# **STARTING THE EXACT SYSTEM**

After you have installed EXACT on your computer you should see an icon on your desktop that looks like this:



When you double click this icon you will be taken to the start-up programme. This looks like this:

SELECT DATA FILE : 2.4.28.33		
Company New Users		
Data File c:\technisoft\data\technisoft\technisoft.fdb	Ē	
Date 2004/06/04		
Time 09:27:39 AM		
🗸 Open 🛛 🕺 🗶 Exit		

If you are setting up a new company, use the <New> tag, otherwise use the small icon to browse to the .fdb file that contains your data.

1

Select the <Open> button.

The main menu will open as shown in the next section.

# The EXACT screens

To begin let us see what the EXACT screens look like and explain what we mean by buttons and tags.

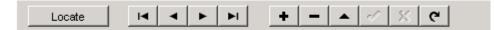
Buttons look like the examples shown below:

Sales	Maintenance	Invoices	Reports	Periodic Activities
Purchases	Maintenance	Purchase Orders	Reports	Periodic Activities
General Ledger	Maintenance	Data Entry	Reports	1
Properties	Maintenance	Data Entry	Reports	1
System Control	Maintenance	Logged In Users	InterBase Services	
	~	\ Ĺ		

Tags and Fields look like this:

VISTEM CONTROL					• 2 8	_
pany Acc Receivable nancial Years ad(ed) o Date 30/04/2004	Acc Payable   Date / Num General Ledg Date Date 30/04/2003	Del	otors Date Niscell Date 5/02/2004	eneous	rs	
00/04/2003 00/04/2002 00/04/2001		22	5/01/2004 2/12/2003 5/11/2003 5/10/2003		1	
Shift back Shift forw			7 0			
udget Periods Current Year Previous Year		Enter Dates of Finan Current Year	al Year-ends Previou	is Year	Store Two Years Ago	
		TAGS	i de se	-/ FIEL	1	

In the EXACT system, the following Control keys are universal though out Module Maintenance



Locate or F2 will show available records

- + Adds new record
- Deletes Records if no transactions
- ? Edits Record
- X Cancels Edit
- V Tick Updates
- Refreshes data

The blocked arrow keys go to the first or last records, and the right and left arrow keys browse to the next or previous records respectively.

F12 Posts in Data Entry

# How to set up and run Exact Sectional Title Accounting

If you are setting up a new sectional title unit, start by entering the following data, or if you have converted data from a previous version, check the validity of the following data:

#### Details of Body Corporate, Trustees and Owners etc.

(Follow the screens below)

### **Main Screen**

<mark>डि</mark> c:\technisoft -\	1 User System - 1 On-Line				
EXACT IBS-X					
Sales	Maintenance	oices Reports	Periodic Activities		
Purchases	Maintenance Purchas	se Orders Reports	Periodic Activities		
General Ledger	Maintenance Data	Entry Reports			
Properties	Maintenance Data	Entry Reports			
System Control	Maintenance Logged	In Users InterBase Service	es		

# Go to <System Control> < Maintenance>

SYS Trial-Body C	orporate : 2.4.18.1			_ 🗆 X
Setup	Maintenance	Tax Rates	Users	
	Allocations		e-mail	]
Housekeeping	Change Codes			

# Go to **<Setup> < Maintenance>** Click on the **<Closing Dates>** tag

SYSTEM CONTROL			'×
		▲ 🛷 🕺	
Company Acc Receivable Acc Payable Date	/Numbers Inventory Closing Dates Mis	scellaneous	
Financial Years End(ed) on General Lec		Vendors	
	Date Date	Date	
▶ 30/04/2004	3 25/02/2004		
30/04/2003	25/01/2004		
30/04/2002	22/12/2003		
30/04/2001	25/11/2003		
	25/10/2003		
Image: Shift back     Shift forw		N         N         N           N         N         N	
Budget Periods	Enter Dates of Financial Year-ends —		
Current Year 0		Store	
Previous Year 0	Current Year Pre	evious Year Two Years Ago	
	11 15 11	11 15	

Go to the Current Year field and enter the date of the Current Year end and click **<Store>** 

Now click on the **Company>** tag. Enter the SS number of the B.C. (Body Corporate) in the Company Reg. field.

Click the X in the top right hand corner to exit to System Control

#### Go to <Allocations>

This is where you will enter the various ledger accounts that will receive postings from Sales, Purchases, Inventory, etc.

**Note:** these accounts will need to be set up in the General ledger before you can complete this operation.

I T I MI

System Control – Maintenance - Setup – Allocations

All Changes are stored on exit of the	data entry field
Segments are separated The number of characte Examples: AAAA,999 = 4 Alpha- 9999.9999 = 4 digit AA.A999 = 2 digit and	<pre>A = Alpha-Numeric Character 9 = Numeric Character M = Morphing (Alpha-numeric OR Numeric depending on first character) d by a "." (full stop) ers also determines the length of the segment. -numeric characters followed by a 3 digit number number segment followed by another 4 digit number alpha-number segment followed by mixed code beginning with alpha padded numerically to 4 characters (alpha-numeric OR numeric segment plus 2 digit numeric)</pre>
Sales       Purchases       Inventory       Let         Allocated To - (Ctrl-click to clear)       Debtors Control       DB         Sales       REV.LEV         G/L Freight Out       DUM         VAT Output       DUM         POS Receipts       DUM         Tax on Settl. Disc.       Cash Rounding	edger       Numbering         Various       Debtors Mask         In Addition to above also accepts # for an autonumbering segment.         Example:         AAA###### = A code with up to three alpha characters plus a 5 digit, consecutive number.         Debtors' Code Mask         MMMM.MMMM         Next Number         O         Reps' Code Mask         Area Code Mask

Under the different tags, enter the relevant ledger accounts to which you want to post the listed items. (Assuming that you have already set these ledger accounts up. If not, as noted above, you will need to set up ledger accounts first.)

Set up in your Debtors Code Mask and Ledger code Mask

Now you are ready to set up the property details. Close the above screen and, from the main screen go to:

#### <Property> <Maintenance> <Structures>

🛐 PRP MT - Trial-Bod	ly Corporate : 2.3.1.3	×
Structures	Entities	

You will see a screen similar to that shown below. On the tags at the bottom of the screen, enter the relevant data.

	TAIN STR	NUCTURES			
Propert	ty Code	Description			
NEW		New Body Corporate			
	0wner				
	Name	New Body Corporate			
	Address	No 1			
	Address	This Road			
		This Suburb			
	e-mail	email@bodyCorp.co.za			
	Phone(s)	021 111111 Cell 082 111111111			
	Fax	021 222222			
L	Appua	l interest charged on overdue accounts % 10.00			
	Annua				
Gene	ral Se	ectional Title Notes / Footer Regular Debits			

#### <General> tag

#### <Property Code>

Enter a code for the property (Usually the first 3 or 4 letters of the property name. **<Description>** – Enter the property's name

Enter the property Address, phone numbers etc. in the relevant fields If interest is charged on overdue accounts, enter the annual interest percentage..

ption		
Architect		
Surveyor		
Plan No		
Broker		
Insurer		
	Free	Units
Meter 2	0	
	-	
Expires / /	15	Notice 0
	Surveyor Plan No Broker Insurer Meter 2 Expires 7 7	Surveyor Plan No Broker Insurer Meter 2 0

x

Enter the relevant details as described.

PARTICIPATION QUOTA – This must be entered for the program to calculate levies correctly. The number entered will depend on the number of decimal points in the P.C. For example if one of the units in the building has a P.Q. of 0.034545 Total PQ will be 1000000.

#### METERS

If Electricity and or water are metered enter units (KWH) or (KL) and number of free units.

#### <Notes / Footer> tag

Enter any messages that you want to appear on the statement in the footer Enter notes about the property.

#### <Regular Debits> tag

MAINTA	IN STRUCTURES				_ 🗆 🗵
Property (	Code Descr	iption			
· · · ·	,				
	Available			Applied	
ADMIN1	Fees paid to members of exec				▲
ADMIN2	Fees paid to members of exec				
ADMIN3	Fees paid to members of exec				
ADMIN4	Fees paid to members of exec				
CERT	Clearance Certificate				
ELEA	Arrears of electricity				
ELEC	Electricity consumption				
GAR1	Addition of 1 garage to sectio				
GAR2	Addition of 2 garages to secti				
INVO	See enclosed invoice				
LATE	Late payment penalty				
LEVF	Flat levies				
LEVG	Garage levies				
LEVS	Special levy				
PARK	Parking bay rental				
REM2	Remote control (2nd unit)				
DEDO	Poppira outporta partian	_	1		
	Add 🔶			🔶 Remove	
General	Sectional Title Notes / Fi	ooter	Regular Debits		
a a contrar			riegular Debila	<u></u>	

Select any levies that apply to all units from the list on the left then click on <Add> If you cannot see any levies that are applicable, you may create your own by going to the main menu and navigating to **Sales Maintenance Regular Transactions** (Click on the + button to add a new entry)

Close the above screen and, from the main screen, go to

#### <Properties> <Maintenance> <Entities>

A screen similar to that shown below will appear.

This is where you will enter the details of the Trustees / Signatories or Bondholders Click on the + to enter a new record and fill in the relevant details.

	الت لك لك		
	△ ✔ X @		
Property Find			
Code			
Name	Trustee		
Address	Signatory 🗖 Bondholder 🗖		
e-mail			
Phone(s)			
Fax			

Now you should set up the owners' details along with the regular transactions that will be allocated to them.

#### From the main screen go to

## <Sales> <Maintenance>

DMT - Trial-Bod	y Corporate : 2.4	4.28.64		_ 🗆 🗵
Accounts	Reps	Area / Territory	Categories	Reg. Transactions
Edit Invoice	Reassign			

Go to <b><accounts></accounts></b> – Enter the owner	s' details in the screen	as shown below.
--	--------------------------	-----------------

ACCOUNT	
Locate	✓ ✓ ▷ ▷ · · · · · · · · · · · · · · · ·
A/C Code	Vame
	Update Print
Address Balances   F	ep / Area   Miscellaneous   Sales Summary   Item Summary   Regular Transactions
Postal Address	ZIP Code
Phone	Alt Phone Fax Cell
Contact A	Contact B
Delivery Address	K K D D 🔸 🗖 🔺 🧭 K C Copy Postal Address
Þ	
Phone:	Contact A:
Fax:	Contact B:
Equipment Description	Value 0.00 🗐
Transactions	Invoices

Click on the + to add a new record.

Note the tags that are a quarter of the way down the screen (<Address>, <Balances> < Rep / Area>, <Miscellaneous>, etc. where different types of information relating to the owners may be added

Note that the account code will depend on the debtors mask that was set up in the <System Control> <Maintenance>

NB. The A/C Code given to a owner is usually a combination of the property name (The first three or four letters) followed by a period (.) and then three or four alpha-numeric characters that denote either the name of the owner or the number of the unit within the sectional title entity.

Now go to the **<Regular Transactions>** tag You will see a screen similar to the one below.

Locate				+ -		×	٩	Show	Normal			•		
A/C Code		N	ame											
AAA .0001	l	0	WNER ONE						Upc	late		Print		
dress   B	alar	ices Ì Re	p / Area   Miscellaneous	Sales Sur	n mary I ttem	Summa	ry Regular	Transactions	1					
				1 00.00 00.		- Commo	.,							
Assigned I	Deb	its												
Anchor	Des	sc		Amount	VAT	Freq	G/L Code	Expi	res	PQ	Unit	Sect		
0	Ele	etricity co	onsumption	0.333	3 E	м	ELE			0				
0	Flat	levies		13,050.000	DE	м	REV.LEV			0				
	Gar	rage levie	s	13,050.000	DE	M	REV.LEV			0				
											· · · · · ·			- -
<u> </u>				Add		emove		1						-
Available		Code	Description	Add	Amount	Ve	at Freq	G/L Code	Method			I I		¥.
L Available		CERT	Clearance Certificate	Add	Amount 80.000	Va	at Freq	ADM	FIX					-
L Available		CERT ELEA	Clearance Certificate Arrears of electricity		Amount 80.000 0.000	Ve	at Freq M M	ADM ELE	FIX FIX					Ţ
] ( ] Available Debits		CERT ELEA GAR1	Clearance Certificate Arrears of electricity Addition of 1 garage to	o section pla	Amount 80.000 0.000 864.830	Va	at Freq M M M	ADM ELE DEV	FIX FIX FIX				, ,	•
( ) Available		CERT ELEA GAR1 GAR2	Clearance Certificate Arrears of electricity Addition of 1 garage to Addition of 2 garages	o section pla	Amount 80.000 0.000 864.830 1,729.640		at Freq M M M M	ADM ELE DEV DEV	FIX FIX FIX FIX					-
( ) Available		CERT ELEA GAR1 GAR2 INVO	Clearance Certificate Arrears of electricity Addition of 1 garage to Addition of 2 garages See enclosed invoice	o section pla	Amount 80.000 0.000 864.830 1,729.640 0.000		at Freq M M M M M	ADM ELE DEV DEV RMP.TP	FIX FIX FIX FIX FIX					- -
L Available		CERT ELEA GAR1 GAR2	Clearance Certificate Arrears of electricity Addition of 1 garage to Addition of 2 garages	o section pla	Amount 80.000 0.000 864.830 1,729.640		at Freq M M M M M M	ADM ELE DEV DEV	FIX FIX FIX FIX					- -

Select from Available Debits the ones that are needed for this account by highlighting the available debit and clicking on the <Add> key.

If the regular transaction is a PQ transaction (e.g. Levy code) enter the PQ Unit and Section number for this unit.

If the transaction is a special levy an Expiry date may be entered to stop the code from being raised after a certain date.

# To Add a new Regular Transaction, go to <Sales> <Maintenance> <Regular Transactions>

Note the tags at the bottom of the screen where you can, under the <sectional title> tag determine whether a regular debit is to be divided as per the PQ or whether it is a fixed amount.

REGULAR TRANSACTIONS	
Code         Description           LEVF         Flat levies	
Creates Creates Rate / Amount 13,050.00 Order / Invoice Rate / Amount 13,050.00 Quantity O.000 Corder / Invoice Corder / Invoice	
Post To G/L Acc REV.LEV	
Frequency     Print Dates     Status	

In the case of flat levies that are divided in the ratios of the PQ's, enter the total levy for the entity

Under <Post to G/L Account> select the general ledger account to which the debit should be posted.

Frequency – Select the correct frequency of application of the debit. (Monthly, Quarterly or Annually)

Print Dates - Next will print on the following month's statement.

#### <Sectional Title> tab

REGULAR TRANSACTIONS				_ 🗆 🗙
Locate I4 +	+ -	▲ ×</td <td></td> <td></td>		
Code         Description           LEVF         Flat levies				
Creates C Regular Transaction C Order / Invoice Quan			- A second is	
Post To G/L Acc REV.LEV				
Apply C As fixed amount C To C According to partic, quota C To		C If meter 1 changes C If meter 2 changes		
General Se	ectional Title	Orders / Invoices		

Fill in the relevant information

Note that the tag <Orders/Invoices> is not used.

# **Processing Data**

Each month the following processing takes place before printing statements. If there are no meter readings or interest raised on overdue acounts, then steps **3.** and/or **4.** may be left out..

# 1. Enter Receipts – Money received from Owners.

Go to :

#### <General Ledger> <Data Entry> <Receipts>

GDE - Trial-Body Co	rporate : 2.4.30.61			- IX
Receipts	Payments	Journals	Reconcile	

#### The following screen will appear

RECEIPTS							_ 🗆 🗙
New	Post (F12)		Pri	int			
Property NEW	New Body Corporate			s	ectional Title		
Transaction Date 02/05/2004 Debit Account BNK.0001	Image: Savings Accounts		C No Ac O Duplic C Increr	ction cate			
G/L Code A/C Code	Description	Amount	Discount	Tx% T	Reference	Remark / Note	
1 DB NEW.0001	OWNER ONE	4,686.44	0.00		REC123	Direct Deposit	
	Lines 1	4,686.44		VAT Conte			

Date - Date of transaction

**Debit Account** - <Bank Account> or Petty Cash.

Reference Select

No action - Each line Blank

Duplicate - Copies previous line

Increment - Increases previous line by one

#### G/L Code < Debtors>

A/C Code - < Owners Code > Only the number needs to be entered.

The Tenant's screen will appear.

**Display Transactions** button will display all **live** transactions. If you wish to see all of the previous transactions, select **All** at the bottom of the screen to see all previous transactions.

**Enter Amount Received-** or Transfer Balance if full amount received or Tick relevant block that reflects amount received.

**T** ype - **Q** - Cheque **C** - Cash **R** - Remainder if mixed deposit **D** - Direct Deposit (Will not show in Bank Deposit Slip.)

Reference - Receipt No. Deposit No. Etc.

Remarks – How paid or by whom

Ref. <Receipt Number>

Enter all Receipts as per deposit.

Once everything has been correctly entered, Press <F12> to update the receipt batch.

# 2. Close Period for Owners/ Debtors

This step must be done prior to Raising Levies etc. and running statements (levies can only be raised once in any one period),

#### SELECT : Sales - Periodic activities – Month-End - End of Month

🖪 DB PA - TYGER	ESTATE AGENCY CC : 2.		_ 🗆 X	
Re-Allocate	Operator Selected	Auto Selection		
Special	Regular Transactions	Regular Invoices		
Month-End	Interest	Statements	End Of Month	
Housekeeping	Select And Do			

MONTH END PROCEDURE					
The program assumes that a month-end close is the LAST action for the closing date specified, i.e. no more invoices and credit notes need to be processed with that date.					
Last Closing Date On Top Dates 31/03/2004 29/02/2004					
Close With This Date 18/04/2004 🔟 Close Now					
C Quick Check					
Total Debtors Balances 282,317.77 0K					
G/L Control Account Balance 282,317.77					
Ready					

Close with this Date - DATE - Generally last day of month. OK in Green will confirm Control Accounts in Balance. Close Now

# 3. Meter Meter Readings

METER READIN	IGS				
Locate Property	K <	► ►I	Date Meter(s) Read	01/05/2004	15
Property Code NEW	New Boo	Description dy Corporate			
Locate Unit	Unit Code NEW .0001	Description	NE		
Meter 1		Meter 2			
Current	200	Current	0	Post	
Previous	100	Previous	0		
Difference	100	Difference	0	Skip	

<Properties><Data Entry><Meter Readings>

Enter the Date the meter(s) were read.

The first time you will have to enter the previous as well as the current figures. From the following month onwards the previous month's current will automatically become the previous figure.

If there are two meters for the unit, enter the figures for the second meter at the same time.

Press <Post> and next unit will appear.

If a unit does not have have electricity charged to it (for example when the tenant is responsable for the usage) press <Skip>

Check the entries by printing the Meter Report.

<Properties><Reports><Meters>.

Select the Period <This month> for current.

# 4. Raise Interest on overdue Accounts.

#### <Sales><Periodic Activities>

📘 DB PA - Trial-E	ody Corporate : 2.5.20		_ IX	
Re-Allocate	Operator Selected	Auto Selection		
Special	Regular Transactions	Regular Invoices		
Month-End	Interest	Statements	End Of Month	
Housekeeping	Select And Do			

#### Select <Interest>

The following screen will appear explaining the process.

INTEREST	
<ol> <li>Charging interest is a multi-pass process</li> <li>Calculate Interest</li> <li>Print report. This report is optional and is for examination only.</li> <li>Make changes to the interest transaction(s). In most cases the purpose would be to suppress low value interest transactions by setting the value to 0 (zero)</li> <li>Return to this screen. The Apply Button is now enabled.</li> <li>Apply the (possibly modified) interest to the accounts.</li> <li>A compulsory report is sent to the selected printer.</li> </ol>	
If the process is abandoned before step 5 (Apply) it will have to be restarted from the beginning.	
Note: Interest can be charged once a month only. It is therefore important to use the correct date.	
<ul> <li>Calculate Interest on</li> <li>Debit Balances (amounts outstanding)</li> <li>Credit Balances (deposits)</li> </ul>	
Interest Rate 6.00 % per annum	
Date 02/05/2004 15 Calcula	ate
Ignore Interest Amounts Below 1.00 Apply To Ac	counts

Follow instructions change Rate if not correct <Calculate> Provisional Screen will appear – Adjustments can be made at this point. Print report and check then <Apply to Accounts>

#### 5. Raise Levies for following Month.

- 5.1 Make any adjustments to levies Sales <Maintenance><Regular Transactions> to change rates or add new levies.
- 5.2 Add or change any levies that are applicable to Owners Sales <Maintenance><Accounts><Regular Transactions>
- 5.3 Raise Levies
  - Sales < Periodic Activities>

NOOTH THUE	ouy corporace i zioizo	.05		
Re-Allocate	Operator Selected	Auto Selection		
Special	Regular Transactions	Regular Invoices		
Month-End	Interest	Statements	End Of Month	
Housekeeping	Select And Do			

Special <Regular Transactions>

Select Date Reference <Month to which levies apply> <Calculate> <Report>

Print the report and check it carefully. If not correct, close, make any necessary adjustments and <calculate> again. If correct, <Apply to accounts>

Date         31/05/2004         Image: Calculate           Reference         June Levy         Report           Last Close - 30/04/2004         Apply To Accounts             Account         Debit         Description         Amount         Exclusive         VAT         Total         Posted To G/L           NEW 0001         ELEC         Electricity consumption - meter read 01/05/2         23.31         23.31         0.00         23.31         ELE           NEW 0001         LEVF         Flat levices 01/06/2004 to 30/06/2004         3,072.56         0.00         3,072.56         REV LEV           NEW 0001         LEVG         Garage levices 01/06/2004 to 30/06/2004         1,566.57         0.00         1,666.57         REV LEV           NEW 0001         LEVS         Special levy         0.00         0.00         0.00         0.00         DUM MM           NEW 0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         REV LEV		TRANSACTIC	INS					J	- 🗆 ×
Last Close - 30/04/2004         Apply To Accounts           Account         Debit         Description         Amount         Exclusive         VAT         Total         Posted To G/L           NEW .0001         ELEC         Electricity consumption - meter read 01/05/2         23.31         23.31         0.00         23.31         ELE           NEW .0001         LEVF         Flat levies 01/06/2004 to 30/06/2004         3,072.56         3,072.56         0.00         3,072.56         REV.LEV           NEW .0001         LEVG         Garage levies 01/06/2004 to 30/06/2004         1,566.57         1,566.57         0.00         1,566.57         REV.LEV           NEW .0001         LEVS         Special levy         0.00         0.00         0.00         DUM           NEW .0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	Date	31/05/2004	15	Calcula	ate				
Account         Debit         Description         Amount         Exclusive         VAT         Total         Posted To G/L           NEW.0001         ELEC         Electricity consumption - meter read 01/05/2         23.31         2.0.00         23.31         ELE           NEW.0001         LEVF         Flat levies 01/06/2004 to 30/06/2004         3.072.56         3.072.56         REV.LEV           NEW.0001         LEVG         Garage levies 01/06/2004 to 30/06/2004         1.566.57         1.566.57         REV.LEV           NEW.0001         LEVS         Special levy         0.00         0.00         0.00         0.00         DUM           NEW.0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	Reference	June Levy		Repo	rt				
NEW .0001         ELEC         Electricity consumption - meter read 01/05/2         23.31         23.31         0.00         23.31         ELE           NEW .0001         LEVF         Flat levies 01/06/2004 to 30/06/2004         3,072.56         3,072.56         0.00         3,072.56         REV.LEV           NEW .0001         LEVG         Garage levies 01/06/2004 to 30/06/2004         1,566.57         1,566.57         0.00         1,566.57         REV.LEV           NEW .0001         LEVS         Special levy         0.00         0.00         0.00         DUM           NEW .0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	Last Close -	30/04/2004		Apply To Ac	counts				
NEW .0001         LEVF         Flat levies 01/06/2004 to 30/06/2004         3.072.56         3.072.56         0.00         3.072.56         REV.LEV           NEW .0001         LEVG         Garage levies 01/06/2004 to 30/06/2004         1.566.57         1.566.57         0.00         1.566.57         REV.LEV           NEW .0001         LEVS         Special levy         0.00         0.00         0.00         DUM           NEW .0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	Account	Debit	Description	Amount	Exclusive	VAT	Total	Posted To G/L	<b></b>
NEW.0001         LEVG         Garage levies 01/06/2004 to 30/06/2004         1,566.57         1,566.57         0.00         1,566.57         REV.LEV           NEW.0001         LEVS         Special levy         0.00         0.00         0.00         0.00         DUM           NEW.0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	NEW .0001	ELEC	Electricity consumption - meter read 01/05/2	23.31	23.31	0.00	23.31	ELE	
NEW .0001         LEVS         Special levy         0.00         0.00         0.00         DUM           NEW .0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	NEW .0001	LEVF	Flat levies 01/06/2004 to 30/06/2004	3,072.56	3,072.56	0.00	3,072.56	REV.LEV	
NEW .0001         PARK         Parking bay rental 01/06/2004 to 30/06/200         24.00         24.00         24.00         REV.LEV	NEW .0001	LEVG	Garage levies 01/06/2004 to 30/06/2004	1,566.57	1,566.57	0.00	1,566.57	REV.LEV	
	NEW .0001	LEVS	Special levy	0.00	0.00	0.00	0.00	DUM	
DWNER ONE These Items were raised previously for this period	NEW .0001	PARK	Parking bay rental 01/06/2004 to 30/06/200	24.00	24.00	0.00	24.00	REV.LEV	
OWNER ONE These Items were raised previously for this period									
	OWNER ONE	Ē			hese Items w	ere raised prev	viously for this	s period	

This process can be run any number of times but only transactions that have not been raised previously (in the current period) will be raised.

#### 6. Print statements

Sales <Periodic Activities><Month End><Statements>

STATEMENTS SECTIT				<u> </u>			
Start At		Print	Preview				
End At		(Press <ctrl> for Ed</ctrl>	itorj				
Date 02/05/2004 15							
Select • "Print accounts" • "e-mail/fax-mail" accounts • Print instead of e-mail	Restrict to Accounts with Balances greater than OR Balance Not Zero	0.00					
Ignore "No statement" flag in account Consolidate sub-Accounts Exclude invoice data							
Message   20 30	40 50	60 70	80 S	90 100			
Our bank account is at Standard Bank Plumstead No 07 622 2217 branch code 025409 Remember to use your Flat number as a reference when doing a Direct Deposit or EFT Please write your flat number on the back of your cheque Electricity accounts are payable immediately upon receipt thereof Cash payments will be welcomed by Ms Cronwright in flat 204							
Select Printer and Template							
Print On Car	ion Bubble-Jet S450	•					
Template For Open Item Accounts	Sectittc.frf"	ß					
Template For Balance Forward Accounts	Sectitto.frf"	ð					

Select <Start at> to select one or, if a range is required, select <End At> Leave blank if all are to be printed.

Date – Must be after Regular transactions being raised. Message – Type any message you want to print on statement Print on – Select Printer to be used. Template –From dropdown menu select from Fast Reports/Templates /DB/Statements/ST Sectit.frf

Tick Preview if you want to view on screen.

#### 7. Cash Book Payments made.

General Ledger <Data Entry>

GDE - TYGER ESTATE AGENCY CC : 2.4.25.53							
Receipts	Payments	Journals	Reconcile				

#### <Payments>

PAYMENTS											<u>- 🗆 ×</u>
Cancel			Post (F12)		Print						
Credit Account	020	Current Acc	count 1		Reference No Actio Duplicat Increment	e l					
G/L Code	Date	A/C Code	Description	Amount	Discount	Reference	Tax %	Tax Amount	Cld	Remarks / Notes	
<b>1</b> 016	01/04/2004			0.00	0.00		0.00	0.00	N		
•											F
	· +	-									

Credit Account - <Bank Account> select the account from which the money is being paid (Bank , Credit Card or Cash) G/L Code <G/L> Date - Date of transaction <F2> A/C Code - <if Creditor or Debtor> Amount - <Value> Reference - Cheque No. or EFT No. Etc. CLD - <Y>es If Cleared/ Reconciled. <N>o If not Remarks/Notes - <Who is being Paid and what for.> Backup Instructions Setting up ledger Budgets Reconcile Cashbooks (with Bank Statement as at end of month.) Print General Ledger Reports and budget comparisons Financial Year End Print Owners Reports