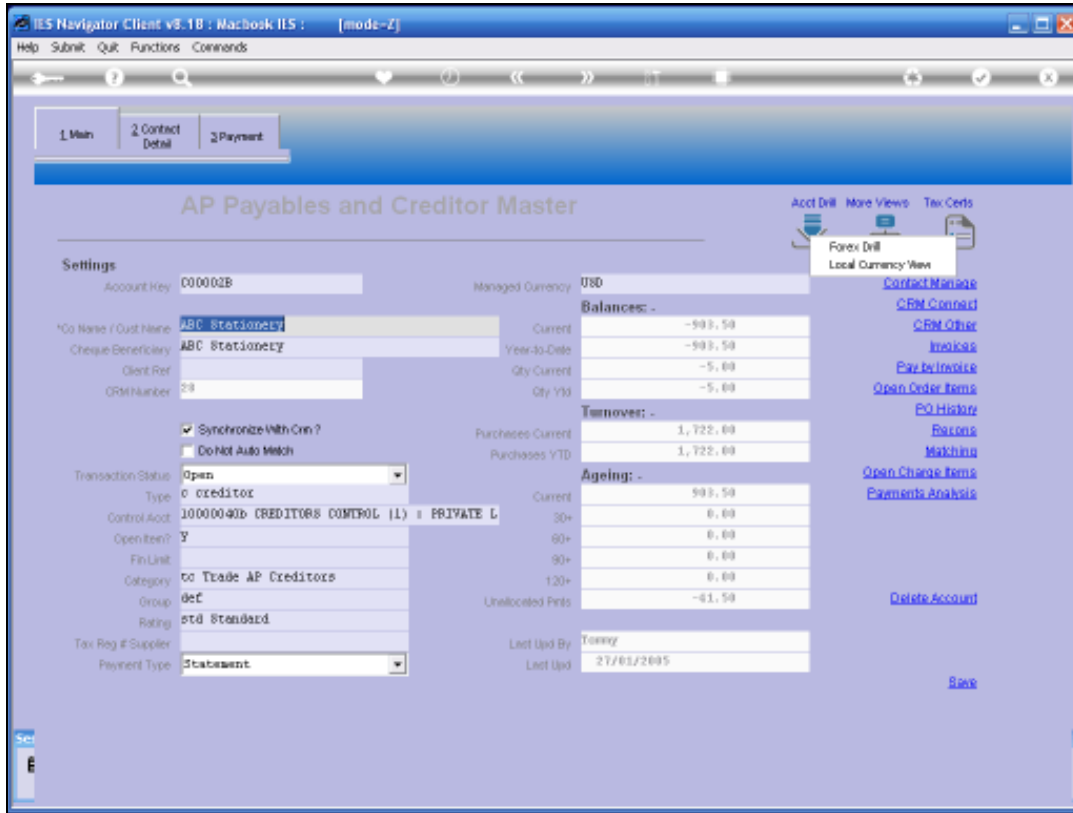


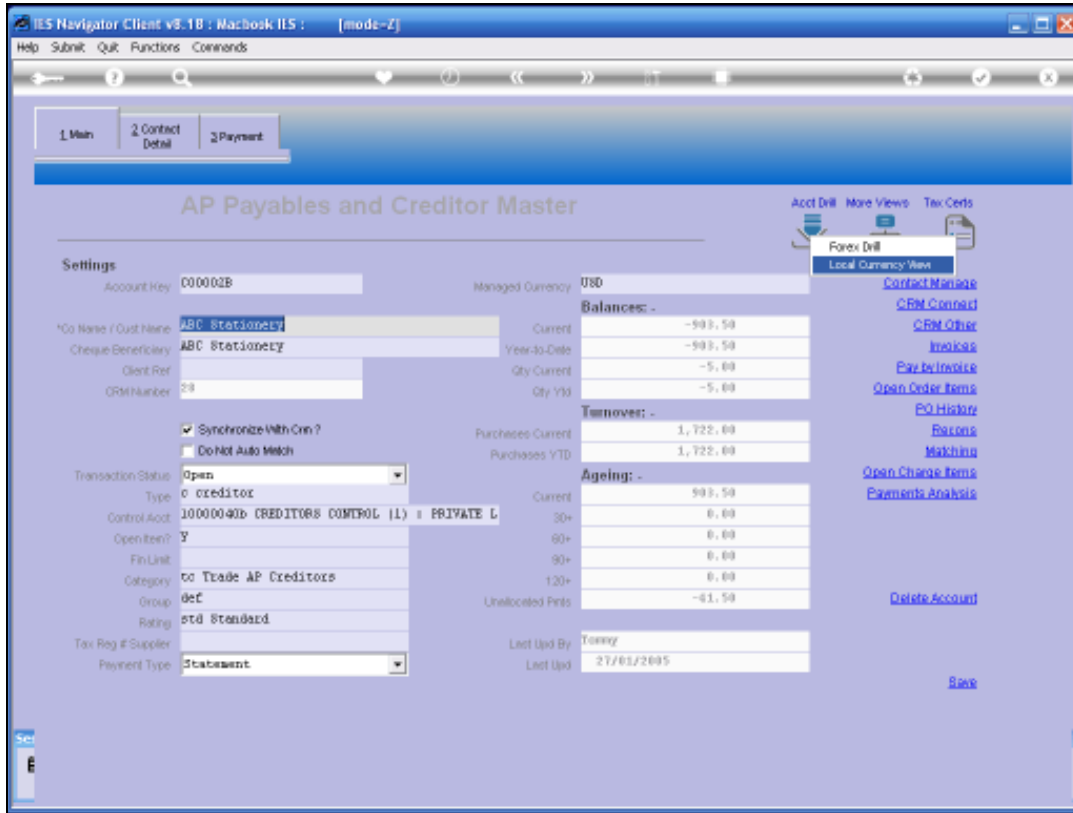
Slide 1

Slide notes: All Financial Accounts in IES Business have Transaction Drill and Transaction View functions, and they all work the same way. In this tutorial we use an AP Creditor Account as an example to demonstrate how this works, but the point is that once one understands these drill functions, then they are to be used just the same for GL Accounts, AR Debtors, Jobs, Stock, Assets, etc.

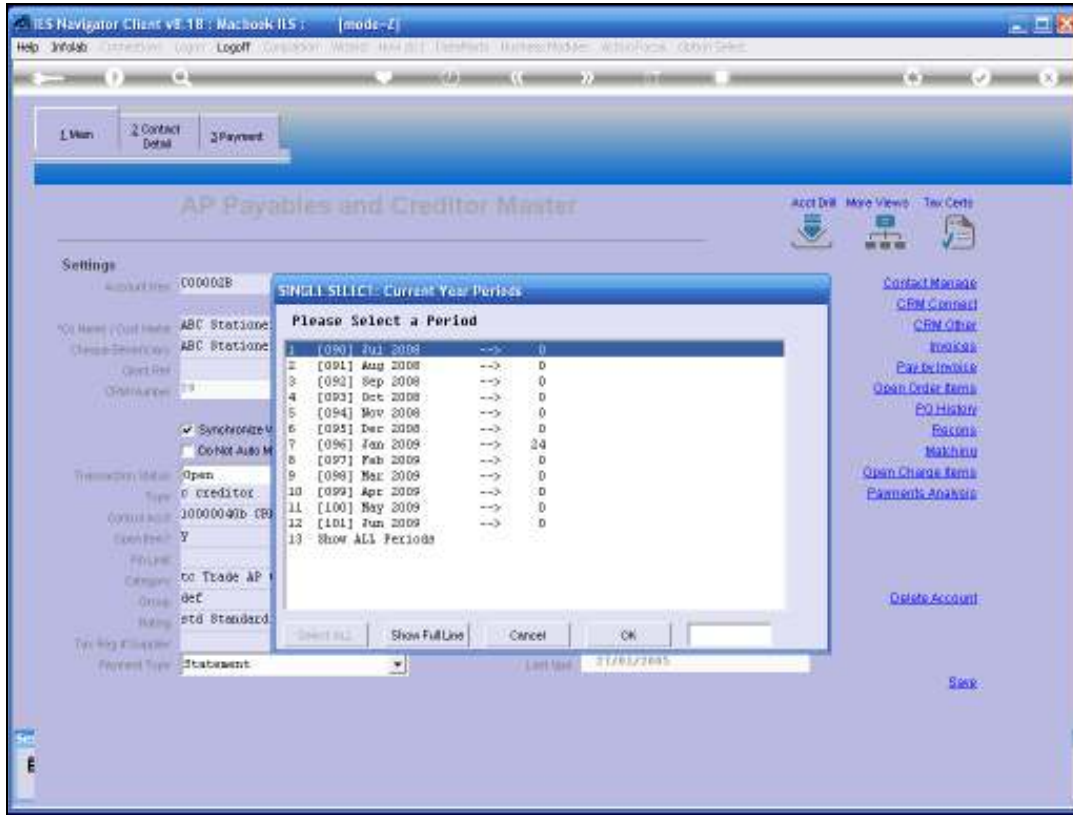


Slide 2

Slide notes: Look for the Drill Icon or Function, and choose it.

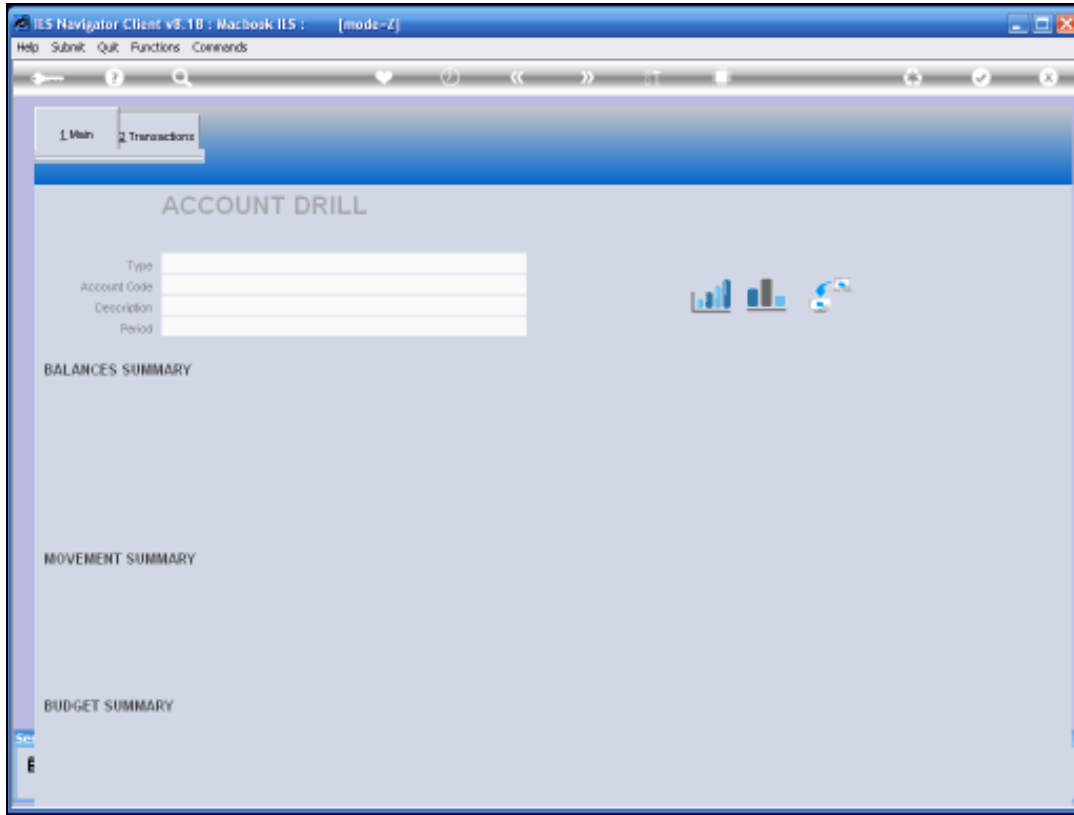


Slide 3  
Slide notes:



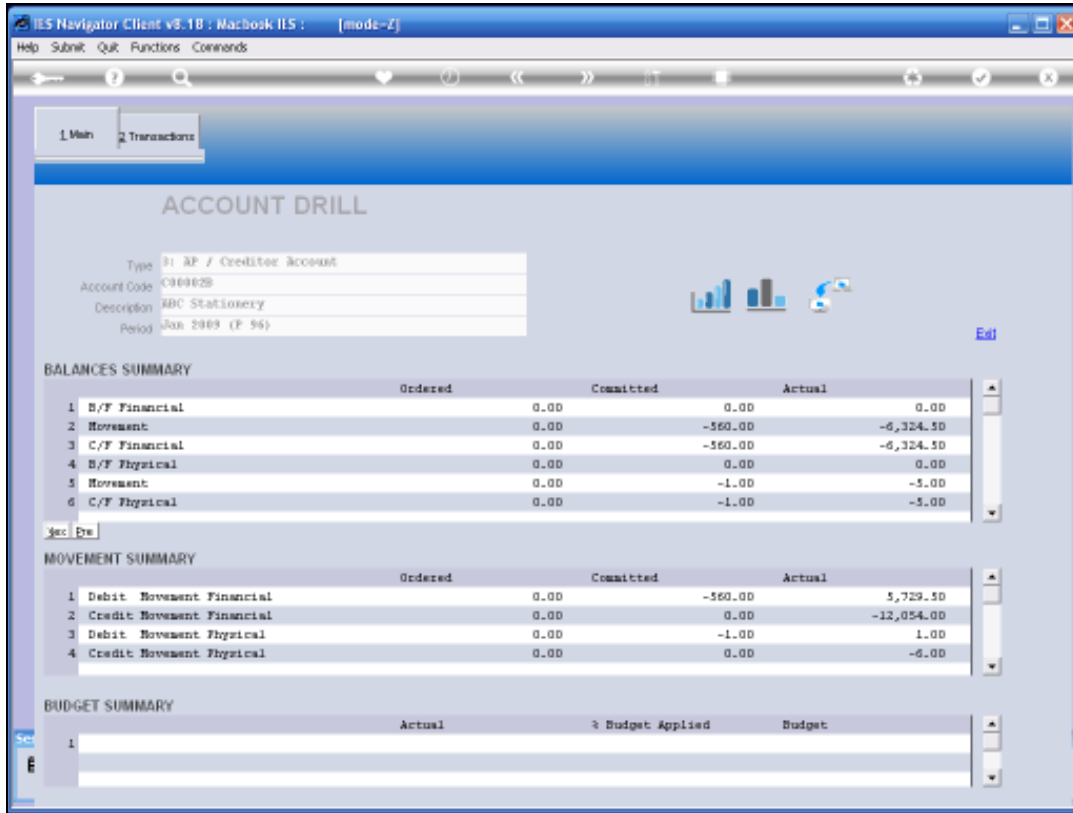
Slide 4

Slide notes: A Period selection will appear, and will indicate a transaction count for each Period shown. Just select the Period to drill.



Slide 5

Slide notes:



Slide 6

Slide notes: In this example, we have the primary brought forward, carried forward and balances on the front page, with the detail transactions listed on the next page.

IES Navigator Client v8.18 : Nazbosk IES : [mode-Z]

Help Submit Quit Functions Comments

1 Main 2 Transactions

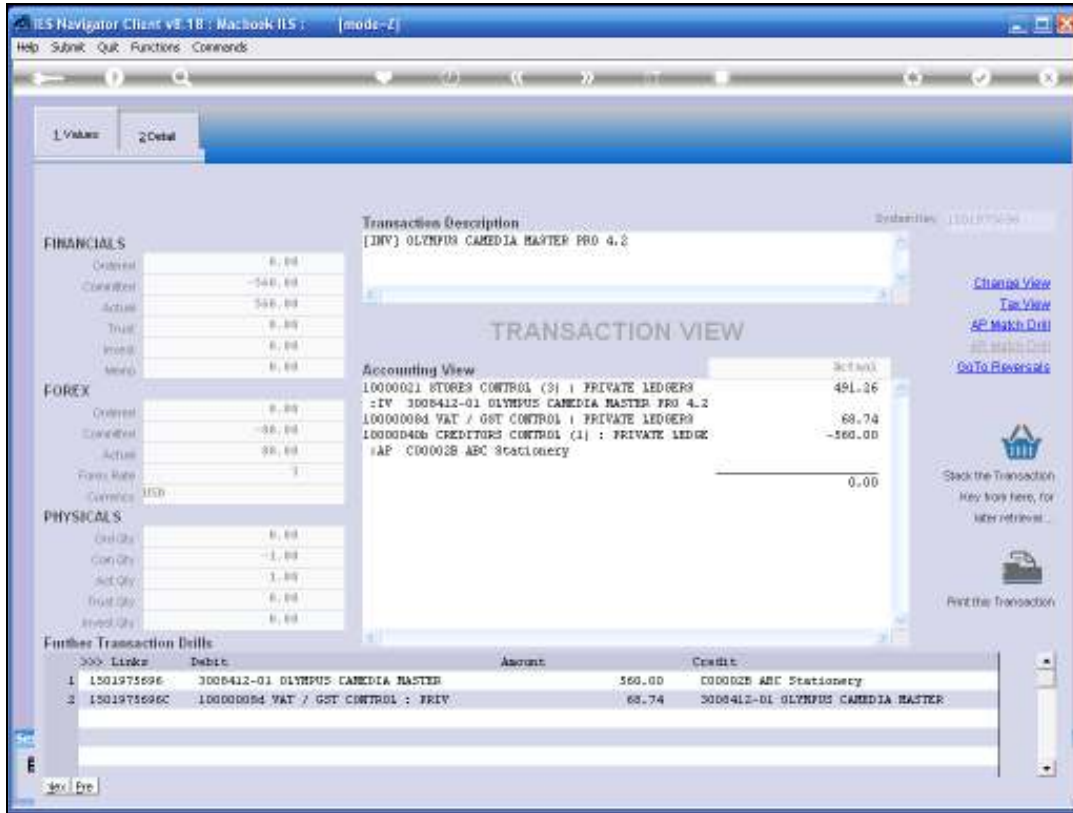
### Transactions

>>>	Transkeys	Document	Ordered	Committed	Actual	Description
1	150174013B	146	-1,120.00	0.00	0.00	[GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
2	150174013BB	146	-455.00	0.00	0.00	[GRD] MIRROR TO-300MM F4-5.6 AF-G BLK
3	150174013BD	146	-224.00	0.00	0.00	[GRD] MIRROR HI-13 FENOTE
4	1501740155	146	1,120.00	-1,120.00	0.00	[GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
5	1501740155E	146	455.00	-455.00	0.00	[GRV] MIRROR TO-300MM F4-5.6 AF-G BLK
6	1501740155J	146	224.00	-224.00	0.00	[GRV] MIRROR HI-13 FENOTE
7	1501740186	146	0.00	1,120.00	-1,120.00	[INV] OLYMPUS CAMEDIA MASTER FR0 4.2
8	1501740203	146	0.00	455.00	-455.00	[INV] MIRROR TO-300MM F4-5.6 AF-G BLK
9	1501740206	146	0.00	224.00	-224.00	[INV] MIRROR HI-13 FENOTE
10	1501740276	*	0.00	0.00	1,799.00	Payment
11	1501753049A	09-025	0.00	0.00	-1,750.00	More Widgets
12	1501753933	*	0.00	0.00	1,662.50	Payment
13	1501753933C	15	0.00	0.00	87.50	Withholding Tax
14	1501944691	09-027	0.00	0.00	-875.00	Widgets
15	1501944802	09-028	0.00	0.00	-5,145.00	Widgets
16	1501975609	147	-560.00	0.00	0.00	[GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
17	1501975609B	147	-455.00	0.00	0.00	[GRD] MIRROR TO-300MM F4-5.6 AF-G BLK
18	1501975630	147	560.00	-560.00	0.00	[GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
19	1501975630E	147	455.00	-455.00	0.00	[GRV] MIRROR TO-300MM F4-5.6 AF-G BLK
20	1501975696	147	0.00	560.00	-560.00	[INV] OLYMPUS CAMEDIA MASTER FR0 4.2
21	1501975700	147	0.00	455.00	-455.00	[INV] MIRROR TO-300MM F4-5.6 AF-G BLK
22	1501975980	751-001EP/14	0.00	-560.00	560.00	[CRN] OLYMPUS CAMEDIA MASTER FR0 4.2
23	1501976558	09-029	0.00	0.00	-1,470.00	Various Items
24	1501977953A	C/1212	0.00	0.00	1,620.50	Returned Goods

Sec 4  
E Sec De

Slide 7

Slide notes: Any transaction can be drilled. Just dbl-click on it.



Slide 8

Slide notes: This is the detail for the transaction we have just drilled.

IES Navigator Client v8.18 : Macbook ILS : [mode-Z]

Help Submit Quit Functions Comments

1:Values 2:Detail

Transaction Description  
[INV] OLYMPUS CAMEDIA MASTER PRO 4.2

System/Date: 1101875696

**FINANCIALS**

Ordered	0.00
Cancelled	-560.00
Actual	560.00
Trans	0.00
Invnt	0.00
Neq	0.00

**FOREX**

Ordered	0.00
Cancelled	-88.00
Actual	88.00
Trans Rate	1
Currency	USD

**PHYSICALS**

Ord Qty	0.00
Can Qty	-1.00
Act Qty	1.00
Trns Qty	0.00
Invnt Qty	0.00

**Accounting View**

	Actual
10000021 STORES CONTROL (S) : PRIVATE LEDGER	491.36
-IV 3000412-01 OLYMPUS CAMEDIA MASTER PRO 4.2	
10000004 VAT / GST CONTROL : PRIVATE LEDGER	68.74
10000040 CREDITORS CONTROL (C) : PRIVATE LEDGE	-560.00
*AP C00002B APC Stationery	
	<hr/>
	0.00

**Further Transaction Bills**

Seq	Link	Debit	Account	Amount	Credit
1	1501975696	3000412-01 OLYMPUS CAMEDIA MASTER	560.00	C00002B APC Stationery	
2	1501975696C	10000004 VAT / GST CONTROL : PRIV	68.74	3000412-01 OLYMPUS CAMEDIA MASTER	

Change View  
Tab View  
AP Make Drill  
Go To Previous  
Stack the Transaction  
Key: top here, for later retrieval  
Print the Transaction

Print

Slide 9  
Slide notes:

>>> Transkeys	Document	Ordered	Committed	Actual	Description
1	150174013B	146	-1,120.00	0.00	0.00 [GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
2	150174013BB	146	-455.00	0.00	0.00 [GRD] MIRROR TO-300MM F4-5.6 AF-G BLK
3	150174013BD	146	-224.00	0.00	0.00 [GRD] MIRROR HI-13 FENOTE
4	1501740155	146	1,120.00	-1,120.00	0.00 [GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
5	1501740155E	146	455.00	-455.00	0.00 [GRV] MIRROR TO-300MM F4-5.6 AF-G BLK
6	1501740155J	146	224.00	-224.00	0.00 [GRV] MIRROR HI-13 FENOTE
7	1501740186	146	0.00	1,120.00	-1,120.00 [INV] OLYMPUS CAMEDIA MASTER FR0 4.2
8	1501740203	146	0.00	455.00	-455.00 [INV] MIRROR TO-300MM F4-5.6 AF-G BLK
9	1501740206	146	0.00	224.00	-224.00 [INV] MIRROR HI-13 FENOTE
10	1501740276	*	0.00	0.00	1,799.00 Payment
11	1501753049A	09-025	0.00	0.00	-1,750.00 More Widgets
12	1501753933	*	0.00	0.00	1,662.50 Payment
13	1501753933C	15	0.00	0.00	87.50 Withholding Tax
14	1501944691	09-027	0.00	0.00	-875.00 Widgets
15	1501944802	09-028	0.00	0.00	-5,145.00 Widgets
16	1501975609	147	-560.00	0.00	0.00 [GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
17	1501975609B	147	-455.00	0.00	0.00 [GRD] MIRROR TO-300MM F4-5.6 AF-G BLK
18	1501975630	147	560.00	-560.00	0.00 [GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
19	1501975630E	147	455.00	-455.00	0.00 [GRV] MIRROR TO-300MM F4-5.6 AF-G BLK
20	1501975696	147	0.00	560.00	-560.00 [INV] OLYMPUS CAMEDIA MASTER FR0 4.2
21	1501975700	147	0.00	455.00	-455.00 [INV] MIRROR TO-300MM F4-5.6 AF-G BLK
22	1501975980	751-001EP/14	0.00	-560.00	560.00 [CRN] OLYMPUS CAMEDIA MASTER FR0 4.2
23	1501976558	09-029	0.00	0.00	-1,470.00 Various Items
24	1501977953A	C/1212	0.00	0.00	1,620.50 Returned Goods

Slide 10  
 Slide notes:

IES Navigator Client v8.1B : Nazbosk IES : [mode-Z]

Help Submit Quit Functions Comments

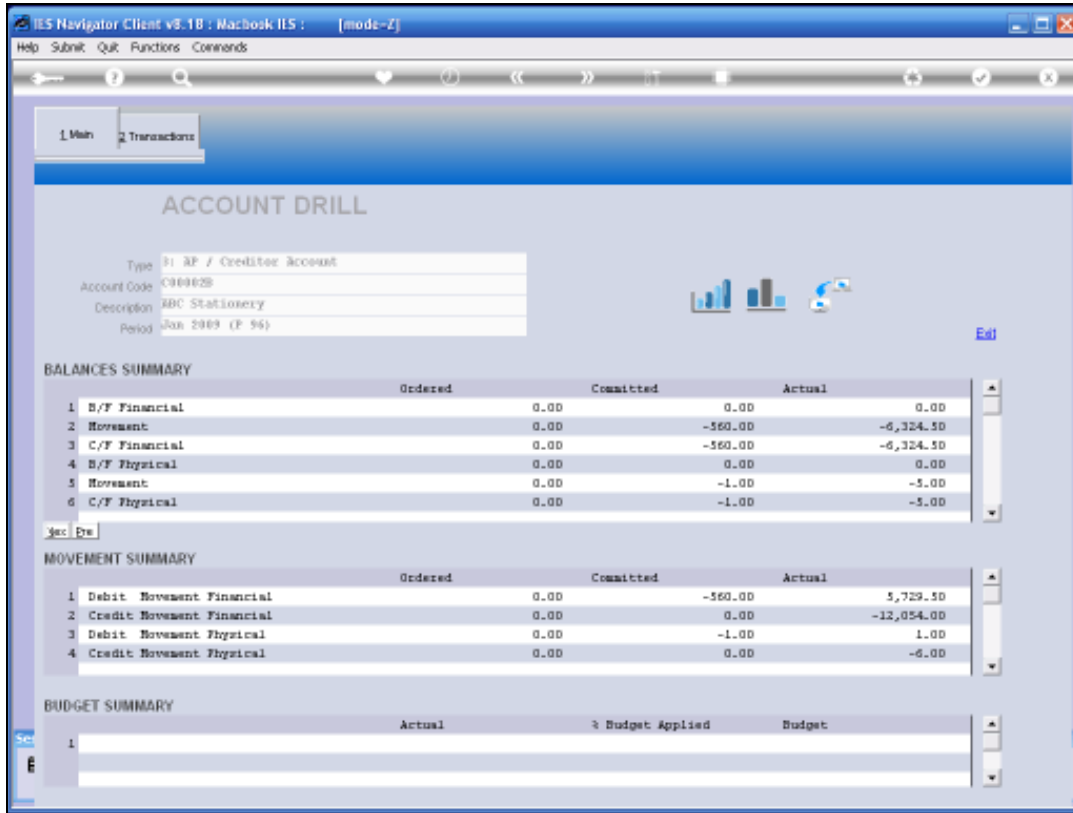
1 Main 2 Transactions

### Transactions

>>> Transkeys	Document	Ordered	Committed	Actual	Description
1	150174013B	146	-1,120.00	0.00	[GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
2	150174013BB	146	-455.00	0.00	[GRD] MIRON T0-300HM F4-5.6 AF-G BLK
3	150174013BD	146	-224.00	0.00	[GRD] MIRON M1-13 REMOTE
4	1501740155	146	1,120.00	-1,120.00	[GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
5	1501740155E	146	455.00	-455.00	[GRV] MIRON T0-300HM F4-5.6 AF-G BLK
6	1501740155J	146	224.00	-224.00	[GRV] MIRON M1-13 REMOTE
7	1501740186	146	0.00	1,120.00	[INV] OLYMPUS CAMEDIA MASTER FR0 4.2
8	1501740203	146	0.00	455.00	[INV] MIRON T0-300HM F4-5.6 AF-G BLK
9	1501740206	146	0.00	224.00	[INV] MIRON M1-13 REMOTE
10	1501740276	*	0.00	0.00	Payment
11	1501753049A	09-025	0.00	0.00	More Widgets
12	1501753033	*	0.00	0.00	Payment
13	1501753033C	15	0.00	0.00	Withholding Tax
14	1501944691	09-027	0.00	0.00	Widgets
15	1501944802	09-028	0.00	0.00	Widgets
16	1501975609	147	-560.00	0.00	[GRD] OLYMPUS CAMEDIA MASTER FR0 4.2
17	1501975609B	147	-455.00	0.00	[GRD] MIRON T0-300HM F4-5.6 AF-G BLK
18	1501975630	147	560.00	-560.00	[GRV] OLYMPUS CAMEDIA MASTER FR0 4.2
19	1501975630E	147	455.00	-455.00	[GRV] MIRON T0-300HM F4-5.6 AF-G BLK
20	1501975696	147	0.00	560.00	[INV] OLYMPUS CAMEDIA MASTER FR0 4.2
21	1501975700	147	0.00	455.00	[INV] MIRON T0-300HM F4-5.6 AF-G BLK
22	1501975980	751-001EP/14	0.00	-560.00	[CRN] OLYMPUS CAMEDIA MASTER FR0 4.2
23	1501976558	09-029	0.00	0.00	Various Items
24	1501977953A	C/1212	0.00	0.00	Returned Goods

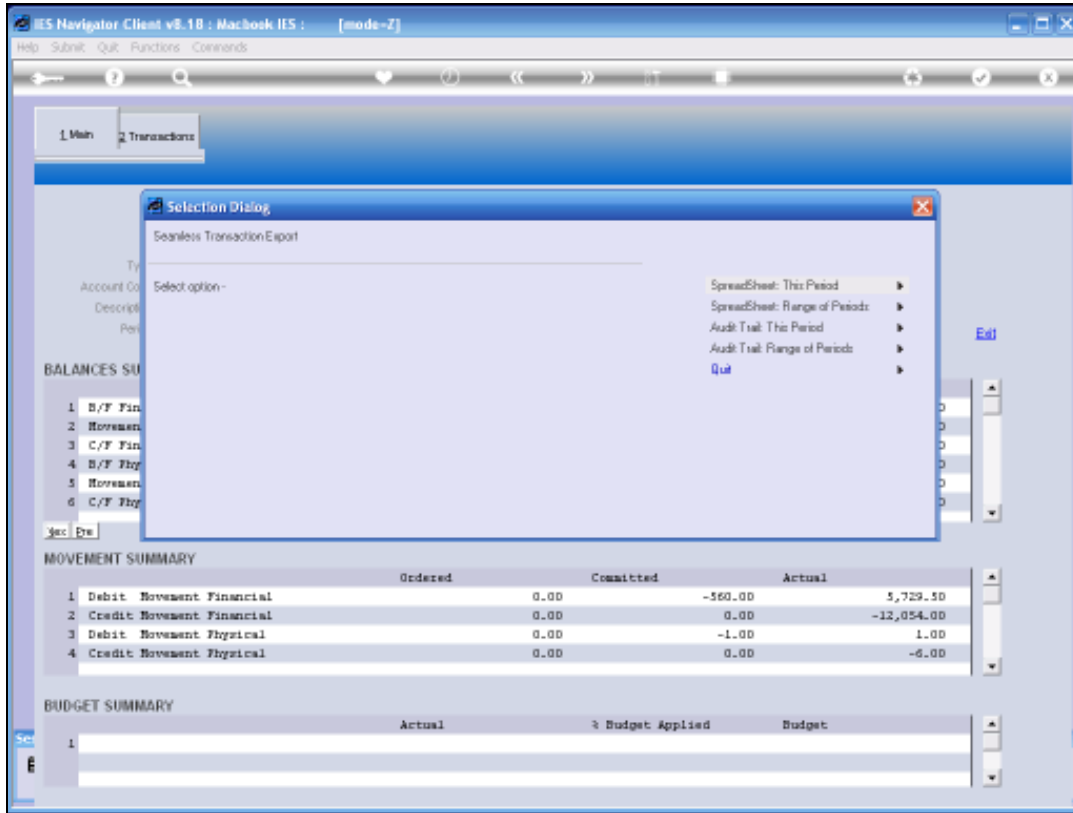
Sec 4  
E Sec De

Slide 11  
Slide notes:



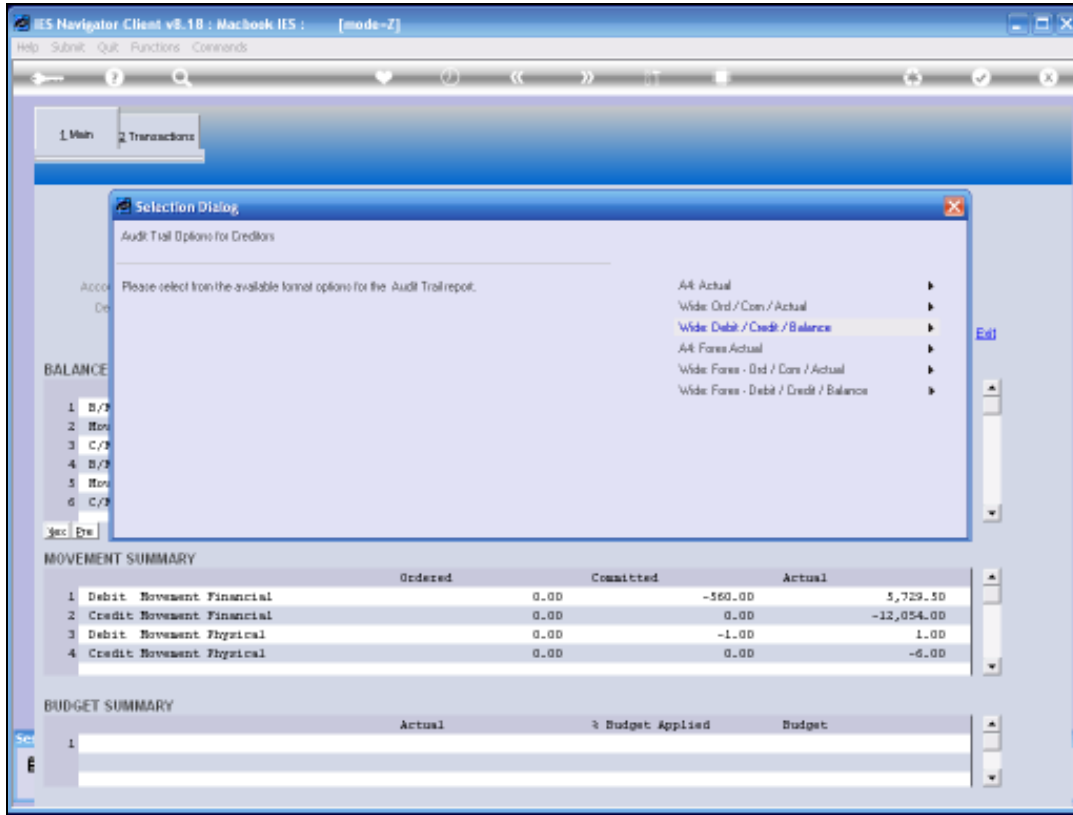
Slide 12

Slide notes: There are also Chart and Export options present.



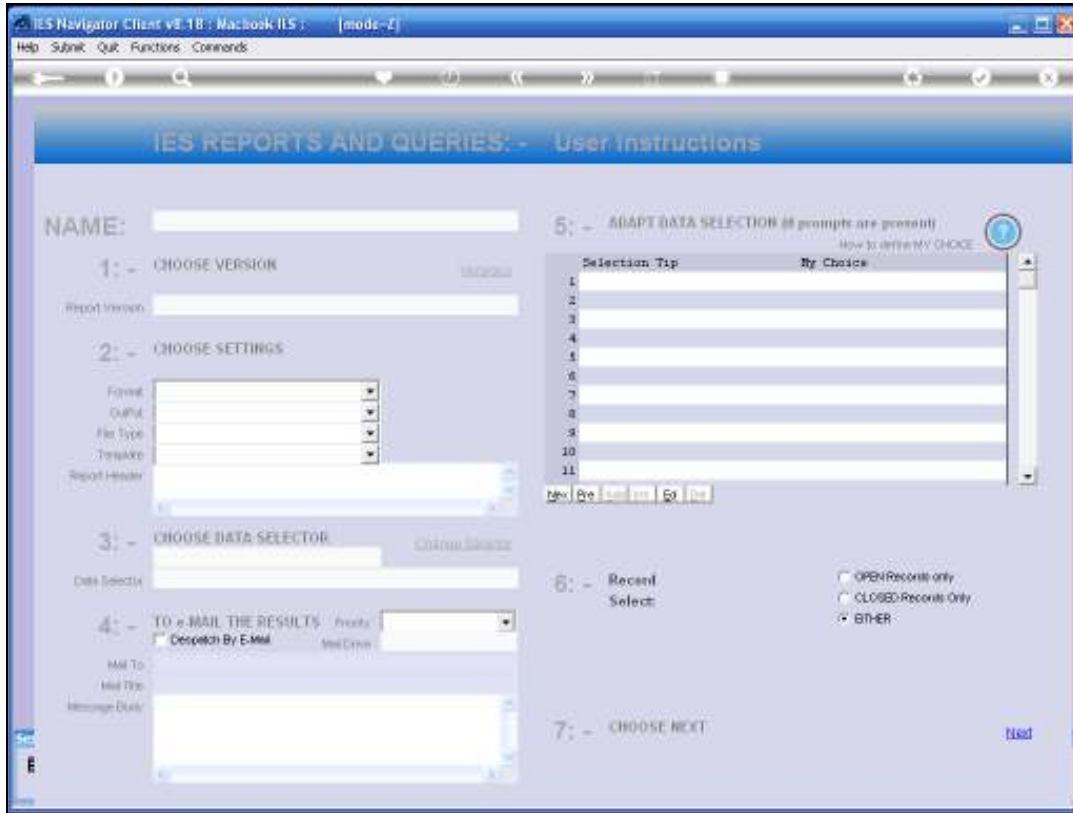
Slide 13

Slide notes: For example, we can export transactions to a Spread Sheet, or choose an Audit Trail report.



Slide 14

Slide notes: And Audit Trail options usually include a variety of formats.



Slide 15  
Slide notes:



Infolab (Pty) Ltd  
 hello@infolab.ec www.infolab.ec

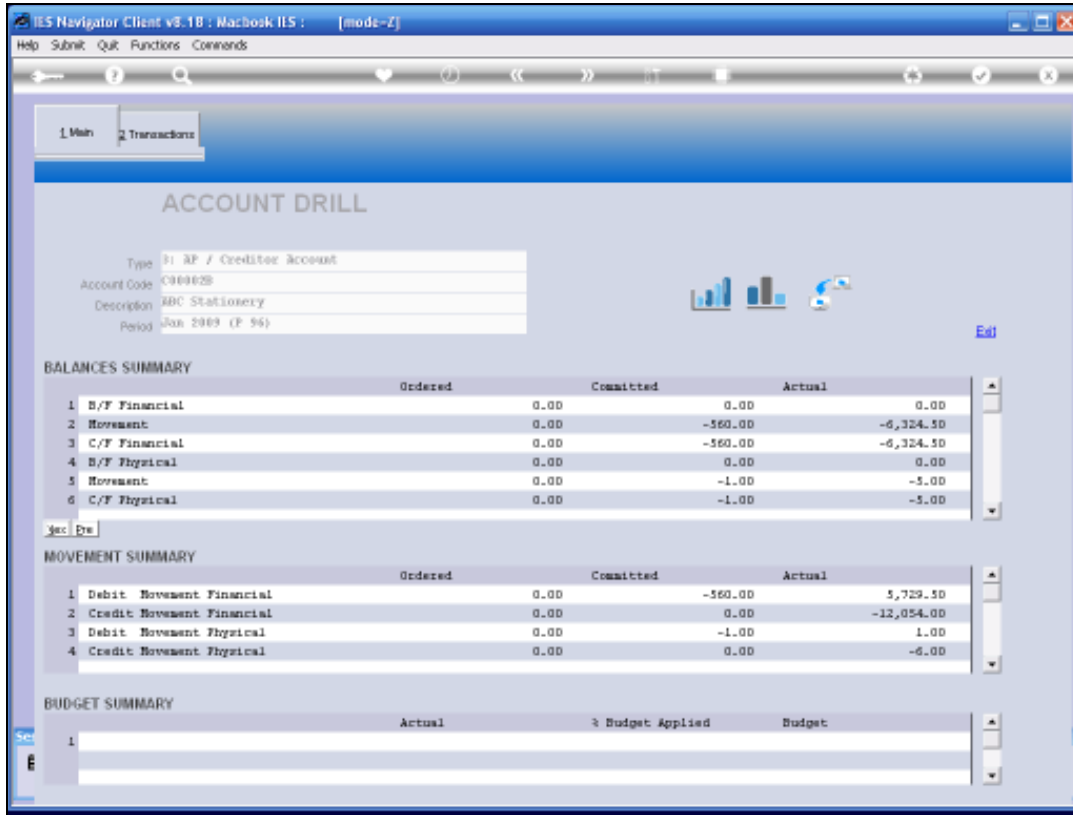
Infolab (Pty) Ltd  
 O : Palm Oil Estates  
 Account Number : C00002E - ABC Stationery

CREDITOR TRANSACTION LISTING AT Jan 2009 to Jan 2009 as

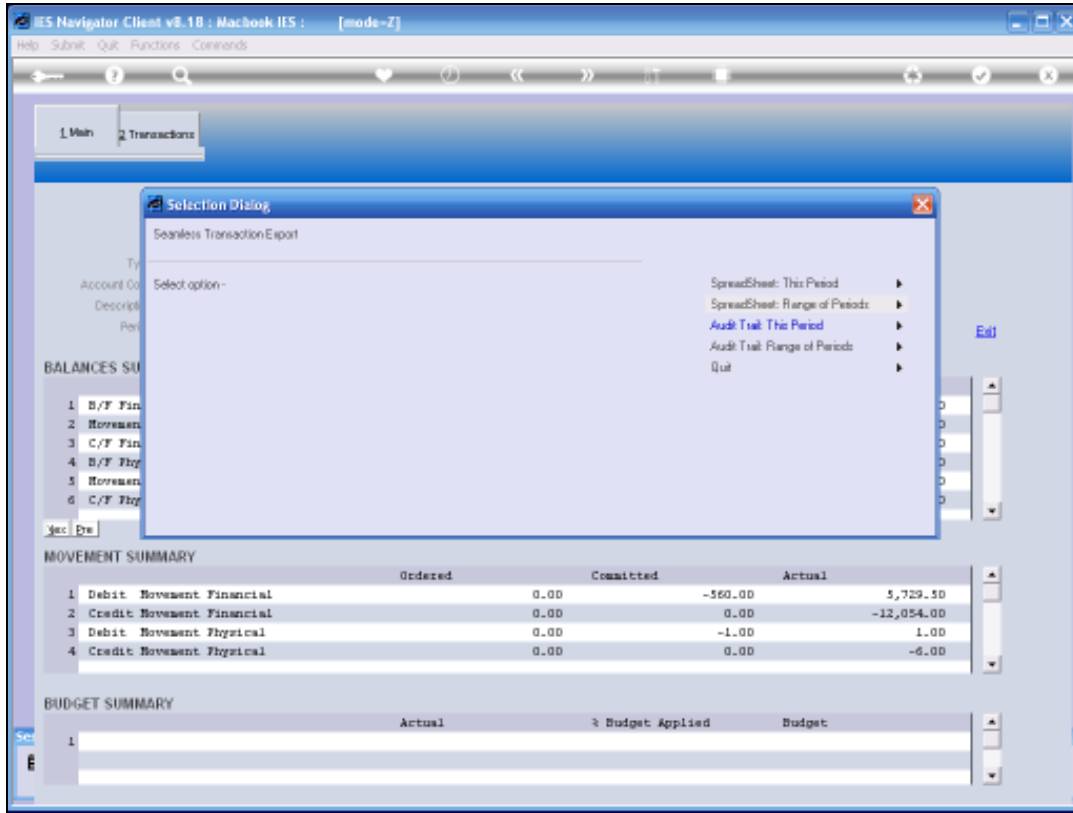
Date	Transaction Detail	Other Side Of Entry	Doc #	Ref	Debit
	Balance B/F				
10/02/09	[ORD] OLYMPUS CANEDIA MASTER	100000021	3008412-01	146	0.00
10/02/09	[ORD] NIKON TO-300NH F4-5.6	100000021	0241640-01	146	0.00
10/02/09	[ORD] NIKON HL-L3 REMOTE	100000021	0244450-01	146	0.00
10/02/09	[GRV] OLYMPUS CANEDIA MASTER	100000021	3008412-01	146	0.00
10/02/09	[GRV] NIKON TO-300NH F4-5.6	100000021	0241640-01	146	0.00
10/02/09	[GRV] NIKON HL-L3 REMOTE	100000021	0244450-01	146	0.00
10/02/09	[INV] OLYMPUS CANEDIA MASTER	100000021	3008412-01	146A	0.00
10/02/09	[INV] NIKON TO-300NH F4-5.6	100000021	0241640-01	146B	0.00
10/02/09	[INV] NIKON HL-L3 REMOTE	100000021	0244450-01	146B	0.00
10/02/09	Payment	10000015e			1,799.00
10/02/09	Bore Widgets	10101010	09-025	G/5521	0.00
10/02/09	Payment	10000015e			1,662.50
10/02/09	Withholding Tax	10101016	15	G/5521	87.50
12/02/09	Widgets	10101010	09-027	BE/4492	0.00
12/02/09	Widgets	10101010	09-026	BE-9923	0.00

Slide 17

Slide notes: This is a sample Audit Trail report.

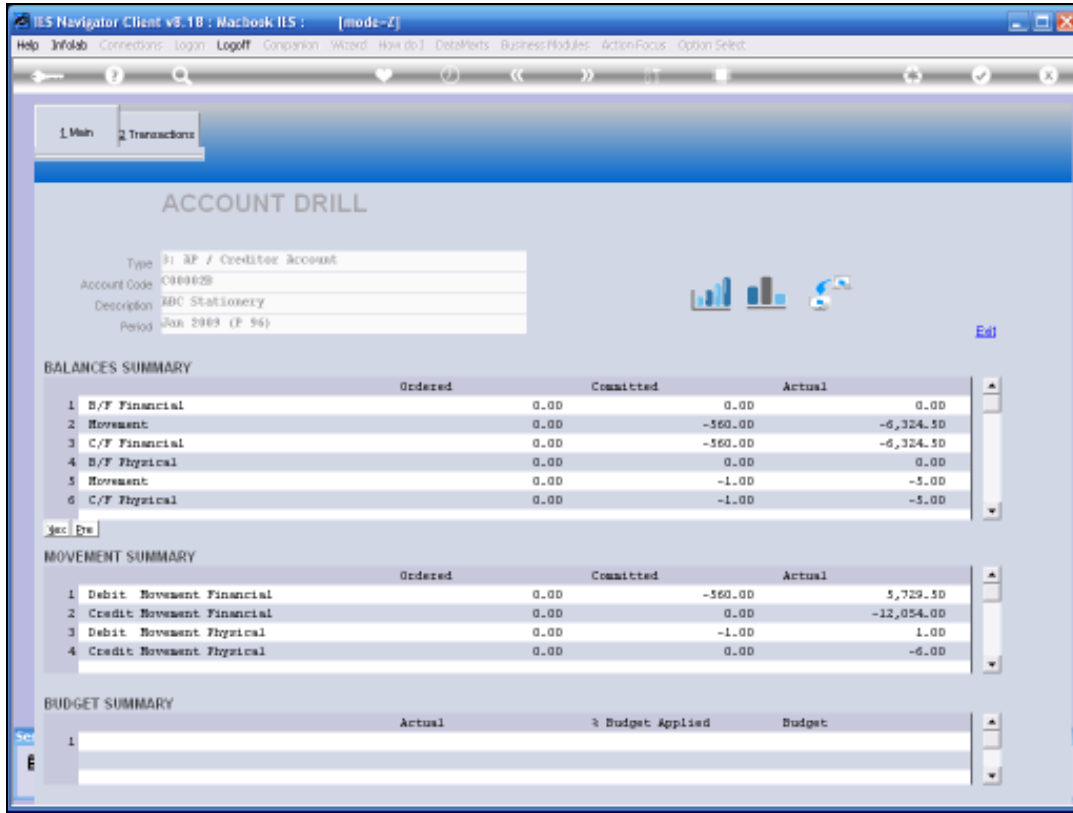


Slide 18  
Slide notes:

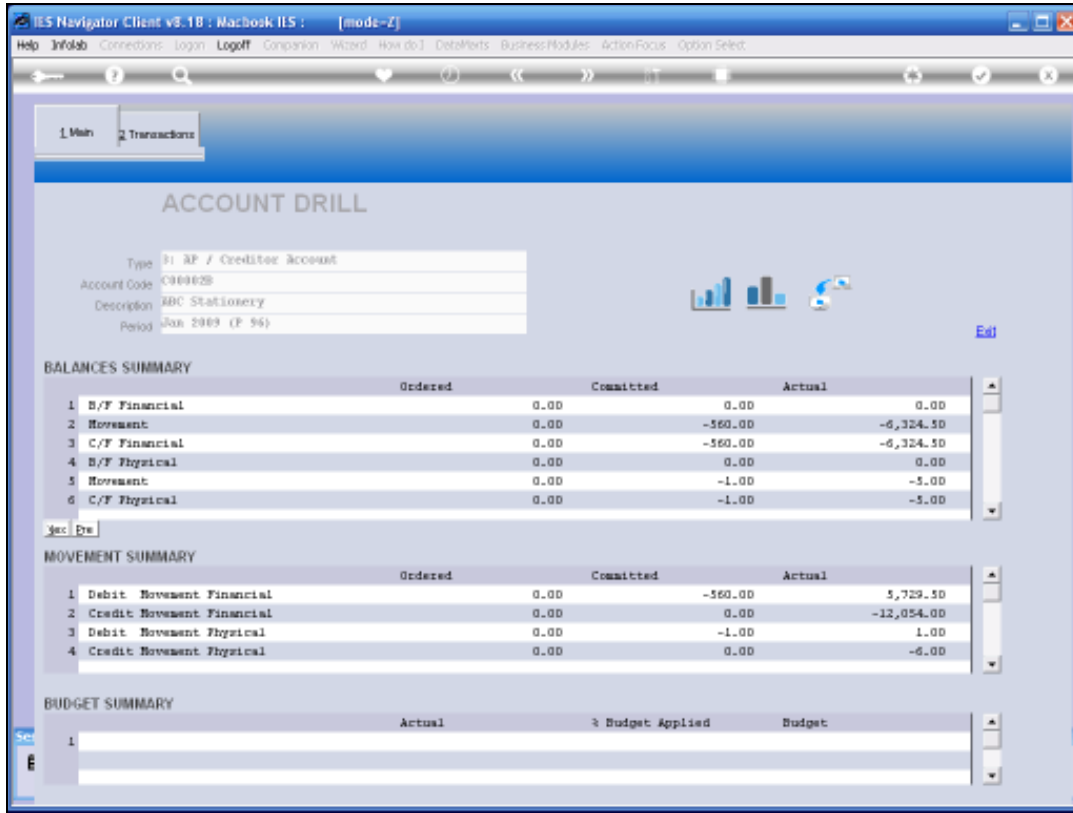


Slide 19

Slide notes: Let's try a Spread Sheet function now.



Slide 20  
Slide notes:

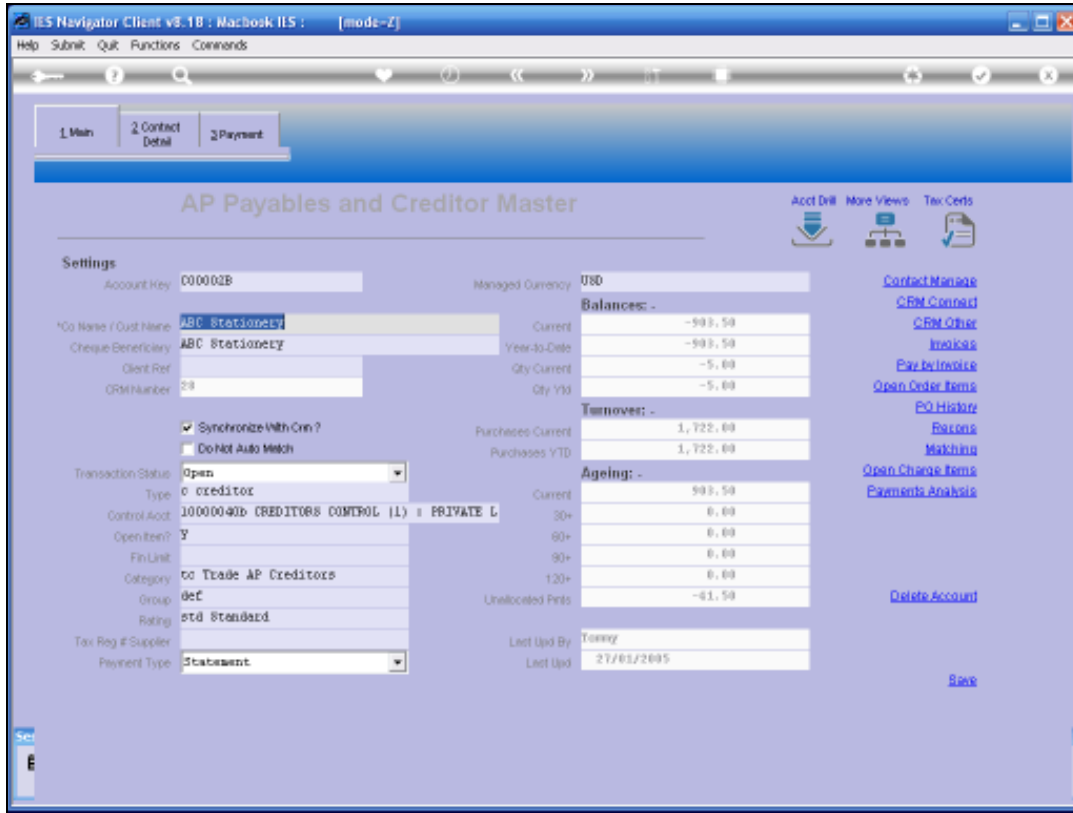


Slide 21  
 Slide notes:

Contra	Subsidiary	Ordered	Commit	Actual	Ord Qty	Com Qty	Act Qty	Doc	Period	Descriptio	Batch	Date	Auth	Operator	Invc
10000015e		0	0	1799	0	0	0	*		96 Payment	APP09021	10/2/2009	tt		
10000015e		0	0	1662.5	0	0	0	*		96 Payment	APP09021	10/2/2009	tt		
10101016		0	0	87.5	0	0	0	15		96 Withhold	APP09021	10/2/2009	tt		G/55
10000021	3008412-0	0	-560	560	0	-1	1	751-001CF		96 [CRN]	OLYTT-120209	12/2/2009	tt		
10101010		0	0	1620.5	0	0	0	C/1212		96 Returned	TT-120209	12/2/2009	tt		
10000040	C00002B	-1120	0	0	-2	0	0	146		96 [ORD]	OLYTT-100209	10/2/2009	tt		
10000040	C00002B	-455	0	0	-1	0	0	146		96 [ORD]	NIKTT-100209	10/2/2009	tt		
10000040	C00002B	-224	0	0	-1	0	0	146		96 [ORD]	NIKTT-100209	10/2/2009	tt		
10000040	C00002B	1120	-1120	0	2	-2	0	146		96 [GRV]	OLYMPUS CAA	10/2/2009	tt		
10000040	C00002B	455	-455	0	1	-1	0	146		96 [GRV]	NIKON 70-300	10/2/2009	tt		
10000040	C00002B	224	-224	0	1	-1	0	146		96 [GRV]	NIKON ML-L3	10/2/2009	tt		
10000040	C00002B	0	1120	-1120	0	2	-2	146		96 [INV]	OLYTT-100209	10/2/2009	tt		146A
10000040	C00002B	0	455	-455	0	1	-1	146		96 [INV]	NIKON 70-300F	10/2/2009	tt		146B
10000040	C00002B	0	224	-224	0	1	-1	146		96 [INV]	NIKON ML-L3 F	10/2/2009	tt		146B
10000040	C00002B	0	0	-1750	0	0	0	09-025		96 More Wid	TT-100209	10/2/2009	tt		G/55
10000040	C00002B	0	0	-875	0	0	0	09-027		96 Widgets	TT-120209	12/2/2009	tt		88/4
10000040	C00002B	0	0	-5145	0	0	0	09-028		96 Widgets	TT-120209	12/2/2009	tt		88-5
10000040	C00002B	-560	0	0	-1	0	0	147		96 [ORD]	OLYTT-120209	12/2/2009	tt		
10000040	C00002B	-455	0	0	-1	0	0	147		96 [ORD]	NIKTT-120209	12/2/2009	tt		
10000040	C00002B	560	-560	0	1	-1	0	147		96 [GRV]	OLYMPUS CAA	12/2/2009	tt		
10000040	C00002B	455	-455	0	1	-1	0	147		96 [GRV]	NIKON 70-300	12/2/2009	tt		
10000040	C00002B	0	560	-560	0	1	-1	147		96 [INV]	OLYMPUS CAM	12/2/2009	tt		755
10000040	C00002B	0	455	-455	0	1	-1	147		96 [INV]	NIKON 70-300F	12/2/2009	tt		755

Slide 22

Slide notes: And here we have the Transaction detail directly exported to a Spread Sheet.



Slide 23

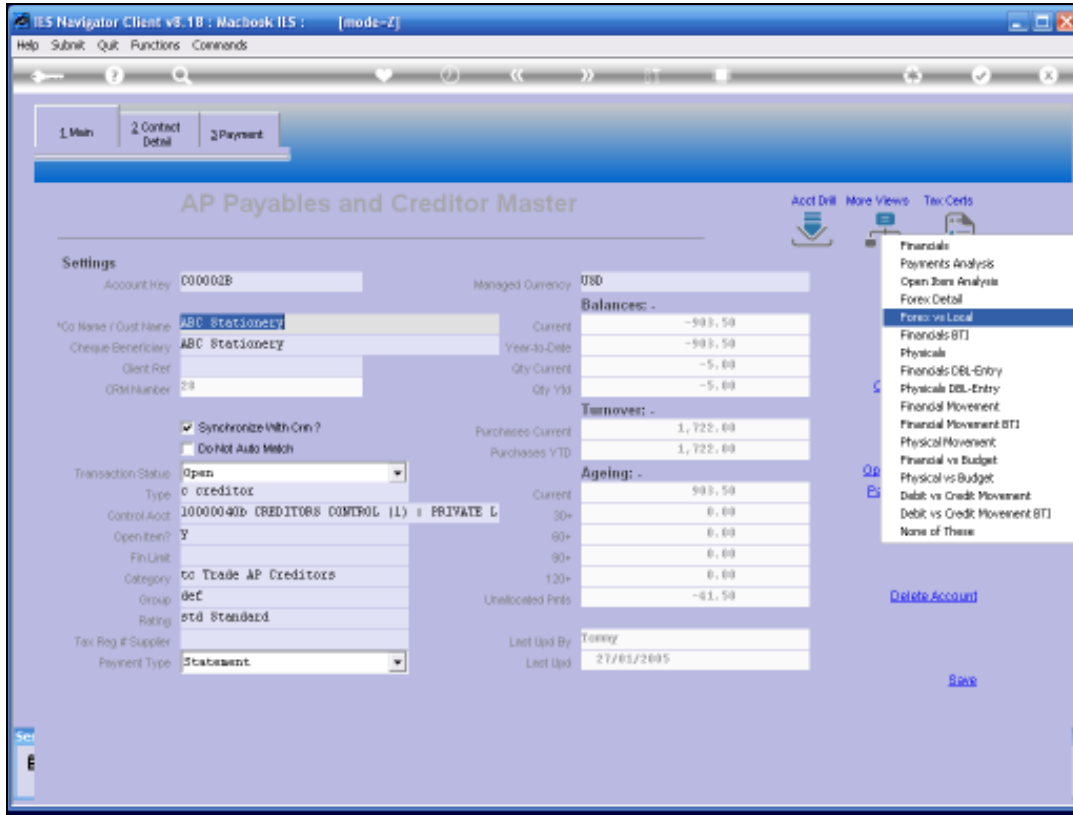
Slide notes: In addition to the primary Transaction drill, there are always other views of the Account to choose from as well. Let's try an example.

The screenshot displays the 'AP Payables and Creditor Master' interface in the IES Navigator Client. The window title is 'IES Navigator Client v8.10 : Macbook IES : [mode-Z]'. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands), a breadcrumb trail (1 Main > 2 Contact Detail > 3 Payment), and a toolbar with icons for 'Acct Drill', 'More Views', and 'Tax Certs'. The main content area is divided into several sections:

- Settings:** Fields for Account Key (00002B), Managed Currency (USD), \*Co Name / Cust Name (ABC Stationery), Cheque Beneficiary (ABC Stationery), Client Ref, and CR# Number (28). It also includes checkboxes for 'Synchronize With Crn?' and 'Do Not Auto Match', and a dropdown for 'Transaction Status' (Open).
- Control:** Fields for Type (0 creditor), Control Acct (10000040b CREDITORS CONTROL (L) PRIVATE L), Open Item? (Y), Fin List, Category (00 Trade AP Creditors), Group (def), Rating (std Standard), Tax Reg # Supplier, and Payment Type (Statement).
- Summary Tables:**
  - Balances:** Current: -993.50, Year-to-Date: -993.50, Qty Current: -5.00, Qty YTD: -5.00.
  - Turnovers:** Purchases Current: 1,722.00, Purchases YTD: 1,722.00.
  - Ageing:** Current: 993.50, 30+: 0.00, 60+: 0.00, 90+: 0.00, 120+: 0.00, Unallocated Pmts: -61.50.
- Metadata:** Last Upd By: Tony, Last Upd: 27/01/2005.

On the right side, a 'Financials' menu is open, listing various analysis and movement options such as 'Payments Analysis', 'Open Items Analysis', 'Forex Detail', 'Forex vs Local', 'Financials BTI', 'Physicals', 'Financials DBL-Entry', 'Physicals DBL-Entry', 'Financial Movement', 'Financial Movement BTI', 'Physical Movement', 'Financial vs Budget', 'Physical vs Budget', 'Debit vs Credit Movement', 'Debit vs Credit Movement BTI', and 'None of These'. A 'Delete Account' link is also visible below the menu.

Slide 24  
Slide notes:



Slide 25

Slide notes: In this case, we choose a view that compares Local and Forex values on this Account.



The screenshot displays the 'AP Payables and Creditor Master' interface in the IES Navigator Client. The window title is 'IES Navigator Client v8.10 : Macbook IES : [mode-Z]'. The interface includes a menu bar (Help, Submit, Quit, Functions, Commands), a breadcrumb trail (1 Main > 2 Contact Detail > 3 Payment), and a toolbar with icons for 'Acct Drill', 'More Views', and 'Tax Certs'. The main content area is divided into several sections:

- Settings:** A form for configuring the creditor. Fields include 'Account Key' (00002B), 'Managed Currency' (USD), 'Co Name / Cust Name' (ABC Stationery), 'Cheque Beneficiary' (ABC Stationery), 'Client Ref', 'CR# Number' (28), 'Synchronize With Crm?' (checked), 'Do Not Auto Match' (unchecked), 'Transaction Status' (Open), 'Type' (creditor), 'Control Acct' (1000040b CREDITORS CONTROL (L) PRIVATE L), 'Open Item?' (Y), 'Fin List', 'Category' (Trade AP Creditors), 'Group' (def), 'Rating' (std Standard), 'Tax Reg # Supplier', and 'Payment Type' (Statement).
- Summary Tables:**
  - Balances:** Current: -993.50, Year-to-Date: -993.50, Qty Current: -5.00, Qty YTD: -5.00.
  - Turnover:** Purchases Current: 1,722.00, Purchases YTD: 1,722.00.
  - Ageing:** Current: 993.50, 30+: 0.00, 60+: 0.00, 90+: 0.00, 120+: 0.00, Unallocated Pmts: -61.50.
- Metadata:** Last Upd By: Tony, Last Upd: 27/01/2005.

On the right side, there is a vertical list of links: Contact Manage, CRM Contact, CRM Other, Invoices, Pay to Invoice, Open Order Items, PO History, Returns, Making, Open Change Items, Payments Analysis, and Delete Account. A 'Save' button is located at the bottom right of the interface.

Slide 27  
Slide notes:

IES Navigator Client v8.10 : Macbook IIS : [mode-Z]

Help Submit Quit Functions Commands

ACCOUNT VIEW: FOREX vs LOCAL

Account Code: 1 C00002B Description: ABC Stationery Period: 96 Jan 2009

Traverse Debits  
Traverse Credits

BALANCES

	Ordered	Committed	Actual
1 BROUGHT FORWARD	0.00	0.00	0.00
2 MOVEMENT	0.00	-560.00	-6,324.50
3 CLOSE	0.00	-560.00	-6,324.50

DEBITS

>>> Debits	Description	Actual Fx	Fx Rate	Actual
1	1501740276 ?] Payment	257.00	7	1,799.00
2	1501753933 ?] Payment	237.50	7	1,662.50
3	1501753933C C/5521] Withholding Tax	12.50	7	87.50
4	1501975980 751-001C] [CPN] OLYMPUS CAN	80.00	7	560.00
5	1501977953A C/1212] Returned Goods	231.50	7	1,620.50

CREDITS

>>> Credits	Description	Actual Fx	Fx Rate	Actual
1	1501740136 146] [ORD] OLYMPUS CAMEDIA	0.00	7	0.00
2	1501740138B 146] [ORD] NIKON 70-300MM F	0.00	7	0.00
3	1501740138D 146] [ORD] NIKON HL-L3 BEND	0.00	7	0.00
4	1501740155 146] [GRV] OLYMPUS CAMEDIA	0.00	7	0.00
5	1501740155E 146] [GRV] NIKON 70-300MM F	0.00	7	0.00
6	1501740155J 146] [GRV] NIKON HL-L3 BEND	0.00	7	0.00
7	1501740186 146A] [IMP] OLYMPUS CAMEDIA	160.00	7	1,120.00

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Slide notes: And here we have the comparative view now. These transactions can also be drilled, just like the primary view. And the same principles apply to drilling on other types of Accounts, like GL, Debtors, Stock, etc.