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*palladium*<sup>®</sup>  
ACCOUNTING

*accounting simplified*

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## INSTALLING PALLADIUM ACCOUNTING SOFTWARE

Installation of Palladium Accounting has several options depending on how you plan to use the software and where you acquired the installation files. There are 3 main portions of Palladium and all three are explained below:

1. **Palladium Accounting Software** - This is the actual software itself. This must be installed on each computer that will use Palladium.
2. **Microsoft SQL Server** - This is the database engine that Palladium uses to store its data. This must be installed once per installation. For a single user setup, SQL can be installed on the same client computer and for a multi user environment, SQL will be installed on the Server and all the other workstations will connect to Server.
3. **Palladium Accounting Automated Backup Server** - Also known as **Palladium Server**, this software runs on the computer where Microsoft SQL Server is installed and provides an automated backup solution. There is a local backup (to the computer) and a remote backup (via FTP to our backup server). The remote backup solution is a subscription service at an additional cost. If you are interested in remote backups, please contact your Palladium dealer for assistance.

### Installing palladium on a Single Computer

Single installation assumes that both the database (SQL) and the software (Palladium Accounting) will be running on one single computer and no other computers will access it over a network.

1. **Install SQL Prerequisites Package** - Download and install your choice of SQL prerequisites package (SQL 2005 or SQL 2008). If you are using a 64bit operating system, you must download and install the SQL 2008 prerequisites package. This package will install Microsoft SQL Server Express Edition on your computer for use with Palladium.
2. **Install Palladium Prerequisites Package** - Download and install the Palladium Accounting prerequisites package. This package installs all the items Palladium Accounting needs to run properly (Crystal Reports, .Net framework, etc.).
3. **Install Palladium Accounting** - Download and install Palladium Accounting package of choice.
4. **[OPTIONAL] Install Palladium Server** - You can optionally download and install Palladium Server to do automated backups. On single user installations this is optional as you will have the ability to perform manual backups inside Palladium Accounting itself. This manual option is only available when SQL is running locally (not on a server). If you wish to have automated backup facilities, you must download and install Palladium Server.

## Installing Palladium on a workstation

A client / workstation setup assumes that multiple computers will be accessing a single Palladium company database (multi-user environment).

### Server Setup

This process must be performed once on the server.

**1. Install SQL Prerequisites Package** - Download and install your choice of SQL prerequisites package (SQL 2005 or SQL 2008). If you are using a 64bit operating system, you must download and install the SQL 2008 prerequisites package. This package will install Microsoft SQL Server Express Edition on your computer for use with Palladium. Please note that if your company is going to have more than 10 active concurrent workstations connecting to the server, then we recommend that you purchase and install a full version of Microsoft SQL.

**2. Install Palladium Server** - Download and install Palladium Server software. This will enable you to automate your backups (Local & Remote) and also gives you options to administer the SQL Server. While you are installing the server, take note of the server name. This can usually be obtained by right clicking on My Computer (or Computer in Vista and windows 7). You will need the name of the server to setup the client computers' connections to the server. You should also create a shared folder at this time for your Document forms to be stored in. All Palladium clients will connect to this share to retrieve your customized document forms. This provides a central place for forms storage. If you don't know how to share a folder, please ask your network administrator to help you. The final consideration for server installation is that if you are using Windows firewall, please make sure you either (1) disable the firewall or (2) put in an exception for port 1433. This resolves the problem of Palladium running slowly over a network. The Windows firewall tends to slow the connections to SQL on the computer when an exception is not present.

### Client Setup

This must be performed on all client computers that will run Palladium connecting to a server.

**1. Install Palladium Prerequisites Package** - Download and install the Palladium Accounting prerequisites package. This package installs all the other software that Palladium Accounting software requires to run properly (Crystal Reports, .Net framework, etc.).

**2. Install Palladium Accounting Software** - Download and install Palladium Accounting package of your choice (Individual, Business or Enterprise).

## Installing Palladium Updates

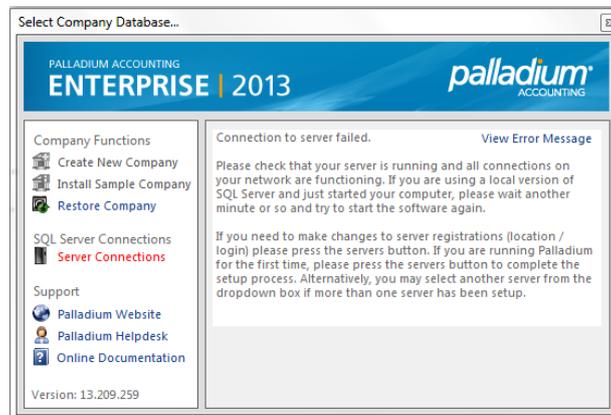
From time to time new updates will be released on our web site and Palladium will always automatically check for the updates and alert you if new updates are available for you to download and install. However, you can also update your software by going to the help menu

inside Palladium and choosing "Check for updates". You essentially download and install the new Palladium Accounting package (as performed in step 3 above) and install over your older version.

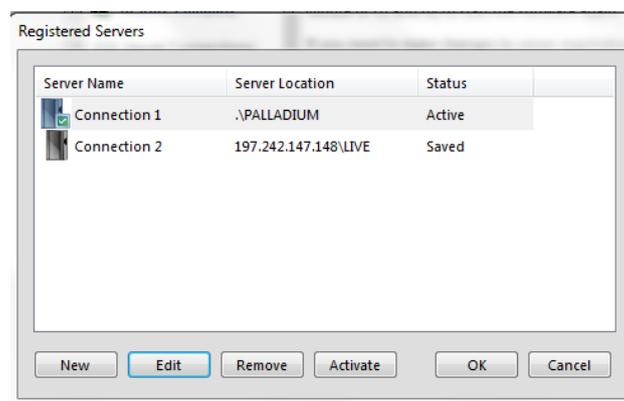
## Configuring Palladium Accounting

Once Palladium Accounting Software has been installed, you must specify where the SQL Database that you wish to connect to is located. Please note that you can have multiple connections to different databases resident on different servers in several locations in a multi user environment and also that the SQL server will be locally on your computer for a single user setup. For a client/Server setup you can also connect to a remote server via VPN.

The first time you run Palladium you will receive a connection to server failed warning. The servers Link will turn red in colour as illustrated below.

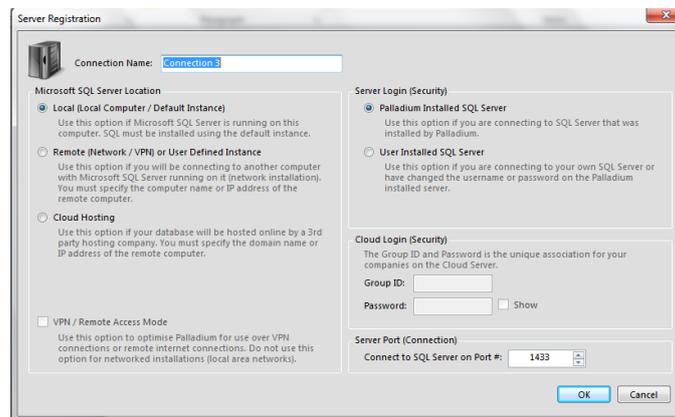


To resolve this, select the server connections tab. For a new installation, the servers' list will be blank and for an existing installation, all of your registered servers will appear. The server with a green tick and the status as "Active" is the server that will be used when you exit this window (your active server).



To create the new server connection, click on the new button and the connection setup (Server

Registration) screen below will appear:



Here you can give the server a name of your choice i.e. connection name. The Microsoft SQL Server Location section tells Palladium where the SQL server is located. If it is on your local computer using a default instance of SQL, select Local (Local Computer/Default Instance) and if you are connecting to a server over a network, VPN, or a named SQL instance, select Remote (Network / VPN) and enter the name of the Server.

The Server Login (Security) section tells Palladium which user account and password to use to connect to the SQL database. If you have not changed this information from the default Palladium settings, then chose Palladium installed SQL Server. If you have installed your own SQL Server or have changed the login information, then choose user installed and enter the username and password to use.

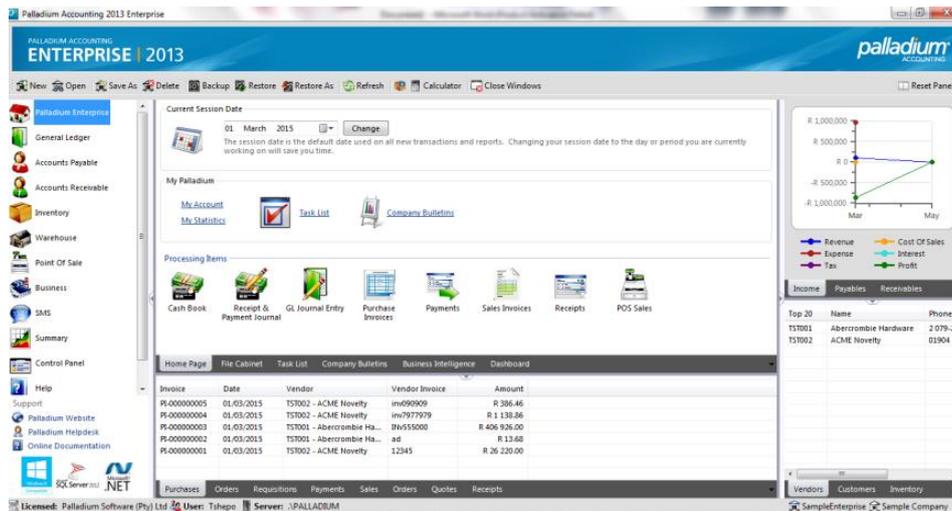
VPN Mode: If the server you are connecting to is in a remote location (including over a VPN) you can choose to allow Palladium to run this connection in VPN mode. This mode will stop all open forms from refreshing when posting transactions. This will decrease the time necessary to post transactions and make Palladium more responsive. However, you must manually refresh your open windows by clicking on the VPN refresh button on the home window (in VPN mode the normal refresh button is replaced with a VPN refresh button to allow you to know that you're running in this mode).

The port setting can also be changed if your administrator requires it. This provides better security over a VPN or public SQL installation. Most of the time, you will leave this as the default 1433.

Then you will press the OK button to continue.

## Navigation inside Palladium Accounting

Understanding the basic navigation techniques is very important to your overall use of the software and satisfaction with it. When you open a Palladium company, you will see the main screen as follows:



The main screen will show you all the modules that you have got on Palladium on the left and you will also have access to your Tasks List, Company Bulletins, Statistics, Current Session Date and will furthermore show you a graphical summary of the company's performance provided you have access rights to it. (Will be covered under company administration in control panel)

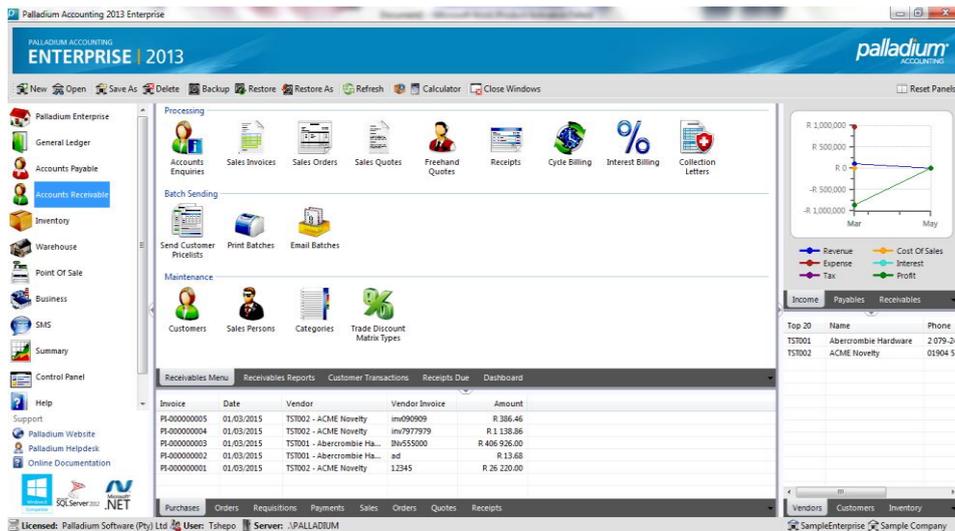
You will also see your latest transactions and you can actually drill down to the source document from here by double clicking on the transaction. On the bottom right it will display for the top 20 for the selected category.

## Moving From One Module to Another

You will see all the modules that you have on the left side of the home window, Please note that you may not have access to the options on other modules if your administrator has not allowed you access to those particular modules.

## Navigation Inside the modules

Once you select a module by clicking on it on the home window, Using Accounts Receivable as an example, the system will list for you all the various processing options for that selected module. In the middle of the window, there is a menu for you to toggle between the submenus such as Reports, Customer Transactions, Receipts Due and the Dashboard. These will differ from module to module.

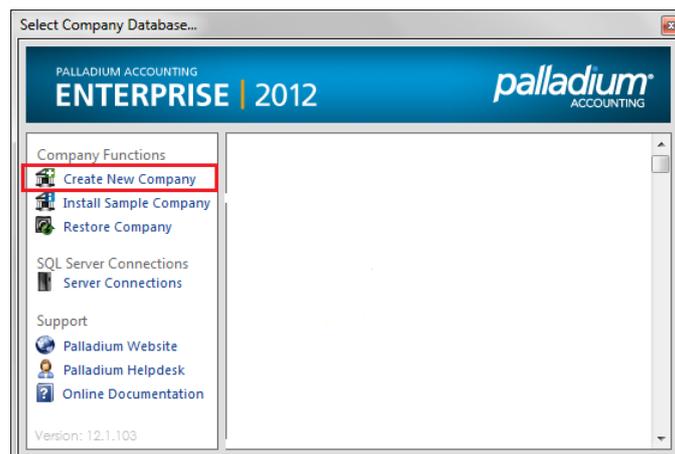


On the bottom left corner of all the home screens, there is a link to the online documentation, the Palladium Software website and the Palladium Help Desk.

## STARTING A NEW COMPANY

Once the software has been installed and setup, the next step would be to create a new company database in Palladium. This can be accomplished in one of two ways:

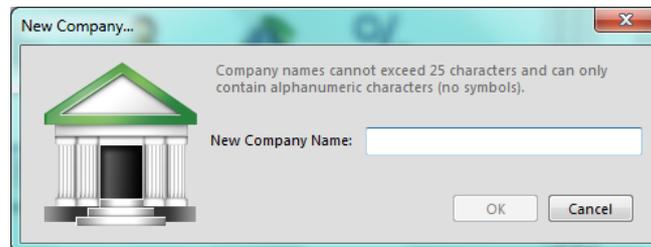
1. From the main company selection screen press the Create New Company tab.



2. From inside Palladium, go to the file menu (at the top of the screen) and click on New as illustrated below.



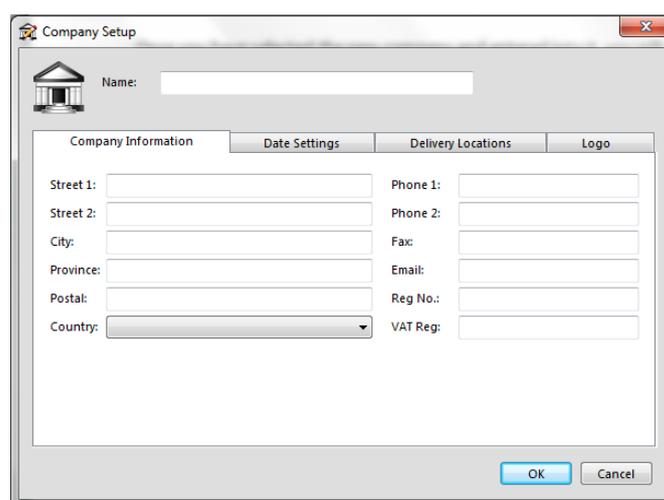
Upon the selection of either one of the two options, you will see a screen as follows.



Here, you will need to enter the company name here and click OK. Please note that at this point, the company name cannot contain spaces, symbols, and must be at the most, 25 characters or less. This name is only used for recognizing the company inside the Palladium. You will have the option to enter your full legal company name during the setup process. Once the new company has been setup you must either switch companies, or just select it depending on how you created it. Palladium does not automatically switch to the new company. You would need to first logout of the current company to get to the company selection window (the same window you see at start-up).

## Entering a new Company for The First Time

Once you have selected the new company and entered into it, you will see the following screen:

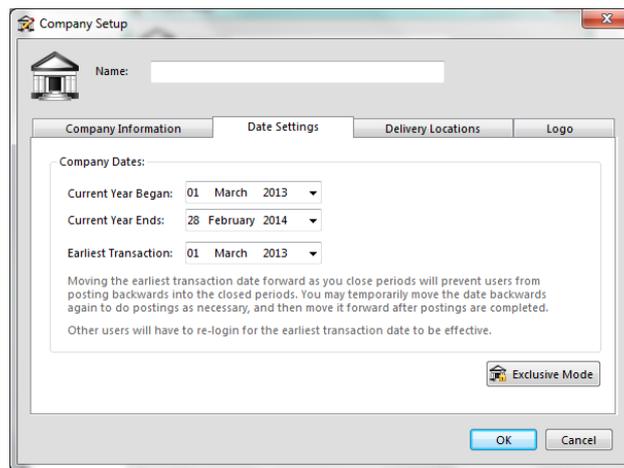


At this point you can enter your company's legal name, address details, phone numbers, and registration numbers. Please note that the information you enter here will appear on all

documents you create in Palladium. You can change this information at any time by going to the company menu inside Palladium and choosing setup.

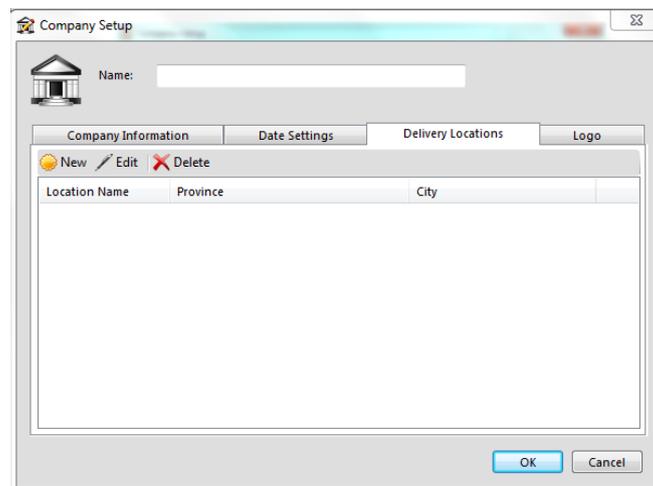
**NB: Please note that upon changing these details at a later date, it will only affect financial documents (invoice, quotes, etc.) being processed going forward and not those processed prior to the changes.**

The next step on this same window is to enter your company date information. Palladium needs to know when you end your fiscal year for the current year. Please take note that the previous year is not created at setup. You will only have access to the current year until after you do a year end. Only then will you be able to move the current year into the previous year slot.



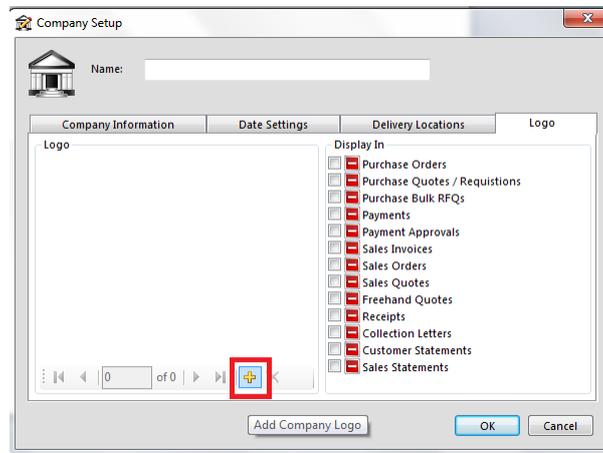
If you have multiple delivery addresses for your business, you can add those here as well. This would be for multiple offices or maybe an offsite warehouse. These addresses will be available as delivery location options when processing purchasing transactions.

This function is mostly used if a company has a different address where they receive their stock and where they actually conduct business from.

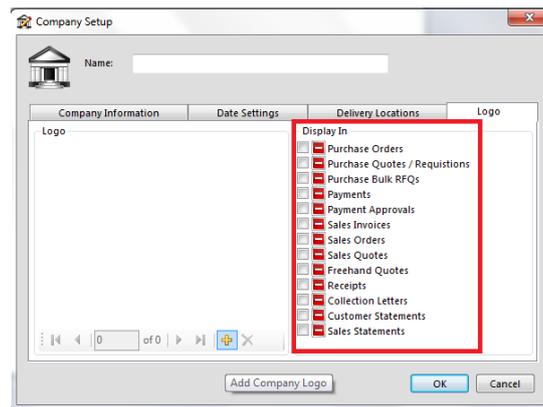


## Inserting a Logo

Here you can insert a logo that will appear on all your processing documents

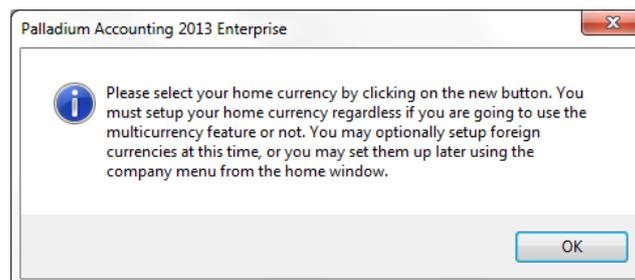


Furthermore, you can opt to choose which documents in particular you want the logo to appear on. You can choose by ticking the tick boxes.

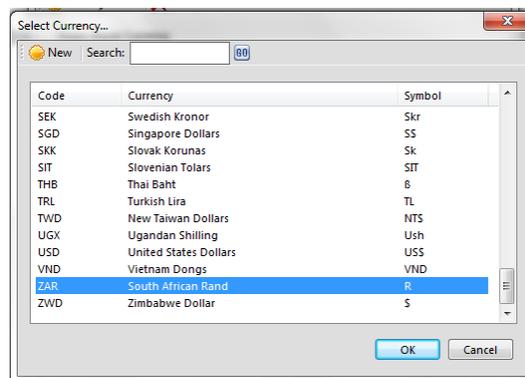
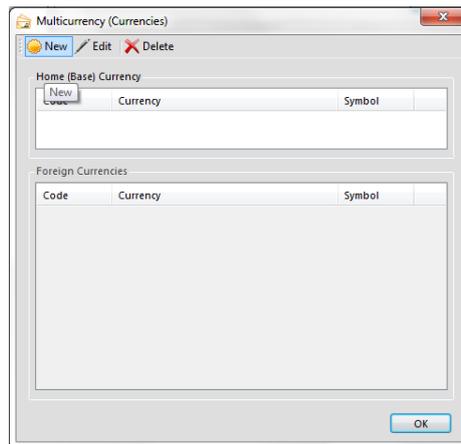


## Setting up a Currency for the New Company

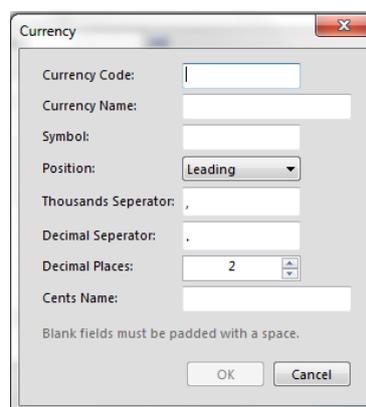
After that has been set up, you will be required to define a default home currency (your base currency that you will be trading in). You must setup the currency you regularly work in, regardless if you are going to be using multicurrency or not. See screen below:



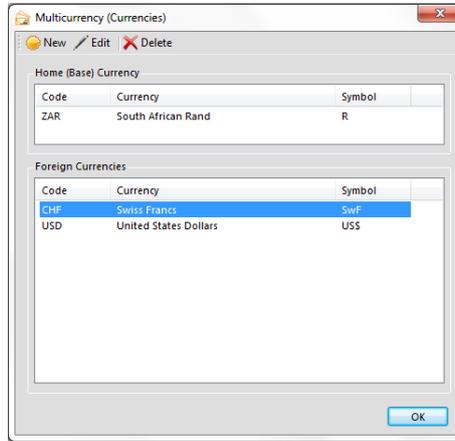
On the multicurrency window, press the new button and select your home currency from the list. You can also add other custom currencies that may not be available on the list.



Should the currency you trade in not be on the list, you can create it by clicking on the “New” tab and creating it manually. The below screen will come up and you will then configure it as to your specifications.

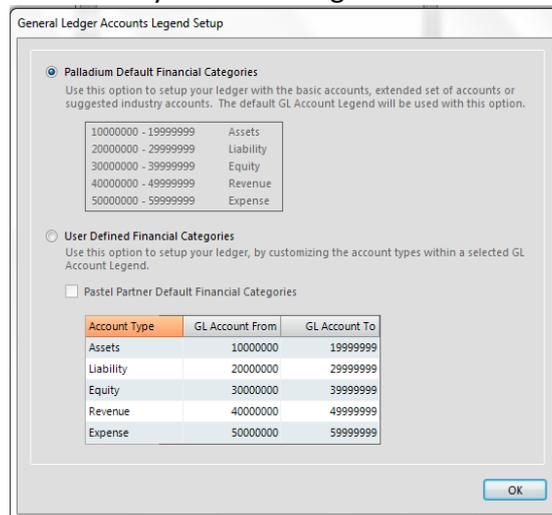


If you wish to use multiple currencies, you simply press the new button again (after selecting the home currency) and select all your other currencies you work in. Note, you can add more currencies later by selecting the Currencies option under the Control Panel. Close the window when you are finished.



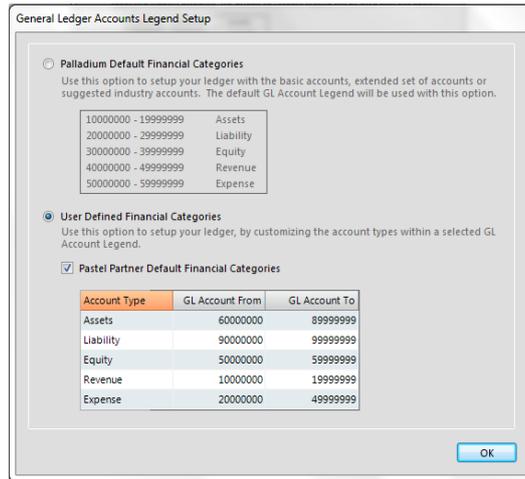
## Choosing a Chart of Accounts

The next window that opens will require you to specify whether you will be using Palladium's Default financial categories or define your own categories as illustrated below.



If you select the option to define your own categories, then you should enter your preferred ranges for your GL account numbers. With this option the company is created with a blank chart of accounts and you will have to create all your GL accounts manually.

Should you be importing data through the Pastel Conversion tool within Palladium, you will select the tick-box "Pastel Partner Default Categories". This will default to the Pastel defined categories. See screen below, the numbering legend is different:



If you select the option for the Palladium Default Financial categories, then the system will give 4 different options listed and illustrated on the screen below :-

1. Manual Setup - No accounts are created. Use this setting for creating your chart of accounts manually or if you plan to import them from another application.
2. Generic Setup - A typical chart of accounts is used with the basic account sets, suitable for relatively smaller businesses.
3. Generic Setup Extended - This chart of accounts includes extended accounts for fixed assets, payroll options, etc., suitable for relatively larger businesses.
4. Industry Specific - This option uses the generic set of accounts and adds in revenue and expense accounts that are suggested for your selected industry.

Please note, you can rename or delete these accounts until they have been used for the first time. It is better to choose a template to setup accounts and then modify them to suit your needs versus setting them up from scratch (manual option).

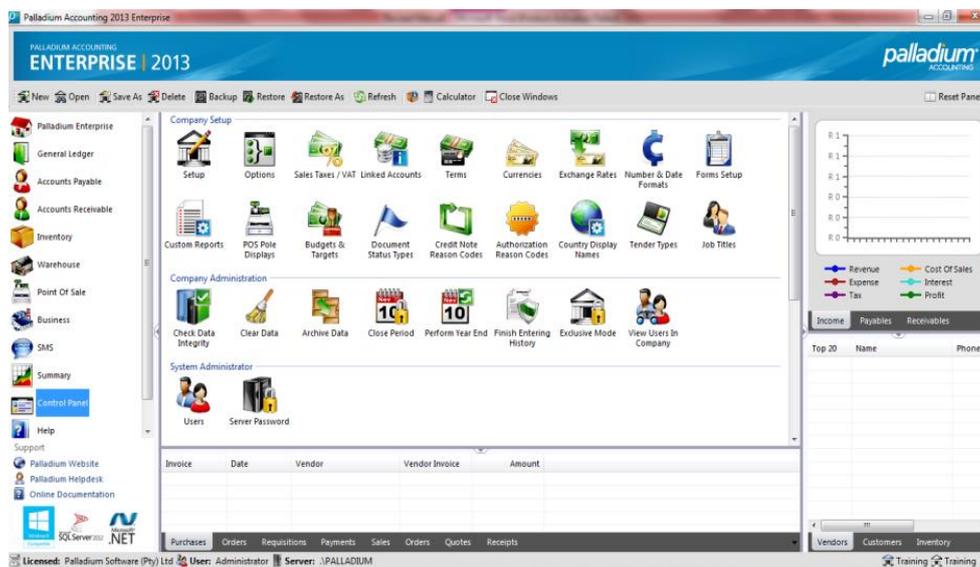
Once you click OK, you will be taken into the main Palladium screen. Now you must setup company options and import data as necessary to finish the setup process.



Once the above company requirements have been set up, the first place of reference to start before you can start processing within Palladium would be in the Control Panel.

## CONTROL PANEL

All the Company setup and administration functions are all accessible through the Control Panel. This is primarily where you will be able to set and edit your company processing parameters. The Control Panel is found on the main menu as illustrated below:



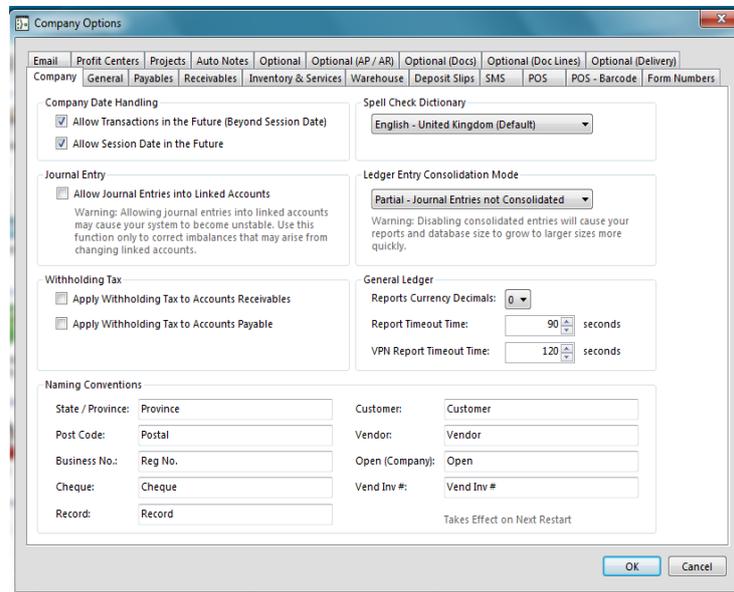
## Setting Company Options

Palladium Accounting stores all of its company options in a single location. As each company is different and operates under different parameters, Palladium can be customized to meet any specific business requirements or operating practice. Each company inside Palladium will have its own distinct company options or parameters defined (they are not global to all companies in Palladium). The Company Options menu is on the Control Panel under the Company Setup section. The following menu will be displayed;

## Company Tab

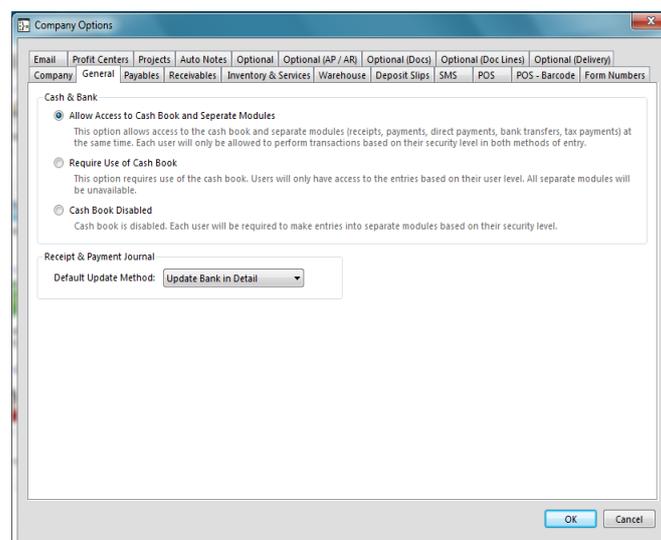
The company tab allows you to set date handling (if transactions are allowed in the future beyond the session date, and allow the session date in the future). The final option allows you to post journal entries into the linked accounts. This option should only be used to correct balances and then should immediately be turned off again once you have finished with it.

Naming conventions (Enterprise Edition Only); here you can change the name of different items inside Palladium to better suit your requirements as a business. You can rename "customer" to "debtor" as an example. The names here will be shown in all user interfaces in Palladium.



## General Tab

In Palladium there is a cash book style entry method. This forces the user to only work with a single bank account at a time for doing entries. Here you can force the use of this entry method, block it, or allow access to both.



## Payables Tab

The payables option allows you to:

- Define the aging you use for your vendors
- Define if payments can be entered on invoice entry. If payments are blocked, you can only enter payments through the payments processing window.

Here you also select your document processing mode. This will determine whether you will park on quantity or wrap to the next line when processing payables documents.

Furthermore, you can choose your ageing periods, vendor account number coding convention and various other vendor processing parameters.

The screenshot shows the 'Company Options' dialog box with the 'Payables' tab selected. The dialog is divided into several sections:

- Aging Periods:** Three spinners for 'Days Overdue' with values 30, 60, and 90.
- Reference Number Checking:** Radio buttons for 'Disabled' (selected), 'Warning on Duplicate (PO / INV)', and 'Error on Duplicate (PO / INV)'.
- Create a Return:** Radio buttons for 'From Invoice Document' (selected), 'Returns Icon', and 'Both'.
- Blank Reference Number, Blank Department, Blank Authorization Reason Codes:** Each has radio buttons for 'Allow' (selected), 'Warning', and 'Block'.
- Document Processing Mode:** Two groups of radio buttons. 'Standard' has 'Yes (Park on Qty)' (selected) and 'No (Wrap to the Next Line)'. 'Quick (Invoke Item Search on Enter)' has 'Yes (Park on Qty)' and 'No (Wrap to the Next Line)'.
- Vendor Account Number Coding Convention:** Radio buttons for 'Free-Format' (selected), 'Manual', and 'System Generated'. Below are two segments with 'Format' dropdowns (both set to 'Alpha') and 'Character Places' spinners (both set to 0).
- Force Payment Approvals:** Radio buttons for 'Yes (Payments can only be Created from Approvals)' and 'No (Payments can be made directly)' (selected).
- Checkboxes:** 'Allow Payments on Invoice Entry' (checked), 'Auto Print Invoices on Record', 'Clear Document on Record', 'Display Vendor Item Code and Description on Purchase Documents', 'Allow Processing on Document Line Total', and 'Prompt Open GRV's on Purchase Invoice Processing' (checked).
- Default Number of Days for Required:** A spinner set to 7.

Buttons for 'OK' and 'Cancel' are at the bottom right.

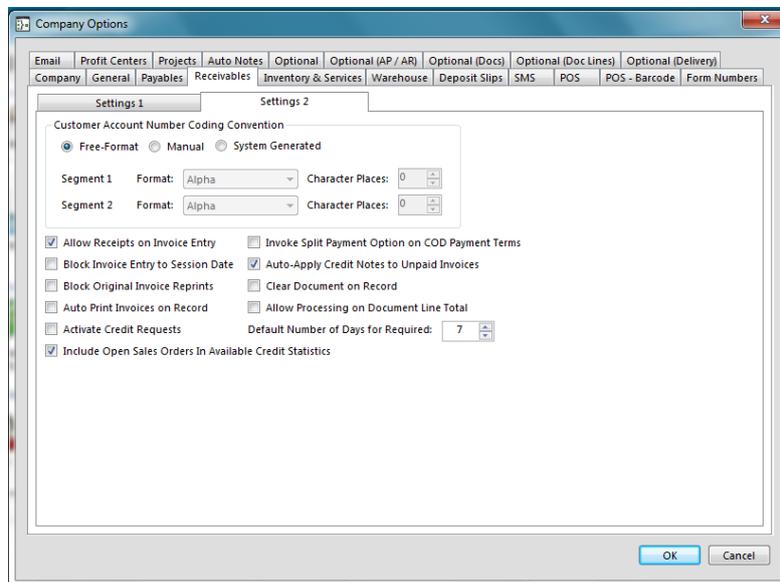
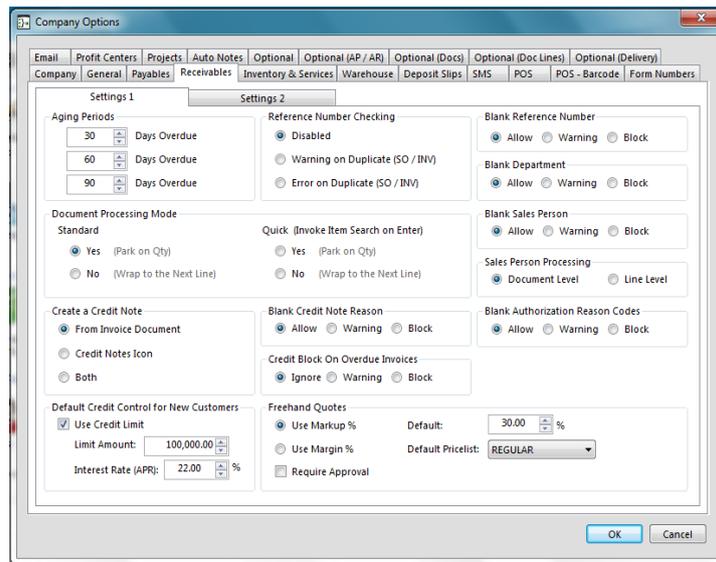
## Receivables Tab

The receivables tab allows you to:

- Set your company aging options (calendar for days from statement and periods for days from invoice).
- Default Credit Control for New Customers; this option allows you to set use a credit limit and also enter the amount which will then be default limit for all new customers. The annual interest % rate is also captured. You may enter the annual percentage interest rate at which the system should calculate interest. The system calculates the periodic interest rate by dividing this percentage by 12.
- Reference number checking; check for duplicate reference numbers.
- Freehand Quotes; set the Markup % or Margin % for Freehand Quotes.
- Blank Credit Note Reason; this option allows you to either Allow, Warn, Give an Error when a user attempts to process a Credit Note without a reason code.
- You can also require administrator rights to enter credit notes and do invoice adjustments. If these options are checked and the user does not have administrator

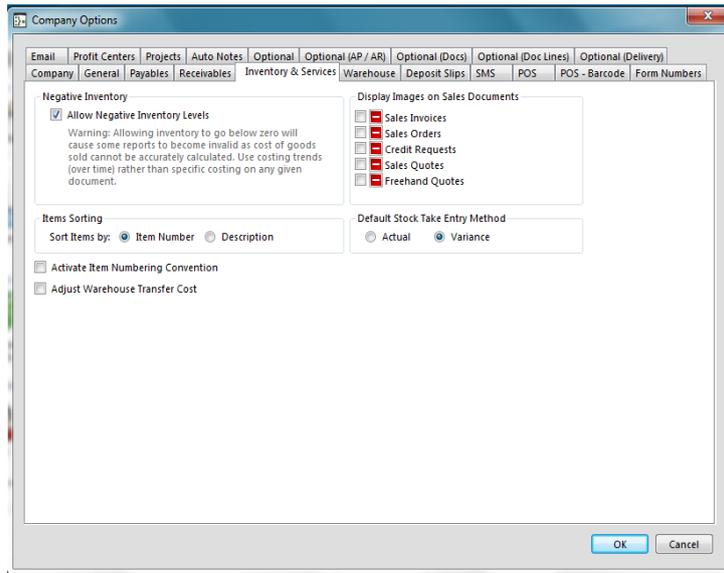
rights, a permissions window will open to allow the admin user to enter their username and password to complete the transaction.

- Activate Credit Request; when ticking this option you activate the functionality for the user to process a credit request, then once the goods returned are approved to be credited the document can then be converted to a credit note.
- Document processing mode. This will determine whether you will park on quantity or wrap to the next line when processing receivables documents.



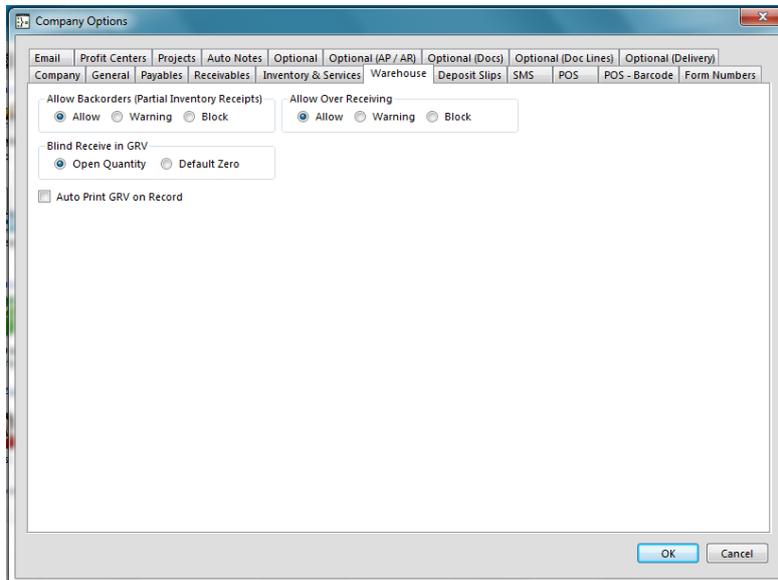
## Inventory & Services

The inventory & services tab allows you to turn off / on negative inventory levels (please see warning) and also if you would like your inventory sorted by item number or description in transactions windows and lists.



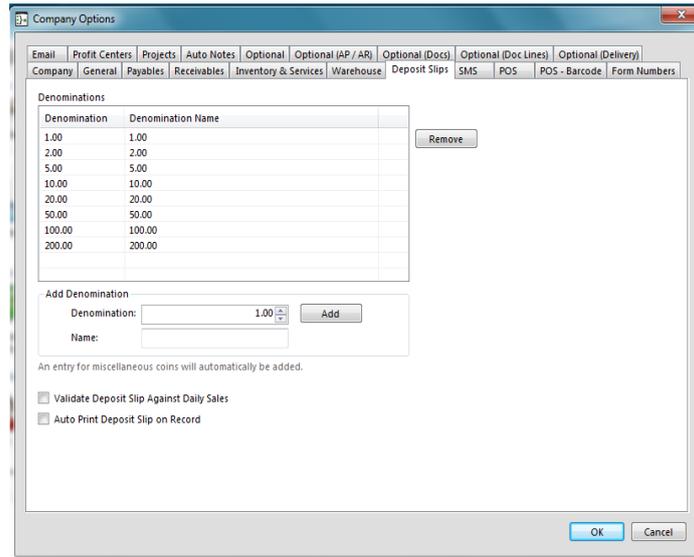
## Warehouse

Under the warehouse tab, you will be able to set up the allowing, warning or blocking of backorder and over receiving of stock. Please see screen below:



## Deposit Slips

Here you can enter the denomination (cash values) for your deposit slips in the currency you use for your banking transactions. Furthermore, you have option to validate the deposit slips with your daily sales or not. See screen below:

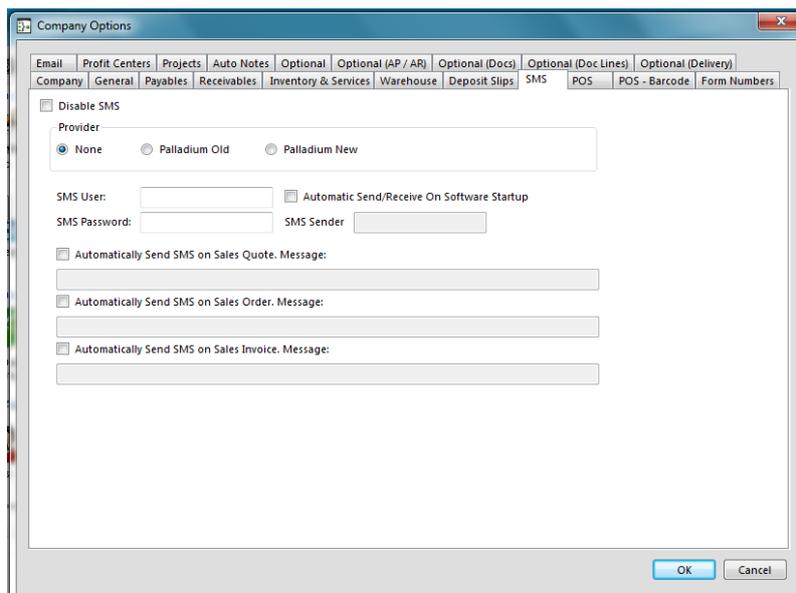


## SMS

The SMS service module is a credits / prepaid system. Here you can enter your username and password (please contact you Palladium to sign up for an account). You can also have Palladium check for replies automatically every hour and also automatically send messages to customers on document creation.

In this tab, you can also insert the automatic text message that you want sent out with various financial documents.

**NB: Please note that this function is subject to the purchasing of SMS credits from Palladium.**



## POS

These options are for the embedded point of sale system. This allows you to control if discounts are allowed, refunds are allowed, etc. You can also set your payment options.

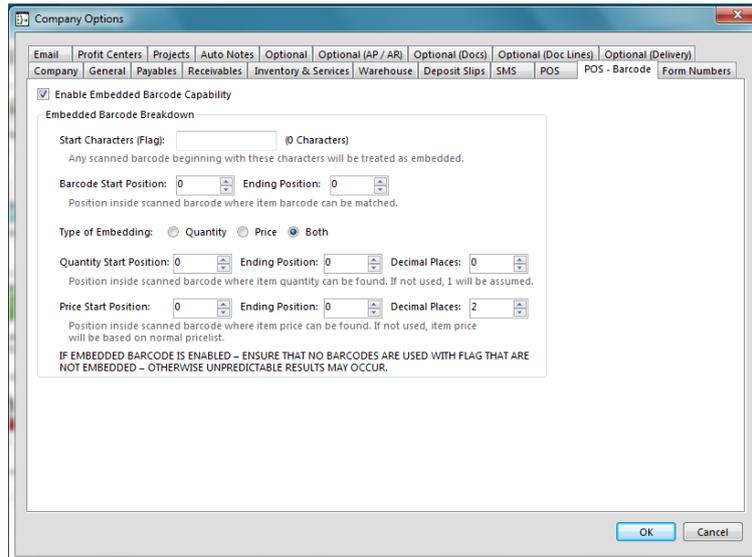
You can also control how price changes are handled and also when cash drops are required to make sure you never have too much cash in any single drawer at any given time. One of the more important features for setting up the POS is if you are using cash mode (no customer selection allowed) or using a customer account for each transaction.

There is an option to enable a warning functionality at cash drop level when the amount in the till exceeds a certain amount. Further to this, you can set the POS to prompt you to perform a drop when it reaches a certain amount.

This tab also allows you to choose the default customer you want to process on at POS level. You can either choose a particular customer every time you want to process or if you are processing to a cash account at till level.

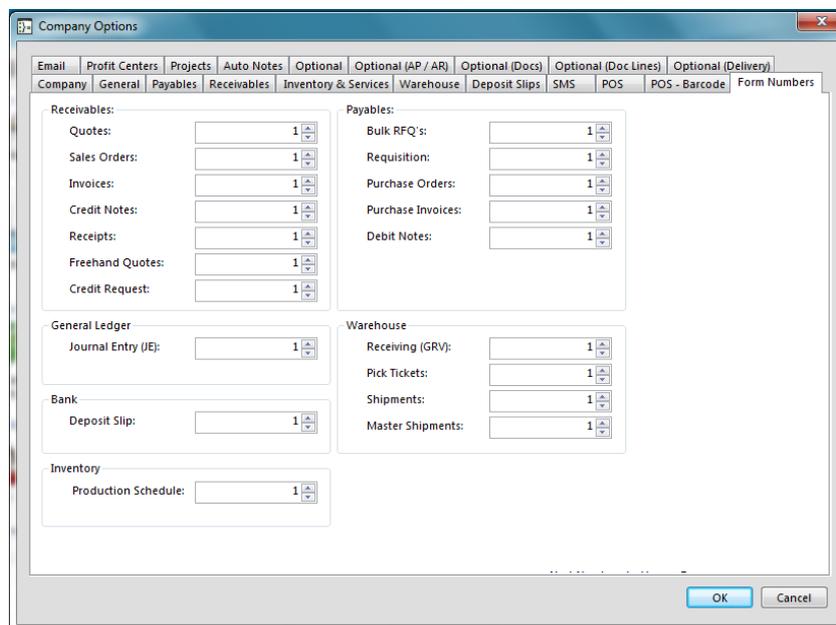
## Embedded Barcode for Point of Sale

The embedded barcode function allows you to connect Palladium Accounting to a scale that prints embedded barcodes. You must specify the control character (the character that is first in the barcode such as "2"). You then tell Palladium where to find the embedded quantity (such as weight) and / or the embedded price.



## Form Numbers

Here you can setup the form numbers you choose to start off with. You can adjust these numbers later, but only to a higher number than currently specified.

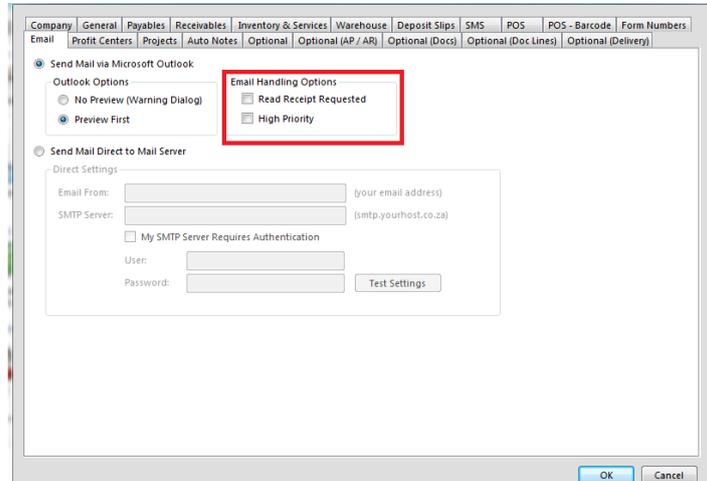


## E-mail

Palladium Accounting sends email by default using Microsoft Outlook. If you do not have Outlook you can choose to send email directly to a mail server. The settings for your mail server should be entered here. Please note: you must have an active internet connection at all times to

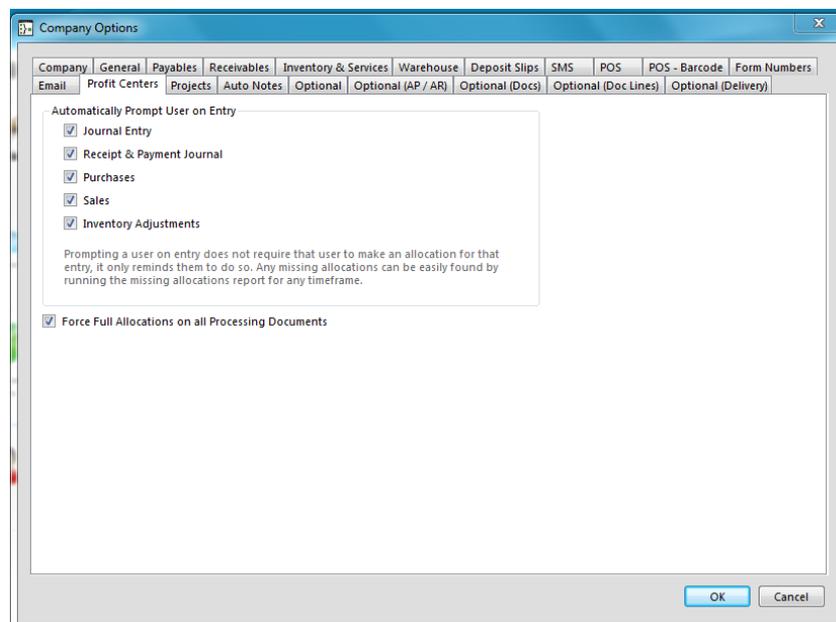
send email this way. You also lose your ability to keep a copy in your sent items as well as the mail is sent directly out to your email server.

You can choose whether to receive read-receipts as well as the priority of their e-mails you send via Palladium. Please see below:



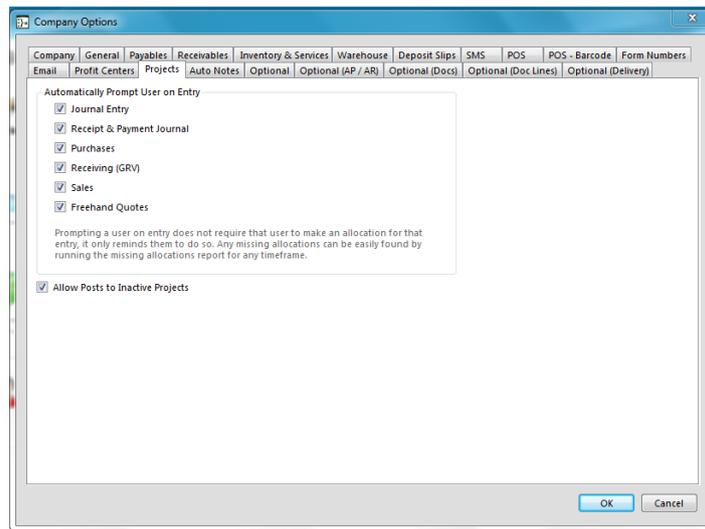
## Profit Centers

These options allow Palladium to prompt users for centres allocations during entries. This extends to Journal entries, Payables processing, Receivables processing up to and including any inventory processing and adjustments.



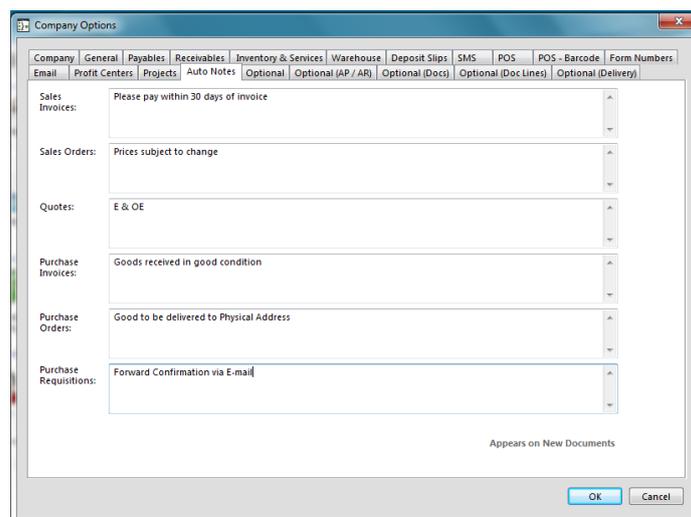
## Projects

Under the Projects tab, you can set parameters on how you would like to processes when dealing with projects. You can choose when you would like it to prompt you for you to process into a particular project. This can be done either when processing for Purchases, Sales and/or Inventory related processing and adjustment.



## Auto Notes

These notes automatically appear in the notes section on all new documents created. The user can remove them or modify them, but it keeps productivity up as they don't have to type them each time.



## Optional Fields

Palladium Accounting uses optional fields for searching, displaying on forms, reporting, etc. Once you designate a specific field for a purpose you can label it here. Once labelled, the user will understand what information should go in here or is displayed here.

The screenshot shows the 'Company Options' dialog box with the 'Optional' tab selected. The dialog is divided into three main sections for defining optional fields:

- General Ledger Field Names:** Contains 12 fields (Field 1 to Field 12), each with a text input box and a 'Mandatory' checkbox.
- Inventory & Services Field Names:** Contains 12 fields (Field 1 to Field 12), each with a text input box and a 'Mandatory' checkbox.
- Project Field Names:** Contains 12 fields (Field 1 to Field 12), each with a text input box and a 'Mandatory' checkbox.

At the bottom right, there are 'OK' and 'Cancel' buttons.

## Optional Fields (Document and Document Lines)

Palladium Accounting Enterprise Edition allows you to enter optional field information on the document level (12 fields) and also on each document line (12 fields). This applies to both purchases and sales documents. Here you can label those fields to allow easier entry for your users.

The screenshot shows the 'Company Options' dialog box with the 'Optional' tab selected. The 'Optional (AP / AR)' sub-tab is active, showing configuration for document and document line fields.

At the top, there are two tabs: 'Payables Documents Line Field Names' and 'Receivables Documents Line Field Names'. Below these are 'Add', 'Edit', 'Save', and 'Cancel' buttons.

The configuration area includes:

- Field:** A dropdown menu currently set to 'Field 1'.
- Heading:** A text input field.
- Mandatory:** A checked checkbox.
- Field Type:** Radio buttons for 'Free Text' (selected), 'Date', and 'Drop-down List'.

Below this configuration is a table with the following header:

Field	Heading	Mandatory	Type
-------	---------	-----------	------

At the bottom right, there are 'OK' and 'Cancel' buttons.

## Setting Up Sales Taxes (VAT)

Palladium allows you to run your company with or without sales taxes. If you don't charge sales taxes at all, then you can skip this step.

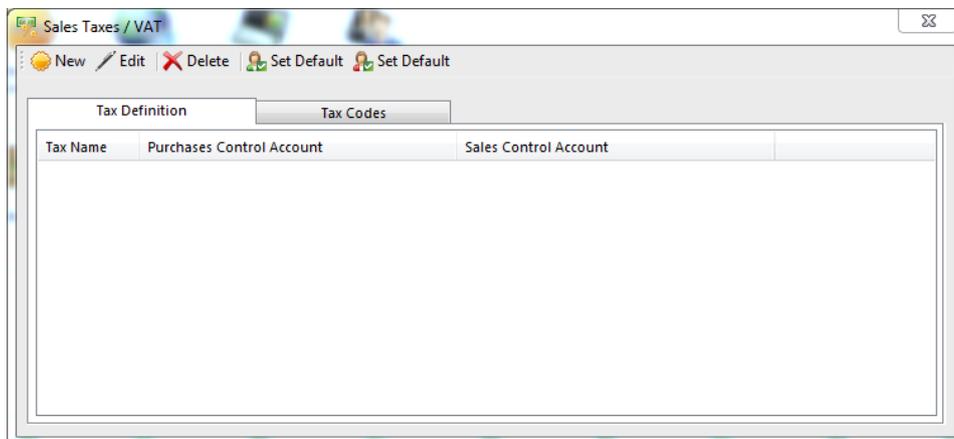
Palladium Accounting allows you to have multiple tax definitions if you have several government bodies that collect tax. Through the use of tax codes, you can setup multiple tax definitions and rates into a single code.

Please note that your tax registration (VAT) number is entered on the Company setup screen when you first started the company. It can also be accessed by choosing Setup from the company menu on the Control Panel.

The Sales Tax / VAT menu is on the Control Panel under the Company Setup section.



The following menu will be displayed once you select the taxes option;



From the menu, you can create, edit or delete tax definitions and codes. You can also set a selected code as the default tax code for existing Vendors/Customers using the set as default tabs on the menu.

## Setting up Tax Definitions (Government Bodies)

On the Sales Taxes menu shown above, select the Tax Definition tab and the following screen will be displayed;

**Tax Definition**

Sales Tax / VAT Name: VAT

Purchases Control Account: 2160-0000 Purchases VAT Payable

Sales Control Account: 2300-0000 Sales VAT Payable

OK Cancel

Enter the name of the authority such as VAT or STATE TAX , etc. At this point you must also select the control accounts where purchases and sales taxes are recorded when a tax code linked to that definition is used. When finished press OK.

## Setting up Tax Codes

Once you have finished your tax definitions above, the next step is to setup the tax codes and link them to the definitions. On the Sales Tax / VAT menu, select the Tax Codes tab and the following menu will be displayed;

**Tax Code**

Code: 01

Description: VAT on Sales

Allowed In: Sales Journals

Defaults:  Vendors  Customers

Rec & Pmt Journal Default:  Payments  Receipts

Tax	Status	Rate	Included in Price	Refundable
VAT	Taxable	14	No	Yes

New Edit Delete

OK Cancel

Enter the tax code such as "01", "02", etc. This code will appear on all documents you create inside Palladium. Enter a description such as "VAT on Sales", etc. This will help your users to determine what the code is used for. The allowed in drop down allows you to select the journals the code is allowed to be used in. It is recommended you have codes just for sales and others for purchases. Your exempt and non-taxable codes can be allowed in all journals. The final option is the defaults. If selected, this code will be the default for all new customers or vendors (or both) when they are created (but can be changed during creation). Here you can also specify whether the code is a default for the Receipt and Payment Journal.

## Taxes in Code

The next step is to press the new button to actually enter the taxes to be charged into this code. Once you press new you will see the following screen:

The screenshot shows a dialog box titled "Tax in Code". It has a close button (X) in the top right corner. The dialog contains the following fields and controls:

- Tax:** A dropdown menu with "VAT" selected.
- Status:** A dropdown menu with "Taxable" selected.
- Tax Rate: %:** A numeric input field with "14.00" and up/down arrow buttons.
- Included in Price:** A checkbox that is currently unchecked.
- Refundable:** A checkbox that is currently checked.
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

The tax drop down is populated with the definitions we created earlier. In this example it is VAT. The status drop down allows you to select if the authority is taxable, non-taxable, or exempt. You then enter the tax rate. If you use amounts on invoices that include sales taxes, you need to check the included in price check box. If your prices are exclusive of tax, then leave this clear. The last check box (refundable) signifies that this tax should be offset (refundable sales less refundable purchases) on your tax reports.

## Using Tax Codes to Aid Entry

In order to aid in the entry of purchases, it would be advisable to have (2) purchases codes. One code that is included in price and another that is not. That way each supplier can be setup based on how they present invoices to you. The operator can also change between the codes as necessary to prevent them from having to use a calculator to remove any sales taxes during the entry process.

On the sales side you should only have (1) code. This code should either be included in price, or not. Do not setup both codes for the sales process. All the price lists, etc., inside Palladium do not allow you to specify the tax amount. Your company should decide as standard which way they would like to produce invoices and set pricing in Palladium.

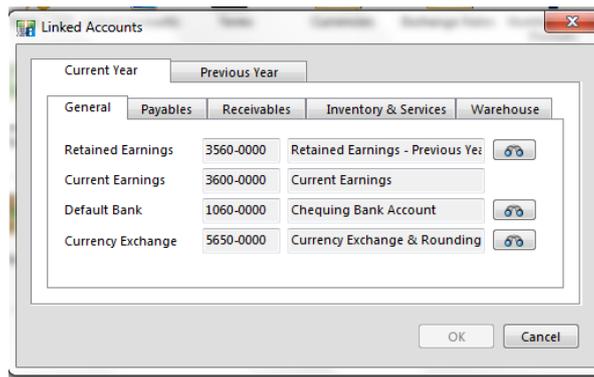
## Setting up Linked Accounts

This option can be found on Control Panel | Linked Accounts as shown below:



Linked Accounts

Palladium Accounting uses linked accounts to locate special accounts that are used in the various modules.(Accounts payable, Accounts receivable, General Ledger, Inventory and the Warehouse Modules) and also to locate default accounts (default bank) etc. If you chose a template for your accounts setup, this information will be filled in automatically. If you choose manual accounts setup (during company creation) you must fill in this information manually. You access your linked accounts though the control panel menu, and then select linked accounts. The following window will appear:



At this point you can access your linked accounts for the current year, or the previous year. Note: you will not have access to the previous year if you have not done a year end.

Here are the various linked accounts and their purpose:

1. **Retained Earnings:** This is an equity account that holds earnings from previous years.
2. **Current Earnings:** This is an equity account that holds earnings for the current year. This account cannot be changed once it is selected for the life of the company.
3. **Default Bank:** This is a bank account (asset) that is used by default on all entry screens in Palladium. If you have more than one bank account, choose the bank that is used most often.
4. **Currency Exchange:** This account is used to hold the exchange functions such as rounding errors, exchange differences between unrealized and realized.
5. **Accounts Payable:** This account is a liability account that holds money to be paid out to suppliers. This is for all purchases that are paid on account.
6. **Purchase Discount:** This account is an expense account that is used to record all discounts entered in the payment processing window.
7. **Prepayments:** This is an asset account that holds monies paid in advance to vendors entered as a prepayment in the payment processing window.
8. **Accounts Receivable:** This account is an asset account that holds money to be received from your customers. All invoices that are paid on account will be recorded into this account.
9. **Sales Discounts:** This is a revenue account that records the discounts given to customers during the receipt entry process.
10. **Deposits:** This account is a liability account that holds money given to you by your customers in advance on orders using the deposit system in the receipts processing window.
11. **Item Assembly Costs:** This account is an expense account that is used during item assembly when additional costs are recorded as part of the assembly.

12. **Adjustment / Write-off:** This is the default expense account used during stock counts and adjustments. This is just a default and can be changed during the entry process.

13. **Received Vouchers:** This account is used to hold monies for stock that is received by GRV in the warehouse module. When the actual invoice arrives, the stock will be adjusted to the correct values and this control account will be cleared.

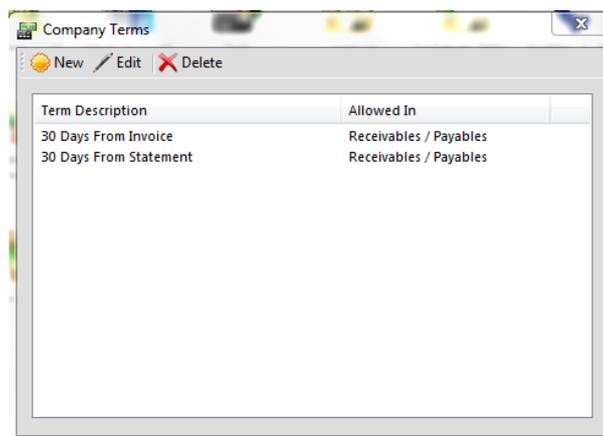
## Accounts Receivable / Accounts Payable as deposit and prepayments Accounts

Please note, you can have your accounts receivable and deposit accounts as the same account. This goes true for accounts payable and prepayments. However, it is advisable to use separate accounts for this purpose. The reason for this is, as example, your accounts receivable account is an asset (people who owe you money). However, your sales deposit account is a liability (you owe them the money back if the sale does not complete). The opposite is true for accounts payable and prepayments. To keep with accounting rules, the accounts should be separated and have the correct account type.

## Terms

Palladium Accounting Enterprise Edition uses terms for both vendors and customers to determine when transactions are due. Each vendor and customer is setup with a default term, but this can be overridden during a transaction entry. For example a customer can have 30 day from invoice terms, when a new invoice is generated, that invoice will be due exactly 30 days from the invoice date. The user can however, override the term and set a 60 day from invoice term for just that single invoice. Palladium will age each invoice individually, so the 60 day invoice will only show as overdue once 60 days have passed.

The Terms Function is on the Control Panel under the Company Setup section. The following window appears:



Here you will see a list of all the terms you have setup in your Palladium Company.

## Adding a New Term

Press the new button on the terms window and the following appears:

The screenshot shows a 'Term' dialog box with the following fields and options:

- Description: [Empty text box]
- Allowed In: Both Receivables & Payables
- Payment Term:
  - Standard Term (selected): Net due in 30 days from Invoice
  - Calendar Term: All invoices due at the end of the Next Month (+1)
- Early Settlement Discounts: 0.00 % discount if paid in 10 days from Invoice
- Calculation of Statement Date: For this term, statement date is considered to be: 1st day of month.
- Term Control:
  - Cash on Delivery (COD)
  - No Account Payments Allowed
  - Default Term for New Customers
  - Default Term for New Vendors

Changing terms effects new invoices only, no recalculation of existing invoices will be performed.

Buttons: OK, Cancel

Here you can give the term a description (this will appear on the drop downs in Palladium and also on the customer / vendor documents). You can then select if this term is allowed in receivables, payables, or both. The next option is to select the actual term itself (when items are due). You have the option of standard term or calendar term.

The next option is to select any settlement discounts you allow. If you don't allow settlement discounts, then select 0%.

Calculation of statement date is used when the "from statement" option is selected in payment term or settlement discount to determine how Palladium will calculate statement date (which date Palladium considers to be statement date).

Term Control (COD): If the cash on delivery option is selected, no account payments will be allowed for this term. The user must select a cash type payment for all transactions.

## Understanding the Due Dates and How They Work

Palladium Accounting will calculate the due date for each document and age it appropriately. As example, if an invoice is due "30 days from invoice" and we are entering the invoice on the 1st of September, Palladium will calculate the due date as 30 September. If you run your statements on the 30th of September, that invoice will show as CURRENT. The invoice will only show as overdue as of the 1st of October.

In summary, any items that are ON or BEFORE their due date are CURRENT. Any items that are past their due date are overdue. Palladium will move overdue amounts into the appropriate columns in aging based on your aging settings under company setup (30 days overdue, 60 days overdue, etc.)

## Multicurrency - Currencies

Palladium Accounting Enterprise Edition allows for an unlimited number of currencies in your company. While you are free to transact in any setup currency, you can only have certain asset accounts (cash, bank) and liability accounts as held in different currencies. The remaining accounts in your ledger are held in home currency and a conversion process will take place when transactions are entered (accounts receivable as example). Any rounding or realized exchange from this conversion process will be entered into your currency conversion linked account (as explained in linked accounts).

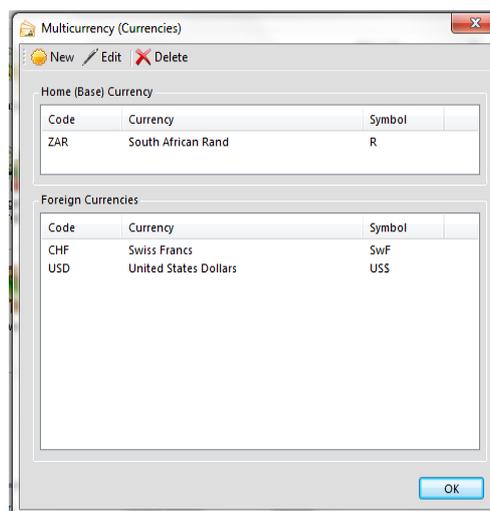


### Currencies

The Currencies function is on the Control Panel under the Company Setup section.

The home currency was setup during the company setup process (see new company setup) and cannot be changed. You can modify the format of the currency by double clicking on it or pressing the edit button once it's selected.

If you wish to use multiple currencies, you simply press the new button and select all your other currencies you work in.



You can edit how a currency will appear by editing that currency in the currency window, as follows:

Currency

Currency Code: CHF

Currency Name: Swiss Francs

Symbol: SwF

Position: Leading

Thousands Separator: .

Decimal Separator: .

Decimal Places: 2

Cents Name: centimes

Blank fields must be padded with a space.

OK Cancel

## Multicurrency - Exchange Rates

Palladium Accounting Enterprise Edition will keep track of exchange rates (used in foreign currency transactions) in the exchange rates window. You can access the Exchange Rates function in the Control Panel under the Company Setup section.



The following window appears:

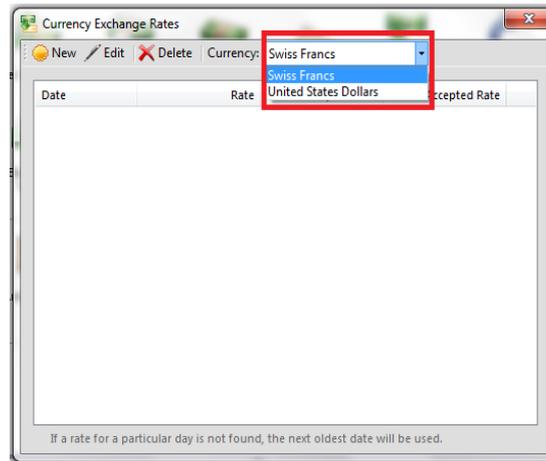
Currency Exchange Rates

New Edit Delete Currency: Swiss Francs

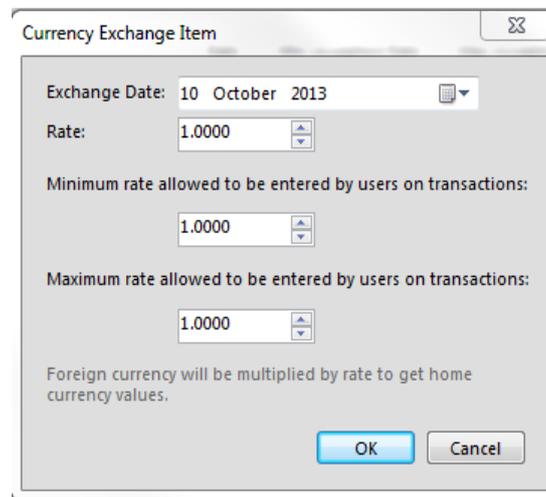
Date	Rate	Min Accepted Rate	Max Accepted Rate

If a rate for a particular day is not found, the next oldest date will be used.

Select the currency you wish to view exchange rates for in the drop down at the top of the window.



Furthermore, you can edit the exchange rates of that particular currency. You can set the minimum rate allowed as well as the maximum allowed when users enter on transactions. Please see screen below:



## How Exchange Rates Work

If a user enters a transaction on a particular date, Palladium will try to find that date in its exchange rate table. If that rate cannot be found, Palladium will use the next oldest date's exchange rate. If the user processes the transaction, the rate the user enters for that day will be automatically added to the exchange rate table. If you prefer to have better control over exchange rates, you can enter them yourself manually at the start of each day using the exchange rates screen (shown above). You can also set the minimum and maximum rates that Palladium will accept for this currency on any particular day.

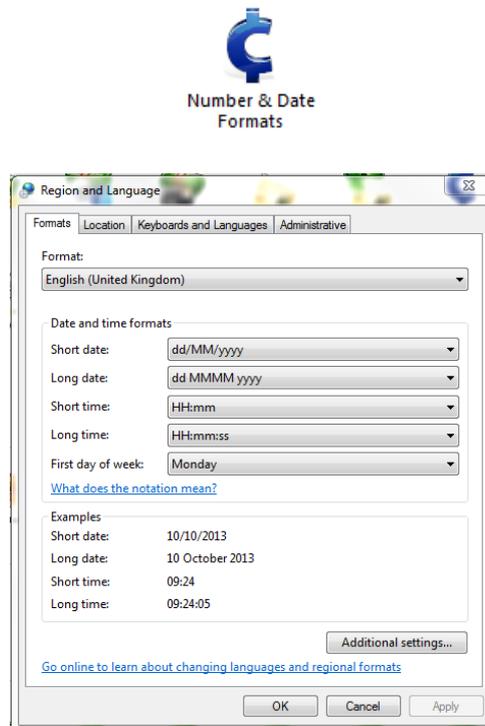
## Regional Settings

Palladium Accounting uses the default Windows Regional settings to obtain:

1. Numeric formatting (1,000.00 or 1 000, 00).
2. Date formatting (day / month / year or month / day / year).

### 3. Currency formatting (\$ USD or R ZAR, etc.)

If you find that your numeric numbers, dates, or currency symbols are not to your liking. You should go into the control panel and select the Number & Date Formats option below. It will take you through to the Windows Regional settings and you can customize them the way you want.



You would need to restart Palladium Software for the new changes to take effect.

Please note: if you are using a long date format (Sunday 22 October 2011) in your short date setting, your dates may scroll off the drop down selector in the transaction windows. To solve this problem, please change your short date setting back to a simple short date such as (22/10/2011) by using this format string: dd/MM/yyyy.

**YOU CAN ALSO ACCESS THE WINDOWS REGIONAL SETTINGS ON THE CONTROL PANEL UNDER THE COMPANY SETUP MENU.**

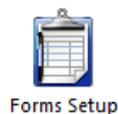
## Setting up Forms and Printers

This feature is found in Control Panel | Forms Setup on the option shown below.

Palladium accounting uses linked Crystal Reports form files to print documents such as invoices, receipts, etc. These files can be customized using Crystal Reports XI or 2008 (version 12). The full version of Crystal Reports is not included with Palladium Software and must be purchased separately.

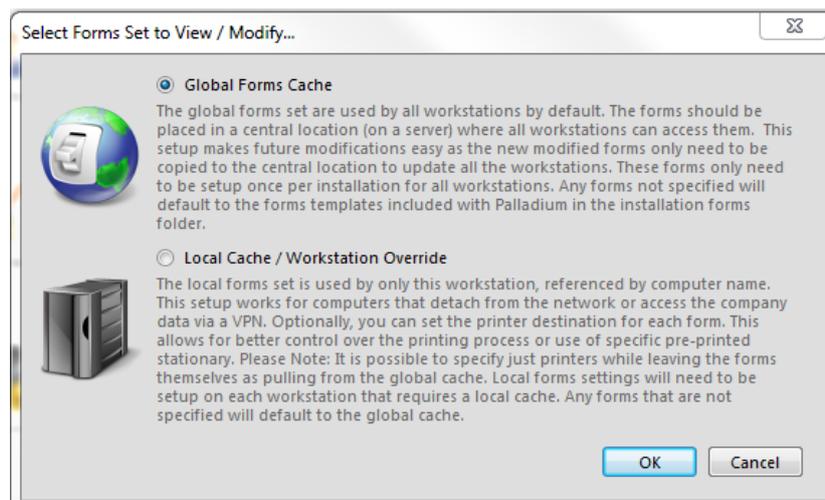
By default, the blank forms templates are located in the Palladium Software directory in the forms folder. If you do not know where this is, you can choose Forms Templates under the help menu and Palladium will open a window directly into this folder to assist you.

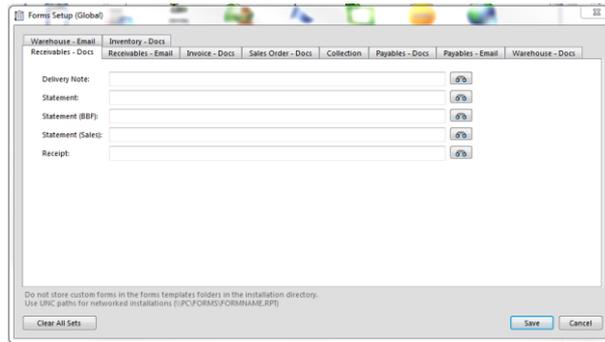
Once you have customized your forms by adding your company logo, etc., you need to link them. The best practice is to put them on a file share and then link them once for the entire company (all workstations to use). The Forms setup function is on the Control Panel under the Company Setup section. You will see the following window appear:



## Global Cache

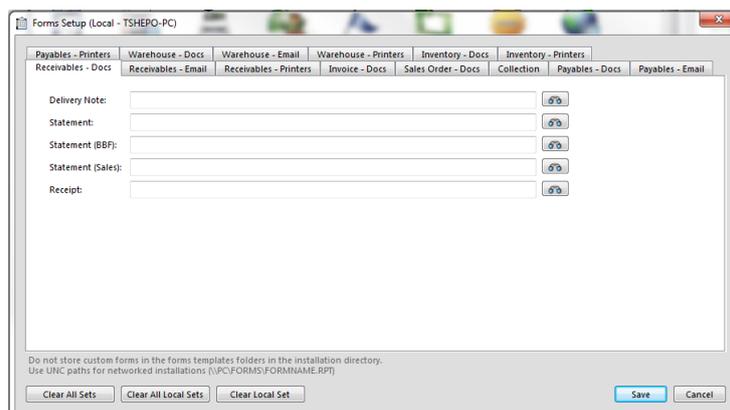
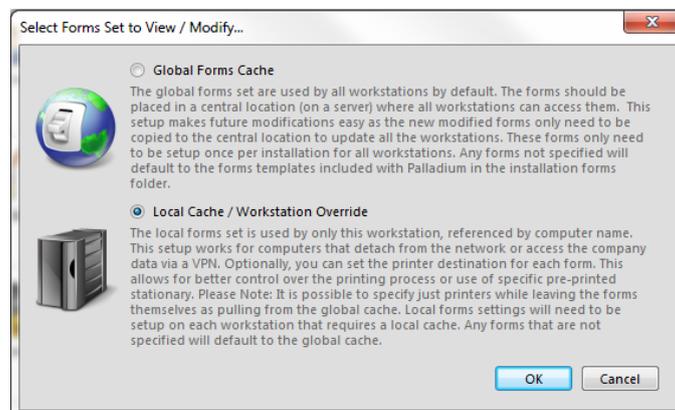
These form settings are stored in the Palladium company database and are accessible by all computers / users in the Palladium work group.





## Local Cache

These forms setting are stored in the Palladium company database, linked to each computer name, and apply only to the computer they are setup for.



## How Palladium Looks for Forms & Printers

Each time you print a document in Palladium, such as an invoice, Palladium will look for the form template to use in the following order:

1. Any defined form in the local cache.
2. Any defined form in the global cache.
3. Use the default blank template in the install / forms directory.

Each time you print a form in Palladium, such as in invoice, Palladium will look for a printer in the following order:

1. Any defined printer for that form in the local cache.
2. The users default printer as defined in Windows.

As such, if you don't define a form in the local cache but there is one defined in the global cache, the global cache will be used. Also, you can define a printer under local cache for invoices, but do not need to specify an invoice form in the local cache. The printer will be used but the global form will be printed. Also, you can define a single form in local and leave the rest blank. If the local set is blank for any form, the global settings will prevail and be used.

## Setting the Form Path in the Global Cache

If you are setting up a forms depository, using a shared folder on the server, the path to the forms entering into Palladium must be the UNC path such as \\server\share\formname.rpt. If you receive a "load report failed" error in Palladium when printing forms, you know that the path you entered cannot be resolved by that computer. Please see below screen shot of the most common error that you will have when trying to print.



## Using the Correct Form Template

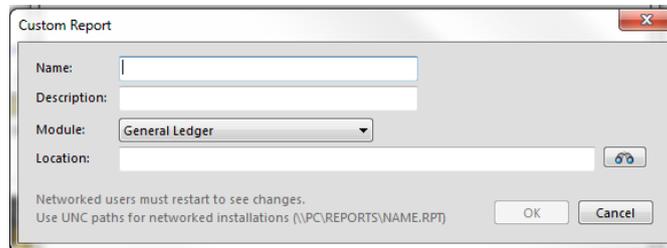
When working with forms, you cannot link forms to other form types. As an example, there is a sales order form template. You cannot link this to the invoices form settings in Palladium. If you do this a runtime error will occur. Each form template is different and Palladium expects to find the correct form when printing.

## Using Custom Reports

Palladium Accounting can access custom reports you have written in Crystal Reports XI or 2008 (version 12). As every company is different, and requires different reporting options, this comes

in very handy to add reports to Palladium. Once you have written the report and done all the necessary database connection logic, you can tell Palladium where the report file is located, which report module to display it in, and what to call it.

The Custom Reports function is on the Control Panel under the Company Setup section. Click the new button. A window will display as follows:



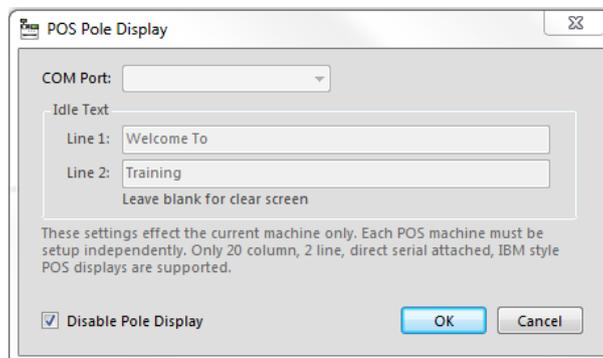
Here you will give the report a name and description for the user. You will designate which module it will show under and where the actual report file is located.

Please note, no connection information is passed into the custom report. You must do all the database connection logic inside the report itself. The report will only be run and displayed inside the Palladium preview window. Any parameters in the report will still be displayed for collection from the user.

## POS Pole Displays



The POS Pole Displays option is accessible through the Control Panel. This is where you define the settings for the Pole Display in a Point Of Sale environment. Here, you define the Port to which the pole display device will connect through to the computer and also define the messages that will be displayed on the pole display when its idle.



## Budgeting Accounts

Palladium Accounting allows you to set budgets for your accounts. You may only budget revenue and expense accounts. A budget helps keep your business on track by setting out a detailed plan that predicts where your money is coming from and where it's going. Use it to spot problem areas quickly and run your business more effectively.

To access budgets, go into the account you wish to enter budget information for and click the budget tab. You will see the following window:

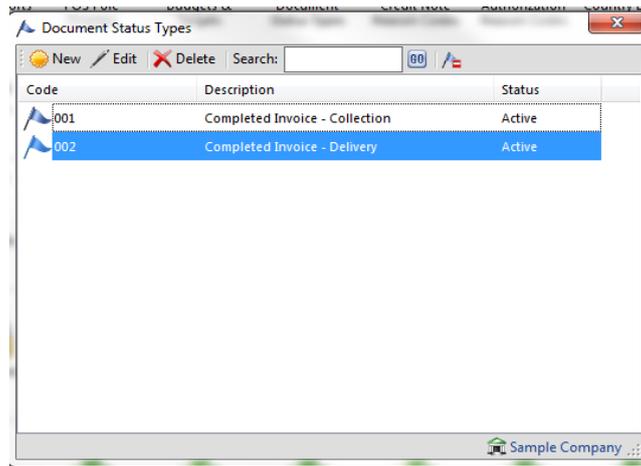
The screenshot shows the 'Account Budget' window. At the top, there is a 'Number' field with the value '13220000' and a 'Build' button. Below that is a 'Description' field with the text 'Shareholders/Members Loans'. The window has several tabs: 'Account', 'Departments', 'Reconciliation', 'Budget', 'Security', 'Optional Fields', 'Historical', and 'Files'. The 'Budget' tab is selected. Inside the window, there is a checkbox labeled 'Budget this Account' which is checked. Below this, there is a 'Total Budgeted Amount' field with the value '120,000.00' and an 'Allocate to Periods' button. Underneath, there is a grid of monthly budget fields for each month of the year, with the value '10,000.00' entered in each. At the bottom of the window, there is an 'Inactive' checkbox, a 'Next' button with a right arrow, and 'OK' and 'Cancel' buttons.

To budget the account check the box "budget this account". You can then enter the amounts for each month manually or populate it automatically by entering a yearly figure in total and pressing the allocate button.

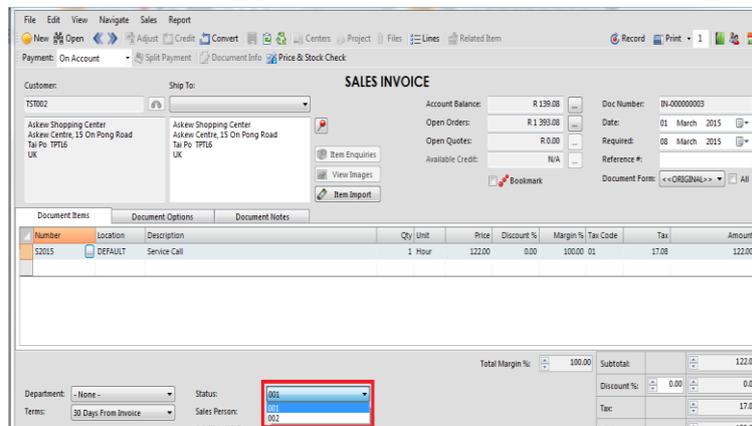
You compare your account(s) actual values to budget though the use of reports in the general ledger tab reports section. There is a sub report section there titled budgets. Here you can see income statements with both the actual figures and budgeted amounts side by side and any variance between them shown in value and percent.

## Document Status Types

Under this tab, you can choose to "label" any of your financial documents. You can choose whichever status that would be applicable according to your industry type and how you conduct you day to day business. The status needs to be set up first See below:



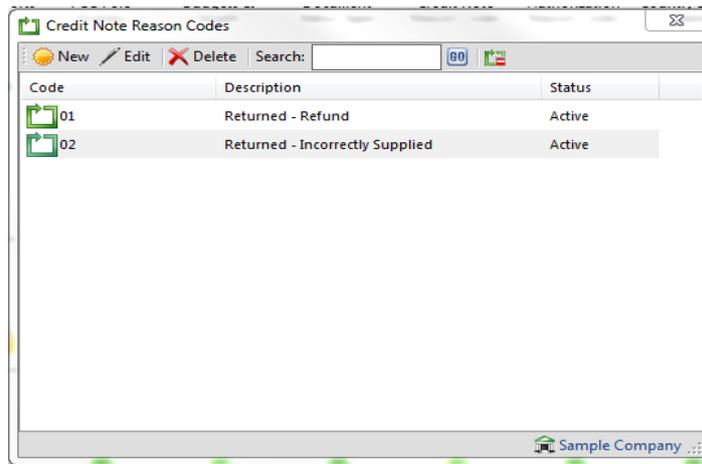
You are able to choose these options on the processing screen and that particular status will be applicable to that particular financial document. See screen below:



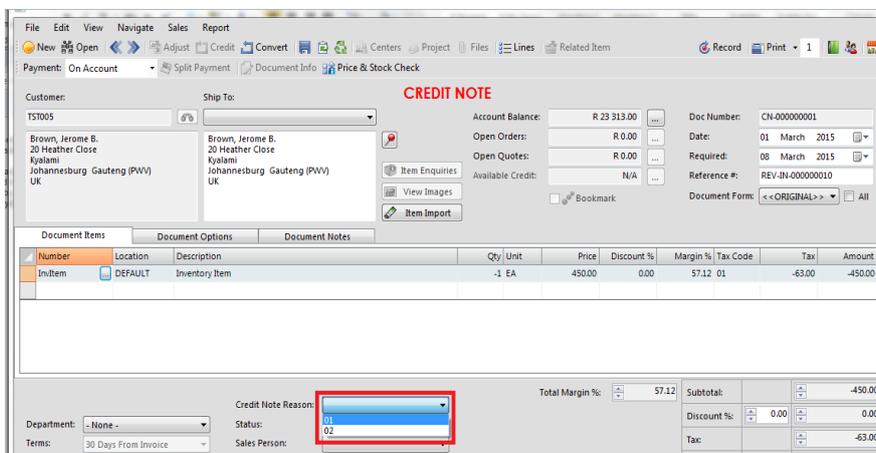
## Credit Note Reason Codes



Under this tab, you are able to set up a reason code to select when processing a credit note. You would need to set it up as per the screen below:



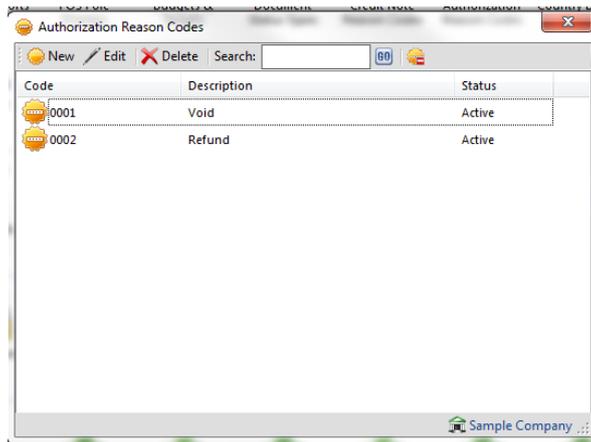
You would be able to choose this on the processing screen. See below:



## Authorization Reason Codes



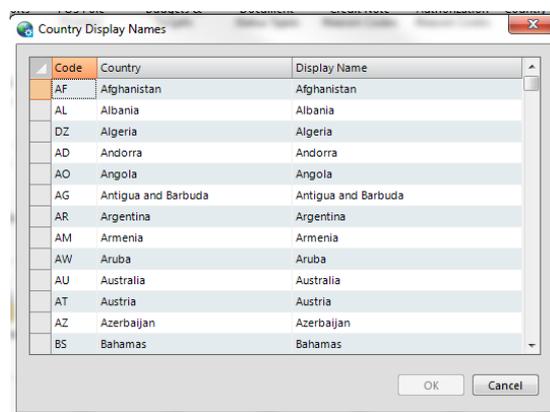
Under this tab, you are able to set up reason codes when supervisor authorization is needed. This is also needed to be set up as per the screen below:



## Country Display Names



Country Display Names enables you to view the country names in full that are within the Palladium. See screen below:



## Tender Types

In Palladium, you are able to setup which tender types you wish to process by to suppliers and how customers would tender to you. This is important when processing any financial document as it will affect the back account, depending which tender type you chose.

There are default tender types that are already setup within Palladium. See below screen:

Display Order	Name	Account Number	Account Description	Status
1	On Account			Active
2	Cash	10600000	Chequing Bank Account	Active
3	Cheque	10600000	Chequing Bank Account	Active
4	EFT	10600000	Chequing Bank Account	Active
5	Credit Card	10600000	Chequing Bank Account	Active

Furthermore, you can setup a new tender type as and when you need to according to what different types of payments methods you use to make payments and receive. See screen below:

Tender Type

Name:

Description:

Account:

Display Order: 6

On Account:

Inactive:

You can also choose which account you would like it to affect, by clicking the browse button as below:

Tender Type

Name:

Description:

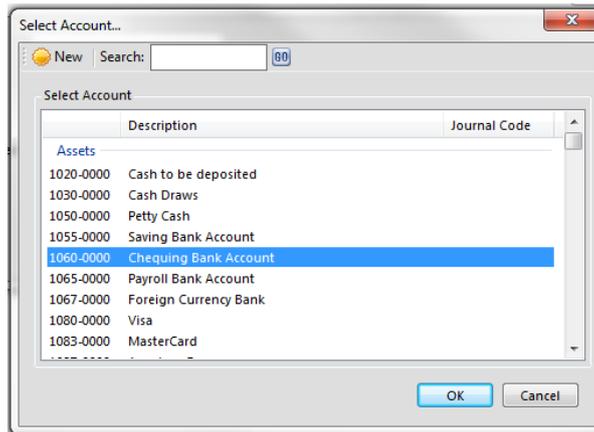
Account:

Display Order: 6

On Account:

Inactive:

Then choosing from the list of accounts you want it to affect. See screen below:

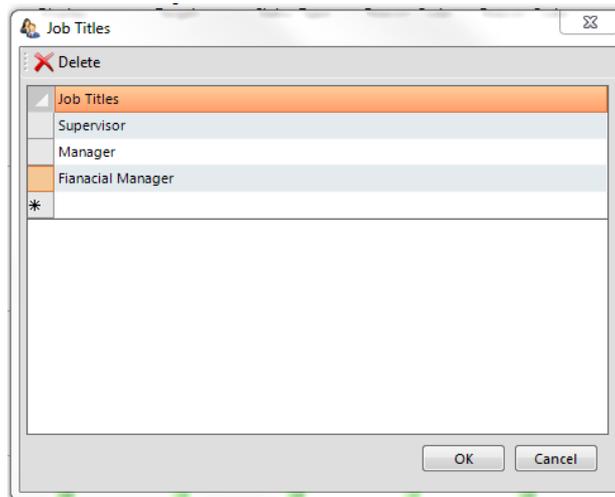


## Job Titles

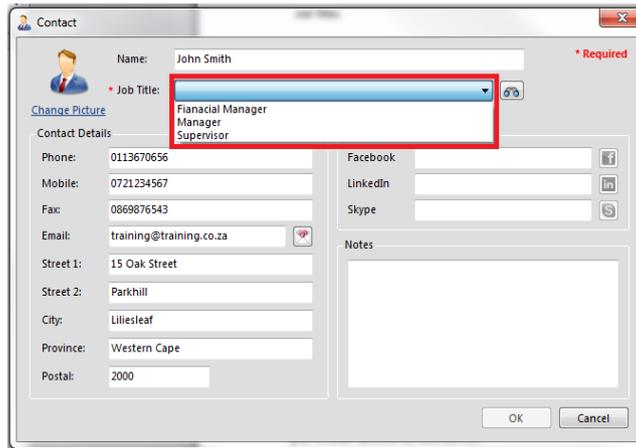


Job Titles

Palladium allows you to create job titles when adding contact information for a customer.



This will display the designation of the person that you put as the contact per for that particular account/customer.



## COMPANY ADMINISTRATION

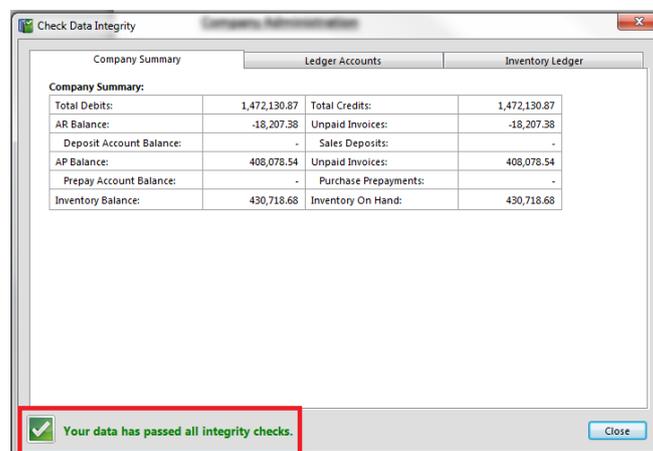
### Check Data Integrity



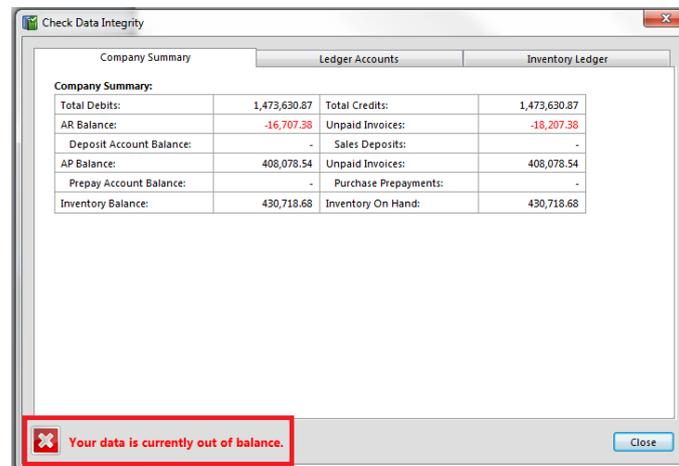
The check data integrity system allows you to verify that your Palladium company is not out of balance. It will also help you while entering history, to know if your ledger account history is matching your sub-ledgers (customers, vendors, and inventory).

If you are changing account sets in your inventory often, your inventory summary may report that it is out of balance. Your total inventory figures do match, but the summary by account does not. In that case, you will see a fix inventory button appear. This function will automatically create a journal entry to balance the inventory between inventory accounts.

The Check Data Integrity feature is on the Control Panel under the Company Administration Section. When you data integrity balances, the below screen will appear:



Should you data be out of balance, it will show at the bottom of the screen. As below:



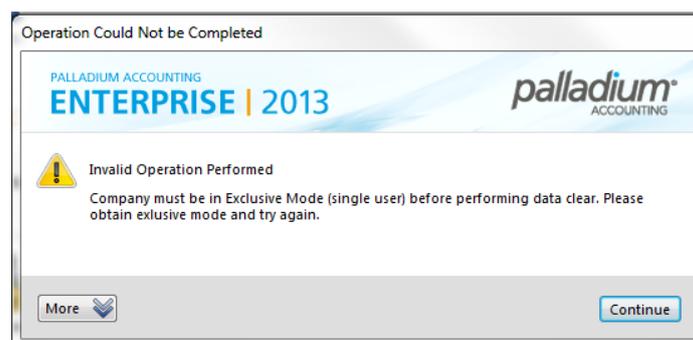
Company Summary				
Total Debits:		1,473,630.87	Total Credits:	1,473,630.87
AR Balance:		-16,707.38	Unpaid Invoices:	-18,207.38
Deposit Account Balance:		-	Sales Deposits:	-
AP Balance:		408,078.54	Unpaid Invoices:	408,078.54
Prepay Account Balance:		-	Purchase Prepayments:	-
Inventory Balance:		430,718.68	Inventory On Hand:	430,718.68

## Clear Company Data



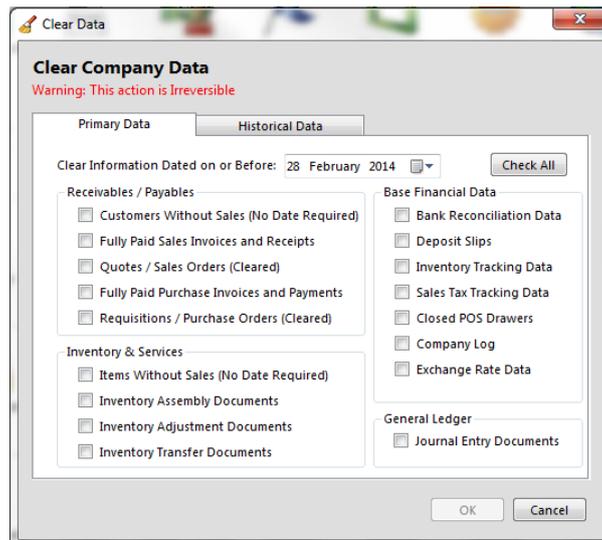
Clear Data

Note: You must be in exclusive mode to access this function. Please see obtaining exclusive mode in this section for further instructions on how to obtain exclusive mode. Should you try access this feature prior to obtaining exclusive mode, the below prompt will appear:



Clearing data allows you to free up space in your Palladium company database and therefore allow Palladium to work faster. You can only clear data that is older than the previous financial year (2 years are always online and available). You should only perform this function if your database has grown in size and Palladium's overall speed is affected. If you don't have that many transactions in your company, it is best for reporting purposes to leave that data online.

The Clear Data function is on the Control Panel under the Company Administration Section. The following window will appear:



Here you have complete control over what data you wish to clear (delete). You can also clear historical data sets (ledger entries that are older than your previous year) by selecting the historical data tab.

If you decide to clear invoicing information, you will no longer have the information online. Invoicing and receipt data stay online until they are cleared.

## Archive Data

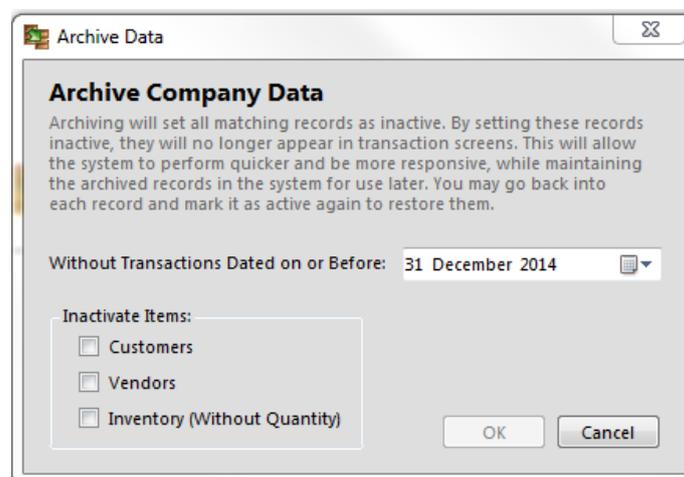


Archive Data

The archive data function allows you to set customers, vendors, and inventory items as inactive through an automated interface. By setting these items inactive, your Palladium company will be more responsive as they will be excluded from the lists windows.

The Archive Data function is on the Control Panel under the Company Administration Section.

The following window appears:



You have the option of choosing any combination of customers, vendors, or inventory items (or all 3).

## Close Period

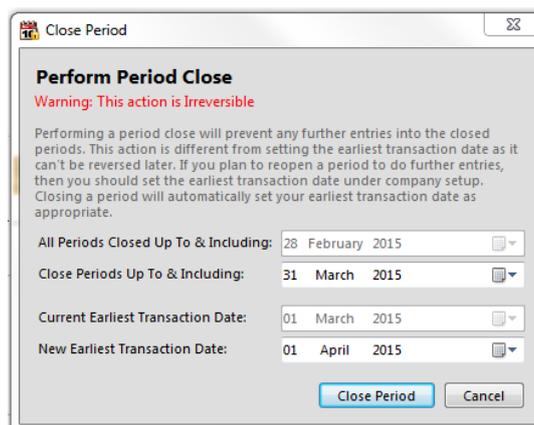


Close Period

Note: You must be in exclusive mode to access this function. Please see obtaining exclusive mode in this section for further instructions on how to obtain exclusive mode.

The close fiscal period function allows you to close periods that have already been audited and approved. This is different from setting the earliest transaction date under company setup. The earliest transaction date can be moved at random to reopen periods again. The close fiscal period function cannot be undone once the period has been closed.

The Close Fiscal Period function is on the Control Panel under the Company Administration section. The following window appears:



In this window you can choose which periods to close.

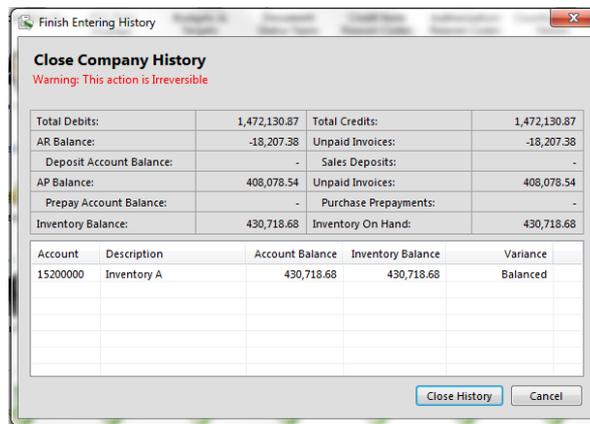
**WARNING: ONCE A PERIOD HAS BEEN CLOSED YOU CANNOT REOPEN IT AGAIN. PLEASE BE CAREFUL USING THIS FUNCTION AND ONLY CLOSE PERIODS YOU KNOW ARE COMPLETED AND NO LONGER SHOULD BE POSTED INTO.**

## Finish Entering History



Finish Entering History

The Finish Entering History option is accessible through the Control Panel. It allows you to close the entering of historical data once you are satisfied that you have entered all your historical data. For more information on History see the Company History section.



## Perform a Year End

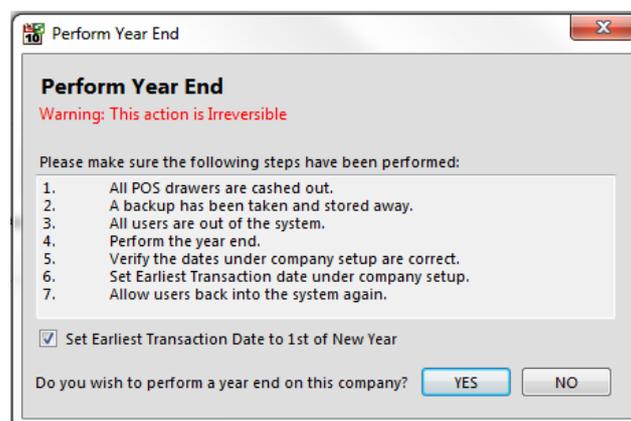


Note: You must be in exclusive mode to access this function. Please see obtaining exclusive mode in this section for further instructions on how to obtain exclusive mode.

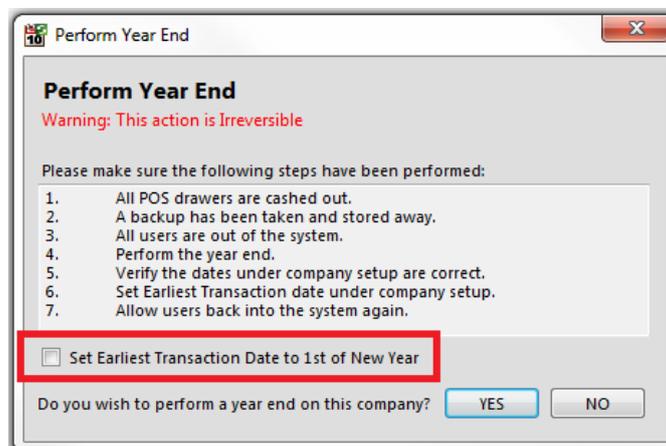
The year-end function must be performed to invoice in the next (new) fiscal period (year). The year-end function archives your previous year (if it exists), moves your current year into the previous year, and then rolls up your revenue and expense accounts and does the final journal to retained earnings.

You should only perform a year end when all processing has been done to the current previous year (2 years ago) as this period will become archived. You can still post freely in the previous year (current year before year end) allowing you to perform a year end immediately when the new year begins and not hold up your business. This makes 13th period schemes obsolete.

The Perform Year End function is on the Control Panel under the company administration section. The following window appears:



Furthermore, should you wish to perform a year end and would still like to process in the past financial year, please make sure that the “set earliest transaction date to 1<sup>st</sup> of new year” option is UNTICKED. See screen below:



**NB: WARNING: YOU CANNOT REVERSE A YEAR END. PLEASE MAKE SURE YOU HAVE A BACKUP COPY OF YOUR COMPANY DATA BEFORE PERFORMING THIS FUNCTION.**

## Obtaining & Releasing Exclusive Mode



Exclusive mode effectively sets the company in single user mode in SQL Server so that only you can gain access to it. This protects data integrity by ensuring that other users are not working in the system while you are performing administrative functions.

### Obtaining & Releasing Exclusive Mode

The Exclusive Mode function is on the Control Panel under the Company Administration Section. If successful (no users are in the system) then the menu item will become checked and it will now read "release exclusive mode". Select this again to release exclusive mode.

While a company is in exclusive mode the main company selection window (when Palladium starts) will also show exclusive as the company status to inform users that the company is being administrated and is off line at present.

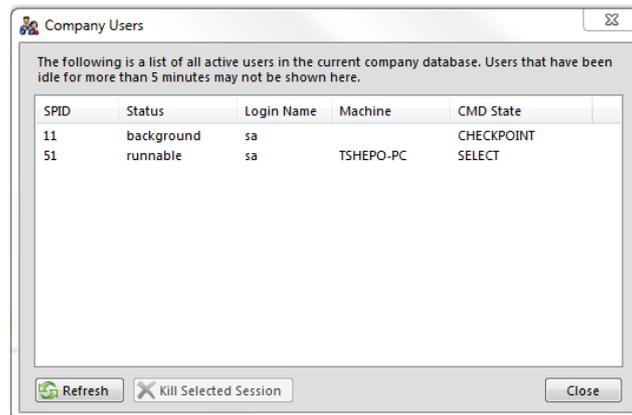
You also have the option to select exclusive mode on the Date Settings tab of the Company Setup screen in the Control Panel.

This option is also available here should you need to modify company dates, which you need exclusive user mode for.

## View Users in Company



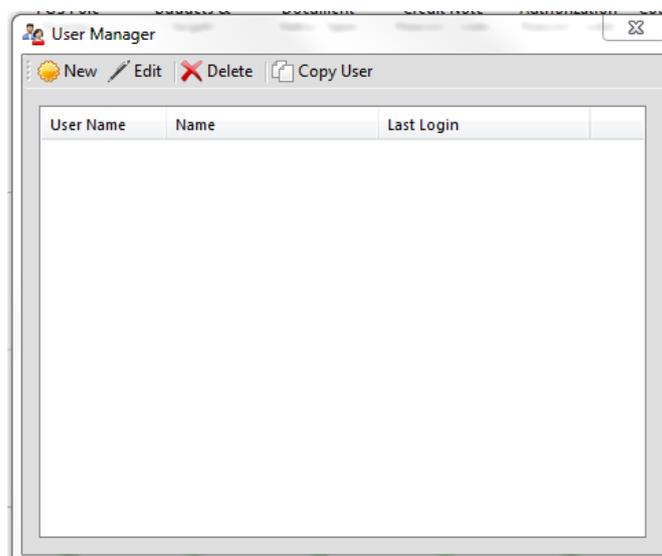
The View Users In Company option is accessible through the Control Panel. It allows you to view all the users who are currently logged on to the system.



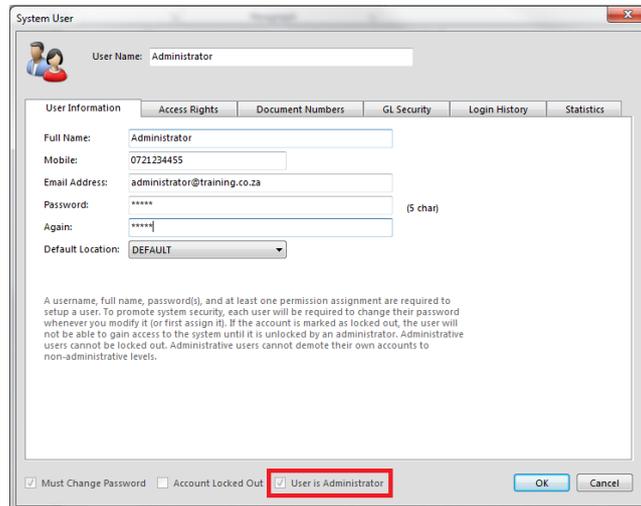
## Setting up User Accounts



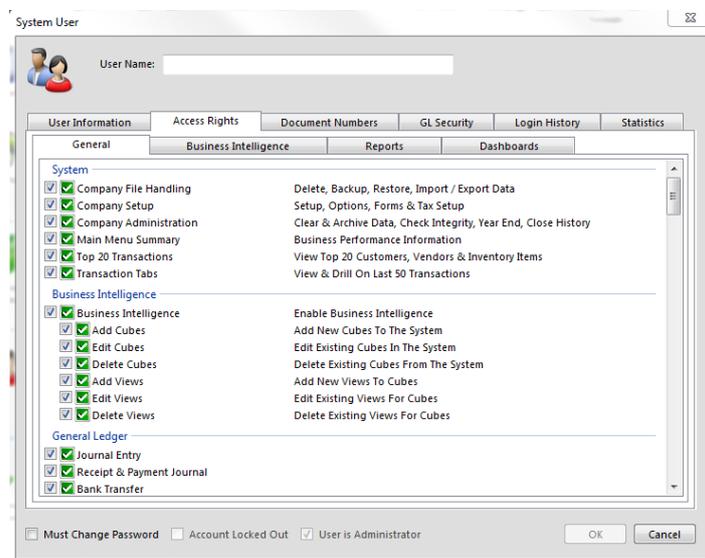
Palladium Accounting uses user accounts to allow login to a company and determine what rights each user has in the system. You must follow some basic rules in regards to user accounts:



1. If no users are present, no login window will display allowing anyone access to the company by selecting it.
2. If adding users, the first user must be an administrator with full access. This will be shown at the bottom of the user setup screen as per screen below.



As the administrator, you will have full access rights to everything within Palladium by default as per the screen below.



You are able to change the document numbering prefix to a format of your choice. This option is available in the document numbers tab.

You can change the prefix under the general ledger (Journal Entries & Deposit slips), Receivables (Quotes, Sales orders, invoices, credit notes, receipts, freehand quotes & credit requests)

System User

User Name:

User Information | Access Rights | Document Numbers | GL Security | Login History | Statistics

Ledger | Receivables | Payables | Warehouse

General Ledger

Journal Entry (JE):

Bank

Deposit Slip:

Codes added into documents after the document identifier.

Must Change Password  Account Locked Out  User is Administrator

OK Cancel

System User

User Name:

User Information | Access Rights | Document Numbers | GL Security | Login History | Statistics

Ledger | Receivables | Payables | Warehouse

Receivables:

Quotes:  TR

Sales Orders:  TR

Invoices:  TR

Credit Notes:  TR

Receipts:  TR

Freehand Quotes:  TR

Credit Request:  TR

Codes added into documents after the document identifier.

Must Change Password  Account Locked Out  User is Administrator

OK Cancel

, Payables (Requisitions, Purchase orders, purchase invoices, debit notes & bulk request for quotations)

System User

User Name:

User Information | Access Rights | Document Numbers | GL Security | Login History | Statistics

Ledger | Receivables | Payables | Warehouse

Payables:

Requisition:  TR

Purchase Orders:  TR

Purchase Invoices:  TR

Debit Notes:  TR

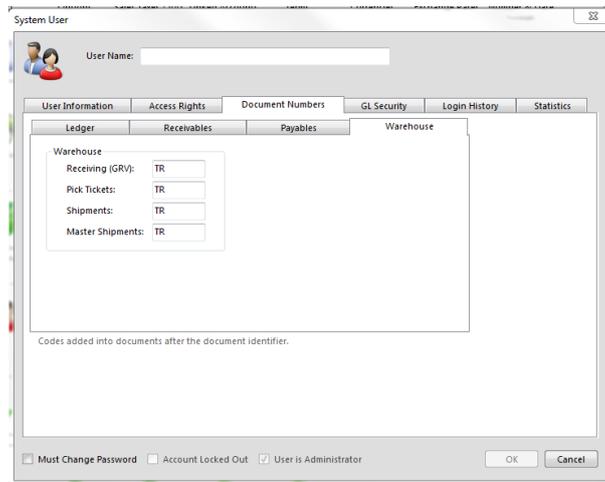
Bulk RFQ's:  TR

Codes added into documents after the document identifier.

Must Change Password  Account Locked Out  User is Administrator

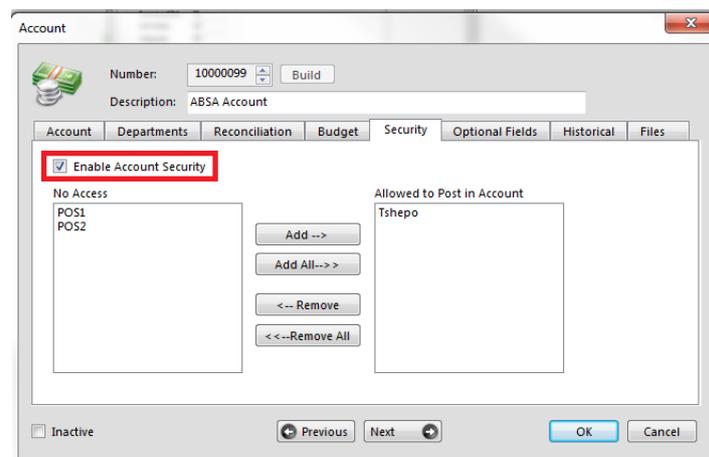
OK Cancel

, Warehousing (GRV, pick tickets, shipment & master shipments).

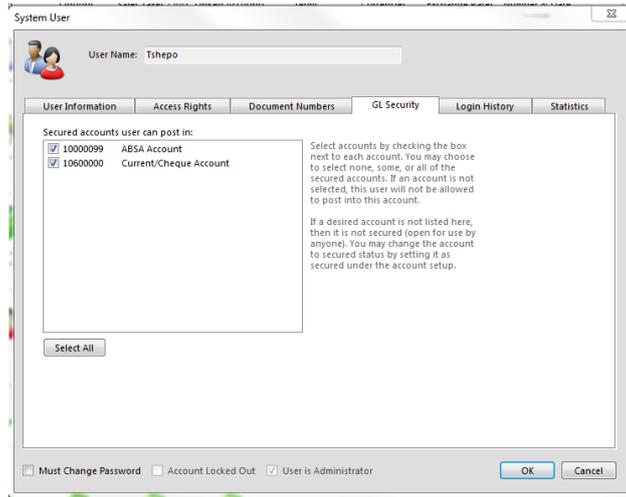


## GL Security

If you have designated accounts as secure (under the account setup) you can allow the user to post into the account here. You can also choose users under the account itself, but this provides an easy way of maintaining GL security during user creation.

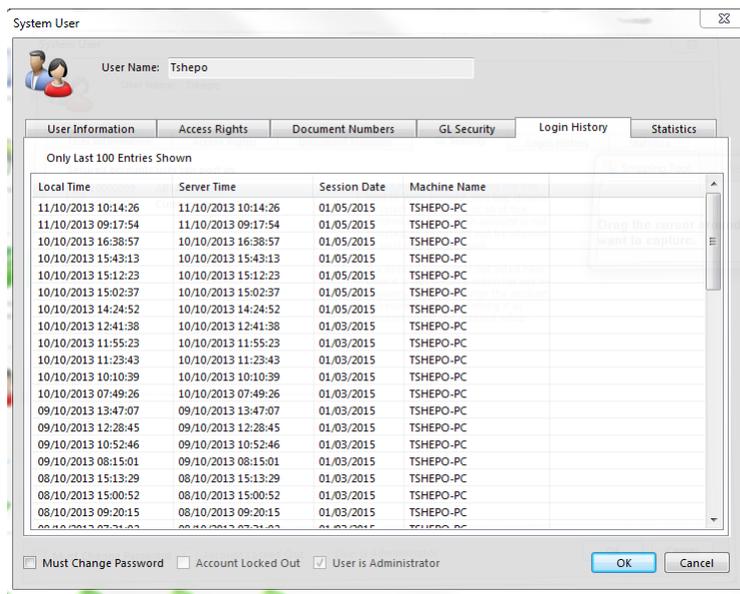


After enabling this functionality, the account will appear in the GL security tab in the company administration GL security as shown below.



## Login History/ Statistics

This tab provides information about when the user has signed onto the system and what their current work statistics are.



Palladium accounting software comes with a built in Import & export facility for masterfiles, sales data and inventory information.

## Server Password



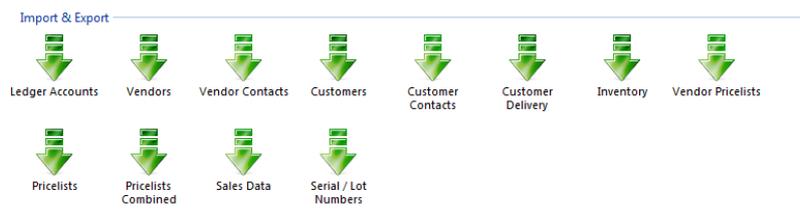
By default, Palladium Accounting installs SQL Server using its default password. It is a very good idea to change this password to enhance security. Anyone who knows your server password can gain full access to Palladium Accounting and its data. Please keep this password secure at all times. The function to change the Server Password is on the Control Panel under the System Administration Section.

Choose a password that is at least 8 characters long, has upper and lower case letters, and at least 1 of the following symbols: ! \$ # %.

Please ensure everyone is out of Palladium when you do this. Once the password has been changed, you will need to update all the client computers with the new password using the Servers button on the main company selection window. For more information see the topic "Setup Client" in this manual.

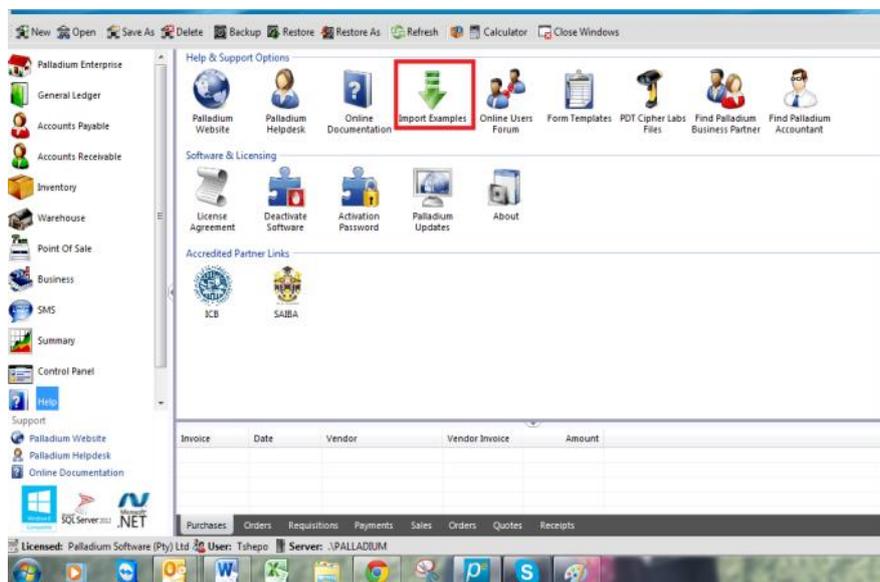
## Importing & Exporting Data

The import and export options are found under the File menu on the home window and then Import & Export as show below.

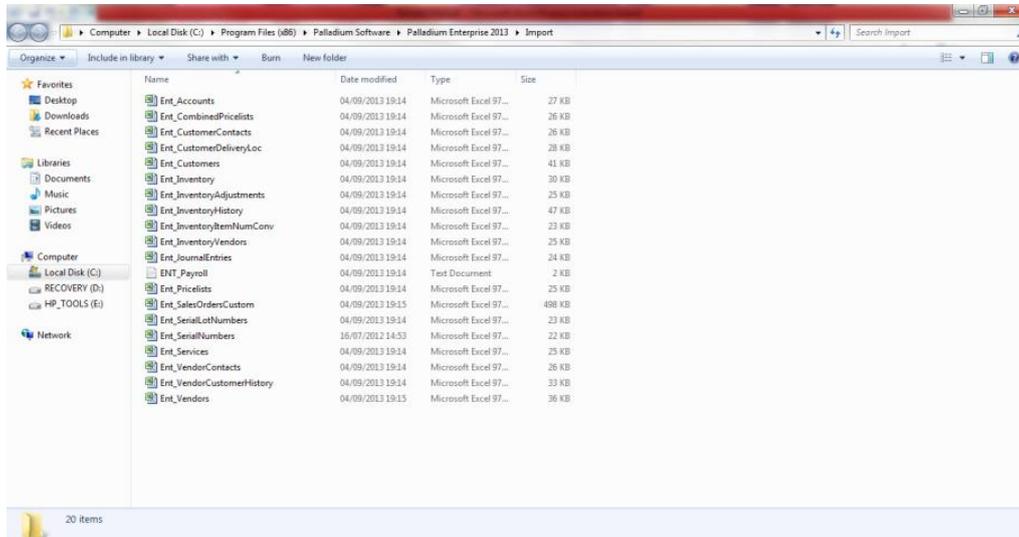


There are many different types of information that can be imported and exported and they are all listed under the Import & Export menu.

If you are importing for the first time, examples of the formats can be found under the Help menu and then Import Examples. You must format your imports exactly as shown in the examples.

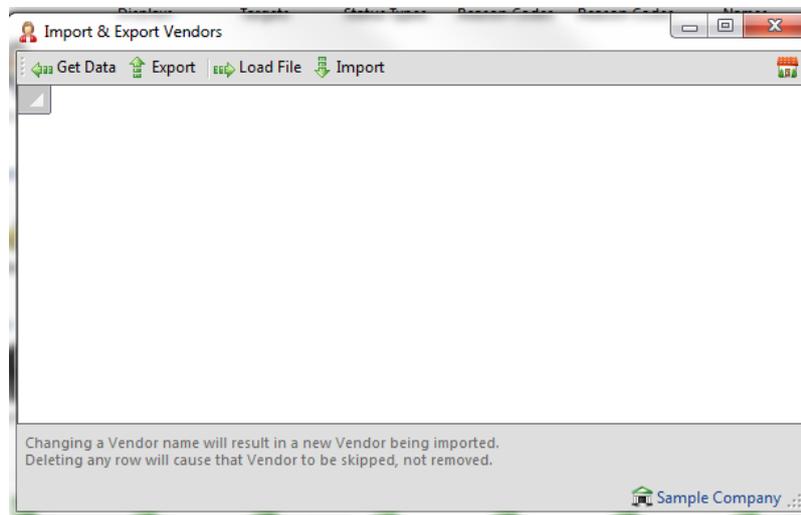


You will then be taken to the below screen and be able to look at the format that you would need to have in order for the file to import properly.

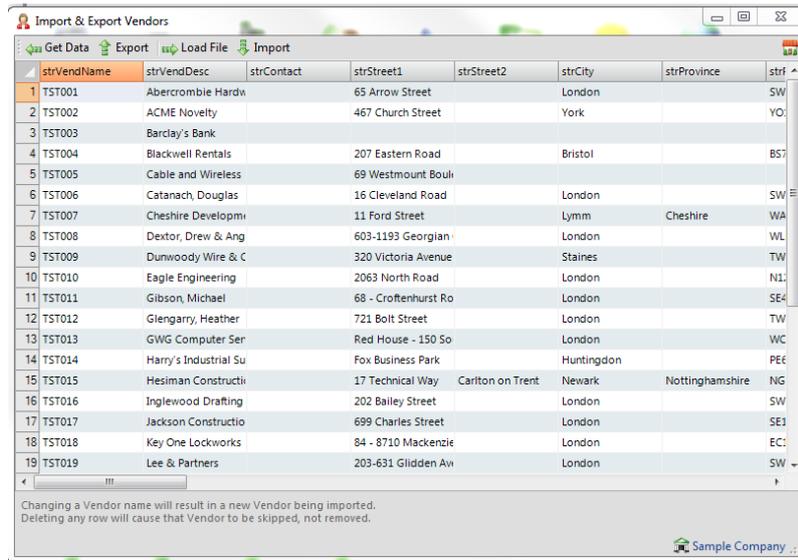


If you already have data and wish to make modifications to it, the best way is to export first and then make changes and import back in again. That way you will have the format in a familiar fashion as it is your familiar data.

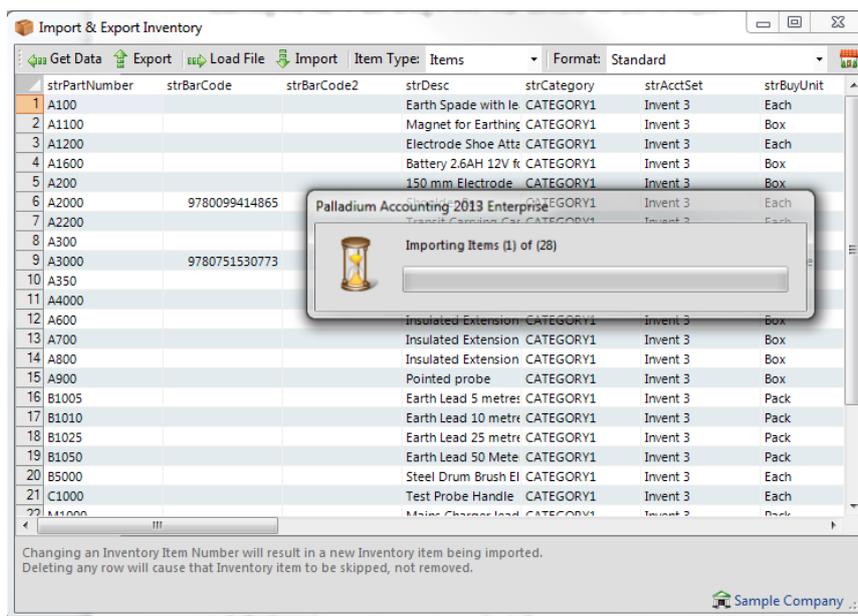
All the import and export windows follow the following example:



The get data button reads the data from Palladium and fills the window. Once the data is in the window you can modify it here, or press the export button to send it to Excel.



The load file button allows you to browse for the file that you wish to import. After selecting the file, it will bring it into that window for you to import. Once the file is loaded, you click on the import button. Then it will import as per below:



Once this is done, all the data will be in the Palladium and accessible.

## DATA CONVERSION

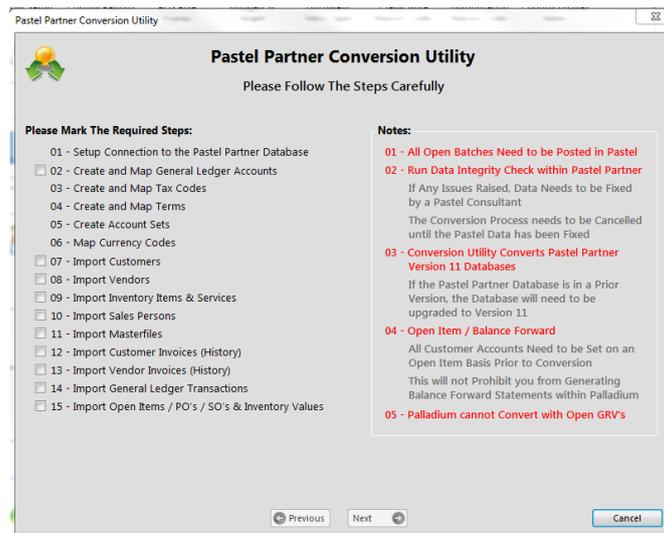
Palladium has a built-in conversion tool. See screen below:

## Data Conversion

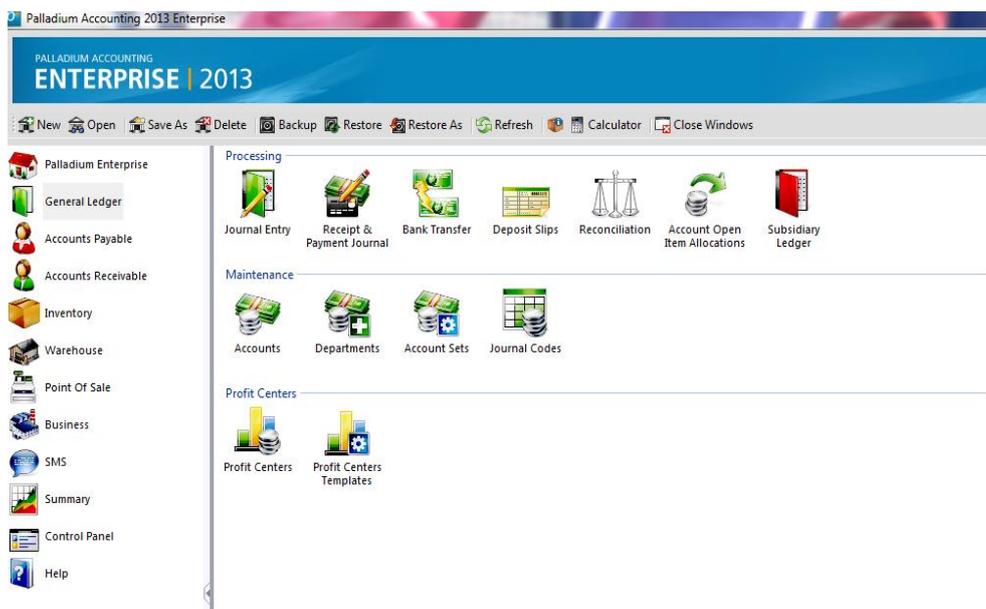


Palladium can import from Accpac, however this will be masterfile and opening balance. The Pastel Partner conversion tool is more concentrated in the data that it can import.

The Pastel Partner not only imports the masterfiles and opening balances, but goes as far as Sales, purchases and GL transactions history. See screen below:



## GENERAL LEDGER



All transactions in Palladium are stored and recorded into General Ledger accounts. Your GL accounts list is often referred to as your chart of accounts.

## UNDERSTANDING THE BASIC ACCOUNTING PRINCIPALS

In Palladium Accounting, you have the following accounts:

1. Asset Accounts: Asset accounts are numbered from 1000-000 and end in 1999-9999 if you use Palladium's predefined legend to create your chart of accounts. Your asset accounts are bank accounts, accounts receivable accounts, and fixed asset accounts as example.

2. Liability Accounts: Liability accounts are numbered from 2000-000 and end in 2999-9999 if you use Palladium's predefined legend to create your chart of accounts. Your liability accounts are credit cards, accounts payable, and long terms loans as example.

3. Equity Accounts: Equity accounts are numbered from 3000-000 and end in 3999-9999 if you use Palladium's predefined legend to create your chart of accounts. Your equity accounts hold current and previous year's results and ownership / shares values as example.

4. Revenue Accounts: Revenue accounts are numbered from 4000-000 and end in 4999-9999 if you use Palladium's predefined legend to create your chart of accounts. Your revenue accounts hold your current intake (earnings) without any sales taxes.

5. Expense Accounts: Expense accounts are numbered from 5000-000 and end in 5999-9999 if you use Palladium's predefined legend to create your chart of accounts. Your expense accounts hold your expenditures without any sales taxes.

Revenue and expense accounts are usually sub divided into operating (revenue / expense) and non-operating (revenue / expense). The difference between the two is that operating assumes that the revenue came from, or that the expense went towards your primary business functions (inventory would be a good example of operating revenue and expense). Non-operating would be interest earned for revenue and phone bills for expense. They are money movements that do not stem directly from your business operations.

## SETUP NEW ACCOUNTS OR MODIFY EXISTING ACCOUNTS



Accounts

From the home window go to the General Ledger tab and choose accounts. You may modify the account by double clicking on it, or press new for a new account. The following window will appear:

Account Number	Description	Type	Balance
1040-0000	Cash Expense Clearing Account	A	-8,000.00
1050-0000	Petty Cash	A	-438.00
1067-0000	Payroll Clearing Account	A	0.00
1069-0000	Foreign Currency Bank Account	A	0.00
Sub Account Total			-30,179.75
Total			-30,179.75
<b>Bank</b>			
1060-0000	Current/Cheque Account	A	114,552.39
1065-0000	Savings Bank Account	A	4,763.02
1080-0000	Visa	A	0.00
1083-0000	MasterCard	A	0.00
1087-0000	American Express	A	0.00
1089-0000	Other Credit Cards	A	2,277.72
Sub Account Total			121,593.13

Department	Description	Balance	Foreign Balance
1000	Training department	0.00	
2000	Sales Department	0.00	
3000	Dispatch Department	0.00	

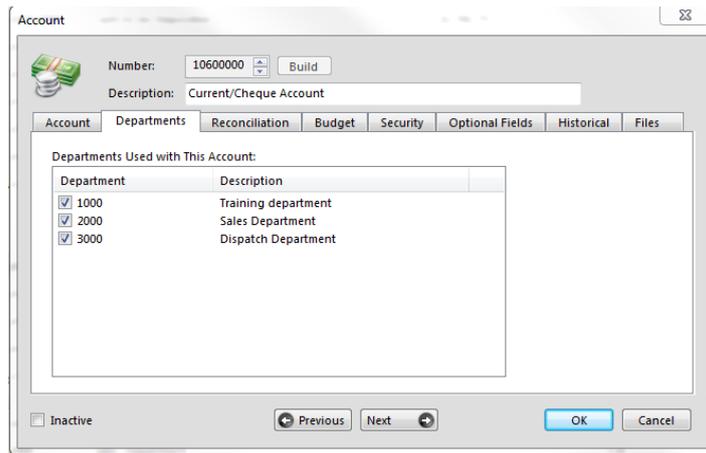
After selecting the account you wish to edit or modify, you can go into it by double clicking on it. Thereafter the following screen will appear:

Account configuration window showing the following details:

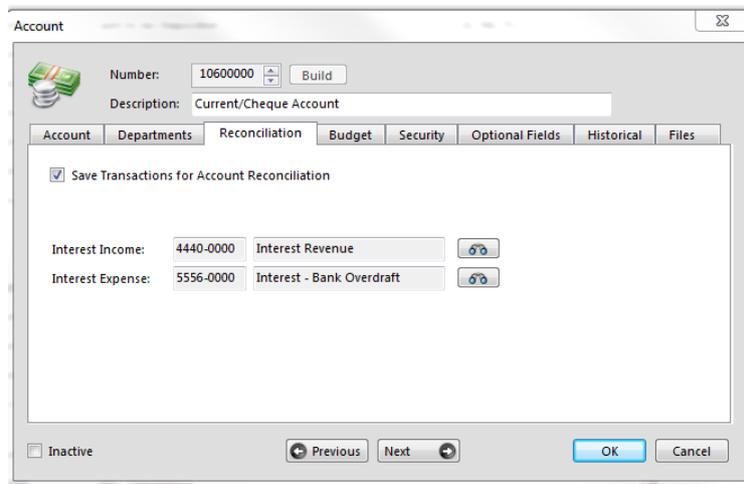
- Number: 10600000
- Description: Current/Cheque Account
- Account Type: Sub Account (A)
- Legend:
  - 10000000 - 19999999 Assets
  - 20000000 - 29999999 Liability
  - 30000000 - 39999999 Equity
  - 40000000 - 49999999 Revenue
  - 50000000 - 59999999 Expense
- Bank / Cash Account:
  - Next Cheque Number: 1
  - Currency: South African Rand
- Account Class: Bank
- Allow Profit Center Allocations:
- Opening Balance in (ZAR): 0.00
- Opening Balance in (\*\*): 0.00

The account number must be unique and will drive the account class (there are different classes for each of the asset, liability, equity, revenue and expenses). The next step is to enter a description you would like to be shown on reports and in your ledger.

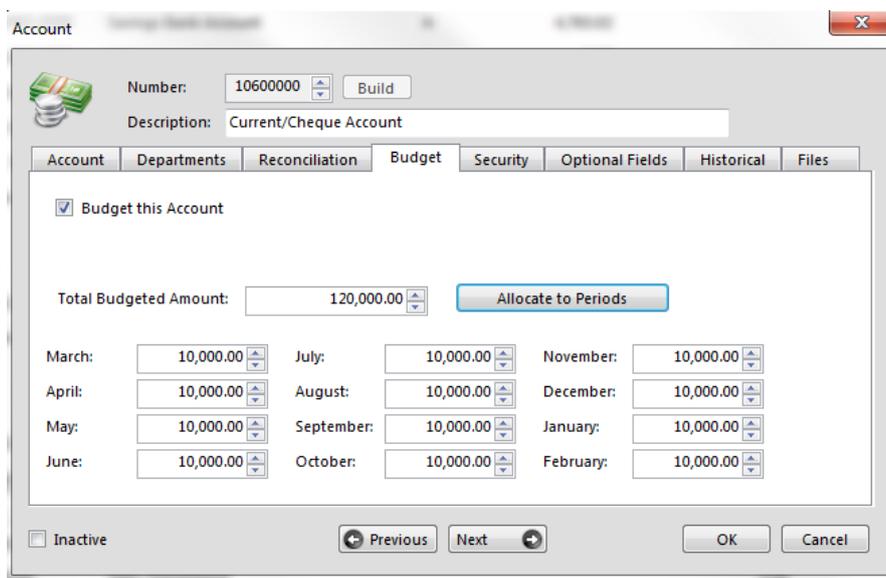
From this screen you can choose what exactly you would like to edit. You can choose which departments (under the departments tab) you would like to be associated or use the account as per the screen below:



Furthermore, there is a reconciliation tab that you can go into and be able to allow whether or not to set the account up for it to be reconciled.



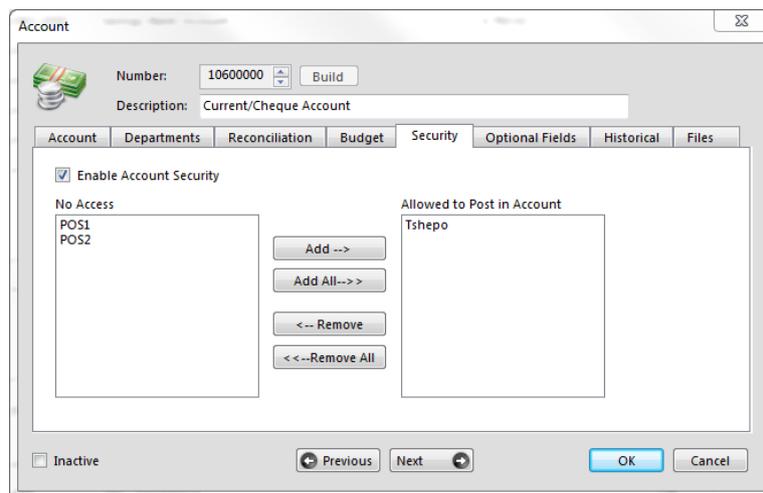
Under this section you can choose whether or not to set a budget for the account or not under the Budget tab.



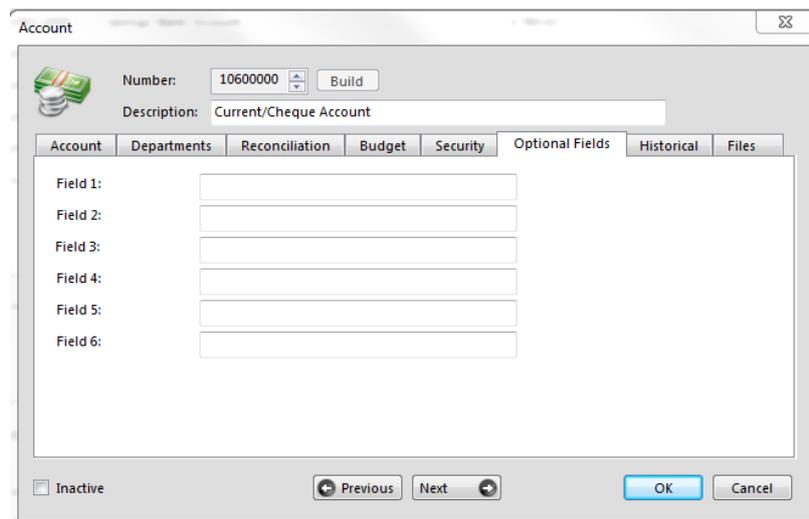
General ledger account security is used to prevent unauthorized users from posting into specified accounts. You can access account security on the account window and under the security tab.

If you wish to enable account security, check the box "enable account security" and then choose from the list which users have rights to post into the account.

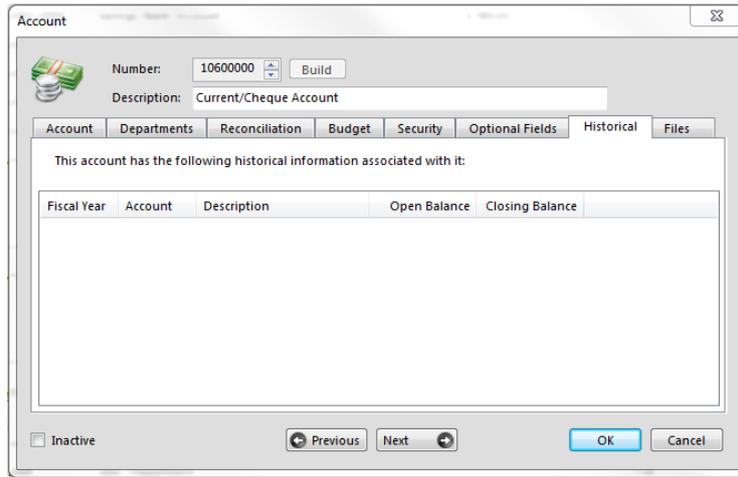
Please note: account security overrides any other security permission including administrator rights (however administrators can always gain access to accounts and modify the security). If a user tries to post into the account and they are not listed in the "allowed to post in account" list, an error will occur.



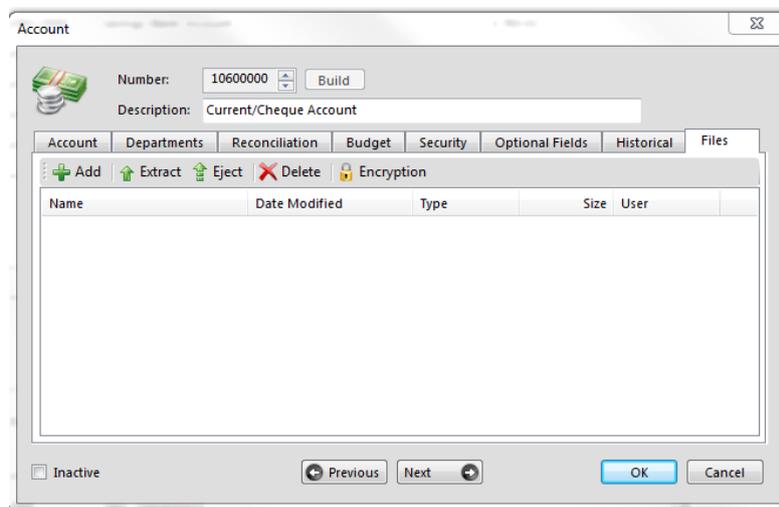
Optional fields can be added with the account.



Adding of historical information can be added as well i.e. opening balance, closing balance, etc.



Files can also be added or deleted and new ones added as and when you require them to change.



## Understanding Account Types

There are 5 account types as follows:

1. Full Account: A full account is designated with the letter (G) on the home accounts windows. This account stands alone and does not total or subtotal into any other account.

2. Sub Account: A sub account is designated with the letter (A) on the home accounts windows. While this account is an account that accepts transactions like a full account, it will be used for summary calculations into sub account totals. Your sub accounts must have a sub account total at the bottom of each set (in numerical sequence).

The account types described in 3, 4 & 5 below are generated automatically by the system.

3. Sub Account Total: A sub account total is designated with the letter (S) on the home accounts windows. This account does not accept transactions but rather, is a place holder for totals found by adding all the sub accounts above it.

4. Summary Heading: A summary heading is designated with the letter (H) on the home accounts windows. The heading is used to add a break to the accounts and to group similar accounts together (such as operating and non-operating explained above). This account does not accept transactions.

5. Summary Total: A summary total is designated with the letter (T) on the home accounts windows. The summary total will show totals for all accounts placed between the summary header and the summary total. This account does not accept transactions.

Full Accounts & Sub Accounts are accounts that can accept transactions for processing. The final 3 are just place holders that summarize data for your convenience.

### **CHECKING YOUR ACCOUNTS ARE IN THE CORRECT ORDER**

Accounts such as totals and subtotals must be in the correct numerical sequence. You can check this from the main accounts window by pressing the check button. This will tell you if you are missing any accounts or if everything is in proper order.

## **Understanding the Account Class**

Each of the accounts (full / sub accounts) will have an account class. The account class signifies what type of money is being stored inside the account. Account classes let you organize your accounts into categories. For example, when you select cheque or cash as the payment method on an invoice, the program provides a list of the accounts that are set up as bank and cash accounts so you can choose one to make or receive the payment.

Account classes also provide a more informative Statement of Cash Flows, which shows you where your money is coming from and where it's going. If you are familiar with Crystal Reports or Microsoft Excel, you can also use this information to create custom reports. It's important to set up your account classes correctly. For example, be sure to classify your current and long-term assets and liabilities properly, and to assign an expense account for amortization (depreciation). This list will vary between different accounts (assets, liability, etc.). If you do not understand the account classes, try to select one that makes sense or ask your accountant to help you.

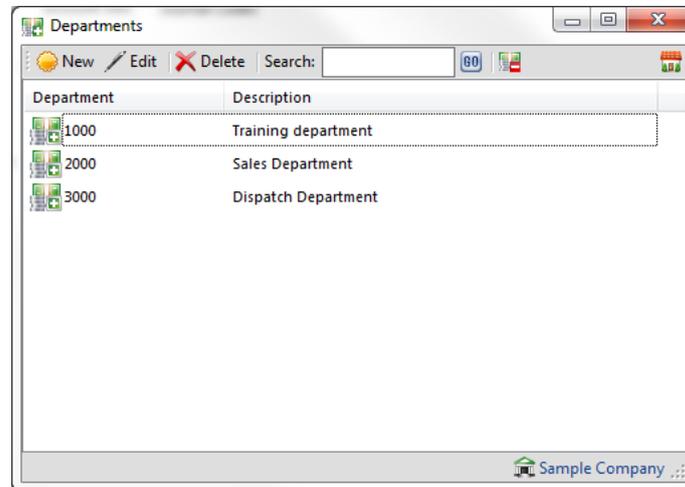
If you are working with a revenue or expense account you will see a "GP" designation on the account class. This tells Palladium to use these accounts when calculating your gross profit (such as on the gross profit income statement).

## **General Ledger Departments**



Departments

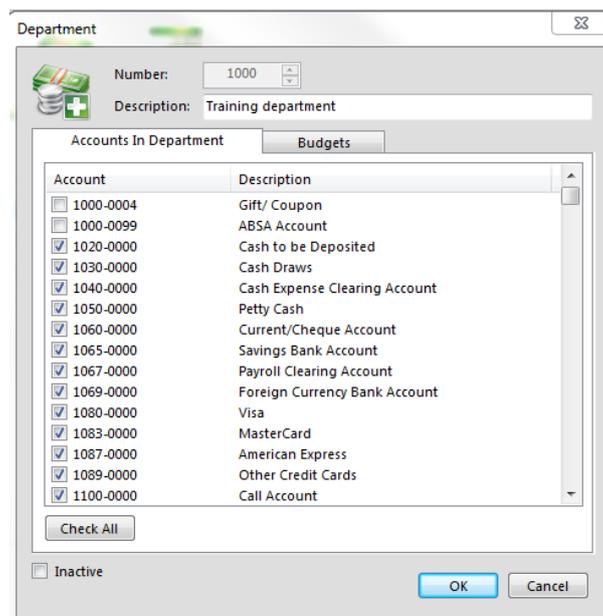
All money transactions in Palladium are stored and recorded into accounts. Your accounts can be further segmented by using departmental accounting (departments). Each account will maintain its total balance and also separate balances for each department contained in the account.



Note: you do not have to add all departments to all accounts; you can specify which departments you have setup are allowed in which accounts you specify.

To access the departments list, go to the General Ledger menu, and click on the department's icon. Departments must be 4 digits long and must be numeric.

When adding or modifying departments, you can choose the accounts in which the department will be added, as follows:



## Account Sets



### Account Sets

Account sets are used in Palladium to link your inventory & service items to your general ledger. It provides security and seclusion for the ledger from employees that have permission to create inventory & service items.

Your employees only need to know the name of the account set versus the underlying accounts when setting up new items. This also allows the financial manager to change the underlying accounts without telling or retraining staff as to the new account to use. The financial manager just changes the account in the account set and all items are automatically updated.

Choosing your account sets takes some planning. It really depends on how much information you would like Palladium to report to you each month. It is possible to create a single account set that encompasses the entire business such as "sales". However this setup does not offer very much in the way of information about how your business is doing. It would be better to create an account set for each line of business you have, i.e., "car wash", "car service", "car spares / parts", "tune up services", etc.

This way you can easily track the gross profit you are making in each line of business category.

## PARTS OF AN ACCOUNT SET EXPLAINED

Inventory account sets have 4 parts, while service sets (non-stock items) have 2. Here is what each part is used for:

1. Asset: The asset account is where all the money (without any relevant sales taxes) is stored. As you purchase inventory items the amounts of those items are stored in your asset account. As you sell these items, the moving weighted average is removed and used as a COGS (cost of goods sold) entry to obtain your gross profit. INVENTORY ITEMS ONLY

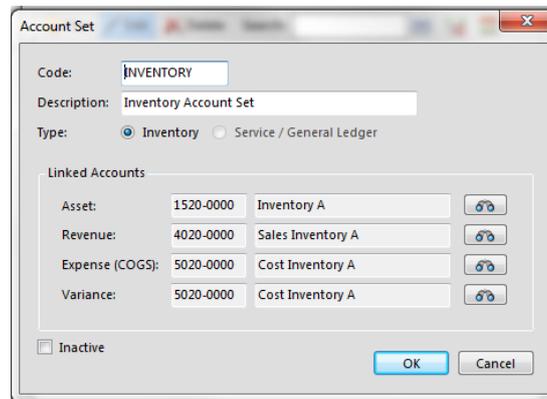
2. Revenue: The revenue account where the amount you charged for the item is stored (Without any relevant sales taxes). This is the selling price of each item (inventory or service). This amount is compared to expense to obtain your gross profit.

3. Expense: The expense account where the amount you paid for the item is stored. If you are selling an inventory item, Palladium will transfer the asset amount (cost) to this expense account. If this is a service item and you are purchasing it, Palladium will transfer the total amount of the purchase (less any sales taxes) to this account. This account is used to find your gross profit for the transaction and finally for the business on your income statement.

4. Variance: The variance account is used when an entry is being made by the user that needs correction. Normally you can just use the same account as your expense account. However, it is broken out here so that you can choose a different account to track variance.

A good example of variance is when you buy an item for 100. You then have 1 of these items in stock for 100. You then return that item to the supplier for 90. This would leave the inventory unstable as you would have 0 items in stock for 10 cost. Since that cannot happen, Palladium transfers the 10 to your variance account. INVENTORY ITEMS ONLY

## A typical inventory account set

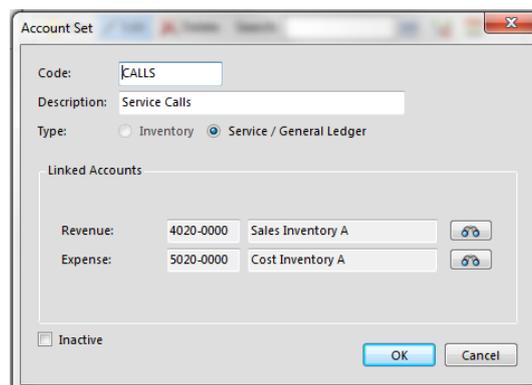


The screenshot shows the 'Account Set' dialog box for an inventory item. The 'Code' field contains 'INVENTORY' and the 'Description' field contains 'Inventory Account Set'. The 'Type' is set to 'Inventory'. The 'Linked Accounts' section is populated with the following data:

Category	Account Code	Account Name
Asset:	1520-0000	Inventory A
Revenue:	4020-0000	Sales Inventory A
Expense (COGS):	5020-0000	Cost Inventory A
Variance:	5020-0000	Cost Inventory A

There are also 'OK' and 'Cancel' buttons at the bottom right, and an 'Inactive' checkbox at the bottom left.

## A typical service (non stock item) account set a general ledger account set



The screenshot shows the 'Account Set' dialog box for a service item. The 'Code' field contains 'CALLS' and the 'Description' field contains 'Service Calls'. The 'Type' is set to 'Service / General Ledger'. The 'Linked Accounts' section is populated with the following data:

Category	Account Code	Account Name
Revenue:	4020-0000	Sales Inventory A
Expense:	5020-0000	Cost Inventory A

There are also 'OK' and 'Cancel' buttons at the bottom right, and an 'Inactive' checkbox at the bottom left.

General ledger account sets are often used to perform special transactions through the normal purchases and sales transactions windows. An example of this would be the purchase and sales of fixed assets. In these circumstances, you may need to link the revenue and expense portion to a different account in the GL versus your normal revenue and expense accounts.

## Journal Codes

Journal Codes are used in Palladium during the invoicing process. In the Enterprise Edition of Palladium, you can control which accounts your users see on the journal tab in invoices. Basically, the financial manager has control over the entry process through the use of expense codes. While it does take some proper planning to setup the first time, the maintenance and control it affords is worth the extra effort. When an entry clerk is capturing your invoices, they are capturing them under a journal code. Let's say for example you have a telephone expense account numbered 5780-0000. You can create an expense code called "telephone" that links to your 5780 account number. The clerk only needs to know to apply telephone expenses to the

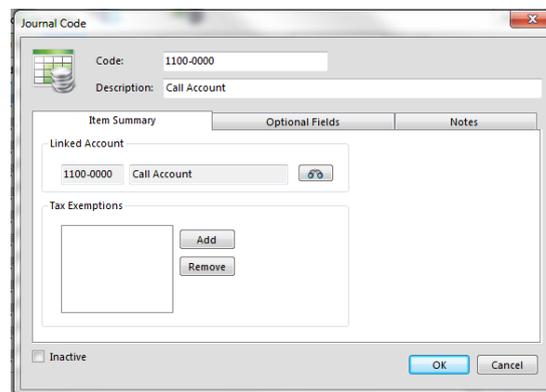
"telephone" code. If the financial manager decides to change the account to a different account, all he/she would have to do is update the journal code. The clerk would continue to capture to "Telephone" and would not know anything about the underlying change in the general ledger that took place.

Please note: as additional security, you do not have to setup journal codes for all your ledger accounts. Accounts that do not have a linked journal code will be unavailable though the invoice entry window.

Also, for special operations, you can setup accounts other than just expense accounts (say to purchase fixed assets, etc.).

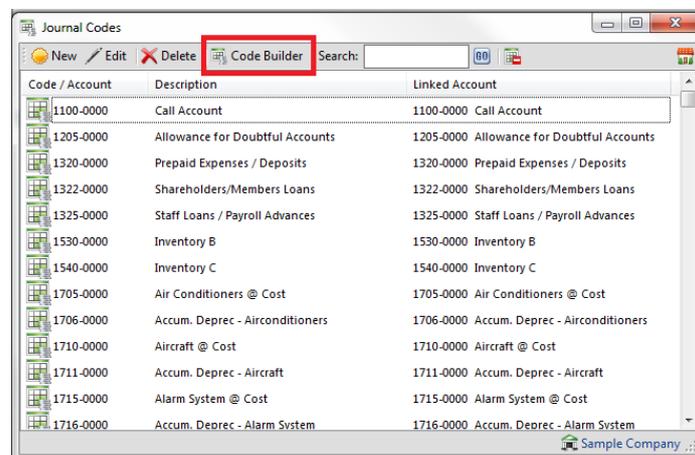
### Adding Journal Codes Manually (one at a Time)

After selecting the journal codes item from the general ledger menu, you press new. You will see the following window and as an example would set it up like this:

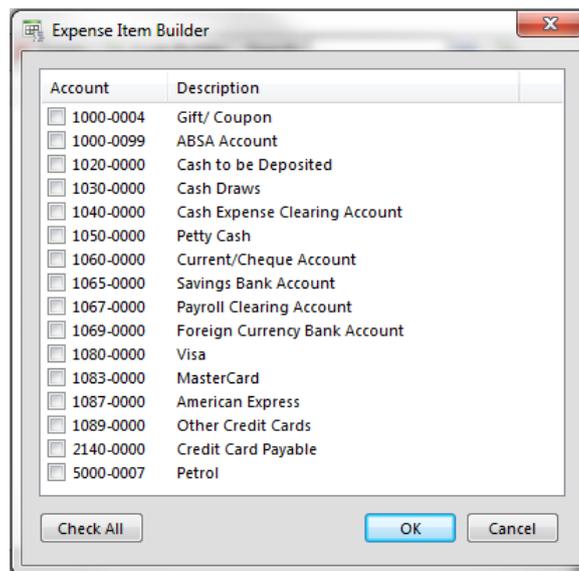


### Adding Journal Code Using the Builder (Automatically)

From the main journal codes window press the code builder button. From here you will see all the ledger accounts that do not have a journal code linked to them. To setup all accounts press the check all button. To setup some accounts you can click them manually.



After choosing that option, the following screen will appear:



You do lose a little control when using the builder. Instead of "telephone" being the code, the code will automatically be assigned the ledger account number. If you prefer to work in account numbers, then the builder would work well for you. If you would prefer to use the simple "telephone" style, then you need to setup your journal codes manually.

## Subsidiary Ledger



Subsidiary Ledger

The subsidiary ledger allows you to enter information under each ledger account, such as information about balances kept for multiple years, and fixed asset tags and values contained in the account. As Palladium only keeps the current and previous years ledger online (journal entries), this can be beneficial when you carry balances on items for years and years, to remember where those balances came from and what they pertain to.

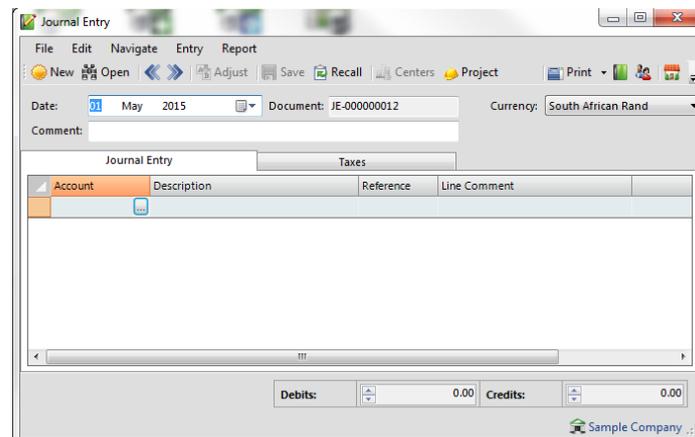
## Performing a Journal Entry



Journal Entry

There are times when you need to perform a journal entry. This entry method can move money between accounts and also record special transactions such as fixed asset purchases or taxes

payments. To access the journal entry screen from the general ledger menu press the journal entry icon. The following window will appear:



Each journal entry will be recorded under a document number (JE number). Please don't confuse this with the journal number. The journal number is a numerical sequence number assigned to every transaction.

You enter your journal entry in a minimum of 2 lines, but there could be more of them. The total debits and credits must balance. Please remember that asset accounts (starts with 1) and expense accounts (starts with 5) are debit accounts. Debiting a debit account will raise its balance and crediting it will lower it. The opposite is true for credit accounts (starts with 2, 3, and 4). If you are working with sales taxes accounts, and you wish to enter sales tax information for your tax report, you may do so on the taxes tab.

As with all other Palladium transaction windows: record processes the transaction. There is also the ability to see the journal entry (pressing the blue book) and also to see who entered the transaction (pressing the user icon). These features may not be available to you based on your current user access rights.

## Receipt and Payment Journal

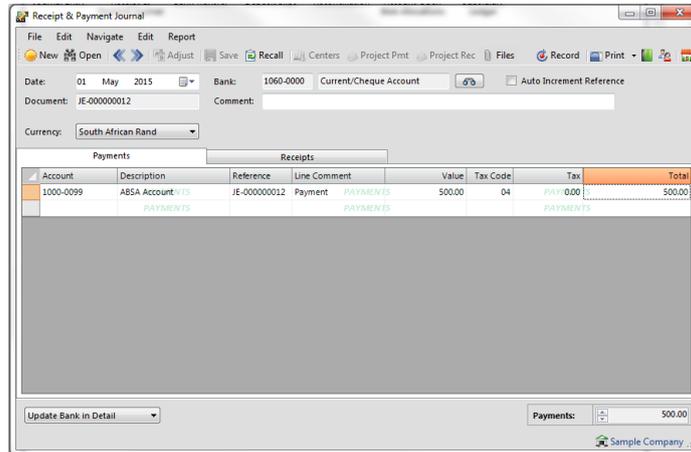


### Overview

This function is designed to allow you to process general receipts and payments direct to a General Ledger account without the need to create a sundry Supplier or Customer account. In the past this could always be processed through the General Journal function but was a little complex. Now all you have to do is to select the Bank account from which you wish to process, and then switch between the Receipts and Payments tabs to enter the relevant transactions as illustrated below. A batch can have a combination of both receipts and payments or can just have payments or receipts on their own.

The **Update Bank in Detail** option at the bottom of the screen affords you the ability to post one contra entry to the bank account as a summary figure, or whether you would like to post a contra entry to the bank account for each transaction in the batch.

If the batch transactions are of a nature that you process regularly such as bank charges or debit orders, you can save the batch of transactions for recall later, alleviating the need to have to recapture the batch details again. Simply recall the batch, amend the transactions and update accordingly.



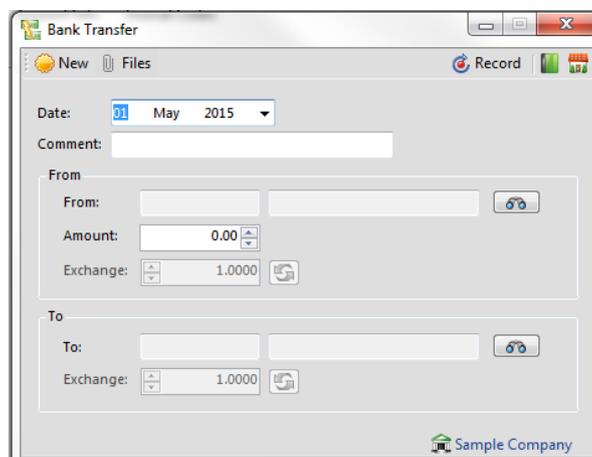
## Performing a Bank Transfer

Transferring money between banks or to your credit card is easy with Palladium. Select the bank transfer icon below under the general ledger menu:



Bank Transfer

The following window will appear:



Enter the date of the transaction and select the “From” and “To” accounts. This transaction posts a journal entry but provides an easy way to move money without having to know the debits and credits of the transaction. As with all other Palladium transaction windows: record processes the transaction.

There is also the ability to see the journal entry (pressing the blue book)

	Debits	Credits
01/05/2015 J62 Bank Transfer: Bank Transfer		
10600000 Current/Cheque Account	0.00	6,000.00
10650000 Savings Bank Account	6,000.00	0.00
	6,000.00	6,000.00

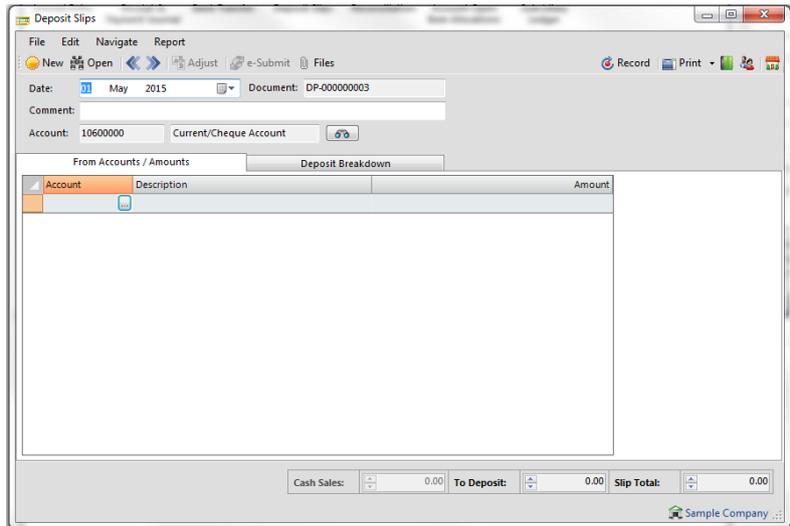
## Entering a Deposit Slip



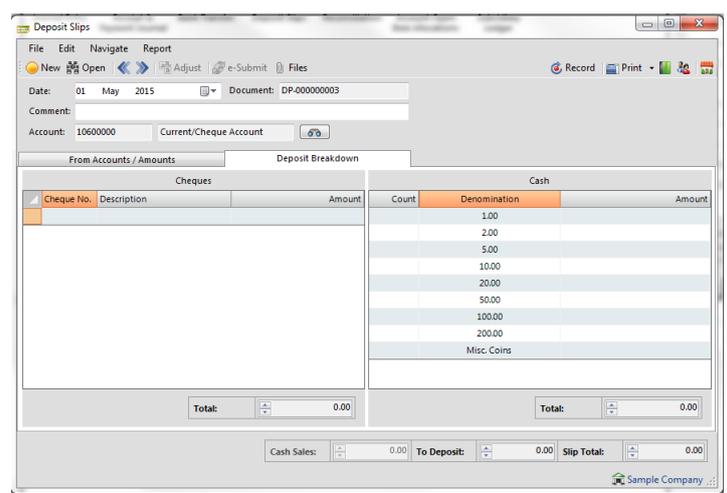
Deposit Slips

If you are using the point of sale or accepting cash in your business, the deposit slip feature can assist you in taking that money to the bank and recording it in Palladium. The deposit slip interface will perform a journal entry but it will also save a record of the amounts of cash and cheques that were taken to the bank under the slip.

You can access the deposit slip window from the general ledger menu, and click the deposit slip icon. The following window will appear:



Enter the date of the deposit slip, any comments as appropriate and choosing the bank account where the money is being deposited into. On the from accounts / amounts tab, select the petty cash account or other account where the deposit funds are coming from. Enter the amounts in the amount column. Next click on the deposit breakdown tab:



Record any cheques and cash amounts here. Before you record, the deposit slip must balance. The total in the “from” accounts must match the totals in the deposit breakdown. As with all other Palladium transaction windows: record processes the transaction. There is also the ability to see the journal entry (pressing the blue book) and also to see who entered the transaction (pressing the user icon). These features may not be available to you based on your current user access rights. You may also print the deposit slip to take it with you to the bank while doing the deposit.

## Reconciling Accounts



Reconciliation

Accounts reconciliation is one of the most important, yet least used, features of any accounting system. Account reconciliation allows you to see what entries were missed, have unexpected differences, or not captured correctly (capture errors) inside Palladium. Without account reconciliation, you most likely will never find these missed transactions and this could cost you money in the long run.

Each account you plan to reconcile must be setup for reconciliation inside the account itself. If this is not setup correctly, you will not be able to select the account in the reconciliation window. Please note: you can only reconcile asset and liability accounts.

## Setting up Accounts for Reconciliation

Enter the account you wish to setup for reconciliation and then check the "save transactions for account reconciliation" check box. At this time you would set the accounts to use for interest income and interest expenses. Press OK when finished to complete the setup procedure. Once the account has been setup for reconciliation, Palladium Accounting will save all transactions that go into that account for reconciliation.

## Performing Reconciliation

Enter the accounts reconciliation function by going to the general ledger tab and clicking on the reconciliation icon. The following window will appear:

The screenshot shows the 'Account Reconciliation' window. At the top, there is a menu bar with 'File' and 'Navigate', and a toolbar with 'New', 'Save', 'Record', and 'Print'. Below the menu bar is an 'Account:' field with a search icon. The window is divided into two tabs: 'Statement Summary' (selected) and 'Account Transactions'. The 'Statement Summary' tab contains the following fields:

- Statement Start: 01 May 2015
- Statement End: 01 May 2015
- Recon Date: 01 May 2015
- Filter Transactions by Recon Date
- Opening Balance: 0.00
- Closing Balance: 0.00
- Ledger Balance as at Statement Ending Date: 0.00
- Statement Balance: 0.00
- Comments: (text area)
- Interest Expense: 0.00
- Interest Income: 0.00

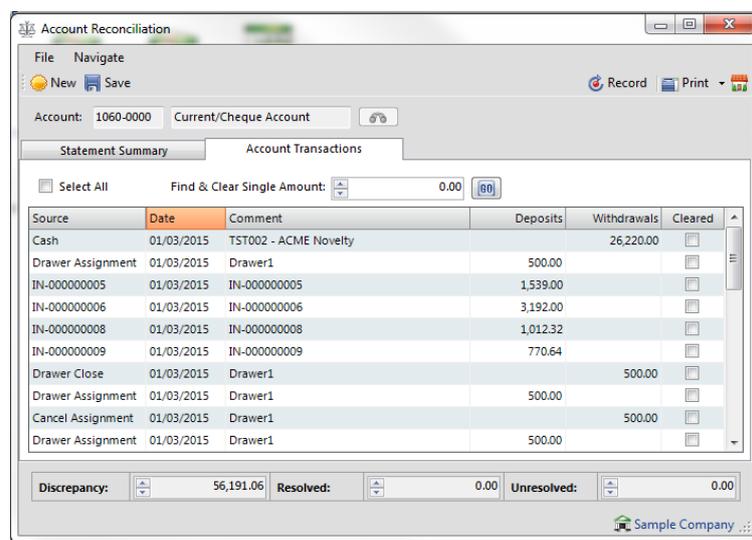
At the bottom of the window, there are three summary fields: 'Discrepancy: 0.00', 'Resolved: 0.00', and 'Unresolved: 0.00'. The bottom right corner shows the 'Sample Company' logo.

Select the account you wish to reconcile at the top of the window by clicking on the find button and selecting it.

Note: if you don't see your account there, it is not setup. Please follow the instructions above for setting up accounts.

The first time you reconcile an account you must enter the statement start date and opening balance. If you have reconciled this account before, this information is populated automatically for you.

The next step is to enter your statement ending date. Once you do that, verify that the ledger balance looks correct. You then enter the recon date (today's date) and enter the closing balance from your statement. If you are reconciling the account for the first few times you will have the option of entering prior outstanding items (manually by hand or automatically from the account records). This allows you to enter items that are on the bank statement but were captured in a previous system before Palladium. Next click on the account transactions tab to see the following:



Place a check next to each of the transactions that are on your bank statement. When you are finished, your unresolved amount should be zero. Your discrepancy amount should also be zero, but you can post if it's not. The discrepancy amount reports any differences between your statement closing balance and posted transactions in Palladium that are not cleared. If you have a discrepancy and found that a transaction is listed but on the wrong date, then you can record the reconciliation and it will correct itself next month.

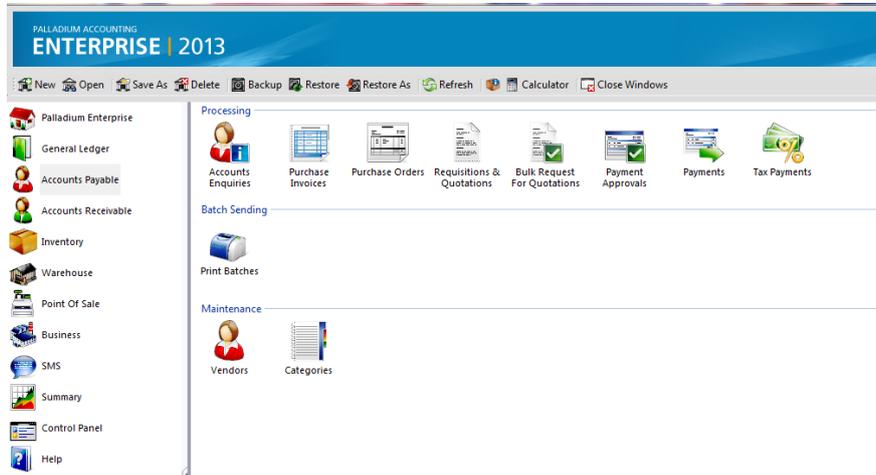
## What to do When Accounts Don't Balance

If your reconciliation is not balancing, follow these tips to help you:

1. Is there an amount on your bank statement that is not inside Palladium? Enter the transaction as appropriate. You can save the reconciliation and go out to post entries or do investigations.
2. Is there a historical amount on your bank statement that was captured in your old system (new accounts)? You must enter these under the manual method above.
3. Is there an amount in Palladium that does not appear on your bank statement? Clear the check box next to that amount.

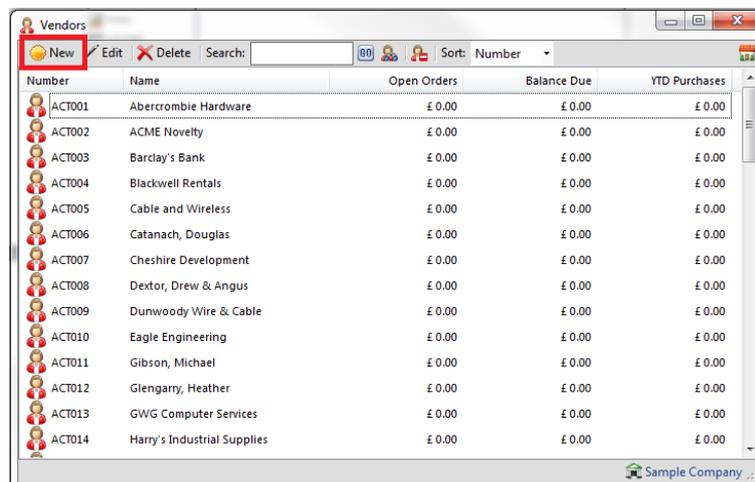
4. Is there an amount in Palladium that was entered incorrectly or possibly entered twice? Correct these transactions and try to reconcile again.

## 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:

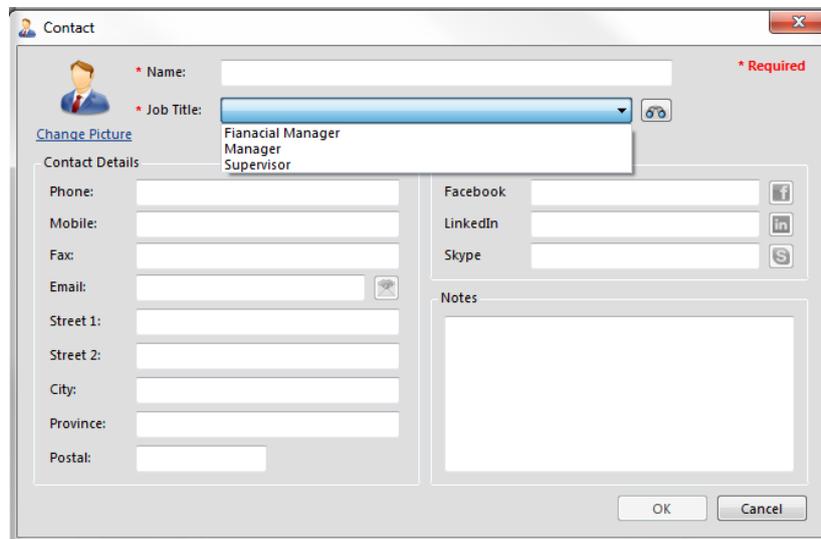
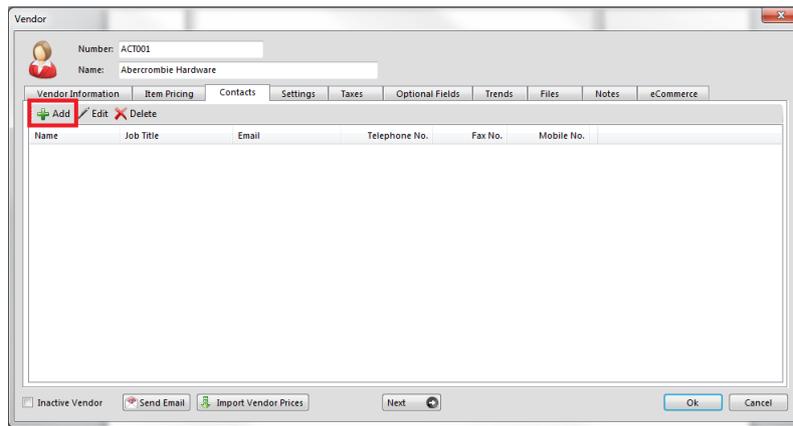


After clicking new, you will be directed to the screen where you can add the details of your new vendor such as the vendor information, pricing information and various settings and parameters that you want applicable to that vendor.

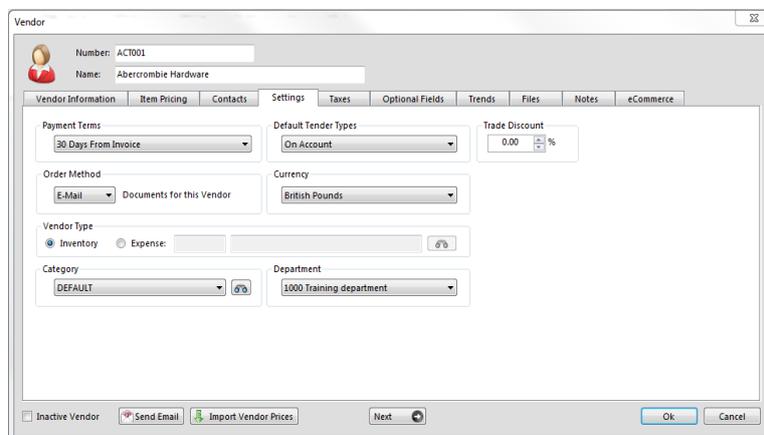
Under the Item pricing tab, you may add that particular item that you purchase from that vendor. You may do this by clicking on new.

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.

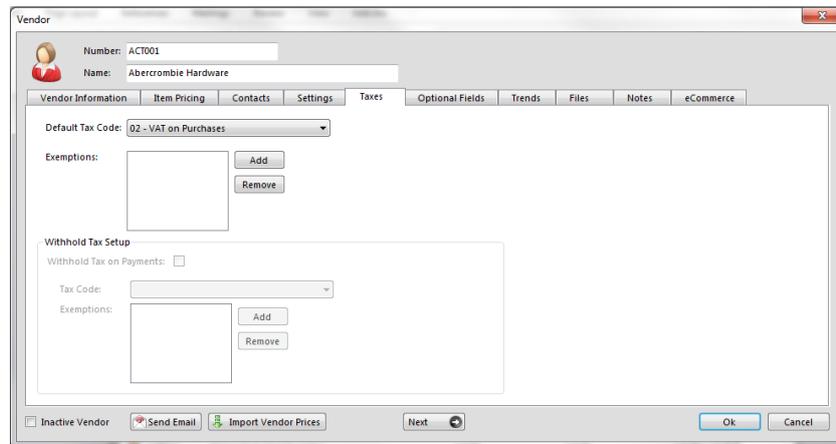
Under the contacts tab, you may add the contact per of that particular supplier and the job title.



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.



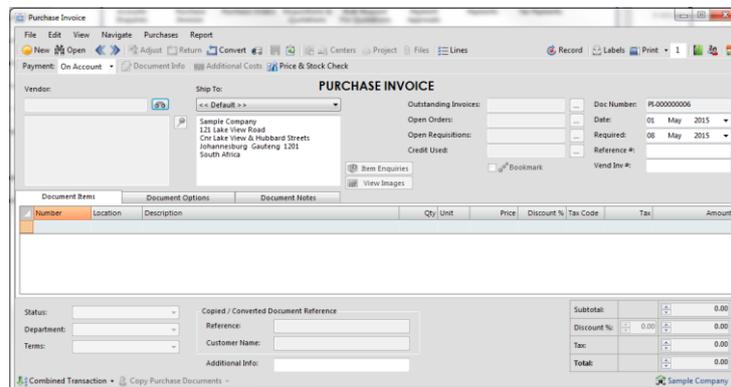
Under the taxes tab set the tax that the vendor normally charges you. You may wish to set inclusive or exclusive codes here to aid in entry. You may also set exemptions here as well.



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 a 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.

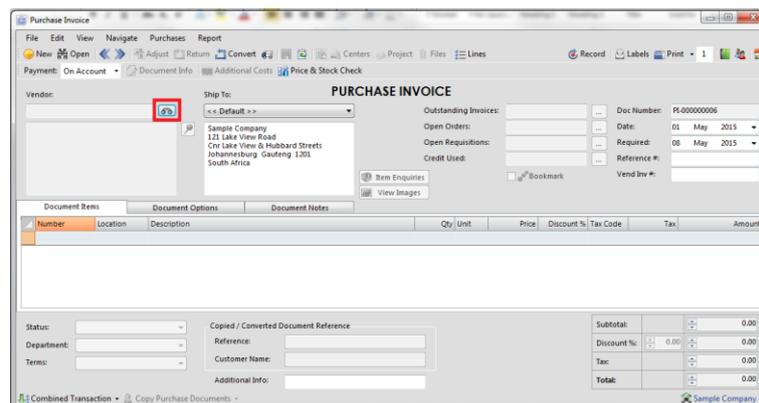
3. Requisition: A requisition has no financial implications to the system and does not change stock at all. It can be used by your inner company employees to request items to be purchased. You can also use it to capture quotations given to you by your supplier.

## 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.

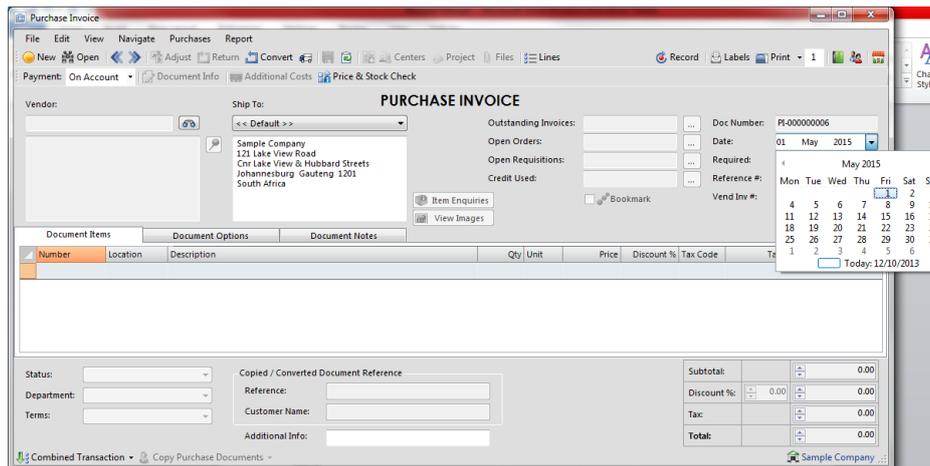
## Entering Transactions

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.

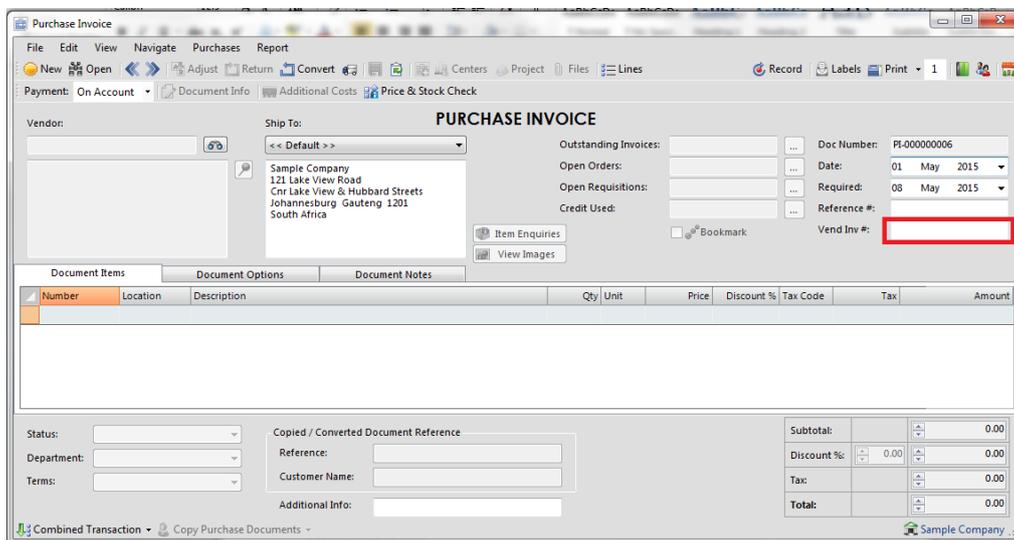


By default your focus returns here automatically, so you should be able to just press the enter key on your keyboard. You select a vendor in the vendor lookup window and have the normal search options available to you.

The next step is to set the date (to your far right)

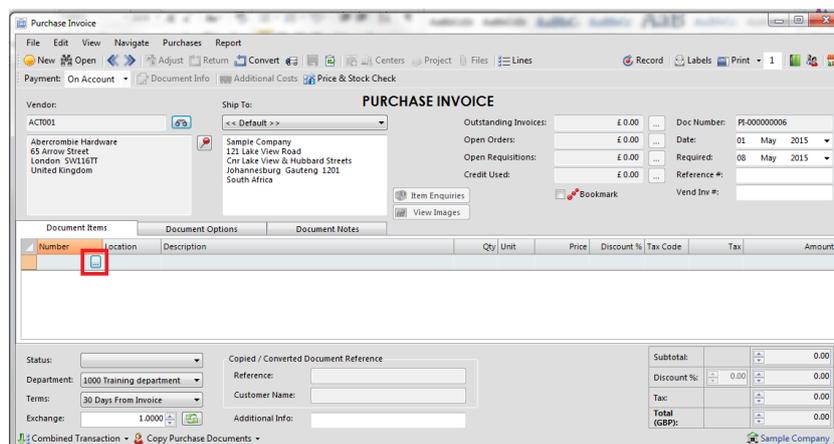


and if entering an invoice, enter the vendor invoice number in the space provided.



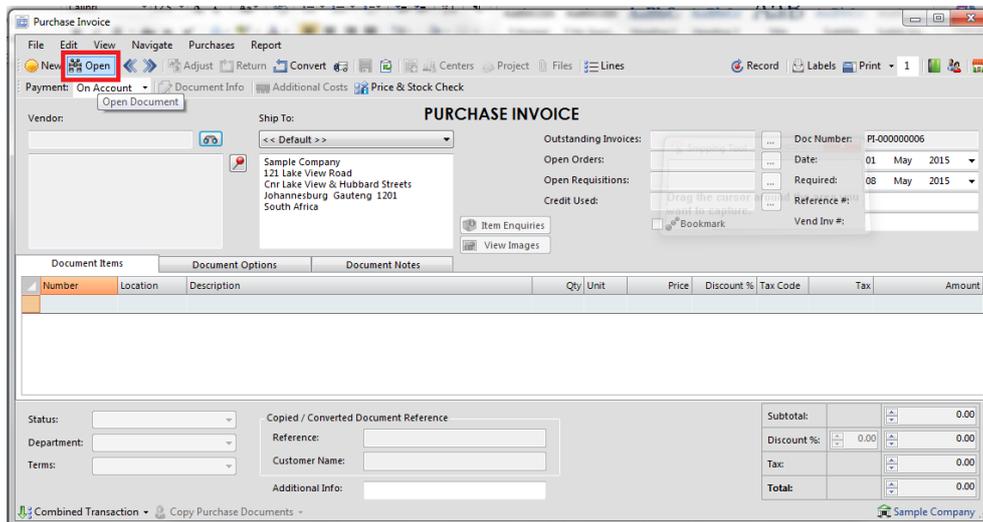
The vendor invoice number must be unique to each vendor (you cannot capture the same invoice number twice per vendor).

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.

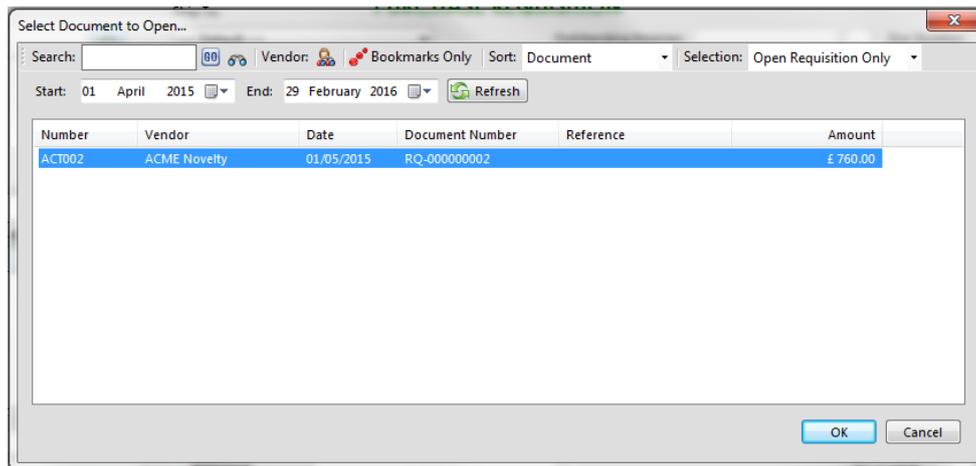
Step 2:

Press the convert button. The following window will appear:

Number	Location	Description	Qty	Unit	Price	Discount %	Tax Code	Tax	Amount
--------	----------	-------------	-----	------	-------	------------	----------	-----	--------

Subtotal:	0.00
Discount %:	0.00
Tax:	0.00
<b>Total:</b>	<b>0.00</b>

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 (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 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.

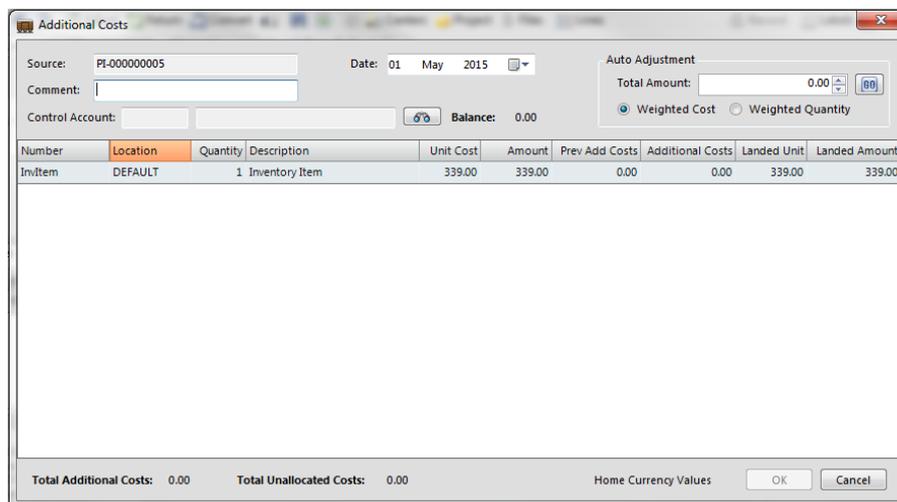
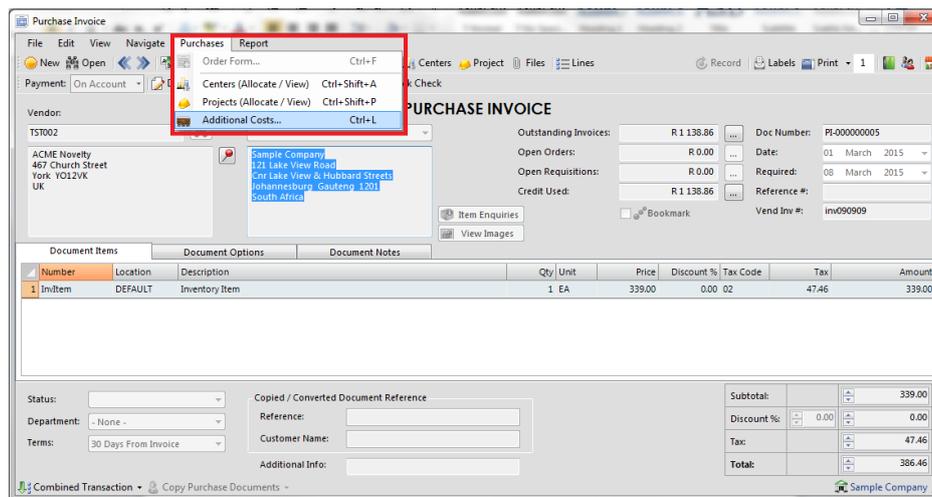
Open the document you would like to cancel (using the open procedure explained under the purchases section). Then go to the file menu and choose remove document.

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

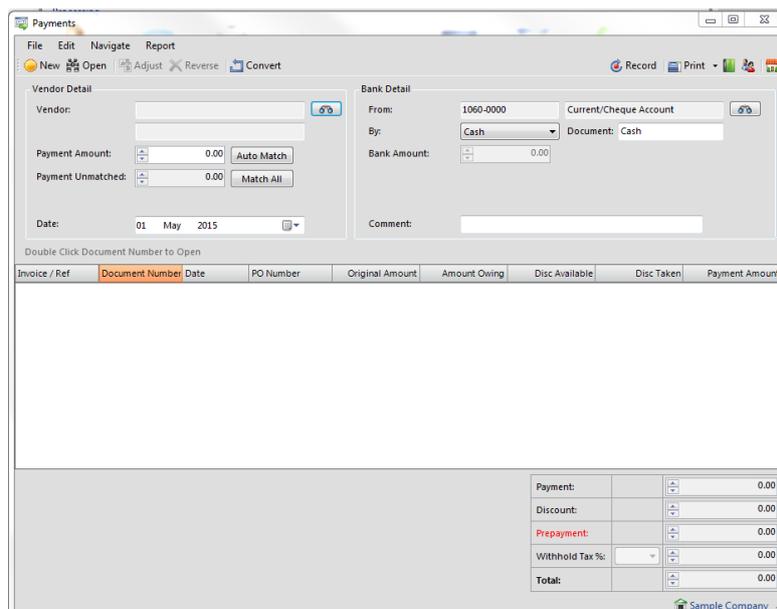
It is recommended that you setup an expense account called "landed cost adjustments". When processing expense entries for the additional import costs, use that control account to record them. Then you know how much money you need to allocate to your items using the landed cost function (the balance displays 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:

The screenshot shows the "Payments" window in Palladium Accounting. It features a menu bar with "File", "Edit", "Navigate", and "Report". Below the menu are buttons for "New", "Open", "Adjust", "Reverse", and "Convert". The window is divided into several sections: "Vendor Detail" with fields for Vendor, Payment Amount (0.00), and Payment Unmatched (0.00); "Bank Detail" with fields for From (1060-0000), Current/Cheque Account, By (Cash), Document (Cash), and Bank Amount (0.00); and a "Date" field set to 01 May 2015. A table below these sections has columns for Invoice / Ref, Document Number, Date, PO Number, Original Amount, Amount Owning, Disc Available, Disc Taken, and Payment Amount. At the bottom right, there is a summary section with fields for Payment (0.00), Discount (0.00), Prepayment (0.00), Withhold Tax % (0.00), and Total (0.00). The window title is "Payments" and the company name "Sample Company" is visible at the bottom right.

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

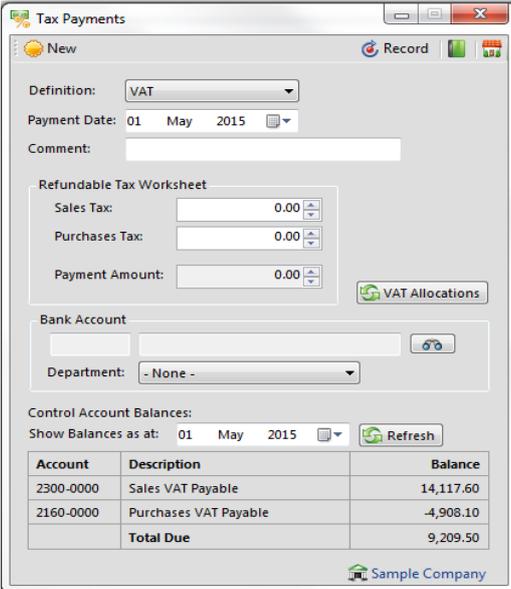
If you wish to cancel a prepayment you can just click the prepayment amount under payment amount (the payment will show as negative) and then record it. Palladium will warn you that you are receiving the money back from the vendor in cash, just say yes.

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.

## 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:



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.

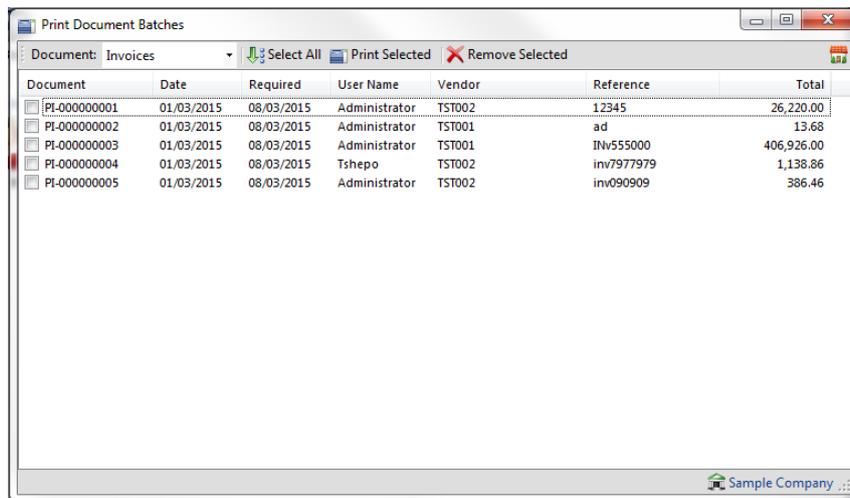
You can check to make sure your amounts are correct by entering a date and pressing the refresh button. Your control account amounts will be displayed and a total amount due calculated.

## 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:



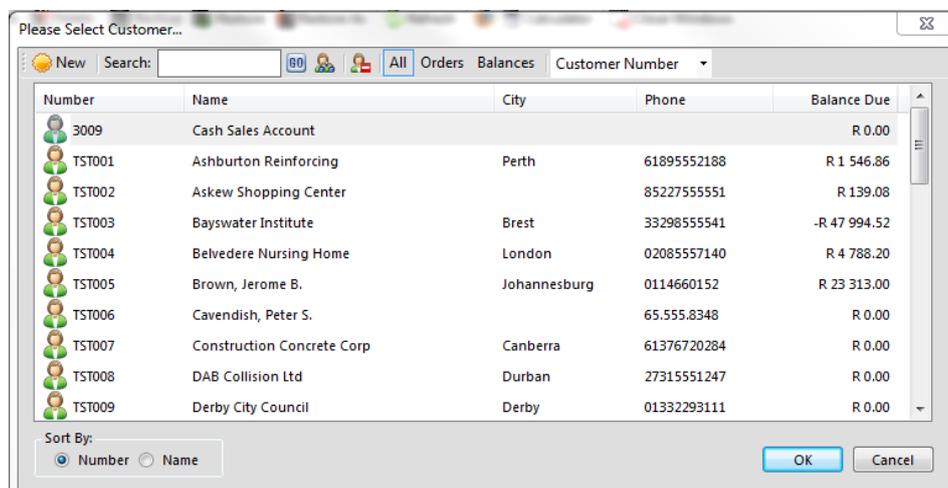
From here select a document type (requisition, order, or invoice). You may manually check the documents to print or click the select all button. The print selected button prints all the checked documents and the remove selected removes them. The print selected function will automatically remove the documents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

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

## 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

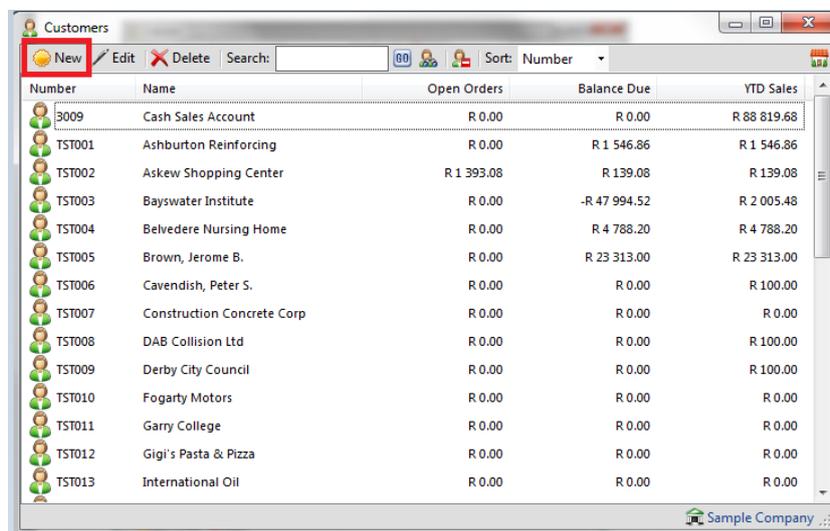
As with all Palladium list windows there is the ability to do an advanced search (click the yellow binocular button). This allows you to search for items inside text (not just the start of text) and also search by optional fields.

## 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:



Number	Name	Open Orders	Balance Due	YTD Sales
B009	Cash Sales Account	R 0.00	R 0.00	R 88 819.68
TST001	Ashburton Reinforcing	R 0.00	R 1 546.86	R 1 546.86
TST002	Askew Shopping Center	R 1 393.08	R 139.08	R 139.08
TST003	Bayswater Institute	R 0.00	-R 47 994.52	R 2 005.48
TST004	Belvedere Nursing Home	R 0.00	R 4 788.20	R 4 788.20
TST005	Brown, Jerome B.	R 0.00	R 23 313.00	R 23 313.00
TST006	Cavendish, Peter S.	R 0.00	R 0.00	R 100.00
TST007	Construction Concrete Corp	R 0.00	R 0.00	R 0.00
TST008	DAB Collision Ltd	R 0.00	R 0.00	R 100.00
TST009	Derby City Council	R 0.00	R 0.00	R 100.00
TST010	Fogarty Motors	R 0.00	R 0.00	R 0.00
TST011	Garry College	R 0.00	R 0.00	R 0.00
TST012	Gigi's Pasta & Pizza	R 0.00	R 0.00	R 0.00
TST013	International Oil	R 0.00	R 0.00	R 0.00

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

Customer

\* Number:  \* Required

\* Name:

Customer Information | Contacts | Shipping Locations | Settings | Taxes | Optional Fields | Targets | Notes

Contact:  Phone:

Street 1:  Mobile:

Street 2:  Fax:

City:  Email Addresses:

Province:  Main:

Postal:  Invoices:

Country: South Africa Statements:

VAT Reg:

Reg No.:

Last Updated: Never Customer Since: 01 May 2015

Inactive Customer

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

Customer

\* Number:  \* Required

\* Name:

Customer Information | Contacts | Shipping Locations | Settings | Taxes | Optional Fields | Targets | Notes

New Edit Delete

Name	Job Title	Email	Telephone No.	Fax No.	Mobile No.
This Customer needs to be saved before contacts can be added.					

Inactive Customer

You can add different shipping locations for a customer:

Customer

\* Number:  \* Required

\* Name:

Customer Information | Contacts | Shipping Locations | Settings | Taxes | Optional Fields | Targets | Notes

New Edit Delete

Location Name	Street 1	Street 2	City	Province	Postal	Country	Delivery Route	Sales Per
Customer Location								

Name:

Street 1:

Street 2:

City:

Province:

Postal:

Country:

Delivery Route:

Sales Person: -- None --

Inactive 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:

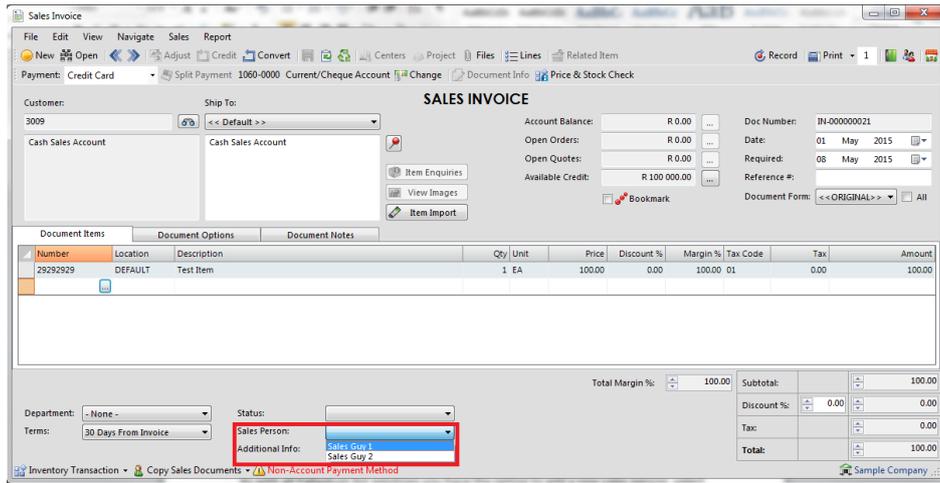
Further to this, you can add default tax types you would like to be applicable to the customer.

## Sales Persons



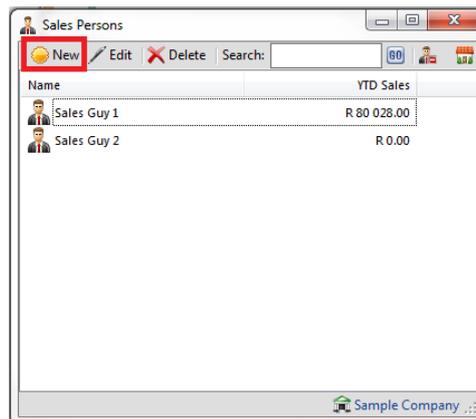
### Sales Persons

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.

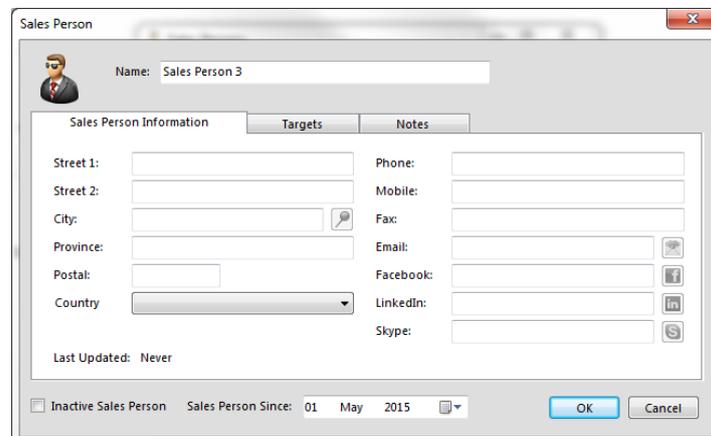


## Adding and Editing Sales Persons

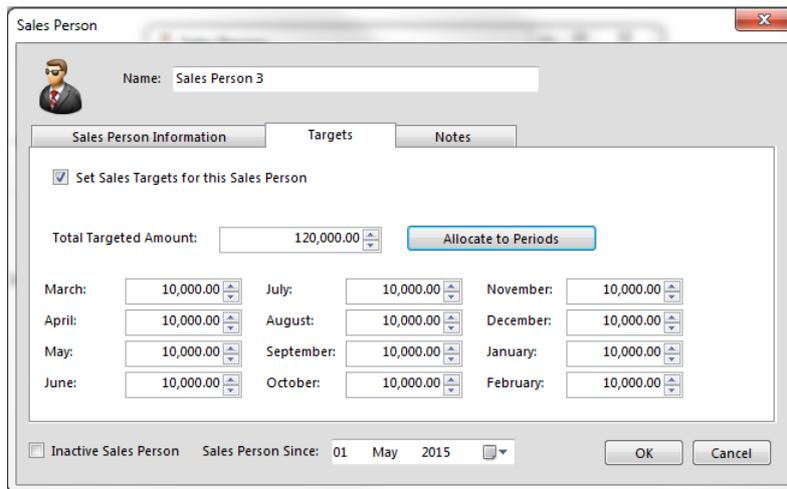
From the list window click new or edit to see the sales person window as follows:



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.

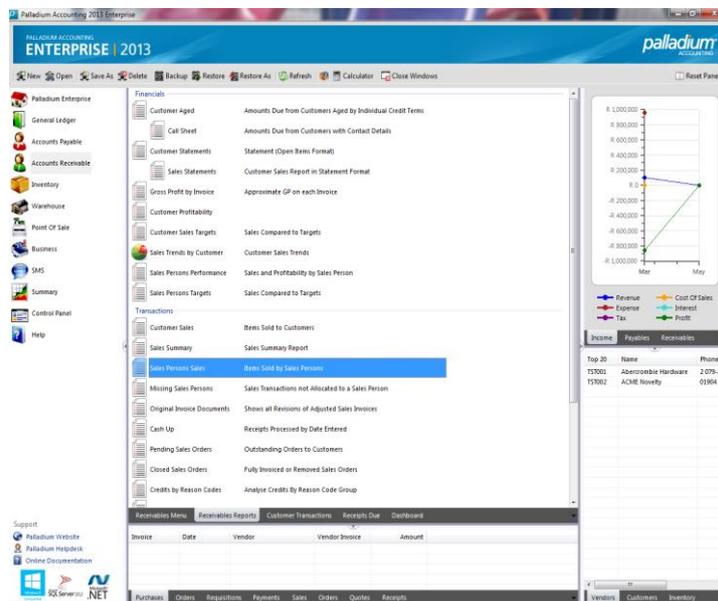


You are able to put targets to each sales person and allocate them accordingly.



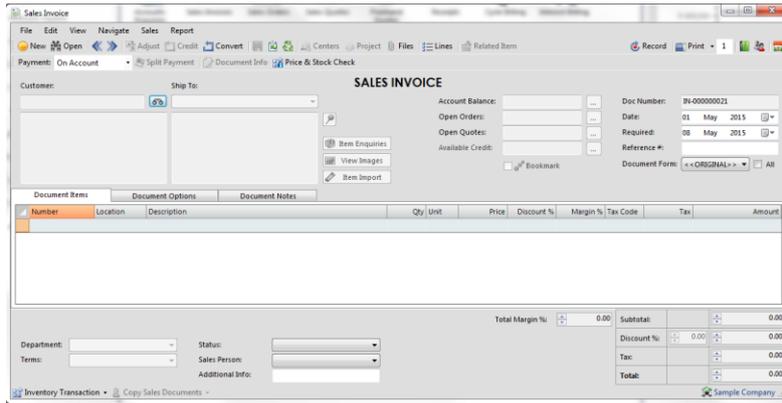
## Tracking Performance

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.



## Sales

In Palladium Accounting the sales section is used to record sales to your customers. You access the sales window by clicking the sales icon in the home window. The following window appears:



## 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.



Sales Quotes



Freehand  
Quotes

## 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

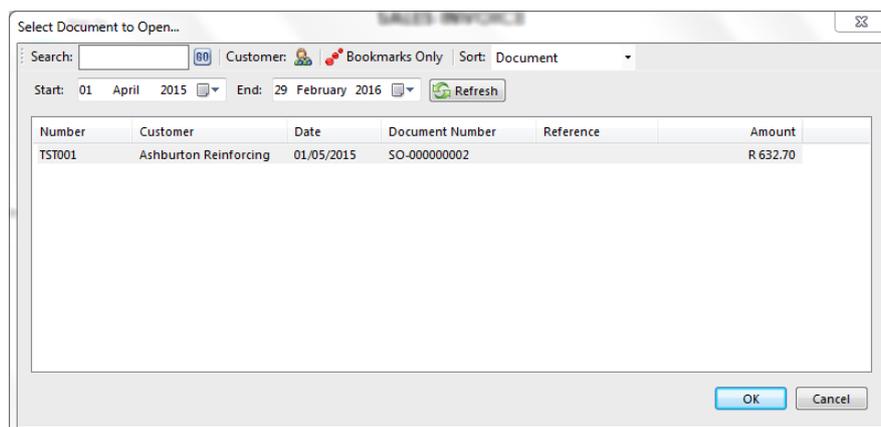
Capturing a sales quote or sales order is the exact same as capturing an invoice. This is explained in the previous topic sales. This section will cover how to convert a specific document from one type to another easily.

Step 1:

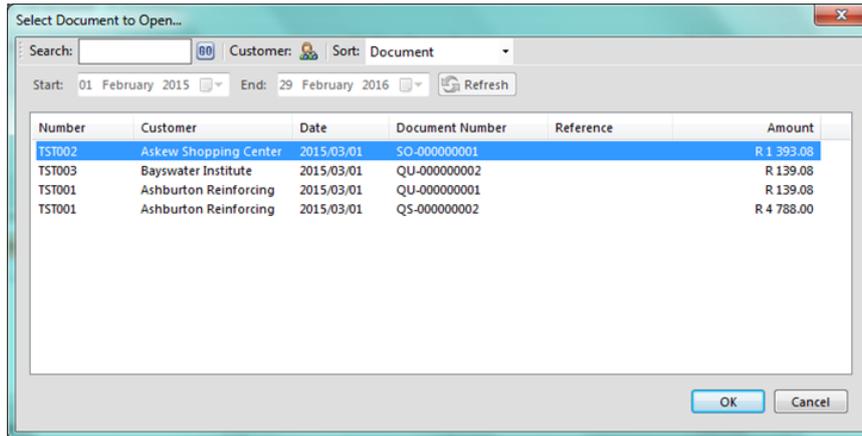
Always have the transaction type on the document you want to create. If you want to convert a sales order to an invoice, then select invoice as the transaction type. If you want to convert a quote to an order, have the transaction type set to sales order.

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:

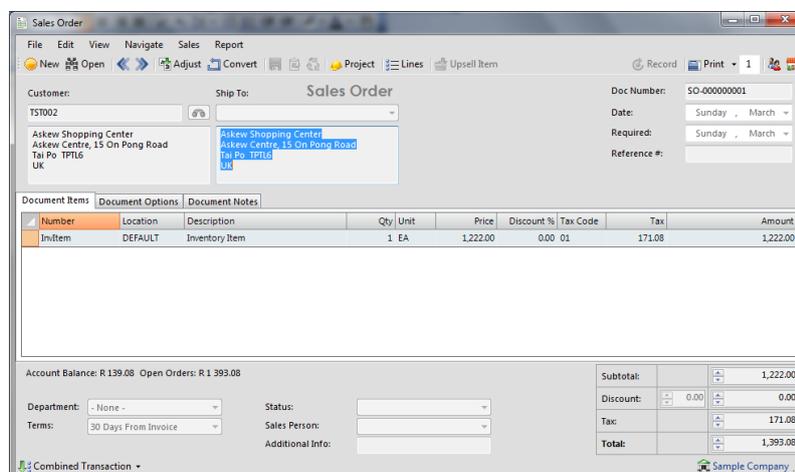
Changing, removing, or adding items. At this point you can change items, remove items (click on the blue area to the far left where the numbers are and then press the delete key), or add items as appropriate.

## 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. You may also press F2 on your keyboard as well. The original document will appear as follows:



## Canceling 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.

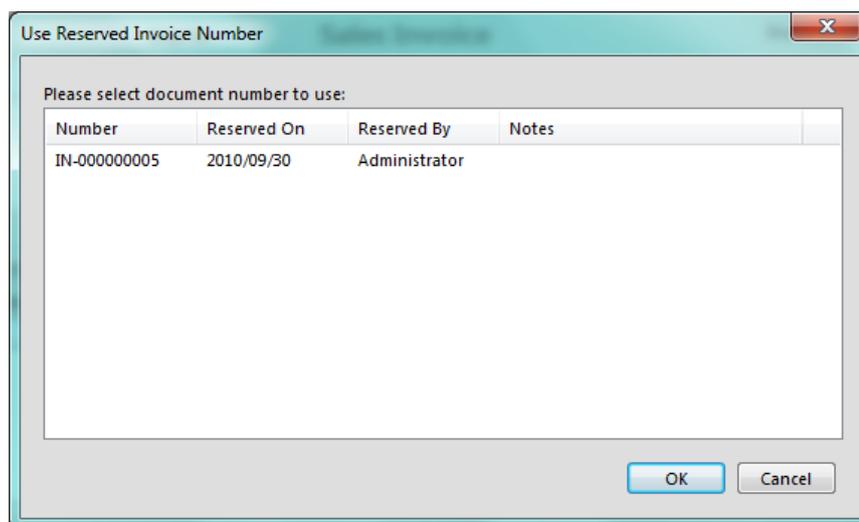
The document will be marked as cleared. You can still view cleared documents in Palladium as a security feature, but for all purposes the document will not be available to be converted and your inventory will be updated (allocated for sales orders).

## Reserve Invoice Numbers

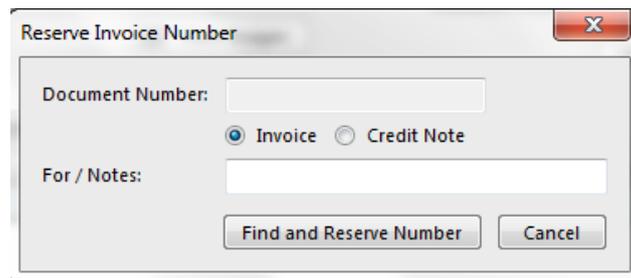
In Palladium you can reserve invoice numbers for use later. This can be handy when quoting specific invoice numbers to customers over the telephone and you don't have enough information at the time to actually enter the invoice.

### 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:



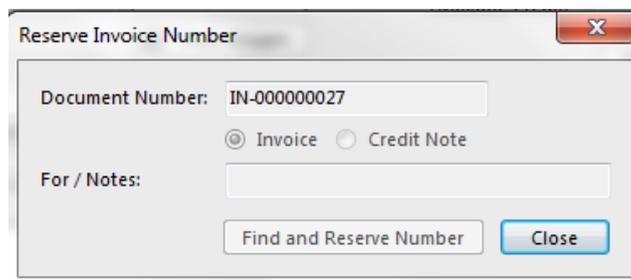
Determine if you would like to reserve an invoice or credit note number and then press the find and reserve number button to get your reserved document number:



The screenshot shows a dialog box titled "Reserve Invoice Number". It has a close button (X) in the top right corner. Inside the dialog, there is a text input field for "Document Number". Below it are two radio buttons: "Invoice" (which is selected) and "Credit Note". Underneath the radio buttons is another text input field labeled "For / Notes:". At the bottom of the dialog are two buttons: "Find and Reserve Number" and "Cancel".

## 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:



This screenshot shows the same "Reserve Invoice Number" dialog box, but now the "Document Number" field contains the value "IN-000000027". The "Invoice" radio button remains selected. The "Close" button at the bottom right is now highlighted in blue, indicating it is the active button.

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.

## 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.

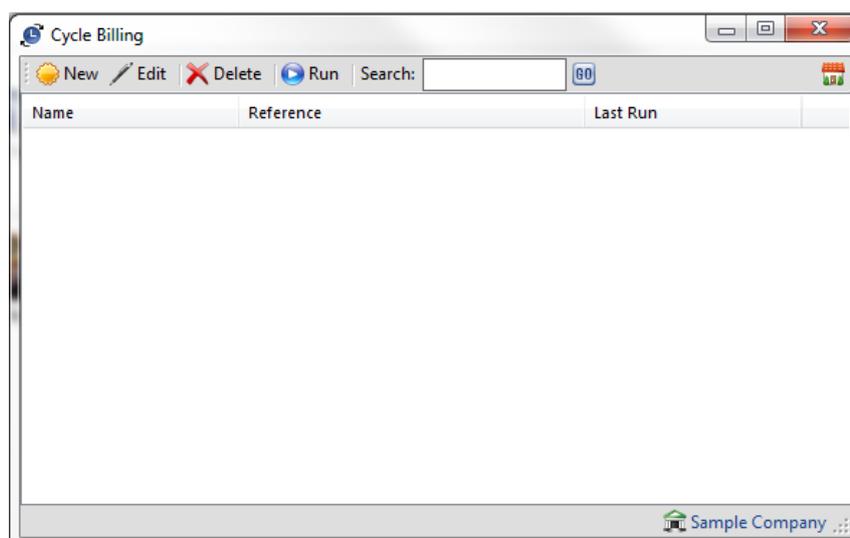
## Cycle Billing



Cycle Billing

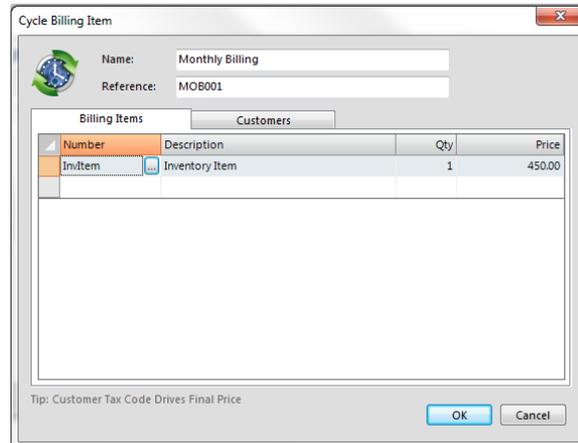
In Palladium Accounting you can save a billing template with items, link those items to customers, and then invoice all the customers based on the template with a single click. This functionality is called cycle billing. You can access cycle billing under the receivables tab, by clicking on the cycle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

The following window will appear:



## Adding a New Cycle Billing Item

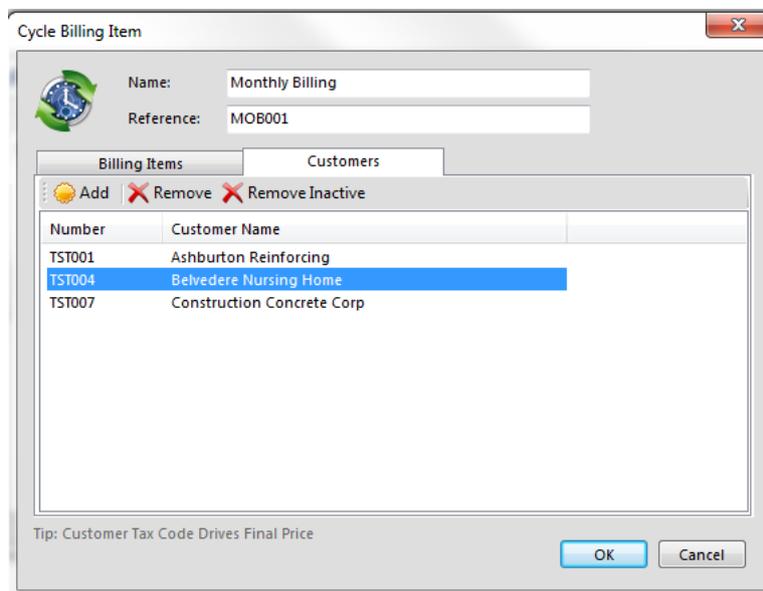
The first step is to give the billing item a name (monthly invoices for example) and enter the reference you would like to appear on the invoices. You then enter the billing items just as you would an invoice by selecting items, entering a description, entering quantity, and finally the price. Please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



The screenshot shows the 'Cycle Billing Item' dialog box with the 'Billing Items' tab selected. The 'Name' field contains 'Monthly Billing' and the 'Reference' field contains 'MOB001'. Below the fields is a table with columns 'Number', 'Description', 'Qty', and 'Price'. One row is visible with 'Inv/Item' in the 'Number' column, 'Inventory Item' in the 'Description' column, '1' in the 'Qty' column, and '450.00' in the 'Price' column. At the bottom, there is a tip: 'Tip: Customer Tax Code Drives Final Price' and 'OK' and 'Cancel' buttons.

Number	Description	Qty	Price
Inv/Item	Inventory Item	1	450.00

On the customers 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.



The screenshot shows the 'Cycle Billing Item' dialog box with the 'Customers' tab selected. The 'Name' field contains 'Monthly Billing' and the 'Reference' field contains 'MOB001'. Below the fields are three buttons: 'Add', 'Remove', and 'Remove Inactive'. Below the buttons is a table with columns 'Number' and 'Customer Name'. Three rows are visible: 'TST001 Ashburton Reinforcing', 'TST004 Belvedere Nursing Home' (highlighted in blue), and 'TST007 Construction Concrete Corp'. At the bottom, there is a tip: 'Tip: Customer Tax Code Drives Final Price' and 'OK' and 'Cancel' buttons.

Number	Customer Name
TST001	Ashburton Reinforcing
TST004	Belvedere Nursing Home
TST007	Construction Concrete Corp

## Running the Cycle Billing Item

Number	Customer	Tax Code	Del Method	Invoice Amount	Status
TST001	Ashburton Reinforcing	01	Email		Ready
TST004	Belvedere Nursing Home	01	Email		Ready
TST007	Construction Concrete Corp	01	Print		Ready

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

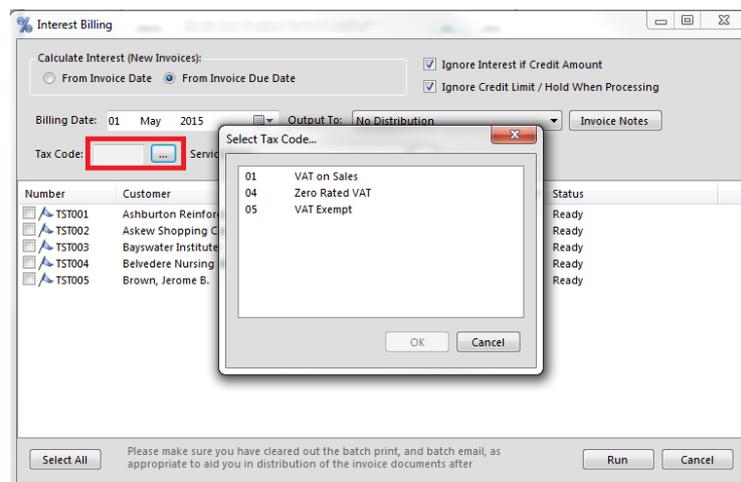


In Palladium Accounting you can easily charge your customers interest for overdue accounts. Under the receivables tab, select interest billing. The following window will appear:

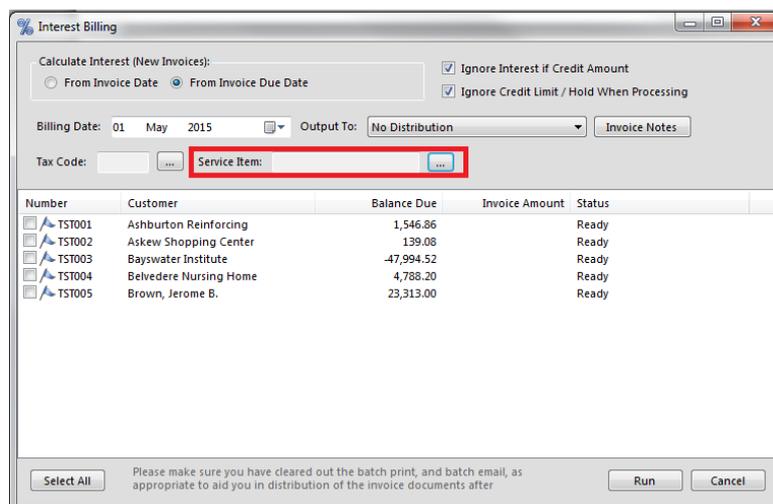
Number	Customer	Balance Due	Invoice Amount	Status
TST001	Ashburton Reinforcing	1,546.86		Ready
TST002	Askew Shopping Center	139.08		Ready
TST003	Bayswater Institute	-47,994.52		Ready
TST004	Belvedere Nursing Home	4,788.20		Ready
TST005	Brown, Jerome B.	23,313.00		Ready

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 Billing 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:

Customer	Name	Total Due	Current	1 - 30 Over	31 - 60 Over	61 - 90 Over
<input type="checkbox"/>	TST001 Ashburton Reinforcing	1,546.86	1.02	0.00	1,545.84	0.00
<input type="checkbox"/>	TST002 Askew Shopping Center	139.08	0.00	0.00	139.08	0.00
<input type="checkbox"/>	TST003 Bayswater Institute	-47,994.52	2,005.48	0.00	0.00	-50,000.00
<input type="checkbox"/>	TST004 Belvedere Nursing Home	4,788.20	3.15	0.00	4,785.05	0.00
<input type="checkbox"/>	TST005 Brown, Jerome B.	23,313.00	0.00	0.00	23,313.00	0.00

## 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.

Set the as at date to get the appropriate balances.

Select customers to send letters to by checking the box to the left of their name, or checking the select all box.

Select a delivery method you would like to use.  
Press the send button.

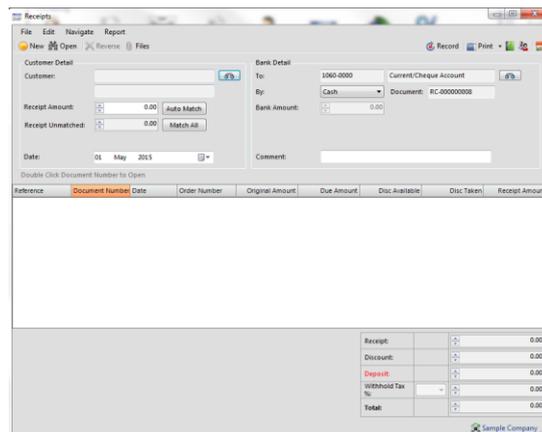
## Receipts



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.

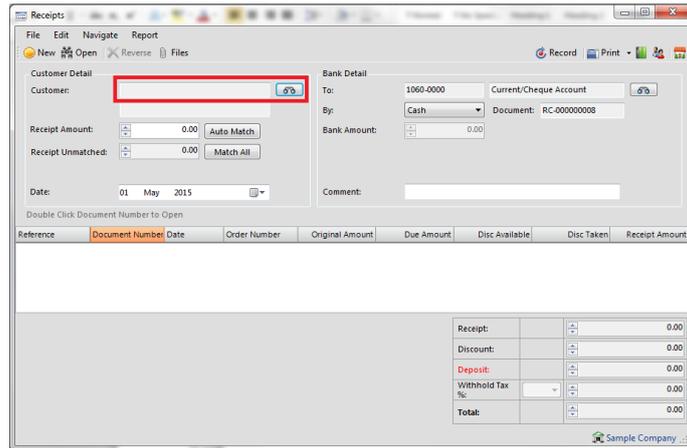
To access receipts click the receipts icon in the home window. The following window will appear:

A screenshot of the 'Receipts' window in Palladium Accounting. The window has a menu bar with 'File', 'Edit', 'Navigate', and 'Report'. Below the menu bar are buttons for 'New', 'Open', 'Reverse', and 'Files'. The main area is divided into several sections: 'Customer Detail' with a 'Customer' field and a 'Find' button; 'Receipt Amount' and 'Receipt Unmatched' fields, both set to 0.00, with 'Auto Match' and 'Match All' buttons; 'Date' set to 01 May 2015; 'Bank Detail' with 'To' (1000-0000), 'Current/Cheque Account', 'By' (Cash), 'Bank Amount' (0.00), and 'Document' (RC-000000000); and a 'Comment' field. At the bottom, there is a table with columns: Reference, Document Number, Date, Order Number, Original Amount, Due Amount, Disc Available, Disc Taken, and Receipt Amount. The table is currently empty. In the bottom right corner, there is a summary section with fields for Receipt (0.00), Discount (0.00), Deposit (0.00), Withhold Tax % (0.00), and Total (0.00). The window title is 'Receipts' and the bottom right corner says 'Sample Company'.

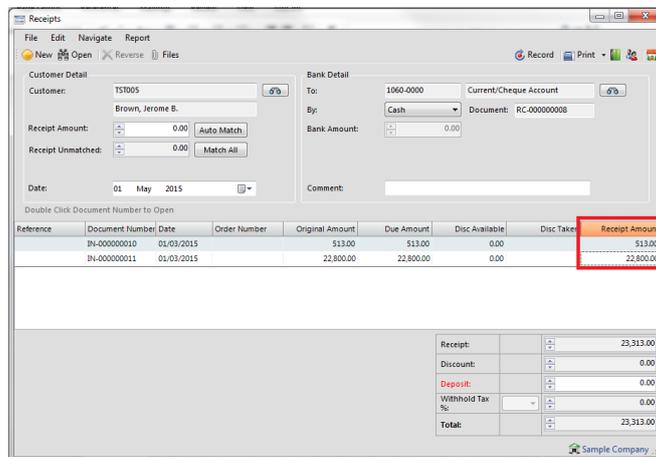
As with all other transaction windows, you can press new for a new transaction or open to view a previously posted transaction.

## 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.



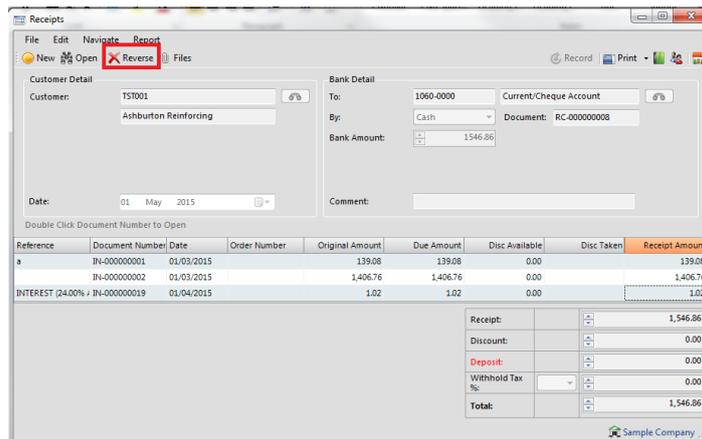
If a discount is present, you may also click on the discount taken column to add it. You may also enter a discount manually in this column as well.

## 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.

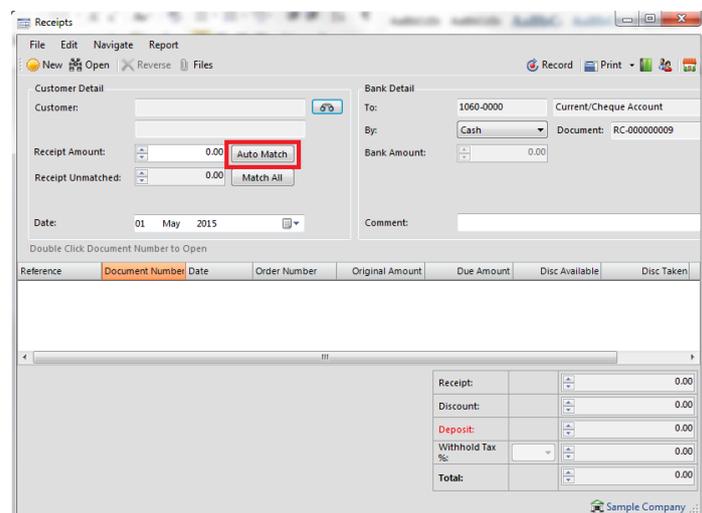
## Reversing a Receipt

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).

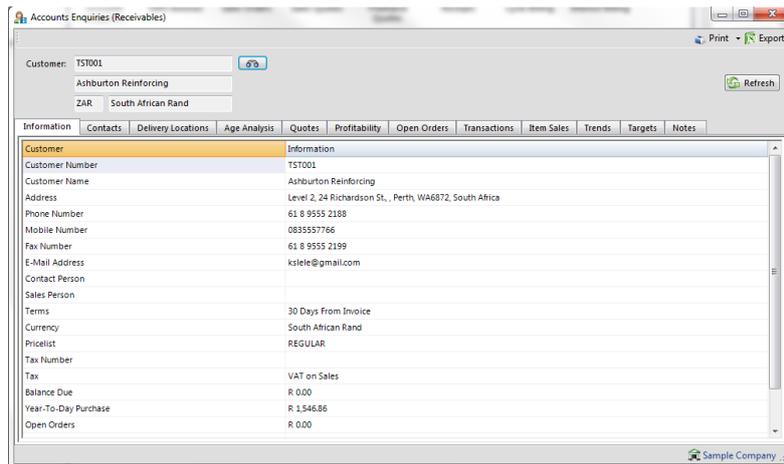
### Discount Method

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 is 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:

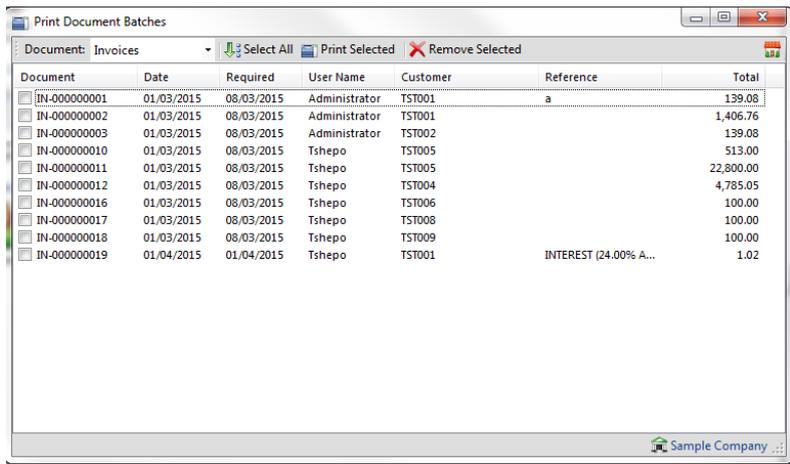
- Information
- Delivery locations
- Age analysis (with document drill down)
- Quotes (all customer quotes created for the date range selection with drill-down)
- Profitability (customer monthly sales and profitability)
- Orders (details of all open orders by item)
- Transactions (full customer transaction 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:



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.

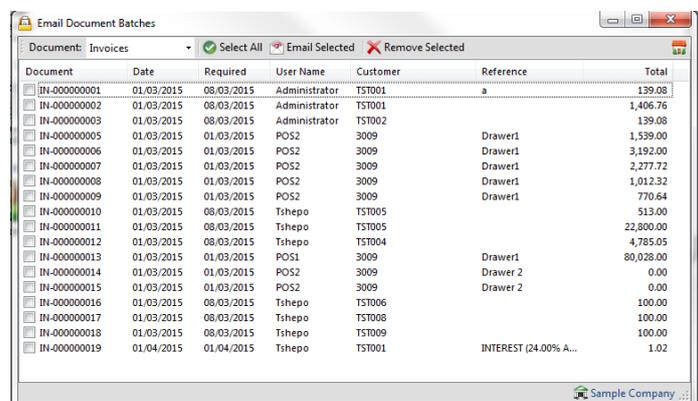
## Accounts Receivable - Batch Email



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:



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.

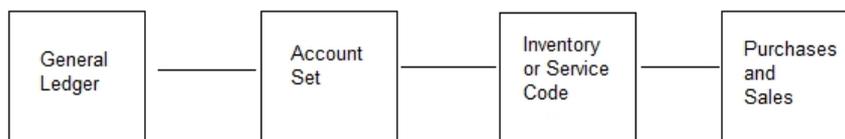
## INVENTORY



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 a 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. A item list will appear as follows:

Image	Number	Description	Available	Allocated	On Hand	Purchase Order	Value
	29292929	Test Item	0	0	0	0	r0.00
	40004	Yamaha Conversion	-1	0	-1	0	r0.00
	62199	Milk	-11	0	-11	0	r0.00
	65000	Barcode Item	-8	0	-8	0	r0.00
	777779	Interest Billing					
	A00-61312-00	A00-61312-01	-17	0	-17	0	r0.00
	A00-61312-01	SPACER	0	0	0	0	r0.00
	A00-61460-01	BALL JOINT ASSY	0	0	0	0	r0.00
	A00-61510-50-29 ...	WHEEL ASSY	-2	0	-2	0	r0.00
	A00-61527-00-29 ...	PLATE, STEERING	0	0	0	9	r0.00
	A00-61541-50-29 ...	COLUMN, STEERING	0	0	0	0	r0.00
	A00-61624-60	BOW EYE	0	0	0	0	r0.00
	A00-61626-40	BOW EYE 1	0	0	0	0	r0.00
	A00-62771-30	WASHER	0	0	0	0	r0.00
	A00-62858-01	A00-62858-02	0	0	0	0	r0.00
	A00-62858-02	PLATE	0	0	0	0	r0.00
	A00-68242-81	FUEL GAUGE SENSER UN	0	0	0	0	r0.00
	A07-0E100-1L-4A ...	DISCONTINUED	0	0	0	0	r0.00
	A07-0E100-1L-9C ...	DISCONTINUED	0	0	0	0	r0.00
	A07-0E100-2L-4A ...	DISCONTINUED	0	0	0	0	r0.00

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

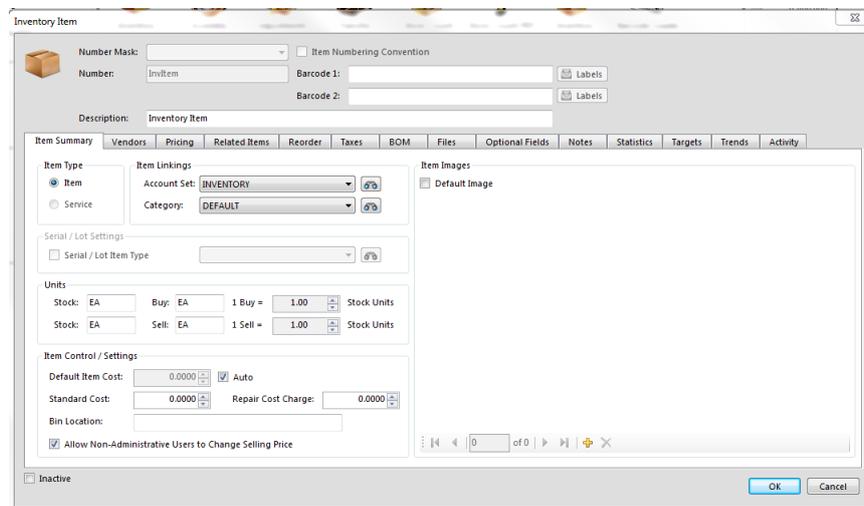
As with all Palladium list windows there is the ability to do an advanced search (click the yellow binocular button). This allows you to search for items inside text (not just the start of text) and also search by optional fields.

## 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:



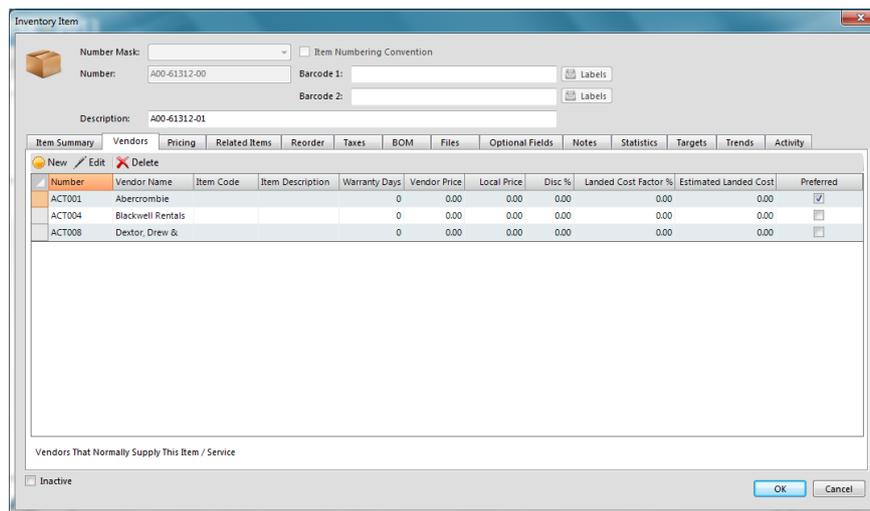
On the main window you first enter a stock number. This is the number that will be used though the system to enter orders and invoices and run reports. This number must be unique in the system. You can then enter the barcode and description.

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

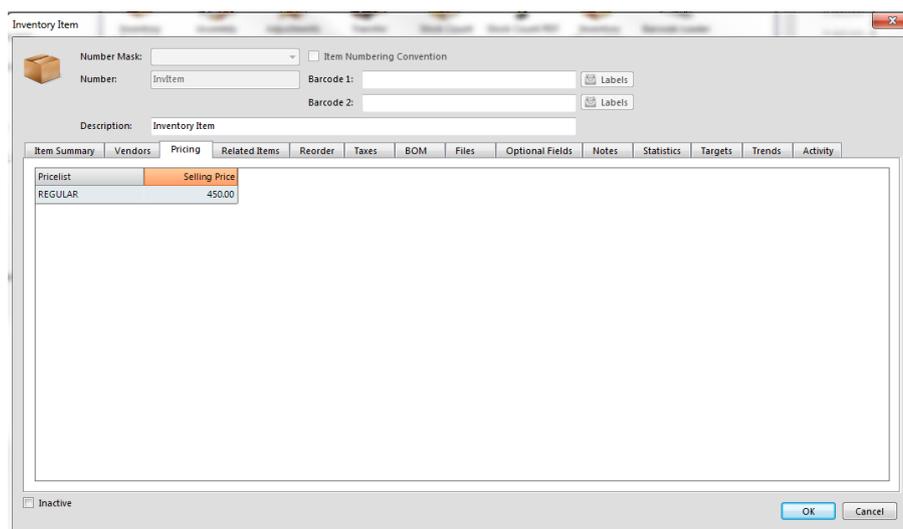
manually by clearing the check box and entering the cost. There is also a price updater to assist you in quickly changing these on a company level.

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.

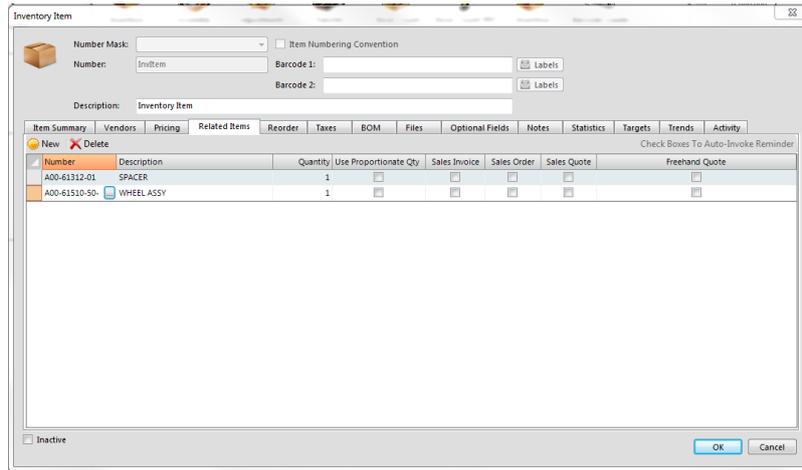
The vendors tab allows you to specify which vendors normally supply this item. This information is used for filtering items during the order process and also for the automated order system.



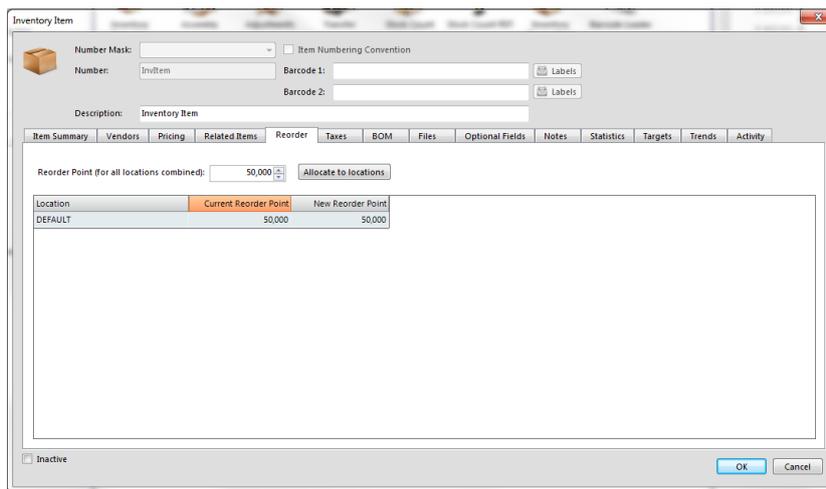
The pricing tab will show you all the price lists you have setup in the system. You can then enter the selling price for the item for each price list. To add price lists, see the price lists section in this guide. You should enter the selling price exclusive or inclusive of sales taxes (VAT) depending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



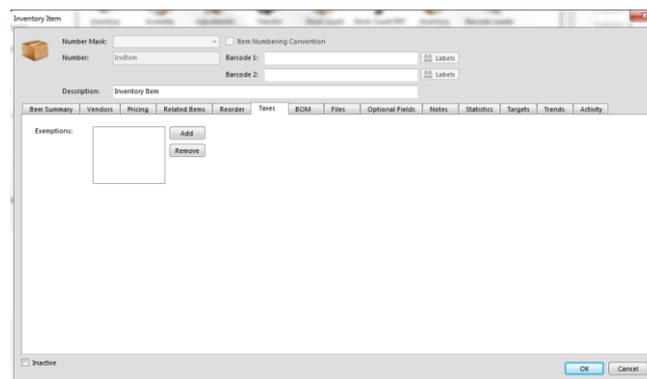
The related items tab allows you to inserted related items that you would like the system to prompt to you to sell to a customer when purchasing that particular item.



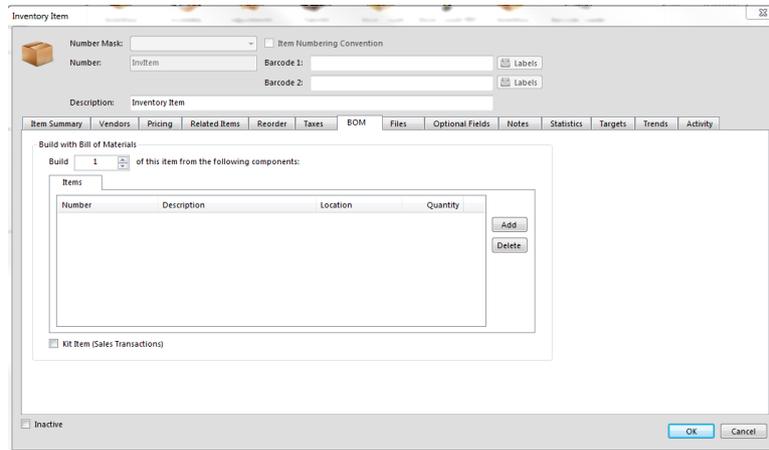
The reorder tab allows you to set reorder points for this item. These figures are used when running your quantity reports to assist staff in ordering more stock and knowing when to order. You can set a reorder point per warehouse (location) or for the company as whole and allocate them automatically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

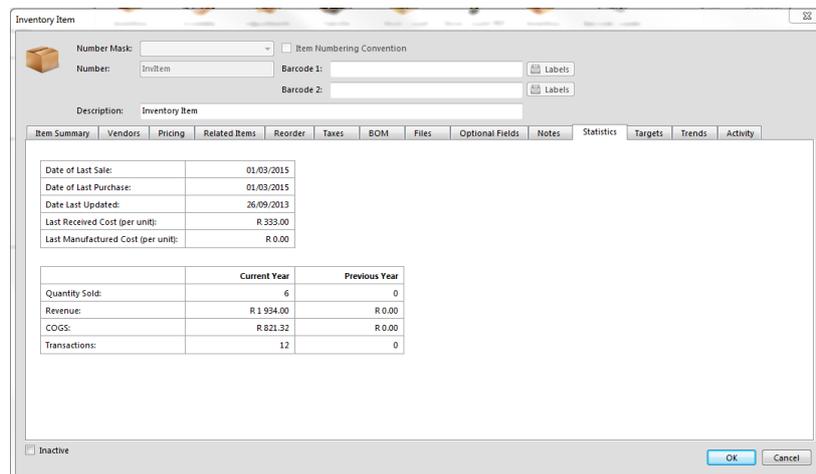


The bill of materials tab provides a place to list your component materials that go into this item. If this item is created by combining several different items, you can enter the components here and the quantities of each that make this item. This list of components will be shown when doing item assembly 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.

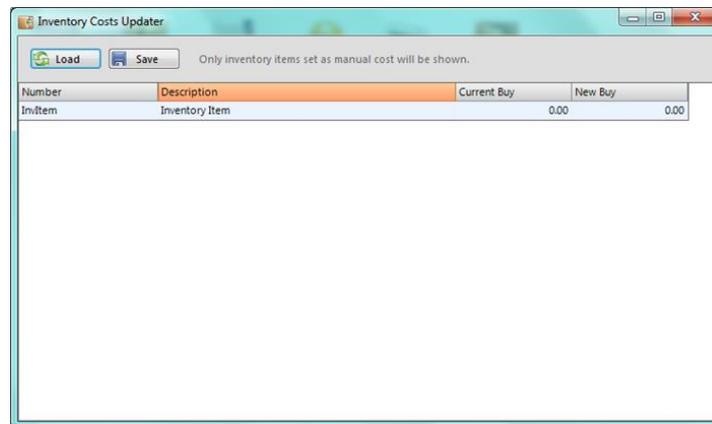


## Costs Updater



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:

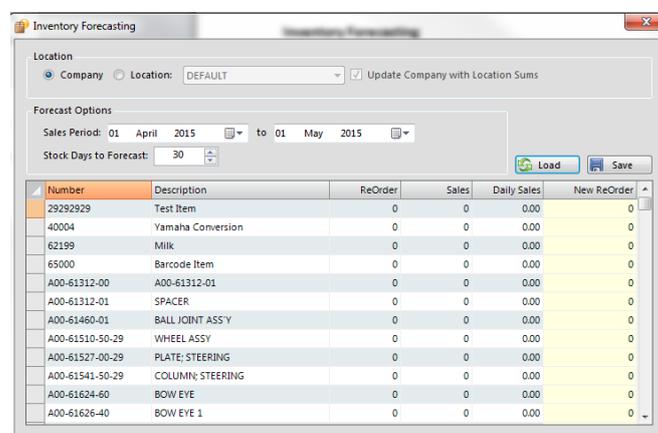


Please note: only items that are set to manual cost (have their auto cost check box cleared) will appear here. You can enter the new buying cost here in the far right column. These costs are for new purchase orders and invoices only. Palladium accounting automatically keeps track of the actual cost you 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  $100 \times 60 = 6,000$  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 it's suggested reorder point. When you press the save button, this reorder point will be saved to your inventory.

## Making the Forecast Work for You

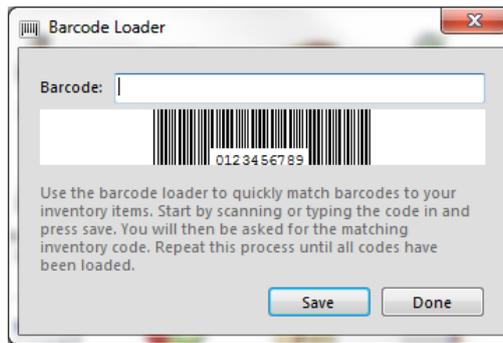
Once you have completed the forecasting function, you can use your inventory quantity reports to quickly show you which items have fallen below your reorder points, and to place orders for more stock. This function becomes very handy when you have long lead-times to obtain new stock and want to hold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

## Barcode Loader



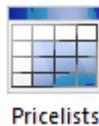
Barcode Loader

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:



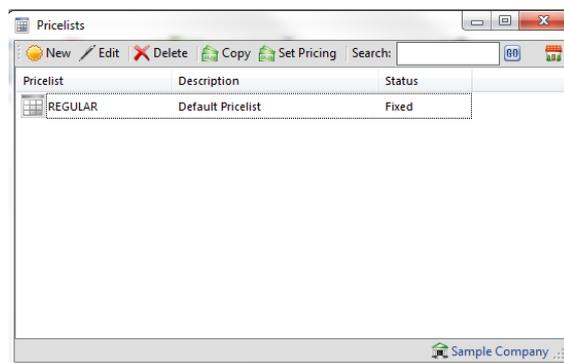
Use your barcode scanner to scan an item. If the item scanned matches your inventory list, you will be notified. Otherwise, you will be asked to select the item that you wish to link this barcode to. The barcode will be saved under the item you select. Please note, only items without barcodes will be 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

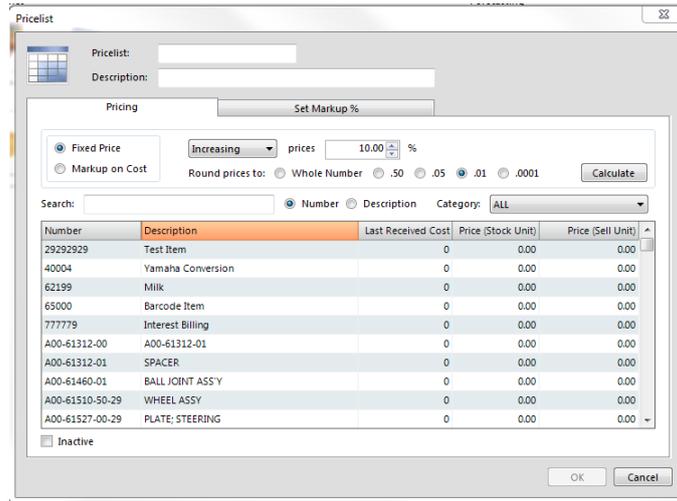


Pricelists are used in Palladium to keep track of your selling prices. You can have 1 pricelist (regular) which must be in the system at all times, but you can also add your own pricelists. Each customer you create in Palladium can then be linked to a pricelist. This pricelist determines that customer's 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



**Item Cost 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

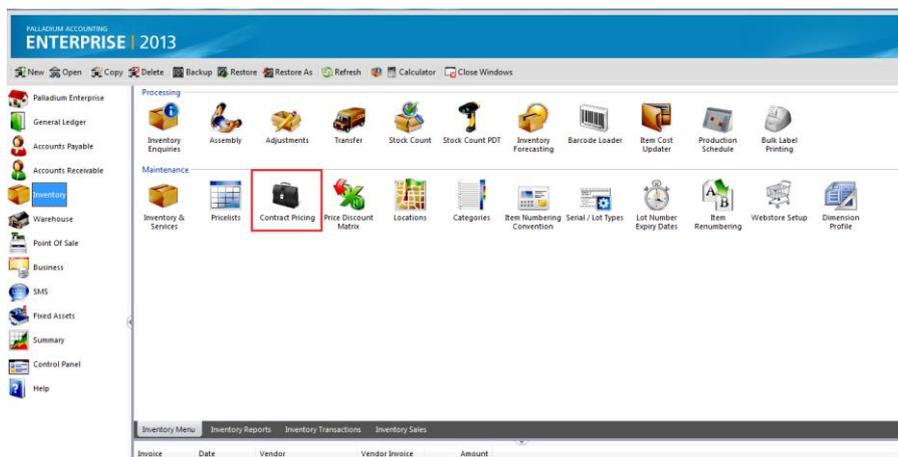
Your company may differ, but normally it is beneficial to use the set pricing system to set your standard markup into your regular pricelist. Once you have done this, you can then use the pricelist updater to move all your other pricelists as a percentage (up or down) based on the regular pricelist.

### Contract Pricing

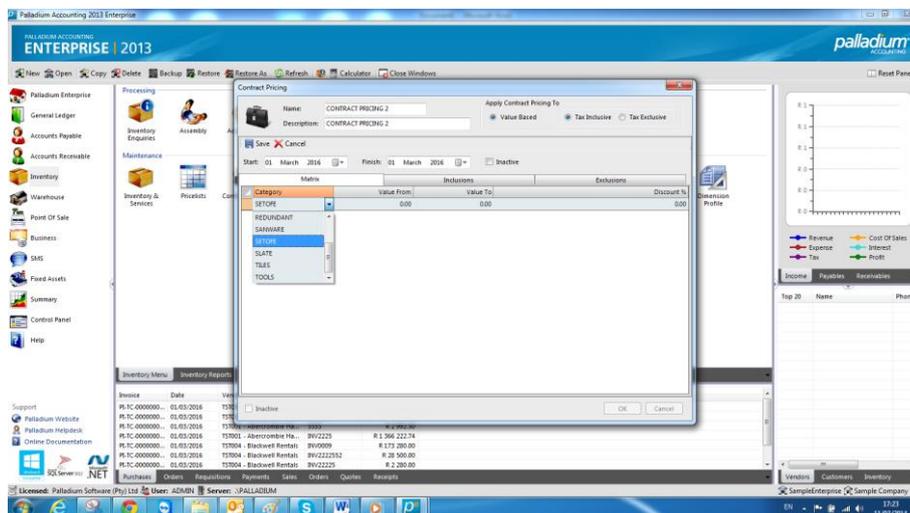
Palladium Accounting Enterprise has a new built-in feature called contract pricing. This feature allows you to set particular inventory items that are in specific inventory categories for discount for a certain period of time according to total invoice amount.

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.

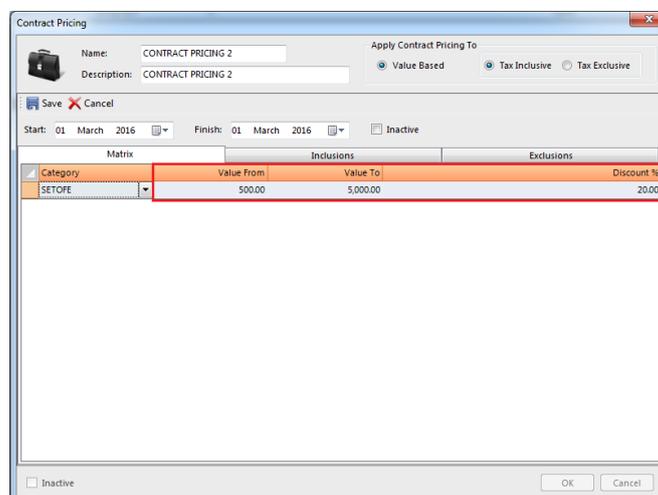
To access this feature, you would need to go to inventory | contract pricing:



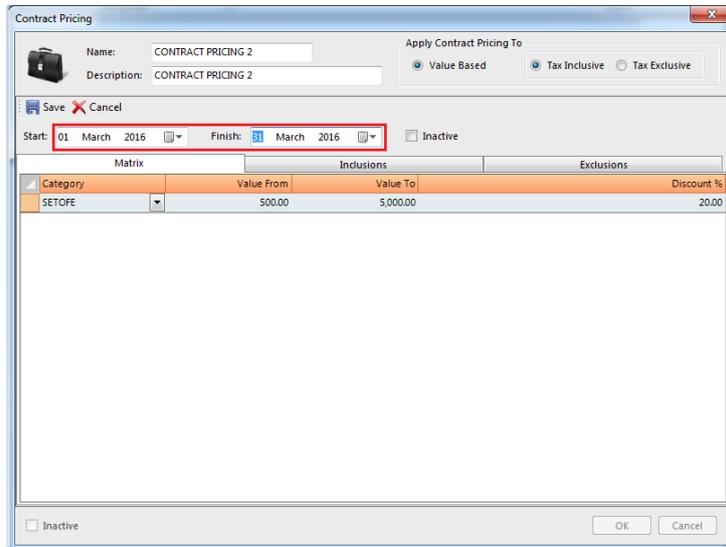
After selecting the Contract pricing option, you would need to set up a new contract pricing for that particular inventory category that you would like it to apply to. See screen below:



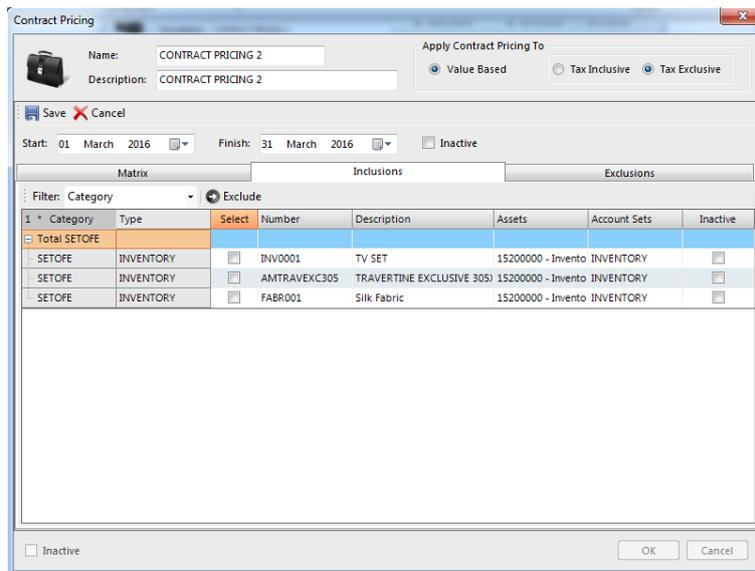
Once you have chosen the particular inventory category, you are able to input the “value from” and the “value to” amounts as well as the discount percentage. What this means is that palladium will pass a discount for invoices within the range of those two amounts:



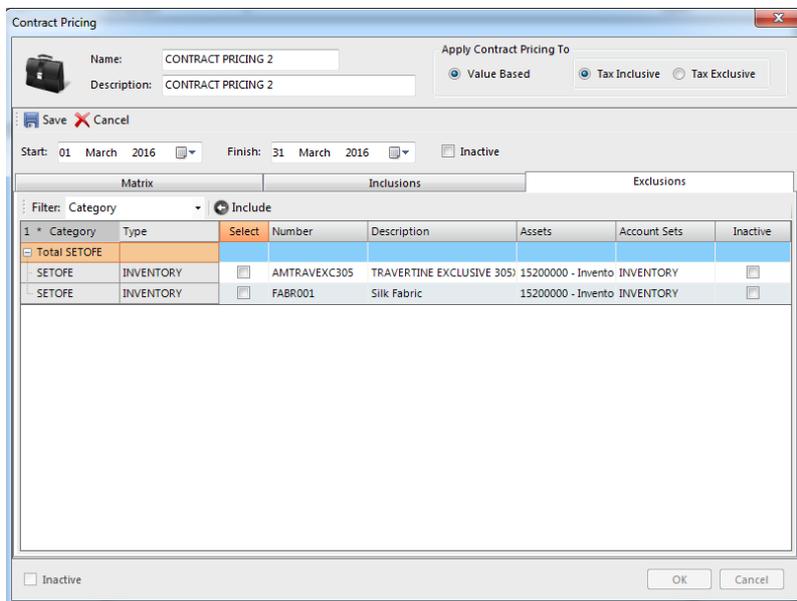
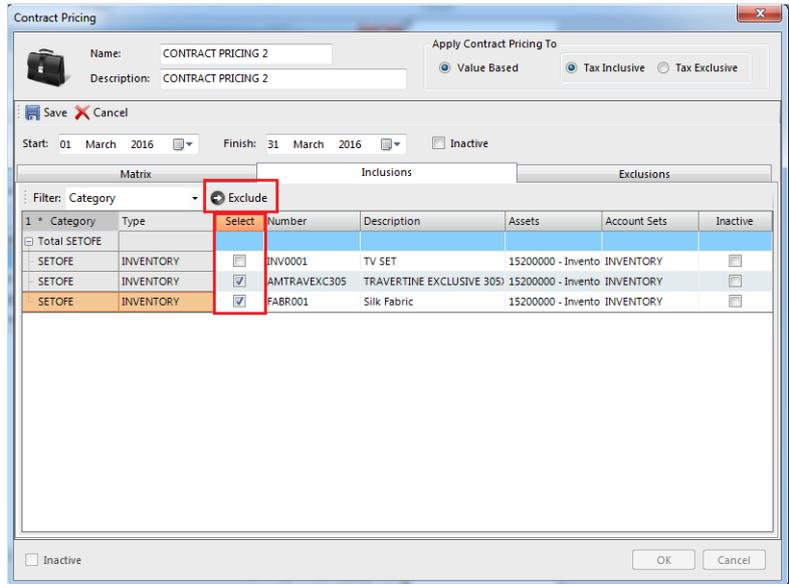
After keying in this information, you also have the option of selecting a date range of the duration you would like to run the “special” or the contract pricing for:



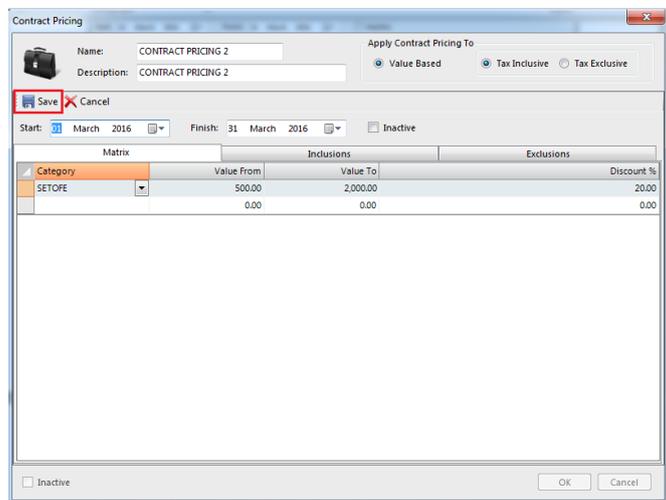
There are “inclusions” and “exclusions” tabs. Within these tabs, Palladium will basically list all the inventory items within that particular inventory category. Furthermore, you would have the option to choose which one you would like included and/or excluded for this particular contract pricing.



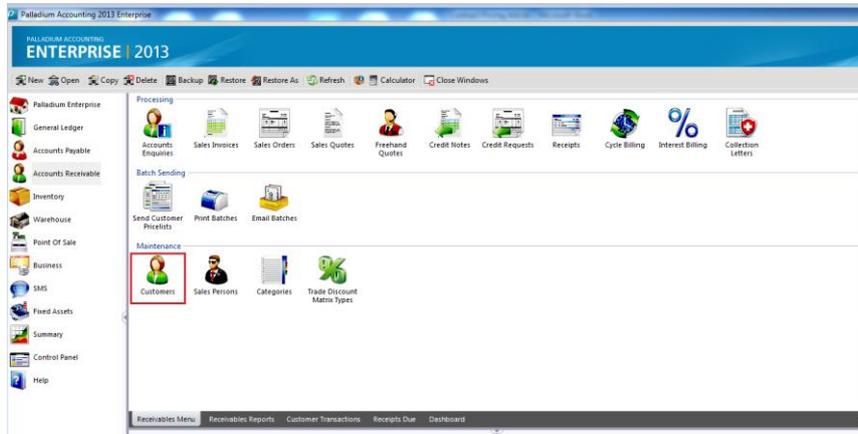
By default, all items within that inventory category will be included in the contract pricing. You do however have the option of choosing the items that you would like excluded and clicking the exclude tab. They will automatically be moved to the exclusions tab.



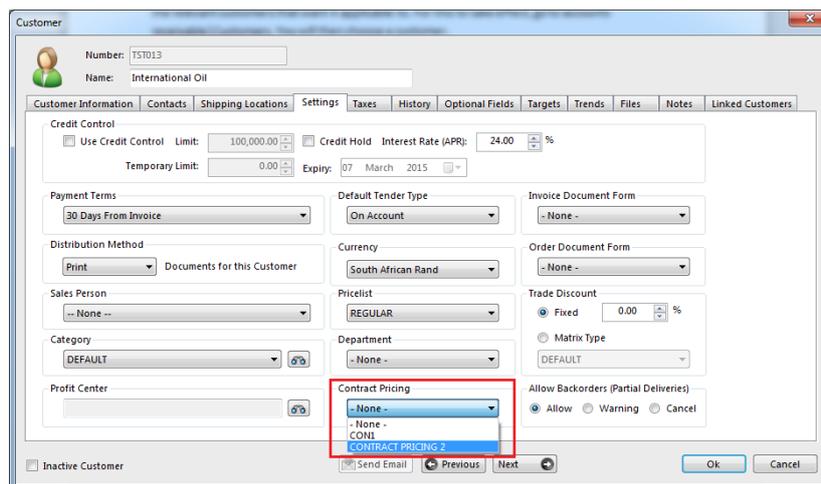
The items that have been excluded are now exempt from the contract pricing. Once this has been setup you the click on save then ok. The contract pricing has now been set up.



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.

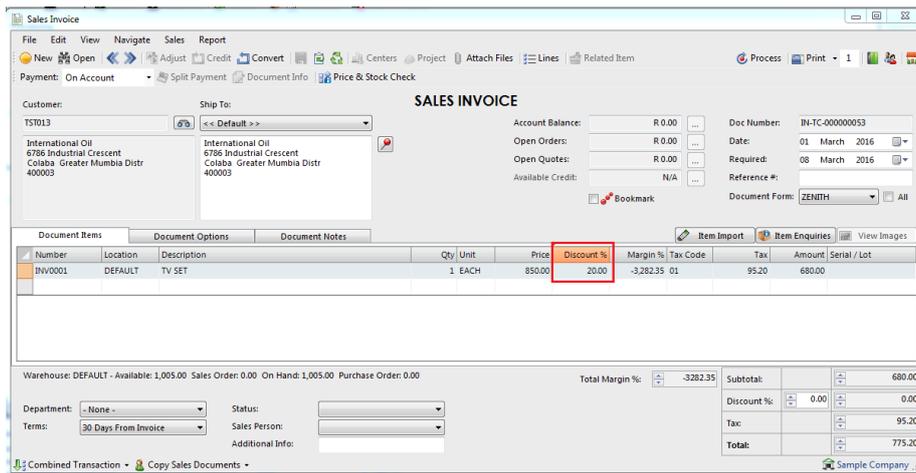


Once you have chosen a customer from your customer listing, you select the setting tab and go to contract pricing and assign that particular contract pricing that you want applicable.



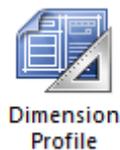
Once this has been done, you will now be ready to process with that applicable contract pricing parameters that you have set.

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.

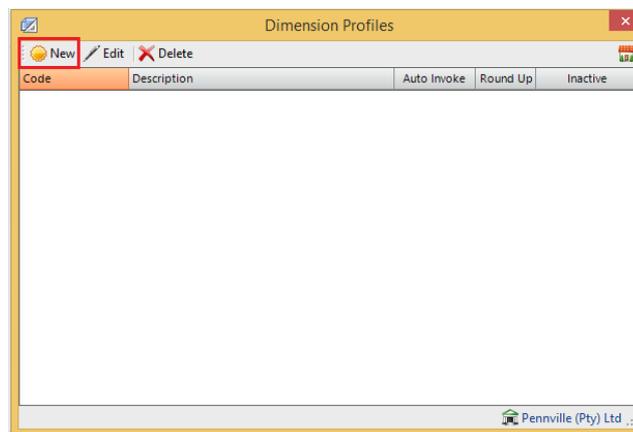


Please note that this is all dependants on the value amounts that you had set up in the beginning and need to be within that parameter. Furthermore, please remember that this discount is for the total invoice amount.

## 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).

Description	Default Value	Read Only	Hidden
Length mm	20	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Width mm	10	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	0	<input type="checkbox"/>	<input type="checkbox"/>

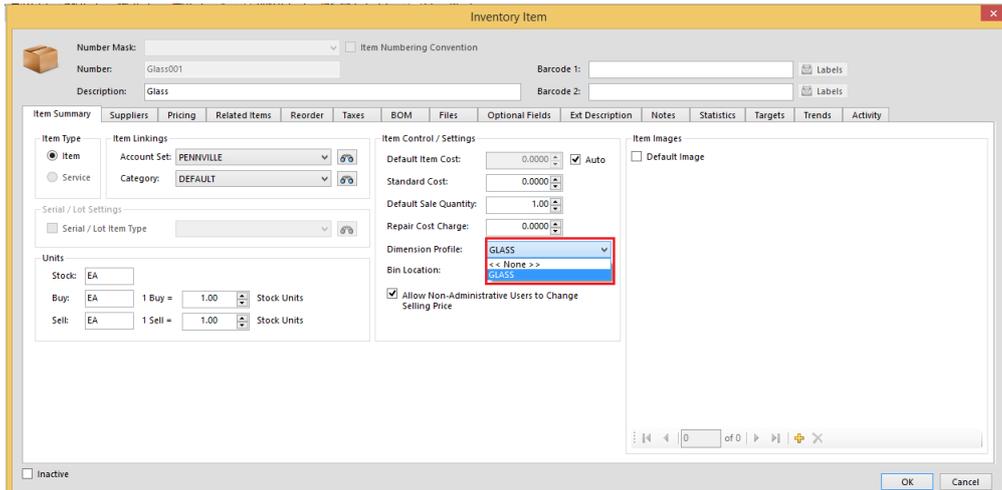
After this has been setup, you would need to assign it to that particular inventory item that you want it to be applicable to. To do this, you go to inventory & services, the select that item then edit:

Number	Description	Available	Allocated	On Hand	Purchase Order
Glass001	Glass	-50	0	-50	0

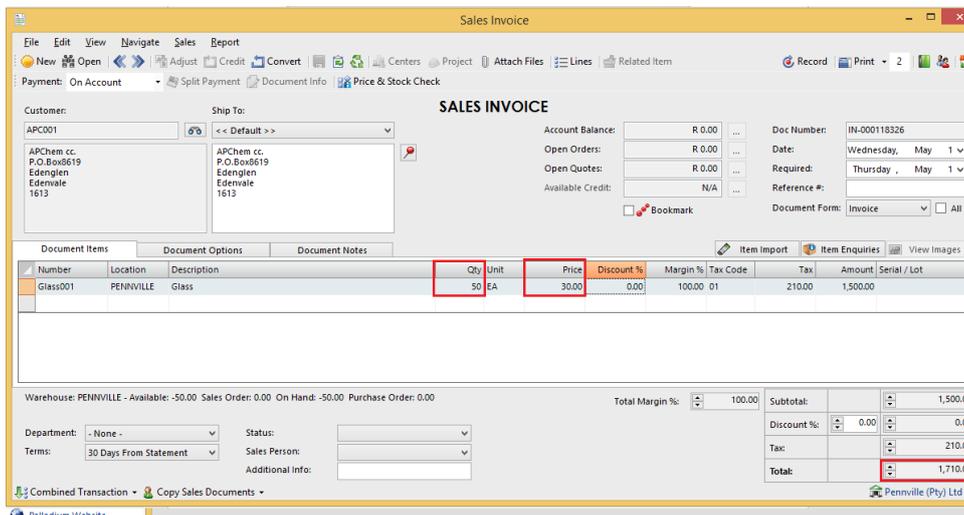
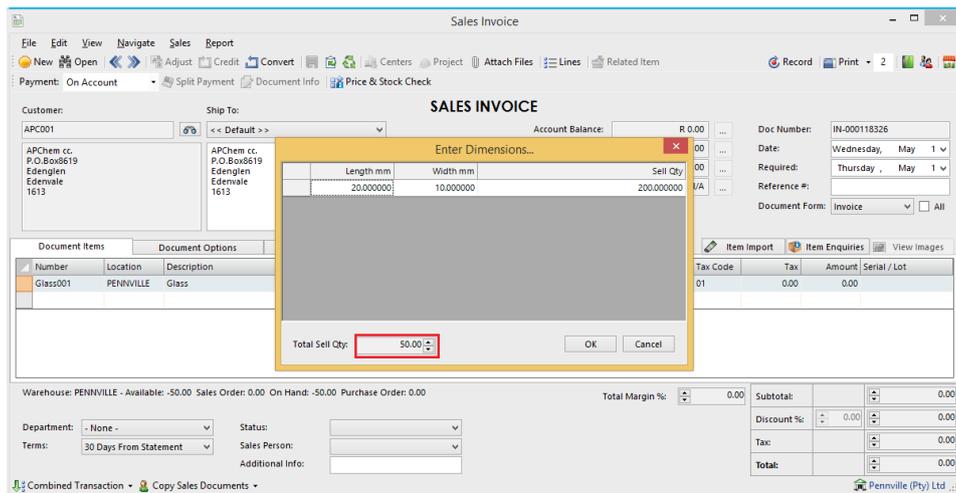
  

Location	Description	Available	Allocated	On Hand	Purchase Order	Value
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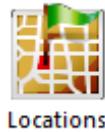
At this point there would be a drop down option whereby you can assign the dimension profile to that inventory item.



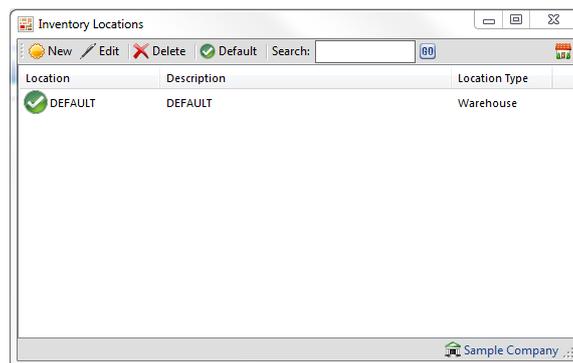
Once this is done, the option of keying in the dimensions will appear when in the processing screen. You will be able to edit the size of the item you are selling/invoicing. You would need to key in the total quantity of the sale, then Palladium will calculate the total price per millimetre as well as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



## Locations

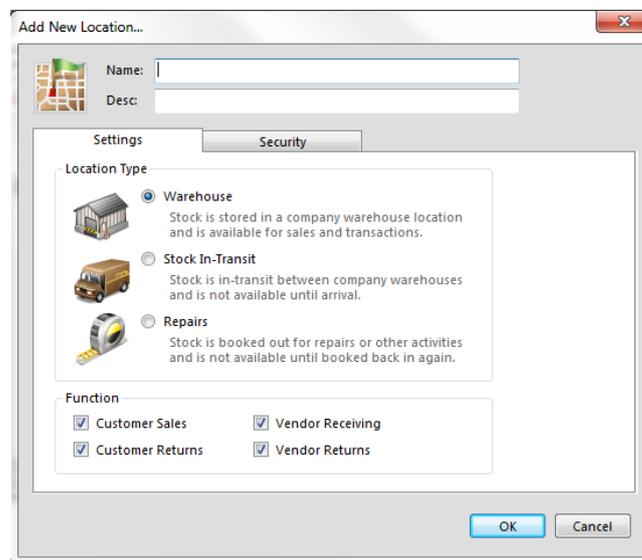


In Palladium Accounting you can have multiple locations (warehouses) for your inventory. Before you can start using a new location it must be created (listed) in the locations list. You access the locations list by clicking on locations on the Inventory menu. The following window will appear:



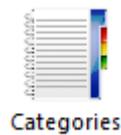
The location with the red check next to it is your default location. This location will be used as default in all transactions that require an inventory location. To change the default location click on a new location to select it, and then press the default button.

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.

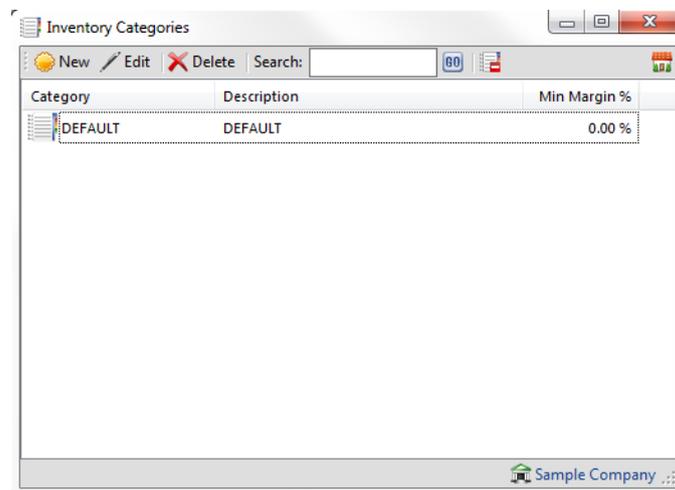
## Categories



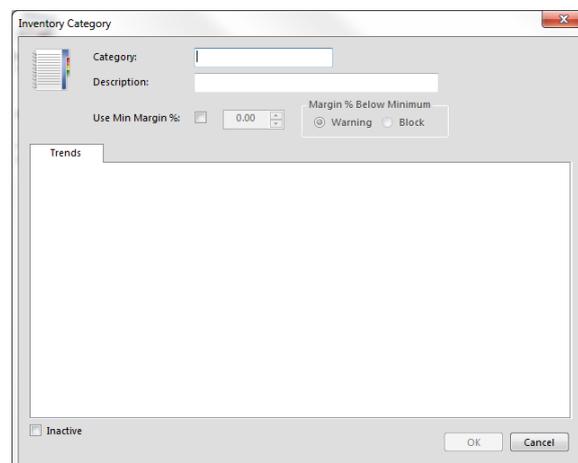
In Palladium Accounting you can run reports for your inventory and services by account set (financial) or by category. Your accounts departments may want to run reports by financial breakdowns but your sales or management departments may want to see reports differently.

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:



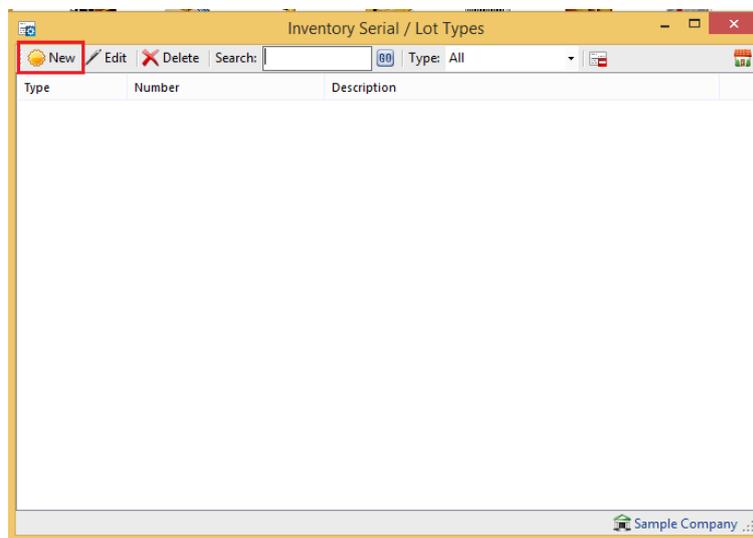
Here you can enter the category name and give it a description. You can also get quick sales information on the trends tab for this category for the current and previous year periods. You

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.

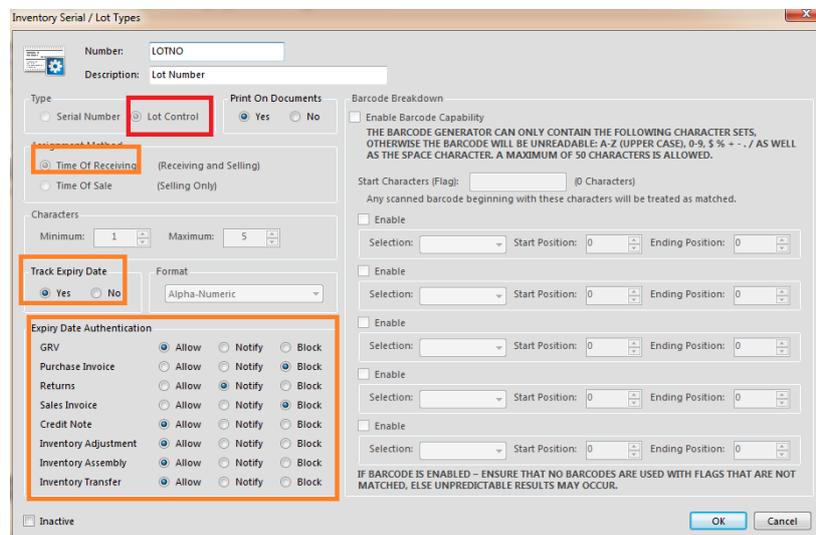
## Serial/ Lot Types



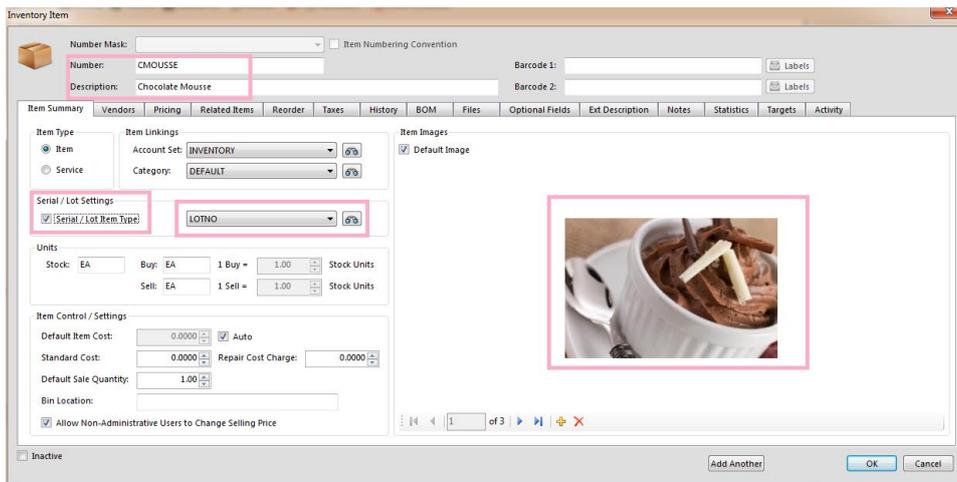
With this functionality, you can add serial or lot number to inventory items for them to be tracked. To do this you click on Serial/Lot types. Then selecting new:



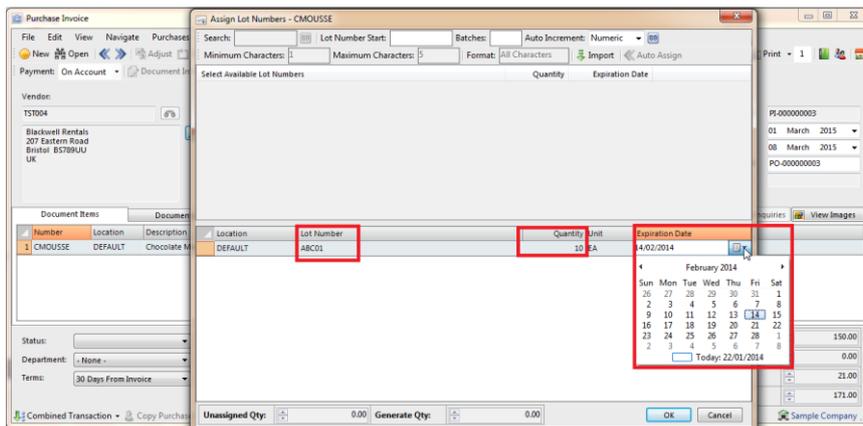
Once this is done, you can allocate a number and name the serial or lot item. There are parameters that you would need to set within this screen such as number of character, which documents you want it to be applicable to and whether it's a serial or lot number.



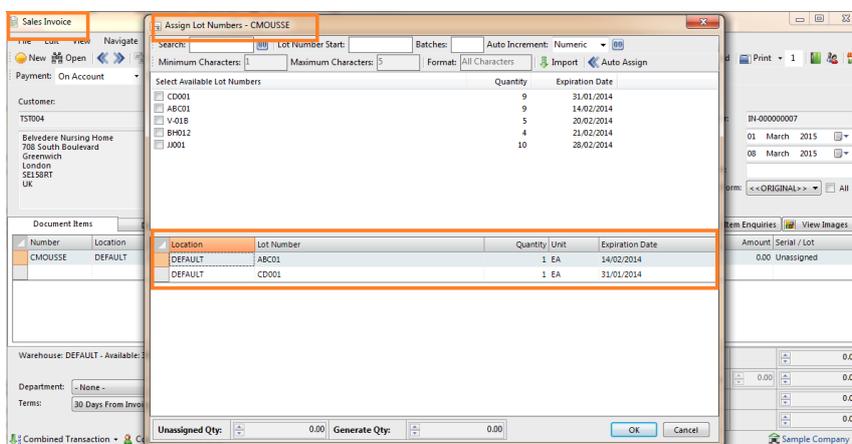
By stock item, you can choose whether the item allows Batch/ Lot Tracking.



At time of receiving 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

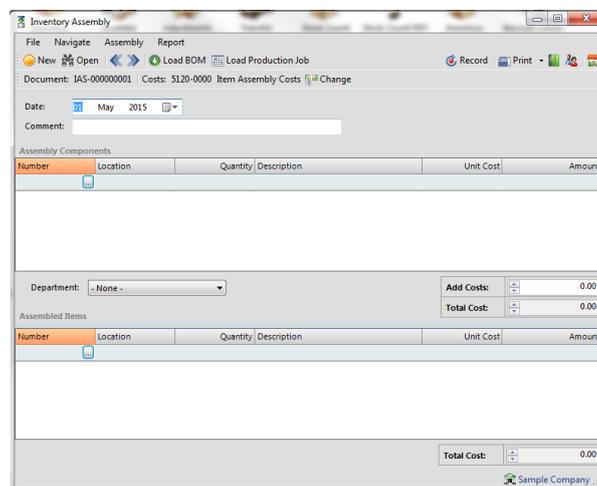


In Palladium Accounting you can assemble items in your inventory and make new items. If you assemble or build inventory items from components, Palladium Accounting can keep track of both the components and the assembled items. For example, assume you keep a supply of hinges, wood, and glue, which are 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.

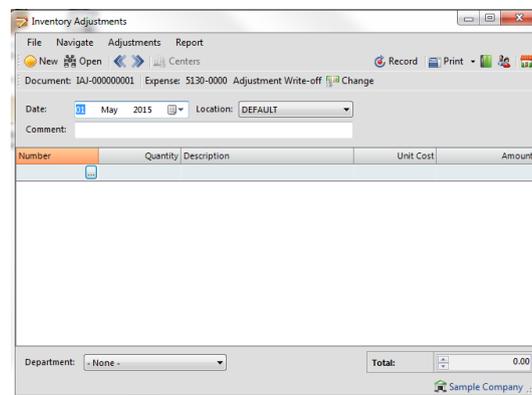
If your item has a bill of materials setup already, then press the load BOM button to automatically fill out this window for you. This saves you time from having to enter the materials for each build. You also have the option to use auto building, please see inventory for more information.

## 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.

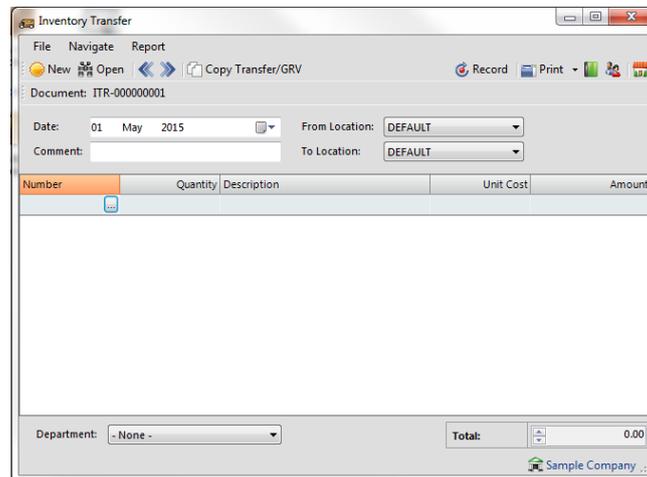
Please note: If you are removing stock (negative quantity) and sufficient stock value / quantity is not present, you may end up with a variance value. Palladium Accounting does not allow for negative stock values, only negative quantity. If you drive your inventory negative using adjustments, only the 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



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

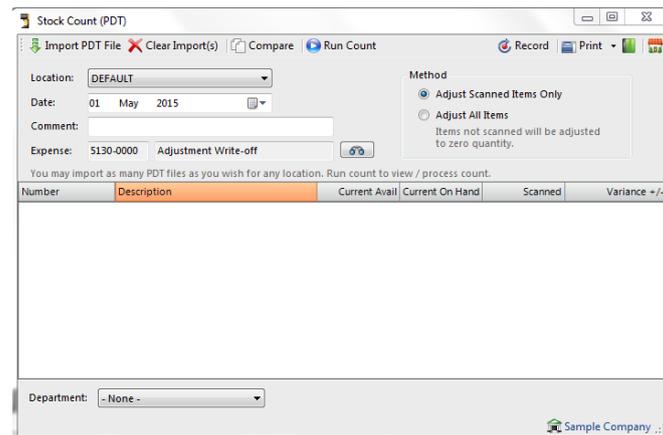


### Stock Count PDT

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.)

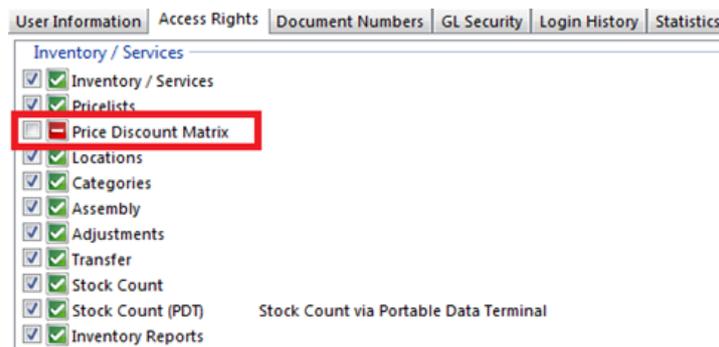
Palladium will always correct the costs for items that bring your stock count to zero and then allow you to enter stock for the rest. If I wanted to assemble stock for this negative item, I should add the negative quantity to any amounts I wish to have remaining in positives so that when the assembly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



Firstly, capture the discount rates accordingly. As an example below, a customer who is a Pensioner will receive a 20% discount when quoted or buying a stock item.

	Corporate	Pensioner	Student
Physical_Item	10.00	20.00	15.00
Service_Item	5.00	15.00	10.00

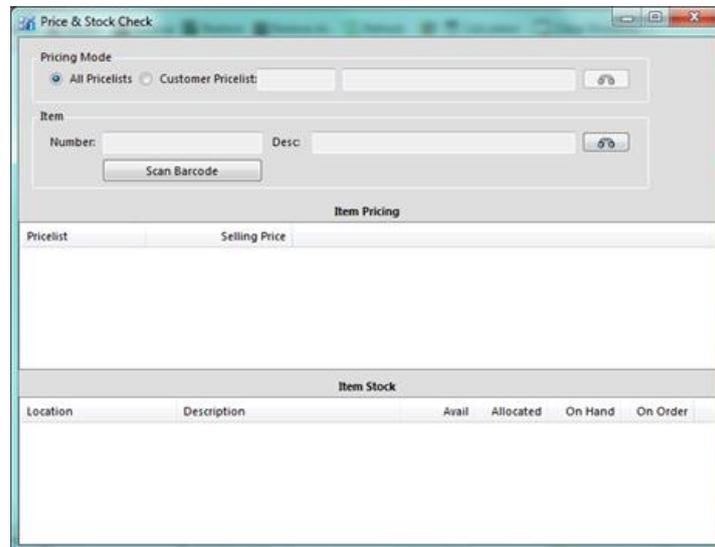
On the Invoice below, the discount is then applied accordingly i.e. the first 2 items are stock items therefore a 20% discount is granted. The next item is a service and a 15% discount is then granted. Record the document once completed.

Number	Location	Description	Qty	Unit	Price	Discount %	Tax Code	Tax	Amount
ACCD01	DEFAULT	Accounting Software	1	EA	1,000.00	20.00	01	112.00	800.00
11	DEFAULT	Banner Promo	1	EA	500.00	20.00	01	56.00	400.00
Installation	DEFAULT	Installation	1	EA	500.00	15.00	01	59.50	425.00

## Price & Stock Check

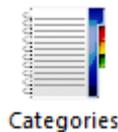
In Palladium Accounting you can quickly find current pricing information (for a particular customer price list or for all price lists) and check stock availability in each warehouse (location). You can access the price and stock check by pressing F4 in the home window, purchases window, or the sales 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



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.

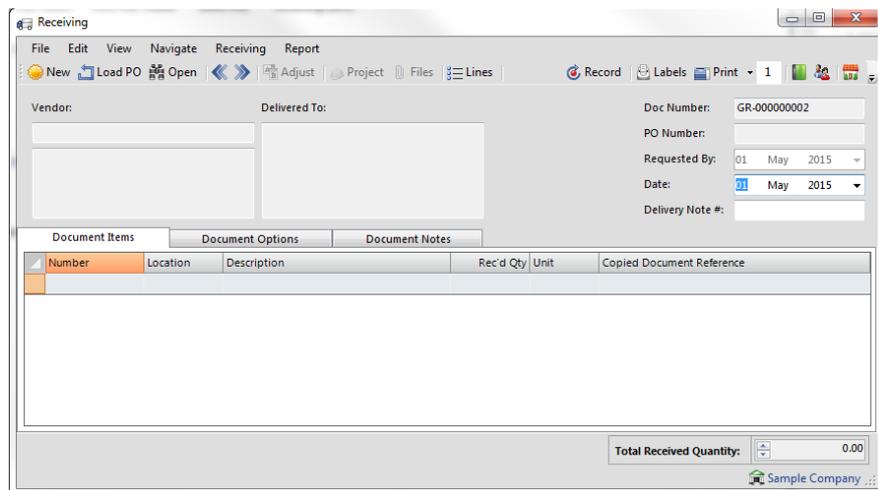
## Receiving (GRV)



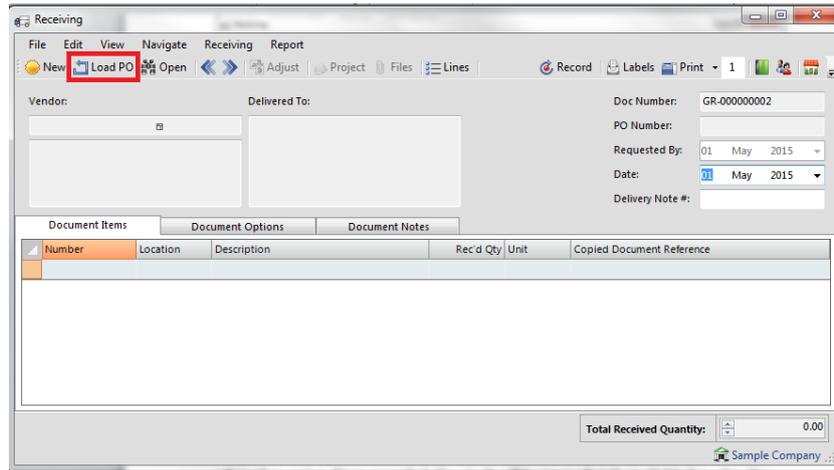
Receiving (GRV)

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.

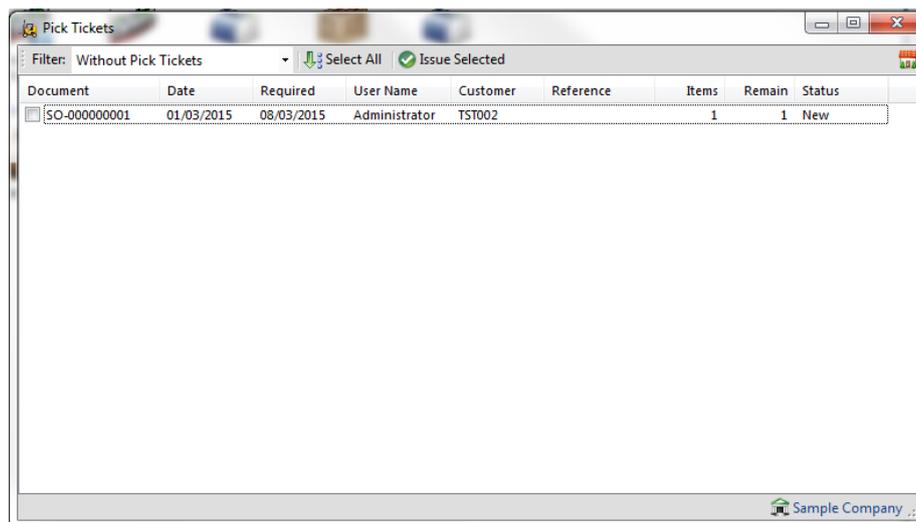


Any items not received on this GRV will remain on the purchase order to be received when they arrive. Once recorded, the stock will be immediately available for sales. You can also print barcode labels for your stock at this time, during receipt.

## Pick Tickets



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.

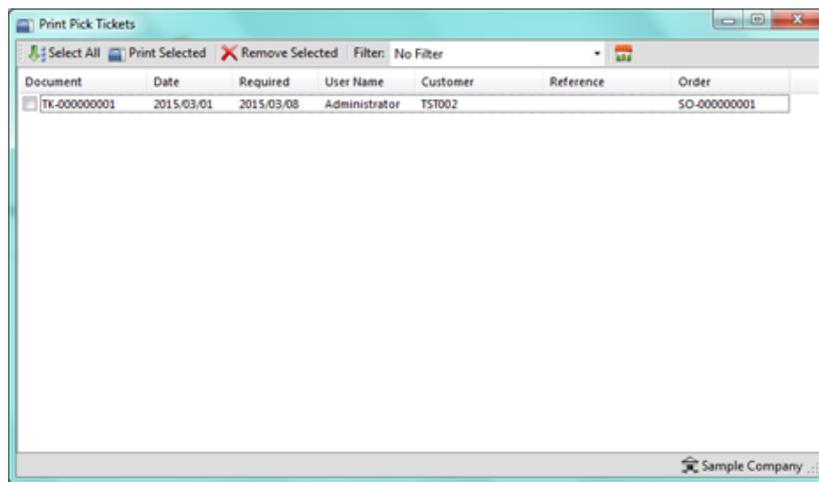
## Print Pick Tickets



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.

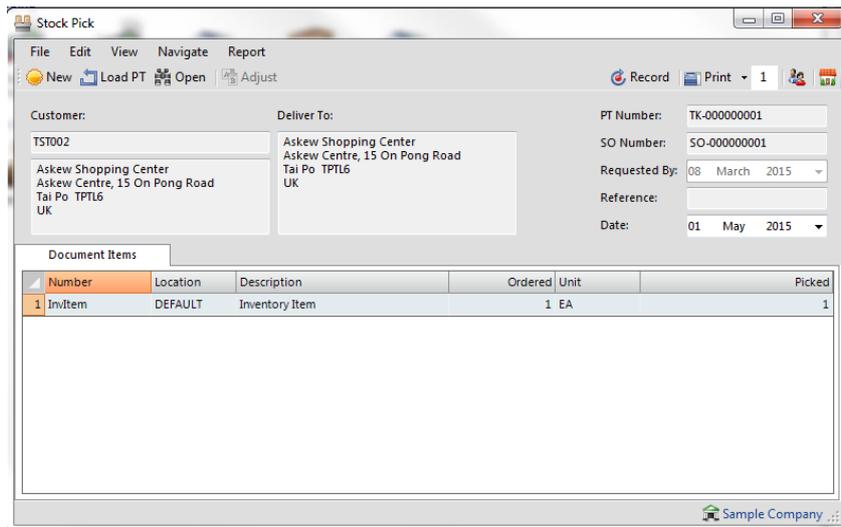
## Stock Pick



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:



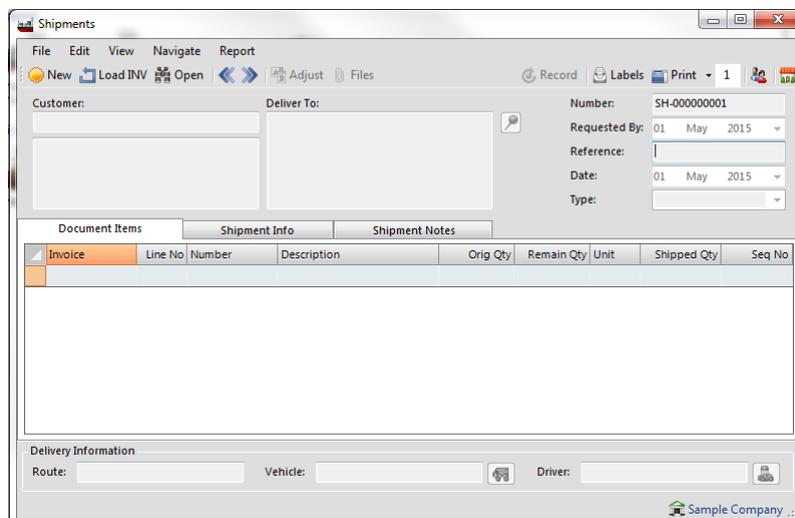
The first step is to load the pick ticket. Then proceed to enter the quantity picked under the "picked" column at the far right.

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:

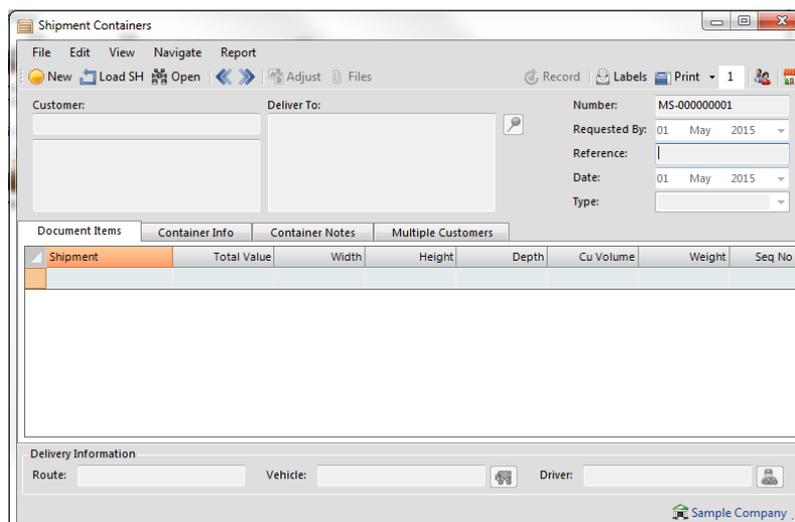


The first step is to load the invoice (this invoice should have been generated by the picking tickets as compared to the sales order, see using in AR for more information). You continue to load invoices until all of the items in the shipment have been loaded. Enter the quantity to ship at the end of 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



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).



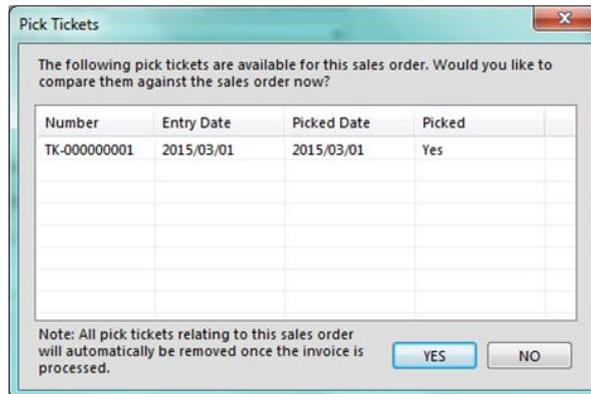
## Using Warehouse Data in Receivables

The warehouse module flows in the following order:

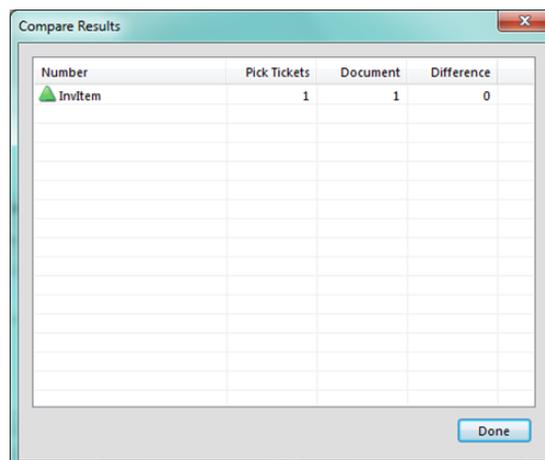
1. A sales order is generated.
2. A picking ticket is generated.
3. A picking ticket is printed.
4. The warehouse staff pick the order and record which items and quantities were picked.
5. A stock pick is entered based on the picking ticket.
6. An invoice is generated from the sales order, based on items 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.

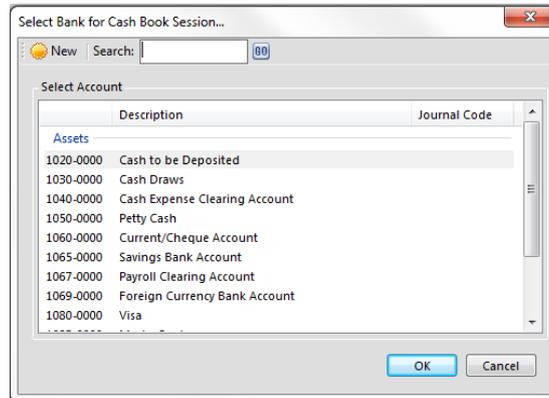
As with all Palladium transactions, any items left off the invoice will remain on the sales order. This sales order can then be used to generate new picking tickets (once the conversion process has taken place and the invoice generated from the first picking ticket).

## Cash Book

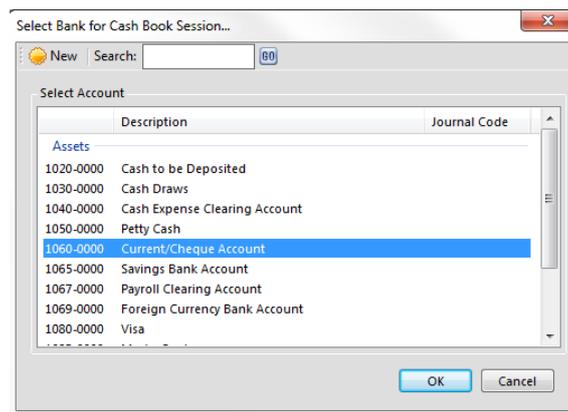


The cash book is used for companies that have multiple bank accounts. This allows (forces) users to select a bank account before processing can begin, and keeps the same bank account though the entire session. This prevents errors where the wrong bank account is used when processing multiple entries.

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.



Cash Book - [1060-0000 Current/Cheque Account]

Date	Comment	Source	Journal	Deposits	Withdrawals	Balance
01/03/2015	Deposit	DP-000000002	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	opopo	JE-000000010	42	0.00	7,980.00	116,856.56
01/03/2015	oolug	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	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 - Belvedere 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

Current Account: 1060-0000 Current/Cheque Account

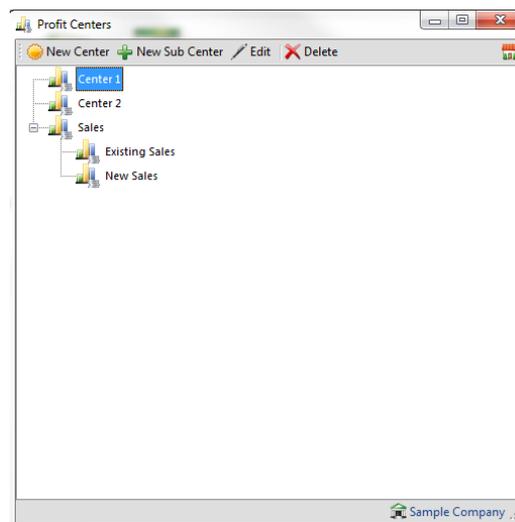
You then have access to all the normal cash book functions from inside the cash book window. All the functions (receipts, payments, etc.) will only allow the bank account you selected when you first entered the cash book.

## Profit Centers (Projects / Job Costing)



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

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



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

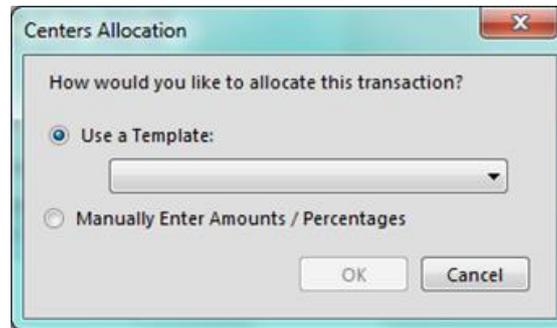
## Adding or Editing Centers

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

Here you can see the location of the center (its parent center) and give the center a name. You can also budget this center 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 center.

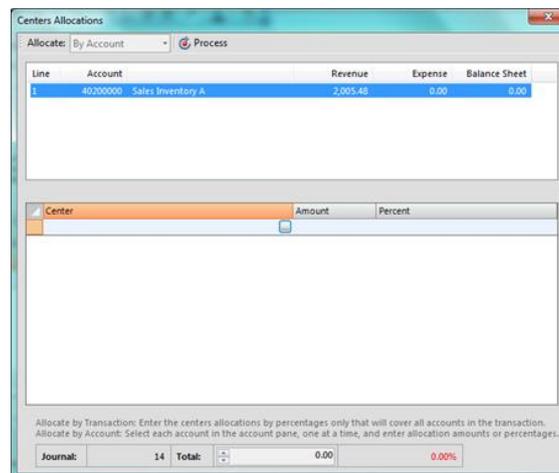
## Allocations

Users allocate transactions to centers by clicking on the centers 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 centers 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



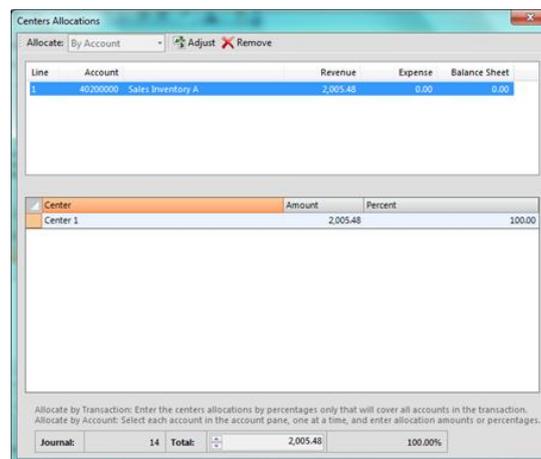
The manual allocation window allows the user to select if they want to allocate by account or transaction. If by transaction they only enter the split once under the center and amount / percent row. If by account, they must click each account separately and then allocate each account with a center and amount / percent. Note that multiple centers 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 centers button. The current allocation method will be shown:

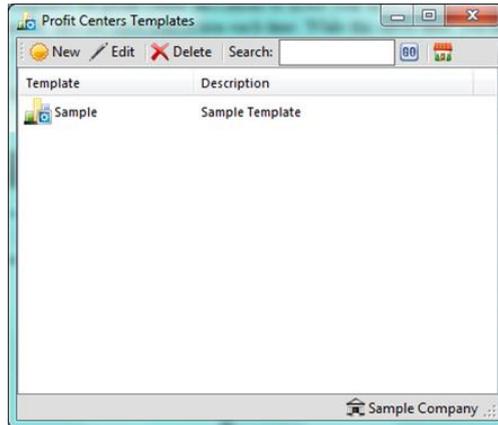


From this window you can adjust the allocation or remove it by pressing the corresponding button.

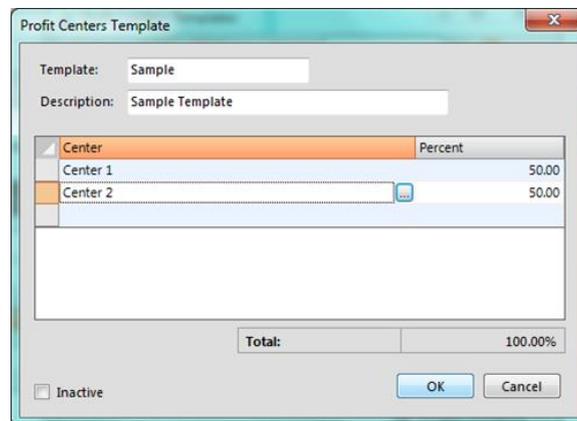
## Profit Centers Templates

In Palladium Accounting you can setup templates for profit center 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 Centers Templates are not mandatory, they just aid in entry and save entry time.

You access the profit centers templates by clicking on the profit centers 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 setup each center 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 aid in entry, you can have only 1 center in the template and it's percentage as 100%. That way, users can easily select the center when they want to allocate the entire transaction to one center.

## SMS MESSAGES



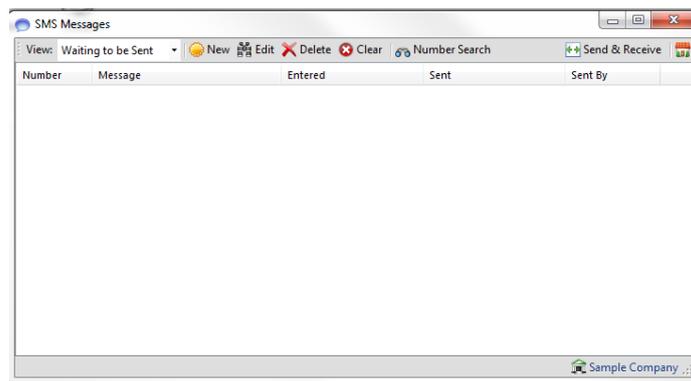
Messages

In Palladium Accounting you have the option to send SMS messages. At present you can only use this function inside the Republic of South Africa only. All SMS messages are sent using your assigned account (your username and password assigned to you is entered under company options - please see company options for more information). To obtain an account or purchase credits, please contact your Palladium dealer for more information.

## SMS Message Window

The SMS messages window allows you to send messages (from other modules), to receive replies, or check messages that have been sent. All the other modules that have a "send" button will send their messages through this window. All modules that have a "send now" button will send the messages directly out to the server (such as with marketing). You can setup Palladium to automatically send and receive your messages every hour by choosing this option under company options.

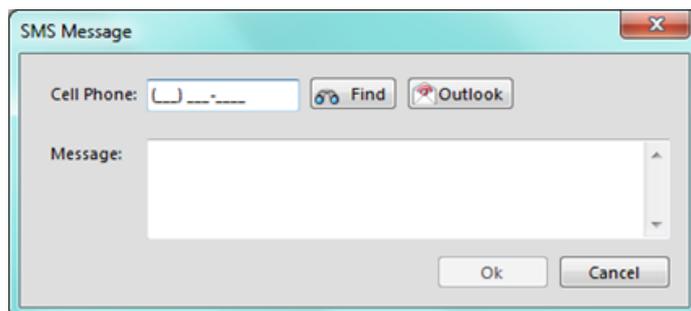
You access the SMS messages window by clicking on the messages icon on the SMS menu. The following window will appear:



In this window you can click send & receive to immediately send all waiting messages and check for any replies. You can also do a number search to find out which customer, etc., that any selected number belongs to.

## Sending a Manual SMS

To send a single manual message, click the new button on the messages window. The following window appears:



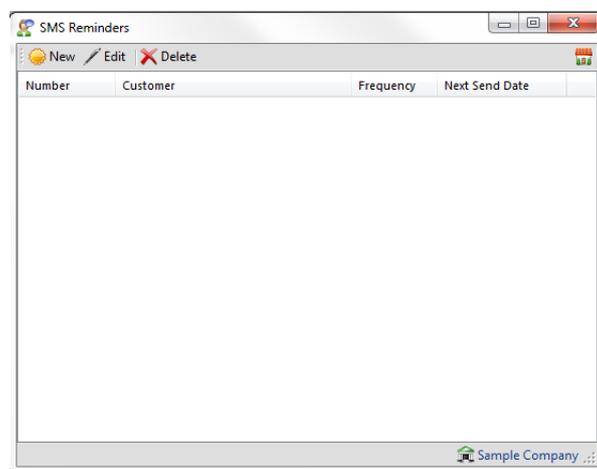
Here you can manually enter a cell phone number, or, you can find one in your customer, sales person, vendor, or employee records by clicking the find button, or obtain a number directly from Microsoft Outlook by pressing the Outlook button.

## Reminders

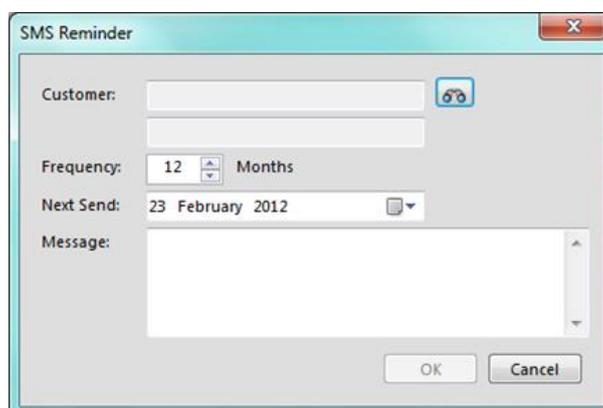


The reminders function allows you to send reminders to your customers at predefined times. Note: all reminders will be sent through the messages window, so you must do a manual send & receive or setup automatic send & receive under company options for the messages to be sent out.

You access the reminders function by clicking on the reminders icon on the SMS menu. The following window will appear:



Click on new or edit as appropriate to see the entry window:



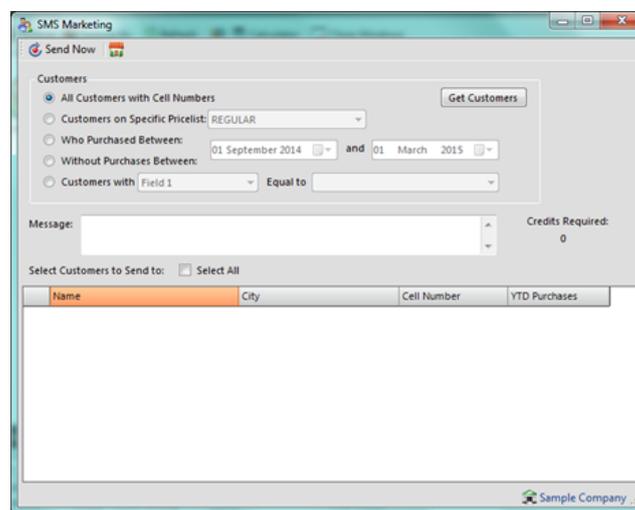
Select a customer, frequency, and message to send and press OK.

## Marketing



The marketing function allows you to send messages to your customers in bulk for announcements or sale notifications. Note: all reminders will be sent immediately once the send now button is pressed and does not require you to send them manually through the messages window.

You access the marketing function by clicking on the marketing icon on the SMS menu. The following window will appear:



The screenshot shows the 'SMS Marketing' window. It has a 'Send Now' button at the top left. Below it, there are several radio button options for selecting customers: 'All Customers with Cell Numbers' (selected), 'Customers on Specific Pricelist: REGULAR', 'Who Purchased Between: 01 September 2014 and 01 March 2015', 'Without Purchases Between:', and 'Customers with Field 1 Equal to'. A 'Get Customers' button is to the right. Below these options is a 'Message:' text area and a 'Credits Required: 0' indicator. At the bottom, there is a 'Select Customers to Send to:' checkbox and a 'Select All' checkbox. Below that is a table with columns for 'Name', 'City', 'Cell Number', and 'YTD Purchases'. The table is currently empty. The window title bar says 'SMS Marketing' and the bottom right corner says 'Sample Company'.

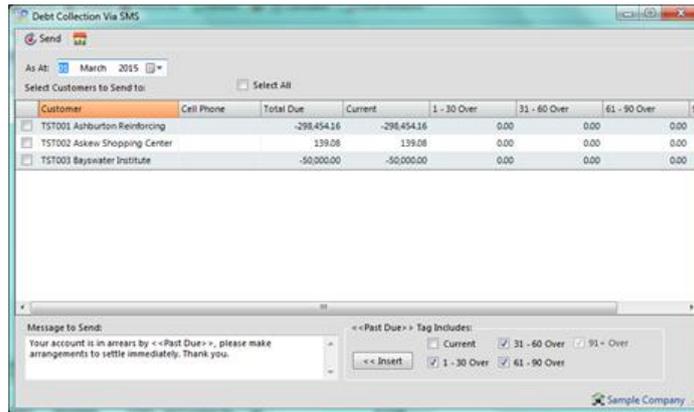
Here you can select all customers, specific price list customers, customers who did or did not purchase from you in a particular timeframe, or customers with specific optional fields. Once your customers are selected by pressing get customers, you just enter a message and press send now button.

## Debt Collection via SMS



The debt collection function allows you to send reminders to your customers to pay their accounts. Note: all messages will be sent through the messages window, so you must do a manual send & receive or setup automatic send & receive under company options for the messages to be sent out.

You access the debt collection function by clicking on the collection icon on the SMS menu. The following window will appear:



Here you can set the as at date to show the appropriate ageing analysis. You then select customers or check the select all check box. The <<Past Due>> tag in your message will be replaced by each customers balance. You can choose which balances to include by checking the current or other check boxes under the includes heading. If you would like to insert this tag automatically, put your cursor in the text where you want the tag to appear and then press the insert button.

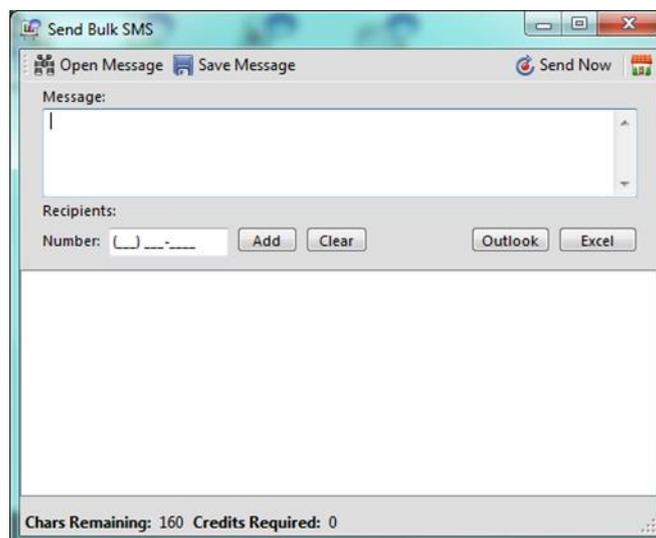
## Send Bulk Messages



Send Bulk

The send bulk function allows you to send messages to anyone using Outlook or Excel to obtain the contacts to send to. Note: all messages will be sent immediately once the send now button is pressed and does not require you to send them manually through the messages window.

You access the Send Bulk function by clicking on the send bulk icon on the SMS menu. The following window will appear:



You can save a typed message and open it again for use later by clicking the open and save buttons as appropriate.

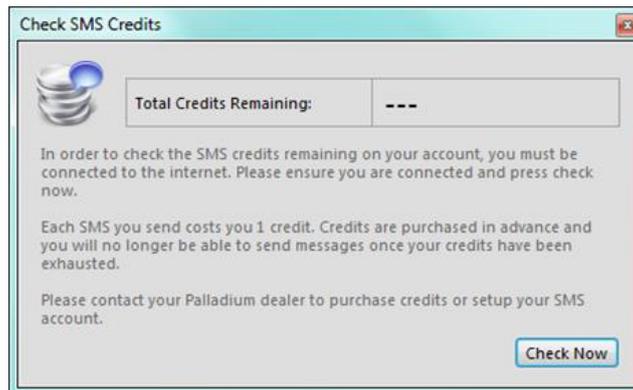
## Adding Number to Send

You can add numbers manually by entering the number and press add. You can also import numbers from Outlook or Excel by pressing the respective buttons and following the instructions.

## Credits



All messages sent though Palladium use prepaid credits. 1 message = 1 credit. You can check your credit balance at any time by clicking on the credits icon on the SMS menu. The following window will appear:



Ensure you are connected to the internet and press check now to see your credit balance.

## POINT OF SALE



Palladium Accounting Premium Edition comes standard with a point of sale system. A point of sale system is used for a till point in your business where customers come to ring up their purchases and pay for them.

## Point of Sale Explained

Each POS cashier in Palladium must be assigned a drawer before they can begin to ring up sales. Because of this, you must have users in your Palladium company to run the POS module. There are many different options to running the POS module, and all of them are explained under the company options topic in this manual. Please read though the company options topic before you continue with this section. The most important option is if you will be running in cash mode (no customer is required for each sale) or customer mode (the cashier selects a customer for each sale).

## Point of Sale Hardware

Palladium Accounting can use any standard barcode scanner that conforms to the keyboard wedge standard; this includes USB scanners as well. You can also print from any slip printer (80mm form templates are provided but you can use others including a full A4 sheet printer and form template). The cash drawer must connect to the printer and must be controlled by the printer (serial attached cash drawers are not supported).

## POS Managers

Many functions inside the POS system require a manager authorization to perform them (returns are an example). If the cashier does not have permission to assign drawers (POS Manager), and wants to perform a protected function, they must have a manager or system administrator approve the transactions. A window will appear for the POS manager or administrator to select their user account and enter their password to approve the transaction.

## Cash Drawers



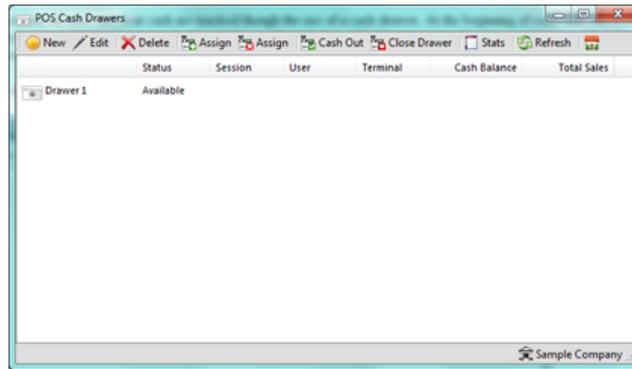
Cash Drawers

In Palladium Accounting all sales and float cash are tracked through the use of a cash drawer. At the beginning of each shift, the POS manager or administrator assigns a cash drawer to a particular user for use through their shift. Note: it is possible for more than one till point to share the same cash drawer by sharing the same user account, however, this is not recommended.

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

## Creating a new Cash Drawer

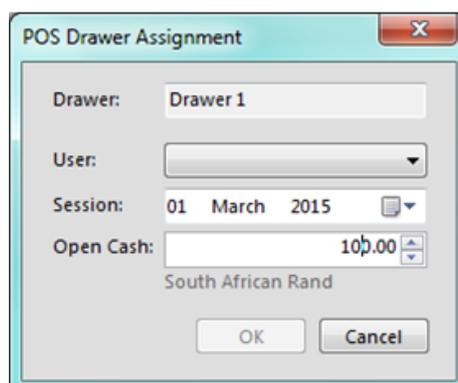
To create a new cash drawer press the new button. The following window will appear:



Here we select the ledger accounts to hold cash, credit cards, and coupons / gift certificates. These accounts will be used as sales are made to record the funds. Later you can use the deposit slip function or the journal entry function to move the money into common cash accounts once the drawer has been closed and cashed up. The expense account for any variance is also selected. This account will be debited for any shortages of cash reported during the cash up process. The final account is the petty cash account. This account will be credited when the drawer is assigned and has an opening balance (float amount). The float is returned to this petty cash account when the drawer is closed and cashed up.

### Assigning Drawer to User – Start of Shift

To assign a drawer to a user, select an available drawer (available status) in the drawers window and press the green assign button. The following window will appear:



Here we select the user we wish to assign the drawer to, the sales date (session date), and the opening cash (float) value. Note: if a drawer has an assigned status, you can return the drawer to available (cancel the assignment) by selecting the drawer and pressing the red assignment button.

### Forcing a Cash Drawer to Cashed out Status

The normal procedure is for the cashier to press the cash up / close day button in the sales screen. You can force a cash drawer closed by selecting the drawer and pressing the cash out button. A warning will appear that the session will be closed. If a cashier is using the drawer, they will automatically be taken out of the POS system the next time they try to process a sale.

## Close Drawer

You can only close a drawer that has a cashed out status (either by the cashier cashing out or you forcing cash out). To close the drawer select the drawer in the drawers window and press close drawer. The following window will appear:

Drawer Close Worksheet			
Drawer Name:	Drawer 1	Total Cash:	10,206.10
Status:	Cashed Out	Opening Cash:	100.00
Assigned User:	user	Bank Cash:	10,106.10
Session Date:	2015/03/01	Petty Cash:	100.00
Terminal:	DAVIDJ-HP		
Drawer Cashup Summary:			
	Drawer	Actual	Variance
Drawer Cash:	10,206.10	10,206.10	0.00
Cash Drops:	0.00	0.00	0.00
Cheques:	0.00	0.00	0.00
Credit Cards:	0.00	0.00	0.00
Gift / Coupons:	0.00	0.00	0.00
Account Sales:	0.00	0.00	0.00
<b>Total:</b>	<b>10,206.10</b>	<b>10,206.10</b>	<b>0.00</b>
Reason for Variance / Notes:			
<input type="text"/>			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

Here you enter the actual count values for all the categories of accepted payments as appropriate. A variance will be calculated and entered into the drawers over / short expense account (if any variance exists). When finished press OK. The drawer will return to an available status and can now be assigned to a new cashier for the next shift.

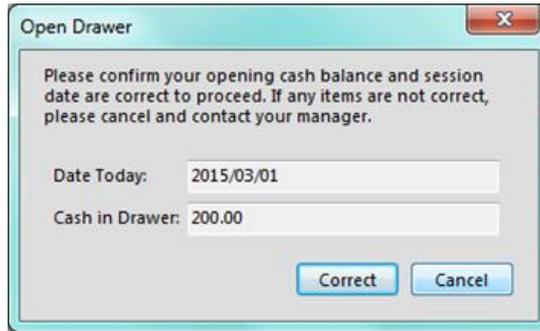
## POS Sales

Sales though the POS are very similar to entering sales in the normal sales window under receivables. There are some differences and they are explained in detail here.

You access sales function by clicking on the sales icon in the home window.

## Opening Drawer

If the drawer the user is assigned to, has an assigned status (has not been used), when that user goes into Sales they will be asked to confirm the date and opening cash (float). The following window will appear:



If the date or cash amounts are incorrect, the user should immediately cancel and contact their POS manager. If the cashier accepts the values listed here the drawer will be opened and a status of "in use" will be shown in the POS drawers manager.



## The Customer Selection (Optional)

If you are running your POS in customer mode (not cash mode) as set under company options, the cashier must press F11 or click the button to select a customer for each sale.

## Entering a Sale

Number	Description

Unlike the normal invoicing interface in Palladium, the POS cashier only has access to the number column in the POS. They can type a inventory or service code, press the lookup button in the column itself, or just use a barcode scanner to enter the sale for that item.

## The Control panel



· F1 - Item Quantity - To ring up more than one item for each scan / entry, press F1 before you scan that item. Enter the quantity and then scan the item. The item being scanned next will be

multiplied by the quantity entered. To cancel the quantity press F1 again and enter 1 as quantity.

- F2 - Price Change - This is a management protected function (or allowed as setup by options). You can do a price change at any time and all items on the sale will be shown and you will be allowed to change the price as appropriate.

- F3 - Remove Item - This is a protected function - You can select items to remove from the order as appropriate.

- F4 - Apply Discount - This is a protected function - you also must have a discount item setup that is linked to the sales discounts linked account to use this function. A window will appear where you can discount the entire sale. If you only wish to discount some of the items, ring those items up first, perform the discount, and then ring up the remaining items you do not wish to discount.

- F5 - Void Sale - This is a protected function - Clears the current sale completely and begins a new sale.

- F6 - Process Refund - This is a protected function - You press the process refund button before you do a refund sale. All items entered on the sale will be processed as negative and a credit note will be generated.

- F7 - Lock Station - This button locks the till point so that only the current cashier or a manager can unlock it. Useful if a cashier goes on break or needs to leave the till point for any reason.

- F8 - Finish Session - Close the current session and go back to the main Palladium home window. The cash drawer is not affected.

- F9 - Cash Out / Close Day - This function tells Palladium that the cashier is finished for the day and to cash out the drawer in Palladium. Cash out report is printed and the drawer can no longer be used for sales.

- F12 - Amount Tendered - This button concludes each sale and allows the cashier to enter the amount given by the customer. It will also calculate change as appropriate.

## Cash Drops

For security reasons it is a very good idea not to keep too much cash in any given POS drawer. In the event of robbery, etc., you want to have a minimal amount of cash stored in any drawer at any given time. The best procedure here is to setup a company policy as to when a cash drop needs to be performed, and by who. You can have Palladium remind and / or force a cash drop when the cash amount in the drawer exceeds a certain value (this feature is setup under company options on the control panel).

## Monitoring Cash in Drawers

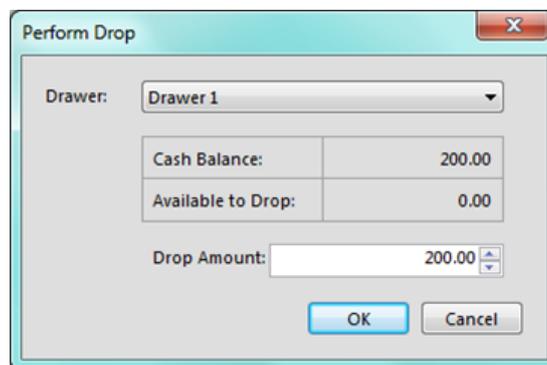
At any time the POS manager can see how much cash is in any drawer by going to the drawers window under the POS tab. The cash balance column shows the current amount of cash being held in any given drawer.

## Performing a Cash Drop

Any user in the system with the cash drop permission may perform this function; however, it is recommended that only your POS manager performs cash drops.

The POS manager determines how much cash they wish to remove from the cashier's drawer as a drop. They should then write up a drop slip and sign it, and put this slip into the drawer itself as proof that the cash was removed by a particular POS manager.

The POS manager goes back to the office where he is logged into Palladium under his own user account (the user account is stored in Palladium to tell who did the drop). That person would then press the cash drop icon in the POS tab, the following window will appear:



Perform Drop	
Drawer:	Drawer 1
Cash Balance:	200.00
Available to Drop:	0.00
Drop Amount:	200.00
OK Cancel	

Select the drawer and the drop amount and press OK. Note you cannot remove any portion of the float cash.

Palladium will record that the cash amount has been dropped (taken out) and show those amounts during the cash up and drawer closing procedures.

## Session Date

In Palladium Accounting you have the option to change your session date at any time should the need arise, to change the date, from the home window, click the dropdown to select a date and then click the change button.



Current Session Date

01 March 2015 Change

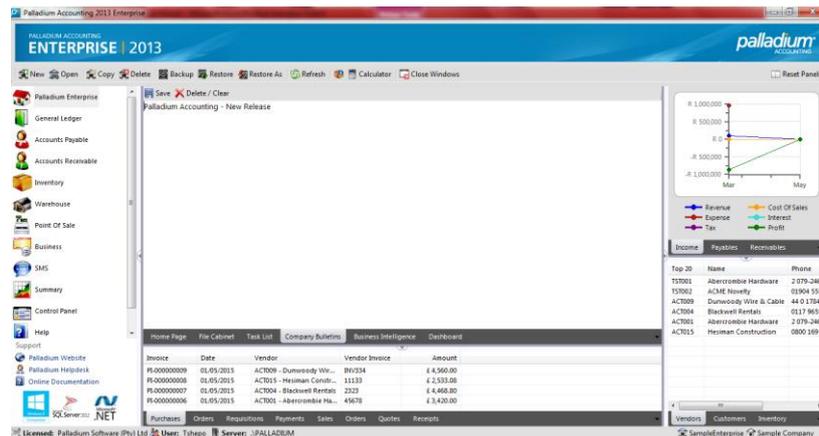
The session date is the default date used on all new transactions and reports. Changing your session date to the day or period you are currently working in will save you time.

The session date is the date that is used by all entry windows as default. If you are entering documents for a particular date (like yesterday) it would be more efficient to change your session date to match yesterday's date. That way you don't forget to change the date with each new transaction. If you don't do this, each time you record a transaction the date will be moved

back to the current session date. This helps to increase accuracy and also saves you time during the entry process.

## COMPANY BULLETINS

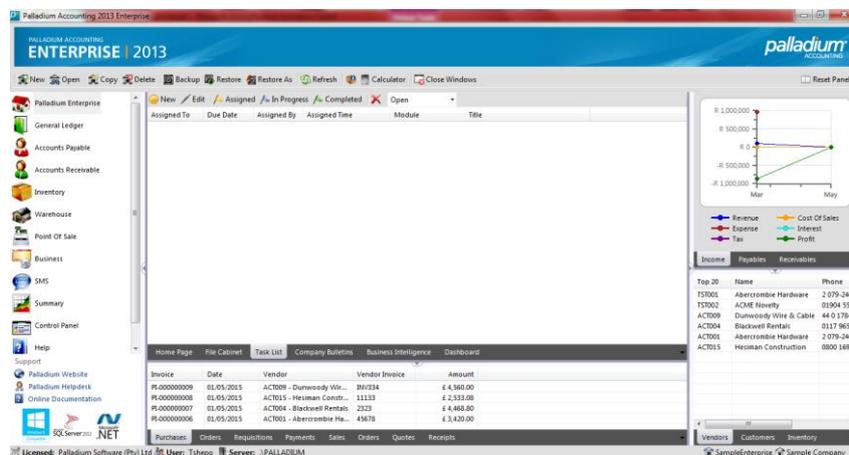
In Palladium Accounting you can enter messages that will automatically appear when your users log into Palladium. You access bulletins by pressing the bulletins button on the home window. The following window appears:



If any text is entered here, it will appear each time someone logs into Palladium. To turn off this feature, simply clear the message and save as blank.

## USER TASKS

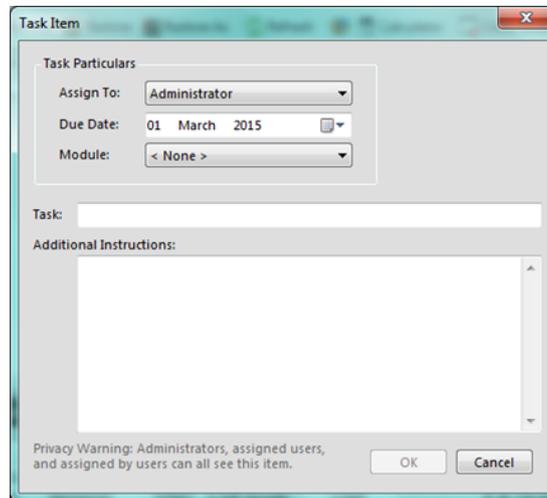
In Palladium Accounting you can assign tasks to other users on the system. The Tasks section appears at the bottom of the main screen on the home window. Tasks that appear here are centrally located so that the user will see them each time they log into the system. Here is an example of the tasks system:



Users without administrative rights can only see their own tasks and also other users tasks if they assigned them. Administrative users can see everyone's tasks.

## Assigning a New Task

To assign a new task, press the new button. The following window will appear:



Task Item

Task Particulars

Assign To: Administrator

Due Date: 01 March 2015

Module: < None >

Task:

Additional Instructions:

Privacy Warning: Administrators, assigned users, and assigned by users can all see this item.

OK Cancel

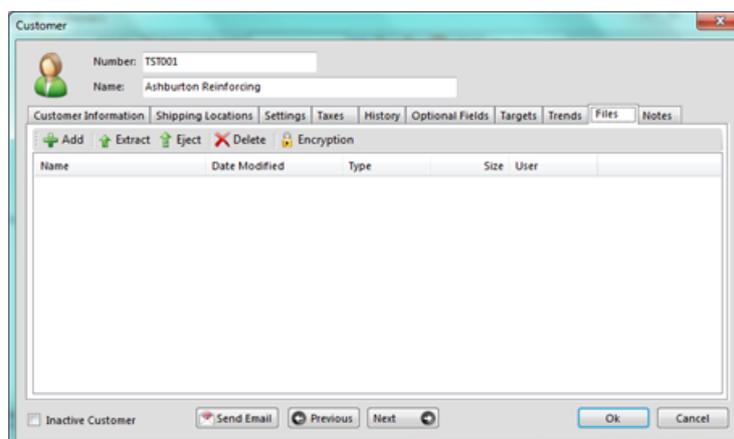
Enter the user you wish to assign the task to, the due date, and the module it is associated with.

Then enter the full instructions for the task.

## File Storage

From time to time, it may be necessary to store files along with your accounts, customers, vendors, sales persons, etc. You can do this easily in Palladium Accounting by going to any particular record and selecting the files tab.

Files can be stored under all the major items as described above, but we will use the customers window as an example:



Customer

Number: TST001

Name: Ashburton Reinforcing

Customer Information Shipping Locations Settings Taxes History Optional Fields Targets Trends Files Notes

Add Extract Eject Delete Encryption

Name	Date Modified	Type	Size	User
------	---------------	------	------	------

Inactive Customer Send Email Previous Next Ok Cancel

## Adding Files

To add a file, either drag and drop the file into the list or press the add button and browse through your computer to the location of the file.

## Extract/ Eject

Extract will make a copy of the file and place it in your computer where you specify. Eject will move the file to your computer and delete it from Palladium.

## Deleting

The Delete button will delete the file from Palladium.

## Encryption

If you wish to encrypt files, you press the encryption button and enter a password. All files that are added will be encrypted. Encrypted files show a special encryption icon next to them. To extract them you must press the encryption button again and enter the correct password.

## File Storage

All files stored in Palladium are stored in the actual SQL database that is used by your company. If you are using the free Express Edition of SQL Server, you may end up going over the 10GB database limit if you store too many files. If you have the full edition of SQL, this warning does not apply to you.

## Cipher Labs 8001 Series Instructions

The recommended unit for use with Palladium is Cipher Labs 8001 series. Other units may work but are not supported.

Before you can begin using the unit the Palladium application must be loaded onto it. Note, you only do this step one time. Once the application is loaded on the unit it will remain there until you clear it.

For more information regarding the operation and use of the unit, please see the instruction manual that accompanies it.

## VPN SETUP

Palladium Accounting can run remotely and connect to the server either via VPN (virtual private networking) or directly to a SQL Server over the internet using port forwarding in your router. There are several different options you have available to setup VPN connections but this section will cover a basic connection method.

Note: If you are using port forwarding in your router, make sure your SQL Server is listening on a different port than the default 1433. This port being open will easily be detected by outside hackers and should be avoided at all costs when opening your SQL Server installation to the outside world. Select a port that is above 50,000 for best results.

If you are running your SQL Server on a public server (with a legal IP address) you can skip this step. All you need to do is setup Palladium's server connection and instead of entering a server name, enter the legal IP address.

## How to setup a VPN

Having a permanent IP address is very costly. There are other ways of obtaining an address. You may want to make use of websites like [www.no-ip.com](http://www.no-ip.com) or [www.dyndns.com](http://www.dyndns.com). Here we will use no-ip as an example. Please take note that you cannot use windows home edition to do this.

1. Firstly you need to setup the computer you need to connect to. Right click on MY COMPUTER and make sure that Remote connections are enabled.

1. Go to the site [www.no-ip.com](http://www.no-ip.com)
2. Setup a username and password for yourself. (You can do this prior to going to the client)
3. Once at the client login to no-ip.com
4. Go to HOSTS and click ADD (located on the left of the screen)
5. Type your client's company name in the block "Hostname"
6. Choose "no-ip.info" from the drop down
7. Choose host type "DNS Host A" first in list
8. DO NOT CHANGE THE IP ADDRESS
9. Click CREATE Host at the bottom of the page.
10. You can now logout of no-ip.

You will however meet different types of ROUTERS from site to site and the setup will slightly differ. You may want to look at the following site to assist you with PORT FORWARDING  
[http://portforward.com/english/applications/port\\_forwarding/Remote\\_Desktop/Remote\\_Desktopindex.htm](http://portforward.com/english/applications/port_forwarding/Remote_Desktop/Remote_Desktopindex.htm)

If your ADSL ROUTER does not support VPN then you might want to purchase one of the following routers. Use either

- a. NETGEAR router
- b. DLINK router

<http://www.dlink.co.za/di-824vup-.php>

If you do not have one of the above routers, you may also create a VPN connection with the help of a VPN CONCENTRATOR. You will need to approach your internet service provider and ask for assistance to find out who has one of these.

IF you have one of these everyday garden variety routers say a TELKOM MEGA-105WR and you don't want to use a VPN you can open port 1433 and you will be able to see your data. NO one ELSE should be able to go in via this port as even if they guess the user SA there is still a password to content with. If someone does try guessing the password after a while SQL will

DISSABLE the USER and they will be LOCKED OUT. You can only ENABLE the user again by going into the SQL database. You will need to download Microsoft SQL Server Management Studio from the Microsoft website in order for you to be able to change the login credentials for SQL. <http://www.microsoft.com/downloads/details.aspx?FamilyID=C243A5AE-4BD1-4E3D-94B8-5A0F62BF7796&displaylang=en> assuming you are going to use the MEG 105GW, then follow the procedure below:-

You should see a box prompting you for your username and password. Enter your username and password. By default both the username and password are admin. Click the Ok button to log into your router.

Click the Advanced button near the top of the page.

The menu on the left should change. In this new menu, click Port Forwarding.

Put a dot into the User radio button.

Click the New button near the bottom of the page.

Rule Name:

Protocol:

Port Start:

Port End:

Port Map:

We will list a series of lines here that will show you exactly how to forward the ports you need to forward. Remote Desktop requires you to forward the 3389 ports. Go ahead and enter the settings shown above into the Rule Management menu and then click Apply.

Rule Name:

Protocol:

Port Start:

Port End:

Port Map:

You should see another page of settings that need to be entered into one of the blank lines on your routers Rule Management page. Go ahead and enter those settings and then click Apply. Also FORWARD port 1433 then same as above. You may omit port 3389 if you want as it will only allow you to access the computer with REMOTE DESKTOP.

Select the applications you just created in the Available Rules list, then click the Add > button to move them to the Applied Rules box.

When you're finished, click Apply near the bottom of the screen to save your changes.

And that's it! You're done!

1. You now need to give the system about 5 minutes to detect the IP address and no-ip name.
2. You should also be able to ping....newclient.no-ip.info. IF you can then all is well.
3. On the REMOTE PC click the palladium icon. \*\*\*\*\* (Follow from here if you created the VPN – Ignore this comment if you are not creating a VPN as on the next page.)
4. On the first Palladium screen click SERVERS
5. Click NEW
6. Give the connection a name, any name will do

7. Click and put a dot next to REMOTE (network/VPN)
8. For server name enter the name created on no-ipe.g mycompany.no-ip.info
9. For server login just choose "Palladium installed SQL Server"
10. Click ok.

IF you have a NETGEAR or DLINK router you might want to follow the following steps:

1. You now need to create a VPN Connection on the Remote PC. Choose MY network places...network connections....Create a new connection.
2. Choose NEXT and then the 2nd option "Connect to the network at my workplace "
3. Then NEXT again
4. Now click the block VIRTUAL PRIVATE NETWORK CONNECTION and NEXT AGAIN
5. Now type in any company name and NEXT again.
6. Choose "do not dial the initial connection" and NEXT Again.
7. Now you can enter your NO-IP name or IP address from NO-IP.
8. Then next again.
9. Now tick the block "ADD a shortcut to this connection on my desktop"
10. On the SERVER PC or PC being logged into. Go to NETWORK Connections
11. Create a new connection
12. Next
13. Setup an advanced Connection
14. Accept Incoming connections
15. Next
16. Next again
17. Allow virtual private connections
18. Next
19. Then choose a user setup previously or click the ADD button and setup one.
20. Next
21. Next again
22. And FINISH

.....Now follow step 14 to 21 on the previous page.

You may also want to look into these tech note's on VPN's

[http://www.winbookcorp.com/\\_technote/WBTA20000866.htm](http://www.winbookcorp.com/_technote/WBTA20000866.htm)