Create your own Code List

Once you have set up your Profile (or multiple Profiles) you can view them on your Dashboard. To get the full use of Business Cash Plan you will need to "Code" your transactions. In order to do this you need to set up a Code List*.

*What is a Code List?

A Code List is your central list of codes that you can use to categorise the transactions in the accounts in your Profiles. You can use a Code List to categorise your income, expenses and other items.

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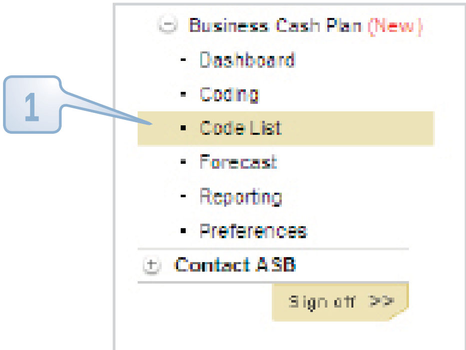
Business Cash Plan Code List

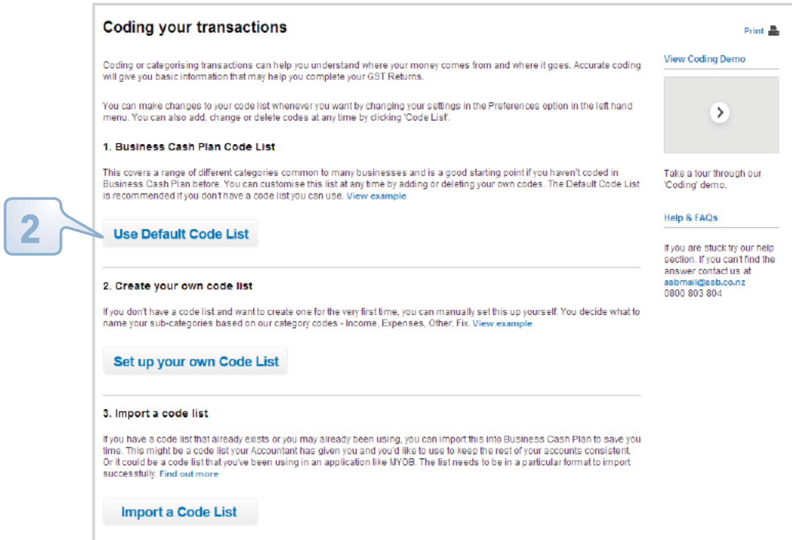
There is a Default Business Cash Plan Code List.
This list is a good starting point for a business Profile. You can customise this list at any time by adding or deleting your own codes. View a preview of the Default Code List on the ASB web site

Step 1. Click on 'Code List'.
Step 2. Click on 'Use Default Code List'.

Left hand menu in Business Cash Plan



Setting up coding in Business Cash Plan.

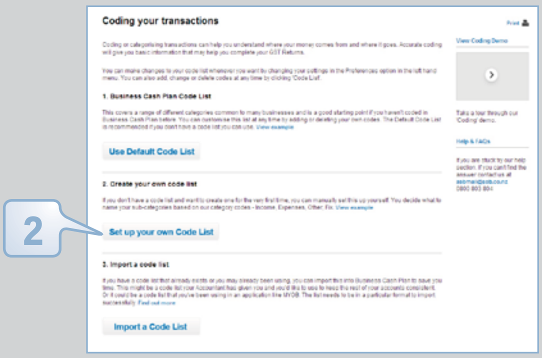


Create your own Code List

Alternatively you can create your own list from scratch and add to it as you go within Business Cash Plan. Simply click on "Code List" in the left hand menu and read the instructions.

Step 1. Click on 'Code List'.
Step 2. Click on 'Set up your own Code List'.
Step 3. Begin creating your own Categories.

Setting up coding in Business Cash Plan.



Add a New Category pop-up box