

Manager Function (Book keeping)

Use the back icon in your web browser

E0 Overview

The purpose of this program is to produce printed report from which the BAS statement and Income Tax return can be calculated. The program can produce a number of reports on expenses and income. Your **tax accountant (TA)** will then get the required information to complete your BAS and Tax return making any fine tuning as required.

E1 Money

The program stores money from your business in a number of separate locations. They are:

Code	Name	Purpose
'0'	Adjustments	Use to correct any errors, it should have little use.
'1'	Bank1	Main bank account
'2'	Till	Cash in the till
'3'	Owner	Money taken or put into the business by the owner
'4'	Safe	Money taken from the till and put into a safe
'5'	Till2	Non-cash money (cheques credit cards etc.) taken by the business. The "End of Day" operation deposits the money into this location.
'6'	Bank2	A second bank account.

Money can be transferred from any of these locations to another. Only Bank1, Till, Owner and Bank2 can be used for paying expenses.

See E8 for viewing and printing

E2 Expenses Codes

Expenses are given a with the letter of the alphabet (26) and with code 'X' and infinite number of different expenses types can be used. The following are suggestion and can be edited as required. Before doing it read note below. Your TA will advice you on suitable codes for your business.

- A Parts/Stock & Consumables (Supplier 1) *
- B Parts/Stock & Consumables (Supplier 2) *
- C Parts/Stock & Consumables (Supplier 3) *
- D Parts/Stock & Consumables (Supplier 4) *

E Parts /Stock& Consumables (Others) *
F Bank Fees, Credit Card Fees
G
H Electricity
I Insurance
J Postage & Transport
K Subscriptions & Publications
L Repairs & Maintain
M Marketing & Advertising
N
O Office Consumables & Equipment
P Motor Car: petrol, repair, reg, etc.
Q
R Rent
S Security
T Telephone
U
V Debit Collection
W Wages
X Other Expenses (Recorded List) *
Y Non-Deductible (Taxes & Fines) *
Z Capital *

Notes:

1. Codes are changed in CMS_Set.exe and instruction are F5 (setting.htm).
2. Expense codes with “*” have special uses with in the program and can not be altered or used for a different purpose. All other expenses codes can be changed
3. Expense codes can only be changed at the start of the financial year, apart form correcting spelling errors. They are edited, see E2.1 above.
4. Expense codes A-E (Parts/Stock & Consumable) are used to calculate cost of sales for income tax purposes and should only be used for this purpose. These are added together for your tax return. You can edit “Supplier 1” to your supplier code. Separating the different supplier codes allow you to see how much you are spending with each supplier.
5. Expense code “X” creates a separate list which can be printed. It is best used for expenses that occur only once during the year.
6. Expense code “Y” are business expenses that are not allowable expenses such as paying the GST payment and fines etc. Business money (Cheque etc.) used to pay private expenses are recorded in Transfer. (see E5)
7. Expense code “Z” are capital expenses and are recorded in a separate “box” on the BAS and treated different on the tax return. Your TA will advice you when the item is a capital nature (ie over \$1000 for simplified tax return). Your TA tax program for completing your tax return keeps a record of your existing capital expenses and the depression deduction and for this reason CMS keeps no existing capital list record.
8. The blank codes are for your own use.

*Details is now “Paid to” and
Payment changed to “Payment Details”
Enter an Expense*

E3 Entering expenses

The following procedure is for doing your bookkeeping for BAS and income tax on a “Cash Basis”.

When you get a tax invoice for a business expense you need to store it in a suitable place until it is paid. I punch holes in the side and place it in a spring back folder label “Bills to Pay”. When you write the cheque or BPay the bill I then transfer the tax invoice to another folder label “Expenses”. I then write on the tax invoice the payment details such as the date paid, the cheque or BPay number. I then also write on it the Reference or page number. For 4th tax Invoice for December it will be 12.04, the 10th for march is 3.10 etc. also written on the tax invoice is the expense code. (See E2 above) The information is now entered into the computer.

Logon and then menu select “Expense”, “Enter” and then fill out the Enter Expense window as shown above.

- Reference is the page number in the expense as describe above. This allows you to to track back to the tax invoice.
- Date is the date paid (click on the the two button are for quick entry)

Expense with GST & GST Free

- Paid to: is the name of the supplier or business to which the money is paid.
- Payment Method creates the is the payment code from E1. The “1” indicates that payment comes from the main bank account. The only allowed payment methods are: 1 **Bank1**, 2 **Till**, 3 **Owner**, and 6 **Bank2**. The program will prevent you making payments from other sources. (Note below) Click on the method of payment
- Payment Details: is the cheque number etc.
- The Refresh button updates the code number in the box. This is optional as it is done automatically when the process button is clicked.
- Tax Method is a code: 0 for GST Free expenses, 1 for expenses with GST included in the price. (Note below)
- Expense is the total amount paid including GST
- GST is the amount of GST paid
- Code is the code for the type of expense, see E2 , “T: is for telephone expenses, (Note below)
- Paid is not yet used
- Process button is click on when all the information is entered. The information is then entered into the computer

- Undo button is click on to change back to the original data.
- Cancel/Close button closes the window without storing the information.
- Clear/Default clear the boxes in puts the default value in them,
- Calculate GST/ Total button calculate the GST from the total amount and the total. It needs to be clicked before the Process button is clicked, other wise an error message will return to this screen..

Note: later version will have drop down selection list to select from.

Expense with private use

If the tax invoice contains stock items, this has to be entered also. (see C6.3 (CMS_Sales.exe Man.htm))

E3.1 Tax invoice contains both GST and GST free items

If the tax invoice does not show the total for GST items and GST free items than You need to calculate it. Example a tax invoice from ABC Food supplies contains \$50 of GST free food items and \$33 of items with GST included in the price. The total is \$83.00. The two values are entered and the “Calculate GST/Total button is clicked and the entry should look like this:

E3.2 Tax Invoice Contains both Private and Business Expenses

Again the required values are entered into the correct boxes.

If the payment is made by the owner private funds (3. Owner) then only the business part of the expense need to be entered. (it saves some lines in printing)

Example: A log book was kept for 6 weeks and it was found that the motor vehicle was used for 60% business and 40% private use. A tax invoice from Motorcharge (A fuel card) for \$362.65 was received and paid by Bpay form Bank1. Write these calculations on the tax invoice for audit purpose.

Business expense: $0.6 \times \$362.65 = \217.59 . GST = $\$217.59/11 = \19.78

Private: $0.4 \times \$362.65 = \145.06

Check: $\$217.59 + \$145.06 = \$362.65$ Enter \$217.59 into the “Expense (Includes GST)” and the \$145.65 into the “Private Use” and click “Calc”

E4 Viewing and Printing Expenses

The Menu: “Expense”, “History” has 3 sub menus: View Report and Remove Old as described below:

E4.1 Viewing Expenses

To view your expenses menu select “Expense”, “History”, “View”. This will display your first record. Click on the tool bar to move, the last (Go To Bottom) will display the last record recorded. Click on the Form and Browse view to change the display to help you locate the required record. Use this to view last record recorded or to check your entry.



Move about in the report, they are: First, Previous, Next, Last



Form View, and Browse view.

E4.2 Printing Expenses

To print your expenses menu select “Expense”, “History”, “Print Expense” (see Appendix B, AB0.1)

E4.3 Remove Old

Not yet in future version. Remove old expense from the computer files.

E4.3 Viewing and Printing “XYZ” Code Expenses.

A separate list is kept for expenses with codes XYZ. These can be viewed and printed in a similar manner to the expenses as outlined in E4.1 and E4.2. The last menu item (Reset) is not yet available. It will remove last years records for a new financial year.

E5 Transfer Money

The following is an example of taking \$50 from the till for private use.

Transfere Money

Date: 04/05/2012 Today Day -1

From: 2 Trans To: 3

From To

0. ☐ Adjustments ☐ Adjustments

1. ☐ Bank1 ☐ Bank1

2. ☒ Till ☐ Till

3. ☐ Owner ☒ Owner

4. ☐ Safe ☐ Safe

5. ☐ No-Cash Pay ☐ Non-Cash Pay

6. ☐ Bank2 ☐ Bank2

Refresh

Details: Private

Money: 50.00

Transfere Undo Close

Last Transaction 03/05/2012 Bank B123 (Cash

Transfer Money for Private use

E6 Banking

To bank \$500.00 cash and 428.55 in cheques (Total 928.55) the following two entries need to be made. It is a good idea to number your pay in slips so that you can trace them if needed. B124 is the pay in slip number in this example and is recorded in the details with the total. (see two screen images).

E7 Checking Bank Statements

Your bank will post you a bank statement at regular intervals. This program generates it own bank statement and these need to be checked and the total agree. The program bank statement can be viewed and/or printed by menu selecting "Money", Bank1". (see E8)

Banking, First entry

Suggest procedure:

1. Number each entry on the bank generated statement and find and mark them on the program generated statement.
2. Some entries will be written on the last bank generated bank statement (see 5 below). Tick these off.
3. Some entries on the bank statement will only be known viewing the bank statement such as bank fees. Process these expenses as per E3. The reference can be the bank statement number. The date can be taken from the bank statement. The bank fees are usually GST free.
4. It may be necessary to reprint the updated computer generated bank statement.
5. Late entries will have been entered into the computer after the bank has printed your bank statement. Write these on the bottom of the bank generated bank statement and adjust the balance.
6. The two balances should be the same. If not find the error and make the adjustments.
7. When very thing is correct, file both statements away as required by the taxation office (5 years). Now “reset” the computer generated bank statement, this deletes the previous records and carries the balance forward.

Banking Second Entry

E8 Money Menu

This menu has records of Money transfers (see E1). They are viewed and printed in a similar way to the expenses. After doing this clear and/or reset them at the end of the financial year.

E9 EOM & Others

Not yet

E17 Re_indexing

If any problem occurs try re-indexing. If a record cannot be found and it should be there, try re-indexing. Re-indexing is found in both CMS_man.exe and CMS_sales.exe. Each re-indexes the files used by its program.

E18 Recovering From a Hard Disk Failure.

If you have made back-up disks at regular intervals as indicated in section D14.5 then this may not be too much of a problem. Install the program and then copy (using windows) the *.dbf files from the pack-up disk to the working directory. Now run the program and reindex the files (see section 14.2 for details). With a bit of luck you may have lost only some transactions.

E19 Personalising the Training Program

Edit the stock database to your requirements, delete the supplied stock items and add your stock items. If needed you can set up a customer database, etc. Exit out of the 'CMS' program. Copy STOCK1.DBF and STOCK2.DBF to your copy of the installation disk. (Using windows)