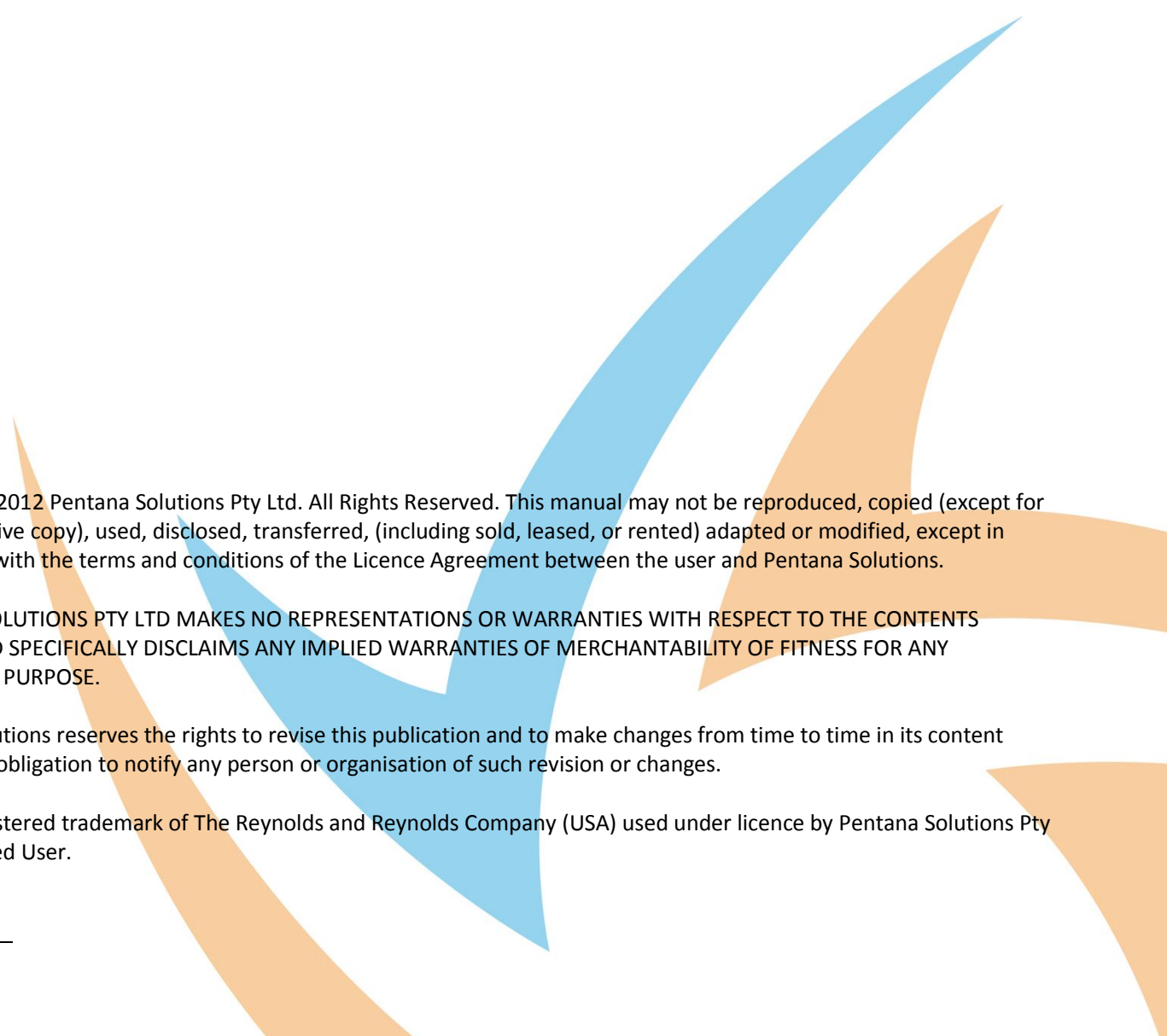




V9 Release Accounting Manual



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ERAnet – Inactive Vendors removed from lookup.

Enhancement

Overview

To save the user time when searching for Vendors when raising Purchase Orders or Sublets, we have removed all inactive Vendors from the search lookup.

Why

This was done as part of the RFD process – Request for Development Changes.

Screens



- Sublet Purchase Order
- 6973 – Purchase Order Creation/Maint
- 3653 - Sublet Purchase Orders

The Process

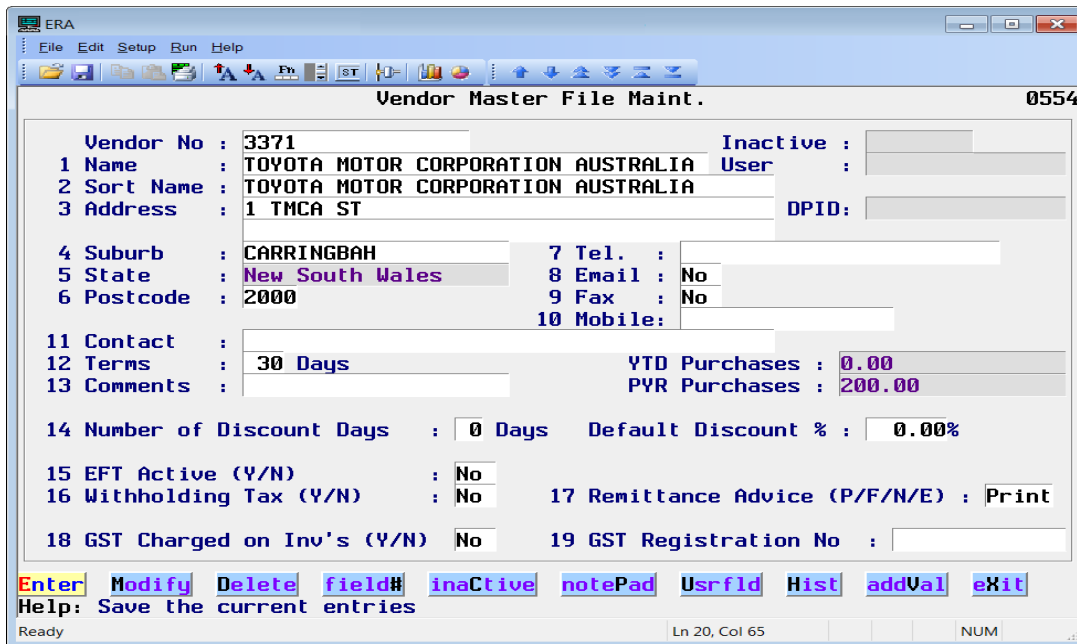
Select **0554 - Vendor Master File Maint.** And the following screen will be displayed:

Vendor Master File Maint. 0554

Vendor No : Inactive :
1 Name : User :
2 Sort Name :
3 Address : DPID:
4 Suburb : 7 Tel. :
5 State : 8 Email :
6 Postcode : 9 Fax :
10 Mobile:
11 Contact :
12 Terms : Days YTD Purchases :
13 Comments : PYR Purchases :
14 Number of Discount Days : 0 Days Default Discount % : 0.00%
15 EFT Active (Y/N) :
16 Withholding Tax (Y/N) : 17 Remittance Advice (P/F/N/E) :
18 GST Charged on Inv's (Y/N) 19 GST Registration No :
Help: Enter vendor number or part of vendor name
Ready Ln 2, Col 17 NUM

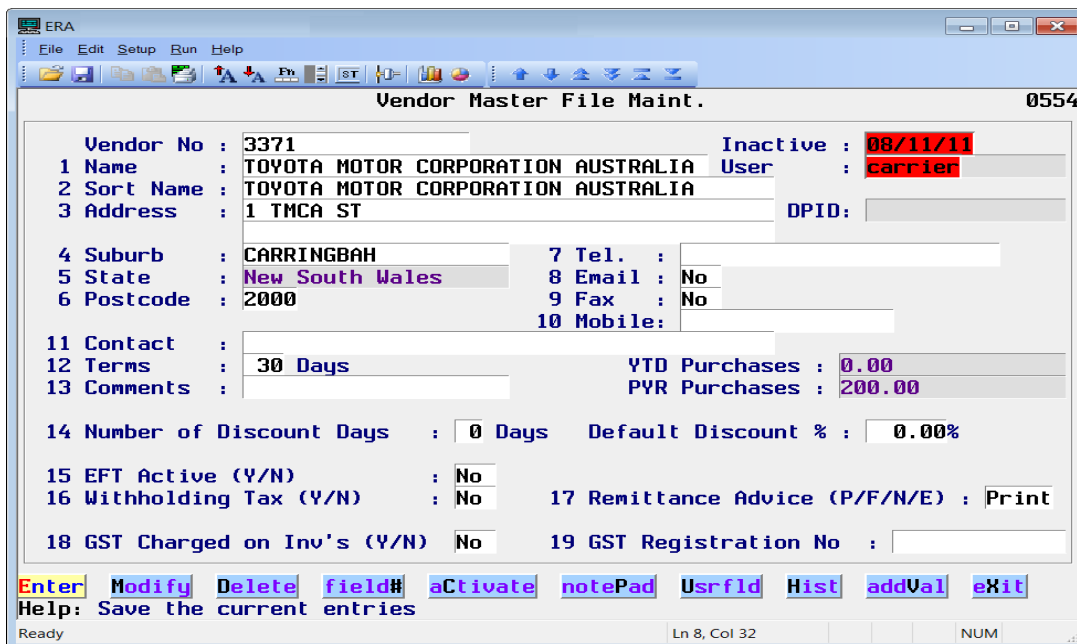
As per normal functionality enter a vendor name or number.

ERAnet V9



To make a vendor inactive you must select *inaCtive* from the command line.

Note: Once the vendor is flagged inactive the Vendor will no longer appear for selection in the lookup fields of 6973, 3653 or ERAnet Sublets. The vendor will still however appear in 0554 when doing a name search.



Benefits

When a Vendor is flagged as inactive in 0554 they will no longer appear in the lookup display when creating purchase orders or sublets, this will save time for the user when searching for valid Vendors.

0052 – RO Warning message when processing Deals

Enhancement

Overview

If an R/O is invoiced/closed on the same day that the deal is being processed then the warning message showing any Open R/O's does not appear. We have therefore added a function to warn the user if an R/O has been invoiced/closed but not updated into accounting a warning message will display. **"R/O Closed but not posted"**

Why

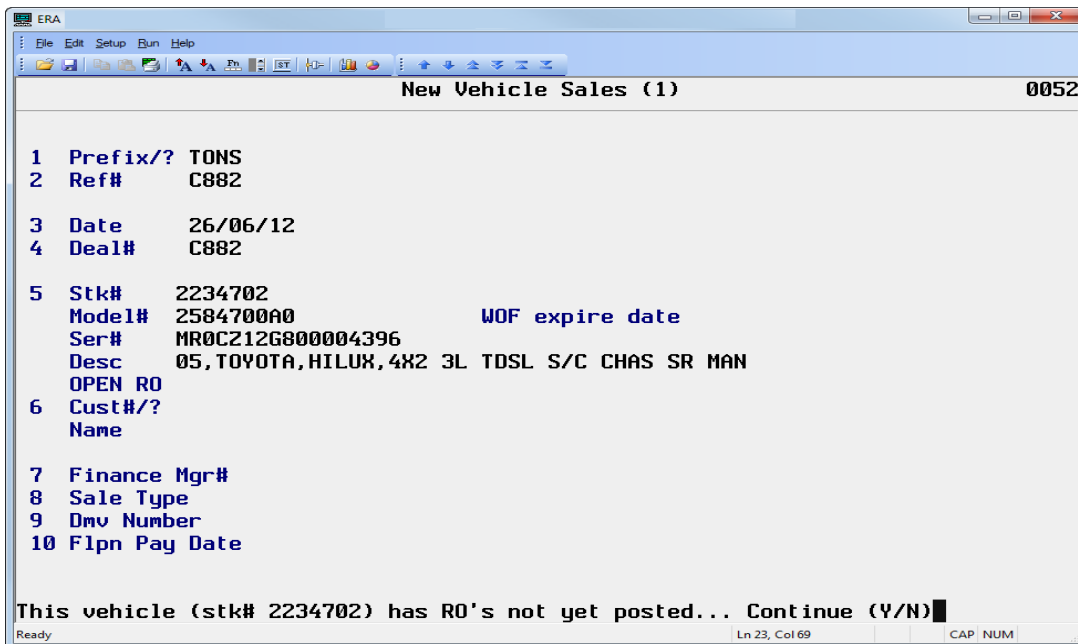
This will alert the user to outstanding costs for the vehicle and ensure that all costs are on the vehicle prior to the deal being processed.

Screens

0052 – New Vehicle Sales
0054 – Used Vehicle Sales

The Process

If a stock item has R/O's that have been closed on the same day that the deal is being processed, but have not yet been updated into Accounting the following message will appear in 0052/0054 when processing the deal.



The user can then continue by answering "Y" or select "N" to return to the **Prefix/?** Prompt.

Benefits

This will ensure all costs are applied to the vehicle prior to processing the Deal.

0062 – BAS Reporting

Enhancement

Overview

Accounts department are now able to attach a tax code to each line item for GST or NON GST payments where applicable and flow through to a new BAS reporting facility. If the cheque is flagged as **taxable** the tax file will be updated with the transaction and the taxable and non-taxable amounts will be determined by the new tax codes attached to each line. The Accounts Payable or Accounts Receivable accounts cannot be entered on the detail lines on a non-taxable transaction (existing functionality). If the cheque is flagged as **non-taxable** the transaction will still appear on the tax file as non-taxable.

Why

The change was made as a General Product Enhancement for all Users.

Screens

- 0826 – Bank Codes File Maintenance
- 0895 – Tax Setup Maintenance
- 0062 – Cash Disbursements
- 6913 – Report Writer

The Setup

0826 – Bank Codes File Maintenance – To enable access to tax codes in 0062 the user must ensure that line 18 **0062 Tax:** is set to YES.

ERA
File Edit Setup Run Help
Bank Codes File Maintenance 0826

Bank Code : CHQ

1 Bank Name : COMMONWEALTH BANK 2 BSB Number : 000-000
3 Bank Address : COMMONWEALTH BANK
4 Suburb : MELBOURNE
5 State : Victoria 6 Postcode : 3000

7 Contact Name :
8 Business Phone : 9 Home Phone :
10 Bank Account Number : 120
11 Finance Reserve Account : 107A Unpresented Cheques
12 Cash Account : 107A Unpresented Cheques
Petty Cash Account (Y/N): No
13 Cheque Account : 107A Unpresented Cheques
14 Next Deposit Number : 16 Next Deposit Pfx :
15 Is this an EFT Bank Code (Y/N) : No 16 A.C.N. : 000 000 000
17 Is this a cash-in-bank operating account (Y/N) : No 18 0062 Tax : Yes
19 Is this a Cash Management EFT bankcode (Y/N) :

Command: Enter Modify Delete field# eXit
Help: Save the current entries
Ready Ln 2, Col 29 CAP NUM

Accounting Manual

0895 – Tax Setup Maintenance – Must have a tax code set up in line 3, this will be the default tax code Used when you enter in your payment.

Tax Setup Maintenance 0895

Store Number : STORE320 S320

1. Country Code : AUS Australia

2. Tax Name : GST Goods & Services Tax

3. Tax Code to use for GST : 1 10% GST E/Date : 01/06/11

4. Tax Office ID Number : 562-12568-1256

5. Luxury Car Tax Threshold : 52,241.82

6. Luxury Car Tax Code : 6 LCT 33%

7. Notional Input Tax Credits : DEEMED Yes

Excl Tax from Allowance : Yes

8. Include CTP in LCT Calcs : No

9. Tax Exempt Expiry Date : Yes

10. Tax claim types : Y N F 0

11. Tax Desc to print on Invoices : GST

12. Government Invoices Used : No

13. Currency Format : 2 14. Tax Reporting : Yes

15. Philippines Tax Requirements : No

16. Low Consumption LCT Tax Threshold: 68,181.82

Command: Enter Modify Delete field# Copy Subscreens eXit
 Help: Save the current entries

The Process

When **0062 GST Payment** is set to 'Y' the user can choose to enter the amounts on the lines as either GST Inclusive or Exclusive. As the user inputs the detail lines in 0062 the tax code for each line will also display in the **Tax** detail screen, this tax code will default to the tax code setup in 0895 line 3.

Cash Disbursements (6) 0062

PO#/?/F#/F? Bank Code CHQ Unpresented Cheques

Date 30/04/12 Vendor# 3371

Name TOYOTA MOTOR CORPORATION AUSTRALIA GST Invoice(Y/N/F/0) Y

Address 1 TMCA ST Lines Incl GST (Y/N) N

Suburb&State CARRINGBAH NSW GST Account 200

Postcode 2000 Phone GST % 10.000%

Cheque# Amount 100.00 GST Amt 20.00

Account#: 107A Balance -120.00

| Line | Account | Amount.... | Control#..... | Description..... | Memo |
|------|---------|------------|---------------|--------------------------|------|
| 1 | 130 | 100.00 | 123 | TOYOTA MOTOR CORPORATION | |
| 2 | 130 | 100.00 | 123 | TOYOTA MOTOR CORPORATION | |

Page 1

(A=Add)(Line#)(D=Delete)(P#=Page#)(CH=Chg Top)(T=Tax Detail)(E=Enter)

Select 'T'=Tax Detail from the command line to view a new display field **T/C** which will show the tax component of the payment and the tax code assigned to each line item

ERAnet V9

ERA
File Edit Setup Run Help

Cash Disbursements (6) 0062

PO#/?/F#/F? Bank Code CHQ Unpresented Cheques
 Date 30/04/12 Vendor# 3371
 Name TOYOTA MOTOR CORPORATION AUSTRALIA GST Invoice(Y/N/F/0) Y
 Address 1 TMCA ST Lines Incl GST (Y/N) N
 Suburb&State CARRINGBAH NSW GST Account 200
 Postcode 2000 Phone GST % 10.000%
 Cheque# Amount 100.00 GST Amt 20.00
 Account#: 107A Balance -120.00

| Line | Account | GST Excl | Amt | GST | GST Incl | Amt | Control# | T/C |
|------|---------|----------|--------|-------|----------|-----|----------|-----|
| 1 | 130 | | 100.00 | 10.00 | 110.00 | 123 | | 2 |
| 2 | 130 | | 100.00 | 10.00 | 110.00 | 123 | | 2 |

(line#) (E=Enter) Deal1

Ready Ln 22, Col 16 CAP NUM

Select the **(line#)** from the command line and the user can now make individual line items Tax Exclusive by changing the **T/C** = Tax Code for the appropriate line or lines. When a different tax code is entered against a line, the **GST** inclusive amounts will be recalculated for the line using the tax percentage associated with the new tax code entered. The total GST and the outstanding balance to be allocated will also be recalculated and displayed, with both values being written and stored on the record for reporting purposes.

When the necessary adjustments to each line item have been completed select **E=Enter** from the command line to return to the front screen. If your document does not balance due to changes made to the tax values then select **Ch=ChgTop** from the command line and enter through to the 'Amount' field and re-input the appropriate value to balance the document

If the cheque is flagged as **taxable** and the Accounts Payable or Accounts Receivable account is entered on the detail line the transaction will not update to the taxfile and a message will appear prompting the user to continue.

ERA
File Edit Setup Run Help

Cash Disbursements (6) 0062

PO#/?/F#/F? Bank Code CHQ Unpresented Cheques
 Date 30/04/12 Vendor# 3371
 Name TOYOTA MOTOR CORPORATION AUSTRALIA GST Invoice(Y/N/F/0) Y
 Address 1 TMCA ST Lines Incl GST (Y/N) N
 Suburb&State CARRINGBAH NSW GST Account 200
 Postcode 2000 Phone GST % 10.000%
 Cheque# Amount 100.00 GST Amt 10.00
 Account#: 107A Balance -10.00

| Line | Account | Amount | Control# | Description | Memo |
|------|---------|--------|----------|--------------------------|------|
| 1 | 120 | 100.00 | 123 | TOYOTA MOTOR CORPORATION | |

Page 1

Allocation to AP/AR accounts cannot be a tax invoice. Continue (Y/N)

Ready Ln 23, Col 70 CAP NUM

When a Purchase Order is used to input the Payment the same process is used to adjust the tax codes for each line item.

6913- Report Writer can be used to create reports showing the Payments with Tax Inclusive and Tax Exclusive values using the **CDJOURNAL** file.

Benefits

This will allow the user to make Taxable and Non-Taxable payments without having to print separate cheques or make separate EFT payments.

0062 – Use Postal Address for Customer Cheques

Enhancement

Overview

When raising a cheque in 0062 - Cash Disbursements for a customer the system will now print the Postal Address on the Cheque.

Why

This change was made as a Request for Development (RFD) to enhance the existing functionality.

Screens

0062 – Cash Disbursements Entity Master

0556 – Entity Master

The Setup

Select **0556 – Entity Master** Enter the customer number in the Entity ID fields and the following screen will be displayed:

The screenshot shows the ERA Entity Master screen for customer 0556. The screen is titled "Entity Master" and "0556". It contains the following fields:

| | | |
|----------------------------|-----------------------|-----------------------------|
| Entity ID | : 5000 | Garlock Pty Ltd |
| 1. Business | : Garlock Pty Ltd | Entity Type : CP |
| 2. First Name | : | Customer Type : SXXXXXX |
| 3. Middle Name | : | 5. Preferred : |
| 4. Last Name | : | 6. Sort Name : Garlock |
| Residential Address | | Contact Details |
| 7. Street Add1 | : 10 Wills Street | 19. Contact Type : Business |
| 8. Street Add2 | : | 20. Salutation : Doctor |
| 9. Suburb | : Arncliffe | 21. Title : |
| 10. Postal Code | : 2205 DPIID | 22. Attention : |
| 11. State | : NSW New South Wales | 23. Privacy Cde : AC |
| 12. Country | : | |
| Phone | | Email |
| 13. Residential | : (03) 9851 2445 U | 24. : |
| 14. Business | : (03) 9845 1226 U | 25. : |
| 15. Facsimile | : (03) 9854 1225 U | |
| 16. Mobile | : (0412) 548 799 U | 26. A.C.N : |
| 17. Pager | : | 27. A.B.R.N : |
| 18. Other | : | 28. P.P.S.R : |

At the bottom of the screen, there is a legend: Ent Mod field# postal Analysis Customer Prospect Del addrV exit. Below the legend, it says "Help: Save the current entries".

Accounting Manual

At the command line select **L** for **postal** to display the postal details and the following screen will be displayed:

The screenshot shows the ERA Entity Master screen for entity 5000, Garlock Pty Ltd. The screen is divided into several sections:

- Entity ID:** 5000
- Business:** Garlock Pty Ltd
- First Name:** (empty)
- Middle Name:** (empty)
- Last Name:** (empty)
- Postal Address:**
 - Street Add1: PO BOX 1
 - Street Add2: (empty)
 - Suburb: ARNCLIFFE
 - Postal Code: 2205 DPID: 67972872
 - State: NSW New South Wales
 - Country: (empty)
- Phone:**
 - Residential: (03) 9851 2445
 - Business: (03) 9845 1226
 - Facsimile: (03) 9854 1225
 - Mobile: (0412) 548 799
 - Pager: (empty)
 - Other: (empty)
- Contact Details:**
 - Contact Type: Business
 - Salutation: Doctor
 - Title: (empty)
 - Attention: (empty)
 - Privacy Cde: AC
- Email:**
 - Garlock@hotmail.com
 - Garlock.Pty@pentanasolutions.
- A.C.N:** (empty)
- A.B.R.N:** (empty)
- P.P.S.R:** (empty)

At the bottom, there are navigation buttons: Ent, Mod, field#, resdntL, Analysis, Customer, Prospect, Del, addrV, eXit. A help message reads: "Help: Save the current entries".

The customer postal address if used will display on the customer cheque. Then select **Ent** for **Enter** to save the record at the command line.

The Process

Select **0062 – Cash Disbursements Entity Master** then raise a cheque as per existing functionality for a customer by entering a **customer number** at **Vendor#** field prefixed by “**C**” and the following screen will be displayed:

The screenshot shows the ERA Cash Disbursements (6) screen. The header displays "Cash Disbursements (6)" and "0062".

Fields displayed include:

- PO#/?/F#/?/?** (empty)
- Bank Code**: CHQ
- Unpresented Cheques**: C5000
- Date**: 07/10/11
- Vendor#**: (empty)
- Name**: (empty)
- Address**: (empty)
- Suburb&State**: (empty)
- Postcode**: (empty)
- Phone**: (empty)
- GST Amt**: (empty)
- Cheque#**: (empty)
- Amount**: (empty)
- Balance**: (empty)

A table with the following columns is shown:

| Line | Account | Amount.... | Control#..... | Description..... | Memo |
|------|---------|------------|---------------|------------------|------|
| | | | | | |

At the bottom right, it says "Page 1". At the bottom left, a prompt reads: "Enter V/C followed by vendor/customer number".

ERAnet V9

Once the required information has been entered the following screen will be displayed:

The screenshot shows a software window titled 'ERA' with a menu bar (File, Edit, Setup, Run, NoteBook, Help) and a toolbar. The main window displays 'Cash Disbursements (6)' with a reference number '0062'. The data is organized into several sections:

- PO#/?/ F#/F?**: PO#/?/ F#/F?
- Date**: 07/10/11
- Name**: Garlock Pty Ltd
- Address**: 10 Wills Street
- Suburb&State**: Arncliffe NSW
- Postcode**: 2205
- Cheque#**: 799
- Bank Code**: CHQ
- Vendor#**: 5000
- Unpresented Cheques**: 5000
- Phone**: (03)9845-1226
- Account#**: 107A
- Control#**:
- GST Invoice(Y/N/F/0)**: N
- GST Amt**: 0.00
- Amount**: 500.00
- Balance**: 0.00

| Line | Account | Amount.... | Description..... | Memo |
|------|---------|------------|------------------|------|
| 1 | 100 | 500.00 | Garlock Pty Ltd | |

At the bottom of the screen, it says 'On line update (Y/N) y' and 'Page 1'.

Note: The address that appears during this procedure will be the residential/business address as per **0556 – Entity Master**. When the cheque is printed the address set up in postal will be printed on the cheque

At the command line select **Y** for **On line update** to produce the cheque. Then print this cheque via **0416 - Print Direct Cheques**.

Benefits

The dealer has ability to allow the user to mail out cheques using window faced envelopes.

0068 – BAS Reporting

Enhancement

Overview

Accounts department are now able to enter in their purchases showing each line item as tax inclusive or exclusive allowing the information update the GST accounts where applicable and flow through to a new BAS reporting facility.

Why

This change was made as a General Product Enhancement for all Users.

Screens

- 0895 – Tax Setup Maintenance
- 0898 – Gen. A/C Lookup File Maint.
- 0068 – General Purchases (9)
- 6913 – Report Writer

The Setup

0895 Tax Setup Maintenance - Must have a tax code set up in line 3, this will be the default tax code used when you enter in a tax invoice in 0068:

The screenshot shows the 'Tax Setup Maintenance' window (0895) with the following data:

| | | | |
|--|---|----------------|---------------------------|
| Store Number | : | STORE320 | S320 |
| 1. Country Code | : | AUS | Australia |
| 2. Tax Name | : | GST | Goods & Services Tax |
| 3. Tax Code to use for GST | : | 1 | 10% GST E/Date : 01/06/11 |
| 4. Tax Office ID Number | : | 562-12568-1256 | |
| 5. Luxury Car Tax Threshold | : | 52,241.82 | |
| 6. Luxury Car Tax Code | : | 6 | LCT 33% |
| 7. Notional Input Tax Credits | : | DEEMED | Yes |
| Excl Tax from Allowance | : | Yes | |
| 8. Include CTP in LCT Calcs | : | No | |
| 9. Tax Exempt Expiry Date | : | Yes | |
| 10. Tax claim types | : | Y | N F 0 |
| 11. Tax Desc to print on Invoices | : | GST | |
| 12. Government Invoices Used | : | No | |
| 13. Currency Format | : | 2 | 14. Tax Reporting : Yes |
| 15. Philippines Tax Requirements | : | No | |
| 16. Low Consumption LCT Tax Threshold: | : | 68,181.82 | |

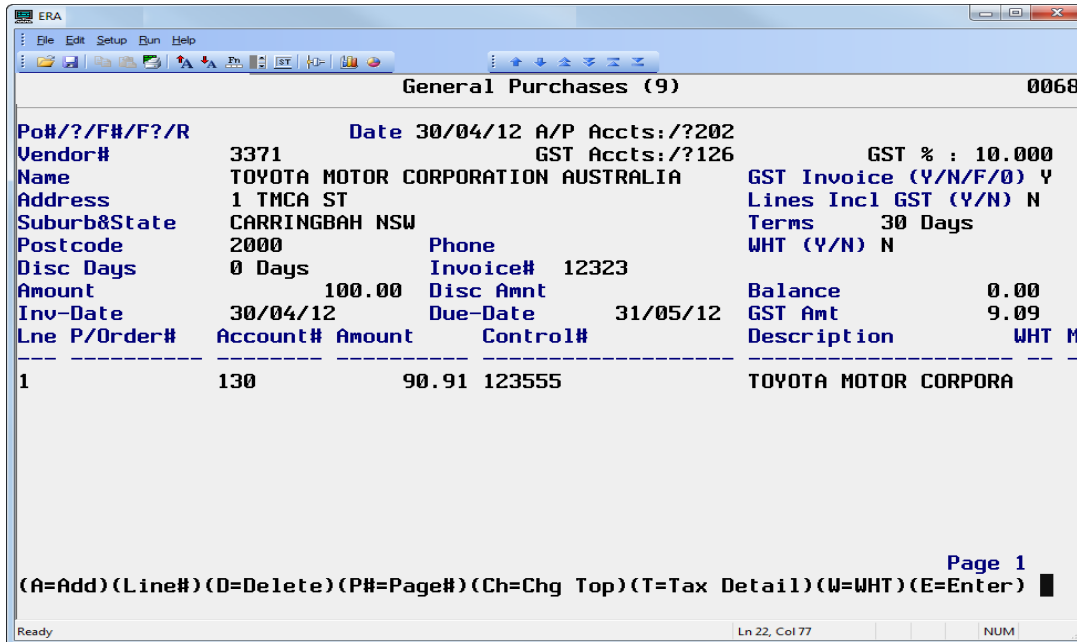
Command: Enter Modify Delete field# Copy Subscreens exit
Help: Save the current entries

If you want your entries to write to the Taxfile and use the BAS reporting facility then the user must ensure that question 14 **Tax Reporting** is set to **YES**

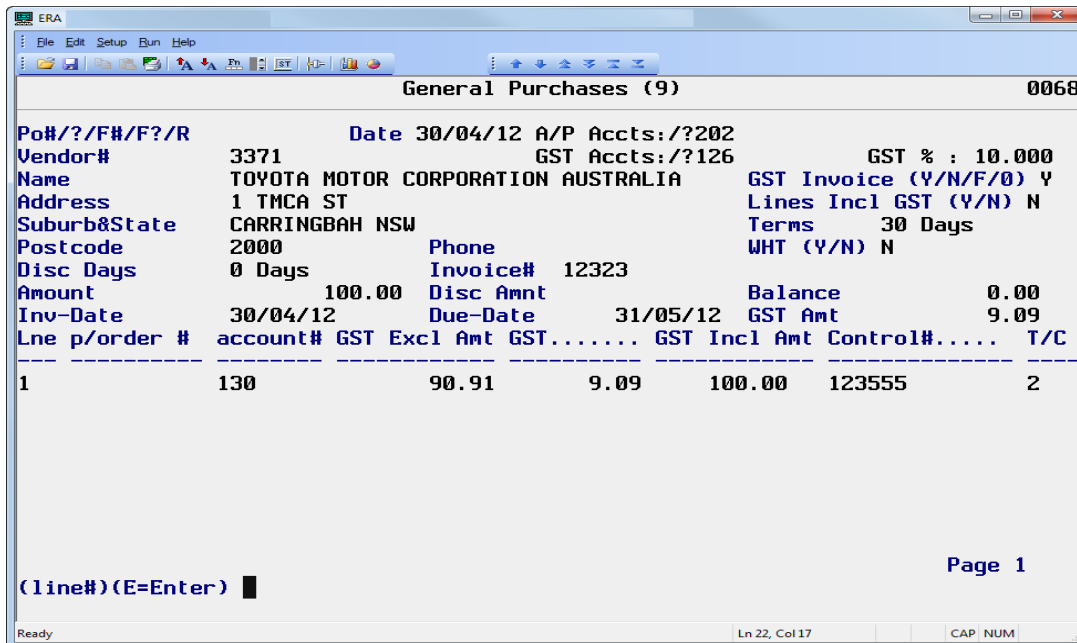
ERAnet V9

The Process

When **0068 GST Invoice is set to 'Y'** the user can choose to enter the amounts on the lines as either GST Inclusive or Exclusive. As the user inputs the detail lines in 0068 the tax code for each line will also display in the **'Tax** detail screen, this tax code will default to the tax code setup in 0895 line 3.



Select **'T'=Tax Detail** from the command line to view a new display field **T/C** which will show the tax component of the invoice and the tax code assigned to each line item.



Accounting Manual

Select the **(line#)** from the command line and the user can now make individual line items Tax Exclusive by changing the **T/C=Tax code** for the appropriate line or lines. When a different tax code is entered against a line, the GST inclusive amounts will be recalculated for the line using the tax percentage associated with the new tax code entered. The total GST and the outstanding balance to be allocated will also be recalculated and displayed, with both values being written and stored on the record for reporting purposes.

ERA
General Purchases (9) 0068

Po#/?/ F#/?/ R Date 30/04/12 A/P Accts:/?202
Vendor# 3371 GST Accts:/?126 GST % : 10.000
Name TOYOTA MOTOR CORPORATION AUSTRALIA GST Invoice (Y/N/F/0) Y
Address 1 TMCA ST Lines Incl GST (Y/N) N
Suburb&State CARRINGBAH NSW Terms 30 Days
Postcode 2000 Phone WHT (Y/N) N
Disc Days 0 Days Invoice# 12323
Amount 100.00 Disc Amnt Balance 0.00
Inv-Date 30/04/12 Due-Date 31/05/12 GST Amt 9.09
Lne p/order # account# GST Excl Amt GST..... GST Incl Amt Control#..... T/C

| Lne | p/order # | account# | GST | Excl Amt | GST..... | GST Incl Amt | Control#..... | T/C |
|-----|-----------|----------|-----|----------|----------|--------------|---------------|-----|
| 1 | | 130 | | 90.91 | 9.09 | 100.00 | 123555 | 2 |

(line#)(E=Enter) █ Page 1

Ready Ln 22, Col 17 CAP NUM

When the necessary adjustments to each line item have been completed select **E=Enter** from the command line to return to the front screen. If your document does not balance due to changes made to the tax values then select **Ch=ChgTop** from the command line and enter through to the 'Amount' field and re-input the appropriate value to balance the document.

The GST value can no longer be changed in the top section of the screen as it is calculated by each line item entered. If the value outstanding is due to rounding then you will still be able to **E=Enter** the document if the amount is below the rounding value setup in 0898.

You need to ensure a **Maximum GST Rounding Amount** is input on line 8 of 0898 and the relevant account number that you want this value to go to is input in the **GST Rdg Ac** field.

ERA
Gen. A/C Lookup File Maint. 0898

1. Budget Start Period : 0792
2. DOC Forecast Ytd Start Month : 07 July
3. General Vendor Number : 9999
4. Dealer Trades A/R Account : 112 VEHICLE DEBTORS - WH
5. Disc Days Method (0/1) : 0
6. Base Clearing Account : N/A
7. Base Customer Charge Account : N/A
8. Maximum GST Rounding Amount : 1.00
9. A/P Accounts

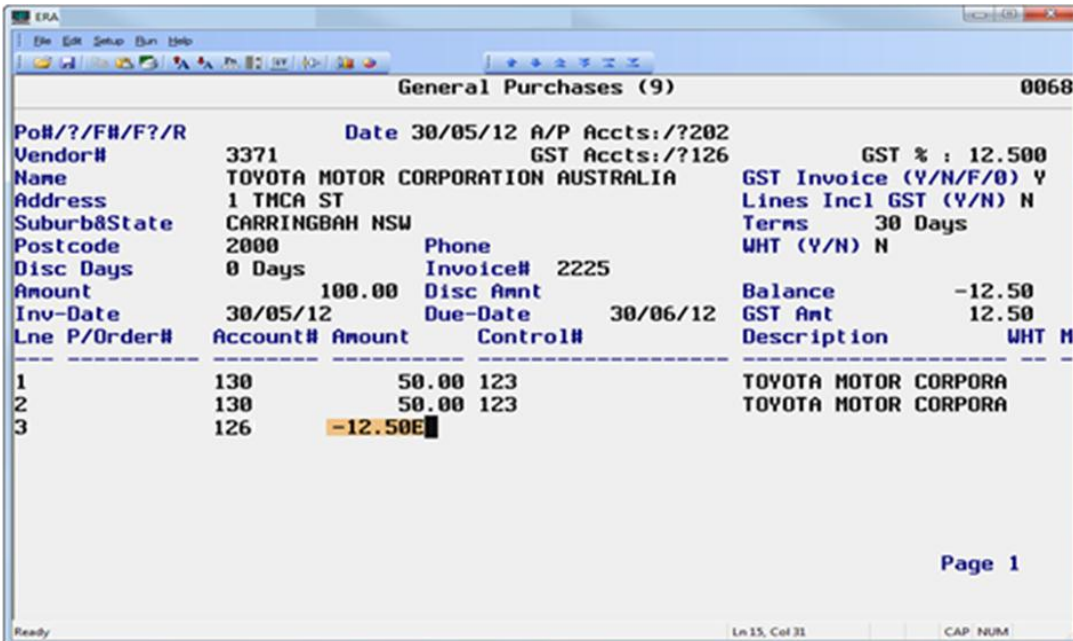
| Trade Acct | Disc Acct | WHT Acct | GST Acct | GST Rdg Ac | GST Code |
|------------|-----------|----------|----------|------------|--------------|
| 202 | 200 | 206 | 126 | 205 | 2 TAX RATE % |

Command: Enter Modify field# Wht eXit
Help: Save the current entries 1 / 1

Ready Ln 22, Col 0 NUM

ERAnet V9

If the GST outstanding value is not due to rounding, but by the way the invoice has been input then you will have to clear this value by adding a line to the body of the invoice. By posting to the GST General Ledger Account number and inputting the value using "E" so the entry is exclusive of tax the amount will clear from the top section of the screen and not generate further GST on the line entry.



This will then clear the GST amount to 0.00 or place the value below the rounding amount set up in 0898 and allow the user to enter the entry.

When a Purchase Order is used to input the Invoice, the same process is used to adjust the tax codes for each line item.

6913-Report Writer can be used to create reports showing the Invoices with Tax Inclusive and Tax Exclusive values using the **APJOURNAL** file.

Benefits

This will allow the user to input the one invoice for Tax Inclusive and Tax Exclusive items, which will then flow through to their Tax Report and BAS Statement.

0069 – Sales Commission Option

Enhancement

Overview

We have added the Sales Commission Option to Wholesale Deals so that commissions for salesman can be entered at the time of processing the deals.

Why

This was done as part of the RFD process – Request for Development Changes.

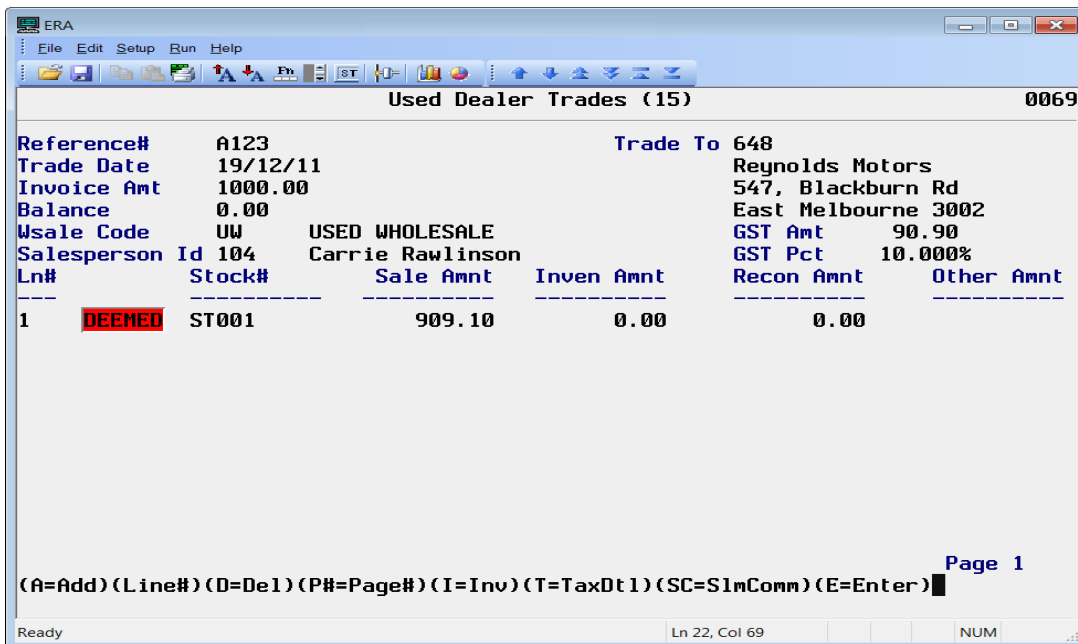
Screens

0069 – Used Dealer Trades

0432 – Monthly Sales Commission Report

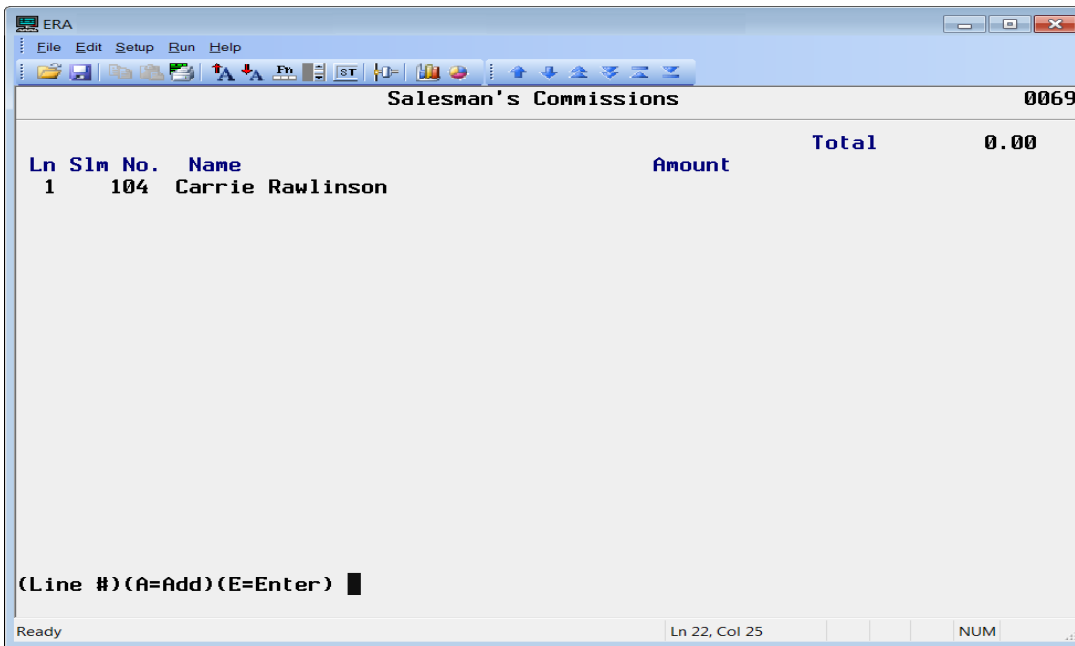
The Changes

Select **0069 – Used Dealer Trades** & Input the Used Dealer Trade information as per current functionality. Once completed a new option **SC=SlmComm** is now available on the command line.

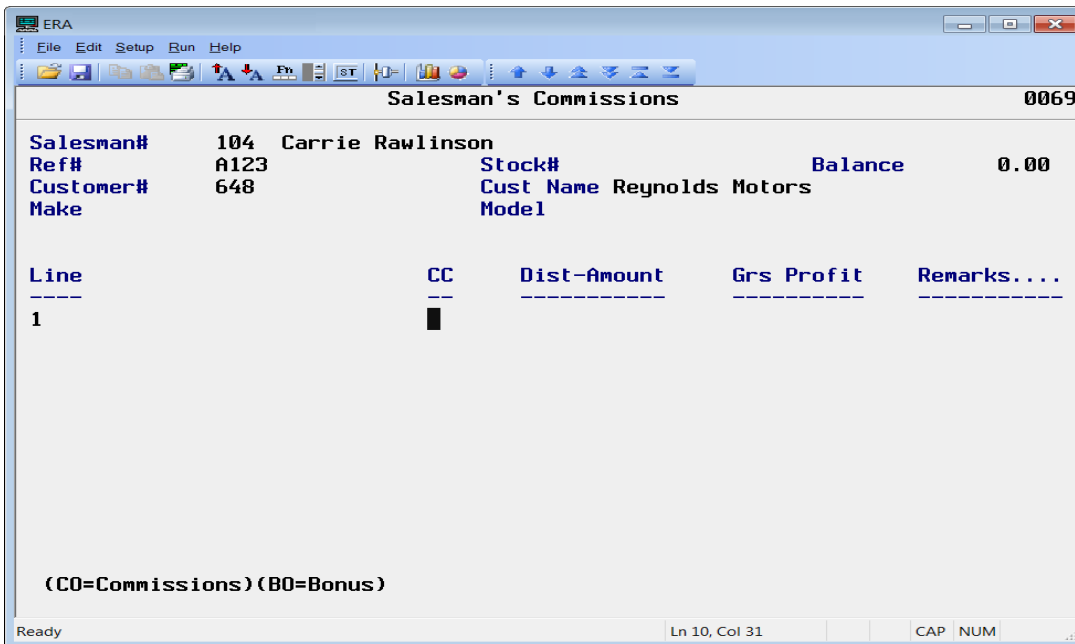


ERAnet V9

Select **SC=SlmComm** from the command line and the following screen will appear.



Select **line 1** to add the CO=Commissions or BO=Bonus for the required salesman, or if you require to add any additional salesman select **A=Add**



Accounting Manual

Once entered Select **E=Enter** to return to the front screen, or **A=Add** to add further information

The screenshot shows a software window titled "ERA" with a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main window displays "Salesman's Commissions" with page number "0069".

Fields displayed:

- Salesman# 104 Carrie Rawlinson
- Ref# A123 Stock# Balance -50.00
- Customer# 648 Cust Name Reynolds Motors
- Make Model

| Line | CC | Dist-Amount | Grs Profit | Remarks... |
|------|----|-------------|------------|------------|
| 1 | co | 50.00 | 0.00 | |

At the bottom, there is a control bar with the text: (A=Add) (Line#) (D=Delete) (Pn=Page#) (E=Enter) and a cursor. The status bar at the bottom left says "Ready" and the bottom right shows "Ln 22, Col 46" and "NUM".

All relevant information will now appear on the **0432 – Monthly Sales Commission Report**. If your Wholesale Deal contains multiple vehicles, only the details of the first vehicle input will display on the report with the Salesman's total commission under the Comm. Amt. column.

0071 – Allow 0071 to post to Temp Closed months.

Enhancement

Overview

The system has been changed to allow the user to post their Standard Entries (0071) without having to remove the temporary lock (0704) from the month prior to posting.

Why

This was done as part of the RFD process – Request for Development Changes.

Screens

0998 – Accounting Controls Setup.

The Setup

Select **0998 – Accounting Controls Setup** and the following screen will be displayed:

The screenshot shows the 'Accounting Controls Setup' window (0998) with the following data:

| | | | |
|--------------------------------------|-------------------------|-----------------------------|------------------------|
| 1 Starting Customer No. | : 8485 | 6 Cheques Setup | : Details... |
| 2 Starting Vendor No. | : 3426 | 7 EFT Setup | : No access permission |
| 3 PO Number Range | : Yes... | 8 ACN Setup | : Access Allowed... |
| 4 Misc. Invoice Range | : Yes... | 9 Exec Entry | : Details... |
| 5 Not available | | 10 Curr SVC No. | : 101198 |
| | | | |
| 11 Min Number of 0 Invoice Days | : 365 | | |
| 12 Minimum Number of RO Detail Days | : 180 | | |
| 13 Minimum Number of History Days | : 180 | | |
| 14 Parts Post Transactions Ref No. | : 910 | | |
| 15 Number of F/S Print Files | : 9 | | |
| 16 Banking Deposit Reference Source | : B Bank deposit source | | |
| 17 Startup Month and Year (MMYY) | : 1192 | | |
| 18 Daily Operating Control Setup | : Details... | | |
| | | | |
| 19 Fiscal Date for all Prefixes(Y/N) | : Yes | Date as (DD/MM/YY) | : 30/07/11 |
| 20 A/C Payable Cheque Print (Y/N) | : Yes | GL Dist. on Remit. (Y/N) | : Yes |
| 21 Vehicle Sale Label Print (Y/N) | : No | 23 Sales Comm Warning (Y/N) | : No |
| 22 Vehicle History Update (Y/N) | : Yes | 24 Use Credit Terms (Y/N) | : No |

Command: Enter Modify Delete field# Password exit
Help: Save the current entries

Ready Ln 20, Col 78 NUM

Accounting Manual

Select field number **9. Exec Entry** and the following screen will be displayed:

Accounting Controls Setup 0998

| | | | |
|--|-----------------------|----------------------|----------------------|
| 1 Starting Customer No. : | 8485 | 6 Cheques Setup : | Details... |
| 2 Starting Vendor No. : | 3426 | 7 EFT Setup : | No access permission |
| 3 PO Number Range : | Yes... | 8 ACN Setup : | Access Allowed... |
| 4 Misc. Invoice Range : | Yes... | 9 Exec Entry : | Details... |
| 5 Not available | | 10 Curr SVC No. : | 101198 |
| | | | |
| 11 Min Number of 0 Invoice Days : | 365 | | |
| 12 Minimum Number of RO Detail Days : | 180 | | |
| 13 Minimum Number of History Days : | 180 | | |
| 14 Parts Post Transactions Ref No. : | 910 | | |
| 15 Number of F/S Print Files : | 9 | | |
| 16 Banking Deposit Reference Source : | B Bank deposit source | | |
| 17 Startup Month and Year (MMYY) : | 1192 | | |
| 18 Daily Operating Control Setup : | Details... | | |
| | | | |
| 19 Fiscal Date for all Prefixes(Y/N) : | | Executables to Post | |
| 20 A/C Payable Cheque Print (Y/N) : | | 1. General Journal : | No |
| 21 Vehicle Sale Label Print (Y/N) : | | 2. Standard Entry : | Yes |
| 22 Vehicle History Update (Y/N) : | | | |

Command: Enter Modify field# eXit
Help: Save the current entries

Ready Ln 19, Col 65 NUM

Note: This pop-up box will appear showing Executable to post, which can then be selected and controlled by the user answering either YES or NO.

Benefits

If the Executable to Post is set to YES for any of these journal types, then if 0704 has a temporary closed flag on the month the system will still allow the user to post the Journal back into the temp closed month.

0073 – MISC Invoices to print Payment Method.

Enhancement

Overview

As most Invoices show the method of payment used by the customer we now display the Pay Method used on the Misc. Invoices when printing them.

Why

This was done as part of the RFD process

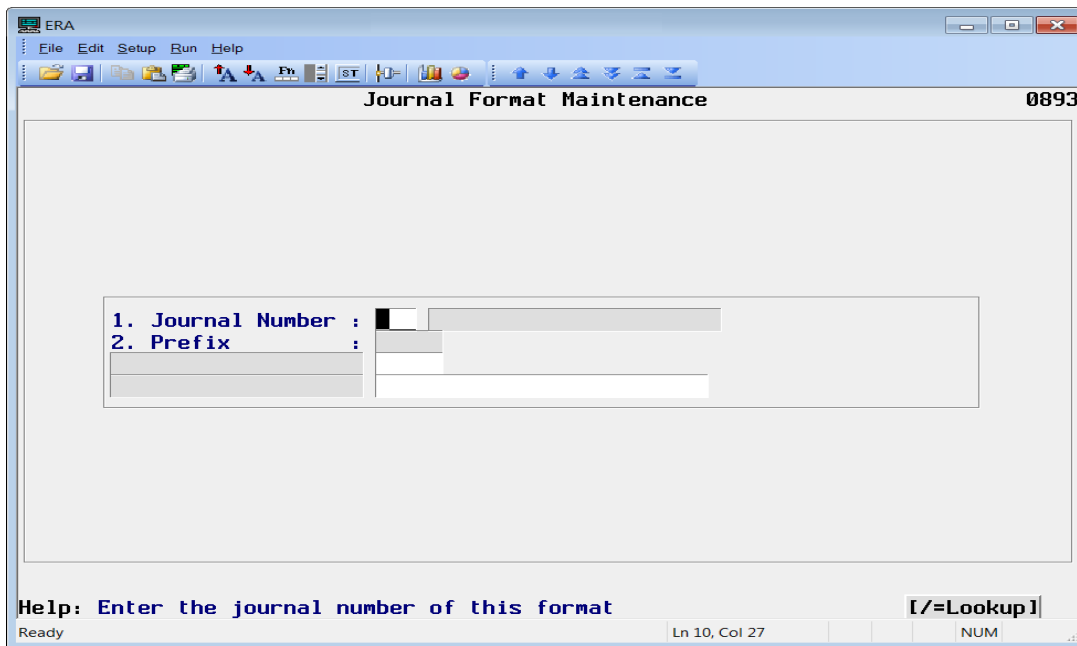
Screens

0893 – Journal Format Maintenance

0073 – Miscellaneous Invoice Entry

The Setup

Pay Methods set up in 0893 for Miscellaneous Invoices will now print on the Printed Invoice.
Select **0893 – Journal Format Maintenance** and the following screen will be displayed:



| | |
|------------------------|---|
| 1. Journal Number: | Select 52 Miscellaneous Invoices from the look-up. |
| 2. Prefix: | This field will display the Prefix. |
| 3. Format Name: | Type Misc or select this from the look-up. |
| 4. Format Description: | This field will display the format description. |

The Process

0073 – When the Invoice is created the pay method selected will display on the Invoice

Select **0073 – Miscellaneous Invoice Entry** and as per normal functionality create an invoice.

Miscellaneous Invoice Entry 0073

Format Code : MISC 40M5

2. Name/Address :
 Garlock Pty Ltd
 PO BOX 1
 ARNCLIFFE NSW 2205
 Contact :
 Telephone : (03) 9845 1226

1. INVOICE# : 1455
 Customer# : 5000
 3. ORDER NUMBER :
 4. INVOICE Date : 15/11/11
 5. Payment Method : 1 CASH
 6. Terms : Payment on delivery
 7. Salesperson : Carrie Rawlinso
 Facsimile : (03) 9854 1225

| Type | CODE | DESCRIPTION | Unit Cost | EXT PRICE |
|------|-------|-------------|-----------|-----------|
| D | CAKE1 | CARROT CAKE | 1.50 | 3.60 |

9. Footer

THANKYOU FOR VISITING JACI MOTORS. WE
 LOOK FORWARD TO SEEING YOU AGAIN SOON.

GST % : 10.000 Total GST : 0.36
 Total : 3.96
 Cost : 1.50

Command: Enter field# deLivery exit
 Help: Save the current entries

When the invoice is printed the Pay Method CASH will print on the invoice:

```

INVOICE to :
Garlock Pty Ltd
PO BOX 1
ARNCLIFFE New South Wales 2205

INVOICE
GST Run# : 40M5
INVOICE : M-MISC1455
Date : 15/11/11
ORDER NUMBER
Customer # : 5000
Salesperson Id :
Raised By : CARRIER
Payment Method : CASH
Page : 1 of 1
Phone : 03-98451226
Fax : 03-98541225

-----
Line CODE DESCRIPTION 1.00 EA 3.60 EXT PRICE
1 CAKE1 CARROT CAKE 1.00 EA 3.60 3.60

-----
Sub Total 3.60
Terms : Payment on delivery Rounding : -0.01
GST : 0.36
INVOICE TOTAL : 3.95
=====
**THREE DOLLARS and 95 CENTS**
This is a tax invoice
    
```

0074 – Auto Generated Ref No’s for General Journals.

Enhancement

Overview

To assist the user in keeping a log of General Journal Reference Numbers, we have added a function for the system to automatically generate the next reference number used for journal 11’s.

Why

This change was made at the request of the Customer Development Committee (CDC) to enhance existing functionality.

Screens

0899 – Accounting Specifications

0074 – Misc. Journal Entries

The Setup

Select **0899 - Accounting Specifications** and the following screen will display:

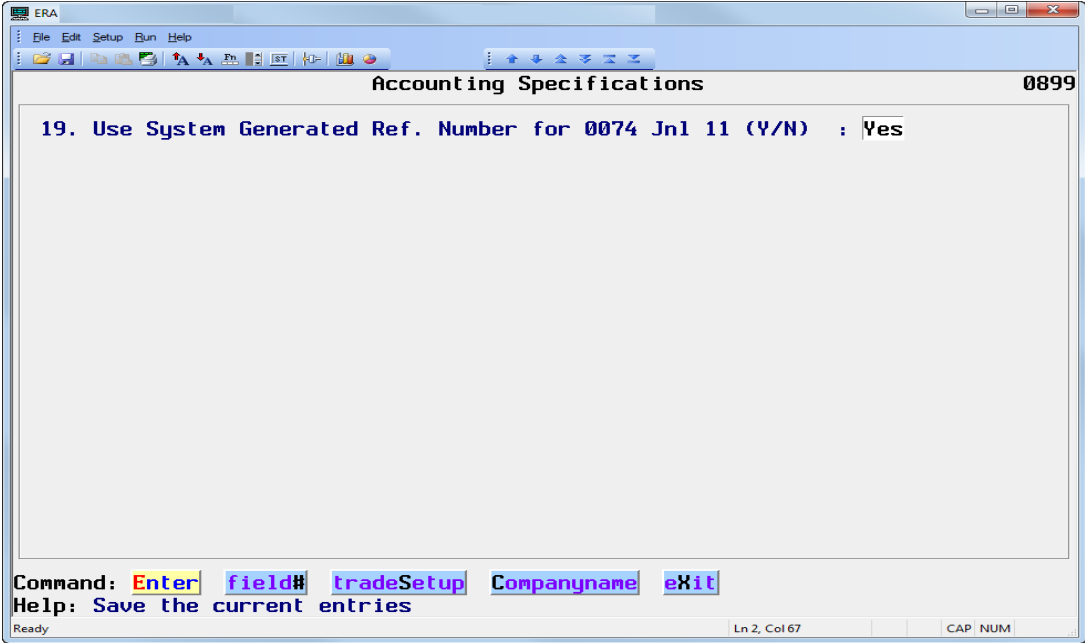
| Accounting Specifications | | 0899 |
|---|---|----------------------------------|
| 1. Number of years to retain Entity Value Details | : | 5 |
| 2. Number of days before temporary lock on previous month | : | 3 |
| 3. Number of months to retain entity contact history | : | 2 |
| 4. Last cash management receipt number for all receipts | : | |
| 5. Control Debtors Credit Limit by Age | : | Yes |
| Default Leeway Days | : | 10 |
| 6. Transaction Vouchers Used | : | Yes |
| 7. Calculate Withholding Tax in 0068 | : | Yes |
| 8. RO# used as Control# for Warranty | : | Yes |
| 9. 0392/0394 remittances to print on Laser Printer (Y/N) | : | No |
| 10. Print 0074 journal after update (Y/N) | : | Yes Format: <input type="text"/> |
| 11. Debtors payment allocation screen default to 'A'ged | : | No |
| 12. Mask Credit Card Numbers | : | No |
| 13. Use Budget Revisions | : | No |
| 14. Use Onestep Deal Processing | : | No |
| 15. Review Deals prior to Auto Update to Accounting | : | Yes |
| 16. Onestep Deal Processing Reference Number | : | Deal# <input type="text"/> |
| 17. Set Recovery Charge per Store (Y/N) | : | No |
| 18. Use store based cash management receipt numbers | : | Yes |

Command: **Enter** **Modify** **field#** **tradeSetup** **Companyname** **nxtPage** **eXit**
Help: Save the current entries

Ready Ln 20, Col 67 NUM

Accounting Manual

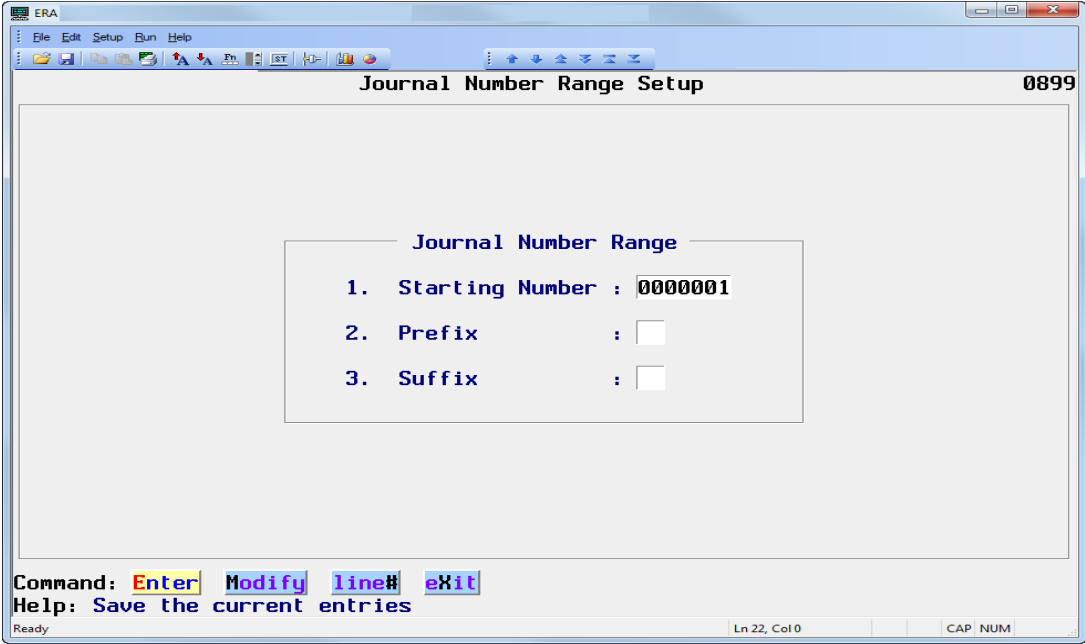
Select 'nxtAge' from the command line and the following screen will display:



To turn on the auto generate reference number option.

Select line 19 and input 'Y' and hit *enter*.

The following screen will display:



| | |
|---------------------|---|
| 1. Starting Number: | Enter the <i>Starting Number</i> range or leave as default. |
| 2. Prefix: | Enter the two a character <i>Prefix</i> or leave blank if not required. |
| 3. Suffix: | Enter the two a character <i>Suffix</i> or leave blank if not required. |

ERAnet V9

The Process

Select **0074 - Misc. Journal Entries** and the following screen will display:

The screenshot shows the ERA application window titled "Misc. Journal Entries" with the identifier "0074". The interface includes a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main area contains several input fields:

- 1. Journal Number : []
- 2. Journal Date : []
- Prefix : []
- Entry/Post Time : []
- 4. Reference : []

At the bottom, there is a "Help: Enter a valid journal number" message and a "[/=Lookup]" button. The status bar shows "Ready", "Ln 9, Col 23", and "CAP NUM".

| | |
|--------------------|--|
| 1. Journal Number: | Enter <i>Journal Number</i> 11 or select from the lookup. |
| 2. Journal Date: | Input a <i>Journal Date</i> or select <i>Enter</i> . |
| 3. Reference: | <i>Enter</i> through this field the system will generate T.B.A at the reference number line. |

The screenshot shows the ERA application window with the "Misc. Journal Entries" screen populated with data:

- Journal Number : 11 General Journal
- Journal Date : 04 MAY 2012
- Reference : T.B.A
- Prefix : GEJ
- Description : []
- Journal Time : 03:54pm
- User : carrier
- Posted Date/Time : []
- Balance : []

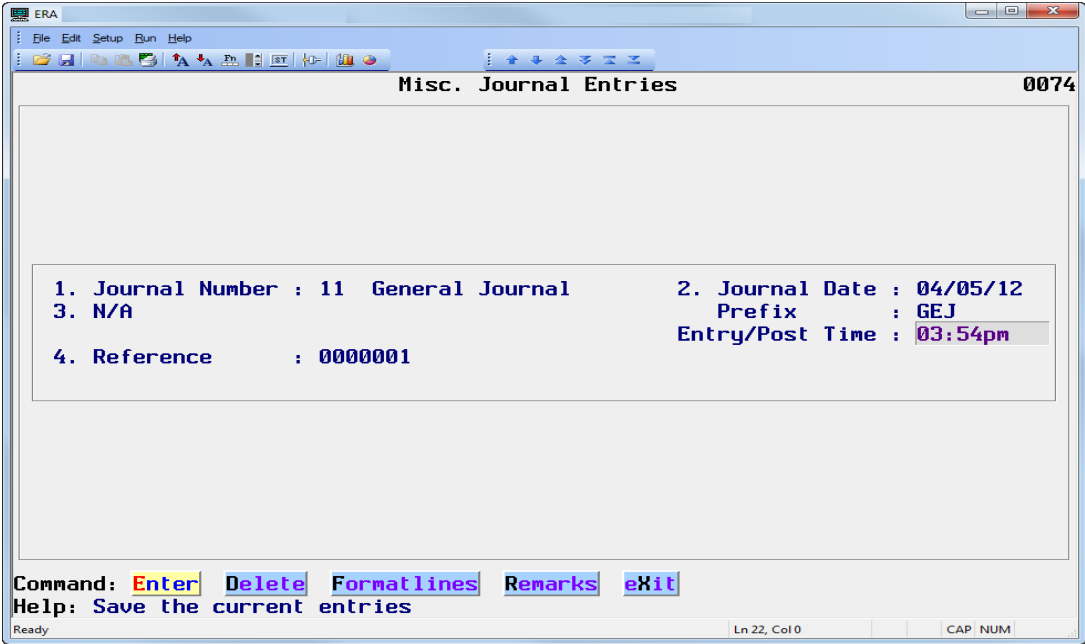
Below the main fields is a table titled "1. Format Detail Lines":

| Account# | Amount | Control | Description | Memo |
|----------|--------|---------|-------------|------|
| 1 | | | | |

At the bottom, there is a message "Enter '/xxx' for lookup" and a "1 / 1" indicator. The status bar shows "Ready", "Ln 10, Col 5", and "CAP NUM".

Accounting Manual

As per existing functionality enter the data away and the system will return the next reference number as per your setup in 0899.



Benefits

The Auto generate reference numbers will eliminate the need to keep manual documentation on reference numbers used for general journals and will provide easy reference for finance controls, accountants and auditors.

0337 – Business Activity Statement

Enhancement

Overview

Accounts Department are now able to produce a standard Business Activity Statement displaying the Business's GST figures for their quarterly or annually reporting requirements as per the Australian Taxation Department.

Why

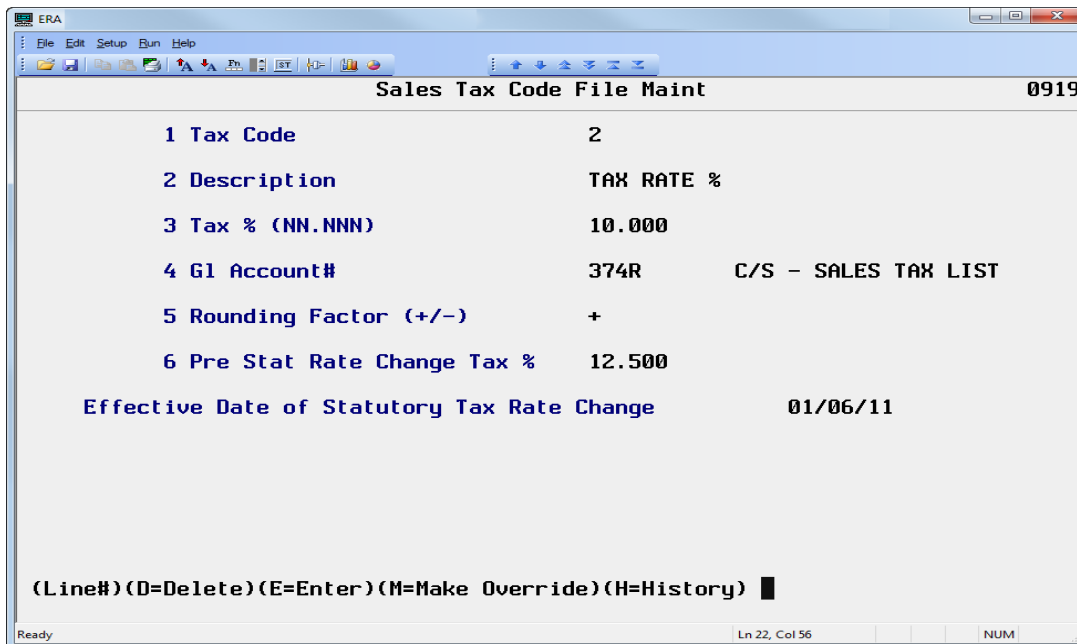
This change was made as a General Product Enhancement for all Users.

Screens

- 0895 – Tax Setup Maintenance
- 0919 - Sales Tax Code File Maintenance
- 0336 – Tax Report
- 0337 - Business Activity Report

The Setups

New tax codes need to be setup using **0919 – Sales Tax Code File Maint** for the Companies Capital Purchases, the user can use any code except "0"



Accounting Manual

Tax codes and General Ledger accounts must now be setup in **0895 – Tax Setup Maintenance** for the valid Accounting Store/s. Enter the valid store number then select line **14. Tax Reporting** change this to **YES**

The screenshot shows the 'Tax Setup Maintenance' window for store 'STORE320 S320'. The configuration includes:

- 1. Country Code: AUS (Australia)
- 2. Tax Name: GST (Goods & Services Tax)
- 3. Tax Code to use for GST: 1 (10% GST)
- 4. Tax Office ID Number: 562-12568-1256
- 5. Luxury Car Tax Threshold: 52,241.82
- 6. Luxury Car Tax Code: 6 (LCT 33%)
- 7. Notional Input Tax Credits: DEEMED (Yes)
- 8. Excl Tax from Allowance: Yes
- 9. Include CTP in LCT Calcs: No
- 10. Tax Exempt Expiry Date: Yes
- 11. Tax claim types: Y N F 0
- 12. Tax Desc to print on Invoices: GST
- 13. Government Invoices Used: No
- 14. Tax Reporting: Yes
- 15. Currency Format: 2
- 16. Philippines Tax Requirements: No
- 16. Low Consumption LCT Tax Threshold: 68,181.82

Command: Enter Modify Delete field# Copy Subscreens exit
Help: Save the current entries

A second screen **"Tax Reporting Details"** will appear for the user to input the relevant details associated for the BAS report. Select each valid field number by selecting **field#** from the command line and input the relevant **Capital Tax Code/s** previously setup in 0919. The General Ledger account numbers for Wages & Salaries must be input under **Wages & Salaries Acct** and the associated PAYG General Ledger Account Number must be entered under **PAYG Account**.

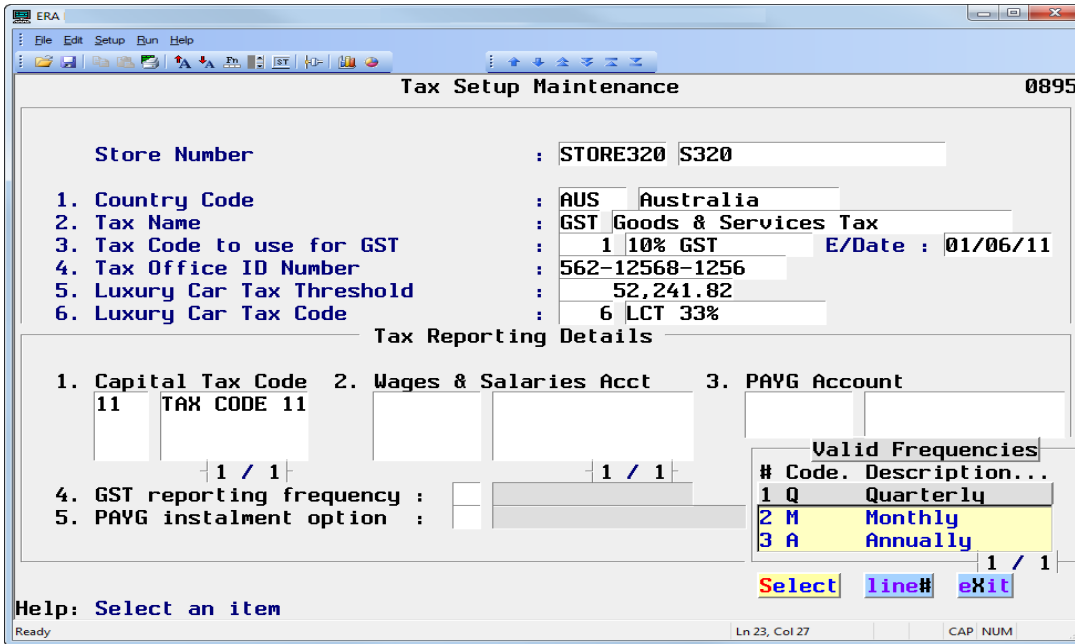
The screenshot shows the 'Tax Reporting Details' section of the 'Tax Setup Maintenance' window. It includes the following fields:

- 1. Capital Tax Code
- 2. Wages & Salaries Acct
- 3. PAYG Account
- 4. GST reporting frequency
- 5. PAYG instalment option

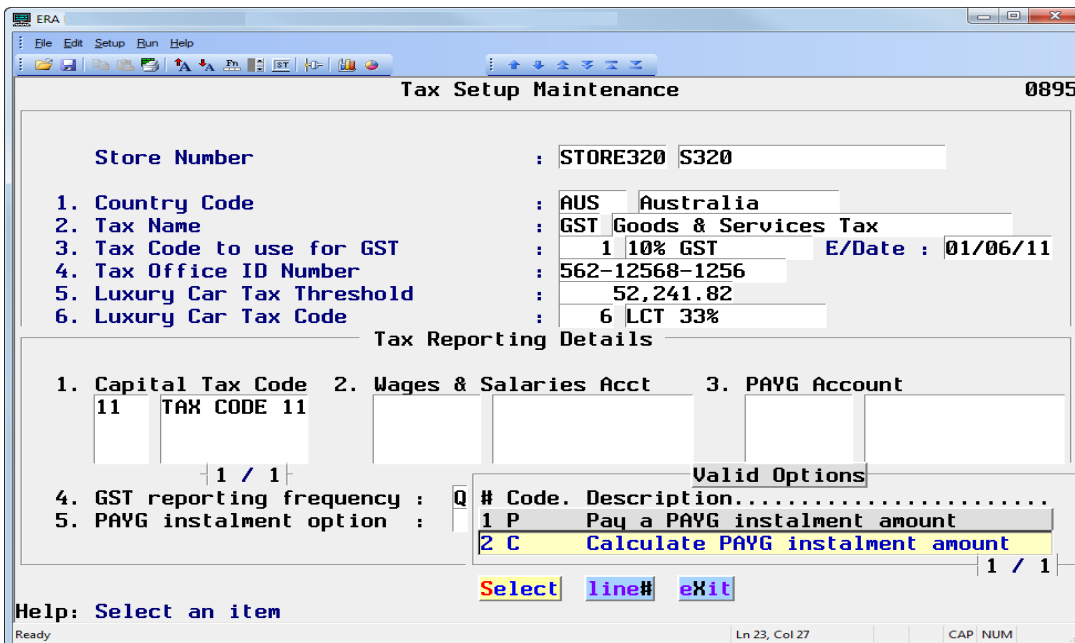
Command: Enter Modify field# exit
Help: Save the current entries

ERAnet V9

The user must then input their **GST reporting frequency** this is usually done Quarterly, Monthly or Annually. Select **field# 4** from the command line where a [=Lookup] facility is available for selection. Select the valid frequency required for your Business.

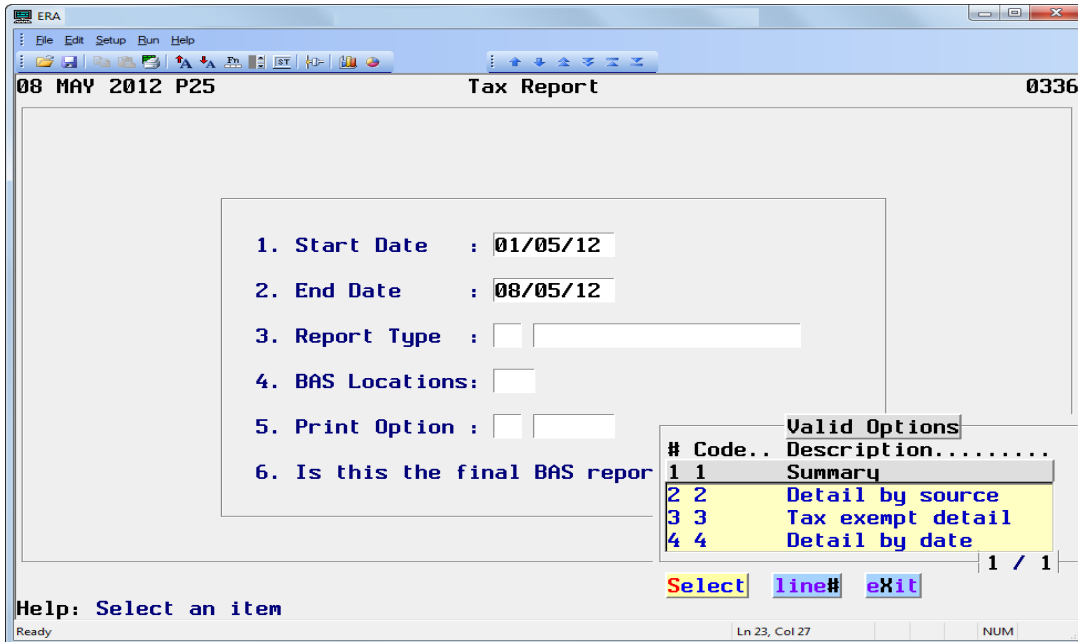


PAYG instalment option can either be input with a value or setup to calculate the PAYG instalment amount. Select **Field# 5** where a [=Lookup] facility is available for either **P = Pay a PAYG instalment amount** or **C = Calculate PAYG instalment amount**. The selected option here will determine the Option that is actually printed and viewed on the Business Activity Statement when printing via **0337**.

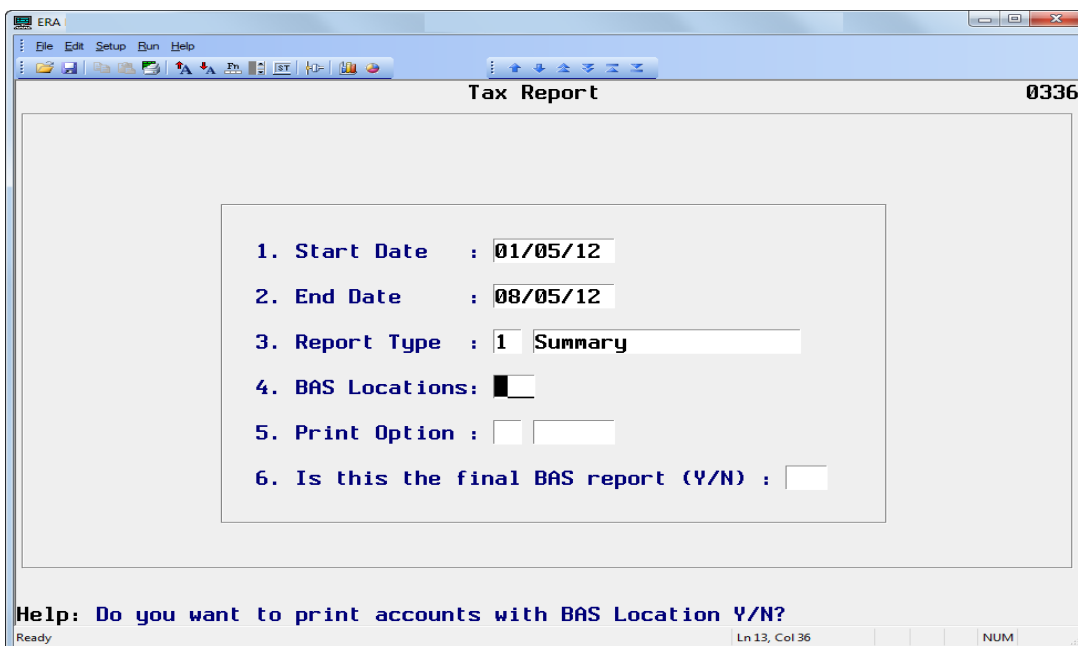


The Process

As the user processes their normal daily transactions the relevant tax details are stored in the **TAX FILE** which is used to produce the relevant information when running **0336 and 0337**. The Tax Report data is produced using **0336 Tax Report**, input the start and end date for the period that you want to produce the report for. The **Report Type** supplies a valid [/=Lookup] for a variety of Valid Options available when producing the report, select the required option by selecting the corresponding line number.

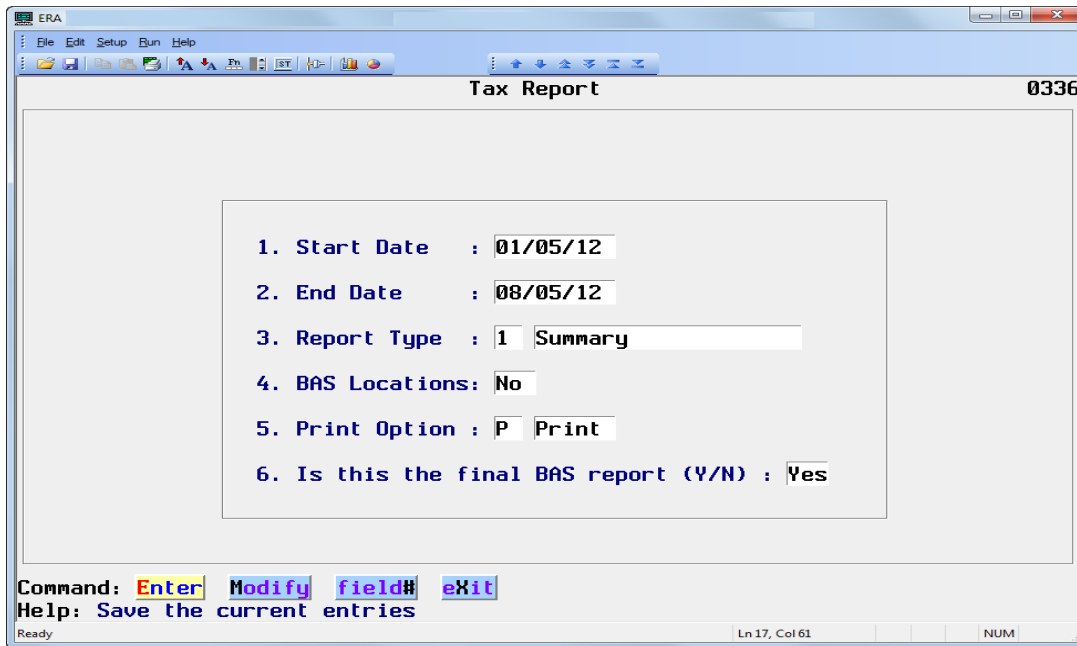


The user can now decide if they want **BAS Locations** to print out on their Tax Report. This is relevant to the Bas Locations previously setup in 0864 under the **Report codes** option on the command line. Input **Y** to print these Bas Locations on the 0336 report or **N** if you do not want them to print. The report can be printed directly to a printer by selecting **P=Print** or queued to produce in batch by selecting **Q=Queue**.

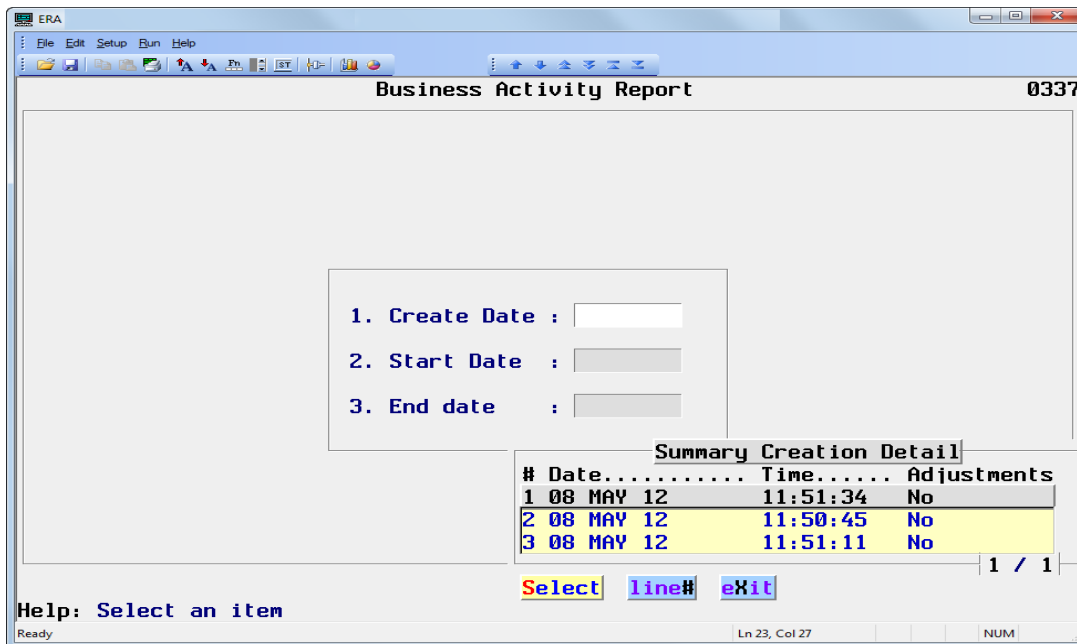


ERAnet V9

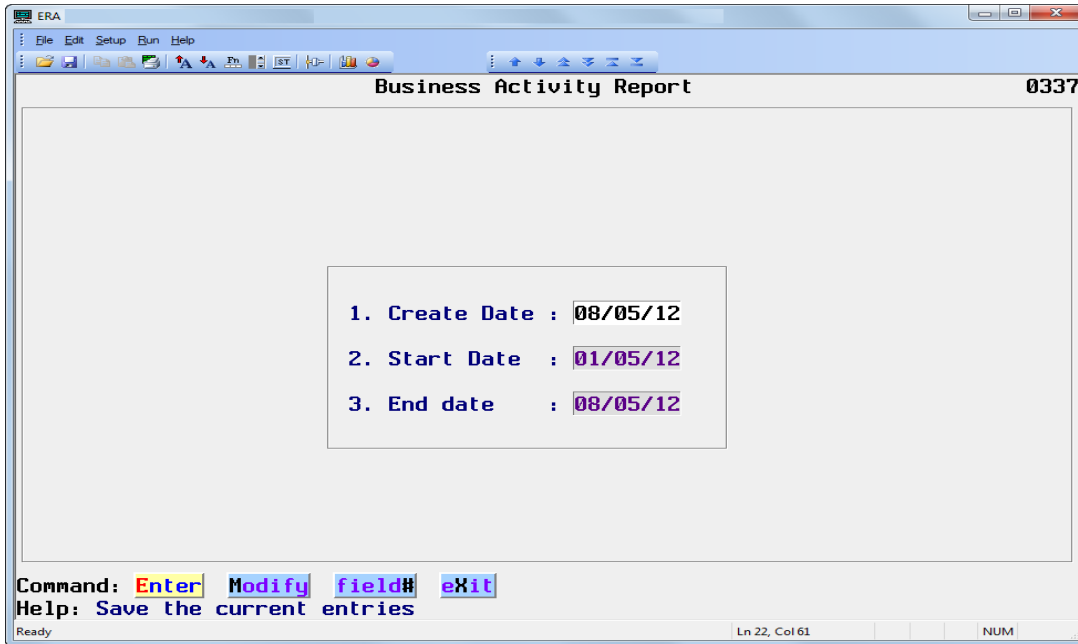
The user can run 0336 as many times as required, once they have determined that their figures are correct **Field 6 – Is this the final BAS Report Y/N** can be answered 'Y'. This will then create the valid file required to produce the **0337 – Business Activity Statement**.



To produce the Business Activity Report select **0337**, a [/=Lookup] is available for **filed 1 Create Date** this date is the date that you ran your final 0336 report, select the corresponding line number for the appropriate date.

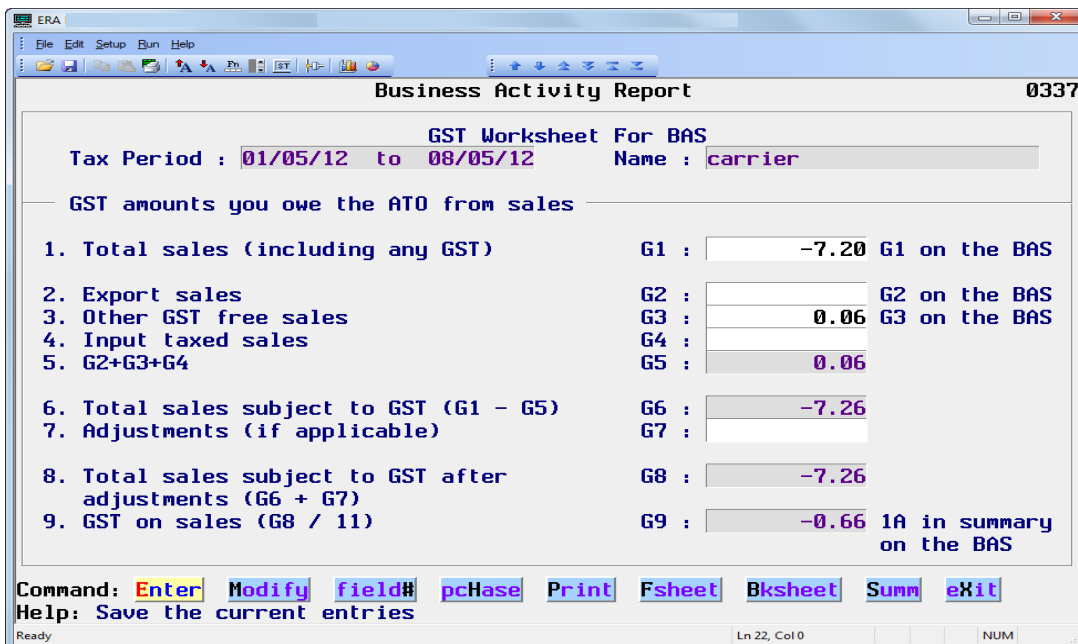


Accounting Manual



The date range used in 0336 for the BAS period will be displayed once the appropriate selection is made.

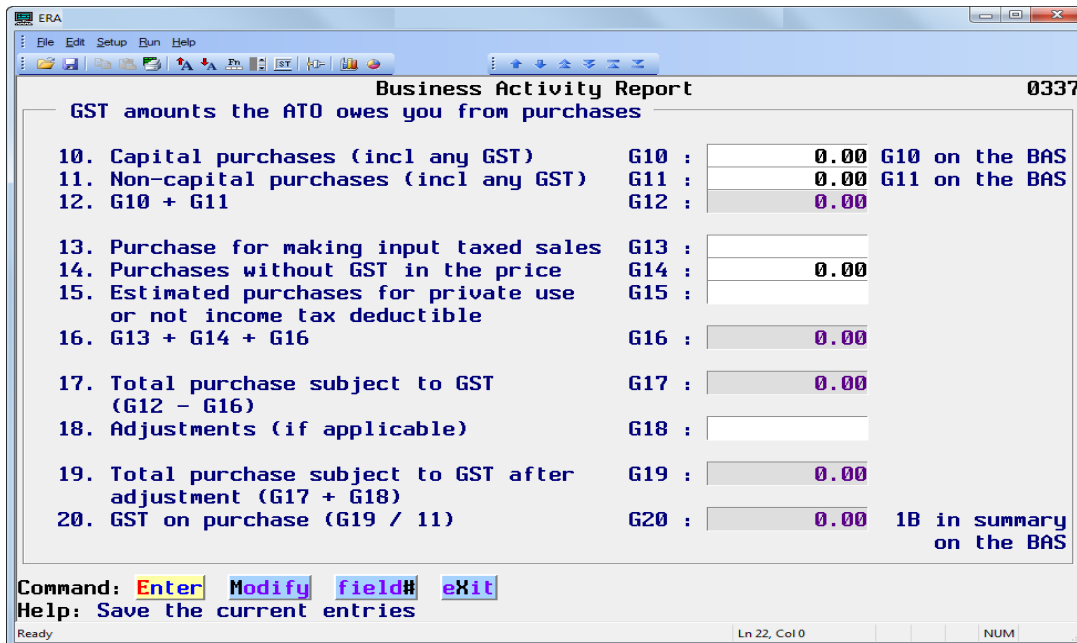
Select **'Enter'** from the command line and this will produce and display the first section of the report reflecting the **GST amounts you owe the ATO from sales**.



You can make necessary adjustments to the appropriate fields by selecting 'field#' or **'Modify'** from the command line.

ERAnet V9

By selecting '*pcHase*' from the command line this will produce and display the section of the report reflecting the *GST amounts the ATO owes you from purchases*.

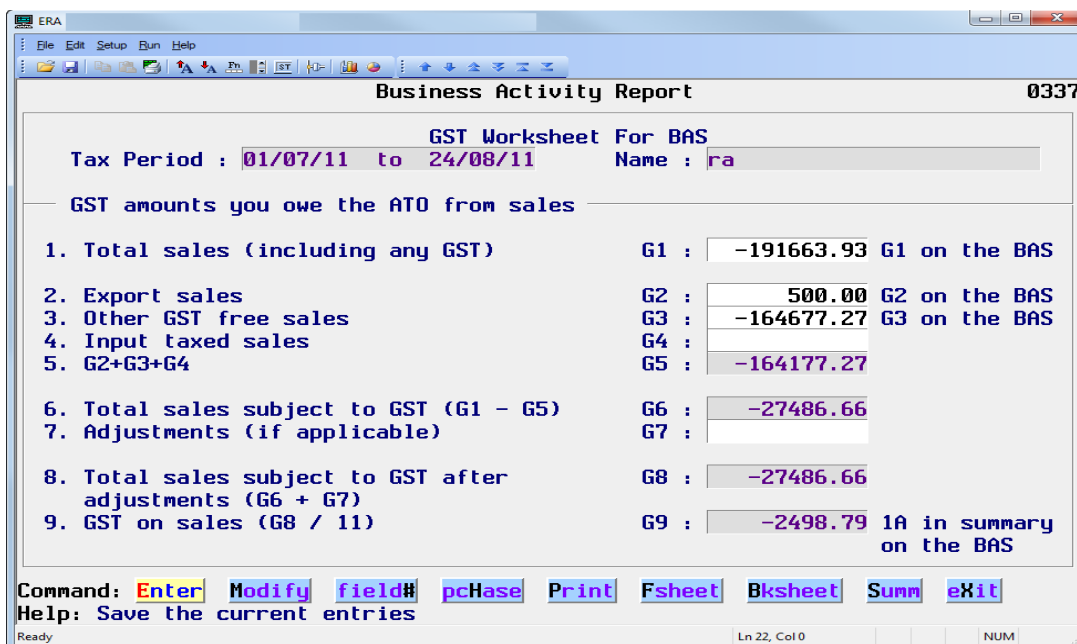


You can make necessary adjustments to the fields by selecting the 'field#' or '*Modify*' from the command line and to return to the Sales screen select either '*Enter*' or '*eXit*'.

Once you return to the Sales section of the report you can then view the **Calculate GST and report quarterly and PAYG tax withheld for the above quarter** by selecting '*Fsheet*' from the command line.

You can make necessary adjustments to the fields by selecting the 'field#' or '*Modify*' from the command line and to return to the Sales screen select either '*Enter*' or '*eXit*'.

Once you return to the Sales section of the report you can then view the **Pay a PAYG instalment amount and Fringe benefits tax (FBT) instalment** by selecting '*Bksheet*' from the command line.



You can make necessary adjustments to the fields by selecting the 'field#' or '*Modify*' from the command line and to return to the Sales screen select either '*Enter*' or '*eXit*'.

Accounting Manual

Once you return to the Sales section of the report you can then view the **Amounts you owe the ATO** and **Amounts the ATO owes you** by selecting 'Summ' from the command line.

ERA
File Edit Setup Run Help
Business Activity Report 0337

Summary for the QUARTER from 01/05/12 to 08/05/12

Amounts you owe the ATO

| | | |
|---------------------------------------|------|-------|
| 1. GST on sales or GST instalment | 1A : | -0.66 |
| 2. Wine equalisation tax | 1C : | |
| 3. Luxury car tax | 1E : | 0.00 |
| 4. PAYG tax withheld | 4 : | 0.00 |
| 5. PAYG income tax instalment | 5A : | |
| 6. FBT instalment | 6A : | |
| 7. Deferred company / fund instalment | 7 : | |
| 1A + 1C + 1E + 4 + 5A + 6A + 7 | 8A : | -0.66 |

Amounts the ATO owes you

| | | |
|--|------|------|
| 8. GST on purchases | 1B : | 0.00 |
| 9. Wine equalisation tax refundable | 1D : | |
| 10. Luxury car tax refundable | 1F : | |
| 11. Credit from PAYG income tax instalment variation | 5B : | |
| 12. Credit from FBT instalment variation | 6B : | |
| 1B + 1D + 1F + 5B + 6B | 8B : | 0.00 |

Command: Enter Modify field# eXit
Help: Save the current entries

Ready Ln 22, Col 0 NUM

You can make necessary adjustments to the fields by selecting the 'field#' or 'Modify' from the command line and to return to the Sales screen select either 'Enter' or 'eXit'.

If any modifications are made to any of the fields in 0337 to save these changes select 'Enter' from the command line on the front screen. The details will then be saved to the **BAS FILE** with the same creation date but there will be a 'YES' in the **Adjustments** column when viewing the Create Date in 0337. You can then select this report with these changes to print your Business Statement Report or view on the screen.

To print the final report select the 'Print' option from the command line, the report will print as displayed.

NB: If a user is currently using Docusmart Printing there is a **Formatted BAS Form** available to print your BAS figures on, which you can then submit to the Australian Taxation Office.

0505 – Review Account Details

Enhancement

Overview

When viewing the accounting transaction details in 0505 an option to view the Account Setup Details has been added to the command line.

Important to Note

This option is **VIEW ONLY** and no changes to the account setup can be made

Why

This change was made as a Request for Development (RFD) to enhance the existing functionality.

Screens

0505 - General Ledger Inquiry

The Changes

Select **0505 – General Ledger Inquiry** and the following screen will display:

General Ledger Inquiry 0505

Account# :

1. Journal# : 2. Month & Year :
MTD Budget :
YTD Budget :

| 3. MMY | Debit Amount | Credit Amount | MTD Total | YTD Balance |
|--------|--------------|---------------|-----------|-------------|
| | | | | |

Help: Enter a valid account number [/=Lookup]

Ready Ln 2, Col 18 NUM

Accounting Manual

Enter the relevant **account**, enter the relevant **journal** as per existing functionality and the following screen will be displayed:

General Ledger Inquiry 0505

Account# : 120 RECEIVABLES - PARTS AND SERVICE

1. Journal# : ALL 2. Month & Year : 0512

MTD Budget : 0.00
YTD Budget : 0.00

| 3. MMYV | Debit Amount | Credit Amount | MTD Total | YTD Balance |
|---------|--------------|---------------|-----------|-------------------|
| 1 0512 | 4.20 | 0.00 | 4.20 | 61,513,683,248.23 |
| 2 0412 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 3 0312 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 4 0212 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 5 0112 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 6 1211 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 7 1111 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 8 1011 | 0.00 | 0.00 | 0.00 | 61,513,683,244.03 |
| 9 0911 | 0.00 | 12.35 | -12.35 | 61,513,683,244.03 |
| 10 0811 | 5,000.00 | 5,000.00 | 0.00 | 61,513,683,256.38 |
| 11 0711 | 0.00 | 0.00 | 0.00 | 61,513,683,256.38 |
| 12 0611 | 0.00 | 0.00 | 0.00 | 61,513,683,256.38 |

Field 3: Enter line# dAline# dLine# Budinq acCdtl eXit
Help: Accept lines in window, and continue with current item

Select **acCdtl** from the command line and the following screen will display:

General Ledger Inquiry 0505

Account Prefix :
Account Number : 120 Base Number : 120

1. Account Type : ASSETS Date Inactive :
2. Account Name : RECEIVABLES - PARTS AND SERVICE
3. Debit Account :
4. Credit Account :
5. Cost Percentage :
6. Group Number : 99
7. Group Name : ASSETS
8. Alt. Account No :

9. Description Required : Yes Desc Mandatory : No
10. GL Distribution : No 12. Journal Control:
11. Count Account Required : No 13. Output Tax Acct: No

Schedule Number : 120 Schedule Type : AGED
Schedule Name : PARTS AND SERVICE DEBTORS
Control Number : 1 Control Type : CUSTOMER NUMBER

Command: eXit
Help: Exit without saving the current entries

0626 – Other amounts in 0626 for use in 0070.

Enhancement

Overview

When processing a Dealer Trade we have incorporated an extra field (line 15 Dlr Trd Amt) in 0626, this can be input by Make, Model and Carline. The new field can be setup in include holdback, PD and other types of accounts that the user would currently have to input each time they process their dealer trades.

Why

This change was made at the request of the Customer Development Committee (CDC) to enhance existing functionality.

Screens

- 0626 - New Vehicle Model Maintenance
- 0070 - New Dealer Trades

The Setup

Select **0626 – New Vehicle Model Maintenance** and the following screen will display:

The screenshot shows the ERA software interface for the 'New Vehicle Model Maintenance' screen (0626). The window title is 'ERA' and the menu bar includes 'File', 'Edit', 'Setup', 'Run', and 'Help'. The main title is 'New Vehicle Model Maintenance' with the screen number '0626' in the top right corner.

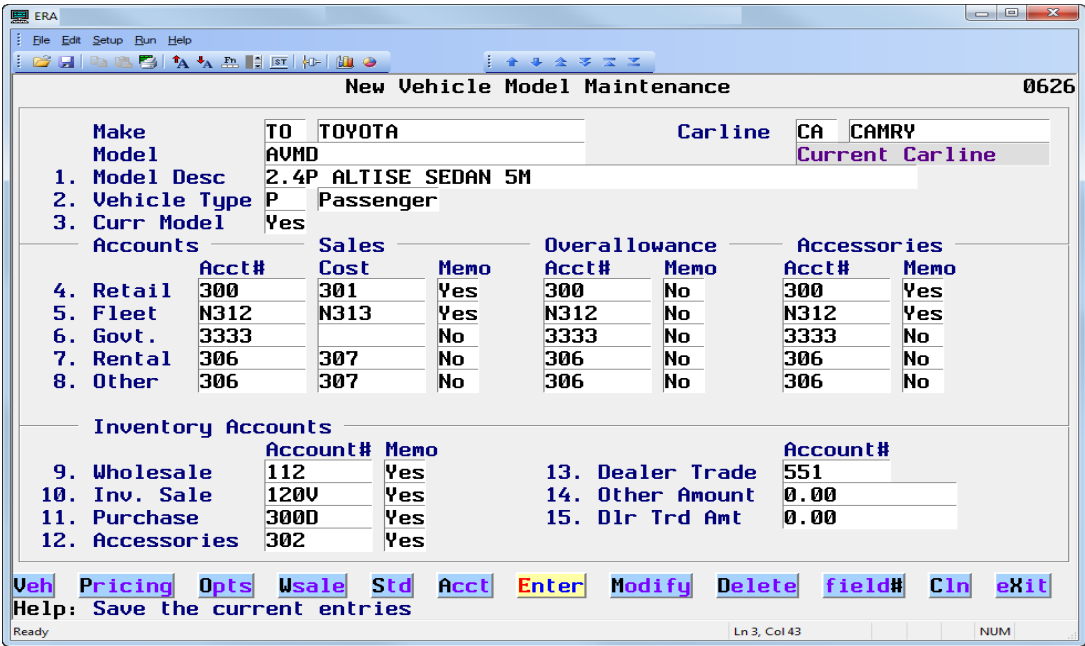
The form contains the following fields and sections:

- Make**: Input field with a dropdown arrow.
- Model**: Input field.
- Carline**: Input field.
- 1. Model Desc**: Input field.
- 2. Vehicle Type**: Input field.
- 3. Curr Model**: Input field.
- Accounts**: A table with columns for 'Acct#', 'Sales Cost', 'Memo', 'Overallowance Acct#', 'Memo', and 'Accessories Acct#', 'Memo'. Rows include:
 - 4. Retail
 - 5. Fleet
 - 6. Govt.
 - 7. Rental
 - 8. Other
- Inventory Accounts**: A table with columns for 'Account#', 'Memo', and 'Account#'. Rows include:
 - 9. Wholesale
 - 10. Inv. Sale
 - 11. Purchase
 - 12. Accessories
 - 13. Dealer Trade
 - 14. Other Amount
 - 15. Dlr Trd Amt

At the bottom, there is a 'Help' field with the text 'Enter the make of the vehicle' and a '[/=Lookup]' button. The status bar at the bottom left shows 'Ready' and the bottom right shows 'Ln 2, Col 19' and 'NUM'.

Accounting Manual

As per existing functionality and the following screen will be displayed:



New field 15. Dlr Trd Amt has been added as per the above display:

0880 – 7 Day Debtors Statements

Enhancement

Overview

Debtors Schedules can now be setup to produce statements in 7 day increments. This is for Schedule type 2 only.

Why

This has been done as part of the RFD process.

Screens

0880 – Schedule File Maintenance

0397 - Print Debtors Statements

The Changes

Schedule setup 0880 has been changed to allow the user to produce their Debtors Statements in 7 or 30 Day increments.

The Setup

Select **0880 – Schedule File Maintenance** and input your Debtors Schedule Number or set up a new Debtors Schedule as per normal functionality:

The screenshot shows the 'Schedule File Maintenance' window in the ERA application. The window title is 'Schedule File Maintenance' and the window ID is '0880'. The interface includes a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main area contains the following fields and options:

- Schedule Number : 120
- 1. Schedule Name : PARTS AND SERVICE DEBTORS
- 2. Schedule Type : 2 AGED
- 3. GL Account : 120 RECEIVABLES - PARTS AND SERV (Group: 1 / 1)
- 4. Schedule Format : B Balance Forward
- 5. Zero Balance Purge : Yes
- 6. Control Number Type : 1 CUSTOMER NUMBER (Print Name : Yes)
- 7. Points Accumulation : No
- 8. Writeoff Account : 700 TEST
- 9. Max Writeoff Amount : 70.00
- 10. Print Stmts/Remits : Yes
- 11. Include In Cust Bals: Yes

At the bottom, there are command keys: Enter (Modify), field# (Delete), and eXit. A help message reads: 'Help: Save the current entries'. The status bar shows 'Ready', 'Ln 3, Col 38', and 'NUM'.

Accounting Manual

Select **line 10** and Select **"Enter"** a pop up will appear:

Schedule File Maintenance 0880

Schedule Number : 120
 1. Schedule Name : PARTS AND SERVICE DEBTORS
 2. Schedule Type : 2 AGED

| 3. GL Account | Account# | Description | Group |
|---------------|----------|------------------------------|-------|
| | 120 | RECEIVABLES - PARTS AND SERV | |

4. Schedule Format : B B
 5. Zero Balance Purge : Yes
 6. Control Number Type : 1 C
 7. Points Accumulation : No
 8. Writeoff Account : 700
 9. Max Writeoff Amount :
 10. Print Stmts/Remits : Yes
 11. Include In Cust Bals: Yes

1. 7-Day Statements : No
 2. Show 3 or 4 Age Periods : 4

Help: "Y" to print 7-day format statements ("N" for 30-day statements)

Ready Ln 15, Col 71 CAP NUM

| | |
|-----------------------------------|---|
| 5. 7-Day Statements | Input Yes or No as per requirements. |
| 6. Show 3 or 4 Age Periods | Input: 0=current only, 1=30+ days, 2=60+ days, 3=90+ days, 4=120+ days. |

Benefits

The user can now use this function to produce Statements for their Vehicle Debtors

0984 – Clock On/Off Report

Enhancement

Overview

Enhancements have been made to 0984 – Clock On/Off Report to improve reporting against payroll periods.

Important to Note

Authorised overtime will only be applicable if 3685 question 116 is set to NO.

Why

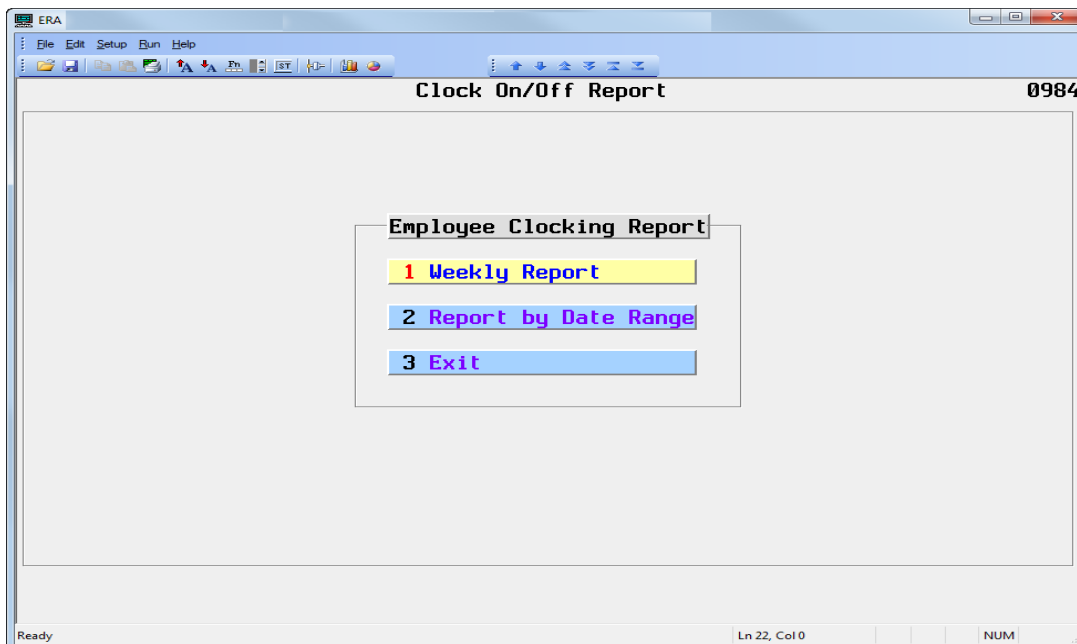
This change was made at the request of the Customer Development Committee (CDC) to enhance existing functionality.

Screens

0984 - Clock On/Off Report

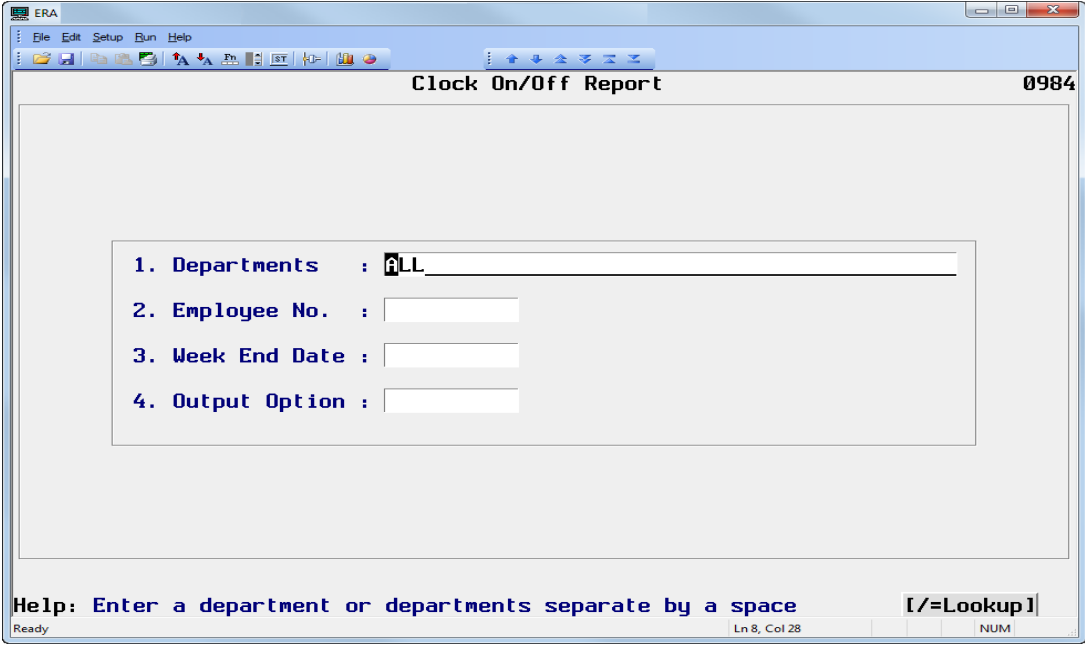
The Process

Select **0984 – Clock On/Off Report** and the following screen will appear:



Accounting Manual

Select option **1 Weekly Report** and the following screen will appear:

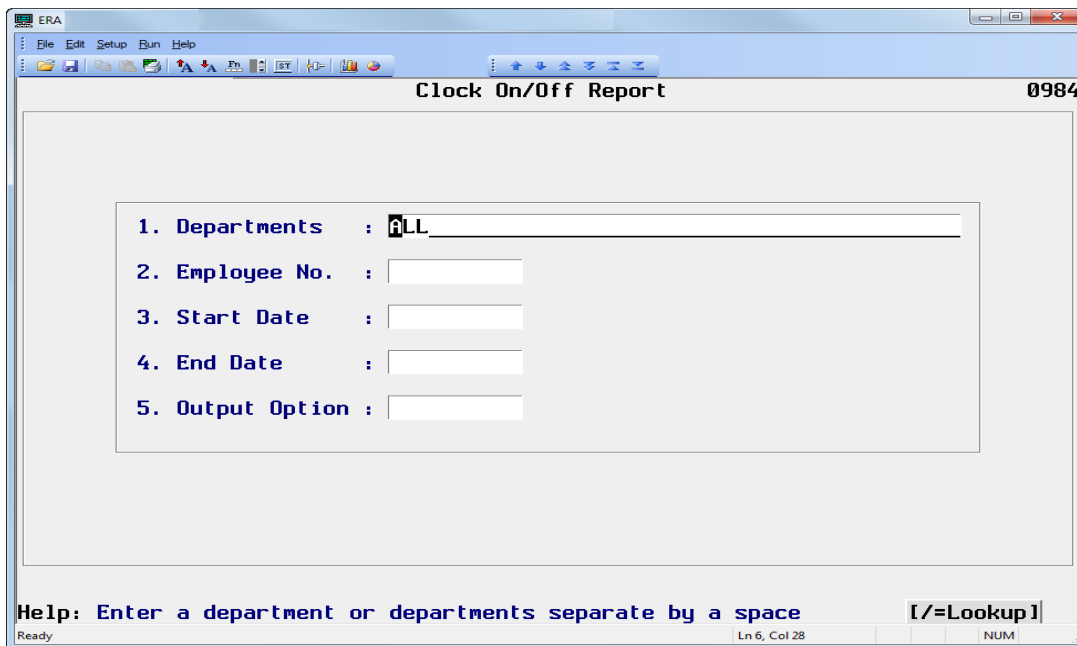


| | |
|-------------------|---|
| 4. Departments: | Enter the <i>department</i> or select from the lookup, or hit 'Enter' for 'ALL'. |
| 5. Employee No.: | Enter the <i>employee no</i> or select from the lookup, or hit 'Enter' for 'ALL'. |
| 6. Week End Date: | Enter a <i>week end date</i> . |
| 7. Output Option: | Enter an <i>Output Option</i> or select from the lookup. |

As per existing functionality a weekly report will be generated.

ERAnet V9

Select option **2 Report by Date Range** and the following screen will appear:



| | |
|--------------------------|---|
| 1. Departments: | Enter the <i>department</i> or select from the lookup, or hit 'Enter' for 'ALL'. |
| 2. Employee No.: | Enter the <i>employee no</i> or select from the lookup, or hit 'Enter' for 'ALL'. |
| 3. Start Date: | Enter a <i>Start date</i> . |
| 4. End Date: | Enter a <i>End date</i> . |
| 5. Output Option: | Enter an <i>Output Option</i> or select from the lookup. |

The following information for that start and end date period will then display. The information will display across the page with the totals for Normal, Overtime and Exceptions printing across the bottom of the final page.

If you answer “**Yes**” to display Authorised clocking, the report will show an “**A**” next to the time clock entry.

Benefits

This will allow the user to utilise this report when balancing their payroll with the hours worked by their employees.

0998 – View Only Screen – New Exe 0987

Enhancement

Overview

When viewing 0998 system locks will occur if the user does not exit. We have therefore created a new executable to enable the user to view the details in 0998 without causing any system locks.

Why

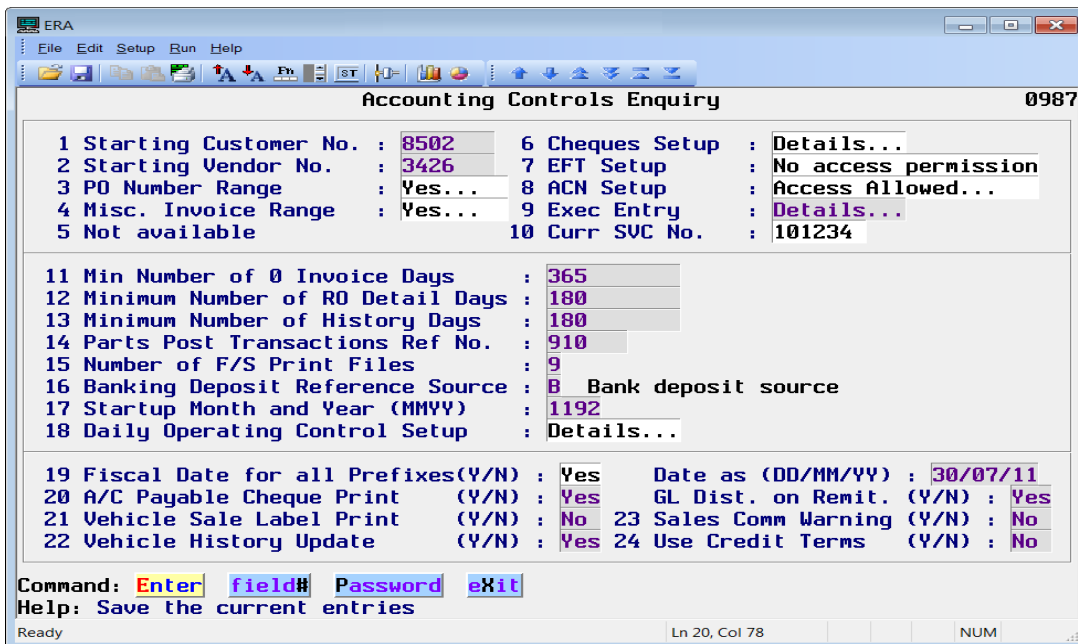
This was done as part of the RFD process – Request for Development Changes.

Screens

0987 – Accounting Controls Enquiry

The Changes

Select new executable **0987- Accounting Controls Enquiry** and the following screen will display. You can select 'Password' from the command line to view the current Accounting passwords or 'field#' from the command line then input the required line number to view the details. This is a view only screen no changes can be made using this executable.



3040 – Vehicle Information

Enhancement

Overview

A change has now been made to allow the entry of a PPSR number against the actual Vehicle that you may have a security interest in, fields have been added in both 3040 and ERAnet Vehicle Information.

Why

This change was made to bring the system into line with the new Personal Property Security Register that the government has introduced.

Screens



- Entity Maintenance



- Vehicle Information

0556 – Entity Master

3040 – Vehicle Information

3045 – User Definable Fields

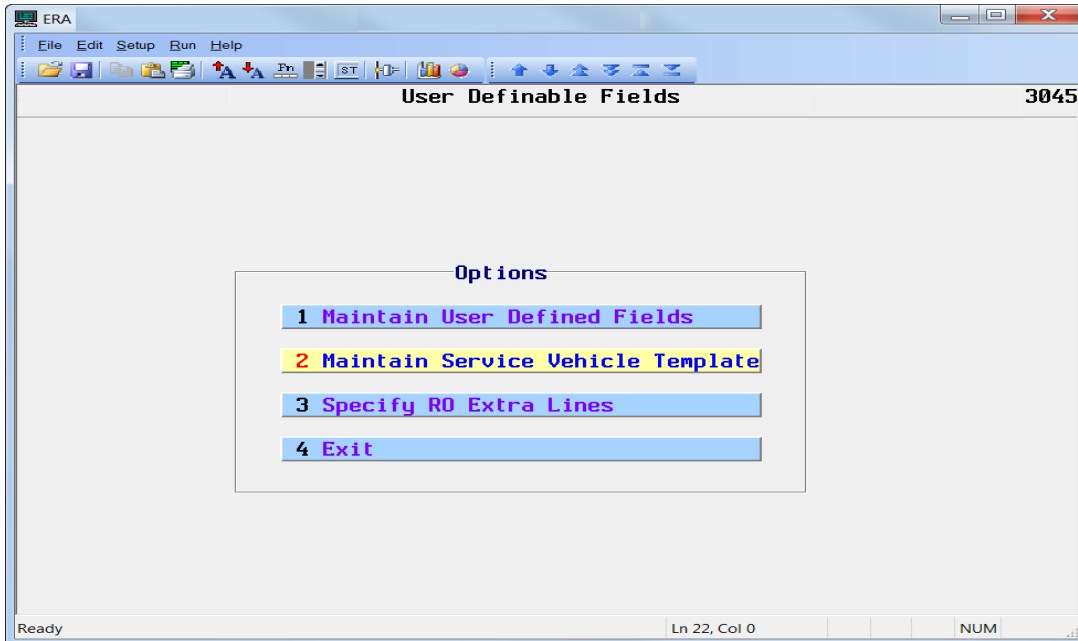
The Changes

A personal property security is when a secured party takes an interest in personal property as security for a loan or other obligation, or enters into a transaction that involves the supply of secured finance. In order to maintain the PPSR number against this item we have added a field onto the vehicles details screen that allows you to input this PPSR number and store the details against the actual vehicle. There has also been a search option added to the Vehicle details screen so that the user can find the associated vehicle by inputting the PPSR number.

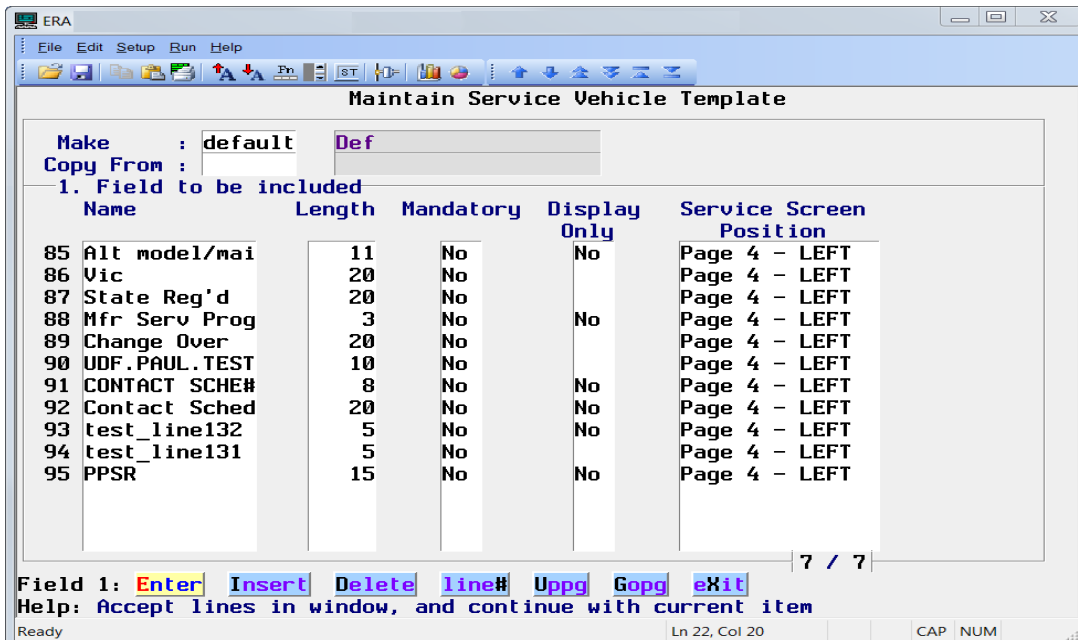
The Setup

When the change is loaded the DEFAULT template will automatically be updated with the field PPSR, this will be added onto the end of already existing fields but can be moved by the user if required

Select **3045 – User Definable Fields** and the following screen will appear:



Select field 2 **Maintain Service Vehicle Template** and the following screen will appear:
Input Make **DEFAULT**, you will see in field 1 that the **PPSR** field has been added to this template.





Note: This new option will be added to all existing **Make** templates.

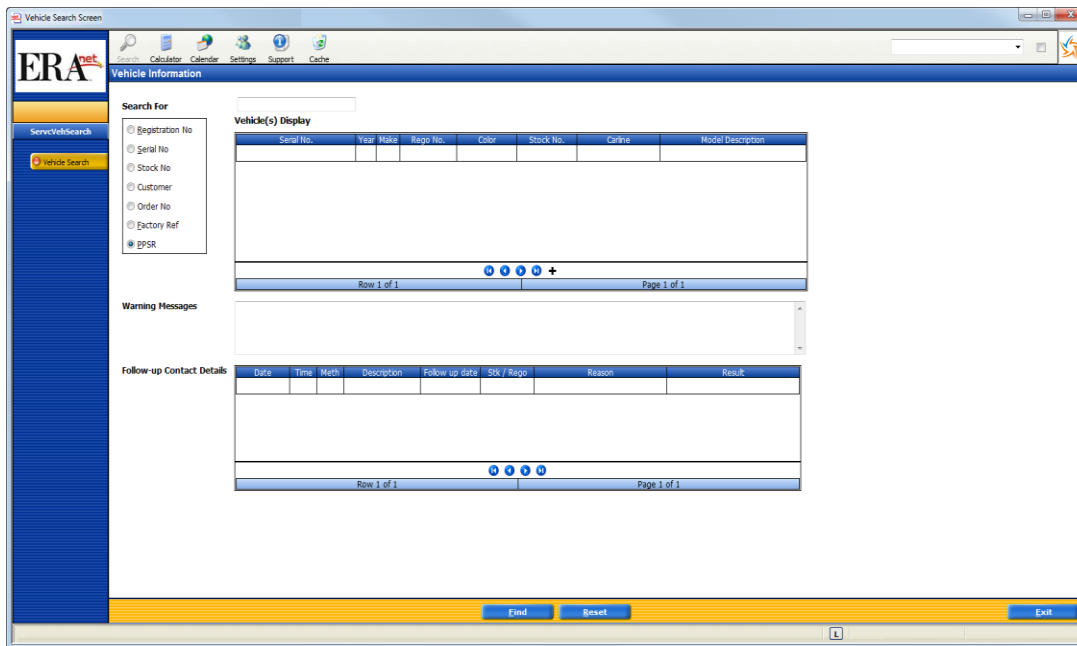
ERAnet V9


The Process

ERAnet Process

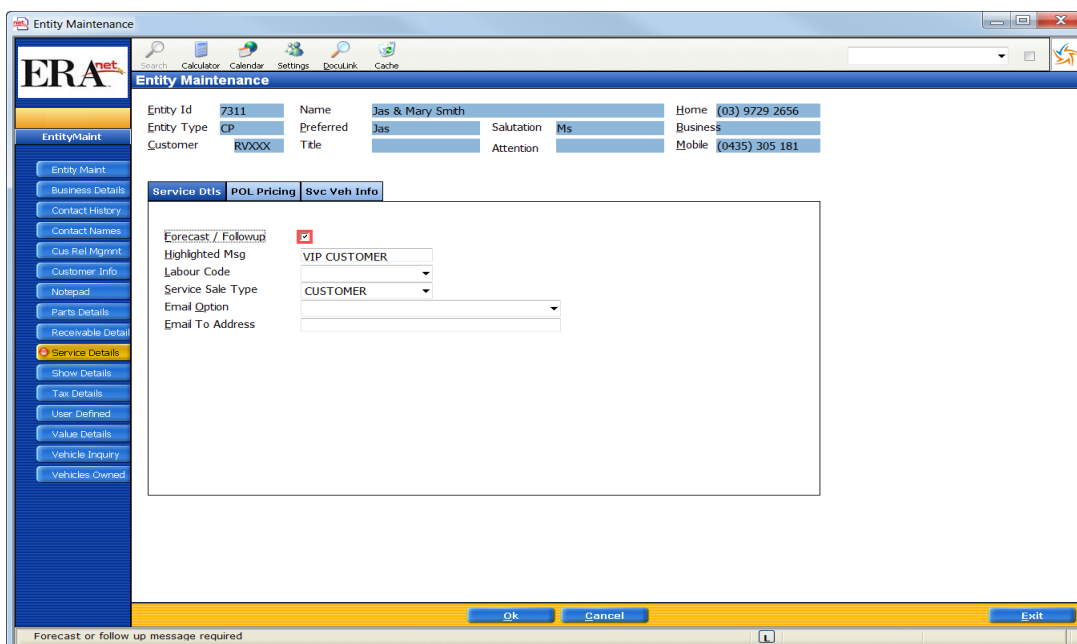
The code will then be added to the template for use in **3040 - Vehicle Information** and  **Vehicle Information** screen.

Once the user adds a PPSR number to this field for a particular vehicle the information can be viewed in ERAnet  **Vehicle Information** screen. The vehicle can also be found by using the PPSR number in the search field.



The PPSR number can also be viewed or input when using the  **Entity Maintenance** screen. Once the entity number is entered Select **Customer** from the action bar.

Select **Service Details** from the Navigation bar and the following screen will be displayed:



Accounting Manual

Select the **Svc Veh Info** tab and the following screen will be displayed:

Entity Maintenance - S320

Entity Id: 7311 Name: Jas & Mary Smith Home: (03) 9729 2656
 Entity Type: CP Preferred: Jas Salutation: Ms Business:
 Customer: RVXXX Title: Attention: Mobile: (0435) 305 181

Service Dtls | POL Pricing | **Svc Veh Info**

| Serial Number | Year | Make | Rego | Colour | Stock Number | Hst | Last Ro |
|-------------------|------|------------|--------|------------------|--------------|-----|----------|
| JUATEST01111108 | 08 | MITSUBISHI | UNREG | | 6805 | NO | |
| JCOAAASHPL1E58461 | 02 | FORD | AMU557 | blue | | Yes | 21/06/20 |
| JHKMN784365378456 | 07 | MITSUBISHI | UAL745 | | 6615 | Yes | 28/02/20 |
| JHSGKSHGLKSJHGKLS | 99 | MITSUBISHI | M122 | GREEN | N113 | NO | |
| JMOB110M100113673 | 99 | MAZDA | PTU960 | Highlight Silver | 5108423 | NO | |
| JMOBK10F100199297 | 06 | MAZDA | UFW750 | Velocity Red | 9049627 | NO | |
| JMOBL10F100159000 | 10 | MAZDA | BPD37N | | | Yes | 14/07/20 |
| JMOBL10F100195768 | 10 | MAZDA | YAU237 | Gunmetal Blue | 9469924 | Yes | 06/05/20 |
| JMODY10Y100103558 | 03 | MAZDA | SPG899 | Sparkling Silver | 6811251 | NO | |
| JMOGD102200203825 | 11 | MAZDA | SUA798 | | | NO | |
| JMOGD102200204047 | 11 | MAZDA | UNREG | | | NO | |
| JMOGD102200205886 | 11 | MAZDA | WLJ855 | | | NO | |

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Select the **Serial Number** hyperlink and the following screen will be displayed:

Service Vehicle Details

Entity Id: 7311 Name: Jas & Mary Smith Home: (03) 9729 2656
 Entity Type: CP Preferred: Jas Salutation: Ms Business:
 Customer: RVXXX Title: Attention: Mobile: (0435) 305 181

Sale Type: CUSTOMER Labor Code: Stock No: N113
 Serial Number: JHSGKSHGLKSJHGKLS Make: MI, MITSUBISHI Last RO: on Kms:

| Field Name | Value | Field Name | Value |
|---------------------|-------|------------|-------|
| Vic (UDF) | | | |
| State Red'd (UDF) | | | |
| Change Over (UDF) | | | |
| UDF.PAUL_TEST (UDF) | | | |
| MFR Serv Code | | | |
| Mfr Serv Prog Flag | | | |
| CONTACT_SCHE# (UDF) | | | |
| Contact Schedule | | | |
| test_line132 (UDF) | | | |
| test_line131 (UDF) | | | |
| PPSR | | | |

Row 43 of 53 Page 4 of 4

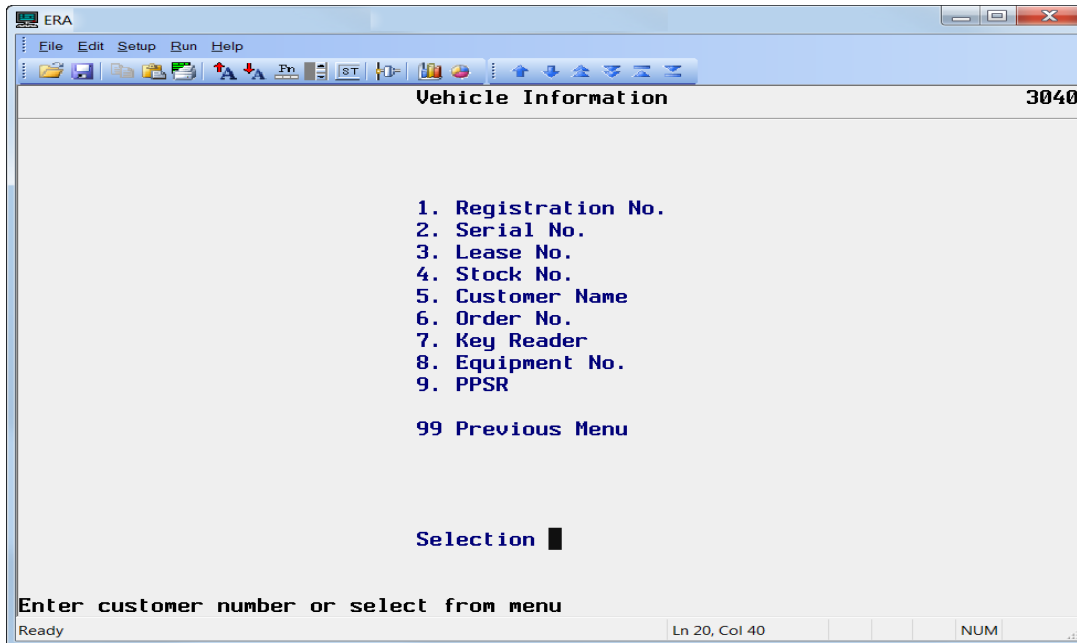
You will see under **Field Name** that the **PPSR** field has been added to this template.

ERAnet V9

The Process

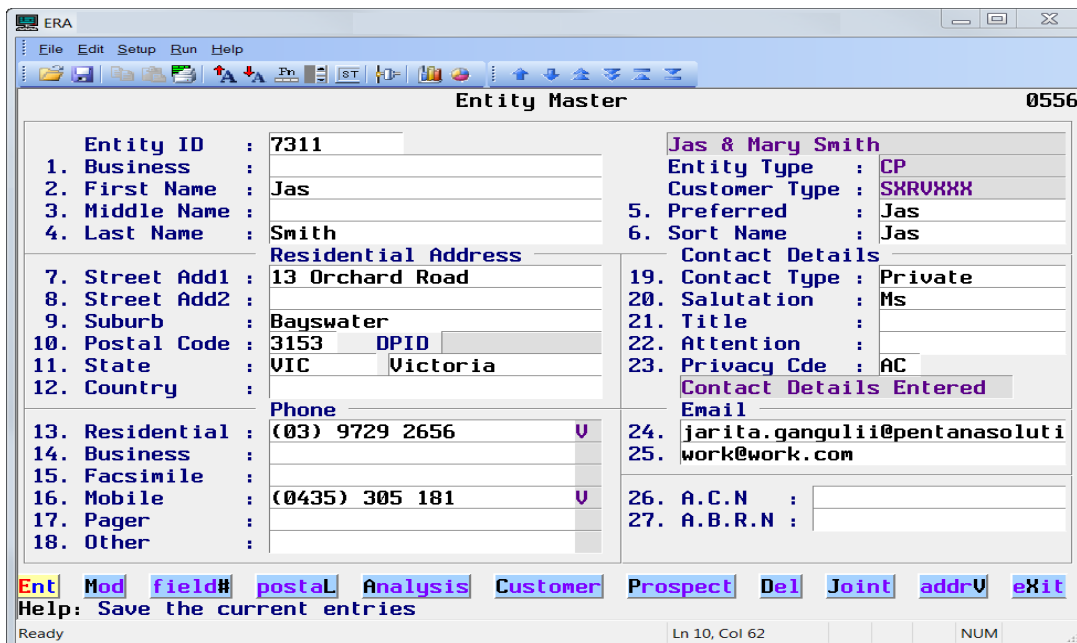
ERA Process

The same details can be input in **3040 – Vehicle Information** and the following screen will be displayed:



The vehicle can be found using field number 9 and inputting the PPSR number.

Select **0556 – Entity Maintenance** from the main menu and enter a customer as per existing functionality.



Accounting Manual

Select "Customer" from the command line and following screen will be displayed:

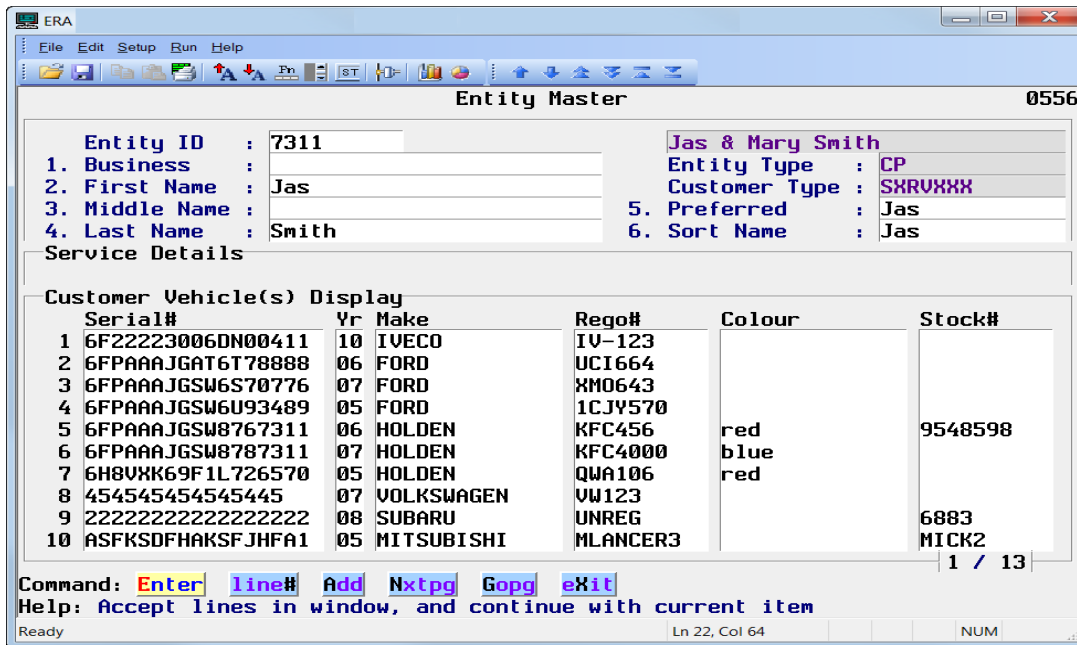
The screenshot shows the ERA software interface. The title bar reads 'ERA'. The menu bar includes 'File', 'Edit', 'Setup', 'Run', and 'Help'. The status bar at the top shows '06 MAR 2012 P26', 'Entity Master', and 'STORE320 0556'. The main window is divided into two columns. The left column contains fields for 'Entity ID : 7311', '1. Business :', '2. First Name : Jas', '3. Middle Name :', '4. Last Name : Smith', 'Residential Address', '7. Street Add1 : 13 Orchard Road', '8. Street Add2 :', '9. Suburb : Bayswater', '10. Postal Code : 3153 DPID', '11. State : VIC Victoria', '12. Country :', 'Phone', '13. Residential : (03) 9729 2656', '14. Business :', '15. Facsimile :', '16. Mobile : (0435) 305 181', '17. Pager :', and '18. Other :'. The right column is titled 'Customer Options' and contains a list of options: '1 Business Details', '2 Centralised Contact History', '3 Contact Details', '4 Customer Information', '5 Customer Relationship Marketing', '6 Customer User Defined Details', '7 Entity Value Details', '8 Finance Debtors', '9 Notepad', '10 Parts Details', '11 Receivable Details', '12 Service Details', '13 Show Details', '14 Tax Details', '15 Vehicle Inquiry Details', and '16 Vehicles Owned'. At the bottom of the right column, it says '1 / 1'. Below the options list, there are buttons for 'Select', 'line#', and 'eXit'. The status bar at the bottom left says 'Help: Select an item' and 'Ready'. The status bar at the bottom right shows 'Ln 23, Col 27' and 'NUM'.

From the Customer Options Select option **12. Service Details** and the following screen will be displayed:

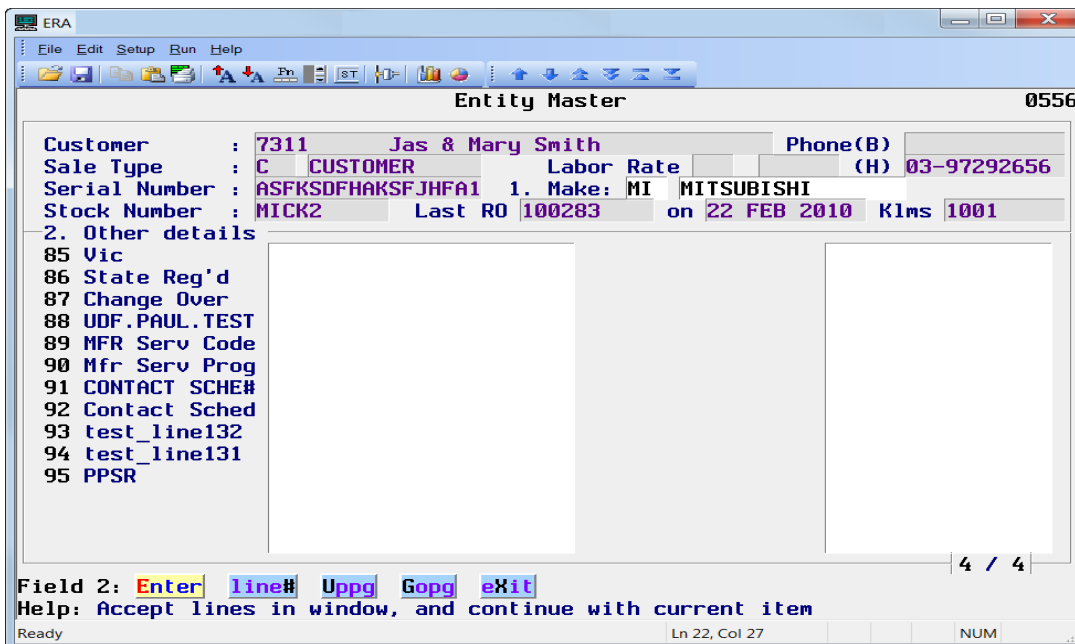
The screenshot shows the ERA software interface. The title bar reads 'ERA'. The menu bar includes 'File', 'Edit', 'Setup', 'Run', and 'Help'. The status bar at the top shows 'Entity Master' and '0556'. The main window is divided into two columns. The left column contains fields for 'Entity ID : 7311', '1. Business :', '2. First Name : Jas', '3. Middle Name :', '4. Last Name : Smith', and 'Service Details'. The right column contains fields for 'Jas & Mary Smith', 'Entity Type : CP', 'Customer Type : SXRXXXX', '5. Preferred : Jas', and '6. Sort Name : Jas'. The 'Service Details' section contains fields for '1. Forecast/Followup : Yes', '2. Highlighted Message : VIP CUSTOMER', '3. Customer Labour Code :', 'Labour Rate :', '4. Customer Sale Type : C CUSTOMER', '5. Email Option :', and '6. Email To Address :'. At the bottom of the right column, there are buttons for 'Enter', 'Modify', 'field#', 'Options', and 'eXit'. The status bar at the bottom left says 'Help: Save the current entries' and 'Ready'. The status bar at the bottom right shows 'Ln 22, Col 63' and 'NUM'.

ERAnet V9

Select **"Options"** from the command line and Select the option for **"Service Vehicle Information"** and the following screen will be displayed:



Select a **Serial Number** and the following screen will be displayed:



You will see under *Field Name* that the **PPSR** field has been added to this template.