DISCLAIMER

FURTHER INFORMATION

Question:

What procedures do I need to complete when doing my End of Month in Triumph?

What do I need to do to complete my End of Month for Debtors in Triumph?

What do I need to do to complete my End of Month for Creditors in Triumph?

What do I need to do to complete my End of Month for Inventory in Triumph?

What do I need to do to complete my End of Month for Job Costing in Triumph?

What do I need to do to complete my End of Month for General Ledger?

Related Questions

Answer:

There are a few areas that need to be looked at when completing your end of month.

>   Debtors
>   Sales Analysis
>   Creditors
>   Inventory
>   Job Costing
>   General Ledger
>   Bank Reconciliation
>   Business Activity Statement

These procedures are written as a guide only and a backup of your Triumph data should be done before commencing any of the below.

If you require any assistance please contact our help desk on 9470 9922.

TRIUMPH PROCEDURES

The following procedures have been prepared by:

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> 88 Burswood Road
> BURSWOOD WA 6100
> Ph: 08 9470 9922
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The procedures for each module are addressed individually. We have tried, where possible, to keep all instructions to the most commonly found options. However, due to the flexibility of Triumph Accounting and the ability to customise areas within each module's configuration, your screens may display slightly different fields. For example, if "budgets" are not selected within the relevant control file, then budget fields will not appear in your reporting selections. Other fields are module dependent i.e. they may not appear if a particular module is not installed such as Multi Location Inventory.

The steps outlined are intended as a guide only. We recommend that you work through this list with your Triumph consultant during your first month end rollover, examine the reports and decide how adequate these are for your particular business. You may need additional reports, multiple copies for distribution or may find others superfluous to your needs. Once decided however, your consultant will then customise these notes to your own requirements.

Remember, it is up to you to ensure that you keep adequate reports on file to satisfy the requirements of the Australian Taxation Office.

Before commencing with these month end procedures, it is essential that you are fully satisfied that you have a working backup program. In the event of a system crash or power loss during the rollover process we would be unable to continue and would have no option other than to restore your entire data directory. An incremental backup is deemed to be inadequate for the purposes of accounting data backups and should not be used.

Context sensitive Help screens are available in Triumph Accounting however if you require further assistance with testing your backup procedure or any of the information contained within please contact CA Management Services who will direct your enquiry to the appropriate support consultant.


Jacqui Watson
Support Manager

DEBTORS

All invoices AND receipts for the month have been entered and a backup has been completed. If yes, print the following reports and confirm the balances.

1.   Debtors Unallocated Credits { D - R - P - U }
Anything that appears on this report is checked carefully. This report may indicate receipts that have not been allocated to invoices correctly. If any errors are found they should be corrected before proceeding.
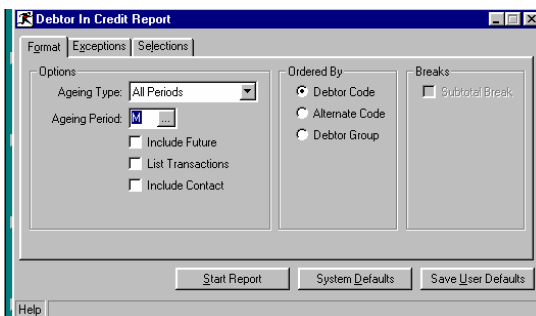FORMAT
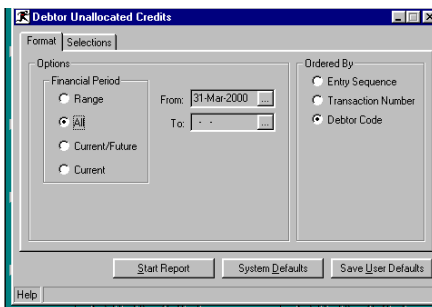
SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

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

EXCEPTIONS
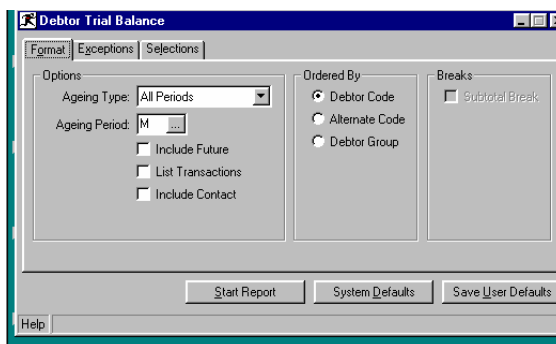Do not tick to report on exceptions only.

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

DEBTORS cont.

3. **Debtors Trial Balance { D - R - B }**
   Ensure final balance on this report agrees to balance of General Ledger Debtor Control account (Trade Debtors) before continuing. Report printed in summary format initially in case further adjustments are to be made.
   FORMAT

   EXCEPTIONS
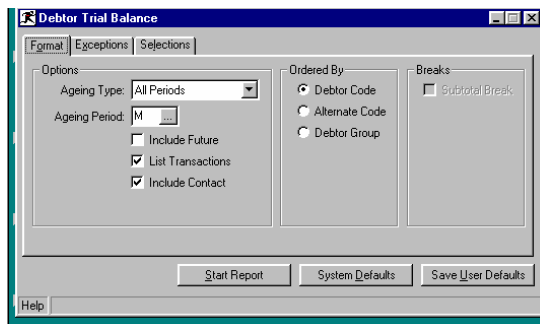   Do not tick to report on exceptions only.

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

4. **Debtors Trial Balance { D - R - B }**
   This report gives a detailed Trial Balance including all open transactions.
   FORMAT

   EXCEPTIONS
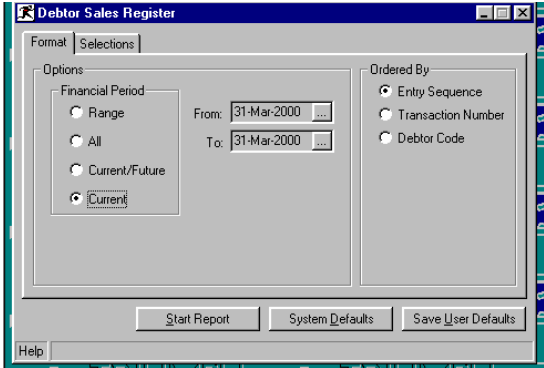   Do not tick to report on exceptions only.

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

5. **Debtor Sales Register { D - R - P - S }**
   This report is a detailed audit trail of all invoices and credit notes posted during the current month to debtors.
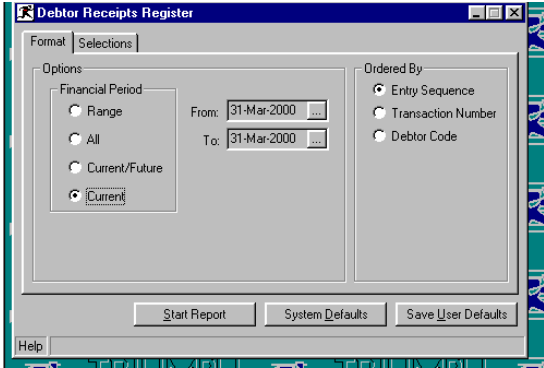   FORMAT

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

6. **Debtor Receipts Register { D - R - P - R }**
   This report is a detailed audit trail of all receipts posted during the current month to debtors.
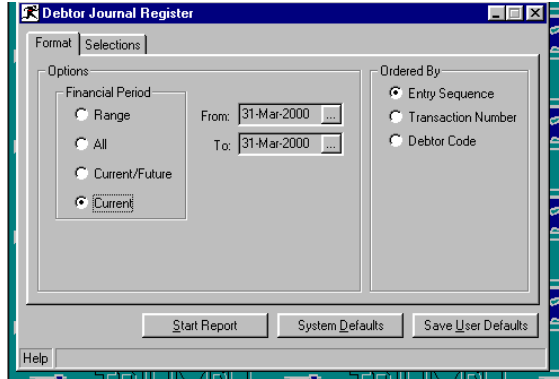   FORMAT

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

7. **Debtor Journal Register { D - R - P - J }**
    This report is a detailed audit trail of all journals posted during the current month to debtors.
    FORMAT
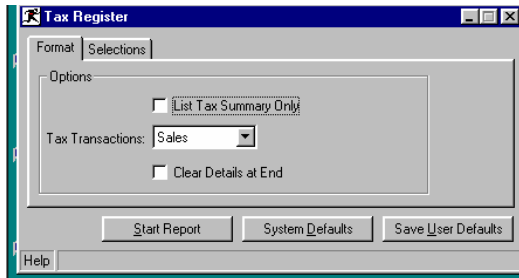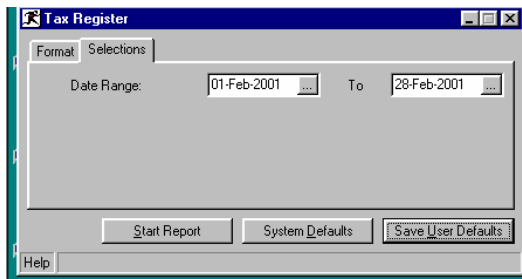

    SELECTIONS
    Leave all boxes unticked to default all ranges from FIRST to LAST.

8. **Debtor Tax Register { D - R - T }**

    FORMAT

    SELECTIONS

    Select First and Last date in current month.

```
|                              Tax Register
03/02/2001 - 14:42            DEMONSTRATION COMPANY                        Page : 1

                                              ------------ Tax Rate Breakdown ------------
--------------------- Transaction ----------------------      Trans.   Taxable      Tax  Tax    Net
Number Type  Date     Account   Amount    Tax Exmpt No  Rate  Amount   Amount  Collected Paid   Tax
===================================================================================================
I1056  PS SLS 16/03/00 ESPSYS      5.37   0.49            0%     5.37     4.88      0.49          0.49
71     PS SLS 16/03/00           107.26   7.57            0%   107.26    99.69      7.57          7.57
72     PS SLS 16/03/00             1.01                   0%     1.01     1.01                    0.00
I1058  DB     16/03/00 ACTION  30510.37 2773.67       G  10% 30510.37 27736.70   2773.67      2773.67
R1037  GL REC 16/03/00 4055      110.00  10.00        G  10%   110.00   100.00     10.00        10.00
R1038  GL REC 16/03/00 4055      110.00  10.00        G  10%   110.00   100.00     10.00        10.00
===================================================================================================
Grand Total
                                                         0%   113.64   105.58      8.06          8.06
                                                      G  10% 30730.37 27936.70   2793.67      2793.67
                                              ------------------------------------------------------
                                                          30844.01 28042.28   2801.73       2801.73
```

Check the summary at the end of this report. The Tax collected should be checked to ensure that the correct rate has been applied to each transaction. For example the tax collected amount on the G 10% line above is $2,793.67. This is 1/11 of the transaction amount of $30,730.37 and is therefore correct. Any discrepancies other than slight rounding should be located using the detailed lines. The total in the Net Tax column should balance to the GST Collected account in the General Ledger.

9.   **Statement Production { D - S - S }**
   FORMAT
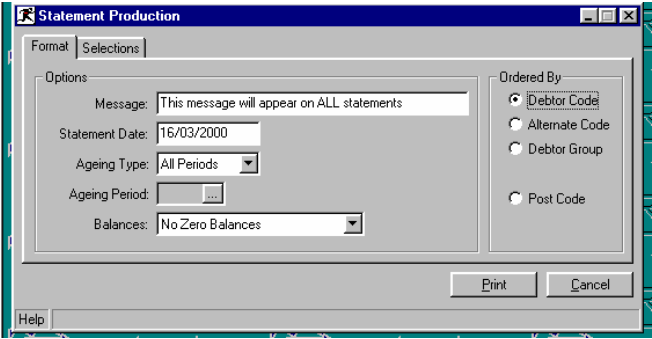
      SELECTIONS
      Leave all boxes unticked to default all ranges from FIRST to LAST.

This should then lead straight into Sales Analysis and Inventory end of month processing as these modules are closed together.

SALES ANALYSIS

Sales analysis has no month end rollover however the following functions should be completed.

1.   **Update Sales Analysis Reports   { D – A – S – U }**
      This procedure updates each Sales Analysis matrix with transactions entered since last update.
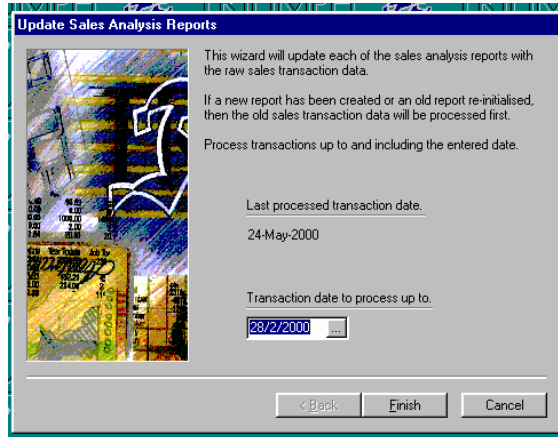
Enter last date of current period.

2.   **Print Sales Analysis Matrix Reports   { D – A – R – A }**
      These reports are based on your pre-determined matrices. Once you have selected the report the initial subtotal break settings may be amended to cater for different reporting requirements. In addition ad-hoc reports can also be produced by using the selection criteria. The ordering of a report matrix is determined by allocated sale dissections.

      Depending on what type of report is being produced, the report layout and current reporting period is selectable. Both these facilities offer you the most flexible reporting. e.g. A monthly report may not only be used to produce the monthly results but also quarterly, half yearly and yearly results, by simply selecting a different report layout and setting the current period appropriately.
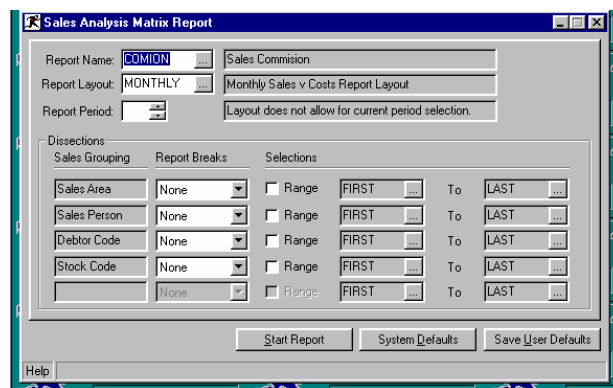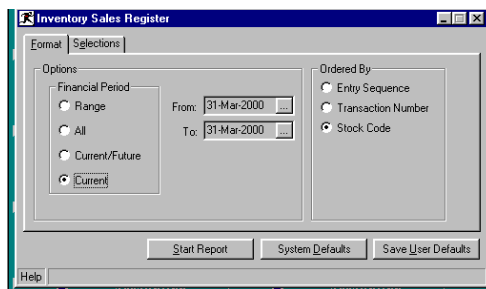
INVENTORY

Reports to be printed may include the following:

1.   **Inventory Sales Register { I - R - P - S }**
This reports shows details of all invoices and credit notes entered.
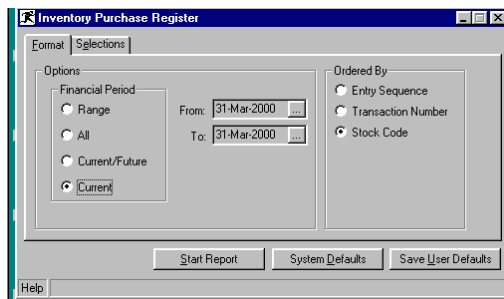FORMAT

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

2.   **Inventory Purchase Register { I - R - P - H }**
This report shows details of all purchasing transactions entered.
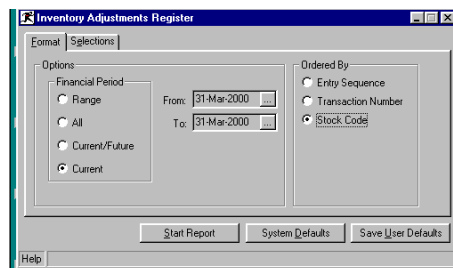

FORMAT
SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

3.   **Inventory Adjustments Register { I - R - P - A }**
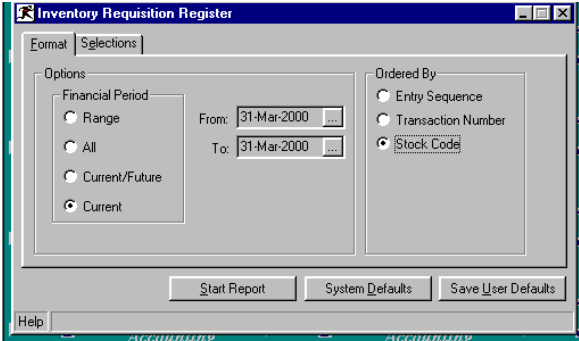*This report shows details of all stock adjustments entered.*
FORMAT

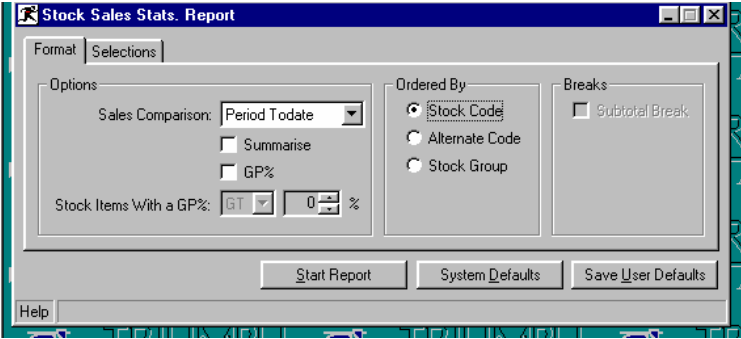SELECTIONS   Leave all boxes unticked to default all ranges from FIRST to LAST.

4. **Inventory Requisition Register { I - R - P - E }**
   This report shows details of all requisitions entered.
   FORMAT

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

5. **Stock Sales Stats. Report { I - R - S }**
   This report lists the net quantities sold, sales amounts, cost amounts, gross profit amounts and gross profit percentages for each stock item. This report also provides an option to print for range of gross profit percentages. (Less than or greater than a particular, entered figure)
   FORMAT

   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

6. **Stock Valuation Reports { I - R - V }**
   This report shows how much the current stock holding is worth, based on the costing method set. i.e. last cost, standard or weighted average. The costing method can be selected and valuations printed for the current or future periods. The total stock value should be checked against the General Ledger accounts for both Closing Stock and Stock on Hand.
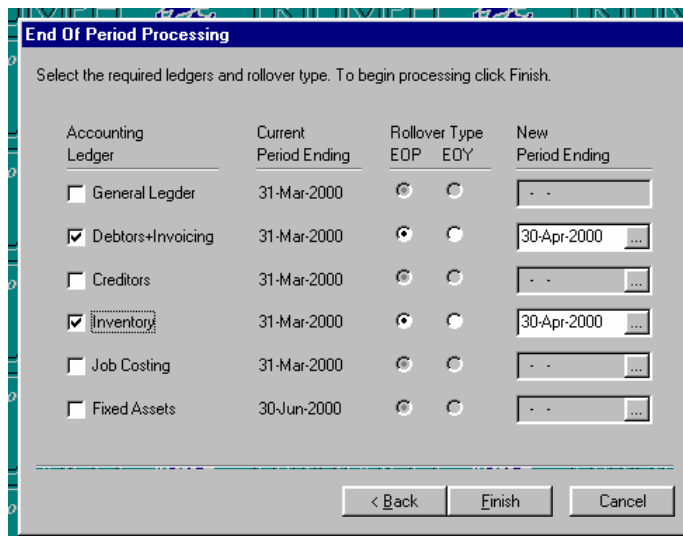
INVENTORY cont.

FORMAT
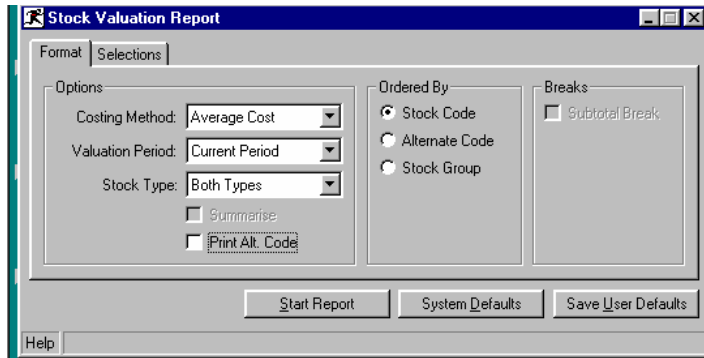
SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

7.   **End of Period Processing { I - S - E }**
This process requires you to be in single user mode. To place the system into "Single User" press Tools Menu, Toggle Access Mode (CTRL+A). You will notice the MULTI change to SINGLE on the menu help bar at the bottom of the screen. To return to "Multi User" press CTRL+A again.

What happens during Month End?
Debtors

For each balance brought forward account, where unapplied credit transactions exist, an attempt is made to match them against outstanding debit transactions, starting with the oldest first.

For all accounts the period to date accumulator for sales and cost are cleared.

Any transaction that was entered into the future i.e. after the current period end date, with the exception of retentions, are brought into the new period. NOTE: This only occurs for transactions which fall within the new period end date.

If retention transactions fall into the new period end date, they are released next, and a General Ledger journal created between the Retention and Trade Debtors control accounts.

DEBIT   Trade Debtors with the retention amount.
CREDIT   Retention Account with the retention amount.

Finally, before the new period end date is set, any transactions older than the history period criteria, as set up in Debtors Control, are removed.

Inventory
The period to date accumulator for quantity, cost and sales are cleared, and the quantity on hand becomes the opening balance for the next period.

Any transaction which was entered into the future i.e. after the current period end date, are brought into the new period. Note: This only occurs for transactions which fall within the new period end date.

In addition, the future transaction types of Sale, Return and Requisition also update the period to date and year to date statistics for quantity, cost and sales.

The supplier's stock item period todate purchasing statistics are cleared for the next period.

Finally, transactions which meet the history period criteria, as set up within the Inventory Control, are removed.

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:-

1. **Creditor Unallocated Debits { C - R - P - U }**
   This report will highlight any inconsistencies between creditors invoices and payments and whether any payments have not been allocated correctly.
   FORMAT
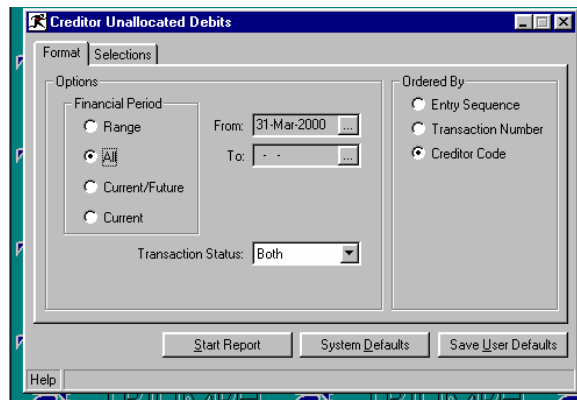
   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

2. **Creditor Trial Balance { C - R - B }**
   Check that the total on this report agrees with the balance of the General Ledger Creditors Control account (Trade Creditors) before proceeding any further.
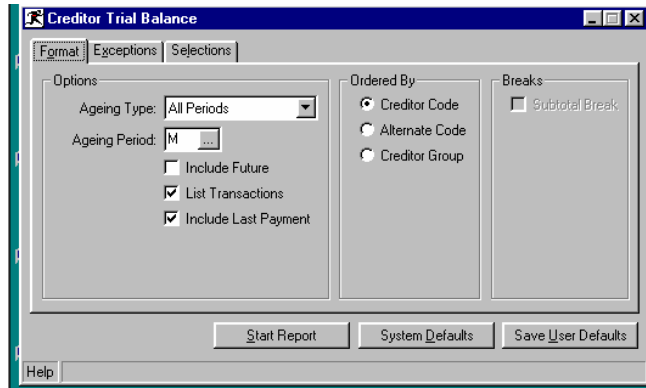   FORMAT
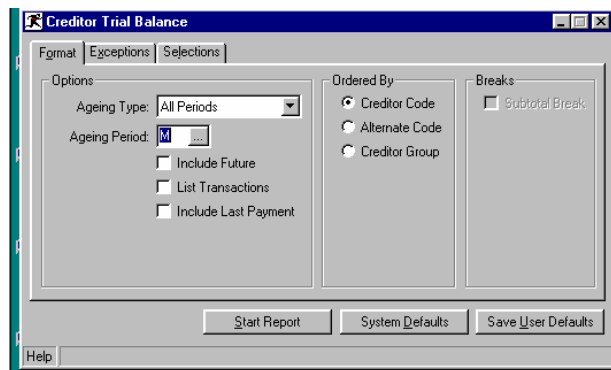
   SELECTIONS
   Leave all boxes unticked to default all ranges from FIRST to LAST.

3. **Creditor Trial Balance { C - R - B }**
    Produces Detailed Trial Balance including all open transactions
    FORMAT

EXCEPTIONS
Do not tick to report on exceptions only.

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

4. **Creditor Purchase Register { C - R - P - H }**
    This report shows details of entered invoices and credit notes.
    FORMAT
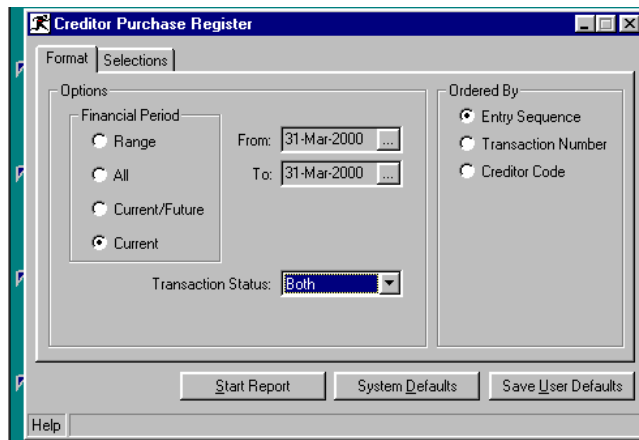
SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

CREDITORS cont.

5.   Creditor Payments Register { C - R - P - P }
This report shows details of entered payments and settlement discounts taken.
FORMAT

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

6.   Creditor Journal Register { C - R - P - J }
This report shows details of entered journals.
FORMAT

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

CREDITORS cont.

7.   Creditor Tax Register {S – F – R – T}
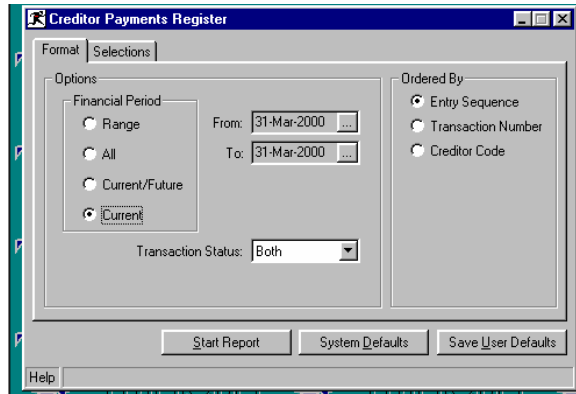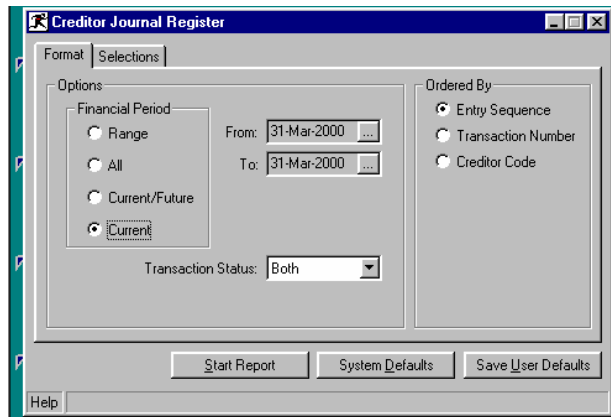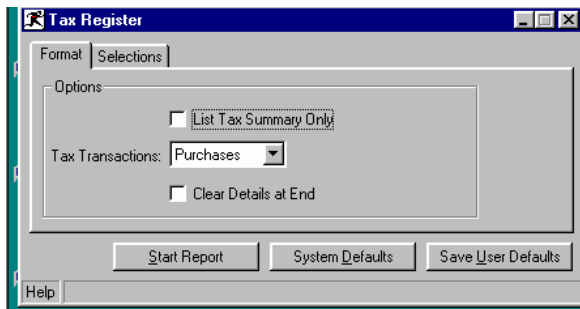FORMAT

SELECTIONS
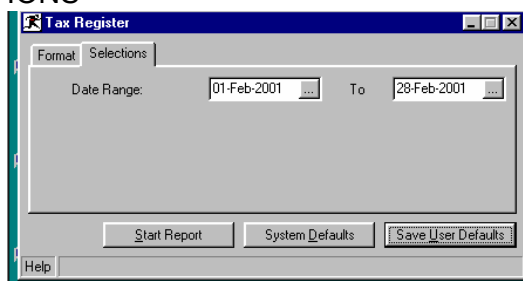
Select First and Last date in current month.

Check the summary at the end of this report. The Tax Paid should be checked to ensure that the correct rate has been applied to each transaction. Any discrepancies other than slight rounding should be located using the detailed lines. The total in the Net Tax column should balance to the GST Claimed account in the General Ledger.

8.   End of Period Processing { C - S - E }
This process requires you to be in single user mode. To place the system into "Single User" press Tools Menu, Toggle Access Mode (CTRL+A). You will notice the MULTI change to SINGLE on the menu help bar at the bottom of the screen. To return to "Multi User" press CTRL+A again.
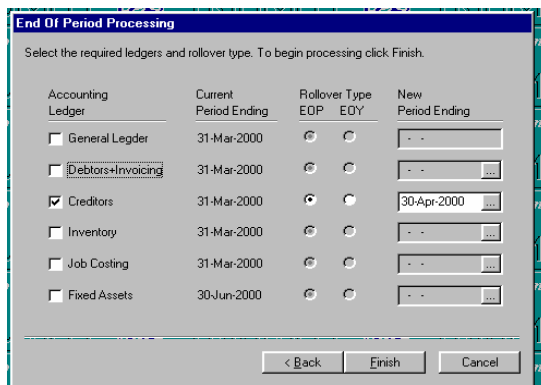
CREDITORS cont.

What happens during Month End?
Creditors

For each balance brought forward account, where unapplied debit transactions exist, an attempt is made to match them against outstanding credit transactions, starting with the oldest first. For all accounts the period to date accumulator for purchase is cleared.

Next, any transaction which was entered into the future i.e. after the current period end date, except retentions, are brought into the new period. NOTE: This only occurs for transactions which fall within the new period end date.

If retention transactions fall in the new period end date, they are released next, and a General Ledger journal created between the Retention and Trade Creditors control accounts.

DEBIT   Retention Account with the retention amount.
CREDIT   Trade Creditors with the retention amount.

Finally, before the new period end date is set, any transactions which meet the history period criteria, as set up in Creditors Control, are removed.

JOB COSTING

The Job Costing module has the most complex of all reports. This is due to the many options available to allow the flexibility and power within each report. The suitability of each report for your business will depend on the type of costing environment you operate. For this reason, we have not detailed all options in these procedures but have instead provided you with a description of each of the reports and the options available.

1.   **Costing Comparisons Report   { J – R – C }**
        The Costing Comparisons report is the basis of all managerial reporting. It provides the comparisons by Actual, Charged, Invoiced and Budgetted, between either the job's and/or cost centre's totals.

        The comparisons selected e.g. Actual v Charged (GP), or Actual v Invoiced (True GP), is also made against one of the available financial periods. The financial periods are available for all accumulators, except Income In Advance and WIP, which only has Job-Todate and future, and budgets which has no future:

        ·   *Period-todate (PTD) - current periods transactions*
        ·   *Year-todate (YTD) - transactions for current year*
        ·   *Job-todate (JTD) - transactions for all years*
        ·   *Future (FTD) - transactions entered beyond the current period*

        The above comparison can be made by picking the information required for each column. A maximum of two columns are available.

        Using this selection the information listed includes job number and description, cost centre and description (if included in the order by selected), and the appropriate accumulator information for the selected period. For each comparison listed the GP percentage is also calculated.
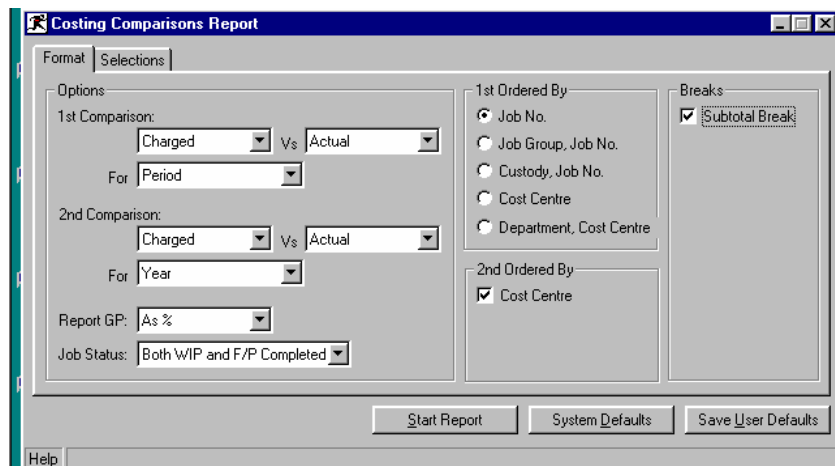
2.   Work in Progress Report   { J – R – W }

This report shows the various accumulators for a given job and cost centre. These are Actual, Charged, Budget, Invoiced, Income-In-Advance, and WIP. Each column is then broken down by the financial periods selected, except Income In Advance, and WIP, which may only be broken down by Job-todate and future, and budgets which has no future.

This WIP report should be balance back to the Closing WIP and Work in Progress Asset Account in the General Ledger.

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

The worksheet report provides a means of calculating what to invoice. For each job it lists the job number, cost centre (if it is part of the order by selection), the transaction's details including number, date, code, multiplier, units, actual cost and charged per unit, actual and charged amounts, and unapplied WIP (if applicable). The financial information just described may optionally be suppressed. In addition the last column of the report is left blank so that the amount to invoice can be written in.

4.   Transaction Worksheet Report   { J – R – T }

The Transaction Worksheet report provides a clear and precise means of looking at all the work that has been performed on a job and cost centre. For each job the report will group all the different types of transactions and provide subtotals for each type of transaction, and a total for the job as a whole. On Creditors purchase and subcontractor type transaction's you will also be able to see if and how the creditor has been paid for that work or material.

5.   Overhead Utilisation Report   { J – R – O }

This option details each overhead and its utilisation. The utilisation details the selected financial period's units, actual cost, charged and the GP as a percentage. If budgets are used then this may also be reported along with the percentage variance.   If the overhead is linked to a job it also reports its details and the operating margin.

6.   Employee Utilisation Report   { J – R – E }

This option details for each employee his/her utilisation which can be further broken down into activities. The report may be selected for a particular financial period. Also reported are the actual cost and charged amounts and the percentage GP. If budgets are used then these may also be reported including the percentage variance.

7. **Activity Utilisation Report   { J – R – A}**
    This option details for each activity the utilisation which can be further broken down into employees. The report may be selected for a particular financial period. Also reported are the actual cost and charged amounts and the percentage GP. If budgets are used then these may also be reported including the percentage variance.

8. **Labour Register   { J – R – P – L }**
    The audit trail for all the labour transaction line types. Information listed includes all the details that relate to labour plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

9. **Subcontracting Register   {J – R – P – S }**
    The audit trail for all the subcontracting transaction line types. Information listed includes all the details that relate to subcontracting plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

10. **Requisition Register   { J – R – P – E }**
    The audit trail for all the requisition transaction line types. Information listed includes all the details that relate to requisitions plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

11. **Purchase Register   { J – R – P – P }**
    The audit trail for all the purchase transaction line types. Information listed includes all the details that relate to purchases plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

12. **Overhead Register { J – R – P – O }**
    The audit trail for all the overhead transaction line types. Information listed includes all the details that relate to overheads plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

13. **WIP Written Off/Back Register   { J – R – P – A }**
    The audit trail for all the WIP written off or back transaction line types. Information listed includes all the details that relate to WIP write off/back plus the job/cost dissection it is associated with. It can be selected for the current, future, a range or all periods.

JOB COSTING cont.

14. **Invoice Register   { J – R – P – I }**
   The audit trail for all the Invoice transaction line types. It can be selected for the current, future, a range or all periods.

15. **Job Transaction Report   { J – R – P – T }**
   The audit trail for all transactions line types against a selected job/cost centre. It can be selected for the current, future, a range or all periods.

16. **End of Period Processing {J – S – E}**
   This process requires you to be in single user mode. To place the system into "Single User" press Tools Menu, Toggle Access Mode (CTRL+A). You will notice the MULTI change to SINGLE on the menu help bar at the bottom of the screen. To return to "Multi User" press CTRL+A again.
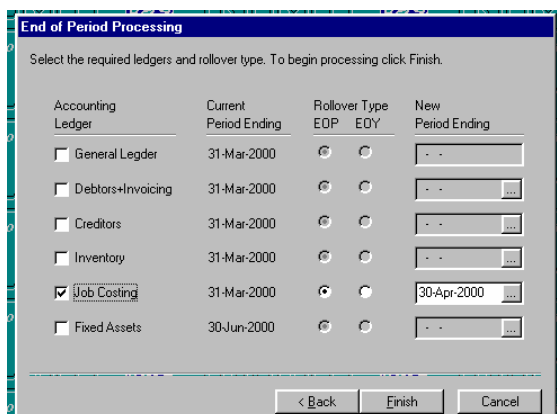
What happens during Month End?
Job Costing
The period todate (PTD) accumulators for job, cost centre, overheads, employees and employees by activity are cleared. While any future todate (FTD) and PTD amounts are reduced and increased up to the next financial period set respectively.

The budgets for the job, cost centre, overhead, and employee are rolled over where they exist. If the budget pointer has already reached period thirteen, then period one's budget is added to the accumulation and period two through twelve are shuffled down by one period. As long as period thirteen's budget does not exceed the total budget (jobs/cost centres) or year budget (employee/overhead), it is left or a remainder calculated.

The budget pointer is incremented until it reaches period thirteen. While the next period end date is set for the Costing Module.

Finally if the removal of transaction history is set, then each transaction is checked to see if it can be deleted.

BANK RECONCILIATION

After all bank statements are entered for the month via { G – B – S – B } and a reconciliation report printed via { G – B – S – R } showing that there is no discrepancy between the Bank Reconciliation and the General Ledger the following reports should be printed:-

1.   Payment Register { G - B - R - P }

Check this report thoroughly for any cheques that have not been entered into Triumph. The cheque numbers should be sequential. The only cheques not appearing in this report will be cancelled cheques. Confirm this before proceeding.
FORMAT
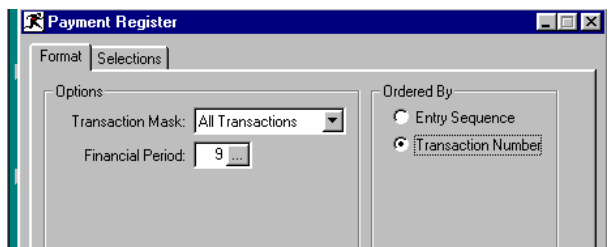
SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST unless you are printing this for more than one bank account. In which case you may wish to print these seperately.

2.   Transaction Register { G - B - R - T }

This report will show a full audit trail of debits to the bank account. All deposits will be expanded to show individual transaction details.
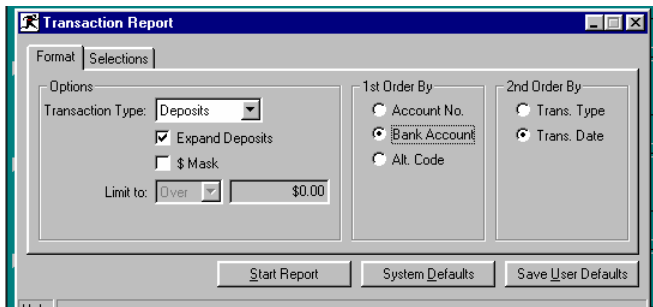FORMAT

SELECTIONS
Leave all boxes unticked to default all ranges from FIRST to LAST unless you are printing this for more than one bank account. In which case you may wish to print these seperately.

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

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, all bank statement transactions such as bank fees etc and any standing or accrual journals.

The following reports should be printed:-

1.   **General Ledger Trial Balance { G - R - B }**
      This is a list of all General Ledger accounts in numerical sequence. The balance of which must always equal zero. I.e. the debits minus the credits must equal zero.
      FORMAT
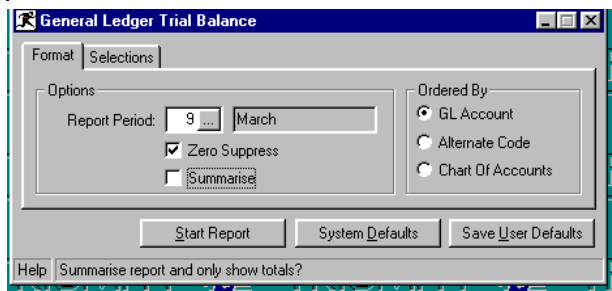
      SELECTIONS
      Leave box unticked to default range from FIRST to LAST.

2.   **Profit & Loss / Balance Sheet { G - R - P }**
      This Profit & Loss / Balance Sheet is based on the chart of accounts and is listed up to a given period. The Profit & Loss report lists the Revenue Accounts and Expense accounts and provides a final total which is the profit or loss. The Balance Sheet contains all of your Assets and Liabilities. (e.g. Stock on Hand, Bank Account, Trade Debtors and Creditors etc).

      Level of Detail can be used to suppress more detailed information in this report. The default level of 0 will provide all accounts regardless

      This report can be used as an indicator to the business' current financial standing however, it needs to be kept in mind that there may be 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.

GENERAL LEDGER cont.

FORMAT
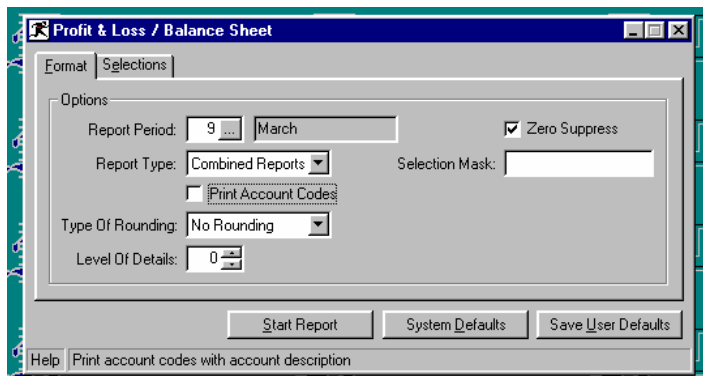
SELECTONS
Leave all boxes unticked to default all ranges from FIRST to LAST.

3   General Ledger Transaction Report { G - R - T }
Each General Ledger account contains all transactions that have been posted to it, for a specified number of months. This report may be used to locate particular transactions that have been posted directly into the General Ledger or have automatically been posted across from a sub-ledger. This report is also extremely useful for auditing purposes.

NOTE: This report may be very large especially if you are reporting on a number of periods on a high volume transaction system. It may be preferable to use this report on an ad hoc basis selecting the period and account code range as required.

4.   Budget Comparison Report   { G – R – C }
This report provides a comparison between the actual and budgeted figures and lists the variances for the current period and year to date, for all of the accounts in the chart.

5.   Period Comparison Report   { G – R – S }
This report lists the actual or budget figures for each account for a selected period range.

6.   End of Period Processing { G - S - E }
This process requires you to be in single user mode. To place the system into "Single User" press Tools Menu, Toggle Access Mode (CTRL+A). You will notice the MULTI change to SINGLE on the menu help bar at the bottom of the screen. To return to "Multi User" press CTRL+A again.

What happens during Month End?
General Ledger

"Posting Pointers" keep control of where transactions from subsidiary ledgers can be posted. This flag is referenced during the End of Period Processing option to determine whether or not the accounts are to be rolled over in a full manner or if the pointers only are simply to be moved forward. If selected, only the posting pointers are moved, without carrying out a true end of period rollover. If blank, a normal end of period rollover is carried out, closing off the period just passed.

You may keep the General Ledger financial periods "OPEN" for the full year, by not running this End of Period Processing or by selecting the "Rollover Pointers Only" flag within the General Ledger control file. An "OPEN" period means that you can post transactions to that period, so that if you leave the full year open you can post transactions to those periods. e.g. You may require your General Ledger processing period to be June and continue processing General Ledger and subsidiary ledger accounts for the following months. If you don't carry out a General Ledger End of Period Processing, you can still post transactions into June, to enable you to finalise the end of year accounts.

If you choose to use the "OPEN" method, then any standing journals must be posted as <M>anual journals within the Standing Journal option or as <P>eriod journals via the Post Standing Journals option within the Special Processing menu.
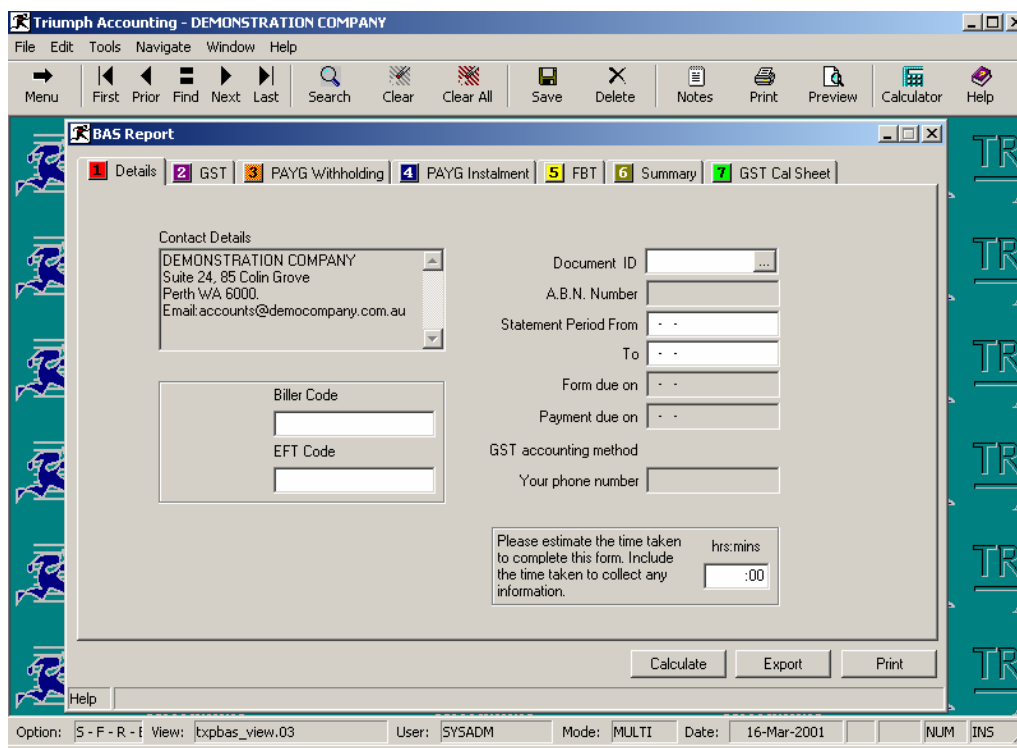
BUSINESS ACTIVITY STATEMENT

When you complete your first Business activity Statement using Triumph Accounting we recommend that you do this with on site assistance from your Triumph consultant. This will enable all data to be checked as well as providing a check that all transactions are being entered correctly into Triumph during the period. You may complete your BAS either monthly or quarterly.

1.   **Debtors Tax Register { S – F – R – T }**
        This report should already have been printed during the Debtors End of Month procedure (refer page 6). If changes have been made however, you may wish to re-run this report. It is important to confirm that this report balances back to your GST Collected account in the General Ledger.

2.   **Creditors Tax Register { S – F – R – T }**
        This report should already have been printed during the Creditors End of Month procedure (refer page 16). If changes have been made however, you may wish to re-run this report. It is important to confirm that this report balances back to your GST Claimed account in the General Ledger.

3.   **BAS Report { S – F – R – B }**
        This report should have been configured to calculate the correct information into the correct fields already. You will need to complete the Document ID fields, Period dates and time taken to complete the form on the first screen.
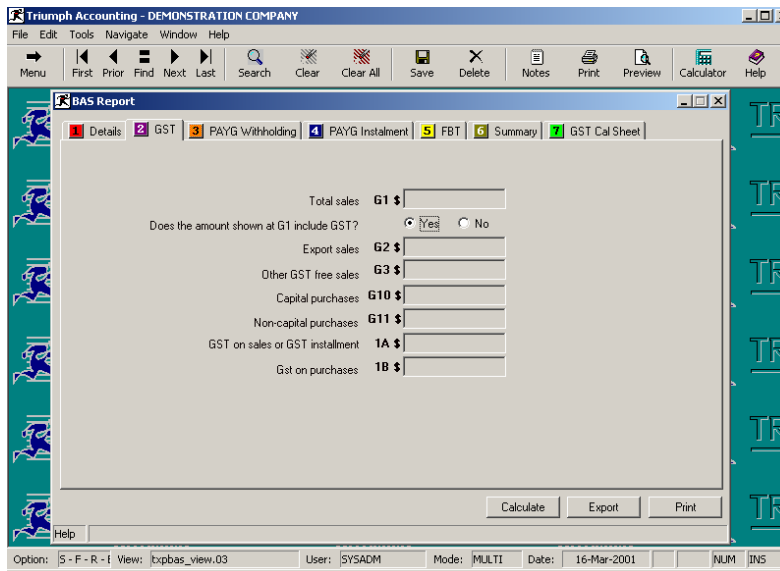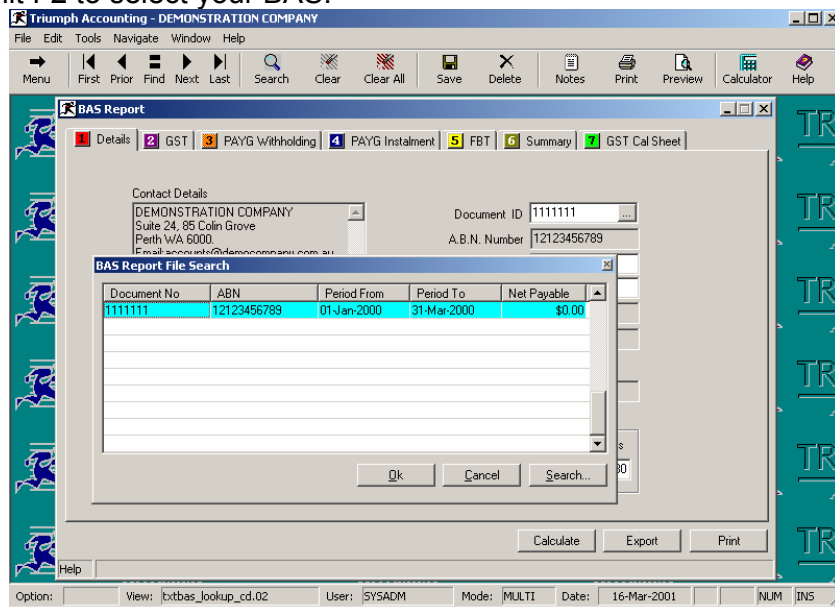
Once you have completed this first screen you will be taken to the second screen. You must now [SAVE] your BAS set up by choosing the <S>ave option as seen above. This will take you back to the front screen of your BAS at the BAS ID field.

Now that you have created your BAS you will be able to use the F4 (search key) at the BAS ID field hit F2 to select your BAS.

Page down to the "Totals" page of your BAS press your F2 key to access your options and select <C>alculate. This will calculate and display the $ values for your BAS statement based on the "formula" behind each field. $ values shown should match your reconciled tax register.

BUSINESS ACTIVITY STATEMENT cont.

Now F2 to once again access your options and <S>ave.

Should you need to manually edit any of the $ values for G1 to G20 or from the Amounts Withheld, Income Tax or FBT pages you can overtype the calculated value with the correct value. *Your ONLY option after this MUST be <S>ave*

<C>alculate will remove your manually edited values and revert to the "formula" generated values.

To print your BAS report select the <P>rint option from with the Process Selection screens (F2).

IMPORTANT NOTE FOR THOSE REPORTING GST ON A "CASH" BASIS

Once you have <C>alculated your BAS you *MUST* reprint your tax register reports for both sales and purchases this time selecting your BAS statement.
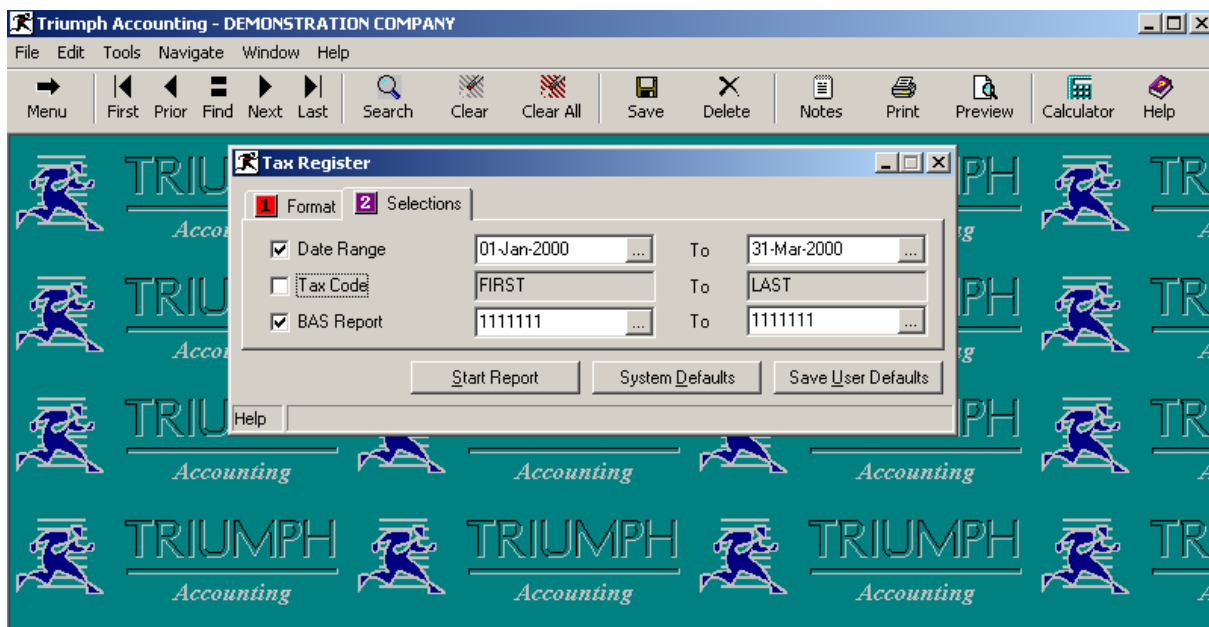
This will produce your tax register to reconcile to the $ values shown on your BAS statement

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