

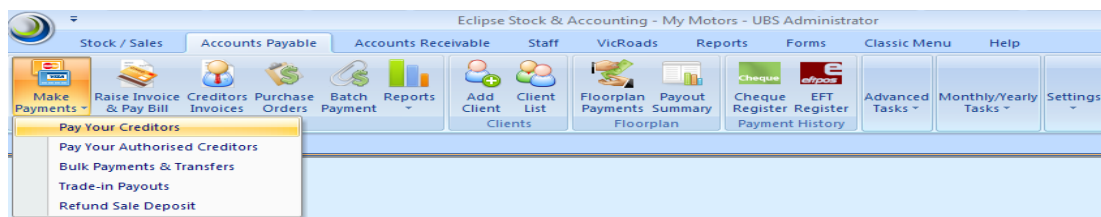


Eclipse Everyday Accounting

Pay Your Creditors...

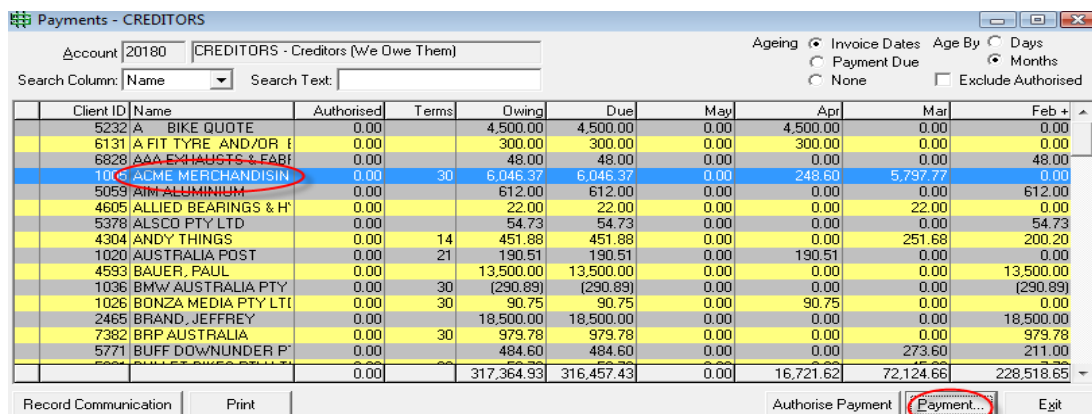
This relies on a **Creditors Invoice** having been previously entered. A creditor's invoice is created when you add a vehicle cost onto a vehicle. As well, a creditor's invoice can be created via Accounting/Creditors Cost Invoice.

1. In Eclipse, click on the Accounts Payable Tab.
2. Select Make Payments. A sub menu displays. From here you can choose which type of payment you are making.
3. Choose the "Pay Your Creditors...".



This is where all the invoices you created previously and haven't yet paid, exist in the system. This includes all the vehicles you have yet to pay for.

4. Click on the creditor you wish to pay. In this example let's pay "ACME MERCHANDISING"



Client ID	Name	Authorised	Terms	Owing	Due	May	Apr	Mar	Feb
5232	A BIKE QUOTE	0.00		4,500.00	4,500.00	0.00	4,500.00	0.00	0.00
6131	A FIT TYRE AND/OR I	0.00		300.00	300.00	0.00	300.00	0.00	0.00
6828	AAA EXHAUSTS & FABR	0.00		48.00	48.00	0.00	0.00	0.00	48.00
10	ACME MERCHANDISING	0.00	30	6,046.37	6,046.37	0.00	248.60	5,737.77	0.00
5059	ARM ALUMINIUM	0.00		612.00	612.00	0.00	0.00	0.00	612.00
4605	ALLIED BEARINGS & H	0.00		22.00	22.00	0.00	0.00	22.00	0.00
5378	ALSCO PTY LTD	0.00		54.73	54.73	0.00	0.00	0.00	54.73
4304	ANDY THINGS	0.00	14	451.88	451.88	0.00	0.00	251.68	200.20
1020	AUSTRALIA POST	0.00	21	190.51	190.51	0.00	190.51	0.00	0.00
4593	BAUER, PAUL	0.00		13,500.00	13,500.00	0.00	0.00	0.00	13,500.00
1036	BMW AUSTRALIA PTY	0.00	30	(290.89)	(290.89)	0.00	0.00	0.00	(290.89)
1026	BONZA MEDIA PTY LTI	0.00	30	90.75	90.75	0.00	90.75	0.00	0.00
2465	BRAND, JEFFREY	0.00		18,500.00	18,500.00	0.00	0.00	0.00	18,500.00
7382	BRP AUSTRALIA	0.00	30	979.78	979.78	0.00	0.00	0.00	979.78
5771	BUFF DOWNUNDER P	0.00		484.60	484.60	0.00	0.00	273.60	211.00
		0.00		317,364.93	316,457.43	0.00	16,721.62	72,124.66	228,518.65

- Click on Payment. The following screen comes up. It is broken into two basic sections. The top section details what account the payment is being paid from and to whom, this is followed by the details of the payment. The second section is the list of outstanding bills to be paid. In our example there are only invoices outstanding for February and March.

Date	Client#	Name	Reference	Type	External S...	Narrative	Balance	Apply	Enc	Hold
15/02/11	1005	Acme Merchandis...	00000014	CI		CREDITORS INVOL...	4,437.18	4,437.18		
15/02/11	1005	Acme Merchandis...	00000015	CI		CREDITORS INVOL...	968.00	968.00		
15/02/11	1005	Acme Merchandis...	00000016	CI		CREDITORS INVOL...	392.59	392.59		
15/03/11	1005	Acme Merchandis...	00000279	CI		CREDITORS INVOL...	248.60	248.60		

Note that in the top section there is an account selection option. It will remember the last bank account you picked. You can select a different bank account to pay from by clicking on the three dot look up button to the right of the Account field.

You will notice in the second half of the screen it has a Reference, and a Type. You know this is a Creditor invoice because the reference type is CI which stands for Creditor Invoice; other reference types are SN which stands for Stock number.

You have the opportunity to edit this bill or invoice or to part pay the invoice. You would edit it if the bill was found to be entered incorrectly. You would part pay it if you decided to pay in instalments or have a disagreement with the supplier about what was supplied.

We shall pay the full amount.

- Let's first fill in all the header details like the date, payment type, Ref#, next we need to select which invoices to pay, to do this we need to click on the invoice in the list below that we intend to pay, and a Narration as I have done in the above picture.

- Finally, click on the Post button to complete the payment.

Creditor Payment

Account: 10107 NAB BANK - NAB Bank account
 Account Details: 034-195 644572 Balance: \$2,913.58
 Payee: 1005 Acme Merchandising

Date: 20/05/2011
 Type: Cheque Chq#: 4556
 Amount: 6,046.37
 Narration: FEB PAYMENT

Date	Client#	Name	Reference	Type	External S...	Narrative	Balance	Apply	Enc	Hold
15/02/11	1005	Acme Merchandis...	00000014	CI		CREDITORS INVDI...	4,437.18	4,437.18		
15/02/11	1005	Acme Merchandis...	00000015	CI		CREDITORS INVDI...	968.00	968.00		
15/02/11	1005	Acme Merchandis...	00000016	CI		CREDITORS INVDI...	392.59	392.59		
15/03/11	1005	Acme Merchandis...	00000279	CI		CREDITORS INVDI...	248.60	248.60		

HINT: You can reduce the number of items shown by Right-Clicking the mouse on the list and selecting Filter.

Select All Clear All Part Payment View Invoice Edit Authorise **Post** Cancel

Pay via a "Raise Invoice & Pay Bill"

Usually it is for things like utility bills or where the cheque has been written and given in exchange for the service.

1. In Eclipse, click on Accounts Payable Tab, click on Raise Invoice & Pay Bill.
Administrator



2. The following screen will appear

3. Select the entity you wish to pay. Either type in the first few characters of their company name or surname or, if the entity does not exist in the client list, use the three dot look up button to the right of the client entry field.

NOTE: All screens in Eclipse should have fields filled in moving down the screen.

4. If today's date is the date you want then leave it, however if you require a date other than the current day's date then enter it now.
5. Enter the amount of the payment into the field provided.
6. Enter in a Narrative for this payment. It's always good to be descriptive in case you need to identify the payment later.
7. Enter the invoice number in the field provided. This will be found on the (Tax) invoice from the supplier.
8. Choose whether this is a Cheque, an EFT or EFT Batch. The choice here will designate which register the payment will appear on.

- Enter either the cheque number if it is a cheque or if it is an EFT payment the Payment Reference.

NOTE: For the payment reference you only have 8 characters so choose a reference that is descriptive for the 8 characters.

- In the list to the far left hand side there is a field for adding an account. Within this field and to the right there is a drop down button. You can either use this button to display a drop down list of accounts or, entering the number of the account you already know. If you type, for example, a "6" (Within the Ultimate Business System's standard Chart of Accounts "6" is defined as Expenses.) only the accounts starting with a 6.

Raise Invoice & Pay Bill

Balance: \$2,913.58

MY MOTORS

Pay TELSTRA Date 20/05/2011

\$ 560.00

The sum of Five Hundred and Sixty dollars and 00 cents

013-443 232343

Narrative CREDITORS INVOICE

Invoice# 566433689

Cheque Cheque Number 23556

EFT / Credit Card

EFT Batch Amount Remaining to Allocate \$560.00

G/L Acct	Narrative	Reference	Type	Client #	Amount	GST
60580	MOBILE PHONE ACCOUNT			1221		
* Code	Name	Description				
60580	MOB PHONE	Mobile Phones				
60590	MEMBERSHIPS	Memberships & Subscriptions				
60600	PETROL	Non Stock Motor Vehicle Fuel & Oil				
60610	LANDCRUISER E	Toyota Landcruiser Expenses				
60620	MV SERVICE	Non Stock Motor Vehicle Servicing				
60630	REGO & INSURA	Non Stock Motor Vehicle Rego & Insure				
60640	OFFICE	Office Equipment under \$200				

Options Void Cheque Post Post & Exit Cancel

Acct: MOB PHONE Client: Telstra Vehicle:

- Using the Tab key tab off that field and the Narrative field will automatically be filled in from the Narrative filled in above.



12. Enter a reference in the Reference Field. If this is unrelated to a vehicle then use the invoice number. If this is for a vehicle then you will need to enter in the vehicle's stock number. There is a drop down arrow within and to the right of the field. This automatically displays as soon as you either tab to the field or click on it. Clicking on the arrow will access the vehicle lookup screen.
13. If a vehicle was selected then the "Type" field will automatically populate with "SN" for stock. However if you enter your own reference – no vehicle was involved – then you will need to select "OT" for "Other". In our example we actually do NOT want to select a vehicle. We are paying a Phone Bill. Therefore we will cancel the stock lookup screen and instead just type a reference into the Reference field.
14. The client field will automatically populate with the clients "Client #" based on the client you entered above. You can override this and place another client number into this field. This will cause the system to pay one person while creating a reference to the other client. You are paying someone on behalf of someone else.
15. Tabbing onto the Amount field will automatically enter the amount entered above into this field. At the same time it will calculate the GST and place that amount into the GST field. If you intend to pay a number of invoices then overwrite this amount with the amount of the first individual invoice.
16. If you want to split the invoice to go to different account, you can by clicking in the line below the line you have just done.

The entered invoice ready for posting is displayed below:

Raise Invoice & Pay Bill

Balance: \$2,913.58

MY MOTORS ...

Pay TELSTRA Date 20/05/2011

The sum of Five Hundred and Sixty dollars and 00 cents \$ \$560.00

013-443 232343

Narrative CREDITORS INVOICE

Invoice# 566433689

Cheque Cheque Number 23556

EFT / Credit Card

EFT Batch Amount Remaining to Allocate \$0.00

G/L Acct	Narrative	Reference	Type	Client #	Amount	GST
60580	MOBILE PHONE ACCOUNT	45533	OT	1221	\$560.00	\$50.91
*						

Options Void Cheque Post Post & Exit Cancel

Acct: MOB PHONE Client: Telstra Vehicle:

17. Either click on the Post button to commit the transaction and create another Raise Invoice & Pay Bill or the Post and Exit button to commit the transaction and close the screen. You have just entered and paid for a phone bill that originally did not have a creditors invoice entered into Eclipse yet.
18. If you do not want to continue with the payment you can click on the Cancel button at any time.

Editing Creditors Cost Invoices

There will be times when you have entered an invoice faithfully and then noticed you have entered it incorrectly. It needs to be changed.

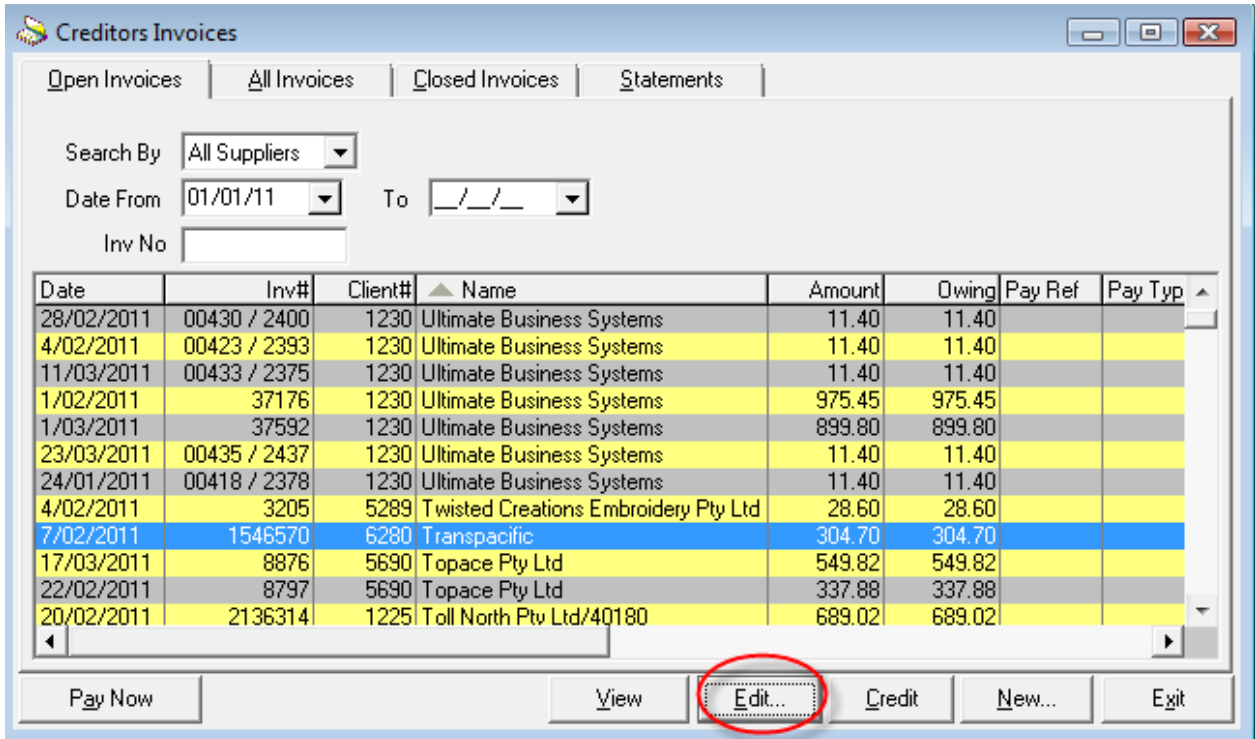
Let's see the process of editing a Creditors Cost Invoice.

1. In Eclipse, click on Accounts Payable tab
2. Select Creditors Invoices.





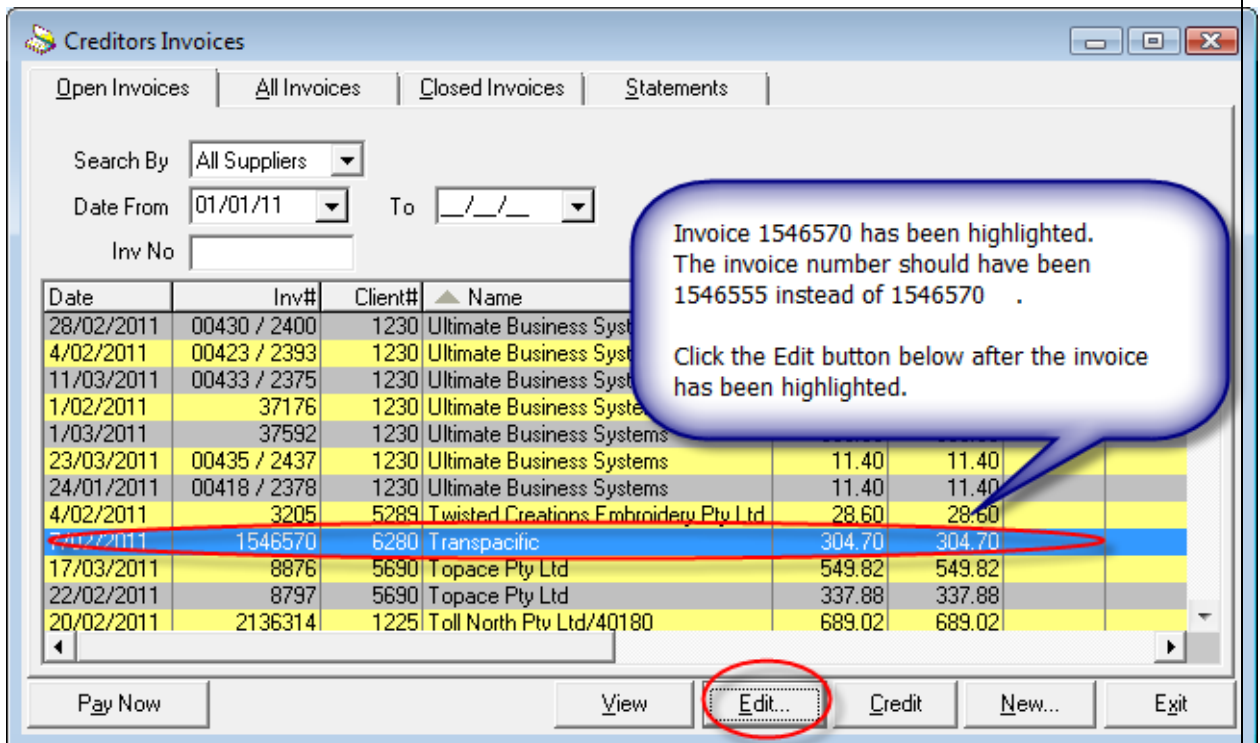
3. The Creditors Invoices lookup screen displays.



As with most processes in Eclipse you need to be able to manage the list of Creditors Cost Invoices whether they have been paid or not. This list does that. You can search for old invoices and also invoices from single suppliers.

4. Highlight the invoice you need to change and then select the "Edit..." Button from the bottom to edit an invoice.

For example assume that one of the invoices has the invoice number around the wrong way. It has been entered as 1546570 and it should have been entered as 1546555!



Once the Edit button has been clicked on the invoice, it displays. This is the very same screen that was used to enter a new invoice and EVERY FIELD IS EDITABLE. It is very easy to make the changes and save them.

NOTE: making changes to the invoice will have NO IMPACT on the payment. The two are associated within Eclipse by client number and invoice number only. So you can make changes to the invoice and the payment will still apply to it but will either now apply perfectly or there will amounts either outstanding or overpaid.

Creditors Invoice

Invoice From: 6280 TRANSPACIFIC

Date: 07/02/2011

Invoice Number: 1546555

Amount: \$304.70

Narration: CREDITORS INVOICE

	G/L Acct	Narrative	Reference	Type	Client #	Amount	GST
▶	61060	PARTS WASHER SERVICE	1546570	OT	6280	\$304.70	\$27.70
*							

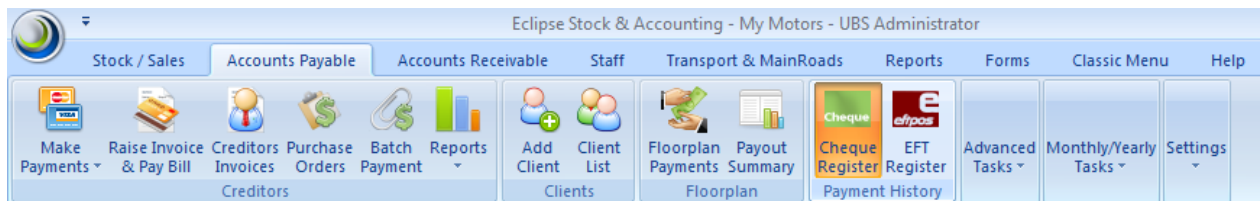
Post Cancel

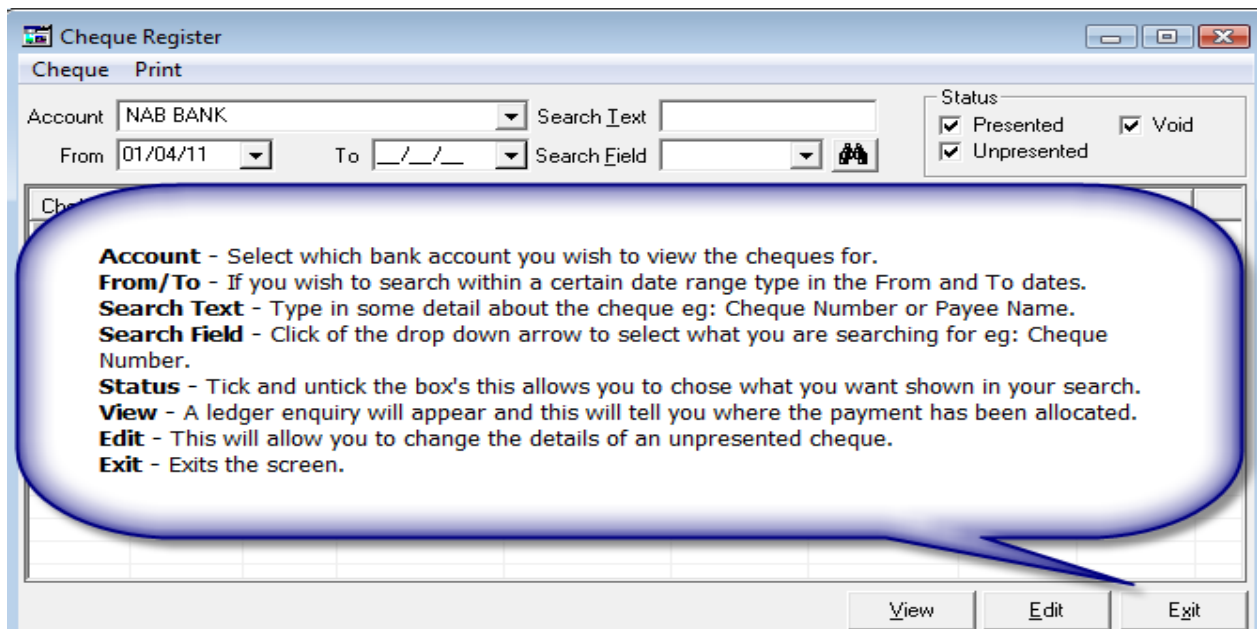
G/L Acct: Vehicle: Client

5. Make the changes you need and then click on the Post button to post the changes.

[Cheque Register Lookup Screen](#)

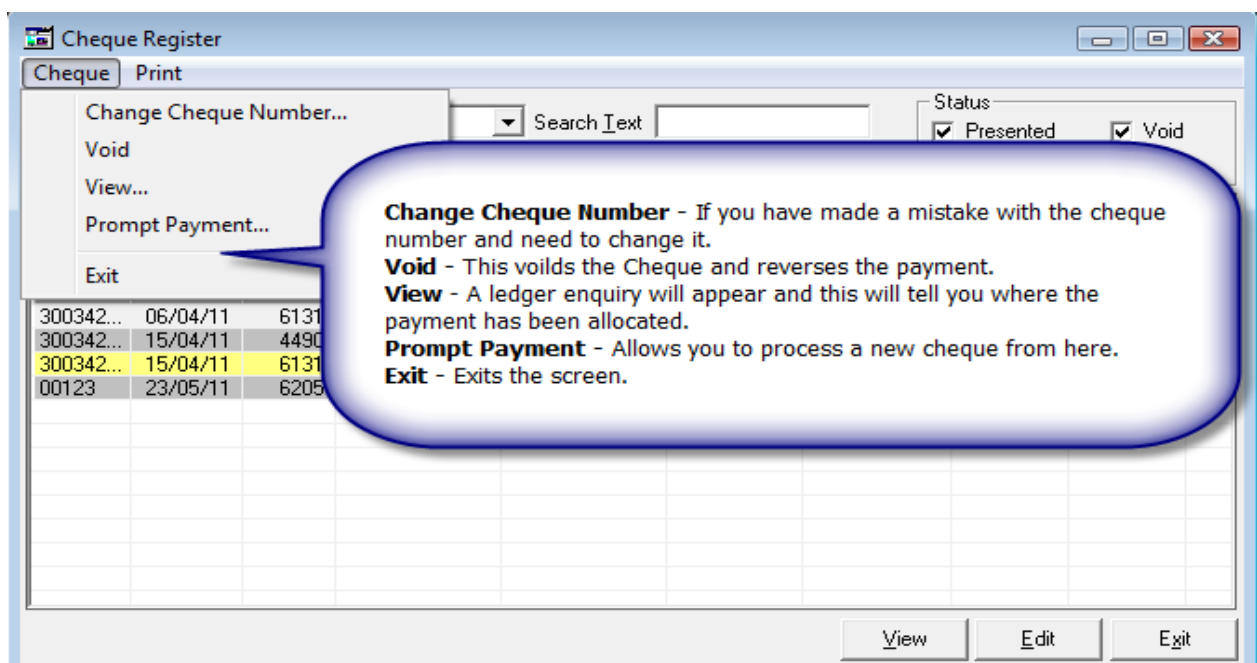
Click on Accounts Payable, Cheque Register.

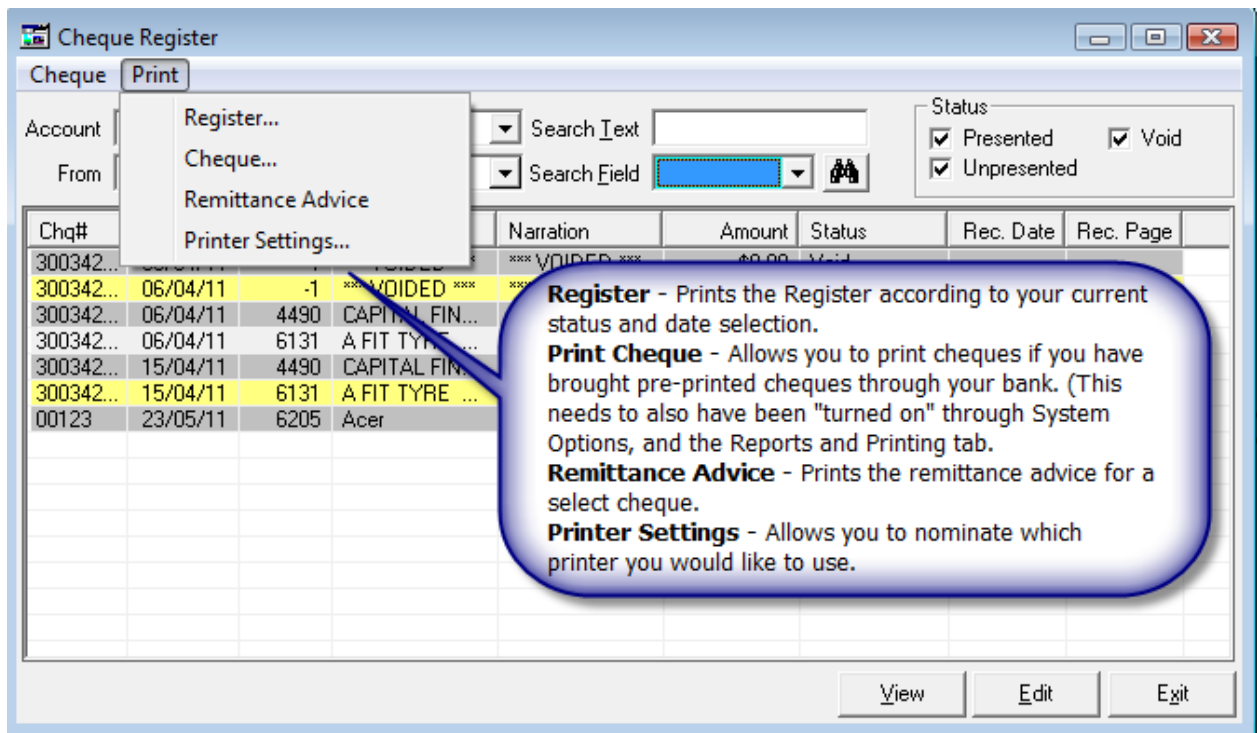




Cheque Register Menu Items – Cheque and Print

In the top left corner of the Cheque Register Screen you will notice two headings - one named Cheque and the other Print. These buttons offer you additional functions in the Cheque Register Screen as per follows:

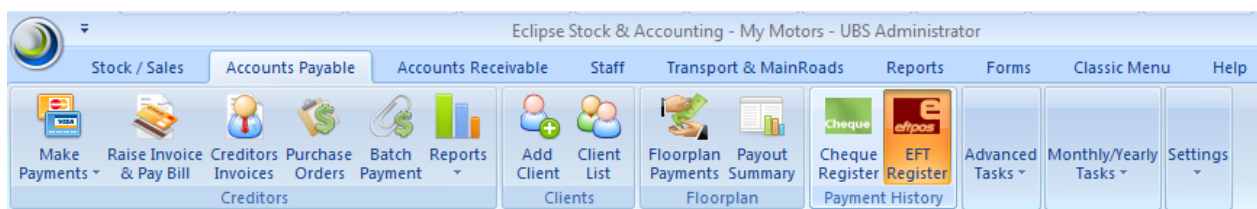




Handy Hint: If you have voided a cheque but wish to re-use the same cheque number simply change the cheque number of the voided cheque to a number that you won't ever use.

EFT Register Lookup Screen

Click on Accounts Payable tab, EFT Register.



EFT Register

EFT Print

Account: NAB BANK Search Text: _____

From: 09/12/10 To: ____/____/____ Search Field: _____

Status: Reconciled Void
 UnReconciled

Ref#	Date	Client#	Payee	Narration	Amount	Status	Rec. Date	Rec. Page
291110	10/12/10						10/12/10	301110
sdsdsd								

Account - Select which bank account you wish to view the EFT payments for.
From/To - If you wish to search within a certain date range type in the From & To dates.
Search Text - Type in a "Search Text" eg: Reference Number or a Client Number.
Search Field - Select the "Search Field" from the drop down menu eg Client Number.
Status - Enables you to search for one type of payment eg: void transactions by ticking the boxes of which transactions you wish to view.
View - A ledger enquiry will appear and this will tell you where the payment has been allocated.
Edit - This will allow you to change the details of an unreconciled EFT

View Edit Exit

EFT Register Menu Items – EFT and Print

EFT Register

EFT Print

Change Reference Number...
Void
View...
Prompt Payment...
Exit

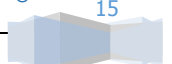
Search Text: _____
Search Field: _____

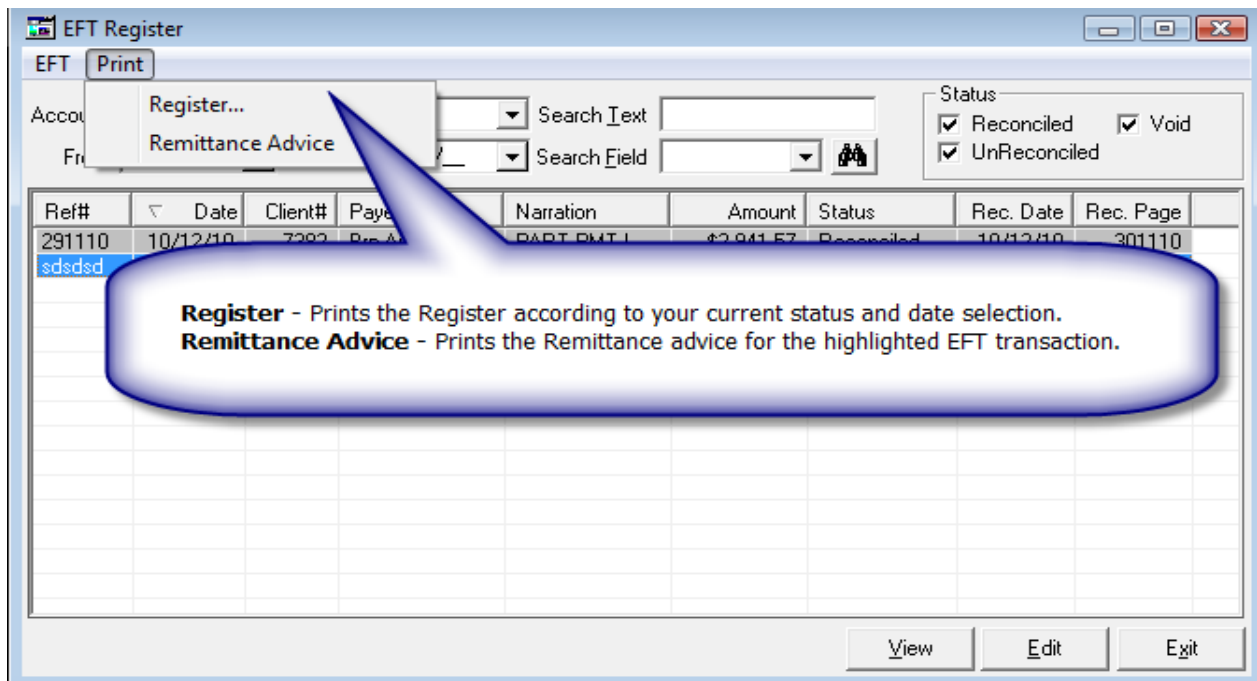
Status: Reconciled Void
 UnReconciled

Ref#	Date	Client#	Payee	Narration	Amount	Status	Rec. Date	Rec. Page

Change Reference Number - If you have made a mistake with the reference number and need to change it.
Void - This voids the EFT payment and reverses the payment.
View - A ledger enquiry will appear and this will tell you where the payment has been allocated.
Prompt Payment - Allows you to process a new invoice and payment from here.
Exit - Exits the screen.

View Edit Exit





Ledger Enquiry

This is a powerful tool that will allow you to see what has been posted to the general ledger; you are able to look up everything and anything. There are a variety of drop down boxes and selection filters to allow you to refine or expand your enquiry.

This is a report and doesn't do anything but display information; play with it to your hearts content to help you understand how your accounting system works, and help you find transactions you may be looking for.

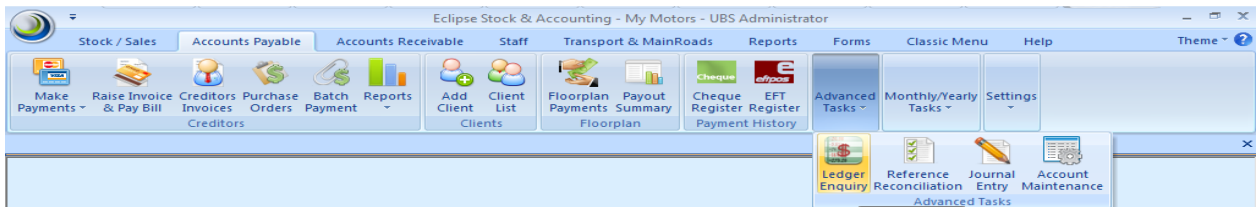
An example might be that you want to see all the entries for all the accounts affected by a single vehicle. In this case you would type in the stock number in the Reference field and then in the Reference type field select Stock.

You can find the Ledger Enquiry in both Accounts Payable tab and Accounts Receivable.

Finding Ledger Enquiry under the Accounts Payable tab

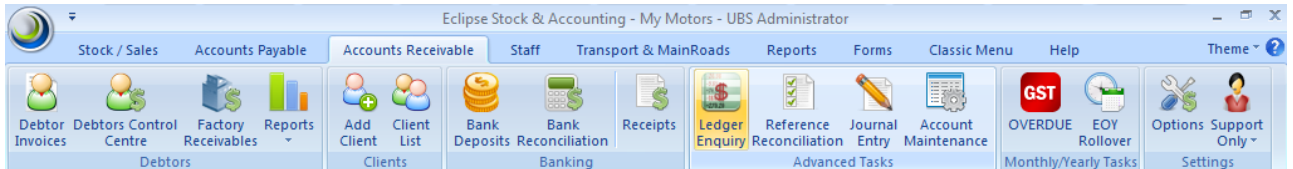
1. Click on Accounts Payable tab, click Advanced Tasks and click Ledger Enquiry



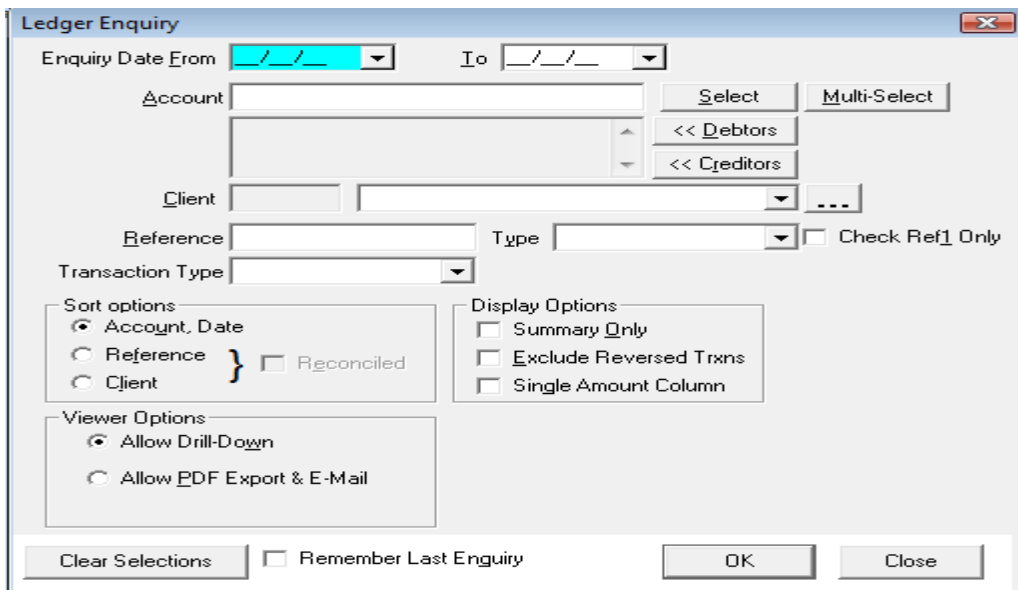


Or finding icon Ledger Enquiry through the Accounts Receivable tab.

2. Click on Accounts Receivable tab, and click Ledger Enquiry.



The following screen will appear.

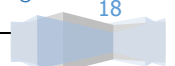


From Date	If you wish to search for a particular date or date range.
To Date	If you wish to search for a particular date or date range.
Account	Click on the lookup button (...) and select the account.
Multi-Select	Allows you to select multiple accounts at once.
Client	You can either start typing the clients name, or click the (...).

Reference	Type a reference relating to your search if you have one.
Reference Type	What the reference relates to, ie Creditors Invoice, Stock #, Chq #, Banking reference etc. Click on the down arrow and select a reference.
Transaction Type	Click the down arrow if you wish to select a transaction type ie; if you are looking for a Creditor Invoice, or a Journal Entry, Vehicle Sale and so on.
Sort Option	You may choose a sort order; this is defaulted to date order.
Summary Only	Displays a summary with current totals only. You can then drill down to more detailed reports.
Exclude Reversed	Excludes all reversed transactions on your report. This allows you to see just those transactions that occurred and not all the reversal journals that occurred prior to the final journal.
Single Amount Column	Will display Single amount Column.
OK	Processes your request. This will display the report.
Close	Exits the screen.
Remember Last Enquiry	If you tick this box, when you exit and go back into this screen it will remember all fields selected the last time you did a Ledger Enquiry.

[Journal Entry Lookup Screen](#)

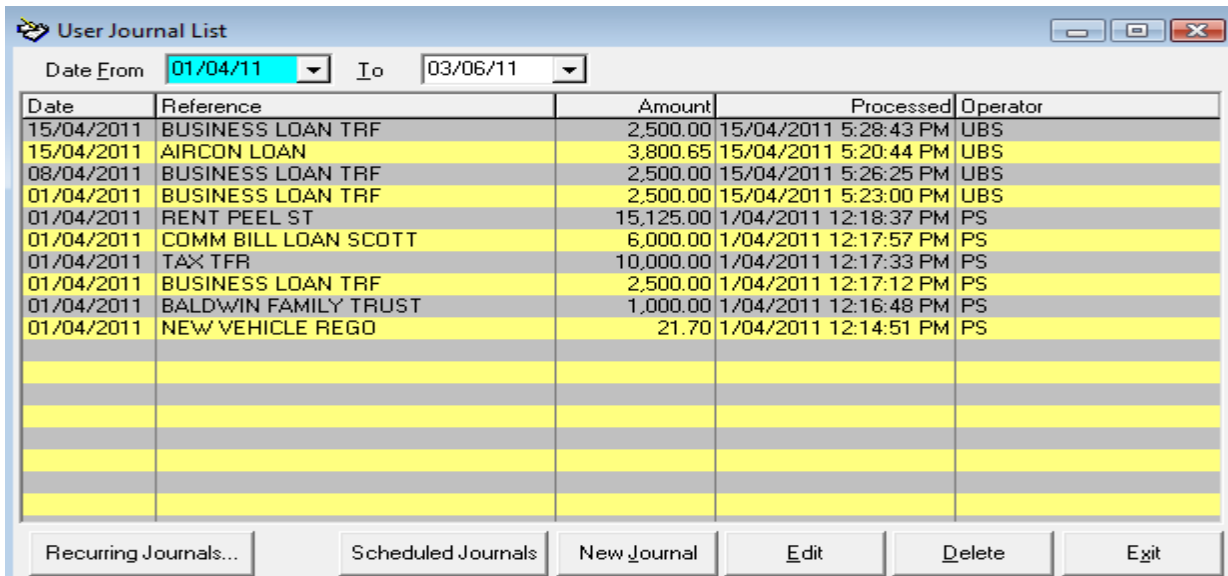
We at Ultimate Business Systems provide a free copy of the software to the dealership accountant so that they may use the product to create adjustment journals. Part of the beauty of this is that the accountant might not be just around the corner so by emailing the backup to the accountant they can then see the system as you do and perform any necessary journals that might be required – at which point the accountant ONLY NEEDS TO EMAIL THE JOURNALS HE/SHE HAS DONE. Once the dealership receives the journals all they need to do is save them in a directory, open up a new journal window and then drag the journal icon just saved ONTO THE NEW JOURNAL.



Click on the Accounts Receivable tab, and click Journal Entry as shown below



The following screen will display.



Journal Entry Look up Screen – Functions

Date From/To	Type in a date range if you wish to search for journals within a certain date range.
Recurring Journals	Lists any recurring journals you may have created.
Scheduled Journals	Are Recurring Journals that are Scheduled for certain dates, ie; yellow pages advertising monthly instalments.
New Journal	Allows you to perform a new journal.
Edit	Edits a journal entry.
Delete	Deletes a journal entry.
Exit	Exits the screen.



Journal Entry – New Journal Screen

Click new Journal Entry as shown below.

Date	Reference	Amount	Processed	Operator
15/04/2011	BUSINESS LOAN TRF	2,500.00	15/04/2011 5:28:43 PM	UBS
15/04/2011	AIRCON LOAN	3,800.65	15/04/2011 5:20:44 PM	UBS
08/04/2011	BUSINESS LOAN TRF	2,500.00	15/04/2011 5:26:25 PM	UBS
01/04/2011	BUSINESS LOAN TRF	2,500.00	15/04/2011 5:23:00 PM	UBS
01/04/2011	RENT PEEL ST	15,125.00	1/04/2011 12:18:37 PM	PS
01/04/2011	COMM BILL LOAN SCOTT	6,000.00	1/04/2011 12:17:57 PM	PS
01/04/2011	TAX TFR	10,000.00	1/04/2011 12:17:33 PM	PS
01/04/2011	BUSINESS LOAN TRF	2,500.00	1/04/2011 12:17:12 PM	PS
01/04/2011	BALDWIN FAMILY TRUST	1,000.00	1/04/2011 12:16:48 PM	PS
01/04/2011	NEW VEHICLE REGO	21.70	1/04/2011 12:14:51 PM	PS

The following screen will appear.

Journal #	Name of the Journal. Eg. Registration Costs or you can use the date backwards and your initials.
Date	Date you wish the recurring journal to occur.
Account Detail (List)	
You need to fill in each line, entering in details for Account, Narration, Client # Reference Type and either a debit or a credit.	



The Journal MUST BALANCE – that is it must have equal value for total credits and total debits.

There can be more than one line but credits must equal debits. This is what keeps the system “Balanced”.

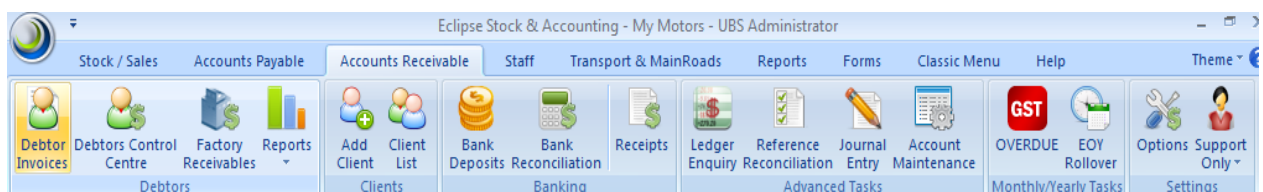
Account	Select the account number appropriate to the Journal.
Narration	Brief description of the journal.
Client #	Select the client if relevant.
Reference	Type in the reference you would like to use. Eg. Stock Number/Invoice Number/Date.
Type	If you have used a Stock Number for the reference the type will be SN. If you have used Invoice Number/Date etc for the reference the type will be OT.
Debit	If you want it to be a debit amount type in the amount, if not leave it blank.
Credit	If you want it to be a credit amount type in the amount, if not leave it blank.
E-mail	E-mails the journal.
Post	Posts the journal to the ledger accounts.
Save	If you are not ready to post but would like to save what you have typed so far.
Cancel	Exits the journal without saving.

[Debtors Invoices](#)

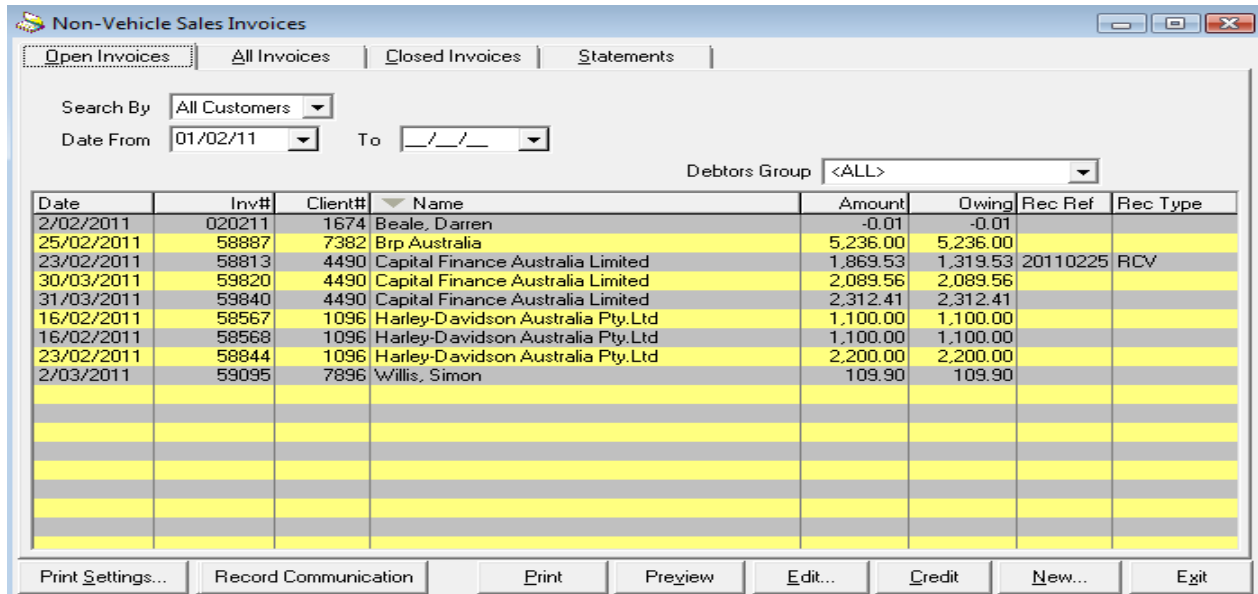
[Non-Vehicle Sales Invoices](#)

The 'Non-Vehicle Sales Invoices' screen can be accessed through the 'Debtor Invoices' tab. This screen allows you to process non-vehicle related invoices for things such as consulting fees, sale of assets, rent income... etc.

1. Click on Accounts Receivable tab and click on Debtor Invoices



The following screen will appear.

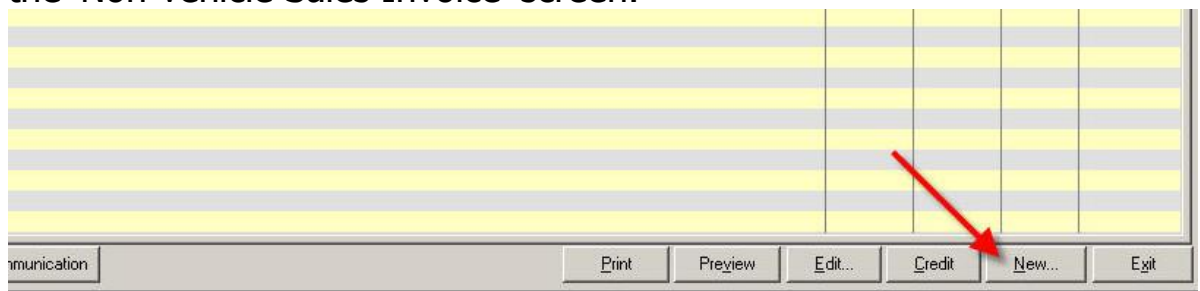


NOTE: the tabs at the top of the screen

Open Invoices	These are all your invoices that are still owing.
All Invoices	All invoices, so owing and paid invoices.
Closed Invoices	Paid invoices.
Statements	To Print statements

Creating a "New" invoice

- To create a new invoice click on the 'New' tab along the bottom of the 'Non-vehicle Sales Invoice' screen.



Please continue below...

- In the following screen follow these steps:
 1. Select the client who you wish to invoice.
 2. Select the date.
 3. You have the option to create a system generated invoice number or to create your own. (system generated is recommended)
 4. Enter a General Narration (description) of what the invoice is for.
 5. Select the G/L Account to which the payment is being made to.
 6. Enter a narrative (description) to what is exactly being paid for.
 7. Enter a reference number.
 8. Enter a type. (Stock, service, etc...)
 9. Client# will be automatically filled in by the client details above.
 10. Enter the amount being invoiced.
 11. Enter the GST amount being invoiced.
 - (at this time you should see the 'Amount' Field populated as a total amount under the 'Invoice number' field.
 12. If you wish to 'Print' the invoice, then check the '**Print Invoice**' checkbox and if you wish to 'Preview' the invoice also check the '**Preview Invoice**' checkbox.
 13. Finally click the '**Post**' button to finalise the invoice.

The screenshot shows a software window titled "Non Vehicle Sales Invoice". The form contains the following fields and controls:

- Invoice To:** A dropdown menu with a red arrow labeled "1" pointing to it.
- Date:** A date selection field with a red arrow labeled "2" pointing to it.
- Invoice Number:** A text field containing "23668".
- Amount:** A text field containing "\$0.00".
- Narration:** A text field with a dropdown arrow and a red arrow labeled "4" pointing to it.
- Use System Generated Invoice Number:** A checked checkbox with a red arrow labeled "3" pointing to it.
- Table:** A table with columns: G/L Acct, Narrative, Reference, Type, Client #, Amount, and GST. Red arrows labeled "5" through "11" point to the first row of the table.
- Print Invoice:** An unchecked checkbox with a red arrow labeled "12" pointing to it.
- Preview Invoice:** An unchecked checkbox with a red arrow labeled "13" pointing to it.
- Post:** A button with a red arrow labeled "13" pointing to it.
- Cancel:** A button.

At the bottom of the window, there are additional fields for "G/L Acct:", "Vehicle:", and "Client:".

Printing Debtor Statements.

This can also be done through Debtors click on the Statement tab in the debtor screen as shown below.

Non-Vehicle Sales Invoices

Open Invoices | All Invoices | Closed Invoices | **Statements**

Search By: All Customers

Date From: 01/02/11 To: / / Show Reconciled Statement (Printed only)

Debtors Group: <ALL>

Date	Inv#	Type	Client#	Name	Debit	Credit	Balance
1/02/2011				OPENING BALANCE			55,984.71
1/02/2011	58087	Parts Invoice	1343	Cash Sales - Point Of Sale		350.00	55,634.71
1/02/2011	58093	Parts Invoice	1343	Cash Sales - Point Of Sale		137.85	55,496.86
1/02/2011	58095	Parts Invoice	1343	Cash Sales - Point Of Sale		57.40	55,439.46
1/02/2011	58099	Parts Invoice	1343	Cash Sales - Point Of Sale		150.00	55,289.46
1/02/2011	58102	Parts Invoice	1343	Cash Sales - Point Of Sale		43.60	55,245.86
1/02/2011	58118	Parts Invoice	1343	Cash Sales - Point Of Sale	13.00		55,258.86
1/02/2011	58118	Parts Invoice	1343	Cash Sales - Point Of Sale		13.00	55,245.86
1/02/2011	58121	Parts Invoice	1343	Cash Sales - Point Of Sale	66.90		55,312.76
1/02/2011	58125	Parts Invoice	1343	Cash Sales - Point Of Sale	5.00		55,317.76
1/02/2011	58125	Parts Invoice	1343	Cash Sales - Point Of Sale		5.00	55,312.76
1/02/2011	58131	Parts Invoice	1343	Cash Sales - Point Of Sale	91.00		55,403.76
1/02/2011	58131	Parts Invoice	1343	Cash Sales - Point Of Sale		91.00	55,312.76
1/02/2011	58129	Non Vehicle Sa	1485	Swann Insurance		4,872.51	50,440.25
1/02/2011	58094	Parts Invoice	4128	Dempsey, Peter		10.10	50,430.15
1/02/2011	57921	Service Invoice	4939	Borgnet, Craig	334.85		50,765.00
1/02/2011	2391	Stock	5091	Bullet Bikes Pty Ltd		6,500.00	44,265.00
1/02/2011	57875	Service Invoice	5173	Rames, Kevin		1,800.00	42,465.00

Print Settings... | Record Communication | Ledger Enquiry | Preview | Exit

If you wish to print a statement for a single customer, click on "Search By" Customer and enter in the customer's name into the field next to it.

You will now see a list of the transactions that have occurred within the selected period. You can select either the Print or Preview option to produce the statement.

The Statement will also contain all vehicle transactions that might have occurred during the period.

If you wish to perform a statement for all clients then change the "Search By" option to "All Customers".

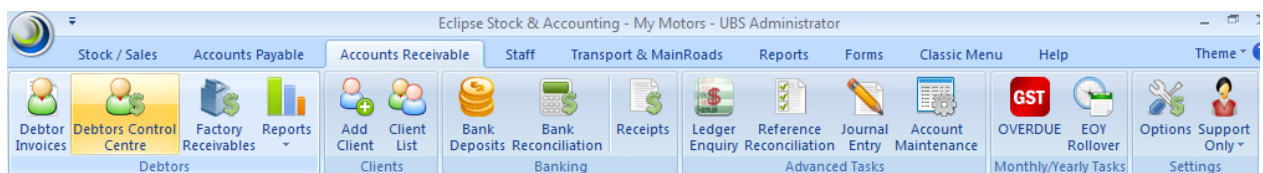
Printing for all clients may be when you are running the Eclipse Service or Eclipse Parts and clients have an account with the dealership. These Account clients may pay only on receipt of a Statement.

Conversely, when setting up a client you do have the option on the Client Details screen (See Clients) to set a client as a Cash/Special Purpose client. This means that for these clients they will not receive a statement.

Debtor Control Centre

The Debtors Control Centre is a tool that clients can use within Rego Wizard to help manage their outstanding debtors at any point in time. It will allow clients to manage their debtors, allocate responsibility to fellow staff members to follow up their respective outstanding debtors and allow clients to look at positive means of overcoming outstanding debtors. The debtor control centre will help clients enhance their business relations with their fellow clients.

1. Click on Accounts Receivable tab and click on Debtor Control Centre.



The following screen will appear.

The screenshot shows the 'DEBTORS' screen in the software. The account is '10120 DEBTORS - Debtors (They Owe Us)'. The search column is set to 'Name'. The table below lists the debtors with their details.

Client ID	Name	Follow Up	Terms	Owing	Due	0-7 Days	8-30 Days	31-60 Days	60+ Days
5324	A BIKE INVOICE			(4,555.00)	(4,555.00)	0.00	0.00	(4,555.00)	0.00
7653	ADAMS, PAUL			(4.40)	(4.40)	0.00	0.00	0.00	(4.40)
7658	ALDOWAY, BRETT			(315.30)	(315.30)	0.00	0.00	0.00	(315.30)
3102	APLIN, MICK			(50.00)	(50.00)	0.00	0.00	0.00	(50.00)
7404	ARKELL, MICHELLE			(19.95)	(19.95)	0.00	0.00	(19.95)	0.00
5804	ATKINSON, JAMES			237.35	237.35	0.00	0.00	0.00	237.35
7903	BAILEY, STEPHEN			17.95	17.95	0.00	0.00	0.00	17.95
3626	BALDWIN, PETER		90	674.03	315.54	0.00	0.00	0.00	674.03
6425	BARNARD, CECIL			(28.50)	(28.50)	0.00	0.00	0.00	(28.50)
5858	BARTLETT, JAY			(300.00)	(300.00)	0.00	0.00	0.00	(300.00)
5426	BARWICK, MITCH			(1.45)	(1.45)	0.00	0.00	0.00	(1.45)
4952	BAY, EDWARD			(8.75)	(8.75)	0.00	0.00	0.00	(8.75)
5760	BEER, SKYE-LEE			(54.65)	(54.65)	0.00	0.00	0.00	(54.65)
1450	BEZZINA, GEORGE			(0.03)	(0.03)	0.00	0.00	0.00	(0.03)
1350	BLACK, STEPHEN		30	384.30	384.30	0.00	0.00	0.00	384.30
8236	BLACKWELL, SCOTT			2,000.00	2,000.00	0.00	0.00	0.00	2,000.00
1431	BOURKE, KELVIN			(0.90)	(0.90)	0.00	0.00	0.00	(0.90)
				0.00	164,564.78	0.00	70,832.77	25,425.05	68,665.45

In the Debtors Control Centre, you will see all your outstanding debtors listed. They are listed with the following headings:



Client ID- This is the ID number of the client in the eclipse software.

Name- This is the name of the client in Eclipse.

Follow Up- This is the name of the staff member who has been assigned to follow up the debtor.

Terms- These are the terms you have set for an account customer to pay by.

Owing- This is the amount of money the debtor owes you in total.

Due- This is the current amount due from the debtor.

0-7 Days - This is the amount of money owed within a day or month range

8-30 Days

31-60 Days

60+Days

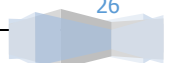
How to Enter Bank Deposits

There are many different scenarios with bank deposits. It could be that you are banking money received from a sale, or banking a deposit for the money received for commissions or else for rent received.

The Deposit screen is designed to display all those references for the client entered. It will look at both the Debtors Account and the Deposits account for any references that are outstanding. These will display and it's then easy to bank the monies received against them.

The banking screen can also create a reference to bank to. For example consider the situation where you are banking monies for a vehicle deposit BEFORE the sale had been entered. The Bank Deposits screen can handle this process by CREATING a reference for the monies received.

There are also times where the monies received have nothing to do with the sale of a vehicle. Consider the situation where you are receiving money for rent received. GST is involved and a Non Vehicle Sales Invoice must be supplied. The bank deposit screen can also link, on the fly, to the Non



Vehicle Sales invoice screen to create a new invoice – a REFERENCE – to bank money against.

In summary, you bank money against references that have either been created previously or are created at the time of the banking. Let's look at the following basic scenarios:

- Banking a deposit ALREADY RECORDED in Eclipse.
- Banking a deposit NOT ALREADY RECORDED in Eclipse.
- Banking a vehicle payment
- Banking money that does NOT HAVE A REFERENCE.
- Banking money as a result of revenue NOT RELATED TO THE SALE OF A VEHICLE – Non Vehicle Sales Invoice.

Banking

1. To bank this deposit, go to Accounts Receivable tab and select Bank Deposits.
- 2.



3. Once you have selected Bank Deposits the following screen will appear.

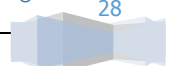
Date	Description	Amount	Reconciled	Processed	Operator
15/04/2011	Banking for Friday 15 April 2011	11.10	No	15/04/2011 4:19:47 PM	UBS
15/04/2011	Banking for Friday 15 April 2011	50.00	No	15/04/2011 4:20:28 PM	UBS
15/04/2011	Banking for Friday 15 April 2011	16.35	No	15/04/2011 4:31:13 PM	UBS
15/04/2011	Banking for Friday 15 April 2011	19.95	No	15/04/2011 4:33:48 PM	UBS
08/04/2011	Banking for Friday 08 April 2011	4,555.00	No	15/04/2011 4:29:10 PM	UBS
06/04/2011	Banking for Wednesday 06 April 2011	18,500.00	Yes	6/04/2011 11:01:48 AM	>TASH-P
06/04/2011	Banking for Wednesday 06 April 2011	29.50	Yes	6/04/2011 11:02:51 AM	>TASH-P

4. Click on New Banking.



We will work our way from the top to bottom of this screen, left to right.

5. Enter the date of the bank deposit. Ensure it is the same date that you banked the money.
6. Ensure you have the correct bank account selected (this only applies to dealerships that have multiple bank accounts).
7. Select Payment Type – e.g. Cash, Cheque. In this instance we will select Cheque.
8. Type in the amount of the deposit, the client’s name and details of the cheque. If it is not a cheque then the screen will change to reflect cash or direct debit.
9. Tick the box that this money relates to – in this case the Deposit (States DEPOSIT in the Narration column).
10. If the amount of the bank deposit is the same as the amount owing, click Record.



Banking

Posting Date: 23/05/2011 Bank Account: OLD TRADING AC Freedom Aust Motorcycles / Tas Mackay Motorcycles
Westaco - Mackay 034-195 502398

Deposit Details: Payment Type: Cheque Amount: \$7,000.00 Include: Sales / Deposits Parts Invoices Service Invoices Account Clients Cash Clients

Payment From: TORCKLER, RODNEY Client#: 7453

Cheque Details: Name on Cheque: TORCKLER, RODNEY Bank: Branch:

Filter: Start: End: CASH EFT/Credit Card

Totals: Cheques: \$0.00 Cash: \$0.00 Credit Cards: \$0.00 E.F.T.: \$0.00 Total: \$0.00

Debt List: Unlisted Security Deposit | Load All Debts | Part Payment | Record

Acct#	Date	Client#	Client Name	Ref	Narration	Amount	Apply
10120	15/04/11	7453	Torckler, Rodney	2436	PENDING SALE: 2011 HARLEY-D	25,141.95	0.00
20800	23/05/11	7453	Torckler, Rodney	2436	DEPOSIT: 2011 HARLEY-DAVID	7,000.00	7,000.00
						\$32,141.95	\$7,000.00

The amounts in the top half of the screen must be equal to the amount applied before you can click on Record.

Type | Drawer | Bank | Branch | Acct# | Client# | Amount

Post Save Cancel

Clicking Record will clear all the fields in the Deposit Details frame and load the deposit down in the lower window ready for posting.

Banking

Posting Date: 23/05/2011 Bank Account: OLD TRADING AC Freedom Aust Motorcycles / Tas Mackay Motorcycles
Westaco - Mackay 034-195 502398

Deposit Details: Payment Type: Cheque Amount: \$0.00 Include: Sales / Deposits Parts Invoices Service Invoices Account Clients Cash Clients

Payment From: Client#: Show only clients with known debts

Cheque Details: Name on Cheque: Bank: Branch:

Filter: Start: End: CASH EFT/Credit Card

Totals: Cheques: \$7,000.00 Cash: \$0.00 Credit Cards: \$0.00 E.F.T.: \$0.00 Total: \$7,000.00

Debt List: Unlisted Security Deposit | New Invoice / Ref | Cash Taken | Floorplan | Load All Debts | Part Payment | Record

Acct#	Date	Client#	Client Name	Ref	Narration	Amount	Apply
						\$0.00	\$0.00

The entry is finished and ready to be Posted when it sits here in the lower window.

If you need to Edit the entry, Highlight the entry and then click on this Edit button.

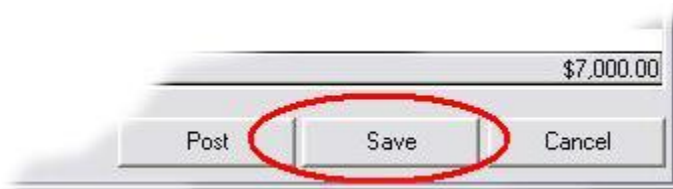
Type | Drawer | Bank | Branch | Acct# | Client# | Amount

CHQ TORCKLER, RODNEY NAB FOOTSCRAY 7453 7,000.00

Post Save Cancel

NOTE: if the entry is wrong and needs to be changed you can edit or move the deposit back to the top by clicking on the Edit button at the bottom left.

The list at the bottom of the screen is so you can add multiple deposits for the one banking. For example you might receive money throughout the day but only go to the bank once. Every time you receive a deposit you can enter it into here and click on the Save button. When you bring up the Deposits screen again later in the day the list will be as you left it.



Once you are ready to go to the bank, click on the Print button to produce a Bank Deposit Slip.



Then click on the Post button to Post the banking and enter this banking into the ledger.

If you need to remove a line from the bottom of the screen then you can click on the Cancel button.



Click on Post to Post the bank Deposit. You have now completed banking your Vehicle Security Deposit and any other banking entries you might have included for this banking.



[Bank Reconciliation](#)

Bank Reconciliation is always performed against a bank account. In Eclipse an account must be set to be a Bank Account before it can be reconciled.

Bank Reconciliation is one of the most important processes you can perform in an accounting system. It is the acid test to determine whether your system represents what actually happened in the business.

Its one of the most important tools the owner operator can have since once it is completed the GST BAS can be run with confidence.

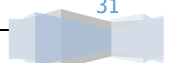
The fundamental reason for performing a bank reconciliation is that it forces your system to be correct making sure you have entered all your entries into the system such as invoices, payments, vehicles and so on.

Let's look at this closer. The question is WHY does it force Eclipse to be correct?

Part of the bank's service to its customers is the supply of the "Bank Statement". The bank statement details all transactions that have occurred within the client's account for the period specified.

Now from a dealership's perspective, if all the monies that travel through the business were to only go through the bank account then that bank statement is a PERFECT AND TRUE INDICATION of the dealership's activity. So the bank statement is a COMPLETE record of what the dealership did during the bank statement period.

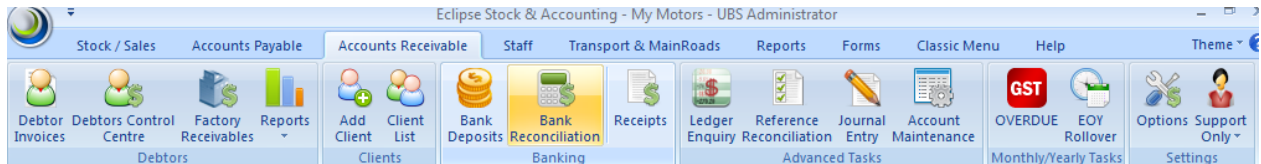
Knowing that the bank statement has ALL the transactions on it means that if you can check off all those transactions within Eclipse for the same period then Eclipse will be correct for that period.



So businesses USE the bank statement to force their respective management systems to be correct.

Let's have a look at the screens associated with the bank reconciliation process.

1. Click the Accounts Receivable tab, and click on Bank Reconciliation.



2. The following screen that displays is the Bank Reconciliation List.

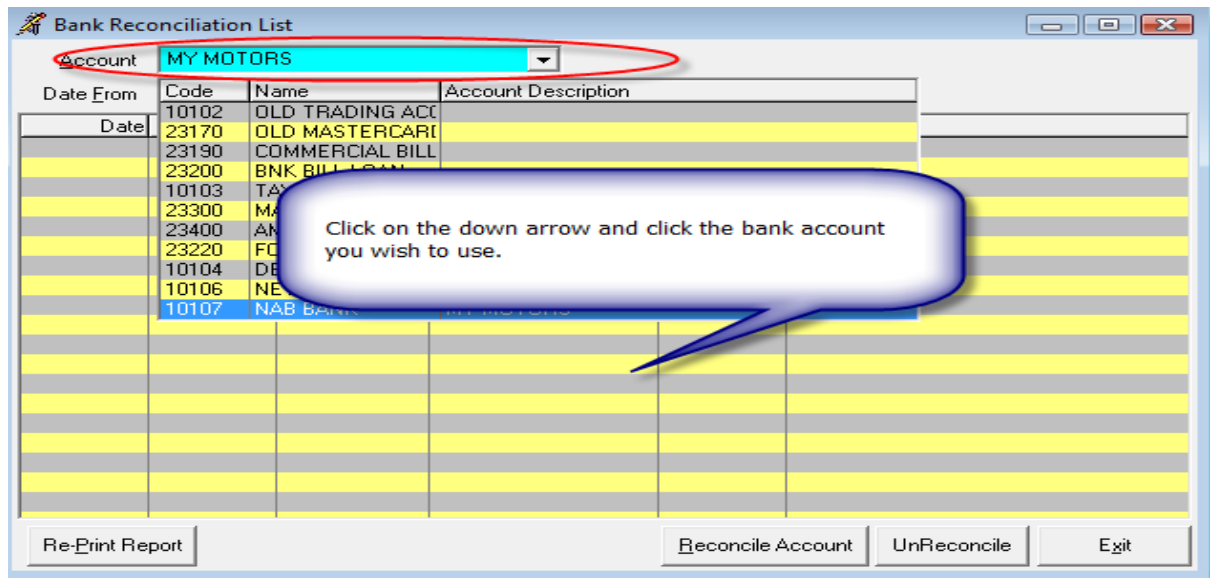
The 'Bank Reconciliation List' window displays the following data:

Date	Statement	Closing Bal	Processed	Operator	Status
10/12/2010	301110	(17.03)	10/12/2010 10:18	>MM-ADMIN	Completed
05/11/2010	51110	(2,954.67)	05/11/2010 14:51	fm	Completed
29/10/2010	291010	245.38	05/11/2010 14:19	fm	Completed
08/09/2010	80910	256.95	08/09/2010 10:54	>MM-ADMIN	Completed
08/09/2010	40810	(284.63)	08/09/2010 10:43	>MM-ADMIN	Completed

Buttons at the bottom: Re-Print Report, Reconcile Account, UnReconcile, Exit.

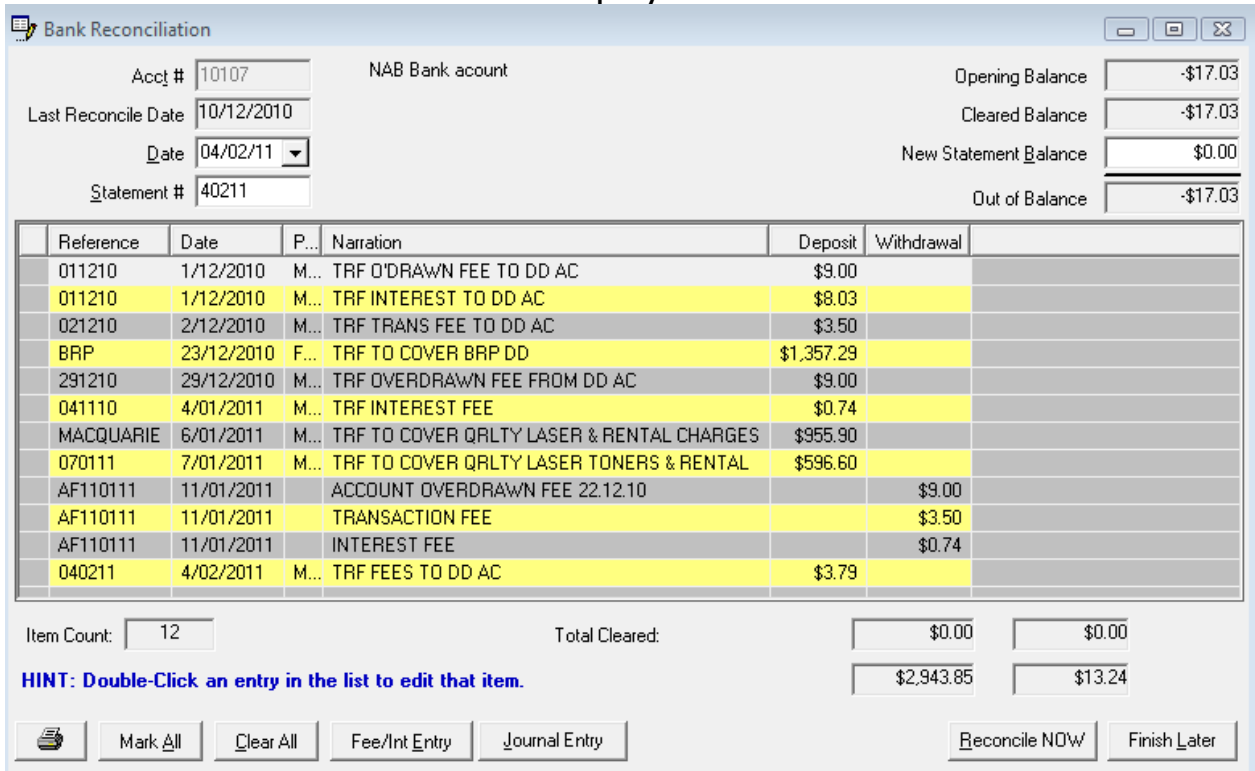
You can choose which bank account you want to reconcile here.

1. From the account field use the drop down arrow next to the box to select the account.

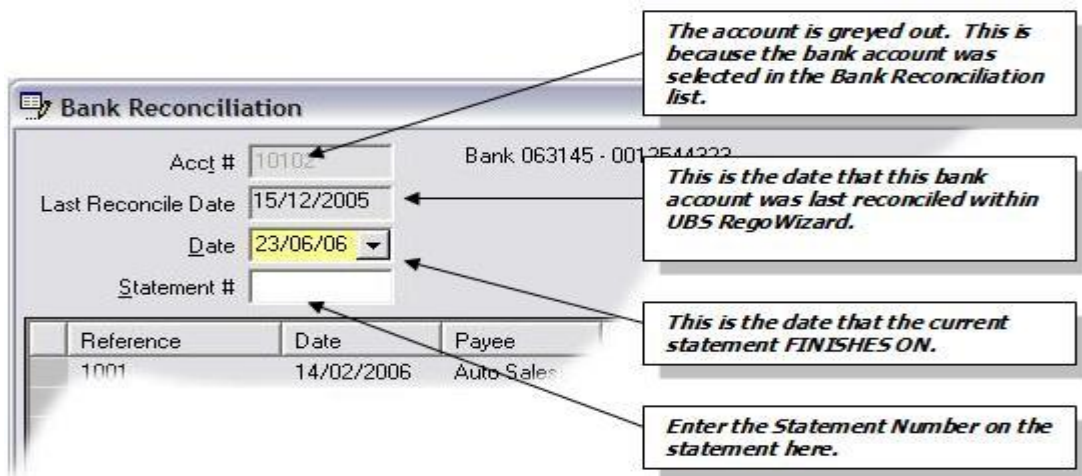


Eclipse remembers the last bank account you selected. If you were only using one bank account you wouldn't have to worry about clicking on the down arrow.

1. To start a reconciliation click on the Reconcile Account button. The Bank Reconciliation screen displays.

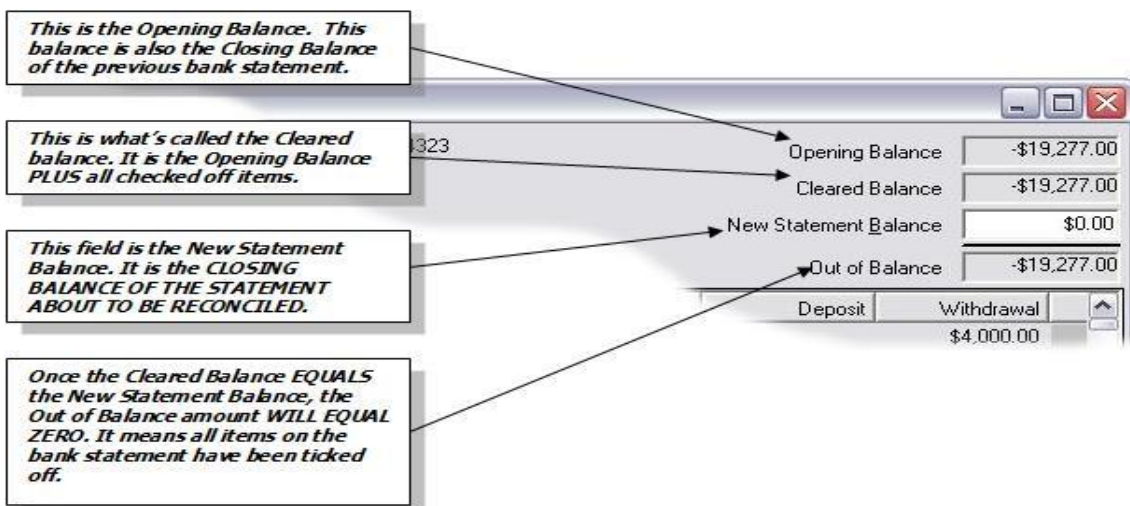


Now let's go through some of the features of the Bank Reconciliation screen.



For your convenience the Account number displays (greyed out) and the date last reconciled. This is the date that the last bank statement closed on and, incidentally, the bank statement you are currently intending to reconcile starts on.

You can also enter in the statement number. This can be found on the statement about to be reconciled.



The Opening Balance is the opening balance of the current Bank Statement you are intending to reconcile. It is also the Closing balance of the

previous statement that was reconciled. This of course coincides with the last reconciled date.

Bank reconciliations should be unbroken. That is, the closing date and balance of the last statement becomes the opening date and balance of the next statement.

The Cleared Balance shows the "Running Balance". The running balance refers to those items that have been checked off on the bank statement. If it is on the statement then it should be checked off in UBS Eclipse.

Using the Cleared Balance field you can monitor those items you checked off as some bank statements have the running balance next to the entries. It is another safeguard measure helping you to get the reconciliation right.

The Out of Balance amount refers to the total of those entries NOT CHECKED OFF. Simply, if all entries have been checked off and you started with the same opening balance then your Cleared Balance should equal the New Statement Balance.

The New Statement Balance is the CLOSING BALANCE on the bank statement being reconciled. You will need to fill in this field in order to complete the bank reconciliation.

This "Print" icon, when clicked, will print the Bank Reconciliation Report.

This is the Item Count or the number of items in the list.

Mark All will mark all items in the list and Clear All will clear all items in the list.

This button will display the screen for entering bank charges/bank interest into the list.

If you need to do journals then click on this button. It will display the journal screen.

EVERYTHING BALANCES. This will reconcile the bank account up to the date entered.

If you need to do something else then click on this button. It will SAVE every thing you have done till now until later.

HINT: Double-Click an entry in the list to edit that item.

1020	21/02/2006	Melb...		
1021	21/02/2006	National Mo...		
1022	21/02/2006	South Melb...	PAYMENT F...	
1023	21/02/2006	Southbank ...	PAYMENT F...	
1024	21/02/2006	United Moto...	PAYMENT F...	
1025	21/02/2006	United Moto...	PAYMENT F...	

Item Count: 294 Total Cleared: \$0.00

\$2,186,961.50 \$2,149,924.57

Buttons: Mark All, Clear All, Fee/Int Entry, Journal Entry, Reconcile NOW, Finish Later

The bottom of the screen has a number of buttons on it.

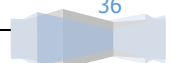
The first button is for printing the Reconciliation Report. This report should be printed at the time you are ready to reconcile. The report details all the unrepresented cheques and unrepresented deposits along with the summary listing of entries that bring the ledger bank balance back into line with the actual bank balance.

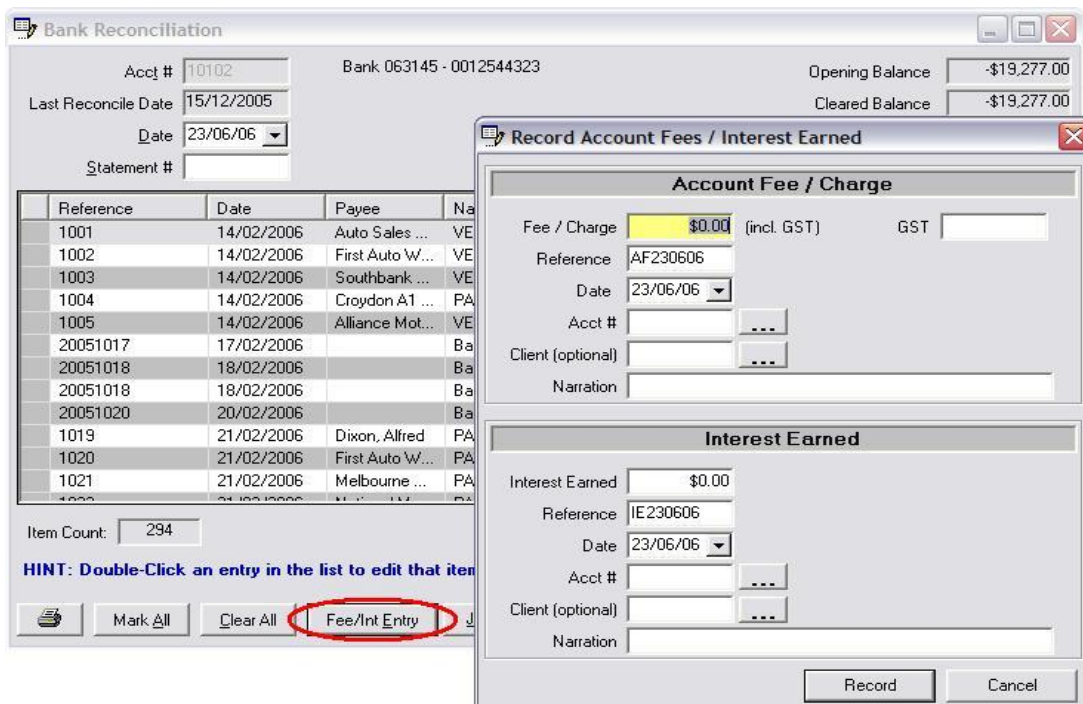
Let's digress a little with regard to the idea of reconciling back to the Bank Balance. When you run a cheque account and write cheques you will either send these out via mail or give them to the creditor in person. Either way you are recognising that the person or entity is paid before it actually happens in the bank. Reconciling is the process of identifying what is outstanding between the ledger balance and actual bank balance. So, apart from helping the dealership know that all the activity for the business has been entered into the system the bank statement helps determine what cheques and deposits have not been banked yet.

In rare cases you may need to just mark all the entries. You know that if all the entries are marked then the bank statement will reconcile.

Alternatively, you may find you have mucked up the checking off of entries to the point you need to start again. It's always a good idea to stay well on top of doing bank reconciliations as the longer they are left the harder and more time consuming it is to reconcile. If you have mucked up the bank rec then you will need to start again. Use the Clear All button and clear all the "Orange Balls".

Every bank statement sent by the bank also includes entries that the business won't know about. They also include all the bank charges for the account. These need to be entered into the system. To do this, use the button Fee/Int Entry.





From here you can enter in any bank charges that might appear on the bank statement or enter in any interest that might have accrued. The top part of this screen allows the entry of the bank fee or charge and the bottom part allows for any entries that relate to interest earned. These entries are actually journals and can be edited or deleted if found to be incorrect.

There is a journal button. This button can be used to enter in all those items that have affected the bank but are not a result of a payment or a receipt in the normal sense.


The Reconcile NOW button is used when all entries on the bank statement exist in Eclipse and have also been checked off. If a bank reconciliation report has not been printed it will ask if you require one. If you failed to print off the report UBS Eclipse will save a copy in PDF format if you require it at a later date.

The Finish Later Button can be used to close the screen BUT STILL RETAIN ALL THE MARKED OFF TRANSACTIONS AS YOU CHECKED THEM. You do not lose any of the work you have done.

Bank Reconciliation – the Process

This process assumes you have accessed the Bank Reconciliation screen previously and are ready to start the bank reconciliation.

1. Enter the date the bank statement goes up to into the date field of the bank reconciliation screen.



The screenshot shows the 'Bank Reconciliation' window. At the top, it displays 'Acct # 10102' and 'Bank 063145 - 0012544323'. Below this, 'Last Reconcile Date' is set to '15/12/2005'. The 'Date' field is highlighted with a red oval and contains '23/06/06'. A callout box with an arrow points to this field, containing the text: 'Enter the date the bank statement closes here.' Below the form fields is a table with columns 'Reference' and 'Date'. The first row shows '1001' and '14/06/06', and the second row shows '1002' and '14/06/06'.

When you enter a date and then “tab” off the field, all entries UP TO THE DATE ENTERED, made to this bank account and NOT reconciled, display.

NOTE: No bank account entries will appear AFTER the date entered UNLESS THEY HAVE ALREADY BEEN CHECKED OR MARKED OFF. We are only interested in those entries from the start of the bank statement date to the closing bank statement date.

If entries display AFTER the closing date of the bank statement they display because they have been checked or marked off. They MUST BE UN MARKED. They do not relate to any entries on the bank statement.

If the entries do relate then they have been dated wrongly. They need to be redated.

If entries are missing they need to be added.

If entries are wrong they need to be corrected.

2. Enter in the statement number.

Bank Reconciliation

Acct # 10102 Bank 063145 - 0012544323

Last Reconcile Date 15/12/2005

Date 09/06/06

Statement # 2

Reference	Date
1001	14/02/2006
1002	

- Next enter the "New Statement Balance" into the third field to the top left.

Opening Balance -\$19,277.00

Cleared Balance -\$19,277.00

New Statement Balance \$135,076.20

Out of Balance -\$154,353.20

Deposit	Withdrawal
	\$4,000.00
	100,750.00

This is the closing balance of the bank statement and it's the KEY to matching what has gone through the actual bank account to what has gone through Eclipse. You will note the field right above it called "Cleared Balance". This is the value of the combination of the checked off deposit and withdrawal items PLUS the closing balance of the last bank statement.

The process is simple from here – check off all the items listed on the bank statement. Now there WILL be a number of items on the bank statement that don't appear in the Eclipse Bank list. They most probably will be EFT transactions deposited into the bank account – interest – and any bank fees and charges. For EFT deposits you will need to drop out of this screen (Click on the "Finish Later" button and

enter those in via the bank deposit screen. For the fees and charges you can use the fee/Int Entry button at the bottom.

4. Now it's a matter of checking off each item that appears in the bank statement to that displaying in the bank reconciliation list. Once an item is ticked and reconciled it disappears from this screen.

If the bank statement has a running balance to the right then this can be used to "sync" with "Cleared Balance" field as, for every entry checked or marked, the cleared balance will increase or decrease depending on whether it was a deposit or a payment.

Alternatively you can concentrate just on receipts first and then payments, as the list is fully sortable. This is the method described below.

5. The bank Reconciliation screen "remembers" the items you ticked off the last time you were working in the Bank Reconciliation screen so you don't have to redo any work.

You also have the same "sort" feature available at the top of each column that you have for lists in the other lookup screens. This makes the process easier as you can sort the Deposit column listing all items in either a descending or ascending order. Then it's a matter of identifying each deposit item on the bank reconciliation screen that appears on the bank statement. Any entries that don't appear simply need to be entered.

In this way all activity that actually occurred in the business via the bank account for the period selected will be entered, making the system match accurately to the real world.

6. Check off all deposits. Go to the deposit screen and enter any deposits not in the system.
7. Check off all withdrawals. Enter any cheques that appear on the bank statement but not in the system.
8. Enter all bank fees and charges as well as interest using the button at the bottom of the window.

9. The aim is to match the New statement balance entered at the top right of the screen to the value in the field directly above it. Once both concur then all items within the bank statement have been checked off and exist in Eclipse.
10. Print off the bank reconciliation report and file it.
11. The only thing left to do is select the Reconcile NOW button at the bottom right.

That's the process for the reconciliation of a normal bank account.