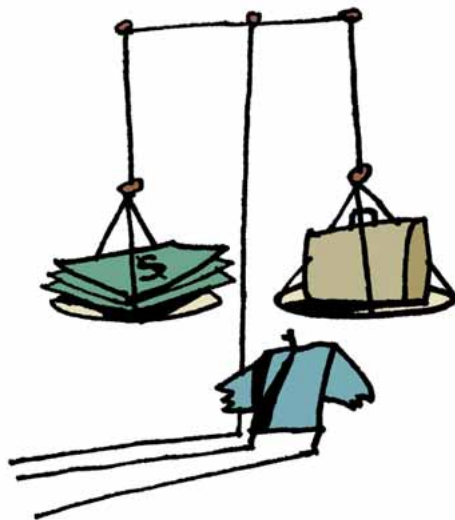


Entering the Take-up data in CrossCheck Travel





Review of Data Entry procedures

By now you will have prepared your financial take-up figures ready to be entered into CCT and faxed them to your GSC representative.

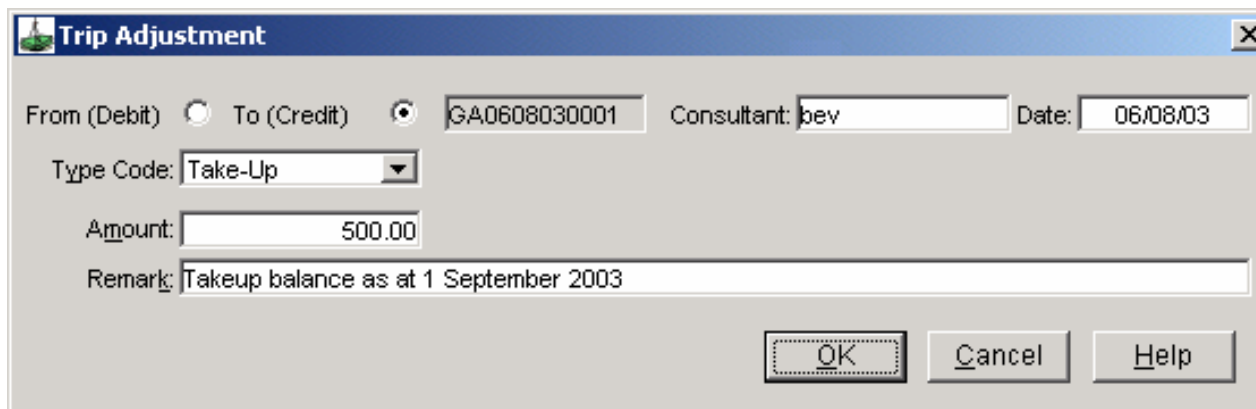
In order to familiarise yourself with the next step, please review this presentation before your appointment.

Entering your take-up figures

- Take-up figures will need to be entered into the appropriate modules
 - Trips
 - Creditors
 - Debtors
 - Cashbook

Trip Take-up Balances

- The first step is to create trip files for all the files with balances.
- In the accounting tab of each file you will enter your take-up amount as an adjustment.



The screenshot shows a dialog box titled "Trip Adjustment". It contains the following fields and controls:

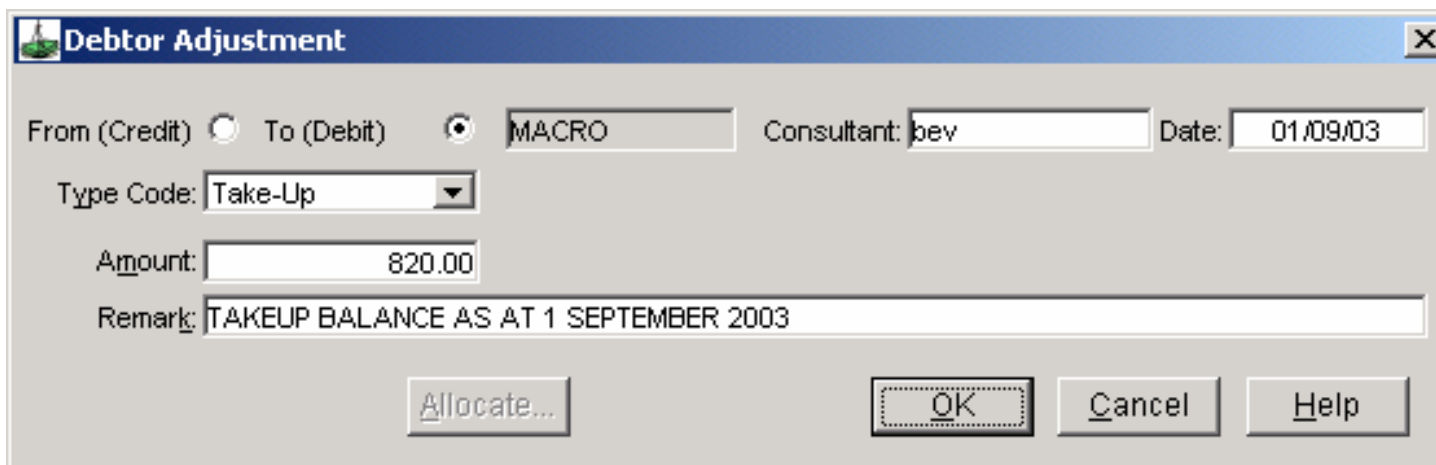
- From (Debit):** Radio button (unselected)
- To (Credit):** Radio button (selected)
- Account Number:** GA0608030001
- Consultant:** bev
- Date:** 06/08/03
- Type Code:** Take-Up (dropdown menu)
- Amount:** 500.00
- Remark:** Takeup balance as at 1 September 2003
- Buttons:** OK, Cancel, Help

Check the Trip Balance report

- After entering all trip balances in the individual trip files you will need to re-check the totals.
- Retrieve the Trip, Balance Report and check the total against your take-up reconciliation.

Debtor Take-up Balances

- Enter the take-up balances into each Debtor account as a take-up adjustment.



The screenshot shows a Windows-style dialog box titled "Debtor Adjustment". It contains the following fields and controls:

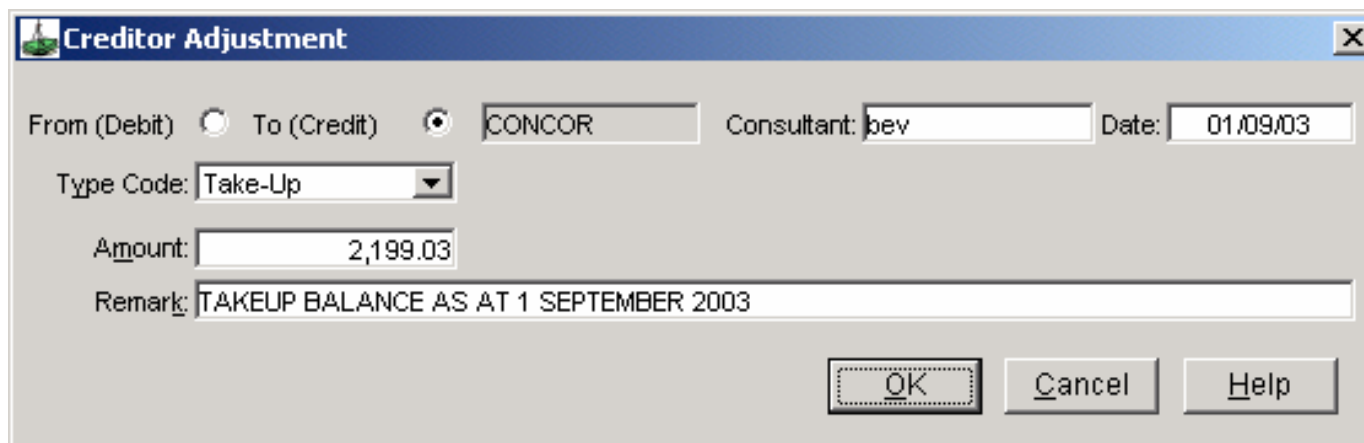
- From (Credit):** (unselected)
- To (Debit):** (selected)
- Account:**
- Consultant:**
- Date:**
- Type Code:** (dropdown menu)
- Amount:**
- Remark:**
- Buttons:** "Allocate...", "OK", "Cancel", and "Help".

Check the Debtors Trial Balance

- After entering all the debtors balances you will need to re-check the totals.
- Retrieve the Debtors Trial Balance Report and check the total against your take-up reconciliation.

Creditor Take-up Balances

- In each creditor file you will enter a take-up adjustment.
- If the creditor take-up is for more than one period then enter the amounts as separate adjustments.

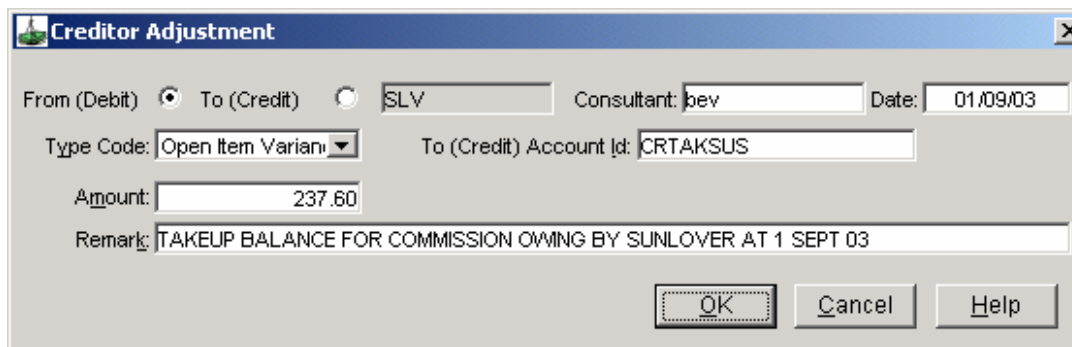


The screenshot shows a dialog box titled "Creditor Adjustment". It contains the following fields and controls:

- From (Debit)**:
- To (Credit)**:
- CONCOR**: Text field
- Consultant:**
- Date:**
- Type Code:** (dropdown menu)
- Amount:**
- Remark:**
- Buttons:** , ,

Creditors with a debit balance for commission owing

- If a creditor has a debit balance because they owe you commission, this will be entered as an Open Item Variance adjustment. The credit account ID is CRTAKSUS



Creditor Adjustment

From (Debit) To (Credit) SLV Consultant: jbev Date: 01/09/03

Type Code: Open Item Variance To (Credit) Account Id: CRTAKSUS

Amount: 237.60

Remark: TAKEUP BALANCE FOR COMMISSION OWING BY SUNLOVER AT 1 SEPT 03

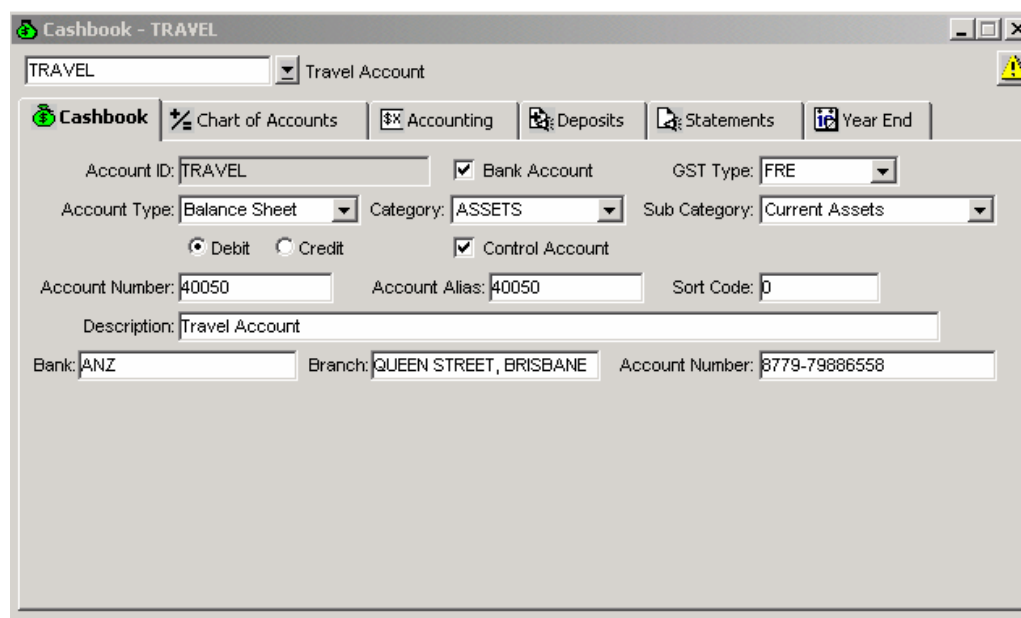
OK Cancel Help

Check the Creditors Trial Balance

- After entering all the creditor balances you will need to re-check the totals.
- Retrieve the Creditor Trial Balance Report and check the total against your take-up reconciliation.

Cashbook Take-up Balances

- The remaining balances on your take-up reconciliation will be entered into the Cashbook.



The screenshot shows a software window titled "Cashbook - TRAVEL". The window contains the following fields and options:

- Account ID: TRAVEL
- Account Type: Balance Sheet
- Category: ASSETS
- Sub Category: Current Assets
- Account Number: 40050
- Account Alias: 40050
- Sort Code: 0
- Description: Travel Account
- Bank: ANZ
- Branch: QUEEN STREET, BRISBANE
- Account Number: 8779-79886558

Additional options and buttons include:

- Bank Account
- GST Type: FRE
- Debit Credit
- Control Account
- Buttons: Chart of Accounts, Accounting, Deposits, Statements, Year End

Bank Reconciliation

- Open the Cashbook, Travel Account. On the front screen you will need to de-select the control account check box and save.
- You will also need to enter your bank account details, Bank, Branch & Account Number and save
- Enter an adjustment for your bank statement balance. This adjustment will debit the bank account and credit the GL Take-up suspense

Travel Account – Bank Statement Balance

Cashbook Journal

Tranx Date: 06/08/03 Tranx ID: Consultant: bev

Remark: BANK STATEMENT BALANCE AS AT 30 SEPT 2003

Amount: 6380.86

Account #	GL Account Description	DR/CR	Amount Excl.	GST	Gst Amt	Amount Incl.	Item Reference
40050	Travel Account	<input checked="" type="radio"/> DR <input type="radio"/> CR	6380.86	<input type="checkbox"/>	0	6380.86	Credit:GLTAKSUS
60080	GL Take-up Suspense	<input type="radio"/> DR <input checked="" type="radio"/> CR	6380.86		0	6380.86	Debit:TRAVEL

Debits:	\$6,380.86	\$6,380.86
Credits:	\$6,380.86	\$6,380.86
	\$0.00	\$0.00

New Delete OK Cancel

Bank account take-up continued...

- You will now need to re-check the control account tick box on cashbook tab of the travel account and save.
- Enter your outstanding deposits. These are entered as Miscellaneous Receipts and allocated to the GL Take-up suspense account (60080).
- Enter a separate transaction for each deposit batch.

Outstanding deposits

Miscellaneous Receipt

Receipt Details

Consultant: bev Date: 01/10/03

Printed Remarks: OUTSTANDING DEPOSIT AT TAKEUP 1/9/03

Amount: \$3,218.15 Account: TRAVEL Travel Account

GL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
60080	GL Take-up Suspense		3,218.15	0.00	3,218.15	Add Delete
Total:			3,218.15	0.00	3,218.15	

Form(s) of payment (1 of 1)

Type: Direct Deposit

Payer: BANKING 29 SEPTEMBER 2003

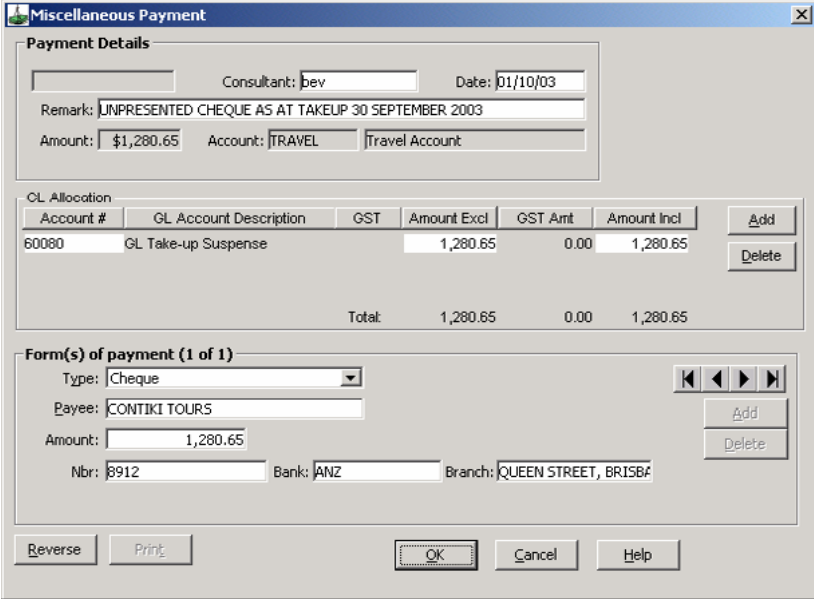
Amount: 3,218.15

Nbr: Bank: Branch:

Reverse Print OK Cancel Help

Unpresented Cheques

- Each Unpresented cheque is entered as a Miscellaneous Payment. Allocate to the GL Take-up suspense account (60080).



Miscellaneous Payment

Payment Details

Consultant: bev Date: 01/10/03
 Remark: UNPRESENTED CHEQUE AS AT TAKEUP 30 SEPTEMBER 2003
 Amount: \$1,280.65 Account: TRAVEL Travel Account

CL Allocation

Account #	GL Account Description	GST	Amount Excl	GST Amt	Amount Incl	
60080	GL Take-up Suspense		1,280.65	0.00	1,280.65	Add Delete
Total:			1,280.65	0.00	1,280.65	

Form(s) of payment (1 of 1)

Type: Cheque
 Payee: CONTIKI TOURS
 Amount: 1,280.65
 Nbr: 8912 Bank: ANZ Branch: QUEEN STREET, BRISBA

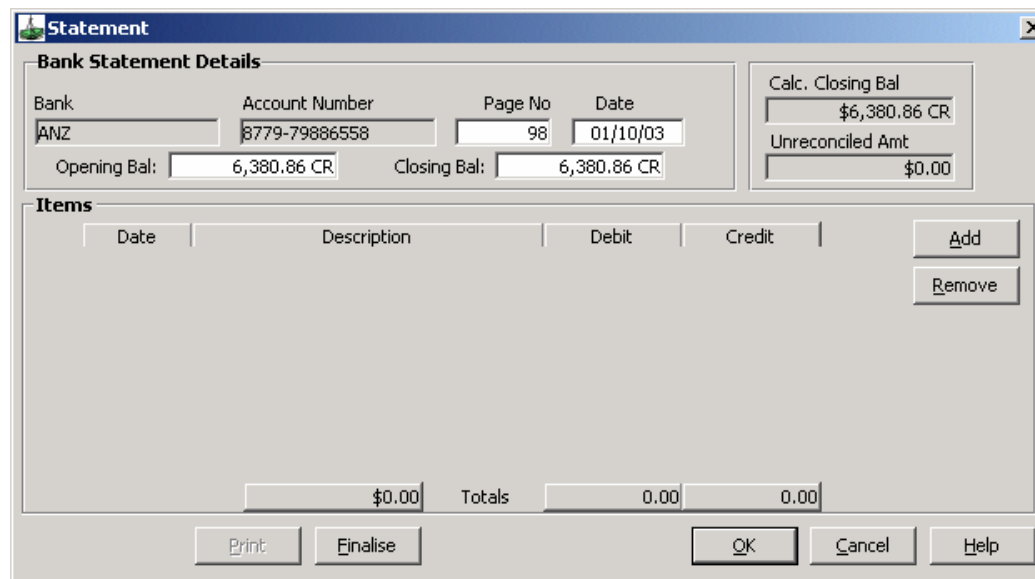
Reverse Print OK Cancel Help

Confirm the bank account balance

- Your bank account balance should equal the reconciled balance of your trust account as per your take-up reconciliation.
- Open the statements tab of the Travel account and enter a new statement.
- Use the page number of the statement you received that shows your closing balance as at the take-up date.

Bank statement tab

- Enter the opening & closing balance as the bank statement balance as at the take-up date. Click OK



Statement

Bank Statement Details

Bank: ANZ Account Number: 8779-79886558 Page No: 98 Date: 01/10/03

Opening Bal: 6,380.86 CR Closing Bal: 6,380.86 CR

Calc. Closing Bal: \$6,380.86 CR
Unreconciled Amt: \$0.00

Date	Description	Debit	Credit
\$0.00 Totals 0.00 0.00			

Buttons: Print, Finalise, OK, Cancel, Help

Confirm the Bank Reconciliation

- Retrieve your Detailed Bank Reconciliation report from the Reports, Bank Reconciliation, Menu. This report should now reflect the same information as your manual bank reconciliation as at the take-up date.

Other General Ledger codes

- If you had a take-up balance for other GL codes – eg Commission Held or GST you will now need to enter these balances as adjustments.
- Open the GL Take-up Suspense account (60080) and open the accounting tab.
- Commission held will be allocated to - 40100 - Transfer Commission from Travel
- GST Held will be allocated to – 50028 – GST

Example of GST Take-up balance...

- This entry must be done from the GL Take-up Suspense Account. You can enter more than one take-up balance on this adjustment.

Cashbook Journal

Tranx Date: 01/10/03 Tranx ID: Consultant: bev

Remark: Takeup balances for GST & Commission Held as at 30/9/03

Amount: 4200.00

Account #	GL Account Description	DR/CR	Amount Excl.	GST	Gst Amt	Amount Incl.	Item Reference
60080	GL Take-up Suspense	<input checked="" type="radio"/> DR <input type="radio"/> CR	4200.00		0	4200.00	Credit:TRNSFCOMM
50028	GST remit/refund	<input type="radio"/> DR <input checked="" type="radio"/> CR	200.00		0	200.00	Debit:GLTAKSUS
40100	Transfer Commission from TI	<input type="radio"/> DR <input checked="" type="radio"/> CR	4000.00		0	4000.00	Debit:GLTAKSUS

Debits:	\$4,200.00	\$4,200.00
Credits:	\$4,200.00	\$4,200.00
	\$0.00	\$0.00

New Delete OK Cancel

Clearing out the Take-up Suspense accounts

- Your take-up suspense accounts can now be cleared back to zero.
- Print your Account Trial Balance. Confirm all the figures against your take-up reconciliation.
- Open your GL Take-up suspense account. You can now enter an adjustment that will clear all the take-up suspense accounts to a zero balance.

Clearing the Take-up suspense accounts

Cashbook Journal

Tranx Date: 01/10/03 Tranx ID: Consultant: bev

Remark: Clear GL Takeup suspense accounts

Amount: 6500.04

Account #	GL Account Description	DR/CR	Amount Excl.	GST	Gst Amt	Amount Incl.	Item Reference
60080	GL Take-up Suspense	<input checked="" type="radio"/> DR <input type="radio"/> CR	3483.04		0	3483.04	Credit: CRTAKSUS
60050	Trip Take-up Suspense	<input type="radio"/> DR <input checked="" type="radio"/> CR	867.00		0	867.00	Debit: GLTAKSUS
60060	Debtor Take-up Suspense	<input checked="" type="radio"/> DR <input type="radio"/> CR	3017.00		0	3017.00	Debit: GLTAKSUS
60070	Creditor Take-up Suspense	<input type="radio"/> DR <input checked="" type="radio"/> CR	5633.04		0	5633.04	Debit: GLTAKSUS

Debits:	\$6,500.04	\$6,500.04
Credits:	\$6,500.04	\$6,500.04
	\$0.00	\$0.00

Print your final reports

- It is advisable to keep a copy of your take-up reports for your auditor. We recommend you print the following reports and keep them on file.
 - End of Day report (Live print)
 - Trip Balance Reports
 - Creditors Trial Balance
 - Cheques to Pay report
 - Debtors Trial Balance
 - Detailed Bank Reconciliation
 - Account Trial Balance

Non Bankable Credit Card Merchant Fees

- It is important that you set up the correct merchant fee percentages for any non-bankable credit cards that you accept. Eg. American Express and Diners.
- Click on the Options menu, tables, credit cards and select the card type. Enter the GST inclusive merchant rate and tick the GST box. Eg. Rate is $2.24\% + \text{GST} = 2.464\%$

Your financial take-up is now complete!

