

## LEDGERCAT Training Guide: Chapter 1

### A. System Requirement

The minimum configuration requirements for a personal computer to run Ledgercat are as follows:

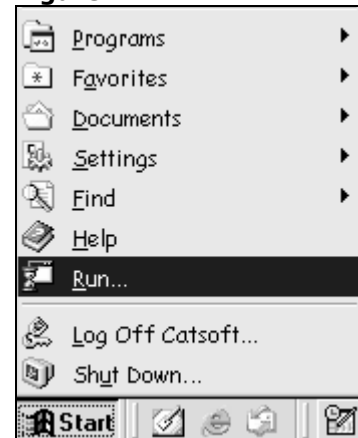
- An Intel Pentium PC compatible computer;
- Minimum 32MB RAM memory;
- Microsoft Windows operating system: ie. Windows 98, Windows ME, Windows XP, Windows 2000;

### B. Installation of Ledgercat

The procedure to setup Ledgercat on a personal computer is listed below. Ensure you are already on the MS Windows desktop prior to setting up Ledgercat.

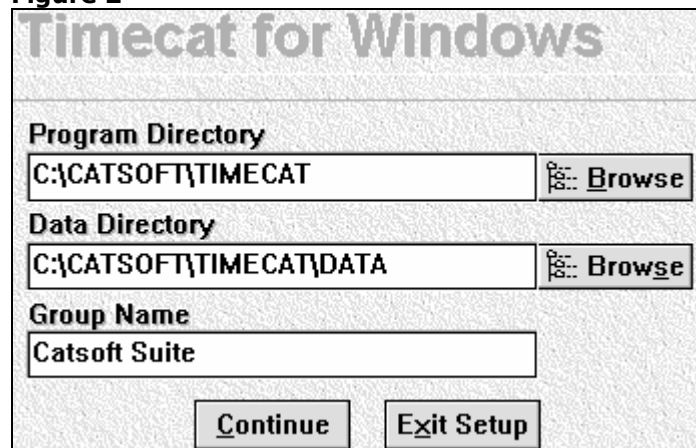
1. Insert the Ledgercat installation disk into floppy drive A:
2. On the MS Windows desktop, click on the **START** button. Then, select the **RUN** menu (as show in Figure 1)
3. A window will be displayed after step 2. For field Open: type A:SETUP and click on the **OK** button.
4. After step 3, a window as show in Figure 2 will be displayed. Change the folder location you want Ledgercat to be installed on. Click on the **CONTINUE** button.

**Figure 1**



**NB:** After step 4 the installation process will begin. The user will be prompted when the process is completed.

**Figure 2**

A screenshot of the 'Timecat for Windows' installation dialog box. The title bar reads 'Timecat for Windows'. There are three input fields: 'Program Directory' with the text 'C:\CATSOFT\TIMECAT' and a 'Browse' button; 'Data Directory' with the text 'C:\CATSOFT\TIMECAT\DATA' and a 'Browse' button; and 'Group Name' with the text 'Catsoft Suite'. At the bottom, there are two buttons: 'Continue' and 'Exit Setup'.

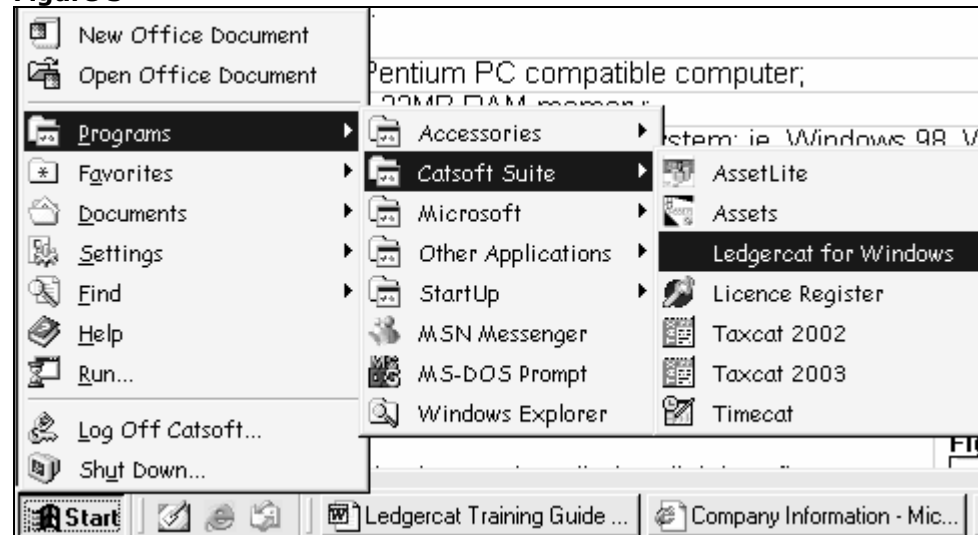
Program Directory – the default folder for Ledgercat program is C:\CATSOFT\LEDGERCAT. If you intend to install (Ledgercat network version) to a network location, change the value in this field.

Data directory – the default data folder is C:\CATSOFT\LEDGERCAT\DATA . If you intend to centralise the data to other location, change the default location.

### C. Running Ledgercat Program

When the Ledgercat installation is completed, a group of icon will be generate on the MS Windows desktop. To run the Ledgercat program follow the procedures outlined below:

**Figure 3**



1. On the MS Windows desktop, click on **START** button.
2. After step 1, select the **Program** group. Then, select the **Catsoft Suite** group (Refer Figure 3).
3. After step 2, highlight on **Ledgercat for Windows** icon and click on it. Ledgercat will run after this.

## LEDGERCAT Training Guide: Chapter 2

### A. Setting Up Company Details

The first step prior to post transactions to an entity job within Ledgercat is to setup an entity. To setup up entity in Ledgercat, we assume a Partnership entity with the following details:

Name:	Abbey, Jackson & Associates
Company type:	Partnership
Address:	116 Cecil Street South Melbourne Vic 3205
ABN:	33 003 374 794
Number of partners:	2 Partners of 50% contribution each – Jason Kayne, Michael Hampton
Reporting period :	01 Jan 2001 – 31 Dec 2002

The first step is to enter the above organisation details.

1. Click on the top main screen menu: **File | Entity F3**.
2. After step 1, the company detail entry screen will be displayed.
3. When the details are completed press the **F4 SAVE** button.

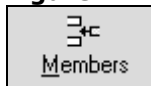
The completed entity screen is shown in Figure 3:

**Figure 3**

Entity Code	PART0001	A.C.N	___ _ _	A.B.N	33 003 374 794
Entity Type	Partnership	Taxcat ID			
Entity Name	Abbey, Jackson & Associates				
Principal Activity	Accounting and Consulting Services				
Street Address	116 Cecil Street				
Suburb	South Melbourne	Post Code	3205		
Period	Yearly	Current Period	1		
Livestock	<input type="checkbox"/>	Number of Branches	0		
Apply GST	<input type="checkbox"/>	Number of Members	2		
<b>This Year Date</b>		<b>This Period Date</b>		<b>Last Year Date</b>	
Start	01/01/2002	Start	01/01/2002	Start	01/01/2001
End	31/12/2002	End	31/12/2002	End	31/12/2001

*Important Note:*

**Figure 4**



To setup the partners' details, we click on the icon as shown in figure 4. The completed partners' detail is shown in Figure 7.

**Figure 5**



To setup the applicable reporting date, we click on the icon as shown in figure 5. The completed partners' detail is shown in Figure 8.

**Figure 6**







To setup the number of branches in Ledgercat, click on this button. Branches will be furthered discuss in the later topic.

**Figure 7**

Number of members: <input type="text" value="2"/>			
No.	Name	This Yr%	Last Yr%
1	Jason Kayne	50.0000	50.0000
2	Michael Hampton	50.0000	50.0000

**Figure 8**

This Year Start Date	<input type="text" value="01/01/2002"/>	
Period End Date 1.	<input type="text" value="31/12/2002"/>	
2.	<input type="text"/>	
3.	<input type="text"/>	

## B. Setting Up Branches

The above example in section A does not apply any branches. Branches can be setup in Ledgercat. For example, assume the business entity in Melbourne has 2 locations – Box Hill and Moonee Ponds. In this situation, a branch setup should be utilised.

1. To do so, click on the icon as shown in Figure 6 above.
2. After step 1, the branch entry screen will be displayed. The completed branch detail is shown in Figure 9 below.
3. When the details are completed press the **F4 SAVE** button.

**Figure 9**

Note:

2 is entered for the field Number of Branches. The head branch is not considered a branch for

Number of Branches: <input type="text" value="2"/>	
No.	Branch Name
0	Melbourne
1	Box Hill
2	Moonee Pond

Ledgercat.

### C. Setting Up Entity (Not a Yearly Reporting Date)

The above example in Section A. assumes entity with yearly reporting date. In Ledgercat, the following reporting period types are applicable:

- i. Yearly
- ii. Half Yearly
- iii. Quarterly
- iv. Monthly

If you want to setup a period type of the following: Quarterly job:

- Ensure you select quarterly on the field Period when you setup the entity.
- Click on the Period Dates icon (as shown in Figure 5) and enter the reporting dates for each quarter.

### D. To Clone an Entity

It is possible to clone an entity identical to the selected entity with the exception of a new entity code. The procedure to clone is listed below:

1. Click on the top main screen menu: **File | Entity F3**.
2. After step 1, the company detail entry screen will be displayed.
3. When the details are completed press the **F9 CLONE** button.

## A. Setting Up Entity Chart

The entity chart is vital for posting transactions associated with entity. Entity chart is copied from the default Master (menu: **Master | Master Chart**). The entity chart entry screen is identical to the Master Chart.

Values modified in the entity chart are only applicable to the selected entity. The modification made in the Master Chart is applicable to all newly created entity within Ledgercat.

The entity chart screen captured is shown in Figure 10.

**Figure 10**

Acc No.	DR/CR	Account Name	%GST	Method
50	CR	Closing Raw Materials	10.00	E
50..1	CR	Closing Raw Materials	10.00	E
50..2	CR	Closing Raw Materials	10.00	E
51	CR	Sales	10.00	E
51..1	CR	Sales	10.00	E
51..2	CR	Sales	10.00	E
71	DR	Opening Stock	10.00	E
71..1	DR	Opening Stock	10.00	E
71..2	DR	Opening Stock	10.00	E
72	DR	Opening Work in Progress	10.00	E
72..1	DR	Opening Work in Progress	10.00	E
72..2	DR	Opening Work in Progress	10.00	E
80	DR	Cost of Manufacturing B-Fwd	10.00	E
80..1	DR	Cost of Manufacturing B-Fwd	10.00	E

Account No.	1	CF Tag	B02	Sign	DR	X-Tag	AVK	Y-Tag	AVH	Z-Tag	
Name	Opening Work in Progress		%GST	10.00		Method	E: Exempt				

F1 Help	F2 New	F4 Save	F5 Find	F8 Delete	F9 GST Range	F11 Re-Tags	Default GST	Print	Close
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### Important Note:

- The name of the account can be modified and saved;
- The Sign field indicates the highlighted account nature; the norm is generally **DR** for expenses and asset account and **CR** for revenue and liabilities account.
- The %GST is the percentage you would like to apply for that account.
- The Method field allows two values: E – Exempt and C – Calculate. If C is selected, the %GST will be applied for that account during posting.
- The **F2 New** button allows you to enter a new account in the entity chart.
- The **F9 GST Range** button allows you to setup the GST applicable rate and method for range of account.
- The **F11 Re-Tags** button is used for Taxcat and Ledgercat interface.

## B. Setting Up the BAS Chart

The BAS chart setup allows the printing of the BAS statement of the entity. BAS chart is copied from the default Master (menu: **Master | BAS Chart**). The BAS chart entry screen is identical to the Master BAS Chart.

Values modified in the BAS chart are only applicable to the selected entity. The modification made in the Master BAS Chart is applicable to all newly created entity within Ledgercat.

**Figure 11**

BAS Ranges		Calculation Sheet Ranges																																																																
	From	To	From	To	From	To	From	To	From	To	From	To																																																						
<b>G1</b>	51	70	101	200																																																														
<b>G2</b>																																																																		
<b>G3</b>																																																																		
<b>G10</b>																																																																		
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<input checked="" type="checkbox"/> Auto Calculate 1A & 1B: <input type="checkbox"/> Ignore Opening Balance <b>F4 Save</b> <b>Default</b> <b>Close</b>																																																																		

Assume the following example, that we would like to displays sales transaction entered for account 51 to 70 under G1 of a BAS statement printing. Therefore, we would enter the following in the BAS Chart (shown in Figure 11):

BAS Ranges	Calculation Sheet Ranges		
	From	To	From
G1	51	70	

### *Important Note:*

- Auto calculate 1A & 1B: when this option is enabled, the figure in G1 and G11 will be transferred to BAS 1A and 1B accordingly.
- Ignore Opening Balance: for the purpose of BAS printing, transactions that are of opening balance nature will be disregarded.

## C. Posting GST inclusive transactions

To demonstrate how Ledgercat segregate the GST component for transactions, we apply the following examples:

Cash Sales \$11,000  
 Cash payment for advertising \$2,200

Using journal posting module, we post the transactions above as such:

***Cash Sales***

Acc No.	DR	CR	Qty	%GST	Mtd
51		11,000		10.00	C
Adjusted Amt		10,000			
GST Computed		1,000			

***Cash payment for advertising***

Acc No.	DR	CR	Qty	%GST	Mtd
201		2,200		10.00	C
Adjusted Amt		2,000			
GST Computed		200			

***Control Account & Other Info***

<b>Input tax Acc</b>	692	200	DR
<b>GST Acc</b>	784	1,000	CR

*Note: Ledgercat will work out the GST component and post the respective GST components to the Input tax control account and GST control account.*