

# CrossCheck Travel Enterprise

Balance to Zero : How to Retire a Branch



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# Introduction

## Document Purpose

The purpose of this document is to advise CrossCheck Travel Enterprise (CCT Enterprise) users of the recommended methods to clear or re-assign branch balances within the system. This is to maintain report integrity and accuracy. Please refer to your accounting professional for further advice as to if and when this document should be used in your agency.

## Intended Audience

High security level users of CCT Enterprise.

## Branch Retirement

In a multi-branching environment, there may be several reasons for an agency to cease using a branch. This could be due to the branch closing or the way the agency has been upgraded to CCT Enterprise.

### Example

The 'Coogee' branch is closing down and therefore will no longer be used as a "live" branch in CrossCheck Travel. The decision has been made to run this branch down to a zero balance and to reassign all active data to other branches in the database.

The information to be reassigned can be separated into Financial and Non-Financial Data.

## Non-Financial Data

### Client Profiles

Client profiles are attached to a single branch within the system. Users with Home, Access and Read Only rights to the branch are able to upload and view the Client profile.

When a branch is to be retired, its active Client Profiles should be reassigned to a new branch.

To identify which Client Profiles need to be reassigned, the user can run a Client Profile Search by Agency, selecting the branch to be retired.

Agency:

Client Family Name:

Client Given Name:

Gender:  Any  Male  Female

Client Search Results - 2 clients listed					
Client Code	Agency	Other ID	Family Name	Given Name	Title
<a href="#">BLUEEDW001</a>	Coogee		BLUE	EDWARD	Mr
<a href="#">RED*WML001</a>	Coogee		RED	WILLIAM	Mr

The branch is associated via the key at top of the profile:



This key can be clicked upon and changed to another branch within the database. All changes must be saved to take effect.



Please note that only users with Home, Access or Read Only rights to the new branch will be able to upload the client data into Galileo Desktop.

## Financial Data

If it is a requirement that the branch financials eventually be reduced to a zero balance, it can be achieved by using the following guidelines. The following example covers most scenarios where Trust related accounts would need to be reduced to zero.

The Coogee branch figures are

### Account Trial Balance

Printed 27/09/2006

Agency: Coogee

GI Account Id	GI Account Description	Debit	Credit
<b>10010</b>	<b>Sales Control</b>		<b>\$5,239.10</b>
	Coogee		\$5,239.10
<b>20020</b>	<b>Cost of Sales</b>	<b>\$4,814.70</b>	
	Coogee	\$4,814.70	
<b>40020</b>	<b>Debtor Control</b>	<b>\$2,430.00</b>	
	Coogee	\$2,430.00	
<b>40050</b>	<b>Travel Account</b>	<b>\$5,990.02</b>	
	Coogee	\$5,990.02	
<b>40100</b>	<b>Transfer Commission from Travel</b>	<b>\$32,000.00</b>	
	Coogee	\$32,000.00	
<b>50010</b>	<b>Trip Control</b>		<b>\$3,290.02</b>
	Coogee		\$3,290.02
<b>50020</b>	<b>GST Out</b>		<b>\$110.90</b>
	Coogee		\$110.90
<b>50025</b>	<b>GST In</b>	<b>\$108.90</b>	
	Coogee	\$108.90	
<b>50030</b>	<b>Creditor Control</b>		<b>\$4,703.60</b>
	Coogee		\$4,703.60
<b>90000</b>	<b>Unappropriated Profit</b>		<b>\$32,000.00</b>
	Coogee		\$32,000.00

## Trip Control Files

If a branch ceases trading, new bookings (and related financials) should **NOT** be assigned to that branch. Existing bookings with balances relating to the branch can be identified by running the Outstanding Balance Report (Reports/Trip/Outstanding Balances) for the branch.

### Outstanding Balances Report By Consultant

Agency: Coogee

Trip Code	Departure Date	Trip Balance	Consultant	Passenger/Group Nar
<b>Coogee</b>				
<b>glenda</b>				
<a href="#">GL2709060001</a>	16/05/2007	\$570.00 DR	glenda	GREEN/TEDDYMR
<b>karenh</b>				
<a href="#">KA2709060001</a>	10/10/2006	\$3,860.00 CR	karenh	RED/WILLIAMMR
<b>michelle</b>				
<a href="#">MI2709060001</a>	13/12/2006	\$ .02 CR	michelle	BLUE/EDWARDMR
<b>Total For Coogee</b>		<b>\$3,290.02 CR</b>		
<b>Total</b>		<b>\$3,290.02 CR</b>		

Each Trip file can be balanced in due course, however all transactions entered onto these files **MUST** be coded to the retiring branch. The only exception to this is if inter-branch transactions are to be performed. (Refer to the Inter-Branch Transaction Document for more information).

The Outstanding Balance report should eventually reflect a zero balance for the Coogee Branch.

When this is achieved, consultant user access (in Supervisor) to the retired branch can be changed to 'Read Only'.

Home Branch:

Access	Branch Id	Agency	Branch Name	City
Access	SKX9	Darling Harbour	Darling Harbour Limited	SYD
Access	50CE	Rushcutters Bay	Rushcutters Bay Limited	SYD
Access	XA2	Edgecliffe	Edgecliffe Limited	SYD
Home	XA1	Glebe	Glebe Limited	SYD
Read Only	XA9	Coogee	Coogee Limited	MEL

Printers... Delete OK Cancel

Only staff required to balance Debtor, Creditor or Cashbook accounts for this branch should retain full access rights.

## Debtor Control Files

Balances relating to the retiring branch can be identified by running the Debtor Trial Balance Report (Reports/Debtor/Trial Balance) for the branch.

### Debtor Trial Balance

Printed 27/09/2006

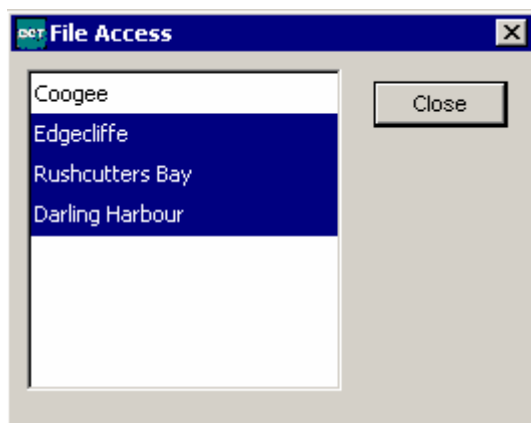
Agencies:Coogee  
Date to:27/09/2006

Debtor ID	Debtor Name	Debit	Credit
<b>Debtor Group: Debtors</b>			
BLUE	<b>Bluestone Pty Ltd</b>	<b>2,430.00</b>	-
	Coogee	2,430.00	
REDSOCK	<b>Red Sock Industries</b>	<b>1,120.00</b>	-
	Coogee	1,120.00	
<b>Total for Debtors</b>		<b>3,550.00</b>	-

Transactions to balance the Debtor files for the retiring branch should be entered as per the originating branch code (Coogee), using one of the methods discussed in the Interbranch Transaction Document.

The Debtor Trial Balance report should eventually reflect a zero balance for the Coogee Branch.

When this is achieved, open the access key at the top of the Debtor file and deselect the retiring branch.





## Creditor Control Files

Balances relating to the retiring branch can be identified by running the Creditor Trial Balance Report (Reports/Creditor/Trial Balance) and/or the Cheques to Pay Report (Reports/Creditor/Cheque Reports) for the branch.

### Creditor Trial Balance

Printed: 28/09/2006

Agencies:Coogee

<b>Creditor</b>	<b>Creditor Name</b>	<b>Debit</b>	<b>Credit</b>
ADVW	ADVENTURE WORLD		\$1,665.00
	Agency: Coogee		\$1,665.00
AVIS	AVIS	\$22.00	
	Agency: Coogee	\$22.00	
BSP	Bank Settlement Plan		\$7,256.00
	Agency: Coogee		\$7,256.00
COVER	COVERMORE INSURANCE		\$159.60
	Agency: Coogee		\$159.60

Transactions to balance the Creditor files for the retiring branch should be entered as per the originating branch code (Coogee), using one of the methods discussed in the Interbranch Transaction Document. The Creditor Trial Balance report should eventually reflect a zero balance for the Coogee Branch. No further action is required as Creditors are associated to all branches within the database.

## Cashbook Files

Balances relating to the retiring branch can be identified by running the Account Trial Balance Report (Reports/Cashbook/Account Trial Balance) and/or the MyCCT Cashbook Accounts (by Branch Selection).

### Account Trial Balance

Printed 28/09/2006

Agency: Coogee

GI Account Id	GI Account Description	Debit	Credit
<b>10010</b>	<b>Sales Control</b>		<b>\$9,649.10</b>
	Coogee		\$9,649.10
<b>20020</b>	<b>Cost of Sales</b>	<b>\$9,169.70</b>	
	Coogee	\$9,169.70	
<b>20060</b>	<b>Commission Adjustment</b>		<b>\$0.02</b>
	Coogee		\$0.02
<b>40050</b>	<b>Travel Account</b>	<b>\$481.42</b>	
	Coogee	\$481.42	
<b>40100</b>	<b>Transfer Commission from Travel</b>	<b>\$32,000.00</b>	
	Coogee	\$32,000.00	
<b>50020</b>	<b>GST Out</b>		<b>\$110.90</b>
	Coogee		\$110.90
<b>50025</b>	<b>GST In</b>	<b>\$108.90</b>	
	Coogee	\$108.90	
<b>90000</b>	<b>Unappropriated Profit</b>		<b>\$32,000.00</b>
	Coogee		\$32,000.00
	<b>Totals</b>	<b>\$41,760.02</b>	<b>\$41,760.02</b>

The way each cashbook account is brought to a zero balance will depend upon its purpose.

### GST Out and GST In

The balance in these accounts relating to the retired branch should be adjusted from the account at the end of the next BAS period. As with other Cashbook accounts, all transactions to clear the branch balance should be coded to the retiring branch.

Refer to the CCT Enterprise GST documents for further information.

## Income and Expense Accounts

Income and Expense accounts (including Sales and Cost of Sales) should retain their balances until the next End of Year is run in the system.

The End of Year process posts clearing entries to each Income and Expense account per branch, meaning that the retired branch balances will be reduced to zero for these accounts as at 30 June.

Until 30 June, these accounts would be offset by the Transfer Commission from Travel account (branch balance) assuming the transfers equal the commission generated for each branch.

As per the Coogee example:

Sales	\$9649.10
Plus Commission Adj	\$ 0.02
Less Cost of Sales	<u>\$9169.70</u>
<b>Profit</b>	<b>\$ 479.42</b>

It is assumed that this amount, when transferred, would be coded to Coogee, meaning the above accounts would be offset against part of the Transfer Commission from Travel (Coogee) account.

## Account Trial Balance

Printed 28/09/2006

Agency: Coogee

GI Account Id	GI Account Description	Debit	Credit
<b>10010</b>	<b>Sales Control</b>		<b>\$9,649.10</b>
	Coogee		\$9,649.10
<b>20020</b>	<b>Cost of Sales</b>	<b>\$9,169.70</b>	
	Coogee	\$9,169.70	
<b>20060</b>	<b>Commission Adjustment</b>		<b>\$0.02</b>
	Coogee		\$0.02
<b>40100</b>	<b>Transfer Commission from Travel</b>	<b>\$32,479.42</b> ←	
	Coogee	\$32,479.42	
<b>90000</b>	<b>Unappropriated Profit</b>		<b>\$32,000.00</b>
	Coogee		\$32,000.00
	<b>Totals</b>	<b>\$41,649.12</b>	<b>\$41,649.12</b>

Once End of Year is run, the account balances are automatically adjusted to the Unappropriated Profit account:

## Account Trial Balance

Printed 28/09/2006

Agency: Coogee

GI Account Id	GI Account Description	Debit	Credit
40100	Transfer Commission from Travel	\$32,479.42	
	Coogee	\$32,479.42	
90000	Unappropriated Profit		\$32,479.42
	Coogee		\$32,479.42
<b>Totals</b>		<u>\$32,479.42</u>	<u>\$32,479.42</u>

## Transfer Commission from Travel and Unappropriated Profit Accounts

Eventually, the only (Coogee) amounts remaining in the database will be in these two accounts.

Depending on the reporting requirements/needs of the agency, these two accounts could be left as a permanent offset or be adjusted against one another (coded to the retired branch) to remove them from the Account Trial Balance. It should be noted that if CrossCheck Travel is also being used for the General Bank, the adjustment accounts to offset may vary.

## Travel and other Cashbook Accounts

Other cashbook accounts such as the Travel account may be left with balances. These should be reviewed and balances may need to be 'transferred' for accounting purposes to other branches via Miscellaneous Payments or Receipts (if the balance is reflected in the Travel account) or Adjustments (if between Cashbook accounts).

## Reconciling the Bank Account

The Detailed Bank Reconciliation Report (Reports/Bank Reconciliation/Detailed Bank Reconciliation) will include items relating to the retiring branch until all have been collected on a Bank Statement.

### Detailed Bank Reconciliation Report

Printed: Thu 28 Sep 2006 3:52 PM

<b>Account :</b> TRAVEL		<b>Westpac,Edgecliffe,034 489 389458</b>		
<b>Balance as per Bank Statement 53</b>		<b>IN FUNDS</b>		<b>119,370.38</b>
<b>Transaction ID</b>	<b>Date</b>	<b>Description</b>		
<b>ADD Unpresented Batches</b>				
Batch 5531	7/08/2006		270.00	
Batch 5532	8/09/2006		100.00	
Batch 5536	28/09/2006		150,338.61	
Batch 5537	28/09/2006		9,400.00	
Batch 5538	28/09/2006		22.00	
			<b>160,130.61</b>	<b>279,500.99</b>
<b>LESS Unpresented Cheques</b>				
Z000030357	Rushcutters Ba;26/09/2006	Payee: General Account	3,000.00	
Z000030360	Coogee 28/09/2006	Payee: General Account	479.42	
M000036344	Rushcutters Ba;14/09/2006	Cheque Nbr: x Payee: HOFFLEY TOURS	2,408.00	
M000036357	Coogee 28/09/2006	Cheque Nbr: 423523 Payee: COVERMORE INSURANCE	159.60	
M000036355	Coogee 28/09/2006	Cheque Nbr: 5372895 Payee: ADVENTURE WORLD	1,665.00	
M000036356	Coogee 28/09/2006	Cheque Nbr: 43789531 Payee: Bank Settlement Plan	7,256.00	
			<b>14,968.02</b>	<b>264,532.97</b>
		<b>Westpac,Edgecliffe,034 489 389458</b>		
		Reconciled balance:	<b>264,532.97</b>	
		Actual balance:	<b>264,532.97</b>	
		Unreconciled Amount:	<b>0.00</b>	

Once items are reconciled to a statement they will no longer show as outstanding on the Bank Reconciliation Report. When this occurs and the Account Trial Balance reflects a zero balance for all related accounts, it is recommended that user access rights are changed to 'Read Only' (in Supervisor) for the retired branch. Only staff required enter reversals on behalf of other staff members should retain full access rights to this branch.

## Reversals (All Modules)

It is recommended that once a retired branch is balanced to zero most users be given Read Only access. If reversals are required, staff should be directed to those who have full access to perform them. Reversal and re-entry of transactions may cause accounts which previously had zero balances to re-appear on the Account Trial Balance. If this occurs, refer to the procedures discussed throughout this document.

## Corrections (All Modules)

If a transaction assigned to the retired branch needs to be corrected, it is recommended that the adjustment be coded to the retiring branch. 'Automatic' adjustments generated in the BSP Reconciliation or Cyclic Approval screen will be assigned to the branch of the originating transaction.

## Appendix A

# Single Branch Upgrade to CCT Enterprise – Redistribution of Funds relating to the General Bank Account

If, prior to upgrade, an agency has been operating CCT 3 as a multi-branching database, this will result in a single branch being merged into CCT Enterprise.

When this occurs, often the data held in the one 'branch' will need to be redistributed to other branches or brought to a zero balance.

If a General Bank account is part of these figures, it will require additional adjustments to clear or redistribute the funds to a new branch.

### Example

Analogue Travel has been using a single CCT 3 Database for its Adelaide and Brisbane branches. Due to this setup, this single database has been merged into CCT Enterprise.

Analogue operates its General Bank Account in Crosscheck Travel.

The branches that have been set up in CCT Enterprise are Brisbane, Adelaide, General (Bank Account – for further details please refer to the General Bank Account CCT Enterprise document) and 3.1DB. They will be used as follows:

- 3.1DB – Contains all data merged from the 3.1 Database. The figures associated to this branch will eventually be reduced to zero.
- General – Entries relating to the General Bank Account will be coded to this branch.
- Brisbane & Adelaide – All new bookings made in these branches will be coded to these.

### Merged Data

Grand Total For 3.1 DB.						
A/C #	Account Description	A/C Name	A/C Alias	A/C Type	Debit	Credit
10010	Sales Control	<a href="#">SALES</a>	10010	P/L		1,670.91
20020	Cost of Sales	<a href="#">COS</a>	20020	P/L	1,411.42	
20060	Commission Adjustment	<a href="#">COMMADJ</a>	20060	P/L		
30050	Postage	<a href="#">POSTAGE</a>	30050	P/L	20.00	
30100	Telephone	<a href="#">TELEPHONE</a>	30100	P/L	90.91	
30150	Wages and Salaries	<a href="#">WAGES</a>	30150	P/L	200.00	
30200	Rent	<a href="#">RENT</a>	30200	P/L	454.55	
30250	Repairs and Maintenance	<a href="#">R&amp;M</a>	30250	P/L	50.00	
40020	Debtor Control	<a href="#">DEBTOR</a>	40020	Balance	280.00	
40050	Travel Account	<a href="#">TRAVEL</a>	40050	Balance	10,000.00	
40100	Transfer Commission from Travel	<a href="#">TRNSFCOMM</a>	40100	Balance	32,479.42	
40101	Transferred Commission to General	<a href="#">COMMGEN</a>	40101	Balance		32,479.42
41000	General ANZ Bank Account	<a href="#">GENERAL</a>	41000	Balance	21,602.42	
41020	Furniture and Fittings	<a href="#">FURNFIT</a>	41020	Balance	10,000.00	
50010	Trip Control	<a href="#">TRIP</a>	50010	Balance		8,600.00
50020	GST Out	<a href="#">GSTOUT</a>	50020	Balance		9.09
50025	GST In	<a href="#">GSTIN</a>	50025	Balance	69.72	
50028	GST remit/refund	<a href="#">GSTRR</a>	50028	Balance		
50030	Creditor Control	<a href="#">CREDITOR</a>	50030	Balance		1,419.60
90000	Unappropriated Profit	<a href="#">UNAPPROFIT</a>	90000	Balance		32,479.42
90100	Owners Shareholder Capital	<a href="#">OWNERSCAP</a>	90100	Balance		50,000.00
90200	Owners Shareholders Drawings	<a href="#">DRAWINGS</a>	90200	Balance	50,000.00	

As per the standard methods throughout this document, most accounts will be cleared throughout the course of normal business.

In this example, the following items would be resolved using the methods discussed earlier in this document:

### GST Out and GST In

The balance in these accounts relating to the retired branch General Account should be adjusted from the account at the end of the next BAS period. The adjustments and subsequent transfer would be coded to the 3.1 DB branch.

### Income and Expense Accounts

Income and Expense accounts should retain their balances until the next End of Year is run in the system. End of year adjustments relating to General Account Income and Expense items will clear accounts such as Postage, Telephone, Wages and Salaries, Rent, and Repairs and Maintenance to Unappropriated Profits.

### Other Cashbook Accounts

Other accounts such as Furniture & Fittings, Capital and Drawings may be left with balances coded as 3.1DB. These should be reviewed and balances may need to be 'transferred' for accounting purposes to the General branch via Miscellaneous Payments or Receipts.

i.e. Three accounts in our example show the following 3.1 DB figures:

Furniture & Fittings	\$10,000 DR
Owners Capital	\$50,000 CR
Owners Drawings	\$50,000 DR

As these figures are balance sheet items, they can be manually 'transferred' to the 'General' branch; otherwise they will remain under the 3.1 DB branch indefinitely.

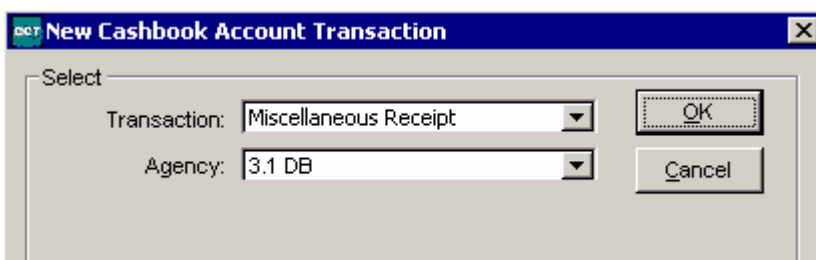
Transfer can be achieved by entering a series of Miscellaneous Payments and Receipts to and from the General Bank Account, coded to both '3.1 DB' and 'General'.

### Furniture and Fittings \$10,000 Debit in 3.1DB

We want to change this to show as 'General'.

In the General Bank account:

1. Create a Miscellaneous Receipt, coded to 3.1 DB to Credit the Furniture and Fittings account.  
As this is not a true receipt, a note of this should be made in the Receipt, and the form of payment selected as Direct Deposit.



The screenshot shows a dialog box titled "New Cashbook Account Transaction". It has a "Select" section with two dropdown menus. The first dropdown is labeled "Transaction:" and is set to "Miscellaneous Receipt". The second dropdown is labeled "Agency:" and is set to "3.1 DB". To the right of the dropdowns are two buttons: "OK" and "Cancel".

**Miscellaneous Receipt - 3.1 DB**

**Receipt Details**

Consultant: karenh Date: 3/10/2006

Printed Remarks: To Recode 3.1 DB to General

Amount: \$10,000.00 Account: GENERAL

**GL Allocation**

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
41020	FURNFIT		10,000.00	0.00	10,000.00	Add Delete
<b>Total</b>			10,000.00	0.00	10,000.00	

**Form(s) of payment (1 of 1)**

Type: Direct Deposit

Payer: Recoding Entry

Amount: 10,000.00

Nbr: Bank: Branch:

Reverse Print OK Cancel

2. Create a Miscellaneous Payment, coded to **General** to Debit the Furniture and Fittings account. As this is not a true payment, a note of this should be made and the form of payment selected as Direct Debit.

**New Cashbook Account Transaction**

Select

Transaction: Miscellaneous Payment

Agency: General

OK Cancel



**Miscellaneous Payment - General**

Payment Details

Consultant: karenh Date: 3/10/2006

Remark: To Recode 3.1DB to General

Amount: \$10,000.00 Account: GENERAL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
41020	FURNFIT		10,000.00	0.00	10,000.00
<b>Total:</b>			<b>10,000.00</b>	<b>0.00</b>	<b>10,000.00</b>

Form(s) of payment (1 of 1)

Type: Direct Debit

Payee: Recoding Entry

Amount: 10,000.00

Nbr: Bank: ANZ Branch: Rundall Mall, Adelaide

Reverse Print OK Cancel

This has now 'moved' the balance of the account to the General branch.

41000	General ANZ Bank Account	<a href="#">GENERAL</a>	41000	Balance	3.1 DB	31,663.96	
41000	General ANZ Bank Account	<a href="#">GENERAL</a>	41000	Balance	General		10,000.00
41020	Furniture and Fittings	<a href="#">FURNFIT</a>	41020	Balance	3.1 DB		
41020	Furniture and Fittings	<a href="#">FURNFIT</a>	41020	Balance	General	10,000.00	

The two entries will need to be collected on the next Bank Reconciliation to offset one another.

If the Capital accounts are treated in the same manner (selecting the appropriate branch Payment or Receipt for each) they will also redisplay as 'General' figures:

90100	Owners Shareholder Capital	<a href="#">OWNERSCAP</a>	90100	Balance	General		50,000.00
90100	Owners Shareholder Capital	<a href="#">OWNERSCAP</a>	90100	Balance	3.1 DB		
90200	Owners Shareholders Drawings	<a href="#">DRAWINGS</a>	90200	Balance	General	50,000.00	
90200	Owners Shareholders Drawings	<a href="#">DRAWINGS</a>	90200	Balance	3.1 DB		

### Transfer Commission to General

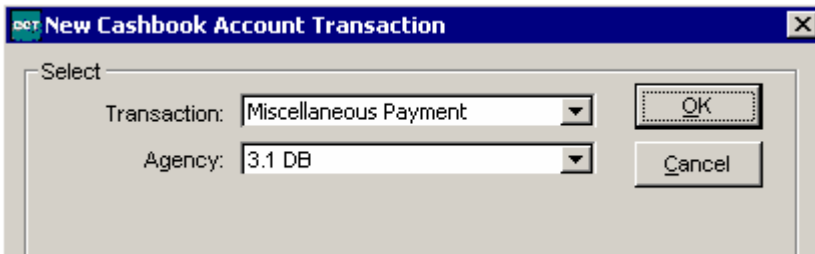
Amounts will accumulate here to offset the Transfer Commission from Travel account. The Commission Transfers then related to this account could be adjusted against one another or can be 'reassigned' to the 'General' branch by using the same method as above.

### Transfer Commission to General \$32,479.42 Credit in 3.1DB

We want to change this to show as 'General'.

In the General Bank account

1. Create a Miscellaneous Payment, coded to **3.1 DB** to Credit the Transfer Commission to General account. As this is not a true payment, a note of this should be made in the Payment, and the form of payment selected as Direct Deposit.

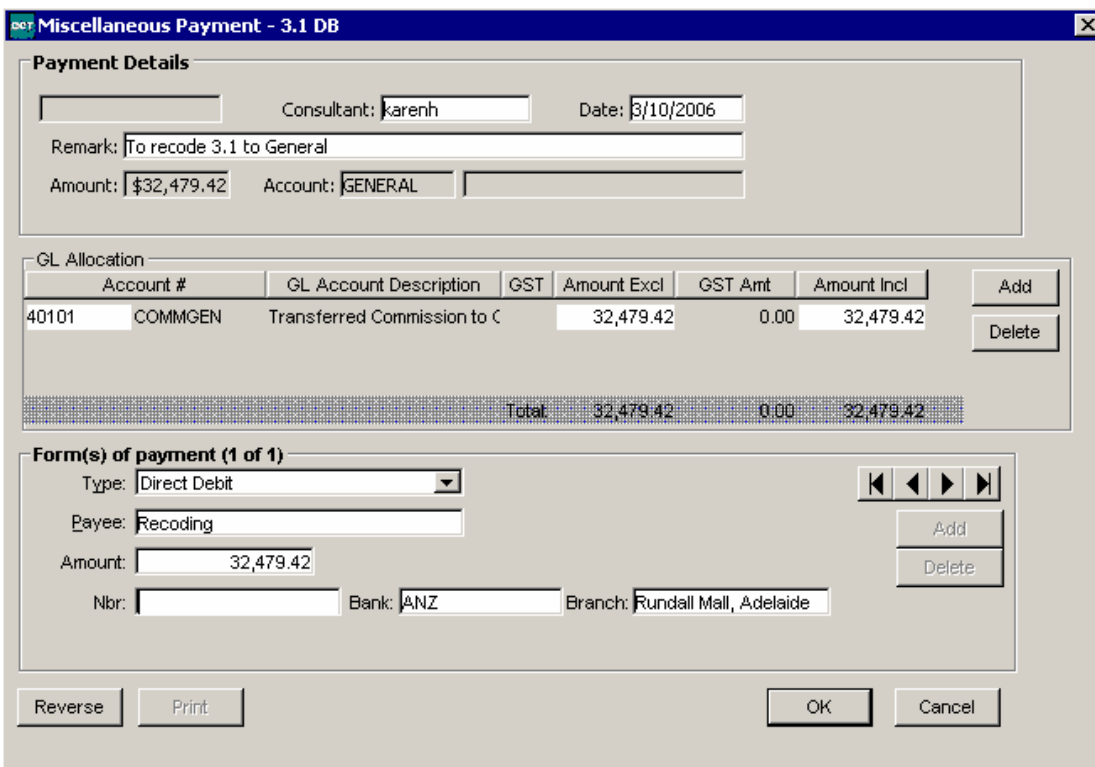


**New Cashbook Account Transaction**

Select

Transaction:

Agency:



**Miscellaneous Payment - 3.1 DB**

**Payment Details**

Consultant:  Date:

Remark:

Amount:  Account:

**GL Allocation**

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
40101	COMMGEN Transferred Commission to C		32,479.42	0.00	32,479.42	<input type="button" value="Add"/> <input type="button" value="Delete"/>
<b>Total:</b>			32,479.42	0.00	32,479.42	

**Form(s) of payment (1 of 1)**

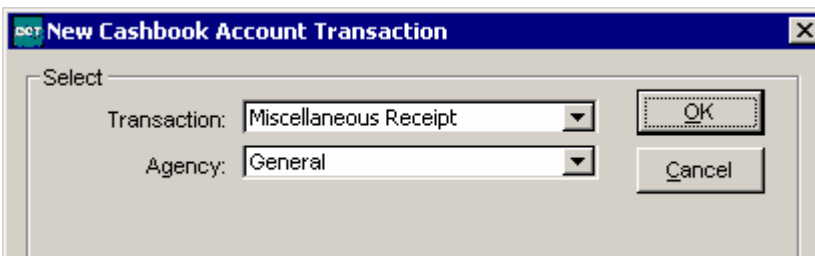
Type:

Payee:

Amount:

Nbr:  Bank:  Branch:

2. Create a Miscellaneous Receipt, coded to **General** to Debit the Transfer Commission to General account. As this is not a true receipt, a note of this should be made and the form of receipt selected as Direct Debit.



**New Cashbook Account Transaction**

Select

Transaction:

Agency:

**Miscellaneous Receipt - General**

Receipt Details

Consultant: karenh Date: 3/10/2006

Printed Remarks: To Recode 3.1 to General

Amount: \$32,479.42 Account: GENERAL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
40101	COMMGEN		32,479.42	0.00	32,479.42
<b>Total</b>			<b>32,479.42</b>	<b>0.00</b>	<b>32,479.42</b>

Form(s) of payment (1 of 1)

Type: Direct Deposit

Payer: Recoding

Amount: 32,479.42

Nbr: Bank: Branch:

Reverse Print OK Cancel

This has now 'moved' the balance of the account to the General branch.

40101	Transferred Commission to General	COMMGEN	40101	Balance	General	32,479.42
40101	Transferred Commission to General	COMMGEN	40101	Balance	3.1 DB	

The two entries will need to be collected on the next Bank Reconciliation to offset one another.

### Unappropriated Profits and General Bank Account

These accounts may eventually be the only left with 3.1 DB balances. Any prior year profits may be reflected in part of the Unappropriated Profit and General Account balance.

41000	General ANZ Bank Account	GENERAL	41000	Balance	3.1 DB	815.46
41000	General ANZ Bank Account	GENERAL	41000	Balance	General	22,479.42
90000	Unappropriated Profit	UNAPPROFIT	90000	Balance	3.1 DB	31,663.96

The General Account Profit or Loss figure may need to be calculated manually.

In the example, it is an \$815.46 loss.

To 'reassign' this amount to the General Account, the user may enter a Miscellaneous Receipt (3.1DB) then Miscellaneous Payment (General) against the Unappropriated Profit account for the \$815.46.

**Total Per Selected Branches General.**

A/C #	Account Description	A/C Name	A/C Alias	A/C Type	Branch	Debit	Credit
40101	Transferred Commission to General	COMMGEN	40101	Balance	General		32,479.42
41000	General ANZ Bank Account	GENERAL	41000	Balance	General	21,663.96	
41020	Furniture and Fittings	FURNFIT	41020	Balance	General	10,000.00	
90000	Unappropriated Profit	UNAPPROFIT	90000	Balance	General	815.46	
90100	Owners Shareholder Capital	OWNERSCAP	90100	Balance	General		50,000.00
90200	Owners Shareholders Drawings	DRAWINGS	90200	Balance	General	50,000.00	