

EasyBooks Professional

Introduction

EasyBooks Professional is a Multi Client Bookkeeping System that provides separate Cashbook, Customer and Supplier systems for different clients or separate business entities. Accountants and Bookkeeping Service Providers as well as multi-business groups can maintain, create, distribute and review bookkeeping databases for each business separately within the **EasyBooks Professional System**.

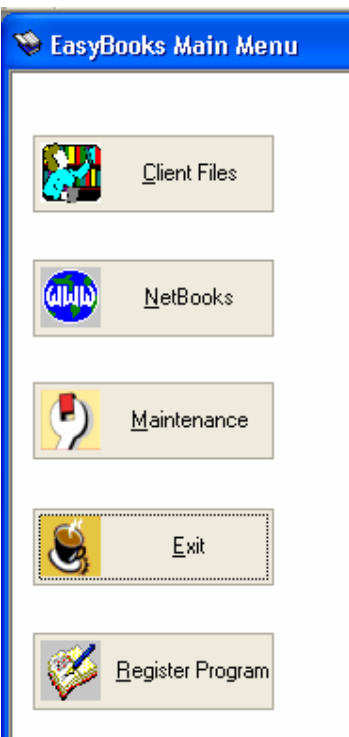
For operational details regarding the **EasyBooks Software** for each individual client established on **EasyBooks Professional** please refer to the **EasyBooks Training Guide** for the **EasyBooks Single Business Version** of the software. This includes full details for operating **EasyBooks**.

Installation

EasyBooks Professional is usually supplied on CD. Insert the CD into the CD ROM drive. The Autorun feature on the CD will display the EasyBooks Installation Options Menu.

Select 'Install New Copy of EasyBooks'. Then select 'Country'- NZ\AUS 'Multi Business'. Follow the installation program instructions and prompts. Start EasyBooks Professional from the Shortcut on your Desktop.

Registration of Your System



From the EasyBooks Professional Main Menu go to 'Register Program'.

Unless registration is complete the system will not allow you to operate on client files.

The correct Serial Number and Registered User name plus Registration key must be entered into this 'Register Program' function to correctly register the system.

If you do not have a valid registration code please contact **EasyBooks Limited 0800 150 070**.

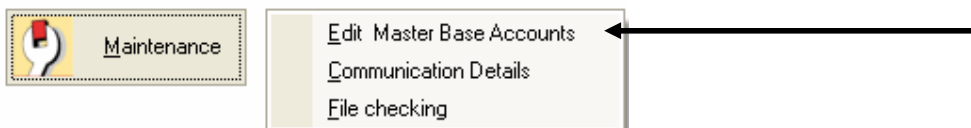
Registration of the EasyBooks Professional System is completed via this menu option which will disappear once the program is fully registered.

Setting up EasyBooks Professional

Master Base Chart of Ledger Account Codes

In order to be able to install your standard ledger coding system to each business entity as you create a new EasyBooks database, you must first set up a Master Base Chart of Ledger Account Codes. A Master Base is really just a template from which you create new EasyBooks Systems. Using a Master Base Chart of Ledger Accounts avoids the need to manually enter a new set of ledger codes for each new business. For Accountants this will also ensure that database information supplied by their clients from the Single Business EasyBooks System is compatible with their in-house general ledger system should they wish to import their client's cashbook transactions.

EasyBooks Professional will store up to 4 Master Base Charts of Ledger Account Codes. Example - business, farm, non-profit organisation etc.



Steps to take to set up Master Base Charts of Accounts

- 1 Go to 'Maintenance' on EasyBooks Professional Main menu.
- 2 Select 'Edit Master Base Accounts'.

This will bring you to a screen that provides options for managing the Master Base Account information within your system. This information is used when creating an EasyBooks database for a client.



Before you can create a new client file for an EasyBooks system you should first setup a Master Base chart of ledger codes. This is stored in a directory named MB1 as per the example above.

When EasyBooks Professional is first installed the MB1 file will contain an empty set of data files into which you can input your standard ledger codes via the menu option Ledger Code Maintenance. You may want to setup separate Master Base charts for Farmers, Clubs and other specialised groups.

You can name the Master Bases to suit the typical business charts you have installed. Ie. Business chart, Farmer chart etc.
Each Master Base can be tailored to suit your requirements.

An explanation of the menu functions within Masterbase Maintenance now follow:

Cashflow Headings

All Ledger Codes must be defined within a given Cashflow Heading or Cashflow Group. These Headings (or Groups) may be customised to reflect the specific occupation for the chart of ledger codes, ie Livestock Receipts in place of Trading Receipts for Farmers.



[Cashflow Headings](#)

This is simply done by clicking the Cashflow Headings button on the screen.

Payee Maintenance

For a given Master Base Account set you can define a set of default Payee/Payer codes. These codes will be placed in a new client's data when it is created using this Master Base Account set. They would normally be suppliers used by most local businesses. Example - Telecom.



[Payee Maintenance](#)

To input these Payee/Payer Codes simply click on the Payee Maintenance button on the screen. For further information on creating Payee/Payer Codes see **Payee Codes** in the **Setting Up Your Data** section of the Training Guide for EasyBooks Single Business Version.

Ledger Account Maintenance

A chart of accounts must be set up for each Master Base Account. Choosing 'Ledger Account Maintenance' button on the screen will enable you to create and modify the Ledger Codes for the current Master Base Account that is highlighted.



[Ledger Account Maintenance](#)

Chart of Accounts

Clicking the Chart of Accounts button on the screen will produce a report of all the Ledger Codes that have been set up for the current Master Base Account set selected.



[Chart Of Accounts](#)

Create Master Base

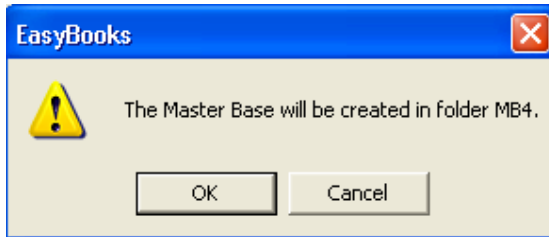
When a new client is created their database is created from a Master Base Chart of Ledger Account Codes. Each Master will contain a Base Chart of Ledger Account Codes plus an optional set of default Payee/Payer codes.

You can create up to 4 Master Base sets that contain the various charts of accounts, which you would normally distribute to your clients.

To begin the process of creating a new Master Base Account simply click on the Create Master Base button on the screen.

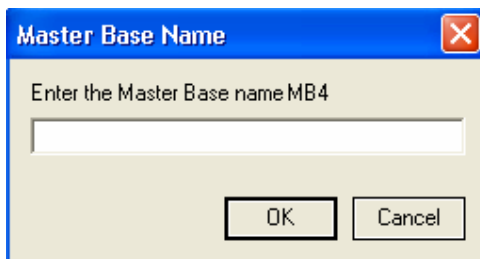
[Create Master Base](#)

The system will then display the following message.



This tells you the name of the new directory, which will be used to store the new Master Base Account set. In this case it is MB4.

After clicking OK the following screen will appear.



Enter the name that you wish to give this Masterbase, for example -Farmer

You can change the name if you wish by accessing the Option Edit Master base Name

Edit Master Base Name

Clicking on the Edit Master Base Name button on the screen allows you to change the name of the currently selected Master Base Chart of Ledger Account Codes to make it easily identifiable when adding a client.

[Edit Master Base Name](#)

Map Bank Charges

In NZ all Banks use a common list of Transaction Codes (Trans Codes) that describe the various bank charges that are debited to their Customer's bank account. You should link the relevant Trans Codes to your GL Codes

Restore

Clicking on the Restore button on the screen will allow you to restore a Master Base backup to the currently selected Master Base Account set. This will overwrite all the data in the current Master Base Account that is highlighted.

[Restore](#)

Backup

You can backup the details of your currently selected Master Base Account set simply by clicking the Backup button on the screen.

A rectangular button with a light gray background and a thin black border. The text "Backup" is centered in blue, underlined font.

Change year

Each Masterbase will have a default year end set within the system. This can get out of date and in which case should be changed to the current year.

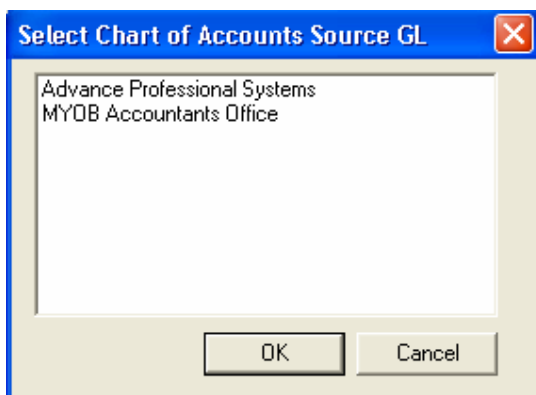
A rectangular button with a light beige background and a thin black border. The text "Change Year" is centered in black, underlined font.

Import Chart of Accounts from GL System

This function will enable users to import into EasyBooks Professional a ledger code chart of accounts from either MYOB AO or APS Software. This will then mean you can use this chart of accounts to create a client database for an EasyBooks System that will include the existing ledger codes used for this client in MYOB AO, APS or QuickBooks.

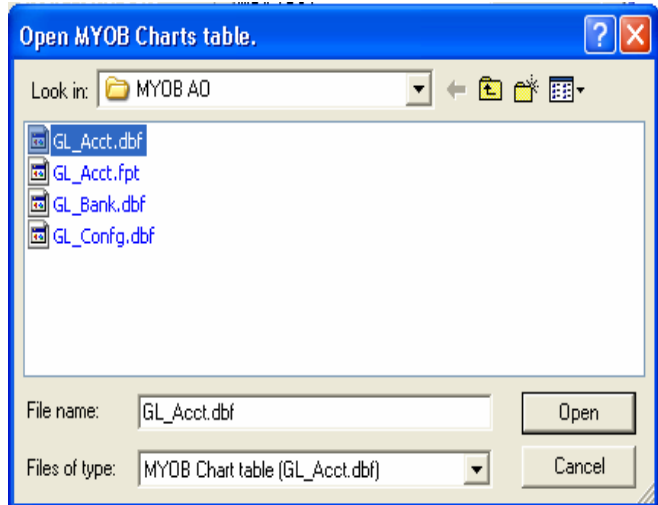
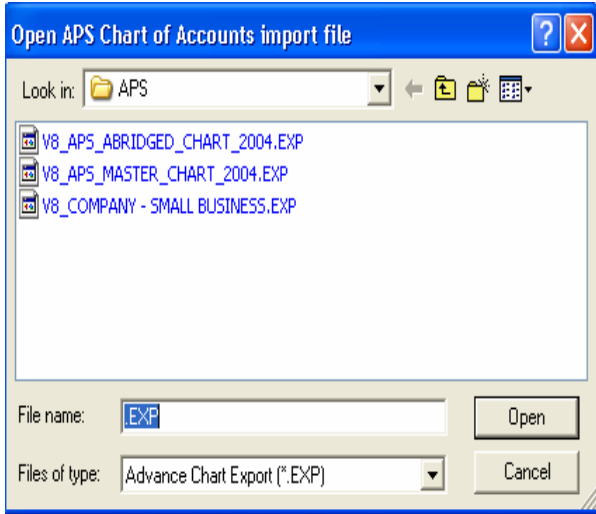
Steps to take:

- 1 First you need to export the chart of accounts from the relevant GL system eg MYOB or APS. In conjunction with both MYOB and APS we have put together instructions that explain the chart exporting and import routine. Please contact us on TollFree 0508 444 999 if you would like a copy of these instructions.
- 2 Select the Masterbase that you wish to import the GL chart into. If you don't wish to overwrite an existing Masterbase then create a new Masterbase eg MB2, MB3 or MB4. (Refer Menu Item 'Create New Masterbase')
- 3 Click on the menu item 'Import Chart of Accounts' and select which GL System you wish to import the chart of accounts from.



←

Select The GL System from which you wish to import a client's chart of ledger accounts.



Select the chart of accounts you wish to import. For MYOB AO this will be the file named GL_Acct.dbf. Then click 'Open'.

The system will now display a list of the ledger codes, descriptions, cashflow groups and GST Settings from the GL System.

Select Codes to Import

Code	Description	Cashflow Group	GST Settings	Import
224	Purchases	TRADING PAYMENTS	Standard Rate Input T	<input type="checkbox"/>
225	Purchases	TRADING PAYMENTS	Standard Rate Input T	<input type="checkbox"/>
250	Accountancy Fees	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
251	ACC Levies	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
253	Administration Fees	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
255	Advertising	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
257	Amortisation	SCHEDULE OF OVERHEADS	Exempt	<input type="checkbox"/>
260	Audit Fee	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
262	Bad Debts Written Off	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
264	Bank Fees _Charges	SCHEDULE OF OVERHEADS	Exempt	<input type="checkbox"/>
266	Borrowing Costs	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
270	Cleaning	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
272	Commission Paid	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
273	Communication Expenses	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
274	Company Secretarial Fees	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
275	Computer Expenses	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
277	Consultancy Fees	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
279	Contract Work	SCHEDULE OF OVERHEADS	Standard Rate Input T	<input type="checkbox"/>
281	Credit Card Charges	SCHEDULE OF OVERHEADS	Exempt	<input type="checkbox"/>

Buttons: Import, Clear, Select All, Print, Exit

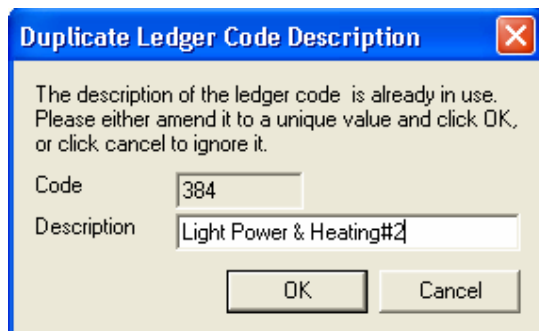
Options

- 1 Tick the ledger codes and account details you wish to import, or
- 2 Tick the box 'Select All' and then un-tick the ledger codes and descriptions that you don't wish to import. After you have selected the codes that you require to be imported you can click on the 'Clear' button and this will eliminate all un-ticked codes & descriptions.
- 3 After ticking or un-ticking ledger codes you can print the remaining ticked codes to hard copy for further checking if necessary.
- 4 Click 'Import' when ready to import the ledger codes you have selected.
- 5 The system will now import the ledger code chart of accounts and complete duplicity tests. The EasyBooks system dill not accept any duplicate ledger codes or duplicate descriptions of ledger codes.
- 6 If duplicate codes are found the following message will appear:



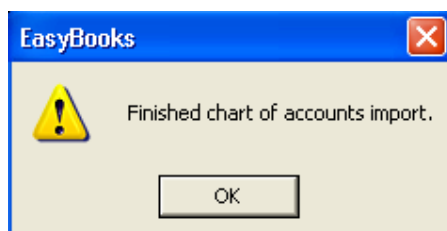
Click OK to continue

- 7 If duplicate descriptions are found the following message box will appear.



Add additional characters to make the description difference or, click cancel to ignore the message

Note: if the ledger code description is longer than 32 characters then the duplication test will only be applied to the truncated name. Therefore, it is possible for the duplicate description message to be triggered in the event that the name comprising of 32 characters is the same as another description. Eg if the difference in the descriptions is longer than the maximum of 32 characters.

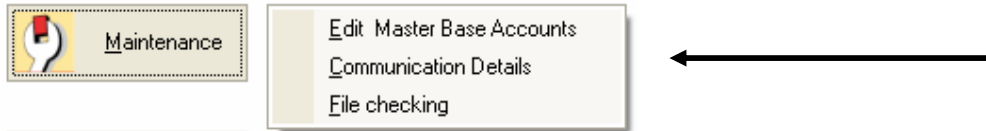


This message will display upon completion.

Communication Details

In order to utilise the e-mail request form for request of registration key for a client database plus other electronic data communications with your clients you need to first setup your communication details.

Locate the Communications Details entry screen from the Maintenance menu.

A screenshot of a dialog box titled 'Communication Details'. It contains two sections: 'Your E-Mail Settings:' and 'Your telecommunication numbers:'. The first section has three text input fields: 'Contact name' (filled with 'Brian Weaver'), 'Email Address' (filled with 'brian@weaver.co.nz'), and 'SMTP Address' (filled with 'smtp.weaver.co.nz'). Below these is a note: 'Your SMTP address is the server at your ISP that you connect to when you send e-mail.' The second section has two text input fields: 'Telephone Number' (filled with '03 567 4321') and 'Fax Number' (filled with '03 567 4322'). At the bottom are 'OK' and 'Cancel' buttons.

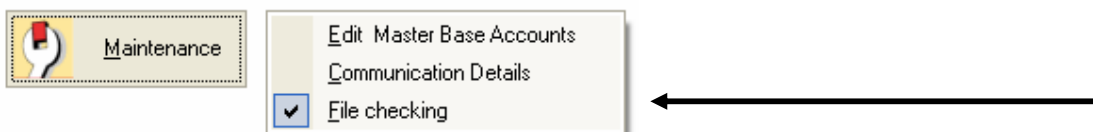
Enter your name, e-mail address and SMTP address. If you use an ISP as your e-mail service with a dialup service then the address should be as per the example shown in the graphic.

If you are using a permanent connection to the Internet then you should leave the SMTP content off the SMTP address. Example: weaver.co.nz

File Checking

We recommend that you leave file checking on (Ticked) as this will verify each client's database as it is opened and closed.

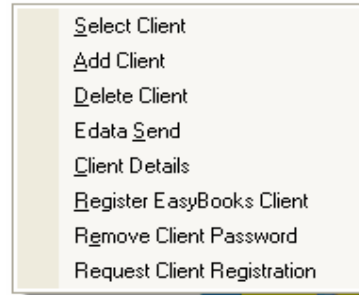
If however you are operating EasyBooks Professional across a Local Area Network and the file checking is causing unreasonable delays in opening and closing client files then this can be turned off by unticking.



Client Management

The **EasyBooks Professional System** provides a number of options under Client files for creating, deleting and maintaining your clients' data. Please refer to the EasyBooks Single Business Training Guide for more details when operating within a client's EasyBooks System.

Client Files



To add an EasyBooks Client

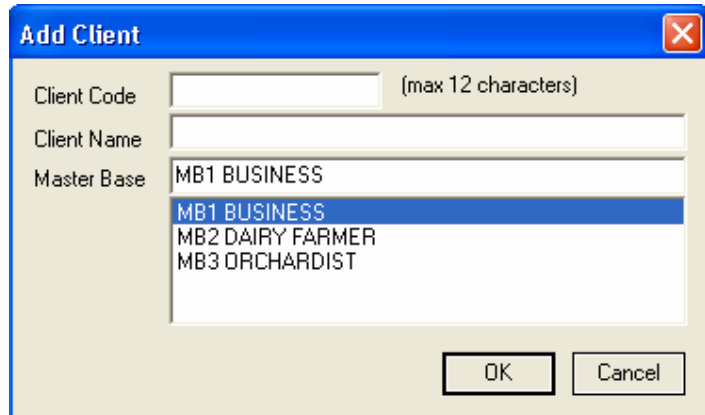
To create a client file with a full EasyBooks System simply click on Add Client.

Insert a client code, which can be up to 12 digits

long. Enter the Clients name in full in CAPITAL LETTERS.

If you intend to register this client to operate on EasyBooks Single Business Software make sure you insert the clients name correctly using CAPITAL LETTERS for better presentation of reports

After creating the client file the system will automatically switch to that client's EasyBooks System.

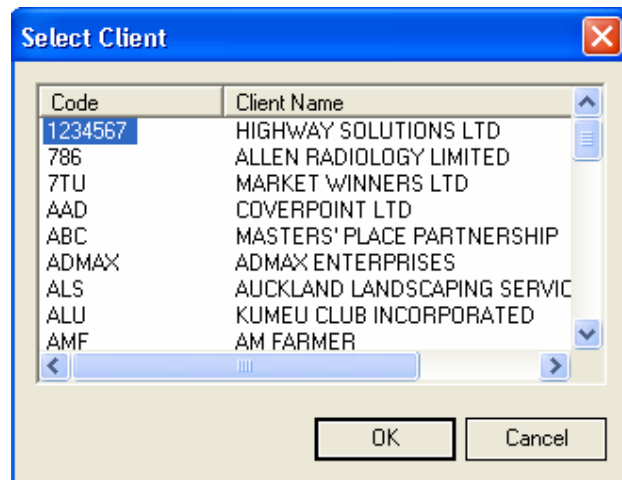


Select Client

To operate on any client (other than when you first create the client database you select the client from the 'Client Files' menu.

The system will then take you into the EasyBooks Main menu for that client. From here you can select Cashbook, Customers or Suppliers to review, add or change any of the client's transactions. For operational information refer to the **EasyBooks Single Business Training Guide**.

You can also restore a client's data into a new client for the purposes of review and modification.



Setting Up a New Client

When you are setting up a new client you should be careful to set up the following details (if known)

- ❖ Ledger Codes
- ❖ Opening Bank Balances
- ❖ Operating Year
- ❖ GST Number and Settings

Please note:

If you are creating a client EasyBooks file just for the purpose of reviewing the client's backup disk there is no need to customise or tailor the database details to suit the client. The EasyBooks database included on the client's backup will contain all the information necessary to enable you to properly operate the client's database within EasyBooks Professional.

Delete Client

By clicking on the Delete Client button you can permanently remove a client from the system. **Use with caution!**



[Delete Client](#)

Client Details

Clicking the Client Details button on the main screen will produce a report giving details of all the clients in the system.



[Client Details](#)

Register an EasyBooks Client

This option allows you to register a Single Client database for one of your clients to use the **EasyBooks Single Business Version** on the own computer. After registration the system will switch to the clients file and allow you to edit the chart of ledger account codes and make a backup of the database to restore into the client's computer. This means you can prepare the EasyBooks database for your client before you transfer this to the client's computer for operation of EasyBooks Single Business Version.

Prior to completing the registration of a client's database you will need to obtain from EasyBooks Limited a serial number and registration key. Refer below for more details on how to action this request.

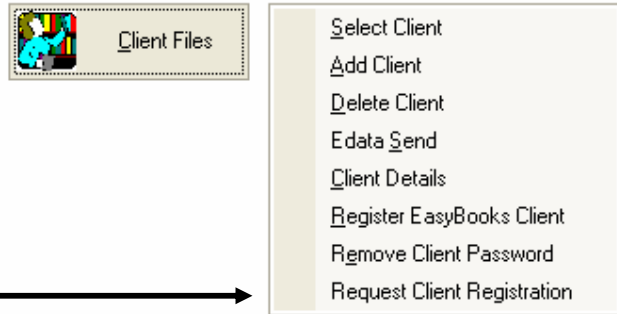
The **Registration Disk** generated from **EasyBooks Professional** will register the Client's system and **replaces** the usual EasyBooks registration procedure on the client's system and clears the sample data that is contained on the Evaluation Copy of EasyBooks. It is **not necessary** to register the program manually and then restore from the Registration Disk.

Please note:

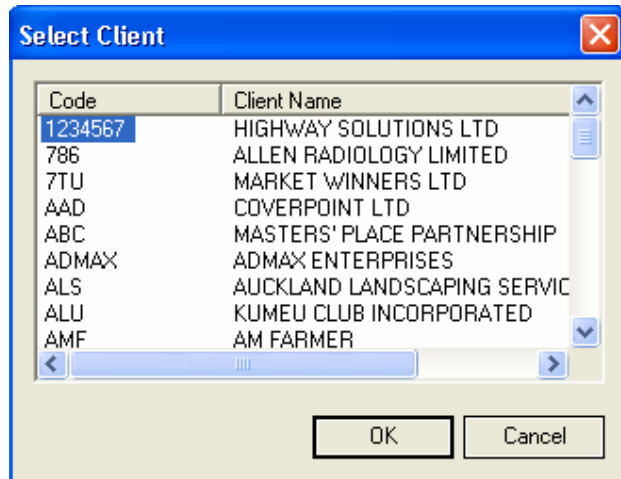
We recommend that when you register a client database, make a **Registration Disk** and then test the Restore Function into a Single Client version of EasyBooks operating on a computer in your own office before you send or take the disk to your client. This can save embarrassment if it does not work.

To request the **Registration Key** to register a client's database to operate on the single client version of our software use the `Request Client Registration Option on the Client File menu. Either print and fax or e-mail the registration Request to EasyBooks Limited.

Request Client Registration
Via the option on this menu



The system will then display the following screen to allow you to select the client you intend to register for operation of a Single Client version of EasyBooks.



Select the client that you intend to register for EasyBooks Single Business Version and complete the details prior to printing and / or faxing and / or e-mailing this form to us.

If sent during business hours we will usually respond to your request for a registration key within 30 minutes.

Sample form is shown on next page

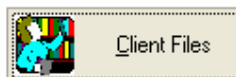
Please complete the form and e-mail to EasyBooks Sales.

Registration of Client Database

Upon receipt of your request for registration **EasyBooks Sales** will fax or e-mail to you the serial number and registration key to enable you to register a client database to operate on EasyBooks Single Business Version.

Unless registered with its own unique serial number and registration key a database created on EasyBooks Professional will not operate on the Single Business Version of EasyBooks.

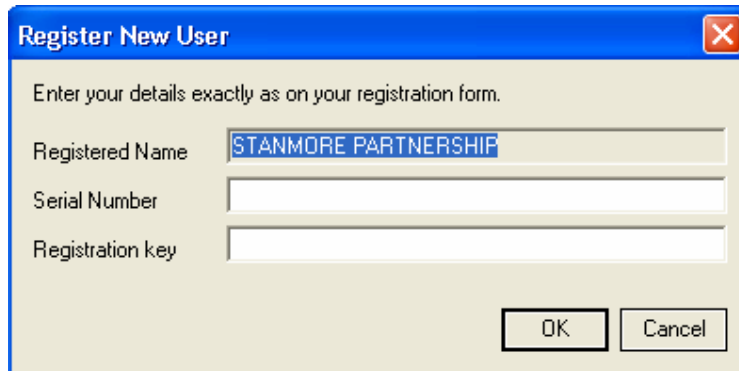
Select this option to register a client database for EasyBooks Single Business



- Select Client
- Add Client
- Delete Client
- Edata Send
- Client Details
- Register EasyBooks Client
- Remove Client Password
- Request Client Registration



Select the client and the following screen will display.
Enter the details exactly as shown on the confirmation of registration sent by EasyBooks Sales.



The image shows a Windows-style dialog box titled "Register New User". It has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains the instruction "Enter your details exactly as on your registration form." Below this are three input fields: "Registered Name" with the text "STANMORE PARTNERSHIP" entered, "Serial Number" which is empty, and "Registration key" which is also empty. At the bottom right of the dialog are two buttons: "OK" and "Cancel".

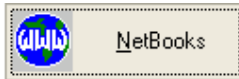
After successfully registering the client's data the EasyBooks Professional System will launch the client's EasyBooks files to enable you to complete any changes you wish to make and to make a backup onto floppy disk for transfer to the client's computer as a registration disk.

Remove Client Password

If a client sends their data to you and they have omitted to advise you of their password this can cause delays in reviewing their data. If this happens you can use this utility to remove the password from that client's data.

[Remove Client Password](#)

NetBooks™



NetBooks is an on-going development within the EasyBooks Software that enables Accountants to utilise Internet Technology for managing their clients bookkeeping operations..

Accountants can import their clients' transactions via any PC Banking System and then either process this data within their own office via EasyBooks Professional or send the transaction data to their client via e-mail to process via EasyBooks Single Business Version.

Also currently available within NetBooks is an e-mail communication facility whereby the EasyBooks cashbook database and transaction edit files can be exchanged between accountant and client. This facility is called E-data and means that clients can keep working on current data entry while their Accountant reviews and edit transactions from a prior period.

For more up-to-date information on the latest developments with **NetBooks** please contact:

EasyBooks Limited **0800 150 070**

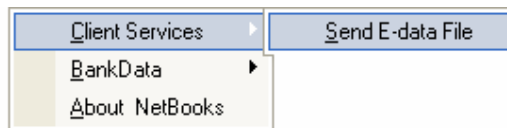
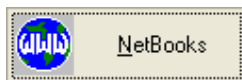
There are currently two NetBooks functions that are available:

1 Client Services - Send E-data File

This function allows you to send to your client either a complete backup of their data or an edit file after completing edits to a client's database.

If you send an e-data edit file this will enable your client to import the edit file to make the same changes that you have completed on their database within EasyBooks.

This means that clients can keep working while you review and edit their database of transactions. This avoids the pressure that can develop if your client was waiting for you to review and edit their database and they were needing to generate invoices from their Customers.

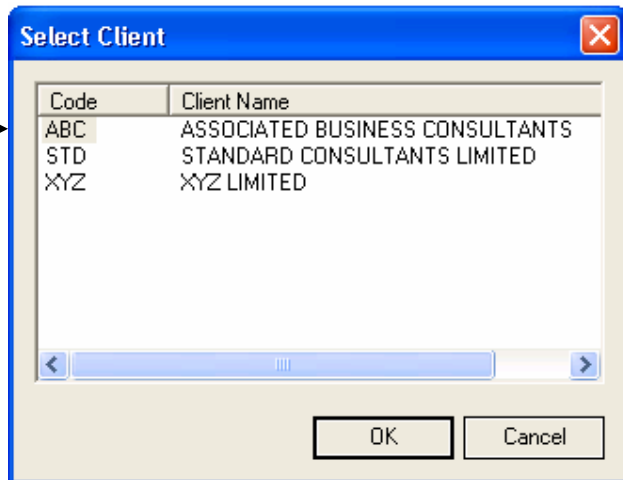


Select this option

This will open the 'Send E-data Screen'

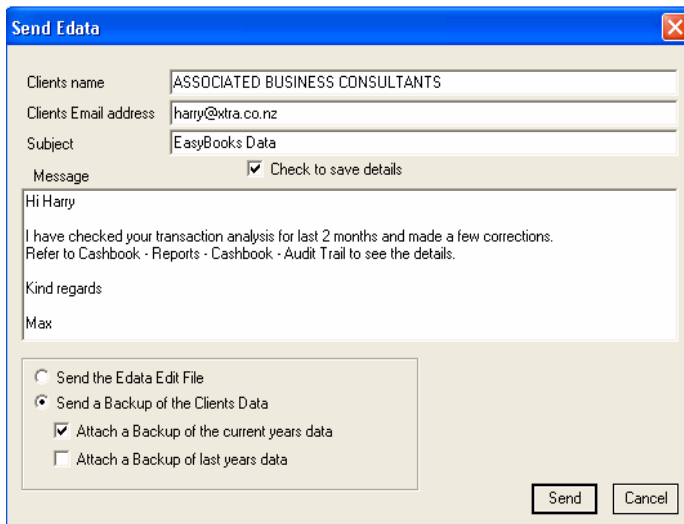


Select the client to whom you wish to send their database.



The top part of the screen will be populated with the details already held in the system.

You can type a message to your clients in the message box.



Select the option to send either an e-data edit file (a file of edits only), or Attached the current year data base or last year data base.

2 BankData - Bank Transaction Importing

Online BankData will enable users of the **EasyBooks Professional Software** to download bank account transaction files for their EasyBooks Clients using either an **Online Banking System** or **BankData Services**. The **BankData System** will then sort the transaction files into separate client records for processing within EasyBooks Professional. Or, you can send these transaction files to your clients by e-mail for processing via EasyBooks Single Business Version.

In order to operate BankData you need to obtain a registration key from **EasyBooks Limited**. Please call toll free **0508 444 999** if you do not have a BankData Registration Key.

Online BankData™

Introduction

Online BankData is an optional system that operates within EasyBooks Professional enabling users to download from P C Banking and aggregate the transaction data from each client.

There are three stages to the Online BankData Process

These stages are:

- Stage 1** Via any one of the Major Bank's PC Banking Systems you need to download your clients' bank transactions either daily or weekly. The transaction files are stored within the PC Banking System.
- Stage 2** At the end of each month you should import these transactions into **EasyBooks Professional** via **Online BankData**. This procedure aggregates the transactions and creates a separate transaction file for each client for the month and saves this file in the client's folder within **EasyBooks Professional**.
- Stage 3** When you require to complete **GST Returns** or **Periodic Reporting** for your clients you can process these transactions using the standard transaction importing system within **EasyBooks**.

Setting Up your PC Banking System

As each PC Banking System is different it is not practical for us to fully outline the procedures for each system. You should therefore contact the Help Desk for the PC Banking System that you intend to use for transaction downloading, eg from any one of the 4 main Trading Banks. It is essential that you advise them that you want to use **CrossBank Reporting** and **export the transaction data for your clients in a CSV file to the EasyBooks System'**.

We suggest that you also request the PC Banking Help Desk to supply you with their **CrossBank Reporting Authority Forms** (also referred to as an 'Authority to Disclose Information Form'). You will need to ask your clients to sign this authority form to give your firm authority to download their bank transactions.

Setting Up EasyBooks Professional

Existing Users

If you are an **existing user** of **EasyBooks Professional** wishing to install the **Online BankData** function it is necessary to reset the registration and re-register your system to do this. Please refer to the separate instructions that will be supplied to you for the steps you take to do this. These instructions include a utility called 'Reset' provided on a diskette.

New Users

If you are a **new user** of **EasyBooks Professional** then first install the software and register as per the instructions outlined in chapter 1

Setting up a Masterbase of ledger codes

New Users of EasyBooks Professional please note - before you can create client files with your firm's own ledger codes installed, it will be necessary to establish Masterbase charts of accounts that include your ledger coding system. This can include up to 4 separate charts of accounts, eg business, farmers, orchardist, non-profits etc. EasyBooks Limited can assist with this if you fax your standard charts of accounts to us we will create an EasyBooks Masterbase(s) for you. Refer 'Maintenance' - 'Masterbase Accounts'

Mapping Bank Charges

After entering or restoring your Masterbase Accounts go to 'Maintenance' Masterbase Accounts' - 'Map Bank Charges'

Insert the appropriate ledger account code against common bank charges such as Cheque book fees etc.

Creating EasyBooks Files for each client.

In order to operate **Online BankData** it is necessary to create an **EasyBooks Database** for each client that you intend to import bank transactions.

Steps to set up an EasyBooks system for each client:

- 1 from Main menu go to 'Client Files' - 'Add Client'
- 2 Select the Masterbase that suits each client.
- 3 After the Client's EasyBooks System opens go to
Cashbook - Bank Account - Edit Account Details
Insert the opening bank statement balance for that client
Insert ledger code for bank account
Set the year-end month and year
- 4 Go to Transactions - Transaction Import - Select Source
Select BankData Services
Insert the client's bank account number (usually with a 2-digit suffix)
Tick Transaction reference generator
Leave Automatic processing unticked
(This can be changed later once you are familiar with the system.)
Set to 'Processing Payee codes' if you intend to have your client insert a Payee code on their cheques and deposits.
Or, set to processing ledger codes if you wish to code the transactions directly to your GL codes without using the Payee coding system. Click OK to save the settings.
- 5 Go to Cashbook - Maintenance - Payee/ er codes
If you intend to ask your clients to code their cheques or deposits, or if you would like to fully utilise the memorisation and transaction recognition features within EasyBooks then setup Payee codes for your clients using their history of cheque payments and their bank statements as a basis for establishing relevant payees codes and names. Please note that if you intend that your clients are to code their cheques with a payee code then the payee code must be numeric since the bank's data entry operators do not have an alphabetical key pad for their mica coding system.

Operating the Online BankData and EasyBooks System

If you have downloaded your client's transactions via a PC Banking System and you have setup a client file for the client in EasyBooks Professional then you will be reading to test \ process via the Online BankData System.

Now referring to the three stages of processing:

- 1 Ensure that you have downloaded the client's transaction via PC Banking.
- 2 Open EasyBooks Professional and go to NetBooks - BankData - BankData Client Setup.

Ensure that 'Set Client Transaction Import Option to BankData' is ticked.

Ensure that 'Transaction reference generator' is ticked.

Leave Automatic processing unticked initially so you can view each transaction as it is processed. Automatic processing can be re-activated once you have the system up and running.

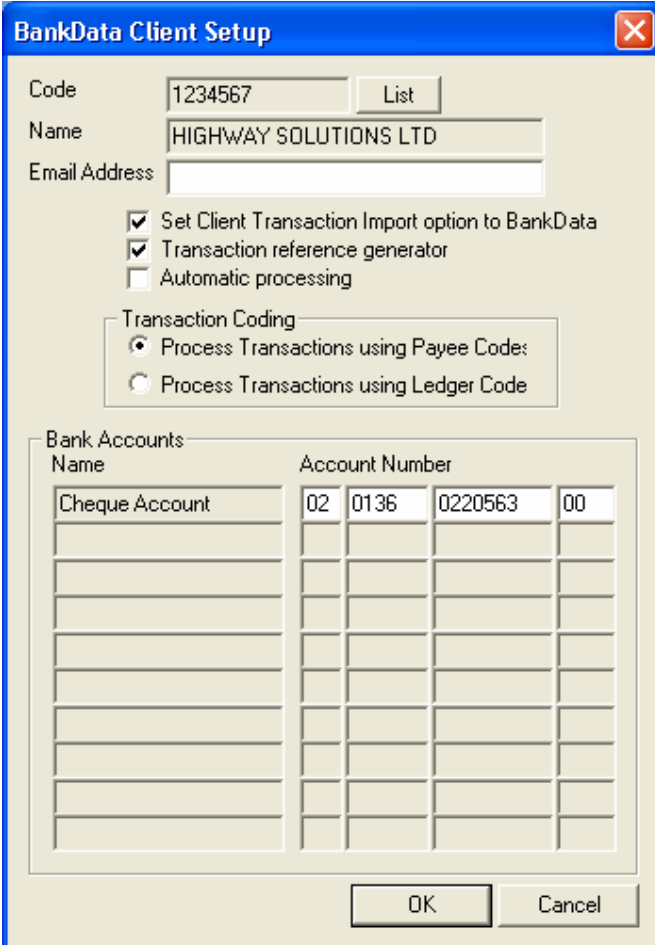
Set Transaction Coding to either 'Process transactions using Payee codes' or, 'Process transactions using ledger codes'. Our recommendation is to use the Payee coding option.

Check that you have the bank account number for the client correctly entered.

Complete these checks for each of your clients to be included in the Online BankData download.

Click 'OK' and then 'Cancel' to return to main menu.

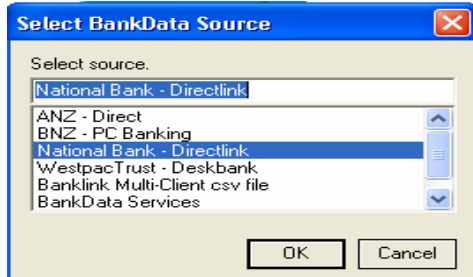
To Import and aggregate the client downloaded transactions go to NetBooks - BankData - Import Data. Select the PC Banking System you are using.



The 'BankData Client Setup' dialog box contains the following fields and options:

- Code: 1234567 (with a 'List' button)
- Name: HIGHWAY SOLUTIONS LTD
- Email Address: (empty field)
- Set Client Transaction Import option to BankData:
- Transaction reference generator:
- Automatic processing:
- Transaction Coding:
 - Process Transactions using Payee Code:
 - Process Transactions using Ledger Code:
- Bank Accounts table:

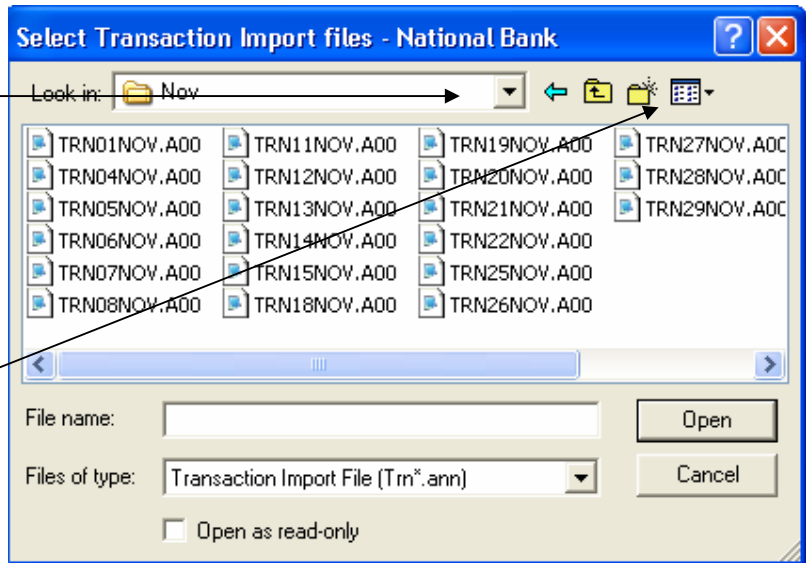
Name	Account Number			
Cheque Account	02	0136	0220563	00
- Buttons: OK, Cancel



The 'Select BankData Source' dialog box contains a list of sources:

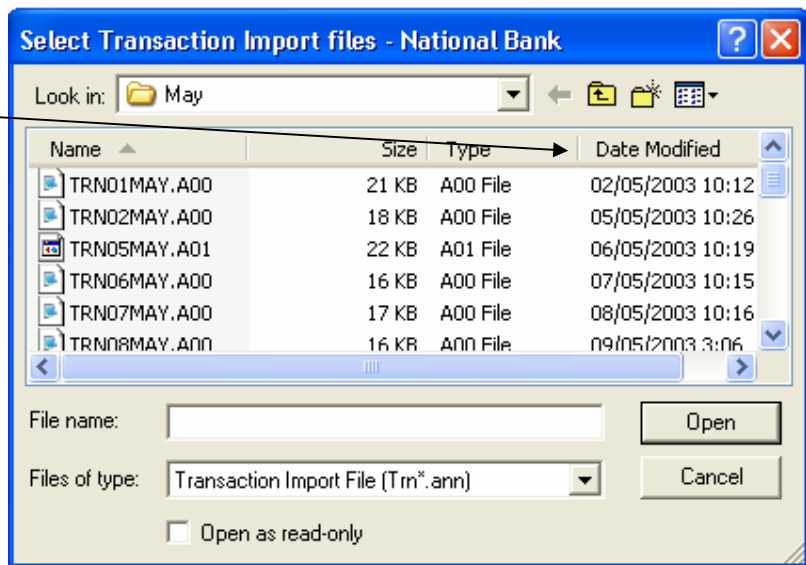
- Select source:
- National Bank - Directlink (highlighted)
- ANZ - Direct
- BNZ - PC Banking
- National Bank - Directlink
- WestpacTrust - Deskbank
- Banklink Multi-Client csv file
- BankData Services
- Buttons: OK, Cancel

Click on the down arrow in the 'Look in', panel and navigate to the location of the downloaded bank transaction files. Obtain details from your supplier of PC Banking if you are not sure where these are located.



Once you have located the transaction files you can if you prefer click on the Details icon and then 'Details' to show the files in ascending date order with a vertical display.

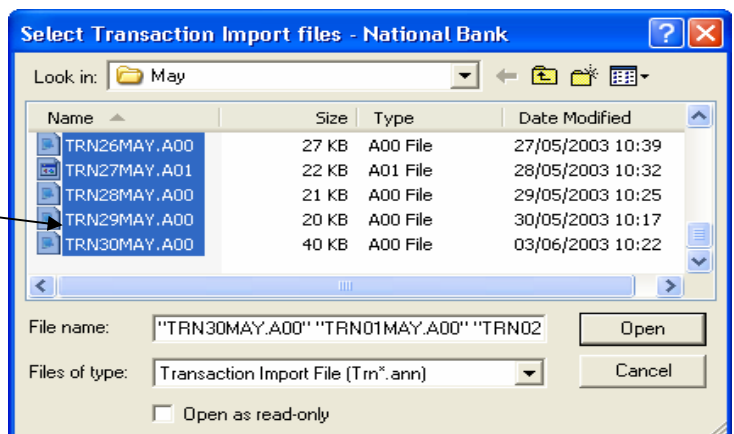
Adjust the column width to so you can see the 'Date modified' if preferred.



Block select the date range you wish to import. Use Shift + Mouse click on first and then last date in the list.

Use the scroll tab if necessary.

Click 'Open' to process. Confirm finished processing with OK.



To confirm the details of the imported transaction go to `NetBooks' - ` BankData' - `Display Import Log'.

Example

The screenshot shows a window titled "BankData Import Log" with a blue header bar. Below the header, the text "25JAN04 EASYBOOKS ONLINE BANKDATA" is displayed. The main content is a table with the following columns: Date, Source, Code, Name, N°, Bank Account, Trans, First Date, and Last Date. The table lists 20 transactions for the date 25JAN04, with various sources like NB, AAA, AAB, AAD, ACCLAIM, ALS, ASBTEST, BKTRANSFER, BOB, BOV, CWL, and EASY. The transactions include details such as client names (e.g., HIGHWAY SOLUTIONS LTD, TEST, ALLEN RADIOLOGY LIMITED), bank account numbers, and transaction counts and dates.

Date	Source	Code	Name	N°	Bank Account	Trans	First Date	Last Date
25JAN04	NB	1234567	HIGHWAY SOLUTIONS LTD	1	02-0136-0220563-00	0		
25JAN04	NB	765390	TEST	1	06-0153-0207387-00	231	01MAY03	30MAY03
25JAN04	NB	786	ALLEN RADIOLOGY LIMITED	1	03-0118-0108500-00	0		
25JAN04	NB	7TU	MARKET WINNERS LTD	1	06-0589-0462164-00	24	15MAY03	30MAY03
25JAN04	NB	7TU	MARKET WINNERS LTD	2	01-0450-0017395-00	156	01MAY03	30MAY03
25JAN04	NB	7TU	MARKET WINNERS LTD	3	06-0233-0103836-00	17	14MAY03	30MAY03
25JAN04	NB	AAA	DEMONSTRATION	1	02-0464-0258050-02	0		
25JAN04	NB	AAB	DEMONSTRATION	1	02-0464-0258050-02	0		
25JAN04	NB	AAD	COVERPOINT LTD	1	03-0693-0141198-95	86	01MAY03	30MAY03
25JAN04	NB	ACCLAIM	Acclaim Realty Ltd - Waikanae	1	02-0591-0066238-00	0		
25JAN04	NB	ALS	AUCKLAND LANDSCAPING SEF	1	06-0996-0132774-01	2	30MAY03	30MAY03
25JAN04	NB	ASBTEST	ASB TEST	1	12-3192-0002433-00	0		
25JAN04	NB	BKTRANSFER	BANKLINK TRANSFER	1	06-0153-0207387-00	231	01MAY03	30MAY03
25JAN04	NB	BOB	BOBS TAKEAWAYS	1	06-0233-0103836-02	9	21MAY03	30MAY03
25JAN04	NB	BOV	BOVADO PROPERTIES	1	12-3026-0641707-00	0		
25JAN04	NB	CWL	CLEANWORKS LIMITED	1	01-0170-0188579-00	78	19MAY03	30MAY03
25JAN04	NB	EASY	EASYBOOKS LIMITED	1	06-0153-0207387-00	231	01MAY03	30MAY03
25JAN04	NB	EASY	EASYBOOKS LIMITED	2	12-3026-0641707-00	0		

Check the details of transactions imported as per the example shown.

The BankData Import log reports on:

- 1 Clients for whom transactions were found. The number of transaction is listed under `Trans` with first and last dates recorded.
- 2 Where clients have been established within EasyBooks Professional but no transactions were located, then zero transactions will be reported.
- 3 Where transactions were available with the banks files to be imported but no client could be located in EasyBooks Professional these will show with notation "NO CLIENT FOR ACCOUNT"

If necessary you can make changes to the bank account numbers to correct mismatches and add clients to EasyBooks Professional and then repeat **the Online BankData** Import without duplicating any records. The system will over-right the previously created files for each client.

We suggest you print and file the `BankData Import Log Report` each time you complete the Import Data function to have a record of the result.

Stage 3 - Process a Client's bank transactions within EasyBooks.

With **EasyBooks** there are two options for processing bank account transactions that have been imported via the **Online BankData** system:

Option 1 - Processing using Ledger Codes

This means you simply code each transaction with the relevant ledger code(s) that will analyse the transactions to the relevant income and expenses accounts within the EasyBooks Cashbook.

Option 2 - Processing using Payee Codes

This means that you code each transaction with a code that identifies the relevant payee or payer that is usually linked to a default ledger code.

Memorisation of transactions

Under both Ledger and Payee coding options you can memorise transactions using either the 'Other Party Name' or the 'Particulars' that are included with the transaction. Memorisation can be done 'on the fly' directly from the Transaction Edit Screen.

Option 1 - Processing Transactions Using Ledger Codes

After you have completed the download from PC Banking and the aggregation of transactions using Online BankData and EasyBooks Professional you are ready to process any of the clients that are included.

Open a client's EasyBooks File via 'Client Files' - 'Select Client'

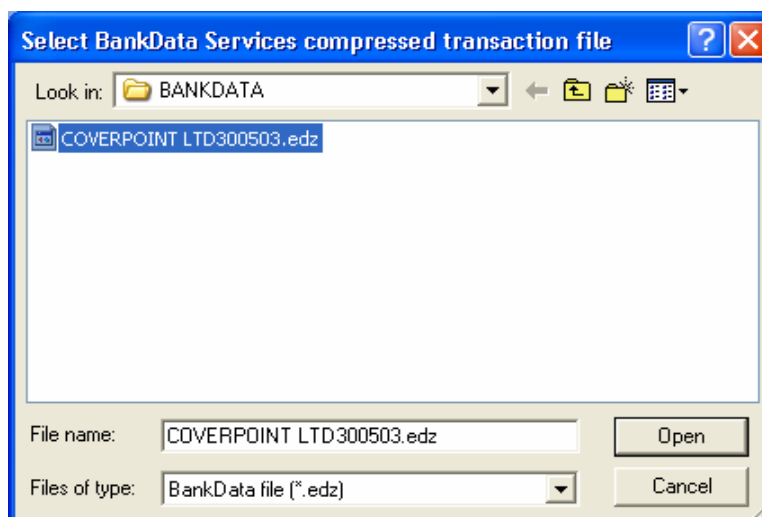
Go to 'Cashbook' - 'Transactions' - 'Transaction Import' - 'Edit Transactions'.

Browse to locate folder named 'BankData'.

This is located off the client folder, which is within the 'Easylink' folder for EasyBooks Professional.

Highlight the EDZ file named with client's name and last transaction date and click 'Open'.

The system will remember the location of the file next time you go to process each client.



The Edit Transaction Screen will now open and display your client's transaction data in same order as the client's bank statement.

The Ledger Code column will be active and the following key functions are available:

F1 will display help Topic for this Screen

F3 will display the list of ledger codes

F4 with ledger code inserted and cursor on the code box will display the 'Payee Maintenance' screen that will allow you to memorise either 'Other Party Name' or 'Particulars' with the default ledger code as already entered. If 'Other Party Name' is not suitable to memorise then delete and insert the 'Particulars' exactly as shown in the Edit Transaction screen.

Right Mouse Click with cursor on the ledger code will display a Dissect or Comment Screen that is described a little later in this operating manual.

Transaction Edit - Processing Ledger Codes

Date	Reference	Payee Code	Payee Name	Ledger Code	Ledger Name	Other Party	Particulars	Type	Amount
01/07/04			Bank Initiated Trans	311	Bank Charges		CLEARANCE FEE	Pay	1.75
03/07/04			Bank Initiated Trans	311	Bank Charges		DEPOSIT FEE	Pay	0.25
05/07/04		SOV	SOVEREIGN?	520/01	Drawings_Persc	SOVEREIGN	LIFE INSURAN	Pay	135.30
06/07/04		GRO	GROW PLUS	230	Sales - Local	GROW PLUS	DIRECT CRED	Rec	-2135.32
06/07/04		PAR	PARAGON SERV	231	Sales - Exports	PARAGON SERV	DIRECT CRED	Rec	-2301.56
06/07/04		SHEL	SHELL?	Multi		SHELL NEWTOWN	EFTPOS	Pay	73.49
06/07/04		HOB	HOBNAILS	430	Repairs- Buildin	HOBNAILS	EFTPOS	Pay	262.04
07/07/04		PLW	PLANTWORKS	416	Protective Cloth	PLANTWORKS	EFTPOS	Pay	226.55
07/07/04	50329	301	Accountancy Fees	301	Accountancy Fe		CHEQUE	Pay	374.04
07/07/04	50331	320	Consultants	320	Consultants		CHEQUE	Pay	1160.35
07/07/04	50327	410	Postages	410	Postages		CHEQUE	Pay	200.10
08/07/04		SPR	SPRING CLEA	313	Cleaning_Rubbi	SPRING CLEA	CLEANING	Pay	456.12
08/07/04	50335	454	Subscriptions	454	Subscriptions		CHEQUE	Pay	102.70
12/07/04			Bank Initiated Trans	311	Bank Charges		CHQDUTY	Pay	2.50
12/07/04	50345	467	Vehicle Expenses-ca	467	Vehicle Expense		CHEQUE	Pay	75.67

Press F3 to lookup Ledger Codes Press F4 to create recognition of Other Party Name or Particulars

Click on Report to display a list of unmatched transactions

Right click on payee code to dissect or comment

Import Report Save Cancel

F4 - Adding a Payee or Payer to memorise a transaction

EasyBooks maintains a database of Payees and Payers. This means that if you create a new Payee or Payer with the exactly the same details as appears on your client's bank statement then the system will recognise future transactions with these same details. The Payee or Payer can be linked to default ledger code(s) if this is appropriate and where adjustments are to be made for private use then the percentage split can also be inserted. If more than one default ledger code is inserted then you can dissect the transaction using the Right Mouse Click option described below.

Add Payee or Payer

Code: SHEL Name: SHELL?

Address:

Tel:

Fax:

Contact:

Default Ledger Codes

#	Code	Description	% split	<input type="button" value="List"/>
#1	283	Vehicle Expenses		<input type="button" value="List"/>
#2				<input type="button" value="List"/>
#3				<input type="button" value="List"/>
#4				<input type="button" value="List"/>
#5				<input type="button" value="List"/>

Default PayLink Statement Details

PtIs: Code: Ref:

Minimum requirement is Payee Code, Name and Default Ledger Code(s)

Where the Other Party name can vary from transaction to transaction eg Shell or BP Service Stations that are frequently used by your client, you can memorise using the question mark ? as a wild card. In this instance the system will recognise all transaction with the word SHELL in the name.

The Payee or Payer maintenance screen includes communication and other details also used by EasyBooks Suppliers System. These details need not be entered for memorised transactions.

Linking the memorised details to a default ledger code

For each payee or memorised transaction you can set a default ledger code(s). Percentage splits are allowed. If more than one default ledger code is set against a payee without percentage splits then you can **right click** such a transaction in the Edit Transactions Screen and insert the values for that transaction only. Any future transactions with the same memorised details will then also require the values to be entered.

Right Click to Dissect or Add Comment

Provided there is a Payee code entered you can **right click** with the mouse to dissect or add comment to the transaction. Each transaction can be dissected into up to 5 ledger codes. If more than five ledger codes are required then you can still complete the dissection during the processing stage. Refer to screen print below.

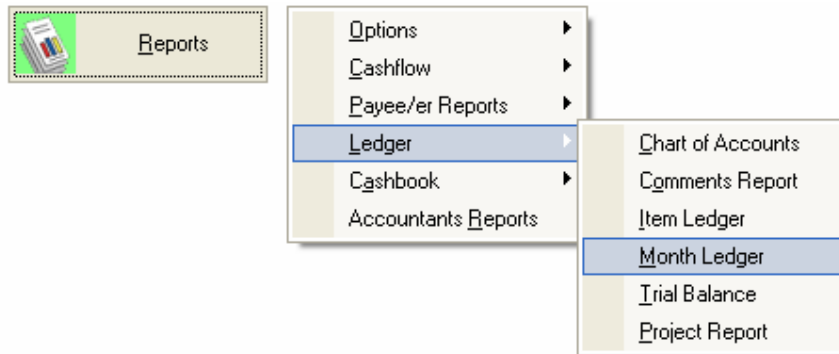
Dissect or Comment

Date	Payee/er Code	Payee/Payer Name	P/R	Transaction Total
06/07/04	GROW	GROW PLUS	R	2135.32

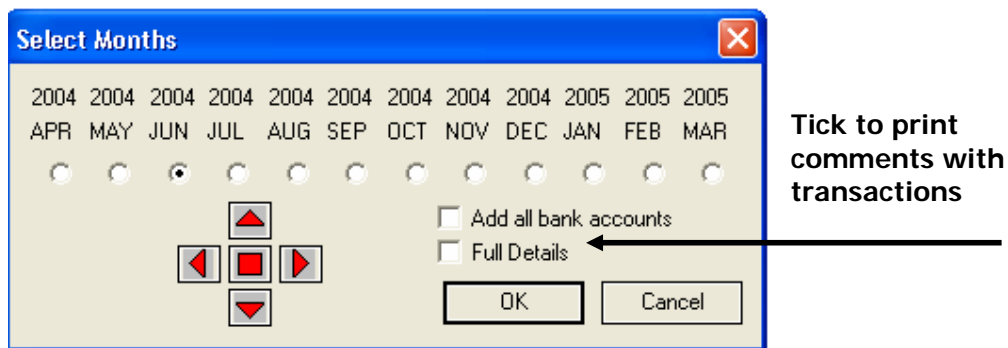
<input type="button" value="List"/>	Ledger Code	D/C	Amount	Comment
<input type="button" value="List"/>	230	Sales - Local	C	2135.32
<input type="button" value="List"/>				
<input type="button" value="List"/>				
<input type="button" value="List"/>				
<input type="button" value="List"/>				

Press F1 for Help

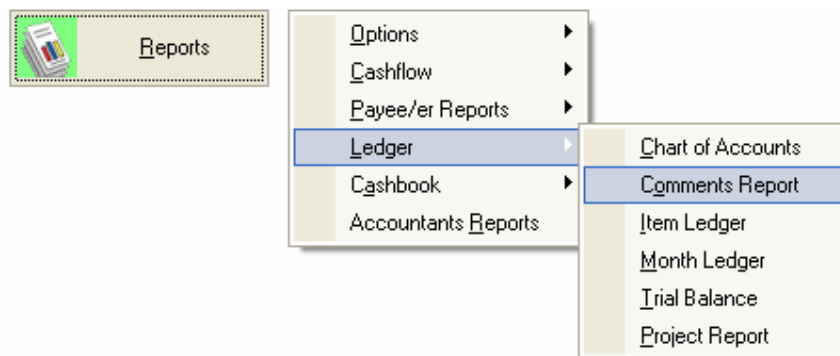
Comments can also be printed with the Months Ledger Report when this is printed with **full details**. Then select the month ledger report from the Reports Menu.



Set the Report Option to Full Details

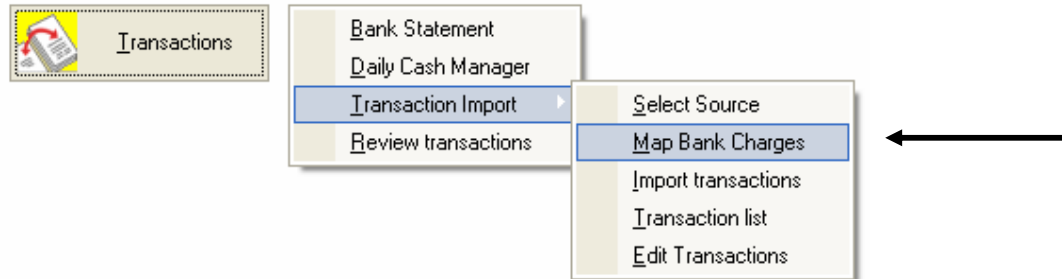


You can also print the Comments report alone if this suits your requirements.



Transaction memorisation and recognition is achieved via the following functions:

- 1 Bank Charges can be mapped for each client via:
`Transactions' - `Transaction Import' - `Map Bank Charges'



- 2 Payee coding of cheques, deposits, auto payments, and other bank transactions where there is the opportunity to insert a Payee code into the transaction by clients.
- 3 Payee name memorising. Where the `Other Party Name' or the `Particulars' match with a name previously setup as a Payee name the system will recognise the transaction in the Edit Transactions Screen. There is a `wild card' option using a question mark. This means that `Shell?' will identify all EFTPOS purchases with the word `Shell' in the name. Eg Shell Kaikohe

Processing Options

After completing the editing of the transactions with either Payee or ledger codes you have three options:

Import

This activates the standard data entry screen for EasyBooks and the transactions are displayed one at a time. If you set the system to `automatic' the processing will only stop on transactions that are not complete and require additional data entry such as for payees with multi ledger code splits.

Report

This option generates a printable report of Unmatch Transactions. This can be printed and faxed to your clients to enter in names of cheque payee etc.

Save

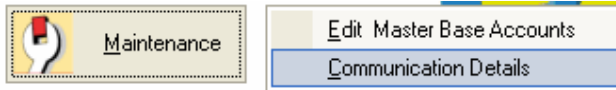
This option saves the edits and data entry completed to date thus enabling you to re-open the file later to complete the processing.

Sending BankData Files to External Clients

Make sure your E-mail Address Details are entered

In order to send E-data files or BankData files to your clients by e-mail it is necessary for you to enter your e-mail details into EasyBooks Professional.

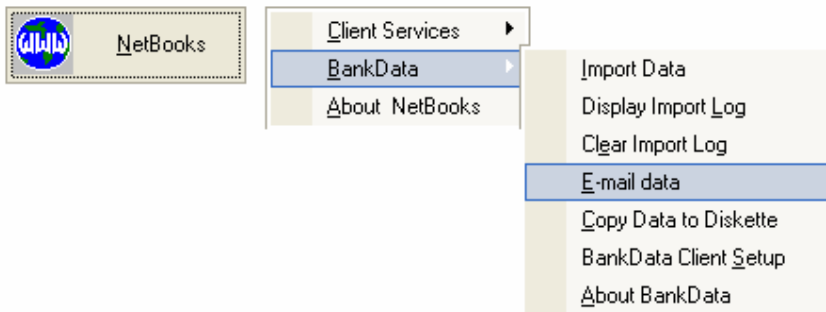
Enter your name and e-mail address under EasyBooks Professional Main menu - Maintenance – Communication Details.

A screenshot of the 'Communication Details' dialog box. It has a blue title bar with a close button. The main area is green and contains two sections. The first section, 'Your E-Mail Settings:', includes instructions and three text input fields: 'Contact name' (filled with 'Brian Weaver'), 'Email Address' (filled with 'brian@weaver.co.nz'), and 'SMTP Address' (filled with 'smtp.weaver.co.nz'). Below this is a note: 'Your SMTP address is the server at your ISP that you connect to when you send e-mail.' The second section, 'Your telecommunication numbers:', includes two text input fields: 'Telephone Number' (filled with '03 567 4321') and 'Fax Number' (filled with '03 567 4322'). At the bottom are 'OK' and 'Cancel' buttons.

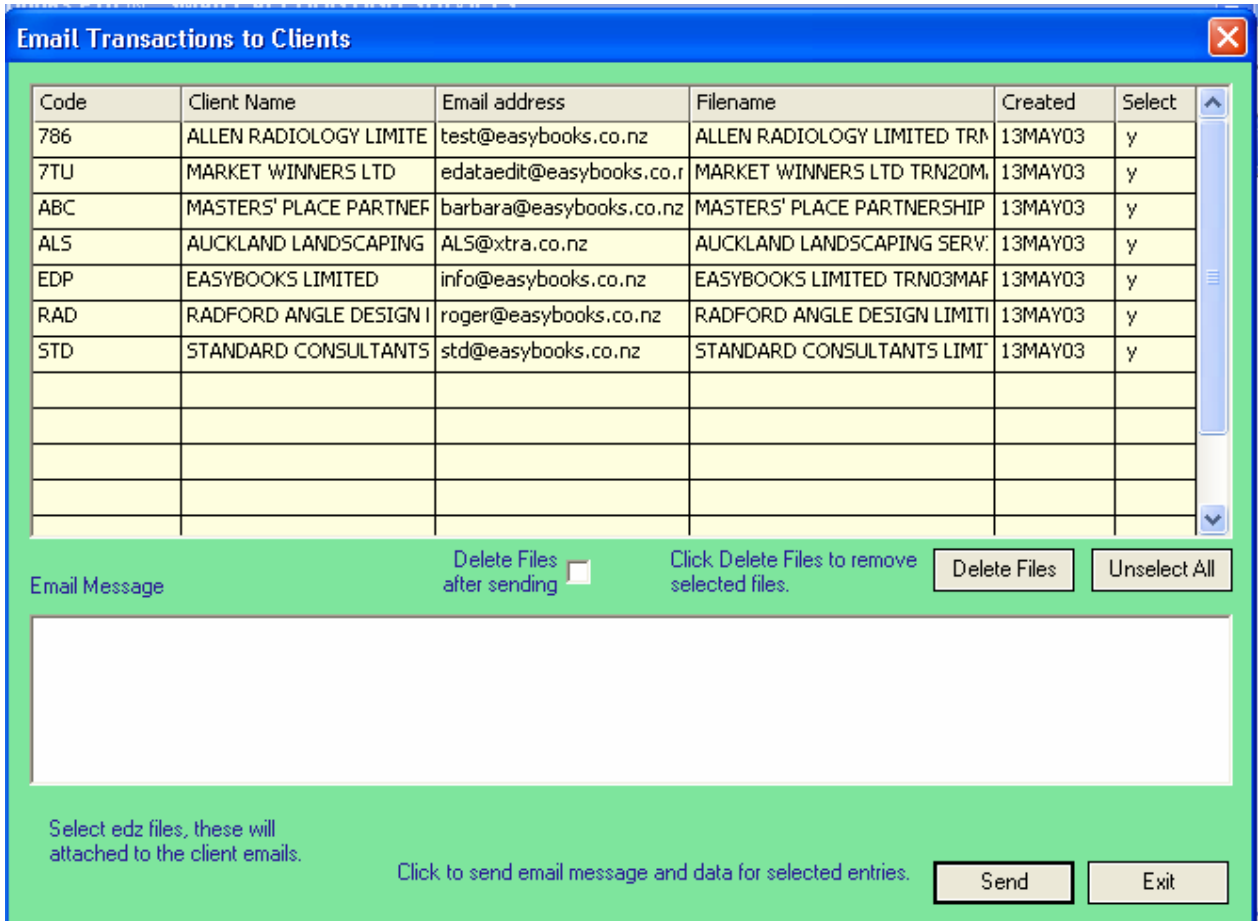
Also enter your SMTP server details as per your e-mail configuration and ISP details, eg **smtp.xtra.co.nz**

After you have down loaded the transactions and sorted per client you can elect to either process these transactions within each client file within EasyBooks Professional or you can send the transactions to selected clients for them to process via the Single User Version of EasyBooks.

Locate the E-mail data menu under NetBooks - BankData



The following screen will display.



Clients for whom bank transactions have been down loaded and sorted will be displayed provided their e-mail address has been entered under the client's EasyBooks File.

Please note the following options:

- 1 After sending the transaction download file to your client you can delete all sent files. This would avoid having to deal with these same files next month. You may prefer however to keep the file in case they need to be sent again.
- 2 If clients are selected with `y' you can delete to avoid sending them transactions should this change be required.
- 3 You can change the `Select' option from `y' to `n' .

Helpful Strategies

- 1 You will find that most of your clients are perfectly capable of inserting a Payee code on their cheques and a deposit type code on their deposits. While some other bank transaction processing systems only operated on ledger coding of cheques (and for this reason many accountants did not think it wise to get their clients to code their cheques) we believe that payee coding by clients is not only better in terms of information gathering but it is simpler for clients to code.
- 2 When creating a Payee code list keep the number as short as possible (say from 10 - 99). Leave blank spaces for additions to be added by your clients when they need to.
- 3 Ask your clients to fax to your their updated payee code list each month so that you can add the additional payees to EasyBooks before you commence processing their transactions.
- 4 After processing the client's transactions and having updated the code list in EasyBooks print and send to your client's the updated payee list.
- 5 Where payees can have a number of possible ledger codes, eg IRD, we just that you create a separate Payee code for each type. Example IRD - GST, IRD - PAYE etc. Then link each to the relevant ledger code.
- 6 If your clients have a number of automatic payments, either inward or outward, it is a simple matter to have a payee or payer code inserted into the automatic payments authority by your client so that these transactions will be able to be automatically process. Remember however, that Other Party name and Particulars can be memorised to generate effective automatic process.
- 7 Transactions that have details in either the `Other Party Name' field or the `Particulars' field can usually be memorised using the F4 function while in the Transaction Edit Screen.
- 8 After a few months the pattern of income and expenditure for each client usually become clearer. You can print a Payee report on each Payee, including memorised payees that will show the pattern of payments.

Notes