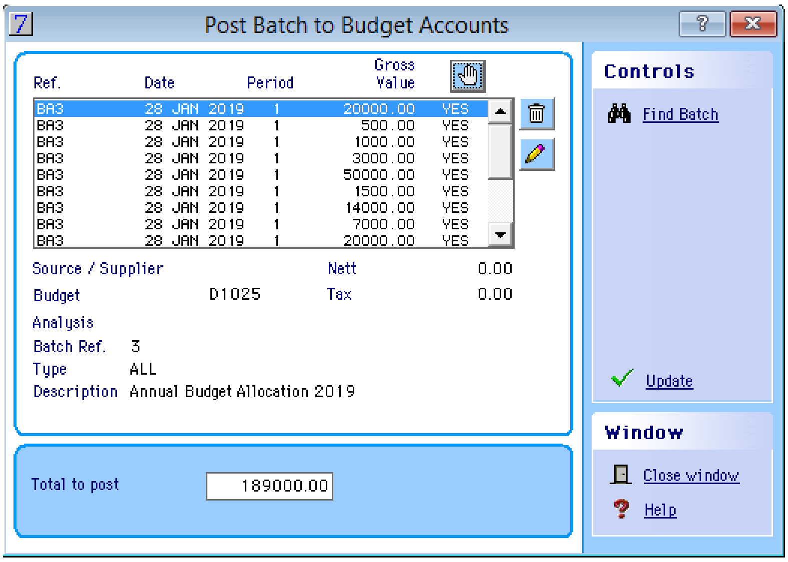
- Select the first transaction
- Click **Edit** 

The Expenditure Budget Allocation window will open and any necessary changes can be made. We will not make any changes in training unless there is an error.



- Click **OK** (or press <**Enter**>)
- Click **Yes** (or press **<Enter**

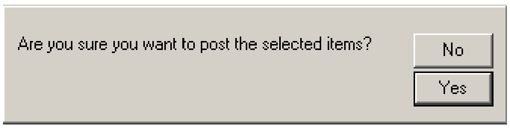
- Click on  to change the NO to YES for posting



The total to post appears in the lower window. Check that the total to post matches the batch total of **$189,000**.

- Click on **Update** 

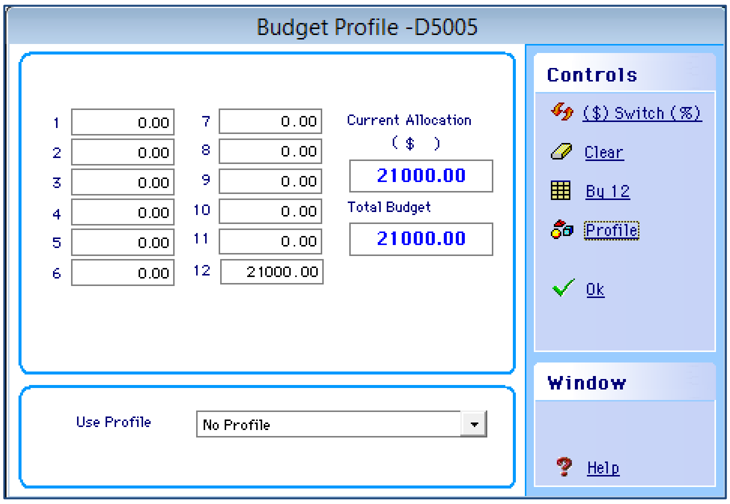
The following message will appear



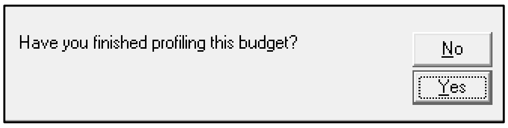
- Click on **Yes**

- **Profiling –** Most Cost Centres are required to have their **D** Expenditure budgets spent by the end of October or early November, therefore profiling by 12 and allocating the amount evenly over each of the 12 periods is not applicable to the D accounts. As we don't want to attach a profile to these accounts, we will click the **Profile** icon and then click **OK**.

- Click 



- Click **OK**



- Click **Yes** to the confirmation question

- Repeat this as often as needed until the profiling screen stops appearing

13.3 Surplus Budget

After entering the budgets, a figure may appear against the Balance of the General Fund in the Current Budget column. This figures is money which has not been allocated and is available for budgeting by the school. It is important that schools ensure that the Budgeted Expenditure amount is not greater than the Budgeted Income amount, as this will result in the Budget being in deficit.

Activity: Determining the unallocated funds

Reporting > Custom > Comparative Budget Report

- Click **Print**
- Scroll down to the middle of the report
- View the **Balance of General Fund** in the current budget column (2nd column) – this is the surplus amount.

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
BALANCE OF GENERAL FUND			(87,000)	(94,000.00)	7,000

- Close the Comparative Budget Report

IMPORTANT

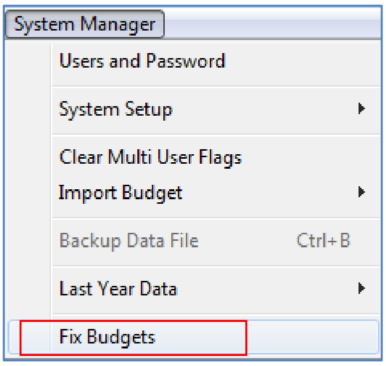
If budgeted Revenue does not equal budgeted Expenditure, the difference shows as a surplus or as a deficit in the Current Budget column against the Balance of the General Fund. It is important that the budgeted expenditure is not greater than the budgeted income.

13.4 Fixing the Budgets

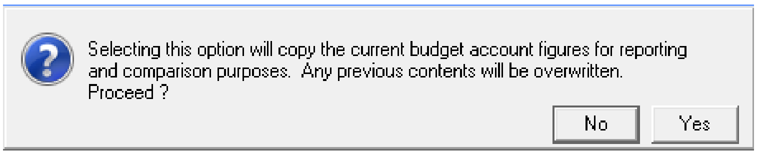
Once the budgets have been entered for the current year they should be fixed. Fixing the budget will copy these figures from the 'Current Budget' column to the 'Fixed Budget' column. Any further revisions which are made will then appear in the current budget column. Do not refix the budget during the year. The fixed budget column will always represent the initial budget figures for the year

Activity: Fixing the Budgets

System Manager > Fix Budgets



The following message will appear



- Click on **YES**

Reporting > Custom > Comparative Budget

- Check the result of fixing the budget figures

.

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	Previous Year Closing Balance				
YYYY	Previous Year Closing Balance	(94,000)	(94,000)	(94,000.00)	
Balance for Previous Year Closing Balance		**(94,000)**	**(94,000)**	**(94,000.00)**	
10REV	Revenue Accounts				
C1001	Secondary Voluntary Contributions 7	(50,000)	(50,000)	0.00	(50,000)
C1305	P&C Donations	(2,000)	(2,000)	0.00	(2,000)
C1705	Hire of Facilities	(4,000)	(4,000)	0.00	(4,000)
C1805	Bank Interest	(1,000)	(1,000)	0.00	(1,000)
C1905	Sale of Assets	(10,000)	(10,000)	0.00	(10,000)
C3005	Bookshop - Books	(12,000)	(12,000)	0.00	(12,000)
C3205	Student-centred Funding	(100,000)	(100,000)	0.00	(100,000)
C5015	Miscellaneous Revenue	(2,988)	(2,988)	0.00	(2,988)
C5999	GST Rounding	(12)	(12)	0.00	(12)
Balance for Revenue Accounts		**(182,000)**	**(182,000)**	**0.00**	**(182,000)**
Total Funds Available		**(276,000)**	**(276,000)**	**(94,000.00)**	**(182,000)**
20EXP	Expenditure Accounts				
D1025	Stationery & Office Supplies	20,000	20,000	0.00	20,000
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment - Non Employees			0.00	
D1087	Bank Fees and Charges	500	500	0.00	500
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water	1,000	1,000	0.00	1,000
D1510	Facilities - cleaning	3,000	3,000	0.00	3,000
D1605	Faults Management	50,000	50,000	0.00	50,000
D1615	Computer Repairs	1,500	1,500	0.00	1,500
D1810	Purchase of Computers - Maths	14,000	14,000	0.00	14,000
D2005	Furniture - Administration	7,000	7,000	0.00	7,000
D2705	Professional Dev - Teaching Staff			0.00	
D2710	Staff Development - Admin	20,000	20,000	0.00	20,000
D3005	Bookshop - Books	3,000	3,000	0.00	3,000
D4808	Refund of Facilities Hire			0.00	
D4999	GST Rounding			0.00	
D5005	English	21,000	21,000	0.00	21,000
D5110	Numeracy	20,000	20,000	0.00	20,000
D5305	Science	18,000	18,000	0.00	18,000
Balance for Expenditure Accounts		**179,000**	**179,000**	**0.00**	**179,000**
30RES	Reserve Account Transfers				
D9005	Admin Server Reserve Transfer	10,000	10,000	0.00	10,000
D9205	Adminstration Reserve Transfer			0.00	
Balance for Reserve Account Transfers		**10,000**	**10,000**	**0.00**	**10,000**
Total Expenditure		**189,000**	**189,000**	**0.00**	**189,000**
BALANCE OF GENERAL FUND		**(87,000)**	**(87,000)**	**(94,000.00)**	**7,000**

BALANCE ACCOUNTS

50RES1	**Reserve Accounts**				
N1005	Administration Server Reserve			0.00	
N1630	Photocopier Resource Reserve			0.00	
Balance for Reserve Accounts				**0.00**	
60ADV	**Advance Accounts**				
N2505	Petty Cash - Admin Advance			0.00	
N2520	Postage Advance			0.00	
Balance for Advance Accounts				**0.00**	
70TRV	**Trust & Suspense Accounts**				
N3005	P&C Contributions			0.00	
Balance for Trust & Suspense Accounts				**0.00**	
80SFA	**DO NOT USE**				
N3210	DO NOT USE			0.00	
N3220	DO NOT USE			0.00	
Balance for DO NOT USE				**0.00**	
90GST	**GST Clearing Accounts**				
N3505	GST Clearing Account			0.00	
N3550	GST Effect Account			0.00	
Balance for GST Clearing Accounts				**0.00**	
BALANCE OF BALANCE ACCOUNTS				**0.00**	
BALANCE OF ALL ACCOUNTS		**(87,000)**	**(87,000)**	**(94,000.00)**	**7,000**
Tax Position				0.00	
GRAND TOTAL				**(94,000.00)**	

The Grand Total reflects the balance of all bank accounts

Ensure all allocated budgets have figures in both columns. If any budget account has not been copied over correctly (due to a profile not being attached), you can re-profile the Budget Accounts (Records > Budget Accounts > Find > Profile) and then re-fix the budget.

14 Income Sources and Suppliers

14.1 Creating Suppliers

Each transaction needs to be allocated either an income source or supplier depending on the transaction type. WA Government schools will allocate nearly all income against one source – a code of INC001. The exception to this is the ATO where the account code is ATOI. These codes will be pre-set in your data file.

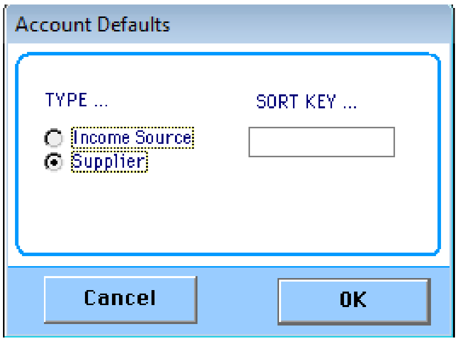
Suppliers however, will be handled individually. The supplier code will consist of the first three characters of the supplier's name (surname if an individual) followed by a three-digit number.
As the income sources INC001 and ATOI have been set up for your school, it is unlikely that you will be required to create any more income sources and will only create suppliers on an ongoing basis. To make sure you only create suppliers and not income sources by mistake you can have suppliers set as the default.

Activity: Set Supplier as Default

Records > Income Sources / Suppliers

- Click 

- The Account Defaults screen will appear:



- Ensure **Supplier** is selected
- Click **OK**

Activity: Creating New Suppliers

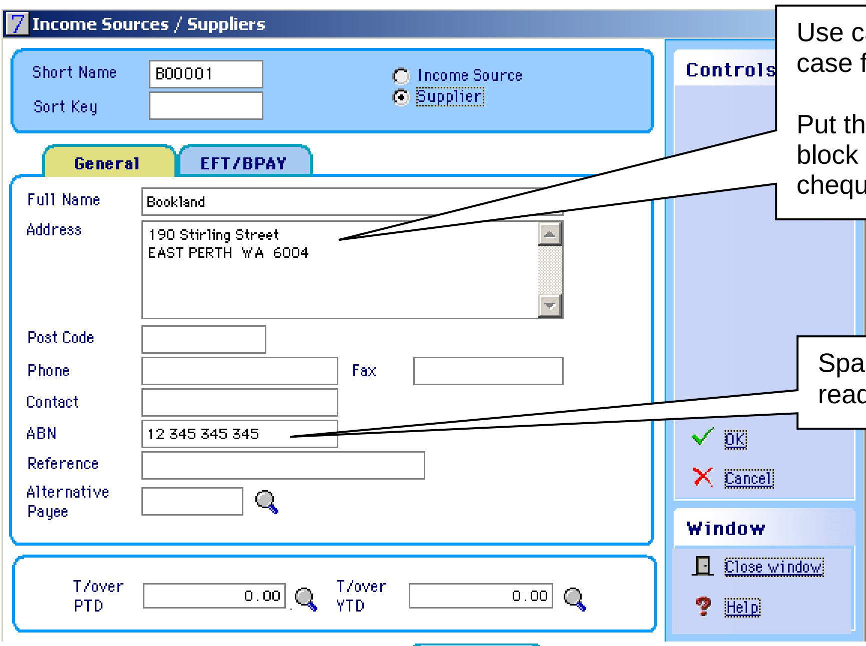
Records > Income Sources and Suppliers

Note - a standard naming convention must be used when assigning a code to each supplier record. The code consists of three alpha and three numeric characters. E.g. Bookland – BOO001

Once you have entered a transaction against a supplier record you will not be able to edit the supplier name or short code, therefore, it is important to check your data entry before using the supplier.

- Click on 

(Supplier is now the default)
- In the **Short Name** field type the supplier code **BOO001** and press
- <**Tab**> to the **Full Name** field (a sort key will be discussed later in training)
- Enter **Bookland** in the **Full Name** field and press <**Tab**>
- Enter 190 Stirling Street press <Enter>
- Enter EAST PERTH WA 6004 and <**Tab>** to the ABN field
- Enter the **ABN** for this supplier 12 345 345 345



Use capitals for the suburb only, Title case for all other data.

Put the post code in the address block if you want to use system cheques or window envelopes

Spaces in the ABN make it easier to read but they are **not** necessary.

- Click on the **EFT/BPAY** tab 

- Select **Cheque** as the Payment Method
- Select **None** as the Remittance Method

- Click **OK**

Repeat the above steps to create the following two suppliers:

Short Code	Full Name & Address	ABN	EFT/BPAY
MAR001	Marty's Odd Job Service 277 Mary Street PERTH WA 6000	No ABN provided – written and signed statement provided that Marty is a hobbyist. Enter **STATEMENT SUPPLIED** in this field.	Cheque None
OFF001	Office Works 1122 Hay Street SUBIACO WA 6008	11 123 123 123	Cheque None

Schools must not deal with suppliers who do not have an ABN unless they are provided with written evidence (by the supplier) that the supplier's activities are classed as a hobby.

When a supplier is unable to quote an ABN they may have to complete this form to avoid having part of the payment withheld.

Australian Government
Australian Taxation Office

Statement by a supplier

Reason for not quoting an Australian business number (ABN) to an enterprise

Name of supplier

Address of supplier

Under the pay as you go legislation and guidelines produced by the Tax Office I provide you with a written statement that explains why I have not quoted an ABN for the current and future supply of goods and services to you.

Tick the appropriate box

☐ The supply is made to you in my capacity as an individual, and the supply is made in the course of an activity that is a **private recreational pursuit or hobby**

☐ The supply is made to you in my capacity as an individual, and the supply is wholly of a **private or domestic nature for me**

☐ I (or the supplier that I represent) am/is a **non-resident who is not carrying on an enterprise in Australia**

☐ The whole of the payment that I (or the supplier that I represent) will receive for the supply is **exempt from income tax**

☐ I (or the partnership that I represent) have **no reasonable expectation of profit or gain** from the activity undertaken and consider that I (or the partnership that I represent) do not meet the definition of enterprise for tax purposes

For this reason I am not quoting you an ABN. You should not withhold an amount from the payment you make to me for the supply. I agree to advise you in writing if circumstances change to the extent that this statement becomes invalid.

Name of authorised person (if not the supplier)

Signature of supplier or authorised person

Date / /

Daytime contact phone number

It is an offence to make a false or misleading statement

The person or entity to whom this statement is made should retain the statement for 5 years

14.2 Alternative Payees

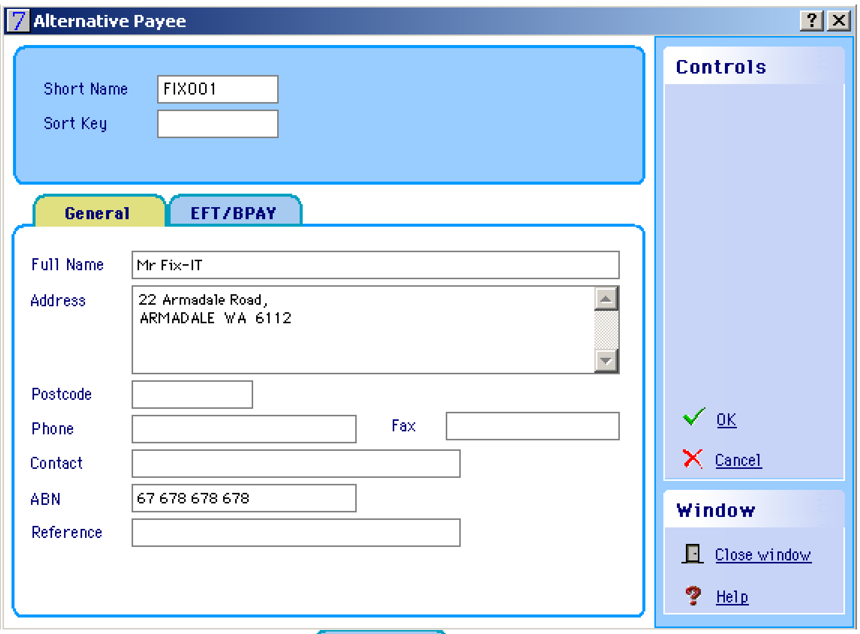
The Alternative payee option is used where the supplier wishes the school to pay another organisation that is collecting on its behalf, this could happen when a business is in receivership.

Activity: Creating an Alternative Payee

The supplier Any Time Computer Repairs has gone into liquidation and you have been instructed to make all payments for this supplier to an alternative payee called Mr Fix-IT. Create this new Alternative Payee and then link them to the Supplier.

Records > Alternative Payees

- Click on New record
- Type **FIX001** in the short name field and press **<Tab>**
- Press <**Tab**>
- In the **Full Name** enter – **Mr Fix-IT** and press <**Tab**>
- Enter the address in the address block - **22 Armadale Road, ARMADALE WA 6112**
- Press <**Tab**> until you get to the **ABN** field
- Enter **67 678 678 678**



- Click on **EFT/BPAY** EFT/BPAY
- Select **Cheque** as the payment type
- Select **None** as the remittance method
- Click **OK** to save the data

Note: when entering Expenditure Transactions and selecting the Alternative Payee checkbox, the system will check that the SUPPLIER has an ABN number for tax purposes.

Linking an Alternative Payee to a Supplier

Method for Linking an Alternative Payee to a Supplier

- Select **Records**
- Select **Income Sources & Suppliers**
- Select **Find Record** and enter the Supplier code
- Select **Edit**
- Click in **Alternative Payee field** and press <TAB>
- Select an **Alternative Payee** from the list <u>or</u>
- Add a new payee by selecting **New Payee** button
- Select OK

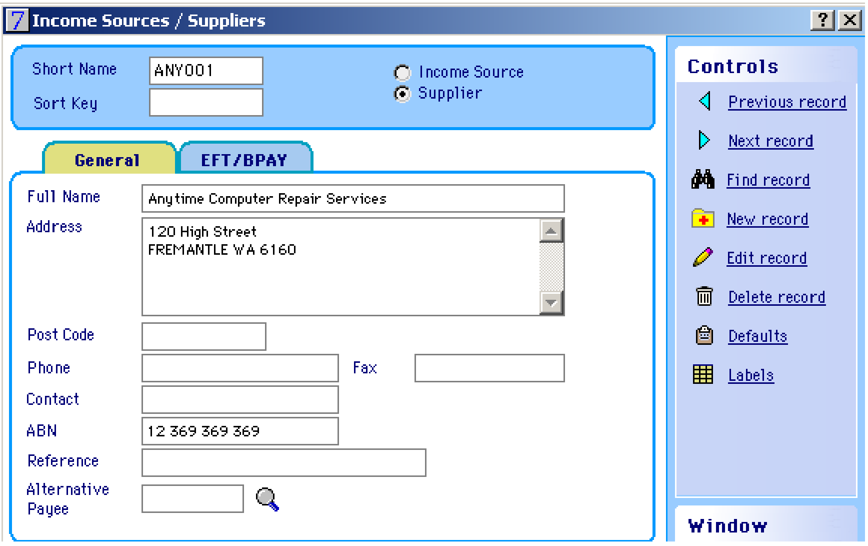
Activity: Linking an Alternative Payee

Anytime Computer Repair Service is in receivership and you have been instructed to make all future payments to Mr Fix-IT. We will link the Alternative Payee to the Supplier.

Records > Income Sources and Suppliers

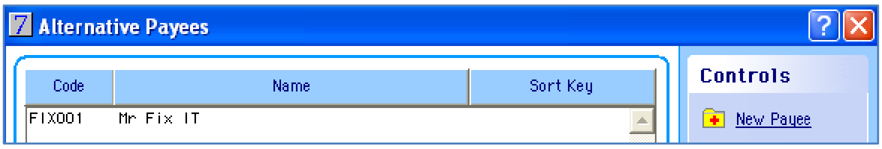
- Click 

- Type **ANY** and press <**Enter**> (to force the search)

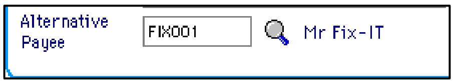


- Click 

- Click into the Alternative Payee field at the bottom
- Press <**Tab**> and the following window will appear listing all Alternative Payees created



- Double click on **FIX001 Mr Fix-IT**.



- The short code **FIX001** will be displayed in the field
- Click **OK** to save the data

Records > Alternative Payees

- Choose Find record
- Type **FIX** and <**Enter**> in the Short Name
- Click on Suppliers
- **OK** to print to the screen

Alternative Payee - Linked Suppliers   Report printed at   15:47   on the   28 JAN 2019 - Period   1

Alternative Payee: FIX001   Mr Fix-IT

Code	Name
ANY001	Anytime Computer Repair Services

Number of suppliers 1

- Close the report

Activity: Creating an Alternative Payee on the fly

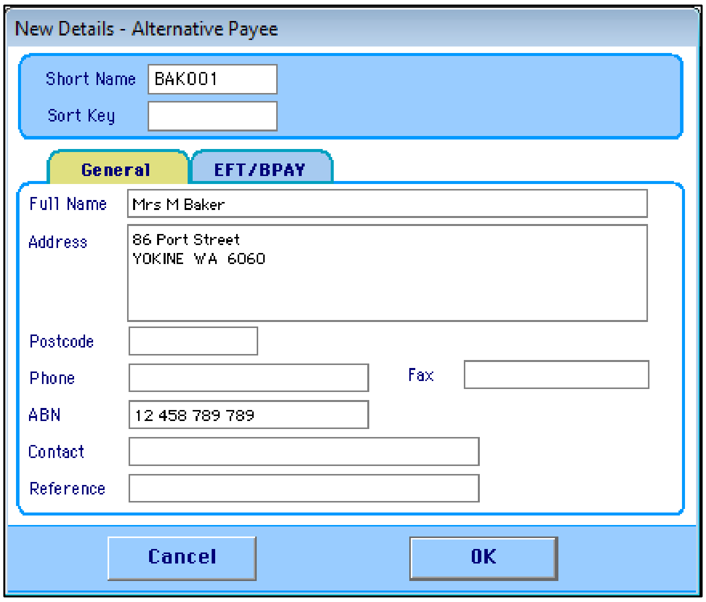
Records > Income Sources/Suppliers

- Choose 

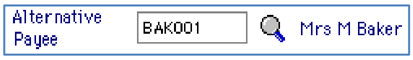
- Type **GRA** in the Short Name and <**Enter**>
- Choose 

- Click in the **Alternative Payee** field and <**Tab**>
- Choose 

- In the Short Name type **BAK001**
- In the Full Name type **Mrs M Baker**
- In the Address type **86 Port Street YOKINE WA 6060**
- In the ABN type **12 458 789 789**



- Click on the **EFT/BPAY** tab
- Select the Payment method of **Cheque**
- Select the Remittance method: **None**

- Click **OK**
- View the Alternative Payee reference 

- Click **OK** to save

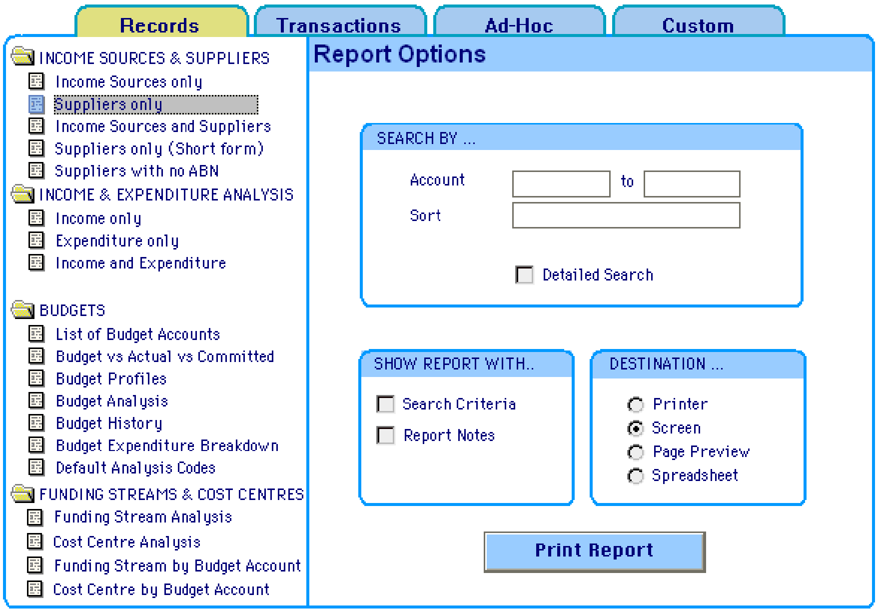
14.3 Records Reports

Activity: Supplier Reports

Records > Reports

- Click 

- Select **Suppliers Only**



- Click on **Print Report** – a portion of the report is displayed below; check your report for accuracy of data

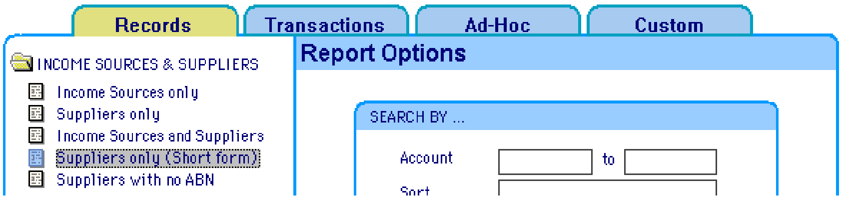
Any errors noted can be rectified via Records > Income Sources and Suppliers > Find > Edit

A&M001	**A&M Bookshop** 12 Kembla Way WILLETTON WA 6154	Contact Fax Sort T/O PTD T/O YTD	 0.00 0.00
	Phone	ABN	12 765 890 453
ANY001	**Anytime Computer Repair Services** 120 High Street FREMANTLE WA 6160	Contact Fax Sort T/O PTD T/O YTD	 0.00 0.00
	Phone	ABN	12 369 369 369

- Close the report

Records > Reports > Suppliers Only (Short form)

This report displays a list of clients in a format less lengthy than the Suppliers only report.



- Click **Print**
- A portion of the report is shown below

List of Suppliers (Short) — Report print

			Payment Method	Account Details	BPAY Biller Code
A&M001	A&M Bookshop	12 Kembla Way WILLETTON WA 6154	Chq	Name BSB A/c No	
ANY001	Anytime Computer Repair Services	120 High Street FREMANTLE WA 6160	Chq	Name BSB A/c No	
ATOE	Australian Taxation Office		Chq	Name BSB A/c No	
BAN001	Bank		Chq	Name BSB A/c No	

Records > Reports > Suppliers with no ABN

List of Suppliers with no ABN

			Contact
BUI001	Build-it Furniture Company	120 White Way PERTH WA 6000	
X2	Accruals - Supplier		

This report details all suppliers who do not have an ABN number.

15 Tax Codes for RM Finance

When processing transactions for income or expenditure, **a Tax code will need to be entered** for every transaction. This code allows RM Finance to classify the transactions correctly for the Business Activity Statement. It is therefore extremely important that all users are familiar with the codes and their meanings. It may take a little time to become familiar with how to classify each income and expenditure item. The following tax codes are used in RM Finance. They will be set up in your school's data file.

Tax Code	Purpose
0	**GST Free supplies or acquisitions** Code 0 would be used when processing income or expenditure items which do not include GST **(For example - Water charges, Voluntary Contributions and Charges, Educational excursions, Donations, Course materials that are consumed)**
1	**Taxed supplies or acquisitions** Code 1 would be used for 'normal' income or expenditure transactions which include 10% GST **ie: Normal Goods and services transactions. (For example – Commissions, Food supplied on camps, Textbooks, Hire of buses for excursions. Check the invoice if in doubt)**
2	**Capital Acquisitions which include GST** Code 2 would be used for processing expenditure transactions for capital acquisitions which have GST included in the price **ie: Items with a Gross Value of =>$5,500 or Net => $5,000 (For example – Computers costing $5000 or more - excluding GST))**
3	**Capital Acquisitions with no GST in the price** Code 3 would be used for processing expenditure transactions for capital acquisitions which have no GST included in the price **(For example – Wheelchairs costing $5000 or more)**
4	**Input-taxed supplies or acquisitions** Code 4 would be used for income or expenditure transactions in input-taxed situations **(Bank Interest or Input Taxed Fund Raising and Bank Charges with no GST)**
5	**Adjustments** Code 5 is used by the Tax Office if they need to adjust the GST amount recorded in a **previous** tax period (**For example – Exchange of an item resulting in a change of the original price charged)** Schools should not use Tax Code 5
7	**Withholding Tax** Code 7 would be used if you need to withhold tax from a supplier who does not have an ABN**. THIS GST CODE SHOULD NOT BE USED – PLEASE CONTACT 'Finance Operational Support' (Financialservices.support@education.wa.edu.au) IF WITHHOLDING TAX DOES APPLY.**
8	**Outside Scope** Code 8 would be used for processing transactions outside the scope of GST. Transactions recorded against Code 8 are not included in the 'tax table' or the Business Activity Statement **(For example –Student-centred Funding, Vac Swim, Book Club, P&C Contributions collected by School on behalf of the P &C, Collections for charity.**

Ensure the correct tax codes are used for each transaction as this will impact on the monthly BAS statement

16 Receipt Processing

Receipts can be entered either from the receipt book (more likely in a primary school) or from a Z tape/receipts (cash register) summary list (more likely in a high school).

Activity: Income Processing

Record keeping - Record the following batch of receipts on the Batch Register

Batch Number 4, Reference 1231 – 1235 (Receipt Numbers) Batch Total of Income - $21,760

BATCH REGISTER

For the month of Period

					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	
2		BA2	BA2										182000	
3		BA3	BA3										189000	
4		1231	1235		1	21760								

- Complete the tax code column for each item

Total	Analysis	Detail	Budget	Line Total	Tax Code	Receipt No
$10,440	C3000	Bookshop - Books	C3005	10,440		1231
$660	C1700	Hall hire	C1705	660		1232
$10,000	C1900	Sale of Assets	C1905	10,000		1233
$440	C2200	Healthways Grant	C2205	440		1234
$200	C1000	Secondary Vols – C Smith	C1001	200		1235
$20	N3000I	P&C Contribs – C Smith	N3005	20		1235

Note: although the individual receipt numbers are recorded in the Receipt No. field, if the last receipt number is used as the Reference for all transactions in the batch, during Bank Reconciliation the user will only have to reconcile one transaction rather than 4 as the software will group all transactions with the same reference number together

Note ** Create the Budget Account C2205

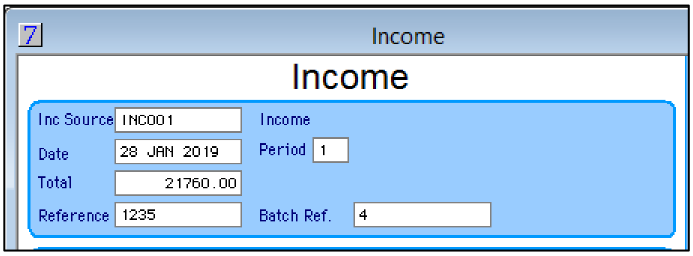
Healthways Grant

Budget Heading 10 Rev

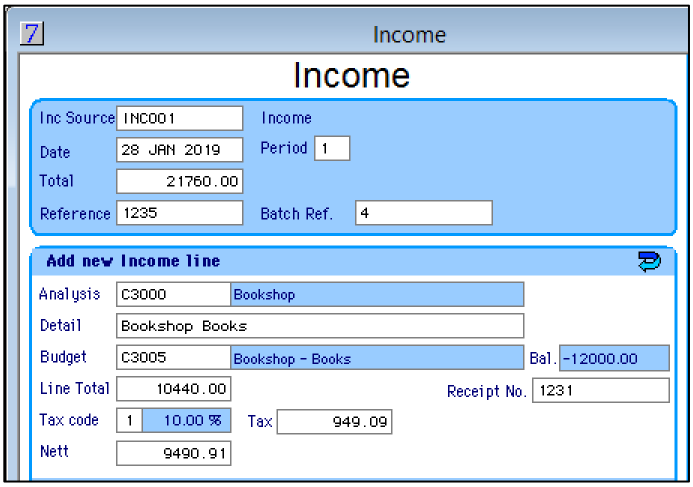
Default Analysis Code C2200

Transactions > Income

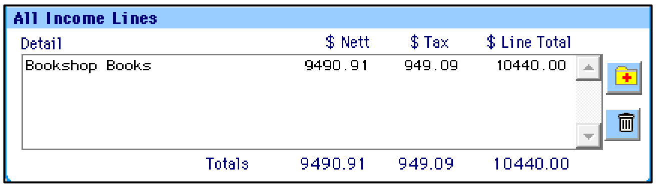
- Click in the income source field
- Enter **INC001** and press <**Tab**> (or press **<Tab>** to select from list)



- Press <**Tab**> to accept the default date of today
- Enter **21760** in the Total and press <**Tab**>
- Enter **1235** in the Reference field and press <**Tab**> (Use the **last** receipt number)
- Enter the Batch Ref **4**
- Press <**Tab**>
- Enter the details **Bookshop Books** and press <**Tab**>
- Enter **C3005** in the Budget field and press **<Tab>**
- Enter **10440** in the line total field and press **<Tab>**
- Enter the **Tax code 1** and press **<Tab>**
- Enter **1231** as the receipt number (your screen should be exactly the same as the screenshot below)



- <**Tab**> again. This will drop the item into the multi-line section at the bottom of the screen



- The cursor will be flashing in the Detail field. Use the table below to enter the income transactions:

Note: the Details field should contain information regarding the items or services purchased. Do not leave this blank

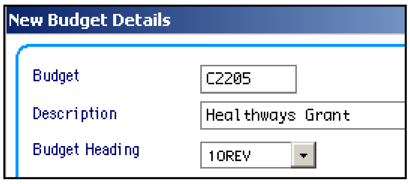
Detail	Budget	Line Total	Tax code	Rec No
Hall Hire	C1705	660	1	1232
Sale of Assets	C1905	10,000	1	1233
Healthways Grant	C2205	440	8	1234
Secondary Vols – C Smith	C1001	200	0	1235
P&C Contribs – C Smith	N3005	20	8	1235

*Note ** Create the Budget Account C2205*

Description: Healthways Grant - Budget Heading 10 Rev

- Click 

Enter the following

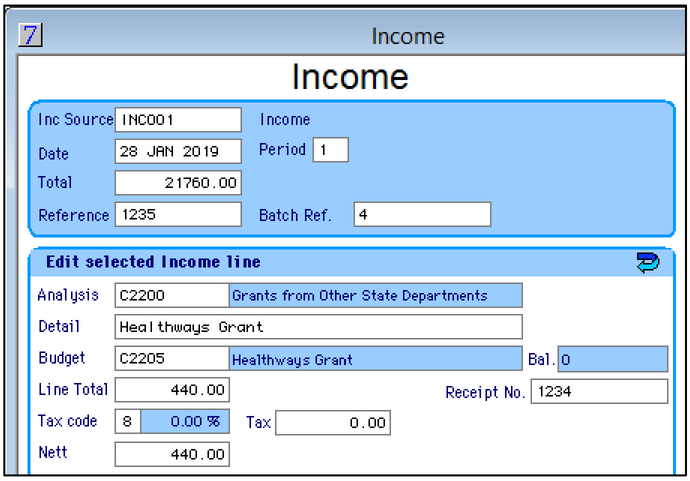


- OK and Yes to create the new Budget Code

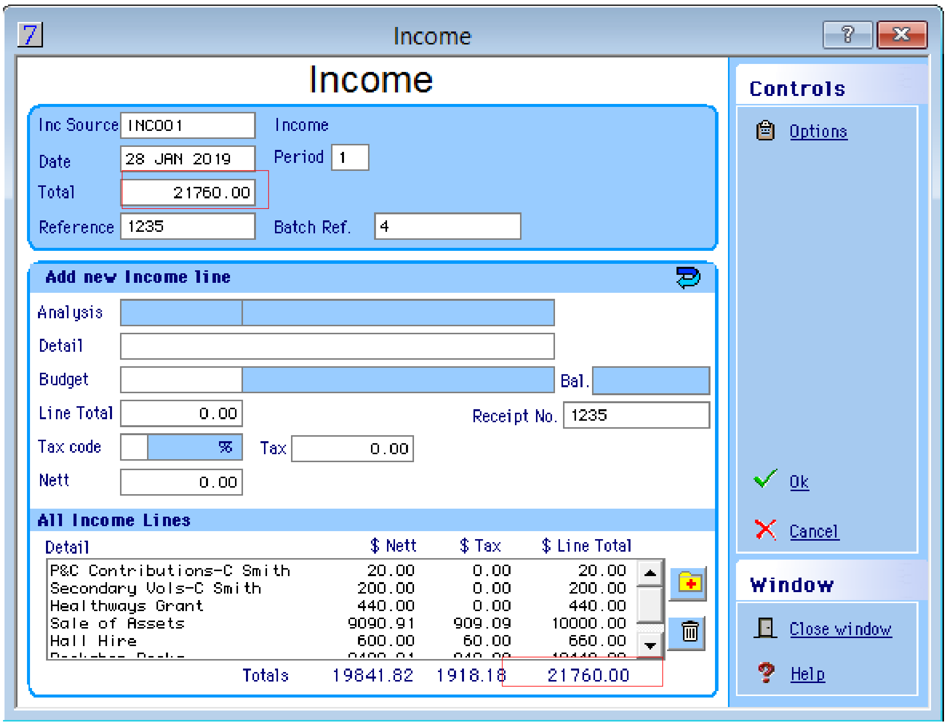
Add the Default Analysis Code C2200

Note: when creating budget codes with this method, users must complete the creation of the code by navigating to Records > Budget Accounts and entering the required income analysis code.

- Check the screen matches the screenshot below

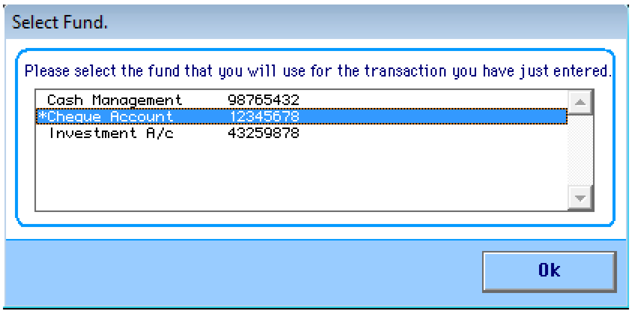


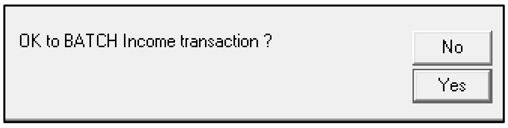
- Check that the total at the bottom of the screen equals the total at the top of the screen



- Click **OK**

- Click **OK** to select the **Cheque** account



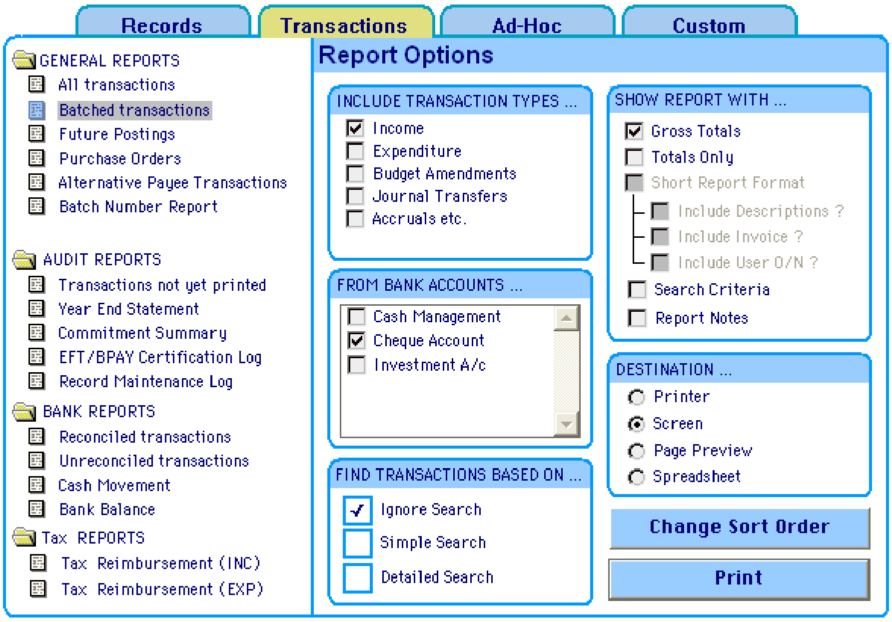


- Choose **Yes** to Batch the transaction

Activity: Checking the batch

Transactions > Reports > Batched Transactions

- Check the box next to **Income** (for an Income batch - turn the others off)
- Select the school's operating bank account – usually the cheque account
- Keep Gross Totals on



- Click on **Print**
- Check that all the transactions and tax codes as well as the totals are correct

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
4								
INC001	Income							
C3000	Bookshop							
C3005	Bookshop - Books							
Cheque Account								
Receipt Number	1231							
Bookshop Books								
Ref 1235		INC	28 JAN 2019	9490.91	949.09	1	10440.00	C1
4								
INC001	Income							
C1700	Fees from Facilities Hire							
C1705	Hire of Facilities							
Cheque Account								
Receipt Number	1232							
Hall Hire								
Ref 1235		INC	28 JAN 2019	600.00	60.00	1	660.00	C1
4								
INC001	Income							
C1900	Sale of Assets							
C1905	Sale of Assets							
Cheque Account								
Receipt Number	1233							
Sale of Assets								
Ref 1235		INC	28 JAN 2019	9090.91	909.09	1	10000.00	C1
4								
INC001	Income							
C2200	Grants from Other State Departments							
C2205	Healthways Grant							
Cheque Account								
Receipt Number	1234							
Healthways Grant								
Ref 1235		INC	28 JAN 2019	440.00		8	440.00	C1
4								
INC001	Income							
C1000	Contributions							
C1001	Secondary Voluntary Contributions 7							
Cheque Account								
Receipt Number	1235							
Secondary Vols-C Smith								
Ref 1235		INC	28 JAN 2019	200.00		0	200.00	C1
4								
INC001	Income							
N3000I	P & C Suspense Account							
N3005	P&C COntributions							
Cheque Account								
Receipt Number	1235							
P&C Contributions-C Smith								
Ref 1235		INC	28 JAN 2019	20.00		8	20.00	C1

Note: in the school office the Batched Transactions report must be printed and filed.

Key

INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

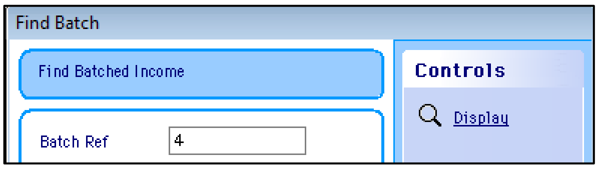
	Nett	Gross
Total Income	19841.82	21760.00
Budget Amendments	0.00	
Expenditure Against Budget	0.00	
Internal Charging	0.00	
Journal Transfers	0.00	

Transactions > Reports > General Reports > Batched Transactions

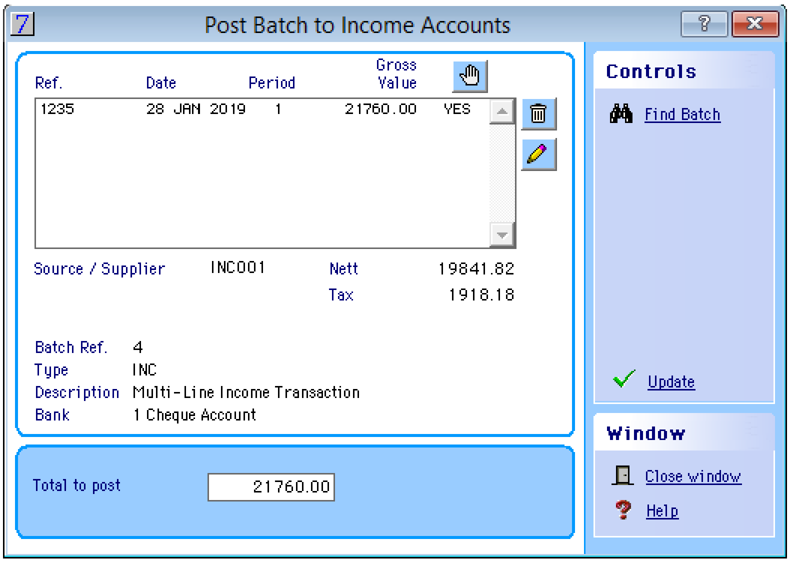
Activity: Updating an Income batch

Transactions > View/Post Batch

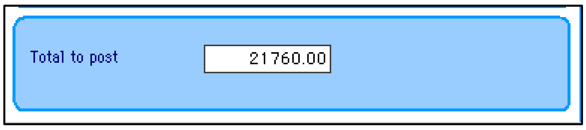
- Click on **Income**
- Click in the Batch Ref field
- Enter the batch number 4



- Click on **Display** or press <**Enter**>
- Click on  to change the word No to Yes



- The total to post appears in the lower window check that this is **$21,760**



- Click on 

- Click on **Yes** if you are sure you want to update
- The transactions are now correctly posted to the relevant Income accounts.

Activity: Checking the Comparative Budget

Reporting > Custom > Comparative Budget Report

- Examine the C accounts for the results of posting batch number 4

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
GENERAL FUND					
00PRE	Previous Year Closing Balance				
YYYY	Previous Year Closing Balance	(94,000)	(94,000)	(94,000.00)	
Balance for Previous Year Closing Balance		**(94,000)**	**(94,000)**	**(94,000.00)**	
10REV	Revenue Accounts				
C1001	Secondary Voluntary Contributions 7	(50,000)	(50,000)	(200.00)	(49,800)
C1305	P&C Donations	(2,000)	(2,000)	0.00	(2,000)
C1705	Hire of Facilities	(4,000)	(4,000)	(600.00)	(3,400)
C1805	Bank Interest	(1,000)	(1,000)	0.00	(1,000)
C1905	Sale of Assets	(10,000)	(10,000)	(9,090.91)	(909)
C2205	Healthways Grant			(440.00)	440
C3005	Bookshop - Books	(12,000)	(12,000)	(9,490.91)	(2,509)
C3205	Student-centred Funding	(100,000)	(100,000)	0.00	(100,000)
C5015	Miscellaneous Revenue	(2,988)	(2,988)	0.00	(2,988)
C5999	GST Rounding	(12)	(12)	0.00	(12)
Balance for Revenue Accounts		**(182,000)**	**(182,000)**	**(19,821.82)**	**(162,178)**
Total Funds Available		**(276,000)**	**(276,000)**	**(113,821.82)**	**(162,178)**

- Scroll down to the Balance of the General Fund

Note: As we have created the new Budget Code C2205 on the fly, a Budget Allocation has not been previously set up for this account. At school, a budget allocation would need to be entered for C2205 (Transactions > Budget >Income), which would then appear in the Current Budget column, but **NOT** the Fixed Budget column, as once the initial budgets have been fixed, they are never re-fixed again, regardless of any new budgets being created. We will not be doing this in training today

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
BALANCE OF GENERAL FUND		(87,000)	(87,000)	(113,821.82)	26,822
BALANCE ACCOUNTS					
50RES1	**Reserve Accounts**				
N1005	Administration Server Reserve			0.00	
N1630	Photocopier Resource Reserve			0.00	
Balance for Reserve Accounts				**0.00**	
60ADV	**Advance Accounts**				
N2505	Petty Cash - Admin Advance			0.00	
N2520	Postage Advance			0.00	
Balance for Advance Accounts				**0.00**	
70TRV	**Trust & Suspense Accounts**				
N3005	P&C Contributions			(20.00)	20
Balance for Trust & Suspense Accounts				**(20.00)**	**20**
80SFA	**DO NOT USE**				
N3210	DO NOT USE			0.00	
N3220	DO NOT USE			0.00	
Balance for DO NOT USE				**0.00**	
90GST	**GST Clearing Accounts**				
N3505	GST Clearing Account			0.00	
N3550	GST Effect Account			0.00	
Balance for GST Clearing Accounts				**0.00**	
BALANCE OF BALANCE ACCOUNTS				**(20.00)**	**20**
BALANCE OF ALL ACCOUNTS		**(87,000)**	**(87,000)**	**(113,841.82)**	**26,842**
Tax Position				1,918.18	
GRAND TOTAL				**(115,760.00)**	

Prepared By: Approved By:

Registrar Principal

Date Date

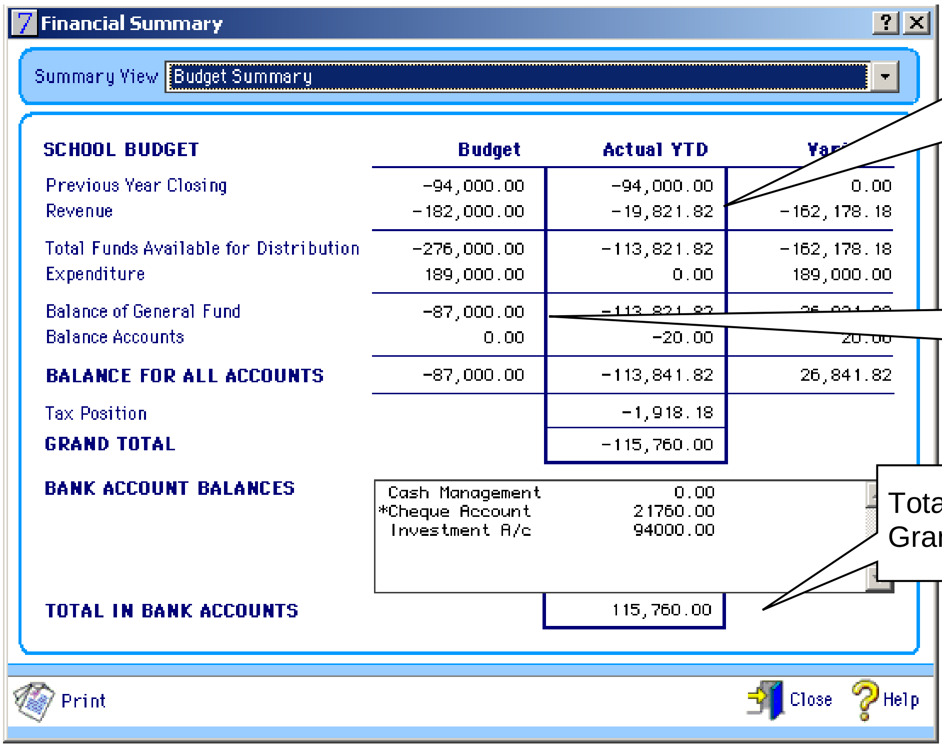
1. The opening balances for the Balance Accounts and Previous Year Closing Account Balance are accrued from the previous year.
2. The Grand Total equals the total of all bank accounts (cheque account plus investment accounts).

- Close the report

Activity: View the Financial Summary-Budget Summary

Financial Summary > Budget Summary

- Select Financial Summary from the top menu bar 
- Select **Budget Summary** from the drop down menu



Total income processed into the C accounts

Total of N Balance accounts

Total matches Grand total

- Close the Financial Summary window

16.1 Viewing the Current Tax Position

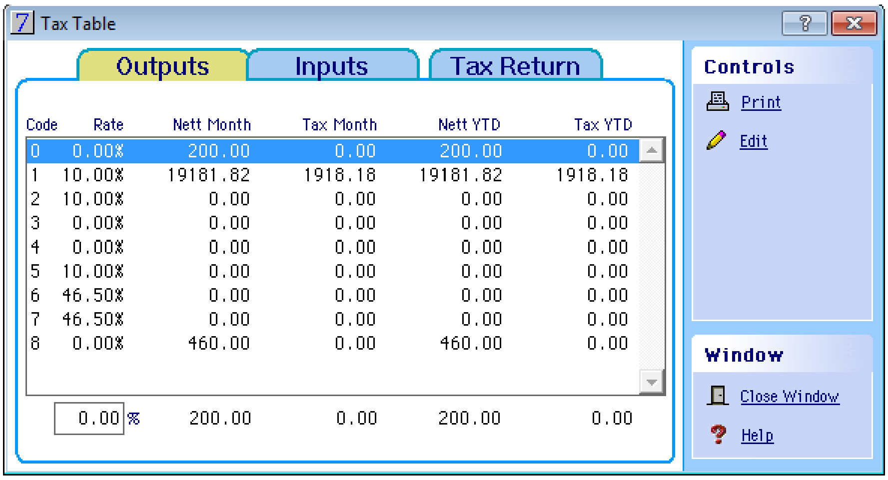
Up to this point we have processed one batch of receipts and some of these amounts received included GST. When a transaction is entered, RM Finance will automatically separate the GST component from the nett amount and will post the GST to a special area in RM Finance called the **'Tax Table'**. This can be viewed through the **Records** section.

Note: the amount of GST is <u>not posted</u> to your GST Clearing Account (e.g. N3505). This account is only used for tax refunds from and/or tax payments to the ATO.

Activity: Checking Records

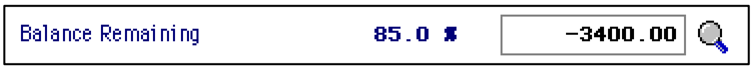
Records > Tax Table

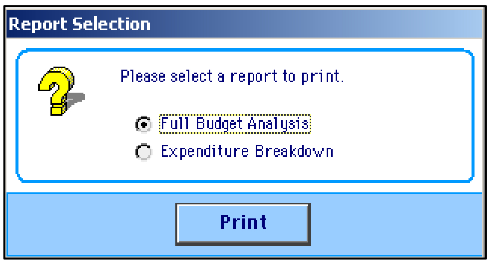
- View the tax table **Outputs** to see the result of your income processing



Records > Budget Accounts

- Click on **Find Record**
- Enter **C1705** and press **<Enter>**
- Click on the magnifying glass next to the **Balance Remaining**

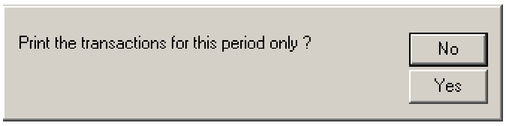




- Select the **Full Budget Analysis** and click **Print**

- Click **OK** (to output the report to the screen)

The following message will appear



- Click **No** (the user decides when to select yes)

The following message will appear

- Click **Yes**
- Follow the printer prompts

Budget Details (Year to Date)

Account	Description	Heading	Allocated	Spent	Committed	Total	Difference
C1705	Hire of Facilities	10REV	-4000.00	-600.00	0.00	-600.00	-3400.00

Budget Adjustments (Year to Date)

Description	Date	Type	Allocation	Current Allocated
Annual Budget Allocation 2019	28 JAN 2019	ALL	-4000.00	-4000.00

Cash Transactions Details (Year to Date)

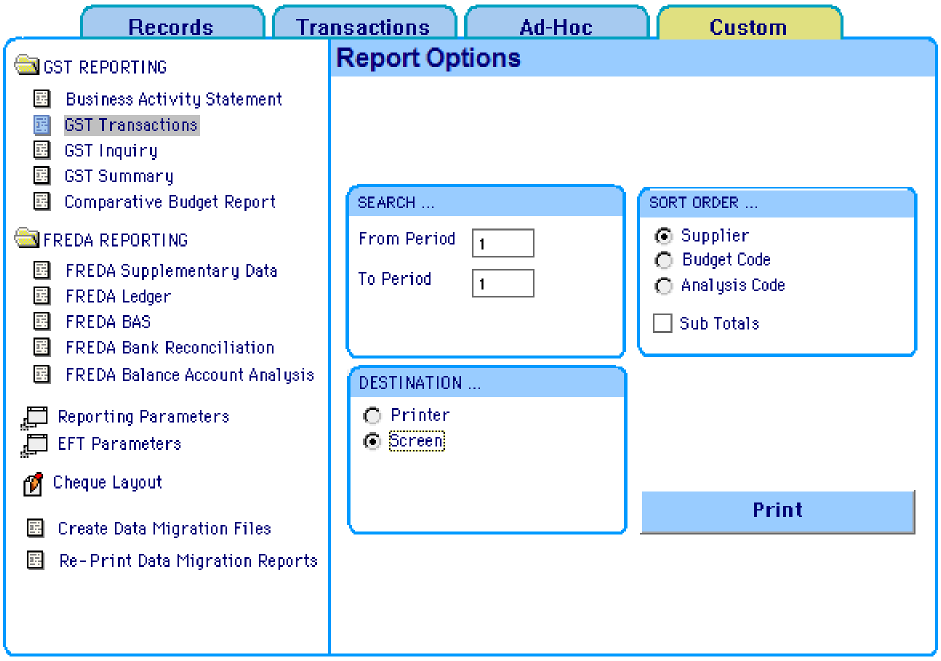
Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
Income	Hall Hire			1235	INC	28 JAN 2019	-600.00	-60.00	-660.00
Expenditure							**0.00**	**0.00**	**0.00**
Income							**-600.00**	**-60.00**	**-660.00**
Internal Charges							**0.00**	**0.00**	**0.00**
Totals							**-600.00**	**-60.00**	**-660.00**

- Close the report

Activity: GST Transactions & the Business Activity Statement

Reporting > Custom > GST Transactions

- The software automatically places the current period in the ***From Period*** and ***To Period*** unless the user is investigating transactions from a previous period where they are able to enter
- The required period is entered in the ***From*** and ***To*** fields manually. The **Sort Order Field** can be used to generate reports for Suppliers, Budget Codes and Analysis Codes.
- Ensure the Screen radio button is selected



- Click on the **Print** icon
- Click **OK**
- View the report and **Close**

RM Finance - West Coast District High School Page 1
Australian Reporting Module Report printed at 16:09 on the 28 JAN 2019 - Period 1
GST Transactions From Period 1 To Period 1

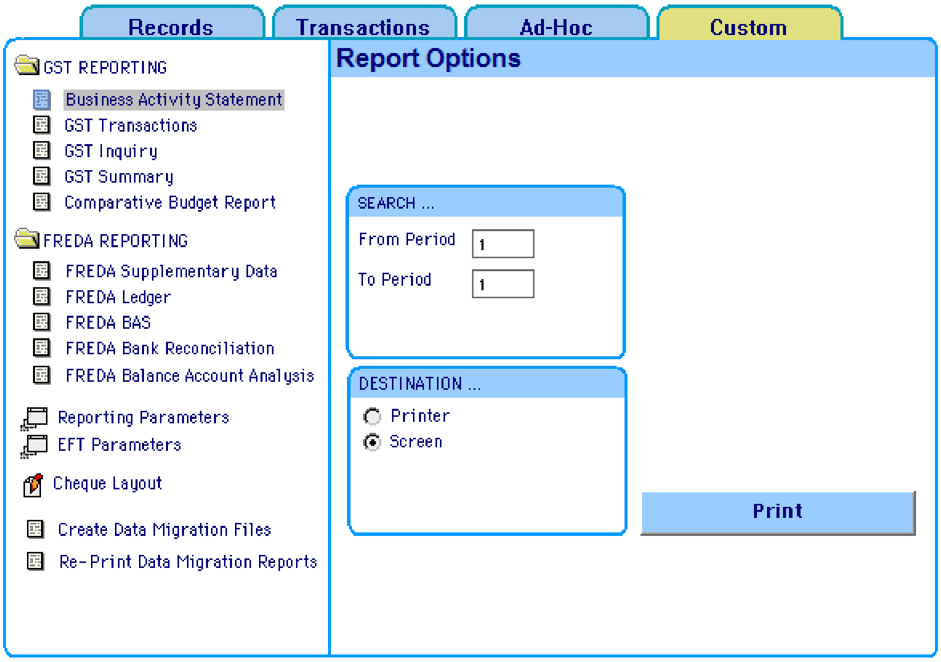
Account	Analysis	Budget		Type	Date	Nett	GST	Total	Voucher
INC001	C1000	C1001	1235	INC	28 JAN 2019	-200.00		-200.00	35
Total for GST code 0						-200.00		-200.00	
INC001	C1700	C1705	1235	INC	28 JAN 2019	-600.00	-60.00	-660.00	32
INC001	C1900	C1905	1235	INC	28 JAN 2019	-9090.91	-909.09	-10000.00	33
INC001	C3000	C3005	1235	INC	28 JAN 2019	-9490.91	-949.09	-10440.00	31
Total for GST code 1						-19181.82	-1918.18	-21100.00	
INC001	C2200	C2205	1235	INC	28 JAN 2019	-440.00		-440.00	34
INC001	N3000I	N3005	1235	INC	28 JAN 2019	-20.00		-20.00	36
Total for GST code 8						-460.00		-460.00	

Activity: The Business Activity Statement for Period 1

Reporting > Custom > Business Activity Statement

- The software automatically places the current period in the ***From Period*** and ***To Period*** unless the user is investigating transactions from a previous period where they are able to enter the required period in the ***From*** and ***To*** fields manually.

- Ensure the Screen radio button is selected



- Click on the **Print** button
- View and then close the report

Business Activity Statement

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

Period covered by this report

From Period	To Period
1	1

Debits			Credits		
Goods and services tax payable	1A	1918	Credits for goods and services tax paid	1B	0
Add 1A+1C+1E	2A	1918	Add 1B+1D+1F+1G	2B	0
GST net amount	3	1918			
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	1918	Add 2B+5B+6B	8B	0
Net amount of your obligations	9	1918			

Supplies you have made			Acquisitions you have made		
Total sales & income & other supplies	G1	21300	Capital acquisitions	G10	0
Exports	G2	0	Other acquisitions	G11	0
Other GST free supplies	G3	200	This is the total of your acquisitions	G12	0
Input taxed sales & income & other supplies	G4	0	Acquisitions for making input taxed sales	G13	0
Total of GST free and input taxed supplies	G5	200	Acquisitions with no GST in the price	G14	0
This is the total of your taxable supplies	G6	21100	Total estimated private use	G15	0
Adjustments	G7	0	This is the total of your non-creditable acquisitions	G16	0
This is the total of your taxable supplies after adjustments	G8	21100	This is the total of your creditable acquisitions	G17	0
Divide G8 by 11	G9	1918	Adjustments	G18	0
			The is the total of your creditable acquisitions after adjustments	G19	0
			Divide G19 by 11	G20	0
			Amounts withheld from invoices with no ABN	W4	0

The value of your obligations as calculated on a transaction by transaction basis	1918.18
The value of your obligations as calculated on the BAS	1918.00
This differs by	0.18

17 Payments Processing

Activity: Expenditure Processing

Enter and process the following batch of payments.These are usually entered from a batch of invoices Create any new suppliers as you go including their addresses and ABNs.

Record Keeping

- Complete the batch register for Batch No **5,** Ref From **2233** To **2238** (handwritten cheque numbers), Expend Payments Batch total - $**12,385**

BATCH REGISTER

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	
2		BA2	BA2										182000	
3		BA3	BA3										189000	
4		1231	1235		1	21760								
5		2233	2238	C	1		12385							

- Complete the tax code field in the table below

Supplier	Total	Ref	Analysis	Detail	Budget	Tax Code	O/N	Inv. No.	Notes
Water Corporation	**$60**	**2233**		**Water Charges**	**D1455**			**987654**	
Algar Burns Computing	**$5,500**	**2234**		**Computer**	**D1810**		**001**	**112233**	***Create new supplier/ Tick Asset box***
Grandma's Furniture Company	**$6,000**	**2235**		**Trophy Cabinet**	**D2005**		**002**	**666666**	***Tick Asset box/ Do not use the Alternate Payee***
Science Teachers Assoc WA	**$55**	**2236**		**Prof. Dev Course**	**D2705**		**003**	**88888**	***Payment will take budget over limit***
Bookland	**$550**	**2237**		**Books**	**D3005**		**004**	**P87632**	
A&M Bookshop	**$220**	**2238**	**D2480**	**Books**	**D5005**		**005**	**876543**	***Change the analysis code***
Batch Total	**$12,385**								

Note: the purchase of books to be used as teaching references or class sets by any cost centre is processed against the appropriate Budget code but will use Analysis code D2480. These books form part of the Library Collection in the Assets module.

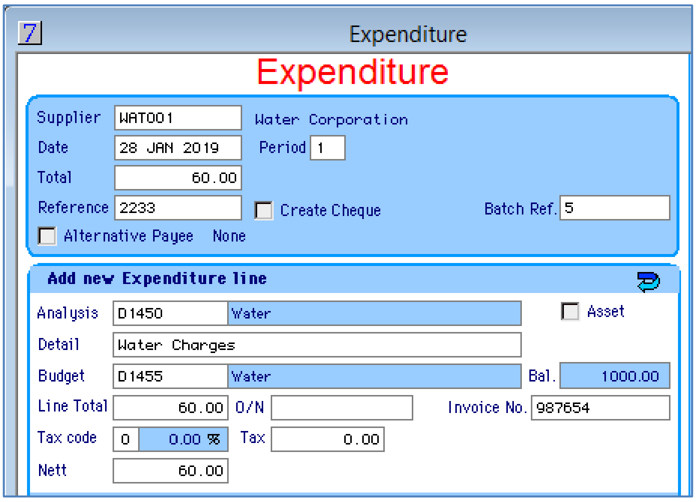
Transactions > Expenditure

- Type **WA** and press **<Tab>**

- Water Corp will be displayed – press <**Enter>** to select the Supplier

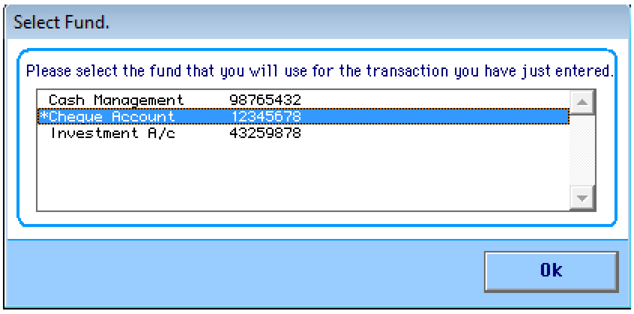
- Press **<Tab>** twice to enter the Supplier and accept the default date (today's)
- Ensure the '**Create Cheque'** is un-ticked
- Enter **60** for the Total and press **<Tab>**
- Enter **2233** for the **reference** (the first cheque number in this instance) and press **<Tab>**
- Enter **5** for the Batch reference number and press **<Tab>**
- Enter **Water Charges** as the detail for this payment and press **<Tab>**
- Enter **D1455** for the budget code and press **<Tab>**
- Enter **60** as the line total and press **<Tab>**
- Enter **0** for the **tax code** and press **<Tab>** three times
- Enter **987654** as the invoice order number and press **<Tab>**

Check the details against the screen shot below:



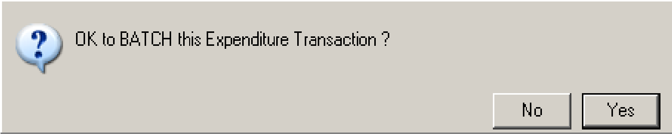
- If all details are correct press **<Tab>** to complete the transaction, the details move to the lower half of the screen and the transaction now has to be posted to the batch

- Click  or **<Enter>**



- Confirm that the Cheque account is selected & click **OK** or press **<Enter>**

The following message appears at the top of the screen:



- Click **Yes** if you wish to proceed or press **<Enter>**

Repeat the above steps to enter the remaining transactions from the table below:

Note: the cheque number will have automatically incremented for the remaining transactions.

Supplier	Total	Ref	Analysis	Detail	Budget	Tax Code	O/N	Inv. No.	Notes
Algar Burns Computing	**$5,500**	**2234**		**Computer**	**D1810**	**2**	**001**	**112233**	***Create new supplier/ Tick Asset box***
Grandma's Furniture Company	**$6,000**	**2235**		**Trophy Cabinet**	**D2005**	**2**	**002**	**666666**	***Tick Asset box/ Do not use the Alternate Payee***
Science Teachers Assoc WA	**$55**	**2236**		**Prof. Dev Course**	**D2705**	**1**	**003**	**88888**	***Payment will take budget over limit***
Bookland	**$550**	**2237**		**Purchase of Books**	**D3005**	**1**	**004**	**P87632**	
A&M Bookshop	**$220**	**2238**	**D2480**	**Books**	**D5005**	**1**	**005**	**876543**	***Change the analysis code***
Batch Total	**$12,385**								

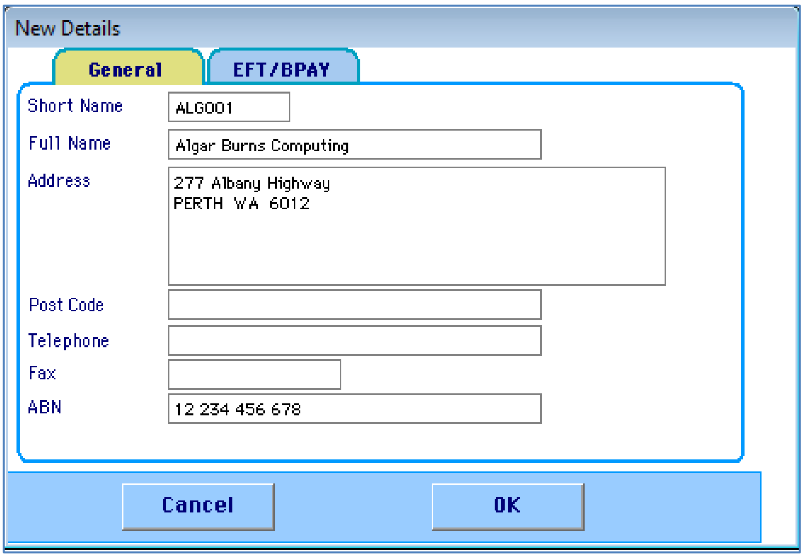
Note: for assets with a net value =>$5000 or a gross value =>$5500 tick the asset box. This will flag the item for importing into RM Assets.

Note: the purchase of books to be used as teaching references or class sets by any cost centre is processed against the appropriate Budget code but will use Analysis code D2480. These books form part of the Library Collection in the Assets module.

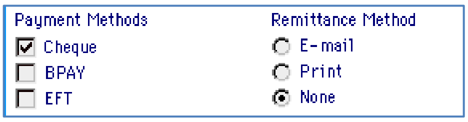
Creating a Supplier Account for Algar Burns Computing

- Enter ALG in Short Name and press Enter
- Click on 

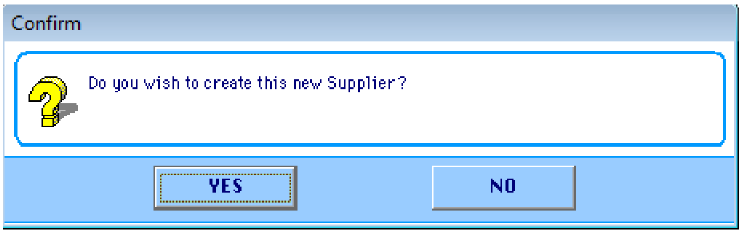
- Complete the details for Algar Burns as shown below



- Select the EFT/BPAY Tab
- Select Payment Method of Cheque
- Select Remittance Method of None

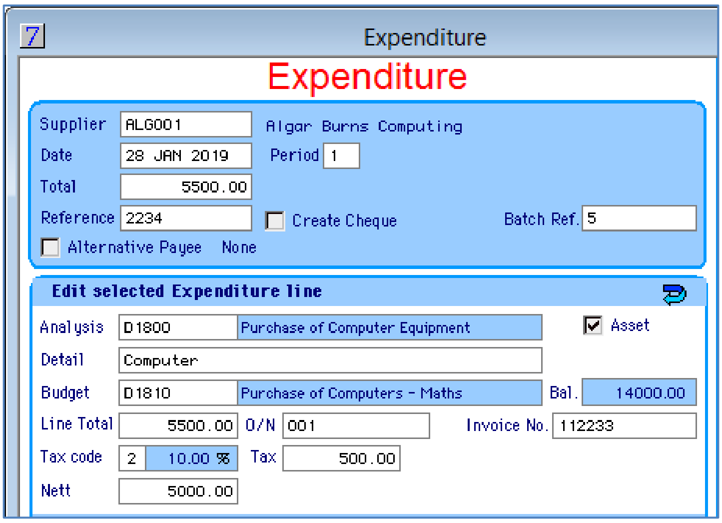


- Click **OK**



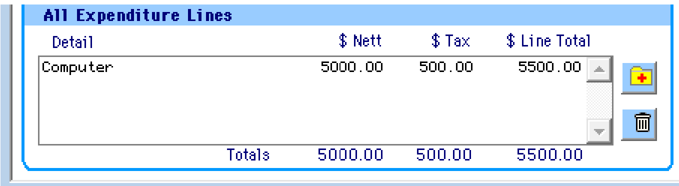
- Click **Yes** to create the supplier

Enter the rest of the details



Don't forget to tick the Asset Box

- <Tab> to the lower window



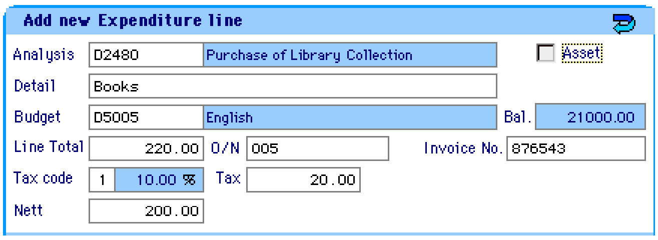
- Click 

- Ok to the Cheque Account
- Click Yes to post the batch

Continue entering the rest of the expenditure payments.

Changing the Analysis Code for Library Collection.

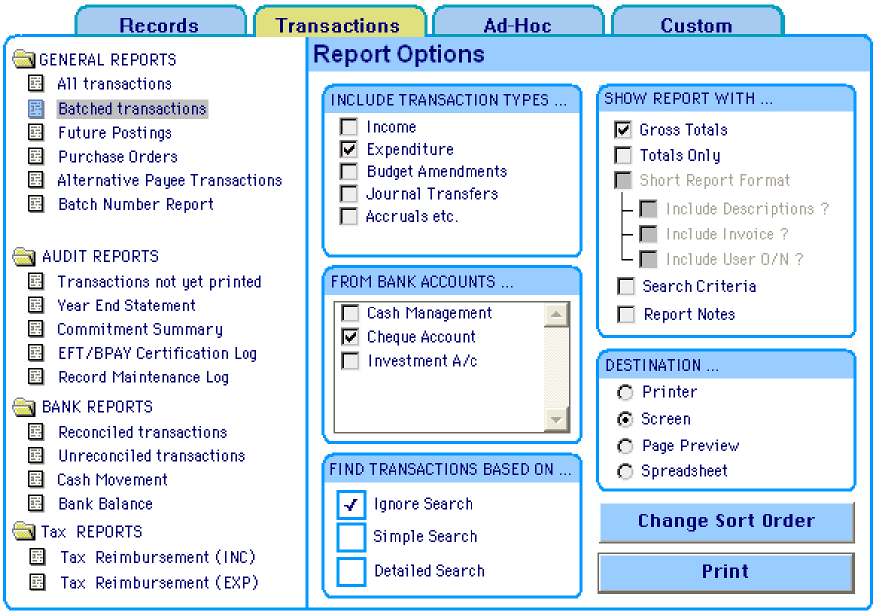
- Highlight over Analysis Code and enter **D2480**



Activity: Checking the batch

Transactions > Reports > Batched Transactions

- Check the box next to **Expenditure**
- Select the cheque account
- Keep **Gross Totals** on



- Click on **Print**
- Click on **OK**
- Check all the transactions, tax codes and totals are correct

Note: the Batched Transaction report must be printed and filed.

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
5								
WAT001	Water Corporation							
D1450	Water							
D1455	Water							
Cheque Account								
Invoice Number	987654							
Water Charges								
Ref 2233		ESP	28 JAN 2019	60.00		0	60.00	C1
5								
GRA001	Grandma's Furniture Company							
D2000	Purchase of Furniture & Fittings							
D2005	Furniture - Administration							
Cheque Account								
Invoice Number	666666							
User Order Number	002							
Trophy Cabinet								
Ref 2235		ESP	28 JAN 2019	5454.55	545.45	2	6000.00	C1
5								
SCI001	Science Teachers' Association of WA							
D2700	Professional Development							
D2705	Professional Dev - Teaching Staff							
Cheque Account								
Invoice Number	88888							
User Order Number	003							
Prof Dev Course								
Ref 2236		ESP	28 JAN 2019	50.00	5.00	1	55.00	C1
5								
BOO001	Bookland							
D3000	Bookshop Purchases							
D3005	Bookshop - Books							
Cheque Account								
Invoice Number	P87632							
User Order Number	004							
Books								
Ref 2237		ESP	28 JAN 2019	500.00	50.00	1	550.00	C1
5								
A&M001	A&M Bookshop							
D2480	Purchase of Library Collection							
D5005	English							
Cheque Account								
Invoice Number	876543							
User Order Number	005							
Books								
Ref 2238		ESP	28 JAN 2019	200.00	20.00	1	220.00	C1
5								
ALG001	Algar Burns Computing							
D1800	Purchase of Computer Equipment							
D1810	Purchase of Computers - Maths							
Cheque Account								
Invoice Number	112233							
Computer								
Ref 2234		ESP	28 JAN 2019	5000.00	500.00	2	5500.00	C1

Check the correct tax code has been selected.

Check the batch total is correct $12,385.00

Key

INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

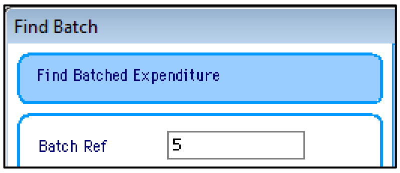
	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	11264.55	12385.00
Internal Charging	0.00	
Journal Transfers	0.00	

Activity: Editing a Batch

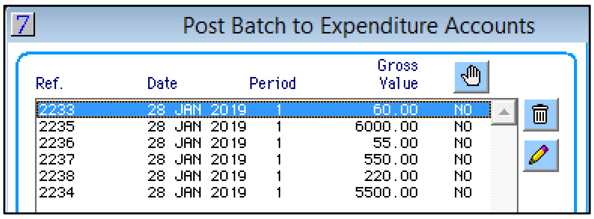
If corrections are required make them as follows:

Transactions > View/Post Batch > Expenditure and Credit Notes

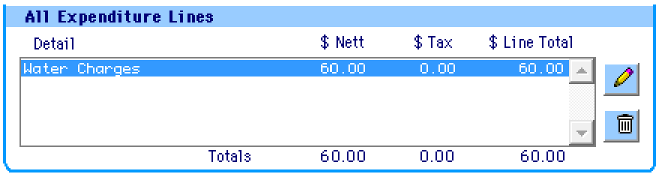
- Click in the Batch Ref field
- Enter the batch number **5**



- Click on **Display** or press <**Enter**>
- Highlight the transaction line to be edited



- Click 
- Highlight the transaction line in the bottom screen



- Make the change or alternatively delete the transaction
- Click OK, OK to the cheque account and Yes to batch

The user will be returned to the Post Batch window.

IMPORTANT

When making changes to transactions, the user must tab back down to the All Expenditure Lines screen in order for the change to apply before clicking the Ok tick.

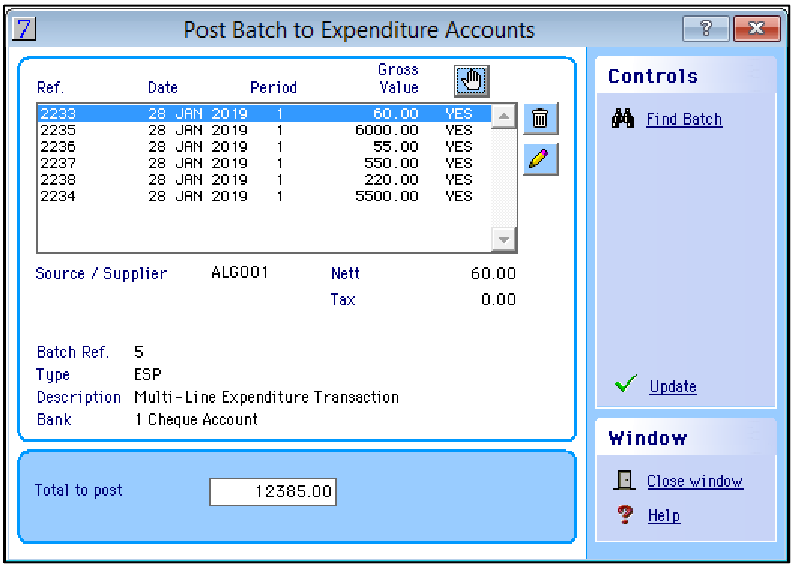
.

Note: if corrections are made to a batch, the Batched Transaction Report must be printed to reflect the correction and then filed.

Activity: Updating the Expenditure batch

Transactions > View/Post Batch

- Click on **Expenditure and Credit Notes**
- Click in the **Batch Ref** field
- Enter the batch number **5**
- Click on **Display** or press <**Enter**>
- Click on  to change the word No to Yes
- The total to post appears in the lower window.   Check this is **$12,385.00**



- Click on 

- Click **Yes** to post the batch

Activity: Checking the Comparative Budget

The transactions are now correctly posted to the relevant Expenditure accounts.

Reporting > Custom > Comparative Budget Report

- Examine the D accounts for the results of posting batch number 6

20EXP	Expenditure Accounts				
D1025	Stationery & Office Supplies	20,000	20,000	0.00	20,000
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment - Non Employees			0.00	
D1087	Bank Fees and Charges	500	500	0.00	500
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water	1,000	1,000	60.00	940
D1510	Facilities - cleaning	3,000	3,000	0.00	3,000
D1605	Faults Management	50,000	50,000	0.00	50,000
D1615	Computer Repairs	1,500	1,500	0.00	1,500
D1810	Purchase of Computers - Maths	14,000	14,000	5,000.00	9,000
D2005	Furniture - Administration	7,000	7,000	5,454.55	1,545
D2705	Professional Dev - Teaching Staff			50.00	(50)
D2710	Staff Development - Admin	20,000	20,000	0.00	20,000
D3005	Bookshop - Books	3,000	3,000	500.00	2,500
D4808	Refund of Facilities Hire			0.00	
D4999	GST Rounding			0.00	
D5005	English	21,000	21,000	200.00	20,800
D5110	Numeracy	20,000	20,000	0.00	20,000
D5305	Science	18,000	18,000	0.00	18,000
Balance for Expenditure Accounts		**179,000**	**179,000**	**11,264.55**	**167,735**

17.1 Viewing the Current Tax Position

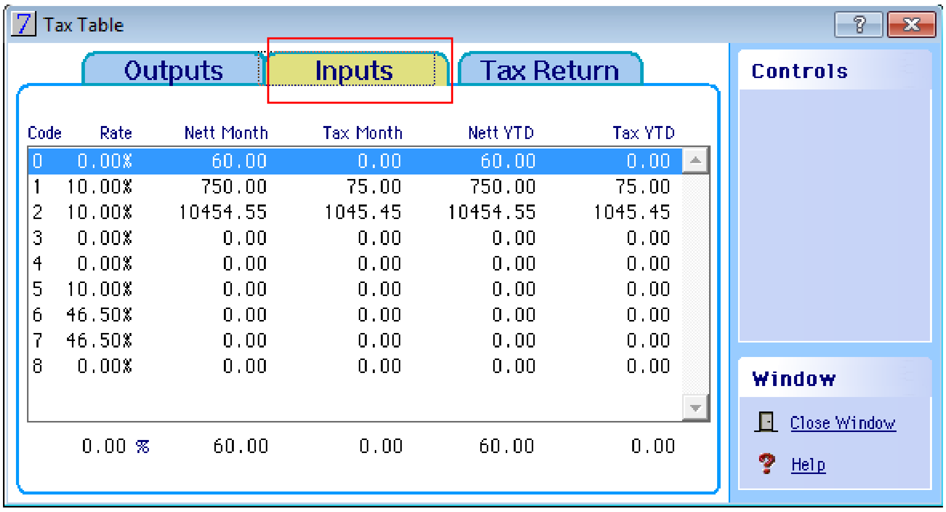
Up to this point we have processed one batch of receipts and some of these amounts received included GST. When a transaction is entered, RM Finance will automatically separate the GST component from the nett amount and will post the GST to a special area in RM Finance called the **'Tax Table'**. This can be viewed through the **Records** section.

Note: the amount of GST is not posted to your GST Clearing Account (eg: N3505). This account is only used for tax refunds from and/or tax payments to the ATO.

Activity: Checking the Tax Position

Records > Tax Table > Inputs Tab

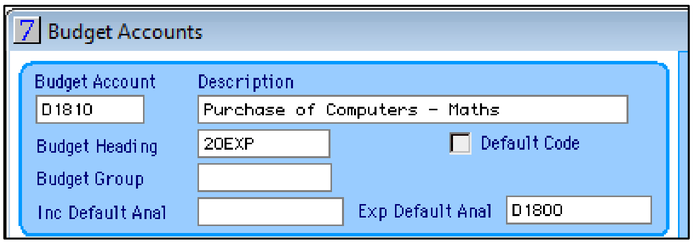
- Click on the **Inputs** tab and view the tax table Inputs to see the result of your expenditure processing.



- Close the Tax Table

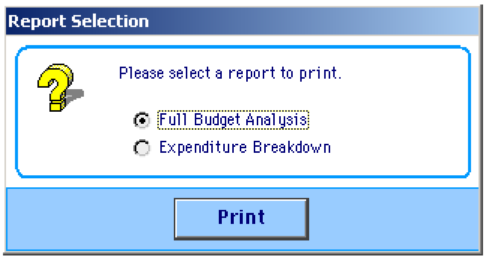
Records > Budget Accounts

- Click on **Find Record**
- Enter **D1810** and press **<Enter>**



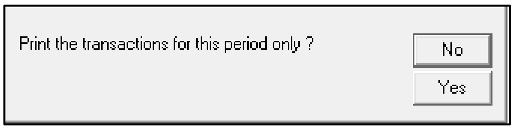
- Click on the magnifying glass next to the Balance Remaining

- Select the **Full Budget Analysis** and click **Print**



- Click **OK** (to output the report to the screen)

The following message will appear



- Click **No**

The following message will appear

- Click **Yes**

- Click **OK**
- Follow the printer prompts

Budget Details (Year to Date)

Account	Description	Heading	Allocated	Spent	Committed	Total	Difference
D1810	Purchase of Computers - Maths	20EXP	14000.00	5000.00	0.00	5000.00	9000.00

Budget Adjustments (Year to Date)

Description	Date	Type	Allocation	Current Allocated
Annual Budget Allocation 2019	28 JAN 2019	ALL	14000.00	14000.00

Cash Transactions Details (Year to Date)

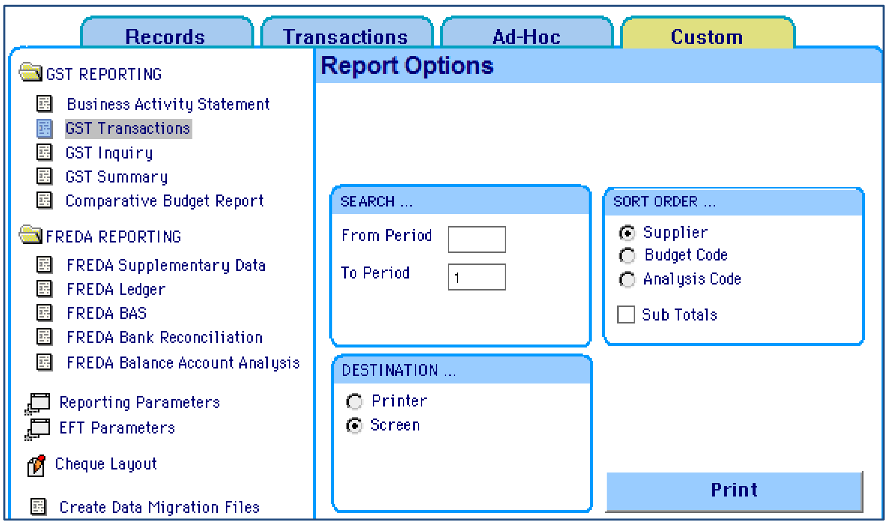
Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross	Voucher
Algar Burns Computing	Computer		112233	2234	ESP	28 JAN 2019	5000.00	500.00	5500.00	42
Expenditure							**5000.00**	**500.00**	**5500.00**	
Income							**0.00**	**0.00**	**0.00**	
Internal Charges							**0.00**	**0.00**	**0.00**	
Totals							**5000.00**	**500.00**	**5500.00**	

- Close the Budget Analysis Report
- Follow the printer prompts back to Portrait

Activity: GST Transactions & the Business Activity Statement

Reporting > Custom > GST Transactions

- Click in the field **To Period** (the software will automatically place the correct period number in the field for you or you can type a period number in the field)



- Click on the **Print** button
- Click **OK**
- View the report

Account	Analysis	Budget		Type	Date	Nett	GST	Total	Voucher
WAT001	D1450	D1455	2233	ESP	28 JAN 2019	60.00		60.00	37
Total for GST code 0						60.00		60.00	
A&M001	D2480	D5005	2238	ESP	28 JAN 2019	200.00	20.00	220.00	41
BOO001	D3000	D3005	2237	ESP	28 JAN 2019	500.00	50.00	550.00	40
SCI001	D2700	D2705	2236	ESP	28 JAN 2019	50.00	5.00	55.00	39
Total for GST code 1						750.00	75.00	825.00	
ALG001	D1800	D1810	2234	ESP	28 JAN 2019	5000.00	500.00	5500.00	42
GRA001	D2000	D2005	2235	ESP	28 JAN 2019	5454.55	545.45	6000.00	38
Total for GST code 2						10454.55	1045.45	11500.00	

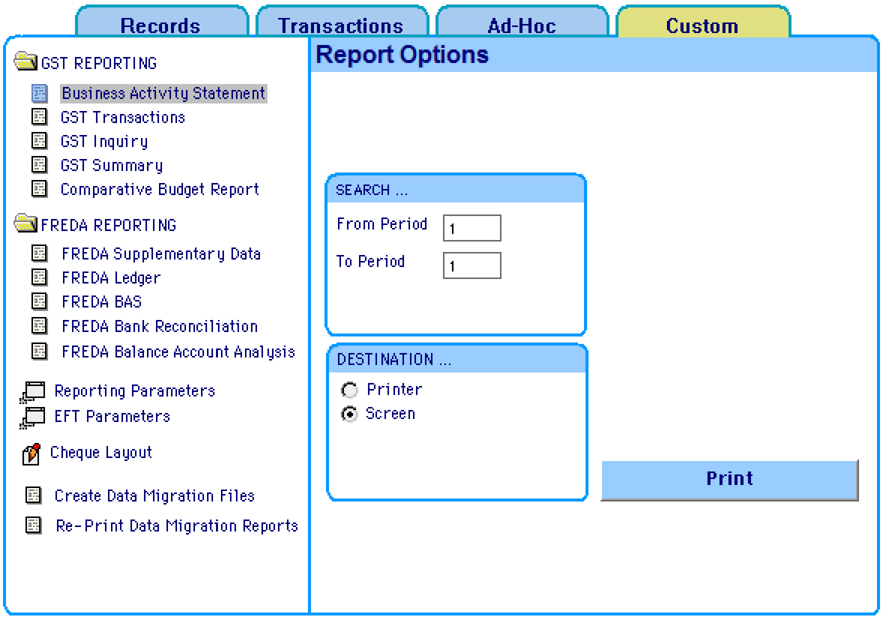
Totals for	**Expenses**	11264.55	1120.45	12385.00

- Close the report

Activity: Viewing the Business Activity Statement for Period 1

Reports > Custom > Business Activity Statement

- The current period will be displayed by default
- Ensure the Screen radio button is selected



- Click **Print**

Business Activity Statement

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

Period covered by this report

From Period	To Period
1	1

Debits			Credits		
Goods and services tax payable	1A	1918	Credits for goods and services tax paid	1B	1120
Add 1A+1C+1E	2A	1918	Add 1B+1D+1F+1G	2B	1120
GST net amount	3	798			
Total amounts withheld from all payments	4	0			
Add 2A+4+5A+6A+7	8A	1918	Add 2B+5B+6B	8B	1120
Net amount of your obligations	9	798			

Supplies you have made			Acquisitions you have made		
Total sales & income & other supplies	G1	21300	Capital acquisitions	G10	11500
Exports	G2	0	Other acquisitions	G11	885
Other GST free supplies	G3	200	This is the total of your acquisitions	G12	12385
Input taxed sales & income & other supplies	G4	0	Acquisitions for making input taxed sales	G13	0
Total of GST free and input taxed supplies	G5	200	Acquisitions with no GST in the price	G14	60
This is the total of your taxable supplies	G6	21100	Total estimated private use	G15	0
Adjustments	G7	0	This is the total of your non-creditable acquisitions	G16	60
This is the total of your taxable supplies after adjustments	G8	21100	This is the total of your creditable acquisitions	G17	12325
Divide G8 by 11	G9	1918	Adjustments	G18	0
			The is the total of your creditable acquisitions after adjustments	G19	12325
			Divide G19 by 11	G20	1120
			Amounts withheld from invoices with no ABN	W4	0

The value of your obligations as calculated on a transaction by transaction basis	797.73
The value of your obligations as calculated on the BAS	798.00
This differs by	-0.27

- View and Close

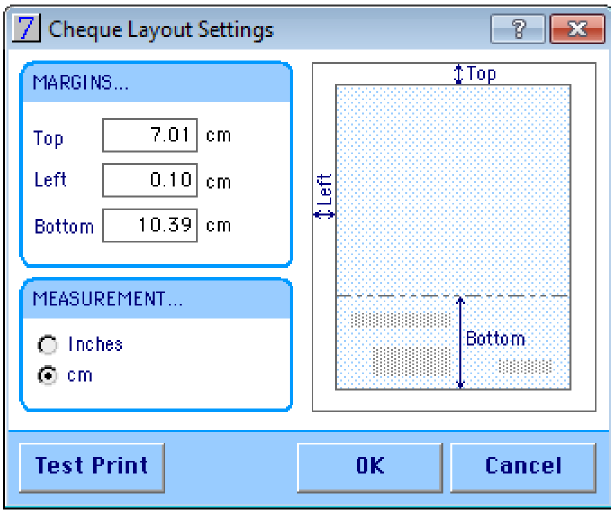
17.2 Payments Printing

Before printing cheques for the first time, it is recommended you carry out a test print to ensure that your cheque format is compatible with the system layout.

Note: only users with System Manager Access rights will be able to adjust the cheque layout.

Method for Test Printing Cheques

- Click on **Reporting**
- Click on **Custom**
- Click on **Cheque Layout**
- The following screen will appear



- Click on **Test Print**. A Message appears: **Print a test page?**
- Click on **Yes**

Compare the test print with your pre-printed cheque. If the fields do not align, alter the top, left and/or bottom measurements as necessary. (The 'Top' measurement relates to the remittance advice, the 'Left' measurement determines how far from the left hand margin the cheque information will be printed and the 'bottom' measurement indicates how far from the bottom of the page the cheque information is printed.)

- Click on **Test Print** and compare the fields again.
- Continue to adjust the measurements until all fields align correctly.
- Click on **OK** to save.

Note: any changes to cheque layout settings will need to be updated on each workstation

THE MANAGER

Bank: ....

Branch: ....

Dear Sir/Madam

We have today placed an order with ....
for the supply of cheques, details of which are as follows:

1. Quantity ....
2. Numbered ....
3. Account Name ....
4. Account Number ....
5. Overprinted with: “No Stamp Duty Payable”

Would you please supply to ....
the necessary bank authority, enabling printing of these cheques to commence.

Yours faithfully

....
Signature and School stamp

Activity: Expenditure processing with System Cheques

In order to print system cheques this option must be selected via System Manager > Options > Transactions > Payments Printing.

Record Keeping

Record the Batch Register for Batch No 6, no reference at this point (we will enter the reference numbers when we print the cheques), and the batch total of $440.00.

BATCH REGISTER

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	
2		BA2	BA2										182000	
3		BA3	BA3										189000	
4		1231	1235		1	21760								
5		2233	2238	C	1		12385							
6		12348		C	1		440							

Enter the Tax codes for the following transactions

Supplier	Total	Alternate Payee	Detail	Budget Code	Line Total	Tax Code	O/N	Invoice
Supply West	$110		Files and Folders	D1025	$55		006	1287S
			Stationery	D5005	$25		006	1287S
			Math Aids	D5110	$30		006	1287S
Marty's	$110		Cleaning of Gutters	D1510	$110		007	98756T
Anytime Computer	$220	Tick Alternative Payee box	Service of computer by Mr Fix IT	D1615	$220		008	12542
Batch Total: $440.00								

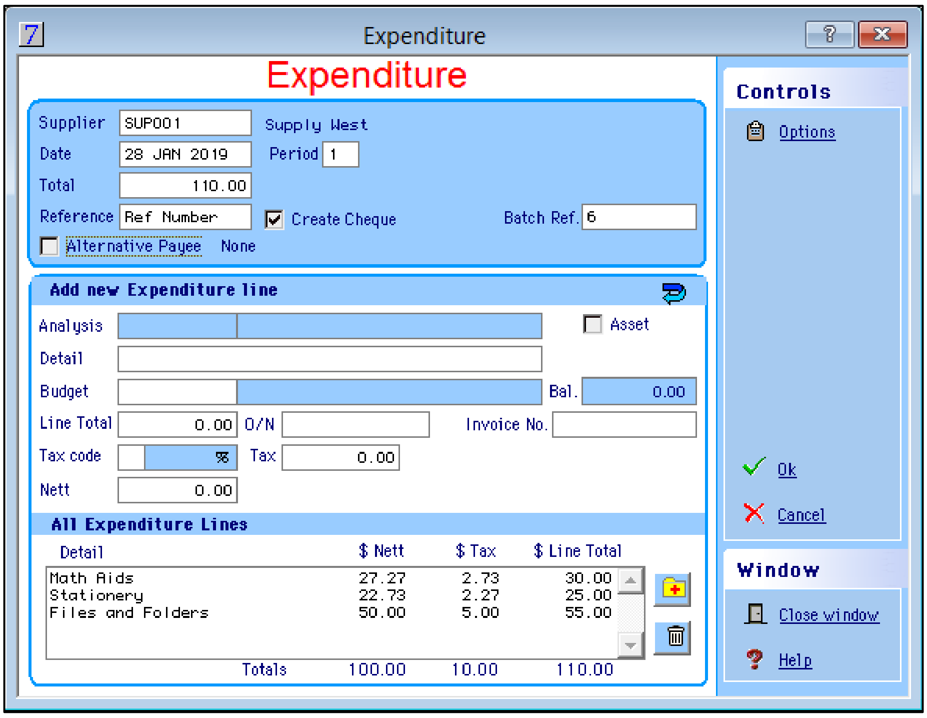
Transactions > Expenditure

Note: the 'Create Cheque' option can also be turned on or off on this screen.

- Click in the Supplier field and type **SUP001** and press **<Tab>**
- Enter **110** in the **Total** field and press **<Tab>** three times
- Type **6** in the Batch Ref <**Tab**>
- Enter **Files and Folders** as the Detail and press **<Tab>**
- Select the Budget Code **D1025** and press **<Enter>**
- Press **<Tab>**
- Enter $**55** for the line total and press **<Tab>**
- Enter the Tax Code **1** and press **<Tab>**
- Enter O/N **006** and press <**Tab**> twice
- **1287S** as the invoice number and press **<Tab>**
- Enter the two remaining lines for Supply West as per the table below:

Supplier	Detail	Budget Code	Line Total	Tax Code	O/N	Invoice
Supply West	Stationery Math Aids	D5005 D5110	25.00 30.00	1 1	006 006	1287S 1287S

- Check the details with the screenshot below:



- Click **OK** (or press **<Enter>**)
- Click **OK** (or press **<Enter>**)
- Click **Yes** to batch the Transaction

Repeat the above steps to continue entering the remaining transactions from the table below:

Supplier	Line Total	Alternate Payee	Detail	Budget Code	Tax Code	O/N	Invoice
Marty's	$110.00		Cleaning of gutters	D1510	0	007	98756T
Anytime Computer ***(*see below)***	$220.00	Tick Alternate Payee box	Service of computer by Mr Fix IT	D1615	1	008	12542

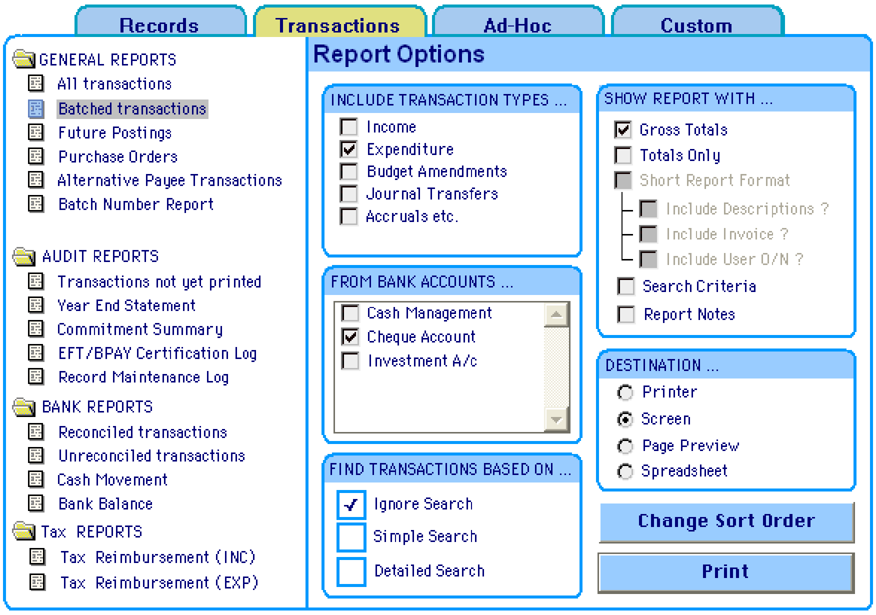
Note: Marty has provided a Statutory Declaration stating that he is a hobbyist, which means he doesn't need an ABN and therefore is unable to provide a Tax Invoice. Hobbyists who are not registered for GST are processed under Tax code 0 for transactions which do not include 10% GST, which in turn is recorded against G14 on the BAS - Acquisitions with no GST in the price.

Note: Anytime Computers have asked the school to pay Mr Fix IT directly. Mr Fix IT is an Alternative Payee for Anytime Computer, tick the Alternative Payee box at the top left of the screen.

Transactions > Reports

- Click 

- Select Batched Transactions
- Check the box in front of **Expenditure**
- Check the box in front of the **Cheque account**



- Click **Print**

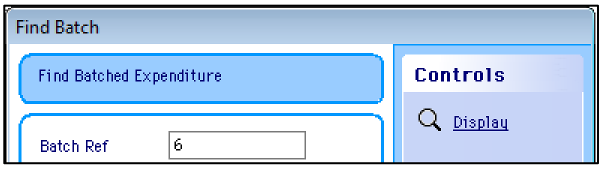
- Check the details in the report and if all transactions are correct the user may now update the
- Batch.

- If transactions need editing this can be done at this stage, remember to reprint the batched
- transaction report prior to updating the batch.

Note: the Batched Transactions report must be printed and filed.

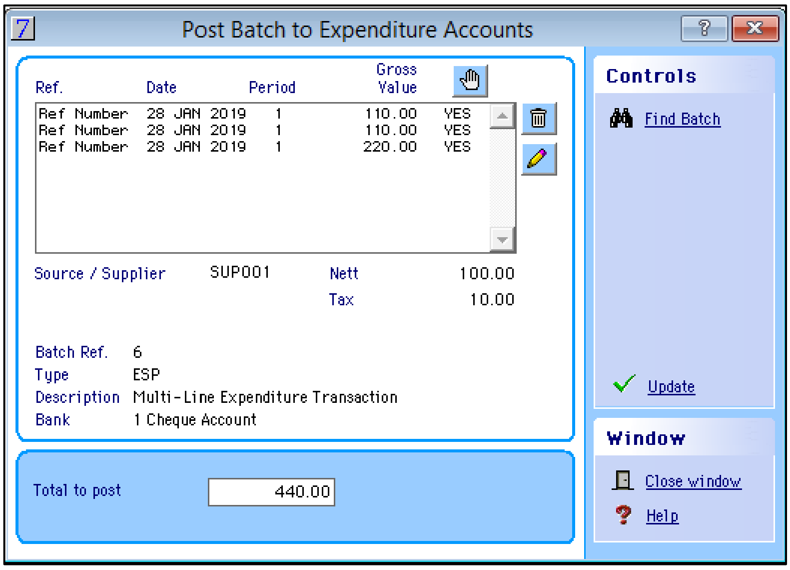
Transactions > View/Post Batch > Expenditure & Credit Notes

- Enter **6** in the Batch Ref field



- Click **Display**

- Click on  to select all transactions for posting



- Click 

- Click **Yes** to complete the posting of this cheque batch

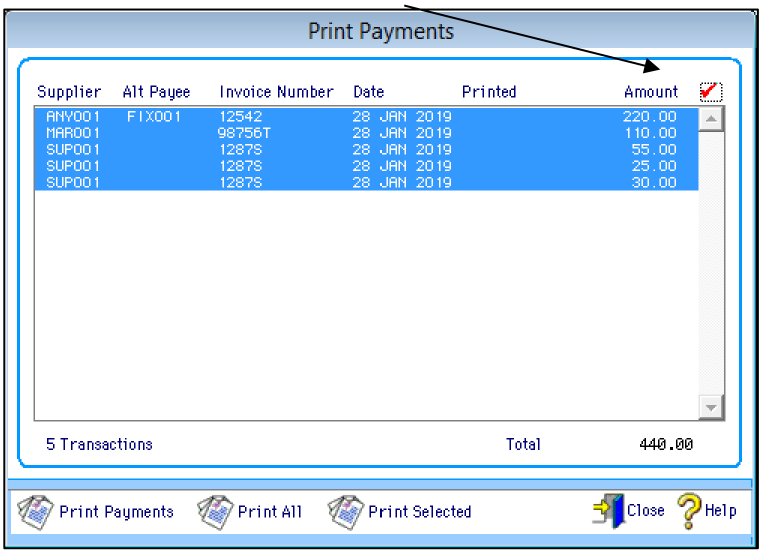
Activity: Printing System Cheques

File > Page Setup

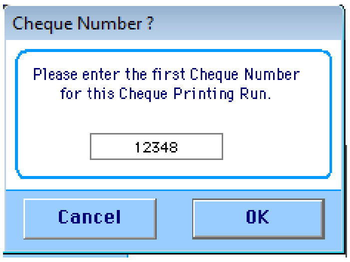
- Check that your printer orientation is set to Portrait

Transactions > Payments > Print Payments

- Click on the red tick to select all payments for processing **or** highlight the cheques to be printed

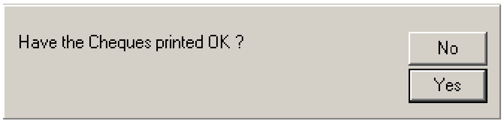


- Click on **Print Payments**
- Enter the **first cheque number <u>12348</u>.** (from your pre-printed cheques



- Click on **OK**

The following message will be displayed



Check the printer to ensure that cheques have printed correctly before answering **Yes** to this question.

Record Keeping

- Enter the first cheque number **12348** on the Batch Register in the **From** field

17.3 Printing a Remittance Report

It is possible to obtain a report listing the cheques that have been printed**.**

Method for Printing a Remittance Report

- Click on Transactions
- Click on **Payments**
- Click on Remittance Report
- Enter **cheque numbers** and/or suppliers if required
- Click on the **Printer** icon
- Click on Screen & Click on OK

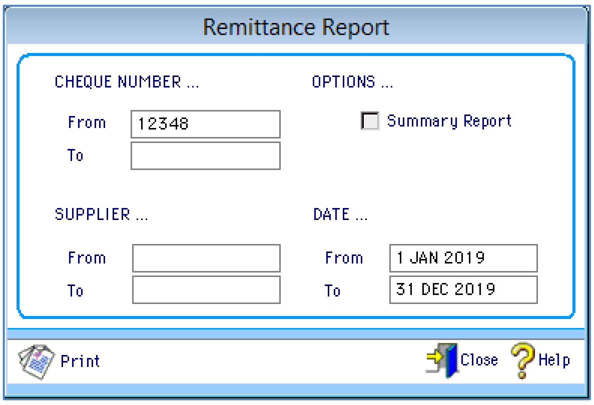
It is recommended that a Remittance Report is printed for each Expenditure Batch that is associated with System Generated cheques. This remittance report should be filed with the associated Expenditure batched transactions report

For Audit purposes the cheque number for each invoice must be handwritten onto the original invoice.

Activity: Generating a Remittance Report

Transactions > Payments > Remittance Report

- Click on Remittance Report
- Enter the first cheque number for this cheque run



Note: when the Remittance Report window is opened, the From and To date range will automatically be populated with the first and last dates of the current calendar year. These can be changed.

- Click on **Print**
- Ensure the **Screen** is selected
- Click **OK** to print the report

RM Finance - West Coast District High School			Printed 28 JAN 2019, at 09:47
Remittance Report			Page 1
Date	**Invoice No.**	**Detail**	**Total**
28 JAN 2019	12542	Service of computer by Mr Fix-IT	220.00
Chq Number 012348	**28 JAN 2019**	**Anytime Computer Repair Services**	**220.00**
28 JAN 2019	98756T	Cleaning of Gutters	110.00
Chq Number 012349	**28 JAN 2019**	**Marty's Odd Job Service**	**110.00**
28 JAN 2019	1287S	Files and Folders	55.00
28 JAN 2019	1287S	Stationery	25.00
28 JAN 2019	1287S	Math Aids	30.00
Chq Number 012350	**28 JAN 2019**	**Supply West**	**110.00**
3 Payments Printed		**Total**	**440.00**

- Close the report

Record Keeping

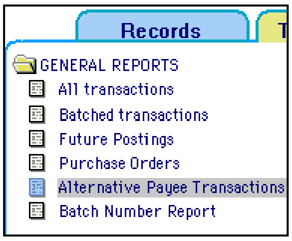
- Enter the number of the last cheque in the **To** field on the batch register (12350)

17.4 Alternative Payee Reports

This report will show all transactions that used the alternative payee.

Activity: Method for Printing Alternative Payee report

Transactions > Reports Reports



- Select **Alternative Payee Transactions** report
- Select the screen output

Posting Detail			Type	Date	Nett	Tax	Total	Voucher
ANY001	Anytime Computer Repair Services							
FIX001	Mr Fix-IT							
D1600	Repairs & Maintenance							
D1615	Computer Repairs							
Cheque Account								
Invoice Number	12542							
Order Number	n/a							
User Order Number	008							
Batch Ref	6							
Service of computer by Mr Fix-IT								
Ref 012348		SCHAD	ESP	28 JAN 2019	200.00	20.00 1	220.00	47
Total for Supplier	ANY001				200.00	20.00	220.00	
Total for Alt. Payee	FIX001				200.00	20.00	220.00	

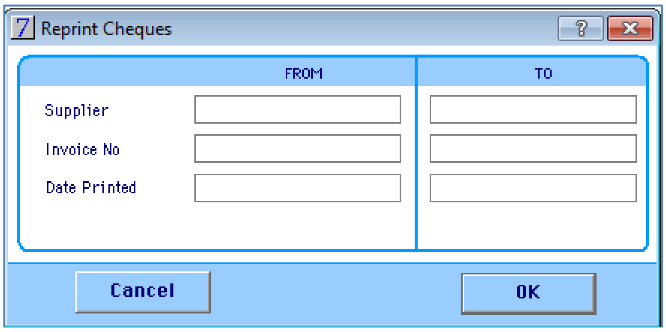
- View and close the report

17.5 Re-Printing Cheques

It is possible to re-print cheques if required. If you need to reprint cheques it is necessary to contact your SFC for advice.

Method for Re-Printing Cheques

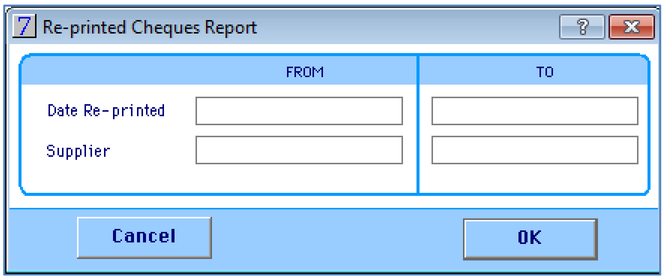
- Click on Transactions
- Click on **Payments**
- Click on Re-Print Payments
- Enter the appropriate information
- Click on **OK**
- Enter the appropriate **cheque number**
- Click on **OK**



17.5.1 Re-Printed Cheques Report

Transactions > Payments > Reprinted Cheque Report

- Enter the date or supplier range of the reprinted cheques



Note: this will not be done in training

18 Review

In the spaces provided, write the **main steps** involved in performing each of the following operations.

1. **Create a new budget account code.**

2. **Allocate an expenditure budget of $5000 to this new account.**

3. **How would we Fix the Budget once the Income and Expenditure budgets have been entered?**

4. **Create a new supplier.**

5. **Enter and process a batch of receipts (Income) or invoices (Expenditure)**

6. **Print a cheque run for all amounts not yet printed (i.e. actually print the cheques**

19 Budgets II

19.1 Budget Adjustments and Transfers

Throughout the course of the year, it will probably be necessary to make adjustments to budget figures. This needs to be handled carefully as some of the procedures will be a little different to those used previously.

There are two methods for performing budget adjustments. These are;

- Virements, used to transfer money allocated to Budget Accounts
- Budget revisions (Income/Expenditure), used to budget for any unexpected income or expenditure

Budget Revisions are used:

- To change existing income or expenditure budget allocations
- To allocate unexpected income during the year
- To allocate Photocopying, School Bus Hire, PD and similar type costs to cost centres. Cost centre ‘D’ account budgets are reduced by the usage costs and the corresponding ‘D’ account is increased by this amount. For example:

The English cost centre has completed some photocopying. In this case:

Reduce the D5005 English Budget and increase the D1005 Photocopying consumables Budget by the same amount.

19.2 Virements

A virement is a transfer of budget money between accounts. It will be necessary to use a virement in the following situations:

When transferring budget money from one D account to another

To allocate Photocopying, School Bus Hire, PD and similar type costs to cost centres. Cost centre ‘D’ account budgets are reduced by the usage costs and the corresponding ‘D’ account is increased by this amount.

Activity: Perform A Simple Virement

It was agreed at the last school Finance Committee meeting, that the following budget amendments will be made:

- Transfer $500 from the Staff Development budget (D2710) to the English budget (D5005)

Record Keeping - Complete the Batch Register for this batch, no batch number, Ref VI#1 (from the Virements form if used), Batch total $500

BATCH REGISTER

For the month of ... Period

Batch No	Date/Date Export	Reference No: From	Reference No: To	Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS: Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals **: Income (I/C)	Adjustments/Reversals **: Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
1		BA1	BA1										94000	
2		BA2	BA2										182000	
3		BA3	BA3										189000	
4		1231	1235		1	21760								
5		2233	2238	C	1		12385							
6		12348		C	1		440							
		VI1											500	

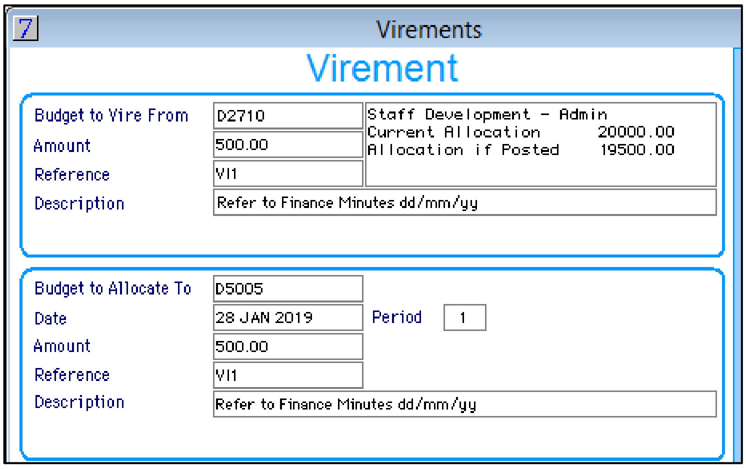
Note: Virements do not get a batch number as the software does not allow for a batch number.

Note: Virement forms are optional. Once the Virement has been processed, a report is sent straight to the printer displaying all the details of the Virement.

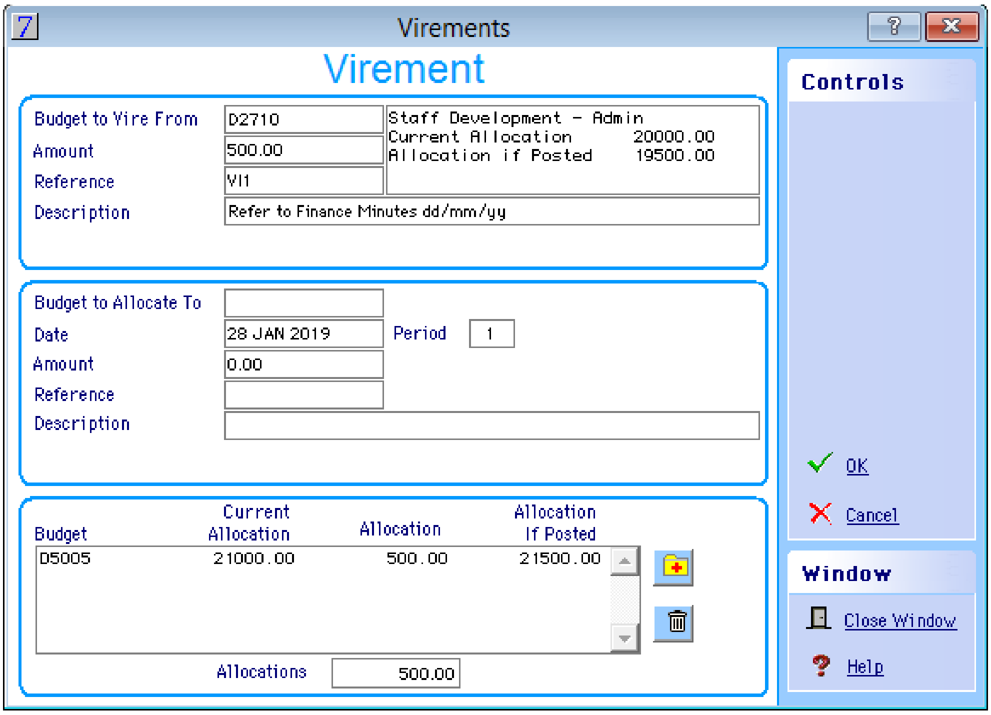
Transactions > Virements

- Enter **D2710** as the **budget to vire** from and press <**Tab**>
- Enter **500** and press <**Tab>**
- Enter the **reference VI1** and press <**Tab>**
- Enter **"Refer to Finance Minutes dd/mm/yy"** as the description and press <**Tab>**
- Enter **D5005** as the budget to allocate the money to and press <**Tab>**
- Enter the **date** or press <**Tab>**to accept the default date
- Enter **500** as the **amount** and press <**Tab>**
- Enter **VI1** as the **reference**
- Enter "Refer to Finance Minutes dd/mm/yy" for the description

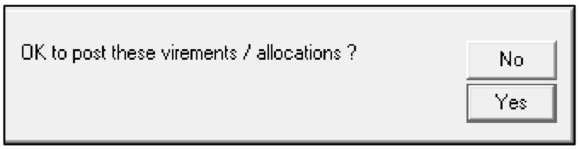
- Enter the details as shown below to complete the **Budget to Allocate To**



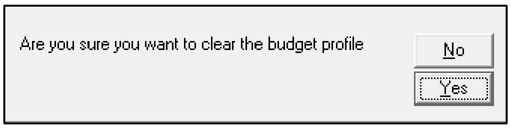
- Check your data entry screen matches the screen shot above and press **<Tab>**. The transaction will then move to the lower half of the screen and is now ready for posting.



- Check the Allocation amounts are the same
- Click **OK** to perform the virement and the following message will be displayed



- Click **Yes** – the profiling dialogue box will appear
- As we do not want to split our budgets equally over the 12 month period
- Click 



- Click **Yes**
- Click on **Profile** 

- Click on **OK** and **Yes**
- Repeat the profile procedure for the second account (D5005 English)

19.3 Virement Reports

All virements produce automated reports are sent straight to the printer. An example of a Virement Report is included below.

To **From** West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

REQUEST FOR VIREMENT

Please action the following virement:

Decrease

Budget Head	Detail Code	$
Staff Development - Admin	D2710	500.00

Increase

Budget Head	Detail Code	$
English	D5005	500.00

Reason for Virement Refer to Finance Minutes dd/mm/yy

Signed: ______________________________

Date: ______________________________

Activity: Check the result of the Virement

Reporting > Custom > Comparative Budget Report

- Select the screen as the report destination
- Examine the two budget account codes we have just vired from and to D2710 and D5005

20EXP	Expenditure Accounts				
D1025	Stationery & Office Supplies	20,000	20,000	50.00	19,950
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment - Non Employees			0.00	
D1087	Bank Fees and Charges	500	500	0.00	500
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water	1,000	1,000	60.00	940
D1510	Facilities - cleaning	3,000	3,000	110.00	2,890
D1605	Faults Management	50,000	50,000	0.00	50,000
D1615	Computer Repairs	1,500	1,500	200.00	1,300
D1810	Purchase of Computers - Maths	14,000	14,000	5,000.00	9,000
D2005	Furniture - Administration	7,000	7,000	5,454.55	1,545
D2705	Professional Dev - Teaching Staff			50.00	(50)
D2710	Staff Development - Admin	20,000	19,500	0.00	19,500
D3005	Bookshop - Books	3,000	3,000	500.00	2,500
D4808	Refund of Facilities Hire			0.00	
D4999	GST Rounding			0.00	
D5005	English	21,000	21,500	222.73	21,277
D5110	Numeracy	20,000	20,000	27.27	19,973
D5305	Science	18,000	18,000	0.00	18,000
Balance for Expenditure Accounts		**179,000**	**179,000**	**11,674.55**	**167,325**

Activity: A Split Virement

It was agreed at the last meeting of the School Finance Committee that the following budget amendments are made:

- Increase the budget on D5110 (Numeracy) by $1000 (from Staff Development - Admin) and
- Increase the budget on D5305 (Science) by $1500 (from Staff Development – Admin)

Record Keeping - Record the second virement on the Batch Register using no batch number, ref VI#2 and the Batch total is $2,500

BATCH REGISTER

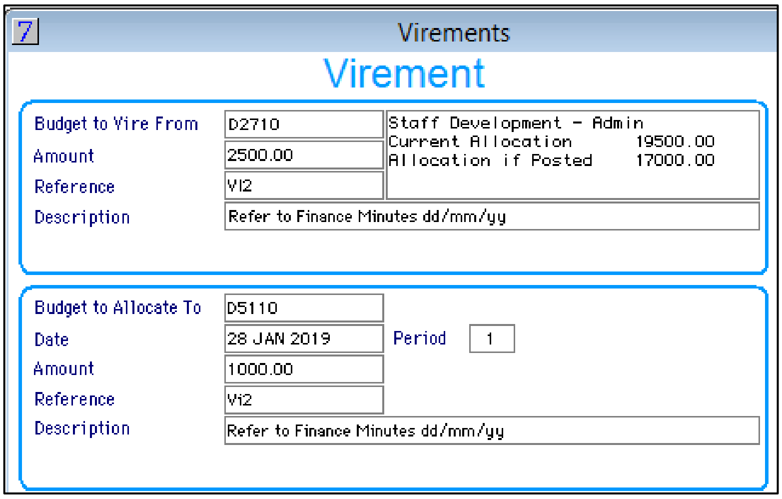
For the month of   Period

Batch No	Date/Date Export	Reference No From	Reference No To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	BANK RELATED TRANSACTIONS Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals ** Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
5		2238	2238	C	1		12385							
6		12348	12350	C	1		440							
		VI1											500	
		VI2											2500	

Transactions > Virements

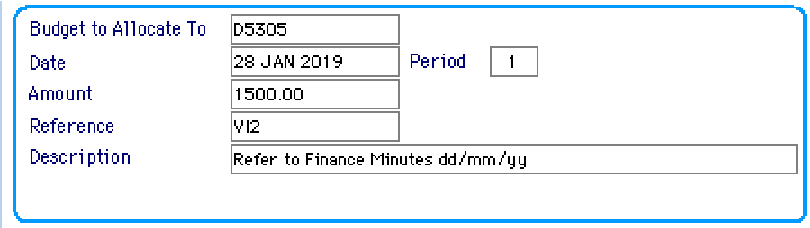
- Enter **D2710** as the Budget to vire from and press **<Tab>**
- Enter **$2500** and press **<Tab>**
- Enter **VI2** as the reference
- Enter **"Refer to Finance Minutes dd/mm/yy"** as the description and press **<Tab>**

- Type **D5110** in the **Budget to Allocate To** and press **<Tab>**
- **<Tab>** past the date field
- Enter **1000** as the amount
- Enter **VI2** as the reference
- Enter **"Refer to Finance Minutes dd/mm/yy"** as the description

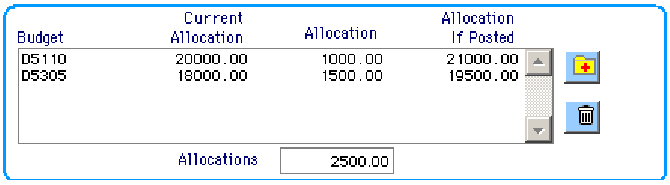

Virements
Virement
Budget to Vire From D2710 Staff Development - Admin
Current Allocation 19500.00
Allocation if Posted 17000.00
Amount 2500.00
Reference VI2
Description Refer to Finance Minutes dd/mm/yy
Budget to Allocate To D5110
Date 28 JAN 2019 Period 1
Amount 1000.00
Reference VI2
Description Refer to Finance Minutes dd/mm/yy

- Press **<Tab>** to move the transaction into the lower window

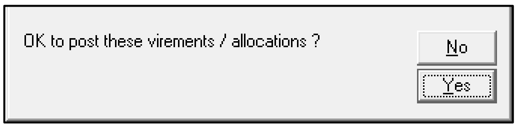
- In the field **Budget to Allocate To**, type **D5305** and press **<Tab>**
- **<Tab>** past the date field
- Enter **1500** as the amount
- Enter **VI2** as the reference and press **<Tab>**
- Enter **"Refer to Finance Minutes dd/mm/yy"** and press **<Tab>**



The two transactions should now be in the lower half of the window and the Allocations should match the Amount of the Budget to Vire from D2710 - Staff Development - Admin budget account.

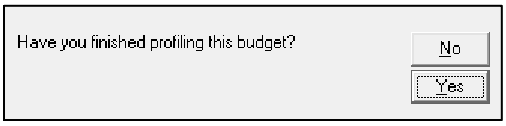


- Click **OK** to process the Virement



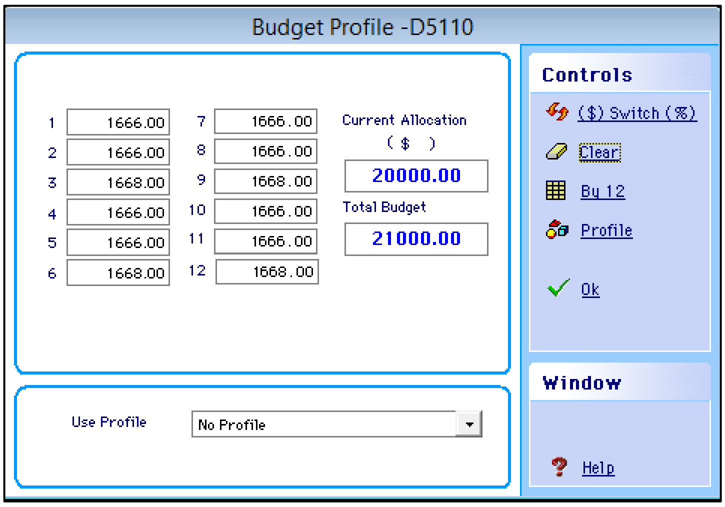
- Click **Yes**

- Click 

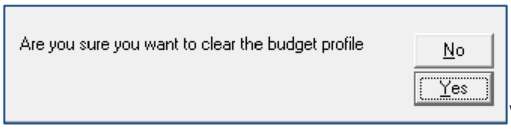


- Click **Yes**

For D5110, we do not want the budget split evenly over 12 months

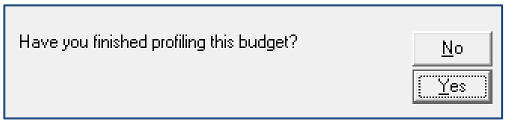


- Click 



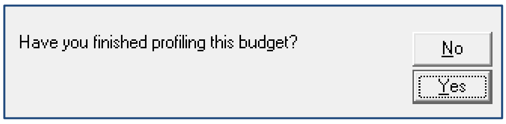
- Click **Yes**
- Click 

and **OK**



- Click **Yes**
- Repeat for **D5305**
- Click 

and **OK**



- Click **Yes**

A Sample Virement Report

A virement report will automatically be spooled to the printer. This must be signed by the Principal and filed

To

From

West Coast District High School
1234 West Coast Highway
SCARBOROUGH
WA 6018

REQUEST FOR VIREMENT

Please action the following virement:

Decrease

Budget Head	**Detail Code**	**$**
Staff Development - Admin	D2710	2500.00

Increase

Budget Head	**Detail Code**	**$**
Numeracy	D5110	1000.00
Science	D5305	1500.00

Reason for Virement Refer Finance Minutes dd/mm/yy

Signed: ______________________________

Date: ______________________________

Activity: Checking the Split Virement

Reporting > Custom > Comparative Budget Report

- Select the screen as the report destination
- Click Print

D2710	Staff Development - Admin	20,000	17,000	0.00	17,000
D3005	Bookshop - Books	3,000	3,000	500.00	2,500
D4808	Refund of Facilities Hire			0.00	
D4999	GST Rounding			0.00	
D5005	English	21,000	21,500	222.73	21,277
D5110	Numeracy	20,000	21,000	27.27	20,973
D5305	Science	18,000	19,500	0.00	19,500

- Examine the accounts we have been working with, D5110 – Numeracy, D5305 – Science and D2710 Staff Development – Admin

19.4 Budgeting for Unexpected Income

The school has received advice that they are being given a Student-centred Funding amount of $3000 because of Faults Management funding. This has not been budgeted for at the start of the year.

This will require the processing of one income transaction and two budget adjustments: – one budget adjustment for the C account receiving the funds and one for the D account which has been allocated the funds for expenditure.

The money is to be allocated as follows: C3205 – Student-centred Funding will receive an income budget adjustment of $3000 and D1605 – Faults Management will receive a corresponding expenditure budget adjustment of $3000.

Activity: Income processing and budget adjustments

Record Keeping - Complete the Batch Register for the Income – Batch Number 7, Ref BS125 (Bank Statement number), Batch Total $3000

BATCH REGISTER

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
5		2238	2238	C	1		12385							
6		12348	12350	C	1		440							
		VI1											500	
		VI2											2500	
7		BS125			1	3000								

View the Balance of the C3205 Student-centred Funding Budget account and the D1605 Faults Management Budget Account

Reporting > Custom > Comparative Budget

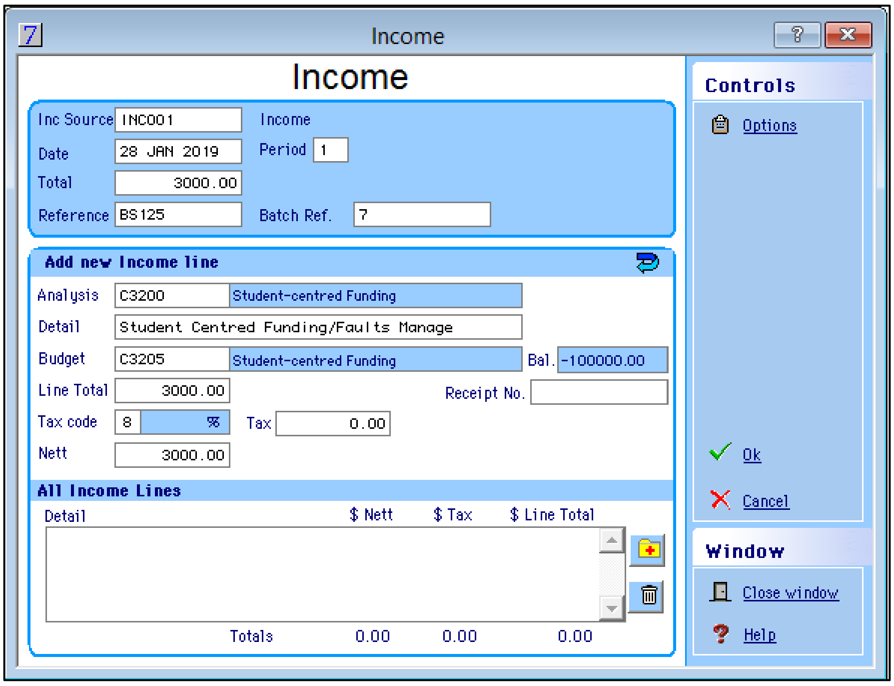
Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
10REV	Revenue Accounts				
C1001	Secondary Voluntary Contributions 8	(50,000)	(50,000)	(200.00)	(49,800)
C1305	P&C Donations	(2,000)	(2,000)	0.00	(2,000)
C1705	Hire of Facilities	(4,000)	(4,000)	(600.00)	(3,400)
C1805	Bank Interest	(1,000)	(1,000)	0.00	(1,000)
C1905	Sale of Assets	(10,000)	(10,000)	(9,090.91)	(909)
C2205	Healthways Grant			(440.00)	440
C3005	Bookshop - Books	(12,000)	(12,000)	(9,490.91)	(2,509)
C3205	Student Centred Funding	(100,000)	(100,000)	0.00	(100,000)
C5015	Miscellaneous Revenue	(2,988)	(2,988)	0.00	(2,988)
C5999	GST Rounding	(12)	(12)	0.00	(12)
Balance for Revenue Accounts		**(182,000)**	**(182,000)**	**(19,821.82)**	**(162,178)**
Total Funds Available		**(276,000)**	**(276,000)**	**(113,821.82)**	**(162,178)**
20EXP	Expenditure Accounts				
D1025	Stationery & Office Supplies	20,000	20,000	50.00	19,950
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment - Non Employees			0.00	
D1087	Bank Fees and Charges	500	500	0.00	500
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water	1,000	1,000	60.00	940
D1510	Facilities - cleaning	3,000	3,000	110.00	2,890
D1605	Faults Management	50,000	50,000	0.00	50,000

Once the $3000 has been processed to the D1605 Faults Management Grant, the allocation should show $53,000 in the Current Budget column.

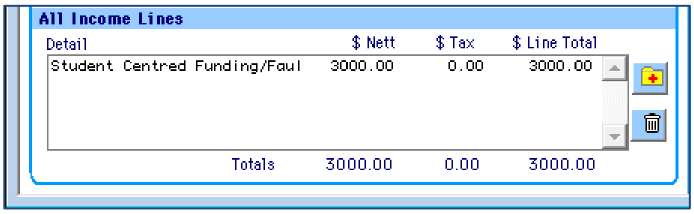
Income Source	Amount	Analysis Code	Ref	Batch Ref	Detail	Budget Code	Tax Code
INC001	3,000	C3200	BS125	7	Student-centred Funding	C3205	8

- Process the Income transaction

Transactions > Income



- **<Tab>** to move the transaction to the lower half of the screen

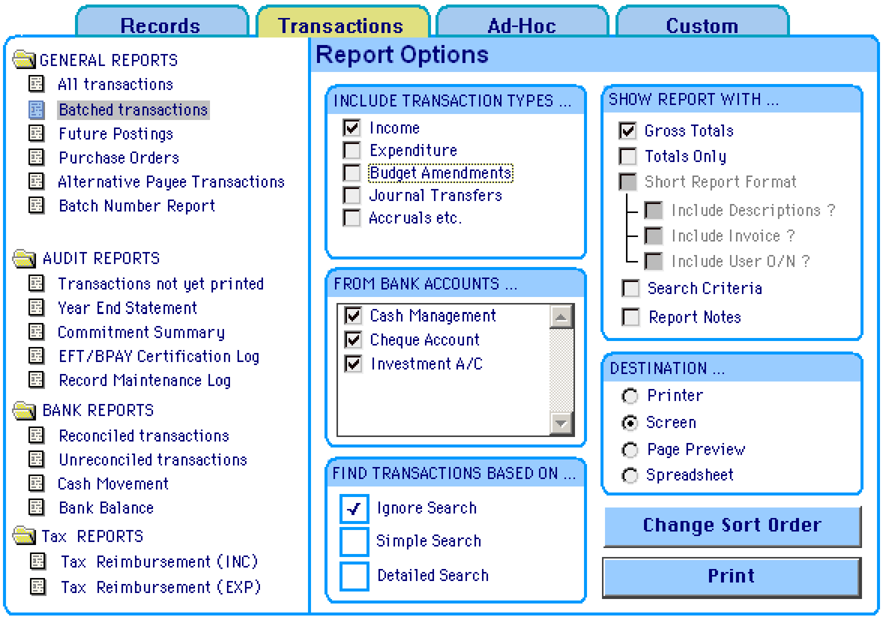


- Click **OK**
- Click **OK** to the Cheque account
- Click **Yes** to post the batch

Print the Batched Transaction Report

- Click 

- Select the **Batched transaction** report
- Select **Income**
- Click **Print**



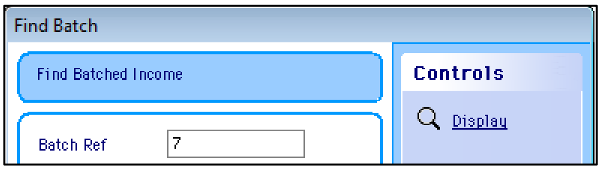
- Ensure the details are accurate

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
7							
INC001	Income						
C3200	Student-centred Funding						
C3205	Student-centred Funding						
Cheque Account							
Student Centred Funding/Faults Manage							
Ref BS125		INC	28 JAN 2019	3000.00	8	3000.00	C1

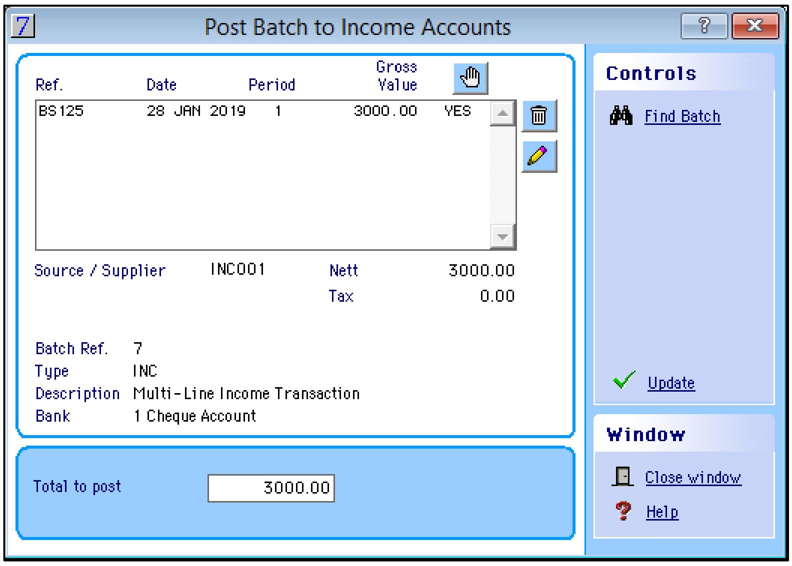
Update the Batch

Transactions > View/Post Batch > Income

- Enter the batch No 7 and click Display



- Click  to change **No** to **Yes**



- Click Update and **Yes** to post the transactions

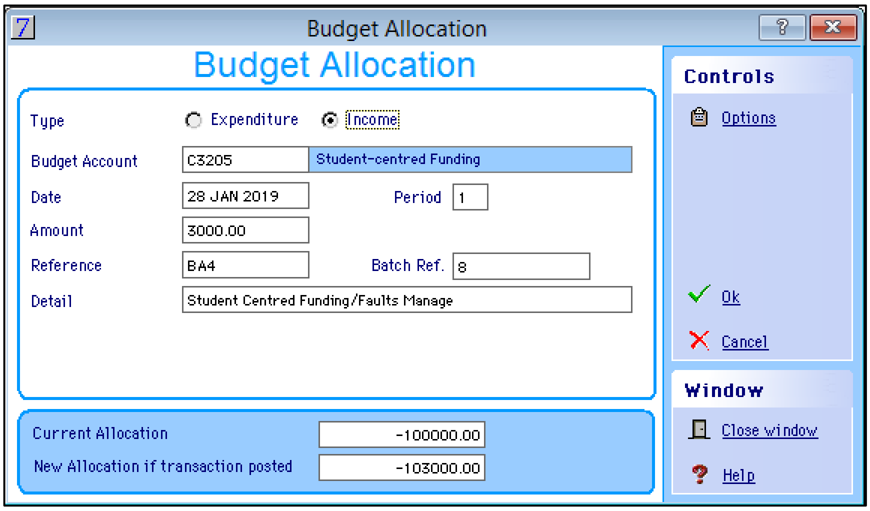
Activity: Income Budget Revision

Record Keeping - Complete the Batch Register for Batch Number 8, use Ref BA4, Batch Total $3,000

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
7		BS125			1	3000								
8		BA4											3000	

Transactions > Budget

- Ensure the  radio button is selected
- Click in the Budget Account field and type **C3205** and press <**Tab**>
- **<Tab>** past the date to accept the default
- Enter **3000** as the amount and press **<Tab>**
- Enter the Ref **BA4** and press **<Tab>**
- Enter the batch number **8** and press **<Tab>**
- Enter the detail '**Student-centred Funding/Faults Manage**'



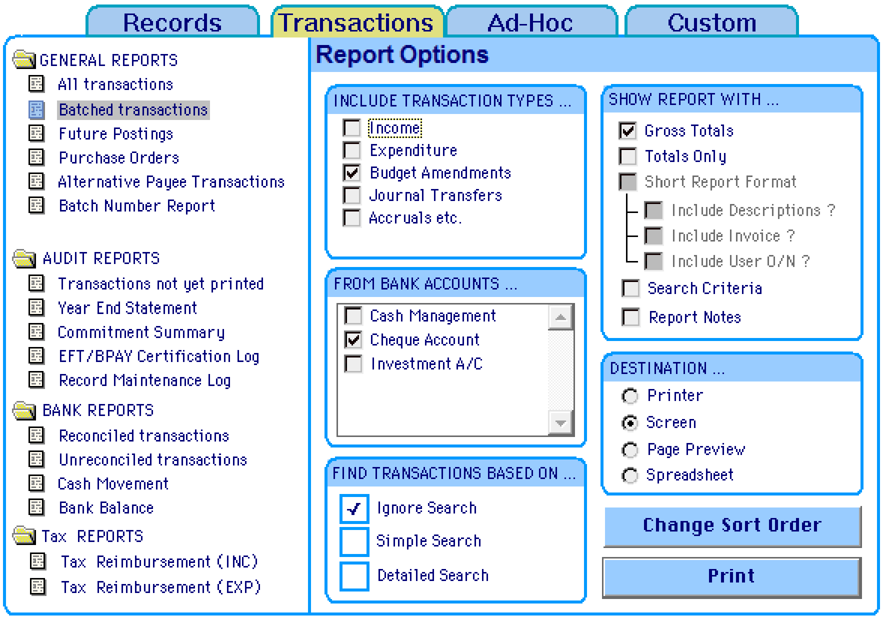
- Click **OK** (or press <**Enter**>)
- Click **Yes** (or press <**Enter**>)

Note: you can check the budget is increasing by viewing the field displaying the 'New Allocation if transaction posted'. If the figure has decreased, this will indicate the Income radio button has not been selected. This may be swapped at any time prior to posting the transaction.

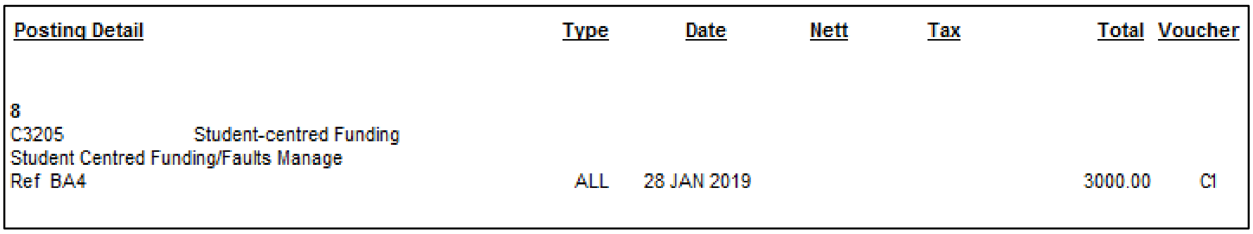
Print the Batched Transaction Report

Transactions > Reports > Batched Transaction

- Check the box next to **Budget Amendments**



- Click **Print**

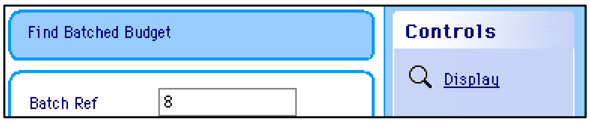


Posting Detail	Type	Date	Nett	Tax	Total	Voucher
8 C3205 Student-centred Funding Student Centred Funding/Faults Manage Ref BA4	ALL	28 JAN 2019			3000.00	C1

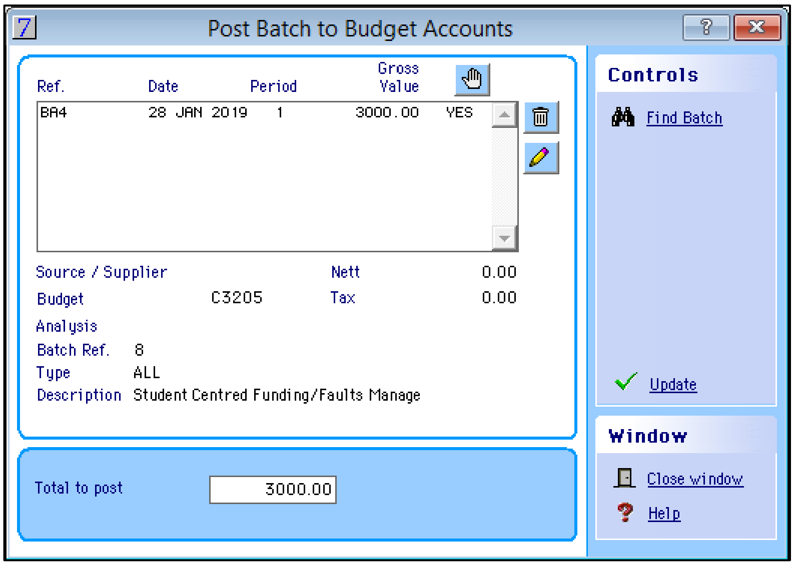
- Close the report and **Update the Batch**

Transactions > View/Post Batch > Budgets

- Enter 8 and display

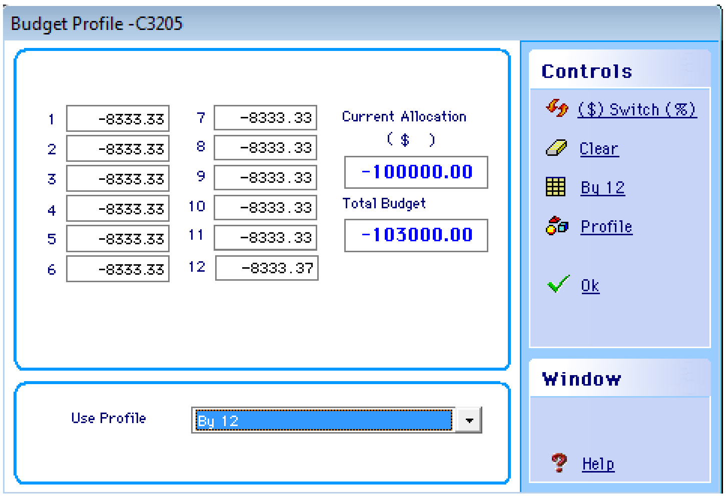


- Click on the  to change the No to Yes



- Click 

- **Yes** to post the transaction



- Use the  profile
- Click Ok and Yes

19.5 Expenditure Budget Revision

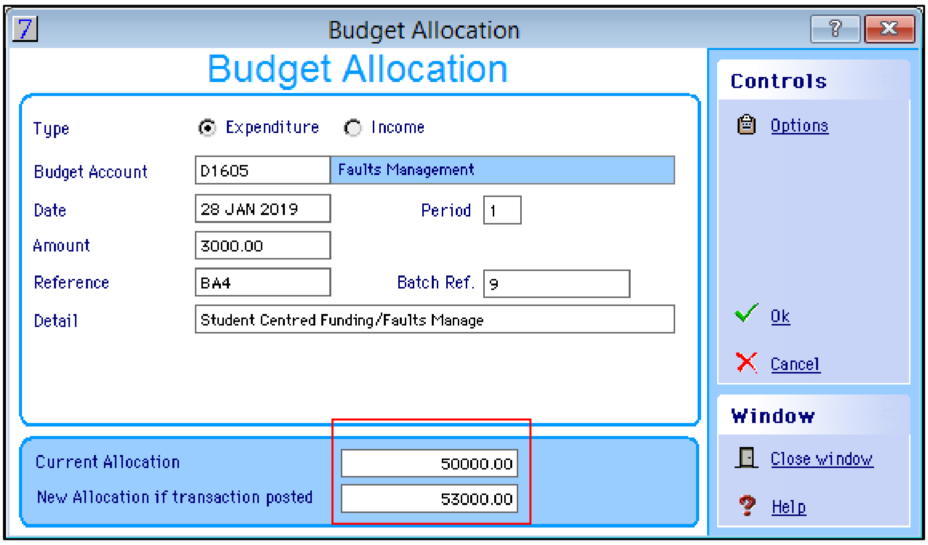
Activity: Expenditure Revision

Record Keeping - Complete the Batch Register for Batch Number 9, use Ref BA4, Batch Total $3,000

		For the month of				Period								
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
7		BS125			1	3000								
8		BA4											3000	
9		BA4											3000	

Process the following Expenditure Budget Revision

Transactions > Budget > Expenditure

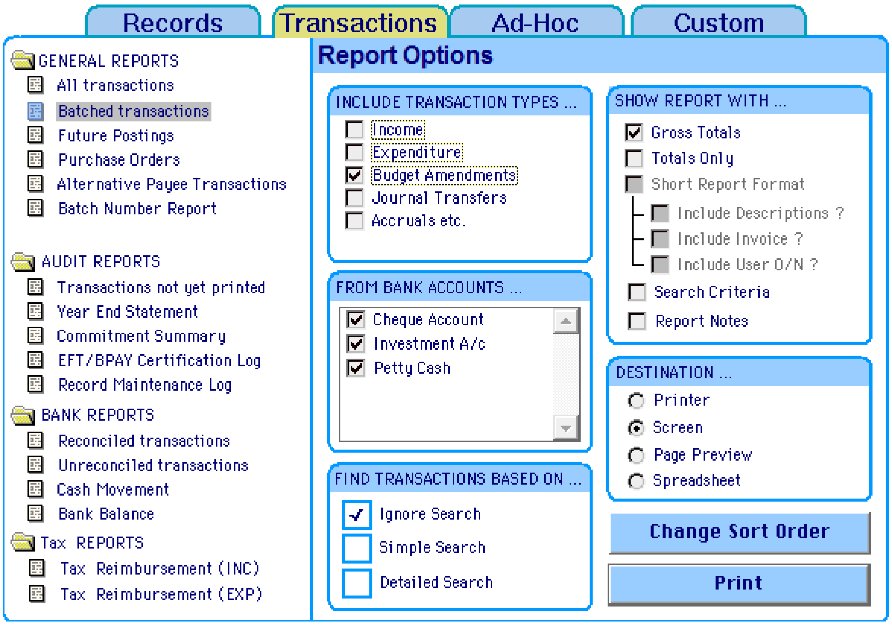


Note: The ***'New Allocation if transaction posted'*** *shows the correct amount when the transaction is posted*

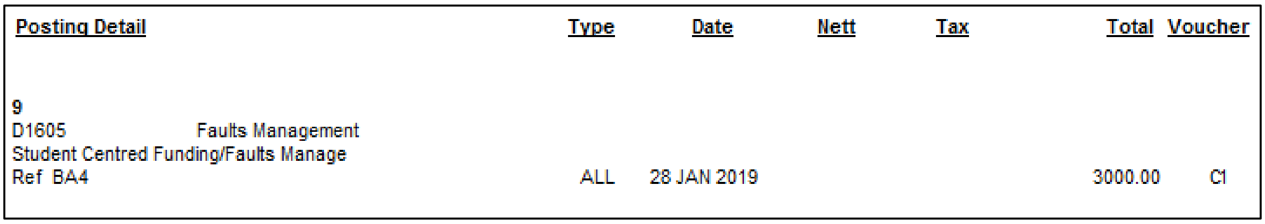
- Click **OK** (or press <**Enter**>)
- Click **Yes** (or press <**Enter**>)

Check the Batched Transaction Report

Transactions > Reports > Batched Transactions > Budget Amendments

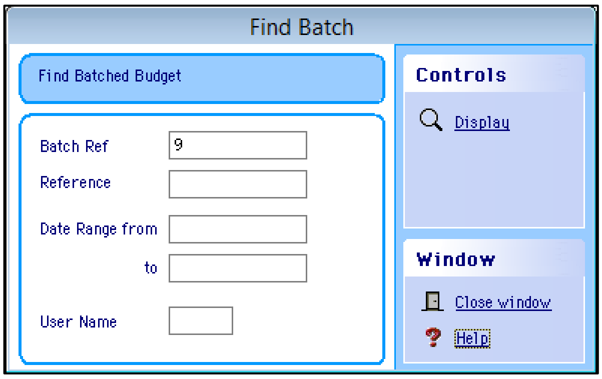


- Click **Print**

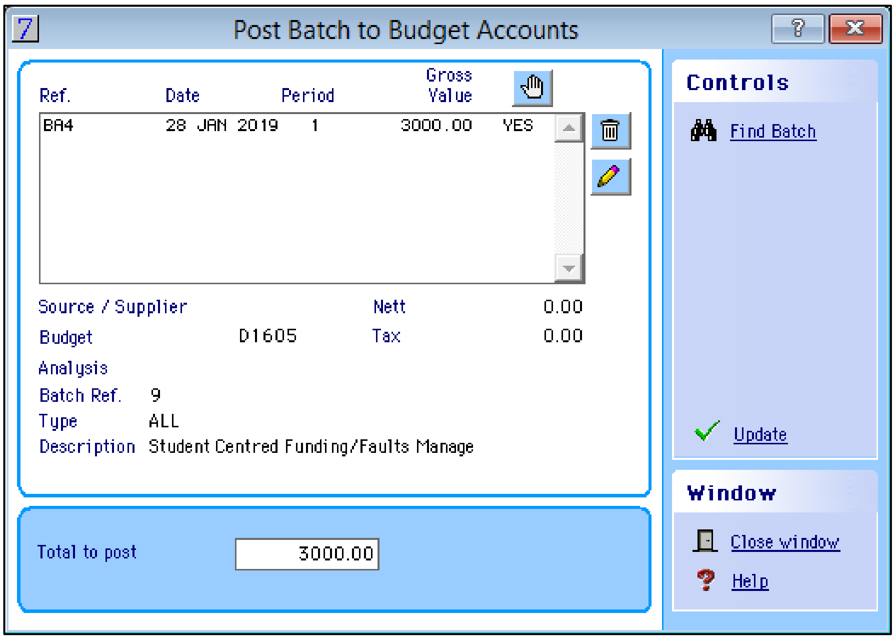


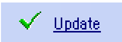
Posting Detail	Type	Date	Nett	Tax	Total	Voucher
9						
D1605 Faults Management						
Student Centred Funding/Faults Manage						
Ref BA4	ALL	28 JAN 2019			3000.00	C1

- Close the report and Update the Batch
- **Transactions > View/Post Batch > Budget**
- Enter 9 as the Batch Reference and click Display



- Click on the  to change the No to Yes



- Click 

- Click Yes to post the transaction

- Check the Comparative Budget Report to ensure the allocation now appears as $103,000 in the Current Budget column for C3205 Faults Management.

Reporting > Custom > Comparative Budget

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
10REV	**Revenue Accounts**				
C1001	Secondary Voluntary Contributions 7	(50,000)	(50,000)	(200.00)	(49,800)
C1305	P&C Donations	(2,000)	(2,000)	0.00	(2,000)
C1705	Hire of Facilities	(4,000)	(4,000)	(600.00)	(3,400)
C1805	Bank Interest	(1,000)	(1,000)	0.00	(1,000)
C1905	Sale of Assets	(10,000)	(10,000)	(9,090.91)	(909)
C2205	Healthways Grant			(440.00)	440
C3005	Bookshop - Books	(12,000)	(12,000)	(9,490.91)	(2,509)
C3205	Student-centred Funding	(100,000)	(103,000)	(3,000.00)	(100,000)

The D1605 Faults Management account now displays $53,000 in the Current column.

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
20EXP	**Expenditure Accounts**				
D1025	Stationery & Office Supplies	20,000	20,000	50.00	19,950
D1085	Entertainment (FBT)-Employees			0.00	
D1086	Entertainment - Non Employees			0.00	
D1087	Bank Fees and Charges	500	500	0.00	500
D1089	Purchasing Card (Surcharge)			0.00	
D1455	Water	1,000	1,000	60.00	940
D1510	Facilities - cleaning	3,000	3,000	110.00	2,890
D1605	Faults Management	50,000	53,000	0.00	53,000
BALANCE OF GENERAL FUND		**(87,000)**	**(87,000)**	**(105,147.27)**	**18,147**

- Close the Comparative Budget Report

20 Transactions II – Actuals

Journal Transfers, Credit Notes and Internal Charges are all methods used to correct the Actual figures.

20.1 Transfers

Transfers are used in RM Finance to transfer money between bank accounts.

Activity: Journal Transfer of Funds

Record the Journal Transfer on the correct form and then record a transfer of $2000 from the Investment account to the cheque account on the Batch Register. Use batch number 10. Reference is BS125

Financial Policy & Services Branch *Version 7.4 November 2006*

JOURNAL TRANSFERS - ORANGE

DEPARTMENT OF EDUCATION & TRAINING

JOURNAL TRANSFERS

- *Use only to record transfers of money between the School Bank (cheque) account and the School Investment accounts / Term Deposit accounts.*

REFERENCE JT # 1

DATE	TRANSACTION DETAILS	AMOUNT $	¢	FROM	TO
	Transfer funds from Investment to Cheque A/C	2000	00	Invest	Cheque

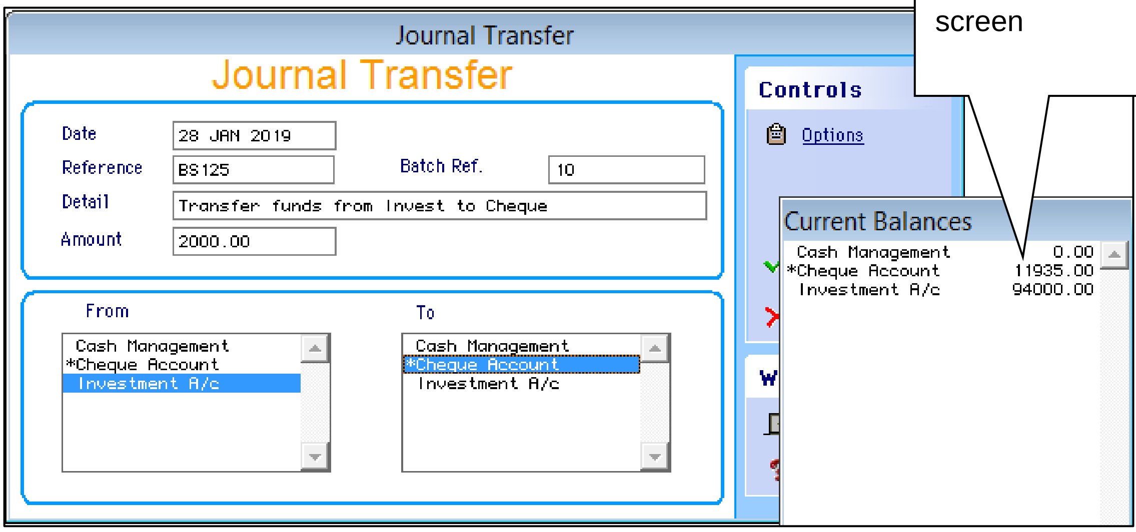
Batch Register – take 2 lines to record this one batch (11)

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
10		BS125	BS125		2		2000							
10		BS125	BS125		1	2000								

Transactions > Transfers

- Press **<Tab>** to accept the default date
- Enter **BS125** as the Reference and press <**Tab**>
- Enter **10** for the batch number and press <**Tab**>
- Enter **'Transfer funds from Invest to Cheque'** as the description
- Enter **2000** as the Amount
- Select **FROM** Invest A/c
- Select **TO** Cheque Account

Note the Current Balances window to the right of the Journal Transfers screen



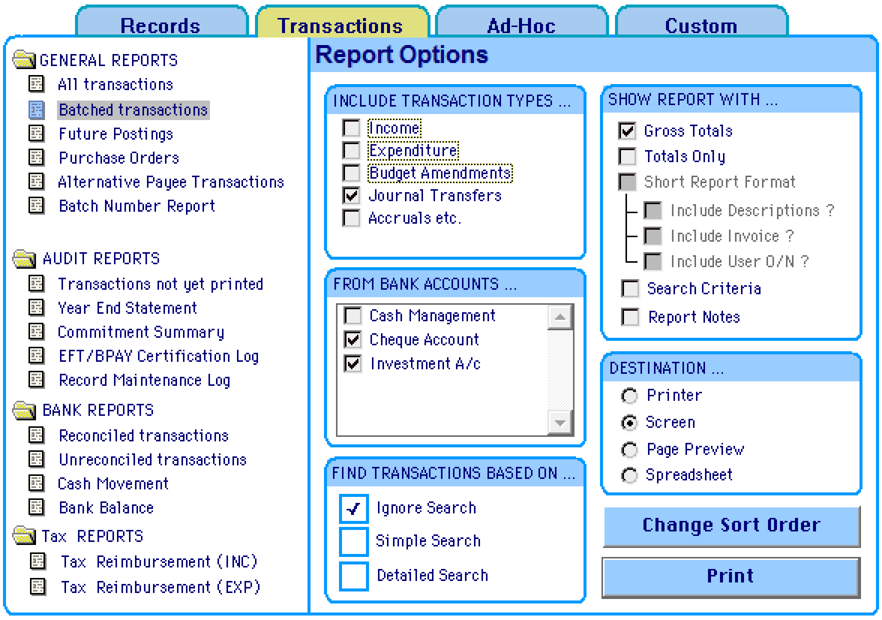
- Click **OK**

- Click **Yes**

Check the Batched Transaction Report

Transactions > Reports > Batched Transactions > Journal Transfers

- Check the Batched transaction report for Journal Transfers



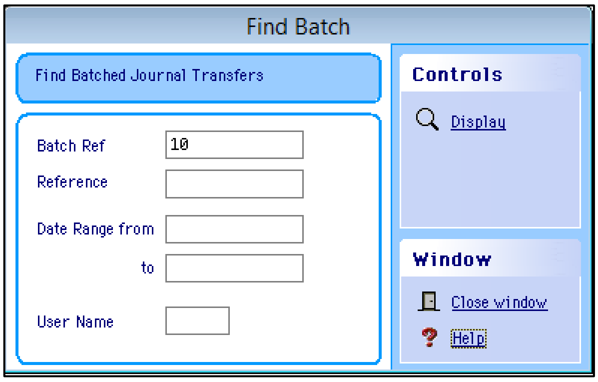
- Click Print

Posting Detail	Type	Date	Nett	Tax	Total	Voucher
10 Transfer funds from Invest to Cheque Ref BS125	JNL	28 JAN 2019	2000.00		2000.00	C1
10 Transfer funds from Invest to Cheque Ref BS125	JNL	28 JAN 2019	-2000.00		-2000.00	C1

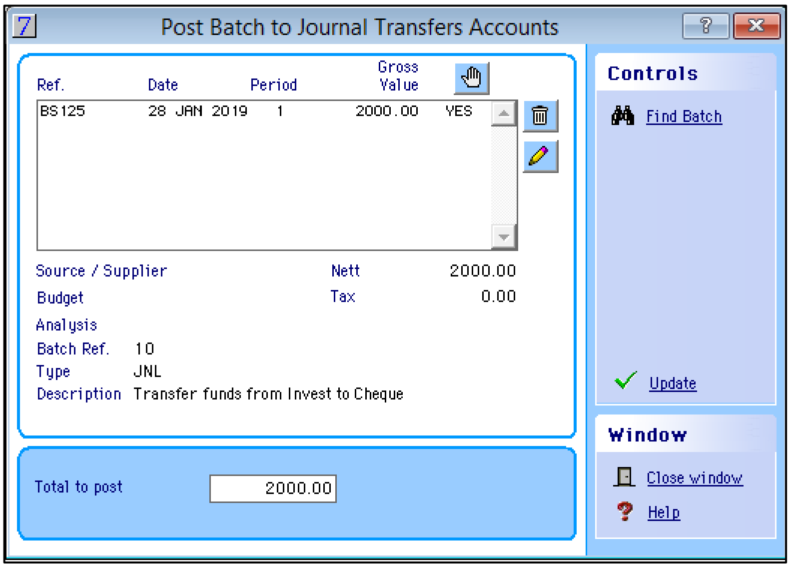
Activity: Updating a Journal Transfer Batch

Transactions > View/Post Batch > Journal Transfers

- Enter Batch No 10 in the Batch Ref field
- Click Display



- Click on  to change the No to Yes

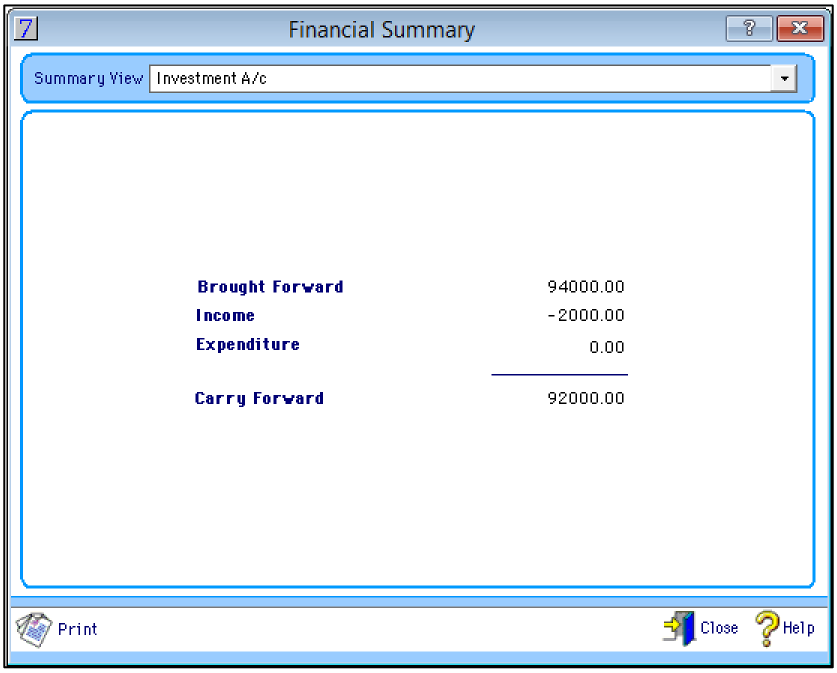


- Click on 

- Click **Yes** to post the transaction

Activity: Check the result of this Journal Transfer

Financial Summary > Investment A/c



- View the sum of $2,000 as a debit from this account
- Close the Financial Summary window

Another report that shows the movement of this money from one account to another is the Cash Movement report.

Transactions > Reports > Cash Movement

BANK REPORTS
- Reconciled transactions
- Unreconciled transactions
- Cash Movement
- Bank Balance

- Deselect the Cash Management Account
- Click on Print

Cheque Account and Investment A/c

This years transactions only.

Supplier / Source	Reference	Type	Date	Nett	Tax	Total	Voucher
INC001	1235	INC	28 JAN 2019	-9490.91	-949.09 1	-10440.00	31
INC001	1235	INC	28 JAN 2019	-600.00	-60.00 1	-660.00	32
INC001	1235	INC	28 JAN 2019	-9090.91	-909.09 1	-10000.00	33
INC001	1235	INC	28 JAN 2019	-440.00	0.00 8	-440.00	34
INC001	1235	INC	28 JAN 2019	-200.00	0.00 0	-200.00	35
INC001	1235	INC	28 JAN 2019	-20.00	0.00 8	-20.00	36
WAT001	2233	ESP	28 JAN 2019	60.00	0.00 0	60.00	37
GRA001	2235	ESP	28 JAN 2019	5454.55	545.45 2	6000.00	38
SCI001	2236	ESP	28 JAN 2019	50.00	5.00 1	55.00	39
BOO001	2237	ESP	28 JAN 2019	500.00	50.00 1	550.00	40
A&M001	2238	ESP	28 JAN 2019	200.00	20.00 1	220.00	41
ALG001	2234	ESP	28 JAN 2019	5000.00	500.00 2	5500.00	42
SUP001	012350	ESP	28 JAN 2019	50.00	5.00 1	55.00	43
SUP001	012350	ESP	28 JAN 2019	22.73	2.27 1	25.00	44
SUP001	012350	ESP	28 JAN 2019	27.27	2.73 1	30.00	45
MAR001	012349	ESP	28 JAN 2019	110.00	0.00 0	110.00	46
ANY001	012348	ESP	28 JAN 2019	200.00	20.00 1	220.00	47
INC001	BS125	INC	28 JAN 2019	-3000.00	0.00 8	-3000.00	53
	BS125	JNL	28 JAN 2019	-2000.00	0.00	-2000.00	56
	BS125	JNL	28 JAN 2019	2000.00	0.00	2000.00	57
Totals				**-11167.27**	**-767.73**	**-11935.00**	
				Total Income		**-24760.00**	
				Total Expenditure		**12825.00**	
				Total Journals Out		**2000.00**	
				Total Journals In		**-2000.00**	

Note: Both the debit and the credit transactions are visible here.

- Close the report
- Click **OK** to the following message:

20 Transactions Printed.

OK

20.2 Credit Notes

If a credit note is received from a supplier for whatever reason, it can be processed in RM Finance to decrease the amount that the supplier is owed.

Note: if the credit note is received in the same period as the related invoice, it can be processed as outlined below.

Credit Note processing is carried out in a similar way to expenditure processing, except we are processing a credit amount from a supplier. As a credit note generally relates to a previous transaction, the details entered such as analysis, budget and tax codes, should reflect those of the original transaction.

The reference field is important as this relates to the cheque number

If you are using hand-written cheques, you should enter the number of the cheque on which you have made the adjustment. This assumes that the cheque is written out for the lesser amount (being the difference between the invoice and the credit note) and the invoice is entered for the full amount and ensure you attach the credit note to the invoice.

Activity: Entering a Credit Note

The school has not sold some of the text books purchased from Bookland earlier. The school is now going to return these to the supplier and because Bookland will credit their accounting software with $44.00, it is necessary to enter a $44 credit against Bookland in RM Finance.

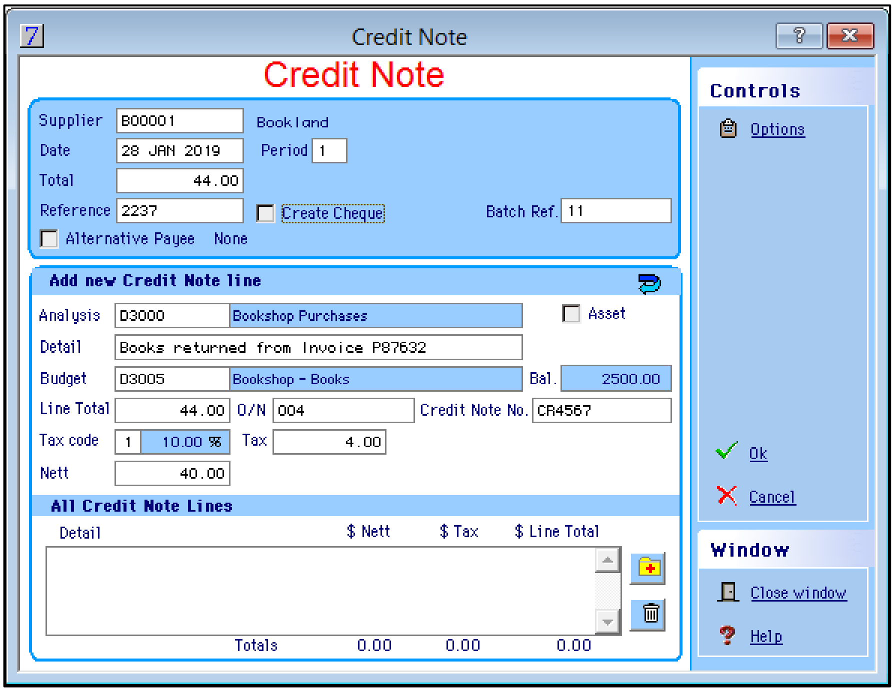
Record the following transaction on the Batch Register Use batch number 11 and Ref 2237, (the original cheque number), with a Credit Note batch of $44.00

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
10		BS125	BS125		2		2000							
10		BS125	BS125		1	2000								
11		2237		C	1			44						

Transactions > Credit Notes

- Deselect **'Create Cheque'**
- Process as shown below

Supplier	Total	Ref	Batch No	Detail	Budget Code	Line Total	Tax Code	O/N	Credit Note No:
BOO001	44.00	2237	11	Books returned from Inv P87632	D3005	44.00	1	004	CR4567



- Check the details and **<Tab>** to drop the details in to the bottom window

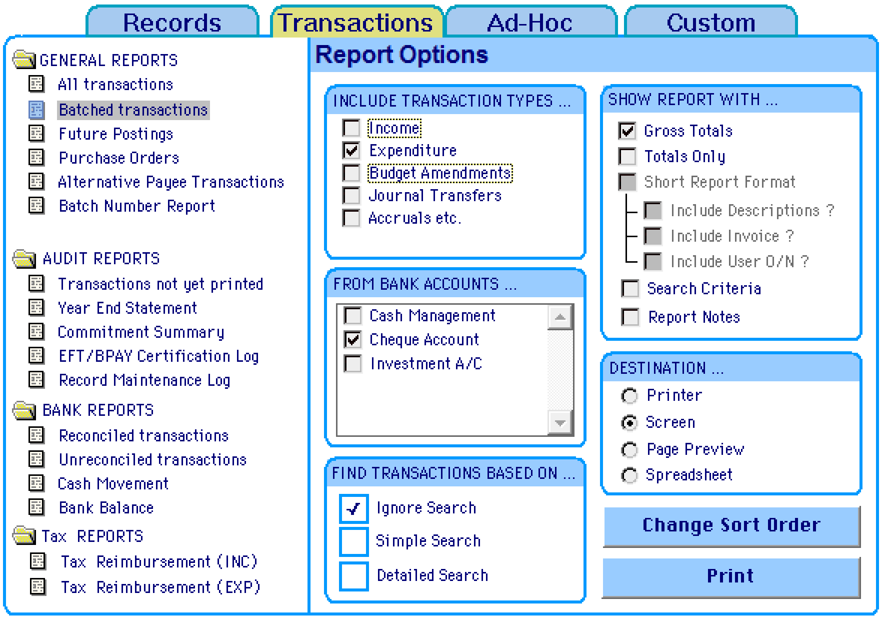
- Click **OK** (or <**Enter**>)
- Click **OK** (or <**Enter**>) to the cheque account
- Click **Yes** (or <**Enter**>) to batch the Credit Note

Check the batched transactions report.

Note: credit notes are always grouped with Expenditure

Transactions > Reports > Batched Transactions

- Check the box in front of **Expenditure**
- Check the box in front of the Cheque Account



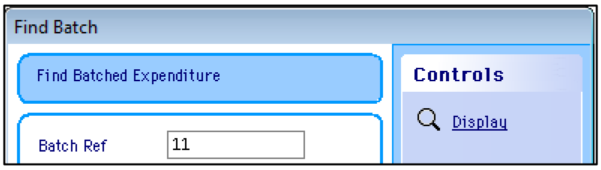
- Click on **Print**

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
11								
BOO001	Bookland							
D3000	Bookshop Purchases							
D3005	Bookshop - Books							
Cheque Account								
Invoice Number	CR4567							
User Order Number	004							
Books returned from Invoice P87632								
Ref 2237		ESC	28 JAN 2019	40.00	4.00	1	44.00	C1

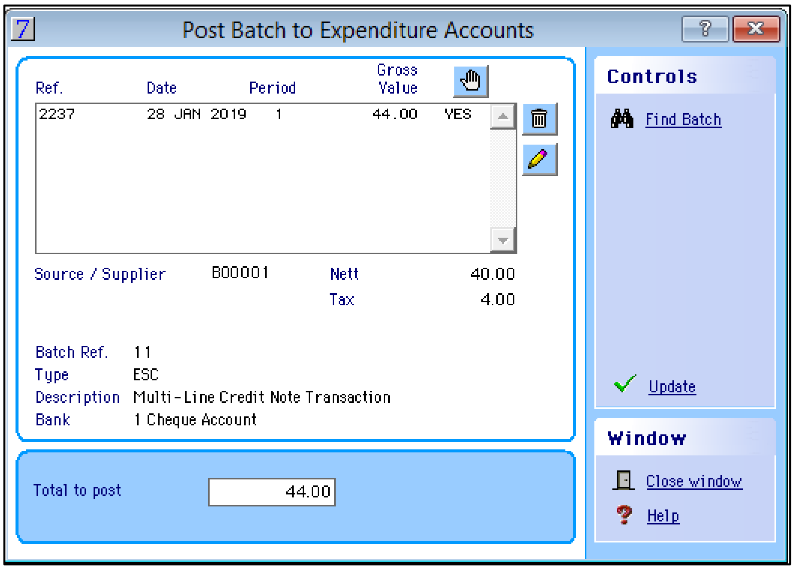
Update the batch.

Transactions > View/Post Batch > Expenditure and Credit Notes

- Enter **11** in the Batch Ref field and click **Display**



- Click on  to change the No to a Yes

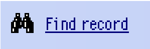


- Click on 

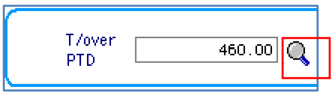
- Click on **Yes** to post the transaction

Activity: Checking the Credit against the Supplier

Records > Income Sources and Suppliers

- Click on 

- Enter BO in the **Short Name** field and press **<Enter>**
- Click on the magnifying glass next to T/over PTD



- Click OK to print the report to the screen

Account	Analysis	Budget	Ref	Invoice	Type	Date	Nett	Tax	Total	Voucher	Rec. Ref.	Rec. Date	Bank
BOO001	D3000	D3005	2237	P87632	SCHAD ESP	28 JAN 2019	500.00	50.00 1	550.00	40			1 Cheque Account
BOO001	D3000	D3005	2237	CR4567	SCHAD ESC	28 JAN 2019	-40.00	-4.00 1	-44.00	58			1 Cheque Account

Key			
INC	Income	I/C	Income Correction
ESP	Expenditure	ESC	Expenditure Correction
ACR	Accrual	PRE	Prepayment
CRT	Creditor	DBT	Debtor
ALL	Budget Allocation	VIR	Budget Virement
JNL	Journal Transfer	CHG	Internal Charge

Current Reconciled Totals	
Default Account	0.00
Other Accounts	-94000.00

	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	460.00	506.00
Internal Charging	0.00	
Journal Transfers	0.00	
Accruals	0.00	
Prepayments	0.00	
Debtors	0.00	
Creditors	0.00	
Tax	46.00	

URC - Prior year unreconciled transactions not included in totals

- Check that the Gross Total equals $506.00 which is correct ($550.00 - $44.00)
- Close the report

20.3 Internal Charges

Internal Charges are to be used:

1) To correct posting errors, in the “D” and “N” Accounts when the wrong account has been used.
2) To transfer amounts to “N” Reserve Accounts, e.g. From D9005 Admin Server Reserve Transfer to N1005 Administration Server Reserve.
3) To Transfer amounts from the “N” Reserve accounts e.g. From D9005 Admin Server Reserve to C2405 Transfer from Reserve

Activity: Internal Charges

In order to accrue funds, it is necessary to transfer the actual amount from the D account range where the item has been budgeted for, to the N account range where it can be accrued at year end.

An internal charge will be used to transfer $10,000 expenditure (actuals) from the Admin Server Reserve (N1005) to credit the Admin Server Reserve Transfer (D9005). The reference is IC#1 (from the Internal Charges form).

Record Keeping - Complete the Internal Charges Form

DEPARTMENT OF EDUCATION

INTERNAL CHARGES - YELLOW

INTERNAL CHARGES

Transferring Expenditure:

- *An internal charge can be used for the correction of an expenditure posting error in D and N Accounts, and to transfer amounts from the D Reserve Transfer Account to the N Reserve Account*

Transferring Income:

- *An Internal Charge can also be used for the correction of an income posting error in C and N accounts or to transfer funds from N Reserves to the Mandatory C2405 (transferred from Reserve) account – System Manager Option change required – refer to separate documentation*

All Internal Charges:

- *If the Internal Charge relates to a prior transaction (current year) ensure the analysis and budget codes relate to the original transaction.*
- ***Do not** mix income and expenditure Analysis codes in the same Internal Charges transaction screen. Take extreme care when entering N Analysis codes to ensure Nxxx(I) is used when transferring income and Nxxx(E)is entered when transferring expenditure.*
- *Provide a brief explanation for the reason for each internal charge, and use a separate line for each budget code.*
- *Print Internal Charge transactions via Reports/All Transactions (Simple Search on the transaction date) and record on Batch Register.*

REFERENCE IC # 1

DATE	ACCOUNT DETAILS	TRANSFER TYPE INC/EXP	BUDGET CODE	ANALYSIS CODE	BUDGET TO TRANSFER FROM		BUDGET TO TRANSFER TO	
					$	c	$	c
	Admin Server Reserve	EXP	N1005	N1000E	10000	00		
	Admin Server Reserve Transfer	EXP	D9005	D9000			10000	00

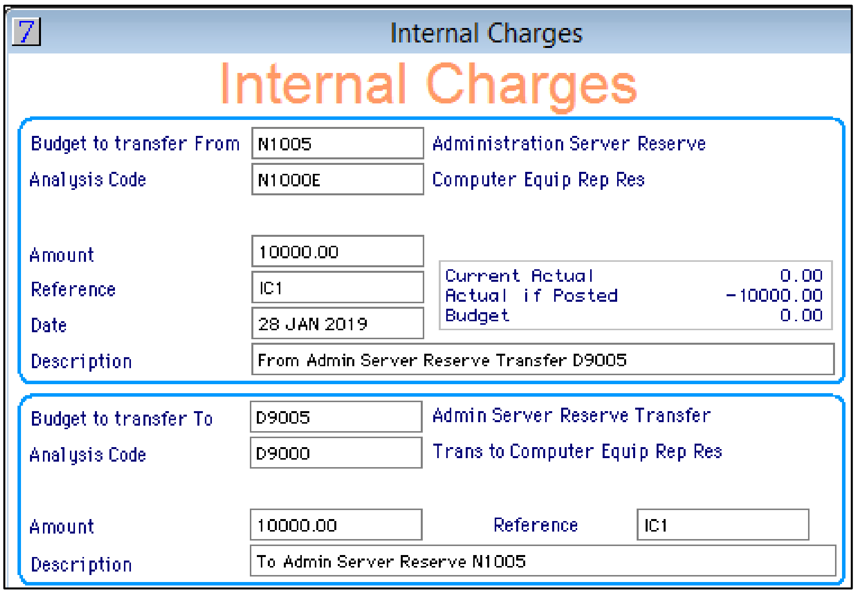
Complete one entry on the Batch Register use Ref IC#1, it does not get a batch number.

For the month of								Period						
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
10		BS125			2		2000							
10		BS125			1	2000								
11		2237		C	1			44						
		IC1									10000			

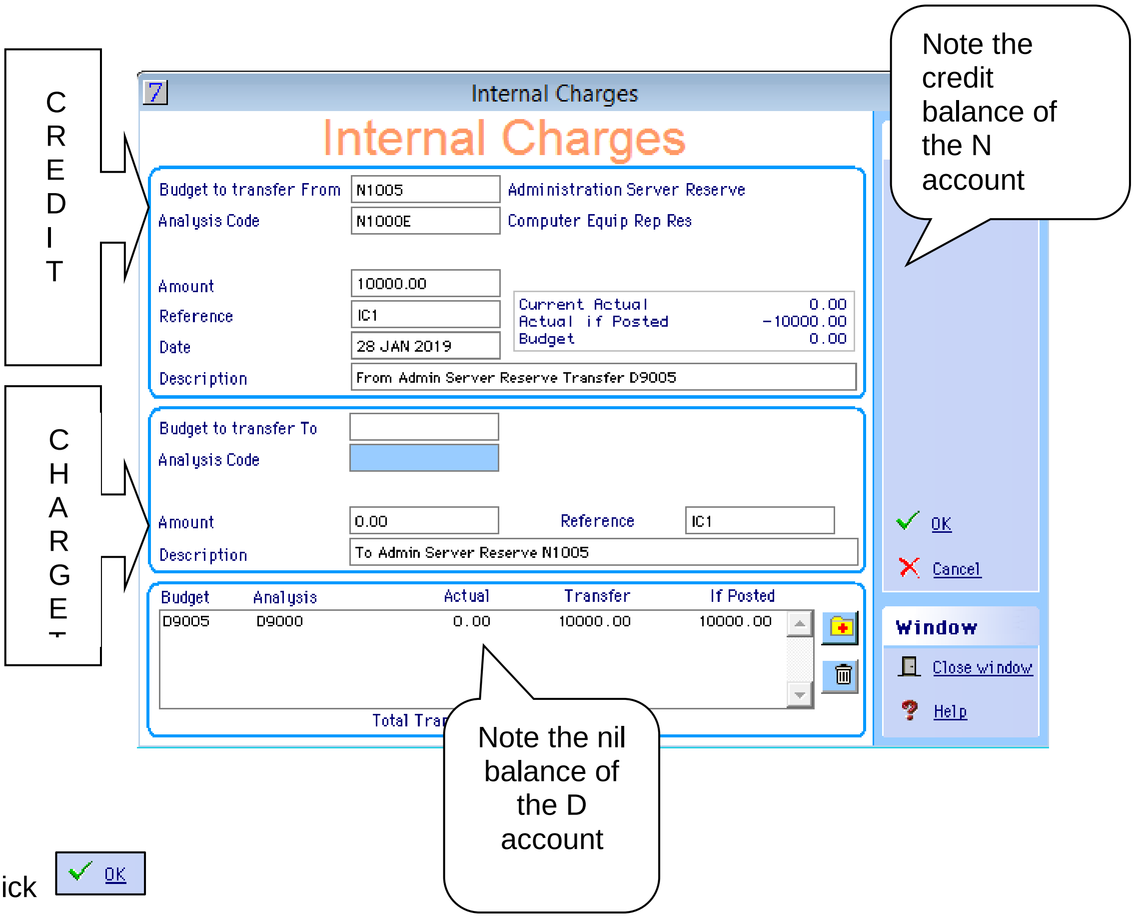
Transactions > Internal Charges

- Enter **N1005** as the budget to transfer the expenditure from & press **<Tab>**
- **<Tab>** past the automatically populated Analysis code
- Enter **$10,000** the **amount** of expenditure to be transferred & press **<Tab>**
- Enter **IC1** for the **reference** & press **<Tab>**
- Press <**Tab**> to accept the default date
- Enter '**From Admin Server Reserve Transfer D9005**' for the Description and press **<Tab>**

- Enter **D9005** as the **budget** to transfer the expenditure **to** and press **<Tab>**
- **<Tab>** past the automatically populated Analysis code
- Enter **10000** for the **amount** and press **<Tab>**
- Enter **IC1** as the reference and press **<Tab>**
- Enter '**To Admin Server Reserve N1005'** as the Description and press **<Tab>**

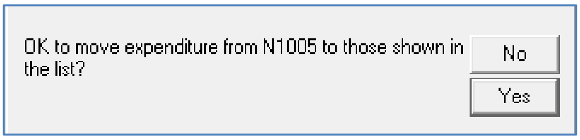


- <**Tab**> to transfer the details to the lower section of the screen



- Click OK

The following message will appear



- Click **Yes**

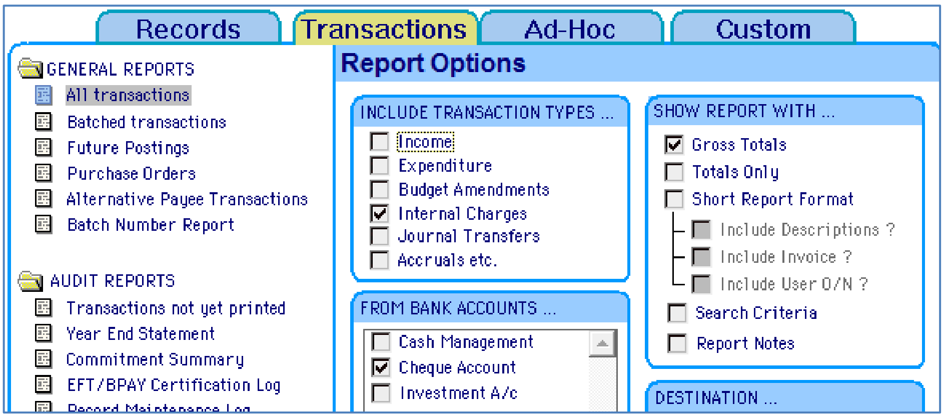
Activity: View the Internal Charges Report

As Internal Charges are not batched the All Transactions report for Internal Charges is printed to show the movement of money.

Transactions > Reports > All Transactions

Note: the All Transaction Report can also be printed via (Reporting > Transactions > All Transactions)

- Remove the ticks from Income, Expenditure and Budget Amendments
- Tick the box for Internal Charges



- Click on Print

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
D9000 Trans to Computer Equip Rep Res D9005 Admin Server Reserve Transfer Invoice Number Order Number n/a To Admin Server Reserve N1005 Ref IC1	SCHAD	CHG	28 JAN 2019	10000.00	8	10000.00	59
N1000E Computer Equip Rep Res N1005 Administration Server Reserve Invoice Number Order Number n/a From Admin Server Reserve Transfer D9005 Ref IC1	SCHAD	CHG	28 JAN 2019	-10000.00	8	-10000.00	60

- Close the report

Note: this report needs to be printed and filed with the monthly reports

Activity: Check the result of the Internal Charge

Reporting > Custom > Comparative Budget Report

- Click **Print**

The following report will be displayed:

Account	Description	Fixed Budget	Current Budget	Actual YTD	Variance
30RES	Reserve Account Transfers				
D9005	Admin Server Reserve Transfer	10,000	10,000	10,000.00	
D9205	Adminstration Reserve Transfer			0.00	
Balance for Reserve Account Transfers		**10,000**	**10,000**	**10,000.00**	
BALANCE ACCOUNTS					
50RES1	Reserve Accounts				
N1005	Administration Server Reserve			(10,000.00)	10,000
N1630	Photocopier Resource Reserve			0.00	
Balance for Reserve Accounts				**(10,000.00)**	**10,000**

Examining the report you can see that the Actuals for the D9005 account now reduced the balance of the account to 0.00 (a nil variance) and that the N account now has 10,000 in the Actuals column allowing the user to accrue this amount into the following year during the year end process.

Note: schools must not spend directly from the N reserve accounts. Monies held in the N reserves must be moved to the C account range and the C and D budgets adjusted accordingly. This will be covered later in training.

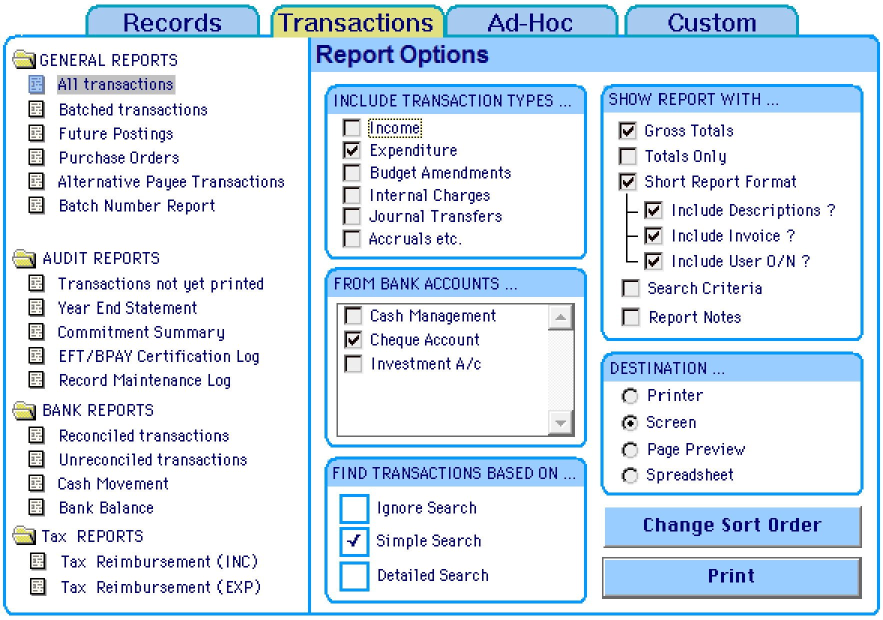
20.4 All Transaction Reporting Options

The All Transaction report will allow you to search, sort and subtotal by batch number, supplier or Budget Code whichever is most appropriate for your needs.

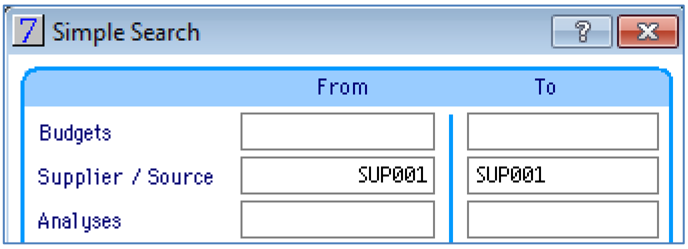
Activity: Searching & Subtotalling

Transactions > Reports > All Transactions

- Select Transactions type **Expenditure**
- Select the **Cheque** account
- Leave Gross Totals on
- Select the **Short Report Format**
- Tick **Include Descriptions**
- Tick **Include Invoice**
- Tick **Include Order Number**

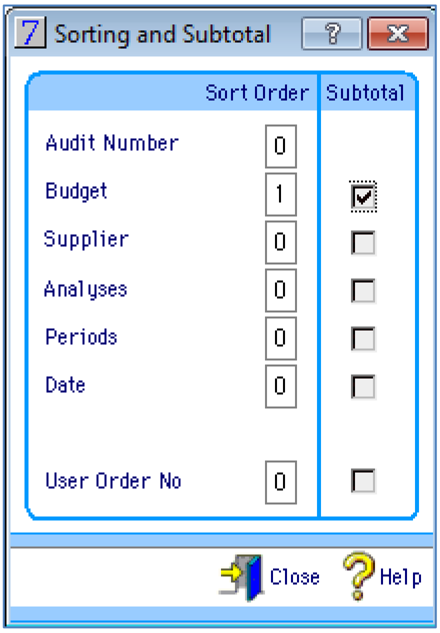


- Check the box to the left of Simple Search – To find transactions for one supplier only. Enter the short code for the supplier in both sides of the search field as in the screen shot below



- Close the Simple Search window
- Click **Change Sort Order**

- Enter 1 next to **Budget**
- Check the **Subtotal** box

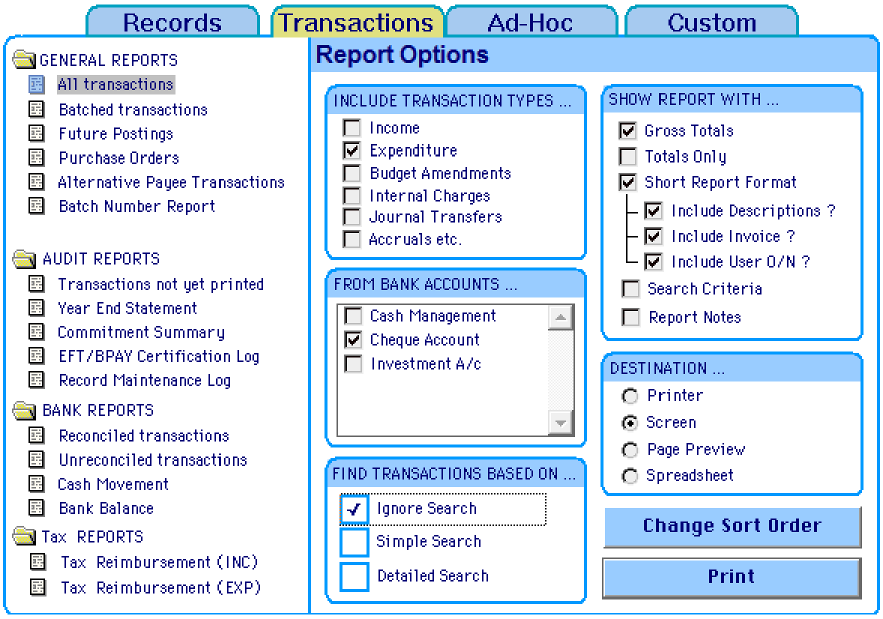


- **Close** the Sort window
- Click **Print**
- Click **OK**

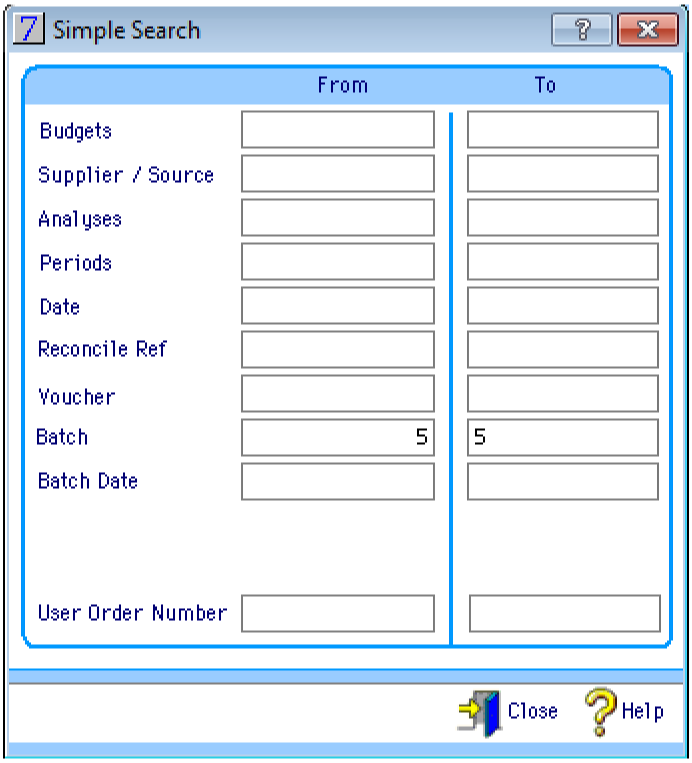
Account	Budget	Description	Reference	User O/N	Invoice	Type	Date	Nett	Tax	Total	Voucher	Rec. Ref.	Bank
SUP001	D1025	Files and Folders	012350	006	1287S	SCHAD ESP	28 JAN 2019	50.00	5.00 1	55.00	43		1
Total for Budget	D1025							50.00	5.00	55.00			
SUP001	D5005	Stationery	012350	006	1287S	SCHAD ESP	28 JAN 2019	22.73	2.27 1	25.00	44		1
Total for Budget	D5005							22.73	2.27	25.00			
SUP001	D5110	Math Aids	012350	006	1287S	SCHAD ESP	28 JAN 2019	27.27	2.73 1	30.00	45		1
Total for Budget	D5110							27.27	2.73	30.00			

- View and close the report

- To report by Batch Number
- Choose All transactions **Expenditure** to the **Cheque** account with **Short Report Format.** Tick **Descriptions, Invoice numbers** and **Order Numbers**

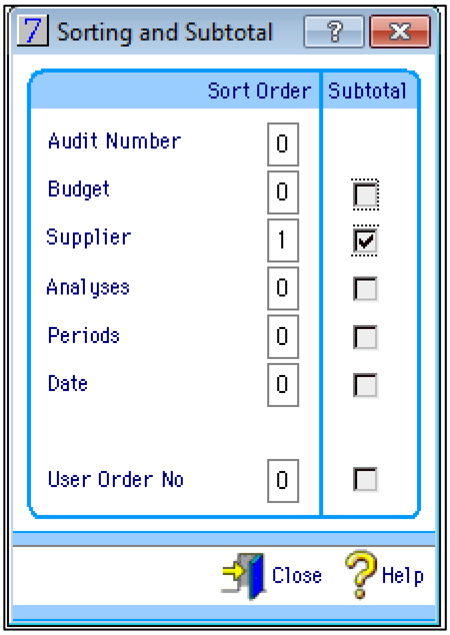


- Click on Ignore Search to clear any previous filtering
- Click on Simple Search
- Enter Batch Number **5** in each side of the window in the correct field



- Close the **Simple Search** window

- Click Change Sort Order



- Enter **1** next to **Supplier**
- Check the **Subtotal** box
- Click Close
- Click Print

Account	Budget	Description	Reference	User O/N	Invoice	Type	Date	Nett	Tax	Total	Voucher	Rec. Ref.	Bank
A&M001	D5005	Books	2238	005	876543	SCHAD ESP	28 JAN 2019	200.00	20.00 1	220.00	41		1
Total for Supplier A&M001								200.00	20.00	220.00			
ALG001	D1810	Computer	2234		112233	SCHAD ESP	28 JAN 2019	5000.00	500.00 2	5500.00	42		1
Total for Supplier ALG001								5000.00	500.00	5500.00			
BOO001	D3005	Books	2237	004	P87632	SCHAD ESP	28 JAN 2019	500.00	50.00 1	550.00	40		1
Total for Supplier BOO001								500.00	50.00	550.00			
GRA001	D2005	Trophy Cabinet	2235	002	666666	SCHAD ESP	28 JAN 2019	5454.55	545.45 2	6000.00	38		1
Total for Supplier GRA001								5454.55	545.45	6000.00			
SCI001	D2705	Prof Dev Course	2236	003	88888	SCHAD ESP	28 JAN 2019	50.00	5.00 1	55.00	39		1
Total for Supplier SCI001								50.00	5.00	55.00			
WAT001	D1455	Water Charges	2233		987654	SCHAD ESP	28 JAN 2019	60.00	0	60.00	37		1
Total for Supplier WAT001								60.00		60.00			

- View and close the report

21 Correction Facilities

As all transactions are entered in batches, the easiest way to correct an error is to edit the item whilst it is still held in the batch. Items in a batch can be freely edited and adjusted. This highlights the importance of thorough checking before the batch is updated.

However, in some cases, and for varying reasons, errors do not come to light until after the transaction has been posted. If this is the case and the error is discovered in the **current tax reporting period,** (i.e. before you have performed period end and submitted your BAS) one of the following methods can be used for error correction.

IMPORTANT:
If an error is discovered after a return (BAS) has been submitted to the ATO you should contact Financial Operational Support (Financialservices.support@education.wa.edu.au) for help.

21.1 Option 1 – Reversal (Preferred Option)

If an error has been made in an income or expenditure transaction, the transaction can be completely reversed and then the correct details re-entered. You could use this option if:

- Any of the details (amount, budget or analysis code, details, supplier, cheque number, tax code, bank account etc.) had been entered incorrectly.
- It was necessary to cancel a cheque.

Activity: Expenditure Transaction Reversal

Reverse the following transaction – it was posted to wrong budget account – D5005 - English rather than D3005 - Bookshop - Books.

Record Keeping - Complete the Expenditure Transaction Reversal Form

DEPARTMENT OF EDUCATION

TRANSACTION REVERSALS - SAND

TRANSACTION REVERSALS
(INCOME & EXPENDITURE)

- *A transaction reversal will essentially cancel the original transaction.*
- *A reversal should preferably be done in the same period as the original transaction. If reversing a transaction from a previous period the impact on the BAS should be carefully considered before proceeding with the reversal.*
- *Transaction reversals must be recorded with an explanation prior to processing.*
- *If the transaction is re-entered, details including the batch number should be noted on this form and Batch Register.*
- *After processing the transaction reversal, the resulting $0.00 (or original and reversal) transaction/s must be reconciled.*

REFERENCE TR #

REVERSAL TRANSACTION

NOTE: Check Analysis & budget codes to ensure correct transaction is being reversed.

RE-ENTRY TRANSACTION
(If required)

DATE	ACCOUNT TITLE	INC/ EXP	Original Period	ANALYSIS CODE	BUDGET CODE	AMOUNT $	c	ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	AMOUNT $	c
	English	Exp	1	D2480	D5005	220	00	Bookshop Books	12	D3000	D3005	1	220	00

Complete the Batch Register for the Reversal

					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
11		2237		C	1			44						
		IC1									10000			
		2238	2238	C	1					220				

Note: reversals do not get a batch number but must be recorded.

Complete the Batch Register for the Re-entry transaction

- Record the correct transaction which will be processed after the reversal has been done. Use batch number 12 and the same cheque number 2238 as the reference. The batch total is $220

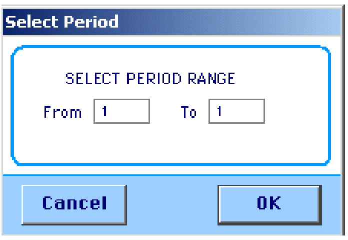
					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
11		2237		C	1			44						
		IC1									10000			
		2238	2238	C	1					220				
12		2238	2238	C	1		220							

Step 1. Find and reverse the transaction that was incorrect – below are the details of the original transaction.

Supplier	Amount	Cheque No	Invoice No	Details	Tax Code	Budget
A&M Bookshop	$220	2238	876543	Books	1	D5005

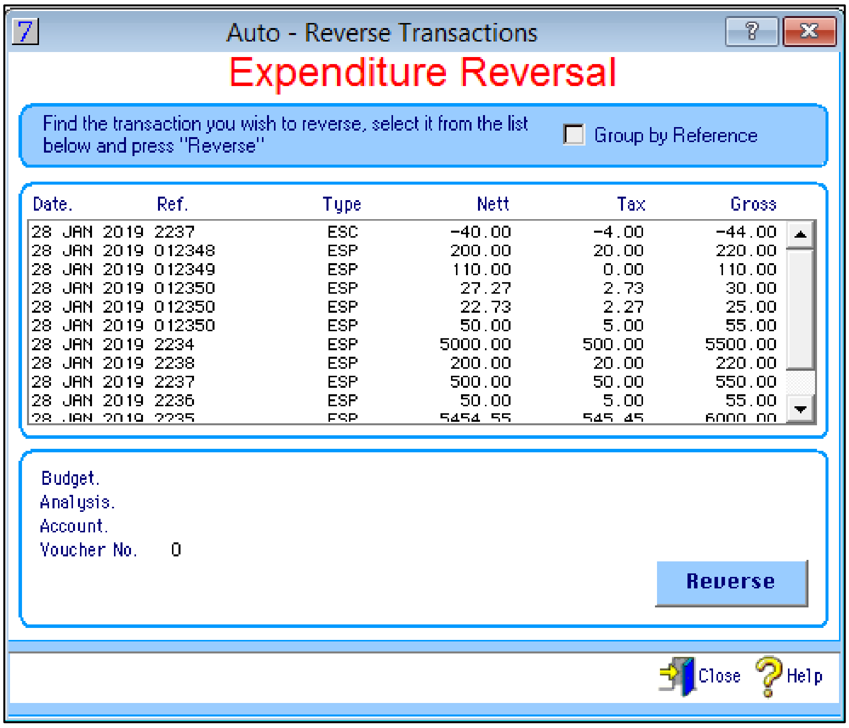
Perform the Reversal

Transactions > Adjustments and Corrections > Expenditure > Reversal



- Enter the Period Range From 1 To 1
- Click **OK**

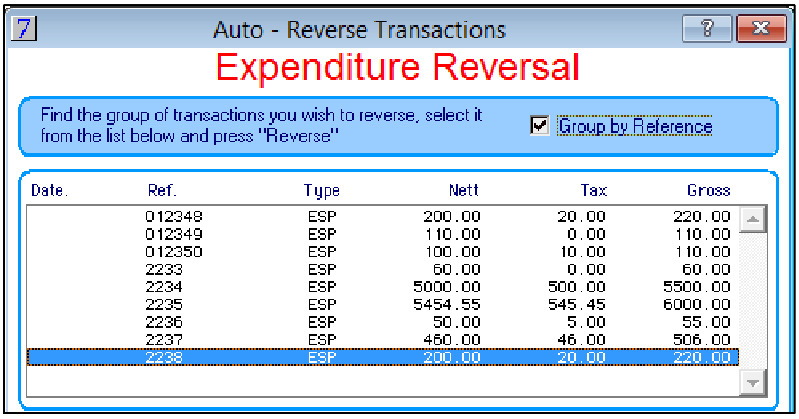
The Expenditure Reversal window will open and expenditure transactions for the period are listed:



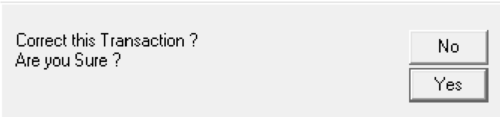
To find a transaction quickly, you are able to search by amount or by Cheque No.

- Place a tick in the 

 checkbox. This will group all transactions via their reference number and allow the user to reverse a group of transactions at the one time
- Highlight 2238 (the cheque number of the cheque we wish to reverse)

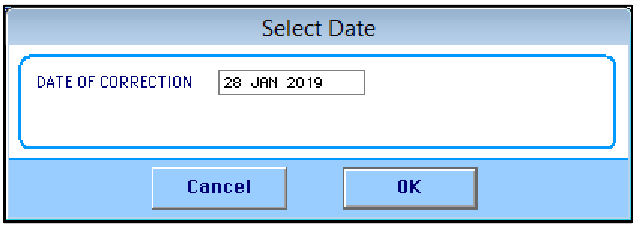


- Click on **Reverse** and view the following message:



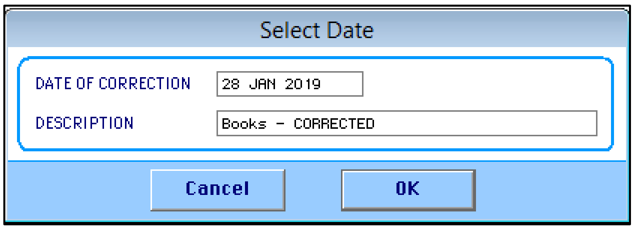
- Click **Yes**

The date of the correction will be recorded for Audit purposes:



- Click **OK** to accept the default date or enter the required date (within this period)
- Click Close

Note: when reversing a single line transaction the user can also enter a description for the reversal. View the example below.



Note: the reversed transaction will be removed from the system, however an entry showing the transaction was entered and subsequently reversed will remain as part of the audit trail. The original and reversed transactions will also appear on the bank reconciliation and should both be reconciled prior to posting the correct transaction. The reversal should have the same reference number as the original transaction.

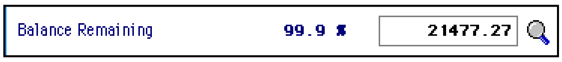
When a transaction is reversed, the BAS is adjusted accordingly.

Activity: Examining the Effect of the Reversal

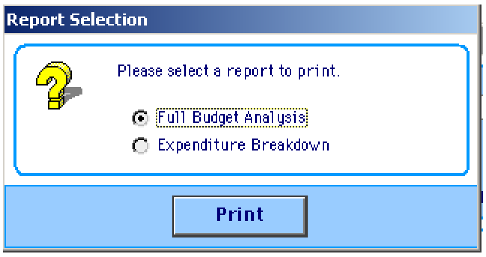
Records > Budget Accounts

- Click on 

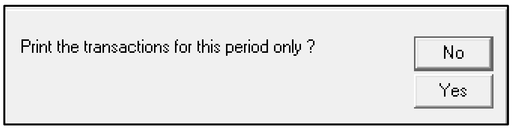
- Enter **D5005** for the Budget Code and press **<Enter>**
- Click on the spy glass next to **Balance Remaining**



- Click on **Full Budget Analysis**



- Click **Print** and **OK** to print to screen
- Click **No** to 'Print the transactions for this period only'



- Click **Yes** to 'Show Transaction Descriptions on Report'

- Follow the printer prompts to generate a Full Budget Analysis for this account to show the effect of the reversal

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross	Voucher
A&M Bookshop	Books	005	876543	2238	ESP	28 JAN 2019	200.00	20.00	220.00	41
Supply West	Stationery	006	1287S	012350	ESP	28 JAN 2019	22.73	2.27	25.00	44
A&M Bookshop	Books - CORRECTED	005	876543	2238	ESC	28 JAN 2019	-200.00	-20.00	-220.00	61
Expenditure							**22.73**	**2.27**	**25.00**	
Income							**0.00**	**0.00**	**0.00**	
Internal Charges							**0.00**	**0.00**	**0.00**	
Totals							**22.73**	**2.27**	**25.00**	

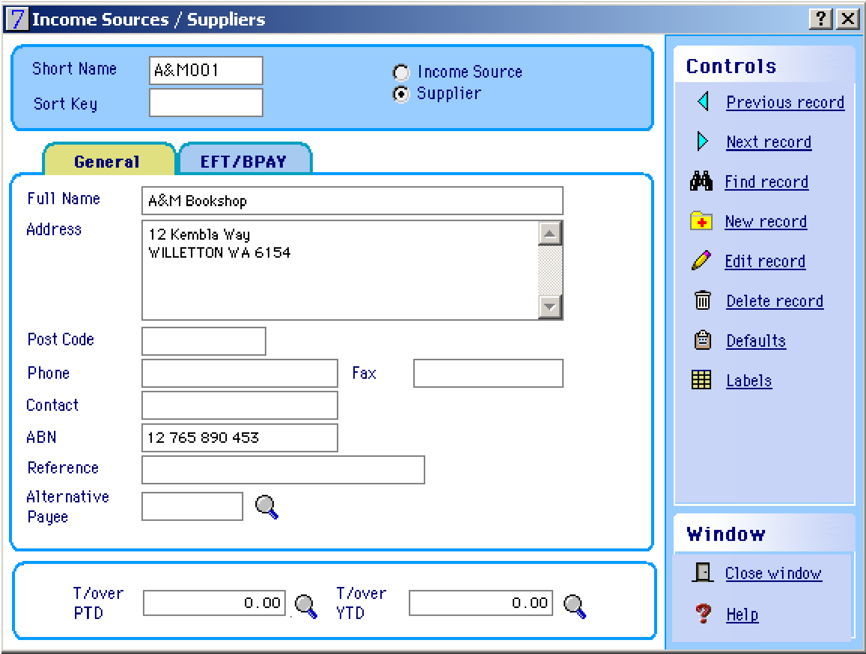
Note: this transaction is automatically entered when the user performs a transaction reversal.

- Close the report

Records > Income Sources and Suppliers

Check that the Supplier has correctly been credited with the $220.00

- Click on Find record
- Enter A in the **Short Name** field and press <**Enter**>



- Click on the **T/over PTD** in the lower left hand side of the screen and note that the T/over PTD is 0.00

- Click **OK** to print. The report now correctly displays the cancelled out transactions

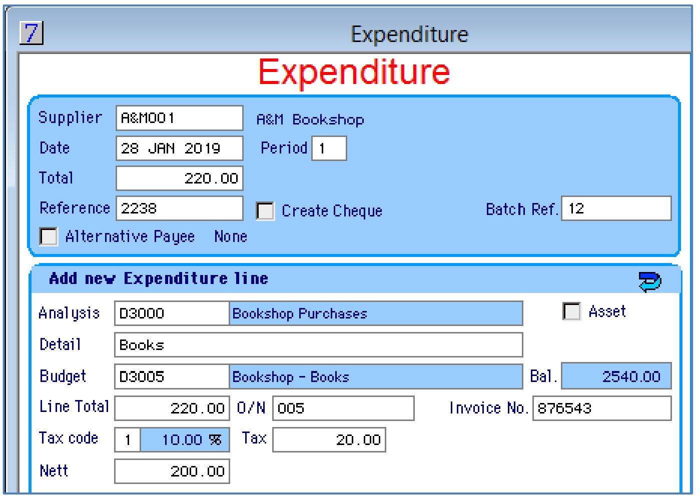
Account	Analysis	Budget	Ref	Invoice	Type	Date	Nett	Tax	Total	Voucher	Rec. Ref.	Rec. Date	Bank
A&M001	D2480	D5005	2238	876543	SCHAD ESP	28 JAN 2019	200.00	20.00 1	220.00	41			1 Cheque Account
A&M001	D2480	D5005	2238	876543	MCS ESC	28 JAN 2019	-200.00	-20.00 1	-220.00	61			1 Cheque Account

- Re-Enter the transaction to the correct account – D3005 Bookshop – Books using Batch number 12, the same tax code and the same cheque number to aid reconciliation

Supplier	Amount	Ref	Batch Ref	Details	Budget	Tax Code	O/N	Invoice No
A&M Bookshop	$220	2238	12	Books	D3005	1	005	876543

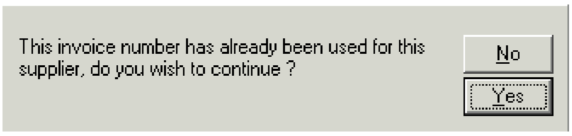
Enter the details as per the screen shot below:

Transactions > Expenditure

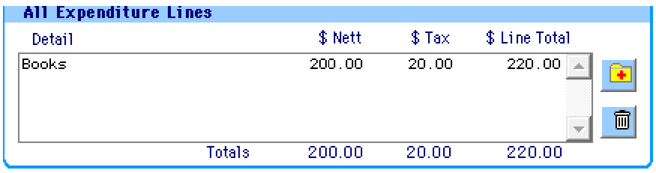


- When all the details are correct press **<Tab>**

Note: as we have previously used the invoice number in the original transaction, the software will ask for confirmation that the second use of the same Invoice number is correct



- Click **Yes** to continue with the same invoice number

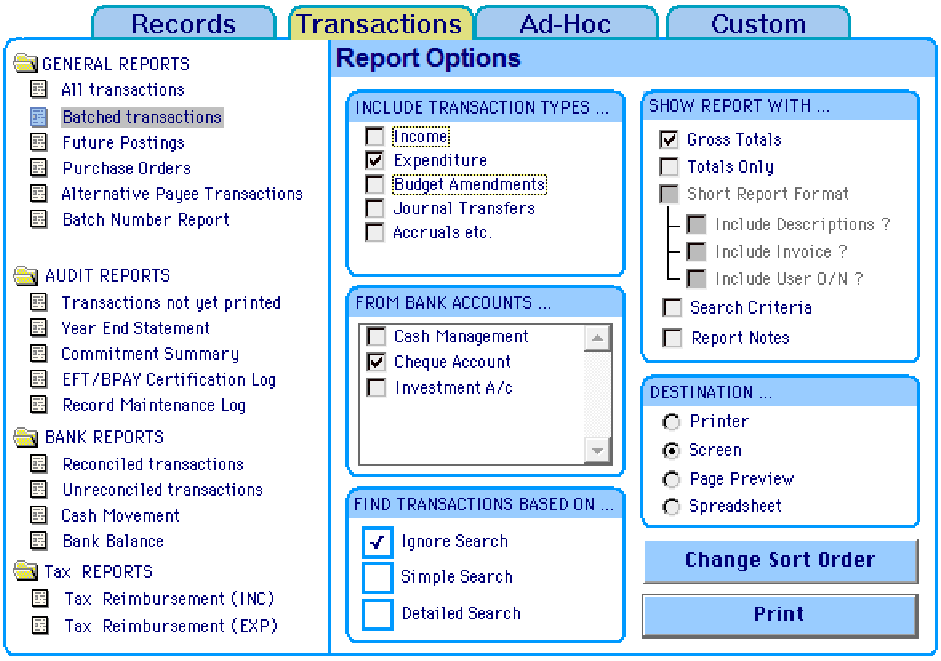


- Click **OK** (or press **<Enter>)**
- Click **OK** (or press **<Enter>)** to the Cheque account
- Click **Yes** (or press **<Enter>)** to batch the Expendure transaction

Check the Batched Transaction Report

Transactions > Reports > Batched Transactions

- Check the box in front of **Expenditure**
- Check the box in front of the Cheque Account



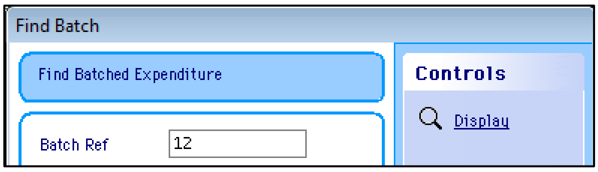
- Click on **Print**

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
12								
A&M001	A&M Bookshop							
D3000	Bookshop Purchases							
D3005	Bookshop - Books							
Cheque Account								
Invoice Number	876543							
User Order Number	005							
Books								
Ref 2238		ESP	28 JAN 2019	200.00	20.00	1	220.00	C1

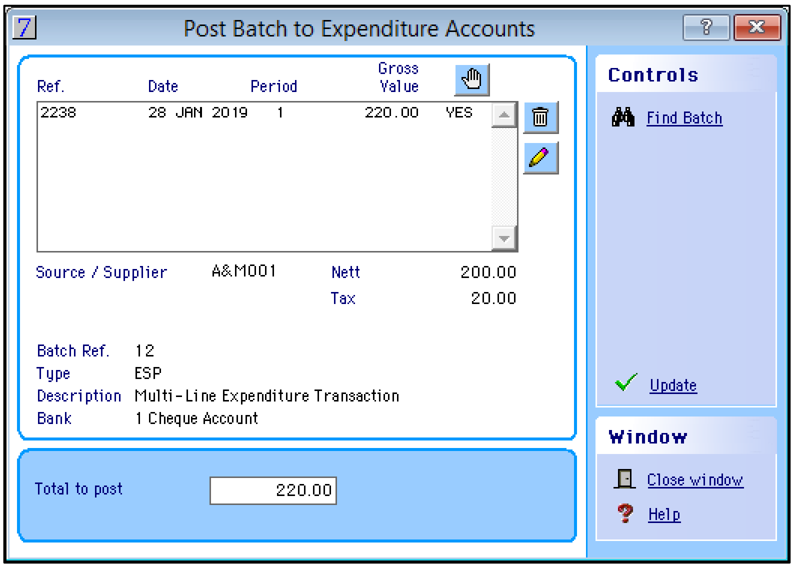
Update the batch

Transactions > View/Post Batch > Expenditure and Credit Notes

- Enter 12 in the Batch Ref field and click **Display**



- Click on  to select the transaction for posting



- Click on 

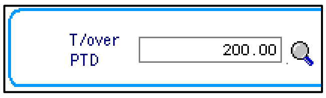
- Click on **Yes**

Check the Supplier has been debited with $220

Records > Income Sources and Suppliers

- Click on 

- Type **A** in the Supplier short code field and press **<Enter>**
- Click on the spyglass next to T/over PTD



- Click **OK** to Print

- View the report displaying a debit balance of $220 for the supplier

Account	Analysis	Budget	Ref	Invoice	Type		Date	Nett	Tax
A&M001	D2480	D5005	2238	876543	SCHAD	ESP	28 JAN 2019	200.00	20.00 1
A&M001	D2480	D5005	2238	876543	MCS	ESC	28 JAN 2019	-200.00	-20.00 1
A&M001	D3000	D3005	2238	876543	MCS	ESP	28 JAN 2019	200.00	20.00 1

Activity: Cancelling a Cheque

The school has paid for a Staff Development PD course, however the course has been cancelled and the cheque has been returned, therefore the following cheque will need to be cancelled.

- Record Keeping **-** Complete the Cancelled Cheque Register for Cheque Number 2236

DEPARTMENT OF EDUCATION AND TRAINING
GENERAL LEDGER SYSTEM
(Please retain this register in a file for easy access)

CANCELLED/REPLACEMENT CHEQUES REGISTER

ORIGINAL CHEQUE DETAILS						DETAILS OF REPLACEMENT CHEQUE (If applicable)			
DATE ISSUED	CHEQUE NO.	AMOUNT $	c	REASON FOR CANCELLATION	CANCELLED/ REVERSED ON SYSTEM (YES/NO)	PAYEE	DATE ISSUED	CHEQUE NUMBER	RE-ENTERED ON SYSTEM (YES/NO)
	2236	55	00	PD Course Cancelled	Yes				

- Complete the Expenditure Transaction Reversals form for Chq 2236 for $55 to D2705

REFERENCE TR #

REVERSAL TRANSACTION

NOTE: Check Analysis & budget codes to ensure correct transaction is being reversed.

RE-ENTRY TRANSACTION
(If required)

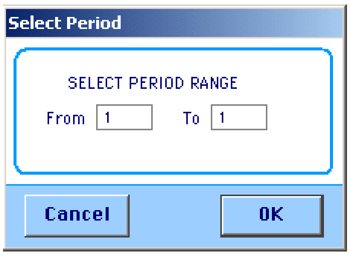
DATE	ACCOUNT TITLE	INC/ EXP	Original Period	ANALYSIS CODE	BUDGET CODE	AMOUNT $	c	ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	AMOUNT $	c
	English	Exp	1	D2480	D5005	220	00	Bookshop Books	12	D3000	D3005	1	220	00
	Staff Development	Exp	1	D2700	D2705	55	00	Not Required						

- Complete the Batch Register for Chq 2236 (Reversals do not get a number)

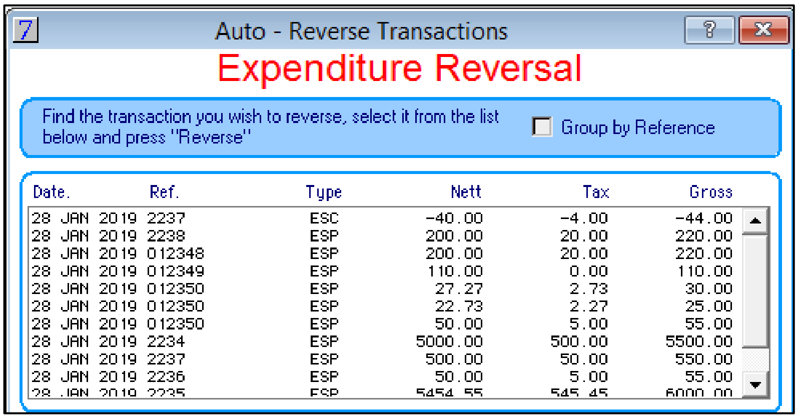
					For the month of		Period							
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
11		2237		C	1			44						
		IC1									10000			
		2238	2238	C	1					220				
12		2238	2238	C	1		220							
		2236		C	1					55				

Activity: Reversing the Expenditure Transaction

Transactions > Adjustments and Corrections > Expenditure > Reversal

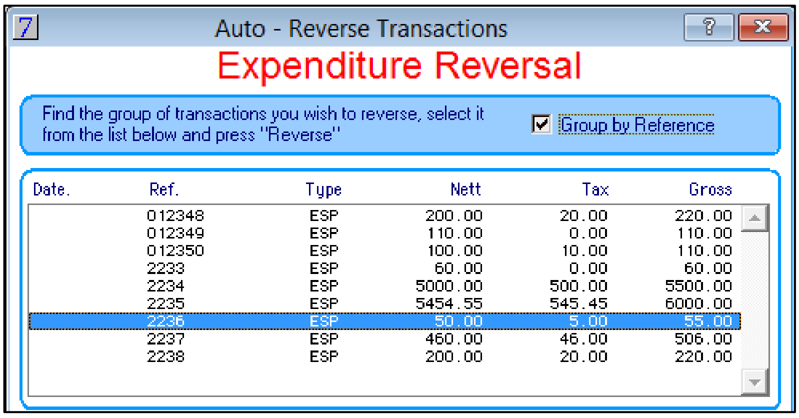


- Enter the Period Range From 1 To 1 and click **OK**

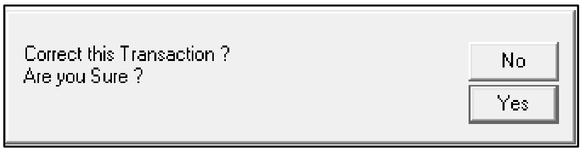


- Place a tick in the 

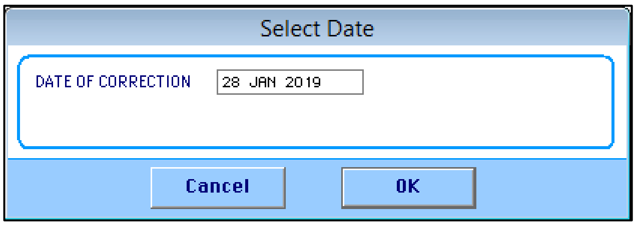
checkbox. This will group all transactions via their reference number and allow the user to reverse a group of transactions at the one time
- Highlight **2236** (the cheque number of the cheque we wish to reverse)



- Click 



- Click **Yes** to Correct the Transaction
- Click **OK** to accept the date provided



- Close the Expenditure Reversal window 

Check that the Budget Account D2705 has been credited with $55.00

Records > Budget Accounts

- Click 

- Enter **D2705** and press <**Enter**>
- Click on the spyglass next to Balance Remaining
- Select Full Budget Analysis and click on **Print**
- Select the Screen as the output option and click **OK**
- Click **NO** followed by **YES** and follow the printer prompts

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
Science Teachers' Associa	Prof Dev Course	003	88888	2236	ESP	28 JAN 2019	50.00	5.00	55.00
Science Teachers' Associa	Prof Dev Course - CORRECTED	003	88888	2236	ESC	28 JAN 2019	-50.00	-5.00	-55.00

21.2 Option 2 – Adjust/Correct

This option is available for income and expenditure transactions and allows the user to make a decreasing adjustment to an amount.

An income adjustment will have the effect of **decreasing** an **income** amount and an expenditure adjustment will have the effect of **decreasing** an **expenditure** amount.

This option could be used if:
The amount entered into the system was overstated (in error)

Method for Performing an Adjustment/Correction

- Click on **Transactions**
- Click on **Adjustments** / **Corrections**
- Click on **Adjustments** / **Corrections** under Income or Expenditure as appropriate
- Enter the details of the transaction (Ensure that all details are exactly the same as the original transaction except for date, batch number and amount. The amount should be the *difference* between the incorrect figure and the lower correct figure.)
- Click on **OK**
- Click on **Yes**

Note: this type of error is sometimes identified when reconciling to the bank statement.

Activity: Decreasing Adjustment of an Expenditure Transaction

We have discovered that an amount of $220 has been accidently and incorrectly posted for A&M Bookshop. After checking Invoice No: 876543, we realised it should have been for the amount of $198, so the transaction has been overstated by $22.00.

After identifying this error, we will now need to process an Expenditure Adjustment through an Adjust/Correct transaction to reduce the posted transaction by the overstated amount of $22 using Batch No. 13

- Record Keeping – complete the Expenditure Adjustment Transactions form and Batch No 13

DEPARTMENT OF EDUCATION

EXPENDITURE TRANSFER - PINK

EXPENDITURE ADJUSTMENT TRANSACTIONS

- Expenditure Adjust/Correct transaction
- Expenditure transaction

- *This form can be used to record the transfer of expenditure: - from a 'D' Account to a 'D' Account and an "N" Account to "N"Account, and between D and N Accounts*
- *Process an 'Expenditure – Adjust/Correct' transaction to the Account you want to decrease.*
- *Process an 'Expenditure' transaction to the Account you want to increase.*
- *Care should be taken to use the appropriate tax code/s.*
- *Provide a brief explanation to describe the reason for each expenditure transfer.*

REFERENCE ET #

EXPENDITURE ADJUST/CORRECT TRANSACTION | **EXPENDITURE TRANSACTION** *(Mark "Not Required" if no transaction is necessary)*

DATE	ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	'EXP-ADJ/COR' AMOUNT $	C	ACCOUNT TITLE	BATCH NO.	ANALYSIS CODE	BUDGET CODE	TAX CODE	AMOUNT $	C
	Bookshop Books	13	D3000	D3005	1	22	00	Not Required						

- Complete the Batch Register for Batch 13 – it is an expenditure adjustment of $22

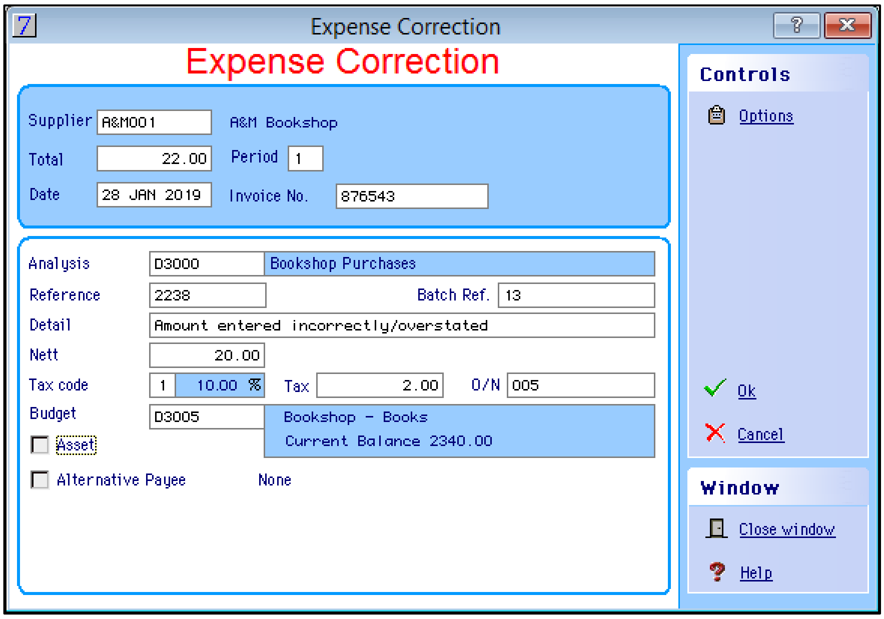
For the month of | Period

Batch No	Date/Date Export	Reference No From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	BANK RELATED TRANSACTIONS Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals ** Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
11		2237		C	1			44						
		IC1									10000			
		2238	2238	C	1					220				
12		2238	2238	C	1		220							
		2236		C	1					55				
13		2238			1					22				

Activity: Enter the Expenditure Adjust/Correct Transaction

- **Transactions > Adjustments and Corrections > Expenditure> Adjust/Correct**

- Type **A** and press <**Tab**>
- Select **A&M001** as the Supplier and press <**Tab**>
- Enter **22** as the amount and press <**Tab**>
- Press <**Tab**> to accept the default date
- Enter **876543** for the Invoice No. and press <**Tab**>
- Enter **2238** for the Ref (same cheque number to ensure grouping at reconciliation time) and press <**Tab**>
- Enter **13** for the Batch No and press <**Tab**>
- Enter **Amount entered incorrectly/overstated** for the Detail (no need to record that this is an adjustment) and press <**Tab**>
- Press <**Tab**> to the Tax code field
- Enter **1** for the tax code and press <**Tab**>
- Enter **005** in the O/N and press <**Tab**>
- Enter **D3005** for the Budget code and press **<Tab>**

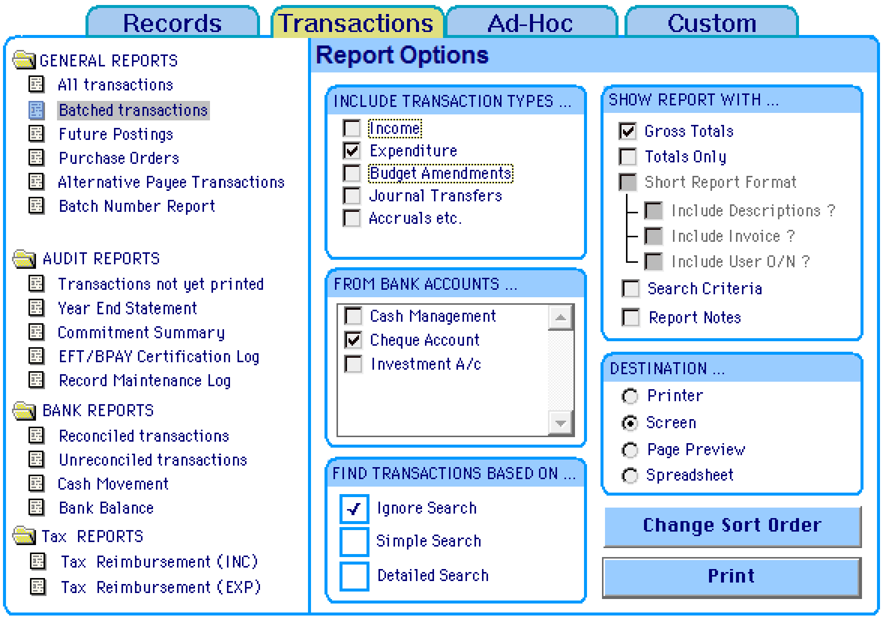


- Click **OK,**
- Click **OK** to the cheque account and or **<Enter> three** times to post the transaction to the batch
- Click **Yes** to batch the transaction

- **Check the Batched Transactions Report**

- Click  to return to the Transaction menu

- Check the box in front of **Expenditure**
- Check the box in front of the **Cheque** Account



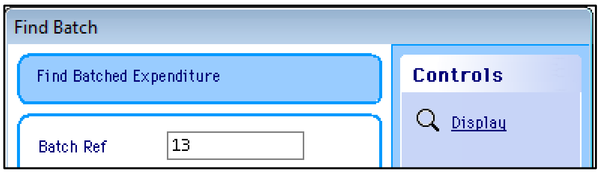
- Click on **Print**

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
13								
A&M001	A&M Bookshop							
D3000	Bookshop Purchases							
D3005	Bookshop - Books							
Cheque Account								
Invoice Number	876543							
User Order Number	005							
Amount entered incorrectly/overstated								
Ref 2238		ESC	28 JAN 2019	20.00	2.00	1	22.00	C1

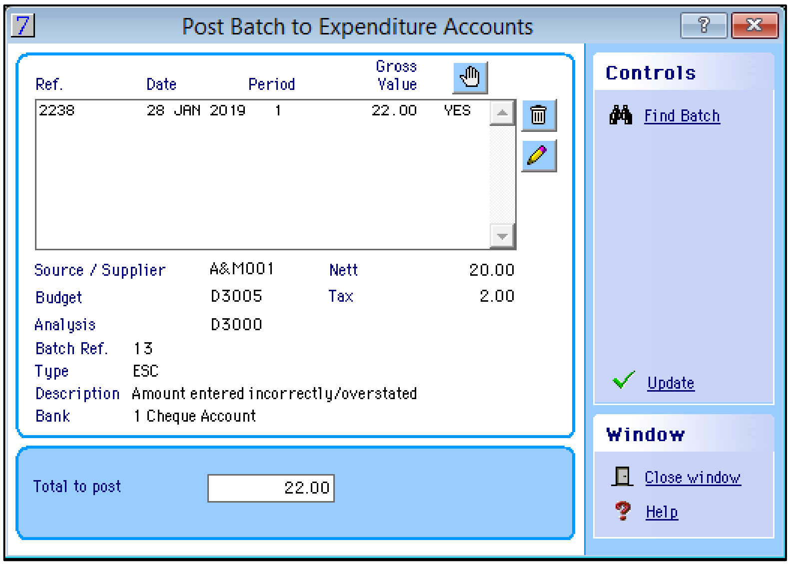
Update the Batch

Transactions > View/Post Batch > Expenditure and Credit Notes

- Enter 13 in the Batch Ref field and click **Display**



- Click on  to select the transaction for posting



- Click on 

- Click **Yes**

21.3 Option 3 – Internal Charges

Internal charges can be used for correction purposes under certain circumstances, for example:- A transaction ***had been reconciled,*** but was later discovered that it had been posted to an incorrect account, therefore an internal charge can be used to transfer the expense to the correct account. This would also be useful in the case where you need to make a correction to a transaction in a prior period if, for example, the transaction had been posted against an incorrect budget account code. Internal charges are not reflected on the BAS.

Note: in cases where the transaction has not been reconciled, it is often better to reverse the transaction and then re-enter it. We will not do an Internal Charge at this point in training.

21.4 Other Types of Corrections

Un-reconcile
An 'un-reconcile' facility exists to un-reconcile transactions which have been reconciled in error. We will examine this facility after our monthly reconciliation.

22 Direct Debits and Credits

Note: the Bank Statement Posting Summary form can be used for these transactions.

Direct debits (such as bank charges) and credits (such as bank interest) that appear on the bank statement should be entered as either an expenditure or income batch.

Activity: Direct Debits and Credits

The monthly bank statement has arrived and any transactions directly debited or credited to the school's account should be recorded in RM Finance. Credits should be processed in one batch (batch 14) and debits in another (batch 15).

- Record Keeping – Record two batches 15 and 16 and use the references BS126-1 to BS126-2 for Income Batch 14 and BS126-3 for Expenditure Batch 15 as indicated below

Batch 14 Total: $50,040.23
Batch 15 Total: $10.56

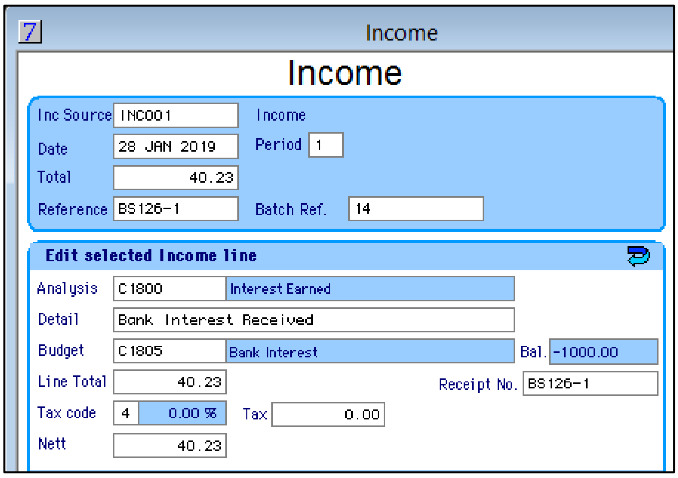
					For the month of				Period					
					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
13		2238			1					22				
14		BS126-1	BS126-2		1	50040.23								
15		BS126-3			1		10.56							

- Complete the tax code for each of the items and record it here

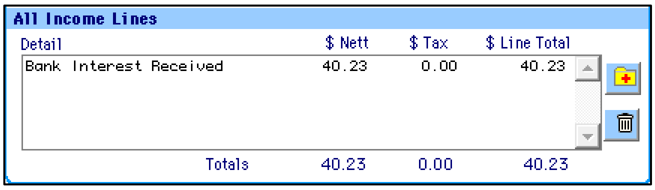
Description	Debit	Credit	Analysis Code	Reference	Budget Code	Tax Code
Bank Interest Received		40.23	C1800	BS126-1	C1805	
Funds Transfer (Student Centred Funding)		50,000.00	C3200	BS126-2	C3205	
Bank Charges	10.56		D1000	BS126-3	D1087	

Transactions > Income

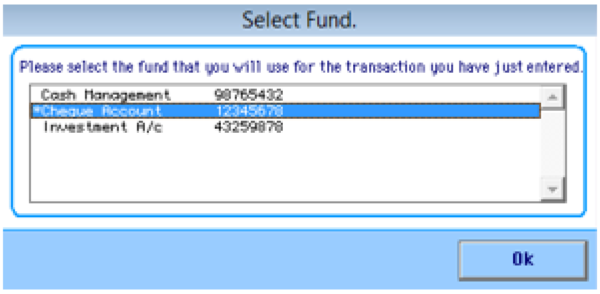
- Enter INC001 as the Income Source and press <Tab>
- Enter 40.23 as the total and press <Tab>
- Enter BS126 -1as the Ref and press <Tab>
- Enter 14 as the Batch number and press <Tab>
- Enter ‘Bank Interest Received’ as the details and press <Tab>
- Enter C1805 as the Budget Code and press <Tab>
- Enter 40.23 as the Line Total and press <Tab>
- Enter 4 as the Tax Code and press <Tab>
- Enter BS126-1 as the Receipt Number



- Press <Tab> to drop the transaction to the lower window



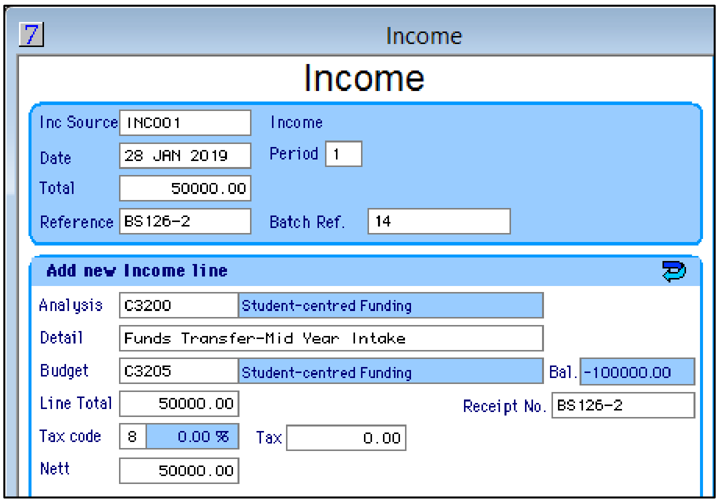
- Click **OK** to the Cheque Account



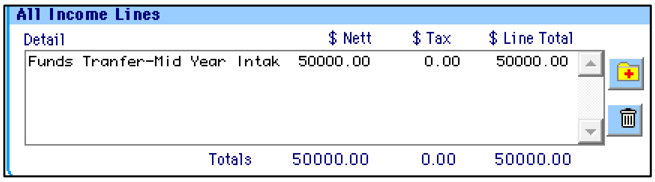
- Click **Yes** to Batch the transaction

- Enter the second Income transaction (Funds Transfer)

Funds Transfer (Mid Year Intake)	50,000.00	C3200	BS126-2	C3205	8



- Press **<Tab>** to drop the transaction to the lower window



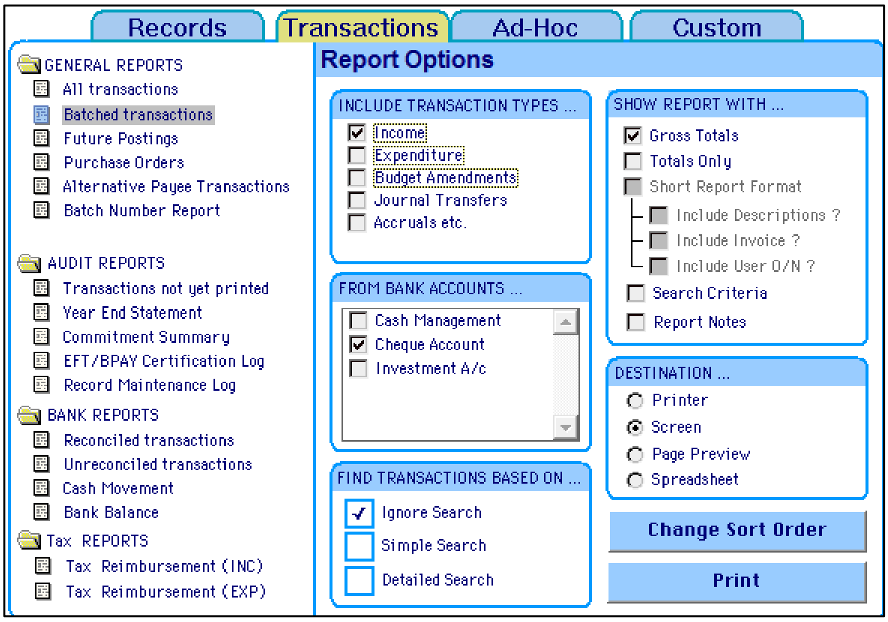
- Click 

- **OK** to the Cheque Account

- **Yes** or **<Enter> three** times to post the transaction to the batch

Transactions > Reports > Batched Transactions

- Check the box in front of **Income**
- Check the box in front of **Cheque Account**



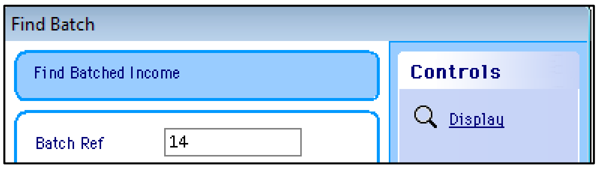
- Click on **Print**

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
14 INC001 C1800 C1805 Cheque Account Receipt Number Bank Interest Received Ref BS126-1	 Income Interest Earned Bank Interest BS126-1	INC	28 JAN 2019	40.23	4	40.23	CI
14 INC001 C3200 C3205 Cheque Account Receipt Number Funds Transfer-Mid Year Intake Ref BS126-2	 Income Student-centred Funding Student-centred Funding BS126-2	INC	28 JAN 2019	50000.00	8	50000.00	CI

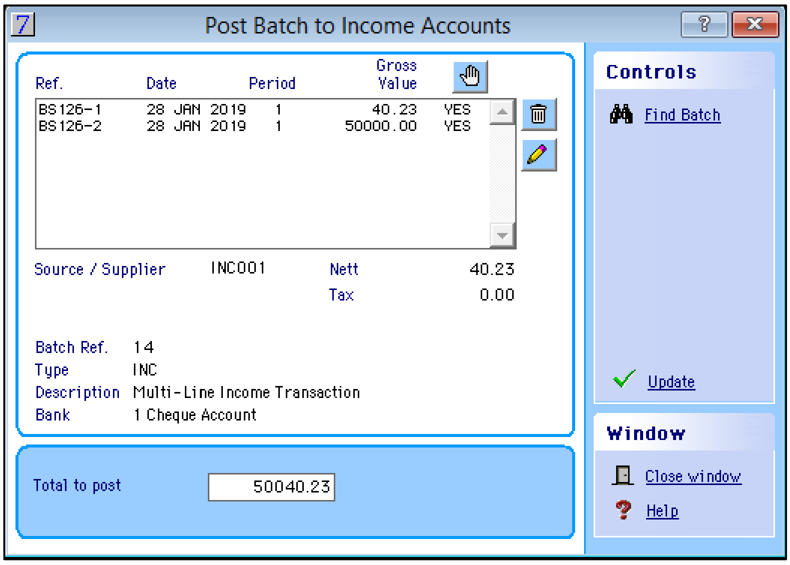
- Check the details of the transactions and then close the report

Transactions > View/Post Batch > Income

- Enter 14 in the Batch Ref field
- Click on **Display**



- Click  to change the No to a Yes



- Click on 

- Click **Yes**

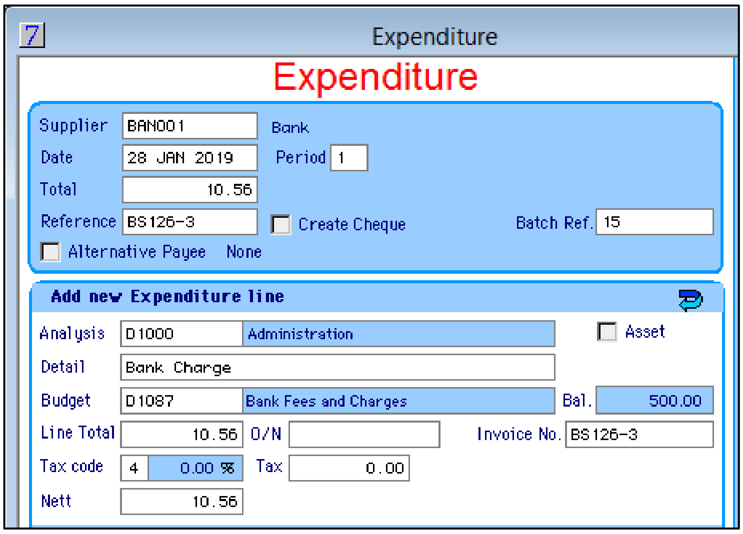
- Click  to return to main menu

Activity: Enter the Direct Debit Transaction

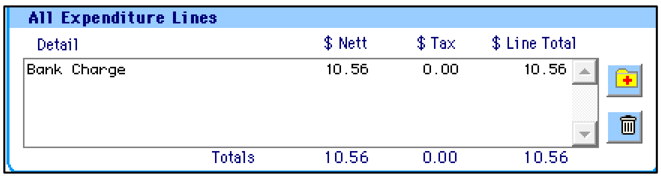
Process the one expenditure transaction using BAN001 for the supplier, check the batched transaction report and update the expenditure batch.

Transactions > Expenditure

- Ensure ‘Create Cheque’ is not ticked
- Enter **BAN001** in the Supplier Field and press **<Tab>**
- Enter **10.56** as the Total and press **<Tab>**
- Enter **BS126-3** as the Reference and press **<Tab>**
- Enter **15** as the Batch number and press **<Tab>**
- Enter **‘Bank Charges’** for the detail and press **<Tab>**
- Enter **D1087** for the Budget Code and press **<Tab>**
- Enter **10.56** as the line total and press **<Tab>**
- Enter **4** for the Tax Code and press **<Tab>** three times
- Enter **BS126-3** as the Invoice number and press **<Tab>**



- **<Tab>** down to the lower window

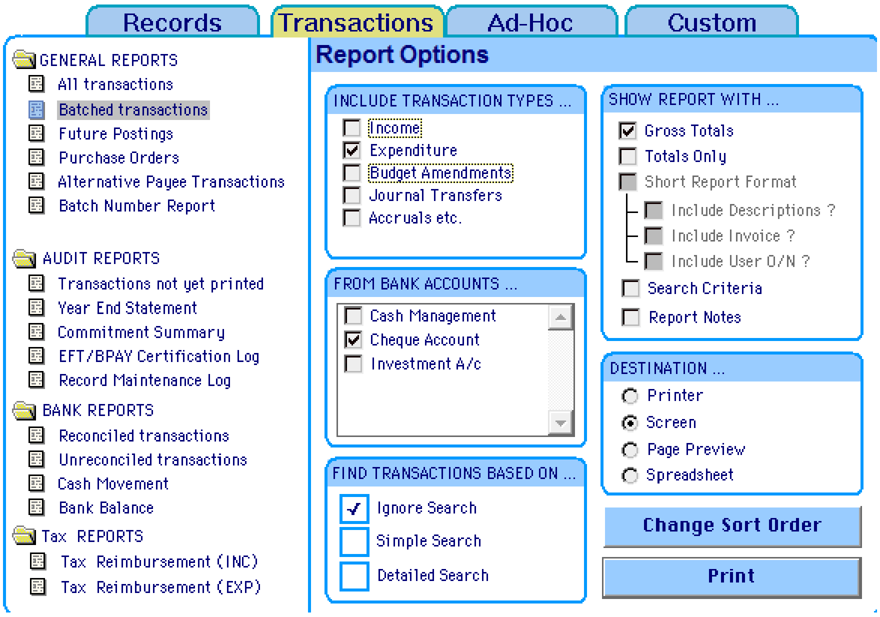


- Click **OK**
- Click **OK** to the **Cheque Account**
- Click **Yes** to batch the transaction

Check the Batched Transactions report for Expenditure

Transactions > Reports > Batched Transactions

- Check the box in front of **Expenditure**
- Check the box in front of **Cheque**



- Click on print

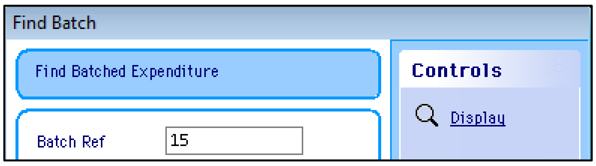
Posting Detail		Type	Date	Nett	Tax	Total	Voucher
15							
BAN001	Bank						
D1000	Administration						
D1087	Bank Fees and Charges						
Cheque Account							
Invoice Number	BS126-3						
Bank Charge							
Ref BS126-3		ESP	28 JAN 2019	10.56	4	10.56	C1

Check the details of the transactions and then close the report

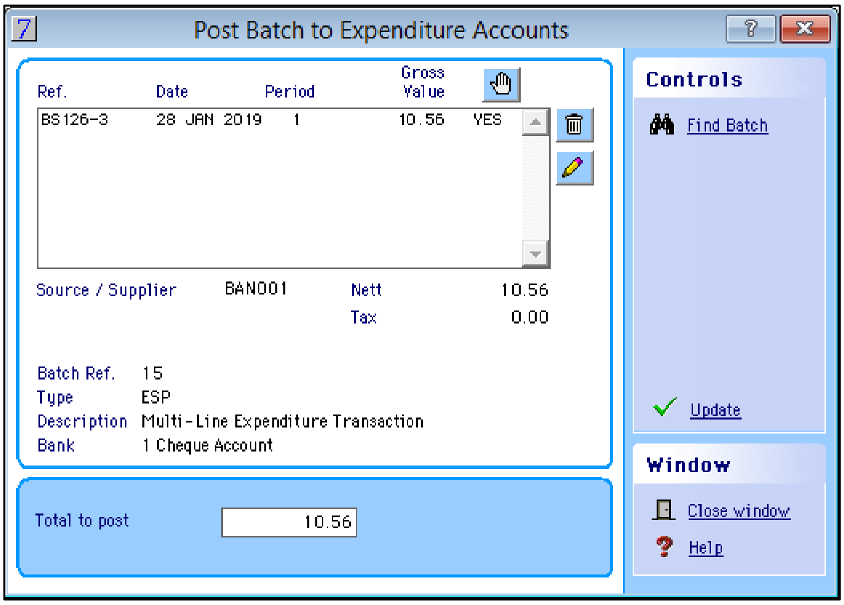
- **Update the batch**

Transactions > View/Post Batch > Expenditure and Credit Notes

- Enter **15** in the Batch Ref field



- Click on **Display**
- Click  to change the No to a Yes



- Click on 

- Click on **Yes**

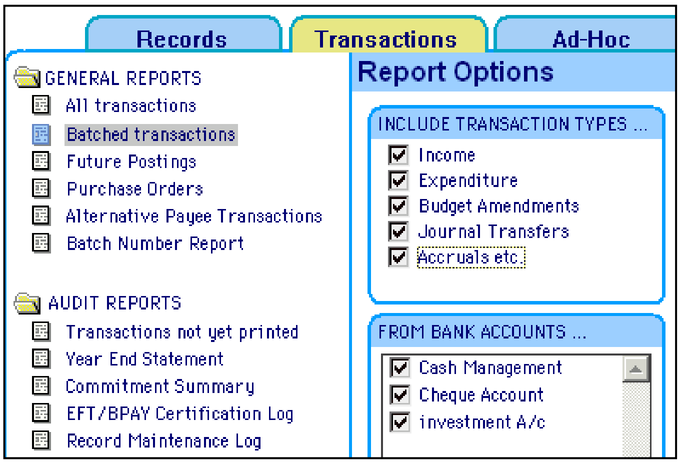
Note: some Banks apply GST to bank charges such as merchant fees. If GST is applied Tax code 1 should be used to process the bank charges.

Activity: Checking for outstanding batches prior to reconciliation

Transactions > Reports > Batched Transactions

As a precaution, it is suggested that a check be run to ensure that all batches have been updated prior to reconciliation. If a batch has been overlooked, then the following check will display the batch and the user is able to complete the update.

- Check all the boxes for the **'Transactions Types'** options

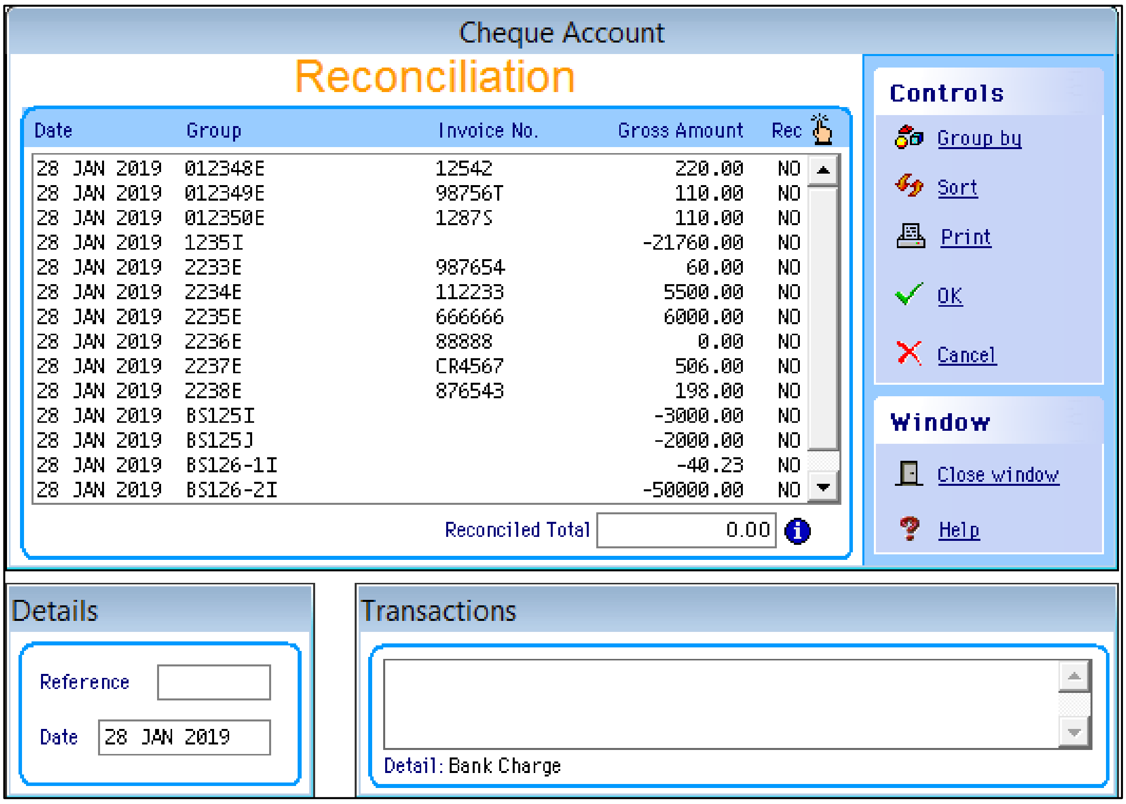


- Check all bank accounts
- Keep Gross Totals on
- Click on **Print**

The screen should flick and return without showing any transactions, confirming that they have all been posted.

23 Reconciliation

Reconciliation is accessed via Transactions. You will be asked to select the bank account that you wish to reconcile.

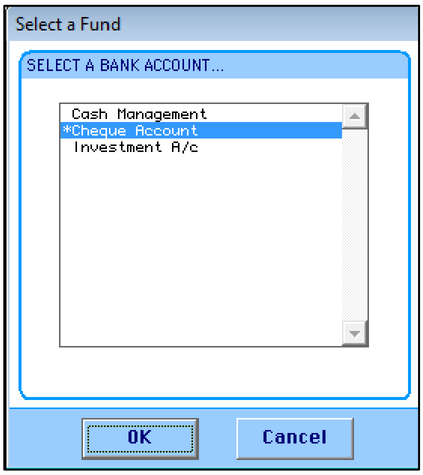


23.1 Grouping

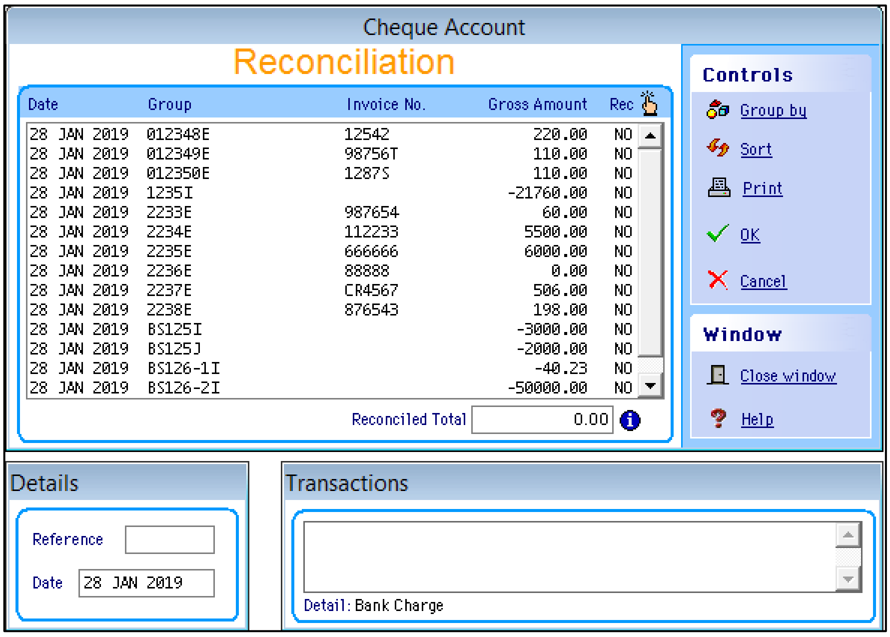
Group by - allows you to group the transactions by a variety of methods in order to assist with reconciliation. The grouping will be automatically set in your data file to group by reference.

Activity: Group Transactions by Reference

Transactions > Reconciliation



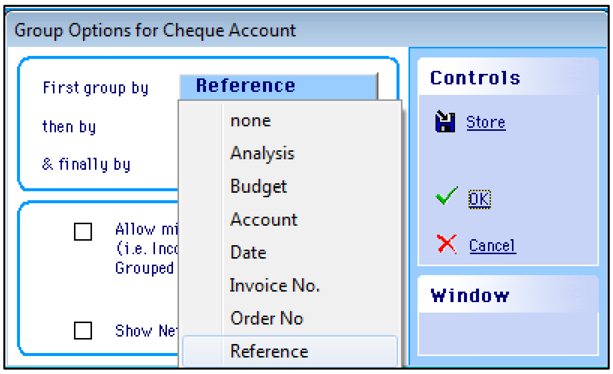
- Select the **Cheque account** as the account to be reconciled
- Click on **OK**



- Click on 

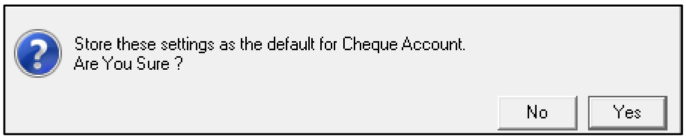
The following message will be displayed

- Click on **Yes**
- Click on the blue drop down field - **First Group By**
- Select **Reference**

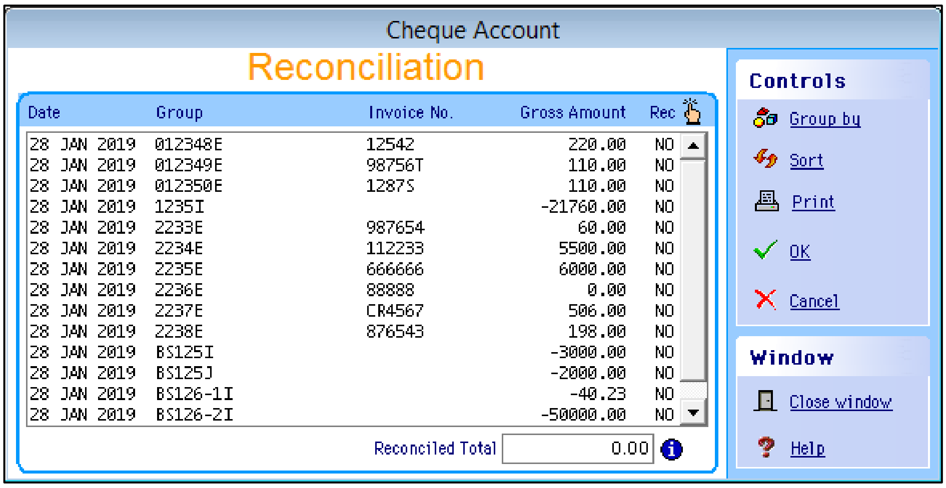


- Click on 

and the following message will be displayed



- Click **Yes**
- Click **OK** 



The transactions are now grouped by their reference.

Note: grouping items by reference will result in one entry only being displayed for each reference. The reference will usually be a cheque number (for expenditure) or a receipt or Z tape number (for income).

For each batch use the last receipt number issued so that the banking appears as one entry on the reconciliation.

23.2 Sorting

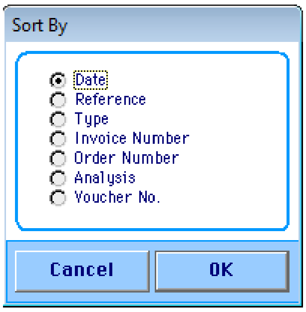
Use this option to sort your transactions to assist with locating them on the screen.

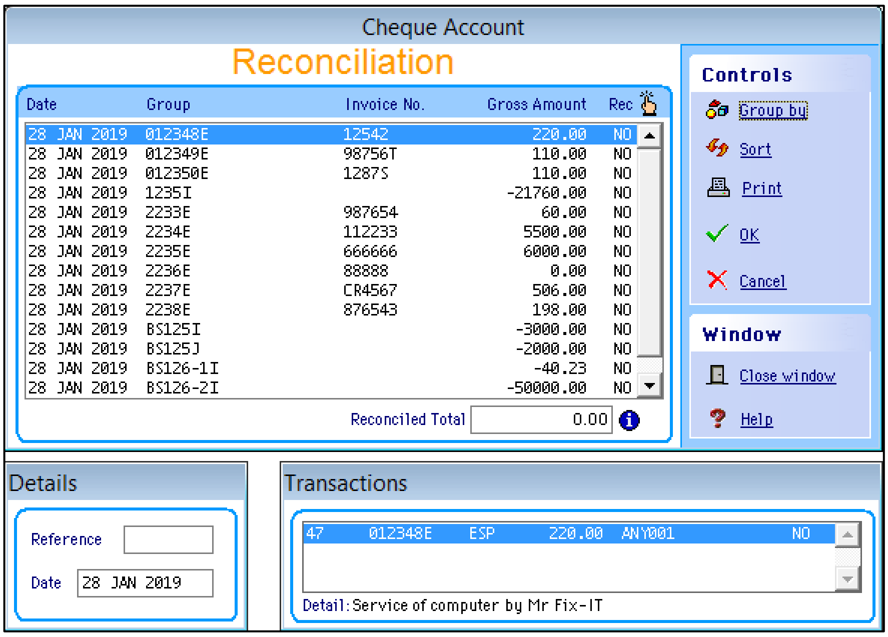
Activity: Sorting Transactions for Reconciliation

Transactions > Reconciliation

- Click on 

- Select Date as the sort field and click on **OK**





Note: sorting operates independently to the grouping – it simply allows you to sort the entries by one of the displayed criteria. The sort option is not saved, and needs re-setting every time you enter the screen.

Using grouping (and sorting) will assist in locating the amounts as they appear on your bank statement.

You can use the '*' key to help locate cheque numbers on the reconciliation screen. To locate subsequent occurrences of the same numbers, use the '+' key.

23.3 Print Transactions

This option will produce a listing of the unreconciled transactions with check boxes on the right hand side. Transactions can be manually checked off by hand if desired.

Activity: Printing a list of transactions prior to reconciliation

Transactions > Reconciliation

- Click on Print
- Choose the screen and click OK

RM Finance - West Coast District High School

Reconciliation Report Cheque Account

Report printed at 17:19 on 28 JAN 2019, Period 1
Page 1

Account	Invoice No	Date	Order No.	Analysis	Budget	Reference	Total
ANY001	12542	28 JAN 2019	n/a	D1600	D1615	012348	220.00
MAR001	98756T	28 JAN 2019	n/a	D1500	D1510	012349	110.00
SUP001	1287S	28 JAN 2019	n/a	D1000	D1025	012350	110.00
INC001		28 JAN 2019	n/a	N3000I	N3005	1235	-21760.00
WAT001	987654	28 JAN 2019	n/a	D1450	D1455	2233	60.00
ALG001	112233	28 JAN 2019	n/a	D1800	D1810	2234	5500.00
GRA001	666666	28 JAN 2019	n/a	D2000	D2005	2235	6000.00
SCI001	88888	28 JAN 2019	n/a	D2700	D2705	2236	0.00
BOO001	CR4567	28 JAN 2019	n/a	D3000	D3005	2237	506.00
A&M001	876543	28 JAN 2019	n/a	D3000	D3005	2238	198.00
INC001		28 JAN 2019	n/a	C3200	C3205	BS125	-3000.00
		28 JAN 2019	n/a			BS125	-2000.00
INC001		28 JAN 2019	n/a	C1800	C1805	BS126-1	-40.23
INC001		28 JAN 2019	n/a	C3200	C3205	BS126-2	-50000.00
BAN001	BS126-3	28 JAN 2019	n/a	D1000	D1087	BS126-3	10.56

Total Income	-74800.23
Expenditure Against Budget	12714.56
Journal Transfers	-2000.00

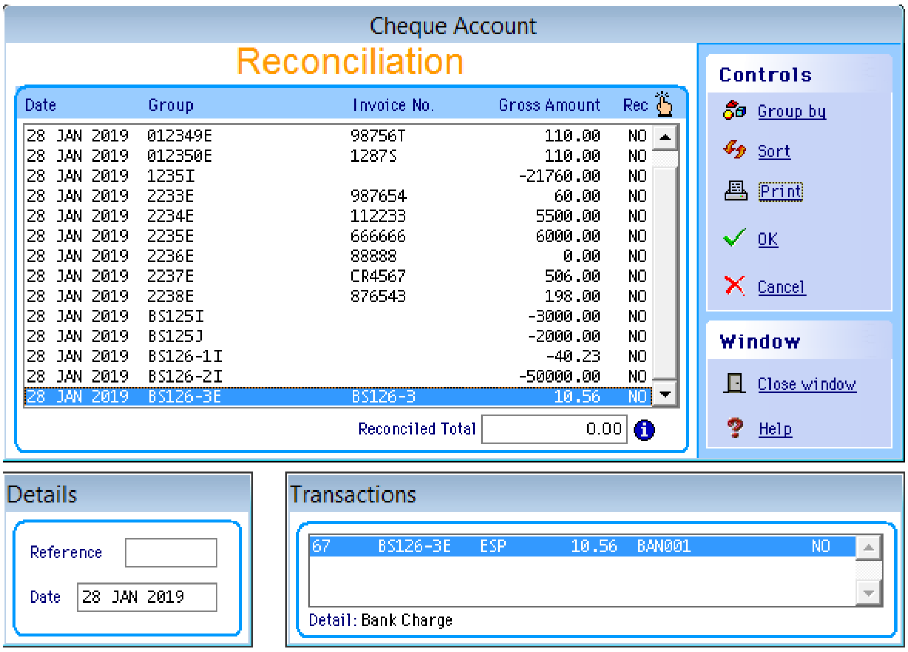
- Close the print out to return to the reconciliation screen

Activity: Reconciliation

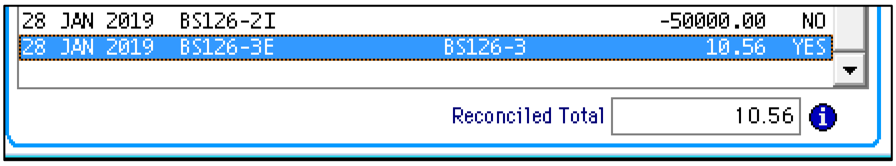
Reconcile the closing balance on the bank statement: $76,591.67

There are a few transactions listed on the bank statement that are Direct Debits or Direct Credit

- Locate the first transaction to be reconciled **10.56** for the **Bank Charge**



- Double click the transaction to turn the word NO to YES – the software will jump to the next transaction



Continue to find transactions listed in the table and double click them to reconcile the amounts.

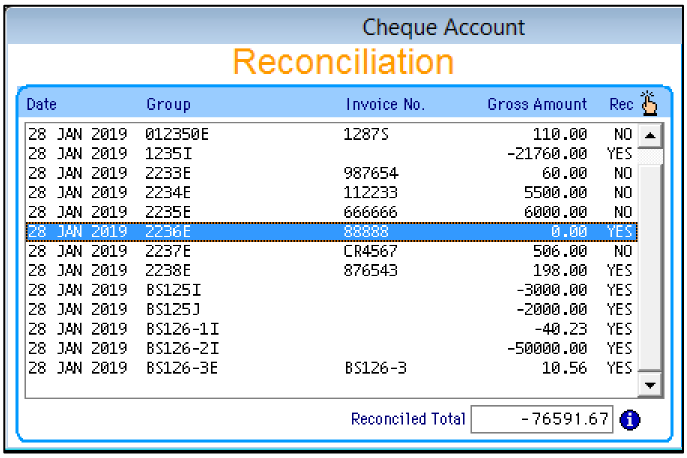
Description	Debit	Credit
Withdrawal/Cheque 2238	198.00	
Funds Transfer		-3,000.00
Interest		-40.23
Funds Transfer		-50,000.00
Funds Transfer		-2,000.00
Deposit		-21,760.00

The value in the Reconciled Total field will change to reflect the current reconciled total. Full reconciliation will occur when the value in the reconciled total field equals the total on the bank statement, in this case **$76,591.67** 

Activity: Reconciling 0.00 amounts

Transactions that have been reversed in the system will have a balance of 0.00 and should be reconciled at this time.

- Locate the transaction (Inv 88888) with a value of 0.00 and reconcile it

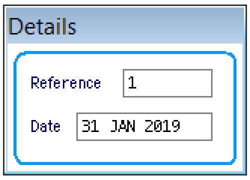


- Check that the reconciled total is still **$76,591.67**

Activity: Saving the month's reconciliation

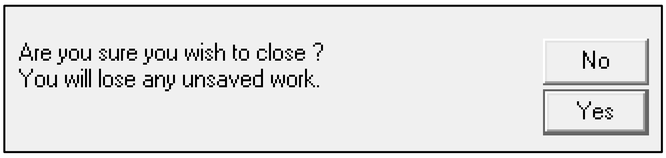
Transactions > Reconciliation

- Click into the Reference field and type the number of the month being reconciled. Eg. Type 1 for January.
- Type the date on the Bank Statement to which you have reconciled (usually the last day of the month) eg 310119 and press <**Tab**>



- When the date and reference are correct click 

- The reconciled transactions will be removed and the window can be closed 



- Click Yes

23.4 The 'Unreconcile' Facility

There may be occasions when a transaction has been reconciled in error and the reconciliation needs to be reversed.

Method for 'Un-reconciling' a Transaction

- Click on **Transactions**
- Click on **Adjustments and**/ **Corrections**
- Click on **Un-reconcile** under Bank Accounts
- Choose the appropriate **Bank Account**
- Click on **OK**
- Enter the **Reconciliation Reference** eg. 1
- Click on **Display**
- Double-click on each transaction to be un-reconciled (The 'Yes' flag changes to 'No')
- Click on **OK**

Note: this will not be done in training.

24 Period End

24.1 End of Month Processing

At this point we have covered the first 4 steps of Month End Processing

1) Complete all processing for the month.

2) Check for any outstanding batches

Transactions > Reports (Sheaf of papers) > Batched Transactions

- Check all the boxes for the Transactions options
- Check all bank accounts
- Keep Gross Totals **on**
- Click on the printer icon
- Click on screen, and click on **OK**

Nothing should happen! The screen should flicker and return without showing any transactions, confirming that they have all been posted. If any batch still exists a report will be displayed and the user should examine the report and then update the appropriate type of batch.

3) Perform a reconciliation of all bank accounts (as appropriate).

4) Ensure that all reconciliations balance.

We will now check the following reports which are displayed in the following pages

5) Check the following reports

Bank Statements for each Bank Account	(from your Bank)
Bank Balance Report	**Transactions > Reports > Bank Balance**
Unreconciled Transactions Report	**Transactions > Reports > Unreconciled Transactions** > (short report format)
Comparative Budget Report	**Reporting > Custom > Comparative Budget Report**
Budget Summary Report	**Financial Summary > Budget Summary**
Full Analysis Listing	**Records > Reports > Income & Expenditure Analysis > Income and Expenditure** Click on the printer icon and in the next dialogue box put a check mark in all boxes

All End of Month procedures, checklists and information can be found on the DoE website www.det.wa.edu.au/finance

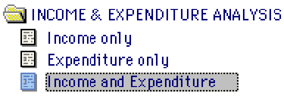
Activity: Comparing the Financial Summary – Budget Summary with the Income & Expenditure Analysis Listing

Financial Summary > Budget Summary

- Make a note of the Actual YTD figures for:

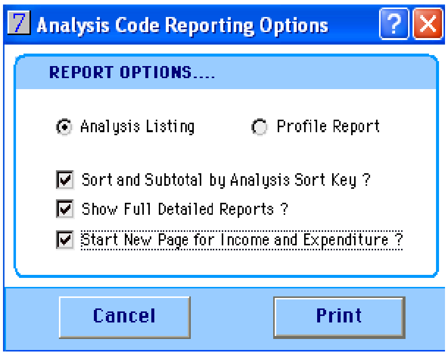
Revenue ____________________
Expenditure ____________________
Balance Accounts ____________________

Records > Reports > Income and Expenditure Analysis



- Click 

- Tick all boxes in the report options window and 



- Make a note of the figures for:

Turnover for Revenue (C accounts) ____________________
Turnover for Expenditure (D accounts) ____________________
Turnover for N Income a/c eg N1000I **NI** ____________________
(Described as Turnover for Balance)
Turnover for N a/c Expenditure eg N1000E **-NE** ____________________

Subtract NE accounts from NI accounts - Balance **=** ____________________

Remember: When you deduct a minus figure from a positive figure you actually add them.

Note: the two sets of figures should match exactly. If there is a discrepancy check your Finance Manual or for further information on troubleshooting this problem contact Financial Operational Support (Financialservices.support@education.wa.edu.au)

24.2 End of Month Procedures

At this stage of the training we have now completed all processing for the current month. We have performed bank reconciliation on the main operating account and have ensured that this is correct. We have viewed the month end reports and we will now perform a backup.

So we have completed Steps 1 to 5 of the Month End Procedures.

Activity: Checking the Rounding Difference

Before printing the final BAS, check that the statement is correct. View the amounts displayed at the base of the report and check that they do not vary significantly.

Reporting > Custom > Business Activity Statement > Period 1 to 1

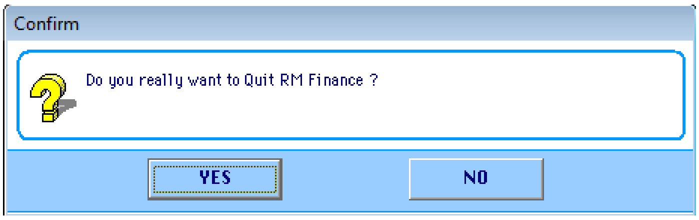
The value of your obligations as calculated on a transaction by transaction basis	778.73
The value of your obligations as calculated on the BAS	779.00
This differs by	-0.27

- Print the report to the screen and check that the rounding difference is not more than $1.00.
- Close the report

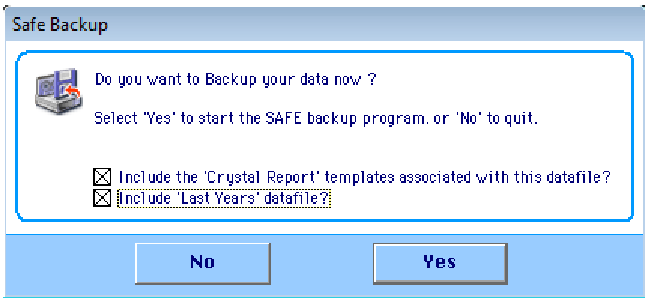
Activity: Backing up the Datafile

Exit RM Finance

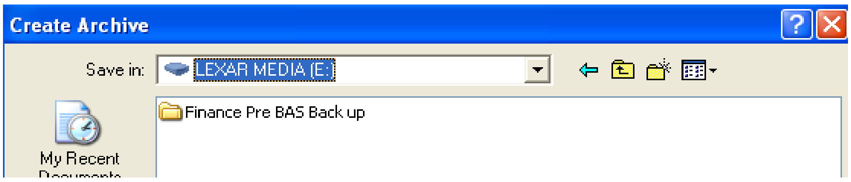
- Click on Exit RM Finance  at the top right hand side of the screen



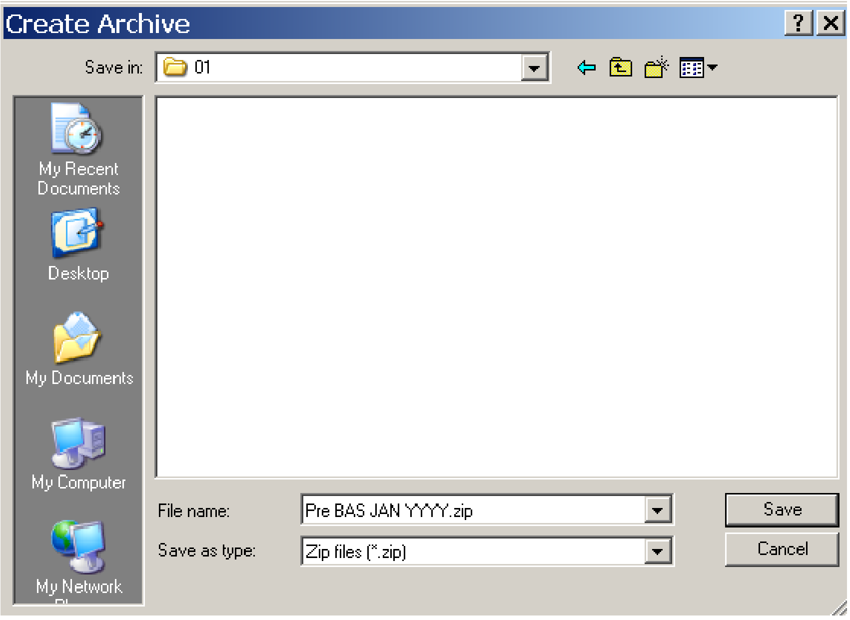
- Click on **Yes**
- Select to Include “Last Year’s datafile?”and Crystal Reports



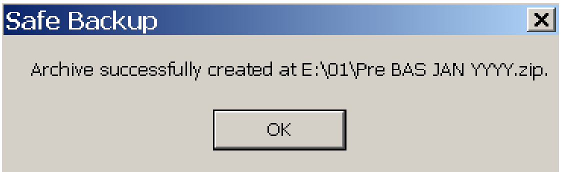
- Click **Yes**
- Navigate to the External USB Drive. (In training we will navigate to the Desktop)



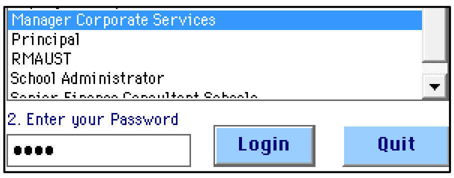
- Select the Pre BAS Back up folder
- Select the appropriate Period folder
- Name the File: **Pre BAS January 2019**



- Click **<SAVE>**



- Open RM Finance and Log on as the **Manager Corporate Services** with the password of **keys**



Note: refer to the RM Finance 'Backing up to a Pen Drive' notes for more information regarding backing up routines.

Activity: GST Rounding

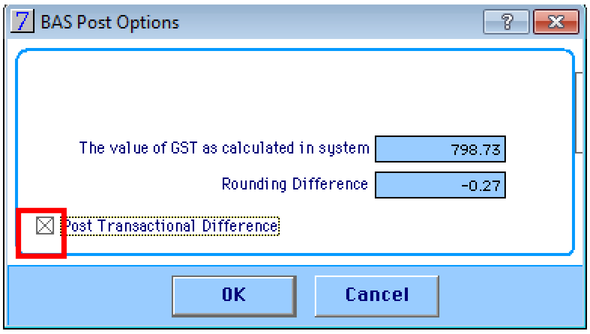
Prior to doing the backup the BAS was checked and verified that the rounding difference was 0.27cents. It is now necessary to post this transactional difference.

Reporting > Custom > Business Activity Statement

- Choose from Period 1 to Period 1
- Select the **Printer** radio button 

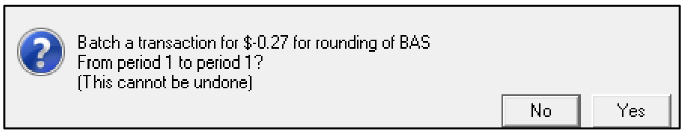
- Click on **Print**

The BAS Post Options screen will be displayed.



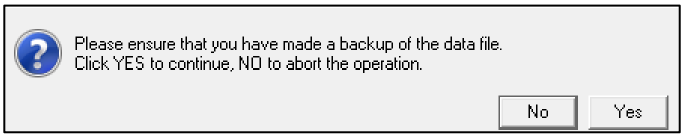
- Check the box to **Post Transactional Difference**
- Click on **OK**

The following message will be displayed:



- Click on **Yes**

The backup reminder message will then appear as follows:



- Click on **Yes,** as we have completed a backup

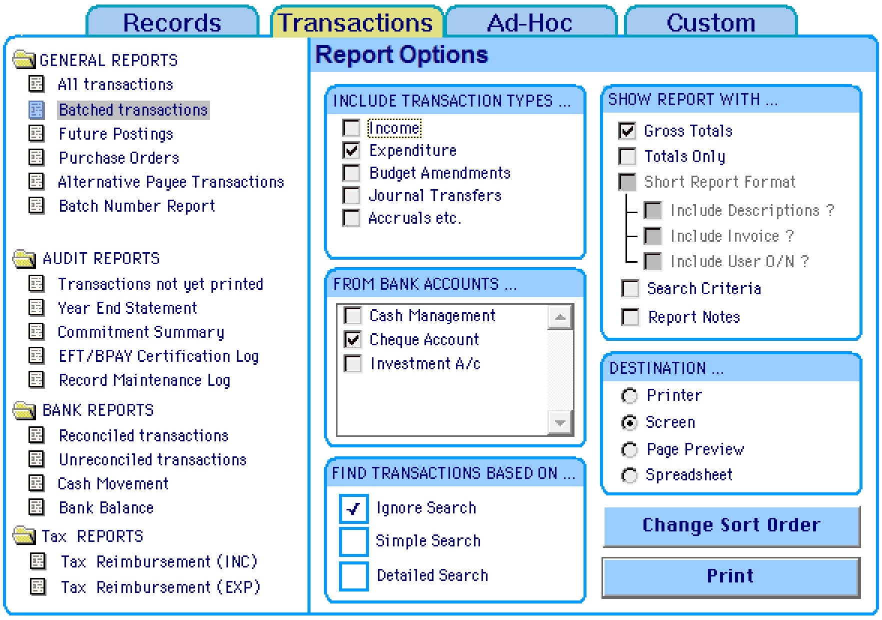
The transaction has now been placed in a batch.

As the user selects to view the batched transaction the software presents the following warning

- Click **OK**

Transactions > Reports > Batched Transactions

- Check the box in front of **Expenditure**
- Check the box in front of **Cheque** Account



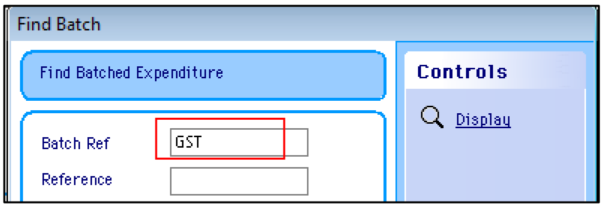
- Click on **Print**
- Check the details of the transactions and then close the report

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
GST							
ATOE	Australian Taxation Office						
D4900	Other Expenditure						
D4999	GST Rounding						
Cheque Account							
GST Rounding difference							
Ref GST		ESC	28 JAN 2019	-0.27	0.27 1	0.00	C1

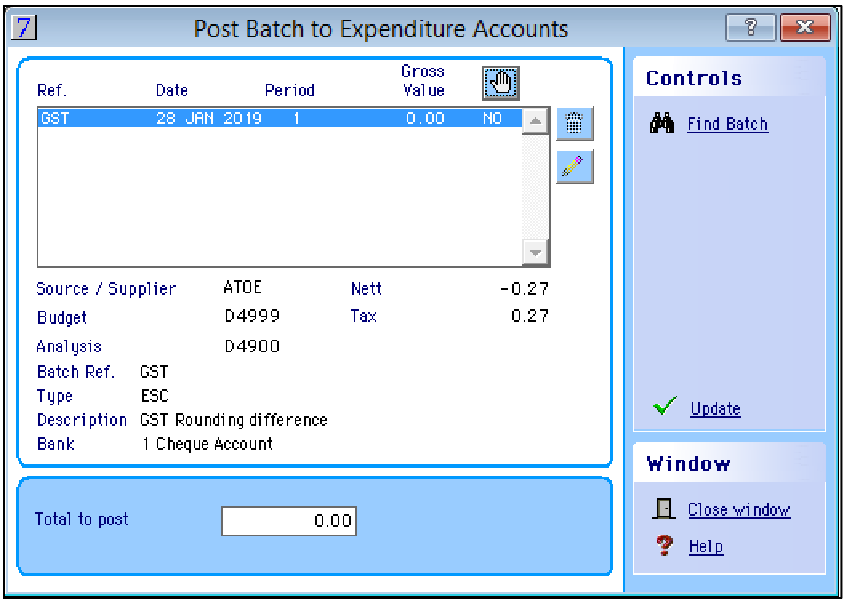
Update the Batch

Transactions > View/Post Batch > Expenditure and Credit Notes

- Enter **GST** in the Batch Ref Field



- Click on **Display**
- Highlight the transaction line to view the details



IMPORTANT

This batch must be updated <u>before</u> performing a period end. If this is not done, there could be significant problems with your data. You should also reconcile the resulting 0.00.

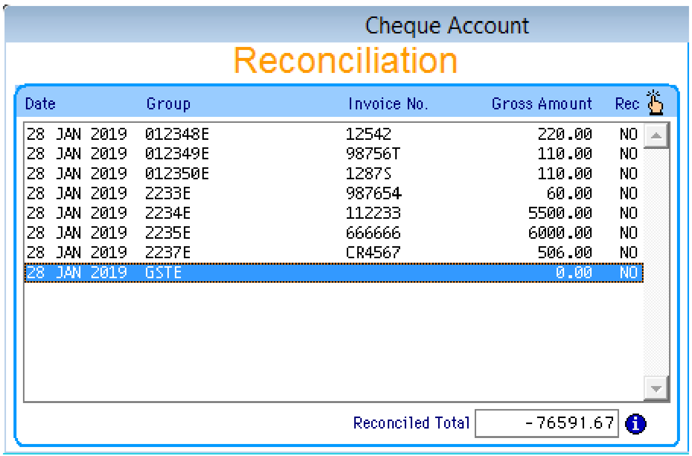
- Click on  to change the No to Yes
- Click on **Update**
- Click **Yes**
- Click  to return to the main menu

Note: the batch total will be zero for this special type of transaction.

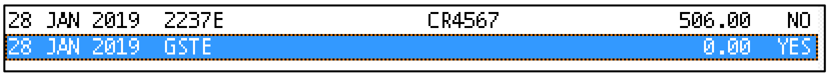
Activity: Reconcile & Record the 0.00 transaction

Transactions > Reconciliation

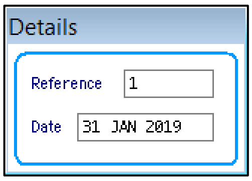
- Select the Cheque Account
- Click **OK**
- Locate the transactions just posted with the reference of GST and the value of 0.00 (it should be the last transaction in the list



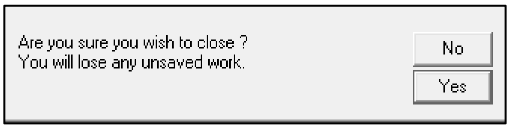
- Double click the transaction to change the word **NO** to **YES**



- Enter 1 in the Reference field and press **<Tab>**
- Enter **310119** in the Date field and press **<Tab>**



- Click **OK** and the transaction will be removed from the screen
- Click Close window



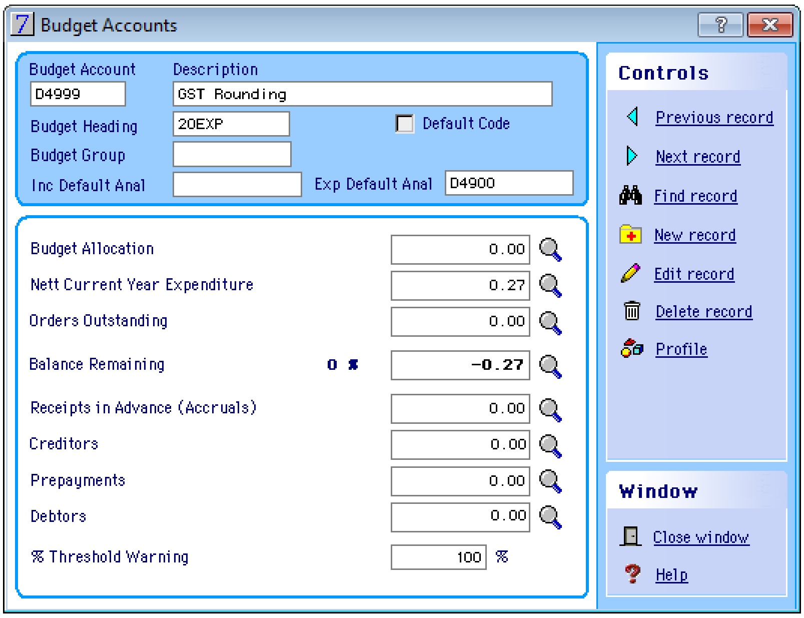
- Click **Yes**

Activity: Check the Result of posting the GST

Check the Budget Analysis Report on D4999 to see the result of this posting.

Records > Budget Accounts

- Click on **Find Record**
- Enter D4999 and press **<Enter>**



- Click on the spyglass next to Balance Remaining
- Select a Full Budget Analysis and click **PRINT**
- Click **OK** to print the report to the screen
- Click **NO** to ‘Print the transactions for this period only?’
- Click **YES to ‘**Show Transaction Descriptions on Report?’
- Follow the Printer prompts

Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
Australian Taxation Offic	GST Rounding difference			GST	ESC	28 JAN 2019	0.27	-0.27	0.00
Expenditure							**0.27**	**-0.27**	**0.00**
Income							**0.00**	**0.00**	**0.00**
Internal Charges							**0.00**	**0.00**	**0.00**
Totals							**0.27**	**-0.27**	**0.00**

- You would now use the BAS report generated by the system to complete the BAS issued to your school by the ATO
- It is also possible to submit the BAS electronically through the Taxation Department’s website.

Activity: Run Freda Reports

FREDA LEDGER REPORT

- Go to **Reporting > Custom**
- Select FREDA Ledger report
- First Time report is run: Select School type of School, ESC or Other. This selection will be saved and this step will not need to be done when the report is run in the future.
- Click **Print** to run the report

Check that you get the message that confirms that the report has been successfully run

FREDA BAS REPORT

- Go to **Reporting > Custom**
- Select the FREDA BAS report
- Choose the BAS reporting period using the From period and To period drop down menus
- First Time report is run: Select School type of School, ESC or Other. This selection will be saved and this step will not need to be done when the report is run in the future.
- Click **Print** to run the report
- Check that the message confirms that the report has been successfully run

FREDA SUPPLEMENTARY DATA

- Instructions from the WA DoE will be released with reference to the above report

FREDA Bank Reconciliation Report

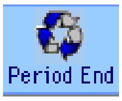
- Go to **Reporting > Custom**
- Select the FREDA Bank Reconciliation Report Report
- First Time report is run: Select School type of School, ESC or Other. This selection will be saved and this step will not need to be done when the report is run in the future.
- Click **Print** to run the report

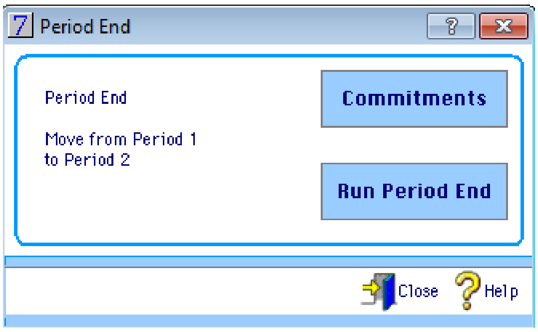
FREDA Balance Account Analysis Report

- Go to **Reporting > Custom**
- Select the FREDA Balance Account Analysis Report
- First Time report is run: Select School type of School, ESC or Other. This selection will be saved and this step will not need to be done when the report is run in the future.
- Click **Print** to run the report

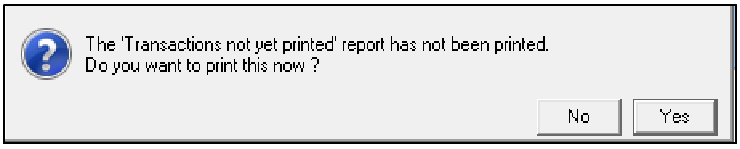
Activity: Run Period End

Perform a Period End on your data file

- Click on Period End 

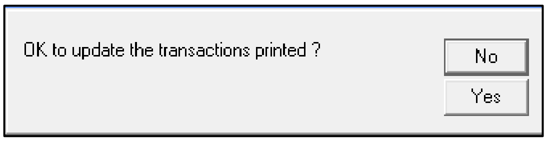


- Click on Run Period End

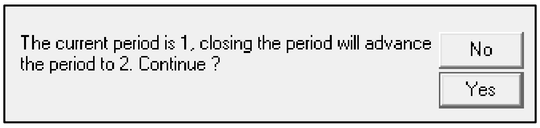


- Click **Yes**

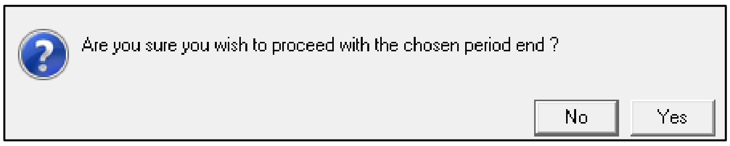
Follow the printer prompts



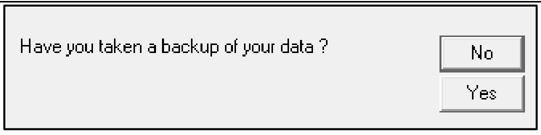
- Click **Yes** to Update the transactions



- Click **Yes** to advance to Period 2



- Click **Yes**

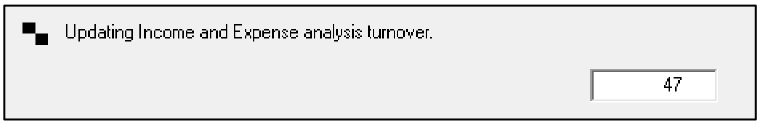


- Click **Yes** to the backup message

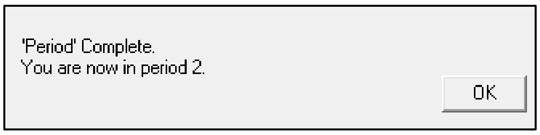
IMPORTANT:

Read the messages in the preceding dialogue boxes presented to the user prior to running period end. If 'No' is selected at any time, the Period End will not continue and the user can then elect to run PeriodEnd at a later time when all procedures are in place.

When the Period End is processing the following will be displayed on the screen



Period End will be complete when you see the following message



- Click **OK**

The BAS will have been cleared for the new period and you can now start processing transactions for the next period of the year.

25 Tax Adjustments (Discussion)

25.1 Adjustments for transactions processed in a prior period

There may be occasions where the school has purchased goods which may end up not being suitable or they may be faulty and need to be returned to the supplier for either a replacement or a full refund. If this purchase was made in a previous period, an adjustment will need to be performed if the school has claimed GST on a previous Business Activity Statement. An adjustment is not a means of correcting an error, it is usually performed because of some type of change which has occurred in a later period. The adjustment is made in the period in which the change occurs.

Please contact your Customer Service Centre if you require further information on adjustments.

26 Tax Refunds/Payments

GST refunds and payments must be processed in a special way. A special 'tax only' transaction must be performed, as the amount that you are receiving or paying is purely tax. This means that both the total and tax amounts will be equal to the refund/payment amount and the nett amount of the transaction will be zero.

In this case we are in a **refund** situation so we will not be able to process the tax refund until we receive it. If we were in a payment situation the payment to the ATO should now be processed and the cheque prepared. This needs to be forwarded with the Business Activity Statement by the 21st day of the following month (e.g. the BAS for January must reach the ATO by the 21st of February).

It is important to ensure the amount of the Tax Refund cheque equals the amount that is displayed on the BAS. If there are any discrepancies, Finance Operational Support must be contacted for further instruction. (Financialservices.support@education.wa.edu.au)

Activity : GST Tax Refund

We have now received the tax refund from the ATO. This has been paid directly into the school's bank account and details are as follows:

Income Source	Total	Analysis	Ref	Detail	Nett	Tax Code	Tax	Budget
ATOI	$441	N3500I	BS127	GST Reimbursed	$0	1	$441	N3505

- Record Keeping – Record the GST refund on the batch register as an income transaction using batch number 18 and the reference is the Bank Statement number.

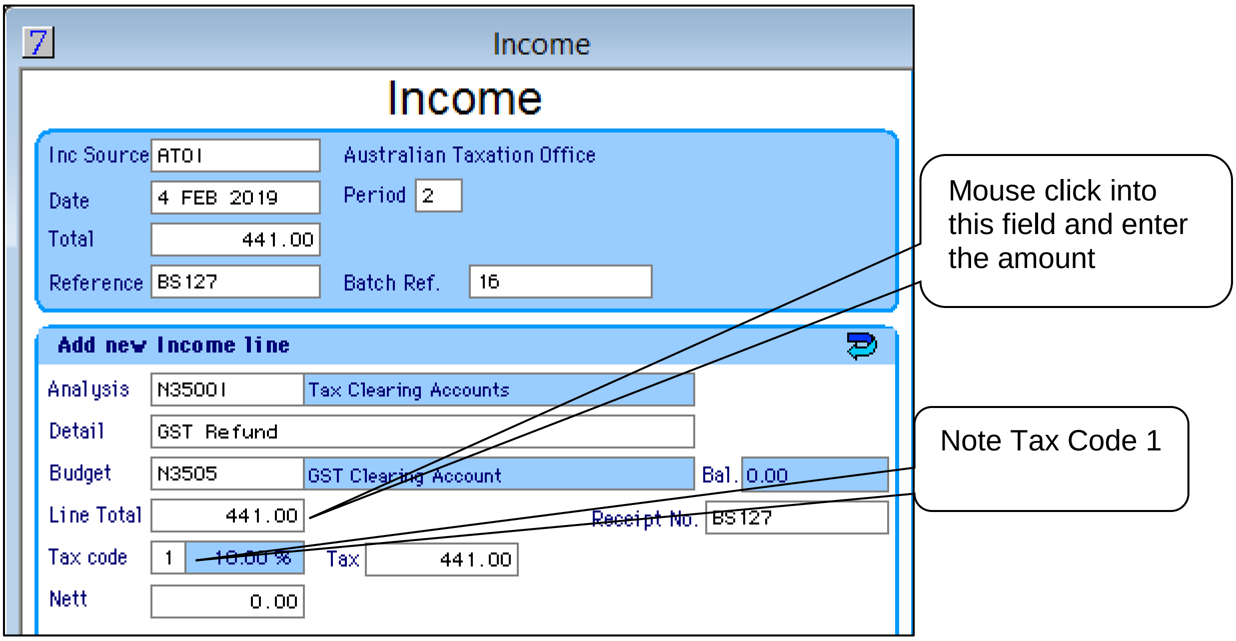
For the month of Period

		Reference No			BANK RELATED TRANSACTIONS									
									Adjustments/Reversals**					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge* (CHG)	Journal Transfer (JT)	BA/Vire Totals	Proc By
15		BS1126-3			1		10.56							
16		BS127			1	441								

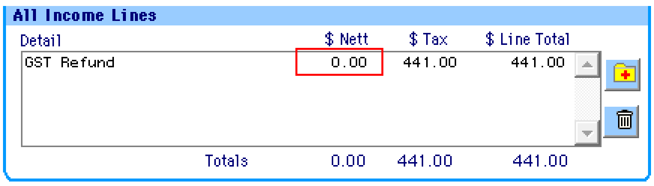
Record the Income transaction

Transactions > Income

- Enter ATO as the Income Source and press **<Tab>**
- Select ATOI as the supplier and press **<Enter>**
- Press **<Tab>**
- Press **<Tab>** to accept the default date
- Enter the amount of the refund as **$441**
- Enter **BS127** as the Reference and press **<Tab>**
- Enter **16** as the Batch Ref number and press **<Tab>**
- Enter **"GST Refund"** as the detail and press **<Tab>**
- Enter **N3505** as the Budget and press **<Tab>**
- Enter **441** as the line total but **DO NOT PRESS <TAB> AT THIS POINT**
- **Mouse click** into the Tax code and enter **1**
- **Mouse click** into the Tax field and enter **441** as the amount
- **Mouse click** into the Receipt No field and enter **BS127** (or N/A) and press **<Tab>**



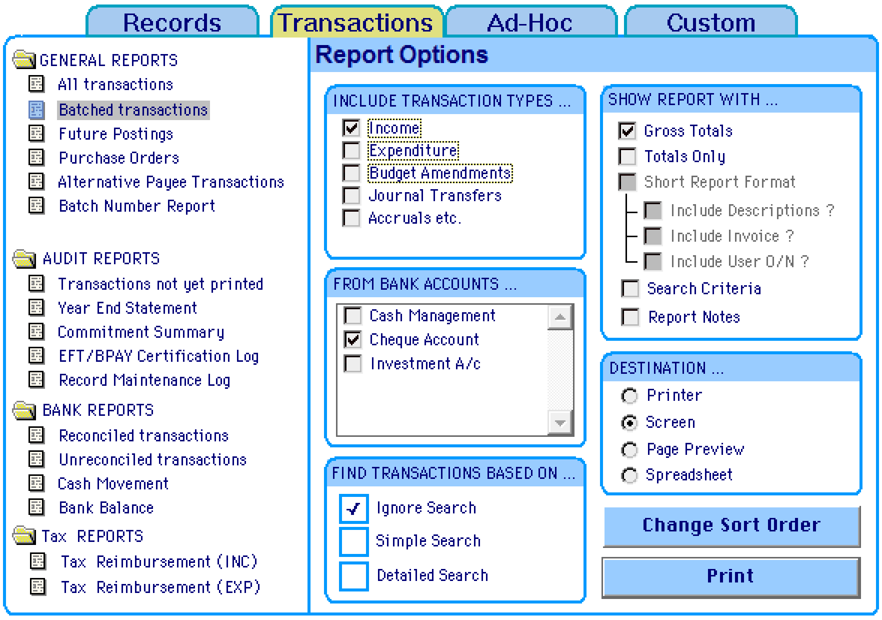
- Check that it is a Tax only transaction and press **<Tab>** so the transaction moves to the lower half of the window as indicated in the screenshot below



- Click **OK**
- Click **OK** to the Cheque Account
- Click **Yes** to batch the transaction

Transactions > Reports > Batched Transactions

- Check the box in front of **Income**
- Select the Cheque Account



- Click on **Print**
- Check the details of the transactions

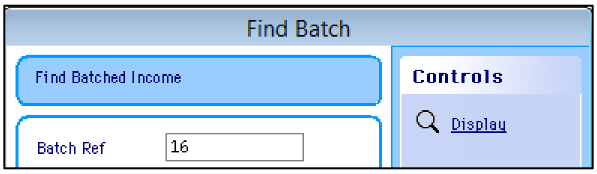
Posting Detail		Type	Date	Nett	Tax	Total	Voucher
16							
ATOI	Australian Taxation Office						
N3500I	Tax Clearing Accounts						
N3505	GST Clearing Account						
Cheque Account							
Receipt Number	BS127						
GST Refund							
Ref BS127		INC	4 FEB 2019		441.00 1	441.00	C2

- Close the report

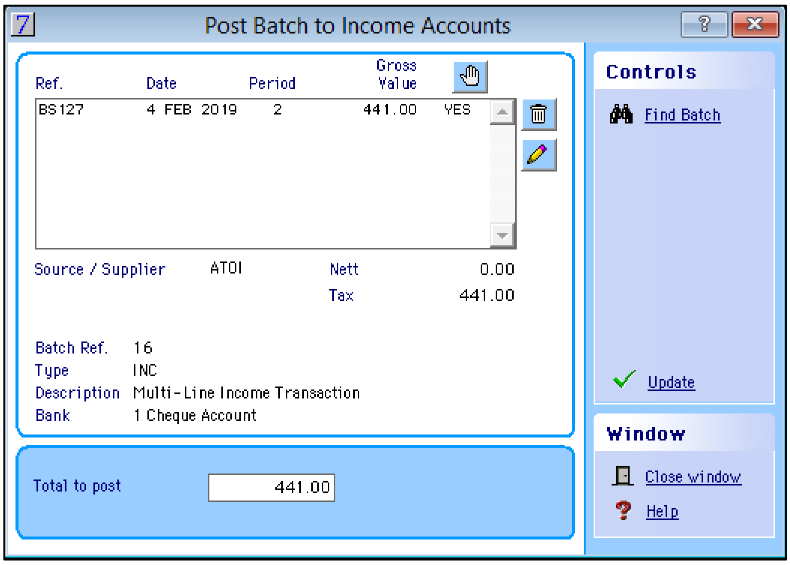
Update the Batch

Transactions > View/Post Batch > Income

- Enter 16 in the Batch Ref field



- Click on **Display**
- Click  to change the No to Yes



- Click on **Update**

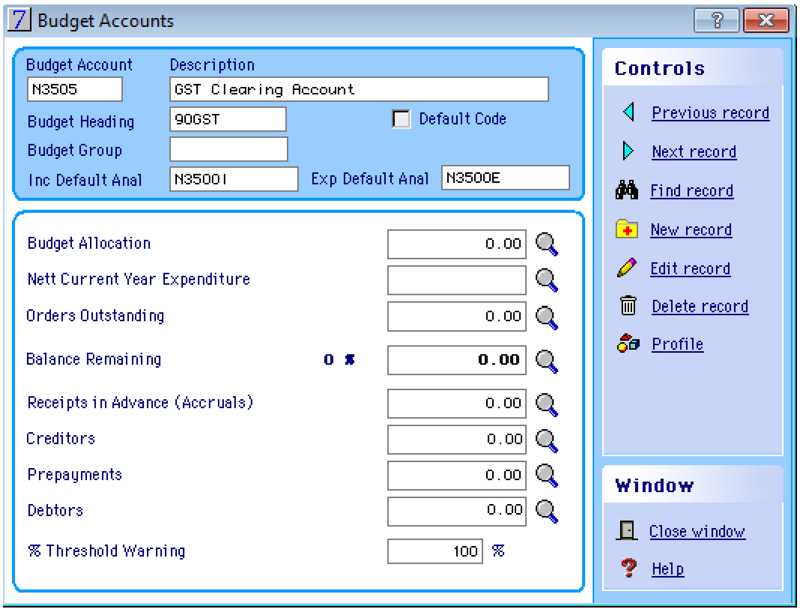
- Click on **Yes** to post the transaction

Check the Budget Analysis Report on N3505 to see the result of this posting.

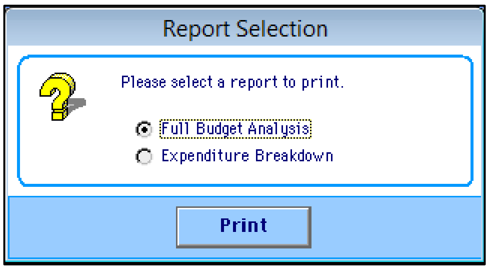
Records > Budget Accounts

- Click on 

- Enter N3505 and press **<Enter>**



- Click on the spyglass next to Balance Remaining
- Select a Full Budget Analysis and click **Print**



- Click **OK** to print the report to the screen
- Click **No** to the first message
- Click **Yes** to show the descriptions

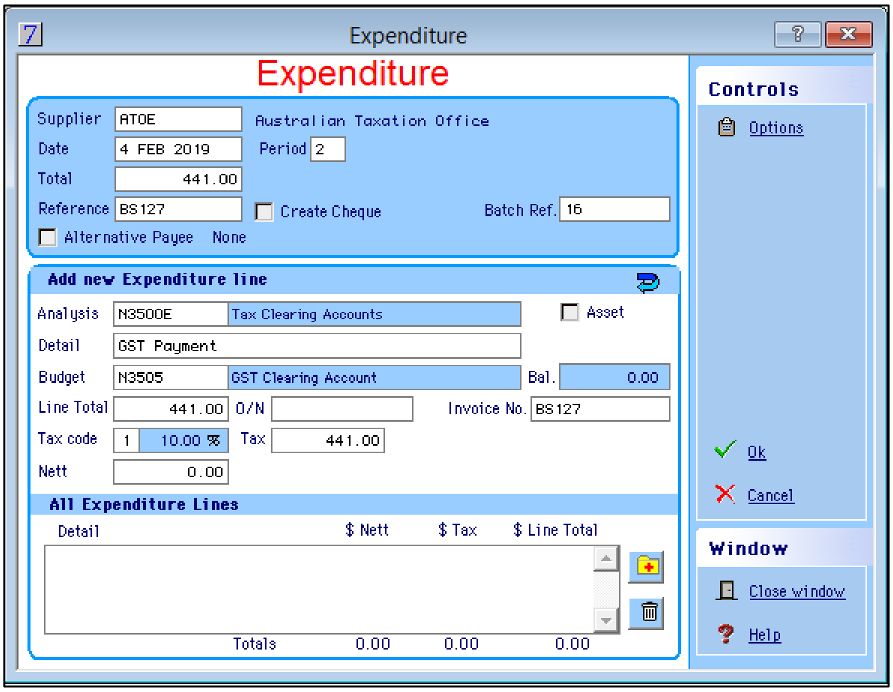
Cash Transactions Details (Year to Date)

Account	Description	Order No	Invoice No	Reference	Type	Date	Nett	Tax	Gross
Australian Taxation Offic	GST Refund			BS127	INC	4 FEB 2019	0.00	-441.00	-441.00
Expenditure							**0.00**	**0.00**	**0.00**
Income							**0.00**	**-441.00**	**-441.00**
Internal Charges							**0.00**	**0.00**	**0.00**
Totals							**0.00**	**-441.00**	**-441.00**

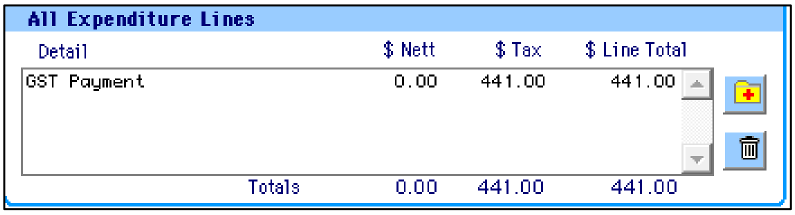
- View and close the report

Discussion Only

The screenshot below illustrates a GST payment to the ATO using Batch Number 16



The user would **<Tab>** at this point to move the transaction to the lower half of the window.



We will not do this in training

27 Review

In the spaces provided, list the main steps involved in performing each of the following operations.

1. **Transfer $1000 from the Staff Development budget (D2710) to the Numeracy Budget (D5110)**

2. **Check the movement of the $1000 has been successful**

3. **Transfer $2000 from the school's Investment account to the Cheque account**

4. **Reverse a cheque that has been incorrectly entered**

5. **Print a list of transactions prior to reconciliation**

6. **Run a Period End**

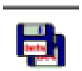
28 EFT/BPAY and Electronic Bank Reconciliation

We are now going to change the datafile so that we can process EFT and BPAY transactions. This data file will also enable us to process an Electronic Bank reconciliation together with adding direct debit and direct credit transactions at the time of reconciliation.

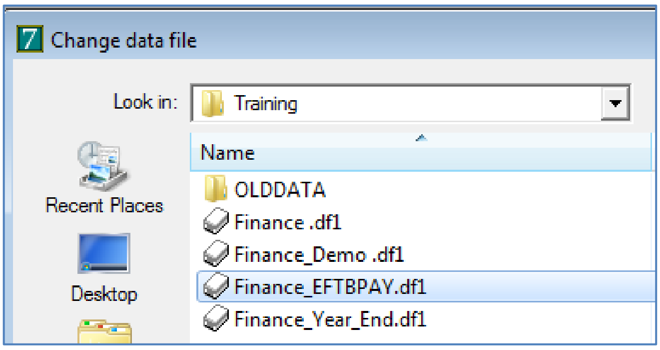
Activity: Change Data file

As we are currently logged in as MCS, we do not have access to change the datafile, therefore we will need to log in as School Administrator. (This activity is for training purposes only).

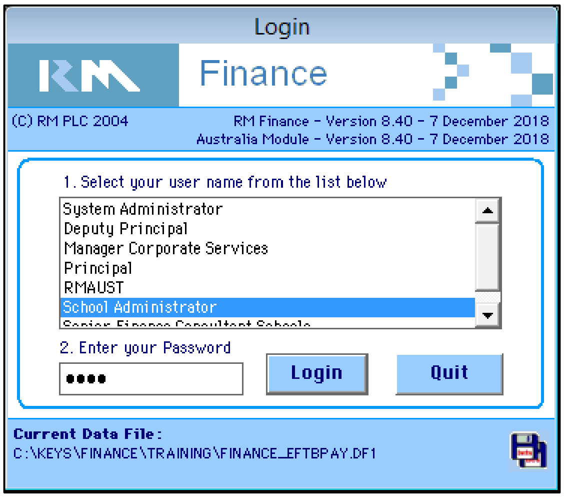
- Click  to change user
- Login as **School Administrator** with the password **keys**

Change Data file 

- Click on Change Data file (top right hand side)



- Select Finance_EFTBPAY.df1
- Click **Open**
- Login again as **School Administrator** with the password **keys**



28.1 Getting Ready for Electronic Funds Transfer (EFT) Checklist

It is imperative that principals and delegated second cheque signatories are aware of the procedures and controls which are required if the school elects to use the Electronic Funds Transfer (EFT) functionality. Once this has been established, schools may begin the procedures to set up for EFT/BPay and Electronic Banking.	☐
INFORMATION REQUIRED FROM THE BANK • Investigate the bank charges for EFT transactions and decide if EFT is suitable for the school. • Enquire if there are any penalty charges if an EFT batch or transaction is rejected by the bank for any reason. • Set up electronic authorisation ("two to sign") at the bank for the following users: o manager/mcs o principal; and o other cheque signatories. This may take some time, therefore it is important to commence this procedure as soon as possible. The "two to sign" facility is currently available at the Commonwealth Bank, Westpac Bank, Bankwest, Bendigo and ANZ Banks. • Obtain a user number from the bank. The user number is a number that is allocated by the Australian Bankers Association (.ABA), to the bank. • Check whether a self balancing entry is required for the EFT file. • Check if there is a close off time to upload the EFT file. • Discuss with the bank how the school is notified of a rejected transaction; for example, via email or on the bank statement etc. • Check/confirm the EFT daily limit is sufficient for the school's requirements. It is generally $5,000, however, if the school requires a higher limit, the necessary documentation can be obtained from the bank.	☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
INFORMATION REQUIRED FROM THE SUPPLIERS • Identify the suppliers who can be paid by EFT. Obtain the following information: o bank account name; o BSB; and o account number.	☐
PROCEDURES TO BE COMPLETED IN RM FINANCE • **<u>USERS AND PASSWORDS - SECURITY</u>**. The principal, mcs and other cheque signatories **<u>MUST</u>** keep their passwords secure. • **Set up access levels for the principal – i.e. activate the Expenditure Certify button.** System Manager > Users and Passwords > select the Principal > click on Edit record > click on Access Levels and activate the Expenditure Certify Button > click Close > click OK.	☐ ☐

Repeat for any second cheque signatory (other than the mcs e.g. deputy principal)	☐
• **Set up access levels for the business manager/mcs – i.e. activate the Expenditure Update button.** System Manager > Users and Passwords > select the MCS > click on Edit record > click on Access Levels and activate the Expenditure Update Button > click Close > click OK.	☐
• **Enter the user number (required for EFT processing only). If the bank does not require a user number then enter zeros (000000).** System Manager > Organisation Details > District Details > Enter the user number supplied by the bank into the User Number field. Check that the 4 digit school code appears in the Location Code/District Cost Centre field > click OK.	☐
• **Enable EFT.** System Manager > Options > Paths > select Enable EFT/BPAY processing > click OK.	☐
• **Update all EFT supplier details.** Records > Income Sources / Suppliers > find the appropriate supplier and click Edit record > click on the EFT/BAPY tab and enter the following information: o Bank Account Name; o BSB; o Account Number (*must be entered without any spaces, hyphens etc.*); o Payment Methods; o Remittance Method; and o Sort Key ("EFT") (Optional)	☐ ☐
• **Set up the EFT (and EBR) folders.** Reporting > EFT Parameters > click on the magnifying glass for each path location and navigate to K:\RMDB\Finance\Electronic Funds Transfer > double click on the Blank.txt document > click OK. Bank Rec > Parameters > click on the magnifying glass and navigate to K:\RMDB\Finance\Electronic Bank Reconciliation > double click on the Blank.txt document > click OK.	☐
• **Ensure that the school's bank account number has been entered without any spaces, hyphens etc, and the BSB code is entered.** System Manager > Bank Details > select the bank account >click Edit > edit if necessary > click OK. • **RM Finance is now ready for EFT processing.**	

28.2 Setting up for EFT and BPAY

There is now some additional information which needs to be entered into your datafile if you wish to use EFT and BPAY processing.

28.2.1 User Number

To use EFT processing, your school must obtain a user number from your bank. The Department of Education will assist you with information on how to obtain this number. EFT processing cannot be enabled without it. The number is not required as yet for BPAY processing.

Once you have obtained this number from your bank it must be entered into RM Finance as outlined below.

Activity: User Number (for EFT/BPAY processing)

Enter the User Number (required for EFT Processing only)

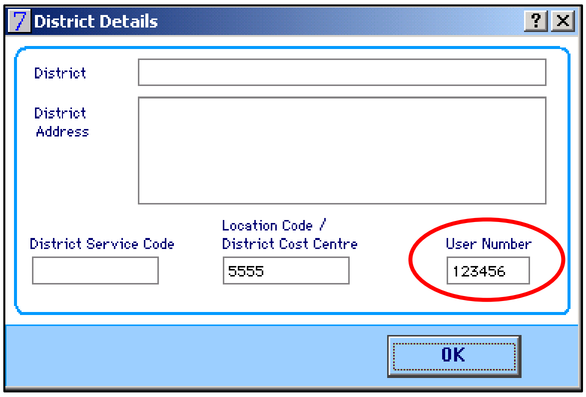
System Manager > Organisation Details > District Details

- Click on 

- Click on 

- Click on 

- Enter the User Number into the **User Number field** in the District Details screen. For training purposes our user number will be 123456



- Check that the 4 digit school code appears in the Location Code/District Cost Centre field. For training we will use the code 5555 for the school code
- Click on  in the District Details screen

- Click on  in the Organisational Details screen

Note: if the bank does not require a user number then enter zeros in this field (000000).

28.3 Setting Options for EFT and BPAY

28.3.1 Paths tab

Enable EFT/BPAY Processing (optional)
To use EFT and /or BPAY processing at your school you need to click on the option to Enable EFT/BPAY. We will turn this on for training purposes.

EFT Self Balancing Entry (optional)
When the EFT export file is created by the software, there is an option to create an additional line in this file called a 'self balancing entry'. Whether you turn this on or not depends on the information provided by your bank as some banks require it and others do not. The Department should be able to provide you with this information depending on which bank you are dealing with. For the purposes of this training course we will follow the requirements of the Commonwealth Bank for which the self balancing entry is required.

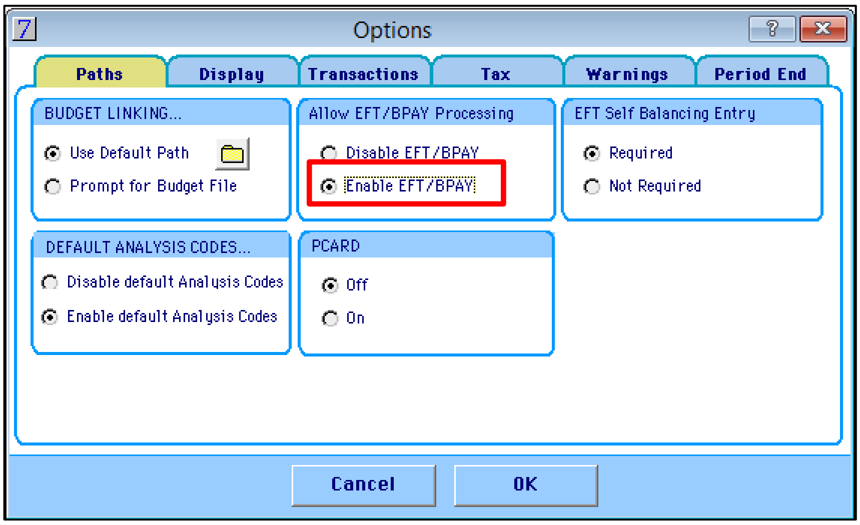
Activity: EFT & BPAY Options

System Manager > Options

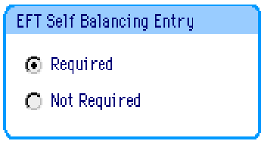
- Click on the 

button on the top menu bar
- Click on 

- View the **Paths** tab
- Click on **Enable EFT/BPAY**



- Ensure the EFT Self Balancing Entry Required radio button has been selected



- Click **OK** to save the changes to the Options

Activity: Set Access Levels for the Registrar

System Manager > Users and Passwords

Note: the Expenditure Certify button only relates to EFT and BPAY processing. The MCS should not be given access to this as this responsibility lies with the Principal or other cheque signatories.

Note: the Expenditure Update button also only relates to EFT and BPAY processing. The MCS must have access to this button as it is the MCS's responsibility to update the transactions after they have been certified.

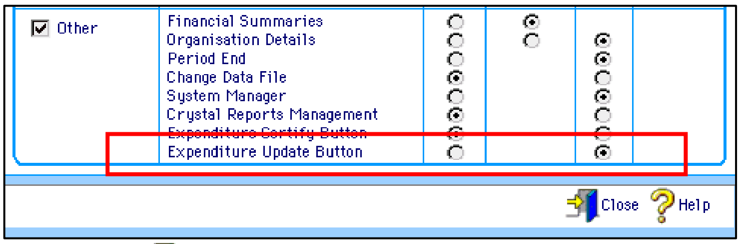
Note: if full access to the Expenditure Certify button is given, then access to the Expenditure Update button is automatically set to none. Both buttons can be set to no access.

- Use the blue arrows to scroll through and locate the **MCS's** record
- Click on 

- Click on 

- View the options attached to the **Other** field

- The only change that needs to be made is to give full access to the **Expenditure Update** Button as shown below



- Click 

- Click  to save

Important: Give full access to the Expenditure <u>Update</u> Button to the MCS only.

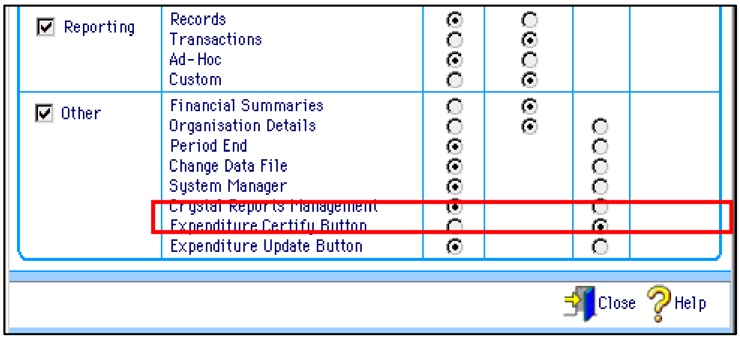
Activity: Set Access Levels for the Principal

System Manager > Users and Passwords

- With the Users and Passwords screen open from the previous exercise, use the blue arrows to scroll through and locate the Principal's record.
- Click on 

- Click on 

- The only change which should be made is to give full access to the **Expenditure Certify** Button as shown below



- Click on 

- Click on 

to save

Activity: Set Access Levels for other Cheque Signatories

System Manager > Users and Passwords

Access levels now need to be set for any other cheque signatories. For this training course, the Deputy Principal is another signatory.

- Repeat the above activity to set the access levels for the Deputy Principal to be the same as those for the Principal

Important: Give full access to the Expenditure Certify Button to the Principal and other Signatories

28.4 Locations for EFT and Bank Reconciliation Files

When EFT processing and/or Electronic Bank Reconciliation at your school, there will be a number of files associated with each of these processes which need to be stored on your school's server. To prevent having to specify each time where a file is located or where it is to be saved, default locations can be set up within your Finance datafile. For uniformity, the Department of Education has recommended some standard locations to be used by schools when saving these files.

28.5 Standard Locations

The standard locations as recommended by the Department are as follows:

K:\RMDB\Finance\Electronic Funds Transfer
To hold the EFT files produced by the software (.ABA files), and the Remittance files for e-mail created by the software (.rtf files).
K:\RMDB\Finance\Electronic Bank Reconciliation
To hold the bank statement files downloaded from the bank's website (.qif files).

These locations will be created as part of the software installation process.

Note: For schools who share a server the locations will be:

K:\RMDB\School Code\Finance\Electronic Funds Transfer
K:\RMDB\School Code\Finance\Electronic Bank Reconciliation

For Training Only

For training purposes we will use similar folders which are located on the C:\ drive and have been created prior to this course.

For training the locations will be
C:\Keys\RMDB\Finance\Electronic Funds Transfer
C:\Keys\RMDB\Finance\Electronic Bank Reconciliation

Activity: Setting default paths for EFT related files

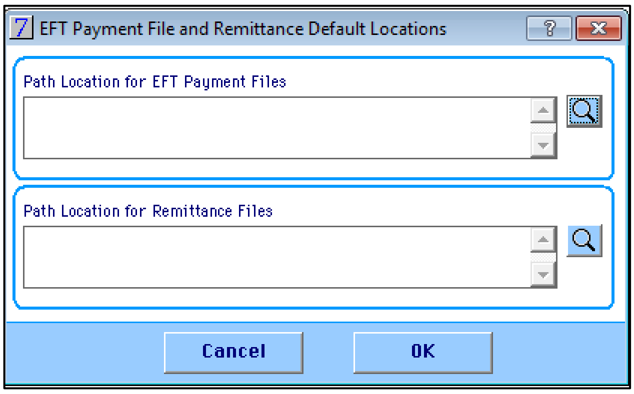
The following two activities need to be completed at your school using the K:\ drive as the basis for the locations. During training we will use the C:\ drive.

Reporting > Custom > EFT Parameters

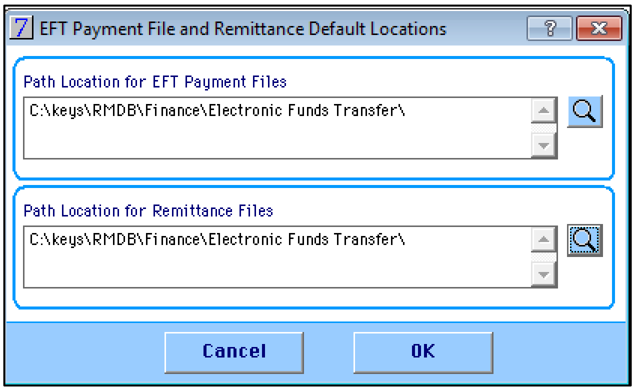
- Click on 

- On the Custom tab click on 

- The following window is displayed



- Click on the **spyglass** to the right of the Path Location for EFT Payment Files field
- Navigate your way to **C:\Keys\RMDB\Finance\Electronic Funds Transfer (K:\…. at your school)**
- Double-click on the **Blank.txt** file which appears in this location
- Click on the **spyglass** to the right of the Path Location for Remittance Files field
- Navigate your way to **C:\Keys\RMDB\Finance\ Electronic Funds Transfer (K:\…. at your school)**
- Double-click on the **Blank.txt** file which appears in this location



- Click on **OK** to save

Note: the Blank.txt file present in this location will be created at your school as part of the software installation process. This is a temporary file which contains no data. It is necessary to have a file present in this location in order for the file path to be set

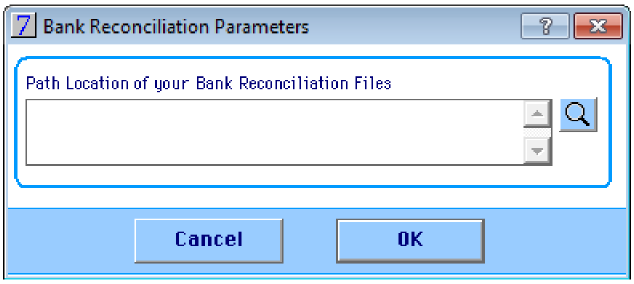
Activity: Setting default paths for EBR related files

Bank > Parameters

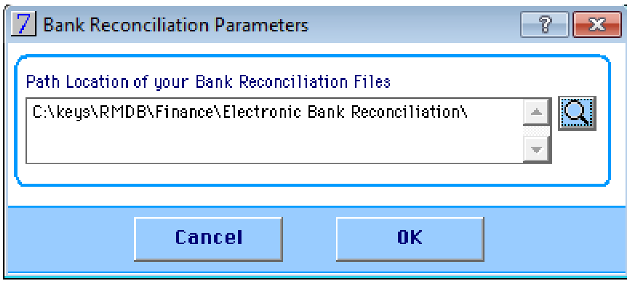
- Click 

on the top menu
- Click on 

- The following window is displayed



- Click on the spyglass to the right of the Path Location of your Bank Reconciliation Files field.
- Navigate your way to **C:\RMDB\Finance\Electronic Bank Reconciliation (K:\…. at your school)**
- Double-click on the **Blank.txt** file which appears in this location



- Click on **OK** to save

Note: the Blank.txt file present in this location will be created during the software installation process so that the default path can be set.

This concludes the system setup for EFT Processing and Electronic Bank Reconciliation.

Logging out

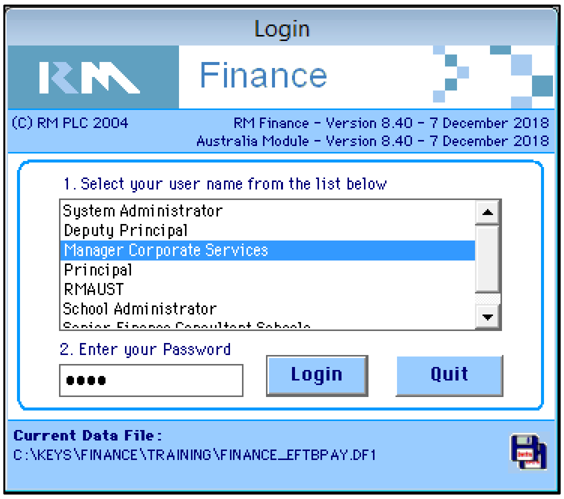
You should now log out as School Administrator and **log in as Manager Corporate Services**.

Activity: Changing User

- Click on in the top right hand corner of the main window

The login screen is displayed.

- Click on **Manager Corporate Services**
- Enter the password as '**keys**'



- Click on Login or press <**Enter**>

29 Supplier Details

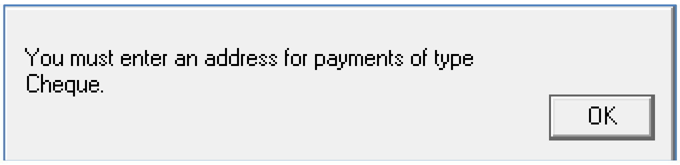
Any Suppliers and/or Alternative Payees who will be paid by EFT or BPAY must have their relevant banking details entered into the Finance datafile before this can occur. For example, in order for a supplier to be paid by EFT, we must have a record of their bank account details (e.g. BSB number and Account number and name). Suppliers wishing to be paid by BPAY need to provide their BPAY Biller Code.

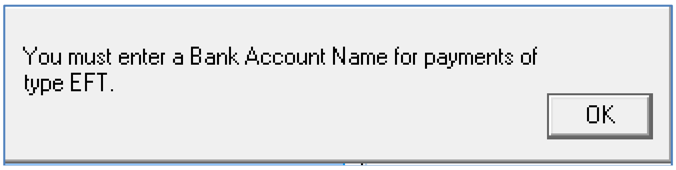
It is now also possible to generate a remittance advice for each supplier. Remittance advices may be either printed and posted/faxed or e-mailed to the supplier. Remittances can only be created for EFT transactions.

Payment Methods

At least one payment method must be selected for each supplier in your datafile. (One, two or three payment methods can be selected for each supplier.)

The following rules apply for Payment Methods when **creating new suppliers in your datafile**.
If the payment method of Cheque is selected then the address field must contain data.
If the payment type of EFT is selected then the following fields must contain data: Bank Account Name, BSB No and Account No.
If the payment type of BPAY is selected then the BPAY Biller Code must contain data.
Error messages similar to the following will be displayed if not all required information is entered for the selected options.





Remittance Methods
At least one Remittance Method must be selected – either E-mail, Print or None. The Remittance Method is set to None by default. The Remittance Method is only applicable to EFT processing.

The following rules apply for Remittance Methods when **creating new suppliers in your datafile**.
If E-mail is selected, an e-mail address must be entered for the supplier.
If Print is selected, then the address field must contain data.

We will see how the remittances are produced at a later stage in this training course.

Supplier Information
In the activity below, the suppliers listed have provided us with the following information. We will enter this information into our datafile.

Note: only use alphabetic and numeric characters in the supplier name field. The use of other characters may result in the Bank Payment File being rejected.

Activity: Enter Supplier EFT and BPAY information

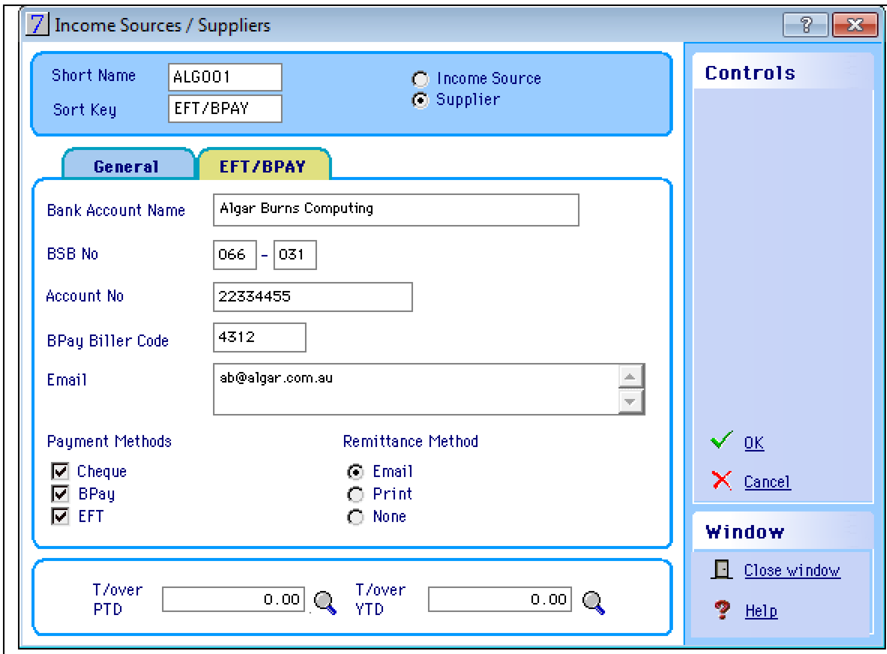
Records > Income Sources/Suppliers

For each supplier:

- Click on Find record
- Enter the short name as shown in the table below (e.g. ALG001) and press **<enter>**
- Click on Edit record
- In Sort key type **EFT**
- Click on the **EFT/BPAY** tab
- Enter all details for the supplier as shown in the table below
- Click on **OK** to save

Note that the data given below is fictitious and for the purposes of training only.

ALG001	Algar Burns Computing					
Bank Account Name	BSB No	Bank Account Number	BPAY Biller Code	E-mail	Payment methods	Remittance method
Algar Burns Computing	066-031	22334455	4312	ab@algar.com.au	Cheque BPAY EFT	E-mail



- Repeat for the remaining suppliers.

Hint: **Return to the General tab before finding the next supplier to ensure you have the correct business.**

SUP001	Supply West					
Bank Account Name	BSB No	Bank Account Number	BPAY Biller Code	E-mail	Payment methods	Remittance method
Supply West	306-092	2098989		sw@supply.com.au	Cheque EFT	E-mail

TEL001	Telstra					
Bank Account Name	BSB No	Bank Account Number	BPAY Biller Code	E-mail	Payment methods	Remittance method
Telstra			7773		Cheque BPAY	None

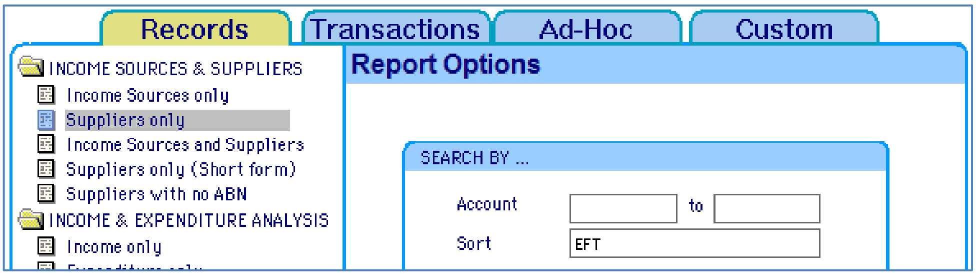
WES005	Western Power					
Bank Account Name	BSB No	Bank Account Number	BPAY Biller Code	E-mail	Payment methods	Remittance method
Western Power			2600		Cheque BPAY	None

JOE001	Joe's Repair Service					
Bank Account Name	BSB No	Bank Account Number	BPAY Biller Code	E-mail	Payment methods	Remittance method
Joe Smith Repairs	306-091	1212329			Cheque EFT	Print

Activity: Print EFT Suppliers Report

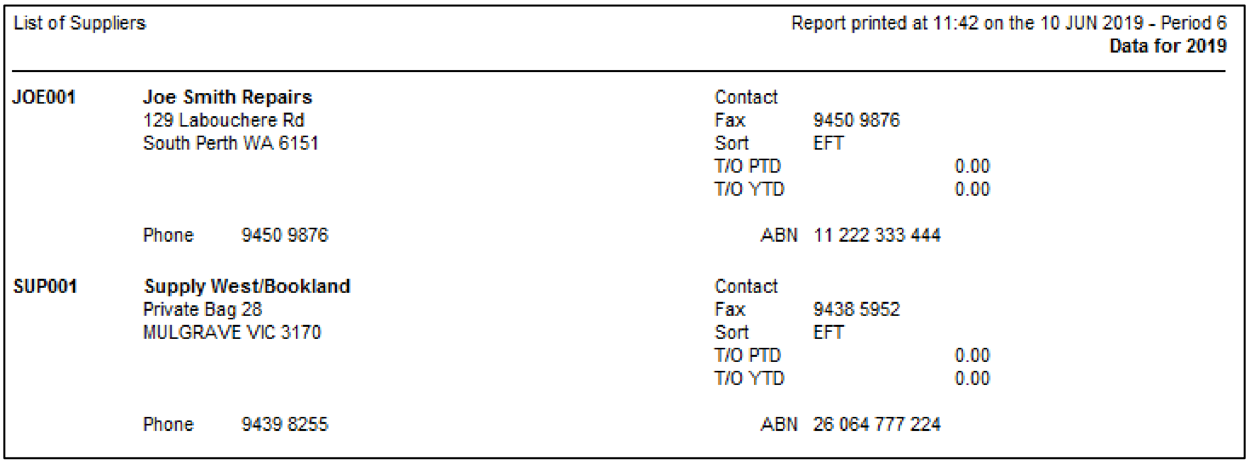
Records > Reports

- Select Suppliers only
- Enter Sort key **EFT**



- Print Report

A portion of the report is displayed for EFT Suppliers


List of Suppliers

Report printed at 11:42 on the 10 JUN 2019 - Period 6
Data for 2019

JOE001 **Joe Smith Repairs**
129 Labouchere Rd
South Perth WA 6151

Contact
Fax 9450 9876
Sort EFT
T/O PTD 0.00
T/O YTD 0.00

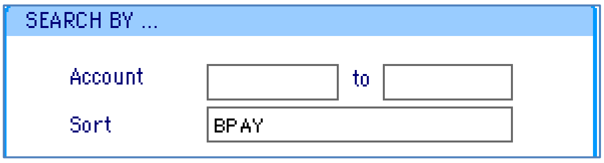
Phone 9450 9876
ABN 11 222 333 444

SUP001 **Supply West/Bookland**
Private Bag 28
MULGRAVE VIC 3170

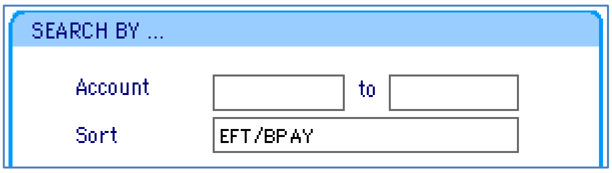
Contact
Fax 9438 5952
Sort EFT
T/O PTD 0.00
T/O YTD 0.00

Phone 9439 8255
ABN 26 064 777 224

- Reprint the report for BPAY Suppliers



- Reprint the report for EFT/BPAY



30 EFT Processing

EFT Transactions are processed in a batch in much the same way as cheques – with a few minor differences in the data entry. An EFT payment file will be produced by the software for each EFT batch which is updated and this file will be placed in the default location ready for uploading to the bank for processing.

Note: EFT Processing is an option which you can choose to use at your school. Traditional cheque processing can continue to be used in the normal way.
When using the EFT functionality for the first time it is recommended that a batch with a small number of transactions is processed as a test run.

30.1 Entering a Batch of EFT Payments

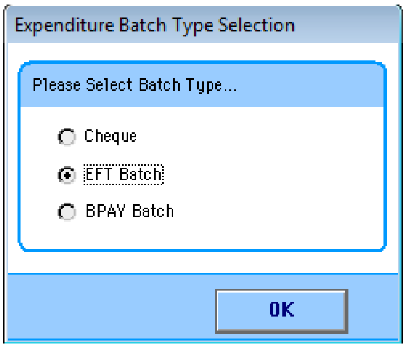
Activity: Input the following batch of EFT payments

Fill in the Batch Register as follows with the reference number reflecting the standard DoE convention of a 4 digit batch number followed by ddmmyy:

					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Proc By
20		0020ddmmyy		E	1		2099							

Transactions > Expenditure

- Click on **EFT batch** in the new batch type screen



- Click on **OK**

Transaction 1 – Single line

Supplier	Total	EFT Ref	Batch Ref	Detail	Budget	Line Total	Tax Code	O/N	Invoice No
ALG001	$449.00	Invoice 112	20	Printer HP1300	D5425	$449	1	197	112

- **OK>OK>Yes**

Transaction 2 – Multi line - Invoice to be split between different budget codes

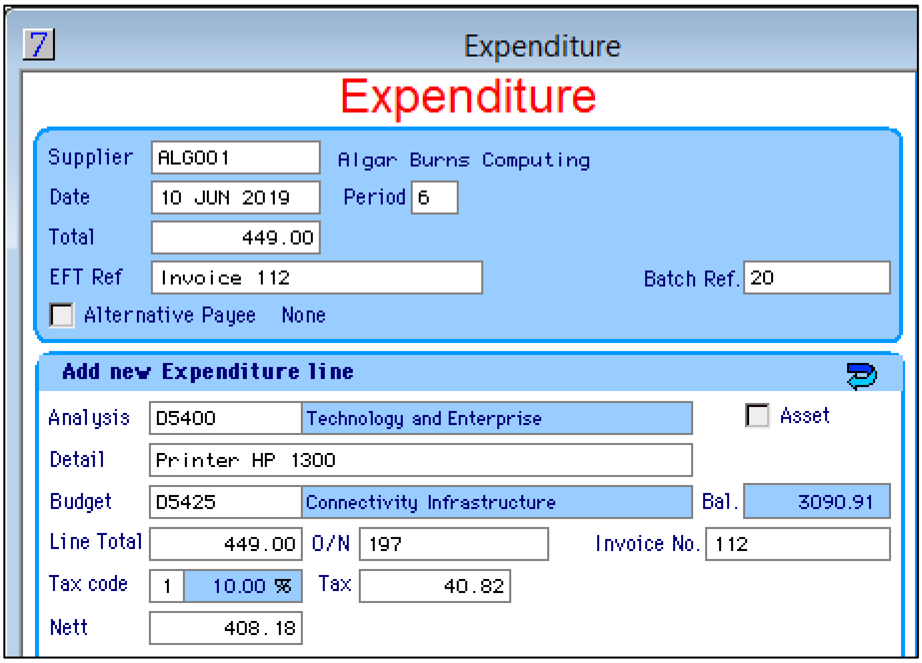
Supplier	Total	EFT Ref	Detail	Budget	Line Total	Tax Code	O/N	Invoice No
SUP001	$1100	Invoice T23	English supplies	D5005	$220	1	198	T23
			Maths supplies	D5105	$330	1	198	T23
			Science supplies	D5305	$550	1	198	T23

- **OK>OK>Yes**

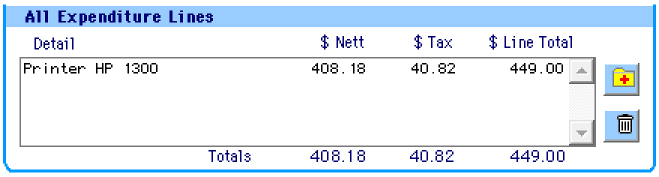
Transaction 3 – Multi line - Invoice to be split between different budget codes

Supplier	Total	EFT Ref	Detail	Budget	Line Total	Tax Code	O/N	Invoice No
JOE001	$550	Invoice R10	Building repairs	D1605	$250	1	199	R10
			Music Equipment repairs	D1630	$300	1	199	R10
Batch Total					**$2099.00**			

- Enter the details for the first invoice listed for Algar Burns



- <Tab> to drop the transaction to the lower window



- Click 

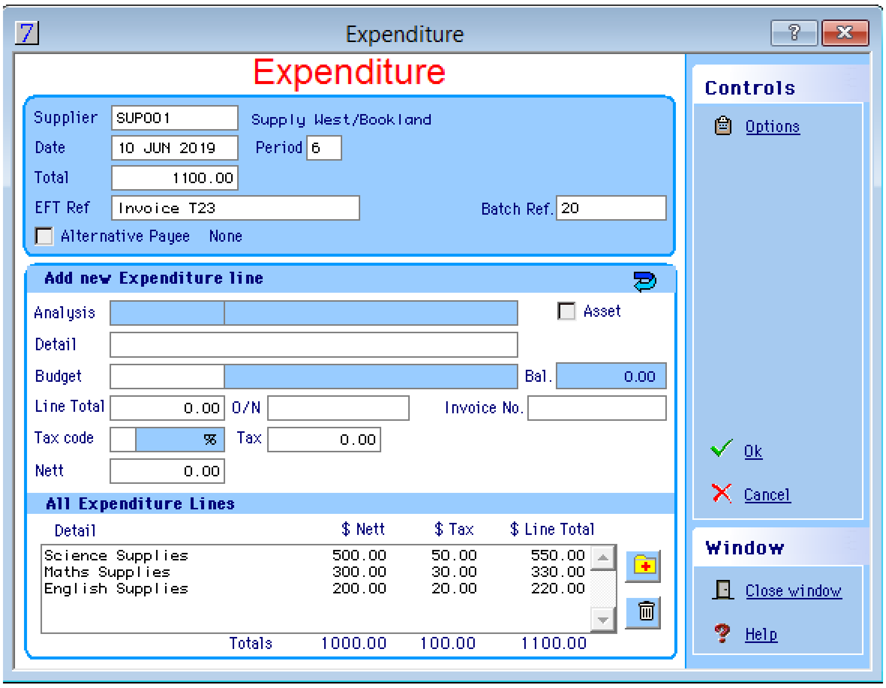
- Click **OK** to the Cheque Account
- Click **Yes** to batch the transaction

IMPORTANT

The EFT Ref is important as it will be appended to the supplier code and appears as the Lodgement Reference on the supplier's bank statement. It is recommended to enter a reference to the supplier's invoice number/statement.Continue to process the Multi line invoices for Supply West and Joe's Repair

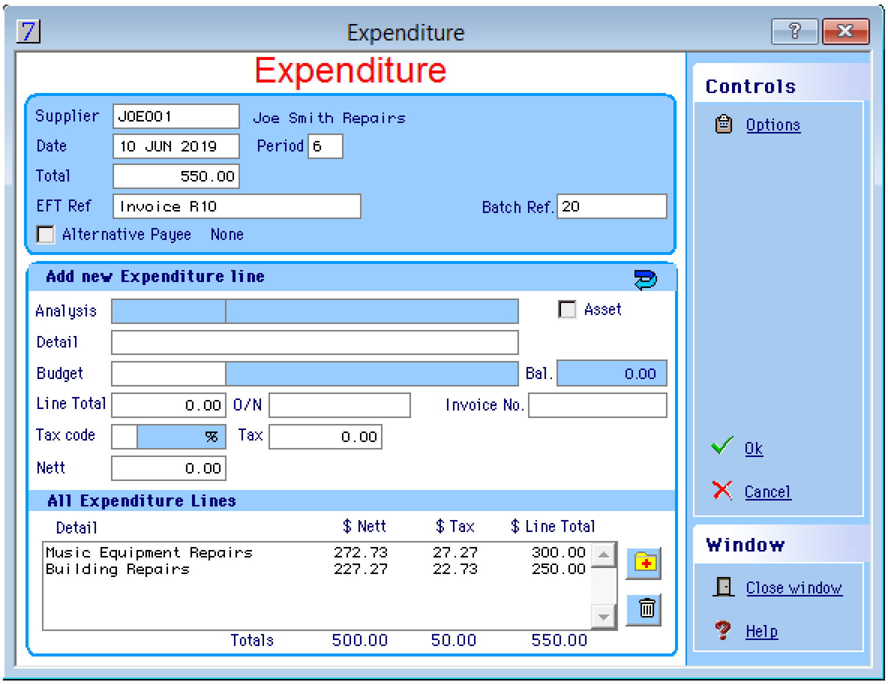
30.2

- Continue to process the Multi line invoices for Supply West and Joe's Repairs



- Click 

- Click **OK** to the Cheque Account
- Click **Yes** to batch the transaction



- Click 

- Click **OK** to the Cheque Account
- Click **Yes** to batch the transaction

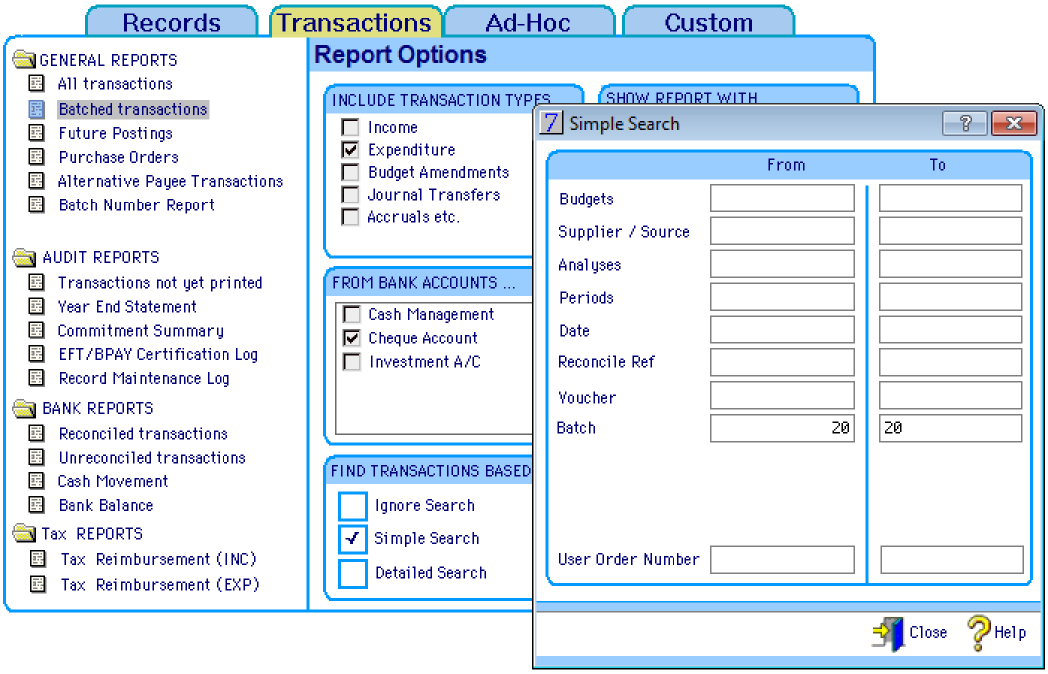
30.3 Printing the Batched Transactions Report

Once the batch has been entered, the Batched Transactions report must be printed as per the usual procedures for batch processing.

Activity: Print the Batched Transactions Report

Transactions > Reports > Batched Transactions > Expenditure

- Select **Expenditure** only
- Select **Cheque Account** only
- Click on **Simple Search and enter 20 in the Batch From and To fields**



- Click on **Close**
- Click on **Print**

A portion of the report is shown below

Note: using the Simple Search option will become relevant when using EFT and BPay as the school may have more than one batch open at a time, (eg. one batch for cheques, one batch for EFT transactions and one batch for BPay transactions).

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
20 ALG001 D5400 D5425 Cheque Account Invoice Number User Order Number Printer HP 1300 Ref EFT	 Algar Burns Computing Technology and Enterprise Connectivity Infrastructure 112 197	ESP	10 JUN 2019	408.18	40.82 1	449.00	06
20 SUP001 D5000 D5005 Cheque Account Invoice Number User Order Number English Supplies Ref EFT	 Supply West/Bookland English English - General T23 198	ESP	10 JUN 2019	200.00	20.00 1	220.00	06
20 SUP001 D5100 D5105 Cheque Account Invoice Number User Order Number Maths Supplies Ref EFT	 Supply West/Bookland Mathematics Mathematics T23 198	ESP	10 JUN 2019	300.00	30.00 1	330.00	06
20 SUP001 D5300 D5305 Cheque Account Invoice Number User Order Number Science Supplies Ref EFT	 Supply West/Bookland Science Science Consumables T23 198	ESP	10 JUN 2019	500.00	50.00 1	550.00	06

Note that the report lists each entry as a single transaction (even when multi lines have been entered).

This report should be printed and filed as usual.

Note: It is very important that the Batched Transaction Report is checked carefully as errors may result in the batch being rejected by the bank.

- Verify that the batch total is correct ($2099.00)

Key					Nett	Gross
INC	Income	I/C	Income Correction	**Total Income**	0.00	
ESP	Expenditure	ESC	Expenditure Correction	**Budget Amendments**	0.00	
ACR	Accrual	PRE	Prepayment	**Expenditure Against Budget**	1908.18	2099.00
CRT	Creditor	DBT	Debtor	**Internal Charging**	0.00	
ALL	Budget Allocation	VIR	Budget Virement	**Journal Transfers**	0.00	
JNL	Journal Transfer	CHG	Internal Charge			

30.4 Correcting an Error in a Batch

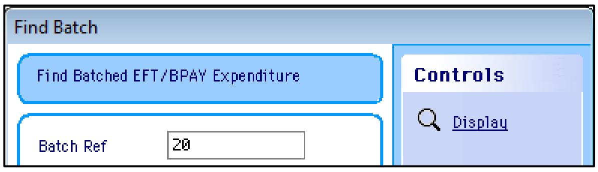
If an error is found when checking the batched transactions report, it can be corrected from Transactions > View/Post Batch > EFT/BPAY Payment Summary. Then the batched transactions report should be re-printed.

Activity: Editing a Batch

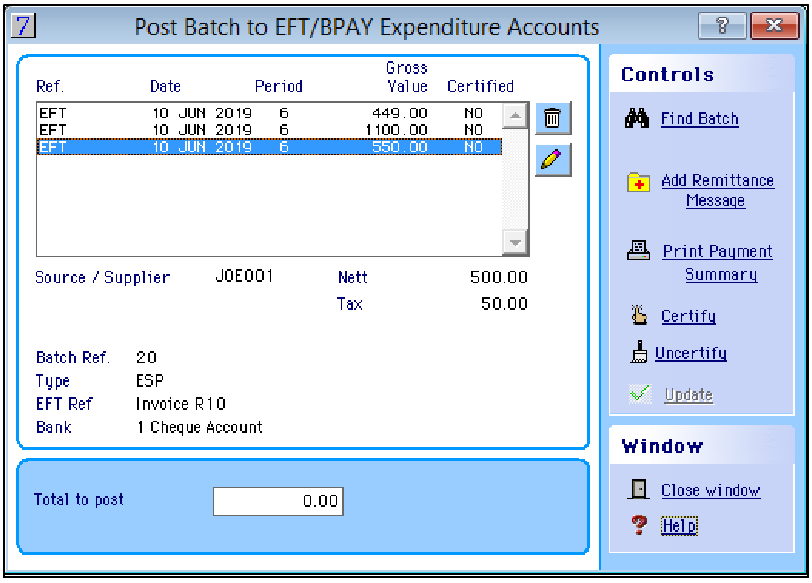
When checking the batch transactions report it was noticed that the budget code D1605 was incorrectly entered for Joe Smith Repair Service. This will need to be edited prior to updating the batch.

Transactions > View/Post Batch > EFT/BPay Payment Summary

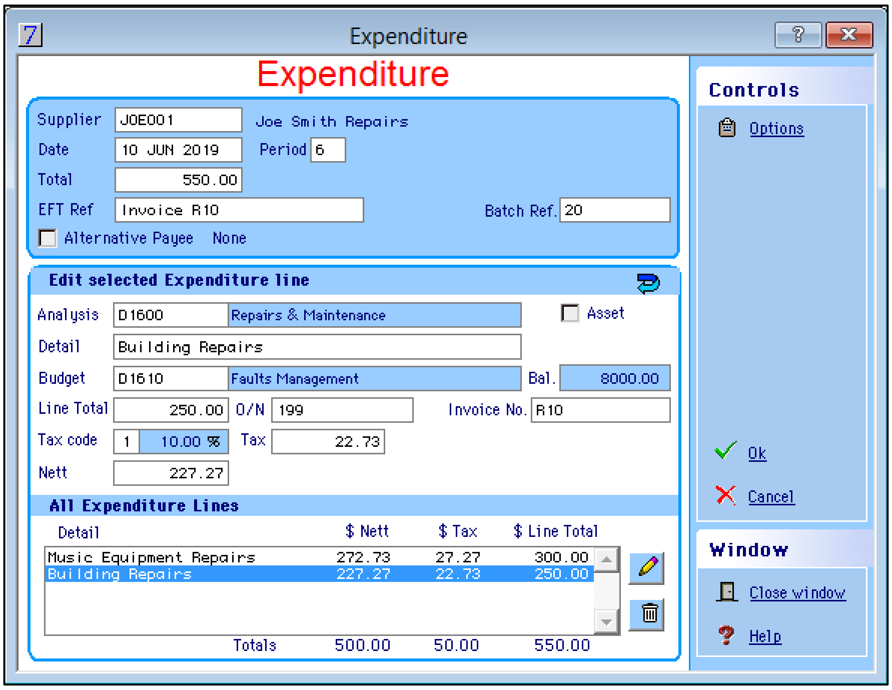
- Display Batch **20**



- Select the $550 transaction for Joe Smith Repair Service

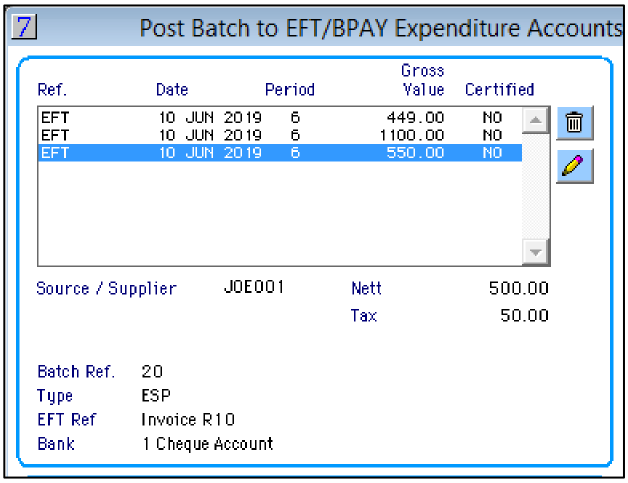


- Click Edit
- Select the Building Repairs line at the bottom of the window
- Click in the Budget Code Field and change it to **D1610**



- Reselect the edit the edited transaction line will return to All Transactions
- Click **OK** and **OK** to the Cheque Account
- Select **Yes** to batch the transaction

The post batch window will reopen and the line has been successfully edited



30.5 Adding a Remittance Message

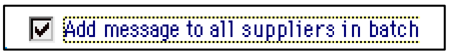
A message can now be entered which will be displayed on the Remittance Advices for these payments to these suppliers. You can add the same message to all suppliers or create different messages for one or more of them.

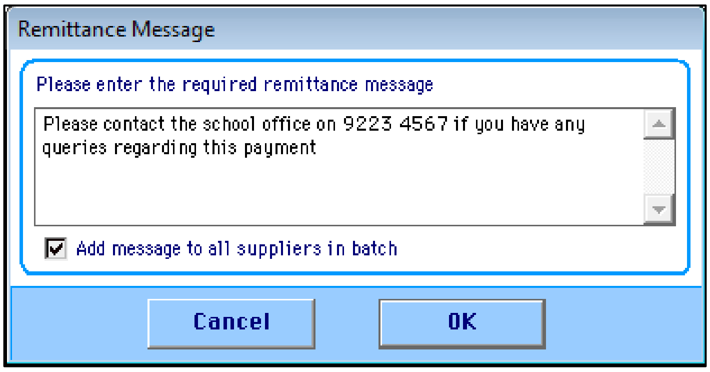
Activity: Add a Remittance Message

Transactions > View/Post Batch > EFT/BPAY Payment Summary

It is possible to add a remittance message to all suppliers in the batch.

- Click on the first transaction in the list
- Click on 

- Enter the message as shown below
- Click on the tick box to 



- Click on **OK** to save the message

30.6 Printing the Payment Summary Report

Activity: Print the Payment Summary report

Print the Payment Summary Report

- Click on 

- Select **Screen** (for training) and **OK**
- Select **Yes** to 'Show the remittance message'
- Follow the prompts to set the orientation to landscape and print the report

EFT/BPAY Payment Summary

Report printed on 10 JUN 2019 at 12:04 - Period 6
Data for 2019

For batch references: 20.

Reference	Supplier Code	Supplier Name	Alt Payee	Date	Analysis	Budget	Detail	Inv No	User	Nett	Tax	Tax Code	Total
EFT	ALG001	Algar Burns...		10 JUN 19	D5400	D5425	Printer HP 1300	112	MCS	408.18	40.82	1	449.00
Subtotal for Algar Burns Computing				Lodge Ref: ALG001Invoice 112						**408.18**	**40.82**		**449.00**
Please contact the school office on 9223 4567 if you have any queries regarding this payment													
EFT	SUP001	Supply Wes...		10 JUN 19	D5000	D5005	English Supplies	T23	MCS	200.00	20.00	1	220.00
EFT	SUP001	Supply Wes...		10 JUN 19	D5100	D5105	Maths Supplies	T23	MCS	300.00	30.00	1	330.00
EFT	SUP001	Supply Wes...		10 JUN 19	D5300	D5305	Science Supplies	T23	MCS	500.00	50.00	1	550.00
Subtotal for Supply West/Bookland				Lodge Ref: SUP001Invoice T23						**1000.00**	**100.00**		**1100.00**
Please contact the school office on 9223 4567 if you have any queries regarding this payment													
EFT	JOE001	Joe Smith R...		10 JUN 19	D1600	D1610	Building Repairs	R10	MCS	227.27	22.73	1	250.00
EFT	JOE001	Joe Smith R...		10 JUN 19	D1600	D1630	Music Equipment ...	R10	MCS	272.73	27.27	1	300.00
Subtotal for Joe Smith Repairs				Lodge Ref: JOE001Invoice R10						**500.00**	**50.00**		**550.00**
Please contact the school office on 9223 4567 if you have any queries regarding this payment													
								Total for report:		**1908.18**	**190.82**		**2099.00**

Updated by: ________________ Certified by: ________________

Registrar Principal/Deputy Principal

Date ________ Date ________

- This payment summary must be printed, attached to the stamped invoices and presented to the Principal or other cheque signatory for signing and certification in RM Finance

- Close the report and follow the prompts to return to the EFT/BPAY Payment Summary screen

Note: the Lodgement Ref is displayed with the deposit on the supplier's bank statement. Before the payments have been certified and updated the Payment Summary will display the Reference field with EFT.

30.7 The Role of the Principal

The Payment Summary report is now taken to the Principal (or other cheque signatory if the Principal is unavailable). The Principal should verify that the payments listed are to be paid. If the Principal requires any changes to be made he/she should annotate these on the above report. The MCS should then return to his/her computer and make the changes. These changes may involve editing or deleting transactions by use of the edit/delete buttons on the EFT/BPAY Payment Summary screen.

Note that if any changes are made, the Batched Transactions report must be re-printed. The Payment Summary report must also then be re-printed and re-submitted to the Principal for his/her approval.

30.8 Certifying the Batch

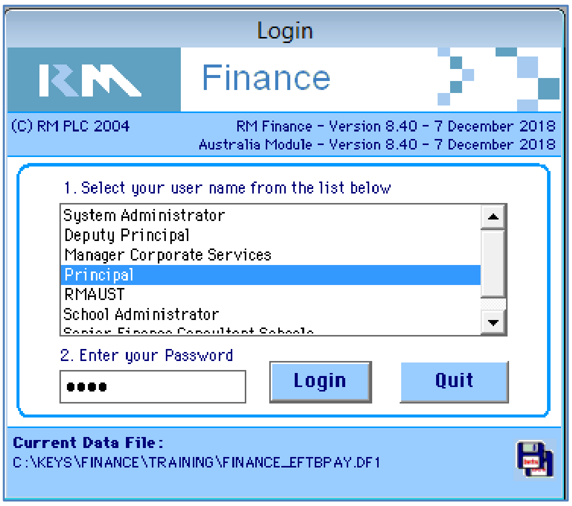
Once the Principal has verified that all payments listed on the Payment Summary Report are to be paid, he/she must login to RM Finance and **Certify** these payments. Following this, the Payment Summary report needs to be signed.

For the purposes of training, we will now assume the role of the Principal.

Activity: Certifying an EFT Batch

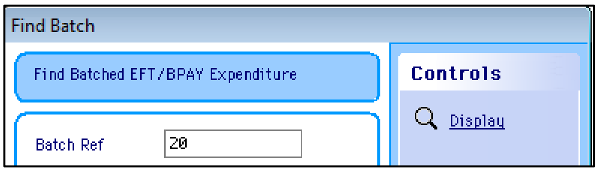
Assume the role of the Principal

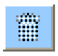
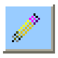
- Close any open windows
- Click on 
- Log in as **Principal** with the password '**keys**'



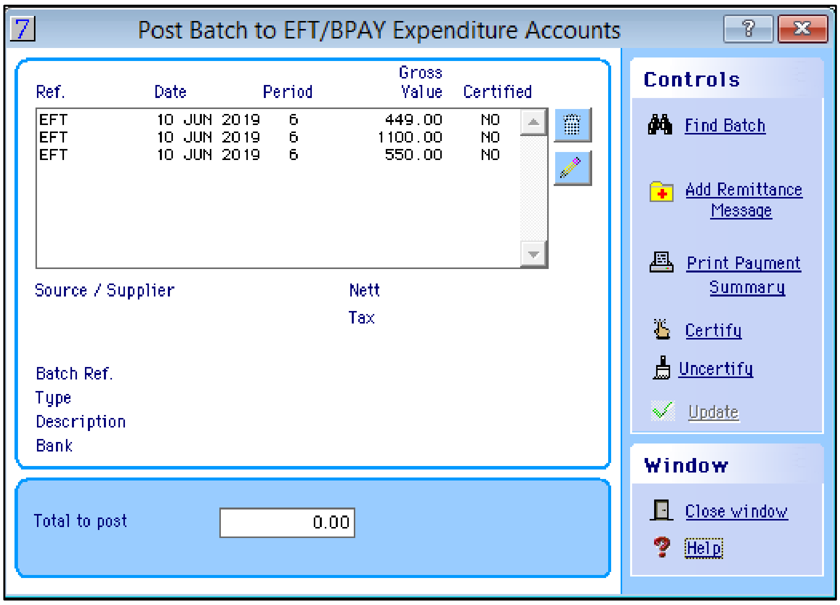
Transactions > View/Post Batch > EFT/BPAY Payment Summary

- Enter the Batch Ref as **20** and click on **Display**



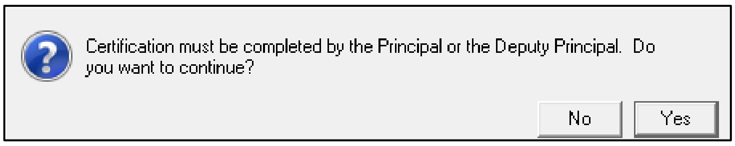
Note: the delete , edit , and update  buttons are greyed out as the Principal does not have access rights to these options. This responsibility lies with the Manager Corporate Services.

The transactions must now be certified. Note that they cannot be certified individually, all transactions in the batch will be certified at once.



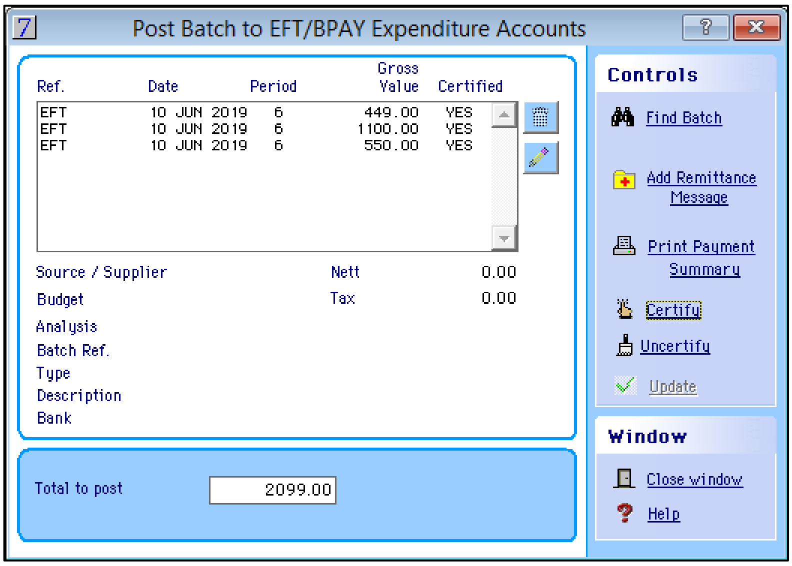
- Click on the  button

The following warning message is displayed.



- Click on **Yes**

The Certified flag changes to **'Yes'** for all transactions listed.



- **Close** the window
- The Principal or other cheque signatory must sign the Payment Summary Report

Note: if the Principal makes a mistake and certifies transactions in error, they can be uncertified by clicking on the Uncertify button.

Note: it is vitally important that certification is completed by the Principal (or other cheque signatory) only.

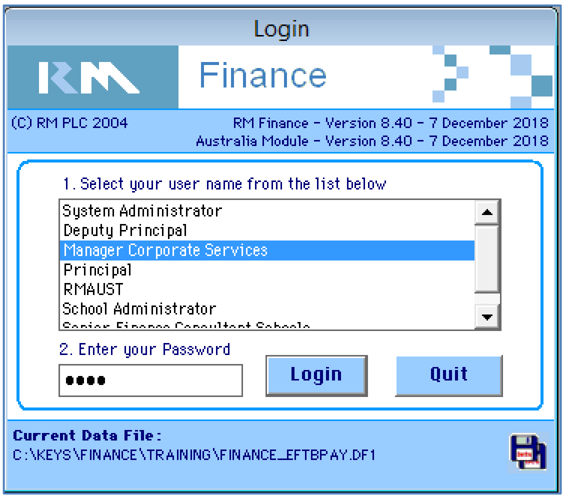
30.9 Updating the Batch and Creating the EFT file

After the Principal or other cheque signatory has certified the EFT payments, the Manager Corporate Services can then update the batch. Note that uncertified transactions cannot be updated. As part of the update process the EFT payment file is generated and remittances are created.

Activity: Updating a EFT Batch

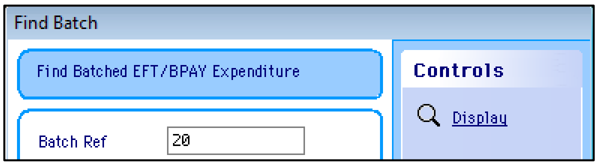
Return to the Role of Manager Corporate Services

- Close any open windows
- Click on 
- Log in as **Manager Corporate Services** with the password ‘**keys**’

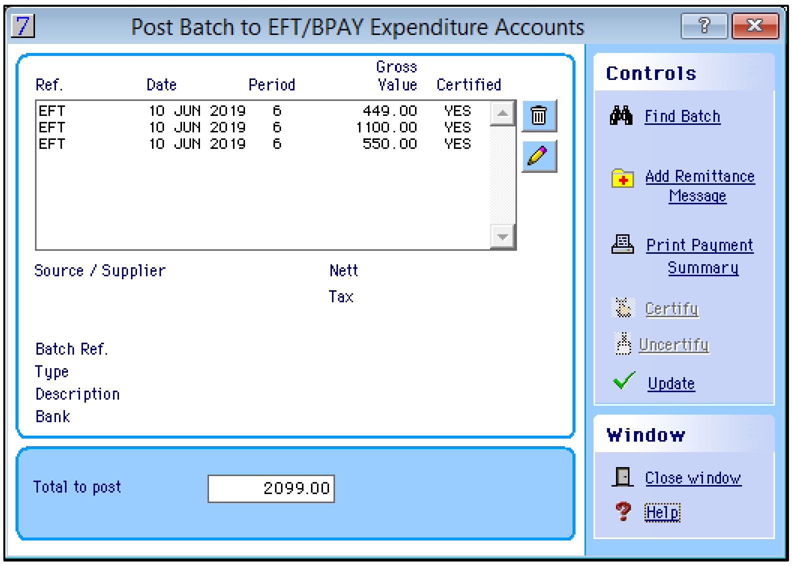


Transactions > View/Post Batch/EFT/BPay Payment Summary

- Enter the Batch Ref as **20** and click on **Display**



The transactions appear in the window with the Certification Flag set to ‘**Yes**’.

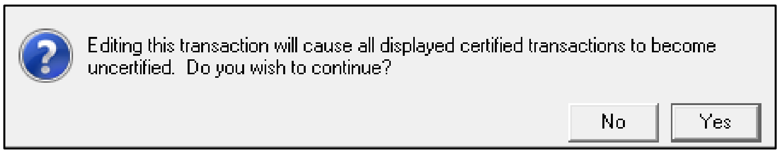


- Click **on** 

The following is displayed:

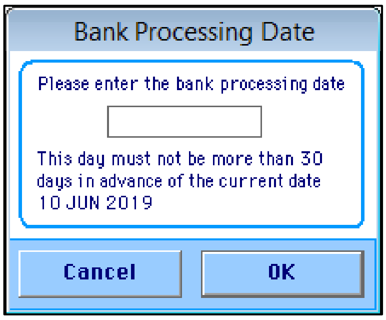
- Click on **Yes**

Note: editing or deleting certified transactions will cause the following message to be displayed.



Note: If you answer ’Yes’ to this question all certified transactions will become uncertified and the process of certification must be carried out again by the Principal or other cheque signatory.

The following window is now displayed:



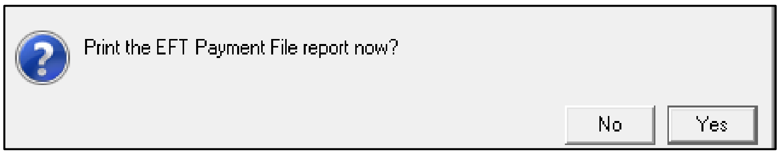
Note: as a general rule the bank processing date is the working day before funds are to be available to recipients' accounts (i.e. payments are processed that night). Payment files should be lodged at the Bank's processing centre by the nominated cut off times on this day.

Enter a processing date in advance of today's date to ensure adequate time is provided to complete the upload. If the upload is not completed within the allocated time, the file will be rejected by the bank and all transactions in the batch will need to be reversed and re-entered.

- Enter a bank processing date
- Click on **OK**

An EFT Payment file is automatically generated and saved in the default location set earlier. This will be viewed shortly

The following message is now displayed.



- Click on **Yes**
- Click **OK** to set the orientation to landscape

- Click on landscape and then **OK** in the Print Setup screen. There is no option to print to screen, i.e. the report is sent directly to the default printer

A sample of the EFT Payment file is shown below

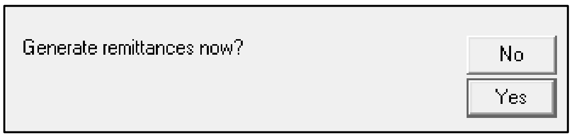
```
0                  01CBA       Training School
12345620100619     130619
1066-031 22334455 500000044900Algar Burns Computing
ALG001Invoice 112 066-123   123456Training School 00000000
1306-091  1212329 500000055000Joe Smith Repairs
JOE001Invoice R10 066-123   123456Training School 00000000
1306-092  2098989 500000110000Supply West
SUP001Invoice T23 066-123   123456Training School 00000000
1066-123   123456 130000209900Cheque Account
0020100619        066-123   123456Training School 00000000
7999-999            000000000000020990000000209900
000004
```

The report is now printed. This report must be filed for record keeping and audit purposes.

- Click **OK** to reset the orientation back to portrait.
- Select portrait and click **OK**.

Note: it is recommended that the printout of the EFT payment file and the Payment Summary report which was printed earlier are filed with the Batch Header in the Invoice file.

The following message is then displayed.



- Click on **Yes**

Training School

ABN

(Our ref: JOE001)

Joe Smith Repairs
129 Labouchere Rd
South Perth WA 6151
ABN 11 222 333 444
Ph: 9450 9876
Fax: 9450 9876

10 June 2019

The following payment has been credited to bank account number 1212329

Lodgement Reference	Invoice number(s)	Amount
JOE001Invoice R10	R10	550.00

Please contact the school office on 9223 4567 if you have any queries regarding this payment

If there are remittances to be printed, the Set Report Destination screen will appear. You can select to print to the **screen** to view the remittances in training. Either screen or printer can be selected at your school.

Remittances to be e-mailed will be placed in a folder in the default location. We will look at these shortly.

- The MCS must sign the Payment Summary Report

30.10 Viewing an EFT Payment File

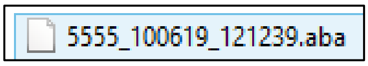
To view the EFT Payment file which has been created we need to navigate to the default location.

Activity: Viewing an EFT Payment File

- **View the EFT Payment file**

- Right mouse click on your **Start** menu
- Click on **Explore**
- Navigate to **C:\Keys\RMDB\Finance\Electronic Funds Transfer**

- Note a file has been created in this location which is named something similar to -
- 5555_100619_121239 where 5555 represents your school code, 100619 represents the date the file was created (ddmmyy) and 121239 represents the time the file was created (hhmmss).



The file will always have an extension of .ABA. This represents the Australian Bankers Association file format which is required for EFT Payment files.

30.11 Viewing the EFT Remittances to be E-mailed

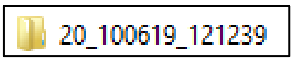
The EFT Remittances to be e-mailed are placed in a folder in the default location. From here they will need to be e-mailed via Microsoft Outlook. To view these Remittances we need to navigate to the default location.

Activity: EFT Remittances

View the EFT E-mail Remittances

- If not already open, open Windows Explorer.

- Navigate to **C:\RMDB\Finance\Electronic Funds Transfer** (same location as in previous activity)
- Note a folder has been created in this location which is named something similar to



where 20 represents the batch number, 100619 represents the date the folder was created (ddmmyy) and 121239 represents the time the file was created (hhmmss).

- Double-click on this folder

This folder will contain an .rtf file (Word document) for each supplier in the batch (20 in this case) who has the remittance option set to E-mail.

In our training example you will see something similar to the following.

ALG001Invoice 112.rtf
SUP001Invoice T23.rtf

where the first six characters are the supplier code (e.g. ALG001) and the remaining characters are the new EFT reference field that we entered. This is called the **Lodgement Reference** and will be displayed on each supplier's bank statement when the payment is credited. Note the Lodgement Reference also appears on the Remittance advice to the supplier.

- Double-click on the files created and view the contents

Training School

ABN

(Our ref: ALG001)

Algar Burns Computing
PO Box 1345
OSBORNE PARK WA 6916

ABN 86 096 949 138
Ph: 9201 0011
Fax: 9201 0087
Email: ab@algar.com.au

10 JUN 2019

The following payment has been credited to bank account number 22334455.

Lodgement Reference	Invoice Number(s)	Amount
ALG001Invoice 112	112	449.00

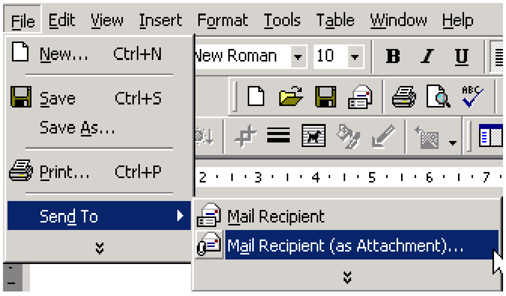
Please contact the school office on 9223 4567 if you have any queries regarding this payment

30.12 E-mailing the EFT Remittances

The EFT Remittances now need to be e-mailed as attachments to the suppliers. This needs to be done manually. Some suggested methods for achieving this include the following.

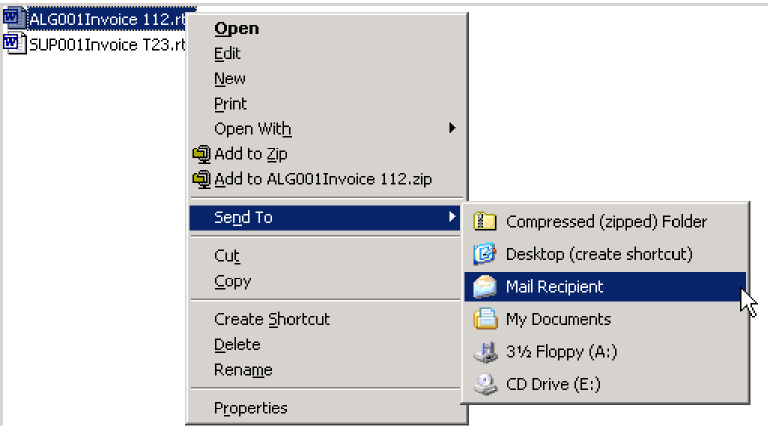
- From Microsoft Outlook where the file is included as an attachment.

- From Microsoft Word - open the .rtf file and choose the following option from the File menu.



The e-mail address listed on the invoice can be easily copied into the 'To field' if required, or selected from the contacts list in Outlook by clicking on the 'To' button.

- From Windows Explorer – right-click on the file and choose the following



The e-mail address can be selected from the contacts list in Outlook by clicking on the 'To' button.

30.13 Uploading the EFT Payment file to the Bank

This will be done via the Internet. Follow the instructions issued by the bank to upload the file and authorise the payment.

The MCS and Principal must review the payment details on the internet against the supplier information and totals on the payment summary before authorising the payment.

It is extremely important to ensure that the electronic file which is sent to the bank matches the batch which has been certified.

31 BPAY Processing

Paying suppliers by BPAY has not yet been automated by the banks. That is, it is not yet possible to upload files of BPAY transactions to the bank (as is possible with EFT transactions). This type of BPAY processing is likely to be provided by the banks in the future.

BPAY processing within RM Finance is achievable by use of Internet banking.

Activity: Entering a Batch of BPAY Payments

Input the following batch of BPAY payments.

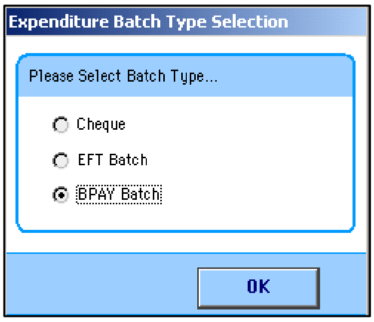
Form(s) Required – Batch Register
The batch number for this training batch is **21**.
The batch total is $1115.00

- Complete the **Batch Register**

					BANK RELATED TRANSACTIONS									
		Reference No							Adjustments/Reversals **					
Batch No	Date/Date Export	From	To	Type of Batch* [C] Cheque [E] EFT [B] BPay	Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Income (I/C)	Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pr B
20		0020ddmmyy		E	1		2099							
21		0021ddmmyy		B	1		1115							

Transactions > Expenditure

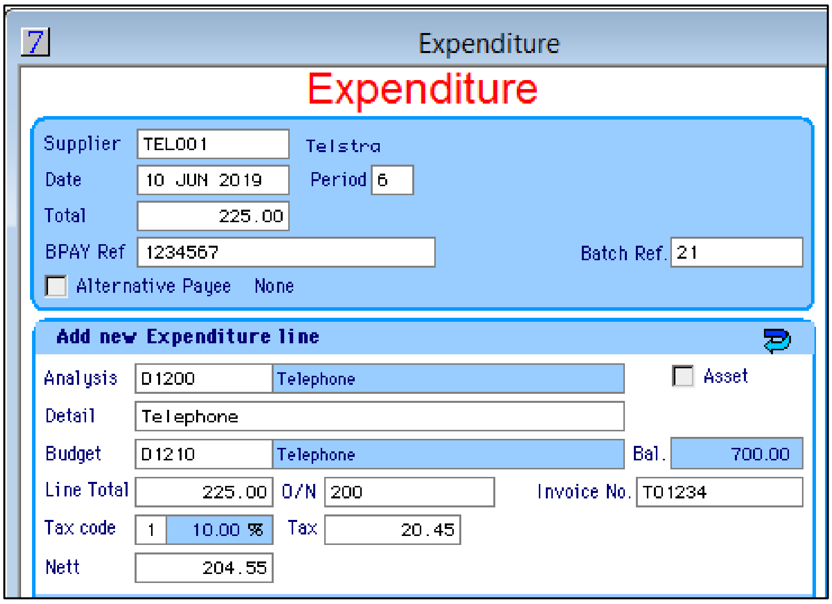
- Click on **BPAY Batch** in the new batch type screen



- Click on **OK**

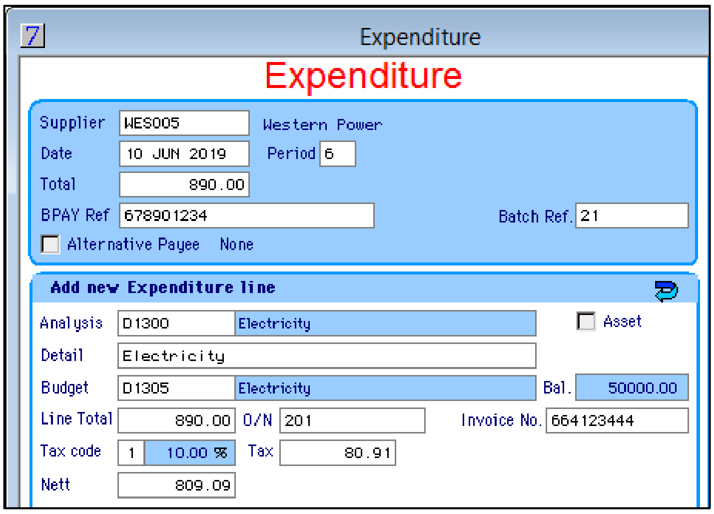
- Click in the **Supplier field**
- Enter the transactions below with the total batch being **$1115.00**

Supplier	Total	BPAY Ref	Batch No	Detail	Budget	Line Total	Tax Code	O/N	Invoice No
TEL001	$225	1234567	21	Telephone	D1210	$225	1	200	T01234



- **<Tab>** to drop the transaction in to the bottom window
- Click **OK**, **OK** and **Yes** or **<Enter>** three times

Supplier	Total	BPAY Ref	Batch No	Detail	Budget	Line Total	Tax Code	O/N	Invoice No
WES005	$890	678901234	21	Electricity	D1305	$890	1	201	664123444



- **<Tab>** to drop the transaction in to the bottom window
- Click **OK**, **OK** and **Yes** or **<Enter>** three times

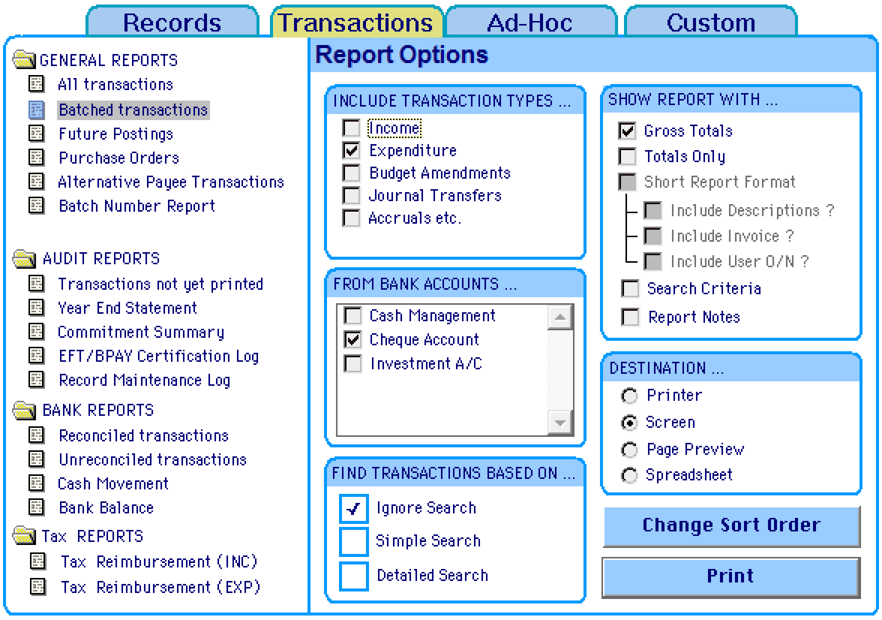
31.1 Print the Batched Transactions Report

Print the batched transactions report for the BPAY batch.

Activity: Printing a BPAY Batched Transactions Report

Reporting > Transactions > Batched Transactions

- Print the report to the screen for batch **21**, showing **Expenditure** to the **Cheque Account**



- Click **Print**

Note the temporary ref of BPAY appears for these transactions.

Posting Detail		Type	Date	Nett	Tax		Total	Voucher
21								
TEL001	Telstra							
D1200	Telephone							
D1210	Telephone							
Cheque Account								
Invoice Number	TO1234							
User Order Number	200							
Telephone								
Ref BPAY		ESP	10 JUN 2019	204.55	20.45	1	225.00	06
21								
WES005	Western Power							
D1300	Electricity							
D1305	Electricity							
Cheque Account								
Invoice Number	664123444							
User Order Number	201							
Electricity								
Ref BPAY		ESP	10 JUN 2019	809.09	80.91	1	890.00	06

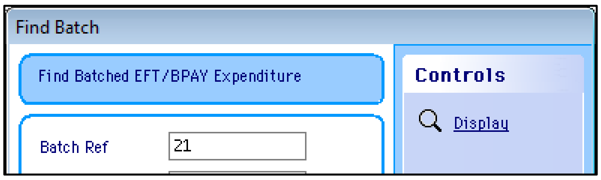
- Check that the report is correct

	Nett	Gross
Total Income	0.00	
Budget Amendments	0.00	
Expenditure Against Budget	1013.64	1115.00

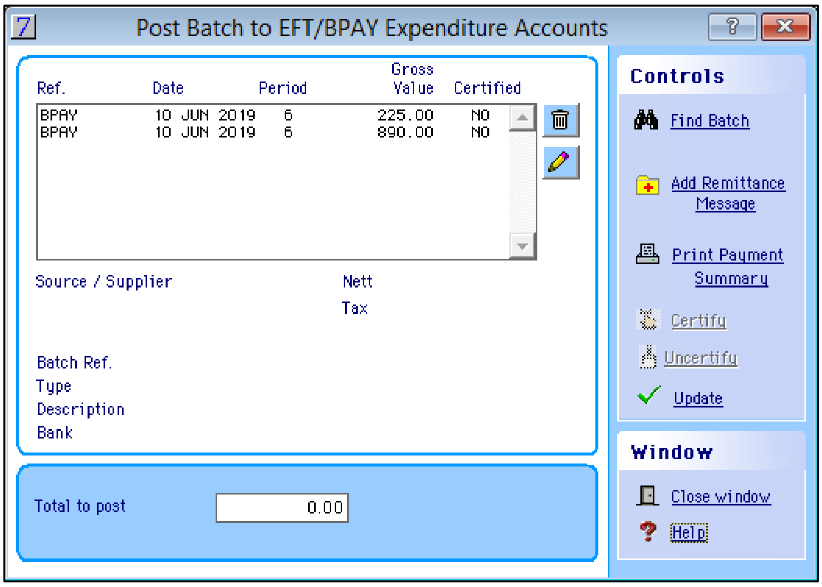
Activity: Print the BPAY Payment Summary

Transactions > View/Post Batch > EFT/BPAY Payment Summary

- Enter the batch ref of **21**



- Click on **Display**



- Click on **Print Payment Summary** 

and follow the prompts to display this report to the screen (for training)

- Yes to print the remittance message
- Follow the printer prompts to print the report to the screen

EFT/BPAY Payment Summary

Report printed on 10 JUN 2019 at 12:39 - Period 6
Data for 2019

For batch references: 21.

Reference	Supplier Code	Supplier Name	Alt Payee	Date	Analysis	Budget	Detail	Inv No	User	Nett	Tax	Tax Code	Total
BPAY	TEL001	Telstra		10 JUN 19	D1200	D1210	Telephone	TO1234	MCS	204.55	20.45	1	225.00
Subtotal for Telstra			Lodge Ref: TEL0011234567			BPAY Biller Code 7773 BPAY Ref 1234567				**204.55**	**20.45**		**225.00**
BPAY	WES005	Western P...		10 JUN 19	D1300	D1305	Electricity	664123444	MCS	809.09	80.91	1	890.00
Subtotal for Western Power			Lodge Ref: WES005678901234			BPAY Biller Code 2600 BPAY Ref 678901234				**809.09**	**80.91**		**890.00**
								Total for report:		**1013.64**	**101.36**		**1115.00**

Updated by:

Registrar

Certified by:

Principal/Deputy Principal

The Payment Summary report must be signed and dated by the Principal and Registrar prior to the transactions being entered using Internet Banking.

31.2 Certifying the Batch

We will now assume the role of the Principal and certify the batch.

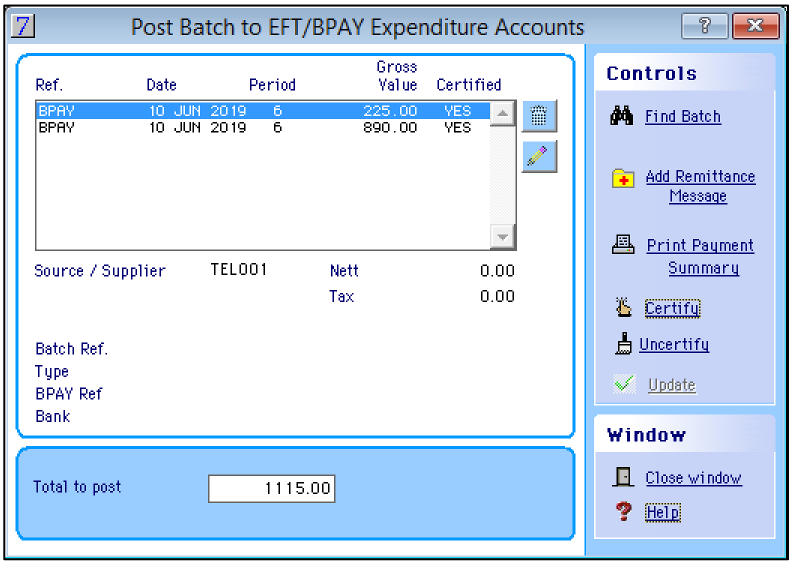
Activity: Certifying the Batch

Certify the BPAY Batch

- Click on the **Change User** icon
- Log on as **Principal** with the password '**keys**'

- Navigate to **Transactions** > **View/Post Batch** > **EFT/BPAY Payment Summary**

- Enter the batch ref of **21** and click on **Display**
- Click on Certify and follow the prompts to certify these transactions



- **Close** the View/Post Batch window

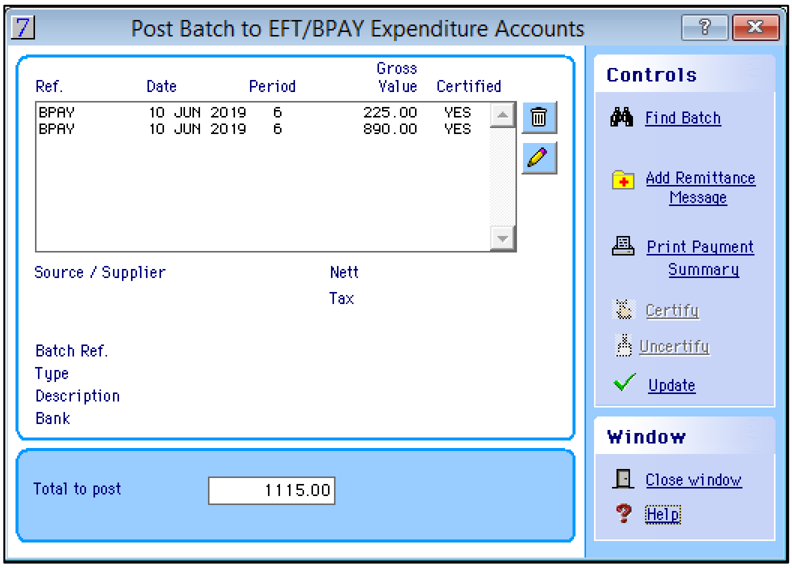
- The Principal/other cheque signatory **Signs** the Payment Summary Report

We will now re-assume the role of the Manager Corporate Services and update the batch.

Activity: Updating the Batch – as MCS

Update the BPAY Batch

- Click on the **Change User** icon 
- Log on as **Manager Corporate Services** with the password ‘**keys**’
- Navigate to **Transactions** > **View/Post Batch** > **EFT/BPAY Payment Summary**
- Enter the batch ref of **21** and click on **Display**
- Click on 



- Click **Yes** to update the transactions

- Close the View/Post Batch window
- The MCS signs the Payment Summary Report

31.3 Entering BPAY Transactions using Internet Banking

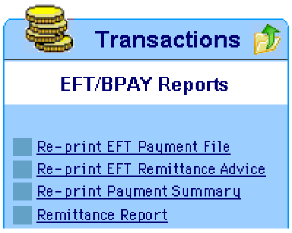
No files are created for BPAY transactions. In order to enter these BPAY payments to the suppliers, Internet Banking must be used. It is important that the Principal has signed the Payment Summary report before these transactions are entered using Internet Banking.

Use the Payment Summary report and the original invoices (see important note below) to enter the transactions manually into BPAY. Print the receipt for each transaction and attach the receipts to the Payment Summary report. These receipts should be signed and dated by the Principal and the Manager Corporate Services and filed with the Batch Header in the Invoice file.

32 EFT/BPAY Reports

There are a number of reports available which relate to EFT and BPAY processing. These are shown below.

Transactions > Payments > EFT/BPAY



As the print to screen option is not available for this report we will be unable to view it during the training course

Activity: EFT/BPAY Reports

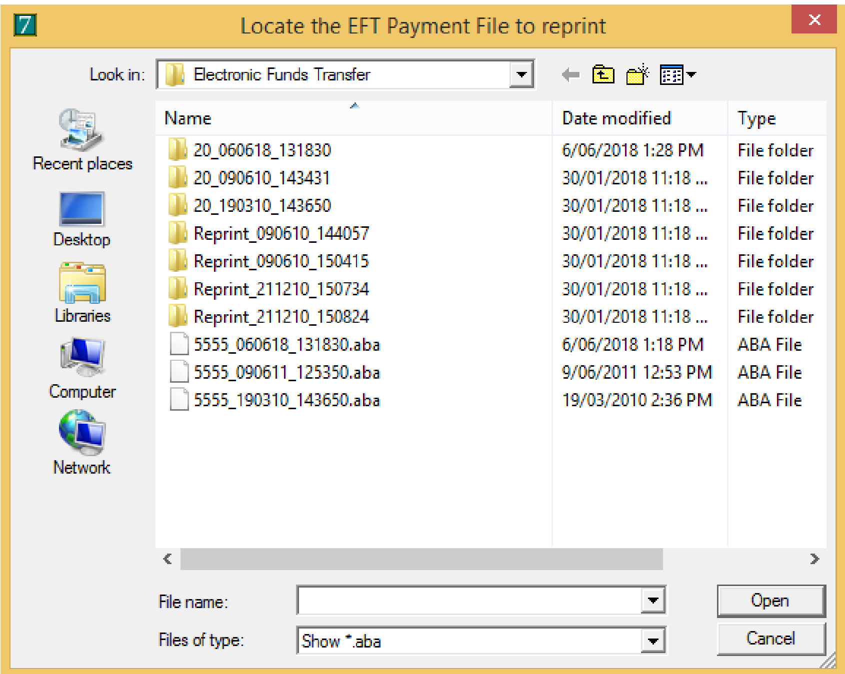
Re-Print EFT/BPAY Payment file

This report is useful when you did not (or could not) print the EFT Payment file (.aba) file when prompted during the updating of transactions.

- Navigate to **Transactions > Payments > EFT/BPAY**
- Select **Re-Print EFT Payment file**

The default location will automatically open and the list of .ABA files which you have created so far will be displayed. Remember they are named with your school code and the date and time the file was created.

- **Double-click** on the file to print.
- Follow the printer prompts and the report will be sent directly to the printer.



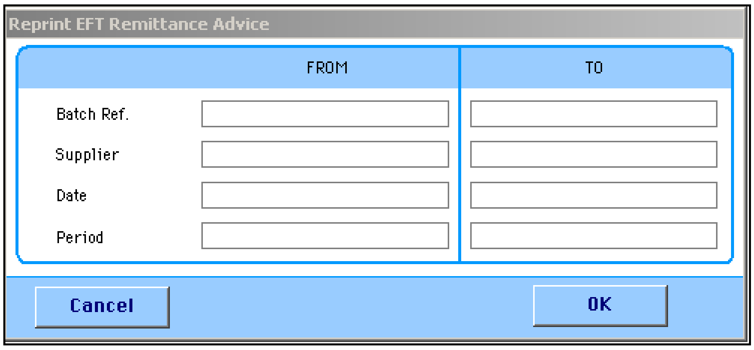
Activity: Re-printing EFT Remittance Advice

Re-Print EFT Remittance Advice

This report is useful if you could not create the EFT Remittance advice (printer and E-mail) when prompted during the updating of transactions.

- Navigate to **Transactions > Payments > EFT/BPAY**
- Select **Re-Print EFT Remittance Advice**

Several From/To searches are available.



If no search criteria are entered then remittances will be printed for all EFT transactions processed to suppliers who have the Remittance Method set to print. For suppliers who have the Remittance Method set to E-mail, a new folder containing the remittances will be created in the default location.

If a batch search is entered then remittances will be created for all EFT transactions processed to suppliers in the selected batch number (s) who have the Remittance Method set to print or E-mail.

Example:

The supplier search allows you to search for one (or a range of) suppliers.

Example:

The date search operates in the same manner but uses the date field attached to each transaction for the search.

Example:

The period search uses the period in which the transaction was entered.

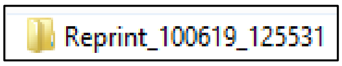
Example:

Once any search criteria have been entered, click OK. You will be prompted to print the remittances to printer for those suppliers who have the Print method selected. (Print to screen is not available hence, these remittances cannot be viewed in training). E-mail remittances will be automatically sent to a new folder (see below).

Activity: Regenerate Remittance Advice

Transactions > Payments > EFT/BPAY

- Select **Re-Print EFT Remittance Advice**
- Re-generate remittances for batch number **20**
- Open Windows Explorer and navigate to the default location
- **C:\Keys\RMDB\Finance\Electronic Funds Transfer**
- View the new folder created for E-mail remittances. It will be named with Re-print followed by the date and time the folder was created, as shown below.



- Double-click on this folder and view the remittance files which have been created

Re-Print Payment Summary

This report allows you to re-print the EFT/BPAY Payment Summary report. (Previously available from the EFT/BPAY View/Post batch window).

When the report is printed from the EFT/BPAY View/Post batch window, the transactions have not yet been updated.

A re-print of this report from the EFT/BPAY reports section will report on updated transactions so there will be see some slight differences in the report. For example, note that the date, time and period of updating the batch appears on the top of the report. Note also that the reference attached to each transaction has changed (it was the temporary identifier EFT). It is now the batch number followed by the date (XXXXddmmyy).

- Navigate to **Transactions > Payments > EFT/BPAY**
- Select **Re-Print Payment Summary**

A number of search criteria are available.

- Re-print the Payment Summary for batch **20** to the screen

Activity: Remittance Report

This report is similar to the Remittance report available for cheque printing, but only reports on EFT and BPAY transactions.

Transactions > Payments > EFT/BPAY

- Select **Remittance Report**

A number of search criteria are available as with the previous reports.

Note:the search on Reference is the actual reference field attached to each transaction (i.e. the one which usually contains the cheque number for cheque transactions). This was not visible on the EFT/BPAY expenditure screen when you entered the transactions. It operates behind the scenes for EFT and BPAY. It will be populated automatically by the software with the batch number (first 4 characters) followed by the date the transaction was updated (ddmmyy). E.g. 0020060616.

- Do not enter any search criteria. Click on **OK** and follow the prompts to display a remittance report for all EFT/BPAY transactions entered during the training.

EFT/BPAY Remittance Detail Report — **Page 1**

Type	Reference	Date	Description		Total
EFT	0020100619	10 JUN 2019	Printer HP 1300		449.00
Lodgement Ref: ALG001Invoice 112			**Algar Burns Computing**	**Total**	**449.00**
EFT	0020100619	10 JUN 2019	English Supplies		220.00
EFT	0020100619	10 JUN 2019	Maths Supplies		330.00
EFT	0020100619	10 JUN 2019	Science Supplies		550.00
Lodgement Ref: SUP001Invoice T23			**Supply West/Bookland**	**Total**	**1100.00**
EFT	0020100619	10 JUN 2019	Building Repairs		250.00
EFT	0020100619	10 JUN 2019	Music Equipment Repairs		300.00
Lodgement Ref: JOE001Invoice R10			**Joe Smith Repairs**	**Total**	**550.00**
BPAY	0021100619	10 JUN 2019	Telephone		225.00
Lodgement Ref: TEL0011234567			**Telstra**	**Total**	**225.00**
BPAY	0021100619	10 JUN 2019	Electricity		890.00
Lodgement Ref: WES005678901234			**Western Power**	**Total**	**890.00**
5 Payments Printed				**Total**	**3214.00**

- View the detailed report and then close

- To Print a Summary View of the Remittance Report

Note: the detailed report should be printed for each batch updated and filed with the Batch Header in the Invoice file.

- Click on **Remittance Report**
- Tick the box for a **Summary Report**
- Click **OK** and display the Summary Report to the screen

EFT/BPAY Remittance Summary Report **Page 1**

Type	Reference	Lodgement Ref	Date	Supplier Name	Total
EFT	0020100619	ALG001Invoice 112	10 JUN 2019	Algar Burns Computing	449.00
EFT	0020100619	SUP001Invoice T23	10 JUN 2019	Supply West/Bookland	1100.00
EFT	0020100619	JOE001Invoice R10	10 JUN 2019	Joe Smith Repairs	550.00
BPAY	0021100619	TEL0011234567	10 JUN 2019	Telstra	225.00
BPAY	0021100619	WES005678901234	10 JUN 2019	Western Power	890.00
5 Payments Printed				**Total**	**3214.00**

32.1 EFT/BPAY Certification Log

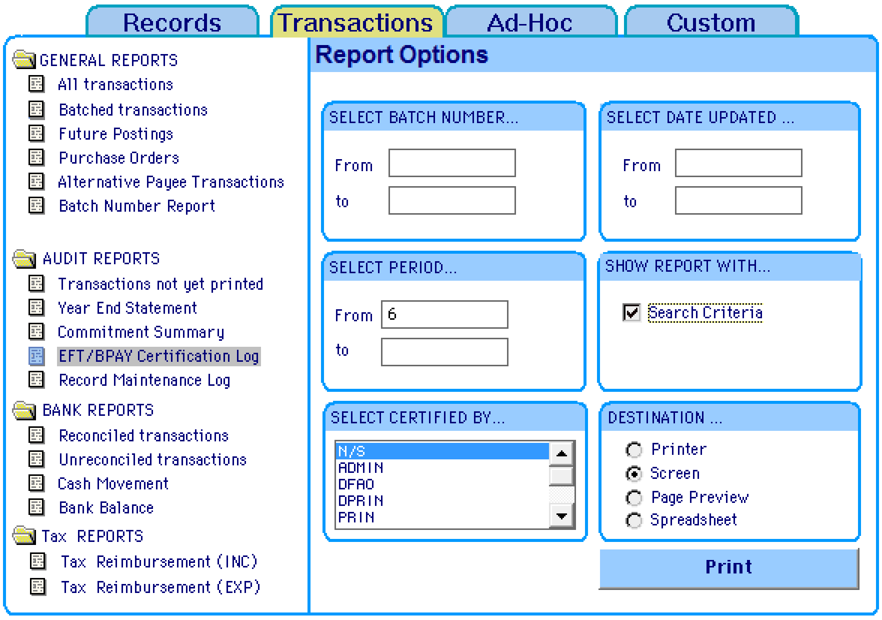
The EFT/BPAY Certification Log displays a list of batches and the initials of the user who certified them. This report must be printed and signed by the Principal each month.

Activity: Print EFT/BPAY Certification Log

Reporting > Transactions

- Select the **Transacations tab**

- Select **EFT/BPAY Certification Log**
- Enter the **current period** in the **From..to period search** (6 for training)
- Select **Show Report with Search Criteria**
- Click on **N/S** under the **Select Certified By**..heading



- Click on **Print** to display the report to screen

Note: schools using EFT/BPAY need to print this report at the end of each month. It should be signed by the Principal and filed with the monthly reports.

EFT/BPAY Certification Log - Audit Report

Report printed Monday, 10 June 2019 @ 1:14 PM - Period 6 (50.0 %)
Data for 2019

Criteria Period from 6
Certified by N/S

Batch No	Batch Total	Certified By	Date Certified	Time Certified	Updated By
For batches of type	**EFT**				
20	2099.00	PRIN	10 JUN 2019	12:12:39	MCS
Total:	**2099.00**				
For batches of type	**BPAY**				
21	1115.00	PRIN	10 JUN 2019	12:48:54	MCS
Total:	**1115.00**				
Total:	**3214.00**				

Approved by:

Principal's name

Principal's signature

Date

32.2 Electronic Bank Reconciliation

The purpose of the Electronic Bank Reconciliation is to simplify the reconciliation process and decrease the time taken to complete it.

In order to perform an Electronic Bank Reconciliation, a file containing your bank statement transactions must be obtained from your bank. RM Finance can then read this file and automatically match transactions from the file (bank statement) to transactions entered within your datafile rather than you having to locate the transactions by a manual process.

For example, if you have processed a cheque with cheque number 123456 for $50 within RM Finance and this cheque has been presented, then your bank statement file will contain an entry for cheque number 123456 for $50. RM Finance will be able to automatically match these two transactions and mark the entry within your datafile to be reconciled.

32.3 Downloading and Saving a Bank Statement File

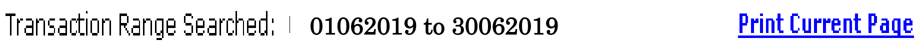
The first step is for you to obtain your bank statement file from your bank. Once your school is set up for online banking this can be done from your bank's website. There are slight differences between the way on-line banking operates for different banks. The following example is a guide only.

1. Log on to your bank's website.

2. Select your school's bank account to be reconciled.

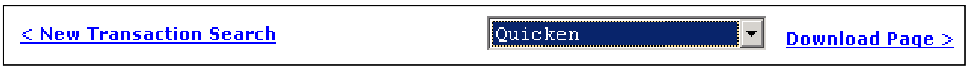
3. **Search** for the transaction range date that you need for the reconciliation. It is important not to overlap reconciliation dates. For example, if you last reconciled to the 31st May, you need to start your reconciliation from 1st June

4. Display your school's bank account transactions for the required reconciliation period.



5. **Print** the transactions you have selected so you have a paper copy for checking purposes. (There will be a print option).

6. There will be an option displayed to **download** the transactions in different formats.
7. Select the '**Quicken**' or .qif format and download the file.



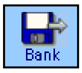
8. You will be prompted to select a location in which to save this file.
9. Navigate to **K:\RMDB\Finance\Electronic Bank Reconciliation.**

10. Enter a **file name** for this file as per the **standard filename recommendations**. That is, name your file as Bankrecyyyymmdd.qif (where yyyy represents the year, mm represents the month and dd represents the day – i.e. the date to which you are reconciling).

Activity: Perform an Electronic Bank Reconciliation

Bank > Bank Reconciliation

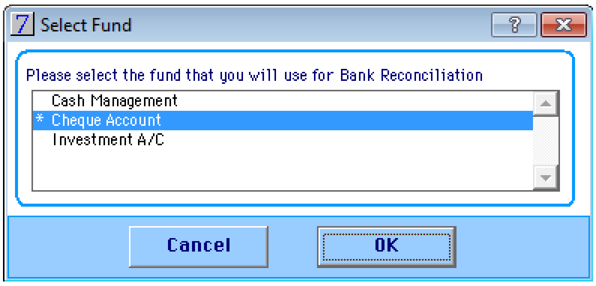
Once the file has been downloaded from the bank you can perform the Electronic Bank Reconciliation.

- Click 

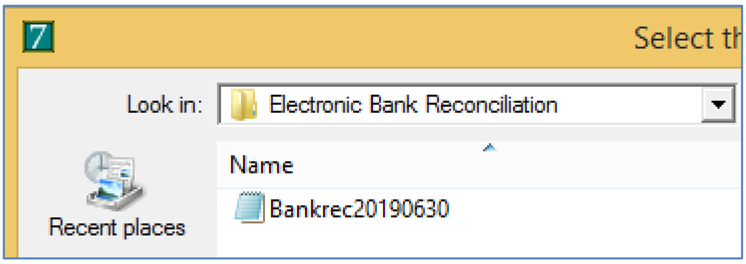
on the top menu

- Click on 

- Select the bank account to be reconciled – Cheque account – and click on **OK**



The default location will be displayed with the file(s) which have been previously downloaded from the bank.



- Double-click on the file named **Bankrec20190630.qif**

RM Finance will now load this file, search through the transactions and match as many as possible with the unreconciled transactions in the datafile. It is very important that you are up to date with your data entry before commencing this process.

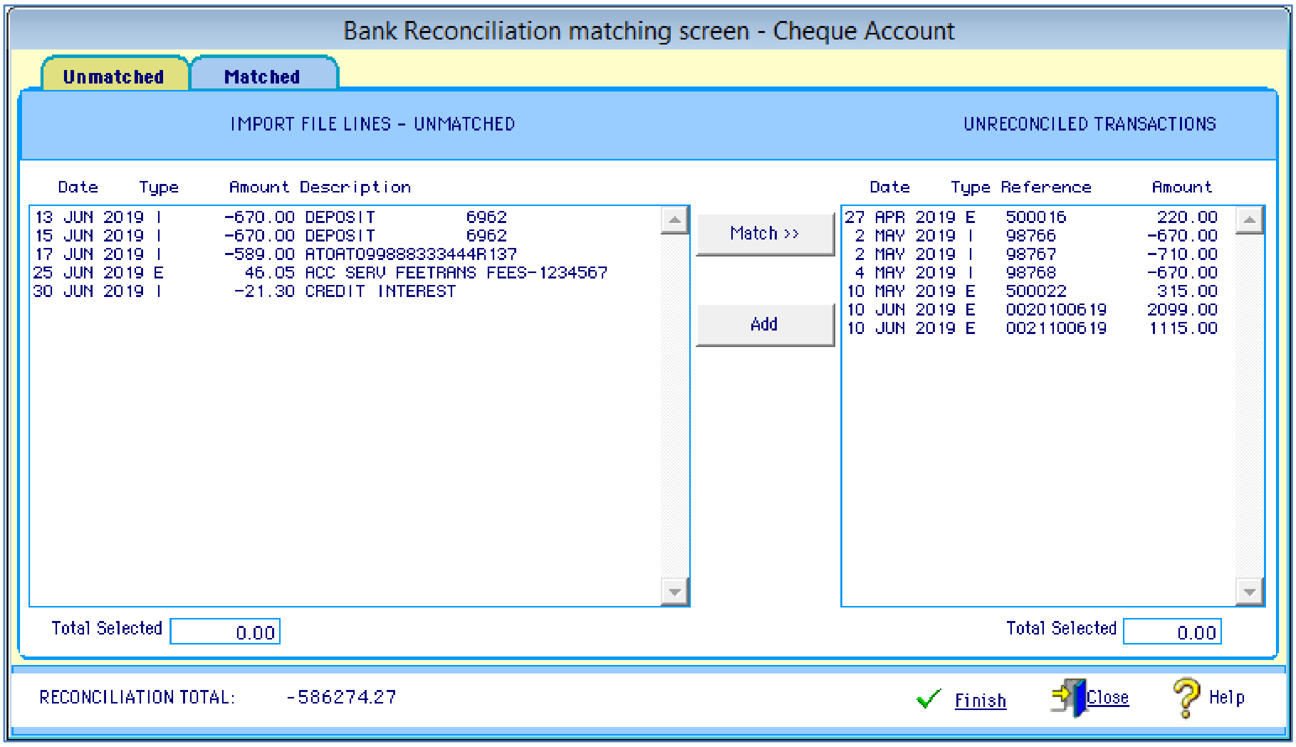
32.4 The Matching Window

Once RM Finance has matched as many transactions as possible from your bank statement to your datafile, the Matching window will be displayed and the results of the automatic reconciliation process can be viewed.

The Unmatched tab is displayed by default and appears as shown below. The transactions on the **left hand side** come from the **bank statement file**. The transactions on the right hand side are all the unreconciled transactions present in your datafile.

Items from the Bank Statement (file)

Unreconciled items from the datafile

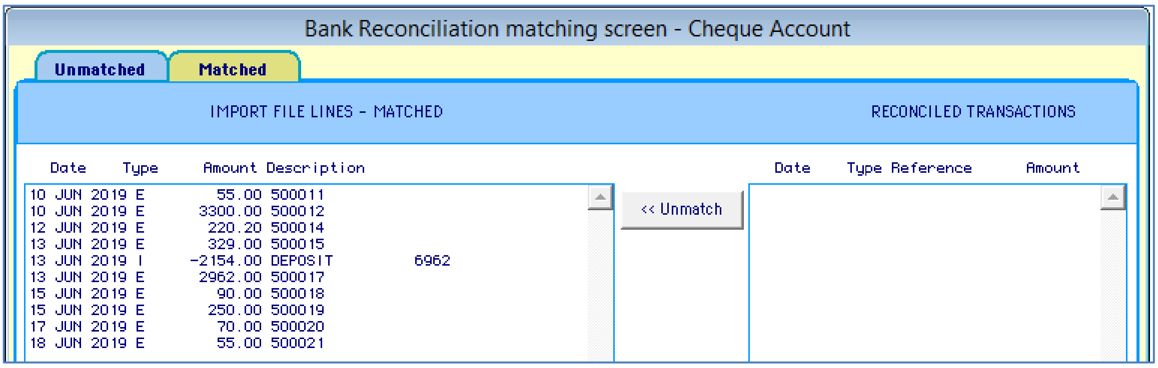


The Reconciliation Total is displayed at the bottom of the window to assist you in balancing your reconciliation.

Activity: View the automatically matched transactions

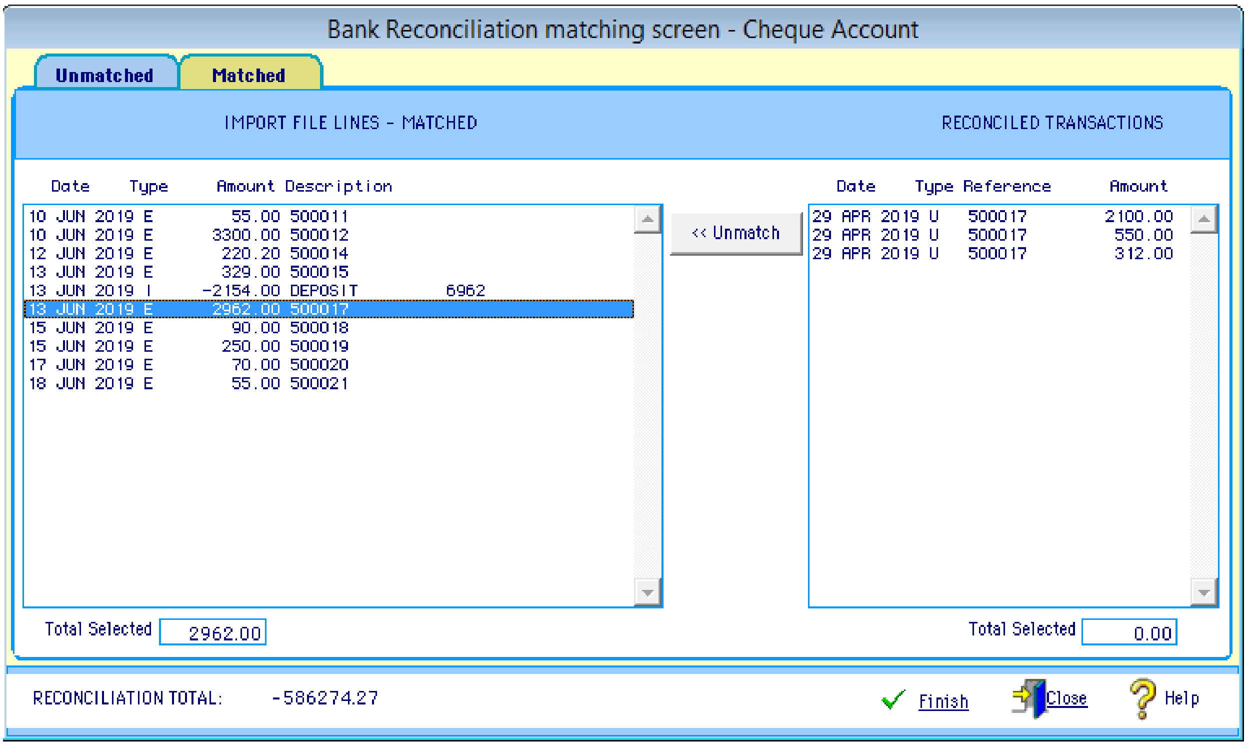
Bank > Bank Reconciliation

- To see the transactions which have been automatically matched:
- Click on the  tab



The transactions on the left hand side are those from the bank statement file which have been matched to corresponding transactions on the right hand side (unreconciled transactions from the datafile).

- Click on a transaction on the left to see which transaction(s) it has been matched with on the right



- Click on the **Unmatched** tab

32.4.1 How the matching process works

Expenditure
Expenditure transactions are matched using the amount and the cheque number (reference). Expenditure amounts will not be matched unless both the amount and the cheque number are the same for the transaction in the bank statement file and the transaction in the datafile.

Income
Income transactions are matched by amount alone, as there is no other detail which is common between the bank statement file and the datafile. Therefore single income amounts of the same size will be matched. However, if there are multiple income amounts of the same size, none of them will be matched. In this case it is up to the user to manually match these transactions from the matching window. In the training datafile you will notice that there are two income amounts of the same size which have not been matched to corresponding entries in the datafile. These will need to be matched manually.

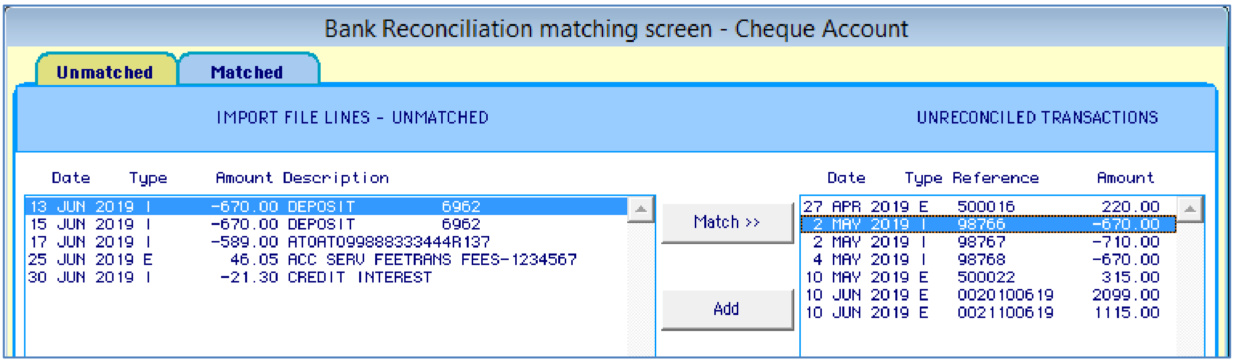
32.4.2 Manually matching transactions

This process can be used to manually match amounts of the same type and size (i.e. income can only be matched with income and the amounts must be the same). This will most often be used for matching multiple income amounts of the same size as discussed above, or for matching EFT and BPAY transactions (if entered) during the pilot phase of the software.

Activity: Manually match transactions

Bank > Bank Reconciliation

- Ensure the **Unmatched** tab is selected
- Click on one deposit for –670 on the left hand side of the matching window
- Click on one income amount for –670 on the right hand side of the matching window



- Click on the 

tab between the two windows

- The transactions are matched and removed from the Unmatched tab.

- Click on the **Matched** tab to see these matched transactions

- Click on the **Unmatched** tab

- Match the other amounts for –670 using the same process as above

32.4.3 Unmatching transactions

If you make an error and manually match the wrong transactions, this can be easily corrected whilst in the Matching window. On the Matched tab you will see an Unmatch button. Once a line has been selected from the left hand side, you can click on this button to ‘unmatch’ it from its partner(s) displayed on the right.

Activity: Unmatching transactions

Bank > Bank Reconciliation

- Click on the **Matched** tab
- Select a transaction for –670 Deposit on the left hand side
- Click on the **Unmatch** button
- The transactions are moved from the Matched tab to the Unmatched tab
- Return to the unmatched tab and match these income transactions again so we can complete the reconciliation process correctly

32.4.4 Checking the bank statement

Once all possible items have been automatically and/or manually matched, there will be some items 'left over' on the Unmatched tab in the matching window. These transactions are ones which were unable to be matched with anything in your datafile.

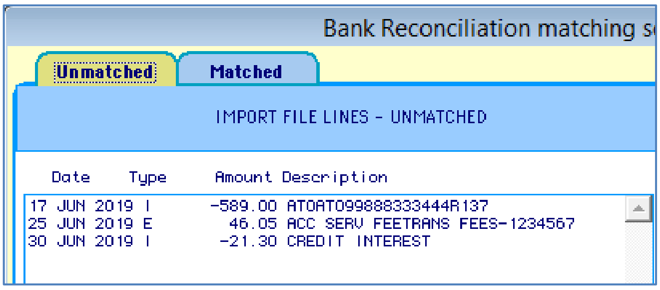
It is at this point that you should take your printed copy of the bank statement and identify the items which cannot be matched. They will most likely be direct debits and credits, or they could possibly be errors which need investigating. All such items should be highlighted and identified as either new items to be added or possible errors for investigation.

Activity: Comparing the Unmatched items with the bank statement

Bank > Bank Reconciliation

The **Unmatched tab** and a **sample bank statement** for this datafile appear below.

- Highlight the items on the sample bank statement which are left on the Unmatched tab and make a note of how they should be handled (e.g. added or possible error)



Sample Bank Statement

Date	Particulars	Debit	Credit	Balance
01JUN19	Opening Balance			$586 274 .27
10JUN19	Cheque 500011	55.00		
10JUN19	Cheque 500012	3300.00		
11JUN19	Cheque 500013	70.00		
12JUN19	Cheque 500014	220.20		
13JUN19	Cheque 500015	329.00		
13JUN19	Deposit at Perth		2154.00	
13JUN19	Cheque 500017	2962.00		
15JUN19	Deposit at Perth		670.00	
15JUN19	Cheque 500018	90.00		
15JUN19	Deposit at Perth		670.00	
17JUN19	Cheque 500019	250.00		
10JUN19	Cheque 500020	70.00		
17JUN19	ATO Refund R137		589.00	
18JUN19	Cheque 500021	55.00		
25JUN19	Service Fee	46.05		
30JUN19	Interest earned		21.30	
30JUN19	Closing Balance			$588 178.52

32.4.5 Adding items from the bank statement

As previously mentioned, each month items will appear on your bank statement which need to be entered into RM Finance. These could include bank interest, bank fees, refunds from the ATO and other direct debits and credits. Three such items have been highlighted in the above list. These items can be added from the matching window using the Add button.

Activity: Add items from the bank statement

Bank > Bank Reconciliation

Ensure the **Unmatched** tab is selected

For the month of Period

Batch No	Date/Date Export	Reference No From	Reference No To	Type of Batch* [C] Cheque [E] EFT [B] BPay	BANK RELATED TRANSACTIONS Bank A/C 1, 2, 3	Income Receipts (INC)	Expend Payments (ESP)	Credit Notes	Adjustments/Reversals ** Income (I/C)	Adjustments/Reversals ** Expend (ESC)	Internal Charge**	Accruals (Manual Only)	BA/Vire Totals	Pro By
20		0020ddmmyy		E	1		2099							
21		0021ddmmyy		B	1		1115							
22		BS128-1	BS128-2		1	610.30								
23		BS128-3			1		46.05							

- Enter two new batches on the batch register as follows

- Batch number **22** will be for all **income** items appearing on your bank statement.
- (Batch total = $610.30)
- Batch number **23** will be for all **expenditure** items appearing on your bank statement. (Batch total = $46.05)

Identify the income items which need to be added. In our training datafile we have two income items – credit interest and the refund from the ATO.

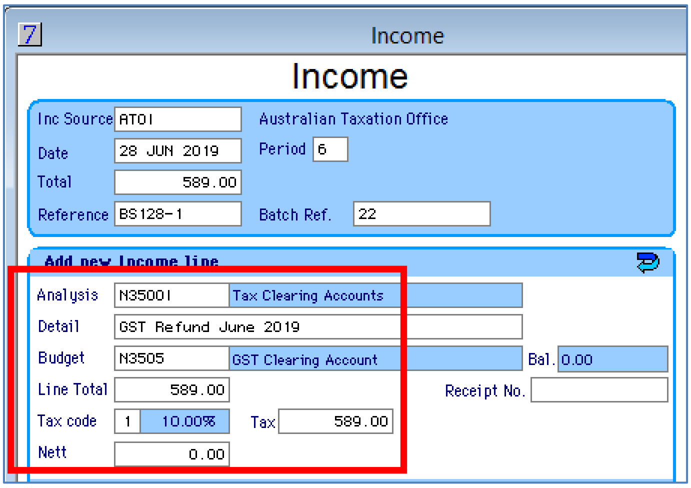
- Click on the **$589.00 refund from the ATO** and then click on the **Add** button

The multi-line income screen opens and the details of the transaction which are known are already entered. However, some details (such as analysis and budget codes, tax codes etc.) must be entered by the user.

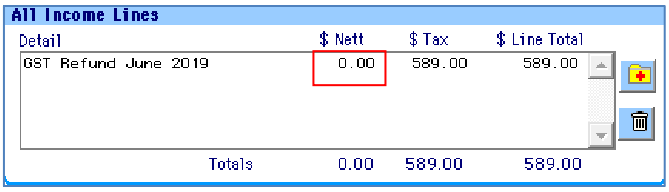
- Fill in the details as shown below
- In the Inc Source enter **ATOI**
- **<Tab>** down to the Reference and enter **BS128-1 <Tab>**
- Batch Reference **22 <Tab>**
- In the details enter **– GST Refund June 2019 <Tab>**
- Budget Code **N3505 <Tab> ,**
- Line Total **$589 <Tab>**
- Tax Code **1**

IMPORTANT: Mouse click into the Tax Field

- Enter **589.00**



- **<Tab>** until all information is appears in the lower window



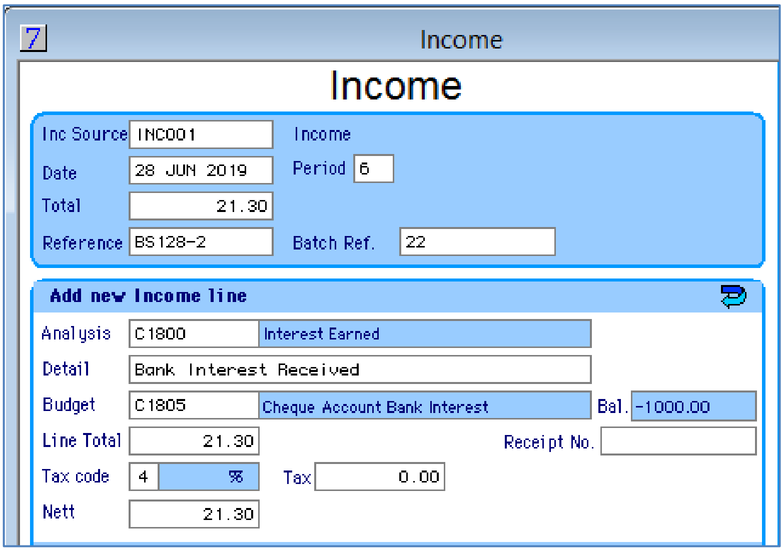
- Check you have entered an **'all tax'** transaction ie: there in nothing in the **$ Nett** field
- Click on **OK**
- Click on **Yes**

You are returned to the matching window and the transaction added is no longer displayed. **It has been placed in a batch which must be updated before reconciliation can be completed**. We will process this shortly.

Process the Interest

- Click on the **Credit Interest** transaction in the matching window
- Click on **Add**
- Enter the batch ref as **22**
- Enter the remaining details of the transaction as shown below

Inc Source	Reference	Budget	Tax Code
INC001	BS128-2	C1805	4



- Press <**Tab**> until the detail appears in the lower window
- Click on **OK**
- Click on **Yes**

You are returned to the matching window and the transaction added is no longer displayed. **It has also been placed in a batch.**

If there were any further **income** items, they should be entered using the same process as described above, with the same batch number (e.g.22 in this example). However our last transaction is expenditure, so this will need to be processed via the expenditure screen.

Process the Expenditure Batch

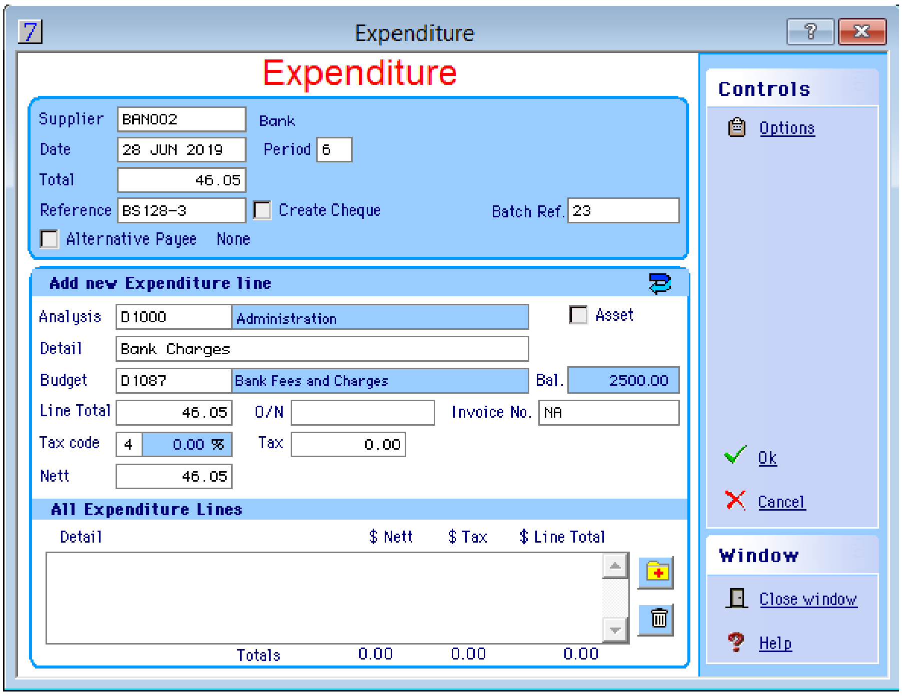
Identify the expenditure items which need to be added. In our training datafile we have one expenditure item – bank fees.

- Click on this expenditure item and then click on the **Add** button

The expenditure screen opens and the details of the transaction which are known are already entered. Enter the remaining details.

- Deselect **Create cheque** and enter **Reference BS128-3**
- Click into the **Batch Ref** field and enter the batch number as **23**
- Fill in the details of this transaction as follows:

Supplier	Reference	Batch No:	Budget	Tax Code	Invoice
BAN002	BS128-3	23	D1087	4	NA



- <**Tab**> until the detail appears in the lower window
- Click on **OK**
- Click on **Yes**

You are returned to the matching window and the transaction added is no longer displayed. As with the other transactions which have been added, it has been placed in a batch which must be updated before reconciliation can be completed.

Note: use Tax code 1 if your Bank applies GST to bank charges such as merchant fees.

IMPORTANT

Transactions which have been added from the Matching screen have been placed in a batch. The batch(es) must now be updated in the usual manner before reconciliation can proceed. DO NOT CLICK FINISH!

Note: The Reconciliation Total displayed at the bottom of the matching window has not changed once the transactions were added. This is because the transactions have been placed in batches and have not yet been posted into the system as yet.

- Make a note of the reconciliation total at this point. RECONCILIATION TOTAL: -587614.27

32.4.6 The Close button

The Close button can be used to save the current status of the matching window, in cases where you need to temporarily exit the window and look at other areas of RM Finance.

We are going to use the Close button now. This will save our work and allow us to update our batches. Once this is done we can return to the Matching window.

Activity: Using the Close button

Bank Rec > Bank Reconciliation

- Click on 

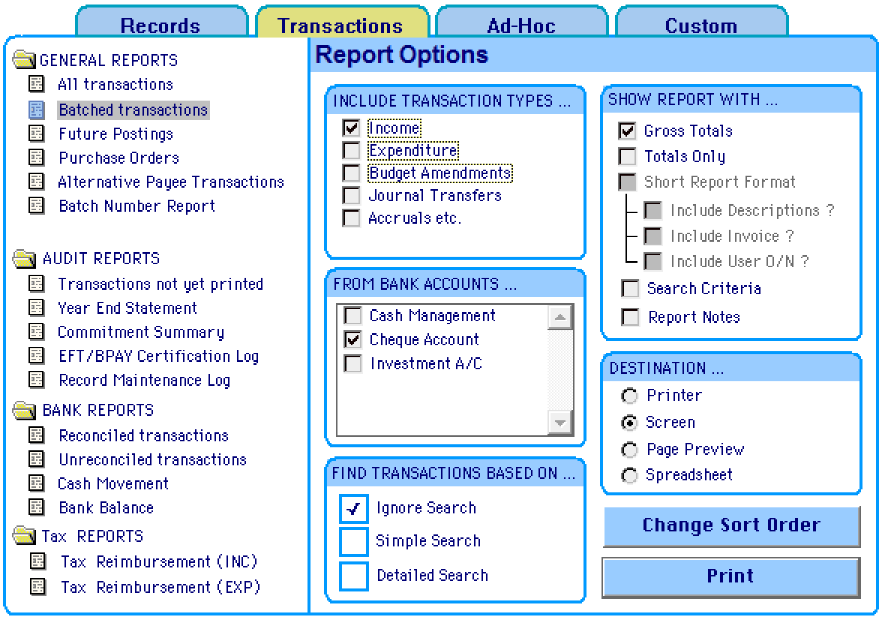
This will save your work in the Matching window.

Activity: Print the Batched Transactions report for each batch and update batches

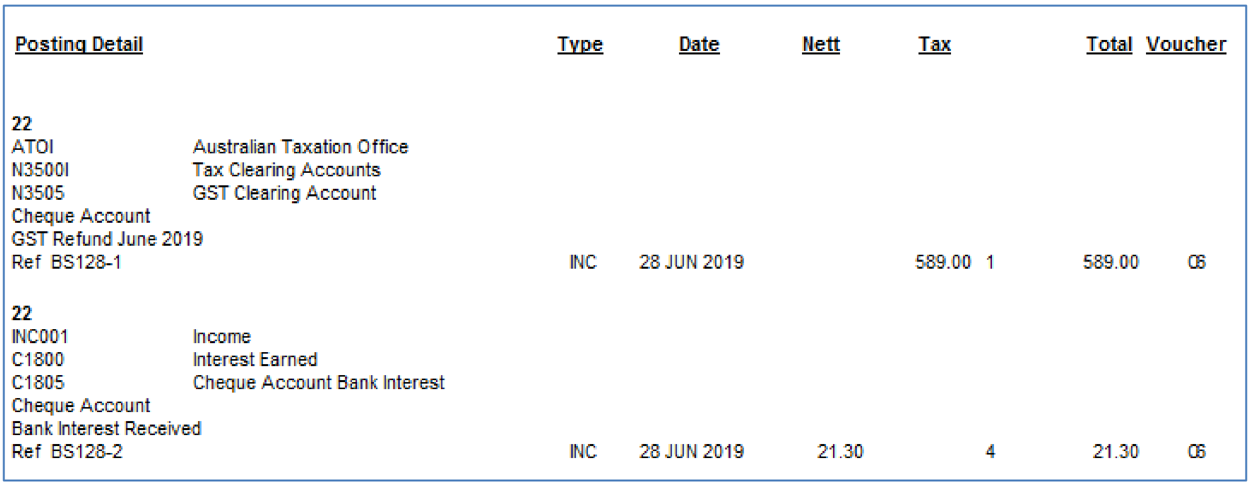
Transactions > Reports

- Click 

- Check the box in front of **Income**
- Check the box in front of the **Cheque Account**



- Click 



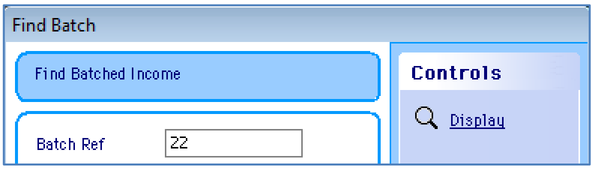
Posting Detail		Type	Date	Nett	Tax		Total	Voucher
22								
ATOI	Australian Taxation Office							
N3500I	Tax Clearing Accounts							
N3505	GST Clearing Account							
Cheque Account								
GST Refund June 2019								
Ref BS128-1		INC	28 JUN 2019		589.00	1	589.00	06
22								
INC001	Income							
C1800	Interest Earned							
C1805	Cheque Account Bank Interest							
Cheque Account								
Bank Interest Received								
Ref BS128-2		INC	28 JUN 2019	21.30		4	21.30	06

Check the details in the report and if all transactions are correct, proceed to update the batch. If transactions need editing, this can be done at this stage. The batched transaction report must be reprinted if any changes are made and filed with the monthly reports.

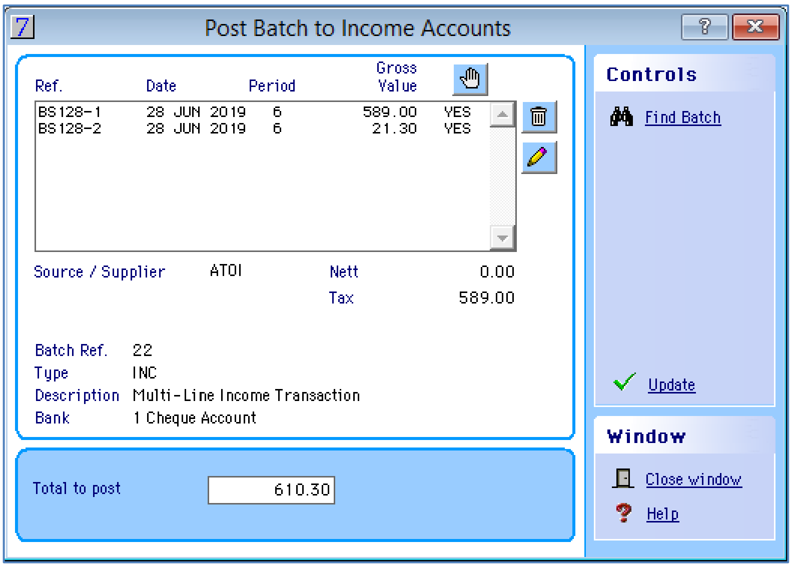
<u>Update the Batch</u>

Transactions > View/Post Batch > Income

- Enter 22 in the Batch Ref field and click **Display**

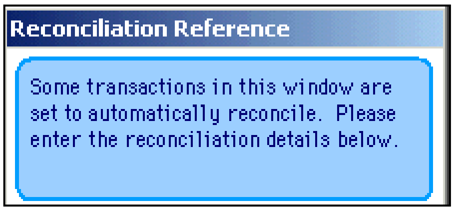


- Click  to select the transactions for posting

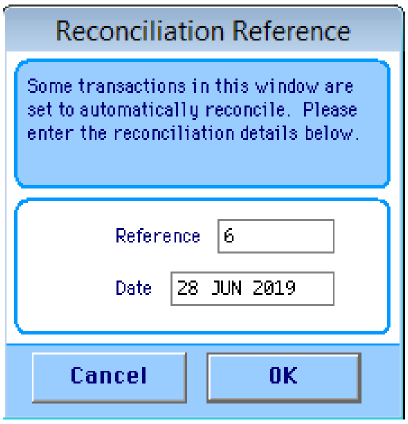


- Click  and Yes to post the transactions

A Reconciliation Reference message is now displayed. As the items entered from the bank statement have actually been processed by the bank, they will be automatically reconciled.



Enter the reconciliation reference (numerical number 6 for the month of June) and the date of your reconciliation



IMPORTANT

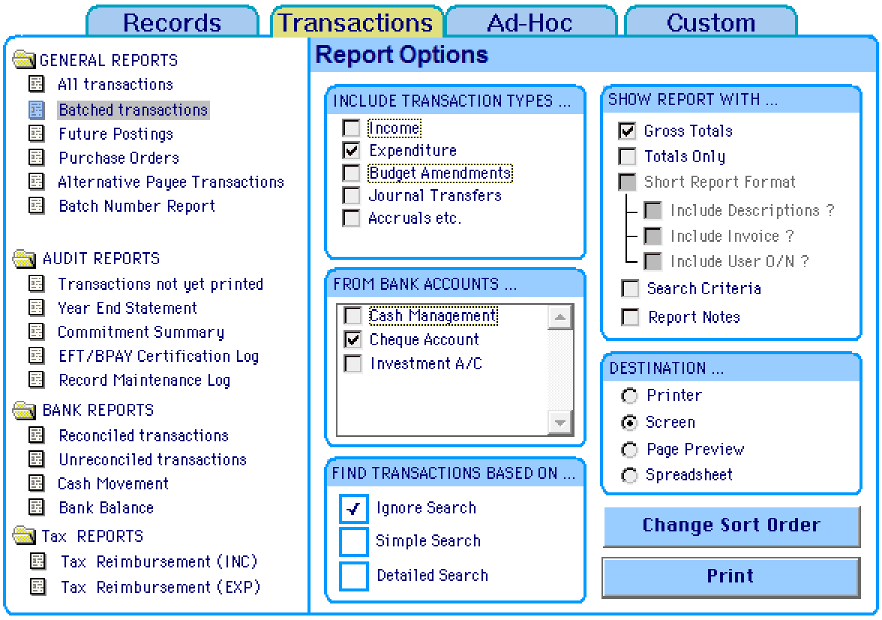
Reference and date information must be consistent when reconciling. The Reference is entered in numerical form for the month eg: 6 for the month of June. The date entered is the date of reconciliation

The information is entered three times for this particular reconciliation ie: once for each batch added via the 'Add' button and once in the Reconciliation screen (as per usual)

Update the Expenditure Batch

Transactions > Reports

- Click to return to the Transaction menu
- Click Reports
- Check the box in front of **Expenditure**
- Check the box in front of the **Cheque Account**



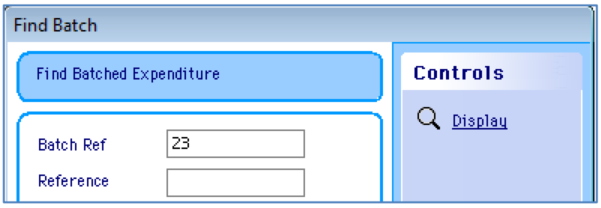
- Click Print
- Check the report

Posting Detail		Type	Date	Nett	Tax	Total	Voucher
23							
BAN002	Bank						
D1000	Administration						
D1087	Bank Fees and Charges						
Cheque Account							
Invoice Number	NA						
Bank Charges							
Ref BS128-3		ESP	28 JUN 2019	46.05	4	46.05	06

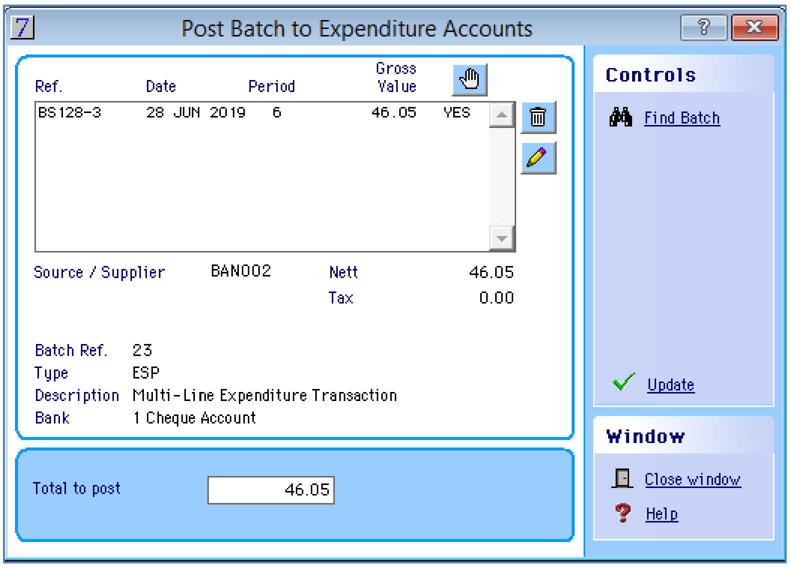
Update the Batch

Transactions > View/Post Batch > Expenditure and Credit Notes

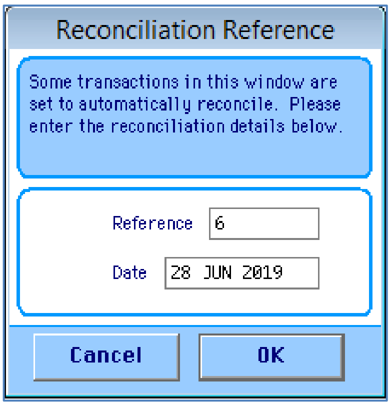
- Enter 23 in the Batch Ref field and click **Display**



- Click  to select the transactions for posting



- Click  and Yes to post the transactions



- Enter 6 as the Reference
- Click **OK**

32.5 Completing the Reconciliation

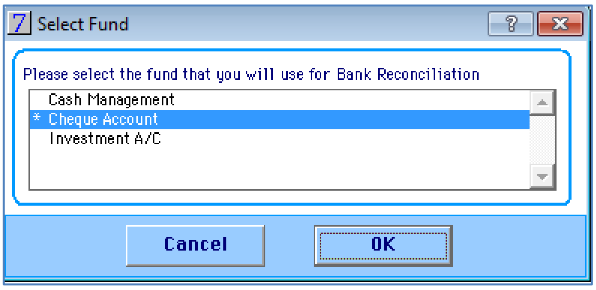
To complete the reconciliation you must return to the Matching window once you have posted your batches.

Activity: Completing the Reconciliation

Bank > Bank Reconciliation

- Click on 

- Click on 



- Click **OK** to the **Cheque Account** (as this is the account being reconciled)

By previously clicking **Close** 

, the Matching window will be returned as it was with one exception. The reconciliation total at the bottom of the window has changed because it will now include the transactions which have just been posted and automatically reconciled.

RECONCILIATION TOTAL: -587614.27 this was the figure **prior** to updating the two batches

RECONCILIATION TOTAL: -588178.52 this is the figure **after** updating the two batches

It is now important to check whether the reconciliation has balanced. This is done by checking the Reconciliation Total at the bottom of the screen to ensure it matches the closing balance on our bank statement report (which was printed when the file was downloaded).

Attempt to balance your reconciliation before finishing with this window.

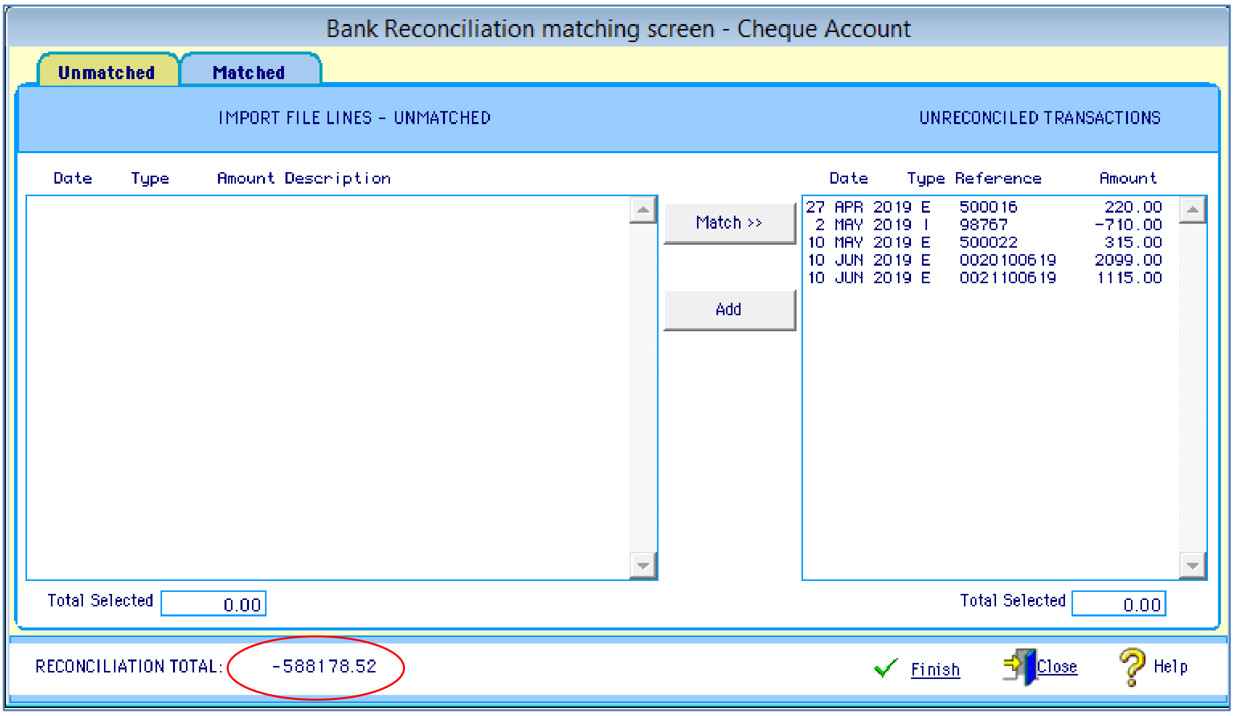
Check the closing balance on the sample bank statement.

17JUN19	ATO Refund R137		589.00	
18JUN19	Cheque 500021	55.00		
25JUN19	Service Fee	46.05		
30JUN19	Interest earned		21.30	
30JUN19	Closing Balance			$588 178.52

Our closing balance is $588 178.52 So we have balanced!!

IMPORTANT

When using the EBR, it is important that no items remain on the Unmatched tab as illustrated below.



32.5.1 The Finish Button

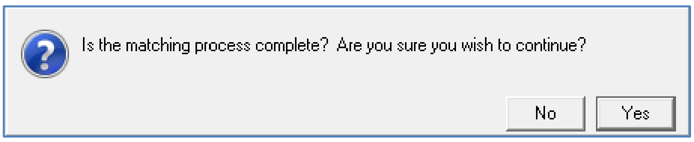
Once the reconciliation has balanced, we can leave the matching window. Clicking on the Finish button will take us to the normal reconciliation window in order to save our reconciled transactions. Once the Finish button is clicked it is not possible to return to the current state of the matching window – this is no longer retained.

Activity: Finishing the Reconciliation

Bank > Bank Reconciliation

- Click 

The following warning message is displayed



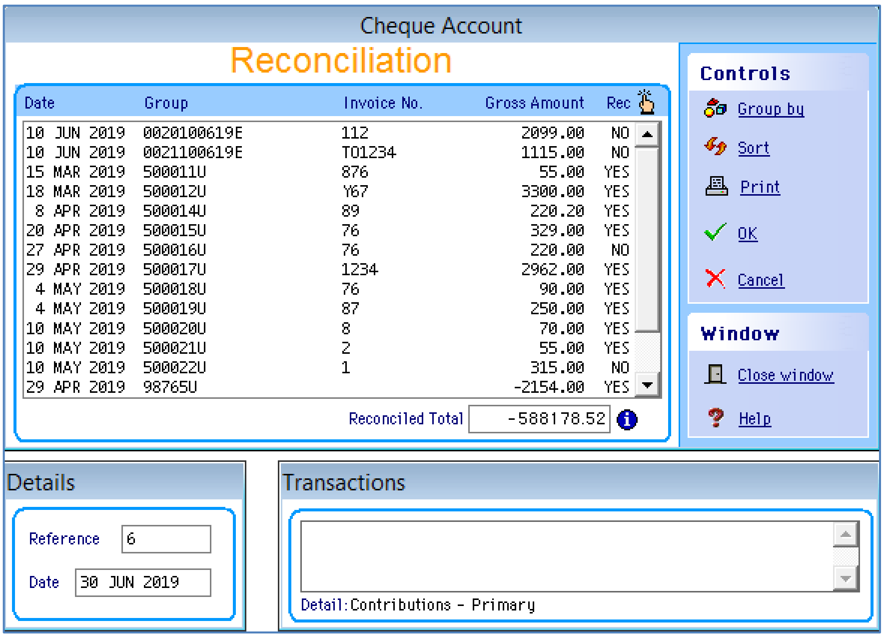
- Click **Yes**

IMPORTANT: if the user selects to continue, the option to return to the Matching window will no longer be available

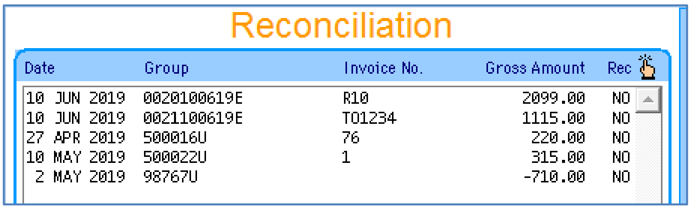
The normal reconciliation screen is displayed and the Reconciled Total equals the total displayed in the Matching window.

All transactions automatically or manually matched, now have the reconciled flag set to '**Yes'.**

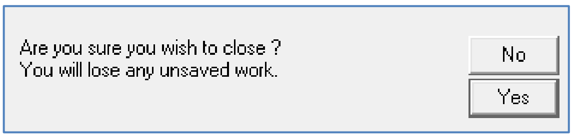
- Enter the **reconciliation reference (6)** and **date (30 JUN 2019)** in the details screen



- Click OK and the reconciled transactions are removed



- Click Close window to leave the reconciliation window



- Click **Yes** to confirm

At this point you should be ready to save your reconciliation.

Note: if any zero amounts need to be reconciled, this can be done now.

32.6 The Audit Log

A new **Audit Log** report associated with Bank Reconciliation has been included in RM Finance.

Activity: Print the Audit Log

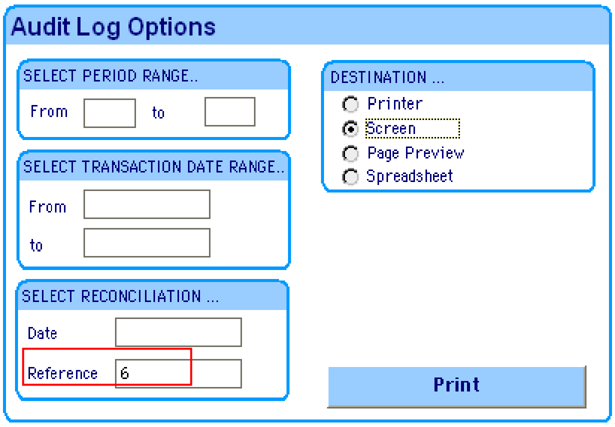
Bank > Audit Log

- Click on 

- Click on 

This will allow us to view all transactions which have been reconciled for the month of June. These transactions will all have a reconciliation reference of 6.

- Enter the following criteria:



- Select **screen** as the destination (for training)
- Click on **Print**

A list of all reconciled transactions with the reference number of 6 (June) are displayed along with any transactions added from the bank statement.

Criteria (Reconciliation Reference is "6")

Account	Analysis	Budget	Ref	Type	Date	Nett	Tax		Total	Voucher
ABA001	D5100	D5105	500011	SCHAD URC	15 MAR 2019	50.00	5.00	1	55.00	135
BER001	D5400	D5405	500012	SCHAD URC	18 MAR 2019	3000.00	300.00	1	3300.00	136
CAK001	D5400	D5405	500013	SCHAD URC	21 MAR 2019	63.64	6.36	1	70.00	137
DAZ001	D5700	D5710	500014	SCHAD URC	8 APR 2019	200.18	20.02	1	220.20	138
DIC001	D5400	D5415	500015	SCHAD URC	20 APR 2019	299.09	29.91	1	329.00	139
INC001	C1050	C1051	98765	SCHAD URC	29 APR 2019	-2154.00			-2154.00	141
GOO001	D5000	D5005	500017	SCHAD URC	29 APR 2019	283.64	28.36	1	312.00	142
GOO001	D5400	D5405	500017	SCHAD URC	29 APR 2019	500.00	50.00	1	550.00	143
GOO001	D5400	D5425	500017	SCHAD URC	29 APR 2019	1909.09	190.91	1	2100.00	144
INC001	C1000	C1002	98766	SCHAD URC	2 MAY 2019	-670.00			-670.00	145
HOT001	D1000	D1020	500018	SCHAD URC	4 MAY 2019	81.82	8.18	1	90.00	147
IIN001	D5400	D5420	500019	SCHAD URC	4 MAY 2019	227.27	22.73	1	250.00	148
INC001	C1000	C1002	98768	SCHAD URC	4 MAY 2019	-670.00			-670.00	149
JAC001	D5700	D5715	500020	SCHAD URC	10 MAY 2019	63.64	6.36	1	70.00	150
LEN001	D5400	D5405	500021	SCHAD URC	10 MAY 2019	50.00	5.00	1	55.00	151
ATOI	N3500I	N3505	BS128-1	MCS INC	28 JUN 2019		-589.00	1	-589.00	360
INC001	C1800	C1805	BS128-2	MCS INC	28 JUN 2019	-21.30		4	-21.30	361
BAN002	D1000	D1087	BS128-3	MCS ESP	28 JUN 2019	46.05		4	46.05	362
									3342.95	

At this stage in training you will now be issued with a new set of training notes for Year End Processing.

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33 Support (Transactional)

Should you need any transactional support please contact Financial Operational Support at Business and Customer Services (BCS)

Contact details below:

Email (BCS)

Financialservices.support@education.wa.edu.au

34 Support (Systems)

Should you need any systems support please contact the Customer Service Centre (CSC) at the Department of Education.

Contact details below

Phone (CSC)

Metro: 9264 5555
Country: 1800 012 828

Please be prepared to supply your ID number, contact details and a brief description of the problem

Fax (CSC)

9264 4701

Please be prepared to supply your ID number, contact details and a brief description of the problem

Email (CSC)

customer.service.centre@det.wa.edu.au

Please include your *ID number*, *contact details* and a *brief description* of the problem.

35 Online Manuals and Training Notes

35.1 Civica Education

Online manuals and training notes are available to download in PDF format from the Civica Education website.

http://www.civicaeducation.com.au/

Select ***Integris Support.***
Log in to ***Western Australian SIS Schools***.
Username: ***school***
Password: ***help***

STIMS Project

The Department's Student Information Management Project (STIMS) website has numerous fact sheets and support documents for all SIS Administration modules.

http://det.wa.edu.au/intranet/stims

Links to the Integris Manuals are also available from the STIMS website or by going to Help within Integris.