



# Portal User Guide

## Cashbooks, Accounts and Ledgers

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# Managing ledgers and accounts

You can track your company finances in the Portal using ledgers and accounts.

## Ledgers

Ledgers are used to group transactions together by their purpose: for example, loyalty redemptions, or petty cash expenditure. You create ledger codes to represent the transaction groups you want, and each transaction is assigned a single ledger code to indicate what the transaction was for.

<b>Ledger 3004: Petty Cash</b> 5322873 - 16/04/2016 - \$23.45 3854156 - 19/04/2016 - \$11.05 4616598 - 23/05/2016 - \$6.09 ...	<b>Ledger 9945: Sales Discount</b> 6547318 - 26/06/2016 - \$6.23 4682115 - 27/06/2016 - \$5.19 3884857 - 28/06/2016 - \$23.01 ...
<b>Ledger 1114: Creditor Payment</b> 1835485 - 06/03/2016 - \$4560.00 9435752 - 24/03/2016 - \$850.00 4398515 - 15/05/2016 - \$600.20 ...	<b>Ledger 9904: Transactions</b> 1872654 - 10/07/2016 - \$468.21 7325484 - 12/07/2016 - \$55.02 4634845 - 13/07/2016 - \$19.99

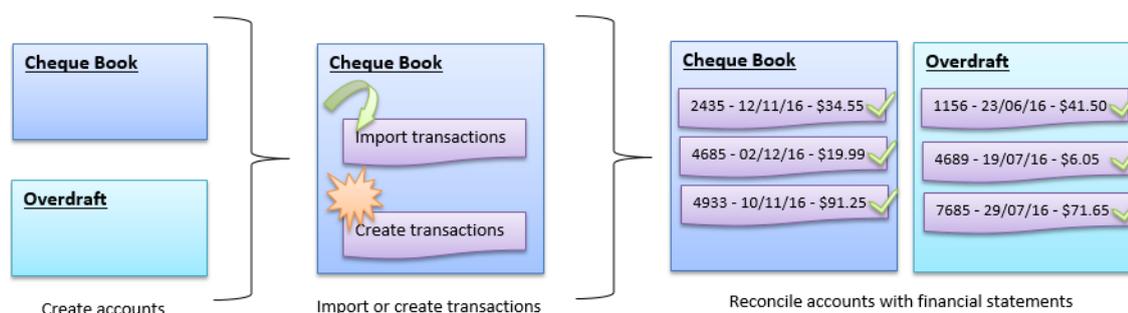
When you use ledgers, the financial account that a transaction pays into or out of is not recorded: only the purpose of the transaction, as indicated by the ledger code.

### See:

- *Configuring the ledger for your company.*
- *Creating a new ledger on page 5.*
- *Editing a ledger on page 7.*
- *Deleting a ledger on page 9.*
- *Ledger Maintenance screen on page 11.*
- *Creating a new ledger transaction on page 13.*
- *Editing a ledger transaction on page 15.*
- *Deleting a ledger transaction on page 17.*
- *Ledger Transaction Maintenance screen on page 19.*

## Cash accounting or cash books

Cash books track the movement of funds in and out of multiple financial accounts, such as a cheque account, over draft account or high interest account. Cash books allows you to record all transactions that occurred through these accounts in the Portal: sales and inventory transactions are automatically fed into accounts, and other transactions can be added manually to reflect the financial activities of your company. You can then reconcile the Portal against your financial institution's statements to ensure payments to or from your company have not been missed.



When you use cash books, the purpose of each transaction is not explicitly recorded, only the accounts to or from which it was paid.

### See:

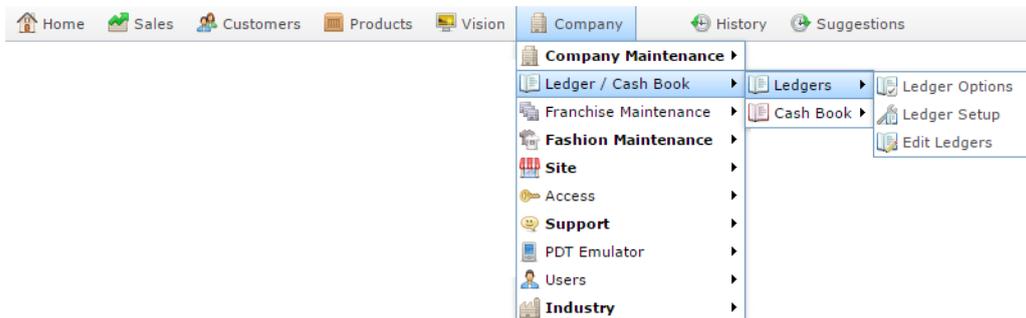
- *Creating a new account on page 22.*
- *Editing an account on page 24.*
- *Deleting an account on page 26.*
- *Account Maintenance screen on page 28.*
- *Import transactions into your accounts on page 42.*
- *Cash Book Import screen on page 44.*
- *Creating a new pending transaction on page 31.*
- *Editing a pending transaction on page 33.*
- *Transferring a pending transaction on page 35.*
- *Deleting a pending transaction on page 37.*
- *Cash Book Pending Management screen on page 39.*
- *Reconciling accounts on page 52.*
- *Cash Book Reconciliation Management screen on page 55.*
- *Cash Book Audit report on page 47.*

## Creating a new ledger

Create a new ledger to categorise a particular type of income or expenditure in your Portal.

To create a new ledger:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Ledger Setup**.



The Ledger Maintenance screen is displayed.

**Ledger Maintenance**

Company:

Configuration

New Ledger Number:

Number	Name	Type	Default	Description
1000	Sales	Income	Yes	Ledger to hold sales data
10000	New	Expenses	No	New Ledger
1001	Sales Discount	Income	Yes	Ledger to hold sales Discount data
1002	Redemption	Income	Yes	Ledger to hold Loyalty redemption
1003	Unders / Overs	Income	Yes	Ledger to hold tender misbalances
1004	Gift Voucher Sales	Income	Yes	Ledger to hold sales of Gift

3. Type the unique code to identify the ledger in the New Ledger Number field.
4. Press .

The new ledger is added.

5. Press the new ledger to select it.

**Ledger Maintenance**

Company: AMC Master

Configuration

New Ledger Number:

Number	Name	Type	Default	Description
				Freight
6000	Expenses	Expenses	Yes	Ledger to hold general expenses
7000	Bank Fee	Bank Fees	Yes	Ledger to hold bank Fees
7001	Bank Interest (Pay)	Bank Fees	Yes	Ledger to hold Bank Interest
7002	Bank Govt Fees	Bank Fees	Yes	Ledger to hold Bank Govt Fees
9999	New	Expenses	No	New Ledger

6. Select each field and edit it as required.

See *Ledger Maintenance* screen on page 11.

7. Press .

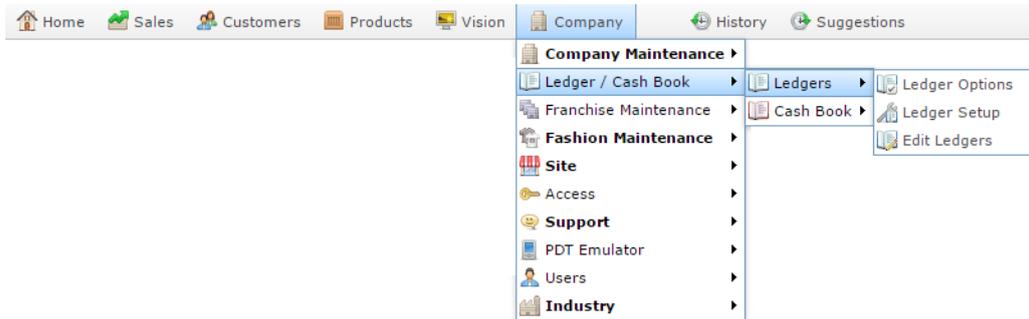
The new ledger is added.

## Editing a ledger

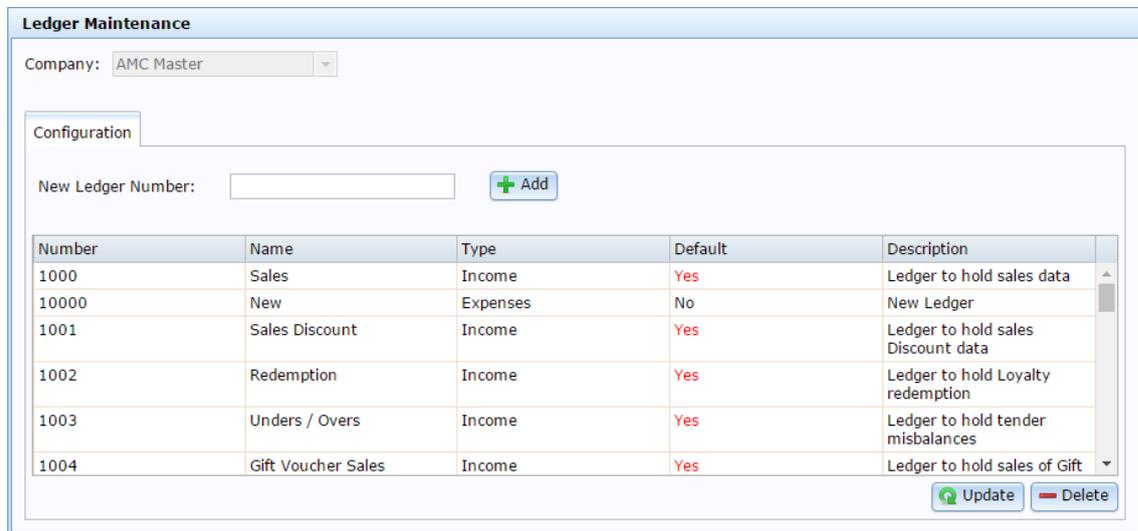
Edit a ledger to change its name or type.

To edit a ledger:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Ledger Setup**.



The Ledger Maintenance screen is displayed.



The screenshot shows the 'Ledger Maintenance' screen. At the top, there is a 'Company' dropdown menu set to 'AMC Master'. Below this is a 'Configuration' tab. Under the 'Configuration' tab, there is a 'New Ledger Number' input field and an '+ Add' button. Below the input field is a table with the following columns: Number, Name, Type, Default, and Description. The table contains the following data:

Number	Name	Type	Default	Description
1000	Sales	Income	Yes	Ledger to hold sales data
10000	New	Expenses	No	New Ledger
1001	Sales Discount	Income	Yes	Ledger to hold sales Discount data
1002	Redemption	Income	Yes	Ledger to hold Loyalty redemption
1003	Unders / Overs	Income	Yes	Ledger to hold tender misbalances
1004	Gift Voucher Sales	Income	Yes	Ledger to hold sales of Gift

At the bottom right of the table, there are two buttons: 'Update' and 'Delete'.

3. Select the ledger you want to edit.

**Ledger Maintenance**

Company: AMC Master

Configuration

New Ledger Number:

Number	Name	Type	Default	Description
1000	Sales	Income	Yes	Ledger to hold sales data
10000	New	Expenses	No	New Ledger
1001	Sales Discount	Income	Yes	Ledger to hold sales Discount data
1002	Redemption	Income	Yes	Ledger to hold Loyalty redemption
1003	Unders / Overs	Income	Yes	Ledger to hold tender misbalances
1004	Gift Voucher Sales	Income	Yes	Ledger to hold sales of Gift

4. Make the required changes.

See *Ledger Maintenance screen* on page 11.

5. Press .

The changes are saved.

## Deleting a ledger

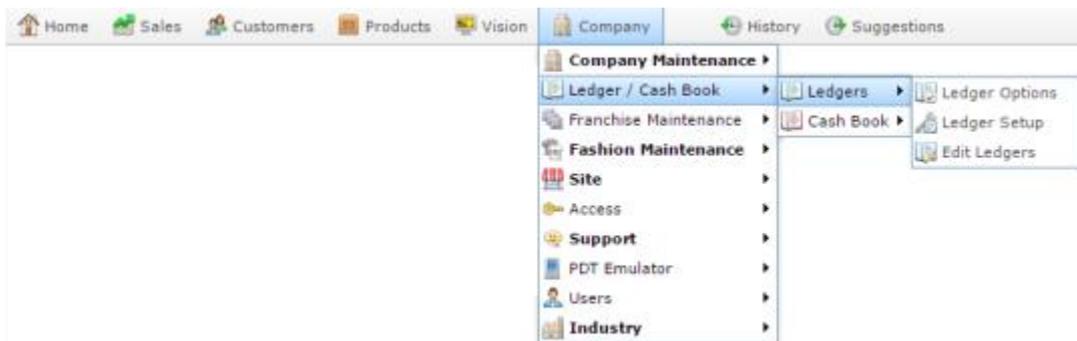
Delete a ledger to remove it from the Portal.



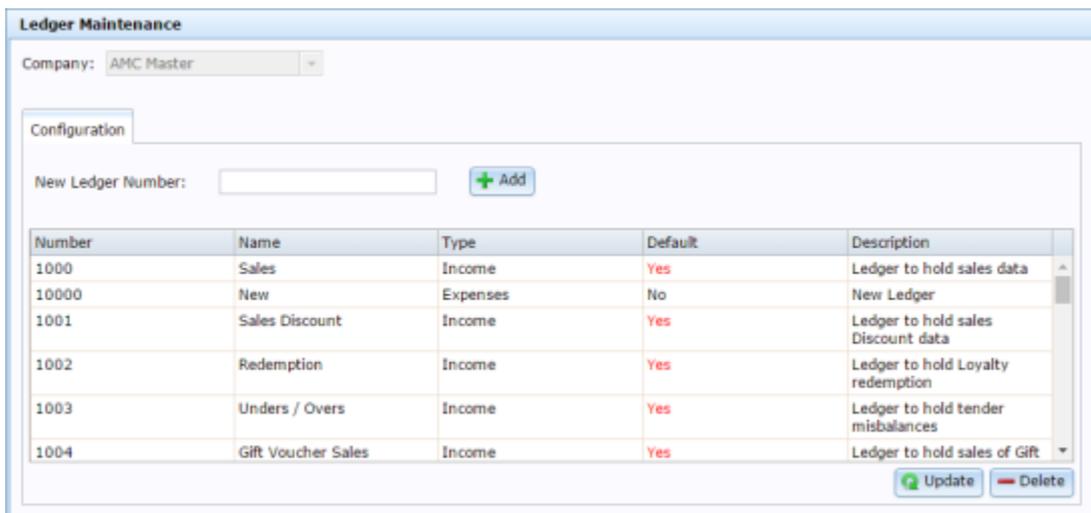
**Important Note:** Ledgers should not be deleted from the Portal without explicit instruction from AMC Convergent IT.

To delete a ledger:

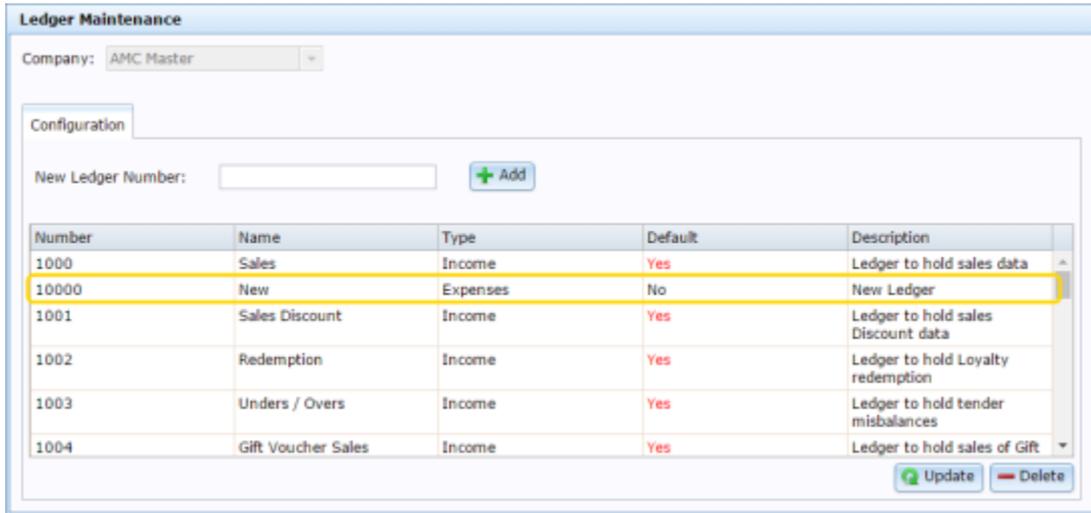
1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Ledger Setup**.



The Ledger Maintenance screen is displayed.



3. Select the ledger you want to delete.



4. Press .

The ledger is deleted.

## Ledger Maintenance screen

Use this screen to create and edit custom ledgers for use within the Portal.

**Note:** If you want to edit the default ledgers used by the Portal systems, use the Ledger Options screen. See *Configuring the ledger for your company*.

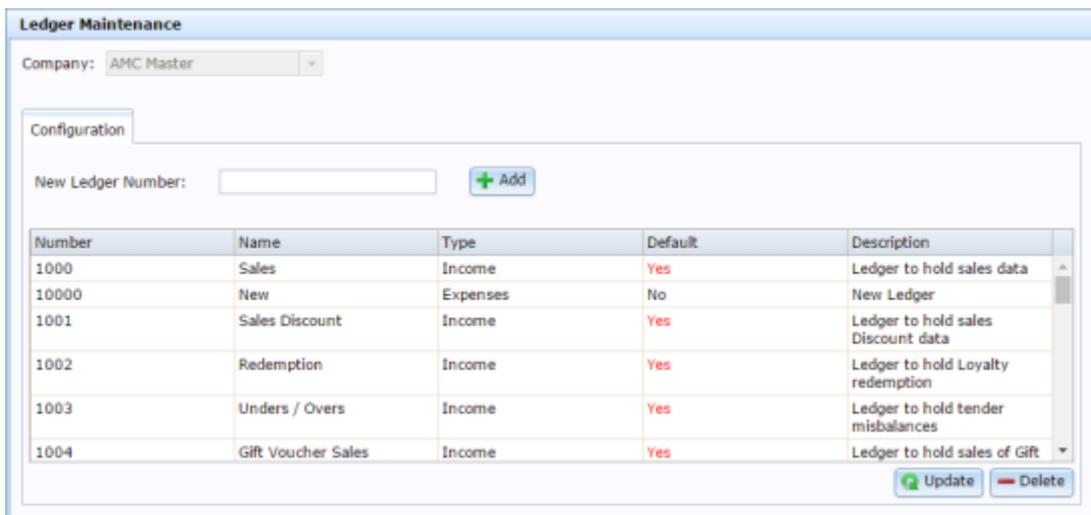
### Opening the Ledger Maintenance screen

To open the Ledger Maintenance screen:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Ledger Setup**.

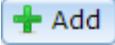
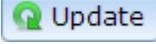
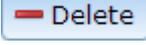


The Ledger Maintenance screen is displayed.



### Ledger Maintenance screen key fields and buttons

Field	Description
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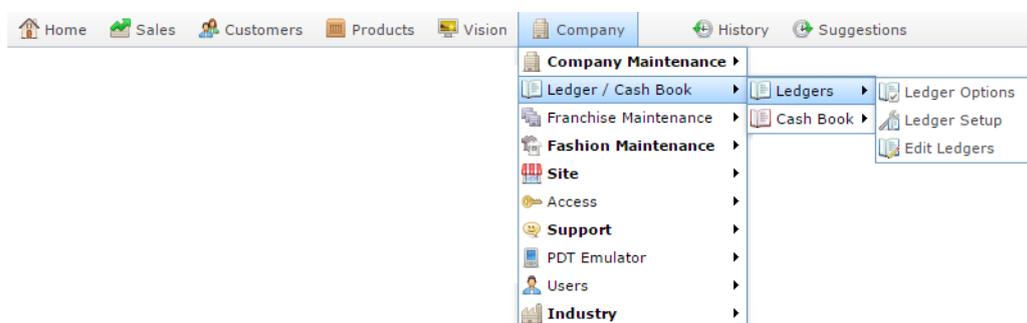
Field	Description
<b>Company</b>	Select the company you want to configure ledgers for.
<b>New Ledger Number</b>	Type a unique code to identify the new ledger.
	Press to add the new ledger to your configuration.
<b>Number</b>	The code identifying the ledger.
<b>Name</b>	The name of the ledger.
<b>Type</b>	The type of ledger, for example Income.
<b>Default</b>	<p>Indicates whether this is a ledger automatically linked to a Portal system, such as sales discounts.</p> <div data-bbox="475 1227 1388 1397" style="background-color: #e6f2ff; padding: 10px;"> <p><b>Note:</b> If you want to change the ledger number of a default ledger, use the Ledger Options screen. See <i>Configuring the ledger for your company</i>.</p> </div>
<b>Description</b>	Description of this ledger.
	Press to save your changes to this ledger.
	Press to delete this ledger.
	<p><b>Note:</b> Information previously linked to this ledger will be invisible.</p>

## Creating a new ledger transaction

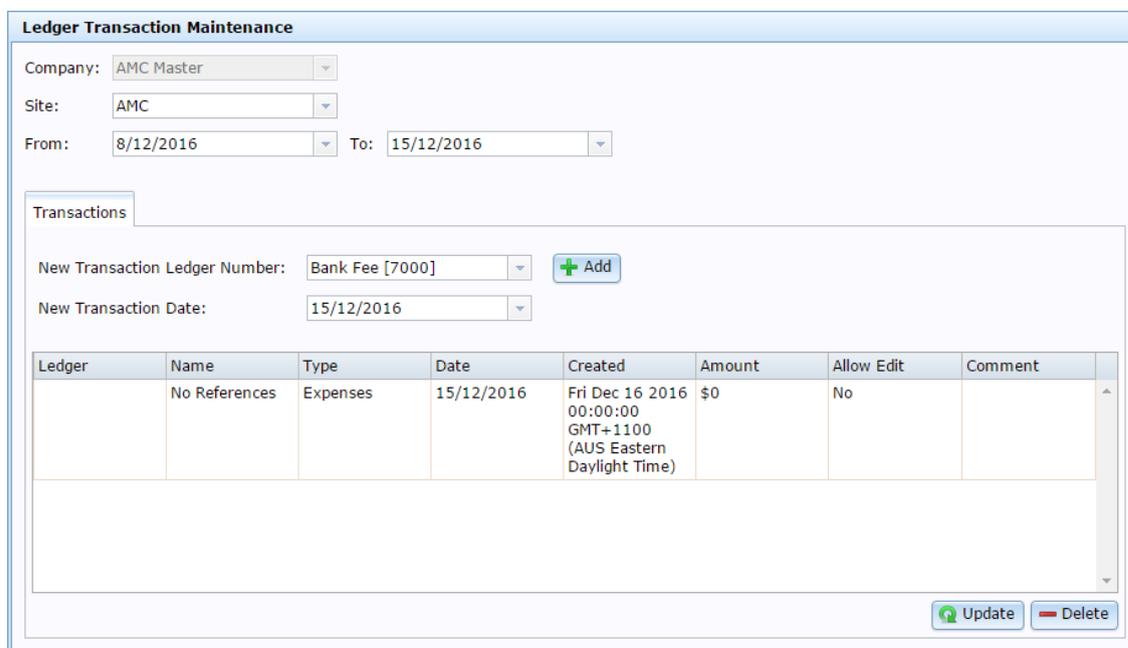
Create a ledger transaction to reflect income such as rent without creating a creditor transaction, so that the balance reflects your company's position.

To create a new ledger transaction:

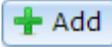
1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Edit Ledgers**.



The Ledger Transaction Maintenance screen is displayed.



Ledger	Name	Type	Date	Created	Amount	Allow Edit	Comment
	No References	Expenses	15/12/2016	Fri Dec 16 2016 00:00:00 GMT+1100 (AUS Eastern Daylight Time)	\$0	No	

3. Select the site you want to add a transaction for in the **Site** drop-down list.
4. Select the ledger you want to add a transaction to in the **New Transaction Ledger Number** drop-down list.
5. Select the date you want to add the transaction for in the **New Transaction Date** drop-down list.
6. Press .

The transaction is added.

You can further edit the transaction. See *Editing a ledger transaction* on page 15.

## Editing a ledger transaction

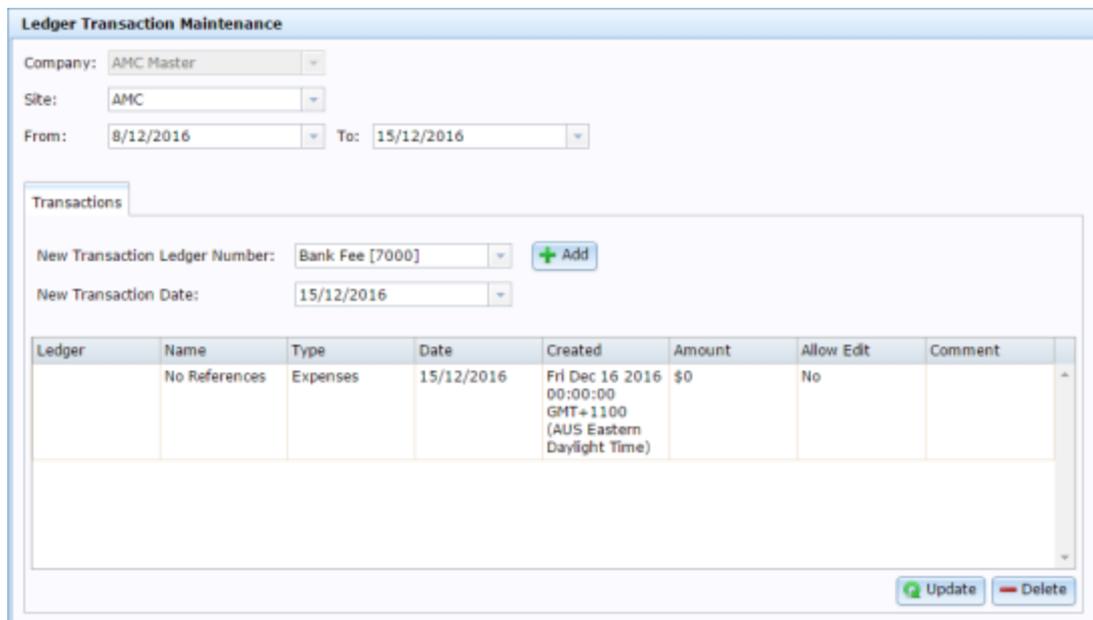
Edit a ledger transaction if you need to change the amount, date or comment on the transaction.

To edit a ledger transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Edit Ledgers**.



The Ledger Transaction Maintenance screen is displayed.

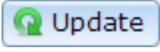


The screenshot shows the 'Ledger Transaction Maintenance' screen. It has a header with the title 'Ledger Transaction Maintenance'. Below the header, there are several input fields: 'Company' (AMC Master), 'Site' (AMC), 'From' (8/12/2016), and 'To' (15/12/2016). Below these fields, there is a 'Transactions' tab. Under the 'Transactions' tab, there are two input fields: 'New Transaction Ledger Number' (Bank Fee [7000]) and 'New Transaction Date' (15/12/2016). There is an '+ Add' button next to the 'New Transaction Ledger Number' field. Below the input fields, there is a table with the following columns: Ledger, Name, Type, Date, Created, Amount, Allow Edit, and Comment. The table contains one row with the following data: Ledger (blank), Name (No References), Type (Expenses), Date (15/12/2016), Created (Fri Dec 16 2016 00:00:00 GMT+1100 (AUS Eastern Daylight Time)), Amount (\$0), Allow Edit (No), and Comment (blank). At the bottom right of the screen, there are two buttons: 'Update' and 'Delete'.

3. Select the site you want to edit a transaction for in the **Site** drop-down list.
4. Select the date range of the transaction you want to edit in the **From** and **To** drop-down lists.

The transactions are displayed in the ledger grid.

5. Press the transaction you want to edit.
6. Make the required changes.

7. Press  .

The changes are saved.

## Deleting a ledger transaction

Delete a ledger transaction to remove it from the Portal records. You can only delete transactions you have added manually. Sales, inventory and procurement transactions cannot be deleted.

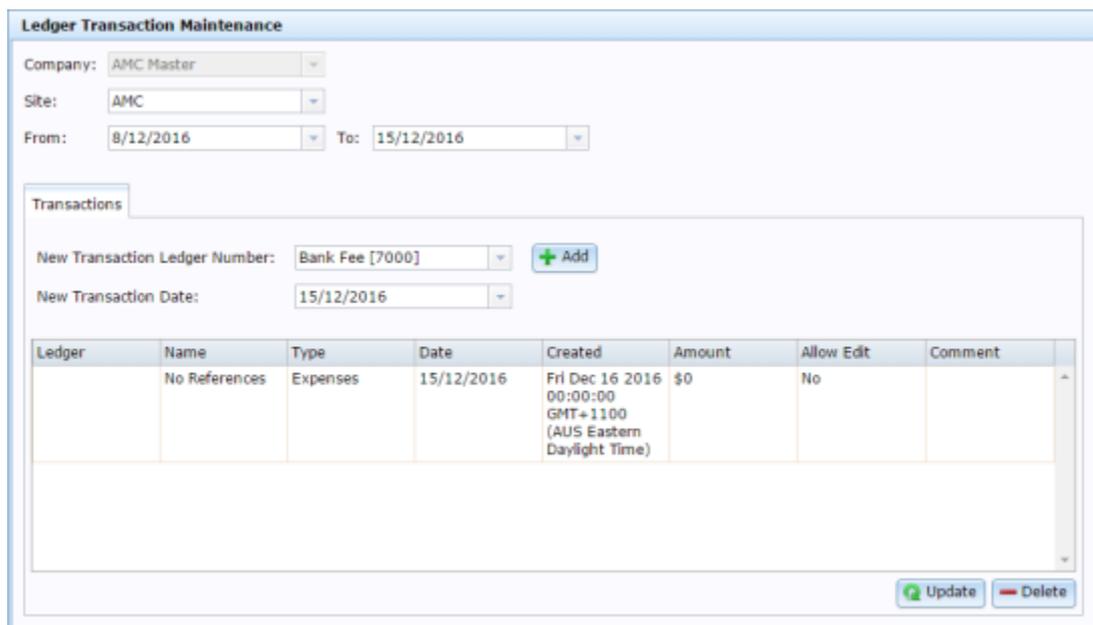
**Note:** This cannot be undone.

To delete a ledger transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Ledgers > Edit Ledgers**.



The Ledger Transaction Maintenance screen is displayed.

The image shows the 'Ledger Transaction Maintenance' screen. At the top, there are dropdown menus for 'Company' (set to 'AMC Master'), 'Site' (set to 'AMC'), and date range 'From' (8/12/2016) and 'To' (15/12/2016). Below these are input fields for 'New Transaction Ledger Number' (set to 'Bank Fee [7000]') and 'New Transaction Date' (set to '15/12/2016'), with an '+ Add' button. A table with the following columns is displayed: Ledger, Name, Type, Date, Created, Amount, Allow Edit, and Comment. The table contains one row with the following data: Ledger (blank), Name (No References), Type (Expenses), Date (15/12/2016), Created (Fri Dec 16 2016 00:00:00 GMT+1100 (AUS Eastern Daylight Time)), Amount (\$0), Allow Edit (No), and Comment (blank). At the bottom right of the screen are 'Update' and 'Delete' buttons.

3. Select the site you want to delete a transaction from in the **Site** drop-down list.
4. Select the date range of the transaction you want to delete in the **From** and **To** drop-down lists.

The transactions are displayed in the ledger grid.

5. Press the transaction you want to delete.

6. Press .

The transaction is deleted.

## Ledger Transaction Maintenance screen

Use this screen to edit transactions within ledgers.

### Opening the Ledger Transaction Maintenance screen

To open the Ledger Transaction Maintenance screen:

1. Press  Company in the main menu bar.
2. Press Ledger / Cash Book > Ledgers > Edit Ledgers.

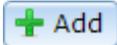
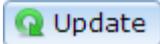
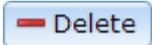


The Ledger Transaction Maintenance screen is displayed.

The screenshot shows the 'Ledger Transaction Maintenance' screen. At the top, there are dropdown menus for 'Company' (AMC Master) and 'Site' (AMC). Below these are 'From' and 'To' date fields set to 8/12/2016 and 15/12/2016 respectively. A 'Transactions' tab is active, showing a form for adding a new transaction with fields for 'New Transaction Ledger Number' (Bank Fee [7000]) and 'New Transaction Date' (15/12/2016). Below the form is a table with the following columns: Ledger, Name, Type, Date, Created, Amount, Allow Edit, and Comment. The table contains one row with the following data: Ledger (blank), Name (No References), Type (Expenses), Date (15/12/2016), Created (Fri Dec 16 2016 00:00:00 GMT+1100 (AUS Eastern Daylight Time)), Amount (\$0), Allow Edit (No), and Comment (blank). At the bottom right of the screen are 'Update' and 'Delete' buttons.

### Ledger Transaction Maintenance screen key fields and buttons

Field	Description
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Field	Description
<b>Company</b>	Select the company you want to edit the ledger of.
<b>Site</b>	Select the site you want to edit the ledger of.
<b>From</b>	Select the earliest ledger date you want to display.
<b>To</b>	Select the latest ledger date you want to display.
<b>New Transaction Ledger Number</b>	Select the ledger number of the transaction you want to add.
<b>New Transaction Date</b>	Select the date of the transaction you want to add.
 <b>Add</b>	Add a transaction for the selected ledger and date.
 <b>Update</b>	Save any changes you have made to existing transactions.
 <b>Delete</b>	Delete the selected transaction.

## Ledger Grid

Use this area to maintain the transactions in this ledger.

Field	Description
<b>Ledger</b>	The unique code of the ledger.
<b>Name</b>	The name of the ledger.

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<b>Field</b>	<b>Description</b>
<b>Type</b>	The type of transaction.
<b>Date</b>	The date of the transaction.
<b>Created</b>	The date the ledger entry was created.
<b>Amount</b>	Total amount of the transaction.
<b>Allow Edit</b>	Indicates whether this ledger transaction can be edited.
<b>Comment</b>	Any comment on the transaction.

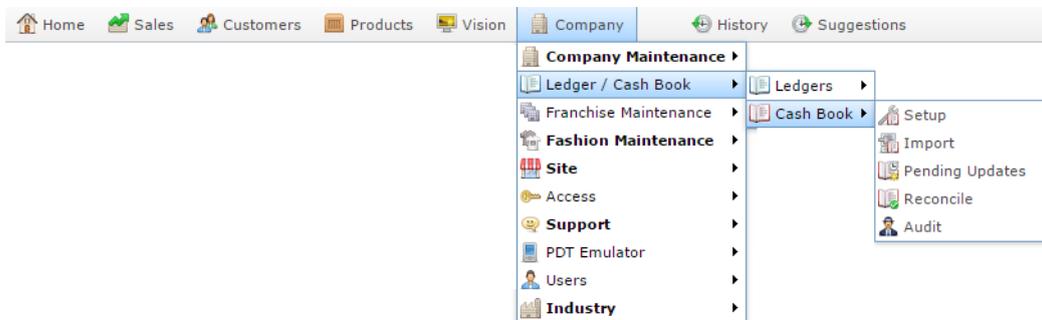
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## Creating a new account

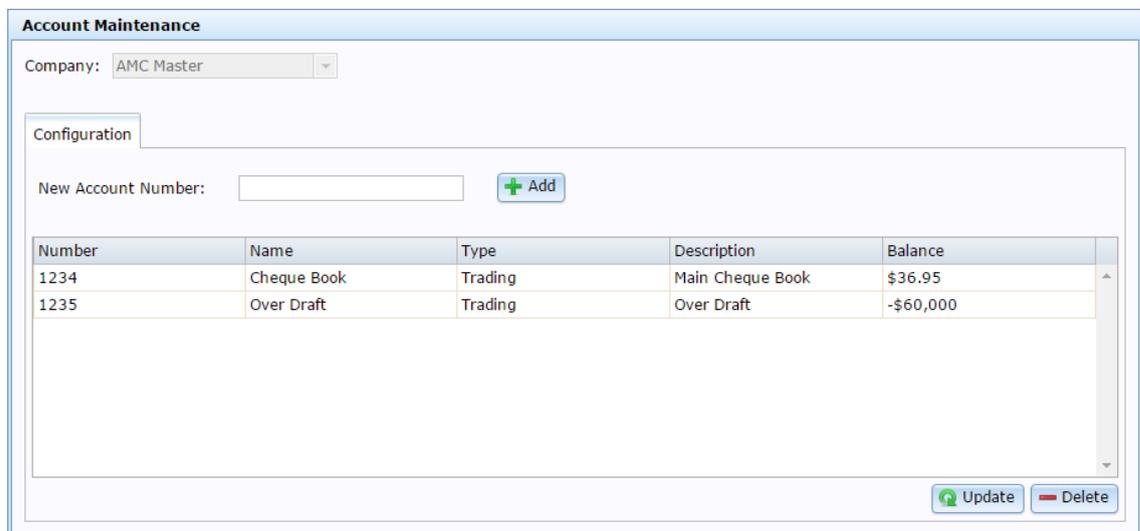
Create an account to track deposits and withdrawals in a financial account linked to your company.

To create a new financial account:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Setup**.



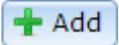
The Account Maintenance screen is displayed.



The screenshot shows the 'Account Maintenance' screen with the 'Configuration' tab selected. The 'Company' dropdown is set to 'AMC Master'. Below the dropdown is a 'New Account Number' field with an 'Add' button. A table displays the following data:

Number	Name	Type	Description	Balance
1234	Cheque Book	Trading	Main Cheque Book	\$36.95
1235	Over Draft	Trading	Over Draft	-\$60,000

At the bottom right of the screen are 'Update' and 'Delete' buttons.

3. Type the account number of the account you want to add in the New Account Number field.
4. Press .

The new account is added to the account grid.

5. Select the account in the grid.

**Account Maintenance**

Company: AMC Master

Configuration

New Account Number:

Number	Name	Type	Description	Balance
1234	Cheque Book	Trading	Main Cheque Book	\$36.95
1235	Over Draft	Trading	Over Draft	-\$60,000
8888	New	Trading	New Account	\$0

6. Edit the fields as required.

See *Account Maintenance* screen on page 28.

7. Press .

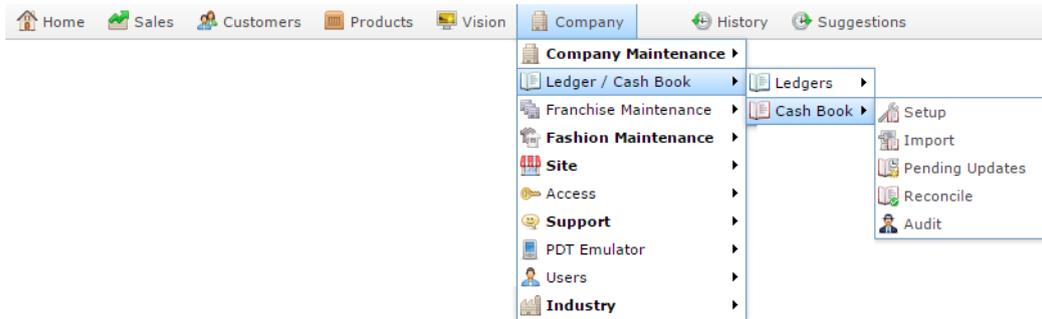
The account is added.

## Editing an account

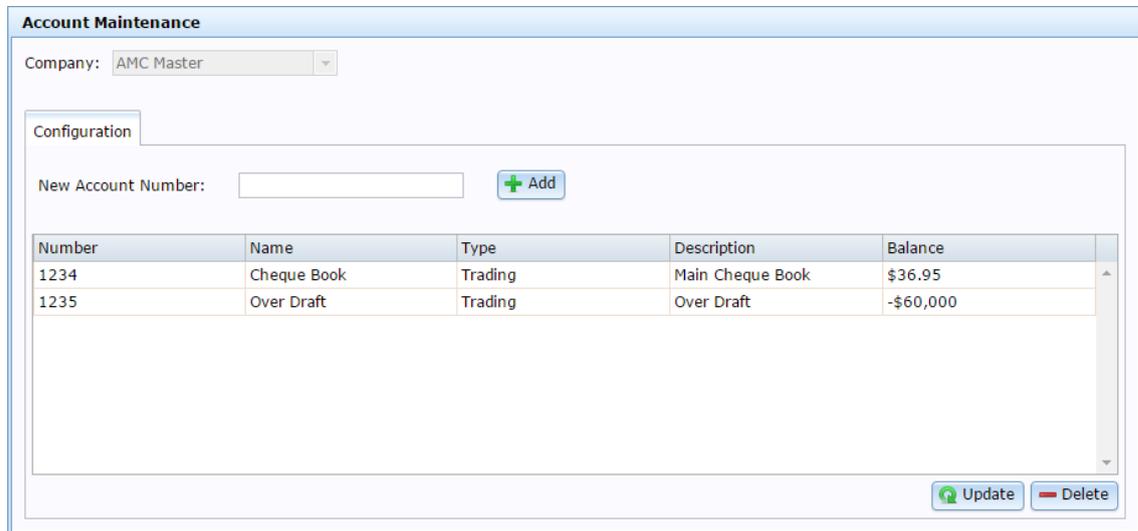
Edit an account to change the name, description, type or balance of the account.

To edit an account:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Setup**.



The Account Maintenance screen is displayed.



The screenshot shows the 'Account Maintenance' screen. At the top, there is a 'Company' dropdown menu set to 'AMC Master'. Below this is a 'Configuration' tab. Under the 'Configuration' tab, there is a 'New Account Number:' label followed by an input field and an '+ Add' button. Below the input field is a table with the following data:

Number	Name	Type	Description	Balance
1234	Cheque Book	Trading	Main Cheque Book	\$36.95
1235	Over Draft	Trading	Over Draft	-\$60,000

At the bottom right of the table, there are two buttons: 'Update' and 'Delete'.

3. Select the account in the grid.

**Account Maintenance**

Company: AMC Master

Configuration

New Account Number:

Number	Name	Type	Description	Balance
1234	Cheque Book	Trading	Main Cheque Book	\$36.95
1235	Over Draft	Trading	Over Draft	-\$60,000

4. Edit the fields as required.

See *Account Maintenance* screen on page 28.

5. Press .

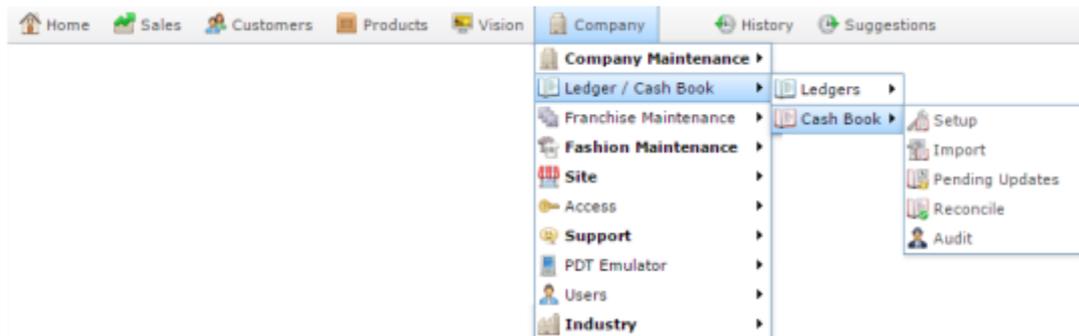
The account is changed.

## Deleting an account

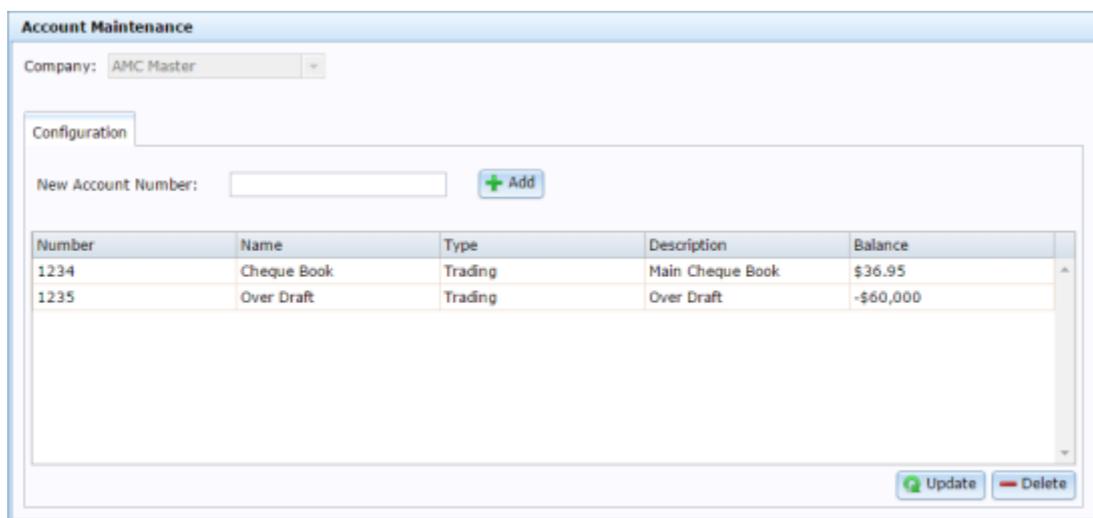
Delete an account to remove it from the Portal and hide any information associated with it.

To delete an account:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Setup**.



The Account Maintenance screen is displayed.



3. Select the account in the grid.

**Account Maintenance**

Company: AMC Master

Configuration

New Account Number:

Number	Name	Type	Description	Balance
1234	Cheque Book	Trading	Main Cheque Book	\$36.95
1235	Over Draft	Trading	Over Draft	-\$60,000

4. Press .

The account is deleted.

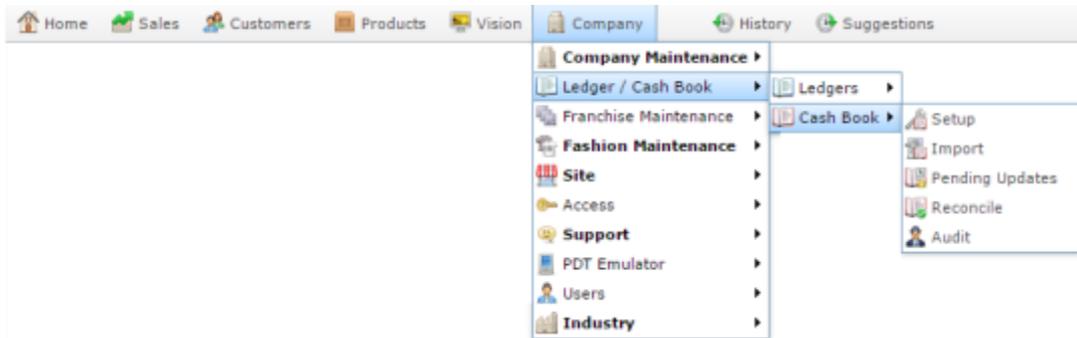
## Account Maintenance screen

Use this window to create, edit and delete financial accounts used for cash accounting in your Portal.

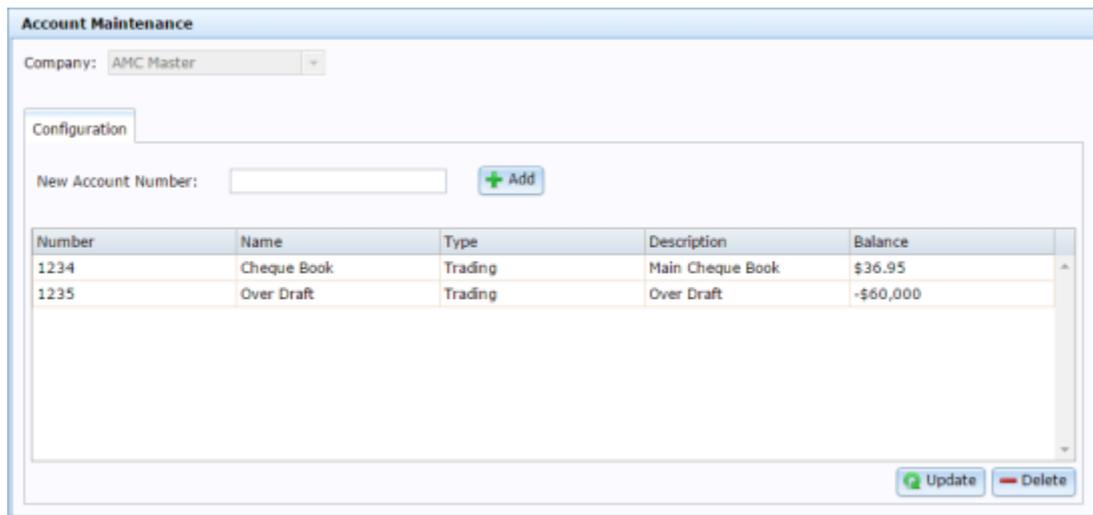
### Opening the Account Maintenance screen

To open the Account Maintenance screen:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Setup**.



The Account Maintenance screen is displayed.

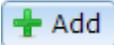


### Account Maintenance screen key fields and buttons

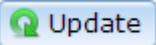
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Field	Description
<b>Company</b>	Select the company you are configuring accounts for.

---

Field	Description
<b>New Account Number</b>	Type the account number of the new account.
	Press to add this account to your company's accounts.
<b>Number</b>	The account number of the account.
<b>Name</b>	The name of the account.
<b>Type</b>	The type of account: <ul style="list-style-type: none"> <li data-bbox="549 992 1310 1057"><b>Trading</b>      This account is used for day-to-day business activities.</li> <li data-bbox="549 1131 1294 1164"><b>EFT</b>              This account is for electronic fund transfer.</li> <li data-bbox="549 1238 1337 1303"><b>High Interest</b>      This account is used to accrue high interest on the balance.</li> <li data-bbox="549 1377 1310 1442"><b>Suspended</b>      This account is suspended and should not be used.</li> <li data-bbox="549 1516 1310 1581"><b>Bonds</b>              This account is used to hold bonds and other financial instruments.</li> </ul>
<b>Description</b>	Description of the account.
<b>Balance</b>	Current balance in the account used during reconciliation.

---

Field	Description
 Update	Save any changes you have made to these accounts.
 Delete	Delete the selected account.

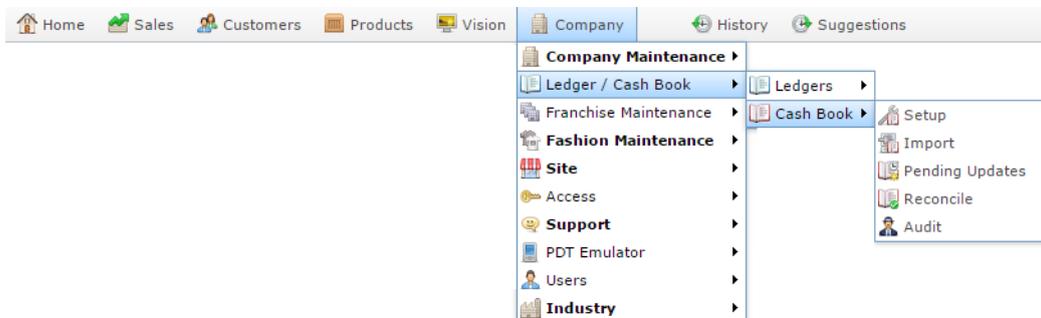
---

## Creating a new pending transaction

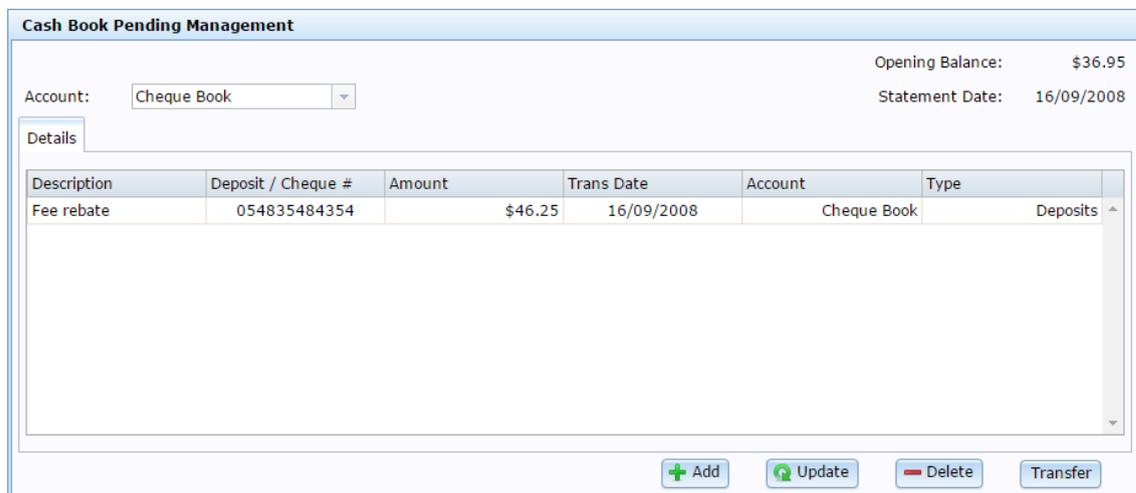
Create a new pending transaction when you need to add a transaction that exists in your financial accounts but is not represented in the Portal.

To create a new pending transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Pending Updates**.



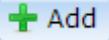
The Cash Book Pending Management screen is displayed.



The screenshot shows the 'Cash Book Pending Management' screen. At the top right, it displays 'Opening Balance: \$36.95' and 'Statement Date: 16/09/2008'. Below this, there is a dropdown menu for 'Account' set to 'Cheque Book'. A 'Details' tab is active, showing a table with the following data:

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

At the bottom of the screen, there are four buttons: '+ Add', 'Update', 'Delete', and 'Transfer'.

3. Press .

A transaction is added to the grid.

**Cash Book Pending Management**

Account:  Opening Balance: \$36.95  
Statement Date: 16/09/2008

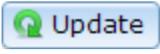
Details

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
New	New	\$0	16/09/2008	Cheque Book	Deposits
New	New	\$0	16/09/2008	Cheque Book	Deposits

+ Add    ↻ Update    - Delete    Transfer

4. Edit the fields as required.

See *Cash Book Pending Management* screen on page 39.

5. Press .

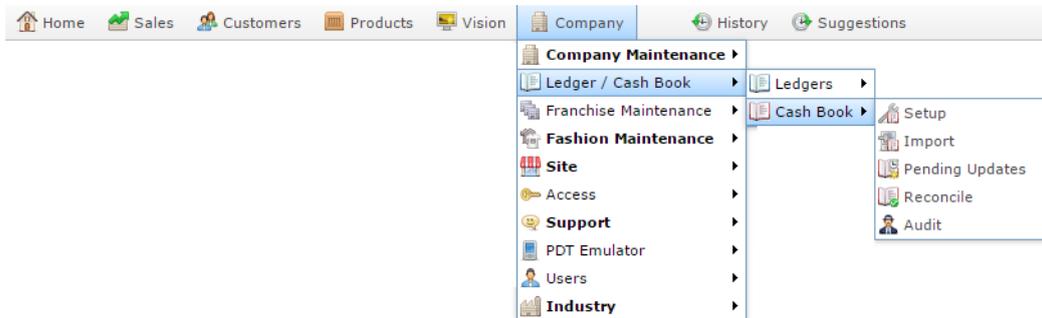
The transaction is added.

## Editing a pending transaction

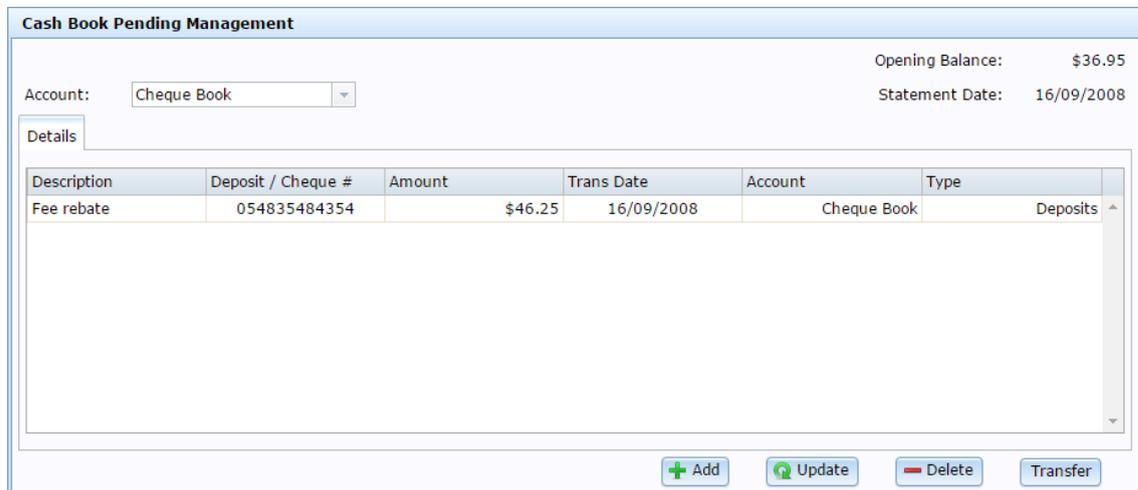
Edit a pending transaction when you need to change the Portal records for a transaction that exists in your financial accounts.

To edit a pending transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Pending Updates**.



The Cash Book Pending Management screen is displayed.



The screenshot shows the 'Cash Book Pending Management' screen. The 'Account' dropdown is set to 'Cheque Book'. The 'Opening Balance' is \$36.95 and the 'Statement Date' is 16/09/2008. The 'Details' tab is selected, and a table displays the following transaction:

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

At the bottom of the screen, there are four buttons: '+ Add', 'Update', '- Delete', and 'Transfer'.

3. Press the transaction you want to edit in the grid.

**Cash Book Pending Management**

Account:  Opening Balance: \$36.95  
Statement Date: 16/09/2008

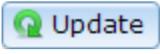
Details

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

+ Add    ↻ Update    - Delete    Transfer

4. Edit the fields as required.

See *Cash Book Pending Management screen* on page 39.

5. Press .

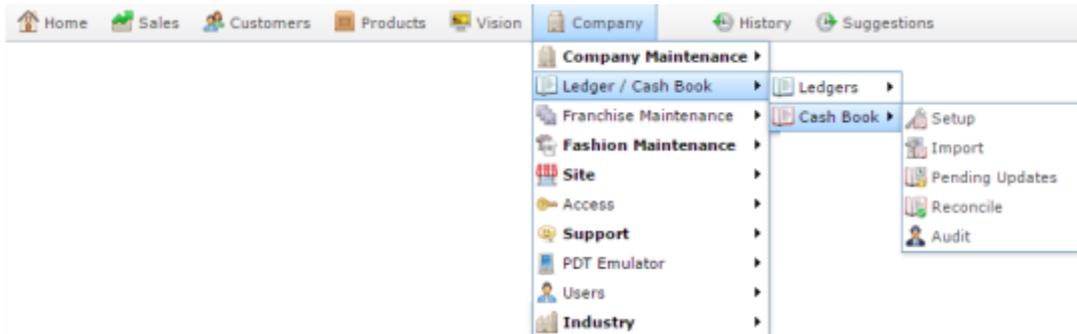
The transaction is edited.

## Transferring a pending transaction

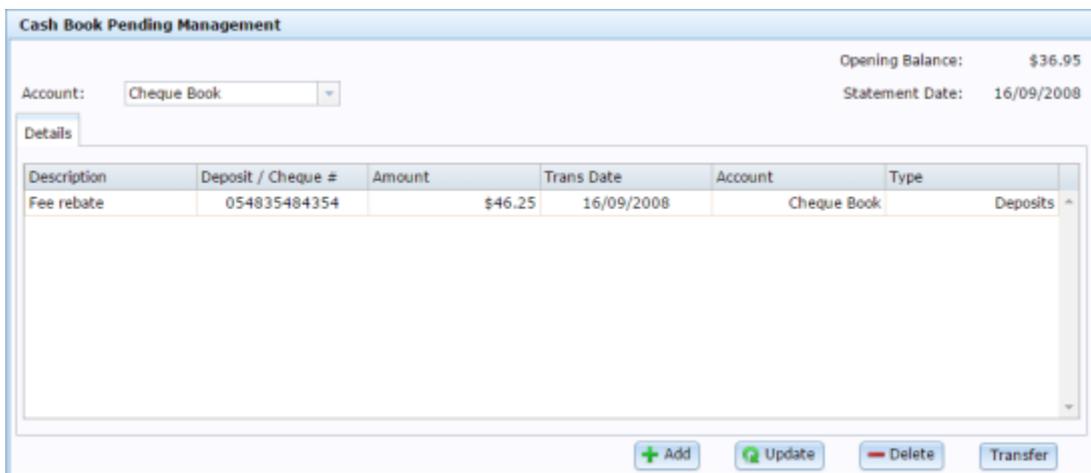
Transfer a transaction from one account to another to balance accounts for reconciliation.

To transfer a pending transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Pending Updates**.



The Cash Book Pending Management screen is displayed.



3. Press the transaction you want to transfer in the grid.

Cash Book Pending Management

Account:  Opening Balance: \$36.95  
Statement Date: 16/09/2008

Details

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

+ Add    ↻ Update    - Delete    Transfer

4. Press .

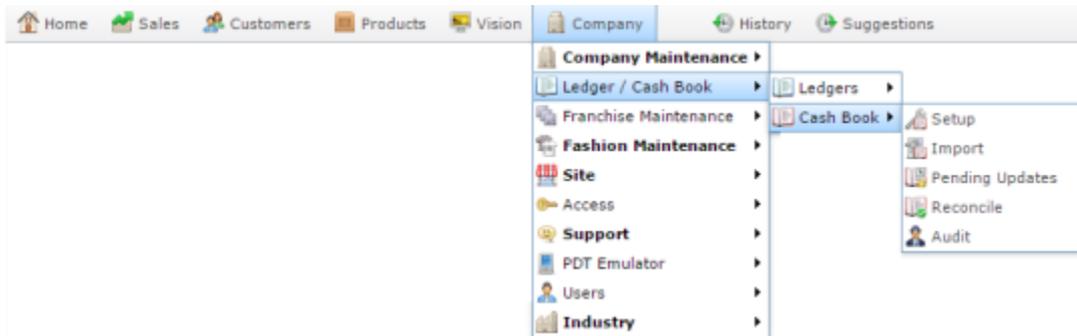
The transaction is transferred.

## Deleting a pending transaction

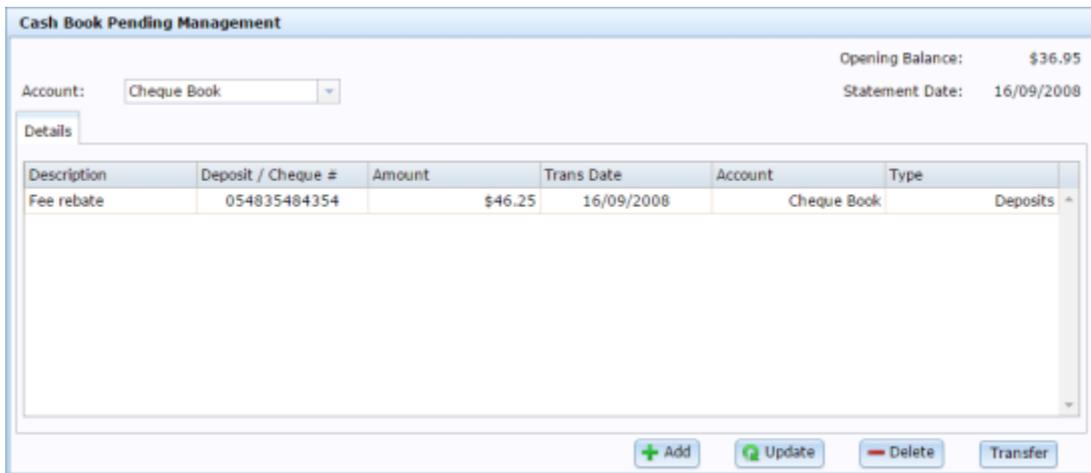
Delete a pending transaction if it appears in the Portal's accounts, but is not in your financial institution's records.

To delete a pending transaction:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Pending Updates**.



The Cash Book Pending Management screen is displayed.



3. Press the transaction you want to delete in the grid.

Cash Book Pending Management

Account:  Opening Balance: \$36.95  
Statement Date: 16/09/2008

Details

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

+ Add    ↻ Update    - Delete    Transfer

4. Press .

The transaction is deleted.

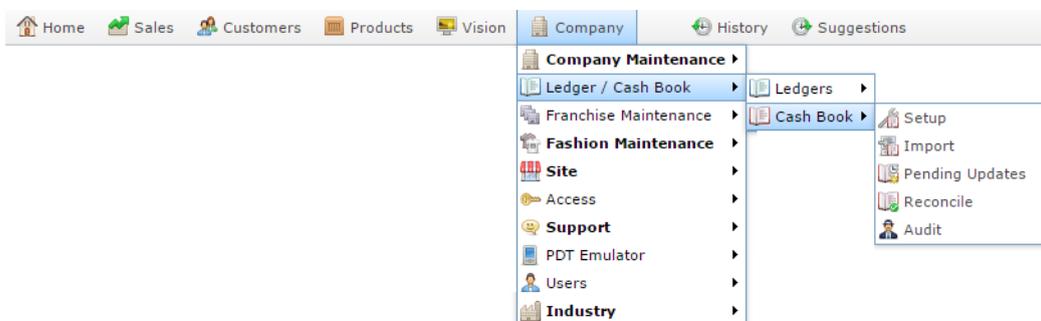
## Cash Book Pending Management screen

Use this screen to view and edit transactions that have not been reconciled, or add transactions that appear in your financial accounts that are not accounted for in the Portal.

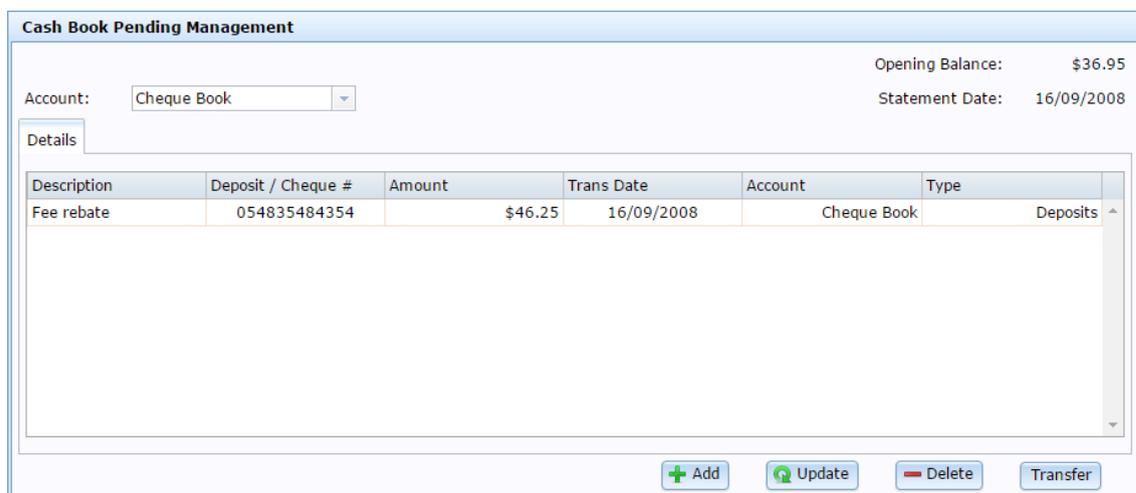
### Opening the Cash Book Pending Management screen

To open the Cash Book Pending Management screen:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Pending Updates**.



The Cash Book Pending Management screen is displayed.

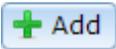
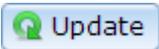
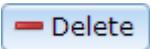
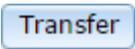


The screenshot shows the 'Cash Book Pending Management' screen. The 'Account' dropdown is set to 'Cheque Book'. The 'Opening Balance' is \$36.95 and the 'Statement Date' is 16/09/2008. The 'Details' tab is selected, showing a table with the following data:

Description	Deposit / Cheque #	Amount	Trans Date	Account	Type
Fee rebate	054835484354	\$46.25	16/09/2008	Cheque Book	Deposits

At the bottom of the screen, there are four buttons: '+ Add', 'Update', '- Delete', and 'Transfer'.

## Cash Book Pending Management screen key fields and buttons

Field	Description
<b>Account</b>	The account to display.
<b>Opening Balance</b>	The opening balance of this account.
<b>Statement Date</b>	The date of the last statement of this account.
 <b>Add</b>	Add a pending transaction to this account. See <i>Creating a new pending transaction</i> on page 31.
 <b>Update</b>	Save changes to pending transactions on this account. See <i>Editing a pending transaction</i> on page 33.
 <b>Delete</b>	Delete the selected transactions from this account. See <i>Deleting a pending transaction</i> on page 37.
 <b>Transfer</b>	Transfer the selected transactions to another account. See <i>Transferring a pending transaction</i> on page 35.

### Transaction grid

Field	Description
<b>Description</b>	Description of the transaction.

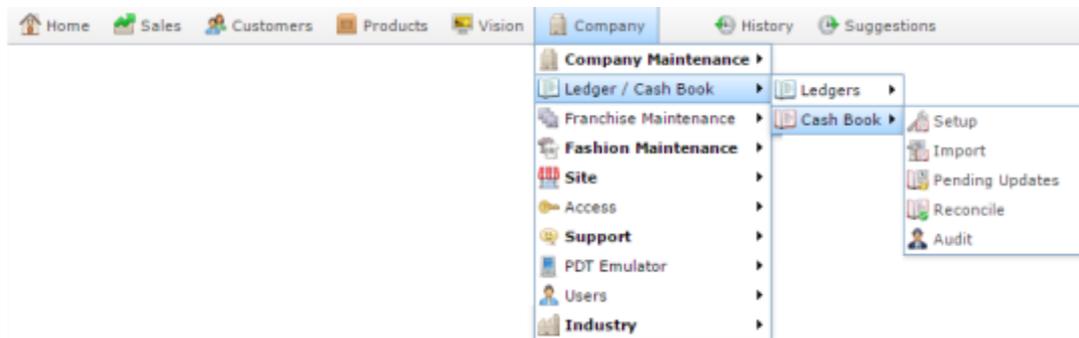
Field	Description
<b>Deposit / Cheque #</b>	Cheque number or unique deposit number identifying the cheque or deposit.
<b>Amount</b>	Amount of the transaction.
<b>Trans Date</b>	Date the transaction occurred.
<b>Account</b>	Account the transaction is being paid into or out of.
<b>Type</b>	Type of transaction: <ul style="list-style-type: none"> <li>▪ Deposit.</li> <li>▪ Bank Fee.</li> <li>▪ Interest Received.</li> <li>▪ Interest Paid.</li> <li>▪ Government Fee.</li> </ul>

## Import transactions into your accounts

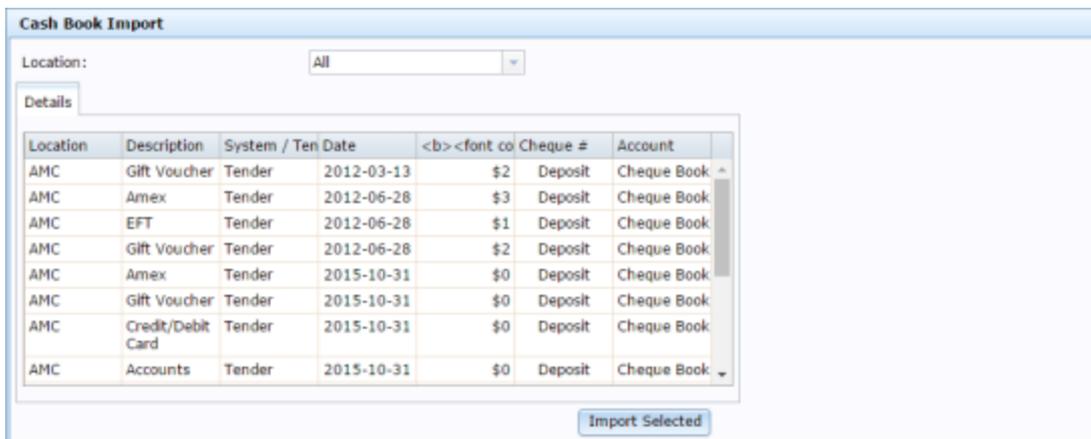
Import transactions from accounts that are not tracked by the Portal to balance your accounts for reconciliation.

To import transactions into your accounts:

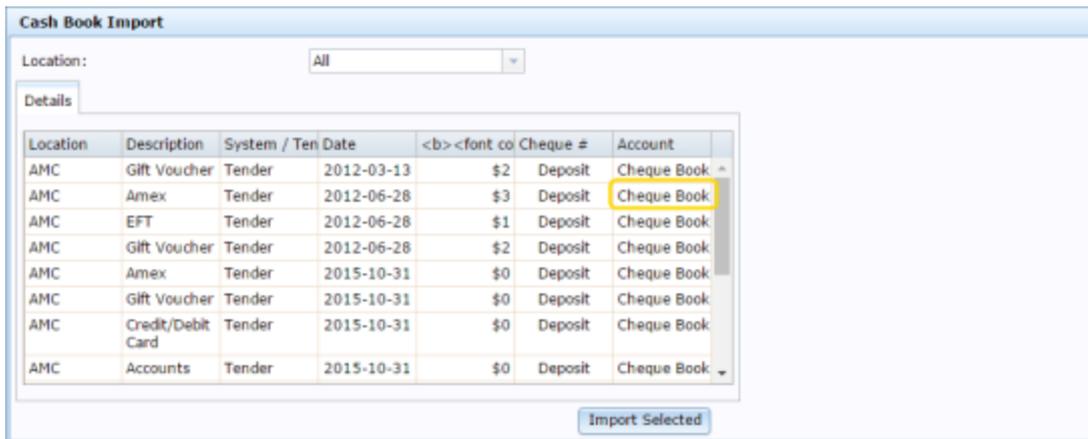
1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Import**.



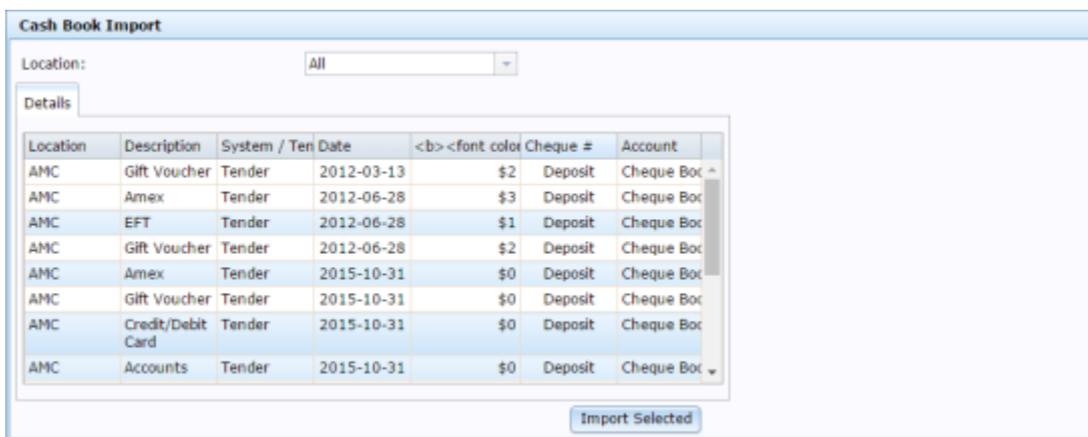
The Cash Book Import screen is displayed.



3. Check that each transaction you want to import has the correct account selected in the **Account** field.



4. Select all of the accounts you want to import.



**Tip:** Hold down shift as you click to select a block of transactions, or hold down control as you click to select multiple transactions.

5. Press **Import Selected**.

The transactions are imported.

## Cash Book Import screen

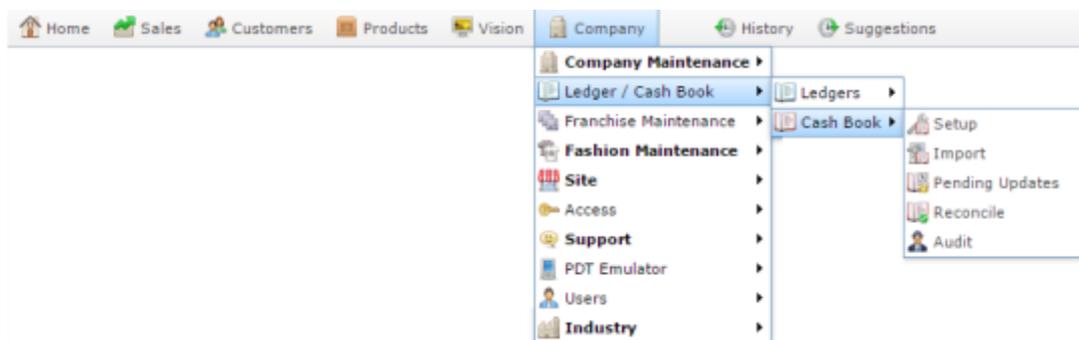
Use this screen to import transactions into your accounts.

**Note:** Only transactions linked to external bank accounts are displayed.

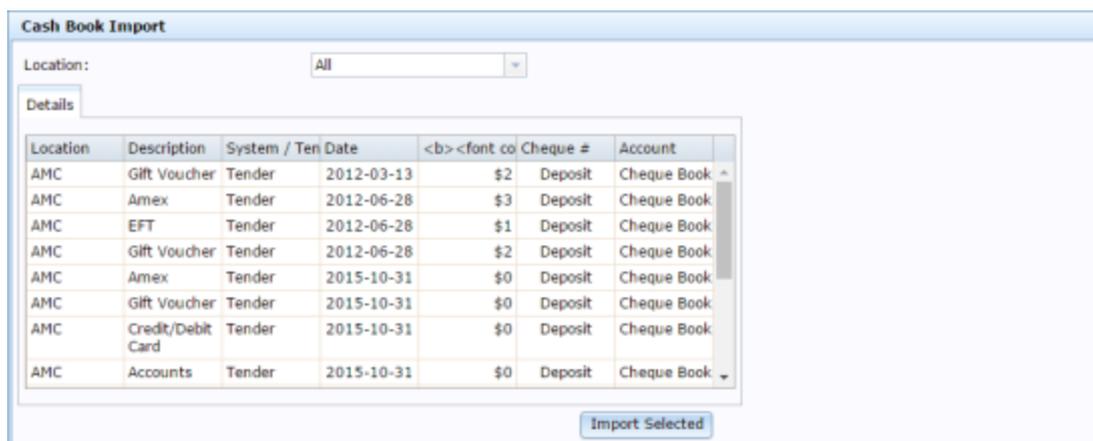
### Opening the Cash Book Import screen

To open the Cash Book Import screen:

1. Press  Company in the main menu bar.
2. Press Ledger / Cash Book > Cash Book > Import.

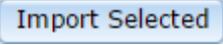


The Cash Book Import screen is displayed.



## Cash Book Import screen key fields and buttons

---

Field	Description
<b>Location</b>	Select to filter the transactions to a specific location.
	Press to import the transactions you have selected into your accounts.

---

## Transaction grid

---

Field	Description
<b>Location</b>	The location the transaction occurred at.
<b>Description</b>	Description of the transaction. This depends on the type of transaction. For example, a creditor payment displays the creditor's name, where as a tender displays the tender type.
<b>System / Tender</b>	The Portalsystem the transaction originated from, or <b>Tender</b> if the transaction is a Point of Sale transaction.
<b>Date</b>	Date the transaction occurred.
<b>To Import</b>	Amount to be imported to the account in this transaction.
<b>Cheque #</b>	Unique code identifying the transaction, if available, such as a cheque number or EFT transaction number.

---

---

Field	Description
<b>Account</b>	Account to import the transaction into.

**Note:** You can edit the account before importing.

---

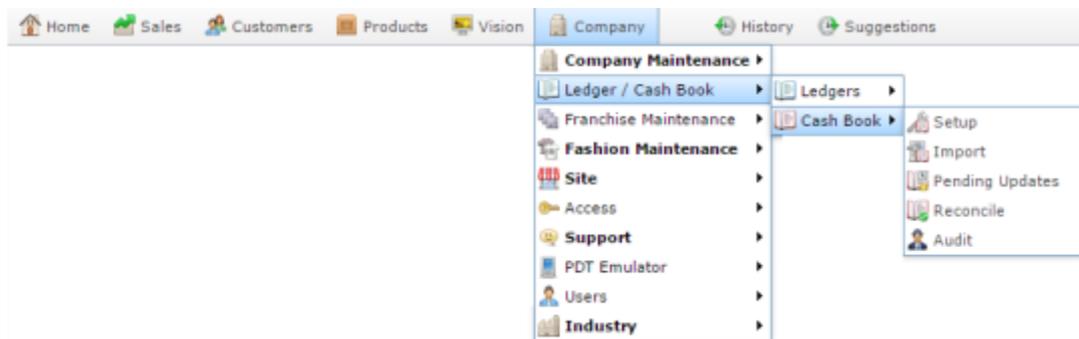
## Cash Book Audit report

Use the Cash Book Audit report to view the transactions on your cash book accounts.

### Opening the Cash Book Audit report

To open the Cash Book Audit report:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Audit**.



The Cash Book Audit report is displayed.

Cash Book Audit Report : By Month [01-Dec-2016 -> 31-Dec-2016]

Descr	Referer	Site	Account	Original Amount	Sub Amount	Transar System	Statem Date	Statem Number	Present Date	User
-------	---------	------	---------	-----------------	------------	----------------	-------------	---------------	--------------	------

Site: All

Account: All

Type: All

Date: 15/12/2016

By: Month

Add to Favourites

## Cash Book Audit report key fields

### Filters area

Use this area to filter the results shown in the report.

Field	Description
<input type="button" value="Add to Favourites"/>	Press to add this report to your Portal favourites for easier access.
<b>Site / Sites</b>	Select the site or sites to report on.
<b>By</b>	Select to display the report for a specific day, week, month or year.
<b>Date / Date From and Date To / As of / Start Date and End Date</b>	Select the date or date period to report on.
<b>Account</b>	Filter the report to a specific account.

---

Field	Description
<b>Type</b>	Select the type of transactions to display: <ul style="list-style-type: none"><li data-bbox="708 421 975 454">▪ Debtor payments.</li><li data-bbox="708 472 995 506">▪ Creditor payments.</li><li data-bbox="708 524 1145 557">▪ Manually entered transactions.</li><li data-bbox="708 575 1086 609">▪ Point of Sale transactions.</li><li data-bbox="708 627 887 660">▪ Bank fees.</li><li data-bbox="708 678 970 712">▪ Interest received.</li><li data-bbox="708 730 1145 763">▪ Transfers from other accounts.</li><li data-bbox="708 781 975 815">▪ Government fees.</li><li data-bbox="708 833 919 866">▪ Interest paid.</li></ul>

---

## Report area

This area displays report information.

**Note:** Not all fields may be displayed at once. Some fields depend on your filter field selections.

Field	Description
<b>Description</b>	Description of the transaction.
<b>Reference</b>	Unique reference for the transaction, such as a cheque number.
<b>Site</b>	Site the transaction originated at.
<b>Account</b>	Account the transaction pays into or out of.
<b>Original Amount</b>	Original amount of the transaction.
<b>Amount</b>	Amount of the transaction. This may be different from the original amount if the transaction was editing during reconciliation.
<b>Sub System</b>	System of the Portal that created the transaction, if applicable.
<b>Transaction Date</b>	Date the transaction occurred.

---

<b>Field</b>	<b>Description</b>
<b>Statement Number</b>	Unique code of the statement containing the transaction.
<b>Statement Date</b>	Statement date of the statement containing the transaction.
<b>Presented</b>	The cheque or deposit for this amount has been received.
<b>User</b>	Name of the user who processed the transaction.

---

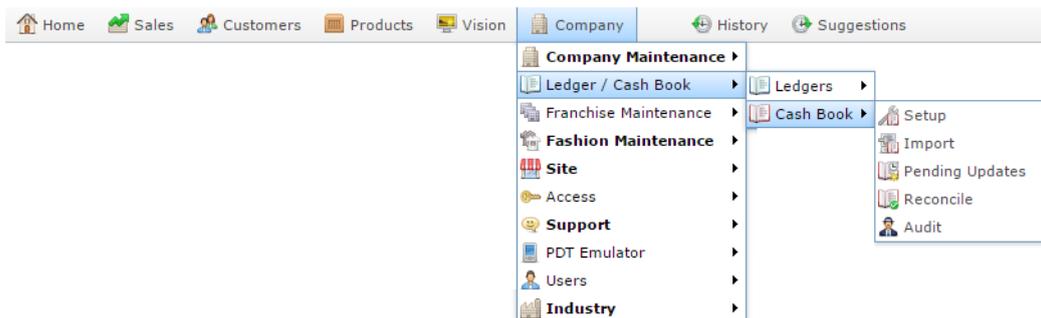
## Reconciling accounts

Reconcile your accounts to create a statement within the Portal where your Portal transactions match up exactly with the transactions in your financial institution's accounts.

**Note:** You can perform minor editing in the Cash Book Reconciliation Management screen, such as changing transaction amounts, cheque numbers or accounts. If you need to create, delete or perform other changes to your transactions, use the Cash Book Pending Management screen. See *Cash Book Pending Management screen* on page 39.

To reconcile your accounts:

1. Press  **Company** in the main menu bar.
2. Press **Ledger / Cash Book > Cash Book > Reconcile**.



The Cash Book Reconciliation Management screen is displayed.

**Cash Book Reconciliation Management**

Account:  Opening Balance: \$36.95  
Closing Balance: \$36.95

Details

Statement Number:

Statement Date:

Statement Balance:

Include Unallocated Transactions

Location	Description	Original	Amount	Trans Date	Cheque #	Account	Presented
	Account Transfer	\$0	\$0			Cheque Book	<input type="checkbox"/>
North Avenue	Receipt from Bird,Bob [5008] (004045)	\$10	\$10	2008-09-15	Deposit	Cheque Book	<input type="checkbox"/>

3. Select the account you want to reconcile in the **Account** drop-down field.

**Cash Book Reconciliation Management**

Account: Cheque Book Opening Balance: \$36.95  
Closing Balance: \$36.95

Details

Statement Number:

Statement Date: 16/09/2008

Statement Balance:

Include Unallocated Transactions

Location	Description	Original	Amount	Trans Date	Cheque #	Account	Presented
	Account Transfer	\$0	\$0			Cheque Book	<input type="checkbox"/>
North Avenue	Receipt from Bird,Bob [5008] (004045)	\$10	\$10	2008-09-15	Deposit	Cheque Book	<input type="checkbox"/>

Update Reconcile

The account information is displayed.

4. Type in the unique number to identify this statement in the **Statement Number** field.
5. Select the date of the statement in the **Statement Date** field.
6. Type the balance of the statement from your financial institution in the **Statement Balance** field.

**Cash Book Reconciliation Management**

Account: Cheque Book Opening Balance: \$36.95  
Closing Balance: \$36.95

Details

Statement Number:

Statement Date: 16/09/2008

Statement Balance:

Include Unallocated Transactions

Location	Description	Original	Amount	Trans Date	Cheque #	Account	Presented
	Account Transfer	\$0	\$0			Cheque Book	<input type="checkbox"/>
North Avenue	Receipt from Bird,Bob [5008] (004045)	\$10	\$10	2008-09-15	Deposit	Cheque Book	<input type="checkbox"/>

Update Reconcile

7. Check each transaction listed in the transaction grid against your financial institution's accounts.

**Cash Book Reconciliation Management**

Account:  Opening Balance: \$36.95  
Closing Balance: \$36.95

Details

Statement Number:

Statement Date:

Statement Balance:

Include Unallocated Transactions

Location	Description	Original	Amount	Trans Date	Cheque #	Account	Presented
	Account Transfer	\$0	\$0			Cheque Book	<input type="checkbox"/>
North Avenue	Receipt from Bird,Bob [5008] (004045)	\$10	\$10	2008-09-15	Deposit	Cheque Book	<input type="checkbox"/>

8. Make any required changes.

See *Cash Book Reconciliation Management* screen on page 55.

**Tip:** To ensure your changes are not lost, press  after you edit a transaction.

9. Add any external transactions as needed using the Cash Book Pending Management screen.

See *Creating a new pending transaction* on page 31.

10. When you have finished editing all transactions in this statement, press . The accounts are reconciled, and the statement is recorded in the Portal.

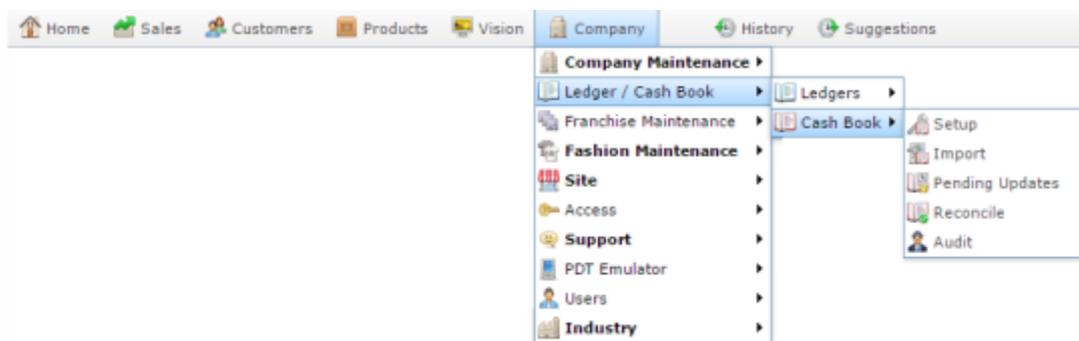
## Cash Book Reconciliation Management screen

Use this screen to reconcile transactions and balances in your cash book accounts and finalise statements of your accounts.

### Opening the Cash Book Reconciliation Management screen

To open the Cash Book Reconciliation Management screen:

1. Press  Company in the main menu bar.
2. Press Ledger / Cash Book > Cash Book > Reconcile.



The Cash Book Reconciliation Management screen is displayed.

**Cash Book Reconciliation Management**

Account:  Opening Balance: \$36.95  
Closing Balance: \$36.95

Details

Statement Number:

Statement Date:

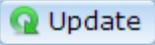
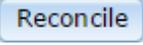
Statement Balance:

Include Unallocated Transactions

Location	Description	Original	Amount	Trans Date	Cheque #	Account	Presented
	Account Transfer	\$0	\$0			Cheque Book	<input type="checkbox"/>
North Avenue	Receipt from Bird,Bob [5008] (004045)	\$10	\$10	2008-09-15	Deposit	Cheque Book	<input type="checkbox"/>

### Cash Book Reconciliation Management screen key fields and buttons

Field	Description
-------	-------------

Field	Description
<b>Account</b>	Select the account to reconcile.
<b>Opening Balance</b>	The balance at the start of the statement period.
<b>Closing Balance</b>	The balance at the end of the statement period.
<b>Statement Number</b>	Unique number identifying this statement.
<b>Statement Date</b>	The date this statement is created.
<b>Statement Balance</b>	The closing balance of this statement.
<b>Include Unallocated Transactions</b>	Select to include transactions that have not been allocated to an account in the reconciliation grid.
	Save changes you have made to transactions in the reconciliation grid.
	Finalise the transactions in this statement.
	<b>Note:</b> You cannot edit transactions once they have been finalised.

## Reconciliation grid

Field	Description
<b>Location</b>	Location where the transaction originated.

<b>Field</b>	<b>Description</b>
<b>Description</b>	Description of the transaction.
<b>Original</b>	Amount of the transaction, when originally recorded.
<b>Amount</b>	Final amount of the transaction, if it must be edited for reconciliation.
<b>Trans Date</b>	Date of the transaction.
<b>Cheque #</b>	Unique number identifying the deposit or cheque.
<b>Account</b>	Account the transaction pays into or out of.
<b>Presented</b>	Whether the cheque or deposit has been received.

# Glossary

## Account

An account is a general ledger structure that categorises particular kinds of income or expenditure for financial reports.

## Advertising label

An advertising label is a large label designed to advertise the price of an item.

## Appointment (Scheduler)

An appointment is an entry for a customer in the Scheduler that represents one or more specific services scheduled at a particular time for the customer. It can be retrieved by the Point of Sale and added to a transaction. Appointments can be rescheduled, cancelled or duplicated.

## Aged balance

An aged balance is an amount of money owed that has been adjusted to factor an interest rate applied over time. For example: you owe a creditor \$1000, with a 10% interest. You pay \$700, leaving \$300 still to pay. After the interest period elapses, 10% interest is applied to the remaining \$300. Your aged balance is now \$330.

## Balance

A balance is the total amount of money owed either by yourself to a creditor, or by a debtor to you. A balance may be:

- Positive, indicating money is owed.
- Zero, indicating no money is owed.
- Negative, indicating the party who owed money has over-paid. For example, if you pay a creditor \$1000 when you only owed \$999, your balance would be -\$1.

## Barcode

A barcode is a string of numbers that links to an item. Items can have multiple barcodes assigned to them. Some barcodes called Price Embedded Barcodes encode information such as the quantity, weight or price of the item into the barcode. You can configure different types of price embedded barcodes in the Portal.

## Batch (kit manufacture)

When manufacturing kits, a batch identifies a single point in time where a specified number of kits were manufactured together.

## Batch (stock take)

When performing a continuous stock take, a batch identifies a collection of items scanned at one time by one or more PDTs.

## Brand

A brand is a means of identifying items that belong to the same product line. Items can only have one brand, but items from different suppliers may have the same brand.

## Bonus loyalty points

Bonus loyalty points are additional loyalty points accrued for certain activities, such as purchasing particular items, or participating in a promotion. Bonus points are accrued in addition to regular loyalty points.

## Bulk discount

A bulk discount is a discount on the purchase price that is offered when a certain number of units or weight of an item is purchased in a single transaction. An item can have different discount amounts depending on the number or amount purchased.

## Company

A company represents your organisation within the Portal. A company can have one or more sites, representing physical locations of stores, including online stores. Some Portal configurations and features affect the entire company, other configurations can be specified per site.

## Complete Order

A customer order is complete when:

- The order has been fulfilled on the Portal.
- The order has been marked as paid in full on the Portal or the customer has paid the remaining amount on the Point of Sale.
- The order has been collected or delivered.

## Contract

A contract is a set of rules dictating the price, quantity and incentives offered by a supplier for a specific item, used by the Portal when calculating the best supplier to purchase a particular quantity of that item. Each contract relates to a single supplier and item, and you can have multiple contracts for each supplier and each item.

## Controlled purchase order / Controlled requisition

A controlled purchase order or requisition cannot be finalised until it has been authorised by Head Office.

## Cost matrix / price matrix

A cost matrix or price matrix is a means by which the Portal can automatically calculate the price of an item at each price level based on the item's supplier cost. You can create multiple cost levels, so that the price levels of an item that cost \$5 might be calculated very differently from an item that cost \$10.

A price matrix can be:

- Department-based, where all items within a department follow the same cost level rules.
- Supplier-based, where all items from the same supplier follow the same cost level rules.

Only one method can be used. You can also elect to use neither.

### **Credit adjustment**

A credit adjustment adds credit to a balance, decreasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 credit adjustment would mean you owed \$90. Credit adjustments are usually used to correct errors. If you need to decrease money owed due to a refund or return, you should use a credit note instead.

### **Credit limit**

A credit limit is the maximum amount of money a debtor is allowed to owe your organisation at any one time. For example, if a debtor's credit limit is \$1000 and they already owe \$900, they can only go into debt to the value of another \$100.

### **Credit note**

A credit note adds credit to a balance, decreasing the amount of money owed. It is usually created when a balance needs to be adjusted due to a return, refund or rebate.

### **Creditor**

A creditor is an entity to whom your company owes money. They may be a supplier, providing the items your company sells, or they may provide another service, such as a cleaner. The Portal treats suppliers and creditors the same. They have a balance tracking how much you owe them, and a credit limit that determines how much your company is allowed to owe them at a time.

### **Creditor contract**

A creditor contract is an agreement between your company and a creditor or supplier to supply a set quantity of an item at a set price for a set period of time.

### **Creditor payment**

A creditor payment is a Portal record of paying invoices or debit adjustments. More than one invoice or debit adjustment may be paid either partially or in full in a single payment record. Creditor payments are a Portal record only and are not connected to your bank account.

### **Cross-reference**

A cross-reference records the supplier's internal item code for an item to streamline the ordering process. Cross-references can make stock receipting easier, if suppliers use their internal codes on delivery dockets. Cross-references are also required to use the Portal Data Interchange (PDI) feature.

## Colour

A colour is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

## Customer

A customer on the iZen Point of Sale is a person or organisation who purchases items in advance, to be collected or delivered at a later date. Customers may also have debtor accounts, where they are allowed to owe money to your organisation and can pay off that debt via the Point of Sale.

A customer on the Portal is a person who has interacted with your company in some way: they may have signed up for a loyalty member, ordered items from your company, opened a debtor account, requested a quote or has some other kind of interaction that created a customer account with their details in the Portal system. A customer may also be a loyalty member, marketing member or a debtor.

## Debtor

A debtor is a customer who has been extended a line of credit by your organisation: they are allowed to owe a certain amount of money (up to their credit limit) to your organisation with the agreement the amount is paid off before a set period of time, which allows them to buy large quantities of goods, or buy items frequently and make payments at a later time. Customer orders that have not yet been collected or completed are not counted as "money owed". Customer accounts are separate from debtor accounts, and not all customers are debtors.

## Debtor balance

A debtor balance is the amount a debtor currently owes your organisation. This amount only includes finalised transactions that have been added to the debtor's account for future payment, and does not include orders that have not been completed or collected yet.

## Debtor contract

A debtor contract is an agreement between your company and a debtor, where they can purchase a set quantity of an item at a set price for a set period of time.

## Debit adjustment

A debit adjustment debits a balance, increasing the amount of money owed. For example, if you owed a creditor \$100, a \$10 debit adjustment would mean you owed \$110. Debit adjustments are usually only used for corrections. If you need to record a charge due to an order of goods or services, you should use an invoice.

## Delivery docket

A delivery docket is a type of stock receipt that records the incoming stock without creating a creditor invoice. Delivery dockets cannot record delivery fees or discounts. You can match delivery docket stock receipts to creditor invoices.

## Department

A department is a means of categorising items in your inventory. Items can belong to only one department. Depending on your Portal configuration, you may have up to five levels of departments in a hierarchy, by default called Departments, Sub Departments, Categories, Sub Categories and Ranges.

**Note:** This documentation uses the Portal default names for these levels: Department and Division. Your Portal may be configured to use different names, but the function is the same. You can see the names and levels your Portal uses in the Department Layers tab of Company Maintenance.

## Department cost level

A department cost level is a rule used by the Portal to automatically calculate prices for items within a certain cost bracket, according to how much they cost. For example, items below \$5 might be priced at 2 x cost. Items between \$5 and \$10 might be priced at 1.8 x cost.

## Department promotion

A department promotion is a promotion that applies to all items within a specific department. A department promotion allows you to provide a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

## Discount

A discount is a reduction in the price of an item. Discounts can apply to:

- A selected item, calculated either per-unit or per-line.
- The whole transaction, calculated per-unit or per-line for every item in the transaction.

**Note:** Some items may have discount maximums. If the discount you select is greater than the maximum discount allowed for the item, the item is only discounted up to its maximum level.

Per-unit discounts can:

- Reduce an item's price by a percentage of the original price. For example, 10% off.
- Reduce an item's price by a flat amount. For example, \$1 off.
- Set the per-unit price to a set amount. For example, \$5 per item.
- Set the price of the item to its cost price plus a set amount.
- Remove the tax of an item.

Per-line discounts can:

- Cap the total price for an item line to a predetermined amount. For example, the line total may be anything up to a maximum of \$10.
- Set the total price for an item line to a predetermined amount. For example, the line total is \$10.

A discount may also prompt the operator for a discount amount.

**Note:** The item and transaction discounts available and the item discount maximums are configured in the Portal.

**Note:** Special discounts such as some senior citizens' or disability discounts make an item tax exempt. If a tax exempt discount is applied, the customer must supply their Senior Citizen or Tax Exempt ID during the tender process in order to receive the discount. The Point of Sale displays the discount as if from the normal tax-inclusive price.

## Division

Divisions are top-level classifications for departments in your company. The Portal offers two kinds of divisions to support the Oracle financial interfaces: Reporting and Financial. Each department belongs to a single reporting division and a single financial division.

## DSD

A DSD is an external supplier that is not part of your company. You may configure different rules and restrictions for direct suppliers than are used for the company warehouse. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.

## Employee

An employee is a member of your company staff that you want to roster on to your staff schedule. Employees may or may not have access to Portal and Point of Sale systems, depending on their privileges and account status.

## Fashion

Fashion is the Portal feature that allows you to create variation of items, such as different colours, sizes and styles of the same item. The default labels of colour, size and style can be changed to something that suits your inventory.

## Family card

A family card is a loyalty card that is linked to the loyalty cards of other customers who are immediate family members. Family cards may share loyalty points.

### **Fixture**

A fixture is a physical structure or defined area within your site that contains stock. This may include gondolas, counters, refrigerators, back-room receipt trolleys, tables, wall sections or any other area that regularly contains stock on your site. Fixtures are used primarily during stock take.

### **Frequent shopper item**

A frequent shopping item is an item that gives loyalty members additional loyalty rewards for purchasing it.

### **Gambling machine**

A gambling machine is a single, specific machine at a gambling venue, such as a slot machine.

### **Gambling session**

A gambling session is a period of continuous gambling.

### **Gambling spin**

A gambling spin is a single instance of betting, for example betting on one round of a slot machine.

### **Gambling venue**

A gambling venue is a place that provides gambling machines for customers to use. A venue may have multiple gambling machines.

### **Global price change**

A global price change is an instruction to change the price of an item in the future, either at a single site, or across several sites at the same time.

### **Group promotion**

A group promotion is a promotion that applies to all items within a group that you define. A group promotion allows you to provide a free item or a discount for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

### **Group purchase order**

A group purchase order is a purchase order that combines the requisitions from several sites into one purchase order. Stock levels can be allocated to each site during the creation of the order.

### **GSA card**

A GSA (Gambler's Subtle Assist) card is a card that anonymously identifies a gambling customer to the Portal, and helps prevent problem gambling by allowing a customer to set limits to their gambling time, periods and amounts.

## Home delivery

Home delivery is a feature that allows customers to order their items online, over a phone or by mail, and have them delivered to their house.

## Interest rate

An interest rate dictates the amount of interest that is charged on overdue debts by your company.

## Inventory

The inventory is the Portal feature of maintaining all items that you offer for sale in your company.

## Invoice

An invoice details an amount owed by an entity such as your company or a debtor, and the goods or services that incurred that cost. An invoice usually details the period of time by which it must be paid.

You can also receipt stock using an invoice. An invoice stock receipt automatically creates an invoice for that creditor in your Portal records, and allows you to record additional information such as delivery fees and discounts.

## Inter-branch transfers (IBT)

An inter-branch transfer is a transfer of stock from one site within a company to another.

## Item

An item represents a good or service provided by your organisation. Items are added to transactions in order to sell or return them. An item will include information about its:

- Barcode.

**Note:** An item can have more than one barcode.

- Description.
- Unit of measurement, for example an item may be sold by weight or as individual units.
- Price per unit of measurement.

Items also have additional information stored on the Portal, such as stock on hand, promotions and discount maximums.

## Item group

An item group is a group of items created for reporting purposes. For example, items that are frequently sold in an impulse purchase fixture. Items can belong to multiple groups.

### Item label

An item label is a label with price and barcode information for that item. It is usually attached to each unit of the item, whereas a shelf label provides a single label to describe all units of that item on the shelf.

### Item options

Items can be modified with options to detail the customer's specific request. For example, a coffee order may contain soy milk or extra sugar. The options available for each item must be configured in the Portal.

### Item type

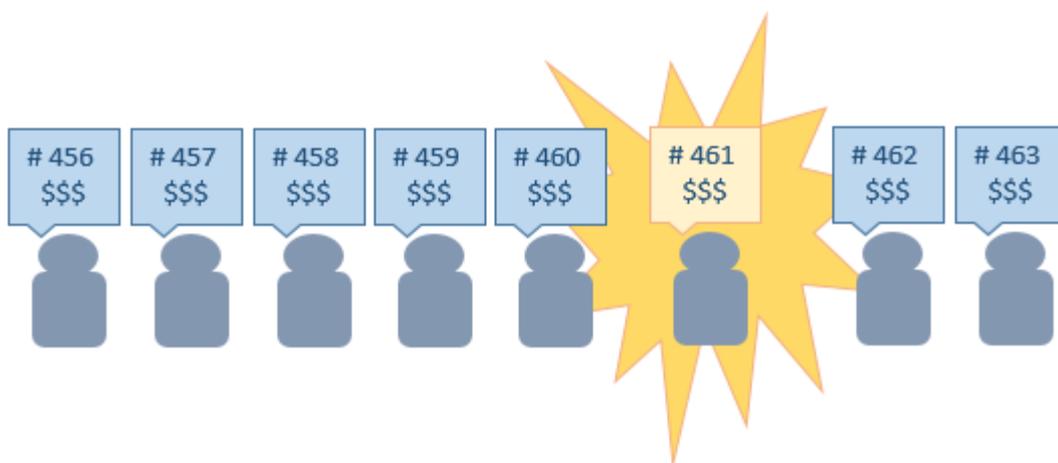
An item type is a way of categorising items for reporting purposes. Items can have only one type.

### Item variation

An item variation is an item that uses Fashion variations of colour, size and style. The default labels of colour, size and style may be renamed for your Portal configuration.

### Jackpot

A jackpot is a prize of loyalty points that accrue over a period from eligible transactions that are awarded to a randomly-selected transaction.



### Journal

A journal is a unique code identifying a date, site and terminal for a transaction within the Portal.

### Kit

A kit is an item that is made up of several other items in your inventory. The kit item itself does not have a stock-on-hand. Instead, when a kit item is sold, the stock-on-hand of the component items is decreased accordingly.

## Label

A label is attached to an item or a nearby fixture and displays information about that item, such as the item's price, best before date and quantity, cooking or nutritional information, or a barcode. Labels can be printed via the Point of Sale.

## Layby

A layby is a transaction where a customer commits to purchase a selection of items at a future date. The customer must pay the full balance by the due date or forfeit the items. The site commits to set the items aside for the customer, so they can be collected when the layby is paid in full. Depending on the company policy, laybys may incur additional setup fees, or require the customer to pay a minimum deposit when opening the layby.

Laybys can only be created and paid for through the Point of Sale, and can only be edited or cancelled on the Portal. Layby collection is not recorded.

## Loyalty

Loyalty is a system to encourage customers to return to your organisation. For example, by:

- Offering discounts on purchases.
- Offering exclusive promotions.
- Allocating points for each purchase that can be redeemed on future purchases.

Loyalty is configured for your organisation on the Portal.

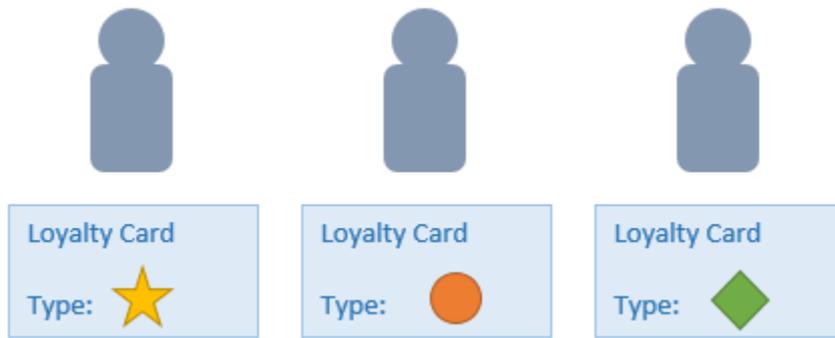
## Loyalty card

A loyalty card is a physical or electronic card that uniquely identifies a customer's loyalty account, and records:

- Contact information.
- Whether the customer wants to be notified of promotions, and which contact method to use.
- The customer's purchases on that card.
- The points balance, if your loyalty is configured to award points.

## Loyalty card type

A loyalty card type defines the rules of the loyalty card, such as how they accrue loyalty points, how points can be redeemed, and whether cards can be upgraded or downgraded to other types.

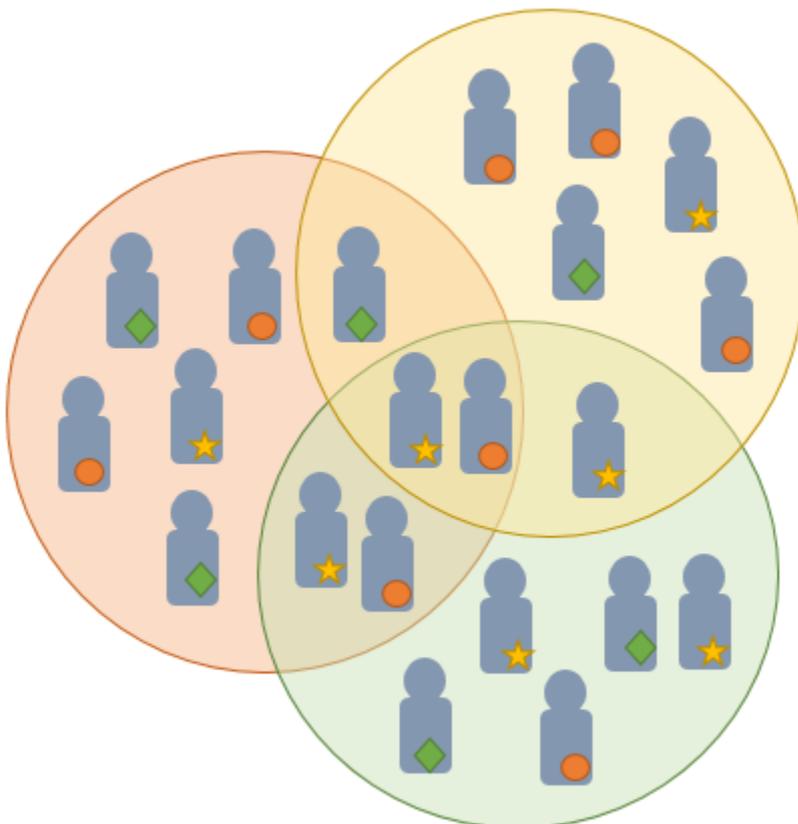


### Loyalty department

A loyalty department allows you to control how a department's items accrue loyalty points for customers who purchase them, and how points are redeemed on items in that department.

### Loyalty group

A loyalty group is a tool for categorising loyalty members to provide jackpots or rewards, or for reporting purposes. Loyalty members can belong to more than one group, and loyalty groups can contain loyalty members with different card types.



### **Loyalty points**

Loyalty points are accrued by loyalty members for purchasing your company's goods or services. The number of loyalty points a loyalty member receives from a purchase is controlled by the item, the loyalty card, loyalty departments and other settings. Loyalty points can be redeemed to purchase goods, or exchanged for vouchers.

### **Loyalty voucher**

A loyalty voucher is a voucher that can be used to purchase goods or services at your company. It is created by redeeming loyalty points for a specific value.

### **Ledger**

A ledger is a financial category or general ledger grouping that a transaction corresponds to for accounting purposes. For example, Expenses, Staff Salary, etc. The Portal uses a ledger for the Trail Balance Profit report. Your Portal may be configured not to use other ledgers.

### **Ledger type**

A ledger type is a category or grouping of ledgers for accounting and reporting purposes, such as Income or Expenses. Your Portal may be configured not to use ledgers.

### **Line minimum**

A line minimum is the minimum number of different items that must be in a transaction to trigger an effect, such as a promotion. Each unique item in a transaction creates its own line. Multiple units of the same item are recorded on the same line. A line minimum of 3 requires 3 unique items to be purchased.

### **Mail out**

A mail out is a communication sent to your customers via email, SMS or postal mail, with marketing, survey, promotion or other information attached.

### **Manufactured Kit**

A manufactured kit is an item that is made up of several other items in your inventory. The kit item must be manufactured on site before it can be sold, and the stock-on-hand of the kit item is tracked by the Portal. When you manufacture a kit, the stock-on-hand of the component items is decreased and the stock-on-hand of the kit item is increased accordingly.

### **Marketing member**

A marketing member is a customer who has joined your marketing program to receive marketing information. They may or may not be a loyalty member or other customer: the marketing list is maintained separately from the loyalty and customer lists.

## Matching

Matching is the process of linking a delivery docket receipt with a creditor invoice you have created in the Portal. Invoice-type stock receipts automatically create a creditor invoice and do not need to be matched.

## Menu area

A menu area is a category of items designed to group items into meal types during table service. For example, coffees, mains, desserts. Menu areas control which modifier items can be applied to which prime items.

## Modifier item

A modifier item is an item in your inventory that is used to add a modification to another item, such as adding 'soy milk' to a coffee. While modifier items can have costs and add to the price of the item they are modifying, they cannot be sold directly on the Point of Sale.

## Offer

An offer is a type of promotion that requires a coupon or code to be presented, and can be configured with a limit on the number redemptions allowed during a certain period. For example, instead of allowing 50% off to every customer, 50% off is only given to the customers who present the offer coupon, or only the first fifty customers who present the offer coupon each day.

## Open transaction

An open transaction is a transaction that has not yet been finalised. For example, a creditor invoice that has not been paid.

## Operator

An operator is a staff member who uses the Point of Sale to process transactions or manage the cash drawer. Each operator is identified by a unique operator code and password that they use to log into the Point of Sale. Operator codes are unique to each site, but do not have to be unique within a company.

## Pack

A pack represents the number of units that an item is supplied in. For example, you may sell cans of soft drink individually, but they are ordered in packs of 24 from the supplier. This is different to a referral, where both the single can and the pack of cans are tracked in the inventory.

## Pallet

A pallet is a set of cartons containing items that are grouped together as a specific collection so they can be tracked from supplier through to sale via barcodes. A pallet usually has a special barcode that encodes the number of cartons it contains, while each carton has a special barcode detailing the quantity of items it contains and their expiry dates.

Pallet barcodes may also be linked electronically to the carton barcodes.

### **Payment terms**

Payment terms is the number of days after issuing an invoice that a creditor expects to be paid. Common payment terms are 21, 30, 60 or 90.

### **PDT**

A PDT, or portable data terminal, is a small hand-held device with a touchscreen and an in-built scanner that can interact with the Portal to sell, order or count stock via the PDT software interface. PDTs are registered as terminals for a site, just as full Point of Sale terminals are, and require operators to log in to use them.

### **PLU group**

A Price Look Up (PLU) group is a way of categorising items for reporting.

### **PLU Loyalty group**

A loyalty Price Look Up (PLU) group provides special loyalty rewards to loyalty members when they purchase items in this PLU group.

### **Portal Data Interchange (PDI)**

The Portal Data Interchange (PDI) is a Portal feature that allows two separate companies that both use the AMC Convergent IT Portal to streamline their procurement process by automating the creation of customer orders and stock receipts between the companies.

### **Permission**

A permission is a configuration that determines whether an operator is allowed to perform a specific task. For example, the ability to authorise purchase orders or change employee records may be restricted to certain individuals.

### **Portal operator**

A Portal operator is someone with login credentials to your company's Portal. What a Portal operator can do depends on their permissions. A Portal operator cannot use their Portal login to log into the Point of Sale.

### **Point of Sale operator**

A Point of Sale operator is someone with login credentials to your site's Point of Sale and PDTs. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

### Point of Sale supervisor

A Point of Sale supervisor is a Point of Sale operator with some additional permissions to do things like authorise changes to the Point of Sale terminal, authorise gift voucher returns, or anything else that your Point of Sale configuration requires a supervisor's authorisation for. Their supervisor status is separate from any Portal permissions they may have. Depending on their permissions, they may have limited access to some Portal functionality through a PDT, but they cannot use their Point of Sale login to log into the Portal.

### Point of Sale Transaction

A Point of Sale transaction is an exchange of items, which represent goods or services provided by your organisation, for payment. Transactions include all the relevant information about the exchange, such as:

- The date, time, site and location of the transaction.
- The operator who performed the transaction, and which terminal they used.
- The items purchased or returned and in what quantities.
- The amounts and types of payments provided, including any change or reimbursement provided to the customer or redeemed loyalty points.

**Note:** Transactions cannot be finalised until they balance. That is, the amount owed by the customer is zero, and any amount that has been overtendered has been issued as change.

- The loyalty number linked to the transaction, if applicable.

You can view what is currently included in the transaction in the Transaction list of the Point of Sale.

**Note:** In the Portal, a transaction also refers to an exchange of money, such as the payment of a creditor, or a debit adjustment.

### Price change

A price change updates the Portal with new prices for each price level of an item. Price changes can only be performed by operators with sufficient Portal privileges.

### Price level

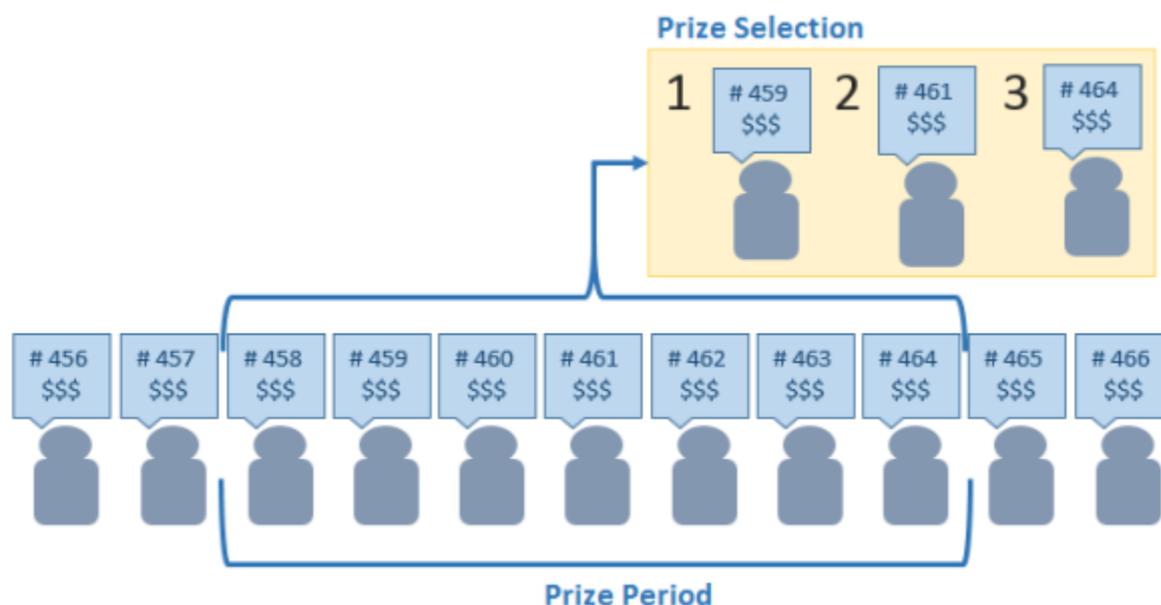
The Portal inventory system can store multiple price levels. For example, you may have one price level for retail customers and another for corporate or wholesale customers. The Point of Sale can be configured to use the appropriate price level when a debtor or customer is added to the transaction.

### Prime item

A prime item is an item that can be sold normally through your Point of Sale. Most of the items in your inventory are likely to be prime items.

## Prize

A prize is an award of loyalty points to one or more random transactions selected from all transactions in a specified period. For example, a prize may be awarded to three transactions every day.



## Procurement

The procurement system is the set of Portal features that manage and maintain the act of replenishing your stock levels, including managing creditors, contracts, requisitions, purchase orders, stock receipts, returns, adjustments and stock take.

## Promotion

A promotion is a Portal feature which lets you create sophisticated rules to offer discounts, free items or rebates when the customer purchases a particular set of or combination of items. The Portal allows you to create promotions based on departments, suppliers, or your own custom item groups.

## Promotion group

A promotion group is a group of items you define that either is used to trigger a promotion, or has the effects of the promotion applied to it. You can use the same group for multiple promotions.

## Purchase order

A purchase order is a request to an individual supplier to purchase a set quantity of specific items. Purchase orders can be created manually, automatically created from finalised requisitions, or generated using procurement configurations.

## **Quote**

A quote is an offer for your company to provide a specified good or service to a potential customer for a specified price. A quote is usually only valid for a set period, after which it expires.

## **Rebate**

A rebate is an amount of money offered back to the customer by a supplier as an incentive to purchase. As opposed to a discount, special or promotion, where your company covers the lost profit from the price reduction, the supplier is responsible for reimbursing your company.

## **Rebate group**

A rebate group is a collection of rebate item groups, used to easily control start and end dates of rebates.

## **Rebate item group**

A rebate item group is a collection of rebate items, where each item has its rebate rules defined.

## **Receipt**

A receipt is the printed record of a transaction, including the items, quantities and prices, any loyalty information, the tenders submitted and the operator, the terminal and date the transaction took place at.

## **Referral**

A referral is a connection between two items in your inventory, where one is considered part of the other. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans, you can use a referral so that purchasing a single can (Selling item) depletes your stock of crates (Stock item) by 1/24th. This is different to using packs, as both individual cans and whole crates of items are tracked in your inventory.

## **Referred item**

A referred item is an item that is depleted by the sale of another item. For example, if your inventory tracks both individual cans of soft drink and crates of 24 cans and sells the cans individually, the referred item is the crate of cans, which is depleted every time an individual can is sold. Referred items are also called Stock items in this documentation.

## **Requisition**

A requisition is a list of items requested by a particular site. Each item is given a requested supplier, and all items are included in a single requisition, even if they are from different suppliers. Finalising a requisition can automatically open a purchase order for the appropriate suppliers. Requisitions from multiple sites may be combined into a group purchase order for a supplier, if your Portal is configured to permit group purchase orders.

## Roster

A roster is a schedule of when specific staff members are supposed to work.

## Sale minimum

A sale minimum is a minimum transaction amount used to trigger a promotion or other effect. For example, a sale minimum of \$10 requires that at least \$10 of items are purchased in a single transaction.

## Scale label

A scale label is an item label for a packaged item sold by weight. It includes the item's weight and the price encoded into the barcode, so the packaged item can be scanned at the Point of Sale without having to be re-weighed.

## Selling item

A selling item is an item that uses a referral to track its stock levels on a different item. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the individual can is the selling item.

## Size

A size is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

**Note:** This should not be confused with an item's size as defined in the Details tab of Inventory Maintenance, which details how units of an item should be measured and sold.

## Shelf label

A shelf label is an item label designed to site on a shelf denoting the price and other information for the item, rather than attaching a label to each unit of the item.

## Snap count

A snap count is a record of the stock-on-hand of an item or set of items at the time of the snap count, as tracked by the Portal. Snap counts are used for calculations and reporting.

## Special

A special is a temporary reduced price given to a specific item for a period of time. Where a promotion applies to a group of items, a special applies only to an individual item.

## Statement

A statement is a record of a debtor or customer's balance, for which an invoice has already been issued.

### **Stock adjustment / write-off**

A stock adjustment is a record of increasing or decreasing an item's stock-on-hand, with a reason. For example, stock was found after stock take, or stock has been damaged.

### **Stock item**

A stock item is an item that is referred to by another item, to track the stock-on-hand. For example, if your inventory contains both individual cans of soft drink and crates of 24-cans, and your company sells the individual cans but tracks stock of the crates of 24 cans, then the crate of 24 cans is the stock item.

### **Stock on hand**

Stock on hand is the number of units of a particular item a site currently has. It is updated automatically by stock receipting, transfers, adjustments and sales, and compared against stock take numbers to determine shrinkage.

### **Stock receipt**

A stock receipt is the process of recording stock incoming from a supplier to a site. Stock receipts record the supplier, date, item and quantities, including any items that were received but not ordered, or items that were listed but not delivered. Stock receipts may use a delivery docket, which is a plain record of incoming stock, or an invoice, which creates a corresponding creditor invoice in the Portal to link with the stock receipt.

### **Stock return**

A stock return is the process of returning stock to a supplier because it is faulty or otherwise unsuitable for sale. Stock returns record the date, item and quantity being returned and the reason for each item being returned.

### **Stock take**

A stock take is the process of counting all units of stock at a particular site to obtain an accurate stock-on-hand level. Stock takes can either be continuous, where stock is counted while the site is still open for trading, or manual, where all stock is counted in a single session while the site is closed for trading.

### **Style**

A style is one of the three item variation options under Fashion. An item with a designated style may have a colour defined, as well as a size. The terms colour size and style may be renamed for your Portal configuration.

### **Supplier**

A supplier is a creditor from whom you purchase items in your inventory.

### **Supplier promotion**

A supplier promotion is a promotion that applies to all items marked as purchased from a specific supplier. A supplier promotion allows you to provide a discount or supplier rebate for the items purchased, either immediately or as a credit voucher. The promotion can be restricted to only provide a discount if a minimum number of items or minimum sale amount is reached.

### **Survey**

A survey is a series of questions posed to customers through marketing mail outs. You can use surveys to create filters for other mailouts or surveys.

### **Table booking**

A table booking is a customer request to be served at a particular table at a specified time, with a specified number of guests.

### **Table section**

A table section is a category of tables, used to differentiate areas of your restaurant on the PDT, and for reporting purposes.

### **Table service**

Table service is the act of serving food or beverages to your customers, either as a take-away service or dine-in service.

### **Terminal (iZen Point of Sale)**

A terminal is the tablet or other device that runs the Point of Sale. Each terminal is connected to the site via the base station, and is identified by a unique terminal number, which is recorded in every transaction made by the terminal.

### **Tipping**

Tipping is a means of engaging your customers by awarding points if they correctly predict which team will win in a series of games.

### **Tipping game**

A tipping game is a single game played between two teams at a tipping venue during a tipping round.

### **Tipping group**

A tipping group is an organisation or sport that supports tipping, such as Australian Rules Football (AFL).

### **Tipping kiosk**

A tipping kiosk is the terminal where tipping members select their game tips.

### Tipping round

A tipping round is a group of games that occur over the same period, such as all the games in a single weekend. Tipping rounds are defined by the organisation body that manages the sport.

### Tipping team

A tipping team is a player or group of players that perform as a single unit, such as a football team.

### Team venue

A tipping venue is a venue or area that a game is played at, such as a stadium.

### Transaction line (iZen Point of Sale)

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

A transaction line is an entry in the Transaction list that contains an item and its quantity. If more than one unit of an item is added to a transaction, the units are grouped into a single line. Actions such as price overrides, voids, discounts or refunds then apply to all units in the line.

Rewards card <span style="float: right;">(i)</span>	
Brian Smith	
Ch & Veg Stirfry 3.992kg N x \$7.99/kg	\$31.90
Gift Voucher recharge	\$50.00
Banana Muffin	-\$2.57
Coffee, Latte	\$3.42
Extra sugar	
Skinny Milk	
Rewards card discount	-\$3.27
<b>Total:</b>	<b>\$79.48</b>
Cash	\$50.00
Credit Card	\$34.10
Rounding	\$0.02
Change	\$4.60

### User account

A user account is an account that allows a Portal or Point of Sale operator to log in and access features of the Portal or Point of Sale.

## Voucher

A voucher is a card or ticket preloaded with an amount that can be used to pay for purchases or services. Vouchers may or may not be rechargeable, redeemable or require a fee or deposit, depending on the rules detailed in the voucher type.

## Voucher mask

A voucher mask defines the pattern that a voucher code must fit to be accepted as that voucher type. You can define the initial digits of the code, and the acceptable length. For example, you can define that gift vouchers must start with 213 and be 13 digits long. Any gift voucher that does not match this pattern is then rejected by the Portal.

## Voucher type

A voucher type is a set of rules that control how a voucher operates within your company, including the voucher mask, whether the voucher can be recharged, or requires a deposit amount. Voucher types can have sub-types that follow the same rules, but are differentiated for reporting reasons.

## Warehouse

A warehouse is a supplier that represents your company's central warehouse, used when sites order some or all of their inventory from Head Office rather than directly from external suppliers. You may configure different rules and restrictions for warehouse suppliers than are used for direct suppliers. You can also restrict sites to use only warehouse suppliers and prevent them from ordering from direct suppliers.