

# SOFTWARE ASSISTANT

## ASSISTANT DATA TABLES

The tables below show the fields in Assistant's database which can be used when marking clients or creating letter templates 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                                |



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|                    |                                                              |
|--------------------|--------------------------------------------------------------|
| 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)       |
|                    | <b><u>Debtors information</u></b>                            |
| 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                                               |
|                    | <b><u>General Ledger fields</u></b>                          |
| 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                    |
|                    | <b><u>Billing information</u></b>                            |



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|                |                                                    |
|----------------|----------------------------------------------------|
| 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      |
|                   | <b><u>Tax Credits</u></b>                |
| ES_TIDs           | Tax installment deducted amounts         |
| ES_NoABNCredit    | Payments where ABN not quoted            |



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|                     |                                                        |
|---------------------|--------------------------------------------------------|
| 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                                          |
|                     | <b><u>Tax Offsets</u></b>                              |
| 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                         |
|                     | <b><u>Other financial data</u></b>                     |
| 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                           |



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|                  |                    |
|------------------|--------------------|
| 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)                |



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|                  |                                                                                                                                |
|------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 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                                                                                                         |

