

User Manual

for

Portal Cash Book Sub System

Author:R BirdDate:9th February 2006Version:1.00Date:9th April 2006Version:1.01

ACCEPTANCE OF CONTENTS

The undersigned hereby accept the contents of this document as defining the Trial Balance Ledger module.

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DOCUMENT HISTORY

Version	Date	Author	Description	
1.00	9 th February 2006	RCB	Original	
1.01	01 9 th April 2006		Reformat/Spelling	

DOCUMENT CONTROL

File name	WEB-IS-300-10092006
Author	R Bird
Version	1.00
Creation date	10/11/2005
Last Saved on	09/04/2006

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CASHBOOK SUB-SYSTEM

1 PREFACE

1.1 Scope of this document

This document explains the functionality and setup of the Cash book sub system on the portal.

1.2 Audience

This document is intended for:

- The AMC CIT business personnel for approval.
- Portal Users

1.3 Related documents

WEB-IS-300-10082005.

1.4 Definitions

- Ledger Number: Reference defined by the User / Company to hold totals
- Account Number : Reference to bank or other account
- Creditors may also be known as suppliers
- Debtors Portal payment of debtors
- PC or notebook that will interface via a browser
- POS Point Of Sale System

2 OVERVIEW

2.1 General overview

The Cash Book sub system allows reconciliation between external accounts and portal transactions. The user may select to report by Day, Week, Month, Quarter, Half Year, Year or Financial Year.

The portal will include non-editable data, such as POS tenders, Creditor payments, Debtor payments, bank fees, along with data manually entered (Editable) by the user. Data is stored until either the portal purges it *(according to business rules set at company level)*.

It is expected that the portal (non editable totals) will not be purged for at least 7 years.

2.1.1 Security

User access to the reports is controlled via the normal Portal access methods. A user may be entitled to view or edit the Cash Book records. The Company administrator sets the required privileges via the Portal user maintenance screens.

2.1.2 Hardware used

Hardware may be a normal PC or laptop running any standard Internet browser. If using Internet Explorer it must be version 6 or greater. In the case of Firefox it must be version 1.1 or greater.

2.1.3 User interface

Standard portal navigation and login is used.

3 Business process

The portal will assign standard Ledger numbers by default and the user must create accounts numbers. These may be changed at any time via the company options edit screens, the Account edit screens, and the Ledger edit screens. Please note, the default Ledgers must exist and if the Portal finds them missing at time of use, it will create them on the 'automatically'. Refer to 'Editing Ledgers' (see WEB-IS-300-10082005)

The system will allow Ledger numbers to be of the following type

- 1. Income
- 2. Purchases
- 3. Freight
- 4. Expenses
- 5. Banking

The Ledger report assumes Income is assigned to the Debit side and all others assigned to the credit side.

The portal assigns totals obtained from Stock Receipts to the default purchases ledger, and Sales related data to the default sales ledger. Sales components are broken into their known sections again using the default ledger numbers.

These include

- 1. Sales
- 2. Discounts
- 3. Redemptions (Loyalty)
- 4. Cashup Unders / Overs may be optionally excluded from reports
- 5. Gift Voucher Sales
- 6. Gift Voucher Redemptions
- 7. Lay By Deposits
- 8. Lay By Fees
- 9. Customer Order Deposits
- 10. Home Delivery Fees
- 11. Cost Of Goods from receipts
- 12. Stock Receipt Discount
- 13. Stock Receipt freight
- 14. Stock Receipt Fees
- 15. Petty Cash
- 16. General Purchases
- 17. General Freight
- 18. Expenses
- 19. Bank Fees
- 20. Bank Interest (payable)

- 21. Bank Interest (Collectable)
- 22. Bank Government Charges

The system default ledger numbers may be changed and other Ledgers may be added as required. Accounts may also be changed, added and deleted at any time.

4 Reports

4.1 Purpose

To reconcile an external account with Portal data.

4.1.1 Type of reports

There are three types of reports available.

- 1. Balance Report this report enables a user to report all currently configured accounts
- 2. Audit Report This provides a report on entries of any given account, or all accounts during any selected period of time
- 3. Statement Report This provides a report on a statement details after reconciliation

5 Maintenance

5.1 Purpose

To allow user updates, add or delete Accounts as well as to add reconcile accounts.

5.2 Maintenance Sections

The user may find the Ledger edit maintenance screens and the account maintenance screens under the Ledger menu. The default Ledger numbers are edited via the Company Options edit screen. The portal will create all required defaults the first time a user uses the edit facility. The user may then select the ledger section and change any of the defaults to match their company requirements. The accounts must be manually set up and must exist before reports or edit screens are accessed.

6 Navigation

6.1 Selecting Multiple Rows

Multiple row selections may be done via the standard 'Windows' selection sort cuts.

Multiple selections

- 1. Click first required line, then with shift key down click last. All lines between will be selected. Or
- 2. Click each line required with control key pressed. This selects each line clicked. Or
- 3. A combination of both shift and control keys will select a group between the clicks

6.2 Security

Select the Site Menu via the side menu. Note, the name of the menu may be some other description as this is a soft option within the portal. Examples are Store Menu, Branch Menu etc. The accounts maintenance is controlled by the Ledger maintenance settings.

Click on 'Permission Levels'

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If a Ledger Level exists, then *click* on it, else click on 'Create New Level' and create the required permissions level.

The result of setting the Ledger level up correctly is shown in the next image.

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The user is required to have at <u>least</u> read permissions to run the reports and edit permission to change any of the settings or to add new transactions to the ledgers.

6.3 Edit of Ledger defaults

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Ledger Balance		Name	Value	Description
edger Report	Bank Fee		7000	Set to the ledger number for Bank Fees
_	Bank Govt Fees		7002	Set to the ledger number for Bank Govt Fees
sh Book	Bank Interest (Pay)		7001	Set to the ledger number for bank Interest
	Bank Interest (Recv)		1200	Set to the ledger number for Bank Interest Received
enus	Cost of Goods		2000	Set to the ledger number for Cost of Goods
	Customer Order Deposit		1009	Set to the ledger number for Customer Order Deposit
gout	Enable Under / Over		True	Set to True to add in Cashier Unders and overs to trial Balance
900C	Expenses		6000	Set to the ledger number for General Expenses
	Freight		5000	Set to the ledger number for General Freight
	Gift Voucher Fee		1010	Set to the ledger number for Gift Voucher Fee
	Gift Voucher Redemption		1005	Set to the ledger number for Gift Voucher Redemption
	Gift Voucher Sales		1004	Set to the ledger number for Gift Voucher Sales
	Home Delivery Fee		1008	Set to the ledger number for Home delivery Fees
	Lay Buy Deposits		1007	Set to the ledger number for Lay Buy Deposits
	Lay Buy Fees		1006	Set to the ledger number for Lay Buy Fees
	Lay By Deposits		1007	Set to the ledger number for Lay-by Deposits / Payments
	Lay By Fees		1006	Set to the ledger number for Lay-by Fees
	Other Sales		1100	Set to the ledger number for Other sales
	Petty Cash		3000	Set to the ledger number for Petty Cash
	Purchases		4000	Set to the ledger number for General Purchases
	Receipt Discounts		2001	Set to the ledger number for receipt discounts
	Receipt Fees		2004	Set to the ledger number for Fees in Stock Receipts
	Receipt Freight		2003	Set to the ledger number for receipt freight
	Redemption		1002	Set to the ledger number for Redemption
	Sales Sales Discount			Set to the ledger number for sales
	Sales Discount Surchage		1001 1011	Set to the ledger number for sales discount Set to the ledger number for Surcharge Fee
			1003	Set to the ledger number for surcharge ree
	Under / Over		1005	Sec to the ledger humber for cashier onder) over
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Within the menu select 'Company' to drop down the selections. Then click on 'Company Options'. Once the edit screen has opened, change the section to 'Ledger'.

Change any of the ledger numbers to the company preferred and click 'Update'. You may restore back to the Portal defaults by selecting all and clicking 'Delete'. To refresh the defaults after the deletion, click the 'cookie' trail 'Comp Option' which will then refresh the screen and re load the missing default options.

6.4 Edit of Ledger Numbers and Descriptions

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any	Number	Name	Туре	Default	Description
any IS	1000	Sales	Income	Yes	Ledger to hold sales data
	1001	Sales Discount	Income	Yes	Ledger to hold sales Discount data
s Report	1002	Redemption	Income	Yes	Ledger to hold Loyalty redemption
Setup	1003	Unders / Overs	Income	Yes	Ledger to hold tender misbalances
r Report	1004	Gift Voucher Sales	Income	Yes	Ledger to hold sales of Gift Vouchers
	1005	Gift Voucher Redemption	Income	Yes	Ledger to hold Gift Voucher redemptions
ogs	1006	Laybuy Fee	Income	Yes	Ledger to hold lay buy fees
_	1007	Laybuy Deposit	Income	Yes	Ledger to hold lay buy fees
	1008	Home Delivery Fee	Income	Yes	Ledger to hold Home delivery fees
ance	1009	Customer Order Deposit	Income	Yes	Ledger to hold Customer Order Deposit
	2000	Cost Of Goods	Purchases	Yes	Ledger to hold receipt costs
	2001	Receipt Discount	Purchases	Yes	Ledger to hold receipt Discounts
	2003	Receipt freight	Freight	Yes	Ledger to hold Receipt freight costs
	2004	Receipt Fees	Expenses	Yes	Ledger to hold receipt Fee costs
	3000	Petty Cash	Expenses	Yes	Ledger to hold Petty Cash Expenses
	4000 5000	Purchases	Purchases	Yes	Ledger to hold General Purchases Ledger to hold General Freight
	6000	Freight	Freight	Yes	Ledger to hold general Preight Ledger to hold general expenses
ulator	6001	Expenses Phone	Expenses Expenses	Yes No	Phone Ledger
	6002	Salaries	Expenses	No	Salaries
	6002	Rent	Expenses	No	Rent
	6004	Leases	Expenses	No	Leases
	0004	Leases	Expenses	NO	Leases
					Update Delete

Within the menu select 'Company' to drop down the selections. Then click on 'Ledger Setup'.

This will load the edit screen and create any missing default ledgers ready for editing. The default column shown 'Yes' will identify ledgers that have been created by the portal.

After editing all the required ledgers, you may now print them. Click on 'Ledger Report'.

The next image shows the 'Ledger Report'.

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tions Report	Sales Discount	1001	Income	Ledger to hold sales Discount data	Yes
dger Setup	Sales	1000	Income	Ledger to hold sales data	Yes
edger Report	Salaries	6002	Expenses	Salaries	No
iew Logs	Rent	6003	Expenses	Rent	No
— hion	Redemption	1002	Income	Ledger to hold Loyalty redemption	Yes
ntenance	Receipt freight	2003	Freight	Ledger to hold Receipt freight costs	Yes
s	Receipt Fees	2004	Expenses	Ledger to hold receipt Fee costs	Yes
	Receipt Discount	2001	Purchases	Ledger to hold receipt Discounts	Yes
ess	Purchases	4000	Purchases	Ledger to hold General Purchases	Yes
oport	Phone	6001	Expenses	Phone Ledger	No
F Emulator	Petty Cash	3000	Expenses	Ledger to hold Petty Cash Expenses	Yes
	Leases	6004	Expenses	Leases	No
nus	Laybuy Fee	1006	Income	Ledger to hold lay buy fees	Yes
out	Laybuy Deposit	1007	Income	Ledger to hold lay buy fees	Yes
	Home Delivery Fee	1008	Income	Ledger to hold Home delivery fees	Yes
	Gift Voucher Sales	1004	Income	Ledger to hold sales of Gift Vouchers	Yes
	Gift Voucher Redemption	1005	Income	Ledger to hold Gift Voucher redemptions	Yes
	Freight	5000	Freight	Ledger to hold General Freight	Yes
	Expenses	6000	Expenses	Ledger to hold general expenses	Yes
	Customer Order Deposit	1009	Income	Ledger to hold Customer Order Deposit	Yes
	Cost Of Goods	2000	Purchases	Ledger to hold receipt costs	Yes

6.5 Edit of Account Numbers

Accounts may be added, changed or deleted via the account maintenance screen. Navigate to the Ledgers Sub Menu the open up the Cash Book section. Clicking on 'Setup' will allow the current accounts to be viewed and edited or new ones added. There is no logical limit to the number of accounts.

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The account number may be up to 30 alphanumeric digits. The name of the account may be up to 150 characters and the description up to 250 characters. The name of the account is displayed on all screens where the account is selected. The description is only used in this screen and its respective report as a 'memo' indicator. The edit screen shows the current balance. A Company Administrator may only edit the balance.

6.6 Account Balance Report

The Balance report also shows the last statement number and the last statement date if the account has been reconciled. If the account has never been reconciled, the date and statement number will be blank.

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7 Account Transaction Data Entry

Manual data entry may be done either via the Creditor Payment screen, the Debtor Payment screen, or the Import account transaction screen. Only Bank Fee, Interest payable and collectable and Government Charges may be added via the reconciliation screens. All others must be via the POS, Debtor or Creditor sub systems. Bank Fees, Interest Payable and Collectable and Government Charges will also update the Ledger system are added via the reconciliation edit screen.

7.1 Creditor Payments

Select the Creditors Menu via the side menu.

Click on 'Administration' to open up the menu options.

Whenever a payment is made to a creditor, the system captures the details as part of the cash book sub system.

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Select the required Creditor to pay

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	Site 26 Site 26	Invoice Invoice		\$1.50 \$5.00	-\$3.00 \$5.00	-\$3.00 \$5.00		24-Feb-2006 24-Feb-2006	25-Feb-2006 25-Feb-2006			test 1 test 1	\$0.00
	Site 26	Invoice		\$11.00	\$11.00	\$11.00		24-Feb-2006	25-Feb-2006			test 1	\$0.00
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The user is prompted with the available accounts to assign the cheque to. It may be left blank by selecting the blank entry. Blank entries may be corrected during reconciliation.

When the respective invoices are paid, a single entry as per the cheque number and the account number is transferred to the accounts transaction database for later reconciliation.

7.2 Debtor Payments

Select the Debtors Menu via the side menu.

Click on 'Administration' to open up the menu options.

Whenever a payment is made to a Debtor, the system captures the details as part of the cash book sub system.

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ut	Site 26	POS Invoices		\$25.10	\$25.10	\$25.10	\$0.00	01-Nov-2005	1:29	\$0.00
	Site 26	POS Invoices		\$25.17	\$25.17	\$25.17	\$0.00	01-Nov-2005	1:29	\$0.00
	Site 26 Site 26	POS Invoices POS Invoices		\$15.99	\$15.99 \$15.99	\$15.99 \$15.99	\$0.00 \$0.00	01-Nov-2005 01-Nov-2005	1:29	\$0.00 \$0.00
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	Site 26	POS Invoices		\$17.60	\$17.60	\$17.60	\$0.00	01-Nov-2005	1:29	\$0.00
	Site 26	POS Invoices		\$17.60	\$17.60	\$17.60	\$0.00	01-Nov-2005	1:29	\$0.00
	Site 26	POS Invoices		\$1.75	\$1.75	\$1.75	\$0.00	03-Nov-2005	1:30	\$0.00
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As per the Creditor payment system, the Debtor payment allows the user to assign the payment to a known account. The amount paid (not the line details) is transferred on payment to the account transaction database.

8 Importing Transactions

The cash book sub system is aware of POS cashup procedures. Those tenders assign to an account may be imported in to the account transaction database any time after a completed cashup. The Cash tender is not used even though it's assigned to an account, instead the banking figure is used in its place. This is because it is very rare for full takings to be banked on any day.

8.1 Cashup data entry

Cashup is completed as normal, allowing the operator to specify the amount of cash banked. Other tenders are linked to accounts as required.

Setup of the cashup is via the Tender Setup. Navigation is via the POS Menu or the Sites menu.

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Schedule Maintenance	Maximum Limit (\$): 10000	
	Floor Limit (\$): 1000	
Sites Portal X		
Transfer	Minimum Limit (\$): -100	
Site Options	Maximum Cashout (\$): 0	
Options Report		
Budgets	Surcharge (%): 10	
Targets	Surcharge Tax Rate (%): 10	
Tenders		
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If the Tender does not have an account assigned to it, then it will not be visible in the import screens.

Within the cashup routine, the cash component is declared as banking.

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8.2 Importing data

To open up the import procedure, navigate to the Ledger Menu. Select the Cash Book option and then the Import Option.

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Cash Book	Location	Description	System / Tender	Date	To Import	Cheque #	Account
Setup	Site 26 Site 26	Banking P-Test a	Cash Tender Debtor Payment	2006-03-03 2005-11-07	\$2050.10 \$23.35	Deposit Deposit	Cheque Account
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Any Cashup record not imported that has an associated account, or Debtor / Creditor payment that was done previous to enabling the cash book system will be shown.

Assign an account to any records that have yet to assigned via a drop down list. Select all records that are required to import and click 'Import Selected'.

The portal will prompt for confirmation

AMC Port	al Client 🗙
2	Are you sure you wish to Import these Balances, no changes can be done after finialisation?
	<u>Y</u> es <u>N</u> o
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9 Reconciliation

It is during this process that the Portal and the account(s) is/are reconciled. Via the Cash Book menu, select the reconcile option.

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Four entries are loaded by default to allow ease of data entry. They can be ignored if not required by not selecting as being presented. These four are

- Bank Fees
- Bank Interest Charges (payments)
- Bank Interest Deposit (receipts)
- Bank Government Charges

The deposit is classed as income, and the other three classed as outgoings. These four entries will also trigger an update in the Ledgers on reconciliation. (See Ledger setup for Ledger numbers). The statement date will be used for their transaction date.

Select the account to reconcile. Enter in the statement number. Then enter the statement date, followed by the amount on the statement. On entering the Statement date, the system will 'pop up' a calendar to select appropriate date.

The amount may be edited, and the account changed. All other fields are read only. On Update, the records will become invisible if the account allocation was changed.

Clicking the 'Unallocated Accounts' checkbox, will also make visible entries that have not been assigned to an account. As the presented checkbox is selected, the amount is added to subtracted from the running total. The system will only allow the account to reconciled when the

running total is the same as the entered total and the statement date is less than the current date.

During the checking process, any records marked as presented but not allocated to an account, will have the presented status reset. If the totals are not equal after that, then the reconciliation will abort.

Once the account has been reconciled with the presented records, those records will become invisible, a history of the statement will be created, and the user made ready to reconcile another account.

The Portal will reject the user using the same statement number for an account or a statement date in the future.

Warning:

The system allows free selection of statement numbers. They must be numeric and it is up to the user to ensure that they are reconciled in correct order. There is no support to be able to reconcile a previous statement.

On clicking the Reconcile button, the portal will prompt the user for confirmation.

AMC Portal Client	×
Are you sure you wish to Reconcile this Account, no changes can be done after finialisatio	n?
<u>Y</u> es	
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Clicking yes will result in the Portal validating the reconciliation

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An error message will appear if the validation fails.

10 Audit Trail and Statement Reports

10.1 Audit Trail

The full account transaction file may be reported or downloaded. Filters are provided to allow section to be singled out. Time reference is Day, Week, Month, Year, Quarter, $\frac{1}{2}$ year and financial year.

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ces t	Receipt from Bird,Jaye [5010] (test 2)	Deposit	Site 26	Cheque Account	\$25.10	\$25.10	Debtor Payments	07-Apr-2006				В
cile	Receipt from Bird,Jaye [5010] (Test 3)	Deposit	Site 26	Cheque Account	\$25.10	\$25.10	Debtor Payments	07-Apr-2006				В
ments	Receipt from Bird,Jaye [5010] (TEST1)	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	Debtor Payments	07-Apr-2006				в
	P-TEST1	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	POS Tenders	07-Apr-2006				Во
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	P-TEST1	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	Debtor Payments	07-Apr-2006				в
	P-TEST1	Deposit	Site 26	EFT Account	\$177.75	\$177.75	POS Tenders	07-Apr-2006				в
	P-TEST1	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	POS Tenders	07-Apr-2006				В
	P-TEST1	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	POS Tenders	07-Apr-2006				В
	P-TEST1	Deposit	Site 26	Cheque Account	\$177.75	\$177.75	POS Tenders	07-Apr-2006				Во
	Govt Charges	Govt Charges		Cheque Account	\$12.60	\$12.60	Bank Fees	09-Apr-2006	1	31-Mar-2006	1	В
	Creditor payment for SR F-test 1	123A	Site 26	EFT Account	\$10.00	\$10.00	Creditor Payments	21-Mar-2006				В
	Banking	Deposit	Site 26	EFT Account	\$100.00	\$100.00	POS Tenders	01-Apr-2006				Po
	Banking	Deposit	Site 26	Cheque Account	\$2,050.10	\$2,050.10	POS Tenders	03-Mar-2006	1	31-Mar-2006	1	Po

10.2 Statement Report

Statement summary along with its drill down, allow the system to report and download each of the statements.

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Reconcile	Cheque Account	1234	\$100.00	\$1,983.25	1	31-Mar-2006	09-Apr-2006	Bob			
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vergent <i>IT</i>				P	ccount State	ment Repo	rt - Account 12	34, Statement # 1	l			
jers	Description v	Reference	<u>Site</u>	Account	<u>Orginal</u> <u>Amount</u>	Amount	<u>Sub System</u>	<u>Transaction</u> <u>Date</u>	<u>Statement</u> <u>Number</u>	<u>Statement</u> <u>Date</u>	Presented	<u>User</u>
Book up	P-Test a	Deposit	Site 26		\$23.35	\$23.35	Debtor Payments	07-Nov-2005	1	31-Mar-2006	J	
ances port	Govt Charges	Govt Charges			\$12.60	\$12.60	Bank Fees	09-Apr-2006	1	31-Mar-2006	1	Bob
concile dit	Banking	Deposit	Site 26		\$2,050.10	\$2,050.10	POS Tenders	03-Mar-2006	1	31-Mar-2006	1	Pos
itements	Bank Interest (Pay)	Interest Paid			\$150.00	\$150.00	Bank Fees	09-Apr-2006	1	31-Mar-2006	1	Bob
 	Bank Fees	Fees			\$27.60	\$27.60	Bank Fees	09-Apr-2006	1	31-Mar-2006	J	Bob
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