



**admin**  
**bandit**<sup>®</sup>

*software for volunteer treasurers*

# USER MANUAL

## Part 5 - Money Reports

**Software** for the benefit of  
community group treasurers and  
the peak bodies supporting them

# PART FIVE

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Welcome to the Part 5 of Admin Bandit's user manual ... you're working so hard!

This part is dedicated to **Money Reports**, which include everything from transactions and budgets to BAS and equipment.

There's a lot to cover here, but the result is a wealth of convenient information to present to your committee for future planning.

# CONTENTS

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<b>MONEY REPORTS</b>	<b>3</b>
<b>TRANSACTION REPORT</b>	<b>4</b>
<b>CATEGORIES (DETAILED) REPORT</b>	<b>8</b>
<b>CATEGORIES (SUMMARY) REPORT</b>	<b>14</b>
<b>BUDGET REPORT</b>	<b>17</b>
<b>QUARTERLY BAS</b>	<b>21</b>
<b>EQUIPMENT REPORT</b>	<b>28</b>
<b>INVOICES OUT (DETAILED) REPORT</b>	<b>32</b>
<b>INVOICES OUT (SUMMARY) REPORT</b>	<b>36</b>

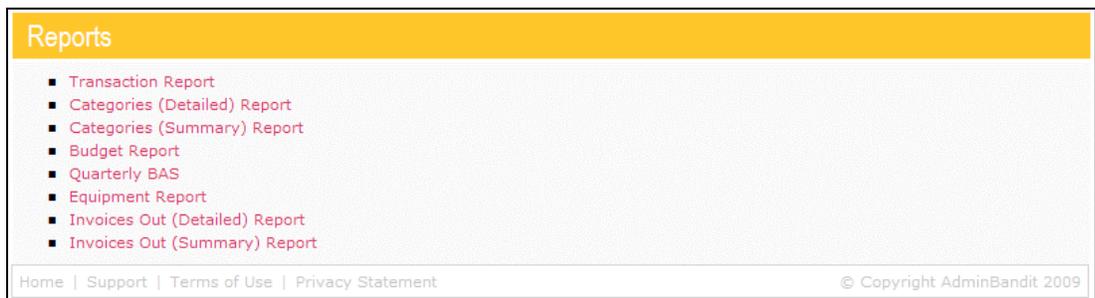
# Money Reports

As the name suggests, this section is dedicated specifically to reports about money — that is, your income and expenses — which Admin Bandit automatically generates based on data you've already entered.

Select **Money Reports** in **Reports** on the main menu bar and a screen, also called **Reports**, appears. As you can see, you have a choice of eight reports to generate:

1. **Transaction Report**
2. **Categories (Detailed) Report**
3. **Categories (Summary) Report**
4. **Budget Report**
5. **Quarterly BAS**
6. **Equipment Report**
7. **Invoices Out (Detailed) Report**
8. **Invoices Out (Summary) Report.**

Each one provides some of the information you've just seen in your **Treasurer's Report** — but in far more depth, the kind needed for making important strategic decisions.



The screenshot shows a web interface with a yellow header bar labeled "Reports". Below the header is a list of eight report options, each preceded by a small square bullet point. At the bottom of the interface, there is a footer with navigation links and a copyright notice.

- Transaction Report
- Categories (Detailed) Report
- Categories (Summary) Report
- Budget Report
- Quarterly BAS
- Equipment Report
- Invoices Out (Detailed) Report
- Invoices Out (Summary) Report

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# TRANSACTION REPORT

Your **Transaction Report** is a full list of your financial transactions, including income, expenses, member fees and bank deposits. As you can tell by the name, it's similar in many ways to the **Transaction List** in the **Money** function, and is also very much like a bank statement.

Click on **Transaction Report** and, just like when you generated your **Treasurer's Report**, you'll be directed to a **Select Date Range** screen, which contains a box divided in half:

1. **Start Date**
2. **End Date**.

As before, enter the start of your financial year at **Start Date** and the final day of the last full month at **End Date**. In doing this, you're asking Admin Bandit to generate a **Transaction Report** for the year to date, which means it will cover every financial transaction you've made for the current financial year.

Select Date Range

Start Date			End date		
1	Jul	2008	31	Jan	2009

Cancel Confirm

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If you click **Cancel**, you'll be directed back to the **Transaction List**. When you click **Confirm**, a **Report Generated** screen appears.

Report Generated

Report generation has completed.  
Click [here](#) to download the report.

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Click the **here** link to download your report. A **Done** screen follows, along with a **File Download** box, which gives you three options:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: prompts you to save your report to your computer as a PDF document

3. **Cancel**: terminates your report.

In each case, you'll be directed back to **Reports** screen for **Money** when your request is completed.

We recommend that you save your **Transaction Report** into a dedicated file and open it for viewing from that location.



## Understanding Your Transaction Report

As we said before, your **Transaction Report** is very similar in format to a bank statement, which means you'll have no trouble reading and understanding it.

Let's go through the key details in the sample report in the following pages:

- 1 Your organisation name
- 2 Title of report
- 3 Time period of report
- 4 Bank account in question
- 5 **Date**: for each transaction
- 6 **Num**: receipt numbers
- 7 **Who**: the individuals or organisations who money was paid to or received from, or the type of transaction, such as member fee, receipt, payment or bank transfer
- 8 **Transfer Amount**: shows transactions that do not affect your bank balance. For example, as we said before, petty cash is technically an asset, just one that you keep on hand, not in the bank. Meanwhile, bank deposits are also recorded as individual receipts — these, not the lump sum, affect your balance
- 9 **Money In**: receipts

- 10 **Money Out:** payments; hence, the minus sign in front of each amount
- 11 **Balance:** shows how each receipt and payment changes the amount of money in your account
- 12 **Total Inflow:** total amount of money that came into your bank account and, thus, organisation over the period of the report
- 13 **Total Outflow:** total amount of money that came out of your bank account and, thus, organisation over the period of the report.

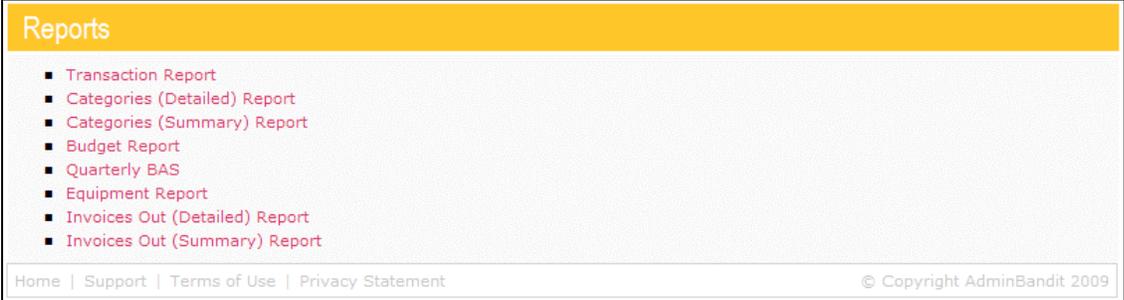


# CATEGORIES (DETAILED) REPORT

Just like your **Transaction Report**, the **Categories (Detailed) Report** provides a full list of receipts and payments. However, the difference is that this report divides your financial transactions according to the categories you've set up in Admin Bandit.

Select **Money Reports** again in the **Reports** pull-down menu. Once again, the **Reports** screen appears ... this time click on **Categories (Detailed) Report**, which activates a **Select Date Range** screen. As before, this contains a box divided in half:

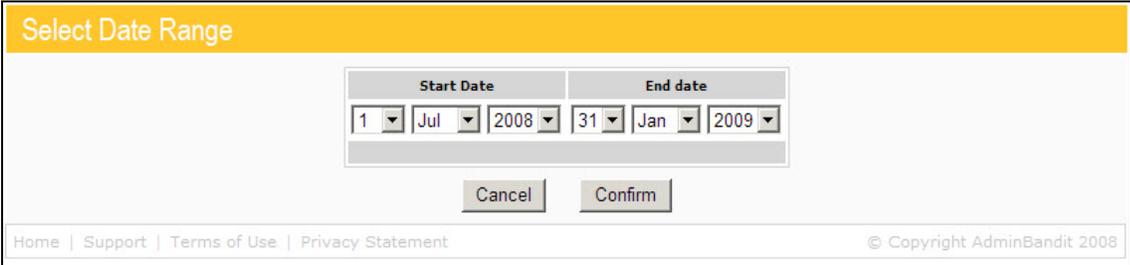
1. **Start Date**
2. **End Date.**



The screenshot shows a web interface with a yellow header bar labeled "Reports". Below the header is a list of report options, each preceded by a small square icon:

- Transaction Report
- Categories (Detailed) Report
- Categories (Summary) Report
- Budget Report
- Quarterly BAS
- Equipment Report
- Invoices Out (Detailed) Report
- Invoices Out (Summary) Report

At the bottom of the page, there is a navigation bar with links: "Home | Support | Terms of Use | Privacy Statement" and a copyright notice: "© Copyright AdminBandit 2009".



The screenshot shows a web interface with a yellow header bar labeled "Select Date Range". Below the header is a form with two columns: "Start Date" and "End date". Each column contains three dropdown menus for day, month, and year.

Start Date			End date		
1	Jul	2008	31	Jan	2009

Below the form are two buttons: "Cancel" and "Confirm". At the bottom of the page, there is a navigation bar with links: "Home | Support | Terms of Use | Privacy Statement" and a copyright notice: "© Copyright AdminBandit 2008".

Enter the start of your financial year at **Start Date** and the final day of the last full month at **End Date**. In doing this, you're asking Admin Bandit to generate a **Categories (Detailed) Report** for the year to date, which means it will cover every financial transaction you've made for the current financial year according to the category you've listed it under.

Click the **Confirm** button to generate your report.

Alternatively, click **Cancel** if you don't wish to proceed and you'll be directed to the **Transaction List**.

### Report Generated

Report generation has completed.  
Click [here](#) to download the report.

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Click the red **here** link to go to a **Done** screen, which activates the familiar **File Download** window. As usual, this contains three options:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: prompts you to save your report to your computer as a PDF document
3. **Cancel**: terminates your report.

In each case, you'll be directed back to **Reports** screen for **Money** when your request is completed.

As usual, we recommend that you save your **Categories (Detailed) Report** into a dedicated file on your computer and open it for viewing from that location.

### Done

The file was downloaded from the server, you will redirected in 5 seconds  
Click [here](#) if you do not wish to wait.

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## Understanding Your Categories (Detailed) Report

At first glance, your **Categories (Detailed) Report** may look more complicated than your **Transaction Report**, but it's not — it's just an alternative way of presenting the same information. The **Categories (Detailed) Report** has three key formatting differences:

1. Receipts and payments are split — receipts are in the first half of the report, while payments are in the second
2. Transactions are grouped by category, rather than listed by chronological date
3. Instead of a running total, subtotals are listed by category.

Let's go through the main parts of the report on the sample on the following couple of pages:

- ① Your organisation name
- ② Name of report
- ③ Time period of report
- ④ Bank account in question
- ⑤ **Receipts**
- ⑥ **Date:** for each receipt
- ⑦ **Num:** receipt number
- ⑧ **Who:** the individuals or organisations who money was received from  
Amount for individual receipt
- ⑨ **Amount:** category subtotal of income
- ⑩ Example of category
- ⑪ **Total Receipts**
- ⑫ **Payments**
- ⑬ **Date:** for each payment
- ⑭ **Num:** invoice number
- ⑮ **Who:** the individuals or organisations who money was paid to
- ⑯ Amount for individual payment

17 **Amount:** category subtotal of payments

18 Example of category

19 **Total Payments**

20 **Total Receipts – Total Payments:** this should be the amount you have in your bank account!

21 Back in **Client Details**, if you ticked the **Registered for GST** box, all amounts will be displayed without GST and a note will appear to that effect. If you didn't tick the box, all amounts will include GST

1 Merry Men

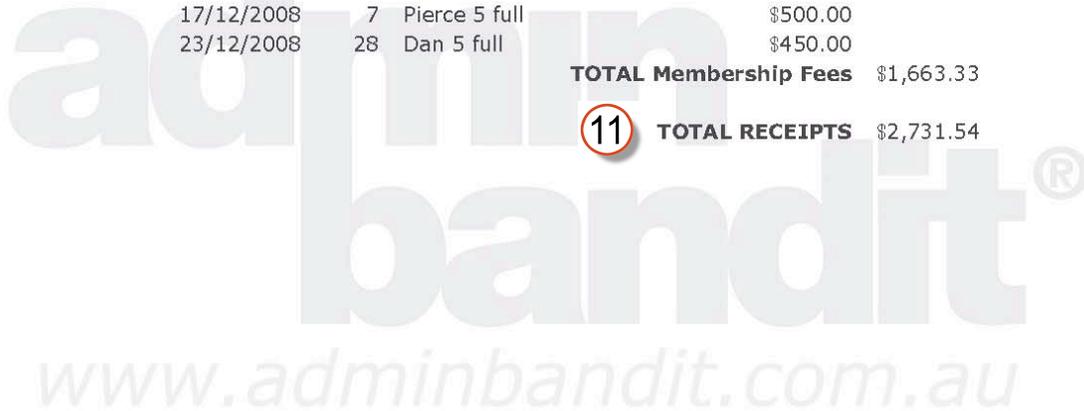
2 **Statement of Receipts and Expenditure**

Category (detailed) Report

3 15 Jun 2008 to 31 Jan 2009

4 **Working Account**

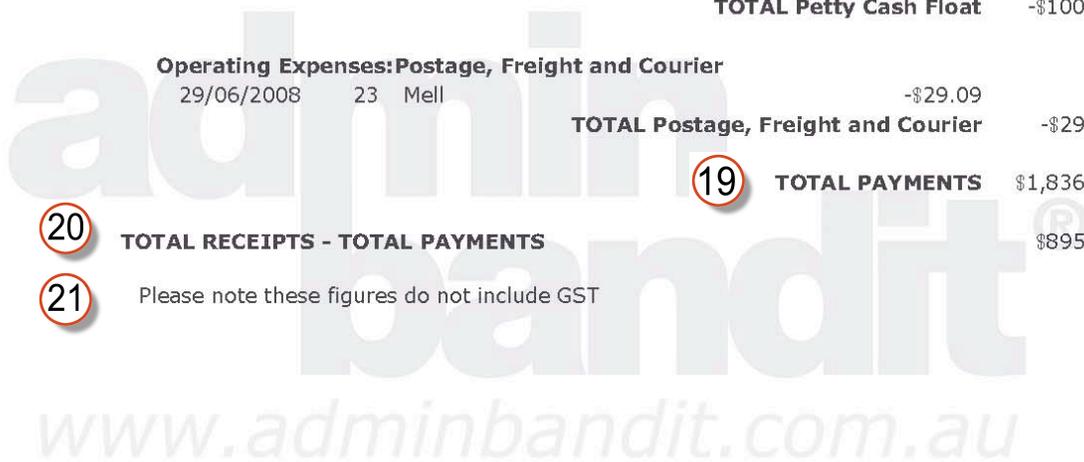
Date	Num	Who	Amount
<b>5 RECEIPTS</b>			
<b>Fund Raising/Event Income:Chocolate drive</b>			
27/07/2008	45	Mr Ed	\$570.83
12/12/2008	9	Ben Affleck	\$235.00
		<b>TOTAL Chocolate drive</b>	\$805.83 <b>9</b>
<b>Miscellaneous Income:Interest</b>			
18/06/2008	9	Westpac	\$29.65
		<b>TOTAL Interest</b>	\$29.65
<b>10 Operating Income:Sale of Goods</b>			
05/12/2008	5	Matt Damon	\$232.73
		<b>TOTAL Sale of Goods</b>	\$232.73
<b>Membership Fees</b>			
17/07/2008	2	Ben 3/1 part	\$25.00
18/07/2008	3	Pierce 2/1 full	\$150.00
18/08/2008	3	Pierce 2/2 full	\$75.00
18/09/2008	4	Pierce 2/3 full	\$150.00
18/09/2008	6	Matt 4-2 part	\$16.20
19/09/2008	5	daniel 4-1 full	\$64.40
17/12/2008	7	Pierce 5 full	\$500.00
23/12/2008	28	Dan 5 full	\$450.00
		<b>TOTAL Membership Fees</b>	\$1,663.33
		<b>11 TOTAL RECEIPTS</b>	\$2,731.54



**Merry Men**  
**Statement of Receipts and Expenditure**  
**Category (detailed) Report**  
**15 Jun 2008 to 31 Jan 2009**  
**Working Account**

Date	Num	Who	Amount
<b>12 PAYMENTS</b>			
<b>Fund Raising/Event Expenses:Chocolate drive</b>			
01/12/2008	11	Cadburys	-\$1,000.00
		<b>TOTAL Chocolate drive</b>	-\$1,000.00
<b>Operating Expenses:Association Activities</b>			
05/12/2008	55	Local Council	-\$80.00
		<b>16 TOTAL Association Activities</b>	-\$80.00
			<b>17</b>
<b>Operating Expenses:Cleaning</b>			
12/12/2008	6	Cleanering Co	-\$318.18
		<b>TOTAL Cleaning</b>	-\$318.18
<b>Operating Expenses:Meeting expenses</b>			
29/06/2008	23	Mell	-\$309.09
		<b>TOTAL Meeting expenses</b>	-\$309.09
<b>18 Operating Expenses:Petty Cash Float</b>			
17/07/2008	1	Teacher	-\$100.00
		<b>TOTAL Petty Cash Float</b>	-\$100.00
<b>Operating Expenses:Postage, Freight and Courier</b>			
29/06/2008	23	Mell	-\$29.09
		<b>TOTAL Postage, Freight and Courier</b>	-\$29.09
		<b>19 TOTAL PAYMENTS</b>	\$1,836.36
		<b>20 TOTAL RECEIPTS - TOTAL PAYMENTS</b>	\$895.18

**21** Please note these figures do not include GST



# CATEGORIES (SUMMARY) REPORT

As with your **Categories (Detailed) Report**, the **Categories (Summary) Report** lists your organisation's income and expenses by category. The difference, however, is that, as the name suggests, the summary provides fewer particulars, allowing you to see basic financial data for each category on as little as a single page.

Now, accessing the **Categories (Summary) Report** is essentially the same as for its in-depth counterpart. Start by selecting **Money Reports** in the **Reports** pull-down menu on the main menu bar. This activates the **Money Reports** screen, which contains a red **Categories (Summary) Report** link (the last one in the list).

As the rest of the process for generating both categories reports is the same, we won't go through it again here. See the previous few pages if you need a reminder.

## Understanding Your Categories (Summary) Report

Just like its detailed cousin, the **Categories (Summary) Report** provides the same information as the **Transaction Report** ... only arranged differently. As above:

- Receipts and expenses are listed separately
- Transactions are arranged by category instead of chronological date
- Rather than a running total, subtotals are listed by category, which are tallied at the end of the sections on receipts and expenses.

Let's go through the following example using the key below....

- ① Your organisation's logo (if you added this in **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report title
- ④ Date range of report
- ⑤ Accounts included in report
- ⑥ **List of Receipts & Expenditure**

- 7 List of **Receipts**
- 8 Receipts are arranged by category; in this example, Fundraising/Event Income and Operating Income are the two categories of income included
- 9 Total amount of income earned in individual category during the report period; in this case, fundraising and events earned \$2072.73
- 10 Subcategory within category; in this example, a sausage sizzle is a subcategory of the fundraising/event income category
- 11 Income earned from a subcategory activity, in this case money earned from membership fees
- 12 Total earnings from all income-producing categories
- 13 List of **Expenses**
- 14 Expenses are also arranged by category; here, Miscellaneous Expenses and Operating expenses are the two categories of payments included
- 15 Amount spent for this category in the report period
- 16 Subcategory within category; in this example, consumables is a subcategory of Operating Expenses
- 17 Amount spent on a subcategory, in this case consumables
- 18 Total expenses for all categories
- 19 Total profit or loss for the report period (loss is signified by a minus sign)
- 20 A note about GST appears if you've noted in **Client Details** (under **Options**) that your organisation is not registered for GST

1



2

**Robyn Hood's Merry Men**

3

**Statement of Receipts and Expenditure  
(Summary)**

4

01 Jan 2009 to 04 Nov 2009

5

Main Account

6

**RECEIPTS & EXPENDITURE:**

7

**RECEIPTS**

Amount this period

Fund Raising/Event Income

8

\$ 2,072.73

9

Sausage Sizzle

10

\$ 2,072.73

Operating Income

\$ 2,259.69

Membership Fees

11

\$ 1,510.00

Sale of Goods

\$ 749.69

**TOTAL RECEIPTS**

**\$ 4,332.42**

13

**EXPENSES**

Amount this period

Miscellaneous Expenses

14

\$ 459.09

15

Other Expenses

\$ 459.09

Operating Expenses

\$ 3,385.61

Consumables

16

17

\$ 16.06

Equipment

\$ 3,266.69

Printing & Stationery

\$ 25.00

Telephone & Fax Charges

\$ 77.86

**TOTAL PAYMENTS**

**\$ 3,844.70**

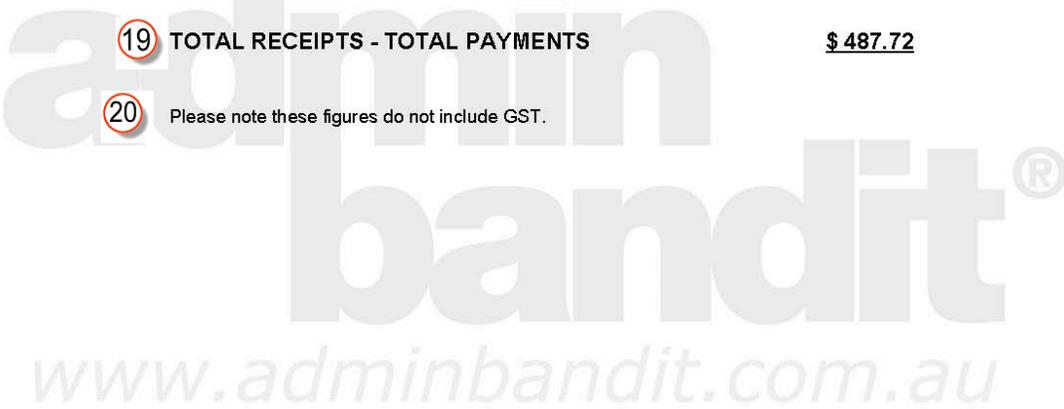
19

**TOTAL RECEIPTS - TOTAL PAYMENTS**

**\$ 487.72**

20

Please note these figures do not include GST.



# BUDGET REPORT

It probably seems like an eon ago, but way back in the **Categories** function, you set a budgeted income or expenditure against each category you created. Well, what you were essentially doing was making your organisation's annual budget. Your **Budget Report** is that information neatly arranged into the acceptable format to hand straight to your committee.



---

## Who Knew Making a Budget Could Be That Easy

Well, there's actually a little more to it than adding a few projected figures into Admin Bandit's **Categories** function. But, as usual, we're on the ball and have prepared more information for you on this topic! Check out our *Volunteer Treasurer's Survival Guide* — a free 27-page booklet that you can download when you register with us — for how to set an annual budget for your organisation, plus five other really useful articles.

---

Let's return to the **Reports** pull-down menu on the main menu bar and again select **Money Reports**. This time, click **Budget Report** on the **Reports** screen.

Note the **Select Date Range** screen doesn't appear — instead, the **Report Generated** screen appears immediately, with a red **here** link for you to download your report. The reason for this is that a budget is a single document produced to cover an entire year, which voids the need for a date range.

**Report Generated**

Report generation has completed.  
Click [here](#) to download the report.

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Now, download your report when the **Report Generated** screen above appears. As before, we recommend you save it to a dedicated folder on your computer.

## Understanding Your Budget Report

Your **Budget Report** is a simple list of projected money in and money out. Like your **Categories (Detailed) Report**, it's divided in two, with receipts in the first half and expenses in the second. And, once again, items are listed by category.

Let's take a closer look:

- ① Organisation name
- ② Report title
- ③ Bank account
- ④ **Year**
- ⑤ **Receipts**
- ⑥ Sample income category
- ⑦ **Budget for the Year:** anticipated income for entire category
- ⑧ Sample item in income category
- ⑨ **Budget for the Year:** anticipated income for individual item
- ⑩ **Income Budget:** total anticipated income for the year
- ⑪ **Expenses**

- ⑫ Sample expense category
- ⑬ **Budget for the Year:** anticipated expenditure for entire category
- ⑭ Sample item in expense category
- ⑮ **Budget for the Year:** anticipated expenditure for individual item
- ⑯ **Expense Budget:** total anticipated expenditure for the year
- ⑰ **Budget Surplus (or Loss)**

1 **Merry Men**  
2 **BUDGET REPORT**  
3 Working Account  
 YEAR: 2009 4

**5 RECEIPTS**

	<b>Budget for the year</b>
<b>Operating Income</b>	<b>\$ 10,000</b>
Membership Fees	\$ 10,000
<b>Miscellaneous Income</b>	<b>\$ 600</b>
GST refunded	\$ 500
Interest	\$ 100
<b>Grants Income</b>	<b>\$ 3,000</b>
Grants (C'W) Op'g- One-off	\$ 3,000
<b>6 Fund Raising/Event Income</b>	<b>\$ 7,500</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">7</span>
Chocolate drive	\$ 6,000
8 Sausage Sizzle	\$ 1,500 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">9</span>
<b>10 INCOME BUDGET</b>	<b><u>\$ 21,100</u></b>

**11 EXPENSES**

	<b>Budget for the year</b>
<b>Operating Expenses</b>	<b>\$ 19,200</b>
Association Activities	\$ 2,500
Cleaning	\$ 8,600
Consumables	\$ 3,200
Equipment	\$ 2,000
Insurance- General	\$ 1,800
Insurance- Public Liability	\$ 800
Repairs & Maintenance	\$ 300
<b>Fund Raising/Event Expenses</b>	<b>\$ 1,500</b>
Chocolate drive	\$ 1,000
Sausage Sizzle	\$ 500
<b>12 Administrative Expenses</b>	<b>\$ 380</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">13</span>
Audit Fees	\$ 200
14 Bank Charges	\$ 50
Fees & Permits	\$ 130 <span style="border: 1px solid black; border-radius: 50%; padding: 2px 6px;">15</span>
<b>16 EXPENSE BUDGET</b>	<b><u>\$ 21,080</u></b>

**17 BUDGET SURPLUS: \$20**

# QUARTERLY BAS

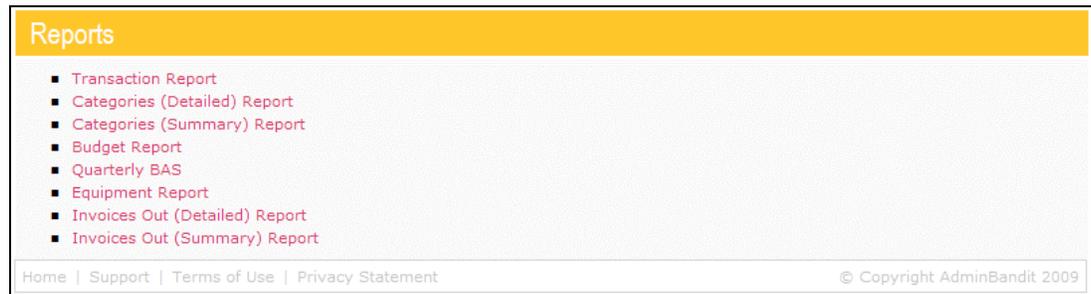
BAS — these three letters have been known to make volunteer treasurers scream. But not anymore ... you see, our **Quarterly BAS Report** leaves you with nothing to do but transfer the data onto your BAS form and lodge it with the ATO.

First, let's clarify an important point: we've tailored the **Quarterly BAS Report** to the [ATO's "GST option 1"](#), which requires you to calculate GST and report quarterly. We've done this because our experience suggests this is:

1. The fastest way to get money owed back into your coffers
2. The easiest option (the others require you to lodge an annual GST report).

So let's get started....

First, select **Money Reports** in **Reports** on the main menu bar. This activates the **Money Reports** screen, on which you need to click the red **Quarterly BAS** link (the fifth one down).



This takes you to a **Select Date Range** screen, which comprises a single **End Date** box. This is divided into two parts: choose the last full financial quarter in the left-hand pull-down menu and the current financial year in the right-hand pull-down menu.

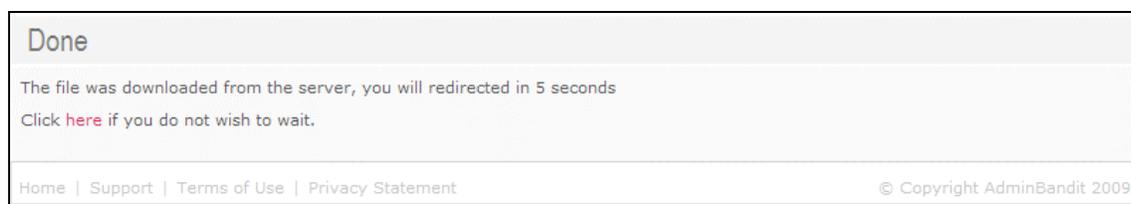


Click **Confirm** to proceed or **Cancel** to go to the **Transaction List**.

On choosing **Confirm**, a **Report Generated** screen appears with a red **here** to download your report. Click this and, as usual, a **Done** screen appears and **File Download** box activates, inviting you to either:

1. **Open**: your report as Adobe Reader
2. **Save**: your report to your computer as a PDF file
3. **Cancel**: abort downloading your report.

After completing any of the above actions, you'll be directed to the main **Reports** screen.



## Understanding Your Quarterly BAS

We have one small recommendation before we continue: the back of your **Quarterly BAS** report comprises lists of relevant transactions arranged according to each BAS form section. Cast your eye over these for anything that doesn't seem quite right, which you can then check in more detail in Admin Bandit.

Now, if you've ever filled a BAS form before, you'll see on the following four pages that your **Quarterly BAS Report** looks pretty much the same. We've done this, of course, to make filling the form super easy for you.

Let's go through a sample using the key below....

- ① Financial quarter of report
- ② Report title
- ③ Your organisation's ABN
- ④ Your organisation's name

- ⑤ Your name (as volunteer treasurer, you'll be generating this report!)
- ⑤ Option 1: Calculate GST and report quarterly has been pre-selected for you
- ⑦ Lists of relevant transactions, arranged by the BAS form labels, for you to check
- ⑧ A reminder to fill out an official ATO BAS form and not send this report in!
- ⑨ A sample of transactions listed by a BAS form label

① 1 Jan 2009 to 31 Mar 2009

② Business  
activity  
statement

③ Document ID:  
ABN: 12 003 678 912

④ Robyn Hood's  
Merry Men

Form due on:

GST Accounting Method: Cash

Contact phone number: Not Specified

⑤ Contact person who completed  
the form: Maid Marion

## Goods and Services tax (GST)

⑥  Option 1: Calculate GST and report quarterly

Total sales G1 \$ 6928

Does the amount shown  
at G1 include GST?  
(indicate with X)  Yes  No

Export sales G2 \$ 0

Other GST-free sales G3 \$ 6360

Capital purchases G10 \$ 2650

Non-capital purchases G11 \$ 4827

## Summary

### Amounts you owe the Tax Office

GST on sales **1A** \$

PAYG tax withheld **4** \$

PAYG income tax instalment **5A** \$

Deferred company fund instalment **7** \$

1A + 4 + 5A + 7 **8A** \$

### Amounts the Tax Office owes you

GST on purchases **1B** \$

**Do not complete 1B if using GST instalment amount (Option 3)**

Credit from PAYG income tax instalment **5B** \$

1B + 5B **8B** \$

## Payment or Refund

Is 8A more than 8B? (indicate with X)

Yes, then write the result of 8A minus 8B at 9. This amount is payable to the Tax Office.

No, then write the result of 8B minus 8A at 9. This amount is refundable to you (or offset against any other tax debt you have).

**9** \$

**7** Label Details Section - to analyse the content of the BAS labels

**8** **NOTE:** This report has been produced to assist you in filling out the official Australian Tax Office Business Activity Statement. It is meant as a guide only and should NOT be submitted to the Australian Tax Office.

**9** **G1** *Total sales and income and other supplies*

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>GST Amount</u>
02/01/09	1	Angelina Jolie	Sale of Goods	\$ 568.00	\$ 51.64
03/01/09	4	Angelina Jolie	fee payment	\$ 500.00	\$ 0.00
03/01/09	5	Brad Pitt	fee payment	\$ 150.00	\$ 0.00
03/01/09	46	Little John	fee payment	\$ 500.00	\$ 0.00
05/01/09	47	Matt Damon	fee payment	\$ 150.00	\$ 0.00
06/01/09	48	Naomi Watts	fee payment	\$ 60.00	\$ 0.00
01/02/09	85	Elvis Presley	Donations- Non-Tax Deductible	\$ 5,000.00	\$ 0.00
Total				\$ 6,928.00	\$ 51.64

**G3** *Other GST free supplies*

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>GST Amount</u>
03/01/09	4	Angelina Jolie	fee payment	\$ 500.00	\$ 0.00
03/01/09	5	Brad Pitt	fee payment	\$ 150.00	\$ 0.00
03/01/09	46	Little John	fee payment	\$ 500.00	\$ 0.00
05/01/09	47	Matt Damon	fee payment	\$ 150.00	\$ 0.00
06/01/09	48	Naomi Watts	fee payment	\$ 60.00	\$ 0.00
01/02/09	85	Elvis Presley	Donations- Non-Tax Deductible	\$ 5,000.00	\$ 0.00
Total				\$ 6,360.00	\$ 0.00

**G10** *Capital Purchases*

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>GST Amount</u>
02/02/09	88	Ikea	Equipment	\$ 2,650.00	\$ 240.91
Total				\$ 2,650.00	\$ 240.91

**G11** *Other acquisitions (all payments except equipment purchases > 300)*

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>GST Amount</u>
02/01/09	55	Cadburys	Other Expenses	\$ 505.00	\$ 45.91
15/01/09	25	Rebel Sport	Equipment	\$ 887.36	\$ 80.67
27/01/09	48	Brad Pitt	Multiple	\$ 99.26	\$ 7.29
28/01/09	89	Telstra	Telephone & Fax Charges	\$ 85.65	\$ 7.79
02/02/09	87	Office works	Equipment	\$ 1,352.00	\$ 122.91

**G11 (cont)** *Other acquisitions (all payments except equipment purchases > 300)*

<u>Date</u>	<u>Num</u>	<u>Description</u>	<u>Category</u>	<u>Amount</u>	<u>GST Amount</u>
02/02/09	99	Jacaranda Education	Equipment	\$ 589.65	\$ 53.60
02/02/09	88	Artiwood	Equipment	\$ 56.00	\$ 0.00
05/02/09	66	Sportsmans warehouse	Equipment	\$ 1,253.00	\$ 113.91
Total				\$ 4,827.92	\$ 432.08



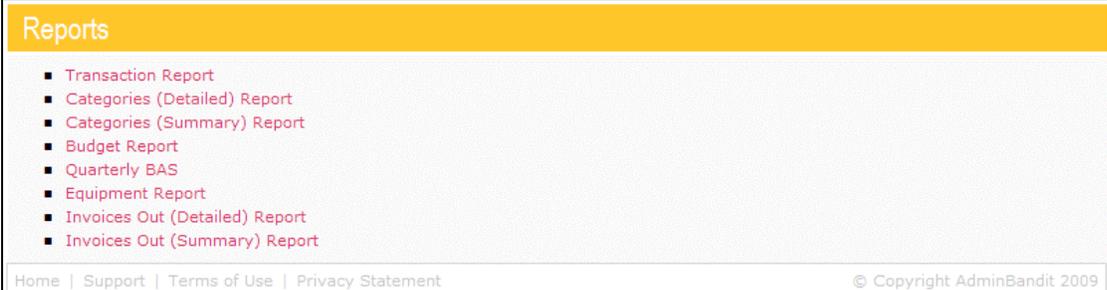
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# EQUIPMENT REPORT

Your **Equipment Report** is a simple, yet comprehensive, list of all items of equipment your organisation has purchased in the current financial year. Essentially, it's an inventory of your equipment, which shows when each item was purchased, who from and the amount. What a fantastic tool for assessing future purchases, calculating insurance requirements and creating an assets register!

Select **Money Reports** in the **Reports** pull-down menu, which will generate the **Reports** screen. This time, click on the red **Equipment Report** link, which, as you've come to expect, activates a **Select Date Range** screen. This comprises a box divided in half:

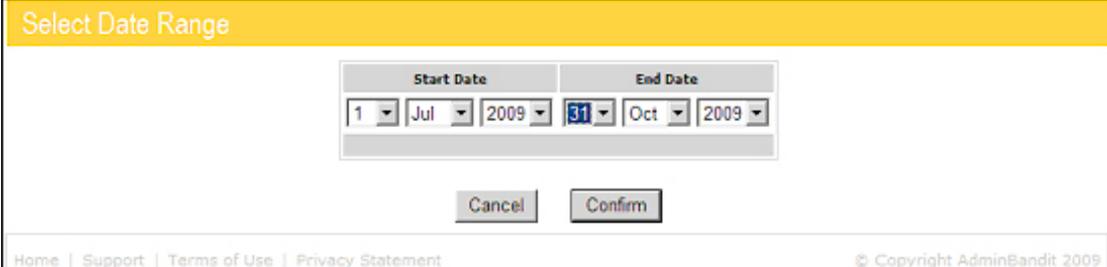
3. **Start Date**
4. **End Date.**



The screenshot shows a web interface with a yellow header bar labeled "Reports". Below the header is a list of report options, each preceded by a small square icon:

- Transaction Report
- Categories (Detailed) Report
- Categories (Summary) Report
- Budget Report
- Quarterly BAS
- Equipment Report
- Invoices Out (Detailed) Report
- Invoices Out (Summary) Report

At the bottom of the page, there is a navigation bar with links: Home | Support | Terms of Use | Privacy Statement, and a copyright notice: © Copyright AdminBandit 2009.



The screenshot shows a web interface with a yellow header bar labeled "Select Date Range". Below the header is a form with two columns: "Start Date" and "End Date".

Start Date			End Date		
1	Jul	2009	31	Oct	2009

Below the form are two buttons: "Cancel" and "Confirm".

At the bottom of the page, there is a navigation bar with links: Home | Support | Terms of Use | Privacy Statement, and a copyright notice: © Copyright AdminBandit 2009.

Enter the start of your financial year at **Start Date** and the final day of the last full month at **End Date**. In doing this, you're asking Admin Bandit to generate an **Equipment Report** for the year to date, which means it will contain every item of equipment your organisation has purchased this financial year.

Click the **Confirm** button to generate your report. Or click **Cancel** if you don't wish to proceed — you'll be taken to the **Transaction List** instead.

If you do go ahead, your report will be generated almost instantly and you'll be directed to a Report Generated screen, where download is as easy as clicking the red **here** link.



When your **Equipment Report** is downloaded, a **Done** screen appears and a **File Download** window pops open. This window gives you three options:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: prompts you to save your report to your computer as a PDF file
3. **Cancel**: Terminates your report.

In each case, when your chosen action is completed, you'll be directed back to the **Money Reports** screen.

As usual, we recommend that you save your **Equipment Report** into a dedicated file on your computer and open it for viewing from that location.



## Understanding Your Equipment Report

Your **Equipment Report** is essentially an inventory of all the equipment your organisation has bought for the financial year to date. In a simple table form, it's also provides basic purchase information for each item.

Let's look at the following example:

- ① Your organisation's logo (if you added this in **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report title

- ④ Accounts included in report
- ⑤ **Date**: for each purchase
- ⑥ Individual cheque numbers
- ⑦ Cheque number
- ⑧ **Description**: of equipment bought
- ⑨ Cost of individual items of equipment
- ⑩ Person or company from whom equipment was purchased
- ⑪ Total amount spent on equipment for the financial year to date
- ⑫ A GST-free note will appear if you have marked your organisation as GST-  
except in the **Options** function



② **Robyn Hood's Merry Men**  
③ **EQUIPMENT REPORT**  
01 Jan 2009 to 31 Mar 2009 ④  
⑤ All accounts

⑥ Date	⑦ Num	⑧ Description	⑨ Cost
15/01/2009	25	<b>BALLS</b> From: Rebel Sport ⑩	\$ 806.69
27/01/2009	48	<b>WHISTLES</b> From: Brad Pitt	\$ 50.91
02/02/2009	87	<b>PHOTOCOPIER</b> From: Office works	\$ 1,229.09
02/02/2009	88	<b>PUZZLES</b> From: Artiwood	\$ 56.00
02/02/2009	88	<b>OFFICE FURNITURE</b> From: Ikea	\$ 2,409.09
02/02/2009	99	<b>BOOKS</b> From: Jacaranda Education	\$ 536.05
05/02/2009	66	<b>TENNIS NETS</b> From: Sportsmans warehouse	\$ 1,139.09
⑪ <b>TOTAL EQUIPMENT PURCHASED:</b>			\$ 6,226.92

⑫ Please note these figures do NOT include GST



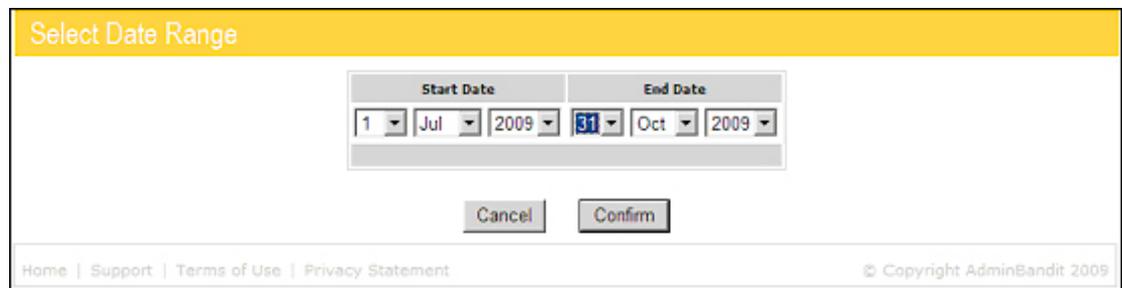
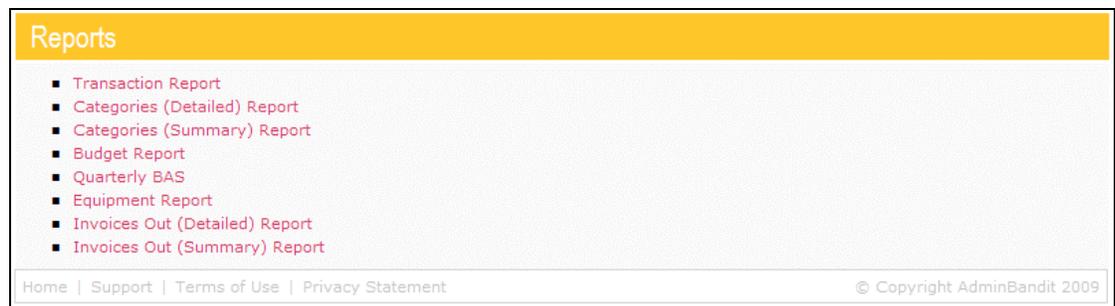
# INVOICES OUT (DETAILED) REPORT

As the name suggests, your **Invoices Out (Detailed) Report** provides a comprehensive list of the invoices you've generated and sent to members and other suppliers or customers using Admin Bandit. The report shows every detail about each invoice — it's like looking at all your invoices at once in one easy location.

Here's how to create this report....

Select **Money Reports** in the **Reports** pull-down menu, which takes you to the **Money Reports** screen. Click on the red **Invoices Out (Detailed)** to access the **Select Date Range** screen, which consists of a box divided into two parts:

1. **Start Date**
2. **End Date**.



Enter the start of your financial year at **Start Date** and the final day of the last full month at **End Date**. In doing this, you're asking Admin Bandit to create an **Invoices Out (Detailed) Report** for the financial year to date, which means it will show every invoice you've created this year.

Click the **Confirm** button to generate your report. Or click **Cancel** to go to the **Transaction List** instead.

If you proceed, your **Invoices Out (Detailed) Report** will be generated in the blink of an eye. A **Report Generated** screen appears, containing a red **here** link for you to click for a super fast download.



When the download is complete, a **Done** screen pops up, along with the usual **File Download** window. This window gives you three options:

1. **Open**: opens your report in Adobe Acrobat
2. **Save**: prompts you to save your report to your computer as a PDF file
3. **Cancel**: Terminates your report.

In each case, when your chosen action is completed, you'll be directed back to the **Money Reports** screen.

Please remember to save a copy of your **Invoices Out (Detailed) Report!**



## Understanding Your Invoices Out (Detailed) Report

Your **Invoices Out (Detailed) Report** is a list of every invoice you've created for the year to date, all in a single document. In easy-to-read table form, it arranges invoices alphabetically by recipient, and provides comprehensive information for each one.

Let's examine the example on the following page:

- ① Your organisation's logo (if you added this in **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report title

- ④ Date range of this report
- ⑤ **Date:** for each invoice
- ⑥ Individual invoice number
- ⑦ **Description:** goods or services your organisation has provided
- ⑧ **GST:** if applicable
- ⑨ **Amount:** including any GST
- ⑩ Receipt number: if the invoice has been paid
- ⑪ Invoice recipient
- ⑫ Total amount invoiced to specific recipient
- ⑬ **Total Invoices Out:** the total amount invoiced, whether or not paid
- ⑭ Total invoiced amount still owing

1



2

**Robyn Hood's Merry Men**

3

**ALL INVOICES OUT (Detailed) REPORT**

4

01 Jan 2009 to 03 Nov 2009

5

Date

6

Inv Num

Description

7

8

GST

9

Amount

Rec Num

10

11

**Rugby Union Club**

06/10/2009

1 Sponsorships

\$ 200.00

\$ 2,200.00

03/11/2009

2 Sponsorships

\$ 300.00

\$ 3,300.00

1

**TOTAL**

**\$ 5,500.00**

12

**Westpac**

03/11/2009

3 Sponsorships

\$ 100.00

\$ 1,100.00

**TOTAL**

**\$ 1,100.00**

**TOTAL INVOICES OUT**

**\$ 6,600.00**

13

**TOTAL OUTSTANDING INVOICES OUT**

**\$ 5,100.00**

14



# INVOICES OUT (SUMMARY) REPORT

As you can probably guess, your **Invoices Out (Summary) Report** covers the same basic information as your **Invoices Out (Detailed) Report** — the essential difference is that the summary is, obviously, a cut-down version. It still covers every invoice you've generated in Admin Bandit ... just with fewer details.

To access the **Invoices Out (Summary) Report**, select **Money Reports** in the **Reports** pull-down menu on the main menu bar. A screen, also called **Money Reports**, appears, in which you can click a red **Invoices Out (Summary) Report** link.

The rest of the process for generating this report is the same as for the more detailed version — so we won't go through it again. If you need to refresh your memory, simply refer to the information under **Invoices Out (Detailed) Report** on the previous pages.

## Understanding Your Invoices Out (Summary) Report

As you can probably guess, your **Invoices Out (Summary) Report** also provides information about every invoice you've created. The difference, however, is that this version gets straight to the point, providing fewer particulars. As such, it's an excellent tool for giving a quick overview of income generated, received and owed from invoices, again, alphabetically by recipient name.

Let's take a closer look at what **Invoices Out (Summary) Report** the contains using the example on the following page:

- ① Your organisation's logo (if you added this in **Client Details** in the **Options** function)
- ② Your organisation's name
- ③ Report title
- ④ Date range of this report
- ⑤ Invoice recipient
- ⑥ Total amount from all invoices to recipient
- ⑦ Total amount of income for all invoices created
- ⑧ Invoice income not yet received

1



2

**Robyn Hood's Merry Men**  
**ALL INVOICES OUT (Summary) REPORT**

3

4

01 Jan 2009 to 03 Nov 2009

5

Rugby Union Club  
Westpac

6

Amount

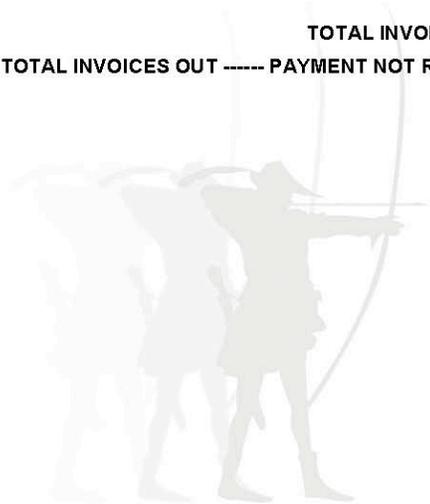
\$ 5,500.00  
\$ 1,100.00

7

**TOTAL INVOICES OUT** \$ 6,600.00

**TOTAL INVOICES OUT ----- PAYMENT NOT RECEIVED** \$ 5,100.00

8



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Well, you're now an expert of generating and reading Admin Bandit's **Money Reports**. We're on the home straight now, with only a few more reports to discover. Read on!

Wait ... we've covered a lot so far in this chapter, so why don't you take a quick break first. Is that the kettle we hear whistling?