FX Ledger BCX Administrator Manual

Base Case (single USD ledger) + Australian tax & lodgement layer | Version 3.2 | November 2026

For system administrators

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0. Concept

0.1 User roles

There are four roles, and one person may hold several. Nobody can approve a journal they initiated.

- Initiator: prepares and submits journals, payments, asset entries and payroll
- Reviewer: checks and approves, returns or rejects
- Approver: final approval posts the journal; outputs payment files
- System Admin: users, masters, settings, audit log

1. Administrator role and installation

1.1 Installation (cPanel)

Place the zip contents in a public folder, copy config.sample.php to config.php and enter the database settings. method must be BC and app_name FX Ledger BCX. Open install.php to create the administrator, then delete install.php.

To move from FX Ledger BC 3.0, set a token in upgrade_v31.php, upload it and open upgrade_v31.php?t=<token>. It backs up the data, adds columns, tables and settings, and deletes itself.

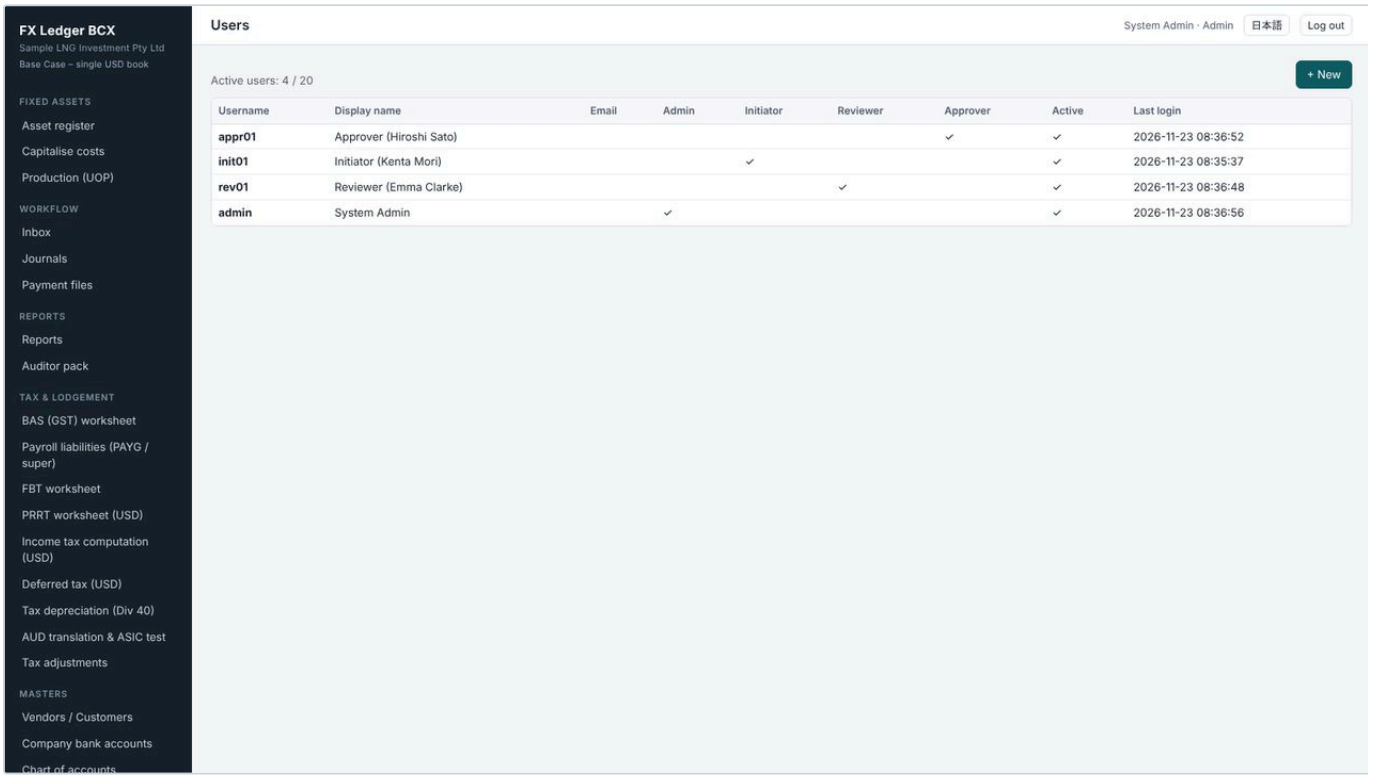
- The same upgrade_v31.php also upgrades 3.1 to 3.2 (adds tax codes IMP, ADJ1A and ADJ1B and sets schema version 32)
- PHP 8.1+, MySQL 5.7+ (or SQLite), HTTPS
- config.php, lib and data are blocked from the web by .htaccess

2. Users

2.1 Users and roles

Add users under Users and assign roles (initiator, reviewer, approver, system admin). The number of active users is limited by max_users in config.php (20 by default).

Deactivate leavers; their journal history is kept. If a user forgets the password, an administrator sets a new one.

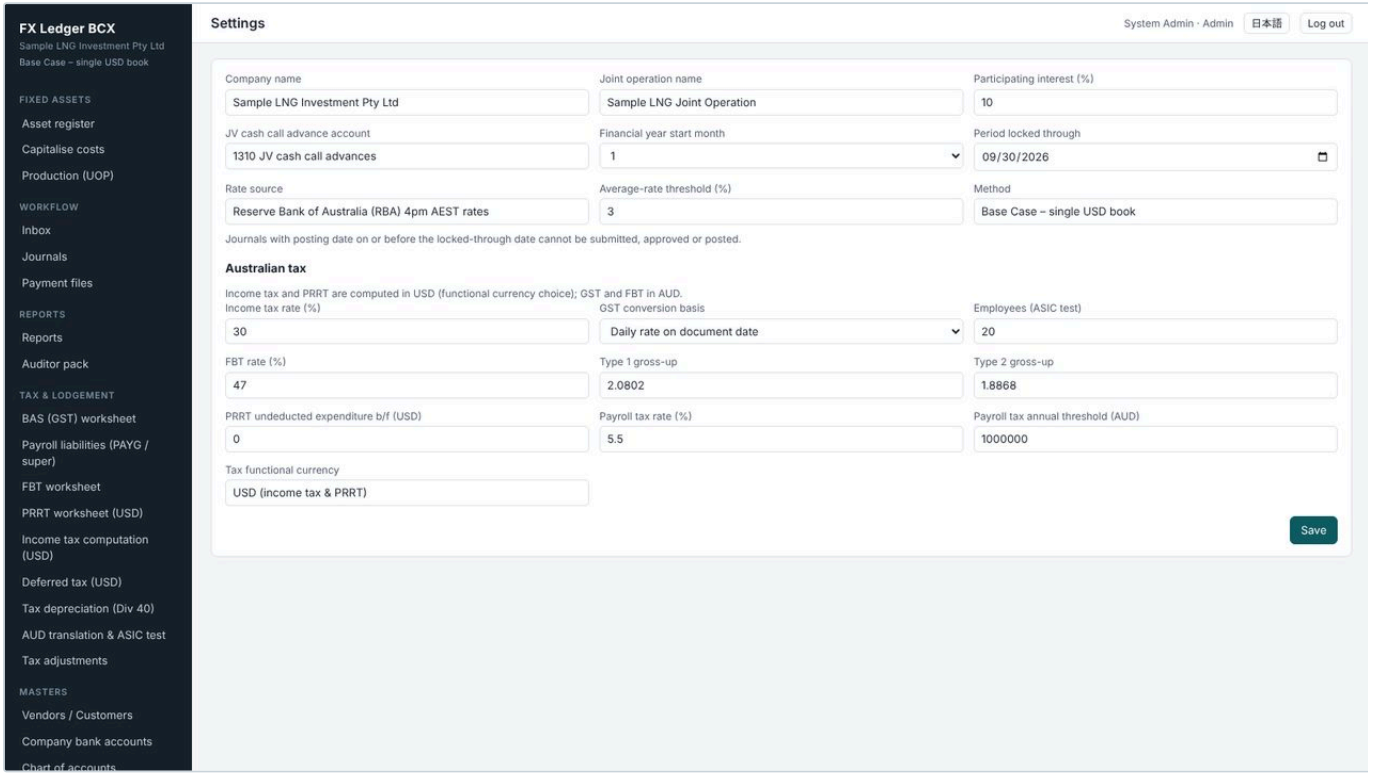


3. Settings

3.1 Company, period and rate settings

Set the company name, JV name, participating interest, cash call advance account, financial year start month, locked-through date, rate source and average-rate threshold. Journals on or before the locked-through date cannot be submitted, approved or posted.

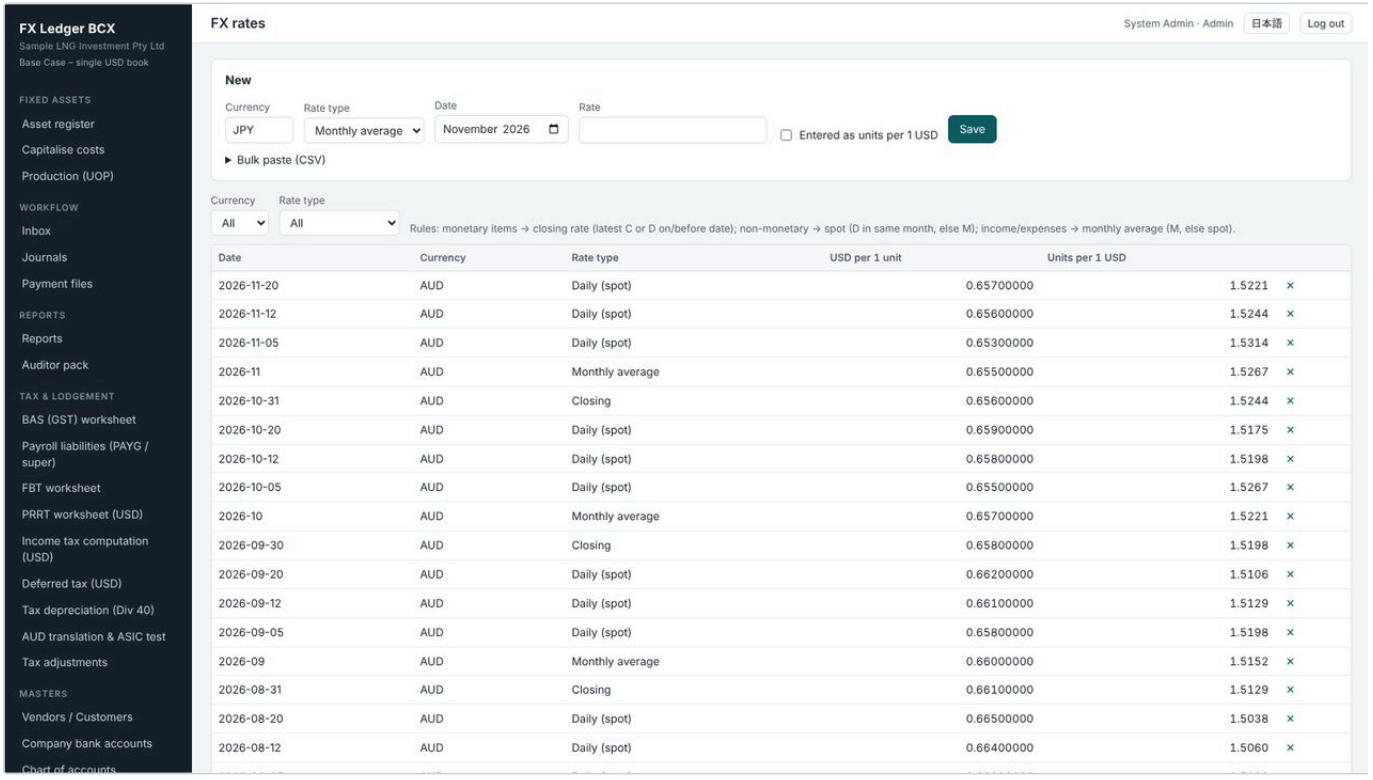
Australian tax settings hold the income tax rate, GST conversion basis (daily or monthly average), employee count, FBT rate and gross-up rates, PRRT carried-forward expenditure, and payroll tax rate and threshold. The tax functional currency is fixed at USD.



4. Masters

4.1 FX rates

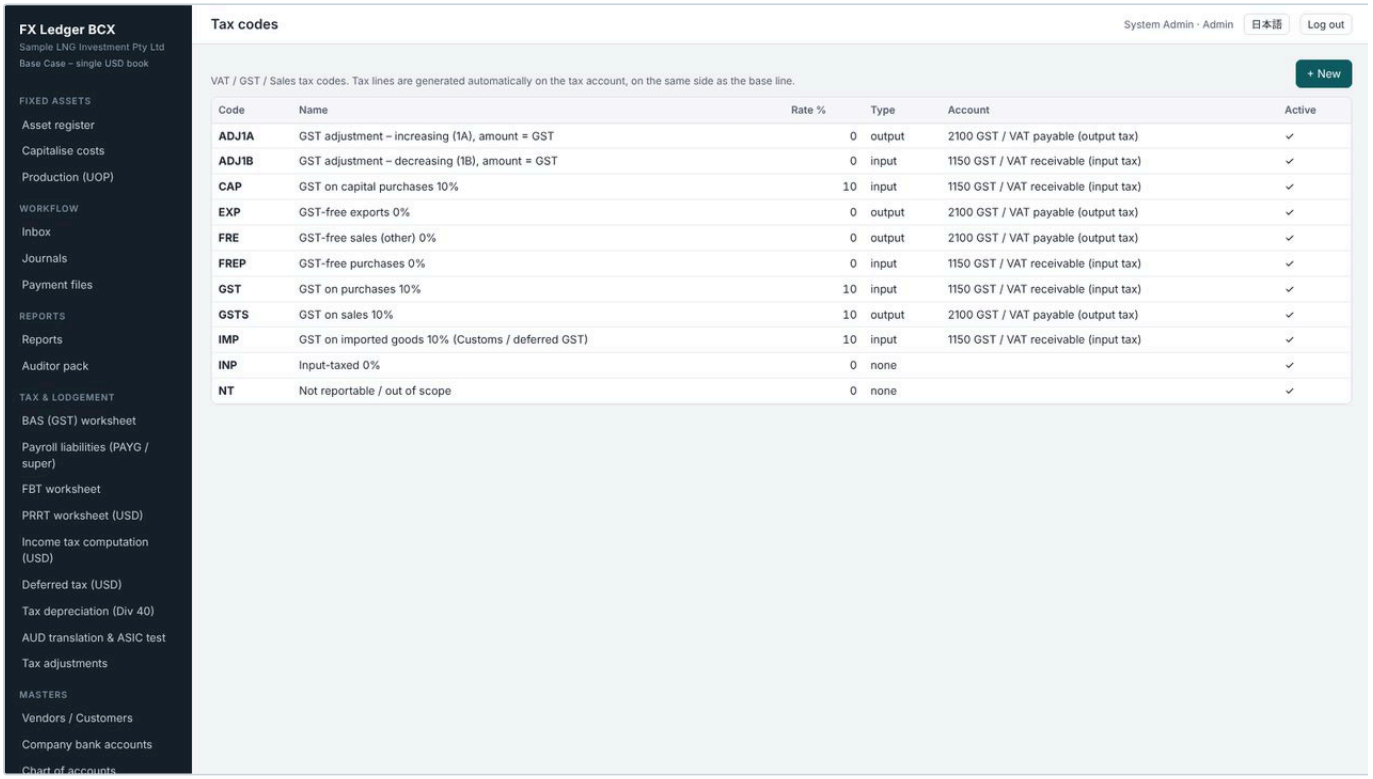
Rates are entered as USD per one unit of foreign currency: daily (D), monthly average (M) and month-end closing (C). Monthly averages are used for income and expenses and for the tax average rate; closing rates for revaluation. Rates can be imported by CSV.



4.2 Tax codes

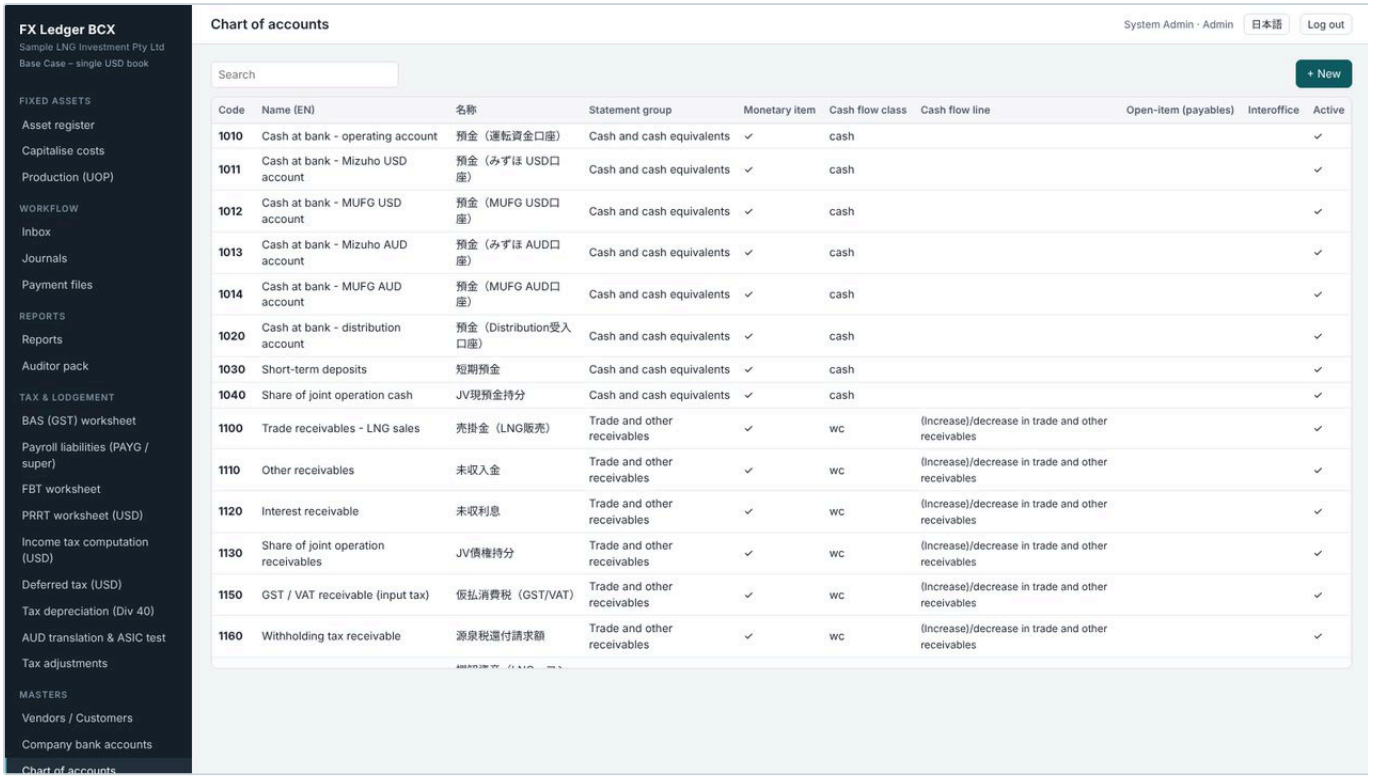
Each tax code has a rate, type (output, input or none) and GST account. The BAS labels depend on the tax code, so confirm changes with the tax adviser.

- GST / CAP / GSTS / EXP / FRE / FREP / INP / NT (standard)
- IMP: GST on imported goods (added in 3.2)
- ADJ1A / ADJ1B: GST increasing / decreasing adjustments (added in 3.2)



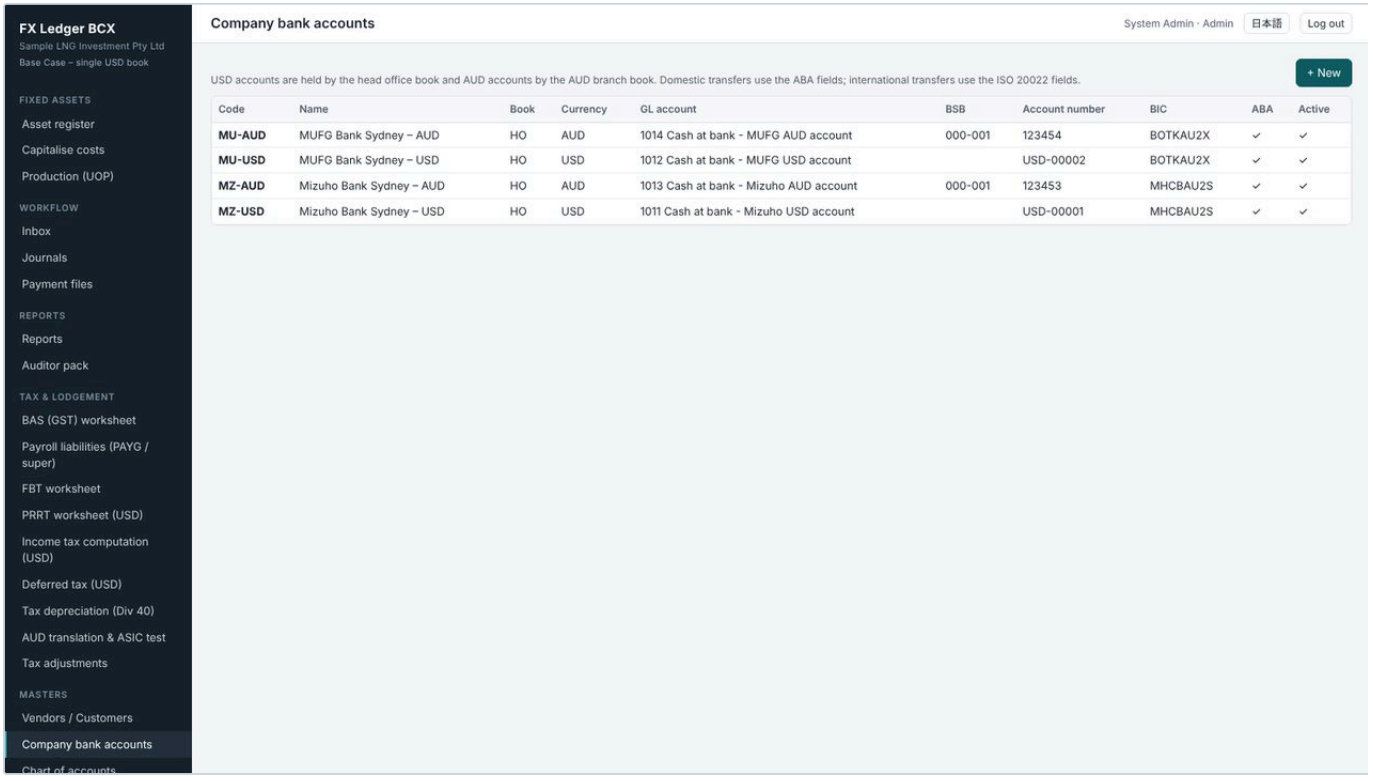
4.3 Chart of accounts

Each account has a statement group, monetary or non-monetary flag, cash flow category and open-item flag. The monetary flag decides which balances are revalued at month end.



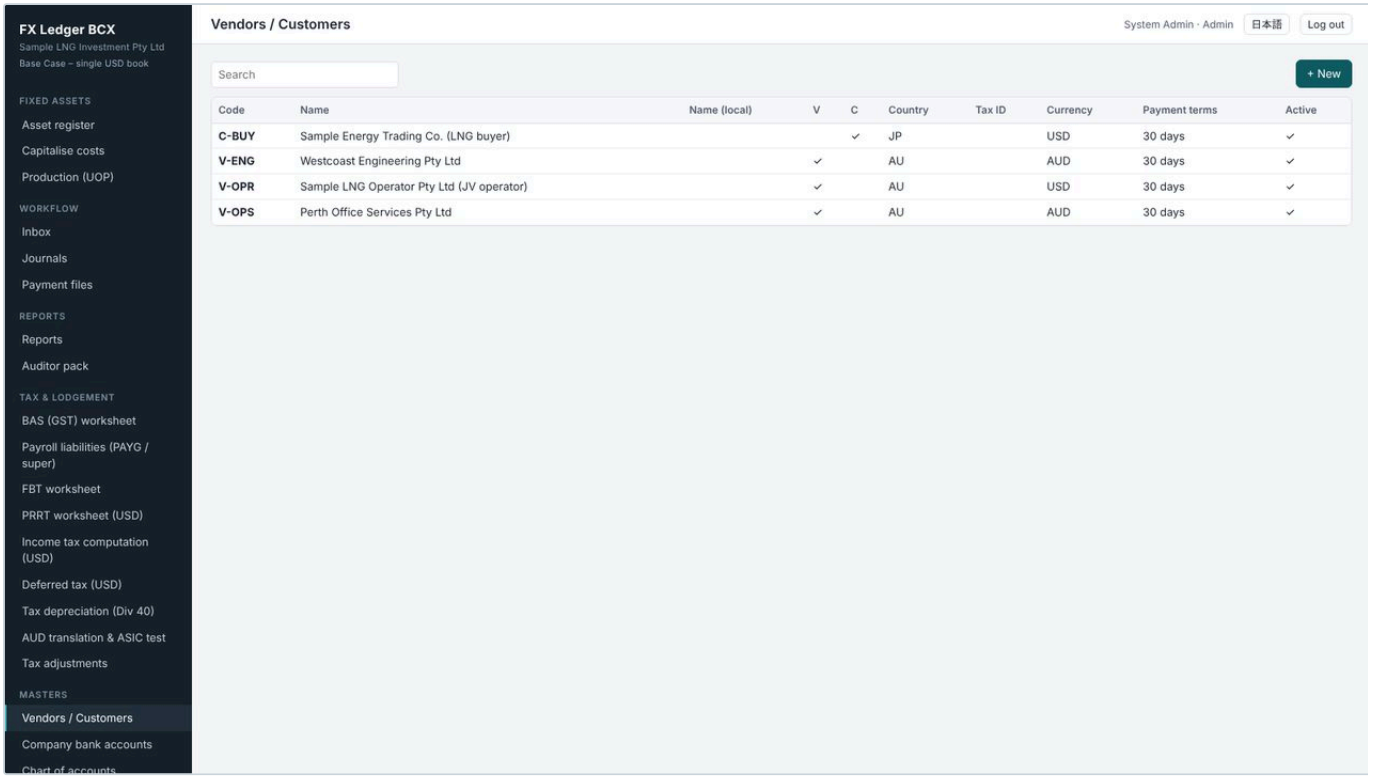
4.4 Company bank accounts

Register company bank accounts with currency, GL account, BSB and account number and remittance file settings. A bank account's GL account accepts only entries in that currency.



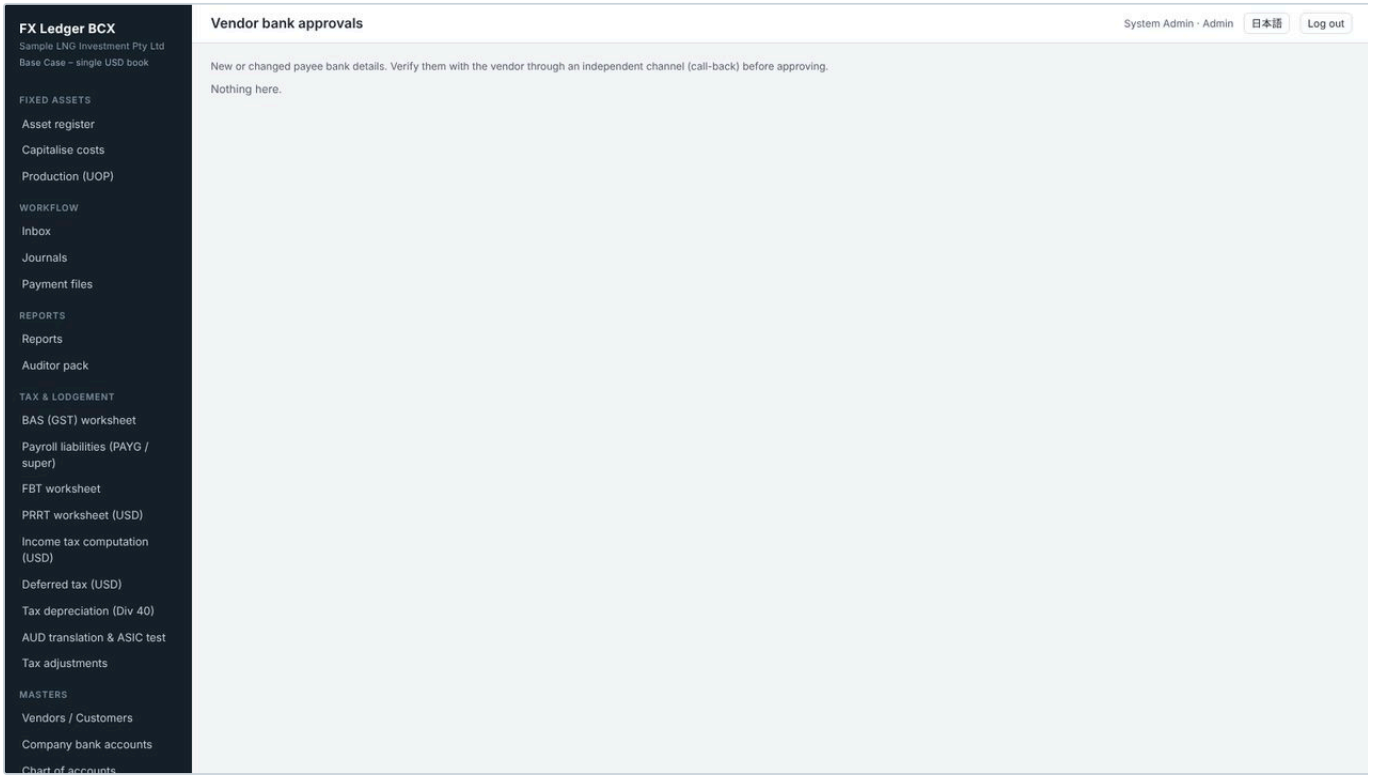
4.5 Vendors and customers

Register vendors and customers. Adding or changing a vendor bank account puts it on hold until an administrator other than the person who changed it approves it.



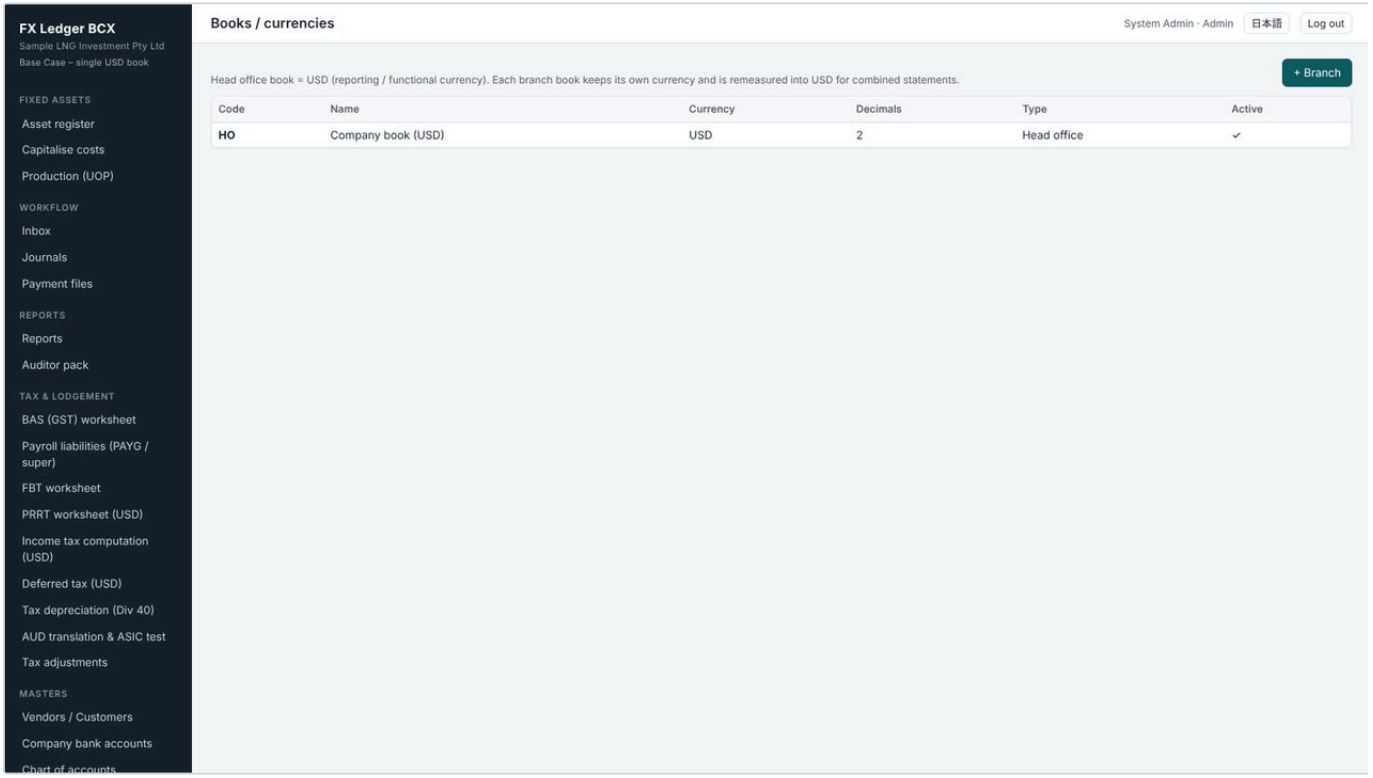
4.6 Vendor bank approvals

Check and approve changes under Vendor bank approvals. To prevent payment redirection fraud, confirm the change with the vendor by phone before approving.



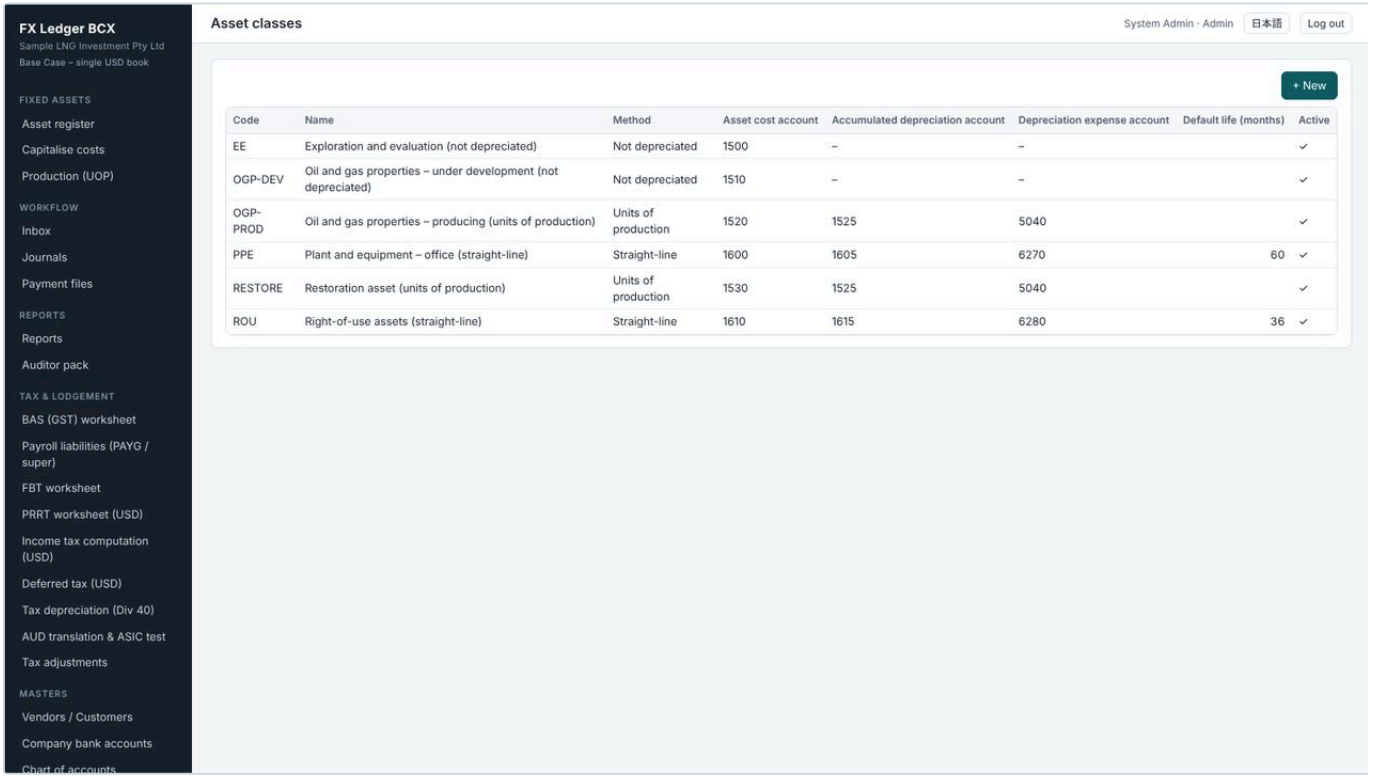
4.7 Books and currencies

BCX has a single USD book (HO); branch books cannot be added.



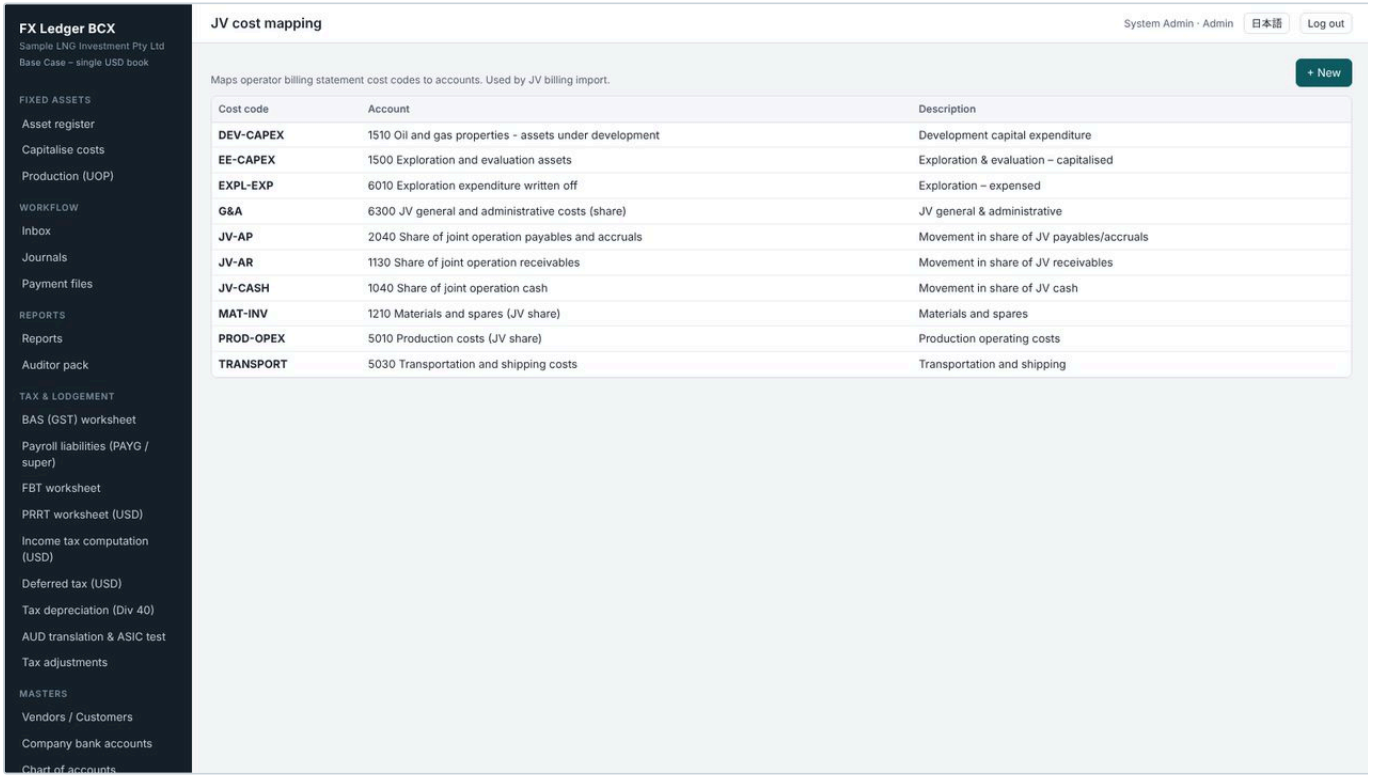
4.8 Asset classes

Each asset class has cost, accumulated depreciation and expense accounts and a default method and life.



4.9 JV cost mapping

Maps the operator's cost codes to accounts for the JV billing import.



5. Monthly, quarterly and annual routine

5.1 Monthly

Close each month in this order, then update the locked-through date so that the month cannot be changed.

- Enter monthly average and month-end rates
- Import payroll and confirm super payments
- Import JV billing and add PRRT classes
- Capitalise costs, enter production, run depreciation
- FX revaluation (month end)
- Review the trial balance and register reconciliation

5.2 Quarterly and annual

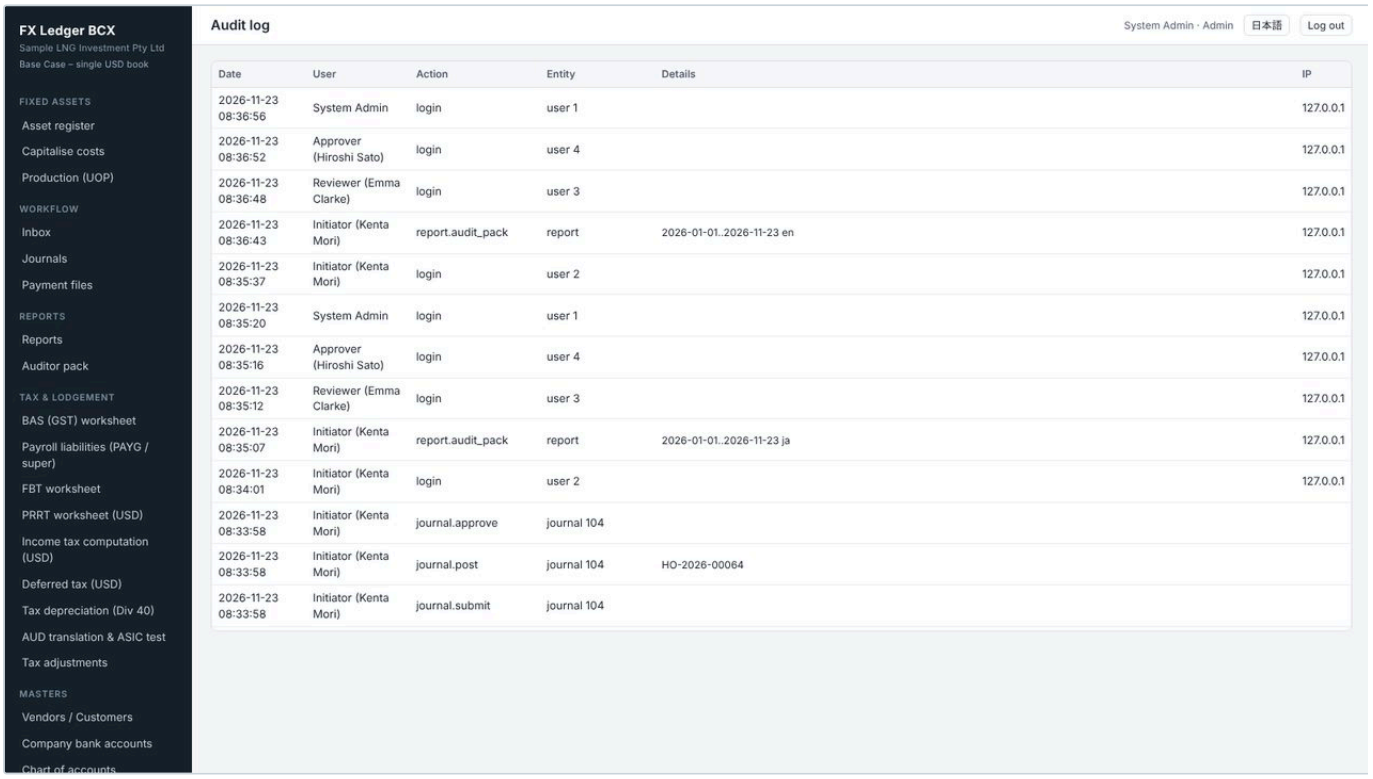
Each quarter prepare the BAS worksheet and record the settlement after lodging. In April total the FBT year. At year end prepare the income tax, deferred tax and PRRT worksheets, approve and post the tax journals, and run the ASIC test and the auditor pack.

6. Audit log and security

6.1 Audit log

Logins, journal actions, master and settings changes and payment file outputs are all recorded in the audit log, which can be searched by date and user.

Back up the database regularly (cPanel backup or a copy of the SQLite file).



Appendix

Trial environment

The trial environment at https://ashikari.work/fxl3/bcx/ holds sample data for January–October 2026 (GST, payroll, BAS settlements, FBT, LNG sales, PRRT classes, fixed assets, tax adjustments). It is shared, so do not enter confidential information.

User name	Password	Role
admin	adminashikari	System Admin
init01	Testinitiator1	Initiator
rev01	Testreviewer1	Reviewer
appr01	Testapprover1	Approver

Disclaimer

The tax reports are worksheets for preparing returns. Statutory valuation rules, the basis of translation rates, carry-forwards, instalments and balancing adjustments must be confirmed with the tax adviser before lodgement.