

How do I complete my end of month processing in Triumph?

TRIUMPH END OF MONTH PROCEDURES

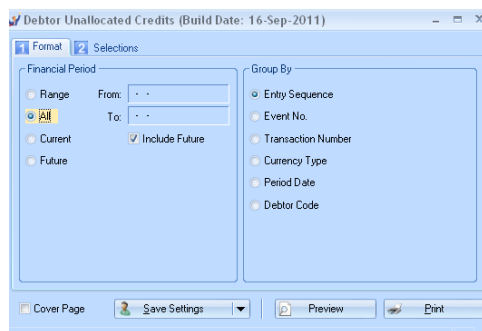
DEBTORS

After all invoices and receipts for the month have been entered and a backup has been completed, print the following reports and confirm the balances.

NOTE:

It is recommended that the reports are not actually printed, but saved as a PDF to save paper and easy review at a later date.

1. Debtors Unallocated Credits {D - R - P - U}



Options: Financial Period All
 Include Future Ticked

Anything that appears on this report must be checked carefully.

DEBTOR UNALLOCATED CREDIT REGISTER
For all periods and future
DEMONSTRATION COMPANY



Debtor Code	Type Number	Period	Date	Event	Foreign Currency		Amount	Unapplied	Description
					Amount	Type			
ACTION	REC R1013	31/03/2011	31/03/2011	472			-11,000.00	-4,000.00	Action News
ESP SYS	REC R1015	31/03/2011	18/03/2011	526			-25.00	-15.00	Action News
ACTION	REC R1015	31/03/2011	18/03/2011	526			-100.00	-100.00	Action News
ESP SYS	REC R1019	31/03/2011	21/01/2011	23076			-1,500.00	-1,500.00	PAYMENT ON SERVICES
SMYOU	REC R1017	31/03/2011	3/02/2011	23077			-900.00	-900.00	
ACTION	REC R1018	31/03/2011	3/02/2011	23078			-60.00	-60.00	PART PAYMENT
ESP SYS	REC R1019	31/03/2011	1/02/2011	23079			-1,200.00	-1,200.00	PART PAYMENT
ESP SYS	REC R1020	31/03/2011	1/02/2011	23080			-30.00	-30.00	CASH PAYMENT
JOHAPP	REC R1021	31/03/2011	2/02/2011	23081			-450.00	-450.00	PART PAYMENT
RICLEE	REC R1022	31/03/2011	3/02/2011	23082			-850.00	-850.00	PAYMENT FOR GOODS
RICLEE	REC R1023	31/03/2011	24/02/2011	23085			-220.00	-220.00	PAYMENT FOR GOODS
ESP SYS	REC R1024	31/03/2011	21/02/2011	23086			-900.00	-900.00	PAYMENT OF OUTSTANDING INVOICES
ACTION	REC R1025	31/03/2011	19/02/2011	23087			-70.00	-70.00	PAYMENT FOR GOODS SUPPLIED
RICLEE	REC R1028	31/03/2011	23/02/2011	23088			-750.00	-750.00	PAYMENT FOR GOODS SUPPLIED
JOHAPP	REC R1027	31/03/2011	2/02/2011	23089			-90.00	-90.00	PAYMENT OF INVOICES
SMYOU	REC R1028	31/03/2011	4/03/2011	23090			-400.00	-400.00	PAYMENT OF SUPPLIES
ESP SYS	REC R1029	Future	21/04/2011	23095			-500.00	-500.00	PAYMENT OF GOODS
ESP SYS	REC R1030	Future	1/04/2011	23096			-678.00	-678.00	PAYMENT FOR GOODS SOLD
JOHAPP	REC R1031	31/03/2011	25/03/2011	23110			-980.00	-980.00	PAYMENT FOR GOODS RECEIVED
SMYOU	REC R1032	31/03/2011	28/03/2011	23111			-487.00	-487.00	PAYMENT OF SERVICES
RICLEE	REC R1033	31/03/2011	28/03/2011	23112			-640.00	-640.00	PAYMENT OF SERVICE SUPPLIED
ESP SYS	REC R1034	31/03/2011	27/03/2011	23113			-453.00	-453.00	PAYMENT FOR GOODS SUPPLIED
ESP SYS	REC R1035	31/03/2011	18/03/2011	23121			-30.00	-30.00	CASH PAYMENT
Grand Total of 23 transactions in 5 debtors							-22,283.00	-15,273.00	

This report may indicate receipts that have not been allocated to invoices correctly.

If any errors are found they should be corrected before proceeding.

2. Debtor in Credit Report {D - R - C}

DEBTOR IN CREDIT REPORT

As at 01-Mar-2011

DEMONSTRATION COMPANY



Name	Balance Today	Aged Balances																																																				
		Current	30 Days	60 Days	90 Days	120 Days																																																
ESP SYS Espri Systems	-3,460.88		-2,180.00	-1,300.00		169.12																																																
<table border="1"> <thead> <tr> <th>Future Type</th> <th>Trans. No.</th> <th>Ref. No.</th> <th>Order No.</th> <th>Date</th> <th>Due Date</th> <th>Unapplied</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>INV</td> <td>I1047</td> <td></td> <td></td> <td>31/07/2010</td> <td>31/08/2010</td> <td>169.12</td> <td>169.12</td> </tr> <tr> <td>REC</td> <td>R1016</td> <td>CHEQUE</td> <td></td> <td>21/01/2011</td> <td>21/01/2011</td> <td>-1,500.00</td> <td>-1,500.00</td> </tr> <tr> <td>REC</td> <td>R1019</td> <td>CHEQUE</td> <td></td> <td>1/02/2011</td> <td>1/02/2011</td> <td>-1,200.00</td> <td>-1,200.00</td> </tr> <tr> <td>REC</td> <td>R1020</td> <td>CASH</td> <td></td> <td>1/02/2011</td> <td>1/02/2011</td> <td>-30.00</td> <td>-30.00</td> </tr> <tr> <td>REC</td> <td>R1024</td> <td>CHEQUE</td> <td></td> <td>21/02/2011</td> <td>21/02/2011</td> <td>-900.00</td> <td>-900.00</td> </tr> </tbody> </table>							Future Type	Trans. No.	Ref. No.	Order No.	Date	Due Date	Unapplied	Amount	INV	I1047			31/07/2010	31/08/2010	169.12	169.12	REC	R1016	CHEQUE		21/01/2011	21/01/2011	-1,500.00	-1,500.00	REC	R1019	CHEQUE		1/02/2011	1/02/2011	-1,200.00	-1,200.00	REC	R1020	CASH		1/02/2011	1/02/2011	-30.00	-30.00	REC	R1024	CHEQUE		21/02/2011	21/02/2011	-900.00	-900.00
Future Type	Trans. No.	Ref. No.	Order No.	Date	Due Date	Unapplied	Amount																																															
INV	I1047			31/07/2010	31/08/2010	169.12	169.12																																															
REC	R1016	CHEQUE		21/01/2011	21/01/2011	-1,500.00	-1,500.00																																															
REC	R1019	CHEQUE		1/02/2011	1/02/2011	-1,200.00	-1,200.00																																															
REC	R1020	CASH		1/02/2011	1/02/2011	-30.00	-30.00																																															
REC	R1024	CHEQUE		21/02/2011	21/02/2011	-900.00	-900.00																																															
SIMYOU Simon You And Associates	-900.00		-900.00																																																			
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REC	R1017	CHEQUE		3/02/2011	3/02/2011	-900.00	-900.00																																															
Grand Total of 2.00 debtors	-4,360.88	0.00	-3,080.00	-1,500.00	0.00	169.12																																																
Average Debt : \$-2,180.44			69.5%	34.4%		-3.9%																																																

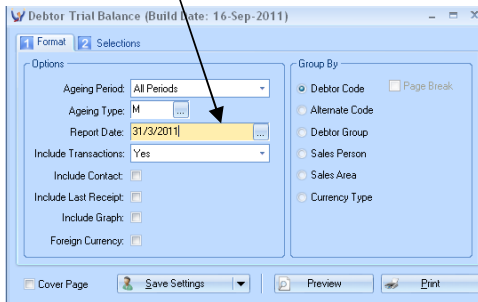
This report will also highlight any receipts that have been posted to incorrect debtors.

This report should be checked and any errors corrected before proceeding.

3. Debtors Aged Trial Balance {D - R - B}

Report printed in summary format initially in case further adjustments are to be made.

Change Report Date to the end of the month (the screen will show the system date)



DEBTOR TRIAL BALANCE

As at 31-Mar-2011

DEMONSTRATION COMPANY

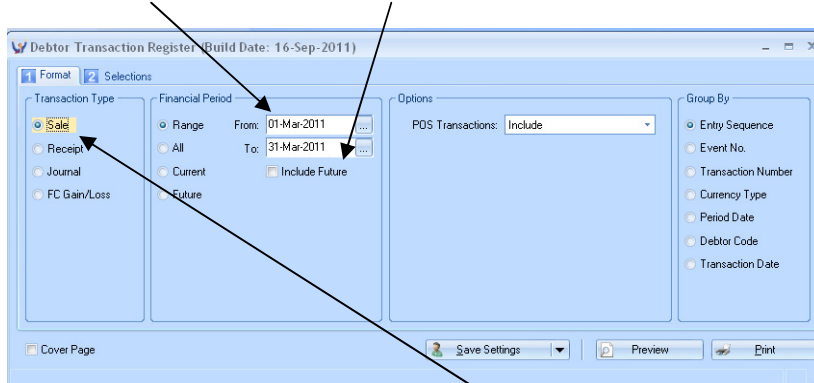


Name	Credit Exceeded	Balance Today	Aged Balances																																																																																											
			Current	30 Days	60 Days	90 Days	120 Days																																																																																							
ACTON Action News	7,500.51	-3,375.00	6,270.00			9,209.51																																																																																								
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Future Type	Trans. No.	Ref. No.	Order No.	Date	Due Date	Unapplied	Amount																																																																																							
INV	I1046	1205		31/07/2010	31/08/2010	100.64	100.64																																																																																							
INV	I1052	443		30/08/2010	30/09/2010	3,136.50	9,482.00																																																																																							
INV	I1053	3456		30/09/2010	31/10/2010	2,052.40	4,052.40																																																																																							
REC	R1018	CASH		3/02/2011	3/02/2011	-60.00	-60.00																																																																																							
INV	I1054			12/02/2011	31/03/2011	6,400.00	6,400.00																																																																																							
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REC	R1015			16/03/2011	16/03/2011	-100.00	-100.00																																																																																							
INV	I1061		76	16/03/2011	30/04/2011	91.30	91.30																																																																																							
REC	R1013			31/03/2011	31/03/2011	-4,000.00	-11,000.00																																																																																							

Ensure final balance on this report agrees to balance of General Ledger Debtor Control Account (Trade Debtors) before continuing.

4. Debtor Transaction Registers {D - R - P - R}

Select period and exclude future transactions



4a. Debtor Sale Transaction Register - Transaction Type - "Sale"

DEBTOR SALE TRANSACTION REGISTER
For period range from 1-Mar-2011 to 31-Mar-2011
DEMONSTRATION COMPANY



Debtor Code	Type	Number	Period	Reference	Date	Amount	Discount	Tax	Total	Cost	GP %	Foreign Currency
												AmountType
ACTION	INV	11046	31/03/2011	1205	31/07/2010	100.64			100.64	75.11	25.37%	
ESP SYS	INV	11047	31/03/2011		31/07/2010	169.12			169.12	57.00	66.20%	
RICKLE	INV	11048	31/03/2011		31/09/2010	15,822.00	1,570.20		14,251.80	16,996.00	19.26%	
AMEX	INV	11049	31/03/2011	63	27/05/2010	65.65			65.65	65.65		
JOHAPP	INV	11050	31/03/2011	358773	12/09/2010	4,942.00	127.50		4,814.50	770.00	84.01%	
MASAND	INV	11051	31/03/2011	BILL	12/09/2010	124.20			124.20	57.50	53.70%	
ACTION	INV	11052	31/03/2011	443	30/08/2010	9,462.00			9,462.00	2,970.50	69.73%	
ACTION	INV	11053	31/03/2011	3455	30/09/2010	4,052.40			4,052.40	1,011.25	75.05%	
ACTION	INV	11054	31/03/2011		12/02/2011	6,400.00			6,400.00	4,324.56	32.43%	
ACTION	CRN	N1004	31/03/2011		30/10/2010	-1,345.50			-1,345.50	-336.18	75.01%	
ESP SYS	INV	11057	31/03/2011		16/03/2011	7.80	2.34	0.55	6.01	3.45	36.81%	
ACTION	INV	11056	31/03/2011		16/03/2011	29.67		0.70	29.67	1.20	95.01%	
ESP SYS	INV	11056	31/03/2011	45221	16/03/2011	40,269.00	12,080.70	4,172.82	32,381.12	22,400.62	20.63%	
ESP SYS	INV	11057	31/03/2011		16/03/2011	27,120.00		5,117.70	32,337.70	20,594.34	24.06%	
ESP SYS	INV	11058	31/03/2011		16/03/2011	6.97	2.09	0.49	5.27	1.30	73.28%	
BETBUS	INV	11058	31/03/2011	P0012221	16/03/2011	1,878.56			1,878.56	871.21	53.62%	1,420.00 US\$
BETBUS	INV	11059	31/03/2011	P0012071	16/03/2011	9,223.51			9,223.51	9,800.00	-0.79%	7,390.00 US\$
MASAND	INV	11060	31/03/2011		16/03/2011	36.76	6.68	3.32	36.40	18.86	42.99%	
ACTION	INV	11061	31/03/2011		16/03/2011	82.99		8.31	91.30	19.67	76.30%	
JOHAPP	INV	11062	31/03/2011		16/03/2011	62.11	15.03	4.72	51.80	20.96	55.48%	
MICROS	INV	11064	31/03/2011		16/03/2011	641.00		04.10	625.10	129.59	84.69%	
MICROS	INV	11065	31/03/2011		16/03/2011	370.00		37.00	407.00	70.00	81.08%	
MICROS	INV	11066	31/03/2011	P0192212	8/03/2011	26,879.40	1,775.98	2,510.39	27,614.31	19,372.20	22.83%	
MASAND	INV	92	31/03/2011		16/03/2011	17.54		1.76	19.30	2.59	85.23%	
Grand Total 24 transactions in 8 debtors						147,140.82	15,560.52	11,941.86	143,502.16	89,197.79	24.60%	

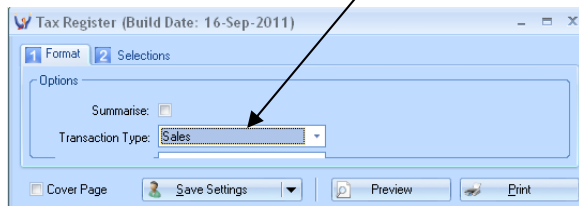
4b. Debtor Receipt Transaction Register - Transaction Type - "Receipt"

4c. Debtor Journal Transaction Register - Transaction Type - "Journal"

5. Debtor Tax Register {D – R - T}

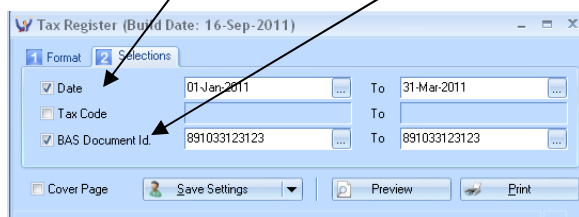
Format Tab

Select Transaction Type of “Sales”



Selections Tab

Select Date Range and BAS Document range



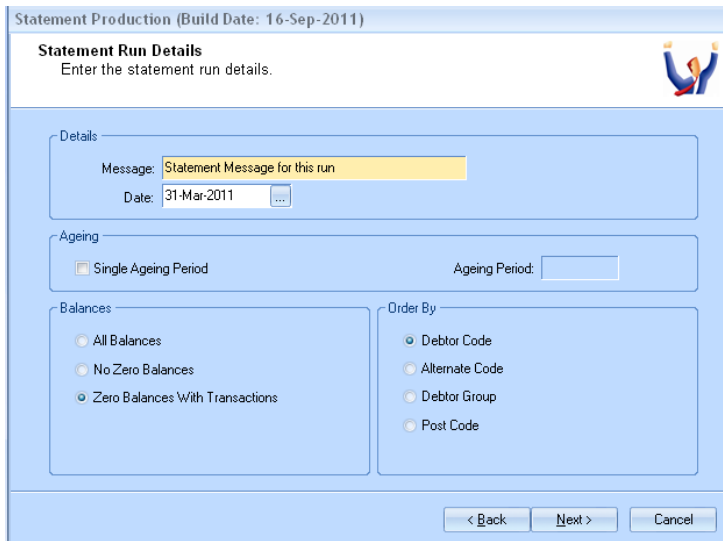
TAX REGISTER
DEMONSTRATION COMPANY



Trans. No	Type	Date	Account	Amount	Tax	BAS Doc. Id.	Tax Rate	Tax Rate Breakdown				
								Transaction Amount	Taxable Amount	Tax Collected	Net Tax	
I1059	DB INV	16/01/2011	BETBUS	9,723.51	0.00	891033123123	E 0%	9,723.51	9,723.51	0.00		
I1066	DB INV	8/02/2011	MICRO S	27,614.31	2,510.39	891033123123	G 10%	27,614.31	25,103.92	2,510.39	2,510.39	
I1056	PS SLS	16/03/2011	ESP SYS	5.37	0.49	891033123123	0%	5.37	4.88	0.49	0.49	
71	PS SLS	16/03/2011		107.26	7.57	891033123123	0%	107.26	99.69	7.57	7.57	
72	PS SLS	16/03/2011		1.01	0.00	891033123123	0%	1.01	1.01	0.00		
I30023	CR INV	16/03/2011	CITMAN	-12,504.80	-1,136.80	891033123123	G 10%	-12,504.80	-11,368.00		1,136.80	
I1058	DB INV	16/03/2011	BETBUS	1,878.56	0.00	891033123123	N 0%	1,878.56	1,878.56	0.00	-1,136.80	
UK123011	CR INV	16/03/2011	DART	-24,500.00	0.00	891033123123	N 0%	-24,500.00	-24,500.00		0.00	
73	PS SLS	16/03/2011		52.76	4.81	891033123123	G 10%	52.76	47.95	4.81	4.81	
74	PS SLS	16/03/2011		151.47	13.77	891033123123	G 10%	151.47	137.70	13.77	13.77	
I1060	PS INV	16/03/2011	MASAND	36.39	3.32	891033123123	G 10%	36.39	33.07	3.32	3.32	
I1061	PS INV	16/03/2011	ACTION	91.31	8.31	891033123123	G 10%	91.31	83.00	8.31	8.31	
I1062	PS INV	16/03/2011	JOHAPP	51.79	4.72	891033123123	G 10%	51.79	47.07	4.72	4.72	
82	PS SLS	16/03/2011		197.26	17.96	891033123123	G 10%	197.26	179.30	17.96	17.96	
I1064	DB INV	16/03/2011	MICRO S	925.10	84.10	891033123123	G 10%	925.10	841.00	84.10	84.10	
I1065	DB INV	16/03/2011	MICRO S	407.00	37.00	891033123123	G 10%	407.00	370.00	37.00	37.00	
I166612	CR INV	16/03/2011	PIT	-12,806.00	-1,146.00	891033123123	G 10%	-12,806.00	-11,460.00		1,146.00	
Grand Total												
							E 0%	9,723.51	9,723.51	0.00	0.00	0.00
							G 10%	4,416.59	4,015.01	2,684.38	2,282.80	401.58
							0%	113.64	105.56	8.06	0.00	8.06
							N 0%	-22,621.44	-22,621.44	0.00	0.00	0.00
								-8,367.70	-8,777.34	2,692.44	2,282.80	409.64

Ensure that total in Net Tax Amount column is 1/11 of the transaction amount for those GST codes that incur tax, or ensure you can justify any difference. The total in the Net Tax column should balance to the GST collected in the General Ledger.

6. Statement Production {D - S - S}



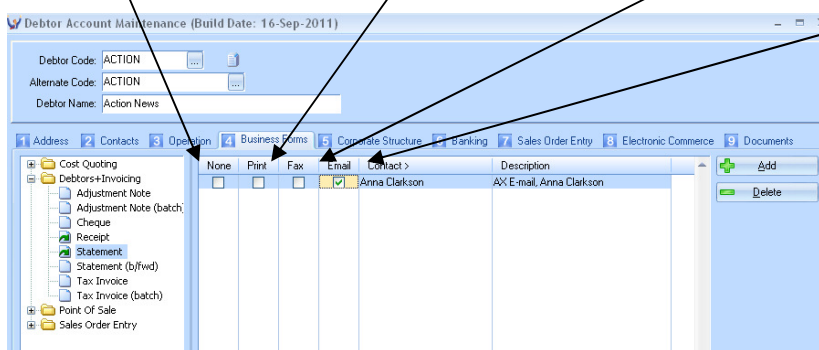
Follow the Statement Wizard

NOTE: Leave Statement Message blank unless you have a specific message to all Debtors

Setting up the methodology for printing statements for individual debtors

You can automate the production of Statements via Debtor Account Maintenance {D – F – A} Business Forms (Tab 4)

Do not produce one (None), Send to printer (Print), Send to Fax (Fax), or Send by Email (Email)



None	Print	Fax	Email	Contact >	Description
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Anna Clarkson AX: E-mail, Anna Clarkson

This should then lead straight into inventory end of month processing as the two modules are closed together.

TRIUMPH END OF MONTH PROCEDURES

INVENTORY *(this should be run in conjunction with Debtors)*

Reports to be printed may include the following:

NOTE:

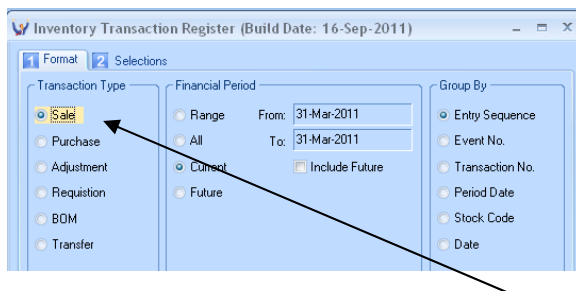
You can save your report setting for the future printing by using the button at the bottom of the screen.



1. Inventory Transaction Register {I - R - P - R}

Financial Period Current (*Important*)

Selections Tab Keep all Defaults



1a. Inventory Sales Register – Transaction Type “Sale”

INVENTORY SALES TRANSACTION REGISTER
For current period ending 31-Mar-2011
DEMONSTRATION COMPANY



Stock Code	Type	Number	Date Reference	Period	Quantity	Discount	Tax	Amount	Cost	GP %
KAS CAB	SLS	11048	31/08/2010	31/03/2011	3.00	1,570.20		14,131.80	16,896.0000	-19.56%
0692	SLS	63	27/05/2010	31/03/2011	-3.00			26.91	-4,500.0000	83.29%
0693	SLS	63	27/05/2010	31/03/2011	-3.00			29.97	-7,500.0000	74.97%
0692	SLS	63	27/05/2010	31/03/2011	-1.00			9.97	-1,500.0000	83.29%
7910	SLS	11050	12/09/2010 356773	31/03/2011	500.00	127.50		297.50	260.0000	5.89%
FSNB	SLS	11050	12/09/2010 356773	31/03/2011	300.00			549.00	270.0000	50.82%
PM901	SLS	11050	12/09/2010 356773	31/03/2011	200.00			3,988.00	220.0000	94.46%
0693	SLS	11061	12/09/2010 BILL	31/03/2011	23.00			124.20	57,500.0000	53.70%
0692	SLS	11052	30/08/2010 443	31/03/2011	500.00			4,485.00	1,120.5000	75.01%
0693	SLS	11052	30/08/2010 443	31/03/2011	300.00			2,997.00	750.0000	74.97%
NONSTOCK	SLS	11052	30/08/2010 443	31/03/2011	800.00			2,000.00	1,000.0000	50.00%
0692	SLS	11053	30/09/2010 3456	31/03/2011	400.00			3,588.00	866.4800	75.01%
0693	SLS	11053	30/09/2010 3456	31/03/2011	45.00			449.55	112.5000	74.97%

1b. Inventory Purchase Register – Transaction Type “Purchase”

1c. Inventory Adjustments Register – Transaction Type “Adjustment”

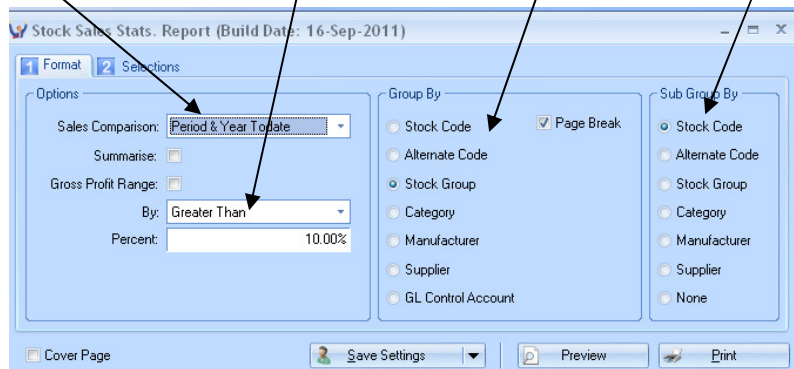
1d. Inventory Requisition Register – Transaction Type “Requisition”

2. Stock Sales Stats. Report {I - R - S}

Select Report Options

Format Tab

Sales Comparison Gross Profit Range Group By Sub Group By



Selection Tab

Select a range by code or codes as required



Remember to save your setting for the future

STOCK SALES STATS. REPORT DEMONSTRATION COMPANY



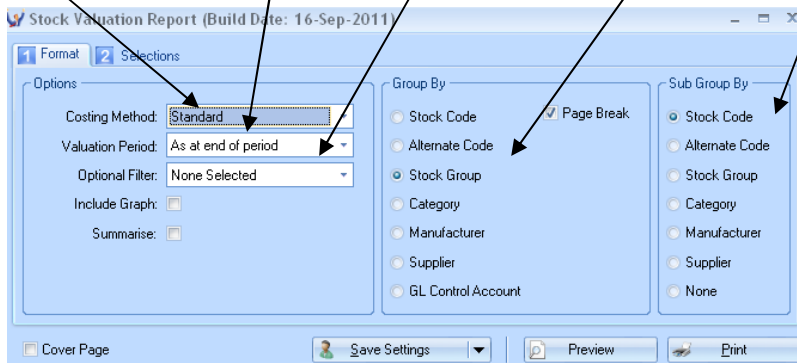
Stock Code	Description	Sales Unit	Quantity	Sales	Period @ Year Cost	GP \$	GP %
Stock Group : 01 - General Office Supplies							
0692							
0692	Endeavour Ruled Office Pads - A4	EACH	1,818.00	11,208.45	3,068.5000	8,137.95	72.62
			1,818.00	11,208.45	3,068.5000	8,137.95	72.62
Subtotal for 0692 1 products			1,818.00	11,208.45	3,068.5000	8,137.95	72.62
0694							
0694	Pencil case for schools	EACH	7.00	64.26	24.1500	40.11	62.42
			7.00	64.26	24.1500	40.11	62.42
Subtotal for 0694 1 products			7.00	64.26	24.1500	40.11	62.42
EP24							
EP24	IBICO BINDING MACHINE	EACH	4.00	5,270.00	3,108.0000	2,162.00	41.02
			4.00	5,270.00	3,108.0000	2,162.00	41.02
Subtotal for EP24 1 products			4.00	5,270.00	3,108.0000	2,162.00	41.02
EPK21			4.00	5,270.00	3,108.0000	2,162.00	41.02

3. Stock Valuation Reports {I - R - V}

Select Report Options

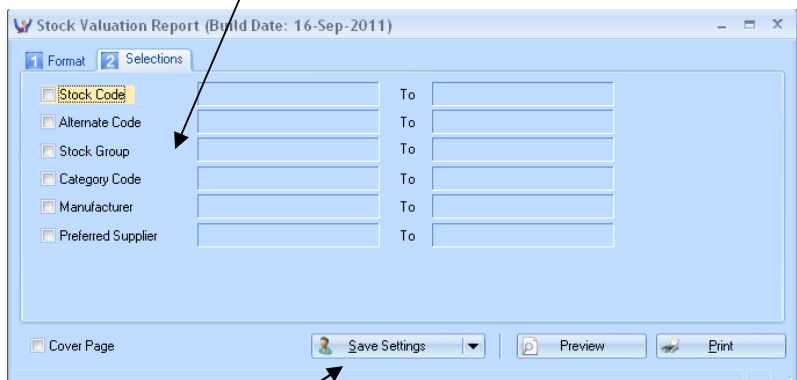
Format Tab

Costing Method Valuation Period Optional Filter Group By Sub Group By



Selection Tab

Select a range by code or codes as required



Remember to save your setting for the future

STOCK VALUATION REPORT
By Stock Group and Stock Code as at end of period
DEMONSTRATION COMPANY



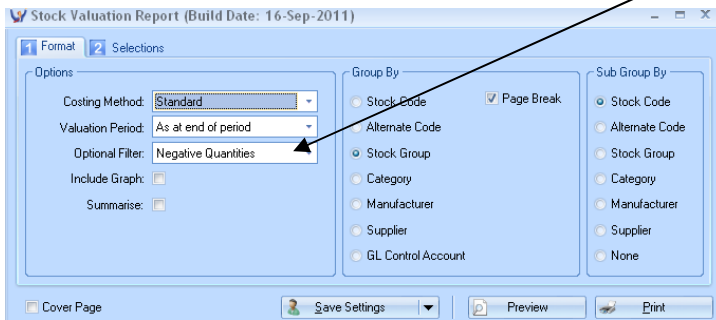
Stock Code	Description	Sales Unit	Quantity On Hand	Standard Cost	Stock Value
Stock Group : 03 - School Supplies					
8690					
8690	Back to School Kit	EACH	1,994.00	12.0000	23,928.00
Subtotal for 8690 1 products			1,994.00		23,928.00
Subtotal for 03 - School Supplies 1 products			1,994.00		23,928.00
Grand Total of 11 products			45,676.00		23,928.00

NOTE:

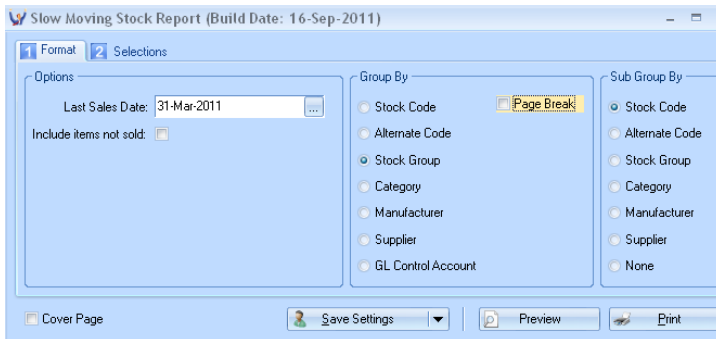
The figures on this report should be checked against the closing stock and stock on hand figures in your General Ledger

4. Other reports to review the status of your stock on a periodic basis (optional)

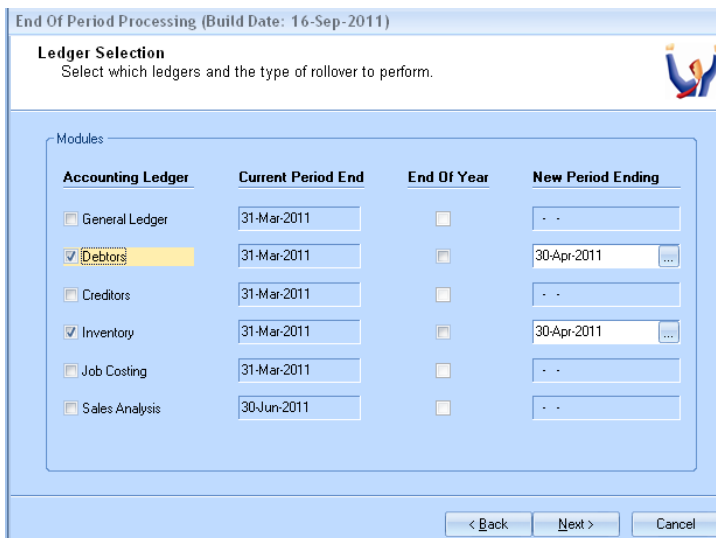
Stock Valuation Report (I – R – V) with the Optional Filter of “Negative Quantities”



Slow Moving Stock Report (I – R – W)



5. End of Period Processing {I - S - E}



Check that Current Period Dates are Correct

Select Debtors and Inventory Only

Check that New Period Ending Dates are Correct

TRIUMPH END OF MONTH PROCEDURES

CREDITORS

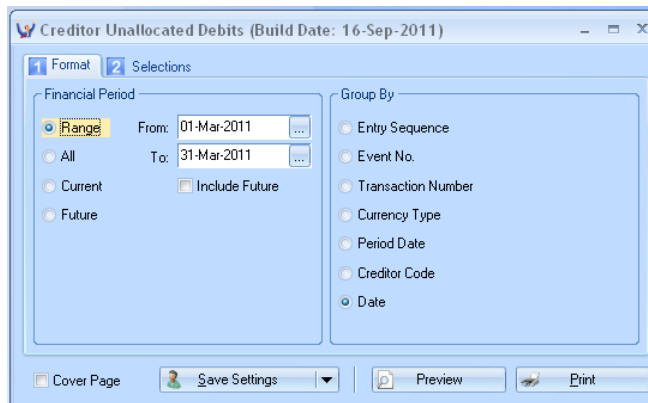
If Creditors end of month is being run at a different time than Debtors and Inventory then a backup must be done before continuing.

When all invoices and payments have been processed for the month, print the following reports:-

NOTE:

It is recommended that the reports are not actually printed, but saved as a PDF to save paper and easy review at a later date.

1. Creditor Unallocated Debits {C - R - P - U}



CREDITOR UNALLOCATED DEBIT REGISTER

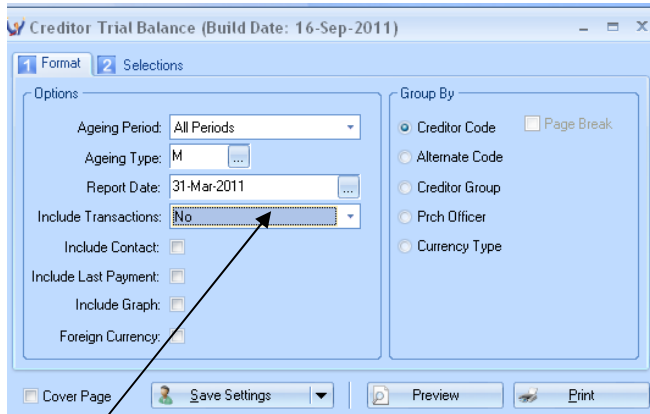
For period range from 1-Mar-2011 to 31-Mar-2011
DEMONSTRATION COMPANY



Creditor Code	Alternate Code	Type Number	Period	Date	Event	Foreign Currency		Amount	Unapplied	Description/Type
						Amount	Type			
CITMAN - City Management Products										
CITMAN	CITY MANAG	PAY 740008	31/03/2011	19/03/2011	23100			-210.00	-210.00	CITY MANAGEMENT PRODUCTS
CITMAN	CITY MANAG	PAY P1007	31/03/2011	31/03/2011	479			-12,312.45	-3,188.33	City Management Services
Subtotal for CITMAN - City Management Products, 2 transactions								-12,522.45	-3,398.33	
COMRES - Computer Resources										
COMRES	COMPUTER R	PAY 740012	31/03/2011	21/03/2011	23101			-80.00	-80.00	COMPUTER RESOURCES
Subtotal for COMRES - Computer Resources, 1 transactions								-80.00	-80.00	
HARSUP - Hardware Supplies Australia										
HARSUP	HARDWARE S	PAY 740011	31/03/2011	26/03/2011	23102			-310.00	-310.00	HARDWARE SUPPLIES AUSTRALIA
Subtotal for HARSUP - Hardware Supplies Australia, 1 transactions								-310.00	-310.00	
MARKET - Marketwest										
MARKET	MARKETWEST	PAY 740017	31/03/2011	27/03/2011	23105			-960.00	-960.00	MARKETWEST
Subtotal for MARKET - Marketwest, 1 transactions								-960.00	-960.00	
STRUNI - Stride Unix Australia										
STRUNI	STRIDE UNI	PAY 740014	31/03/2011	25/03/2011	23106			-101.00	-101.00	STRIDE UNX AUSTRALIA
Subtotal for STRUNI - Stride Unix Australia, 1 transactions								-101.00	-101.00	
Grand Total of 6 transactions in 5 creditors								-13,953.45	-4,829.33	

This report will highlight any inconsistencies between creditors invoices and payments and whether any payments have not been allocated correctly.

2. Creditor Trial Balance {C - R - B}



Without transactions

CREDITOR TRIAL BALANCE
As at 31-Mar-2011
DEMONSTRATION COMPANY



Name	Credit Exceeded	Balance ToDate	Aged Balances			
			Current	30 Days	60 Days	90 Days
CITMAN City Management Products	35,188.85	9,106.47	2,748.00			23,330.88
COMRES - Computer Resources (Parent)						
COMRES Computer Resources	3,500.34	-60.00				3,560.34
ESSWES Esso West Perth	313.96	313.96				
MARKET Make West	1,914.00	1,914.00				
Subtotal for parent COMRES creditors	5,728.80	2,167.96				3,560.34
DART Darted Dating Supplies	24,500.00	24,500.00				
MICROW - Microware (Parent)						
HANNEW Handy News	136.21	136.21				
Subtotal for parent MICROW creditors	136.21					136.21
MITSU MITSU LTD	567.00	567.00				
NDR NDR	150.00	150.00				
PIT Pitbas Stationary	22,156.27	13,856.27				8,300.00
STRUNI Stride UK Australia	3,333.36	3,333.36				
Grand Total of 10 creditors	91,757.43	53,681.06	2,748.00			35,327.43
Average Debt : \$9,175.75			58.5%	3.0%		38.5%

With transactions

CREDITOR TRIAL BALANCE
As at 31-Mar-2011
DEMONSTRATION COMPANY

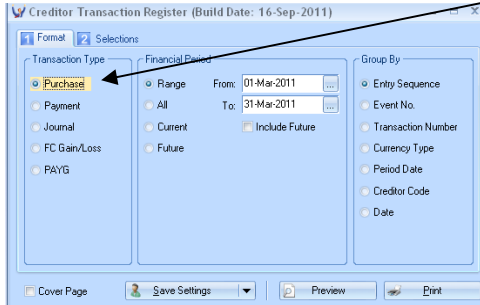


Name	Credit Exceeded	Balance ToDate	Aged Balances			
			Current	30 Days	60 Days	90 Days
CITMAN City Management Products	35,188.85	9,106.47	2,748.00			23,330.88
Future Type Trans. No. Ref. No. On Hold Date Due Date Unapplied Amount						
INV 444 834567			30/08/2010	30/04/2011	17,224.88	27,025.00
INV 54567			31/08/2010	30/09/2010	560.00	560.00
INV 588			29/09/2010	31/10/2010	5,545.00	5,545.00
INV 150023			12/02/2011	31/03/2011	2,748.00	2,748.00
PAY 740008			16/03/2011	30/04/2011	12,504.80	12,504.80
PAY P1007			19/03/2011	19/03/2011	-210.00	-210.00
			31/03/2011	31/03/2011	-3,189.33	-12,312.45
COMRES - Computer Resources (Parent)						
COMRES Computer Resources	3,500.34	-60.00				3,560.34
Future Type Trans. No. Ref. No. On Hold Date Due Date Unapplied Amount						
INV 740012			31/08/2010	14/09/2010	3,560.34	3,560.34
PAY 740012			21/03/2011	21/03/2011	-60.00	-60.00
ESSWES Esso West Perth	313.96	313.96				
Future Type Trans. No. Ref. No. On Hold Date Due Date Unapplied Amount						
INV ABC090			16/03/2011	30/04/2011	69.00	69.00
INV 1255			16/03/2011	30/04/2011	244.96	244.96

Check that the total on this report agrees with the balance of the General Ledger Creditors Control account (Trade Creditors) before proceeding any further.

3. Creditor Transaction Registers {C - R - P - R}

3a. Creditor Purchase Transaction Register - Transaction Type – Purchase

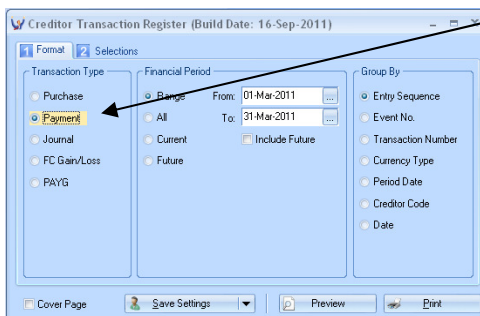


CREDITOR PURCHASE TRANSACTION REGISTER
For all periods and future
DEMONSTRATION COMPANY

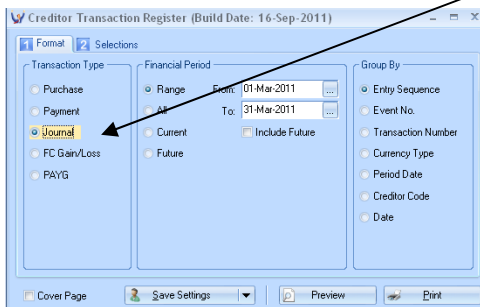


Creditor Code	Alternate Code	Type Number	Period	Reference	Event	Date	Due Date	Amount	On Hold	Foreign Currency
								Amount	Type	
COMRES	COMPUTER R	INV	31.03/2011		401	31.03/2011	14.09/2010	3,560.34		
HANREB	HANDY NEWS	INV	31.03/2011		403	31.03/2011	30.09/2010	139.21		
CITMAN	CITY MANAG	INV	31.03/2011		404	31.03/2011	30.09/2010	569.00		
CITMAN	CITY MANAG	INV	31.03/2011	83,567	475	30.09/2010	30.04/2011	27,025.00		
CITMAN	CITY MANAG	INV	31.03/2011	23,456	476	29.09/2010	31.10/2010	6,545.00		
CITMAN	CITY MANAG	CRN	31.03/2011		477	21.01/2010	21.01/2010	-875.00		
CITMAN	CITY MANAG	INV	31.03/2011		481	12.02/2011	31.03/2011	2,740.00		
MARKUP	HARDWARE S	INV	31.03/2011		482	21.11/2010	31.12/2010	9,200.00		
ESSWES	ESSO WEST	INV	31.03/2011	ARC-990	528	16.03/2011	30.04/2011	69.00		
MARKET	MARKETWEST	INV	31.03/2011	PO,0541	23005	16.03/2011	30.04/2011	2,874.00		
NDR	NDR	INV	31.03/2011		23006	16.03/2011	30.04/2011	150.00		
LEGAND	LEGAL AND	INV	31.03/2011		23007	16.03/2011	30.04/2011	1,235.75		
ESSWES	ESSO WEST	INV	31.03/2011		23008	16.03/2011	30.04/2011	244.00		
PIT	PITMANS	INV	31.03/2011	PO,0542	23009	16.03/2011	30.04/2011	324.52		
PREPRI	PRESTIGE P	INV	31.03/2011	PO,0543	23010	16.03/2011	30.04/2011	567.00		
CITMAN	CITY MANAG	INV	31.03/2011	PO,071112	23067	16.03/2011	30.04/2011	12,504.80		
DART	DARTFORD D	INV	31.03/2011	PO 10816	23585	16.03/2011	30.04/2011	24,500.00		10,250.00 €
PIT	PITMANS	INV	31.03/2011		23644	16.03/2011	30.04/2011	12,609.00		
Grand Total 18 transactions in 11 creditors								102,276.58		

3b. Creditor Payments Transaction Register - Transaction Type – Payment



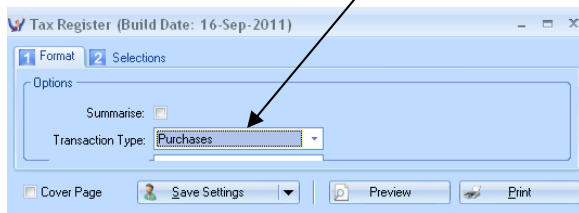
3c. Creditor Journal Transaction Register - Transaction Type – Journal



4. Creditor Tax Register {C – R – T}

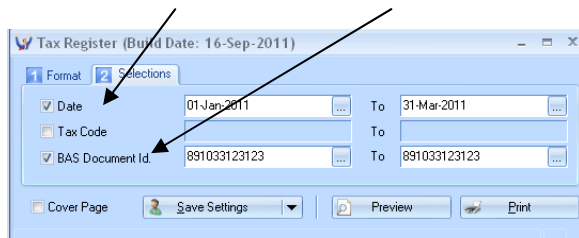
Format Tab

Select Transaction Type of “Purchases”



Selections Tab

Select Date Range and BAS Document range



TAX REGISTER DEMONSTRATION COMPANY



Trans. No	Type	Date	Account	Amount	Tax	BAS Doc. Id.	Tax Rate	Tax Rate Breakdown					
								Transaction Amount	Taxable Amount	Tax Collected	Tax Paid	Net Tax	
00023	CR INV	16/03/2011	CITMAN	-12,504.80	-1,136.80	891033123123	G 10%	-12,504.80	-11,368.00		1,136.80	-1,136.80	
UK123011	CR INV	16/03/2011	DART	-24,500.00	0.00	891033123123	N 0%	-24,500.00	-24,500.00		0.00	0.00	
1166612	CR INV	16/03/2011	PIT	-12,606.00	-1,146.00	891033123123	G 10%	-12,606.00	-11,460.00		1,146.00	-1,146.00	
Grand Total								G 10%	-25,110.80	-22,828.00	0.00	2,282.80	-2,282.80
								N 0%	-24,500.00	-24,500.00	0.00	0.00	0.00
									-49,610.80	-47,328.00	0.00	2,282.80	-2,282.80

Ensure the total in the Net Tax Column is 1/11 of the transaction amount for those GST codes that incur tax, or ensure you can justify any difference. The total in the Net Tax Column should balance to the GST paid account in the General Ledger.

5. Other reports to review the status of your stock on a periodic basis (optional)

Creditors Purchase Stats Report (C – R- S)

CREDITORS PURCHASE STATS.
DEMONSTRATION COMPANY




Creditor	Name	Period To Date Purchase	Year To Date Purchase	Last Year Purchase
CITMAN	City Management Products	46,572.00	46,572.00	
COMRES	Computer Resources (Parent)			
COMRES	Computer Resources	5,361.34	5,361.34	
ESSWES	Eso West Perth	548.52	548.52	
MARKET	Marketwest	2,874.00	2,874.00	
	Subtotal for parent COMRES 3 creditors	8,783.86	8,783.86	
DART	Dartford Drafting Supplies	24,500.00	24,500.00	
MICROW	Microware (Parent)			
HANNEW	Handy News	329.31	329.31	
	Subtotal for parent MICROW 1 creditors	329.31	329.31	
MITSU	Mitsu Pte. Ltd.	567.00	567.00	
NDR	NDR	150.00	150.00	
PIT	Pitmans Stationary	21,320.27	21,320.27	
Grand Total of 8 creditors		102,222.44	102,222.44	

When the above reports have been printed complete the end of month processing.

6. End of Period Processing {C - S - E}

End Of Period Processing (Build Date: 16-Sep-2011)

Ledger Selection
Select which ledgers and the type of rollover to perform.



Accounting Ledger	Current Period End	End Of Year	New Period Ending
<input type="checkbox"/> General Ledger	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Debtors	31-Mar-2011	<input type="checkbox"/>	- -
<input checked="" type="checkbox"/> Creditors	31-Mar-2011	<input type="checkbox"/>	30-Apr-2011
<input type="checkbox"/> Inventory	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Job Costing	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Sales Analysis	30-Jun-2011	<input type="checkbox"/>	- -

< Back Next > Cancel

Check that Current Period Dates are Correct

Tick Creditors to perform rollover for Creditors Only

Check that New Period Ending Date is Correct

TRIUMPH END OF MONTH PROCEDURES

JOB COSTING

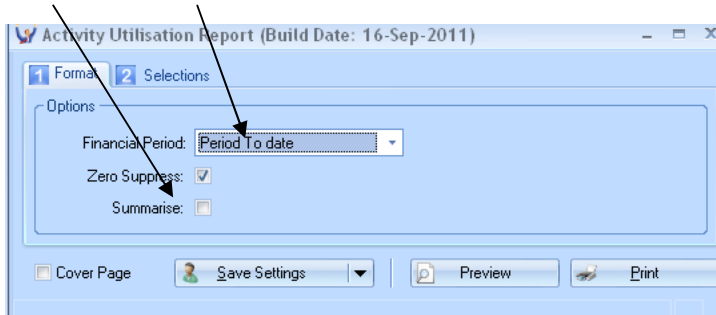
Print the following reports:-

1. Invoice Worksheet Report {J – R – I}



2. Activity Utilisation Reports {J – R – A} using the following settings

2a. Detailed – Period To Date Activity Utilisation Report



ACTIVITY UTILISATION REPORT
DEMONSTRATION COMPANY



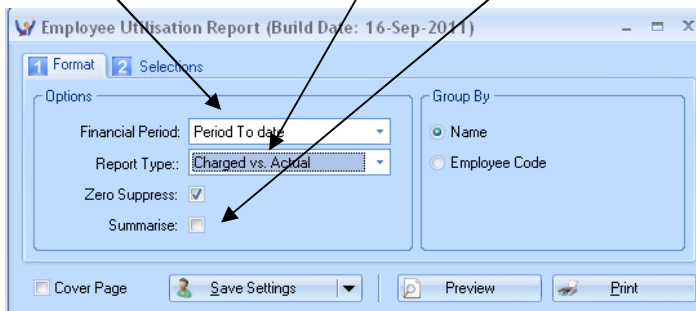
		Period To Date					
Activity Code	Employee Code	Charged Units	Non-Charged Units	% Charged	Charged \$s	Actual \$s	GP %
BREAKS REFRESHMENT BREAKS							
APC	CLIVE WALSH		24.00		90.00	40.00	55.56%
CJA	COLIN WELLY		12.00		35.00	18.50	47.14%
WFR	BILL LINGO		36.00		64.00	30.00	44.44%
Subtotal for BREAKS			72.00		179.00	88.50	50.56%
DRVNDRM STANDARD DRIVING HOURS							
APC	CLIVE WALSH	120.00			610.00	240.00	60.66%
Subtotal for DRVNDRM		120.00		100.00%	610.00	240.00	60.66%
GENADM GENERAL ADMIN OF WORK							
CJA	COLIN WELLY		18.00		52.50	27.75	47.14%
Subtotal for GENADM			18.00		52.50	27.75	47.14%
LOAD LOADING & UNLOADING TRUCK							
WFR	BILL LINGO	180.00			270.00	150.00	44.44%
Subtotal for LOAD		180.00		100.00%	270.00	150.00	44.44%
WKDRVG WEEKEND & HOLIDAY DRIVING							
APC	CLIVE WALSH	24.00			360.00	160.00	55.56%
Subtotal for WKDRVG		24.00		100.00%	360.00	160.00	55.56%
Grand Total of Employees 5		324.00	90.00	78.26%	1,471.50	666.25	54.72%

2b. Detailed - Year To Date Activity Utilisation Report

2c. Summary - Year To Date Activity Utilisation Report

3. Employee Utilisation Reports {J – R – E} using the following settings

3a. Period To Date, Charged vs Actual, Detailed

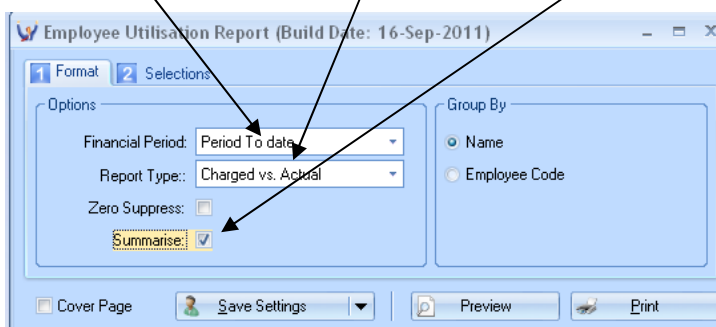


EMPLOYEE UTILISATION REPORT
DEMONSTRATION COMPANY

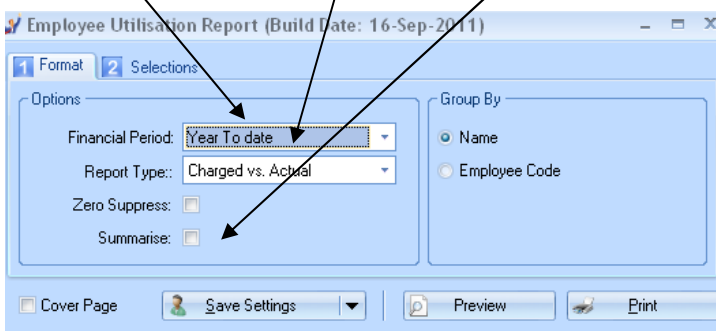


Employee Code	Activity Code	Charged Units	Non-Charged Units	% Charged	Charged \$	Actual \$	GP %
WFR BILL LINGO							
	BREAKS REFRESHMENT B BREAKS		36.00		54.00	30.00	44.44%
	LOAD LOADING & UNLOADING TRUCK	180.00			270.00	150.00	44.44%
Subtotal for WFR		180.00	36.00	83.33%	324.00	180.00	44.44%
APC CLIVE WALSH							
	BREAKS REFRESHMENT B BREAKS		24.00		90.00	40.00	55.56%
	DRVND RM STANDARD DRIVING HOURS	120.00			610.00	240.00	60.66%
	WKDRVG WEEKEND & HOLIDAY DRIVING	24.00			360.00	160.00	55.56%
Subtotal for APC		144.00	24.00	85.71%	1,060.00	440.00	58.49%
CJA COLIN WELLY							
	BREAKS REFRESHMENT B BREAKS		12.00		35.00	18.50	47.14%
	GENADM GENERAL ADMIN OF WORK		18.00		52.50	27.75	47.14%
Subtotal for CJA			30.00		87.50	46.25	47.14%
Grand Total of 3 Employees		324.00	90.00	78.26%	1,471.50	686.25	54.72%

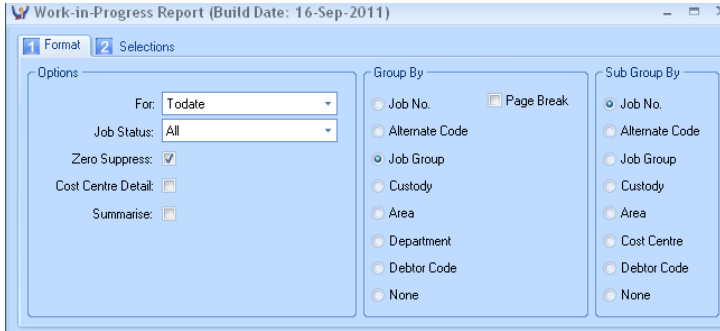
3b. Period To Date, Charged vs Actual, Summserised



3c. Year To Date, Charged vs Actual, Detailed



4. Work in Progress Report {J - R - W}



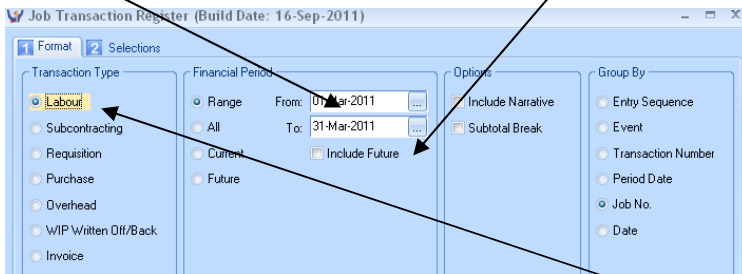
WORK-IN-PROGRESS REPORT
All Jobs To Date as at 31-Mar-2011
DEMONSTRATION COMPANY



Job Group	Actual	Charged	Quoted	Budgeted	Involved	Committed	WIP
Job Group : ALL - ALL							
PABX-NEC TELEPHONE SYSTEM	40.00	40.00					40.00
Subtotal for ALL 1 Jobs listed	40.00	40.00	0.00	0.00	0.00	0.00	40.00
Job Group : EXHIB - EXHIBITIONS							
J1001 IDEAL HOMES EXHIBITION / T8501	2,595.99	4,377.41				1,806.69	2,595.99
Subtotal for EXHIBITIONS 1 Jobs listed	2,595.99	4,377.41	0.00	0.00	0.00	1,806.69	2,595.99
Job Group : RMOV - HOME REMOVALS							
J1002 HOME REMOVAL - SMITH	718.50	1,191.00		1,250.00			718.50
Subtotal for HOME REMOVALS 1 Jobs listed	718.50	1,191.00	0.00	1,250.00	0.00	0.00	718.50
Grand Total of 3 Jobs	3,354.49	5,608.41	0.00	1,250.00	0.00	1,806.69	3,354.49

5. Job Transaction Registers {J - R - P - R}

Select period, and exclude future transactions



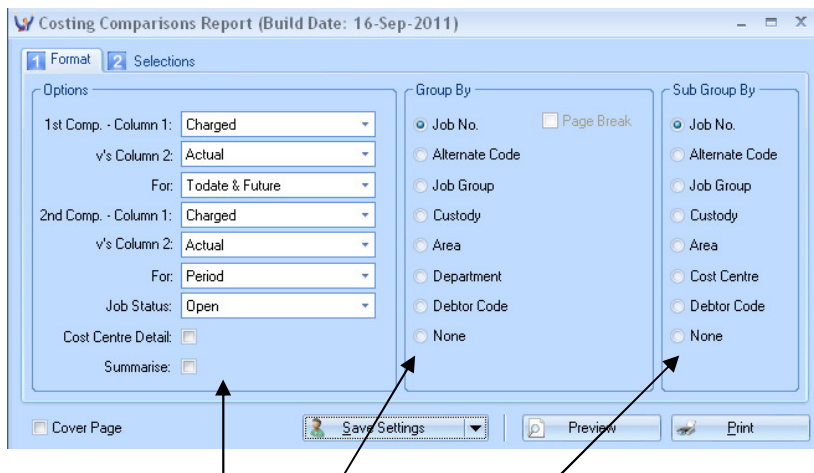
5a. Job Transaction Register - Transaction Type - "Labour"

LABOUR TRANSACTION REGISTER
For period range from 1-Mar-2011 to 31-Mar-2011
DEMONSTRATION COMPANY



Job No.	Cost Centre	Number	Date	Reference	Period	Employee/Activity	Quantity	Charge/Unit	Charge Amount	Cost Amt	GP %
Job - J1001 2100											
J1001	2100	T1178	3/3/2011		31/03/2011	CJA O ENADM	8.00	35.00	17.50	9.25	47.14%
J1001	2100	T1182	1/3/2011		31/03/2011	CJA B BREAKS	12.00	35.00	35.00	19.50	47.14%
Subtotal for Job - J1001 2100 2 Transactions											
							18.00	70.00	52.50	27.75	47.14%
Job - J1001 2200											
J1001	2200	T1178	3/3/2011		31/03/2011	CJA O ENADM	8.00	35.00	17.50	9.25	47.14%
J1001	2200	T1178	1/3/2011		31/03/2011	WFR LOAD	48.00	18.00	72.00	40.00	44.44%
J1001	2200	T1178	3/3/2011		31/03/2011	WFR LOAD	72.00	18.00	108.00	88.00	44.44%
J1001	2200	T1181	1/3/2011		31/03/2011	WFR LOAD	24.00	18.00	36.00	20.00	44.44%
J1001	2200	T1181	3/3/2011		31/03/2011	WFR LOAD	36.00	18.00	54.00	30.00	44.44%
J1001	2200	T1183	1/3/2011		31/03/2011	WFR BREAKS	12.00	18.00	18.00	10.00	44.44%
J1001	2200	T1183	2/3/2011		31/03/2011	WFR BREAKS	12.00	18.00	18.00	10.00	44.44%
Subtotal for Job - J1001 2200 7 Transactions											
							210.00	143.00	223.50	179.25	48.59%
Job - J1001 2400											
J1001	2400	T1178	3/3/2011		31/03/2011	CJA O ENADM	8.00	35.00	17.50	9.25	47.14%
J1001	2400	T1178	3/3/2011		31/03/2011	APC DRV/NO RM	88.00	85.00	520.00	200.00	61.54%
J1001	2400	T1179	3/3/2011		31/03/2011	WFR LOAD	96.00	18.00	144.00	90.00	44.44%
J1001	2400	T1179	3/3/2011		31/03/2011	WFR LOAD	-96.00	18.00	-144.00	-80.00	44.44%
J1001	2400	T1183	3/3/2011		31/03/2011	WFR BREAKS	12.00	18.00	18.00	10.00	44.44%
Subtotal for Job - J1001 2400 5 Transactions											
							-114.00	154.00	655.50	219.25	60.52%
Job - J1002 2200											
J1002	2200	T1180	13/3/2011		31/03/2011	APC W/D DRV/B	24.00	45.00	360.00	160.00	55.55%
J1002	2200	T1180	13/3/2011		31/03/2011	APC DRV/NO RM	24.00	45.00	90.00	40.00	55.55%
J1002	2200	T1184	12/3/2011		31/03/2011	APC BREAKS	12.00	45.00	45.00	20.00	55.55%
J1002	2200	T1184	13/3/2011		31/03/2011	APC BREAKS	12.00	45.00	45.00	20.00	55.55%
Subtotal for Job - J1002 2200 4 Transactions											
							72.00	180.00	540.00	240.00	55.56%
Grand Total of 18 Jobs listed											
							414.00	547.00	1,471.50	686.25	54.72%

- 5b. **Job Transaction Register** - Transaction Type - “Subcontracting”
- 5c. **Job Transaction Register** - Transaction Type - “Requisition”
- 5d. **Job Transaction Register** - Transaction Type - “Purchase”
- 5e. **Job Transaction Register** - Transaction Type - “Overhead”
- 5f. **Job Transaction Register** - Transaction Type - “WIP Written Off/Back”
- 5g. **Job Transaction Register** - Transaction Type - “Invoice”
- 6. **Other optional reports to run**
- 6a. **Costing Comparison Report {J – R – C}**



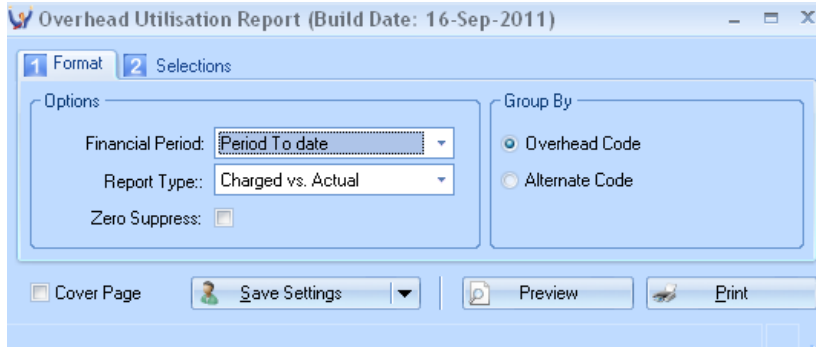
Select your Options, Group By and Sub Group By and “save Settings” for future reports

COSTING COMPARISONS REPORT
Open Jobs as at 31-Mar-2011
DEMONSTRATION COMPANY



	To Date and Future				Current Period			
	Charged	Actual	GP \$	GP %	Charged	Actual	GP \$	GP %
J1001 IDEAL HOMES EXHIBITION / TBS01	4,377.41	2,565.99	1,781.42	41%	4,039.91	2,408.48	1,631.43	40%
J1002 HOME REMOVAL - SMITH	1,191.00	718.50	472.50	40%	1,115.50	670.00	445.50	40%
PABX-NEC TELEPHONE SYSTEM	40.00	40.00	0.00	0%	40.00	40.00	0.00	0%
Grand Total of 3 Jobs	5,608.41	3,364.49	2,263.92	40%	5,195.41	3,118.48	2,076.93	40%

6b. Overhead Utilisation Report {J – R – O}



OVERHEAD UTILISATION REPORT
DEMONSTRATION COMPANY



Overhead Code	Job No.	Period To Date			Operating Margin	
		Units	Charged \$s	Actual \$s	GP %	GP \$
COUR	COURIER CHARGES	4.75	58.75	29.38	49.99%	
TEL	TELEPHONE CHARGES	51.00	30.80	21.25	30.56%	
	Linked to PABX-NEC		40.00	40.00		-9.40
	Grand Total	55.75	89.35	50.63	43.34%	-30.72%

7. End of Period Processing {J – S – E}



Check that Current Period Dates are correct

Tick Job Costing to perform rollover for Job Costing only

Check that New Period Ending Date is Correct

TRIUMPH END OF MONTH PROCEDURES

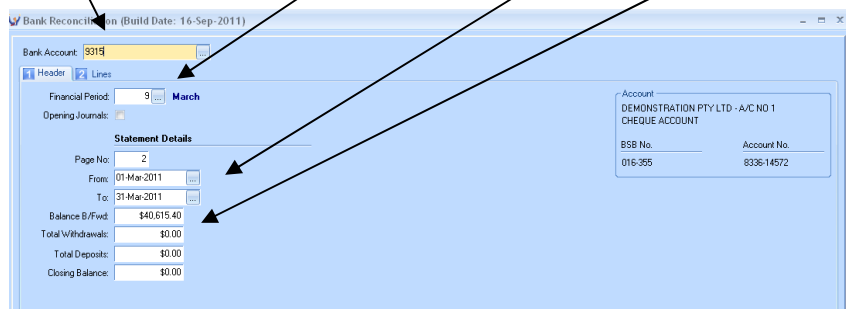
BANK RECONCILIATION

1. Processing Bank Reconciliation {G – B – S – B}

Header Screen (Tab 1)

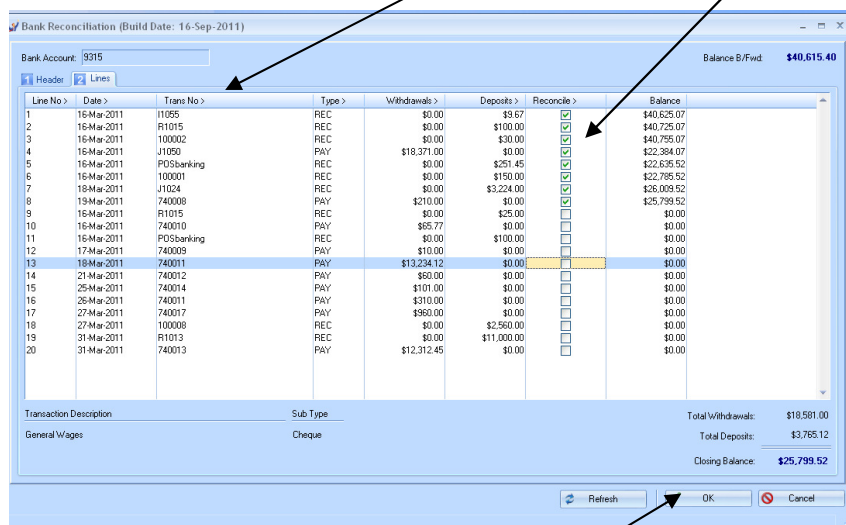
Select:

Bank Account Financial Period Dates Balances



Lines (Tab 2)

You can sort by any column by clicking on the column title, however when you “tick” an amount as Reconciled it will move that line up so that all reconciled lines are at the top as are the associated “Balances”.

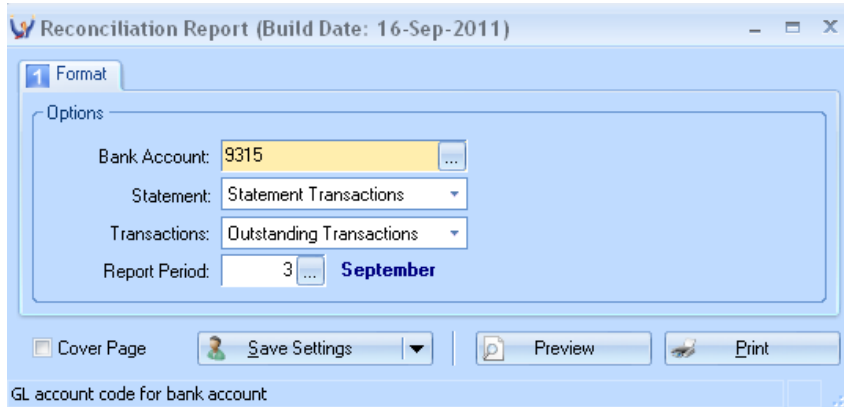


Line No.	Date	Trans No.	Type	Withdrawals	Deposits	Reconcile	Balance
1	16-Mar-2011	11055	REC	\$0.00	\$3.67	<input checked="" type="checkbox"/>	\$40,625.07
2	16-Mar-2011	11015	REC	\$0.00	\$100.00	<input checked="" type="checkbox"/>	\$40,725.07
3	16-Mar-2011	100002	REC	\$0.00	\$30.00	<input checked="" type="checkbox"/>	\$40,755.07
4	16-Mar-2011	J1050	PAY	\$18,371.00	\$0.00	<input checked="" type="checkbox"/>	\$22,384.07
5	16-Mar-2011	POSbanking	REC	\$0.00	\$251.45	<input checked="" type="checkbox"/>	\$22,635.52
6	16-Mar-2011	100001	REC	\$0.00	\$150.00	<input checked="" type="checkbox"/>	\$22,785.52
7	18-Mar-2011	J1024	REC	\$0.00	\$3,224.00	<input checked="" type="checkbox"/>	\$26,009.52
8	19-Mar-2011	740008	PAY	\$210.00	\$0.00	<input checked="" type="checkbox"/>	\$25,799.52
9	16-Mar-2011	11015	REC	\$0.00	\$25.00	<input type="checkbox"/>	\$0.00
10	16-Mar-2011	740010	PAY	\$93.77	\$0.00	<input type="checkbox"/>	\$0.00
11	16-Mar-2011	POSbanking	REC	\$0.00	\$100.00	<input type="checkbox"/>	\$0.00
12	17-Mar-2011	740009	PAY	\$10.00	\$0.00	<input type="checkbox"/>	\$0.00
13	19-Mar-2011	740011	PAY	\$13,234.12	\$0.00	<input type="checkbox"/>	\$0.00
14	21-Mar-2011	740012	PAY	\$50.00	\$0.00	<input type="checkbox"/>	\$0.00
15	25-Mar-2011	740014	PAY	\$101.00	\$0.00	<input type="checkbox"/>	\$0.00
16	26-Mar-2011	740011	PAY	\$310.00	\$0.00	<input type="checkbox"/>	\$0.00
17	27-Mar-2011	740017	PAY	\$960.00	\$0.00	<input type="checkbox"/>	\$0.00
18	27-Mar-2011	100008	REC	\$0.00	\$2,560.00	<input type="checkbox"/>	\$0.00
19	31-Mar-2011	11013	REC	\$0.00	\$11,000.00	<input type="checkbox"/>	\$0.00
20	31-Mar-2011	740013	PAY	\$12,312.45	\$0.00	<input type="checkbox"/>	\$0.00

Save reconciliation using the OK button.

2. Print the Reconciliation Reports {G – B – S – R}

Select: Bank Account and Financial Period



GL account code for bank account:

RECONCILIATION REPORT
 DEMONSTRATION COMPANY



LAST RECONCILED STATEMENT NO. 2 FOR BANK ACCOUNT 9315
 DEMONSTRATION PTY LTD - A/C NO 1
 A/C NO: 016-355 8336-14572

Date	Transaction No	Description	Debit	Credit	Balance
RECONCILED TRANSACTION					
1/03/2011		BALANCE BROUGHT FORWARD			40,615.40
16/03/2011	11055			9.67	40,625.07
16/03/2011	R 10 15	Action News	100.00		40,725.07
16/03/2011	100002	Bank Deposit No 100002 16/03/05		30.00	40,755.07
16/03/2011	J1090	For Inghly Payrol	18,371.00		22,384.07
16/03/2011	PO Stanking	PO DEFTPO S Banked		251.45	22,635.52
16/03/2011	100001	Bank Deposit No 100001 16/03/05		150.00	22,785.52
18/03/2011	J1024	Wages Adjuvment		3,224.00	26,009.52
19/03/2011	740008	CITY MANAGEMENT PRODUCTS	210.00		25,799.52
TOTALS AT END OF PERIOD			18,581.00	3,796.12	26,799.52

Date	Transaction No	Subtype	Description	Amount
OUTSTANDING PAYMENT TRANSACTION				
16/03/2011	740010	CHEQUES	Postage	65.77
17/03/2011	740009	CHEQUES		10.00
18/03/2011	740011	CHEQUES	General Wages	13,234.12
21/03/2011	740012	CHEQUES	COMPUTER RESOURCES	60.00
25/03/2011	740014	CHEQUES	STRIBE UNIX AUSTRALIA	101.00
26/03/2011	740011	CHEQUES	HARDWARE SUPPLIES AUSTRALIA	310.00
27/03/2011	740017	CHEQUES	MARKETWEST	960.00
31/03/2011	740013	CHEQUES	City Management Services	12,312.45
OUTSTANDING PAYMENT TRANSACTION TOTAL				27,069.34

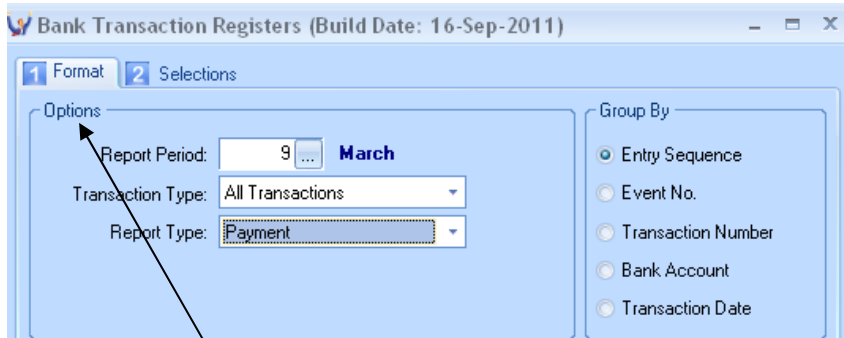
Date	Transaction No	Subtype	Description	Amount
OUTSTANDING RECEIPT TRANSACTION				
16/03/2011	R 10 15	CHEQUES	ESPRIT SYSTEMS	25.00
16/03/2011	PO Stanking	EFT	PO DEFTPO S Banked	100.00
27/03/2011	100008	DEPOSITS	Bank Deposit No 100008 for 27/03/01	2,960.00
31/03/2011	R 10 13	CASH		11,000.00
15/04/2011	J1049	JOURNALS	TRANSFER TO CHEQUE ACCOUNT	2,750.00
OUTSTANDING RECEIPT TRANSACTION TOTAL				16,435.00
OUTSTANDING TRANSACTION TOTAL				(10,634.34)

ACCOUNT RECONCILED

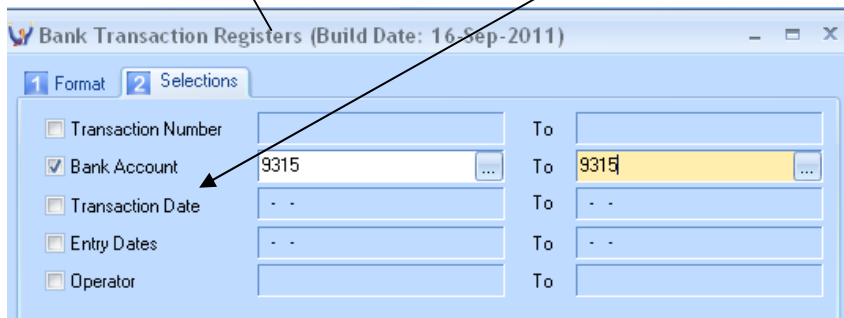
Reconciled Balance:	15,181.18
General Ledger Balance:	15,181.18
	0.00 ✓

After all bank statements are entered for the month and a reconciliation report printed showing that there is no discrepancy between the Bank Reconciliation and the General Ledger the following reports should be printed:-

3. Print Bank Transaction Registers {G - B - R - C}



Select the Format Options (Tab1) and the Selections (Tab 2)



- 3a. Bank “Payments” Transaction Register Transaction Type – “All”
- Report Type - “Payment”
- Bank Account - “9315 to 9315”

PAYMENT REGISTER
For the Period March 2011
DEMONSTRATION COMPANY



Cheque No.	Type	Date	Bank Account	Amount	Payee	Reference	Bent	Reconciled Statement
740013	Cheque	31/03/2011	9315	-12,312.45	CITY Management Services	Cheque	479	
740009	Cheque	17/03/2011	9315	-10.00		Cheque	519	
740011	Cheque	18/03/2011	9315	-13,234.12	General Wages	Cheque	23011	
740010	Cheque	16/03/2011	9315	-65.27	Postage	Cheque	23012	
J1033	Journal	1/03/2011	9315	-500.00	MAR '94 REPAYMENT ON LOAN	PART 12/95	23034	1
J1036	Journal	1/03/2011	9315	-30.00	KEY INSURANCE - MR J GIMTH	MAR '94	23037	1
J1036	Journal	1/03/2011	9315	-28.00	KEY INSURANCE - MR K JOHNS	MAR '94	23037	1
740008	Cheque	19/03/2011	9315	-210.00	CITY MANAGEMENT PRODUCTS	Cheque	23100	2
740012	Cheque	21/03/2011	9315	-60.00	COMPUTER REPAIRS	Cheque	23101	1
740011	Cheque	26/03/2011	9315	-310.00	HARDWARE SUPPLIES AUSTRALIA	Cheque	23102	
740017	Cheque	27/03/2011	9315	-960.00	MARKETWEST	Cheque	23105	
740014	Cheque	25/03/2011	9315	-101.00	STRIDE MIX AUSTRALIA	Cheque	23106	
J1050	Journal	16/03/2011	9315	-18,271.00	For highly Payroll		23650	2
Grand Total of 13 Transactions				-46,182.34				

3b. Bank "Deposits" Transaction Register

Transaction Type – "All"

Report Type - "Deposits"

Bank Account - "9315 to 9315"

DEPOSIT REGISTER
For the Period March 2011
DEMONSTRATION COMPANY



Deposit No.	Type	Date	Bank Account	Amount	Drawer	Reference	Event	Reconciled Statement
R 1013	Cash	31/03/2011	9315	11,000.00		Cash	472	
I1055	Journal	16/03/2011	9315	9.57			520	2
R 1015	Cheque	16/03/2011	9315	25.00	BS PRINT SYSTEMS	Cheque	526	
R 1015	Cash	16/03/2011	9315	100.00	Action News	Cash	530	2
J1024	Journal	16/03/2011	9315	3,224.00	Wages Adjustment		23015	2
100008	Deposit	27/03/2011	9315	2,560.00	Bank Deposit No 100008 for 27/03/01	Deposit	23114	
PO S banking	EFT	16/03/2011	9315	251.45	PO S EFTPOS Banked	EFT	23625	2
100001	Deposit	16/03/2011	9315	150.00	Bank Deposit No 100001 16/03/05	Deposit	23626	2
PO S banking	EFT	16/03/2011	9315	100.00	PO S EFTPOS Banked	EFT	23638	
100002	Deposit	16/03/2011	9315	30.00	Bank Deposit No 100002 16/03/05	Deposit	23639	2
Grand Total of 10 Transactions				17,450.12				

4. Print General Ledger Bank Account Transaction Report {G - B - R - T}

TRANSACTION REPORT
DEMONSTRATION COMPANY

9315 - DEMONSTRATION PTY LTD - A/C NO 1 - 9315

March 2011

Account	Type	Date	Number	Reference	Event No.	Description	Debit	Credit	Balance
						Opening Balance			41,173.40
	Journal								
	PAY	1/03/2011	J1033	Journal	23034	MAR '04 REPAYMENT ON LOAN	500.00		40,673.40
	PAY	1/03/2011	J1036	Journal	23037	KEY INSURANCE - MR J SMITH	30.00		40,643.40
	PAY	1/03/2011	J1036	Journal	23037	KEY INSURANCE - MR K JONES	28.00		40,615.40
	PAY	16/03/2011	J1050	Journal	23650	Fortnightly Payroll	18,371.00		22,244.40
	Cheque								
	PAY	1/03/2011	740013	Cheque	479	City Management Services	12,312.45		9,931.95
	PAY	1/03/2011	740009	Cheque	519		10.00		9,921.95
	PAY	16/03/2011	740011	Cheque	23011	General Wages	13,234.12		(3,312.17)
	PAY	16/03/2011	740010	Cheque	23012	Postage	85.77		(3,377.94)
	PAY	16/03/2011	740008	Cheque	23100	CITY MANAGEMENT PRODUCTS	210.00		(3,587.94)
	PAY	21/03/2011	740012	Cheque	23101	COMPUTER RESOURCES	80.00		(3,667.94)
	PAY	26/03/2011	740011	Cheque	23102	HARDWARE SUPPLIES AUSTRALIA	310.00		(3,957.94)
	PAY	27/03/2011	740017	Cheque	23105	MARKETWEST	960.00		(4,917.94)
	PAY	26/03/2011	740014	Cheque	23106	STRIDE UNIX AUSTRALIA	101.00		(5,018.94)
	Cash								
	REC	31/03/2011	R1013	Cash	472		11,000.00		5,981.06
	REC	16/03/2011	R1015	Cash	530	Action News	100.00		6,081.06
	Deposit								
	REC	27/03/2011	100008	Deposit	23114	Bank Deposit No 100008 for 27/03/01	2,560.00		8,641.06
	REC	16/03/2011	100001	Deposit	23626	Bank Deposit No 100001 16/03/05	150.00		8,791.06
	REC	16/03/2011	100002	Deposit	23639	Bank Deposit No 100002 16/03/05	30.00		8,821.06
	EFT								
	REC	16/03/2011	PO S banking	EFT	23625	PO S EFTPOS Banked	251.45		9,072.51
	REC	16/03/2011	PO S banking	EFT	23638	PO S EFTPOS Banked	100.00		9,172.51
	Journal								

Note: If you preview this report you can expand it to itemise the Type of Transaction and then review the complete event by selecting (clicking) on the "Event No"

There is no actual end of month procedure for Bank Reconciliation as this is automatically included in the following General Ledger procedure.

TRIUMPH END OF MONTH PROCEDURES

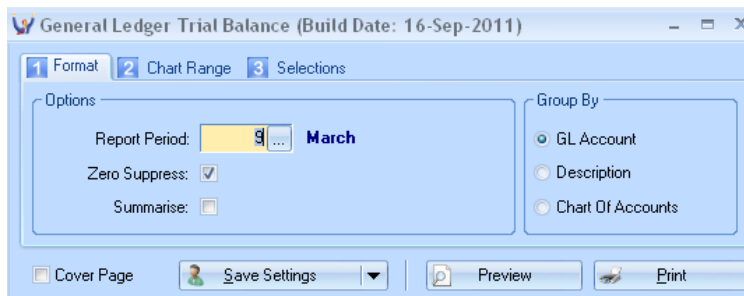
GENERAL LEDGER

The general ledger should only be closed after the end of month procedures have been carried out for Debtors, Inventory, Creditors and Job Costing.

Ensure all General Ledger transactions have been carried out for the month. These include payments for items that are not going to Creditors, receipts that are not entered through Debtors and all bank statement transactions such as bank fees etc.

The following reports should be printed:-

1. General Ledger Trial Balance {G - R - B}



General Ledger Trial Balance (Build Date: 16-Sep-2011)

Options: Report Period: March, Zero Suppress: , Summarise:

Group By: GL Account, Description, Chart Of Accounts

Buttons: Cover Page, Save Settings, Preview, Print

GENERAL LEDGER TRIAL BALANCE

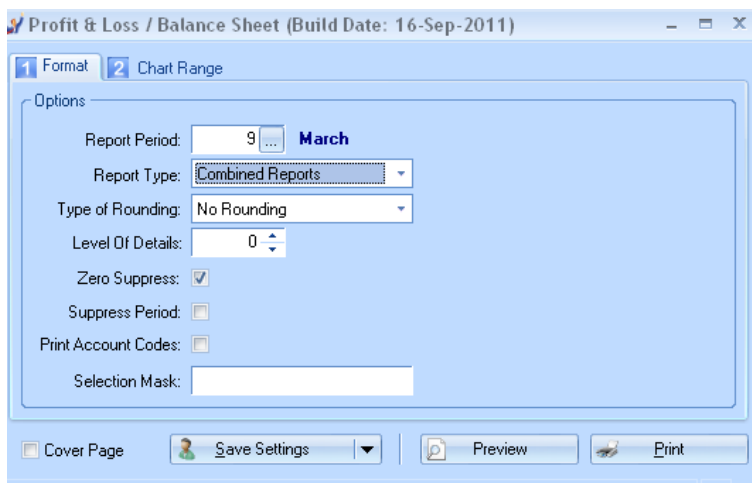
as at 31 Mar 2011

DEMONSTRATION COMPANY



LAST YEAR	MARCH 2011		YEAR TO DATE	
	Debits	Credits	Debits	Credits
0.00 1000 General Stationery Sales		21,125.98		36,892.60
0.00 1100 Opening Stock Stationery	60,286.65		1,040.28	
0.00 1150 Purchases Stationery	11,529.00		46,984.00	
0.00 1175 Closing Stock Stationery		68,467.21		68,467.21
0.00 2000 Office Equip. Sales		68,641.41		93,087.50
0.00 2100 Opening Stock Office Equip.	55,210.74		0.00	
0.00 2150 Purchases Office Equip.	24,208.00		35,257.00	
0.00 2175 Closing Stock Office Equip.		22,019.81		22,019.81
0.00 3000 Exhibition Contracts Sales		7,500.00		8,800.00
0.00 3100 Opening WIP Exhibition Contracts	236.01		0.00	
0.00 3200 Job Expenses Exhibition Contracts	3,118.48		3,354.49	
0.00 3300 Closing WIP Exhibition Contracts		3,354.49		3,354.49
0.00 4055 Interest Received		0.00		146.16
0.00 4065 Gain/Loss On Cents Rounding POS	0.05		0.05	
0.00 4080 Other Income		18,000.00		18,000.00
0.00 4210 Advertising	2,874.00		2,874.00	
0.00 4215 Banking Charges	0.00		80.60	

2. Profit & Loss / Balance Sheet {G - R - P}



INCOME STATEMENT

for the period ending 31 Mar 2011
 DEMONSTRATION COMPANY



	LAST YEAR	March 2011	YEAR TO DATE
TRADING STATEMENT			
GENERAL STATIONERY			
0.00	General Stationery Sales	21,125.98	36,892.60
0.00	Opening Stock Stationery	60,286.65	1,040.28
0.00	Purchases Stationery	11,529.00	46,984.00
0.00	Closing Stock Stationery	(68,467.21)	(68,467.21)
0.00	Less COGS Stationery	(3,348.44)	20,442.93
0.00	GENERAL STATIONERY GROSS PROFIT	17,777.54	57,335.53
OFFICE EQUIPMENT			
0.00	Office Equip. Sales	68,641.41	93,087.50
0.00	Opening Stock Office Equip.	55,210.74	0.00
0.00	Purchases Office Equip.	24,208.00	35,257.00
0.00	Closing Stock Office Equip.	(22,019.81)	(22,019.81)
0.00	Less COGS Equip. Sales	(57,398.93)	(13,237.19)
0.00	OFFICE EQUIP. GROSS PROFIT	11,242.48	79,850.31
JOB COSTING STATEMENT			
EXHIBITION CONTRACTS			
0.00	Exhibition Contracts Sales	7,500.00	8,800.00
0.00	Opening WIP Exhibition Contracts	236.01	0.00
0.00	Job Expenses Exhibition Contracts	3,118.48	3,354.49
0.00	Closing WIP Exhibition Contracts	(3,354.49)	(3,354.49)
0.00	EXHIBITION CONTRACTS GROSS PROFIT	7,500.00	8,800.00
0.00	COMBINED GROSS PROFIT FROM TRADING	36,520.02	145,785.84

This report can be used as an indicator to the business' current financial standing however, it needs to be kept in mind that there are a lot of adjustments only done by the accountant on a once a year basis such as depreciation and stock valuation. These can make a great deal of difference to the final figures.

3. General Ledger Transaction Report {G - R - T}

GL Transaction Report (Build Date: 16-Sep-2011)

Format | Chart Range | Selections

Options

Report Period: 9 March
To: 9 March

Account Mask:
Trans. Desc. Mask:

Group By

Account Code
 Account Description
 Chart Of Accounts

Cover Page | Save Settings | Preview | Print

GL TRANSACTION REPORT

For the Period 31-Mar-2011

DEMONSTRATION COMPANY



Type	Date	Transaction Reference	Cross Reference	Event No.	Description	Debits	Credits	Balance
1000 - General Stationery Sales								
March 2011								
					Opening Balance			(15,766.62)
JNL	16/03/2011	J1024		518			10.00	(15,776.62)
JNL	16/03/2011	J1024		518		10.00		(15,766.62)
SLS	16/03/2011	I1055		520	Endeavour Ruled Office Pads - A4		8.97	(15,775.59)
INV	16/03/2011	I1057		525	Pencil case for schools		7.80	(15,783.39)
INV	16/03/2011	I1055		528	Endeavour Ruled Office Pads - A4		8.97	(15,792.36)
INV	16/03/2011	I1056	45221	23013	Endeavour Ruled Office Pads - A4		5,580.00	(21,372.36)
INV	16/03/2011	I1056	45221	23013	Endeavour Ruled Office Pads - A5		2,895.00	(24,267.36)
INV	16/03/2011	I1056	45221	23013	Pencil Sharpener		444.00	(24,811.36)
INV	16/03/2011	I1056	45221	23013	GUARD MINUTE BOOKS - 14 x 9		8,352.00	(33,163.36)
SLS	16/03/2011	I1056		23525	Endeavour Ruled Office Pads - A4		8.97	(33,172.33)
SLS	16/03/2011	71		23525	Endeavour Ruled Office Pads - A4		89.70	(33,262.03)
SLS	16/03/2011	71		23525	Endeavour Ruled Office Pads - A5		9.99	(33,272.02)
JNL	16/03/2011	68		23525	** CASH DRAWER (NORMAL) JNL*	100.00		(33,170.02)
SLS	16/03/2011	72		23525	BALLPOINT BLACK MEDIUM		1.12	(33,171.14)
INV	16/03/2011	I1058	PO612221	23594	QUALITY SHORTHAND NOTE BOOK - 8 X 5		1,878.56	(35,049.70)
SLS	16/03/2011	73		23607	Endeavour Ruled Office Pads - A4		8.20	(35,057.90)
SLS	16/03/2011	73		23607	Endeavour Ruled Office Pads - A5		9.35	(35,067.25)
SLS	16/03/2011	73		23607	Pencil case for schools		11.65	(35,078.90)
SLS	16/03/2011	73		23607	Pencil Sharpener		1.00	(35,079.90)
SLS	16/03/2011	73		23607	Ballpoint Black Medium		1.10	(35,081.00)
SLS	16/03/2011	73		23607	Back to School Kit		16.85	(35,097.85)
SLS	16/03/2011	74		23609	GUARD MINUTE BOOKS - 14 x 9		37.70	(35,135.55)
SLS	16/03/2011	74		23609	QUALITY SHORTHAND NOTE BOOK - 8 X 5		100.00	(35,235.55)
INV	16/03/2011	I1060		23611	Back to School Kit		18.00	(35,253.55)
INV	16/03/2011	I1060		23611	Ballpoint Black Medium		0.85	(35,252.20)
INV	16/03/2011	I1060		23611	Pencil case for schools		7.80	(35,259.80)
INV	16/03/2011	I1060		23611	Endeavour Ruled Office Pads - A5		5.40	(35,265.20)
INV	16/03/2011	I1060		23611	Endeavour Ruled Office Pads - A4		6.45	(35,271.65)
INV	16/03/2011	I1060		23611	Endeavour Ruled Office Pads - A4		6.45	(35,278.10)
INV	16/03/2011	I1061		23613	Back to School Kit		12.00	(35,290.10)
INV	16/03/2011	I1061		23613	Ballpoint Black Medium		1.10	(35,291.20)
INV	16/03/2011	I1061		23613	Pencil Sharpener		1.00	(35,292.20)
INV	16/03/2011	I1061		23613	Pencil case for schools		11.65	(35,303.85)
INV	16/03/2011	I1061		23613	Endeavour Ruled Office Pads - A5		9.35	(35,313.20)
INV	16/03/2011	I1061		23613	Endeavour Ruled Office Pads - A4		8.20	(35,321.40)
INV	16/03/2011	I1061		23613	GUARD MINUTE BOOKS - 14 x 9		37.70	(35,359.10)

4. Other Optional Reports

4a Period Comparison Report {G - R - S}

Period Comparison Report

Preview

P&L

- TRADING STATEMENT
- GENERAL STATIONERY
- OFFICE EQUIPMENT
- JOB COSTING STATEMENT
- EXHIBITION CONTRACTS
- PROFIT & LOSS STATEMENT
- INCOME
- LESS EXPENSES
- DISTRIBUTION

B/S

- ASSETS
- CURRENT ASSETS
- NON CURRENT ASSETS
- LIABILITIES
- CURRENT LIABILITIES
- EQUITY
- AUTHORISED CAPITAL

PERIOD COMPARISON REPORT INCOME STATEMENT

This Year Actual Figures
DEMONSTRATION COMPANY

	March	April	May	June	Total
TRADING STATEMENT					
GENERAL STATIONERY					
1000 General Stationery Sales	21,126	0	0	0	21,126
1100 Opening Stock Stationery	60,287	68,428	68,428	68,428	265,571
1150 Purchases Stationery	11,529	0	0	0	11,529
1175 Closing Stock Stationery	(68,428)	(68,428)	(68,428)	(68,428)	(273,712)
1190 Less COGS Stationery	(3,388)	0	0	0	(3,388)
1200 GENERAL STATIONERY GROSS PROFIT	17,738	0	0	0	17,738
OFFICE EQUIPMENT					
2000 Office Equip. Sales	68,644	0	0	0	68,644
2100 Opening Stock Office Equip.	55,211	22,020	22,020	22,020	121,271
2150 Purchases Office Equip.	24,208	0	0	0	24,208
2175 Closing Stock Office Equip.	(22,020)	(22,020)	(22,020)	(22,020)	(86,080)
2190 Less COGS Equip. Sales	(67,399)	0	0	0	(67,399)
2200 OFFICE EQUIP. GROSS PROFIT	11,242	0	0	0	11,242

4b Budget Comparison Report {G - R - C}

Budget Comparison Report


Preview

P&L

- TRADING STATEMENT
- GENERAL STATIONERY
- OFFICE EQUIPMENT
- JOB COSTING STATEMENT
- EXHIBITION CONTRACTS
- PROFIT & LOSS STATEMENT
- INCOME
- LESS EXPENSES
- DISTRIBUTION

BUDGET COMPARISON REPORT INCOME STATEMENT

for the period ending 31 Mar 2011
DEMONSTRATION COMPANY

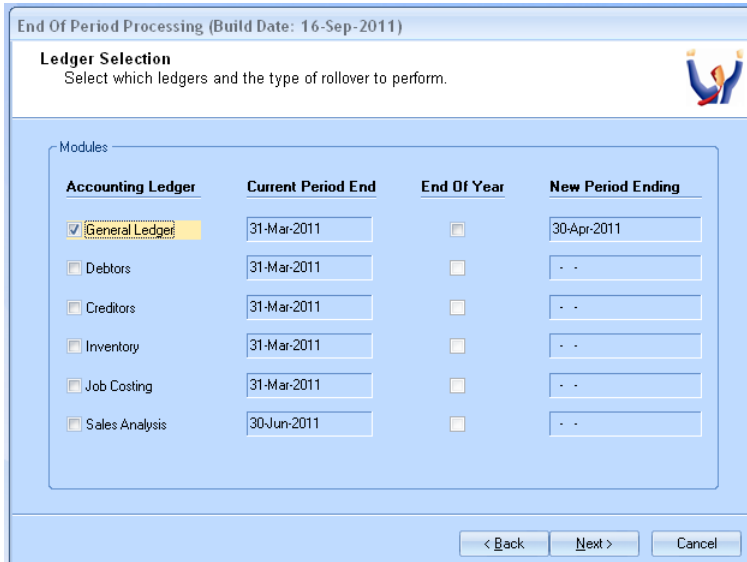


	MARCH			YEAR TO DATE			This year Budget
	Budget	Actual	Variance	Budget	Actual	Variance	
TRADING STATEMENT							
GENERAL STATIONERY							
1000 General Stationery Sales	6,500	21,126	14,626	68,500	36,893	(21,607)	78,000
1100 Opening Stock Stationery	10,000	60,287	50,287	90,000	120,400	(30,400)	120,000
1150 Purchases Stationery	2,400	11,529	9,129	21,000	46,984	(25,984)	28,800
1175 Closing Stock Stationery	(10,000)	(68,428)	(58,428)	(60,000)	(68,428)	(8,428)	(10,000)
1190 Less COGS Stationery	(2,400)	(3,388)	(988)	(21,000)	20,404	42,004	(28,800)
1200 GENERAL STATIONERY GROSS PROFIT	4,100	17,738	13,638	36,900	67,296	30,396	49,200
OFFICE EQUIPMENT							
2000 Office Equip. Sales	8,000	68,644	60,644	70,000	93,088	23,088	102,000
2100 Opening Stock Office Equip.	6,000	55,211	49,211	54,000	0	(54,000)	12,000
2150 Purchases Office Equip.	2,100	24,208	22,108	18,900	35,287	16,387	25,200
2175 Closing Stock Office Equip.	(6,000)	(22,020)	(16,020)	(64,000)	(22,020)	31,980	(12,000)
2190 Less COGS Equip. Sales	(2,100)	(67,399)	(65,299)	(18,900)	(13,237)	5,663	(25,200)
2200 OFFICE EQUIP. GROSS PROFIT	6,400	11,242	4,842	61,000	79,850	18,850	76,800
JOB COSTING STATEMENT							
EXHIBITION CONTRACTS							
3000 Exhibition Contracts Sales	0	7,500	7,500	0	8,600	8,600	0
3100 Opening WIP Exhibition Contracts	0	236	236	0	0	0	0
3200 Job Expenses Exhibition Contracts	0	3,118	3,118	0	3,354	3,354	0
3300 Closing WIP Exhibition Contracts	0	(3,354)	(3,354)	0	(3,354)	(3,354)	0

5. End of Period Processing {G - S - E}

NOTE:

All other users must be out of the Company for Triumph go into "Single User" mode



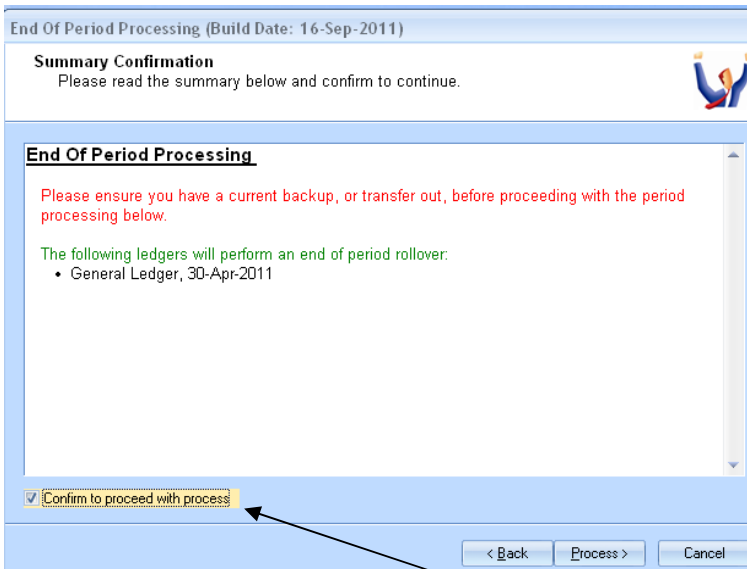
Accounting Ledger	Current Period End	End Of Year	New Period Ending
<input checked="" type="checkbox"/> General Ledger	31-Mar-2011	<input type="checkbox"/>	30-Apr-2011
<input type="checkbox"/> Debtors	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Creditors	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Inventory	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Job Costing	31-Mar-2011	<input type="checkbox"/>	- -
<input type="checkbox"/> Sales Analysis	30-Jun-2011	<input type="checkbox"/>	- -

Check that Current Period Dates are Correct

Tick General Ledger to perform rollover for General Ledger Only

Check that New Period Ending Date is Correct

Next



End Of Period Processing

Please ensure you have a current backup, or transfer out, before proceeding with the period processing below.

The following ledgers will perform an end of period rollover:

- General Ledger, 30-Apr-2011

Confirm to proceed with process

Check the screen details are correct and "Confirm to proceed with process"

Process

TRIUMPH END OF MONTH PROCEDURES

Business Activity Statement

For each BAS reporting period (monthly or quarterly)

1. **BAS Report {S – F – S – B}**

Details (Tab 1)

Document ID:

Enter BAS Doc. ID

Statement period From:

Defaults to the start date of your next BAS period

Statement period To:

Defaults to the end date of your next BAS period

Time to Complete

Enter appropriate time

Selection Values for remaining fields will be retained from previous BAS return.

Click on “Calculate” button to pre-fill the BAS Return

Go through all relevant tabs to check/adjust individual figures

GST (Tab 2)

Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 **GST** 3 PAYG Withholding 4 PAYG Instalment 5 FBT 6 Summary 7 GST Cal Sheet

Total sales	G1 \$	39,250
Does the amount shown at G1 include GST?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Export sales	G2 \$	9,723
Other GST free sales	G3 \$	
Capital purchases	G10 \$	
Non-capital purchases	G11 \$	25,110
GST on sales or GST instalment	1A \$	2,684
GST on purchases	1B \$	2,282

Calculate Export Print

PAYG Withholding (Tab 3)

Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 GST 3 **PAYG Withholding** 4 PAYG Instalment 5 FBT 6 Summary 7 GST Cal Sheet

Total salary, wages and other payments	W1 \$	35102
Amount withheld from payments shown at W1	W2 \$	6,721
Amount withheld where no ABN is quoted	W4 \$	
Other amounts withheld (excluding any amounts shown at W2 and W4)	W3 \$	
Total amounts withheld (W2+W4+W3)	W5 \$	6,721

Calculate Export Print

PAYG Instalment (Tab 4)

Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 GST 3 PAYG Withholding 4 **PAYG Instalment** 5 FBT 6 Summary 7 GST Cal Sheet

PAYG instalment income	T1 \$	36566
ATO instalment rate	T2	005.60 %
OR New varied rate	T3	00.00 %
T1 x T2 (or T3)	T11 \$	2,048
Reason code for variation	T4 \$	
PAYG income tax instalment	5A \$	2,047
Credit from PAYG income tax instalment variation	5B \$	

Calculate Export Print

FBT (Tab 5)

Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 GST 3 PAYG Withholding 4 PAYG Instalment 5 **FBT** 6 Summary 7 GST Cal Sheet

ATO instalment amount **F1 \$**

If varying this amount, complete F2, F3 and F4

Estimated FBT for the year **F2 \$**

Varied amount for the quarter **F3 \$**

Reason code for variation **F4 \$**

FBT instalment **GA \$**

Credit from FBT instalment variation **GB \$**

Calculate Export Print

Summary (Tab 6)

Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 GST 3 PAYG Withholding 4 PAYG Instalment 5 FBT 6 **Summary** 7 GST Cal Sheet

Amounts you owe the ATO		Amounts the ATO owes you	
GST on sales or GST instalment	1A \$ 2,684	GST on purchases	1B \$ 2,282
Wine equalisation tax	1C \$ <input type="text"/>	Wine equalisation tax refundable	1D \$ <input type="text"/>
Luxury car tax	1E \$ <input type="text"/>	Luxury car tax refundable	1F \$ <input type="text"/>
PAYG tax withheld	4 \$ 6,721	Credit from PAYG income tax instalment variation	5B \$ <input type="text"/>
PAYG income tax instalment	5A \$ 2,047	Credit from FBT instalment variation	6B \$ <input type="text"/>
FBT instalment	6A \$ <input type="text"/>	Fuel tax credit	7D \$ 0
Deferred company/fund	7 \$ <input type="text"/>	Total amounts the ATO owes you	8B \$ 2,282
GST deferred on import	7A \$ <input type="text"/>		
Fuel tax credit overclaim	7C \$ <input type="text"/>		
Total amounts you owe the ATO	8A \$ 11,452		

Your payment or refund amount
This amount is payable to the ATO **F9 \$** 9,170

Calculate Export Print

GST Calc Sheet (Tab 7)

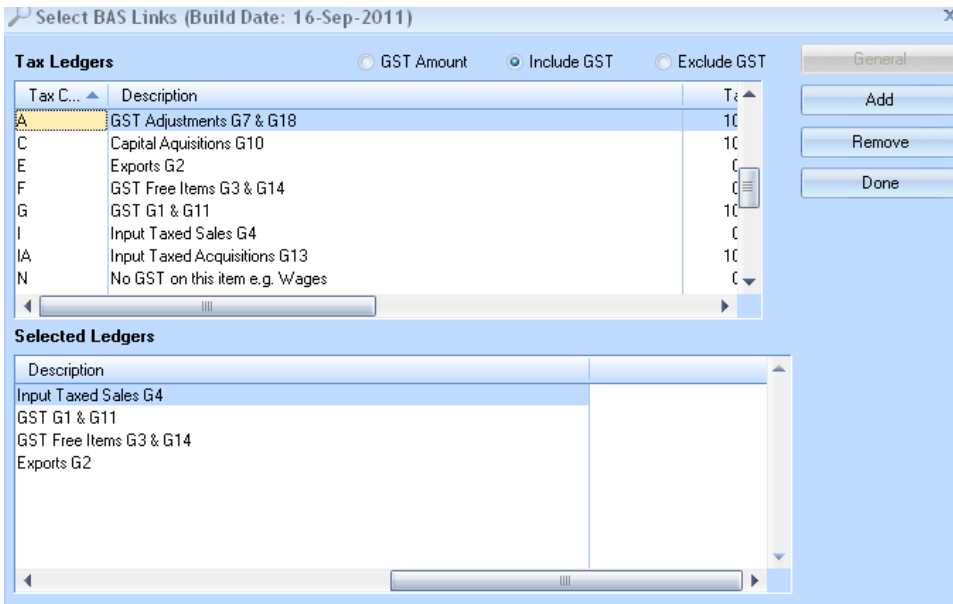
Business Activity Statement (BAS) (Build Date: 16-Sep-2011)

1 Details 2 GST 3 PAYG Withholding 4 PAYG Instalment 5 FBT 6 Summary 7 **GST Cal Sheet**

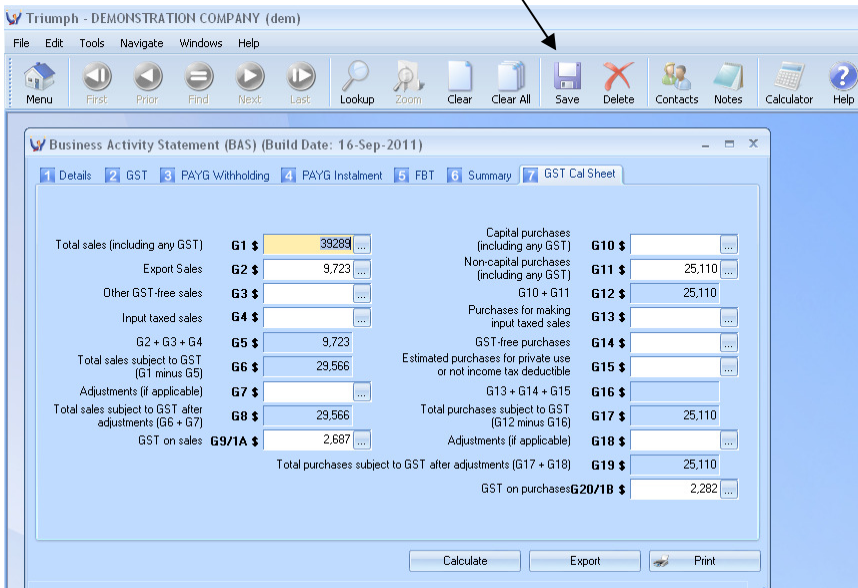
Total sales (including any GST)	G1 \$ 39,250	Capital purchases (including any GST)	G10 \$ <input type="text"/>
Export Sales	G2 \$ 9,723	Non-capital purchases (including any GST)	G11 \$ 25,110
Other GST-free sales	G3 \$ <input type="text"/>	G10 + G11	G12 \$ 25,110
Input taxed sales	G4 \$ <input type="text"/>	Purchases for making input taxed sales	G13 \$ <input type="text"/>
G2 + G3 + G4	G5 \$ 9,723	GST-free purchases	G14 \$ <input type="text"/>
Total sales subject to GST (G1 minus G5)	G6 \$ 29,527	Estimated purchases for private use or not income tax deductible	G15 \$ <input type="text"/>
Adjustments (if applicable)	G7 \$ <input type="text"/>	G13 + G14 + G15	G16 \$ <input type="text"/>
Total sales subject to GST after adjustments (G6 + G7)	G8 \$ 29,527	Total purchases subject to GST (G12 minus G16)	G17 \$ 25,110
GST on sales G9/1A \$ 2,684		Adjustments (if applicable)	G18 \$ <input type="text"/>
		Total purchases subject to GST after adjustments (G17 + G18)	G19 \$ 25,110
		GST on purchases G20/1B \$ 2,282	

NOTE To access the area where the data is selected from click on the drop down box next to the BAS figure you enquiring on.

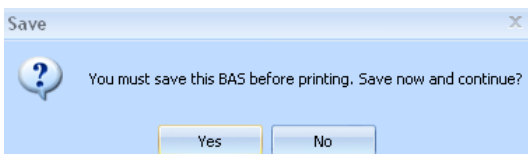
Screen showing where the data is selected from



Print the BAS Statement (you must save your BAS set up first)

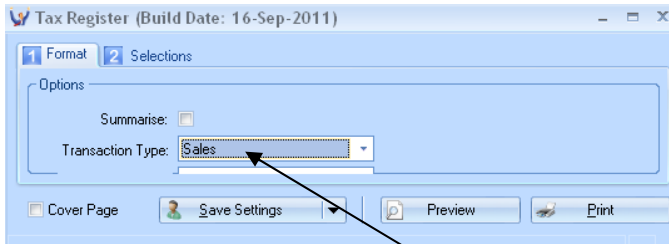


If you do not save before printing Triumph will give you this message




Selecting "Yes" will save your BAS Statement for you

2. Print Tax Register {S – F – R – T}



2a. Sales Tax Register - Transaction Type – “Sales”

TAX REGISTER
DEMONSTRATION COMPANY




Trans. No	Type	Date	Account	Amount	Tax	BAS Doc. Id.	Tax Rate	Tax Rate Breakdown				Net Tax	
								Transaction Amount	Taxable Amount	Tax Collected	Tax Paid		
1059	DB INV	16/01/2011	BETBUS	9,723.51	0.00	891033123123	E 0%	9,723.51	9,723.51	0.00	0.00	0.00	
1066	DB INV	8/03/2011	MICROS	27,614.31	2,510.39	891033123123	G 10%	27,614.31	26,103.92	2,510.39	0.00	2,510.39	
1056	PS SLS	16/03/2011	ESPSYS	5.37	0.49	891033123123	0%	5.37	4.88	0.49	0.00	0.49	
71	PS SLS	16/03/2011		107.26	7.57	891033123123	0%	107.26	99.69	7.57	0.00	7.57	
72	PS SLS	16/03/2011		1.91	0.00	891033123123	0%	1.91	1.91	0.00	0.00	0.00	
1058	DB INV	16/03/2011	BETBUS	1,876.56	0.00	891033123123	N 0%	1,876.56	1,876.56	0.00	0.00	0.00	
73	PS SLS	16/03/2011		52.76	4.81	891033123123	G 10%	52.76	47.95	4.81	0.00	4.81	
74	PS SLS	16/03/2011		151.47	13.77	891033123123	G 10%	151.47	137.70	13.77	0.00	13.77	
1060	PS INV	16/03/2011	MASAND	36.39	3.32	891033123123	G 10%	36.39	33.07	3.32	0.00	3.32	
1061	PS INV	16/03/2011	ACTION	91.31	8.31	891033123123	G 10%	91.31	83.00	8.31	0.00	8.31	
1062	PS INV	16/03/2011	JDNAPP	51.79	4.72	891033123123	G 10%	51.79	47.07	4.72	0.00	4.72	
82	PS SLS	16/03/2011		197.26	17.56	891033123123	G 10%	197.26	176.30	17.56	0.00	17.56	
1064	DB INV	16/03/2011	MICROS	925.10	84.10	891033123123	G 10%	925.10	841.00	84.10	0.00	84.10	
1065	DB INV	16/03/2011	MICROS	407.00	37.00	891033123123	G 10%	407.00	370.00	37.00	0.00	37.00	
90	PS INV	16/03/2011	FRED	9.02	0.82	891033123123	G 10%	9.02	8.20	0.82	0.00	0.82	
91	PS INV	16/03/2011	FRED2	10.29	0.94	891033123123	G 10%	10.29	9.35	0.94	0.00	0.94	
92	PS INV	16/03/2011	FRED3	19.31	1.76	891033123123	G 10%	19.31	17.55	1.76	0.00	1.76	
Grand Total								E 0%	9,723.51	9,723.51	0.00	0.00	0.00
								G 10%	29,595.01	26,876.11	2,697.90	0.00	2,697.90
								0%	113.64	105.56	8.06	0.00	8.06
								N 0%	1,878.56	1,878.56	0.00	0.00	0.00
									41,281.72	38,685.76	2,695.96	0.00	2,695.96

Ensure that total in Net Tax Amount column is 1/11 of the transaction amount for those GST codes that incur tax, or ensure you can justify any difference.

The total in the Net Tax column should balance to the GST collected account in the General Ledger.

2b. Purchases Tax Register - Transaction Type – “Purchases”

TAX REGISTER
DEMONSTRATION COMPANY



Trans. No	Type	Date	Account	Amount	Tax	BAS Doc. Id.	Tax Rate	Tax Rate Breakdown				Net Tax	
								Transaction Amount	Taxable Amount	Tax Collected	Tax Paid		
09023	CR INV	16/03/2011	CITMAN	-12,504.80	-1,136.80	891033123123	G 10%	-12,504.80	-11,368.00	0.00	1,136.80	-1,136.80	
UK123011	CR INV	16/03/2011	DART	-24,500.00	0.00	891033123123	N 0%	-24,500.00	-24,500.00	0.00	0.00	0.00	
186812	CR INV	16/03/2011	PIT	-12,808.00	-1,146.00	891033123123	G 10%	-12,808.00	-11,480.00	0.00	1,146.00	-1,146.00	
P1010	GL PAY	31/12/2011	9100	-12,000.00	0.00		N 0%	-12,000.00	-12,000.00	0.00	0.00	0.00	
Grand Total								G 10%	-25,110.80	-22,828.00	0.00	2,282.80	-2,282.80
								N 0%	-36,500.00	-36,500.00	0.00	0.00	0.00
									-61,610.80	-59,328.00	0.00	2,282.80	-2,282.80

Ensure the total in the Net Tax Column is 1/11 of the transaction amount for those GST codes that incur tax, or ensure you can justify any difference.

The total in the Net Tax Column should balance to the GST paid account in the General Ledger.

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