

CASHMAN

ABOUT CASHMAN

CASHMAN is a Program that has been designed to provide small businesses and professionals with a quick and easy way of preparing a Cashbook, doing a Bank Reconciliation, analysing Income and Expenditure, and projecting future cash requirements. It is more than just a cashbook program as it can be used to produce other books of prime-entry like a purchase journal, a petty cash journal, expense analysis records, day book analysis, etc.

To prepare a cashbook you simply enter the details from the cheque stubs, bank deposit slips, and the bank pass sheets for direct debits and credits. CASHMAN lets you quickly compare the bank pass sheet details with the cashbook transactions and then automatically prepares a bank reconciliation. CASHMAN also enables you to print a comprehensive range of reports generated from the transaction data entered.

A Tutorial exercise and run forms are provided with CASHMAN to facilitate quick and easy familiarisation with the program and the related procedures by you and your staff.

CASHMAN - KEY POINTS

- GST – CASHMAN has been updated to cater for the Australian GST. The program enables you to accurately record GST paid and collected. It automatically produces the Business Activity Statement (BAS) for the Australian Tax Office. CASHMAN has General Ledger GST Control Accounts which can be checked against the BAS calculation for GST.
- The data entry menus are easy to follow and all data entered can be subsequently edited. Optional extra lines of descriptive (30 characters) are available for each transaction, which are used when there is a need to record additional descriptive for any transaction. Also, there is an option to input and store a QUANTITY number as well as a dollar amount for each transaction. This capability is normally used for transactions like the purchase of sheep, that effect livestock trading accounts.
- The BUDGET module provides the ability to input and store a Budget and then produce a series of Reports comparing actual versus budget for nominated periods.
- There is no need to repeatedly type in names of COMMON PAYEES, as AUTOFILL memorises each name the first time you enter it. You need only type in the first few letters of the PAYEE NAME and the program automatically completes the rest of the name. This saves time by increasing data entry speed.
- The ability to produce bank deposit slips for bankings during the write-up of the Cashbook. This capability eliminates the tedious job of manually preparing the bank deposit slip and is of special significance where a large number of cheques are included in daily bankings. To save repeat typing AUTOFILL memorises each name the first time you enter it.
- The program provides an easy and structured method of doing an **ACCURATE** reconciliation with the bank statements. The proof totals provided enable the User to quickly identify when an error occurs in the bank statement tick-off.
- CASHMAN provides for a user definable chart of accounts that can be similar to, or a sub-set of, a master chart used by general ledger software. The chart of account numbering structure caters for any 3 or 4 digit prime account number as well as a 2 digit sub-account number (99 sub-accounts for each prime account), and departmental or statement identification numbers. All account coded transactions are verified against the chart of accounts during input and where an item has been coded to an account code that does not exist, a new account code can be created or the transaction posted to a pre-designated suspense account.
- A QUICK SEARCH capability exists that lets you search for and then list transactions by a combination of nominated fields. e.g. A list of cheques drawn to a nominated payee during a nominated period.
- The program has an export entry capability to selected General Ledger packages used by the Public Accounting profession. It also has a capability that lets you export the columnar cashflow analysis report as an ASCII file for use by Lotus and other financial modelling packages that can read this file.
- It produces a columnar style cash receipts and cash payments book with a sundries column. Columns are allocated by the User to the more commonly used account codes like purchases, wages, etc. Each transaction can be split up in to 98 account code dissections. Any number of drafts of the cash book can be produced for review and editing purposes, and then a final version produced for permanent record and general ledger input purposes.
- Many Cashbook programs restrict you to handling one bank account for a single entity. CASHMAN provides you with the ability to process a number of different entities, each of which can have up to 9 different bank accounts.

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CASHMAN FOR SMALL BUSINESSES

Small businesses use the Cashbook program where they have their own personal computer and wish to reduce their accountancy fees by preparing their own books of prime entry. This style of firm is normally too small to employ their own accountant, but has someone with sufficient bookkeeping experience to do a bank reconciliation, cashbook, etc. This style of business would normally enter cheque and deposit transactions into the computer as they occur, and the bank pass sheet details when they receive the statement from the Bank. CASHMAN can then prepare the Cashbook and Bank Reconciliation at the press of a button. The key benefits a small business obtains from using CASHMAN are:

- savings in accountancy fees and on-site access to a well prepared cashbook for reference purposes.
- an automatic bank reconciliation facility, which can be produced at any time on demand with access to the current and projected bank account balance at the press of a button.
- the ability to ascertain at any point in time, the Income, Expenses and Operating results of the business based on cash transactions.

The small business user provides his Accountant with the Reports produced by CASHMAN for general ledger input and the preparation of Income Tax returns. If the Public Accountant has a copy of the CASHMAN program on his computer he can also review and edit the cashbook produced by the client, prior to posting it to the General Ledger.

AVOID THE CASHBOOK MINEFIELD

(Extract from an article recently included in a Newsletter published by a firm of Public Accountants)

We sound this note of warning to clients in the market for accounting software: very cheap programs may not do the job effectively and will cost you much more in accountancy fees in the end. Any clients with a need to write up a cashbook would be wise to adopt the CASHMAN program, ideal for businesses and partnerships of all sizes. It may be tempting to buy a \$90 cashbook program from a local store, but low-cost alternatives to CASHMAN will increase the time our staff spends on your write-up work.

CASHMAN is very easy to use. If you're capable of writing up a cashbook and reconciling it with the bank statement then you can use it. Clients who have taken on this program love it.

Developed by TRIMAR Software Pty Ltd CASHMAN has become an Australian business management success story. More than 5,000 businesses are now using the program. CASHMAN is marketed only through Public Accountants and is not sold in electronic or department stores.

As our Firm sees it, the basic cost of the program is not the key issue. Issues that are important are cost of training and support, ease of use, productivity and its ultimate benefit to the business. We believe the initial outlay is well and truly recovered in the first year through greater efficiencies. Cheap programs are often not based on double entry bookkeeping with a basic general ledger structure and do not provide a method of maintaining "books of accounts" in line with the Australian tax office requirements.

About 50 of our clients are currently using CASHMAN. At the end of the financial year, or for periodic accounts, the client copies the file on to a disk and sends it back to us. We do not have to do any processing. We can provide a graphic example of the simplicity of using CASHMAN by an elderly computer-illiterate treasurer of a large sporting club.

He spent about 12-15 hours a month maintaining a large cashbook with many dissections and categories, reconciliations and cross additions. He quickly began operating CASHMAN within days and has reduced his cashbook input to about one and a half hours a month. The learning curve for him was very short.

Add-on modules to CASHMAN are available for Debtors and Sales Invoicing, Creditors, General Journal and Budget Forecasting. Other TRIMAR software programs include PAYMAN, a payroll software system and SHAREMAN, an investment ledger system.

COST

The recommended retail price of CASHMAN is \$545 (inc GST). Some people think that this is expensive because they are comparing it with the cost of Personal Finance packages from the USA, which normally retail for under \$100. This cost comparison is not valid because you are not comparing like with like. **REMEMBER TIME COSTS MONEY.** If you spend \$99 on a Cashbook program which doesn't reduce the time your Accountant spends doing your write-up work, it will not save you money - it will cost you more money. This is because experience has shown that the installation of one of these low cost Cashbook alternatives doesn't save the Accountant time, it actually costs them time, as the Accountant often has to re-process their client's write-up work.

CASHMAN REPORTS

CASHMAN provides you with an extensive range of Reports at the press of a button, including :

CASHBOOK REPORT

The Program produces a columnar style cash receipts and cash payments book with a sundries column. Up to 6 columns are available for both Payments and Receipts, which are allocated by the User to the more commonly used account codes like purchases, wages, etc. Each transaction can be split up into 98 account code dissections.

The sample print-out below is an example of a Cash Payments book produced by the Program. Note the examples of multi-dissection account code cheques and the use of the optional extra lines of descriptive to record additional information about a cheque transaction.

Journal:1
Entity#:9999

B.S.P. PRODUCTS PTY.LIMITED
B.S.P. PRODUCTS - CASHBOOK NO. 1 ACCOUNT
CASH PAYMENTS JOURNAL - 01/07/2003 To 30/06/2004

Date	Payee/Other Details	Type/Chq#	Status	Bank	GST	[1] PURCHASES 308	[2] LEASING 446	Code	Sundry	Tran#
06/07/03	Smith Motors	00348399	Paid	58.58	5.33			450.02	53.25	15
16/07/03	R A Block	00348400	Paid	1700.00				450.02	115.00	32
						550.00		438	165.36	
					10.75			441	107.54	
					9.07			451	90.73	
					6.12			451	61.19	
					26.51			483	265.09	
					26.60			454	266.04	
13/07/03	Banks & Co	00694053	Paid	910.00	82.73	827.27				6
19/07/03	XYZ P/L	00694054	Paid	1500.00	136.36	1363.64				7
20/07/03	Ronald Smith	00694055	Paid	210.00	19.09			483	190.91	8
29/07/03	Swans	00694056	Paid	18.15	1.65			454	16.50	9
24/07/03	Penny Jones	00694057	Paid	31.41	2.86			483	28.55	10
24/07/03	Bill Jones	00694058	Paid	645.00	58.64			483	586.36	11
27/07/03	Jones & Partners	00694059	Paid	21500.00						12
	Deposit-Land Mascot							610	20500.00	
	Legal Fees re Mascot Land				90.91			448	909.09	
30/07/03	Cash	00694060	O/S	3845.00				481	3845.00	13
30/07/03	Tax Office	00694061	O/S	2770.00				481	2770.00	14
01/07/03		Misc DR	Paid	18.08				436	18.08	29
01/07/03		Misc DR	Paid	27.10				436	27.10	27
01/07/03		Misc DR	Paid	9.35				436	9.35	28
12/07/03		Misc DR	Paid	915.47				630	915.47	25
18/07/03		Misc DR	Paid	2800.75				481	2800.75	21
19/07/03		Misc DR	Paid	39.00				436	39.00	30
30/07/03		Misc DR	Paid	2055.00	186.82		1868.18			22
30/07/03		Misc DR	Paid	2100.75	190.98		1909.77			23
30/07/03		Misc DR	Paid	3505.00	318.64			450.01	3186.36	24
31/07/03		Misc DR	Paid	10.00				436	10.00	31
				44668.64	1173.06	2740.91	3777.95		36976.72	
	Summary of Sundries					Quantity				
	Bank Charges							436	103.53	
	Entertainment							438	165.36	
	General Expenses							441	107.54	
	Legal Fees							448	909.09	
	M/V Expense - Leasing							450.01		
	Ford Capri for R.A. Butler								3186.36	
	M/V Expenses - Running							450.02	168.25	
	Office Expenses							451	151.92	
	Printing, Postage & Stationery							454	282.54	
	Salaries							481	9415.75	
	Sub-contracting							483	1070.91	
	Land & Buildings							610	20500.00	
	Mortgage - CMZ							630	915.47	
									36976.72	

TAX OFFICE AUDITS

Worried about Tax Office AUDITS - then CASHMAN helps ensure that your record keeping obligations under the Australian Tax Act are being fulfilled as CASHMAN enables you to maintain proper "books of account" in line with Australian Tax Office requirements which conform to correct "double-entry procedures." CASHMAN provides small business firms with the benefits of double entry bookkeeping without introducing the complexities which require a knowledge of accounting.

BANK RECONCILIATION REPORT

CASHMAN has a special menu option that enables you to quickly compare the bank statement details with the cashbook details. The program then automatically does a bank reconciliation and enables you to print the following report, at any time at the press of a button.

B.S.P. PRODUCTS PTY. LIMITED				
B.S.P. PRODUCTS - CASHBOOK NO. 1 ACCOUNT				
BANK RECONCILIATION AS AT 31/07/01				

CASHBOOK BALANCE				
Opening Balance	-	In Funds		28312.35
ADD Cash Receipts Total				68989.20

		In Funds		97301.55
LESS Cash Payments Total				44668.64

Closing Balance	-	In Funds	\$	52632.91
				=====
RECONCILIATION WITH PASS SHEETS				
Balance as per Pass Sheet -		In Funds		28156.31
ADD: Outstanding Deposits/Receipts				
31/07/01 Total Bankings		Deposit	31241.60	

				31241.60
LESS:Outstanding Cheques/Payments				
31/05/01 ABC Ltd		694020	150.00	
30/07/01 Cash		694060	3845.00	
30/07/01 Tax Office		694061	2770.00	

				6765.00

Closing Cashbook Balance		In Funds	\$	52632.91
				=====
ADD:Held Cheques				
30/07/01 Tax Office		694061	2770.00	

				2770.00

			\$	55402.91
				=====

JOURNAL ENTRY REPORT

CASHMAN automatically produces journal entries for subsequent posting to the General Ledger. These journals can be consolidated, or produced for each individual cash book and other books of prime entry, set up for each entity.

JOURNAL ENTRIES FOR THE YEAR ENDED - 30/06/02

CASHBOOK MOVEMENT FOR THE YEAR

DATE	Ref No	ACCOUNT	A/c No.	DR	CR
30/06/02	Bank Account	401		34987.62
		Purchases	308	4614.08	
		Leasing	496	7660.75	
		Sub-Contracting	424	501.60	
		Office Expenses	441	117.95	
		Advertising	404	292.64	
		Bank charges	436	115.00	
		Print/Post/Stat	444	118.29	
		General Expenses	451	67.31	
		Legal Fees Property			
		Purchase	501	1000.00	
		Land - Deposit	613	20500.00	
		(.....)			
	)			

CASHFLOW ANALYSIS REPORT

This report lists the totals of all receipts and payments by general ledger account code classification. This report also shows the profit (or loss) generated from the cash transactions processed, and the total of the excess of receipts over payments (or vice versa) reconciled with the opening and closing cashbook balance. Note how non profit and loss items are recorded under a separate heading to facilitate the calculation of the profit (or loss) generated from cash transactions. This report can be produced on a monthly basis in spread sheet format, and there is a consolidation capability where an entity has more than one bank account. The columnar version of this report can be exported to an ASCII file for use by Excel and other financial modelling packages that can read this file.

This Sample Report is for a Four Month Period. This Report can be produced for up to 12 Separate Months

B.S.P.PRODUCTS PTY. LIMITED							
B.S.P. PRODUCTS - CASHBOOK NO. 1 ACCOUNT							
INCOME & EXPENSE REPORT FOR THE PERIOD 1/07/01 TO 31/10/01							
	TYPE	ACCOUNT	JULY 01	AUGUST 01	SEPTEMBER 01	OCTOBER 01	TOTAL
RECEIPTS - INCOME							

Sales	r	207	57389.20	43230.00	43812.52	51118.54	195550.26
Consulting Fees	r	267	1000.00	1000.00	1650.00	850.00	4500.00
Rents	r	288	10600.00	10600.00	10600.00	10600.00	42400.00
			-----	-----	-----	-----	-----
			68989.20	54830.00	56062.52	62568.54	242450.26
			=====	=====	=====	=====	=====
PAYMENTS - EXPENSES							

Purchases	p	308	2960.00	21560.54	16530.25	18875.88	59926.67
Bank Charges	p	436	103.53	82.63	96.00	95.62	377.78
Entertainment	p	438	165.36	92.58	82.30	560.00	900.24
General Expenses	p	441	118.29	36.54	36.52	61.20	252.55
Leasing	p	446	4155.75	4155.75	4155.75	4155.75	16623.00
Legal Fees	p	448	1000.00	300.00	1356.00	3200.00	5856.00
Motor Vehicle Expenses	p	450	3678.58	132.52	213.98	3641.58	7666.66
Office Expenses	p	451	167.11	98.75	120.30	217.55	603.71
Printing, Postage & Stationery	p	454	310.79	1170.01	386.65	280.00	2147.45
Salaries	p	481	9415.75	10500.00	10515.00	9956.00	40386.75
Sub-contracting	p	483	1178.01	1278.95	2354.03	1250.63	6061.62
			-----	-----	-----	-----	-----
			23253.17	39408.27	35846.78	42294.21	140802.43
			=====	=====	=====	=====	=====
PROFIT/(LOSS) FROM CASH TRANSACTIONS			45736.03	15421.73	20215.74	20274.33	101647.83
			=====	=====	=====	=====	=====
OTHER PAYMENTS/(RECEIPTS)							

Land & Buildings control	o	610	20500.00	-	-	-	20500.00
Fixed Asset control	o	620	-	-	-	10000.00	10000.00
Mortgage -CMZ	o	630	915.47	-	-	-	915.47
			-----	-----	-----	-----	-----
			21415.47	-	-	10000.00	31415.47
			=====	=====	=====	=====	=====
EXCESS/(DEFICIENCY) OF RECEIPTS OVER PAYMENTS			24320.56	15421.73	20215.74	10274.33	70232.36
			=====	=====	=====	=====	=====

B.S.P. PRODUCTS PTY. LIMITED							
B.S.P. PRODUCTS - CASHBOOK NO. 1 ACCOUNT							
SCHEDULES TO THE REPORT FOR THE PERIOD 1/07/01 TO 31/10/01							
	TYPE	ACCOUNT	JULY 01	AUGUST 01	SEPTEMBER 01	OCTOBER 01	TOTAL
Motor Vehicle Expenses	p	450					

Motor Vehicle Leasing							
Ford Capri for R.A. Butler	p	450.01	3505.00	-	-	3505.00	7010.00
Running, Petrol & Oil	p	450.02	173.58	132.52	213.98	136.58	656.66
			-----	-----	-----	-----	-----
			3678.58	132.52	213.98	3641.58	7666.66
			=====	=====	=====	=====	=====

GENERAL LEDGER TRANSACTION REPORT

This report lists transactions in account code order. It can be produced for individual nominated account codes or for the cashbook as a whole. This Report can be used as an Expense report for the Taxation Department for specified items, itemising all transactions making up the total of that item.

Entity#:1111

B.S.P. PRODUCTS PTY. LIMITED
B.S.P. PRODUCTS - CASHBOOK NO. 1 ACCOUNT
GENERAL LEDGER TRANSACTION REPORT

Date	Description	Type/Chq#	DR	CR	Qty	Inc GST	BAS	GST	Jrn	Tran#
Account	483	Sub-contracting								
16/07/01	R A Block	0348400	265.09			291.60	11	26.51	1	17
20/07/01	Ronald Smith	0694055	190.91			210.00	11	19.09	1	9
24/07/01	Penny Jones	0694057	28.55			31.41	11	2.86	1	11
24/07/01	Bill Jones	0694058	586.36			645.00	11	58.64	1	12
	Faulty Goods re-charge									
			1070.91	0.00		1178.01		107.10		
			=====	=====	=====	=====		=====		

DISSECTION JOURNAL - FOR OTHER BOOKS OF PRIME ENTRY

The program provides a DISSECTION JOURNAL capability which can be used for a series of Journals that don't require a BANK Reconciliation. Examples include : Petty Cash Book; Credit Card Analysis; Cash Register Analysis; Sales Analysis. A popular use of this Dissection Journal capability is for businesses with a cash register. They set up a Dissection Journal to record details of cash processed through the till and cash taken out to pay for goods etc.

The sample print-out below is an example of using the DISSECTION JOURNAL capability of CASHMAN to produce a petty cash analysis journal.

Journal#:02

Entity#:1112

B.S.P. PRODUCTS PTY. LIMITED
B.S.P. PRODUCTS - PETTY CASH JOURNAL
DISSECTION JOURNAL - 1/07/01 TO 30/06/02

Date	Details	Ref #	Total	[1] OFFICE/EXP 451	[2] ENTERTMNT 438	[3] P.P.& STAT 454	Code	Sundry
3/07/01	RON SMITH	GEN/EXPEN	1	15.00			441	15.00
5/07/01	BETTY	OFFICE/EXP	2	38.61	38.61			
14/07/01	DINNER	ENTERTMNT	3	12.50	12.50			
16/07/01	MR BLOGGS	ENTERTMNT	4	84.61	84.61			
19/07/01	PENFOLDS	P.P.& STAT	5	56.00		56.00		
20/07/01	FRED	GEN/EXPEN	6	15.00			441	15.00
			-----	-----	-----	-----		-----
			221.72	38.61	97.11	56.00		30.00
		Summary of Sundries						

		General Expenses					441	30.00

								30.00

GST BAS REPORT

B.S.P. PRODUCTS PTY.LIMITED
FINAL GST BAS REPORT FOR THE BAS TO 30/09/2003
CALCULATION SHEET METHOD - WORK SHEET

GST amounts you owe the ATO from Sales

(G1)	Total Sales (including any GST)	95000
	GST-Free Sales	
(G2)	Export Sales	0
(G3)	Other GST-Free Sales	0
(G4)	Input Taxed Sales	11650

(G5)	Total GST-Free and Input Taxed Sales	11650

(G6)	Total Sales Subject to GST	83350
(G7)	Adjustments	0

(G8)	Taxable Sales after Adjustments	83350

(G9)	GST Payable on Sales (Calculated)	7577
		=====

GST amounts the ATO owes you from Purchases

(G10)	Capital Purchases (including any GST)	24300
(G11)	Non-capital Purchases (including any GST)	14247

(G12)	Total Purchases	38547

	Non-Creditable Purchases	
(G13)	Purchases for making Input Taxed Sales	110
(G14)	GST-Free Purchases	103
(G15)	Estimated Purchases - Priv. Use & Non-deductible	0

(G16)	Total Non-Creditable Purchases	213

(G17)	Total purchases subject to GST	38334
(G18)	Adjustments	0

(G19)	Total Purchases subject to GST after Adjustments	38334

(G20)	GST Credit on Purchases (Calculated)	3485
		=====

GST Liability 4092

GST Control Accounts

GST Payable Control Account	7577.25CR
GST Input Tax Credit Control Account	3484.99DR
GST Payable Adjustment Control Account	0.00
GST Input Tax Credit Adjustment Control Account	0.00

Balance owing - as per Control Accounts 4092.26CR

(G1)	Total Sales (including any GST)	95000
(G2)	Export Sales	0
(G3)	Other GST-Free Sales	0
(G10)	Capital Purchases (including any GST)	24300
(G11)	Non-capital Purchases (including any GST)	14247
(1A)	GST on Sales	7577
(1B)	GST on Purchases	3485

BUDGET MODULE

ABOUT THE BUDGET MODULE

This is part of the CASHMAN program which provides the following capabilities :

- The ability to input and store a Budget, which can subsequently be easily changed. A Preview Budget facility also exists that lets you do "what if" calculations with Budget data. e.g. the effect on the bank balance if Budgeted wages increase by 5% from a nominated date.
- The ability to use existing CASHMAN datafiles as the basis for the creation of Budgets. e.g. in June you transfer account totals to the Budget files and use these totals as the basis for preparing a Budget for next financial year.

You can also use "last year's" CASHMAN data as the basis to create "this year's" Budget. To do this, you simply transfer the account totals from "Archive History Datafiles" to the BUDGET datafiles for the new year, and use these totals as the basis to create a Budget.

The program enables you to automatically change nominated account totals transferred from CASHMAN datafiles by a nominated percentage and to round these totals to the nearest \$10 or nearest \$100.

- Based on the Budget data, the program enables you to automatically prepare "Cashflow Budget Spreadsheets" for internal use and to support loan applications to banks and lending authorities. From the data input, the program automatically calculates the budgeted net cashflow and its effect on the closing bank balance for each period covered by the spreadsheet (normally a number of months or quarters). You can now approach lending authorities with printouts which provide a clear profile of your forecasted cashflow details in a satisfactory format. With the Preview Budget capability, you can alter the cashflow budget figures so that they show what the lending authorities want to see.

The "Cashflow Budget Spreadsheet" is produced in a format that generally suits the requirements of Australian lending organisations. A subsequent report can be produced for lending authorities, comparing the budgeted cashflow with the actual cashflow figures.

- The ability to produce an Income & Expense Report that :
 - Has a TRADING ACCOUNT section which calculates the gross profit and gross profit percentage
 - Compares Actual versus Budget (and last year's actual if required) for a nominated monthly or quarterly period and the year-to-date.
- An "Actual plus Budget Spreadsheet" can be produced which schedules and totals the actual results for the current financial year at the date of the Report, with the budgeted results for the remainder of the year. This report is available with the bank balance information automatically calculated.

NOTE: The extracts from sample Reports used in this document are in the quarterly reporting format so that they fit on A4 width paper. An example of a Report produced in the monthly reporting format is also included at the end of the reports.

REPORTS

The Budget Module provides you with an extensive range of Reports at the press of a button (print or display). These include :

THE ACTUAL PLUS BUDGET SPREADSHEET REPORT

This Report schedules and totals the actual results for the current financial year at the date of the Report and the budgeted results for the remainder of the financial year. The actual plus budget total is then compared with the total budget for the year, and the variance calculated.

REPORT AS AT DECEMBER 31, 2001

	QTR 1 ACTUAL	QTR 2 ACTUAL	QTR 3 BUDGET	QTR 4 BUDGET	ACT/BUD TOTAL	ANNUAL BUDGET	VARIANCE
RECEIPTS - INCOME							
Gross Profit c/down	106055	111519	114000	113000	444574	446000	(1426)
Consulting Fees	3750	3750	3750	3750	15000	15000	-
Rents Received	4890	4890	5040	5040	19860	20160	(300)
	114695	120159	122790	121790	479434	481160	(1726)

THE ACTUAL SPREADSHEET MANAGEMENT REPORT

This Report shows the results for the current financial year at the date of the Report, subdivided into monthly or quarterly periods and totalled. This total is then compared to the equivalent budget figure at the date of the report and a variance computed.

REPORT AS AT DECEMBER 31, 2001

		QTR 1 ACTUAL	QTR 2 ACTUAL	TOTAL ACTUAL	YTD BUDGET	VARIANCE
RECEIPTS - INCOME						
Gross Profit c/down		106055	111519	217574	219000	(1426)
Consulting Fees	213	3750	3750	7500	7500	-
Rents Received	217	4890	4890	9780	10080	(300)
		114695	120159	234854	236580	(1726)

THE ACTUAL/BUDGET/VARIANCE FOR THIS PERIOD AND YTD REPORT

This is a Management Accounting style Report comparing ACTUAL with BUDGET at the date of the Report for the current monthly or quarterly period, and the year to date. This Report also shows the annual budget total and the budget to go calculation. e.g. how much can we spend before we exceed our annual Budget figure for an expense item. A similar Report can be produced which also has columns showing the figures for "Last Year" for the "Current Period" and "Year To Date".

REPORT AS AT DECEMBER 31, 2001

	----- ACTUAL	THIS QUARTER BUDGET	----- VARIANCE	----- ACTUAL	YEAR-TO-DATE BUDGET	----- VARIANCE	ANNUAL BUDGET	BUDGET TO GO
PAYMENTS - EXPENSES								
Advertising	12081	12000	81	19658	19000	658	33000	14000
Insurance	-	-	-	1600	1600	-	3200	1600
Leasing Charges	4680	4680	-	9360	9360	-	18720	9360
Motor Vehicle Expenses	1409	1875	(466)	3430	3750	(320)	7500	3750
Office Expenses	2361	2500	(139)	4983	5000	(17)	10000	5000
Printing & Stationary	1336	950	386	2079	1900	179	3800	1900
Promotion Expenses	3675	3500	175	7465	7000	465	14000	7000
Rent	2880	2880	-	5760	5760	-	11520	5760
Salaries & Wages	91522	85000	6522	171801	169000	2801	339000	170000
	119944	113385	6559	226136	222370	3766	440740	218370
Profit/(Loss)	215	5405	(5190)	8718	14210	(5492)	40420	26210

THE BUDGET CASHFLOW REPORT

This Report is a "Cashflow Budget Spreadsheet" which is produced in a format that generally suits the requirements of Australian lending organisations. This Report automatically calculates the budgeted net cash flow and its effect on the closing bank balance for each period covered by the Report (months or quarters). This Report can be prepared from either the Budget or Preview Budget data. This Report provides a clear profile of your forecasted cashflow details in a satisfactory format for lending authorities. You can use the Preview Budget capability to alter the cashflow budget figures so that they show what the lending authorities want to see.

		QTR 1 BUDGET	QTR 2 BUDGET	QTR 3 BUDGET	QTR 4 BUDGET	TOTAL
Promotion Expenses	406	3500	3500	3500	3500	14000
Rent	416	2880	2880	2880	2880	11520
Salaries & Wages	426	84000	85000	85000	85000	339000
		108985	113385	108985	109385	440740
Profit/(Loss) from cash transactions		8805	5405	13805	12405	40420
OTHER PAYMENTS/(RECEIPTS)						
Options Exercise	690	22000	-	-	-	22000
Purchase of Land & Buildings						
- Offices at Hornsby	730.01	-	-	260000	-	260000
Plant & Equipment	754	-	5000	5000	5000	15000
Mortgage re Hornsby Property	806	-	-	(230000)	-	(230000)
		22000	5000	35000	5000	67000
Excess/(Deficiency) of Receipts over Payments		(13195)	405	(21195)	7405	(26580)
Opening Cashbook Balance		20115	6920	7325	(13870)	
Net Cashflow		(13195)	405	(21195)	7405	
Closing Cashbook Balance		6920	7325	13870	6465	

THE ACTUAL CASHFLOW VS YTD BUDGET REPORT

This Report shows the results for the current financial year at the date of the Report, subdivided into monthly or quarterly periods and totalled. This total is then compared to the equivalent Budget figure at the date of the report and a variance computed. This Report calculates the actual "Net Cashflow" and its effect on the closing bank balance at the date of the Report. These actual figures are compared with the equivalent budget figures and a variance is calculated. This Report is very useful for discussions with banks when they ask you why your budgeted bank overdraft figure differs from the actual bank overdraft figure.

		QTR 1 ACTUAL	QTR 2 ACTUAL	TOTAL ACTUAL	YTD BUDGET	VARIANCE
Promotion Expenses	406	3790	3675	7465	7000	465
Rent	416	2880	2880	5760	5760	-
Salaries & Wages	426	80279	91522	171801	169000	2801
		-----	-----	-----	-----	-----
		106192	119944	226136	222370	3766
		=====	=====	=====	=====	=====
Profit/(Loss) from cash transactions		8503	215	8718	14210	(5492)
		=====	=====	=====	=====	=====
OTHER PAYMENTS/(RECEIPTS)						

Options Exercise	690	28450	-	28450	22000	6450
Purchase of Land & Buildings	730.01					
Plant & Equipment	754	-	4150	4150	5000	(850)
		-----	-----	-----	-----	-----
		28450	4150	32600	27000	5600
		=====	=====	=====	=====	=====
Excess/(Deficiency) of Receipts over Payments		(19947)	(3935)	(23882)	(12790)	(11092)
		=====	=====	=====	=====	=====
Opening Cashbook Balance		20115	168	20115	20115	
Net Cashflow		(19947)	(3935)	(23882)	(12790)	
Closing Cashbook Balance		168	(3767)	(3767)	7325	(11092)

MONTHLY REPORTING FORMAT & EXAMPLE OF TRADING ACCOUNT

The following sample Report shows an example of :

- . A Report done in the monthly reporting format. The other Reports in this document, which are done in the quarterly reporting format, can all be prepared in the monthly format.
- . A Trading Account. All Reports printed from the BUDGET module can start with a Trading Account Section which includes the calculation of the Gross Profit & Gross Profit %.

	JUL 01 BUDGET	AUG 01 BUDGET	SEP 01 BUDGET	OCT 01 BUDGET	NOV 01 BUDGET	DEC 01 BUDGET	TOTAL
GROSS PROFIT							

Sales - Cash Collections	61000	57000	60000	60000	59000	56000	353000
Sales-Agency	2000	2000	2000	2000	2000	2000	12000
	-----	-----	-----	-----	-----	-----	-----
TOTAL SALES	63000	59000	62000	62000	61000	58000	365000
	-----	-----	-----	-----	-----	-----	-----
LESS : COST OF SALES							
Purchases	22000	25500	27500	21600	23000	26400	146000
	-----	-----	-----	-----	-----	-----	-----
TOTAL COST OF SALES	22000	25500	27500	21600	23000	26400	146000
	-----	-----	-----	-----	-----	-----	-----
GROSS PROFIT	41000	33500	34500	40400	38000	31600	219000
	=====	=====	=====	=====	=====	=====	=====
G.P. % TO TOTAL SALES	65.0	56.7	55.6	65.1	62.2	54.4	60.0
RECEIPTS - INCOME							

Gross Profit c/down	41000	33500	34500	40400	38000	31600	219000
Consulting Fees	1250	1250	1250	1250	1250	1250	7500
Rents Received	1680	1680	1680	1680	1680	1680	10080
	-----	-----	-----	-----	-----	-----	-----
	43930	36430	37430	43330	40930	34530	236580