

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.

apricorn supplier	
Capricorn Soceity	

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.

upplier	Microbase Asia Pacific		Code	Micr	Supplier#	160203	2	
arent	Capricorn Soceity	~	1 Category	Expense item supp	blier			
	Details	Banl	k details & comm	ents (!)	Tas	iks		
Accourt	nt	Current balance			Address Billing Ad			
Contact Pete Or Ross ABN 19 612 203 451		\$283.1	8	Po Box 1484				
Phone	0414 371 422							
Fax		Orders						
Websit	te www.microbase.com.au			Sub	Fremantle	Fremantie		
Email	peter@microbase.com.au			St	tate WA	<u>~</u>		
Terms	30 days EOM V 3] Inactive	Postc	ode 6959			
Contra	And the Marketing & Software	are Services v		Use parent a	ddress			
-								

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.



Process 1:

Download your Capricorn statement from the web site – You can connect to <u>www.capricorn.com.au</u> 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.

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	tps://www. capricorn.coop /mycapportal	💊 Help & Su	☆ ♥ III upport	 O O C→ Log Out
Home Transactions	Statements Purple Pa	iges Specials E	Events Member Ben	nefits *
Trade Account Member Number: Current Balance Cred S38,166.69 How did we calculate this?	Latest Stateme March 2023 ↓ Download PD dit Limit 80,000 See all Statements	ent J A Ş IF H N 24 Fu	amount Owing () 23,367.43 ow did we calculate this? ext Direct Debit 8 Apr 2023 unds will be drawn from yo ccount automatically	\$= Pur
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Recent Transactions ()	Refer	ence Number	Туре	Amount
20 Apr ASV EUROPEAN	NAUTO SPARES 0000	000000001875676	INVOICE 13	32.00 🕀



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

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0	Please the trar	Please note: invoices and credit memos will not be displayed until we receive the transactions from the Preferred Suppliers. vby: Most Recent • Statement Period • O Search • 2023 • 2023 • Amount Jan. Jan. Feb. Mar. Apr. Mar. Apr. Mar. Mar. Apr. Mar. Mar. Apr. Mar. Mar. Apr. Mar. <										
Vie	w by:	Most Recent	•Staten	nent Perio	d 🕶	Q Search	⊎ Download	How did	we calculate	this?		
31 Ma	ar 2023		•	20	23	•	Amoun	Latest St	tatement			
	CAPR	ICORN MOTO	Jan.	Feb.	Mar.	Apr.	4.95 🕀) March 20	023 wnload PDF]		
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Next click on the text Download button.

Download Transactions		\times
CSV (Accounting)		
CSV (Excel)		
O PDF (Adobe)		
	Download	Cancel

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).



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When complete the Capricorn reconciliation will open.

м	Date	Inv/Ref#	Supplier#	Supplier.	Total (In	Paid	Balance Notes	^	Supplier	Tota
×				A1 Diesel Injec	\$0.00	\$0.00	\$0.00 Supplier 'A1 Diesel Injection' is not a sub-account of Capricorn.		A1 Diesel Injection	-\$42,050.7
~	01/01/25	96755	160203	Microbase Asia	\$146.28	\$0.00	\$146.28		Microbase Asia Pacific	\$146.2
~	01/01/25	7719-2501021	190074	Motorpass Fuel	-\$1.42	\$0.00	-\$1.42		Motorpass Fuel Card	\$1,350.6
4	01/01/25	7719-2501021	190074	Motorpass Fuel	\$99.00	\$0.00	\$99.00		Capricom Mutual	\$1,630.6
~	01/01/25	7719-2501021	190074	Motorpass Fuel	-\$0.24	\$0.00	-\$0.24		Cooldrive Distribution	\$10,241.8
~	01/01/25	ATP00004564	2676	Capricorn Mutual	\$1,630.66	\$0.00	\$1,630.66		John Hughes	\$5,158.6
~	02/01/25	16900675	953	Cooldrive Distri	\$722.70	\$0.00	\$722.70		Veale Auto Parts	\$6,954.7
~	02/01/25	16901638	953	Cooldrive Distri	\$215.60	\$0.00	\$215.60		Napa	\$2,091.0
~	02/01/25	4776273	110	John Hughes	\$87.66	\$0.00	\$87.66		Repco Auto Parts	\$3,219.5
~	02/01/25	4775157	110	John Hughes	\$26.62	\$0.00	\$26.62		New Town Toyota	\$803.1
~	02/01/25	21208978	58	Veale Auto Parts	\$24.10	\$0.00	\$24.10		Tyre Connect	\$2,179.1
~	02/01/25	21209240	58	Veale Auto Parts	\$266.20	\$0.00	\$266.20		Lintrex	\$1,322.5
~	02/01/25	21209303	58	Veale Auto Parts	\$243.00	\$0.00	\$243.00		Goodchild Enterprises	\$2,596.0
~	02/01/25	21210045	58	Veale Auto Parts	\$10.00	\$0.00	\$10.00		Alsco Linen	\$235.2
~	02/01/25	21210729	58	Veale Auto Parts	\$14.20	\$0.00	\$14.20		Perth Auto Alliance	\$136.6
~	02/01/25	1880266755	190163	Napa	\$198.00	\$0.00	\$198.00		Gardner Holden	\$926.2
~	02/01/25	1880266756	190163	Napa	\$43.73	\$0.00	\$43.73		Roadbend Motors	\$291.5
~	02/01/25	1880266757	190163	Napa	\$503.25	\$0.00	\$503.25		Century Yuasa Batter	\$2,009.4
4	02/01/25	1880266819	190163	Napa	\$21.18	\$0.00	\$21.18		Automotive Institute Of Technology	\$3,542.2
~	02/01/25	1880266833	190163	Napa	\$29.70	\$0.00	\$29.70		United Automotive Solutions	\$1,884.0
~	02/01/25	4800151851	43	Repco Auto Pa	\$204.94	\$0.00	\$204.94		United Fuel Injection & Turbo	\$1,564.2
~	02/01/25	4800151907	43	Repco Auto Pa	\$74.25	\$0.00	\$74.25		Statewide Bearings	\$36.8
~	02/01/25	4800151948	43	Repco Auto Pa	\$39.86	\$0.00	\$39.86		Burson Auto Parts	\$344.0
~	02/01/25	2179159	340	New Town Toy	\$68.04	\$0.00	\$68.04		Mercedes Benz Perth	\$371.1
~	02/01/25	PSI-488655	190469	Tyre Connect	\$272.80	\$0.00	\$272.80		Major Motors	\$262.6
~	03/01/25	16905535	953	Cooldrive Distri	\$430.52	\$0.00	\$430.52		Boc Limited	\$90.6
~	03/01/25	4776969	110	John Hughes	\$328.84	\$0.00	\$328.84		Castrol	\$4,658.4
4	03/01/25	21212205	58	Veale Auto Parts	\$35.60	\$0.00	\$35.60		Jas Oceania P/I	\$318.2
~	03/01/25	21212388	58	Veale Auto Parts	\$7.80	\$0.00	\$7.80		Electric Life	\$114.4
~	03/01/25	21213191	58	Veale Auto Parts	\$57.20	\$0.00	\$57.20		Head Exchange	\$1,710.0
~	03/01/25	21213418	58	Veale Auto Parts	\$72.80	\$0.00	\$72.80		Strut Specialists	\$88.0
~	03/01/25	1880266846	190163	Napa	\$59.40	\$0.00	\$59.40		Motor Trade Association	\$107.0
~	03/01/25	4800152027	43	Repco Auto Pa	\$16.78	\$0.00	\$16.78		Westwide Auto Recyclers	\$220.0
~	03/01/25	4800152047	43	Repco Auto Pa	\$118.50	\$0.00	\$118.50			
*					\$14,554,53	\$0.00	\$56,605.32			\$14,554.5
									N.	

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).