

# CMA Accounting and Taxation Services

## Electronic Filing Procedure

### Save an invoice to be paid:

Open a new folder on your desktop **“Bills to Pay”** or whatever name you prefer.

Open a new shortcut on your desktop **“Electronic Filing”** or whatever name you prefer linked to the hard drive on your computer.



The shortcut should be linked to whatever filing structure you wish to use for example:

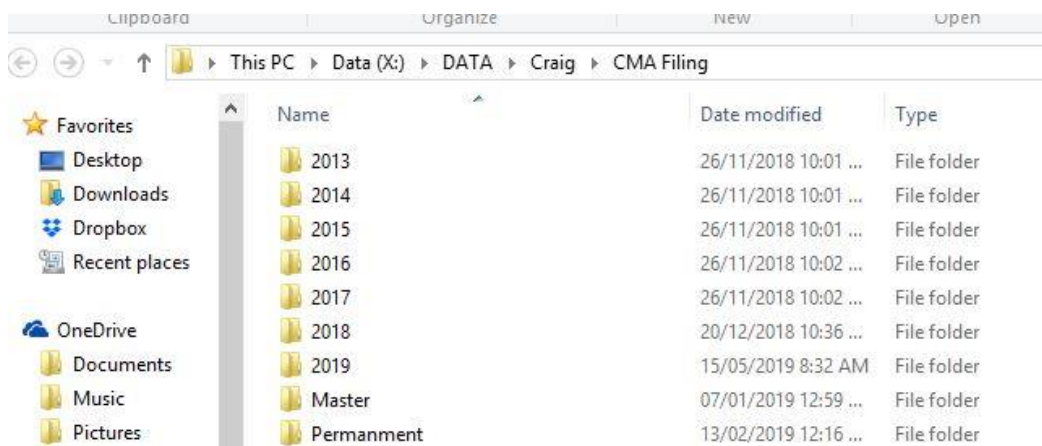
Folder: Filing

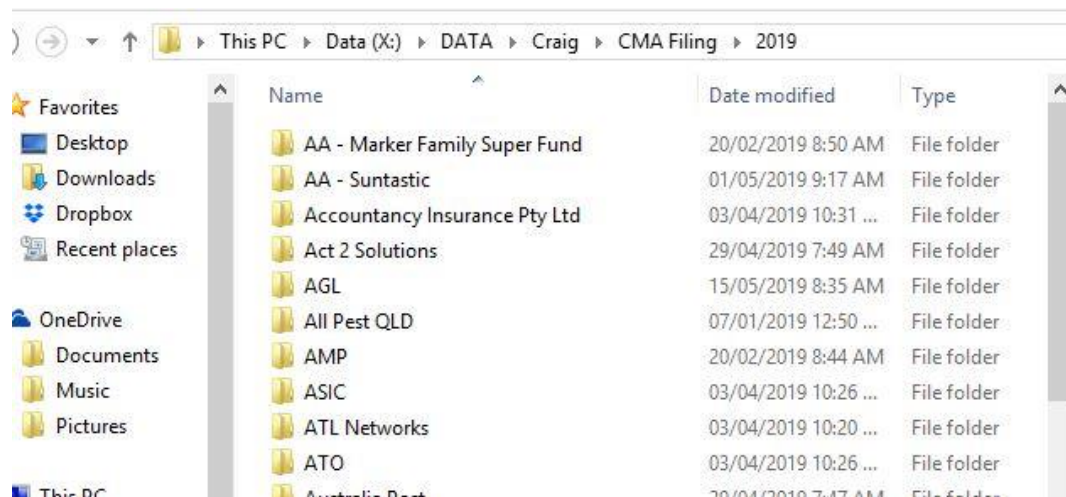
Sub Folder: Year

Sub Sub Folder: CMA

For Example: C:/Filing/2019/CMA

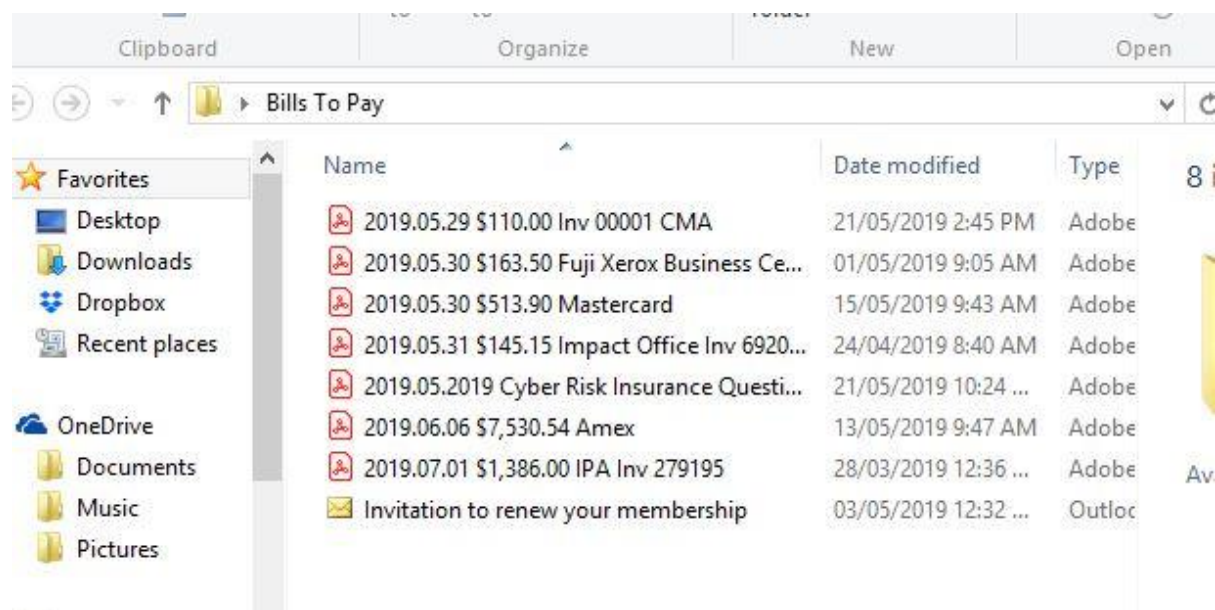
New Sub Folders can be created each year





As new invoices are received they can be saved in the **Bills to Pay** folder as PDF documents.

Use Adobe Acrobat Document Reader to allow all the functionality needed.



You can save either a scanned copy of a paper invoice, an attachment received electronically or even a photo from your smart phone.

The invoice is commonly saved in the following format:

**Year. Month. Day \$amount invoiceNo supplier (the date is usually the due date of payment)**  
i.e. **2019.05.15 \$110.00 INV001 CMA.**

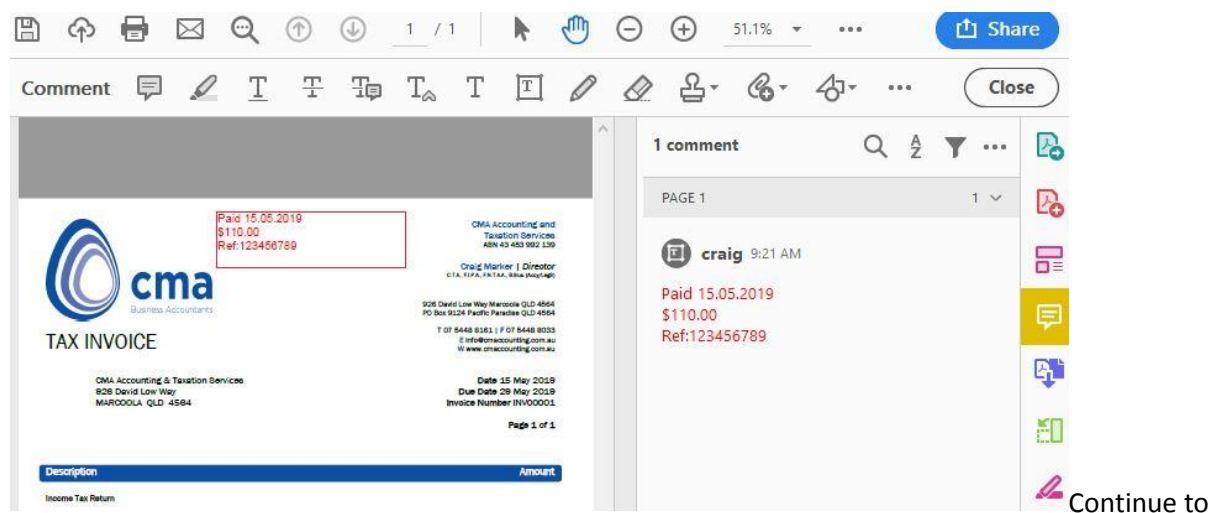
Once the invoice has been saved you **DO NOT** need to file or keep it. Electronic filing is accepted by the ATO.

## Paying your invoice:

When you are ready to pay the invoice, open your **Bills to Pay** folder and your invoices will then be listed in date order.

Two screens are perfect for this however if you only have one, minimise the folder sufficiently to allow access to your Internet banking page for payment.

Once payment has been made you can utilise the tools function Comment/Text Box in Adobe Acrobat Reader to mark the appropriate details in a text box at the top of your invoice and save it.



Pay further invoices if you have them.

It is **highly recommended** you then send the paid invoices to **Receipt Bank** for processing into your accounting system.

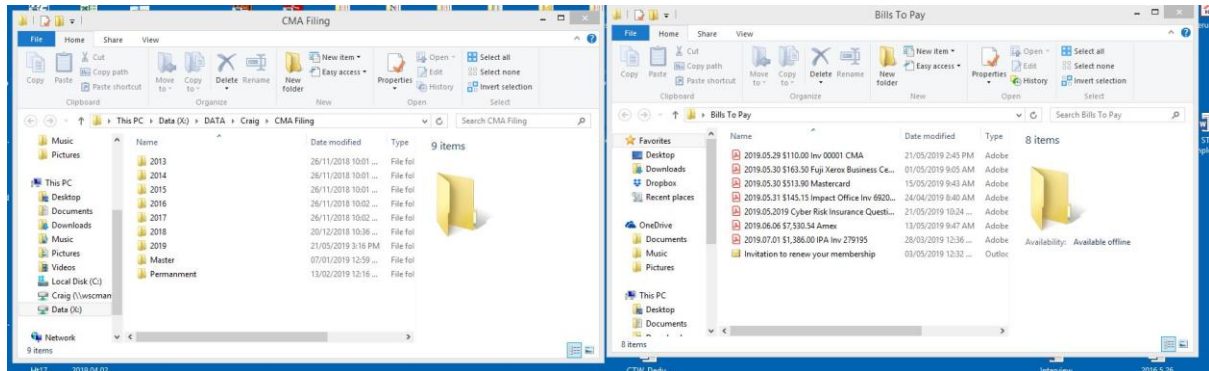
This process will save you an enormous amount of time to be used more productively.

## Copying the file to your hard drive:

When you are ready to save the invoice permanently, open your **Bills to Pay** folder and your invoices will be listed in date order.

Open the **Electronic Filing** shortcut folder.

Two screens are perfect for this however if you only have one, minimise the folders sufficiently to allow access to both folders, side by side (as below).



Simply drag and drop your paid invoice from the **bills to pay** folder to the shortcut to your **Electronic Filing**.

Check the invoice has been copied as appropriate.

The file can then be deleted from your **Bills to Pay** file, leaving only unpaid invoices for future action.

For further information, please contact our office:

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