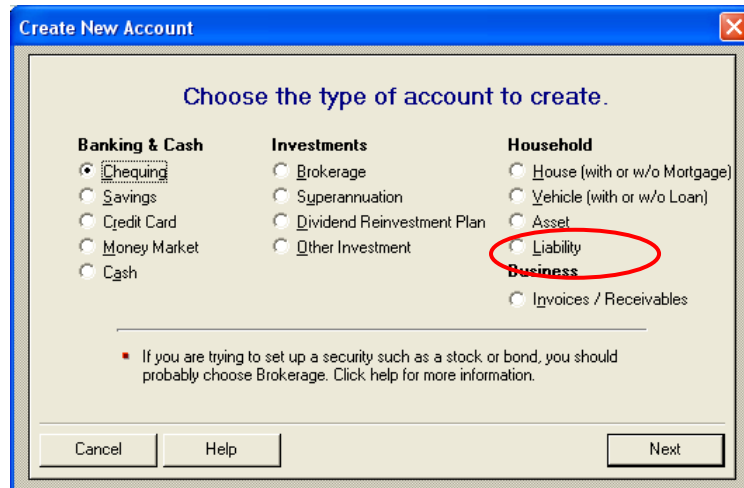


CASHBOOK HELP NOTES

ABB Harvest Loan Pool



Set up the ABB Harvest Loan account as a “**Liability**” type account (under Household). Make sure you do track tax in this account and no need to set up the amortised loan.



Once the ABB Harvest Loan account is set-up, there are four items to consider:

1. The initial Harvest Loan **Advance**
2. The second and third loan **Advances** (roughly in the following March and August)
3. The five **Pool Distributions** over the following 15 – 18 months
4. Interest and Underwriting needs to be input straight from the quarterly statements from ABB. You need to make sure ABB are sending your Pool Loan Statements quarterly to enter data.

1. **The Harvest Loan Advance**

At harvest, after delivering the grain, you are given an 80% loan advance. This is not considered income at this stage as you are merely lending the funds from ABB. Click on the “**Transfer**” icon on the brown toolbar in the ABB Harvest Loan Account and then:

Transfer Money From: ABB Harvest Loan Account
To Account: Your working account (usually Cheque Account)
Date: Date on Harvest Pool Advance / Cash Payment Advice form
Description: ABB Pool Advance
Amount: “Total LOAN Amount (Debited to Advance Loan Account)”

As GST does not apply with this transaction (it is not income) there is no need to assign a Tax Code.

Check the transaction in the cheque account has gone through as a deposit with the amount as the “Total Remittance / Cheque Amount”. No other fees are accounted for in this payment.

Underwriting (if you have elected to have it) will be deducted from the ABB Loan in a separate transaction and you will only know this amount once you receive the ABB quarterly Pool Loan Statement. Once you know the amount you can record the underwriting by selecting the ABB Harvest Loan Liability Account and recording the amount as an “**increase**” to the loan.

Date: Date according to Pool Loan Statement
Payee: ABB Underwriting Fee
Increase: Amount shown in “Debits” column on Pool Loan Statement

MUST THEN PRESS SPLIT

Category: Sell Costs: Grain: Underwriting
Tax: 5
Amount: Amount shown as Underwriting Fee
Tax Amount: \$0.00

If you have received a “**Cash**” payment at the same time as a Harvest Pool Advance you will also need to input this amount. Follow the steps below for the Pool Distribution Advice but this time into your working (cheque) account.

2. The Second and Third Loan Advances

The second and third loan advances are extra loan amounts. However, it is possible to request these payments not to be lent to you but you will have to organise this with ABB Grower Services prior to the loan advances taking effect. If you have accepted the second and third loan advances the procedures will be:

Click on the “**Transfer**” icon on the brown toolbar in the ABB Harvest Loan Account and then:

Transfer Money From: ABB Harvest Loan Account
To Account: Your working account (usually Cheque Account)
Date: Date on Subsequent Advance Advice
Description: ABB Pool Advance
Amount: “Total LOAN Amount (Debited to Advance Loan Account)”

As GST does not apply with this transaction (it is not income) there is no need to assign a Tax Code.

3. The Harvest Loan Pool Distribution (or a cash payment)

When you receive one of the five pool distributions, this is when the funds become Taxable Income and GST is accounted for. Enter these details again in the ABB Harvest Loan Account:

Date: Date according to Pool Distribution Advice & RCTI
Payee: ABB Pool Distribution
Decrease: Amount shown on the Pool Distribution Advice as “Total LOAN Repayment Amount (Credited to Advance Loan Account)”

YOU MUST THEN PRESS SPLIT

Category: Barley (Income)
Tax: GST
Amount: From the Recipient Created Tax Invoice (RCTI) record the amount shown at the bottom, in the Invoice Summary section, at “Amount Excluding GST”
Tax Amt: Automatically calculates GST, which should equal RCTI

THEN GO TO NEXT LINE

Category: Sell Costs: Grain: Levies
Tax Code: NCF *
Amount: Amount shown at “Amounts not subject to GST” (Must be a minus figure – in red)
Tax Amt: \$0.00

* It is possible you may have some fees and charges which will have GST included which you can claim back (eg Variety Royalties or Receiving Fee). If this is the case you will need to separate this amount and assign a Tax Code of NCG to this amount only so your GST credit can be claimed back.

If you have also received an amount for the Extended Pool Payment option, this amount will need to be transferred to the cheque account along with the GST amount which is credited to the same account.

ON THE NEXT LINE IN THE TRANSACTION ABOVE

Category: Transfer to Cheque Account (or your working account – scroll right to the bottom of the category list)
Tax: Blank (this transaction has no GST – only a transfer)
Amount: The amount to transfer should be the remaining amount and also should be the amount shown at “Total Remittance / Cheque Amount” (must be a minus figure – in red)
Tax Amt: \$0.00

There must be no amount showing in the “**Remainder**” section at the bottom right hand corner of the Split Transaction Window. Check transaction in the cheque account has gone through as a deposit.