



*Streamlining the way we connect
with our supplier network*

CAPlink TRADING HANDBOOK

...what the new Capricorn way means to you and how to use it.

Welcome to the CAPlink system – a new, easier way of doing business with Capricorn.

This handbook explains how to use CAPlink to make sure your transactions are processed correctly and, as a Capricorn Supplier, take control of reconciling your Capricorn transactions with your internal accounting system.

Using CAPlink to Process Transactions and Reconcile Accounts

As a Supplier it is your responsibility to ensure that Capricorn Transactions are processed via CAPlink correctly and on time.

- 1. Enter your Capricorn Transactions DAILY;**
- 2. Check CAPlink to verify that your transactions are being processed correctly by your accounting system and accounts personnel;**
- 3. Verify in CAPlink, on a daily basis that your transactions are being sent and processed by Capricorn – blue status**
- 4. Run Reconciliation Reports from CAPlink on a regular basis and verify data with your accounting system;**
- 5. Resolve any discrepancies with CAPlink report and your account reports - Fix missing or incorrect transactions;**
- 6. Use online help at <http://caplink.capricorn.com.au> for more information on using CAPlink and reconciling.**
- 7. For further assistance call your reconciliation clerk at Capricorn.**

How you use CAPlink to create Payment Authorization Requests and Process your Capricorn transactions depends on how CAPlink has been configured to exchange information with your accounting system. Your CAPlink Install Technician would have explained this to you.

NOTES FOR SUPPLIERS

Reconciliation

To ensure that you are paid the correct amount each month from Capricorn, we recommend that you reconcile your Capricorn account/s at least on a weekly basis. The nature of the **CAPlink** system greatly reduces the chance of errors, and there are a variety of in-built reports which make reconciling easy. A key to understanding the reports produced in **CAPlink** is an understanding of the **Processing Period**.

Processing Period

The **Processing Period** is the month that transactions were processed in. All transactions received within the **Processing Period** (**SOM - EOM** see Fig. 1), or in the **Grace Period** in the following month (**EOM - PED** see Fig. 1), will be processed in the current month provided the date of the invoice/credit is not greater than the End of Month (**EOM**), and not later than three months. All invoices received in the **Grace Period** which have a transaction date greater than the **EOM** will be included in the next **Processing Period**. Period End Date (**PED**) is the date/time that Capricorn will cease to process transactions for a given period; usually it is the 2nd working day of the next month. All transactions for a **Processing Period** are required by the **PED**, and any corrections to transactions are also required by this time.



Processing Period = Month in which transactions are processed.

SOM = Start of Month (1/10/2004)

EOM = End of Month (31/10/2004)

Grace Period = Period in the following month in which we still accept and process transactions (1/11/2004 - 2/11/2004)

PED = Period End Date, last Date/time that transactions will be processed for the Processing Period (2/11/2004 @ 23:59:59)

*note transactions received in the Grace Period that have a transaction date of later than the EOM will be included in next months Processing Period.

Figure 1: Processing Period

Supplier Obligation

As a Capricorn Supplier you are required to send all valid transactions by the time specified in your agreement, (which is the 2nd working day of the following month). To fulfil your obligation you are required to run reports in **CAPlink** on a regular basis, and reconcile them against the transactions in your Accounting system. If you find that transactions are missing, or that details of transactions sent via **CAPlink** are incorrect, you must take action to correct them prior to **PED**.

FREQUENTLY ASKED QUESTIONS

I am an existing Capricorn Supplier: What changes for me with CAPlink?

CAPlink replaces all conventional means for Suppliers to send their monthly transactions to Capricorn. Using CAPlink, transactions are approved there and then when they are created. CAPlink then transmits securely to Capricorn all approved transactions.

End of month remittance to the Suppliers happens automatically from the transactions transmitted during the month by CAPlink. CAPlink eliminates the need for end of month transaction reports (statements).

Is CAPlink Compulsory for my company?

Yes. Capricorn will require all Suppliers to use CAPlink in the near future.

What is the Transition Period?

Immediately after installing CAPlink there is a transition period for existing Suppliers. This is to allow time to adjust to new way of doing things with CAPlink. During this time your Company needs to continue to send statements in original format to Capricorn. Data from these statements is reconciled over several cycles with data sent by CAPlink.

The transition period provides an adjustment and testing period so that you can be confident with CAPlink and how it works.

What do I do in Transition Period?

Continue to send your normal monthly (or more frequent) statements though to Capricorn. Your remittance will be processed as per normal during this period.

You should reconcile your own accounts with the reconciliation reports from CAPlink. Capricorn staff will assist you with this process if need be.

How long do I need to stay on Transition Period?

Typically Suppliers remain in transition period for 2-3 statement cycles. Statement cycles may be weekly, fortnightly or monthly depending on how often reports are sent to Capricorn.

Suppliers come off transition phase as soon as they are happy with CAPlink and Capricorn have verified that your recent statements reconcile with transactions sent by CAPlink.

Who do I notify when I am ready to go LIVE with CAPlink?

Simply notify Greg Nicol or your account manager at Capricorn if you are ready to use CAPlink for your transaction submission. They will notify you when you are officially on CAPlink and you no longer need to send statements to Capricorn.

What do I do at end of Transition Period?

Capricorn will notify you when you are no longer in Transition period and are officially on CAPlink. Then all you need to do is stop sending your statements

through and use CAPlink to perform your reconciliation at any time you want...it is that easy!

How do I do my reconciliation with CAPlink?

CAPlink makes it very easy for you to see what transactions have been approved and sent to Capricorn. CAPlink has easy to run reports that you can create at any time to get your live statements.

Remember that transactions approved in CAPlink will be honored and do not need further clearing by Capricorn. And because CAPlink is installed on your computer network it is easy for you to see exactly what you will be paid...all at your fingertips!

An easy step by step guide to using the reporting features in CAPlink is provided in the online help at <http://caplink.capricorn.com.au>

Need Assistance with CAPlink?

If you need assistance with any reporting aspects of CAPlink or your statements, then please contact IT Service Desk on:

Australia – TOLL FREE	1800 005 322
New Zealand – FREECALL	0800 401 444
Republic of South Africa – FREECALL	0800 993 129