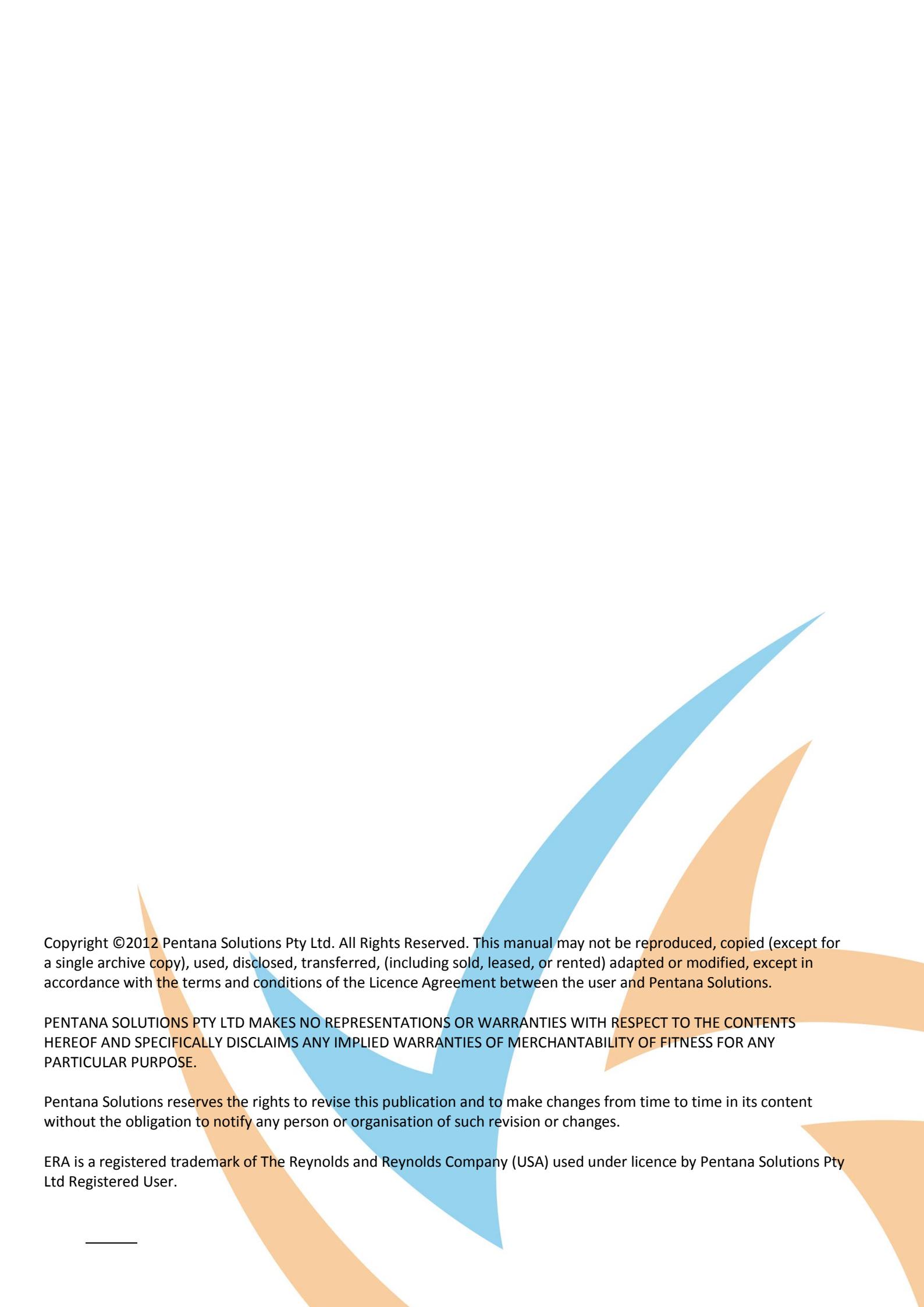




# **v9 Release**

# **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.

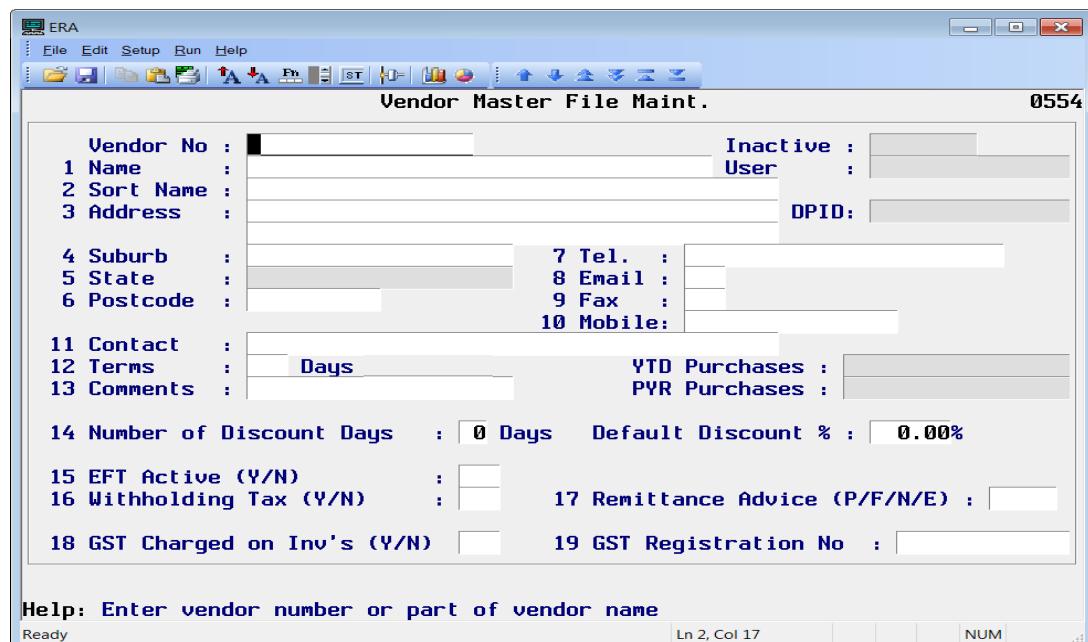
#### Screens



- 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:



The screenshot shows the 'Vendor Master File Maint.' screen (0554) in ERA software. The window title is 'Vendor Master File Maint.' and the file number is '0554'. The screen contains the following fields:

- Vendor No :
- Inactive :
- 1 Name :
- User :
- 2 Sort Name :
- 3 Address :
- DPIID:
- 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

As per normal functionality enter a vendor name or number.

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The screenshot shows the 'Vendor Master File Maint.' window (0554) with the following vendor details:

Vendor No :	3371	Inactive :	
1 Name :	TOYOTA MOTOR CORPORATION AUSTRALIA	User :	
2 Sort Name :	TOYOTA MOTOR CORPORATION AUSTRALIA		
3 Address :	1 TMCA ST	DPID:	
4 Suburb :	CARRINGBAH	7 Tel. :	
5 State :	New South Wales	8 Email :	No
6 Postcode :	2000	9 Fax :	No
11 Contact :		10 Mobile:	
12 Terms :	30 Days	YTD Purchases :	0.00
13 Comments :		PVR Purchases :	200.00
14 Number of Discount Days :	0 Days	Default Discount % :	0.00%
15 EFT Active (Y/N) :	No	17 Remittance Advice (P/F/N/E) :	Print
16 Withholding Tax (Y/N) :	No	18 GST Charged on Inv's (Y/N) :	No
		19 GST Registration No :	

Buttons at the bottom: Enter, Modify, Delete, field#, inaCtive, notePad, UsrfdI, Hist, addVal, exit.  
Help: Save the current entries

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.

The screenshot shows the 'Vendor Master File Maint.' window (0554) with the following vendor details, identical to the first screenshot but with the 'Inactive' field explicitly set:

Vendor No :	3371	Inactive :	08/11/11
1 Name :	TOYOTA MOTOR CORPORATION AUSTRALIA	User :	carrier
2 Sort Name :	TOYOTA MOTOR CORPORATION AUSTRALIA		
3 Address :	1 TMCA ST	DPID:	
4 Suburb :	CARRINGBAH	7 Tel. :	
5 State :	New South Wales	8 Email :	No
6 Postcode :	2000	9 Fax :	No
11 Contact :		10 Mobile:	
12 Terms :	30 Days	YTD Purchases :	0.00
13 Comments :		PVR Purchases :	200.00
14 Number of Discount Days :	0 Days	Default Discount % :	0.00%
15 EFT Active (Y/N) :	No	17 Remittance Advice (P/F/N/E) :	Print
16 Withholding Tax (Y/N) :	No	18 GST Charged on Inv's (Y/N) :	No
		19 GST Registration No :	

Buttons at the bottom: Enter, Modify, Delete, field#, activate, notePad, UsrfdI, Hist, addVal, exit.  
Help: Save the current entries

## 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.

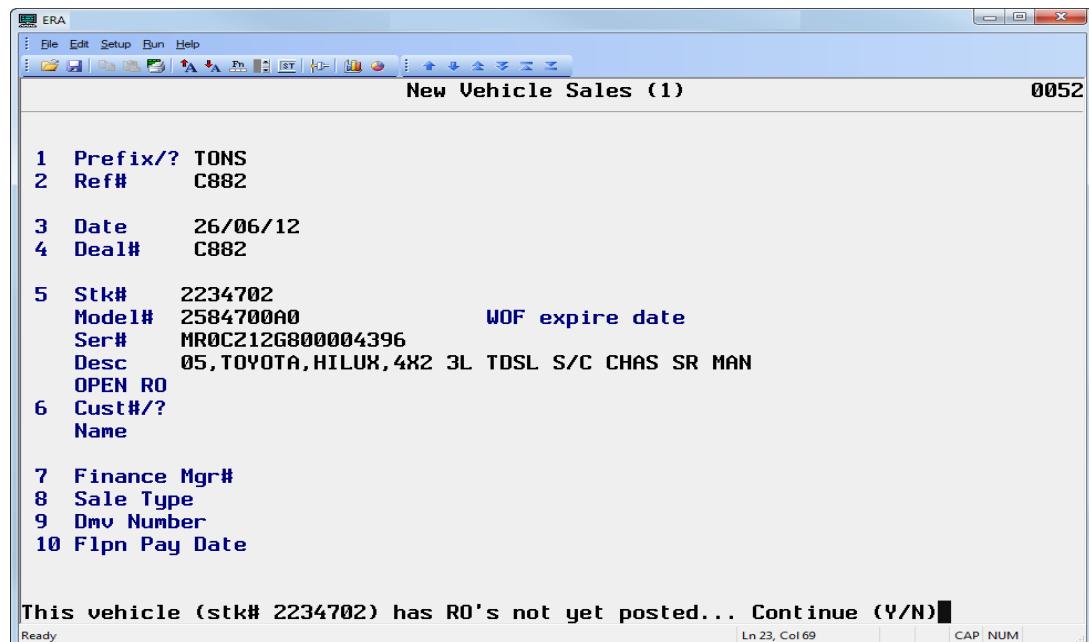
#### Screens

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

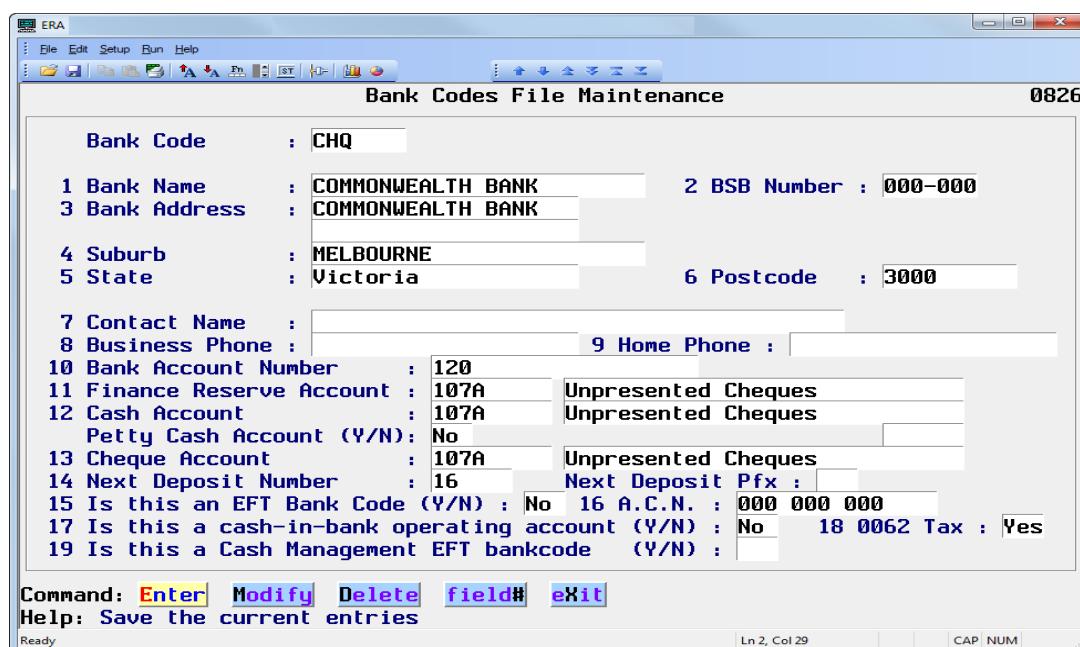
0895 – Tax Setup Maintenance

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.

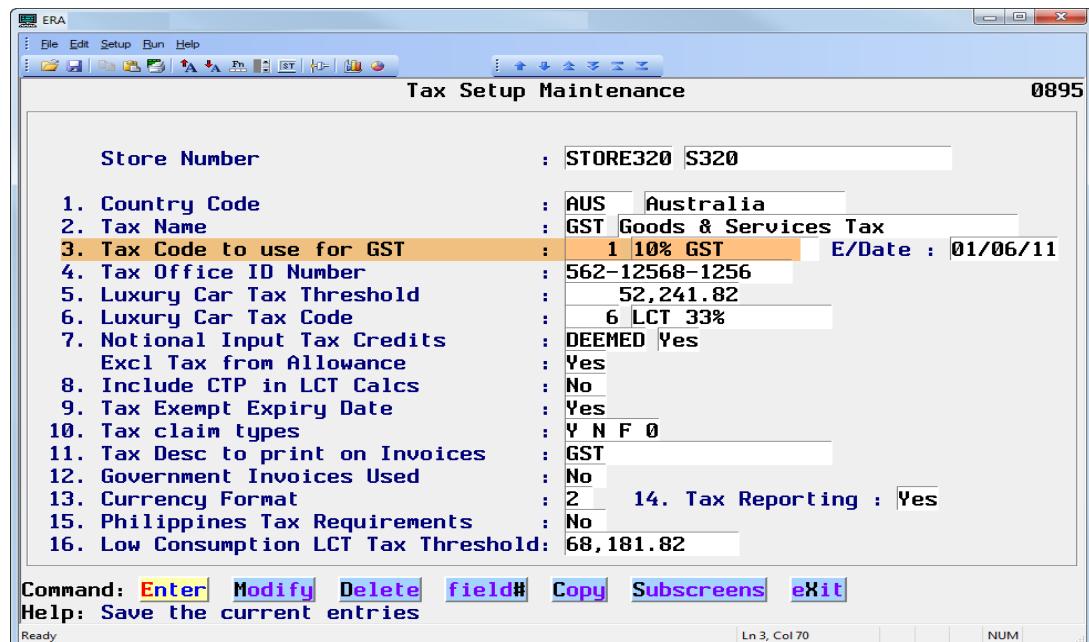


Bank Code	:	CHQ			
1 Bank Name	:	COMMONWEALTH BANK	2 BSB Number	:	000-000
3 Bank Address	:	COMMONWEALTH BANK			
4 Suburb	:	MELBOURNE			
5 State	:	Victoria	6 Postcode	:	3000
7 Contact Name	:				
8 Business Phone	:		9 Home Phone	:	
10 Bank Account Number	:	120			
11 Finance Reserve Account	:	107A	Unpresented 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

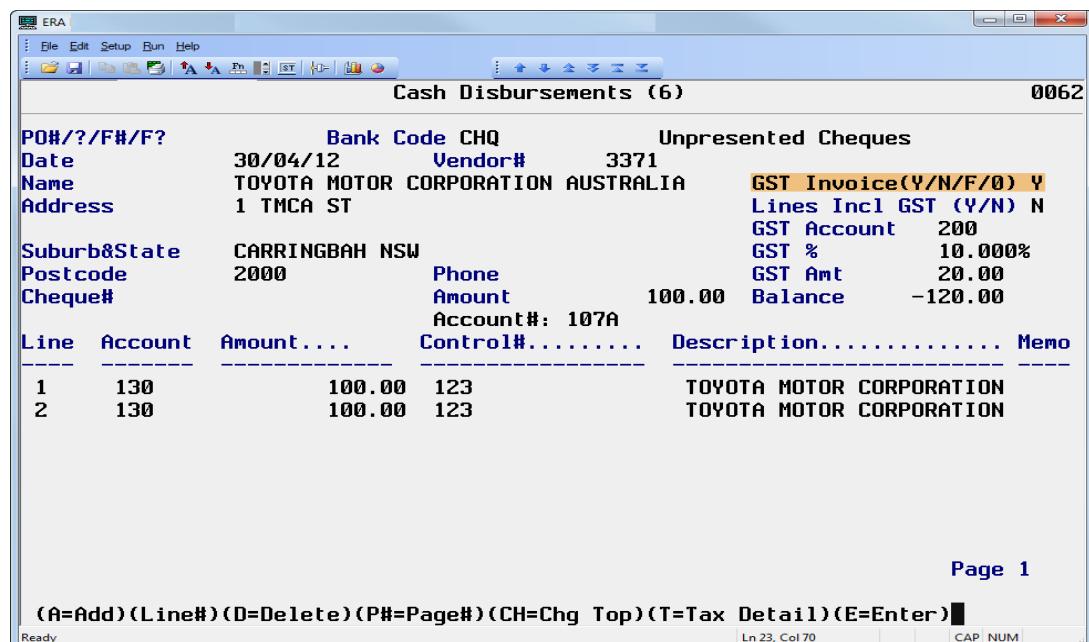
# Accounting Manual

**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.



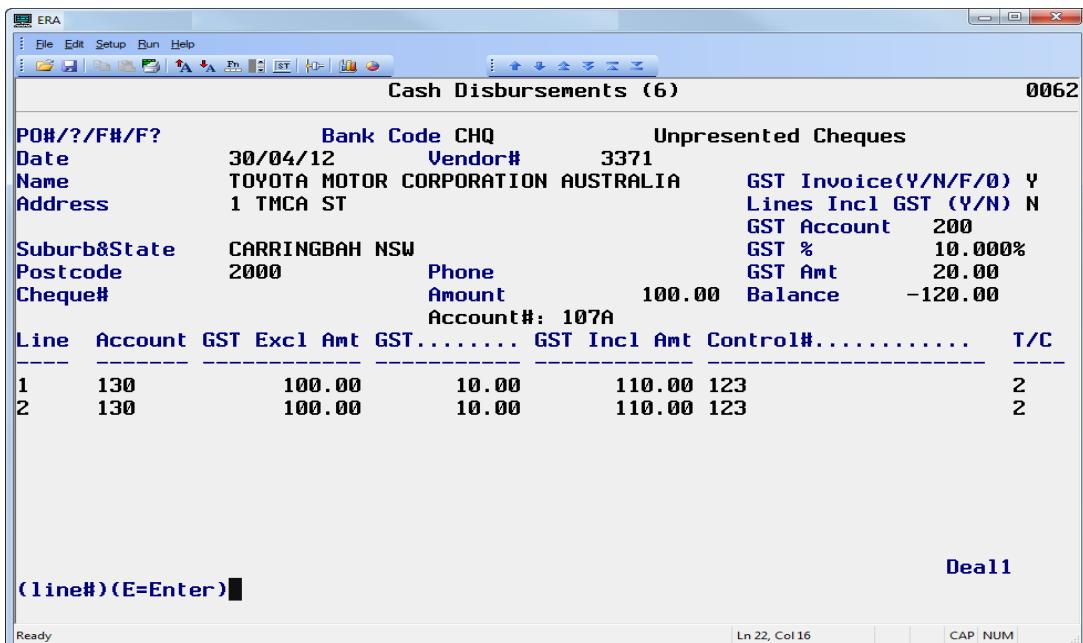
## The Process

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.



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

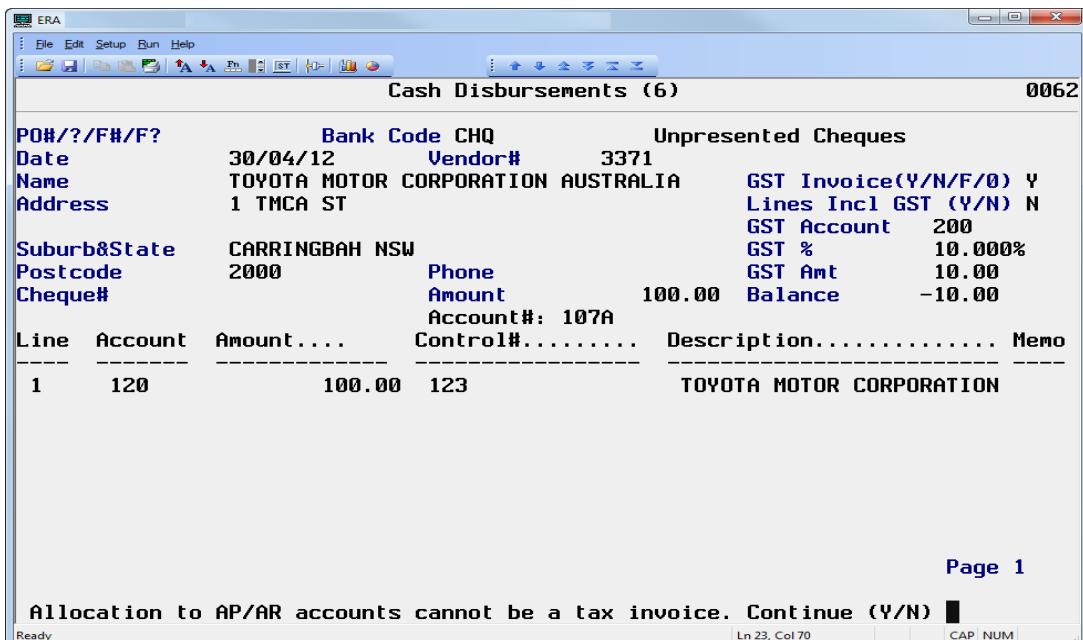
# ERAnet V9



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.



# Accounting Manual

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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 'Entity Master' screen with the identifier '0556' in the top right. The screen is divided into several sections:

- Entity ID:** 5000
- Business:** Garlock Pty Ltd
- First Name:** (empty)
- Middle Name:** (empty)
- Last Name:** (empty)
- Residential Address:** 10 Wills Street, Arncliffe, 2205, NSW, New South Wales
- Postal Code:** 2205, DPIID: (empty)
- State:** NSW, New South Wales
- Country:** (empty)
- Phone:** (03) 9851 2445, (03) 9845 1226, (03) 9854 1225, (0412) 548 799
- Preferred:** (empty)
- Sort Name:** Garlock
- Contact Details:** Business, Doctor
- Title:** (empty)
- Attention:** (empty)
- Privacy Cde:** AC
- Email:** (empty)
- A.C.N.:** (empty)
- A.B.R.N.:** (empty)
- P.P.S.R.:** (empty)

At the bottom, there are menu options: Ent, Mod, field#, postal, Analysis, Customer, Prospect, Del, addr, and exit. A help message at the bottom says: 'Help: Save the current entries'.

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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 window with the identifier 0556. The window displays customer information for 'Garlock Pty Ltd' with Entity ID 5000. The 'Postal Address' section shows 'PO BOX 1' and 'ARNCLIFFE 2205 DPID 67972872'. The 'Phone' section lists residential and business numbers. The 'Email' section contains two entries. The 'Contact Details' section includes contact type (Business), salutation (Doctor), title, attention, and privacy code (AC). The bottom of the window shows a menu bar with 'Ent', 'Mod', 'field#', 'resndtL', 'Analysis', 'Customer', 'Prospect', 'Del', 'addrV', and 'eXit', and a help message: '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.

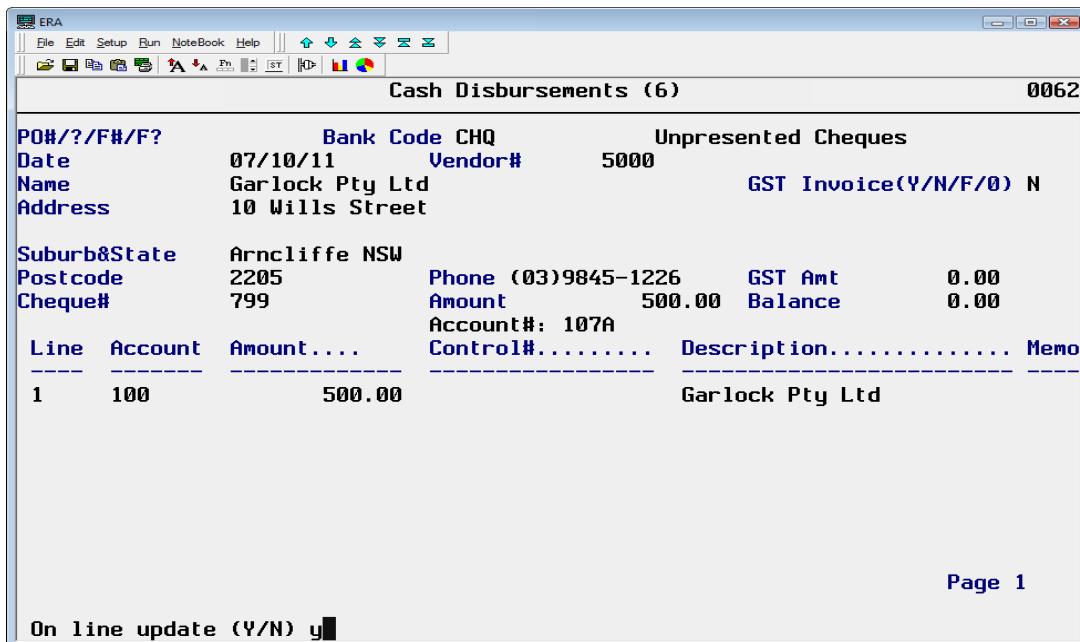
## The Process

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) window with the identifier 0062. The window is titled 'Cash Disbursements (6)'. It displays a table for 'Unpresented Cheques' with columns: PO#/?/F#/F?, Date, Bank, Code, CHQ, Vendor#, and a row for 'C5000'. Below this, there are sections for 'Suburb&State', 'Postcode', 'Cheque#', 'Phone', 'Amount', 'GST Amt', and 'Balance'. At the bottom, there is a table with columns: Line, Account, Amount...., Control#....., Description....., and Memo. The status bar at the bottom of the window says 'Enter V/C followed by vendor/customer number' and 'Page 1'.

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



**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

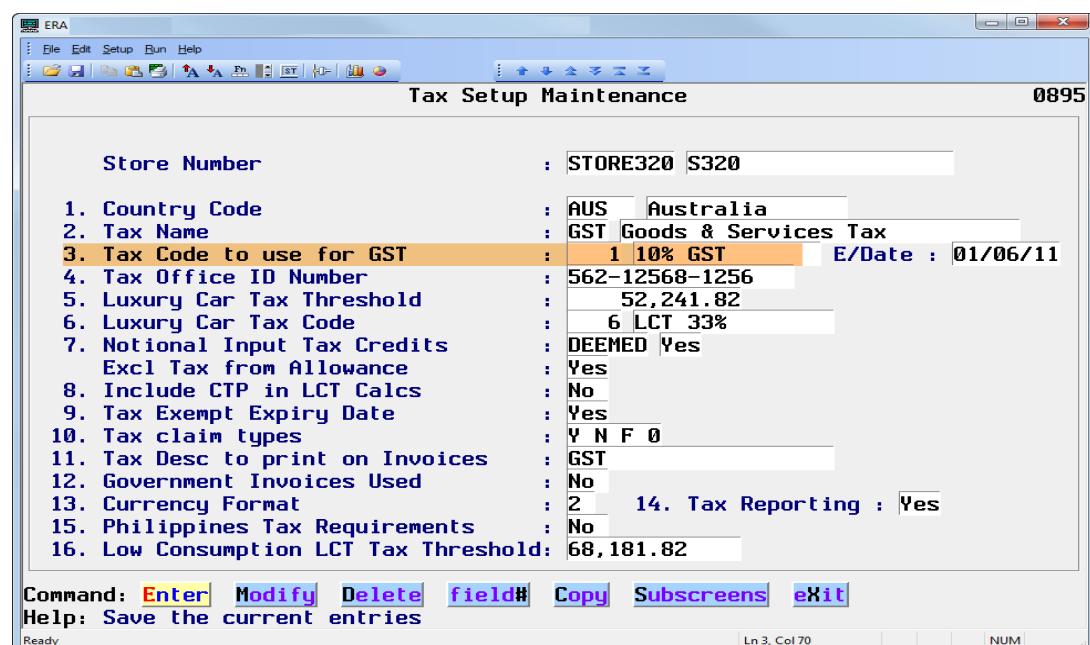
This change was made as a General Product Enhancement for all Users.

#### 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:

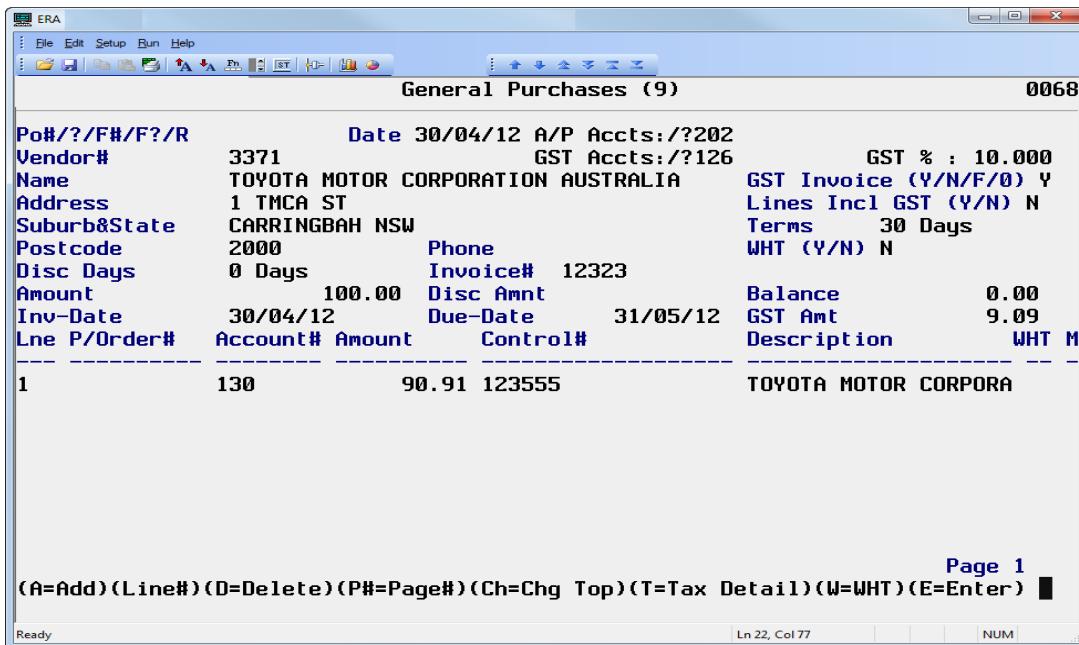


If you want your entries to write to the Taxfile and use the BAS reporting facility then the user must ensure that question 14 **Tax Reporting** is set to **YES**

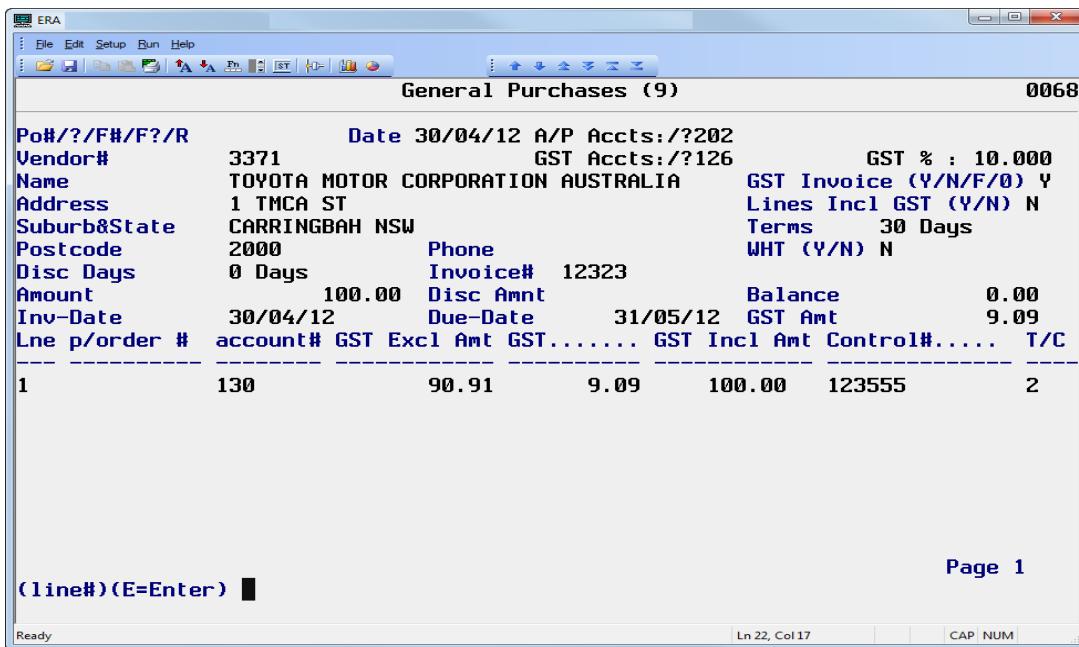
# ERAnet V9

## 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 **'T'ax 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.



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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.

General Purchases (9)							0068
Po#/?/F#/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	Incl	Amt
							T/C
1	130	90.91	9.09	100.00	123555		2

Page 1

(Line#)(E=Enter) █

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.

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

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.

Po#/?/F#/?/R		Date 30/05/12 A/P Accts:/?202		GST % : 12.500	
Vendor#	3371	GST Accts:/?126		GST Invoice (Y/N/F/0)	Y
Name	TOYOTA MOTOR CORPORATION AUSTRALIA			Lines Incl GST (Y/N)	N
Address	1 TMCA ST			Terms	30 Days
Suburb&State	CARRINGBAH NSW			WHT (Y/N)	N
Postcode	2000	Phone			
Disc Days	0 Days	Invoice#	2225		
Amount	100.00	Disc Amt		Balance	-12.50
Inv-Date	30/05/12	Due-Date	30/06/12	GST Amt	12.50
Lne P/Order#	Account#	Amount	Control#	Description	WHT
1	130	50.00	123	TOYOTA MOTOR CORPORA	
2	130	50.00	123	TOYOTA MOTOR CORPORA	
3	126	-12.50E			

Page 1

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.

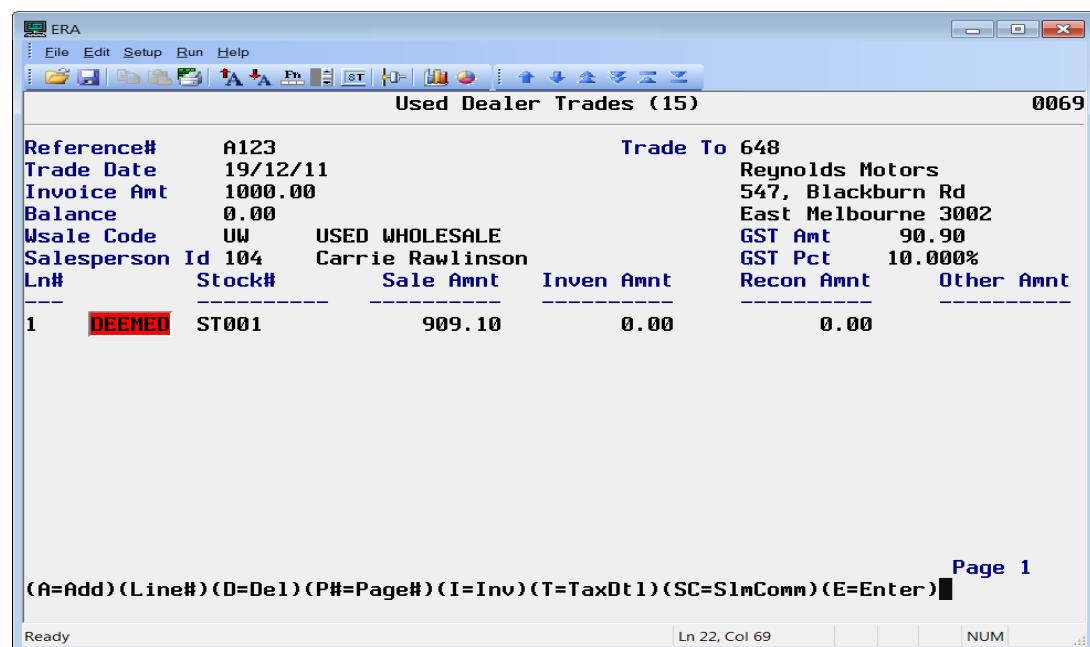
#### Screens

0069 – Used Dealer Trades

0432 – Monthly Sales Commission Report

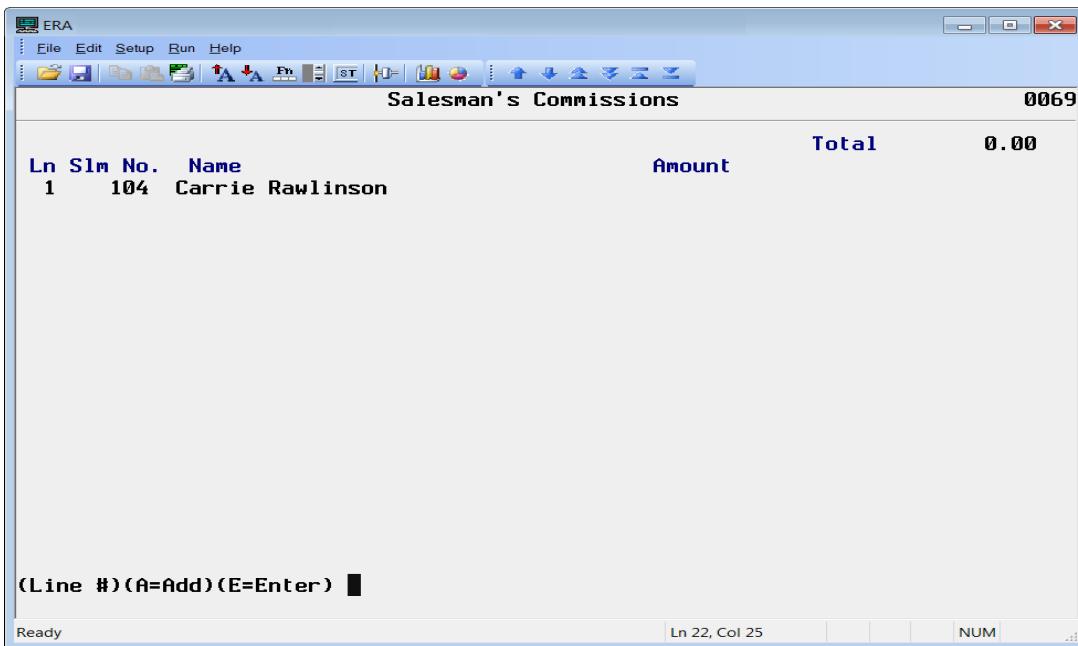
#### The Changes

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.

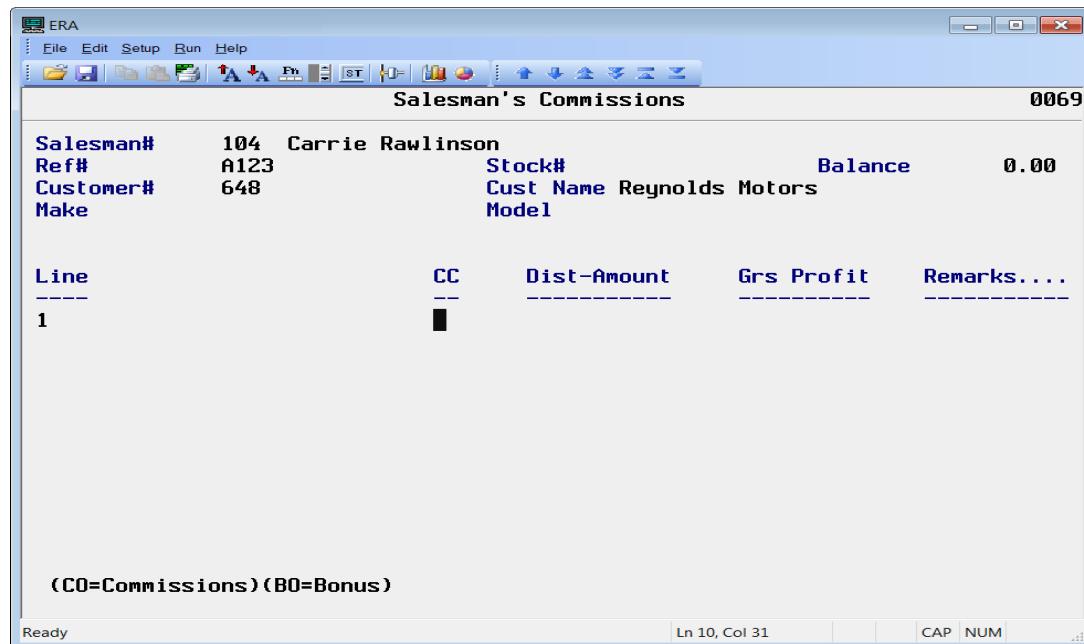


# ERAnet V9

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

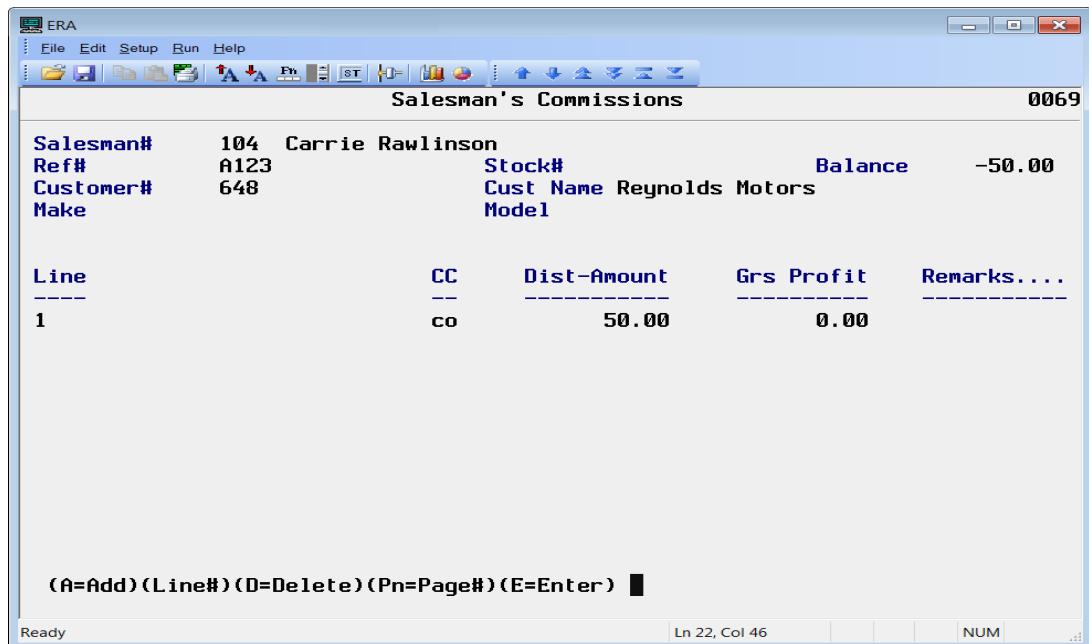


Select **line 1** to add the CO=Commissions or BO=Bonus for the required salesman, or if you require to add any additional salesman select **A=Add**



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



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:

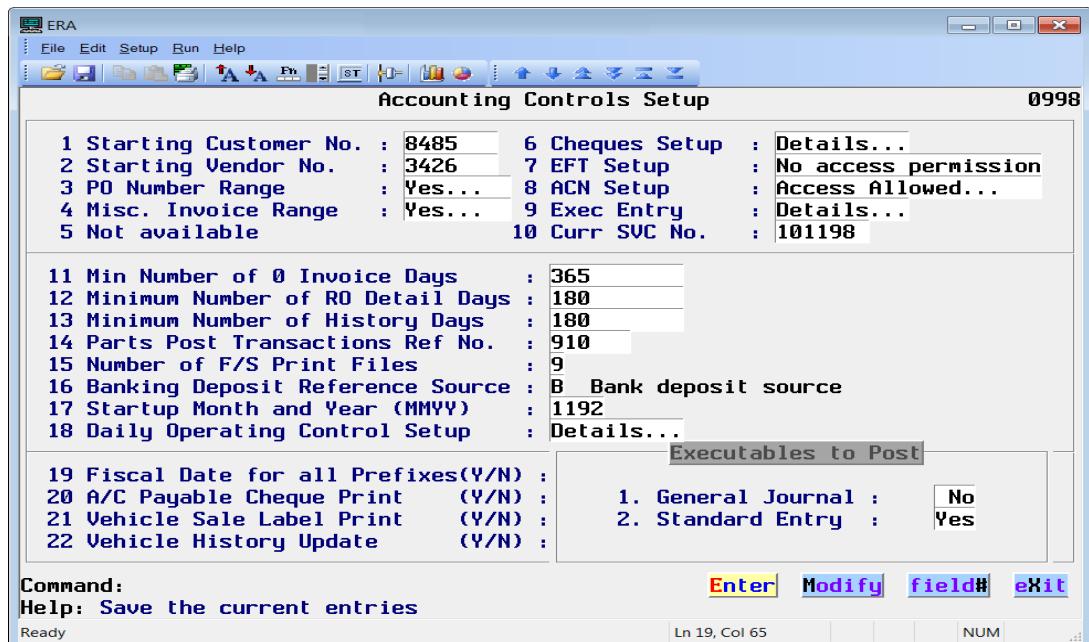
Accounting Controls Setup			0998
1 Starting Customer No. :	8485	6 Cheques Setup :	Details...
2 Starting Vendor No. :	3426	7 EFT Setup :	No access permission
3 PO Number Range :	Yes...	8 ACN Setup :	Access Allowed...
4 Misc. Invoice Range :	Yes...	9 Exec Entry :	Details...
5 Not available		10 Curr SVC No. :	101198
11 Min Number of 0 Invoice Days :	365	12 Minimum Number of RD 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:



**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

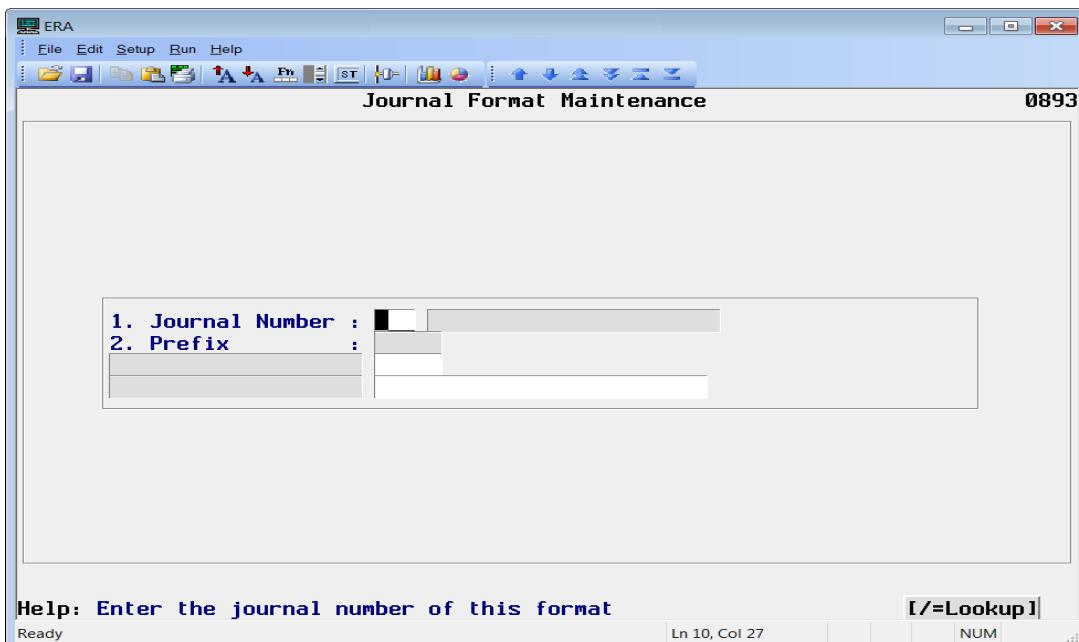
This was done as part of the RFD process

#### 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:



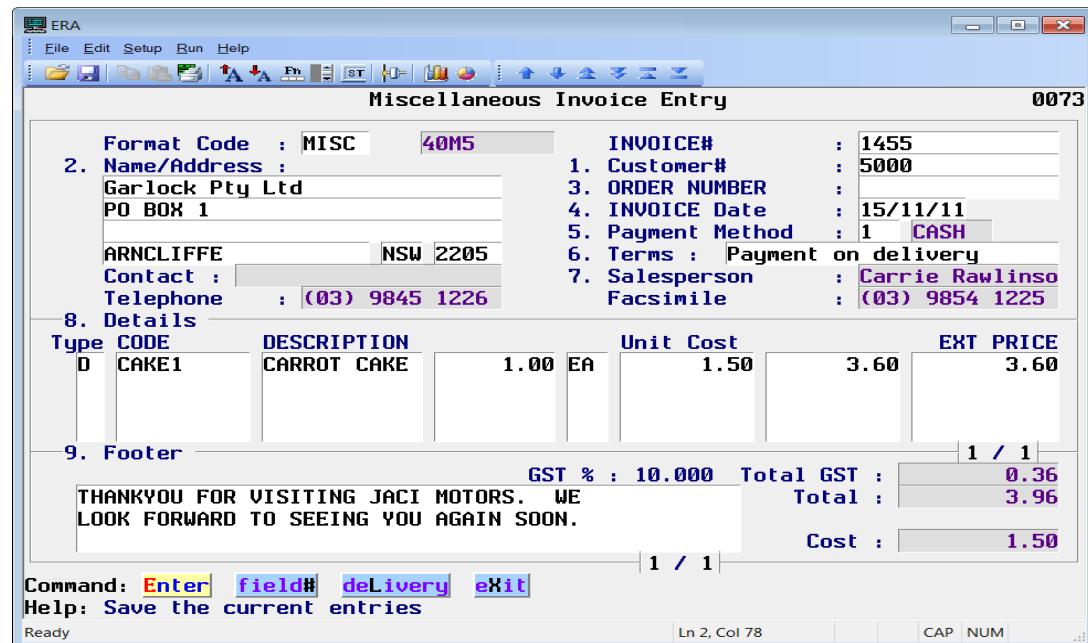
1. Journal Number:	Select <b>52 Miscellaneous Invoices</b> from the look-up.
2. Prefix:	This field will display the Prefix.
3. Format Name:	Type <b>Misc</b> or select this from the look-up.
4. Format Description:	This field will display the format description.

# Accounting Manual

## 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.



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

INVOICE		
INVOICE to :		
Garlock Pty Ltd	GST Run# : 40M5	
PO BOX 1	INVOICE : M-MISC1455	
ARNCLIFFE New South Wales 2205	Date : 15/11/11	
	ORDER NUMBER	
	Customer # : 5000	
	Salesperson Id : CARRIER	
	Raised By : CASH	
	Page : 1 of 1	
	Phone : 03-98451226	
	Fax : 03-98541225	
Line CODE	DESCRIPTION	EXT PRICE
1 CAKE1	CARROT CAKE	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:

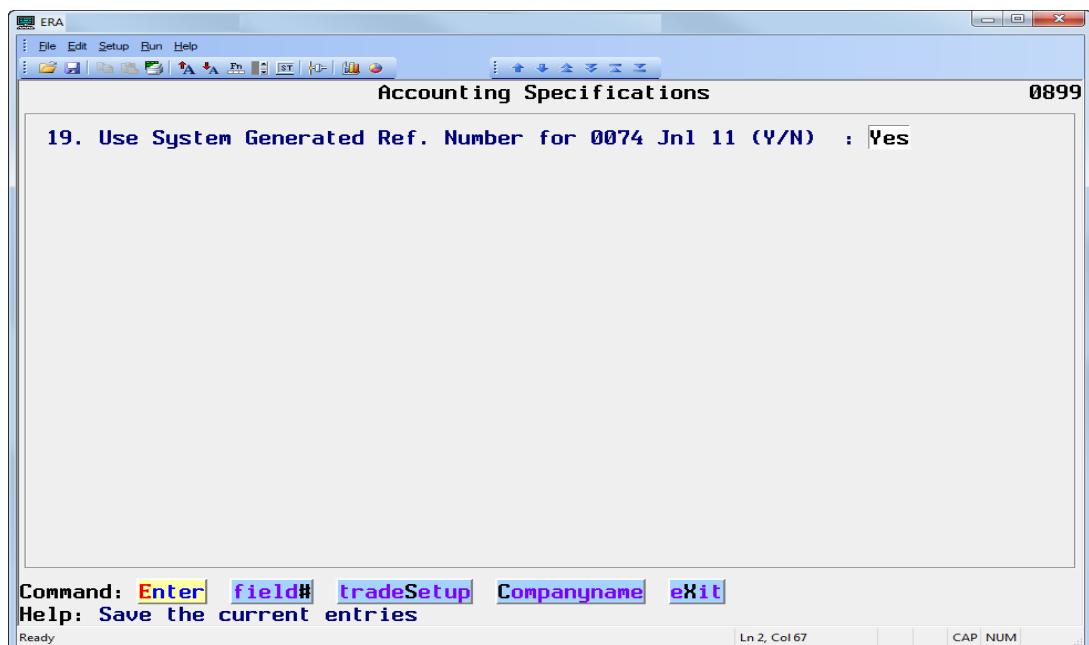
The screenshot shows the ERA Accounting Specifications screen (0899). The window title is "Accounting Specifications" and the reference number is "0899". The screen lists 18 configuration items with their values:

Setting	Value
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:	
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#
17. Set Recovery Charge per Store (Y/N)	No
18. Use store based cash management receipt numbers	Yes

At the bottom of the screen, there are command buttons: **Enter**, **Modify**, **field#**, **tradeSetup**, **Companyname**, **nxtPage**, and **exit**. A help message "Help: Save the current entries" is also present.

# Accounting Manual

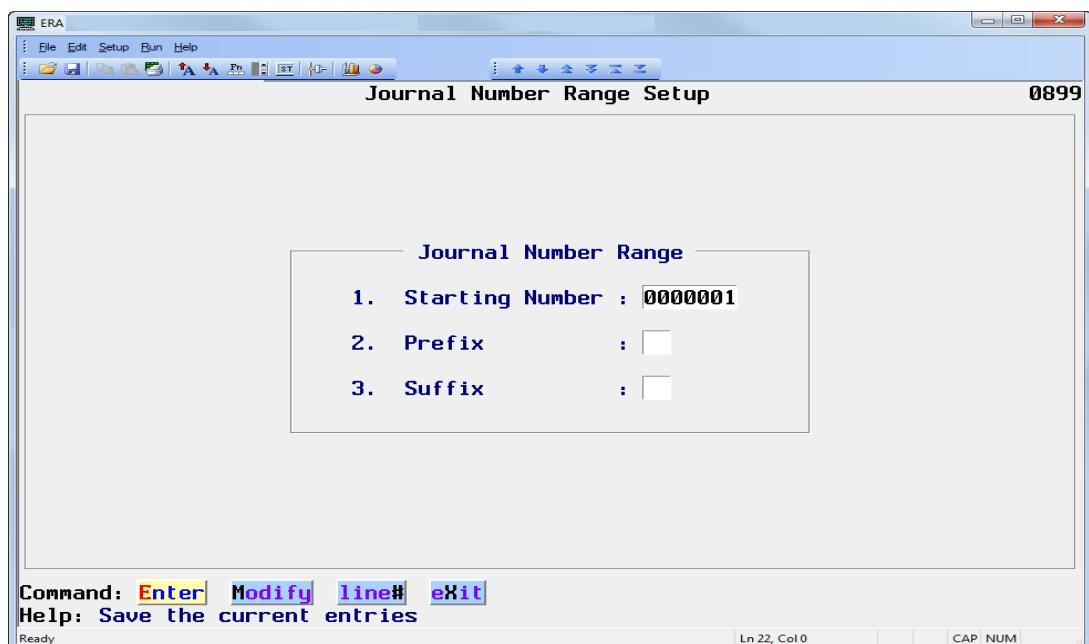
Select 'nxtPage' from the command line and the following screen will display:



To turn on the auto generate reference number option.

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

The following screen will display:

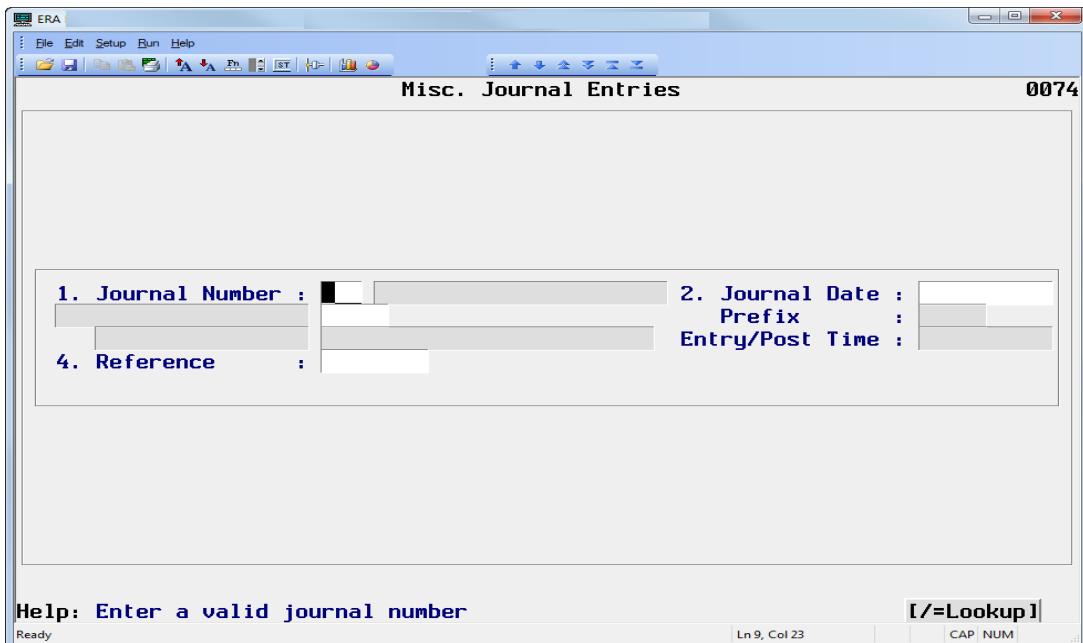


1. Starting Number:	Enter the <b>Starting Number</b> range or leave as default.
2. Prefix:	Enter the two a character <b>Prefix</b> or leave blank if not required.
3. Suffix:	Enter the two a character <b>Suffix</b> or leave blank if not required.

# ERAnet V9

## The Process

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

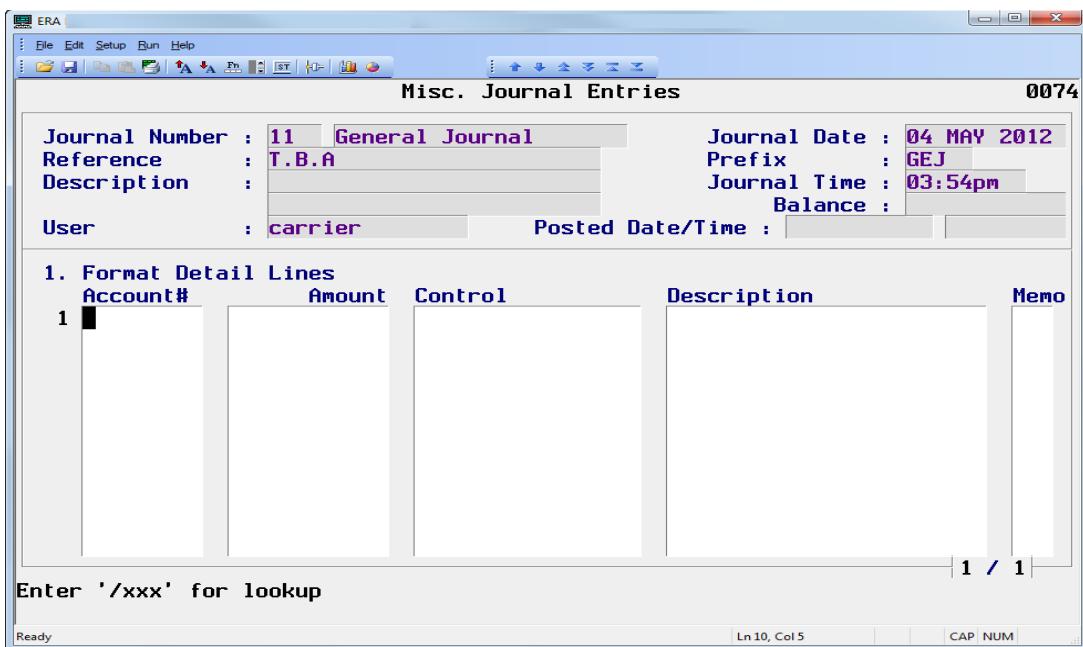


Misc. Journal Entries 0074

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

Help: Enter a valid journal number

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



Misc. Journal Entries 0074

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 :

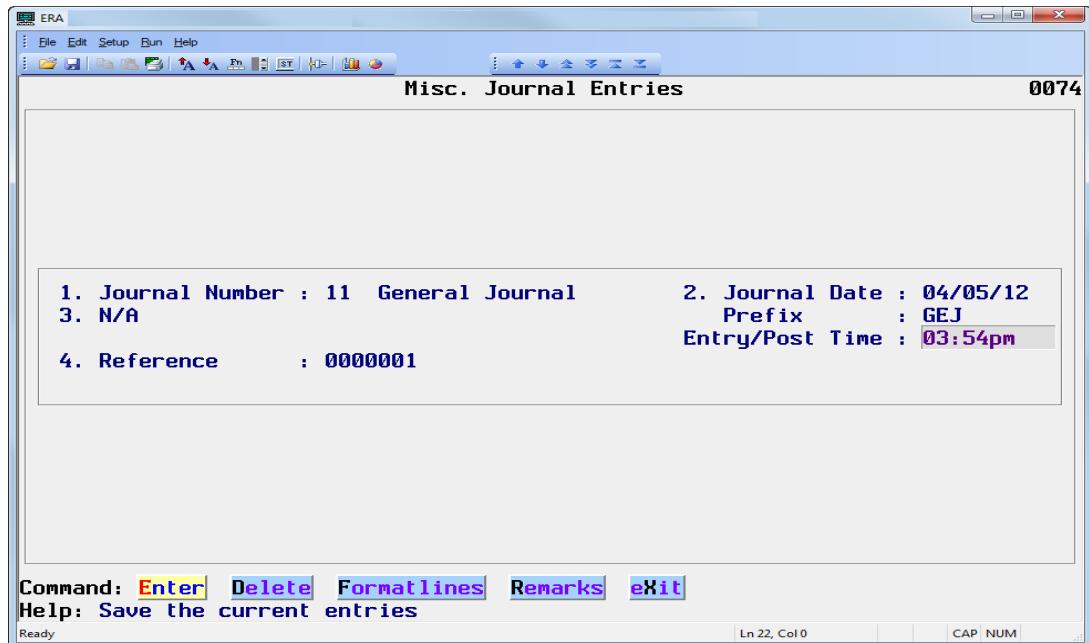
1. Format Detail Lines

Account#	Amount	Control	Description	Memo
1				

Enter '/xxx' for lookup

# 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

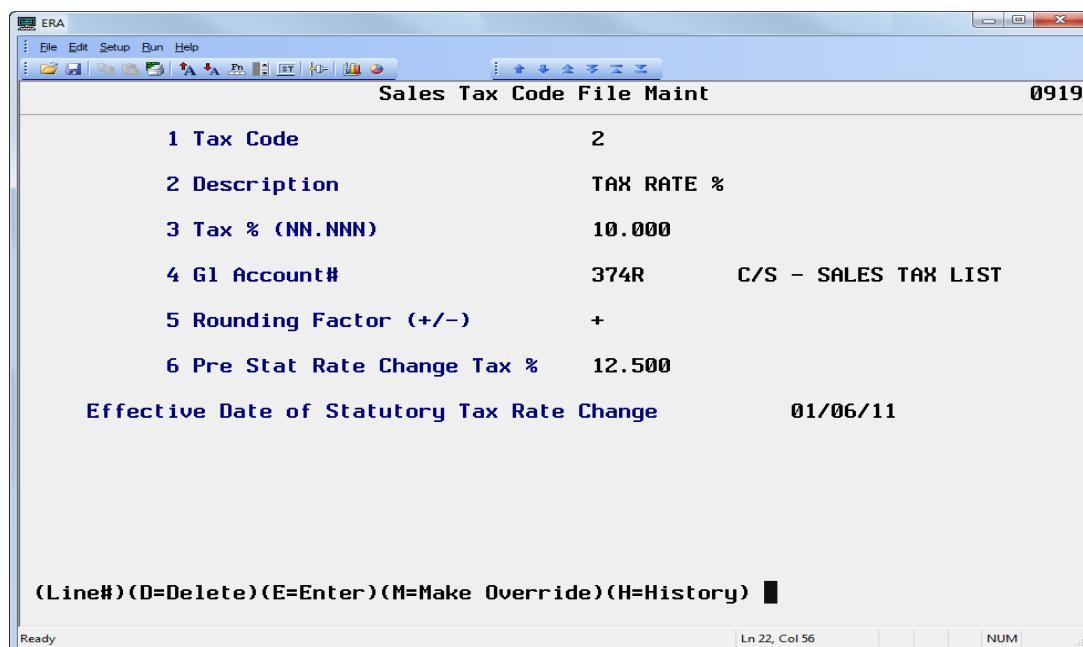
This change was made as a General Product Enhancement for all Users.

#### Screens

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

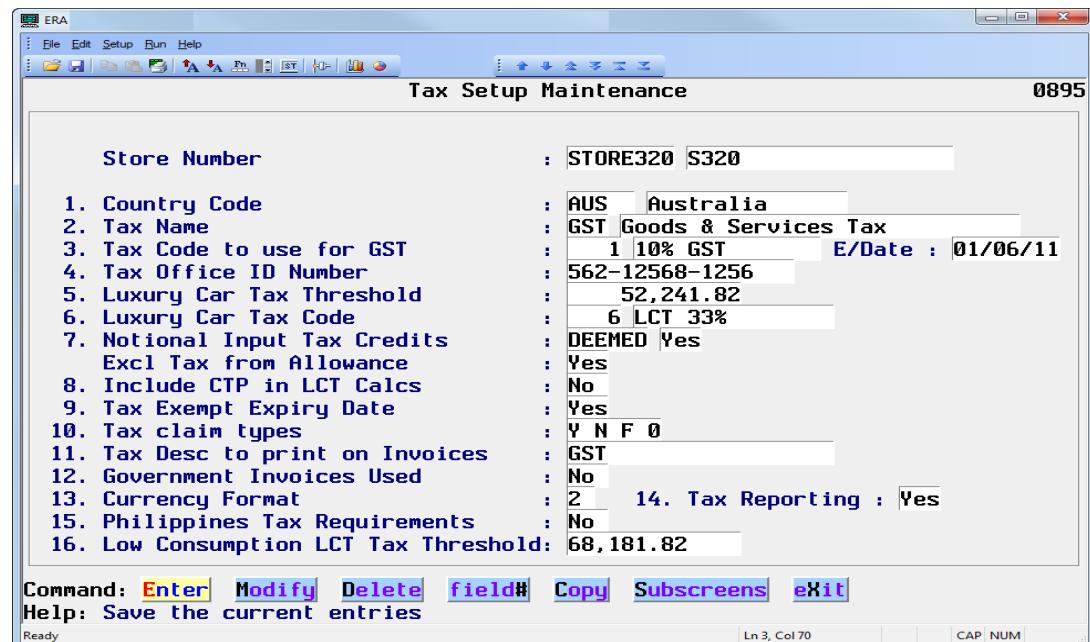
#### The Setups

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**

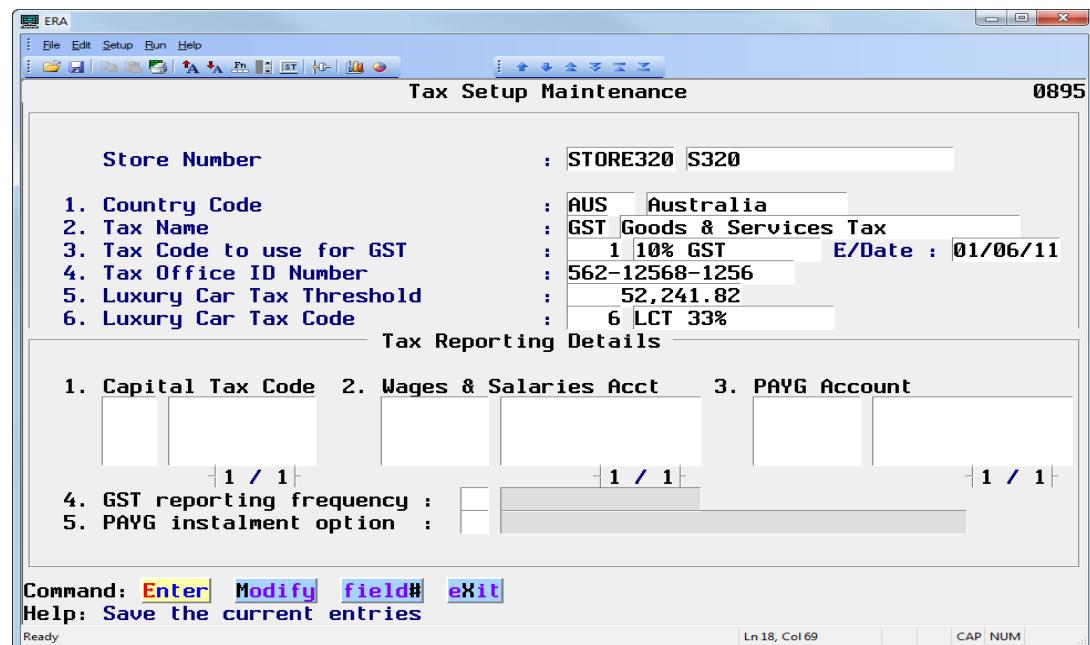


The screenshot shows the 'Tax Setup Maintenance' window for store number 'STORE320 S320'. The 'Tax Reporting' field is highlighted and set to 'Yes'. Other fields include Country Code (AUS), Tax Name (GST Goods & Services Tax), Tax Office ID Number (562-12568-1256), and Luxury Car Tax Threshold (52,241.82).

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	E/Date : 01/06/11
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

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**.



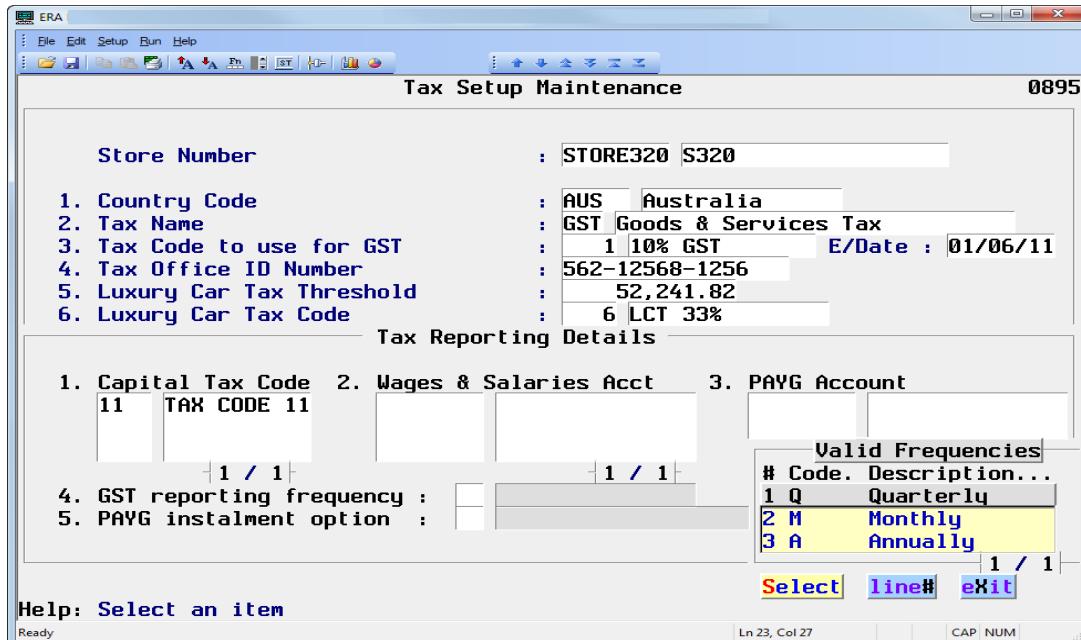
The screenshot shows the 'Tax Setup Maintenance' window for store number 'STORE320 S320'. The 'Tax Reporting' field is highlighted and set to 'Yes'. The 'Tax Reporting Details' section is expanded, showing fields for Capital Tax Code (1 / 1), Wages & Salaries Acct (1 / 1), PAYG Account (1 / 1), GST reporting frequency (1 / 1), and PAYG instalment option (1 / 1).

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

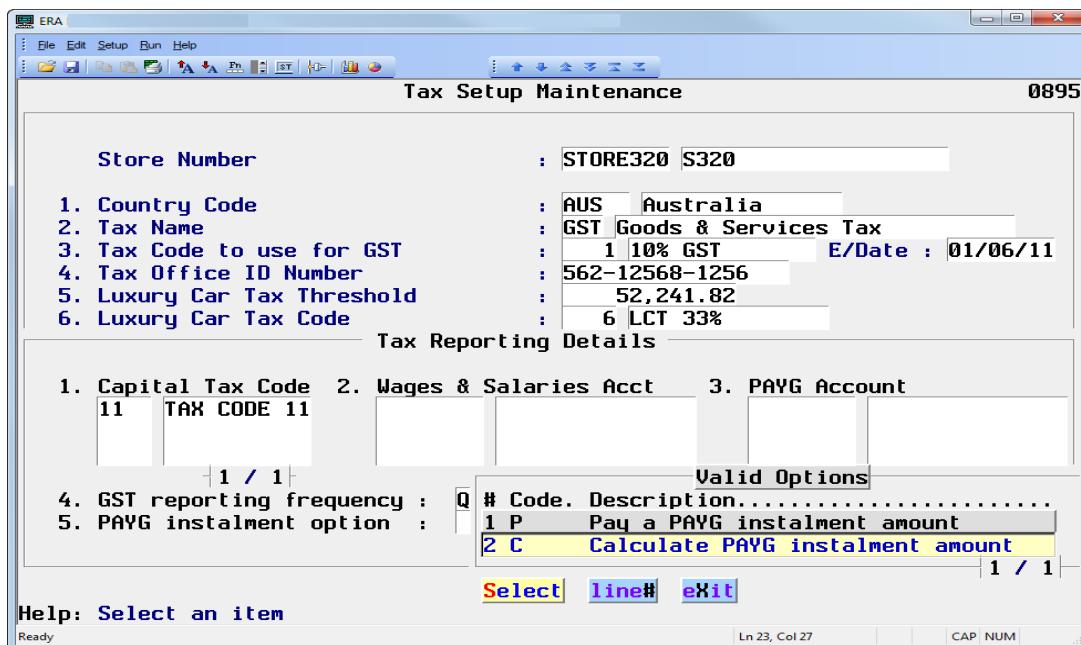
Command: **Enter** **Modify** **field#** **exit**  
Help: Save the current entries

# 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.

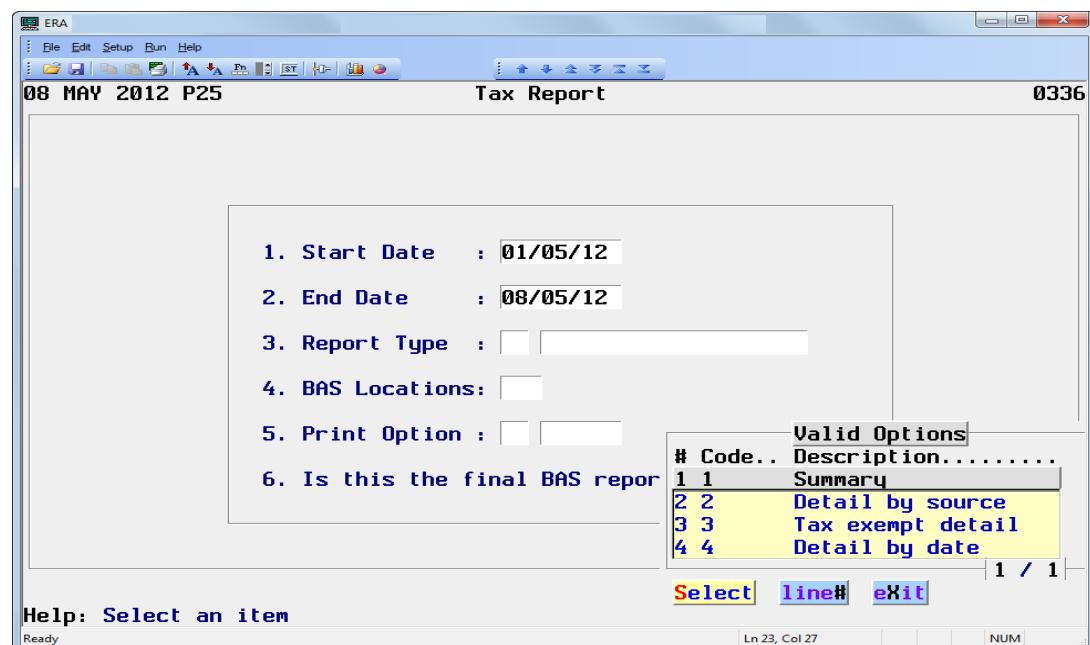


**PAYG instalment option** can either be input with a value or setup to calculate the PAYG instalment amount. Select **Field# 5** where a [=Lookup] facility is available for either **P = Pay a PAYG instalment amount** or **C = Calculate PAYG instalment amount**. The selected option here will determine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

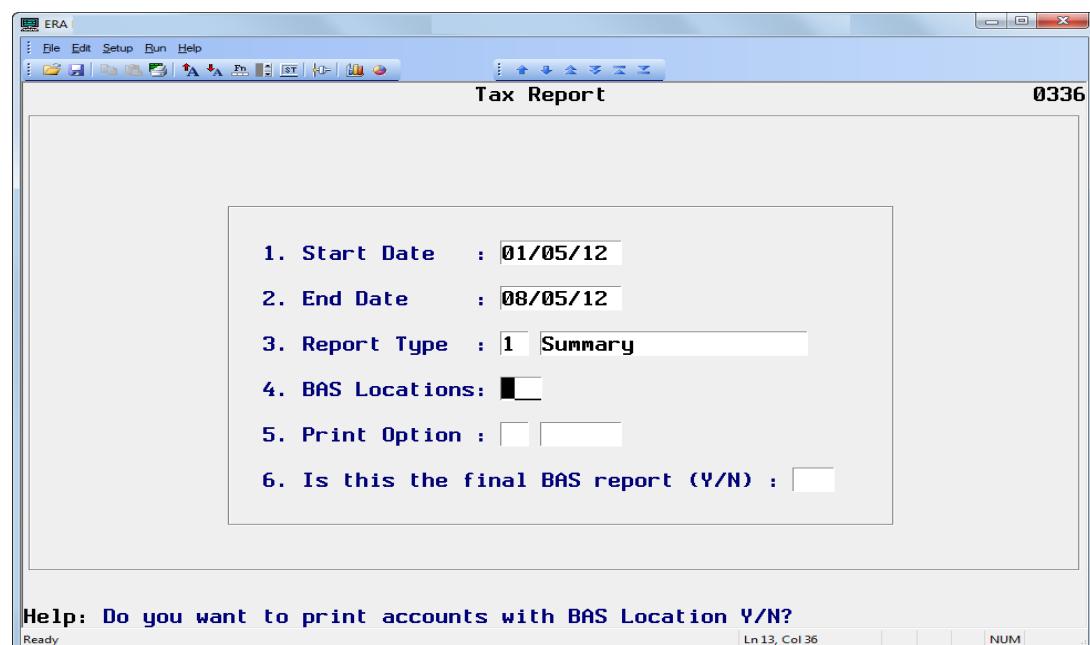


## The Process

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.

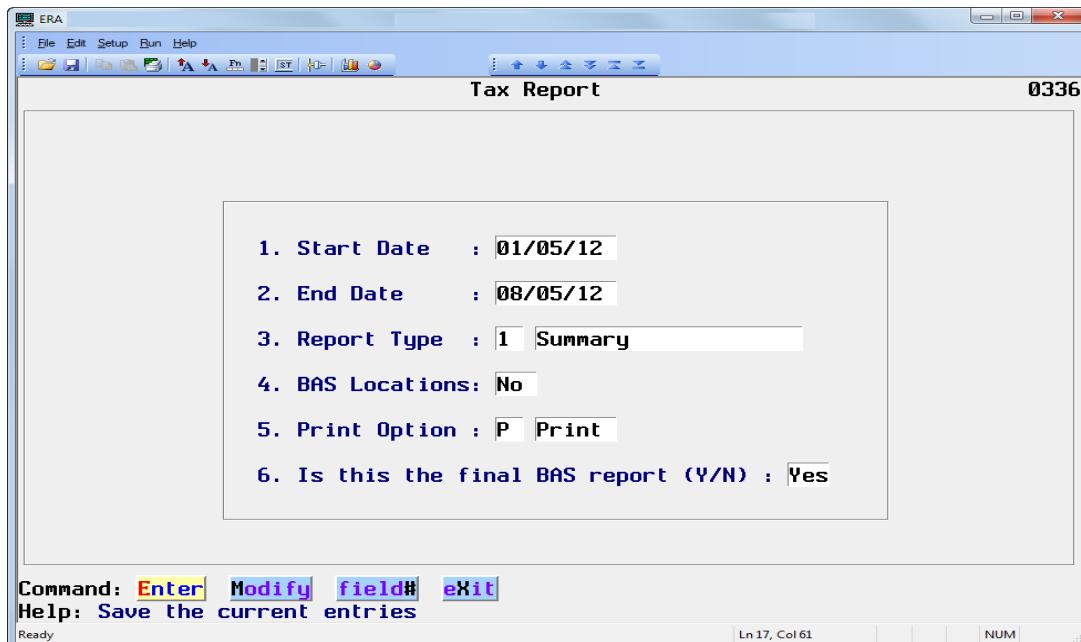


The user can now decide if they want **BAS Locations** to print out on their Tax Report. This is relevant to the Bas Locations previously setup in 0864 under the **Report codes** option on the command line. Input **Y** to print these Bas Locations on the 0336 report or **N** if you do not want them to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

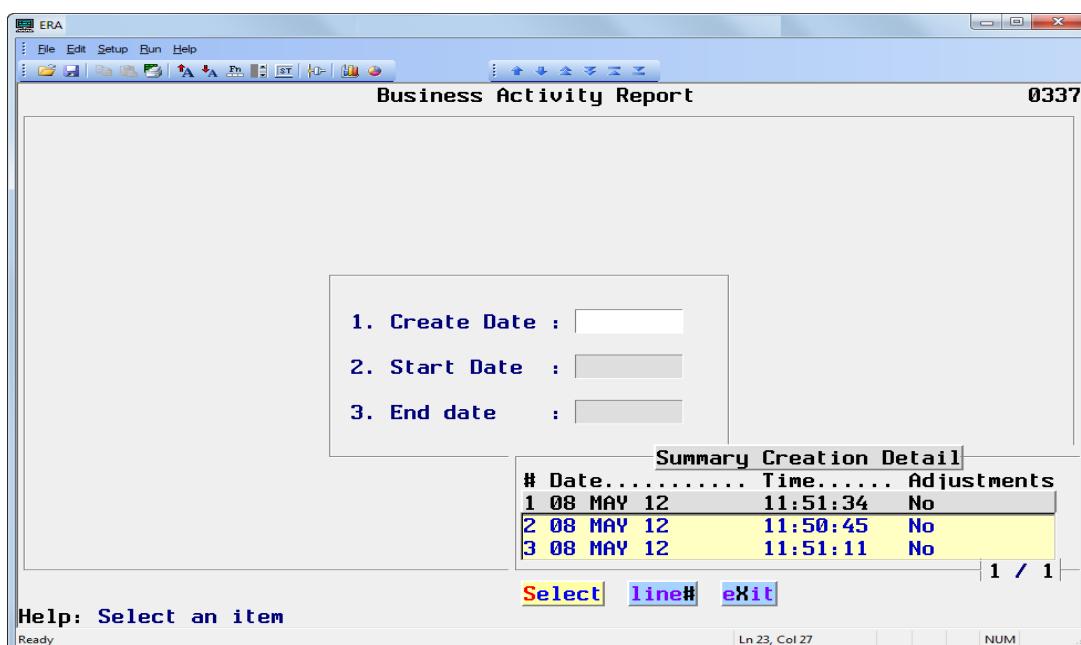


# ERAnet V9

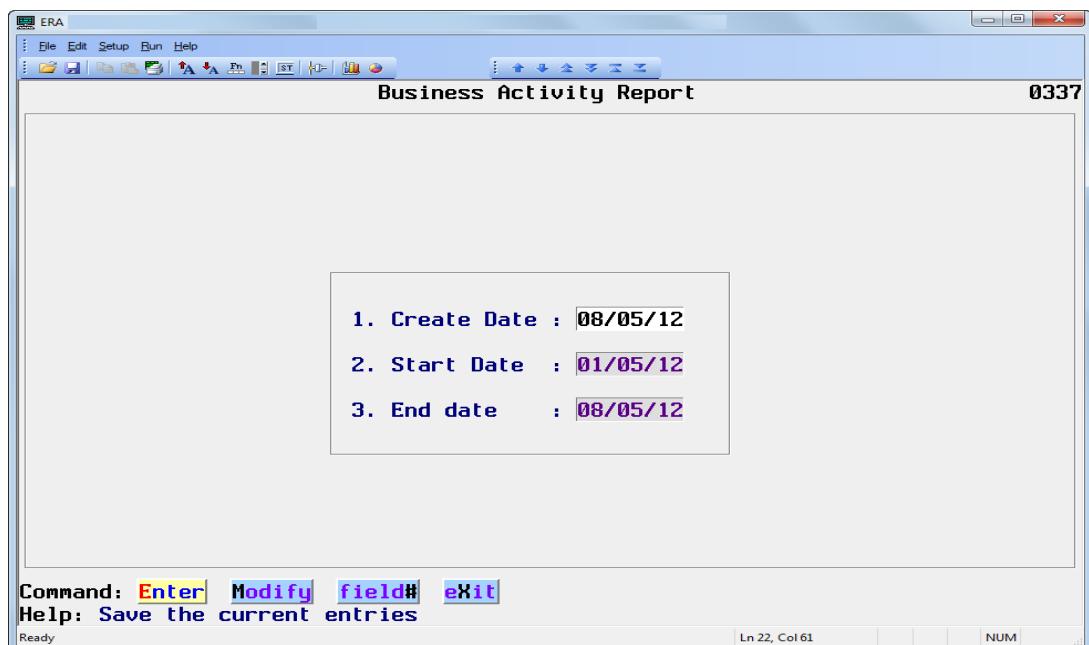
The user can run 0336 as many times as required, once they have determined that their figures are correct **Field 6 – Is this the final BAS Report Y/N** can be answered 'Y'. This will then create the valid file required to produce the **0337 – Business Activity Statement**.



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

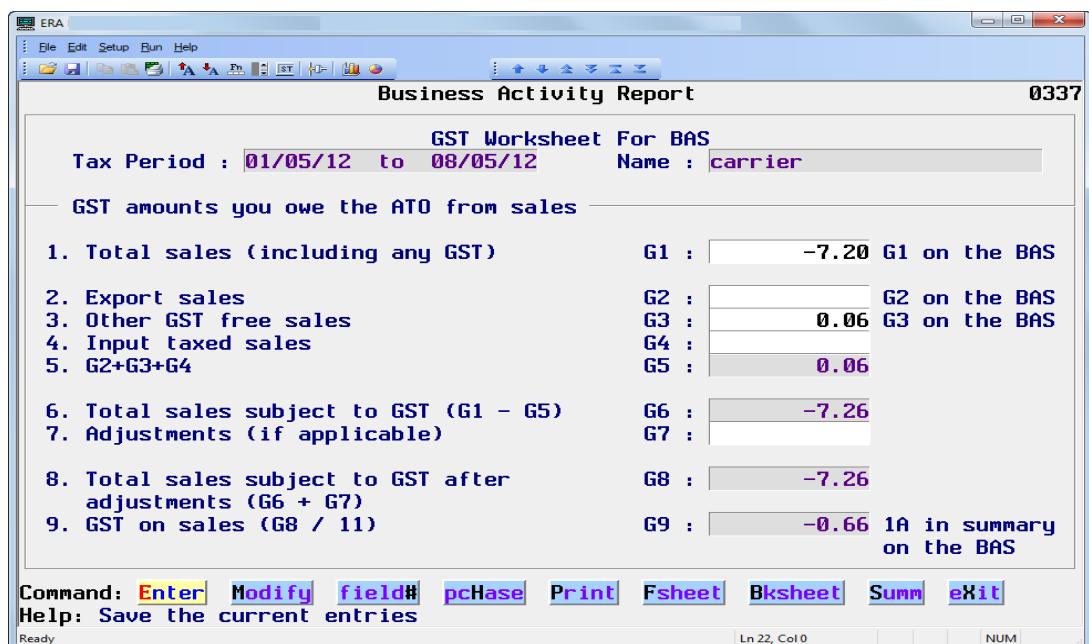


# Accounting Manual



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

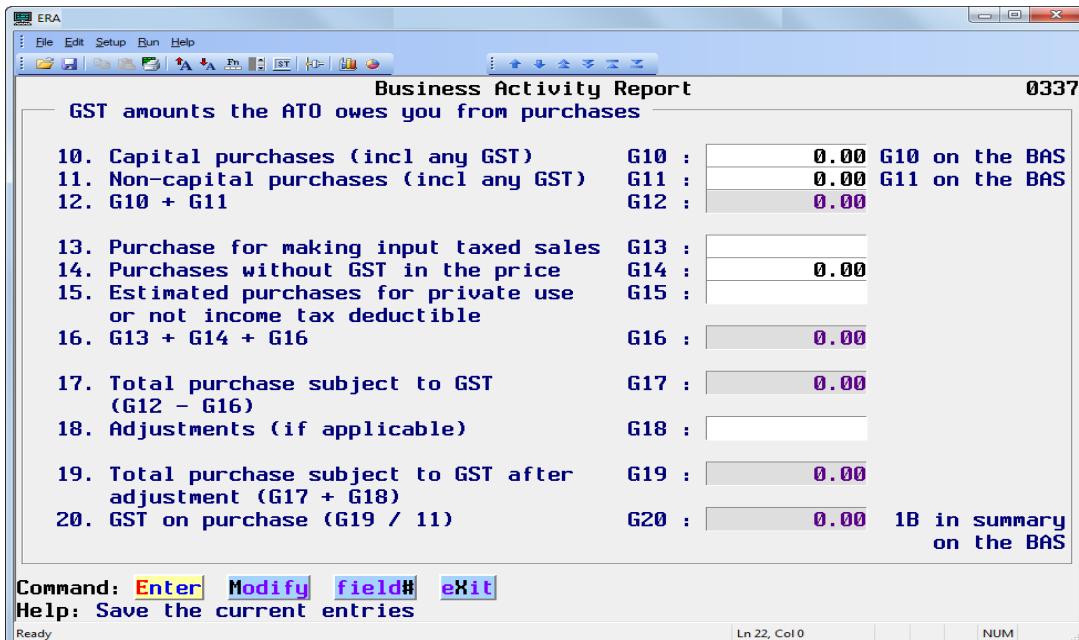
Select '**Enter**' from the command line and this will produce and display the first section of the report reflecting the **GST amounts you owe the ATO from sales**.



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**.



Line Item	Field#	Value	Notes
10. Capital purchases (incl any GST)	G10	0.00	G10 on the BAS
11. Non-capital purchases (incl any GST)	G11	0.00	G11 on the BAS
12. G10 + G11	G12	0.00	
13. Purchase for making input taxed sales	G13		
14. Purchases without GST in the price	G14	0.00	
15. Estimated purchases for private use or not income tax deductible	G15		
16. G13 + G14 + G16	G16	0.00	
17. Total purchase subject to GST (G12 - G16)	G17	0.00	
18. Adjustments (if applicable)	G18		
19. Total purchase subject to GST after adjustment (G17 + G18)	G19	0.00	
20. GST on purchase (G19 / 11)	G20	0.00	1B in summary on the BAS

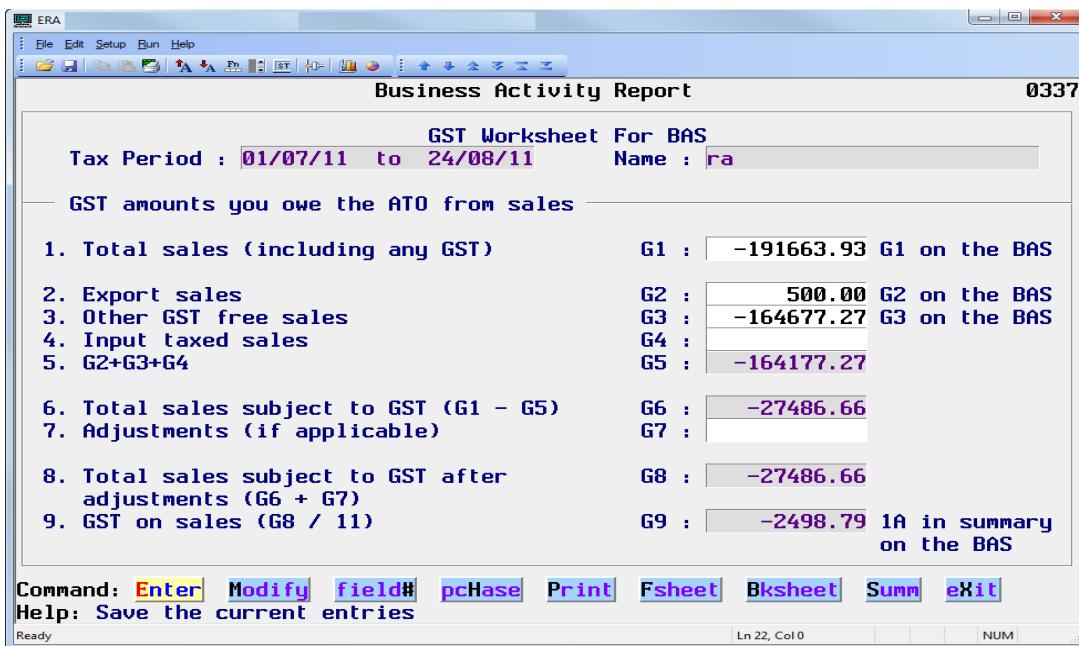
Command: **Enter** **Modify** **field#** **eXit**  
Help: Save the current entries

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.



Line Item	Field#	Value	Notes
Tax Period : 01/07/11 to 24/08/11			
Name :	ra		
GST amounts you owe the ATO from sales			
1. Total sales (including any GST)	G1	-191663.93	G1 on the BAS
2. Export sales	G2	500.00	G2 on the BAS
3. Other GST free sales	G3	-164677.27	G3 on the BAS
4. Input taxed sales	G4		
5. G2+G3+G4	G5	-164177.27	
6. Total sales subject to GST (G1 - G5)	G6	-27486.66	
7. Adjustments (if applicable)	G7		
8. Total sales subject to GST after adjustments (G6 + G7)	G8	-27486.66	
9. GST on sales (G8 / 11)	G9	-2498.79	1A in summary on the BAS

Command: **Enter** **Modify** **field#** **pcHase** **Print** **Fsheet** **Bksheet** **Summ** **eXit**  
Help: Save the current entries

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.

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**

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 Documart 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

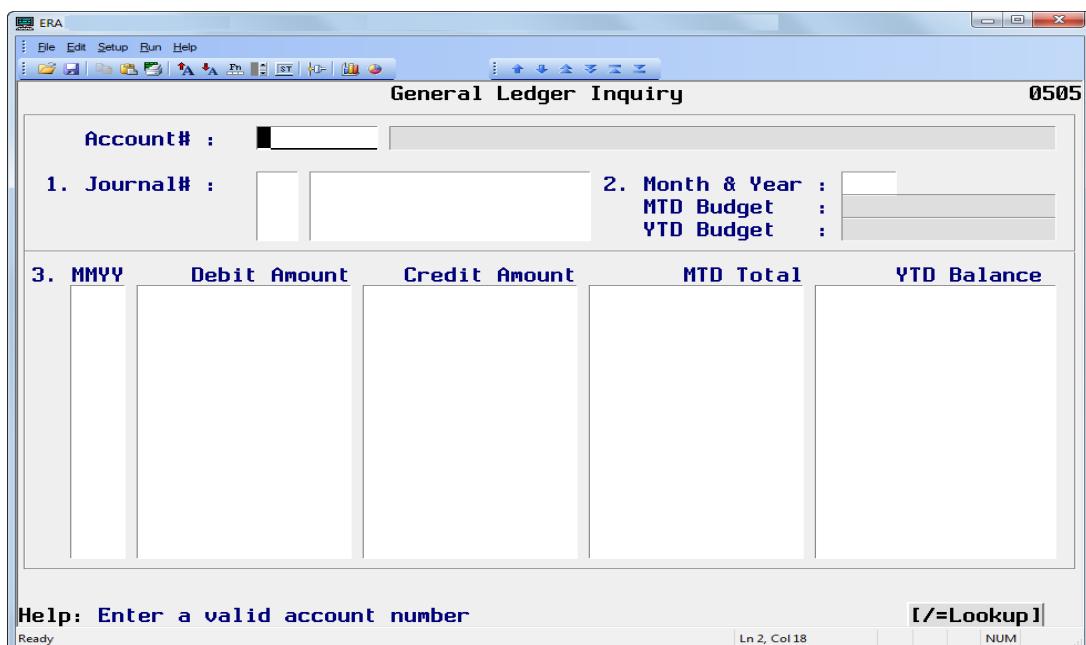
This change was made as a Request for Development (RFD) to enhance the existing functionality.

#### Screens

0505 - General Ledger Inquiry

#### The Changes

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



# Accounting Manual

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

The screenshot shows the 'General Ledger Inquiry' window with the following details:

- Account# :** 120 **RECEIVABLES – PARTS AND SERVICE**
- 1. Journal# :** ALL **2. Month & Year :** 0512
- MTD Budget :** 0.00 **YTD Budget :** 0.00
- 3. MMYY Debit Amount Credit Amount MTD Total YTD Balance**
- Transactions listed:

MMYY	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# dLine# dLine# Busing acCtl eExit**  
**Help: Accept lines in window, and continue with current item**

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

The screenshot shows the 'General Ledger Inquiry' window with the following details:

- Account Prefix :**  **Base Number :** 120
- Account Number :** 120
- 1. Account Type :** ASSETS **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 **10. GL Distribution :** No **11. Count Account Required :** No **12. Journal Control :**  **13. Output Tax Acct :**
- Schedule Number :** 120 **Schedule Type :** AGED **Schedule Name :** PARTS AND SERVICE DEBTORS **Control Number :** 1 **Control Type :** CUSTOMER NUMBER
- Command: eExit**  
**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 to 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.

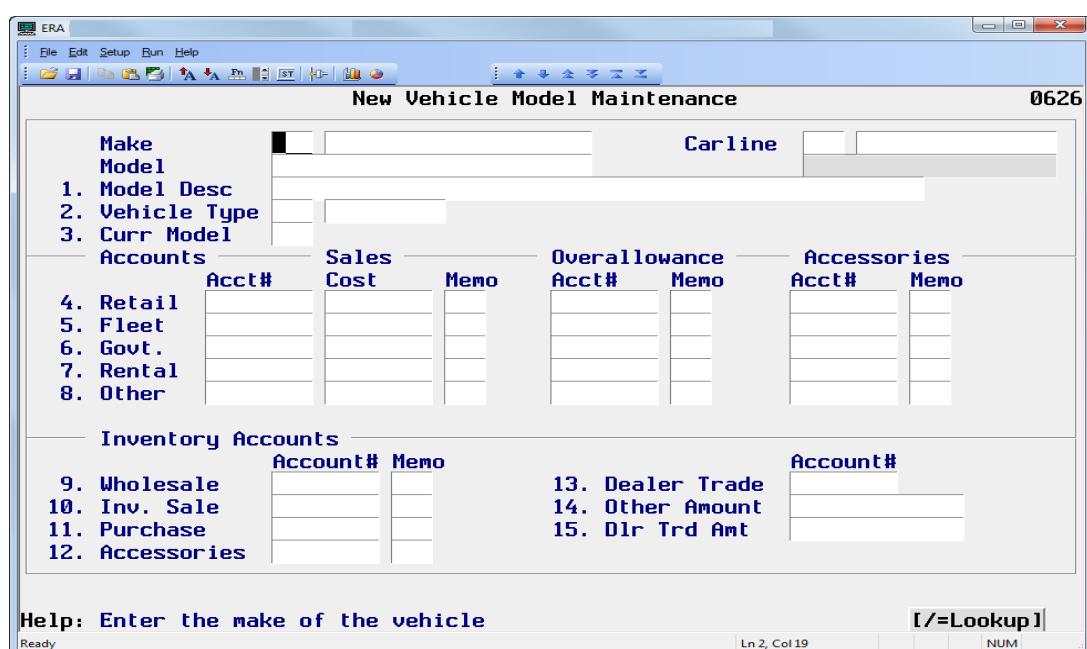
### Screens

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 'New Vehicle Model Maintenance' screen (0626) in ERA software. The interface is a Windows-style application with a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main window title is 'New Vehicle Model Maintenance' and the file number is '0626'. The screen is divided into several sections:

- Vehicle Identification:** Fields for 'Make' (with a dropdown arrow), 'Model' (with a dropdown arrow), and 'Carline' (with a dropdown arrow).
- Account Categories:** Grouped under 'Accounts' with sub-sections: 'Sales', 'Overallowance', and 'Accessories'. Each section has fields for 'Acct#' and 'Memo'.
- Specific Line Items:** Numbered 1 through 15, corresponding to the fields in the account sections. For example, '4. Retail' is under Sales, '13. Dealer Trade' is under Overallowance, and '15. Dlr Trd Amt' is under Accessories.
- Inventory Accounts:** A section for 'Inventory Accounts' with fields for 'Account#' and 'Memo'. Numbered 9 through 12: '9. Wholesale', '10. Inv. Sale', '11. Purchase', and '12. Accessories'.
- Help and Navigation:** A message at the bottom left says 'Help: Enter the make of the vehicle'. The bottom right shows a numeric keypad with a '=/Lookup' button.

# Accounting Manual

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

New Vehicle Model Maintenance 0626

Make TO TOYOTA Carline CA CAMRY  
Model AVMD Current Carline

1. Model Desc 2.4P ALTISE SEDAN 5M  
2. Vehicle Type P Passenger  
3. Curr Model Yes

Accounts		Sales		Overallowance		Accessories	
	Acct#	Cost	Memo	Acct#	Memo	Acct#	Memo
4. Retail	300	301	Yes	300	No	300	Yes
5. Fleet	N312	N313	Yes	N312	No	N312	Yes
6. Govt.	3333		No	3333	No	3333	No
7. Rental	306	307	No	306	No	306	No
8. Other	306	307	No	306	No	306	No

Inventory Accounts

	Account#	Memo		Account#
9. Wholesale	112	Yes	13. Dealer Trade	551
10. Inv. Sale	120V	Yes	14. Other Amount	0.00
11. Purchase	300D	Yes	15. Dlr Trd Amt	0.00
12. Accessories	302	Yes		

Veh Pricing Optns Wsale Std Acct Enter Modify Delete field# Cln exit

Help: Save the current entries

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.

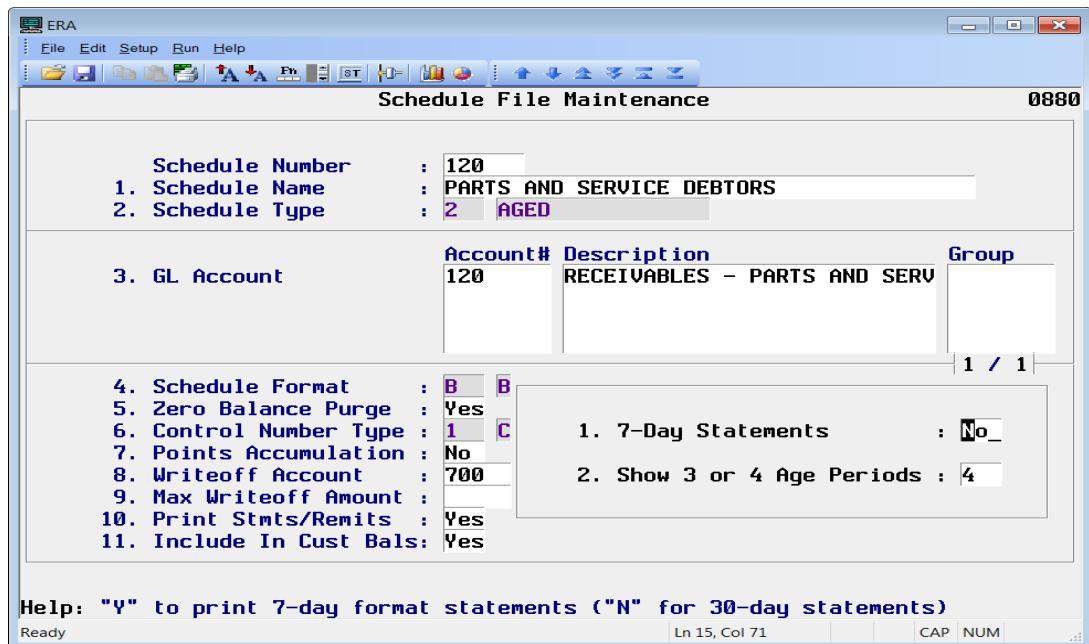
#### The Setup

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

1. Schedule Name	: PARTS AND SERVICE DEBTORS		
2. Schedule Type	: 2 AGED		
3. GL Account	Account#	Description	Group
	120	RECEIVABLES - PARTS AND SERV	
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 Stmt/Remits	: Yes		
11. Include In Cust Bals	: Yes		

# Accounting Manual

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



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

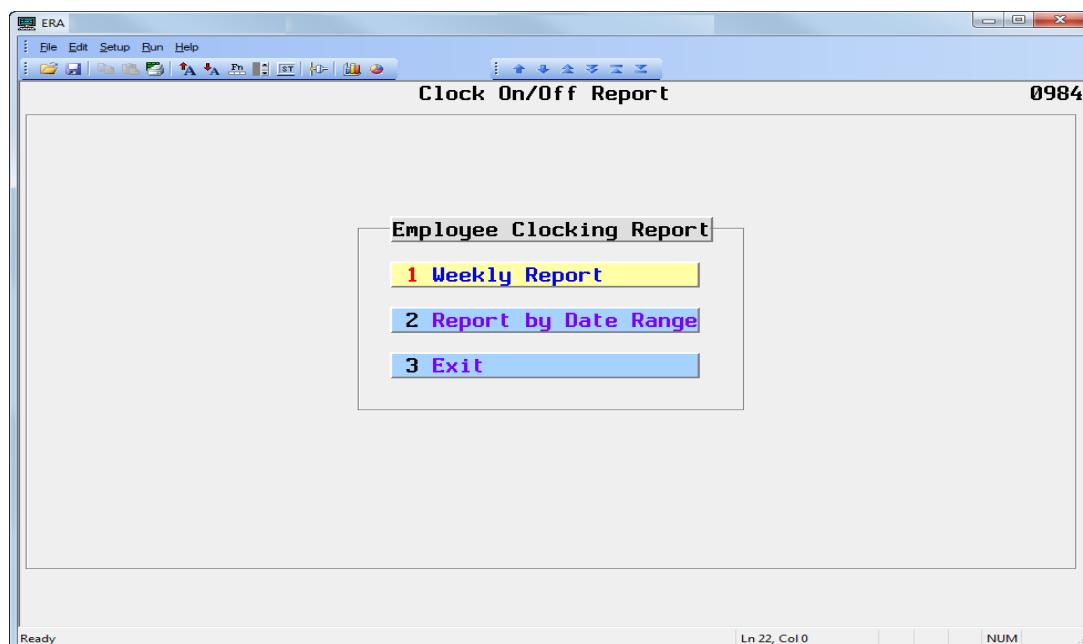
This change was made at the request of the Customer Development Committee (CDC) to enhance existing functionality.

#### Screens

0984 - Clock On/Off Report

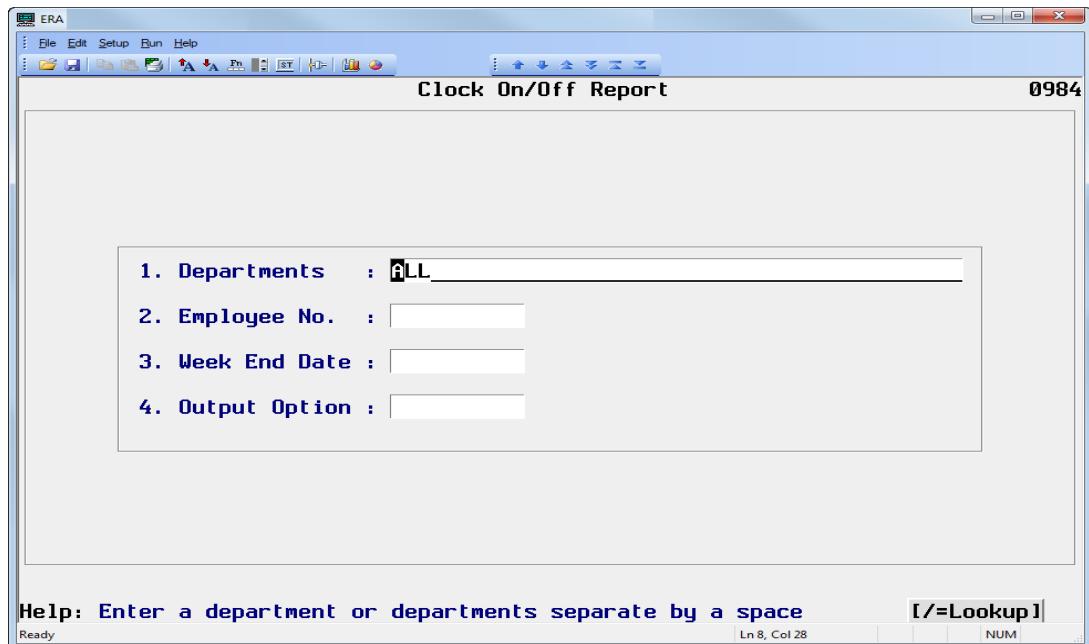
#### The Process

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:

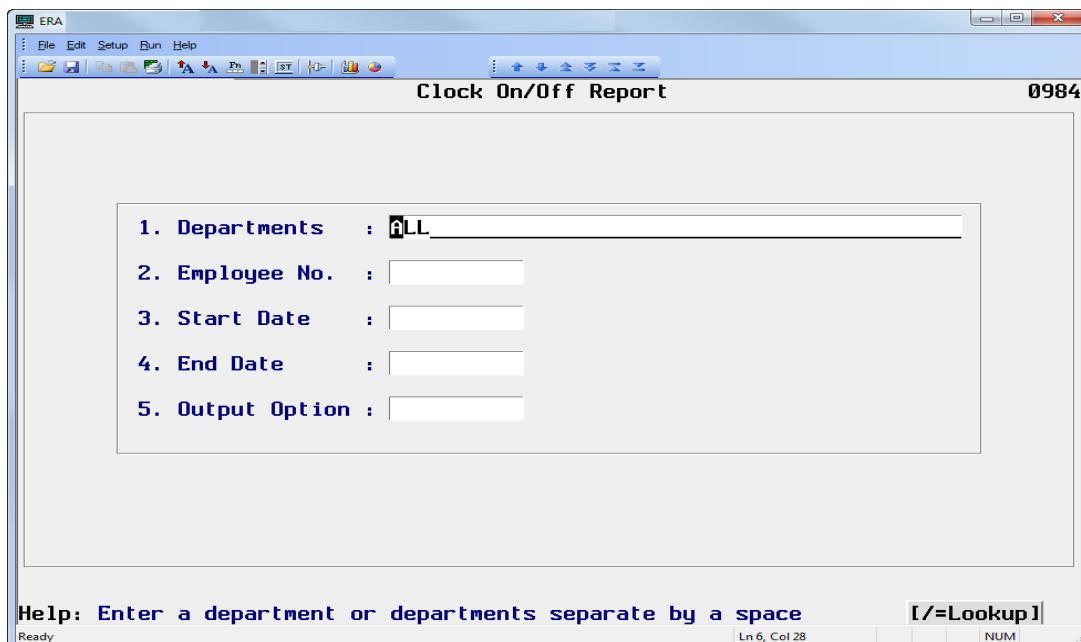


<b>4. Departments:</b>	Enter the <b>department</b> or select from the lookup, or hit 'Enter' for 'ALL'.
<b>5. Employee No.:</b>	Enter the <b>employee no</b> or select from the lookup, or hit 'Enter' for 'ALL'.
<b>6. Week End Date:</b>	Enter a <b>week end date</b> .
<b>7. Output Option:</b>	Enter an 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



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

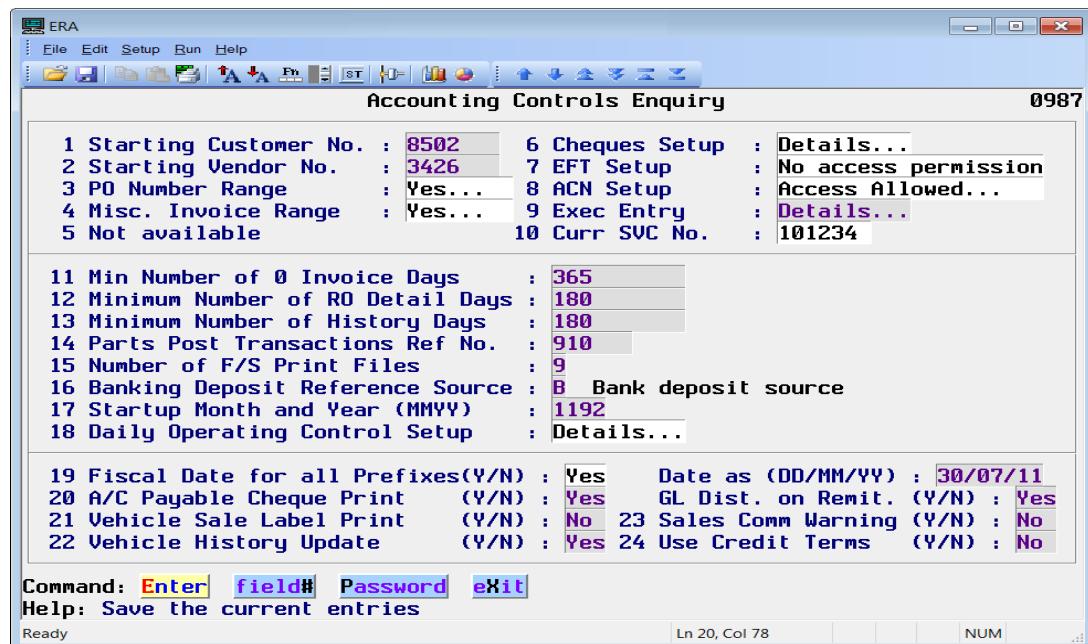
This was done as part of the RFD process – Request for Development Changes.

#### 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

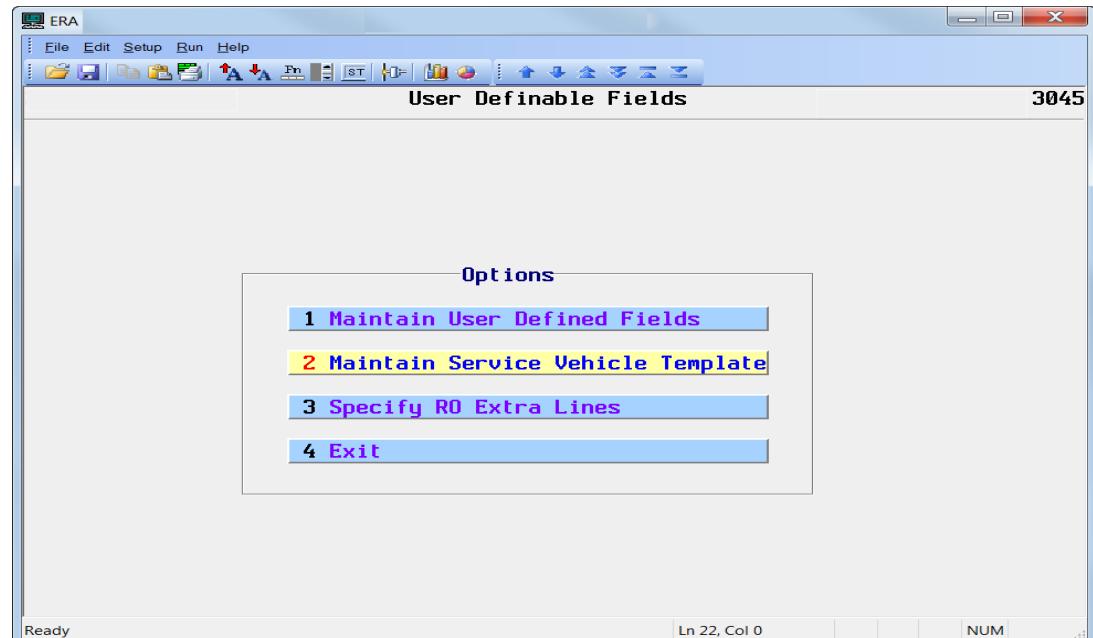
A personal property security is when a secured party takes an interest in personal property as security for a loan or other obligation, or enters into a transaction that involves the supply of secured finance. In order to maintain the PPSR number against this item we have added a field onto the vehicles 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.

# Accounting Manual

## The Setup

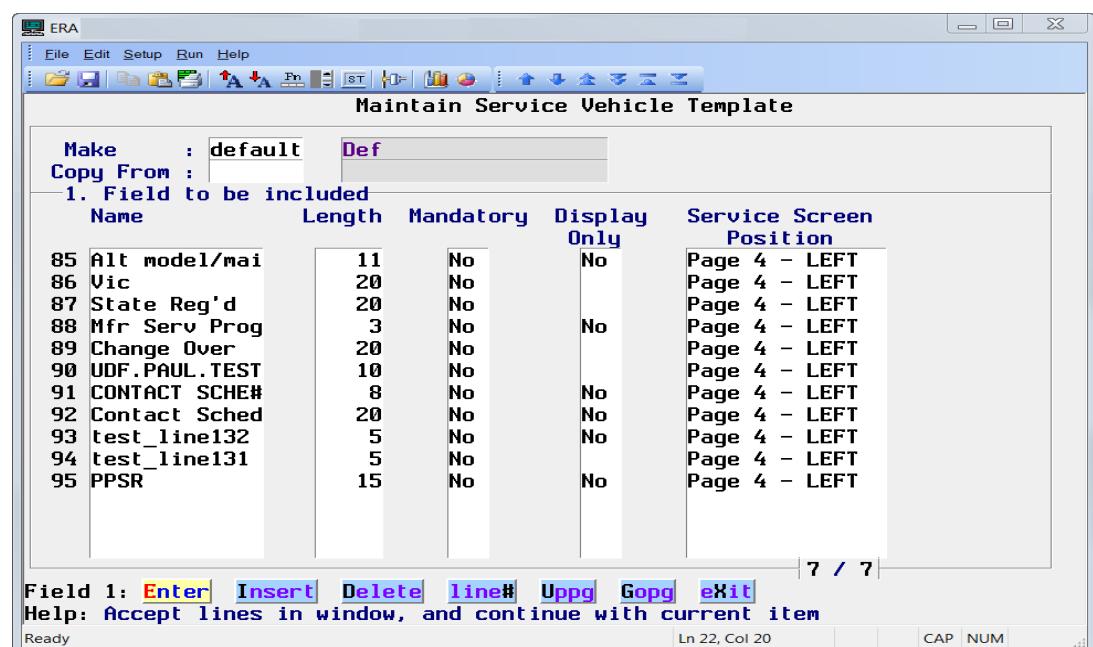
When the change is loaded the DEFAULT template will automatically be updated with the field PPSR, this will be added onto the end of already existing fields but can be moved by the user if required

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.

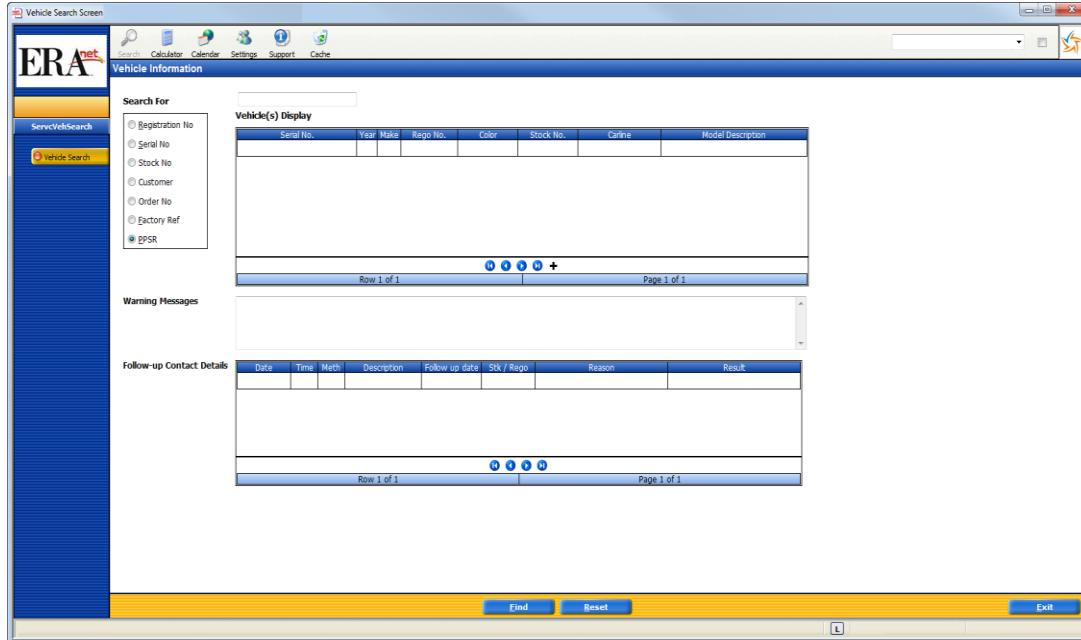
# ERAnet V9

## The Process

### ERAnet Process

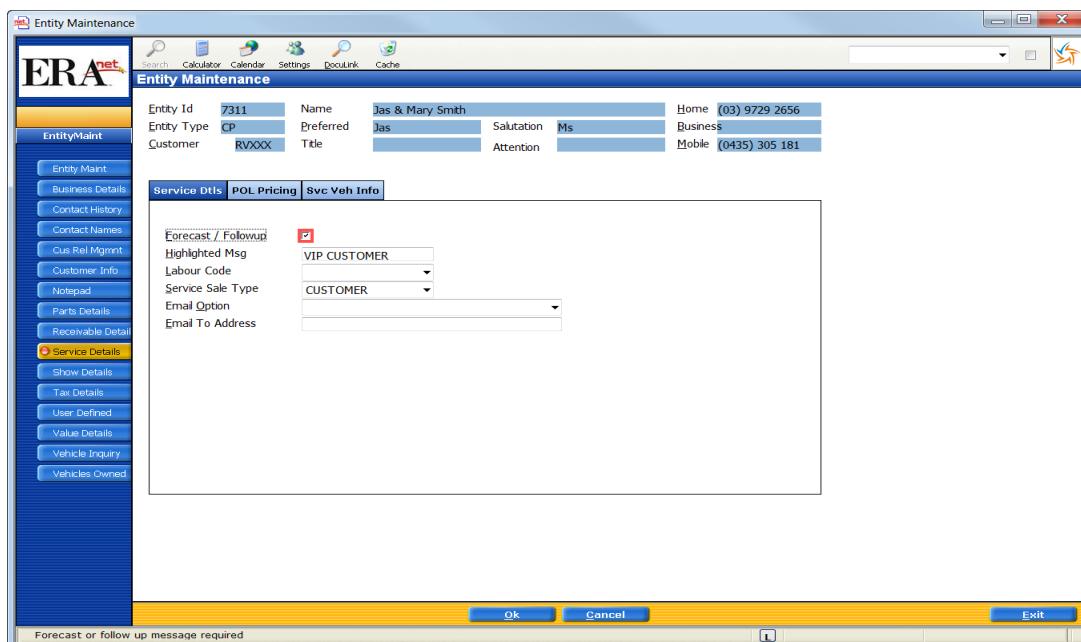
The code will then be added to the template for use in **3040 - Vehicle Information** and  **Vehicle Information** screen.

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.



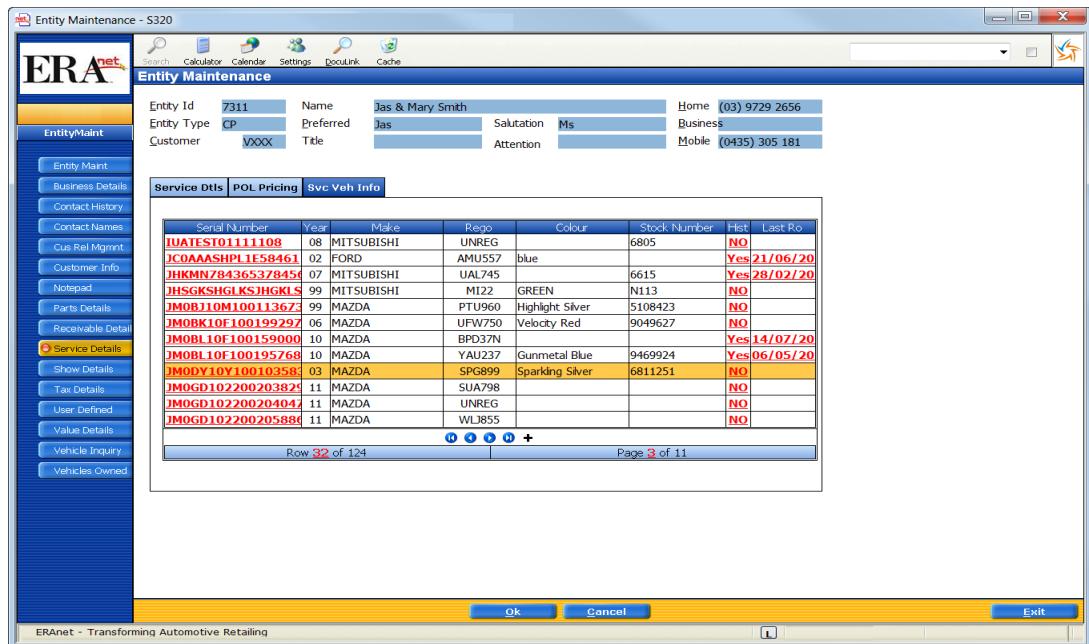
The PPSR number can also be viewed or input when using the  **Entity Maintenance** screen. Once the entity number is entered Select **Customer** from the action bar.

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 Maintenance

Entity Id: 7311 Name: Jas & Mary Smith Home: (03) 9729 2656

Entity Type: CP Preferred: Jas Salutation: Ms Business: Business

Customer: VXXX Title: Attention: Mobile: (0435) 305 181

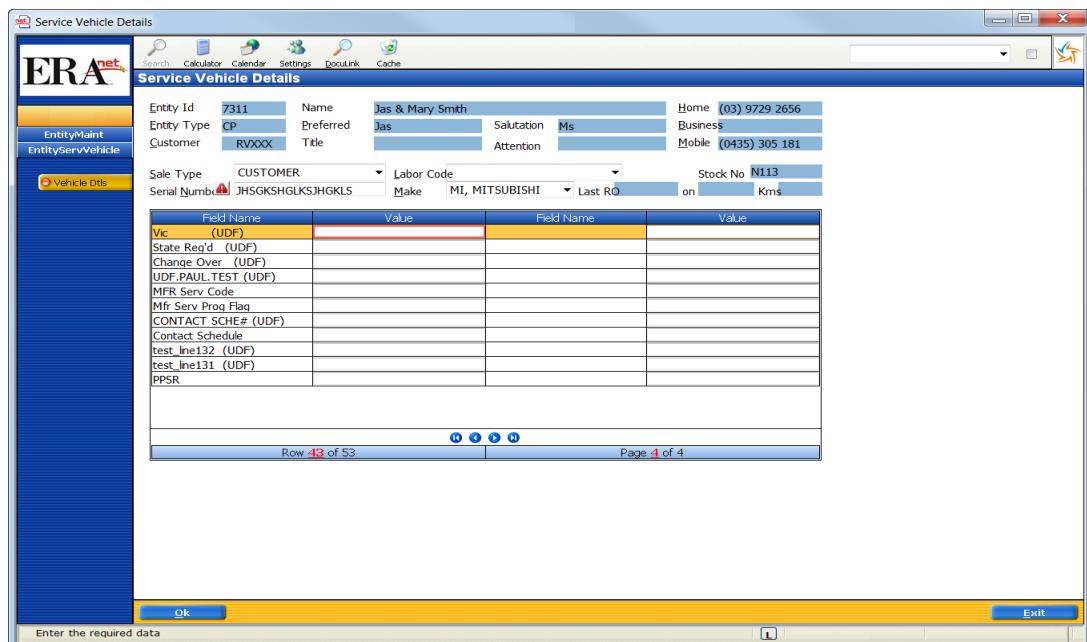
Service Dts POL Pricing Svc Veh Info

Serial Number	Year	Make	Rego	Colour	Stock Number	Hst	Last Ro
JUATEST01111108	08	MITSUBISHI	UNREG		6805	NO	
JC0AAASHPL1E58461	02	FORD	AMU557	blue		Yes	21/06/20
JHKNM78436537845	07	MITSUBISHI	UAL745		6615	Yes	28/02/20
JHSGKSHGLKSJHGKLS	99	MITSUBISHI	MI22	GREEN	N113	NO	
JM08J10M100113623	99	MAZDA	PTU960	Highlight Silver	5108423	NO	
JM08K10F100199297	06	MAZDA	UFW750	Velocity Red	9049627	NO	
JM08L10F100159000	10	MAZDA	BPD37N			Yes	14/07/20
JM08L10F100195768	10	MAZDA	YAU237	Gunmetal Blue	9469924	Yes	06/05/20
JM0DY10Y100103543	03	MAZDA	SPG899	Sparkling Silver	6811251	NO	
JM0GD102200203825	11	MAZDA	SUA798			NO	
JM0GD10220020404	11	MAZDA	UNREG			NO	
JM0GD102200205884	11	MAZDA	WUJ855			NO	

Row 32 of 124 | Page 3 of 11

Ok Cancel Exit

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: Business

Customer: VXXX 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 Reg'd. (UDF)			
Change Over (UDF)			
UDF.PAUL.TEST (UDF)			
MFR Serv Code			
Mfr Serv Prog Flag			
CONTACT SCHE# (UDF)			
Contact Schedule			
test_inel132 (UDF)			
test_inel131 (UDF)			
PPSR			

Row 43 of 53 | Page 4 of 4

Ok Exit

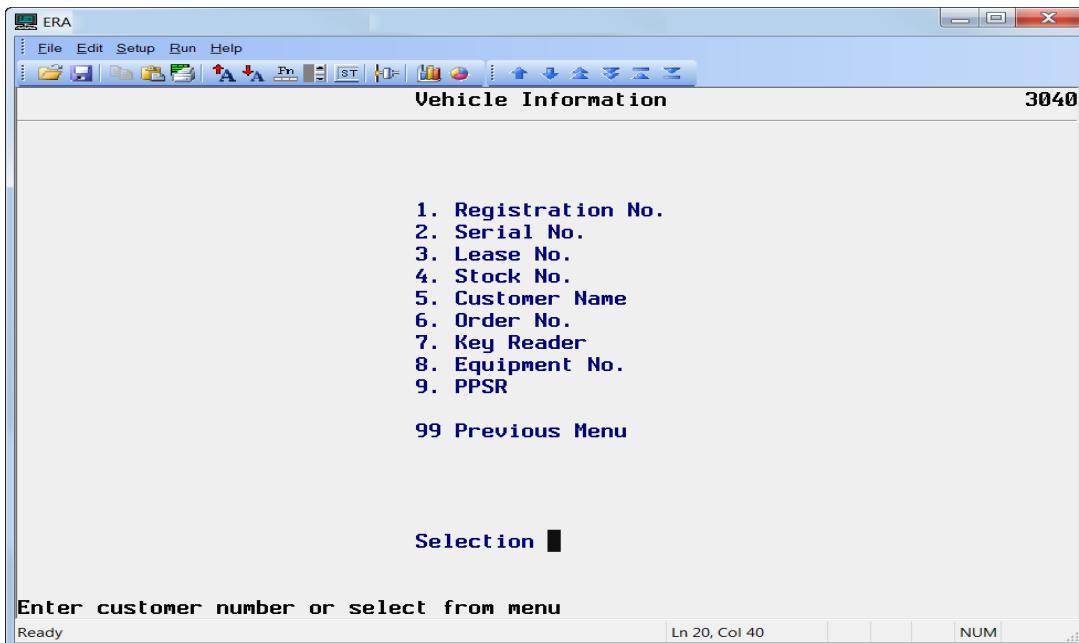
You will see under **Field Name** that the **PPSR** field has been added to this template.

# ERAnet V9

## The Process

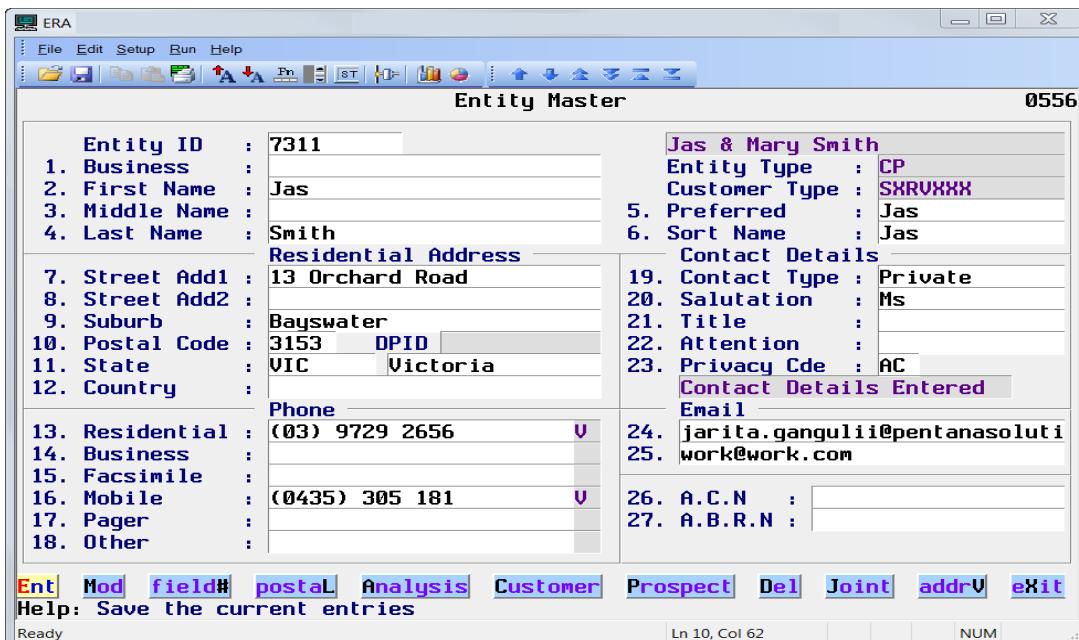
### ERA Process

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



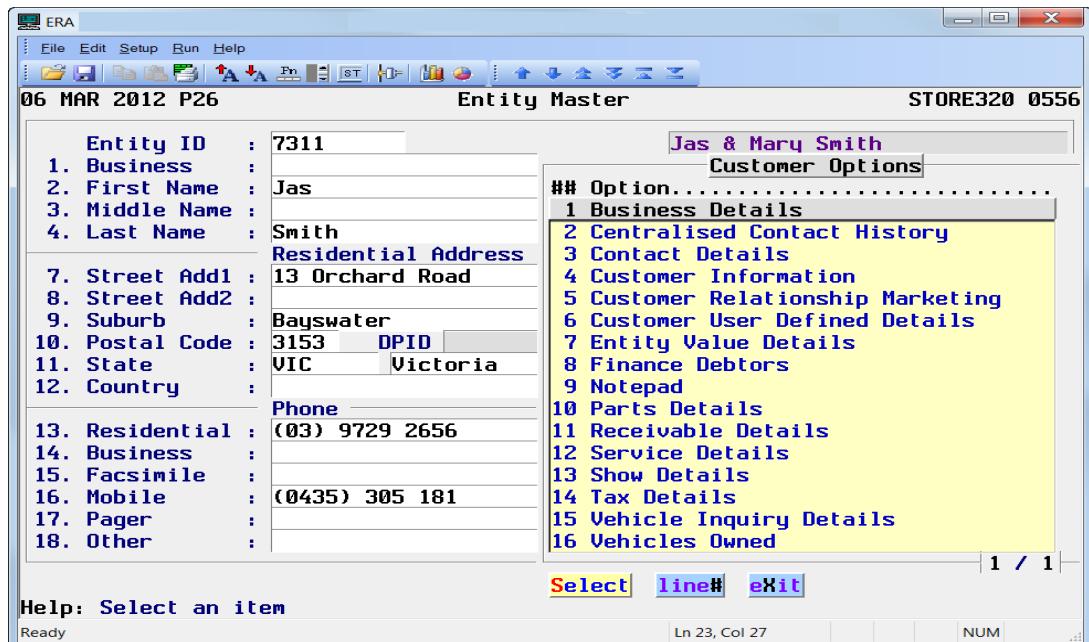
The vehicle can be found using field number 9 and inputting the PPSR number.

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

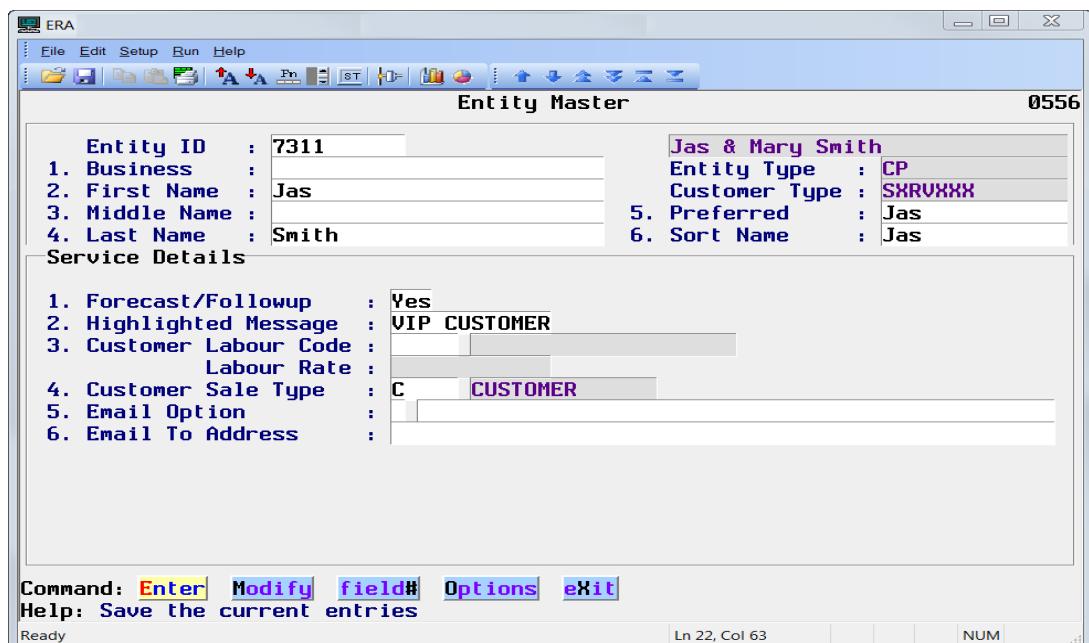


# Accounting Manual

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



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



# ERAnet V9

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

The screenshot shows the ERA Entity Master screen. The top right corner displays the number 0556. The main area is titled "Entity Master". On the left, there is a "Service Details" section with fields for Entity ID (7311), Business (Jas), First Name (Jas), Middle Name ( ), Last Name (Smith), Preferred (Jas), and Sort Name (Jas). To the right of this section is a "Customer Vehicle(s) Display" table. The table has columns for Serial#, Yr, Make, Rego#, Colour, and Stock#. The data shows 10 vehicles, with the last one being MICK2. The table includes a page number indicator "1 / 13". At the bottom of the screen, there is a command line with options: Enter, line#, Add, Nxtpg, Gopg, eXit, and a help message: "Accept lines in window, and continue with current item".

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

The screenshot shows the ERA Entity Master screen. The top right corner displays the number 0556. The main area is titled "Entity Master". On the left, there is a "Customer" section with fields for Customer (7311), Name (Jas & Mary Smith), and Phone(B) (03-97292656). Below this is a "Sale Type" section with fields for Sale Type (C), Customer (CUSTOMER), Labor Rate ( ), and Rate (H) (03-97292656). The "Serial Number" section shows ASFKSDFHAKSFJHFA1. The "Stock Number" section shows MICK2. The "2. Other details" section lists various codes: 85 Vic, 86 State Reg'd, 87 Change Over, 88 UDF.PAUL.TEST, 89 MFR Serv Code, 90 Mfr Serv Prog, 91 CONTACT SCHE#, 92 Contact Sched, 93 test\_line132, 94 test\_line131, and 95 PPSR. The table on the right shows 4 vehicles. At the bottom of the screen, there is a command line with options: Enter, line#, Uppg, Gopg, eXit, and a help message: "Accept lines in window, and continue with current item".

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