



# Emersion Software Systems Pty Ltd System Training – Session 5

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# Session Contents



- Invoicing
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  - Ledger cardline report.

# Invoice Layout



- The Invoice template defines the layout of your invoices
- You can set up multiple invoice templates
- Each invoice template can be configured with:
  - logo & colours
  - physical, postal and payment addresses
  - organisation details such as ABN
  - contact numbers and email addresses
  - your bank and Bpay account details.

# Invoice Layout



Header Logo

Invoice Background Colour

Graph Light Colour

Graph Normal Colour

Graph Dark Colour

Payslip Logo

Organisation Department

Pay To Address



**Customer**  
181 Exhibition Street  
MELBOURNE, VIC 3000  
AUSTRALIA

**Tax Invoice**  
PO BOX xxx, Suburb VIC 3023 Australia  
Ph: 1300252xxx  
Fax: 0390124xxx  
Email: support@airtalk.net  
ABN 36103980xxx

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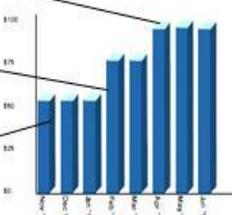
**Account Summary**

| Previous Balance | Payments Received | Adjustments | Outstanding | Current Changes | Amount Due inc GST |
|------------------|-------------------|-------------|-------------|-----------------|--------------------|
| \$543.57         | -\$543.57         | \$0.00      | \$0.00      | \$130.24        | \$130.24           |

**Account Details**

**Amount Due** \$130.24  
**Pay Due Date** 10 JUL 2010  
Account Number 101897  
Invoice Number 134003  
Date of Issue 03 JUL 2010  
Invoice Period 01 JUN 2010 - 01 JUL 2010  
Page Number 1 of 5

**Billing History**



**Charges Summary**

| Service Type  | Ex GST          | GST payable    | Total inc GST   |
|---------------|-----------------|----------------|-----------------|
| Telephony     | \$0.35          | \$0.03         | \$0.38          |
| Access Fees   | \$118.05        | \$11.80        | \$129.85        |
| <b>Totals</b> | <b>\$118.40</b> | <b>\$11.83</b> | <b>\$130.23</b> |

Physical Address

Org. Phone Number

Org Fax Number

Return Email

Org. Registration Number

**Payment Advice**

**Account Number** 101897  
**Invoice Number** 134003  
**Overdue Amount** \$0.00  
**Total Amount Due** \$130.24  
**Payment Due Date** 10 JUL 2010

Account Enquiries  
Ph: 1300252xxx  
Fax: 0390124xxx

# Invoice Email Template



- The Invoice email template defines the content and layout of the email that is sent to your customer
- You can set the recipients including primary contact, billing contact, custom address, CC and BCC
- You can include a number of variables such as:
  - customer number
  - customer name
  - invoice number
  - invoice amount
  - invoice due date.

# Invoice Settings



- The Invoice Delivery and Invoice Approval settings control the way your invoices are sent to customers, and whether invoices are automatically approved
- Can be applied at a system level for all customers, or set individually customer by customer
- Invoice Delivery setting determines how invoices are sent to your customer e.g. Email, Post, Fax, Do Not Send, or Email and Post
- Auto Invoice Approval controls whether invoices are automatically set to *Approved* status when they are generated.

# Invoicing



- Packages, service plans, and rate cards are used to determine the charges to invoice your customers
- The Billing and Rating engine automatically creates invoices on billing day in .PDF format
- Invoices are initially created in Pending status for auditing and approval
- System does not send invoices to customers until they are approved
- You can create ad-hoc (or immediate) invoices manually.

# Invoice Auditing



- Pending invoices should be auditing to verify the details and charges are correct
- Manage invoices by:
  - View the invoice
  - Review service usage
  - Review cardlines and modify if required
  - Re-render or Re-rate invoices if changes have been made
- Approve invoices once audited, either individually or via the Bulk Approve function.

# Managing Invoices



- From the Invoice List, click Manage Invoice
- Actions available will depend on the invoice status
  - View Invoice
  - Approve
  - Reject
  - Re Render
  - Re Rate
  - Dispute
  - Re Send
  - View Usage

The screenshot shows the 'Manage Invoice' interface for a customer named Joe Bloggs (Account ID: 133449). The invoice ID is 273108 and the approval status is 'Pending'. The page includes several action buttons: 'View Invoice', 'Approve', 'Reject', 'Re-Rend', 'Re-Rate', 'Cancel', and 'Save Modified Issue Dates'. There is also a checkbox for 'Approve - Do Not Send'.

Reset Issue Date to Today and Due Date as per terms when approved

Set Invoice Dates

Due Date: 28 Oct 2011  
Issue Date: 14 Oct 2011

Save Dates

Allocated Cardlines

| ID       | Date        | Description   | Amnt | Tax | Ledger Code                                  | Covers From | Covers To   | Vanity Covers Fro |
|----------|-------------|---|------|-----|--|-------------|-------------|-------------------|
| #1660700 | 25 Jul 2011 | Service Plan Access [25-07-2011 - 24-08-2011]         | 0    | 0   | M2_MOBILE_ACCESS_FEE_ADV (No mapped code)    | 25 Jul 2011 | 25 Aug 2011 | 25 Jul 2011       |
| #1660799 | 25 Jul 2011 | Package Plan Access [25-07-2011 - 24-08-2011]         | 0    | 0   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 25 Jul 2011 | 25 Aug 2011 | 25 Jul 2011       |
| #1662184 | 26 Jul 2011 | Service Usage [M2-Mobile - Test - Sell] for Service # | 0    | 0   | M2_MOBILE_USAGE (No mapped code)             | 25 Jun 2011 | 25 Jul 2011 | 25 Jun 2011       |

# Cardline Management



- Cardlines are the charges, credits or items presented on the invoice
- May summarise or itemise a service's usage records
- Automatically created for product purchases, usage, and service fees
- Can be created manually for ad hoc charges.

Customer: Joe Bloggs (Account ID : 133449)

Summary | Detail | Contacts | Package Subscriptions | Service Subscriptions | Pending Ledger Cardlines | Invoices | Profile | Order | Purchase | Payment Methods | Receive Payment | Take Payment | Portal | Notes

Allocated Cardlines

| ID       | Date        | Description   | Amnt | Tax | Ledger Code                                  | Covers From | Covers To   | Vanity Covers Fro |
|----------|-------------|---|------|-----|--|-------------|-------------|-------------------|
| #1660780 | 25 Jul 2011 | Service Plan Access [25-07-2011 - 24-08-2011]       | 0    | 0   | M2_MOBILE_ACCESS_FEE_ADV (No mapped code)    | 25 Jul 2011 | 25 Aug 2011 | 25 Jul 2011       |
| #1660799 | 25 Jul 2011 | Package Plan Access [25-07-2011 - 24-08-2011]       | 0    | 0   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 25 Jul 2011 | 25 Aug 2011 | 25 Jul 2011       |
| #1662184 | 26 Jul 2011 | Service Usage [M2 Mobile - Test - Sell] for Service | 0    | 0   | M2_MOBILE_USAGE (No mapped code)             | 25 Jun 2011 | 25 Jul 2011 | 25 Jun 2011       |
| #1667399 | 01 Aug 2011 | Package Plan Access [01-08-2011 - 31-08-2011]       | 0    | 0   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 01 Aug 2011 | 01 Sep 2011 | 01 Aug 2011       |
| #1671723 | 01 Aug 2011 | Service Plan Access [01-08-2011 - 31-08-2011]       | 0    | 0   | M2_MOBILE_ACCESS_FEE_ADV (No mapped code)    | 01 Aug 2011 | 01 Sep 2011 | 01 Aug 2011       |
| #1674087 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |
| #1674081 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |
| #1674086 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |
| #1674082 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |
| #1674083 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |
| #1674084 | 02 Aug 2011 | Package Plan Access [02-08-2011 - 01-09-2011]       | 30   | 3   | PACKAGE_PLAN_ACCESS_FEE_ADV (No mapped code) | 02 Aug 2011 | 02 Sep 2011 | 02 Aug 2011       |

# Cardline Management



- Pending cardlines are charges created against an account but not allocated to an invoice
- Also created when charge is created when there is an existing pending invoice
- On pending invoices:
  - Modify cardlines
  - Allocate pending cardlines
  - De-allocate cardlines
  - Delete cardlines
  - Add new cardline.

Customer: Joe Bloggs (Account ID : 133449)

Summary | Detail | Contacts | Package Subscriptions | Service Subscriptions | Pending Ledger Cardlines | Invoices | Profile | Order | Purchase | Payment Methods | Receive Payment | Take Payment | Portal | Notes

Please Note  
Amount on each cardline is exclusive of Tax.

Add new cardline to invoice

Transaction Date:

\* Actual Value (ex GST):  ← Add a new cardline and assign to this invoice

\* Tax Amount:

\* Description:

\* Ledger Code:  (Ledger Code is an alpha numeric code to represent the transaction. It is used for reporting. (A-Z, 0-9 and \_ permitted only))

\* Covers From:

\* Covers To:

Save  
Cancel

Attach a pending cardline to the invoice

Pending Ledger Cardlines

| Transaction Date | Description   | Acct Name  | Billing Type | Code | ExGST | GST  | Total |
|------------------|---|------------|--------------|------|-------|------|-------|
| 25 Oct 2011      | Service Plan Access [25-10-2011 - 24-11-2011]   | Joe Bloggs | Advance      |      | 0.00  | 0.00 | 0.00  |
| 25 Oct 2011      | Package Plan Access [25-10-2011 - 24-11-2011]   | Joe Bloggs | Advance      |      | 0.00  | 0.00 | 0.00  |
| 26 Oct 2011      | Service Usage [M2 Mobile - Test - Sell] for Service #305753 [81418349324] during period 25/09/2011 - 24/10/2011 | Joe Bloggs | Arrears      |      | 0.00  | 0.00 | 0.00  |
| 28 Oct 2011      | Package Plan Access [28-10-2011 - 27-11-2011]   | Joe Bloggs | Advance      |      | 0.00  | 0.00 | 0.00  |
| 28 Oct 2011      | Package Plan Access [28-10-2011 - 27-11-2011]   | Joe Bloggs | Advance      |      | 30.00 | 3.00 | 33.00 |
| 1 Nov 2011       | Package Plan Access [01-11-2011 - 30-11-2011]   | Joe Bloggs | Advance      |      | 0.00  | 0.00 | 0.00  |
| 1 Nov 2011       | Service Plan Access [01-11-2011 - 30-11-2011]   | Joe Bloggs | Advance      |      | 0.00  | 0.00 | 0.00  |
| 2 Nov 2011       | Package Plan Access [02-11-2011 - 01-12-2011]   | Joe Bloggs | Advance      |      | 30.00 | 3.00 | 33.00 |
| 2 Nov 2011       | Package Plan Access [02-11-2011 - 01-12-2011]   | Joe Bloggs | Advance      |      | 30.00 | 3.00 | 33.00 |

# Unallocated Cardlines



- You can manually create unallocated cardlines against an account
- Can be created at any time during the billing period independently to the billing cycle
- Will not be reflected on the account balance until allocated to an invoice (and the invoice approved)
- Cardlines for a negative amount appear as a credit
- Can be allocated to an existing invoice, used to create a new invoice, or left to be picked up during the next bill run.

# Immediate Invoices



- Ad hoc, or immediate, invoices can be created outside the regular bill cycle  
E.g. if you sell hardware to a customer and wish to immediately create an invoice before the bill run
- Can be managed per normal invoice functions
- Automatically allocates any pending cardlines held on the account into the new invoice
- Cannot be created if account has an existing pending invoice – manage the existing invoice instead.

# Approve Invoices



- Invoices can be approved individually or in bulk
- Once approved, cannot be undone
- Charges are committed against the account ledgers and effect the account balance
- Will be sent to the customer via the account's settings
- Option to approve and not send e.g. if amount is small
- You have the ability to modify the invoice issue and due dates before approving.

# Reject Invoices



- If you find invoice details are not correct, you can reject the invoice
- They are investigated by the billing support team with your assistance
- You must enter notes and details about the problem with the invoice to enable quick resolution
- Invoices can be rejected individually or in bulk
- Once investigated, the invoices will be re-generated and returned to a Pending status.

# Re-rate & Re-render Invoices



## ➤ Re-render:

- Re-generates invoice .PDF files
- Invoices that have been modified (e.g. cardlines changed) must be re-rendered to reflect changes
- Invoices can be re-rendered individually or in bulk

## ➤ Re-rate:

- Re-calculates the invoice charges
- If you update packages, service plans or rate cards after the bill run (e.g. to correct errors), invoices must be re-rated
- System automatically re-renders invoices after re-rating.

# Raise Dispute



- Disputes can be raised if a charge appears on an invoice in error
- The amount disputed can be entered against the corresponding invoice and *temporarily* reduce the amount due
- Disputed amounts are excluded from automated payment processing
- Can only be raised against approved invoices
- After investigated with your customer and/or upstream provider, can be approved or rejected.

# Accounts Receivable



- Receive Payment – either manually or through the Electronic Payment System (EPS)
- Invoice List – lists all invoices in the system. You can then Manage or Download the invoice
- Unallocated – shows all unallocated payments received. You can then view and allocate the payment
- Transactions – lists all financial transactions, including payments, invoices, debits, credits, refunds
- Pending Cardlines – shows all cardlines that have not yet been included in an invoice
- Payments – lists all payments and allows you to view the details
- Disputed, Credit, Write off, and Refund (details in next slides).

# Payments



There are two methods to record payments from customers:

- **Receive Payment:**

- record a manual payment from a customer that has been received outside Emersion e.g. cheques, cash, or non-integrated credit card payments etc

- **Take Payment:**

- process a payment through the automated EPS gateway
- You can automatically allocate the payment against one or many invoices or manually allocate against a specific invoice.

# Disputes



- Lists all disputed amounts raised against invoices
- Disputes can be resolved in one of two ways:
  - Approve the dispute – to raise a credit for the disputed amount
  - Reject the dispute – the amount remains on the invoice and becomes due.

Resolve Dispute on Invoice

**Approved Disputed** Amounts will be placed as a credit on the customers account.

Customer Name: Inner Northern Local Learning & Employment Network Pty Ltd

Account Number: 101913

Invoice ID: 248072

Disputed amount:

Credit Reference:

Credit Type:

Credit Note:

# Credits



- Allows you to raise a credit against a customer's account
- Can be automatically allocated against the oldest invoice(s) or manually applied to a specific invoice
- Reduces the account's outstanding balance immediately
- If not allocated to an invoice, the credit will appear on the customer's next invoice.
- You can enter the Credit Type, Credit Reference and Note.

Credit

Customer Name: Hi ..

Total (Inc Tax):

Tax Type: Australian GST

Amount (Ex Tax):

Tax Amount:

Auto Allocate

\* Credit Reference:

Credit Type: Misc

Credit Date: 11 Jan 2012 12:57:26

Credit Note:

# Write Offs



- Allows you to write of an outstanding balance, either as a debit or a credit
- Raised against accounts with no unallocated payments and no outstanding disputes
- You can write off all outstanding invoices, or an individual invoice.

Write Off Credit

Customer Name: Au  
Total (Inc Tax): 1494.38  
Amount (Ex Tax): 1358.64  
Tax Amount: 135.74  
 Auto Allocate  
Write Off Reference:   
Credit Type: Misc  
Write Off Date: 11 Jan 2012 13:10:53  
Write Off Note:

| Invoice ID | Invoice Period | Issue Date | Due Date    | Total Amount | Outstanding Amount | Disputed Amount | Allocated Amount |
|------------|----------------|------------|-------------|--------------|--------------------|-----------------|------------------|
| 247786     | Aug            | 3 Aug 2011 | 10 Aug 2011 | 480.02       | 54.42              | 0.00            | 54.42            |
| 261647     | Sep            | 3 Sep 2011 | 10 Sep 2011 | 480.02       | 480.02             | 0.00            | 480.02           |
| 270174     | Oct            | 2 Oct 2011 | 9 Oct 2011  | 480.02       | 480.02             | 0.00            | 480.02           |
| 277715     | Nov            | 3 Nov 2011 | 10 Nov 2011 | 480.02       | 480.02             | 0.00            | 479.92           |
|            |                |            |             | 1            |                    |                 |                  |

All funds allocated.

# Refunds



- Used to return unallocated payments to customers
- The account balance is adjusted immediately
- The refund will appear on the customer's next invoice
- You can enter Refund Type, Refund Description and Note.

Refund Unallocated Funds

Customer Name: D

\* Total (Inc Tax):

Auto Allocate

Refund Reference:

Refund Type: Misc

\* Refund Date: 11 Jan 2012 13:56:45

Refund Note:

| Journal ID <input type="button" value="v"/> | Customer Name | CUSTOMER_ID | Amount | Transaction Date | Allocated Amount     |
|---|---------------|-------------|--------|------------------|----------------------|
| 715730                                      | David Webster | 126528      | 19.95  | 7 Nov 2011       | <input type="text"/> |
| 1   |               |             |        |                  |                      |

# Accounts Payable



- Displays a list of all invoices generated by the system from your upstream suppliers that also use Emersion as their billing platform.
- You can view the details as well as download the invoice .PDF file.

Invoices Payable

Invoice Payable List

Invoice ID:

Due From:

Due To:

18 Results Found

| Invoice ID | SP ID | Service Provider          | Date Issued | Date Due    | Amount of the invoice | Amount Paid | Amount Outstanding | Amount Disputed | Amount Payable | PDF                      |
|------------|-------|---------------------------|-------------|-------------|-----------------------|-------------|--------------------|-----------------|----------------|--------------------------|
| 187049     | 1     | Emersion Software Systems | 3 Jan 2011  | 10 Jan 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 196059     | 1     | Emersion Software Systems | 3 Feb 2011  | 10 Feb 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 204564     | 1     | Emersion Software Systems | 3 Mar 2011  | 10 Mar 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 211958     | 1     | Emersion Software Systems | 3 Apr 2011  | 10 Apr 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 219510     | 1     | Emersion Software Systems | 4 May 2011  | 11 May 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 229651     | 1     | Emersion Software Systems | 3 Jun 2011  | 10 Jun 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 237243     | 1     | Emersion Software Systems | 4 Jul 2011  | 11 Jul 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 249218     | 1     | Emersion Software Systems | 4 Aug 2011  | 11 Aug 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 260677     | 1     | Emersion Software Systems | 2 Sep 2011  | 9 Sep 2011  | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 269690     | 1     | Emersion Software Systems | 2 Oct 2011  | 9 Oct 2011  | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 278588     | 1     | Emersion Software Systems | 4 Nov 2011  | 11 Nov 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 285920     | 1     | Emersion Software Systems | 5 Dec 2011  | 12 Dec 2011 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 292931     | 1     | Emersion Software Systems | 3 Jan 2012  | 10 Jan 2012 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 298624     | 1     | Emersion Software Systems | 2 Feb 2012  | 9 Feb 2012  | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 307024     | 1     | Emersion Software Systems | 3 Mar 2012  | 10 Mar 2012 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 309574     | 1     | Emersion Software Systems | 3 Apr 2012  | 10 Apr 2012 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 311264     | 1     | Emersion Software Systems | 3 May 2012  | 10 May 2012 | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |
| 313032     | 1     | Emersion Software Systems | 2 Jun 2012  | 9 Jun 2012  | 0.00                  | 0.00        | 0.00               | 0.00            | 0.00           | <a href="#">Download</a> |

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# Securities



- You can elect to take a security deposit (or payment) e.g. if a customer is a credit risk etc.
- Allows you to record a security deposit Payment, as well as Refund the deposit.
- Security payments are displayed on the customer's invoice for informational purposes only
- Do not adjust the account balance.

The screenshot shows a software interface with a blue header bar containing the following tabs: "Accounts Receivable", "Accounts Payable", "Securities", and "Bulk Import". The "Securities" tab is selected. Below the header, there are two sub-tabs: "Payment" (selected) and "Refund". The main content area is titled "Security Deposit Payment" and contains the following text: "Security Deposit Payments are displayed on the next issued invoice for informational purposes only and do not adjust the Account Balance only the Security Deposit Balance." Below this text are several input fields:

- Customer Name: Adria...
- Account Balance (\$): 0.00
- Unallocated Funds (\$): 0.00
- Current Security Deposit Amount Held (\$): 0.00
- Security Deposit Payment Amount (\$): 0.00
- Payment Date: 11 Jan 2012 13:59:51

At the bottom right of the form, there are two buttons: "Submit" and "Cancel".

# Bulk Import Payments



- Import .CSV files containing details of payments received from external sources e.g. BPay etc
- Payments are applied against customer accounts without requiring manual entry
- The file must be in the Emersion Bulk Format:
  - DATE, ACCOUNT\_ID, BPAY\_BILLER\_CODE, BPAY\_REFERENCE, CUST\_REFERENCE, AMOUNT, SURCHARGE, METHOD
- Australian Bankers Association (ABA) format is also supported (sample available on the system).

# Ledger



- Default ledger codes are set up against all charges, fees and transactions in the system
- You assign a default ledger code to your products, which can be overwritten when sold to a customer
- You also assign a ledger code against when creating an unallocated cardline
- Each ledger code has a default generic *Simple Code* that can be used to group similar ledger items
- You can map the system ledger codes to the default simple codes for grouping and accounting
- E.g. ledger code of 'PSTN\_SERVICE\_USAGE' may have a simple code of 'USAGE'; or a ledger code of 'PSTN\_SERVICE\_ACCESS\_FEE\_ADV' with a simple code of "ACCESS\_FEE\_ADVANCE".

# Ledger Mapping



- Allows you to map the default ledger codes to your own custom ledger codes
- E.g. you can map the default ledger code for service access fees to the appropriate general ledger code in your accounting system
- You can set all custom ledger code mappings to the default ledger codes, or the default simple codes.

Ledger Mapping Tool

Ledger Code:

Mapped Code:

Simple Code:

Override existing codes?

| Ledger Code                         | Simple Code        | Description  | Mapped Code | Mapped Description |
|-------------------------------------|--------------------|--|-------------|--------------------|
| 100MB_DATA_CAP_USAGE_ACCESS_FEE_ADV | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 100MB Data Cap Usage bolt-on type |             |                    |
| 100MB_DATA_CAP_USAGE_ACCESS_FEE_ARR | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 100MB Data Cap Usage bolt-on type |             |                    |
| 100MB_DATA_CAP_USAGE_USAGE          | USAGE              | Usage ledger code for 100MB Data Cap Usage bolt-on type              |             |                    |
| 10_CASUAL_DATA_PACK                 | PRODUCT_PURCHASE   | \$10 Dollar Casual Data Pack   |             |                    |
| 1GB_DATA_CAP_USAGE_ACCESS_FEE_ADV   | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 1GB Data Cap Usage bolt-on type   |             |                    |
| 1GB_DATA_CAP_USAGE_ACCESS_FEE_ARR   | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 1GB Data Cap Usage bolt-on type   |             |                    |
| 1GB_DATA_CAP_USAGE_USAGE            | USAGE              | Usage ledger code for 1GB Data Cap Usage bolt-on type                |             |                    |
| 20MB_DATA_CAP_USAGE_ACCESS_FEE_ADV  | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 20MB Data Cap Usage bolt-on type  |             |                    |
| 20MB_DATA_CAP_USAGE_ACCESS_FEE_ARR  | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 20MB Data Cap Usage bolt-on type  |             |                    |
| 20MB_DATA_CAP_USAGE_USAGE           | USAGE              | Usage ledger code for 20MB Data Cap Usage bolt-on type               |             |                    |
| 29_CASUAL_DATA_PACK                 | PRODUCT_PURCHASE   | \$29 Casual Data Pack  |             |                    |
| 2GB_DATA_CAP_USAGE_ACCESS_FEE_ADV   | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 2GB Data Cap Usage bolt-on type   |             |                    |
| 2GB_DATA_CAP_USAGE_ACCESS_FEE_ARR   | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 2GB Data Cap Usage bolt-on type   |             |                    |
| 2GB_DATA_CAP_USAGE_USAGE            | USAGE              | Usage ledger code for 2GB Data Cap Usage bolt-on type                |             |                    |
| 300MB_DATA_CAP_USAGE_ACCESS_FEE_ADV | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 300MB Data Cap Usage bolt-on type |             |                    |
| 300MB_DATA_CAP_USAGE_ACCESS_FEE_ARR | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 300MB Data Cap Usage bolt-on type |             |                    |
| 300MB_DATA_CAP_USAGE_USAGE          | USAGE              | Usage ledger code for 300MB Data Cap Usage bolt-on type              |             |                    |
| 3G_CAP_ACCESS_FEE_ADV               | ACCESS_FEE_ADVANCE | Advance Access Fee ledger code for 3G Cap BoltOn                     |             |                    |
| 3G_CAP_ACCESS_FEE_ARR               | ACCESS_FEE_ARREARS | Arrears Access Fee ledger code for 3G Cap BoltOn                     |             |                    |
| 3G_CAP_USAGE                        | USAGE              | Usage ledger code for 3G Cap BoltOn                                  |             |                    |

1 2 3 4 5 ... 68 >

50 | 100 | 150 | 200

# Ledger Cardline Report



- Enables you to view and export all cardlines and transaction data, along with their associated ledger codes
- All mapped custom ledger codes are exported with the data
- Produces a record for every cardline created within the date range selected
- The ledger codes mapped will appear in the .CSV file, which you can then import into your accounting system e.g. MYOB.

# Questions?

