Assistant Manual

© 2001-2015 by Software Assistant Pty Ltd

Printed: 2015

Table of Contents

1   General Information

Welcome to ASSISTANT, a program suite that provides the necessary tools to maintain contact details of clients, prepare and electronically lodge their tax returns and forms, prepare financial statements, maintain company registers, track down debtors and produce various reports about the clients.

Use this Help system to find conceptual, procedural, and reference information about the ASSISTANT program. The following Web pages offer additional assistance, information, and resources:

- Software Assistant's home page
- On-line forums
- Operation basics
- Practice Assistant
- Tax Assistant
- Ledger Assistant
- ASIC Register Assistant

Other resources and services

www.SBRAssistant.com.au - tax forms online

www.TaxAssistant.com.au - individual tax return preparation online

Copyright © 2001 - 2015 Software Assistant Pty Ltd.

http://www.softassist.com.au

2   Frequently asked questions

Below we provide answers to some frequently asked questions. If you have a questions not answered below, try online knowledge base at http://www.softassist.com.au/Knowledge.aspx or online forums at http://www.softassist.com.au/Forum.aspx

How to amend the tax return?

How can I create BAS form?

How can I request Due Lodgment report?

How can I change ELS password?

Registration problems

How can I access worksheets in Tax Assistant?

"BLOB has been modified" problem

License policy

How to amend the tax return?

To amend a tax return (all types) created in 2011 or later year:
- open the return
- click on the arrow next to the **New** button to activate the pop-up menu
- select the "Tax forms | AR - amendment return or activity statement" item
- make the amendment
- complete the amendment schedule, make the amendments in the return and lodge it along with other tax returns and forms.

To amend an individual tax return created in 2010 or earlier year:
- open the return,
- click on the arrow next to the **New** button to activate the pop-up menu,
- select the "AI - amendment of individual return" item (the item will appear only for 2010 an earlier year individual returns with the status "Accepted")
- complete the amendment schedule, make the amendments in the return and lodge it along with other tax returns and forms.

To amend a Business Activity Statement (BAS):
- open the BAS form
- click on the arrow next to the **New** button to activate the pop-up menu
- select the "Tax forms | AR - amendment return or activity statement" item
- increase the revision number by one or set it to "1" if it is the first revision
- make the amendment in the form and lodge it with other tax returns and forms.

For more information about amending tax returns, see the Amending tax return topic.

How can I create BAS form?

A Business Activity Statement (BAS) or any other form can be created via the **New** button pop-up menu. Click on the small button with the down arrow image next to the **New** button to activate the pop-up menu, then select the "Tax forms" menu and select the type of form you want to create. You must have a client record present in order to create BAS or other forms for the client.
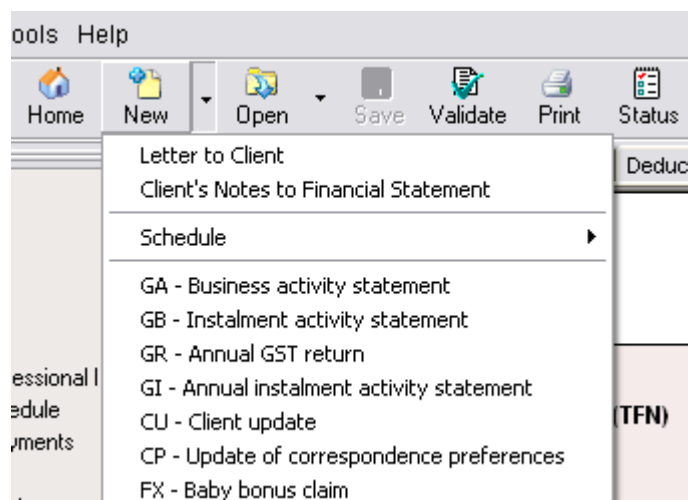
Use the **Validate** button to validate the form and **Status** button to sign the form for lodgement if the form has been prepared - the same way as described in Preparing tax return topic.

Tax Assistant will open a tax return if you double-click on the client in the client list. To open

---

the BAS or other form, locate the appropriate item in the client's folder and double-click on the item.
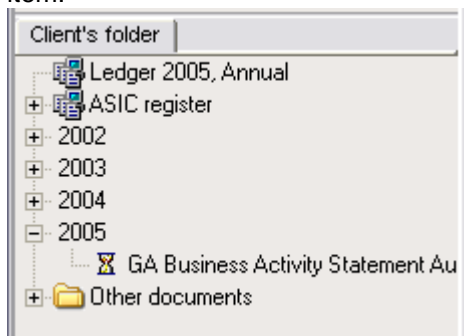
The BAS form can also be opened via the *Open* button pop-up menu. Click on the small button with the arrow image next to the *Open* button to activate the pop-up menu and select the BAS form from the list.
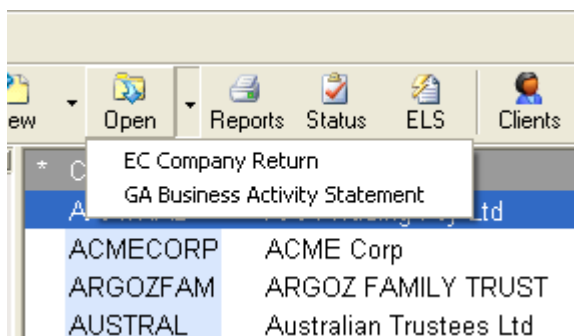
How can I request Due lodgment report?

Due lodgment, Client list, Activity statement and EFT reconciliation reports can be requested by lodging the "RR - Report Request" form. To start the form, click on the arrow next to the *New* button and select "RR - Report Request". Complete and validate the form then change the status of the form to "Signed and ready to lodge" and lodge it with any other tax returns or forms.

In order to retrieve the form for further editing, mark the "Agent forms" filter on the navigator then access the form via clients folder.

How can I change ELS password?

Open the Assistant's options, select ELS page.

If the ATO has reset your ELS account and provided you with a new ELS password, enter it in the "ELS (DIS) password field". Note, the ATO ELS password will be changed by the Assistant program with the next lodgement.

If you wish to change the current valid ELS password to a new one - enter the new ELS password in the "New ELS password" field and select the option to change the password with next lodgement.

When I try to run the Assistant program I get the message "Not registered, ## days left".

The Assistant program allows you to access the software for 14 days without registration. During this time you have to register the software if you intend to use it more than 14 days. To register the modules:
- Select "Start | Programs | Software Assistant | Register Assistant",
- Tick the modules that you have subscribed to and wish to register on the computer,
- Click on the "Register | De-register" button (Internet is required).

The registration program will connect to our web server, login to your account with the registration details provided by you on the registration form and retrieve activation codes to match the serial numbers generated on your computer. Your account will be updated by increasing the number of registered computers. Once you have used up the limit of computers that you can register, the registration of new computers can only be possible if you de-register your other computers.
To de-register computer:
- Select "Start | Programs | Software Assistant | Register Assistant",
- Un-tick the modules that you wish to de-register,
- Click on the "Register | De-register" button (Internet must be available).

You can register the same computer as many times as you like. This will not increase the number of registered computers on your account because the computer has already been registered.

You can access your registration details by:
- Going to user accounts and
- Logging in with your registration details

I'm receiving "BLOB has been modified" message when I'm trying to access tax return.

Tax Returns and forms you create with Tax Assistant are being stored as Binary Large Objects (BLOBs). "BLOB has been modified ($3302)" is an error that occurs when the BLOB portion of the record contained in the .DB file has become inconsistent with the BLOB portion in the .MB file. This could occur when writing to the .DB file was successful but the .MB file did not get updated, or visa-versa.

There are four known possible causes for this error:
1. Incorrectly setting the LOCAL SHARE property in BDE Admin utility (should be TRUE).
2. Error transmitting data from the workstation to the server.
3. Improper closing of files for example power loss or restarting a workstation or the server without closing files first may cause this problem. Assistant's tables are not designed to withstand such behavior.
4. Memory shortage when Borland Database Engine (BDE) used by Assistant can't complete an update operation.

Use the DoBackup.exe program to fix the problem. You can run that program from Software Assistant menu or from "C:\Program files\Software Assistant\Assistant" directory.
DoBackup.exe program has a Verify/Rebuild option to fix the Assistant's database. Leave those two options selected and press *Proceed* button. Any corrupted records will be cleared.

Assistant recovers data automatically when it detects an empty return record and finds duplicate files on the disk. Assistant creates Duplicates for the return or form every time you click *OK* button in the Status form.

If Assistant did not recover the form automatically you may try to recover it manually. Use "Tools | Restore from | Duplicate" option to restore from duplicate or "Tools | Restore from | Tax Backup" option to restore from the backup file. Assistant lists the last five backup files to choose from. You may select "Other backup files" option to restore from other backup file. You must have the client's tax return open to restore from a backup.

How can I access worksheets in Tax Assistant?

To access a worksheet you have to click on the underlined item text on the form. The red colour of the item text indicates the presence of data in a worksheet (ref. 1). Once a worksheet has been completed, you will not be able to enter details directly into the item. To enter details directly you must first delete any associated worksheets.
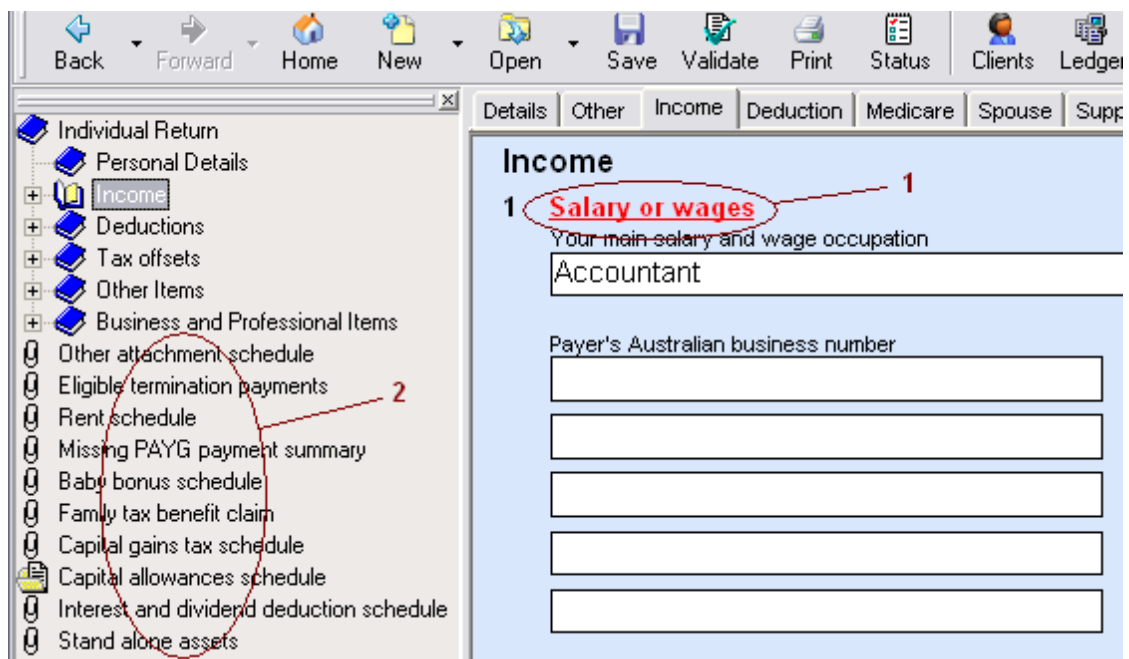
Associated schedules can be accessed via navigator (ref. 2) or via *New* button pop-up menu.

I have purchased a licence of Assistant and I am wondering how many computers I can install it on?

The software can be installed on as many computers as required provided the number of users of the Assistant does not exceed the number of licenses acquired. A group of users making use of this software must purchase additional licenses for each member of the group. A user is classified as anyone who uses the software, whether they be an accountant, secretary or business manager.

3   Getting Help

The **on-line help** is designed to assist you in all areas of the Assistant program.
There are three alternate ways to access the online Help:

- Press the **F1** key anywhere within the Assistant program. This will automatically bring up the relevant help topic for the form you are currently using.
- Choose *Contents* from the *Help* menu. This will take you to the contents page of the on-line help.
- Choose *Search for Help on* from the *Help* menu.

Software Assistant provides FREE electronic and telephone support.

Telephone support is available by dialing **1800 074 333** from 9am to 6pm EST weekdays.
For Internet support mail us at support@softassist.com.au or use our web site to access frequently asked questions or to submit your questions.

Before contacting our support team, check that you have the latest version of the program and make sure you can reproduce the error. Write down any error messages exactly as they appear so we can better diagnose the problem.

To assist the support team in providing you with a prompt reply, please include the following information with your correspondence:

- your business name
- your reference number
- a concise description of the information you require

Software Assistant endeavors to respond to all email support queries within four business hours. The staff at Software Assistant is committed to excellent service. We are always applying new ideas and concepts to improve the functionality of our software to help your business grow. Keeping your software up-to-date ensures that your business will be able to utilise the latest features and functionality. Your business will always be up-to-date by using our software which incorporates the latest changes to accounting requirements.

You can also find plenty of help and information about Assistant online. The Assistant online forums are managed and moderated by the support team at Software Assistant Pty Ltd. It is now the central meeting-place for Assistant users from various regions of Australia.

Registration for the forum is free to registered users. The login details for the forums can be found in the registration letter for Assistant.

4   User interface

4.1   Main screen

See also:
>   Preparing tax returns
>   Operation basics

Log in screen

The first screen you will see when starting Assistant is the log in screen. Assistant requires all users to login to use the software. A list of all users will be available in the Username drop down list. To login to the Assistant program, select your username from the list, type in your valid password and click on the *OK* button. The *Administer* button will open the Security setup screen

where you can assign appropriate access rights to each of Assistant's users. Only users with administer rights will be able to access the security setup form.

Main Screen

The Main Screen of the Assistant program is made up of the following sections:

Menu	Located on the top of the main form. Assistant's menu bar provides an alternative means of accessing Assistant's modules. Some of the features such as Contacts Manager, Documents Manager and Data Mining Tools can only be accessed via the menu bar.
Button panel	Located below the menu. It contains buttons that allows quick access to Assistant's most commonly used features.
Navigator	On the left hand side of the main form. The Navigator has a filter to filter clients by a given criteria, a client's folder for quick access to the documents and tax forms of the selected client and an on screen tax estimate window that updates automatically when the user edits the tax return. For more details, see the [Navigator] topic.
Client list	Located in the middle of the main form - used to gain access to particular client records. The Client list lists all of your clients and may be used to employ search and sorting features. Most of Assistant's tools work in conjunction with the client list (Time sheets, Billing, Client details form).
Status bar	Located at the bottom of the main form. It displays the name and reference number of the current user and shows the progress of various executed processes within Assistant.

Customising main window

You can open and close individual tool windows and arrange them on the main form the way you like. Many windows can be *docked* to one another for easy management. Docking - means attaching windows to each other so that they move together - this helps you to use screen space efficiently while maintaining fast access to the tools.

To dock a window, click on the title bar and drag it over the other window. When the drag outline narrows into a rectangle and it snaps into a corner, release the mouse. The two windows will snap together.

You can also dock tools to make tabbed windows. To get docked windows that are tabbed, release the mouse when it outlines a rectangle inside the form you want. Refer to the training videos that are available on the Assistant installation CD for a demonstration of form management.

To undock a window, double - click the header or the tab of the window.

Navigator, Worksheets, Client details, Billing and Time sheets forms can be docked to any side of the main form. This way Assistant minimises the number of overlapping forms.

All forms are resizable and can be customised according to your demand. Assistant remembers the state of the forms and next time you enter the program, it will display the last layout.

To make Assistant return to its default layout, select "**View | Default layout**".

4.2   Navigator

See also:
Preparing tax returns
Operation basics

Use the Navigator section to:
- filter and group your client list by selected criteria,
- activate the agent forms
- access all client documents or forms from past and present years
- access the item on the tax form
- indicate the completed items
- show on-screen tax estimation

The top part of the navigator is the filter. You can filter the client list by client type or by the following criteria:

Active	Only shows active clients. Use "File | Activate/Deactivate client" to activate or deactivate the clients. The clients who haven't been using your service for a year or two, can be deactivated so that they would be filtered out from the client list, but still be available in the database.
My clients	Only shows clients created by the user or assigned to the user. Every user has a user ID, which has been recorded in the client's record when a new client record has been created. This client ID is being used to filter the list.
Marked	Only shows marked clients. Refer to Marking clients topic for more information.
Debtors	Filters clients with aged balances more than 3 months. Refer to Client billing for more information on billing and aged balances.
Billable	Filters clients with completed jobs. The Billable amount on the Billing form will display the total billable amount in fees for the completed jobs.
Due lodgment	Filters clients with tax returns due for lodgment. Due lodgment date has to be entered in tax return's status form.
Ledger	Filters clients with a general ledger. If this filter is set, double-clicking on the client in the client list will open the client's ledger (not tax return).
ASIC register	Filters clients with ASIC register.
SBR clients	Filters clients who have records in SBR Assistant (www.sbrassistant.com.au). The online records of the filtered clients can be accessed via client list pop up menu.
Agent forms	If this option has been selected, the Client's folder will show all "**RR** - report request" and "**CP** - correspondence preferences" forms created with Tax Assistant. The forms will be listed with selected client documents. Use this option when you want to get access to those forms.
Status	This option filters clients by their tax return status. The option is very handy when, for instance, you want to filter all clients with suspended returns, or all clients with the tax returns not yet started.

To filter clients, check the appropriate check-boxes of the filter. Criteria can be combined; for instance, checking the "Active" and "My clients" criteria will only show clients that are active and are assigned to the user.

When a tax return or form is opened, the Navigator will display a list of all the items and schedules in the return. The Navigator will highlight the item that is being currently edited and will allow quick access to particular items by double clicking on them. Schedules will be listed at the bottom and will be indicated by a paper clip image. The check sign next to an item on the Navigator will indicate that the corresponding item has been completed.

Client's Folder

Client's folder window lists all the documents created for the selected client. These documents are grouped by tax years. A list of documents for the selected tax year is displayed. You can open any tax return or form created in past or present years. You can also delete the document if you wish. The Client's folder will also display and allow access to Agent forms if the Agent forms option is selected. The Agent forms will always be displayed regardless of which client is selected in the client list.

Right-click on client's folder to activate the pop-up menu with the following options:

Open	Choose this command to open the selected document. Alternatively you can double-click on the document to open it.
Add	This command enables you to add an external document to the client's folder. It will activate the "Open file" dialog window for you to locate the external file. Once selected, the file will be copied to the client's folder.
Rename	This command allows you to rename the selected file. It will not allow you though to rename the tax return or form items in the client's folder.
Save as...	This command enables you to copy the selected file from the client's folder to another location on the computer or network. It will activate the "Save file" dialog window for you to locate the destination folder for the selected file to be copied from the client's folder.
Cut	Copies the selected file(s) to the clipboard to be moved to a new location if the *Paste* command is used after.
Copy	Copies the selected file(s) to the clipboard. Can be used to exchange files with the Windows Explorer application.
Paste	Copies files from the clipboard to the selected folder.
Delete	Deletes the selected file or tax form.
Create folder	Creates a new folder for the selected tax year.
Create shortcut	Creates a shortcut to a file or directory. The option can be used to associate external document folder to the selected client.
Send by e-mail	Use this option to send the selected file in an e-mail. The option will create a new e-mail to the selected client with the selected document as an attachment.
Explore	Activates Windows Explorer and displays the contents of the client's folder.

If an Individual, Company or Trust tax return is being edited, the client folder will show a new tab, **on-screen estimator**. This small window displays the key tax estimation figures. When completing an Individual tax return, a detailed tax estimation report can be generated by clicking on the *Print Details* button.

The Client's Folder can be used in conjunction with the Document Manager to simulate the functionality of Windows Explorer. The Client's Folder displays the hierarchical structure of the client's files and folders while the Document Manager displays a list of files and folders. Double clicking on a folder in the Client's Folder will open the folder in the Document Manager. To find out more about the Document Manager, refer to the Document Manager topic.

Another feature of the Client's Folder is the ***Lookup Folder***. The Lookup Folder is a folder on your disk or network, the contents of which will be displayed in the Client's Folder of Assistant. Assistant will alert you if a new file becomes available in the Lookup Folder. The new file can then be moved from the Lookup Folder to the folder of the selected client. Use the "Directories" tab in Assistant's Options form to set the location of the Lookup Folder.

4.3   Client details

The Client details form can be used to create a new client or view and edit details of existing clients. The form contains information about the name, address, telephone and other contact details of the selected client. The client details form is split into four sections, each section is accessible by clicking on the appropriate tabs along the top.

Use buttons (***New***, ***Save***, ***Delete***, ***Edit***) on the left hand side to manage the record.

The four main sections of the client details form are:

Details - lists the client's personal details and business activity details.	
Client type	Lets you choose the type of client i.e. Individual, Partnership, Company, Trust or Fund.
Tax File Number	Tax File Number of the client as shown from the Tax Office
ABN	If the client has an Australian Business Number then it will be shown here.
ACN	If the client has an Australian Company Number then enter it in here.
Client Code	Client code for the client as generated by Assistant. If you are creating a new client then the client code can be modified before saving the client details.
Client Name	The client's name. For Individual clients, there are additional fields such as Title, Sex, Last Name, First Name and Date of Birth.
Scaling	Allows the user to set the charge rate for the client in percentages. If the scaling does not equal 0 or 100 then the custom scaling will be used. For example, if the scaling for a client is set to 50 then jobs completed for the client will only be charged at 50% of the original fee.
Password	Allows the user to set an access password for the client. Click on the key image and type in the password and verify it. Once set, a key image will be displayed on the status bar every time you select the client and you will be required to enter a password every time you try to open the client's tax returns, ledger or documents. To remove the password, click on the key image next to the password field, type in the existing password and leave the new password fields blank before clicking OK.
Assigned to	If the user has the appropriate access rights then they can assign the client to another user.

Address - lists the client's contact details.	
Addressee	Type in the client's name as you would like it to appear on an envelope
Address	Enter in the client's addresses in this field. You can enter the home or business address or the postal address by selecting the appropriate item from the pick list.
Print	The ***Print*** button lets you print the selected address of the client. A list of the printers available will be displayed for you to choose the appropriate printing device. Label printing is optimised for 9 * 3 cm labels.
Phone Numbers	Enter the client's contact numbers such as work number, home number, fax

	and mobile number.
Email & Web	Allows you to enter the client's email address as well as their web page if available
Account details	Here you can enter the client's bank account details for electronic fund transfer
Salutation	Salutation for the client to be used in the correspondence ([mail-merge](#)).

Tax - lists the client's tax information.

Tax return is required	Tick this checkbox if you need to create tax returns for the client. Untick the box if the client does not need to lodge a tax return and you do not want the client to appear in any reports.
Resident	Indicates whether or not the client is an Australian resident for taxation purposes.
BAS reporting	Indicates how often the client has to lodge a Business Activity Statement while the Main Business Activity is a description of the client's business activity.
Main Salary and Wage	**Individual clients only**. This field lets you select the main occupation where the client earned most of their income for the financial year from.
Spouse Name	**Individual clients only**. Lets you enter the spouse's name. If this field is completed then the spouse's name will automatically be entered into the spouse details section in the tax return.
Return due date	Lets you enter the return due date, which will be included in the due lodgment reports.
Account details	Here you can enter the client's bank account details for electronic fund transfer

Ledger - is used to configure the client's Ledger Assistant.

Maintain Ledger	The checkbox should be set for each of the clients which you want to maintain a ledger for. The "Ledger" checkbox on the navigator will filter all the clients with the "Maintain Ledger" option checked.
Type of accounting	Annual, Half-yearly, Quarterly, Monthly. The selection determines the number of the ledger periods for data entry. This option can not be changed after the Ledger has been created.
Year ends	Set this date for the current financial year. The date will be updated automatically when you roll the ledger to the new financial year.
Account length	Number of digits in the Account number. The Account length can be from 4 digits long (default; 1 digit is used for the sub-account) to 6 digit long (3 digit for sub-account). Accounts have the following format: CGAASS-BB, where: **C** - account category **G** - account group within the category **AA** - account number within the group **SS** - sub-account (1-2 digit long) **BB** - branch number (optional; 1-2 digit long
Large and/or Reporting	Options ensure the correct templates are used in the financial statements.
Non-profit organisation	Will alter the wording of the templates to make the templates appropriate to non-profit organisations. For instance, the option will alter "Profit" to "Surplus", "Loss" to "Deficit" etc.

ASIC - is used to configure the client's ASIC Register Assistant.

Maintain ASIC Register	The checkbox should be set for each of the company clients which you want to maintain the ASIC Register. The "ASIC register" checkbox on the navigator will filter all the clients with "Maintain ASIC Register" option checked.
Review date anniversary	The company review date will be used by Job flow alerts to notify you of the approaching review dates so you can in turn notify your client to pay the annual fee to ASIC and to inform ASIC of any changes to company details.

Other - additional details such as name of directors, branches, director's meeting dates and relationships.

Directors, Partners or Members	Here you can enter details of the directors, partners or members. Enter their number, their name and percentage share
Branches	Here you can enter details of the company's branches
Director's meeting dates, sign dates etc	If you select this option then you can enter details of any director's meetings.
Relationships	The relationships option allows you to set relationships between your clients. Click on the button in the "Relationship" column and select the type of relationship. This can be business, child, parent or spouse. Then click on the "Code" column, click on the pick list and then select the appropriate client from the client list. For example, if the client has a wife you would select "spouse" from the "Relationship" column pick list, then click on "Code" and select his wife from the list of clients. The spouse's name will automatically be entered once the spouse has been selected.

When creating a new client, the details entered in the client details form will be used to pre-populate the client's tax return.

4.4   Options

See also:
>   Preparing tax returns
>   Operation basics

Press the *Option* button from the button panel to activate the Option form or select "Edit | Options" menu item to display the Options form. The Options form has been divided into the following sections:

Agent Details

Provide all your business details here: business name, postal and business address, telephone numbers etc.
You can choose to pre-populate a new client's postal address with either your business address or the client's postal address. Refer to the "Other" tab for instructions.

User

This page contains information applicable for the current user of the Assistant program.
The contact details: name, contact number and Agent registration number will be used to populate the tax agent's declaration section of the new Tax return or form. During ELS lodgment, Assistant will only include returns that have been signed for lodgment if their tax agent's reference number

matches the number entered in the options.
The **login password** entered in this screen will be required when logging into Assistant for the current user.

Tax agents are NOT required to sign **ELS declaration** unless they are shared facility users whereby multiple tax agent numbers are used in the organisation but only one set of the registration details for ELS is used. The options in the User tab allows to force printing of the agent certificate and EFT section in ELS declaration.

Assistant can interface with optional subsystems. If you are using any of the subsystems please provide the appropriate login details:

SMS user name and password	Assistant program incorporates SMS messaging system that allows sending SMS messages to single or multiple recipients via Internet. You should buy SMS credits and provide your SMS account details in order to use this service.
SBR Assistant	The SBR Assistant login details have to be provided for integration with the www.SBRAssistant.com.au online application. If the details are blank the integration items will not be available in the client details pop up menu.
Tax Assistant Online	The Tax Assistant Online login details have to be provided for integration with the www.TaxAssistant.com.au online application. If the fields are blank, the Tax Assistant online integration menu options will be hidden.
ASIC Register Assistant Online	The ASIC Register Assistant Online login details have to be provided for integration with the www.RegisterAssistant.com.au online application. If the fields are blank, the ASIC Register Assistant online integration menu options will be hidden.

Timesheets parameters determine the way Assistant maintains activity log and calculates the fee payable for the job:

Maintain Time Sheets Automatically	Will activate the automatic time sheet recording. The time spent on any job will be recorded to the activity log and the total time spent will be displayed on the associated time sheet record.
Unit	Is the minimal billable time in minutes.
Scaling	Is the percentage by which the charge rate should be scaled when calculating WIP amounts.
Default Due Date	Will cause Assistant to automatically insert the default due date in the new time sheet records as the date started plus the number of days entered in the field.
Stop Timer if Idle	Entering an amount in this field will make Assistant stop the timer if the user has been idled for a certain amount of minutes.

Some of the User options may not be available for editing if the system administrator restricted the change of the options in the Security setup.

ATO ELS

This page contains the details required to lodge tax returns via electronic lodgement.

In order for you to use electronic lodgement, the Cisco AnyConnect VPN client software should be installed on the computer. The Cisco AnyConnect VPN client is available on the Assistant installation CD or can be downloaded from our website. The ELS Authentication details can be received from ATO on 13 72 86 (FKC 31).

Cisco AnyConnect	The Cisco AnyConnect VPN client (replacing old Cisco VPN client which is no lodger supported under Windows 8 or later systems) is bundled as part

VPN	of the software an ELS user installs in order to use the Dial IP and/or Internet networks. It performs encryption and other security functions.
ELS	The Electronic lodgement Service is run by the ATO principally for the use of tax agents who wish to electronically transmit documents (since 1990).
DIS	The Document Interchange System is the front-end (communications component) of ELS.
ELS registration number	The 5 digit numeric string provided by the ATO to all tax agents who wish to use ELS.
ELS User ID	ELS approval number on the tax agent's letter from the ATO. It is the same as tax agent's registration number preceded by category, e.g. "A95001". Used to authenticate to the application. Note: Use of Dial IP User ID, ATO Access Code1, and ELS Application User ID must all be based on same registration number.
ELS Password	This string authenticates a user for the ELS application when used in conjunction with ELS Application User Id. This password must be changed at least every 30 days.
New ELS password	Use this field to change an currant valid ELS password. A new ELS password provided by ATO or transferred from other ELS software should be entered in the *ELS password* field.
	An ELS password must be at least 8 characters long but not more than 16 characters, must contain at least one alpha, at least one numeric character, and cannot have more than 3 characters with the same value. Lower case characters are converted to upper case, so the password is not case sensitive. Only printable characters are acceptable in ELS passwords. Once used by a particular user, an ELS password cannot be used ever again.
	You can enter the password manually or allow Assistant to generate it. If the password field is left blank, Assistant will generate it automatically when it is required to update the expired password.
Lodgement method	**Dial IP**
	Telstra private IP network purchased by the ATO for tax agent usage. It can be accessed by asynchronous dial up modem or ISDN. Telephone number for Dial IP asynchronous modem access is 0198 303 290.
	Dial IP User ID **-** Tax agent's approval number preceded by "D", e.g. D95001. This User ID is used to identify yourself to the Dial IP network.
	Dial IP password **-** Provided by the ATO. This password authenticates a user to the Dial IP network when used in conjunction with the Dial IP User ID.
	ISP
	Internet service provider (e.g.Telstra, Optus) Global network accessed by purchasing a rental plan from an ISP. Can be accessed by asynchronous dial up modem, Broadband, ADSL, or ISDN.
Lodgement module	If the option is selected then Tax Assistant will use Cisco AnyConnect VPN client software when lodging files to the Tax Office. Use AnyConnect software for lodgement from Windows 8 or any new computers. If AnyConnect is not selected, the old Cisco VPN client will be used during the lodgement.

Protocol	Defines the communication protocol being used during ELS. Where it is possible, choose TCP protocol as it provides the highest degree of security. In case of problems lodging via TCP, choose UDP as an alternative protocol.
CEG	Corporate External Gateway – computer system provided by the ATO for electronic commerce. Each ELS user has a *primary* CEG. If a primary CEG is unavailable (for a specific user or in general) a user can use any of three *secondary* CEGs for lodgement. Any ELS user can send forms to their primary or any secondary CEG. Users should connect to secondary CEGs in the order listed below:

Primary	Secondary CEGs in priority order		
Sydney	Adelaide	Brisbane	Melbourne
Melbourne	Brisbane	Adelaide	Sydney
Brisbane	Melbourne	Sydney	Adelaide
Adelaide	Sydney	Melbourne	Brisbane

ATO Access Code1	Provided by the ATO. Tax agent's approval number preceded by "V", e.g. V95001. This access code is used to identify yourself to the Cisco VPN Client. It needs to be entered into your ELS software once.
ATO Access Code2	Provided by the ATO. This string authenticates a user for the Cisco VPN Client when used in conjunction with ATO Access Code1. It needs to be entered into your ELS software once.
AusKey	The AusKey is only required if you will be lodging via SBR gateway. You can apply for teh AusKey at https://abr.gov.au/AUSkey/ At present only activity statements can be lodged via SBR. Click on "Select AusKey" button to upload the AusKey file. The AusKey is an "keystore.xml" file which can be located on USB drive or your computer's "C:\Users\ [user]\AppData\Roaming\AUSKey" folder - depending on your selection during the installation of the AusKey.
AusKey password	For SBR lodgement to work, the AusKey password should be provided.

ASIC ELS

This page contains the details required to lodge ASIC forms via electronic lodgement.

Agent No	Registered Agent reference number provided by ASIC.
DIS User ID	The user's identification number used by ELS connecting to DIS (Document Interchange System). It has to be provided by ASIC.
DIS Password	Current DIS password to access the DIS account.
EDGE mailbox	EDGE Gateway Address. Use the *Primary* address (edge.asic.gov.au) for lodgment. In case of fail over - loss of connectivity with internet server or loss of EDGE mailbox processing - use a *secondary* address (edge2.asic.gov.au).
New DIS password	Use this field to change the current DIS password. The current DIS password - provided by ASIC or transferred from other company corporate system - should be entered in the *DIS password* field.
Public Certificate	The Public certificate and RSA Private Key must be loaded to ASIC ELS

& Private and Public Key Pair	options in order to lodge ECR forms. Click on the underlined label to load an appropriate new file. Click on the "loaded" label if you wish to remove the file.

Directories

Data directory	Location of Assistant's database. It can be on the local computer or remote server. Directory has the following sub-directories: **_ELS** - stores transmission, validation and outgoing ATO or ASIC reports, **_BACKUP** - stores backup files created with "Verify and backup utility" as well as the duplicate files created by Assistant for data recovery purposes. **_UPDATES** - update files downloaded using "Help	Check updates" utility.
Interface directory	This directory will be suggested when the data export or import feature is activated.
Template directory	Directory where letter templates and MS-Word mail merge templates are stored. The folder also stores data mining and marking queries. The templates can be maintained with Letter Editor.
Ledger notes to accounts directory	Directory where notes to accounts templates are stored. The templates will be used for generating financial reports. They can be maintained with Letter Editor.
Lookup directory	The contents of the lookup directory will be displayed in the client's folder and can be used for the exporting of various export files, scanned documents etc and transferring the files to the folders of appropriate clients. Assistant will alert you once a new file has become available in the lookup directory. Normally it is "My document" directory where all MS-Office documents are located.
Workstation update directory	It is Assistant's program directory on the server. It is sufficient to apply the Assistant update on the server as the workstation will update itself automatically by copying the Assistant program files from the server.

Billing and backup

Registered for GST	Tick this checkbox if your business is GST registered. If this checkbox is ticked then Assistant will automatically add 10% GST to the total for invoices.
Update aged balances	Will update aged balances.
Use MS-Word templates for invoices	Will make Assistant use MS-Word templates for printing invoices, receipts or credit notes. Using this option will allow you to modify the invoice template to your requirements.
Save generated MS-Word documents in client's folder	Will save MS-Word invoices and receipts to the client's folder.
Payment terms in	This will determine the number of days before the payment is due.
EFT Account	The EFT account (trust account) details will be used to automatically pre-populate tax returns.
Cheque account	The details of the cheque account will be displayed in the deposit

supplement slip printed from the billing form.

Other

Rolled from previous years	Tax Assistant will use the postal address from the client's previous year tax return. If the client does not have a previous year's return, Tax Assistant will use the agent's postal address.
Set to agent's postal address	Tax Assistant will use the agent's postal address from the agent details form, even if the client's previous year's return used the client's postal address.
Set to client's postal address	Tax Assistant will use the client's postal address from the client's details form, even if the client's previous year's return used the agent's postal address.
Show device selection screen	If the option is selected the device selection screen will be displayed when a user clicks on the scan button on the Document manager. If there are a few devices attached to the computer, such as scanner, video, still or web camera etc., the device selection screen is required to specify the source of the data (scanner).
Show scanning properties	The option will activate the TWAIN interface so you can select the scanning properties, such as resolution, colour or gray scale scanning options, etc.
Auto preview document	The image of the scanned document will be automatically saved in the client's folder. If the auto preview option is selected, the program will open the generated image file upon completion of the scanning process.
Capitalise first character in name fields	Will make Tax Assistant automatically capitalise the first character in each name fields as you type. Fields that already have a string entered will not be affected.
Show the toolbar	If this checkbox is ticked then the Microsoft toolbar will be displayed along the top of the screen next to the tax year. The toolbar will display shortcuts to Microsoft products such as MS Word, Excel, Outlook and Internet Explorer.
Show job flow alerts	Will activate the job flow manager (View | Job flow manager) automatically on start of the Assistant program.
Roll over from MYOB AO 2012 tax returns	Tick this checkbox if you wish to rollover tax returns from MYOB AO 2012.
Interface with third party ledger	Allows you to interface with a third party ledger software. If you have ledger data for the client from another software, Tax Assistant will ask you if you'd like to load the values from the ledger when you create a new tax return. If the tax return has already been created then you can load ledger values by clicking on "Load values from ledger" from the "Tools" menu.
Request edit mode in client details	Tick this checkbox to force user to click on the edit record button in the client details form before they can edit client details. This may help to avoid accidental editing of the client details.
Format currency fields	If this checkbox is ticked, the amounts in the tax returns will be formatted. For example, instead of showing amounts as 12345678.00 the program will show it as 12,345,678.00.
Backup data every..	Allows you to alter the frequency in which Assistant runs the Data verification and backup program. When activated, Assistant will run the Data verification and backup program after the last person has logged out of Assistant. If you do not wish to use Backup - set the number of days to "0". We strongly recommend that you backup data on a daily basis. Then

	you will be able to use the built-in restore feature in the case of data loss. For more details, see the [Data backup](#) topic.
Purge if more than	Allows you to select the maximum number of backup files to store at one time. If Assistant reaches this limit it will remove the oldest backup files, leaving only the most recent backups up to the allowable limit.
Check reminders every..	Allows you to set the frequency in which Assistant should check the database for any appointment reminders in the Diary. If any reminder exists and the Diary module is not active then Assistant will activate the Diary which in turn will display the reminders.

4.5   Security form

Access:

Select "**Edit | Security, Users etc**" menu item, select the user with administration rights and click on the *Administer* button.

Every user using Assistant should have a record in the security form. When a user logs in to Assistant these security records are used to form a list of users to pick in the "log in" screen and the password entered in the log in screen is being verified against the password of the selected user.

The security form also has the following security indicators:

Administer accounts	Allows you to enter this form and change a record within this form.
View all clients	Will allow the user to view all clients in the database. If the option hasn't been ticked, the user will be able to see only his or her clients. The "My clients" filter will be ticked in the Navigator and the user will not be able to untick it.
Assign to me function	Allows the user to assign the selected client to themselves.
Edit other clients	Will allow the user to edit the returns of other users.
Client details report	Only user's clients will be printed in the Client list report if the option is not ticked.
Performance report	Allows the user to view the performance report which shows the revenue contribution of all Assistant users. It also permits or restricts the access to the time sheet records of other users or allows changing the *billing rates* and activity log parameters in the options.
Sign forms	Changes the form status to "Signed" and ready for lodgment. If the option is not active, a user will only be able to change form status to "Prepared" allowing senior accountant to check the form before it is transmitted to ATO or ASIC.
Lodge forms	Allows the user to lodge tax returns. If the options are not active, the ELS button and lodgment menu item will be hidden for the user.
Delete accepted forms	Will allow or deny attempts to delete forms that ware lodged and accepted by ATO or ASIC. If the option is not active, the users will not be able to change the status and modify accepted forms.
Unlock ledger transactions	Will allow or deny attempts to unlock locked ledger transactions

Access billing	Will enable or hide the access to the billing form.
Edit billing	Will allow editing of billing transactions or make them available in read-only mode.
Show in Diary/Tasks	If the option hasn't been ticked the user will not be listed in the Diary/Tasks' resources list.

The Security form contains the following three tabs:

User details - allows the administrator to enter details for each of the users of Assistant.	
Login password	Here you can set the login password for the user. This password will be required whenever the user tries to login to Assistant.
Contact name	The name that will be displayed in the Tax Agent's Declaration page of the tax return. If this field is completed then any new return that the user creates will automatically have the contact name field completed in the Tax Agent's Declaration.
Contact number	The Tax Agent's phone number that will appear in the Tax Agent's Declaration page of the tax return. If this field is completed then any new return that the user creates will automatically have the contact number field completed in the Tax Agent's Declaration.
ELS profile	Lets the user select which ELS profile to use. The drop down list will list all the available ELS profiles.
Declaration text	Lets the user enter the text that they'd like to appear in the Tax Agent's Declaration page.

Billing rates - allows the user to set different rates for each job.	
Auto-timesheets	If this checkbox is ticked then Assistant will generate and maintain timesheets automatically.
Unit	This is the minimum chargeable unit in minutes. For example, setting the unit to 10 minutes means that the client will only be charged for each 10 minute block.
Scaling	Determines the charge rate for the client in percentages. If the user's scaling is not set to 0 or 100 then Assistant will apply the adjusted rate when determining the final charge rate for the client. For example, if the scaling is set to 75 then any jobs completed by the user will only be charged at 75% of the normal rate.
Weekly hours	Allows the user to set the weekly hours of work.
Default due date in	Assistant will automatically insert a due date in the new timesheet record as the date started plus the number of days entered in the field.
Idle time	If automated timesheets is being used then this field will make Assistant stop the timer if the user hasn't been working on the selected job for a certain number of minutes.

ELS profiles - allows the user to edit the available ELS profiles..	
Registration No	The 5 digit numeric string provided by the ATO to all tax agents who wish to use ELS.
ELS user ID	ELS approval number on the tax agent's letter from the ATO. It is the same as tax agent's registration number preceded by category, e.g. "A95001".

	Used to authenticate the application. Note: Use of Dial IP User ID, ATO Access Code1 and ELS Application User ID must all be based on same registration number.
Current DIS password	This string authenticates a user for the ELS application when used in conjunction with ELS Application User ID. This password must be changed at least once every 30 days.
VPN Access code 1	Provided by the ATO. Tax agent's approval number preceded by "V", e.g. V95001. This access code is used to identify yourself to the Cisco VPN Client. It needs to be entered into your ELS software once.
VPN password	Provided by the ATO. This string authenticates a user for the Cisco VPN Client when used in conjunction with VPN Access code 1. It needs to be entered into your ELS software once.
ATO office of lodgment	This field lets the user choose where the returns will be lodged to.
Lodge via	Allows the user to select the preferred lodgment method. Either through the user's ISP or through a separate dialer to the ATO's private network.
New DIS password	Can be used to change the existing DIS password. An ELS password must be at least 8 characters long but not more than 16 characters long. It must contain at least one alpha and at least one numeric character. The password cannot have more than 3 characters of equal value and is not case sensitive. Once a password has been used by a particular user, it cannot be used ever again. The password can be entered manually or automatically generated by Assistant. If the field is left blank, Assistant will generate it automatically when it is required to update the expired password.
Change password	Allows the user to change the password with the next lodgment or when the password has expired.
Gateway (CEG)	Corporate External Gateway - computer system provided by the ATO for electronic commerce. Each ELS user has a primary CEG. If a primary CEG is unavailable (for a specific user or in general) a user can use any of the three secondary CEGs for lodgment. Any ELS user can send forms to their primary or secondary CEG. Users should connect to secondary CEGs in the order listed below.

Primary	**Secondary CEGs in priority order**		
Sydney	Adelaide	Brisbane	Melbourne
Melbourne	Brisbane	Adelaide	Sydney
Brisbane	Melbourne	Sydney	Adelaide
Adelaide	Sydney	Melbourne	Brisbane

The parameters set in the Contact details, Rates and ELS can be accessed and changed in Assistant's Options; if the associated security indicators allow the changes to be made by the users.

4.6 Status form

The status of the return or form lets you see what stage the tax return is currently at during the preparation process, from "Not yet started" to "Assessed". You may set the status of the Tax return or form when the return is open. The ELS Status is the state of a tax return or form that will be, or has been, lodged via the Electronic lodgement Service.

To change the status you need to click the *Status* button and in the Status form select the appropriate status for the return or form. You may also leave some notes in the form. The status of the tax return is displayed in the client list and helps you to filter the clients by status of their tax returns. Status notes will be displayed in any status reports you might generate with Assistant. You can also set the lodgment due date in the Status form. If the client has a lodgment due date entered, then that client can be filtered using the "Due Lodgment" filter on the Navigator.

The following ELS Status options are available in Tax Assistant:

Not yet started	No tax return record is present in the selected financial year.
In-Progress	The tax return has been started.
Suspended	When work on the tax return has been suspended for any reason, for example waiting for the client to submit additional information. Status notes may be used here.
Prepared	The fields on the return have been set up, and where necessary, the schedules and worksheets have been completed. The Validation has been successfully completed.
Mailed	The prepared tax return has been mailed to client for approval.
Signed	The client has approved the prepared return and the return has been signed for electronic lodgment. All returns and forms with this status will be transmitted to the Tax Office when the electronic lodgment module is activated.
Transmitted	If the return has been sent to the ATO but you have not yet received a transmission report.
Rejected	The lodged return has been rejected by the Tax Office. It will need to be corrected and resubmitted.
Accepted	If the return has been lodged and accepted by the ATO but the return is not showing as Validated.
Assessed	If the return has been accepted by ATO and the assessment entry has been entered for this tax return.

When the tax return or form has the status Prepared, Mailed, Signed, Transmitted, Accepted or Assessed, the return or form will be disabled for editing. You can still view the tax return but you will not be able to edit unless you change the status.

5 Quick start tutorial

5.1 Import data from other software

See also:

[Setting up Assistant](#)

Assistant can import data from virtually any accountancy software packages that is capable of

exporting ~~the~~ data to ~~the~~ delimited text files. The Migration Wizard will guide you through a series of steps to ensure you get up and running on Assistant with your current data.

Start Assistant, select "File | Import data | Import clients from..." and select the software package you wish to migrate the data from. Then follow the on screen instructions.

> Migration imports only client details information, it does not import tax return details or other supplementary information unless you are transferring data from MYOB AO. Tax Assistant is able to transfer ALL taxation data from MYOB AO. Contact Software Assistant Pty Ltd for the details

Import from MYOB AO

To import client details from MYOB AO:
- First find the path where MYOB AO files are located. To do this, in MYOB AO select "Tools | Practice and System Setup | System Settings".
- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | MYOB AO".
- Enter the path of the MYOB AO file folder into the path field.
- Click on the *Next* button.

The conversion routine will import the details of the clients and will prepare the tax return data for rollover to Tax Assistant. The rollover should be activated by checking the "Rollover from MYOB AO tax returns" checkbox in Assistant's Options. The rollover will be executed automatically when you start a new tax return for the client.

Import from HandiTax

To import client details from HandiTax:
- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | HandiTax".
- Specify HandiTax's Data directory.
- Click on the **Create HandiTax client's export file** button to create an export filter.
- Run HandiTax and select "Tools | Export an ASCII file".
- Click on the *Run* button within HandiTax's Export Reports form to export the client details from HandiTax.
- Click on the *Next* button in Assistant's Import client form to import the HandiTax export file to Tax Assistant.

Import from TaxCat

To import client details from TaxCat:
- First run TaxCat and select "Tools | Transfer... | Client Data to ASCII".
- Click on the *Filter* button then click on *Select All* button to mark all fields and click on *OK* button to return to the data transfer form.
- Click on *Select All* button to select all clients to be exported.
- Type **C:** in the *Directory to transfer data to* field then click on *Start* button to export the client details from TaxCat. Save export file as **TaxCatExport.txt**.
- Click on *Next* button to import TaxCat export file **TaxCatExport.txt** to Tax Assistant.

Import from Elite Central

To import client details from Elite Central:

- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | Elite Central".
- Click on the *Next* button to begin importing data from Elite Central.

Import from ELS file

An ELS file lists each ELS tag and their associated values one line after another. Below is an example of what an ELS file would look like:

^AWREI
^ABB2006
^AAD123456789
^ABFSmith
^ABGJohn

To import **client details** from an ELS file:

- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | ELS file - Cover".
- Locate the file path for the ELS file and click *OK*.

A new client record will be created from the ELS file.

To import client details and **tax return** information from an ELS file:

- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | ELS file - Return".
- Locate the file path for the ELS file and click *OK*.

A new client record will be created in case there was no client record with the tax file number (TFN) as shown in ELS file and a new tax return record will be added to the client with the TFN as shown in ELS file.

Import from ASCII file - Cover

An ASCII file contains all the data on one line but separated by a common character such as a comma, a space or tab. An ASCII file can contain more than one client record, with a new line for each record. An example of what a comma separated ASCII file would look like is shown below:

EI, 2013, 123456789, Smith, John,
EI, 2013, 111111111, Smith, Jane,

To import client details from an ASCII file:

- Open the Import client form in Assistant by selecting "File | Import data | Import clients from... | ASCII file - Cover".
- Click the underlined text where it says "**Click here to select the import file**".
- Locate the ASCII file that you want to import from and click *OK*. The contents of the ASCII file will then be displayed.
- Select the type of separator used to separate the data fields from the pick list.
- Then click on the *Next* button.
- Assign each column with a column type from Tax Assistant by clicking on each column header

and then selecting the corresponding column type. Only columns with a corresponding type will be imported. You can use the *Open* or *Save* buttons to open or save the type definition template.

- Once you have finished matching each column with one from Tax Assistant, click on the *Import* button.
- Click on the *Close* button to close the import form.

If an ASCII file contains more than one client's record, then Tax Assistant will create a new record for each of the clients.

Import from ASCII file - Returns

An ASCII file for importing of the tax returns should have tax return data displayed in one line with values separated by a commas (CSV file). The first row in the file should carry ELS tags to represent the column types. Other rows should have values of the tax return in the appropriate columns. This is an example of a comma separated ASCII file with tax returns:

AWR,ABB,AAD,ABF,ABG,ABH,...
EI, 2013, 123456789, Smith, John,123 Vernon Street,...
EI, 2013, 111111111, Smith, Jane,999 Springfield Road,...

To import the returns from an ASCII file:
- Select "File | Import data | Import clients from... | ASCII file - Returns".
- Locate the ASCII file that you want to import from and click *OK*.

For each of the rows with tax return data, the program will check if the client record with the specified tax file number (TFN) already exists. If the client exists, the program will add the new tax return in the client's record. For record with new TFNs, the program will create a client record and then create a tax return within data from the import file.

You can download a copy of the tagged tax returns by clicking on this link: http://www.softassist.com.au/downloads/taggedreturns.zip

Import exported clients

To import exported clients, select "File | Import data | Import exported clients" and select the exported zip file that you wish to import. Assistant will alert you if the client that is being imported already exists in the database. You can then select which documents you wish to overwrite and then click on *OK* to import the client. If you are importing multiple clients at once, then clicking on *Yes to all* will import the selected document for each client.

5.2   Setting up Assistant

See also:

Multi-user setup   Registration and configuration problems
Options

This topic will provide instructions for setting up Assistant.

Registering Assistant

Once you have finished installing Assistant, the registration form will appear. To access the registration form manually select **"Start | All Programs | Software Assistant | Register Assistant"**.

NOTE: You must be connected to the internet to register using this method. If the computer you are registering on does not have access to the internet, then read below for steps on how to register manually. To complete the registration process:

- Enter your *User name* and *Password* as provided in the registration letter.

- Mark the checkbox next to the modules that you have subscribed for. The serial numbers will be generated automatically.

- Then click on the *Register/De-register* button. The registration form will attempt to connect to our server to retrieve the activation codes. The activation codes will then be entered automatically into the registration form with the appropriate expiry dates shown next to them.

- When you have finished with the registration, click on the *Close this form* button.

Manual Registration

If the computer you are using is having trouble accessing the internet through the registration form or the computer has no internet access at all, then you will need to complete the registration process manually. Read the steps below to retrieve your activation codes over the phone to manually register Assistant.

- Mark the modules that you have subscribed for.
- Then call our support line on **03 9877 7795** to request the activation codes. The serial numbers generated on the registration form will be required. It is important that you do not close the registration form before you enter the activation codes, otherwise the serial numbers will change and you will need a different set of activation codes.
- Once you've received the activation codes, enter them in the activation codes field for the respective modules. Make sure that the status of each subscribed module changes to **registered** and that the software expiry date is correct. If the status remains **unregistered**, make sure that you have entered the activation codes correctly. If the activation codes are correct then your serial numbers have changed and you will need to get a new set of activation codes.
- Then click on the *Close this form* button.

Alternatively if your computer does have access to the internet but the registration form is having trouble connecting to our server then you can retrieve the activation codes by logging into the **User Accounts** section of our website and entering in your serial numbers.

- Go to our website at www.softassist.com.au and click on the **Support** tab.

- Then on the left hand side click on **User Accounts**.

- Enter in your username and password as per the registration letter and click OK.

- Once you have successfully logged in, click on the **Manual Registration** link along the top.

- The manual registration page will ask you for a Computer Name, Computer User and the Serial No. before you can retrieve the activation code. The Computer Name and User can be anything you want while the Serial No. must be retrieved from the registration form.

- Once you have entered the required details you will be taken to the My Licenses page which will list the modules that you registered for. Copy the activation code from the page and enter it into the registration form.

- Repeat this for each module that you wish to register and for each computer.

After registration is complete you can then access Assistant. Double click on the Assistant icon and login using your login details. If you are a new user accessing Assistant for the first time, select Administrator from the user name pick list then click the *OK* button. The Administrator account does not require a password.
You may choose to register the software at a later time. The marked modules will be enabled for 14 days without activation codes.

De-registering Assistant

It is possible to transfer registration from one computer to another computer. To do so you will first need to de-register the computer that is currently registered. This feature can be used when upgrading to a new computer or when you wish to take work home to complete. Follow the steps below to transfer registration from one computer to another:

- Open the registration form on the computer that is currently registered. The registration form can be opened by selecting **"Start | All programs | Software Assistant | Register Assistant"**.
- Un-mark the modules that you wish to deregister. You will be asked if you are sure you want to de-register the module, click *Yes*.
- Then click on the *Register/De-register* button. The activation codes will be removed from the form.
- Now open the registration form on the computer that you wish to register.
- Now follow the steps from the **Registering Assistant** topic above.

Manual De-registration

Just like when registering Assistant, you can also manually de-register Assistant if the registration form cannot access our server. Follow the steps below to manually deregister Assistant.

- Log into the **User Accounts** section on our website.
- Find the module on the computer that you wish to de-register and click on the *Deactivate* button on the left hand side.
- You will then be asked for the deactivation code.
- To get the deactivation code, open the registration form and un-tick the module that you wish to de-register. Confirm that you would like to de-register the module and the deactivation code will appear.
- Enter in the deactivation code on our website and click on the *De-register* button.
- The module will then be removed from the registered modules list.

Setting up Practice

To set up your practice as a single tax agent, or as multiple tax agents able to lodge returns.
Use the Security Form ("Edit | Security, Users etc.") to register Assistant users and setup their access rights in Assistant. For instance, you can mark the users who are not allowed to lodge tax returns. Refer to the Creating a new user section for more details on how to create additional users.
To configure Assistant for use on a network, refer to the Multi-user setup topic.

Setting up Options

Once inside Assistant, you can then set the options for Assistant. To open the Options form, click on the *Options* button.
The Options form allows you to edit details for the following:

Agent Details	Contains details about the practice, such as Business Name, ABN, Addresses and Bank Account details.
User Details	Contains details about the current user of Assistant. Here you can set the login password, agent number, contact numbers and billing rates.
ATO ELS	Contains details that are required for electronic lodgment of tax returns and forms to ATO Electronic Lodgment System: such as ATO agent registration number, ELS user ID and password, lodgment gateway and access codes.
ASIC ELS	Contains details that are required for electronic lodgment of tax returns and forms to ASIC Electronic Lodgment System: such as ASIC agent registration number, DIS user ID and password, EDGE mailbox.

Directories	Lists the directory path for the directories in Assistant such as Data directory, Interface directory, Template directory, Ledger notes to accounts directory and Lookup directory.
Other	Lists the backup options, billing options, the choice of postal address to use and other miscellaneous options.

For more information about the Options form, see the Options topic.

5.3   Multi-user setup

See also:

Registration and configuration problems

To allow workstations to share the data, all workstations must be mapped to the same DATA directory on the server. If the server is also used as a workstation, all other workstations must be mapped to the root of the drive. Drive letters from workstation to workstation do not have to be identical.

Here are some examples of what will and what will not work:

Workstation 1:
    Path: **X:\ShareDir\Tables**
Workstation 2:
    Path: **X:\ShareDir\Tables**
	This is OK

Workstation 1: (Also the machine with the tables):
    Path: **C:\ShareDir\Tables**
Workstation 2:
    Path: **X:\ShareDir\Tables**
	This is OK

Workstation 1: (Also the machine with the tables):
    Path: **C:\ShareDir\Tables**
Workstation 2:
    Path: **X:\ShareDir\Tables**
Workstation 3:
    Path: **R:\ShareDir\Tables**
	This is OK

Workstation 1:
    Path: **X:\ShareDir\Tables**
Workstation 2:
    Path: **X:\Tables** (Where X:\Tables is actually X:\ShareDir\Tables, but mapped on the "ShareDir" directory)
	The BDE will not work with this mapping of the network path.
	You have to refer to the data directory with the same path string (except drive letter) on each of the workstation.

Configure BDE

You will need to configure Borland Database Engine (BDE) – third party tool being used by Assistant. To do this:
- Select "Start | All programs | Software Assistant | Register Assistant".
- Check the data directory is correct and change it if required.

▪ Click on the "Configure BDE" button.
▪ Click on "Close this form" button to close registration form

If the data directory has moved, re-register Assistant on each of the workstations to fix the BDE options.

BDE options can also be adjusted via BDE administrator program that can be accessed selecting "Start | All programs | Software Assistant | BDE Administrator".

5.4 Operation basics

See also:

[General information](#)

Assistant uses several components for data representation or data entry. Here we describe the functionality of those components:

Edits

Edits are data fields that allow you to enter data. Tax Assistant's tax return form is built from many of the edits, each with different properties depending on the type of field whether it is amount or claim code or text.

Use your keyboard to enter information to these fields. Move from edit to edit by pressing the **Tab** key or the **Enter** key. You can also use the mouse cursor to move the focus to a particular edit without tabbing across many fields. Use **Backspace** or **Delete** keys to delete the edit data.

All edits are linked to **Copy** and **Paste** pop-up menu which allows you to transfer values from one edit to another. Claim code fields and some other fields have pick lists associated with the field. When focused, such an edit will have a small button with an arrow-pointed-down image next to the field. Clicking on the arrow will display the pick list of correct values.

If an edit is focused in the tax return, **Up**, **Down**, **PgUp**, **PgDn** keys or **mouse wheel** will move the form page up or down.

Pick list

A pick list is an Edit that has a drop-down list associated with it. If focused, the Down and Up keys will scroll the values from the list. Clicking on the drop-down button will activate the list. Alternatively, pressing the **F4** function key will also activate the pick list. To select a value from a pick list, click on the appropriate value and either press the **Enter** key or click on the *tick* image. Examples of a Drop-down list are Asset Type in Capital gain worksheet and Depreciation method in Depreciation worksheet.

Grids

Grids or Tables (Client details, Worksheets, Time sheets, Billing) have columns and rows. The cells of the grids work in a similar way to *Edits*. Use the **Tab** or **Enter** key to move across the Grid cells. Some cell columns might have a pick list linked to them. Placing the focus to any cell in that column will bring up a small pick list button next to that cell in a similar manner as with Edits.

Grids feature a number of functional buttons that can be used to organise the records. These buttons are:

New record	Inserts a new row in worksheets, Time sheets or Billing form. In the Client details form, this button will start a new record for a new client.

Save record	This button will save the selected record. In a worksheet, clicking this button will update the item on the tax return.
Delete record	This button will delete the selected record.
Print	This button will generate a print preview of the worksheet or Time sheets/Billing modules. This button is not available in the Client details form.
Close	This button will close the grid.

Along with the buttons there are also a few short-cut keys available to assist you in using Grids in Assistant:

Ins	Inserts a new row. You can also start a new row by pressing the **down arrow** key when on the last row of the grid.
Ctrl-Del	Deletes the selected record (row). A confirmation will be required prior to deletion.
PgDn	Scrolls the record one page down.
PgUp	Scrolls the record one page up.

To escape from the record you need to use the mouse pointer to place the focus to another data entry component.

Tree-view

This component is used to display hierarchical data. It is used for Tax return navigation, Report options and Client's folder list. Usually the data is wrapped in the Tree-view window. You need to click the "+" plus image to expand the tree and view other options or "-" minus image to wrap the expanded tree branch and hide the options.

5.5   Setting up for electronic lodgment

See also:

Completing ELS enrolment

Before you can lodge any tax return via Electronic Lodgement System (ELS) in Tax Assistant, you must first enter tax agent registration details.
Before you can start setting up Tax Assistant for ELS lodgement, you have to have authentication codes received from the ATO. If you have not received these codes please request them from the ATO on **13 72 86** (FKC **31**).

I. Install Cisco VPN Client or Cisco AnyConnect client.

Re-start the computer, then insert Assistant's installation CD into CD drive, wait a few moments for the Installation program to appear, then select Cisco VPN client installation option. This will start the Cisco VPN client installation routine. Follow the on-screen prompts when installing the Cisco VPN (or AnyConnect) client .

II. Set up Tax Assistant ELS options

Run Tax Assistant, click on the *Options* button and select ELS tab. Then enter the following fields:

ELS Approval Number	The 5 digit numeric string provided by the ATO to all tax agents who wish to use ELS.
ELS User ID	Provided by the ATO. Tax agent's approval number preceded by category, e.g. "A95001". Used to authenticate to the application.
	Note: Dial IP User ID, ATO Access Code1, and ELS User ID must all be based on the same approval number.
ELS Password	This string authenticates a user for the ELS application when used in conjunction with ELS Application User Id. This password must be changed at least every 30 days.
New ELS password	Use this field only if you wish to change an existing ELS password. An existing password - provided by ATO or transferred from other ELS software - should be entered in the *ELS password* field.
Lodgement method	**Dial IP** Telstra's private IP network purchased by the ATO for tax agent usage. It can be accessed by asynchronous dial up modem or ISDN. Telephone number for Dial IP asynchronous modem access is 0198 303 290. *Dial IP User ID* **-** Tax agent's approval number preceded by "D", e.g. D95001. This User ID is used to identify yourself to the Dial IP network. *Dial IP password* **-** Provided by the ATO. This password authenticates a user to the Dial IP network when used in conjunction with the Dial IP User ID. **ISP** Internet service provider (e.g. Telstra, Optus) Global network accessed by purchasing a rental plan from an ISP. Can be accessed by asynchronous dial up modem, Broadband, ADSL, or ISDN.
Lodgment module	You can install Cisco VPN client or Cisco AnyConnect client as a security software for ELS. Tick "AnyConnect VPN client" if you wish to use AnyConnect client for ELS. If AnyConnect is being used, you can choose to use TCP or UDP protocol during the lodgement. TCP provides a better security and is preferred method but it may conflict with some firewall programs.
CEG	Corporate External Gateway – computer system provided by the ATO for electronic commerce. Each ELS user has a *primary* CEG.
ATO Access Code1	Provided by the ATO. Tax agent's approval number preceded by "V", e.g. V95001. This access code is used to identify yourself to the Cisco VPN Client. It needs to be entered into your ELS software once.
ATO Access Code2	Provided by the ATO. This string authenticates a user for the Cisco VPN Client when used in conjunction with ATO Access Code1. It needs to be entered into your ELS software once. If you are getting an "Invalid VPN Access Code 2" error, check that your ATO Access Code2 does not contain the characters "1" or "0" (zero).
AusKey	The AusKey and AusKey passwors should only provided if you intend to lodge via SBR system. Currently only activity statements can be lodged via SBR. [Read more](#)

Click *OK* button to save the ELS settings.

III. Set up a dialer to ATO private IP network (Dial IP)

Note, this set up is required only if you intend to use ATO private IP network. Skip this section if you intend to use your existing Internet Service Provider for ELS lodgments.
Go to the Windows **Start** menu, choose **Programs**, **Accessories**, **Communications**, **Network and Dial-up connections** (or **Dial-up Networking**).
* Vista Go to the Windows **Start** menu, choose Control Panel, Network and sharing center, setup a connection or network, set up a **Dial-up connection** (or **Dial-up Networking**).
The Network and Dial-up connection window will appear. If the **Welcome to Dial-up Networking** window appears, this means your modem has not been installed properly. In this case, re-install the modem and repeat step 1 again.

- Double-click on the **Make New Connection** icon. The Network Connection wizard window will appear.

- Type **ATO** in the **Type a name for the workstation you are dialling** field. Select your modem from the **Select a device** pick list. Click **Next**.

- Clear the **Area code** field, type **0198 303 290** in the **Telephone number** field, select **Australia (61)** from the **Country or region code** pick list

- Click **Next** and then **Finish**.

IV. Configure and test VPN client (Dial up connections only)

After installing Cisco VPN client and setting up Tax Assistant ELS options, you should test VPN client software.

1. Activate VPN Client via Windows Start menu: choose "Programs | Cisco systems VPN client | VPN Client". The Cisco VPN client window will appear.

2. Select the same profile as you entered in Tax Assistant ELS options. If you are using broadband connection to the Internet, go to **step 5**. If you are using *Dial-up* Internet connection, including ATO private IP network, read on. Steps 3 - 5 will show how to link VPN connection entry to the Internet dialer. That will ensure the automatic dialling to the Internet when you are attempting to lodge while Internet connection is down.

3. Click on *Modify* button. VPN Client connection properties window will appear.

4. Select the **Dial-up** tab, check the **Connect to Internet via Dial-up** check box and in the **Phone book entry** pick list select the dial-up connection you would like to use. If you intend to lodge via ATO private IP network, select **ATO** connection, created in Set up a dialer to ATO private IP network.

5. Click on the *Save* button to save modification of the profile.

6. Click on the *Connect* button. VPN Client login screen will appear.

7. Enter **ATO Access code 1** as VPN Username and **ATO Access code 2** as VPN Password. Mark the check box to save the password. Click *OK*.

8. Upon the connection VPN client window will disappear and the yellow locked padlock image will appear on the Windows status bar. This will indicate the successful connection.

9. Right-click on the padlock image and select "Disconnect", right-click again and select "Exit VPN client". Run Tax Assistant and try the lodgement. Tax Assistant will handle VPN client automatically.

If you have Cisco VPN client connectivity problems (step 8) - contact ATO on **13 72 86** (FKC **35**) for assistance or email **elsl2@mbc.telstra.com** with as many of the following details as possible: Your Call Reference Number, Tax Agent Number, Contact name, Practice Name, Contact Number, Time/date of call, Best time for a return call, Details of the issue.

The most common problem our users have experienced connecting with Cisco VPN client is VPN client message "The necessary VPN client subsystems are missing or unavailable...". Cisco VPN client may fail to install properly if some other programs were running during the

installation. To fix this problem you would need to uninstall the Cisco VPN client, restart the computer and install Cisco VPN client again.

5.6 Navigating through Assistant

See also:

Navigator

Client Sorting

There are a number of ways of sorting through the Client list. The Client list can be sorted by Client code, TFN or ABN. To sort the Client list by a particular column, click on the column header that you wish to sort the clients by. The column used to sort the client records will be highlighted.

Searching Clients

Depending on which sorting order you selected, you can find clients by typing in a search string. For example, if you sorted the Client list by client code, you can search the Client list by entering the client code. The system will jump to the first client in the list that matches your entered string. The string you entered will be displayed in the title bar after the Assistant heading. If you made a mistake in entering the string, you can use the **Backspace** key to delete any errors or the **Escape** key to delete the entire string and start a new search. If you sorted the Client list by TFN or ABN, then you can search for clients by their TFN or ABN respectively.

Another way of searching for clients is to use the "Find Text" feature. Click on "Edit | Find" or press **Ctrl+F** to open the "Find Text" window.
Enter the search string and the system will browse through the clients' records to match the string with any field of a client record. Assistant will stop on the first record that contains the search string. This can be the address field, telephone or any other field in the client record. The field with the search string will be displayed on the status bar. If this is not the record you are looking for, pressing the **F3** function key will cause the system to resume searching.

Another way of quickly finding the right client is by filtering. You can filter clients by client type by selecting the appropriate type from the "Client Type" filter in the Navigator. Only clients of the same type that you have selected will be displayed in the Client list. The Navigator has a number of other filters. To find out more about these filters, refer to the Navigator topic.

Accessing Clients

There are a number of ways of accessing a client's returns and forms in Assistant.

Select the tax year, select the client from the Client list and then click on the ***Open*** button to open the client's tax return.
Alternatively you can click on the ***arrow*** button next to the ***Open*** button, which will list all the returns and forms created for the client in the selected tax year. Click on the return or form that you wish to open.

Another way of opening a client's returns is by using the Client's Folder. The Client's Folder tree-view lists all of the client's returns and forms created in past and present years for immediate access. Double click on a return or form to open it.

The last method of opening a client's return is by simply double clicking on the client in the Client list. This method will open the tax return for the selected client in the selected tax year. If the client

doesn't have a return already created, this method will create a new return for the client by rolling over data from the previous year's tax return. If the Ledger filter in the Navigator is ticked, then double clicking on the client will open the client's general ledger.

Once inside a tax return or form, you can access items in a number of ways. The most direct way is to simply click on the field or worksheet that you wish to edit. When you have finished entering data into a field Tax Assistant will jump to the next field/item. The **Tab** or **Enter** key can be used to jump to the next field in the return. Pressing **Shift+Tab** or **Shift+Enter** will jump to the previous field. Clicking on the scroll bar or using the mouse wheel will scroll the current page up or down. Clicking on the page tabs along the top of the tax return or form will jump to the corresponding page.

When a tax return or form is opened the Navigator will change, giving a tree view of the items in the tax return or form. The tree view can be used to access particular items by double clicking on the item. Tax Assistant will then jump to the corresponding item in the tax return. The tree view highlights the current location in the return or form and a tick next to the item indicates that the item has been completed.
Schedules can also be accessed by the tree view. Schedules are identified by a paper clip image and can be found at the bottom of the tree view. A folder image in place of the paper clip will indicate that the schedule contains data.

Schedules can also be accessed by clicking on the *New* button and selecting "Schedules".

Buttons

The buttons and menus along the top of Assistant assists with navigation and provides easy access to the features of Assistant. The functions of the buttons and menus are described below:

Back	Will take you back to the previous form in Tax Assistant.
Forward	If you used the *back* button to access a previous form then the *forward* button will return you to one step forward.
Home	Takes you back to the Main (Home) screen of Assistant, where the Client list is displayed.
New	Starts a new return or form for the selected client. This button can also be used to create a new client. Click on the button and then select the client type.
Open	Opens the tax return for the selected client in the selected tax year. If you click on the arrow image next to the *Open* button it will display a list of returns and forms already created for the client and you can click on the return or form that you wish to open.
Reports	Opens the Reports screen that will list the reports available in Assistant (only available in the Main screen). For a detailed description of each report, see the <u>Reports</u> topic.
Status	Opens the Status form where you can then change the status of the return or add notes and milestone dates. To find out more about the Status form see the <u>Status</u> topic.
ELS	Activates the electronic lodgment form. By default, this will open the ATO lodgment form. Clicking on the arrow next to it will open the ELS pop-up menu allowing you to choose between doing an ATO lodgment or an ASIC lodgment. For more details about the lodgment form, see <u>ELS - Lodgment</u> topic.
Validate	Activates the validation process that checks the return or form for any errors

	(available when a return or form is opened). To find out more about validation, see the topic <u>Validation</u>.
Save	Saves any changes made to the return or form (available when a return or form is opened).
Print	Activates the Print Options form (button is only available when a return or form is opened). To find out more about printing tax returns, see the topic <u>Printing Tax Return</u>.
Clients	Opens the Client Details form. For more information, see the <u>Client Details</u> topic.
Ledger	Opens Ledger Assistant module for the selected client. If the client's ledger has not yet been configured, Assistant will ask if you would like to configure it. For more information, see the <u>Ledger</u> topic.
Diary	Opens the Diary/Tasks module, where you can maintain appointments/tasks and allocate resources. For more information about the Diary/Tasks, see the <u>Diary/Tasks</u> topic.
Times	Opens the Timesheets module. The arrow next to the *Times* button will activate the Time Clock. To find out more about the Timesheets and the Time Clock see the topics <u>Timesheets</u> and <u>Time Clock</u>, respectively.
Billing	Opens the Billing module. To find out more about the Billing module, see the topic <u>Billing</u>.
Options	Opens the Assistant Options. To find out more about the Options form, see the topic <u>Options</u>.
Help	Opens the Assistant online help. Pressing the **F1** key anywhere in Assistant will bring up the online help with the appropriate topic.

Menus items

The functions of the menus in Assistant are detailed below.

File menu	
New	Will display a list of returns or forms that are available for the selected client. Can also be used to create a new client.
Open	Opens the tax return for the selected client in the selected tax year.
Activate/Deactivate Client	Allows you to hide clients who have not used your service for quite some time. To find out more about this feature, refer to the topic <u>Inactive Clients</u>.
Delete Client	Deletes the selected client from Assistant's database. Assistant will ask for confirmation prior to deletion.
Reports	Opens the Reports Options. See the <u>Reports</u> topic.
Export Data	Allows you to export data from Assistant. For more information, see the <u>Client export/import</u> topic.
Import Data	Allows you to import data from other sources. For all the options, see the <u>Import data from other software</u> topic.
Restore from Backup	Opens the Restore Data form. For more details, see the <u>Restore from backup</u> topic.
Maintain Templates	Allows you to maintain letter templates and job codes. For more details see the topics <u>Mail Merge</u> and <u>Job Codes</u>.

Exit	Closes Assistant.

Edit menu

Cut	Copies the selected data in a field to the computer's memory. If the **Paste** command is used after, the data will be removed from it's original location and copied to the new location.
Copy	Copies the data in a field to the computer's memory. The **Paste** command will paste the copied data to another field.
Paste	Pastes the data that is being stored in the computer's memory into a field in the tax return.
Delete	Delete the selected data in the particular field.
Find	Opens the "Find Text" box to search the client by text. See the **Searching Clients** section of this topic.
Search Again	Used in conjunction with the **Find** command. See the **Searching Clients** section of this topic.
Copy Return or Form	Copies the entire return or form to the computer's memory. See the Copying and pasting returns topic.
Show Paste Return or Form	Displays the data from the copied return that can then be pasted into the new return.
Show Transfer Form	Opens the Transfer Form, displaying the list of items that can be transferred from another return. See the Transfer topic.
Options	Opens the Assistant Options form. For more details, see the Options topic.
Security, Users etc.	Opens the Security form where you can administer accounts. For more details, see the Security Form topic.

View menu

Client List (Home)	Same function as the *Home* button. This command will take you back to the Home screen.
Show Columns	Allows you to choose which columns should be displayed in the Client List.
Navigator	Will display the Navigator on the left of the screen.
Client Details	Same function as the *Clients* button. Will open the Client Details form. For more details, see the topic Client Details.
Diary/Tasks	Opens the Diary/Tasks module, where you can maintain appointments/tasks and allocate resources. For more details, see the Diary/Tasks topic.
Document Manager	Opens the Document Manager. For more details, see the Document Manager topic.
Contacts	Opens the Contacts Manager. For more details, see the Contacts Manager topic.
Time Sheets	Opens the Timesheets module. For more details, see the Time Sheets topic.
Billing	Opens the Billing module. For more details, see the Client Billing topic.
Ledger	Opens the Ledger Assistant module. For more details, see the Ledger topic.

Notes	Opens the Notes page for the selected client. For more details, see the [Notes](#) topic.
Refresh	Refreshes Assistant's client list.
Default Layout	If the screen layout has been customised or the Navigator has gone missing, this command will restore the screen layout to the default layout.

Tools menu	
Repair Ledger Files	Verifies the ledger files and repairs it if it has become corrupted.
Restore Ledger/Return from	Restores the ledger or return from a duplicate or a backup file. For more details, see the [Restore from backup](#) topic.
Load Values from Ledger	Transfers account balances from the ledger to the tax return. If you are creating a new tax return for a client who already has ledger data, this option will be displayed automatically.
Set Financial Year to	Provides the list of years that have transactions to select the current year for reporting purposes. This option is available only when the Ledger Assistant is opened.
Repair Accounts	Opens the Repair Accounts form. For more details, see the [Repairing Accounts](#) topic.
Data Mining...	Opens the Data Mining Tools. For more details, see the [Data Mining](#) topic.
Batch Entry of Tax Assessments	Opens the Batch entry of tax assessments. For more details, see the [Batch Entry of Tax Assessments](#) topic.
Calculators	Opens the various types of calculators available in Assistant. For more details, see the [Calculators](#) topic.
Add External Tools...	Opens the form to add external tools to the Assistant's Tools menu. For more details, see the [Adding External Tools](#) topic.

Help menu	
Contents	Opens the Contents page of Assistant's Help.
Getting Help	Opens the Getting Help page of Assistant's Help.
Web Forums	Takes you to Assistant's online forums.
Check Updates	Runs Assistant's Updater program to check for new updates.
About...	Shows the version of Assistant currently installed and information such as number of licenses and operating system.

5.7   Creating a new user

See also:

[Security form](#)

Select "Edit | Security, users etc" menu item, select the user with administration rights, enter the user password and click the *Administer* button to access the security form.

User's record contains the Agent's contact name, contact number, ELS parameters, client billing and data access parameters.

A user is anyone who uses the software. This could mean an accountant, secretary/clerical assistant or business manager.
Click on the *New Record* button to add a new user and complete the login details. The fields of the login details are explained below.

ID	Used to distinguish users of Assistant.
Login Name	This name will be displayed in the list of users in the login screen.
Reference	The user's tax agent reference number. This number will be automatically entered in the tax agent's declaration section.

Then enter the user details and set the appropriate access parameters. Refer to Security form topic for more details.

5.8 Creating a new client

See also:

Client details form

There are two ways to create a new client in Tax Assistant:

- via Client details form, or
- by creating the new tax return

To create a new client using the Client Details form, select "View | Client details" menu item, click on the *New Record* button and complete the details to create a new client record.

To create a new client using the tax return, click on the *New* button while you are in the Main Screen and select the appropriate client type for the tax return. Complete the cover page of the tax return and save it. Tax Assistant will create the client record for the new client, using the details on the cover page of the tax return.

The automatically generated client code can later be changed if required using the Change client code command.

5.9 Creating a sample tax return

This topic will guide you step by step through the process of creating a client record and a sample tax return for the client in Assistant.

Starting Assistant

You can start Assistant in the following ways
- Double-click the Assistant icon on your desktop or
- Choose "Programs | Software Assistant | Assistant" from Windows start menu or
- Double-click ASSISTANT.EXE in the directory where Assistant has been installed (default location is C:\Program files\Software Assistant\Assistant).

Enter the user name and password in the *Log in screen* to get to the main screen.

Creating a tax return

If you have selected a client in the client list, click on the *Open* button on the button panel. Tax Assistant will open an existing tax return of the selected client or start a new tax return if the return has not yet been started in the selected financial year.

If you want to create a tax return for a client who is not yet registered in Assistant, click on the *New* button and select the type of the tax return. Complete the cover page details then click the *Save* button. Tax Assistant will then create a new client record using the details entered in the cover page.

Follow the instructions in Tax return preparation topic to complete the tax return.

6   Tax Assistant

6.1   Overview

See also:

Opening Tax Return	Forms, Schedules and Worksheets
Operation Basics	Main form
Validation	Return status
Printing tax return	

Select processing year

Tax Assistant performs assigned tasks for the currently selected year of operation. The selected year is displayed in the tax year pick list at the top-left corner of Assistant. Tax Assistant's default year is set to the current tax year, which means that you can quickly create and edit tax returns for the current year. If you wish to create prior tax year returns select the required year. The selected year will now appear in the Processing Year corner.

To access the created prior year tax return or form you don't need to change the processing year. You simply need to double-click on the required form in the Client folder list. Assistant will adjust itself to the selected processing year and open the selected form.

To make it more convenient, Assistant uses different colours for each year. The sorting field in the Client list also changes colour when the processing year changes.

Complete the return

Tax Assistant has adopted ATO designed forms as a data entry screen. This enables you to use ATO Tax Pack references for items and page numbers to complete the return.

Most of the items on the tax return are linked to worksheets. Clicking on the underlined item text in the tax return will activate the worksheet. Once a worksheet is completed, the underlined item text will change to red. In this case, further editing of the item field will only be allowed by using the worksheet. If you wish to enter amounts directly into the return, you will first have to delete the associated worksheet by opening the worksheet and clicking on the *Delete* button. As you browse through the items in the tax return, Tax Assistant will display the worksheet of the currently selected item, if available.

Some of the edit fields in the form, such as Occupation, Claim code, Title, Suffix etc, have a pick list button attached next to them that will be displayed if the field is highlighted. If the button is clicked, it will bring the list of the valid codes for the field. Alternatively, pressing the **F4** function key

while the item is being edited will also display the pick list.

When a form or tax return is opened the Navigator displays the item list. You can double click the item to move the focus to the first field in the item list. The last items in the navigator show the available schedules you can create for the Tax return or form. Clicking the schedule item (indicated by paper clip image) will open the appropriate schedule or form. You can achieve the same result by clicking the small down arrow button next to *New*. That will show you a menu with all available schedules for the tax return or list of other forms you can create for this type of client. The down arrow button next to the *Open* button will help you to open the existing schedule for the return or form.

If the form has more than one page, clicking on the other tab/s above the form opens the new pages accordingly to the selected tab. While entering the fields, if you have reached the last field in the page, the Tab key will open the next page automatically.

If you are editing an Individual tax return, the on-screen Tax estimator will give you the tax estimate for the tax return you are working on. Select the Tax Estimate tab on the Navigator. Tax estimator updates automatically while you are editing tax return data. A detailed Tax Estimation can be viewed by clicking on the *Print details* button at the bottom of the on-line estimator. Using the client folder tree-view on Navigator or *Open* menu you can access other records of the client.

Validate tax return

Once you have completed the tax return, click on the *Validate* button to activate the ELS validation checks. You will not be able to set the status of the return to **Prepared** or **Signed** if the return or form has any errors present. See Validation topic for more information.

Assign the status of the return

The status of the return gives an indication of the tax return progress to completion. Before the return can be lodged certain conditions must be met. Read more in the Status form topic.

Save tax return

Click on the *Save* button to save the record. Tax Assistant will normally warn you if you want to leave the form without saving it. To close the form simply click the *Home* button to get to the client list or *Back* button to go one-step back in the navigation steps through the forms.

Print a paper copy of the return

Print a paper copy of the return for the client to sign. The tax estimation can be printed with the tax return. The tax calculation function allows you to provide your Individual return clients with an accurate estimate of their assessment. Read more in Printing tax return.

Lodge the return with the ATO

Tax Assistant will not lodge the tax return electronically until the return is valid and has the status **Signed**. The *ELS* button is only visible when the client list is displayed. Clicking the *ELS* button will activate the lodgement form. Read more in ELS - lodgement.

Enter assessment details

When the tax assessment has arrived from the ATO, use the Status form to enter the assessment details. The Batch entry of tax assessments can be used if entering assessment details for more than one client. For more details, see the topic Batch entry of tax assessments.

6.2   Forms, schedules and worksheets

See also:

Operation basics

Forms

Tax Returns and all associated forms in Tax Assistant have the same layout as the pre-printed ATO forms. Use the **Open** button or Client's folder to access the particular type of form or return. Refer to Operation basics for general information on editing documents. To start a new form, select the client who you wish to start a new form for and click on the **New** button. Select the "Tax forms" menu and then select the form type that you wish to create.

Schedules

Tax Assistant includes all schedules supported by the ATO ELS system. To access a schedule for a given client you must first load the tax return or form. The **Open** button will list the schedules prepared for the return and the **New** button will list all the schedules applicable to the type of return being prepared.

Navigator also lists all applicable schedules and can be accessed by double-clicking on the appropriate schedule link in navigator.

Worksheets

Worksheets allow the retention of supporting workings and calculations sheets. In most cases the worksheets do not form part of a tax return, except by transferring a total or totals to the return. All worksheets are specific to the return item they "sit behind".
Items that can be completed by using a worksheet are indicated by an underlined text.

To access the worksheet for an item click on the underlined item text in the return. The corresponding worksheet will be displayed. Items for which a worksheet already exists will appear in red.

You cannot access a worksheet if a manual entry of the associated item exists. Delete the manual entry to complete the item via the worksheet.
All worksheets are specific to the return item they are attached to. However Tax Assistant has ensured they all have a consistent format and user interface. The columns in the worksheet reflect the information needed to complete the item.

Once an item has a worksheet present, further editing of the item will only be allowed by using the worksheet. If you want to manually enter data directly into the return, you would have to first delete the associated worksheet.

We strongly recommend you use the worksheets provided as they will provide a logical aid to ensuring all required data is entered.

6.3 Validation

See also:

[Operation basics](#)

After completing the tax return you will usually face the challenge of eliminating logical errors in the return. Tax Assistant provides a comprehensive error reporting tool, designed to help you quickly correct any errors.

Clicking the *Validate* button while a return or form is opened will activate the audit procedure. If any errors exist in the return or form, the errors will be displayed in the validation form. If a tax return or form passes the validation test then the error form will not appear, a message with the information "return has passed validation test" will be displayed.

In case of any errors in your tax return or form, double clicking on the error line in the error list will make the software move to the appropriate field in the tax return that triggered the error. If the error is in a worksheet or schedule, Tax Assistant will display the offending worksheet or schedule and highlight the incorrect field allowing prompt correction of the error.

You will not be able to set the status of the return or form to **Prepared** or **Signed** if there are any errors present. To assist you in understanding the errors and correcting them, Tax Assistant can produce a validation report for each of the errors that you may encounter.

Validation report

To produce the error report, select the error in the error list then click on the *Print selected error report* button. Tax Assistant's error report will provide a detailed explanation of the selected error. In addition to the extended error explanation it will show the failed validation test with the values from the tax return that makes the identification of the problem easy. To print an error report for all the errors detected, click on the *Print ALL error reports* button. The report will list each error detected in the return one after another.

Highlight an error message and click on the *Go to field* button and Tax Assistant will jump to the field in the return that is triggering the error. Sometimes the field that triggered the error is not necessarily the field that needs to be fixed. Some of the validation tests in Tax Assistant are quite complex with many fields involved. In these cases you would need to look at the error report to see which fields are involved and correct them accordingly. The warning messages are identified by a green icon. These warnings highlight inconsistencies in the return. They will not prevent the return from being lodged electronically.

6.4 Printing tax return

Tax returns or forms can be printed and then mailed to the clients for signing. To print the tax return or form you need to open the Print Options by opening the tax return or form and clicking on the *Print* button. The Print Options lets you view or print the tax return or form documents. Click on the check box next to the item to select the item for printing.

Print order
The print order of the items in the Print Options can be changed. To change the print order of an item, click on an item and drag it to its new location and then release the mouse button to drop the item.

Letters
Along with the items already in the Print Options, you can choose to print additional letters. To do so, expand the "Letters" item and click on "Select letter". The open letter dialog box will appear.

Select the letter that you wish to print and click on *OK*. Then tick the "Letters" item. Expand the "Select letter" option to view a list of the selected letter/s. The letter/s that you have selected will now be included along with the other items you have selected in the Print Options.

Number of copies
You can also choose to print multiple copies of different items. To print multiple copies of an item right click on the selected item and choose how many copies you wish to print. With this feature you can print different number of copies for different items.

Print profiles
You can create different print profiles to set the print options to only mark particular items. To do so, follow the steps below:
- Click on the *New Print Profile* button located at the top of the print options.
- Enter in a name for the print profile and check the items that you wish to print.
- Then click on the *Save selected print profile* button located next to the *New Print Profile* button.
- Now when you open the print options you can choose which print profile you want to use.
- To delete a print profile, click on the *Delete selected print profile* button.

Print options
To view the print options, click on *More* button.
No TFN - You can choose this option for privacy reasons forcing the program to hide taxpayer's TFN in the printout.
Watermarks - You can choose to print "Draft" or "Client copy" watermarks when printing the tax return and schedules.

When you click the *OK* button, Tax Assistant will show the print-preview screen where you can decide if you want to go ahead and print the selected pages, or to select other documents to be printed. The print-preview window has options to zoom or display two pages. It supports both portrait and landscape page orientations in the same report stream. The print-preview screen also has the option of saving the pages as an electronic copy either as a pdf file or as another format. You can also create an email with the tax return saved as a pdf attachment for the client. Read more in the Print preview topic.

6.5   ELS lodgment

See also:
> Register with ELS
> Setting up for electronic lodgment
> ELS - Common problems
> Status form

To mark the tax return or form for the electronic lodgment, open the tax return or form, click on the *Status* button and change the status of the form to **Signed**. Then return to the client list and click on the *ELS* button to activate the lodgement form. It will display all returns or forms of the active agent that have the status **Signed**.

The following options are available:

Automatic	The transmission process will be handled automatically. In manual (non-automatic) mode the software will activate the Telnet session with the onscreen menu options. To lodge the tax returns or forms leave the option active.
Production	In case of Test lodgement (Production check-box is not ticked), ELS system will

	transmit the files to the test gateway and the files will not be received by ATO. You will have to resend the returns again with the Production check-box ticked in order to get them lodged with ATO.
Show terminal	Show terminal screen enables you to monitor the communication session with the ATO ELS gateway. You can use this option to assist you in solving ELS communication problem.

The **Send** button of the lodgement form will activate the lodgement process. The Lodgement process is fully automatic (unless Automatic checkbox is not ticked) and you need to wait until it is finished and the ATO ELS transmission and validation reports are displayed. Then you may view the report. Tax Assistant will automatically update the status of the transmitted returns or forms as per the received validation report.

The following group of forms cannot be lodged along with other forms in the same transmission:
• Form CP - "Update of correspondence preferences"
• Forms SP, SR, ES or EF
In case of invalid mix of the prepared for the lodgment forms, Tax Assistant will automatically filter forms to make the transmission valid. The information of the action taken to make the transmission valid will be displayed on the screen.

Validation reports will be stored on the computer and can be retrieved via the status form of the transmitted return or form. The reports are also available via Reports options.

ATO Reports

Along with tax returns or forms you can also send a Report Request (RR) form. This form can be used to:
• Request a Client List report;
• Request a Client Statistics report;
• Request an Activity Statement Client List report;
• Indicate to the ATO whether or not a Tax Agent wants to receive:
• Due Lodgment reports; **or**
• EFT Reconciliation Statements; or
• Activity Statement Lodgment Report; or
• Activity Statement Summary Report
• Notify the ATO of a change to the Agent's primary ELS transmitter number.
• Notify or update EFT specified bank account details for the purpose of receiving the EFT Reconciliation Statements.

When ready, the ATO Reports will be placed in the tax agent's ELS account where they will be collected the next time the tax agent connects to the ELS network. This can take anywhere from a couple of days to a few months depending on which report is being requested.
To print an ATO Report, open the Reports options form by clicking the **Reports** button. Expand the ATO Reports option and click on the checkbox. Select the sorting option and select the report by clicking on **Select report**. Then click on the **OK** button to preview the report.

Solicited Reports

Client List Reports	Client List reports are sent only at the request of the tax agent, (ie. on receipt of Form RR). The agent cannot request more than one 'Type' of Client List with each transmission of the form.

Client Statistics Reports	If an agent requests a Client List while a previous Client List request is pending awaiting processing, the second request will not be processed by the ATO.
	Client Statistics reports are sent only at the request of the tax agent, (ie. on receipt of Form RR).
	If an agent requests a Client Statistics report while a previous Client Statistics request is pending awaiting processing, the second request will not be processed by the ATO.
Activity Statements Client List Reports	Activity Statement Client List reports are sent only at the request of the tax agent, (ie. on receipt of Form RR). Agents are unable to request lodgment details for these reports.
	If an agent requests a Client List report while a previous Client List report request is pending awaiting processing, the second request will not be processed by the ATO.

Unsolicited Reports

Due Lodgment Reports	Once requested, Due Lodgment reports are sent to the Tax Agent at times dictated by the Tax Agent Lodgment program. The Tax Agent does not need to request each one separately. If an Agent no longer wishes to receive the reports, a form RR transmission must be used to notify the cancellation.
EFT Reconciliation Statements	Once requested, EFT Reconciliation Statements are sent to the Tax Agent whenever deposits have been made to a specified bank account (the account notified in the "Bank Account Details" section of form RR). The statements resulting from overnight processing will be placed on the appropriate Gateway for collection on the payment day.
	If the tax agent wishes to cancel the agreement to receive the reconciliation statements, or notify a change to the account details previously notified, then a further form RR request must be transmitted. Any acknowledgment report resulting from a previous request must have been received by the tax agent before the new request will be accepted.
Outgoing Activity Statements	Outgoing Business and Instalment Activity Statements are requested via the Form CU, not the Form RR as for other reports. Once a client is nominated via Form CU to have the activity statement transmitted via ELS, statements will continue to issue monthly, quarterly or annually - or until cancelled via Form CU.
	The primary purpose of the Outgoing Activity Statement is to supply data to the agent electronically rather than via paper, and to assist with the preparation of Forms GA, GB, GI and GR by not having to re-input data. Software packages can also use this data for reporting purposes.
Activity Statements Lodgment Report	The Activity Statement Lodgment Report provides tax agents with the lodgment status of their activity statement clients for the previous six months and also for the annual IAS return and annual GST return.
	The report will be run after each Activity Statement run. It will only be produced for those agents who have elected to receive the report.
	Activity Statements Lodgment Reports are requested via Form RR. Once a client has nominated via Form RR to have the lodgment report transmitted through ELS, reports will continue to be issued monthly - until cancelled via

	Form RR.
Activity Statement Summary Report	The Activity Statement Summary Report was introduced to provide tax agents with a list of all Activity Statements issued to them via paper or Electronic Lodgment System (ELS) in the monthly activity statement generation. This specification describes the details required to provide the report to tax agents via the ELS.
	A tax agent who is ELS capable and wants to receive this report will need to lodge a Form RR. Once a client has nominated via Form RR to have the summary report transmitted through ELS, reports will continue to be issued monthly - until cancelled via Form RR.

6.6   SBR lodgment

See also:

    Register for AusKey
    Status form

The Standard Business Reporting (SBR) is a new lodgement gateway which will replace ELS by 2016. SBR lodgement module is offered in Tax Assistant as an alternative lodgement to ELS. Currently it supports only activity statements. More forms will be added by June 2015.

In order to prepare an activity statement for SBR lodgement:

- Click on NEW button
- Select "SBR forms | BA - Business Activity" or "SBR forms | IA - Instalment Activity"

The "SBR lodgement" menu will only be available if AusKey has been uploaded in Assistant options and SBR lodgement module was installed. The SBR lodgement module should be installed separately to Assistant installation. The installation file can be downloaded from update centre in user portal at www.softassist.com.au.

The BA and IA forms were specifically designed for SBR as they include more fields then required by corresponding ELS forms GA and GB.

To mark an activity statement for electronic lodgment via SBR:

- Open the form (BA or IA)
- Click on the **Status** button
- Change the status of the form to **Signed**.

To lodge activity statements which were prepared for lodgement:

- Click on ELS button
- Select "SBR lodgement" from the popup menu

6.7   Assessment details

See also:

    Status form
    Reports

If the client's tax assessment details have been received from the ATO then they can be entered in Tax Assistant. Open the Status form of the tax return for each of the clients that you have assessment details for and enter information into the relevant fields.

The assessment details can be entered as a batch entry rather than opening the Status form of each client and entering the details one by one. To enter assessment details as a batch you need to use the "Batch entry of tax assessment" tool. For more details, see the topic Batch entry of tax assessments.

The *assessment report* can be used to print the list of clients who have received or are awaiting the tax assessment.

If you received an assessment for an amended tax return, the assessment details have to be entered in the *Status form* of the amended tax return.

6.8   Transfer

See also:

Preparing tax returns
Operation basics

The Transfer form allows you to apply the data that has been transferred into the clients' tax return from other tax returns.

The data can be transferred from:
- Rental schedule of other beneficiary's tax return,
- Partnership tax return, Income distribution worksheet,
- Trust tax return, Income distribution worksheet,
- Interest and dividend worksheet,
- Spouse details.

There may be five data types which can be applied to the return:
- Rental schedule,
- Partnership or Trust income distribution,
- Capital gain (from Trust return),
- Foreign source income (from Trust return),
- Spouse details.

The form can be activated by selecting "Edit | Show transfer form" menu item. If data has been transferred to the tax return, the Transfer Form will appear automatically as you open the tax return and will list all the items available for transfer into the tax return.

To apply the item(s) to the tax return you need to check the item(s) and click the **Apply** button. If applied, the items append the data in appropriate worksheets. No modifications will be made to the form until you open and close the appropriate worksheets or schedules. Once applied, the items will be removed from the Transfer Form. If you do not want to apply the item, select the item and click the **Clear** button to remove the item from the Transfer form. The Transfer form will be activated every time you open the tax return until there are no more items available in the Transfer Form.

Transfer Rental Property Data

To transfer data from a rental property:
- First open the rental property in the tax return that you wish to transfer from.
- Now you have to create some beneficiaries. Click on the "Distribution" tab and click on the "Code" column to select the beneficiary from the list. The name of the beneficiary will automatically be completed. Repeat this for each beneficiary.
- Then set the ownership percentage of the property for each beneficiary. The combined ownership percentage cannot exceed 100%.
- Then click on the *Transfer Out* button. The rental property schedule will be transferred to the Transfer Form of each of the listed beneficiaries. **Note**: The beneficiaries' tax returns have not yet been updated at this point.
- Open the beneficiaries' tax return. The Transfer Form will pop up listing all the items and schedules that can be applied to the tax return.
- Tick the rental schedule and click on the *Apply* button.
- Open the rental schedule. The transferred rental schedule will then be applied to the list of other rental schedules.

Transfer From Income Distribution Statement

The same procedure as above also applies if you want to transfer income distribution from partnership and trust returns.
- Open the Income Distribution Statement in the partnership or trust return that you wish to transfer from.
- Click on *New* and select the beneficiaries from the Client list.
- Enter the Distribution percentages for each of the beneficiaries and then click on *Transfer Out*.
- Open the beneficiaries' returns.
- Tick the Income Distribution and click on the *Apply* button.
- Open the appropriate worksheet items. The income distribution will then be applied to its relevant worksheet item in the return.

Creating Relationships

You can create a relationship between clients in Tax Assistant and make a transfer of details between the clients.

To do so, follow these steps:
- Open the Client Details form of the selected client and click on the "Other" tab.
- In the drop down list select "Relationships".
- Then click on the "Relationship" column and select the type of relationship, e.g. business, child, parent, spouse.
- Then click on the "Code" column and select the client from the Client list. The client's name will be automatically entered by Tax Assistant.
- Click on the *Save* button to save the relationship. You do not need to create a relationship for the other client as Tax Assistant will do this automatically.

Once you have created a relationship between two clients you can then transfer data from one to the other.
- To transfer Interest, Dividends and Capital Gains data you need to first open the worksheets.

- Right click on an item in the worksheet and select the beneficiary. The details will then be transferred to the Transfer Form of the beneficiary.
- Open the tax return of the beneficiary and the Transfer Form will pop up displaying the list of available items for transfer.
- Select the items that you wish to transfer and click on the *Apply* button.
- Open the Interest or Dividends worksheet. The transferred item will then be applied to the list of other items.
- The method for transferring data from the Capital Gains worksheet is essentially the same except you need to click on the *Transfer To* button rather than right clicking and selecting the beneficiary.

If the relationship you created is a spousal relationship then any changes made to one spouse's income details will prompt the Transfer Form to be displayed when you open the other spouse's tax return. Tick the income details and click on *Apply*. The tax return will now reflect the changes made to the other spouse's income details by altering the spouse's taxable income section.

Copy Return or Form

Tax Assistant can copy entire tax returns or forms and then paste them into another return. For more information on how to do this, see the topic Copying and pasting returns.

6.9   Copying and pasting returns

Tax Assistant is capable of copying and pasting parts of tax returns to another tax return. That includes items, worksheets, schedules or the entire tax return or form.

To copy a tax return:
- First open the tax return where you wish to transfer data from.
- Then select "Copy return or form" from the edit menu. This command will copy the contents of the tax return to the computer's memory.
- Now open the tax return where you want the data to be copied to.

If you want to paste only one item of the copied return, select the item in the navigator then right-click and in the pop-up menu select "Paste selected item". The item is disabled if the return we copied did not have that item completed.
If you want to paste a few items, schedule(s) or worksheet(s), the best way to do that is by selecting "Edit | Show paste return form" menu item.

The *Paste return* form would display all the details from the original return or form: items, worksheets, schedules. Select the items and worksheets you wish to copy by marking the checkbox of the items or worksheets in the list and click the *OK* button.

The applied items will overwrite any data that is already in the item. Therefore, use the copy/paste return in the initial stage of the tax return preparation and then make additional changes to the items.

6.10   Reports

Assistant provides a comprehensive range of reports to support your client management, return preparation and lodgment processes.
Select the report(s) you want to print. Choose the report options. You may need to expand the tree-view in order to gain access to the report options. Read more about Tree-view in Operation

basics.

Return or form status report

Records will be grouped by Client type and include all tax returns and forms having the requested status.
Reports displays the following columns: Type - Code - Client name - Date lodged or updated - Notes.

You can use Assistant's filtering options to filter clients by their tax return status or use Status report to have the clients printed. Status report also includes statuses of other forms, such as Business activity statement, Instalment activity statement etc.

Lodgment report

lodgement report has the following options

Monthly lodgment	Shows the statistics of how many returns of each type have been lodged every month this tax year.
Due lodgment	Lists the clients with Due lodgment date close to the current date. The report only activates the clients with a valid Due date. All returns that do not have that date set will be ignored. Run outgoing client report to set the due dates automatically or set the dates manually.
Due lodgment - BAS	Lists the clients with BAS forms due for lodgment. Clients have to have *BAS type* indicator set in the Client details form for the report to be activated.
Lodged recently	Shows a list of all client's tax returns lodged recently (1 month period). Report has the same format as Status report.
All lodged returns or forms	Same as above, but for the whole year period.

Assessment report

Displays assessment details

Received	Lists all the clients with completed Assessment details fields in the Status form. Report has the following columns: Type - Code - Client name - Date lodged - Estimation - Date assessment received - Assessment balance - PAYG amount.
Not received	Lists all the clients with tax returns lodged but Assessment details not completed. Report has the following columns: Type - Code - Client name - TFN - Date lodged - Estimated balance.

Report options enable you to select the period for which you wish to receive report. The currently selected year is the default period.

Debtors report

Lists all the clients with the aged balances older than requested in the report options.
You can select to view clients with 3+months of outstanding balance, 2+months, 1 month and All clients having outstanding balance.

Report columns: Type - Code - Client name - TFN - 3+Months - 2+Months - 1 Month - Total balance.
The "Debtors as at" report will display the report as it stood at the specified "To" date in the debtor period selection.

Batch of statements

This report enables you to print the Batch of statements for the clients who owes you (Debtors) or marked clients.

Billing report

This report allows you to print the billing transactions for the selected period.

Sorted by date	Lists the transactions sorted by date.
	Report format: Date - Transaction type - Reference - Code - Client name - Amount - Notes
Marked clients	Prints only transactions associated with the marked clients. Transactions are grouped by the clients and are sorted by list within the client groups.
	Report format: Date - Transaction type - Reference - Amount - Notes.
All clients	Prints the billing transactions of all clients, grouping them by clients and sorting by date within the client groups.
	Report format: Date - Transaction type - Reference - Amount - Notes.

Trust account report

This report allows you to print the billing transactions associated with the Trust account. It has the same options and layout as Billing report, except that it shows only transactions with the Trust account.

Time sheets report

This report allows you to print the time sheets transactions for the selected period.

Sorted by date	Lists all available time sheet transactions within the selected period sorted by date.
	Report format: Date - Client name - Job description - Fee - Job status.
Grouped by clients	Lists all available time sheet transactions within the selected period grouping by client and sorting by date within the client groups.
	Report format: Date - Job description - Units - Rate - Fee - Job status.
By users and status	Lists all available time sheet transactions within the selected period grouping transactions by users (partners) and by statuses of the jobs within the user groups.
	Report format: Date - Job description - Units - Rate - Fee - Job status.
Performance report	Provides a list of Assistant users (partners) and their revenue contribution towards the business. The Report is based on the time sheet records for the selected period. This report can be accessed only by users with rights to view this report. See Security form for more details.

Activity report

This report allows you to print an activity log of Assistant users for the selected period.

Summary report	Prints the list of the jobs users were working on, grouping the list by the users and providing the summary of the time spent on each of the job. Report format: Client code - Job description - Time taken - Idle time - Active time.
Detailed report	Prints the same report as in the above option, but does not consolidate the time spent on each of the job. Report format: Date - Transaction type - Reference - Code - Client name - Amount - Notes

PAYG summary report

This report prints the summary of the BAS forms lodged during the selected period.

Selected client	Prints the report for the selected client in the client list.
Marked clients	Prints the report for all marked clients.

Client list

Lists all the clients in alphabetical order. Client list can be filtered by type or printed for the Marked clients.
Report format: Type - Code - Client name - Phone.

If the *Print address and tax level* option is selected, the format of the report would be:
Type - Code - Client name - Address - Phone no & email - TFN - Tax level & status.

Birthday listing

Prints the list of Individual type of clients with birthdays this or next month. The report can be used to prepare greeting mail out.
Format: Type - Code - Client name - Address - Phone No & Email - Birthday.

Letters or invoices

This report works in conjunction with [Letter editor](#). It allows you to print any template created with letter editor automatically personalising it for the selected clients.
Select the range of clients you would like the letter(s) to be printed: Marked clients, Clients with return status mailed today or All clients.
Press *Selection* button to select the template(s) to be used.

Refer to [Mail merge](#) topic for information on how to create a template.

Labels

This report prints clients address labels to be used for mailing. Filter allows you to print the

addresses for the Marked clients or by client types. There are three different types of labels to be printed in two or three columns. Top and left margins are adjustable to adjust the printer for the labels.

ATO reports

This report allows you to print all ATO outgoing reports. Outgoing report should be requested from ATO with RR - report request form. Click **Select report** button and change the "Files of type" option to find the report you want to print.

Reports can be sorted by *Name*, *TFN*, *ABN* or lodgement *Due date*.

The **Client reconciliation report** option enables the creation of the reconciliation report based on the selected *Client list* or *Due lodgment* report. It will split clients into the following three categories:

* Not listed as clients: taxpayers who are registered as active clients in Assistant database but are <u>not</u> present in the selected report

* Clients to be re-activated: taxpayers who are registered as in-active clients in Assistant's database and <u>are</u> included in the selected report

* Missing clients: taxpayers who are included in the selected report but do not have corresponding records in Assistant's database.

For more information on how to read the reports refer to the following topics:

Client list and Due lodgement reports

Activity statement client list report

Activity statement lodgement report

Activity statement summary report

Bulletins or transmission reports

This report allows you to view the latest lodgement log, any Bulletins, Transmission or validation reports sent to you by ATO. Click **Select file** button and change the "Files of type" option to find the file you want to print.

6.11   Amending tax return

> ALL returns and activity statements can be amended for 2011 and later years.
>
> Only individual 2010 and earlier returns can be amended electronically. The amendment of non-individual tax returns for 2010 or earlier income years can only be lodged as a hard copy. The return to be amended MUST be opened and have status *Accepted*. Otherwise this screen will be displayed upon the attempt to amend the return.

Amending an individual tax return

Follow the steps below to amend an Individual return.

* Open the Individual return that you wish to amend. If the return has been lodged using another tax preparation software or lodged by another tax agent, enter the return the way it was lodged and validate the return to make sure there are no errors in the return. You do not need to lodge the return. Just change the status of the return to **Accepted**.

* Click on the arrow image next to the **New** button.

* Select "Tax forms" from the drop down list.

- Then if it is a 2010 or earlier year return, select "AI - Amendment of Individual Return" item **OR** if it is a 2011 or later year return, select "AR - Amend return or activity statement"
- Complete the Amendment Schedule by selecting the type of amendment and the reason for the amendment.
- Make the necessary changes to the return. Some of the items such as Personal Details in 2010 and earlier year returns cannot be amended, these items will be grayed out and disabled for editing. In 2011 and later returns all items can be amended.
- When you have finished amending the return, you can lodge it the same way as other returns or forms: validate the return, change the status to **Signed** and then click on the *ELS* button on the Home page.

The amended tax return will be saved as an additional item in the client's folder. That way you can go back and view the original return.

If you want to amend a non-individual tax return, read the sections below.

Amending non-individual return

2010 and earlier year returns:

To amend a non-individual tax return i.e. Company, Trust, Fund or Partnership return you will have to send a paper copy of return. The ATO does not accept the electronic lodgement of non-individual tax returns regardless of which tax preparation software is being used. To amend a non-individual return for 2010 or earlier income year, follow the steps below:

- Open the non-individual tax return that has been lodged and accepted by the Tax Office.
- Change the status of the return to **In Progress**.
- Create a "A - Other Information Schedule" by clicking on the arrow image next to the *New* button, selecting "Schedule | A - Other Information Schedule" and providing reasons for the amendment.
- Make the necessary changes to the return.
- Print the return, include the cover letter explaining this is an amendment return then mail it to the ATO. Refer to the online help or copy of the instructions to the tax return to find out the lodgement address.

2011 and later year returns:

- Open non-individual tax return that has been previously lodged and accepted. If the return has been lodged using another tax preparation software or lodged by another tax agent, enter the return the way it was lodged and validate the return to make sure there are no errors in the return.
- Click on the arrow image next to the *New* button.
- Select "New | Tax forms | AR - Amend return or activity statement" from the drop down list.
- Complete the Amendment Schedule by selecting the type of amendment and the reason for the amendment.
- Make the necessary changes to the return.
- When you have finished amending the return, you can lodge it the same way as other returns or forms: validate the return, change the status to **Signed** and then click on the *ELS* button on the Home page.

Amending Business Activity Statement (BAS, IAS)

To amend a *Business activity statement* or *Instalment activity statement*, follow the steps below.

- Open the BAS or IAS form that has been lodged and accepted by the Tax Office.
- Select "New | Tax forms | AR - Amend return or activity statement" from the drop down list.
- In the *Revision* box next to the Document ID, check the revision number. The software will increment the revision number automatically for you. The first amendment will have the revision number set to "1".
- Make the necessary changes to the form.
- The amendment can be lodged in the same way as other tax returns or form: validate the form, change the status to **Signed** and then click on the *ELS* button on the Home page.

6.12   Importing values from ledger

If the client has a general ledger activated then you can use the values from Ledger Assistant to populate their tax return. When you create a tax return for the client, Tax Assistant will ask if you would like to use values from the ledger. If you answer *Yes*, then Tax Assistant will complete the appropriate fields in the return with values entered in the ledger. Tax Assistant will only ask this when you are creating a new tax return.
If you already have a return started for the client or you answered *No* and you later decide to use values from their ledger, you will have to use the "Load values from ledger" option from the Tools menu.

For the transfer from ledger to work, the client's general ledger must be set to the same financial year as the tax return being created. For example, if you are creating a 2013 return for the client, then the client's general ledger must be set to 2013 or 2014 year for the transfer to work.

Using Ledger Values in Business Activity Statements

When you create a Business Activity Statement for a client with ledger data, Tax Assistant will ask you if you want to use ledger data to populate the BAS form. Tax Assistant will only ask this when you first create a BAS. To load ledger data into a BAS form that has already been created, select "Tools | Load values from ledger".

As with the ledger to tax return transfer, the client's general ledger must be set to the same financial year as the BAS form that is being created for the transfer to work automatically.

The BAS form can also load ledger values from non current periods. To do this, set the "Form due date" field to a non current period and then select "Tools | Load values from ledger". Tax Assistant will then transfer values from the ledger for the period ending on the date set in the form due date field.

Loading Ledger Data From a Third Party Ledger

Tax Assistant is able to import values from a third party ledger program. A few steps need to be taken before this can happen.

- First, open the Assistant Options form by clicking on the *Options* button.
- Then click on the "Other" tab.
- Tick the "Interface with third party ledger" checkbox.
- Then click the *OK* button to close the Options form.
- The ELS file from the third party ledger then needs to be placed in Assistant's **Export** folder.

The name of the ELS file has to be in the format "AAAAAAA.YYYY", where AAAAAAA is the client code and YYYY is the tax year.

The contents of the ELS file has to be in the format ^TTT####, where ^TTT is the ELS tag and #### is a numeric value.

Once the ELS file has been placed in the **Export** folder, you are now ready to transfer values into the client's tax return. Start a new return for the client and Tax Assistant will automatically ask you if you would like to use values from the ledger. If you click on *NO*, or the return has already been started then you can transfer the values later by selecting "Tools | Load values from ledger".

NOTE: You will need to tick/untick the "Interface with third party ledger" checkbox every time you switch between transferring from Ledger Assistant and a third party ledger. If you leave the checkbox ticked then Tax Assistant will always attempt to load values from an external ledger file even if the selected client has a general ledger with Ledger Assistant.

Each field in the tax returns have a corresponding ELS tag, which determines where the values from the ledger are linked to. You can modify the fields that the values are linked to by editing the "Tax Interface Tags" in the Maintain Accounts form.

You can download a copy of the tagged tax returns by clicking on this link: http://www.softassist.com.au/downloads/taggedreturns.zip

6.13   Importing ATO pre-filling reports

Pre-filling reports can be downloaded from the Tax Agent Portal and then imported into the clients' folder in Assistant. Pre-filling reports contain your clients' income details and can be used to partially complete their tax returns. Only XML format of the pre-filling report can be imported.

To import pre-filling reports into Tax Assistant:
- Select **"File | Import data | Import ATO pre-filling report."**
- Then select the ATO pre-filling report that you wish to import in and click on *Open*. It is possible to import in multiple pre-filling reports simultaneously, just select the reports that you wish to import by holding down the Ctrl key while clicking on each report and then click on *Open*.
- If the details in the pre-filling report match the TFN of an existing client then the report will be saved to that client's folder.
- When you open up a new tax return for a client with a pre-filling report in their folder, Tax Assistant will ask if you would like to import the data from that report into the tax return, select *Yes*.
- If a client does not already have a pre-filling report saved in their folder then if you open up their tax return you will be able to import the values directly into the return when you import the pre-filling report.
- After a successful import, it will show all ATO messages that were present in the pre-filling report and will ask you if you would like to save the messages to the client's notes.

If the client's TFN does not match with the one in the report then you will receive a message stating that there is a mismatch and the report will not be imported.

For more information refer to Tax Office's Pre-filling service

6.14   Batch entry of tax assessments

Access:
Select "**Tools | Batch entry of tax assessments**"

The batch tax assessment entry form allows you to enter a number of tax assessments on one

screen. With a big volume of assessment notices the use of batch tax assessment entry form will reduce the data entry time, because you will not need to locate and open each client's tax return status form individually.

Click the *New* button to enter a new assessment record or press *Insert* key on the keyboard.

Date	Date of issue of the assessment.
TFN	Client's tax file number as it appears on the notice of assessment.
Name	Client's name. This field is read-only. The name is taken from the main database based after the program has located the client's record by using client's tax file number.
Tax year	Enter the tax year of assessment ("for the year ending 30 June ...").
Balance	Enter balance of the assessment - negative amount if refund (credit) or positive amount if payable (debit).
Estimate	Tax Assistant's estimate brought automatically from the main database.
Due	Date due and payable.

Click the *Delete* button to delete incorrect assessment record.

Tax Assistant records the details to the main database automatically when you close the batch tax assessment entry form. The records that were successfully recorded into the main database will be hidden when the assessment form is opened next time. To view old records, tick the "Show all records" checkbox.

You cannot enter an assessment detail for a client if one already exists. If you want to correct an incorrect record, first delete the existing record then enter the correct details.

6.15   Calculators

Access:
"Tools | Calculators"; or press **F6**

The following calculators are available:

Tax calculator	Calculates the tax payable on the taxable income of the individual. Current, last and next year tax calculations can be made.
Days between dates	Calculates number of days between periods.
Age calculator	Calculates the person's age in years and days between two dates - for example, taxpayer's date of birth and date of end of the financial year.
Loan calculator	Helps to work out how much you can afford to borrow, what the repayments will be, how to pay the load faster.

7 Tax Assistant Online

7.1 Overview

See also:

> Assistant's Options
> Downloading returns
> Uploading returns

As the name suggests, Tax Assistant Online is an online tax return preparation program that allows individual taxpayers to complete their tax returns online. Taxpayers are required to choose an agent from a list of registered agents who will assist them in completing and lodging their tax return. The returns must be downloaded to the desktop version of Tax Assistant by the nominated tax agent who will check the return and lodge it with the Tax Office.

There are 3 ways the taxpayers can pay for using the online service. These options can be enabled or disabled by the nominated tax agent:

- Fee from refund (usage of a trust account). The option will only appear if enabled by agent and estimated tax refund is sufficient to pay the fee.
- Online payment. The payment will go to Software Assistant's Pty Ltd account and then transferred to the appropriate agent on a fortnightly basis. A 4% banking and handling fee will be charged for using this service.
- Pay Pal payment. The agent will require to create a merchant Pay Pal account to accept the payments. A 2% banking fee is charged by Pay Pal.
- Tax invoice generated online that can be paid by taxpayers via mail or fax.

The desktop version of Tax Assistant has complete integration with the online application. The integration allows a tax agent to download and upload tax returns as well as update the status of online tax returns.

Tax Assistant Online has the following subscription options:

- **Registration to Tax Assistant Online**.
  An agent's account will be created and their details such as company profile, address on a map, payments options etc will be shown when a tax payer clicks on the tax agents profile. All registered tax agents are shown in a list, for potential taxpayers to choose from. When a tax payer first registers and opens the tax agent page, a list of the nearest tax agents is shown.
- **Embedded version of Tax Assistant Online**.
  This option allows a tax agent to embed Tax Assistant Online to their website. Any taxpayer registering to use the online system via the agent embedded website will be automatically assigned to that agent. The tax payer will not see any other agents as alternatives to choose from.

This option ensures that all tax payers registered through a tax agents embedded website will be associated with that agent entirely and eliminate competition from other registered agents.

7.2 Downloading tax return

See also:

> Assistant's Options

Before you can use this option, you must provide your Tax Assistant Online login name and

password in the Assistant's Options, "User" tab. If these details are completed, the online integration menu options will be enabled.

Access:
Select "Tools | Tax Assistant Online | View online tax returns" menu while viewing a client list or

The Tax Assistant Online summary command will open a list of taxpayers who have chosen you as their tax agent. The list will display the status of taxpayers' tax returns and payment options.

Double-click on a taxpayer you wish to download or highlight their name and click on "Import" button to import their return to the Tax Assistant program (desktop version). If the taxpayer has uploaded supporting documents, they will be displayed in the secondary window of the summary form. You can download the documents into the desktop application. Just mark the documents before importing the tax return or click on "Transfer" button to import marked documents only without importing the tax return.

7.3   Uploading tax return

See also:
[Assistant's Options](#)   [Client details](#)

Before you can use this option, you must provide your Tax Assistant Online login name and password in the Assistant's Options, "User" tab. If these details are completed, the online integration menu options will be enabled.

Access:
Select "Tools | Tax Assistant Online | Upload return" menu while viewing an individual tax return.

The above command will upload the tax return to the online application. If the account of the selected client has not been created (there is no record with client's tax file number), the program will generate one before uploading the tax return. The clients code will be used as the user ID and password when registering an account. For the account to be created, the email address has to be present in the [client details](#) form.

8   SBR Assistant

8.1   Overview

See also:
[Assistant's Options](#)

SBR Assistant (www.sbrassistant.com.au) is a cloud-based tax preparation and lodgement software designed for BAS agents, Tax agents, Bookkeepers and Business owners. The software uses infrastructure known as Standard Business Reporting ([SBR](#)) for preparation and lodgement of tax forms. SBR Assistant is a new project aiming at porting Tax Assistant features into the cloud environment.

Currently it supports the following forms:
- Activity Statements (BAS and IAS)

- PAYG payment summaries
- TFN declarations
- Taxable payments annual reports.
- Company tax returns 2014.

To integrate SBR Assistant with Tax Assistant:
- Enter SBR Assistant authentication details in Assistant's options, User tab
- Create client or link client in SBR Assistant by right-clicking client in Tax Assistant and selecting *Create SBR client*
- Open client's record in SBR Assistant by right-clicking client in Tax Assistant and selecting *Open SBR client*

Assistant has *SBR clients* filter which will filter all clients linked to SBR Assistant. The linked clients are also identified in the client list of Tax Assistant with green colour in the marking column next to the client code.

9   Ledger Assistant

9.1   Overview

Ledger Assistant is an integrated part of the ASSISTANT program which shares a common client database with other modules and can be used to prepare financial accounts for all types of entities.

Use the following links for further information on how to create and operate the Ledger:

Creating Ledger
Client Chart of Accounts
Posting of Transactions
Reconciliation
Asset manager
Reports
Financial Report Designer
BankLink interface
Importing transactions

Layout

The screen layout of Ledger Assistant is similar to the layout of Tax Assistant. It has a Navigator on the left that is similar in function to the navigator in the Tax module and a working area in the middle that is made up of three different screens. The three screens, which can be accessed by clicking on their appropriate tabs are described below:

Accounts Screen	Shows the client accounts for the selected period. This screen can be used to maintain accounts or to perform analysis such as Ledger enquiry. The Navigator has a number of tools and filters to change the view of the Account chart. For more details, see the Client Chart topic.
Posting Screen	Should be used to enter the transactions. Transactions can be grouped by

	batches. Individual transaction amount can be split to detail transactions. The batch properties allow changing the transaction view by showing or hiding some columns or by adding some special functionality like repeating date, description and account no on the new transaction from the previous transaction. For more details, see the Transaction Posting topic.
Reconciliation Screen	Should be used for the reconciliation of the Bank transactions. For more details, see the Reconciliation topic.

The Navigator contains filters to filter the accounts in the Accounts screen and also allows access to the features of Ledger Assistant such as the Accounts Chart and the Report Designer. Like the tax module, the Navigator also features a client's folder so that you can access client documents while you are working on the ledger. The options available in the Navigator are described below:

Financial Statement	Will open the Print Options for the Financial Statement. Check the pages that you wish to print and then click on the *OK* button to preview the Financial Statement. For more details, see the Financial Reports topic.
Close year	Will open the Close Year form. For more details, see the Close Year topic.
Master Accounts	Will open the Master Chart, showing all the accounts available in Ledger Assistant. For more details, see the Master Chart topic.
Asset Manager	Click on this command to open the Asset Manager. For more details, see the Asset Manager topic.
Report Designer	Will open the Report Designer. For more details, see the Report Designer topic.
Non-zero	Using this option will filter out empty accounts in the Accounts screen.
+ Totals	Will also filter out empty accounts but will show the totals for each category.
+ Headers	The same as the above option but will also display headers for each category.
All Accounts	Will display all accounts including empty accounts.
Indent Accounts	Will indent the accounts to make it easier to read.
Total Level	Will determine the number of levels to show in the Accounts screen. You can choose to display 1, 2 or 3 levels. For example, choosing 1 level will display the Assets accounts together. Choosing 2 levels will split the accounts into current assets and non-current assets. Choosing 3 levels will split the accounts into liquid assets, other assets and non-current assets.

Buttons

Each screen has its own set of functional buttons and commands. The functions of each of the buttons are described below.

Accounts Screen	
New Account	Will open the Maintain Accounts form where you can create a new account or edit an existing one. For more details, see the Client Chart topic.
Edit Account	Will open the Maintain Accounts form for the selected account. The form will allow you to edit the selected account.
Delete Account	Deletes the selected account.
Print Accounts	Prints a trial balance of the accounts.

Ledger Enquiry	Displays the Ledger Enquiry, showing all the postings for the selected account. Double clicking on a posting in the Ledger Enquiry will take you to that posting in the Posting screen. Double clicking on an account in the Accounts Chart will also open the Ledger Enquiry for the selected account.
Budget Maintenance	Will open the Budget Maintenance form. For more details, see the topic Budget Maintenance.

Postings Screen

Batch Menu	Contains commands for creating a new batch, deleting the current batch or selecting the current batch.
Batch Description	Allows you to select a batch from the drop down list or rename the batch.
Batch Type	When creating a new batch, this field allows you to select the batch type. By default, the type bank batch will be selected when you create a new batch. For more details, see the Transaction Posting topic.
New Transaction	Starts a new transaction record for the selected batch. For more details, see the Transaction Posting topic.
Delete Transaction	Deletes the selected transaction from the batch.
Print Transactions	Will print all the transactions for the selected batch.
Split Transaction	Will open the Split Transaction form. For more details, see the Recurring Transactions topic.
Account Enquiry	Will open the Ledger Enquiry form, listing all the postings for the selected account.
Transaction Journal Wizard	Displays a list of the Transaction Journal Wizards available.
Recurring Transactions	Will open the Recurring Transactions form. For more details, see the Recurring Transactions topic.
Batch Properties	Opens the Batch Properties form. For more details, see the Transaction Posting topic.

Reconciliation Screen

Print Reconciliation Report	Prints the Reconciliation Report.
Go to Transaction	Will take you to the transaction posting on the posting screen for the selected transaction.
Show Reconciled Transactions	Shows all reconciled transactions.
Reconcile	Will reconcile all transactions that have been ticked. For more details, see the Reconciliation topic.
Bank Account	Select the bank account that you want to reconcile against the bank statement.
Statement Ends	Select the statement end date for the bank statement to only show

> transactions within the selected period.

9.2 Creating ledger

To create a Ledger for an existing client:

- Open the [Client details form](#) and tick the "**Maintain ledger**" check box in the "Ledger" tab. This will enable access to the ledger for the selected client.
- Then select the type of *Accounting periods* for the ledger (annual, semi-annually, quarterly or monthly). This will determine the number of periods in the ledger for the transaction posting.
- Specify the *End of Year* date.
- Then specify the length of the account in the Client Chart of Accounts. The length of the account can vary from 4 to 6 digits. The fifth and sixth digits are sub-accounts so you have to decide whether you will be using sub-accounts in the general ledger and how many digits you want in the sub-accounts. **Note**: the length of the accounts can be changed later if you find that you do have to use sub-accounts.
- Set the **Number of directors**. If the entity is a Partnership, you have to provide the number of Partners here, number of Beneficiaries if the entity is a trust and number of members if the entity is a Superfund.
- Then set the number of branches and whether or not the entity is **GST Registered**.
- Select whether the entity is **small** or **large**. This will determine what templates have to be used for producing financial statements.
- Select whether the entity is **reporting** or **non-reporting**. This will determine what templates have to be used for producing financial statements.
- Select the "Other" tab to enter the names of Directors if the entity is a Company, Partners if the entity is a Partnership, Beneficiaries if the entity is a Trust and Members if the entity is a Superfund. The first column should have the sequence number of the Director, Partner, Beneficiary or Member.
- If the entity has branches, select "Branches" from the drop down list and enter the names of each Branch: enter the sequence number to the first column and the name of the branch to the second column.

Once the Ledger properties have been set you can create the ledger by clicking on the *Ledger* button or selecting "View | Ledger" menu item.

9.3 Master chart

Ledger Assistant is supplied with a comprehensive chart of accounts. We refer to it as the **Master Chart**. Whenever you create a new ledger, the client's chart of accounts is built from the Master Chart's mandatory accounts and whenever you add accounts to a client chart they are loaded from the Master Accounts.

There is a dedicated master chart for each entity type.

Accounts in the master chart and client chart are sorted by account number. The account number has the following structure:
CGMMSS, where
C   account category
G   group identification

MM account number (2 digit long)
SS sub-account (0-2 digit long)

The following categories are available in the account chart:

1	Current Assets
2	Non-current Assets
3	Current Liabilities
4	Non-current Liabilities
5	Equity
6	Revenue
7	Cost
8	Other Income
9	Other Expenses

There can be 4 types of accounts:
* Posting account
* Holding account
* Header
* Total.

Posting accounts are the accounts which you can use in the transaction (posting) screen. Holding accounts are calculated or temporary account. For example, account "5200-Net income for the year" is transferred from the Total Income account.

Header and *Total* accounts are usually mandatory and represent the structure of the Master chart. All accounts between Header and Total belong to the same group (or subgroup). Increase of any of the accounts in the group would increase the Total account.

The Master accounts can have one of the following GST type:

-	No tax
C06	Sales subject to GST
N02	Export sales
N03	Other GST-free sales
N04	Input taxed sales
P10	Purchases subject to GST
N13	Purchases for input taxed sales
N14	Capital GST-free purchases
N15	Private use or not income tax deductible
N99	Items not reported

C	Will generate GST Collected (Account 3510)
P	Will generate GST Paid (Account 3520)
N	Will NOT generate GST. Usage of these codes enables Ledger Assistant to automatically generate the BAS forms and GST reports.

Leading number in the GST type code represents the label of the BAS worksheet where the posting balance would be displayed.

Any postings with GST types P10, N13, N14, N15 to Asset accounts (accounts which start with "1" or "2") would be treated as Capital purchases (for BAS purposes).

There are few accounts which are fixed and may not be changed:

0000	Temporary holding account
3510	GST Collected
3511	GST Collected - Adjustments
3520	GST Paid
3521	GST Paid - Adjustments
4200	Net income for the year

9.4   Client chart

See also:

Creating Ledger

The mandatory accounts of the Master Chart comprise the initial client chart of accounts. Then it can be customised by adding, renaming or deleting accounts. When you add an account to the client chart the parameters such as rollover indicatory, tax and cash flow tags will be copied from the same account in the Master chart.

New accounts in the client chart can be created at any time by clicking on the **New account** button in the **Accounts** screen.

Property	Description
Type	*Posting* - indicates you can post balances to this account; *Holding* - account which can hold balances rolled from other accounts; *Header* - indicates the beginning of the new account group and used to hold general account properties to be used creating an account in this group; *Total* - maintains calculated total of the account group.
GST	The default GST code which should be suggested upon selection of the account in the posting screen. The GST will be automatically extracted from the transaction amount and posted to accounts "3510 - GST collected" and "3520 - GST paid".
Rollover	Defines the movement of the account balance at the end of the financial year: *None* - clear account balance *Balance* forward - roll the balance to the next year; *Add to account* - transfer account balance to another account.
Total level	Defines the level of nested subtotals. Required to maintain totals in the chart.
Bank account	Indicates the account should be listed in the pick list of bank accounts.
Primary production	Indicates if the account balance should be transferred to the tax return as primary production income or expense.
Force reference	Posting of transaction to the account with this option will be denied unless reference field is completed.
Allow quantities	Posting of quantity in the transaction to the account will be denied if this option is not selected.
Force description	Posting of transaction to the account with this option will be denied unless transaction description is provided.

Persistent category	Liquid asset account in overdraft is displayed as liabilities and negative interest bearing liability account is displayed as asset in the financial report unless this parameter is set to prevent the account migrating to a different category.

The accounts can also be created during the Transaction Posting. If the account number that you entered does not exist in both the Master Chart and the Client Chart, Ledger Assistant will display the New Account edit screen so that you can create a brand new account right away without going to the Accounts page.

The Account length can be defined in the Client details form. It can be 4 (default) to 6 digit long. The 5th and 6th digit in the account are treated as sub-accounts.

The **work paper** column of the Accounts screen (heading **WP**) allows maintaining work papers for the ledger accounts. To create or open a work paper for an account, click on the *WP* column next to the account number then use the popup menu to open a work paper. The program will suggest to use an Excel template from the templates folder. A sample "Work Paper.xlsx" template has been supplied with the software. You may create other templates to be used in your ledger clients.

The **Net change** column of the Accounts screen indicates the movement of the accounts' balances. If the ledger has more than one period (Monthly, Quarterly or Half-Yearly) you can choose to display the movement from the beginning of the year or from the last period. To make a choice, click on the title bar of the column Net change and select the appropriate option.

The **Account Enquiry** form can be activated by double-clicking on the account in the *Accounts* page or by highlighting the account and clicking *Account Enquiry* button on the navigation panel. It is possible to produce a report for the group of marked Accounts. To produce this report:
- mark the accounts by clicking on the first column next to the account number
- click the ***Reports*** button on the button panel
- select the account enquiry report with the option to list the marked accounts.

9.5   Transaction posting

See also:

Creating Ledger

Transactions are grouped by periods and batches. Therefore before you proceed with the posting, select the appropriate posting period then select the existing batch within the selected period or create a new batch. There are three types of transactions:

Bank Transactions	All the transactions to the type *Bank batch* will be balanced by the automatic transaction to the nominated bank account and all these bank transactions will be available in the reconciliation screen. By default, the batch type of a new batch is set to *Bank batch*. If you are going to post cheques and receipts, then you will have to select the bank (cheque) account to balance the bank transactions. Otherwise change the batch type to *Journal*.
Journals	Transactions posted to the *Journal batch* will not be listed on the reconciliation screen and if the batch is unbalanced, the program will balance it with the transaction to the temporary holding account, which later can be changed to the appropriate account.
Open Balance	*Open Balance* transactions are similar to the *Journal* transactions, except that they do not generate GST codes and therefore can be used for transferring the data from other ledger programs.

To create a new batch or select an existing batch, click on the *Batch menu* button. The Batch menu contains the following commands:

New Batch	Starts a new batch where you can then name it and also select the type of batch to create. See above for more information on the available types.
Delete Batch	Deletes the currently selected batch.
Select Batch	Activates the batch drop down list showing all available batches. To select a batch, click on one of the available batches from the list.
Print Batch	This will print all transactions in the currently selected batch.
Reverse Balances	This will create a new batch of reverse transactions.
Lock/Unlock Transactions	This feature will lock the current batch. You will not be able to enter new transactions or edit any existing ones while the batch is locked. To unlock the batch, click on the Unlock Transactions command.

Batch Properties

You can change other batch properties in the Batch properties form. Click on the *Batch properties* button to activate the form. The options available in the Batch Properties form are detailed below.

Auto Repeat:	
Date	Will automatically insert the date when you create a new transaction.
Reference	Will automatically insert the reference when you create a new transaction.
Increment	Will increment the reference by one for each new transaction.
Account No	Will automatically use the account from the previous transaction.
Description	Will automatically use the description from the previous transaction.
Skip Columns:	
Date	Will automatically skip over the Date field.
Reference	Will automatically skip over the Reference field.
Description	Will automatically skip over the Description field.
Show Columns:	
Show Quantity	Tick this option if you want the Quantity column to be shown in the Postings screen.
Show GST Amount	Displays the GST Amount column in the Postings screen.
Show Debit and Credit	Displays separate Debit and Credit Amount columns. If this option is disabled then the Postings screen will only show one amount column with a minus sign to indicate if the amount is a credit.
Save the options as default	Clicking this checkbox will set the selected options as the default options whenever you create a new batch.

Accounts List

When posting transactions, you can activate the Account number pick-list or GST type pick-list by

pressing **F4** or clicking the ellipsis button in those columns.

The account pick list has two tabs: Client Accounts and Master Accounts. If you want to post to the account which is not currently present in the Client Accounts you may choose it from Master Accounts. This would copy the account from the Master chart to Client chart.

It is possible to search within Account pick list. Typing the numbers will activate the search for the account number, typing in characters will search for accounts beginning with that particular character.

GST type and GST Amount columns are read-only columns and they are to be tabbed over automatically during the posting. Use arrow keys or mouse to move to those columns if you want to change the GST type. Clicking the GST type column also activates the GST type pick-list.

The posting amount can be split to several transactions. Press *Split* button to activate the split transaction form.

Creating New Transactions

To enter a new transaction, click on the New Transaction button and complete the following columns.

Date	If Auto-date has been enabled in the Batch Properties, the date will be inserted automatically. Otherwise, enter the date manually. The date can be incremented or decreased by pressing the "plus" (+) and "minus" (-) keys on the keyboard.
Ref	A reference for the transaction.
Account	The account number for the transaction. You can either enter the account number directly or you can click on the account column and select the account from the pick-list. You can choose accounts from either the Master Chart or the Client Chart.
Debit	If the transaction was a debit, enter the amount here. Otherwise, leave blank.
Credit	If the transaction was a credit, enter the amount here. Otherwise, leave blank.
Type	Select the GST code from the pick-list.
GST	The GST amount will be entered automatically. The amount can be adjusted but cannot exceed 10%.
Description	Enter a description for the transaction. Note: some accounts such as the 5110 - Sales account, requires a description to be entered before you can proceed.

Copy and paste transactions

If you made an error posting transactions to the wrong batch or period or if you wish to clone the recurring transactions, use the copy and paste of transactions technique:
- Hold the *Shift* key on the keyboard and left-click on the first transaction you wish to copy
- Scroll list of transactions using the scroll-bar only until you see the last transaction you wish to copy
- Hold the *Shift* key on the keyboard and left-click on the transaction - all transactions between first and last transaction will be highlighted
- Right-click on the highlighted transactions then select "**Copy transactions**"
- Open the batch or period to paste transactions to

- Right-click on the existing transactions
- Select "**Paste transactions**" item in the pop up menu.

9.6   Branches

You can incorporate branches in Ledger Assistant so that you can post transactions for each branch. To do so, you first have to register each branch in the Client Details form. Follow the steps below to register each branch.

- Open the Client Details form by clicking on the **Clients** button.
- Click on the "Ledger" tab.
- Enter the number of branches in the "Number of branches" field.
- Then click on the "Other" tab.
- Select "Branches" from the drop down list.
- Then enter in each branch name along with their sequence number. The number of branches cannot exceed the number entered in the "Number of branches" field.

To post transactions to a branch account, create a new transaction and in the "Account" column, type in AAAA-## where AAAA is the account number and ## is the corresponding branch's sequence number (the number that was entered in the branches' details). For instance, if you want to post a sales account for branch 1 you would enter 5110-1 as the account number. Then enter in an amount in the "Credit" column and enter in a description.

If you attempt to post a transaction to a branch account where the sequence number exceeds the number entered in the "Number of branches" field, then you will receive an error message.

You can print separate financial reports for each branch. To do so, follow the steps below:

- Double click on "Financial report" in the Navigator.
- Click on the "Branch" pick list and select the branch that you would like to print reports for.
- Select the reports that you wish to print and then click **OK**.

You will not be able to print separate financial reports of each branch together. You will have to print them off one at a time.

9.7   Reconciliation

See also:

Creating Ledger

Ledger Assistant provides the user with an efficient and user-friendly reconciliation routine that can be used with any Bank (Reconciliation) account.

Ledger Assistant does not allow you to adjust *Bank* transactions from within the reconciliation screen. To enter adjustments, such as interest or government taxes, you must access the *Postings* screen.

To begin the reconciliation you must first select the bank account to be reconciled.
The Reconciliation screen shows all unreconciled bank transactions to the selected Bank account for the period from the start of year to the selected period. If you have a bank statement, enter the end date of the statement and the closing balance. Check every transaction which agrees with the bank statement by clicking on the first column next to the transaction.
Then click on the **Reconciliation** button to reconcile the transactions. Reconciled transactions will be hidden from view. To view the reconciled transactions, click on the **Show Reconciled**

Transactions button. To change a transaction to unreconciled, first show all transactions and then click on the first column next to the transaction to remove the green ticks.
You can produce a reconciliation report by clicking on the *Print Reconciliation Report* button.

The status bar will display the total balance of reconciled transactions and shows the variance with the bank statement.

9.8   Recurring transactions

See also:

Ledger overview

Recurring transactions form enables you to keep groups of transactions to be repeatedly reused.

The top part of the form lists the collections of the recurring transactions and the bottom part lists the transactions for the selected collection. To **add** a new collection you have to click the *New* button, enter the name of the collection then enter the recurring transactions.

If you wish to create a split transaction, indicate this by entering "Y" at the first column. Note that split transactions have to be grouped, i.e. if only one transaction is marked as a split transaction it will be posted as a separate transaction.

You can **borrow** recurring transactions from another client. Click on the *Borrow* button to select another client with the recurring transactions you wish to copy (borrow). Ledger Assistant will import all the collections of recurring transactions, then you can edit them.

To **post** the collection of recurring transactions into selected batch, select the collection in the Recurring transactions form, then click on the *Apply* button.

9.9   Reports

See also:

Creating Ledger
Financial Reports

Ledger Assistant provides a simple and powerful reporting tool. It can be activated by clicking the *Reports* button on the button panel when the client's ledger is opened. The reports form displays the list of available reports. To create a report you first need to check the report that you want to print.

To do this:
- expand the report options tree by clicking on the "+" next to the report type
- select the appropriate report options
- then click the *OK* button.

All the reports will be displayed in the preview screen where you can decide whether you want to browse it or to print it.

The reports listed in the Reports form are fixed reports, ie you can select the options to change the layout, but you would not be able to change the way the report is presented. To build your own report you need to use the Report Designer, then all customised reports would appear on the Financial Reports form.

Master Accounts report lists all the accounts in the Master chart of accounts for the selected type

of entity. The report displays Account number, Account name, Account Type (Posting, Holding, Header or Total), Total level, Roll over type and account, Tax and Cash flow tags.

Client Accounts report lists all the accounts in the Client chart of accounts. The report format is similar to one of Master Accounts report.

Ledger enquiry report lists the Marked accounts or *All accounts* with all transactions posted to the accounts.

GST report provides the summary of the information required to complete the Business Activity Statement.
There are three options to choose from:
• Summary only
• Summary with Transactions to every GST type of accounts sorted by Date
• Summary with Transactions to every GST type of accounts sorted by Accounts

Trial balance report lists each active account and its balance.
Available options:
• Year to date report
• Movements report - displays the changes from the previous period
• Tags link report - displays the Tax, Cash flow tags and GST types for every account listed in the report
• Report for the selected period

Balance sheet report
Available options:
• Levels - indents the account names and amounts depending on the grouping level
• Single column - use this option if you want to save the report as a spreadsheet
• Last year analysis - displays this year and the last year figures.
• Budget analysis

Profit and loss statement
Available options:
• Levels - indents the account names and amounts depending on the grouping level
• Single column - use this option if you want to save the report as a spreadsheet
• % of Sales with Last Year
• % of Sales with Year To Date
• With Last Year Analysis
• Budget Analysis

9.10   Financial reports

Financial Reports will display the list of reports for the selected type of clients. Select the reporting period, mark the appropriate sections to be included and press the *OK* button to produce the statement.

Use Report designer to customise the existing reports or create a new report.

9.11 Report designer

See also:
[Ledger overview](#)
[Standard reports](#)
Creating sample report

Financial Report Designer is a powerful tool in Ledger Assistant that allows you to create new custom financial reports or edit existing reports based on the Client details, client's chart of accounts and various templates (RTF documents). The created report can then be later reused for any client in the database.

Note: The report designer was not intended to be used to edit the text in the notes to account. If you simply wish to change the text in the notes to financial statement then you will have to edit the notes using the Letter Editor by clicking on the *New* button pop up menu and selecting "Client's notes to financial statement."

The Report Designer has the following functional areas:

Report list	top left part of the screen. It allows you to filter reports by entity type, select the required report section for editing, change the order of the reports in the list, create, rename or delete the reports.
Button panel	top part of the screen. It contains a collection of buttons that allows you to perform common operations on the selected report.
Report container	in the middle of the screen. This screen represents the collection of the objects to form the report layout.
Object inspector	left bottom part of the screen. Object inspector lists the properties of the selected objects in the report container and enables you to change the properties.
Command list	right bottom part of the screen. The Command list is a collection of commands to tell the printing engine how to print the reports.

How does it work

Financial report is a collection of the report sections. Every report has an identification of what entity type it belongs to and whether it should appear for Reporting entity, non-reporting, large or small entity. Each section can be modified using the Report Designer.

Each Report is comprised of the Report layout and the Command list. The Report layout is a visual representation of the report while the Command list represents the printing rules of the report, ie determines how and when the visual parts should appear on the report.

Page orientation and margins determine how big the printing area of the page is. The printing engine executes the commands one by one from top to bottom of the Command list. Commands tell the engine which data table and which records to use and which panels to print. The Panels act as containers for other printable objects placed on the panels. Printable objects on the panels are objects that will be printed on the report. It can be a **static text** like report name or column header or it can be a **data field** which will display the value of the record field prepared by the report engine according to the request from the command being executed.

Every time the command prints a panel, it reduces the blank printing area on the page. The height of the detail type panel represents the line spacing. When there are no more spaces left on the page, the report engine starts a new page and proceeds until it executes the last command in the

report. The panel types Page header and Page footer print once per page if there is at least one Detail panel to be printed.

Creating sample report topic will guide you through the steps for creating the report.

Ledger Assistant comes with a master report for each type of entity. You can examine those reports by selecting them from the reports list. During the software upgrade the master report may be updated. Therefore editing of the master reports are not allowed in Ledger Assistant. To modify the report you have to clone the master report and do your modifications on the cloned report.

9.12   Cash flow statement

Cash flow statement should be included in the financial report only if the entity is a "reporting" entity (refer to Creating ledger topic).

Ledger Assistant has the following presentation of Cash flow statement that complies with Australian and International financial accounting standards:

Cash flow statement for the year ended 30 June 20XX

	Code
CASH FLOW FROM OPERATING ACTIVITIES	
Receipts from customers	**+O01, +N06**
Payments to suppliers and employees	**+O02, +N09**
Dividends received	**+O03**
Interest received	**+O04**
Finance costs	**+O05**
Income tax paid	**+O06, +N10**
Net cash provided by operating activities	
CASH FLOW FROM INVESTING ACTIVITIES	
Proceeds from sale of property, plant and equipment	**>I01**
Proceeds from sale of investments	**>I02**
Purchase of property, plant and equipment	**<I03**
Purchase of investments	**<I04**
Loans to related parties - payments made	**<I05**
Loans to related parties - proceeds from repayments	**>I06**
Net cash provided by investments	
CASH FLOW FROM FINANCING ACTIVITIES	
Proceeds from borrowings	**>F01**
Repayment of borrowings	**<F02**
Dividends paid	**+F04**
Net cash provided by (used in) financial activities	
Net increase in cash held	**+C01**
Cash at the beginning of year	**.C01**
Cash at end of year	**C01**

Note1. Reconciliation of net cash provided by operating activities to net profit

	Code
Operating profit after income tax	**#4200**
Amortisation	**+N01**
Depreciation	**+N02**
Impairment of property, plant and equipment	**+N03**

Net gain on disposal of plant and equipment	**+N04**
Net gain on disposal of investments	**+N05**
(Increase) / Decrease in trade and other receivables	**+N06**
(Increase) / Decrease in other assets	**+N07**
(Increase) / Decrease in inventories	**+N08**
Increase / (Decrease) in payables	**+N09**
Increase / (Decrease) in income taxes payable	**+N10**
Increase / (Decrease) in deferred taxes payable	**+N11**
Increase / (Decrease) in provisions	**+N12**
Cash flow from operations	

The codes displayed in the second column of the above tables are cash flow tags. Each account in the account chart has a property called cash flow tag that links the account to appropriate item in the cash flow report. The accounts with the appropriate cash flow tag in the account properties will be consolidated and consolidated balance if any will be displayed on the cash flow statement. The indicator displayed next to the cash flow tags in the table above shows what balances or cash flow movements will be recorded in each of the items:

#	Show account balance
.	Show opening balance of the account
*****	Show opening balance of the account(s)
+	Show net change of the account balance during the reporting period
>	Total balance of CREDIT transactions to the account
<	Total balance of DEBIT transactions to the account

Some of the items on the report may combine the account balances with different cash flow tags. For example, "Income tax paid" uses codes **O06** and **N10**. The consolidated balance of the accounts with either of codes will be used to populate this item.

To check your financial report is correct, print the trial balance report with "Tax and Cash flow tags" option. Then check the cash flow tags associated with accounts are correct. Then you can print "Cash flow" report with transactions to verify all cash transactions have been registered correctly.

The cash flow statement largely depends on the way you post transactions. The amounts shown in the cash flow statement are triggered by the ledger transactions (not the account balances). The change of the account balance may not necessarily be triggered by cash transaction. Therefore in order to get the correct cash flow report, use the following *clearing accounts* while recording the cash transactions:

	Code
1302 - Payments made - loans to related parties	**I05**
1303 - Proceeds from repayments - loans to related parties	**I06**
1910 - Purchase of property, plant & equipment*	**I02**
1911 - Purchase of investment	**I04**
3702 - Proceeds from borrowings	**F01**
3703 - Repayment of borrowings	**F02**
8110 - Proceeds from sale of property, plant & equipment*	**I01**
8111 - Proceeds from sale of investments	**I02**

* see also [Asset Manager](#) topic

If a company received a loan from the bank, you should post the following transactions:

	Debit	**Credit**
1850 - Bank account	$10,000	
3702 - Proceeds from borrowings		$10,000
Allocation:		
3760 - Long term debt (Loan)		$10,000
3702 - Proceeds from borrowings	$10,000	

Even though the balance of the account 3702 will be $0 after the above transactions, the cash flow statement will show $10,000 of "Proceeds from borrowings". The software detects the credit transaction to the account "3702 - Proceeds from borrowings" and will show it in "Proceeds from borrowings" item of the cash flow report (Cash flow from financial activities).

9.13   Rental property and Motor vehicle reports

See also:

Financial Reports
Report designer

The topic explains the data entry for the rental property or motor vehicle report to be properly generated.

Rental properties

The following accounts have to be used when posting rental property transactions in **4 digit account chart**:

- 850# and 851# - for rental property income
- 950# to 969# - for rental property expenses

where # is a sequence number of the rental property, i.e. '1' to '9'. For instance, income of the first rental property will be account 8501.

The name of rental property income account (850#) should contain the property address as it will be used to identify the income and expenses of the rental property in the report.

You can generate rental property accounts in *Posting* screen via pop-up menu of the *Journal Wizard* button. The descriptions of the generated rental accounts will have a prefix as a reference to the rental property making easier to find an account in the account pick list.

The 4 digit account chart allows managing only up-to 9 rental properties. If more than 9 properties have to be managed, the 6 digit account chart should be used.

The following accounts have to be used when posting rental property transactions in **6 digit account chart**:

- 8501## and 8511## - for rental property income
- 9501## to 9691## - for rental property expenses

where ## is a sequence number of the rental property, i.e. '01' to '99'. For instance the first rental income account will be 850101.

The financial report will automatically detect if sub-accounts are used to account for rental properties. If the sub-accounts are used, the master accounts for rental properties should not be used (accounts 850100, 851100 etc should not be used) and vice versa, if master accounts are used for coding rental properties in 6 digit account chart then the sub-accounts should NOT be used (accounts 850101, 851101 etc should not be used).

Please note, the rental property report will not print where sub-accounts are used for the rental properties in 6 digit account chart if 'Consolidate sub-accounts' option is selected in the financial report print options.

Motor vehicles

The accounts 7510 to 7590 have to be used to manage motor vehicle expenses. You can create

the sub-accounts for each of the motor vehicles. For example, create account 751001 to record fuel and motor oil of the first vehicle, 751002 - of the second vehicle. In the financial report, the motor vehicle expenses will print sorted by the account number in the client chart presenting 'fuel and motor oil' of all vehicles first then 'registration and insurance' expenses (account 7520) of all vehicles etc. In other words, the motor vehicle expenses will not be grouped by vehicles. To group the expenses by vehicles in the financial report, you will have to create header accounts 7500## which will hold the descriptions of the motor vehicles.

To create a new account, select *Account* page and click on the *New Account* button. The 7500## accounts will trigger grouping of the motor vehicle expenses and the account descriptions will be used in the financial report. The header accounts are not meant to hold any amounts. Therefore they will be hidden in the account chart when accounts with balances are displayed. To edit the header account you will require to change the accounts filter to 'All accounts'.

Please note, the motor vehicles expenses will not be grouped if 'Consolidate sub-accounts' option is selected in the financial report print options.

9.14   Close year

To start a new financial year, you first have to close the current year. To close the year, double click on the **Close Year** command in the Navigator. The Close Year confirmation box will be displayed, listing all the tasks that will be performed. The following tasks will be performed:

1. All PREVIOUS year balances will be cleared,
2. All CURRENT year transactions and balances will be transferred to PREVIOUS Year,
3. Opening Balances will be generated for the new CURRENT year,
4. The Current Period Number will be reset to the first period,
5. All 5 years and older transactions will be deleted,
6. The new batch will be created to hold the consolidated balances of the deleted transactions,
7. Assets will be rolled-over.

To proceed with the Close Year process, click on the **Yes** button. After closing the year you will be able to access the previous year by changing the current period to the last year period.

The ledger holds up to ten years of transaction history. Select "Tools | Set financial year to..." menu to select any of the previous years to be the current year for the ledger. The menu will list all years that hold at least one transaction for the ledger.

9.15   Asset manager

See also:

> [Ledger overview](#)
> [Creating Ledger](#)

To access the Asset Manager, double click on the Assets Manager item in the Navigator.

Ledger Assistant's Asset manager provides an efficient means of controlling assets and asset related depreciation requirements.

The individual assets are grouped into general categories such as: *Buildings*, *Fixtures and Fittings*, *Motor Vehicles*, *Office Equipment*, *Plant & Equipment*, *Staff amenities*, *Freehold land*, *Leasehold land*, *Leasehold improvements* and *Property investments*. There is provisions to create up to 90

new categories for the individual type of assets.

In addition to individual assets there are three categories of pooled assets which can be managed by Asset manager: *Low Value Pool*, *SB General Pool* and *SB Long Life Pool.*

Assets in asset manager are listed in spread-sheet format. The columns of the spread-sheet can be filtered by the filter tab:

Depreciation	Would list the fields related to the asset depreciation.
Sale	Would list the fields related to the sale of assets.
Accounts	Would list the accounts used by transfer to transaction journal.
All	Would list all the above fields.

By default, Asset manager lists all individual assets. Pooled assets can be accessed by selecting the appropriate pool type in the asset category pick list. Individual assets can also be filtered by selecting the appropriate asset category.

Ledger Assistant holds 10 years of asset depreciation data. You can always access the prior year and print the depreciation details.

Acquiring asset

On the event of asset acquisitions you need to

- debit *Purchase of property, plant & equipment* (1910) in the transaction posting screen
- register the asset in the Asset manager.
- nominate *Purchase of property, plant & equipment* as a balancing account to Asset cost accounts.

Asset movement transfer procedure should update the balance of Asset allocation account by moving it to asset cost account. This account should not appear in the Financial report after the transfer has been applied in the asset manager. If it does appear, you need to verify the asset purchase amounts entered in the posting screen and asset manager. The incorrect account links may also contribute to the error.

To **add a new asset**, click on the *New* button in the Asset manager. If the asset category is set to show all assets, the pop-up menu will appear where you'll have to select the category for the new asset. Then type the asset name, purchase date and price, depreciation method and percentage. The cost of the assets in the Asset manager should be **GST exclusive**.

You are able to move the assets from one category to another by right-clicking on the asset and assigning the new category to the asset.

The **new category** in the Asset manager can be created by creating a new asset with only description and then right-clicking on the asset and changing it's type from asset to asset header. Then you'll have to link the new category to the appropriate accounts for the depreciation journal.

Sale of asset

On the event of a sale of an asset you need to

- credit *Proceeds on disposal of asset account* (8110) in the transaction posting screen
- enter the disposal date and value in the Asset manager for the sold asset.
- nominate *Proceeds on disposal of asset* account as a Proceeds link account for the sold asset.

Asset movement transfer procedure should debit the balance of *Proceeds on disposal of asset* account. This account should not appear in the Financial report after the transfer has been applied in the asset manager. If it does appear, you need to verify the asset disposal amounts entered in the posting screen and in the asset manager, they should match. The incorrect account links may

also contribute to the error.

Asset write off

Even if asset has been totally depreciated (closing written down value = $0), it will still be displayed in the asset manager next year, unless the termination date of the asset has been entered. Therefore where assets were totally depreciated, enter the disposal date (it can be last day of the financial year) with $0 termination value and the asset will be taken off the list next year.

If you wish to write off the asset, work out the closing written down value (CWDV) of the asset. Then enter the date of disposal and the disposal amount equal to CWDV of the asset. In this case, there will be no deductible or assessable amounts calculated. The same technique should be applied to write off the pooled asset.

Transferring asset movements

Asset depreciation and any gain or loss on sale of asset will be automatically calculated by the asset manager. In order to update the balances of the depreciation accounts you have to transfer the asset movements to the transaction journal. Press *Transfer* button to generate the draft list of the transactions. This list can be verified and/or edited before posting to the transaction journal. The currently selected transaction batch will be used for the transfer.

Assets roll-over

Roll-over of the assets occurs automatically during the Close of the financial year procedure. Closing balances for the assets would be moved to the opening balances of the assets.

Sorting order

You can sort the assets by name or date of purchase. By default assets are sorted by name. To sort the assets by purchase date, click on the "Purchase date" column header. To change the order back to "by name", click on the "Description of asset" column header.

If you choose to print the asset depreciation report, the current sorting order of assets will be applied in the report.

Luxury car limits

The Asset manager can handle assets to which luxury car limit applies. To indicate that luxury car limit applies, right-click on the asset in the motor vehicles category and select "Luxury car limit applies" menu. The tick next to the menu item indicates the limit does apply.

Motor vehicle - $5,000 immediate deduction

From the 2012-13 income year, a small business using the simplified depreciation rules can claim up to $5,000 as an immediate deduction for a motor vehicle costing $6,500 or more that it starts to use, or have installed ready for use, for a taxable purpose.

The cost of the motor vehicle is added to the general pool but unlike other assets, the deduction is $5,000 plus 15% of the remaining amount.

To claim $5,000 deduction, right-click on the motor vehicle in General pool and choose "Apply motor vehicle deduction".

Importing assets from CSV files

To import the assets from CSV file:
- click on the IMPORT button
- select the file you wish to import
- assign the type to each of the column you wish to import from the file by clicking on the column header and choosing the type
- if the first row of the import file is not the column header then tick "import first row" checkbox
- click on the IMPORT button to transfer the assets to the Asset Manager

To import the assets to the correct category in Asset manager, make sure the import file contains correct values for asset type:

B - Buildings
F - Furniture and fittings
M - Motor vehicles
O - Office equipment
P - Plant & equipment
S - Staff amenities
N - Freehold land
D - Leasehold land
I - Leasehold improvements
V - Low value pool
G - General small business pool

Creating a new asset category

To create a new asset category:
- select "All individual assets",
- click on the NEW button
- select "Create new category"
- enter the name of the new category

Verifying opening values

You can verify the OWDV of the individual assets purchased in previous year by ticking "Verify OWDV" checkbox. The assets with incorrect OWDV will be highlighted in red. You can correct these assets by right-clicking on the asset and choosing "Set opening values" in the popup menu. The option will only be available for individual assets with specified purchase price, depreciation method and depreciation rate.

9.16   Investment manager

See also:
> [Ledger overview](#)
> [Creating Ledger](#)

To access the Investment Manager, double click on the Investment Manager link on the Navigator. Ledger Assistant's Investment manager provides an efficient means of managing acquisitions and

disposals of investments as well as movements in market value of investments.

The investments are grouped into general categories such as: *Government securities*, *Shares in associated companies*, *Shares in listed companies*, *Shares in unlisted companies and Managed investments*. You can also create new categories.

Acquiring investment

On the event of investment acquisitions you have to
- Debit *Purchase of investment* (1911) account in the ledger journal
- Register the investment name in the Investment manager
- Show *Purchase of investment* account (1911) as Purchase account in Investment manager
- Register purchase transaction in the *Transactions* section of the investment manager

To **add a new investment**, click on the **New** button in the Investment manager. If the investment category is set to show all assets, the pop-up menu will appear where you'll have to select the category for the new investment. Then type the investment name and save the record. The investment purchase date, units acquired and unit price should be entered in the transactions section.

You are able to move the investment from one category to another by right-clicking on the investment and assigning the new category.

Sale of investment

On the event of a sale of an investment you need to
- Credit *Proceeds on sales of investments* (8111) in the transaction posting screen
- Register the sale in the transactions screen of the investment manager.
- Nominate *Proceeds on sale of investments* account as a Sales account in Investment manager.

Asset movement transfer procedure should debit the balance of *Proceeds on sale of investments* account. This account should not appear in the Financial report after the transfer to journal has been applied. If it does appear, you need to verify the investment disposal amounts entered in the posting screen and in the asset manager, they should match. The incorrect account links may also contribute to the error.

Revaluation of investments

The revaluation of the asset should be performed at the end of each financial year before the transfer of the movements to the ledger. The revaluation is made by manually adjusting the market unit price of each of the investments.

Transferring movements movements

The change in market value of investments and any gain or loss on sale of investment will be automatically calculated by the investment manager. Press **Transfer** button to generate the draft list of the transactions. This list can be verified and/or edited before posting to the transaction journal. The currently selected transaction batch will be used for the transfer.

The transfer to ledger procedure should update the balance of *Purchase of investment* account for the acquired assets and move the balance to the investment at cost account. The purchase of investment account should not appear in the Financial report after the transfer has been applied. If the account does appear on the financial report, verify the investment purchase amounts entered in the ledger journal and investment manager. The incorrect account links may also contribute to

the error.

Assets roll-over

Roll-over of the investments occurs automatically during the Close of the financial year procedure.

Creating a new asset category

To create a new asset category:

- Select "All investments"
- Click on the show headers button
- Click on the NEW button
- Choose New category
- Type the name of the new category

Investment reports

To print an investment report, click on the Print button and choose the appropriate report to print. Following reports can be generated in the investment manager:

- Investment summary report. The report the closing balance of each of the investments, market value and unrealised gain or loss due to movements in market value of investments.
- Investment movement report. The report shows the opening values, net acquisitions and disposals and closing values of each of the investments.
- Detailed purchases and disposals. The report list all transactions associated with investments.
- Investment reconciliation report. The report should be used to reconcile records in the investment manager with the investment account balances in ledger.
- Investment journal. The report can be printed before the investment journal is transferred to the ledger.

9.17   Profit distribution

See also:

Client details

The profit distribution form displays the profit available for distribution (profit this year). The list of beneficiaries is taken from the Client Details form. The form will also show previously distributed amounts if any are available.

Enter the percentage share and Ledger Assistant will calculate the share amount. Click on the **Transfer** button to generate a profit distribution journal. The transfer will credit the "share of profit" accounts for each of the beneficiaries and debit "share of profit - clearing account".

9.18   Rental property or Member accounts

See also:

Rental property report

This screen helps you generating a group of rental property or member accounts. The master

chart of the ledger provides a set of accounts for only one rental property and two superfund members. If you have more than one rental property or more than two members in the superfund, this option will help you generating the required accounts so they can be picked up from the account pick list.

You can specify the reference of the rental property, usually address of the property, to be embedded in descriptions of the accounts. If you are using 6 digit account chart and wish to maintain more than 9 properties, tick the "use sub-accounts" checkbox which will make the program to generate rental property accounts utilizing sub-accounts.

When generating **member accounts** for a SMSF, the name of the selected member will be embedded in the accounts' descriptions.

This function can also be used for the existing accounts. If the account properties have errors or account descriptions are incorrect, executing this function will fix the problems. Please note, the newly generated accounts will not be displayed in the *Account* page unless *All accounts* filter is selected in ledger's navigator.

9.19   SMSF ledger

See also:

>   Client details

When posting transactions in SMSF start with the income statement accounts (5000 to 9999 accounts). Check master chart to familiarize yourself with member account numbers. For instance use accounts 511# - 512# to post *Employer contributions* and accounts 521# - 522# to post *Member contributions*, where # is a sequence number of the member as listed in Client details form, "Other" tab.

Member account generator can be used to generate member accounts so they can be displayed in the account pick list while entering transactions in the posting screen. Use accounts 437# - 443# to post any member opening balances.

Once the income accounts are processed you can activate the Member accounts allocation form by clicking on the $▶ button in the posting screen. This form will help you to allocate account in the equity part of ledger which are used by *Member statement report*.

Member accounts allocation

The member accounts allocation form will list the members on the top of the screen and suggest amounts to be allocated for each of the selected member. The list of members is taken from the Client details form and suggested balances are taken from the income accounts you processed earlier. The form will also show previously allocated amounts if any. The share or profit and income tax paid amounts are apportioned to member's account balance in the superfund.

Enter the amounts to the appropriate fields for each of the members then click on the **Transfer** button to generate a members' accounts allocation journal. The transfer will credit the member accounts and debit the clearing account 4990.

Tax components

The member statement report lists tax components of member balances. By default all member accounts are taxable (taxed). If there is a tax free component in the balance, manual adjustment will be required to the generated member account allocation journal. Debit the appropriate taxable

member account and credit corresponding tax free account to transfer balance from taxable to tax free benefit.

9.20   Trust ledger

See also:

[Client details](#)

The trust ledger balances can be introduced by simply posting trial balance into the *Open balance* batch of the ledger. The question may arise: how to register the beneficiary loan accounts when beneficiary accounts are located in the equity part of the chart, not in liability.

Use account 3764 to show total balance owing to beneficiaries. This is a liability account. The account 4798 (equity) should offset the balance of 3764. The individual beneficiary balances should be allocated to 440# accounts where # is a sequence number of a beneficiary. The total allocated balance should be balanced with transaction to 4799.

If there are any problems with beneficiary loan accounts, check the accounts 3764 and 4798 have the same balance and total movement of beneficiary accounts 440# - 470# is the same as balance of account 4799.

Profit distribution

Profit distribution can be registered by utilizing [Profit distribution wizard](#). However before activating it, make sure you registered all drawings by the beneficiaries. With drawings registered the program will correctly adjust the increase or decrease of beneficiary loan account.

To register a drawing by a beneficiary, credit account 460# and debit account 3764.

9.21   Budget maintenance

See also:

[Reports](#)

You can enter several Budget scenarios in the spreadsheet style screen and produce budget analysis reports for each of the Budget scenarios. The screen displays accounts from the client chart of accounts. Go to Accounts page to add a new account.

The Budget Maintenance screen allows you to enter several budget scenarios in the spreadsheet style screen and produce budget analysis reports for each of the budget scenarios. The Budget Maintenance screen displays the client chart of accounts. Go to Accounts page to add a new account.

To print the budget analysis report:
- close the budget maintenance screen and open the Reports Options.
- select P&L or Balance sheet report.
- select budget analysis report option and select the budget scenario.
- select the period for the report. Then click on *OK*.

The following functional buttons are available in the Budget Maintenance screen:

New	Starts a new budget and assigns a standard budget description. Replace the description to meaningful one so it would make sense when the pick list of the budgets (descriptions) appears in the report options.
Delete	Deletes the selected budget.
Load	Loads the values from Previous year's budget or Previous year's actual figures. This helps to quickly populate the budget table.
Average	Averages the total of the balances through the months.
Print	Prints the selected budget figures.

9.22 Bank feeds

See also:

[Importing transactions from other software](#)

Access:

Select "File | Import data | Import bank feeds".

The bank feeds options allows downloading banking transactions from many Australian and overseas banks directly to the Ledger Assistant's journal.

This is how it works:

- Bank feeds are available at $22 per bank account annually with no ongoing fees or restrictions on number of downloaded transactions.
- Order bank feeds on our order form at https://www.softassist.com.au/Order.aspx
- Bank feeds management will be added to your user portal, under the registrations section
- Use bank feeds management to register bank details. Net banking credentials will be required. Check with your client if their net banking account has SMS code confirmation or any other security to prevent unauthorized transactions before registering the details.
- The bank feed ID will be generated for each registered bank account and all available transactions will be downloaded to your user portal (usually 3 months of transactions). We use third party services from [Yodlee](#) to retrieve the transactions.
- The transactions will be refreshed automatically every night and stored in your user portal.
- Open ledger in Ledger Assistant and edit the appropriate bank account.
- Enter the bank feeds ID as generated in the user portal to associate the ledger account with the bank feeds connection.
- Select "File | Import data | Import bank feeds" when ready to download bank transactions.
- Select the bank account from the accounts associated with the bank feeds and a period for which you wish to retrieve transactions.
- Transactions will be imported to the transaction import screen where *Rules* can be used to automatically allocate the account numbers to the transactions based on keywords in the transaction description, date, reference and other criteria.

9.23 BankLink interface

See also:

[Importing transactions from other software](#)

Setting up *BankLink*

For every BankLink client that you wish to interface with Ledger Assistant, setup "Other Functions | Accounting system".
System used - select Ledger Assistant. This will ensure that the correct GST codes will be used for the transactions "**Load chart from**" - select the clients folder under Assistant's data directory. Assistant's data directory is shown in Assistant's Options under directory field. Client's folder name is the same as the client's code that appears in Assistant's client list.
Ledger Assistant will always generate client chart of accounts with the same file name, CHART.CSV. Therefore the "Load chart from" entry should look similar to "C:\program files\assistant\tax\data\AAAAA\CHART.CSV"
AAAAA - client code
CHART.CSV - client chart of accounts exported from Ledger Assistant
"**Save entries to**" - enter the file name you wish to be used for BankLink export files. The file name should include full path which should point to the client's folder. The file name MUST have "*.BKL" extension. For example:
"C:\program files\assistant\tax\data\AAAAA\BLinkExport.BKL"
Ledger Assistant does not interface tax data with BankLink, therefore other fields in the "Maintain accounting system" form can be left blank.

Importing client chart of accounts to *BankLink*

In order for you to import client chart of accounts into BankLink, you have to generate client chart first from Ledger Assistant. To do so, open the client's ledger in Ledger Assistant and select "File | Export data | Export chart (BankLink)". This command will generate the merged chart of accounts including all accounts from master chart and the additional accounts created in the client's chart of accounts. Ledger Assistant will save this CHART.CSV file to the client's folder.
The import (re-import) of the clients chart of accounts in BankLink can be done by selecting "Other functions | Refresh chart".

Exporting *BankLink* transactions

Use "DataEntry | Code Entries" option in BankLink to allocate the account numbers for every transaction in the BankLink. You can export only those transactions with allocated account numbers.
The export of the transactions can be done by executing "Other functions | Extract data" option in BankLink. You will be asked to select the period of the transactions to be exported. The BankLink will export all linked transactions for the given period to the file defined in BankLink settings (Other function | Accounting system).

Importing *BankLink* transactions

Open the ledger of the client whose BankLink transactions you wish to import. Select "File | Import data | Import transactions". The "Open" dialog window will appear showing the contents of the client's folder. Select the "Bank link files (*.bkl)" in the "Files of type" list of the "Open" dialog window, then it will filter all bank link files available for the import. Select the file and click *OK* button. Ledger Assistant will open this file as BankLink transactions file and import it in to the ledger. If BankLink transactions' file had transactions to a different bank account - several batches of transactions will be created.

9.24   Closing stock adjustment wizard

See also:

[Trading stock accounts](#)

Select the appropriate account(s) from the list of stock accounts and enter the closing balance of the stock. The appropriate worksheet will be used for each type of the stock accounts: general stock, livestock, produce.

Click on the *Transfer* button to generate a transaction journal with the movements in the stock accounts.

9.25   Trading stock accounts

Suppose we need the following data to be shown in the trading report of the Ledger Assistant:

Year	2014	2013
Opening stock	66000	56000
Purchases	6000	7000
Closing stock	71000	66000

The following transactions have to be made:

STEP 1. Select 2012 year and enter the following transactions:

```
1140    56000 DR   - Stock
6990    56000 CR   - Closing stock adjustment
```

The 56000 CR amount of net income for the year will be generated automatically

Close the year to get to 2013. The following record will appear in the *Accounts* page:

```
1140    56000 DR   - Stock
4300    56000 CR   - Retained earnings
```

STEP 2. Enter the following 2013 year transactions:

```
1140    10000 DR   - Stock
6990    10000 CR   - Closing stock adjustment
6110     7000 DR   - Purchases
1850     7000 CR   - Cheque account
```

* When posting opening value of retained earnings (account 4300) you have to adjust the figure by 56000 DR to arrive to the correct balance of retained earnings.

STEP 3. Close the year and enter the following 2014 year transactions:

```
1140    5000 DR   - Stock
6990    5000 CR   - Closing stock adjustment
```

6110   6000 DR - Purchases
1850   6000 CR - Cheque account

Produce financial statement. It will show the balances as per your previous ledger.

Note:

1) The opening value of the account including stock account can only be transferred from previous year. Therefore for the new ledger you have to post the appropriate transactions in the previous year.

2) Do NOT create the Opening or Closing stock accounts. They will not be transferred during the year rollover and they are not activated in the financial report.

3) Use only stock accounts 1100 - 1299 to record the trading transactions.

4) Post only the movement to the stock account, NOT the absolute balance of the account. The closing balance of the account comprised of the opening balance and the movement within the period.

5) The movement to the stock account should be balanced by the transaction to the account 6990 - closing stock adjustments

---

9.26   Importing transactions from other software

See also:

BankLink interface   Bank Feeds
Importing from BizAssist

Ledger Assistant is able to import transactions from exported Comma delimited or Tab delimited files. Such files can be generated from the MYOB, QuickBooks or other popular accounting packages.

Exporting transactions from MYOB

You can export from MYOB either transactions or Account balances. To export Transactions:
1. Select "Files | Export | Transaction journal".
2. Select: Format - "Tab-delimited", First record – "Header record", Source – "General", provide the period for which you wish to export transactions.
3. Click on the *Match All* button.
4. Click on the *Export* button, then save the file (you can save this file to the \DATA\ClientCode\ as this folder is the default folder when importing client files from; or any other location so you can remember it when importing the file in Ledger Assistant).

To export Account balances from MYOB:
1. Select "Files | Export | Accounts".
2. Select: Format - "Tab-delimited", First record – "Header record", Balances from – "This year".
3. Click on the *Match All* button.
4. Click on the *Export* button, then save the file (you can save this file to the \DATA\ClientCode\ as this folder is the default folder when importing client files from; or any other location so you can remember it when importing the file in Ledger Assistant).

Exporting transactions from QuickBooks

Account balances:
1. Select "Reports | Accountant | Account listing"

2. Make sure the report lists Account name and type. If the report does not have these columns, click on the "Modify report.." button and select the required columns
3. Click on the *Export..* button
4. Select "a comma separated values (csv) file" option and click *Export* button
5. Specify the name and location for the export file

Account transactions:
1. Select "Reports | Accountant | Transaction listing by date"
2. Select the appropriate From-To period and click on Refresh button
3. Make sure the report lists Account name and type. If the report does not have these properties, click on the "Modify report.." button and select the required columns
4. Click on the *Export..* button
5. Select "a comma separated values (csv) file" option and click *Export* button
6. Specify the name and location for the export file

Importing transactions to Ledger Assistant

1. Select "File | Import data | Import ledger transactions" menu item in order to import comma delimited or Tab delimited file of transactions.
2. You will have to setup the link between the accounts of being used by the client in the other package and accounts you use in Ledger Assistant. Therefore if the account link for the client has not been created, Ledger Assistant will suggest you setup this link prior to importing the file.
3. First of all Ledger Assistant will display the columns of the selected import file. You will have to select the column type for each of the columns you wish to use. The following mandatory columns you must always nominate: *Date*, *Account number*, *Amount* (or *Debit* and *Credit*). The *Balance* category can be used for account balances without natural sign such as the export file of MYOB account balances.
    Since the QuickBooks export files usually do not have account number, it is important to nominate *QB Account Type* and *QB Account Name* columns. These columns will then be used to match the QuickBooks accounts with the Ledger Assistant's accounts.
    Once the type of the columns have been selected and accepted by clicking on the button with green tick image, Ledger Assistant will display the Import Transactions form that will show all transactions from the selected file.
4. Now you will have to select the appropriate account for every transaction in the import file. When you select one match, Ledger Assistant will scan all the transactions and assign the same match for other transactions with the same account number. Header accounts can be indicated by using the account number "**-1**". Transactions with the account number "**-1**" will not be imported.
    When importing transactions from internet banking system, the account numbers will not be present. Then you should can Rules to help you allocate account number to each of the transactions.
5. When all the transactions have been linked to the appropriate accounts, the file can be imported by clicking on Transfer button.

Ledger Assistant will save the profile in the client's folder and if the next import file has the same accounts - Ledger Assistant will import it right away without prompting to setup the account link. If more than one profile is used for the client, Ledger Assistant will ask you to select the profile name every time you import the file. If the new accounts have been detected in the import file, Ledger Assistant will prompt you to set the link.

There are a few buttons in the Import Transactions form:

View	Displays the contents of the import file.
Profiles	Allows you to select the column type for each of the columns that you wish to use. You can also select a profile to use as the link between the import file and Ledger Assistant.
Rules	Collection of rules for allocating account numbers by criteria.
Next	Moves to the next account in the import file that has not yet had an account associated with it.
Transfer	Imports the contents of the import file into the current Ledger.
Bank Account	Use this button to select a bank account. When bank account is selected the import will create a Bank batch.
Find	Lets you search for a particular string in the import file. Pressing **F3** will cause the system to search for the next match.
Help	Opens the Help manual.
Close	Closes the Import Transactions form.

The columns used in the Import Transactions form are described below:

Date	This is the date that the transaction was created.
Reference	The reference for the transaction. If a transaction contains the reference "H", this means that the transaction is a header.
Import	Displays the account number used in the software that you are importing the ledger transactions from.
Account	Allows you to select an account from Ledger Assistant's account chart to link with the account in the import file.
Qty	Shows the quantity.
Debit	Shows the debit amount of the transaction.
Credit	Shows the credit amount of the transaction.
GST	Can be used to select the type of GST code for the account.
GST Amount	Shows the GST amount for the transactions.
Description	A description of the account. Use this description to match up the accounts with those of Ledger Assistant.

9.27   Importing billing transactions

See also:
  Transaction posting

Access:
  Select "Posting" tab, click on the 💲▶ button then select "Billing transactions" menu option

Ledger Assistant provides the feature for importing transactions from built-in billing system that can be used for importing billing transactions to the practice's ledger. For the feature to work the client's ABN in the client details form should match the practice's ABN in the Assistant's options.

The *transfer of billing records* form provides the options to link billing transactions to the following ledger accounts:
- Accounts receivable
- Sales
- Bank account
- Trust account

The *Invoice* type of billing transactions will be allocated to account receivable and sales. The *Payment* type of billing transactions will offset the account receivable and bank (or trust) account. If the practice operates on the cash bases, the "Cash method" option on the form will make the software to disregard *Invoice* type of transactions by posting only *Payment* transactions to sales and bank accounts.

9.28 Repairing accounts

Access:

Open Ledger Assistant for the client,
Select "Tools | Repair accounts".

The following maintenance options are available on the repair accounts screen:

Reset accounts properties from master chart

Use this option to update the client's chart of accounts after the master chart has been updated. Ledger Assistant will browse all the accounts in the client's chart of accounts and will update the accounts that have a corresponding account in the master chart. The following properties will be updated: accounts name, roll-over indicator, tax and cash flow tags etc.

Fix account length

Use this option after you've changed the account length for the selected ledger. Ledger Assistant has to detect the changed length of the account and run this transfer routine automatically. However, if the length has been changed while the general ledger was opened, automatic update may fail and you'll have to run the *repair* command with *fix account length* option manually.

Restore account balances

Ledger Assistant is designed in a way that it will always keep the accounts balanced. However due to the import of unbalanced transactions or system glitches, the accounts may be unbalanced (Debits # Credits). This option will help to fix the problem by generating balancing transactions to the temporary holding account. This command will also check for the problems in account properties. For instance, it will warn if the balance sheet account does not have roll-over indicator.

9.29 Repairing ledger files

Access:

Close Ledger Assistant module,
Select the client with corrupted ledger files
Select "Tools | Repair ledger files".

If you get a warning that "index is out of date" or "index is corrupted" when attempting to open

Ledger Assistant, run this option to repair the ledger files.

9.30 Transferring balances from MYOB AO

Access:
Select "File | Import data | Import MYOB AO ledger balances"

The option is available only when Ledger Assistant is opened. If activated, the function will attempt to open GL_CLIST.DBF file in "C:\MYOBAO\DATA\GLMAN" folder that contains MYOB AO ledger clients. If client list file is not available in the above directory, Ledger Assistant will suggest you to open it from an alternative location.

Select the appropriate ledger client in MYOB AO ledger clients list and account balances will be transferred to Ledger Assistant. Accounts that do not have matching accounts in Ledger Assistant, will be assigned to *Temporary holding account* and can be adjusted later in the posting screen.

The account matching table is stored in "MYOBImport.txt" file in Assistant's DATA directory. Modify this file to include more accounts or to show correct location of GL_CLIST.DBF file.

9.31 Transferring balances from Elite ledger

Access:
Select "File | Import data | Import Elite ledger balances"

The option is available only when Ledger Assistant is opened. If activated, the function will display the Elite ledger clients indicating the year of the ledger. Make sure the ledger client in Ledger Assistant has been created in the appropriate year matching the year of the Elite ledger.

Select the client and the account balances of the Elite ledger client will be transferred to Ledger Assistant. Accounts that do not have matching accounts in Ledger Assistant, will be assigned to *Temporary holding account* and can be allocated later in the posting screen of Ledger Assistant.

The account matching table is stored in "EliteImport.txt" file in Assistant's DATA directory. It can be modified using notepad program.

9.32 Exporting Ledger to XML file for BizAssistOnline

Access:
Select "File | Export data | Ledger to XML for BizAssistOnline"

This function allows migrating Ledger client to the cloud based small business accounts software, BizAssistant:
- Select "File | Export data | Ledger to XML for BizAssistOnline"
- Save the XML file to a location you remember
- Create a new account at https://www.bizassistant.com.au
- Create a new entity of the same type from Ledger Assistant
- Select "Settings | Maintenance"
- Click on "Import from XML" button and choose the file you exported from Ledger Assistant. The XML file will be imported and listed in the "Backup files" table
- Click on the "Restore" button next to the backup file (imported XML file). The program will import the file and will display the list of entities in your account (usually a Demo and the one you just imported)

- Choose the entity you just transferred from Ledger Assistant.

10 Business Assistant

10.1 Overview

Business Assistant (BizAssist) is an easy-to-use small business accounts system designed to work hand-in-hand with Ledger Assistant. It provides all the essential features required to fulfil small businesses accounting needs.

Installing BizAssist

BizAssist can be downloaded from the Software Assistant website by clicking on the following link: http://www.softassist.com.au/downloads/BizAssistSetup.exe

If you are a licensed user of Ledger Assistant, you do not have to register BizAssist. If Ledger Assistant is registered on the computer, the Ledger to BizAssist interface will be enabled which will allow transferring and printing of financial reports as well as borrowing the chart of accounts from Ledger Assistant.

10.2 Creating a company file

If you wish your client to maintain their business transactions in BizAssist, you must prepare the initial BizAssist database and send it to your client. The database should have all the accounts and appropriate settings. The transactions entered by your client can be reviewed by you in the way of exchanging the BizAssist company file.

To prepare the BizAssist database for a client:

- Select the client's record in Assistant program then
- Click on the arrow next to the "NEW" button to activate the popup menu
- Select "BizAssist data file"

The above menu option will only be available in Assistant if BizAssist program is installed on the computer. This will create a BizAssist database in the client's folder. If the client had a ledger file in Assistant, all transactions will be transferred to the BizAssist database.

If a ledger record was not available, the BizAssist database will inherit only the client's details. You will then be required to prepare the chart of accounts for the client.

Creating the chart of accounts

- Double click on the BizAssist database file to open it
- Select "Tools | Borrow account chart" menu. This will allow you to transfer the chart of accounts from a similar ledger file in Ledger Assistant
- After the transfer the chart can be further edited in the *Accounts* tab of BizAssist
- Select "Tools | Update financial report" menu option and choose a financial report to be transferred from Ledger Assistant to BizAssist. Printing financial reports will only be enabled if Ledger Assistant is registered on the computer.
- Open the *Postings* tab in BizAssist and enter the relevant opening ledger balances in the *Open balance* type of batch

Creating customers and suppliers:

- Select the *Contacts* tab
- Click on the New button to start a new record
- Enter the details of a contact (Supplier or Customer)
- Specify if the contact is a Customer or Supplier (can be both) by marking the appropriate check-box
- Click on the Save button

Creating opening balances for customers and suppliers:

- Select the *CashBook* tab in BizAssist
- Click on the *SALES* button and choose "INVOICE to Customer" in the popup menu
- Choose a customer and show their accumulated to date balance in a dummy invoice:
  - enter "Opening" in the invoice number field,
  - enter a single transaction to account "*1360 - Trade debtors*" and show the total balance owing by the customer.
- Repeat the last two steps for all customers with outstanding balances
- Click on the *PURCHASES* button choose "ORDER from Supplier" in the popup menu
- Choose a supplier and enter your accumulated balance owing in a dummy invoice from supplier:
  - enter "Opening" in the invoice number field,
  - enter a single transaction to account "*3130 - Trade creditors*" and show the total balance owing to the supplier.
- Repeat the last two steps for all suppliers you have outstanding balances with.

The suggested steps are based on the assumption that the account chart transferred from Ledger Assistant has already correct balances for trade debtors and creditors accounts. Therefore, only contact balances will be updated, and not the balances of the accounts 1360 and 3130.

Disabling advanced options

Before you send the company file to your client, disable advanced features:

- Open BizAssist's options
- Select the *Setup* tab
- Untick *Show advanced options* check-box

The above will hide the *Accounts*, *Postings* and *Reconciliation* tabs as well as the "Financial reports", "Transfer financial reports" and "Transfer account chart" menu options. This will allow the accountant to manage accounts, adjustments and asset depreciation items.

Please note, BizAssist has a provision to create a new database. This will automatically enable advanced features for the new database.

Subscribing for BizAssist online

If you are preparing a BizAssist database for a client who is new to BizAssist, you are required to order BizAssist on your client's behalf.

- Go to Software Assistant order form at http://www.softassist.com.au/order.aspx
- Provide the client's details and choose BizAssist from the order list
- Pay with your credit card

We will reward every accountant distributing our software by paying $110 of commissions for both the original purchase and any subsequent renewal of BizAssist by their client.

We will send a registration details to your client (or you if you provide your email address) explaining the steps on installing and setting up BizAssist using the company file prepared by their accountant (you).

Emailing the BizAssist file to your client

- In BizAssist select "File | Export data | E-mail company file". This option requires *Microsoft Outlook* to be installed and configured on your computer.
  Alternatively, select "File | Export data | BizAssist company file" and then attach the file to an email in the emailing software of your choice.

- Send the company file to the client's email address, referring to the email from Software Assistant which will provide the steps on installing BizAssist and explaining how to import their company file prepared by their accountant (you) to BizAssist.

10.3 Importing transactions from BizAssist

If client's folder has BizAssist company file - as a *.DAT file or *.ZIP file (BizAssist export) - then you can import transactions from the file to Ledger Assistant. You can do this if you wish to keep client's financial data in Ledger Assistant. Otherwise BizAssist allows reviewing transactions and printing financial report without engaging Ledger Assistant.

To import BizAssist transactions:

- Open client's ledger in Ledger Assistant
- Select "File | Import data | Import BizAssist transactions"
- Choose the BizAssist company file. You may have few file as result of exchanging the file with your client. Make sure you select the correct one
- Specify the period for which you wish to import transactions.
- click on the Import button

11 ASIC Register Assistant

Enter topic text here.

11.1 Overview

ASIC Register Assistant manages the electronic and paper lodgment of all major forms required by ASIC. It supports the download and maintenance of Australian Company Registers and the preparation of company minutes and resolutions.

ASIC Register Assistant maintains the following company details:
- Company type, status, class and sub-class
- Company activities
- Registered office address
- Principal place of business address
- Company office holders (directors)
- Company share structure
- Company shareholders (members).

ASIC Register Assistant integrates with other modules of Assistant and uses a common database

and user interface. The changes made to the register will update the company data in other modules of Assistant. The job flow alerts will alert when the company review day is approaching or when lodgment of changes to company details is required due to changes of details to office holder's or share holder's.

More information:
    Transferring of company details from other systems
    Downloading of company details from ASIC
    Creating and lodging of ASIC forms
    Preparation of minutes and resolutions
    Generating reports

11.2 Transferring of company details from other systems

See also:

    Downloading of company details from ASIC

At the moment Assistant is capable of transferring company registers from only one system - BGL Corporate Affairs System (CAS). The BGL CAS software has to be installed on the computer before you can use the transfer. To transfer the company registers from CAS, select "File | Import data | Import clients from | BGL CAS".

Assistant will list all companies registered in BGL CAS. You will have two options: either select the client from the list and import it or choose to import all clients.

Assistant will check if the company with the same ACN is already registered in the system. If a company with the same ACN is already registered in the system, Assistant will ask for confirmation to overwrite the existing data.

11.3 Downloading of company details from ASIC

See also:

    Creating and lodging of ASIC form

ASIC Register Assistant enables the downloading of company details from ASIC. Use this feature when you start using *ASIC Register Assistant* for the first time or when adding a new company.

If you were using BGL CAS program, you can load the company registers by using the built-in *CAS to ASIC Register Assistant* transfer option.

The lodgment of **RA71** form is required to request a download of company details from ASIC. You can only request details of the companies that you are acting for as an agent. Otherwise **Form 362** (*Appointment or cessation of a registered agent by a company*) has to be lodged before you can download company data from ASIC.

The data download facility provides you with information taken from ASIC's ASCOT database, which reflects the data captured from documents lodged by the company. ASIC does not warrant the completeness or accuracy of this data.

The company details will be received in the format of outbound report file that you will retrieve during the lodgment or connection to ASIC ELS system. The file (PDF format) can then be:

- viewed by Acrobat reader and compared against existing company data (if available) or
- it can be imported to *ASIC Register Assistant*. By importing the file you can either create a new company register (if a company with the same ACN does not already exist in the system) or update the details of the exiting one.

You can also create company's register by manually typing company information into *ASIC Register Assistant*.

11.4 Creating company register

To create a company register for an existing client:

- Open the Client details form by clicking on the **Clients** button and enter the relevant information including *company name* and *ACN*.
- Select the "ASIC" tab and tick the *Maintain ASIC register* check box. This will enable access to the company register for the selected client.
- Then enter the review date anniversary of the company. The information will be used by Job flow alerts to notify you of the approaching review date so you can in turn notify your client to notify ASIC of any changes to company details and to pay the annual fee to ASIC.
- Save the client's record and open *ASIC Register Assistant* by clicking on the **ASIC** button.
- The *ASIC Register Assistant* displays a summary of the client's details. You can use the navigator or underlined entries in the summary to access the relevant information.
- Click on the *Company* heading to enter company details.
- Click on the Office holders heading to manage office holders of the company.
- Click on the Share holders" heading to manage office holders of the company.

Each company must have Officeholders and Shareholders. The information of Officeholders and Shareholders is specific to the selected company and it can be accessed only if the company details are opened. The database of individuals and organisations, on the other hand, is not company specific and can be accessed at any time. The same individual or organisation can have a role in a number of companies.

11.5 Individuals and organisations

The record of the individual or organisation has to be created before the role can be assigned to them.

Click on the Individuals and organisations item on the navigator to open the data management system.

Button	Action
	Starts a new record for individual or organisation.
	Opens the selected record for editing. Double-clicking on the selected record will also open it for editing.
	Deletes the selected individual or organisation. The program will only allow you to delete the record if the selected individual has no role in any of the company registers.
A	Shows all clients.
O	Filters the office holders of the selected company.

| **M** | Filters share holders (Members) of the selected company. |

11.6   Office holders

Company Officeholders are <u>individuals and organisations</u> who are company directors, secretary or alternates acting for directors. The company should have at least one director and officeholder. To view the details of office holders, open the company register and click on the *Officeholders* header on the company details summary page.

The form will list the names, address details and statuses of company officeholders. The buttons on the left side allow you to add, edit or delete the office holders. To change the status of office holder, double-click on the record or select the record and click on the edit button. The edit form will list the appointment and cessation dates for each of the status.

In the case of appointment of alternate director, the terms of appointment must be included.

11.7   Share holders

Company Shareholders (Members) are <u>individuals and organisations</u> who, as the name suggests, hold shares in the company. To view the details of shareholders, open the company register and click on the *Members* header on the company details summary page.

The top part of the form will list the shareholders. The buttons on the left side allow you to add, edit or delete the shareholders.

The bottom part of the form displays the *summary of shares* held by the selected shareholder. To modify the share holding details for the selected shareholder, use the *transaction* page. There you can enter all the history of the issued and canceled shares (use negative amounts to record reduction in shares held or cash paid) for the selected shareholder.

Where shares are jointly held, use the *Joint shareholders* page to list all the individuals or organsations jointly holding the shares.

11.8   Creating ASIC forms

To open an EDGE or ECR form:
- Select the appropriate client from the client list
- Click on the arrow next to the NEW button to activate the pop-up menu
- Select "ASIC forms" menu item to access the list of forms
- Select the appropriate form.

The form's status will be automatically set to ***In-progress*** (refer to the Status form) and the time sheet record created if the automated time sheets are enabled (requires Practice Assistant module).

Complete the form by filling in the appropriate fields. The fields that require to be completed via worksheets have underlined headers. Click on the header text to access the worksheet.

When all required fields on the form have been populated, click on the ***Validate*** button to check for any possible logical errors in the form. This may generate an <u>error list</u> that you will have to process. The form can not be lodged until all logical errors have been removed.

If the form has passed the validation test, click on the ***Status*** button and change the status of the

form to **Prepared** . The form can then be printed and sent to the client for the client to sign. The status of the form can then be changed to **Mailed**. Once the client has signed the form and sent it back, the status of the form has to be changed to **Signed** and ready for lodgment. Electronic lodgment system will collect all forms with status *Signed* to the lodgment batch.

11.9   Validating ASIC forms

Click on the *Validate* button to check for possible errors in the opened form. If any error is detected, the error list will be displayed on the screen. Each error has a V-reference, brief error explanation and the reference to the field that triggered the error.

You can double-click on an error to bring the focus to the field that triggered the error or select the error and click on the error report button to produce a detailed report for the selected error. The report will provide an extended explanation for the error and show validation test with values from the form. It helps to understand the reason for the error and decide on the action to be taken to eliminate the error.

The form can only be lodged to ASIC if all logical errors have been removed.

11.10   Electronic lodgment of ASIC forms

ELS configuration

Before using ASIC Register Assistant for electronic lodgment of ASIC forms, it is important that you correctly configure ASIC ELS options.
ELS options consist of the following details:

- Registered Agent Number
- DIS User ID
- DIS Password
- EDGE mailbox

ELS user ID and ELS password are login details to access your EDGE account.

The above information can be requested from ASIC by registered agents by completing the Application for EDGE participation. ASIC does not charge a fee for using any type of electronic lodgement service, either EDGE or online. For more information email ASIC at info.enquiries@asic.gov.au or phone their enquiry line on 03 5177 3988. Also refer to online information of How To Join EDGE.

ELS lodgment

To mark an ASIC form for the electronic lodgment, open it then click on the **Status** button and change the status of the form to **Signed**. Then return to the client list and click on the **ELS** button (or select the ASIC lodgment from ELS button pop-up menu if also registered for Tax Assistant) to activate the lodgement form. The lodgment form will display all ASIC forms that have the status **Signed**.

If you wish to perform a test lodgement then you will have to un-tick the Production check-box. This will set the ELS system to transmit the forms to the test gateway and they will not be received by ASIC. In order to lodge the forms to ASIC, you will have to tick the Production check-box in the lodgement screen and then resend the forms.

Click on the **Send** button to activate the lodgement process. The Lodgement process is fully automatic and you have to wait until it is finished and the ASIC ELS transmission and validation reports are displayed. Then you may view the report. ASIC Register Assistant will automatically update the status of the transmitted forms as per the received validation report.

The following group of forms cannot be lodged along with other forms in the same transmission:

- Form RA53
- Forms 201, 410, RA50, RA54 and RA58
- Forms RA51 and RA52
- Forms RA15, RA17, RA61, RA63, RA65, RA67 and RA71
- Forms 361, 362, 370, 484, 485, 489, 490, 492 and 902

In case of an invalid mix of the forms prepared for the lodgment, ASIC Register Assistant will automatically filter forms to make the transmission valid. The information of the action taken to make the transmission valid will be displayed on the screen.

Transmission and validation reports

Each time you lodge a form with ASIC, two reports will be generated. The transmission report is the first to be generated. It confirms that the communication with ASIC was successful and that ASIC has received the data. ASIC's computer then validates the files it has received, checking that their contents conforms to ASIC's requirements. The Validation report will then be generated by ASIC that will be made available for you to download. *ASIC Register Assistant* will download this report automatically either during the same transmission session or with the next lodgment or connection to ASIC ELS system.

The validation report states the number of forms sent, received, and accepted by ASIC. In case of rejected returns, the errors will be listed with brief explanations of the reasons for rejection. Validation reports will be stored on the computer and can be retrieved via the status form of the transmitted return or form. The reports are also available via Reports options.

A list of error messages and their meaning are contained in the ASIC publication The EDGE Reference Guide.

Retrieval of the reports

ASIC may place reports, invoices, correspondence and company data files into your ELS account for you to download.

ASIC Register Assistant will download all available files from ASIC during transmission or connection sessions. It then moves those files that are applicable to specific companies, such as annual statements, to the respective companies' folder. Files that are common to all companies, like validation reports or outbound reports, are stored in the _ELS directory.

When you select a company, the downloaded files specific to the company will be displayed in the client's folder.

11.11 EDGE forms

See also:

> Outbound messages
> Creating ASIC forms

ASIC Register Assistant supports the following EDGE forms:

Company forms

Form 361 - Registered agent ceasing to act for a company

The form is used to cease the link between a registered agent and a single company. The form must be signed by the agent.

Form 362 - Appointment or cessation of a registered agent by a company

The form is used to create or cease the link between a single company and the registered agent whose agent number is specified in the Assistant's options. A current officer of the company must sign the form.

Form 370 - Resignation of officeholder

A resigning or retiring company office holder can use a Form 370 to notify ASIC of their cessation. The Form 370 is lodged by the officeholder on his or her own behalf and **does not** alter the obligation of the company to lodge a Form 484. The Form 370 is signed by the ceasing officerholder and must be accompanied by a copy of the letter of resignation which should be attached as an annexure.

Form 484 - Change to company details

Form 484 has three sections; A, B and C. These sections can be lodged individually or together depending on the types of changes you need to notify.

Use **Section A** to inform ASIC about:

- Address changes
- Change of name of officeholders or members
- Change of Ultimate Holding Company

Use **Section B** to inform ASIC about:

- Appointments or cessations of officeholders
- Changes to special purpose company status

Use **Section C** to inform ASIC about:

- Changes to share structure
- Issuing and cancelling shares
- Changes to the members' register

Form 485 - Statement in relation to company solvency

Under section 347 a company must pass a solvency resolution within two months of its review date.

This Form must be lodged where the directors of the company have either:

- Passed a negative solvency resolution; or
- Not passed a solvency resolution within the statutory two-month period after the review date.

If the directors of the company pass a positive solvency resolution there is no need to lodge the Form.

Form 489 - Change of address or office hours of registered body

Use this Form to notify ASIC of changes to registered office address or office hours of a registered foreign company or registered Australian body. Collectively these organisations are known as registered bodies.

Form 490 - Change of officeholders of registered body

Use this Form to notify ASIC of new or ceasing officeholder(s), and for changes to the name or address of current officeholder(s) of a registered foreign company or registered Australian body. Collectively these organisations are known as registered bodies.

Form 492 - Amendment to previously lodged document

A form 492 may be lodged electronically only if it amends a document that is not under requisition. Form 902 is used to respond to a requisition.

A Form 492 should not be used to add missing office holders to a Form 484. In this case another Form 484 should be lodged to notify the appointment, cessation or change in details to the office

holders name or address.

Form 902 - Amendment to previously lodged document

A Form 492 may be lodged electronically only to amend a document which was originally lodged electronically and is **not** under requisition. Form 492 is used to notify corrections. If the 902 refers to a document which was lodged on paper, the 902 must be lodged on paper.

Report request forms

RA17 - Request for data amendment report
When processing lodged documents, ASIC staff may detect and correct errors in the data eg spelling mistakes. This report will provide details of corrections made. It is available on request, reporting changes made since the requested start date.

Lodgement of a valid RA17 will result in the preparation of an RA18 reply where details of amendments made by ASIC staff to documents lodged by the agent will be provided.

RA61 - Request review date report

This request allows the user to request review dates of all companies linked to the agent making the request. The response is delivered as an RA62 message which will be collected by Assistant the next time it connects to the EDGE mailbox, after the RA61 is transmitted.

RA63 - Request company debt report for a specified company

The agent needs to supply a company name and ACN (one name/ACN only). RA63 requests will be processed as they are received. The response is delivered as an RA64 message which will be collected by Assistant the next time it connects to the EDGE mailbox, after the RA63 is transmitted.

RA65 - Request documents lodged report

This report allows a registered agent to review the documents lodged by the company that is linked to that agent. Agent must provide the details of the company (company name and ACN) and the start date of the lodgment period. The response is delivered as an RA66 message which will be collected by Assistant the next time it connects to the EDGE mailbox, after the RA65 is transmitted.

RA67 - Request company debt report

This request allows the user to request a report of the debt details of all companies linked to the agent making the request. It will be processed as low priority request within ASIC's accounting systems. Consequently, at times of peak load, there may be some delay in the availability of the report.

In order to prevent duplicate and unnecessary requests, a limit of two RA67 requests will be acceptable per calendar day. The system will therefore perform the following checks and consequent workflow:

- Upon receipt of each RA67 the system will perform an enquiry against the requesting agent's number to determine how many RA67s have been submitted by the agent on this calendar day.

- If the number is less than 2, the RA67 will be accepted and the standard validation report returned.

If the number is 2, the RA67 will be rejected and the validation report will be returned with message "Two RA67 'all companies' report requests have already been submitted today". If lodgment is successful the response is delivered as an RA68 message.

RA71 - Request for company details
This message requests ASIC to provide company details in PDF and/or structured data formats.

The response message will depend on the request type.

Valid request types are:

- Request to re-issue Annual Statement of Details (returned as form 480)
- Request for current Company Statement (returned as RC05)
- Request for Data Download (returned as RA72)
- Request to re-issue Return of Particulars (returned as form 482)

11.12 Changing company details (Form 484)

See also:

> [Outbound messages](#)
> [Creating ASIC forms](#)

You can change the client's details by opening ASIC register and modifying various sections on the summary page of the ASIC register. To inform ASIC about the changes in company details, start *Form 484 - Change to company details* by selecting it from "New | ASIC forms" pop-up menu. If the form is started, any modifications in the company register will lead to automatic population of the form. The new pages (tabs) will be created on the screen to reflect the changes made in the company details. The contents of the populated form can be viewed while you are modifying the details in the register.

The cover page of the form has links to all sections that can be completed in the form. By completing these sections on the form you will also update the appropriate details in company register. That means the changes are bidirectional: changes made in register will update the form and vice versa. If the form was lodged and accepted by ASIC, further modification of the form will NOT affect the data in company register.

The changes to shareholders or share structure will not automatically update the form 484. The appropriate share issue or cancellation transactions have to be implicitly included in the form 484. The appropriate command buttons are available on either of these forms.

Validation and preparation of the form for lodgment is the same as in all [other forms](#).

A1 – Change of address

Use this worksheet to make changes to the office address, principal place of business or an officeholder's or member's address. Enter the new address in the address fields, then select the type of address being changed i.e. Registered office address, place of business or Officeholder's or Member's address by selecting the appropriate check box. If the new address is for the registered office address then you'll also need to state whether or not the company occupies the premises. If it is a change to an officeholder or member's address then you'll also need to select the officeholder or member from the "Name of officeholder or member" pick list and their status.

Make sure you also enter the date that the address was changed and then click on the *Exit* button to close the worksheet. A new A1 page will appear in the form and the new address will be reflected in the Statement page. If there is more than one address that needs to be changed, for example, a change of registered office and a change to an officeholder's address, then you can click on the *New* button to add another record in the worksheet. A page will be included on the form for every record created in the worksheet.

If you are doing a change of address for a member then you'll also have to complete a C4 – Changes to the register of members.

A2 – Change of name – officeholders or members

Use the A2 worksheet to notify of a change of name to an officeholder or member. Click on the Family name field and select the officeholder or member from the pick list. The officeholder or member's name will populate the Current name fields. If the officeholder is an organisation then

the name will appear in the organisation section. Enter the officeholder's or member's former name in the Former name fields and enter the date of change. The A2 page will then be added to the Form 484.

Make sure you also complete the C4 – Changes to the register of members worksheet.

A3 – Change – ultimate holding company

Use this worksheet to notify of changes made to an ultimate holding company. Complete this worksheet by selecting the UHC Status from the list, the current name, ACN, ABN and the Country of incorporation.

B1 – Cease company officeholder
B2 – Appoint company officeholder

Use this worksheet to appoint new officeholders, resign existing officeholders or to extend an existing officeholder. The appointment or resignation of officeholders is done using the same worksheet. Clicking on either heading will open the worksheet for both functions. Enter the officeholders by clicking on the "Officer" pick list and selecting them from the list of Associated individuals and organisations. Then click on the "Action" pick list and select the appropriate action. Mark the officeholder's position by clicking on one of the checkboxes and enter the Date appointed or the Date resigned as it applies to the officeholder. If the officeholder's title is that of an Alternate director, then you will also need to state who they are the alternate for by clicking on the Alternate pick list and entering the "Terms of appointment of alternate director".

B3 – Special purpose company

Use the B3 worksheet to notify of changes to special purpose company status. You have to select either 'Commence' or 'Cease' as the action. If you select 'Commence', then you'll also have to select the type of the special purpose company. Enter in the date of change and then click on *Exit*.

C1 – Cancellation of shares

Enter any cancellation of shares by using the C1 worksheet. Select one of the reasons for cancellation from the list. If the reason for cancellation is not on the list then select 'Other' and enter in the description and section reference. Then complete the table at the bottom listing the details of shares cancelled. The table requires you to enter the share class code, share title, number of shares cancelled and the amount paid. If more than one share class was cancelled then you can enter the details on a new line in the table. If you need to enter details for shares that were cancelled for a different reason then click on the *New* button to create a new worksheet.

C2 – Issue of shares

Use the C2 worksheet to show share issues. Select the payment type for the issued shares. If the payment type 'Other than cash' is selected then you'll also have to include a description of the consideration. Tick whether the shares have been issued under written contract and then complete the table at the bottom showing the details of the shares issued. The table requires you to enter the share class code, share title, number of shares issued, amount paid per share and amount due per share. You will also have to complete C3 – Change to share structure to show all share classes that have changed.

C3 – Change to share structure

Use the C3 worksheet to show any changes that were made to the share structures. Complete the worksheet by selecting the share class code of each share class that has changed. The actual changes are not made in this worksheet; use the Share structure section on the summary page to edit the share classes.

C4 – Change to the register of members

Use the C4 worksheet to show any changes made to the register of members. Select the member that has had changes made to their details and then select the status of the member from the drop down list. If a change has been made to the share structure then you'll need to complete the share details table. Complete the table by selecting the share class code, entering the number of shares

the holding increased or decreased by, the total number of shares, total $ paid, the total $ unpaid, whether the shares were fully paid, whether the shares are beneficially held and the holding status. You must complete this worksheet if a member's address was changed in A1 – Change of address or there was a change of name in A2 – Change of name – officeholders or members.

11.13 ECR forms

See also:

Outbound messages
Creating ASIC forms

ECR is the third stage of ASIC's electronic lodgement system (EDGE). ECR enables the registration of Australian companies to be made electronically, linked to an electronic payment facility.

ECR includes the following features:
* editing, validation and acceptance of company registration and name reservation requests
* an automatic names determination, data completeness and funds availability facility
* a dedicated team to provide support for clients whose transactions do not pass automatically through the system and to assist with accounts receivable issues
* a range of messages to communicate the progress of the registration transaction
* agent services including access to account statements and advice on actions that clients need to take to progress a transaction
* authentication using digital signatures generated from the private key associated with an approved X.509 certificate
* direct debit and prepaid trading accounts using direct credit as the initial payment modes
* delivery of company certificates of registration as print streams for printing at client sites, with a print and post option available on request
* automatic update of ASIC's public database
* system availability as per the existing EDGE service

Company registration forms

F201 - Application for registration as an Australian company

If the application has been approved, an RA55 Company Registration Advice will be returned. An RA56 Advice of ASIC processing status is used to notify the applicant when the application has been received but cannot be processed, or when the application has been rejected. The version number of the 201 will match that of the RA55 and RA56.

If the application have been sent for a public company, ASIC will request the Constitution of the company to be sent to ASIC (by mail, fax or email) and only then they will process the application for company registration. For all other types of company the Constitution is not required by ASIC. Please note that ASIC does not issue a company Constitution upon company registration. The former should be prepared by a solicitor.

F410 - Application for reservation of a name

Only names reservations for Australian public and proprietary companies may be lodged electronically. Reservations for foreign companies and registered Australian bodies must be lodged as paper documents.

An RA56 Advice of ASIC processing status is used to notify the applicant whether or not the application has been approved. The version number of the 410 will match that of the RA56.

Requests

RA50 - Request withdrawal of form 201

An agent may request a withdrawal of the previously sent application for a company registration if the registration certificate has not been issued for the company yet.

The withdrawal will be confirmed by a RA56 message.

RA51- Request reprint of registration certificate

An agent may request a reprint of a certificate within 30 days of the registration of the company, where the company was registered by the agent and the original certificate was delivered electronically. Lodgement of a valid RA51 will result in the preparation of an RA55 reply.

RA52 - Request account transaction listing

An agent may request an account transaction listing for a specified period. Lodgement of a valid RA52 will result in the preparation of a RA57 reply. In deciding the period of the request, agents should consider their processing volumes and the consequent effects on the size of the reply message.

RA53 - Authorise X.509 certificate

When an agent first joins the EDGE Company Registrations system, or in re-establishing authorities if the only authorised certificate is lost, it is necessary to use a self authorised transmission of an RA53 message which in turn must contain the ASIC issued PIN and certificate used to sign the document. This certificate must match the certificate whose authorities are being set by the RA53.

Use of all X.509 certificates must be authorised with ASIC using an RA53 message before documents signed by the private key associated with the certificate can be lodged.

The initial certificate (and possibly some future certificates) will be registered as a self authorised transmission containing only an RA53 message containing a single use ASIC issued PIN. Refer to the Digital Signature specification for further details.

The RA54 message allows an agent to alter the authorities attached to a certificate.

Registration will be confirmed by an RA56 message.

RA54 - Update X.509 certificate authorities

An agent may update the authorities attached to a certificate by lodging an RA54 identifying the certificate involved.

The update will be confirmed by an RA56 message.

RA58 - Request X.509 certificate authorities list

An agent may request a list of certificates authorised for use by the agent by lodging an RA58 request. Lodgement of a valid RA58 will result in the preparation of an RA59 reply.

11.14 Agent authentication and payments

Payments

Before being authorised to use the EDGE company registration facility, a registered agent will sign a trading agreement which will include arrangements for payment of statutory fees to ASIC. Accounts receivable functions will be provided by ASIC back office systems. EDGE agent services messages will allow an agent to electronically enquire on their ledger postings.

Company registration occurs once the request has passed successfully through all filters and has been assessed. Once the request has passed successfully through all filters, the fee is assessed,

the debtors file updated and the updated debtor information made available on the EDGE mailbox. An RA55 message will be transmitted to the lodger, and this message will include the date of registration, debited fee, company name and Australian Company Number.

Agent authentication

Because company registrations (form 201) are high value transactions, it is essential that a high level of agent authentication be provided to protect the agents' commitment for debt, and the statutory fees to be paid to ASIC.

Thus, all company registration transmissions must be digitally signed using the private key of an X.509 certificate authorised by the agent. This is in addition to the user id/password pair maintained by the agent. The agent has to contact a Certification Authority to get an X.509 certificate. The Certification Authorities are listed in the Electronic Lodgement Protocol, which can be found on the ASIC website. One of the suggested Certification Authorities is..

> **VeriSign Australia Limited ACN 088 021 603** (previously eSign Australia Limited)
> Website: http://www.verisign.com.au/
> VeriSign certificates acceptable for use under the Electronic Lodgment Protocol are
> **Gatekeeper** grade 2.

Acquiring and installing Digital certificate

The following steps are provided for VeriSign Gatekeeper certificate. Please note that X.509 certificate can also be purchased from any Certification Authorities of your choice.

> Gatekeeper is the Australian Federal Government's initiative for digital certificates. Digital Certificates enable organisations and individuals to securely conduct business over the Internet. VeriSign Australia (formerly under the name "eSign") is accredited to provide Gatekeeper compliant digital certificates.

1. Go to VeriSign website at http://www.verisign.com.au/gatekeeper/ and subscribe for a Gatekeeper ABN-DSC digital certificate or a Gatekeeper Grade 2 Individual digital certificate which cost $187. The subscription of the certificate may take a week due to the time taken by identification check of Authorised Officer.

2. Upon the approval of the certificate you will receive the email with the link suggesting to install the certificate. Follow the link to install the certificate. Certificate will be installed on your default web browser.

3. Export the certificate from web browser (further steps are provided for Internet Explorer):
   - Open Internet Explorer and select "Tools | Internet Options | Content | Certificates".
   - Select "Personal" tab and locate the certificate issued to your organisation.
   - Click on the "Export" button to export the certificate.
   - Select "Yes" to export the private key.
   - Select "Personal Information Exchange" format.
   - Provide the password that you created during the certificate subscription process.
   - Save the certificate as "certificate.pfx" in the Assistant's program files directory (default is "C:\Program files\Software Assistant\Assistant")

4. Convert certificate from PKCS#12 (.PFX) to PEM format:
   - Select "Start | Programs | Accessories | Command prompt"
   - In the command prompt, type:

   > CD\Program files\Software Assistant\Assistant
   (if the Assistant is installed in the different location, enter the appropriate path after the "CD\...")

- Execute the following commands (parameters are case sensitive):

> openssl pkcs12 -in certificate.pfx -out certificate.pem
(you will be asked to provide the password that you created during the certificate subscription process)

> openssl x509 -in certificate.pem -out asic_cert.pem
(you will be asked to provide the password that you created during the certificate subscription process)

> openssl rsa -in certificate.pem -out asic_key.pem

> copy asic_cert.pem + asic_key.pem asic_cert_n_key.pem

5. Load certificate:
   - Open Assistant's options.
   - Select "ASIC ELS" tab.
   - Click on the "Public Certificate" link and open the *asic_cert.pem* file.
   - Click on the "RSA Private Key" link and open the *asic_cert_n_key.pem* file.
   - Backup *asic_cert.pem* and *asic_cert_n_key.pem* files.

6. Authorise the certificate to ASIC by lodging an RA53 message. You will not be able to lodge forms 201 or 410 before the authorisation is confirmed by an RA56 message received from the ASIC.

11.15 Registering new company (Form 201)

See also:

ECR forms
Creating ASIC forms

Company registration

Because company registrations (form 201) are high value transactions, it is essential that a high level of agent authentication be provided to protect the agents' commitment for debt, and the statutory fees to be paid to ASIC. Thus, all company registration transmissions must be digitally signed using the private key of an X.509 certificate authorised by the agent. This is in addition to the user id/password pair maintained by the agent.

Lodgement of a company registration request (form 201) will initiate a process which will result in either the registration of the requested company, or the rejection of the request. While the aim of the EDGE electronic company registration system is to provide rapid, automatic processing of requests, ASIC processing of a form 201 is a multi step process which may involve manual processing. Consequently there may be a considerable time delay between the transmission of a 201 and the registration (or rejection) of the company.

Lodgement of a form 201 will result in one or more RA56 reply messages which will advise the processing status of the request as well as the company registration details if the request is successful.

On successful registration of a company, a registered agent may wish to use EDGE to lodge subsequent documents about the company (EDGE forms).

The registration process flow

The validated company registration *document* (request) will flow through a series of automatic filters that check for compliance with the *Corporations Act 2001*. Unless the lodger has claimed Ministerial consent for a restricted name,

- if the request fails a particular filter, reasons for this failure will be stored until the request passes through all remaining filters
- a report providing a complete record of all failures, and the status of the request will be transmitted to the lodger.

If a request has been queued off line, once the relevant action has been completed the request will return to the electronic company registration process and result in either the registration of the requested company or rejection.

If Ministerial consent is claimed, the request will be referred for manual processing, and a message will be transmitted to the lodger.

Certificate of Registration

The Certificate of Registration will be made available for printing, in a self-contained ASIC generated print string, from the EDGE mailbox, or by ASIC printing and posting to a specified address. A "reprint" facility will be available for the Certificate of Registration for seven days from the date of registration.

Completing form 201

There are two ways you can complete this form:
- Create the company register manually first and then start the form 201 with all data being populated from the company register.
- Complete the form 201 manually (the register will have to be created manually later upon the confirmation of the company registration).

Lodgement details

In this section you have to enter the ASIC agent's contact details, whom ASIC should contact if there is a query about the form. The lodgment details do not form part of the ELS file and can be used for the hard copy lodgment.

State/territory of registration

Enter the state/territory that the company will be registered in.

Details of the company

Proposed Company Name

The automatic names determination facility will check the proposed company name for compliance with the *Corporations Act 2001*. This facility may:

- **reject** a name outright and prepare a rejection advice message
- refer the request for manual **inspection** and prepare inspection reasons
- accept the name for automatic company registration

If a request is referred for manual **inspection**, the proposed name will be protected until a decision has been made. Manual inspection will be available during office hours only. However, lodgers will have the facility to withdraw a request from the manual inspection queue, up to the point of registration.

Names Reservation using form 410

Lodgement of a names reservation request (form 410) is an optional step which may precede the registration of a company.

Lodgement of a form 410 requests the reservation of a specified name. If the name is available, it will be reserved. The rules governing the reservation period and any subsequent extension of the reservation, are set by ASIC from time to time.

Lodgement of a form 410 will result in an RA56 reply message which will advise the acceptance or rejection of the request to reserve a name.

A name will be reserved once the request has passed successfully through the names determination and data checking filters. Fees for this service are on application.

Enter the proposed company name. If the name has been registered by lodging Form 410 then enter the reservation number as well as the name of the applicant who submitted Form 410 for company name registration.

If you **do not** have the proposed company name, choose to use ACN as a company name and select the appropriate legal elements that apply to the company.

If the proposed name is identical to a registered business name then you will have to provide the business number-code and the state/territory of registration.

Type and class of company

Select whether the company is a proprietary company or a public company and the type of class that the company belongs to. If the company is a public company then you will also have to select the type of Governance.

Registered office

Enter the registered office details here. You will also have to specify whether or not the company occupies the entered address. If the company doesn't occupy the premises then you will have to enter the name of the occupier and confirm that the occupier has given written consent for the company to use the premises as the registered office.

Office hours (public companies only)

If the company is a public company then you need to enter the Office hours. Select whether the registered office uses standard office hours or enter the hours manually.

Principal place of business in Australia

If it is the same as the registered office then enter 'as above' and the program will transfer the registered office address details to principal place of business fields. Otherwise, provide the relevant address.

Identify ultimate holding company

Provide details if the company will have an ultimate holding company upon registration.

Appoint officeholder

Click on the heading to open the worksheet where you can enter in the officeholders' details. If

you have created the company register manually, you can select the officeholders by clicking on the drop down list, highlighting the officeholder and then clicking on the green tick button. Clicking on the green plus button will open up the Individuals and organisations form where you can create a new record of individual or organisation. Once you have completed the details the new officeholders will appear in the list. If the company is a public company then there must be at least 3 directors, 2 of which currently reside in Australia and 1 secretary also in Australia. If the company is a proprietary company then there must be a minimum of 1 director residing in Australia. The office of secretary is optional, but if appointed one must reside in Australia. Each officeholder entered in the worksheet will have a separate page created on the main form.

Share structure

The share structure table lets you enter the share structure for the company. Enter the details such as share class code, title, total number of shares, total amount paid and total amount unpaid. If the share class codes are the same as the standard share codes then you do not have to enter the full title of the shares. If you are using custom share class codes i.e. not listed in the Standard share codes table, then you will need to enter the full title of the shares. If shares will be issued for other than cash then you will need to complete the section below the share structure table relating to whether the shares were issued under a written contract. Depending on your answer to this question you may also need to complete and lodge the forms 207Z or 208 (pre-printed forms).

Shareholders (Members)

The Details of members section is used to show the members' details and their shareholdings. Click on the header text to open the Members worksheet. This worksheet is the only way to enter members' details into the form. Enter the name and address of the members and shareholding details, if applicable. Each member entered in the worksheet will have a separate page created on the main form. Members can either be an individual or a company. If you created the company register prior to starting form 201, the details of all shareholder of the company will be automatically populated in the form. The presence of the data in company register is required if there are joint shareholders.

Declaration

The Declaration page lets you enter the applicant's details such as name, address and the date the form was signed. If the applicant is a natural person then only one signature is required. If the applicant is a corporation then at least one director or secretary has to sign the declaration.

11.16 Preparation of minutes and resolutions

ASIC Register Assistant comes with set of MS-Word templates for maintaining the company register, such as Company Constitution, Minutes of directors, Share certificate etc. The templates are kept in Assistant's *Letters* folder and have "asic" prefix in their names (for instance, asicConstitution.doc).

The templates are linked to the *Company registration application* form 201 and *Change of company details* form 484 and appear in the print options of these forms.

To edit a templates, select "File | Maintain templates | MS-Word templates" and choosing the appropriate template.

Templates have templates have various tags embraced by « » characters. When templates are being printed, the program will replace the tag with the appropriate data from client's record and data from the form being processed. You can modify the contents of the template, but do not rename the tags.

11.17 Outbound reports

ASIC Register Assistant can download the following ASIC generated reports (messages):

EDGE reports

AGENT SERVICE REPORTS:

Transmission reports (acknowledgment of receiving ASIC forms)

Validation reports (acceptance or rejection of transmitted ASIC forms)

RA18 - Request for data amendment report (response to RA17 request).
Details of amendments made by ASIC staff to documents lodged by the agent will be provided. The report will cover documents finalised by ASIC staff in the period from report start date on RA17 to the day before the request is received. The report consists of free format text.

RA62 - Review date report (response to RA61 request)
The report contains the following information:
- Company name;
- Company ACN;
- Review date.

For companies to appear on these reports they must be already linked to the registered agent by either lodgement of form 362 or pre-CLERP7 form 361.

RA64 - Company debt report for a specified company (response to RA63 request)
Report contains the same information as one in the RA68 report.

RA66 - Documents lodged report (response to RA65 request)

The report contains Company name and ACN for which the request is lodged and the following information:
- Document number;
- Date of lodgment of document;
- Form code of document
- Document title
- Date processed
- Number of pages
- Effective date of form

RA68 - Company debt report (response to RA67 request)

Both the RA64 and RA68 will contain the following information:
- Report title;
- Requesting agent number;
- Date and time report prepared;
- Date of request of report;
- Company ACN;
- Company name;
- Total debt;
- Debt now due;
- Future debt due. "Debt now due" plus "Future debt due" equals Total debt;
- Debt broken down to blocks of overdue by 0-30 days, 31-60 days, 61-90 days, 90+ days;

- Recent payments made, but not yet allocated to aged debt, will appear as credits in the '0-30 bucket';

For companies to appear on these reports they must be already linked to the registered agent by either lodgement of form 362 or pre-CLERP7 form 361.

Note: Linked companies with zero debt balances will *not* appear on the reports.

Payments received during the current business day may not have been allocated to the relevant aged debt item(s) at the time of extraction of data for this report. In these cases the payment will be shown as a credit in the 0-30 column until allocated.

RA72 - Statement of company details (response to RA71 request)

ASIC provides the company data download facility to assist you to load company records into your corporate registry database in ASIC Register Assistant.

The data provided is drawn from ASIC's ASCOT database which reflects the data captured from documents lodged with ASIC. ASIC does not warrant the completeness or accuracy of this data.

Receipt of company data downloaded from ASIC in no way alters the obligations on company record keepers to maintain complete and accurate registers as is required by the *Corporations Act 2001*

ASIC GENERATED REPORTS:

RC05 - Correspondence

Whenever ASIC needs to communicate with lodging parties for the purpose of delivering requisition notices, letters, confirmations and bulletins, an RC05 message is created. The correspondence will be contained in a PDF file that your ASIC Register Assistant will present to you upon the retrieval from your mailbox.

INV - ASIC Invoice

ASIC imposes an Annual Review fee and lodgment fees for some forms. ASIC may impose fines if you do not lodge forms within the period specified by ASIC. Please contact ASIC for details of lodgment deadlines, fees and fines.

Whenever ASIC imposes the Annual Review fee, a lodgment fee or lodgment fine, they will issue an invoice. Even though the electronic invoice form has been introduced by the ASIC, the issued invoice will be **mailed to your postal address**.

In the future ASIC will also place an invoice form in your electronic mailbox. *ASIC Register Assistant* will download that invoice automatically during your next connect to ASIC ELS system. The downloaded invoices will be automatically displayed on the screen for you to view. Later they can be viewed by clicking on Reports button and selecting the appropriate report file in the "ASIC reports" options.

480 - Annual Statement

Within 14 days of a company's Review Date, ASIC will provide to the company an Annual Statement. This is comprised of a Statement of Details and an Invoice/Statement. The company's Review Fee Invoice will be included in the Invoice/Statement. The issuing of an annual Statement may, in exceptional circumstances, occur more than once each financial year. For example, if a company Review Date is changed with ASIC approval.

The Annual Statement is delivered as a single PDF file. On receipt, the Invoice/Statement may be viewed and printed. Payments must be made using the payment methods described in the Invoice/Statement.

Note that the information on this statement reflects the company at the time the original AFS was issued.

482 - Return of Particulars

The most recent Return of Particulars of the company is returned as a form 482 Return of Particulars.

ECR reports

RA55 - Company registration advice

On registration of a company, a registration advice will be prepared for collection by the agent.

Where the form 201 has requested that the registration certificate be delivered as a Postscript or PDF print stream, then the print stream will be appended to the RA55 message. ASIC Register Assistant will separate the print stream from the RA55 and display it in Acrobat Reader (PDF file viewer). This message will include the date of registration, debited fee, company name and Australian Company Number.

RA56 - Advice of ASIC processing status

Advices will be prepared for collection by agents when a company registration message passes through certain significant changes in processing status.

For form 201, if the 201 is fully processed automatically, no RA56 will be prepared. Instead, the RA55 will advise of the company registration. In other cases, one or more RA56 messages will be prepared during the processing cycle of the registration request.

For form 410, one or more RA56 advices will be produced, advising of acceptance or rejection of application, and any manual processing required.

For form RA53 and RA54, one advice will be prepared advising of the change to authorities.

RA57 - Agent account transaction listing

Agents lodging company registration documents will be liable for statutory fees applying to those lodgements. Fees will be posted to an ASIC back office accounts receivable system and payments collected as agreed in the agents trading agreement.

Agents will be able to electronically obtain a listing of line item transactions in their debtors ledger by transmitting an RA52 request. This transaction listing will be returned as an RA57 message.

RA59 - X.509 certificate authorities list

Electronically lodged company registration forms must be digitally signed using the private key associated with an approved X.509 certificate. Before using a certificate, an agent must advise ASIC of the authorities attached to the certificate. For EDGE purposes, these authorities are to sign documents, and to sign transmissions. The EDGE Agents Agreement and Protocol which must be entered into before lodging company registration messages will define these authorities.

Agents will be able to electronically obtain a listing of their authorised certificates and the attached authorities by lodging an RA58 request. The authorities list will be returned as an RA59 message.

Processing reports

All outbound agent services data will be delivered in files whose names follow the form **OUT_ss.nnn** where ss identifies the EDGE DIS system in which the files reside and nnn is a suffix (sequence number of the message) to make the file names unique. Assistant identifies the contents of the file and renames it to **OUT_ss_nnn.ttt** where ttt is a report type (e.i. RA55, RA56 etc.) so the files can be filtered by type if required.

The ASIC generated reports have two parts: PDF part that can be viewed with Acrobat Reader and TAG part that can be used for importing the file to the register. The Agent service reports are TAG files that can be previewed via Reports options.

ASIC Register Assistant automatically displays Outbound reports if any have been received during the transmission session. The reports are stored in the _ELS folder and can be viewed this way:

- Click **Reports** button
- Mark *ASIC reports* options
- Expand the *ASIC reports* options and click on the *Select file* button
- Use *Files of type* filter to filter the files by required type
- Double-click on the file you want to view
- Click on the **OK** button in the *Reports* options to view the selected file(s)

The files, such as RA62 and RA72 can be imported to ASIC register. To import the files:
- Select "File | Import data | Import ASIC reports"
- Use *Files of type* filter to filter the files by required type
- Double-click on the file you want to import

RA62 file will set the review dates to each of the companies in the file. RA72 will create or update the company details.

11.18 Standard reports

ASIC Register Assistant provides a number of reports that you can generate:

REPORT	DESCRIPTION
List of registers	Lists all the active companies in the register.
Annual review status	Lists all the active companies that have a specified Annual Review status.
Review dates	Lists all the active companies with annual review dates that fall within a specified range of dates.
Lodgment report	Provides information on forms that have been lodged for all companies or a specified company.

To run a report do the following:
- Click on the **Reports** button
- Select the appropriate report
- Expand the report options by clicking on the plus "+" sign next to the report title
- Select the appropriate report options: date range or sorting order
- Click on the **OK** button to preview report

After previewing a report on screen, you can print it or save it as a Microsoft Word, Excel or PDF file. You can also attach it to an email message as an HTML or PDF file.

12   ASIC Register Assistant Online

12.1 Overview

See also:

> Assistant's Options
>
> Downloading applications for company registration
>
> Uploading company register documents

ASIC Register Assistant Online is an online Australian company registration system that allows individuals to complete their Australian company registration applications (Form 201) online. The

application must then be downloaded to the desktop version of ASIC Register Assistant by participating ASIC agents who will review the application and lodge it with ASIC (Australian Securities & Investments Commission).

The desktop version of ASIC Register Assistant has complete integration with the online application. The integration allows ASIC agents downloading the applications, generating of Company register documents and uploading the documents with the company registration certificate to the online application for the applicants to download.

ASIC Register Assistant Online has the following subscription options:

- **Registration to ASIC Register Assistant Online**.
  The registered agents will be able to login to the online system at www.RegisterAssistant.com.au and submit applications for Australian company registration on behalf of their clients. Once the application is submitted it will be lodged by Software Assistant Pty Ltd. A commision of $50 per application will be paid by Software Assistant Pty Ltd to agents. This option allows agents to lodge company registration applications for only $49. Subscription to the desktop version of ASIC Register Assistant will NOT be required.
- **Embedded version of ASIC Register Assistant Online**.
  This option allows ASIC agents to embed ASIC Register Assistant Online to their website. Applications submitted by clients on agents website will have to be lodged by agents via desktop version of ASIC Register Assistant program. The agents will not incur any lodgment fee from Software Assistant Pty Ltd but will require to subscribe for the desktop version of ASIC Register Assistant program (currently $385).

12.2   Downloading company registration applications

See also:

Assistant's Options

Before you can use this option, you must provide your ASIC Register Assistant Online login name and password in the Assistant's Options, "User" tab. If these details are completed, the online integration menu options will be enabled.

Access:

"Tools | Company register online | Download company registration applications"

The Download company registration applications command will open a list of application completed online. The list will display the name of proposed company and status of the application.

Double-click on a company to download it to the ASIC Register Assistant. The new client record will be created and new 201 form with relevant details will be added to the client's record. Save, validate and lodge the 201 form. If you choose to close the ASIC Register of the downloaded company without saving it then the created client's record will be deleted.

12.3   Uploading company register documents

See also:

Assistant's Options

Before you can use this option, you must provide your ASIC Register Assistant Online login name and password in the Assistant's Options, "User" tab. If these details are completed, the online

integration menu options will be enabled.

Access:

"Tools | Company register online | Upload company register documents"

The above command will display the list of documents from the selected client's folder. To upload the documents, mark the checkbox next to the document name, provide the description of the document and click on the "Upload" button to upload the marked documents.
The form indicates the current status of the online application and allows changing of this status by selecting the appropriate status from the pick list.

13 Practice Assistant

13.1 Overview

Practice Assistant is a collection of powerful tools for managing your practice in an ever changing business and compliance environment. It includes client management system, multi-user appointment diary, document management system, time sheets and client billing, job flow alerts and other tools.

13.2 Contacts

Access:

"View | Contacts"

The Contacts Manager displays details of people or businesses who are not your clients but whom you would like to communicate with. Use the Contacts Manager to store the e-mail address, street address, multiple phone numbers, and other information that relates to the contact.

To add a new contact:
- Click on the *Insert record* button (plus '+' sign) located on the top.
- Fill in the contact's details such as name, address and phone numbers.
- If you want you can also add some notes by clicking on the "Notes" tab.
- Once you have finished adding the details, click on the *Save edit* button (tick sign). Click on the *Cancel edit* button (X) if you do not want to save the contact.

To edit an existing contact you need to click on the *Edit record* button (triangle image), make your changes and then click on the *Save edit* button.
To delete a contact you need to highlight the contact and then click on the **Delete record** button (minus sign). All details of the client will be deleted.

The Contacts Manager also allows you to filter contacts by either marked contacts or private contacts. Ticking either or both of these checkbox will cause the Contacts Manager to only display contacts that satisfy the given criteria. To mark a contact, click on the first column next to the contact. A green tick will appear. You will need to mark the contacts if you wish to send letters or reports to your contacts. See below "Sending letters to the contacts." To set a contact as a private contact, check the private contact checkbox in the contact details form.

Sending letters to the contacts

First of all you have to create a letter template. Refer to Mail merge topic for more information creating the letter.

To generate letters based on the letter template,

1. Mark the contacts you wish to send the letter to by clicking on the first column next to the contact name
2. Close the Contacts window
3. Click on the *Reports* button
4. Mark "Letters and Invoices", select "Marked contacts" option
5. Click on the "Select template" button
6. Click the *OK* button to activate mail-merge function

The Contacts manager enables you to print **address labels**. To do so, select the contact, choose the postal or home address then click on the Print button to print the address label.

13.3 Diary and Tasks

See also:

Operation basics
General information

Diary/Tasks module contains powerful tools for efficient control of how your business resources are allocated. It integrates appointment/event calendar and task list, linking those tools to Assistant's Time sheets. The last module is linked to the Client billing module creating the complete data flow from job planning to client billing for the job.

You can use the Diary/Tasks to:

* maintain appointments with your clients or other events,
* set reminders for the appointments and tasks that are due,
* automatically enter recurring appointments,
* maintain the list of To-Do tasks,
* link billable appointments, events or tasks to Assistant's time sheets,
* keep track of both office and public holidays,
* control allocation of the meeting rooms or other resources,
* synchronise your appointments with Outlook.

The Diary/Task is made up of three sections.

Appointment Grid

On the left hand side is the Appointment grid. Here you can see the appointments and events of the users of Assistant for the selected day. If the Diary/Tasks is set to display more than one user than you can view appointments of other users by selecting the appropriate user from the list of users or by scrolling through the users horizontally. The Appointment grid can be customised to show only the working hours or to show multiple days view.

Calendar

In the top right corner is the Calendar. The Calendar shows the current month and the following month. Click on a date in the Calendar to view the appointments for the selected date in the Appointment grid. To view a past or future date, scroll through the Calendar until you get to the appropriate date. Dates that contain an appointment will be highlighted.

Task Pad

In the right of the screen below the Calendar is the Task Pad. The Task Pad displays a list of all the tasks that are to be completed along with their due dates. Tasks that have been completed will have a line through them and their timesheet records will change their status to completed.

For further instructions refer to:
Setting up Diary/Tasks
Appointment/Event diary
Task list

13.4   Document manager

Access:
"View | Document Manager"

You can use *Document Manager* along with the *Client's folder* window to simulate the functionality of Windows Explorer. The client's folder displays the hierarchical structure of the files and folders of the selected client. The Document Manager displays the list of the files and sub-folders.

Using Document Manager, you can copy, move, rename or delete the files and folders. For example, you can open a folder that contains a file you want to copy or move, and then drag and drop the file to another folder.

When you delete files or folders from your hard disk, Document Manager places them in the Recycle Bin, where you can retrieve them until you empty the Recycle Bin.

The following command buttons are available in the Document Manager:

Moves one level up in the hierarchy of the client's folders.

Creates a new sub-folder in the selected folder

Creates a new file. The options of Bitmap, Word, Excel or Text file will be available. You will also have the option to create a scanned document that will be placed in the client's folder.

Deletes the selected file or folder.

Scan a document. The program will use the TWAIN engine to acquire the image from the selected device and save it in JPEG file format. The scanning properties can be set in the Assistant's options, "Other" tab.

The Document Manager also features a pop-up menu that can be accessed by right clicking on a file or folder in the Document Manager. The pop-up menu has the same functionality as the Windows Explorer pop-up menu.

To change the name of a file or folder, you can either click on the file or folder name and wait for it to change to edit mode or you can change the name by right clicking on the file or folder and then selecting **Rename** from the pop-up menu.

To move files by dragging,
1. Find the file or folder you wish to move
2. Make sure the destination for the file or folder you wish to move is visible.
3. Press and hold down the left button of the mouse and drag the file to the destination.
4. Release the mouse button when the destination folder is highlighted.

To select **multiple files**, press and hold down CTRL, and then click each item.

13.5   Job flow alerts

Access:

Press **F12** or select "View | Job flow alerts"

One of the greatest challenges in a busy practice is maintaining visibility of everything that's going on. The job flow is the tool to monitor your critical business activities. It helps you to deal with bottlenecks before they become problems:

- Returns and forms due for lodgment in less than 'x' days
- Overdue jobs outstanding for more than 'x' days and values more than $x,xxx
- Missing time sheets (job with no associated time sheet record)
- Completed and not billed jobs
- Debtors over 'x' days and debtors owing more than $x,xxx
- New clients for the week, month and year
- Shows monthly billings and receipts
- Companies with review date in 'x' days (ASIC register)

Alerts will be displayed automatically when user logs in to ASSISTANT if the "Show Job flow alerts" option is selected in the ASSISTANT's options. The data displayed on the Alerts form can cover all users of the ASSISTANT or can show alerts of the selected user. The Alerts will update automatically every hour or can be updated by clicking on the *Refresh* button. The time of the last update of the Alerts is displayed at the bottom of the Alerts form.

The drill down to the details of the indicators can be done by **clicking** on the appropriate alert line. In this case the detailed data will be gathered and displayed in the second tab of the Alerts form.

By **double-clicking** on the detailed information you can get access to the client, check the data then return to the Alerts screen as it stays on top of other forms while you can manage other modules in the ASSISTANT.

13.6   Data mining

See also:

[Operation basics](#)

Data mining feature enables users to extract data from the clients' tax returns. The extracted data can then be used to:

- mark the clients whose data was extracted,
- export data to a comma separated file (*.CSV) for further processing in a spreadsheet software (MS Excel),
- generate a report of the extracted data.

The Data Mining form is made up of two sections. The two sections are "Execute query" and "Edit query" and can be accessed by clicking on their appropriate tabs.

Execute Query

The Execute query page lists all the queries that have been created and are available for use. To run a query, click on the query that you wish to run and then click on the *Execute* button.

Edit Query

The Edit query page allows you to create new queries or edit existing queries. Queries can be managed by selecting the query from the drop down list of available queries. A detailed explanation of the fields in the Edit query page can be found below.

Field	Description
New SQL statement	Starts a new SQL query.
Save selected SQL statement	Will save the selected SQL query.
Delete selected SQL statement	Deletes the selected SQL query and removes it from the list of available queries.
Form type	Assistant will filter the records by the selected form type and the tax year selected at the top-right corner of the main screen.
Filter	Use the filter field to specify the data mining conditions. When filtering is applied to a database, only the clients whose records meet a filter's conditions will be marked or their data will be available for the report or export file. The examples and the syntax of the filters have been described below.
Mark clients	Select this option if you wish to mark the clients whose tax return meets the conditions specified in the filter. Check the **Clear marks first** check-box if you want Assistant to uncheck all clients before checking them by conditions specified in the filter.
Export data	Select this option if you wish to export the extracted data to the comma separated file. Check the **Open exported file in Excel** check-box if you wish to edit the exported file immediately in MS Excel after the export of the data has been completed. Complete the **Include fields** table for the list of fields to be presented in the export file.
Create report	Select this option if you wish to preview or print the exported data. Complete the **Include fields** table for the list of fields to be presented in the report.
Include fields	Use this table to list all fields to be included in the export file or report. The *Tag* column has the pick list of all fields (3 character tags associated with the field) of the selected type of the form. The *Description* column shows the description of the *Tag* if it has been selected from the pick list. The column *Title* and *Width* should be used for the *Create report* option only. The Width column determines the width of the fields in the report in tenths of a millimetre. Therefore, a width of 10 will indicate 1mm and a width of 100 will indicate 10mm.

The following is a list of operators that may be used in the filter field:

Operator	Meaning
<	Less than
>	Greater than
>=	Greater than or equal to
<=	Less than or equal to

=	Equal to
<>	Not equal to
&	Tests two statements are both True
!	Tests that at least one of two statements is True
+	Adds numbers
-	Subtracts numbers
*	Multiples two numbers
/	Divides two numbers

The field tags have to be used in the filter to specify the filtering conditions. Each of the tag has to start with "^" character. For example, ^ATY > 50000.
^ATY is the tag of Taxable income or loss field in the individual tax return. The filter would filter the clients whose taxable income in the selected tax year is greater than or equal to $50,000.

There is a group of functions you can use in the filter. For example, SUM(^AQE) > 30000. That filter would filter the clients with wage or salary income higher than $30,000. There can be many group certificates entered in the tax return and the SUM function enables you to consolidate the multiple entries of the same type of the field.

Here is a list of functions you can use in the filter field:

Function	Description
SUM( )	Summarises values of all instances of the fields (tags) in the tax return
EQ(^AAA, "XYZ")	Compares string type of fields with the given string. First parameter is the tag reference, second is the string.
	For example, EQ(^AXQ, "NUNAWADING") , will filter the clients with Suburb name "NUNAWADING" in their home address.
NE(^AAA, "XYZ")	Opposite to EQ, it filters the clients with contents of the field not equal to the given string.

Example 1. Clients with Salary or wage income and rental properties

(SUM(^AQE) > 0) & (^AFS > 0)

Example 2. Clients with item D13 completed ("Full name of fund" field in their tax return completed).

NE(^ARC, NULL)

NULL means the blank field.

13.7   Client billing

See also:

Time sheets   Deposit supplement
Invoice form

Use this option to gain access to the Billing Form. Use this form to:

- generate invoices for the client
- maintain the debtors information
- maintain trust account

To activate the Billing Form, select "View | Billing" menu item or click on the **Billing** button.

The Billing Form displays the record of the currently selected client. Select the client record you wish to edit, then enter the relevant billing transaction(s). Each transaction is listed on one line and information is given about:
- the date of the transaction,
- the transaction type (whether an invoice or a payment and so on),
- the reference for that transaction, and
- the amount of the transaction and notes for the transaction.

Invoice

To create an invoice, start a new "Invoice" type of record in the Billing Form. The invoice reference number will be generated automatically.

There are 3 ways of completing the invoice record:

1. **Invoice based on the time sheet records.**
   This method is only available for users that have subscribed to the Practice Assistant module. In order to utilise the time sheets you have to use the Invoice form. Move the cursor to the amount column and click on the little button which will appear in the amount field. Alternatively you can double click on the amount column.

   Invoice form can be used to enter the list of jobs you are billing the client for. The list can be created manually, loaded from the time sheets or a mix of both. To load the time sheet records you have to click on the **Transfer In** button. This will import all clients' time sheet records with the status **Completed.** If you do not wish to raise an invoice for some of the transferred in jobs, you may transfer the unwanted records back to the time sheets by selecting the record in the list and clicking on **Transfer out** button.

   Any job that is included in the invoice will have the status of their time sheet record changed to "billed" and any further work related to the job will have no effect on the associated time sheet record. If you transfer out the record from the Invoice Form, the status of the time sheet record will be changed back to **Completed** and this record will become available for the next invoice.

   The Job details section at the bottom-left corner of the invoice form should be used to provide the details for the selected job. The details for each of the jobs can be entered manually. Automated time sheets will show the information about the completed schedules and worksheets in the tax return.

   If your practice is GST registered, the GST will be added to the total of the invoice. Make sure, that you have checked the "GST registered" option if applicable in Assistant's Options.

   The total fee for each job on the invoice form can be adjusted. If the amounts of the records transferred from the timesheets are changed, the adjustment amount will be calculated. This amount can then be written off or written on.

   The invoice can be printed from the invoice form by clicking on the **Preview** button. It can also be printed from the Billing form by clicking the **Print** button.

2. **Simple invoice.**
   Enter the amount directly into the Amount column and briefly state the invoice details in the

Notes column.

3. **Template based Invoice.**
   You can create several templates for the invoice details – one for Tax return preparation, one for BAS preparation etc. These templates have to be created in *Notepad* or other plain text editor. Templates have to be stored in Assistant's LETTERS directory and have *.txt file name extension. All these templates will be listed in the pick-list of the billing notes column. If you print template based invoice, the name of the template file will be highlighted as the job name and the contents of the template file will be shown underneath as job details.

Printing an invoice

Click the *Print* button on the Billing form to preview the invoice. The printed copy of the invoice in Assistant has fixed layout. However, you can choose to use Microsoft Word templates that can be easily customised to your requirements. Check the "**Use MS-Word templates**" checkbox in Assistant's options to activate the Word templates.

The invoice template can be modified via "**File | Maintain templates | Maintain MS-Word template**" menu. You will have to select the **Invoice.doc** template from the list of templates and modify it.

You can create several invoice templates and saving the templates as "Invoice-AAA.doc" document, where AAA – is a reference of the template. Up to 3 characters are allowed in the reference.The 'Tmpl' (template) column in the billing module will allow selecting the appropriate invoice template to be used.

The template references can also be used for receipts, however the receipts references will not be listed in the billing 'Tmpl' column.

You can use the Billing Form to enter any Discount or Write-off transactions as well as your trust account transactions

The last invoice for that client can be also printed from the tax return Print form.

Client's Statement

To print the client's statement of accounts, click on the *Statement* button at the bottom of the Billing form. By default, Assistant will use a fixed layout template for the statement. If you would like to customise the template then you will need to use the MS Word template. To use the MS Word template, check the "**Use MS-Word templates**" checkbox in the options form. This will make Assistant open the client's statement in MS-Word where you can then customise it to your requirements. The changes you make will not affect future statements. To modify the statement template permanently, you need to select "**File | Maintain templates | Maintain MS-Word template**" and then select **Statement.doc** from the templates list.

Exporting billing transactions

Sometimes you may need to extract specific billing information that is not provided by the available reports in Assistant. To export billing transactions:

1. Select "**File | Export data | Billing transactions**"

2. Select the date range.

3. Select the fields to be included in the export file by dragging and dropping required field to the box on the right side of the form.

4. Click on the *Export* button to export the transactions.

5. Open the exported file in the Excel, filter and/or sort it to produce the report.

13.8 Invoice form

See also:

Preparing tax returns Billing form
Operation basics   Job codes

Use this form to generate Tax Invoices for your clients.

The form displays:

- Client address from client record,
- Invoice number and date,
- Invoice print options
- Job descriptions and fees
- Memo box for the extended job description,
- Invoice Totals.

You can use the Tax Invoice screen to design complex Invoices. Usually invoices are being generated from Times sheets. The Tax Invoice Form has two buttons to interface with Time sheet records:

Transfer in	Will bring in all completed Time sheets entries for the selected client.
Transfer out	Will send the selected Invoice entry back to the Time Sheet Module.

The fee amounts entered in the Tax Invoice screen are GST exclusive. The 10% GST is added if applicable to the total amount. GST will not be added if the "GST registered" option is not selected in the Assistant Options.

If the fee of time sheet record is modified, the amount of the adjustment to be carried forward or written off will be displayed.
The carried forward or written off amounts, if present, will generate the appropriate time sheet records.

The print options will change the way job details are printed:

Include all records	By default the invoice records with $0 fee are not included in the invoice. This option will force the program to include these records.
Hide amounts	Will suppress individual amounts of the invoice records.
Hide description	Will only display notes to the invoice items. Individual amounts will also be suppressed.

You can Preview the Invoice by clicking the *Preview* button.
The last invoice for that client can be printed from tax return Print options.

13.9 Deposit supplement

See also:

Client billing

The Deposit supplement form enables creation and printing of a Banking deposit supplement so you don't have to fill it in manually. The form can be activated via Billing form by clicking on the

Deposit supplement button or via Billing form's pop-up menu.

Payment period	Select the *From* and *To* date of the payment period to filter the billing records. The *Cheque*, *Cash* and *Payment type not specified* records will be displayed for the selected period.
User	Select a user if you wish to filter payments records processed by the user. Otherwise leave *All stuff* option to display payments processed by all Assistant's users.
Payments	Un-tick the payments that you do not wish to include to the deposit supplement.
Cash	The total of the selected (ticked) payments are calculated by Assistant. If there were cash payments, specify the amount made up of notes.

13.10 Job codes

Access:
"File | Maintain templates | Job codes"

Job codes are used by Time sheets and Billing (Invoice form) to break down clients WIP into work activities and to determine the staff-charge out rates to be applied to a time sheet entries.

Code	The activity code is alphanumeric. It can be up to 5 characters in length. However we suggest that you use two character codes..
Description	If the job code is selected, the associated description will be used in the time sheet record or invoice item.
Type	Job codes can have the following fee codes: _ - non-chargeable time **A** - Time taken **C** - Time clock **T** - Table of fixed rates **F** - Flat price
Rate	Enter the chargeable rate per time unit. The rate will apply to job codes **A** and **C**. The client's scaling or user's scaling parameter can change the chargeable rate when the time sheet record is created automatically for the client.
Fee	Enter the job fee. The fee will apply to code **F** only. The job fee for code **T** will be calculated based on the table of fixed rates in the user options. The client's scaling or user's scaling parameter can change the fee when the time sheet record is created automatically for the client.
Invoice text	Enter the detailed information about the job if required. The text will be transferred to the invoice form with the appropriate time sheet records. Invoice text can not be used with type **T**, because it will be overwritten by the actual job details. For instance, if **EI** code with type **T** is used and tax return has capital gains and asset depreciation schedule, the following invoice text will be generated: "Including preparation of the Capital gains schedule, Asset depreciation schedule etc".

If you intend to use automated time sheets, the job codes for each type of the tax returns and

forms have to be created. For instance, job code **EI** for individual tax return, **EP** for partnership tax return, **ET** - for trust tax return, **EC** - for company tax return, etc. have to be created. Assistant will look for the job code that matches the form type when generating the time sheet record automatically. If the job code for the return or form is not defined, Assistant will calculate the time with a charge out rate of $0. The charge out rate can then be adjusted manually in the time sheets.

There are two job codes specifically designed for billable events and tasks created in Diary/Tasks. These are the codes **Events** and **Tasks**. For more information about Diary/Tasks, refer to the Diary/Tasks topic.

The job code **GL** is reserved for Ledger Assistant jobs.

If the user's or client's scaling factor is not equal to 0% or 100%, Assistant will apply adjusted rates when calculating WIP amounts.

13.11 Table of fixed rates

Access:
"File | Maintain templates | Table of fixed rates"

One of the types that can be assigned to the job codes is "Table of fixed rates". This type is usually used for the tax returns. The job fee recorded in the Time sheets will be worked out based on the table of fees charged for various completed items and schedules in the tax return.

To use the table of fixed rates:
- Open the job codes and make sure the tax return job is of "T - Table of fixed rates" type
- Select the tax year on the top-right-corner of the program
- Open the table of fixed rates (may be different each year)
- Select the type of form (only Individual tax return is currently available)
- Set the charge rates for each of the items listed in the table

The scaling percentage set in the user's options will alter the charge rates provided in the table.

13.12 Time sheets

See also:
Main form	Billing
Invoice form	Job codes

The records for the time sheets can be created manually, transferred from Diary/Tasks or Auto-generated. If the option "*Maintain time sheets automatically"* is checked in the Tax Assistant options, the program will automatically create the time sheets for the new jobs or for the in-progress jobs that do not have an associated time sheet record. If time sheets' automation is selected, Assistant will keep the activity log for the job, counting the time spent on the jobs. If the time unit and the scaling have been defined in the Security form for the user, Assistant will also work out the fee payable for the job. The following formula will be used to calculated the fee:

[Fee charged] = [Job fee per time unit] * [No of units] * [User scaling %] * [Client scaling %]

Where
   [No of units] = [Time taken] / [Time unit]
   [Job fee per time unit] - defined in the job codes.

If the job code has been defined as flat fee, the above formula will not be applied. The flat fee will be used instead of the calculated one.

The time sheets entry form has the following columns:

[ ]	Image, identifies the type of the record:
	no image - created manually;
	▦ - transferred from Diary/Tasks, events or meetings;
	☑ - transferred from Diary/Tasks, TO-DO list;
	🕐 - auto-created by Assistant, the time spent on this job will be automatically calculated by Assistant.
Date	Date started on the job.
Code	Selection of the job code will automatically enter the predetermined job description and charge out rates. If automated time sheets are enabled, the time sheet record will be generated for the new tax return (form) with job code matching the form type (EI, EC, EF, GA etc) and charge rates defined in the maintenance screen of the job codes.
Description	Job description.
Time taken	Time taken to complete the job in format: HH:MM:SS
Units	If the time unit has been defined in the Security form, this will represent the number of time units.
Rate	$ rate for the time unit. See Options for more details.
Fee	Fee payable for the job. If Rate is greater than zero, Fee will be calculated as Units x Rate. If Rate is zero, Fee can be entered manually. Fees should not include GST.
Date due	Due date for the job. This date can be automatically assigned by Assistant as defined by *Default due date* parameter in the Options.
%	% completed (progress of the job).
Status	Status of the job. Can have the following values: Not started, In-progress, Waiting, Deferred, Completed, Billed.
Date completed	Date job was completed. This field is set automatically when Status "Completed" is assigned to the time sheets record.

Time sheets' pop-up menu

Most of the functions in the time sheets form can be activated via the pop-up menu. To activate the pop-up menu, right-click on the time sheet form.

The default sorting in time sheets form is by *due date* and all completed jobs are hidden. It is possible to change the default view via Time sheets' pop-up menu:

Filter by client	Displays only time sheets associated with the selected client. The records will be sorted by date created.
Filter by user	Displays only time sheets associated with the selected user. The records will be sorted by date created.

Open the job	Opens the tax return, form or ledger associated to the time sheets record. Double-clicking on the time sheet record will also activate this option.
Print activity log	Prints the list of sessions that took place while completing the job. Every session will have entry date, duration, idle time and the reference to the user.
Assign job to	Enables the user to assign the job to another user. Once assigned the job will be displayed in the list of jobs assigned to the user (Filter by user). The option is enabled only if such rights have been granted by the administrator.
All records	Displays all available time sheet records.
All WIP records	Displays not billed time sheet records.
Not completed	Displays only in-progress time sheet records.

The menu can be used to hide or show such fields as Date started, Due date, Date completed, Time taken, progress, Units and rates.

Assistant will remember the last layout of the Time sheets, therefore you can configure it to the way you want.

Manual entry

The time taken can still be entered in manually while the time sheets are set to auto-generated. Manual entry can be used to record the time taken to do jobs for the client outside of Assistant. The Practice Assistant program can also be used to generate the time sheet records.

Job status

The status of the automated time sheet record will be maintained automatically. When Tax return or form is marked as "Signed and ready to lodge", Assistant will mark the associated record as " Completed" and it will disappear from the list (unless the "Show all records" option is selected in the Time sheets pop-up menu). All completed records will become available in the Billing form to be used for creating invoices. The billing form will display the billable amount - the summary of the fees of the completed jobs for the selected client. If the completed job is activated in the invoice, it will be marked as billed and the further adjustments to the actual job will have no effect on the associated time sheet record.

All clients with at least one completed Job can be filtered by "Billable" filter option on the Assistant's navigator / filter. The billable amount can be displayed in the client list by selecting " **View menu | Show columns | Billable**." The Billable amount equals to the total of fees charged for the Completed jobs. An invoice for the billable amount can be issued to the client.

13.13 Time clock

Access:

Via *Times* button pop-up menu

The Time clock is used to record the elapsed time spent on a job for a client. It can be activated by clicking on the arrow next to the *Times* button and selecting the appropriate activity. The *Times* button pop-up menu will show all activities (jobs) from the list of Job codes belonging to the category "**C** - time clock".

If an activity is selected, the clock panel will be displayed next to the *Help* menu.

00:00 min	The clock displays the elapsed time in minutes and seconds (mm:ss).
❙❙ ▶	*Pause timer* / *Resume timer* button can be used to pause or resume the clock. The paused time will be displayed as Idle time in the activity log or time sheets reports.
◼	The *Record time* button will generate a time sheet record with the charge rates specified by the selected job code and elapsed time spent to complete the activity. The status of the time sheet record will be set to *Completed*. The program will allow you to record the time only if *Client code* and *Job code* are selected.
Client	Select *client code* from the pick list that can be activated by clicking on the arrow next to the client code field. Double-click on the client's code field to use the code of currently selected client on the main ("home") screen.
Job	The job code will be assigned automatically when you select the activity from the *Times* button pop-up menu but it can be changed by clicking on the arrow next to the job code field and selecting the appropriate code from the list.

13.14 Email to marked clients

Access:

"New button pop-up menu | Email to marked clients"

This feature allows you to send bulk emails to your client using the letter templates available. The steps below will show you how you can send bulk emails to your clients.

1. First, make sure that the clients have their email addresses entered in their client details form.
2. Then you need to mark the clients that you want to send emails to. This can be done either manually by clicking on the asterisk column (*) next to the client in the client list, or automatically by using the Mark/Unmark clients feature (see Marking clients topic).
3. Then click on "New | Email to marked clients" and select the letter template to be used for the email.
4. If a client that you have selected has not had their email address entered then a message will appear to inform you that their email address is missing. Clients that do not have an email address entered will not be included in the email recipients.
5. An Outlook email will then appear with the letter template being used and all the clients' email addresses in the recipients.

The letter templates can be modified by using the Letter editor. See the Letter editor topic for more details.

13.15 Load Outlook emails

Access:

"Tools | Load Outlook emails"

This feature allows you to scan Microsoft Oulook emails and then save them to the corresponding clients' folders in Assistant. The steps below will guide you through loading emails from Outlook.

1. The client's email address must first be entered in the email field on the Clients details form.

Make sure that the email address matches with the one in Microsoft Outlook.

2. Then click on the "Tools | Load Outlook emails" command.

3. You will receive a confirmation box asking if you would like to save the emails to the clients' folders, click **Yes**.

4. The emails will then be saved to the clients' folders. To access them select the client and then expand the Other Documents folder in the Client's folder.

14 Other features

14.1 Adding external tools

Access:

Select "**View | Add external tools**" menu.

This feature allows you to register various external applications and add them to Assistant's Tools menu for direct access to the applications from Assistant.
The table of Add external tools form lists the menu Items added to the Tools menu.

The columns have the following meaning:

Action	Specifies what action to perform before executing the external program. Valid values are: *CLC* - Close Assistant and execute the command; *ELS* - Generate ELS file of the selected client tax return before executing the command; *N/A* - execute the command, no prior action required
Description	Text to appear in the Tools menu
Command	Command line with any parameters if applicable

14.2 Adding non ATO notes

Access:

Click the **Status** button while a return or form is opened

Notes to tax returns is an excellent tool for recording any outstanding issues, or other matters related to the form or return. The notes screen behaves similar to a word processor. Assistant's Status Reports prints all those notes in the report along with the status and other tax return details.

14.3 Archive client

Access:

"File | Archive client"

See also:

Inactive clients

Clients who did not use your service for quite some times can be either deactivated or archived. The data of the deactivated client remains in the main data while data of archived client can be

removed from the main data.

To archive a client:
- Select the client in the client list
- Select "File | Archive client" (The program will ask if you wish to remove the client's data from the main data base after it has been archived)

To restore a client:
- Select "File | Restore from Archive" menu
- Locate the client
- Click on the "Restore" button

14.4 Change client code

Access:

Client list pop-up menu | Change client code to..

Use this option to change the client code. All data of the selected client (i.e. client details, tax returns, forms, billing information) will be updated to reflect the new client code. You will not be able to change the client code while any documents belonging to the client are open.

14.5 Client Export and Import

Export

To export a single client, select the client from the client list and right-click on the selected client to bring up the pop-up menu. Select "Export client to file with documents" menu option, then select a location and file name for the export file. There is another option, "Export client to file (no documents)", in the pop-up menu that you can use. This option will omit any external files such as PDF, XLS etc that may be present in the clients folder. This will make the export file much smaller.

To export a group of clients, you would need to mark the appropriate clients by clicking the first column in the client list next to the client code. You can also use the Mark/Unmark clients form that can be activated via pop-up menu to mark all clients matching the given criteria.

Select "File | Export data | Marked clients" menu item to export the marked clients.

The marked clients will be saved to a single zip file. This export file will include all the details of the selected client(s): client details, tax returns, validation reports, billing information, time sheets and all documents from the client's folder.

Another method of exporting a client is to send by email. Right click on the client and select "Send by email". Use this method if you wish to send the client to another office or to Software Assistant's support. To find out more about the send by email function, refer to the topic Send by email.

Import

Select "File | Import data | Import exported client(s)" to import exported client or group of clients.

If the client with the same client code already exists in the database, Assistant will display the contents of the client record in the import file, marking the documents which already exist in your database. You have to select the documents you wish to overwrite in the existing client record.

Assistant will warn if your database contains a client with the same TFN as the client which you are importing. This will ensure that you don't duplicate the client record under different client codes.

14.6 Cloning from existing client

Cloning is a process whereby you may save time when preparing client record and returns for family groups or other groups with similar information.

In order to clone the client record, select the client in the client list, right-click on the mouse to activate a pop-up menu and select *Clone client* menu item. Assistant will clone the client and generate a new code for the clone. You can then change the client's code if you wish to.

The Cloned record will contain all the records from the original client, except the billing and time sheet information.

14.7 Data backup

See also:

Options

As the name suggests, the purpose of the Data verification and backup utility is to verify Assistant's data and repair any problems if detected, and to backup the data so that it can be restored when required. The utility can be executed automatically when the user exits from Assistant or by selecting "Start | Programs | Software Assistant | Verify and backup data". On the network environment the utility will only be activated when the last person has logged out of Assistant.

There are the following options available in the utility:

Verify and rebuild	Checks the data is free of any errors and repairs the data if required. The procedure has to be run daily to ensure proper operation of Tax Assistant. Click on the "Other" tab under Options in Assistant to modify the frequency of automatic backups.
Pack data	Removes all unused spaces in the database that appeared due to the deletion of the records. This will make the database smaller and speed up the data access for Assistant.
Re-index data files	Re-indexes all data files. Use this function when Assistant reports corrupted indexes in the database.
Purge backup files	If the number of backup files has exceeded the maximum number of backup files allowed to be kept on the computer (specified in the "Other" tab in the Options), Assistant will remove the old backup files leaving only the allowable number of the latest backup files.
Purge duplicates	Duplicates are images of the tax return files saved in the external files in addition to the ones saved in the database. Assistant creates the duplicates to ensure that data recovery is possible in case of blackouts. Duplicates can be used to restore the tax returns or forms when the latest backup file of the entire database is not available.
Purge lodgement logs	Tax Assistant stores the logs of the ELS sessions. This option will remove the old lodgement log files.
Backup data	Activates the database backup procedure.
Include	Instructs the backup utility to include the ledger files and all external

documents	documents that are available in clients' folders to the backup file.
Prompt for location	As a default, Assistant creates a backup file in the **\DATA\BACKUP** folder. This option enables you to copy the created file to an alternative location (Flash drive, My documents etc).

Scheduled backup

It is possible to execute backup routine via command prompt. This will allow scheduling backup event on the server or local computer. The following parameters can be used executing backup utility (DoBackup.exe) via a command prompt:

"Data path"	Full path to the Assistant's data directory. It is a mandatory parameter for the automatic execution of the backup routine. Path has to be shown in double quotations (").
/D	Instructs the backup utility to include the ledger files and all external documents that are available in clients' folders to the backup file.
/R	Re-indexes all data files.
/P	Purge backup files if there are more than allowed number of backup files (default is 30 files).
/A	Purge activity log.
/L="<path>"	Save the backup file in the alternative location.
/T	Turn off the computer after the backup is completed.

Example:
   DoBackup.exe "C:\ProgramData\Software Assistant\Assistant\Data" /D /L="C:\ProgramData\AssistantBackupFiles"

The backup utility in the above example will backup the Assistant's data including the ledger files and save the backup file to the "C:\ProgramData\AssistantBackupFiles" directory.

14.8   Data export

Data Export module can export the following types of information from Assistant:

- Client details
- Billing transactions
- Ledger transactions
- Account balances from client chart of accounts

The type of the information to be exported can be selected from the "File | Export data" menu.

Assistant can export the data to the files of the following formats:

- **Tab-delimited files** contain fields that are separated by tab characters. Tab-delimited files are often used by popular spreadsheet and worksheet programs;
- **Comma-separated files** contain fields that are separated by commas. Comma-separated files are often used by popular database programs.

If you are exporting the data from Assistant for use in another software program, use the format that is accepted by that program.
Check the "First record contains field names" check box if you want the first row in the export file to contain the field names. Most of the software programs would require the import file to have field

names in the first row.

If you are exporting Billing or Ledger transactions you are required to select the period (Export from date / To date) for which the transaction should be exported. If you are exporting Account balances, the currently selected period balances will be exported.

Assistant will list all the **Data fields** available for the selected type of export. You have to select the fields which you would like to use in the export file. The selection can be made by double-clicking the appropriate field in the Data fields list. The selected field will be removed from the Data fields and added to the **Fields to be exported** area. Alternatively, you can move the fields by highlighting them and pressing the *Transfer* button or by dragging/dropping to the list of the export fields.

The same technique applies if you wish to transfer incorrectly selected fields back to the Data fields.
Click on the *Export* button to start the export. Assistant will ask you to select the export file name and location.

14.9   Delete client or record

Access:

To delete a client, select **"File | Delete client"** menu; or
To delete a particular document, right-click on a document in the client's folder then select "Delete" in the pop-up menu.

The delete process will REMOVE ALL THE CURRENT CLIENT DETAILS from your system i.e. the front cover record, the tax return, all schedules, all worksheets, billing information and all documents. Once you have confirmed the deletion of ALL details and the delete process has started it cannot be terminated.

Click on *No* to abort the deletion.

If you want to delete a particular record, use the client folder window. Select the document you want to delete, right-click the mouse on the document and select the "Delete" option in the pop-up menu.

14.10   Electronic version update

The "Check updates" function allows you to automatically update Assistant using the Internet. We will place all the updates for Assistant on our website and the "Check updates" program will automatically detect the new patch (update) of Assistant and will suggest you to download and install it.

If you are online, Assistant will check for the updates on our website when you start Assistant. You can manually check for updates by selecting **"Help | Check updates"** menu item. If you are not online, Assistant will establish an Internet connection and then locate the current update information file.

If you are running Assistant on a local area network, only one workstation needs to download an update and all other workstations will be able to upgrade from the Update directory.

You can download updates using your Internet browser. Email notifications of new updates will be sent to all users with the link to download the update. If you do not have an Internet connection, then you may request CD updates. There is a small charge for requesting CD updates.

14.11 Inactive clients

You can set the status of a client to inactive if they haven't used your service for quite some time and you do not want the client to be included in any of the reports generated by Tax Assistant. If you set the client as being inactive, the data of the client will still be in the database but it will be hidden. To access a hidden client, remove the tick from the "Active" filter on the Navigator. The Client list will now show both active and inactive clients with the later being displayed in a pale colour. Now you can activate the client again.

To set a client as inactive:
- Select the client that you wish to deactivate.
- Select "File | Deactivate client". The client will then be hidden in the Client list.

To activate an inactive client:
- Remove the tick next to the "Active" filter on the Navigator.
- Locate the inactivate client.
- Select "File | Activate client". The client will now be active and accessible from the Client list.

14.12 Letter editor

Access:

"File | Maintain Templates | Letter Templates"

See also:

Mail merge - Letter editor
Mail merge - MS Word

Letter editor is a simple but powerful Word processor which interfaces with Assistant's database to produce personalised correspondence from the range of letter templates. Letter editor supports standard features such as font selection, alignment, tabulator ruler. It also has search and replace features.

In addition to those standard features Letter editor has:

Template list	List of templates available to use. Software Assistant provides a comprehensive range of document templates. Select the document in the template list to view or edit that document in letter editor. You can add, delete or edit any document in the list. Use the pop-up menu to do this. The pop-up menu can be activated by the mouse. Right-click on the selected document in the list to amend. To add a new document, double click on any document from the list in letter editor. "Edit file Item properties" menu is displayed. Type new document description, select a new file name and click *OK*. A new document screen will be displayed. Enter your new document details.
Tag list	Collection of special strings preceding with character "^". Most of these strings, tags, represent the field in the client record. For a full list of fields refer to the Assistant data tables topic. The printed document will have these tags substituted with the values from the record of the selected (marked) client. That way you can build a personalised document from the created templates. Double-click the appropriate tag to transfer it to the document when adding a document or editing text in a template.

All the templates can be previewed in Letter editor. Any tag in the template will be substituted with the value of the selected client in Tax Assistant. You can switch to Tax Assistant to change the client selection and go back without quitting the letter editor. The new preview will substitute the

last client document with the details of the newly selected client.

All templates can be applied to a number of clients from tax return Reports options. To perform batch printing of the letters, mark the appropriate clients in Assistant's client list, go to Reports and select "Invoices and Letters" report. To set the options for the report you will need to expand the option tree by clicking the "+" (plus sign) next to report caption. Click the button next to *Documents to print* in the option tree to select the appropriate templates. Click *OK* to print the selected documents for each of the marked clients.

14.13 Mail merge

Mail merge is a process of generating documents whereby the letter template is being merged with the fields from clients' records.

You can use mail merge when you want to create a set of documents that are essentially the same but where each document contains unique elements. For example, in a letter that announces a new type of service, your company logo and the text about the service will appear the same in each letter but the address and greeting line will be personalised for each of the selected clients.

Using mail merge, you can create:

- **A set of mailing labels or envelopes**   The return address is the same on all the labels or envelopes but the destination address is unique on each one.

- **A set of form letters, messages or faxes**   The basic content is the same in all the letters, messages, or faxes but each contains information that is specific to the individual recipient, such as name, address, or some other piece of personal data.

Creating each letter, message, fax, label or envelope individually would take hours. That's where mail merge comes in. Using mail merge, all you have to do is create one document that contains the information that is the same in each version. Then you just add some placeholders for the information that is unique to each version. Mail-merge reporting will take care of the rest.

There are two types of templates that can be used for the mail-merge in Assistant:

- **Letter editor templates -** The letter editor is available as one of the Assistant module. The advantage of using Letter editor templates for mail-merge documents is the speed, which is 5-6 times faster than using the MS-Word mail-merge. The letter editor has basic formatting capabilities that do not include operations with tables. Therefore if you want to create sophisticated mail-merge template consider using MS-Word.

- **Word document templates -** Microsoft Word is one of the MS Office products. The advantage of using MS-Word for the mail-merge is its rich document formatting features and its good integration with third party software packages and tools such as label printing tools, embedded objects etc. The disadvantage of using MS-Word is the speed generating mail-merge documents.

14.14 Mail merge - Letter editor

To activate the Letter editor in Assistant select "**File | Maintain templates | Letter templates**" menu item.

Letter editor is a simple but powerful Word processor that supports standard formatting features such as font selection, alignment, indent, tabulator ruler as well as the search and replace features.

Apart from the actual editor window the letter editor also has the following embedded windows:

Template list - for quick access to the commonly used templates. Assistant provides a comprehensive range of document templates. Select the document in the template list to view or edit the document in the letter editor. Right-click on the template list to activate the pop-up menu that provides the options to add, delete or rename the templates.

Tag list - collection of special placeholders that precede with character "^". Most of the tags are field names from the client records. For a full list of the fields refer to Appendix 1. To insert a tag, place the mouse cursor to the position in the template where you need the tag to appear then double-click on the appropriate Tag within the Tag list. The Tag can also be typed in manually.

To create a new letter template:

1. Select the line (template name) in the Template list where you wish your new template to appear.

2. Right-click on the Template list then select "**Insert".**

3. Enter the Description text to appear in the Template list and the file name for the template. Use *.rtf extension in the file name of the template.

4. Select the newly created entry of the template in the Template list.

5. Type the text. Insert the Tags (merge fields) where required.

6. Save the template.

Any template can be previewed in Letter editor while editing. Tags used in the template will be substituted with the values from the record of the currently selected client. You can select another client in Assistant and preview the template again to use the details of the newly selected client.

To apply the letter template to a group of clients:

1. Mark the appropriate client manually by clicking on the first column in the client list next to the client code. The Mark/Unmark form can also be used for marking the clients by criteria (refer to topic 1).

2. Click on the *Reports* button to activate the Reports options then mark the "Invoices and Letters" report.

3. Expand the report options by clicking on the "+" (plus sign) next to the report caption then click on the *Documents to print* button in the options tree to select the appropriate templates.

4. Click on the *OK* button in the report options screen to activate the mail-merge for each of the marked clients.

> If you run the mail-merge feature for a second time, the Report options will have the previously selected template already pre-selected so you do not have to select it again for repeated runs of the mail-merge feature using the same template. To use mail-merge with a different template, click on the *Documents to print* button and select the desired template.

Sometimes you may need to create a template based letter for a single client. There is a quick way of doing it:

1. Select (highlight) the client.

2. Press F9 to activate the "Open" template window. The default filter is "Word document

(*.doc)".

3. Change "Files of type" to "Letter templates (*.rtf)"

4. Select the template and Assistant will generate the letter for the selected client.

14.15 Mail merge - MS Word

Word mail merge template primarily consists of two files, the **Main Document** and the **Data Source**. The Main Document contains the information that will remain the same in each record, and the Data Source contains all the variable information, in the form of *fields*. This is the information that will change in the Main Document when the merge is completed. Along with the information that remains the same, the Main Document also contains merge fields (tags) which are references to the fields in the Data Source.

When the Main Document and Data Source are merged, Microsoft Word replaces each merge field in the Main Document with the data from the respective field contained in the Data Source. The end result is a third document, a combination of the Main Document and Data Source. There can be many types of data source files used for mail merge in MS-Word: Excel, Access, Dbase, Word, Text file etc. However, in Assistant the Word data source file type has been adopted. During the mail merge Assistant will populate the associated Data source with the appropriate data from the database and then allow MS-Word to merge the main document and the related data source.

To prepare MS-Word template:

1. Select "**File | Maintain Templates | Maintain MS-Word Templates"** menu item.

    Open an existing mail-merge template to modify it or create a new template based on the existing one. You can open "MergeTemplate.doc" template supplied by Software Assistant and use it to create your mail-merge template. "MergeTemplate.doc" has an associated data source file "DataSource.csv" that contains the commonly used fields from the clients' database and therefore your new template will inherit the link to the same data source file.

2. Enable the Mail Merge toolbar in MS-Word by going to "**Tools | Letters and mailing | Show Mail Merge toolbar"**.

3. Click on the **Main Document setup** button to select the type of document (optional).

    Letters – A section break is placed between records in the completed merge.

    Labels – Records are merged to a table representing the label layout. If you use the wizard to create your labels, Word will insert a «Next Record» field at the start of every table cell except the first one. If creating your own customised label template, you will need to insert the «Next Record» fields yourself (you can use the *Insert Word Field* button to do this).

    Envelopes – Similar to letters except that an envelope paper definition is used.

4. If you are editing a new template, click on the *Open Data Source* button to select the Data Source file.

5. Enter the text you want to appear with every client record; and insert the appropriate merge fields using the *Insert Merge Field* button on the Mail Merge Toolbar.

6. You can use as few or as many of the data fields as you need to, and you can use them in any order. Also, any field can be used more than once.

    If you want text to appear either before or after all records, it's best to add this to the

completed merged document.

7. If you want to add appropriate punctuation and spaces between the merge fields

Although blank paragraphs are suppressed automatically when you merge, spaces *within* a paragraph are not.

If you want (for instance, in an address) to suppress spaces and punctuation following a field if the field is blank – for example, if you have "«Street, «City»", then if there is no street in a given address, the comma and space will not be displayed.

You can achieve this flexibility by using **IF** fields.

To apply the MS-Word template to a group of clients:

1. Mark the appropriate clients manually by clicking on the first column in the client list next to the client code. The Mark/Unmark form can also be used for marking the clients by criteria (refer to the topic 1).

2. Click on the **Reports** button to activate the Reports options then mark the "Invoices and Letters" report.

3. Expand the report options by clicking on the "+" (plus sign) next to the report caption then press on the **Select file** button in the options tree. The default file filter is "Letter templates (*.rtf)".

4. Change the "Files of type" to "Word documents (*.doc)" and select the appropriate template.

5. Press the **OK** button in the report options screen to activate the mail-merge for each of the marked clients.

> If you run the mail-merge feature for a second time, the report options will have the previously selected template already pre-selected. Therefore you do not have to select the template again for repeated runs of the mail-merge feature using the same template. To run mail-merge with a different template, click on the **Documents to print** button and select the desired template.

Sometimes you may need to create a standard letter for a single client. There is a quick way of doing it:

1. Select (highlight) the client.

2. Press F9 to activate the "Open" template window. The default filter is "Word document (*.doc)".

3. Select the template and Assistant will generate the letter for the selected client.

Creating a data source file

The data source file in Assistant is a CSV file. The contents of the document is a table with first row being field names from the clients' database. If the template is linked to the data source, the list of the fields (columns in data source) will be available in the pick list of **Insert Merge Field** button.

You may modify the data source file by removing fields (columns) or inserting new fields from the list of fields found in Appendix 1. The fewer fields in the data source the faster mail merge will

work. Therefore you may create data source files specific to the template i.e. that holds only fields that are used in the template.

To modify the data source file:

1. Open the common data source file **DataSource.csv** using Excel program

2. Modify the data source file by removing or adding fields (columns) in the first row. Refer to [Assistant data tables](#) for the list of fields.

3. Enter an asterisk (*) or any other character in the second row of the first column.

4. Select "File | Save" so save the template or select "Save as..." menu item to create a new data source file based on **DataSource.csv**. You can save it using the name of an MS-Word mail merge template to create template-specific data source file.

5. Open the word template.

6. Select "Mailings" tab.

7. Click on "Select Recipients | Use existing list"

8. Choose "All data source files" filter then locate and select the newly created file.

9. Modify the template inserting the required merge fields from "Insert Merge Field" pick list

10. Save the template.

> **Note**: You may create various sub-folders in Assistant's LETTERS directory to keep the templates separated by category

14.16 Marking clients

See also:

[Operation basics](#)

Client marking is useful when you want to apply batch operations on a list of clients such as:
- Exporting marked clients to export file,
- Printing letters for marked clients,
- Printing reports for marked clients

A client can be marked whenever the Client list is displayed. Click on the first column in the client list next to the client code to mark the client. When the client is marked a green tick will appear. To remove the Mark, click on the column again. The tick (mark) will disappear.

Tax Assistant has a Marking form available from the Client list pop-up menu. Within this form you can create and reuse a complex batch marking on the Client list. Right click in the Client list and select "Mark/Unmark clients..." to open the Marking form.

The Marking form is made up of two pages. First page of the Marking form lists all queries which you can execute. You can run one query at a time. After the query has been executed, the Marking form will close and the client list will mark the clients that satisfied the query. The marking form contains two queries that cannot be modified. These are "None", which will not mark any queries; and "All clients", which will mark all the clients.

The Edit query page allows you to maintain queries. You can add, modify or delete the queries listed in the drop down list. Only users with administration rights can maintain the queries.

To create a new query, follow the following steps:

- Click on the *New SQL statement* button,
- Type the query name in the edit box,
- Enter the query in the query box,
- Test the query by clicking on *Execute* button,
- Save query by clicking on the *Save* button.

To modify an existing query:
- Select the query from the drop down list,
- Modify the query,
- Click on the *Save* button.

To delete an existing query:
- Select the query from the drop down list,
- Click on the *Delete* button.

Query marks the clients by setting CL_MARKED field in the CLIENTS.DB table to TRUE if the client record satisfies the given criteria. Once the clients have been marked, they can then be filtered with the "Marked" option in the Navigator's client filter.

Tax Assistant provides plenty of examples which may be adopted for practice use. We can create more examples upon user's requests.
Tax Assistant data tables topic lists all tables and table fields you can use in your queries.

Example 1. Clients with POSTCODE 3000 to 3131

WHERE CL_HPOSTCODE >= 3000
AND CL_HPOSTCODE <= 3131

Words in bold represent key words. **WHERE** means the beginning of criteria, then there are two conditions linked together with boolean **AND**. There is no need to tell the system which table to use if CLIENTS.DB table is the only table to use in the query.

Example 2. Clients with DUE LODGEMENT

FROM "CLIENTS.DB" CL, "RETURN.DB" RT
WHERE CL.CL_CODE = RT.RT_CODE
AND RT.RT_TAXYEAR = 2002
AND RT.RT_DATEDUE **IS NOT NULL AND** RT.RT_STATUS < 6

This example illustrates two tables being used in the query. Key word **FROM** should go first to list all tables used in the query. Each table should be referenced in the **FROM** statement. In this instance, the CLIENTS.DB table has been referred to as CL, and the RETURN.DB table - as RT.
"CL.CL_CODE = RT.RT_CODE" statement links two tables with the client code.
"RT.RT_TAXYEAR = 2002" statement will assess only 2002 tax year records.
"RT.RT_DATEDUE **IS NOT NULL AND** RT.RT_STATUS < 6" statement will look for the forms which have a value in RT_DATEDUE field and which have not been lodged.

14.17 Notes

The Notes screen has been designed to provide the means to add multiple notes related to the selected client.

There are the following functional buttons and controls on the screen:

New	Click this button to start new notes record for the selected client. Type the notes then press the TAB key on the keyboard to save the record.
Delete	Click this button to delete the selected notes record.
Print	Click this button to print the selected or marked record(s). To mark the record, hold the CTRL key on the keyboard and click the first column of the record you wish to select. Use the scroll bar to access other records that you wish to mark. All marked records will be highlighted in blue colour. Clicking on the record with CTRL key being up will un-mark all records.
Height	The height track bar enables changing the height of the rows in the list of notes.
Notes with reminders	Tick this checkbox if you wish to filter the notes with reminders. This is a default option when there is at least one note with reminder indicator. To set a reminder for the note, click on the first column in the note record.

14.18 SMS Service

Access:

"Tools | Send SMS"
"Send SMS" button in client details form

We understand how important it is for you to keep in touch with your clients. With Assistant's SMS service you can send SMS to marked clients, staff members, clients with appointments and more at the click of a button.

Key features

- Integrates to all Assistant's modules, i.e. no need to subscribe to an additional module
- Instant or scheduled SMS messages from the Assistant program to single or multiple recipients
- Allows creating and re-using of SMS templates
- Allows templates to be personalized for each recipient by using merge fields in the SMS templates
- Low cost SMS messages (**10c each**) with no credit expiry date

Before you can use this service you have to buy or recharge your SMS credits and have your SMS user name and password entered in Assistant's options.

How to buy or recharge your SMS Credits

You must pre-purchase SMS credits at http://www.softassist.com.au/order.php

Note: You will be charged for typical SMS message blocks of 160 characters. For example, an SMS with 200 characters will be considered as "long" SMS and will charged for 2 SMS

messages (20c): one with 160 characters and one of 40 characters.

Number of remaining SMS credits is always displayed in the "Send SMS" form and is automatically updated as you go.

How to send SMS

- Open "Send SMS" form via "Tools" menu or client details form. Choose one of the following filtering options to generate recipient list:

Selected client	Details of currently selected client will be used for the recipient details.
Marked clients	All marked clients with mobile numbers in their client records will be added to SMS recipient list.
SMS to clients with appointments on	Clients that have active appointments on the nominated date in the Diary will be added to SMS recipient list. Only clients with reference to client code in the appointment record and mobile numbers in client details form will be added to the SMS recipient list.
Marked contacts	All marked contacts (registered in "View | Contacts") with mobile numbers in their records will be added to SMS recipient list.
Staff members	Assistant users with mobile numbers will be added to SMS recipient list. The mobile number of user sending the SMS will not be included.
Nominated recipient	Recipient list will be blank. You will have to manually add mobile numbers of SMS recipient list.

- Click on the **NEXT** button to generate recipient list based on selected criteria. You can then click on the **PREV** button if you wish to generate a list of recipients using a different criteria.

- If you wish to exclude any of the recipients from the list, untick the checkbox next to the recipient you wish to exclude.

- **Adding recipients manually**. If you wish to add additional recipient, type the recipient's details including their mobile number or pick the recipient from the client pick list then click on the add button with green "plus" image.

- **Sender.** If you wish to show your return mobile number (the number you have listed in Assistant's options), check the "Show my number" checkbox. By default this option is not selected and the text "Reminder" will be displayed as a sender for recipients and they will not be able to reply to the SMS. If you wish you can replace the "Reminder" text to your company name

- **Schedule.** If you wish, specify the date and time the SMS should be released. By default the SMS will be sent immediately upon submission.

- **Message.** Type a SMS message or select a message from the list of templates.

- **Log to client's notes.** It is possible to log SMS messages to recipients' notes area. This option is selected by default and will be applied to recipients with client code displayed in the list.

· Click on **SEND** button to submit the SMS.

SMS templates

It is possible to add, edit and delete SMS template. Firstly enter your SMS message in the appropriate box. Try to keep it under 160 characters. If you wish to save the SMS so you can re-use it later, enter the name of the SMS message in the field above the actual message then click on the **SAVE** button (floppy disk image) to save the template. All saved messages (templates) will be stored in Assistant's templates directory and listed in the SMS pick list.

To delete a message from the pick-list, select the message first then click on **DELETE** button.

It is possible to include two merge fields (case sensitive) in the SMS message:

^Salut	Will be substituted with recipient's **salutation** of the recipient as shown in the recipient list.
^Appt	Will be substituted with **appointment date and time** as shown in the recipient list.
^Balance	Will be substituted with recipient's **owing balance** as shown in the recipient list.

14.19 Protecting client with password

See also:

[Client info form](#)

Assistant allows you to restrict access to a client's tax return or financial data with a password. To set a password to a client record follow these steps:
· Select the client that you want to set a password for.
· Open the Client details form by clicking on the *Clients* button.
· Click the *Password* button.
· Enter the password.
· Verify the password.

Another method for setting a client password is to right click on the client in the client list, select *Client Password* and enter the new password and verify the password. Once a password has been set, a key image will be displayed in the status bar every time you select the client.

> As you type the password, asterisks will be displayed. To verify that the password has been entered correctly, type it again in Verify password field. If the client already had a password you need to enter the Old password to update the password. To clear the password, type the Old password and leave the New password and Verify password fields blank.

Unlocking a Client

If the password is set; whenever you try to open the client's tax return, ledger or documents you will be prompted to enter the access password.

If you are going to be working on more than one of the client's documents then you can unlock the client for the current session so that you will not need to enter the password every time you want to open the client's documents. To do this, click on the key image in the status bar. A box will pop up prompting you to enter the client's password. Enter the password and click *OK*. This will allow you to switch between the client's tax returns or forms, documents and ledger of the client without having to enter the password each time.

The client will stay unlocked for the remainder of the session until Assistant is closed or when you unlock another client.

14.20 Restoring data

If your database got corrupted or you accidentally deleted a client or any of their tax returns or forms, you can use the Restore from backup function to restore the missing data. Restore from backup feature restores from backup files created by the scheduled backup utility. These backup files are stored under the *_Backup* folder in Assistant's Data folder.

To access the Restore from backup file function:
- Click on "File | Restore from backup..." The restore data form will be displayed showing a list of backup files available for you to restore from.
- Select the file that you wish to restore from and click on the *Next* button. The date that the backup files were created are included in the filename.
- The backup file will show all the available clients at the time of the backup and will list all their tax returns and forms.
- Select the client that you wish to restore data for and choose either **Restore all client data** or **Restore selected document**. Restore all client data will restore all records for the selected client. Restore selected document will restore only the document that you have selected in the Client's folder.
- Then click on the *Restore* button and Tax Assistant will then ask for confirmation.
- If you want to select a different backup file click on the *Prev* button to go back to the list of backup files and select the desired backup file.

For this feature to work effectively, make sure that the backup data option is set to every "1" day in the Assistant's Options.

If the client's data is available in the Archive database, you can restore it by selecting "File | Restore from Archive" command and following the same steps as restoring data from the backup.

Restoring Tax Return and Forms

If you have accidentally deleted some parts of the return or form, you can always restore the return from the duplicate file or a backup file. The duplicate file is a file located outside of the main database that is saved every time you change the status of the return or form.

To restore the return or form:
- Click on "Tools | Restore return from".
- And select either the duplicate file or a backup file.

A confirmation box will pop up advising you that the return or form has been restored.

Restoring Ledger Files

The Client's general ledger can be restored in the same manner as the tax return.
- While in the ledger.
- Click on "Tools | Restore ledger from".

- And select either the duplicate file or a backup file.

14.21 Send by email

Access:

"Client list pop-up menu | Send by email"

You can use this function to send the selected client by email to another office or to Software Assistant's support. Right click on the client to activate the pop-up menu and select the 'Send by email' command. When you select this function, Assistant will export the selected client and start a new email in Microsoft Outlook with the exported client as an attachment and Software Assistant's support email as the recipient.

14.22 Application programming interface (API)

Assistant does not support direct API calls. However the stand-alone "DBSQL.EXE" utility can help extracting client details to CSV file which can be used by the third party software. The utility is located in Assistant's program files folder and can be executed as a console program with the following parameters:

DBSQL <SQL file name> <Response file name>

where:

SQL file name   file containing an SQL query to be run on Assistant database tables.

Response file name   CSV file containing result data from the SQL query

Click HERE to view list of available data tables and data fields to assist you building an SQL query. You can also use "DBVIEW.EXE" utility to view the structure and contents of the Assistant's data tables.

The database can be accessed using various ODBC drivers. The following connection entry can be used to establish connection:

Provider=Microsoft.Jet.OLEDB.4.0;Data Source=C:\ProgramData\Software Assistant\Assistant\Data;Extended Properties=Paradox 5.x;

where:

C:\ProgramData\Software Assistant\Assistant\Data - is Assistant's database directory. You can find location of the directory by accessing Assistant's options, directories tab.

15   Appendix

15.1   ELS Transmission - Common problems

Common mistakes that can occur during the ELS Security Setup phase are:

- **Invalid ELS Approval Number** - i.e. using your tax agent number or ELS User ID instead. The ELS Registration Number is a five digit numeric field.

- **Invalid ELS (DIS) User ID or Password**. If you receive this message you are allowed 5 attempts to correct the problem before you are locked out by the Tax office. If that occurs you will need to contact the Tax Office (13 72 86 FKC 31) and ask the ATO to reset your ELS

account. Check your User ID, this usually takes the form of an alpha character and five numeric characters (e.g. A99999) and contains no spaces. ELS Passwords are required to be changed every 30 days. The transmission program will automatically detect this and modify the password for you. The new password will be entered into this field automatically. The software normally changes the password by adding 1 to the last number.

- **The necessary VPN client subsystems are missing or unavailable.** The Cisco VPN client may fail to install properly if other programs were running during the installation or iif a Firewall program was active. To fix this problem you will need to uninstall the Cisco VPN client, restart the computer, disable the firewall program and install the Cisco VPN client again.

15.2 Registration and configuration problems

The following configuration problems may occur on Windows VISTA computers. It may relate to the failure of the installation program setting computer registry items or attempting to use protected folders for the data location.

The following error messages can be displayed by Assistant's registration or Backup programs:

Assistant registry items have been detected in the virtual store indicating configuration problems on your computer.
To fix the problem:
- Click on "Start" button and in "Start search" field type "regedit" then press <Enter> key to activate registry editor,
- Open "**HKEY_LOCAL_MACHINE | SOFTWARE**" folder,
- Right-Click on **BORLAND**,
- In the menu that shows select "Permission" then click on "Advanced",
- Select a user from the list and click on Edit button,
- Under "Type of Access", select "Full Control" and click OK,
- Repeat two previous steps for each of the listed users,
- Click OK to exit the Registry Key Permissions dialog box.
- Exit the registry editor

Assistant DATA items have been detected in the virtual store indicating configuration problems on your computer.
This problem is related to the attempt of using data in "C:\Program files\..." or other protected folder. To fix the problem:
- Select "Start | Programs | Accessories | Windows Explorer"
- Click on the "Organize | Folders and search options"
- Select "View" tab
- Select "Show hidden files and folders" then apply the change
- Open "**Desktop\<User>\AppData\Local\VirtualStore**" directory.
- Right-click on the Software Assistant and select "Cut"
- Find and right-click on the "C:\ProgramData" folder and select "Paste". You are required to confirm the "move and replace" procedure to copy the files from the virtual store to the data location.
- Open registry editor by selecting "Start | Programs | Software Assistant | Register Assistant"
- Change data directory to "C:\ProgramData\Software Assistant\Assistant\Data"
- Click on "Configure BDE" button
- Close Registration form and Windows Explorer.

15.3   Assistant data tables

The topic lists fields in Assistant's database which you can use when [marking clients](#) or creating letters in [letter editor](#).

CLIENTS.DB table fields

CL_Code	Client code
CL_ReturnType	Client type (EI, EP, ET, EF, ET)
CL_Marked	Client marked indicator (TRUE/FALSE)
CL_UserID	User ID - indicates which user the client assigned to
CL_FileNo	Tax file number (TFN)
CL_TFN_Trail	TFN trailing numeric
CL_ABN	Australian business number (ABN)
CL_ABN_Div	ABN division
CL_Sex	Client sex (M, F)
CL_Title	Title
CL_Suffix	Suffix
CL_Name	Entity name or client's full name
CL_LastName	Last name
CL_FirstName	First name
CL_OtherNames	Other names
CL_ContactName	Contact name (non-individual clients)
CL_Salutation	Salutation (can be used in letters)
CL_BirthDate	Client date of birth (individuals)
CL_Resident	Resident status indicator (TRUE/FALSE)
CL_Minor	Minor indicator (TRUE/FALSE)
CL_FinalReturn	Final return indicator (TRUE/FALSE)
CL_SpouseLastName	Spouse last name
CL_SpouseFirstName	Spouse first name
CL_SpouseOtherNames	Spouse other names
CL_PhoneArea	Contact number - area code
CL_PhoneNumber	Contact number
CL_HomeArea	Home phone - area code
CL_HomePhone	Home phone
CL_FaxArea	Fax - area code
CL_Fax	Fax number
CL_Mobile	Mobile phone number
CL_Email	E-mail address
CL_WEB	Website address
CL_PAddr1	Postal address
CL_PAddr2	
CL_PSuburb	Postal address - Town or suburb
CL_PState	Postal address - State
CL_PPostCode	Postal address - Postcode
CL_PCountry	Postal address - Country
CL_HAddr1	Home address
CL_HAddr2	
CL_HSuburb	Home address - Town or suburb
CL_HState	Home address - State
CL_HPostCode	Home address - Postcode
CL_HCountry	Home address - Country
CL_Occupation_Code	Occupation code (individuals)
CL_Occupation	Occupation description (individuals)
CL_IndustryCode	Industry code
CL_BusinessDesc	Business description
CL_EFTElection	EFT Election indicator (TRUE/FALSE)
CL_BSBNo	Bank details - BSB number
CL_AccountNo	Bank details - Account number
CL_AccountName	Bank details - Account name
CL_TaxLevel	Client Tax level
CL_TAG1	TAG1 - used to group client by some criteria (2 chars)
CL_TAG2	TAG2 - used to group client by some criteria (2 chars)
CL_TAG3	TAG3 - used to group client by some criteria (2 chars)

	Debtors information
CL_Bal3Months	Debtors +3 months balance
CL_Bal2Months	Debtors 2 months balance
CL_Bal1Months	Debtors 1 month balance
CL_BalanceDue	Debtors Total balance due
CL_BalCredit	Credit balance
	General Ledger fields
CL_Ledger	Maintain client ledger indicator (TRUE/FALSE)
CL_UseBranches	Use branches indicator (TRUE/FALSE)
CL_NoBranches	Number of branches
CL_NoDirectors	Number of directors
CL_PProducer	Is primary producer indicator (TRUE/FALSE)
CL_Livestock	Maintain livestock accounts (TRUE/FALSE)
CL_GST	GST registered (TRUE/FALSE)
CL_Large	Large entity (TRUE/FALSE)
CL_Reporting	Reporting entity (TRUE/FALSE)
CL_PeriodType	Type of accounting (12 - monthly; 6 - half year; 1 - Annual)
CL_EndOfYear	End of year date
CL_CurrentPeriod	Current data entry period
CL_LastBankAcct	Last cash posting bank - main account (reconciliation)
CL_LastBankSub	Last cash posting bank - sub-account (reconciliation)
CL_LastBankBranch	Last cash posting bank - branch indicator
	Billing information
CL_InvoiceDate	Last invoice date
CL_InvoiceRef	Last invoice reference/number
CL_InvoiceAmt	Last invoice amount
CL_PayDate	Last payment date
CL_PayRef	Last payments reference/number
CL_PayAmt	Last payment amount
CL_Transfer	Transferred tax return data is available indicator

RETURN.DB   table fields

RT_Code	Client code reference
RT_TaxYear	Tax year (2001, 2002 etc)
RT_FormType	Form type (EI, AI, EP, ET, EF, ET, GA, GB, TR, CD, CB etc)
RT_Status	Form status (1 - in progress; 2 - Suspended; 3 - Prepared; 4 - Mailed; 5 - Signed; 6 - Transmitted; 7 - Rejected; 8 - Accepted)
RT_LodgeWRE	Lodge work related expenses schedule (TRUE/FALSE)
RT_DateUpdated	Date form's status was updated
RT_DatePrepared	Date form was prepared
RT_DateMailed	Date form was mailed to client
RT_DateSigned	Date form was signed
RT_DateLodged	Date form was lodged to ATO
RT_DateDue	Lodgement Due date
RT_ATOReport	Lodgement report file name
RT_LodgOffice	Office of lodgement
RT_Caption	Form caption (to appear in client folder)

ESTIMATE.DB   table fields

ES_Code	Client code reference
ES_TaxYear	Tax year (2001, 2002 etc)
ES_TaxableIncome	Taxable income
ES_EligibleIncome	Eligible taxable income (Sports persons)
ES_CapitalGain	Net capital gain
ES_TaxOnTI	Tax on taxable income
ES_MedicareLevy	Medicare levy
ES_Surcharge	Medicare surcharge
ES_HECS	HECS
ES_SLS	Student financial supplement scheme
	Tax Credits
ES_TIDs	Tax installment deducted amounts
ES_NoABNCredit	Payments where ABN not quoted
ES_VoluntaryCredit	Voluntary payment credits

ES_LabourCredit	Labour hire or other specified payments
ES_EarlyPayment	Early payments interest credit
ES_ShareNoABN	Share of credits where ABN not quoted
ES_ShareTrustee	Share of credit for tax paid by trustee
ES_TFN	Tax file number amounts
ES_ForeignTaxCredit	Foreign tax credit
ES_PAYGTaxCredit	PAYG tax paid
ES_30Insurance	30% private health insurance
ES_LumpSumArrears	Tax withheld - lump sum payments in arrears
ES_Imputation	Imputation credits
ES_TotalCredits	Total credits
	Tax Offsets
ES_Spouse	Spouse, child-housekeeper or housekeeper tax offset
ES_Parent	Parent, parent in low, invalid relative tax offset
ES_LowIncome	Low income tax offset
ES_LowIncomeAged	Low income aged person tax offset
ES_MedicalExp	Medicare expenses tax offset
ES_SuperSelf	Superannuation contribution/annuity
ES_SuperSpouse	Superannuation contribution for spouse
ES_SuperPension	Superannuation pension or annuity
ES_SocSecurity	Social security beneficiary
ES_PrivateInsurance	Private health insurance
ES_PProduction	Primary production
ES_LumpSum	Lump sum payments
ES_LifeAssurance	Life or friendly society tax offset
ES_Zone	Zone tax offset
ES_Pensioner	Pensioner tax offset
ES_MatureAge	Mature age tax offset
ES_Landcare	Land care and water facility tax offset
ES_TotalRebates	Total tax offsets
ES_RebatesUsed	Tax offsets used
ES_OtherRebates	Total other offsets
ES_BabyBonus	Baby bonus tax offset
ES_FTB	Family tax benefit entitlement
	Other financial data
ES_NetRent	Net rent as shown on the tax return
ES_TotalBusIncome	Gross business income
ES_NetBusIncome	Net business income
ES_Refund	Refund indicator (text "Refund" or "Tax payable")
ES_Balance	Tax estimation
ES_ABSBalance	Tax estimation - absolute amount (no minus if payable)
ES_AssessDate	Date tax assessment received
ES_AssessBalance	Assessment balance
ES_AssessPAYG	Assessment PAYG
ES_AssessDue	Payment due date

BILLING.DB   table fields

BL_Code	Client code reference
BL_AutoInc	Reference number to link with Invoice table
BL_Date	Invoice or payment date
BL_UserID	User ID - indicates which user created the record
BL_TransType	Transaction type (0 - Open Balance; 1- Invoice; 2 - Payment; 3 - Write Off; 4 - Discount; 5 - Credit Note)
BL_PaymentType	Payment type (0 - none; 1- Cheque; 2 - Cash; 3 - Direct Debit)
BL_Reference	Invoice number or Payment reference
BL_Fees	Fee (field is not exposed in billing form)
BL_GST	GST (field is not exposed in billing form)
BL_Amount	Amount = Fee + GST
BL_Notes	Narration

INVOICES.DB   table fields

IN_BillingRef	Reference number to link to Billink table
IN_Date	Date
IN_UserID	User ID - indicates which user created the record

IN_Description	Job description
IN_Units	Number of units. Used to interface with Timesheets
IN_Rate	Unit rate. Used to interface with Timesheets
IN_Fee	Fee charged
IN_GST	GST percent
IN_GST_Amount	GST amount
IN_Amount	Amount (Fee plus GST amount)
IN_Notes	Narration

TIMESHEETS.DB   table fields

TS_Code	Client code reference
TS_UserID	Refers to the user who created the record
TS_AssignedBy	Refers to the user by whom the record was assigned to the user
TS_Date	Date of the job (date of the time sheet record)
TS_JobID	Job code (not in use)
TS_JobDetails	List of the job codes from the Fixed rate table
TS_Description	Job description
TS_TimeTaken	Time taken (HH:MM:SS)
TS_Units	Number of units
TS_Rate	Unit rate
TS_Fee	Fee charged = TS_Units * TS_Rate. No GST included.
TS_Progress	Progress of the job, %
TS_Status	Status of the job (0 - Not Started; 1 - In Progress; 2 - Waiting; 3 - Deferred; 4 - Completed; 5 - Billed; 6 - Write Off/(On)
TS_DateDue	Due date
TS_DateCompleted	Date job was completed
TS_Reminder	not in use
TS_ReminderTime	not in use
TS_ReminderMsg	not in use
TS_Notes	Description of the job

15.4 Shortcuts

The following keyboard shortcuts are implemented in Assistant:

Ctrl – A	Activates **ASIC** module.
Ctrl – B	Activates **Billing** module.
Ctrl – C	Copy selected text (you can also use *Ctrl - Ins*). To paste the text use *Ctrl - V* shortcut.
Ctrl – D	Activates **Document manager**.
Ctrl – E	Activates **ELS lodgement** module.
Ctrl – F	*Find* text. Can be used to locate: - A client in the client list with the matching text sequence in their record. The text can be part of the client's name, address, phone number etc. - Transaction in the general ledger. It can be part of the transaction note or amount. (See also **F3**)

Ctrl – G	**Go-to-item** function. Can be used in Tax module to get quick access to the item on a tax return of form.
Ctrl – H	Acts as the Home button: closes the active module and returns to the client list.
Ctrl – I	Opens **Client information** form.
Ctrl – L	Activates **Ledger** module.
Ctrl – O	Opens Assistant **options**.
Ctrl – R	Activates **Remote Assistant**. This feature will enable Software Assistant's support team to connect to your computer so they can resolve any problem you may have with the software.
Ctrl – T	Activates **Time sheets** module.
Ctrl – V	Paste the copied text (alternatively you can use *Shift - Ins*). To copy a selected text use *Ctrl - C* shortcut.
Insert	**Inserts** new row in the grid (worksheet). You can also create the row by moving to the bottom of the grid to append a new record.
Ctrl - Del	**Deletes** selected record (row) in the grid. The confirmation message usually being asked prior deletion.
F1	Activates **help** system.
F3	**Find next** command. Proceed with the Find text function from the current position of the cursor.
F4	Activates a **pick-list** of the valid values of the action code field in the data entry form or worksheet.
F5	**Refresh** function. It will refresh the client list that could be updated by other network users or to refresh the totals in the general ledger transaction batch.
F6	Activates **Calculators**: Tax, Days between dates and Age calculator.
F9	Activates **mail-merge** feature for the selected client.
F11	Activate **Diary and tasks** module.
F12	Activates **Alerts**.

Index

- P -

- R -

- S -

- T -

- V -