

[www.payperwork.com.au](http://www.payperwork.com.au)



# GETTING STARTED GUIDE

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**Technical Support**

**Operating Hours**

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(Except Victorian Public Holidays)

## ABOUT THIS GUIDE

This manual is a short introductory guide only. It is not intended to be a full user guide. It outlines the system requirements, end user license, installation of the program and a brief introduction to the general use of the program.

It will take you through, step by step, entering simple transactions but by no means demonstrates the full scope of the program.

## ABOUT PAYPERWORK

PayPerWork is a complete business management program designed in Australia, for Australian small businesses.

From quote to balance sheet and all between, PayPerWork will help you with your business record keeping. All the standard front-end functions combined with our fully integrated financial back-end, gives you all the benefits you would expect to find in a modern business management program. With PayPerWork, there is no need to purchase individual modules or add on's, it's all there and totally configurable to suit your specific requirements.

## SO WHAT MAKES PAYPERWORK DIFFERENT?

In our 20 years experience in developing and supporting our business management programs and **listening** to our customers, we've **learned** what the customer wants. PayPerWork is the culmination of this experience, not only in the software but most importantly customer support.

With debits, credits, ledgers and balance sheets, there's no denying that business management and accounting is complicated. Where PayPerWork differs is that it handles all the complex operations totally in the background while you do the simple operations in the foreground. PayPerWork allows you to choose the options that you need to use from the many that are available and lets you enter information in the order you want to work. There are no complicated end of month routines and no 'no going back' scenarios. We only ask that you to lock your GST report after lodging your return. Then, if the program lets you delete or change a transaction, or even add more transactions to the reported period, it is safe to do so.

# END USER LICENSE AGREEMENT

You should carefully read the following terms and conditions before using this software. By installing and using and registering the software you are agreeing and indicating your acceptance of these terms and conditions. If you do not agree with them you should return the package and media to the dealer from whom you purchased and your money will be refunded. If the dealer from whom you purchased this package fails to refund your money, contact Payperwork Pty. Ltd. immediately at the address listed.

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Where legislation implies in this Agreement any condition or warranty, and that legislation avoids or prohibits provisions in a contract excluding or modifying the application of or exercise of or liability under such condition or warranty, the condition or warranty shall be deemed to be included in this Agreement. However, the liability of Payperwork for any breach of such condition or warranty shall be limited, at the option of Payperwork, to one or more of the following:

- A. if the breach related to goods:
  - a. the replacement of the goods or the supply of equivalent goods;
  - b. the repair of such goods;
- B. if the breach relates to services:
  - a. the supply of the services again; or
  - b. the payment of the cost of having the service supplied again.

#### LIMITATION OF REMEDIES

Company's entire liability and remedy will be:

- A. The replacement of any medium not meeting Company's 'Limited Warranty' explained above and which is returned to Company or an authorised Company distributor or dealer with a copy of your receipt; or
- B. If Company is unable to deliver a replacement medium which conforms to the warranty provided under this Agreement, you may terminate this Agreement by returning the Program and Documentation to Company, authorised Company Distributor, or dealer from whom you obtained the Program and your license fee will be refunded.

#### PRODUCT RETURNS

To replace a defective medium during the ninety (90) day warranty period, if you are returning the medium to Company, please send us your name and address, the defective medium and a copy of your receipt at the address provided below. In no event will Company be liable to you for any damages direct, indirect, incidental or consequential, including damages for any lost profits, lost savings or other incidental or consequential damages arising out of the use or inability to use such Program and Documentation, even if Company has been advised of the possibility of such damages or for any claim by any other party. Some states do not allow the limitation or exclusion of liability for incidental or consequential damages so the above limitation or exclusion may not apply to you. In no event will Company liability for damages to you or any other person ever exceed the amount of the license fee paid by you to use the Program regardless of the form of the claim.

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# 1. INSTALLATION

## 1.1 Minimum System Requirements

Operating System	Microsoft Windows XP, Vista*, Windows 7*, Windows 8*, Windows 10* <b>*Turn UAC off during installation.</b>
Hardware	As long as your hardware meets the minimum requirements for the operating system, Payperwork will operate satisfactory. Allow 100mb per company per year of hard disk space.
Monitor	Minimum monitor resolution is 1024 x 768. USB Port for Back-up.
Email	MS Outlook or Outlook Express.
To Access Web Site	MS Internet Explorer Version 6.00 or higher.
Back-up	Removable USB Flash (Memory) Sticks 32mb or greater.

## 1.2 Installation

For later versions of Windows, you MUST turn off the UAC (user account control) to enable the install to correctly update registry settings etc.

Download both the INSTALL and UPGRADE files by clicking on the appropriate links from the members area of the PayPerWork website ([www.payperwork.com.au](http://www.payperwork.com.au)) using the User ID and Password provided. Open the downloaded INSTALL zip file (ppw-install.zip) and run the executable file contained within. (Note: On some systems, dragging the executable file onto the desktop and running it from there works better).

Follow the prompts. The recommended folder and program group are set as default. For a standard installation all you will need to enter is the name of the intended Registered Owner when prompted.

**Note:** When the program is installing the database components be sure to select “Complete”.

Once the install is complete, it is recommended that you repeat the procedure for the downloaded UPGRADE zip file (ppw-upgrade.zip)

## 1.3 Folder & File Structure

This information is for the use of your hardware network or operating technician.

C:\PPW	Contains the Program file (PPW.exe).
C:\PPW\PPWDATA1	Current Years databases Company #1.
PPW\PPWDATA1\0910	Appropriate old year's databases Company #1.
PPW\SYSTEM	Used by the program for new databases.

The installation of PayPerWork copies several .OCX files into the Windows/system32 folder. When moving the program from one machine to another, you need to install the program to copy these files. This can be done before or after you copy the data from the other machine.

## 1.4 Desktop Shortcut

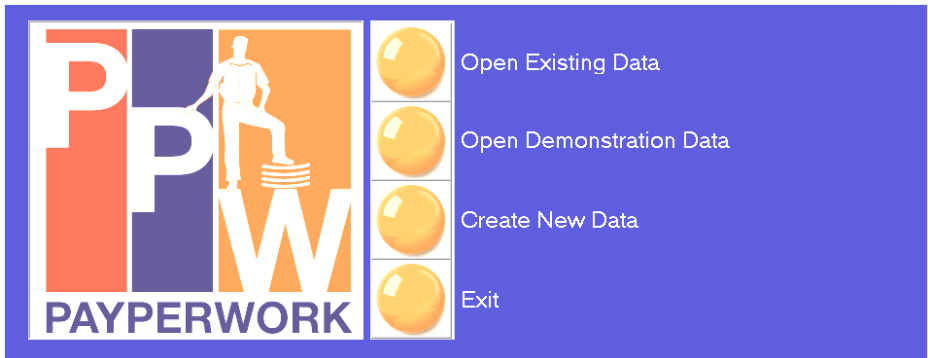
PayPerWork requires only one shortcut on the Windows desktop. Other company & old year's databases can be accessed from the Payperwork opening screen.

The desktop shortcut that is created when PayPerWork is installed has the following properties:

Target: C:\PPW\PPW.EXE  
Start In C:\PPW\PPWDATA1



## 2. GETTING STARTED



### To Initialise the Blank Database

Start, by clicking on the PayPerWork icon on the desktop. Click on 'Create New Data'.

### Step 1: Select a Financial Year to start

PayPerWork will start from July 1<sup>st</sup> of the year entered.

- Click [OK] after making your selections.

### Step 2: Select Chart of Accounts

PayPerWork comes all ready to run with a list of ledger accounts. You can select from:

**Blank COA:** Use this selection if you want to create all the general ledger accounts and allocate your own account numbers.

**COA 680 with or without Sub Groups:** A comprehensive list of general ledger accounts that is all ready to run. Either selection will cover most businesses.

### Step 3: GST Settings

If you are unsure of the correct settings for your company you should check with your accountant. You can click [Next] to continue at this point and change the GST settings later from the setup menu.



**You cannot change the reporting basis from Cash to Accrual or vice versa once you have entered any transactions into a financial year.**

## GETTING STARTED CONT...

### Step 4: User and Company Settings

Enter your company's details including name, A.C.N., A.B.N, and address.

### Step 5: User and Company Settings Continued

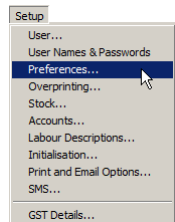
Enter the delivery address for your company.

### Step 6: Payment Methods

Select the accepted payment methods.

### Step 7: Setup Options

These and many other setup options are available within the setup menu. Once you have completed the setup wizard please feel free to change or explore any of the setup options by click on [Setup/Preferences].



### Step 8: Registration Details

The program will allow 500 transactions for evaluation purposes. To continue using the program beyond this you will need to obtain a registration number from Payperwork Pty. Ltd. This can be provided via telephone or email upon receipt of full payment for the program license. If you already have the registration number, enter it into the space provided.

If you have a demonstration version of Payperwork and you are still in the evaluation period, click on "Use trial version".

### Step 9: Licence Agreement

Read Payperwork's licence agreement and click on 'Agree' to continue or 'Disagree' to exit.

**Your program is now ready to start entering information.**

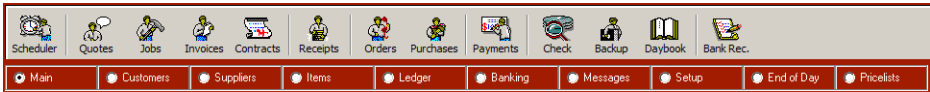


# 3. GENERAL PRINCIPLES

## Navigation

There are several methods of moving around PayPerWork.

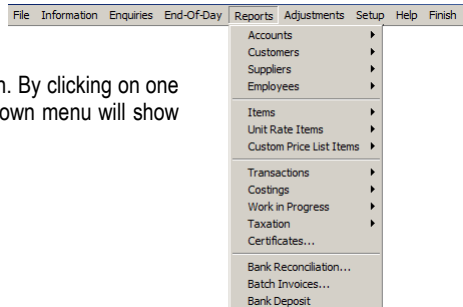
## Buttons



Using the buttons on the toolbars is the most common method used to select options within the program. The main option buttons are arranged into a main menu or sub menus that relate to a particular sub ledger or process.

On the main menu button toolbar you will find a selection of the most common buttons used from the sub menu toolbars.

You will also find buttons when you are entering information. For example in invoices, there is a toolbar with buttons for each of the options needed when entering an invoice.

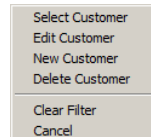


## Drop Down Menus

These are across the top of the PayPerWork screen. By clicking on one of the menu options, for example reports, a drop down menu will show you the list of each type of report.

## Right Mouse Menus

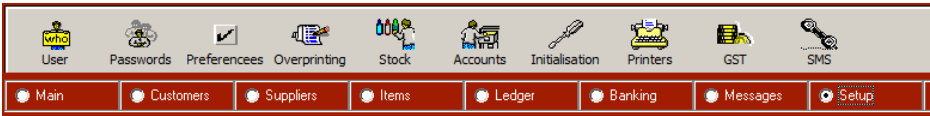
These are available throughout the program where they are applicable. For example in the list of customers, clicking the right mouse button will bring up a drop down menu with the available options. Click the left mouse button to take you to the option you want.



## Keyboard commands

(Hot Keys) The drop down menus can also be accessed using the [Alt] key on the keyboard & the associated menu letter. This is the letter that is underlined on the toolbar. These, as well as other standard Windows™ keyboard shortcuts, apply throughout the program.

## 4. SET-UP MENU



In the Setup menu you will find all the options that enable you to personalise the program to suit your business. As well as entering your company's name and address to print on invoices and quotes, you will also find many options, or choices, that you can select to alter the way the program works or how an invoice prints. You can turn off a function that you never use and change the defaults that the program uses.

Most of these options can be changed later so you do not have to get them right first time. **The GST option of cash or accrual is the exception.** Browse through the setup menu options so that you will be aware of the type of things you can change.

### Enter your company details

From the setup menu, click on the [User] button and enter your company's name and address. If you have purchased the program, you can call for a registration number at this stage or you can return to this screen later to register the program.

## 5. ENTERING INFORMATION

There are four main types of accounts in PayPerWork.

Customers



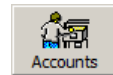
Items



Suppliers



General Ledger Accounts



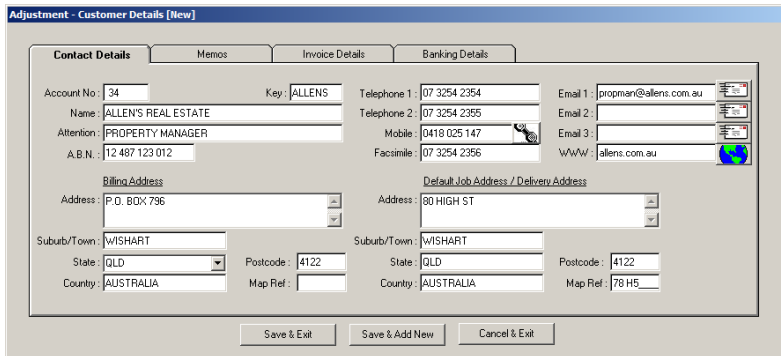
You can create these accounts in a batch or "on the fly" whenever you need to when entering transactions.

## 5.1 CUSTOMERS



### New Customer

- Click on any customer transaction button, such as [Invoices].
- Click the [New] button or R mouse & [New Customer].
- Click on or Tab to each field & add the details.
- Click on [Save & Exit].



### To return to this screen to amend any details saved

Click on the [Adjust] button or on the customer list, R mouse and select [Edit Customer].



### Customers Initial Balances

These are the details & values of outstanding invoices from your manual records or previous accounting program.

- Click on the [Customers] Toolbar.
- Click on [Initial Balances].
- Select the customer or create a [New] customer.
- Click on the [New] button.
- Enter details of the unpaid invoice into the fields
- Click [OK].

**Date:** You can use a date in any month prior to the current month. This includes the previous financial year.

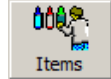


Use a new transaction for each invoice that is outstanding. This will allow you to enter a receipt for each invoice when it is paid.

### To print a list of Opening Transactions

- Go to [Reports/Customers/Activity].
- Click the down arrow in 'From Month' box.
- Select Opening Transactions.

## 5.2 STANDARD ITEMS



There are 3 types of standard items;

**Stock Details**

Edit

Account No: 1 ID: Group:

Name: SERVICE CALL

Unit: Category: Location: Cost Code:

Stock Prices

[T>C] 0.00 Cost: 0.00

[C>L] 0.00 Trade: 0.00

List: 50.00

GST Details

GST Taxed 10.00 % ==> 5.00 RRP 55.00

Standard Posting Accounts

Sales: 234 Purchases: 272

Memo

Save and Exit Save and AddNew Cancel and Exit

**Category items** are items with a value only & are not sold by quantity.

**Category items have no unit of sale. Leave this blank.**

**Stock Details**

Edit

Account No: 2 ID: LABOUR Group: LAB

Name: LABOUR

Unit: HR Category: Non-Inventory Location: Cost Code:

Stock Prices

[T>C] 0.00 Cost: 45.00

[C>L] 0.00 Trade: 55.00

List: 65.00

GST Details

GST Taxed 10.00 % ==> 6.50 RRP 71.50

Standard Posting Accounts

Sales: 234 Purchases: 272

Memo

Save and Exit Save and AddNew Cancel and Exit

**Non Inventory items** have a value & a quantity. E.g. 2 @ \$45 = \$90.00 without monitoring the stock on hand. Used when invoicing items without the need to use full inventory. Also used for invoicing labour hours. Enter a unit of sale (such as ea or hrs) and leave as Non Inventory.

**Inventory items** also have a value and quantity, but are linked to full stock control. Enter a unit of sale (such as ea or hrs) and change to Inventory.

### Stock Prices

Three types of prices are available for all standard items - Cost, Trade and List. How these are calculated in relation to each other (Price Structure) can be changed – see [Setup/Stock].

### Standard Posting Accounts

Standard posting accounts refer to the general ledger accounts that purchases and sales of the items will be posted to. These only need to be changed if you want a detailed breakdown of your sales.  
E.g. Materials and labour.

### Cost Codes

Cost Codes are used for invoice and quote subtotals as well as for invoice costing.  
(See [Adjustments/Cost Codes], to enter code descriptions.)

### New Item

- Click on the Items Sub Menu.
- Click on the [Items] button.
- Click on [New] or R mouse & New Item.
- Click on each field or tab to next field & enter the details.

### Edit Item

To return to the new item screen & amend any details saved;

- Click on [Adjustments/Items/Name & Details].

Or

- R mouse & Edit Item anywhere the items list is displayed.

Or

- Click the [Edit] button anywhere the item list is displayed.
- Edit details.
- Click [OK] to save your changes.



### **New to Payperwork? Want to start invoicing quickly?**

To create a simple invoice you can create two new standard items.

1. A category item called 'Materials' and
2. A non-inventory item called 'Labour'.

### 5.3 EMPLOYEES

You can link employees and their cost and charge out (billing prices) to your standard labour item. Use these to track the hours billed for each employee and to report on each employee's profitability. It is also necessary to have your employees set up if you intend to use the Job Scheduler.

#### Adding a New Employee Item

- Click on the [Items] Sub Menu.
- Click on the [Labour] button.
- Click on [New] or R mouse and [New Employee].
- Click on each field or tab to next field and enter the details.



**Contact Details:** On the Contact Details tab, enter the employee's name, address and Labour Type (e.g. A Grade Electrician) and his phone and mobile numbers.

**Labour Details:** Click on the Labour Details tab.

Adjustment - Employee Details [New]

Contact Details    Memos    Banking Details    **Labour Details**

Labour Item No : 32    Colour Code : Red

Billing Rates

Description	Per	Cost	Trade	List
Normal Hours	Hr	\$55.00	\$65.00	\$70.00
Time and a Half	Hr	\$65.00	\$75.00	\$95.00
Double Time	Hr	\$75.00	\$85.00	\$110.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00
		\$0.00	\$0.00	\$0.00

Save & Exit    Save & Add New    Cancel & Exit

**Labour Item No:** Enter the number of the standard item that you created on the previous page.

**Colour Code:** Pick a colour from the drop down box or if you have more than 17 employees, click on the magnifying glass and select a colour from the colour palette. The colours are used for the job scheduling. Many colours are very alike and can become confusing. You might find it easier to use a colour for each type of employee. For example blue for qualified employees, green for apprentices and so on.

**Billing Rates:** Now set up the billing rates that you need for the employee. Using the drop down boxes, select the rate description, unit (Per), and the cost, trade, and list prices for each rate. You can add other rates that are not in the drop down box by going to [Setup/Labour Descriptions].

When you have entered all the details, click on [Save & Exit].

## 5.4 CUSTOM PRICE LISTS

As well as being able to enter and maintain your own items and prices using standard items, you can also load the L&H, MMEM, Reece and Tradelink price list into your Payperwork program. (If you would like access to these price lists, please contact the support team at Payperwork Pty Ltd).

You can access the custom price lists throughout the program. They are available in quotes, jobs, invoices, contracts, purchases, returns, adjustment notes, enquiries and reports.

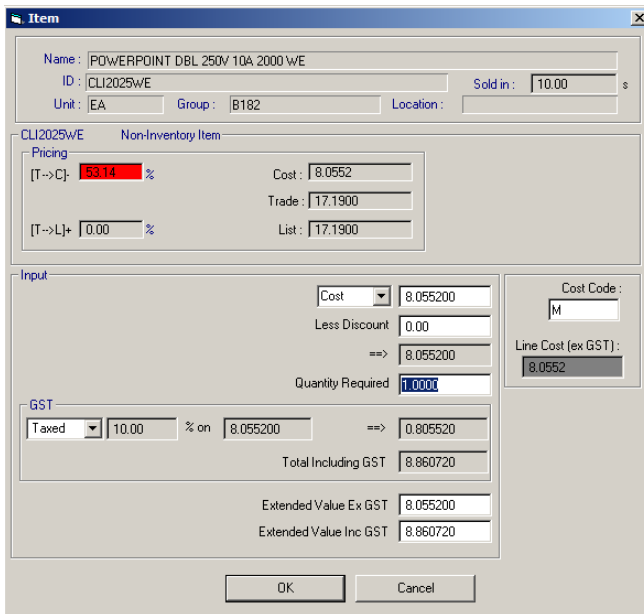
### USING THE CUSTOM PRICE LISTS

In a quote or invoice, from the toolbar, click on the [Custom] button.



Or

Click R mouse and select [Add Custom Price List Item].



Field	Value
Name	POWERPOINT DBL 250V 10A 2000 WE
ID	CLI2025WE
Sold in	10.00
Unit	EA
Group	B182
Location	
Item Type	Non-Inventory Item
[T->C]	53.14 %
Cost	8.0552
Trade	17.1900
List	17.1900
[T->L]+	0.00 %
Cost	8.055200
Less Discount	0.00
Quantity Required	1.0000
Total Including GST	8.860720
Extended Value Ex GST	8.055200
Extended Value Inc GST	8.860720

Search and locate the required item and enter the quantity required.

## SEARCHING THE CUSTOM PRICE LIST

**Custom Price List**

Clear Filter Edit Group Markup Group Discount

Click here to change to Commonly Used List

Company Calculator Print

LMH Price List

Price List Date: 26/May/2009

Full List

Groups	ID	Brand	Name	Description	Cost	Discount	Price	Markup
ALL ITEMS ***			250					
9 - NOT APPLICABLE								
A - APPLIANCES								
B - DOMESTIC ACCESSORIES	CL12015V75WE			POWERPOINT 5GL 250V 15A 2000 W	\$15.9800	0.00	\$21.3200	0.00
C - CABLE	CL12032E400LVWE			DIMMER LT 250V 400VA LV 2000 WE	\$39.0400	0.00	\$39.0400	0.00
D - DATA CABLE	CL1439V15TR			PLUG TOP 3P 250V 15A CLR (S)	\$3.8442	0.00	\$4.4700	0.00
E - CABLE ACCESSORIES	CL1439TR			PLUG TOP 3P 250V 10A 8.7MM ENT C	\$2.5972	0.00	\$3.0200	0.00
F - LIGHTING	CL1750VAPGY			SENSOR PIR 250V 5A IP66 GRV	\$117.1875	0.00	\$156.2500	0.00
G - ENCLOSURES	CL1750VAPR			SENSOR PIR 250V 10A IP66	\$126.0750	0.00	\$168.1000	0.00
H - AIR MOVEMENT & HEATING	CL1C2031VAWE			SWITCH WALL 1G 250V 10A STD C2X	\$5.6490	0.00	\$8.0700	0.00
I - INDUSTRIAL EQUIPMENT	CL1C2032VAWE			SWITCH WALL 2S 250V 10A STD C2X	\$9.1280	0.00	\$13.0400	0.00
J - TEST EQUIPMENT & TIME CONTROL	CL1C2033VAWE			SWITCH WALL 3S 250V 10A STD C2X	\$15.6380	0.00	\$22.3400	0.00
K - PROTECTIVE SAFETY PRODUCTS	CL1C2029WE			POWERPOINT POINT DBL 250V 10A	\$8.0952	0.00	\$17.1900	0.00
L - LAMPS	CL1C2034VAWE			SWITCH WALL 4S 250V 10A STD C2X	\$23.9120	0.00	\$34.1600	0.00
M - ELECTRIC MOTOR	CL1C2035VAWE			SWITCH WALL 6S 250V 10A STD C2X	\$34.0620	0.00	\$46.6600	0.00
N - ELECTRICIANS TOOLS	CL1C2025WE			POWERPOINT DBL 250V 10A 2000 W	\$8.0952	0.00	\$17.1900	0.00
O - SIGHT & SOUND	CL1C2026WE			SWITCH WALL 1G 250V FROG LT 5V	\$33.9780	0.00	\$104.4200	0.00
P - INDUSTRIAL CONTROL	CL130M380VWE			SWITCH MECHANISM 250V 35A ENG	\$18.2235	0.00	\$21.4500	0.00
Q - ALIENEX	CL1V5226NBR			SWITCH SURF W/P SLIDE 250V 15A	\$14.4970	0.00	\$38.3300	0.00
	CL130N8D			MECH LIGHT INDIC 250V RED	\$18.8870	0.00	\$22.2200	0.00
	CL1V5R228WE			SWITCH W/P SLIDE 250V 15A 1G RE	\$23.9980	0.00	\$26.6200	0.00
	CL115V19NBR			POWERPOINT 5GL 250V 15A STD NR	\$45.7130	0.00	\$53.7800	0.00
	CL1V5226ZNDY			SWITCH W/P SLIDE 250V 15A 2G 1/2	\$49.1900	0.00	\$54.6200	0.00
	HPMw5R170			SWITCH W/P 250V 10A 1G IP66 RED	\$26.1000	0.00	\$29.0000	0.00
	CL1V5226RG			SWITCH SURF W/P SLIDE 250V 15A	\$21.6490	0.00	\$28.8600	0.00

Pricing

Cost: 119.92 (T-C) 29.00 % Trade (Catalog Price) 29.00 (T-L) 0.00 % List: 29.00

Show Item Count Item Count: 1

### Commonly Used or Full List?

If you have loaded a commonly used items list or you have used any items from the full list, only these will be displayed when you open the list. Any search that you do will only search through these items.

(To set the price list to open as the commonly used list go to [Setup/Preferences/Price List] and tick the box next to "Default to showing Commonly Used Items").

### All Items

To search without the aid of groups, simply leave the group selection at this option.

### Groups & Sub-Groups

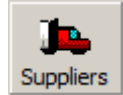
Simply click on the Group and Sub-group required, narrowing your search. The example search above shows all items in main Group D (Domestic Accessories).

- Click on the search text field that you want to search by: ID to search by Catalogue Number or Name to search by the item description.
- When you are searching you are looking for all occurrences of the string of letters and numbers that you type that appear in the same order anywhere in the field.
- To clear the search, either backspace the characters you have typed or click on the [Clear Filter] Button.

(See separate notes for relevant price list).



## 5.5 SUPPLIERS



You can keep track of the money that you owe your suppliers by entering the purchases and then the payments that you make for those purchases.



Keeping it simple? Don't want to maintain a creditors/suppliers ledger?

**Skip this section & go directly to 11.2 Payments to Accounts.**

### New Supplier

- Click on any supplier transaction button, such as [Purchases].
- Click on the [New] button or R mouse & New.
- Click on each field & add the details. Click on [Save & Exit].

### To return to this screen to amend any details saved

- Click on the [Adjust] button;
- Or
- R mouse & Edit on the supplier in the supplier list.

### Suppliers Initial Balances

These are the details & values of any amounts still owing to your suppliers from your manual records or previous accounting program.

- Click on the [Supplier] Toolbar.
- Click on [Initial Balances].
- Select the supplier or create a new supplier.
- Click on the [New] button.
- Enter details of the unpaid purchase into the fields.
- Click [OK].

**Date:** You can use a date in any month prior to the current month including the previous financial year.



Use a new transaction for each invoice that is outstanding. This will allow you to enter a receipt for each invoice when it is paid.

### To print a list of Opening Transactions

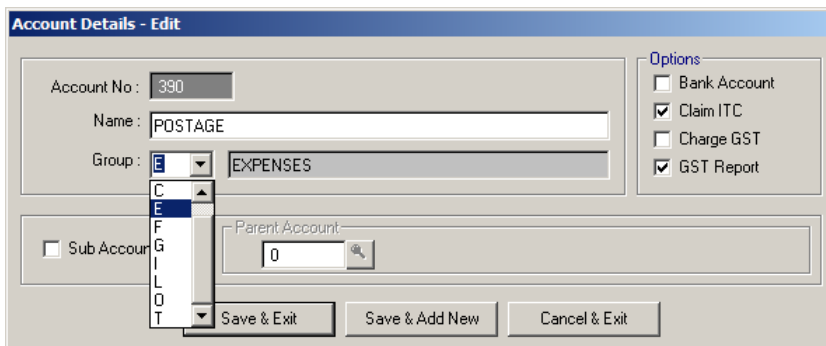
- Go to [Reports/Suppliers/Activity].
- Click the down arrow in 'From Month' box.
- Select Opening Transactions.

## 5.6 GENERAL LEDGER ACCOUNTS

Your General Ledger accounts will depend upon the option you selected at 2.0 Getting Started of this manual.

### To create a new General Ledger Account

- Click [New] button when viewing accounts, or use the R mouse and New Account.
- Click on or Tab to each field to add the details.
- Click on [Save & Exit].



**Account No:** Enter the number for this account, noting that the general ledger reports print in numerical order within each group, not alphabetical order. Allocate a number so that your new account also prints in alphabetical order.\*

**Name:** Enter the account name e.g. Postage.

**Group:** Click on the down arrow to select the group code e.g. (E) for Expenses.

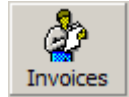
**Options:** Check the default options;

- **Bank Account:** Click to tick if this is to be treated by the system as a bank account other than the main bank account set up in [Setup/Accounts]. Payperwork allows you to set up an unlimited number of accounts that are nominated to be bank accounts. If an account is marked as a bank account, the program will generate separate bank deposits, cashbook and bank reconciliation reports. Examples of other bank accounts are Bankcard, Investment accounts and Bartercard. Bank accounts do not involve GST, therefore none of the GST boxes should be ticked.
- **Claim ITC:** Click to tick if expenses put to the account usually include GST that you can claim as ITC.
- **Charge GST:** Click to tick if this is an income account and GST is usually charged.
- **GST Report:** Remove this tick if the account is **not** required on the GST report. For example – Wages, Superannuation, Drawings, Bank Accounts and Hire Purchase payments.

**Sub Account:** You can break down your general ledger accounts into parent and sub accounts for more flexible and detailed information in your reporting.

**\*To see a list of existing accounts and groups go to [Reports/Accounts/Chart of Accounts].**

## 6. INVOICES



Now that you know how to create a customer and an item, you can easily create a simple invoice.

### To begin an invoice

- Click on the [Customers] toolbar and then click on [Invoices].
- Select your customer or create a [New] customer.
- Click on the [New] button or R mouse and [New Transaction].
- Enter a reference if required and change the date if necessary.

### To add a description of the work using the word processor

- Click on the [Text] button or R mouse and [Add Text].
- Using the word processor, type unlimited lines of text and format (such as **bold** and underline) using the format toolbar.

### To enter a value

- Click on the [Items] button to add a standard item.
- Or click [Custom Price List] to add an item from the relevant price list.
- Search and locate the required item or create a new item.
- Enter the value if using a category item.
- Enter a quantity if using an inventory or non inventory item and adjust the unit price if necessary.
- Change the item description if required.
- Click [OK] to add the item to the invoice.

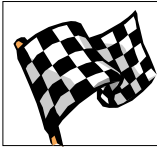
### To enter a labour item using employees

- Click on the [Labour] button or R mouse and [Add Labour Item].
- Search and locate the required employee or create a new employee.
- Enter the number of hours. Adjust the billing price and description if required.
- Check the date stamp date. This should be the day the work was carried out.
- Click [OK] to add the labour to the invoice.



- You can add as many items as you like.
- You can insert more blocks text if necessary.
- You can also copy information from a previous invoice, job or quote using the [Copy From] button.
- You can add subtotals at any stage using the [Add Sub Total] button.
- You can add your cost to each line to work out your profit on the invoice.
- You can change the position of any lines by dragging and dropping them to where you want.

- Click to tick on **Job Finished** box. The Job Finished box is located next to the Reference field.



Have you added all you want to this invoice, or do you have a few more days on the job? Perhaps you are waiting for a supplier invoice.

Not checking the **Job Finished** button leaves the invoice as a job. Any value in the invoice will not be added to your outstanding list.

**Tick the 'Job Finished' box to turn job into an invoice.**

Type	Number	Labour Date	Description	Unit Rate	Unit	Quantity	Discount	Value (Ex. GST)	Taxed	GST	Value (Inc. GST)	Cost Code	Post To	Supplier	Purchase	Average C
T			SUPPLY AND INSTALL 2X DOUBLE POWER													
#	1	17/12/2009	LABOUR (FRED BARRY)	\$75.00	HR	2.50	0.00	\$187.50	T	\$18.75	\$206.25	L	232			0
#	2		POWERPOINT DBL 250V 10A	\$18.75	EA	2.00	0.00	\$37.50	T	\$3.76	\$41.34	L	232			0

Summary: Total Ex GST: 225.000, GST: 22.5100, Total Inc GST: 247.5900

### To view the completed Invoice

- Click on [Job Finished].
- Click on the [Print] button or R mouse and Print.
- Set up your print options and click on [Save Settings]\*.
- Click on the [Print Preview] button.

### To print the viewed Invoice

- Click on the [Print] button.

### To email the viewed invoice

- Click on the [Email] button.

### To save the invoice as a PDF

- Click on the [Save PDF] button.

### To fax the invoice

- Click on the [Fax] button.

Default Printers and Colours

Default Printers:

- Invoices: Local Printer
- Quotes: Local Printer
- Jobs: Local Printer
- Purchases: Local Printer
- Orders: Local Printer
- Cheques: Local Printer
- Reports: Local Printer
- Statements: Local Printer
- Labels: Local Printer
- Fax: Local Printer
- Receipt Docket: **Fax**

### To set the fax, go to:

[Setup/Print and Email Options/Options] and select your fax driver from the list. As shown above.

## 6.1 CERTIFICATES

Certificates are used when invoicing and can be used for recording;

- Certificates of Electrical Safety.
- Plumbing Guarantees.
- Warranty on equipment.

When you use a nominated certificate item in a customer invoice, you can save the details of the certificate. PayPerWork will automatically request the certificate details when the invoice is saved.

This will record:

- Certificate Number or Serial Number.
- Certificate Type.
- License Number.
- Date of Certificate.
- Expiry Date.
- Notepad for Details.

The screenshot shows a 'Certificate Information' dialog box. It has a title bar with 'Certificate Information' and a close button. The dialog is split into two panes. The top pane, titled 'Certificate Details', contains several input fields: 'Certificate Number' (empty), 'Certificate Type' (a dropdown menu with 'CERTIFICATE OF COMPLIANCE - NON PRESCF' selected), 'License Number' (empty), 'Certificate Date' (a date picker showing '14-Apr-2010'), and 'Expiry Date' (a date picker showing '14-Apr-2020'). The bottom pane, titled 'Details', is a large empty text area. At the bottom center of the dialog is an 'Ok' button.

### Advantages

- You can print the certificate number on the invoice.
- You can search for an invoice by certificate number.

### To set up certificates

Create up to three standard inventory or non Inventory items that, if used in an invoice, are to be treated as certificate items. Then;

- Click on the [Setup] toolbar.
- Click on [Preferences].
- Click on [Certificates].
- Insert the Item number(s) or browse to locate the item(s).
- Click on [OK].

When you save or finish an invoice that contains one of the certificate items, you will be prompted for the details of the certificate.

## 6.2 CUSTOMISING YOUR INVOICE & QUOTE PRINT

The program uses the default print font of your printer to print, fax or email quotes, invoices and jobs. This is usually a basic font in size 10 with no bold characters. Customising the look of your invoice is recommended and is very easy to do.

Start by entering an invoice (with some text and item lines) that you can use as a test while you change the settings.

### To change fonts

- Click on the [Setup] toolbar.
- Click on [Printers].
- When you direct your mouse cursor over each invoice field, a yellow box appears displaying the current font settings. .
- Double click on the field and the font selection screen will pop up.
- Choose a Font, Font Style and Size and click [OK].
- Click on the [Save] button and then go to your invoice and [Print Preview] to see the results.

Arial is an easy to read font. Try **Bold** & up to size 18+ point for User Names 1 and 2 and regular, size 10 point for all the remaining areas. Don't be afraid to experiment. There are many different fonts available. Try a few different fonts and sizes until you find one you like.

### To add a graphic with your logo

If you insert a graphic as a .jpg file via [Setup/Print and Email Options/Options], you have the option of printing it on the header of your invoices and quotes, in place of your company name and address.

The graphic should be approx 14cm wide x 3cm deep. It can be colour and can contain any picture or logo, but must also include the other information for the header such as company name, A.B.N., licence number, address and phone numbers. You can create your own graphic or you may already have the artwork for your letterhead in .jpg format. We can arrange to make a suitable file for you (from existing artwork such as a letterhead) for a reasonable price.

- Copy the .jpg file into the data folder (e.g. C:\PPW\PPWDATA1).
- Click on the [Setup] toolbar.
- Click on [Printers].
- Click on the [Options] tab.
- In the Graphic field, using the [Browse] button, locate and select the .jpg file that is your logo.
- Click on [Save] to save the print option setup.
- Depending on the size of your logo, you may need to use the Stretch, Scale or Adjust settings.
- Select 'Print Graphic' in the Print Options screen when previewing the test invoice.
- If you would like the graphic to print by default, click on [Save Settings].

## To change the colour of the Heading Foreground & Background

- Click on the [Setup] toolbar.
- Click on [Printers].
- Click on the [Options] tab.
- Heading Backgrounds – Try Light Grey. (For no shading select White).
- Heading Foregrounds – Try Black.
- Click on [Save].

## Invoice Print Options

- Return to the test invoice created and click on [Print].

The screenshot shows a 'Print' dialog box with a blue title bar. At the top, there are three icons: a printer, a gear, and a person. Below these are the labels 'Print Preview', 'Save Settings', and 'Finish'. A dropdown menu shows 'FX DocuPrint C1110 PCL 6'. The main area is divided into several sections:

- Print Options:**
  - Type:** Radio buttons for 'Form', 'Form [A4]' (selected), and 'Letter'.
  - Item Numbers:** Radio buttons for 'Print Item Number' (selected) and 'Print Item ID'.
  - Labour Description:** Radio buttons for 'Print Item Detail' (selected), 'Print Employee Detail', and 'Print Line Detail'. Below are checkboxes for 'Include Billing Rate' and 'Include Labour Date'.
- Top Body Bottom:** A tabbed section with 'Top' selected. It contains checkboxes for:
  - Pre-Printed Stationery
  - Print Graphic (checked)
  - Page Break (checked)
  - Print Contact Details
  - Print Attention
  - Description Title Line (checked)
  - Inc. Discount in Title (checked)
- Order:** Radio buttons for 'with Net Value' (selected) and 'without Net Value'.
- Print Job as Job:** A dropdown menu.
- Number of Copies:** A text box containing '1'.
- Status:** A large empty text box at the bottom.

The Print Options screen will display the options that can be changed for any particular invoice.

Once you have chosen the sequence of options that suit your style of invoicing, click on the [Save Settings] button so they are saved and used every time you print an invoice.

- Click on [Print Preview].
- Click on [Print], [Fax] or [Email].

Each type of form has its own settings. This means that you will need to select your preferred settings and save them for jobs, job cards, quotes, orders and remittances separately.

## 7. UNIT RATE ITEMS



A unit rate item is a single item that is made up of a combination of one or more standard and/or custom price list items. These can be used for unit rate estimating and for quick invoicing and costing of jobs that require a set of materials and/or labour.

For example to install a double power point you will need some cable, cable clips, mounting bracket, a double GPO and some labour. So if you make up a unit rate item that includes all the materials & labour that it takes to install one double GPO, you can quickly calculate in a quote or invoice, the materials and labour required to install ten double GPOs.

### 7.1 NEW UNIT RATE ITEM

- Click on the [Items] toolbar.
- Click on the [Unit Rate Items] button.
- Click on [New] or R mouse and [New Item].

**New Unit Rate Item**

Item Details

Account No:  Group:

Name:

Unit:

**Account No:** PayPerWork will allocate the next available number.  
**Group:** Enter a 3 character group code for sorting and reporting.  
**Unit:** Click the down arrow to select a Unit of Sale, for e.g. EA or MTR.

#### To add components to the Unit Rate Item

- Click on [Add item] to enter an item from your standard items or [Add Custom Item] for an item from the L&H, MM, Reece or Tradelink price list.
- **Qty Required:** Enter the Qty required to make up one unit of this unit rate item.
- **Constant Item:** Click to mark (x) if you do not want the component item to be multiplied by the quantity of the unit rate item sold. Some examples of items that **could** be constant are travel, service charges and equipment hire.
- **Cost Code:** Enter the one character cost code for this item. Click [OK].
- Continue to add the items to make up the unit.



## 7.2 USING UNIT RATE ITEMS IN A QUOTE OR INVOICE

- Click the R mouse and [Add Unit Rate Item] or click on the [Unit Rate] button on the toolbar.
- Search the list and select the required unit rate item. You can see the components of this unit rate item on the screen.
- Enter the quantity of this unit required. Component items of the unit rate that are marked as “constant” will not be multiplied by the quantity required.
- Enter any discount that is to be applied to the total price of the item. Each item in the Unit Rate item will be discounted by this percentage.
- Click [OK].



### Approx Total

This is only used when you want to ‘round off’ the total price of the quantity of unit rate items. Enter the approximate value (ex-GST) for the items and the program will then calculate the nearest discount that this total represents.

Do not enter an approximate total that is more than the input price as it cannot be used to calculate a mark-up percentage. Because unit rate items are made up of more than one item, it is unlikely that an approximate total will calculate to a discount that will equal the approximate total entered. A balancing entry of a few cents may be required when you use this method.

## 7.3 EDITING UNIT RATE ITEMS

Unit rate items take their prices from the component items, therefore the prices are changed by changing the prices of the component items.

- **Standard Item** prices are changed by going to [Adjustments/Items/Names and Details].
- **Custom Price List Items** are changed when you update the price list, change the mark-ups or update or change the discounts.

Changing the prices of the components or updating your price list will not automatically change the prices in existing quotes or invoices. If you do go back and alter an invoice or quote that was saved prior to the changes, you will be warned that the prices of the unit rate item have changed and you will have the option of making the changes, or exiting without saving any changes.

## 8. CONTRACT JOBS



### 8.1 CONTRACT JOBS

These are jobs that LINK TOGETHER:



1. The original price quoted for the job.
2. Costs to date entered against that job.
3. Variations to the original contract price.
4. Claims made via invoices or jobs.
5. Money received and retentions held against that contract.

#### A. SETUP A NEW CONTRACT JOB.

- Click on the [Customers] toolbar and then click on [Contracts].
- Select your customer or create a [New] customer.
- Click on the [New] button or R mouse and [New Transaction].
- Enter a reference if required and change the date if necessary.
- **Contract Price:** On the Contract tab at the bottom of the screen, enter the original or quoted price into the Contract Price.

#### B. ENTER THE COSTS INTO THE CONTRACT.


As costs for the job are incurred, enter them into the contract. This can be done by adding the lines directly into the contract or by allocating them from purchases.



Use cost codes and subtotals for a breakdown or running total of the costs. The most common codes used are L (Labour) and M (Materials). To set up default headings go to [Adjustments/Cost Codes].

#### C. VARIATIONS.

These can be added in any one of 3 ways:

- You can link a quote to a contract, by clicking on the [Link] button on the contracts tab in the quote. 
- You can enter a manual variation into the contract tab of the contract itself.
- You can link an invoice as a variation to the contract by clicking on the [Link] button on the contracts tab in the invoice.



## D. CLAIMS.

Progress Claims are entered by raising a separate invoice. Link the claim to the contract by clicking on the [Link] button on the contracts tab in the invoice or job.



If you are reporting for GST on an accrual basis, you will be leaving this invoice as a job. When you print the job select, 'Print Job as Claim.' This way you will not be liable to pay the GST at this stage. When you know how much of the claim has been allowed by the builder, you can go back into the Job, change the value to the accepted claim value and then click on 'Job Finished'.

## E. RETENTIONS.

In receipts, when you select an invoice that is a claim linked to a contract, enter the value that you received. The program will presume that the difference between the invoice total and the amount entered is retention. The customer's balance will be credited with the full value of the invoice and the retention amount will be moved (ex GST) to the Retentions Held control account.



Whether you are reporting for GST on cash or accruals basis you are not liable to pay the GST on retentions until the retentions are received.

## F. RETENTIONS RECEIVED

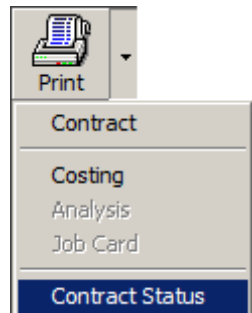
When the retention is received, enter the receipt to the 'Retentions Held' account and select the appropriate retention from the list.

## G. JOB STATUS REPORT

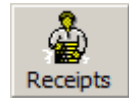
To view or print the status of the contract that includes contract price, variations, costs, claims and retentions, return to the main contract and click on [Print/Contract Status].

### **These notes are an overview of the contracts feature.**

A full fact sheet is available from the client section of the PayPerWork web site. It is recommended that you download this for full instructions including the GST implications of the selected available options.



## 9. RECEIPTS



### 9.1 RECEIPTING CUSTOMER INVOICES

- Click on the [Customers] Toolbar.
- Click on the [Receipts] button.
- Click on [Customers] button or R mouse and Receipt from Customer.
- Select the customer from the customer list.
- Click to tick the check box next to the invoice being paid.
- Click [OK].
- Amend the date and cheque details and enter cheque total.
- Click on [Save] to save this receipt and enter another receipt.
- Click on [Finish] to save the receipt and exit.

**Part Payments:** When a customer pays only part of an invoice, tick the Pay box and then click **once** under "Paid this Receipt" next to the tick and type in the amount paid.

Value	Paid to Date	Pay	Paid this Receipt
\$16,500.00	\$0.00	<input checked="" type="checkbox"/>	10,000.00

Click this box to change the amount.

**Pre-Payments / Deposits:** To enter a deposit, (that is when you have been paid before you start the job and you have not done an invoice), use the deposits option. When viewing the customer's transactions in receipts, click [Allow Deposits] button.

Allow Deposits

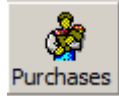
### 9.2 RECEIPTS TO ACCOUNTS

- From the main menu, click on the [Receipts] button.
- Click on the [Accounts] button or R mouse and [Receipt to Account].
- Select the account such as 'Interest Received'.
- **Details:** Enter some meaningful details for future reference. For example, to distinguish between interests received to different bank accounts.
- Should you pay GST on this receipt?
- Click [OK].
- Amend the date and cheque details and enter cheque total.
- Click on [Save] to save this receipt and enter another one.
- Click on [Finish] to save the receipt and exit.



Receipts to accounts should only be used for recording other income. Tax invoices should be created for all sales as per Australian Taxation Office Guidelines.

## 10. PURCHASES



### To enter a simple purchase

- Click on the [Suppliers] toolbar and then click on the [Purchases] button.
- Select your supplier or create a [New] supplier.
- Click on the [New] button or R mouse and [New Transaction].
- Enter the supplier invoice number in the reference field.
- Change the date to the date of the purchase.

### To enter a value using Accounts

- Click on the [Accounts] button or R mouse and [Add Account].
- Search and locate the required account such as the Purchases of Materials account for materials or Telephone for a phone bill.
- Type the bill details into description such as Materials for Job 55.
- Enter the value and tick appropriate ITC boxes.
- Click on [Finish] to save the purchase and exit.

### To enter a value using Standard and Price List Items

- Click on the [Items] button to add a standard item.
- OR Click [Custom Price List] to add an item from the L&H, Reece, Tradelink or MM price list.
- Search and locate the required item or create a new item by clicking on [Items] and [New].
- Enter the value if using a category item.
- Enter a quantity if using an inventory or non inventory item and adjust the unit price if necessary.
- Change the item description if required.
- Click [OK] to add the item to the purchase.

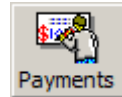
### Other purchase options

The above purchasing method is not the only one available within PayPerWork. See the full user guide, or contact the support team for more information.



- **If you are using full stock control, or you want to maintain item costs and prices, select [Items] instead of [Accounts].**
- **You can insert blocks text if necessary.**
- **You can also copy information from a previous purchase using the [Copy From] button.**
- **You can add subtotals at any stage using the [Add Sub Total] button.**
- **Each line of a purchase can be added to a current job or contract for accurate costing.**
- **Items can be imported from a relevant order.**
- **Items can be copied from an order using the receive order option.**

# 11. PAYMENTS



## 11.1 PAYMENTS TO SUPPLIER PURCHASES

To enter a Payment when you pay a supplier where you previously entered the purchase.

- Click on the [Suppliers] toolbar.
- Click on the [Payments] button.
- Click on the [Suppliers] button or R mouse and [Payment to Supplier].
- Select the supplier from the supplier list.
- Click to tick the check box(s) next to the purchase(s) being paid.
- Click [OK].
- Amend date and cheque details and enter cheque total.
- Click on [Save] to save this payment and enter another payment.
- Click on [Finish] to save the payment and exit.

**Part Payments:** When you pay a supplier for only part of a purchase, tick the box and then click **once** on the value next to the tick and type in the amount you paid.

Value	Paid to Date	Pay	Paid this Payment
\$232.00	\$0.00	<input checked="" type="checkbox"/>	150.00

Click this box to change the amount.

**Pre-payments:** To enter a prepayment or deposit, (that is when you pay a supplier before you receive the service or goods), use the Allow Prepayments option. When viewing the suppliers' transactions in payments, click [Allow Prepayments] button.

Allow Pre-Payments

## 11.2 PAYMENTS TO GENERAL LEDGER ACCOUNTS

To enter a payment to a general ledger expense account (by-passing suppliers).

- From the main menu, click on the [Payments] button.
- Click on the [Accounts] button or R mouse and [Payment to Account].
- Select the account such as Purchases of Materials, Postage, M/V Expenses, Work Care, Wages or Drawings.
- **Details:** Enter some meaningful details for future reference. For example an entry to Motor Vehicle expenses might be, "New Tyres for Work Van".
- Enter the value.
- Can you claim the ITC on this payment? Check the ITC settings.
- Click [OK].
- Amend the date and cheque details and enter cheque total.
- Click on [Save] to save this payment and enter another payment.
- Click on [Finish] to save the payment and exit.

## 11.3 PRINT A REMITTANCE ADVICE

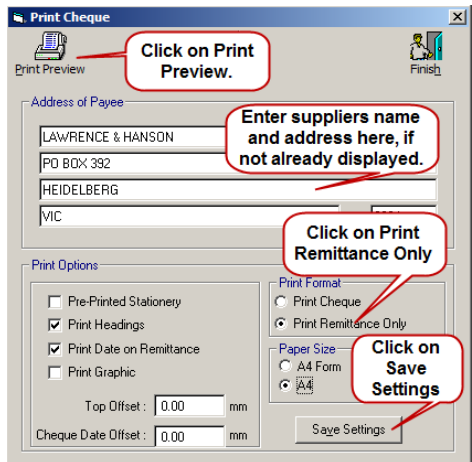
PayPerWork can print a remittance advice that you can send with the cheque or email to the supplier advising of your electronic funds transfer.

You will need to have the option turned on in [Setup/Preferences/Receipts and Payments/Print Cheques & Remittances].

- Enter the suppliers name and address (If not already displayed).
- Click on [Print Remittance Only].
- Set up your print options and [Save Settings].
- Click on the [Print Preview].



- Click [Print] to send the remittance to the local or network printer.
- Click [Fax] to send the remittance to the fax modem.
- Click [Email] to create a PDF of the remittance and attach it to an email.
- Click [Save PDF] to create a PDF and save it to your computer.
- Click [Finish] to return to the settings to make any necessary changes.



## 12. REGULAR PAYMENTS

You can use this option for regular payments and bank direct debits such as hire purchase, superannuation, mortgage and rental payments. Set-up the payment or receipt once, be reminded in messages on the due date, and with the click of a button the transaction is processed.

### New Recurring Bank Entry

- Click on the [Banking] toolbar.
- Click on the [Recurring] button.
- Click on the [New] button.
- Enter the payment details that you want the program to use each time the transaction is processed.
- Finish and [Save] the payment.

A screenshot of a software dialog box titled "Regular Payment Details". The dialog has a blue title bar and a grey body. It contains several sections: "Message" with a text field containing "Hire Purchases #817325382 Toyota Van (TRX-762)"; "Frequency" with radio buttons for Single, Daily, Weekly, Fortnightly, Monthly (selected), Quarterly, Half Yearly, and Yearly; "Dates" with radio buttons for Date Specific (selected) and Day Specific, and a dropdown menu showing "23rd of the Month"; "Finish Date" with a checkbox for "End Date" and a date selection field; "WeekEnds" with checkboxes for "Allow Saturdays" and "Allow Sundays"; and "Status" with an empty text field. At the bottom, there are "Save" and "Cancel" buttons.

- **Frequency:** If the value differs each time, select 'Single' and edit the details of the payment before processing.
- **Dates:** Select the date or day of the month and whether to allow the processing to occur if the date falls on a Saturday or Sunday.
- **Weekends:** If you do not click on Allow Saturdays and Sundays, you will be reminded to process the transaction on the Friday before the due date.
- Click [Save].



PayperWork - [Bank Reconciliation List] Print Finish

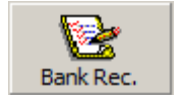
Tag Untag Receipt Payment Funds Transfer Recurring Delete Print Preview Company Calculator Finish

Bank Account: 600 CASH AT BANK/BANK OVERDRAFT Month: May  Show Daily Totals

Date	Details	Tag	Receipts	Payments	Daily Receipt Total	Daily Payment Total
01May10	BANK FEES	<input checked="" type="checkbox"/>		\$7.00		\$7.00
03May10	ACME VANS	<input checked="" type="checkbox"/>		\$11,000.00		\$11,000.00
04May10	OWNERS FUNDS	<input checked="" type="checkbox"/>	\$15,000.00		\$15,000.00	
11May10	CALTEX - EFTPOS	<input checked="" type="checkbox"/>		\$79.85		\$79.85
12May10	MRS JONES	<input checked="" type="checkbox"/>	\$357.00		\$357.00	
18May10	MRS SMITH	<input checked="" type="checkbox"/>	\$587.00		\$587.00	
19May10	AUSTRALIA POST - STAMPS	<input checked="" type="checkbox"/>		\$55.00		\$55.00

April Bal : 46,802.98 +	May Bal : 51,605.13 +	Rec. Amnt : 51,605.13 +	
Receipts : 15,944.00 +	UnPrc Pmts : 0.00 -	Bank Statement : 51,605.13 -	
Payments : 11,141.85 -	UnPrc Pays : 0.00 +	Difference : 0.00 =	

## 13. BANK RECONCILIATION



This is a process of checking the financial records of your business against bank statements to ensure accuracy of processing and to identify bank charges. This is done on a monthly basis and should be completed before printing and filing each GST report and before the 'roll over' into a new financial year.

The bank reconciliation is 'reconciled' when the bank balance on PayPerWork (less any un-presented payments and receipts) equals the balance on the bank statement.

### Procedure

- Locate all the pages of your bank statement for the relevant month.
- On the main toolbar click on the [Bank Rec.] button.
- If you are using multiple bank accounts, click the magnifying glass and select the bank account to be reconciled. Leave this unchanged if you have only one bank account set up. (To set up additional bank accounts see section 5.6 General Ledger Accounts.)
- Select the month from the drop down box.
- On the bank statement, find the first transaction for the month.
- Find that transaction on the screen, check the value is exactly the same and tick the transaction on **both** the bank statement and on the screen.
- To tick (or un-tick) a transaction on the screen simply point and click the Right mouse button.
- Repeat ticking through to the last transaction for the month on the bank statement.
- Type the final balance from the bank statement into the box labeled 'Bank Statement' at the bottom of the screen and click on the [Save] button.

April Bal. :	46,802.98	==>	May Bal. :	51,605.13	==>	Rec. Amnt. :	51,605.13	+
Receipts :	15,944.00	+	UnPre. Rcts :	0.00	-	Bank Statement :	51,605.13	-
Payments :	11,141.85	-	UnPre. Pays :	0.00	+	Difference :	0.00	=

- When the figure in the 'Difference' box is Zero (0.00), you balance.

As you go, enter any missing transactions and bank charges using the buttons on the toolbar.



Oops! – Incorrect value for a transaction?

Click on the [Delete] button take you directly to the Cancel Receipts & Payments section. Return to the Bank Reconciliation and click on the appropriate [Receipts] or [Payments] button to enter the transaction correctly.

**Print:** Print the reconciliation report and file it with the bank statement. This will list any un-presented transactions. These will be carried over to the next month so that you can tick them off when they do appear on the bank statement.

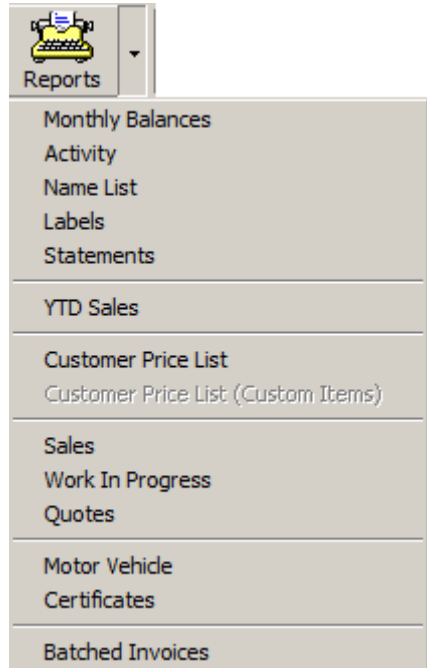
## 14. REPORTS

PayPerWork has many reports all set up ready for you to print. There is no need to design your own. All the reports must be viewed before you can print them, so do not be afraid to explore and view all the reports. This is how to view and print some of the more frequently used reports.

### Customer Monthly Balances Report

This is a list of the customers, how much they owe you, on what invoice numbers and the dates of the invoices.

- Click on [Customers] Toolbar.
- Click on the down arrow next to the [Reports] button.
- Click on [Monthly Balances].
- Select your options.
- Click on [Print Preview].
- Click on [Print] if you want a hard copy.



### Customer Statements

- Click on the [Customers] Toolbar.
- Click on the down arrow next to the [Reports] button.
- Click on [Statements].
- Select the month and other options.
- Click on [Print Preview] to view ALL statements.
- Select a 'Range to View' a single customer statement.
- Click on [Print] to print a hard copy.
- Click on [Email] to email a statement.  
(Email is only available if you have selected a statement for a single customer).



Click on [Save Settings] to keep your preferred options to use whenever you print statements.

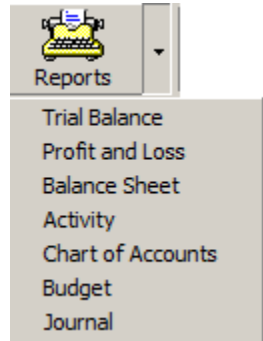


To print a customer statement with a credit balance; enter a minus value in the 'Small Accounts' box.

## Accounts Reports

### Profit & Loss

- Click on the [Ledger] toolbar.
- Click on the down arrow next to the [Reports] button.
- Click on [Profit and Loss].
- Select Ending Month.
- Click on [Print Preview].
- Click on [Print] for a hard copy.
- Click on [Email] if required.



### Balance Sheet

- Click on the [Ledger] toolbar.
- Click on the down arrow next to the [Reports] button.
- Click on [Balance Sheet].
- Select Ending Month.
- Click on [Print Preview].
- Click on [Print] for a hard copy.
- Click on [Email] if required.

### Activity Report

- Click on the [Ledger] toolbar.
- Click on the down arrow next to the [Reports] button.
- Click on [Activity].
- Select the "From" and "To" months. \*\*
- Click on [Print Preview].
- Click on [Print] for a hard copy.
- Click on [Email] if required.



If you are sending the financials for the whole year, you should include an activity report for the whole year. Select 'From' July 'To' June.



When your accountant asks for reports at the end of the year, you should start by sending them the 3 reports above. You can also email the reports to them.

## 15. G.S.T REPORTING

When you have finished entering all your information for the GST reporting period, you are ready to print the GST report, validate your data and complete your BAS.

### Have you done the Bank Reconciliation?

This is an important check. It will help you determine if the information Entered is complete and accurate.



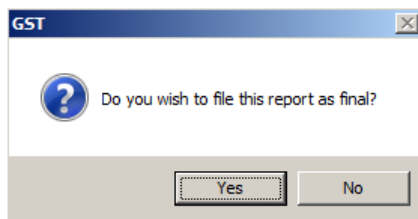
### Printing the G.S.T. Report

From the drop down menu;

- Click on [Reports/Taxation/GST].
- Select the Period to Report.
- Click on [Print Preview].
- Click on [Print].

The GST Account Summary lists all the accounts that have transactions for the period that are checked in the account details as 'GST Report'.

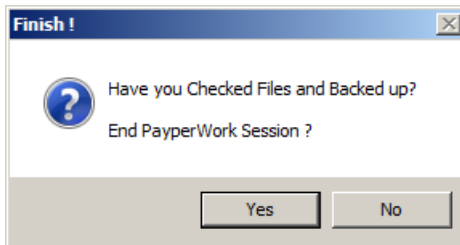
- Check that only the correct accounts are listed on the Account Summary. Some examples of accounts that should NOT be on the GST report are Wages, Superannuation, Drawings, Hire Purchase Liability accounts and Bank Accounts.
- If there are any accounts on the report that are in *Italics* it means that you do not have 'GST Report' checked in the account details but you do have transactions that involve GST or ITC.



When you have COMPLETED your BAS, it is important that you lock the report, so that future reports in PayPerWork will calculate GST from that point onwards.

## 16. END OF DAY PROCEDURE

Every time you exit the PayPerWork program you are reminded about checking the files and backing up. This only takes a few minutes per day, but it could save you hours of work, should your data become corrupted.



Below is a checklist of the procedures we recommend that you follow at the end of each day or session and ideally, in the following order;

- **Check Files**  
This checks the integrity of your data. Run this daily before backing up and in the event of interruption to processing. For example after a power failure you should check your files as soon as you re-enter PayPerWork.
- **Back-up Data**  
The data or information is copied from the hard disk to an external flash disk for security reasons and for protection against computer failure. This is usually done before closing off for the day, but regular backups during the day, for e.g.: at lunchtime, can be very prudent. Go to the [End of Day] toolbar and select [Backup].
- **Daybook Listing**  
This is a report that lists all the transactions you have entered into the data since the last time the daybook was cleared. There is no need to print this report, but it is recommended that you save and then clear it at least monthly.
- **Compact the databases**  
Run this utility weekly to tidy up the database. This will not change any information that you have entered. It will clean up the database for the program to handle the data more efficiently.

## 17. END OF FINANCIAL YEAR PROCEDURE

This option is used only at the end of a financial year and when you are ready to close off one year and move over to the next financial year. You will not be able to enter any transactions dated after the 30th June in any financial year until you have followed this procedure.

**THE EXAMPLES BELOW USE THE END FINANCIAL YEAR 2008-2009.**

### Before Rollover

- During June try to get your bookwork up to date on PayPerWork.
- If using contracts, check the status of these and allocate all costs to current jobs before rollover. These cannot be added to at a later date.
- Make any adjustments such as bad debts.
- Do the stock-take, if using full inventory for items.
- Bank Reconciliation: Complete and balance this for June.

### Rollover

- Check Files - All.
- Backup onto your daily chip.
- From the drop down menu, select [Adjustments/End of Year/Rollover].
- Click on [Start].

When this is complete, you are ready to start entering information into the new financial year. You can see the new financial year on the title bar at the very top of the screen.



### Before Proceeding

This is the best time to ensure that you can easily locate the data that you just rolled over. You will find this in the drop down menu [File/Open], and also on the desktop where you will find an icon for the old year.



#### **IMPORTANT!**

When you have located the old year information, back it up again. This data now resides in a different folder on the hard disk and must be backed up from this location. It is a good idea to keep a separate memory stick for old year's backups.

## 18. PASSWORDS

Some processes in PayPerWork require a password. Below are the passwords and why we use them.

### To restore

### LETMERESTORE

This is to alert you to the fact that you are restoring data and not backing up. If you always use the backup button, you should not accidentally select restore by mistake. The password is a double check.

### To lock the GST Report without printing it

### THEONUSISONME

This is to make sure that you have a print out of the GST report that you locked down. However, you may already have printed the report and not want another copy. The warning message also asks you to check that you are locking down the correct report.

### To journal a customer or supplier

### IKNOWWHATIAMDOING

Journals are not included in the GST report. When reporting for GST on a cash basis, the GST on unpaid invoices or the ITC on unpaid purchases is put into the GST and ITC pending accounts and then moved to payable when they are paid. You would need to be aware of this to do a journal correctly to a customer or supplier. The alternative is to use other transactions such as adjustment notes and returns. These will handle these accounts for you and report the GST and ITC correctly.

### To make the custom price list full inventory

### STOCKCONTROL

Turning all commonly used custom price list items to inventory. This option is password protected because it is essential you to understand the time required to maintain stock control. If you would like to use stock control in the custom pricelist, please contact the support desk for more detailed information.

### Now you know the basics!



If you have worked through these notes and feel that you have mastered these basic features, contact the PayPerWork support team via phone or email to get a set of advanced notes sent out to you.

**Phone:** 03 9879 3105  
**Email:** [support@payperwork.com.au](mailto:support@payperwork.com.au)  
**Website:** [www.payperwork.com.au](http://www.payperwork.com.au)

There are also a range of notes on the PayPerWork website. Log on to the site using your user id and password and click on the FACT SHEETS page located on the right hand side of your PayPerWork home page.

Thank you for choosing PayPerWork!