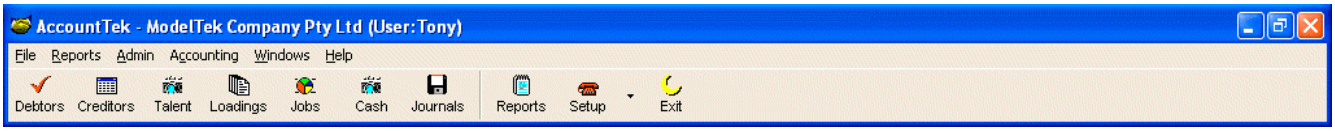
AccountTek. Why should I consider it?



AccountTek is a fully featured general ledger based accounting system tailored for a booking agency.

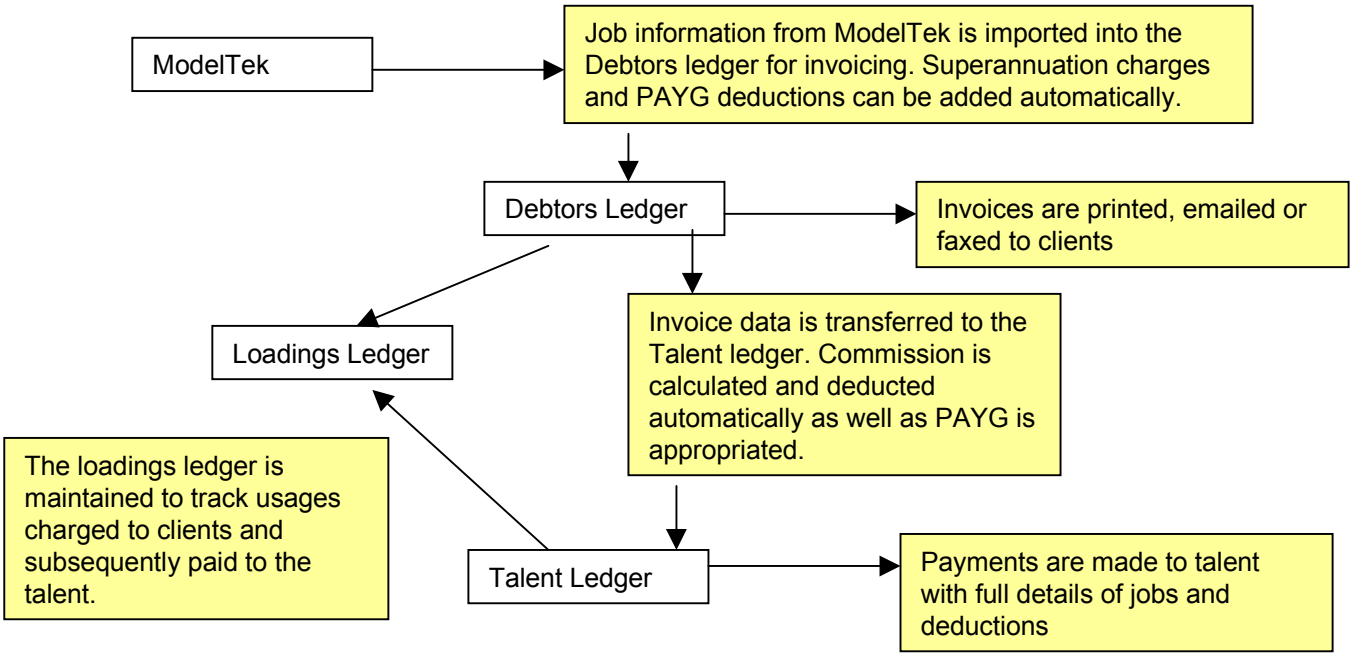
It performs the regular functions of an accounting system but also allows you to administer a separate ledger for talent payments.

Furthermore, information can be imported from ModelTek (or manually entered) into the debtors ledger to invoice the clients. These jobs then flow automatically to the talent ledger for payment.

And more…

This document is designed to introduce you to AccountTek and show how it can become an integral tool for your agency. Hopefully it will convey enough information for you to decide if further enquiry is warranted. For further details please contact ADE Group.

Basic flowchart of data



Debtors Ledger

Debtors Ledger

Debtor All Debtors | Select | Show Unpaid | Balance 22,790.04

Name	Ref	Type	Date	Amount	Unpaid	Details	Selected
Magazine Network Pty Ltd	1	Inv	14/09/2005	666.00	666.00	SHOOT FOR NEW MAGAZINE	
Magazine Network Pty Ltd	2	Inv		1236.04	1236.04	TENNIS SHOES	
Paper Industries Pty Ltd	3	Inv		1776.00	1776.00	EDITORIAL	
Paper Industries Pty Ltd	4	Inv		1332.00	1332.00	EDITORIAL	
Paper Industries Pty Ltd	5	Inv		16650.00	16650.00	FACE OF THE NEWSPAPER	
Channel Six	6	Inv	09/11/2005	1130.00	1130.00		

Debtors ledger shows all transactions unpaid at a glance. The unique Chase feature also allows you to keep track of overdue invoices and record all dealings with clients. You can also fax or email a copy of the invoice straight to the contact you are dealing with.

A range of reports from ledger listings to sales analysis reports is available.

Chase | Invoice | Adjustment | Reports | Print | Allocate | Edit | Delete | Close

Invoice contact MR NORM WEST

Notes | Contact | F/Up

Time	Details	User
1/12/2005 2:14:33 PM	1/12/2005 Tony: Marvin promised to find invoice and pay it	Tony
9/12/2005 2:14:15 PM	9/12/2005 Tony:Marvin promised payment in the next cheque run	Tony

Current month ending December 2005 | Current 0.00 | 30 days 1,130.00 | 60 days 0.00 | 90 days 21,660.04

Debtors Aged Analysis Report

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ModelTek v 1.00 ModelTek Company Pty Ltd *Page 1*

Debtors Aged Analysis Report

For Current Month Ending 30/11/2005

Code	Name	Total	Current	30 days	60 days	90 days
CLIENT	Magazine Network Pty Ltd	1902.04	0.00	0.00	1902.04	0.00
PAPER	Paper Industries Pty Ltd	19758.00	0.00	0.00	19758.00	0.00
SIX	Channel Six	1130.00	1130.00	0.00	0.00	0.00
	Totals	22790.04	1130.00	0.00	21660.04	0.00

Talent Ledger

Talent Ledger

Talent: All Talent | Select | Show: Unpaid | Balance: 3,481.92

Name	Type	Date	Ref	Amount	Unpaid	Due	Details	Selected
Rose Burn	Inv	14/09/2005	1	600.00	600.00	14/09/2005	13-9-05 #1 Magazine Network Pty Ltd/SHOOT FOR N	☐
	Crn	14/09/2005	2	-132.00	-132.00	14/09/2005	AGENCY COMMISSION ON #1	☐
Rowan Ricepaper	Inv	14/09/2005	3	1600.00	1600.00	14/09/2005	15-9-05 #3 Paper Industries Pty Ltd/EDITORIAL	☐
	Crn	14/09/2005	4	-352.00	-352.00	14/09/2005	AGENCY COMMISSION ON #3	☐
Susan Green	Inv	14/09/2005	5	1064.00	1064.00	14/09/2005	SUSAN GREEN #2 Magazine Network Pty Ltd/TENNI	☐
	Crn	14/09/2005	6	-234.08	-234.08	14/09/2005	AGENCY COMMISSION ON #2	☐
	Inv	14/09/2005	7	1200.00	1200.00	14/09/2005	15-9-05 #4 Paper Industries Pty Ltd/EDITORIAL	☐
	Crn	14/09/2005	8	-264.00	-264.00	14/09/2005	AGENCY COMMISSION ON #4	☐

A separate Talent ledger is maintained to manage payments to the talent. This allows specialised reports such as the talent tax report to be generated, providing a periodic tax summary of all the transaction processed through their ledger.

This is invaluable for accountants who have to consolidate the talents PAYG from clients and the agency as well as GST charged.

A range of reports from ledger listings to sales analysis reports is available.

Allocate

Talent Tax Report

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Talent Tax Report

Transactions from 1/07/2005 to 31/12/2005

Date	Details		GST Supply	GST Export	Fee FeeInt	IntTax Fee C/Tax	C/Tax Advance	Expense	GST
ROSE	Rose Burn								
14/09/2005	13-9-05 #1 Magazine Network Pty Ltd/SHOOT FOR NEW MAGAZINE			600.00					0.00
14/09/2005	AGENCY COMMISSION ON #1							-132.00	-12.00
			0.00	600.00	0.00	0.00	0.00	-132.00	
		Totals	0.00	0.00	0.00	0.00	0.00		-12.00
ROWAN	Rowan Ricepaper								
14/09/2005	15-9-05 #3 Paper Industries Pty Ltd/EDITORIAL			1600.00					0.00
14/09/2005	AGENCY COMMISSION ON #3							-352.00	-32.00
9/11/2005				150.00					0.00
			0.00	1750.00	0.00	0.00		-352.00	
		Totals	0.00	0.00	0.00	0.00	0.00		-32.00
SUSAN	Susan Green								
14/09/2005	SUSAN GREEN #2 Magazine Network Pty Ltd/TENNIS SHOES			1064.00					0.00
14/09/2005	AGENCY COMMISSION ON #2							-234.08	-21.28
14/09/2005	15-9-05 #4 Paper Industries Pty Ltd/EDITORIAL			1200.00					0.00
14/09/2005	AGENCY COMMISSION ON #4							-264.00	-24.00
			0.00	2264.00	0.00	0.00		-498.08	
		Totals	0.00	0.00	0.00	0.00	0.00		-45.28
			0.00	4614.00	0.00	0.00		-982.08	
		Grand Totals	0.00	0.00	0.00	0.00	0.00		-89.28

Printed on Friday 9 December, 2005 at 2:55 pm

Batch pay talent

Pay Creditors

Remove

Bank account: ModelTek Company Pty Ltd

Code	Name	Amount	Bank Account	Address 1
ROSE	Rose Burn	468.00	025-963-625000	c/- Agency
ROWAN	Rowan Ricepaper	1248.00	001-002-123123000	22 East St
SUSAN	Susan Green	1765.92	032-999-100500	500 West Street

Remove

Batch Total: 3,481.92

Code	InvDate	RefNo	Amount	Details
ROSE	14/09/2005	1	600.00	13-9-05 #1 Magazine Network Pty Ltd/SHOOT FOR NEW MAGAZINE
	14/09/2005	2	-132.00	AGENCY COMMISSION ON #1
ROWAN	14/09/2005	3	1600.00	15-9-05 #3 Paper Industries Pty Ltd/EDITORIAL
	14/09/2005	4	-352.00	AGENCY COMMISSION ON #3
SUSAN	14/09/2005	5	1064.00	SUSAN GREEN #2 Magazine Network Pty Ltd/TENNIS SHOES
	14/09/2005	6	-234.08	AGENCY COMMISSION ON #2
	14/09/2005	7	1200.00	15-9-05 #4 Paper Industries Pty Ltd/EDITORIAL
	14/09/2005	8	-264.00	AGENCY COMMISSION ON #4

Listing
Cheques
EFT Remit
EFT File
Design
Close

Select all the talent invoices due for payment then launch the batch pay wizard. This allows you to nominate exactly what transactions are being processed for each talent.

You can print off remittances or cheques or create an eft file to process the payments and update the system.

Print Close

EFT REMITTANCE ADVICE/RECIPIENT CREATED TAX INVOICE

ModelTek Company Pty Ltd
25 Western Road
Lake Stratton NSW 2222
ABN: 80 104 930 743
Phone Fax

Rose Burn
c/- Agency

Our Ref	ROSE
Bank Account	025-963-625000
Amount	468.00
Date Paid	9/12/2005

Date	Reference	Details	Amount
14/09/2005	1	13-9-05 #1 Magazine Network Pty Ltd/SHOOT FOR NEW MAGAZINE	600.00
14/09/2005	2	AGENCY COMMISSION ON #1	-132.00
			468.00

Loadings Ledger (Usage)

Loadings Ledger

Period from 1/10/2005 to 31/12/2005 Show All Balance $15,980.00

Code	Date	RefNo	Source	Unpaid	Details	Debit	Credit	Balance	Matched
ROSE					OPENING BALANCE			15,000.00	
	09/11/2005	6	DrInv	1,130.00	SIX Rose Burn	500.00		15,500.00	
ROWAN	09/11/2005	6	DrInv	1,130.00	SIX Rowan Ricepaper	150.00		150.00	
	09/11/2005	9	ModIn	150.00			150.00	0.00	
SAM	09/11/2005	6	DrInv	1,130.00	SIX Samantha Wolvington	480.00		480.00	

The loadings ledger marries up usages invoiced to clients on behalf of talent and the payments made to them. This allows you to delay paying the talent until you have received the funds from the client.

Period

Close

Loadings Report

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Loadings Report

Period from 1/09/2005 to 31/12/2005 (All)

Talent code / Date	RefNo	Name / Details	Unpaid	Dr	Cr	Balance
ROSE		**ROSE**				
14/09/2005	5	PAPER FACE OF THE NEWSPAPER RO	16,650.00	15,000.00		15,000.00
09/11/2005	6	SIX Rose Burn□□TFN:125-636-852	1,130.00	500.00		15,500.00
		Totals	**17,780.00**			**15,500.00**
ROWAN		**ROWAN**				
09/11/2005	6	SIX Rowan Ricepaper□□TFN:125859636	1,130.00	150.00		150.00
09/11/2005	9		150.00		150.00	0.00
		Totals	**1,280.00**			**0.00**
SAM		**SAM**				
09/11/2005	6	SIX Samantha Wolvington□□TFN:452999	1,130.00	480.00		480.00
		Totals	**1,130.00**			**480.00**
		Grand Total				**15,980.00**

Job Costing

Jobs

Job Cost Period **Period from 1/07/2005 to 31/12/2005** Current

Ref No	BookingRef	Date	Debit	Credit	Description
1	1	09/12/2005		0.00	TVC for Soap

Account	Name	Debit	Credit	GST
600	Talent fees Holding		0.00	0.00

Type	Ref	Creditor	Details	Debit	Credit	GST
DInv	4		EDITORIAL		1,200.00	0.00
TInv	7		15-9-05 #4 Paper Industries Pty Ltd/EDITORIAL	1,200.00		0.00

New

Edit

Delete

You can assign a job to any transaction and keep track of the profit or loss on each job.The loadings ledger marries up usages invoiced to clients on behalf of talent and the payments made to them. This allows you to delay paying the talent until you have received the funds from the client.

The job cost grid allows you to drill down to the transaction level of each job. You can also print a detailed job summary report.

Detailed Job Report

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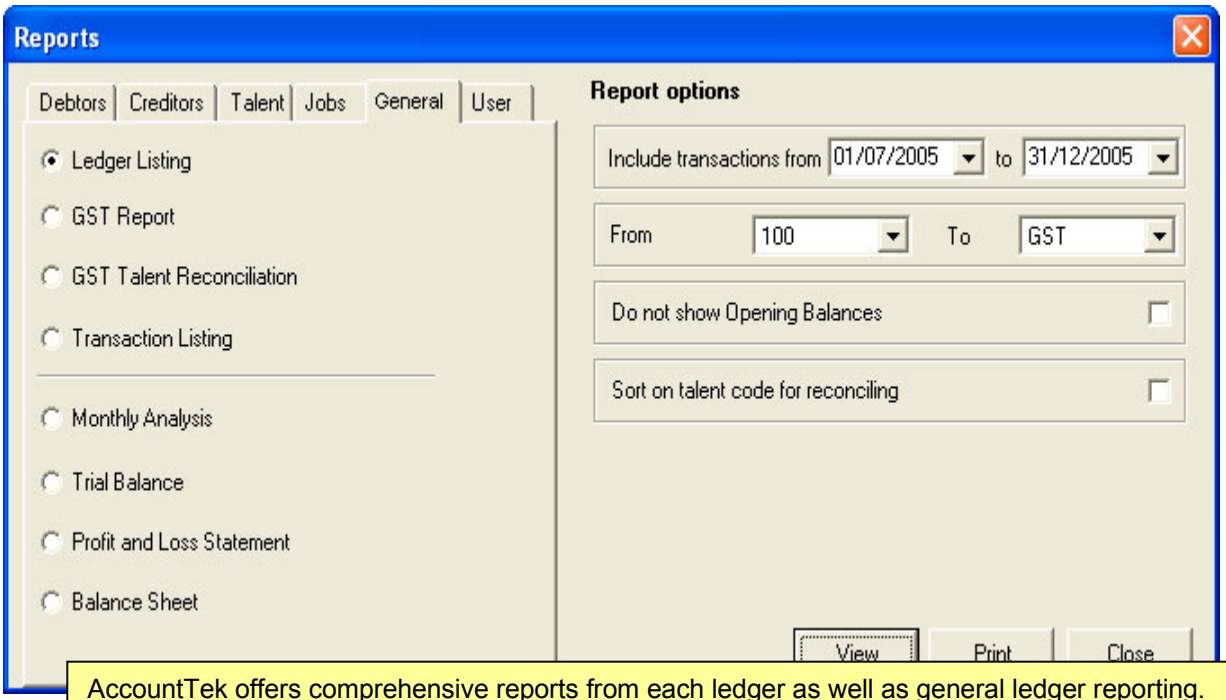
Detailed Job Report

Job Number 1, TVC for Soap

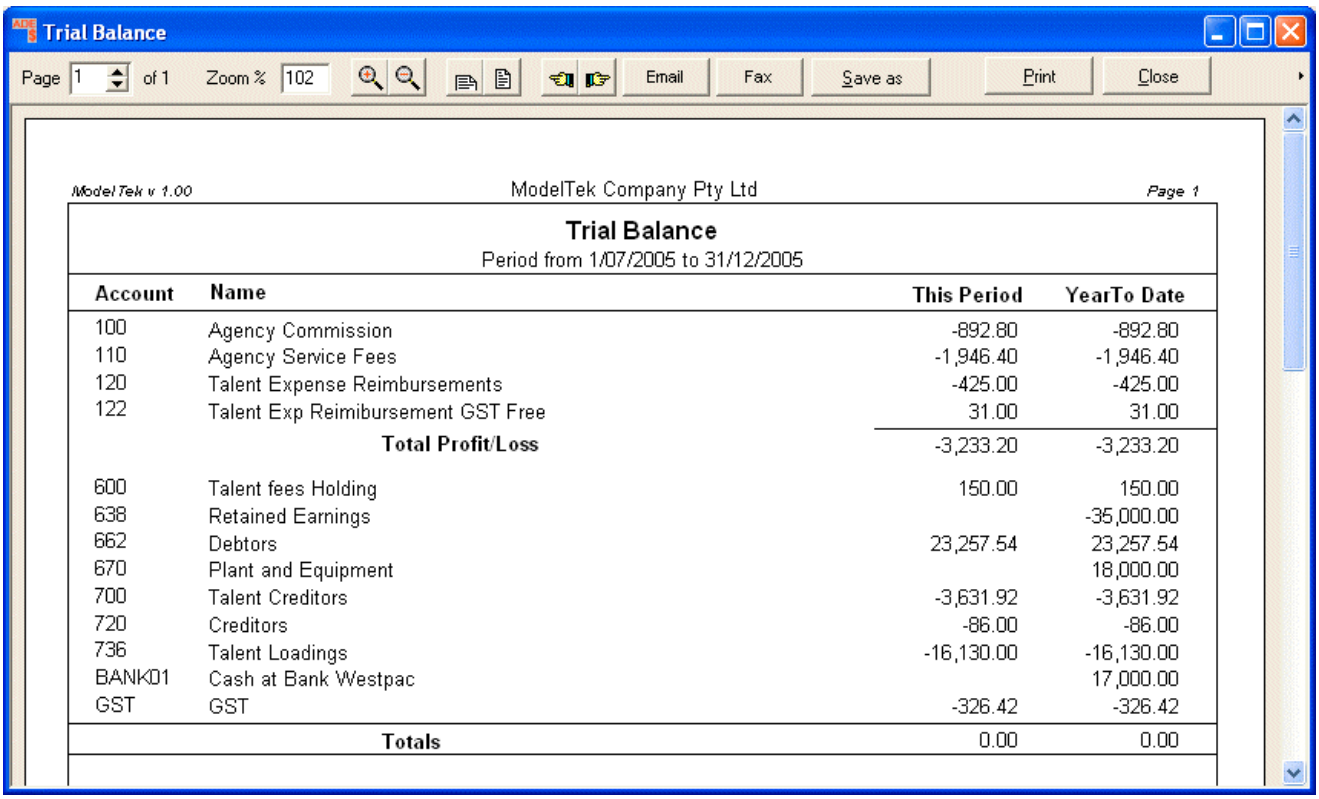
Mastercode	Type	Ref	Date	Amount	Details
Account	**120**		**Talent Expense Reimbursements**		
PAPER	DInv	5	14/09/2005	125.00	FACE OF THE NEWSPAPER
Total for account 120				**125.00**	
Account	**122**		**Talent Exp Reimibursement GST Free**		
CRED	CInv	1	09/12/2005	-86.00	
Total for account 122				**-86.00**	
Account	**600**		**Talent fees Holding**		
PAPER	DInv	4	14/09/2005	1,200.00	EDITORIAL
SUSAN	TInv	7	14/09/2005	-1,200.00	15-9-05 #4 Paper Industries Pty Ltd/EDITORIAL
Total for account 600				**-0.00**	
Job Total				**39.00**	

Reporting



AccountTek offers comprehensive reports from each ledger as well as general ledger reporting.

There is also a report-writer that allows you to format your own general ledger financial reports and a cashflow analysis tool.



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Trial Balance

Period from 1/07/2005 to 31/12/2005

Account	Name	This Period	YearTo Date
100	Agency Commission	-892.80	-892.80
110	Agency Service Fees	-1,946.40	-1,946.40
120	Talent Expense Reimbursements	-425.00	-425.00
122	Talent Exp Reimibursement GST Free	31.00	31.00
	Total Profit/Loss	-3,233.20	-3,233.20
600	Talent fees Holding	150.00	150.00
638	Retained Earnings		-35,000.00
662	Debtors	23,257.54	23,257.54
670	Plant and Equipment		18,000.00
700	Talent Creditors	-3,631.92	-3,631.92
720	Creditors	-86.00	-86.00
736	Talent Loadings	-16,130.00	-16,130.00
BANK01	Cash at Bank Westpac		17,000.00
GST	GST	-326.42	-326.42
	Totals	0.00	0.00

And of course AccountTek offers features necessary for you agency accounting including

- Multi-user system with client-server technology.
- General creditors ledger
- Cash ledger with multiple bank accounts
- Bank reconciliation including importing of bank statement data
- Import from PayTek, ADE Groups business payroll system
- Recurring transactions that are processed automatically.
- Password protection of each file and critical functions.
- Simple backup and restore of database.

For more information about AccountTek and how it can transform the accounting and administration of your agency please contact us at ADE Group.

We are happy to assist with a cost-benefit analysis of implementing AccountTek.