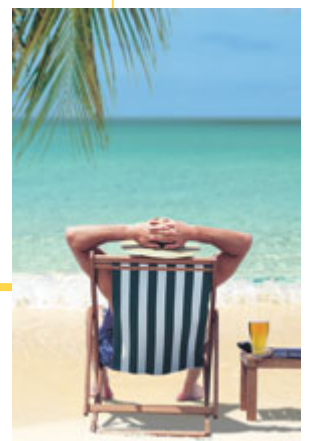


Bnotes instruction guide



wisdom pacific





BNOTES Overview

What is Bnotes?

Bnotes eliminates the need for you to print out your monthly coding report. This can now all be done electronically, which will save time, money, ink and paper!

How does Bnotes Work?

Your accountant will send an e-mail which contains an attached transaction file. Opening this file in BNotes will display your transactions. You code the transaction from a list and add notes where appropriate.

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 application window. At the top, it displays 'MY COMPANY NAME' and 'MYFILE_20.trf - BankLink BNotes'. Below this, there's a menu bar (File, View, Reports, Help) and a status bar indicating 'This file contains 1 account with transactions from 01/07/03 - 31/07/03'. A 'BankLink' logo is visible in the top right corner.

The main area contains a table of transactions with columns: Date, Reference, Narration, Account, Amount, GST, Tax Inv, Quantity, Payee, and Notes. The transaction for 07/07/03 with reference 100153 and amount 2,564.47 is highlighted in orange.

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		

Below the table, there's a detailed view of the selected transaction (07/07/03, Reference 100153, Amount 2,564.47, GST 0.00). It includes fields for Date, Reference, Amount, GST, Tax Invoice Available, and Quantity. There are also 'Previous' and 'Next' buttons and a 'Notes' field.



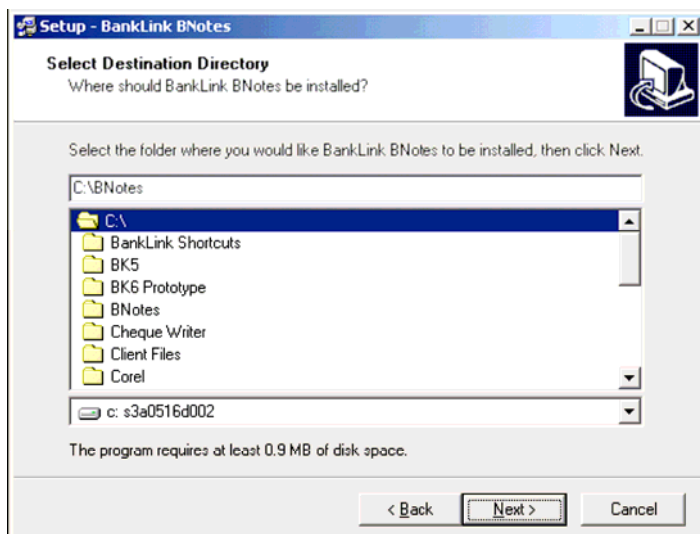
Installing Bnotes on Your Computer

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

- Download the setupbnotes.exe file from the Wisdom Pacific website and save it to your harddrive.
- Close all applications currently running on your PC.
- Double-click on the setupbnotes.exe file.
- 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). Follow the additional instructions to complete the installation.



How do I use Bnotes?

Opening the file sent to you

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.

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.

How do I code my report?

We have set up a list of “Payees” which will enable you to code your report quickly. Simply select the drop down list (or hit F4) and choose the appropriate Payee for each transaction. See below:-

The screenshot displays the BankLink BNotes software interface. At the top, the window title is "MYFILE_12.trf - BankLink BNotes". The main header area shows "MY COMPANY NAME" and "This file contains 1 account with transactions from 01/07/03 - 31/07/03". A dropdown menu for "My Bank Accounts" is set to "My Account".

The central part of the interface is a table titled "Dissect the transaction" with columns: Date, Reference, Narration, Amount, Payee, and Notes. The table contains several rows of transaction data. The row for date 18/07/03 with reference 100159 and amount 658.00 is highlighted in orange. A dropdown menu is open for the "Payee" field of this row, showing a list of payees including "Johnny Moore salary", "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 is a detailed view of the selected transaction. It includes fields for Date (18/07/03), Reference (100159), Amount (658.00), and Payee (Johnny Moore salary). There are also fields for Narration and Notes.



What if there is no Payee to match the Transaction?

You can code this by “Adding Notes”. All we require is:

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

All you have to do is Click in the Notes field next to the transaction and type the information your accountant has requested.

****NOTE** – Please feel free to use the notes field to relay any important information. For e.g – where GST is not 10% in the case of M/V Registration, you can add the breakdown of it in notes.

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:

The screenshot shows the BankLink BNotes software interface. The main window displays a list of transactions for 'MY COMPANY NAME' from 01/07/03 to 31/07/03. The transaction list is as follows:

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	

The detailed view for transaction 100156 shows the following fields:

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



To Dissect Transactions

- Select the required transaction
- Click on the Dissect the transaction button (ALT+S, CTRL+D or /).
- The Dissect Entry window appears.

The screenshot shows the 'Dissect Entry' window. At the top, it displays the date '12/07/03', reference '100156', and value '\$367.77'. Below this is a table with columns for Amount, Narration, and Notes. The first line has an amount of 310.00 and a note 'Bob's Garage - 2 new tyres for company car'. The second line, which is highlighted in orange, has an amount of 57.77 and a note 'Bob's Garage - fuel for company car'. Below the table, there are 'Previous' and 'Next' buttons. A detailed view of the selected line shows the amount '57.77', the narration 'Bob's Garage - fuel for company car', and the notes 'Bob's Garage - fuel for company car'. At the bottom, it shows 'Total: \$367.77' and 'Remaining: \$0.00', along with 'OK' and 'Cancel' buttons.

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		
0.00		

Amount: 57.77
Narration:
Notes: Bob's Garage - fuel for company car

Total: \$367.77 Remaining: \$0.00

- Type an amount and press ENTER.
- Either Type a description in the notes field OR select an appropriate PAYEE from the Payee List
- Continue to add information about the transaction as required.
- When you are finished dissecting the transaction, Click OK (ALT+O). You will then be returned to the main screen.

Tips for Dissecting Transactions

- This symbol appears in the Amount field when a transaction is dissected. If the Account field is visible the word DISSECTED will appear.
- In the Dissect Entry window, CTRL+DELETE deletes a line.
- In the Dissect Entry window, when the Amount field is highlighted, press the = key to bring in the remaining value.



Returning Files to your Accountant

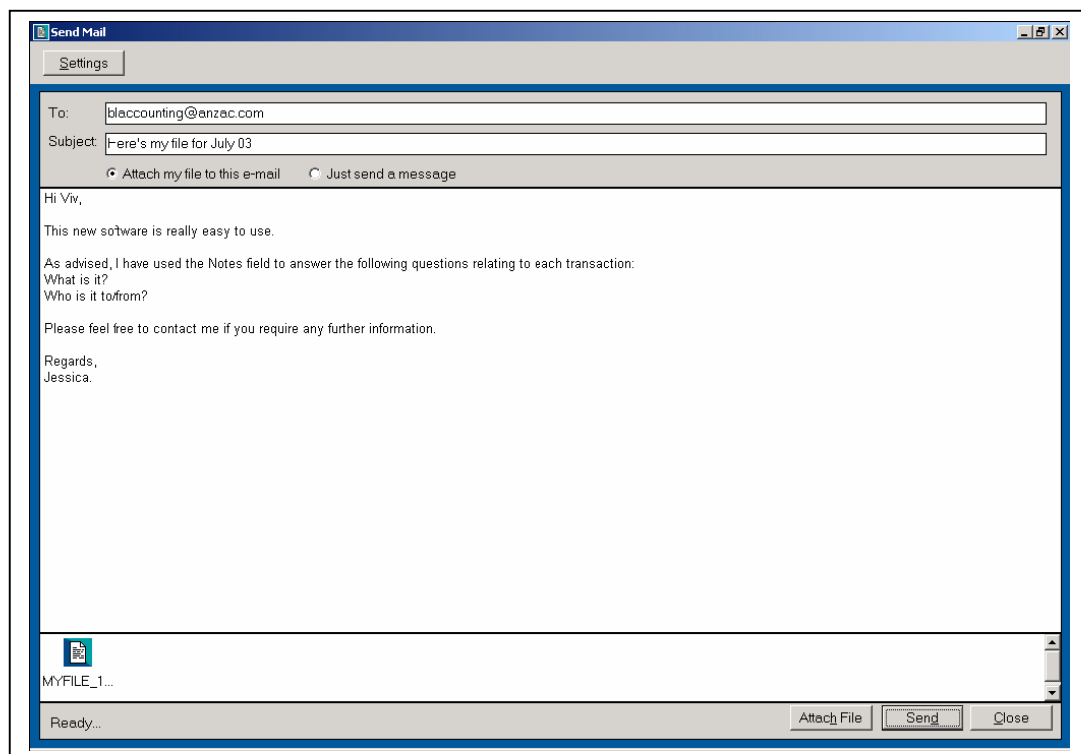
When you have processed all your bank account data you need to return the transaction file to your accountant.

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, a new window appears.
- 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 if it does not appear.
- Click in the Subject field and type a subject if required.



GOOD ON YOU! YOU HAVE NOW COMPLETED YOUR FIRST BNOTES CODING REPORT – EASY WASN'T IT!



Important Information relating to your GST – Please read this

If the ATO want to check your financials, they will require from you substantiation of the GST records.

To make sure that you have the most accurate accounting possible, you must report to do the following:-

- When you select a payee and move to the next transaction, a GST amount appears. Please check this to make sure it is accurate. IF it does not balance to your receipt/invoice, please note the correct GST amount in the NOTES field.
- Additionally, please tick the Tax Inv box if you have a tax invoice. This is a safety procedure for you to ensure that you can substantiate your GST claim.