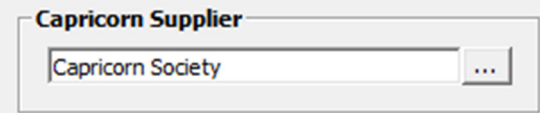


CAPRICORN RECONCILIATION

Automation Premium has an automated reconciliation feature for operators that have a trading relationship with the Capricorn Society. To access this feature, you need to firstly attach suppliers to the master Capricorn account, enter all purchases from Capricorn suppliers, download your statement from the Capricorn web site and finally run the reconciliation feature.

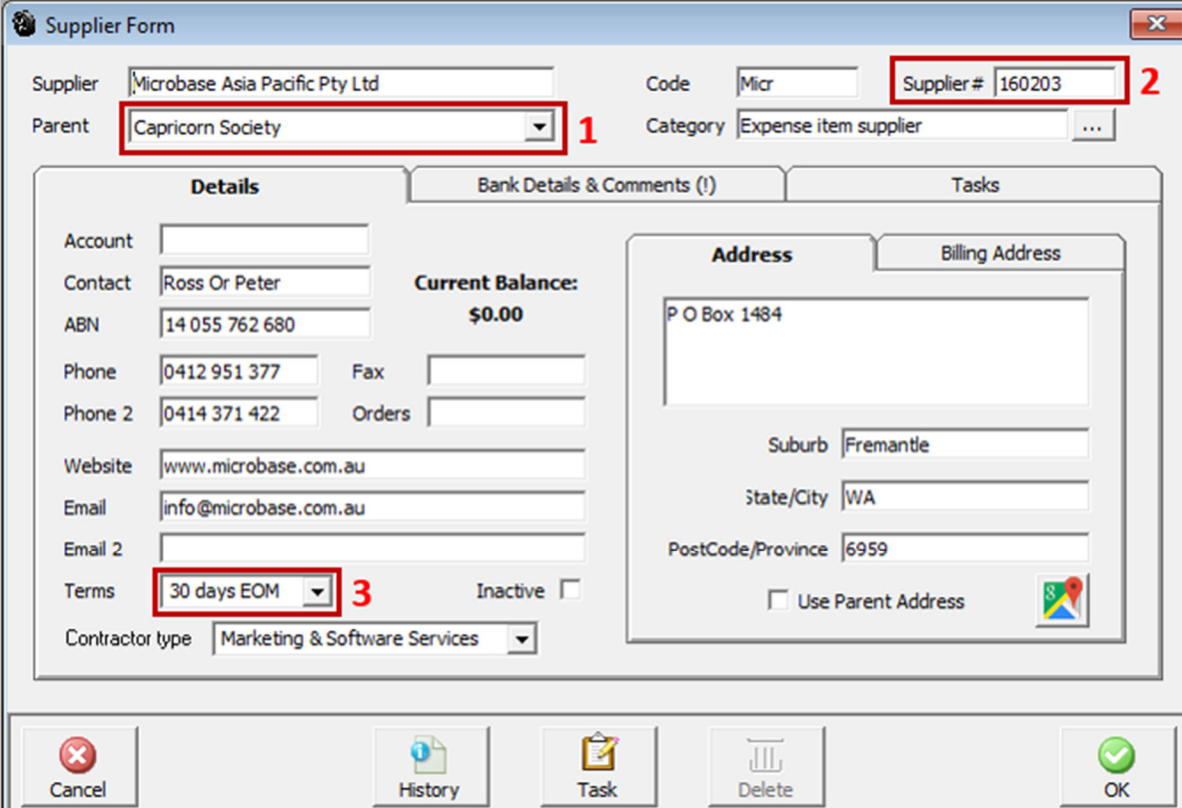
Initial Setup:

Go to File – Site Settings – Database Settings and against Capricorn Supplier enter your suppliers name by clicking on the square button and choosing the supplier from your supplier listing.



All suppliers that are Capricorn suppliers need to be flagged Capricorn, edit the supplier and choose Capricorn in the Parent field (1) this will open a new field where you enter the suppliers Capricorn number (2) accessed from Capricorns Purple Pages manual.

Set Terms to 30 days EOM for all Capricorn suppliers (3).



For the reconciliation feature to function correctly you must enter your purchases including the supplier invoice number and date of invoice.



Microbase

POWERED BY INNOVATION

Process 1:

Download your Capricorn statement from the web site – You can connect to www.capricorn.com.au directly from Online – Capricorn Web Site menu within Automation.

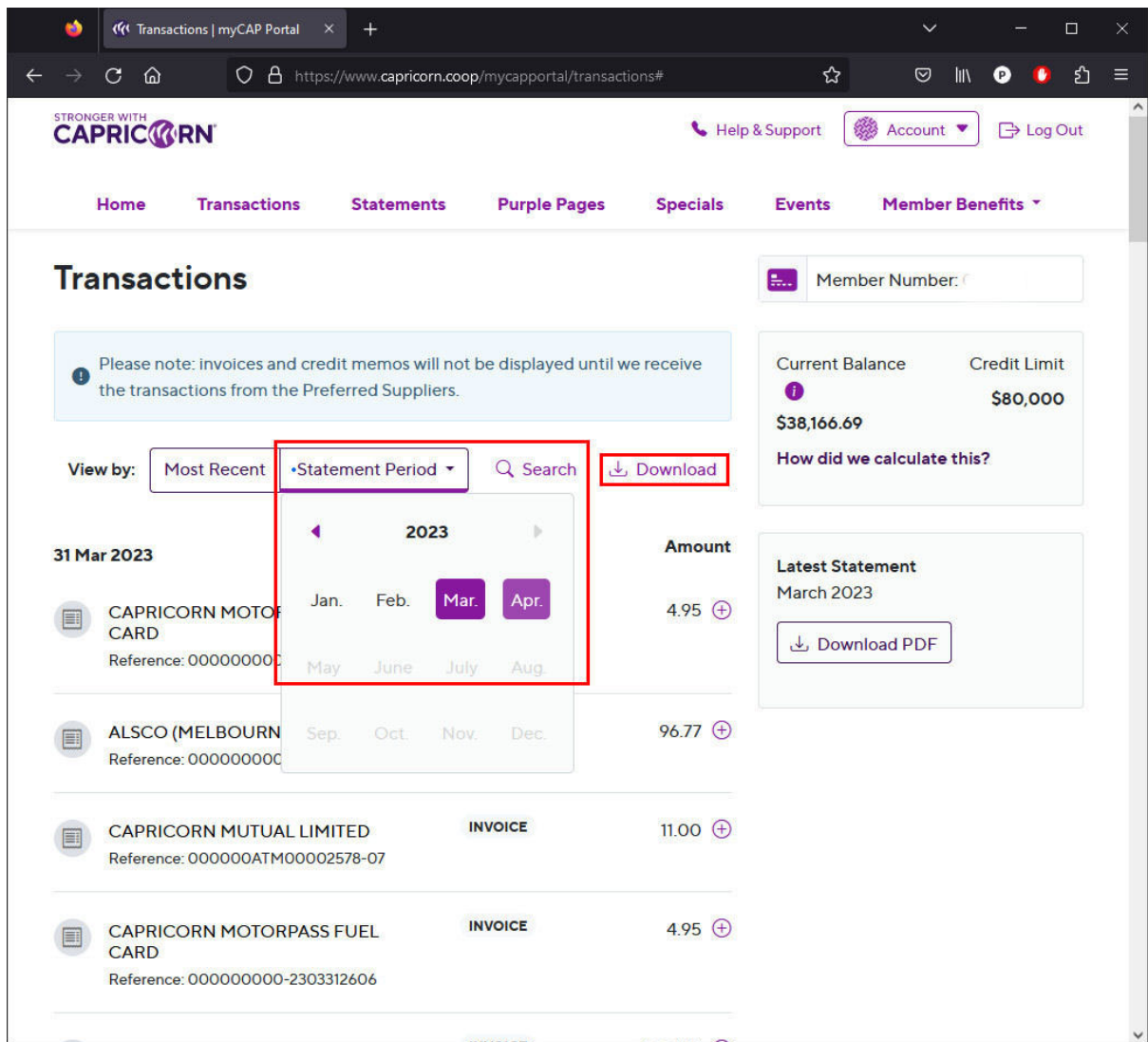
Log into the Members area of the Capricorn web site.

You will now be presented with screen below click on **Transactions**.

The screenshot shows the Capricorn myCAP Portal website. The browser address bar displays <https://www.capricorn.coop/mycapportal>. The page header includes the Capricorn logo, navigation links (Home, Transactions, Statements, Purple Pages, Specials, Events, Member Benefits), and user options (Help & Support, Account, Log Out). The main content area is titled "Welcome" and features three primary sections: "Trade Account" showing a current balance of \$38,166.69 and a credit limit of \$80,000; "Latest Statement" for March 2023 with a "Download PDF" button; and "Amount Owing" of \$23,367.43 with a "How did we calculate this?" link. Below these are four promotional tiles: "Redeem Rewards" (2,042,556 pts), "Get Service Data" (capricorn service data), "Launch AutoBoost" (AUTOBOOST BUSINESS ASSISTANCE CENTRE), and "Start Shopping" (Woolworths at Work). At the bottom, a "Recent Transactions" table is visible.

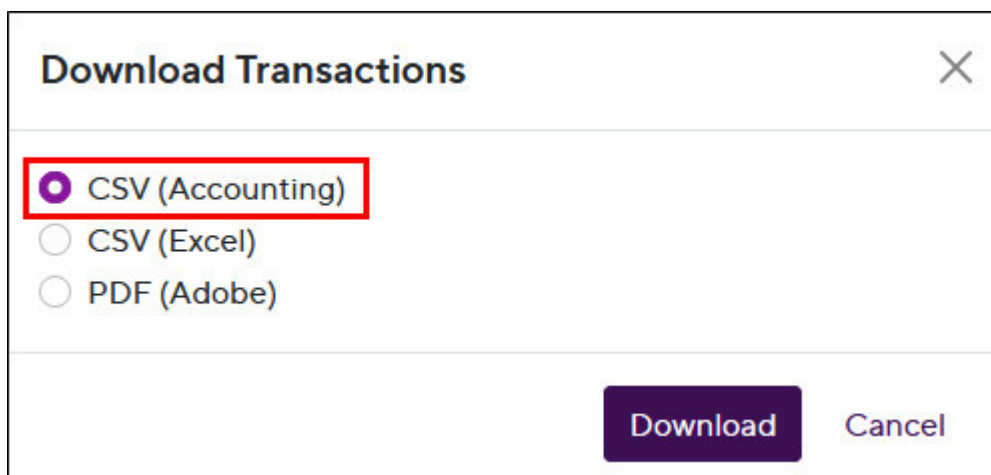
Recent Transactions	Reference Number	Type	Amount
20 Apr ASV EUROPEAN AUTO SPARES	0000000000001875676	INVOICE	132.00

Next click on **Statement Period** and choose the statement month you wish to reconcile.



The screenshot shows the 'Transactions' page in the myCAP Portal. A dropdown menu for 'Statement Period' is open, displaying the year 2023 and months from Jan. to Dec. The 'Download' button is highlighted with a red box. The page also shows a table of transactions with columns for 'View by', 'Statement Period', 'Search', and 'Download'. The table lists transactions for 31 Mar 2023, including CAPRICORN MOTOR CARD, ALSCO (MELBOURN), CAPRICORN MUTUAL LIMITED, and CAPRICORN MOTORPASS FUEL CARD.

Next click on the text Download button.



The screenshot shows the 'Download Transactions' dialog box. The 'CSV (Accounting)' option is selected and highlighted with a red box. The 'Download' button is also highlighted. The dialog box includes a close button (X) in the top right corner and a 'Cancel' button next to the 'Download' button.

Next make sure **CSV (Accounting)** is selected then click on the Download button this will start the download of the statement.

The statement will be Download and saved to your Downloads folder with a file name similar to *202304200734031325transactions.csv*.

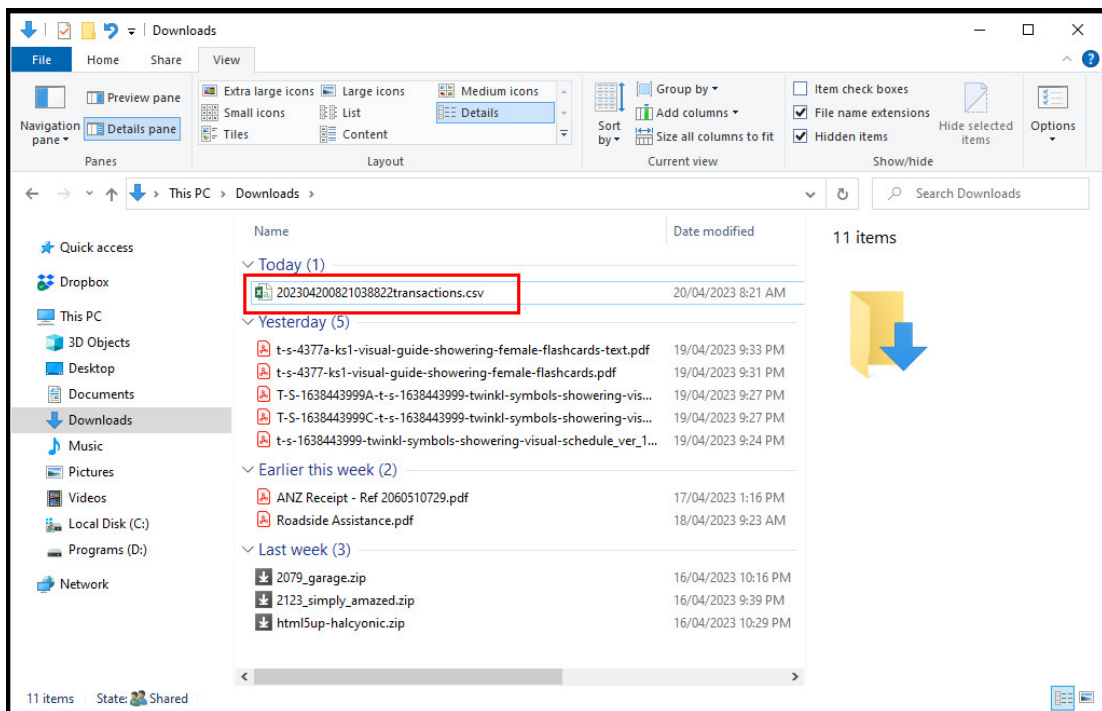
Once the download has completed you can log out and close the Capricorn web site.

Process 2:

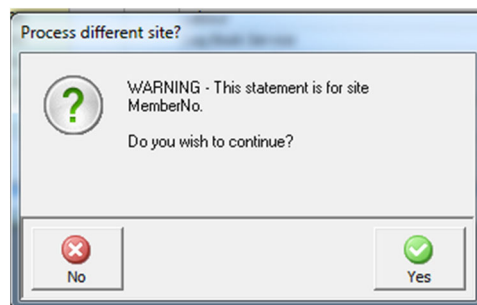
Select the Capricorn Reconciliation feature from the Online menu within Automation

For the first time you will need to point to the location you saved the downloaded *202304200734031325transactions.csv* file to from then on it will always open up in that location.

Point and double click on the file named *202304200734031325transactions.csv* or similar, the reconciliation process will initialise.



A site confirmation window appears click **OK** (*site number is no longer displayed*).





When complete the Capricorn reconciliation will open.

Match	Date	Inv/Ref#	Supplier#	Supplier	Total (Inc.)	Paid	Balance	Notes
								Capricorn 2/16 & subaccount of Capricorn
X	1/2/16	DH4886267	130370	Chapel Corner	\$760.00			Could not find matching bill.
X	1/2/16	4710902	953	Cookdrive	\$283.25	\$0.00	\$283.25	
X	1/2/16			Aake Fe	\$30,726.97			Supplier 'Aake Fe' not a subaccount of Capricorn.
X	1/2/16			Aake Fe	\$15,705.98			Supplier 'Aake Fe' not a subaccount of Capricorn.
X	1/2/16	98901788	190074	Motorpass	\$74.00			Could not find matching bill.
X	2/2/16	6914743C	3043	PRESTO	\$105.01			Could not find matching supplier.
X	2/2/16	79822005	804	Burson Auto Parts	\$91.27	\$0.00	\$91.27	
X	2/2/16	70822800	804	Burson Auto Parts	\$11.59	\$0.00	\$11.59	
X	2/2/16	70834025	804	Burson Auto Parts	\$145.90	\$0.00	\$145.90	Statement date does not match with bill date or bill due date.
X	2/2/16	70838897	804	Burson Auto Parts	\$11.41	\$0.00	\$11.41	
X	2/2/16	70822888	804	Burson Auto Parts	\$159.28	\$0.00	\$159.28	
X	2/2/16	70872149	804	Burson Auto Parts	\$93.35	\$0.00	\$93.35	
X	3/2/16	4717476	953	Cookdrive	\$140.25	\$0.00	\$140.25	
X	3/2/16	75201878	190074	Motorpass	\$26.00			Could not find matching bill.
X	3/2/16	75201877	190074	Motorpass	\$50.00			Could not find matching bill.
X	3/2/16	DMEL1431648	3099	Alco	\$27.67			Could not find matching bill.
X	4/2/16	70999869	804	Burson Auto Parts	\$163.40	\$0.00	\$163.40	Statement date does not match with bill date or bill due date.
X	4/2/16	70901106	804	Burson Auto Parts	\$108.22	\$0.00	\$108.22	
X	4/2/16	391621	694	Humeex Ply Ltd	\$349.83	\$0.00	\$349.83	
X	5/2/16	4722654	953	Cookdrive	\$284.00	\$0.00	\$284.00	
X	5/2/16	4722653	953	Cookdrive	\$165.00	\$0.00	\$165.00	
X	5/2/16	70822789	804	Burson Auto Parts	\$150.63	\$0.00	\$150.63	
X	5/2/16	48920195	190074	Motorpass	\$52.23			Could not find matching bill.
X	8/2/16	70960390	804	Burson Auto Parts	\$29.67	\$0.00	\$29.67	
X	8/2/16	70960181	804	Burson Auto Parts	\$15.53	\$0.00	\$15.53	Statement date does not match with bill date or bill due date.
X	8/2/16	41887	130280	Jap Heaven	\$66.00	\$0.00	\$66.00	
X	8/2/16	238018	913	INDEPE	\$698.88			Could not find matching supplier.
X	8/2/16	238049	130353	LOGICA	\$195.26			Could not find matching supplier.
X	8/2/16	5900015C	3043	PRESTO	\$252.38			Could not find matching supplier.
X	8/2/16	722848706	190074	Motorpass	\$72.03			Could not find matching bill.
X	8/2/16	4729953	953	Cookdrive	\$127.05	\$0.00	\$127.05	
X	8/2/16	4732028	953	Cookdrive	\$226.22	\$0.00	\$226.22	Statement date does not match with bill date or bill due date.
X	8/2/16	263535	130353	LOGICA	\$86.00			Could not find matching supplier.
X	8/2/16	268510	913	INDEPE	\$441.78			Could not find matching supplier.
X	8/2/16	70973214	804	Burson Auto Parts	\$17.57			Could not find matching bill.
X	8/2/16	70948686	804	Burson Auto Parts	\$123.00	\$0.00	\$123.00	Statement date does not match with bill date or bill due date.
X	8/2/16	70968111	804	Burson Auto Parts	\$121.21	\$0.00	\$121.21	
X	10/2/16	52756	140185	SPAREC	\$192.84			Could not find matching supplier.
X	10/2/16	DH4886263	130370	Chapel Corner	\$165.00			Could not find matching bill.
X	10/2/16	71001367	804	Burson Auto Parts	\$42.44	\$0.00	\$42.44	
X	10/2/16	71005832	804	Burson Auto Parts	\$59.02	\$0.00	\$59.02	
X	10/2/16	71021076	804	Burson Auto Parts	\$264.01	\$0.00	\$264.01	
X	10/2/16	263461	130353	LOGICA	\$121.00			Could not find matching supplier.
X	10/2/16	303467N	3038	Northern Motor	\$65.53	\$0.00	\$65.53	
				Total:	\$7,883.51	\$0.00	\$7,883.51	

Most items should be ticked for payment. Others may have red crosses and comments in the notes field

Most common problems in red are due to incorrect value, incorrect date or unable to match invoice, to correct these problems double click on the red entry & correct either date or value or go to purchasing and create the bill.

Correct the non-matching items & re-run the reconciliation by selecting the redo option from the bottom of the screen

When all items reconcile select payment from the bottom menu bar, from the payment form select the payment media and confirm with OK (F12).