



HOW TO READ YOUR FLEXISCHOOLS ACCOUNT STATEMENT

FlexiSchools sends your Account Statements and Invoices on a regular basis to help you track your income and expenses. The Account Statement lists the sales for the period and the financial transactions relating to your account. The Invoice shows the cost of sales expense.

1. Account Statement

The Sales Summary shows the number and value of sales made during the specified period. These sales made through the business need to be recorded as your income.

Sales Period

Total Sales (\$) for period

Number of Sales for period

Account Statement Number

Account Summary

The Account Summary shows the financial transactions made during the specified period. This is the record of payments made and fees withheld, and can be reconciled with your Bank Account and recorded as cost of sales expenses.

Opening Balance

Payments made

Service Fees

flexischools Account Statement

Statement period from 24/06/2010 to 30/06/2010

FlexiMeals
17A Whistler St
Manly
NSW 2095

Sharon Liles
Raynew State School - First Break
77 Ziegenfuss Road
Thornlands
QLD 4154
Emailed To: sharonliles@hotmail.com, To: brendastehler@primus.com.au, To: matthew.watson@pricemasters.com

From: **24/06/2010 to 30/06/2010**

Non-taxable Supply:	\$0.00
Taxable Supply (ex G.S.T.):	\$281.08
G.S.T.:	\$28.02
Total Sales:	\$309.10
Number of Sales:	54

Statement Number: 26227
Account Number: 001
Account Name: Raynew State School - First Break
Account Manager: Sharon Liles

Account Summary for This Period

Description	Amount (inc GST)
Opening Balance	\$384.50
Paid by FlexiMeals	\$374.14
Service Fees Withheld	\$10.36
Balance	\$0.00
New Sales	\$309.10
Closing Balance	\$309.10

G.S.T. Included in New Sales \$28.02

flexischools Account Statement

New Sales

Date	Description	Amount inc GST	GST
25/06/2010	Credit for 54 new Sales - 54 online orders: from 743268 to 759506 inclusive.	\$309.10	\$28.02
Totals (54 Sales):		\$309.10	\$28.02

For details regarding the sales included in each daily transaction, please login to the website and click Account History. If you do not have those login details, please contact us.

Remittances

Date	Description	Amount
25/06/2010	Paid by FlexiMeals (FlexiMeals Statement #25519).	\$374.14
Totals:		\$374.14



2. Tracking your Transactions

Like a Bank Statement, each Account Statement follows on from the last, with Opening and Closing Balances, and records of payments made and received.

The Closing Balance of the previous statement carries forward to the Opening Balance on the new statement. This is the Total Sales from the previous period.

Previous Statement

Current Statement

This value then relates to the payment made, minus the Service Fee withheld, and the Remittance detail is recorded on page 2, for cross-reference with your Bank Statement.

New Sales

Date	Description	Amount inc GST	GST
25/06/2010	Credit for 54 new Sales - 54 online orders: from 743268 to 759506 inclusive.	\$309.10	\$28.02
Totals (54 Sales):		\$309.10	\$28.02

For details regarding the sales included in each daily transaction, please login to the website and click Account History. If you do not have those login details, please contact us.

Remittances

Date	Description	Amount
25/06/2010	Paid by FlexiMeals (FlexiMeals Statement #25519).	\$374.14
Totals:		\$374.14



This Service Fee is shown on the Invoice corresponding to the previous Account Statement.

flexischools Tax Invoice

Statement period from 18/06/2010 to 24/06/2010

FlexiSchools
17A Whistler St,
Manly
NSW 2095

Sharon Lisa
Bayview State School
71 Deerpark Road
Truganina QLD 4104
Email: To: sharonlisa@hotmail.com, To: sharonlisa@parrus.com.au, To: matthew.wooniam@pcczapeters.com

Non-taxable Supply:	\$0.00
Taxable Supply (ex G.S.T.):	\$9.42
G.S.T.:	\$0.94
Total Sales:	\$10.36
Amount payable:	\$0.00

No payment required. This Tax Invoice is provided for your records only.

Invoice Number: 25753
Invoice Date of Issue: 25/06/2010
Payment Due: 2/07/2010
Account Number: 410
Account Name: Bayview State School - Corbett
Account Manager: Sharon Lisa

Account Summary for This Period

Description	Amount (inc GST)
Balance at Start of Period	\$0.00
Service Fee for Statement #25519 - Sales \$384.50	\$10.36
Auto-marked as payment received - Invoice #25276 - Thank you.	\$0.00
Payment received from withheld funds - Statement #25519 - Thank you.	\$10.36 cr
Balance at End of Period	\$0.00

G.S.T. Included in New Purchases and Fees \$0.94

The fee is withheld and therefore no payment is required.

3. What to do with the Figures

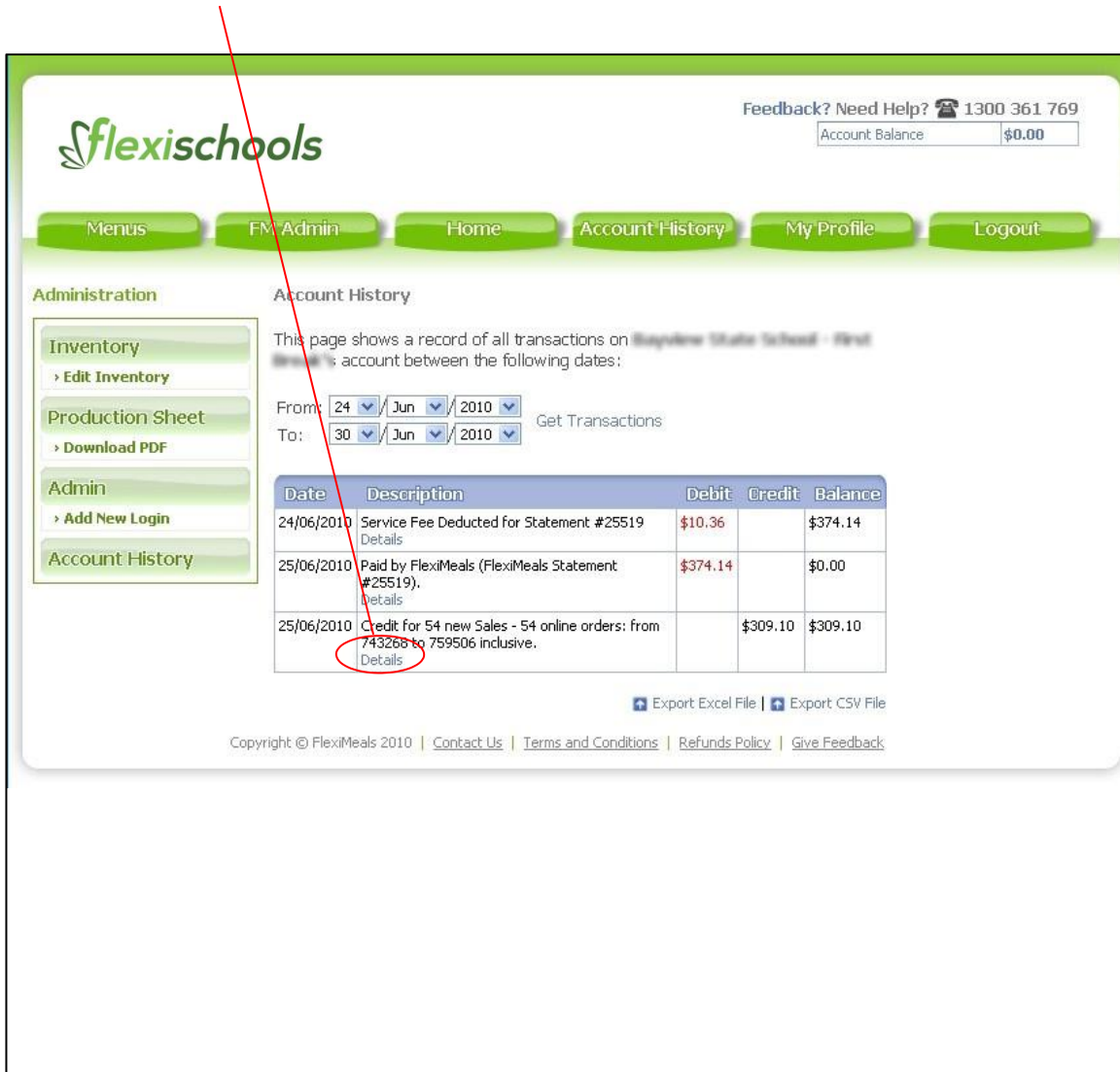
The figures provided should be recorded by your bookkeeper.

The Total Sales for the period is your income, and the Service Fee is a cost of sales expense.

4. Further Help

If you need further help with this, or have any other questions, please contact us in Customer Services on 1300 361 769.

Details of these transactions are also available online, via the Account History section



flexischools

Feedback? Need Help? 1300 361 769

Account Balance \$0.00

Menus FM Admin Home Account History My Profile Logout

Administration

- Inventory
 - » Edit Inventory
- Production Sheet
 - » Download PDF
- Admin
 - » Add New Login
- Account History

Account History

This page shows a record of all transactions on **Raymond State School - First** account between the following dates:

From: 24 / Jun / 2010 To: 30 / Jun / 2010 [Get Transactions](#)

Date	Description	Debit	Credit	Balance
24/06/2010	Service Fee Deducted for Statement #25519 Details	\$10.36		\$374.14
25/06/2010	Paid by FlexiMeals (FlexiMeals Statement #25519). Details	\$374.14		\$0.00
25/06/2010	Credit for 54 new Sales - 54 online orders: from 743266 to 759506 inclusive. Details		\$309.10	\$309.10

[Export Excel File](#) | [Export CSV File](#)

Copyright © FlexiMeals 2010 | [Contact Us](#) | [Terms and Conditions](#) | [Refunds Policy](#) | [Give Feedback](#)