

# TRAINING MANUAL

Intermediate Training: Level 2



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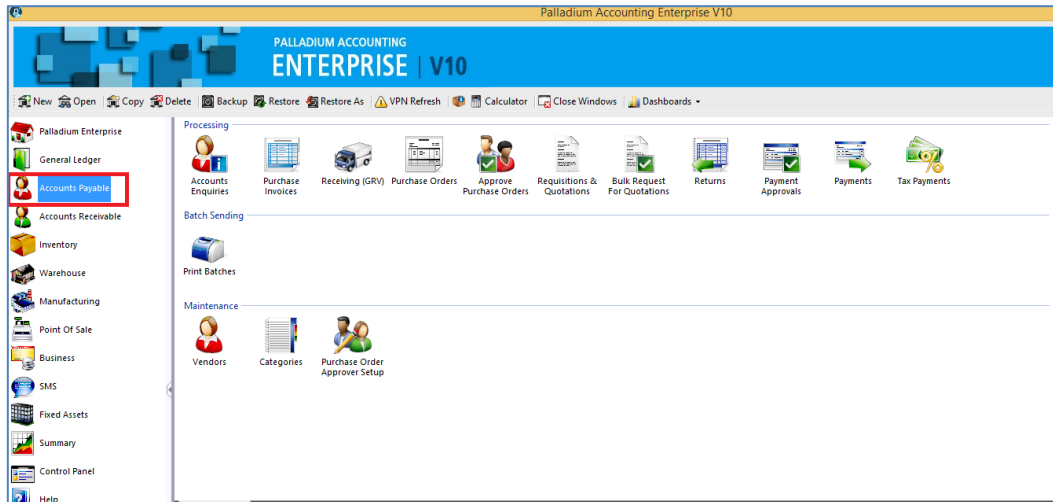
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## ACCOUNTS PAYABLE / VENDORS

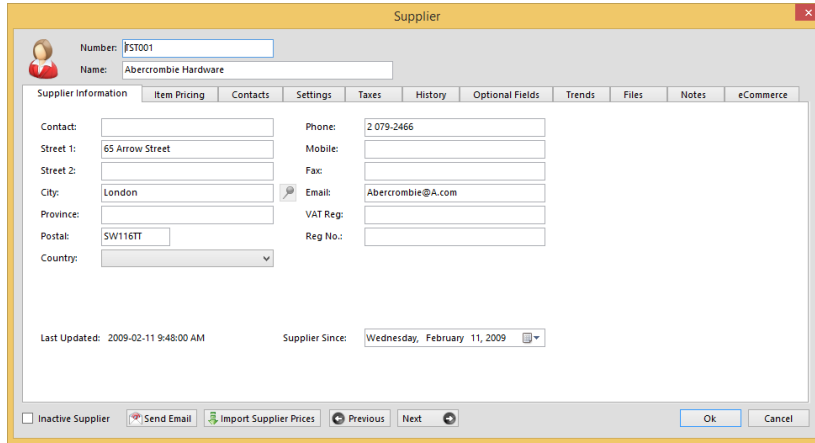


### Creating a Vendor

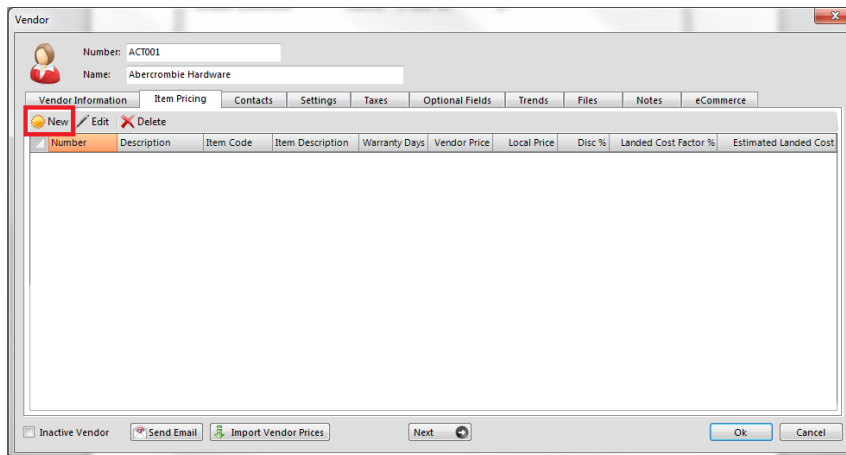
In Palladium Accounting you must have a vendor for each purchase you make. You can do this by clicking on the Vendors icon under Maintenance, then clicking on New. As per the screen below:

Number	Name	Open Orders	Balance Due	YTD Purchases
ACT001	Abercrombie Hardware	£ 0.00	£ 0.00	£ 0.00
ACT002	ACME Novelty	£ 0.00	£ 0.00	£ 0.00
ACT003	Barclay's Bank	£ 0.00	£ 0.00	£ 0.00
ACT004	Blackwell Rentals	£ 0.00	£ 0.00	£ 0.00
ACT005	Cable and Wireless	£ 0.00	£ 0.00	£ 0.00
ACT006	Catanach, Douglas	£ 0.00	£ 0.00	£ 0.00
ACT007	Cheshire Development	£ 0.00	£ 0.00	£ 0.00
ACT008	Dextor, Drew & Angus	£ 0.00	£ 0.00	£ 0.00
ACT009	Dunwoody Wire & Cable	£ 0.00	£ 0.00	£ 0.00
ACT010	Eagle Engineering	£ 0.00	£ 0.00	£ 0.00
ACT011	Gibson, Michael	£ 0.00	£ 0.00	£ 0.00
ACT012	Glengarry, Heather	£ 0.00	£ 0.00	£ 0.00
ACT013	GWG Computer Services	£ 0.00	£ 0.00	£ 0.00
ACT014	Harry's Industrial Supplies	£ 0.00	£ 0.00	£ 0.00

After clicking new, you will be directed to the screen where you can add the details of your new vendor such as the vendor information, pricing information and various settings and parameters that you want applicable to that vendor.



Under the Item pricing tab, you may add that particular item that you purchase from that vendor. You may do this by clicking on new.

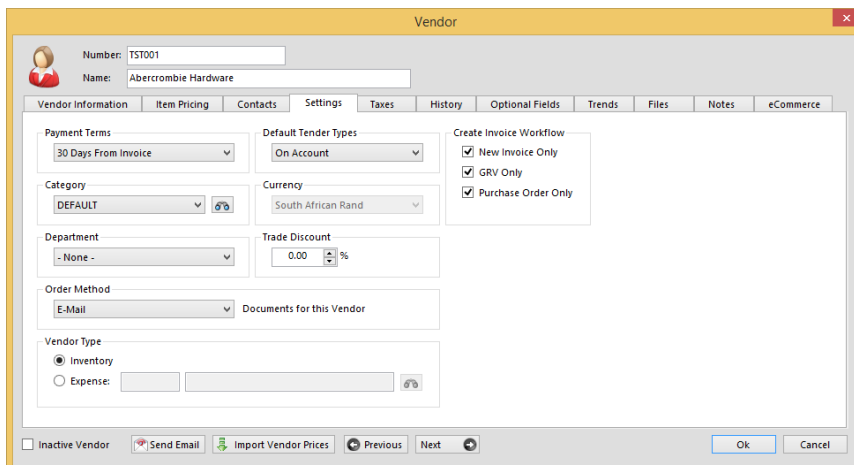




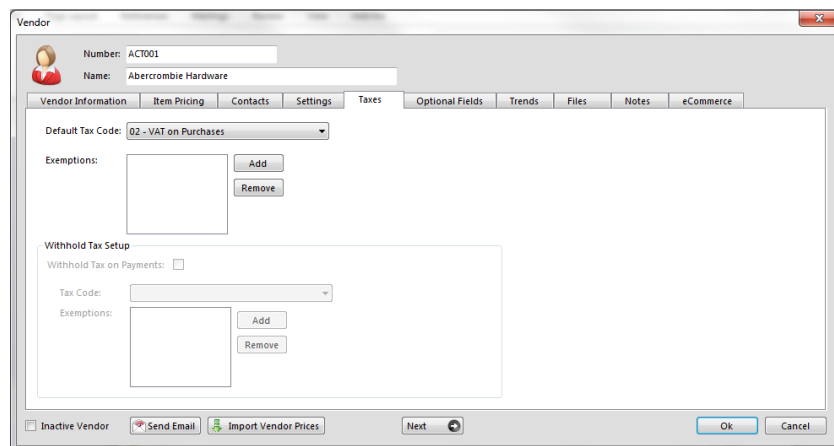
After clicking on new, you will be able to add that item from your inventory and add additional information about that item and the pricing.

Under the contacts tab, you may add the contact per of that particular supplier and the job title.

Under settings you add the terms for this vendor, the normal delivery method for documents, and you have the option to add an expense account. If you select an expense account, this account will be entered as a default when entering transactions for this vendor. The user can select a different account however; it is just a default to save entry time. Invoicing workflow can also be selected for the supplier in this tab:



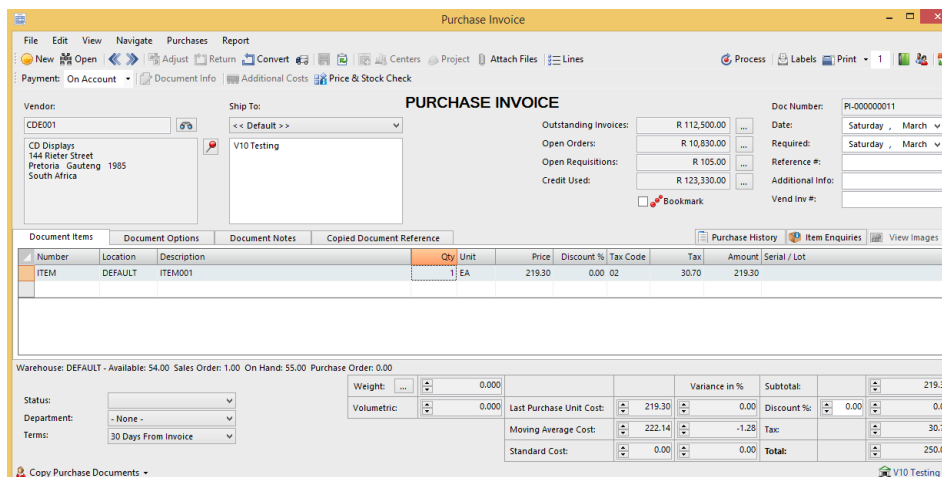
Under the taxes tab set the tax that the vendor normally charges you. You may wish to set inclusive or exclusive codes here to aid in entry. You may also set exemptions here as well.



Note: these taxes are setup under the sales taxes system in the company menu. The default code for new vendors is also setup in the sales taxes system in the company menu. See the sales taxes section for more information.

## Purchases

You access the purchases window by clicking the purchases icon on the Accounts Payable menu. The following window appears:



## Selecting a Transaction Type

The transaction to perform is selected from the icons list on the main menu. You have a choice of the following 3 options:

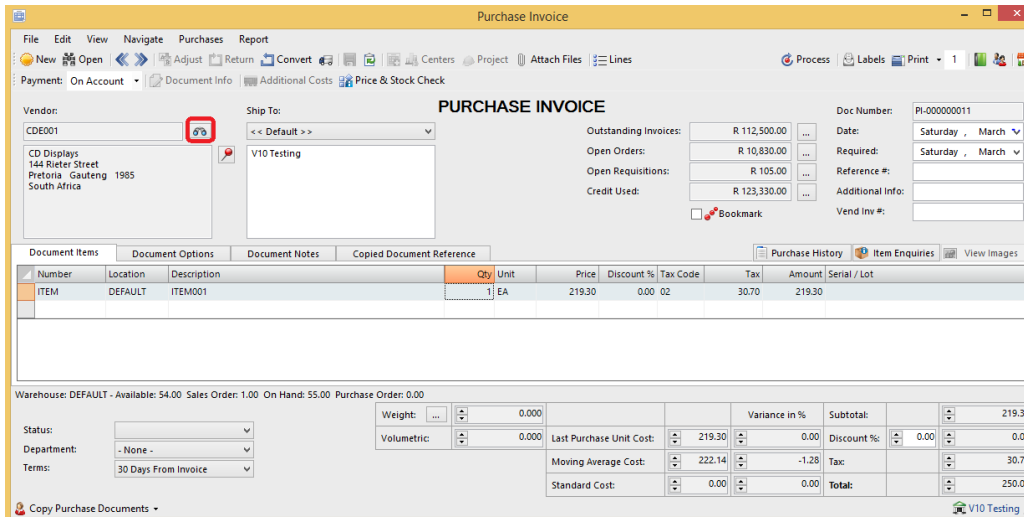
1. Invoice: Enter a supplier invoice (or convert an order or requisition).
2. Purchase Order: Enter an order for your supplier (or convert a requisition). An order has no financial implication but does show stock items as being on order. If you enter orders for your suppliers it will allow you to record the price you expect to pay and to compare that to the supplier invoice when it arrives. It also allows you to easily capture the supplier invoice by converting your purchase order.
3. Requisition: A requisition has no financial implications to the system and does not change stock at all. It can be used by your inner company employees to request items to be purchased. You can also use it to capture quotations given to you by your supplier.

## Selecting a Payment Method (Invoice Only)

The payment method selector allows you to enter if the purchase was done on account (enter into AP and pay through payments) or if you paid directly for the item(s) using cash, cheque, EFT, or other instrument. If you select any method besides on account, Palladium will enter a payment for you. The payment can be reversed in the payments window as normal. Please see payments for more information.

## Entering Transactions

The first step to entering a transaction is to select a vendor. You do this by pressing the lookup button next to the vendor text box.

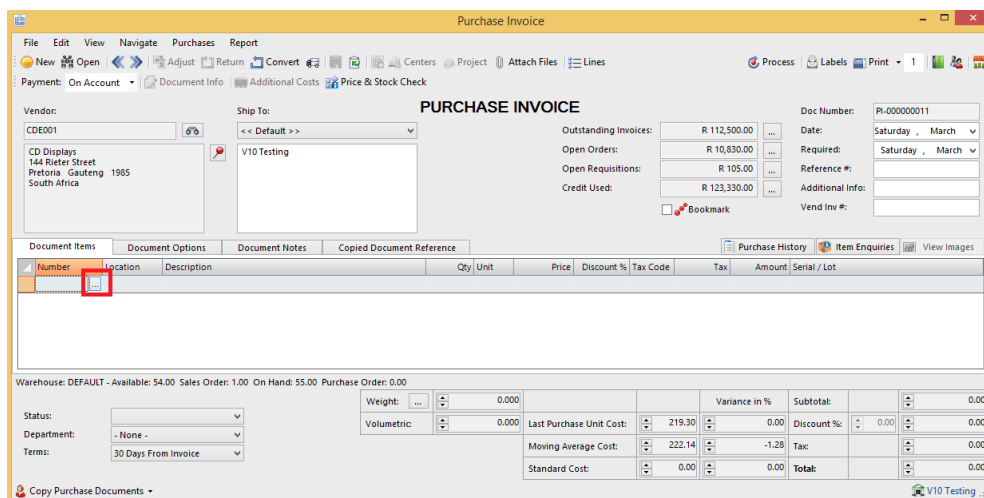


By default, your focus returns here automatically, so you should be able to just press the enter key on your keyboard. You select a vendor in the vendor lookup window and have the normal search options available to you.

The next step is to set the date (to your far right) and if entering an invoice, enter the vendor invoice number in the space provided.

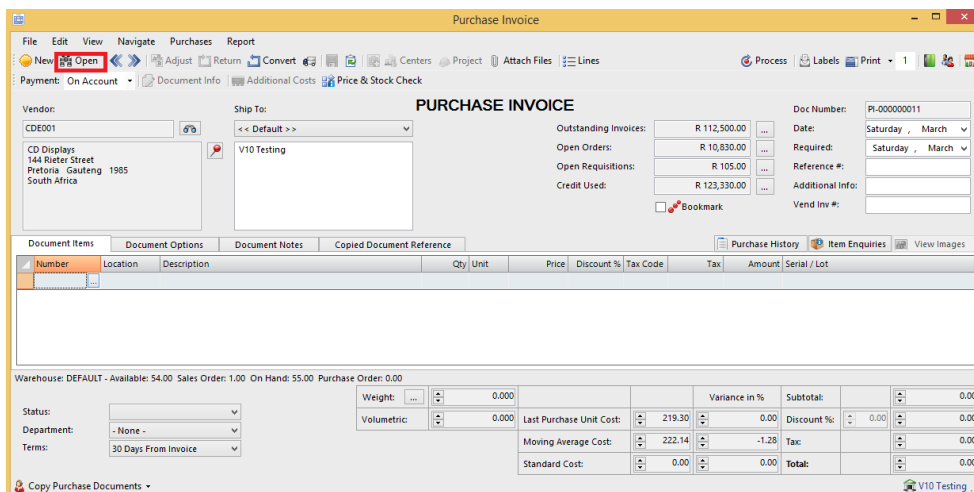
The vendor invoice number must be unique to each vendor (you cannot capture the same invoice number twice per vendor).

The next step is to tab or click to the number column in the list (far left column). You can press the lookup button in that column or press enter to lookup codes. You can also enter the code manually or use a barcode scanner in this field.



## Opening an Existing Document

At any time, you can open a previously entered document by pressing the open button. Once you have opened a document you can go to the navigation menu to move between documents easily.



## Clearing the screen or entering a new document

To clear the screens, press the new button.

## Saving and Recalling Documents

You can save documents you have entered by opening them, or you can save documents you just entered. Once you have the document on the screen, press the save button. To recall a saved document, press the new button to clear the screen and then click the recall button. Saving documents allows you to save capture time when you often have similar documents to capture over and over again.

## Changing Information or Crediting

If your administrator has allowed it, you have the option of adjusting documents and crediting them. To adjust a document, open that document and then press the adjust button. Make changes to the document as required and then record it again. Palladium will make all the necessary adjustments for you.

If you wish to credit a document, open the document and press the credit button. A credit (reverse transaction) will be entered for you automatically. You then verify that the amounts are correct and press record.

You may adjust document notes, etc., by going to the edit menu and choosing edit document info. This allows you to change the non-financial information of the document without having to adjust it.

## Orders & Requisitions

In Palladium Accounting the purchases section is used to capture and manage your supplier orders. You do this by changing the transaction type as appropriate (see purchases for more information).

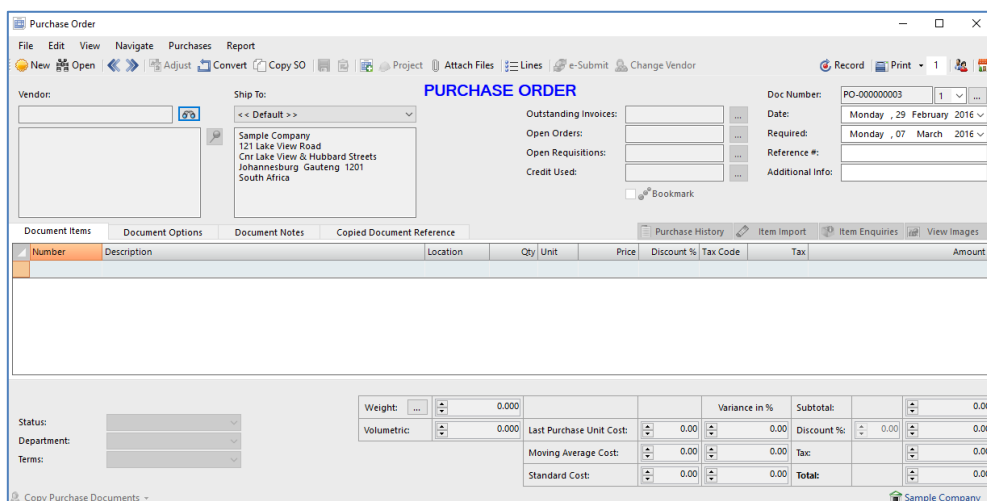
## Converting Documents

Capturing a purchase requisition or purchase order is the exact same as capturing an invoice. This is explained in the previous topic purchases. This section will cover how to convert a specific document from one type to another easily.

### Step 1:

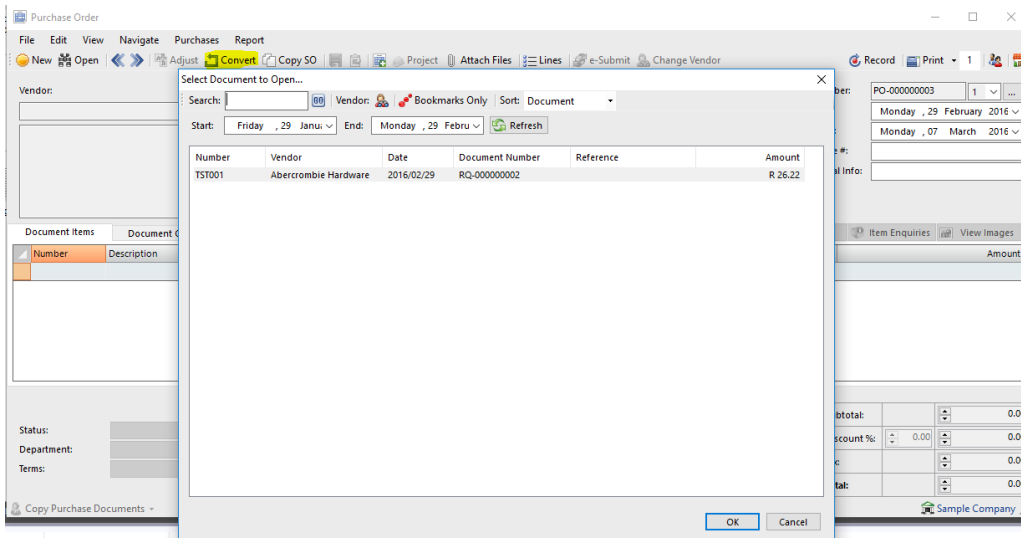
Always have the transaction type on the document you want to create. If you want to convert a purchase order to an invoice, then select invoice as the transaction type.

If you want to convert a requisition to an order, have the transaction type set to purchase order.

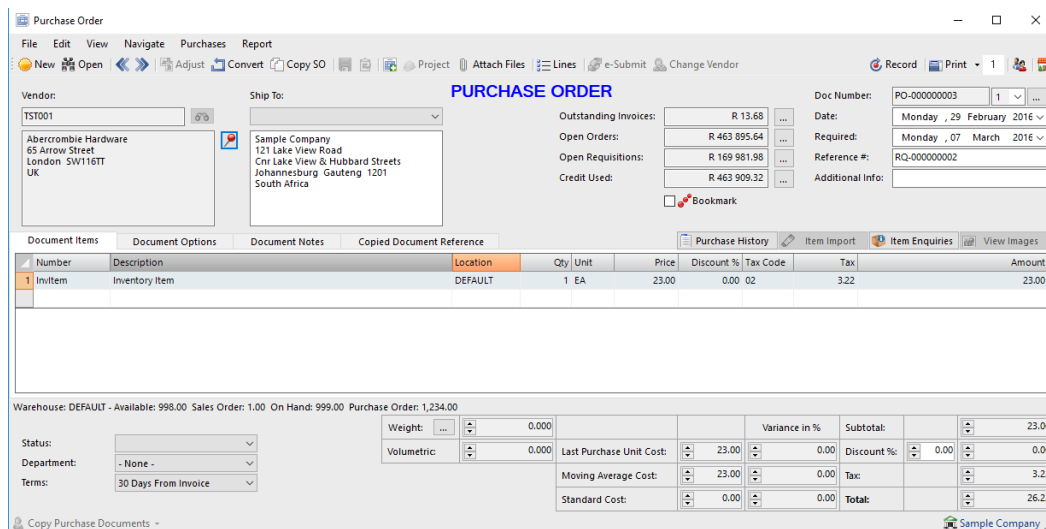


Step 2:

Press the convert button. The following window will appear:



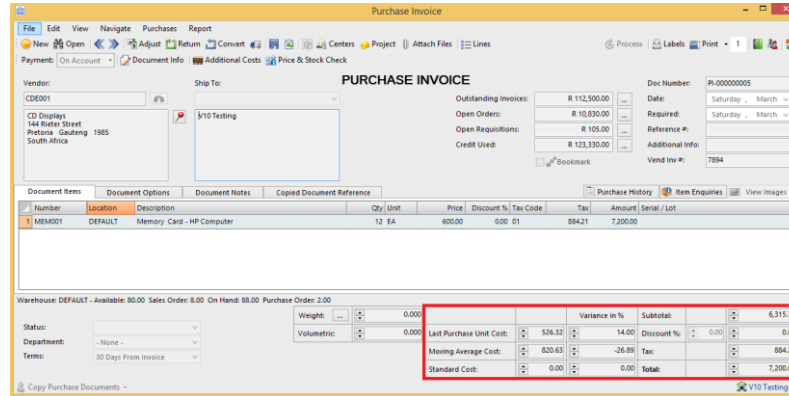
Select the requisition or order (as appropriate) in this window and then press OK. Your screen will fill with the information from the source document as follows:



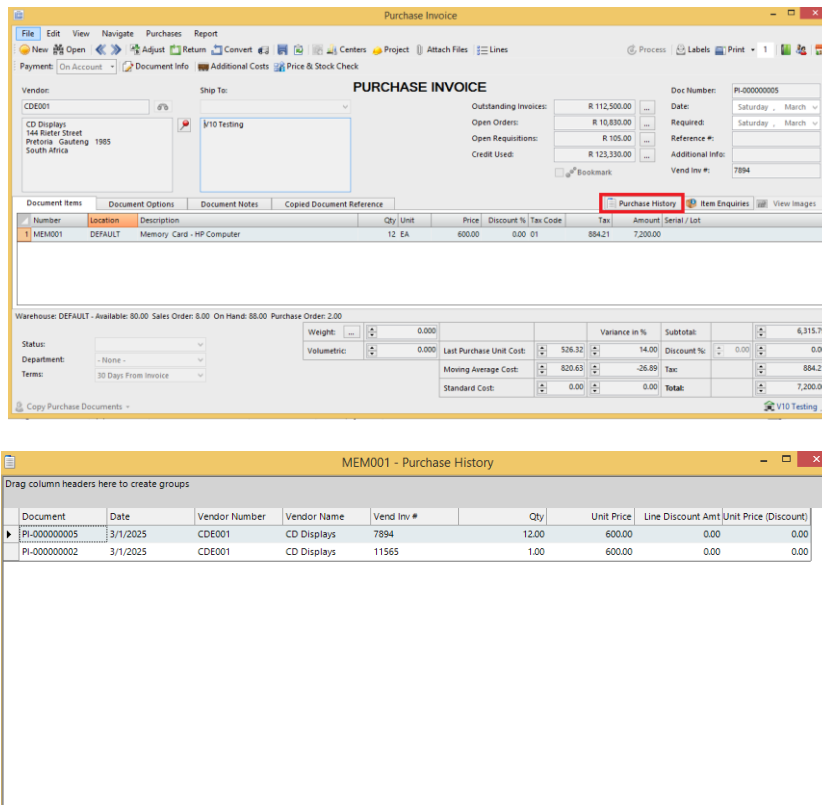
Step 3: Changing, removing, or adding items. At this point you can change items, remove items or amend details on the line items.

### Purchase Price Variance Control on Purchase Documents

You can now manage the cost prices on Purchase documents and set an allowable variance with the ability to Allow, Warn or Block the variances.



In addition, you can drill down and view previous purchase history:





## Understanding the Conversion Process

If you convert a requisition to an order (or invoice), the entire requisition is removed regardless of what is captured on the order. If you convert an order to an invoice Palladium Accounting keeps track of the quantity remaining on that order if you don't convert the order in full. If you remove a line from the invoice (as it was not received) that line will still remain on the original order. If you lower the quantity of any given line, those items will still remain on the order as well.

## Viewing the Original Document during Conversion

Sometimes you may need to view the original document while converting. This is especially handy when only partial items remain on any given order, etc. You can view the original document by going to the view menu and choosing document converting. You may also press F2 on your keyboard as well.

## Cancelling Orders

Sometimes it is necessary to cancel an order or remove a requisition that has not been converted. Removing a document will also remove the on order quantity from your inventory if you are removing a purchase order. This function can be used to remove a purchase order even if it was partially converted, as when you want to cancel the remaining items on order.

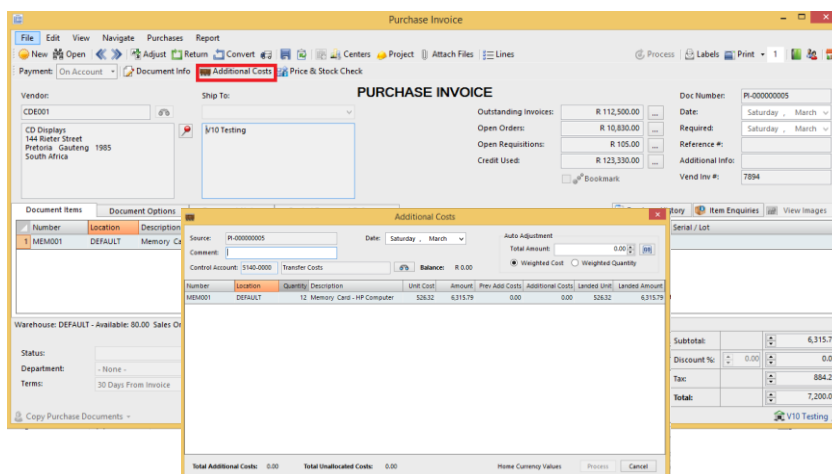
Open the document you would like to cancel (using the open procedure explained under the purchases section). Then go to the file menu and choose remove document.

The document will be marked as cleared. You can still view cleared documents in Palladium as a security feature, but for all purposes the document will not be available to be converted and your inventory will be updated (on order for purchase orders).

### Additional Cost

Landed cost adjustments allows you to add costs to your inventory items to account for different freight costs, government clearing costs, import taxes, etc. By raising the cost of your inventory to account for these additional costs, your profitability of items can be more easily determined as Palladium will calculate the selling revenue against these higher costs to obtain a gross profit on the item(s).

You can access the landed cost adjustment by opening the purchase invoice where the items were purchased under and then select landed cost adjustment from the purchases menu. The following window appears:



The first step is to set the date. Next you add a comment as necessary. Then select a control account to use, this is where the funds come from. You may then enter an amount under each item manually or allow Palladium to calculate the amounts by using the auto adjust feature at the top right (either using weighted cost or weighted quantity). When finished press OK.

It is advisable to do this as soon as possible to get the correct cost in your inventory. However, there must be at least 1 item remaining in inventory to perform this function on that item.

### Understanding the Control Account

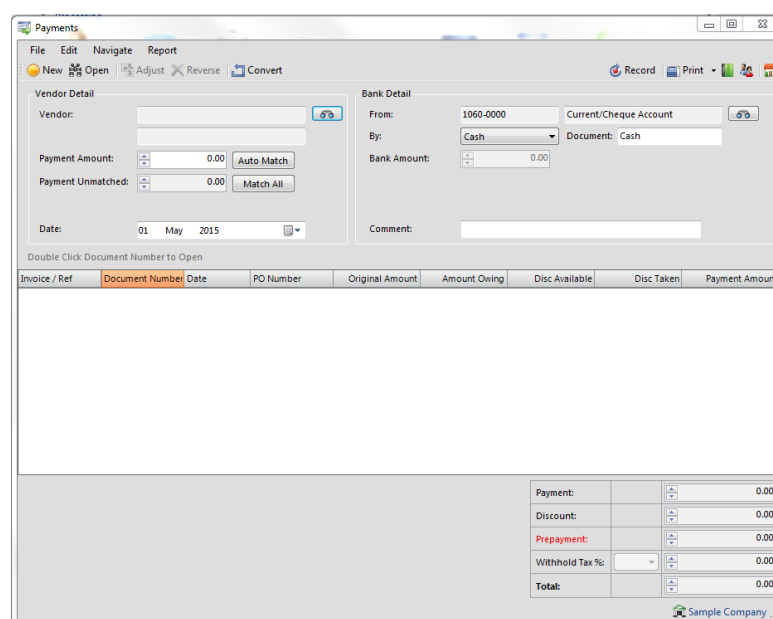
It is recommended that your setup an expense account called "landed cost adjustments". When processing expense entries for the additional import costs, use that control account to record them. Then you know how much money you need to allocate to your items using the landed cost function (the balance displays next to the find button). It also affords you control as you should have a zero balance in the landed cost control account when finished with the landed cost adjustments.

## Payments



In Palladium Accounting the payments window is used to make payments for transactions that were captured under purchases or expense entries. These entries must have been captured as the "on account" payment method. You also capture your prepayments (payments made to vendors where an invoice does not exist) in the payments windows. You also can reverse payments as appropriate regardless if they were entered under payments or captured as cash (no-account) transactions in other windows.

To access payments, click the payments icon in the home window. The following window will appear:



As with all other transaction windows, you can press new for a new transaction or open to view a previously posted transaction.

### Entering a New Payment

The first step is to find the vendor you wish to enter a payment for. Press the find button and either select or search for a vendor as appropriate. Once you have done this, you need to enter a payment amount. Do this by clicking the row in the payment amount column. If a discount is present, you may also click on the discount taken column to add it. You may also enter a discount manually in this column as well.

## Entering a Prepayment

If you have paid a vendor in advance you can enter a prepayment by entering the amount in the prepayment box in the lower right corner of the window. You can record just a prepayment without selecting any invoices to pay, or in the case of an over payment, you can select a combination of invoices and use the prepayment section to record the over payment amount.

## Reversing a Payment

If you need to reverse a payment for any reason, first open the payment and get it on the screen. Next press the reverse button. If you make a mistake on any payment you must first reverse the payment and then re-enter it again.

## Using Automatic Matching

You may enter a discount to match under discount amount and a payment amount under payment amount and then press the auto match button. Palladium will match up the appropriate amounts and enter any additional amounts as a prepayment. You may also match the entire account (including discounts) by pressing the match all button.

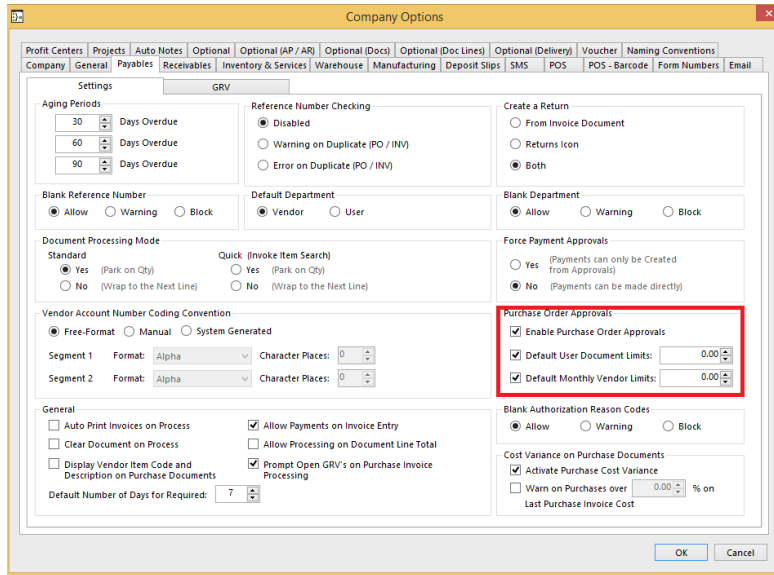
## Cancelling Prepayments or Offset Them against Invoices

If you wish to cancel a prepayment you can just click the prepayment amount under payment amount (the payment will show as negative) and then record it. Palladium will warn you that you are receiving the money back from the vendor in cash, just say yes.

If you wish to offset the prepayment against entered invoices (once the invoice has arrived) you simply click the invoice and the prepayment in the payment amount column (both should equal to zero) and then record it. The invoice will be marked as paid against the prepayment.

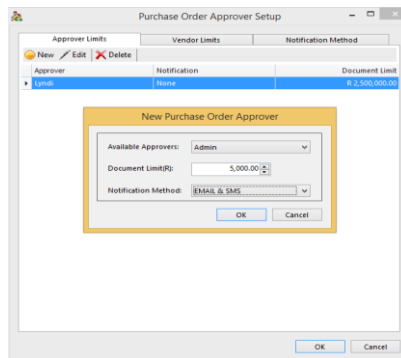
### Purchase Order Approvals

This function allows you to create a Purchase Order workflow authorisation function across the business to manage the related spend per Vendor as well as specific limits per user. You can activate the Purchase Order Approvals in the Company Options function in the Payables Tab as below:



### Approver Setup

You can setup Approval Limits by User as well as Vendor In addition you can setup notification methods for the approver by Email, SMS or both.



The approver will seed a list of documents die for approval, open the document then approve or decline the requisition.

## Tax Payments



In Palladium Accounting the tax payments processing window allows for an easy entry of your sales tax (VAT) payments. You access the tax payments processing window by selecting tax payments from the home window. The following window appears:

The screenshot shows the 'Tax Payments' window with the following fields and data:

- Definition:** VAT
- Payment Date:** 01 May 2015
- Comment:** (empty)
- Refundable Tax Worksheet:**
  - Sales Tax: 0.00
  - Purchases Tax: 0.00
  - Payment Amount: 0.00
- Bank Account:** (empty)
- Department:** - None -
- Control Account Balances:**

Show Balances as at: 01 May 2015

Account	Description	Balance
2300-0000	Sales VAT Payable	14,117.60
2160-0000	Purchases VAT Payable	-4,908.10
	<b>Total Due</b>	<b>9,209.50</b>

The first step is to select the definition you are paying (authority). Then enter the payment date and any comments. The next step is to enter the tax amounts from your sales taxes printout (report). The payment amount is calculated automatically. Next select a bank or petty cash account that you are making the payment from.

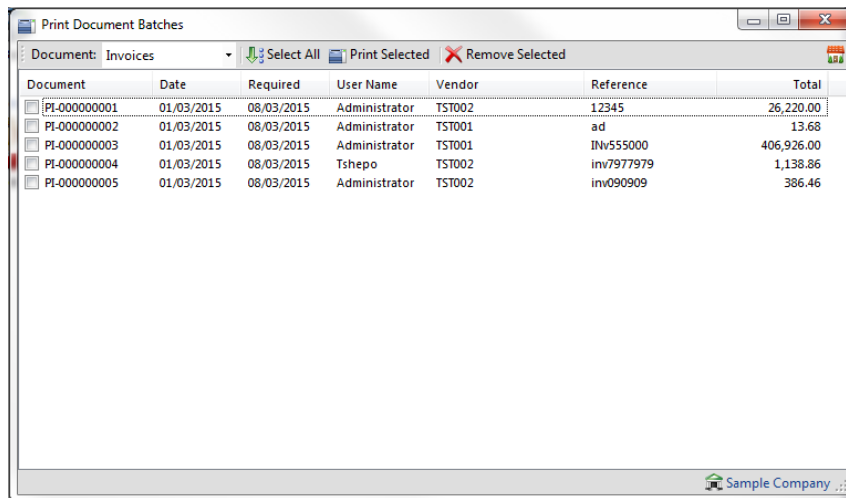
You can check to make sure your amounts are correct by entering a date and pressing the refresh button. Your control account amounts will be displayed and a total amount due calculated.

## Accounts Payable - Batch Printing



In Palladium Accounting you have the option to print your requisitions, purchase orders, and purchase invoices in batches. If you wish to print documents in batches, you must not print them in the normal processing windows. Any document that has not been printed will automatically appear here.

You access the print batches function by going to the payables tab in the home window and click on print batches. The following window will appear:



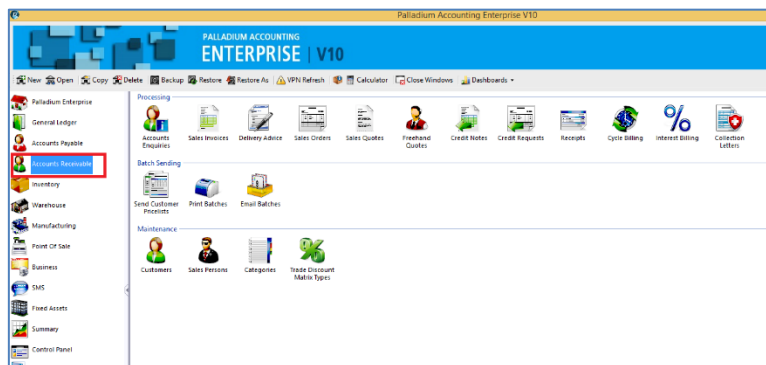
From here select a document type (requisition, order, or invoice). You may manually check the documents to print or click the select all button. The print selected button prints all the checked documents and the remove selected removes them. The print selected function will automatically remove the documents when printing is completed.

Please note: the remove selected button only removes them from the printing queue. The documents themselves are not removed.





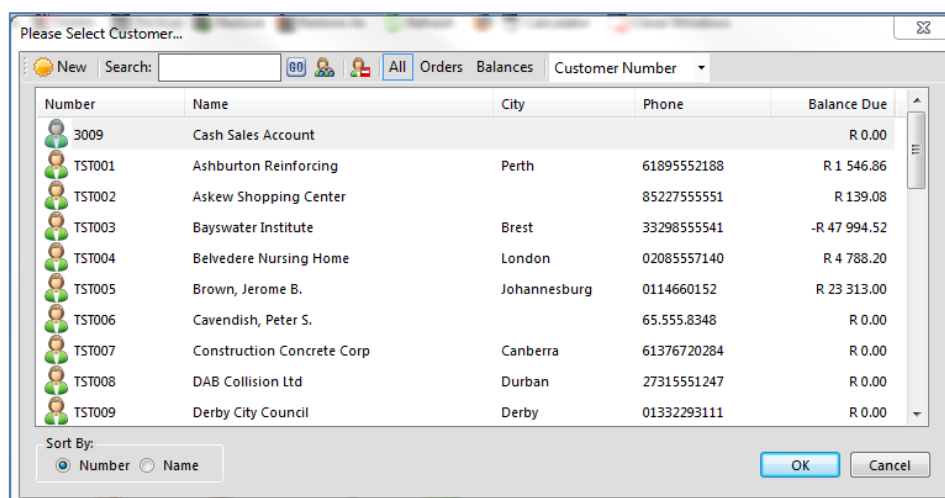
## ACCOUNTS RECEIVABLE/ CUSTOMERS



### Customers

In Palladium Accounting you must have a customer for each sale you make. All transaction windows require that you select a customer. If you have customers you sell to infrequently, you can setup a "cash customer" or "one-time customer" for this purpose. To do this, you would just enter "cash customer" as the name.

From the home window select customers. A customer list will appear as follows:



### List window Functions

As with all Palladium list windows you have the option to add a new customer, select a customer and press edit to edit them, and select a customer and press delete to remove a customer. You can only remove a customer that has not been used, or, has had all their transactions cleared (after 2 years).

### List Window Searching

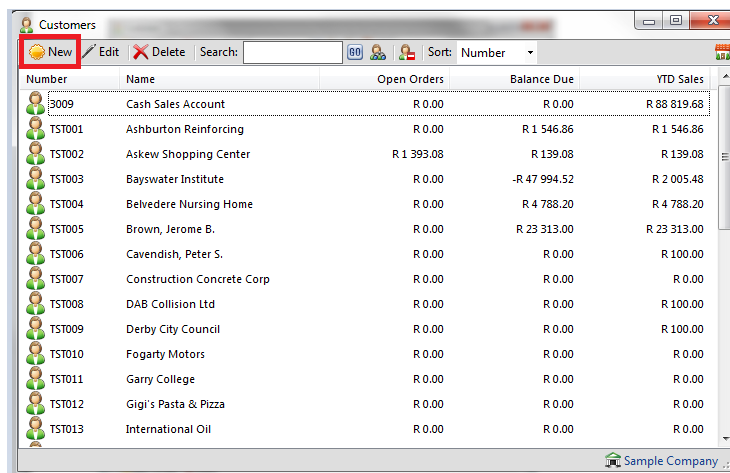
As with all Palladium list windows there is the ability to do an advanced search (click the yellow binocular button). This allows you to search for items inside text (not just the start of text) and also search by optional fields.

### List Window Filtering

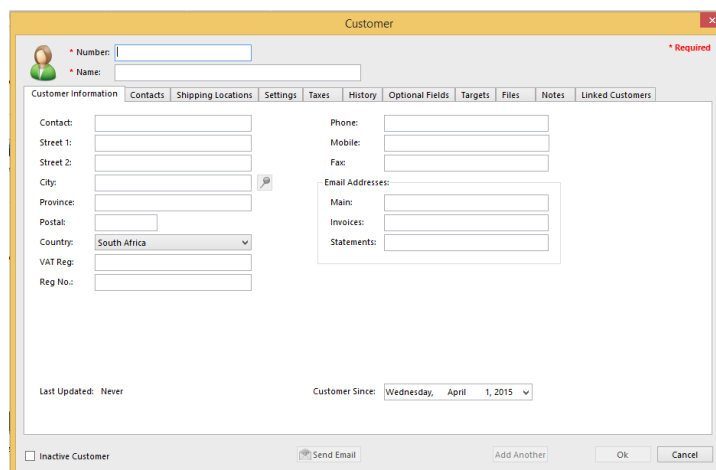
As with all Palladium list windows, by default, your inactive items remain hidden. To see inactive items, click the orange clock ("show inactive items"). The icon next to the item will also show an orange clock so that you can quickly identify which items are set inactive.

### Adding and Editing Customers

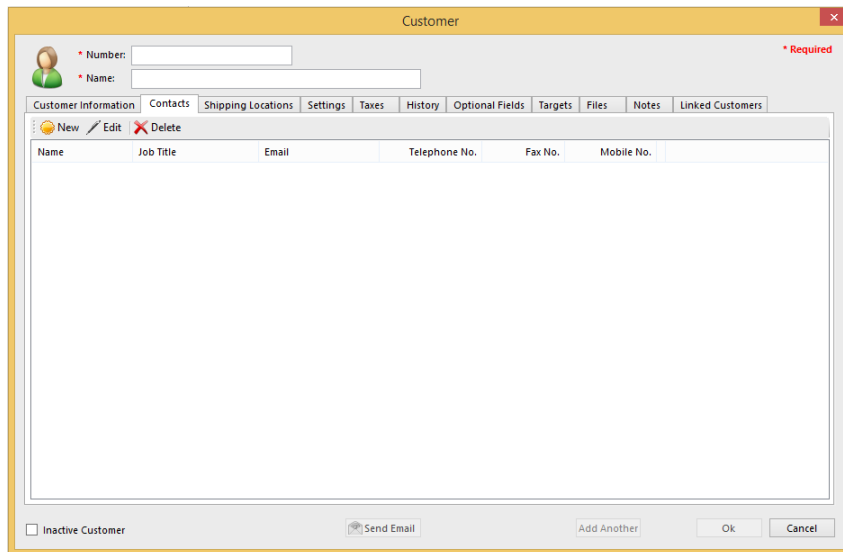
From the list window click new or edit to see the customer window as follows:



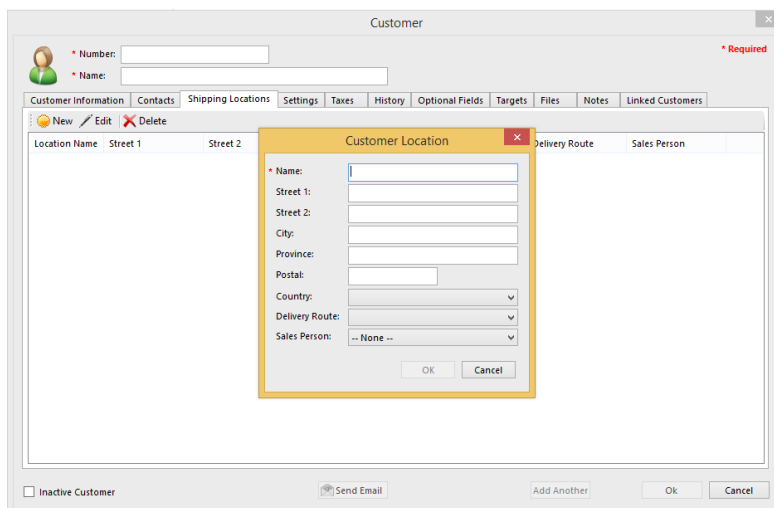
You can add customer information including contact numbers, addresses etc.



You can also add the contact person and their job title.



You can add different shipping locations for a customer:



As with setting up a vendor, there are setting that you can put in place as parameters you set for that particular client. This includes payment terms, distribution methods, tender types, etc. as per the screen below:

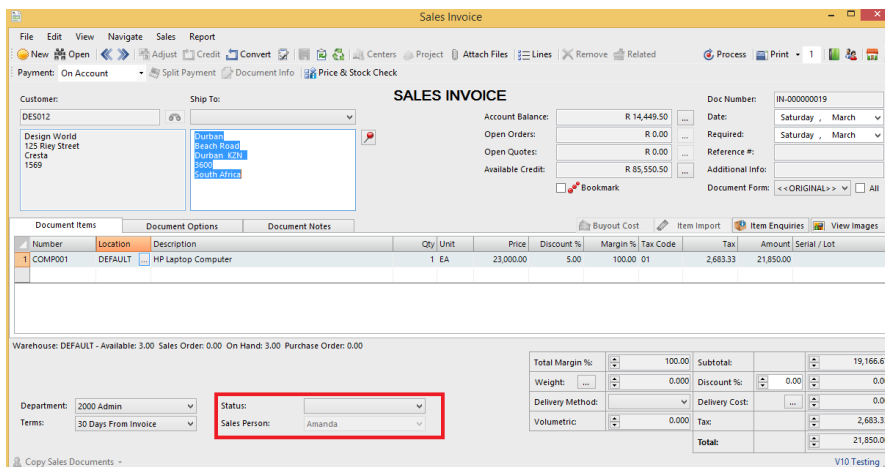
Further to this, you can add default tax types you would like to be applicable to the customer.

## Sales Persons



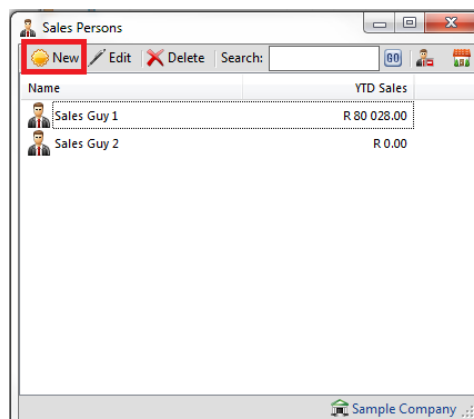
Sales Persons

In Palladium Accounting you can track your sales person performance. This allows you to pay commissions or track how well your sales staff is doing. You can select a sales person at time of quote, sales order, or invoice.



## Adding and Editing Sales Persons

From the list window click new or edit to see the sales person window as follows:



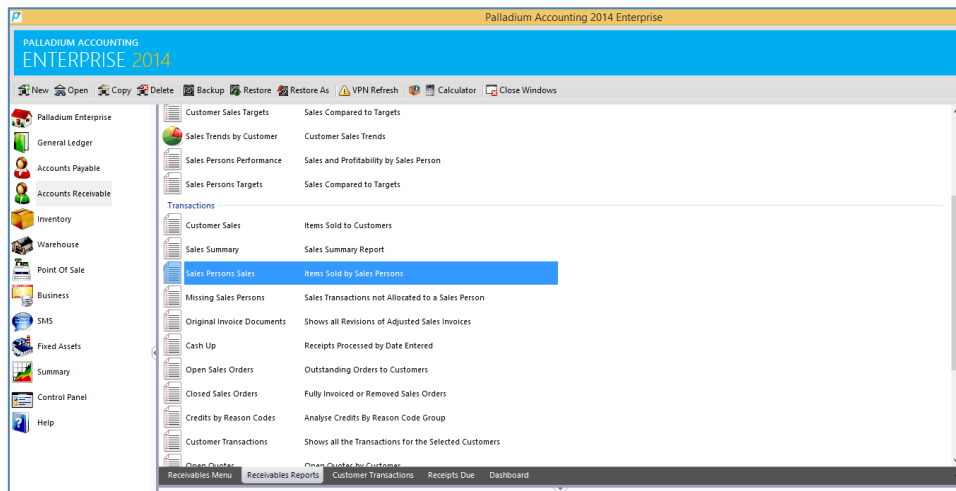
Here you can enter the sales person’s name, and contact details. You can also see their sales trends in graphical form on the trends tab.

You are able to put targets to each sales person and allocate them accordingly.

March:	10,000.00	July:	10,000.00	November:	10,000.00
April:	10,000.00	August:	10,000.00	December:	10,000.00
May:	10,000.00	September:	10,000.00	January:	10,000.00
June:	10,000.00	October:	10,000.00	February:	10,000.00

## Tracking Performance

The reports for tracking sales person performance are located on the receivables tab, reports. You have the option of sales person’s performance, sales person’s sales, and invoices that are missing allocations to sales persons.



## Selecting a Transaction Type

The transaction type drop down can be seen right under the new and open buttons. You have a choice of the following 3 options:

1. Invoice: Enter a customer invoice (or convert an order or quote).



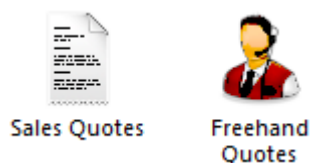
Sales Invoices

2. Sales Order: Enter an order from your customer (or convert a quotation). An order has no financial implication but does show stock items as being allocated. If you enter orders from your customers it will allow you to record the price you expect to charge them and to track orders that have not been shipped out yet. It also allows you to easily capture the customers invoice by converting your sales order.



Sales Orders

3. Quote & Freehand Quote: A quote & freehand quote, has no financial implications to the system and does not change stock at all. It can be used to capture the prices and items your customer has requested a quotation for. Once the quotation is accepted, it can easily be converted to a sales order, or directly to an invoice.



### Selecting a payment Method (Invoice Only)

The payment method selector allows you to enter if the sale was done on account (enter into AR and receive payments through receipts) or if the customer paid you directly for the item(s) using cash, cheque, EFT, or other instrument. If you select any method besides on account, Palladium will enter a receipt for you. The payment can be reversed in the receipts window as normal. Please see receipts for more information.

### Entering Transactions

The first step to entering a transaction is to select a customer. You do this by pressing the lookup button next to the customer text box. By default, your focus returns here automatically, so you should be able to just press the enter key on your keyboard. You select a customer in the customer lookup window and have the normal search options available to you. The next step is to set the date (to your far right). The next step is to tab or click to the number column in the list (far left column). You can press the lookup button in that column or press enter to lookup codes. You can also enter the code manually or use a barcode scanner in this field.

### Opening an Existing Document

At any time, you can open a previously entered document by pressing the open button. Once you have opened a document you can go to the navigation menu to move between documents easily.

### Clearing the Screen or Entering a New Document

To clear the screen, press the new button.

### Saving and Recalling a Document

You can save documents you have entered by opening them, or you can save documents you just entered. Once you have the document on the screen, press the save button. To recall a saved document, press the new button to clear the screen and then click the recall button. Saving documents allows you to save capture time when you often have similar documents to capture over and over again.



## Recalling Transactions in Bulk

You can recall invoices one by one as explained above, or alternatively, you can recall invoices in bulk. The recall in bulk button is located just next to the recall button. You simply check the invoices you wish to process and Palladium will process all of them for you automatically.

## Changing Information or Crediting

If your administrator has allowed it, you have the option of adjusting documents and crediting them. To adjust a document, open that document and then press the adjust button. Make changes to the document as required and then record it again. Palladium will make all the necessary adjustments for you. If you wish to credit a document, open the document and press the credit button. A credit (reverse transaction) will be entered for you automatically. You then verify that the amounts are correct and press record.

You may adjust document notes, etc., by going to the edit menu and choosing edit document info. This allows you to change the non-financial information of the document without having to adjust it.

## Orders & Quotes

In Palladium Accounting the sales section is used to capture and manage your customer orders. You do this by changing the transaction type as appropriate (see sales for more information).

## Converting Documents

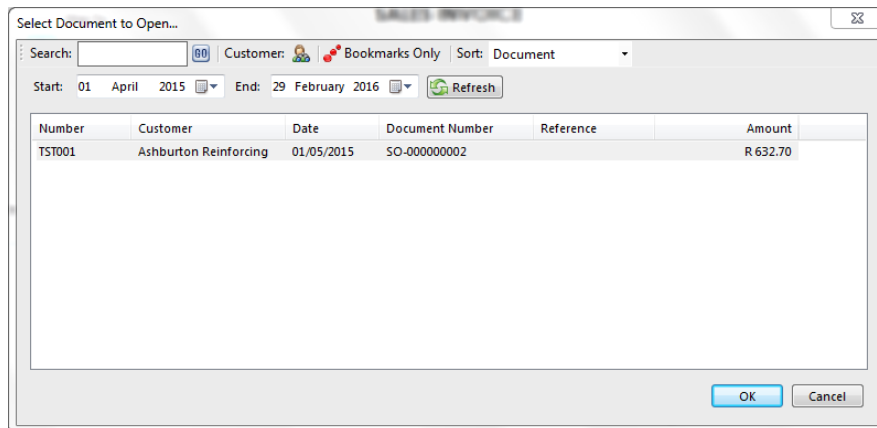
Capturing a sales quote or sales order is the exact same as capturing an invoice. This is explained in the previous topic sales. This section will cover how to convert a specific document from one type to another easily.

### Step 1:

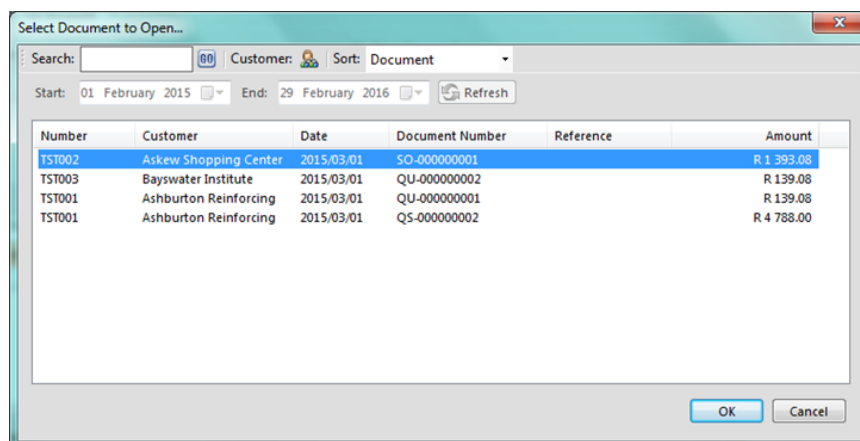
Always have the transaction type on the document you want to create. If you want to convert a sales order to an invoice, then select invoice as the transaction type. If you want to convert a quote to an order, have the transaction type set to sales order.

Step 2:

Press the convert button. The following window will appear:



Select the quote or order (as appropriate) in this window and then press OK. Your screen will fill with the information from the source document as follows:



Step 3:

Changing, removing, or adding items. At this point you can change items, remove items (click on the blue area to the far left where the numbers are and then press the delete key), or add items as appropriate.

### Understanding the Conversion Process

If you convert a quote to an order (or invoice), the entire quote is removed regardless of what is captured on the order. If you convert an order to an invoice Palladium Accounting keeps track of the quantity remaining on that order if you don't convert the order in full. If you remove a line from the invoice (as it was not sent) that line will still remain on the original order. If you lower the quantity of any given line, those items will still remain on the order as well.

## Viewing the Original Document during Conversion

Sometimes you may need to view the original document while converting. This is especially handy when only partial items remain on any given order, etc. You can view the original document by going to the view menu and choosing document converting.

## Cancelling Orders

Sometimes it is necessary to cancel an order or remove a quote that has not been converted. Removing a document will also remove the allocated quantity from your inventory if you are removing a sales order. This function can be used to remove a sales order even if it was partially converted, as when you want to cancel the remaining items on the order.

Open the document you would like to cancel (using the open procedure explained under the sales section). Then go to the file menu and choose remove document.

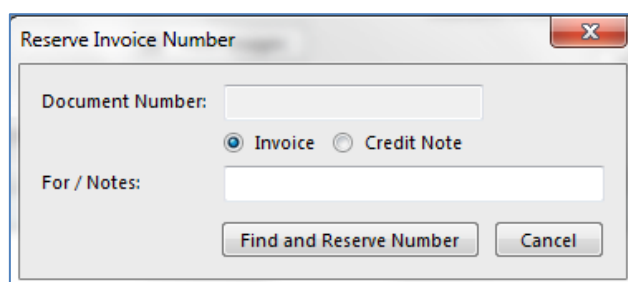
The document will be marked as cleared. You can still view cleared documents in Palladium as a security feature, but for all purposes the document will not be available to be converted and your inventory will be updated (allocated for sales orders).

## Reserve Invoice Numbers

In Palladium you can reserve invoice numbers for use later. This can be handy when quoting specific invoice numbers to customers over the telephone and you don't have enough information at the time to actually enter the invoice.

### Reserve a Number

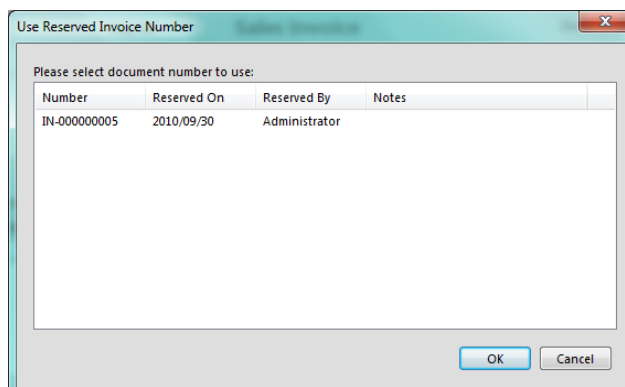
In the sales window select invoice under transaction type. Then select reserve invoice number from the sales menu. The following window will appear:

A screenshot of a software dialog box titled "Reserve Invoice Number". It contains a text input field for "Document Number:", two radio buttons labeled "Invoice" (selected) and "Credit Note", and another text input field for "For / Notes:". At the bottom, there are two buttons: "Find and Reserve Number" and "Cancel".

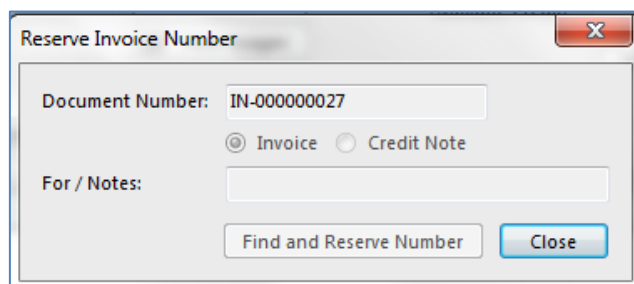
Determine if you would like to reserve an invoice or credit note number and then press the find and reserve number button to get your reserved document number:

### Using a Reserved Number

When you are ready to enter your invoice, select the menu option: use reserved number under the sales menu in the sales window. The following window appears:



Click on the document number to use and press the OK button.



### Copy Sales Order to Purchase Order

Palladium enables you to create Purchase Order from a Sales order. You do so by selecting the Copy SO option and this will bring up all Sales Orders, where you can select the Sales Order to copy. This function is useful when ordering according to your anticipated customer requirements.

### Freehand Quotes

Freehand Quotes allows you to create a quotation for a non-existing item. You will also have the option of selecting a supplier for an item and also create a purchase document for the supplier. Once recorded, you can select to convert to an Accounts Payable document.

You also have the option to convert to Accounts Receivable documents, once selecting the option to convert the screen below will appear, prompting whether to create the item.

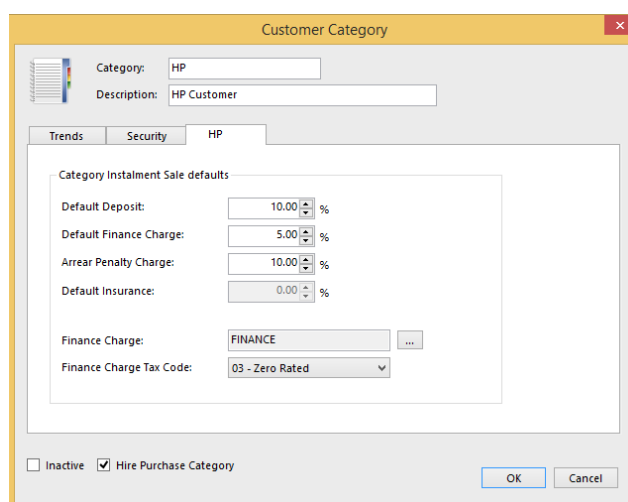
On the Vendors Tab whilst creating the item, the Vendor you selected on the FreeHand quotes will automatically be created as a preferred vendor. You may however change this to a different vendor should you need to.

Once the Item is created, you can then record the document once completed. The Item has been created and also invoiced to.

## Instalment Sale Terms (HP)

The instalment Sale Terms or Hire Purchase option allows you to sell goods over a fixed-term Period, managing the payment terms, deposits and even additional charges such as Finance charges and Insurance, with the ability to print a custom contract or agreement.

You would first create a customer category:

A screenshot of the "Customer Category" dialog box in a software application. The dialog has a title bar with "Customer Category" and a close button. It contains several input fields: "Category:" with the value "HP", and "Description:" with the value "HP Customer". Below these are tabs for "Trends", "Security", and "HP", with "HP" selected. A section titled "Category Instalment Sale defaults" contains several fields: "Default Deposit:" (10.00 %), "Default Finance Charge:" (5.00 %), "Arrear Penalty Charge:" (10.00 %), and "Default Insurance:" (0.00 %). Below this section are "Finance Charge:" (FINANCE) and "Finance Charge Tax Code:" (03 - Zero Rated). At the bottom, there are checkboxes for "Inactive" (unchecked) and "Hire Purchase Category" (checked), along with "OK" and "Cancel" buttons.

Here you will set the default Instalment Sale Terms at Customer Category Level that will be used during the creation process of the Instalment Sale transactions.

At the time of Invoicing you have the ability to add the relevant details to the specific Instalment Sale transaction adjusting the details like Insurance and Deposit values.

## Accounts Receivable Document Discounts

You can apply discounts on the following documents:

- Sales Quotes
- Sales Invoices
- Sales Orders

You can firstly setup on the feature by allowing or disallowing the user to grant discounts. This feature grants you security at user level.

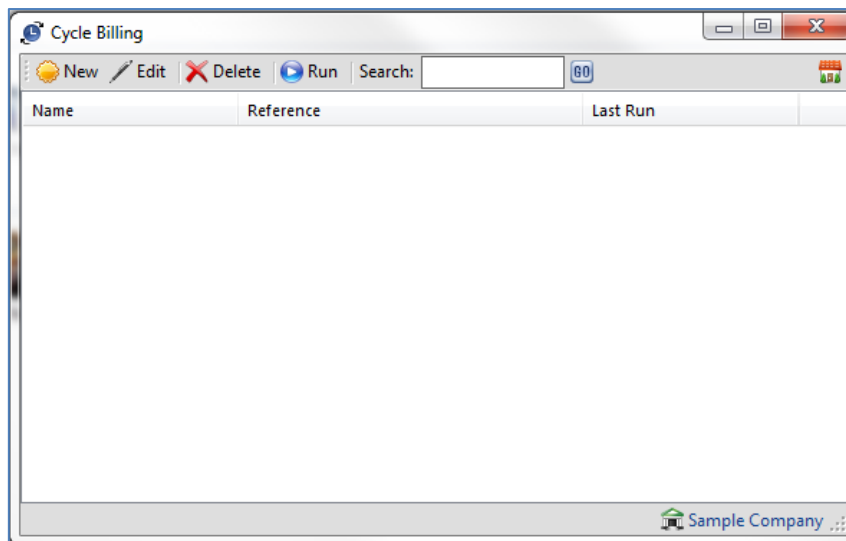
To process the discount at line level you can change on the line item level, which will apply a discount for only that item. You also have the option to process a discount at invoice level which discounts the entire document.

### Cycle Billing



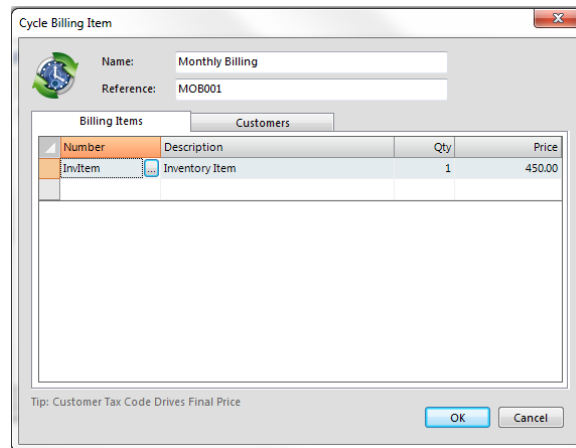
In Palladium Accounting you can save a billing template with items, link those items to customers, and then invoice all the customers based on the template with a single click. This functionality is called cycle billing. You can access cycle billing under the receivables tab, by clicking on the cycle billing icon.

The following window will appear:

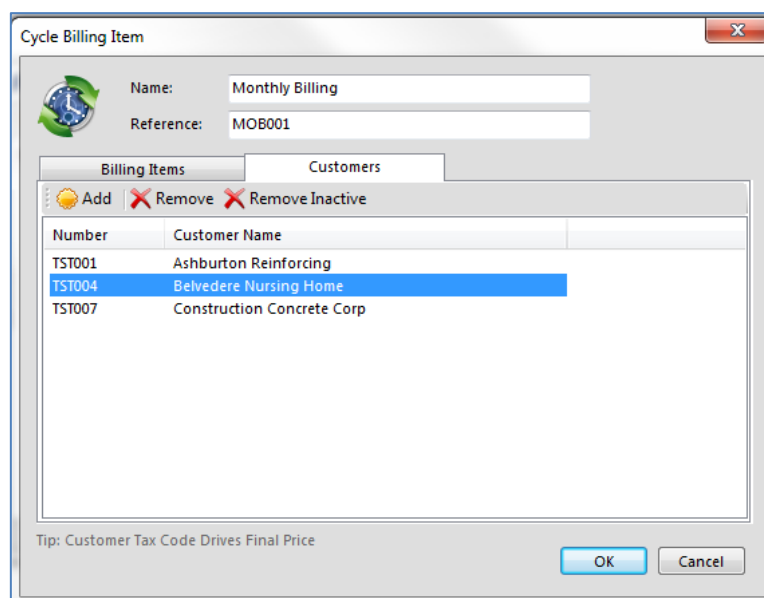


### Adding a New Cycle Billing Item

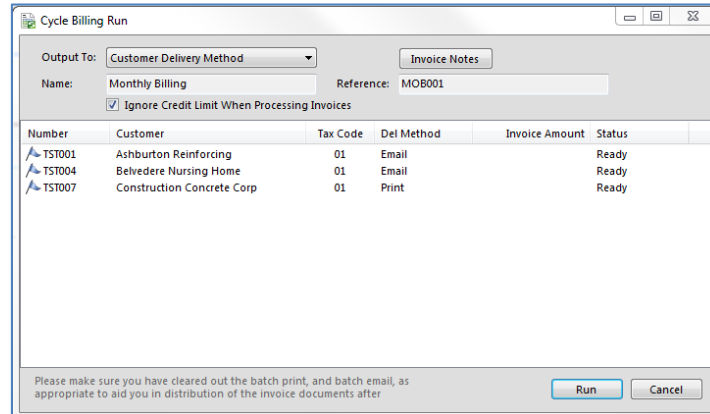
The first step is to give the billing item a name (monthly invoices for example) and enter the reference you would like to appear on the invoices. You then enter the billing items just as you would an invoice by selecting items, entering a description, entering quantity, and finally the price. Please note, the final price charged to the customer will be based on their tax code (adding taxes, exempt from taxes, etc.)



On the customer’s tab you add your customers into the billing item. You can select more than one customer to add by using the shift / control keys as appropriate. Later you can come back and edit this cycle item and press the remove inactive button to automatically remove customers that have been set as inactive since you added them. This is very handy for situations where the customer no longer should be billed on your billing cycles.



### Running the Cycle Billing Item

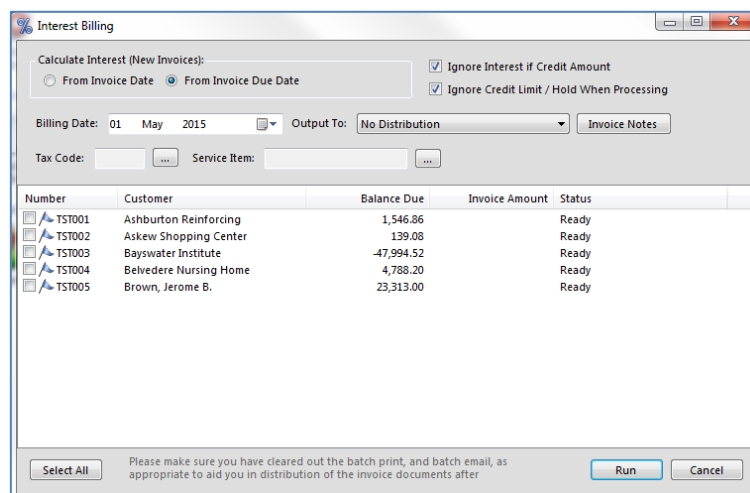


From the cycle billing window select a cycle item and press the run button. Here you can select the output option (print, email, etc.), change your session date (the date used on the invoices generated), and invoice notes. It is very important that you clear out the batch email and batch print functions so you can deliver your newly generated invoices easily. You can also choose to ignore the credit limit when processing invoices. If this is not checked, the invoice will not be processed and you will be notified of the error. If processing stops for any reason, you can resume processing the remaining invoices by pressing the continue button (the run button will change to continue).

### Interest Billing



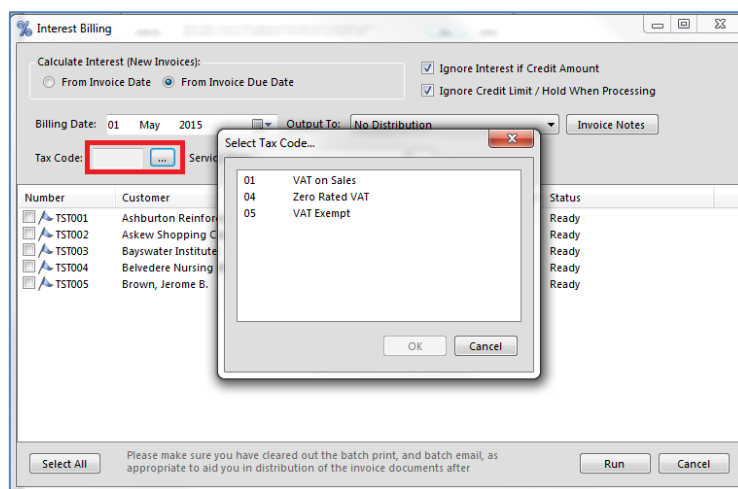
In Palladium Accounting you can easily charge your customers interest for overdue accounts. Under the receivables tab, select interest billing. The following window will appear:



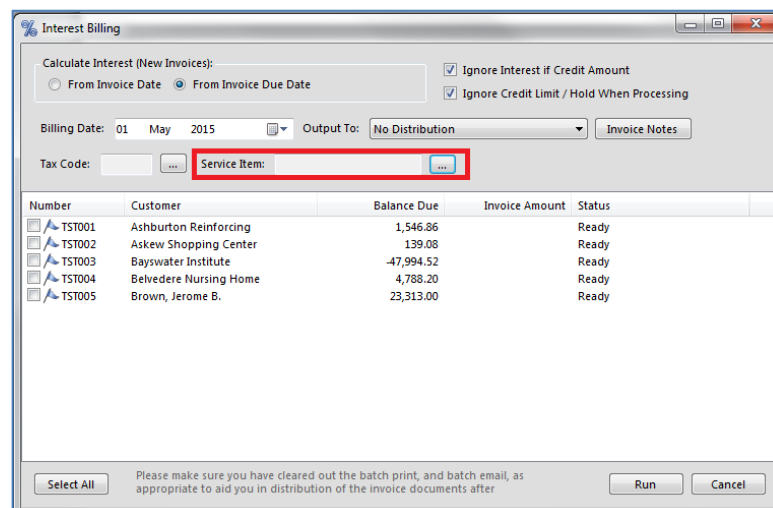


Here you can choose if you would like to charge interest from the invoice date (the actual date of the invoice) or the invoice due date (as specified under the customer's terms). This is for new invoices only. Palladium will remember when interest was last charged on an invoice and only charge interest from that date forward. You cannot bill interest twice even if you run the interest billing utility twice. Continue by selecting the billing date (date on the invoice for interest), the output method (print, email, none), and any notes you would like to appear on the invoices generated. You also enter your interest rate (annual percentage rate).

The final step is to select a tax code for the invoices (your tax law may require you to charge taxes on interest or may not),



and finally select a service item to bill the interest to.

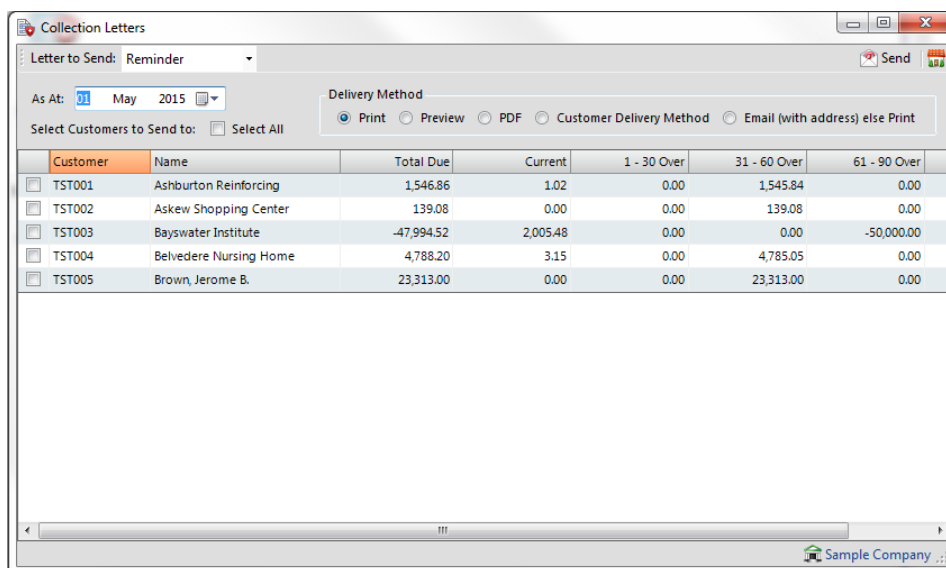


You can select all customers by checking them, or individual customers. The current amount due (based on billing date) is shown for each customer. The ignore interest if credit amount will cause Palladium to skip any customer that would have credit interest (would be a credit note). If you allow interest on credit balances, then clear this checkbox. The ignore credit limit / credit hold allows you to process interest invoices for customers even though their accounts have been placed on hold or have exceeded their credit limit. If this checkbox is clear, the processing will error and allow you to make changes to the invoice as necessary. You can then return to the interest billing window and continue processing the remaining items.

### Collection Letters



In Palladium Accounting you can easily remind your customers when their accounts become overdue. Under the receivables tab, select collection letters. The following window will appear:



### Setting up Collection Letters

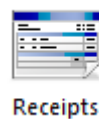
The first step is to verify that your collection letters ("templates") are customized properly and linked under forms setup. You will find the 3 different letters under the forms directory in your installation folder. You can customize each letter with your specific text and company logo, and place in your customized forms folder. For more information on setting up forms and linking them into Palladium, please see forms setup under company setup.

### Sending Collection Letters

To send out collection letters, first select the letter (form) you wish to send in the drop down at the top of the screen.

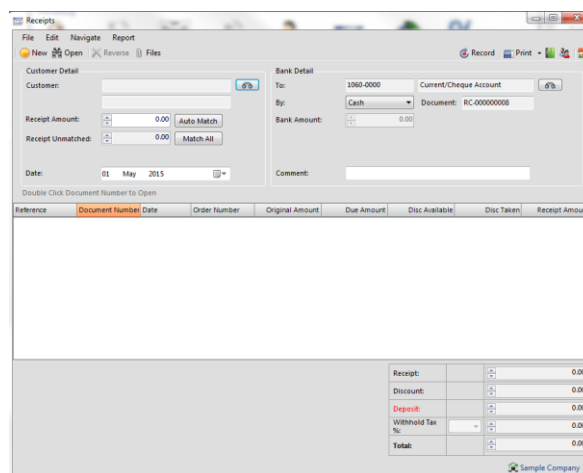
1. Set the as at date to get the appropriate balances.
2. Select customers to send letters to by checking the box to the left of their name, or checking the select all box.
3. Select a delivery method you would like to use.
4. Press the send button.

### Receipts



In Palladium Accounting the receipts window is used to record payments for transactions made by your customers. These entries must have been captured as the "on account" payment method. You also capture your deposits (payments made to you where an invoice does not exist) in the receipts window. You also can reverse receipts as appropriate regardless if they were entered under receipts or captured as cash (non-account) transactions in other windows.

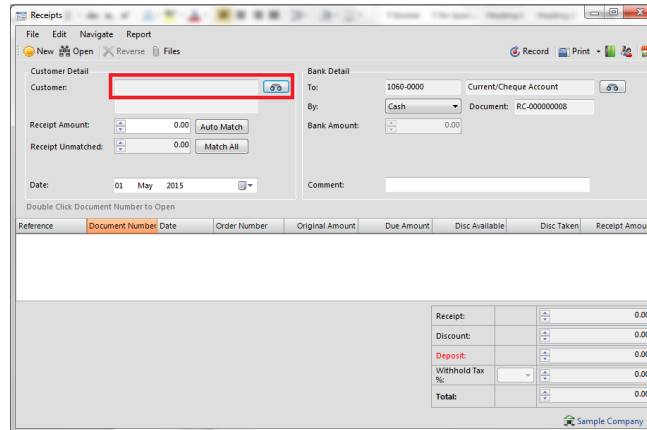
To access receipts, click the receipts icon in the home window. The following window will appear:



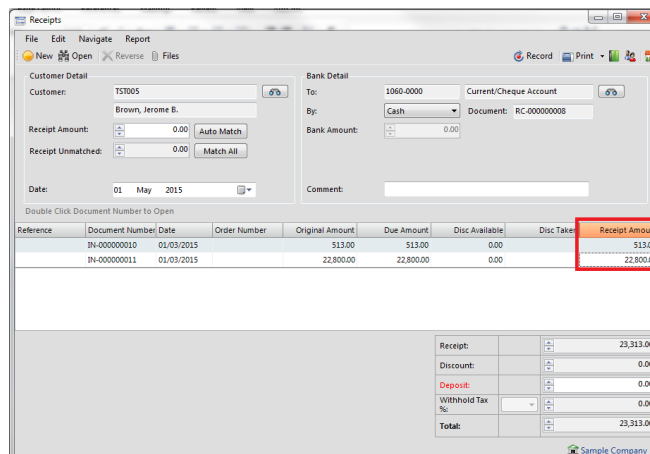
As with all other transaction windows, you can press new for a new transaction or open to view a previously posted transaction.

### Entering a New Receipt

The first step is to find the customer you wish to enter a receipt for. Press the find button and either select or search for a customer as appropriate.



Once you have done this, you need to enter a receipt amount. Do this by clicking the row in the receipt amount column.



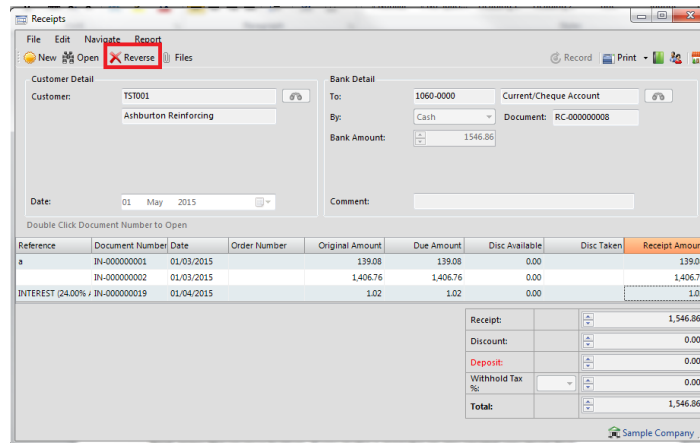
If a discount is present, you may also click on the discount taken column to add it. You may also enter a discount manually in this column as well.

### Entering a Deposit

If your customer paid you in advance you can enter a deposit by entering the amount in the deposit box in the lower right corner of the window. You can record just a deposit without selecting any invoices to pay, or in the case of an over payment, you can select a combination of invoices and use the deposit section to record the over payment amount.

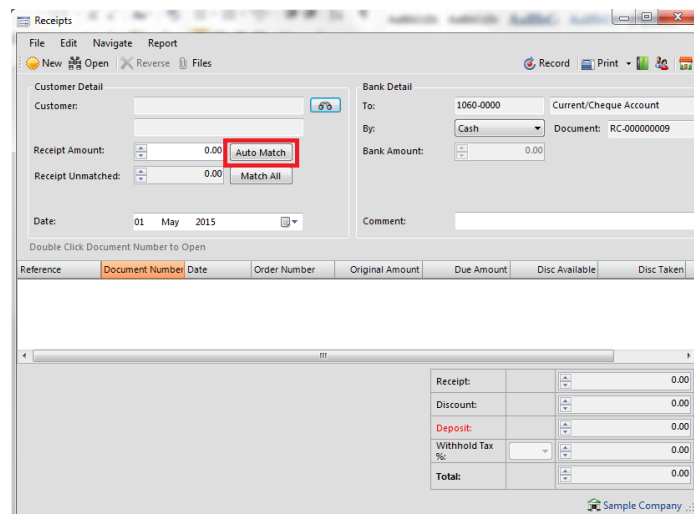
## Reversing a Receipt

If you need to reverse a receipt for any reason, first open the receipt and get it on the screen.



Next press the reverse button. If you make a mistake on any receipt you must first reverse the receipt and then re-enter it again.

## Using Automatic Matching



You may enter a discount to match under discount amount and a receipt amount under receipt amount and then press the auto match button. Palladium will match up the appropriate amounts and enter any additional amounts as a deposit. You may also match the entire account (including discounts) by pressing the match all button.

## Cancelling Deposits or Offset Them against Invoices

If you wish to cancel a deposit you can just click the deposit amount under receipt amount (the receipt will show as negative) and then record it. Palladium will warn you that you are paying the money back to the customer in cash, just say yes.

If you wish to offset the deposit against entered invoices (once the invoice has been entered) you simply click the invoice and the deposit in the receipt amount column (both should equal to zero) and then record it. The invoice will be marked as paid against the deposit.

## Correcting Entries for Customers That Don't Pay (WRITE OFF)

When customers pay late, you may want to charge them a penalty. You would do this under the sales window by creating a new invoice and entering the charge as appropriate. If a customer refuses to pay and you are unable to collect, you may need to write off the balance as bad debt. You have 3 ways to achieve this:

### Invoice Method

You can create a bad debt service item and link it to a bad debt account set, and then enter the amounts as a credit note in the sales section (as an invoice). You can also just enter a credit note for the sale as an invoice under the sales section.

### Receipt Method

Process a receipt but use a bad debt account under the bank account selector. If you have an expense account in your ledger that has a bad debt account class, it will appear in your bank account selection window when you browse for bank accounts. Process the receipt as normal and record it. Your receipt will clear the customer's account and make an entry for the costs in the bad debt account. However, you will not recover any sales taxes this way (if you are allowed to do so).

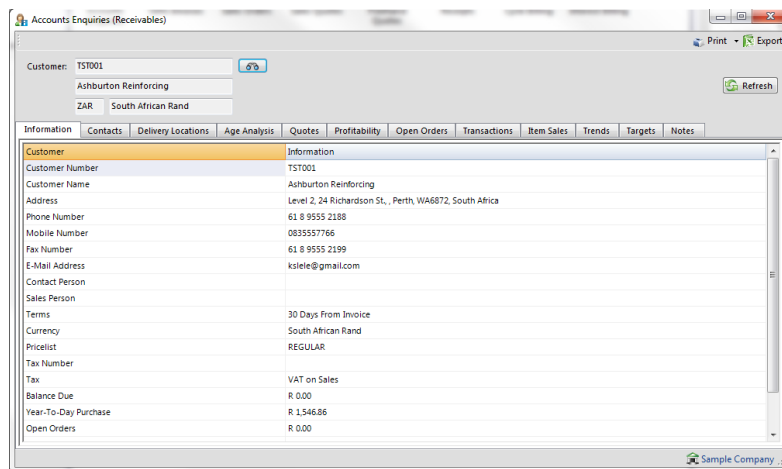
### Discount Method

Process a receipt for the amounts but enter the full amount of the invoices in the discount column. You can recover your sales taxes you charged when you press record (they will be calculated for you).

## Accounts Receivable - Accounts Enquiries

In Palladium Accounting the accounts enquiries are used to quickly see entries on a customer's account and drill down into them. You first start by selecting the customer by pressing the find button. Once the customer history is on the screen, you can drill into any document by double clicking on it.

The accounts browser allows quick and complete access to any account.



The enquiry screens allow a separate and secure view into all the general information and settings relating to a specific Customer, Supplier, Stock item or general Ledger account, alleviating the need to access the Customer Edit Function. The current customer enquiry includes the following tabs:

- Information
- Delivery locations
- Age analysis (with document drill down)
- Quotes (all customer quotes created for the date range selection with drill-down)
- Profitability (customer monthly sales and profitability)
- Orders (details of all open orders by item)
- Transactions (full customer transaction listing)
- Sales (product sales by item for a specific date range)
- Trends – graphical monthly sales trends)
- Targets – listing of the Customer’s monthly targets

### Accounts Receivable - Batch Printing



Print Batches

In Palladium Accounting you have the option to print your quotes, sales orders, and sales invoices in batches. If you wish to print documents in batches, you must not print them in the normal processing windows. Any document that has not been printed will automatically appear here. You access the print batches function by going to the receivables menu and click on print batches. The following window will appear:

Document	Date	Required	User Name	Customer	Reference	Total
<input type="checkbox"/> IN-000000001	01/03/2015	08/03/2015	Administrator	TST001	a	139.08
<input type="checkbox"/> IN-000000002	01/03/2015	08/03/2015	Administrator	TST001		1,406.76
<input type="checkbox"/> IN-000000003	01/03/2015	08/03/2015	Administrator	TST002		139.08
<input type="checkbox"/> IN-000000010	01/03/2015	08/03/2015	Tshepo	TST005		513.00
<input type="checkbox"/> IN-000000011	01/03/2015	08/03/2015	Tshepo	TST005		22,800.00
<input type="checkbox"/> IN-000000012	01/03/2015	08/03/2015	Tshepo	TST004		4,785.05
<input type="checkbox"/> IN-000000016	01/03/2015	08/03/2015	Tshepo	TST006		100.00
<input type="checkbox"/> IN-000000017	01/03/2015	08/03/2015	Tshepo	TST008		100.00
<input type="checkbox"/> IN-000000018	01/03/2015	08/03/2015	Tshepo	TST009		100.00
<input type="checkbox"/> IN-000000019	01/04/2015	01/04/2015	Tshepo	TST001	INTEREST (24.00% A...	1.02

From here select a document type (quote, order, or invoice). You may manually check the documents to print or click the select all button. The print selected button prints all the checked documents and the remove selected removes them. The print selected function will automatically remove the documents when printing is completed. Please note: the remove selected button only removes them from the printing queue. The documents themselves are not removed.

### Accounts Receivable - Batch Email



Email Batches

In Palladium Accounting you have the option to email your quotes, sales orders, and sales invoices in batches. If you wish to email documents in batches, you must not email them in the normal processing windows. Any document that has not been mailed will automatically appear here.



You access the email batches function by going to the receivables menu and click on email batches. The following window will appear:

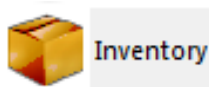
Document	Date	Required	User Name	Customer	Reference	Total
<input type="checkbox"/> IN-000000001	01/03/2015	08/03/2015	Administrator	TST001	a	139.08
<input type="checkbox"/> IN-000000002	01/03/2015	08/03/2015	Administrator	TST001		1,406.76
<input type="checkbox"/> IN-000000003	01/03/2015	08/03/2015	Administrator	TST002		139.08
<input type="checkbox"/> IN-000000005	01/03/2015	01/03/2015	POS2	3009	Drawer1	1,539.00
<input type="checkbox"/> IN-000000006	01/03/2015	01/03/2015	POS2	3009	Drawer1	3,192.00
<input type="checkbox"/> IN-000000007	01/03/2015	01/03/2015	POS2	3009	Drawer1	2,277.72
<input type="checkbox"/> IN-000000008	01/03/2015	01/03/2015	POS2	3009	Drawer1	1,012.32
<input type="checkbox"/> IN-000000009	01/03/2015	01/03/2015	POS2	3009	Drawer1	770.64
<input type="checkbox"/> IN-000000010	01/03/2015	08/03/2015	Tshepo	TST005		513.00
<input type="checkbox"/> IN-000000011	01/03/2015	08/03/2015	Tshepo	TST005		22,800.00
<input type="checkbox"/> IN-000000012	01/03/2015	08/03/2015	Tshepo	TST004		4,785.05
<input type="checkbox"/> IN-000000013	01/03/2015	01/03/2015	POS1	3009	Drawer1	80,028.00
<input type="checkbox"/> IN-000000014	01/03/2015	01/03/2015	POS2	3009	Drawer 2	0.00
<input type="checkbox"/> IN-000000015	01/03/2015	01/03/2015	POS2	3009	Drawer 2	0.00
<input type="checkbox"/> IN-000000016	01/03/2015	08/03/2015	Tshepo	TST006		100.00
<input type="checkbox"/> IN-000000017	01/03/2015	08/03/2015	Tshepo	TST008		100.00
<input type="checkbox"/> IN-000000018	01/03/2015	08/03/2015	Tshepo	TST009		100.00
<input type="checkbox"/> IN-000000019	01/04/2015	01/04/2015	Tshepo	TST001	INTEREST (24.00% A...	1.02

From here select a document type (quote, order, or invoice). You may manually check the documents to email or click the select all button. The email selected button emails all the checked documents and the remove selected removes them. The email selected function will automatically remove the documents when emailing is completed.

Please note: the remove selected button only removes them from the queue. The documents themselves are not removed.



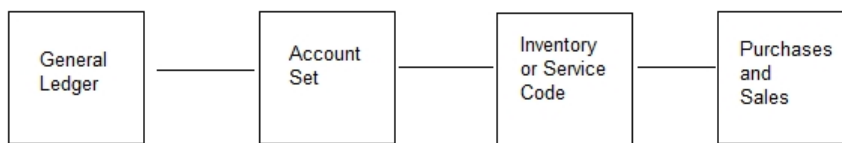
## INVENTORY



The Inventory & Services list in Palladium allows you to purchase and sell goods and services. Each inventory (stock) and service (non-stock) item is linked to an account set to tell Palladium how to process a particular transaction. Optionally, you can also categorize your inventory & services to offer a secondary reporting solution based on a different line of business principal.

### HOW INVENTORY LINKS TO THE LEDGER

When you are setting up Palladium it is important that the financial manager creates the appropriate account sets that will be used later to create inventory and service items. While this is an extra management step, it does afford some control over the item creation process. The staff creating items does not need to know the underlying accounts to use, they simply just pick the correct account set. Also, if the financial manager decides to change accounts later, they only need to update the account set and all items linked to that set are automatically updated.



Having all your sales and purchase transactions linked to an item code also make is much easier to do reporting. You can run your sales and profitability reports on any code in the system. If this item code was not enforced, you could have figures that don't balance or that could not be reported on properly. You must have an item (inventory or service) for all items you buy and sell though the sales and purchases windows (please see the sales and purchases sections in this manual for more information on this topic).

### MAKING THE LEDGER WORK FOR YOU

You can have a single ledger account for revenue and expense called "sales revenue" and "purchases expenses". You can then create a single account set called "account set" and link everything in your inventory to this account set. This allows you the greatest speed in setting up Palladium (it should only take about 2 minutes). However, with this setup you will only know your sales totals and your purchases totals. What happens if stock goes missing? What happens if your gross profit percentage drops? You will have no way to determine what line of business (line of items you sell) are causing the problem.

A better solution is to segment your business into the different lines and have a ledger account set for each of them. If you are selling toys for example, you may have "video games", "puzzles", "board games", and "dolls / doll houses". Each of these lines of business will have an asset account, revenue account, and expense account. You then create an account set with the names

listed above (video games, etc.). You then capture your items and link them to the appropriate account set. While this method does take more planning and time to setup, you will be rewarded in the long run by being able to see how well your business is doing in each of these areas and also the amount of stock (value) you are holding in each area.

### Inventory & Service Items List Window



Once you decide how to organize your inventory list, and have added the accounts you require, and created account sets and linked these accounts to the account sets (See account sets) you can add your items to Palladium Accounting. You can add the list all at once, or gradually, during day-to-day buying and selling. From the Inventory menu, select Inventory & services. An item list will appear as follows:

Image	Number	Description	Available	Allocated	On Hand	Purchase Order	Value
	29292929	Test Item	0	0	0	0	0.00
	40004	Yamaha Conversion	-1	0	-1	0	0.00
	62199	Milk	-11	0	-11	0	0.00
	65000	Barcode Item	-8	0	-8	0	0.00
	777779	Interest Billing					
	A00-61312-00	A00-61312-01	-17	0	-17	0	0.00
	A00-61312-01	SPACER	0	0	0	0	0.00
	A00-61460-01	BALL JOINT ASSY	0	0	0	0	0.00
	A00-61510-50-29 ...	WHEEL ASSY	-2	0	-2	0	0.00
	A00-61527-00-29 ...	PLATE; STEERING	0	0	0	9	0.00
	A00-61541-50-29 ...	COLUMN; STEERING	0	0	0	0	0.00
	A00-61624-60	BOW EYE	0	0	0	0	0.00
	A00-61626-40	BOW EYE 1	0	0	0	0	0.00
	A00-62771-30	WASHER	0	0	0	0	0.00
	A00-62858-01	A00-62858-02	0	0	0	0	0.00
	A00-62858-02	PLATE	0	0	0	0	0.00
	A00-68242-81	FUEL GAUGE SENSER UN	0	0	0	0	0.00
	A07-0E100-1L-4A ...	DISCONTINUED	0	0	0	0	0.00
	A07-0E100-1L-9C ...	DISCONTINUED	0	0	0	0	0.00
	A07-0E100-2L-4A ...	DISCONTINUED	0	0	0	0	0.00

In the list window you will see all your items and a summary of the totals to the right of the item description. You will only see stock totals for inventory items not services. If you click on an item to highlight it, you will also see the detail of each item in the lower pane. This shows you the quantities and values in each location (warehouse) for this item. Note, each location has its own costing and that costing is determined by weighted moving average. Your cost for an item may vary based on which location you are currently working with while invoicing.

### List Window Functions

As with all Palladium list windows you have the option to add a new item, select an item and press edit to edit them, and select an item and press delete to remove an item. You can only remove an item that has not been used, or, has had all its transactions cleared (after 2 years).

### List Window Searching

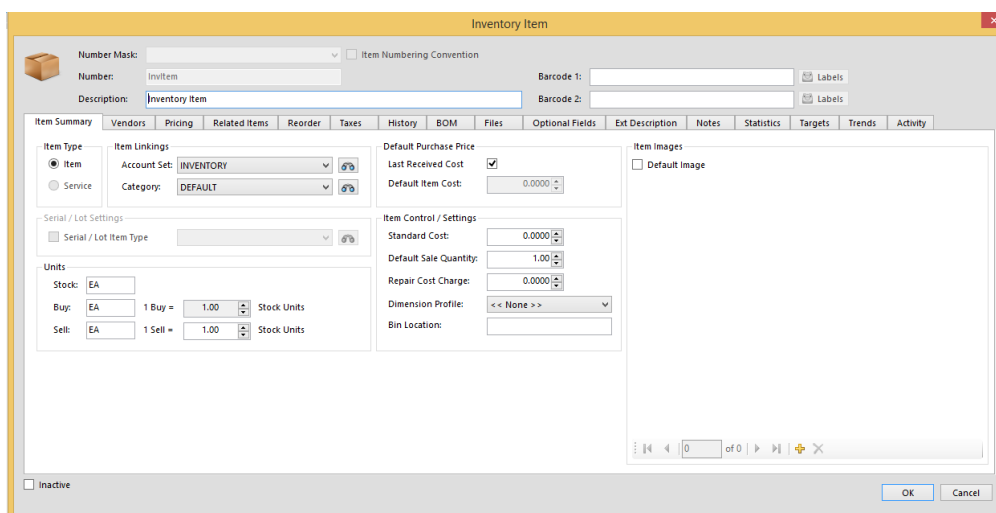
As with all Palladium list windows there is the ability to do an advanced search (click the yellow binocular button). This allows you to search for items inside text (not just the start of text) and also search by optional fields.

### List Window Filtering

As with all Palladium list windows, by default, your inactive items remain hidden. To see inactive items, click the orange clock ("show inactive items"). The icon next to the item will also show an orange clock so that you can quickly identify which items are set inactive.

### Adding and Editing Inventory & Service Items

From the list window click new or edit to see the item window as follows:

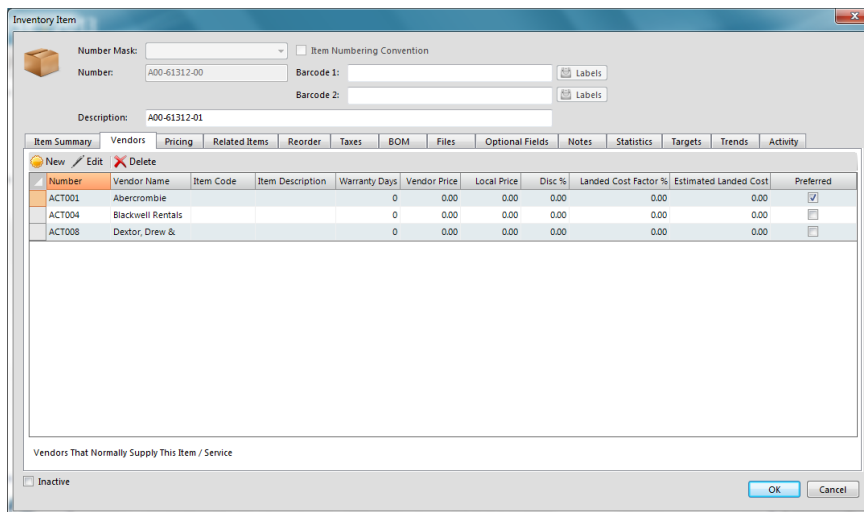


On the main window you first enter a stock number. This is the number that will be used though the system to enter orders and invoices and run reports. This number must be unique in the system. You can then enter the barcode and description.

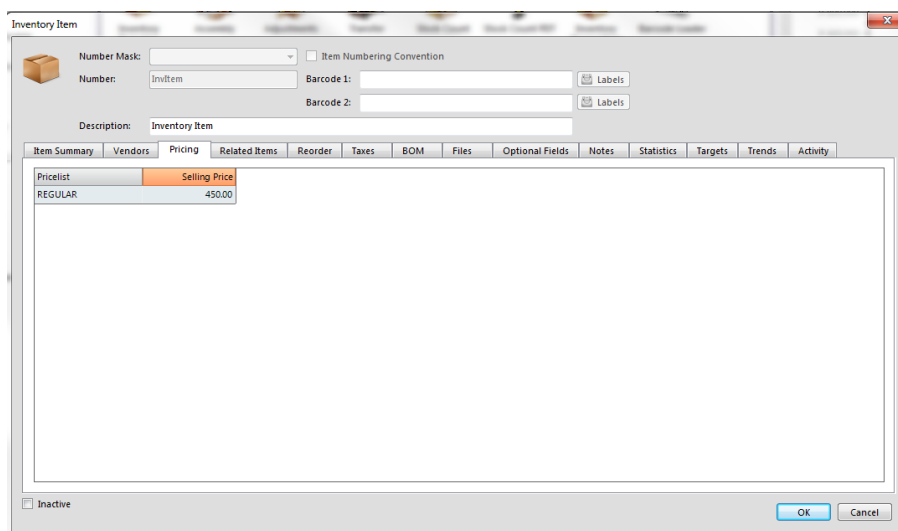
On the summary tab you determine what type of item it is (item - stock) or (service - non-stock), you can setup a purchase relationship, link your account set and category, and determine what costing system is used when doing purchase orders. If you check the auto box, Palladium will keep track of what you last paid for the item and enter this as cost in all your new purchase orders. If you regularly receive price lists from your suppliers, you may want to manage this manually by clearing the check box and entering the cost. There is also a price updater to assist you in quickly changing these on a company level.

The final option is the selling price. If you clear the "allow non-admin users to change selling price" check box, then only administrative users will be allowed to change the selling price. If checked, anyone can change the selling price.

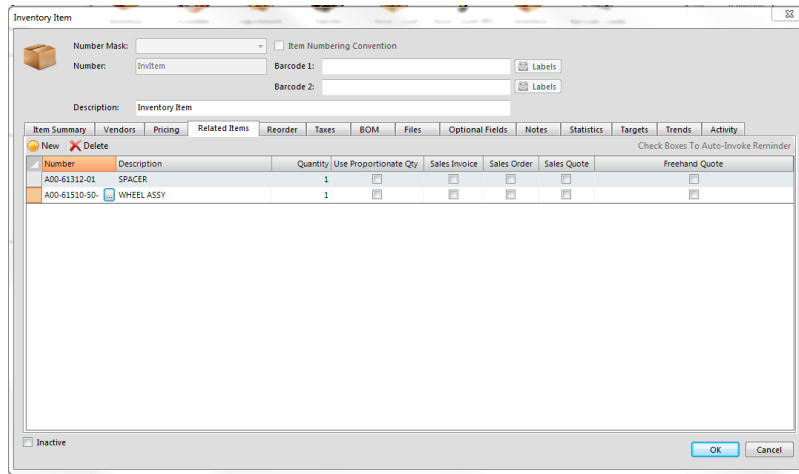
The vendors tab allows you to specify which vendors normally supply this item. This information is used for filtering items during the order process and also for the automated order system.



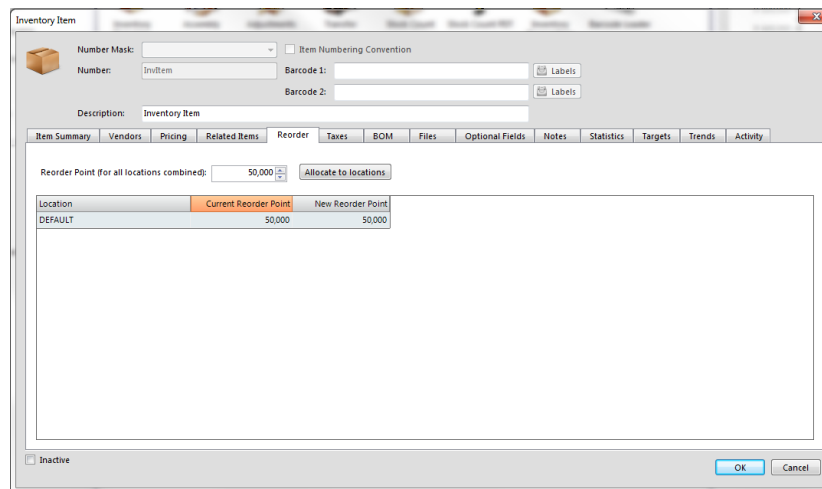
The pricing tab will show you all the price lists you have setup in the system. You can then enter the selling price for the item for each price list. To add price lists, see the price lists section in this guide. You should enter the selling price exclusive or inclusive of sales taxes (VAT) depending on how your setup your selling taxes. For more information about sales taxes, see sales taxes in this guide.



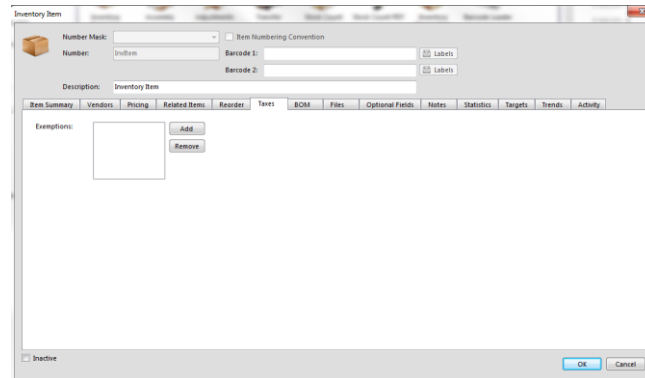
The related items tab allows you to insert related items that you would like the system to prompt to you to sell to a customer when purchasing that particular item.



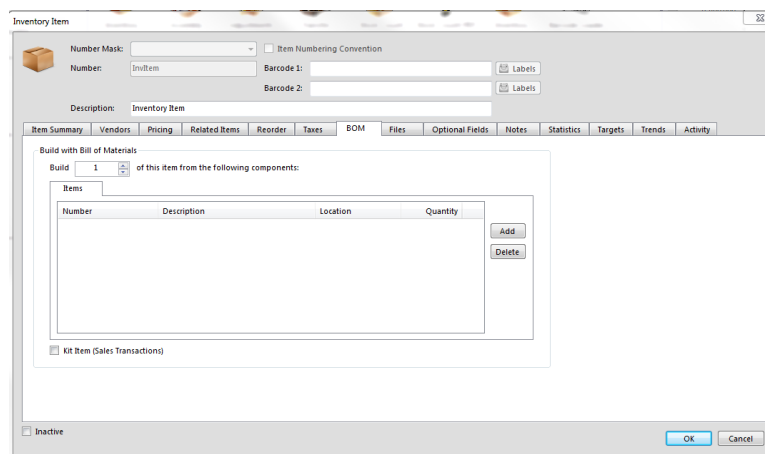
The reorder tab allows you to set reorder points for this item. These figures are used when running your quantity reports to assist staff in ordering more stock and knowing when to order. You can set a reorder point per warehouse (location) or for the company as whole and allocate them automatically to each location.



The taxes tab provides a place to designate that this item is exempt from sales taxes. If you set exemptions here, they will override any other taxes in the system and no tax will be charged for this item, for the authorities listed here.



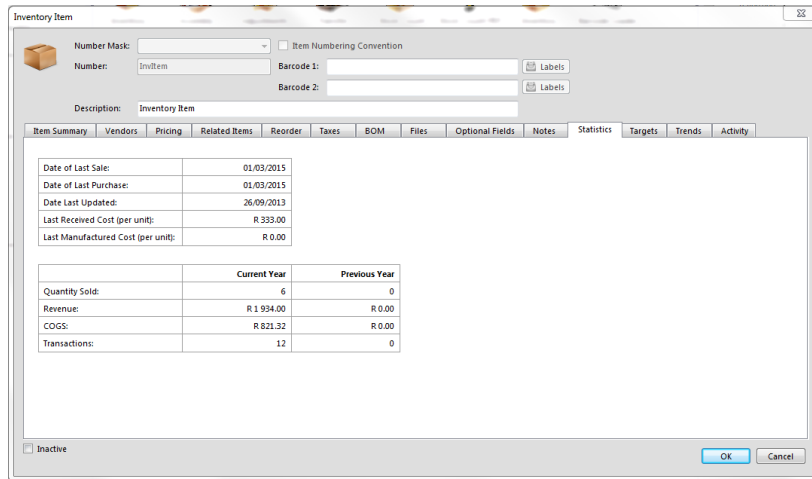
The bill of materials tab provides a place to list your component materials that go into this item. If this item is created by combining several different items, you can enter the components here and the quantities of each that make this item. This list of components will be shown when doing item assembly manually. If you check the auto build check box, when you sell this item, Palladium will automatically build a new item for each sale using the component recipe listed here.



The optional fields tab allows you to enter more information about your items. You can then do advanced searches to search by these fields. If you were a CD shop, you could enter the artist, title, theme, etc. here for easy searching and locating. You can also use these optional fields for reporting purposes as well.



In the statistics tab, you can see stats of that particular item on-the-fly. Information such as last date or sale, date last purchased, last date updated, etc.

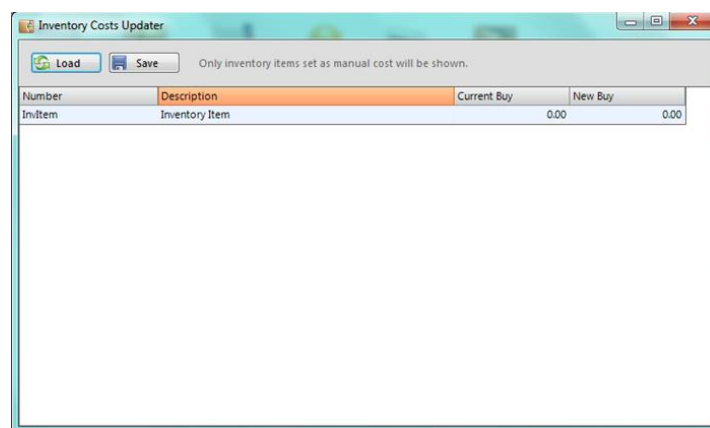


### Costs Updater



#### Item Cost Updater

You can quickly update costs for items using the costs updater. To access this function, press the update costs button on the top of the inventory & services list window. The following window will appear:



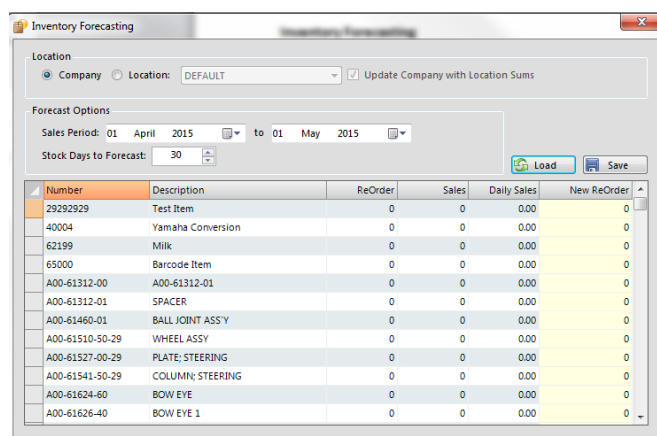
Please note: only items that are set to manual cost (have their auto cost check box cleared) will appear here. You can enter the new buying cost here in the far right column. These costs are for new purchase orders and invoices only. Palladium accounting automatically keeps track of the actual cost you pay for items and uses that weighted moving average cost in financial transactions.

If you need to update the actual costs inside Palladium, you will need to do a stock adjustment instead.

## Inventory Forecasting



You can quickly update your inventory reorder points by using inventory forecasting. To access, press the forecast button on the top of the inventory & services item list. The following window will appear:



The first option is to determine if you will be forecasting for a specific location (inventory warehouse) or would like to forecast for all locations. This is important, as if a specific location is chosen, only sales in that specific location will be examined and only that specific location's reorder points will be updated.

### Using the Sales Period

The next option is to select the sales period. If you have a seasonal business, you may want to use sales from the previous year. If you don't have a seasonal business, you may want to examine the last quarter's sales. Only sales from this period will be examined when doing a forecast for suggested inventory holdings.

Stock days to forecast allows you to tell Palladium how many days you would like stock holding for. As example, if you regularly sell 100 units of an item per day (forecasted) and you tell Palladium to keep 60 days' worth of stock on hand, Palladium will multiply its forecast of 100 x 60 = 6,000 units as your reorder point.

## Running the Forecast

Press the load button to examine sales, and report the results. Palladium will show you your daily sales of the item and also its suggested reorder point. When you press the save button, this reorder point will be saved to your inventory.

## Making the Forecast Work for You

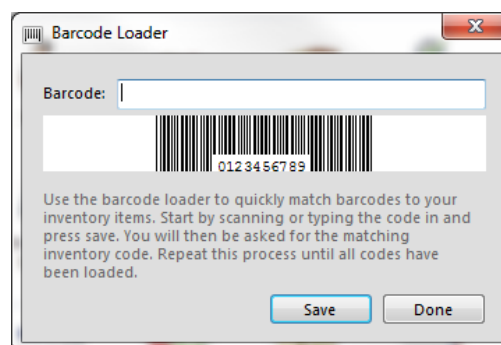
Once you have completed the forecasting function, you can use your inventory quantity reports to quickly show you which items have fallen below your reorder points, and to place orders for more stock. This function becomes very handy when you have long lead-times to obtain new stock and want to hold a specific number of days (usually your lead-times) of stock to ensure you don't run out of stock.

## Barcode Loader



Barcode Loader

You can quickly update your inventory by adding barcodes to any item. To access the barcode loader, press the barcode button on the top of the inventory & services item list. The following window will appear:



Use your barcode scanner to scan an item. If the item scanned matches your inventory list, you will be notified. Otherwise, you will be asked to select the item that you wish to link this barcode to. The barcode will be saved under the item you select. Please note, only items without barcodes will be shown for selection. If you don't see your item listed, then it must have an incorrect barcode loaded already. Edit the item and remove the barcode and try again.

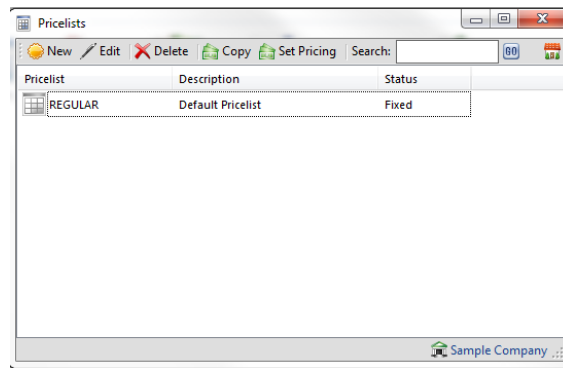
Pricelists



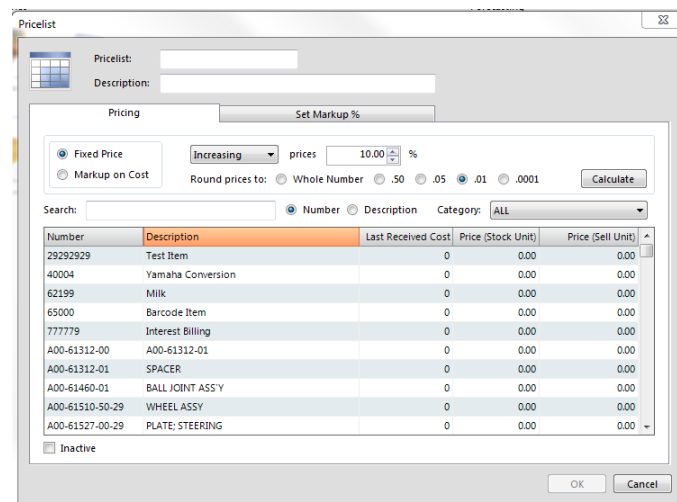
Pricelists

Pricelists are used in Palladium to keep track of your selling prices. You can have 1 pricelist (regular) which must be in the system at all times, but you can also add your own pricelists. Each customer you create in Palladium can then be linked to a pricelist. This pricelist determines that customer's selling price for any given item. On the sales window, you can also click the button in the unit price column and a window will appear showing all the pricelists for that particular item.

To access pricelists, click on the pricelists icon on the Inventory menu. The following window will appear:



By clicking new or edit as appropriate, the following window will appear:



Here you can set the pricelist name and give it a description. You will also be able to update your pricelist directly here by changing any of the prices in your items, or by increasing or decreasing by percentage automatically.

### Using the Pricelist Updater

On the pricelist list window, click the pricing button. The following window will appear: The updater will allow you to quickly change your pricelists automatically. If you wish to have a "less 10 percent" pricelist, first create that list. Then go into the updater and choose regular as the viewing pricelist and less 10 as your saving to pricelist. Then select decreasing and 10% and press the calculate button, then press save.

### SUGGESTIONS

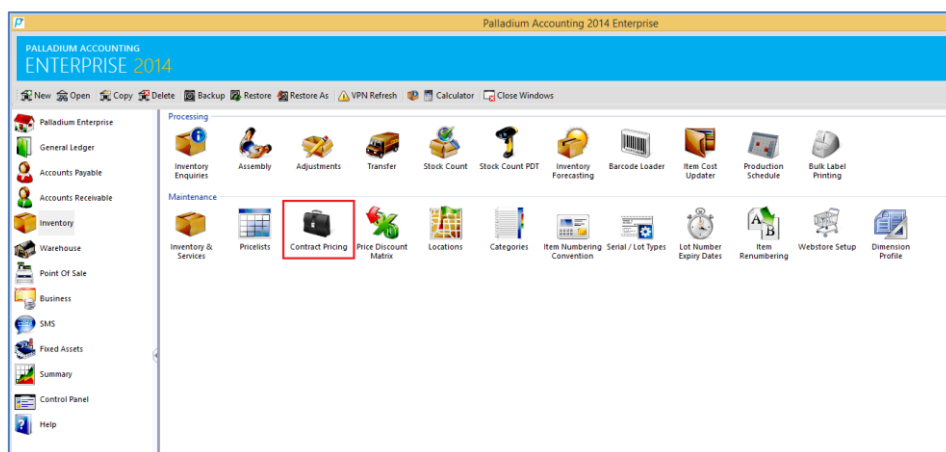
Your company may differ, but normally it is beneficial to use the set pricing system to set your standard mark-up into your regular pricelist. Once you have done this, you can then use the pricelist updater to move all your other pricelists as a percentage (up or down) based on the regular pricelist.

### Contract Pricing

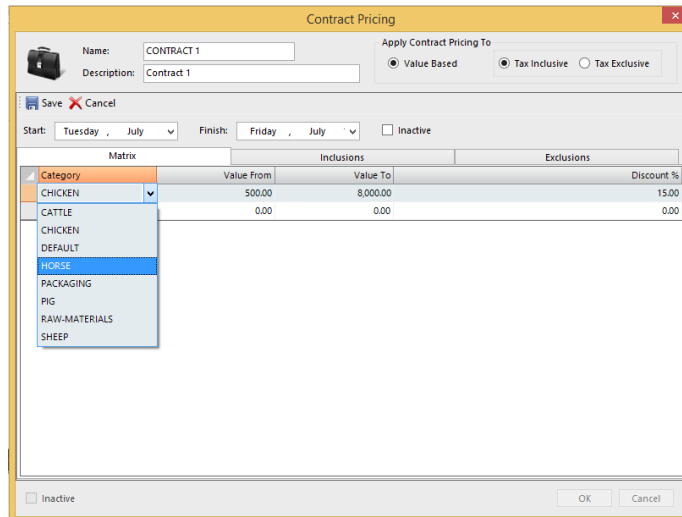
Palladium Accounting Enterprise has a new built-in feature called contract pricing. This feature allows you to set particular inventory items that are in specific inventory categories for discount for a certain period of time according to total invoice amount.

This is ideal if you want to promote bulk purchases for your company hence increasing revenue. This feature only extends to value based invoices; however, it will expand to volume based invoices as well.

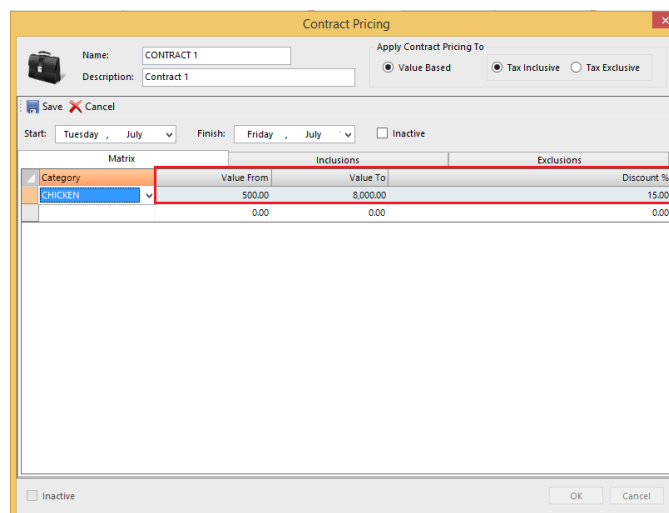
To access this feature, you would need to go to inventory | contract pricing:



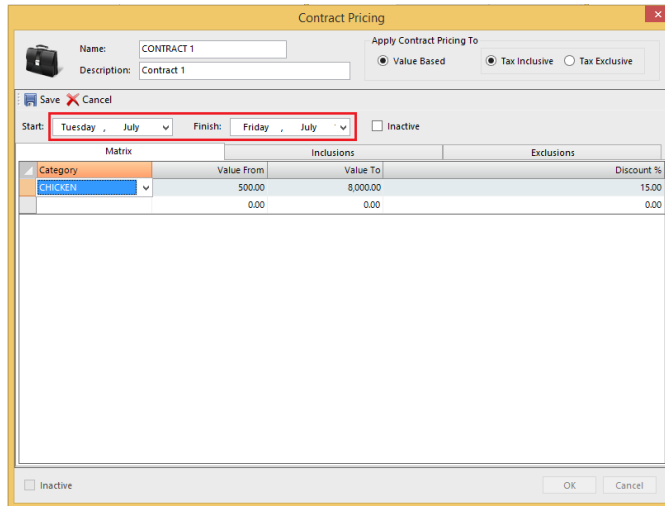
After selecting the Contract pricing option, you would need to set up a new contract pricing for that particular inventory category that you would like it to apply to. See screen below:



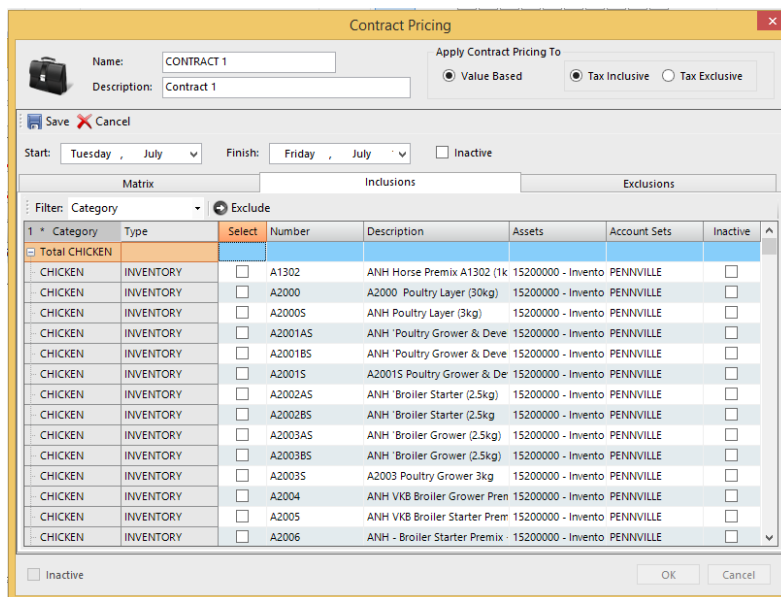
Once you have chosen the particular inventory category, you are able to input the “value from” and the “value to” amounts as well as the discount percentage. What this means is that palladium will pass a discount for invoices within the range of those two amounts:



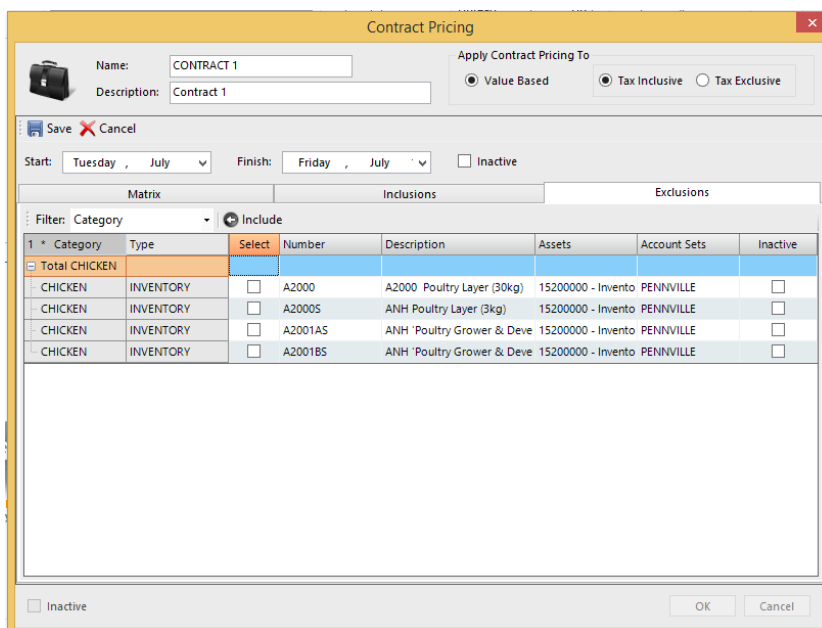
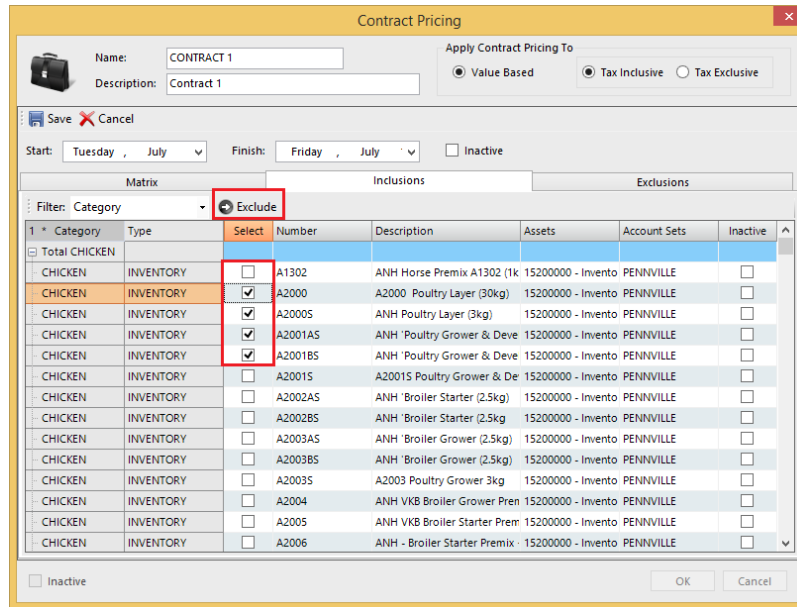
After keying in this information, you also have the option of selecting a date range of the duration you would like to run the “special” or the contract pricing for:



There are “inclusions” and “exclusions” tabs. Within these tabs, Palladium will basically list all the inventory items within that particular inventory category. Furthermore, you would have the option to choose which one you would like included and/or excluded for this particular contract pricing.

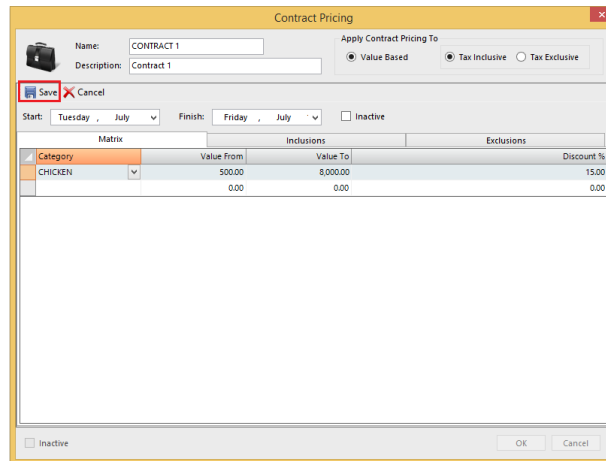


By default, all items within that inventory category will be included in the contract pricing. You do however have the option of choosing the items that you would like excluded and clicking the exclude tab. They will automatically be moved to the exclusions tab.

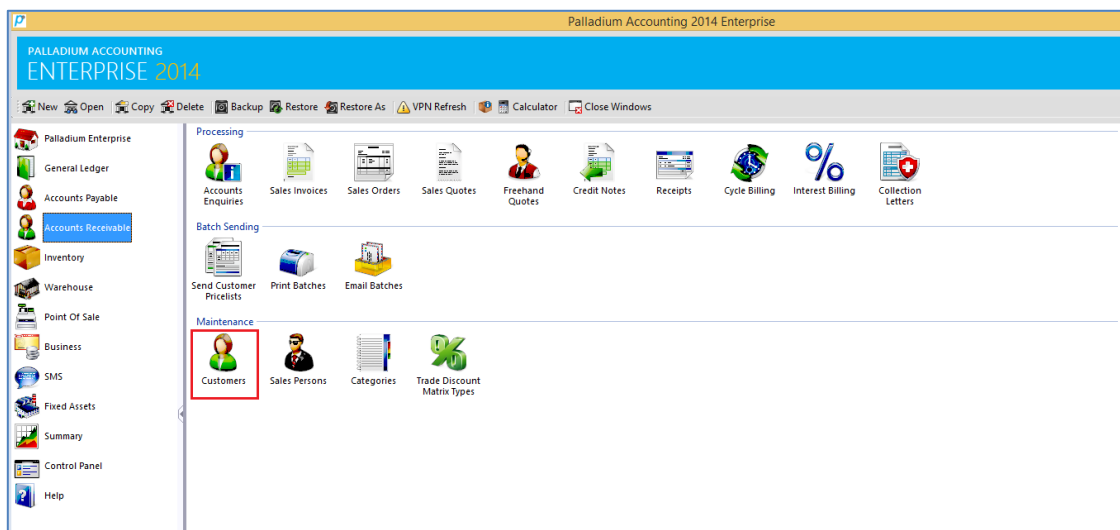




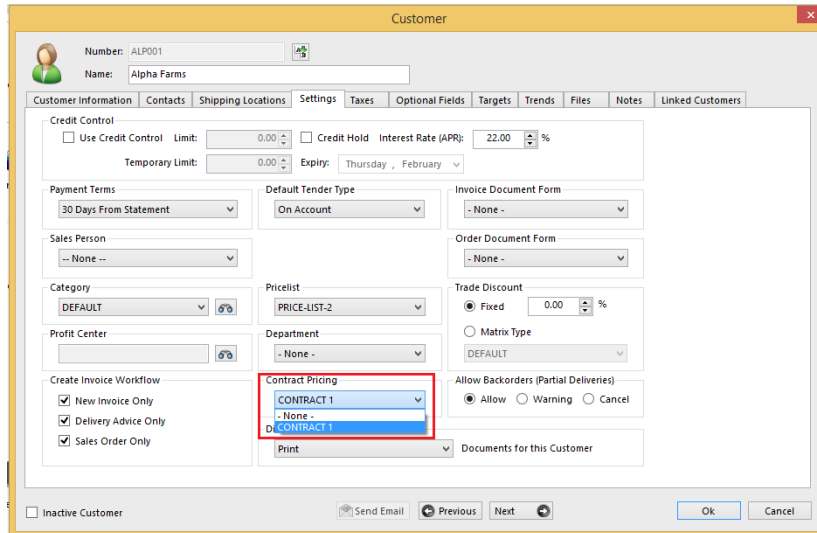
The items that have been excluded are now exempt from the contract pricing. Once this has been setup you the click on save then ok. The contract pricing has now been set up.



Before processing using the contract pricing that you have already set up, you need to assign it to the relevant customers that want it applicable to. For this to take effect, go to accounts receivable > Customers. You will then choose a customer.

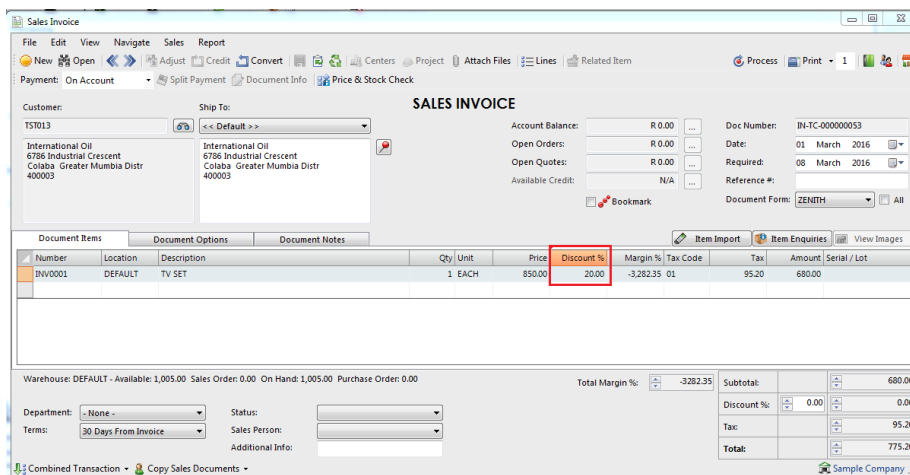


Once you have chosen a customer from your customer listing, you select the setting tab and go to contract pricing and assign that particular contract pricing that you want applicable.



Once this has been done, you will now be ready to process with that applicable contract pricing parameters that you have set.

When processing an invoice, and when you choose a particular item that falls with that particular inventory category, it will pull the relevant discount percentage that you had set up.

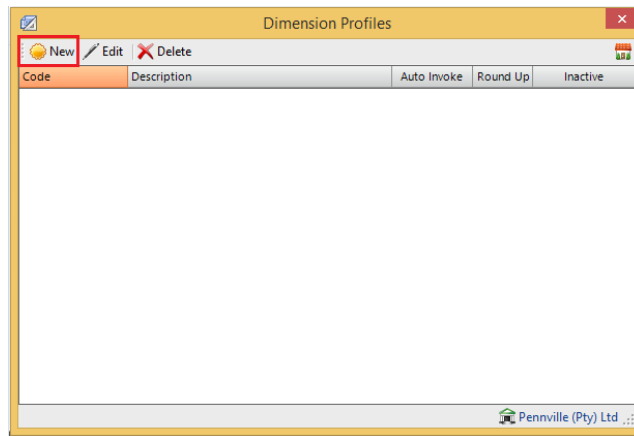


Please note that this is all dependants on the value amounts that you had set up in the beginning and need to be within that parameter. Furthermore, please remember that this discount is for the total invoice amount.

### Dimension Profile

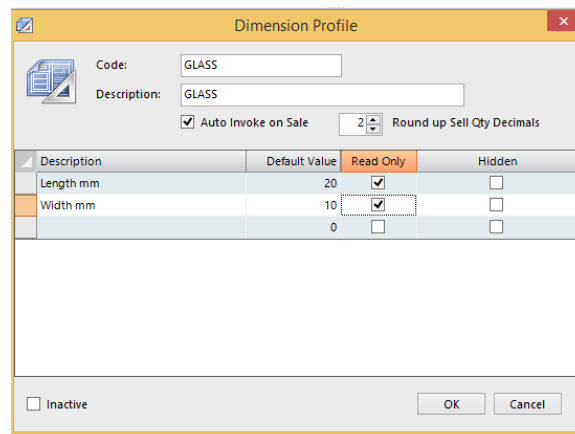


Palladium Accounting offers a functionality whereby you can setup different dimension profiles. This is useful if you are stocking inventory in large quantities (eg: metres), but then selling them off in smaller dimensions (eg: millimetres). To do this you need to setup a new dimension as per screen below:

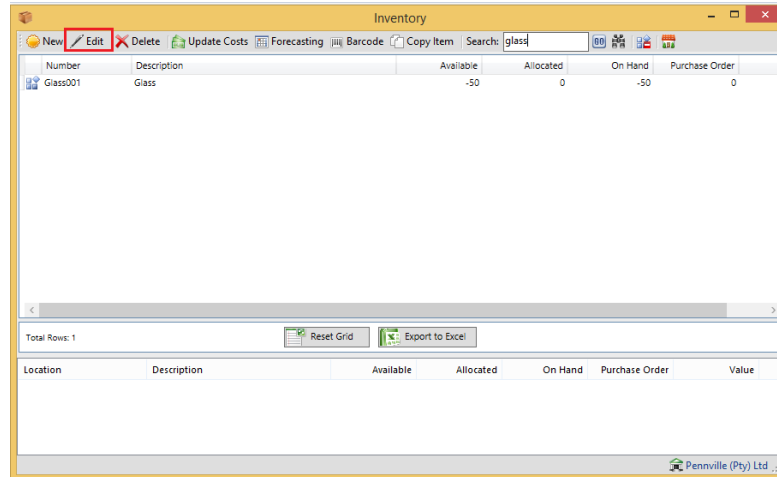


After clicking on the “New” button a screen will appear whereby you would need to give the dimension that you are setting up a dimension code and description. Should you want it to show automatically when processing, you would need to tick in the auto invoke tick-box.

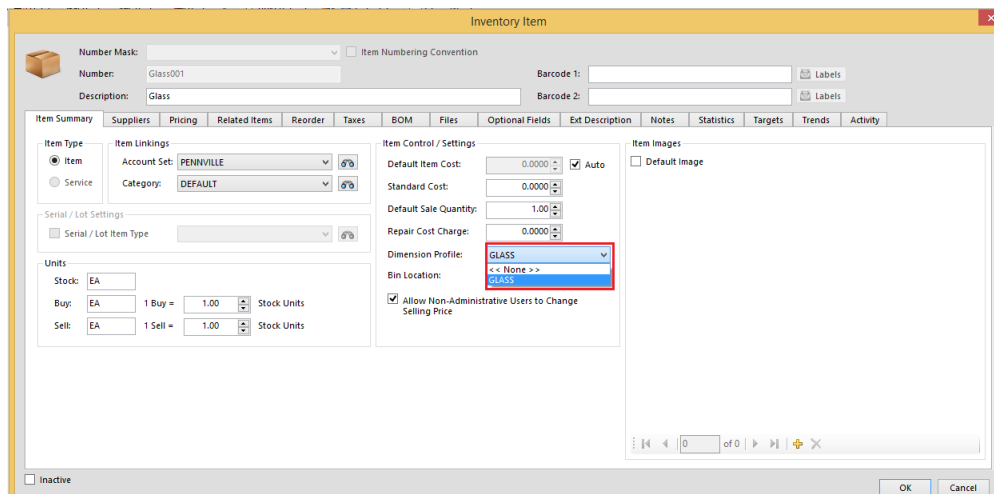
In the description box, you would key in in what units of measure are you selling in (e.g.; either centimetres or millimetres) and the default value of each (e.g.: length, width or even breadth).



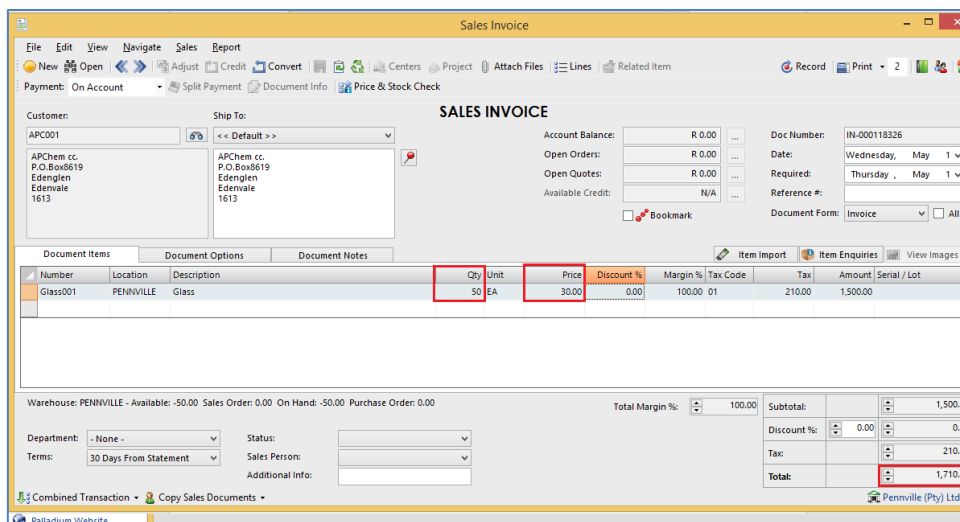
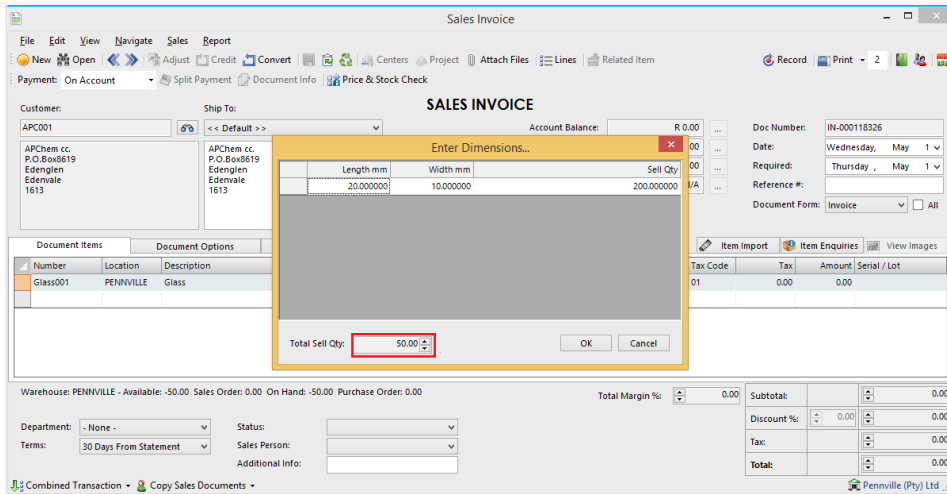
After this has been setup, you would need to assign it to that particular inventory item that you want it to be applicable to. To do this, you go to inventory & services, then select that item then edit:



At this point there would be a drop down option whereby you can assign the dimension profile to that inventory item.



Once this is done, the option of keying in the dimensions will appear when in the processing screen. You will be able to edit the size of the item you are selling/invoicing. You would need to key in the total quantity of the sale, then Palladium will calculate the total price per millimetre as well as the total quantity of the product it needs to take out of stock.

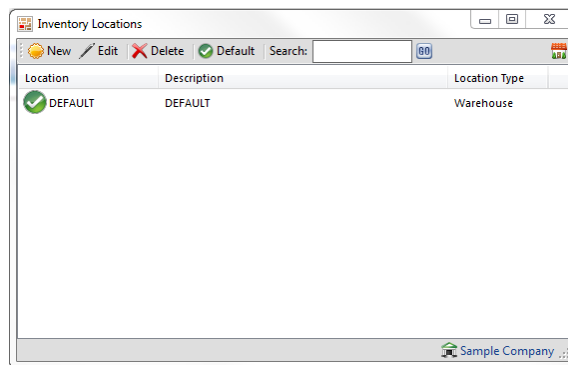


## Locations



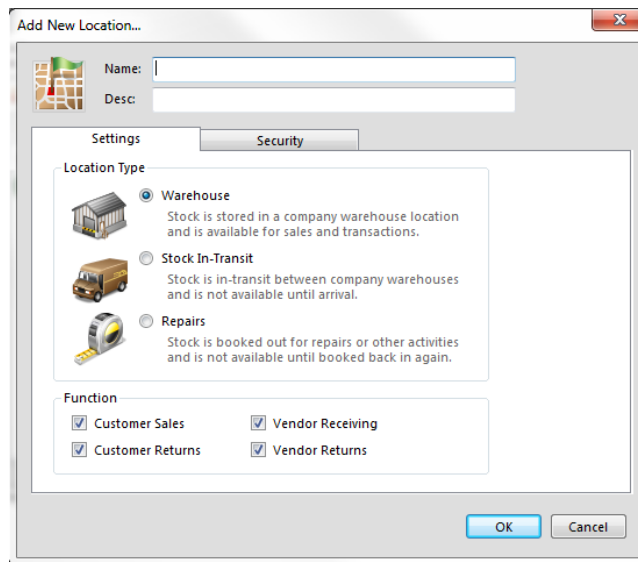
Locations

In Palladium Accounting you can have multiple locations (warehouses) for your inventory. Before you can start using a new location it must be created (listed) in the locations list. You access the locations list by clicking on locations on the Inventory menu. The following window will appear:



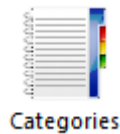
The location with the red check next to it is your default location. This location will be used as default in all transactions that require an inventory location. To change the default location, click on a new location to select it, and then press the default button.

Click on new or edit (as appropriate) to bring up the next window as follows:



A warehouse location is a location that inventory can be sold from or purchased into. A stock in transit or repairs location cannot be used during sales and purchases transactions. These locations offer you the ability to keep your inventory off line while other activities are being done to them. You must use the transfer function to move inventory in and out of these locations. For more information, see transfer in this section.

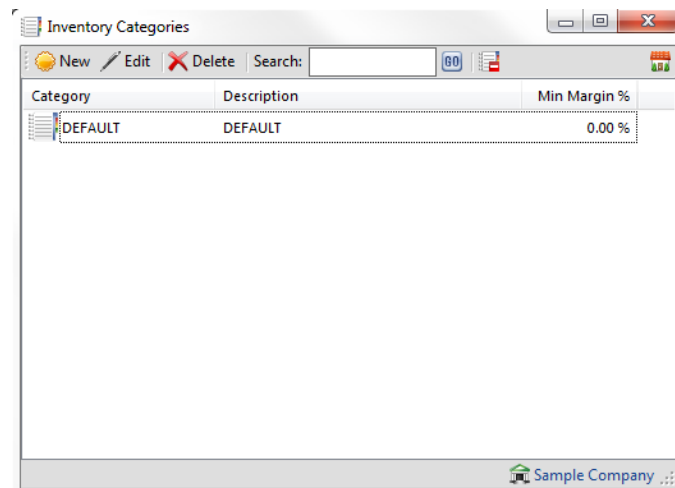
## Categories



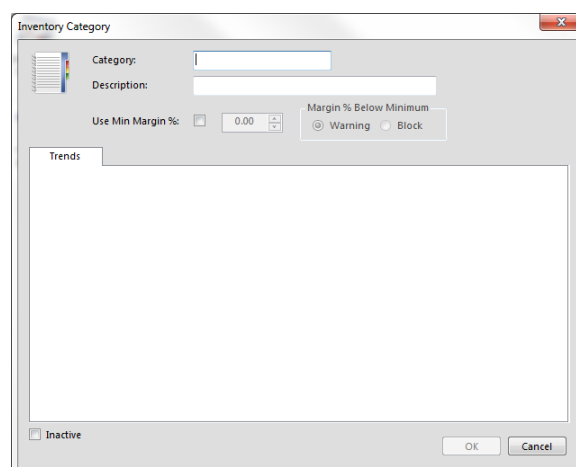
In Palladium Accounting you can run reports for your inventory and services by account set (financial) or by category. Your accounts departments may want to run reports by financial breakdowns but your sales or management departments may want to see reports differently.

This is where the category comes in. Also, you can filter your inventory selection windows by category.

You access the categories list by clicking on categories icon in the Inventory menu. The following window will appear:



By pressing new or edit as appropriate, the following window appears:



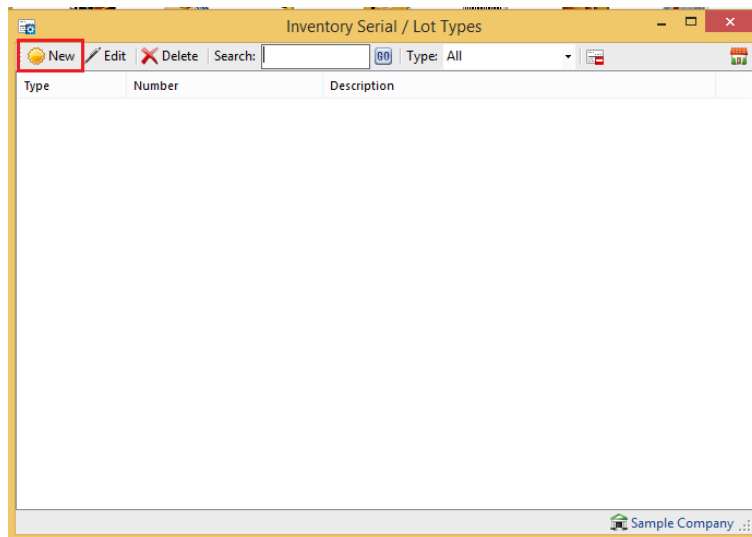
Here you can enter the category name and give it a description. You can also get quick sales information on the trends tab for this category for the current and previous year periods. You can also mark this category as inactive to not show it in the inventory and reports windows if you are not using it any further. You cannot remove a category that has been used until all inventory tracking data has been cleared for this category.

### Serial/ Lot Types



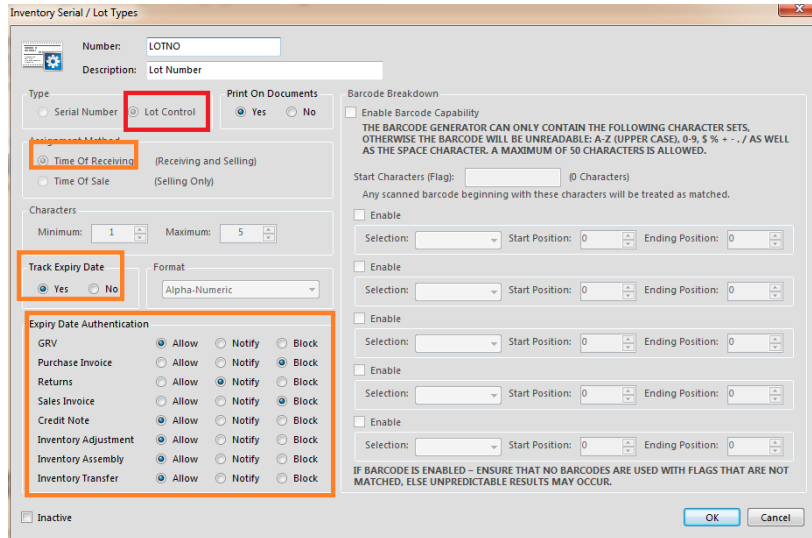
Serial / Lot Types

With this functionality, you can add serial or lot number to inventory items for them to be tracked. To do this you click on Serial/Lot types. Then selecting new:

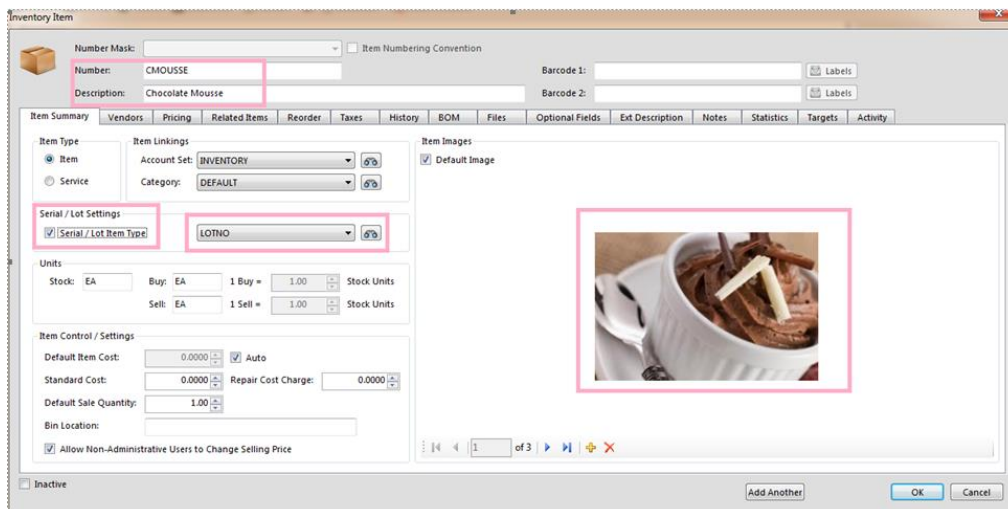




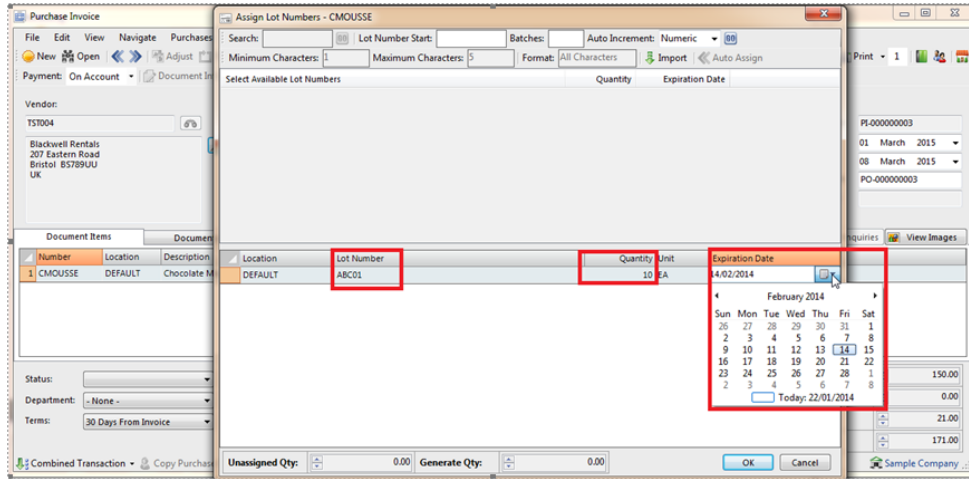
Once this is done, you can allocate a number and name the serial or lot item. There are parameters that you would need to set within this screen such as number of character, which documents you want it to be applicable to and whether it's a serial or lot number.



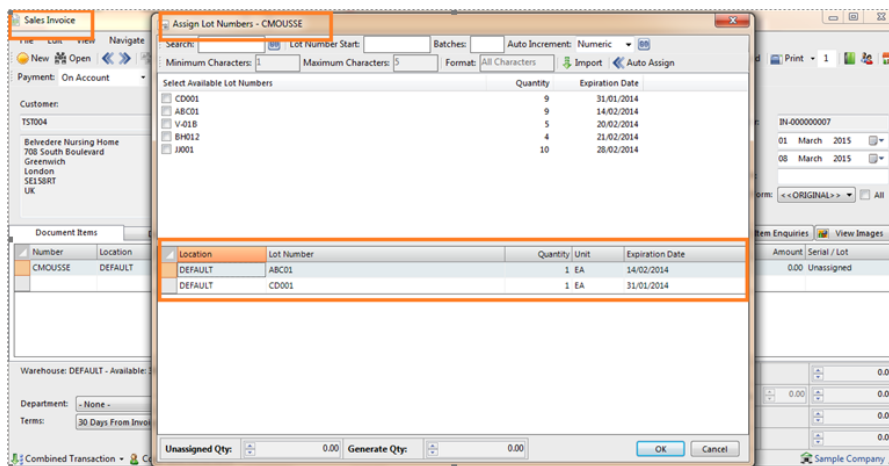
By stock item, you can choose whether the item allows Batch/ Lot Tracking.



At time of receipting stock, you have the option of typing your own LOT no. and specifying the expiry date:



And when selling, you can choose from multiple lot number, which even have different expiry dates:



## Item Assembly

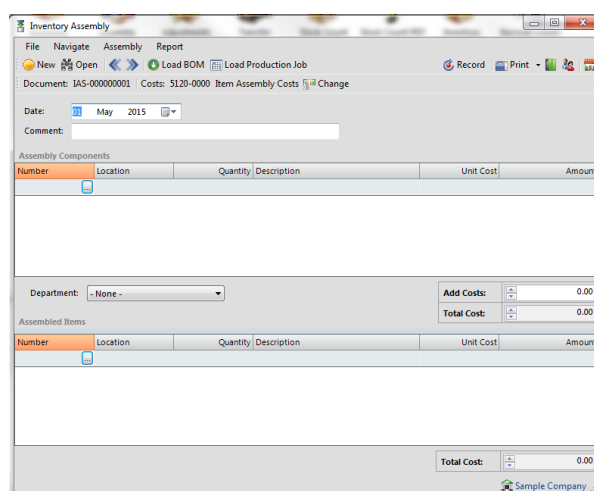


In Palladium Accounting you can assemble items in your inventory and make new items. If you assemble or build inventory items from components, Palladium Accounting can keep track of both the components and the assembled items. For example, assume you keep a supply of hinges, wood, and glue, which are used to build doors. Each time you build a door, you can enter a transaction in the Item Assembly window to:

- Reduce your stock for the components used in manufacturing.
- Account for additional costs, such as labour.
- Add the manufactured item to your stock.

Tip: If you are using Palladium Accounting and plan to manufacture or assemble this item often, you should consider setting up a bill of materials. Inventory Assembly may be more useful for items that you do not build on a regular basis, such as a special order. You should use bill of materials for items that you regularly build or assemble and then sell. By using a bill of materials, you save time when you next manufacture an item by recalling its entry with details already filled in. To set up a bill of materials, fill in the Bill of Materials tab in the inventory record.

You access the item assembly list by clicking on the item assembly icon on the Inventory menu. The following window will appear:



Here you add your assembly components (items that go into the finished product) and the assembled items (finished goods). You can also add additional costs at this time for packaging or labour. You must also select the appropriate location (warehouse) from which the items will be built up and stored into.

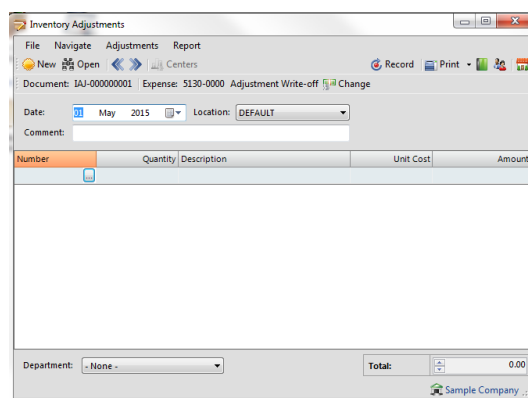
If your item has a bill of materials setup already, then press the load BOM button to automatically fill out this window for you. This saves you time from having to enter the materials for each build. You also have the option to use auto building, please see inventory for more information.

## Item Adjustments



In Palladium Accounting you can adjust items in your inventory to account for shrinkage or breakages. You can also add inventory back into stock to correct for bad stock counts or items that appear later for unknown reasons. You also use adjustments if you would like to change the values of your stock holdings for any reason.

You access adjustments by clicking on the adjustments icon on the Inventory menu. The following window will appear:



Here you select a location (warehouse) and then an expense account to use for the adjustment. You then select each item one at a time and either enter a positive quantity (adding stock) or negative quantity (removing stock) as appropriate and the value to use.

Please note: If you are removing stock (negative quantity) and sufficient stock value / quantity is not present, you may end up with a variance value. Palladium Accounting does not allow for negative stock values, only negative quantity. If you drive your inventory negative using adjustments, only the actual value of the inventory will be used versus the value you have entered here. Also, if you are moving stock positive and it currently is negative, Palladium will determine a cost of goods sold amount to bring the stock to zero, and then use the remaining value you specify to add stock into inventory (above zero). If you do not understand these terms, please ask your Palladium dealer to explain how this works and to assist you.

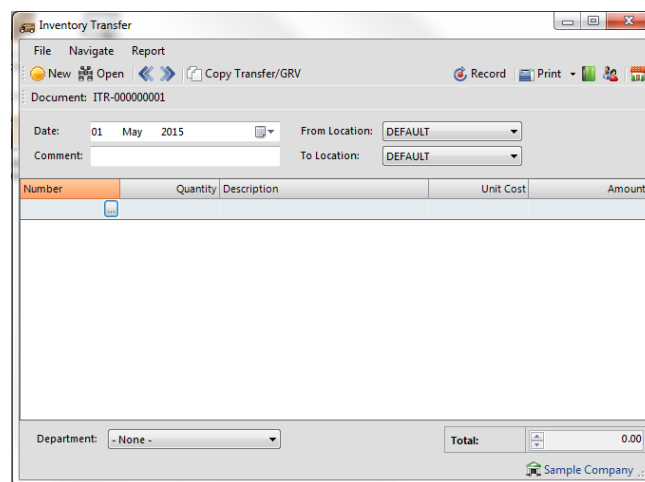
## Item Transfer



Transfer

In Palladium Accounting you can transfer items in your inventory to a new location (warehouse). You can also transfer stock into a stock in transit location or to a repairs location. Stock transferred to these locations will not be available for sale until they are transferred to a normal warehouse again.

You access transfers by clicking on the transfer icon on the Inventory menu. The following window will appear:



Here you select the “from” location and the “to” location. You then enter the stock you wish to transfer and the value. Palladium bases the value on the “from” location for you automatically. You can then print a stock transfer slip to include with the stock being transferred from one location to another.

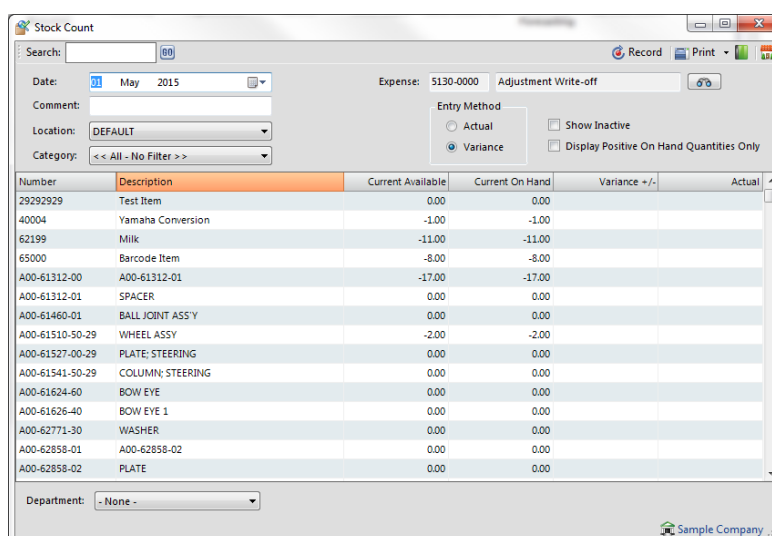
## Stock Count



Stock Count

In Palladium Accounting you can perform stock counts very easily. A properly managed stock system will afford you the best reporting for profitability possible. Having the correct stock figures are very important in any business.

You access the stock count module by clicking on the stock count icon on the Inventory menu. The following window will appear:



Number	Description	Current Available	Current On Hand	Variance +/-	Actual
29292929	Test Item	0.00	0.00		
40004	Yamaha Conversion	-1.00	-1.00		
62199	Milk	-11.00	-11.00		
65000	Barcode Item	-8.00	-8.00		
A00-61312-00	A00-61312-01	-17.00	-17.00		
A00-61312-01	SPACER	0.00	0.00		
A00-61460-01	BALL JOINT ASSY	0.00	0.00		
A00-61510-50-29	WHEEL ASSY	-2.00	-2.00		
A00-61527-00-29	PLATE; STEERING	0.00	0.00		
A00-61541-50-29	COLUMN; STEERING	0.00	0.00		
A00-61624-60	BOW EYE	0.00	0.00		
A00-61626-40	BOW EYE 1	0.00	0.00		
A00-62771-30	WASHER	0.00	0.00		
A00-62858-01	A00-62858-02	0.00	0.00		
A00-62858-02	PLATE	0.00	0.00		

Note: You can print stock count sheets by selecting this report under the inventory tab, reports, lists heading, and then stock count sheets. These will assist you in collecting your appropriate numbers for entry into the stock count function window.

You first start by selecting the expense account to use for any amounts written off (or added). The next step is to select the appropriate location (warehouse) you are counting. You have the option of only counting a particular category of stock by selecting a category, or counting the entire location by selecting all - no filter.

The next step is to select your count entry method. They are as follows:

1. **Actual:** You will enter the actual stock quantity you counted. It is recommended that you close the business for stock count when using this method as that will afford you the ability to properly enter the actual quantity on hand and allow Palladium to find the differences.
2. **Variance:** Here you will enter only the variance. Such as -1 for one less or 5 to add 5 more into stock. You normally do not have to close the business to do this type of stock count. You simply print your stock count sheets with quantity on them. As you count, you determine the difference between what the sheet says you have in stock (say 10) and what you actually have in stock (say 8). You then enter the variance into the stock count window (-2) as example.

Note: If you are doing an actual count method, if you leave any item blank, it will automatically be adjusted to zero. If you are using the variance method, any blank lines will not be adjusted.

## Stock Count PDT

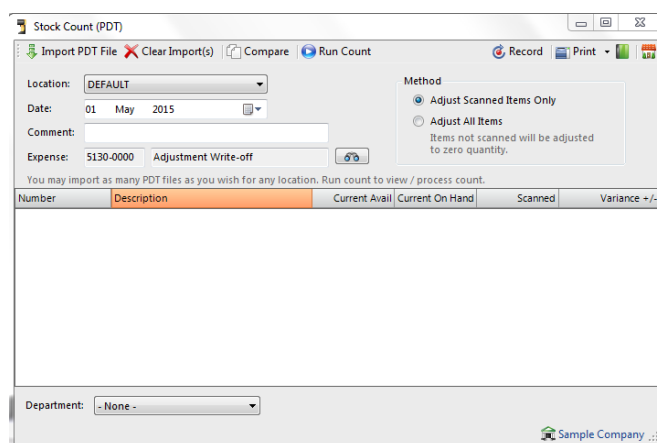


Stock Count PDT

In Palladium Accounting you can perform stock counts very easily. A properly managed stock system will afford you the best reporting for profitability possible. Having the correct stock figures are very important in any business.

The stock count PDT (personal data terminal) processing window allows you to use a data terminal for your stock counts. We recommend using a Cipher Labs 8001 unit for this purpose, but other units may work as well. Because the count is done through the import of a text file generated by the PDT unit, you can also use this module to import your stock counts as long as the file format conforms to the same standard as the PDT units' file. For instructions on how to use the Cipher Labs 8001 data terminal, please see the section- Cipher Labs 8000 series instructions.

You access the stock count PDT module by clicking on the stock count PDT icon on the Inventory menu. The following window will appear:



## Understanding the Import Cache

As you count items you create a stock count import file on your PDT unit. You may have multiple units or persons counting stock, so Palladium will accept any number of import files before actually performing the stock count function. You import those files by pressing the import PDT file button on the top of the count window. This will allow you to browse to where the file is saved.

Here you are shown all the barcodes and quantities inside the PDT file. Palladium will also give you a summary of the file as to how many items it was able to match in your inventory and also the number of items you must match (barcode was not found). You match items by clicking the button in the number column and selecting the item from Palladium's item list. You only have to match items one time; Palladium will update the inventory item record with the barcode on matching.

Only items without barcodes are shown in the match list. Once you have all your items matched, you press the import button.

You repeat this import procedure until all your files are imported (if you have more than 1).

## Clearing the Import Cache

Before you start a new count or to clear existing files inside Palladium you press the clear imports button. This removes any files that have been imported that Palladium is currently storing.

## Comparing Files

As a safety feature, you can have 2 different persons do stock counts on the same items or sections of your inventory. You can then have Palladium compare the 2 files with each other to see if there are any variances between them. Once you have determined that both files are correct, you can import one of them using the normal import procedures. You access this feature by pressing the compare button and then browsing for both files for Palladium to compare.

## Performing the Count

Once all the files have been imported and matched, you press the run count button to populate the screen and match your counts. The count at this stage is the same as the normal stock count. You must choose if you want items not scanned adjusted to zero (not found) or if you only want items scanned adjusted (if doing only a partial stock count). If you select adjust all items, any items not scanned will be adjusted to zero.

## Negative Inventory (Stocking Levels)

Palladium Accounting can operate in 2 stock level modes:

1. No Negative Stock Allowed - In this mode you will only be able to sell (or do purchase returns) for stock you actually have in the system. Your item costing and invoice GP reports will always be accurate.
2. Negative Stock Allowed - In this mode you can sell stock into the negatives. This is helpful when you receive stock but have not actually entered a purchase invoice for it (for many reasons). Your item costing will only be accurate if looking over a period of time and your GP by Invoice reports will not be accurate (if stock was not on hand at the time of invoicing).

You can setup your preferred operation mode under company options, inventory & services tab.

Please see company options under company setup for more information.



## Understanding the Accounting Principles behind Negative Inventory

When you buy and sell stock there are several accounting entries that take place. During a sale: the asset value of the stock is reduced (credited) and moved to your expense (cost of goods sold account - debited). The next entry is an entry to your accounts receivable account (or cash account if paying by cash method) for the full amount, and the full amount less taxes is recorded in your revenue account. The difference between this revenue and expense is your profit (referred to as gross profit or GP).

On this invoice we had a total of 67.90, the inventory cost was 31.56, the sales taxes were 8.34, the revenue was 59.56. The final entry was moving the asset value to expense (31.56). Our gross profit on this transaction was  $59.56 - 31.56 = 28.00$ . Depending on your taxation laws, you most likely will only pay taxes on the 28.00 profit on this transaction as the cost of the inventory offsets the revenue you made on it.

Here you can see that we had a total of 67.90, the inventory cost was 0.00 (not shown), the sales taxes were the same and the revenue was the same. Our gross profit on this transaction was  $59.56 - 0.00 = 59.56$ . Yes, we do have cost for this inventory item, but that cost is not recorded at the time of the transaction as there was no inventory available to cost it at. If you are running negative inventory, it is very important you understand how this costing actually works. If you were to report on income for tax purposes at this point, you most likely would be paying taxes on the full 59.56 which is not correct as your cost has not been recorded yet. Please make sure that your entire inventory has been properly accounted for before reporting for income tax purposes.

## How Cost is adjusted once Stock Arrives

Taking the above example, say we now enter a purchase invoice for 10 of these items at a cost of 31.56 (you enter your purchase invoice under the purchases icon). Palladium knows that one of these items are in the negatives (we sold it in the second example) so it automatically enters 9 of them into stock and uses the last one to bring the stock back to zero. The value of the item that brought the stock to zero is expensed to your cost of goods sold account.

In the first example where we had stock available, Palladium costed 31.56 to the 5070-0000 account as cost of goods sold. In the second example we had no stock available, so there was no cost allocation. In this purchases example, you can see where the entry to 5070-0000 was made to bring the accounts current and account for the cost of the transaction of the second example.

## Understanding the Basics behind the Corrections

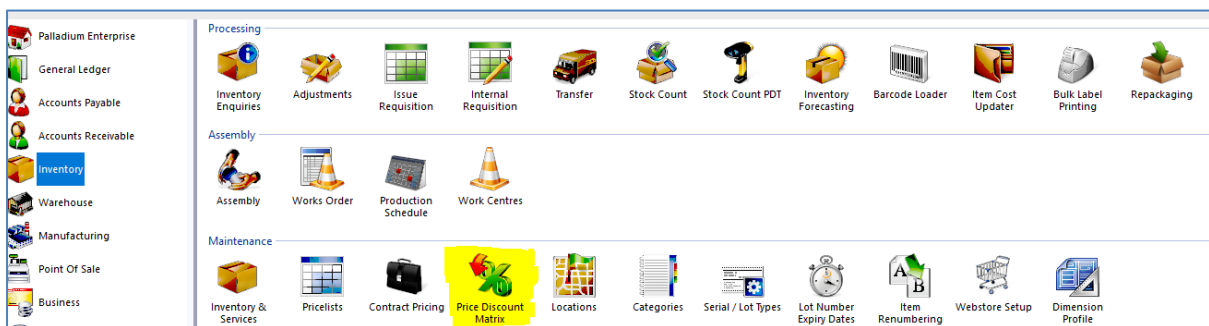
In the third example you saw how the costs were corrected to account for the second examples missing cost of goods sold. Your ledger reports (income statements) will now be correct. However, your GP by Invoice will not reflect the updated costs. Your GP by Invoice reports will still reflect zero cost. It is important you understand this so you don't make decisions based on flawed numbers. Palladium will not go back and find the sales invoices and adjust them. The other consideration is if we had assembled items for this item in negatives (or adjusted items, etc.)

Palladium will always correct the costs for items that bring your stock count to zero and then allow you to enter stock for the rest. If I wanted to assemble stock for this negative item, I should add the negative quantity to any amounts I wish to have remaining in positives so that when the assembly is finished I have the correct positive stock quantity.

### Customer Price Matrix



This feature allows you to tailor discounts by Customer and Inventory Category. It is available on all Purchase and Sales Documents. You therefore have the ability to create and manage discount prices and adjustments for products in conjunction with customer and other market factors. This can be accessed on Inventory | Price Discount Matrix as shown below

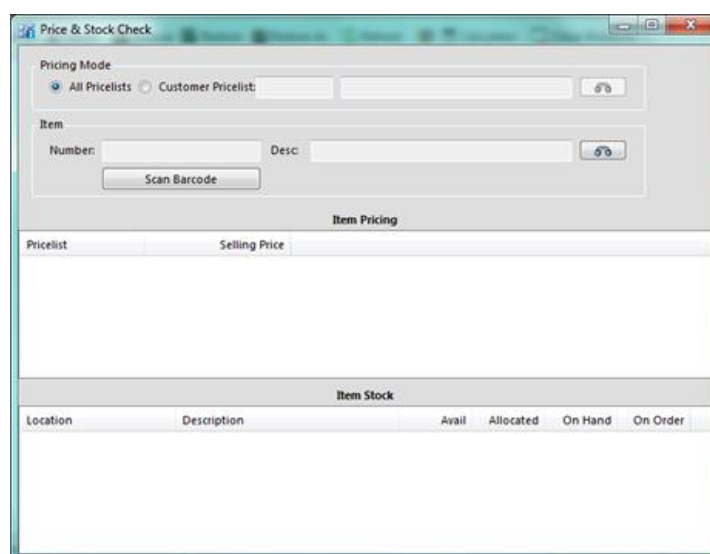


Palladium offers the option to disallow specified users access to the feature. Therefore, discount rates will always be captured by authorized users. You can set this up by going into Control Panel>Users>Access Rights for that user and uncheck the Price Discount Matrix option.



### Price & Stock Check

In Palladium Accounting you can quickly find current pricing information (for a particular customer price list or for all price lists) and check stock availability in each warehouse (location). You can access the price and stock check by pressing F4 in the home window, purchases window, or the sales window. You can also access it by clicking the price check button in the home window, or under the view menu in the purchases and sales windows. The following window will appear:



First select the pricing mode, and then select the item you wish to check on. The current pricing and quantities available will be shown.

### Customer Categories



Account Receivables can be grouped into different Categories for example Cash, Retail or Wholesale. These categories can be used in the following manner:

- View reports in category sequence
- Create a discount matrix per customer category and inventory category. This enables you to have volume based line item discounts.

## Delivery Routes



### Delivery Routes

To setup delivery routes firstly go to Control Panel | Company Options | Optional tab  
 You can capture the optional fields for delivery routes as shown below.

Therefore, when accessing Delivery Route option, you may capture the following information, for example categorising delivery route information as Local or Abroad.

Therefore, when selecting the Customer Account, you may select the option for New on the Shipping Locations tab.

This screen will appear where you can choose the applicable delivery route for the customer. When processing a document for the customer, you may then choose to ship to the captured delivery location.

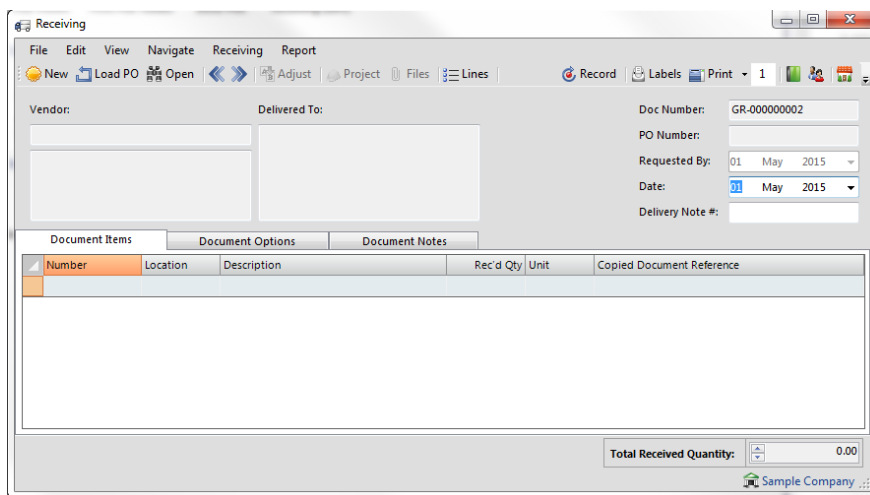
## Receiving (GRV)



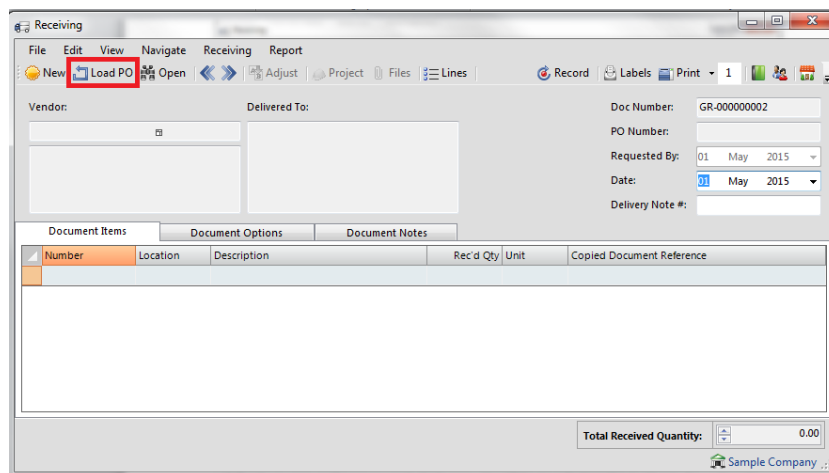
Receiving (GRV)

In Palladium Accounting you can receive stock on a GRV. This allows you to receipt stock in your warehouse using the stock from a purchase order, and into your inventory (at purchase order prices), making the stock immediately available for sale without using negative stock. Any stock received under a GRV will automatically be adjusted to the correct cost when the appropriate purchase invoice is entered.

The GRV function is accessible through the Warehouse menu.



To process a GRV, you would load a purchase order into the window, make any quantity corrections as necessary, and record it.



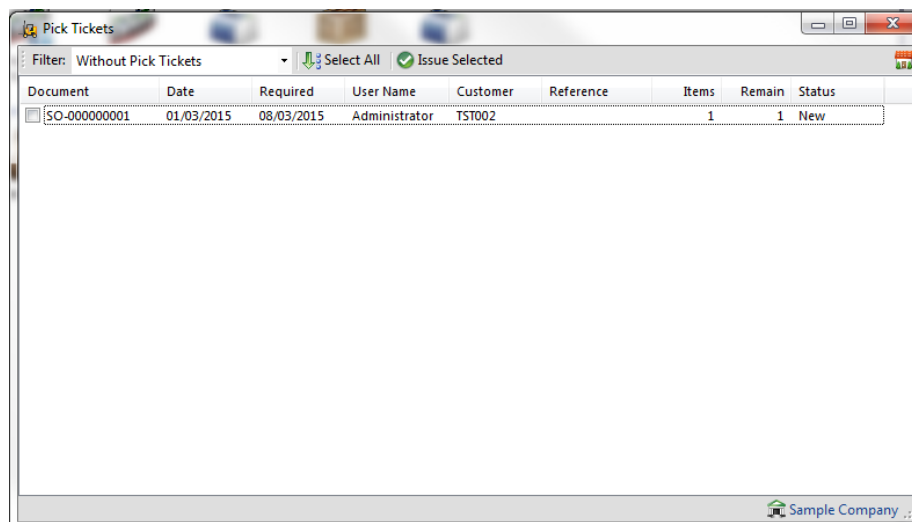
Any items not received on this GRV will remain on the purchase order to be received when they arrive. Once recorded, the stock will be immediately available for sales. You can also print barcode labels for your stock at this time, during receipt.

## Pick Tickets



Pick Tickets

In Palladium Accounting you can pick stock using pick tickets. These pick tickets are generated from sales orders and allow your warehouse staff to collect the stock (pick) and assemble for the shipment process.



You issue pick tickets to your warehouse by using the pick tickets icon. The above screen will appear. Check the sales orders that you would like to issue pick tickets for and press the issue selected button.

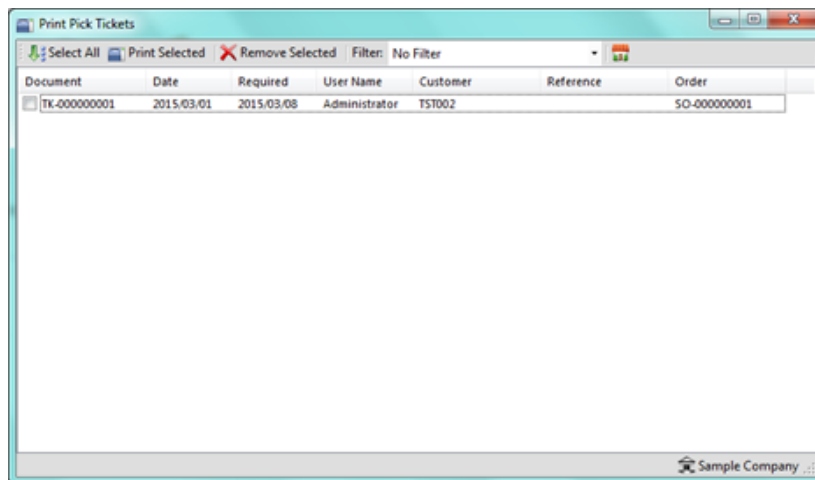
## Print Pick Tickets



Print Pick Tickets

Once you have issued pick tickets under the pick tickets icon, you can use the print pick tickets to actually print them and give them to your warehouse staff.

Press the print pick tickets icon and the following window appears:



Normally, your customer service staff will issue the pick tickets and the warehouse staff will print them. Having a separate place to print pick tickets allows your warehouse staff to monitor the queue for any new pick tickets to fulfil.

Select the pick tickets you would like to print and press the print selected button. When finished, press the remove selected to take them from the queue.

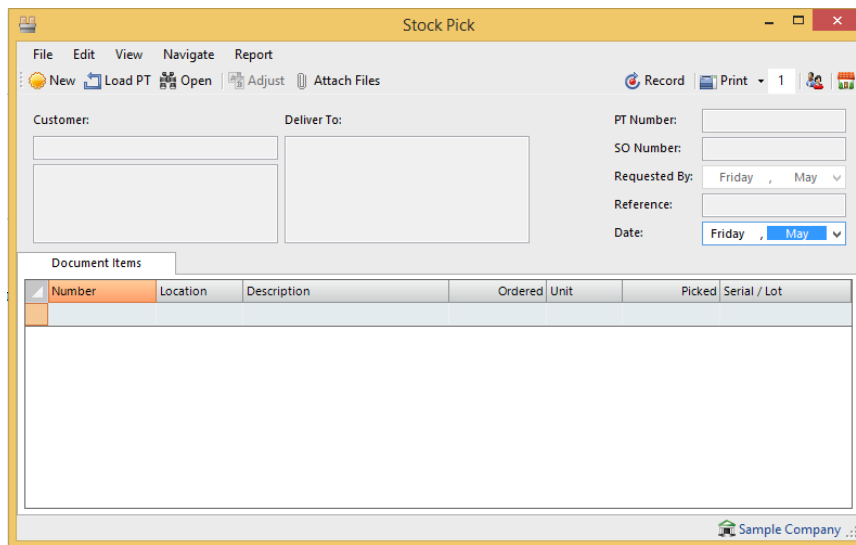
## Stock Pick



Stock Pick

Once you have issued pick tickets and printed them, your staff will then attempt to pick the stock using the pick tickets. Once this process has been completed, you use the stock pick function to tell Palladium which items were picked and at what quantity.

Press the stock pick icon and the following window appears:



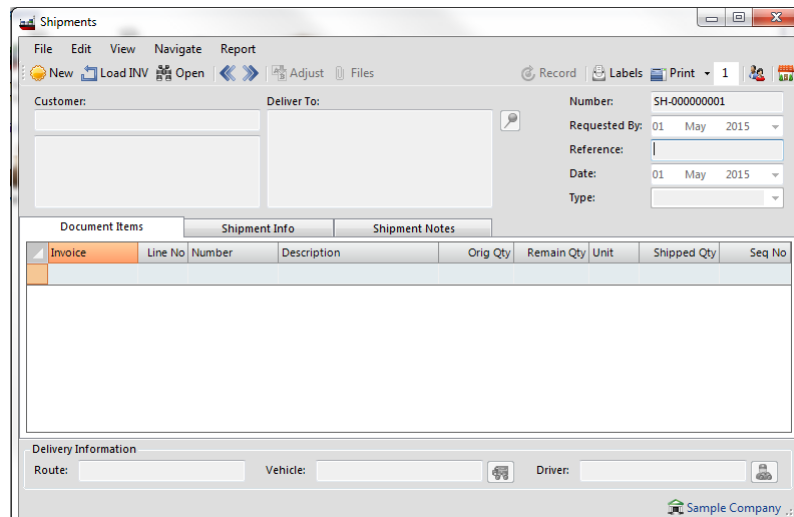
The first step is to load the pick ticket. Then proceed to enter the quantity picked under the "picked" column at the far right.

Any remaining items that were not picked, or not picked in full, will NOT remain on the picking ticket. You must go back and issue a new picking ticket for the sales order, and then print the picking ticket again (with only the backordered items) for backorder shipments. This basically starts the picking process over again by printing a new pick ticket with just the remaining items left on it.



## Shipments & Containers

The shipment and container modules allows you to specify what items have gone into which box (shipments) and which boxes have gone into which crates (containers). This allows you to print packing slips for each, with the original invoice numbers, values, weights, etc., on each document. Multiple invoices can be shipped in the same shipment or container, but must be for the same customer. You access the shipments menu by clicking on the shipments icon in the warehouse module:



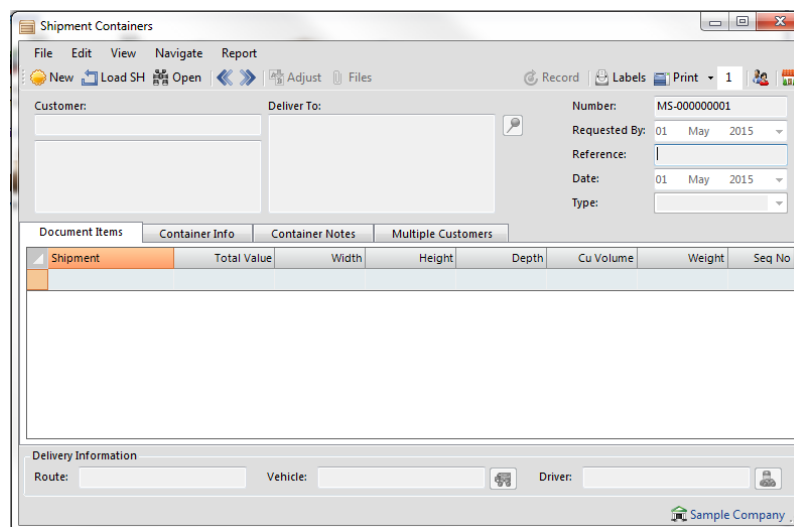
The first step is to load the invoice (this invoice should have been generated by the picking tickets as compared to the sales order, see using in AR for more information). You continue to load invoices until all of the items in the shipment have been loaded. Enter the quantity to ship at the end of each line. Note, you can load the same invoice more than once (on different shipments) to allow all the items to go into multiple shipments (boxes).

## Containers



### Shipment Containers

The container function works exactly like shipments, with the exception is: you are loading shipments (done above) into containers versus invoices. You load each shipment into the container one by one, and Palladium will calculate the running weight, height, depth, and volume for the entire container (all shipments added together).

A screenshot of the "Shipment Containers" software window. The window has a menu bar (File, Edit, View, Navigate, Report) and a toolbar with icons for New, Load SH, Open, Adjust, Files, Record, Labels, and Print. Below the toolbar, there are fields for Customer, Deliver To, Number (MS-000000001), Requested By (01 May 2015), Reference, Date (01 May 2015), and Type. A "Document Items" section contains a table with columns: Shipment, Total Value, Width, Height, Depth, Cu Volume, Weight, and Seq No. The table is currently empty. At the bottom, there is a "Delivery Information" section with fields for Route, Vehicle, and Driver. The software is identified as "Sample Company" in the bottom right corner.

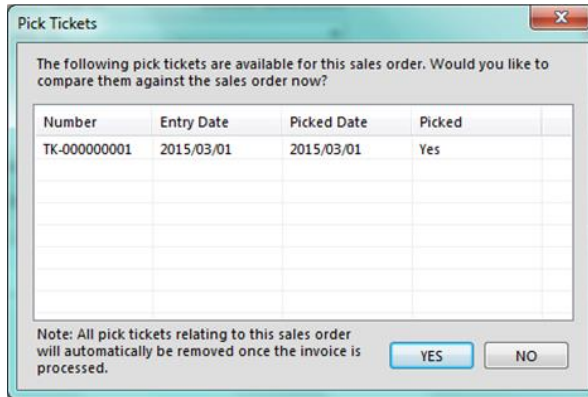
## Using Warehouse Data in Receivables

The warehouse module flows in the following order:

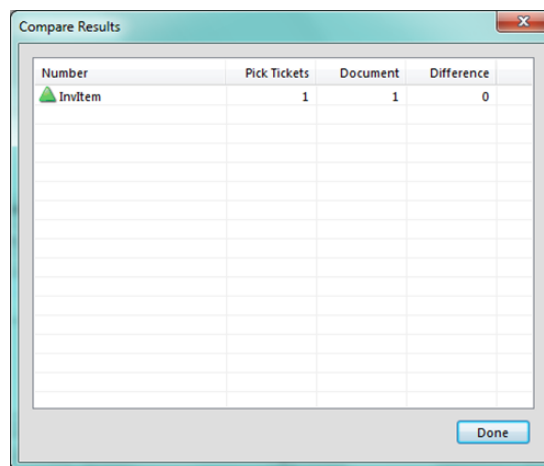
1. A sales order is generated.
2. A picking ticket is generated.
3. A picking ticket is printed.
4. The warehouse staff pick the order and record which items and quantities were picked.
5. A stock pick is entered based on the picking ticket.
6. An invoice is generated from the sales order, based on items and quantities that were reported on the stock pick.
7. A shipment is generated (optional)
8. A container is generated from shipments (optional)

### Converting Sales Orders with Pick Tickets Linked to Them

When you convert a sales order to an invoice, and that sales order has a picking ticket attached to it, you will see the following screen:



Click on the YES button to compare the customer’s order (now showing on the invoice) to the actual items that were picked (picking ticket). The following window appears:



Here you can see the differences, and make the necessary corrections to the invoice before processing.

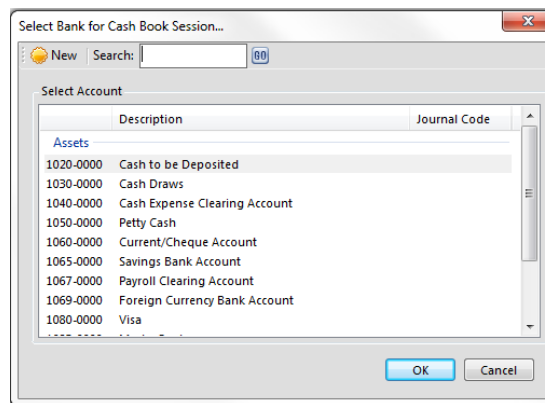
As with all Palladium transactions, any items left off the invoice will remain on the sales order. This sales order can then be used to generate new picking tickets (once the conversion process has taken place and the invoice generated from the first picking ticket).

## Cash Book

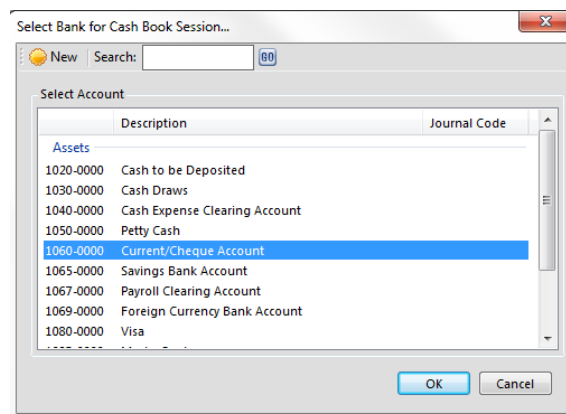


The cash book is used for companies that have multiple bank accounts. This allows (forces) users to select a bank account before processing can begin, and keeps the same bank account though the entire session. This prevents errors where the wrong bank account is used when processing multiple entries.

You access the cash book by clicking on the cash book icon in the home window. The following window will appear:



Select the bank account for this cash book session and press OK.



Date	Comment	Source	Journal	Deposits	Withdrawals	Balance
01/03/2015	Deposit	DP-00000002	34	0.00	70.00	37,195.02
01/03/2015	TST002 - ACME Novelty	Cash	35	0.00	386.46	36,808.56
01/03/2015	3009 - Cash Sales Account	IN-000000013	40	80,028.00	0.00	116,836.56
01/03/2015	Palladium	JE-000000009	41	8,000.00	0.00	124,836.56
01/03/2015	oppo	JE-000000010	42	0.00	7,980.00	116,856.56
01/03/2015	ooloo	JE-000000011	43	0.00	600.00	116,256.56
01/03/2015	TST006 - Cavendish, Peter S.	RC-000000002	48	200.00	0.00	116,456.56
01/03/2015	TST006 - Cavendish, Peter S.	RC-000000003	49	0.00	100.00	116,356.56
01/03/2015	TST008 - DAB Collision Ltd	RC-000000004	51	200.00	0.00	116,556.56
01/03/2015	TST008 - DAB Collision Ltd	RC-000000005	52	0.00	100.00	116,456.56
01/03/2015	TST009 - Derby City Council	RC-000000006	54	200.00	0.00	116,656.56
01/03/2015	TST009 - Derby City Council	RC-000000007	55	0.00	100.00	116,556.56
01/03/2015	Bank Transfer		56	0.00	2,000.00	114,556.56
01/04/2015	TST001 - Ashburton Reinforcing	IN-000000019	57	0.00	1.02	114,555.54
01/04/2015	TST004 - Behedere Nursing Ho	IN-000000020	58	0.00	3.15	114,552.39
01/04/2015	Correcting J57	IN-000000019	59	1.02	0.00	114,553.41
01/04/2015	TST001 - Ashburton Reinforcing	IN-000000019	60	0.00	1.02	114,552.39
01/05/2015	Bank Transfer	Bank Transfer	61	0.00	6,000.00	108,552.39
01/05/2015	Bank Transfer	Bank Transfer	62	0.00	6,000.00	102,552.39
01/05/2015	TST001 - Ashburton Reinforcing	RC-000000008	63	1,546.86	0.00	104,099.25

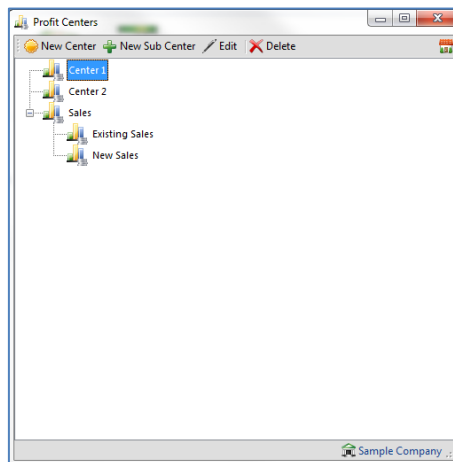
You then have access to all the normal cash book functions from inside the cash book window. All the functions (receipts, payments, etc.) will only allow the bank account you selected when you first entered the cash book.

### Profit Centres (Projects / Job Costing)



In Palladium Accounting you can keep track of different cost centres by using the profit centres functions. As users enter transactions they allocate amounts to different centres and then you can report on these allocations later. You can generate income statements and allocation reports per centre or for multiple centres at the same time.

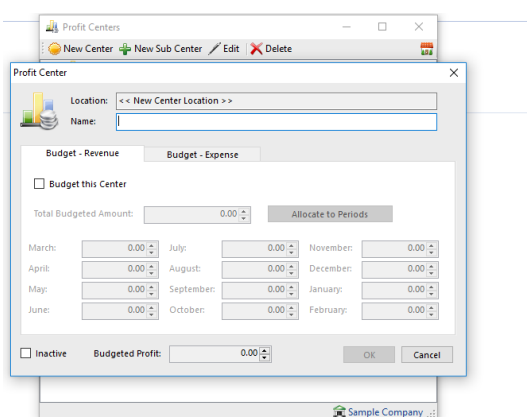
You access the profit centres module by clicking on the profit centres icon on the General Ledger menu. The following window will appear:



In Palladium, the centres can be created up to 5 levels deep and all allocations roll up (not down) to any centres above them. If you allocate revenue to "Centre 1d" as an example, this revenue will be reported in "Centre 1" as well. If you don't require multi-level centres, you can create a new centre for each entity and only have it one level deep.

### Adding or Editing Centres

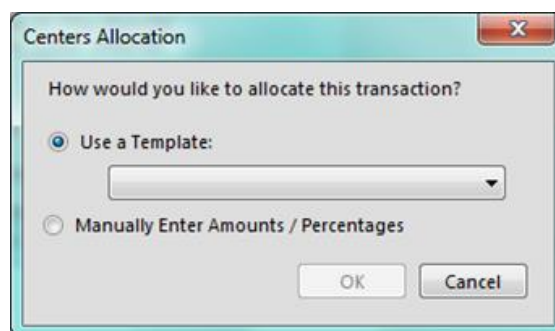
Click on new or edit as appropriate and the following window will appear:



Here you can see the location of the centre (its parent centre) and give the centre a name. You can also budget this centre as well for both revenue and expense. By using the budget function, you will see the actual figures and the budgeted figures in the comparative income reports for this centre.

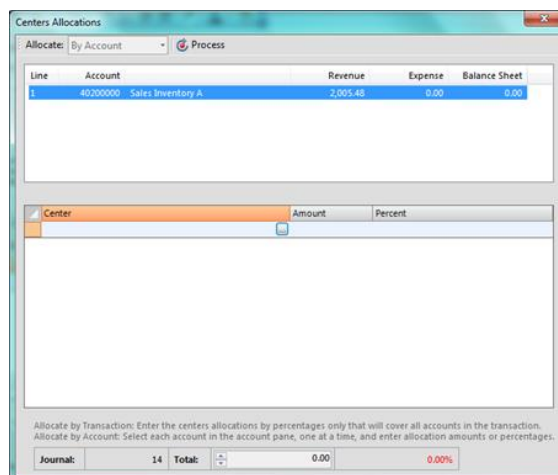
### Allocations

Users allocate transactions to centres by clicking on the centres button in any transaction window. You can also remind them to do allocations by setting this option under the company options window (please see company options for more information). Once the user presses the centres button (or automatically by option) the following window appears:



Here the user can choose an allocation template or do the allocation manually. For more information on templates, see that section that follows this one.

## Doing a Manual Allocation



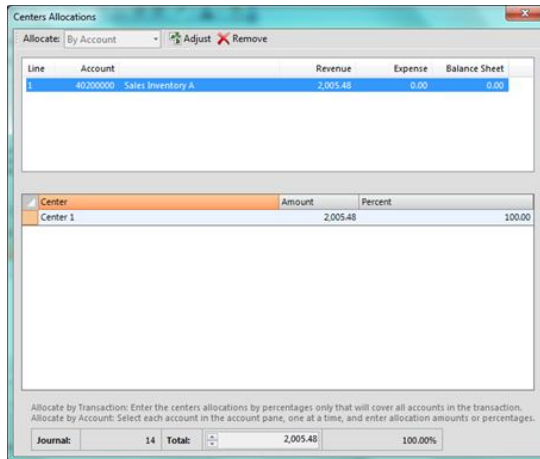
The manual allocation window allows the user to select if they want to allocate by account or transaction. If by transaction they only enter the split once under the centre and amount / percent row. If by account, they must click each account separately and then allocate each account with a centre and amount / percent. Note that multiple centres can be chosen for each account (by account) or for each transaction (by transaction). All allocations must add up to 100% for all accounts / or the transaction else a processing error will occur.

## Allocation by Template

If the user wishes to automatically allocate the transaction using a template, they just select the template name from the drop down list and press OK.

## Correcting or Removing an Allocation

If a correction is required to any allocation you can open the document in the transaction window and press the centres button. The current allocation method will be shown:

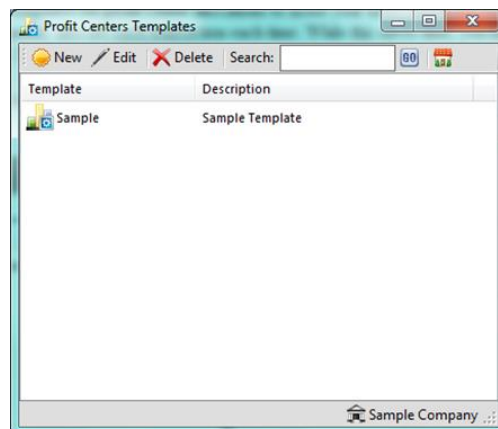


From this window you can adjust the allocation or remove it by pressing the corresponding button.

### Profit Centres Templates

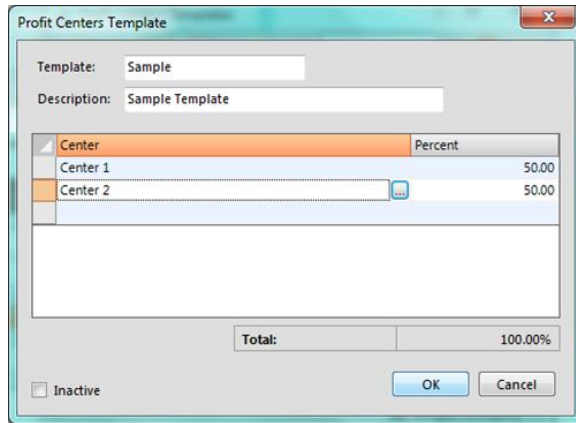
In Palladium Accounting you can setup templates for profit centre allocations to assist your users during the entry process. They can then select the template versus having the manually allocate each transaction each time. While this saves time, you may have instances where only a manual allocation will do. Profit Centres Templates are not mandatory, they just aid in entry and save entry time.

You access the profit centres templates by clicking on the profit centres templates icon in the home window. The following window will appear:



Here you press new or edit as appropriate and the following window appears:





Here you will setup each centre in the template and the predefined percentage for each. Any allocation performed using this template will automatically be split using the percentages listed here.

To add in entry, you can have only 1 centre in the template and its percentage as 100%. That way, users can easily select the centre when they want to allocate the entire transaction to one centre.

### TRAINING EVALUATION FORM

<b>Training Course:</b>		<b>Trainer:</b>				
<b>Company Name:</b>		<b>Date:</b>				
<p><b>Instructions:</b> Upon completion of the course, training participants are strongly encouraged to complete this evaluation form. Completing this form will assist Palladium Software in assessing whether or not this learning activity is the best approach for the training need. Please circle the response below which best describes your assessment of the training.</p>						
<b>SECTION I: COURSE EVALUATION</b>						
	<b>Strongly Disagree</b>	<b>Disagree</b>	<b>Can Not Decide</b>	<b>Agree</b>	<b>Strongly Agree</b>	<b>Comments</b>
1. The course content matched the learning objectives.	1	2	3	4	5	
2. The course length was sufficient to deliver the content.	1	2	3	4	5	
3. The course design (i.e., materials and learning activities) encouraged my participation in the class.	1	2	3	4	5	
4. The course provided opportunities to practice and reinforce what was taught.	1	2	3	4	5	
5. The course information was at an appropriate level to understand the learning objectives.	1	2	3	4	5	
<b>SECTION II: TRAINING TOOLS</b>						
6. The interactive questions helped me to learn the course information.	1	2	3	4	5	
7. The manuals assisted my learning.	1	2	3	4	5	
<b>SECTION III: INSTRUCTOR EVALUATION</b>						
8. The instructor was prepared for class.	1	2	3	4	5	
9. The instructor was knowledgeable about the course content.	1	2	3	4	5	
10. The instructor was responsive to questions and other needs	1	2	3	4	5	
11. Other Comments						
12. Request a Feature						