

CrossCheck Travel Enterprise

Inter-Branch Transaction Recommendations

(Single Bank Account)



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Introduction

Document Purpose

The purpose of this document is to advise CrossCheck Travel Enterprise (CCT Enterprise) users of the best way to treat inter-branch transfers within the system. This is to maintain per-branch report integrity and accuracy.

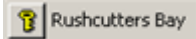
Intended Audience

Mid to High Security Level users of CCT Enterprise. It is assumed for the purpose of this document that access to multi-branching functionality (and the ability to alter transaction branches) will only be available to these high-level users.

It is recommended that, even when using one bank account in CCT Enterprise, transactions are kept within branches.

Trip Files

A Trip File is associated to a Branch upon its creation. The Branch Key acts as an identifier for the overall Trip.



Each transaction entered onto a trip file is also assigned to a Branch.



The Transaction Branch will default to that of the Trip Branch. It is recommended that both the Transaction and Trip Branches are kept the same to maintain the integrity of reports in the database.

Trip Reporting

Outstanding Balance Report by Branch

The Trip Branch Key dictates which branch the trip will appear under on the Outstanding Balance Report (Reports/Trip/Outstanding Balances).



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
5/09/2006	Rushcutters Bay	R000042958	Receipt	R000042958	C			1,000.00	Darling Harbour

Outstanding Balances Report By Consultant

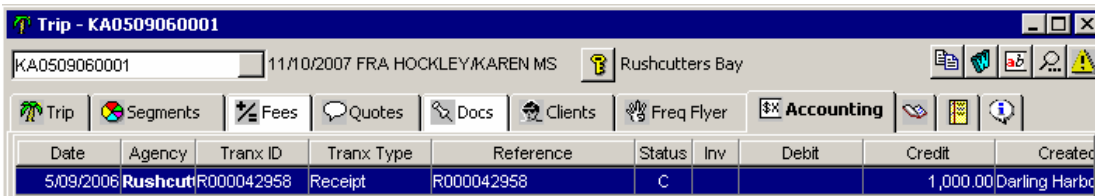
Agencies: Darling Harbour, Rushcutters Bay
Trip Code: KA0509060001

Trip Code	Departure Date	Trip Balance	Consultant	Passenger/Group Name
Rushcutters Bay				
karenh				
KA0509060001	11/10/2007	\$1,000.00 CR	karenh	HOCKLEY/KAREN MS
Total For Rushcutters Bay		\$1,000.00 CR		

Any transactions are entered on the trip file (and affect the trip balance) will be attributed to the Trip Branch on this report, regardless of Transaction Branch.

Account Trial Balance Report (Trip Control per Branch)

The Transaction Branch dictates which branch each Trip Transaction will appear under on the Account Trial Balance (Trip Control account).



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
5/09/2006	Rushcut	R000042958	Receipt	R000042958	C			1,000.00	Darling Harbo

Account Trial Balance

Printed 5/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

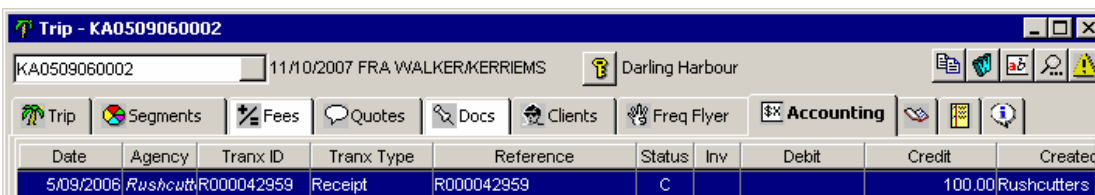
GI Account Id	GI Account Description	Debit	Credit
50010	Trip Control		\$70,800.36
	Darling Harbour		\$65,858.32
	Edgecliffe	\$15,622.30	
	Rushcutters Bay		\$20,564.34

It is therefore recommended that all transactions that take place on a trip file are assigned to the same branch as the Trip Key.

Inter-Branch Trip Transactions

If transactions are assigned to a branch other than that of the Trip File, the Outstanding Balance Report may not equal the Trip Control (by branch) on the Account Trial Balance.

E.g. If the Trip Key is set to Darling Harbour, and a Receipt for \$100 is entered under Rushcutters Bay:



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
5/09/2006	Rushcut	R000042959	Receipt	R000042959	C			100.00	Rushcutters

The effect on the reports would be:

Outstanding Balance Report

This will show the balance against Darling Harbour:

Outstanding Balances Report By Consultant

Agency: Darling Harbour
 Consultant: karenh

Trip Code	Departure Date	Trip Balance	Consultant	Passenger/Group Name
Darling Harbour				
karenh				
KA0509060002	11/10/2007	\$100.00 CR	karenh	WALKER/KERRIEMS
Total For Darling Harbour		\$100.00 CR		

Account Trial Balance Report

This will show the balance against Rushcutters Bay:

Account Trial Balance

Printed 5/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

GI Account Id	GI Account Description	Debit	Credit
50010	Trip Control		\$70,900.36
	Darling Harbour		\$65,858.32
	Edgecliffe	\$15,622.30	
	Rushcutters Bay		\$20,664.34 ←

To achieve correct branch totals in the Account Trial Balance the recommendation is to keep all Trip Transactions as per the Branch Key.

What if one branch receipts money on behalf of another?

There are three ways this could be entered to prevent report discrepancies:

Method 1. Enter the Receipt Transaction Branch as per the Trip Branch Key (as recommended)

The money will be recorded against the correct branch and the Trip Accounting screen will display the branch the transaction was physically taken in (this will be per the user's Home branch setting at the time of entry).

KA0809060002		11/10/2007 FRA WALKER/KERRIEMS		Rushcutters Bay					
Trip	Segments	Fees	Quotes	Docs	Clients	Freq Flyer	Accounting		
Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created In
8/09/2006	Rushcutters Bay	R000042960	Receipt	R000042960	C			100.00	Darling Harbour

The printed Receipt will also indicate which branch the money was taken in on both the letterhead (Home Branch) and in the body of the document:

Galileo Training Pty Limited
Trading as Galileo Travel Darling Harbour ←

100 Bridge Street
PYRMONT NSW 2009
Australia

Telephone: 02 93914777 Facsimile: 02 93914555
Email: support@galileo.com

ABN: 99 999 999 999 Licence No: 2TA9999

RECEIPT - RETAIL

Date of Issue	08 Sep 2006	Receipt	R000042960
Received From	WALKER/KERRIEMS	Copy	
Booking Reference	KA0809060002	Date Printed	08 Sep 2006
Total Amount	100.00		
	One hundred dollars only		

Money Collected at Darling Harbour on behalf of Rushcutters Bay ←

Passenger Name(s) WALKER/KERRIEMS

Payment Details

Cash		\$100.00
Payment Total		\$100.00

Please note that the Receipt will show in the Deposits Tab under the Transaction Branch (Rushcutters Bay).

Method 2. Enter the Receipt Transaction Branch as per the collection branch

The money will be recorded against the collection branch rather than the trip branch. The screen will display the branch the transaction was physically taken in the transaction area, but the trip key will display as the booking branch.

KA0809060001	11/10/2007 FRA WALKER/KERRIEMS	Rushcutters Bay								
Trip	Segments	Fees	Quotes	Docs	Clients	Freq Flyer	Accounting			
Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created In	
8/09/2006	Darling Harbour	R000042961	Receipt	R000042961				100.00	Darling Harbour	

The printed Receipt will also indicate which branch the money was taken in on both the letterhead (Home Branch) and in the body of the document:

Galileo Training Pty Limited
Trading as Galileo Travel Darling Harbour ←

100 Bridge Street
PYRMONT NSW 2009
Australia
 Telephone: 02 93914777 Facsimile: 02 93914555
 Email: support@galileo.com
 ABN: 99 999 999 999 Licence No: 2TA9999

RECEIPT - RETAIL

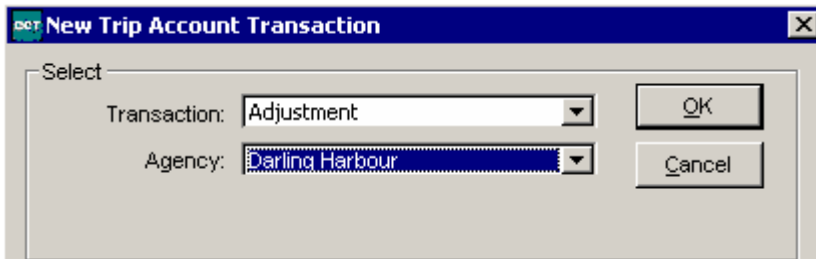
Date of Issue	08 Sep 2006	Receipt	R000042961
Received From	WALKER/KERRIEMS	Original	
Booking Reference	KA0809060001	Date Printed	08 Sep 2006
Total Amount	100.00		
	One hundred dollars only		

Money Collected at Darling Harbour on behalf of Rushcutters Bay ←
Passenger Name(s) WALKER/KERRIEMS
Payment Details
 Cash \$100.00
Payment Total \$100.00

Please note that the Receipt will show in the Deposits Tab under the Transaction Branch (Darling Harbour).

A series of Adjustments are now required to balance the Trip Outstanding Balance Report and Trip Control total per branch.

a. Create an adjustment to the branch where the money was physically collected

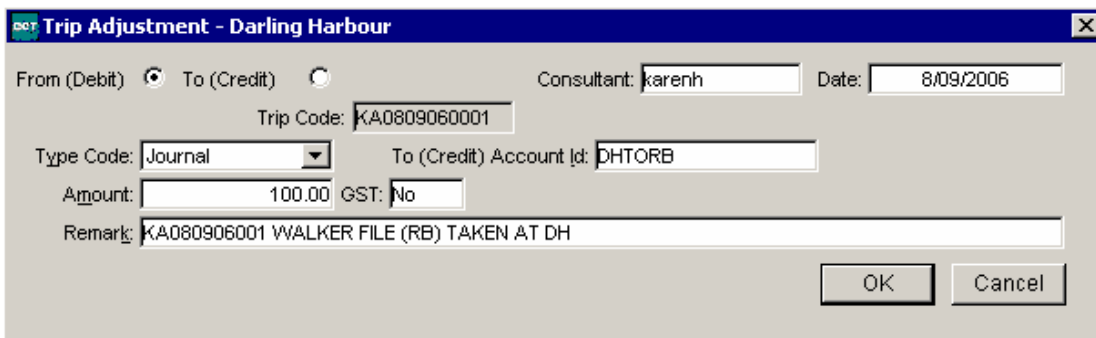


Select Debit and type code: Journal.

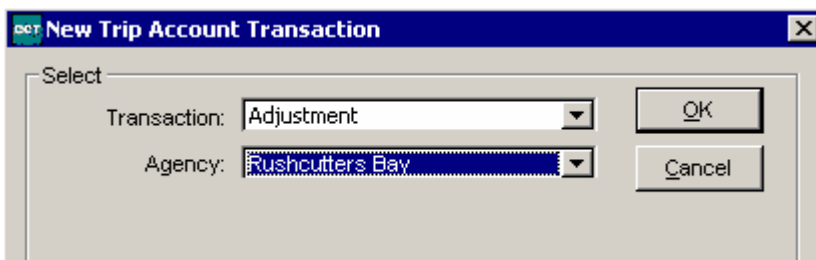
The Credit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Trip Branch and Transaction Branch). In the following example, the selected account is for transfers between Darling Harbour and Rushcutters Bay.

Enter the Amount as the Receipt amount, GST No.

The Remark should include the Trip File Number and Name if possible.



b. Create an adjustment to the branch matching the Trip Key

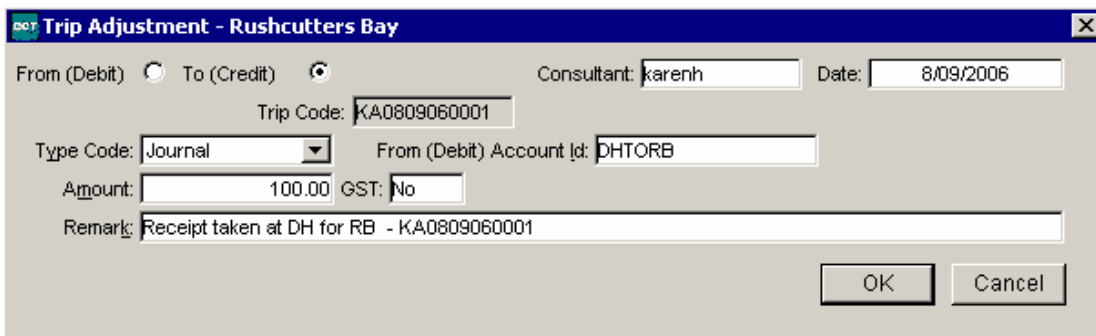


Select Credit and type code: Journal.

The Debit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Trip Branch and Transaction Branch) as per the previous transaction. In the example, the selected account is for transfers between Darling Harbour and Rushcutters Bay.

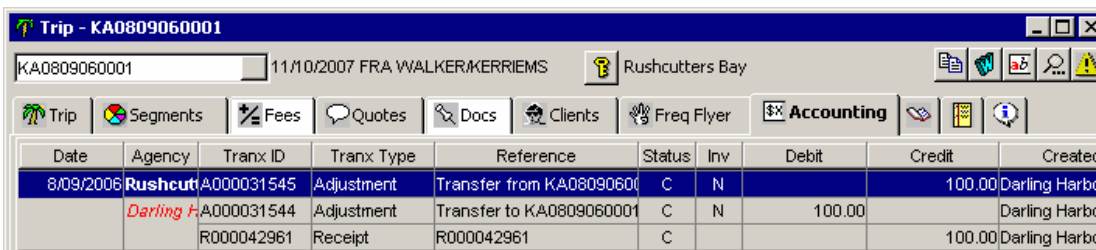
Enter the Amount as the Receipt amount, GST No.

The Remark should include the Trip File Number and Name if possible.



From (Debit) To (Credit) Consultant: karenh Date: 8/09/2006
 Trip Code: KA0809060001
 Type Code: Journal From (Debit) Account (d): DHTORB
 Amount: 100.00 GST: No
 Remark: Receipt taken at DH for RB - KA0809060001
 OK Cancel

The overall impact of the adjustments on the trip file are nil, however they will ensure that the Trip Control and Outstanding Balance reports per branch match.



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
8/09/2006	Rushcutters Bay	A000031545	Adjustment	Transfer from KA0809060001	C	N		100.00	Darling Harbour
	Darling Harbour	A000031544	Adjustment	Transfer to KA0809060001	C	N	100.00		Darling Harbour
		R000042961	Receipt	R000042961	C			100.00	Darling Harbour

The overall impact on the cashbook account the adjustments are made to is also nil, however per branch the impact on the cashbook shows that Darling Harbour is in 'Credit' for the Receipt amount, and Rushcutters Bay is in 'Debit' for the Receipt amount.

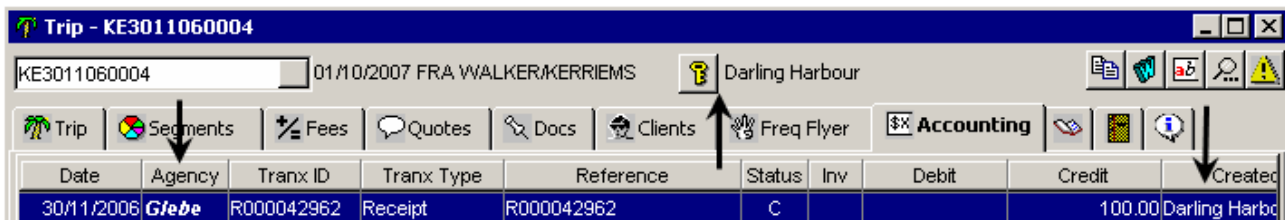
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Darling Harbour	100.00
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Rushcutters Bay	100.00

When these Debit/Credits occur in the transfer cashbook accounts, the balances should be 'cleared' regularly (at least once a month) so as to correctly reflect the balances in each branch.

Instructions on how this is achieved are discussed later Appendix B of this document.

Alternatively a Refund to Passenger and Direct Deposit to the correct branch will also balance out the Branch Totals.

A receipt has been created in Glebe for a Darling Harbour trip file.



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
30/11/2006	Glebe	R000042962	Receipt	R000042962	C			100.00	Darling Harbour

To reverse the transaction a Refund to Passenger should be created in the Agency of the original transaction using Direct Debit as the form of payment.

New Trip Account Transaction

Select

Transaction: Refund to Passenger

Agency: Glebe

Buttons: OK, Cancel

The remark should include relevant details.

Refund to Passenger

Refund Details

KE3011060004 Consultant: kerrie Date: 30/11/2006

Remark: Received to Glebe. Should be Darling Harbour.

Pay Now Pay Later Amount: 100.00

Form(s) of payment (1 of 1)

Type: Direct Debit

Payee: WALKER/KERRIEMS

Amount: 100.00

Nbr: 30Nov06:152727 Bank: Westpac Branch: 100 Pitt Street Sydney

Buttons: Reverse, Print, PDF, OK, Cancel

The Refund to Passenger has reversed the original transaction. The Account Trial Balance figures per branch are correct and the trip is in balance.

Trip - KE3011060004

KE3011060004 01/10/2007 FRA WALKER/KERRIEMS Darling Harbour

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
30/11/2006	Glebe	P000030645	Ref to PAX	P000030645	C		100.00		Darling Harbo
		R000042962	Receipt	R000042962	C			100.00	Darling Harbo

An additional transaction is now required to receipt money to the correct branch on the trip file. The form of payment selected should be Direct Debit and can be cross referenced to the Refund to Passenger transaction if required.

Trip Receipt

Receipt Details

KE3011060004 Amount: 100.00

Consultant: kerrie Date: 30/11/2006

Printed Remarks: To correct receipt

Names

WALKER/KERRIEMS

Form(s) of payment (1 of 1)

Type: Direct Deposit

Payer: WALKER/KERRIEMS

Amount: 100.00

Nbr: P30645 Bank: Branch:

Reverse Print PDF OK Cancel

The trip is now showing a deposit in the correct branch.

Trip - KE3011060004

KE3011060004 01/10/2007 FRA WALKER/KERRIEMS Darling Harbour

Trip Segments Fees Quotes Docs Clients Freq Flyer Accounting

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
30/11/2006	Darling Har	R000042963	Receipt	Deposit 5534	B			100.00	Darling Harbo
	Glebe	P000030645	Ref to PAX	P000030645	C		100.00		Darling Harbo
		R000042962	Receipt	R000042962	C			100.00	Darling Harbo

The transactions created to follow the Inter-Branch recommendations will not appear on the bank statement, but will appear on the Add Statement Items and will need to be included in a statement.

By using Direct Deposit the amounts can be grouped on the statement within the appropriate date range.

Select the Statements Tab in the Cashbook and create a new statement. The amounts can be included in another statement within the same date range and will have no impact on the Opening and Closing Balances.

Statement

Bank Statement Details

Bank: Westpac Account Number: 032 382 130359 Page No: 285 Date: 30/11/06

Opening Bal: 224,596.83 CR Closing Bal: 224,596.83 CR

Calc. Closing Bal: \$224,596.83 CR

Unreconciled Amt: \$0.00

Items

Date	Description		Debit	Credit
30/11/2006	Deposit Batch	5534	0	100.00
	Direct Debit	30Nov06:152727	100.00	0

Add Remove

What if one branch tickets on behalf of another?

The Transaction Branch of a Ticket entered on a trip file should always reflect that of the Trip Key – i.e. the Branch against which the Sale is to be registered.

The BSP file will not be impacted as the Electronic Reconciliation tool works by ticket number and issue date. The BSP only becomes an issue when multiple trust bank accounts are involved.

What if I have downloaded/associated the trip to the incorrect branch?

It is okay to change the branch key of a Trip file if:

- There are no transactions on the Trip file at the time of change; or
- The transactions that have been posted to the incorrect branch are either reversed or balanced to nil for that branch

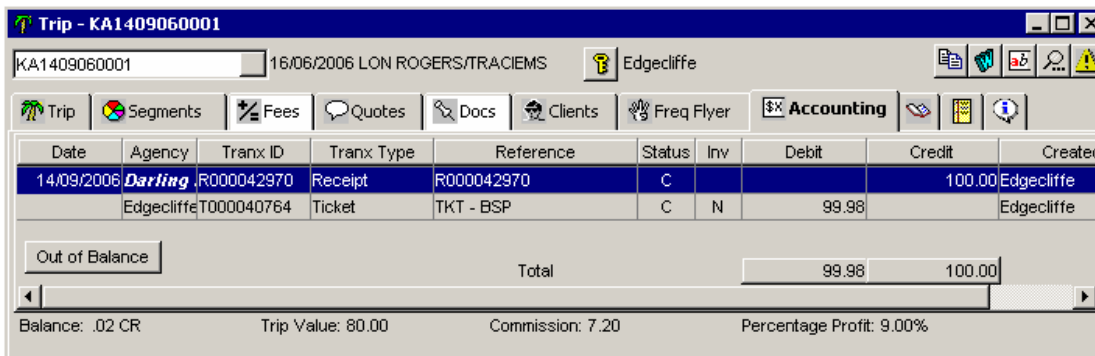
How do I enter Trip Adjustments?

If a Trip file requires adjustment, the entry should be as per the Trip key unless multiple branch transactions have been made to the file.

If a file has multiple branch transactions – i.e. ticket has been entered per branch key but receipt has been entered for a different branch, then some consideration needs to be made regarding branch selection.

Example:

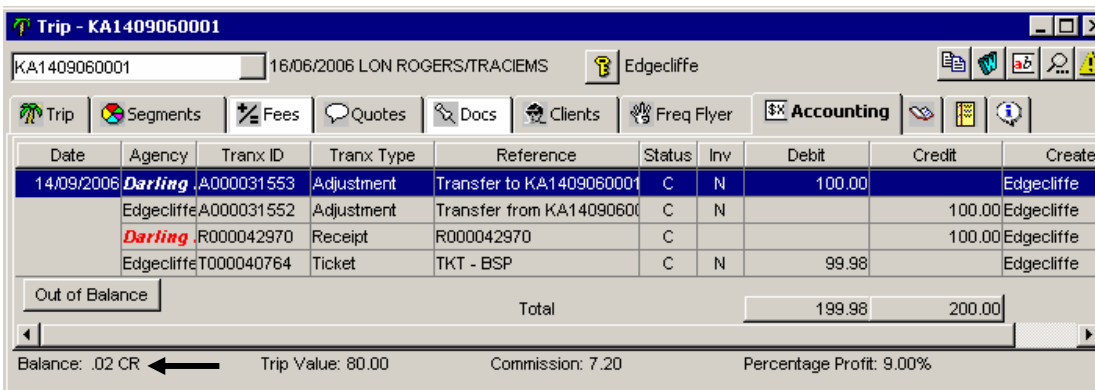
A Trip file belonging to Edgecliffe with a Ticket valued at \$99.98 is entered (as Edgecliffe). A Receipt for \$100 cash is then entered as a Darling Harbour transaction.



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
14/09/2006	Darling	R000042970	Receipt	R000042970	C			100.00	Edgecliffe
	Edgecliffe	T000040764	Ticket	TKT - BSP	C	N	99.98		Edgecliffe
Out of Balance									
Total							99.98	100.00	
Balance: .02 CR Trip Value: 80.00 Commission: 7.20 Percentage Profit: 9.00%									

This leaves a 2 cent credit on the file. Assuming this money would be attributed to the Trip Branch, the user can perform the following:

1. Follow the series of Adjustments as per Method 2 (earlier in this document). The adjustment will still be required on the file for the 2 cents:



Date	Agency	Tranx ID	Tranx Type	Reference	Status	Inv	Debit	Credit	Created
14/09/2006	Darling	A000031553	Adjustment	Transfer to KA1409060001	C	N	100.00		Edgecliffe
	Edgecliffe	A000031552	Adjustment	Transfer from KA1409060001	C	N		100.00	Edgecliffe
	Darling	R000042970	Receipt	R000042970	C			100.00	Edgecliffe
	Edgecliffe	T000040764	Ticket	TKT - BSP	C	N	99.98		Edgecliffe
Out of Balance									
Total							199.98	200.00	
Balance: .02 CR Trip Value: 80.00 Commission: 7.20 Percentage Profit: 9.00%									

2. Determine which branch will need to be debited to make this balance. If it is not obvious which branch requires adjustment, the user may look at the Trip Outstanding Balance Report for this trip only.

3. Go to Reports/Trip/Balance Report while still in the Trip.
4. Highlight all branches and retrieve.

CT Trip Balance Reports

Report: Outstanding Balances Primary Destination:

Sort by: Consultant Departure Date from: to:

Trip: KA1409060001 ← Transaction Date from: to:

Consultant: Show Balances: > 0 < 0 = 0

Agency: Darling Harbour, Edgecliffe, Rushcutters Bay

Outstanding Balances Report By Consultant

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay
Trip Code: KA1409060001

Trip Code	Departure Date	Trip Balance	Consultant	Passenger/Group Name	Debtor ID
Edgecliffe ←					
karenh					
KA1409060001	16/06/2006	\$.02 CR	karenh	ROGERS/TRACIEMS	
Total For Edgecliffe		\$.02 CR			
Total		\$.02 CR			

5. This indicates that the adjustment needs to be made to Edgecliffe. The adjustment itself can be made in the usual manner, ensuring the agency/branch selected is Edgecliffe:

CT New Trip Account Transaction

Select

Transaction: Adjustment

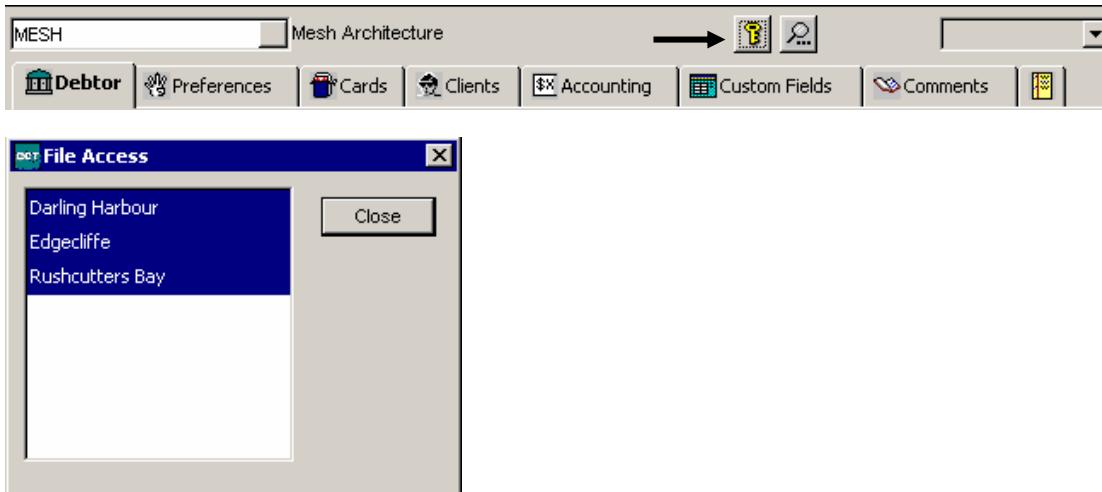
Agency: Edgecliffe

OK

Cancel

Debtor Files

A Debtor File may be associated to multiple Branches upon creation. The Branch Key of a debtor indicates which agency(s) are able to access/transact to it.



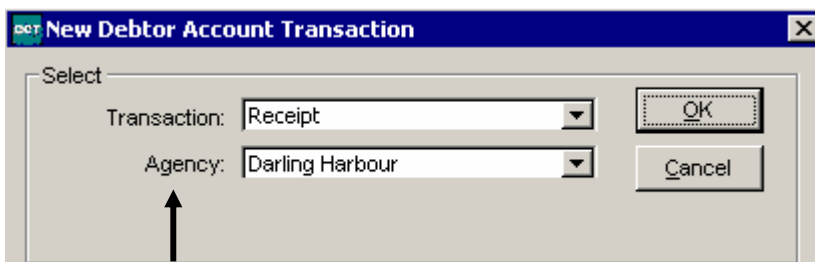
Invoice and Credit Note transactions are all already associated to the appropriate branch on transaction creation at Trip level.

↓

Edgecliffe	I000030451	Invoice	MESH	C	2,400.00	Dr	0.00	2,400.00
Rushcutter	I000030450	Invoice	MESH	C	3,519.00	Dr	0.00	3,519.00
Darling Harl	I000030449	Invoice	MESH	C	300.00	Dr	0.00	300.00

This is also reflected in the Allocation screen.

All subsequent transactions (including allocations) on the Debtor file will require the Branch to be selected in the new transaction selection screen



Debtor Reporting

Debtor Trial Balance Report by Branch

The Transaction Branch Key dictates which branch subtotals Debtor transactions will appear against on the Debtor Trial Balance (Reports/Debtor/Debtor Trial Balance Report).

Edgecliffe	000030451	Invoice	MESH	C	2,400.00	Dr	0.00	2,400.00
Rushcutters	000030450	Invoice	MESH	C	3,519.00	Dr	0.00	3,519.00
Darling Har	000030449	Invoice	MESH	C	300.00	Dr	0.00	300.00
Total Debits:					8,219.00			
Credits:					2,000.00			
<input type="button" value="Unallocate"/>								
Balance: 6,219.00 DR								

Debtor Trial Balance

Printed 11/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay
Date to: 11/09/2006

Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	6,219.00	-
	Darling Harbour	300.00	
	Edgecliffe	2,400.00	
	Rushcutters Bay	3,519.00	
Total for Debtors		6,219.00	-

It is recommended that any transactions entered for a particular branch are balanced out with the appropriate branch transaction in the Debtor file.

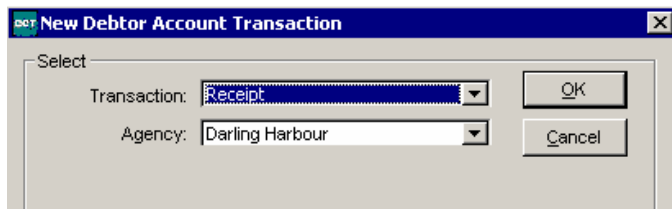
Inter-Branch Debtor Transactions

If amounts outstanding on a Debtor are from differing branches, it is recommended that the allocations are made from the same branch as the outstanding amount.

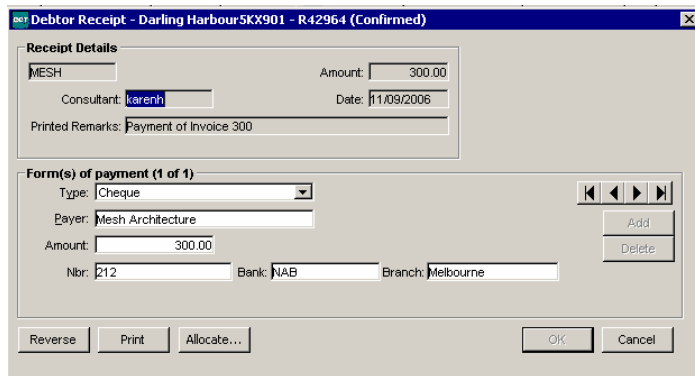
Standard Entry Example

Mesh Architects owe \$300 on an Invoice for a Darling Harbour branch booking.

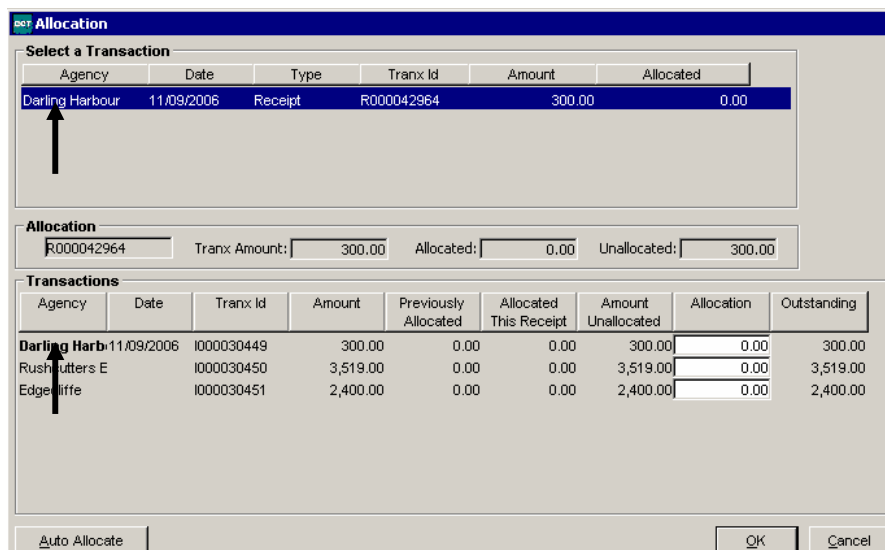
When this money is received, the Receipt will should be entered as Transaction Branch 'Darling Harbour'



Receipt details should be entered as normal:



The Allocation screen then shows the Darling Harbour Receipt to be allocated to the Darling Harbour Invoice:



Agency	Date	Tranx Id	Amount	Previously Allocated	Allocated This Receipt	Amount Unallocated	Allocation	Outstanding
Darling Harb	11/09/2006	1000030449	300.00	0.00	0.00	300.00	0.00	300.00
Rushcutters E		1000030450	3,519.00	0.00	0.00	3,519.00	0.00	3,519.00
Edgeliffe		1000030451	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00

Allocate as normal.

This then maintains the integrity of each branch balance within the Debtor to the Debtor Trial Balance Report:

Debtor Trial Balance

Printed 11/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Date to: 11/09/2006

Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	5,919.00	-
	Darling Harbour	0.00	←
	Edgecliffe	2,400.00	
	Rushcutters Bay	3,519.00	
Total for Debtors		5,919.00	-

If the Receipt had not been entered as a Darling Harbour transaction, the Debtor Trial Balance Total for Mesh would match that of the Debtor file; however the Branch totals would not be accurate.

What if the Agency receives one Debtor Payment for multiple branches?

Multiple Entry Example

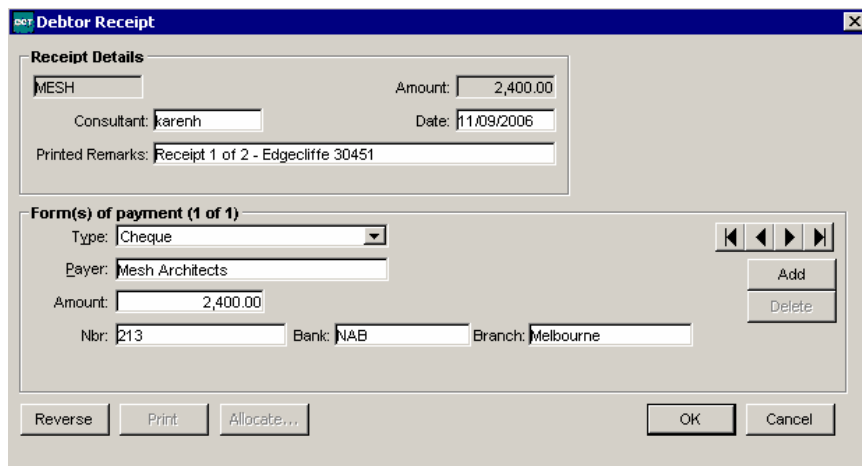
Mesh Architects owe \$5919 on Invoices for Rushcutters Bay and Edgecliffe. This money is received as a single cheque. If a single receipt is to be entered into a Debtor file that relates to 2 or more branches there are two methods to prevent report discrepancies:

Method 1: Enter the Receipt Transaction Branch as per the Transaction Branch (as recommended)

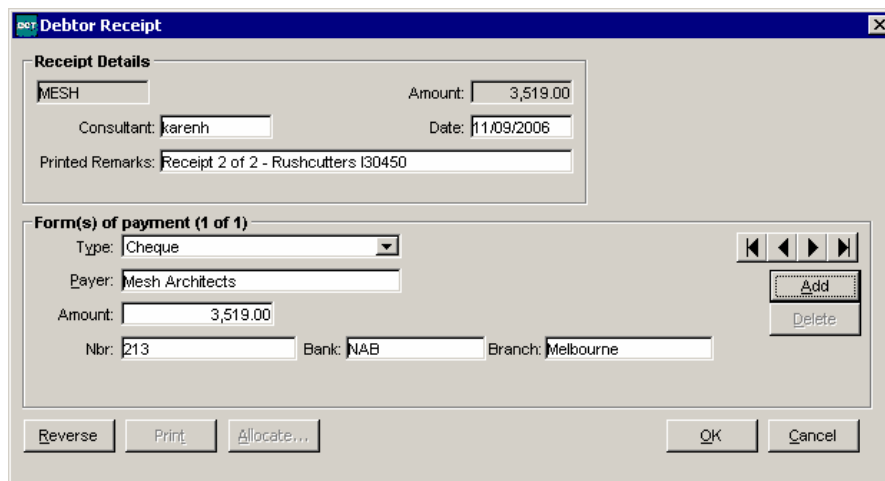
When this money is received, the Receipt should be split between branches Rushcutters Bay and Edgecliffe as two separate Receipt transactions.

The two receipt transactions would have the same reference numbers, each for the proportion of the receipt that relates to each branch:

Edgecliffe



Rushcutters Bay



These receipts can then be allocated to their respective branch transactions, therefore maintaining the Debtor Trial Balance Report integrity:

Debtor Trial Balance

Printed 11/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Date to: 11/09/2006

Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	-	-
	Darling Harbour	0.00	
	Edgecliffe	0.00	
	Rushcutters Bay	0.00	
Total for Debtors		-	-

This methodology can also be used for Adjustments and Refunds.

Considerations:

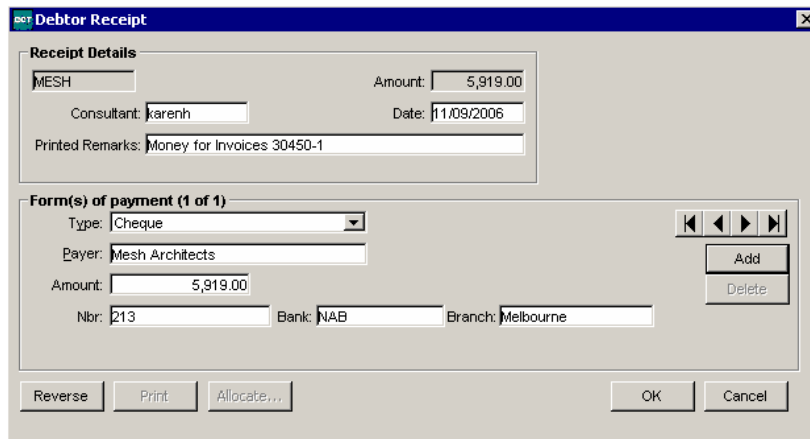
When this method is used, the Receipt will appear as two entries on the Debtor Deposit Batch Report:

Edgecliffe	11/09/2006	R000042965	2400.00	CQ	Mesh Architects	213	2400.00
Rushcutter:	11/09/2006	R000042966	3519.00	CQ	Mesh Architects	213	3519.00

Method 2: Enter the Receipt Transaction Branch as that of the largest branch amount receivable

When this money is received, the Receipt can be recorded against the transaction branch where the money is being taken or the branch against which most of the money is to be allocated.

In the above example, the Invoice for Rushcutters Bay has the highest proportion outstanding, so the entire receipt amount can be created against this branch:



Do **NOT** Allocate the receipt.

This amount will now require adjustment to prevent a branch imbalance on the Debtor Trial Balance by Branch – i.e. if the above receipt was allocated against the two invoices without adjustment, the report would look as follows:

Debtor Trial Balance

Printed 11/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Date to: 11/09/2006

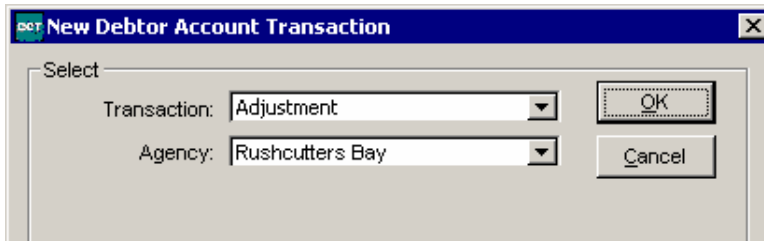
Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	2,400.00	2,400.00
	Darling Harbour	0.00	
	Edgecliffe	2,400.00	
	Rushcutters Bay	0.00	2,400.00
Total for Debtors		2,400.00	2,400.00

Whilst overall the Debtor balance is nil, the report still shows balances against Edgecliffe and Rushcutters Bay.

A series of Adjustments are now required to balance this report

a. **Create an adjustment to the Transaction branch where the money/receipt was entered against:**

In this example, the entire receipt was coded to Rushcutters Bay.

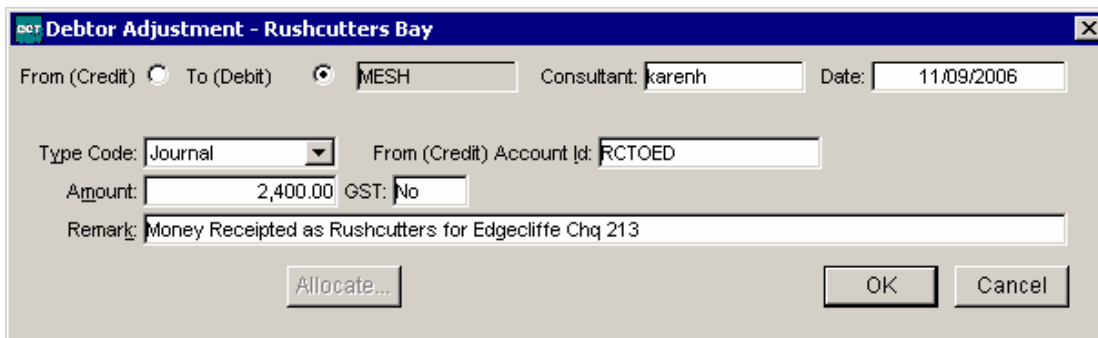


Select Debit and type code: Journal.

The Credit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Receipt Transaction branch and the branch against which the money should have gone). In this example, the selected account is for transfers between Rushcutters Bay (Receipt Transaction Branch) and Edgecliffe (Invoice Transaction Branch).

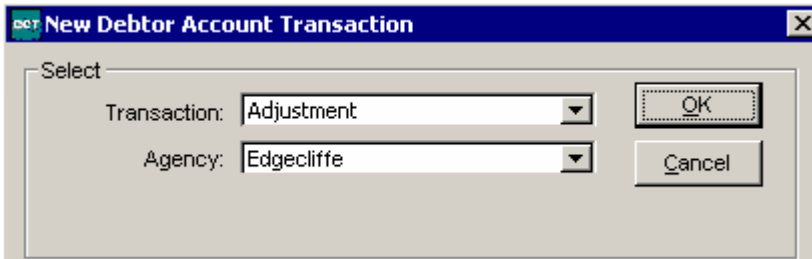
Enter the Amount as the amount of the Receipt that was to be allocated to the other Branch – i.e. Edgecliffe. Select GST No.

The Remark should include the Invoice Number(s) and Branch Names involved in the 'transfer' if possible.



b. **Create an adjustment to the branch matching the Invoice(s) paid**

In our example, the Invoice amount received as Rushcutters Bay was Edgecliffe.



New Debtor Account Transaction

Select

Transaction: Adjustment [v] [OK]

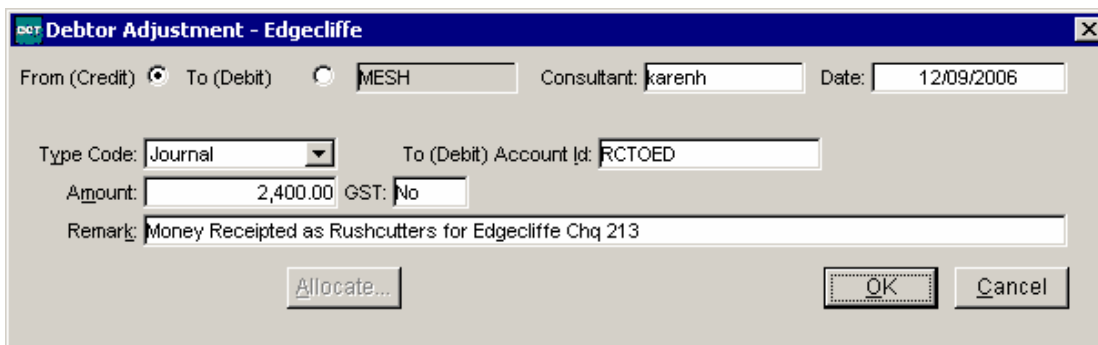
Agency: Edgecliffe [v] [Cancel]

Select Credit and type code: Journal.

The Credit Account Id selected should be the account that has been set up to record monies transferred between the two branches (as per the first adjustment). In our example, the selected account is for transfers between Rushcutters Bay (Receipt Transaction Branch) and Edgecliffe (Invoice Transaction Branch).

Enter the Amount as the amount of the Receipt which was to be allocated to the other Branches Invoice – i.e. Edgecliffe. Select GST No.

The Remark should include the Invoice Number(s) and Branch Names involved in the 'transfer' if possible.



Debtor Adjustment - Edgecliffe

From (Credit) To (Debit) MESH Consultant: karenh Date: 12/09/2006

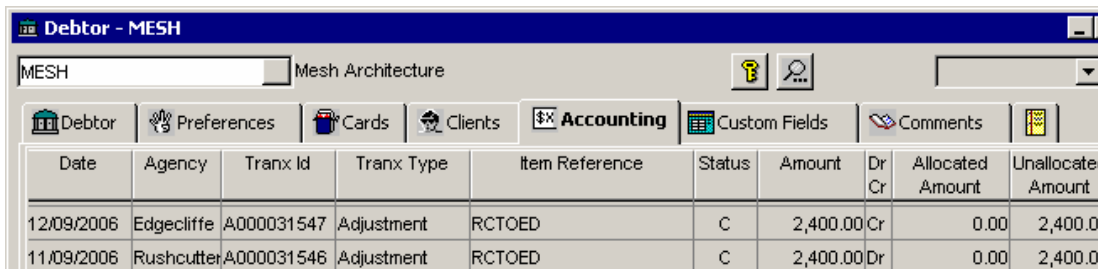
Type Code: Journal To (Debit) Account Id: RCTOED

Amount: 2,400.00 GST: No

Remark: Money Received as Rushcutters for Edgecliffe Chq 213

[Allocate...] [OK] [Cancel]

The overall impact of the adjustments on the debtor file are nil, however they will ensure that the Debtor Trial Balance report per branch is accurate.



Date	Agency	Tranx Id	Tranx Type	Item Reference	Status	Amount	Dr Cr	Allocated Amount	Unallocated Amount
12/09/2006	Edgecliffe	A000031547	Adjustment	RCTOED	C	2,400.00	Cr	0.00	2,400.00
11/09/2006	Rushcutter	A000031546	Adjustment	RCTOED	C	2,400.00	Dr	0.00	2,400.00

It should be noted that the adjustment Debit/Credit entry may need to be altered if the amounts being adjusted relate to a Refund/Adjustment entry.

The overall impact on the cashbook account the adjustments are made to is also nil, however per branch the impact on the cashbook shows that Rushcutters Bay is in 'Credit' for the Receipt amount, and Edgecliffe is in 'Debit' for the Receipt amount.

60700	Rushcutters Bay/Edgecliffe Transfers	RCTOED	60700	Balance	Edgecliffe	2,400.00		
60700	Rushcutters Bay/Edgecliffe Transfers	RCTOED	60700	Balance	Rushcutters Bay			2,400.00

When these Debit/Credits occur in the transfer cashbook accounts, the balances should be 'cleared' regularly (at least once a month) so as to correctly reflect the balances in each branch.

Information on how this is achieved is discussed later in this document.

c. Allocation of the transactions should occur as follows

Open an allocation transaction for the original receipt branch:

The allocation screen will show all outstanding Debit items (regardless of branch) but only those Credit items relating to the transaction branch (in this example, Rushcutters Bay).

Agency	Date	Type	Tranx Id	Amount	Allocated
Rushcutters Bay	11/09/2006	Receipt	R000042969	5,919.00	0.00

Agency	Date	Tranx Id	Amount	Previously Allocated	Allocated This Receipt	Amount Unallocated	Allocation	Outstanding
Rushcutters	11/09/2006	A000031546	2,400.00	0.00	0.00	2,400.00	2,400.00	0.00
Rushcutters		I000030450	3,519.00	0.00	0.00	3,519.00	3,519.00	0.00
Edgecliffe		I000030451	2,400.00	0.00	0.00	2,400.00	0.00	2,400.00

The receipt should be allocated to the outstanding Invoice(s) for that branch and the Adjustment(s) made for the amounts relating to other branches. Please note that the Branch should match the Receipt branch. Once the receipt is allocated, open another Allocation transaction for the Invoice Branch – i.e. the other branch you received money for.

The allocation screen will show all outstanding Debit items (regardless of branch) but only those Credit items relating to the transaction branch (in this example, Edgecliffe).

Allocation

Agency	Date	Type	Tranx Id	Amount	Allocated
Edgecliffe	12/09/2006	Adjustment	A000031547	2,400.00	0.00

Allocation
 A000031547 Tranx Amount: 2,400.00 Allocated: 2,400.00 Unallocated: 0.00

Agency	Date	Tranx Id	Amount	Previously Allocated	Allocated This Receipt	Amount Unallocated	Allocation	Outstanding
Edgecliffe	11/09/2006	I000030451	2,400.00	0.00	0.00	2,400.00	2,400.00	0.00

Auto Allocate OK Cancel

The Credit Adjustment should be allocated to the outstanding Invoice(s) for that branch only. The Debtor Trial Balance Report will now show the correct balance per branch.

Debtor Trial Balance

Printed 12/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay
 Date to: 12/09/2006

Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	-	-
	Darling Harbour	0.00	
	Edgecliffe	0.00	
	Rushcutters Bay	0.00	
Total for Debtors		-	-

How do I enter Debtor Adjustments?

If a Debtor transaction requires adjustment, the entry should be as per the transaction key unless multiple branch transactions have been made. I.e. if the Receipt and Invoice are both for the same branch, any difference should be adjusted to that branch.

If a file has multiple branch transactions – i.e. Invoices have been entered for different branches but a single receipt has been processed, then some consideration needs to be made regarding branch selection.

Example:

Money is received from a debtor for both Edgecliffe (\$300) and Rushcutters (695) Bay invoices. Receipt \$1000.

Date	Agency	Tranx Id	Tranx Type	Item Reference	Status	Amount	Dr Cr	Allocated Amount	Unallocated Amount
14/09/2006	Rushcutters	I000030454	Invoice	MESH	C	645.00	Dr	0.00	645.00
	Edgecliffe	I000030453	Invoice	MESH	C	300.00	Dr	0.00	300.00

This leaves a \$5 credit on the file. Assuming this money would be attributed to the Branch which has been overpaid (and assuming that branch is Rushcutters Bay):

- Follow the series of Adjustments as per Method 2 (earlier in this document). Allocation will not match exactly, in that there will still be \$5 of the Receipt to still be allocated once completed.

Allocation

Select a Transaction

Agency	Date	Type	Tranx Id	Amount	Allocated
Rushcutters Bay	14/09/2006	Receipt	R000042971	1,000.00	995.00

Allocation

R000042971 Tranx Amount: 1,000.00 Allocated: 995.00 Unallocated: 5.00

Transactions

Agency	Date	Tranx Id	Amount	Previously Allocated	Allocated This Receipt	Amount Unallocated	Allocation	Outstanding
Rushcutters	14/09/2006	A000031556	300.00	0.00	300.00	0.00	0.00	0.00
Rushcutters		I000030455	695.00	0.00	695.00	0.00	0.00	0.00

Determine which branch will need to be debited to make this balance. The branch can be viewed in the Allocation screen or on the Debtor Trial Balance Report for this Debtor only.

Go to Reports/Debtor/ Trial Balance Report and select the relevant Debtor.

Highlight all branches and retrieve.

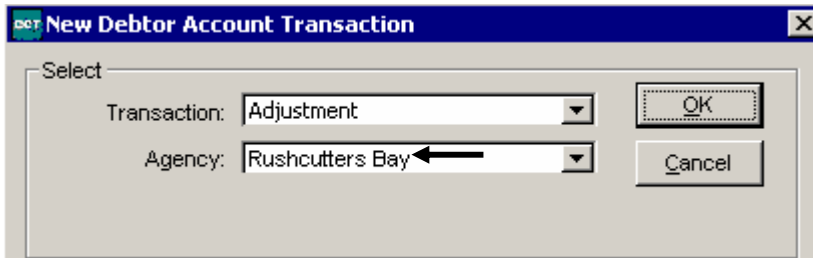
Debtor Trial Balance

Printed 14/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay
Date to: 14/09/2006

Debtor ID	Debtor Name	Debit	Credit
Debtor Group: Debtors			
MESH	Mesh Architecture	-	5.00
	Darling Harbour	0.00	
	Edgecliffe	0.00	
	Rushcutters Bay	0.00	5.00 ←
Total for Debtors		-	5.00

This indicates that the adjustment needs to be made to Rushcutters Bay. The adjustment itself can be made in the usual manner, ensuring the agency/branch selected is Rushcutters Bay:



The screenshot shows a dialog box titled "New Debtor Account Transaction" with a close button (X) in the top right corner. Inside the dialog, there is a "Select" section containing two dropdown menus. The first dropdown is labeled "Transaction:" and has "Adjustment" selected. The second dropdown is labeled "Agency:" and has "Rushcutters Bay" selected, with a black arrow pointing to the text. To the right of the dropdowns are two buttons: "OK" and "Cancel".

Creditor Files

The Creditor Files include transactions from **all** branches, regardless of the individual users' access rights. Cheque and Ticket Requisition transactions are all already associated to the appropriate branch on transaction creation at Trip level.

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
16/06/2006	Rushcutters Bay	T000040650	Ticket	TKT - CONC	C		4,317.10	Darling Harbour
		T000040649	Ticket	TKT - CONC	C		4,102.70	Darling Harbour
		T000040648	Ticket	TKT - CONC	C		4,102.70	Darling Harbour
14/06/2006	Edgecliffe	T000040647	Ticket	TKT - CONC	C		1,824.70	Darling Harbour
		T000040646	Ticket	CCF - 2413274987	C	166.50		Darling Harbour

This is also reflected in the Approval screen.

Some subsequent transactions on the Creditor file will require the Branch to be selected in the new transaction selection screen, others do not.

Creditor Reporting

Creditor Trial Balance Report by Branch

The Transaction Branch Key dictates which branch subtotals Creditor transactions will appear against on the Creditor Trial Balance (Reports/Creditor/Trial Balance Report).

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
3/09/2006	Edgecliffe	Q000040939	Chq Req	CQC - HOFF	C		2,700.00	Darling Harbour
	Rushcutters Bay	Q000040940	Chq Req	CQC - HOFF	C		2,408.00	Darling Harbour
	Darling Harbour	Q000040938	Chq Req	CQC - HOFF	C		1,080.00	Darling Harbour
Total						0.00	6,188.00	

Balance: 6,188.00 CR

Creditor Trial Balance

Printed: 13/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Creditor	Creditor Name	Debit	Credit
HOFF	Hoffley Tours		\$6,188.00
	Agency: Darling Harbour		\$1,080.00
	Agency: Edgecliffe		\$2,700.00
	Agency: Rushcutters Bay		\$2,408.00

It is recommended that any transactions entered for a particular branch are balanced out with the appropriate branch transaction in the Creditor file.

Inter-Branch Creditor Transactions

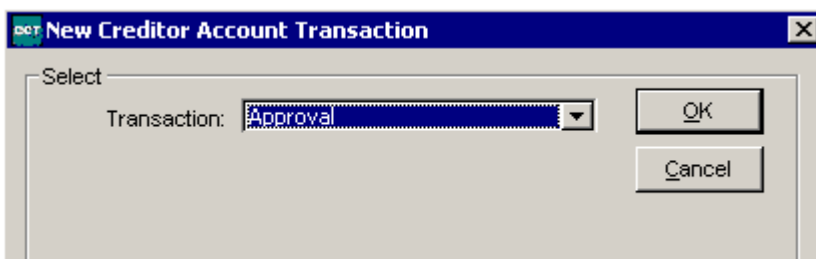
If amounts outstanding on a Creditor are from different branches, it is recommended that the transactions that are paid / receipted against them be to the same branch.

What if the Agency needs to make a Payment for multiple branches?

Approvals, Payments and Bulk Payments do not require the transaction branch to be selected. This is because these transactions will automatically post per branch entries into the database.

Standard Entry Example:

Hoffley Tours are owed \$6188, which includes transactions from Edgecliffe, Rushcutters Bay and Darling Harbour. When the Approval transaction is selected, no branch/agency selection is required:

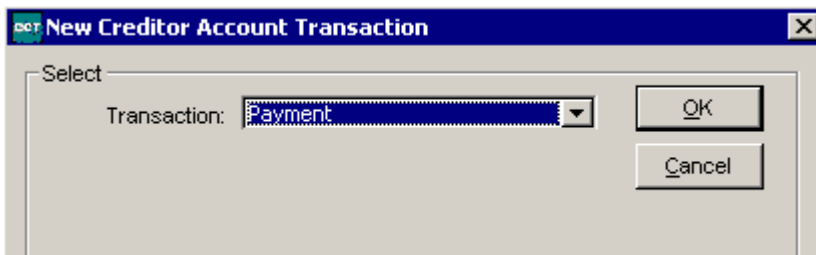


The screenshot shows a dialog box titled "New Creditor Account Transaction". Inside, there is a "Select" section with a dropdown menu for "Transaction:" set to "Approval". There are "OK" and "Cancel" buttons to the right.

Each transaction shows the agency beside it in this screen:

Transactions					
Date	Type	Agency	Tranx Id	Reference	Amount
13/09/2006	Q	Rushcutters Bay	Q000040940	FERGUSON/PATRICIAMRS	2,408.00
	Q	Darling Harbour	Q000040938	BRETT/JACQUELINEMRS	1,080.00
	Q	Edgecliffe	Q000040939	WILLIAMS/WALTER MR	2,700.00

Once approved, the selection of the payment screen also does not require branch selection:



The screenshot shows a dialog box titled "New Creditor Account Transaction". Inside, there is a "Select" section with a dropdown menu for "Transaction:" set to "Payment". There are "OK" and "Cancel" buttons to the right.

The payment is separated into each agency amount.

Creditor Payments

Payment Type: Date:
 Reference: Consultant:

Total Payment: 6,188.00

Pay	Agency	Reference	Description	Creditor/Payee Name:	Amount
<input checked="" type="checkbox"/>	SKX901	677	Cruise and Land	Hoffley Tours	1,080.00
<input checked="" type="checkbox"/>	XA201	677	Williams Family Deposit	Hoffley Tours	2,700.00
<input checked="" type="checkbox"/>	50CE01	677	Land Only	Hoffley Tours	2,408.00

Transactions

Creditor	Agency	Date	Type	Tranx Id	Reference	Amount
HOFF	Darling Harbour	13/09/2006	CQC	Q000040938	BRETT/JACQUELINEMRS	1,080.00
HOFF	Edgecliffe	13/09/2006	CQC	Q000040939	WILLIAMS/WALTER MR	2,700.00
HOFF	Rushcutters Bay	13/09/2006	CQC	Q000040940	FERGUSON/PATRICIAMRS	2,408.00

Selected: 6,188.00 Amount: 6,188.00

OK Cancel

When this entry is posted, the creditor accounting tab will show a balancing entry for each branch affected by the payment.

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
3/09/2006	Rushcutters Bay	M000036337	Payment	HOFF Chq.No	C	2,408.00		Darling Harbour
	Edgecliffe	M000036336	Payment	HOFF Chq.No	C	2,700.00		Darling Harbour
	Darling Harbour	M000036335	Payment	HOFF Chq.No	C	1,080.00		Darling Harbour
	Rushcutters Bay	Q000040940	Chq Req	CQC - HOFF	P		2,408.00	Darling Harbour
	Edgecliffe	Q000040939	Chq Req	CQC - HOFF	P		2,700.00	Darling Harbour
	Darling Harbour	Q000040938	Chq Req	CQC - HOFF	P		1,080.00	Darling Harbour
Total						6,188.00	6,188.00	

Balance: 0.00

This ensures that the Creditor Trial Balance report integrity will be maintained:

Creditor Trial Balance

Printed: 13/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Creditor	Creditor Name	Debit	Credit
HOFF	Hoffley Tours		\$0.00
	Agency: Darling Harbour		\$0.00
	Agency: Edgecliffe		\$0.00
	Agency: Rushcutters Bay		\$0.00

What if the Agency needs to Receipt Commission/Refund money for multiple branches? (For use with Commission Receipt – Open Item only)

Commission Receipt – Open Item transactions require the branch to be selected within the creditor file:

The screenshot shows a dialog box titled "New Creditor Account Transaction". It has a "Select" section with two dropdown menus. The first is labeled "Transaction:" and is set to "Commission Receipt - Open Item". The second is labeled "Agency:" and is set to "Darling Harbour". There is an arrow pointing to the "Agency:" dropdown. To the right of the dropdowns are "OK" and "Cancel" buttons.

If a single receipt is to be entered into a Creditor file that relates to 2 or more branches there are two ways this could be entered to prevent report discrepancies.

Example:

A cheque has been received relating to Edgecliffe, Rushcutters Bay and Darling Harbour for \$2708, being:

Edgecliffe	(\$2700)
Darling Harbour	\$1000
Rushcutters Bay	\$4408

Method 1: Enter the Receipt Transaction Branch as per the Transaction Branch (as recommended)

When this money is received, the receipt should be split between branches Rushcutters Bay, Darling Harbour and Edgecliffe as separate transactions.

As the Edgecliffe amount is payable, this would need to be entered as a payment rather than a receipt.

All entries would have the same reference numbers, each for the portion of the receipt/payment that relates to each branch:

Darling Harbour

This screenshot is identical to the one above, showing the "New Creditor Account Transaction" dialog box with "Commission Receipt - Open Item" selected for the transaction and "Darling Harbour" selected for the agency.

Commission Receipt (Open Item) - Darling Harbour

Commission Receipt - Open Items Details

Creditor Id: Consultant: Date:
 Description:

Form(s) of payment (1 of 1)

Type:

Payer:

Amount:

Nbr: Bank: Branch:

Transactions

Agency	Date	Type	Tranx Id	Reference	Ticket Nbr	Amount
Darling Harbour	13/09/2006	RCC	Q000040943	BRETT/MARKMR		1000.00
Rushcutters Bay	13/09/2006	RCC	Q000040942	FERGUSON/PATRICIAMRS		4408.00

Selected: 1,000.00 Amount: 5,408.00

Show All

Rushcutters Bay:

New Creditor Account Transaction

Select

Transaction:

Agency:

Edgecliffe:

New Creditor Account Transaction

Select

Transaction:

Payment Details

Payment Type: Direct Debit Date: 14/09/2006
 Reference: CHQ1234RECEIVED Consultant: karenh

Total Payment: 2,700.00

Pay	Agency	Reference	Description	Creditor/Payee Name	Amount
<input checked="" type="checkbox"/>	X.A201	Cheque 1234	3 Cheque Value \$2708	Hoffley Tours	2,700.00

Transactions

Creditor	Agency	Date	Type	Tranx Id	Reference	Amount
HOFF	Edgecliffe	13/09/2006	CQC	G000040939	WILLIAMS/WALTER MR	2,700.00

Selected: 2,700.00 Amount: 2,700.00

OK Cancel

The entry of the two receipts and single payment maintains the Creditor Trial Balance integrity.

Considerations:

When this method is used, the Receipt will appear as two entries on the Deposit Batch Report:

Rushcutters	14/09/2006	J000030334	4408.00	CQ	Hoffley Tours	1234	4408.00
Darling Hark	14/09/2006	J000030333	1000.00	CQ	Hoffley Tours	1234	1000.00

The payment will **not** appear on the Deposit Batch at all.

Edgecliffe	M000036341	Payment	HOFF Chq.No. CHQ1234RE	C		2,700.00
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Therefore the deposit batch would need to be manually written for banking and the split would need to be noted for Bank Reconciliation purposes.

Method 2: Enter the Commission Receipt – Open Item Transaction Branch as that of the largest branch amount receivable

When this money is received, the Receipt can be recorded against the transaction branch where the money is being taken or the branch against which most of the money is attributable.

In this example, the amount receivable for Rushcutters Bay has the highest portion receivable, so we can create the whole receipt amount against this branch:

New Creditor Account Transaction

Select

Transaction: Commission Receipt - Open Item OK

Agency: Rushcutters Bay Cancel

Commission Receipt (Open Item) - Rushcutters Bay

Commission Details
 Creditor Id: HOFF Consultant: karenh Date: 14/09/2006
 Description: Commission Received

Form(s) of payment (1 of 1)
 Type: Cheque
 Payer: Hoffley Tours
 Amount: 2,708.00
 Nbr: 1234 Bank: NAB Branch: Sydney

Transactions

Agency	Date	Type	Tranx Id	Reference	Ticket Nbr	Amount
Edgecliffe	13/09/2006	CQC	Q000040939	WILLIAMS/WALTER MR		-2700.00
Darling Harbour	13/09/2006	RCC	Q000040943	BRETT/MARKMR		1000.00
Rushcutters Bay	13/09/2006	RCC	Q000040942	FERGUSON/PATRICIAMRS		4408.00

Selected: 2,708.00 Amount: 2,708.00

Show All

The amount will now require adjustment to prevent a branch imbalance on the Creditor Trial Balance by Branch – i.e. if the above receipt was left without adjustment, the report would look as follows:

Creditor Trial Balance

Printed: 14/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Creditor	Creditor Name	Debit	Credit
HOFF	Hoffley Tours		\$0.00
	Agency: Darling Harbour	\$1,000.00	\$0.00
	Agency: Edgecliffe		\$2,700.00
	Agency: Rushcutters Bay	\$1,700.00	\$0.00

Whilst the overall Creditor Balance is nil, the report still shows balances against all three branches.

A series of Adjustments are now required to rectify this report

Please note that the examples provided include the adjustment of the payment entry.

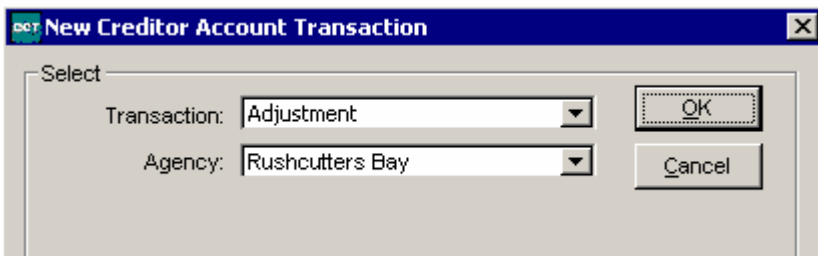
a. Create an adjustment(s) to the Transaction branch where the money/receipt was entered against:

In our example, the entire receipt was coded to Rushcutters Bay.

There were two other branches affected by this receipt – Darling Harbour and Edgecliffe, therefore two adjustments are necessary:

- Between Rushcutters Bay and Darling Harbour
- Between Rushcutters Bay and Edgecliffe

Both adjustments will be coded to Rushcutters Bay.



New Creditor Account Transaction

Select

Transaction: Adjustment

Agency: Rushcutters Bay

OK

Cancel

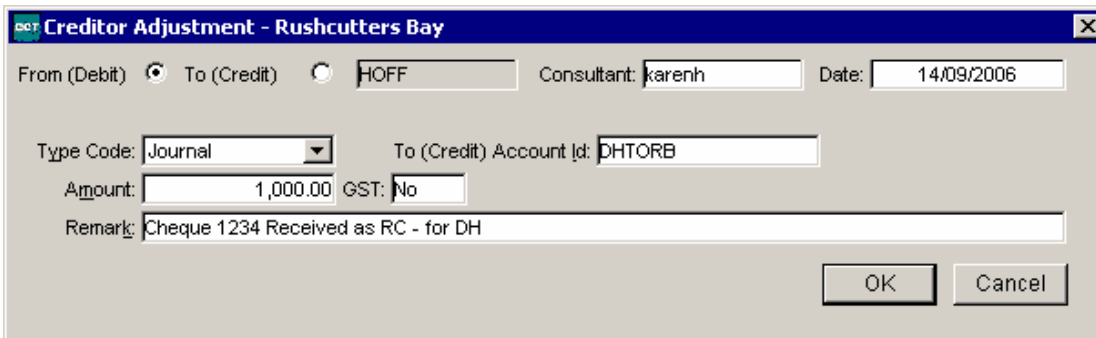
- **Rushcutters Bay/Darling Harbour Adjustment**

Select Debit and type code: Journal.

The Credit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Receipt Transaction branch and the branch against which the money belongs).

Enter the Amount as the amount of the Receipt which could be attributed to the other Branch – i.e. Darling Harbour. Select GST No.

The Remark should include the Receipt details and Branch Names involved in the 'transfer' if possible.



Creditor Adjustment - Rushcutters Bay

From (Debit) To (Credit) HOFF Consultant: karenh Date: 14/09/2006

Type Code: Journal To (Credit) Account Id: DHTORB

Amount: 1,000.00 GST: No

Remark: Cheque 1234 Received as RC - for DH

OK Cancel

- **Rushcutters Bay/Edgecliffe Adjustment**

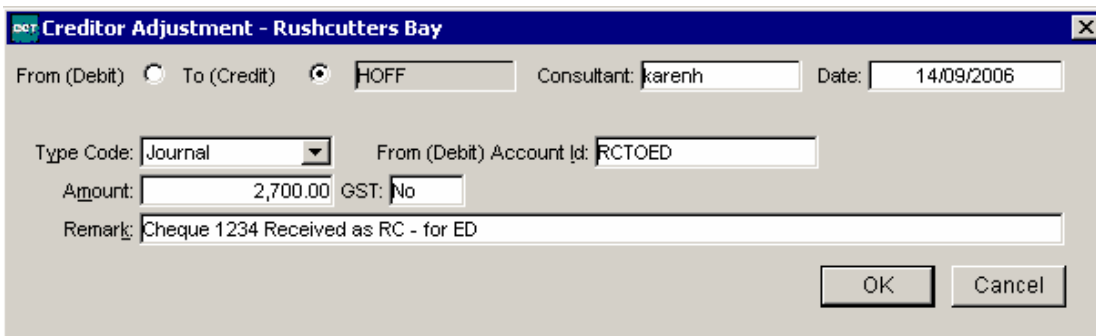
As the Edgecliffe amount was payable, the adjustment will be to Credit Rushcutters rather than Debit.

Select Credit and type code: Journal.

The Debit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Receipt Transaction branch and the branch against which the money should have gone).

Enter the Amount as the amount of the Receipt which could be attributed to the other Branch – i.e. Edgecliffe. Select GST No.

The Remark should include the Receipt details and Branch Names involved in the 'transfer' if possible.



Creditor Adjustment - Rushcutters Bay

From (Debit) To (Credit) HOFF Consultant: karenh Date: 14/09/2006

Type Code: Journal From (Debit) Account Id: RCTOED

Amount: 2,700.00 GST: No

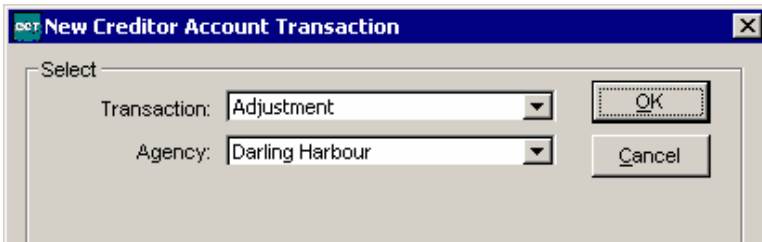
Remark: Cheque 1234 Received as RC - for ED

OK Cancel

b. Create adjustment(s) to each branch included on the Receipt (excluding the Receipt Branch)

In our example, the entire receipt was coded to Rushcutters Bay.
The two other branches affected – Darling Harbour and Edgecliffe, require adjustment.

• **Darling Harbour/Rushcutters Bay Adjustment**

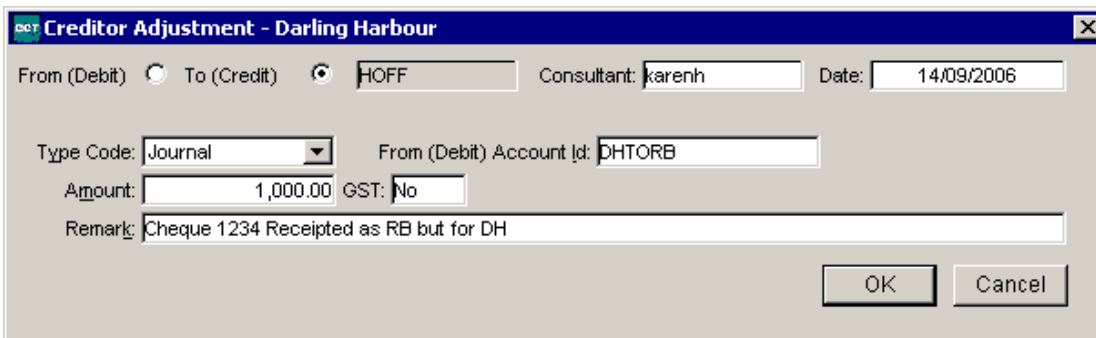


Select Credit and type code: Journal.

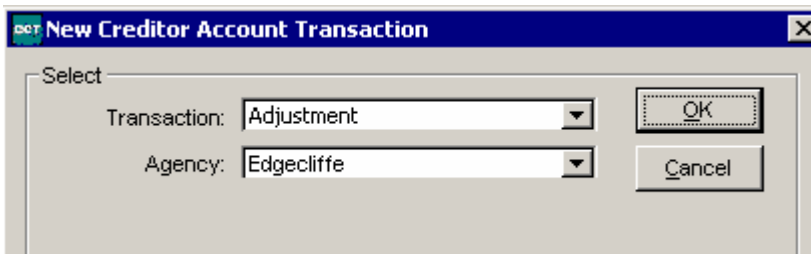
The Debit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Receipt Transaction branch and the branch against which the money belongs).

Enter the Amount as the amount of the Receipt which could be attributed to this Branch – i.e. Darling Harbour. Select GST No.

The Remark should include the Receipt details and Branch Names involved in the 'transfer' if possible.



• **Rushcutters Bay/Edgecliffe Adjustment**



As the Edgecliffe amount was payable, the adjustment will be to Debit Edgecliffe rather than Credit.

Select Debit and type code: Journal.

The Credit Account Id selected should be the account that has been set up to record monies transferred between the two branches (the Receipt Transaction branch and the branch against which the money belongs).

Enter the Amount as the amount of the Receipt which could be attributed to the other Branch – i.e. Edgecliffe. Select GST No.

The Remark should include the Receipt details and Branch Names involved in the 'transfer' if possible.

Creditor Adjustment - Edgecliffe

From (Debit) To (Credit) HOFF Consultant: karenh Date: 14/09/2006

Type Code: Journal To (Credit) Account Id: RCTOED

Amount: 2,700.00 GST: No

Remark: Cheque 1234 Received as RB - for ED

OK Cancel

The Creditor Trial Balance Report will now show the correct balance per branch.

Creditor Trial Balance

Printed: 14/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

Creditor	Creditor Name	Debit	Credit
HOFF	Hoffley Tours		\$0.00
	Agency: Darling Harbour		\$0.00
	Agency: Edgecliffe		\$0.00
	Agency: Rushcutters Bay		\$0.00

The overall impact of the adjustments on the Creditor file are nil, however they will ensure that the Creditor Trial Balance report per branch is accurate.

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit
14/09/2006	Edgecliffe	A000031551	Adjustment	Journal	A	2,700.00	
	Darling Harbour	A000031550	Adjustment	Journal	A		1,000.00
	Rushcutters Bay	A000031549	Adjustment	Journal	A		2,700.00
		A000031548	Adjustment	Journal	A	1,000.00	

The overall impact on the cashbook account the adjustments are made to is also nil, however per branch the impact on the cashbook shows that Rushcutters Bay is in 'Credit' for the Receipt amount (relating to Darling Harbour) and in 'Debit' for the amount relating to Edgecliffe. Darling Harbour shows that money is 'owed' to it by Rushcutters Bay and Edgecliffe 'owes' Rushcutters Bay money.

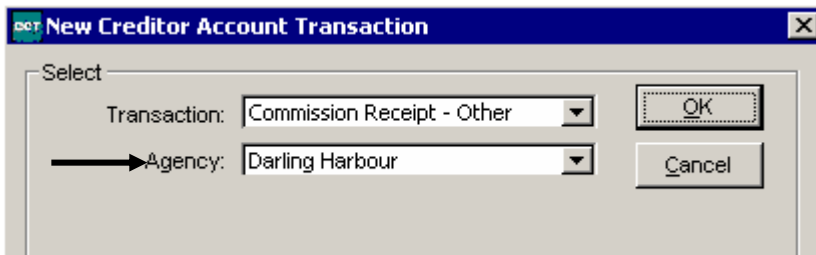
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Rushcutters Bay		1,000.00
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Darling Harbour	1,000.00	
60700	Rushcutters Bay/Edgecliffe Transfers	RCTOED	60700	Balance	Edgecliffe		2,700.00
60700	Rushcutters Bay/Edgecliffe Transfers	RCTOED	60700	Balance	Rushcutters Bay	2,700.00	

When these Debit/Credits occur in the transfer cashbook accounts, the balances should be 'cleared' regularly (at least once a month) so as to correctly reflect the balances in each branch.

Information on how this is achieved is discussed later in this document.

What if the Agency needs to Receipt Commission / Refund money for multiple branches? (For use with Commission Receipt – Other only)

Commission Receipt – Other transactions require the branch to be selected within the creditor file:



If a single receipt is to be entered into a Creditor file that relates to 2 or more branches it can be entered under a single branch **however** the Sale/Commission/Bank figures will all be reflected under that branch.

Example:

A cheque has been received relating to Rushcutters Bay and Darling Harbour for \$3000, being:

Darling Harbour \$500

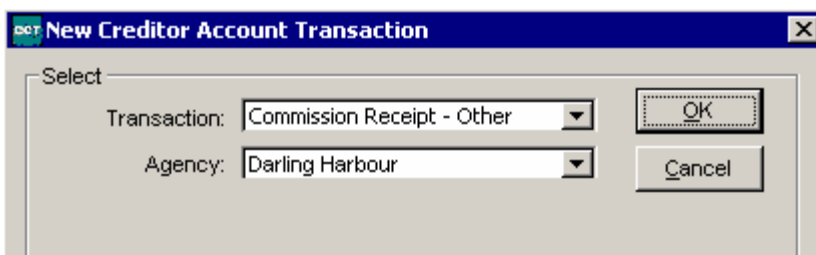
Rushcutters Bay \$2500

Method 1: Enter the Receipt Transaction Branch as the Branch the Commission is to be recorded against

When this money is received, the receipt should be split between branches Rushcutters Bay and Darling Harbour as separate transactions. This will ensure that the sale values are recorded against the correct branches.

All entries would have the same reference numbers, each for the portion of the receipt that relates to each branch:

Darling Harbour:



Commission Receipt - Other - Darling Harbour

Commission Receipt Details

HOFF Commission Override Date: 14/09/2006

Consultant: karenh Sales Code: International

GST: No Service Type: H-Hotel

Amount: 500.00 Supplier Id: BW

GST Value: 0.00 Sales Value: 5000.00

Amount (ex. GST): 500.00 Departure Date: 11/08/2006

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
Total: 0.00 0.00 0.00					

Form(s) of payment (1 of 1)

Type: Cheque

Payer: Best Western

Amount: 500.00

Nbr: 890 Bank: CBA Branch: Brisbane

Reverse Print OK Cancel

Rushcutters Bay:

New Creditor Account Transaction

Select

Transaction: Commission Receipt - Other OK

Agency: Rushcutters Bay Cancel

Commission Receipt - Other - Rushcutters Bay

Commission Receipt Details

HOFF Commission Override Date: 14/09/2006

Consultant: karenh Sales Code: International

GST: No Service Type: H-Hotel

Amount: 2,500.00 Supplier Id: BW

GST Value: 0.00 Sales Value: 25000.00

Amount (ex. GST): 2,500.00 Departure Date: 11/08/2006

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
Total: 0.00 0.00 0.00					

Form(s) of payment (1 of 1)

Type: Cheque

Payer: Best Western

Amount: 2,500.00

Nbr: 890 Bank: CBA Branch: Brisbane

Reverse Print OK Cancel

While the entry of these two transactions is not necessary for the integrity of the Creditor Trial Balance, it is important to record the Sale against the appropriate branch.

Considerations:

When this method is used, the Receipt will appear as two entries on the Deposit Batch Report:

Rushcutters:	N000030012	2500.00	CQ	Best Western	890	2500.00
Darling Hart	14/09/2006 N000030011	500.00	CQ	Best Western	890	500.00

Therefore the deposit batch would need to be manually written for banking and the split would need to be noted for Bank Reconciliation purposes.

How do I enter Creditor Adjustments?

Creditors can be adjusted using a manual transaction adjustment or automatically via the Cyclic or BSP Approval screens.

Adjustments created via the Cyclic/BSP Approval screens are automatically allocated against the original ticket/cheque requisition transaction branch on creation. Therefore no action is required re: inter-branch transactions for these kinds of adjustment.

If a Creditor transaction requires a manual adjustment, the entry should be as per the transaction key (of the transaction being adjusted).

Example:

Money is payable to a Creditor for Darling Harbour and Edgecliffe Bookings.

The amounts payable as per the return are:

Darling Harbour

081 99900000222 \$2023.50

081 99900000223 \$2874.40

Edgecliffe

081 99900000273 \$2780.05

Total Payable: \$7677.95 – total 5 cent cr discrepancy

The amounts payable in CCT are:

Darling Harbour

081 99900000222 \$2023.42 – 8 cent cr discrepancy

081 99900000223 \$2874.38 – 2 cent cr discrepancy

Edgecliffe

081 99900000273 \$2780.10 – 5 cent dr discrepancy

Total Payable: \$7677.90 – total 5 cent cr discrepancy

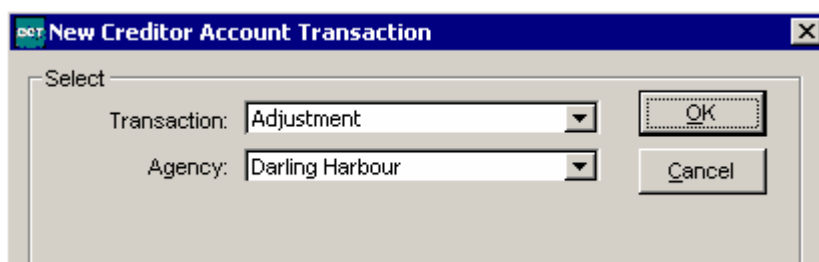
Assuming all tickets will be adjusted (rather than reversed and re-entered), 2 transactions will need to be entered:

- 10 cent Credit entry for Darling Harbour tickets
- 5 cent Debit Entry for Edgecliffe tickets

To enter each adjustment:

a. Create a new adjustment transaction

Select the branch you are about to adjust to:



Select Credit and type code: Journal (or Open Item Variance if adjusting a Commission Receipt – Open Item amount)

The Debit Account Id selected should be whatever income/expense account is usually selected to adjust to.

Enter the Amount of the adjustment and the select GST Yes or No.

The Remark should include the transaction details that are being adjusted.

Creditor Adjustment - Darling Harbour

From (Debit) To (Credit) CONC Consultant: karenh Date: 14/09/2006

Type Code: Journal From (Debit) Account Id: COMMADJ

Amount: .10 GST: No

Remark: Adjustments to Darling Harbour Tix

OK Cancel

The Edgecliffe adjustment would be entered in a similar way:

New Creditor Account Transaction

Select

Transaction: Adjustment OK

Agency: Edgecliffe Cancel

Select Debit and type code: Journal (or Open Item Variance if adjusting a Commission Receipt – Open Item amount)

The Credit Account Id selected should be whatever income/expense account is usually selected to adjust to.

Enter the Amount of the adjustment and the select GST Yes or No.

The Remark should include the transaction details that are being adjusted.

Creditor Adjustment - Edgecliffe

From (Debit) To (Credit) CONC Consultant: karenh Date: 14/09/2006

Type Code: Journal To (Credit) Account Id: COMMADJ

Amount: .05 GST: No

Remark: Adjustments to Edgecliffe Tickets

OK Cancel

Once the adjustment entries have been made, the Payment (or Receipt if a Commission Receipt – Open Item) can be posted, with the adjustments being picked up as part of the transaction.

CCT Creditor Payments

Payment Details

Payment Type: Date:
 Reference: Consultant:

Total Payment: 7,677.95

Pay	Agency	Reference	Description	Creditor/Payee Name:	Amount
<input checked="" type="checkbox"/>	SKX901	327895729		CONCORDE INTERNATIC	4,897.90
<input checked="" type="checkbox"/>	XA201	327895729		CONCORDE INTERNATIC	2,780.05

Transactions

Creditor	Agency	Date	Type	Tranx Id	Reference	Amount
CONC	Darling Harbour	14/09/2006	ADJ	A000031559	COMMADJ	0.10
CONC	Edgecliffe	14/09/2006	ADJ	A000031560	COMMADJ	-0.05
CONC	Darling Harbour	29/05/2006	TKT	T000040572	ROPE/CRYSTALMISS	2,023.42
CONC	Edgecliffe	02/06/2006	TKT	T000040598	TRANMAURICE MR	2,780.10
CONC	Darling Harbour	02/06/2006	TKT	T000040604	GANGA,KARAMCHANDMR	2,874.38

Selected: 7,677.95 Amount: 7,677.95

OK Cancel

Cashbook Files

The Cashbook Files include transactions from **all** branches, regardless of the individual users' access rights. Transactions are all already associated to the appropriate branch on transaction creation in the Trip, Debtor and Creditor Modules.

COMMADJ Commission Adjustment								
Cashbook Chart of Accounts Accounting Deposits Statements Year End								
Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
4/09/2006	Rushcutters	A000031558	Adjustment	Journal to M2MG7K200406	C		50.00	Edgecliffe
		A000031555	Adjustment	Journal to M2MG7K200406	C		645.00	Edgecliffe
	Darling Harbour	A000031559	Adjustment	Journal	P	0.10		Edgecliffe
	Edgecliffe	A000031557	Adjustment	DEBTOR	C	300.00		Edgecliffe
		A000031560	Adjustment	Journal	P		0.05	Edgecliffe
		A000031554	Adjustment	Journal to KA1409060001	C		200.00	Edgecliffe

Subsequent transactions on the Cashbook file will require the Branch to be selected in the new transaction selection screen.

Cashbook Reporting

Account Trial Balance Report by Branch

The Transaction Branch Key dictates which branch subtotal all transactions will appear against on the Account Trial Balance (Reports/Cashbook/Account Trial Balance).

Account Trial Balance

Printed 14/09/2006

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

GL Account Id	GL Account Description	Debit	Credit
10010	Sales Control		\$8,006,184.07
	Darling Harbour		\$5,420,111.28
	Edgecliffe		\$115,432.41
	Rushcutters Bay		\$2,470,640.38

It is recommended that any transactions entered for a particular branch are balanced out with the appropriate branch transaction in the Cashbook file. This particularly applies to GST payments and Commission transfers.

Please Note: The exceptions to this are transactions involving the Operating Bank account (if used in CCT Enterprise). Further information regarding use of the Operating Bank Account in CCT Enterprise can be found on the Galileo Support website.

Inter-Branch Cashbook Transactions

Selection of a branch is required for each Cashbook transaction. It is important to maintain the integrity of some cashbook reports that the transactions be entered with the originating branch in mind.

How do I enter a Dishonoured Cheque?

A dishonoured cheque transaction should be entered as per the branch of the original receipt. Depending upon whether the receipt was as per the Trip Branch, adjusting entries (such as those found earlier in this document) may be necessary.

How do I enter an Adjustment?

If an adjustment is required that involves more than one branch, the recommended transaction entry is to enter each adjustment per branch.

For example, when the GST In and GST Out accounts are reduced at the end of each GST period (as per the GST guides), there will be amounts to be transferred relating to almost all branches.

In this instance, a series of adjustments would need to be made to each account for each branch.

Example:

The Total amount to be adjusted to the GST Out account for a period is \$121,087.93,

This would be confirmed by the GST Total Turnover Reports and Account Trial Balance for the period specified, as would the breakdown by branch.

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

GI Account Id	GI Account Description	Debit	Credit
50020	GST Out		\$33,864.05
	Darling Harbour		\$24,348.40
	Rushcutters Bay		\$9,515.65
	Totals		\$33,864.05

The adjustments for this period would be entered as per the following:

Darling Harbour Adjustment:

New Cashbook Account Transaction

Select

Transaction:

Agency:

Cashbook Journal GST

Tranx Date: Tranx ID: Consultant: karenh

Remark:

Amount:

Account #	GL Account Description	DR/CR	Amount Excl.	GST	Gst Amt	Amount Incl.
50020	GST Out	<input checked="" type="radio"/> DR <input type="radio"/> CR	24348.40		0	24348.40
50028	GST remit/refund	<input type="radio"/> DR <input checked="" type="radio"/> CR	24348.40		0	24348.40

Debits:	\$24,348.40	\$24,348.40
Credits:	\$24,348.40	\$24,348.40
	\$0.00	\$0.00

Rushcutters Bay Adjustment:

New Cashbook Account Transaction

Select

Transaction:

Agency:

Cashbook Journal GST

Tranx Date: Tranx ID: Consultant: karenh

Remark:

Amount:

Account #	GL Account Description	DR/CR	Amount Excl.	GST	Gst Amt	Amount Incl.
50020	GST Out	<input checked="" type="radio"/> DR <input type="radio"/> CR	9515.65		0	9515.65
50028	GST remit/refund	<input type="radio"/> DR <input checked="" type="radio"/> CR	9515.65		0	9515.65

Debits:	\$9,515.65	\$9,515.65
Credits:	\$9,515.65	\$9,515.65
	\$0.00	\$0.00

The total effect of these two adjustments would be to zero out the GST Out account for the appropriate amount per branch.

How do I enter a Miscellaneous Payment or Receipt?

Miscellaneous Payments and Receipts should also be associated to the relevant branches to maintain the integrity of the accounts.

This means that when it is necessary to account for GST or Commission Transfers, multiple entries must be made to account per branch. The exception to this rule is when using the General Account, which is discussed in another document.

Example:

The Total amount to be transferred from the Trust account to the General account is \$10,000, where:

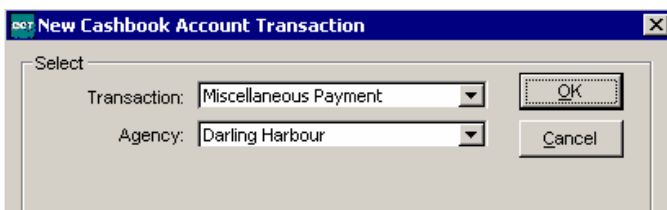
\$5000 is Darling Harbour Commission

\$3000 is Rushcutters Bay Commission

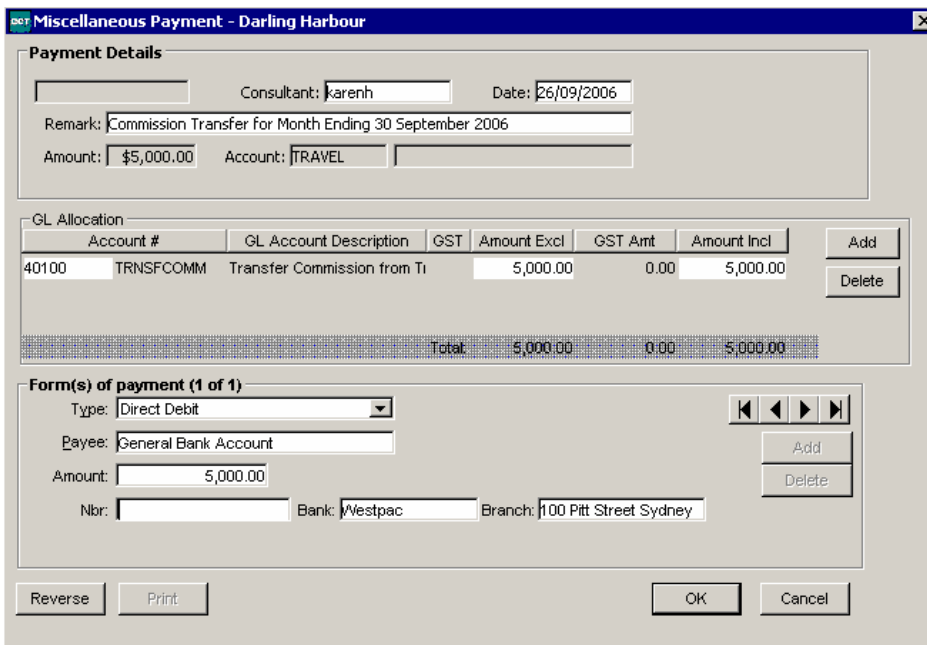
\$2000 is Edgecliffe Commission

The Miscellaneous Payment entries made for this commission transfer would be:

Darling Harbour Commission:



The dialog box 'New Cashbook Account Transaction' has a 'Select' section with two dropdown menus. The first is 'Transaction' set to 'Miscellaneous Payment' and the second is 'Agency' set to 'Darling Harbour'. There are 'OK' and 'Cancel' buttons.



The form 'Miscellaneous Payment - Darling Harbour' contains the following fields and sections:

- Payment Details:** Consultant: karenh, Date: 26/09/2006, Remark: Commission Transfer for Month Ending 30 September 2006, Amount: \$5,000.00, Account: TRAVEL.
- GL Allocation Table:**

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
40100	TRNSFCOMM Transfer Commission from Ti		5,000.00	0.00	5,000.00
Total:			5,000.00	0.00	5,000.00
- Form(s) of payment (1 of 1):** Type: Direct Debit, Payee: General Bank Account, Amount: 5,000.00, Nbr: [empty], Bank: Westpac, Branch: 100 Pitt Street Sydney.

Buttons: Reverse, Print, OK, Cancel.

Rushcutters Bay Commission:

New Cashbook Account Transaction

Select

Transaction: Miscellaneous Payment

Agency: Rushcutters Bay

Miscellaneous Payment - Rushcutters Bay

Payment Details

Consultant: karenh Date: 26/09/2006

Remark: Commission Transferred as at 30 September 2006

Amount: \$3,000.00 Account: TRAVEL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
40100	TRNSFCOMM Transfer Commission from Ti		3,000.00	0.00	3,000.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Total:			3,000.00	0.00	3,000.00	

Form(s) of payment (1 of 1)

Type: Direct Debit

Payee: General Account

Amount: 3,000.00

Nbr: Bank: Westpac Branch: Edgecliffe

Edgecliffe Commission:

New Cashbook Account Transaction

Select

Transaction: Miscellaneous Payment

Agency: Edgecliffe

Miscellaneous Payment - Edgecliffe

Payment Details

Consultant: karenh Date: 26/09/2006

Remark: Commissions Transferred as at 30 September 2006

Amount: \$2,000.00 Account: TRAVEL

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
40100	TRNSFCOMM Transfer Commission from Ti		2,000.00	0.00	2,000.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Total:			2,000.00	0.00	2,000.00	

Form(s) of payment (1 of 1)

Type: Direct Debit

Payee: General Account

Amount: 2,000.00

Nbr: Bank: Westpac Branch: 17 George St Sydney

The accounting tab of the trust and the Transfer Commission account will now accurately reflect the commissions transferred for each branch.

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
26/09/2006	Edgecliffe	Z000030358	Misc Pay't	Misc. Payment	C		2,000.00	Darling Harbour
	Rushcut	Z000030357	Misc Pay't	Misc. Payment	C		3,000.00	Darling Harbour
	Darling Har	Z000030356	Misc Pay't	Misc. Payment	C		5,000.00	Darling Harbour

This will also be reflected in the Account Trial Balance.

Agencies: Darling Harbour, Edgecliffe, Rushcutters Bay

GI Account Id	GI Account Description	Debit	Credit
40100	Transfer Commission from Travel	\$10,000.00	
	Darling Harbour	\$5,000.00	
	Edgecliffe	\$2,000.00	
	Rushcutters Bay	\$3,000.00	
	Totals	\$10,000.00	

The entry to show the funds being receipted into the General bank account is discussed in a separate document.

APPENDIX A

Setting up Cashbook Accounts for Branch Adjustments

In the example below, there are 3 branches – Darling Harbour, Rushcutters Bay and Edgecliffe.

If adjustments are to be made between branches (due to monies taken for other branches, etc) it is necessary to set up a series of suspense accounts to enable the entries to be made.

As per our example above, with 3 branches, there is the possibility that there will be monies taken between:

- Darling Harbour and Rushcutters Bay
- Rushcutters Bay and Edgecliffe
- Darling Harbour and Edgecliffe

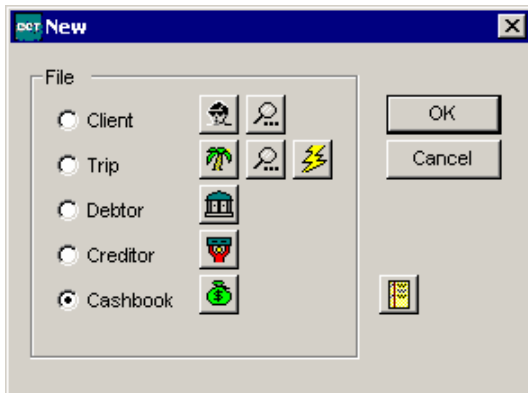
Therefore, to account for this, the cashbook setup could be Cashbook accounts, being:

- Darling Harbour/Rushcutters Bay Transfers
- Darling Harbour/Edgecliffe Transfers
- Rushcutters Bay/Edgecliffe Transfers

The example below will look at the three cashbook account setup.

Step 1: Create Cashbook Accounts

Click on New – Select Cashbook.



Enter cashbook details – the details below are suggested setup only.

Cashbook - DHTORB

DHTORB Darling Harbour/Rushcutters Bay Transfe

Cashbook | Chart of Accounts | Accounting | Deposits | Statements | Year End

Account ID: Bank Account GST Type:

Account Type: Category: Sub Category:

Debit Credit Control Account

Account Number: Account Alias: Sort Code:

Description:

The Suspense account number series (60000's) are recommended.

Set up an account for each:

60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance
60600	Darling Harbour/Edgecliffe Transfers	DHTOED	60600	Balance
60700	Rushcutters Bay/Edgecliffe Transfers	RCTOED	60700	Balance

These cashbook accounts can now be used to record the monies required to be 'exchanged' between branches – even if only for accounting records.

APPENDIX B

Clearing Cashbook Branch Transfer Accounts

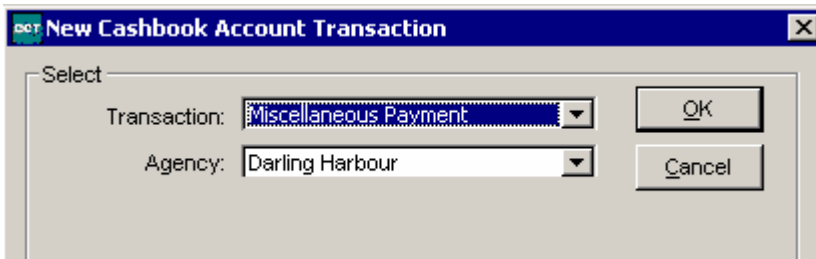
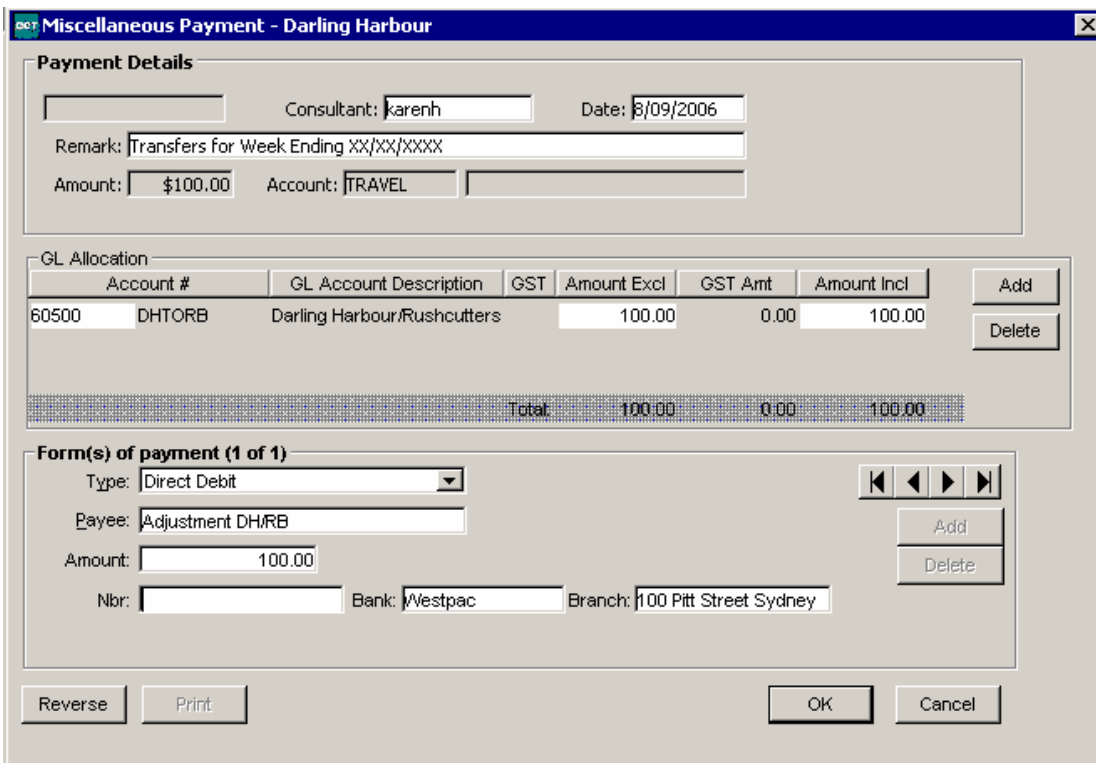
Earlier in this document, the use of adjustments to cashbook accounts to prevent branch mismatching was discussed. If the methods discussed are used, these accounts will need to be 'cleared' periodically (at the very least, prior to month end).

Transactions posted to these accounts are all already associated to the appropriate branch on transaction creation in the Trip, Debtor and Creditor Modules.

60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Darling Harbour		100.00
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Rushcutters Bay	100.00	

To clear these accounts, the following entries can be made:

A Miscellaneous Payment coded to Darling Harbour:

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl
60500	DHTORB Darling Harbour/Rushcutters		100.00	0.00	100.00
Total:			100.00	0.00	100.00

This would Credit the Bank (Travel) and Debit the transfer account.

A Miscellaneous Receipt coded to Rushcutters Bay:

New Cashbook Account Transaction

Select

Transaction:

Agency:

Miscellaneous Receipt - Rushcutters Bay

Receipt Details

Consultant: Date:

Printed Remarks:

Amount: Account:

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
60500	DHTORB Darling Harbour/Rushcutters		100.00	0.00	100.00	<input type="button" value="Add"/> <input type="button" value="Delete"/>
Total:			100.00	0.00	100.00	

Form(s) of payment (1 of 1)

Type:

Payer:

Amount:

Nbr: Bank: Branch:

This would Debit the Bank (Travel) and Credit the transfer account.

The net effect of this would be the appropriate increase or decrease in bank account funds per branch and the transfer accounts would be left with a nil balance.

60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Darling Harbour
60500	Darling Harbour/Rushcutters Bay Tran	DHTORB	60500	Balance	Rushcutters Bay