Finance, Taxation, Payroll and General Ledger

The PCB X3 Finance, Taxation, Payroll and General Ledger Menu section consists of the following modules and menu items:

- Accounts Receivable
- Accounts Payable
- HR Payroll
- Superannuation
- Taxation
- Tools & Analysis
- General Ledger Transaction Menu
- Transaction Enquiries
- Chart of Accounts
- Asset Manager
- Inventory and Warehouse

General Ledger – Accounts Receivable (Debtors)

The PCB X3 Debtors Ledger provides an extensive range of tools for effective and easy management of your receivables.

Major Views – three major views provide drill down access to underlying outstanding sales invoices and all job-related transactions.

1. **Summary of all Debtors** – shows all current debtors, total amount invoiced, total amount outstanding, number of invoices and average days outstanding
2. **Aged Debtors** – shows overall total and break down for current, 30-45 days, 46-60 days, 61-75 days, 76-90 days, 91-120 days and 120+ days
3. **The top 10 Invoices** – lists the 10 largest outstanding invoices and the 10 oldest outstanding invoices

- Print a report of any of the major views or export the data to Microsoft Excel

Transactions

1. **Find a transactions** – find sales invoices based on the invoice #, job #, site #, client #, date range or amount range
2. **To be billed** – access jobs and projects that are ready for invoicing
3. **Un-allocated payments** – payments received but not allocated to a job or sales invoice
4. **Adjustment notes** – select debtors with outstanding invoices & record & print adjustment notes
5. **Bank Payments** – "bank" payments received and print a list that matches the bank deposit slip
6. **GL Transactions** – option provides easy access to the general-ledger transaction inquiry screen showing transactions for the selected debtor going back x number of days

Debtor Related

1. Outstanding sales invoices with access to process payments
2. View payment and sales invoice history
3. **Statements** – select one or more debtors and batch print statements
4. Debtor details
5. **Debtor in register** – access to CRM that lists the debtor's sites, requests, quotes, jobs and tasks
6. Visit the Debtor's web-site
7. Send an Email to the debtor

Credit Risk & Audit

1. **Send Reminders** – batch print reminders, selection of 4 different invoice reminders
2. **Manage Reminders** – view full audits of all debtors with reminders, re-issue reminders or add notes or place a debtor on credit-hold. The credit hold options allow placing a debtor or a site or a job on credit hold
3. **Debtors on hold** – this provides access to the Debtors – Credit Hold Manager. It provides an overview of debtors on-hold, sites on-hold and jobs on-hold. Decide if users only see a warning when creating new transactions for the debtor or disallow any kind of transactions
4. **Approve Changes** – PCB X3 provides an audit trail of changes made to sales invoices. Centrally approve changes or allow users to make changes by providing reasons for change. The facility lists all sales invoices that were changed
5. **Doubt-full Debt** – select a debtor invoice and record a journal for provision for doubt-full debt
6. **Bad Debt** – View all provision for doubt-full debt journals and decide to record / write-off the provision as bad debt

Tasks – select any debtor and view or record a new task that needs doing. See the tasks in the task manager or on any debtor related form.

General Ledger – Accounts Payable (Creditors)

The PCB X3 Creditors Ledger provides an easy way to process vendor payments, reconcile purchase invoices, view pending purchase orders and more.

Major Views – three major views provide drill down access to underlying outstanding purchase invoices, transaction history or payment processing.

1. **Summary of all Creditors** – summary shows creditors and total purchase amount, total amount outstanding, number of invoices and average days outstanding
2. **Aged Creditors –** aged analysis shows overall total and a break down for current, 31-60 days, 61-90 days and 91+ days
3. **Analysis**– analysis shows all purchases summarised by vendor, purchases authorised by HR, breakdown by transaction category and purchases per month

- Print a report of any of the major views or export the data to Microsoft Excel

Transactions – the transaction section provides quick access to the following

1. **Find a transactions** – find any vendor purchase invoice based on purchase order #, invoice #, vendor # or name, job # or date range and amount range
2. **New Transaction** – select a vendor and enter a new transaction
3. **Adjustment notes** – select a creditor with outstanding invoices and record and print an adjustment note
4. **GL Transactions** – this option provides easy access to the general-ledger transaction inquiry screen showing transactions for the selected creditor going back x number of days

Vendor Related – the vendor related section provides access to

1. All current outstanding purchase invoices with access to process a payment
2. Reconcile vendor purchase invoices against statements
3. View purchase invoice and payment history
4. View pending purchase orders
5. Vendor/Creditor details
6. Vendor register
7. Create a new vendor
8. Visit the Vendor's web-site
9. Send an Email to the vendor

HR Payroll & Superannuation

The PCB X3 Payroll module allows payroll processing across multiple registered entities without having to logout and login again.

Key Payroll Features

- Process payroll for GST entities
- Process payroll for semi contractors
- Process payroll for employees
- Automatically post journals to Loans - Personnel/Staff (Assets) in case of underpayment or overpayment
- Deduct and post correct journals for loan advances made to HR
- Reimburse and post correct journals for material purchases made by HR
- Print pay-slips for employees and semi contractors
- Print employer issued invoice for GST entities

Payroll Related Modules & Menu Items

- **PCB X3 TimeSave® Interface** – MS Excel based timesheet system for speedy data-entry. Provides automated pre-loading of jobs and HRs and automated up-loading to PCB X3
- **PCB X3 TimeSave® Authorisation Module** – verification mechanism for pay rates and charge-out rates for data up-loaded via **PCB X3 TimeSave® Interface**
- View historical payroll data, re-print payroll slips or employer issues GST invoices
- View historical timesheet records
- **Superannuation** – process HR superannuation for member funds
- View PAYG tax entries in General Ledger
- Print new timesheets for projects, service jobs or call requests
- Print options for HR Payroll reports

Taxation Module

The PCB X3 Taxation Module is designed to ease the burden of today's regulatory compliance regimes by providing an interface that caters for most tax issues. The key features are:

- Setup entity specific GST settings – accounting method, reporting frequency, GST calculation option and PAYG income payment option
- Record Taxation notices of assessments
- Record PAYG income instalment details
- Allocate key tax dates to entity, nominate who does them and monitor if they were done
- Prepare Business Activity Statements (BAS) and Instalment Activity Statements (IAS)
- Automatically generate journal entries for either BAS or IAS statements with the option to post entries to Creditors Ledger
- Print or export underlying BAS transactions
- Access to all ATO reporting dates for BAS/IAS, PAYG instalments and withholding, Superannuation Guarantee Charge, Income Tax, GST election and instalments and RBL, FBT and State Payroll Tax

Tools & Analysis

The PCB X3 Finance Tools & Analysis Module provides a sophisticated set of tools that include the following:

- Cash-flow Manager
- Budgeting
- Short-term provisioning including transfer options
- Profit & Loss Account Analysis including Enterprise Valuation
- Balance Sheet Analyser including Gearing Ratios and Investment Capacities
- Consolidating Entity Accounts
- End-of-Year Accounting Functions
- Financial Key Performance Indicators (KPI)

General Ledger Transaction Menu

The menu provides access to:

- **Out-flows (Payments):**
  1. Make a payment
  2. Pay Creditors (see Creditors Ledger)
  3. Adjustment Notes – Vendor Returns / Credits
- **In-flows (Receipts):**
  1. Make a deposit
  2. Cash Sales
  3. Receive payments from Debtors (see Debtors Ledger)
  4. "Bank" Deposits
  5. Adjustment Notes – Client returns / credits
- **Assistance:**
  1. Reconcile Accounts
  2. General Journal Entry
  3. Transaction Inquiry
  4. Inter-Entity (Company) Transactions
  5. Recurring Journals
  6. Chart of Accounts

General Ledger Transaction Enquiries

The PCB X3 GL Transaction Enquiries provides a powerful search engine to locate and display transactions. Results can be printed or exported to MS Excel in either transaction detail format or account balances.

Key Transaction Enquiries features

- Transaction Enquiries opens with small chart of accounts attached, double click an account to view transactions
- Advanced Transaction Search allows searching by date range, GL account, reference, amount, batch ID, job ID, reconciled flag, record tags, client, vendor and HR, posting source and memo field
- Click a predefined date range for ease of use
- Sort records by all available fields
- Provides access to underlying transaction

Chart of Accounts

PCB X3 comes with a pre-installed chart of accounts that can be modified to suit.

The user can link accounts to key accounting types such as debtors, creditors and many more. This allows the system to automatically post transactions without the need for user intervention. In addition, key reports or indicators (EBIT & EBITDA) can be generated that make extensive use of the linked accounts.

The Key Chart of Accounts Features:

- Determine account type – Header, detail or payment enabled account
- Set tax code – GST or Non-GST
- Link accounts to predefined key account types
- Link accounts to statutory codes
- Move accounts in the hierarchy
- Verify key linked accounts
- View accounts from all registered PCB X3 entities

Asset Manager

The PCB X3 Asset Manager Module enables the user to effectively manage an entity's assets in terms of maintenance scheduling, depreciation, location and usage.

Assets can be allocated to HRs, Jobs and Projects and can be invoiced to jobs. Setting up an asset allows flagging that the asset can or will be invoiced to future jobs. A corresponding record is automatically created in the inventory for this purpose.

Assets can include computer software and includes licensing agreements. System alerts inform the user to HR allocations that exceed the permitted # of users in an agreement.

Asset maintenance scheduling appears automatically in the PCB X3 Task Manager for system users that belong to the Finance business unit.

Inventory

The PCB X3 Inventory is designed to manage efficiently and effortlessly a wide range of stock items. It makes use of a three level hierarchy structure that allows for optimum grouping and categorising.

The key features are:

- Allocate stock items to predefined jobs
- Allocate stock items to quotes
- Allocate stock items to purchase orders
- Allocate stock items to sales invoices
- Capture stock item unit / packaging details
- Record multiple costs, standard, replacement, sales , RRP net, tax, RRP gross and freight charges
- Provides stock on hand overview including current commitments, PO's + in transit, available for sale.
- Stock item warehouse location and bin
- Stock item notes
- Bill of Material (BOM)

Warehouse

The PCB X3 Warehouse is designed to track overall vendor purchases going in and material allocations to jobs going out. It also tracks inventory stock item movements.

The warehouse provides easy access to vendor transactions based on transaction categories as well as stock items.

PCB X3 tracks the material allocations to jobs going out via the special entity vendor that is created when PCB is set-up. The special entity vendor can be used on any material purchase that is allocated to jobs.