

BNotes

Table of Contents

The BNotes Software	2
Using BNotes to Communicate with your Accountant	2
Installing BNotes	3
Hardware and Software Requirements.....	3
BNotes Basics	4
Opening a transaction file.....	4
Moving around BNotes using a Mouse.....	5
Moving around BNotes using Quick Keys.....	6
Viewing Bank Accounts.....	6
Sorting Transactions.....	7
Changing Column Widths and Column Order.....	7
The Transaction Panel.....	7
Processing Transactions	8
Adding Notes.....	9
GST Amount, Tax Invoice and Quantity.....	10
Dissecting Transactions.....	11
Coding.....	13
Coding by Payees.....	14
Unpresented Cheques and Deposits.....	15
Returning Files to your Accountant	17
Reports	18
Administration	21
Setting up BNotes to e-mail from within the software.....	21
Password Protecting a Transaction File.....	22
Other Menu Options.....	23
Help	23

The BNotes Software

Your accountant requires information about your business in order to produce a BAS/GST return. In the past your accountant may have faxed or posted a Coding Report to you. After adding a description to each transaction in the Coding Report you would return it to your accountant. This process can now be completed via e-mail using BNotes.

Using BNotes to Communicate with your Accountant

Your accountant will send an e-mail which contains an attached transaction file. Opening this file in BNotes will display your transactions. You are required to add descriptions (notes) to the transactions which will enable your accountant to code them. Alternatively, your accountant may provide you with a chart of accounts or payee list so that you can code your own transactions. When you have processed all the transactions, e-mail the transaction file back to your accountant.

Transactions displayed in BNotes

The screenshot shows the BankLink BNotes software interface. At the top, there is a menu bar with 'File', 'View', 'Reports', and 'Help'. Below the menu bar, the window title is 'MYFILE_20.trf - BankLink BNotes'. The main area displays 'MY COMPANY NAME' and 'This file contains 1 account with transactions from 01/07/03 - 31/07/03'. There is a 'My Bank Accounts' dropdown menu set to 'My Account'. Below this, there are three tabs: 'Dissect the transaction', 'Add Unpresented Cheques', and 'Add Unpresented Deposit'. A 'Show Panel' checkbox is checked. The main table displays a list of transactions with columns for Date, Reference, Narration, Account, Amount, GST, Tax Inv, Quantity, Payee, and Notes. The transaction with Date '07/07/03' and Reference '100153' is highlighted in orange. Below the table, there is a detailed view of the selected transaction with fields for Date, Reference, Amount, GST, Tax Invoice Available, and Quantity. The 'Narration' and 'Notes' fields are also present.

Date	Reference	Narration	Account	Amount	GST	Tax Inv	Quantity	Payee	Notes
02/07/03	100152			77.33		<input type="checkbox"/>	0		
02/07/03	100149			25.89		<input type="checkbox"/>	0		
04/07/03		TELSTRA 01 1234 1234		240.25		<input type="checkbox"/>	0		
04/07/03		TELSTRA 01 1234 5678		465.20		<input type="checkbox"/>	0		
07/07/03	100153			2,564.47		<input type="checkbox"/>	0		
07/07/03	100148			548.36		<input type="checkbox"/>	0		
10/07/03	100155			1,586.93		<input type="checkbox"/>	0		
12/07/03	100156			367.77		<input type="checkbox"/>	0		
14/07/03	100158			987.36		<input type="checkbox"/>	0		
14/07/03		SUN ALLIANCE Ref: XD345GF	380	565.00		<input type="checkbox"/>	0		
18/07/03	100159			658.00		<input type="checkbox"/>	0		

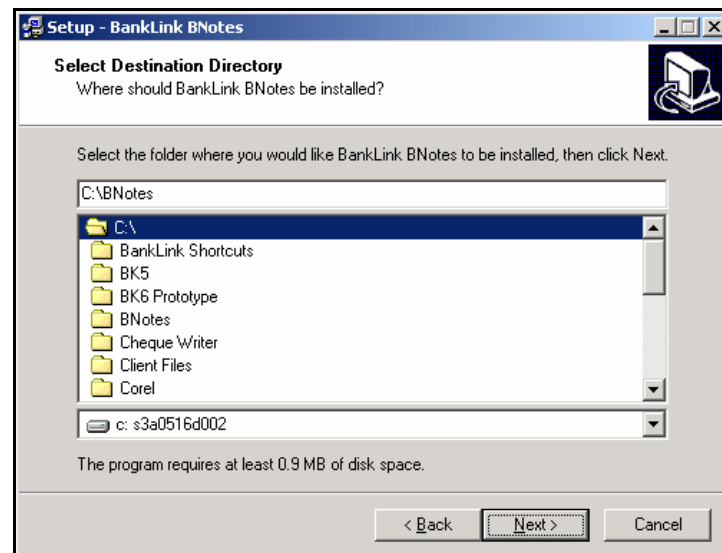
Installing BNotes

Hardware and Software Requirements

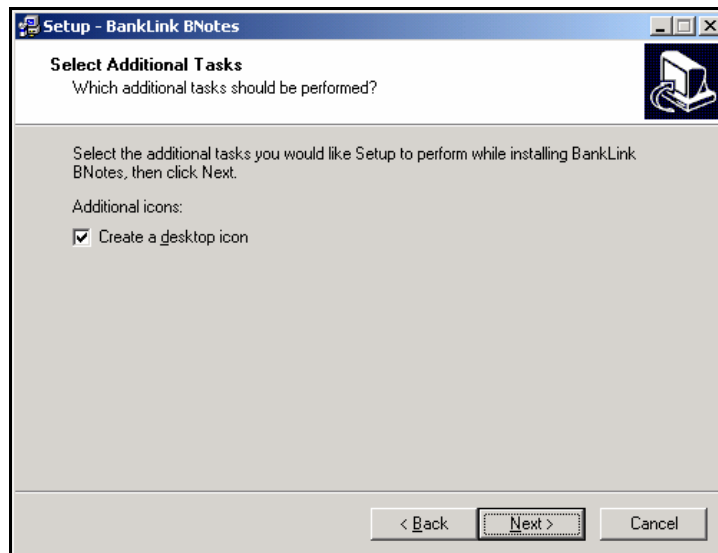
BNotes will run on any stand-alone PC with a 32-bit Windows Operating System, e.g. Windows 95, 98, 2000 or XP. The PC must also be able to send and receive emails.

❖ To install BNotes

- Close all applications currently running on your PC.
- Double-click on the setupbnotes.exe and the BankLink BNotes Setup Wizard appears.
- Read the recommendation and then click on the Next > button to continue (ALT+N). The License Agreement appears.
- Click on the Yes button to accept the terms of the Agreement (ALT+Y). The Select Destination Directory prompt appears:



- By default, the destination directory is C:\BNotes. Change the drive and folder if required.
- Click on the Next > button to continue (ALT+N). The Select Start Menu Folder prompt appears.
- By default, BankLink is selected as the folder in the Start Menu to which the program files will be saved. Change the name of this folder if required.
- Click on the Next > button to continue (ALT+N). The Select Additional Tasks prompt appears.



- Enable the Create a desktop icon check box (ALT+D).
- Click on the Next > button to continue (ALT+N). The Ready to Install prompt appears.
- Click on the Install button to complete the installation process (ALT+I). A message appears telling you that the Setup Wizard has finished installing BNotes.
- Click on the Finish button to exit the Setup Wizard (ALT+F).

BNotes Basics

Opening a transaction file

There are two ways to open a transaction file.

❖ To open a transaction file

- Double-click on the e-mail attachment, e.g. MYFILE_1.trf.



The software will automatically open. Your transactions are displayed.

❖ To open a transaction file using an alternative method

- Right-click on the e-mail attachment and then click on the Save As option. The Save Attachment window appears.
- Click ▼ in the Save in field and select a drive and folder in which to save the transaction file, e.g. C:\TRANSACTION FILES.
- Click Save (ALT+S).
- Double-click on the BNotes shortcut on your desktop to open the application.

In BNotes

- Click File, Open (ALT+F,O). The Open window appears.
- Click ▼ in the Look in field and select a drive and folder from which to open a transaction file, e.g. C:\TRANSACTION FILES.
- Select a transaction file, e.g. MYFILE_1.trf, MYFILE_2.trf etc. and click Open (ALT+O).

The screenshot displays the BankLink BNotes software interface. At the top, the window title is 'MYFILE_20.trf - BankLink BNotes'. Below the title bar, there is a menu bar with 'File', 'View', 'Reports', and 'Help'. The main header area includes 'MY COMPANY NAME', 'B.L Accounting Services' (with contact info: 1234 5678, www.blaccounting.com), and the 'BankLink' logo with the slogan 'Take Time Out'. A dropdown menu for 'My Bank Accounts' is set to 'My Account'. Below this, there are three buttons: 'Dissect the transaction', 'Add Unpresented Cheques', and 'Add Unpresented Deposit', along with a 'Show Panel' checkbox. The central part of the interface is a table with columns: Date, Reference, Narration, Account, Amount, GST, Tax Inv, Quantity, Payee, and Notes. The table contains several rows of transaction data. The row for '07/07/03' with reference '100153' and amount '2,564.47' is highlighted in orange and has a bold border. A red box labeled 'Transaction Worksheet' is drawn around the right side of the table. Below the table is a 'Transaction Panel' with fields for Date (07/07/03), Reference (100153), Amount (2,564.47), and other details like Account, Payee, GST (0.00), and Quantity (0). A red box labeled 'Transaction Panel' is drawn around this section. The bottom right corner of the window shows 'BankLink BNotes 1.1.0 (Build 23)'.



Each transaction is displayed on a separate row in the Transaction Worksheet. The selected transaction is highlighted in colour with a bold border indicating the active field. The Transaction Panel provides an alternative view of the selected transaction.



The first column contains an icon beside the second transaction dated 14/07/03 for \$565.00. This indicates that your accountant has coded this transaction, i.e. 380 – in the Account field.

Moving around BNotes using a Mouse

There are mouse scroll bars on the right hand side and bottom of the Transaction Worksheet allowing you to move up and down, and left and right as required. Clicking in a field will let you access it. Clicking on a button will activate the button, e.g. Dissect the transaction, Next etc.

Moving around BNotes using Quick Keys

A menu or button which has a letter underlined can be activated by pressing ALT+'THE LETTER', e.g. File can be accessed using ALT+F, Next using ALT+N etc.

The TAB key moves you around as follows:

My Bank Accounts field ⇒ Dissect the transaction button ⇒ Add Unpresented Cheques button ⇒ Add Unpresented Deposit button ⇒ Show Panel check box ⇒ The first active field in the Transaction Worksheet ⇒ All the active fields in the Transaction Panel ⇒ The Next button ⇒ The Previous button ⇒ My Bank Accounts field.

The ENTER key will move you to the next active field in the Transaction Worksheet. In the Transaction Panel the ENTER key will move you through all the active fields and then to the Next button. Pressing the ENTER key when the Next button is highlighted will display the next transaction.

The arrow keys:

↑
← → move you to the next active field in the Transaction Worksheet in
↓ the direction of the arrow.

The SPACE BAR will select or de-select check boxes when they are highlighted.

There are some other quick keys that are available from the Transaction Worksheet:

CTRL+D or /	to dissect an entry,
CTRL+INSERT	to add an unpresented cheque,
SHIFT+INSERT	to add an unpresented deposit,
F4	to look up the chart of accounts or payee list when you are in the Account or Payee field respectively,
DELETE	to clear a field.
F8	to move to the next unprocessed transaction, i.e. a transaction without a description in the Notes field or without a code in the Account field.

Viewing Bank Accounts

You can view only one bank account at a time in BNotes. If you have more than one bank account, process the transactions in your first account and then select another account.

❖ To view another bank account

- Click ▼ in the My Bank Accounts field.
- Select the required bank account from the drop down menu.

Sorting Transactions

By default, transactions are sorted in date order. Your transactions may also be sorted in Reference, Narration, Account or Amount order.

❖ To sort transactions

- Click on the one of the following column headings in the Transaction Worksheet:

Date	to sort the transactions in date order
Reference	to sort the transactions in cheque number order
Account	to sort the transactions in account code order
Amount	to sort the transactions by amount
Narration	to sort the transaction alphabetically by narration



The mouse pointer will change to a hand symbol when it is placed over a column by which you can sort. The sort order is indicated by a down arrow symbol, i.e. √ in the upper right hand corner of the column header.

Changing Column Widths and Column Order

You can change the column widths and column order in the Transaction Worksheet.

❖ To change the column widths in the Transaction Worksheet

- Position the mouse pointer on the line separating the column headings. The pointer is transformed to indicate that the column width can be changed.
- Drag the cursor right to increase the column width or drag the cursor left to decrease the column width.

❖ To change the column order in the Transaction Worksheet

- Hold down the SHIFT key and click on a column heading to select the column. It will change colour.
- Position the mouse pointer on the selected column heading and drag the column to its new position.



Changes made to the column widths or column order are not remembered when the transaction file is saved.

The Transaction Panel

The Transaction Panel at the bottom of the screen offers you an alternative view of the highlighted transaction in the Transaction Worksheet. You can add notes or code transactions from either the Transaction Worksheet or the Transaction Panel.

❖ To show the Transaction Panel

- Enable the Show Panel check box.

Processing Transactions

Your accountant will inform you how to process your transactions in BNotes. Your accountant may decide the best approach is for you to add notes about the transactions, enabling them to code. Alternatively, they may provide you with a chart of accounts or payee list so that you can code your own transactions.

Your accountant can configure BNotes to appear as follows:

BNotes – All Fields Available

The screenshot shows the BankLink BNotes software interface. At the top, it displays 'MY COMPANY NAME' and 'MY FILE _20.trf - BankLink BNotes'. Below this, there are options to 'Digsect the transaction', 'Add Unpresented Cheques', and 'Add Unpresented Deposit'. A table of transactions is shown with columns for Date, Reference, Narration, Account, Amount, GST, Tax Inv, Quantity, Payee, and Notes. The transaction dated 14/07/03 with a reference of 100153 is highlighted in orange. Below the table, there is a detailed view of the selected transaction, showing fields for Date, Reference, Amount, GST, Tax Invoice Available, and Quantity, along with a text area for Narration and Notes.

Date	Reference	Narration	Account	Amount	GST	Tax Inv	Quantity	Payee	Notes
02/07/03	100152			77.33		<input type="checkbox"/>	0		
02/07/03	100149			25.89		<input type="checkbox"/>	0		
04/07/03		TELSTRA 01 1234 1234		240.25		<input type="checkbox"/>	0		
04/07/03		TELSTRA 01 1234 5678		465.20		<input type="checkbox"/>	0		
07/07/03	100153			2,564.47		<input type="checkbox"/>	0		
07/07/03	100148			548.36		<input type="checkbox"/>	0		
10/07/03	100155			1,586.93		<input type="checkbox"/>	0		
12/07/03	100156			367.77		<input type="checkbox"/>	0		
14/07/03	100158			987.36		<input type="checkbox"/>	0		
14/07/03		SUN ALLIANCE Ref: XD345GF	380	565.00		<input type="checkbox"/>	0		
18/07/03	100159			658.00		<input type="checkbox"/>	0		



The first column contains an icon beside the second transaction dated 14/07/03 for \$565.00. This indicates that your accountant has coded this transaction, i.e. 380 – in the Account field.

BNotes – Restricted to the Notes Field

The screenshot shows the BankLink BNotes application window. The title bar reads "MYFILE_1.trf - BankLink BNotes". The menu bar includes "File", "View", "Reports", and "Help". The main header displays "MY COMPANY NAME" and "This file contains 1 account with transactions from 01/07/03 - 31/07/03". The "BankLink" logo is visible in the top right corner with the tagline "Take Time Out". Below the header, there is a "My Bank Accounts" dropdown menu set to "My Account".

The main area is titled "Dissect the transaction" and contains a table with the following data:

Date	Reference	Narration	Amount	Notes
02/07/03	100149		25.89	
04/07/03		TELSTRA 01 1234 1234	240.25	
04/07/03		TELSTRA 01 1234 5678	465.20	
07/07/03	100153		2,564.47	
07/07/03	100148		548.36	
10/07/03	100155		1,586.93	
12/07/03	100156		367.77	
14/07/03	100158		987.36	
14/07/03		SUN ALLIANCE Ref: XD345GF	565.00	
18/07/03	100159		658.00	
21/07/03	100161		785.33	

Below the table is a detailed view of the selected transaction (Date: 07/07/03, Reference: 100153, Amount: 2,564.47). It includes fields for "Date", "Reference", "Amount", "Narration", and "Notes". "Previous" and "Next" buttons are located to the right of the input fields. The bottom right corner of the window displays "BankLink BNotes 1.1.0 (Build 23)".



The first column contains an icon beside the second transaction dated 14/07/03. This indicates that your accountant has coded this transaction.

Adding Notes

The information your accountant needs to know is:

- What a transaction is for.
- Who the payment is to/from.



This information can be added to the Notes field.

❖ To add notes via the Transaction Worksheet

- Click in the Notes field.
- Type the information your accountant has requested.

❖ To add notes via the Transaction Panel

- Click in the Notes field.
- Type the information your accountant has requested.
- Click on the Next button to move to the next transaction.

GST Amount, Tax Invoice and Quantity

Your accountant may also want to know:

- What the GST amount is.
- Whether you have a tax invoice.
- How many items did you buy/sell.



All this information can be added to the Notes field but it maybe helpful to your accountant if you use the designated fields.

The screenshot shows the BankLink BNotes software interface. At the top, there is a menu bar with 'File', 'View', 'Reports', and 'Help'. Below the menu bar, the title bar reads 'MYFILE_5.trf - BankLink BNotes'. The main header area displays 'MY COMPANY NAME' and 'This file contains 1 account with transactions from 01/07/03 - 31/07/03'. There are links for 'B.L Accounting Services', '1234 5678', and 'www.blaccounting.com'. The 'BankLink' logo is prominently displayed with the tagline 'Take Time Out'. A dropdown menu for 'My Bank Accounts' is set to 'My Account'. Below this is a 'Dissect the transaction' section with a 'Show Panel' checkbox. A table lists transactions with columns for Date, Reference, Amount, Narration, GST, Tax Inv, Quantity, and Notes. The transaction for 07/07/03 with Reference 100148 is highlighted in orange. Below the table, a detailed view of this transaction is shown, including fields for Date (07/07/03), Reference (100148), Amount (548.36), GST (42.55), Tax Invoice Available (checked), and Quantity (0). The Narration field is empty, and the Notes field contains 'Cake Bake Ltd - items for staff party'. Navigation buttons for 'Previous' and 'Next' are also visible.

Date	Reference	Amount	Narration	GST	Tax Inv	Quantity	Notes
07/07/03	100153	2,564.47			<input checked="" type="checkbox"/>	100	Main Supplier - Purchase of widgets
07/07/03	100148	548.36		42.55	<input checked="" type="checkbox"/>	0	Cake Bake Ltd - items for staff party
10/07/03	100155	1,586.93			<input type="checkbox"/>	0	
12/07/03	100156	367.77			<input type="checkbox"/>	0	
14/07/03	100158	987.36			<input type="checkbox"/>	0	
14/07/03		565.00	SUN ALLIANCE Ref: XD345GF		<input type="checkbox"/>	0	
18/07/03	100159	658.00			<input type="checkbox"/>	0	
21/07/03	100161	785.33			<input type="checkbox"/>	0	
23/07/03	100163	210.75			<input type="checkbox"/>	0	
25/07/03	100154	1,245.63			<input type="checkbox"/>	0	
28/07/03	100165	702.55			<input type="checkbox"/>	0	
30/07/03	100147	63.00			<input type="checkbox"/>	0	

❖ To add GST Amounts

- Click in the GST field.
- Type the GST amount and press ENTER.



BNotes can calculate a GST amount based on the GST rate. Type the GST rate in the GST field and press the % key.

❖ To advise your accountant that you have Tax Invoices

- Click in the Tax Inv field.
- Click again to enable the Tax Inv check box and press ENTER.

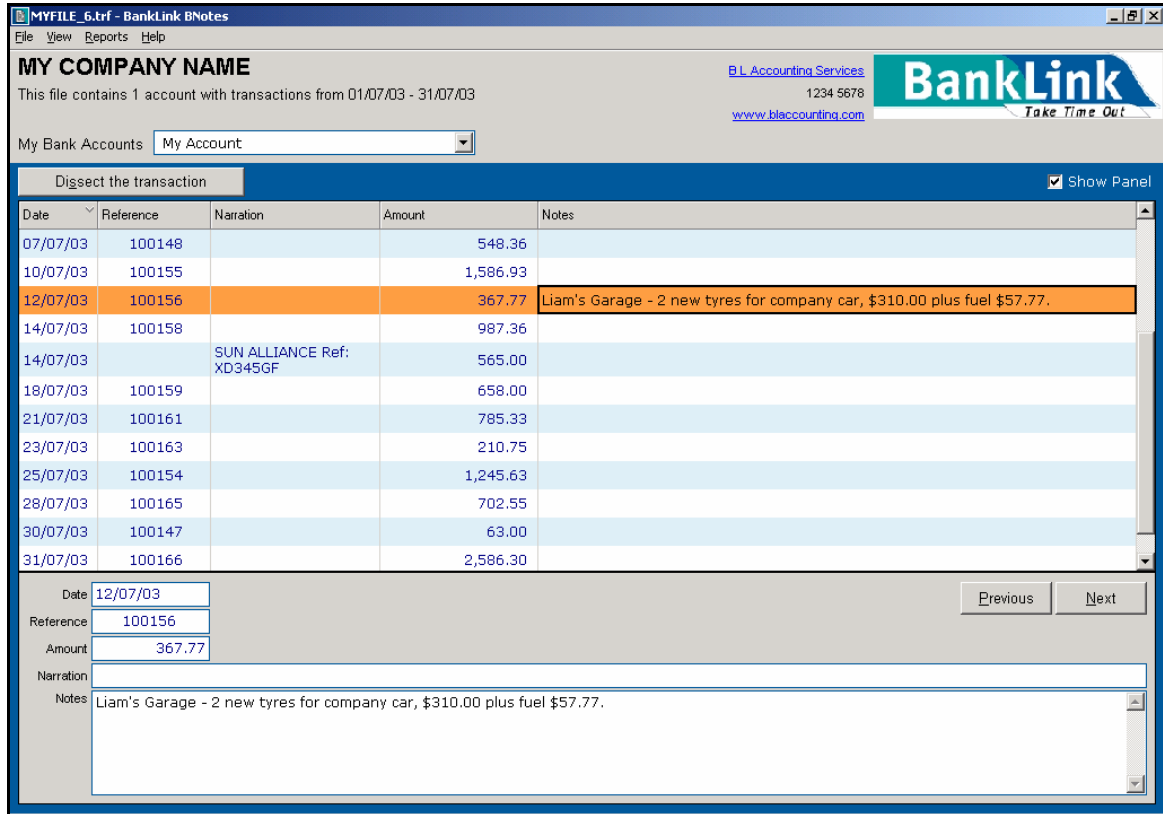
❖ To add Quantities

- Click in the Quantity field.
- Type the number of items you bought/sold and press ENTER.

Dissecting Transactions

Sometimes a transaction can relate to multiple goods or services.

In the following example cheque number 100156 to Bob's Garage was for new tyres and fuel:



MY COMPANY NAME
This file contains 1 account with transactions from 01/07/03 - 31/07/03
My Bank Accounts: My Account

BankLink
B.L. Accounting Services
1234 5678
www.blaccounting.com
Take Time Out

Dissect the transaction

Date	Reference	Narration	Amount	Notes
07/07/03	100148		548.36	
10/07/03	100155		1,586.93	
12/07/03	100156		367.77	Liam's Garage - 2 new tyres for company car, \$310.00 plus fuel \$57.77.
14/07/03	100158		987.36	
14/07/03		SUN ALLIANCE Ref: XD345GF	565.00	
18/07/03	100159		658.00	
21/07/03	100161		785.33	
23/07/03	100163		210.75	
25/07/03	100154		1,245.63	
28/07/03	100165		702.55	
30/07/03	100147		63.00	
31/07/03	100166		2,586.30	

Date: 12/07/03
Reference: 100156
Amount: 367.77
Narration:
Notes: Liam's Garage - 2 new tyres for company car, \$310.00 plus fuel \$57.77.



All this information can be added to the Notes field but it maybe helpful to your accountant if you dissect the transaction.

❖ To Dissect Transactions

- Click in an active field for the required transaction, e.g. Notes.
- Click on the Dissect the transaction button (ALT+S, CTRL+D or /).
The Dissect Entry window appears.

Date	Reference	Value	Narration	Payee
12/07/03	100156	\$367.77		

Amount	Narration	Notes
310.00		Bob's Garage - 2 new tyres for company car
57.77		Bob's Garage - fuel for company car
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		

Amount:

Narration:

Notes:


Previous Next

Total: \$367.77 Remaining: \$0.00 OK Cancel

- Type an amount and press ENTER.
- Type a description of the first good/service, e.g. tyres, and press ENTER.
- Type an amount and press ENTER.
- Type a description of the second good/service, e.g. fuel, and press ENTER.
- Continue to add information about the transaction as required.
- Click OK (ALT+O). The main screen appears showing all transactions.



Tips for Dissecting Transactions

1. This symbol  appears in the Amount field when a transaction is dissected. If the Account field is visible the word DISSECTED will appear.
2. In the Dissect Entry window, CTRL+DELETE deletes a line.
3. In the Dissect Entry window, when the Amount field is highlighted, press the = key to bring in the remaining value.
4. In the Dissect Entry window, bring a percentage of the total transaction value into the Amount field by typing a percent and then pressing the % key.

Coding

Your accountant may have provided a chart of accounts in order for you to code your own transactions.

The screenshot shows the BankLink BNotes software interface. At the top, there is a menu bar with 'File', 'View', 'Reports', and 'Help'. Below the menu bar, the title bar reads 'MYFILE_11.trf - BankLink BNotes'. The main window displays 'MY COMPANY NAME' and 'This file contains 1 account with transactions from 01/07/03 - 31/07/03'. There is a 'My Bank Accounts' dropdown menu set to 'My Account'. A 'Dissect the transaction' button is visible, along with a 'Show Panel' checkbox. The main area contains a table of transactions with columns for Date, Reference, Narration, Account, Amount, GST, Tax Inv, and Notes. A transaction on 04/07/03 with reference 100148 and amount 240.25 is highlighted. A dropdown menu is open for the 'Account' field, showing a list of account codes and descriptions, with '460 Telephone' selected. Below the table, there is a detailed view of the selected transaction, including fields for Date, Reference, Amount, GST, Tax Invoice Available, and Narration.

Date	Reference	Narration	Account	Amount	GST	Tax Inv	Notes
02/07/03	100149		369	25.89	2.35	<input checked="" type="checkbox"/>	
04/07/03		TELSTRA 01 1234 1234	460	240.25	21.84	<input type="checkbox"/>	
04/07/03		TELSTRA 01 1234 5678	422			<input type="checkbox"/>	Rates & Taxes
07/07/03	100153		427			<input type="checkbox"/>	Rent
07/07/03	100148		428			<input type="checkbox"/>	Repairs & Maintenance
10/07/03	100155		454			<input type="checkbox"/>	Subscriptions
12/07/03	100156		460			<input type="checkbox"/>	Telephone
14/07/03	100158		463			<input type="checkbox"/>	Trade Waste Disposal
14/07/03		SUN ALLIANCE Ref: XD345GF	468			<input type="checkbox"/>	Uniforms
18/07/03	100159		470			<input type="checkbox"/>	Wages
21/07/03	100161		479			<input type="checkbox"/>	Drawings
23/07/03	100163		639			<input type="checkbox"/>	Retained Earnings
				210.75		<input type="checkbox"/>	

❖ To code via the Transaction Worksheet

- Click in the Account field.
- Type an account code, or click ▼ to view a drop down menu of your chart (F4) and select the required chart code.

❖ To code via the Transaction Panel

- Click in the Account field.
- Type an account code, or click ▼ to view a drop down menu of your chart (F4) and select the required chart code.
- Click on the Next button to move to the next transaction.



The GST is calculated automatically by BNotes. Only amend the GST amount if you have a tax invoice showing a different value.

❖ To dissect and then code a transaction

- Click in the Account field of the required transaction.
- Click on the Dissect the transaction button (ALT+S, CTRL+D or /). The Dissect Entry window appears.
- Type an account code, or click ▼ to view a drop down menu of your chart (F4) and select the required chart code.
- Type an amount and press ENTER.

- Continue to add account codes and amounts until the transaction is dissected as required.
- Click OK (ALT+O). The main screen appears showing all transactions.

Coding by Payees

Your accountant may have supplied you with a list of payees so that you can code transactions by simply choosing the required payee.

A typical payee list may include:

- Common expense codes.
- Account code splits, e.g. home telephone.
- Your regular suppliers.
- The names of your staff members to whom you pay wages etc.

The screenshot shows the BankLink software interface. At the top, it displays 'MY COMPANY NAME' and 'This file contains 1 account with transactions from 01/07/03 - 31/07/03'. Below this is a 'My Bank Accounts' dropdown menu set to 'My Account'. The main area is titled 'Dissect the transaction' and contains a table of transactions. The selected transaction is for 18/07/03, reference 100159, amount 658.00, and payee 'Johnny Moore salary'. A dropdown menu is open over the payee field, showing a list of payees including 'Fred Orange - Drawings', 'Fred Orange's car', 'Hamilton Press Printers', 'Hilda Ogden salary', 'Johnny Moore salary', 'Kenny Murtagh salary', 'Kevin Webster Drawings', 'Kevin Webster's car', 'Melissa Dusan salary', and 'Mr Fixit'. Below the table, there are input fields for Date (18/07/03), Reference (100159), Amount (658.00), and Payee (Johnny Moore salary). There are also 'Previous' and 'Next' buttons.

Date	Reference	Narration	Amount	Payee	Notes
10/07/03	100155		1,586.93		
12/07/03	100156		367.77		
14/07/03	100158		987.36		
14/07/03		SUN ALLIANCE Ref: XD345GF	565.00		
18/07/03	100159		658.00	Johnny Moore salary	
21/07/03	100161		785.33		
23/07/03	100163		210.75		
25/07/03	100154		1,245.63		
28/07/03	100165		702.55		
30/07/03	100147		63.00		
31/07/03	100166		2,586.30		

❖ To code by payees via the Transaction Worksheet

- Click in the Payee field.
- Type a payee name or number, or click ▼ to view a list (F4) and select the required payee.

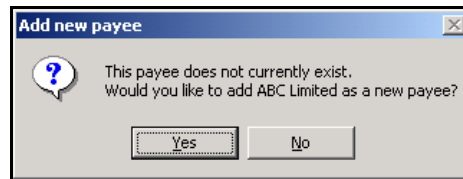
❖ To code by payees via the Transaction Panel

- Click in the Payee field.
- Type a payee name or number, or click ▼ to view a list (F4) and select the required payee.
- Click on the Next button to move to the next transaction.



Adding a New Payee Name

If you type a new payee name into the Payee field, a prompt will appear asking you whether you want to add the payee.



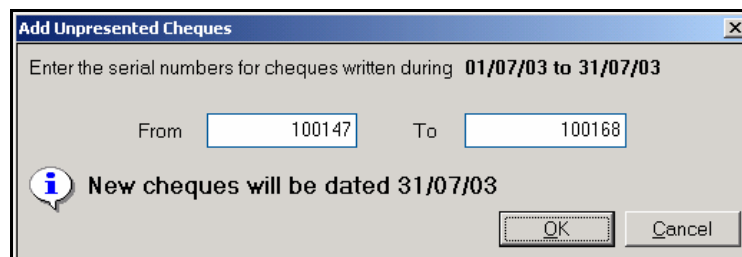
Your accountant will link the appropriate account codes to this payee for use in future months.

Unpresented Cheques and Deposits

The transactions processed so far have all been presented at the bank. Your accountant may request you to add unpresented cheques and deposits in BNotes.

❖ To add unpresented cheques

- Click on the Add Unpresented Cheques button (ALT+C, CTRL+INSERT).
- The Add Unpresented Cheques window appears:



- Type the first cheque number of the range in the From field and press the ENTER key.
- Type the last cheque number of the range in the To field.
- Click OK (ALT+O).



BNotes will compare the cheque numbers that you have entered with the presented cheques in the same period. Any cheque numbers that you have added, which are not found in the presented transactions, will be added as unpresented cheques on the last day of the current period, e.g. 31/07/03.

- Answer Yes or No to the message prompting you to confirm the addition of unpresented cheques:
 - Click Yes (ALT+Y) to add unpresented cheques.
 - Click No (ALT+N) to cancel this process and return to the main screen.



The unrepresented cheques will be added with a zero value, e.g. 0.00. Red text is used to highlight that an amount must be added.

❖ To add amounts to unrepresented cheques

- Click in the Amount field of an unrepresented cheque.
- Type the appropriate value.
- Press ENTER.
- Repeat the above process until you have assigned amounts to all UPCs.

❖ To add an unrepresented deposit

- Click on the Add Unrepresented Deposit button (ALT+D, SHIFT+INSERT).
- Answer Yes or No to the message prompting you to confirm the addition of the unrepresented deposit:
 - Click Yes (ALT+Y) to add the unrepresented deposit.
 - Click No (ALT+N) to cancel this process and return to the main screen.



The unrepresented deposit will be added with a zero value, e.g. 0.00. Red text is used to highlight that an amount must be added.

❖ To add an amount to an unrepresented deposit

- Click in the Amount field.
- Type the appropriate value.
- Press ENTER.

❖ To delete unrepresented items

- Click on the required unrepresented item.
- Hold down the CTRL key and press DELETE (CTRL+DELETE).



If you have added an amount to the unrepresented item, the Delete Entry window will appear.

- Answer Yes or No to the message prompting you to confirm the deletion of the unrepresented item:
 - Click Yes (ALT+Y) to delete the unrepresented item.
 - Click No (ALT+N) to cancel this process and return to the main screen.

Returning Files to your Accountant

When you have processed all your bank account data you are ready to return the transaction file to your accountant.

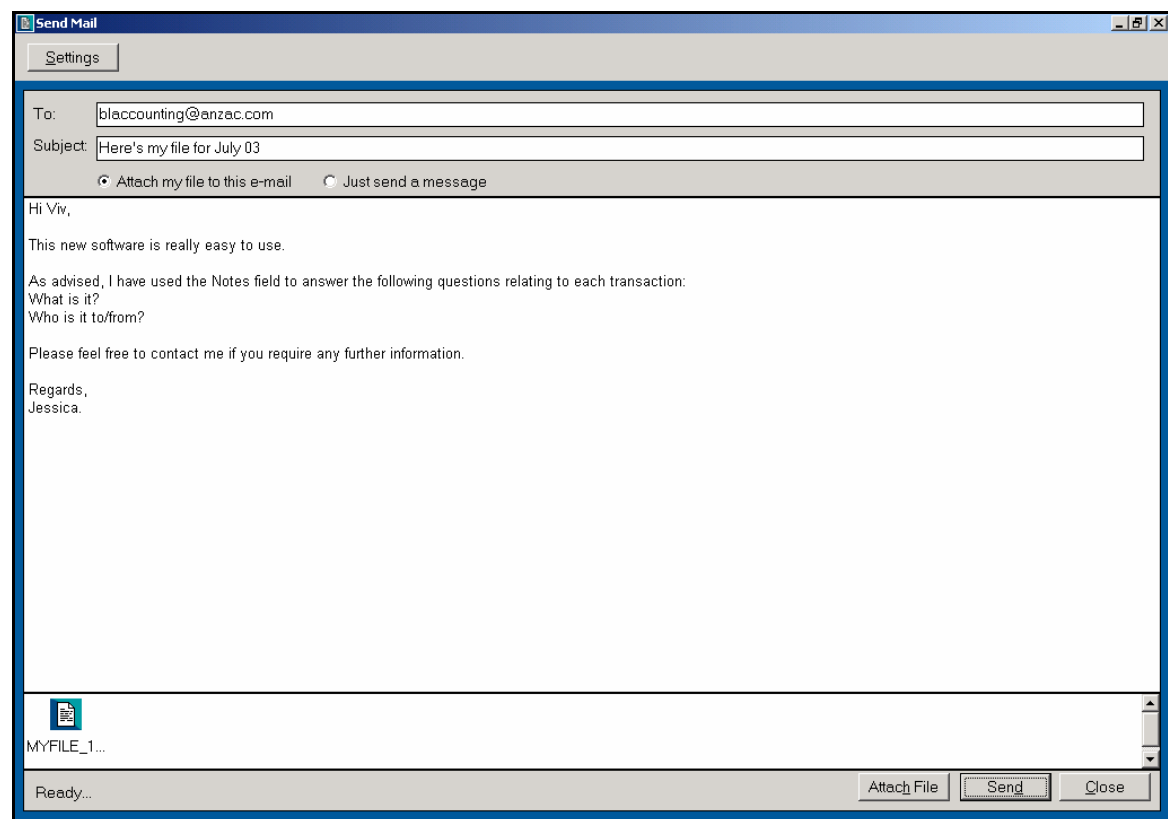


Some initial set up is required to e-mail from within BNotes. See pages 21 and 22 of this Information Sheet.

❖ To e-mail a transaction file to your accountant

- Click File, Send (ALT+F,E). A message appears informing you that the transaction file must be saved prior to being sent.
- Click OK (ENTER). The Save BankLink BNotes file...window appears.
- Click on ▼ in the Save in field and select a directory in which to save your transaction file.
- Check the File name field contains the correct details.
- Click the Save button (ALT+S).

The Send Mail screen appears:



- Type your accountants e-mail address in the To field.
- Click in the Subject field and type a subject if required.

- Click one of the following options:
 - Attach my file to this e-mail to send an e-mail with your transaction file attached (← or →).
 - Just send a message to send an e-mail without an attachment (← or →).
- Click in the Message field and type a message to your accountant if required.
- Click Send (ALT+S).



A message appears indicating that the message has been sent.



There is an alternative method which may be used if you are having difficulty setting up BNotes to send e-mails from within the software. Firstly, you must save the transaction file to a folder on your PC and then send it as an e-mail attachment in the normal manner.

❖ To save your transaction file

- Click File, Save (ALT+F,S). The Save BankLink BNotes file...window appears.
- Click on ▼ in the Save in field and select a directory in which to save your transaction file, e.g. C:\BNotes.
- Check the File name field contains the correct details, e.g. MYFILE_1.trf.
- Click the Save button (ALT+S).

Now open your mail program and send the transaction file as an e-mail attachment.

Reports

You can produce the following reports:

- Transaction list,
- Transaction list including the notes you have added,
- Chart of accounts (if your accountant sent a chart),
- Payee list (if your accountant sent a payee list).

❖ To produce a report

- Click Reports (ALT+R).
- Click one of the following:
 - Chart of Accounts (ALT+C).
 - Payee List (ALT+P).
 - Transaction List (ALT+T).
 - Transaction List with Notes (ALT+R).

The report will be previewed to screen:

Date	Reference	Code To	Amount	GST Amt	Narration
<u>My Account</u>					
01/07/03	100150		254.66	0.00	
02/07/03	100152		77.33	0.00	
02/07/03	100149		25.89	0.00	
04/07/03			240.25	0.00	TELSTRA 01 1234 1234
04/07/03			465.20	0.00	TELSTRA 01 1234 5678
07/07/03	100153		2,564.47	0.00	
07/07/03	100148		548.36	0.00	
10/07/03	100155	DISSECTED	1,586.93	0.00	
	/1	460	1,110.85	100.39	
	/2	414	476.08	0.00	
12/07/03	100156	460	367.77	33.43	
14/07/03	100158		987.36	0.00	
14/07/03			565.00	0.00	SUN ALLIANCE Ref. XD345GF
18/07/03	100159		658.00	0.00	
21/07/03	100161		785.33	0.00	
23/07/03	100163		210.75	0.00	
25/07/03	100154		1,245.63	0.00	
28/07/03	100165		702.55	0.00	
30/07/03	100147		63.00	0.00	
31/07/03	100166		2,586.30	0.00	
			\$18,934.78		
			\$18,934.78		

Toolbar Options



To take you to the Print Setup window

ALT+F,S



To print the report using your default printer

ALT+F,P



To display the report 'full width' on screen

ALT+V,W

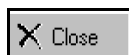


To display the report 'full page' on screen

ALT+V,P



To alter the 'percentage size' of the report on screen



To close the report

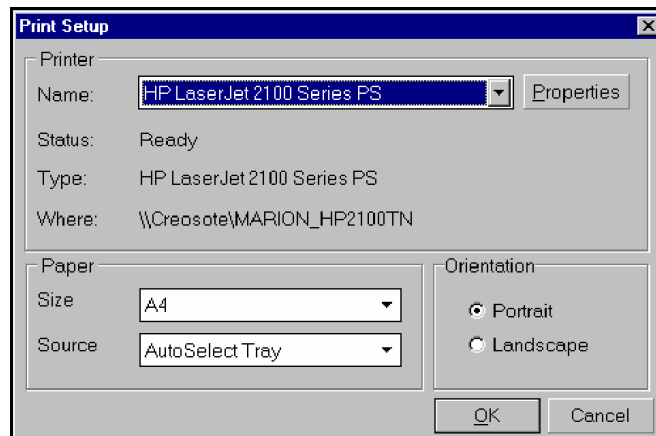
ALT+F,X



To view the first page, previous page, next page or last page of the document respectively

ALT+V,F
ALT+V,R
ALT+V,N
ALT+V,L

Printer Set Up Options



❖ To select a different printer

- Click ▼ in the Name field.
- Click on the required printer from the drop down list.
- Click OK (ALT+O).

❖ To change the properties of your printer

- Click on the Properties button.
- Change your printer's properties as required.
- Click OK (ALT+O).

❖ To select the paper size

- Click ▼ in the Size field.
- Click on the required paper size from the drop down list.
- Click OK (ALT+O).

❖ To select the paper source

- Click ▼ in the Source field.
- Click on the required paper source from the drop down list.
- Click OK (ALT+O).

❖ To select the orientation

- Click one of the options in the Orientation field:
 - Portrait (← or →).
 - Landscape (← or →).
- Click OK (ALT+O).

Administration

Setting up BNotes to e-mail from within the software

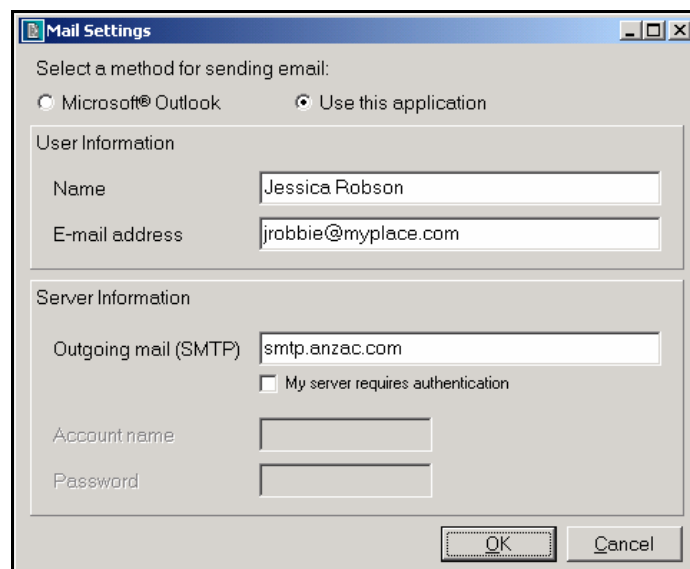
You can e-mail directly from BNotes once you have set up your e-mail attributes (mail settings).

❖ To set up mail settings for Microsoft® Outlook

- Click File, Send (ALT+F,E). The Send Mail window appears.
- Click the Settings button. The Mail Settings window appears.
- Select the Microsoft® Outlook option (← or →).
- Click OK (ALT+O).

❖ To set up mail settings for all other mail programs

- Click File, Send (ALT+F,E). The Send Mail window appears.
- Click the Settings button. The Mail Settings window appears.
- Select the Use this application option if you use any other mail program, e.g. Outlook Express, Netscape mail etc (← or →).



- The User Information and Server Information panels appear:
- Click in the Name field and type your name.
- Click in the E-mail address field and type your e-mail address.
- Click in the Outgoing mail (SMTP) field and enter the address of your Internet Mail SMTP Server.
- Enable the My server requires authentication check box if your mail server requires you to enter a user name to log in.



Usually one Internet account name and password will log you into both the Internet and your mail server. Only in rare cases is an additional account name required to log in to your mail server.

- Click in the Account name field and type the account name used when logging in to your mail program.
- Click in the Password field and type the password used when logging in to your mail program.
- Click OK (ALT+O).

Password Protecting a Transaction File

You can password protect a BNotes transaction files, ensuring that only you and your accountant can view your bank statements. Your accountant can add an initial password prior to e-mailing your transaction file. Ideally your accountant will have consulted you first! When you go to open your file the following screen will appear:



- Type your password.
 - Click OK (ALT+O).
- ❖ **To add or change your password**
- Click File, Password (ALT+F,P).
 - Type your new password.
 - Click OK (ALT+O).

Other Menu Options

File, Save as...	To save the transaction file in a location and with a name of your choice, e.g. C:\BNotes\MYFILE_1.trf	ALT+F,A
File, Abandon Changes	To abandon all changes made on a transaction file since it was last saved.	ALT+F,C
View, Transaction Panel	To view the Transaction Panel	ALT+V,P
View, Themes	To view one of three colour schemes: Default Desert Sky	ALT+V,T F D S

Help

The Help menu is where you can access full on-line help. You can also view the program and system information via this menu, i.e. BNotes version number and its location on your PC. A third sub-menu may be available via the Help menu. If you are sending e-mails from within BNotes using an e-mail program other than Microsoft Outlook, the software records the sent items in an e-mail log.

❖ To view on-line help

- Click Help, BNotes Help (ALT+H,H or F1).

❖ To view program and system information

- Click Help, About BNotes (ALT+H,A).

❖ To view the e-mail log

- Click Help, View E-Mail Log (ALT+H,V).