Expenditure Watch

Expenditure Monitoring & Planning Tool

User Guide

V6.25 – June 2015

LandTrack Systems

Dependable software tools that simplify land acquisition and management

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Contents

1 Introduction

Ensuring that mining companies meet the minimum expenditure requirements for exploration is a critical component of sound tenement management, and protecting the company's primary assets – its tenements – from forfeiture. With the complexity of expenditure requirements – rolling anniversary dates, annual increasing commitments and consideration of project expenditure, this creates an ongoing administrative overhead, as well as a risk of errors, that multiplies as tenement holding increase.

Expenditure Watch is a Microsoft Office based application designed specifically for the WA mining industry to address many of the difficulties with expenditure reporting. It takes tenement and expenditure information from a number of sources (Tenement Schedule, Accounting systems, Mineral Titles Online, JV Partners, staff timesheets, planned exploration schedules etc) and combines them to produce simple reports that show the overall expenditure status of the company's tenement holdings and projects, see Figure 1. **Geologists and exploration managers can tell at a glance which tenements or projects are on target to meet expenditure commitments, and those tenements where expenditure falls short and there is a risk of being 'ambushed by the anniversary date'**. As anniversaries pass, Expenditure Watch produces Form5's, exemption applications and project expenditure exemption details. While other packages can produce partial form5 documents, only Expenditure Watch can produce full details, collated from all sources.

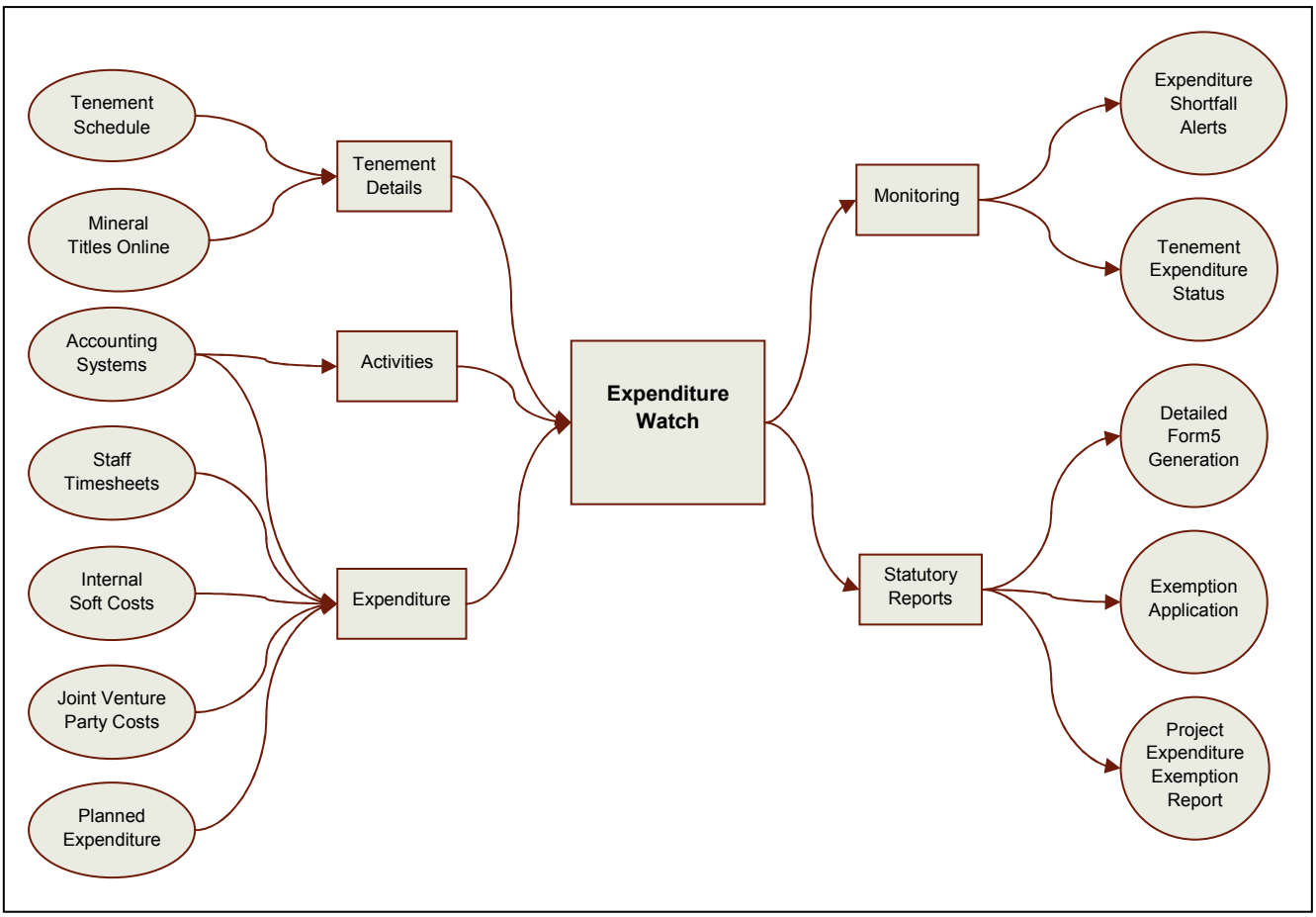


Figure 1 Systematic presentation of Expenditure Watch

1.1 Key Concepts and Characteristics

1.1.1 Expenditure Watch regular cycle

After its initial configuration, use of Expenditure Watch follows a regular (usually monthly) cycle of updating, auditing and reporting, as shown in Figure 2. Often there will be one user (an accounts person) who updates Expenditure Watch, while other users use its output. Being primarily a reporting tool, the output of Expenditure Watch is only as good as what is loaded into it, and as up to date as the last time new data was loaded or updated. Key to trusting the output of Expenditure Watch is to make use of the various auditing methods provided. Appendix B (page 109) will describe the update process of the primary data, the first step in the regular cycle, in more detail.

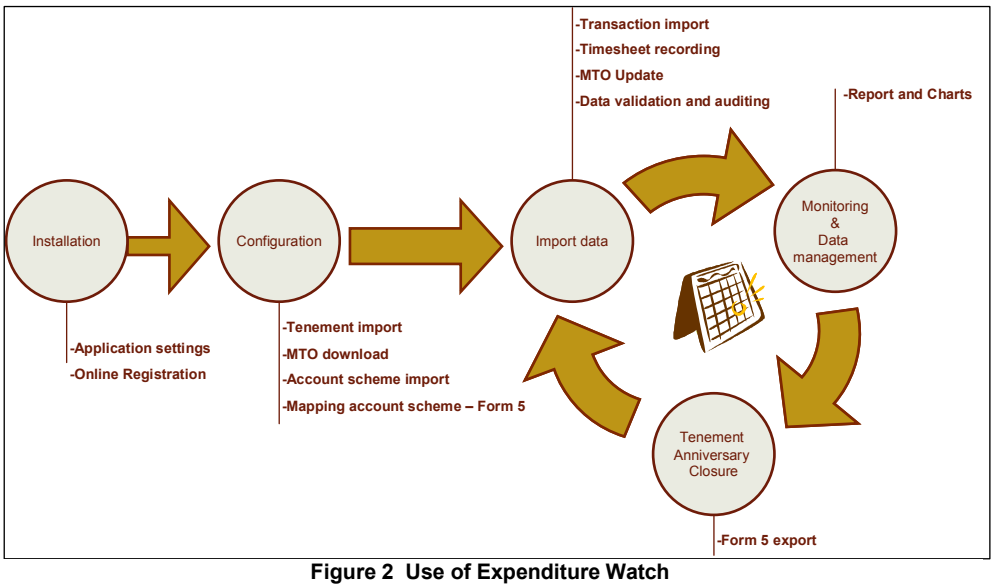


Figure 2 Use of Expenditure Watch

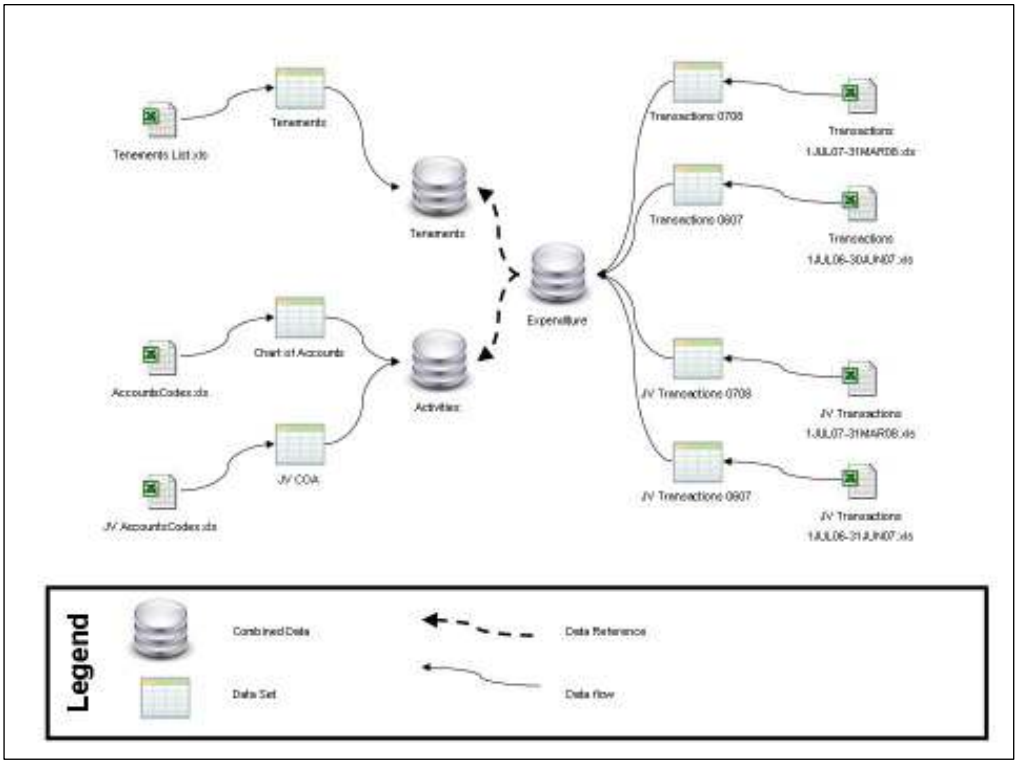


Figure 3 DataSets in Expenditure Watch

1.1.2 Multiple Accounting Systems

Expenditure Watch supports any number of accounting systems, both in source data format, and the layout of accounting codes. You may use multiple accounting systems because you have just changed accounting systems and need both the old and the new data, or you have multiple companies' data as JV partners. Expenditure Watch will display the distinct activity codes from each system in activity based reports, but will show combined values in form-5 category report views.

1.1.3 Source Data Sets

Expenditure Watch tracks the data you import in **datasets**, see Figure 3. Data sets can be of different types. Expenditure, Activities and Tenements are the primary data sets types used in Expenditure Watch. Often there will be more than one data set of the same type. It is recommended to have an expenditure data set for each financial year. Also multiple datasets of the same type must be created when working with multiple accounts systems. Individual datasets of the same type are combined (merged together) to generate the overall source data. This **combined data** is the input for the output reports.

> *Beware: Expenditure Watch will not prevent you from loading the wrong data into the wrong dataset, thus creating duplicate information or leaving gaps in the source data. When updating, it is essential to match the source data files to their correct dataset!*

When you do the regular update, you are actually re-importing fresh data into existing datasets, overwriting what was there before. You only need to create new datasets when starting a new financial year, or are adding data from new sources (i.e. a JV partner).
It is recommended to update progressively the current year's data by saving a new listing from the accounts from July 1 to the current date, and then updating the current year dataset with this file. This means that corrections in the accounts are reflected in Expenditure Watch.
When the year rolls over, you load in the finished accounts for the old year into the existing dataset, and then create a new dataset for the new year. Historical datasets can be hidden from the main screen, but be retained in Expenditure Watch for long term reporting and analysis.
More about importing data can be read in chapter 5 (page 34).

1.1.4 Current Year

Expenditure Watch focuses on tenements in their **current year**. This is the 12 month period from the tenement's last anniversary to its up-coming anniversary. As anniversaries pass, you need to roll-over the year that is past to the new year – usually done at the same time as producing a form5 report.

1.1.5 Handling Admin Expenses

Under DMP regulations, a maximum of 20% of expenditure can be administrative. When setting up the activities, you tell Expenditure Watch which account codes relate to which form5 categories. The form5 category determines which expenditure is an admin expense.

Expenditure Watch has adjustable treatments for admin expenses, based on the region. The default (WA) treatment is to exclude actual admin costs, and add on up to 20% of actual expenditure or commitment, whichever is greater. This behaviour can be adjusted in the Region settings, see paragraph 10.9 (page 94). All references to total expenditure, or remaining expenditure required include the calculated admin amount.

1.1.6 GST

Expenditure Watch can be set up to add GST to applicable expenditure if required. By default, GST is not added on. The DMP allows GST to be included; however some companies have received conflicting legal advice. Not including GST would be the conservative approach. Including GST can be set in the Activity screen, see paragraph 10.5 (page 91).

1.1.7 Group Expenditure

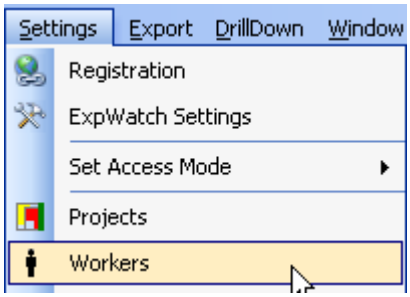
For tenements that are part of a combined reporting group, Expenditure Watch calculates group expenditure in order to identify tenements that are eligible for group expenditure exemptions under section 102(2) paragraph (h) of the WA Mining Act. When lodging an exemption, the total expenditure lodged in the 12 month period of the tenement's year (excluding expenditure on mining) must exceed the total commitment for the same period. The total comprises all tenements in the group, who were members of the group when the member's form5 was lodged, or alternatively, are members of the group when the current form5 is submitted (there is some ambiguity here).

In order to predict expenditure status in advance, Expenditure Watch first uses all lodged form5 expenditure, then for tenements whose anniversaries have not yet passed, it adds on the projected expenditure based on is loaded expenditure data, to get a projected total group expenditure.

> *Warning: for accurate group expenditure totals, you need all tenements that form your combined reporting groups to be in Expenditure Watch. In the Tenement Browser, the combined reporting tab shows you which tenements are or are not in Expenditure Watch.*

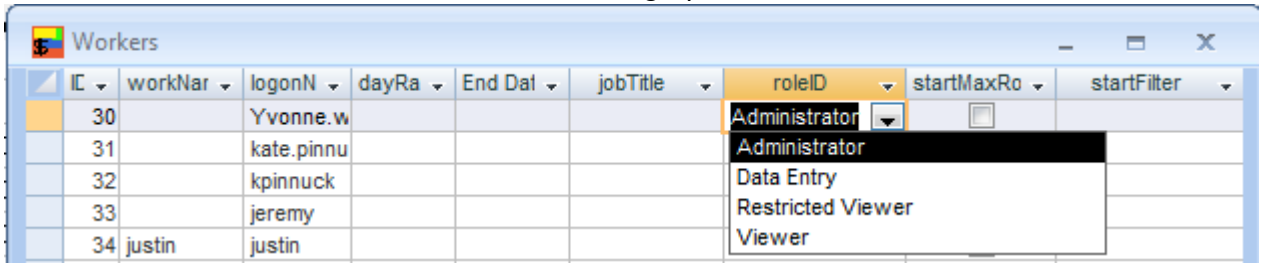
1.2 Users, permissions and data security

To reduce the possibility of accidental changes to data in Expenditure Watch, there is a security setup based on computer logon with four possible roles:



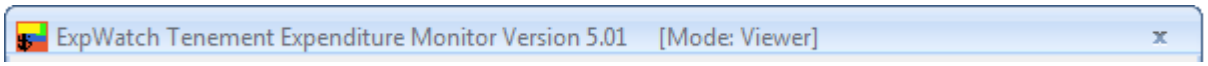
- Administrator – full access to everything
- Editor – can make changes to most details, and import updates
- Viewer – can see most things and produce form5's
- Restricted viewer – like viewer, but cannot change the filter.

User roles are set in the workers table; Settings | Workers :

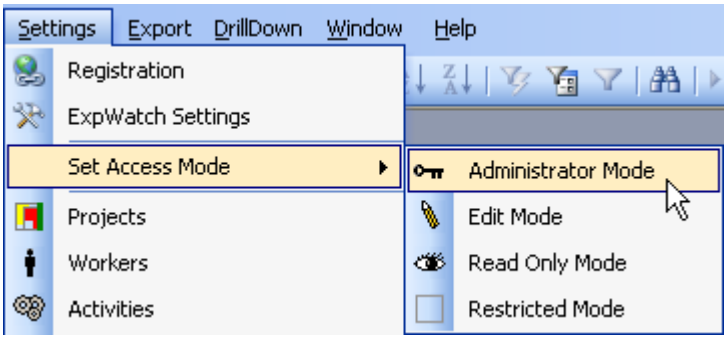


The minimum information required is the Logon Name (the same name you use to log onto the computer), and the role. You can also give each user a separate start filter, which will select which tenements are initially displayed. For restricted viewers, the start filter is the ONLY tenement list visible.

On starting Expenditure Watch, independent of your defined role, you will start in viewer mode. This is shown on the title bar of the main form:



To change mode, eg for importing fresh data, or rolling over years, go to Settings | Set Access Mode, and select the required mode. The main Expenditure Watch form will show the change; however you need to close and re-open any other forms to see the changed access mode.



By default, all users start in Read Only mode, independent of their full permissions. This is designed to maximise data security, and reduce the risk of accidental changes. For expert users this may become annoying, and now the workers table (Settings | Workers) has an additional field, **StartMaxRole** to enable specified users start in full permissions mode.

1.3 Multi-user support

Expenditure Watch is designed to operate in a multi-user environment, where it is installed in a shared folder on a server, accessible by multiple users simultaneously.

1.3.1 True Concurrent use

Multiple users can open Expenditure Watch at the same time without any conflicts.

1.3.2 Operate Read only

Expenditure Watch can be installed in a read only folder. Microsoft Access will warn users that it is read only, but the application will work without errors (as long as you don't try to make any changes!)

1.3.3 Users Identified by logon name

Expenditure Watch uses the computer logon name to identify who is operating it and what they are permitted to do. This allows a level of security without any extra passwords.

1.3.4 Set users start filter and permissions

Each user can be given a default startup filter so that they see just the tenements they are responsible for. Individual permissions can also be set, to avoid any accidental changes.

2 SQL Server Backend

This section may require some technical IT knowledge. Please consult your IT Department if you are unsure.

2.1 Backend mode selection

The Expenditure Watch application is split into a frontend and a backend. The backend is where Expenditure Watch stores its data. Expenditure Watch V6.0 and onwards has been designed to work with either an MS Access or MS SQL Server Backend. Prior to ExpWatch V6.0, the application could only have an MS Access backend.

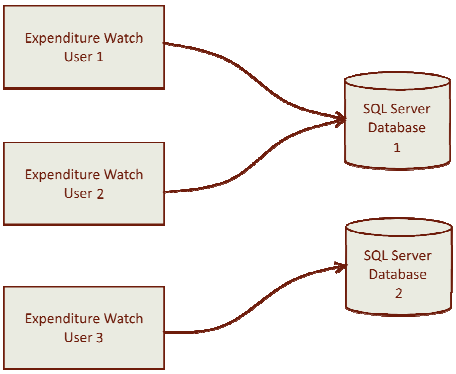
Recommendation:

Expenditure Watch may be being used in a network environment with multiple users accessing the database. Expenditure Watch V6.0 has introduced some new features and because of this LandTrack Systems recommends that the backend of the database be switched to a SQL Server backend. There are many benefits to switching to an SQL Server backend:

- Increased reliability and stability
- Better Performance
- Increased data security
- Decreased network traffic (if Expenditure Watch is run on a network drive)
- The ability to have multiple backend databases

However, it is not essential to switch to an SQL Server backend to utilise the new features in Expenditure Watch V6.0. Deciding which backend to use is a decision that should be made in consultation with your company's IT Department/personnel as the SQL Server backend will require setting up and maintaining.

Expenditure Watch can be installed on each user's local computer, which will all be connected to a common database. Users will also have the ability to switch from one Expenditure Watch database to another, to work with different sets of data.



2.2 System Requirements

2.2.1 Expenditure Watch application

- Microsoft Windows Vista or later
- Microsoft Office Professional 2007 or later (must include Microsoft Access), 32-bit ONLY.
- Microsoft Internet Explorer 8 or later.

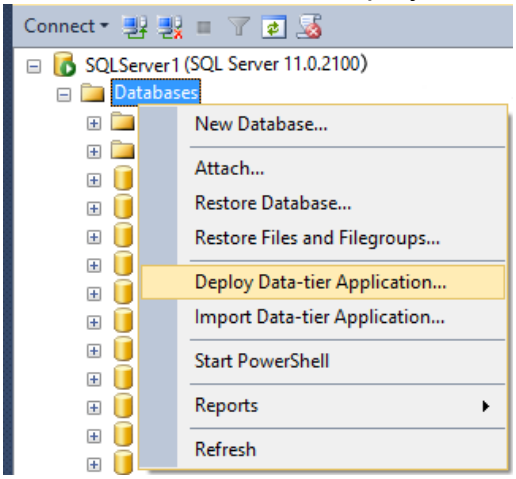
2.2.2 SQL Server backend

- Microsoft SQL Server 2008 R2 and above, 32-bit or 64-bit.
- 1 Gb hard disk space. A typical database size is 100 – 500 Mb.
- At least 1 (primary) user is required to have “db_owner” permissions to the Expenditure Watch database. This is required to make schema changes to the database when updates are available. All schema changes will be executed via the Expenditure Watch application.
- We recommend using Integrated Authentication as every user will require a distinct logon. Expenditure Watch will store settings in the database specific to users.
- We recommend you setup regular backups of all databases to protect against data loss or any other disaster.

2.3 Installation

2.3.1 Installing an SQL database

1. You should be provided with 2 dacpac files – ExpWatch.dacpac and Master.dacpac. You only need to deploy the ExpWatch.dacpac - this will create the database and setup the schema.
2. To do this, open *SQL Server Management Studio* (*SSMS*) and connect to the Instance where the database will be installed.
3. Right-click on Databases and select Deploy Data-tier Application…



4. When browsing for the file, select *ExpWatch.dacpac*.

5. Follow the steps in the wizard to apply the ExpWatch.dacpac file. The wizard will ask you to specify a name for the database.
6. Any schema updates that follow will be applied via Expenditure Watch.

Note:

- ExpWatch.dacpac creates a database using a specified name and applies schema to this new database. It does NOT affect any other databases on the SQL Server Instance or alter the configuration of the Instance.
- The .mdf and .ldf files of the database will be created in the default locations set by the Instance.

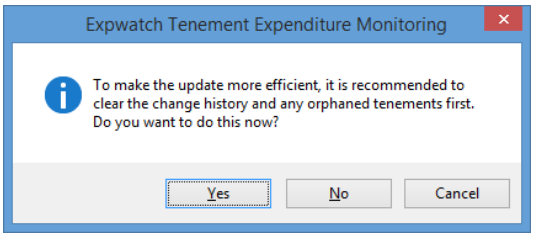
To check this location using SSMS, right-click on the Instance in the *Object Explorer*, and select *Properties*, then select *Database Settings* in the *Server Properties* window. The locations should be specified under the section “Database Default Locations”.

2.4 Preparing the Current Expenditure Watch for Migration

The current MS Access version of Expenditure Watch needs to be prepared before it can be migrated to an SQL Server Backend.

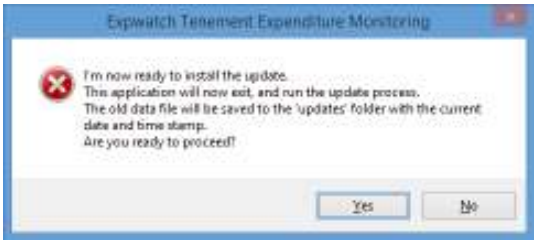
Note: Please make sure that you follow these steps before installing the new SQL Server Backend version of Expenditure Watch.

1. Open the current copy of MS Access Expenditure Watch
2. Select Help -> Check for Updates
3. Check that you have the latest version of Expenditure Watch installed.
4. If not select *Yes* to download the latest version.
5. Make sure that you click *Yes* to the question:



Note: It is very important that the Change History and any Orphaned Tenements are removed at this point.

6. Expenditure Watch will connect to LandTrack Systems website and verify your Expenditure Watch licence. Once this has been done Expenditure Watch will ask:



7. Select Yes and the upgrade will begin. This may take some time.
8. Expenditure Watch will display a warning:

9. Click *OK* to proceed with the upgrade. Expenditure Watch will restart.
10. Check that you are now running the latest version by selecting *Help -> About ExpWatch*
11. You are now ready to install the SQL Server Backend for Expenditure Watch.

2.5 Installing and setting up SQL Server for Expenditure Watch

Note: The following setup is to be done on the Primary User's computer first before deploying to other computers.

1. Install Expenditure Watch on the Primary user's computer – Copy *ExpWatch.mde* to a folder on the local hard disk e.g. *C:\ExpWatch\ExpWatch.mde.*
2. Open Expenditure Watch by running *ExpWatch.mde*.
3. On the main form, Select Manage -> Import From Previous Version

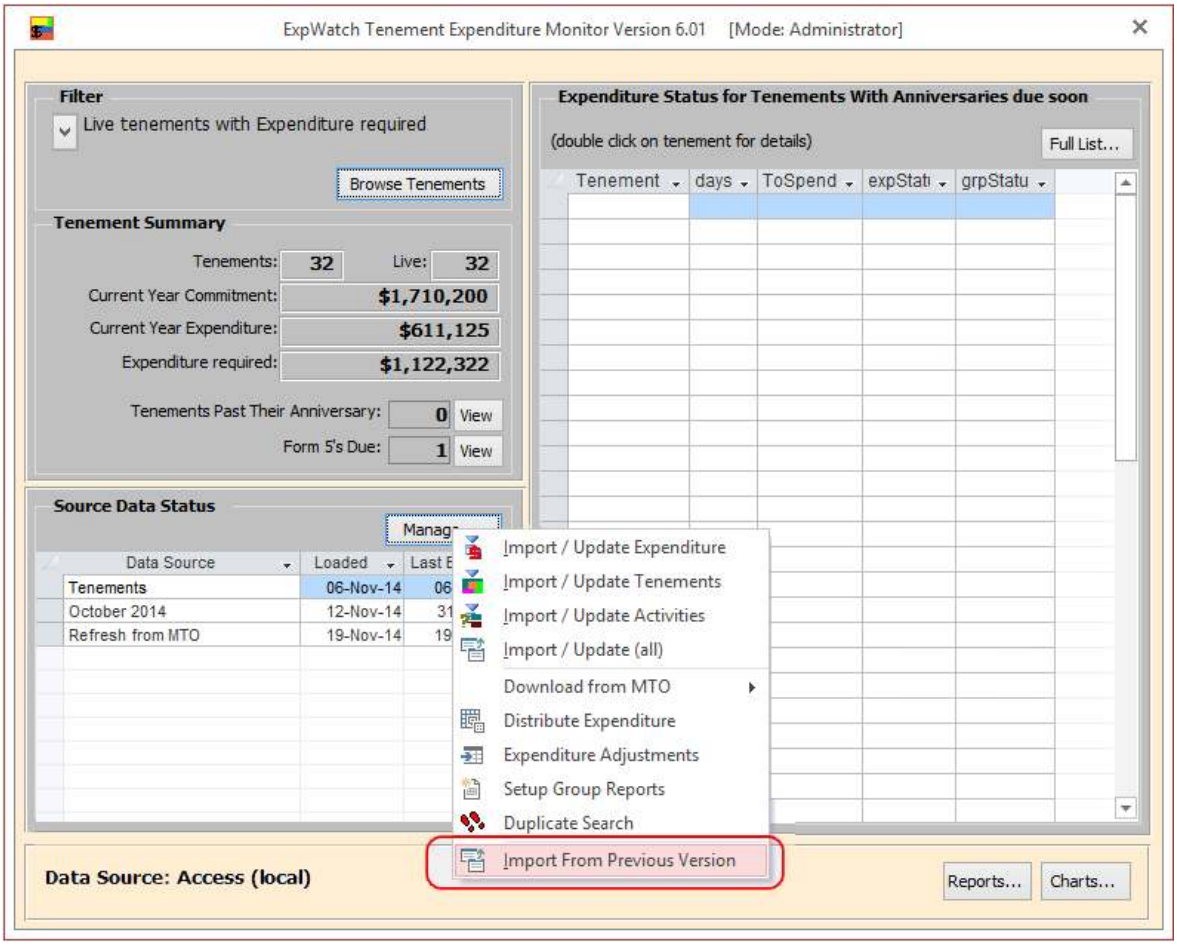
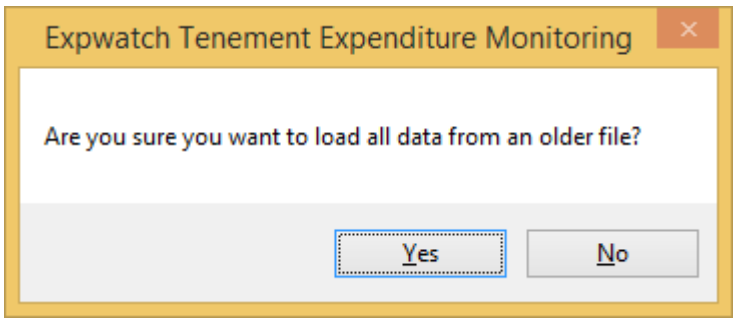


Figure 2: Import from Previous Version

4. Expenditure Watch will display a confirmation box, click *Yes.*



5. Select your existing Expenditure Watch Access database using the dialog box to browse for the file.

   Note: the data imported from the selected Access Database will be the initial data in the SQL Database

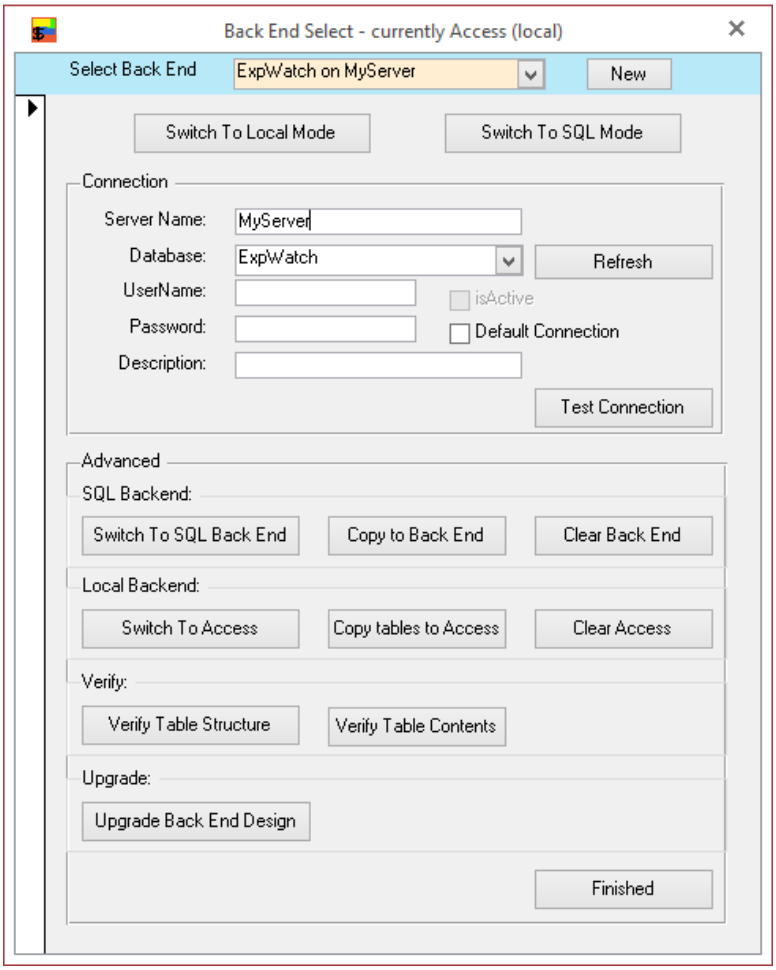
6. Once you've selected the database you should see the following message:

   "Warning: This will replace all settings and data with details from this Database…"

7. Click OK. The data will be imported, this may take a few minutes.
8. Check the process in the *Activity Log* at the bottom right-hand corner of Expenditure watch. When it's finished importing you should see the text

   "Processing finished in # minutes and # seconds".

9. Go to *Tools -> Backend Management*. This will open a form, see image below.



10. In “Server Name”, enter the Server name \ instance name.
11. In “Database” enter the database name or select from the dropdown list. You made need to click [Refresh] to refresh the list.

12. Click [Verify Table Structure]

    This will compare and verify the table structures between the SQL Server database and the local Access database. Expenditure Watch should say whether or not the table structure has been verified. Check the Activity log to see that all tables passed.

13. Click [Copy to Back End]

    This will copy the data from the local Access tables to the SQL Server database. Once finished, you’ll need to verify the data was copied over correctly.

14. Click [Verify Table Contents]

    This will compare and verify the data in the SQL Server tables (destination data) vs the data in the local Access tables (source data).

15. If there are differences in the data, you’ll receive a “*Verification Failed*” message. If this happens, click [Clear Back End] to clear the SQL Server database

16. Click [Copy to Back End] to copy the data again. If verification still fails, contact LandTrack Systems to assist. When verification passes, proceed to the next step.

17. Click [Switch To SQL Back End]

    The Activity Log display each table and query as it is linked to the backend.

18. When the SQL Server database has been connected successfully and data has been verified, you may clear the local Access tables by clicking [Clear Access]. This will reduce the size of the *ExpWatch.mde* file.

19. Click [Finished] to return to the main form.

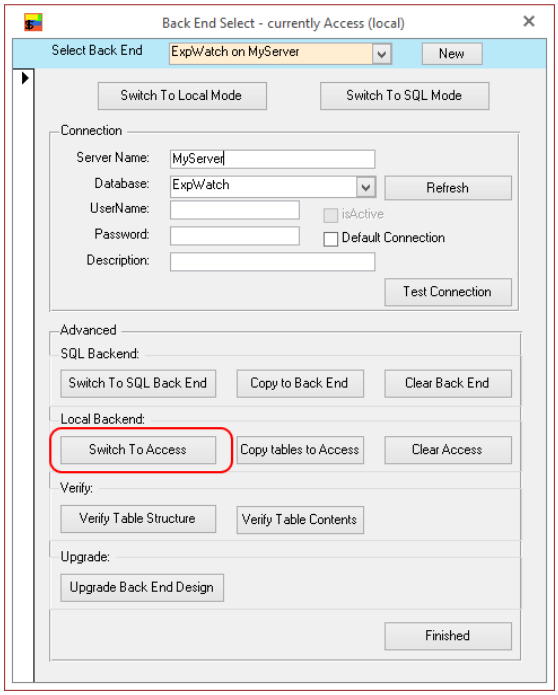
20. Lastly, compact and repair ExpWatch.mde by Select Tools -> Compact and Repair Database.

21. Please Contact your IT department or LandTrack Systems if testing is required.

2.6 Rollback

2.6.1 Expenditure Watch Application

If something goes wrong with the switch to SQL Server backend, then you can “Rollback” to an MS Access backend.
Go to Tools -> Backend Management -> Switch To Access



This will disconnect Expenditure Watch from the SQL Server Database and you can now work locally.

2.6.2 SQL Server

The dacpac file used during the SQL Server Database creation does not alter any settings on the Server Instance or any other databases on the Instance. To rollback, just delete the ExpWatch database using SSMS or any preferred interface. Using SSMS, right-click the database in the *Object Explorer* and select “Delete”.

3 Main Screen

Expenditure Watch will start with the main screen loaded. This screen shows a summary of expenditure status and data entered. It contains 4 main areas:

- Filters
- Tenement Summary
- Source Data Status
- Expenditure Status

This chapter will describe the functionality of the 4 areas and the buttons of the main screen.

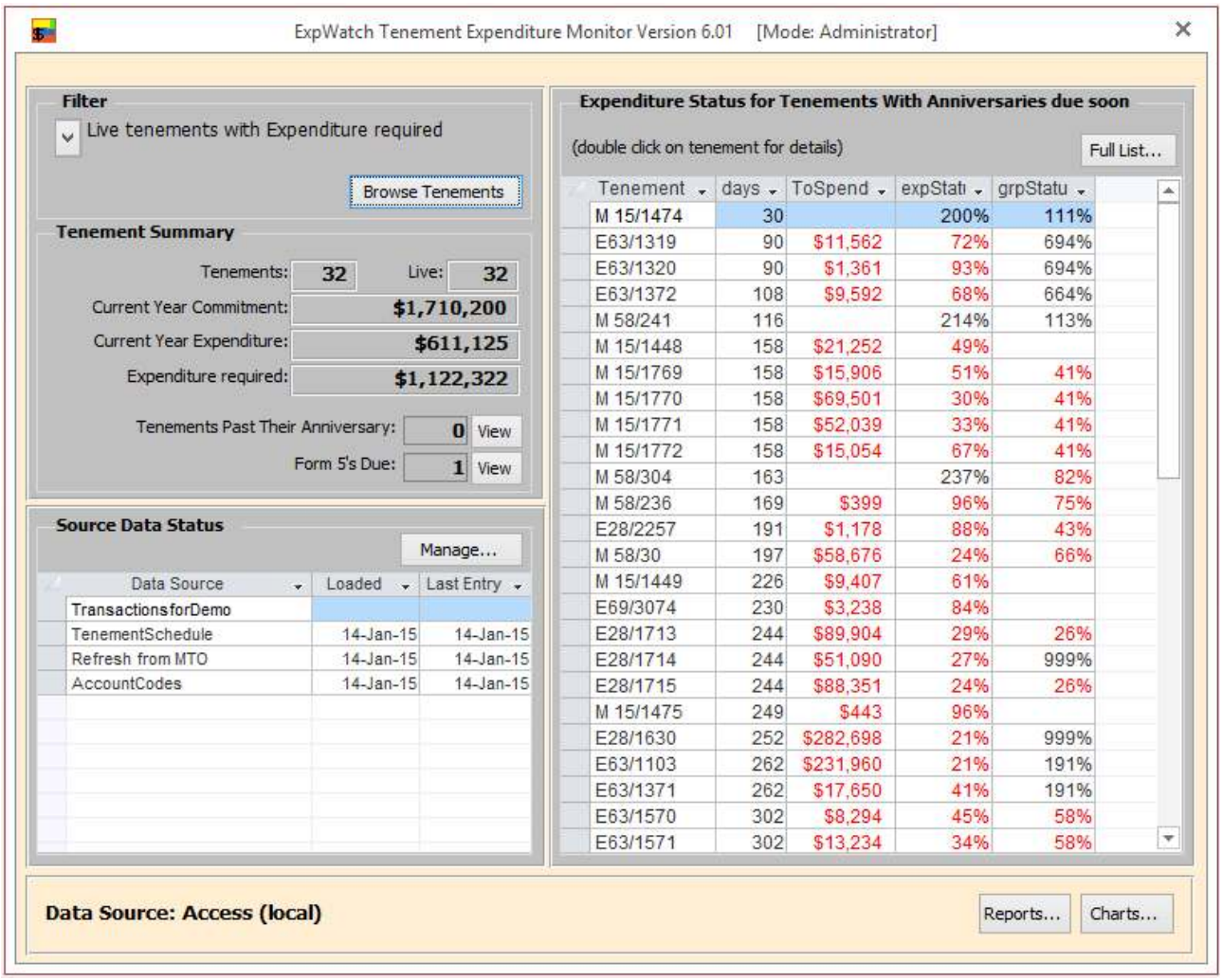


Figure 5 The main screen

3.1 Filtering

Expenditure Watch enables the user to work with a subset of the total collection of tenements. This is done by selecting a filter from the drop-down button in the upper left corner of the main screen. When a filter is selected only the tenements that match the

criteria of the selected filter will included in the screens and in reports. After selecting the filter the main screen details along with all reports, will change to reflect the status of the particular set of tenements filtered for.
Tenements can be filtered according to a set of predefined categories:

Tenement Status, Project, Expenditure category, and Responsible Party

At start-up Expenditure Watch will apply the filter selected in the application settings. To change this setting, see paragraph 10.2 on page 87

To change filter settings or define new filters, select from the main menu **Settings ▸ Tenement Filters**. For a detailed description on how to change or define filters see paragraph 10.11 (page 98)

- **Browse Tenements:** This button takes you to the **Tenement Browser**, which lets you see individual tenement details and produce reports (including form5's) for individual tenements. Chapter 4 (page 23) describes the Tenement Browser.

3.2 Tenement Summary

The tenement summary, in the middle of the left pane of the main screen, shows basic information about the currently filtered tenements:

- Number of tenements – overall and live
- Current year commitment – total commitment for all tenements in their current year
- Current year expenditure – total expenditure recorded for those tenements in their current year
- Expenditure required – total expenditure required on individual tenements

> *Note: total expenditure required will usually not equal total commitment subtract total expenditure as some tenements may have expenditure exceeding commitment, but this cannot be used to offset other tenements expenditure requirements.*

These numbers approximately represent the overall picture of requirements for the next 12 months. In the second half of this area two Tenement functions can be accessed:

- **Tenements past their anniversary**. This field shows how many tenements have had an anniversary pass, but have not yet been rolled over to the new year. Click View to see which tenements they are, and have the option to roll them over.

- **Form5's Due**. This field tells you how many tenements have outstanding form5's. This is based on data updated from Mineral Titles Online and doesn't reflect any newly created form5's. Click View to see which tenements they are, and have the option to produce a form5 then roll them over.

3.3 Source Data Status

The Source Data Status section of the main screen lets you quickly see how up to date the data in Expenditure Watch is. All the data sets are listed here, along with their loaded date. Expenditure data also has a last entry date, which is the date of the last transaction entry loaded.

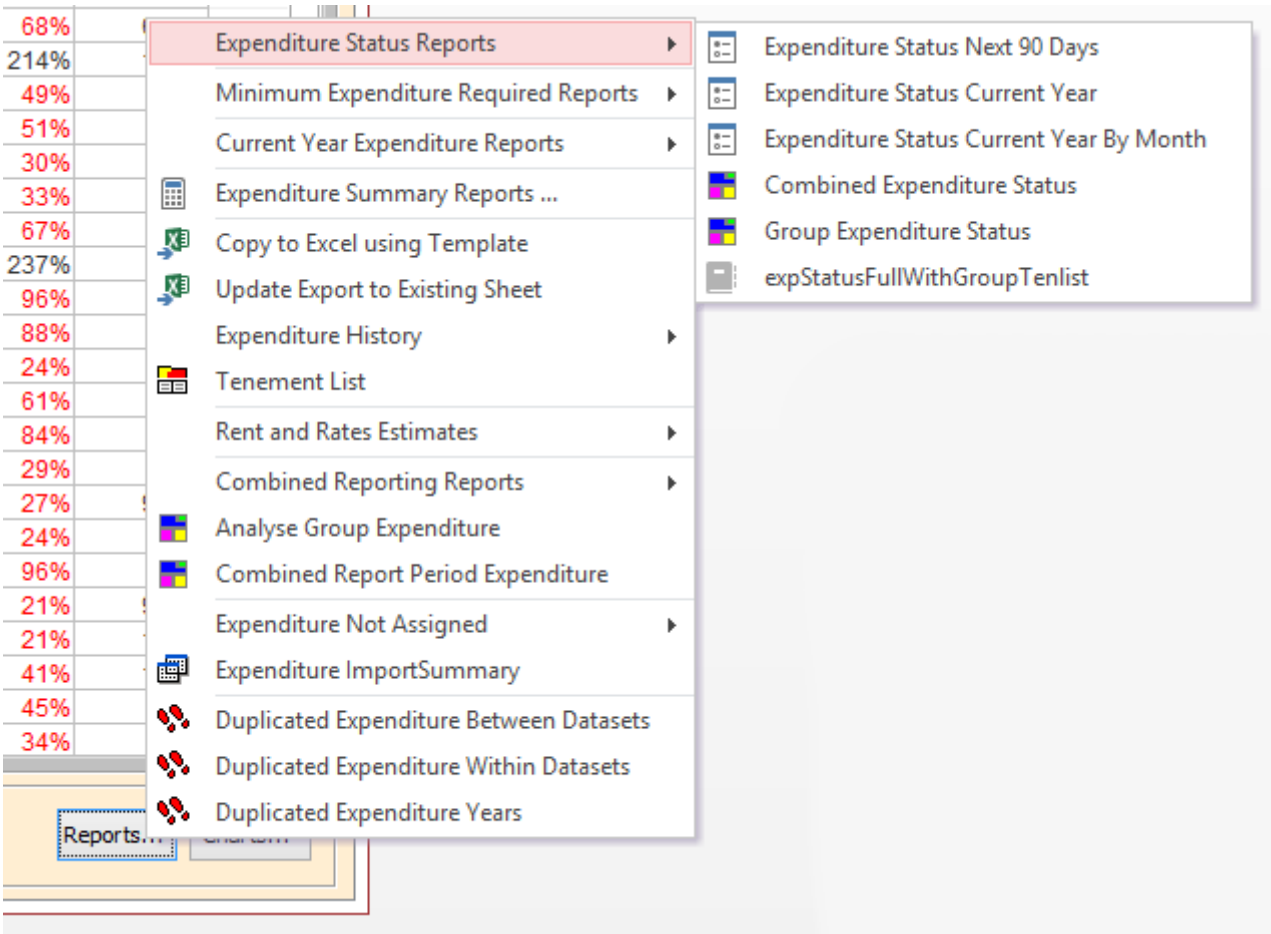
> *IMPORTANT: The loaded date and last entry date are the most important indicators showing you how fresh data is. Expenditure Watch does not update itself. It is a good practice to check these dates when you start Expenditure Watch, and load updates if required.*

The Manage… button takes you to the **Import Manager,** which gives you various options for updating and reviewing the different datasets loaded. Chapter 5 (page 34) describes the different methods of import.

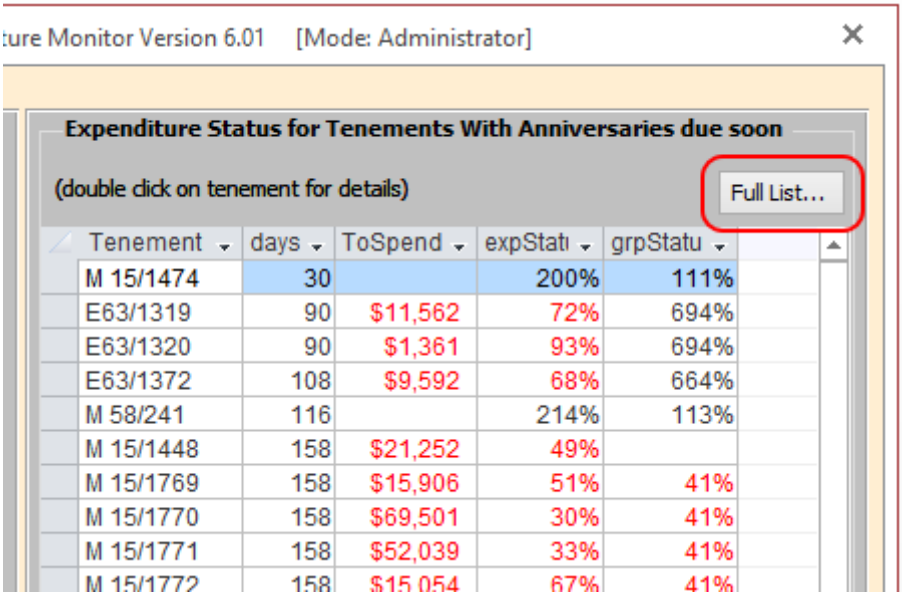
3.4 Expenditure Status Mini-Screen

This right pane of the main screen summarises the expenditure status of tenements with anniversaries coming up. The fields shown are:

- **Tenement** – the tenement id
- **Days** – Number of days til the anniversary (from the current date): note this may be not the same as the accounting year, if the option to align expenditure years to month end is set.
- **ToSpend** – Expenditure required to meet commitment as a dollar value. The field is left blank expenditure requirements have been met for that particular tenement.
- **expStatus** – Ratio of expenditure to commitment. Red (<100%) indicates money needs to be spent; black (>100%) is amount in excess of required commitment.
- **grpStatus** – For tenements that are part of a combined reporting group, this shows the ratio of group expenditure to group commitment for the tenement's current year. More than 100% indicates the tenement has grounds for an exemption under section 102(2)(h) of the Mining Act.
-
- Double click on the tenement to bring up the tenement browser details for that tenement. More detailed expenditure status can be found under the Reports… button, in the Expenditure Status Reports group.



From the main form, you can get a quick expenditure status report with the key expenditure details by clicking the Full List... button:



Tenement	days	ToSpend	expStatı	grpStatu
M 15/1474	30		200%	111%
E63/1319	90	$11,562	72%	694%
E63/1320	90	$1,361	93%	694%
E63/1372	108	$9,592	68%	664%
M 58/241	116		214%	113%
M 15/1448	158	$21,252	49%	
M 15/1769	158	$15,906	51%	41%
M 15/1770	158	$69,501	30%	41%
M 15/1771	158	$52,039	33%	41%
M 15/1772	158	$15,054	67%	41%

4 Tenement Browser

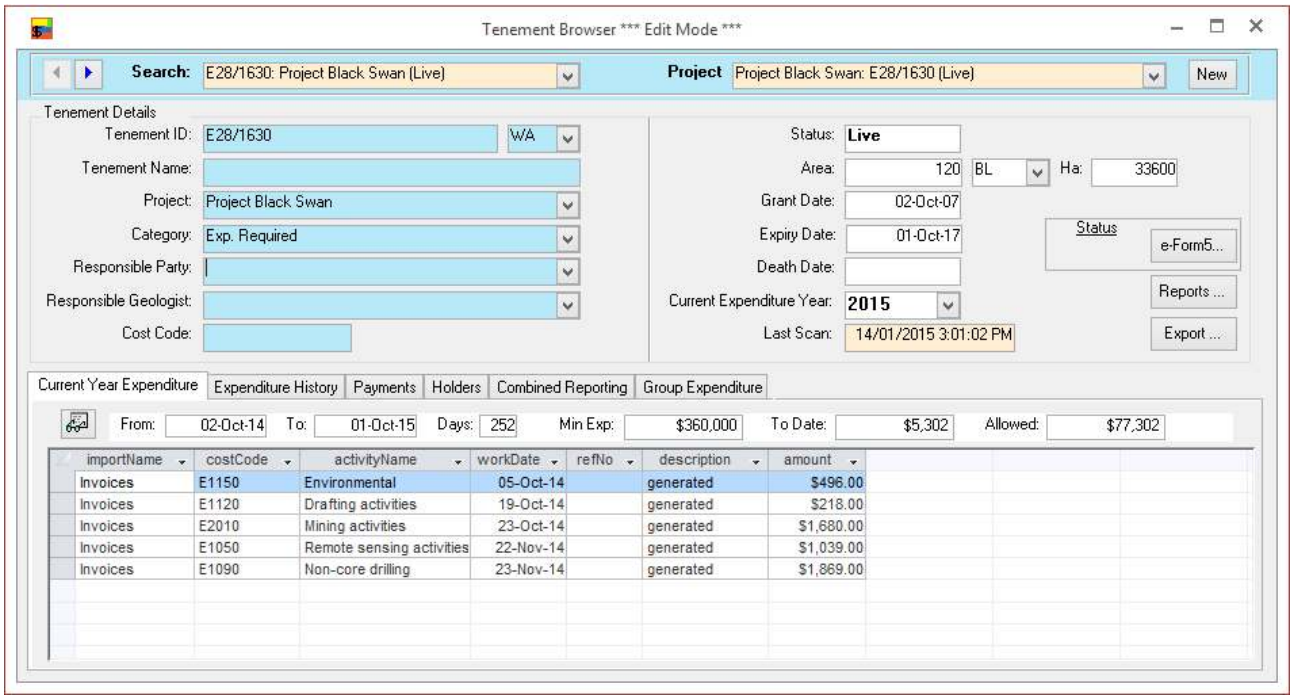
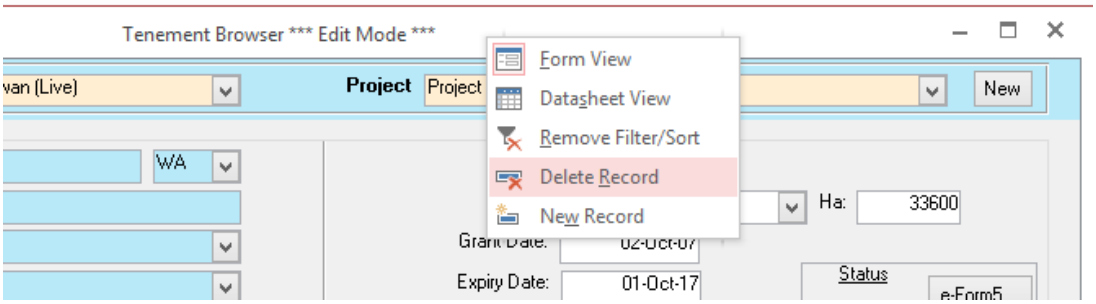


Figure 6 The Tenement Browser

The **Tenement Browser (**Figure 6) displays all the details for a tenement, much of which is automatically downloaded from MTO for WA Tenements. The *Search* and *Project* drop-downs at the top of the browser let you locate a specific tenement quickly, either by Tenement ID (the first list) or by project (second list).

The New button will let you enter new tenement details. The fields in blue are the only fields that you need to enter data into, the rest will be downloaded and updated when you perform a scan of MTO.

To delete a tenement, right click the browser title bar and select **Delete Record.** You can also switch to datasheet view for updating multiple records; right click the title bar and select **Datasheet View** (see image below).



The fields on the Tenement Browser screen are:

- **Tenement ID** / **Region**. These fields come from your tenement schedule that has been imported. Expenditure Watch keeps your original format, but internally uses the DMP format as well as a GIS compatible format. ID's do not need to be in the identical format between your accounts and the schedule.
- The region controls whether the tenement details are downloaded from MTO (WA only), and how admin expenses are treated. Each region can have different admin treatments.
- **Tenement Name** – The name field is a description only.
- **Project** – The project field describes which project the tenement belongs to. This field is used for filtering and grouping tenements.
- **Category** – This field is used to identify whether the tenement requires expenditure or not. If the tenement requires no expenditure it doesn't appear on the expenditure status reports.
- **Responsible Party** – This field shows the responsible party. Like project, this field is used for filtering and grouping tenements.
- **Responsible Geologist** – This field shows the responsible internal party. Like project, this field is used for filtering and grouping tenements.
- **Cost Code** – The cost code is the accounting system cost code that is used if the tenement ID is not used in the accounts.
- **Status –** The Status field shows the Tenement Status in MTO. There are 3 tenement states: Live, Pending and Dead. Only live tenements require expenditure.
- **Area/Area Type/Hectares –** These fields show the size of the tenement. The Hectares is an approximation used for calculating proportionate areas in a project for cost/time distributions.
- **Grant Date/Expiry Date/Death Date** – These fields, imported from MTO, are used to calculate critical actions.
- **Current Expenditure Year** – The current expenditure year field shows the year used for tracking expenditure status. Change this field to roll over / roll back the tenement current year. Form5's are produced based on the current year.
- **Last Scan** – this is the date and time of when this tenement was last scanned on MTO.

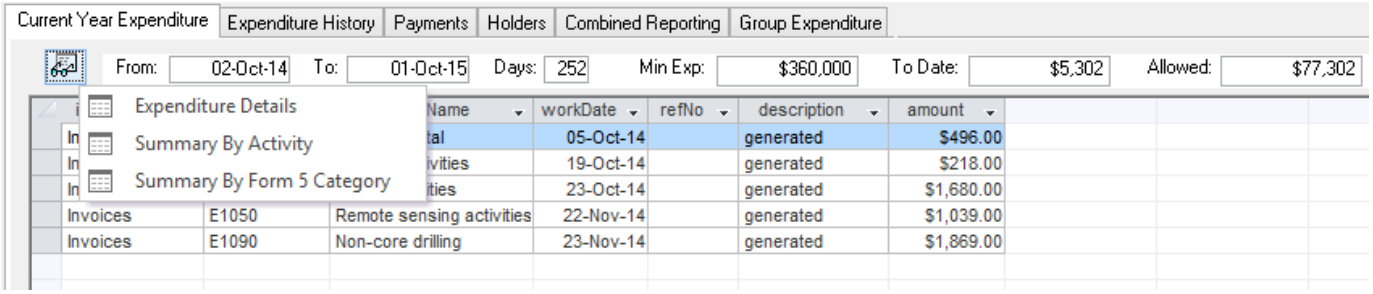
4.1 Tenement Browser Tabs

Each tab has additional details relating to the tenement. They are described below:

> *Note: If you wish to copy any of the information from the tabs to Excel, click inside one of the cells of the tab report, and then select Export ▸ Copy to Excel, otherwise you will get the tenement list instead!*

4.1.1 Current Year Expenditure

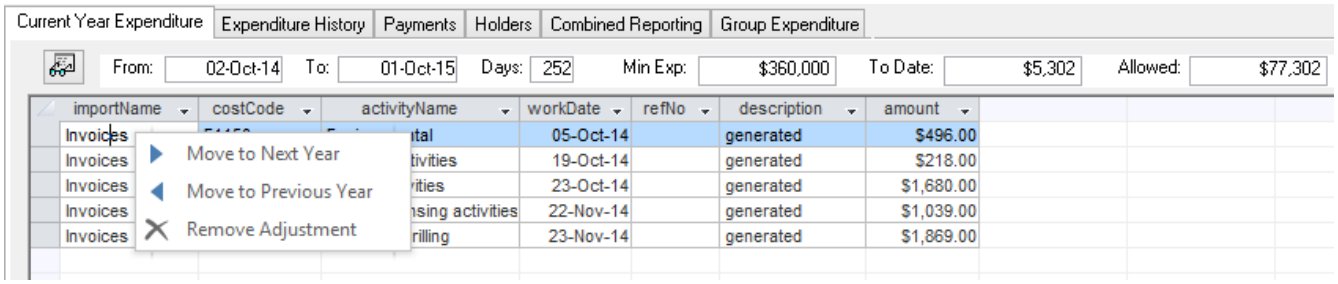
This tab shows expenditure loaded from the accounts for the current year:



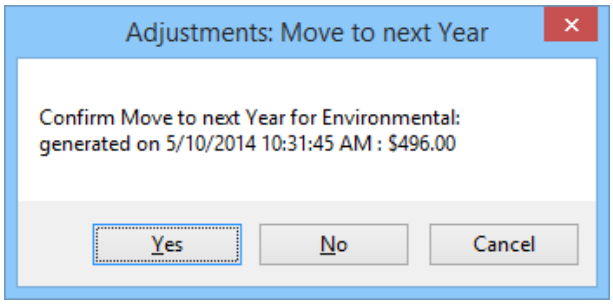
- **From** and **To** are the date range for the current accounting year.
- **Days** shows number of days to the anniversary (actual). A negative number means the anniversary has passed, and the tenement could be rolled over.
- **Min Exp** – is the minimum expenditure for the current year (For non-WA tenements, you need to insert this value yourself under the Expenditure History tab).
- **To Date** - is the calculated total actual expenditure.
- **Allowed** is the calculated permissible expenditure after applying the Admin rule.

You can view expenditure in three ways – *Details*, *Summarised by* (accounting system) *Activity*, or by *Form5 Category*. Change views by clicking the view mode button and selecting the required view. You can also select the default view in the Expenditure Watch Settings, see paragraph 10.2 (page 89).

To make an adjustment, you can right click on the particular transaction within the Current Year Expenditure Tab of the Tenement Browser and select either Move to Next Year or Move to Previous Year.



A pop-up window will request confirmation that you would like to proceed. Click the Yes button and the adjustment will be applied.



The highlighted row below indicates the equal and opposite value adjustment that has been applied for the same date as the transaction (in the 2015 tenement year).

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

From: 02-Oct-14 To: 01-Oct-15 Days: 252 Min Exp: $360,000 To Date: $4,806 Allowed: $76,806

importName	costCode	activityName	workDate	refNo	description	amount
Adjustments	E1150	Environmental	05-Oct-14		generated	-$496.00
Invoices	E1150	Environmental	05-Oct-14		generated	$496.00
Invoices	E1120	Drafting activities	19-Oct-14		generated	$218.00
Invoices	E2010	Mining activities	23-Oct-14		generated	$1,680.00
Invoices	E1050	Remote sensing activities	22-Nov-14		generated	$1,039.00
Invoices	E1090	Non-core drilling	23-Nov-14		generated	$1,869.00

The highlighted row below indicates the equal value adjustment that has been applied for the following year (2016 tenement year) registered on the date the adjustment was made.

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

From: 02-Oct-15 To: 01-Oct-16 Days: 618 Min Exp: $0 To Date: $496 Allowed: $595

importName	costCode	activityName	workDate	refNo	description	amount
Adjustments	E1150	Environmental	02-Oct-15		generated	$496.00

If you would like to delete any adjustments, right click on the particular transaction or related adjustment and click Remove Adjustment

To view all adjustments, please refer to section 5.5.

4.1.2 Expenditure History

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

Select Tenement Year for Details: 2014 History Reports... Manual Edit

- Expenditure List
- Expenditure By Form5 Cat
- Expenditure By Activity
- Expenditure By Party

Ye	Minimur	Lodged	Total	Exemp	exemptionL	exemptio					Sur	RentRa	Admi	Prosp
2016	$0													
2015	$360,000													
2014	$240,000	07-11-14	$525,692								52,710	$11,900	$76,847	
2013	$400,000	21-11-13	$794,965								92,343	$57,020	107,600	
2012	$300,000	28-11-12	$371,847							$266,337	$3,255	$40,255	$60,000	
2011	$300,000	22-11-11	$398,191							$286,778		$45,048	$66,365	
2010	$200,000	26-11-10	$203,160							$169,916		$30,937	$2,307	
2009	$200,000	06-11-09	$113,346	$86,654	19-11-09	335010	Granted	12-07-10		$83,868		$26,948	$2,530	
2008	$200,000	13-11-08	$363,745							$321,492		$30,515	$11,738	

The expenditure history tab gives you the tenement's previous year's expenditure records. For WA, this is automatically downloaded and updated from MTO. For other regions, you need to enter the years manually by clicking the Manual Edit button, then entering the year details and commitment. If you would like to customise the expenditure year periods you will need to enable the manualYears flag for the specific region in the Regions table (refer to section 10.9 for details). To see details for previous years, select the year of interest in the drop-down box, then select the desired historical report.

4.1.3 Payments

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

For	Ye	Type	receiptDa	receiptN	A	amount	Area	Effectiv	Due	discrep
Rental	2015		17/09/2014	06-139040	PE	$58,548.00	120 BL	1/10/2013	$58,548.00	$0.00
Rental	2014	Refund	16/12/2013	06-128573	PE	-$20,088.00	120 BL	1/10/2013	$30,132.00	$0.00
Rental			18/09/2013	06-128573	PE	$50,220.00				
Rental	2013		18/09/2012	06-115102	PE	$49,240.00	200 BL	2/10/2007	$49,240.00	$0.00
Rental	2012		23/08/2011	98949	PE	$35,300.00	200 BL	2/10/2007	$35,300.00	$0.00
Rental	2011		10/11/2010	86543	PE	$37,686.00	200 BL	2/10/2007	$37,686.00	$0.00
Rental	2010		30/10/2009	71700	PE	$23,716.00	200 BL	2/10/2007	$23,716.00	$0.00
Rental	2009		7/11/2008	58330	PE	$22,770.00	200 BL	2/10/2007	$22,770.00	$0.00
Rental	2008		24/09/2007	42777	PE	$1,844.00	200 BL	2/10/2007	$20,284.00	$0.00
Application			16/03/2006	3633	KA	$950.00				

The payments tab gives you the entire tenement's payment records downloaded and updated from MTO.

4.1.4 Holders

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

Manual Edit

isOpera	holderName	address	share
☐	AusGold PTY LTD	C/-TENEMENT SERVICES, PO BOX 428	70
☐	AusIron PTY LTD	C/-TENEMENT SERVICES, PO BOX 428	30

This shows the holder list downloaded from MTO. You can check the **isOperator** box to make the holder name appear again under the operator name when producing a form5.

4.1.5 Combined Reporting

Current Year Expenditure | Expenditure History | Payments | Holders | Combined Reporting | Group Expenditure

No: C164/2013 Project: Symons Hill nTen: 3 Report: 28/02 for: 01/12 - 30/11 ☑ Show All

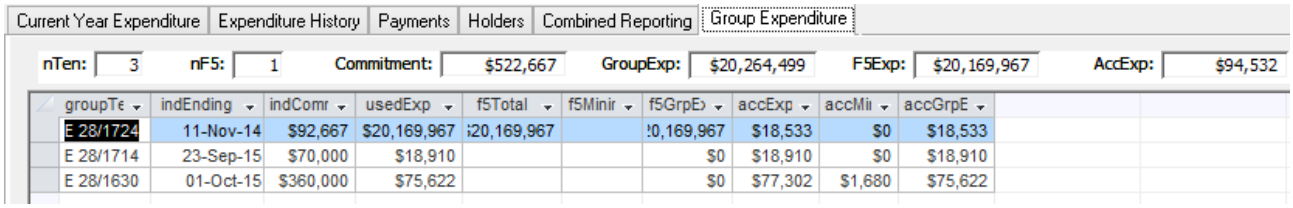
groupTen	inE	grantDate	Stat	categoryID	effectiveD	departDate	Group Status
E 28/1630	Yes	02-Oct-07	Live	Exp. Required	13-Jan-14		Included
E 28/1714	Yes	24-Sep-07	Live	Exp. Required	13-Jan-14		Included
E 28/1724	Yes	12-Nov-07	Live	Group Exp. Only	13-Jan-14		Included

This tab is only visible on tenements that are part of a combined reporting group. It lists the group details, and the tenements in the group. Fields are:

- **Group TenID** – the tenement in the group
- **inExpenditure Watch** – whether that tenement is in Expenditure Watch – if it is not, then Expenditure Watch cannot correctly calculate group expenditure
- **grant date** – date that tenement was granted
- **Status** – tenement status
- **CategoryID** – Defines whether to report on expenditure for the tenement

- **effectiveDate** – date the tenement became part of the group.
- **Depart Date** – last date it was seen in MTO; These two fields are used to try to identify when tenements become part of a group or cease to be in a group, when there is no details on MTO.
- **Group Status** - shows if the tenement can be included in group expenditure calculations for the current tenement's year, or if it is not, why it is excluded.
-

4.1.6 Group Expenditure



groupTe	indEnding	indComr	usedExp	f5Total	f5Minir	f5GrpE	accExp	accMii	accGrpE
E 28/1724	11-Nov-14	$92,667	$20,169,967	:20,169,967		!0,169,967	$18,533	$0	$18,533
E 28/1714	23-Sep-15	$70,000	$18,910			$0	$18,910	$0	$18,910
E 28/1630	01-Oct-15	$360,000	$75,622			$0	$77,302	$1,680	$75,622

This tab totals expenditure for the tenement's current year across the combined reporting group, excluding mining expenditure.

Summary Fields are:

- **nTen** – number of tenements for which there is expenditure available. This will be less that the total number of tenements in the group (as listed on the previous tab) when there are newly granted tenements, or tenements without expenditure, or tenements not in Expenditure Watch.
- **nF5** – the number of tenements for which form5's have already been submitted
- **Commitment** – the total commitment for the tenements (including the current tenement)
- **GroupExp** – The calculated group expenditure total. This is the sum of all form5's lodged, plus the accumulated (non-mining) expenditure in Expenditure Watch for those tenements that have not yet had form5's lodged.
- **F5Exp** – is the lodged form5 expenditure component of the group expenditure
- **AccExp** – is the expenditure estimate based on accounting data in Expenditure Watch for those tenements whose form5's have not been lodged.

Report fields are:

- **GroupTenID** – the tenement in the group
- **indEnding** – the individual tenements year ending for the group expenditure
- **indCommitment** – the individual tenements contributing commitment
- **usedExp** – the expenditure figure used (form5, if available, otherwise Expenditure Watch's calculated accounts total)
- **f5Total** – The form5 lodged amount (if available)
- **f5Mining** – the amount on the form5 from mining (this will be excluded)
- **f5GrpExp** – the form5 total less mining
- **AccExp** – the expenditure total from the accounts for that year (with admin calculation included)
- **AccMining** – the amount that was down for mining
- **accGrpExp** – the expenditure excluding mining.

4.2 Tenement Reports

Reports pertaining to a single tenement are accessible from the Reports… button on the tenement browser. Navigate to the tenement you want to report on, then click this button, and select the report you want.

These reports are displayed as queries that can be filtered or exported to Excel.

4.2.1 Excluded Expenditure Current Year

Excluded expenditure is expenditure details that have been imported into Expenditure Watch, but have been flagged in the accounts as non-admissible by not having a form5 category assigned. When looking for missing transactions, this is one place where they may be lurking!

4.3 Export Tenement data

The Export… button gives you the option to create Excel spreadsheets based on pre-defined templates. These templates can be customised to suit. By default Expenditure Watch is installed with an Operations Report (Form5) template, and an expenditure summary template.

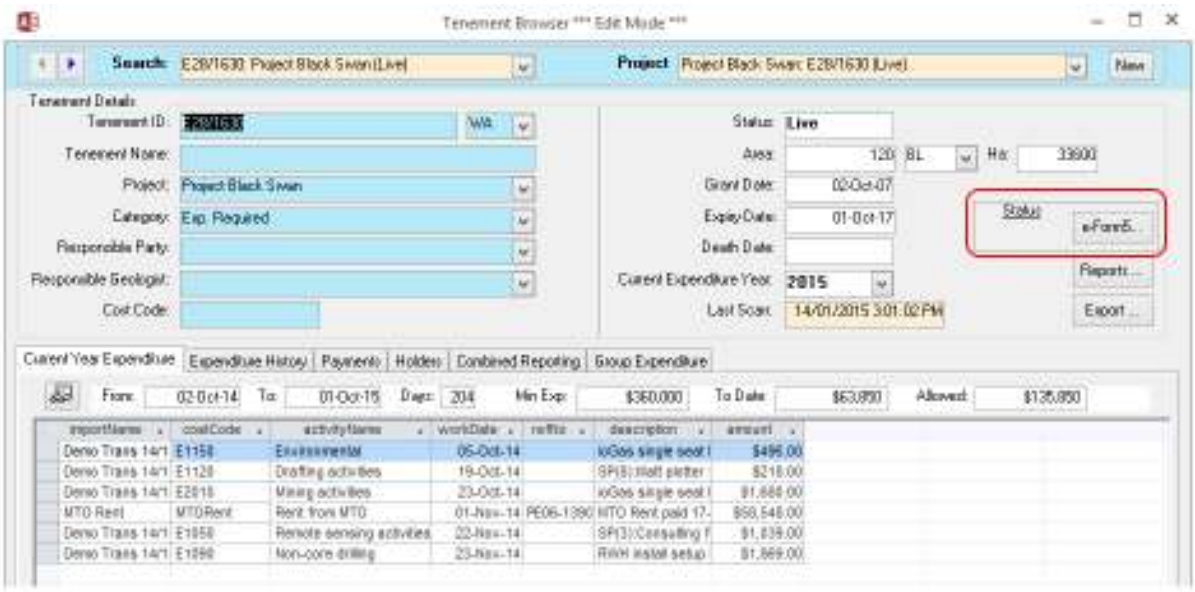
4.3.1 e-Form5 (Operations Report) generation

To generate an e-Form5 click on the e-Form5 button on the right hand side of the main form. Initially the status of the e-Form5 will be blank. There are 5 different stages of an e-Form5:

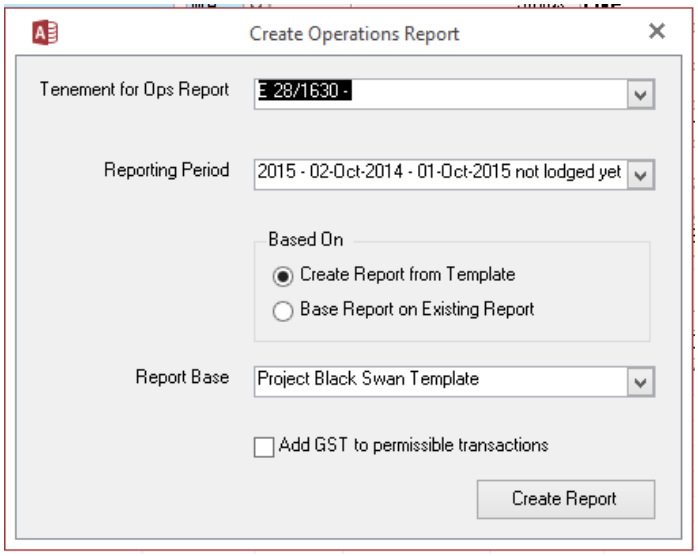
1. **Blank** – there has been no e-Form5 generated.
2. **Created** – each e-Form5 can be created and saved. You may then return to complete the e-Form5, once you have all the relevant data.
3. **Batched** – this indicates that the e-Form5 has been batched with other e-Form5s ready to be submitted online at the DMP using the bulk upload procedure.
4. **Submitted** – this is updated manually by the user and indicates that the e-Form5 has been uploaded and submitted online at the DMP using the bulk upload.

5. **Lodged** – this status will be updated next time you scan MTO and indicates that the e-Form5 has been recorded as submitted by the DMP. This also means that the tenement will be removed from the Form5's due list on the main screen.

To generate an e-Form5 for a tenement click on the e-Form5 button:



The Create Operations Report (Form5) dialog box will open:



Tenement for Ops Report: will be the same Tenement ID that was on the tenement browser. If it happens to be incorrect then you can click on the drop down box and select the correct tenement from the list.

Reporting Period: Expenditure Watch will have pulled through the correct for the tenement. If this is incorrect then click on the drop down list and select the correct reporting period.

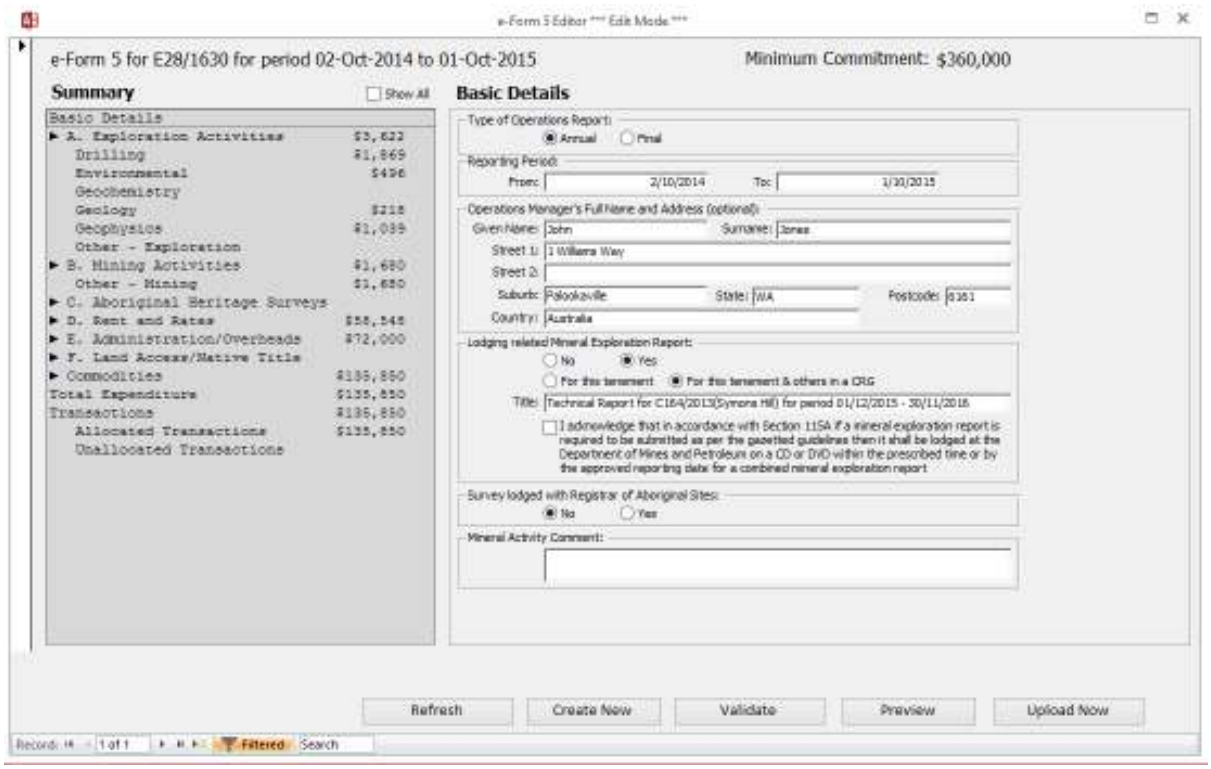
Based On: Each Ops Report needs to be based on either a template or an existing e-Form5. The default e-Form5 template comes with Expenditure Watch and can be customised to suit your needs. If you are generating a different e-Form5 each time then you would be best to use the e-Form5 template. However if you are generating a bunch of e-Form5s that are very similar then you could base your new e-Form5 on an existing e-Form5. By default each e-Form5 is based on the template e-Form5. If you wish to base the e-Form5 on an existing Ops Report then select: Base Report on Existing Report and choose the correct Ops Report from the drop down list.

Add GST to permissible transactions: In Settings, Activities each Account Code item can have GST added against it. This means that when you generate an e-Form5 and select Add GST to permissible transactions, these items that have been checked as having GST added to them in Settings and Activities, the GST will be calculated and added to the e-Form5.

Once you have selected the relevant options for the e-Form5, click Create Report.

Expenditure Watch will ask you to confirm generation of the e-Form5. Click Yes to continue.

The initial e-Form5 will be displayed:



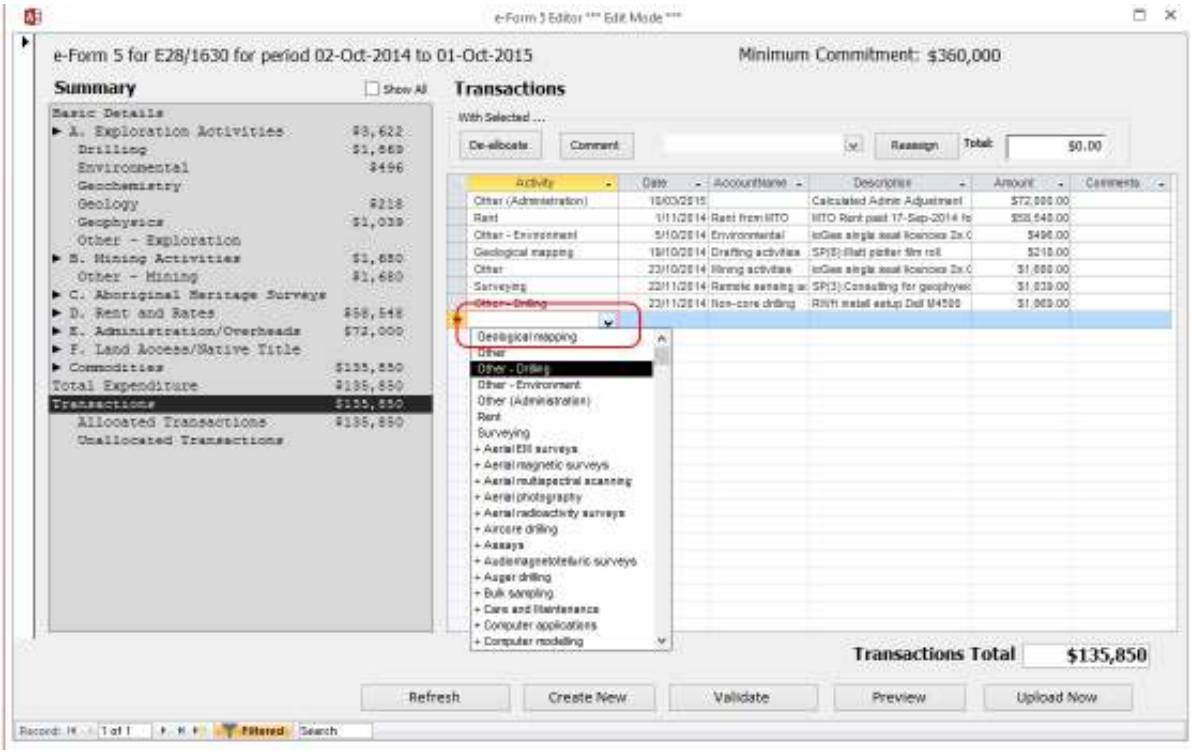
The Ops Report screen has two main sections:

1. The Summary Section on the left hand side lists the high level sections in the Ops Report. Here each of the high level e-Form5 categories are summarised with the total expenditure listed against each
2. On the right hand, in the Details Pane, the e-Form5 will display the content of the Summary section selected.

Basic Details: with Basic Details selected in the Summary Section you will be able to edit all the basic e-Form5 details. Simply add in the relevant details

A: Exploration Activities: using the summary section you can view the breakdown of the Exploration Activities. The details pane will list all the categories against which expenditure has been allocated. Each of the transactions will be listed in the bottom half of the Details Pane.

If you wish to add a manual transaction simply click on the drop down box for Activity:



Each Activity that has already has transaction allocated against it will be listed first in the drop down list. Any Activities that have not had transactions allocated against them will be listed with a plus (+) beside them. Simply complete the transaction entry. Clicking on the Refresh button will update the Summary Totals.

Each sub category listed in the Summary section can be expanded by double clicking if there are transactions allocated against them.

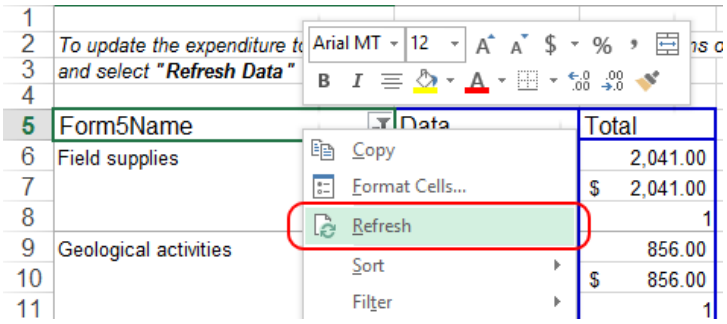
The details pane will change as required, so if you are to enter any Physicals you can.

4.3.2 Excel Form5 Generation

The Form5 template has a number of sheets, each for a specific purpose:

- **Form5** – has a standard Form5 template ready to print out
- **Summary** – shows the expenditure totals by category, the admin calculation and any exemption amount required. You can also choose to add GST on this sheet.

- **Expenditure List** – lists all the transactions that make up the expenditure totals ; **these can be edited as required and the totals updated by refreshing the summary pivot table (see below)**
- **Form 18** – Exemption application template
- **Details** – contains the tenement and holder details used to flesh out the rest of the template
- **Pivot** – The pivot table that is used to calculate the different expenditure category totals from the expenditure list. This does not update automatically; right-click in any area of the table and select Refresh data



4.3.3 Project Expenditure Stat. Dec. template

This template, contains sheets for the complete project expenditure report as well as a reduced detail for a Stat Dec. Note this template only shows LODGED Form5's that have been picked up by the most recent MTO scan. As such, it needs to be produced a few weeks after the Form5 has been lodged, and you have done a MTO scan in Expenditure Watch to get the lodgement details.

5 Importing Data

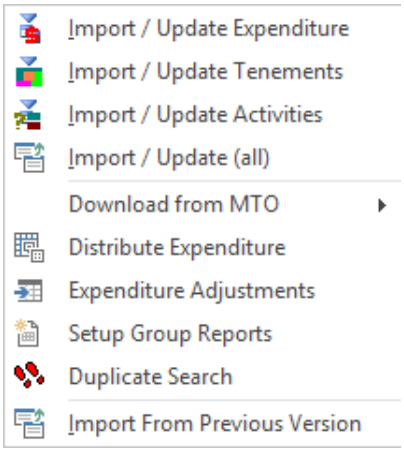
5.1 Import Manager

Expenditure Watch collates data from a range of sources, with customisable layouts:

- **Tenement Schedule**: List of tenements the company has an interest in (usually from a tenement database).
- **Mineral Titles Online:** Tenement details, holders, areas, anniversary dates, rent amount, expenditure history, exemption history, combined reporting project details. Details are downloaded and updated by Expenditure Watch directly from the MTO website.
- **Accounting Systems**: Current year expenditure to date (either via standard export spreadsheets or direct database queries). Costs are maintained in Form5 required categories or mapped via cost codes to the Form5 categories.
- **Staff Timesheets:** spreadsheets containing allocations of staff time to the different projects/tenements (unless breakdown is already available from the accounting system).
- **Other Internal Soft Costs:** spreadsheets containing allocations of other overheads to tenements/projects.
- **Joint Venture Party Costs:** Expenditure details received from partners.
- **Planned expenditure:** Cost estimates of future planned exploration or 'what if' scenario planning.

Once the source files are identified and data layouts are mapped, they are remembered for future use so that loading or refreshing the source dataset is reduced to a single click operation. By automating this process as much as possible transposition data entry errors are avoided, and operator time minimised. It also allows for rapid evaluation of alternative scenarios.

To start the import process, make sure you are in administrator mode (Settings | Set Access Mode | Administrator) then click the Manage… button on the main form, which brings up these options:



To setup Expenditure Watch with your company's data you will need to create new datasets and import the following data:

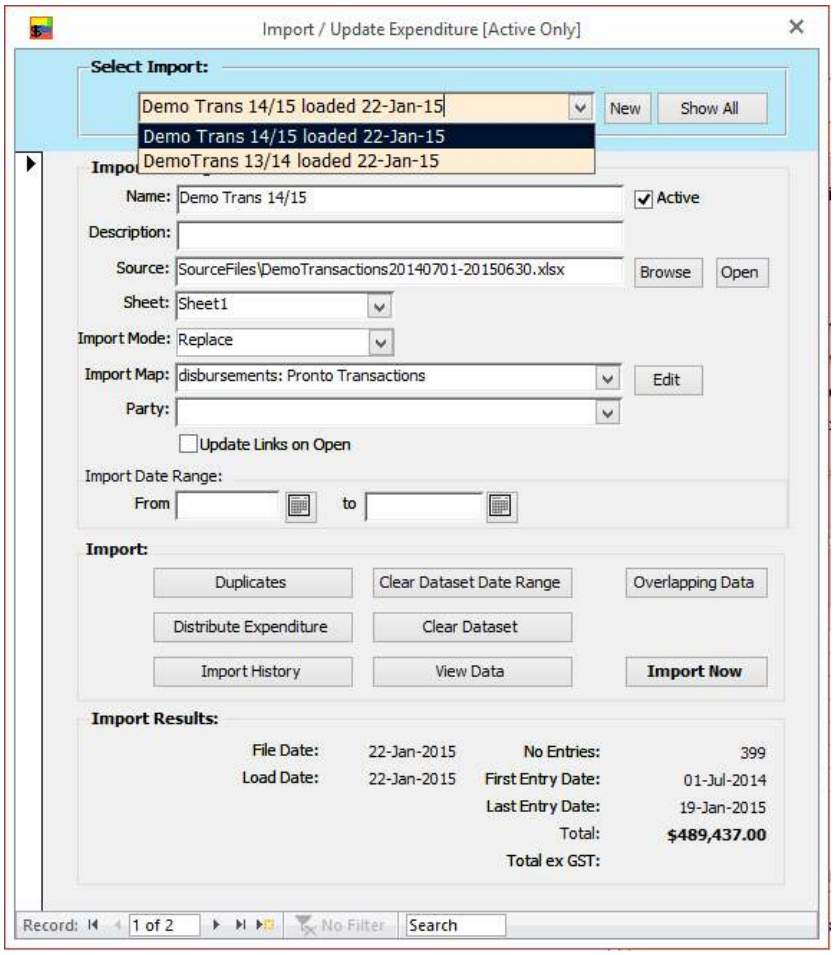
1. A Tenement Schedule
2. The Account Set/Activity Codes your accounts department are coding transactions to
3. The transaction listings for this current and the previous financial year

A Dataset is a collection of records that can refer to tenements, account codes or a group of transactions entries.

To create a new dataset you will import the data from an Excel spreadsheet using the appropriate Import option from the Manage menu.

The Import/Update Expenditure form is described below as is contains all the fields/selections of the Import/Update Tenements and Import/Update Activities windows with a few additions. The additions are indicated in the description.

Select Import / Update Expenditure:



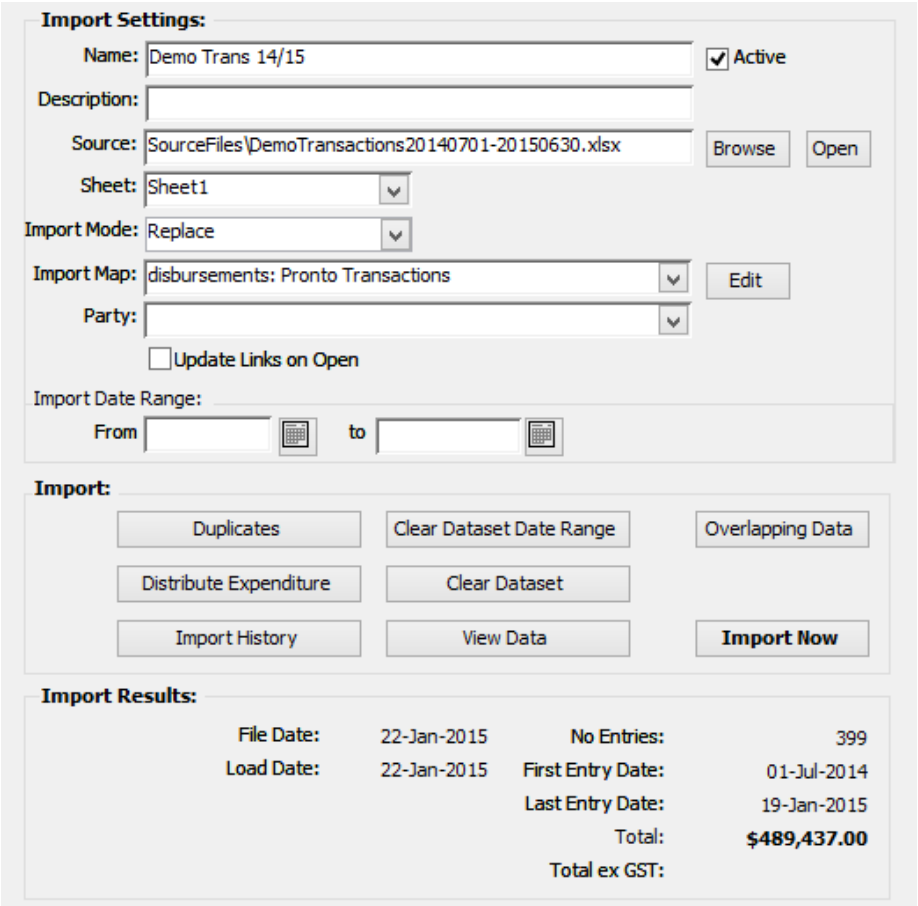
Important: When updating an existing dataset – eg current financial year expenditure, it's VITAL that you select the correct dataset to update from the drop-down box.

By default, only active datasets are shown in the dropdown list; click Show All to see all datasets of that type, including inactive datasets.

Each import source, once set up, can be used again and again to refresh or update details. To change the source file, click the Browse button. The Open button will open the selected file in Excel for viewing.

To create a new import source, click the New button, and fill out the fields required. Start by selecting the **source file**; this will help build the field list. The **import name** will also default to the source file name. Name the dataset carefully, so that it is clear what type of data it contains and the date range it will contain: eg “Acc 0708” for accounts for the 0708 financial year.

Note: You only create a new dataset when starting a new financial year, or adding data from a new source. Normally all your datasets will be set up for you on installation and you need only update them.



Other things to set up for the dataset are:

- **Active flag** – turn on to indicate that the dataset is still being updated on a regular basis. When turned off, the dataset will no longer appear in the datasets list,

simplifying the monthly update and reducing the risk of updating the wrong dataset. When the Import window is initiated, only the ACTIVE datasets are shown on the red dropdown list or on the navigator bar. The Show All button can be clicked to show all datasets of the selected type.

- **Sheet** – select the sheet name the data will be loaded from
- **Show On main Page** - Turn this off if the dataset no longer needs to be updated regularly (eg previous financial years)
- **Update Links on Open** – Turn this ON if your source file has an update query built into it (eg a query from PRONTO). This will automatically refresh the source data when you import it.
- **Import Mode field [Only for Expenditure Imports]** – lets you select how data is imported. Older versions of Expenditure Watch only supported "Replace" mode:
    - **Replace** mode – previously loaded data is deleted and new data replaces old;
    - **Add New** - new data is added to existing data;
    - **Add new manually allocate** - adds new data and allows you to manually distribute expenditure to tenements where no tenement ID is provided or expenditure has been coded to projects and there is no automatic cost distribution set up.

> *WARNING: Add New will not prevent you duplicating expenditure if you re-import expenditure that you previously imported. To prevent this happening, we strongly recommend using the expected date range fields to restrict data to your expected date range.*

- **Import Map** – this controls the type of data and the fields that are imported. To modify the field definitions, click the Edit button (see page 40 for detailed description)
- **Party** – lets you filter the Party (Holder) transactions you wish to import if the transactions listings are for more than one Party
- **Import Date Range [Only for Expenditure Imports]** – lets you specify the transaction date range you wish to import. Transactions outside this range will be discarded. Using these fields helps reduce the risk of accidentally importing duplicate data, especially when using the "Add New" import mode. Leaving the "from" field blank will allow all transactions earlier than the To date; leaving the "To" field blank will allow any transactions after the From date.
-
- Import Now - loads the data into Expenditure Watch.
- Duplicates **[Only for Expenditure Imports] -** Report shows any duplicates detected within the dataset – to be a duplicate, the transactions must have the same date, activity, amount, description, tenement and refno.
- Clear Dataset Date Range **[Only for Expenditure Imports] -** will let you remove all data in the dataset between the dates in the Import Date Range. This can be used when there is a need to re-import a chunk of data when the import mode is Add New and you need to remove the previously loaded data prior to re-importing.

- Overlapping Data **[Only for Expenditure Imports] -** this is a report that shows a total of transactions in other datasets between the “First Entry Date” and the “Last Entry Date” of the current dataset. If this report shows any records this may indicate that the transactions have already been imported elsewhere.
- Distribute Expenditure **[Only for Expenditure Imports]** – lets you manually distribute expenditure for the imported dataset.
- Clear Dataset **[Only for Expenditure Imports] -** will let you remove all data in the dataset
- Import History button brings up a report showing the history of data files loaded from this source; this is useful for consistency checks from one import to another.
- View Data button displays the complete set of data loaded from that source.

The **Import Results** section gives you an important quick summary of the most recent import:

- **File Date** – is the timestamp on the source file
- **Load Date** – is the date the data was last loaded
- **First Entry Date** (for accounts data only) – the data of the earliest transaction entry
- **Last Entry Date** (for accounts data only) – the data of the most recent transaction entry
- **Total** (for accounts data only) – the total amount loaded (This will be inclusive of GST if you are adding GST on)
- **Total ex GST** (for accounts data only) – the total amount loaded exclusive of GST
- **No Entries** – number of rows imported successfully

Audit Note: Once you have updated your data, check the Activity Log for any skipped details, as well as the first and last entry dates, and the amounts on the Import Results to confirm the data has been loaded successfully. If you are updating current year expenditure, you should expect the last entry date to reflect the most recent data entry in the accounts, and the total to have gone up.

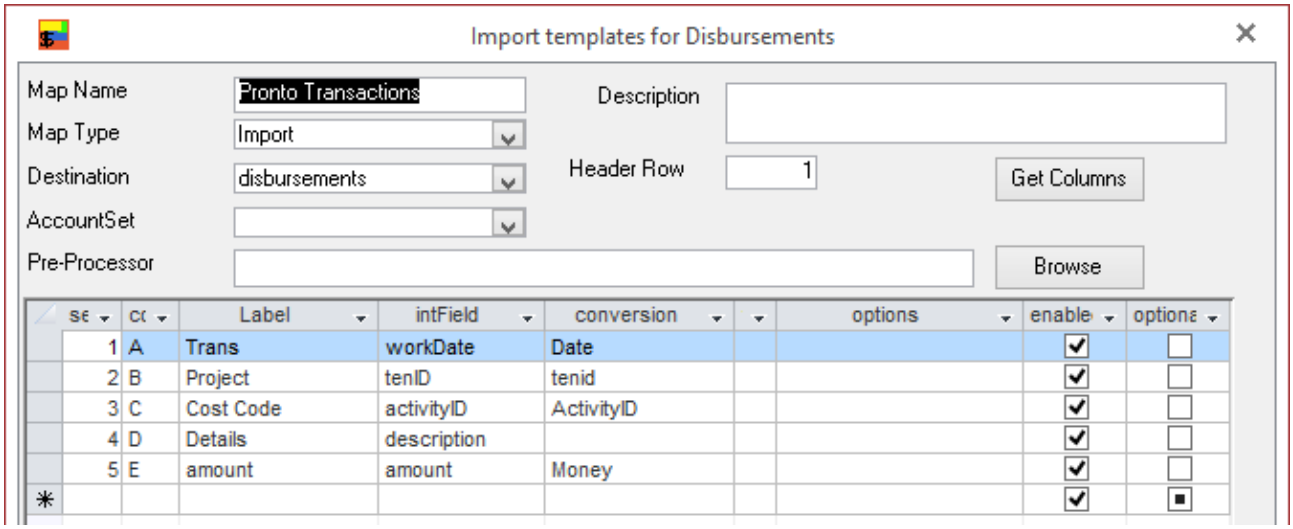
5.1.1 Review audit results in the Excel source file

When Expenditure Watch imports data from Excel, it creates a new sheet in the source file called **ImportSource**, which is the data it has imported. This sheet is marked up with any errors and rows skipped so you can quickly identify any erroneous or missed transactions. Expenditure Watch highlights skipped rows in red, and creates a column called **Import Errors** listing the error found. Errors can be:

- **No Tenid** – could not locate a tenement id. This usually is because it is a non-tenement expenditure detail.
- **Invalid Tenid** – there was something in the tenement id field, but it wasn’t in a recognisable format. Usually this indicates money allocated to a project code, rather than an individual tenement. This error can be resolved by creating a project distribution, or journaling the money out to tenements in the accounts.

- **Unknown TenID** – the job field has a recognisable tenement id, but there is no tenement of that name in Expenditure Watch. This often occurs when tenements have been dropped or sold but there is still historical expenditure in the accounts. This can be resolved by adding the tenement to Expenditure Watch, but flagging it as inactive. Another possibility is a coding error, where the tenement ID is incorrect, either in the accounts or the tenement schedule. Expenditure Watch internally converts tenement id's to a standard format which it then uses to look up values. This means there is no need for the accounts to use the same format as the tenement schedule.
- **Unknown TenID Code** – similar to above, except that you are using a job code to identify the tenement rather than the tenement ID itself. Either the job code is wrong or it is missing.
- **Activity Missing** – the row is missing the activity code
- **Unknown cost code** – the activity code is not in Expenditure Watch. If it is for legitimate expenditure and not an error, you will need to add it to Expenditure Watch.
- **Out of date Range** - the transaction date is outside the expected import date range

5.1.2 Editing the field definitions

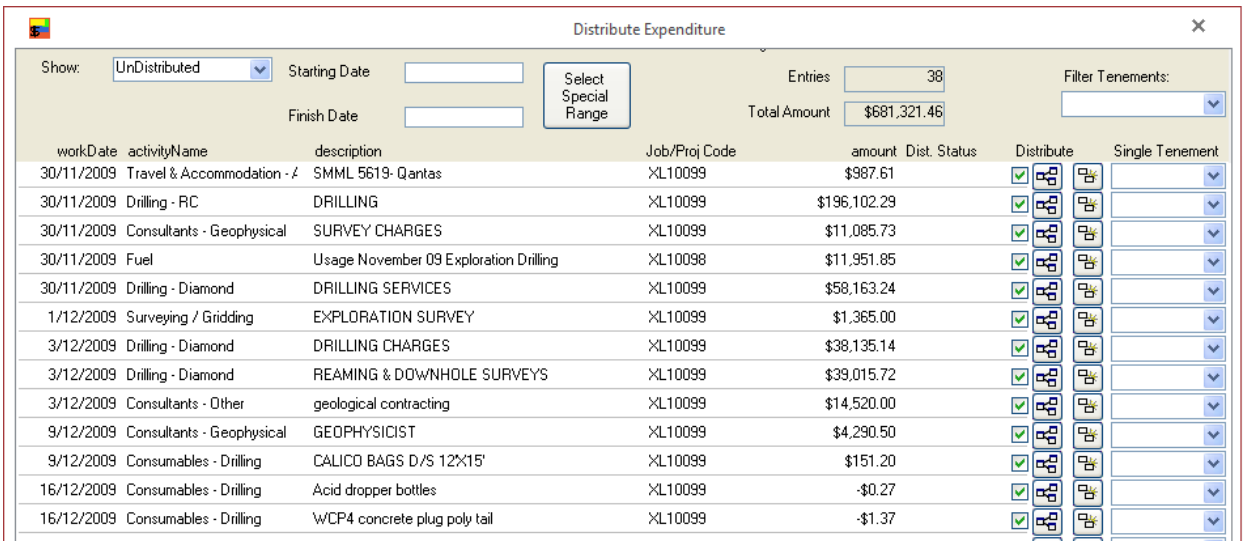


The **Field Definition Map** controls how data is imported into Expenditure Watch. The Get Columns button will load the column names from the previously selected spreadsheet, and if possible, match them to the correct fields. The **Destination** drop-down box selects where the data will go in Expenditure Watch, and the **header row** is the row in the spreadsheet that contains the headings (usually the first row).

5.2 Distributing Expenditure Manually

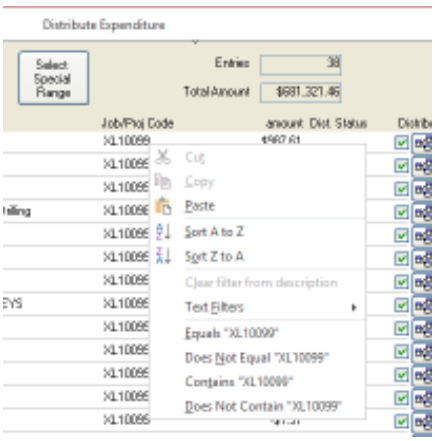
This is the process of allocating imported expenditure to tenements, where it hasn't already been coded to specific tenements in the accounting system. This works with the new "Add New Manually Allocate" import mode, which lets you progressively add each month's transactions to a dataset, and then distribute expenditure as required. [With the "Replace" import mode, you would lose any distributions every time you loaded a new dataset, as it clears the old data, including distributions prior to loading the new].

The import process first tries to find a tenement ID, then a Cost distribution code. In non "Manual Allocate" modes, it rejects transactions matching neither; in "manual Allocate" they are imported. These transactions can then be distributed manually to tenements, using either the Distribute Expenditure command on the Import Expenditure form, or from the Manage popup menu. In the first case, only transactions from the selected dataset are visible; in the latter case, all transactions across all datasets can be distributed.



By default, only Un-distributed transactions are shown. To see all transactions that have been manually distributed, select **Show**: All. You can also filter the transactions for a specific date range; enter the dates, or select a Special Date Range. **Entries** and **Total Amount** show what is still remaining to distribute. The **Filter Tenements** option lets you restrict the Single Tenement list to specific filters, such as a particular project.

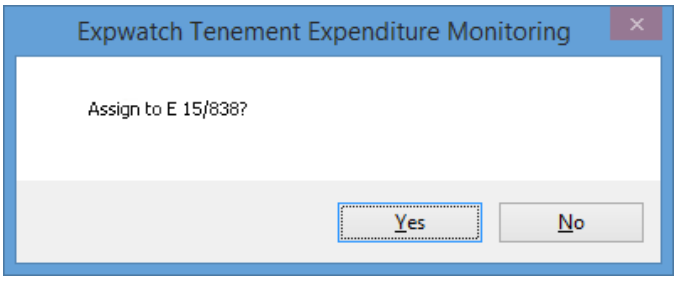
For each transaction you have the transaction details, including the original job code the expense was assigned to.
To sort, group or filter transactions to simplify the distribution process, you can use the standard Microsoft Access Sort/Filter functions – right-click on the field you want to sort by or filter on, and select the option from the pop-up menus. Right-click again and select "Remove Filter/Sort" to see the complete list again.



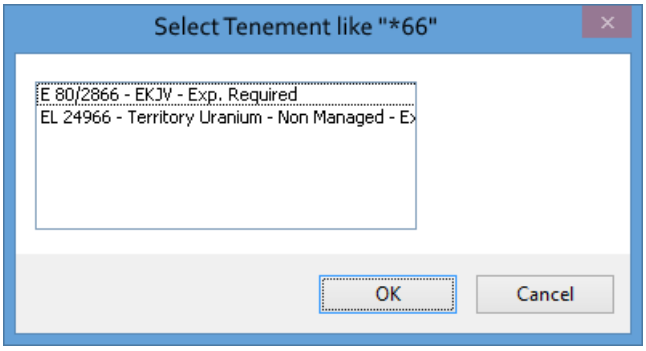
There are a number of different ways to distribute expenditure:

- **Single Tenement** – select the tenement you want to allocate the full amount to from the Single Tenement drop-down box. (The list in this box can be filtered by the Filter Tenements selection at the top).
- **Distribute to Multiple Tenements** brings up the tenement distribution form (see section 5.3 for details). This will also let you see the current distribution in detail.
- **Duplicate Last Distribution** This will copy the distribution from the last transaction selected and apply it proportionally to the current transaction.
- **To Clear any distribution** – turn off the distribution checkbox.
-
- If there is a tenement ID in the transaction description, click and drag to select the Tenement ID or part of the ID. Expenditure Watch will try to find that tenement; if it

finds a single match it will use that one. In this example, we highlighted with the mouse the '838' in the description E15/838, and it matches a single tenement.

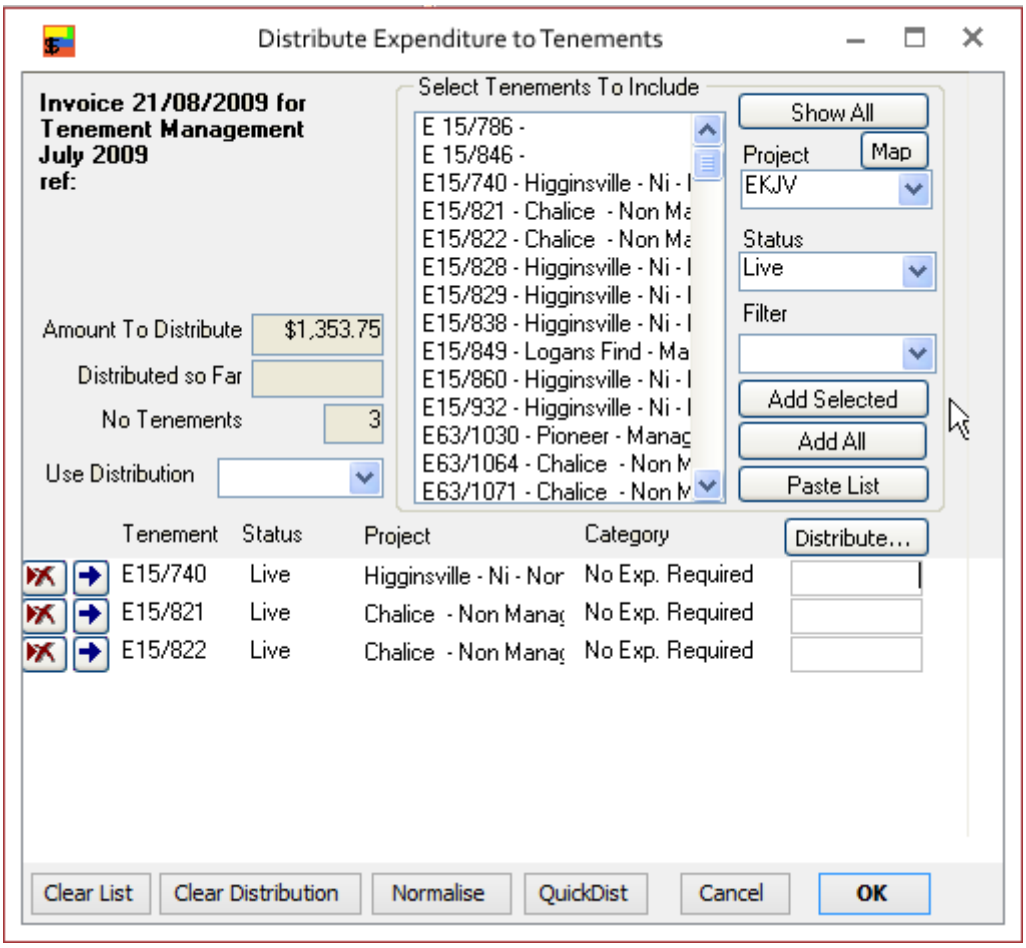


- If there are multiple possible matches (eg you just selected the last couple of digits) it will bring up a dialog box to select which tenement you mean:
-
- Here we highlighted just the '66', and Expenditure Watch found two tenements ending in '66'.



5.3 Tenement Selection and Distribution Dialog Box

There is a single dialog box now to select tenements and (if required) distribute expenditure.



The process is to select the tenements, add them to the selected list, and then distribute expenditure.

5.3.1.1 Selecting tenements

Click on individual tenements in the list box to highlight them, and click the Add Selected button to add them to the bottom list. The initial list can be filtered by project and status, or by a specific filter. If a map has been associated with a project, then clicking the Map button will bring up the map to assist selecting tenements. Show All returns to the complete tenement list. Add All will add all tenements in the list to the bottom list.
The Paste List command will take a list of tenements from the clipboard and choose those. This list is typically a column of cells copied from Excel or Word (one Tenement per line/cell)

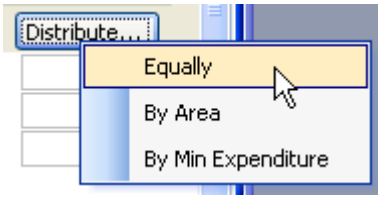
If you make a mistake, you can use the Clear List command, or click the against individual tenements to remove them from the list. The blue arrow will take you to the tenement browser for that tenement if you need to check some details.

If you are just selecting a list of tenements for a tenement filter, click OK now to finish. Otherwise, you need to distribute the expenditure.

5.3.2 Distributing expenditure

Expenditure can be distributed manually, automatically, or by using an existing distribution.

The manual method is to type in the amount for each tenement in the box provided. The **Amount to Distribute** box shows your progress.



There are three automatic distribution methods, accessed by clicking the Distribute… button: Equally, By Area, and by Minimum expenditure. If you have manually entered amounts for some tenements, this process will distribute the remaining amount to the tenements that have not yet had anything allocated. If all tenements have an allocation, you are given the option of clearing the existing distribution and re-applying the automatic method.

To use an existing distribution (defined from the Cost Distributions on the Setting Menu) select the required distribution from the **Use Distribution** drop down box.

Use Clear Distribution to clear the distribution (without clearing the selected tenement list) and start again.

Normalise will proportionally adjust the distribution to make it the exact amount. QuickDist is a shortcut method to distribute expenditure equally to multiple tenements; just select the tenements in the top list and click QuickDist – they don't need to be added to the selected list first.

Click OK when done, or Cancel to not make any changes to the current distribution.

5.4 Download from MTO

Before you work on any Form5s in Expenditure Watch you will need to Scan all tenement details. This updates the tenement details from MTO, including rolling over new years, updating expenditures and rent, and tenement status.

There is a master setting in Settings, ExpWatch Settings, MTO Scan Method. Whatever this is set to is the method that Expenditure Watch will use when you request to refresh tenement details from MTO. These methods are as follows:

1. XML Cache Service (default): on a daily basis LandTrack Systems will request from MTO the full dataset for all live & pending tenements within Western Australia using the free Historical MTO XML Extract service that is available on MTO. LandTrack Systems will load the fresh extract for all tenements and store the updated details in our XML Cache Service. When you select Refresh Tenements Expenditure Watch will retrieve the data from our XML Cache Service.
2. MTO Scan: this functionality has not changed. We recommend that you do not use this option during normal MTO working hours. You will be subject to the same constraints that MTO has previously imposed on using this Scan Method. If you over use this option you may have your MTO account suspended without notice. This option will be phased out once all Expenditure Watch users have switched to the new methods of scanning.

Once you have specified which MTO Scan Method you will be using, you are ready to refresh your tenement details:

- **Refresh All Tenements** – will download details for all tenements in the tenement database.
- **Refresh Live Tenements** – will download details for all live tenements in the tenement database.
- **Refresh Live & Pending Tenements** – will download details for all live and pending tenements in the tenement database.
- **Refresh Old Details** – will refresh details from MTO for only those tenements whose details have not been checked for the past 10 days.
- **Refresh Past Anniversaries** – will get tenement details for any tenements whose anniversary occurred in the past 60 days.
- **Load New Tenements** – will get details for just those tenements that have never had any details loaded.

- **Refresh Current Filter** – will get details for just those tenements that are listed in the current filter which has been applied at the Home screen.

5.4.1 Import from previous version

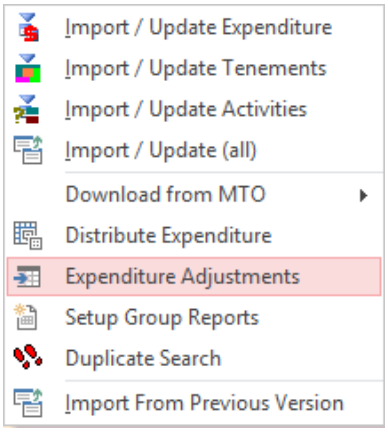
This loads data into Expenditure Watch from an older version of Expenditure Watch, usually when installing an update. This should only be used if the automatic update function fails.

5.5 Expenditure Adjustments

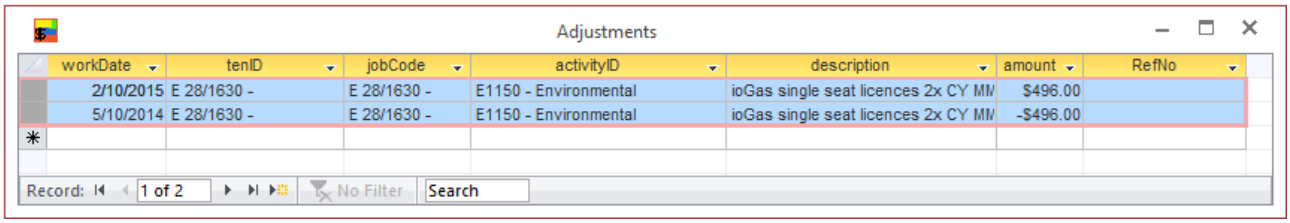
For reporting purposes, there may be times where adjustments need to be made to move transactions forward or back a tenement year. This can now be performed in Expenditure Watch without the need to modify the transaction within accounting system. When performing an adjustment, two records are created. An adjustment is recorded against the adjusted transaction of an equal and opposite value (to zero out the transaction), and another is recorded in the year the transaction is moved to and of the same value as the transaction.

To make an adjustment, please refer to section 4.1.1.

To view all adjustments, click on the Manage... button on the Main Screen and select Expenditure Adjustments



You will see a table similar to the one below indicating all the adjustments performed on the database.



workDate	tenID	jobCode	activityID	description	amount	RefNo
2/10/2015	E 28/1630 -	E 28/1630 -	E1150 - Environmental	ioGas single seat licences 2x CY MN	$496.00	
5/10/2014	E 28/1630 -	E 28/1630 -	E1150 - Environmental	ioGas single seat licences 2x CY MN	-$496.00	

5.6 Data validation and Auditing

Each time Expenditure Watch loads a new dataset, it checks that the source spreadsheet data is still in the expected format, checking headings and values. It also provides reports to show what has changed from one dataset to the next, and let users 'drill down' to the original data to verify its reliability. With the DMP starting to audit expenditure, Expenditure Watch provides a transparent and consistent audit trail back to individual transactions. Below are the different ways you can check and audit your data in Expenditure Watch:

5.6.1 Auditing at Import

Checking the data at import time is essential to verifying its consistency. Checks are:

- Verify the date range of the import. This can verify that you have the expected date range for that dataset.

> *Warning: Some accounting systems (MYOB and QUICKEN are known) have difficulty exporting dates to Excel, with dates being interpreted as mm/dd/yy instead of dd/mm/yy. Expenditure Watch has special conversions to deal with this, but you have to recognise it is happening! Unexpected date ranges here may be an indicator of this problem.*

- Check the amount and the number of rows imported is what you expect
- Check the **Activity Log** for details of unknown tenements or activities
- Review the **Import History** to ensure the update is consistent with previous data
- Check the **ImportSource** sheet in the source spreadsheet for the rows that were skipped. Using the **Filter** function in Excel (**Data ▸ Sort & Filter**) is a convenient way to locate and review import errors.
- View the imported data lists everything that was loaded into Expenditure Watch.

5.6.2 Auditing tenement expenditure

Having the individual transactions available makes it possible for geologists to verify tenements expenditure details prior to the anniversary, and in time to make changes to accounts. Checks can be made to verify:

- Expenditure is recorded against the correct tenement.
- Expenditure is coded correctly to the right activities.
- Expenditure is getting to the correct form5 category.
- Accruals are not crossing tenement years.
- There are no duplicates – either within accounts or across JV parties.

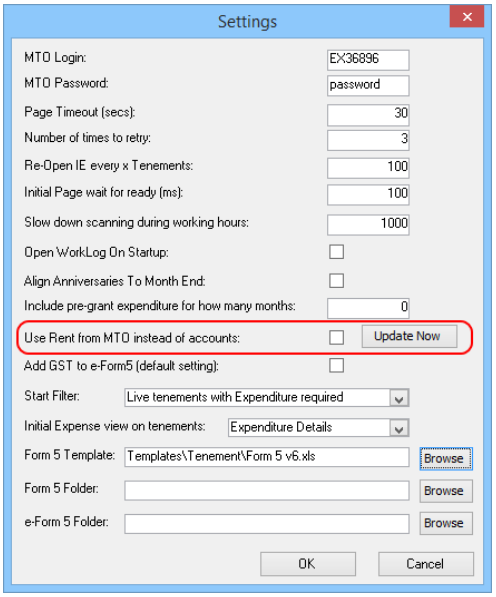
5.7 Including Rent from MTO instead of accounts

This is a much requested feature allowing rent payments for tenements from the Mineral Titles Online record, rather than rely on the imported accounts, which are often inaccurate.

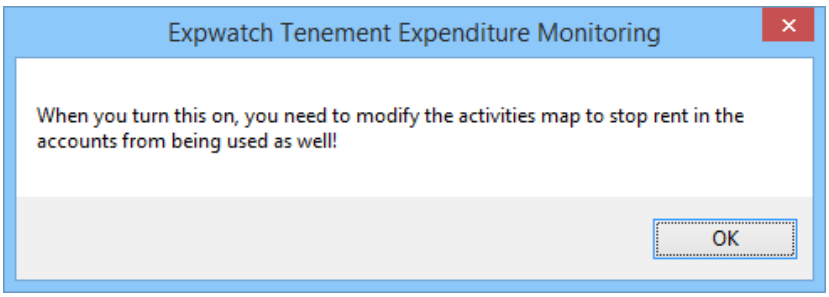
This feature works by creating an internal dataset called “MTO Rent”, populated from the rent information on MTO. The payment date is set to ensure the correct rent is included in the right year, independently of when it was paid. In this way first year rents are included in the first year, rather than based on when they were paid, on application.

5.7.1 How to enable rents from MTO

To include rent payments for tenements from MTO simply select Settings, ExpWatch Settings from the main menu:



Check **Use Rent from MTO instead of accounts**. Once checked will bring up a confirmation message:

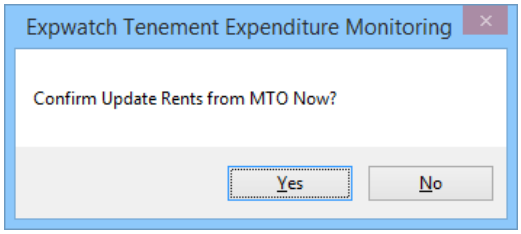


WARNING: To avoid duplicate rent entries (from your accounts plus MTO) making it onto your form5s, it is important to ‘un-map’ any account activity codes from the rent Form5 category.

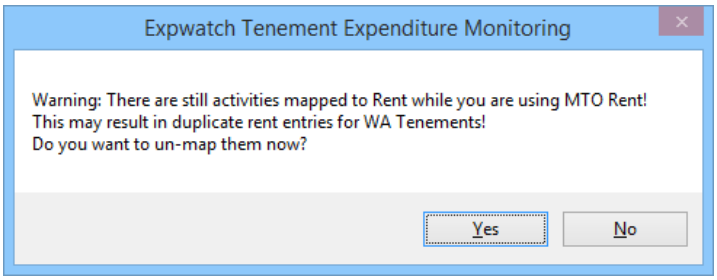
Click the Update Now button to immediately create the rent expenditure records. These are based on rent payment history from the most recent scan of MTO. From now on, every time you scan MTO the rent will be updated from the most recent MTO data.

NOTE: If you do not click on this button the rent expenditure will not be imported from Mineral Titles Online until the next time you scan MTO.

Please confirm that you wish to update rents from MTO now by clicking on the Yes button.



If you have not removed the activities mapped to the form5 category for Rent from the Settings, Activities list you will receive a warning message:



If you select Yes at this point, Expenditure Watch will automatically update the Rent activities in the Activities table. It will search through the Activities table looking for all Form5 categories that refer to Rent & Rates: Rent. It will then assign those activities to Admin/Overheads: Administration, so that they will still be visible on the form5 expenditure list, but not used. Expenditure Watch will also add a new activity to the Activities List for Rent from MTO. This is put under a new account set called MTORent.

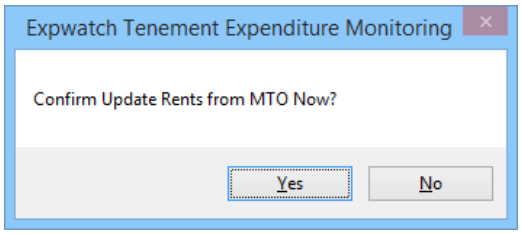
Finally to view the rent for each Tenement simply select Browse Tenements and view the Current Year Expenditure tab. The MTO rent will show as a separate line item.

5.7.2 How to stop using rents from MTO

Once you have viewed the rent which has been taken in from MTO and if you do not like the expenditure listed this way, you may revert back to using imported accounts expenditure for Rents.

Selecting Settings, ExpWatch Settings will take you back into the Expenditure Watch Settings dialog box.

Uncheck the Use Rent from MTO instead of accounts check box and click on Update Now. You must confirm this change by clicking on Yes.



This will remove all of the MTO Rent entries from the tenement expenditure lists.

> *WARNING: You must NOW re-map Rent Activity back into the Activities table manually. Expenditure Watch will not do this automatically.*

Select Settings, Activities. Scroll down and find all the Rent Activities changing their Form5 Categories back to: Rent and Rates: Rent.

To verify that your rent from accounts is now correctly used, simply click on Browse Tenements to view your tenements and expenditure.

6 E-Form5 (Operations Report)

The DMP is working towards making submission of e-Form5s mandatory in approximately July 2016. Currently around 50% of Form5s are submitted in paper format and the remaining 50% are submitted online using MTO.

As such Expenditure Watch V6.0 now has functionality to create, edit, store and batch upload e-Form5s.

The process for generating and submitting e-Form5s is as follows:

1. Each e-Form5 is generated within Expenditure Watch and can be edited, saved and returned to as many times as required, until it is ready for submission
2. Expenditure Watch will keep track of which e-Form5s have been created and the current status of the e-Form5s.
3. Single or multiple e-Form5s can be batched together (max of 50) into one bulk upload .xml file which can be uploaded to MTO
4. MTO will give notification of each e-Form5 uploaded during the bulk upload
5. In Expenditure Watch you would need to change the status of those tenements uploaded to “Submitted”.
6. Once all tenements have been refreshed from MTO during the scanning process in Expenditure Watch the status of the e-Form5 will be updated to indicate that the Operations Report has been lodged on MTO for each tenement

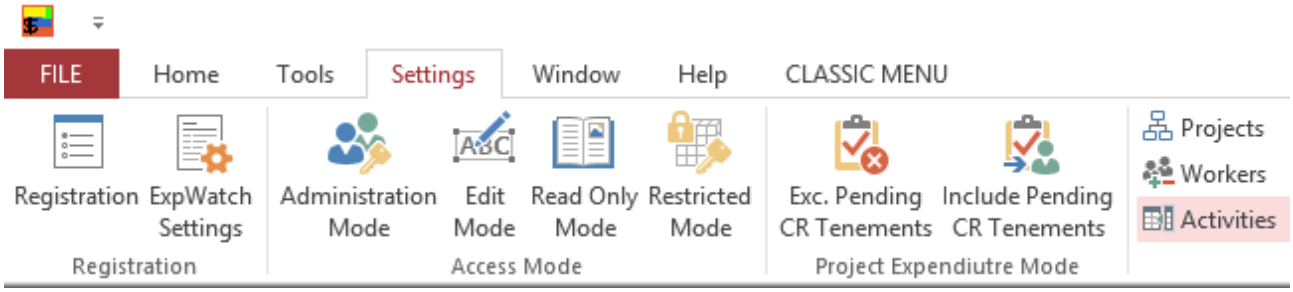
6.1 Mapping Existing Activities to Online e-Form5 Categories

The DMP have reduced the number of categories to which companies are to report to for each activity listed on an e-Form5. On the existing paper Form5 there is a list of suggested example activities, namely:

1. Geological activities
2. Geochemical activities
3. Geophysical activities
4. Airborne geophysical activities
5. Remote sensing activities
6. Mineralogical activities
7. Surveying activities
8. Core drilling
9. Non-core drilling
10. Costeaning
11. Field Supplies
12. Drafting Activities
13. Travel
14. Field Camp Activities
15. Environmental

16. Feasibility study Activities
17. Rehabilitation activities

Within Expenditure Watch you must map each of your Activities to an online Form5 category. To do this select **Settings**, **Activities** from the ribbon.



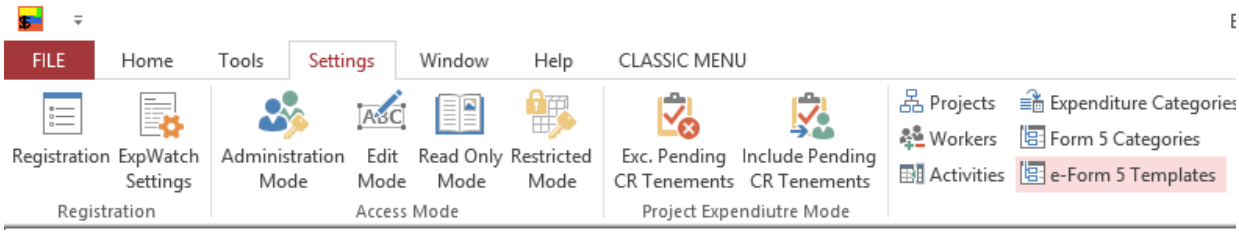
1. Each activity that you have imported previously must have an Online Form5 category selected for expenditure to be assigned to the Form5 appropriately. Each activity will have a default online category defined. This is simply the default which is defined in Settings, Form5 Categories. If you wish you can change these defaults defined in the Form5 categories.
2. Work your way through the list of activities and select an appropriate online Form5 category. When you generate your e-Form5 this will be the Form5 category which is assigned to each transaction coded to the matching activity code

This is a critical step in defining the breakdown of your expenditure to online Form5 categories and as such requires attention.

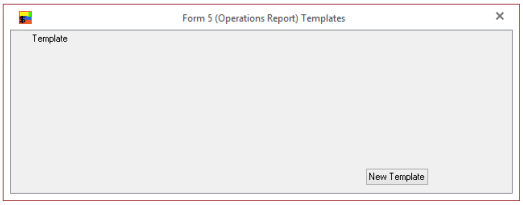
6.2 Generating an e-Form5 Template

Each e-Form5 that you generate must be based on a template. The template is used to define the default data that appears on your e-Form5s. You can create as many templates as required.

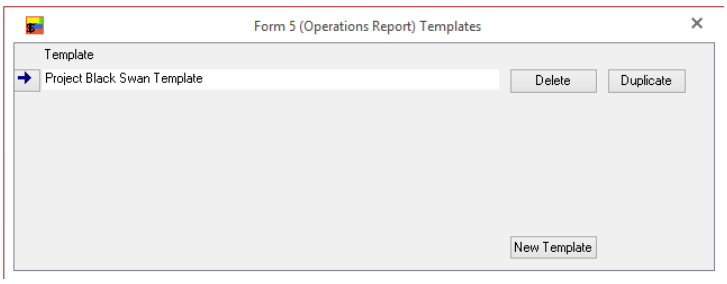
1. Select Settings, e-Form5 Templates from the ribbon.



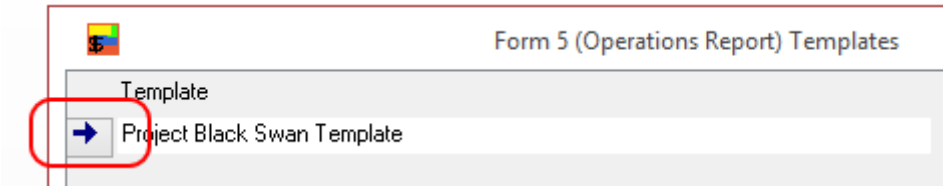
2. Generate a new template by clicking on the New Template button.



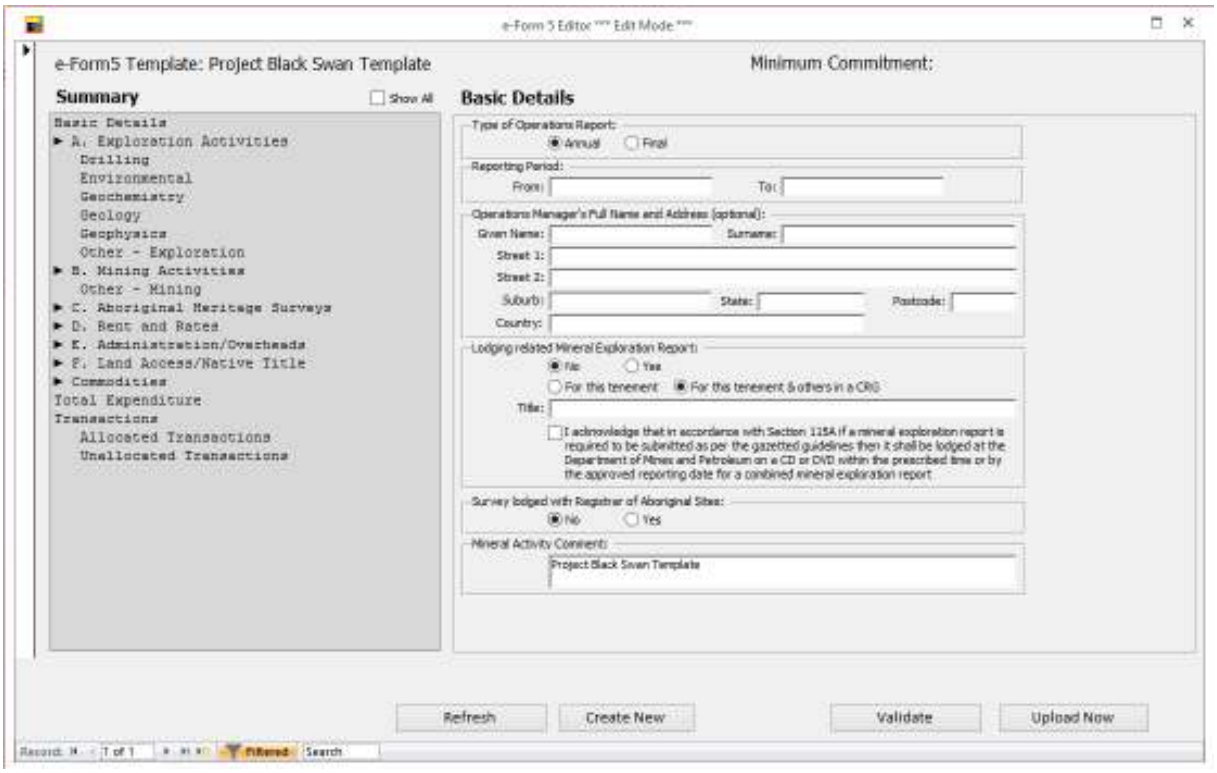
3. Define a meaningful name for your template by editing the Template name:



4. Edit the template by clicking on the blue right arrow



5. The e-Form5 Editor will be displayed:



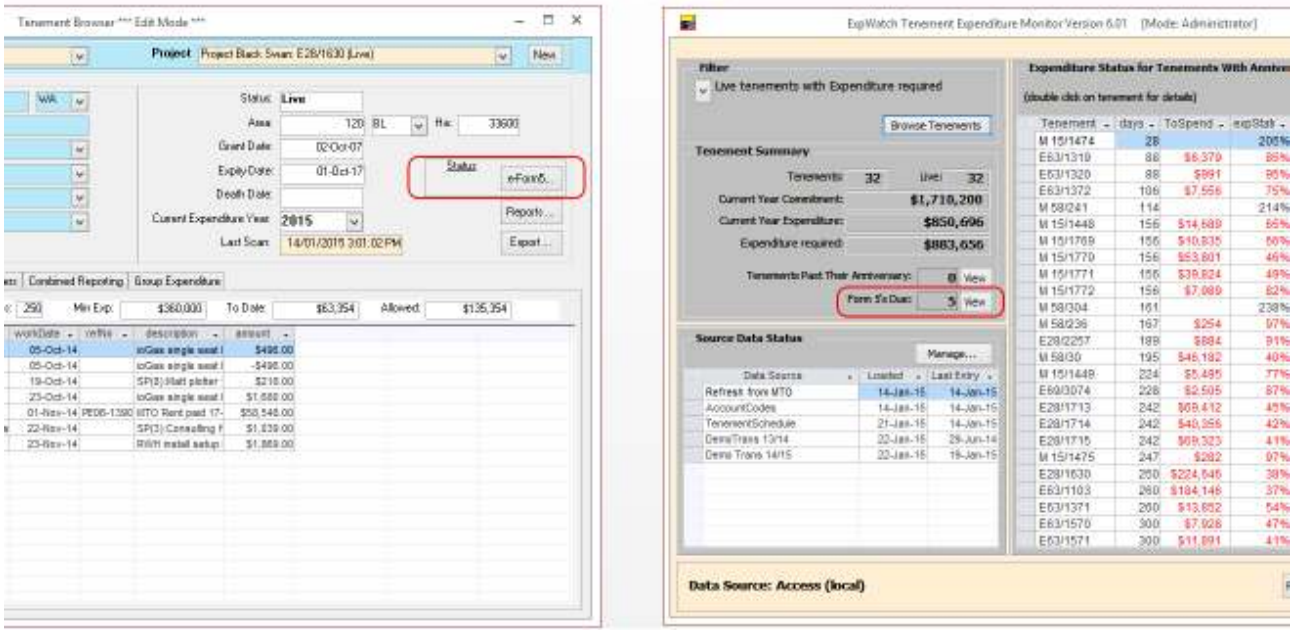
6. Each section of the e-Form5 is listed in the Summary pane, on the left hand side of the e-Form5 editor. As you select the different sections in the Summary pane the Details pane, on the right hand side, will update to display the fields for that Summary item, ready for you to define your default data.

7. As an example you could define the Operations Manager's Full name and address and your commodities, with percentage breakdown, within the template.
8. Once you have entered all the default data you save the template by closing down the form.

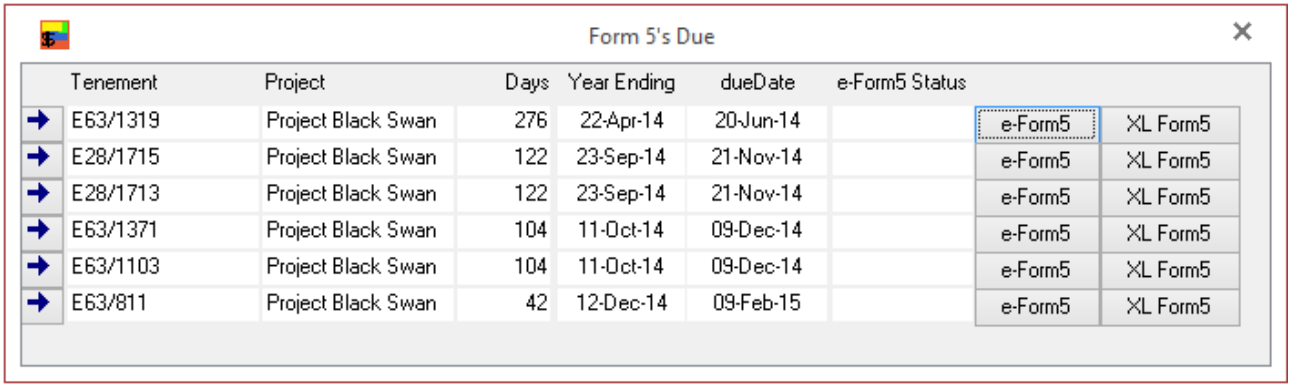
6.3 Generate an e-Form5 (Operations Report)

There are 2 places where you can create an e-Form5, either in the *Tenement Browser* or by viewing *Form5's Due* from the main screen.

Create an e-Form5



- Click the View button next to Form5's Due. This will show tenements with outstanding Form5's.

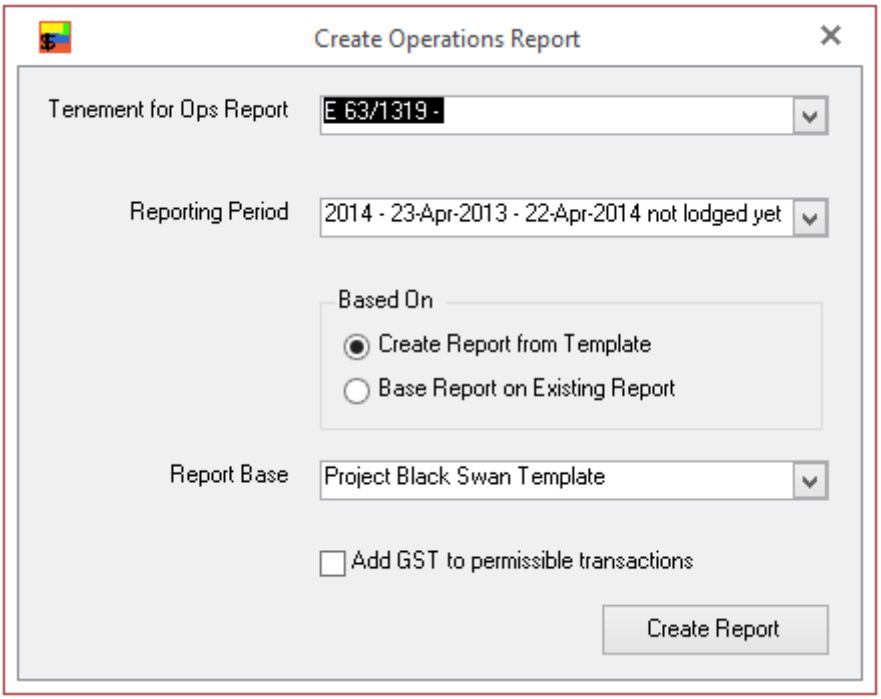


Form 5's Due

Tenement	Project	Days	Year Ending	dueDate	e-Form5 Status		
E63/1319	Project Black Swan	276	22-Apr-14	20-Jun-14		e-Form5	XL Form5
E28/1715	Project Black Swan	122	23-Sep-14	21-Nov-14		e-Form5	XL Form5
E28/1713	Project Black Swan	122	23-Sep-14	21-Nov-14		e-Form5	XL Form5
E63/1371	Project Black Swan	104	11-Oct-14	09-Dec-14		e-Form5	XL Form5
E63/1103	Project Black Swan	104	11-Oct-14	09-Dec-14		e-Form5	XL Form5
E63/811	Project Black Swan	42	12-Dec-14	09-Feb-15		e-Form5	XL Form5

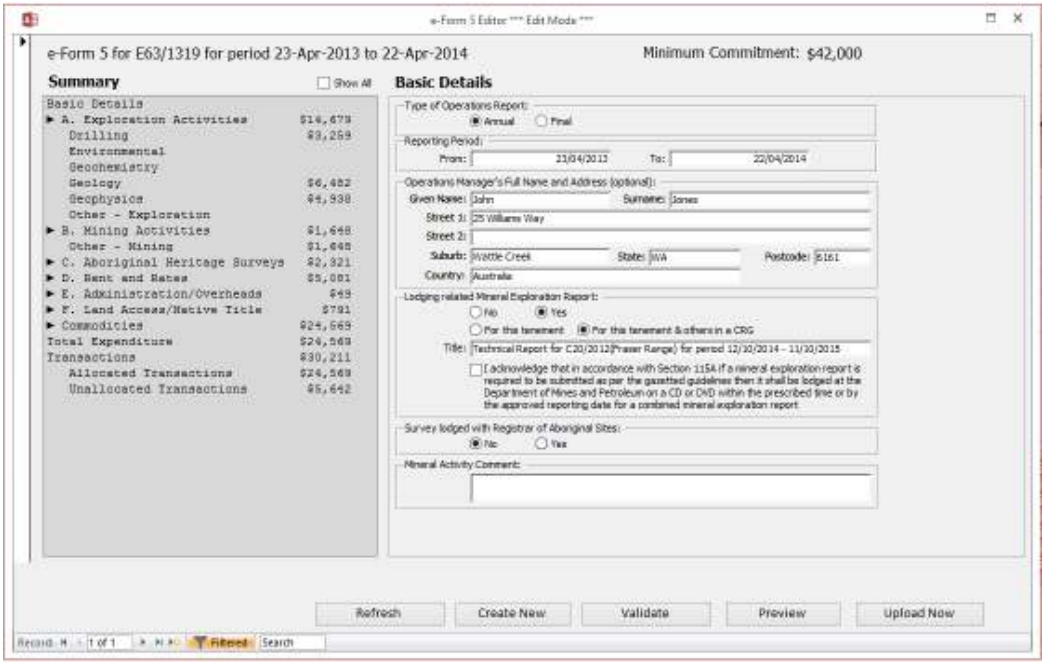
- Click the e-Form5 button next to the tenement for which you want to create the Form5.
- The Create Operations Report dialog box should list the tenement you selected and the appropriate tenement expenditure year. If these are incorrect click on the drop down lists and choose the correct tenement and expenditure year.

- Select whether you wish to base the e-From 5 on a template or an existing e-Form5 Ops report.
- Choose whether or not you wish to *Add GST* to permissible transactions. If you check this item then all transactions coded to Activities with Add GST checked (in Settings, Activities) will have GST added to them.



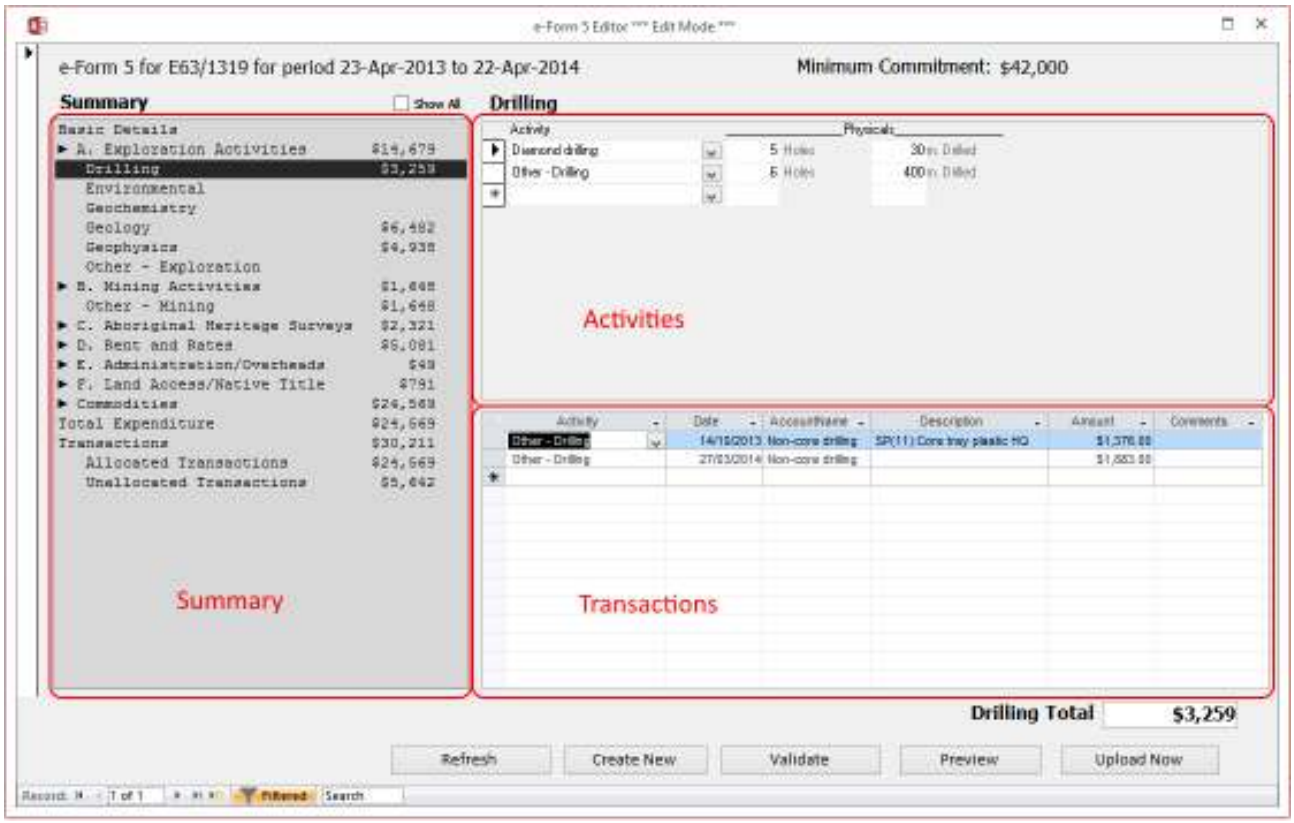
- Click Create Report
- Confirm that you are generating the correct e-Form5 for the correct period, using the correct template.
- Click Yes to generate the e-Form5.

The e-Form5 Editor will be displayed:



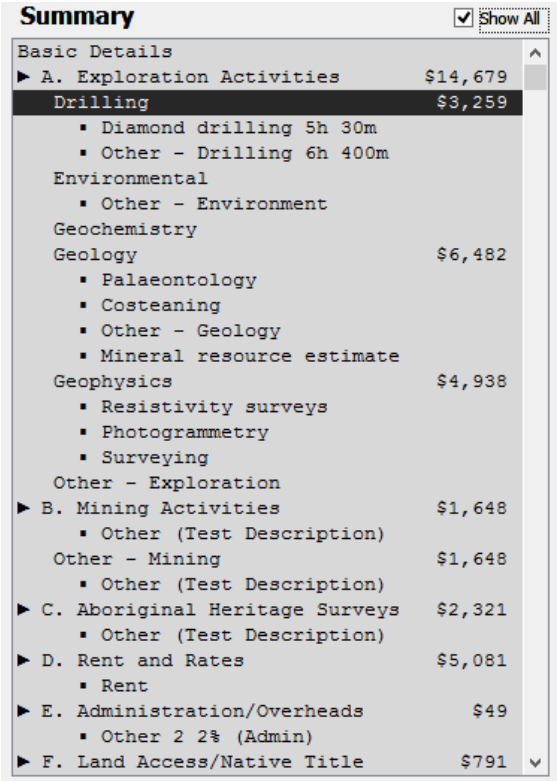
6.4 Editing an e-Form5

The e-Form5 Editor has a number of features which will help you edit your e-Form5:

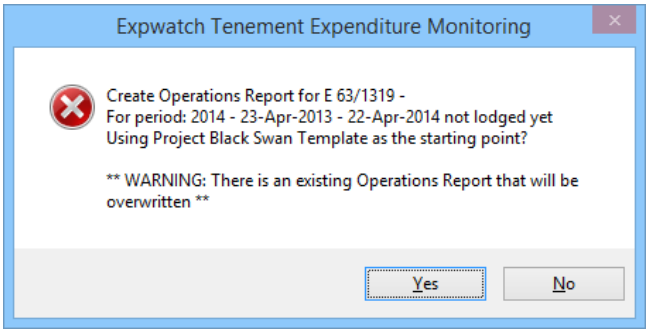


The Refresh button updates the *Summary* pane's activities and totals when you make changes to the *Activities* or *Transactions*.

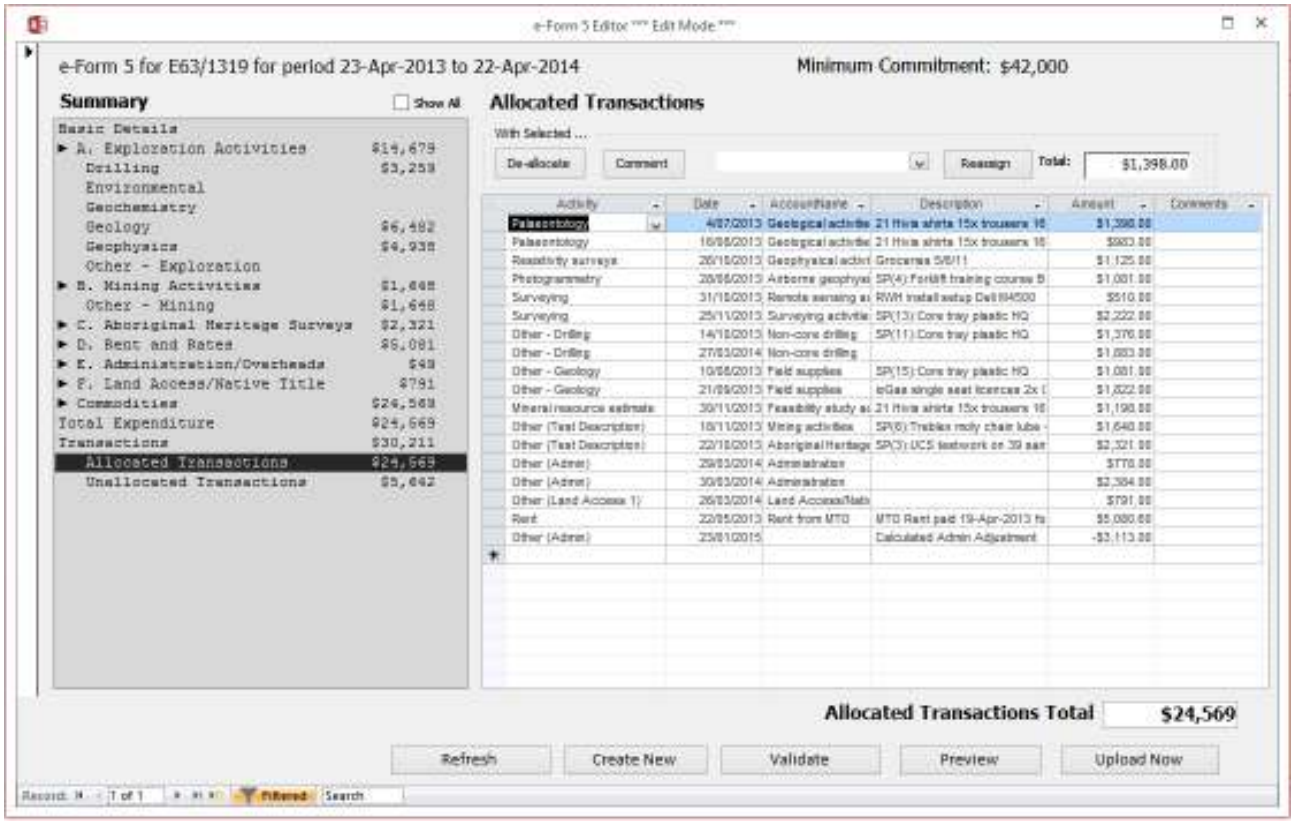
The **Show All** checkbox at the top of the *Summary* pane expands the *Summary* into more detail, showing all Activities for each section. This also refreshes the Summary pane's data.



Create New will open the *Create Operations Report* form which will allow you to overwrite the current e-Form5, or create a new one. If you decide to overwrite the existing e-Form5, you'll get a warning message box before you proceed.



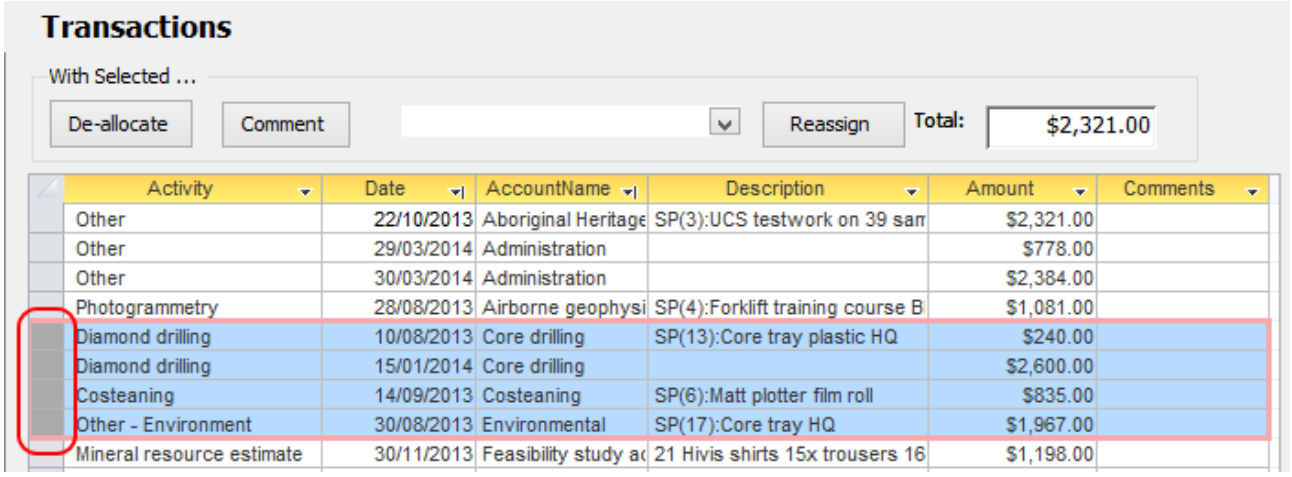
6.4.1 Editing Transactions



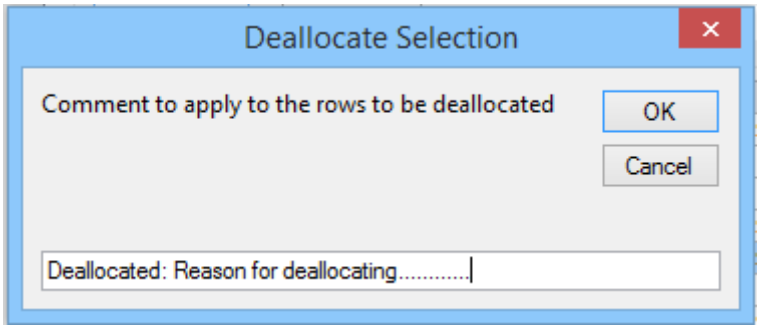
All transactions that are allocated to the e-Form5 are listed in the detail pane with the Transaction Summary Item selected:

- The transaction listings table can be sorted by using all columns bar the Activity. Click on the drop down arrow in the column heading and choose your sort order
- This same drop down menu can also be used to filter the table by selecting the deselecting the desired filters.
- There are a number of buttons at the top of the transactions table that we designed to help with editing your transactions listings:

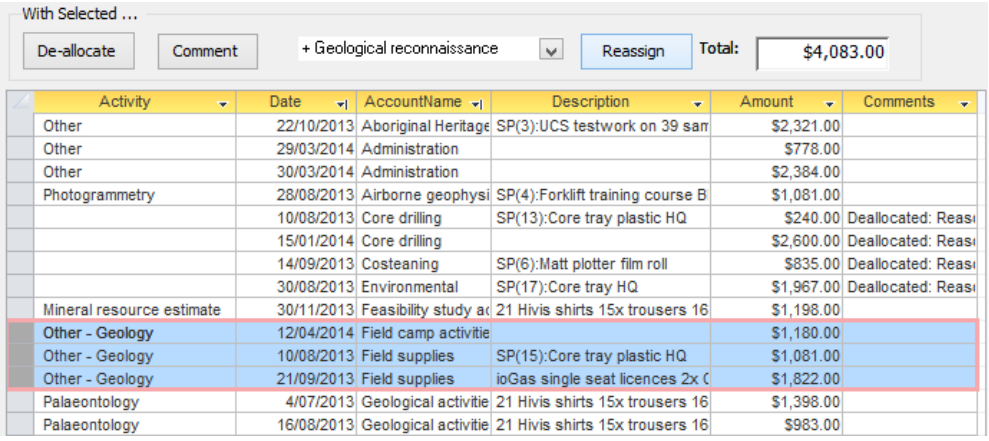
- You can bulk update transactions by selecting contiguous listings. Highlight the rows by clicking and dragging in the row selector. Then using the appropriate *With Selected…* actions you can bulk update transactions.



- **De-Allocate** – This will exclude the highlighted records from the e-Form5 Total by removing the Activity and marking them as De-allocated in the Comments section. For your records you should define a reason for de-allocating these transactions. These transactions will now appear in the *Unallocated Transactions* Item in the *Summary* pane.



- **Comment** – this will add a comment to the selected contiguous transactions
- **Reassign** – this will allow you to change the activity of the highlighted transactions. Choose an activity from the reassign activity drop down list and click Reassign. These transactions will now be assigned to the new activity.



- **Total** – this is the Sum of the highlighted transactions
- To delete a transaction highlight the records to delete and press the delete key on your keyboard. **Caution** – there is no Undo facility after deletion.

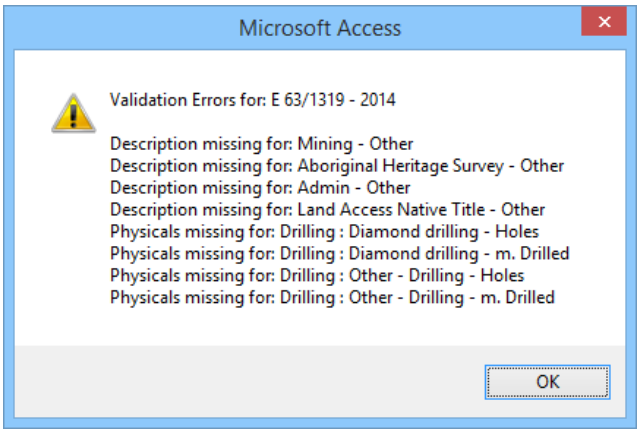
Note: after making changes to activities or transactions hit the Refresh button to update the Summary Activities and totals.

6.4.2 Validating Transactions

To upload data to MTO the Form5 data must comply with the DMP data requirements (e.g.)

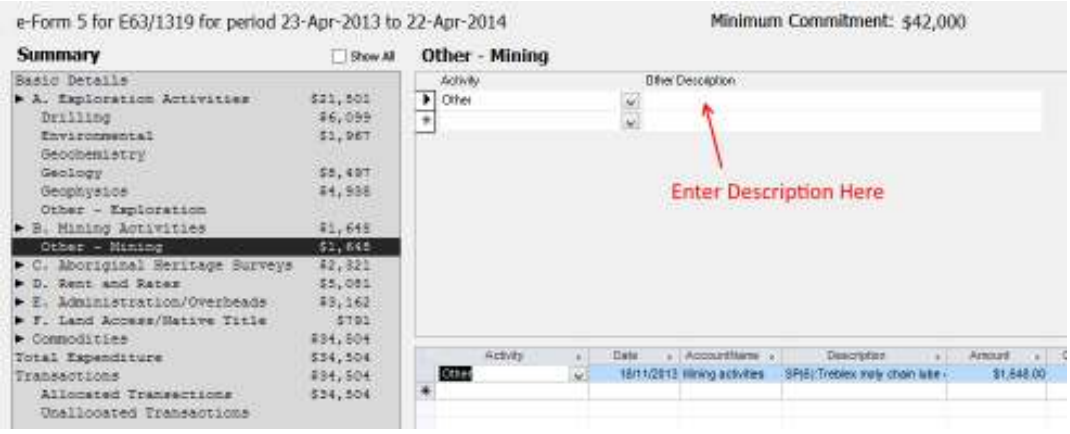
- Physicals must be completed for Drilling and Geochemistry
- Descriptions are required for some "Other" activities eg. Mining – Other, Admin – Other
- Admin totals must comply with the Admin method

To validate the e-Form5 data click on the Validate button:



This validation error list shows items that must be corrected to comply with the DMP data requirements.

Example 1:
The first item on the list – *Description missing for: Mining – Other.* Go to the relevant activity in the Summary Pane and enter your description in the *Other Description* field.

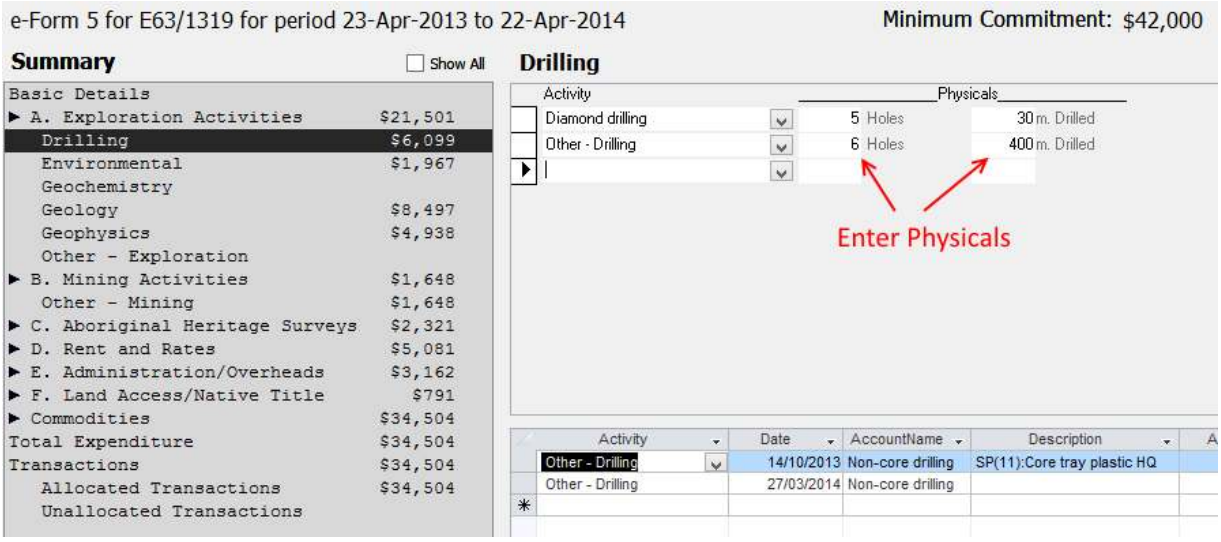


Example 2:
Another 2 items on the list:

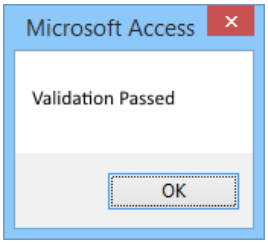
– *Physicals missing for: Drilling: Diamond drilling - Holes.*

– Physicals missing for: Drilling: Diamond drilling – m. Drilled.

Go to the relevant activity in the Summary Pane and enter your physicals in the *physicals* field(s).

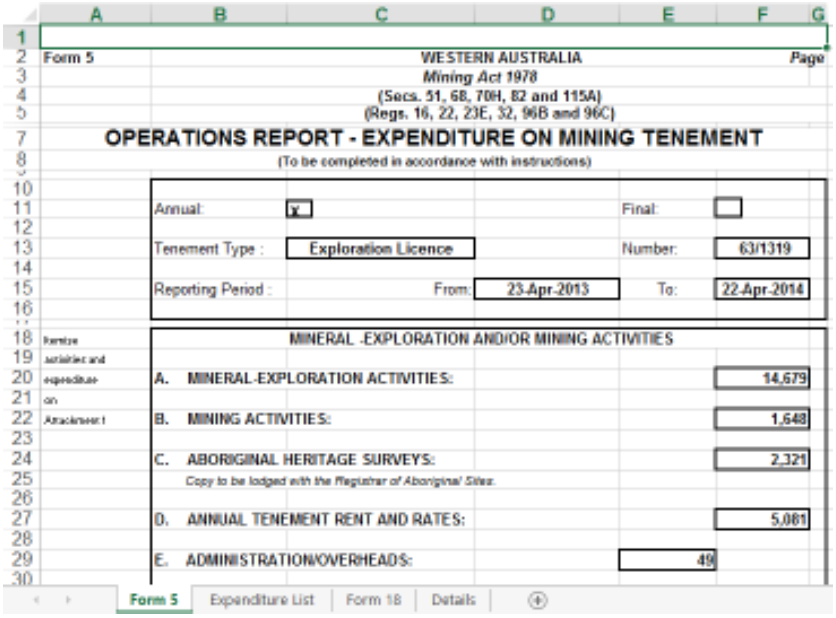


Continue validating until all validation errors have been resolved and you see this message box:



6.5 Preview e-Form5

With Expenditure Watch, we provide an e-Form5Preview template to preview your e-Form5. Click on Preview. This will open the template containing the e-Form5 data, for previewing before batching and uploading to MTO.



Form 5 WESTERN AUSTRALIA Page

Mining Act 1978

(Secs. 51, 68, 70H, 82 and 115A)

(Regs. 16, 22, 23E, 32, 96B and 96C)

OPERATIONS REPORT - EXPENDITURE ON MINING TENEMENT

(To be completed in accordance with instructions)

Annual:	X	Final:	
Tenement Type :	Exploration Licence	Number:	63/1319
Reporting Period : From:	23-Apr-2013	To:	22-Apr-2014

MINERAL -EXPLORATION AND/OR MINING ACTIVITIES

A.	MINERAL-EXPLORATION ACTIVITIES:	14,679
B.	MINING ACTIVITIES:	1,648
C.	ABORIGINAL HERITAGE SURVEYS:	2,321
	Copy to be lodged with the Registrar of Aboriginal Sites.	
D.	ANNUAL TENEMENT RENT AND RATES:	5,081
E.	ADMINISTRATION/OVERHEADS:	49

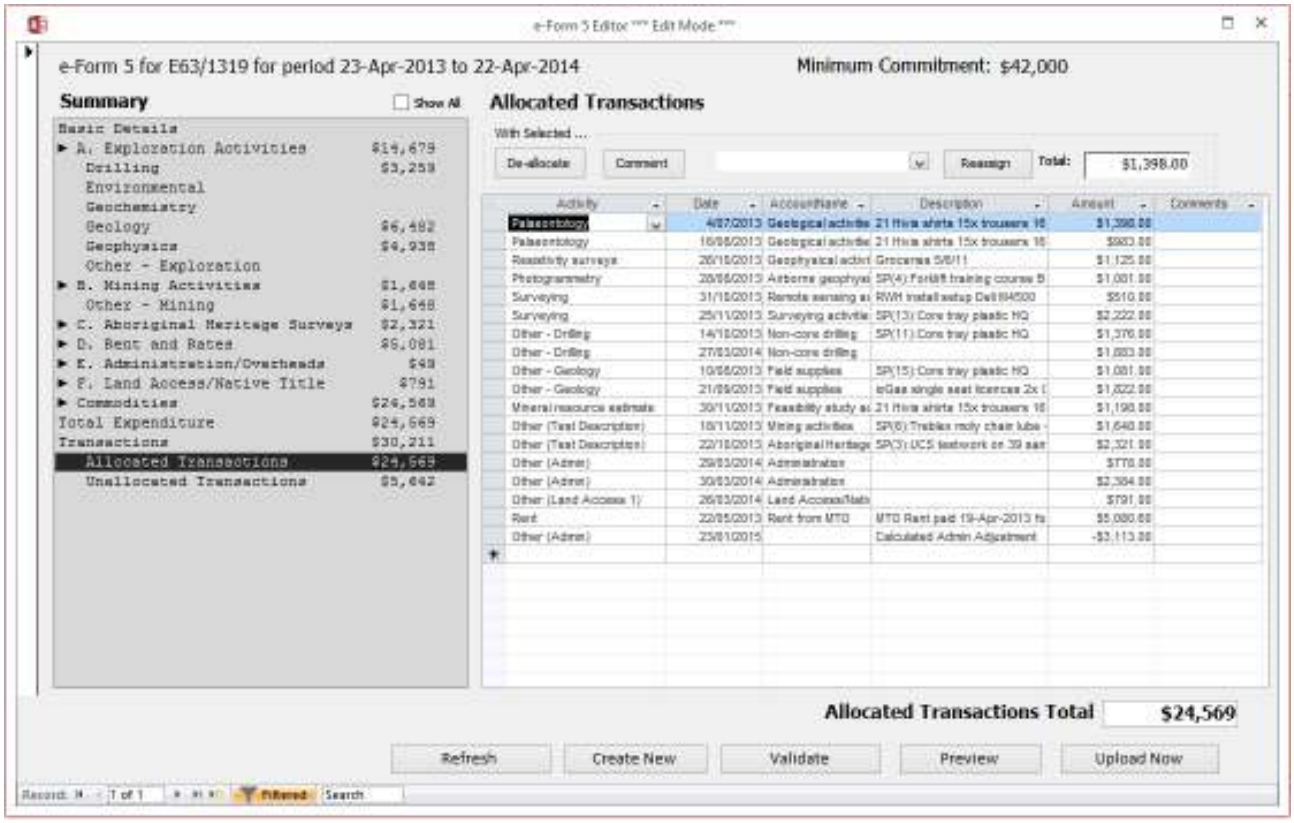
Form 5 | Expenditure List | Form 18 | Details

6.6 Creating a Bulk Upload of e-Form5s

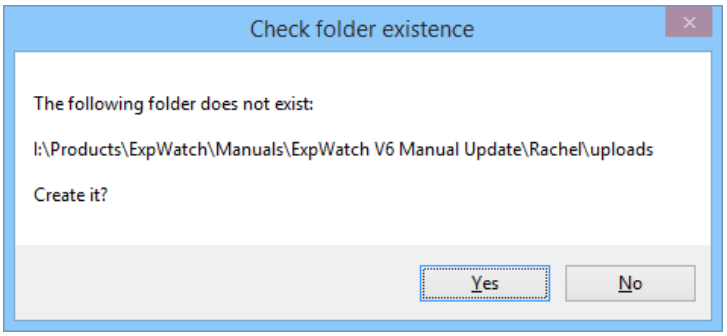
When uploading e-Form5s to MTO, we can upload multiple (max of 50) e-Form5s at a time.

Expenditure Watch can batch one or more e-Form5s into an .XML file which is uploaded to MTO.

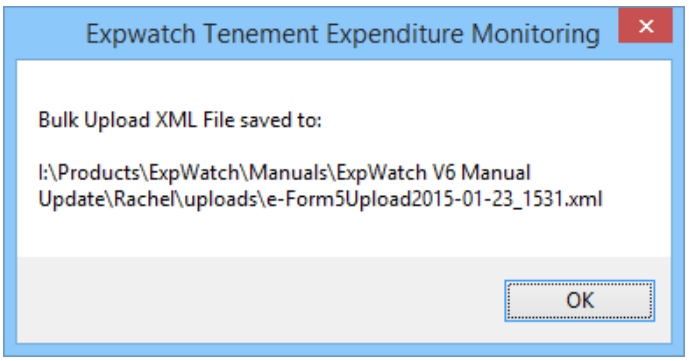
6.6.1 Batching a Single e-Form5



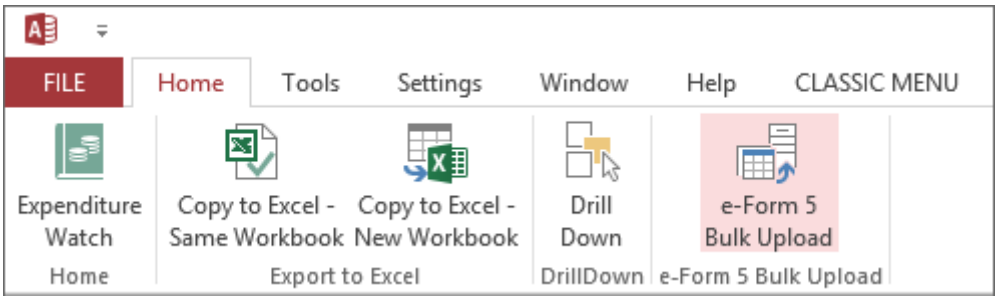
To create a single e-Form5 for uploading, click the Upload Now button on the e-Form5 editor window. This will create an .XML file and display a message box informing you of the location of where the e-Form5 .XML file is created (In an uploads folder)
If Expenditure Watch cannot find the *Uploads* folder it will ask if you wish to create one:



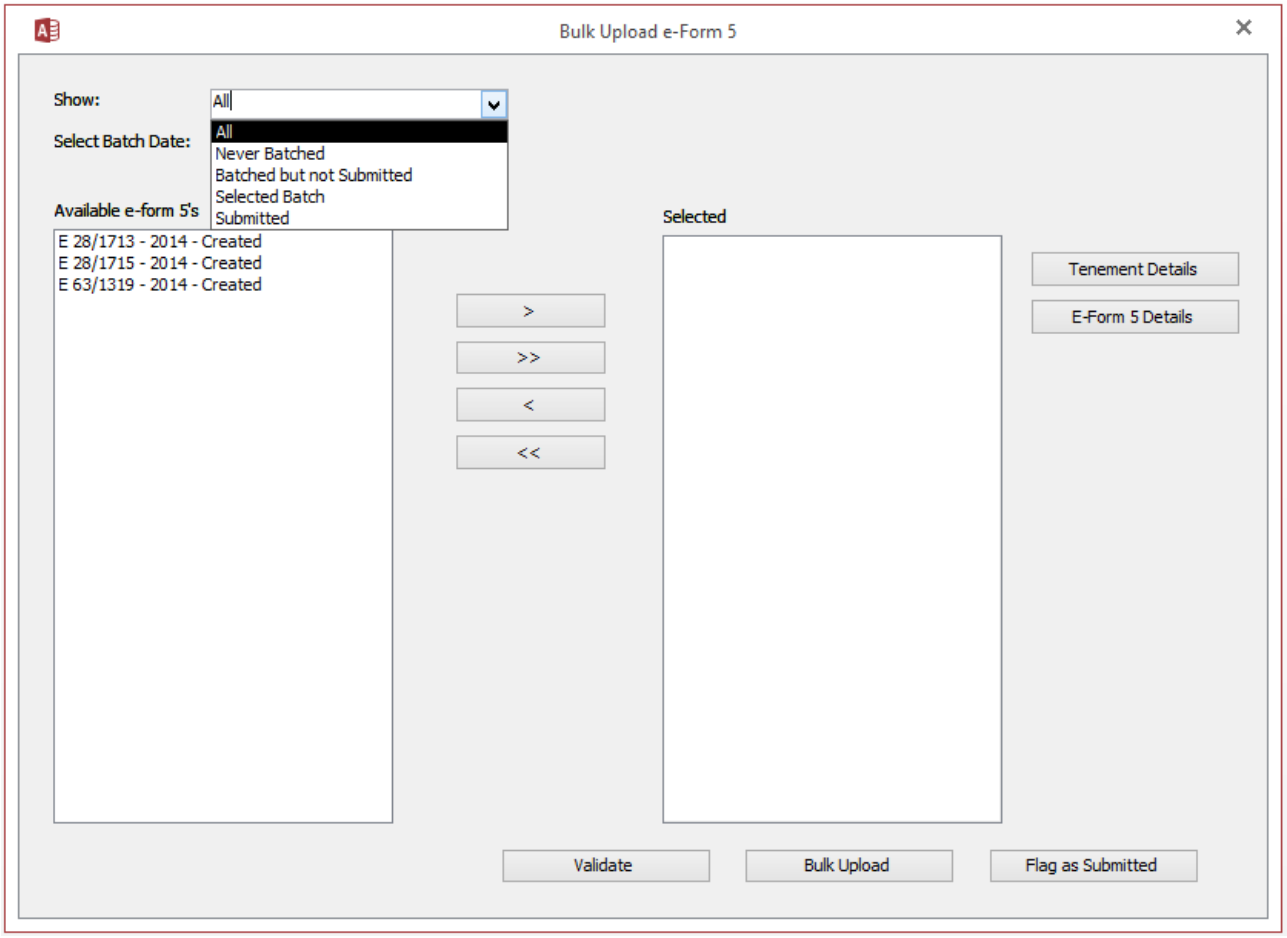
Click Yes and the .XML file created will be saved in this location. Expenditure Watch will display a message box informing you of the location:



6.6.2 Batching Multiple e-Form5s

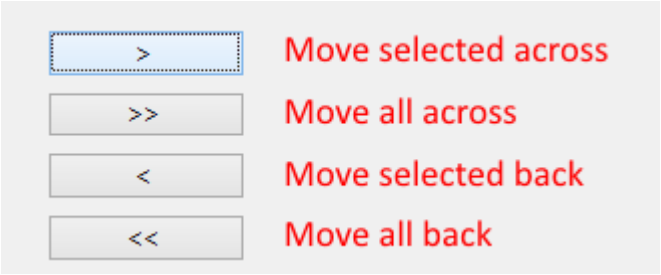


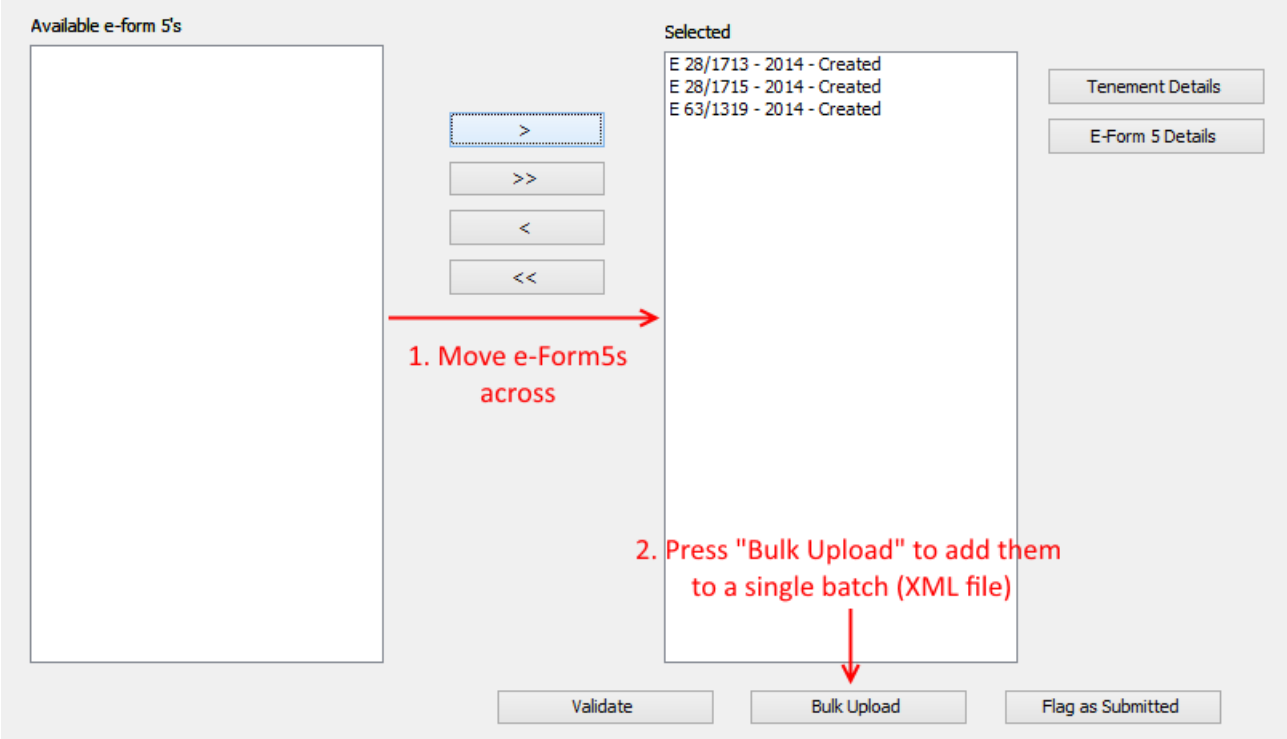
On the **Home** tab, you'll find the feature *e-Form5 Bulk Upload*.



The **Show** drop down can filter the available e-Form5s in the left hand list.
All – Shows all e-Form5s
Never Batched – e-Form5s that have been created but not batched
Batched but not Submitted – e-Form5s that have been batched but not flagged as submitted
Selected Batch – Displays the e-Form5s within the *Selected Batch* using the *Select Batch Date* drop-down.
Submitted – e-Form5s that have been flagged as *Submitted*.

You can select which e-Form5's to add to a batch. In this case we'll add all three of them. Clicking on an e-Form5 in the *Available e-Form5's* list will highlight it. Once you have selected the ones you want to batch, click on the appropriate arrow button to move the items across. All the Items in the *Selected* list will be batched together.



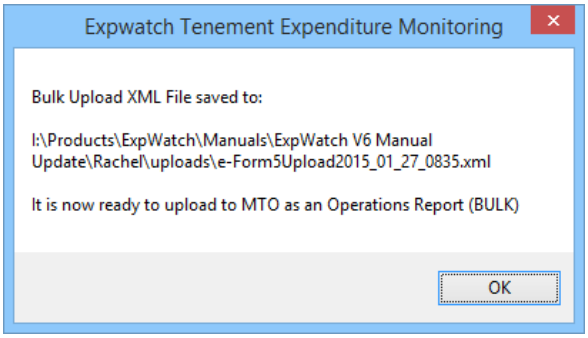


The Validate button uses the same functionality as the *Validate* button in the e-Form5 Editor. It will tell you if the data in the e-Form5 is valid for uploading to Mineral Titles Online. You will need to move the items to the *Selected* list, and select individually the ones you wish to validate.

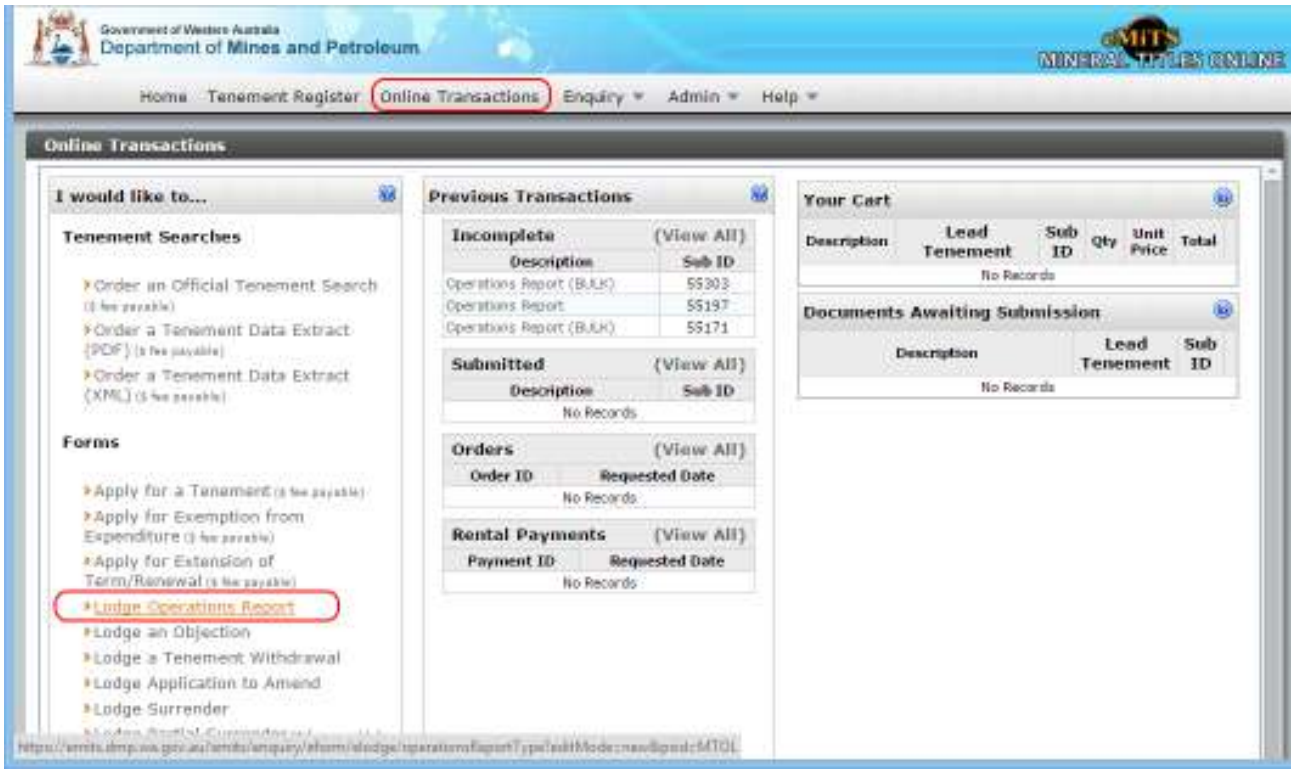
When an e-Form5 is selected, click Tenement Details to open the selected e-Form5 tenement in the *Tenement Browser*. Also you can click E-Form5 Details to open the e-Form5 in the *e-Form5 Editor*.

6.7 Bulk Uploading of e-Form5s to MTO

When generating your first batch, Expenditure Watch will want to create a new folder to hold the XML upload files, if it doesn't already exist. The files should reside in the "uploads" folder in the current Expenditure Watch location. You will then receive a message specifying the XML filename and location. When uploading this file to MTO, you'll need to select it from this location.



Here are the steps to lodge a bulk e-Form5 online.

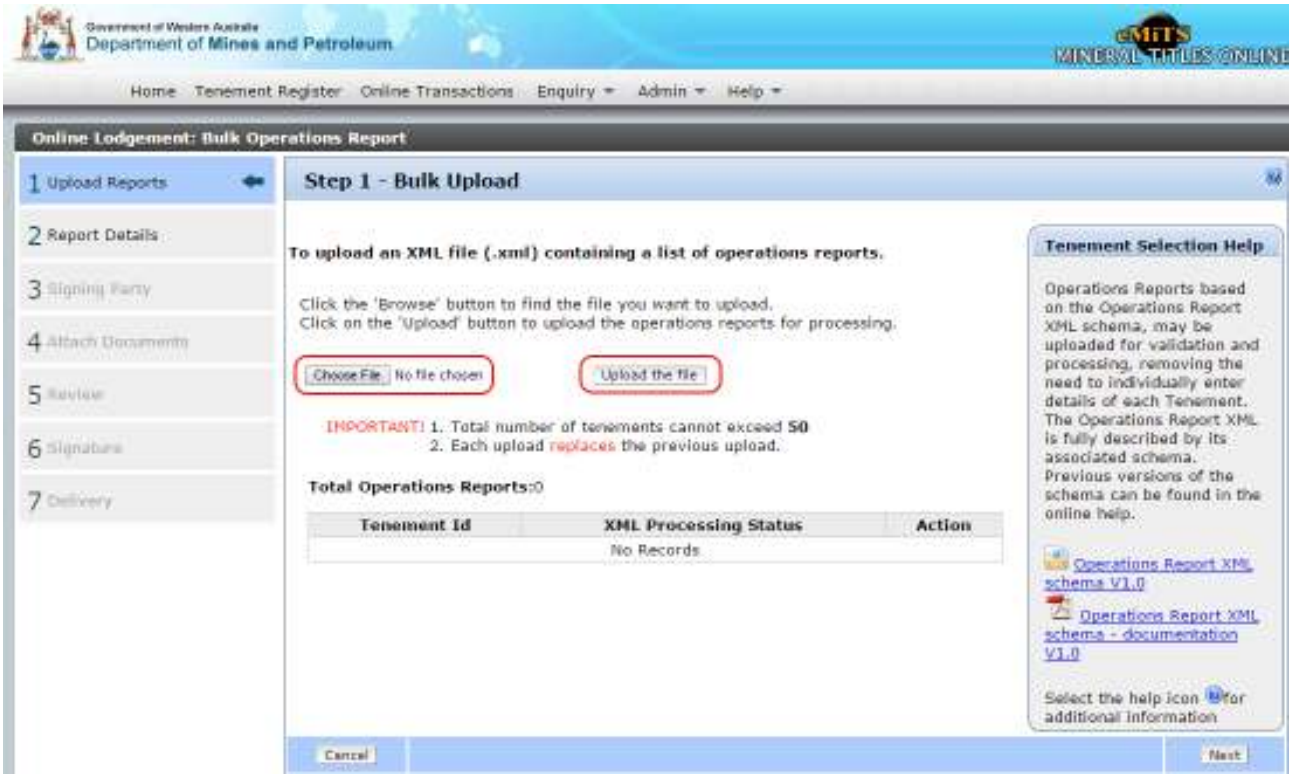


1. Log onto Mineral Titles Online at http://www.dmp.wa.gov.au/

2. Once logged in, select *Online Transactions*.

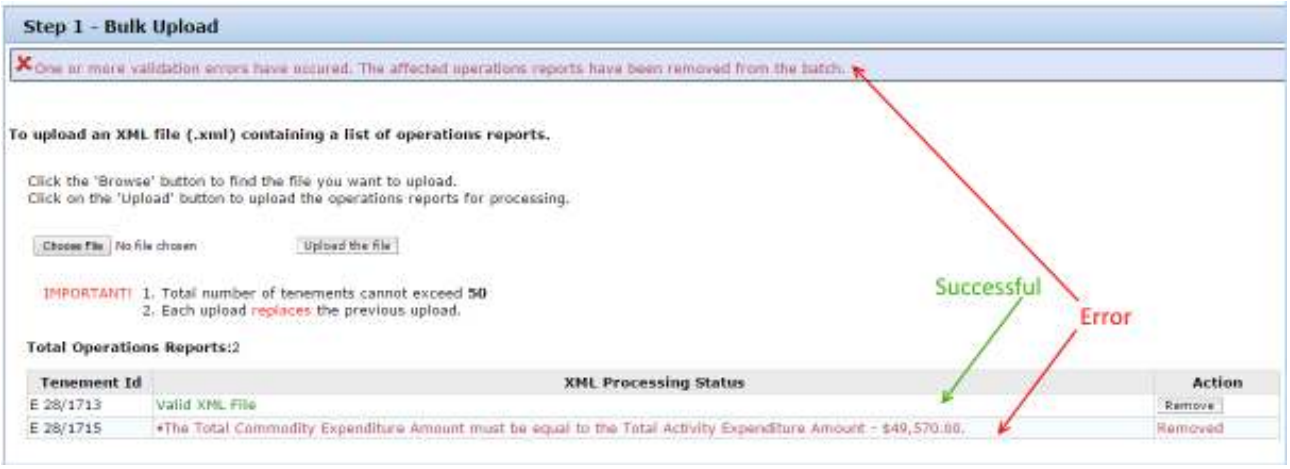
3. Select *Lodge Operations Report* from the left hand menu.

4. Select the *Multiple Operations Reports (BULK UPLOAD)* option and click Next



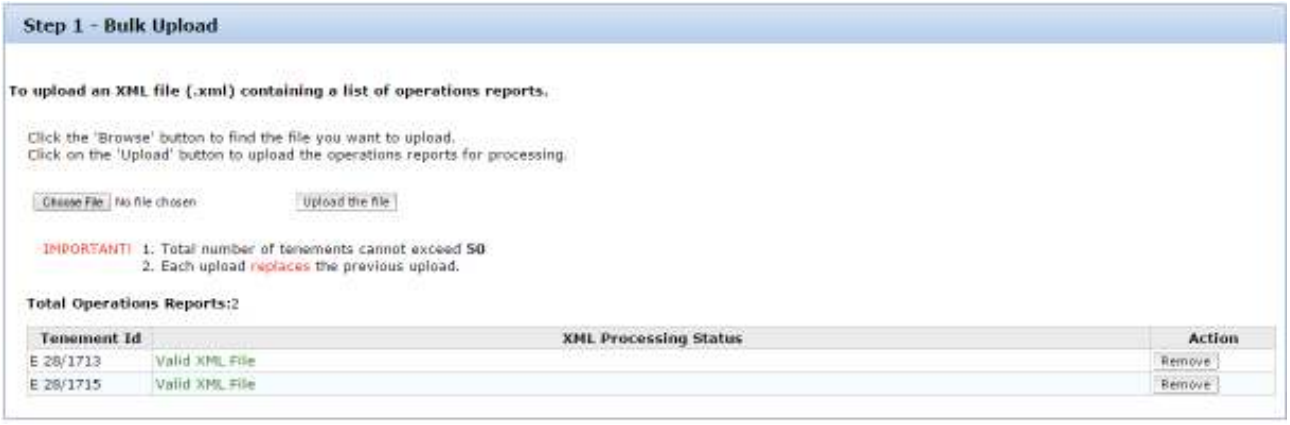
5. Click Choose File and select the XML file location displayed earlier when creating the e-Form5 batch.

6. Click Upload the File button. If there is an error in one of the batched e-Form5s, MTO will display an error on the screen. In the example below, one e-Form5 has failed where the commodity expenditure amount does not equal the total expenditure. The other e-Form5 was successful.



7. If an error occurs to one of the e-Form5s, you'll need to go back to the e-Form5 editor in Expenditure Watch, address any validation errors and re-batch them individually – paragraph 6.6.1, page 62, or in bulk – paragraph 6.6.2, page 63.

8. A successful upload should display "Valid XML file" for each e-Form5 on the list (See the image below).



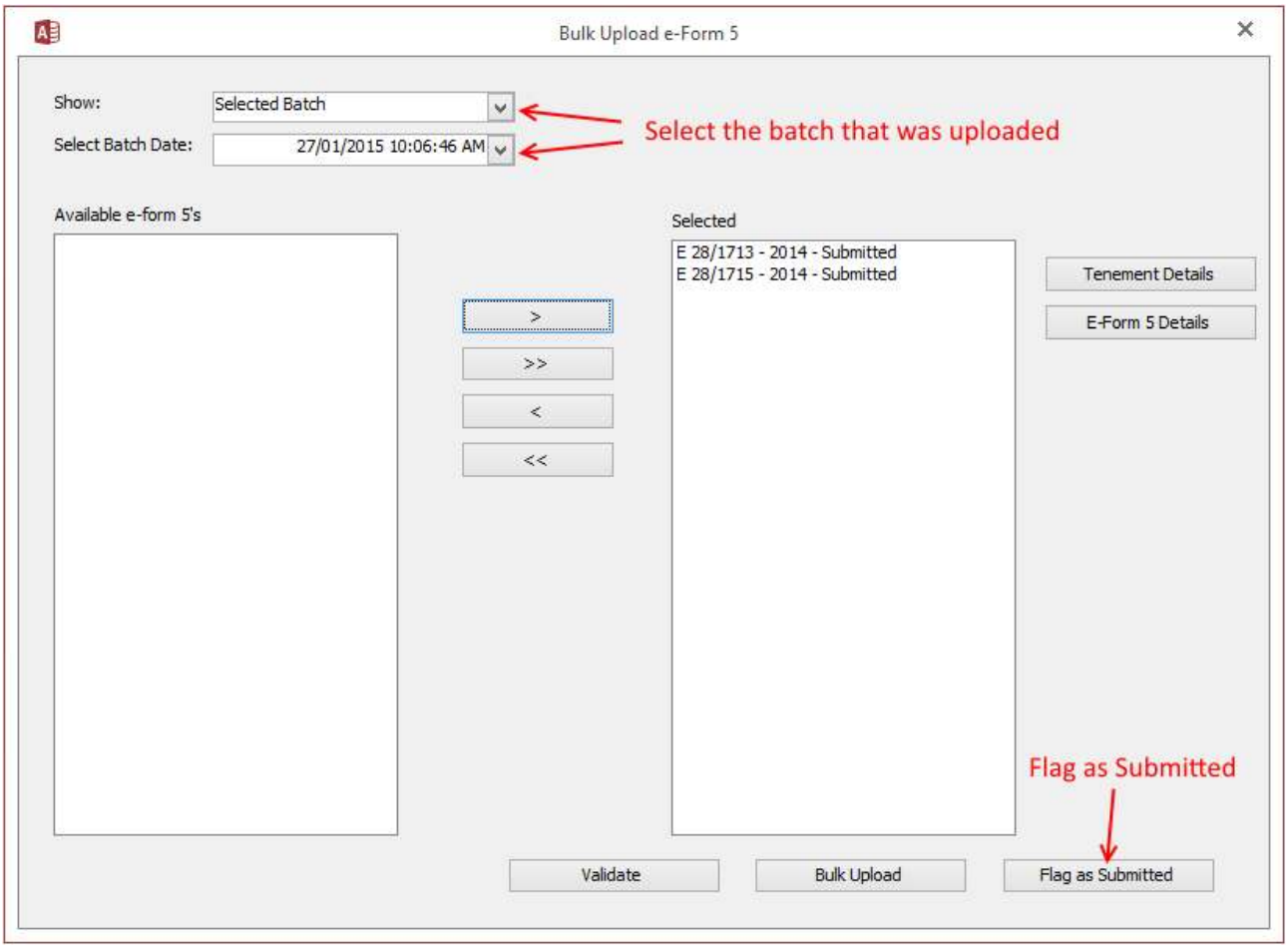
9. Click Next at the bottom right corner of the screen. You'll see a list of the tenement e-Form5s uploaded, with a PDF preview of each. You can preview the e-Form5 to double-check the information before you submit.

10. Click Next to continue and go through the remaining steps on MTO to lodge your e-Form5s.

11. Once you have successfully submitted a Bulk Upload, MTO will send a confirmation email listing all the e-Form5s that have been submitted.

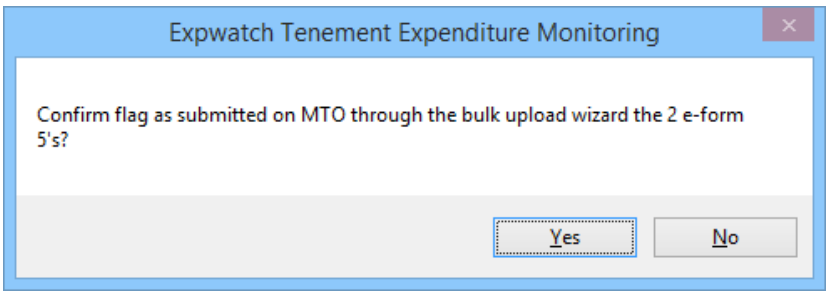
12. MTO will then send out individual email Notification of Lodgement of e-Form5s with a unique Submission ID and a Summary of lodgement.

13. It is then useful to update the status of the e-Form5 within Expenditure Watch to show that you have submitted the e-Form5 to MTO. Go to **Home -> Bulk Upload e-Form5**.

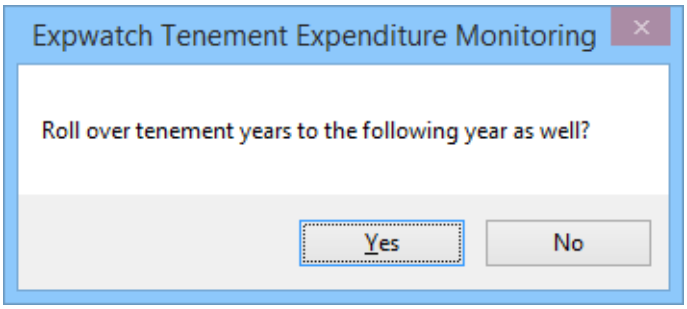


14. Select the batch that you have uploaded to MTO, select the e-Form5s from the left hand list and move them to the right hand list.

15. Click Flag as Submitted



16. Click Yes to confirm. You will then be asked if you wish to roll over the tenement years for these tenements. You can do so if you wish.

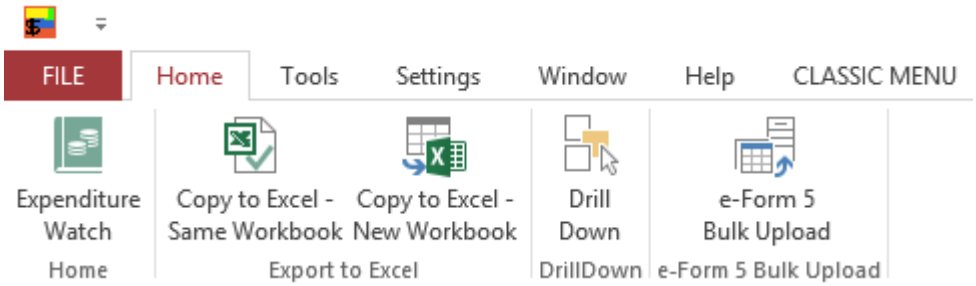


17. Next time you scan MTO to refresh your Expenditure Watch data, if the Department has updated MTO to show that the e-Form5 has been lodged, all the relevant data within Expenditure Watch will be refreshed with the live data on MTO. The status of the e-Form5 will then switch to **Lodged**.

7 Reporting and Monitoring

Once the source data is loaded and verified, it is collated across tenements and projects, using each tenement's expenditure year. Individual tenement reports are produced as described in paragraph 4.2 (page 29), by navigating to the required tenement in the tenement browser, then using the reports or export buttons to select the correct report.

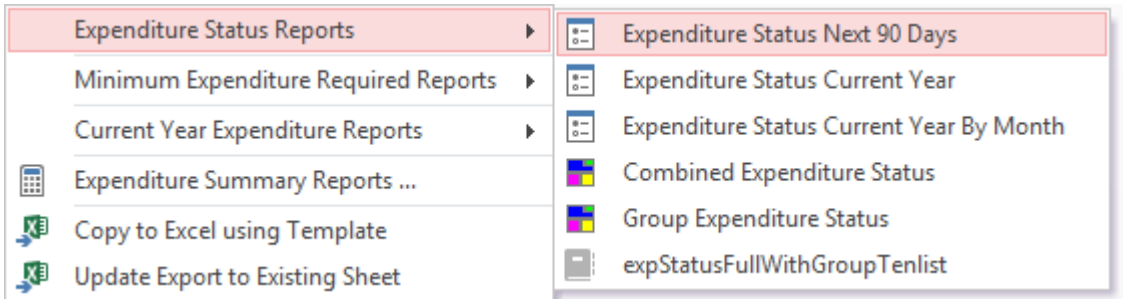
Once reports are displayed, you can then copy them to Excel by using the functions under the **Home** tab on the ribbon.



Once in Excel, reports can be linked to your GIS system, using the **GISTenID** field as the join key.

Reports across the entire dataset are accessed from the Reports button on the main form. Reports are:

7.1 Expenditure Status Reports

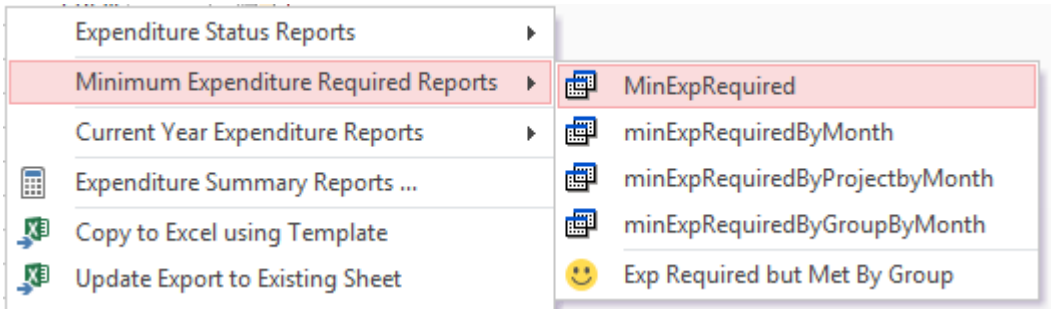


These reports give individual tenement expenditure status for all tenements in the current filter that have an expenditure category that is included in status.

- **Expenditure Status Next 90 Days** – This report is the same as the *expenditure status current year*, except it only looks 90 days ahead.
- **Expenditure Status Current Year** – This report summarises expenditure status for all tenements in their current year.
- **Expenditure Status Current Year By Month** – Gives you expenditure totals by month.
- **Combined Expenditure Status** – includes group expenditure status along with the individual tenement status

- **Group Expenditure status** – shows the expenditure status for the different combined reporting groups
- **expStatusFullWithGroupTenlist** – shows the full expenditure status for each tenement with a listing of all the tenements in the same group
-

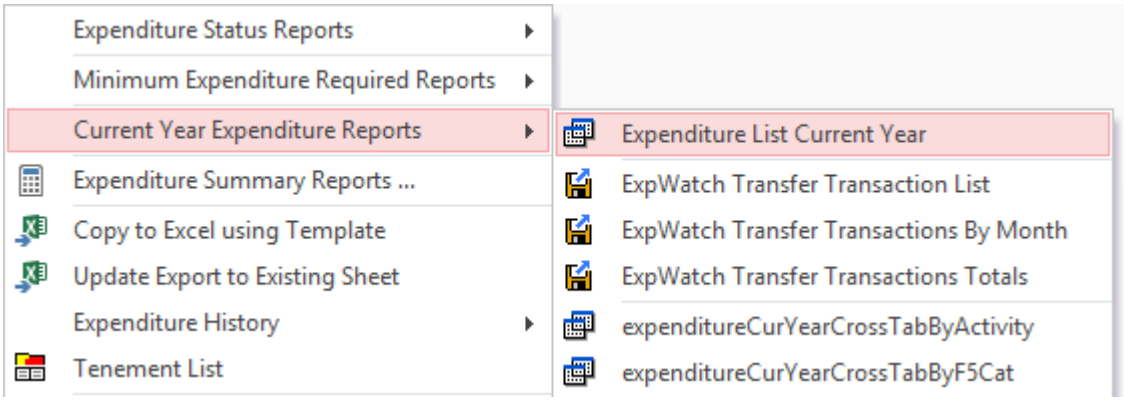
7.2 Minimum Expenditure Required Reports



These reports show tenements that have met neither individual expenditure commitments nor group commitment, and exclude tenements that have met either.

- **MinExpRequired** - lists tenements requiring expenditure, both individually and by group, showing the minimum expenditure required to meet either group or individual commitment;
- **minExpRequiredByMonth** – totals the above report by month for the next 12 months;
- **minExpRequiredByProjectbyMonth** – groups monthly totals by project;
- **minExpRequiredByGroupByMonth** – groups totals by combined reporting group;
- **Exp Required but Met By Group** – lists tenements requiring individual expenditure, but are eligible for group expenditure exemptions.
-

7.3 Current Year Expenditure Reports



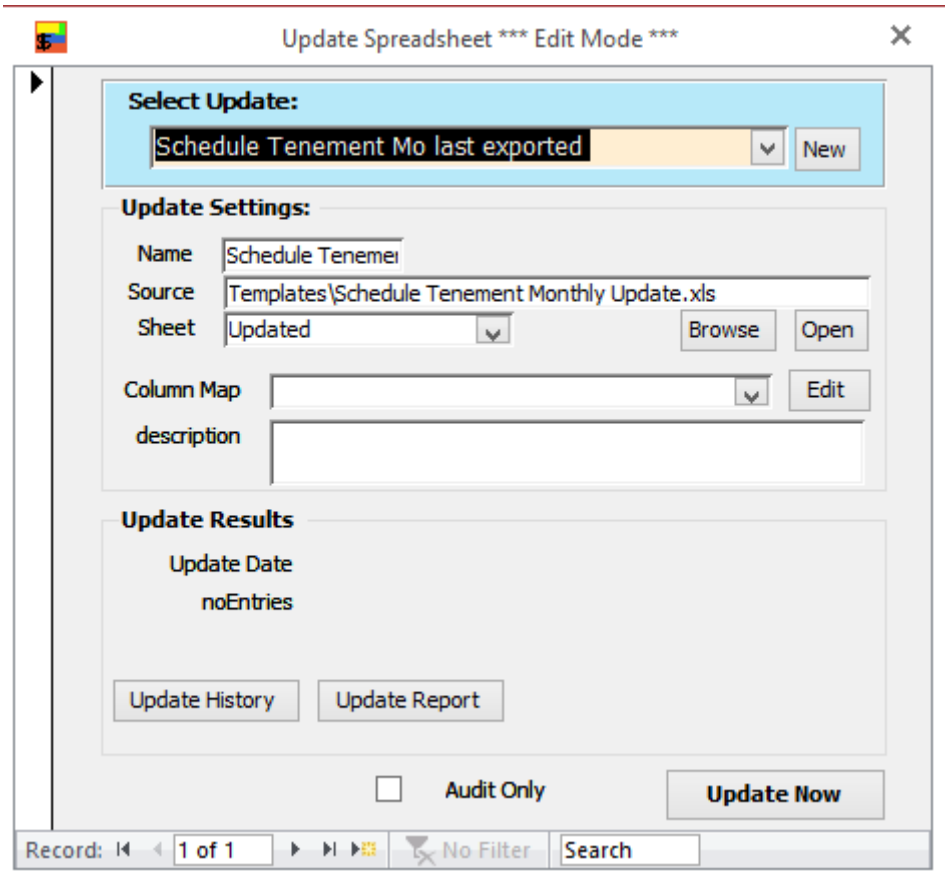
These reports list and summarise all expenditure for tenements in the current filter for their current year. They are designed for easy reporting to JV partners, in a form that is also easy to import into other Expenditure Watch databases, without providing too much internal information.

- **Expenditure List Current Year –** lists all transactions with full details
- **Expenditure Watch Transfer Transaction List –** lists all transactions, but only shows Form5 category
- Expenditure Watch Transfer Transactions By Month - totals transactions by form5 category by month
- **Expenditure Watch Transfer Transactions Totals –** totals transactions by form5 category showing only first transaction date.

7.4 Copy to Excel using Template

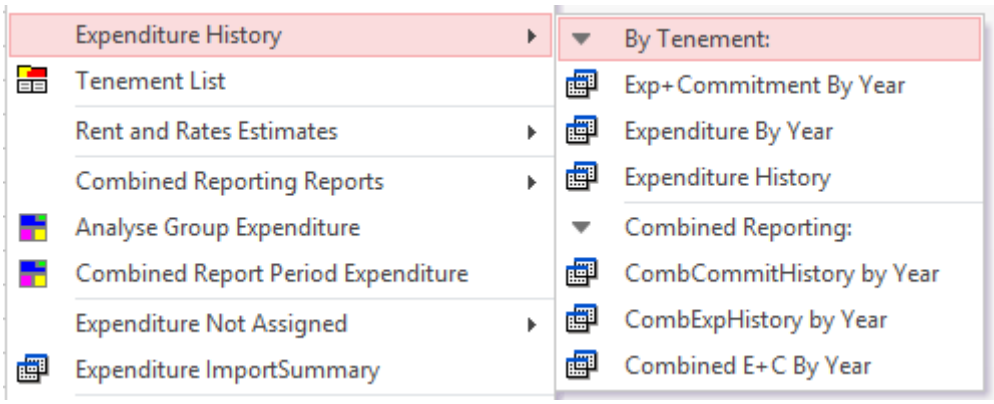
This report lets you create formatted reports in Excel based on a template. Templates can be customised for particular reporting requirements.

7.5 Update Export to Existing Sheet



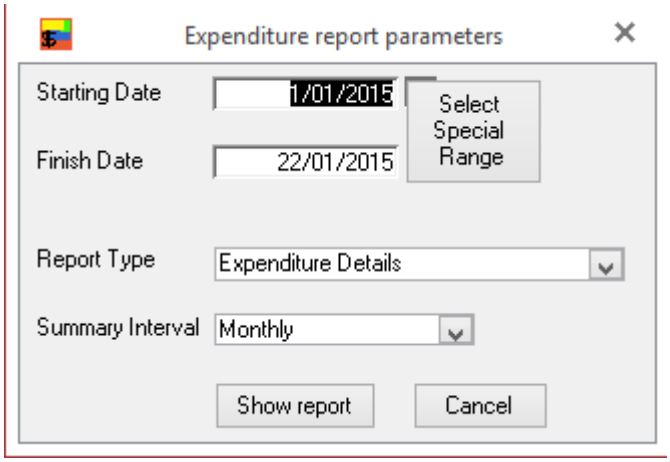
This function gives you the capability to update individual cells within an existing formatted spreadsheet. A map is used to specify the source query and the columns to update, with one column being the tenement ID, which identifies the row to update.
The update has an audit function to check its operation. The audit process consists of Expenditure Watch making a copy of the sheet it is going to update, and then highlighting in green the cells it has checked but not changed (i.e. existing value is correct). Cells that it updates are highlighted in yellow, and a comment inserted to show the old value.

7.6 Expenditure History



These reports are details and summaries of tenement expenditure history downloaded from MTO. Reports are grouped either by tenement or group reports.

7.7 Expenditure Summary Reports



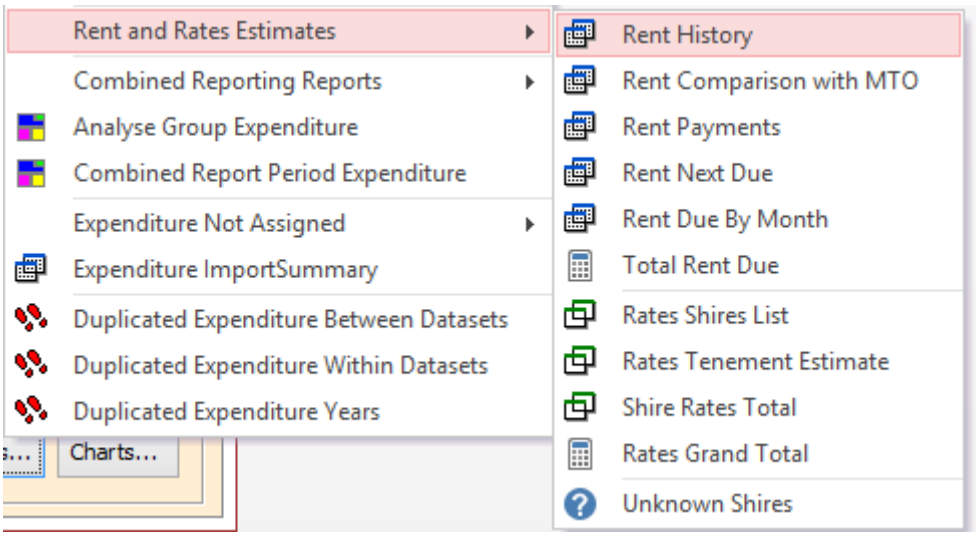
These reports can be used to generate quick details or summaries across any period in time. Select the time range, the report type and the summary interval, and then select Show Report. Reports are:

- Expenditure Details
- Expenditure By Project
- Expenditure By Tenement
- Expenditure by Activity
- Expenditure by Form5Cat
-

Reports are also grouped by responsible party, useful for JV partner expenditure breakdowns.

- **Tenement List** – This gives you the basic tenement details.
- **Expenditure ImportSummary** – This lists the complete import history for all datasets.

7.8 Rent and Rates Estimate reports



These reports round out Expenditure Watch's budgeting support by providing estimates of rent and rates for the next 12 months. They are estimates as they are based on current or previous year's data. Rents, set by the DMP tend to increase every year by 3-5%, while rates are based on previous year data gathered from individual shires and are only intended as a rough guide. The formula used is

UV (unimproved value) = Rent x (5 for M,P; 2.5 for E)

Rate = UV x (cents in $) OR Minimum Rate, whichever is greater.

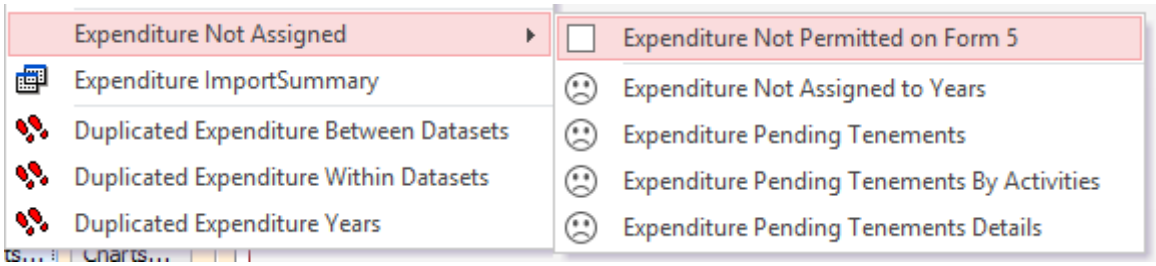
Rates are only calculated on E's M's and P's. Where a tenement spans multiple shires, rates are calculated separately for each shire, with the rental value pro-rata based on the area in each shire. Rates are generally due in August.

- **Rent History** – Shows for each tenement, the full payments history;
- **Rent Payments** – Designed to be used as an additional dataset so that you can include current year rents in your form5's independent of when they were paid. There is a special field, RentDate in the report which is 30 days into the tenement's year, ensuring the rent can be included for the correct year;
- **Rent Next Due** – Shows for each tenement, the next listed rent due;
- **Rent Due By Month** – totals rent due by month;
- **Total Rent Due** – gives the total amount of rent due for each tenement;
- **Rates Shires List** – lists all the tenements, their shires and the rates applicable;
- **Rates Tenement Estimate** – similar to above, totals rates for each tenement;
- **Shire Rates Total** - gives total rates due by shire;
- **Rates Grand Total** - gives total rates due;
- **Unknown Shires** – lists any shires that Expenditure Watch does not recognise.

7.9 "Missing" Expenditure Reports

These reports detail expenditure that is imported correctly, ie it has a recognised date, tenement, and activity, but doesn't appear in the expenditure reports and the form5's. There are three types of such expenditure:

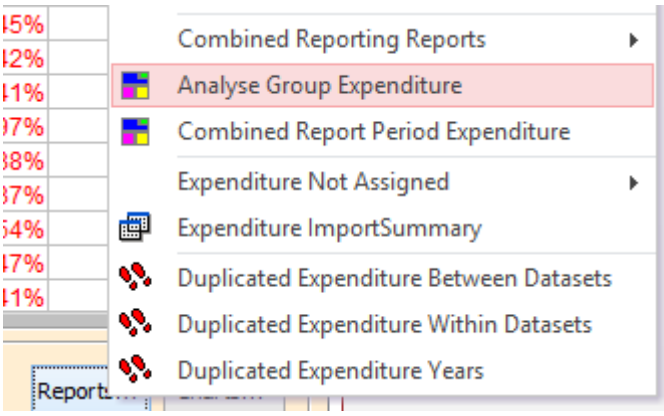
- Where the activity doesn't have a form5 category – indicating expenditure that is not allowable on a form5, such as acquisition fees and legal fees;
- Expenditure on pending tenements – Pending tenements do not have a 'current year' so expenditure cannot be assigned to a specific year;
- Pre-grant expenditure which is earlier than the pre-grant inclusion first year extension setting (see section 10.2 "Expenditure Watch Settings" page 89)



Reports are:

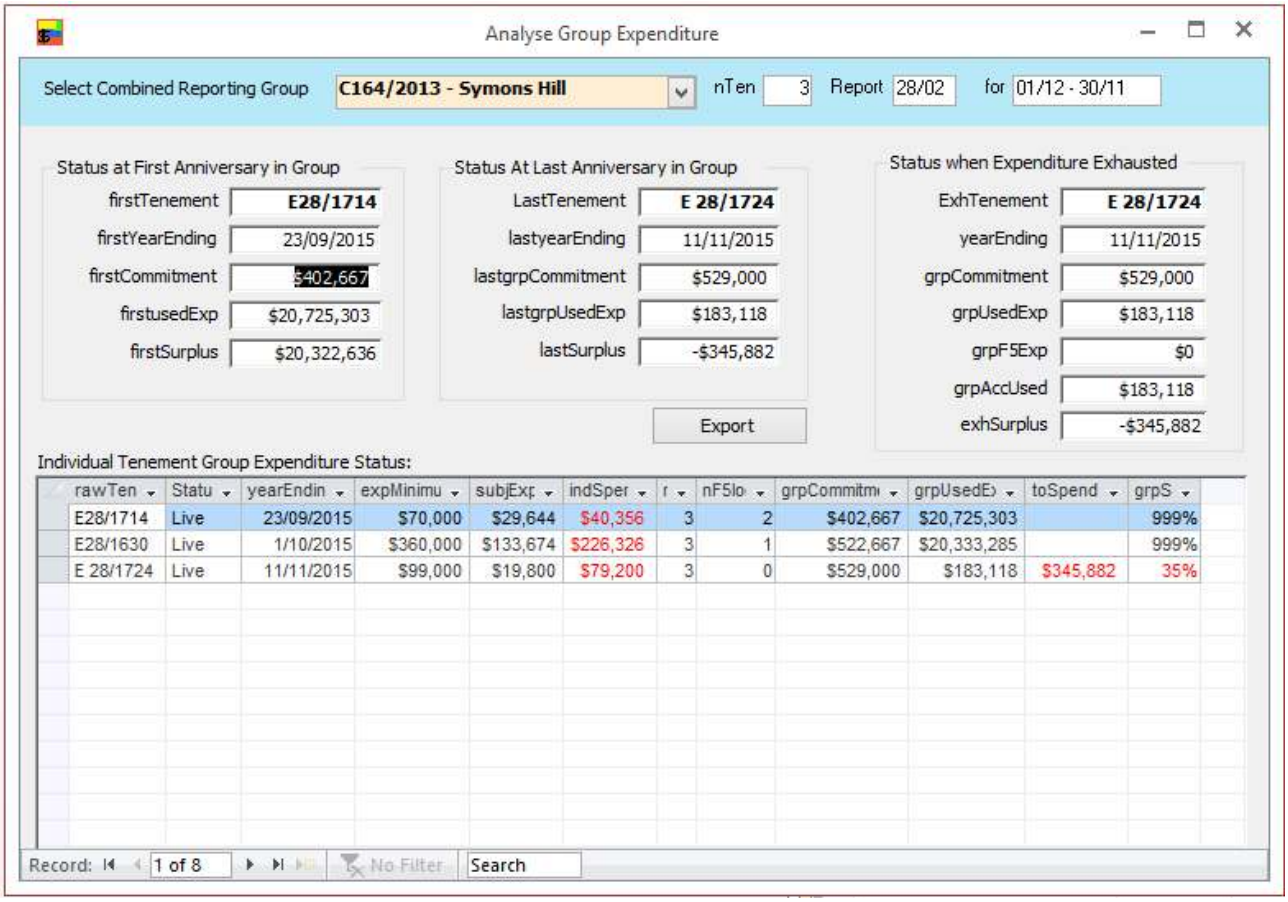
- Expenditure Not Permitted on Form5
- Expenditure Not Assigned to Years
- Expenditure Pending Tenements
- Expenditure Pending Tenements By Activities
- Expenditure Pending Tenements Details

7.10 Analyse Group Expenditure Report



Group Expenditure tracking and reporting has often been a complex task. The reason is due to its moving nature based on the tenements within each group having different anniversary periods. At any point in time, the status of group expenditure is based on the collective positions of all the tenement contained within the group. The "Analyse Group Expenditure" report was created to break down and detail the current status of each combined reporting group.

The report shows the status details of the selected Combined Reporting Group at the times of the (1) first anniversary in the group, (2) last anniversary in the group and (3) when the group expenditure is no longer in surplus. Group expenditure statuses of the individual tenements in the group are also listed in table format.



NOTE: All data is based on the current year setting for all tenements in the group

Status at First Anniversary in Group (excludes all dead tenements)

- **firstTenement** – the tenement with the earliest form5 due in the group
- **firstYearEnding** – the tenement year end date of the firstTenement
- **firstCommitment** – the group commitment at the firstTenement's year end date
- **firstusedExp** – the amount spent by the group by the firstTenement's year end date
- **firstSurplus** – the amount of money spent by the group above the required group commitment at the firstTenement's year end date

Status at Last Anniversary in Group

- **lastTenement**– the tenement with the last form5 due in the group at the time of producing the report
- **lastYearEnding** – the tenement year end date of the lastTenement
- **lastgrpCommitment** – the group commitment at the lastTenement's year end date
- **lastgrpUsedExp**– the amount spent by the group by the lastTenement's year end date

- **lastSurplus** – the amount of money spent by the group above the required group commitment at the lastTenement's year end date

Status when Expenditure Exhausted

- **ExhTenement** – the tenement with the earliest year end date that would see the group expenditure out of surplus and in deficit
- **yearEnding** – the tenement year end date of the ExhTenement
- **grpCommitment** – the group commitment at the ExhTenement's year end date
- **grpUsedExp** – the amount spent by the group by the ExhTenement's year end date
- **grpF5Exp** – the lodged form5 expenditure amount of the group expenditure
- **grpAccUsed** – the expenditure estimate based on the accounting data in Expenditure Watch for tenements whose form5's have not been lodged
- **exhSurplus** - the amount of money spent by the group above the required group commitment at the ExhTenement's year end date

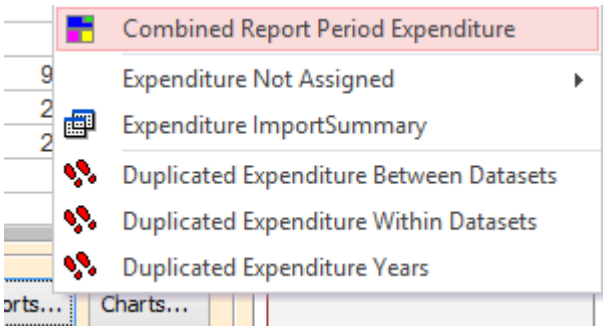
The data from the Analyse Group Expenditure report can also be exported to a spreadsheet using the Export button and selecting the "groupStatus.xlsx" spreadsheet.

Group Expenditure Status

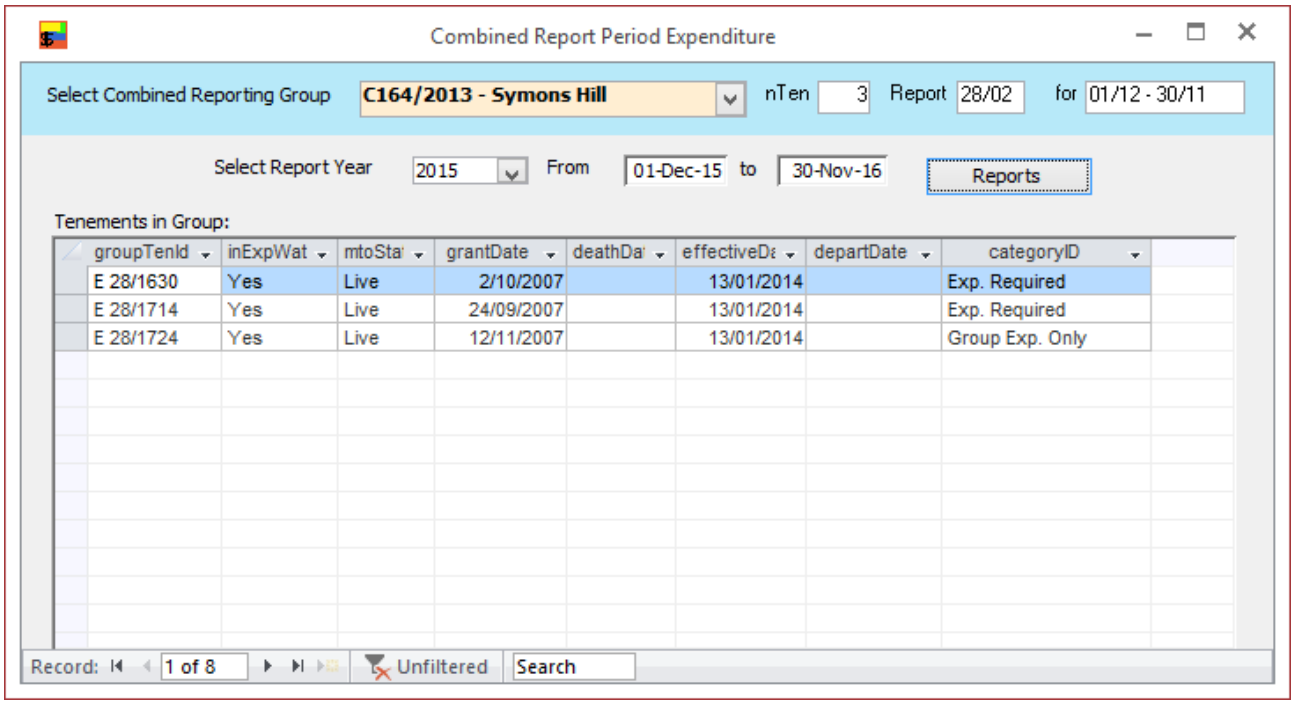
groupId	C164/2013
firstTenement	E28/1714
firstCommitment	$402,667
firstYearEnding	23-Sep-15
firstusedExp	$20,725,303
firstSurplus	$20,322,636
LastTenement	E 28/1724
lastyearEnding	11-Nov-15
lastgrpCommitment	$529,000
lastgrpUsedExp	$183,118
lastSurplus	-$345,882
ExhTenement	E 28/1724
yearEnding	11-Nov-15
grpUsedExp	$183,118
grpCommitment	$529,000
grpF5Exp	$0
grpAccUsed	$183,118
exhSurplus	-$345,882

rawTenID	yearEnding	expMinimum	subjExp	nGrpTens	nF5lodged	grpCommitment	grpUsedExp	toSpend	grpStatus
E28/1714	23-Sep-15	$70,000	$29,644	3	2	$402,667	$20,725,303		999%
E28/1630	01-Oct-15	$360,000	$133,674	3	1	$522,667	$20,333,285		999%
E 28/1724	11-Nov-15	$99,000	$19,800	3	0	$529,000	$183,118	$345,882	35%

7.11 Combined Report Period Expenditure Report



The "Combined Report Period Expenditure" report/form was created to have an overview of all the tenements that make up selected combined reporting groups and to generate expenditure reports based on selected reporting periods (to assist in the preparation of technical reports). To access this report, you will need to click on the Reports... button on the Main Screen and select Combined Report Period Expenditure



Tenements in Group:

- **groupTenid** – the tenement in the group
- **inExpWatch** – whether that tenement is in Expenditure Watch – if it is not, then Expenditure Watch cannot correctly calculate group expenditure
- **mtoStatus** – tenement status
- **grantDate** – date that the tenement was granted
- **deathDate** – date that the tenement died
- **effectiveDate** – date the tenement became part of the group
- **departDate** – late date the tenement was seen in MTO; This field and the last are used to try to identify when tenements become part of a group or cease to be in a group, when there is no details on MTO.

- **categoryID** – This field is used to identify whether the tenement requires expenditure or not. If the tenement requires no expenditure it doesn't appear on the expenditure status reports.

The following reports are available by clicking the Reports button:

- **expListCurYear** – all transactions listed within the group's current year

combNumber	exportName	rawTenID	workDate	costCode	activityName	Ref#	description	amount	nonAdmin	Admin	form5cat
C103/2004	Invoices	E 39/01549	1 12:44:22 AM	E1060	Mineralogical activities		generated	$1,324.00	$1,324.00	$0.00	Exploration: Mineralogical activities
C103/2004	Invoices	E 39/01549	10 1:07:29 PM	E1160	Feasibility study activities		generated	$1,044.00	$1,044.00	$0.00	Exploration: Feasibility study activities
C103/2004	Invoices	E 39/01549	10 2:14:56 AM	E3010	Aboriginal Heritage Surveys		generated	$870.00	$870.00	$0.00	Aboriginal Heritage: Aboriginal Heritage Surveys
C103/2004	Invoices	E 39/01549	11 12:02:10 PM	E5010	Administration		generated	$552.00	$0.00	$552.00	Admin / Overheads: Administration

- **expByActivityCurYear** – transactions grouped by their Activity ID within the group's current year

combNumber	activityID	costCode	entr	expActual	nonAdmin	Admin	activityName
C103/2004	E1060 - Mineralogical activities	E1060	1	$1,324.00	$1,324.00	$0.00	Mineralogical activities
C103/2004	E1160 - Feasibility study activities	E1160	1	$1,044.00	$1,044.00	$0.00	Feasibility study activities
C103/2004	E3010 - Aboriginal Heritage Surveys	E3010	1	$870.00	$870.00	$0.00	Aboriginal Heritage Surveys
C103/2004	E5010 - Administration	E5010	1	$552.00	$0.00	$552.00	Administration

- **expByForm5CatCurYear** – transactions grouped by Form5 Category within the group's current year

combNumber	form5cat	entries	expActual	nonAdmin	Admin
C103/2004	Exploration: Mineralogical activities	1	$1,324.00	$1,324.00	$0.00
C103/2004	Exploration: Feasibility study activities	1	$1,044.00	$1,044.00	$0.00
C103/2004	Aboriginal Heritage: Aboriginal Heritage Surveys	1	$870.00	$870.00	$0.00
C103/2004	Admin / Overheads: Administration	1	$552.00	$0.00	$552.00

- **expByTenementCurYear** – transactions grouped by tenements within the group's current year

combNumber	rawTenID	entries	expActual	nonAdmin	Admin
C103/2004	E 39/01549	4	$3,790.00	$3,238.00	$552.00

7.12 Producing Charts

Charts can be produced from the Charts button on the main form. Charts are:

- **Monthly Expenditure for next 12 Months** – Shows expenditure requirements for the next 12 months. This is useful for planning work programs and identifying when money needs to be spent to meet commitments. This report only shows monthly totals.

- **Tenement Expenditure by Month** – Shows individual tenement expenditure status for the next 12 months, month by month.

These charts can also be selected and pasted into Excel for further manipulation. In Excel the charts can be tweaked by double-clicking on the individual elements in the chart and adjusting their properties. There are also some export templates that contain embedded charts.

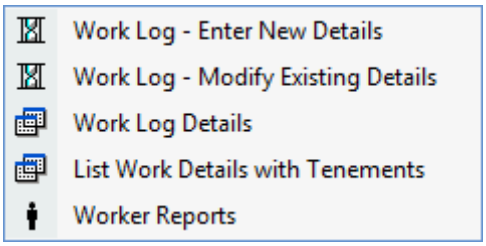
8 Timesheet recording

Expenditure Watch has a built in timesheet system to let staff directly record their time and assign it to projects and tenements with just a few clicks. Project time can be allocated to tenements using a range of strategies: equally, by area, by minimum expenditure etc. By having current expenditure status at hand, geologists can prioritise their time to tenements with expenditure shortfalls. Project maps are also a click away to help select the appropriate tenements.

With Expenditure Watch, you need no longer record tedious detailed timesheets in their accounting systems. Instead, annual summaries can be entered with only the necessary details required for project cost accounting purposes. Timesheets are considered as a separate expenditure dataset in Expenditure Watch.

When you start Expenditure Watch, there is an option for the timesheet to come up immediately, ready to enter new time information. Intelligent defaults are provided for most fields to minimise repetitive data entry.

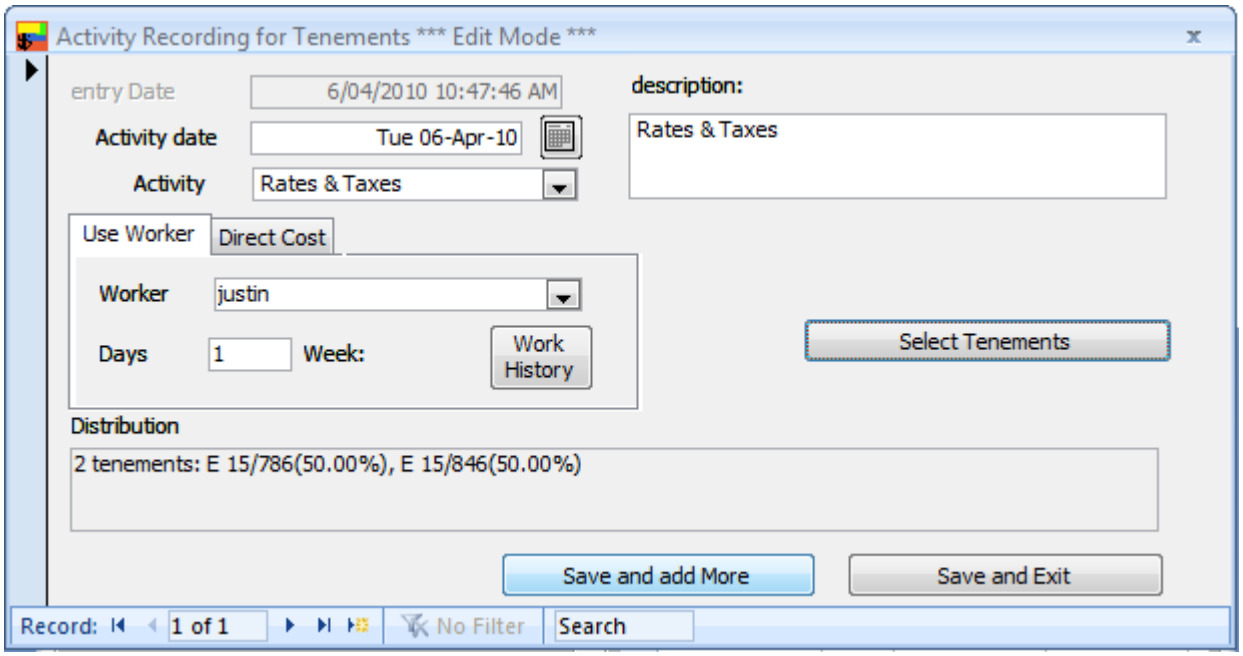
Otherwise, the work log functions are available from the Work Log… button on the main form:



- Work Log - Enter New Details
- Work Log - Modify Existing Details
- List Work Details with Tenements
- List Work Details by Project
- Worker Reports

Select **Enter New details** to record new work entries or **Modify existing details** to make changes or corrections to existing work records.

8.1 Work Log Screen



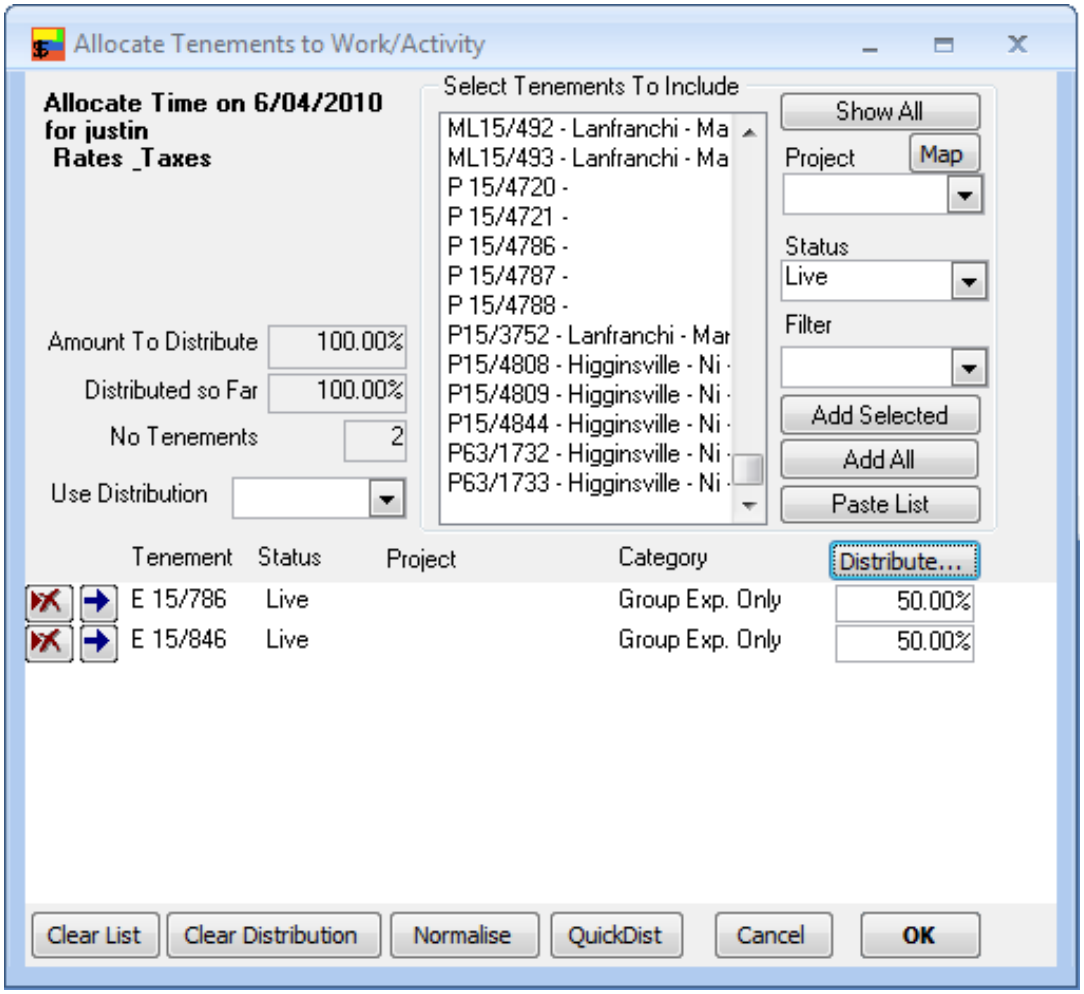
You need to fill in the following fields:

- **Activity Date** – the date the work was done. Type in a date, or click the drop-down box to show a calendar.
- **Activity Type** – this is the broad activity category from the Form5 categories.
- **Worker** – who did the work. Workers can have individual daily rates.
- **Days** – the number of days spent on the activity. Time greater than one day is still allocated to the same date, so when close to an anniversary you need to be careful.
- **Description** – final details of exactly what was done. This is the place to enter additional information required on form5's such as number of holes and metres drilled.

Workers time is costed at the daily rate set in the Workers table.

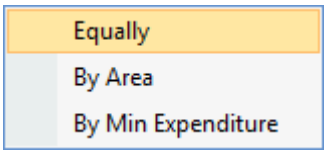
To select the tenements to allocate percentage of work too, click on the Select Tenements button to bring up the table shown in section 8.1.1 below.

8.1.1 Allocating work to tenements



There are multiple ways to allocate work to individual tenements. Work is allocated as a percentage, with the total normalised to 100% when the activity is saved.

- *Manual Allocation* – type in the individual percentage into each box.
- Use the automatic allocation tool – click the Distribute button:



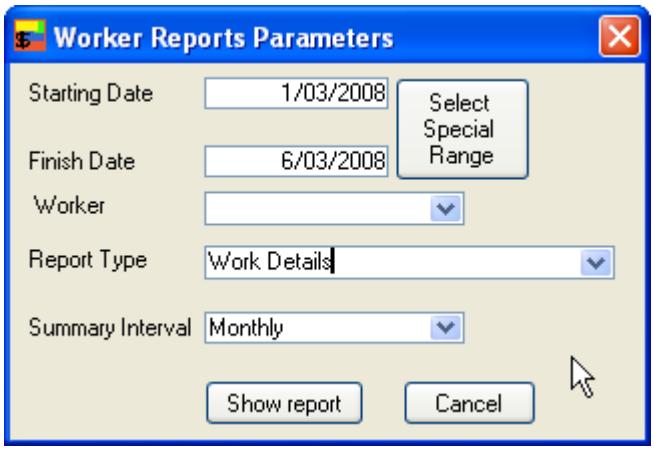
  - **Equally** – will allocate the work evenly to all the tenements.
  - **By Area** – allocates by proportion of area (blocks are roughly converted to Ha).
  - **By Minimum Expenditure** – allocates by proportion of minimum expenditure required of total expenditure over project.

Click the Clear List button to clear the list of tenements and start again. Click the Clear Distribution to reset the allocation and start again. If you change the project, any existing allocation is lost. When you return to an activity record, only those tenements are shown with time allocated to them. Click the Show All button to display all the live

tenements in the project. At any time in the allocation process, you can click the blue arrow button to bring up the details for that tenement.

8.2 Worker Reports

This is from the work log menu:

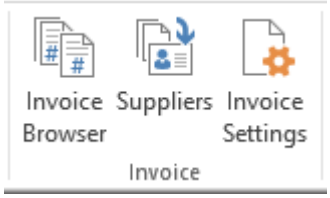


These reports let you summarise work details by worker across custom time ranges, possibly for entering to the accounts. Reports are:

- Work Details
- Work By Project
- Work By Tenement
- Work by Activity

9 Invoice Module

The primary method to get expenditure in Expenditure Watch is to import transactions of an accounting system into Expenditure Watch. The *Invoice Module* offers a second method to get expenditure data in Expenditure Watch. The *Invoice Module* includes an **Invoice Browser**, a **Suppliers** list and **administrator functions**, and is accessible from the Settings Tab in the Invoice Group on the ribbon.



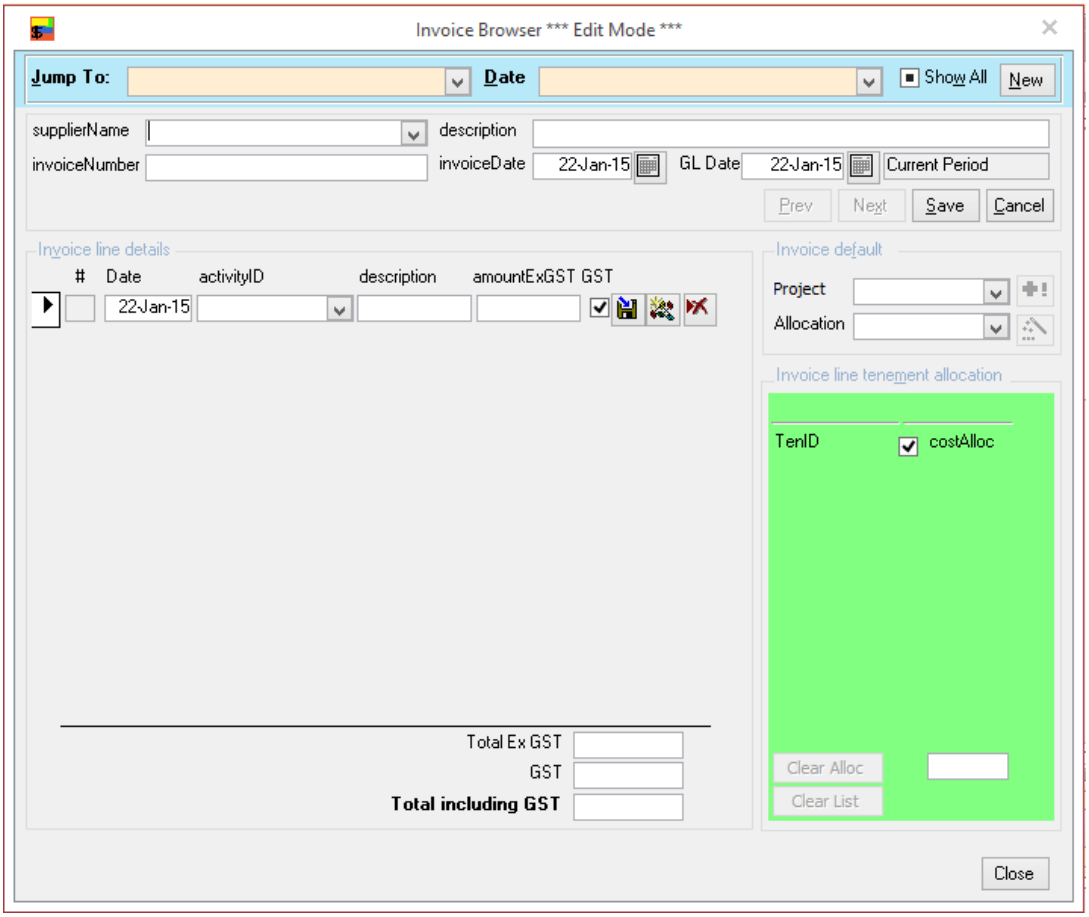
9.1 Invoice Browser

The *Invoice Browser* (see figure next page) enables the user to view and edit invoices in Expenditure Watch. It has five major areas:

- **Jump To section.** The *Jump To* section is the yellow section on the top of the *Invoice Browser*. It contains two *drop-down boxes* to select an invoice. The left drop-down box is ordered by supplier name and (supplier) invoice number; the right drop-down box is ordered by invoice date and supplier. The *Invoice Browser* starts with only non-finalised invoices. When the *Show All* checkbox is checked, all invoices are available. In the lists of the *drop-down boxes* finalised invoices are marked with a '*'. The New button enables the entry of new invoices.

- **Invoice Details.** Below the *Jump To* section is the *Invoice Details* section. This section holds the basic data of an invoice: the supplier, the invoice number, the invoice date, the general ledger date, the status and the description of the invoice. An invoice can have two statuses: *Finalised* or *Current Period*.

Browsing to other invoice is possible with the Prev and Next button. The Save button will save the invoice and the Cancel button will undo the last unsaved changes.



- **Invoice Lines Details**. Left on the *Invoice Browser* is the list of *Invoice Lines* and the *Invoice Totals*. An invoice line has 5 data fields: the work date, the activity, the description, the amount exclusive GST and a checkbox to add GST.

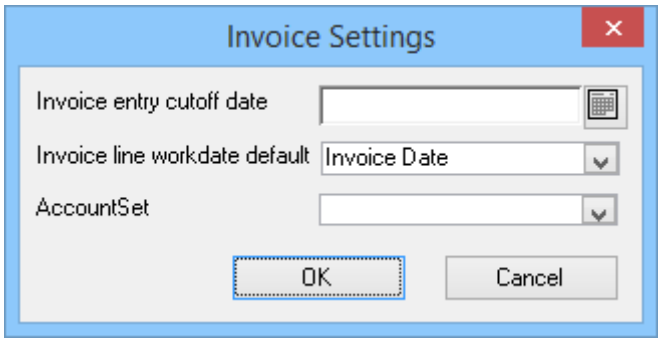
Depending on the *Invoice Module* settings, the *work date default* will be the invoice date or the general ledger date. The work date will be used in *Form5* calculations and can be changed. The *activity drop-down boxes* lists the account system activity codes. Within Expenditure Watch the activity codes are connected to Form-5 categories. The *GST checkbox* is only used in the *Invoice Browser* to calculate the total GST on the invoice and enables the user to check to total of the invoice with the total of the entered invoices lines. The button will save the invoice line and the button will delete the invoice line. With the button the present cost allocation of the invoice line will be deleted, the selected *project* in the *Invoice Default* section will be added to the *Tenement Allocation* section and the selected *allocation method* will be executed.

- **Tenement Allocation**. In the bottom right part of the *Invoice Browser* is the *Tenement Allocation* of the invoice line. This section shows the cost allocation of the selected invoice line. The percentage can be enter by the user or calculated by the computer during the execution of the allocation method (see *Invoice Default section*). The checkbox in the table header of the cost allocation table enables the user to select or deselect all tenements. Only the selected tenements will be used in the execution of the *allocation method*. After the execution the selected tenement will move to the top of the cost allocation table.

IMPORTANT: Each invoice line will have its own tenement allocation and must be entered or generated. Only the allocation of one invoice line, the green highlighted invoice line, is shown.

- **Default Allocation**. On the right of the *Invoice Browser* is the *Invoice Default* section. The button will add all the tenements of the selected project to the *Tenement Allocation* section. Only projects with live tenements are listed in the drop down list. The button will distribute the invoice line cost over the selected tenements in the *Tenement Allocation* section. There are five allocation methods in the Invoice Browser:
  - *Equally*. The *equally allocation method* will distribute the cost equally over the selected tenements;
  - *By Area*. The *by area allocation method* will distribute the cost of the invoice line over the selected tenements based on the sizes of the tenements;
  - *By Min Expenditure* The *by min expenditure method* will distribute the cost of the invoice line over the selected tenements based on the commitments of the tenements;
  - *Remaining*. The *remaining allocation method* will distribute the remaining percentage equally over selected tenements that do not have cost allocated. This *allocation method* is useful when at least a certain part of the cost must be allocated to several tenements. After entering the percentages manually to those tenements, the remaining percentage can be allocated to the rest of the tenements in the list;
  - *As first*. The *as first allocation method* copies the same allocation as used with the first *invoice line*. This is useful if all *invoice lines* must have the same allocation. This *allocation method* will not work on the first *invoice line*.

9.2 Invoice module settings

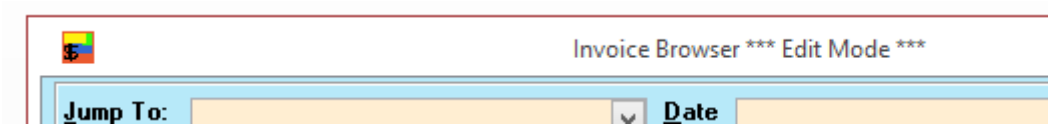


The *invoice module* has a separate settings window for three settings. The *last day of finalised period* is the cut-off date for finalised invoices. Only invoices that have a general ledger date after this day are editable. In administrator mode an administrator can overrule

this setting. The date selected in the *invoice line work date default* will be used as default by adding new invoice lines. This work date of a invoice line will be used for the *Form5* calculations. It can be changed.
Only activities of the selected *account set* will be shown in the invoice line activity drop-down list.

9.2.1 Administrator Mode

The Administrator Mode enables an administrator to overrule the cut-off date setting in the *Invoice browser* and edit finalised invoices. If the *Invoice Browser* runs in *Administrator Mode* the text "*** Edit Mode ***" will be added to the title bar of the *Invoice Browse*



10 Settings Menu

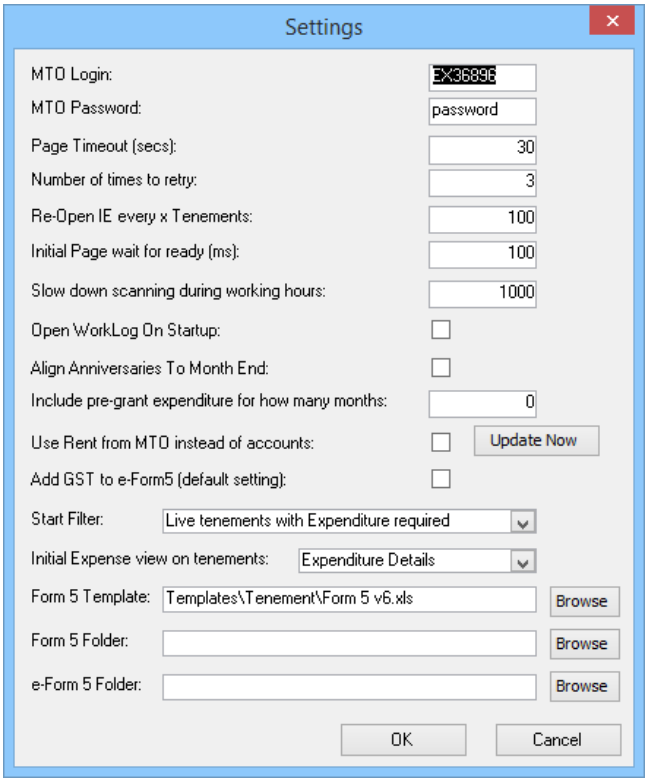
These are accessible from the Settings menu on the main menu bar. Items are:

10.1 Registration

The Registration function is used to register Expenditure Watch when it is first installed. See installation (Appendix D, page 119) for details.

10.2 Expenditure Watch Settings

These are the basic setting for Expenditure Watch.



Settings are:

- **MTO Login** – the login name used for Mineral Titles Online
- **MTO Password** – the password for MTO. These are used for doing the update from MTO
- **Page Timeout** – The time in seconds before retrying a page when downloading from MTO
- **Number of times to retry –** The number of times to retry the scan after it has failed.
- **Re-Open IE every x Tenements** – will close Internet Explorer and log back on to MTO after so many tenements. This is to avoid your computer slowing down after a while due to a memory leak in IE.
- **Initial Page wait** – is the time in milliseconds to wait for a page to load before checking its state.

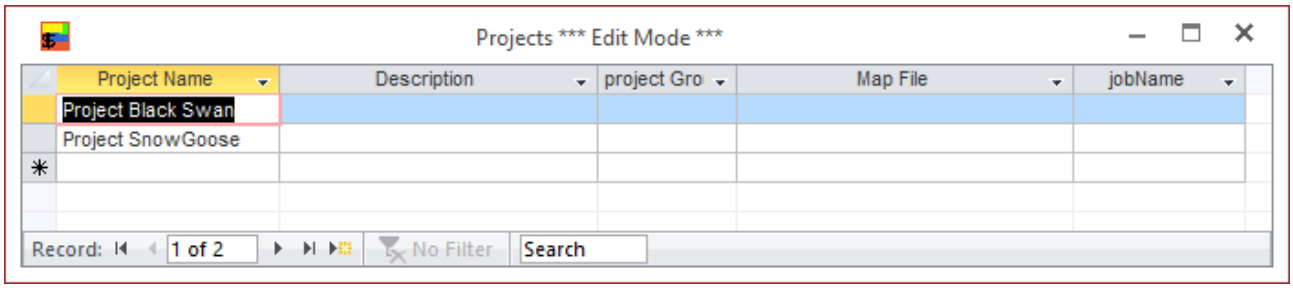
- **Open Work Log on start-up** – will streamline timesheet recording by starting up Expenditure Watch with a blank timesheet.
- **Align Anniversaries to Month End** – sets the accounting period for tenements to be from the first day of the following month to the last day of the year ending month. Otherwise the accounting period is the exact tenement year from grant date to anniversary date.
- **Include pre-grant expenditure** – lets you extend a tenement's FIRST year back the specified number of months to allow you to capture any pre-grant expenditure

> *Note: You will need to recalculate anniversaries and reallocate expenditure after changing either of the above two settings. Go to Tools ▸ Recalculate Anniversaries, followed by Tools ▸ Reallocate Expenditure Years*

- **Start Filter** – is the initial tenement filter to apply when Expenditure Watch starts and there is no user filter selected. See the section on filtering for more details.
- **Initial Expense view** – lets you select the default current year expenditure view when browsing tenements
- **Form5 Template** – is the default template file to use when creating form5's
- **Form5 Folder** – is the default output folder to save completed form5's in.

10.3 Projects

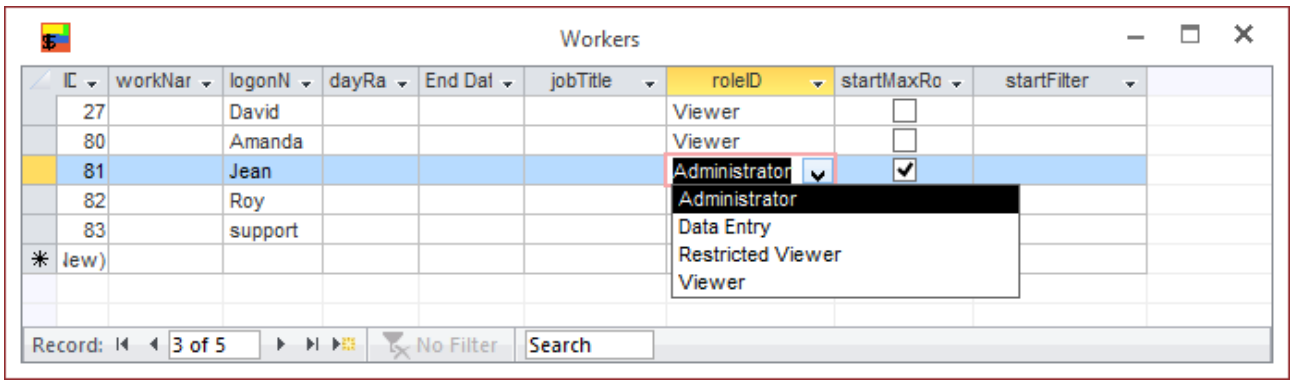
Let's you define or modify the projects to which tenements belong. Projects are automatically created when you import tenements; this form lets you adjust their properties.



To delete a project that is no longer in use, click the row selector (the leftmost grey box) to highlight the row, and press the delete key. To add a project, enter its details in the new record row (marked with the *). The map file can be a path to map file (pdf, jpg etc.) that will be displayed when you click the Map button on the work log screen.

10.4 Workers

This feature lets you name and assign an hourly rate to workers whose time will be logged in the work log. The rate is encrypted and hidden to protect workers privacy.

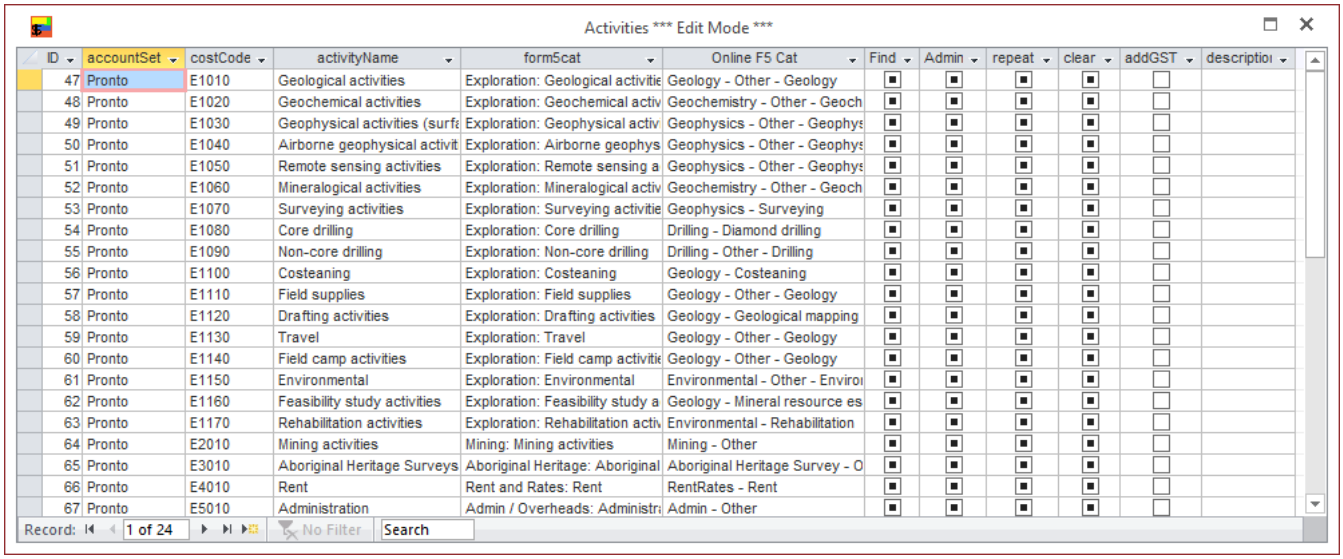


Add and remove workers as per the projects. Fields are:

- **WorkName** – worker name
- **logonName** – the computer logon name used by that worker. This is used to set the default name when entering in timesheet details and to set user's roles.
- **dayRate** – is the hourly rate for the worker. This is usually a calculated 'cost' rate including overheads rather than the actual hourly rate.
- **endDate** – the date at which this pay rate or worker finished. To change pay rates, you need to set an end date for the old rate, and create a new worker record for the new rate.
- Job Title
- **RoleID –** the user's role in Expenditure Watch.
- **startMaxRole –** lets administrators start in Administrator mode, rather than the default viewer mode
- **startFilter –** the initial filter in Expenditure Watch when that user starts the application.

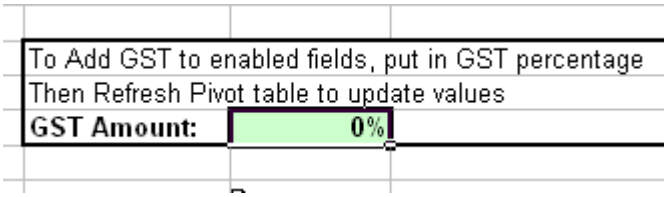
10.5 Activities (or Chart of Accounts)

This lets you define and modify the Activities (or Chart of Accounts) that will be used on form5 reports. These activities need to be mapped to the varying account or transaction types used in the accounting system.



This is set up during initial configuration with default values but needs to be reviewed and adjusted to match actual account code usage. You also may need to add new codes that are created in the accounts. Fields are:

- **Account Set** – which set of accounts this activity belongs to.
- **Cost Code** – the accounting system code for the activity. Where accounting systems have split codes (eg Classic, with Phase and Requirement codes), the import pre-processor combines them
- **Activity Name** – the accounting system's name for the code
- **Form5Cat** – the paper form5 category that the activity is mapped to. Leave this blank for activities that are non-admissible for expenditure; anything in this activity will not appear on expenditure reports or totals, and can only be seen by running the Excluded Expenditure reports.
- **Online F5 Cat** – the e-form5 category that the activity is mapped to.
- **Find** – This is a little macro that looks in the Activity Name for matching keywords in the form5 categories to predict the *form5cat* and *Online F5 Cat*. It's sometimes right!
- **Admin** – sets the activity as an admin expense
- **Repeat** – repeats the previous form5 category
- **Clear** – clears the form5 category fields
- **addGST** – tells Expenditure Watch to add 10% GST to the accounting system amount for this activity code when importing the data. To update amounts in Expenditure Watch once you have changed this, you need to re-import your expenditure data.
-
- This field also tags all transactions for this activity code with their GST attribute.
- By putting in the GST value in the Summary sheets of the form5 and then refreshing the pivot table, the form5 totals will now include GST.



IMPORTANT NOTE: In general, all external costs apart from Shire Rates, food or overseas expenses include GST. Note that even with GST enabled, Expenditure Watch by default shows expenditure amounts exclusive of GST; you can add it back in at the Form5 only. You can import expenditure data with the MoneyAddGST conversion; this will then make everything in Expenditure Watch GST inclusive, and you should not add it on again on the Form5.

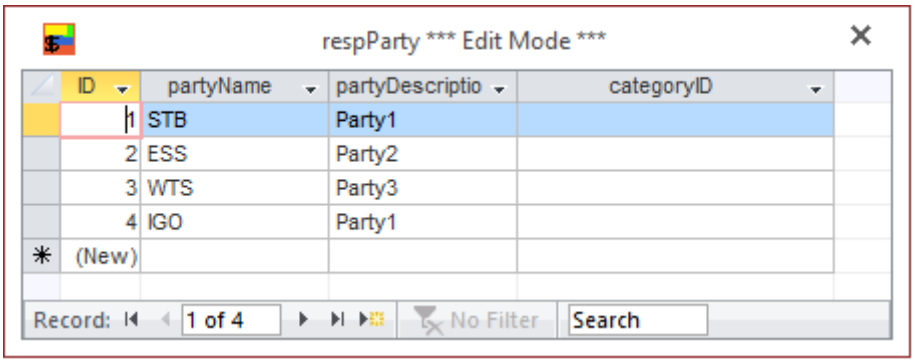
To delete an activity that is no longer in use, click the row selector (the leftmost grey box) to highlight the row, and press the delete key. To add a new activity, enter its details in the new record row (marked with the *).

10.6 Expenditure Categories

Lets you define new expenditure categories for filtering purposes. Expenditure Watch will only show tenements with the category **Expenditure Required** on its expenditure status reports.

10.7 Responsible Parties

Data sets can be tagged to responsible parties, and you can filter tenements by responsible party as well. In the expenditure reports, you get totals by responsible party.



10.8 Form5 Categories

The form5 categories are based on the suggested breakdown of expenditure required for annex 1 of the form5. Adjustable fields are:

- **isAdmin** – anything allocated to this category is subject to the 20% admin maximum rule
- **isActivity** – controls which categories are added up to calculate the actual expenditure to which the 20% admin rule applies
- **isMining** – identifies the category(s) to exclude from group expenditure calculations.

F5categories *** Edit Mode ***

	expGroup	activityName	Online F5 Cat	description	isAdm	isActivi	isMinir
1	Exploration	Geological activities	Geology - Other - Geology	Geological mapping, sampling, drilling supervision,	☐	☑	☐
2	Exploration	Geochemical activities	Geochemistry - Other - Geochemis	Geochemical sampling, analysis of surface geoche	☐	☑	☐
3	Exploration	Geophysical activities (surfa	Geophysics - Other - Geophysics	Ground geophysical surveys, downhole logging d	☐	☑	☐
4	Exploration	Airborne geophysical activitie	Geophysics - Other - Geophysics	Survey costs, geophysical data processing and in	☐	☑	☐
5	Exploration	Remote sensing activities	Geophysics - Other - Geophysics	Aerial photography, remote sensing images, photo	☐	☑	☐
6	Exploration	Mineralogical activities	Geochemistry - Other - Geochemis	(Exploration for diamonds, heavy mineral sands, et	☐	☑	☐
7	Exploration	Surveying activities	Geophysics - Surveying	Gridding, line clearing, grid tie-in, tenement bounda	☐	☑	☐
8	Exploration	Core drilling	Drilling - Diamond drilling	Diamond drilling costs (including pre-collar open-h	☐	☑	☐
9	Exploration	Non-core drilling	Drilling - Other - Drilling	Drilling costs, access road preparation; ALSO sho	☐	☑	☐
10	Exploration	Costeaning	Geology - Costeaning	Plant and equipment hire for trenching and bulk sar	☐	☑	☐
11	Exploration	Field supplies	Geology - Other - Geology	Exploration equipment, consumables and supplies,	☐	☑	☐
12	Exploration	Drafting activities	Geology - Geological mapping	Drafting, consumables and supplies, salaries for d	☐	☑	☐
13	Exploration	Travel	Geology - Other - Geology	Travel costs directly associated with mineral explo	☐	☑	☐
14	Exploration	Field camp activities	Geology - Other - Geology	Establishment and maintenance of exploration bas	☐	☑	☐
15	Exploration	Environmental	Environmental - Other - Environmen	Environmental studies	☐	☑	☐
16	Exploration	Feasibility study activities	Geology - Mineral resource estimat	Resource Estimation	☐	☑	☐
17	Exploration	Rehabilitation activities	Environmental - Rehabilitation	topsoil stripping, Seed collecting sowing, bioreme	☐	☑	☐
18	Mining	Mining activities	Mining - Other	Mine planning, open-cut mining, underground minin	☐	☑	☑
19	Aboriginal Heritag	Aboriginal Heritage Surveys	Aboriginal Heritage Survey - Other	Archeology, Anthropology Heritage Survey Indiger	☐	☐	☐
20	Rent and Rates	Rent	RentRates - Rent	Rental each year.	☐	☐	☐
21	Admin / Overhead	Administration	Admin - Other	head office costs, accounting, mining tenement ma	☑	☐	☐
22	Land Access / Na	Land Access/Native Title	Land Access Native Title - Other	native title and land access costs including private	☑	☐	☐
23	Rent and Rates	Rates	RentRates - Rates	local government rates, paid in connection with the	☐	☐	☐

Record: 1 of 23 No Filter Search

10.9 Regions

The regions table can be used to customise behaviour for tenements in different states or regions.

Regions [Read Only]

regionNan	Description	MTOSca	adminMeth	paran	paran	manualYears
NSW	New South Wales	☐				☐
NT	Northern Territory	☐				☐
QLD	Queensland	☐				☐
SA	South Australia	☐				☐
TAS	Tasmania	☐				☐
VIC	Victoria	☐				☐
WA	Western Australia - Mineral Titles Online	☑	WaAdd	20%		☐

Record: 1 of 7 No Filter Search

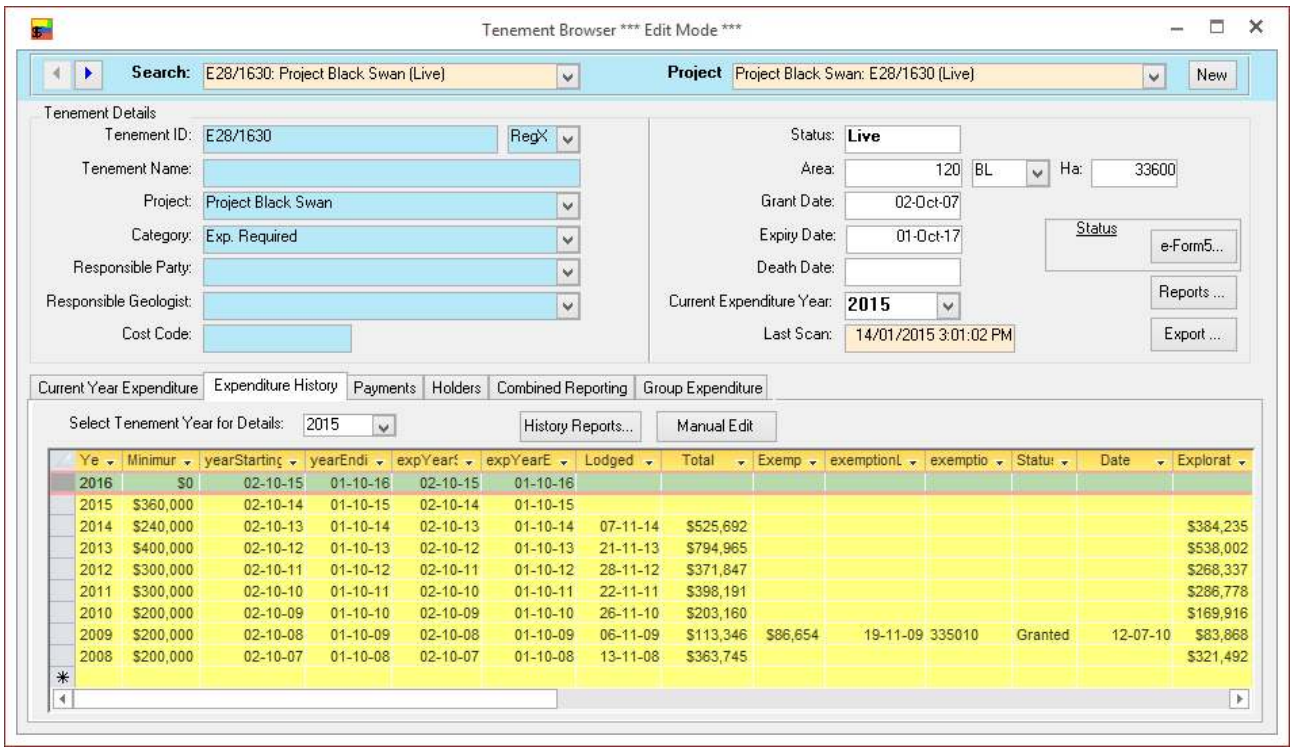
Refresh tenement details from Mineral Titles Online only is done with tenements in regions with the MTOScan flag turned on. For other regions, you need to update tenement details manually or by re-importing an updated tenement schedule.

Use **Admin Method** to control how admin is calculated for each region. Options are:

- **Actual** - Use Actual Admin (no limit)
- **WaAdd** - Add up to limit percentage (in param1) to max of activities and commitment
- **WaLimit** - use actual Admin limited to maximum percentage in param1 (don't add anything on)
- **Expenditure Watch2.X** – use old Expenditure Watch calculation (add param1 % to non-admin expenditure). This is for backward compatibility only.

To enable the manual assignment of Expenditure Years, simply create a new Region (e.g. RegX) in the table and click on the manualYears checkbox for that region, or click on the manualYears checkbox for an existing region. Once manualYears has been enabled for the region, in the Tenement Browser, you will then be able to modify (by clicking on the Manual Edit button) the following additional fields within the Expenditure History of the selected tenement:

- **yearStarting** – first date beginning the tenement year
- **yearEnding** – last date of the tenement year
- **expYearStarting** – first date beginning the tenement expenditure year (same as yearStarting unless your expenditure years are being aligned to different dates)
- **expYearEnding** – last date of the tenement expenditure year (same as yearEnding unless your expenditure years are being aligned to different dates)

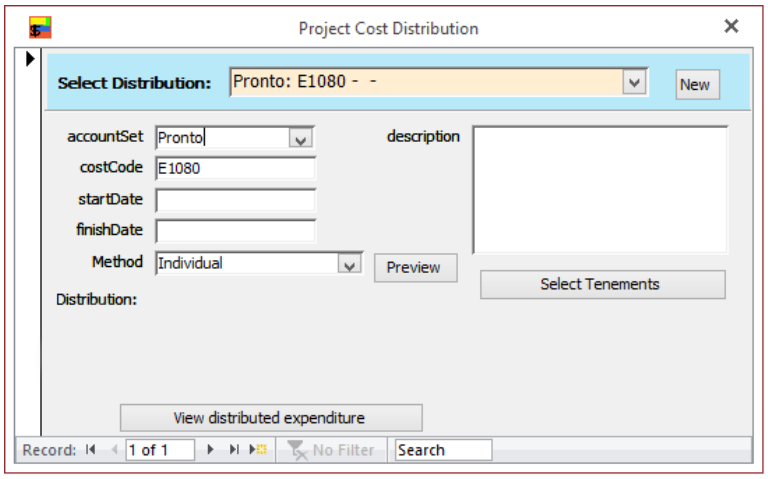


10.10 Cost Distributions

The cost distributions allow you to distribute expenditure that has been assigned to project codes in the accounts system to individual tenements in Expenditure Watch according to a formula. They can also be used to correct incorrect codes, e.g. when a tenement ID has

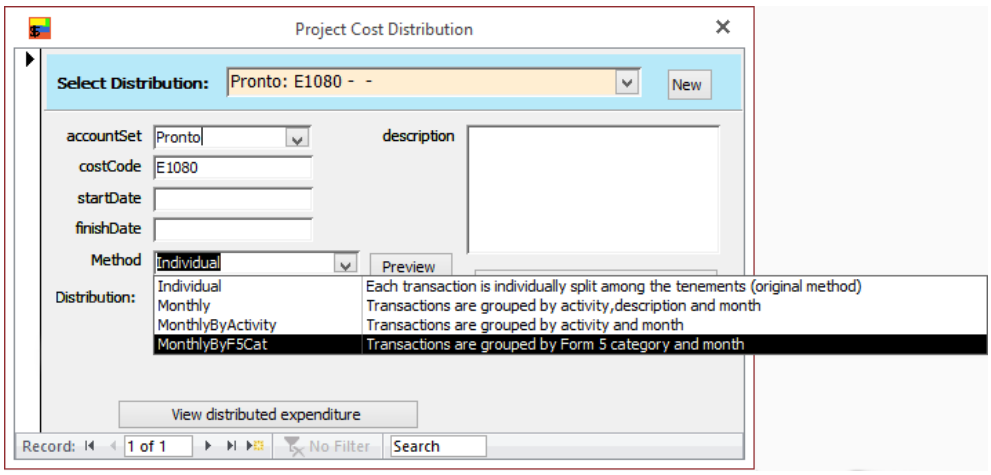
been miscoded in the accounts. In this case, you can simply create a distribution that allocates 100% of the miscoded cost code to the correct tenement.

To set up a new Cost Distribution select Settings, Cost Distributions:

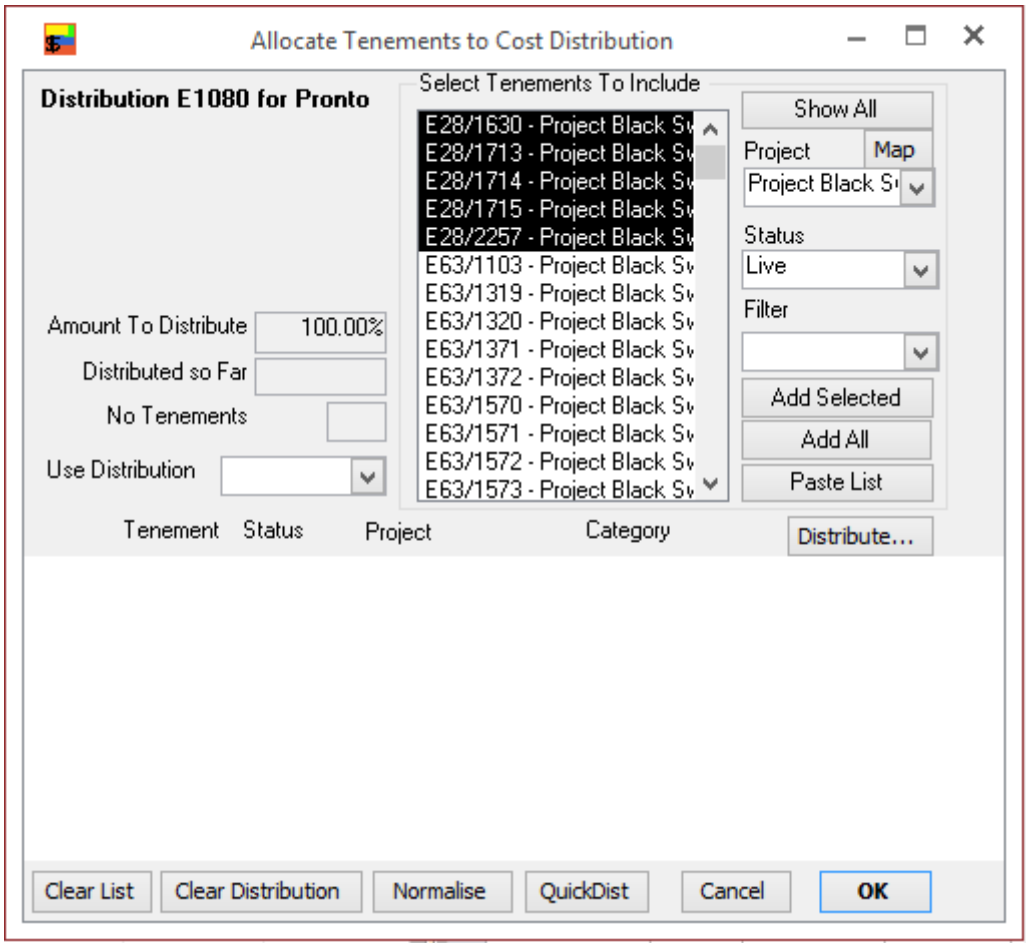


In some instances the export of the Transactions listings for Expenditure can become very large. If this is the case this spreadsheet can be grouped to reduce the number of entries pulled into Expenditure Watch. You would do this by selecting an appropriate Method to Group By. Existing Cost Distributions can be selected from the Select Distributions drop down list. To create a new distribution:

1. Click on the New button
2. Select the appropriate Account Set that the distributions will be coming from
3. Enter in the new Cost Code. This can be a Project Code or any group coding
4. You may if you wish specify a Start & Finish Date for the distribution. Any transactions that fall out with those dates will not be distributed
5. You may now select the Method of Distribution:
    a. **Individual**: all transactions will be individually allocated to each selected tenement (original method)
    b. **Monthly**: transactions are grouped by activity, description & month and then allocated
    c. **Monthly by Activity**: transactions are grouped by activity & month and then allocated
    d. **Monthly By Form5 Cat**: transactions are grouped by Form5 category & month and then allocated



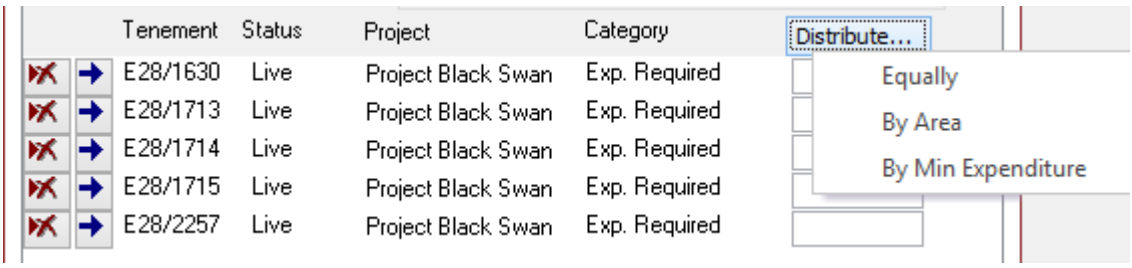
Once you have set this up you are ready to select which tenements you wish to distribute the costs across. Click on Select Tenements



Distributions need to change over time as tenements are added and removed from the project. You can do this either by creating new distribution codes in your accounts and in Expenditure Watch, or else you can set the date range to which the different distributions apply and create multiple distributions for the same cost code.
If you change an existing distribution, the next time you import data that contains transactions linked to those cost codes, the amount will be re-distributed according to the new distribution formula. This may impact on form5's that have already been submitted, so

make changes with care! It is probably better to create a new distribution, starting from a given date, than modify an existing distribution.

Filter the list as you need to by Project, Tenement Status "Status" or a custom filter. To show the complete tenement list click Show All Tenements. On the tenement list, you can select 1 or more tenements to add to the distribution list. To allocate the selected tenements to the distribution, click Add Selected



Once the tenement are listed below, click the Distribute... button to choose the method of distribution.
You can allocate percentages to each tenement using the following methods:

- **Equally** – Equal percentage for all tenements
- **By Area** – Percentage based on the size of each tenement
- By Min Expenditure – ?

If you wish to see how money has been allocated to tenements in this distribution, click the View Distributions button.

> *Note: Changes to distributions only come into effect when you re-import your transaction data*

10.11 Tenement Filters

Tenement filters let you group tenements and produce reports for just those tenements.

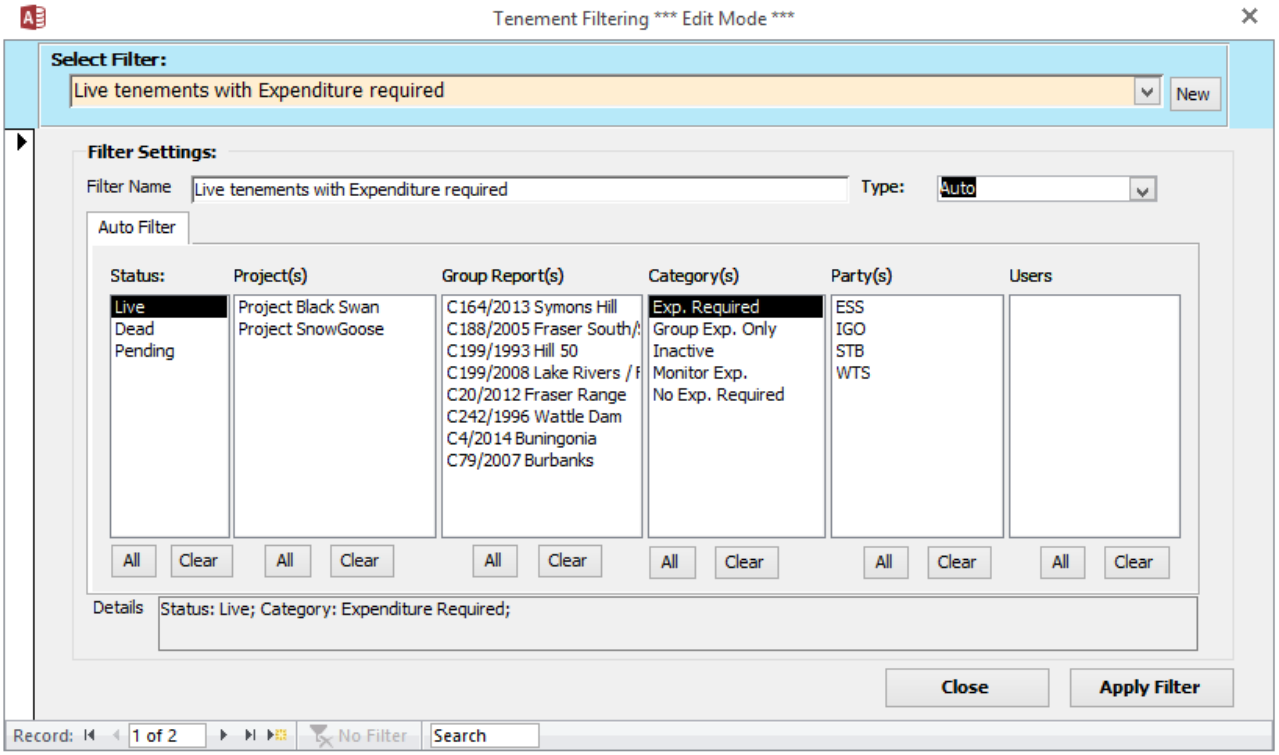
You can define any number of filters, and describe them as required. To select an existing filter, click the drop down **Select Filter** box to go the required filter, and then click the **Apply Filter** button. Click the New button to define a new filter, and name it and select the filter parameters. If you leave the name blank, it will default to the description of the filter. In each filter parameter, selecting none in that group (i.e. don't care) is the same as selecting all. To delete a filter, right-click on the filter title bar and select "Delete Record".

There are three types of tenement filters: Auto, Manual and Selected.

10.11.1 Auto Mode

In Auto mode, tenements can be filtered according to a set of predefined categories: *Tenement Status*, *Project*, *Expenditure category*, and *Responsible Party*. Select one of the pre-defined filters from the drop-down button – all reports will then only show tenements

that belong to the current filter. You can select which filter is used at start-up in the **Expenditure Watch Settings**, see paragraph 10.2 (page 89).



With a filter applied, the main Expenditure Watch form details along with all reports will change to reflect the status of the particular set of tenements filtered for.

10.11.1.1 Filter by combined reporting group

This lets you select one or more combined reporting groups to be included in the filter

10.11.1.2 Filter by Party

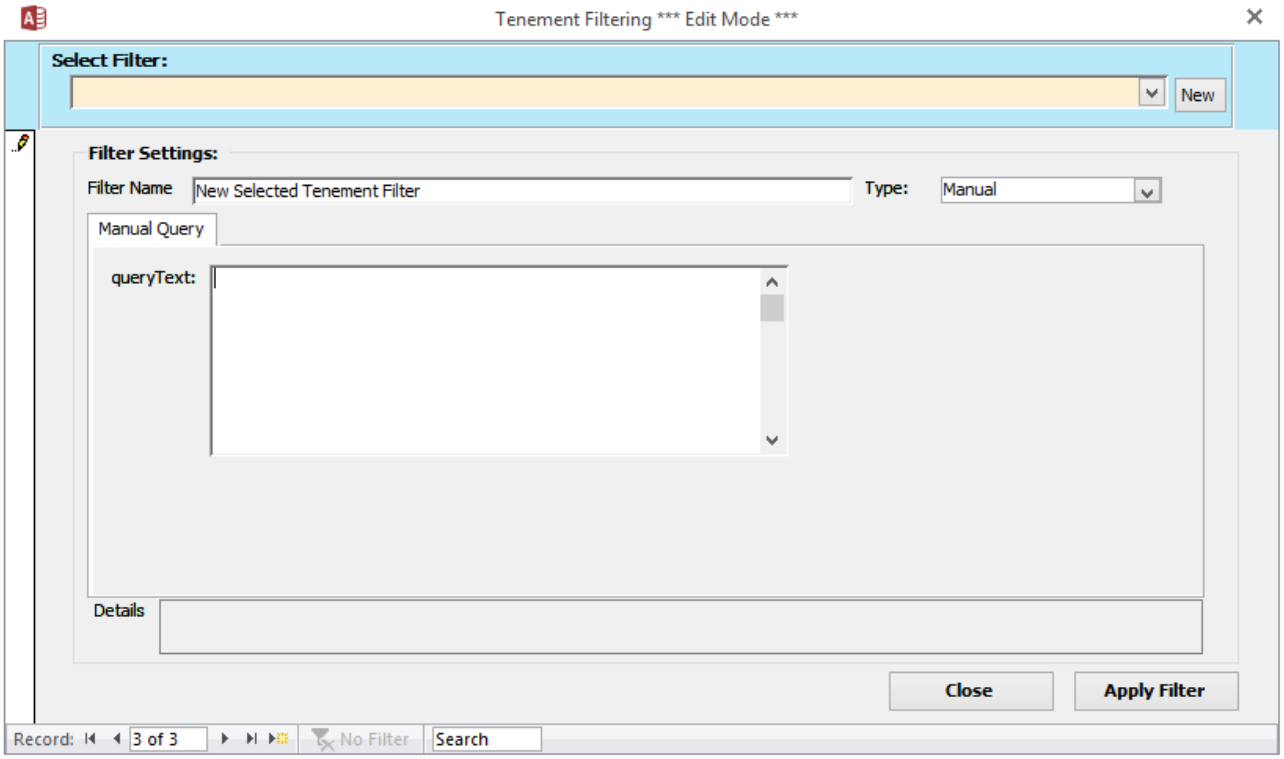
This selects tenements based on their Responsible Party setting – usually the managing company.

10.11.1.3 Filter by Responsible Person / User / Geologist

This is based on a tenement import field, “RespUserID” which can identify an Expenditure Watch user out of the “Workers” table. Its intention is to allow individual users to quickly filter for the tenements they are responsible for.

10.11.2 Manual Mode

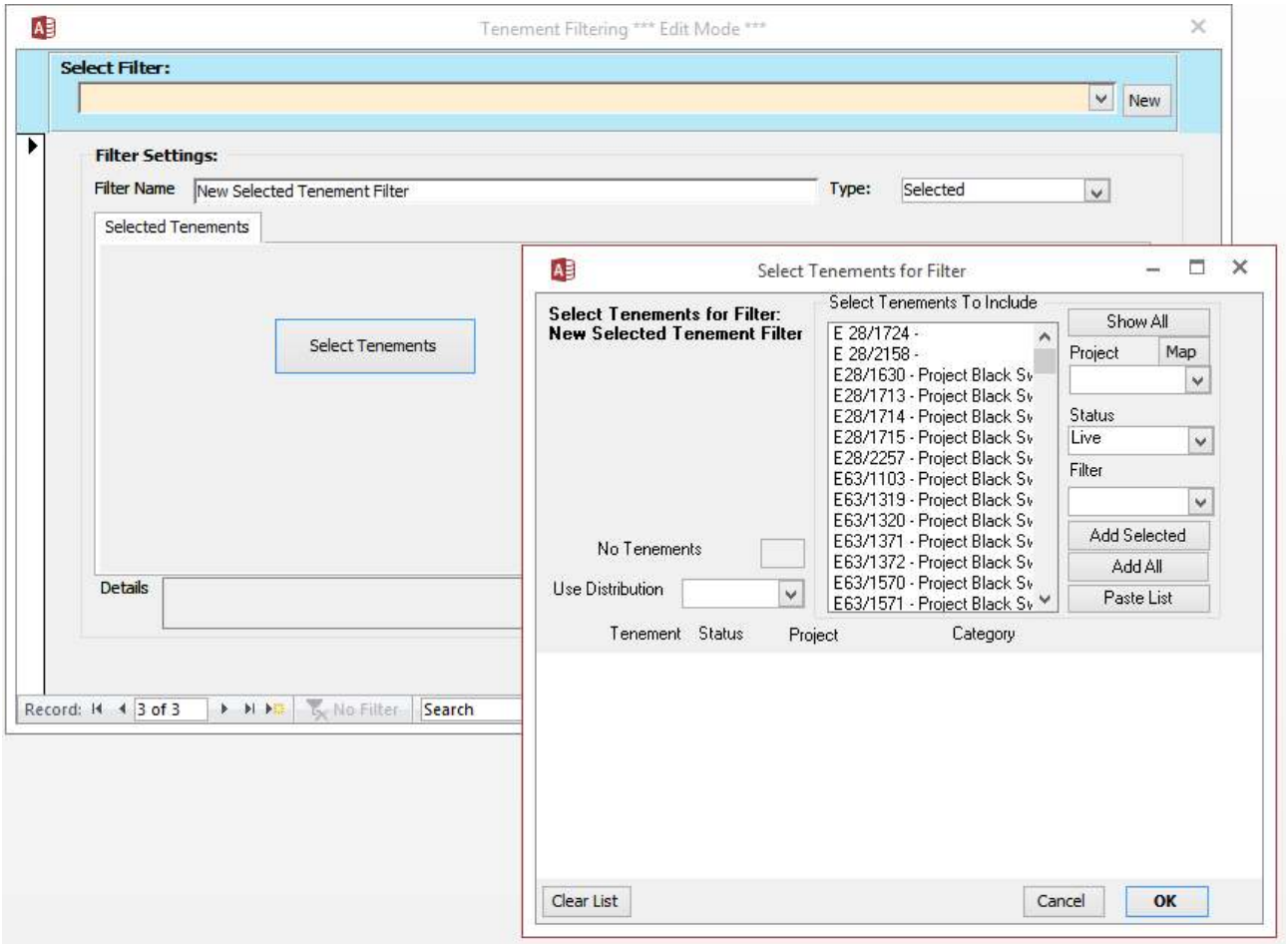
If you have special filtering requirements that cannot be met by the existing filter definitions, you may select the Manual filter type and enter a SQL “where” clause. Talk to V-Biz.Net if you need help!



NOTE: Which tenements are members of a filter are calculated when the filter is created then stored. MTO Scans and Tenement imports also recalculate the filters, however any manual changes to tenements that may affect filters will require you to recalculate the filters by selecting Tools | Recalculate Tenement Filters

10.11.3 Selected Mode

In Selected mode, you use the Tenement Selection Dialog to select exactly which tenements to include in the filter.



10.12 Rates Estimate Source Data

Rates *** Edit Mode ***

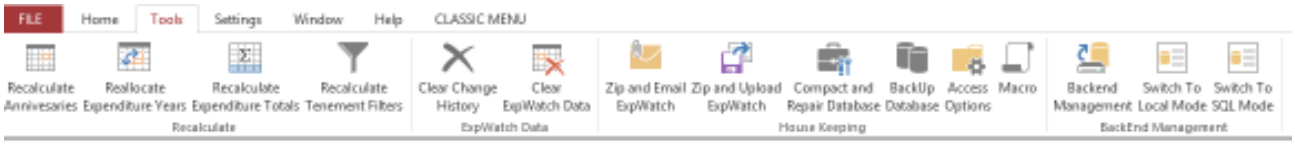
ShireName	PhoneNo	ContactName	year	rate
Wagin Shire	9861 1177	Kerry Tacken	2008	1.0
Three Springs Shire	9954 1001	Kylie McGree	2008	1.7
Kalamunda Shire	9257 9999	Lisa McManus	2008	0.0
Goomalling Shire	9629 1101	Kelly Brookes	2008	0.
Brookton Shire	9642 1106	Peter Kocian	2008	1.
Brookton Shire	9642 1106	Peter Kocian	2008	1.
Westonia Shire	9046 7063	Jasmine Geier	2008	0.0
Northam Shire	9622 6100	Lauren Holten	2008	0.3
Bruce Rock Shire	9061 1377	Natasha Robinson	2008	0.012
Carnamah Shire	9951 7000	Jessica Parker	2008	2.2
Plantagenet Shire	9892 1111	Vanessa Ward	2008	0
Capel Shire	9727 0222	Anita Scott	2008	0.2
Toodyay Shire	9574 2258	Narelle Rodger	2008	0.
Quairading Shire	9645 1001	Holly	2008	1.4
West Arthur Shire	9736 2222	Nola Lloyd	2008	0.00
Wongan-Ballidu Shire	9671 1011	Renae Millsteed	2008	1.6
Merredin Shire	9041 1611	Megan Romanelli	2008	1.
Nungarin Shire	9046 5006	Courney Tompkin	2008	2.21
Woodanilling Shire	9823 1506	Kahlia Wardle	2008	0.

Record: 1 of 103 No Filter Search

This form lists the source data for the shire rates calculation, along with validation data. These rate amounts are manually updated by the user as required.

11 Tools Menu

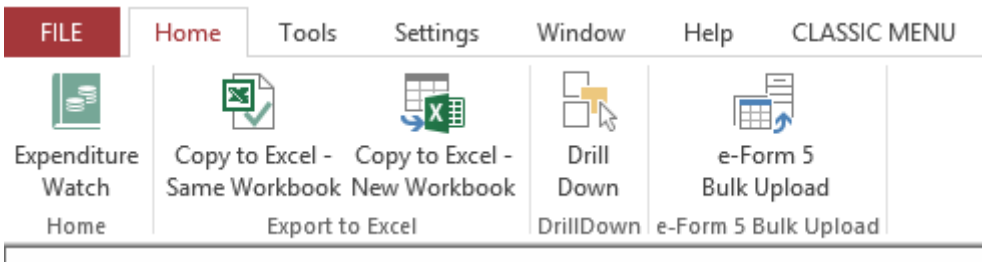
These are off the tools tab on the main ribbon.



- **Recalculate Anniversaries** – This updates all anniversary dates for tenement years. This is necessary when you manually enter tenement grant dates or expenditure years, or you switch between end-of-month anniversaries and actual anniversaries.
- **Reallocate Expenditure Years** – Normally when you import expenditure data, Expenditure Watch allocates it to the appropriate tenement, and then to the correct expenditure year. If years change, you need to re-allocate the expenditure.
- **Recalculate Expenditure Totals** – As timesheets are modified and tenements altered, some of the totals can get out of synch. Use this tool to recalculate them.
- **Recalculate Tenement Filters** – use this if you have changed some tenement details and the filters are not showing the correct list of tenements.
- **Zip and Email Expenditure Watch** – Will zip up the Expenditure Watch database and attach it to an email message, ready to send. Use this to transport Expenditure Watch files, or send to VBIZ for support queries.
- **Clear change history** – Gets rid of any change history associated with tenements. Expenditure Watch records all changes, and this record can grow large over time.
- **Clear Expenditure Watch Data** – This is only used when setting up a new Expenditure Watch data file.

The other items are standard Access tools provided for your convenience.

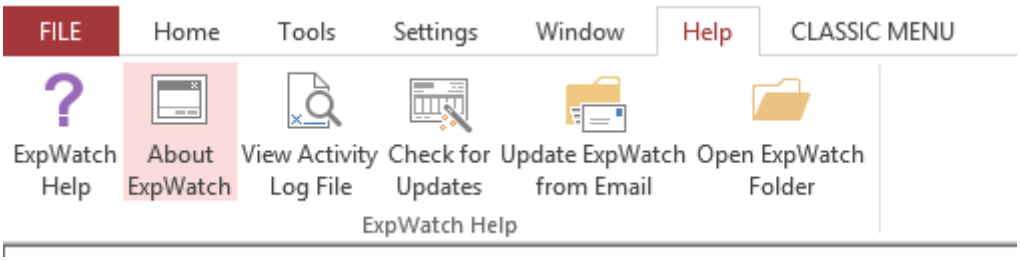
11.1 Drilldown command for quick access to tenement details



This command is useful to find individual tenement details from other reports. Simple click in a field on the report that has a tenement ID, then click drilldown (or Alt-D from the keyboard). This will open the tenement browser on that tenement.

12 Help Menu

There are a number of help functions under the help menu.



- **Expenditure Watch Help** – Will bring up the current manual.

- **About Expenditure Watch** – Will tell you the current version and Build of Expenditure Watch. Each build of Expenditure Watch is customised to a single version of Microsoft Access, and may not work properly in other versions.

- **Check for Updates** – Will log onto the V-Biz.Net website and check for a newer version of Expenditure Watch. If one is available, you have to option to download it and install it automatically. When updating, the old Expenditure Watch file is renamed and saved to an 'updates' folder, and the new file replaces the old version. When the new version first starts up, you have the option to import all your previous settings and tenement sets from the previous version.

- **Update Expenditure Watch from Email** – Use this function to install an update to Expenditure Watch that was emailed to you. Have the email message selected in Outlook that contains the update, and then run this function. The current Expenditure Watch file will be archived, and the new file installed in its place. By default, Expenditure Watch will try to load the archived data into the new file. If the update is a new version, Expenditure Watch will automatically import your old data into the new version. If the update supplied is complete with up-to-date data, you will need to cancel the update from existing file that it will try to perform so that the new data is left intact

- **Open Expenditure Watch Folder** – This just opens **Windows Explorer** in the current folder where Expenditure Watch is located. Very useful if you don't know where Expenditure Watch is!

Appendix A Group Expenditure Exemptions Caution

Introduction

Tenements that are members of a combined reporting group can be granted exemptions based on project expenditure, under section 102(2)(h) of the Mining Act. The exemption will be granted if the aggregate expenditure of the group exceeds the aggregate commitment of the group.

The DMP has a policy that determines how group expenditure will be calculated. Previously, this was to total the most recent Form5's at 60 days after the tenement's anniversary. This method thus depended upon when Form5's were lodged, rather than specific anniversary dates. Expenditure Watch, in contrast, uses the tenement anniversary to determine which year to include, by including all Form5's for the years ending during the year that the exemption is being sought. In most cases this matched the DMP, but in some cases there may have been discrepancies.

A new policy, issued in Feb 2010 appears to support Expenditure Watch's interpretation of the "relevant operation report".

A.1 Mining Act, Regulations and Department Policy

Section 102(2)(h) of the Mining Act 1978:

(h) "that -

(i) the mining tenement is one of 2 or more mining tenements **("combined reporting tenements")** the subject of arrangements approved under section 115A(4) for the filing of combined mineral exploration reports; and
(ii) the aggregate exploration expenditure for the combined reporting tenements would have been such as to satisfy the expenditure requirements for the mining tenement concerned had that aggregate exploration expenditure been apportioned between the combined reporting tenements."

(2a) In subsection (2)(h) —"aggregate exploration expenditure" means expenditure —(a) on, or in connection with, exploration for minerals on the combined reporting tenements; and (b) worked out in a manner specified in the regulations.

From the Mining Regulations 1981 amended 2006:

58A. Aggregate exploration expenditure
(1) In this regulation —
"relevant operations report" means a report of the kind required under section 51, 68(3), 70H(1)(f) or 82(1)(e) —
(a) filed for a combined reporting tenement; and
(b) covering the year or any part of the year to which the proposed exemption relates.

(2) For the purposes of the definition of “aggregate exploration expenditure” in section 102(2a), the expenditure is to be worked out by adding together the total exploration expenditure shown in each relevant operations report.

From the DMP POLICY GUIDELINES, EXEMPTION FROM EXPENDITURE CONDITION, ISSUED 11 FEBRUARY 2010

For a tenement to be granted a “project exemption”, the tenement must have combined reporting status (as approved under section 115A(4) of the Act). Such approval must have been given in writing prior to the end of the period for which exemption is being sought. The same applies to all tenements in the group ie, for any tenement to be included in the calculation of aggregate expenditure it must have had combined reporting status approved prior to the anniversary of the tenement for which exemption is being sought **(the subject tenement)**.

The project expenditure commitment and the aggregate expenditure will be calculated at the subject tenement’s anniversary date plus 60 days (or, if an extension of time to lodge the Form5 has been granted, at the expiry of that extended period), thereby ensuring that the reported expenditure for the subject tenement will be included in the calculations.

Aggregate exploration expenditure is calculated by adding the total expenditures reported on the relevant operation reports (Form5) submitted for all tenements in the group excluding any monies claimed under ‘Mining Activities’ in those operations reports. Expenditure on tenements that have expired, been forfeited or surrendered during the period will be included in the calculation.

NOTE: This policy was updated in Feb 2010, changing the words from “most recent operation reports” to “relevant operation reports”. Verbal contact with Phil Boyland, Compliance Manager DMP on 22/3/10 clarified what is the ‘relevant’ operations report in the following cases:

For the “Subject Tenement” it is the form5 covering the exemption period, assuming it has been lodged prior to the calculation date.

The relevant form5 must have affected the subject tenement’s exemption period. (Ideally it would be the form5 that covered the greatest amount of relevant expenditure, but that cannot be calculated currently) This means that tenements with the SAME anniversary as the subject tenement use the same year’s form5 as the subject tenement.

For tenements with anniversaries just BEFORE the subject tenement’s anniversary, it is the form5 for that period ending prior to the subject tenement’s anniversary, assuming it has been lodged before the calculation date.

For tenements with anniversaries just AFTER the subject tenement’s anniversary, it is the PREVIOUS YEAR’s form5,

whether or not the current year's form5 is lodged before the calculation date. [New]

In summary, the "Relevant form5" is the form5 for the year ending within the subject tenement's exemption period, assuming it has been lodged by the calculation date.

A.2 Expenditure Watch Inclusion criteria

The criteria Expenditure Watch uses to include tenements in group expenditure, for a "subject tenement" (the tenement that the exemption is being considered for) in its "relevant year" (the period to which the exemption applies) are as follows:

1. The tenements are in the Expenditure Watch tenement list
2. The Form5 will have been lodged for those tenements **for the year ending during the subject tenement's relevant year**. (This excludes tenements in their first year from the group)
3. The tenements are part of the combined reporting group at the subject tenement's anniversary date
4. Tenements that die during subject tenement's relevant year are included as long as MTO still lists their group membership after death; their death date is taken as the date they exit the group. Expenditure Watch presume the final form5 for the dead tenements will have been lodged, so the tenements can contribute to the group expenditure.

Phil Boyland's clarification indicates the DMP's new calculation should match the Expenditure Watch calculation in all cases now, even where Form5's are lodged during the 60 day period for tenements whose anniversary is shortly after the subject tenement.

Example.

An exemption is being sought for Tenement B, for the year ending 15/3/2010. Tenement C shares this anniversary date; Tenement A's anniversary is 7/3/10 and tenement D has anniversary 21/3/10. All Form5's are lodged at the same time; 30/3/10.

Which is the relevant year for these tenements?

The calculation date (assuming no extensions) is 14/5/2010

Tenement	Year ending	Form5 Lodged	Relevant Year
A	7/3/10	30/3/10	2010
B (subject tenement)	15/3/2010	30/3/10	2010
C	15/3/2010	30/3/10	2010

D	21/3/10	30/3/10	2009

As D’s anniversary is after B’s, it uses the form5 lodged for the year ending 21/3/2009.

Appendix B Expenditure Watch monthly update guide

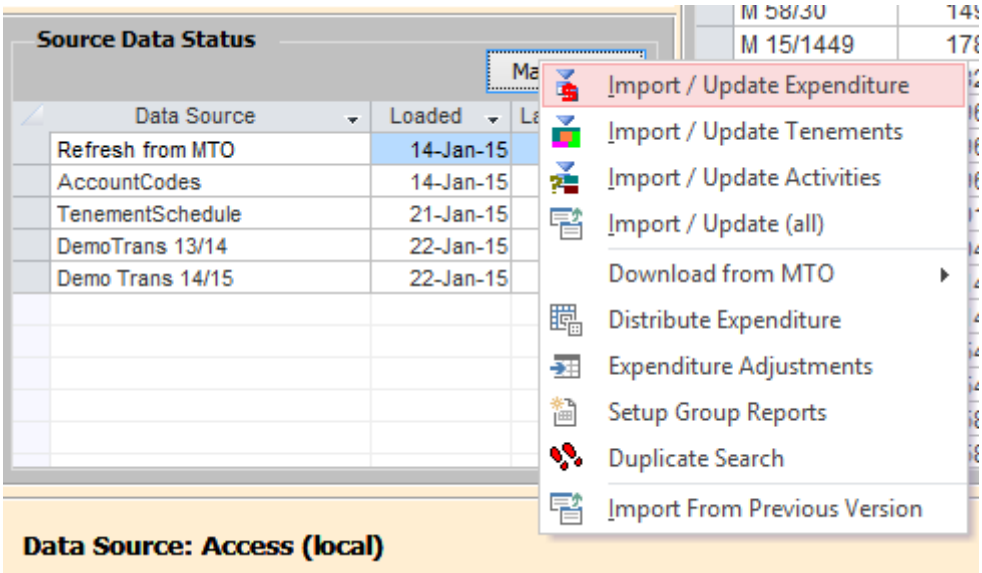
This appendix describes the steps to take to update the source data in Expenditure Watch so that up-to-date reports can be generated. This is usually done on a monthly basis, though it can be done ad-hoc whenever required.

Why Update?
Without updates, the data and reports in Expenditure Watch become increasingly out of date and irrelevant.

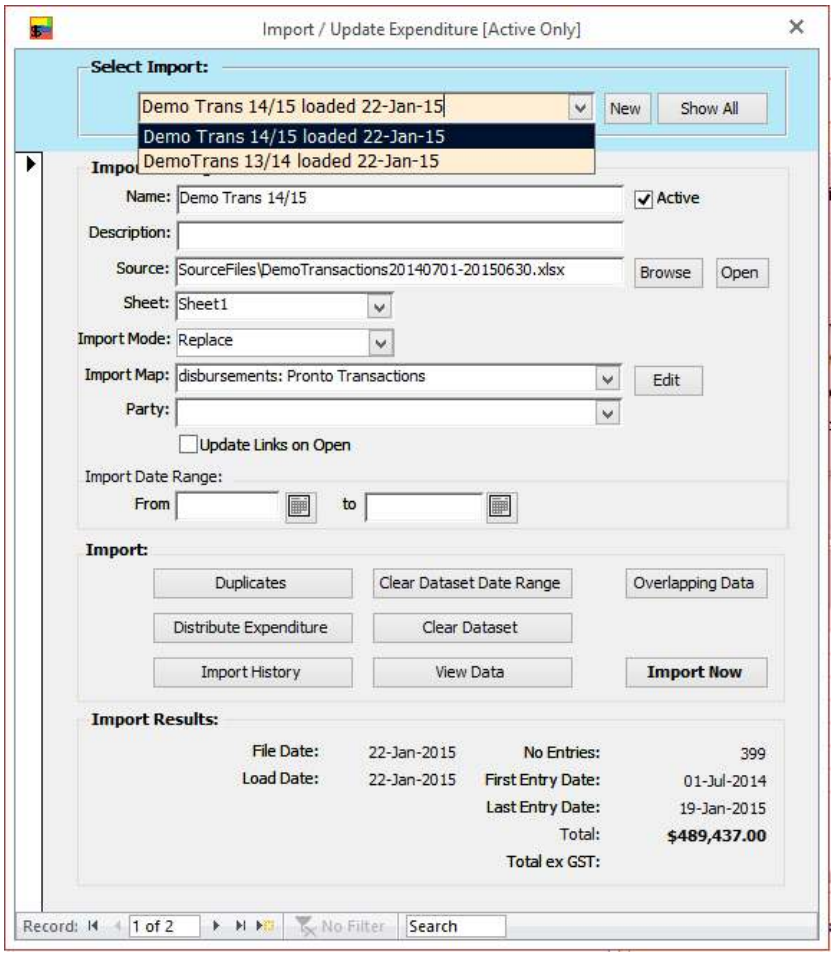
What needs to be updated?
There are three main types of data that need to be updated on a regular basis. These are the tenement list, the tenement details, and expenditure data.

B.1 Update Expenditure details

Expenditure details are sourced from data exported from your accounting system. Before proceeding with the following steps, you need to export the data from your accounts as an Excel spreadsheet and save it in the Expenditure Watch folder. You can either save it as new file with a date stamp, or overwrite the existing file. Overwriting the existing file is the most convenient, though it means you lose historical import results.



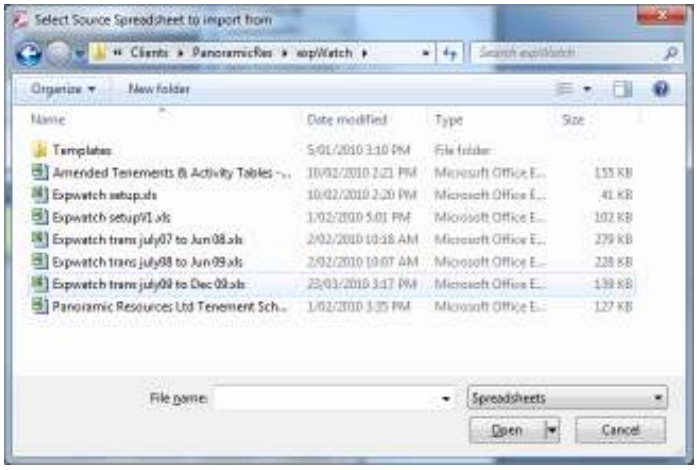
Click from the main menu on Manage ▸ Import / Update Expenditure.



Select the dataset that matches the data being updated. In this example, we have selected the company "Copernicus" 09-10 dataset, which was last loaded on 19 Mar.

> *Important: When updating an existing dataset – e.g. current financial year expenditure, it's VITAL that you select the correct dataset to update from the red drop-down box.*

If the transaction listing from your accounts has been saved by overwriting the previous file, then you do not need to select a new file. Otherwise, click on Browse to find new updated file from the accounts. To check you have the correct file selected, click the Open button to view the source file.



With the correct file verified, click Import Now to load the new data. **Existing data in the dataset will be replaced by the fresh data.**

When it is finished, check the **import results** to verify the data was loaded successfully. Check:

- **firstEntryDate** – the data of the earliest transaction entry
- **lastEntryDate**– the data of the most recent transaction entry
- **Total** – the total amount loaded (This will be inclusive of GST if you are adding GST on)
- **Total ex GST**– the total amount loaded exclusive of GST (blank if you are not using GST)
- **noEntries** – number of rows imported successfully

The Import History button shows a report showing the history of data files loaded from this source; this is useful for consistency checks from one import to another. The View Data button displays the complete set of data loaded from that source.

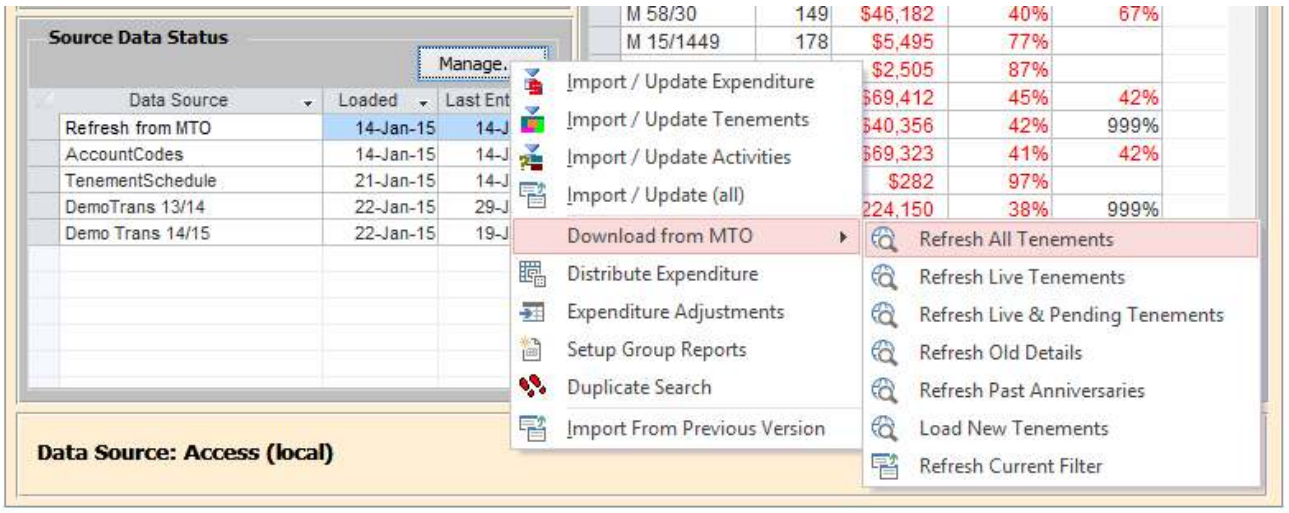
Audit Note: Once you have updated your data, check the Activity Log for any skipped details, as well as the first and last entry dates, and the amounts on the Import Results to confirm the data has been loaded successfully. If you are updating current year expenditure, you should expect the last entry date to reflect the most recent data entry in the accounts, and the total to have gone up.

B.1.1 Review audit results in the Excel source file

When Expenditure Watch imports data from Excel, it creates a new sheet in the source file called **ImportSource**, which is the data it has imported. This sheet is marked up with any errors and rows skipped so you can quickly identify any erroneous or missed transactions.

B.2 Update tenement details from Mineral Titles Online.

Expenditure Watch has a built-in downloader to update WA tenement details directly from MTO. In the main form click on the Manage button, select **Download from MTO** and **Refresh All Tenements**. The other download options are can be used in particular cases to reduce the download time, but **Refresh All Tenements** is the safest option.



This will automatically log onto MTO and work through all tenements on the schedule, updating their details. Depending on the number of tenements and the speed of your internet connection, this could take a while, but you don't need to baby sit the process; you can minimise Expenditure Watch and Internet Explorer and keep working, or go and have a cup of tea. Expenditure Watch logs its progress in the activity log, and has a comprehensive retry/recovery system to deal with transmission errors.

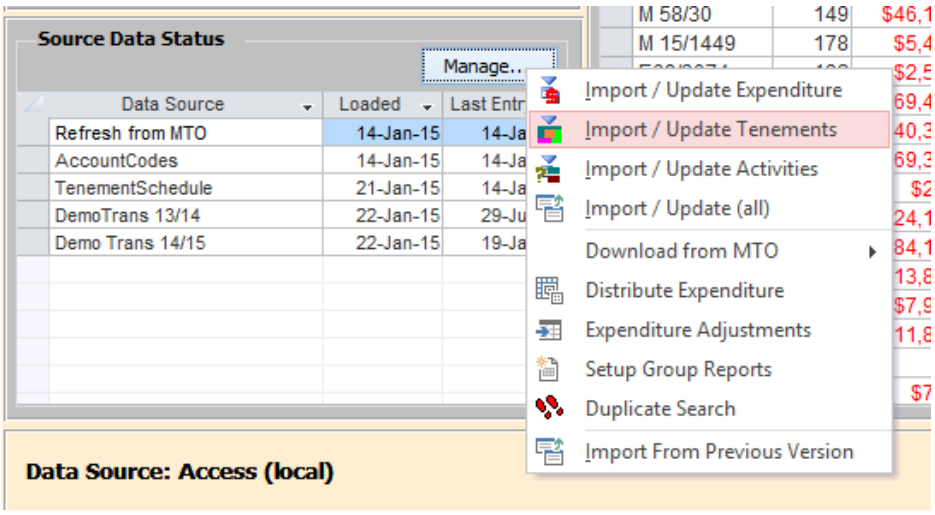
For other regions, you will need to manually update tenement details – grant dates, commitment, area etc.

B.3 Updating the Tenement List

This needs to be done when new tenements are acquired or tenements are dropped. There are two ways to do the update, via the schedule, or manually in Expenditure Watch.

B.3.1 Method 1: Update via schedule

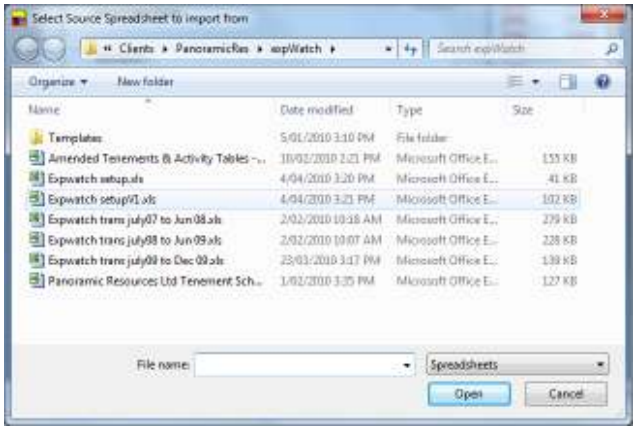
When Expenditure Watch was set up, it included an import dataset based on the tenement schedule. As this file is updated with new or dropped tenements, it can be re-imported into Expenditure Watch. This is the preferred way to update the tenement list.



Process:
From the main Expenditure Watch form, click **Manage** ▸ **Import Manager**

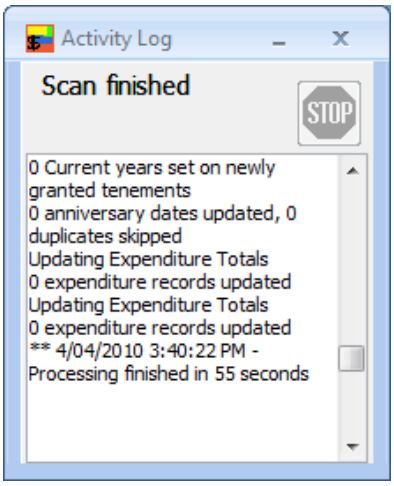
Select the **Tenement** import dataset from the red drop-down box.

If the tenement schedule has a new filename, click the browse button to locate the updated file



Click the Import Now button to load the new tenements.
Click Yes when it asks to confirm Import.

The **Activity Log** records the import progress and logs any errors. Check the **Import Results** to confirm that the expected number of tenements has been loaded. To check, the imported file has a new sheet in it called **ImportSource**, with any rows that could not be imported highlighted in red, and a new column called **Import Errors** created that records the errors.



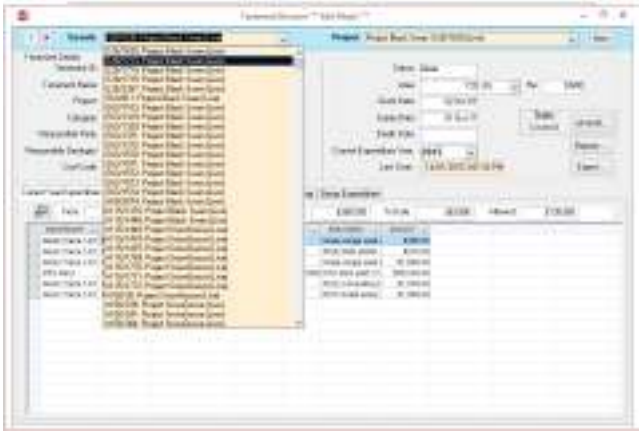
Close the **import manager**. Click the Browse Tenements button to review the tenement list and confirm it is correct.

B.3.2 Method 2: Manual Update using the Tenement Browser.

This method can be used to make minor changes to the tenement list, or when there is not an updated schedule available. Its drawback is that Expenditure Watch may get out of synch with the main schedule.

From the main form, click the Browse Tenements Button.

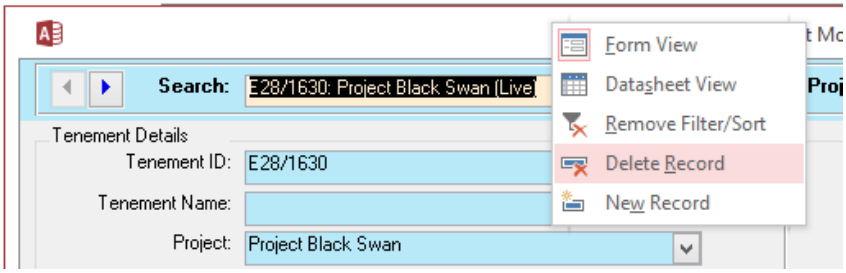
To modify navigate to the required tenement using the drop-down lists on the top of the form:



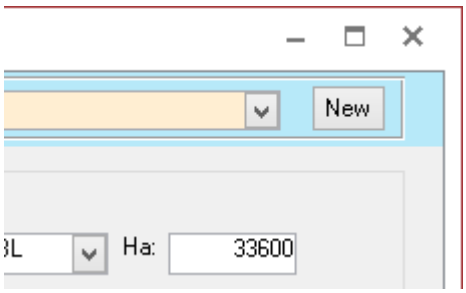
Fields coloured blue are the main fields that may need to be changed; white fields can be automatically updated by scanning Mineral Titles Online.

Changes are automatically saved when you move to another tenement or close the browser.

To Delete a tenement, right click on the blue title bar and select **Delete Record** from the pop-up menu, then confirm Yes.



To Add a new tenement, click the New button on the top of the form; this will bring up a blank tenement form where you can insert the tenement details. Again, for WA tenements only the blue fields are required as the other details can be downloaded from MTO. The new tenement is automatically saved when you move to another tenement, click New again, or close the tenement browser.

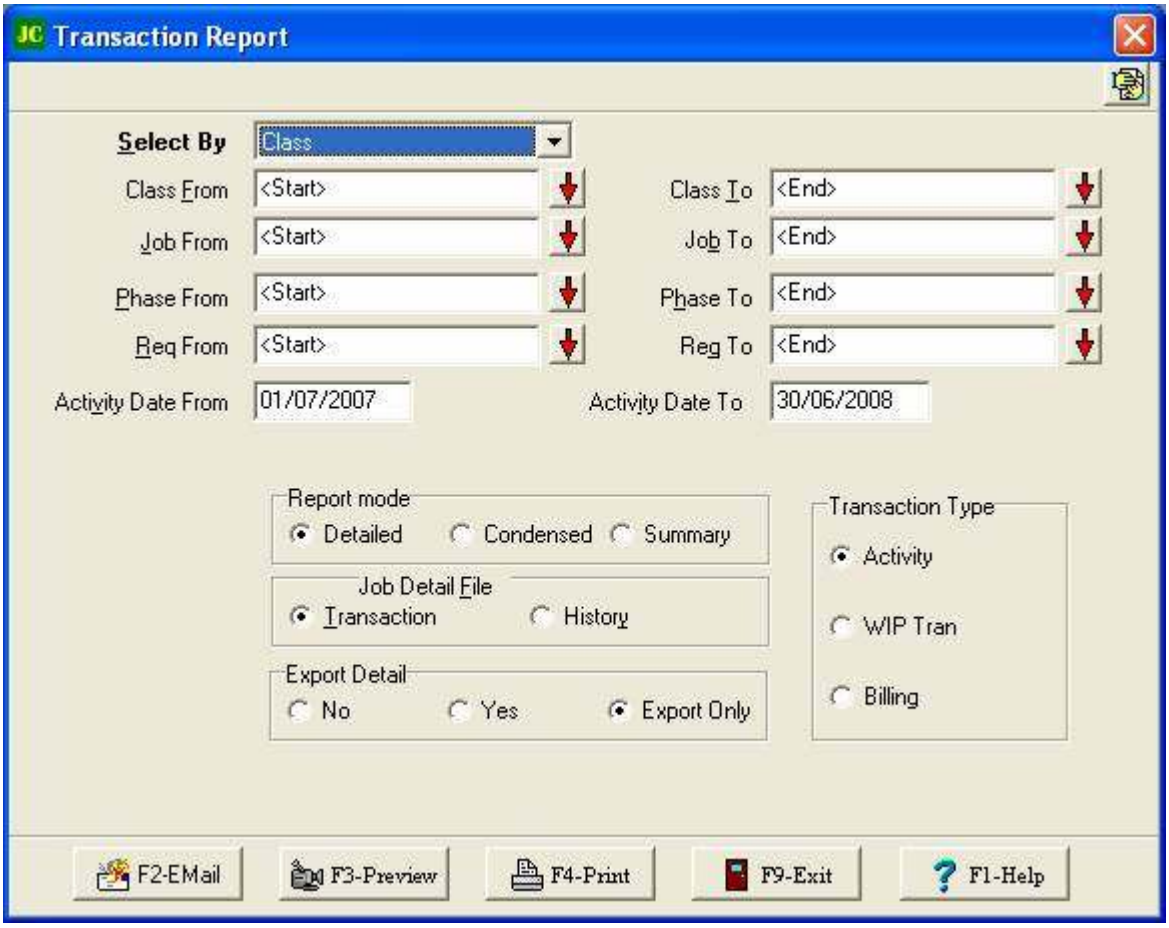


Appendix C Reports from specific accounting systems

This appendix describes the reports that Expenditure Watch uses for specific accounting systems. This list represents only what is used currently; there has not been an accounting system yet that Expenditure Watch cannot link to. There are two report types that Expenditure Watch uses – the *Chart of Accounts (COA)*, and the *transaction list*. The **COA** list is used when setting up Expenditure Watch, in order to map the activities list to form5 categories. This report needs two columns, account code, and description. The **Transaction** listing is used regularly to update Expenditure Watch; required fields are Transaction Date, Account/Activity Code, Description, Amount, Job/Tenement Code, and a reference Number. The reports listed below are just the Transaction lists.

C.1 Classic

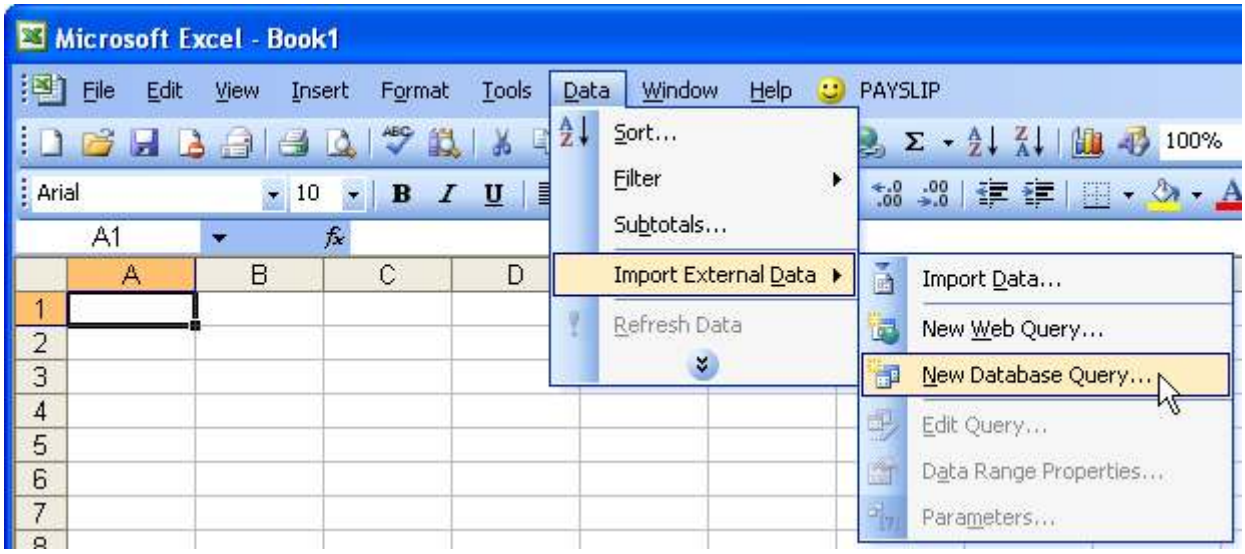
Expenditure Watch uses the **transaction report** from the **Jobs and Tenements** module.



Select the date range (current year/last year) and click F3-Preview. The spreadsheet is buried deep in the bowels of the **classic** file system in the *company\EXPORT* folder. For simplicity, you can tell Expenditure Watch to load the current year data directly from this location so there is no need to move the spreadsheets around.

C.2 PRONTO

The easiest way to link **PRONTO** to Expenditure Watch is to use an updateable query in the source spreadsheet.



Fields to select are: job_code, job_cost_centre, gl_accountcode, jc_trans_date, jc_amount jc_trans_details, jc_trans_ref. from the job_cost_transactions table. You can then tell Expenditure Watch to automatically refresh the data source when importing, see page 37. You may need special permissions to link to PRONTO.

You can use the following query:
SELECT job_code, job_cost_centre, gl_accountcode, jc_trans_date, jc_amount, jc_trans_details, jc_trans_ref
FROM job_cost_transactions

C.3 MYOB

Expenditure Watch currently supports two reports from **MYOB** (both the *Premiere version*, and *MYOB Accounting Plus*). They are the *Job Activity Detail* report, and the *Account Transactions Accrual* report. With the **Job Activity Detail** report, you can include the supplier's invoice number as an extra field – this is useful for cross-referencing data from Expenditure Watch with the paper trail. Both reports can be filtered to exclude non-expenditure account codes and saved as custom reports. With the report selected, click **Send To**, and select **Excel**. When the Export is finished, save it in the Expenditure Watch folder with the specified year in the name, e.g. "Barrick 0708.xls"

> *Warning: Custom reports in MYOB do not remember the date range, so you need to set the dates each time. You also need to make sure MYOB has finished exporting – it will leave data out of the report if you try to save the file too soon. And finally, some MYOB reports get the dates mixed up, with all dates up to the 12 of each month being reversed (American) format. Ouch!*

C.4 Quicken

The report to use in Quicken is a customised **Transaction List** report. Select the following fields: Date, Account, Class, Amount.

C.5 Other Accounting systems.

Expenditure Watch has been linked with the following other accounting systems:

- PeopleSoft
- Sybiz
- Greentree
- JDE
- ACPAC
- Attache
- SAP

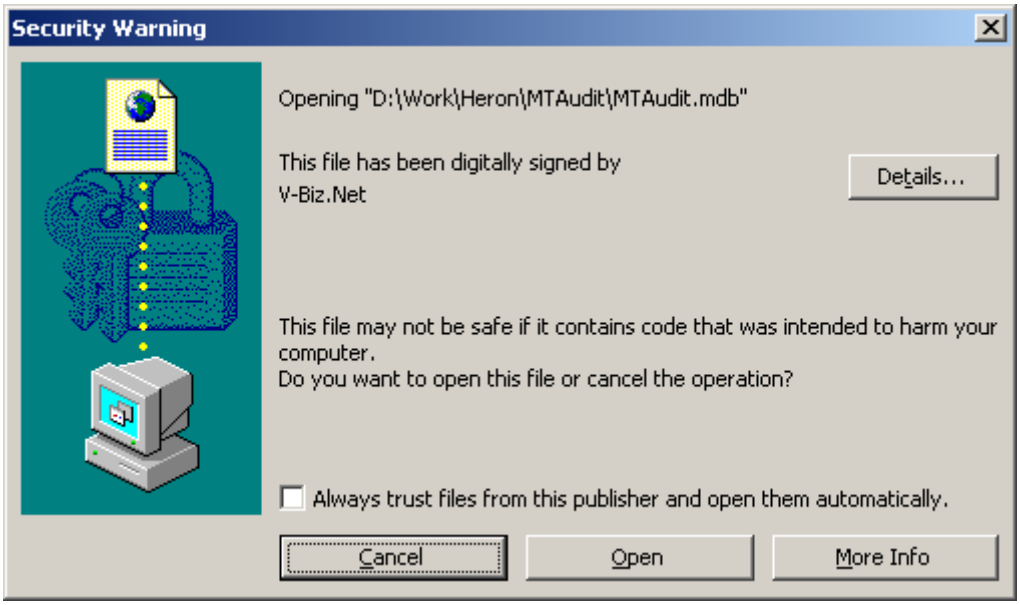
Appendix D Installation And Initial Configuration

System Requirements: Windows 2000/XP, Microsoft Office 2003, Internet Explorer 5.5 or later; Different versions are available for Office XP (2002) and Office 2000, but you must have Microsoft Access as part of the Office installation. Microsoft Graph is also required as part of the Office installation.

Expenditure Watch comes as a self-extracting EXE file which includes an installer for the Access 2003 Runtime. The core application is a Microsoft Access MDE file, accessible from a shortcut on the desktop. Microsoft Excel is used for importing and exporting data.

By default, Expenditure Watch will install in a subfolder 'Expenditure Watch' from 'My Documents', as all expenditure details are stored in the same data file, and need to be backed up with other user data. **If you are upgrading, you should rename the current data file to a new name before installing the new version. You can then import existing settings and tenement details/history from the old version.**

Included with the installation are a number of template spreadsheets used to create reports from. These are stored in the same directory as Expenditure Watch. When you first run Expenditure Watch, you may see the following warning, depending on the macro security settings on your computer.

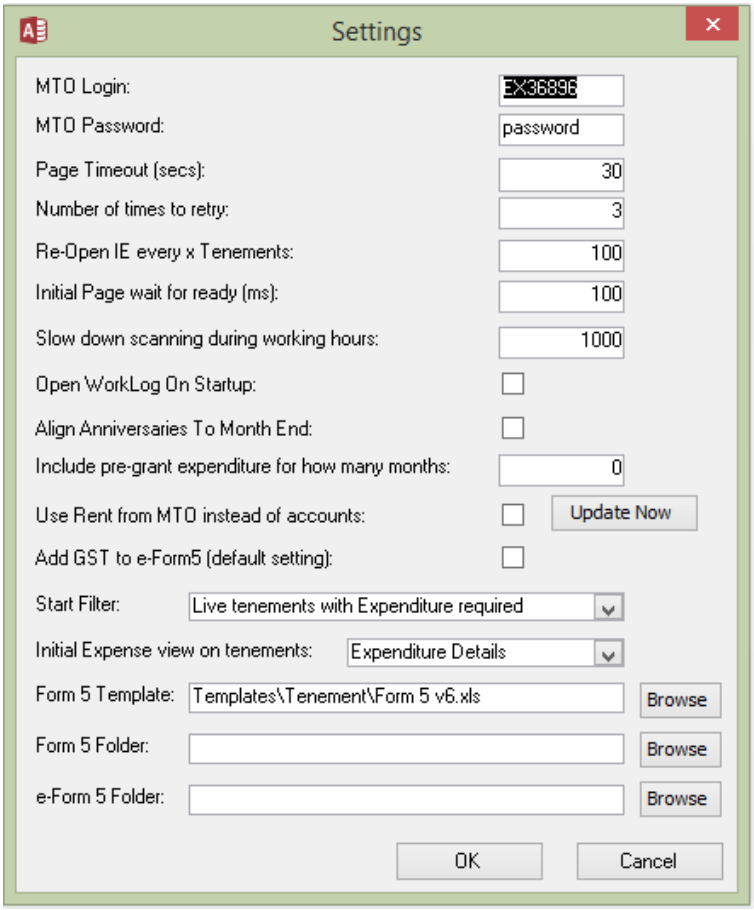


To avoid getting this message in future, you can click the check box 'Always trust files from this publisher and open them automatically'

Note: Expenditure Watch is self-contained in a single Microsoft Access data file that contains both the application and all tenement data and settings. As such, it is important to back up Expenditure Watch as part of your backup strategy.

D.1 Initial configuration

Before you can begin to use Expenditure Watch, you must register your copy online and enter your login and password for MTO. Start Expenditure Watch, and from the top menu select **Settings ▸ Expenditure Watch Settings**



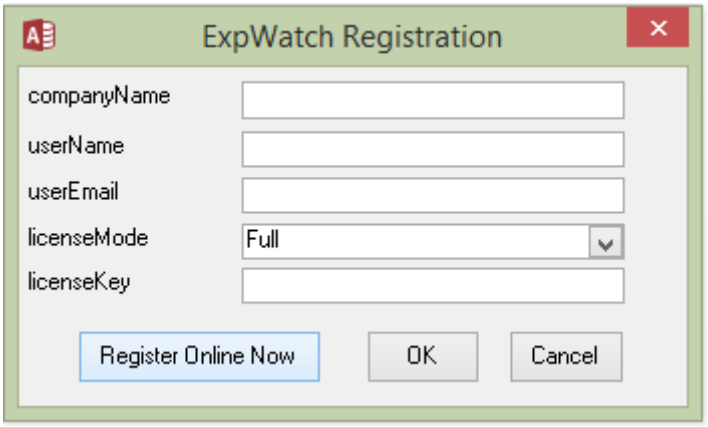
Enter your Mineral Titles Online **Login** and **Password**. The next four settings need only be changed if the MTO site changes or if you are having trouble with pages timing out. Other settings are:

- **Open Work Log On Startup** – will streamline timesheet recording by starting up Expenditure Watch with a blank timesheet.
- **Align Anniversaries to Month End** – sets the accounting period for tenements to be from the first day of the following month to the last day of the year ending month. Otherwise the accounting period is the exact tenement year from grant date to anniversary date.
- **Include pre-grant expenditure** – lets you extend a tenement's FIRST year back the specified number of months to allow you to capture any pre-grant expenditure
- **Show Dollars to Spend on Main Page** – lets you choose to display the Expenditure required to meet commitment as a dollar value (ToSpend) rather than a ratio between Expenditure and Commitment (expStatus) in the "Expenditure Status for Tenements With Anniversaries due soon" table on the Main Page. Refer to 3.4 for details.
- **Start Filter** – is the initial tenement filet to apply when Expenditure Watch starts. See the section on filtering for more details.

- **Initial Expense view** – lets you select the default current year expenditure view when browsing tenements
- **Form5 Template** – is the default template file to use when creating form5's
- **Form5 Folder** – is the default output folder to save completed form5's in.

D.2 Online registration

When you first run Expenditure Watch, it is unregistered and will not let you update tenement details from MTO. Go to **Settings -> Registration** to register online.



You need to fill in all fields except the last, which will be created online. You can be automatically assigned an evaluation license, but need to pre-purchase any other licenses.

Click Register Online Now to finish registration.

Appendix E Version History

Version / Date	Changes
1.0 Oct 2006	First Release
1.21 Nov 2006	Changes to allow for Administration and items with or without GST
2.0 Apr 2007	Support different account sets and mappings to form5 categories; Tenement filtering and better management/importing Work log converted to disbursements
3.0 Mar 2008	Group expenditure added, individual expenditure years tracked rather than current and previous years only.
3.6 April 2009	Group Expenditure improved; Rent and Rates reports added; Access Modes added; Multi-User support.
4.1 March 2010	Import Manager improved; Form5 updated; Expenditure distribution improved; Tenement filter creation improved; Work log improved; Unified tenement select/distribute window.
4.2 July 2010	Updated based on changes to MTO; new LandTrack branding
5.0 Oct 2011	Customisable Expenditure Years (for Tenements outside of WA); Expenditure Adjustments; New Report: Analyse Group Expenditure; Improved viewing, importing and alerting features; Rates are now maintained by users; General updates based on changes to MTO.
5.01 Nov 2011	Combined Report Period Expenditure Report split from Analyse Group Expenditure Report; General updates based on further testing of previous version.
5.22 Feb 2014	Small bug fixes. Duplicates module has been added to allow users to search for duplicates within & across datasets. Cost Distributions updated to allow aggregation of particular distributions to save space within database.
5.25 Apr 2014	Small bug fixes for Combined Reporting Group imports. Analyse Group Expenditure Report updated to exclude Dead tenements from First/Last & Exhausted form data. Refresh Current Filter scan for MTO feature added.
5.30 July 2014	MTO Scan bug fix Speeding up the Combined Reporting Group Scan Duplicate module refined to flag and display expenditure more efficiently

Feb 2015	Added functionality to allow SQL Server Backend Management e-Form5 Module added so that user can create, store and update e-Form5s ready to bulk upload to MTO Bulk Upload functionality added so that a max of 50 e-Form5s can be added to a Bulk Upload to MTO