User Guide

Contents

1 **ACCESSING THE SHEETS WITHIN ACSPERT**

1.1 Click the hyperlink heading reference in the INDEX Page to access the page required.
   To return to the INDEX page click "Return to index" at cell A1 on each sheet.

1.2 Access to worksheets is obtained via the scroll arrows at the bottom left of the sheet ,
   and by left clicking the TABS at the bottom of the sheet.
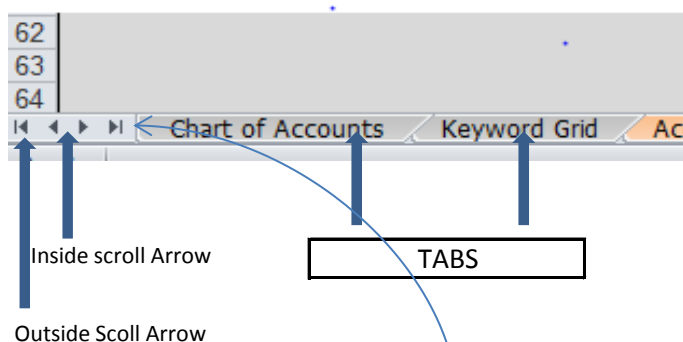
1.3 The quarterly BAS spreadsheet is organised into four bank accounts
   with each account having one TAB per quarter.

1.4 All TAB's for each quarter are identified by one separate and distinct colour with a
   preceeding data input sheet for each account, a contrasting blue colour.

1.5 The inside two scroll arrows will move to the next TAB one at a time, the
   outside two scroll arrows will move to the end of the TAB list.
   The inside arrows are identified as :
   The outside arrows are identified as :

1.6 Click on the TAB to select and open the sheet

1.7 Alternatively right click the arrows and select from the sheet list.

2 **SETUP**

   In the **first** quarter enter the opening balance for **each** bank account.
   This amount will be the 30th June balance prior to the year's start
   on your bank statement:

   A credit balance on your bank statement should be entered as a positive **number**
   A debit balance on your bank statement should be entered as a negative **-number**
   This policy does not change for accounts with reverse +/- signage (see 3 below).

3 **SORT DATA FROM BANK**

   Data should be exported from your bank in Excel or CSV format, select and sorted
   into **date, amount** and **details** columns, and for rows in date order , oldest to newest.
   Note for most banks expenses are negative figures (-) and all receipts are positive (+).

3 SORT DATA FROM BANK (Cont'd)

Some banks, credit cards have reversed signage i.e. the + and - signs reversed.
For these accounts you simply must set the reverse switch to "Y" in the chart.

To check your account select a known expense item. If the figure is positive on the bank statement (in the data), the account needs to be set to "Y".

BE SURE TO SELECT ALL CELLS IN THE DATA BEFORE SORTING

You need only three columns of data: **date, amount & details** as below:

After sorting the column order, sort the rows into oldest to newest date order.

	1	**2**	**3**
	Date	**Amount**	**Details**
Qtr begin date Earliest Date->	1/7/2013	-10.00	Bank Fee
		214.00	Kelly's Fruit
Qtr end date Latest Date->	30/9/2013		

3.1 Sort the Data using Data, Sort as follows:
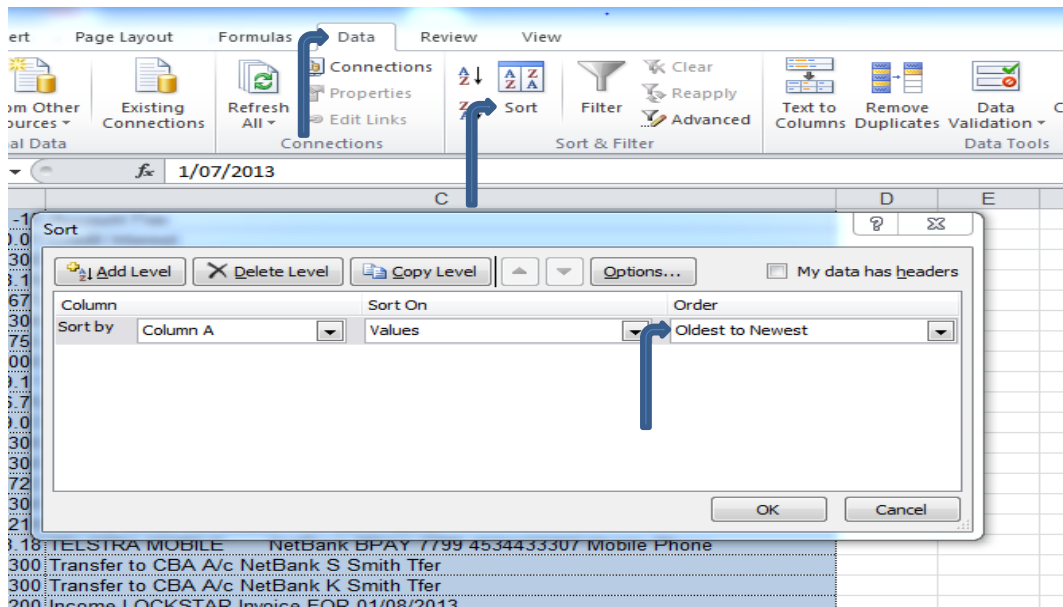
3.2 Once data is sorted copy and paste it to the blue **data input sheet** located immediately prior to the respective bank account.

3.3 Check that computed bank balances (in 4th Column) agrees with the bank statement.

4 LABEL EACH TAB WITH YOUR BANK ACCOUNT NAME

Double left click TAB and enter bank name e.g. CSB before "Main Ac Qtr 1".

Repeat for each account and quarter. Be sure to keep the ref "…? Qtr ?" on each TAB.
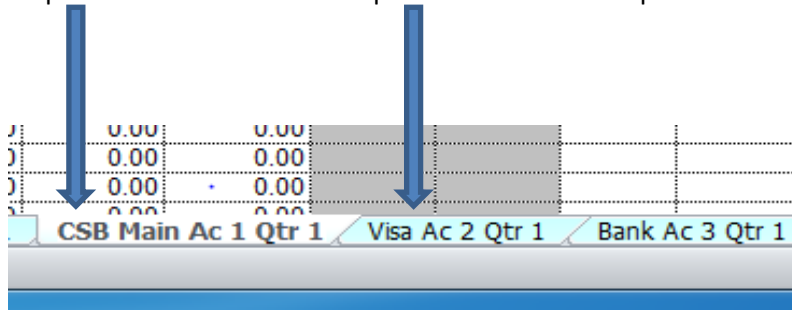
5 SET NUMBER OF INCOME AND EXPENSE ACCOUNTS

You need to set your number of income accounts in the Chart. The maximum is seven.

If you use two trading accounts you will use two of these income accounts.

Similary you can set the number of expense accounts, refer below.

Chart Structure - No.s of Accounts				
Income	1	to	4	(1 to 7)
Expenses	5	to	36	Max 39
Bal Sheet	37	to	50	

The above example sets 4 income and 32 expense accounts.

6 SETUP CHART OF ACCOUNTS - Account Names

Before you set up the Chart print the Chart ("Ctrl P" for Excel 2007)

6.1 Enter accounts required for Receipts and Payments taking care that the GST
and Private Use codes are set correctly.

A/c	Chart of Accounts	T A/c (Y)	GST	Priv Use	Error
1	Sales Cattle		1	0%	ok
2	Sales Sheep		1	0%	ok
3	Wool Sales		1	0%	ok
4	Other Income		1	0%	ok
5	Purchases Cattle		5	0%	ok
6	Purchases Sheep		5	0%	ok
7	Purchases Wool		5	0%	ok
8	Bank Fees		7	0%	ok
9	Bank Interest		8	0%	ok
10	Borrowing Expenses		7	0%	ok
11	Contract Management		5	0%	ok
12	Donations		7	0%	ok
13	Electricity & Gas		5	0%	ok
14	Insurance		5	0%	ok

6 SETUP CHART OF ACCOUNTS - Account Names (Cont'd)

6.2 Refer to your GST Codes:

GST Codes	
1	GST sales
2	GST Free Sales
3	Export Sales
4	Input Taxes Sales
5	GST Purchases
6	Capital Purchases
7	GST Free Purchases
8	Purchases for IT Sales
9	
10	Priv Use
11	Balance Sheet Items -Outside GST System

7 SETUP KEYWORD GRID

7.1 Keywords must be mutually exclusive. For example K Smith would clash with Dick Smith as they both have "k^smith" within their structure.

7.2 Capital letters do not discriminate from lowercase letters as in the above example. "telstra" would allocate "Telstra" to the Telephone & Internet Account.

7.3 Each account has an account number. The number if entered will over-rule the word allocation. This can best be explained as follows:
"Woolworths" is used as a keyword for the Drawings Account.
You make one purchase of stationery (only) from Woolworths.
You can enter the account number for Printing & Stationery in the Account Number column and this payment will be allocated to the Printing & Stationery Account not Drawings Acccount (for groceries).

36	37	38	39	40
Wages & Salaries	Plant & Equipment	Transfers a/c to a/c	Loans Repayments	ATO
11	6	11	11	11
wages	plant	thank you		ATO
		9315		

Keywords

7.4 If your keywords clash as explained in 7.1 above you will receive the following
message in the audit check columns:

This can be corrected in two ways. Change the keywords so as to not clash,
or enter an account number to allocate the amount manually.

8 SETUP CHART OF ACCOUNTS - TRADING ACCOUNTS

8.1 Once you have set up your chart of accounts you must set the trading account
settings (if required) in the Column "T A/c"

A trading account is the statement which shows Sales less Cost of Sales for a specific
product or business category. Typically the accounts within a Trading Account are
Sales, Opening Stock, Purchases, Closing Stock and the Trading Account calculates
Cost of Goods Sold and Gross Profit.

8.2 *Acspert has different numbers for each type of trading account*
Livestock accounts are from 1 to 6 and other trading accounts are from 7 to 12.

Livestock Trading Accounts (Max 3)

Ac No.	Accont Name	Livestock Account 1	Livestock Account 2	Livestock Account 3
??	Sales	1	3	5
??	Purchases	2	4	6

Business Trading Accounts (Max 3)

Ac No.	Accont Name	Trading Account 1	Trading Account 2	Trading Account 3
??	Sales	7	9	11
??	Purchases	8	10	12

This is done by allocating these numbers in the T A/c Column. Each trading
account has two numbers, one for sales and one for purchases.

You need to match the accounts in the chart by entering the correct numbers above.
Numbers 1 & 2 link Accounts to Trading Account 1, No.s 3 & 4 to Trading Account 2 , etc.
Examples of how these accounts are matched to the trading account are as follows:

8 SETUP CHART OF ACCOUNTS - TRADING ACCOUNTS (Cont')

8.3 *There are three Primary Production trading accounts 1, 2 & 3 in Acspert.*
If Cattle is the first trading account then Sales Cattle shoud be 1, and Purchases
Cattle should be set to "2" in the T/Ac column in Acspert Chart of Accounts.

If Sheep is the second trading account then Sales Sheep shoud be 3, and Purchases
Sheep should be set to "4" in the T/Ac column in Acspert PP Chart of Accounts.

8.4 *Similarly there are three business trading accounts 4, 5 & 6 in Acspert.*
If Plumbing is Trading Account 4 then Sales Plumbing should be set to "7" and
Purchases Plumbing should be set to "8" in the T/Ac column.
(Refer to Tables prev page).

A/c	Chart of Accounts	T A/c No.	GST	Priv Use	Error
1	Cattle Sales	1	1	0%	ok
2	Sheep Sales	3	1	0%	ok
3	Plumbing Income	7	1	0%	ok
4	Other Income		1	0%	ok
5	Purchases Cattle	2	5	0%	ok
6	Purchases Sheep	4	5	0%	ok
7	Plumbing Materials	8	5	0%	ok

The above settings are for 2 Livestock Trading and 1 Business Trading Acoount.

9 GST CALCULATIONS

9.1 GST is automatically calculated according to the GST codes set in the Chart of Accounts.
You can override this automatic GST calculation as set by the GST code
in the Chart of Accounts. Some items have partial GST charges e.g. Insurance
invoices. Other suppliers are not registered for GST and do not therefore
charge any GST on their invoices.

9.2 To correct the GST for these items simply enter the total GST amount on the
invoice into the "GST on Invoice" entry column and all items including private use will
be corrected. If no GST is charged enter "0".
Note if this column is empty the program will calculate the full GST amount as
set by the GST code for that particular account (if any). So "0" is different from
an empty cell.
All GST amounts in the GST Ledger will be automatically adjusted.

$	Details	Bal	GST on Invoice + Coll - Paid	ERR	GST Collected	GST Paid	NET
-76.81	COLES EXPR ARMIDALE NSW	-3,452.89			0.00	0.00	-76.81
-18.98	COLES ARMIDALE NSW	-3,471.87			0.00	0.00	-18.98
-369.41	NRMA HUT HURSTVILLE	-3,841.28	-20.00		0.00	-20.00	-349.41
-97.95	COLES BATHURST NSW	-3,939.23			0.00	0.00	-97.95
2000	PAYMENT RECEIVED, THANK YOU	-1,939.23			0.00	0.00	2,000.00
-3.5	ATM CASH ADVANCE FEE	-1,942.73			0.00	0.00	-3.50

Total GST on Invoice

9.3 Take care to check that all invoices with no GST, or partial GST, are correctly entered in the worksheet. Remember you only need enter an amount in the "GST on Invoice column" when the amount on the invoice does not agree to the "GST Paid" or "GST Coll" column amounts, usually only a few per quarter. Remember to enter purchases GST as a minus (-) number and sales GST as a positive number.

9.5 Once all entries are completed proceed to checking the audit columns, the GST reconciliation and the Journal.

10 BUSINESS ACTIVITY STATEMENT

10.1 Go to BAS TAB and check the GST Reconciliation Statement

QTR1 GST Reconciliation

Reference W'sheet	BAS		$	
		Sales	**$**	
	G1	Total Sales (incl. GST)	28,860	
		Less		
	G2	Export Sales	0	
	G3	GST Free Sales	0	
G4		Input Taxed Sales	0	
G5		G1+G2+G3		0
G8		Total subject to GST	28,860	
		GST Calc /11	2,624	0
		Rounding		0
G9	1A	GST payable in BAS	2,624	
		Purchases		
	G10	Capital purchases	0	
	G11	Non-capital purchases	-4,141	
G12		G10+G11	-4,141	
		Less:		
G13		Purch's for IT Sales	0	
G14		GST free purchases	-652	
G15		Priv use/non ded exp.s	-118	
G16			-770	
G19		Total subject to GST	-3,371	
		GST Calc /11	-306	0
		Rounding		0
G20	1B	GST refundable in BAS	-306	
		Payable / (Refundable)	$2,319	

RECONCILED

10 BUSINESS ACTIVITY STATEMENT (Cont'd)

10.2 Go to Journal Qtr 1 (2,3,or 4) TAB and check journal balances

45	<spare 4			
46	Drawings			
47	Drawings		262.80	
48	Capital Contributed			
49	Drawings		5,100.00	
50	Drawings % Priv Use Rounding		118.05	
			28,888.01	28,888.01
				0.00

Balanced

10.3 Enter PAYGw Tax Payable, PAYGi and Rebates in BAS (see blue arrows below)

BUSINESS ACTIVITY STATEMENT				
	QTR1 BAS DETAILS	2014		
Incl GST	Total Sales	G1	28,860	
Does the Amount at G1 include GST		x	YES	NO
	Export Sales	G2	0	
	Other GST free sales	G3	0	
Incl GST	Capital Purchases	G10	0	
Incl GST	Non-Capital Purchases	G11	4,141	
	GST on sales	1A	2,624	
	GST on purchases	1B	306	
	PAYGw tax withheld			
	Total Salary & Wage Payt.s	W1	2525.00	
	Amount Withheld	W2	265	←
	PAYGi Instalment - Option 2 Calculation (Only if Option adopted)			
	PAYG Instalment income	T1	26,236	
	Instalment Rate	T3	2%	←
	T1 x T2 (or T3)	T11 & 5A	524.72	←
	Fuel Rebates		765	←
	Payable / (Refundable)		$2,344	

YOUR WORK IS COMPLETED IN MINUTES & ACCURACY IS NOW ASSURED.
Enter the above details on the Business Activity Statement

11 PRIMARY PRODUCERS

Do not try to allocate livestock purchases and sales using the Keyword Grid, rather allocate these items using the appropriate **account number** from the chart.
This is required because for each purchase and sale of livestock, sales quantities must also be entered (no. of head in the adjacent column), and these numbers are not usually included in the bank details record.

A/c No.	Livestock No.	Error stock no.s	Dr / Cr Error	Word Alloc Error x 2	A/c Alloc	Sales Cattle
						0.00
						0.00
						0.00
						0.00
						0.00
						0.00
1	8					2,504.55

Entries Audit (header spanning Error stock no.s, Dr / Cr Error, Word Alloc Error x 2)

No of Head Sold
Cattle Sales Ac Number
Ac No Allocates Cattle Sales $'s

12 SELLING AGENTS ADJUSTMENTS

SETUP
In Agents Adjust's Qtr 1 check account numbers for items from which agents, etc. deduct fees before remitting your income. These will then be set for the full year.

Smith & Co.
2014

Agents Adjust's Qtr 1

Account Summary

	A/c Code	GST Code
Purchases Sheep	6	2
Sales Sheep	2	1
Wool Sales	3	1
Purchases Cattle	5	2
Sales Cattle	1	1

	GST Codes
1	GST Sales
2	GST Purch.
4	Free Sales
5	Free Purch.

TAKE CARE WITH GST CODING FOR GST FREE & NO GST ITEMS eg Govt Charges, Yard Dues etc.

Gross

DATA ENTRY
Enter data from Agents Account Sales and Purchase Invoices.
Select the "Agents Adjust's" for the relevant Qtr.
Enter all amounts as positive numbers.
DO NOT CUT AND PASTE INPUT DATA - RATHER DELETE AND RE-ENTER THE DATA
Stock Agents deduct fees and charges from Account Sales and add to Purchase Invoices which need to be entered using the "Selling Agents Adjustments" TAB for each quarter.

12 SELLING AGENTS ADJUSTMENTS (Cont'd)

Typically these costs are for Agents Commission, Cartage, Govt Levies, etc.
If the adjustments are for Account Sales enter the Sales Ac No. in the **Ac** Column.
Enter only the deduction amounts in the Amount column, (not Gross Sales amount).
If GST is charged leave the default "1" amount in the GST column.
If there is no GST (e.g. Govt Levies) overwrite the default "1" with "4" ie No GST.
If the adjustments are for Livestock Purchases enter the Purchases Ac No. in the
Ac Column.
Enter only the ***adjustment amounts*** in the Amount column, (not Gross Purchases amount).
If GST is charged leave the GST default "2" amount in the GST column.
If there is no GST (e.g. Govt Levies) overwrite the GST default "2" with "5" ie No GST on
Purchase.

Below is a sample of Agents deductions which assumes that $550 GST Incl. was
deducted for Cattle Sales, $330 GST Incl. was deducted for Cattle Purchases, $220
GST Incl. for Wool Sales and $35 no GST Govt Levy was charged in the wool sales.

	Smith & Co.							
	2014							
	Agents Adjust's Qtr 1							
	Account Summary					GST Codes		
		A/c Code	GST Code			1	GST Sales	
	Purchases Sheep	6	2			2	GST Purch.	
	Sales Sheep	2	1			4	Free Sales	
	Wool Sales	3	1			5	Free Purch.	
	Purchases Cattle	5	2					
	Sales Cattle	1	1					
	TAKE CARE WITH GST CODING FOR GST FREE & NO GST ITEMS eg Govt Charges, Yard Dues etc.							
					Gross			
Date	Details	Ac	GST	GST check	Amount	GST	Net	
Start	Start Below							
7/07/2014	Agents Commission	1	1	ok	550	50.00	500	**Sale**
20/08/2014	Agents Commission	5	2	ok	330	30.00	300	**Purchase**
23/09/2014	Agents Commission	3	1	ok	220	20.00	200	**Sale**
23/09/2014	Government Levy	3	4	ok	35	0.00	35	**Sale**
			Default	ok		0.00	0	**Sale**
			Default	ok		0.00	0	Sale

The program will automatically effect the following correcting entry:

	DR	CR
Dr Agents Costs	1,035.00	
Dr GST Paid	70.00	
Cr Sales Cattle		500.00
Cr Wool Sales		231.82
Cr Sales Sheep		0.00
Cr Purchases Cattle		300.00
Cr Purchases Sheep		0.00
Cr GST Collected		73.18
	1,105.00	1,105.00

13 ACCOUNT ENQUIRY

Select "Acc Enquiry" TAB and enter the account number to access the account balance and the input source for each account selected as follows:

Account No.		20		
Motor Vehicle - Business				
DETAILS	**DR**	**CR**	**BAL**	
Opening Balance			0	NIL
CSB Main Ac 1 Qtr 1	429.28		429.28	DR
Visa Ac 2 Qtr 1	1,971.77		2,401.05	DR
CSB Main Ac 1 Qtr 2	342.01		2,743.06	DR
Visa Ac 2 Qtr 2	1,703.11		4,446.17	DR

This facility provides speedy access to the transactions audit trail.

APPENDIX: SAMPLE CHARTS OF ACCOUNTS

Tradesman				*Shop*		
Chart Structure - No. of accounts				**Chart Structure - No. of accounts**		
1	to	4	Income	1	to	4
5	to	37	Expense	5	to	37
38	to	50	Bal sheet	38	to	50

* This is a guide only - each Chart Setup will also depend upon the business entity & specific account requirements.

	Tradesman Chart of Accounts		*Shop* Chart of Accounts
1	Fees Received	1	Sales
2	Interest Received	2	Interest Received
3	Rebates & Refunds	3	Rebates & Refunds
4	<SPARE>	4	<SPARE>
5	<SPARE>	5	Purchases
6	<SPARE>	6	<SPARE>
7	Accounting fees	7	Accounting fees
8	Advertising & Promotion	8	Advertising & Promotion
9	Bank fees	9	Bank fees
10	Borrowing expenses	10	Borrowing Expenses
11	Computer expenses	11	<SPARE>
12	Contract fees	12	Debt collection
13	Debt collection	13	Donations
14	Donations	14	Donations
15	Electricity & Gas	15	Electricity & Gas
16	Fines & Penalties	16	Fuel & Oil
17	Fuel & Oil	17	Hire of Plant & Equipment
18	Hire of Plant & Equipment	18	<SPARE>
19	Insurance	19	Insurance
20	Interest paid	20	Interest paid
21	Legal fees	21	Legal fees
22	Licenses & Fees	22	Licenses & Fees
23	<SPARE>	23	<SPARE>
24	Materials	24	Materials
25	Motor Vehicles	25	Motor Vehicles
26	Office expenses	26	<SPARE>
27	<SPARE>	27	Pasture Improvement
28	Protective Clothing	28	Pest & Weed Control
29	Refunds paid	29	Postage
30	Rent	30	Printing & Stationery
31	Repairs & Replacements	31	Protective Clothing
32	<SPARE>	32	Repairs & Replacements
33	Salaries & Wages	33	<SPARE>
34	Seminars & schools	34	Salaries & Wages
35	Telephone	35	Telephone & Internet
36	Travelling & Accomodation	36	Travelling & Accomodation
37	<SPARE>	37	<SPARE>
38	Sales Assets	38	Sales Assets
39	Transfers a/c to a/c	39	Transfers a/c to a/c
40	Loan Repayments	40	Loan Repayments
41	ATO	41	ATO
42	Purchases Assets	42	Purchases Assets
43	<SPARE>	43	<SPARE>
44	Capital Contributed	44	Capital Contributed
45	<SPARE>	45	<SPARE>
46	<SPARE>	46	<SPARE>
47	<SPARE>	47	<SPARE>
48	Drawings	48	Drawings
49	Drawings	49	Drawings

APPENDIX: SAMPLE CHARTS OF ACCOUNTS (Cont'd)

Tradesman   *Shop*

Chart Structure - No. of accounts

1	to	4	Income	1	to	6
5	to	37	Expense	7	to	37
38	to	50	Bal sheet	38	to	50

* This is a guide only - each Chart Setup will also depend upon the business entity & specific account requirements.

Primary Producer   *Professional Practice*
Chart of Accounts   Chart of Accounts

#	Primary Producer	#	Professional Practice
1	Sales Cattle	1	Fees Received
2	Sales Sheep	2	Interest Received
3	Sales Wool	3	Rebates & Refunds
4	Interest Received	4	<SPARE>
5	Rebates & Refunds	5	<SPARE>
6	<SPARE>	6	<SPARE>
7	Purchases Cattle	7	Accounting fees
8	Purchases Sheep	8	Advertising & Promotion
9	<SPARE>	9	Bank fees
10	Accounting fees	10	Computer expenses
11	Agents fees	11	Contract fees
12	Animal Health	12	Debt collection
13	Bank fees	13	Donations
14	<SPARE>	14	Donations
15	Donations	15	Electricity & Gas
16	Electricity & Gas	16	Fuel & Oil
17	Fines & Penalties	17	Hire of Plant & Equipment
18	Fuel & Oil	18	<SPARE>
19	Hire of Plant & Equipment	19	Insurance
20	<SPARE>	20	Interest paid
21	Insurance	21	Internet
22	Interest paid	22	Legal fees
23	Legal fees	23	Licenses & Fees
24	Licenses & Fees	24	Materials
25	<SPARE>	25	Motor Vehicles
26	Motor Vehicles	26	<SPARE>
27	Office expenses	27	Postage
28	<SPARE>	28	Print & Stationery
29	Pasture Improvement	29	Refunds paid
30	Pest & Weed Control	30	Rent
31	Protective Clothing	31	Repairs & Replacements
32	Repairs & Replacements	32	<SPARE>
33	<SPARE>	33	Salaries & Wages
34	Salaries & Wages	34	Seminars & schools
35	Telephone & Internet	35	Service Fees Paid
36	Travelling & Accomodation	36	Telephone & Internet
37	<SPARE>	37	Travelling & Accomodation
38	Sales Assets	38	Sales Assets
39	Transfers a/c to a/c	39	Transfers a/c to a/c
40	Loan Repayments	40	Loan Repayments
41	ATO	41	ATO
42	Purchases Assets	42	Purchases Assets
43	<SPARE>	43	<SPARE>
44	Capital Contributed	44	Capital Contributed
45	<SPARE>	45	<SPARE>
46	<SPARE>	46	<SPARE>
47	<SPARE>	47	<SPARE>
48	Drawings	48	Drawings
49	Drawings	49	Drawings

APPENDIX: BAS Journal Adjustments

15 **BAS Journals**

Each Qtr has a BAS Journal to make appropriate adjustments (if any) to the Acspert output. Typically these adjustment are for private use calculated in $, cash revenue received, cash expenses paid and, when the business opts for an accruals basis BAS, accrual adjustments

The BAS Journal must always balance to nil. For every plus figure entered there must be a corresponding minus figure, or vice versa. You must use the account numbers to allocate these journals.

15.1 **Cash Income Received**

A customer pays your invoice for $246 with cash:

Drawings	-246	(debit)
Sales	246	(credit)

15.2 **Cash Expenses Paid**

You pay cash for stationery for the business and receive a tax invoice for $312.

Printing & Stationery	-312	(debit)
Capital Contributed	312	(credit)

(Be sure to retain all your cash paid invoices in a separate file)

15.3 **Private Use $'s portion of Business Expense**

You undertake a business trip which has a private use portion not yet deducted from the Travell & Accomodation expensed.
The total cost of the trip was $1242.00 of which the private expense portion was $327.00

Drawings	-327	(debit)
Travel & Accomodation	327	(credit)

15.4 **Expense Reimbursement Offsets**

You have contracted to do a job for a client and under the terms of your engagement you incur $434 in GST free expenses on the client's behalf whereby you pay some invoices **made payable to the client.**
The effect of the transaction is an expense reimbursement and and you do not need to charge GST when you recover these amounts in your invoicing. These amounts can be adjusted as follows:

Sales GST Free	-434	(debit)
Expense GST Free	434	(credit)

This journal writes back what are effectively reimbursements for the the client's expenses and ensures accurate reporting of GST Free Sales. It need only be done once for each reporting period. The journal has no GST affect.
NB This only applies where the expense invoices are made payable to the client not your business.

16 Dr/Cr Errors and Offsets

"Dr/Cr Error" indicates a likely manual account code error.

Offset	GST Collected	GST Paid	NET	A/c No.	Livestock No.	Error stock no.s	Dr / Cr Error	Word Alloc Error ± 2	A/c Alloc
	Entries Audit								
	3,000.00	0.00	30,000.00	1					
	0.00	-3,000.00	-30,000.00	1			Dr / Cr err		

"Offset" indicates a similar potential error determined by the word recognition.

Offset	GST Collected	GST Paid	NET	A/c No.	Livestock No.	Error stock no.s	Dr / Cr Error	Word Alloc Error ± 2	A/c Alloc
	Entries Audit								
	3,000.00	0.00	30,000.00						
	0.00	-3,000.00	-30,000.00				Offset		

If either of these are correct you must approve these offsets by entering an asterik "*" in the narrow offset column.

Offset	GST Collected	GST Paid	NET	A/c No.	Livestock No.	Error stock no.s	Dr / Cr Error	Word Alloc Error ± 2	A/c Alloc
	Entries Audit								
	3,000.00	0.00	30,000.00	1					
*	-3,000.00	0.00	-30,000.00	1					