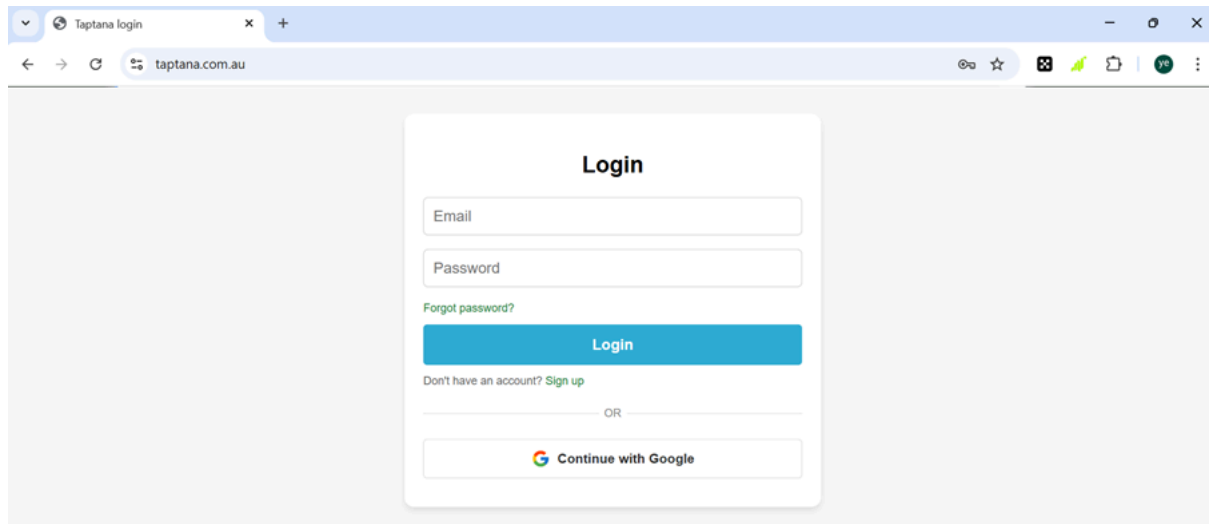


User Guide for Taptana

1. Logging into the system

Open a web browser and go to www.taptana.com.au. You can log in directly using your Google account or sign up for a new account if you don't have one.

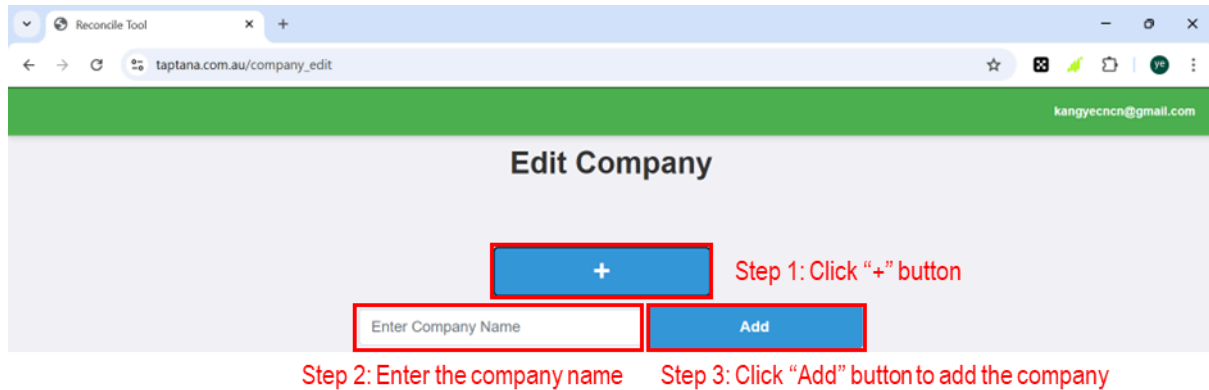


The screenshot shows a web browser window with the address bar displaying 'taptana.com.au'. The main content area features a 'Login' form. The form has two input fields: 'Email' and 'Password'. Below the 'Password' field is a link that says 'Forgot password?'. A blue 'Login' button is positioned below the 'Forgot password?' link. Underneath the 'Login' button is a link that says 'Don't have an account? Sign up'. Below this link is a horizontal line with the word 'OR' in the center. At the bottom of the form is a button with the Google logo and the text 'Continue with Google'.

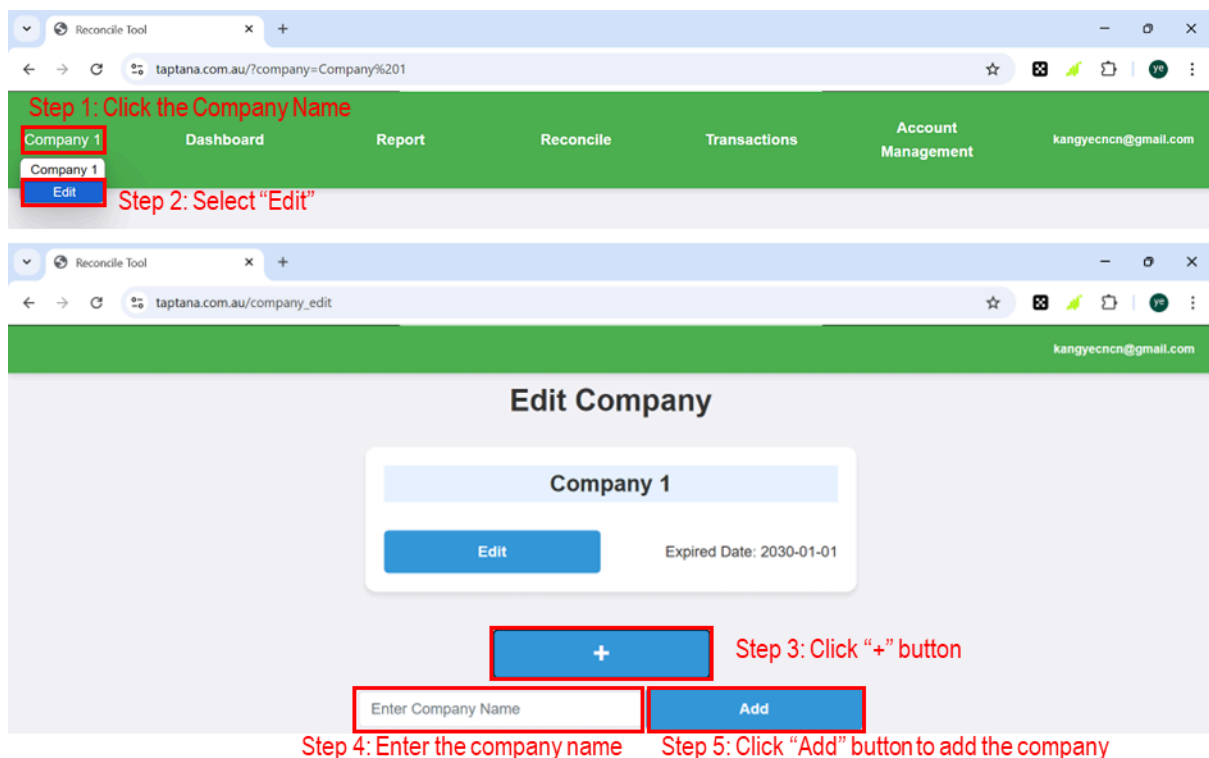
2. Managing your Company

2.1 Adding a New Company

- If your account does not have an associated company, click “+” button to add a new company.

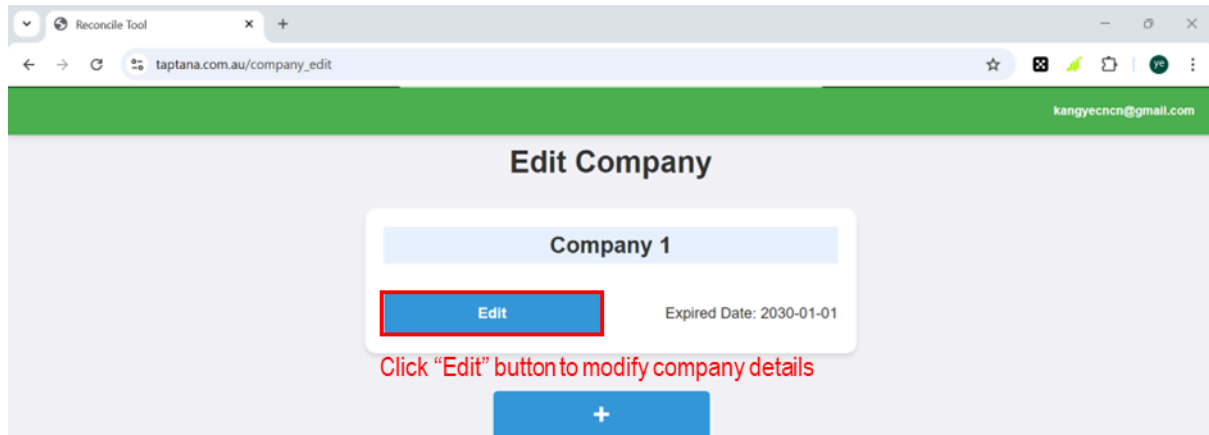


- If you already have associated companies, click the company name in the left menu, then select "Edit" to navigate to the **Edit Company** page. From there, click the “+” button to add a new company.

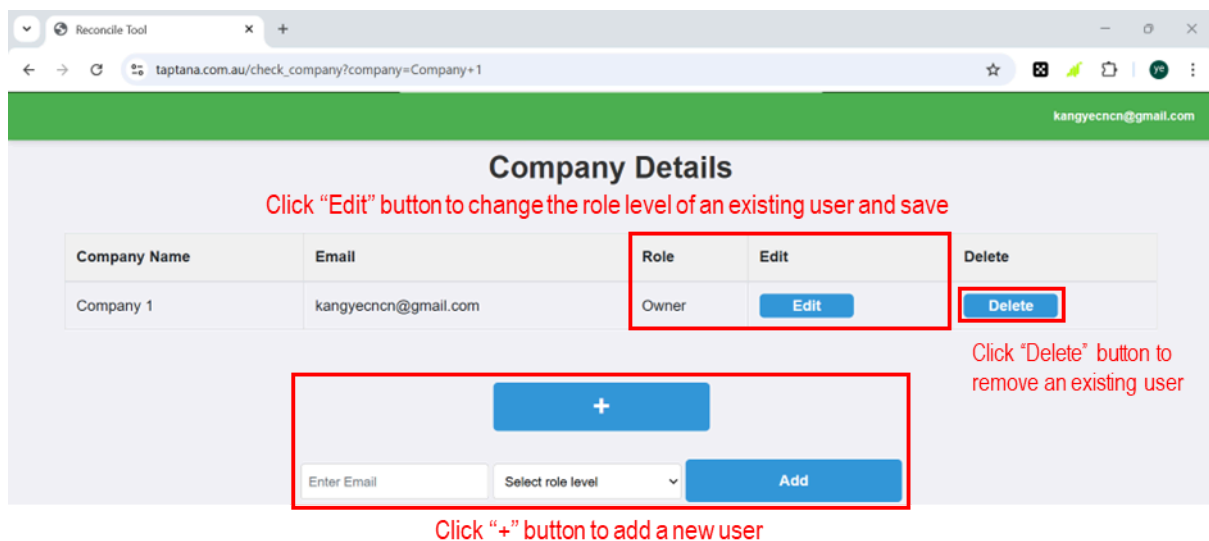


2.2 Editing an Existing Company

- Follow the steps in 2.1 to navigate to the **Edit Company** page.
- If you have the **Owner** role for a company, the **Edit** button will be blue. Click it to go to the **Company Details** page to modify company details.



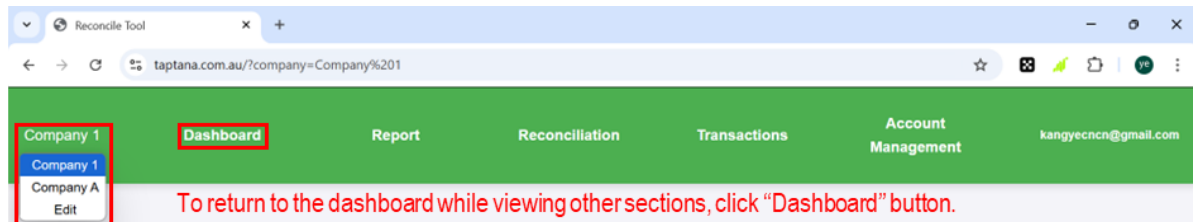
- On the **Company Details** page, you can:
 - Add a new user.
 - Change the role level of an existing user.
 - Remove an existing user.



3. Navigating the Main Dashboard

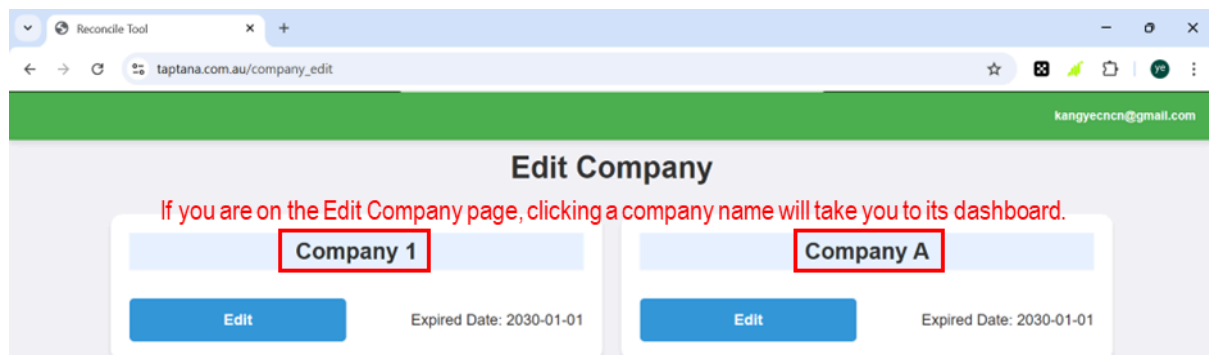
3.1 Navigate to the dashboard of a company

- After logging into Taptana, you will be redirected to the dashboard of an existing company.
- To switch to a different company, click the **company name** in the top-left corner.
- To return to the dashboard while viewing other sections, click the “**Dashboard**” button.



To switch to a different company, click the company name in the top-left corner.

- If you are on the **Edit Company** page, clicking a company name will take you to its dashboard.



3.2 Understanding the Dashboard

The **Dashboard** provides key financial insights for each company's bank accounts, including:

- A summary of each bank account. Click an account to view details.
- The number of **unreconciled transactions**, if any. Click to navigate to the **Reconciliation** page for details.
- The **bank balance** and **reconciled balance**. Click the reconciled balance to view transaction details.

The screenshot shows a web browser window with the URL `taptana.com.au/?company=Company%20A`. The dashboard has a green header with navigation links: Company A, Dashboard, Report, Reconciliation, Transactions, and Account Management. The main content area is titled 'Dashboard' and contains five 'Bank Account' cards and one 'Manual' card. Each card has a red border around the title, an orange border around the 'Reconcile' button, and a purple border around the balance information. The 'Reconcile' buttons are blue with white text, while the others are grey with black text. The balance information is in blue text.

Account Type	Account Name	Reconcile Items	Bank Balance	Reconciled Balance
Bank Account	Bank Account	118 items	9151.76	9048.96
Bank Account	Bank Account	0 items	0.0	0.0
Bank Account	Bank Account	39 items	-891081.66	-953499.22
Bank Account	Bank Account	0 items	-439999.79	-439999.79
Manual	Manual	0 items	0.0	0.0

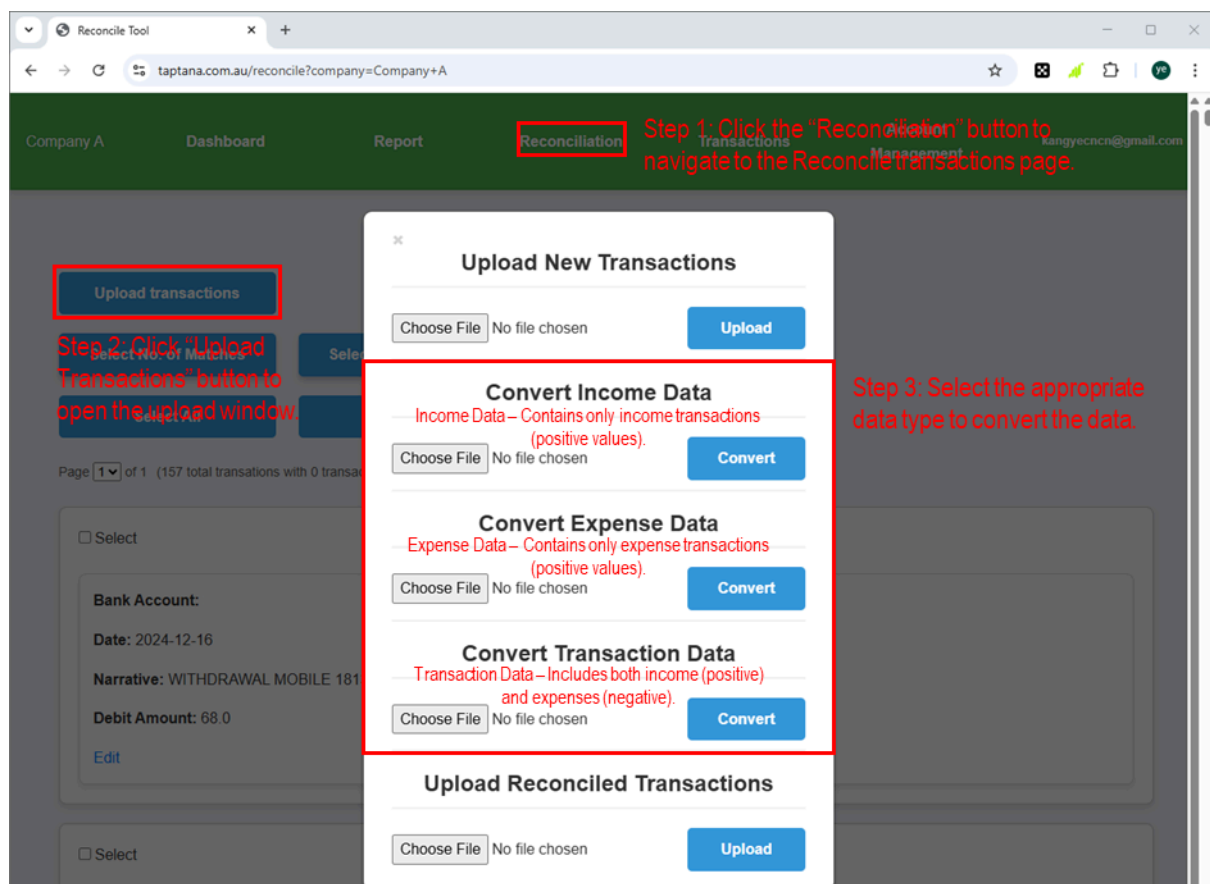
- Click the account to view details.
- The number of unreconciled transactions, if any. Click to navigate to the Reconciliation page for details.
- The bank balance and reconciled balance. Click the reconciled balance to view transaction details.

4. Managing Transactions

4.1 Converting Raw Data for Reconciled Transactions

To process reconciled transactions, follow these steps:

1. Click the “**Reconciliation**” button to navigate to the **Reconcile transactions** page.
2. Click **Upload Transactions** to open the upload window.
3. In the popup window, select the appropriate data type:
 - **Income Data** – Contains only income transactions (positive values).
 - **Expense Data** – Contains only expense transactions (positive values).
 - **Transaction Data** – Includes both income (positive) and expenses (negative).



The system supports two raw data formats:

1. GST Column Format

Each transaction has a dedicated **GST** column. The table must include:

- **Required Columns:** Date, Details, Gross, GST, and Net.
- **Optional Column:** Error Check.
- **Account Columns:** All other columns must represent unique accounts and have clear column names.
- **Formatting Rules:**
 - Dates must be in **DD/MM/YYYY** format.
 - Each row must correspond to a **bank transaction**. Remove any non-transactional rows.
 - Remove any additional, unnecessary columns.
 - The column order can be flexible.

	A	B	C	D	E	F	G	H	I
1	Date	Details	Gross	GST	Net	error check	Commission	Rental Property - U502	Care taking Income
2	03/07/2024	remuneration	10,235.05	930.46	9,304.59	-			9,304.59
3	23/07/2024	commission	60	5.45	54.55	-	54.55		
4	01/08/2024	rent	2,920.00		2,920.00	-		2,920.00	
5	01/08/2024	rent	1,473.30		1,473.30	-		1,473.30	
6	01/08/2024	commission	11,136.64	1,012.42	10,124.22	-	10,124.22		
7	05/08/2024	remuneration	10,235.05	930.46	9,304.59	-			9,304.59
8	01/09/2024	commission	11,776.76	1,070.61	10,706.15	-	10,706.15		
9	01/09/2024	rent	2,920.00		2,920.00	-		2,920.00	
10	10/09/2024	remuneration	10,235.05	930.46	9,304.59	-			9,304.59
11	23/09/2024	commission	117.6	10.69	106.91	-	106.91		
12	24/09/2024	commission	120	10.91	109.09	-	109.09		

	A	B	C	D	E	F	G	H	I	J	K	L
1	Date	Details	Gross	GST	Net	error check	Telephone Inte Bank Fee	Office Supplies R&M	Cleaning	loan		
2	01/07/2024	office landline	86	7.82	78.18	-	78.18					
3	13/08/2024	rent	900		900	-				900		
4	10/09/2024	rent	900		900	-				900		
5	24/09/2024	rent	900		900	-				900		
6	26/07/2024	property loan	2,102.78		2,102.78	-					2,102.78	
7	30/07/2024	bank	49.63		49.63	-		49.63				
8	03/09/2024	Kmart	65	5.91	59.09	-			59.09			
9	04/09/2024	office mobile	107.99	9.82	98.17	-	98.17					
10	12/09/2024	appliance	449	40.82	408.18	-			408.18			

	A	B	C	D	E	F	G	H	I	J	K	L
1	Rent B & C salary	Other income	Business loan	Home loan	Levy	Utility	Date	Gross	Details		Net	GST
2	700						01/07/2024	700	PAYMENT FROM		700	0
3		9157.31	48.41				04/07/2024	10126.29	TRANSFER FROM		9205.72	920.57
4				-2437.73			13/08/2024	-2437.73	PAYMENT TO		-2437.73	0
5					-1817.19		10/09/2024	-1817.19	PAYMENT TO		-1817.19	0
6						-508.09	24/09/2024	-508.09	VISA DEBIT PURCHASE CARD		-508.09	0
7						-2,155.16	24/09/2024	-2,155.16	ANZ INTERNET BANKING		-1,959.24	-195.92

The table must include the following columns: Date, Details, Gross, GST, and Net. The Error Check column is optional. All other columns must represent unique accounts and have clear column names. Any additional, unnecessary columns must be removed. The column order can be flexible.

Dates must be formatted as DD/MM/YYYY.

Each row must correspond to a bank transaction. Any non-transactional rows must be removed.

2. GST Summary Row Format

The **total GST amount** is summarised for each account. The table must include:

- **Required Columns:** Date, Details, and Gross.
- **Account Columns:** All other columns must represent unique accounts and have clear column names.
- **Formatting Rules:**
 - Dates must be in **DD/MM/YYYY** format.
 - At the bottom of the transaction data, there must be three additional rows: **Gross total**, **GST total** (if GST is not 0), and **Net total** (if GST is not 0).
 - Remove any additional, unnecessary columns.
 - The column order can be flexible.

	A	B	C	D	E	F	G	H
1	Rent	B & C salary	Own fund	commission	Other income	Date	Gross	Details
2	700					23/12/2024	700	PAYMENT FROM
3					772.45	19/12/2024	772.45	TRANSFER FROM
4		10073.04			53.25	12/12/2024	10126.29	TRANSFER FROM
5			100			11/12/2024	100	PAYMENT FROM
6	700					9/12/2024	700	PAYMENT FROM
7			600			6/12/2024	600	PAYMENT FROM
8				1796.55		2/12/2024	1796.55	PAYMENT FROM
9	1,400.00	10,073.04	700.00	1,796.55	825.70			
10		915.73		163.32	75.06			
11		9,157.31		1,633.23	750.64			

	A	B	C	D	E	F	G	H	I	J
1	Bunnings/Tools	Petrol	software/membership	Business loan	Home loan	car loan	Director's salary	Date	Gross	Details
2		121.85						01/07/2024	121.85	EFTPOS
3	25.65							04/07/2024	25.65	VISA DEBIT PURCHASE CARD
4				2437.73				10/09/2024	2437.73	PAYMENT
5					1817.19			24/09/2024	1817.19	PAYMENT
6	15.85							26/07/2024	15.85	VISA DEBIT PURCHASE CARD
7			48.27					30/07/2024	48.27	VISA DEBIT PURCHASE CARD
8		10.06						31/07/2024	10.06	VISA DEBIT PURCHASE CARD
9						369.92		12/09/2024	369.92	PAYMENT TO
10							4000	26/07/2024	4000	ANZ MOBILE BANKING
11	41.5	131.91	48.27	2437.73	1817.19	369.92	4000			
12	3.77	11.99	4.39							
13	37.73	119.92	43.88							

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Rent	B & C salary	Own fund	Other income	Bunnings/Tools	Petrol	contractor	Bank fees	car loan	Director's salary	Date	Gross	Details
2						-121.85					01/07/2024	-121.85	EFTPOS
3	700										13/08/2024	700	PAYMENT FROM
4		10073.04		53.25							10/09/2024	10126.29	TRANSFER FROM
5					-10.97						24/09/2024	-10.97	VISA DEBIT PURCHASE CARD
6			100								24/09/2024	100	PAYMENT FROM CUNQIAN LIU
7								-15.5			01/07/2024	-15.5	EFTPOS PHONE BANK
8									-369.92		13/08/2024	-369.92	PAYMENT TO
9								-300			10/09/2024	-300	ANZ MOBILE BANKING PAYMENT
10	700										24/09/2024	700	PAYMENT FROM
11					-10.42						24/09/2024	-10.42	VISA DEBIT PURCHASE CARD
12											13/08/2024	-70	ANZ MOBILE BANKING PAYMENT
13	1,400.00	10,073.04	100.00	53.25	-21.39	-121.85	-300.00	-15.50	-369.92	-70.00			
14		915.73		4.84	-1.94	-11.08	-27.27						
15		9,157.31		48.41	-19.45	-110.77	-272.73						




The table must include the following columns: Date, Details, and Gross. All other columns must represent unique accounts and have clear column names. Any additional, unnecessary columns must be removed. The column order can be flexible.



Dates must be formatted as DD/MM/YYYY.



At the bottom of the transaction data, there must be three additional rows: Gross total, GST total (if GST is not 0), and Net total (if GST is not 0).

For detailed formatting guidelines, refer to the **data templates** provided in this Google Sheet ( Taptana sample).

Before Uploading:

- **Review the data carefully** to ensure accuracy.
- The **bank account** is set to **Manual** by default—update if necessary.
- Default account categories include **Revenue, Expense, and Director Loan**—adjust as needed.

The bank account is set to Manual by default—update if necessary

	A	B	C	D	E	F	G	H	I	J	K
1	UUID	Bank Account	Date	Narrative	Debit Amount	Credit Amount	Account	Debit Details	Credit Details	Type	Tax Rate
2	1bc0a5eb-60a0	Manual	23/12/2024	PAYMENT	0	700	Rent	0	700	Revenue	GST Free Income
3	db4cc891-8741	Manual	12/12/2024	TRANSFER	0	10126.29	B & C salary	0	10073.04	Revenue	GST on Income
4	db4cc891-8741	Manual	12/12/2024	TRANSFER	0	10126.29	Other income	0	53.25	Revenue	GST on Income
5	26dbb1f1-8607	Manual	27/11/2024	PAYMENT	2437.73	0	Business loan	2437.73	0	Director Loan	BAS Excluded
6	b76c161e-2708	Manual	27/11/2024	PAYMENT TO	1817.19	0	Home loan	1817.19	0	Director Loan	BAS Excluded
7	225d5bc5-67c6	Manual	26/11/2024	ANZ INTERNE	2155.16	0	Levy	2370.68	0	Expense	GST on Expenses
8	5e10dd52-dff4	Manual	27/11/2024	VISA DEBIT	508.09	0	Utility	508.09	0	Expense	GST Free Expenses

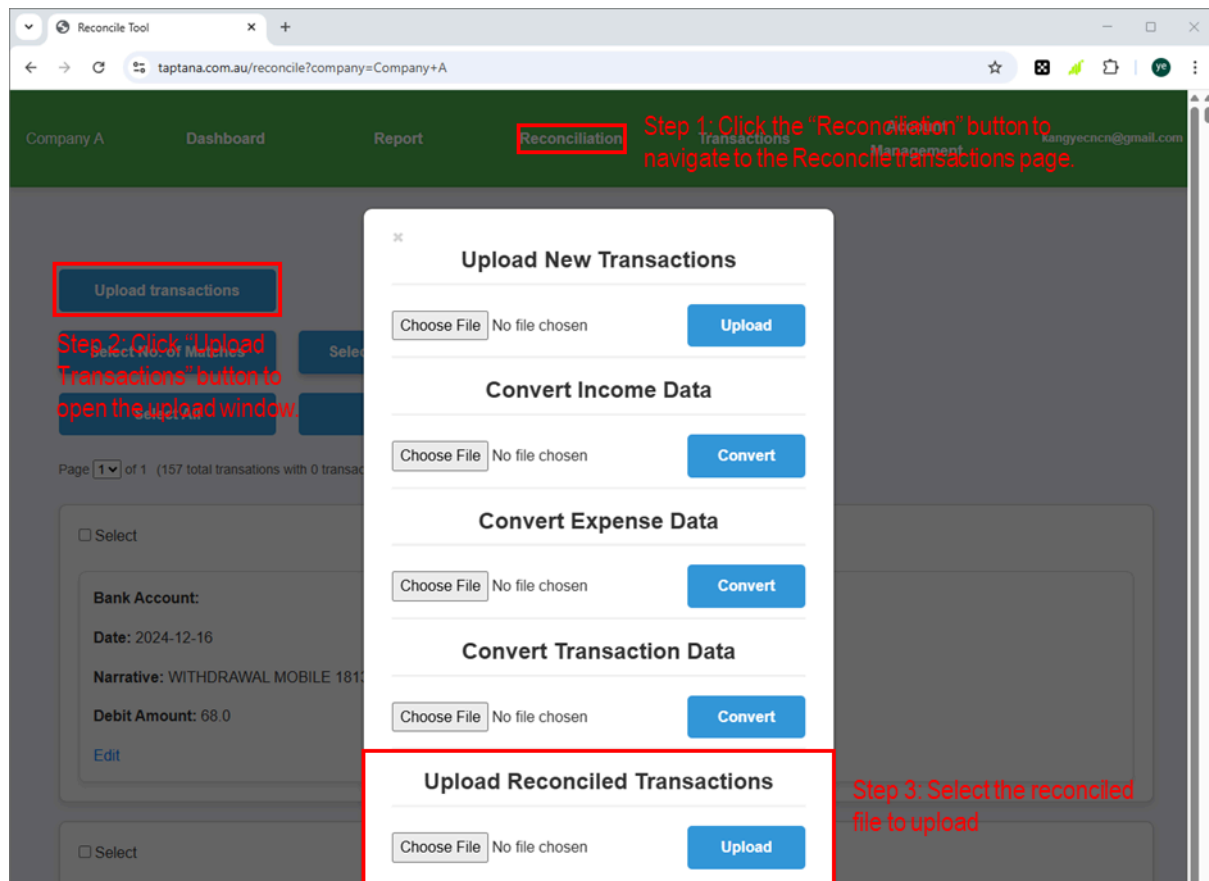
Transaction_Column Transaction_Row Reconciled transaction data New transactions Account_ < >

Default account categories include Revenue, Expense, and Director Loan—adjust as needed

4.2 Uploading Reconciled Transactions

After reviewing and confirming the reconciled transactions (as outlined in 4.1), follow these steps to upload the file:

1. Click the **"Reconciliation"** button to navigate to the **Reconcile transactions** page.
2. Click **Upload Transactions** to open the upload window.
3. In the popup window, upload the file under **"Upload Reconciled Transactions."**



Before Uploading:

- Review the data carefully to ensure accuracy.
- The **bank account** is set to **Manual** by default—update if necessary.
- Default account categories include **Revenue**, **Expense**, and **Director Loan**—adjust as needed.

The bank account is set to Manual by default—update if necessary

	A	B	C	D	E	F	G	H	I	J	K
1	UUID	Bank Account	Date	Narrative	Debit Amount	Credit Amount	Account	Debit Details	Credit Details	Type	Tax Rate
2	1bc0a5eb-60a0	Manual	23/12/2024	PAYMENT	0	700	Rent	0	700	Revenue	GST Free Income
3	db4cc891-8741	Manual	12/12/2024	TRANSFER	0	10126.29	B & C salary	0	10073.04	Revenue	GST on Income
4	db4cc891-8741	Manual	12/12/2024	TRANSFER	0	10126.29	Other income	0	53.25	Revenue	GST on Income
5	26dbb1f1-8607	Manual	27/11/2024	PAYMENT	2437.73	0	Business loan	2437.73	0	Director Loan	BAS Excluded
6	b76c161e-270b	Manual	27/11/2024	PAYMENT TO	1817.19	0	Home loan	1817.19	0	Director Loan	BAS Excluded
7	225d5bc5-67c8	Manual	26/11/2024	ANZ INTERNE	2155.16	0	Levy	2370.68	0	Expense	GST on Expenses
8	5e10dd52-dff4	Manual	27/11/2024	VISA DEBIT	508.09	0	Utility	508.09	0	Expense	GST Free Expenses

Default account categories include Revenue, Expense, and Director Loan—adjust as needed

4.3 Reviewing and Editing a Reconciled Transaction

To review and edit a reconciled transaction:

1. Click “**Transactions**” button to navigate to the **Transaction Table** page.
2. Select the **narrative** of the reconciled transaction to access the **Transaction Details** page.

Click "Transactions" button to navigate to the Transaction Table page.

Transaction Table

Select Columns

Select Bank Account

Select Account

Select Status

Delete Selected Accounts

Download Table

<input type="checkbox"/>	Bank Account	Date	Narrative	Debit Amount	Credit Amount	Balance	Account	Status
<input type="checkbox"/>		2024-12-16	WITHDRAWAL MOBILE 1813274 PYMT	68.0	0.0	-1321929.69		Unreconciled
<input type="checkbox"/>		2024-12-16	PAYMENT BY AUTHORITY TO XEROAUSTRALIAPTY	99.75	0.0	-1321861.69	Subscriptions	Reconciled

Select the narrative of the reconciled transaction to access the Transaction Details page.

3. On the **Transaction Details** page, review and edit the transaction details if any errors are found.

Reconcile Tool

taptana.com.au/transaction_detail?UUID=7cf4efe9-016a-417e-adca-37194c47f34b&company=Company+A&bank_account=34064455317...

Company A Dashboard Report Reconciliation Transactions Account Management kangyecncn@gmail.com

Transaction Details

Bank Account	Date	Narrative	Debit Details	Credit Details	Account	Tax Rate	Type
	2024-12-16	PAYMENT BY AUTHORITY TO XEROAUSTRALIAPTY XeroAUIINV_RPD2qy8A	99.75	0.0	Subscriptions	GST on Expenses	Expense

Click "Edit" button to edit the transaction details if any errors are found.

Edit

Add Multiple Rows

Each account must be unique, and all input fields must be completed. The total debits and credits must match the transaction's original amounts.

Account: Subscription Debit Amount: 99.75 Credit Amount: 0 Type: Expense Tax Rate: GST on Exp Remove

Add Row Update

Click "Add Row" Button to add multiple rows if the transaction involves multiple accounts.

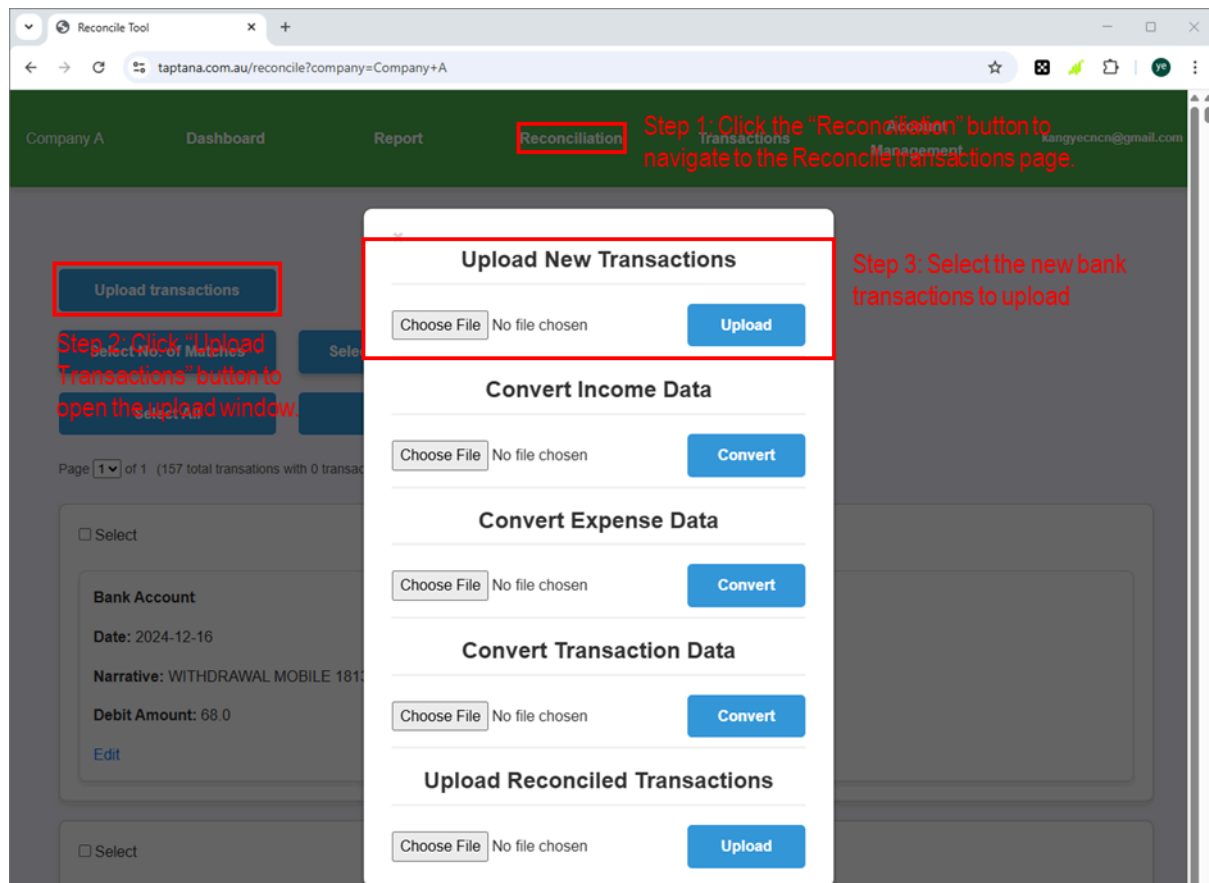
Editing Guidelines:

- Add multiple rows if the transaction involves multiple accounts.
- Each account must be **unique**, and all input fields must be **completed**.
- The **total debits and credits must match** the transaction's original amounts.

4.4 Uploading New Bank Transactions (Unreconciled)

When new bank transactions are available, upload the file to the system for reconciliation:

1. Click the “**Reconciliation**” button to navigate to the **Reconcile transactions** page.
2. Click **Upload Transactions** to open the upload window.
3. In the popup window, upload the file under **Upload New Transactions**.



● Formatting Rules:

- The table must include the following columns: Bank Account, Date, Narrative, Debit Amount, and Credit Amount.
- Dates must be in **DD/MM/YYYY** format.
- Each row must represent a bank transaction, with any non-transactional rows removed. Every cell must contain a value, with no null values allowed.

	A	B	C	D	E
1	Bank Account	Date	Narrative	Debit Amount	Credit Amount
2	123	01/07/2024	TRANSACTION FEE	0	38.6
3	123	01/07/2024	WESTPAC	0	2,152.21
4	123	01/07/2024	DEPOSIT ONLINE	16,167.51	0
5	123	01/07/2024	DEPOSIT ONLINE	420	0



The table must include the following columns: Bank Account, Date, Narrative, Debit Amount, and Credit Amount.



Dates must be formatted as DD/MM/YYYY.



Each row must represent a bank transaction, with any non-transactional rows removed. Every cell must contain a value, with no null values allowed.

4.5 Reconciling New Bank Transactions

1. Click the “**Reconciliation**” button to navigate to the **Reconcile transactions** page.
2. Click “**Reconcile**” button to confirm a transaction if the suggested **account, type, and tax rate** are correct.
3. To reconcile multiple transactions at once, select them and click “**Reconcile All Selected**” button.
4. If any suggested details are incorrect, click “**Edit**” button to modify the transaction before uploading. Editing rules follow the guidelines outlined in **Section 4.3**.

Reconcile Tool

taptana.com.au/reconcile?company=Company+A

Company A Dashboard Report **Reconciliation** Transactions Account Management kangyecn@gmail.com

Reconcile transactions

Upload transactions

Select No. of Matches Select Bank Accounts Select Accounts

Select All Unselect All Reconcile All Selected

Page 1 of 1 (127 total transactions with 0 transactions selected) Showing 200 items per page Previous Next

☐ Select

Bank Account:

Date: 2024-12-06

Narrative: WITHDRAWAL-OSKO PAYMENT 1972800 JG Gardening

Debit Amount: 180.0

Edit

Suggested Account: Gardening expense

Suggested Type: Expense

Suggested Tax Rate: GST on Expenses

Reference Narrative: JG gardening

Reconcile

☐ Select

Bank Account:

Date: 2024-12-02

Suggested Account: Bank Transfer

Suggested Type: Bank Transfer

- ☐ Click the “Reconciliation” button to navigate to the Reconcile transactions page
- ☐ Click “Reconcile” button to confirm a transaction if the suggested account, type, and tax rate are correct.
- ☐ To reconcile multiple transactions at once, select them and click “Reconcile All Selected” button.
- ☐ If any suggested details are incorrect, click “Edit” button to modify the transaction before uploading.

5. Managing Accounts

Click “**Account Management**” button to navigate to the **Chart of Accounts** page.

- Click “**Add Account**” button to manually create a new account.
- Click “**Upload Account**” button to import multiple accounts using a CSV file.
- Select one or more accounts using the checkboxes, then click “**Delete Selected Accounts**” button to delete them in bulk.
- Click the account name to modify its details if needed.
- Click the number to view the transaction details for the account.

Click “**Account Management**” button to navigate to the **Chart of Accounts** page.

Click “**Add Account**” button to manually create a new account

Click “**Upload Account**” button to import multiple accounts using a CSV file.

Select one or more accounts using the checkboxes, then click “**Delete Selected Accounts**” button to delete them in bulk.

Click the account name to modify its details.

Click the number to view the transaction details for the account.

Code	Name	Type	Tax Rate	YTD
200	Sales Income from any normal business activity	Revenue	GST on Income	0.00
201	BC Salary	Revenue	GST on Income	184494.69

CSV File Formatting Rules:

- The CSV file must contain six columns: **Company Name, Code, Name, Type, Tax Code, and Description**.
- The **Description** column is optional.
- All other columns are required but do not need to be unique.
- Each value in the **Code** column must be unique.
- Refer to this Google Sheet ([Taptana sample](#)) for more details on CSV formatting requirements.

The CSV file must contain six columns: Company Name, Code, Name, Type, Tax Code, and Description.

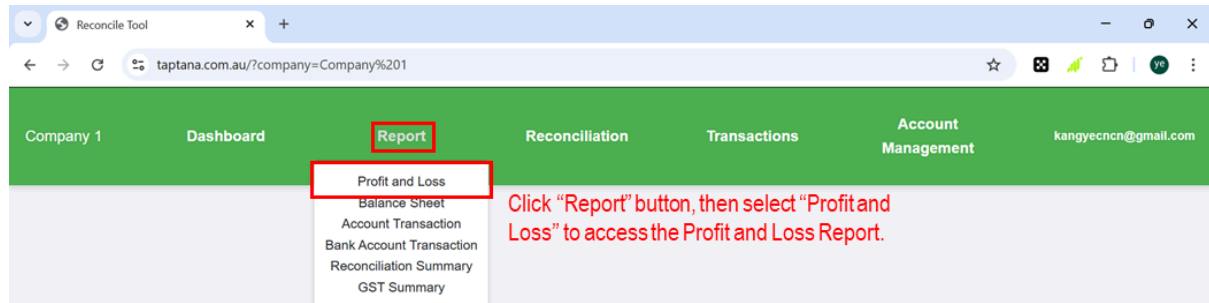
	Company Name	Code	Name	Type	Tax Code	Description
1	Company A	200	Sales	Revenue	GST on Income	Income from any normal business activity
2	Company A	201	BC Salary	Revenue	GST on Income	

Each value in the Code column must be unique.

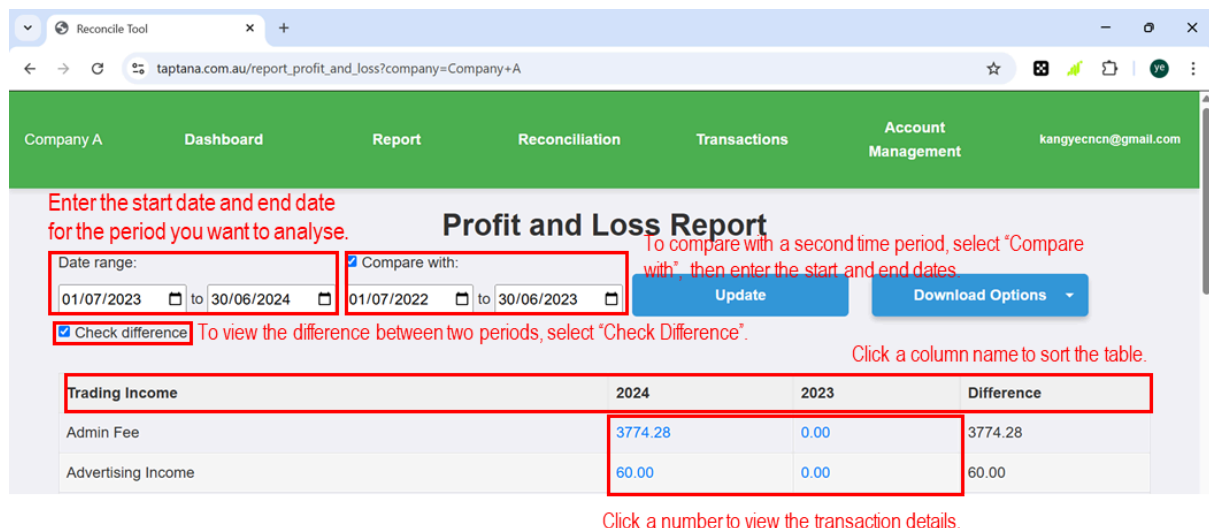
6. Checking reports

6.1 Profit and Loss Report

Click **"Report"** button, then select **"Profit and Loss"** to access the **Profit and Loss Report**.



- Enter the **start date** and **end date** for the period you want to analyze.
- To compare with a second time period, select **Compare with**, then enter the start and end dates.
- To view the difference between two periods, select **Check Difference**.
- Click a **column name** to sort the table.
- Click a **number** to view the transaction details.

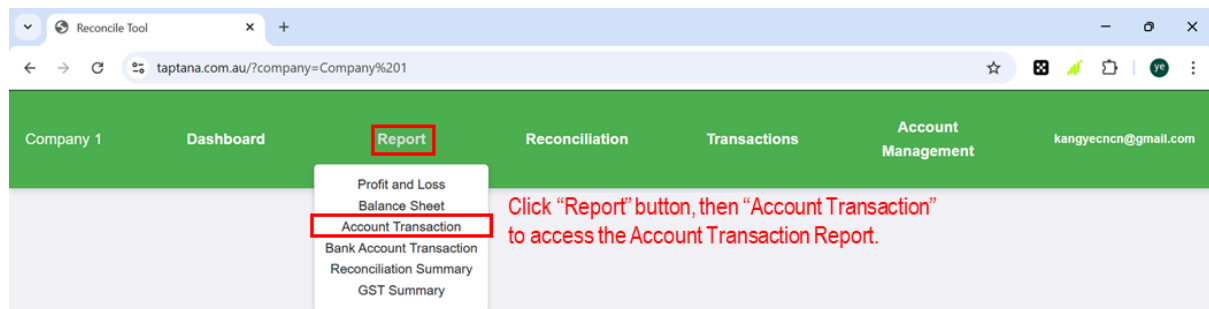


6.2 Balance Sheet Report

The **Balance Sheet Report** follows the same structure as the **Profit and Loss Report** in 6.1.

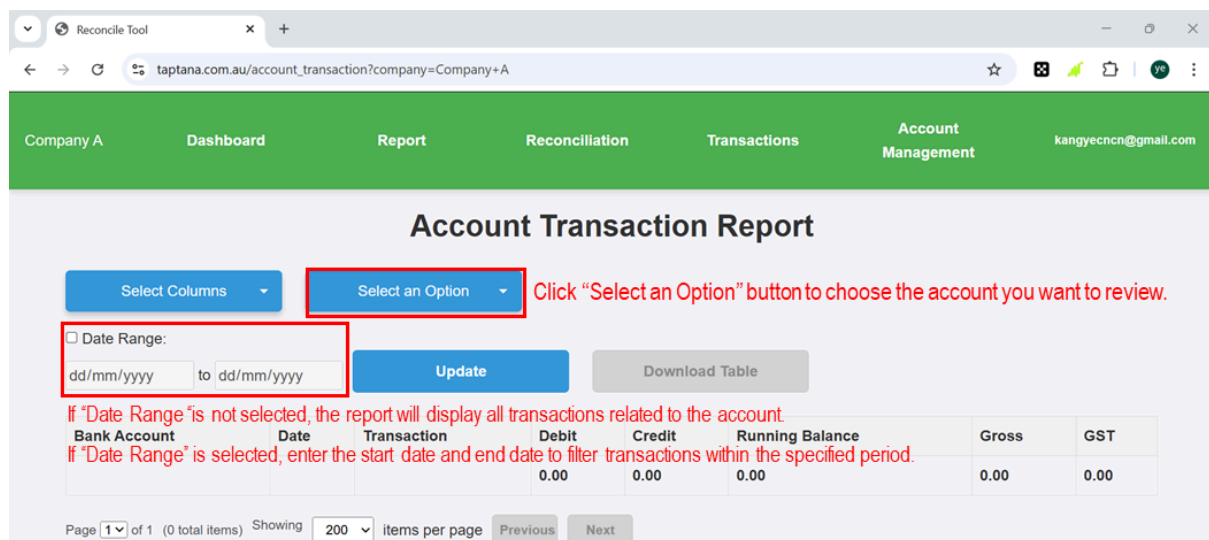
6.3 Account Transaction Report

Click **“Report”** button, then select **“Account Transaction”** to access the **Account Transaction Report**.



Click **Select an Option** to choose the account you want to review.

- If **Date Range** is not selected, the report will display all transactions related to the account.
- If **Date Range** is selected, enter the **start date** and **end date** to filter transactions within the specified period.



6.4 Bank Account Transaction Report

The **Bank Account Transaction Report** follows the same structure as the **Account Transaction Report** in 6.3.

6.5 Reconciliation Summary Report

The **Reconciliation Summary Report** follows a similar structure to the reports in 6.1–6.4.

6.6 GST Summary Report

The **GST Summary Report** follows a similar structure to the reports in 6.1–6.4.