LandTrack Systems

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Expenditure Watch Training Webinar #4

Form 5, Group Expenditure Exemption and Custom Reports

Wednesday 1st February 2011

Form 5, Group Expenditure Exemption and Custom Reports Overview

- How do I create a Form 5 and what features are available in the template
- How do I create a Group Expenditure Exemption Report?
- What are custom reports and I how do I know if I need to create one?
- How do I create a custom report?
- If I have an existing report, can I update the data within the report automatically?
- Question and Answer Session

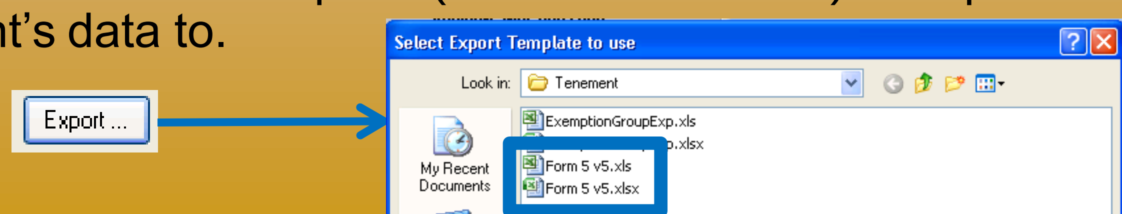
How do I create a Form 5?

There are two ways to creating a Form 5 in Expenditure Watch:

- Main Form – Click [View] next to “Form 5’s Due”, then click [Do Form 5] next to the relevant tenement

(See Settings→ExpWatch Settings for chosen template location)

- Tenement Browser – Select Tenement, then click [Export…] and choose the Form 5 template (Form 5 v5.xls/xlsx) to export the tenement’s data to.



Demonstrate Form 5 Report Creation

What features are available in the Form 5 Template?

Some available features:

- Customising your preferences (eg. Adding GST, Admin Method selection etc.)

To Add GST to enabled fields, put in GST percentage
Then Refresh Pivot table to update values

GST Amount:	0%

Admin Method	Calculation	Description
Actual	$0.00	Use actual Admin without any changes (use for Non-WA tenements)
WAAdd	$16,800.00	Add maximum Admin permitted
WALimit	$0.00	Limit actual Admin to Maximum amount
ExpWatch2.X	$920.00	Add Admin limited to %ge of activities only

Form 5 | Summary | Expenditure List | Form 18 | Details

- Audit Trail – Expenditure List

Tenement Expenditure Details for E 29/00560 for year 8/09/2010 to 7/09/2011

ImportNam	workDate	costCode	Form5Name	RefNo	description	activityName	addGST	amount	usedAmount
Adjustments	15/09/2010	E1050	Remote sensing activities		generated	Remote sensing activities	FALSE	-$1,405.00	-$1,405.00
TransactionsForD	15/09/2010	E1050	Remote sensing activities		generated	Remote sensing activities	FALSE	$1,405.00	$1,405.00
Adjustments	9/10/2010	E1090	Non-core drilling		generated	Non-core drilling	FALSE	-$1,417.00	-$1,417.00
TransactionsForD	28/02/2011	E1160	Feasibility study activities		generated	Feasibility study activities	FALSE	$1,090.00	$1,090.00
TransactionsForD	6/07/2011	E1120	Drafting activities		generated	Drafting activities	FALSE	$1,296.00	$1,296.00
TransactionsForD	9/10/2010	E1090	Non-core drilling		generated	Non-core drilling	FALSE	$1,417.00	$1,417.00
Adjustments	9/10/2010	E1090	Non-core drilling		generated	Non-core drilling	FALSE	-$1,417.00	-$1,417.00
TransactionsForD	22/11/2010	E3010	Aboriginal Heritage Surveys		generated	Aboriginal Heritage Surve	FALSE	$1,521.00	$1,521.00
TransactionsForD	17/03/2011	E1030	Geophysical activities (surface/subsurface		generated	Geophysical activities (su	FALSE	$1,177.00	$1,177.00
TransactionsForD	8/05/2011	E1110	Field supplies		generated	Field supplies	FALSE	$1,040.00	$1,040.00
						Total		$4,707.00	$4,707.00

Form 5 | Summary | Expenditure List | Form 18 | Details | Pivot

- Form 18

Form 18
WESTERN AUSTRALIA
Mining Act, 1978
(Sec. 102 Reg.54)

OFFICE USE
No.

APPLICATION FOR EXEMPTION

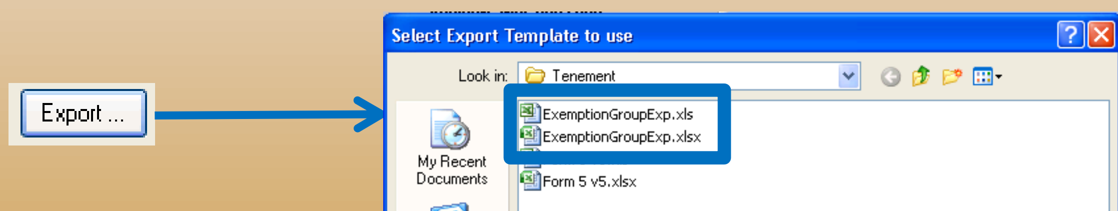
Details of Mining Tenement

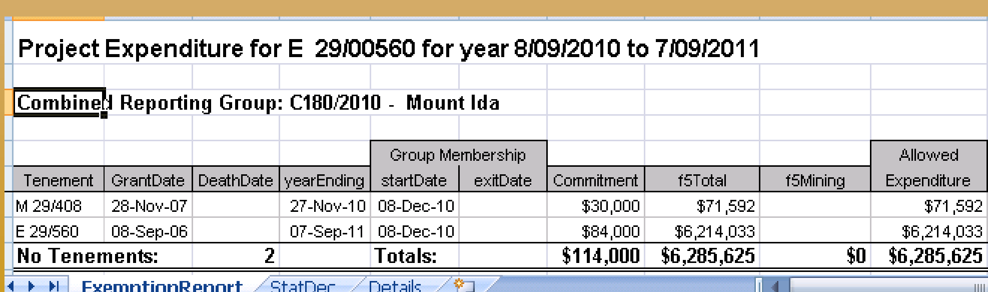
(a) Type — (a) Exploration Licence — (b) 29/560

Form 5 | Summary | Expenditure List | Form 18 | Details | Pivot

How do I create a Group Expenditure Exemption Report?

Tenement Browser – Select Tenement, then click [Export…] and choose the Group Expenditure Exemption Report template (ExemptionGroupExp.xls/xlsx) to export the tenement's data to.

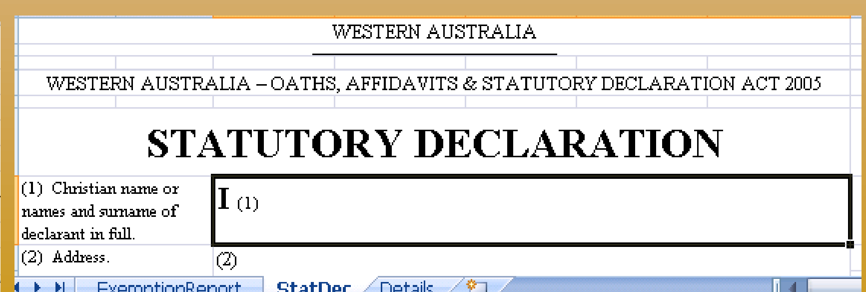




Project Expenditure for E 29/00560 for year 8/09/2010 to 7/09/2011

Combined Reporting Group: C180/2010 - Mount Ida

Tenement	GrantDate	DeathDate	yearEnding	Group Membership startDate	exitDate	Commitment	f5Total	f5Mining	Allowed Expenditure
M 29/408	28-Nov-07		27-Nov-10	08-Dec-10		$30,000	$71,592		$71,592
E 29/560	08-Sep-06		07-Sep-11	08-Dec-10		$84,000	$6,214,033		$6,214,033
No Tenements:		**2**		**Totals:**		**$114,000**	**$6,285,625**	**$0**	**$6,285,625**



WESTERN AUSTRALIA

WESTERN AUSTRALIA – OATHS, AFFIDAVITS & STATUTORY DECLARATION ACT 2005

STATUTORY DECLARATION

(1) Christian name or names and surname of declarant in full. I (1)

(2) Address. (2)

Demonstrate
Group Expenditure Exemption Report Creation

What are custom reports and how do I know if I need to create one?

- Custom reports are reports where you define the exact columns of data you would like in your report (based on the data available in Expenditure Watch).

- It is possible that the data you require is already provided in a report that comprises the set of pre-defined reports within Expenditure Watch

- To know if the data you require already exists in an existing report would require you to either have an active knowledge of the reports provided, or alternatively you may contact us to find out

- We will now look at how to produce a custom report, should you have the need.

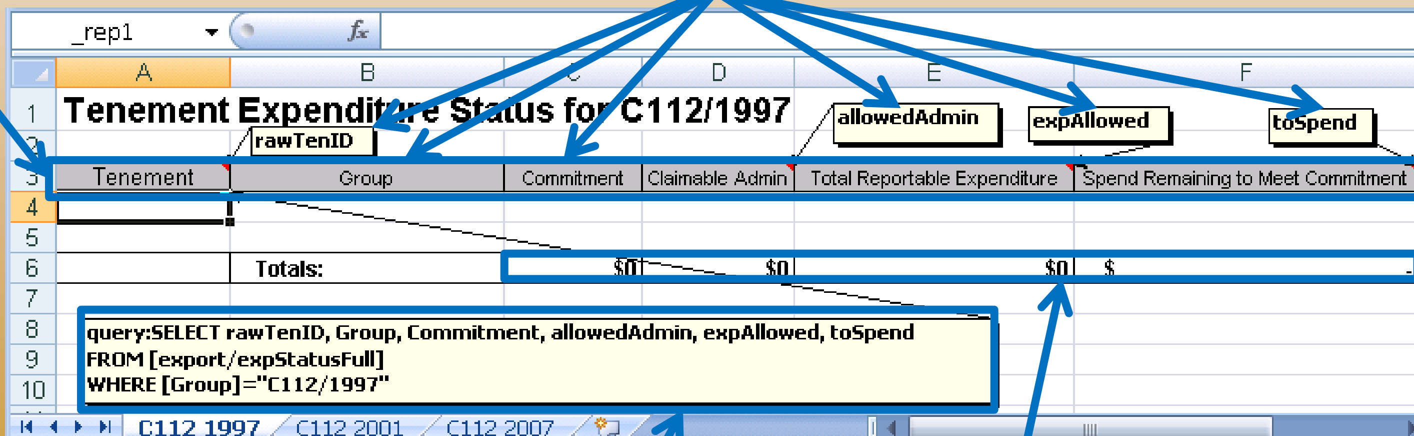
How do I create a custom report?

- A custom report is created in the form of an Excel template (eg. tenExpStatusCRG.xlsx).
- Essentially the template comprises of the title, column labels for the report, cell and cell range name labels, comments used for field matching and querying and a query of an existing query/report.
- Custom reports that are not based completely on an existing query or report can be complex to generate as they may require internal queries to be setup before reporting to the template.
- The sample report template we will be demonstrating is based on columns from the export/expStatusFull query and reports on tenements over 3 combined reporting groups in separate worksheets.

Sample Custom Report [tenExpStatusCRG.xlsx]

_rep1.heading is the name given to the reference to all the headings in the selected row. The label in the cell comment (or cell itself) refers to the column heading specified in the queried report.

Cells within the _rep1.heading range are used to specify the field to use from export/expStatusFull for populating the related columns. If the cell contains a comment, the label in the comment is used to match with the internal field.

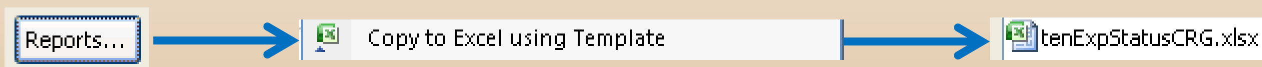


_rep1 is the name given to the reference to the cell (in this case A4) containing the query(specified in the comment) for the data required to populate the rows

Cells with fomulas usually totalling the related cells above.

How do I create a custom report?

- You can generate the report by selecting the Filter for tenements you would like the report to cover and click [Reports…]→Copy to Excel using Template, and select the template you have created.



- Expenditure Watch refers to the query in the comment field of cell name _repX and the headings of cell range _repX.headings to populate the spreadsheet. The definitions of the Names can be found in Excel under Formulas→Name Manager.

Name	Value	Refers To	Scope
_rep1		='C112 1997'!$A$4	Workbook
_rep1.headings	{"Tenement","Group","Commitment","Claimable Admin","Total Reportable Expenditure","Spend Remaining to Meet Commitment"}	='C112 1997'!$A$3:$F$3	Workbook
_rep2		='C112 2001'!$A$4	Workbook
_rep2.headings	{"Tenement","Group","Commitment","Claimable Admin","Total Reportable Expenditure","Spend Remaining to Meet Commitment"}	='C112 2001'!$A$3:$F$3	Workbook
_rep3		='C112 2007'!$A$4	Workbook
_rep3.headings	{"Tenement","Group","Commitment","Claimable Admin","Total Reportable Expenditure","Spend Remaining to Meet Commitment"}	='C112 2007'!$A$3:$F$3	Workbook

Demonstrate
Sample Custom Report
Creation

If I have an existing report, can I update the data within the report automatically?

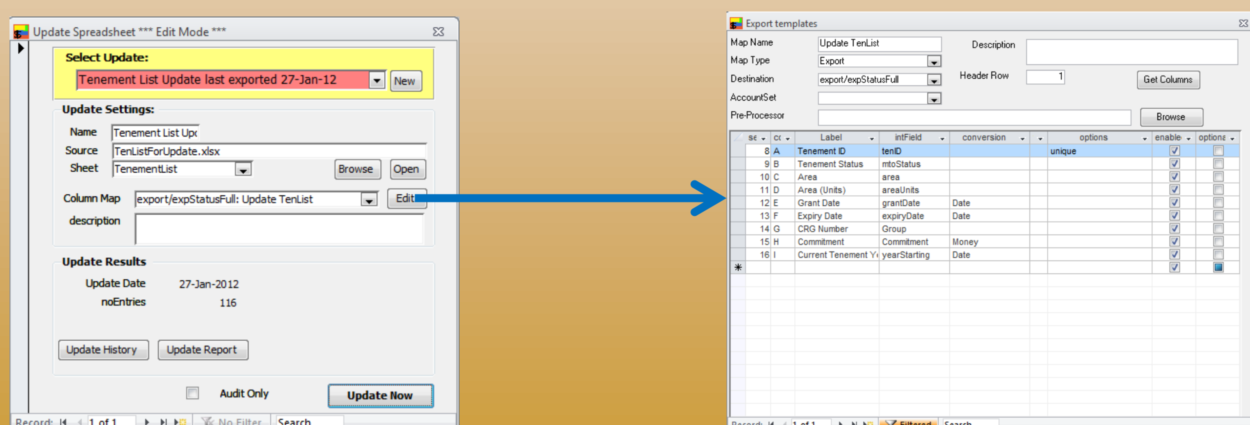
The Export Update feature or [Reports…]→Update Export to Existing Sheet was created for exactly that purpose!

TenListForUpdate.xlsx will be used as the sample spreadsheet for demonstrating the export update feature:

	A	B	C	D	E	F	G	H	I
1	Tenement ID	Tenement Status	Area	Area (Units)	Grant Date	Expiry Date	CRG Number	Commitment	Current Tenement Year Start Date
2	M 29/00150	Live	571.3	HA	24-Jun-91	23-Jun-12		$57,200.00	24-Jun-11
3	M 29/00181	Live	576.45	HA	21-Aug-03	20-Aug-24	C12/2006	$57,700.00	21-Aug-11
4	M 39/00120	Live	480	HA	22-Apr-88	21-Apr-30	C345/1993	$48,000.00	22-Apr-11
5	M 39/00165	Live	602.35	HA	16-Dec-88	15-Dec-30	C345/1993	$60,300.00	16-Dec-10

Export Update: Mapping

Export Update gives you the capability to update individual cells within an existing formatted spreadsheet. A map is used to specify the source query and columns to update, with one column being the tenement ID, which identifies the row to update.



Export Update: Update and Audit

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 check but not changed (ie. Existing value is correct). Cells that it updates are highlighted in yellow, and a comment inserted to show the old value.

Tenement ID	Tenement Status	Area	Area (Units)	Grant Date	Expiry Date	CRG Number	Commitment	Current Tenement Year Start Date
M 29/00150	Live	571.3	HA	24-Jun-91	23-Jun-12		$57,200.00	24-Jun-11
M 29/00181	Live	576.45	HA	21-Aug-03	20-Aug-24	C12/2006	$57,700.00	21-Aug-11
M 39/00120	Live	500.9	HA	22-Apr-88	21-Apr-30	C345/1993	$50,100.00	22-Apr-11
M 39/00165	Live	602.35	HA	16-Dec-88	15-Dec-30	C345/1993	$60,300.00	16-Dec-11

480
$48,000.00
16-Dec-10

TenementList AuditOld Audit

Demonstrate
Update Export to Existing Sheet

Question and Answer Session

Next Expenditure Watch Webinar

Expenditure Watch Settings and Support

Thank You!

for attending our fourth Expenditure Watch webinar and helping to make it a great success…

Please take the next few minutes
to provide us with feedback
on this session in the survey
you will receive on exit