BNotes

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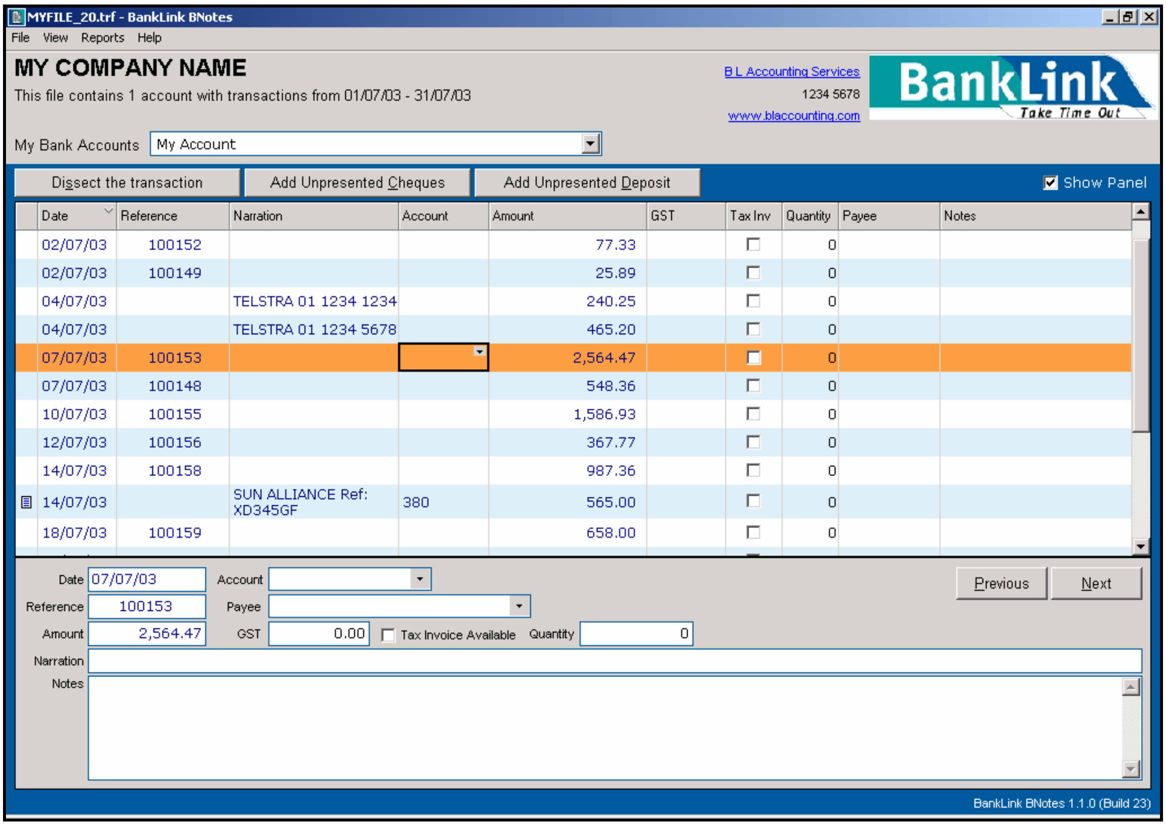
The BNotes Software

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



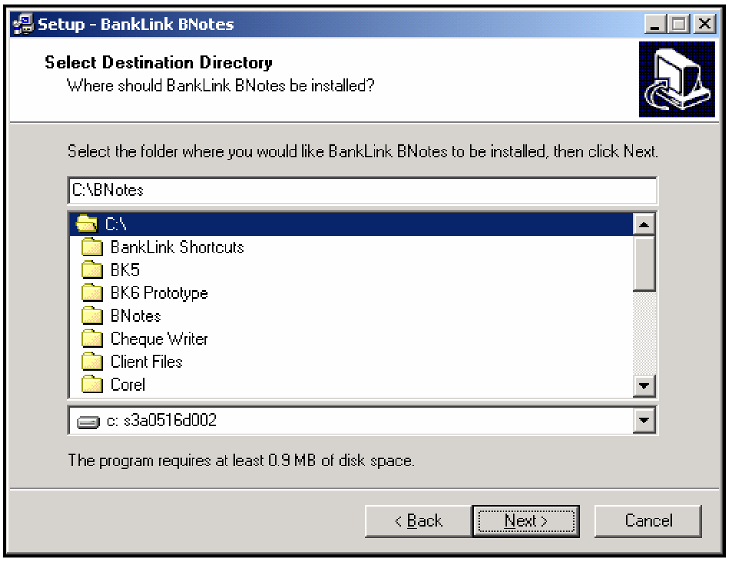
Installing BNotes

Hardware and Software Requirements

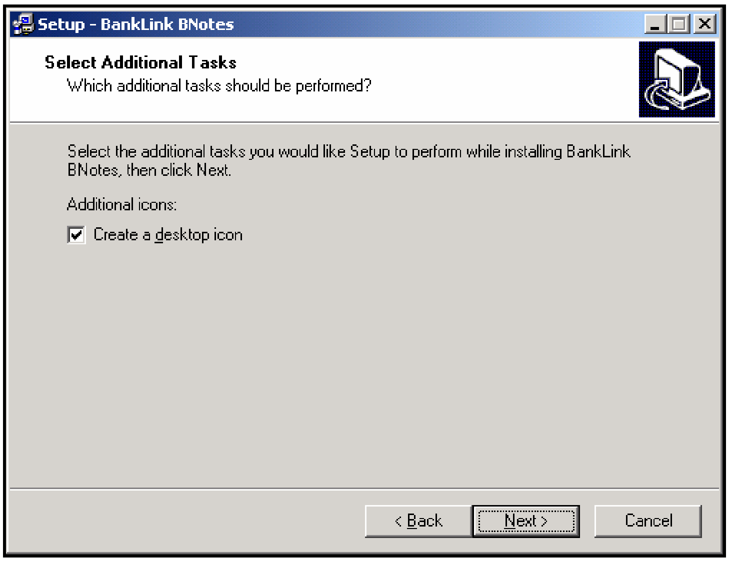
BNotes will run on any stand-alone PC with a 32-bit Windows Operating System, e.g. Windows 95, 98, 2000 or XP. The PC must also be able to send and receive emails.

❖ 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.

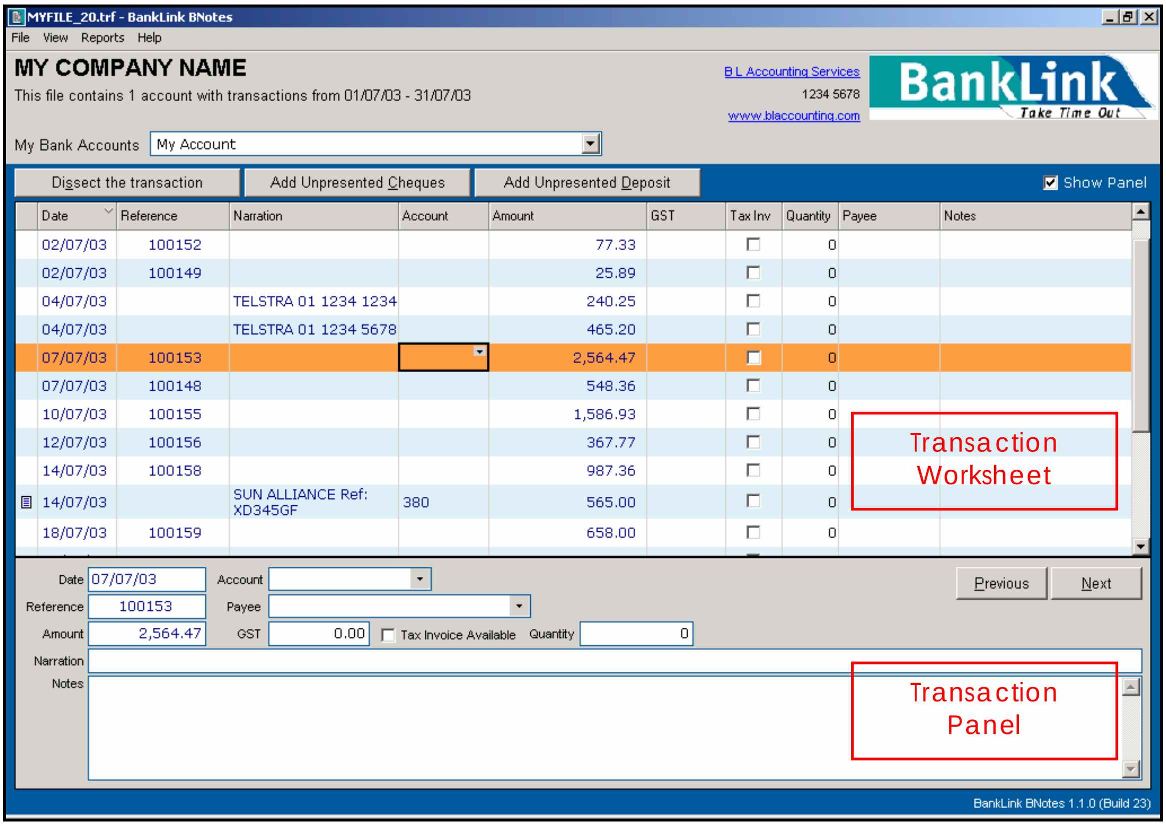
The software will automatically open. Your transactions are displayed.

❖ 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).



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 **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

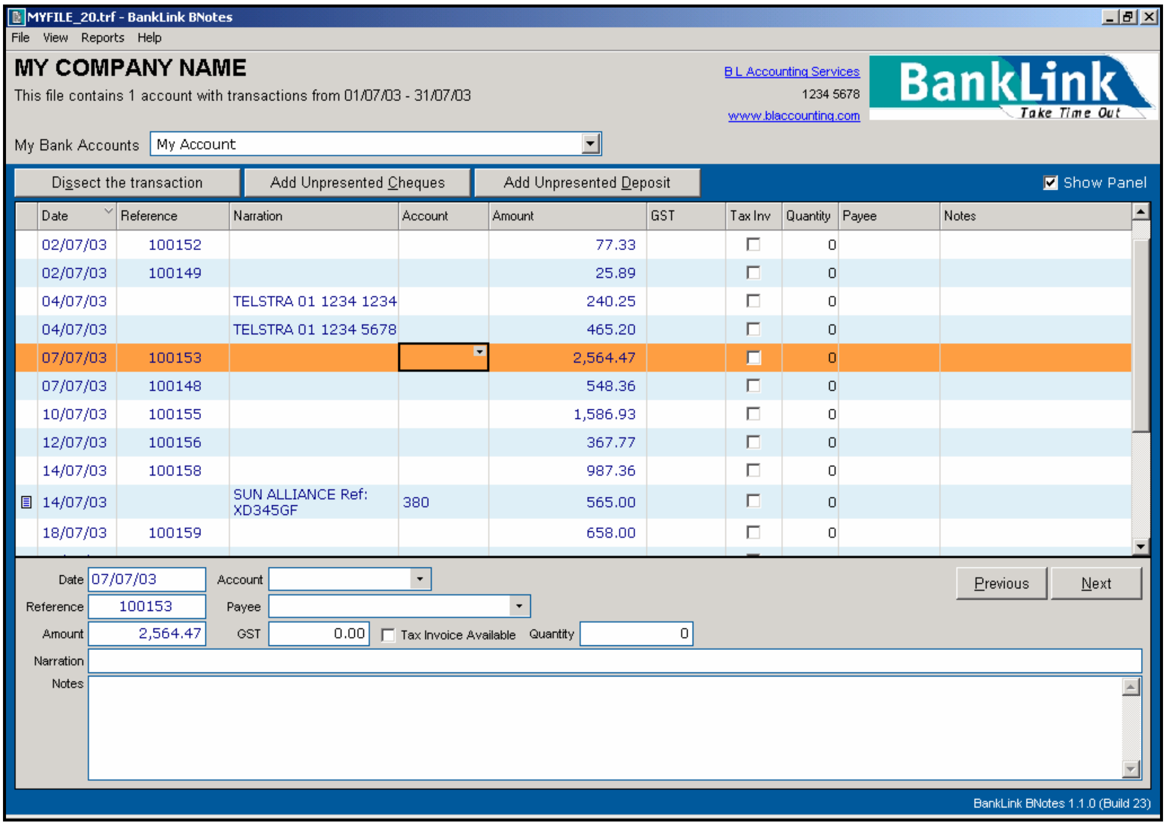
- Enable the **Show Panel** check box.

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.

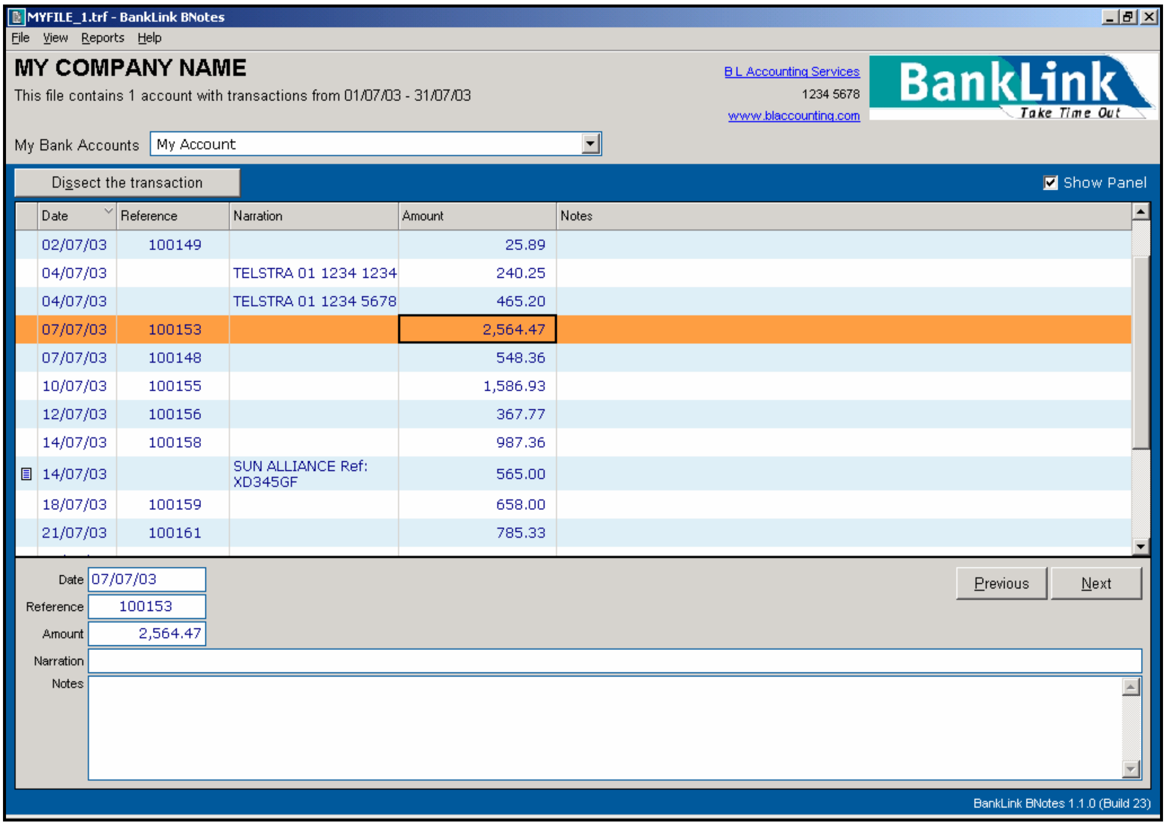
Your accountant can configure BNotes to appear as follows:

BNotes – All Fields Available



The 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 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

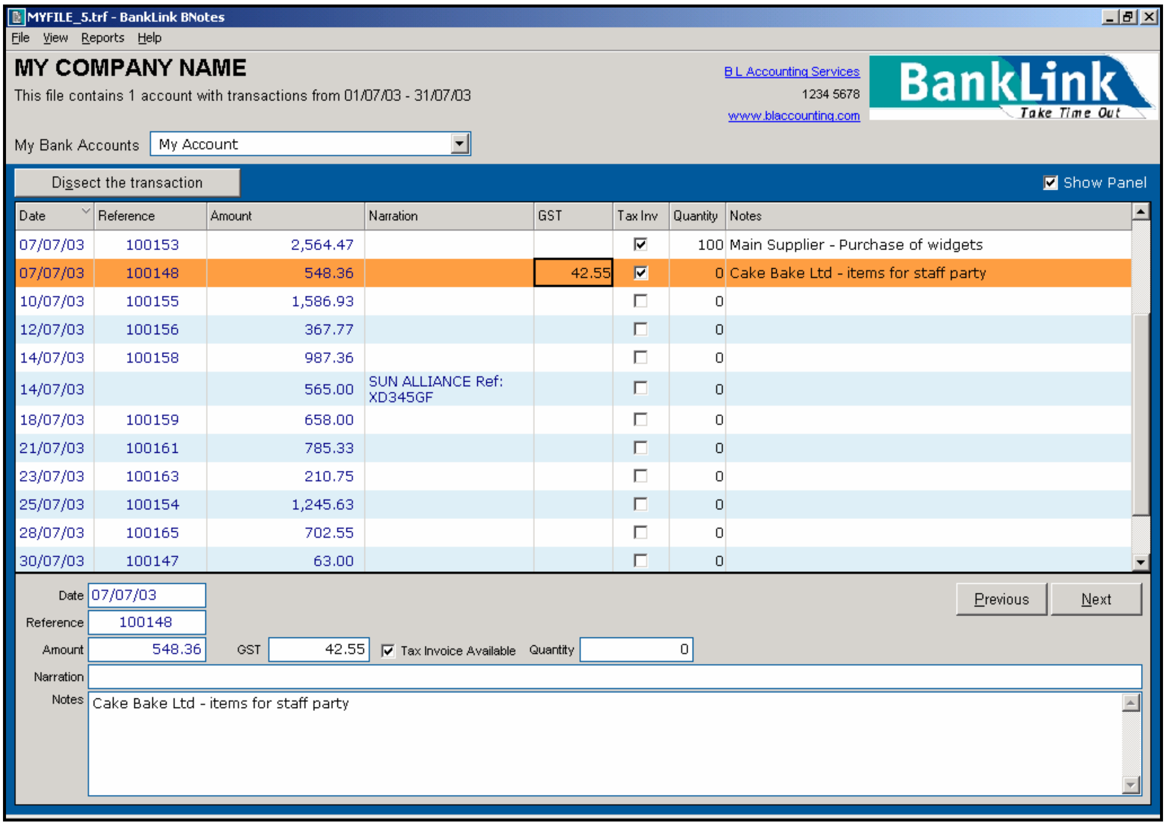
- Click in the **Notes** field.
- Type the information your accountant has requested.
- Click on the **Next** button to move to the next transaction.

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.



❖ 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.

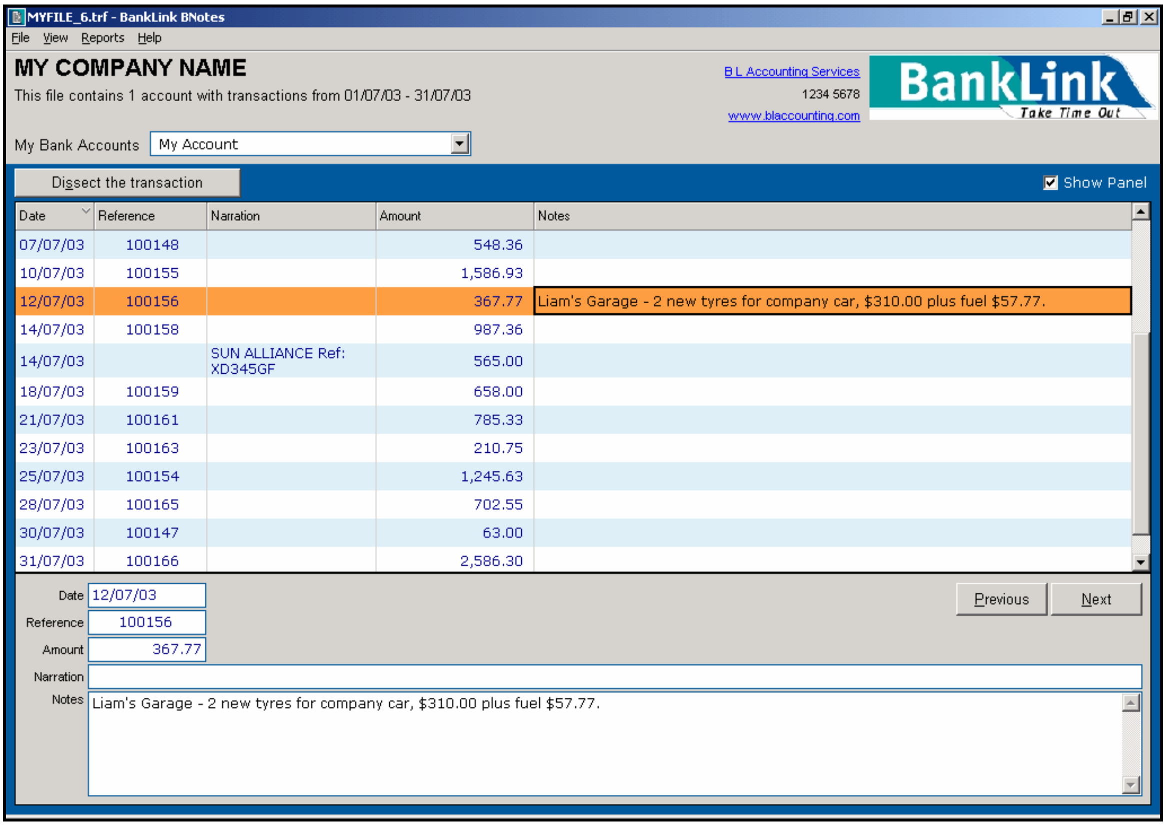
❖ To add Quantities

- 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.

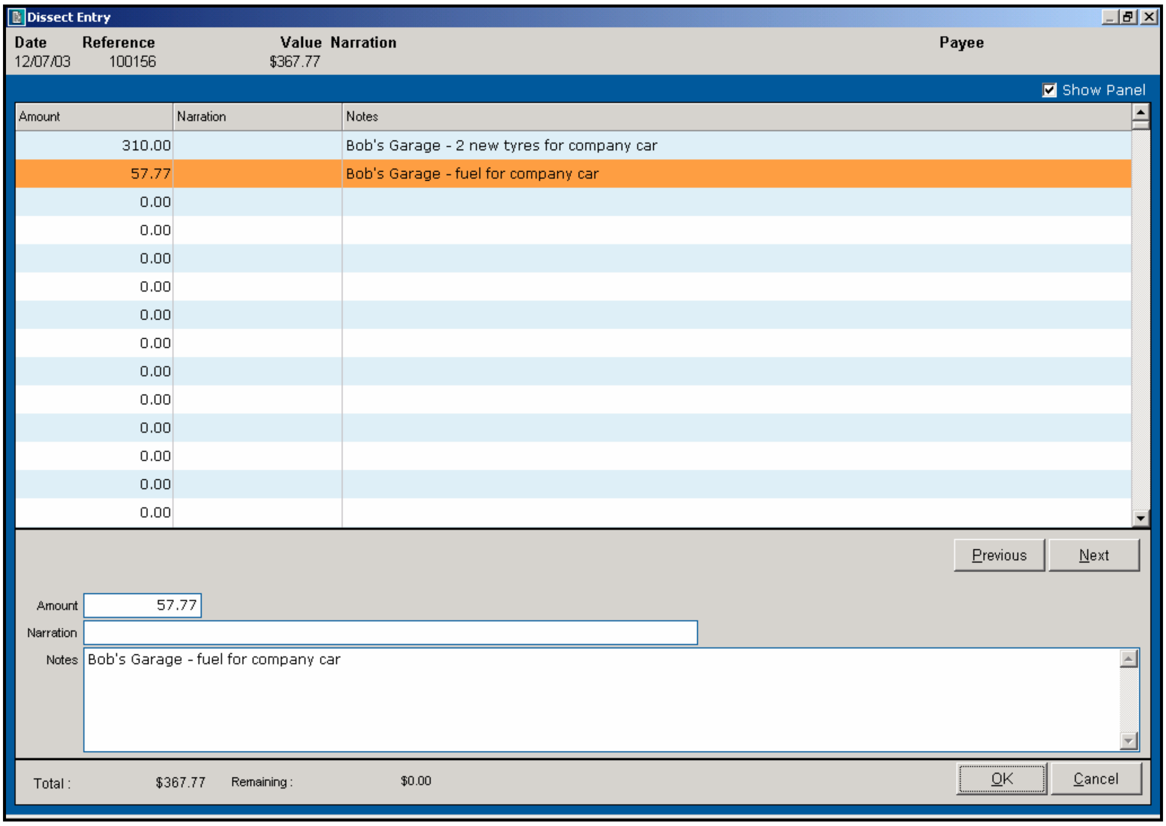
In the following example cheque number 100156 to Bob's Garage was for new tyres and fuel:



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.



- 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.

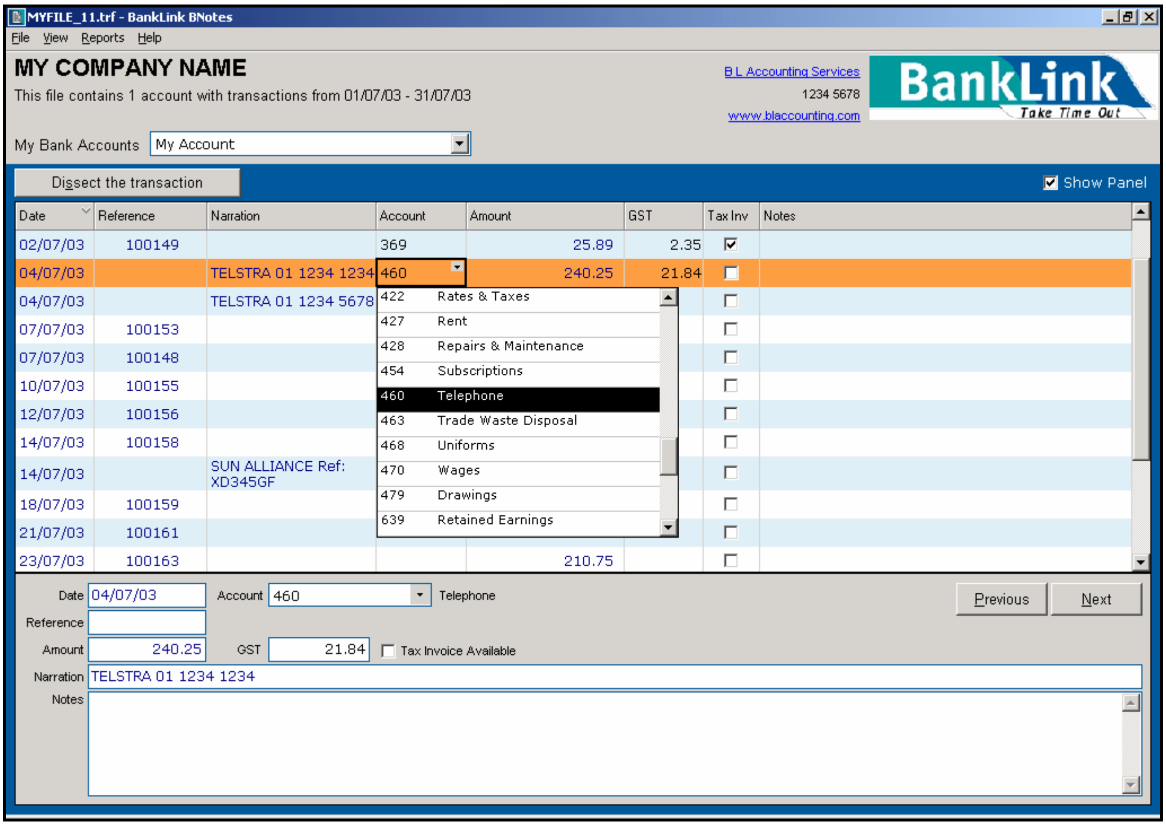
2. In the Dissect Entry window, CTRL+DELETE deletes a line.

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.



❖ 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.

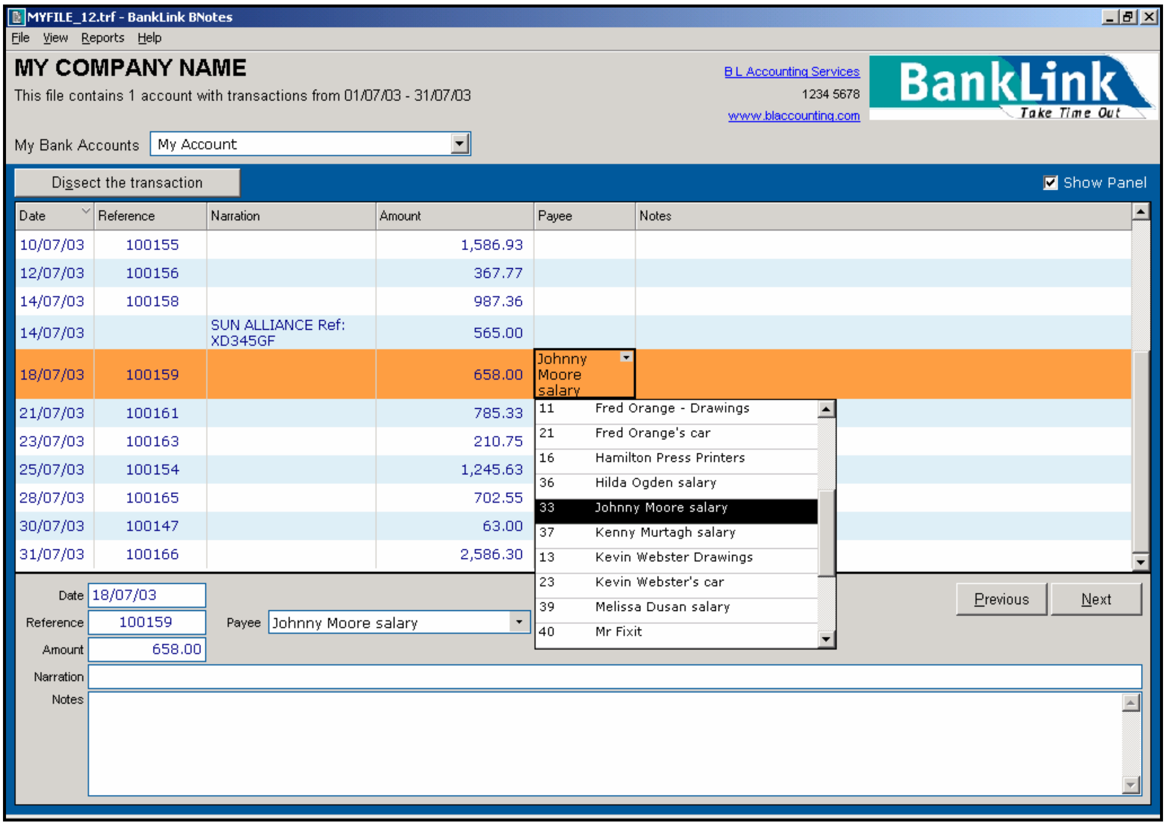
- Continue to add account codes and amounts until the transaction is dissected as required.
- Click **OK** (ALT+O). The main screen appears showing all transactions.

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.



❖ To code by payees via the Transaction Worksheet

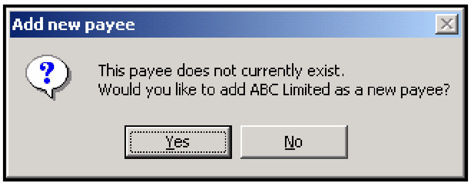
- Click in the **Payee** field.
- Type a payee name or number, or click ▼ to view a list (F4) and select the required payee.

❖ 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.



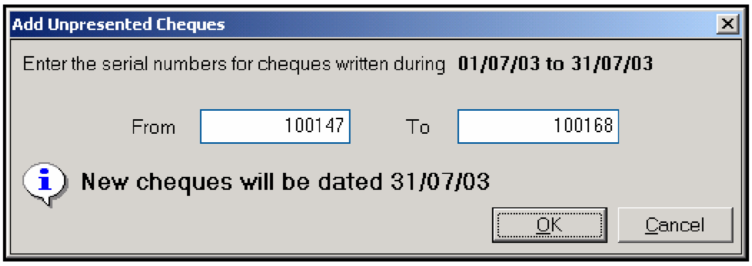
Your accountant will link the appropriate account codes to this payee for use in future months.

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 unpresented 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 unpresented cheques

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

❖ To add an unpresented deposit

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

The unpresented 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 unpresented deposit

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

❖ To delete unpresented items

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

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

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

Returning Files to your Accountant

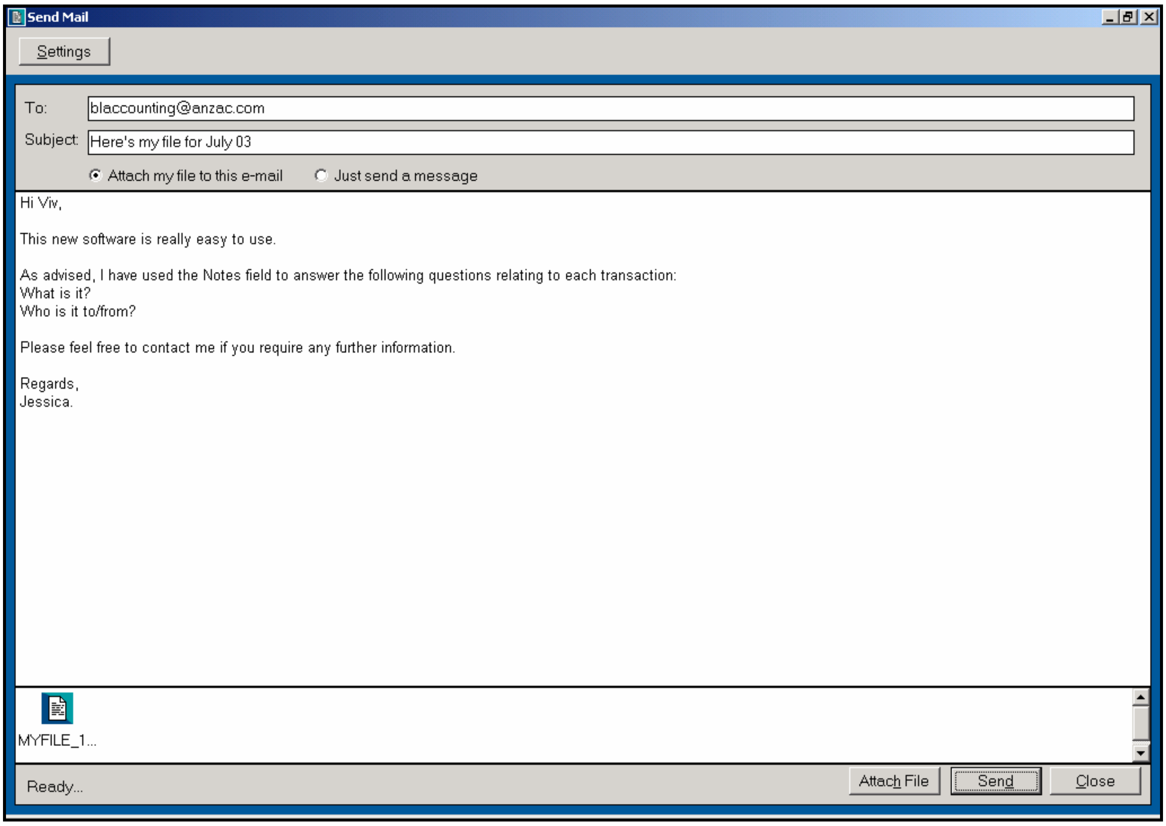
When you have processed all your bank account data you are ready to return the transaction file to your accountant.

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

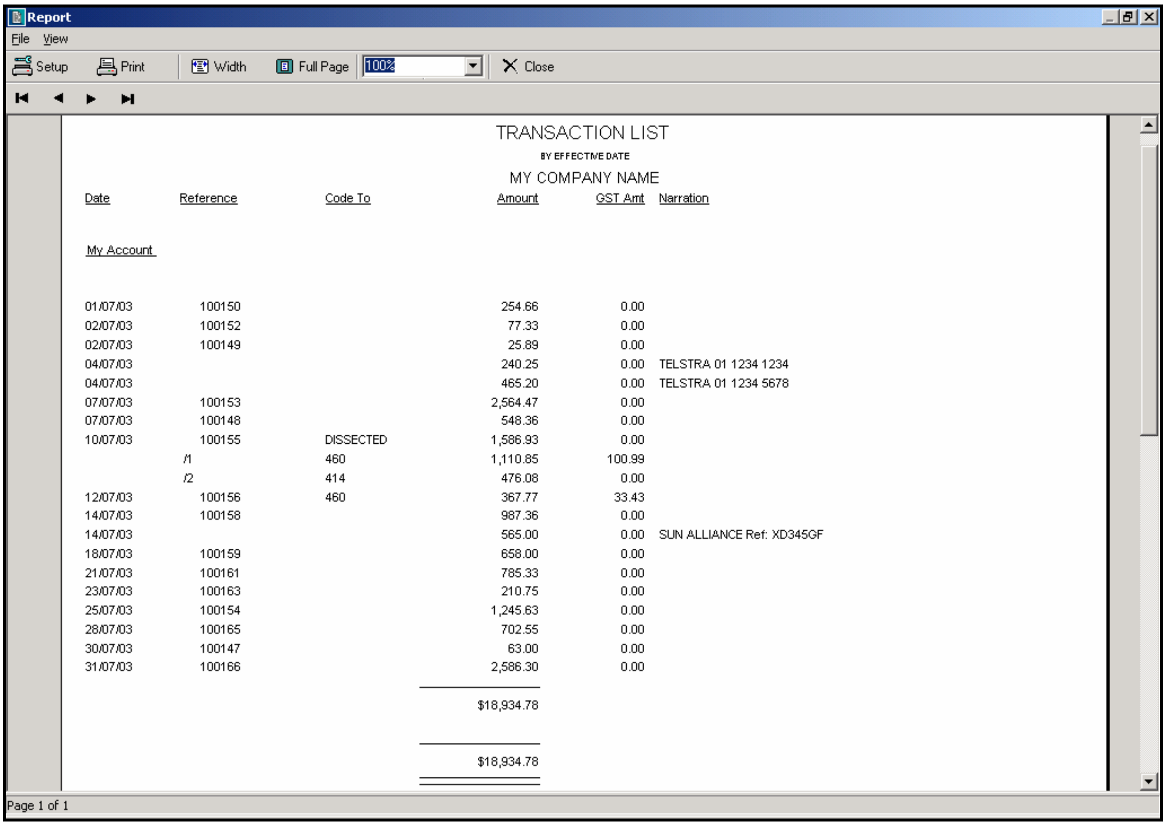
You can produce the following reports:

- 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:



TRANSACTION LIST

BY EFFECTIVE DATE

MY COMPANY NAME

Date	Reference	Code To	Amount	GST Amt	Narration
My Account					
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	100.99	
	/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

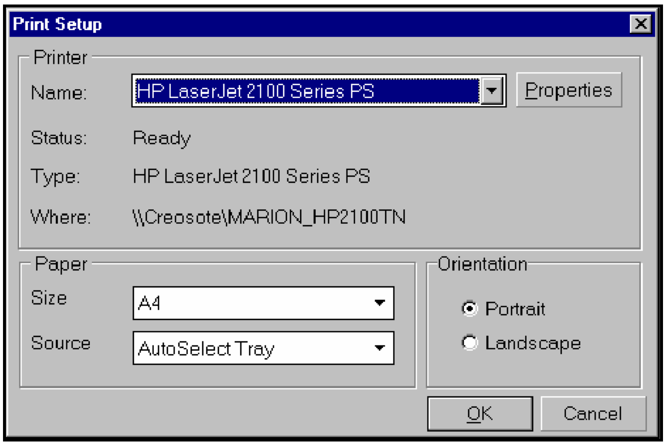
To alter the 'percentage size' of the report on screen

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

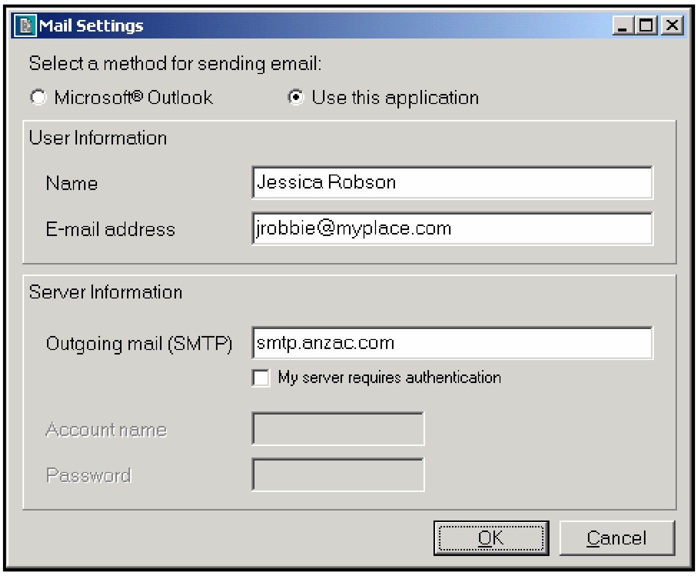
You can e-mail directly from BNotes once you have set up your e-mail attributes (mail settings).

❖ 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).