



Nominal Accounting Software

User Guide

Table of Contents

Nominal Accounting Software	1
Introduction	2
Nominal Accounting Software	2
Using this Guide	3
Standard Business Reporting	4
About SBR	4
Getting Started.....	6
Company Wizard.....	7
Creating a New Company Data File	8
Product Areas (Tabs).....	15
File	19
Dashboard.....	22
Portlets.....	22
Sales	24
Creating a Customer Invoice.....	26
Receiving a Payment.....	29
Creating a Customer Quote	31
Turning a Quote into a Sale	34
Views	36
Accounts Receivable	37
Customer Statement.....	39
Searching.....	41

Bank	42
Spending Money	43
Line Item	45
Receiving Money.....	46
Transferring Money	48
Viewing the Register	49
Importing Bank Transactions	49
Matching.....	49
EFT Batch Payments.....	50
Books	51
General Ledger Record	52
Journal Records.....	53
Purchases	55
Enter Purchases	56
Pay Supplier	59
Purchase Orders List	61
Accounts Payable	62
Manage	64
Chart of Accounts.....	65
Editing Tools.....	66
Table Display	66
Tree Display.....	66
Items	67

Tax Codes	68
Manage list of tax codes and rates	68
Terms	69
Terms Management.....	69
Manage Cards	69
Employee Details	71
Personal	72
Employment.....	72
Payroll	72
Taxes & Super	73
Payroll	74
Payroll Management.....	74
Manage Company's Pay Run	75
Tax Calculator.....	76
Billing	78
Timesheet	79
Bill Time.....	81
Report	83
SBR/ATO	86
BAS Submission	86
TFN Declaration	88
Section A: Payee.....	88
Section B: Payer	91

PAYG Summary	92
Section A: Payee.....	92
Section B: Payer	94
Tools	96
Web	97
Import	99
Reference	100
Email and Print.....	101
Invoice Fields.....	102
Purchase Fields	105
Quote Fields	108
Pay Slip Fields.....	111
Keyboard Shortcuts.....	114

Nominal Accounting Software

Welcome to the Nominal Small Business Accounting Software User Manual. Please take time to review this document and familiarise yourself with your new accounting software. We hope you will enjoy using this tool and wish you good luck with your small business.

Introduction

Nominal Accounting Software

Nominal Accounting Software is easy-to-use yet fully featured. It is the first accounting software to support Standard Business Reporting (SBR).

Nominal Accounting Software has all the usual accounting features plus additional features that even more expensive softwares don't have including:

- BAS submission and TFN declaration using SBR
- Payroll Management
- Keyword Search
- Inventory and Stock Management
- Quote Creation
- Customised Forms and Invoices
- Portable Company File
- Many Additional Features.

Visit our website, www.Nominal.com.au to find out more or email us at info@Nominal.com.au.

Some of Nominal Accounting Software's features include:

- Standard Business Reporting (SBR) using the new Australian Government interface for submission of quarterly BAS forms
- Simple User Interface enabling faster performance of routine tasks
- Quick Learning Ladder
- Windows 7 Themes using a Microsoft Office Ribbon interface
- Payroll function for managing employee salaries and payments
- Basic inventory for buying and selling items
- Bank Statement Import and Synchronisation.

Using this Guide

The Nominal Accounting Software User Guide was developed to help familiarise you with the software. While we developed Nominal to be simple and intuitive, we acknowledge that our customers may need some assistance.

This guide contains the following sections:

- Introduction
 - This section provides an introduction to the software and SBR.
- Getting Started
 - This section is a quick start guide to the software including the first steps you'll take using the software.
- Product Areas
 - This section provides detailed information about the different areas of the software including an overview of the screens, buttons and associated operations.
- Reference
 - This section provides information about fields and shortcut keys.

Standard Business Reporting

Nominal Accounting Software is registered with the Australian government and the ATO to supply Business Activity Statement (BAS) submission service online.

The following is an extract from the SBR website, located here:

http://www.sbr.gov.au/en/about_sbr/?page=8

About SBR

Current reporting requirements impose a significant burden on business – a business that the Australian government is committed to reducing.

Standard Business Reporting (SBR) is an Australian government initiative to reduce the business-to-government reporting burden. This major whole-of-government project streamlines business-to-government reporting through their SBR-enabled accounting/payroll software and will save businesses time and money. Using SBR-enabled software will allow Australian businesses to prepare and lodge key government forms directly from their software to SBR partner agencies. Businesses will need to register for an AUSkey which will allow them to send reports via SBR.

Led by the Australian Treasury, the SBR partner agencies are the Australian Taxation Office (ATO), the Australian Securities and Investments Commission (ASIC), the Australian Prudential Regulation Authority (APRA), from July 2011, all State and Territorial Government Revenue Offices (ROs) and the Australian Bureau of Statistics (taxonomy only). The Department of Innovation, Industry, Science and Research are providing trust broker services. Some examples of reports SBR is targeting include the Business Activity Statement (Australian Taxation Office), financial statements (ASIC), and payroll tax returns (State and Territory Government revenue offices). See the current forms in scope.

SBR has been co-designed by Australian state and territory government agencies in partnership with software developers, business and their accountants, bookkeepers, tax agents and payroll professionals. SBR is simplifying business-to-government reporting by:

Removing unnecessary or duplicated information from government forms

Using business software to automatically pre-fill forms

Adopting a common reporting language, based on international standards and best practice

Making financial reporting a by-product of natural business processes

Providing an electronic interface to agencies directly from accounting software, which will also provide validation and confirm receipt of reports

Providing a single secure online sign-on to all agencies involved for all users.

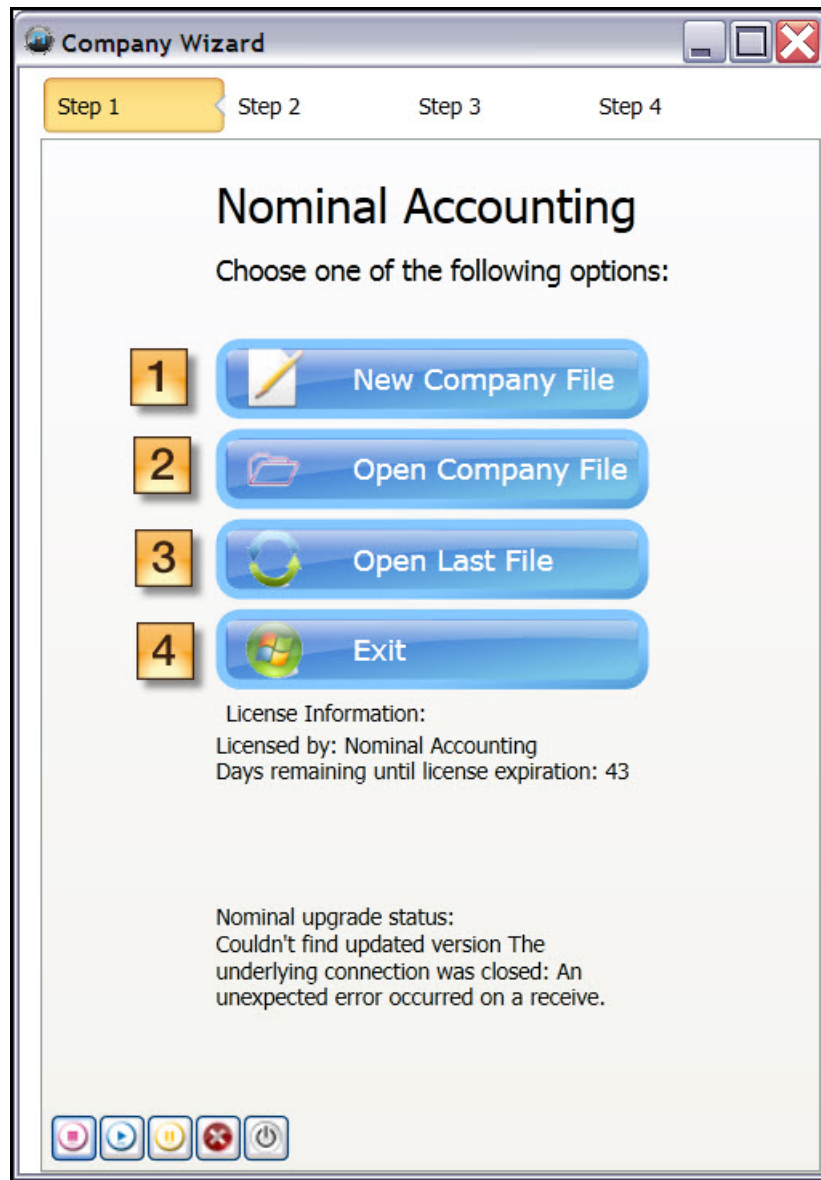
SBR is expected to save Australian businesses an estimated \$800 million per year once fully implemented. Adoption of SBR will be voluntary and no legislative changes will occur as a direct result of the initiative.

Getting Started

Getting started with Nominal is as easy as 1, 2, 3. Use the following section to be off and running quickly.

1. The *Company Wizard* opens the first time you open Nominal. The *Company Wizard* enables you to create a new company file, open an existing file or load the last file used.
2. After creating the company file, proceed to the *Manage* area to enter initial company data for your accounts, customers, employees, items and more.
3. Start recording business transactions using Nominal.

Company Wizard



Feature	Description
1. New Company File	Click the New Company File button to create a new Company Data File (CDF) and move to the second step in the <i>Company Wizard</i> .
2. Open Company File	Click the Open Company File button to open an existing CDF saved on your computer.
3. Open Last File	Click the Open Last File button to open the last CDF you used. This option is not available the first time the software is used.
4. Exit	Click the Exit button to exit the software.

Creating a New Company Data File

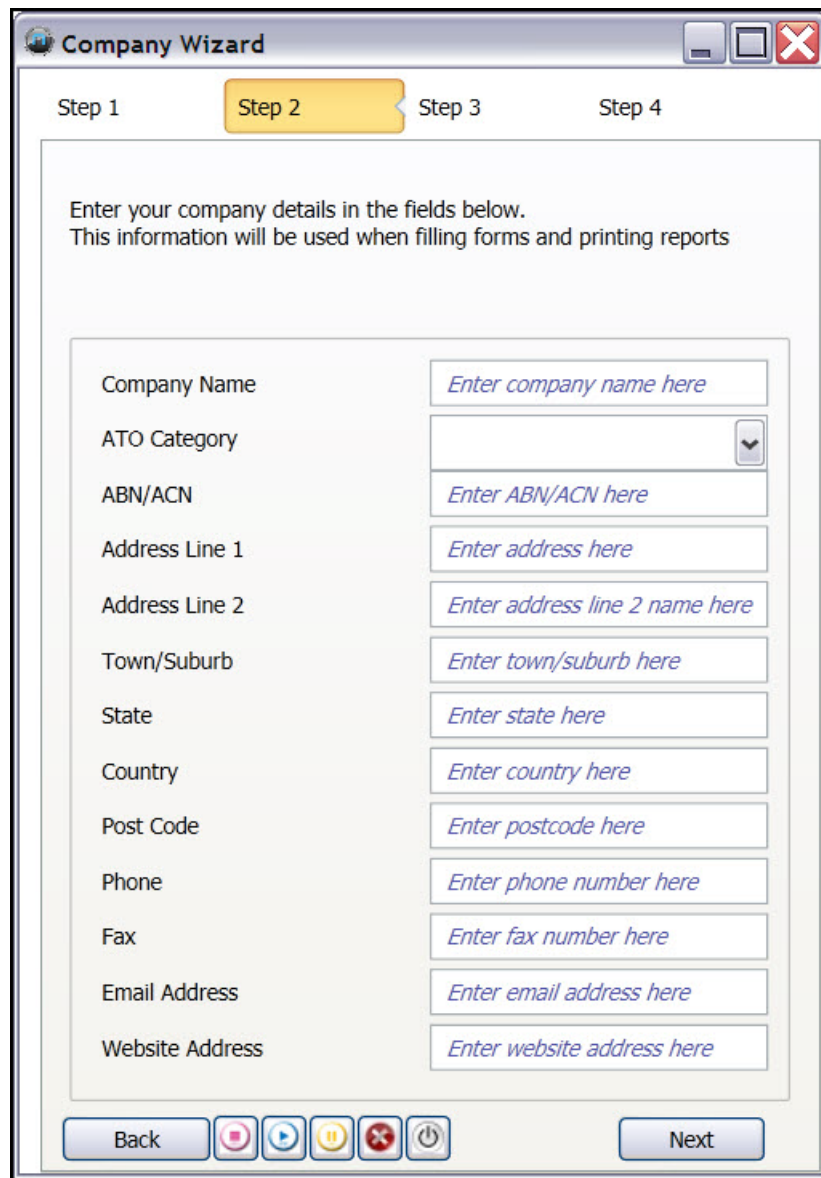
The first step in using Nominal is creating a Company Data File (CDF).

To create a new CDF,

1. Click the **New Company File** button.



The *Company Wizard Step 2* screen opens.

A screenshot of a software window titled "Company Wizard". The window has a standard Windows-style title bar with minimize, maximize, and close buttons. Below the title bar, there is a progress indicator with four steps: "Step 1", "Step 2" (highlighted in yellow), "Step 3", and "Step 4". The main content area contains the following text: "Enter your company details in the fields below. This information will be used when filling forms and printing reports". Below this text is a list of input fields, each with a label on the left and a text box on the right. The fields are: "Company Name" (text box with placeholder "Enter company name here"), "ATO Category" (dropdown menu), "ABN/ACN" (text box with placeholder "Enter ABN/ACN here"), "Address Line 1" (text box with placeholder "Enter address here"), "Address Line 2" (text box with placeholder "Enter address line 2 name here"), "Town/Suburb" (text box with placeholder "Enter town/suburb here"), "State" (text box with placeholder "Enter state here"), "Country" (text box with placeholder "Enter country here"), "Post Code" (text box with placeholder "Enter postcode here"), "Phone" (text box with placeholder "Enter phone number here"), "Fax" (text box with placeholder "Enter fax number here"), "Email Address" (text box with placeholder "Enter email address here"), and "Website Address" (text box with placeholder "Enter website address here"). At the bottom of the window, there is a "Back" button on the left and a "Next" button on the right. Between these buttons is a row of six small, circular icons: a red square with a white circle, a blue square with a white circle, a yellow square with a white circle, a red square with a white circle, a red square with a white circle, and a power button icon.

2. Enter as much information as possible in the fields on the screen.

NOTE: This screen can be returned to and modified at a later time.

Field	Description
Company Name	Type the name of your company.
ATO Category	Choose the appropriate <i>ATO Category</i> from the dropdown field.
ABN/ACN	Type your company's ABN/ACN in this field.
Address Line 1	Type your company's street address or PO Box.
Address Line 2	Type your company's Address Line 2. (Optional)
Town/Suburb	Type your company's town or suburb.
State	Type your company's state.
Country	Type your company's country.
Post Code	Type your company's post code.
Phone	Type your company's phone number.
Fax	Type your company's fax number.
Email Address	Type your accounting department's email address.
Website Address	Type your company's website address.
Back button	Click the Back button to return to the <i>Company Wizard Step 1</i> screen.
Voice Guide Controls	Click the Stop, Play, Pause, Close (Current Guide), and Close (All Guides) buttons to control the accompanying voice guide.
Next	Click the Next button once you've filled out the fields satisfactorily.

NOTE: This information will be used in customer invoices so ensure that the information is accurate.

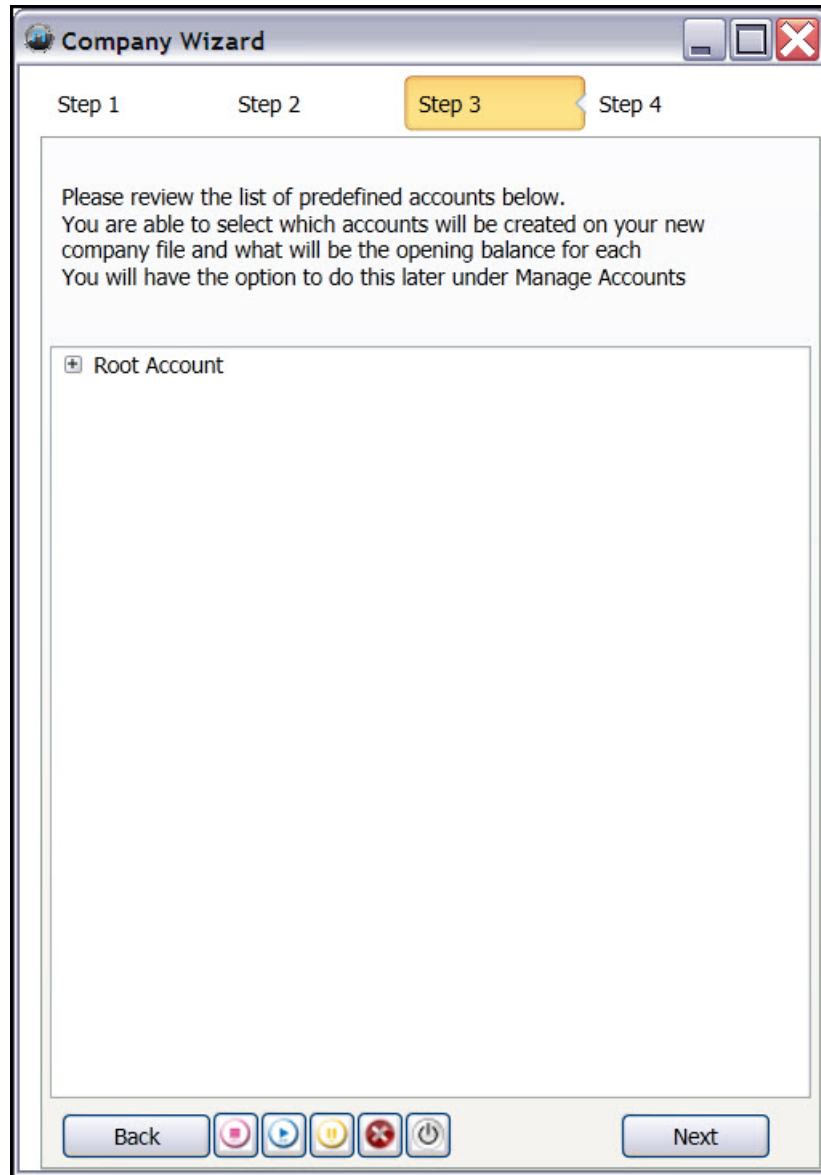
Once completed, the *Step 2* form should look similar to this:

The screenshot shows a window titled "Company Wizard" with a progress bar at the top indicating four steps. Step 2 is currently active and highlighted in yellow. Below the progress bar, there is a text prompt: "Enter your company details in the fields below. This information will be used when filling forms and printing reports".

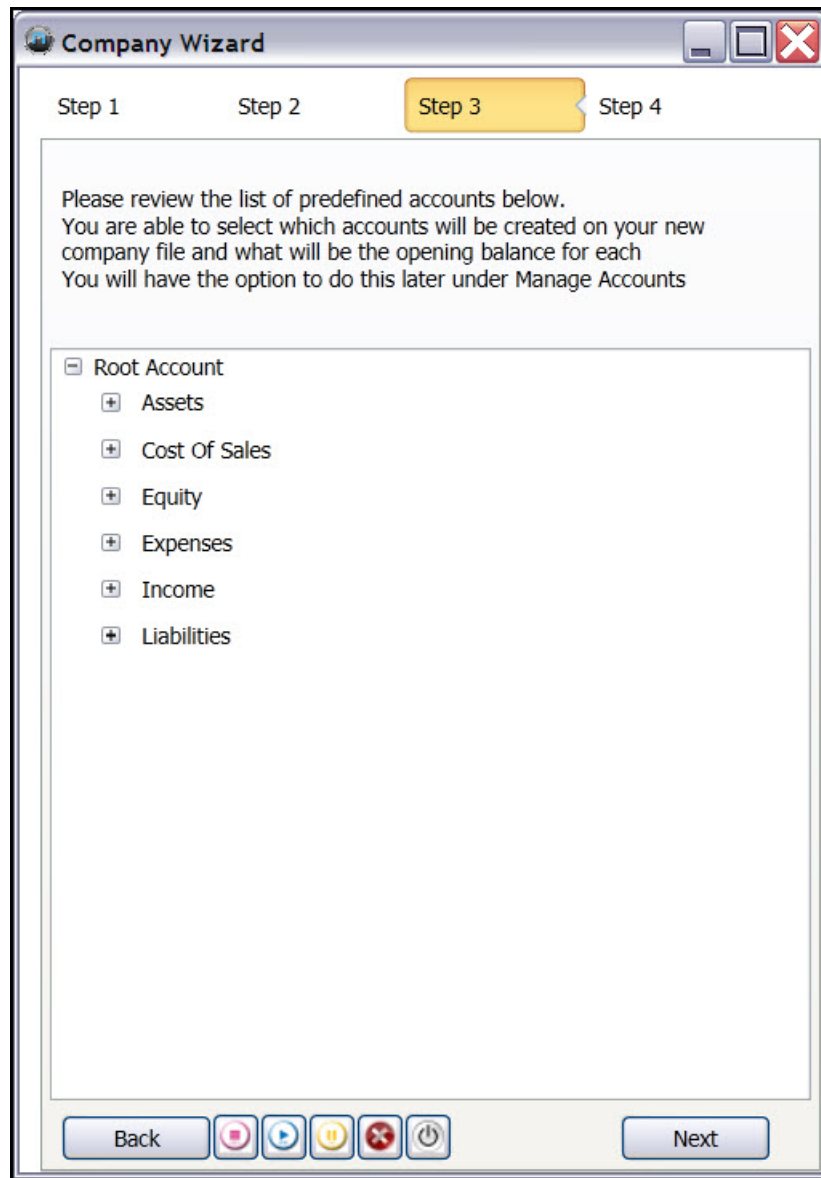
Company Name	Lagniappe Enterprises
ATO Category	Craft shops
ABN/ACN	<i>Enter ABN/ACN here</i>
Address Line 1	12 Main Street
Address Line 2	<i>Enter address line 2 name here</i>
Town/Suburb	West Beach
State	SA
Country	Australia
Post Code	5024
Phone	8 2356 2899
Fax	8 2356 2898
Email Address	accounting@lagniappe.com
Website Address	www.lagniappecrafts.com

At the bottom of the window, there are navigation buttons: "Back", a set of five small icons (stop, play, pause, close, power), and "Next".

3. Click **Next** once you've entered the appropriate information. The *Predefined Accounts (Company Wizard Step 3)* screen opens.



Click the plus sign next to **Root Account** to see the default account files folder structure. This is generally referred to as the *Chart of Accounts*. The default account files folder structure looks like this:

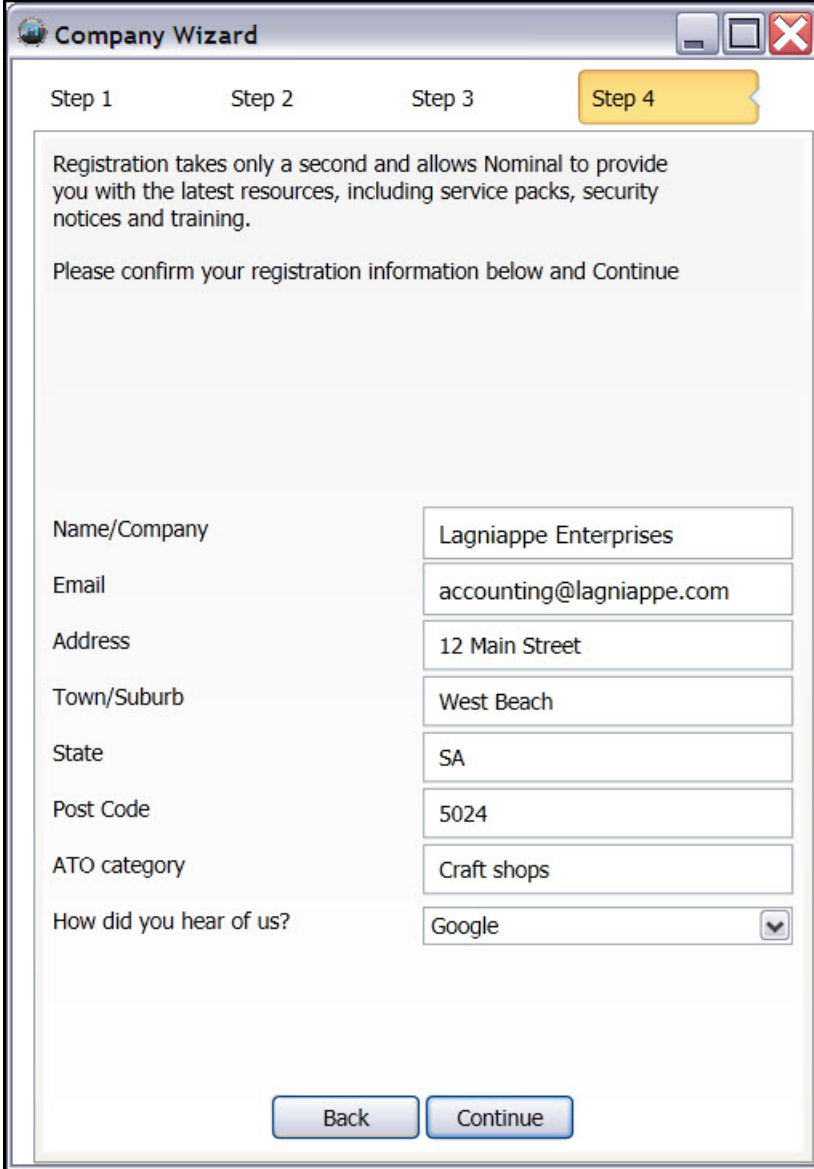


The default folder structure organises your data into **Assets**, **Expenses**, **Income** and **Liabilities** among other things.

4. Click the plus sign next to each item to see the sub-items.

It is recommended to leave the folder structure in its default format until you are more familiar with the software. Once you have become comfortable with Nominal, you can return to the *Chart of Accounts* and modify the structure to suit your needs. To do this, click **Manage**, then **Accounts**.

- Once you've familiarised yourself with the folder structure, click **Next** to proceed to *Step 4, Registration*. *Step 4* looks like this:



The screenshot shows a window titled "Company Wizard" with four steps: Step 1, Step 2, Step 3, and Step 4. Step 4 is highlighted in yellow. The main content area contains the following text:

Registration takes only a second and allows Nominal to provide you with the latest resources, including service packs, security notices and training.

Please confirm your registration information below and Continue

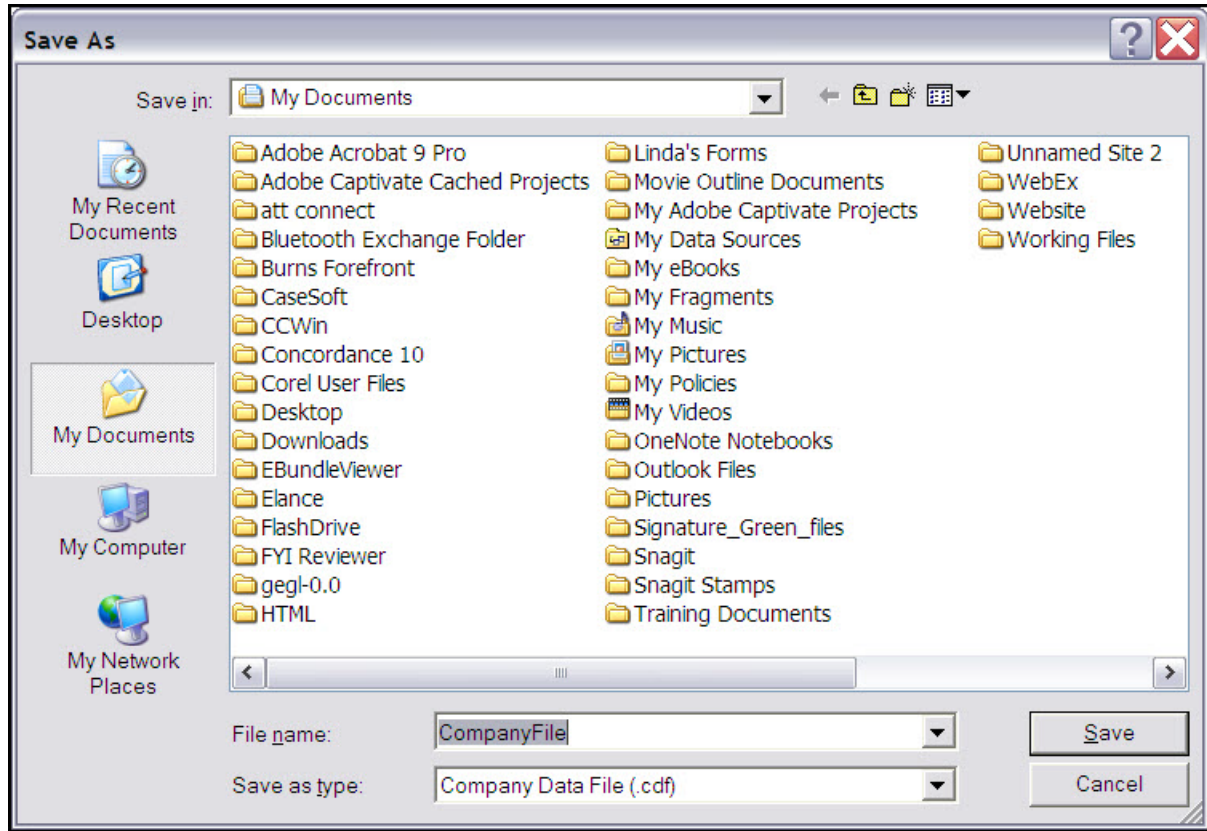
The form fields are as follows:

Name/Company	Lagniappe Enterprises
Email	accounting@lagniappe.com
Address	12 Main Street
Town/Suburb	West Beach
State	SA
Post Code	5024
ATO category	Craft shops
How did you hear of us?	Google

At the bottom of the form are two buttons: "Back" and "Continue".

- This screen is automatically populated with information from *Step 2*. Verify that the information is correct.
- Choose the appropriate option from the *How did you hear of us?* dropdown field.
- Click **Continue**.

After you click **Continue**, the *Save As* screen opens, prompting you to save your company files.



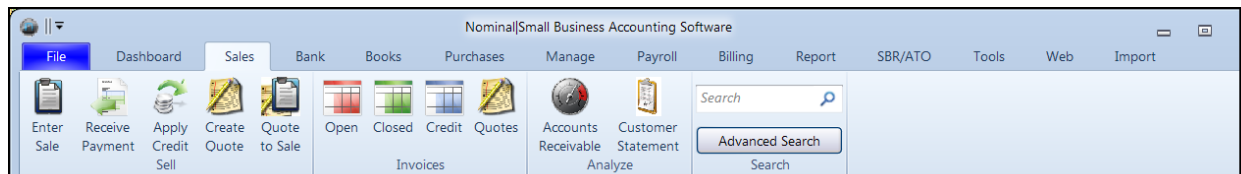
9. Type a name for your company in the *File name* field.

10. Click **Save**.

The software saves your company data file and launches Nominal.

Product Areas (Tabs)

Nominal is organised using a ribbon-interface similar to that found in Microsoft Office products.



The *Product Areas* section of this guide provides an overview of the tabs available within Nominal. The *Product Areas* section will discuss each of the tabs. The tabs available in the software include:

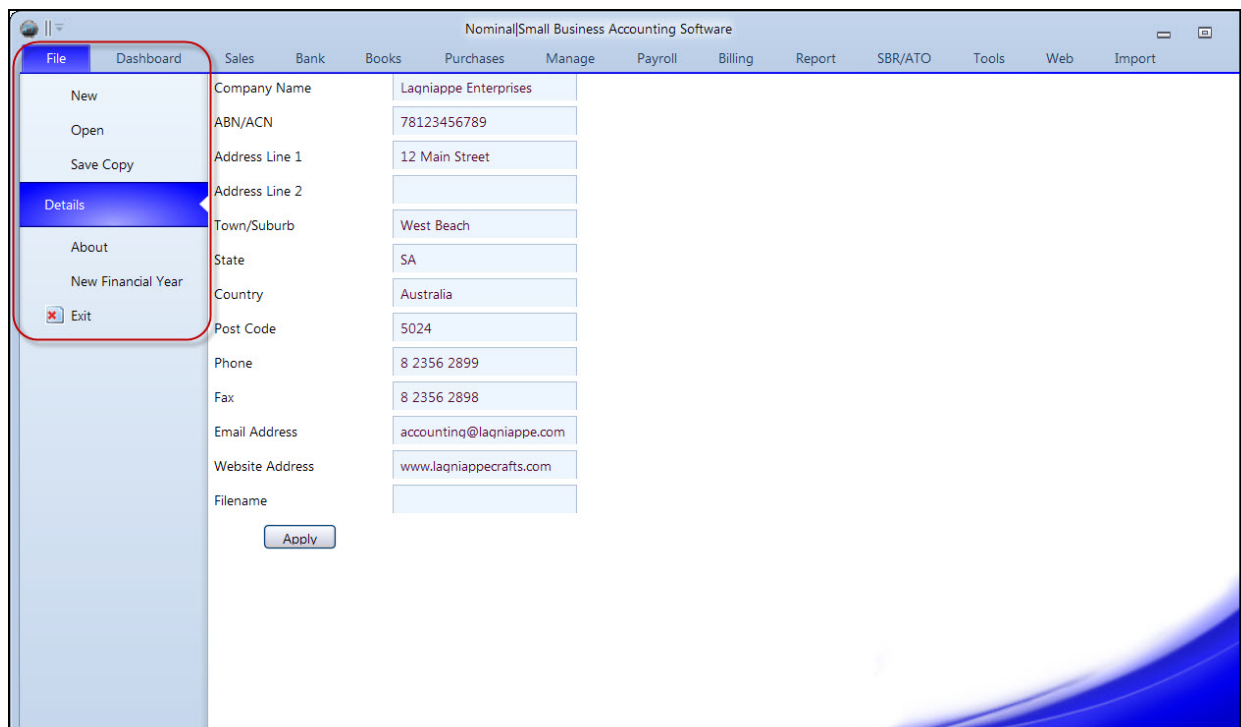
- File Menu
 - The *File Menu* section of this guide discusses the *File Menu* which provides access to *Company Files* related tasks.
- Dashboard
 - The *Dashboard* section of this guide provides information related to the *Dashboard* tab of Nominal.
- Sales
 - The *Sales* section of this guide covers sales-related functions including sales and services provided to customers, invoicing, payment management, quotes, refunds and accounts receivable management.
- Bank
 - The *Bank* section of this guide includes using Nominal to record financial activities made with your bank accounts, not related to selling or purchasing items.
- Books
 - The *Books* section of this guide includes information about using the *Books* tab to work with General Ledger entries.
- Purchase
 - The *Purchase* section of this guide discusses Nominal as used to create purchase orders and manage payments to suppliers.

- Manage
 - The *Manage* section of this guide discusses data management using Nominal. Data managed by Nominal includes: accounts, suppliers, items, customer, employee and contacts lists.
- Payroll
 - The *Payroll* section of this guide discusses using Nominal to manage the payroll function of your company.
- Billing
 - The *Billing* section of this guide covers information related to the *Billing* tab of the software including time billed to clients for services rendered.
- Report
 - The *Report* section of this guide discusses using the software to create reports that quickly and efficiently display data about your business.
- SBR/ATO
 - The *SBR/ATO* section of this guide covers features found on the *SBR/ATO* tab of the software including *BAS Submission*, *TFN Declaration* and *PAYG Summary*.
- Tools
 - The *Tools* section of this guide discusses features found on the *Tools* tab of the software. The *Tools* tab includes features that allow you to customise your software, check for updates and work with licensing.
- Web
 - The *Web* section of this guide discusses features found on the *Web* tab of the software. The *Web* tab includes features that allow you to work integrate Nominal with various online applications including PayPal, Freshbooks and Google.
- Import
 - The *Import* section of this guide discusses features found on the *Import* tab of the software. The *Import* tab includes features that allow you to import cards, items, accounts and transactions from various sources.

NOTE: Depending on your license, you may have access to some or all of the tabs discussed in the following section.

File

The *File* menu contains features related to company files. The *File* menu looks like this:

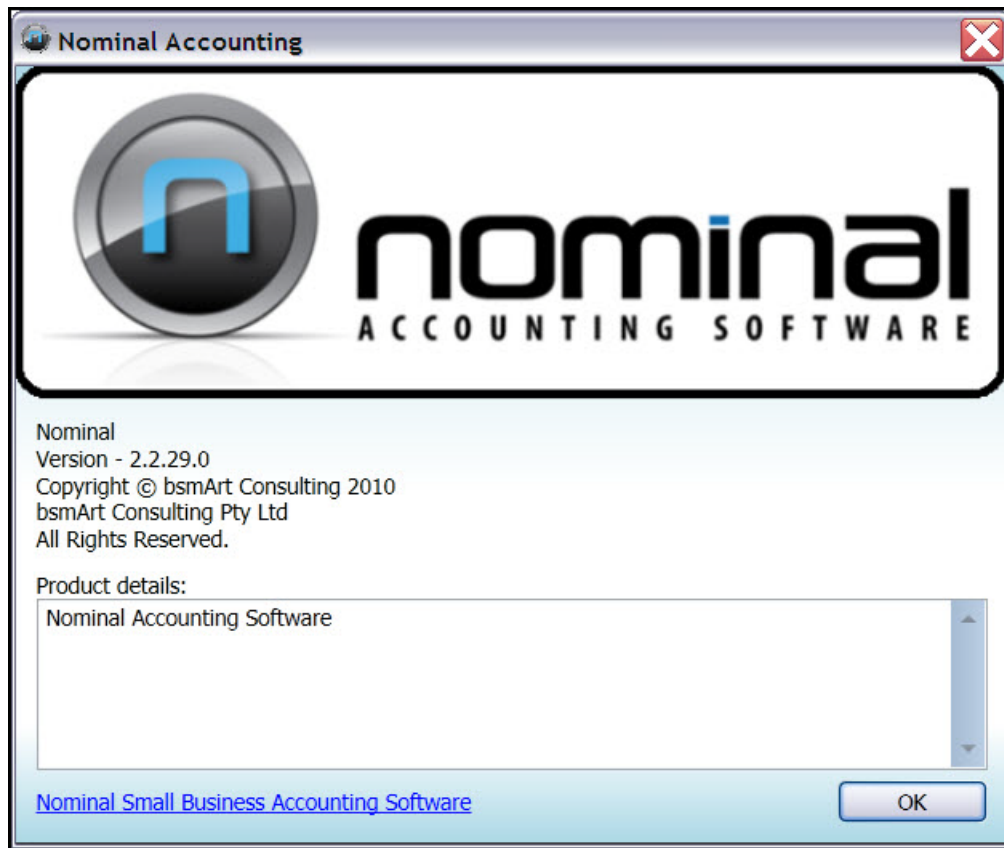


By default, the *Details* section of the *File* menu displays. This area contains contact information for your company. This information was completed in the *New Company Wizard*.

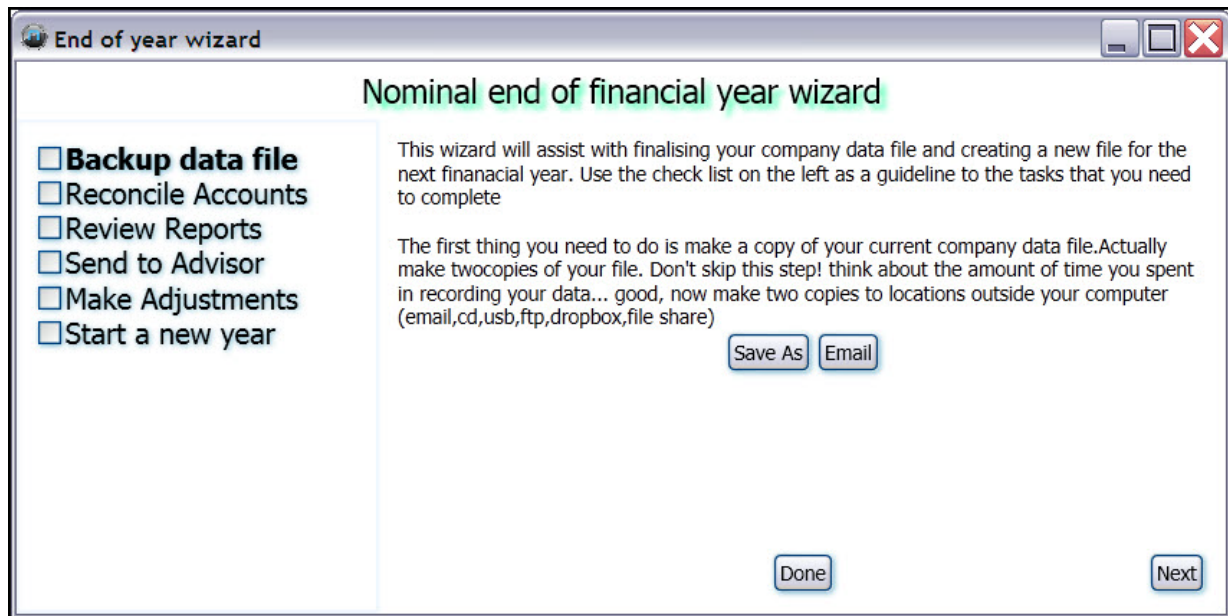
The **File Menu** contains:

- New
 - Click **New** to create a new company using the *Company Wizard*.
- Open
 - Click **Open** to open an existing company file saved on your computer or network.
- Save Copy
 - Click **Save Copy** to save a copy of the current file. This can be used to create backup copies of your files.

- About
 - Click **About** to see the *About* screen, including software version.



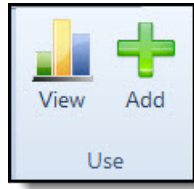
- New Financial Year
 - Click **New Financial Year** to launch the *Nominal end of financial year wizard*.



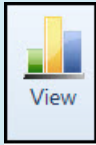
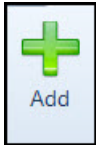
The *Nominal end of financial year wizard* will be discussed more in-depth later in this guide.

- Exit
 - Click **Exit** and then **Yes** to the *Exit the application* screen that opens to exit the software.

Dashboard



The *Dashboard* tab includes features used to organise your online life. The table below describes the commands available on the *Dashboard* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Use	 View	Click View to view your business dashboard and get a better understanding of your business status.
	 Add	Click Add to add a portlet to the dashboard.

Portlets

Portlets are user interface components displayed in a web portal (dashboard). Portlets are similar to widgets or small apps.

Click the **Add** button to add a portlet to your dashboard. Portlet choices include:

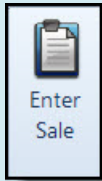
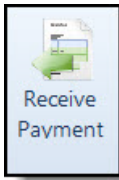

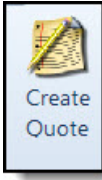
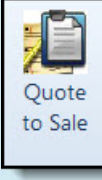
- Debtor Days
- Debtor Days Over Time
- Buying Customers
- Buying Customers Over Time
- Average Sale
- Average Sale Over Time
- Top Creditors
- Average Sale per Customer

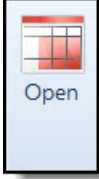
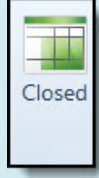
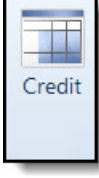
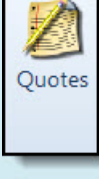
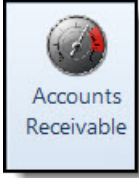
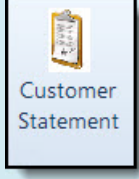
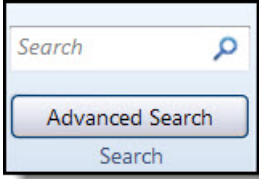
- Average Sale per Customer Over Time
- Creditor Days
- Creditor Days Over Time
- Sales Count
- Sales Count Over Time
- Top Debtors
- Gross Profit
- Gross Profit Over Time
- Cash Flow
- Customer Sales and Location
- Profit per Product
- Twitter Mentions
- Twitter Followers
- Twitter Followers over Time
- Facebook Feed
- Google Vistis
- Google Goals
- Google Ad Impressions
- Google Ad Clicks

Sales



The *Sales* tab includes features used to sell, invoice and analyse your transactions. The table below lists the commands available on the *Sales* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Sell		Click the Enter Sale button to create a new invoice. The invoice opens in a new window, and an accompanying tutorial plays.
		Click the Receive Payment button to apply a customer payment to an open invoice. Monies are moved from <i>Accounts Receivable</i> to the selected account. The <i>Receive Payment</i> form opens in a new window, and an accompanying tutorial explains how to fill out the <i>Receive Payment</i> screen.
		Click the Apply Credit button to apply customer credit to an open invoice. A customer credit is an invoice with a negative amount.
		Click the Create Quote button to create a new quote for sales or services for a customer. Customer quotes can be created using several different templates.
		Click the Quote to Invoice button to convert an existing customer quote to an invoice.

Invoices	 Open	Click Open to view the currently open invoices in the Invoice list.
	 Closed	Click Close to view the currently closed invoices in the Invoice list.
	 Credit	Click Credit to view the current credit invoices in the Invoice list.
	 Quotes	Click Quotes to view a list of all current quotes.
Analyse	 Accounts Receivable	Click Accounts Receivable to view the current outstanding customer invoices.
	 Customer Statement	Click Customer Statement to view and print a list of all unpaid invoices for select customers.
Search		Use the Search field and click the Advanced Search button to search for terms in the displayed fields.

Creating a Customer Invoice

The Customer Invoice allows you to bill a client for bills or services. A customer invoice looks like this:

Customer Invoice:

Invoice Details:

Date: 8/9/2011 ID: 20000 Comment: PO/Ref#: wheeler080999 Tax Inclusive

Customer: Quick Add Ship To: Andrea Wheeler 4329 Marystone Creek Toryville SA 5024 Due Date: 9/8/2011

Terms: 30 days Ship Date: 8/9/2011

Description	Account	Type	Item	Quantity	Price	Amount	Tax Code
Sales	Owner Funds	Item	Gris Gris Craft	17	\$12.00	\$204.00	GST
Sales	Owner Funds	Item	Bust	15	\$8.00	\$120.00	GST
Sales	Owner Funds	Item	Painting	3	\$45.00	\$135.00	GST

Memo (Ledger): invoice for items for sale in client shop. Total (exTax): 459.00 Balance: 504.90

Job/Project/Cost: Tax: 45.90 Received:

Attachment: Total: 504.90 Pay Method: EFTPOS

Template: Invoice-templat bal.d Save Cancel

The *Customer Invoice* screen has several sections and fields. The sections and fields are outlined below.

	Field	Description
1.	Date	The <i>Date</i> field displays the creation date of the invoice. By default, this shows today's date.
2.	ID	The <i>ID</i> field displays the automatically created ID for the invoice. Nominal automatically numbers invoices sequentially, beginning at 20000.
3.	Comment	The <i>Comment</i> field can be used to display any comments associated with the invoice. To add a comment, click in the field and type your comment.
4.	PO/Ref#	The <i>PO/Ref#</i> field can be used to display the purchase order or reference number (if applicable) for the invoice. To add a purchase order or reference number, click in the field and type the purchase order or reference number.
5.	Tax Inclusive	Check the <i>Tax Inclusive</i> checkbox if the items in this invoice are taxable.
6.	Customer	Choose the appropriate customer from the <i>Customer</i> dropdown or chose <i>Quick Add</i> from the list to add a new customer.
7.	Terms	Choose the agreed upon terms from the <i>Terms</i> dropdown.
8.	Ship To	The <i>Ship To</i> field displays the address associated with the customer selected in the <i>Customer</i> field. Verify that the information is correct. Click in the <i>Ship To</i> field to edit address information for this invoice.
9.	Due Date	The <i>Due Date</i> displays the agreed upon due date as determined by the <i>Terms</i> . Click the Due Date dropdown to modify.
10.	Ship Date	The <i>Ship Date</i> displays the date on which the customer's shipment will ship. Choose the appropriate ship date from the Ship Date dropdown list.
11.	Line Items	The <i>Line Items</i> display the items included on the customer invoice and the associated details including: description, account, type, item, quantity, price, amount and tax code.
12.	Memo	The <i>Memo</i> field is automatically filled in and will be included in the general ledger and generally follows the following format: Invoice:Customer Name . This <i>Memo</i> field can be edited. Click in the field and type to edit.
13.	Job/Project/ Cost	The <i>Job/Project/Cost</i> field allows you to associate different tags with this invoice to organise your data. For example, you could create and add a Head Office Remodel tag to this invoice to group it with other invoices associated with this project.
14.	Attachment	Click the Attachment button to scan and attach an electronic version of a hardcopy document or attach an electronic version of a document to the invoice. For example, we could attach photos to the invoice displaying the items prior to shipment.
15.	Total (exTax),	The <i>Total (exTax)</i> field displays the total cost of the items included on this

	Tax, Total	invoice, before tax is applied. The <i>Tax</i> field displays the total tax calculated for the total cost of the items included on this invoice. The <i>Total</i> field displays the total invoice amount, which is the <i>Total (exTax)</i> + the <i>Tax</i> .
16.	Balance and Received	The <i>Balance</i> field shows the total due to the customer for this invoice, minus any received amounts. The <i>Received</i> field shows any received amounts for this invoice.
17.	Pay Method and Pay Details	Choose the appropriate <i>Pay Method</i> from the <i>Pay Method</i> dropdown. Click the Pay Details button to enter the appropriate details (credit card number) for the selected <i>Pay Method</i> .
18.	Tutorial Controls	Use the Stop, Play, Pause, Close (Current Voice Guide) and Close (ALL Voice Guides) buttons to control the tutorial associated with this screen.
19.	Template, Print, Email, Word and PDF	Choose a template from the list to apply the selected template to your invoice. Click the Print button to print a copy of the invoice. Click the Email button to attach the invoice to an email. Click the Word button to create a Word version of the invoice. Click the PDF button to create a PDF version of the invoice.
20.	Save, Cancel and Shortcut	Click Save to save the invoice. Click Cancel to close the invoice without saving. Click Shortcut to create a shortcut to this invoice.

Receiving a Payment

After you have created an invoice and sent it to your customer, you should receive a payment from the customer for the invoice.

To receive a payment, click the **Receive Payment** button on the *Sales* tab. The *Receive Payment* screen opens.

The screenshot shows the 'Receive Payment' dialog box with the following fields and buttons highlighted with numbered callouts:

- 1: Deposit Account dropdown menu (Cheque Account)
- 2: Customer dropdown menu (Andrea Wheeler)
- 3: Memo (Ledger) text field (Payment:Andrea Wheeler)
- 4: ID text field (20001)
- 5: Date text field (8/9/2011)
- 6: Invoice ID column in the table
- 7: Payment Method dropdown menu (EFTPOS)
- 8: Total Paid text field (0)
- 9: Save button
- 10: Cancel button

Date	Invoice ID	Sale Amount	Due Amount	Paid Today
9/8/2011	20000	\$504.90	\$504.90	\$0.00

The *Receive Payment* screen has several fields that should be filled out to add as much information as possible to the software.

The *Receive Payment* fields are described in the table below.

	Field	Description
1.	Deposit Account	Select the appropriate deposit account from the <i>Deposit Account</i> dropdown. The <i>Deposit Account</i> dropdown list is comprised of accounts marked as <i>Cheque</i> in the master account list.
2.	Customer	Select the appropriate customer from the <i>Customer</i> dropdown. Once a customer is selected, a list of open invoices for that customer displays.
3.	Memo (Ledger)	The <i>Memo (Ledger)</i> field is automatically filled in and will be included in the general ledger and generally follows the following format: Invoice:Customer Name . This <i>Memo</i> field can be edited. Click in the field and type to edit.
4.	ID	The <i>ID</i> is automatically generated by Nominal and uniquely identifies this record.
5.	Date	The <i>Date</i> field displays the date the payment was made. By default, this is today's date. To change, click in the field and select another date.
6.	Open Invoice(s)	<p>The <i>Open Invoice(s)</i> area displays open invoices for the selected customer.</p> <ul style="list-style-type: none"> • Each row displays a different invoice. • Each invoice has information organised in <i>Date</i>, <i>Invoice ID</i>, <i>Sale Amount</i>, <i>Due Amount</i> and <i>Paid Today</i> columns. <p>Click in the <i>Paid Today</i> column for the appropriate invoice to enter the amount of the payment you are recording.</p>
7.	Payment Method and Pay Details	<p>Choose the appropriate payment method from the <i>Payment Method</i> dropdown.</p> <p>Click the Pay Details button to enter payment details (credit card numbers) for the payment.</p>
8.	Total Paid	The <i>Total Paid</i> field displays the total of all the <i>Paid Today</i> column(s) above.
9.	Save	Click Save to save and close the invoice.
10.	Cancel	Click Cancel to close the invoice without saving it.

Fill out the fields as accurately as possible to reflect the received payment.

Creating a Customer Quote

A quote generally states a price for specific items or services rendered by a provider to a client. Quotes generally include a price, description of the items or services and a date.

To create a quote, click the **Create Quote** button. The *Customer Quote* screen looks like this:

Customer Quote:

Quote Details:

Date: 8/9/2011 **1** Comment: **4** ID: 20002 **6** Tax Inclusive **7**

Customer: Lemon Sweet S **2** Ship To: 786 London Square **5** Due Date: 8/9/2011 **8**

Terms: 30 day **3** Ship Date: 8/9/2011 **9**

Description	Account	Type	Item	Quantity	Price	Amount	Tax Code
Sales 10	Cheque Account	Item	Gris Gris Craft	24	\$12.00	\$288.00	GST

Tags: **11**

Template: Quote-template.docx **15**

12 Total (exTax): 288.00

13 Tax: 28.80

14 Total: 316.80

16 **17** **18** **19** Save Cancel

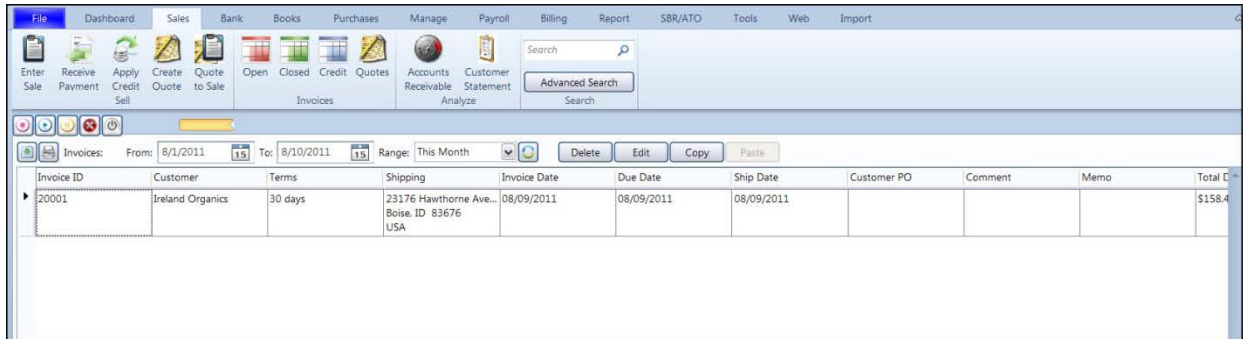
	Field	Description
1.	Date	The <i>Date</i> field displays the date of the invoice. By default this is today's date. Click in the <i>Date</i> field to change the date.
2.	Customer	Choose the appropriate customer from the <i>Customer</i> dropdown. Choose <i>Quick Add</i> from the dropdown to add a new customer.
3.	Terms	Choose the appropriate terms from the <i>Terms</i> dropdown. Choose <i>Quick Add</i> from the dropdown to add a new term.
4.	Comment	Type in the <i>Comment</i> field to associate a comment with this invoice.
5.	Ship To	The <i>Ship To</i> field displays the address associated with the customer selected in the <i>Customer</i> field. Verify that the information is correct. Click in the <i>Ship To</i> field to edit address information for this invoice.
6.	ID	The <i>ID</i> is automatically generated by Nominal and uniquely identifies this record.
7.	Tax Inclusive	Check the <i>Tax Inclusive</i> checkbox if the items in this quote are taxable.
8.	Due Date	The <i>Due Date</i> displays the agreed upon due date as determined by the <i>Terms</i> . Click the <i>Due Date</i> dropdown to modify.
9.	Ship Date	The <i>Ship Date</i> displays the date on which the customer's shipment will ship. Choose the appropriate ship date from the <i>Ship Date</i> dropdown list.
10.	Line Item(s)	The <i>Line Item(s)</i> , or rows, display an item or service included in the quote. Each <i>Line Item</i> is organised in columns and includes: <i>Description, Account, Type, Item, Quantity, Price, Amount</i> and <i>Tax Code</i> columns. <i>Fill out the information in each column for each Line Item.</i>
11.	Tags	Tags can be used to categorise the quote. For example, maybe you're working on several quotes for vendors at a festival. To organise the quotes related to the festival, you could tag them, <i>Hot Air Balloon Festival, 2011</i> .
12.	Total (ex Tax)	The <i>Total (exTax)</i> field displays the total cost of the items included on this invoice, before tax is applied.
13.	Tax	The <i>Tax</i> field displays the total tax calculated for the total cost of the items included on this invoice.
14.	Total	The <i>Total</i> field displays the total invoice amount, which is the <i>Total (exTax)</i> + the <i>Tax</i> .
15.	Template	Choose a template from the list to apply the selected template to your invoice.
16.	Email, Print, Word and PDF	Click the Print button to print a copy of the invoice. Click the Email button to attach the invoice to an email. Click the Word button to create a Word version of the invoice. Click the PDF button to create a PDF version of the invoice.
17.	Save	Click the Save button to save the invoice.

- | | | |
|------------|-----------------|--|
| 18. | Cancel | Click the Cancel button to close the invoice without saving. |
| 19. | Shortcut | Click the Shortcut button to create a shortcut to this invoice. |

Turning a Quote into a Sale

To turn a quote into an invoice (sale),

1. Click the **Quotes** button in the *Invoices* group of the *Sales* tab. The invoice list displays below.



2. Select the quote to turn into a sale by clicking the arrow on the far left of the row.
3. Click **Quote to Sale** in the *Sell* group of the *Sales* tab. The confirmation dialog box displays.



4. Click **Yes** to confirm. The new invoice opens, with associated tutorial, containing the information from the quote.

- Click **Dismiss** to close the tutorial. The customer invoice opens.

Customer Invoice:

Invoice Details:

Date: 9/8/2011 ID: 20001 Comment: PO/Ref# Tax Inclusive

Customer: Ireland Organics Ship To: 23176 Hawthorne Avenue
Boise, ID 83676
USA Due Date: 10/8/2011

Terms: 30 days Ship Date: 9/8/2011

Description	Account	Type	Item	Quantity	Price	Amount	Tax Code
Sales	PayPal	Item	Gris Gris Craft	12	\$12.00	\$144.00	GST
+							

Memo (Ledger):

Job/Project/Cost:

Attachment:

Total (exTax): 144.00 Balance: 158.40

Tax: 14.40 Received: 0

Total: 158.40 Pay Method: None

Pay Details

Template: Quote-template.docx

Save Cancel

- Make any edits or actions necessary to the new invoice.
- Click **Save**. The invoice is saved to the software.

Views

Use the commands in the *Invoices* group of the *Sales* tab to filter the invoices displayed on your screen.

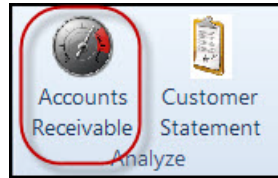
- Click **Open** to view only open invoices.
- Click **Closed** to view only closed invoices.
- Click **Credit** to view only credit invoices.
- Click **Quotes** to view only quotes (negative invoices).

Accounts Receivable

The **Accounts Receivable** button located in the *Analyze* group of the *Sales* tab provides reports detailing the statuses of all unpaid invoices.

To view an *Accounts Receivable* report,

1. Click the **Accounts Receivable** button.



The *Accounts Receivable* report opens showing all accounts with monies due.

Id	Name	<30	<60	<90	90+
1	Andrea Wheeler	\$254.90	\$0.00	\$0.00	\$0.00
2	Ireland Organics	\$158.40	\$0.00	\$0.00	\$0.00
4	Lemondrop Sweet Shop	\$178.40	\$0.00	\$0.00	\$0.00
0	Total	\$591.70	\$0.00	\$0.00	\$0.00

Invoice ID	Terms	Invoice Date	Due Date	Ship Date	Customer PO	Comment	Memo	Pay Method	Total Due	Total Paid

The summary table displays each customer in a row, with payment period data (debts <30, <60 <90, and 90+ days old) organised by column.

Click in a cell to see details displayed below. For example, I click the cell containing \$178.40, and the following information displays:

Summary Of Accounts Receivables:

Id	Name	<30	<60	<90	90+
1	Andrea Wheeler	\$254.90	\$0.00	\$0.00	\$0.00
2	Ireland Organics	\$158.40	\$0.00	\$0.00	\$0.00
4	Lemondrop Sweet Shop	\$178.40	\$0.00	\$0.00	\$0.00
0	Total	\$591.70	\$0.00	\$0.00	\$0.00

Account Receivables by Customer:

Invoice ID	Terms	Invoice Date	Due Date	Ship Date	Customer PO	Comment	Memo	Pay Method	Total Due	Total Paid
20002	30 days	08/10/2011	09/09/2011	08/10/2011			Invoice:Lem...	Cheque	\$158.40	\$200.00
20003	30 days	08/10/2011	09/09/2011	08/10/2011			Invoice:Lem...	Cheque	\$220.00	\$0.00

Notice that the *Accounts Receivables* by customer section of the screen notes the invoices included in the *Accounts Receivables* summary displayed above. I can see that two invoices are currently open for the customer and the associated information.

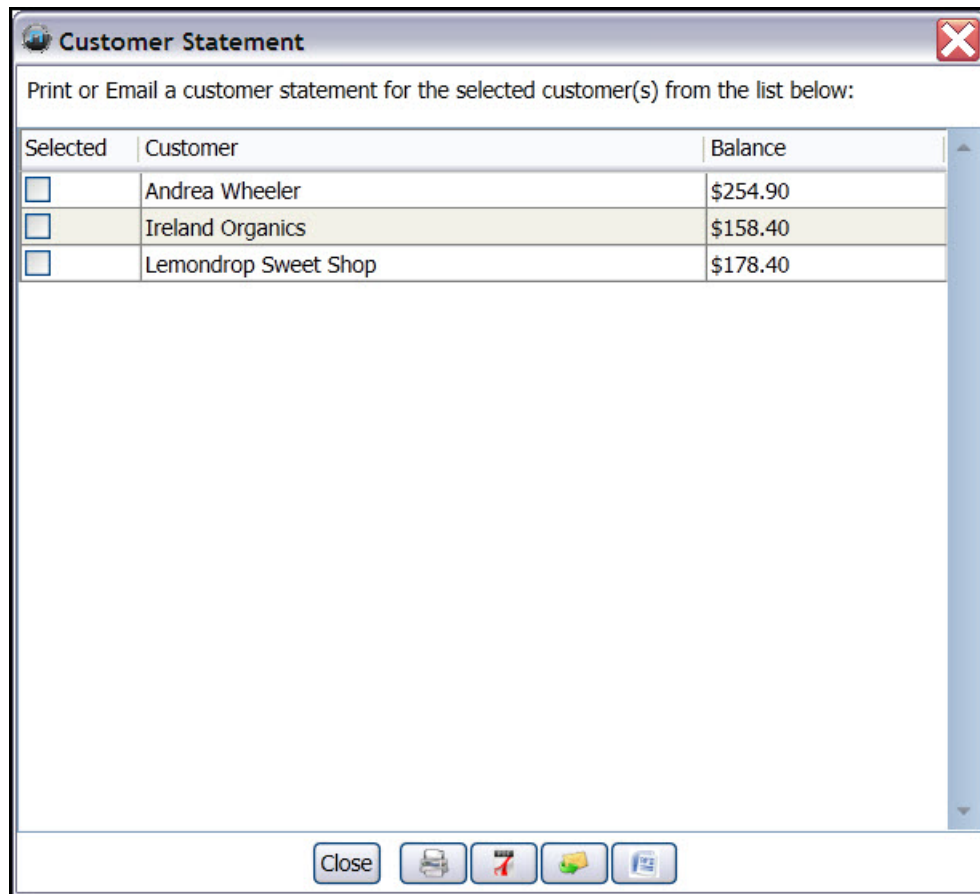
The *Debt Collection* slider is colour coded and provides a visual representation of the debt collection status for each selected item. The *Debt Collection* slider is based on the amount of monies owed compared to the monies paid and the length of time the debt has been outstanding.

Customer Statement

The **Customer Statement** button in the *Analyze* group of the *Sales* tab enables you to create a report listing unpaid invoices for any customer. The report can then be emailed to a customer or printed.

To create a customer statement,

1. Click the **Customer Statement** button. The *Customer Statement* screen, and associated tutorial, opens.
2. Click **Dismiss** to close the tutorial.



3. Select the desired customer by checking the box for the appropriate customer in the *Selected* column. In our example, I've checked *Lemondrop Sweet Shop*.

4. Click **Print** to print the statement.

-or-

Click **PDF** to create a PDF of the statement.

-or-

Click **Email** to email the statement.

-or-

Click **Word** to create a Word version of the statement.

In our example, I clicked **PDF**. The statement is rendered to PDF and looks like this:

Lagniappe Enterprises
 12 Main Street, West Beach, 5024 SA
 Australia
 Phone: 8 2356 2899 Fax: 8 2356 2898
 www.lagniappecrafts.com

TO:
 Lemondrop Sweet Shop
 «shipping»
 Phone: (02) 5551 5678 | Fax: (02) 5551 3452

Statement

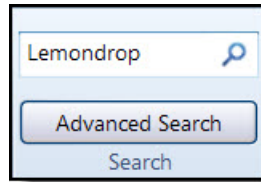
Date: 8/10/2011

Invoice Date	Due Date	Id	Comment	Due	Paid	Balance
10/8/2011	9/9/2011	20003		\$220.00	\$0.00	\$220.00

<30 days	30-60 days	60-90 days	Over 90 days	Total Due
\$178.40	\$0.00	\$0.00	\$0.00	\$178.40

Searching

The *Search* group enables you to quickly and easily search for things in Nominal. For example, I want to see anything related to Lemondrop Sweet Shop. I type **Lemondrop** in the *Search* field and press **Enter**.



All of the entries in the software that meet the criteria, in this case, contain the word Lemondrop, are displayed in a new *Search* screen.

 A screenshot of the 'Search' window. The search term 'Lemondrop' is entered in the search box. A 'Close' button is visible. Below the search box is a table with the following data:

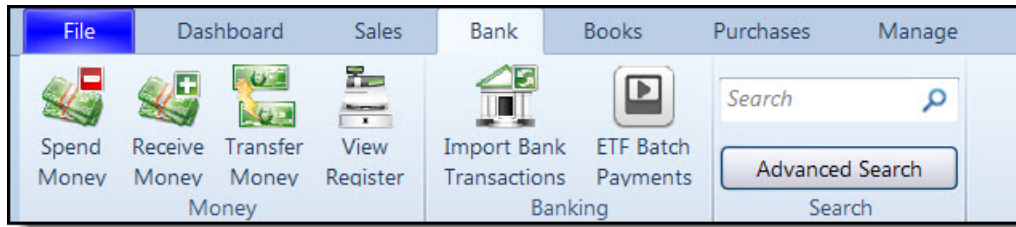
Id	Type	Field	Value
4	Card	Card Name	Lemondrop Sweet Shop
10003	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10003	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10003	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10003	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10004	Ledger	Tx Details	deposit:Invoice:Lemondrop Sweet Shop
10004	Ledger	Tx Details	deposit:Invoice:Lemondrop Sweet Shop
10005	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10005	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10005	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
10005	Ledger	Tx Details	Invoice:Lemondrop Sweet Shop
20002	Invoice	Invoice Memo	Invoice:Lemondrop Sweet Shop
20003	Invoice	Invoice Memo	Invoice:Lemondrop Sweet Shop

Double-click any of the entries in the *Search* screen to open the item.

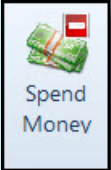
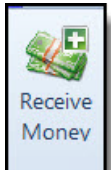
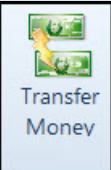


Use the **Advanced Search** button to place additional criteria on your search.

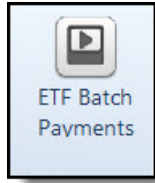
NOTE: The *Search* group of each tab functions similarly to the *Search* group found on the *Sales* tab. Please refer to the previous section for help with the feature on any of the other tabs.

Bank



The *Bank* tab includes features used to work with your money. The table below lists the commands available on the *Bank* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Money	 Spend Money	Click Spend Money to spend money from one of your bank accounts. The <i>Spend Money</i> screen opens and a tutorial launches. This is for spending not related to purchases.
	 Receive Money	Click Receive Money to receive money into a bank account from selected accounts. The <i>Receive Money</i> screen opens and a tutorial launches.
	 Transfer Money	Click Transfer Money to transfer money between your accounts. The <i>Transfer Funds</i> screen opens and a tutorial launches.
	 View Register	Click View Register to view a list of your deposits and withdrawals by bank account. Choose the desired account from the dropdown list to see the transactions for that account.
Banking	 Import Bank Transactions	Click Import Bank Transactions to launch a wizard to download a Quicken file from your bank to reconcile with your account transactions. The <i>Import Bank Statement</i> screen opens and a tutorial launches.



Click **EFT Batch Payments** to launch a wizard to process your payments through an ABA file.

Spending Money

Click the **Spend Money** button to record money spent from a bank account towards an expense account. This is for purchases not related to purchase orders. *Spend Money* is used for money that has not been recorded through the purchase process. This is common with items including parking, petrol, travel office supplies and other miscellaneous purchases.

Spend Money:

Details:

Withdrawal Account: Cheque **1** Account Date: 7/14/20 **4** 15

Existing Payee: Ireland Organics **2** Cheque/Ref: 1231 **5**

Payee: Ireland Org **3** ID: 40002 **6**

Note	Account	Amount	Tax Code
7 Purchase of organic lavender for use in gris gris.	Crafting Supplies	\$121.26	

Memo (Ledger): Lavender for gris gris. **8** Total (exTax): 121.26 **11** Tax Inclusive

Job/Project/Cost: **9** Total Tax: 0.00 **12**

Attachment: **10** Balance: 121.26 **13**

Save **14** Cancel **15**

	Field	Description
1.	Withdrawal Account	Choose the money account from which the funds will be withdrawn. All accounts defined as <i>Cheque</i> display in this dropdown list.
2.	Existing Payee	Choose the payee from the dropdown list. If the payee is included in your contact cards, they will be included in this dropdown list. If the payee is not in the list, use the Quick Add button to add the payee to the list.
3.	Payee	Use the <i>Payee</i> field to enter descriptive text about the payee in the field above.
4.	Date	The <i>Date</i> field displays today's date by default. Choose an alternate date if desired.
5.	Cheque/Ref.	Type a cheque or reference number in the <i>Cheque/Ref.</i> field to keep track of this payment.
6.	ID	The <i>ID</i> field displays the automatic ID number that Nominal has applied to this transaction.
7.	Line Item	Line Items display information about the transaction including: <i>Description (Note)</i> , <i>Account</i> , <i>Amount</i> and <i>Tax Code</i> . See the Line Item section below for more information.
8.	Memo (Ledger)	Enter any reference you would like to include with this item in the transaction journal in the <i>Memo (Ledger)</i> field.
9.	Job/Project/Cost	Type a tag, or choose an existing tag to apply to the <i>Job/Project/Costs</i> field by clicking the ellipses button. Use this field to categorise your transactions.
9.	Attachment	Click the Attachment button to attach an item to attach an item to this transaction in the transaction journal. For example, scan a copy of a receipt for this transaction and attach it to this item using the Attachment button.
10.	Total (exTax)	The <i>Total (exTax)</i> field displays a total of all line items excluding tax. <i>Tax Inclusive</i> : Check the <i>Tax Inclusive</i> checkbox to include tax on each line item.
11.	Total Tax	The <i>Total Tax</i> field displays a total of all line items including tax.
12.	Balance	The <i>Balance</i> field displays the sum of the <i>Total (exTax)</i> and <i>Total Tax</i> fields.
13.	Save and Cancel	Click Save to save this transaction. Click Cancel to exit this transaction without saving.
14.	Shortcut	Click the Shortcut button to create a shortcut for this transaction.

Line Item

Each *Line Item* is organised by column. The columns are:

- Note
 - Type a description for the line item in the *Note* column.
- Account
 - Type the account from which the transaction is payed in the *Account* column.
- Amount
 - Type the amount of the transaction in the *Amount* column.
- Tax Code
 - Choose the appropriate tax code for this column.

Receiving Money

Use the *Receive Money* command to record money received into your accounts. Use this feature to record moneys not related to customer sales. This section is for instances in which you do not need to track customer payments and when payments are provided in full.

- Tax amounts are recorded against GST received.
- Amounts entered in each line are attributed to the selected income amount.
- The total amount is added from the selected bank account.

The screenshot shows the 'Receive Money' window with the following fields and callouts:

- 1**: Deposit Account dropdown menu.
- 2**: Existing Payer dropdown menu.
- 3**: Payer text field.
- 4**: Date field.
- 5**: Cheque/Ref. text field.
- 6**: ID text field.
- 7**: Note field containing 'Payment received from: Andrea Wheeler'.
- 8**: Memo (Ledger) text field.
- 9**: Job/Project/Cost text field.
- 10**: Attachment icon and field.
- 11**: Total (exTax) field showing 208.
- 12**: Total Tax field showing 41.6.
- 13**: Balance field showing 250.
- 14**: Save button.
- 15**: Cancel button.
- 16**: Refresh/Reset icon.

Note	Account	Amount	Tax Code
Payment received from: Andrea Wheeler	Accounts Receivable	\$250.00	VWH

	Field	Description
1.	Deposit Account	Choose the money account from which the funds will be deposited.
2.	Existing Payee	Choose the payee from the dropdown list. If the payee is included in your contact cards, they will display in this dropdown list. If the payee is not in the list, use the Quick Add button to add the payee to the list.
3.	Payee	Use the <i>Payee</i> field to enter descriptive text about the payee in the field above.
4.	Date	The <i>Date</i> field displays today's date by default. Choose an alternate date if desired.
5.	Cheque/Ref.	Type a cheque or reference number in the <i>Cheque/Ref.</i> field to keep track of this payment.
6.	ID	The <i>ID</i> field displays the automatic ID number that Nominal has applied to this transaction.
7.	Line Item	Line items display information about the transaction including: <i>description (Note), Account, Amount</i> and <i>Tax Code</i> . See the <i>Line Item</i> section below for more information.
8.	Memo (Ledger)	Enter any reference you would like to include with this item in the transaction journal in the <i>Memo (Ledger)</i> field.
9.	Job/Project/Cost	Type a tag, or choose an existing tag to apply to the <i>Job/Project/Costs</i> field by clicking the ellipses button. Use this field to categorise your transactions.
10.	Attachment	Click the Attachment button to attach an item to attach an item to this transaction in the transaction journal. For example, scan a copy of a receipt for this transaction and attach it to this item using the Attachment button.
11.	Total (exTax)	The <i>Total (exTax)</i> field displays a total of all line items excluding tax. <i>Tax Inclusive</i> : Check the <i>Tax Inclusive</i> checkbox to include tax on each line item.
12.	Total Tax	The <i>Total Tax</i> field displays a total of all line items including tax.
13.	Balance	The <i>Balance</i> field displays the sum of the <i>Total (exTax)</i> and <i>Total Tax</i> fields.
14.	Save	Click Save to save this transaction.
15.	Cancel	Click Cancel to exit this transaction without saving.
16.	Shortcut	Click the Shortcut button to create a shortcut for this transaction.

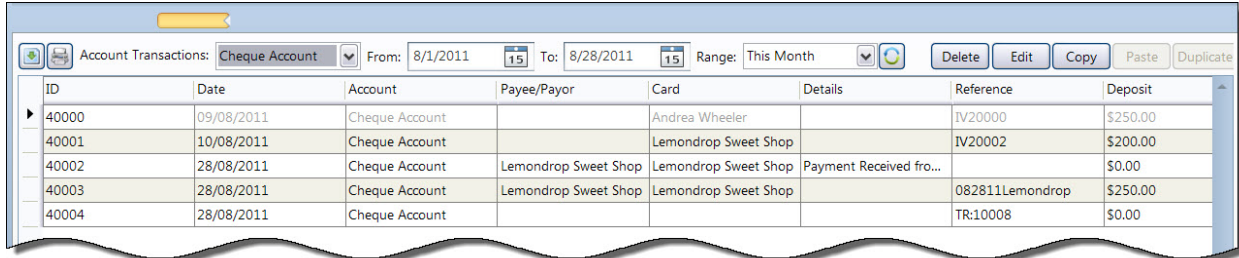
Transferring Money

Use the *Transfer Money* feature to move money between your accounts. *Transfer Money* creates a withdraw record in one account and a deposit record in another.

	Field	Description
1.	Withdrawal Account	Choose the account from which you would like to withdraw money.
2.	Deposit Account	Choose the account in which you would like to deposit the withdrawal.
3.	Memo (Ledger)	Type a note to accompany this transaction in the transaction journal.
4.	ID	The ID is automatically assigned to the transaction record by Nominal.
5.	Date	The <i>Date</i> field automatically displays today's date by default. Change this entry if necessary.
6.	Amount	Type the amount of the transfer in the <i>Amount</i> field.
7.	Reference	The <i>Reference</i> is automatically generated by Nominal and assigned to the transaction record so that it is easily catalogued.
8.	Save and Close	Click Save to save the transaction record. Click Cancel to close this transaction record without saving.

Viewing the Register

Click the **View Register** button to view all deposits and withdrawals. Choose the desired account from the *Account Transactions* dropdown.



ID	Date	Account	Payee/Payor	Card	Details	Reference	Deposit
40000	09/08/2011	Cheque Account		Andrea Wheeler		IV20000	\$250.00
40001	10/08/2011	Cheque Account		Lemondrop Sweet Shop		IV20002	\$200.00
40002	28/08/2011	Cheque Account	Lemondrop Sweet Shop	Lemondrop Sweet Shop	Payment Received fro...		\$0.00
40003	28/08/2011	Cheque Account	Lemondrop Sweet Shop	Lemondrop Sweet Shop		082811Lemondrop	\$250.00
40004	28/08/2011	Cheque Account				TR:10008	\$0.00

Use the *From*, *To* and *Range* fields to view the desired transactions.

Use the **Delete**, **Edit**, **Copy**, **Paste** and **Duplicate** buttons to work with the displayed line items.

Each line item displays a different transaction, with information organised by column. Double-click an entry to see more detail about the line item.

Importing Bank Transactions

Click the **Import Bank Transactions** button to import a Quicken file downloaded from your bank to reconcile the bank transactions with those recorded by Nominal.

To import bank transactions from your institution,

1. Click the **Import Bank Transactions** button. The *Import Bank Statement* screen opens.
2. Click the **Load** button to browse to and import a Quicken (QIF) file saved to your computer or network. The QIF file uploads to the software.

Matching

Once you've imported the QIF from your bank, you can begin reconciling your bank information with the information stored in Nominal.

Click the **Match** button to load a list of transactions in the left side of the table (from the QIF) and tries to match each transaction in the left side of the table with an account transaction (Nominal) on the right side of the table.

Matches are made if:

- *Amount* and *Date* are the same in both lists.

Possible matches are made if:

- The *Amount* and *Date* are within 7 days in both sides of the table.

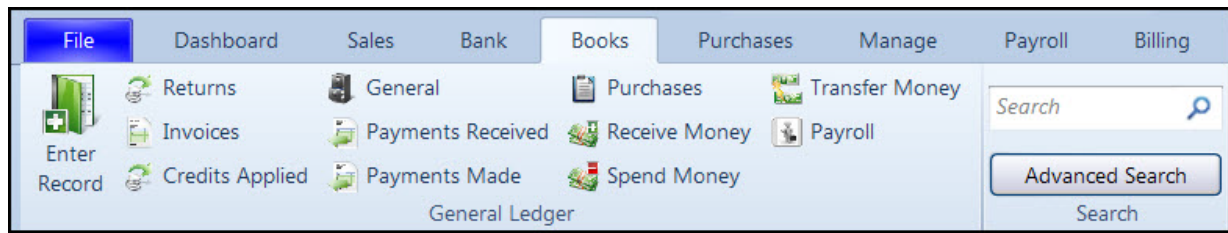
Items can be matched by dragging them from the right side of the list to the left side of the list.

Option	Description
Apply	Applies the changes to the matched transactions.
Close	Closes the current window.
Clear	Clears the matching for the selected transaction.
Ignore	Ignores the selected transaction.
Ignore All	Ignores all unmatched transactions.
Enter Registry	Creates a registry item for the selected bank transaction.


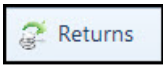
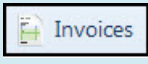
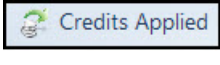
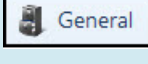
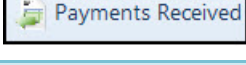
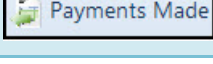
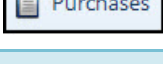
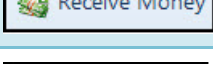
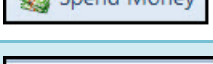
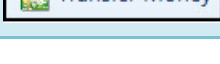
EFT Batch Payments

Use the **EFT Batch Payments** button to launch a wizard that processes your payments through an ABA file. You can also generate a file containing all EFT transactions and execute them with your bank. Use the **EFT Batch Payments** button to generate an ABA file for the selected transactions.

Books



The *Books* tab contains commands used for working with the *General Ledger*. The table below lists the commands available on the *Books* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
General Ledger	 Enter Record	Click Enter Record to enter a general ledger transaction. <i>Enter Record</i> can be used for credits and debits, and enters transactions directly into the general ledger. A minimum of two line items are required for a general ledger transaction. The total credit and debit must balance out. Transactions shouldn't generally be added to the general ledger.
	 Returns	Click the Returns button to view a list of items related to returns.
	 Invoices	Click the Invoices button to view a list of transactions related to invoices.
	 Credits Applied	Click the Credits Applied button to view a list of items related to credits.
	 General	Click the General button to view a list of general ledger transactions.
	 Payments Received	Click the Payments Received button to view a list of payments received.
	 Payments Made	Click the Payments Made button to view a list of payments made.
	 Purchases	Click the Purchases button to view a list of items related to payments.
	 Receive Money	Click the Receive Money button to view a list of items related to receiving money.
	 Spend Money	Click the Spend Money button to view a list of items related to spending money.
 Transfer Money	Click the Transfer Money button to view a list of items related to transferring money.	

 Payroll

Click the **Payroll** button to view items related to payroll.

General Ledger Record

Click the **Enter Record** button to open a new general ledger record.

Use a general ledger record to enter transactions which are not related to invoices, purchases, spending or deposits.

General Ledger Record ✕

Enter a General Ledger record:

Date: Ref: ID:

Memo:

Account	Debit	Credit
<input type="button" value="+"/> <input type="text" value="5"/>	\$0.00	\$0.00

Transaction Totals:

Total Debit: Total Credit:

Job/Project/Cost: Balance:

	Field	Description
1.	Date	By default, the <i>Date</i> field displays today's date. If desired, change to a different date.
2.	Memo	Type a description for the general ledger item in the <i>Memo</i> field.
3.	Ref	The <i>Ref</i> field displays a reference number for the general ledger item. This is automatically assigned to the entry by Nominal.
4.	ID	The <i>ID</i> field displays the ID for the general ledger item. This is automatically assigned to the entry by Nominal.
5.	Line Item	Line items display the credit and debit for the general ledger item. Choose the account in the <i>Account</i> field. The credit and debit must balance each other out.
6.	Total Debit	The total debit displays the total for all debits in the general ledger item. It is automatically calculated.
7.	Job/Project/Cost	If the general ledger item is related to a particular job, project or cost, enter the job, project or cost information in the field.
8.	Total Credit	The total credit displays the total for all credits in the general ledger item. It is automatically calculated.
9.	Balance	The balance displays the difference between the total debits and total credits. The balance must be zero before the general ledger entry can be saved.
10.	Save and Cancel	Click Save to save the general ledger item to the general ledger. The balance must be zero to save the general ledger item. Click Cancel to exit the ledger without saving the item.

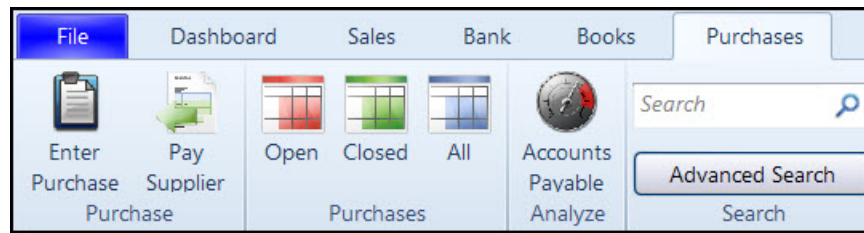
Journal Records

The following options allow you to view a list of journal transactions, organised by type. Each journal transaction is associated with a source, such as an invoice or payment.

- Returns
 - Click the **Returns** button to view records related to returns.
- Invoices
 - Click the **Invoices** button to view records related to invoices.
- Credits Applied
 - Click the **Credits Applied** button to view records related to credits applied.

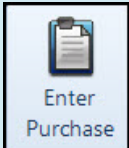
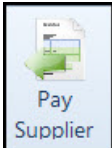
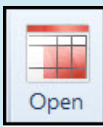
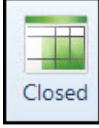
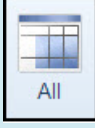
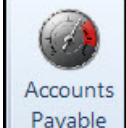
- General
 - Click **General** to view a list of all general ledger records.
- Payments Received
 - Click **Payments Received** to view a list of all records related to payments received.
- Payments Made
 - Click **Payments Made** to view a list of all records related to payments made.
- Purchase Order
 - Click **Purchase Order** to view all records related to purchase orders.
- Receive Money
 - Click **Receive Money** to view all records related to monies received.
- Spend Money
 - Click **Spend Money** to view all records related to spending money.

Purchases



The *Purchases* tab is used to manage business purchases, items or services. It can also be used for items being sold, tracking inventory and for services and other items with outstanding payments.

If payment is made in full, or supplier payments do not need to be tracked, then *Spend Money* may be used instead of *Purchases*.

Group	Command	Description
Purchase	 Enter Purchase	Click Enter Purchase to enter an order for a supplier. Use this option to order new products or services.
	 Pay Supplier	Click Pay Supplier to pay open invoices.
Purchases	 Open	Click Open to view a list of purchases with outstanding balances.
	 Closed	Click Closed to view a list of purchases that have been fully paid.
	 All	Click All to view a list of all open and closed purchases.
Analyze	 Accounts Payable	Click Accounts Payable to view a list of outstanding purchases.

Enter Purchases

Click **Enter Purchase** to open the *Purchase (Purchase Order)* screen. This screen is used to record supplier invoices, pay a supplier for an item or purchase received and to email or print the purchase.

At least one supplier must be defined in your supplier list prior to using this function.

Purchase

Order Details:

Date: 9/4/2015 **1** ID: **4** Comment: **5** **7** Tax Inclusive

Supplier: Anders Organics **2** Ship To: Lagniappe Enterprises **6** Due Date: 10/4/2015 **8**

Terms: 30 day **3** Ship Date: 9/4/2015 **9**

Description	Account	Type	Item	Quantity	Price	Amount	Tax Code
10				0	\$0.00	\$0.00	

Memo (Ledger): Purchase:Anders Organics **11** Pay Method: EFTPOS **14** Total (exTax): 0

Job/Project/Cost: **12** **15** Tax: 0

Attachment: **13** Total: 0

Template: Purchase-template.docx **16** Save **17** Cancel **18** **19** balance: 0

Field	Description
1. Date	The <i>Date</i> field is automatically populated with today's date. Click in the field and type an alternate date if desired.
2. Supplier	Choose the appropriate supplier from the <i>Supplier</i> dropdown.
3. Terms	The <i>Terms</i> field defaults to 30 days. Chose another term or click Quick Add to apply different terms.
4. ID	The <i>ID</i> is automatically applied by Nominal and is used by the software to keep track of this transaction.
5. Comment	Click in the <i>Comment</i> field to add a comment to this record.
6. Ship To	<i>Ship To</i> defaults to your shipping address. Click in the field to enter an alternate address if desired.

7.	Tax Inclusive	Check the <i>Tax Inclusive</i> box if this item is taxable.
8.	Due Date	The <i>Due Date</i> defaults to 30 days from the date of the purchase. Click to change the entry to another date if desired.
9.	Ship Date	The <i>Ship Date</i> defaults to today's date. Click to change the entry to another date if desired.
10.	Line Item	Enter the details for this item in the line item area. Each line item is organised in columns. Columns include: <i>Description, Account, Type, Item, Quantity, Price, Amount</i> and <i>Tax Code</i> .
11.	Memo (Ledger)	The <i>Memo (Ledger)</i> field displays how this entry will be identified in the <i>General Ledger</i> . Click to change.
12.	Job/Project/Cost	Enter an associated <i>Job/Project/Cost</i> if desired.
13.	Attachment	Click the Attachment button to add an attachment such as a scanned receipt.
14.	Pay Method	Choose the appropriate method of payment from the <i>Pay Method</i> dropdown. Click Quick Add if the appropriate entry is not on the list. Click the Pay Details button to add information about any credit card entries.
15.	Total (ex Tax) Tax Total Paid Balance	The <i>Total (ex Tax), Tax, Total, Paid</i> and <i>Balance</i> fields are populated using the information entered in the line item. If an amount has been paid on this item, type that information in the <i>Paid</i> field.
16.	Template	If desired, choose a template from the <i>Template</i> dropdown.
17.	Send Print Preview	Click Send to send a copy of this invoice via email. Click Print to print a copy of this invoice. Click Preview (PDF) or Preview (Word) to preview this item in the associated application.
18.	Save Cancel	Click Save to save this item to the <i>General Ledger</i> . Click Cancel to close this item without saving it to the <i>General Ledger</i> .
19.	Shortcut	Click Shortcut to create a shortcut to this item.

- **Line Item**
 - Line Items are organised by column. Each column requires specific information.
- **Description**
 - Enter a description for this purchase order item, or select a previous description from the dropdown list. If choosing an item from the dropdown list, the other columns will be automatically populated.

- **Account**
 - Select an income account to record this purchase order item against, or click **Quick Add** to add a new account.

- **Type**
 - Purchase order items can be items, services or other. Items are predefined and have purchase prices. They can be tracked for inventory. A service is predefined and has a price and type. Other only has an associated price.

- **Item**
 - Select the item from the list, or use **Quick Add** to add a new item.

- **Quantity**
 - Type the appropriate quantity.

- **Price**
 - The price for each item.

- **Amount**
 - The total amount (*Price x Quantity*).

- **Tax Code**
 - Select the relevant tax code from the dropdown list, or add the correct code.

Pay Supplier

The *Pay Supplier* function is used to pay open purchase orders. Funds are added to *Accounts Payable* and are reduced from the selected bank account. Click the **Pay Supplier** button to open the *Pay Supplier* screen.

The screenshot shows the 'Pay Supplier' window with the following fields and values:

- 1: Deposit Account: Cheque Account
- 2: Supplier: Anderson Organics
- 3: Memo (Ledger): Payment: Anderson Organics
- 4: Date: 9/4/2011
- 5: ID: 30001
- 6: Date: 9/4/2011
- 7: Payment Method: EFTPOS
- 8: Total Paid: 0
- 9: Save button

Date	Invoice ID	Sale Amount	Due Amount	Paid Today
9/4/2011	30000	\$162.80	\$162.80	\$0.00

Buttons: Save, Cancel, Pay Details

	Field	Description
1.	Deposit Account	Select the account from which the funds are to be withdrawn. The list of accounts is generated from accounts marked as <i>Cheque</i> in the <i>Master Account List</i> .
2.	Supplier	Select the supplier to be paid from the <i>Supplier</i> dropdown list. Once a supplier is selected, the open purchase orders for that supplier are displayed in the line items area.
3.	Memo (Ledger)	The <i>Memo (Ledger)</i> field displays text used to identify this item in the <i>General Ledger</i> . Click in the field and type alternate text if desired.
4.	Date	The <i>Date</i> defaults to today's date. Click in the field and choose an alternate date if desired.
5.	Paid	Type the total paid to the supplier in the <i>Paid</i> field.
6.	ID	The <i>ID</i> is automatically assigned by Nominal and is used by the software to keep track of the item.
7.	Line Item	Each <i>Line Item</i> is an open purchase order for the selected supplier.
8.	Total Paid	The <i>Total Paid</i> field displays the totals of all <i>Paid</i> cells for the open purchase orders for the selected supplier.
9.	Save Cancel	Click Save to save this item. Click Cancel to close this item without saving.

Purchase Orders List

- Click **Open** to view all open purchase orders. Open purchase orders are purchase orders that have an outstanding balance.
- Click **Closed** to view all closed purchase orders. Closed purchase orders are purchase orders that have been paid in full.
- Click **All** to view all, open and closed, purchase orders.

Purchase ID	Customer	Terms	Shipping	Purchase Date	Due Date	Ship Date	Customer PO
30000	Anderson Organics	30 days	Lagniappe Enterprises 12 Main Street West Beach SA, 5024 Australia	04/09/2011	04/10/2011	04/09/2011	
30001	Anderson Organics	30 days	Lagniappe Enterprises 12 Main Street West Beach SA, 5024 Australia	04/09/2011	04/10/2011	04/09/2011	

	Field	Description
1.	Export	Click Export to export purchases to Excel.
2.	Print	Click Print to print the purchases grid.
3.	From	The <i>From</i> field displays the starting date for the range of purchases displayed in the grid.
4.	To	The <i>To</i> field displays the ending date for the range of purchases displayed in the grid.
5.	Range	The <i>Range</i> field displays the range used to display the purchases in the grid.
6.	Delete	Click Delete to delete a purchase order.
7.	Edit	Click Edit to edit a purchase order.
8.	Copy	Click Copy to copy a purchase order.
9.	Paste	Click Paste to paste a purchase order.

Accounts Payable

Click **Accounts Payable** in the *Analyze* group to review outstanding purchase orders and to view a summary of all outstanding purchases.

Summary Of Accounts Payable:

Id	Name	<30	<60	<90	90+
5	Anderson Organics	\$323.40	\$0.00	\$0.00	\$0.00
6	Wunderland Broomsti...	\$243.87	\$0.00	\$0.00	\$0.00
0	Total	\$567.27	\$0.00	\$0.00	\$0.00

Account Payable to Supplier:

Purchase ID	Terms	Invoice Date	Due Date	Ship Date	Customer PO	Comment	Memo	Pay Method	Total Due	Total Paid
-------------	-------	--------------	----------	-----------	-------------	---------	------	------------	-----------	------------

The *Accounts Payable* screen displays the current outstanding amounts for each supplier. The table is organised by supplier (row) and dates (columns). Each cell displays a summary of the outstanding purchase order.

Click in a row or cell to view a list of purchase orders in the summary table below.

Summary Of Accounts Payable:

Id	Name	<30	<60	<90	90+
5	Anderson Organics	\$323.40	\$0.00	\$0.00	\$0.00
6	Wunderland Broomsti...	\$243.87	\$0.00	\$0.00	\$0.00
0	Total	\$567.27	\$0.00	\$0.00	\$0.00

Debt Collection

Close

Account Payable to Supplier:

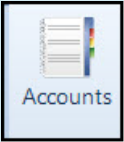
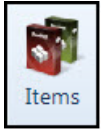
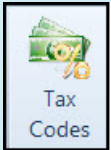
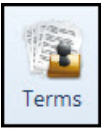
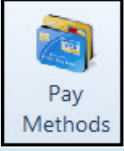
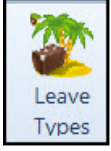
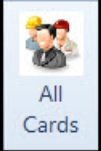
Purchase ID	Terms	Invoice Date	Due Date	Ship Date	Customer PO	Comment	Memo	Pay Method	Total Due	Total Paid
30000	30 days		04/10/2011	04/09/2011			Purchase:A...	EFTPOS	\$162.80	\$162.80
30001	30 days		04/10/2011	04/09/2011			Purchase:A...	EFTPOS	\$323.40	\$0.00

The *Debt Collection* slider is a visual representation of outstanding supplier payments. The information is calculated based on amounts owed vs. amounts paid as well as the length of time since the payment was due.

Manage



The *Manage* tab contains commands used for working with and managing your company information. The table below lists the commands available on the *Manage* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Accounts		Click the Accounts button to manage your <i>Chart of Accounts</i> . Use <i>Axccounts</i> to manage company accounts; add, edit or delete accounts; set the account balance for each account.
Items		Click the Items button to manage the list of items and services used by the company. Use <i>Items</i> to define items or services the company is selling and billing for. Use <i>Items</i> to define items or services the company is purchasing or billed for.
Manage Lists		Click the Tax Codes button to manage the list of tax codes. Use <i>Tax Codes</i> to add, edit or delete tax codes and rates.
		Click the Terms button to manage the list of sales terms. Use <i>Terms</i> to add, edit or delete payment terms for invoices and purchases.
		Click the Pay Methods button to manage the list of payment methods. Use <i>Pay Methods</i> to add, edit or delete methods of payment.
		Click the Leave Types button to manage payroll leave types. Use <i>Leave Types</i> to define whether leave is accrued, how many hours per year, and whether the leave is paid and/or visible on the payslip.
Manage Cards		Click the All Cards button to manage a list of all card types. Use <i>All Cards</i> to add, edit and/or delete customers, employees, suppliers and personal card types.


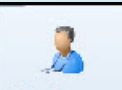


 <p>Customers</p>	<p>Click the Customers button to manage a list of customer cards. Add, edit and/or delete customers.</p>
 <p>Employees</p>	<p>Click the Employees button to manage the list of employees. Add, edit or delete employees.</p>
 <p>Suppliers</p>	<p>Click the Suppliers button to manage the list of suppliers. Add, edit or delete suppliers.</p>
 <p>Personal</p>	<p>Click the Personal button to manage the list of personal contacts. Add, edit or delete personal contacts.</p>

Chart of Accounts

Click the **Accounts** button to manage your *Chart of Accounts*. Use the *Chart of Accounts* to add new accounts, delete unused accounts or to edit account details.

The *Chart of Accounts* displays information in two different ways.

- The left part of the screen displays a tree displaying all accounts in the proper hierarchy.
- The right part of the screen displays accounts in a table.

Account list management:

Editing Tools

Tree Display

- Root Account
 - Assets
 - Current Assets
 - Bank CD
 - Cheque Account
 - ETF Batch Account
 - Money Market
 - PayPal
 - Savings
 - Cash in Wallet
 - Owner Funds
 - Petty Cash
 - Fixed Assets
 - Accounts Receivable
 - Cost Of Sales
 - Equity
 - Expenses
 - Income

Account Parent	Account Name	Account Type	Account Group
0	Assets	Container	ASSET
1470	Current Assets	Container	ASSET
1890	Fixed Assets	Container	ASSET
1020	Accounts Receivable	Detail	ASSET
1160	Bank CD	Cheque	ASSET
1360	Cheque Account	Cheque	ASSET
1971	ETF Batch Account	Cheque	ASSET
1490	Money Market	Cheque	ASSET
1972	PayPal	Cheque	ASSET
1970	Savings Account	Cheque	ASSET
1320	Cash in Wallet	Detail	ASSET
1260	Owner Funds	Detail	ASSET

Table Display

Editing Tools

The *Account* list management section of the screen contains tools related to editing accounts. Use the editing tools to add, delete, print grid contents, edit account information and reload account information into the tree.

Table Display

The *Table Display* organises your accounts into a table format for easy viewing.

The *Table Display* provides the following information about each account:

- Account ID
 - Nominal's unique identifier used to identify the account within the software.
- Account Parent
 - The account's parent, or account above this account in the hierarchy.
- Account Name
 - The common name used to describe the account.
- Account Type
 - Describes the account type. Types include: container (folder) account, detail (leaf) account, or special purpose (accounts receivable, accounts payable, super payable, GSTpayable, etc.).
- Account Group
 - Defines the main group the account is contained in. Groups include: ROOT, ASSET, EQUITY, EXPENSE, etc.
- Account Balance
 - Displays the current balance in the account.
- BAS Field
 - Displays information about the associated business activity statement.

Tree Display

The *Tree Display* organises your accounts into a tree format displaying the accounts in a hierarchy.

Items

Click the **Items** button to manage your items for sale, or items for your purchase. Items can be added, edited or deleted.

Item Id	Name	Code	Type	Selling/Billing?	Sell/Bill Price	Buying/Paying?	Buy/Pay Price
1	Gris Gris Craft		Item	<input type="checkbox"/>	\$12.00	<input checked="" type="checkbox"/>	\$0.00
2	Bust		Item	<input type="checkbox"/>	\$8.00	<input checked="" type="checkbox"/>	\$0.00
3	Painting		Item	<input type="checkbox"/>	\$45.00	<input checked="" type="checkbox"/>	\$0.00
4	Holiday Dolls		Item	<input type="checkbox"/>	\$10.00	<input checked="" type="checkbox"/>	\$0.00
5	Gris Gris Doll		Item	<input type="checkbox"/>	\$13.00	<input checked="" type="checkbox"/>	\$0.00
6	Organic Vanilla		Item	<input checked="" type="checkbox"/>	\$0.00	<input type="checkbox"/>	\$74.00
7	Bundle		Item	<input checked="" type="checkbox"/>	\$0.00	<input type="checkbox"/>	\$42.00
8	Broomstick		Item	<input checked="" type="checkbox"/>	\$0.00	<input type="checkbox"/>	\$14.78

- Items, Services or Rates Management
 - Use the buttons in the *Items, Services or Rates Management* section of the screen to export and/or print the Items grid, or add or delete items from the list.
- Item ID
 - The *Item ID* column displays the unique identifier for the item.
- Name
 - The name of the item.
- Code
 - A tag used to categorise the line item.
- Type
 - Displays *Item or Service*.
- Selling/Billing?
 - Displays a checkmark if you are selling and billing for this item.
- Sell/Bill Price
 - Displays the price for this item.
- Buying/Paying?
 - Displays a checkmark if you are buying and paying for this item.

- Buy/Pay Price
 - Displays the price for this item.

Tax Codes

Click the **Tax Codes** button to add, edit or delete tax codes and rates.

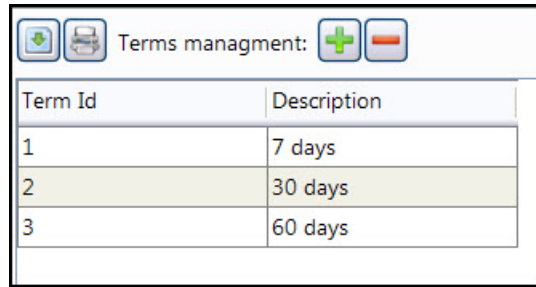
Tax Code	Description	Type	Tax Rate
GST	Goods & Service Tax	GST	10
ABN	No ABN withholding	ABN/TFN	48.5
FRE	GST Free	GST	0
GNR	Not Registered for GST	GST	0
N-T	Not Reportable	GST	0
VWH	Voluntary Withholding	Withholding	20
CAF	Capital Aquisition GST...	GST	0
CAG	Capital Aquisition GST...	GST	10

Manage list of tax codes and rates

Use the buttons in the *Manage list of tax codes and rates* section of the screen to export and/or print the *Tax Code* grid, or add or delete tax codes and rates from the list.

Terms

Click the **Terms** button to add, edit or delete terms for invoices and purchases.



Term Id	Description
1	7 days
2	30 days
3	60 days

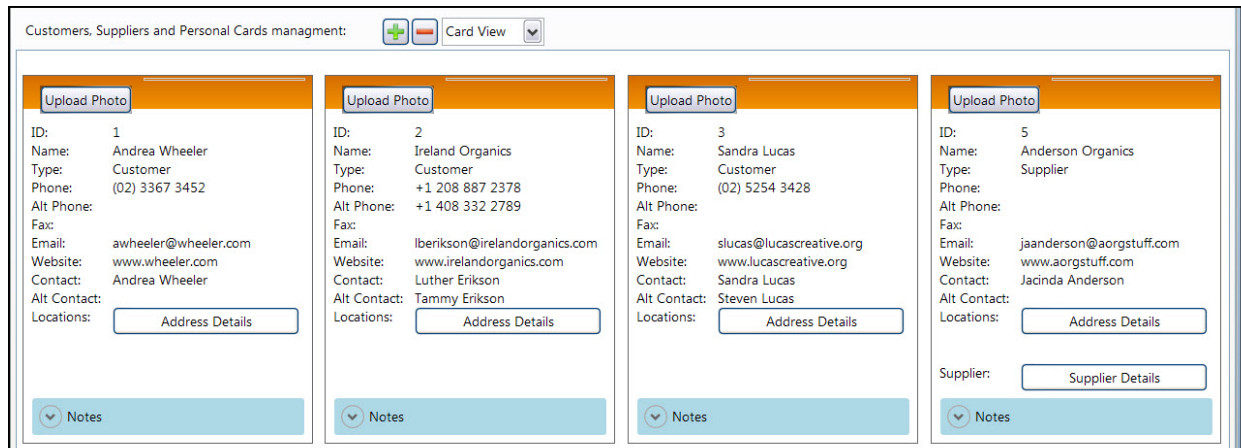
Terms Management




Use the buttons in the *Terms Management* section of the screen to export and/or print the **Terms** grid, or add or delete terms from the list.

Manage Cards

The *Manage Cards* group contains commands used to manage all card types. Card types include customers, suppliers, employees and personal contacts.

Click **All Cards** to view a list of all card types.



Customers, Suppliers and Personal Cards management:   Card View 

ID	Name	Type	Phone	Alt Phone	Fax	Email	Website	Contact	Alt Contact	Locations
1	Andrea Wheeler	Customer	(02) 3367 3452			awheeler@wheeler.com	www.wheeler.com	Andrea Wheeler		Address Details
2	Ireland Organics	Customer	+1 208 887 2378	+1 408 332 2789		lberikson@irelandorganics.com	www.irelandorganics.com	Luther Erikson	Tammy Erikson	Address Details
3	Sandra Lucas	Customer	(02) 5254 3428			slucas@lucascreative.org	www.lucascreative.org	Sandra Lucas	Steven Lucas	Address Details
5	Anderson Organics	Supplier				jaanderson@aorgstuff.com	www.aorgstuff.com	Jacinda Anderson		Supplier Details

Cards contain the same information regardless of card type. The table below describes each piece of information.

Field	Description
ID	Automatically generated by Nominal. Used by the software to identify this card.
Name	The card's name. Can be the name of a person, company or other organisation.
Type	The card's type. Types include: <i>Employee, Customer, Supplier</i> or <i>Personal</i> .
Phone	Main phone number for the card.
Alt Phone	Alternate phone number for the card.
Fax	Fax number for the card.
Email	Email address for the card.
Website	Website for the card.
Contact	Contact person related to this card.
Alt Contact	Alternate contact person related to this card.
Location	Click the Address Details button to add multiple addresses related to this card. For example, shipping, billing and home address.

Employee Details

In addition to fields common to all cards, as described in the section above, employee cards have employment details. Click the **Payroll Details** button on the *Employee Contact* card to access the employee details.

The screenshot shows a window titled "Payroll Details:" with a close button in the top right corner. The window is divided into four main sections, each with a numbered orange callout box:

- Personal (1):** Contains fields for Employee Id (7), Date Of Birth (9/4/2011), Martial Status (dropdown), and Gender (dropdown).
- Employment (2):** Contains fields for Hire Date (9/4/2011), Employment (dropdown), Date Leaving (9/4/2011), Job Title (text), Department (text), and Manager (dropdown).
- Payroll (3):** Includes radio buttons for Timesheet (selected) and Salary. It contains fields for Wages Type (dropdown), Wages Figure (0), Leave rate (0), Pay Frequency (dropdown), Bank Name (text), Name (text), Number (text), and BSB (text).
- Taxes & Super (4):** Contains fields for Tax Scale (dropdown), Tax File Number (text), HELP (checkbox), SFSS (checkbox), Super Rate (9), Fund Name (text), and Fund Member (text).

At the bottom of the window are "Save" and "Cancel" buttons.

Personal

Field	Description
Employee ID	The employee's identification number. This is automatically assigned by Nominal and is used by the software to identify the employee.
Date of Birth	Enter the employee's date of birth.
Marital Status	Choose the employee's marital status from the dropdown list. Choices include, <i>Married, Single</i> and <i>Divorced</i> .
Gender	Choose <i>Male</i> or <i>Female</i> from the dropdown list.

Employment

Field	Description
Hire Date	Choose the employee's hire date.
Date Leaving	Choose the employee's termination date if known.
Employment	Choose the type of employment from the dropdown list. Choices include: <i>Full Time, Part Time, Casual</i> and <i>Temporary</i> .
Job Title	Type the employee's job title in the field.
Department	Type the employee's department in the field.
Manager	Select the employee's manager from the dropdown list.

Payroll

Field	Description
Timesheet or Salary	Choose the appropriate radio button for the type of employment. If <i>Salary</i> is selected, choose the appropriate <i>Wages Type</i> from the dropdown list, and then enter the wages figure.
Leave Rate	Enter the employee's leave rate.
Pay Frequency	Choose the appropriate pay frequency. Choices include: <i>Weekly, Fortnightly</i> , and <i>Monthly</i> .
Bank Name	Enter the employee's bank name. For direct deposit.
Name	Enter the employee's name. For direct deposit.
Number	Enter the employee's account number. For direct deposit.
BSB	Enter the employee's BSB number. For direct deposit.

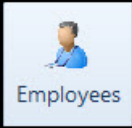
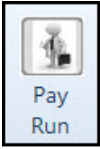
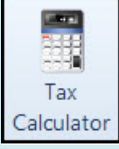
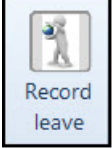
Taxes & Super

Field	Description
Tax Scale	The tax scale is defined by the ATO and is used to calculate the PAYG withholding.
HELP	Check if HELP is relevant to this employee.
SFSS	Check if SFSS is relevant to this employee.
Tax File Number	Enter the employee's tax file number.
Super Rate	The default and minimum is 9%. Adjust accordingly.
Fund Name	Name of the superannuation fund for the employee.
Fund Number	Member number for the employee's superannuation fund.

Payroll



The *Payroll* tab is used to manage payroll. Use the functions on the *Payroll* tab to manage pay runs and payslips for the company. Use the tab to create, print and email payslips for employees. Use the *Payroll* tab to record payments made to and on behalf of employees. The table below lists the commands available on the *Payroll* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Employee		Click the Employees button to manage the <i>Employee</i> list. Add edit or delete employees from the list. This provides access to the same area of the software as <i>Manage Cards Employees</i> .
Salaries		Click the Pay Run button to access the <i>Payroll Management</i> screen.
		Click the Tax Calculator button to open the <i>Tax Calculator</i> .
		Click the Record Leave button to manage the list of leave records. Add, edit or delete employee leave from the list.

Payroll Management

The *Payroll Management* screen enables you to manage pay-cycles for your employees, and to define related pay slips for each pay-cycle. A pay-cycle will be auto generated by the system when the current date is after the last pay cycle end.

The type of pay-cycle created (weekly, fortnightly or monthly) will be dependent on the kind of pay-cycle your employees are defined as. When there are only weekly paid employees in the system, the system will only create weekly pay-cycles. The same is true for fortnightly and

monthly employees. If there are only employees of one type in your system, only pay-cycles of that type will be created. You can also manually create pay-cycles using the plus button.

When a pay-cycle is created, the relevant payslips are created for each employee with the same pay-cycle type, all weekly employees will be added to a new weekly pay-cycle. You are able to add or delete employees to a pay-cycle using the plus and minus buttons on the table below.

When employees' pay slips are created the different payroll details are calculated automatically by the system based on the employee payroll details and the pay-cycle type. For example, a weekly base salary will be based on calculating the yearly salary, etc. Other deductions such as superannuation will be calculated based on the employee's details and in the payroll section of their employee card.

Use the **Pay Run** button to open the journal and enter the appropriate records for payment of selected pay cycle. Please note that once a payment is made, no changes can be made to a pay cycle or journal. You may use the general journal to enter reconciliation records at a later time.

Manage Company's Pay Run

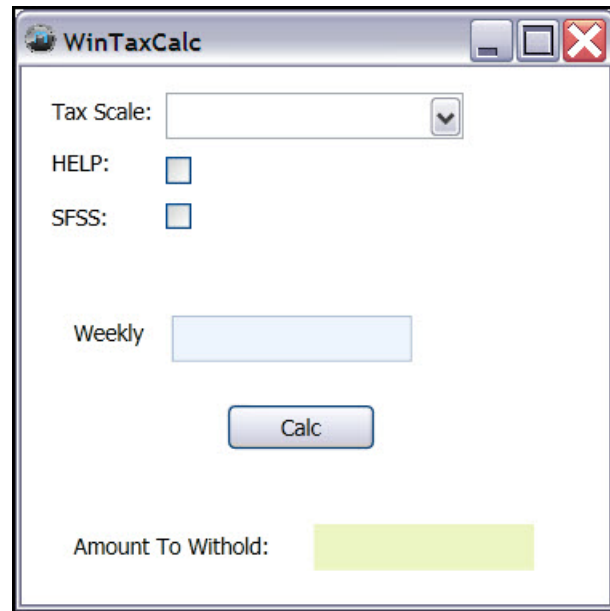
Use the options in the *Manage Company's Pay Run* section to add, delete, pay, print or email payroll entries. Filter the date range for the *Pay Runs* displayed in the table using the *From*, *To*, and *Range* fields.

The top section of the screen displays *Pay Cycle* information.

The bottom section of the screen displays *Pay Slip* information.

Tax Calculator

The *Tax Withholding Calculator* is used to calculate TAX withholdings for employees' wages based on information from the TAX Office, July, 1 2010 (NAT1004).

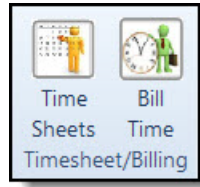


The screenshot shows a window titled "WinTaxCalc" with a standard Windows interface (minimize, maximize, close buttons). The window contains the following elements:

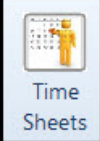
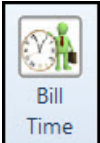
- Tax Scale:** A dropdown menu.
- HELP:** A checkbox.
- SFSS:** A checkbox.
- Weekly:** A text input field.
- Calc:** A button.
- Amount To Withhold:** A text output field with a light green background.

- Tax Scale
 - Select the relevant ATO tax scale for the current employee.
- HELP
 - Check the *HELP* checkbox if it is relevant to this employee.
- SFSS
 - Check the *SFSS* checkbox if it is relevant to this employee.
- SCEP
 - Check the *SCEP* checkbox if it is relevant to this employee.
- Weekly
 - The *Weekly* field displays the amount withheld based on the entered information using the **Calc** button.
- Calc
 - Click the **Calc** button to calculate the *Weekly* amount.

Billing



The *Billing* tab contains features used to deal with billing clients for time worked on their projects or for recording hourly employees' time. The table below lists the commands available on the *Payroll* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Timesheet/Billing	 Time Sheets	Click the Time Sheets button to enter timesheets for employees working on customer tasks to record hours for billing. Also can be used to calculate non-salaried employees' salaries.
	 Bill Time	Click Bill Time to bill your customers for time recorded in timesheets. Select the hours performed for the selected customer and create an invoice.

Timesheet

Click the **Time Sheets** button to enter timesheet information for employees providing work for clients.

Service/Rate	Customer	Task	Account	Mon 5	Tue 6	Wed 7	Thu 8	Fri 9	Sat 10	Sun 11	Total	Status
Bookkeeping Help	Ireland Organics	Substitute Bookk...	Cheque Account	8	8	4	4	8	6	0	38	Open
				0	0	0	0	0	0	0	0	New
				0	0	0	0	0	0	0	0	New
				0	0	0	0	0	0	0	0	New
				0	0	0	0	0	0	0	0	New
				8	8	4	4	8	6	0	38	New

To create a timesheet choose the appropriate employee from the *Employee* dropdown. Choose the appropriate dates in the *Time Sheet* for fields.

Create a line item for each task performed by the employee. Each column contains different information about the task.

- Service/Rate
 - Choose the desired Service/Rate from the dropdown menu, or use **Quick Add** to add a service or rate that is not in the list.
- Customer
 - Choose the desired customer from the dropdown menu, or use **Quick Add** to add a new customer not in the list.
- Task
 - Type the task in the task cell. This is a description that will be provided on the invoice.

- Days
 - Type the hours worked for each day of the week. The hours are totalled in the Total field.
- Invoice
 - Click **Invoice** to create a new invoice based on the information entered in the time sheet.
- Apply
 - Click **Apply** to total the hours in the timesheet.
- Close
 - Click **Close** to close the timesheet without saving.
- Copy Last
 - Click **Copy Last** to copy the last entry in the timesheet to a new row.
- Delete
 - Click **Delete** to delete the timesheet.

Bill Time

Once time has been entered for an employee or multiple employees, an invoice can be created to bill a client for time worked.

Time Billing:

Create an invoice for the selected customer using the selected weekly tasks.

Customer: Ireland Organics

Selected	Employee	Task	Account	Service/Rate	Week Start	Hours	Status
<input type="checkbox"/>	Lucas Johansen	Substitute Bookkeep...	Cheque Account	Bookkeeping Help	9/5/2011	38	Open

Close Invoice

To create an invoice for a customer, choose the desired customer from the *Customer* dropdown. Check the desired timesheets using the checkbox in the *Selected* column. Click **Invoices**. An invoice is created.

Customer Invoice:
✖

Invoice Details:

Date: 9/4/2011 ID: 20004 Comment: PO/Ref# Tax Inclusive

Customer: Ireland Organics Ship To: 23176 Broadway Ave
Boise, ID 83676
United States Due Date: 10/4/2011

Terms: 30 days Ship Date: 9/4/2011

Description	Account	Type	Item	Quantity	Price	Amount	Tax Code
Task: Substitute Book...	Cheque Account	Service	Bookkeeping Help	38	\$25.00	\$950.00	GST
+							

Memo (Ledger): Time billing: Ireland Organics

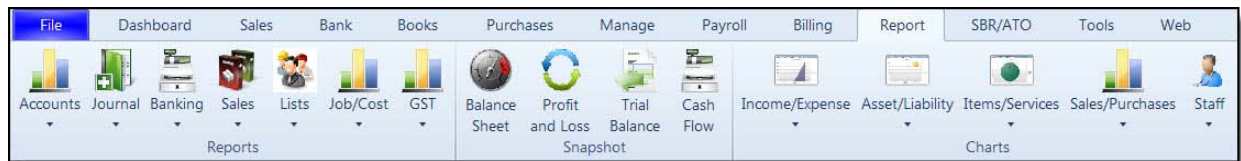
Job/Project/Cost: Substitute Bookkeeping; ...

Attachment:

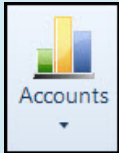
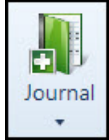

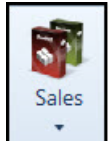
Total (exTax):	<input type="text" value="950.00"/>	Balance:	<input type="text" value="1045.00"/>
Tax:	<input type="text" value="95.00"/>	Received:	<input type="text"/>
Total:	<input type="text" value="1045.00"/>	Pay Method:	EFTPOS

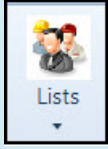

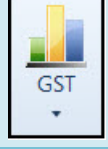
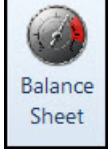
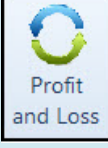
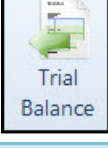
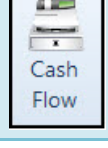
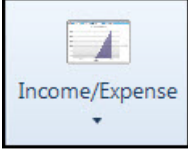
Template: Invoice-template-paypal.d

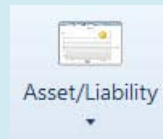
Report



The *Report* tab provides access to several different report types. To view a report, access the desired report type from the Ribbon, and the report displays. The table below lists the commands available on the *Payroll* tab and the associated descriptions. Commands are listed by group, from left to right.

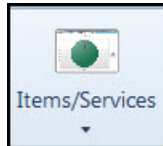
Group	Command	Description
Reports		<p>The <i>Accounts</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Accounts List • Account Transactions • Journal Summary • Journal Detail
		<p>The <i>Journal</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • General Journal • Disbursement • Receipt
		<p>The <i>Banking</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Bank Register • Deposits • Withdrawal • Bank Balance
		<p>The <i>Sales</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Item Sales • All Sales • Closed Invoices • Open Invoices • Quotes • Credits • Reconcile Receivables • Reconcile Payables

		<p>The <i>Lists</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Card List • Card Locations • Card Transactions • Price List
		<p>The <i>Job/Cost</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Job Transactions • Jobs Incoming • Jobs Outgoing
		<p>The <i>GST</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • GST Cash • GST Accrual
<p>Snapshot</p>		<p>Click Balance Sheet to view a snapshot of the <i>Balance Sheet</i>. Use the tools at the top of the screen to filter the report.</p>
		<p>Click Profit and Loss to view a snapshot of profits and losses. Use the tools at the top of the screen to filter the report.</p>
		<p>Click Trial Balance to use the <i>Trial Balance</i> tool. Use the tools at the top of the screen to filter the results.</p>
		<p>Click Cash Flow to view a graphical representation of <i>Bank Inflow vs. Outflow</i>. Use the tools at the top of the screen to filter the report.</p>
<p>Charts</p>		<p>The <i>Income/Expense</i> dropdown provides access to:</p> <ul style="list-style-type: none"> • Total Balances • Income by Account • Expenses by Account • Withdraw by Payee • Income Trend • Expenses Trend • Income vs. Expenses • Account Trend



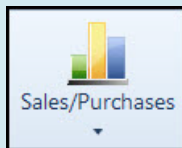
The *Asset/Liability* dropdown provides access to:

- Asset Accounts
- Liability Accounts
- Asset Trend
- Liability Trend
- Asset vs. Liability
- Bank Account Trend



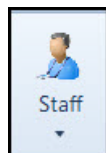
The *Items/Services* dropdown provides access to:

- Sales Types
- Item Sales
- Item Purchases



The *Sales/Purchases* dropdown provides access to:

- Sale by Customer
- Purchase by Supplier



The *Staff* dropdown provides access to:

- Org Chart
- Staff Report

SBR/ATO

The *SBR/ATO* tab provides access to the *Standard Business Reporting* group. The *Standard Business Reporting* group contains three commands:

- BAS Submission
- TFN Declaration
- PAYG Summary

BAS Submission

Click the **BAS Submission** button to launch the *Business Activity Statement* wizard.

The screenshot shows the 'Business Activity Statement Wizard' window. It features a 'More Information:' section with a 'Load' button (1), a dropdown menu (2), 'Start Period' and 'End Period' date pickers (3), a 'Password' field (4), a 'Company ABN' field (5), and a 'Validate Key' button (6). Below this is a progress bar with four steps: 'Step 1: List' (7), 'Step 2: Prefill' (8), 'Step 3: Prelodge' (9), and 'Step 4: Lodge' (10). The 'Reporting Party:' section includes 'Organisation Branch' (11), 'Name', 'Code', and 'Tax File Number' fields. Below that is a 'Select Statement:' dropdown (12) and a 'Context:' field. The 'Statement:' section contains 'Generated Id', 'Report Name', 'Type Code', and 'Payment Record Due' fields (13). At the bottom, there are 'Timestamps:' and 'ATO Response:' labels above a large greyed-out area.

	Field	Description
1.	Load	Click Load to load the AusKey file received from the ABR. This is used to identify your business to the ATO.
2.	Start Period	Select the appropriate start date for the period from the <i>Start Period</i> dropdown.
3.	End Period	Select the appropriate end date for the period from the <i>End Period</i> dropdown.
4.	Password	Enter your AusKey password for the BAS.
5.	Company ABN	Type the appropriate company ABN in the field.
6.	Validate Key	After loading the AusKey, selecting the appropriate ABN, choosing the date range and entering your AusKey password, click the Validate Key button to validate the entered information.
7.	List (1)	Click the tab to switch to the <i>List</i> tab. Click Go to execute the <i>List</i> operation.
8.	Prefill (2)	Click the tab to switch to the <i>Prefill</i> tab. Click Go to execute the <i>Prefill</i> operation.
9.	Prelodge (3)	Click the tab to switch to the <i>Prelodge</i> tab. Click Go to execute the <i>Prelodge</i> operation.
10.	Lodge (4)	Click the tab to switch to the <i>Lodge</i> tab. Click Go to execute the <i>Lodge</i> operation.
11.	Reporting Party	Type the appropriate information for the reporting party into the fields.
12.	Select Statement	Choose the desired statement template from the dropdown list.
13.	Statement	Fill in the Statement fields as appropriate.

To submit a BAS,

1. Click the **List** tab to view the *List* tab. Fill out the fields within the tab.
2. Click **Go**.
3. Click **Load**. This loads the AusKey file received from the ABR, which is used to identify your business to the ATO. The information from the AusKey file displays in the *ABN List*, immediately to the right of the **Load** button.
4. Choose your company ABN from the *ABN* list.
5. Click the *Prefill* tab. Fill out the fields within the tab.
6. Click **Go**.

7. Click the **PreLodge** tab. Fill out the fields within the tab.
8. Click **Go**.
9. Choose the desired *Start Period* and *End Period*.
10. Type your AusKey password in the *Password* field.
11. Click **Validate Key**. Your details are validated and the wizard completes your Business Activity Statement.

TFN Declaration

Click the **TFN Declaration** button to launch the *TFN Declaration Wizard*.

The screenshot shows the 'TFN Declaration Wizard' window. It features a 'Load' button (1) and a 'Password' field (3). The 'Start Period' (2) and 'End Period' (5) are set to 1/1/2006 and 9/18/2011 respectively. A 'Company ABN' field (4) and an 'Apply' button (5) are also visible. The interface is divided into 'Section A: Payee' and 'Section B: Payer'. Under 'Section A: Payee', there is a 'Load Employee Information From Card List' section with a 'List of employees' dropdown (7) and a 'Load' button (8). Below this are numbered questions: 1. Tax File Number (9), 2. Name (10), 4. Date of birth (11), and 5. Home Address (12). Under 'Section B: Payer', there are questions 6. Payment Basis (13), 7. Australian Resident (14), 8. Tax free threshold (15), 9. Senior Australians tax offset (16), 10. Zone, overseas forces, etc. (17), 11. Financial Supplement debt (18), and 11.a. HELP debt. At the bottom, there is a 'Declaration' section with a 'Declaration Type' dropdown (19) and a 'Date' field (15). A 'Timestamps' and 'Messages' section is at the very bottom (20).

Section A: Payee

	Field	Description
1.	Load and TFN List	Click the Load button to load an XML file containing your AusKey credentials. Choose the correct credentials from the <i>TFN List</i> .
2.	Start Period	Select or type the appropriate start date for the period from the <i>Start Period</i> dropdown.
	End Period	Select or type the appropriate end date for the period from the <i>End Period</i>

		dropdown.
3.	Password	Enter your AusKey password for the BAS.
4.	Company ABN	Type the appropriate company ABN in the field.
5.	Apply	Click Apply to set your username and verify your password.
6.	Pre Lodge TFN	Click Pre Lodge TFN to submit the <i>Pre Lodge TFND</i> service.
	Lodge TFN	Click Lodge TFN to submit the <i>Lodge TFND</i> .
7.	List of Employees	Click the List of Employees dropdown to select an employee from the list. This list is created from the card list.
8.	Load	Click Load to load the list of employees created from the card list.
9.	What is your tax file number?	Type your tax number. Tax numbers are unique numbers issued by the Tax Office to individuals and organisations to identify tax records. It increases efficiencies in administering tax and other Australian Government systems. If you are unable to report a tax number for an individual, choose the reason from the TFN Exemption dropdown.
10.	What is your Name?	<i>Family Name:</i> The payee's previous surname, where the payee has on the declaration provided a name by which they were previously known to the ATO. <i>Given Name:</i> The payee's previous first name, where the payee has on the declaration provided a name by which they were previously known to the ATO. <i>Other Given Name:</i> The payee's previous second given name, where the payee has on the declaration provided a name by which they were previously known to the ATO.
11.	What is your Date of birth?	Choose the date of birth for the payee.
12.	What is your home Address in Australia?	The payee's home address in Australia. If the payee lives overseas, check the <i>Overseas Address</i> checkbox.
13.	On what basis are you paid?	Choose the correct option describing the payment arrangement between the payer and payee.
14.	Are you an Australian resident for tax purposes?	If the payee is an Australian resident for tax purposes check the checkbox.
15.	Do you want to claim your tax free threshold for this payer?	The tax-free threshold is the amount of income that can be earned each year that is not taxed; this threshold can vary each year. This is only available to Australian residents.
16.	Do you want to claim the	Indicates an offset allowing eligible people to earn more income before they have to pay tax and the Medicare levy has been requested. If a taxpayer is

<p>senior Australians tax offset?</p>	<p>eligible this means they pay less tax. To be eligible a taxpayer must meet four conditions:</p> <ol style="list-style-type: none"> 1) Age 2) Eligibility for Australian Government age pensions or similar payments 3) Taxable income threshold, and 4) Not in gaol. <p>If the taxpayer meets all four conditions, the amount of offset will vary depending on their taxable income and circumstances.</p>
<p>17. Do you want to claim a zone, overseas dependant spouse or special tax?</p>	<p><i>Zone:</i> A Zone offset may be claimed by a taxpayer if they live or work in certain remote areas of Australia.</p> <p><i>Overseas Forces:</i> If a taxpayer serves as a member of Australia's Defence Force or United Nations armed forces, he is eligible for the Overseas Forces tax offset.</p> <p><i>Dependant Spouse:</i> The Dependant Spouse Tax Offset is available to taxpayers who contribute to the maintenance of their dependant spouse which reduces the amount of tax to be paid.</p> <p><i>Invalid Relative:</i> A person may be entitled to a special tax offset for a dependant invalid relative, dependant parent, housekeeper caring for an invalid spouse or a dependant child-housekeeper.</p>
<p>18. Do you have accumulated Financial Supplement debt?</p>	<p>Check the checkbox if the taxpayer has a Student Financial Supplement Scheme.</p>
<p>Do you have accumulated Higher Education Loan Program (HELP) debt?</p>	<p>Check the checkbox if the taxpayer has a Higher Education Loan Program benefit in place.</p>
<p>19. Declaration</p>	<p><i>Declaration Type:</i> Choose <i>Payee Signature Present</i> if a hardcopy of the reported record has been signed.</p> <p><i>Accepted:</i> Check the Accepted checkbox to show that the declaration has been accepted.</p> <p><i>Signature:</i> Enter the <i>Supplier Signatory Identifier Text</i>.</p> <p><i>Date:</i> Choose the date of the declaration.</p>
<p>20. Timestamps Messages</p>	<p>If applicable <i>Timestamps</i> and/or <i>Messages</i> will display in this area.</p>

Section B: Payer

Most of the information in the **Section B: Payer** tab will be automatically populated with information from other areas in the software.

Field	Description
1. What is your Australian business number (ABN) or your withholding number?	Your ABN is a unique identified used by the ATO on behalf of the Tax Agent's Board. It is used to uniquely identify individuals registered by the Tax Agent's Board.
2. What is your registered business name or trading name?	Report the trading name of the payer in full. If the payer does not have a trading name, leave this field blank.
3. Declaration by Payer	<p><i>Declaration Type:</i> Choose <i>Payer Signature Present</i> if a hardcopy of the reported record has been signed.</p> <p><i>Accepted:</i> Check the <i>Accepted</i> checkbox to show that the declaration has been accepted.</p> <p><i>Signature:</i> Enter the <i>Supplier Signatory Identifier Text</i>.</p> <p><i>Date:</i> Choose the date of the declaration.</p>
4. What is your business	Your business address should be automatically populated by Nominal. Make any adjustments necessary.

address?

5. **Who is your contact person?** The *Payer Contact Name* is to be reported in full with one space between words and also any initials that occur in the name. The field cannot be blank.

Complete the fields outlined above to submit the TFN declaration.

PAYG Summary

Click the **PAYG Summary** button to launch the *PAYG Summary Wizard*.

The screenshot shows the 'PAYG Summary Wizard' window. It features a 'Load' button (1) and a 'Password' field (3). The 'Start Period' (2) and 'End Period' (12) are date pickers. The 'Company ABN' field (4) has an 'Apply' button (5). Below are 'Section A: Payee' and 'Section B: Payer' tabs, with 'Pre Lodge PAYG' (6) and 'Lodge PAYG' buttons. A 'Load Employee Information From Card List' section (7) includes a 'List of employees' dropdown and a 'Load' button. Section A contains questions: '1. What is your Tax File Number?' (8), '2. What is your Name?' (9), '4. What is your Date of birth?' (10), and '5. What is your home Address in Australia?' (11). Section B includes 'Withholding Payment Income Type' (12), 'Period Start Date', 'Period End Date', 'Pay As You Go Withholding Tax Withheld', 'Individual Non Business Gross', and 'Additional Details' (checkboxes). A 'Timestamps' field (13) is at the bottom.

Section A: Payee

	Field	Description
1.	Load TFN List	Click the Load button to load an XML file containing your AusKey credentials. Choose the correct credentials from the TFN List.
2.	Start Period End Period	Select or type the appropriate start date for the period from the <i>Start Period</i> dropdown. Select or type the appropriate end date for the period from the <i>End Period</i> dropdown.
3.	Password	Enter your AusKey password for the BAS.
4.	Company ABN	Type the appropriate company ABN in the field.

5.	Apply	Click Apply to set your username and verify your password.
6.	Pre Lodge PAYG	Click Pre Lodge TFN to submit the <i>Pre Lodge TFND</i> service.
	Lodge PAYG	Click Lodge TFN to submit the <i>Lodge TFND</i> .
7.	List of Employees	Click the List of Employees dropdown to select an employee from the list. This list is created from the card list.
8.	Load	Click Load to load the list of employees created from the card list.
9.	What is your tax file number?	Type your tax number. Tax numbers are unique numbers issued by the Tax Office to individuals and organisations to identify tax records. It increases efficiencies in administering tax and other Australian Government systems. If you are unable to report a tax number for an individual, choose the reason from the TFN Exemption dropdown.
10.	What is your Name?	<i>Family Name:</i> The payee's previous surname, where the payee has on the declaration provided a name by which they were previously known to the ATO. <i>Given Name:</i> The payee's previous first name, where the payee has on the declaration provided a name by which they were previously known to the ATO. <i>Other Given Name:</i> The payee's previous second given name, where the payee has on the declaration provided a name by which they were previously known to the ATO.
11.	What is your Date of birth?	Choose the date of birth for the payee.
12.	What is your home Address in Australia?	The payee's home address in Australia. If the payee lives overseas, check the <i>Overseas Address</i> checkbox.
13.	Withholding Payment Income Type	Choose the code indicating the type of income being reported in the payment summary.
	Period Start Date	Choose the appropriate period start date.
	Period End Date	Choose the appropriate period end date.
	Pay As You Go Tax Withholding Tax Withheld	Enter any income tax withheld under the <i>Pay As You Go Arrangement</i> .
	Individual Non Business Gross	Enter any payments of salary, wages, bonuses and commissions paid to the payee as an employee, company director or office holder. Include the total gross amount before amounts are withheld for tax.
	Additional	Click the dropdown to enter any additional details about the payee's

Details	withholdings.
Report Amendment Indicator	Check the checkbox if this report contains amended data.

Section B: Payer

Most of the information in the **Section B: Payer** tab will be automatically populated with information from other areas in the software.

1. What is your Australian business number (ABN) or your withholding number?
78123456789

2. What is your registered business name or trading name?
Lagniappe Enterprises

Declaration by Payer:
Declaration Type: TrueAndCorrect Accepted:
Signature: Date: 9/18/2011

4. What is your business address?
Overseas Address: Usage Code: POS
Line 1: 12 Main Street
Line 2:
City/Suburb: West Beach Post Code: 5024
State: NSW Country: australia

5. Who is your contact person?

Timestamps: Messages:

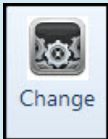
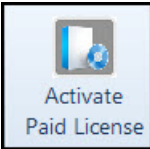
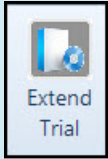
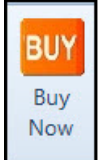


Field	Description
1. What is your Australian business number (ABN) or your withholding number?	Your ABN is a unique identified used by the ATO on behalf of the Tax Agent's Board. It is used to uniquely identify individuals registered by the Tax Agent's Board.
2. What is your registered business name or trading name?	Report the trading name of the payer in full. If the payer does not have a trading name, leave this field blank.
3. Declaration by Payer	<p><i>Declaration Type:</i> Choose <i>Payer Signature Present</i> if a hardcopy of the reported record has been signed.</p> <p><i>Accepted:</i> Check the Accepted checkbox to show that the declaration has been accepted.</p> <p><i>Signature:</i> Enter the <i>Supplier Signatory Identifier Text</i>.</p> <p><i>Date:</i> Choose the date of the declaration.</p>
4. What is your business address?	Your business address should be automatically populated by Nominal. Make any adjustments necessary.
5. Who is your contact person?	The <i>Payer Contact Name</i> is to be reported in full with one space between words and also any initials that occur in the name. The field cannot be blank.

Complete the fields outlined above to submit the TFN declaration.

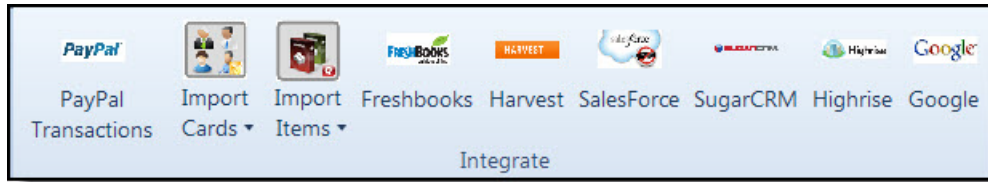
Tools



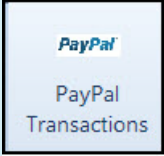
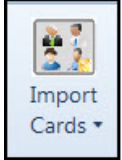
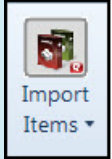

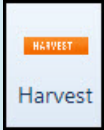
The *Tools* tab provides access to several preferences and software-related functions. The table below lists the commands available on the *Tools* tab and the associated descriptions. Commands are listed by group, from left to right.

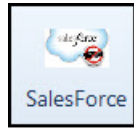
Group	Command	Description
Settings		Click the Change button to access <i>Preferences</i> and change various settings within the software.
License		Click the Activate Paid License button to validate your payment and activate your software license. Please make sure to enter the same email addressed used when making the purchase.
		Click the Extend Trial button to extend your trial period by one month. Enter the appropriate details to extend your license.
		Click Buy Now to purchase Nominal Accounting Software. Click this button to be taken to your PayPal account to purchase the software.
Update		Click the Check For Updates button to verify that the latest version of the software is installed. If it is not installed, the newest version can be downloaded.
		Click the Win/Donate \$200 button to fill out a survey about the software.

Web

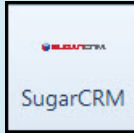


The *Web* tab provides access to integration-related functions. Use the commands available in the Integrate group to integrate Nominal with many online services. The table below lists the commands available on the *Web* tab and the associated descriptions. Commands are listed by group, from left to right.

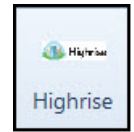
Group	Command	Description
Integrate		Click the PayPal Transactions button to download transactions from your PayPal account, and create account records. You will need your PayPal API account information including username, password and signature. A corresponding Nominal Register record will be created for each PayPal transaction once configured.
		Click the Import Cards dropdown to import contact cards from the following sources: <ul style="list-style-type: none"> • PayPal • Magneto • VirtueMart • Zen Cart
		Click the Import Items dropdown to import items from the following sources: <ul style="list-style-type: none"> • Magneto • VirtueMart • Zen Cart
		Click the Freshbooks button to connect to your Freshbooks account using the <i>Freshbooks API</i> and import your Freshbooks clients, invoices, expenses and items. Obtain your Freshbooks API URL and authentication token here: Freshbooks My Accounts Freshbooks API .
		Click the Harvest button to connect to your Harvest account using the <i>Harvest API</i> to import your data into Nominal. Obtain your Harvest domain, username/email and password here: <a href="https://<domain>.harvestapp.com">https://<domain>.harvestapp.com .



Click the **SalesForce** button to connect to your Salesforce account using the *Web Service API* to import your data into Nominal. Obtain your Salesforce username, password and token here: *Name | Setup | My Personal Information | Reset my security token*. Note: You will need API access to your account.



Click the **SugarCrm** button to connect to your SugarCRM instance using the *Web Service API* and import your data into Nominal. Obtain your SugarCRM username, password and URL.

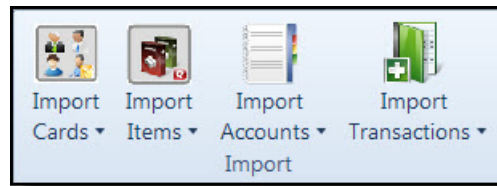


Click the **Highrise** button to connect to your Highrise account using the *Highrise API* to import your data into Nominal. Obtain your Highrise domain, username/email and password here: *https://<domain>.highrisehq.com*.

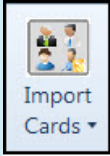
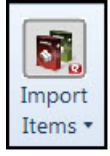
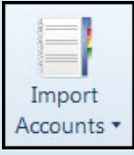
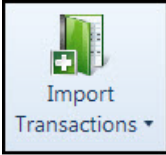


Click the **Google** button to connect to your Google account using the *Google Contacts API* and import your contacts into Nominal. Obtain your Google username/email and password to connect to your Google account.

Import



The *Import* tab provides access to importing functions. Use the commands available in the *Import* group to import data from various sources. The table below lists the commands available on the *Import* tab and the associated descriptions. Commands are listed by group, from left to right.

Group	Command	Description
Import		Click the Import Cards dropdown to import the following cards: <ul style="list-style-type: none"> • Outlook Contacts • QuickBooks Contacts • Cashflow Cards • MYOB Cards
		Click the Import Items dropdown to import the following items: <ul style="list-style-type: none"> • QuickBooks Items • Nominal Items • Cashflow Items • MYOB Items
		Click the Import Accounts dropdown to import your MYOB account.
		Click the Import Transactions dropdown to import Nominal Excel files.

Reference

The *Reference* section contains details about emailing and printing fields, keyboard shortcuts and other detailed information.

Email and Print

Nominal uses Microsoft Office automation for printing and emailing invoices, purchase orders, quotes and pay slips.

Nominal uses Microsoft Word templates (.dot and .dotx) to create versatile templates for your records. Customising the built-in templates is as easy as working in a Word document. You can add your company logo, header, comments or any other text or graphics.

To customise a template, copy the template you would like to modify from the Nominal software folder, edit as desired and save back to the Nominal software folder. Simple as that!

In Nominal, each record contains different fields. For example, a pay slip contains the salary and tax fields while a quote contains sales items.

See the following sections for a list of fields available for each type of record.

Invoice Fields

When editing an invoice template, you can use any of the fields below. You must use the exact field name.

- [0] [type, Card Info]
- [1] [invoiceid, Sale Record]
- [2] [card, Sale Record]
- [3] [terms, Sale Record]
- [4] [shipping, Sale Record]
- [5] [invoiceDate, Sale Record]
- [6] [dueDate, Sale Record]
- [7] [shipDate, Sale Record]
- [8] [customerPO, Sale Record]
- [9] [comment, Sale Record]
- [10] [freight, Sale Record]
- [11] [glmemo, Sale Record]
- [12] [paymethod, Sale Record]
- [13] [paydetails, Sale Record]
- [14] [totalDue, Sale Record]
- [15] [totalPaid, Sale Record]
- [16] [tags, Sale Record]
- [17] [totalExTax, Sale Record]
- [18] [totalTax, Sale Record]
- [19] [desc, Sale Item]
- [20] [account, Sale Item]
- [21] [item, Sale Item]

- [22] [quantity, Sale Item]
- [23] [price, Sale Item]
- [24] [amount, Sale Item]
- [25] [taxCode, Sale Item]
- [26] [id, Card Info]
- [27] [name, Card Info]
- [28] [phone, Card Info]
- [29] [altphone, Card Info]
- [30] [fax, Card Info]
- [31] [email, Card Info]
- [32] [website, Card Info]
- [33] [contact, Card Info]
- [34] [altcontact, Card Info]
- [35] [Notes, Card Info]
- [36] [Photo, Card Info]
- [37] [companyName, Company Info]
- [38] [companyABN, Company Info]
- [39] [companyAddress1, Company Info]
- [40] [companyAddress2, Company Info]
- [41] [companyCity, Company Info]
- [42] [companyState, Company Info]
- [43] [companyPostCode, Company Info]
- [44] [companyCountry, Company Info]
- [45] [phoneNumber, Company Info]

[46] [faxNumber, Company Info]

[47] [emailAddress, Company Info]

[48] [webSite, Company Info]

Purchase Fields

When editing a purchase order template you can use any of the following fields. You must use the exact field name.

- [0] [id, Card Info]
- [1] [card, Purchase Record]
- [2] [terms, Purchase Record]
- [3] [shipping, Purchase Record]
- [4] [purchaseDate, Purchase Record]
- [5] [dueDate, Purchase Record]
- [6] [shipDate, Purchase Record]
- [7] [comment, Purchase Record]
- [8] [freight, Purchase Record]
- [9] [glmemo, Purchase Record]
- [10] [paymethod, Purchase Record]
- [11] [paydetails, Purchase Record]
- [12] [totalDue, Purchase Record]
- [13] [totalPaid, Purchase Record]
- [14] [tags, Purchase Record]
- [15] [totalExTax, Purchase Record]
- [16] [totalTax, Purchase Record]
- [17] [desc, Purchase Item]
- [18] [account, Purchase Item]
- [19] [type, Card Info]
- [20] [item, Purchase Item]
- [21] [quantity, Purchase Item]

- [22] [price, Purchase Item]
- [23] [amount, Purchase Item]
- [24] [taxCode, Purchase Item]
- [25] [name, Card Info]
- [26] [phone, Card Info]
- [27] [altphone, Card Info]
- [28] [fax, Card Info]
- [29] [email, Card Info]
- [30] [website, Card Info]
- [31] [contact, Card Info]
- [32] [altcontact, Card Info]
- [33] [Notes, Card Info]
- [34] [Photo, Card Info]
- [35] [companyName, Company Info]
- [36] [companyABN, Company Info]
- [37] [companyAddress1, Company Info]
- [38] [companyAddress2, Company Info]
- [39] [companyCity, Company Info]
- [40] [companyState, Company Info]
- [41] [companyPostCode, Company Info]
- [42] [companyCountry, Company Info]
- [43] [phoneNumber, Company Info]
- [44] [faxNumber, Company Info]
- [45] [emailAddress, Company Info]

[46] [webSite, Company Info]

Quote Fields

When editing a quote template you can use any of the following fields. You must use the exact field names.

- [0] [type, Card Info]
- [1] [invoiceid, Quote Record]
- [2] [card, Quote Record]
- [3] [terms, Quote Record]
- [4] [shipping, Quote Record]
- [5] [invoiceDate, Quote Record]
- [6] [dueDate, Quote Record]
- [7] [shipDate, Quote Record]
- [8] [customerPO, Quote Record]
- [9] [comment, Quote Record]
- [10] [freight, Quote Record]
- [11] [glmemo, Quote Record]
- [12] [paymethod, Quote Record]
- [13] [paydetails, Quote Record]
- [14] [totalDue, Quote Record]
- [15] [totalPaid, Quote Record]
- [16] [tags, Quote Record]
- [17] [totalExTax, Quote Record]
- [18] [totalTax, Quote Record]
- [19] [desc, Quote Item]
- [20] [account, Quote Item]
- [21] [item, Quote Item]

- [22] [quantity, Quote Item]
- [23] [price, Quote Item]
- [24] [amount, Quote Item]
- [25] [taxCode, Quote Item]
- [26] [id, Card Info]
- [27] [name, Card Info]
- [28] [phone, Card Info]
- [29] [altphone, Card Info]
- [30] [fax, Card Info]
- [31] [email, Card Info]
- [32] [website, Card Info]
- [33] [contact, Card Info]
- [34] [altcontact, Card Info]
- [35] [Notes, Card Info]
- [36] [Photo, Card Info]
- [37] [companyName, Company Info]
- [38] [companyABN, Company Info]
- [39] [companyAddress1, Company Info]
- [40] [companyAddress2, Company Info]
- [41] [companyCity, Company Info]
- [42] [companyState, Company Info]
- [43] [companyPostCode, Company Info]
- [44] [companyCountry, Company Info]
- [45] [phoneNumber, Company Info]

[46] [faxNumber, Company Info]

[47] [emailAddress, Company Info]

[48] [webSite, Company Info]

Pay Slip Fields

When editing a pay slip field, you can use any of the following fields. You must use the exact field name.

[0] [cycleId, 1]

[1] [cardId, 0]

[2] [cardName, 0]

[3] [Base, 0]

[4] [Super, 0]

[5] [BeforeAddition, 0]

[6] [BeforeDeduction, 0]

[7] [Gross, 0]

[8] [Tax, 0]

[9] [AfterAddition, 0]

[10] [AfterDeduction, 0]

[11] [NetPay, 0]

[12] [type, 1]

[13] [fromDate, 1]

[14] [toDate, 1]

[15] [payDate, 1]

[16] [totalPaid, 1]

[17] [totalPayg, 1]

[18] [totalSuper, 1]

[19] [totalPreAddition, 1]

[20] [totalPreDeduction, 1]

[21] [totalPostAddition, 1]

[22] [totalPostDeduction, 1]

[23] [textEmpId, 2]

[24] [textDepartment, 2]

[25] [textTitle, 2]

[26] [textBank, 2]

[27] [textAcName, 2]

[28] [textAcNumber, 2]

[29] [textAcBSB, 2]

[30] [textWagesFigure, 2]

[31] [textTFN, 2]

[32] [textSuperRate, 2]

[33] [textSuperName, 2]

[34] [textSuperMember, 2]

[35] [dateDOB, 2]

[36] [dateHire, 2]

[37] [dateLeaving, 2]

[38] [cbMarital, 2]

[39] [cbGender, 2]

[40] [cbManager, 2]

[41] [cbEmployment, 2]

[42] [cbWageType, 2]

[43] [cbPayFrequency, 2]

[44] [cbWagesAccount, 2]

[45] [cbTaxScale, 2]

- [46] [isHELP, 2]
- [47] [isCDEP, 2]
- [48] [isSFSS, 2]
- [49] [DependencyObjectType, 2]
- [50] [IsSealed, 2]
- [51] [Dispatcher, 2]
- [52] [companyName, 3]
- [53] [companyABN, 3]
- [54] [companyAddress1, 3]
- [55] [companyAddress2, 3]
- [56] [companyCity, 3]
- [57] [companyState, 3]
- [58] [companyPostCode, 3]
- [59] [companyCountry, 3]
- [60] [phoneNumber, 3]
- [61] [faxNumber, 3]
- [62] [emailAddress, 3]
- [63] [webSite, 3]

Keyboard Shortcuts

Shortcut	Description
I + Ctrl	New Invoice
O + Ctrl	New Order
S + Ctrl	New Spend
R + Ctrl	New Receive
P + Ctrl	New Payment
B + Ctrl	New Pay Supplier
G + Ctrl	New General Ledger
T + Ctrl	New Apply Credit
W + Ctrl	New BAS Wizard
+	Date one day forward.
-	Date one day back.