









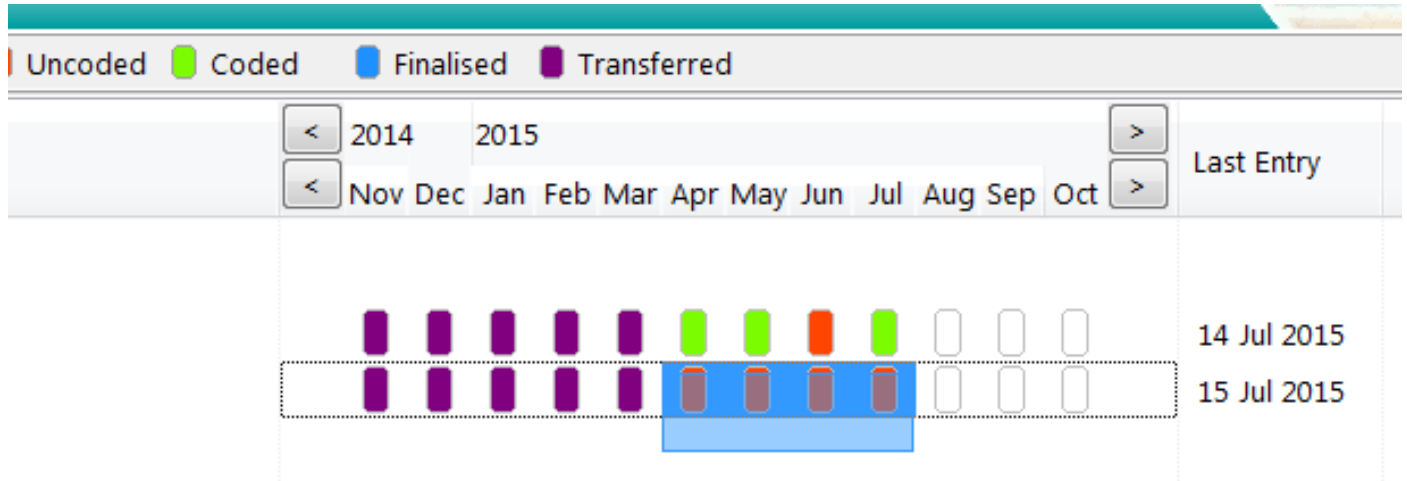


Tips & Tricks August 2016

SHORTCUTS:			
	Help	F1	
	Chart Look up	F2 CTRL+L	Brings up list of Codes
	Payee Look up	F3 CTRL+P	Brings up list of Payees
	GST Class Look up	F7	To change GST (rarely necessary)
	Memorise an Entry	F4 CTRL+M	Set up new memorisation
	Go to the next uncoded entry	F8 CTRL+G	
	Sort the entries	F9 CTRL+T	Or click on column header
	View all Entries or Uncoded Only	CTRL+W	
	Edit all Fields	* CTRL+A	Ignore
	Dissect an Entry	/ CTRL+D	
	Repeat the Line Above	+	Copy code or narration from line above
	Clear Transfer Flags	CTRL+N	Ignore
	Show Notes	CTRL+B	
	Delete a whole line in journals/ dissections and HDE screen and Unpresented Items	CTRL+DELETE	
	Enter the remaining value in a dissection, memorisation or journal OR add/alter UPI/HDE amount	=	
	For all shortcuts relevant to the area you're in	Right Click	Very helpful!

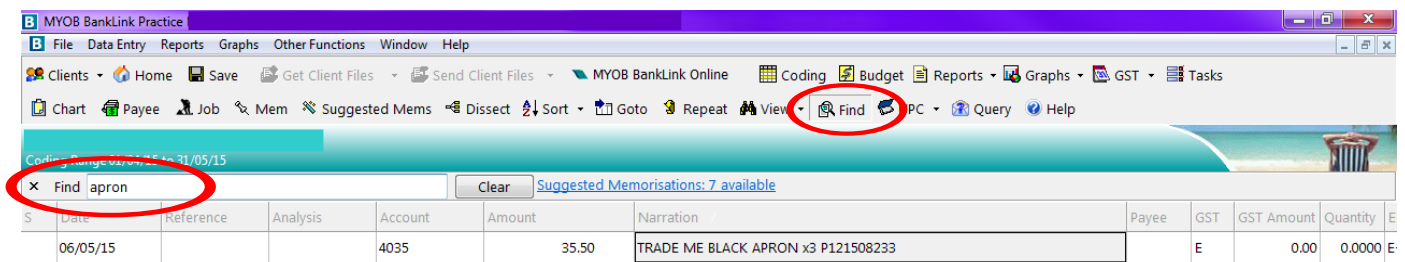
Opening the desired period quickly without typing in dates

Left click and drag over the months required, then press ENTER



Using the FIND function

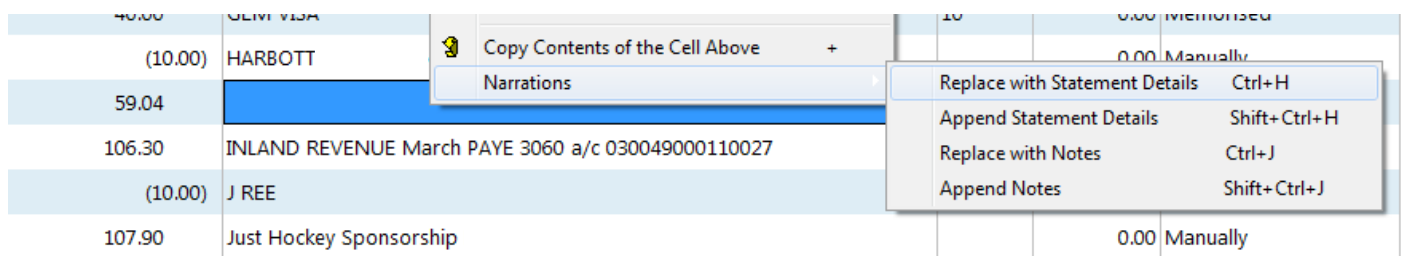
You can search for any word in narration/reference/cheque number/date/code/amount
If search box is not visible above your transactions entries click the FIND button to turn it on (or off).



Accidentally deleted or overtyped the narration information?



In narration box press CTRL+H or
right click>Narrations>Replace with Statement Details

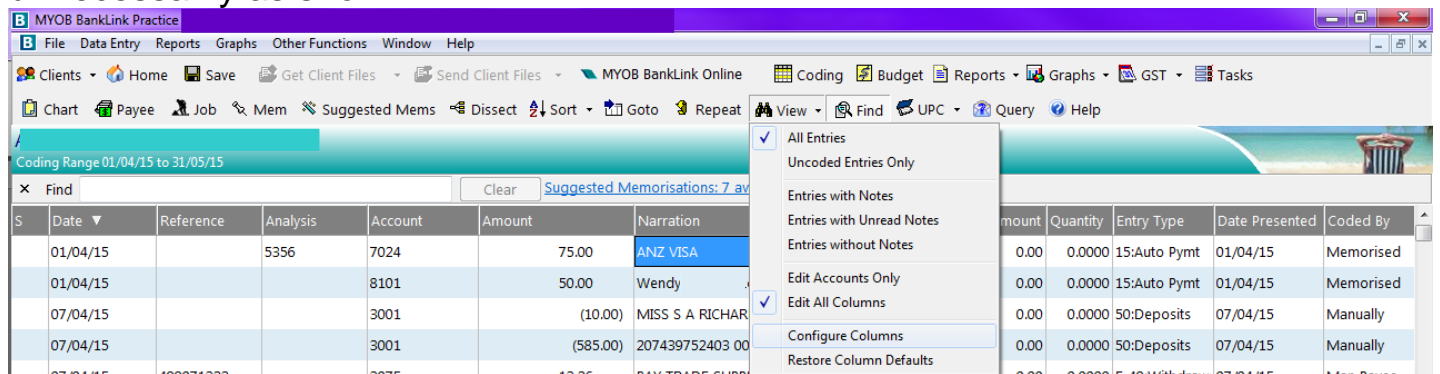


Change the columns you can view

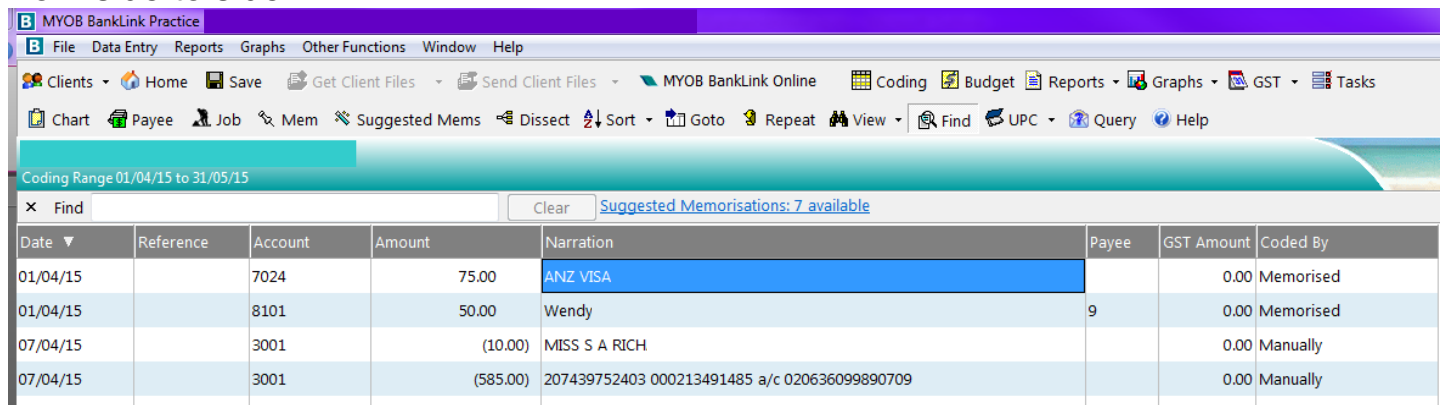
Click View>Configure Columns

(Restore Column Defaults makes all columns visible again)

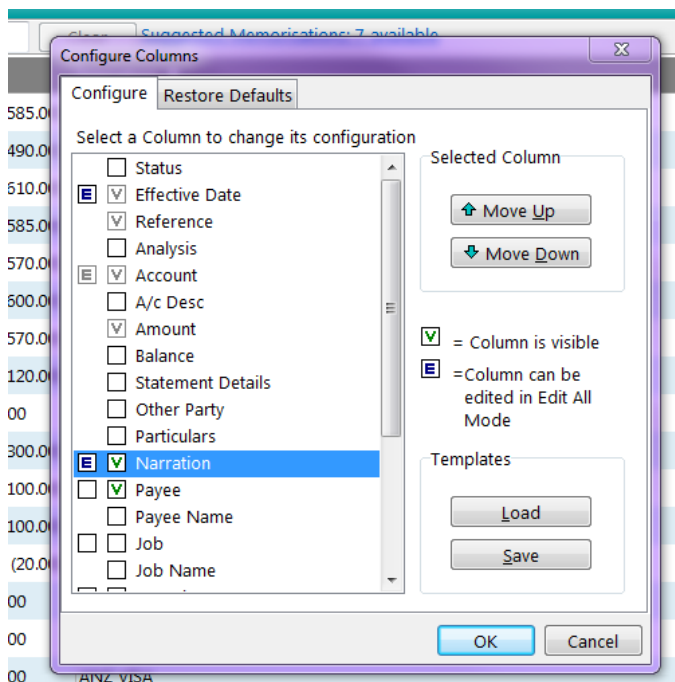
A lot of information is available to view, but really just clogs up your screen unnecessarily as shown:



Uncluttered: now you can have a wider view of narration column and not have to scroll from side to side



Click on the V to switch column on/off. Ignore the “E” on the left.



For most situations you probably only need the following columns visible (mandatory ones won't let you switch them "off")

- Effective date (mandatory)
- Reference (mandatory)
- Account (mandatory)
- Amount (mandatory)
- Narration
- Payee (only if you use these)
- GST Amount
- Quantity (only if you enter these for livestock/produce etc)
- Coded by (shows how line was coded – by memorisation/manually etc – can be helpful for accounting clerk so leave this one visible)

Click RESTORE COLUMN DEFAULTS (below “Configure Columns” in drop down menu above) to return to standard view.

Memorisations – these are a wonderful tool to save you time and give greater accuracy – but ONLY when set up correctly!

B Memorise Transaction

Match On

Entry Type 49: Withdrawal

Reference

Analysis Code 3060

Statement Details INLAND REVENUE IRD *PAYE* 3060 April a/c 030049000110027

Other Party INLAND REVENUE

Particulars IRD PAYE

Notes

Value 59.04 DR

Chart Payee Job Memorise to MASTER

Code	Account Description	Narration
3060	Wages	

You want to choose the minimum amount of information to memorise on, but need to ensure you have enough, and that what you do choose is appropriate!

In this example – we only want to include PAYE transactions from IRD to be coded to wages. If we had just ticked the OTHER PARTY: INLAND REVENUE then all payments to IRD regardless of tax type would be coded to wages – not what we want. But if we simply ticked the STATEMENT DETAILS line it will only match if ALL of that information appears next time – but next month it will not say APRIL therefore it wouldn't work. So in the statement details put a * at each end of the information that you want it to memorise on, and delete out all other text in that line as shown below:

Statement Details *PAYE*

Other Party INLAND REVENUE

Now enter the code. If you enter nothing in the narration box, the STATEMENT DETAILS will be entered here each time the memorisation is applied. If you want a standard narration everytime, then enter it in this box. OK to save.

TIP: For some expenses you may have more than one invoice from the same supplier – eg private/business phone/power/rates/insurance accounts. When these are paid by direct debit often your account/customer reference number forms part of the narration – if you make this number part of the information you define in the memorisation then you can ensure that the expenses are coded correctly

Dissections in Memorisations:

You can also set a memorisation to dissect transactions based on percentages or fixed amount and balance remaining. Enter the appropriate codes / narration / amounts / percentage(s)

Example: a 50/50 split of a cell phone top up

Code	Account Description	Narration	Payee	Job	GST	Amount	Percent	%/\$
4085	Telephone & Internet Expens	SPARK TOP UP 50% BUSINESS			E	0.00	50.0000	%
5356	Private Drawings	SPARK TOP UP 50% PRIVATE			E	0.00	50.0000	%

Example: fixed amount to phone expenses, then the remaining balance up to 100% to next code

Code	Account Description	Narration	Payee	Job	GST	Amount	Percent	%/\$
4085	Telephone & Internet Expens	SPARK HOME PHONE LINE RENTAL			E	50.00	0.0000	\$
5356	Private Drawings	SPARK - PRIVATE TOLLS			E	0.00	100.0000	%

Example: fixed amount to phone expenses, then the remaining balance split by percentage

Code	Account Description	Narration	Payee	Job	GST	Amount	Percent	%/\$
4085	Telephone & Internet Expens	SPARK HOME PHONE LINE RENTAL			E	50.00	0.0000	\$
4085	Telephone & Internet Expens	SPARK 10% BUSINESS TOLLS			E	0.00	10.0000	%
5356	Private Drawings	SPARK 90% PRIVATE TOLLS			E	0.00	90.0000	%

Narrations are very important in these kinds of examples to show exactly what is being dissected and why. Note that the percentage on the right must always equal 100%. It won't let you save it until it does.

Payees – these can be helpful for many reasons – they can speed up coding and line dissection entries, and you can also print a report showing transactions for a selected payee(s).

To set up new payee: **Other functions>Payees>NEW** – enter appropriate details

Payee report: Click: Reports>Spending by Payee

Enter required details (above) and preview report (example below).

Dissected entries are shown with the total first then /1/2/3 for the dissection lines

DETAILED SPENDING BY PAYEE

For the period from 01/01/15 to 31/01/15

<u>Date</u>	<u>Reference</u>	<u>Amount</u>	<u>Account</u>	<u>Narration</u>
<u>FRSTLIGHT FROZEN (6)</u>				
07/01/15		259.30	3030 Purchases	FRSTLIGHT FROZEN
07/01/15		241.06		
07/01/15	/1	43.64	3061 Consumables	FRSTLIGHT FROZEN greasproof paper large
07/01/15	/2	29.90	3075 Packaging	FRSTLIGHT FROZEN scale paper
07/01/15	/3	167.52	3030 Purchases	FRSTLIGHT FROZEN
16/01/15		160.89	3030 Purchases	FRSTLIGHT FROZEN
20/01/15		147.89		
20/01/15	/1	8.17	3061 Consumables	FRSTLIGHT FROZEN gloves
20/01/15	/2	139.72	3030 Purchases	FRSTLIGHT FROZEN
FRSTLIGHT Total		\$809.14		
Grand Total		\$809.14		

For line dissection: in the below example – with no payee dissection set up you would have to enter every line manually in a normal dissection every time. For suppliers (such as Farmlands) where you may have many different codes in one transaction, you can set up a payee like this:

The screenshot shows the 'Edit Payee Details' window for 'FARMLANDS'. The 'Payee Number' is 12 and the 'Payee Name' is FARMLANDS. Below this is a 'Chart' section with a table listing various codes and their descriptions.

Code	Account Description	Narration	GST	Amount	Percent	%/ \$
4085	Telephone & Internet Expenses	FARMLANDS FARMSIDE	I	0.00	0.0000	%
4085	Telephone & Internet Expenses	FARMLANDS TELECOM (BUSS TOLLS)	I	0.00	0.0000	%
4068	Stock Food & Fodder Crop	FARMLANDS	I	0.00	0.0000	%
4014	Animal Health	FARMLANDS	I	0.00	0.0000	%
4322	Repairs - Plant	FARMLANDS	I	0.00	0.0000	%
4314	Fencing & Yards	FARMLANDS	I	0.00	0.0000	%
4315	Fertiliser	FARMLANDS	I	0.00	0.0000	%
4317	Irrigation	FARMLANDS	I	0.00	0.0000	%
5631	Private Drawings	FARMLANDS 50% PVT	E	0.00	100.0000	%

Then when doing your coding, you simply apply the payee to the line (F3 to select from payee list), double click to open the dissection and then insert the correct amounts to each line. CTRL+DELETE to remove any unused lines and check the remaining balance coded to the bottom line is correct.

If you have a lot of Farmlands or PGG transactions we can get a feed of these directly into banklink for easy coding just the same as a bank account (initial set up and monthly transaction fees apply).