Chapter 6

The Advanced Payables Option

What is the Advanced Payables Option and why would a firm need it?

Since the *Basic Computer Checkbook* can keep vendor files and records and print vendor checks, the question often arises, "What is the Advanced Payables Option and why would a firm need it?" The answer is that the **Advanced Payables Option** is designed to allow a firm to better manage their accounts payable. It allows invoices to be added as the firm receives them and the **Advanced Payables Option** can print an open payables report at any time. This option also allows the firm to select which invoices they desire to pay, based on a number of criteria and allows the firm to print the checks for the selected invoices in a batch mode. (Whereas the *Basic Computer Checkbook* can only print one check at a time.)

What is the operational difference between how the Basic Computer Checkbook works and the Advanced Payables Option?

The operational difference between the two methods of producing vendor checks is that the *Basic Computer Checkbook* is designed to accept and print vendor checks **one at a time**. Each vendor check must be verified for correctness by the operator before it is printed. In many small businesses that have a small number of vendors and a good control of their payables, this is fine. It is simple and easy to write a vendor check whenever one is needed.

The **Advanced Payables Option** produces **all** the desired vendor checks for any or all vendors whenever the firm wants to print them. The system produces theses checks in a single session but in a batch mode rather than one check at a time. It allows the entry of invoices into the system as they arrive at the firm. It produces an open payables report on demand. Invoices may be selected for payment at any time based on a number of helpful criteria. If a company has a large number of payables or is experiencing difficulty in managing their payables, the advanced payables option can help them out.

What is the number of checks that can be done on either system?

Both systems will process a single vendor check or a 1000 vendor checks a month. Any company with less than fifty vendor checks a month will probably be very happy with the *Basic Computer Checkbook*. Any company with more than 200 vendor checks a month should probably use the **Advanced Payables Option**. Companies with between 50 and 200 vendor checks a month could be done on either system.

If you only have one or two companies for whom you do payables, probably the *Basic Computer Checkbook* would be better for these intermediate size companies. If you were already using the **Advanced Payables Option** for other companies, it would probably be more advantageous to process those intermediate companies with the **Advanced Payables Option**.

What are the similarities between the payable methods?

All of the setup options are the same between the two methods of writing vendor checks. The setup of the vendors is the same. The coding of the vendors is the same. Both methods will produce identical checks. For these reasons, the **Advanced Payables Option** documentation will begin with the entry of invoices not with vendor setup. If you are not familiar with *Basic Computer Checkbook*, you will need to review the process of setting up vendors and coding them to the correct general ledger accounts. This can be reviewed in the *Practice Set* found in **Chapter 2.** Specific setup options can also be reviewed in **Chapter 4 entitled Setup.**

Operation of the Advanced Payables Option

To access this option, select the **Advanced Options** pull down menu then **Payables** as shown. The following display will result.
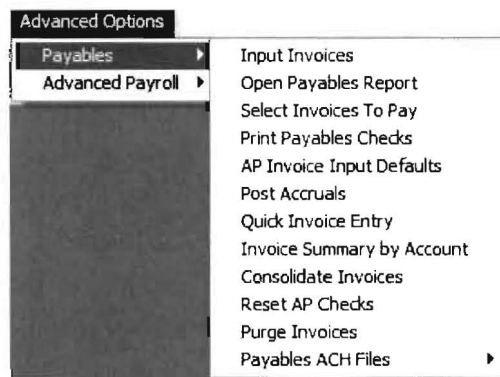

Figure 6-1: Advanced Payables Menu Options

Remember that this documentation is only concerned with processing the invoices and the checks. You should already have set up your vendor information such as the vendor's name and address and the desired general ledger account numbers, that the checks to that vendor, are usually posted. The setup of this information is identical to its setup in the *Basic Computer Checkbook*. If you have not yet setup this information, you will have to do so before you can complete this option.

In the following example, invoices will be entered and checks printed for four sample vendors. The vendors are:

Vendor Number	Vendor Name
501	United Reality
502	Sam's Cleaning Service
503	Best Copy Services
504	Verizon

These vendors were already setup as vendors using the *Basic Computer Checkbook* Sample Company Practice Set for vendors. Click on the **Advanced Options** pull-down menu then **Payables** and **Input Invoices**, the screen shown on the next page will display:

Figure 6-2: Invoice Entry Screen

This screen is used to input all invoices received by the company.

Here are the invoices that will be entered in this example.

Vendor	Invoice	Date	Amount	Description
501	0601 Misc	02/15/06 02/20/06	$750.00 $315.50	Rent Office Modifications
502	AA501	02/20/06	$150.00	Cleaning Service February
503	01B-1256 01B-1398 01B-1458 01B-1505	02/01/06 02/12/06 02/20/06 02/24/06	$125.00 $550.00 $225.00 $55.00	Copies Copies Copies Copies
504	FI-28907654 FI-Aux-4567890	02/25/06 02/25/06	$148.95 $50.00	Phone Service February DSL Line

Note: There is an option that allows you to set the defaults for invoice entry. This option is entitled **AP Invoice Input Defaults** and is accessed from the **Advanced Payables Option** pull-down menu then **Payables**. Filling out this screen with the default options that will be the best for your firm's situation will save you time and effort in the long run.

The entry of the first invoice, "Invoice number 0601" for United Realty is shown below: (Note that you can enter **Un** or **U** in the vendor ID instead of 501.)

Figure 6-3: Invoice Screen

The **Date fields** will originally be blank except for the **Invoice Date** which will default to today's date. After the first invoice is entered, the dates will automatically repeat unless you change them. In this example, the desired dates have been entered. You do not need to enter a **Check Date** or a **Check Number** as they will be generated by the System when the invoice is printed. If you desire to save the **Memo Description** so that it can repeat on each check that is written to that vendor, you should check the **Save Memo** *check box*.

The **Pay Status** options are used to inform the system how to handle this invoice. **Open** means just that, this is an open invoice that has not been paid. **Selected** marks the invoice to be paid the next time the **Print Payable Checks** option is run. (Note, you would usually run the **Select Invoices to Pay** option to mark which invoices you want to pay.) This option is discussed later in this chapter. **Hold** puts the invoice in a hold status, which means you will be unable to select this invoice to be paid until you manually remove the *Hold*. **Written** means that this invoice has already been paid and a check has been written.

For the purpose of this documentation, all the remaining sample invoices were entered in a similar manner.

The next step is to select the **Open Payables Report** option from the **Advanced Options** pull-down menu then **Payables**. When this option is selected, a report selection criteria screen will be displayed. For the example, the criteria selected is shown below:

Figure 6-4: Print Payables Screen

The *Cash Account* should also be selected as this will display the amount that will be left in this Cash Account if the checks are written. The Cash Account in the example is account number **110**.

Note: Use the **Setup, Accounts, Cash Account** option to setup your cash account. If you do not setup your cash account using this option it will not be available here.

The Open Payables Report appears on the next page:

```
                    The Sample Company, Inc.
                     Open Payables Report
February 21, 2006                                 Client No: 951      Page 1

         Inv #   Status   Inv Date   Due     Sched        Amount    Bank Balance

         Cash    Account   110                                        2,400.86

501  United Reality
         Misc      O      2/20/06    3/1/06   2/28/06       315.50     2,085.36
         0601      O      2/15/06    3/1/06   2/28/06       750.00     1,335.36
                                                          1,065.50

502  Sam's Cleaning Service
         AA501     O      2/20/06    3/15/06  3/10/06       150.00     1,185.36

503  Best Copy Services
         01B-1256  O      2/1/06     2/20/06  2/15/06       125.00 .   1,060.36
         01B-1398  O      2/12/06    2/25/06  2/20/06       550.00       510.36
         01B-1458  O      2/20/06    3/5/06   3/1/06        225.00       285.36
         01B-1505  O      2/24/06    3/10/06  3/7/06         55.00       230.36
                                                            955.00

504  Verizon
      FL-Aux-4567890  O   2/25/06    3/7/06   3/3/06         50.00       180.36
      FL-28907654     O   2/25/06    3/7/06   3/3/06        148.95        31.41
                                                            198.95


         Open                                             2,369.45

         File Total                                       2,369.45
```

This is a sample of an open payables report. Is shows all invoices are in an "Open" status and that if the checks were to be written there would be a remaining in the cash account of $31.41.

The next task is to actually select the invoices that you desire to pay. Click on the **Advanced Options** pull-down menu then **Payables** and **Select Invoices to Pay.** The following screen will appear:

Figure 6-6: Select Invoices to Pay Screen

The system default is to show all open invoices for all vendors. You may also select invoices for a particular vendor, by enabling the **Vendor Only** *radio button* and selecting the vendor you wish to examine from the list of vendors.

You can select the invoices to pay by simply clicking on the invoice you want to pay. The system will highlight the invoice and put an "**X**" in the **Select Field**. While this is a valid way to select invoices it is also time consuming. There are some nice features to help speed up the selection process. You may select all invoices for all vendors by clicking on the **Select All** button. You could alternately select open invoices based on either the **Scheduled** or **Due Dates** that you have previously entered.

If you have selected to examine and pay only a single vendor, the buttons will work the same way as if all invoices were displayed on the screen. Once you have completed the invoice selection you desire, click the **[Ok]** button to accept your selections and to return to the **Home Screen.**

To unselect an invoice, simply click on it again to un-highlight it and remove the "**X**" from the **Select Field**. To start over from scratch click the **[Clear All]** button.

The next task is to print the **Payables Checks** that you have selected.

To print the Payables Checks, click on the **Advanced Options** pull-down menu and then **Payables** and **Print Payables Checks**. The screen on the following page will appear:
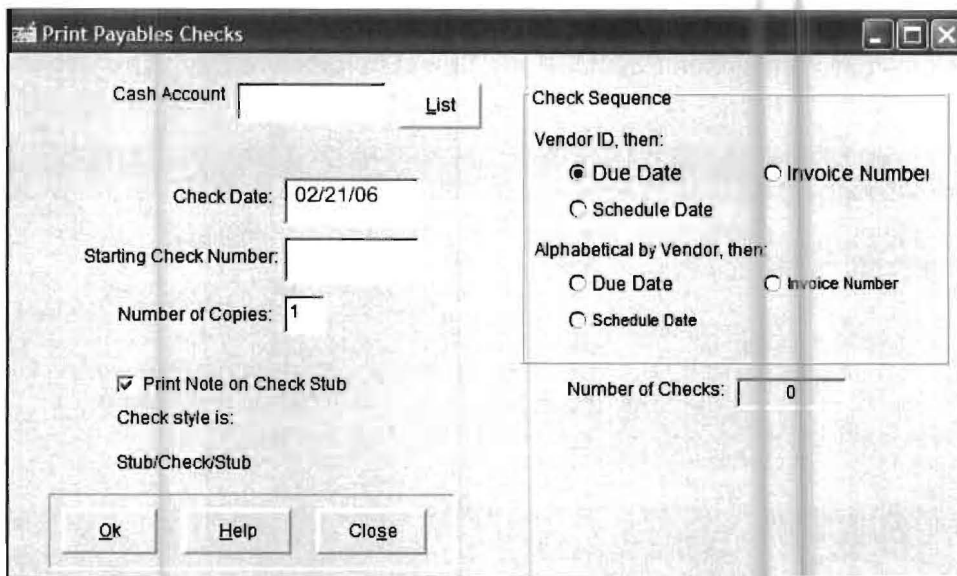
Figure 6-7: Print Payables Checks Screen

The above screen is used to designate the appropriate **Cash Account, Check Date** and **Starting Check Number**. Enter the Cash Account the checks will be written out of by either typing in the number and pressing **Enter** or by clicking the **[List]** button to the right of the **Cash Account Field** and selecting the account off the list. The **Check Date** will be defaulted to today's date. To change the date click in the **Check Date Field** and type in the date you want on the checks and press **Enter**. The **Check Number** that you enter will be used to write the first vendor check and the other vendor checks will be written sequentially. Once the screen is filled out to your satisfaction click the **OK** button to print the checks.

There are few important things to know about how the system prints payables checks:

1. On the check stubs, the invoice number, date of the invoice and the invoice amount will print for each invoice selected. **(Example: Inv #01B-1256 02/01/06 $125.00)**

2. A vendor payable check can only hold up to **twenty (20) account distributions** or transactions per check. If you have selected more invoices than the system can handle on one check, it will print as many checks for the vendor as necessary to pay all the invoices. Twenty (20) distributions per check does not mean that it will necessarily pay twenty invoices on one check. If you are distributing invoices to multiple accounts for posting, each account distribution reduces the number of distribution remaining.

3. If you have certain vendors where you large numbers of invoices at one time, you may want to consider using the Payables feature **Consolidate Invoices** which is discussed later in this chapter (Page 6-11)

This concludes the basic Invoice Entry to Check Printing Cycle.

Additional Payables Options

Now we will discuss the remaining Payable Options and how they can help you in addition to and in conjunction with the normal processing of Payables. The other options are:

- **AP Invoice Input Defaults** - This option screen allows you to define defaults you would like to set in the Invoice Input screen

- **Post Accruals** - For those customers who generate their financial reports on an accrual basis, the system will allow you to create ledger transactions for the unpaid accounts payable invoices for the current period ending, based on the "Invoice Date" of those accounts payable invoices.

- **Quick Invoice Entry** – This entry screen is designed to allow invoices to be entered into the system in a manner that is probably faster than the Input Invoices screen.

- **Invoice Summary by Account** - Prints a report that shows the total of invoices due by general ledger account.

- **Consolidate Invoices** - This feature will allow a client with a large number of selected payables invoices to consolidate the invoices and print one check per vendor for the total of all the invoices selected.

- **Reset AP Checks** - This option allows you to reset a series of check numbers. Then you can reprint the selected checks based on a new series of check numbers.

- **Purge Invoices** - This option will allow you to remove paid invoices.

- **Payables ACH Files** - This option takes the payables you have selected for payment, creates an ACH file for direct deposit and records the invoices as paid.

AP Invoice Input Defaults

This option **AP Invoice Input Defaults** allowS you to define defaults you would like to have in the Invoice Input screen. Below are the available defaults with an "*" next to the defaults shipped with the program:

Field	Default Choices (* = system default)
Pay Status	**Open*** Selected
Invoice Date	**Computer Date Every Time*** Computer Date, Then Use Last Date Entered Always Leave Invoice Date Blank
Schedule Date	**Start Blank, Then Use Last Date Entered*** Always Leave Schedule Date Blank
Due Date	**Start Blank, Then Use Last Date Entered*** Always Leave Due Date Blank

A/P Account field - Enter a default account number for your accounts payable account or select from the LIST button.

Check box "Select Invoices to Store" -

Check box "Print invoice Number and Desc. On Stub" -

1. Unchecked, the stub invoice information print like this:

   Inv #01B-1256 02/01/06 $125.00.

2. Checked, the box causes the stub invoice information to print like this:

   Inv #01B-1256 Office Expense $125.00.

Post Accruals

Open Payables Accrual Entry Creation - For those customers who generate their financial reports on an accrual basis, the system will allow you to create ledger transactions for the unpaid accounts payable invoices for the current period ending, based on the "Invoice Date" of those accounts payable invoices.

To create these transactions:

1. Insure you are in the correct reporting period for the transactions you want to create,
2. Create the transactions by going to **"Advanced Options/Payables/Post Accruals"**.

The transactions that are created by this function will have a journal code of "AR1". This AR1 journal code is a special "Automatic Reversing Entry" used in the General Ledger or Client Write-Up programs.

NOTE FOR CLIENT WRITE-UP USERS:

Consolidating the AR1's & AR2's - For Client Write-Up/General Ledger users who will be producing the above AR1 accrual transactions, there is an option for you to consolidate these entries. Because the system generates a transaction for each account posting, for each invoice, the system will usually have many entries to the same account. This consolidate feature will take every entry to the same account and make just one entry to that account. This option is found in the Client Write-Up/General Ledger program, under **"Transactions/Transaction Utilities/Compress GL Transactions"**. To run this option, click on the radio button "Current Fiscal Year AR1s and AR2s". Then select either the current period you want to consolidate or select "Current Fiscal Year' which will select all periods in the current year.

Quick Invoice Entry

This is an alternate entry screen for inputting invoices in a faster mode with only the basic information.

That basic information would be:

Vendor ID
Invoice Date
Due Date
Invoice Number
Account
Amount

The invoice status can be either OPEN or SELECTED.

Invoice Summary by Account

This report summaries open payables into the following format: Account Number, Account Description, Debit and Credit balances with a total of all accounts for the debits and credits.

Consolidate Invoices

The **Consolidate Invoices** feature will allow a client with a large number of selected payables invoices to consolidate the invoices and print one check per vendor for the total of all the invoices selected. The system will allow you to print a schedule of the selected invoices per vendor to attach to each vendor check to support the dollar amount of the check. When the system consolidates the invoices, it creates a new invoice with an invoice amount equal to the total of all the selected invoices. The system also creates a summary ledger entry totaling the amounts by account number and an offset entry to an account of your choice.

This option should be run **ONLY ONCE** between the time you make your payable selections and the time you print the checks. Here are our recommendations for the steps needed to accomplish printing payables checks using the 'Consolidate Invoices" feature:

1. **Select Invoices To Pay** - Make your payable selections.

2. **Open Payables Report** - Run this report, choosing **Selected** items only. Verify from this report that these are the invoices you want to pay.

3. **Consolidate Invoices (RUN ONLY ONCE) - (Prints Consolidate Report)**

   (1) Select a date for the summary ledger entry (usually check date).
   (2) Select an adjustment account number for the balancing of the ledger entry (usually some wash or suspense account).
   (3) Select the number of copies you would like to print.

4. **Print Payables Checks** - Print the checks as you normally would and then attach the consolidated invoice report to each check.

Note: You may want to consider a combination of both the old method of paying payables and the new consolidate method. If you have a few vendors with large numbers of invoices and a large number of vendors that have a number of invoices that will easily fit on a stub then you could:

1. Select all the invoices you are going to pay for the big vendors.
2. Run the invoice consolidation.
3. Select the invoices for everybody else.
4. Print Checks.

Reset AP Checks

The **Reset AP Checks** option is used to remove the check number from the invoice. This will change the status of the check from written to select so that the check may be written again. It will also delete any general ledger transactions that were generated by these checks. This options is useful if the payable checks were not printed correctly due to an input error.

Take this option and enter the check numbers that you need that need to be redone. Now call up the invoices that make up those checks and correct them. You may then reprint the checks. The new checks will print using the next available check number. (If you wish to use the same check numbers to reprint the checks that were used on the original checks, you should select **SETUP** then **ACCOUNT** then **CASH ACCOUNTS** and then select the **CHECK WRITING BANK DATA** tab. Then you would change the **LAST CHECK NUMBER PRINTED** field as needed so that you could print the checks you forgot to put in the printer or whatever.) This concludes the documentation on the Advanced Payables option.

Purge Invoices

When this option is selected, you will be prompted to enter a cutoff date for removing paid invoices. The system will remove all paid invoices written with a check date on or before the date entered.

Note: As with any option where you are asking the system to remove or delete any data, it is highly recommended that you backup the data prior to running a function like this option.

Payables ACH Files

This sub-menu takes you to the following options:

Create ACH File - This option takes the payables you have selected for payment, creates an ACH file for direct deposit and records the invoices as paid, thereby reducing your cash account by the amount of the invoices.

List Payable ACH File - This option allows you to view, print or save as a PDF file any ACH file or files you may have created.

Create ACH File

Once you have selected your invoices to be paid, from the option **Select Invoices to Pay**, make sure you have entered the correct "Cash Account" the invoices will be paid from and the effective entry date the invoices are being paid.

Once you click on the **OK** button, the system will present you with a pop-up screen where you can enter the file name you will be sending to your bank and the location where the file will be stored.

Also, after clicking on the OK button, the system will record your selected invoices as paid. Since no checks numbers are used in recording these transactions, the system will assign each transaction, a transaction number with a reference number that is preceded by the letter **"H".**

If you would like to view, print or save the ACH file as a PDF file you have just created, you can go to the option **"Advanced Options/Payables/Payables ACH File/List Payables ACH File".**

List Payable ACH File

This option allows you to view, print or save as a PDF file any ACH file or files you may have created.

Direct Deposit Payables

Direct Deposit ACH File or Recording Paid Invoices Without Printing Checks - This feature allows you to create a direct deposit ACH file, so you can pay your payables without printing checks for the paid invoices. You can also use this feature to record payables that you paid on-line. Below are the setup steps you need to complete to create the direct deposit ACH file:

a. Go to the screen **NACHA Setup** in the option **"Setup/Account/Cash Account"** and enter the necessary information for the cash account required by your bank. If you will only be recording on-line paid invoices, you will only need to input some data into the field **"Immediate Destination ID".**

b. Go to the option **"Setup/Vendors"** screen or click on the ICON "Vendor File Maintenance" and enter the **ABA Number and Account Number** for each vendor that you will be paying via direct deposit. If you will only be recording on-line paid invoices, you will not need to input this data.

To create the direct deposit file and/or record paid invoices as a normal course after invoices have enter for the company, you would complete the following steps:

a. Go to the option **"Advanced Options/Payables/Select Invoices to Pay"**, check the box labeled **"Select For Electronic Payment (ACH File)"**, check the invoices you want to pay and click on the OK button.

b. Go to the option **"Advanced Options/Payables/Payables ACH File/Create ACH File".** Make sure you have entered the correct "Cash Account" the invoices will be paid from and the effective entry date the invoices are being paid. Once you click on the OK button, the system will present you with a pop-up screen where you can enter the file name you will be sending to your bank and the location where the file will be stored. If you would like to view the ACH file you have just created, you can go to the option **"Advanced Options/Payables/Payables ACH File/List Payables ACH File".**

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Chapter 7

The Advanced Payroll Option

What is the Advanced Payroll Option and why would a firm need it?

Since the *Basic Computer Checkbook* can calculate and print payroll checks, the question often arises, "What is the Advanced Payroll Option and why would a firm need it?" The answer is that the Advanced Payroll Option is designed to allow companies a wider range of options in processing payroll, especially companies with a large number of employees. Here is list of features the Advanced Payroll can provide:

1. Batch time card entry through normal time card entry or quick time card entry screens.
2. Batch selection of salary/standard check employees.
3. Review of Time Card Report and Payroll Check Register prior to check printing.
4. Batch payroll check printing on preprinted or blank stock checks or stub only printing.
5. Save printed payroll checks in a PDF file format.
6. Processing of employee's payroll checks by Direct Deposit.
7. Import of employees' hours from a transmittal Excel work file.
8. Import of employees' hours from a Payroll Time Card Daily Punch Software.
9. Accrue and track Vacation and Sick pay.
10. Provide employee paper or Excel file transmittal sheet for payroll period hours input.
11. Ability to reset and reprint all or selected payroll checks.
12. Ability to selectively withhold or not withhold deductions for certain payroll periods.

What is the operational difference between how the *Basic Computer Checkbook* works and the Advanced Payroll Option?

The *Basic Computer Checkbook* is designed to calculate and print a **single paycheck** at a time. Each paycheck must be verified for correctness by the operator before it is printed. In most small businesses, businesses that have ten or fewer employees, this is probably the best design. Different employees can be paid at different times on different days and the checks can be written very quickly. The system is very easy to use and understand.

The **Advanced Payroll Option** typically produces **all the paychecks** for all the employees in a single session, in a batch mode rather than one check at a time. It allows the entry of timecards for all the employees and the printing of a timecard edit report to check the figures. It produces a sample check register before the checks are printed, which allows the review of the gross and deduction amounts that will be on the check. If any problems are found with the timecards or with the check register, then the individual's timecards or salary records may be adjusted and the timecards or check registers produced again. If the company has 50 or more employees, this would certainly be the best way to accomplish this job.

Operation of the Advanced Payroll Option

To access this option, click the **Advanced Options** pull-down menu and then **Advanced Payroll** as shown. The following display will result.
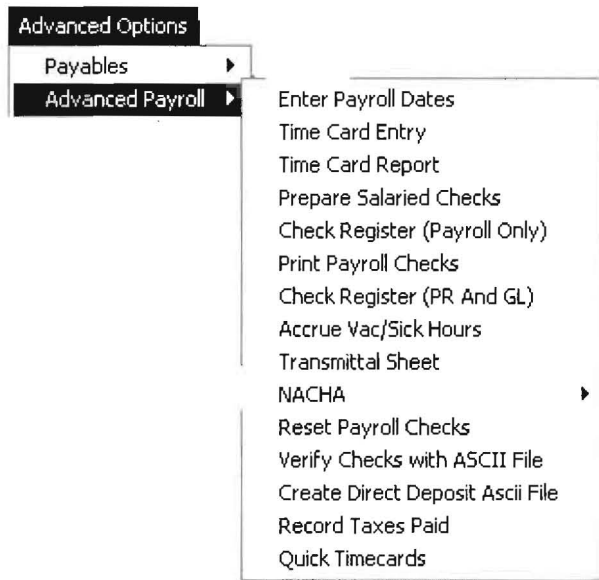

Advanced Options	
Payables ▶	
Advanced Payroll ▶	Enter Payroll Dates
	Time Card Entry
	Time Card Report
	Prepare Salaried Checks
	Check Register (Payroll Only)
	Print Payroll Checks
	Check Register (PR And GL)
	Accrue Vac/Sick Hours
	Transmittal Sheet
	NACHA ▶
	Reset Payroll Checks
	Verify Checks with ASCII File
	Create Direct Deposit Ascii File
	Record Taxes Paid
	Quick Timecards

Figure 7-1: Advanced Payroll Menu Options

The normal flow of processing payroll with the Advanced Payroll Option would be to start first with the first sub-option choice **"Enter Payroll Dates"** and work your way through to the sub-option **"Print Payroll Checks"**. Other sub-options would be used on as needed basis, such as "Accrue Vac/Sick Hours", Transmittal Sheet, etc.

Now let's walk through a sample of a small but normal payroll using the Advanced Payroll Option.

Remember that these options are only concerned with processing the checks. You should already have setup your payroll information such as *payroll items*, states, localities and employee information. The setup of this information is identical to its setup in the *Basic Computer Checkbook*. If you have not yet setup this information, you will have to do so before you can complete these options.

In the following example, paychecks will be calculated and printed for three hourly employees (John J. Smith, George T. Jones and Harry M. Weaver) in North Carolina and one salaried employee (Michael S. Harris). In the following examples these employees have already been setup as employees using the *Basic Computer Checkbook* options for payroll.

Enter Payroll Dates

Select the option **Enter Payroll Dates** and a screen similar to the one shown on the next page will display:

You would now change the Primary Sequence and the Secondary Sequence (if needed) to the choices that would be most convenient to you. In the case of the sample data used to illustrate this documentation, the choice of primary sequence was changed to Employee ID. The choice of Secondary Sequence was left on name since it was not needed.

Once the choices are made, you would change from View to Print and Click on the OK button. Your transmittal sheet would print. Or you could click on the OK button to view and then save the transmittal sheet as seen below as an Excel file.
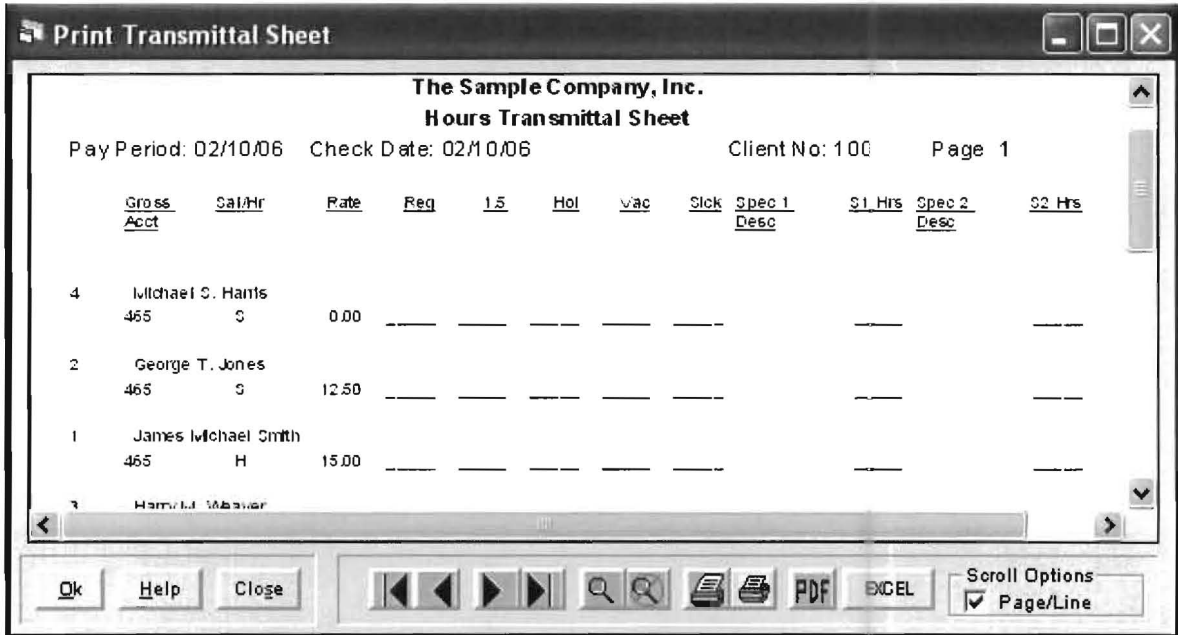
Figure 7-1: Transmittal Sheet View Screen

The following transmittal sheet reflects the sample data used for this documentation:

The first employee with a timecard this week is employee #1, John Smith. So enter the number "**1**" and press **Enter**. The screen will now appear as the one shown below:

HELPFUL HINT: To help speed up time card entry, the program can be setup to have employees automatically sequence without having to call up each employee. If you are then inputting from the transmittal sheet, the employee sequencing can match the transmittal sheet. The activation of this feature is found on the **Setup ↪ Payroll ↪ Payroll Setup ↪ Misc** tab. You would check the box labeled **Auto sequence to the next employee during Time Card Entry** and select the sequencing you desire. Only employees marked as hourly under **Setup ↪ Payroll ↪ Check Writing Employee Setup** will appear in the sequence. Employees indicated as terminated in the "Basic Information" screen of "Employee File Maintenance" will not show up in the sequencing.

Figure 7-6: Payroll Entry Screen

Now press the **Enter** key to bypass the **Date Field**. (The date that is shown here will be the "check date" that you previously entered using Advanced Payroll Options/Enter Payroll Dates.) Press Enter to bypass the memo and unemployment state fields. You can set the system to automatically bypass any or all of these fields. The setup option to bypass these fields is found on the **Setup ↪ Payroll ↪ Payroll Setup ↪ Options and Tab Stops** tab. You could still access any field that you designated to be bypassed by clicking on that field.

After you press **Enter** to bypass the *Unemployment Field*, a **timecard** will appear on the screen. The basic hourly rate on this timecard will be the one you entered in the employee setup for this employee, using the **Setup ↪ Payroll ↪ Check-Writing Employee Setup** option. Enter the correct hours and the gross pay will calculate. Now click on **[Save and Return]** button or press the **[F9]** key since this employee will only have one time card sequence.

You may need multiple timecards for an employee if you are separating the wages by cost center or the employee has multiple payroll item additions, i.e. state wages, bonus, commissions, etc.

When the operator checks a screen like this, they might notice some mistake. For example suppose that there was also a health insurance deduction and it was incorrect because it was not updated for an increase from the provider. They could update the health insurance manually on this screen if they wished and update the health insurance amount on file when they finished with payroll. Alternately they could cancel this screen by clicking the **[Cancel]** button, which would also cancel the timecards supporting it. (In other words, by clicking the **[Cancel]** button the system will not save the timecard(s) associated with this transaction) You would then go to the employee setup information (**Setup** ↪ **Payroll** ↪ **Employee, Standard Check**) and correct the health insurance amount on file. Then return to Payroll Entry and redo the employee's timecard.

In any case, once you click the **[OK]** button, the payroll transaction is accepted and stored, a blank payroll screen will appear. You would then enter timecards for the rest of the employees, using the hours provided by the employer. When you have finished entering all the employees and saving their completed timecards you would click the **[OK]** button to save the last one and click on the **[Close]** button to end timecard entry.

Note: If you have to go back and change a timecard that results in the Gross amount of the check changing. You should click the **Recalculate Check** button so the system will check the deductions for correctness.

Time Card Report

The next step is to print a **Timecard Report**. To print the *Timecard Report* click on **Advanced Options** ↪ **Advanced Payroll** ↪ **Time Card Report**. You will be asked for a date. **Make sure you enter a date range that spans the dates that you entered timecards for, otherwise the timecards will not print**. If you are just entering timecards for a single date, the correct starting and ending date should already be present, if not correct it. When you do this correctly a time card edit will print. The timecard edit for the sample data used for this exercise is shown on the next page.

```
                               The Sample Company, Inc.
                                  TIME CARD REPORT
March 22, 2006                                       Client No: 100      Page  1
              P.P Item     Type          Hours     Rate      Amount


        1  James Michael Smith
           Date:  02/10.06
                   GASPOS    Regular       40.00    15.00      600.00

        2  George T Jones
           Date:  02/10.06
                   FLG PO S   Regular       40.00    12.50     500.00
                   FLG PO S   Time + 1/2     2.00    18.75      37.50
                              Employee      42.00             537.50
                              Total

        3  Harry M Weaver
           Date:  02/10.06
                   FLG PO S   Regular       40.00    14.25     570.00

                              Final Total  122.00            1,707.50

                            Hours Totals By Type

    Hours Type        Hours          Amt

    Regular          120.00       1,670.00
    Time & 1/2         2.00          37.50
```

You should check this timecard report to see if there are mistakes. Let us suppose that John Smith actually worked 41 hours and that Harry Weaver's payroll rate should have been changed to 14.75 before this pay period. To make these corrections, you would select timecard entry again (**Advanced Options** ↪ **Advanced Payroll** ↪ **Time Card Entry**) and when the **Payroll Transaction Entry Screen** appears, you would click on the **[List]** button between the
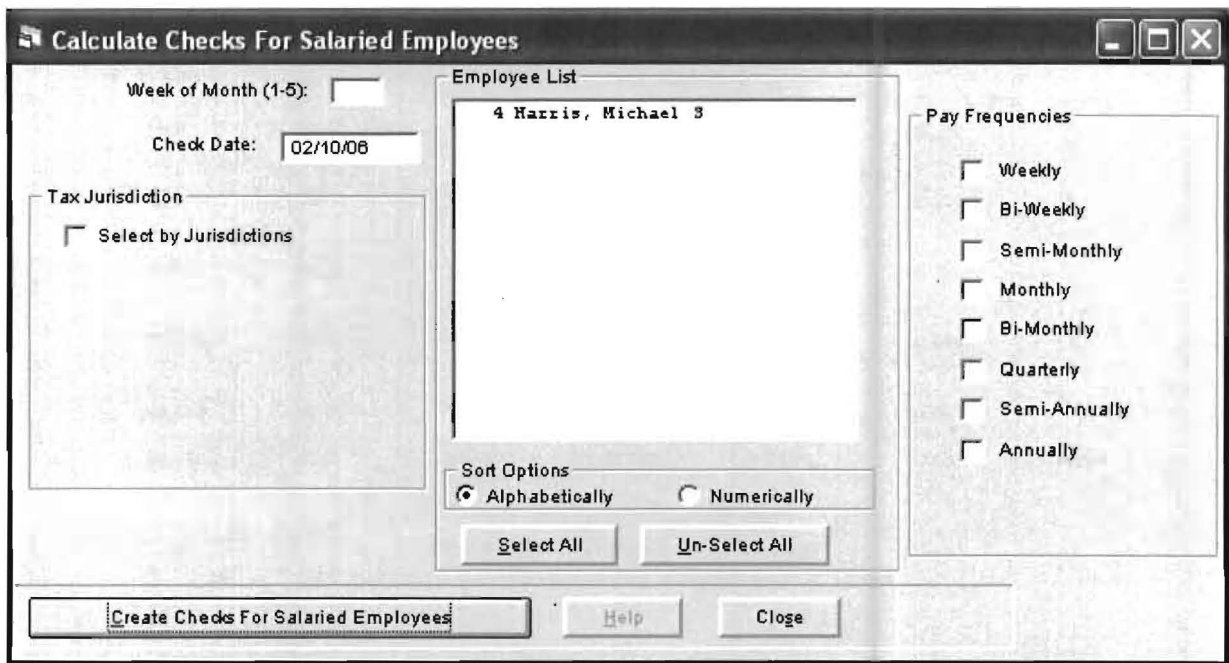
Figure 7-9: Salaried Employee Section Screen

Select the employee(s) that you wish to pay this period by clicking on them individually or by selecting them all with the **[Select All]** button. Also select **Pay Frequency** and the **Week of the Month**, then click the **[Create Checks for Salaried Employees]** button. This will actually calculate the check amounts for these individuals.

Note: In order for the system to calculate the salaried check amounts you **must** have setup a **Standard Check** for salaried employees. To setup a standard check either click on the **Employee File Maintenance Icon** shown to the left or click on **Setup** ↪ **Payroll** ↪ **Employee**. Then select the employee and enable the **Standard Check** *radio button*. Enter the employee's standard check additions and deductions amounts and accept the check by clicking the **[OK]** button.

Note: If during a payroll period, a salaried employee were to receive a one time different pay check, you would use the Time Card Entry screen to enter their check. Then that employee would not be processed through "Prepare Salaried Checks".

Check Register (Payroll Only)

Once you have accomplished the **Prepare Salaried Checks** step, click on **Advanced Options** ↪ **Advanced Payroll** ↪ **Check Register (Payroll Only)**. The report for the sample data used in this documentation example is shown on the next page. If any mistakes are found, they may be corrected. You would return to timecard entry to correct any mistakes.

Print Payroll Checks

The final step in the process is to print the checks. Click on **Advanced Options** ↪ **Advanced Payroll** ↪ **Print Payroll Checks**. The following screen will display:

Figure 7-10: Print Payroll Checks Screen

Enter the **Cash Account** that you wish to use to print the payroll checks. For this example type in "**110**" and press **Enter**. Enter the **Beginning and Ending Dates** of the payroll period and the **Starting Check Number**. Remember, that regardless of what was entered in the *Check Number Field* when you entered the timecards, the check number you choose here will be assigned to the first check printed and the other checks will follow that one in number. If you wish to have your checks print in a special order, indicate the order that you desire using the selections for primary and secondary sequence. There are also options to create a pre note test if you are doing direct deposit checks and print a note on the check stub. You may also print multiple copies of the check if you want to make copies. (If you do this, make sure you insert the correct number of blank sheets of paper between the actual checks.) Make sure you have checks loaded in the printer and click the **[Ok]** button and your checks will print. (Note that your choice of check printing and your check setup is the same as in the *Basic Computer Checkbook*)

Once you have printed your checks and checked them, you would typically reprint the check register that you printed for checking purposes. (This is the Check Register labeled Payroll Only) Now this check register will have the actual check numbers that were printed on the employee checks shown on the report. This usually completes the payroll checking writing cycle.

Other Advanced Payroll Options

There are other options that are found are the Advanced Payroll Options pull-down menu. The Transmittal Sheet option has already been discussed. The other options are:

Check Register (PR and GL)- PR stands for Payroll and GL stands for General Ledger.

NACHA

1. The **NACHA FILE LIST** option is only used if a company is producing direct deposit checks so the file can be viewed, printed or saved in a PDF format.
2. **Direct Deposit** - The Advanced Direct Deposit feature now allows you more flexibility with direct deposit.

   I.   For each employee, you can direct deposit money to more than one bank account from a single paycheck.
   II. For each employee direct deposit record, you can specify an amount, or you can indicate "Remainder", which means that everything that is left in the check goes to a particular direct deposit account.
   III. Any dollar amount that is not taken up by direct deposit will be used to write a regular paper paycheck.
   IV. You can also specify that the employee is to receive a regular paper paycheck for a specific amount and you want the "remainder" to be direct deposited.

Reset Payroll Checks

The **Reset Payroll Checks** option allows you to reset a series of starting and ending payroll check numbers if it will be necessary to reprint checks.

The **Reset Checks Options** is used to remove the check number from the payroll transactions so that the payroll checks may be written again. This options is useful if the payroll checks are not printed correctly because of a printer malfunction or if the checks need to be redone because the amounts that were entered into or calculated by the system are incorrect.

Take this option and enter the check numbers that need to be redone. Now call up those same payroll transactions using the list button in timecard entry and correct them if needed. They can then be reprinted. The new checks will print using the next available check number. (If you wish to use the same check numbers to reprint the checks that were used on the original checks, you should select **Setup ↪ Account ↪ Cash Accounts** and then select the **Check Writing Bank Data** tab. Then you would change the **Last Check Number Printed** field as needed so that you could print the checks you forgot to put in the printer or whatever.)

Verify Checks with ASCII File

The **Verify Checks with ASCII File** is only used if a company is producing direct deposit checks. It produces the file based on the cash account selected and the date range. The file will be saved to a diskette.

Create Direct Deposit ASCII File

This option would only be used with the help of *PC Software Accounting* support personnel. The option is designed to allow us the flexibility in designing a direct deposit ASCII file for banks that have a particular format.

Record Taxes Paid

This option is designed so entries can be made to record payments of taxes liabilities on the date of payment. Entries made in this option will then carryover to the related payroll tax reports as payments made.
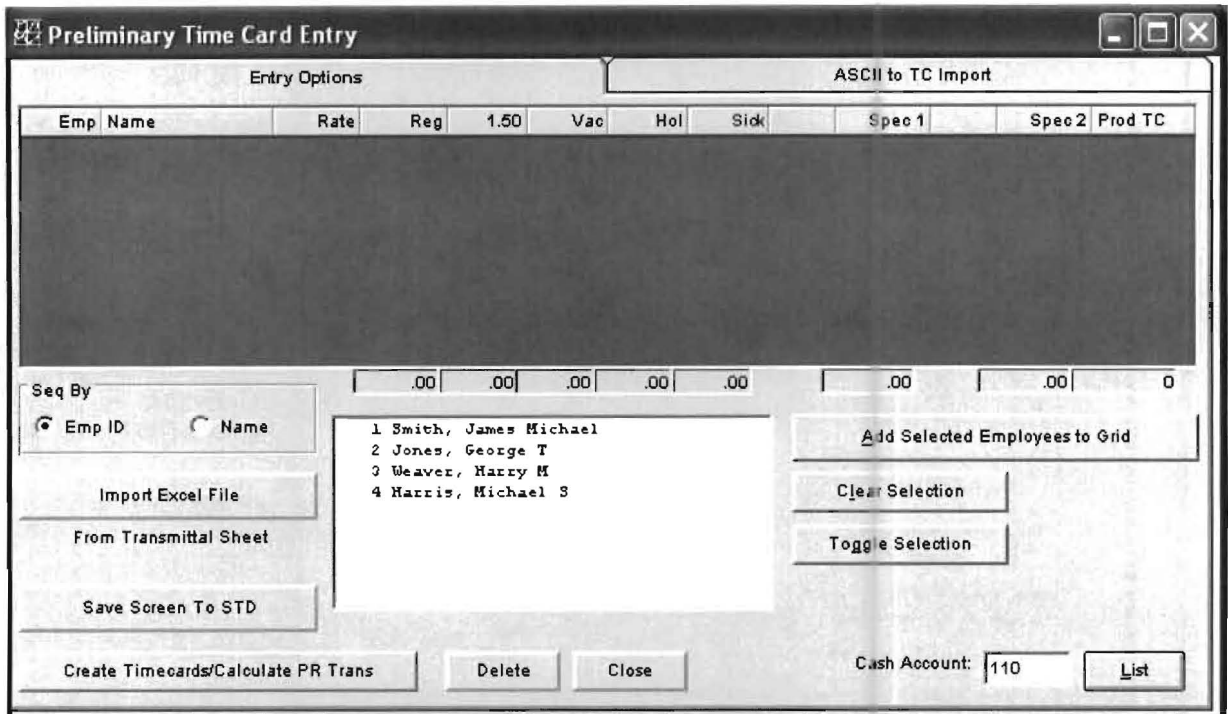
Figure 7-12: Preliminary Time Card Entry Screen

Now let us discuss how this option would be used to process payroll for employees paid on an hourly basis, where time cards need to be entered.

First we want to select the employees that will need time cards. If all the listed employees were going to receive time cards, you would click on the button **[Toggle Selection]**. This would highlight all the employees. Then by clicking on the button **[Add Selected Employees to Grid]**, the system would place all the employees in the time card entry grid.

In our case, we only want to place employees 1 through 3 into the grid. So we would click on employees 1, 2 and 3 and then click on the button **[Add Selected Employees to Grid]**. If you had lots of employees and only a few employees that were salaried, you could **[Toggle Selection]**, to select all employees, and then click on each salaried employee to remove them from the selection.

If you were going to enter time cards from a work sheet like the Transmittal Sheet, you would want to have the employees in the same sequence order as the work sheet. You have the choice of either **"Employee ID"** or **"Name"**.

Now we have the employees selected that will receive time cards and in the proper order. Next we might want to setup any standard hours that apply to any employee and save that setup so it appears each time we enter the option to do time cards. Since this a weekly payroll and every employee usually works 40 hours a week, we would enter 40 hours for regular pay and then click on the button **[Save Screen to STD]**.

On the next page is the screen presentation for the situation we have just discussed.

If additional data was needed besides what the system calculated, you would need to enter the option "Time Card Entry", call up the transaction, make the additional entries and click on the **[OK]** button to save the transaction.

There are additional features about this option that need to be discussed.

Delete button - If after you have saved a standard screen and an employee no longer will need a time card, click anywhere on the row for the employee and then click on the **[Delete]** button to remove the employee from the grid.

Import Excel File - This feature will allow you to import the employee time cards entered in the Excel file that was created from the option **"Transmittal Sheet"**. After clicking on the button, the system will present you with a screen for you to select the location and file name to be imported. Once the file is selected and the **[OPEN]** button is clicked, the system will populate the grid with the time card data.

ASCII to TC Import - This feature will allow you to import time card data from a payroll time card punch software. It will be necessary that the punch software be able to create an ASCII text file that produces only one row of data for each employee.

Direct Deposit Feature

The **Direct Deposit** feature is part of the **Advanced Payroll** option. The **Advanced Payroll** option **must** be enabled for the following instructions to work.

Follow the steps below to setup *Direct Deposit* feature.

1. **Setup the Cash Account for Direct Deposit**

   1. Click on **Setup ↪ Account ↪ Cash Accounts**.
   2. Select the Bank Account that you wish to setup by either entering the number in the **Cash Account Field** or by clicking on the **[List]** button and selecting the account from the list.
   3. Click on the **NACHA SETUP TAB**. (Note NACHA stands for the National Automated Clearing House Association. The information asked for on this screen must be obtained from your bank.)
   4. Fill in each field on this tab.
   5. Click on the **[Ok]** button to accept the screen.
   6. Click on the **[Close]** button to return to the **Home Screen**.

2. **Setup Each Employee That Will Be Using Direct Deposit**

   1. Click on **Setup ↪Payroll ↪ Check-Writing Employee Setup**.
   2. Select the employee that will be using *Direct Deposit* by either typing in their **Employee ID Number** and pressing **Enter** or by clicking on the **[List]** button and selecting the employee from the list.
   3. Click on the **Hours/Rate** *tab*.
   4. Enable the **Direct Deposit** *check box*.
   5. Click on the **Miscellaneous** *tab*.
   6. Enter the employee's banks **ABA Number** (The ABA number is the routing number shown on the bottom of each check that the employee uses at that bank.) and then enter the employee's **Account Number** (The Account Number is the employees

Additional Print Payroll Checks Fields

Direct Deposit Effective PR Date - This is the date you want to transfer the money from your bank account to the employee's bank account. You can think of this as a normal check date

The following three fields will only appear if you have setup the necessary transfer information (Bank Name, Routing Number and Account Number) in the option, **Setup ↪ Account ↪ Cash Account ↪ NACHA Setup** tab.

Transfer Funds to Cover Payroll - Enable this *check box* if you are doing a direct deposit from your client's checking account to yours and then in turn doing a direct deposit from your checking account to your client's employee's account.

Client -> Accountant -> Employee

Add ACH Fee to Transfer - The National Automated Clearinghouse Association and/or your bank charges a fee on direct deposit transactions. Enable this *check box* if you want to include this fee in the amount you are transferring from your client's checking account to yours. (i.e. Suppose you need $1000 to cover the employee direct deposits, but it is going to cost you $20 to do the direct deposits. If you just transferred $1000 from your client you would run the risk of overdrawing your checking account. So enable this *check box* and enter the amount of the fees ($20) into the **ACH Field**.)

Note: If you charge a fee to handle your client's direct deposit transactions you could add this amount to the **ACH Fee** and enter the total in the **ACH Field**.

Report	Menu/ Sub - Menu Option
inst., Inst, 4 up)	
W3's	Payroll Reporting / W2 and 1099
1099's (B,D,I,M,S)	Payroll Reporting / W2 and 1099
1096's	Payroll Reporting / W2 and 1099
Magnetic Media (You must have purchased optional magnetic media program.)	Payroll Reporting / W2 and 1099

Reference for Chapter 7: This table lists reports used under options from the Report pull-down menu.

There are a number of internal payroll reports (not sent to government agencies) that are provided to assist you in determining how the numbers that appear on the above reports were calculated. They are accessed from the Payroll Reporting option and further accessed by the Payroll Liability Lists option. When this option is chosen the following sub-options display:
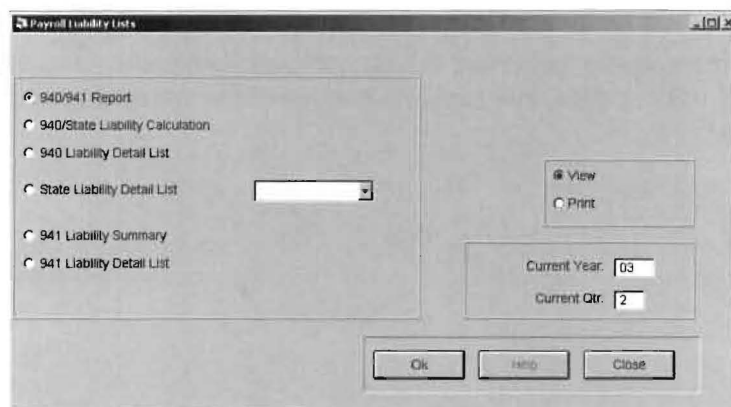

Figure 7-15: The Payroll Liability List Selections

The options and their functions are described as follows:

940/941 Report: This report is a good document to place in the client's file. It tells you what the 941, 940 and state unemployment liabilities are in a consolidated report. It will also provide a list of payroll items that make up the amount totals for:

a. Total Wages
b. FICA Wages
c. FICA Tips
d. Medical Wages

940/State Liability Calculation: This report shows you by quarter what the federal and state unemployment liabilities are. It shows the complete calculations and how the amounts were determined in these calculations.

940 Liability Detail List: This report is grouped by employee and shows payroll transactions, item by item, and what was subject to unemployment on each item.

Chapter 8

The Accounts Receivable Option

What is the Advanced Receivables Option and why would a firm need it?

The Accounts Receivable option provides billing and accounts receivable functions. It allows a company or organization to invoice customers for services performed or for products that have been sold. The system also produces customer statements and aged receivables reports which together allow better management and control of accounts receivable. Additional reports provide sales analysis and the capability to track sales taxes and customer discounts. These reports can help management to better plan and report on business activities. All in all the Accounts Receivable option helps a firm to better manage their sales, their collections, and their cash flow.

MAKING ACCOUNTS RECEIVABLE DECISIONS

During the Setup of the Accounts Receivable option, the user can customize their Accounts Receivable option to best suit their firm. The basic areas that can be customized are discussed below:

1. Pricing Schedules – Three separate pricing schedules or categories are available with related financial charges and taxable status. *

2. Accounting Preferences - General ledger accounts should be designated at setup time so that at a later time, accounts receivable transactions can be posted in a variety of ways depending on the user's accounting preferences. For example, cash basis or accrual basis accounting can be accommodated.

3. Variable Invoicing options - Different formats of invoices can be produced by the system, and various invoice options and features can also be selected.

4. Terms, Item & Sales Tracking, etc. - The user can designate such things as payment terms and also setup their sales items and salesmen.

5. Printer Selection – Different printers can be designated for various printing tasks to optimize the printed output of the system.

   * Product pricing can vary significantly in different types of firms. It is often desirable or necessary to be able to offer a variable pricing structure across the complete product line. For example, it is a common business practice to have different prices for the same items for retail and wholesale sales. Another common need is the capability to separate taxable and non-taxable sales. To facilitate these and other types of pricing differences, the Accounts Receivable option allows the user the flexibility to setup up to three different pricing schedules for each sales item. In this manner, each sales item can have different prices (and related general ledger accounts) in addition to being designated as taxable or non taxable. (i.e. shipping is usually not taxable).

Accounts Receivable Setup

Even though the Accounts Receivable option integrates with the other parts of the Computer Checkbook System, this discussion will be limited to the setup of the particular features of the Accounts Receivable option. Other related options, that are used in conjunction with accounts receivable, such as Cash Accounts, Chart of Accounts, Journal Codes, etc., are discussed in other chapters of this manual.

One of the goals of the setup options is to facilitate the normal work flow of accounts receivable. The workflow is enhanced by the setting up of choices and default options that allow the rapid and accurate entry of invoices and payments.

The following section provides a discussion of the steps that we recommend in order to setup the Accounts Receivable option. (Note: It is assumed that the user of the Accounts Receivable option will have already setup their company on the *Computer Checkbook System.*) Unless otherwise noted, as with the Invoice Printer setup, all of the following options are accessed from the **Advanced Options** pull-down menu, and then selecting the **Accounts Receivable sub option** and then further selecting the desired individual option.

Printer Setup (Invoice Printer)

Before you can produce invoices you have to select a printer for invoice printing. This is done by selecting the **Setup** pull-down menu and selecting **Other Printers**, and clicking on the **Invoice Printer** sub-option as shown below.

Figure 8-1: Printer Selection Options

Once you have selected the Invoice Printer, this printer will be used to print invoices unless it is changed with these same selections.

AR Setup (Required)

The pricing, accounting preferences, and variable invoicing choices for the Accounts Receivable option that were briefly discussed in the "Making Account Receivable Decisions" section on page 8-1 are setup using the AR Setup option. Select the AR Setup option from the Advanced Receivables main option that is found under Advanced Options pull down menu on the Computer Checkbook System as shown on the next page:
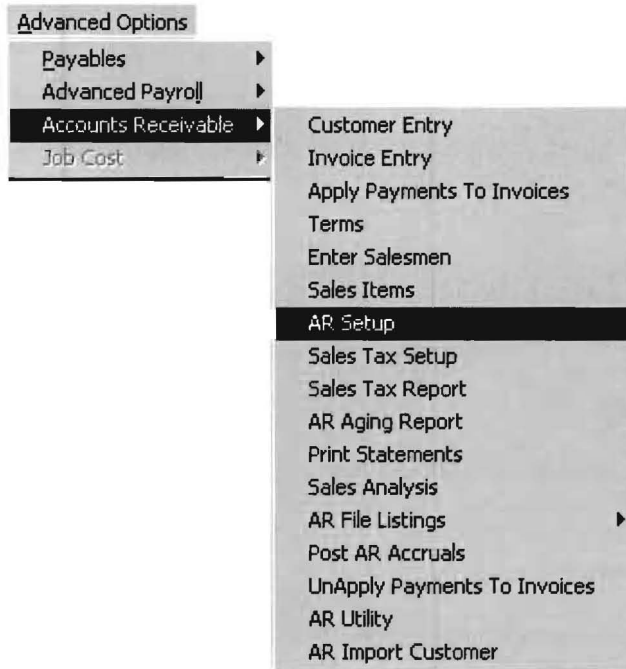
Figure 8-2: Accounts Receivable Setup Option

When the AR Setup option is selected, the following screen will display:

Figure 8-3: Accounts Receivable Setup Screen

This screen allows you to customize the choices that will be best for your company.

Your first decision should be to decide if you need to establish different price schedules or categories for the products or services that you sell. If you have different price schedules

for the same sales items, then you should designate those different price schedules in lines one, two and three in a manner similar to that shown below.

If you only have a single price schedule for all your sales items, then you should leave the Price Schedule lines 1, 2, and 3 blank and only fill in a finance charge if applicable and a taxable or non taxable designation on line one. (The screen below shows a 1% finance charge)

Note: The price schedules setup on the first three lines are general price schedules and not price schedules for individual items. The names of the individual sales items and the actual prices of each sales item are setup with the Sales Item option which will be discussed shortly.

Figure 8-4: Accounts Receivable Setup Screen

In the upper right hand portion of the screen, there is a place to enter a minimum finance charge. If you will be charging a finance charge, you should enter the lowest finance charge amount to be generated. In other words, any generated finance charge less than this amount will be disregarded. If you leave this field blank, and generate finance charges in the "Print Statements" option, any finance charge that is due including charges as low as $.01 will be generated and shown on the statement.

The left central portion of this screen is used to enter account numbers that are used in various types of accounts receivable transactions. You should enter account numbers for all types of transactions that you anticipate making, or to be safe, for all of these accounts. The accounts that may be entered include the Cash account, the Accounts Receivable account, the Sales Tax account, the Discounts taken account and the Write Off account.

The right central portion of this screen, labeled "Name and Address Source for Inv and Statements," is used to designate the location of the name of the company using the Accounts Receivable option, as it

has been entered in the *Computer Checkbook System.* Check the appropriate name and address source in the checkbox. There are two places that you might have already entered a name and address in the *Computer Checkbook System.* You can use either one. They are both found under the Setup pull down menu and then the Company option. 1) The company name and address for letterhead is found on the Name & Address tab that first displays. 2) The Check writing name and Address is found on the Check Writing Name and Address tab. (Note that if you have selected either of the Company Name formats but neglected to enter a Name and Address in the selected format, then you will not have a company name and address printing on your invoices and statements.)

Note: The phone number that is displayed on the Letterhead/2 invoice option is entered in the **Setup ↪ Payroll ↪ Payroll Setup ↪ Unemployment Page 1** *Tab* **↪ Phone** *Field*.

There are a number of checkboxes that allow various invoice options and features to be selected.

- Put Credit Card Information On Invoices: Checking this box will print a place to enter credit card information on the invoice.

  Note: Only available on non-letterhead invoices.

- Print Hours Instead Of Quantity On Invoice: Checking this box will replace the normal invoice headings of Unit Price and Quantity with Hourly Rate and Hours. This would be used for companies that bill by the hour instead of sell products.

- On Ltrhead Invoices, Use Pre-Printed Letterhead: Checking this box will inform the system that you wish to use preprinted letterhead for your invoices rather than have the system print your name and address on the invoices.

- Print Comments after Invoice Total: Checking this box will print any comments, that were entered during invoice entry, after the total line of the invoice, instead of above the line item section of the invoice. Depending on the comments, this might be more appropriate.

- Always Put Balance Forward as 1st item on Invoice: Checking this box will automatically print a balance forward line as the 1st item of the invoice, unless there is no balance forward amount.

The screen shown on the next page shows some representative sample choices that have been made for a company that has three price schedules, sales tax and does its accounting on an accrual basis.

Accounts Receivable Setup

	Name	Fin. Charge Pct Per Month	Taxable	Minimum Finance Charge
Price Schedule 1	Retail	1.00	☑	
Price Schedule 2	Wholesale	1.00	☑	
Price Schedule 3	Non Profits	1.00	☐	5.00

Cash Account: 1020 [List]
AR Account: 1030 [List]
Sales Tax Acct: 4220 [List]
Discounts Acct: 4230 [List]
Write Off Acct: 8500 [List]

Name And Address Source For Inv And Statements
◉ Check-Writing Name And Address
○ Letterhead Name And Address

☑ Put Credit Card Information On Invoices
☐ Print 'Hours' Instead Of 'Qty' On Invoice
☐ On Ltrhead Invoices, Use Pre-Printed Letterhead
☐ Print Comments after Invoice Total
☐ Always Put Balance Forward as 1st Item on Invoice

Start Positions for Company/Customer Names/Addresses On Invoices (TWIPS)

	Horizontal	Vertical
Company Name/Address	0	0
Customer Name/Address	0	0

[Ok] [Close] [Logo Path]

Start Positions for Logo On Invoices (TWIPS)

	Horizontal	Vertical
	0	0

Figure 8-5: Accounts Receivable Setup Screen

On the lower right-hand portion of the screen, labeled "Start Positions for Company/Customer ..."' you may vary the position where the company name prints (the company using the A/R system) and also the printing position of the name of the customers. However, before you do this, you should first print the statements or invoices with no values entered in associated boxes, as the system will automatically use the default printing values which might be satisfactory and which will fit the standard window envelopes sold by P.C. Software Accounting, Inc. However, if you are not satisfied with the default values, you can specify the starting point for either the company or the customer name or both. This is typically done if different window envelopes are used or if you are using a pre-printed letterhead invoice or if the nature of the statements or invoices that you desire is specialized in some way. The unit for movement is a twip which is a Microsoft standard unit for positioning. There are 1440 twips in an inch. This means, for example, that if you wished a particular company name and address to start 2 inches from the right and 3 inches down, then your horizontal and vertical units would be 2880 and 4320 respectively for the company horizontal and vertical fields.

If you then looked at the resulting printout and wanted to move the company horizontal starting point another half inch to the right, then you would change the 2880 to 3600. (2880 + ½(1440))

If you then looked at the resulting printout and wanted to move the company vertical starting point another inch lower, then you would change the 4320 to 5760. (2880 + 1440) The customer name and address could be moved in a similar manner.
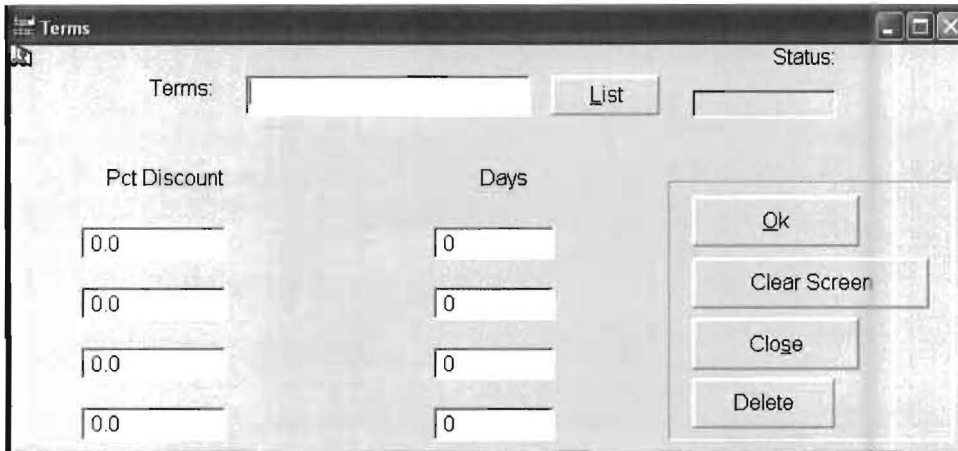
If you wish to add a logo to your invoice, you may do this by selecting the location of your logo with the Logo Path button located on the bottom right hand portion of this screen. Then you would set the horizontal and vertical position where you wish to print it. Once again, you will enter the units in TWIPS as described above. For example if you wanted to print the logo on the invoice 3 inches from the left

margin and 2 inches down, you would use 4320 and 2880 for your horizontal and vertical settings. The logo can be either a bitmap or a jpeg file. It will need to be appropriately sized before it is accessed. This is usually done with a program like Paint. You should test print a few sample invoices until you have your logo sized correctly, and printing where you like.

Once you have entered your AR Setup information, it is recommended that you setup the remainder of your Accounts Receivable option's general information screens such as the screens for salesman, terms, sales tax, etc, before you actually enter any customers or invoices. We will discuss the entry of the remainder of the setup of the general information screens in the order that they appear on the menu, then we will discuss customer entry and finally we will discuss the daily operation which will encompass the entry and printing of invoices, statements, and reports.
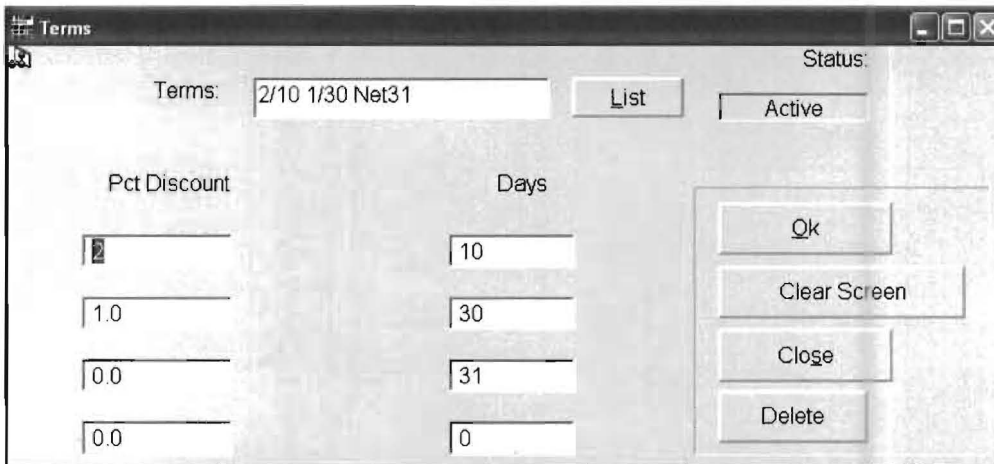
Terms

The **Terms** option allows the company to setup a schedule of sales terms.   When this option is selected, the following screen will appear:

Figure 8-6: Terms Screen

All applicable terms that are possible for your customers should be entered here. If you do not have any terms, you may leave this option blank and terms will automatically print as none. The following screen shows a 2% discount for accounts paid in 10 days, or a 1% discount for accounts paid between 11 and 30 days.

Figure 8-7: Terms Screen

Enter Salesmen

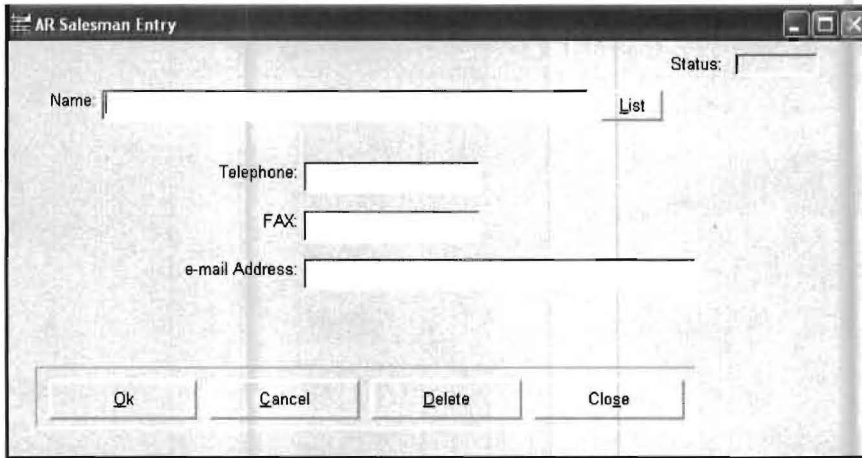When the **Enter Salesmen** option is selected, the following screen will display:
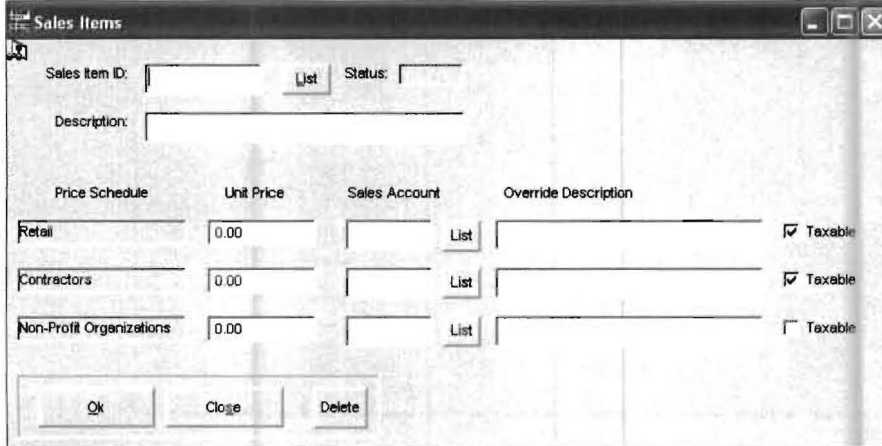
Figure 8-8: Salesman Entry Screen

This screen allows you to enter sales personnel information. The system will also work if this option is not used.

Sales Items

When the **Sales Items** option is selected, the following screen will display:

Figure 8-9: Sales Items Entry Screen

This screen allows you to enter the individual services or products that your company or organization sells. (Note that when you first enter this option, there will already be three preset "sales items." They allow the special entry of a balance forward amount, the creation of a blank line, and the writing-off of an invoice or a partial amount of an invoice. These items are discussed at the end of this section.) Enter each individual item and its price or prices if you designated multiple price schedules in your AR Setup screen. You can optionally enter an override description in order to describe the product in a more appropriate way for various sales situations. You should also enter the general ledger account for each item, since there can be different accounts for different types of sales.

(Note that in order for the system to work at least one item must be setup. For example, if you only wish to produce invoices with a variable description and a variable price you should still setup a default item with a default price such as $1 and a general description such as "Enter description and Price.")

As mentioned earlier in this section, when you first enter the Sales Items option, you will see three "sales items" already entered. They are entitled, "BALFWD," "BLANKLIN", and "WRITE-OFF." These items can be ignored but might be useful in some situations. The BALFWD item is used if you wish to give someone an invoice and also show on the invoice any balance forward amount from previously unpaid or partially paid invoices. It is like using the current invoice for the "statement" function. The way the BALFWD item works is that it will look in the files for the customer you are writing the invoice, and show the total balance forward of any unpaid or partially paid invoices as a separate line item labeled balance forward. Of course, the new charges on the invoice that you are generating would show in full detail and the total for the invoice would be the total of the balance forward amounts plus the total new charges. Using this BALFWD item might be useful in some specific customer situations or it might be preferred to using classic statements in some overall company situations. The second preset "sales item" is "BLANKLIN." If you use this item it will enter a blank line on the invoice for spacing purposes. This can be used to improve the appearance of the generated invoices. The "WRITE-OFF" preset item can be used on invoice entry to write-off either a complete invoice or a partial amount of an invoice. If this is done the write-off account that was setup using the AR option should be used in conjunction with a negative amount for the desired write-off amount.

If you plan to charge customers a finance charge if they are late in paying their invoices, you will need to setup a sales item named FINCHG. You could name it something like Finance Charge or Late Payment Charge and you would also have to designate an account number for this charge in the Sales Account field.

There are some features that are specially made for recurring invoices but that can also be used for normal invoices that you might find useful. For example, suppose that you billed for a service like Bookkeeping every month. Further suppose that you billed the same amount. In that case, you could enter a sales item called Bookkeeping for *month*. When you do this, you are instructing the computer to look up the month and print it on the invoice, for example, Bookkeeping for July, 2007. There is also a *quarter* and *Year* feature.

Bookkeeping for *Month* would be Bookkeeping for June, 2007   (If invoice date is June of 2007)

Note: You might be doing the bookkeeping for April, May or some other period besides June, but if you bill them monthly for bookkeeping, regardless of which month you are actually processing, then this feature could be used.

Bookkeeping for *Quarter* would be Bookkeeping for second quarter 2007 (If invoice date is anytime in the second quarter. See Note for Month above.)

Tax Return for *Prior Year* would be Tax Return for 2006 (If invoice date is 2007, the previous year would be 2006.)

Tax Estimate for *Current Year* would be Tax Estimate for 2007 (If invoice date is 2007, the current year would be 2007.)

Note: The month, quarter, prior year or current year may be in all lower case, all upper case, or with a capital letter followed by lower case.

Sales Tax Setup

When the **Sales Tax Setup** option is selected, the following screen will display:
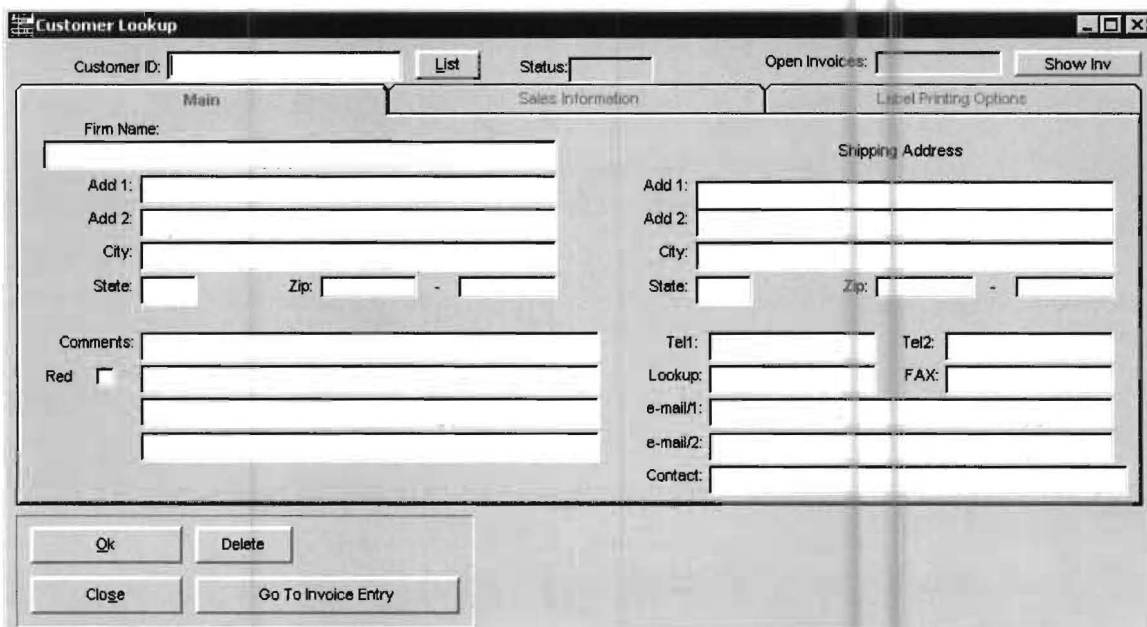
Figure 8-10: Sales Tax Entry Screen

This screen allows the different tax entities to be setup and their tax rates to be recorded. Sales tax does not have to be entered for the system to work.

Once this screen is setup, you have all the general information setup completed. The next step is to setup the Customers. To summarize the general information options, they are almost all optional and should be used depending on company needs. The only mandatory general information option is sales items since at least one sales item must be setup to allow invoice descriptions and amounts to be entered.

Customer Entry

When the **Customer Entry** option is selected, the following screen will display

Figure 8-11: Customer Entry Screen

This screen allows you to enter individual or company name and also a mailing address and a shipping address. There are also places for two phone numbers and a fax number, a contact name, an optional lookup field, 2 e-mail addresses, and a place to enter comments.

The system can access a customer with their customer number or with the first few letters of their company name. (If the customer is an individual, they can be accessed by the first few letters of either their first or last name.) You will also be able to access a customer with the information that you enter in the lookup field. Once a customer number has been entered, a Sales Information tab can be selected. This tab will access a screen similar to that shown below:

Figure 8-12: Customer Lookup Sales Information Screen

This screen is used to enter more detailed customer information that is used to determine price and tax information. Credit card information can also be entered here in addition to a credit limit and applicable terms. Note that from either the Main screen or from this Sales Information screen, you can access other system functions such as viewing current invoices or entering new invoices or printing a mailing or shipping label. Note that a customer must be entered before an invoice can be printed for that customer.

There is also a tab that allows a label printing option. When you select this tab the screen shown on the next page will appear:
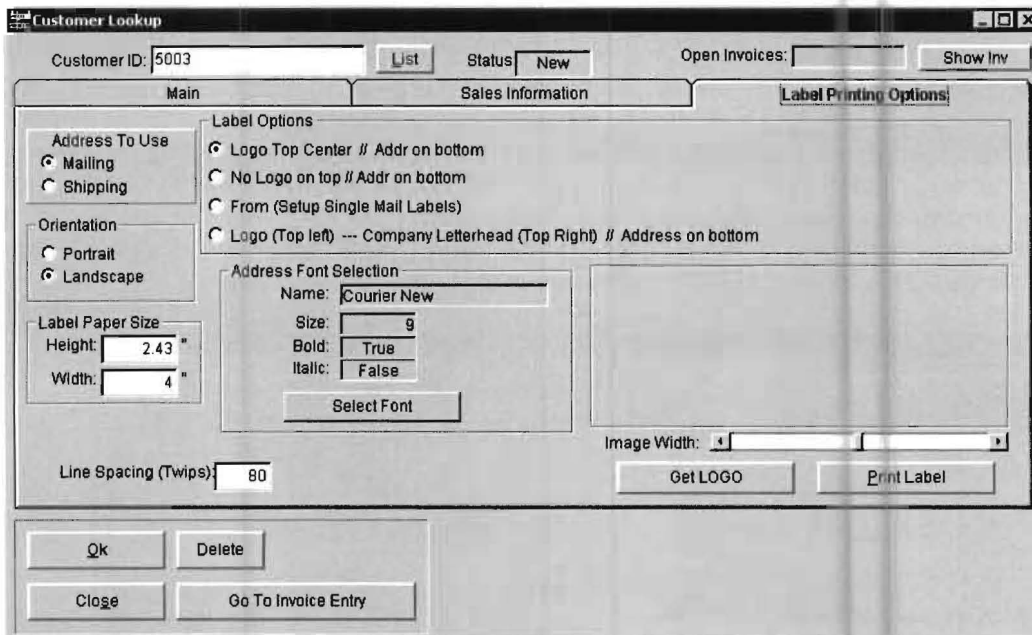
Figure 8-13: Customer Lookup Label Printing Options Screen

This tab allows the individual and variable printing of customer labels, provided you have a *special label printer*. You can contact **P.C. Software Accounting** to get further information about supported *special label printers.*

Daily Operation

INVOICE ENTRY- Entering and printing invoices is the main daily task of the Accounts Receivable option. Normally, you would be generating invoices for any new charges that you have for a particular customer. However, when you first start up the system, you would enter a summary invoice with a Balance Forward amount for each customer that has a balance forward, or you could actually enter the open invoices in detail for each customer if you wished to have all invoice detail shown for those customers. In either of these cases, the balance forward invoice, or the detailed invoices, their unpaid balances would show on any statements until they were paid. This is how the system would normally be operated. There is also an option to show a balance forward amount on a current invoice which is discussed on page 8-10 under the Sales Item option. When this option is selected the following screen will display:

Figure 8-14: Invoice Entry Screen

Each invoice has a unique number and the system will generate the next invoice number automatically. The salesman and the customer are entered next although the entry of a salesman is not required. Both the existing salesmen and the existing customers can be displayed using the List button to the right of their respective entry fields. Customers can be looked up based on the customer name and also on any other lookup fields that have been entered in the Customer Entry Setup screen. A Purchase Order number may be entered if applicable and terms may be selected from any terms that have been previously setup using the Enter Terms option. The invoice date will automatically be entered as today's date but may be changed. The accrual account will be automatically entered from the defaults that were setup in the AR Setup option but may be changed using the mouse. In the same manner, the next fields labeled Check Date and Number are usually not entered at invoice creation time because they refer to the check and number that have been used to pay the invoice, therefore they are skipped. The cursor will next go to the comments field which may be filled in. There is a second portion of comments that may be used for such things as delivery instructions or left blank. The line items and their quantities are entered next.

At least one item must have been entered in the item screen in order to produce an invoice. After an item number is entered, the line items are automatically extended. All line items for this invoice must be entered. Remember that if you are entering an invoice with a variable description and a variable price you will have to access a general item that you setup with the Sales Item option before you can enter the variable description and price. To access and change a description click on the description field and press the spacebar otherwise you will not be able to change the description. Once you have entered all the line items and checked the prices, the invoice can be printed or it can be saved for later printing.

(Note that invoices that have already been printed can be reprinted at any time.) There are currently four styles or formats for printing out invoices. The four styles or formats are: 1) With Qty/Unit Price, 2) Only Desc and Amt, 3) Letterhead and 4) Letterhead/2. One of these choices should be selected.

IMPORTANT NOTE- If you wish to change a description that you have already entered, you must first access the field and then hit the spacebar. This will allow you to make the changes on an already entered description.

In the lower left corner you can select how many copies of the invoice you wish to print. Typically, this will be 2 copies. The first copy is the customer's copy and the second copy is for internal office use. The office copy has the same invoice information as the customer copy and it also has a special box in which the information about the check that is used to pay the invoice can be recorded. The following screen shows the special record keeping information box:

```
Check #: _____

Date Posted: _____

Amount: _____
```

Figure 8-15: Record Keeping Information Box

A sample customer invoice in the first format is shown on the following page:

The Sample AR Company
PO Box 12345
Tampa, FL 34123-2345

DATE	INVOICE #
04/10/07	51
SALESMAN	
Joe Smith	
PO NUMBER	
1234321	
TERMS	
2/15 NET 31 Pay 1,355.89 By 04/25/07	

ABC Contractors
P.O. Box 345
Bradenton, FL 34000

DESCRIPTION	UNIT PRICE	QTY	AMOUNT
10 Gal Plants - Palms	20.50	25	512.50
4 Gal Plants - Assorted Shrubs	11.50	15	172.50
6 Gal Plants - Citrus	17.00	20	340.00
Fertililizer - Organic	1.75	100	175.00
Mulch - Professional	1.95	50	97.50
Manatee County Sales Tax - 6.5 %			84.34
		Total	1,381.84

Thank You For Your Business

Detach and Return Bottom Portion With Your Payment

ABC Contractors
P.O. Box 345
Bradenton, FL 34000

DATE	INVOICE #	AMOUNT DUE
04/10/07	51	1,381.84
CUST #	**AMOUNT PAID**	
109		

The Sample AR Company
PO Box 12345
Tampa, FL 34123-2345

The "Only Desc and Amt" option does not have a Unit Price and Qty. It is activated by clicking on the **Print Only Desc and Amount** button. It is shown on the next page:

Bird and Jordon, CPA
3512 Sixth Street
Pittsburgh, PA 43950

DATE	INVOICE #
10/23/06	5
SALESMAN	
PO NUMBER	
TERMS	
None	

Henry and Company
1235 Serendipity Drive
New York, NY 56792

DESCRIPTION		AMOUNT
Tax Preparation-1040		500.00
	Total	500.00

Thank You For Your Business

Detach and Return Bottom Portion With Your Payment

Henry and Company
1235 Serendipity Drive
New York, NY 56792

DATE	INVOICE #	AMOUNT DUE
10/23/06	5	500.00
CUST #	**AMOUNT PAID**	
1		

☐ Please use my credit card for payment. ☐VISA ☐MC
Credit Card #:   ☐AMEX ☐DISC

Expiration Date: _____ 3-Digit Code: _____

Cardholder Name and Billing Address:

_____

_____

_____

Bird and Jordon, CPA
3512 Sixth Street
Pittsburgh, PA 43950

A third invoice option is the Letterhead option, which is designed to print on company letterhead. It is shown below:

PC Software Accounting, Inc.
2199 Princeton Street
Sarasota, FL 34237

(941) 365 1162
Fax (941) 366 6618

JOHN DOE
P.O. BOX 123
FORREST CITY, AR 72536-1115

11/22/06

For Professional Services Rendered:

TRUST ACCOUNT RECONCILATION	$	350.00
ESTIMATE 2004 TAXES		300.00
2004 FORMS 1099		175.00
ESTIMATE 2005 TAXES		250.00
2004 FEDERAL & STATE INCOME TAX RETURNS, 2 EXTENSION REQUESTS, VARIOUS DISCUSSIONS		6,060.00
PRELIMINARY RETURN TO FIRST NATIONAL BANK, SUBSEQUENT ADDITION OF COST ACCOUNT		500.00
2005 FORMS W2		150.00
Total	$	7,785.00

A fourth invoice option is the Letterhead/2 option which is designated to print on pre-printed letterhead or also to allow the system to generate its own letterhead as discussed in the A/R Setup option. A typical invoice shown by this option is shown below. As discussed in the "Sales Item" options, the "BALFWD," and the "BLANKLIN," options can be used in conjunction with this option. (Note: The phone number that is displayed as part of the generated letterhead shown below is entered from the **Setup** ↪ **Payroll** ↪ **Payroll Setup** ↪ **Unemployment Page 1** *Tab* ↪ **Phone** *Field*.)

The Sample Company
123 N. Main St.
Sarasota, FL 27589
(941) 123-4567

Millard H. Fillmore Inc.   February 23, 2007
123 Central Avenue
PO Box 432
Chattanooga, TN 34567-4545

For Professional Services Rendered:	Invoice #: 22
2006 1099 Preparation	$ 103.00
2006 Corporate Tax Return Preparation Including Extension filing	4,500.00
Sarasota City Sales Tax - 7.251 %	333.76
Balance Forward	183.29
Total	$ 5,120.05

RECURRING INVOICES:

There is also a feature in this system that allows for the printing of recurring invoices. This feature is typically used to bill a standard amount that is charged each month or each quarter without having to enter the invoice again each month or quarter. If you wish to designate an invoice to be a recurring invoice, you should enter the basic information for the invoice and then click on the recurring invoice tab. The following screen will appear:

Figure 8-16: Recurring Invoice Tab

You would indicate that this invoice is recurring and note how often it repeats such as every month. This tab is also where recurring invoices are printed, using the **Print Invoice for Date Range** button. Note that you can specify the dates that the invoices are printed. They can be printed using the date calculated by the system or you can enter an alternate date if desired.

There are some features that are specially made for recurring invoices but that can also be used for normal invoices that you might find useful. For example, suppose that you billed for a service like Bookkeeping every month. Further suppose that you billed the same amount. In that case, you could enter a sales item called Bookkeeping for *month*. When you do this, you are instructing the computer to look up the month and print it on the invoice, for example, Bookkeeping for July, 2007. There is also a *quarter* and two *year* feature, one for the prior year and one for the current year.

Bookkeeping for *Month* would be Bookkeeping for June, 2007   (If invoice date is June of 2007)

Note: You might be doing the bookkeeping for April, May or some other period besides June, but if you bill them monthly for bookkeeping, regardless of which month you are actually processing, then this feature could be used.

Bookkeeping for *Quarter* would be Bookkeeping for second quarter 2007 (If invoice date is anytime in the second quarter. See Note for Month above.)

Tax Return for *Prior Year* would be Tax Return for 2006 (If invoice date is 2007, the previous year would be 2006.)

Tax Estimate for *Current Year* would be Tax Estimate for 2007 (If invoice date is 2007, the current year would be 2007.)

Note: For the purpose of the Automatic Lookup feature, the words month, quarter, prior year or current year may be entered in all lower case, all upper case, or with a capital letter followed by lower case.

APPLY PAYMENTS TO INVOICES

This option allows you to apply payments to invoices.

The first step is to select the customer that has submitted a payment. Then enter the check or reference number. A screen similar to the following sample screen will display depending on the dates selected and the number of invoices that are open for that customer.

Figure 8-17: Apply Payments to Invoices Screen

The next step would be to enter the check amount. Typically you would next click on [Apply Automatically]. This will apply the full amount of the check, invoice by invoice, starting from the oldest invoice as shown on the next page.

Note: You should only click the [Apply Automatically] button **one time** per session. Otherwise if, you do something like take discounts and click the button again, your amounts will have to be redone.

Figure 8-18: Apply Payments Automatically

Note that in this example, the next to the last invoice "55" will be paid by this check but will not be paid in full. The last invoice "57" will not be paid at all. You would then typically click okay and the invoices would be recorded as paid in the amounts shown on the screen. After you have clicked OK on all the invoices in a session, you can click on the **[Prepare Dep Slip]** button on the right to generate a deposit slip which will then be available for printing from the **Deposit & Receipts Icon** for all the invoices processed. Clicking on the **Print Dep Rpt** button, will print a report listing in detail the line items shown on the deposit slip.

Discounts

If discounts are involved, you should put in the amount that will actually be paid on each invoice, less the discount for that invoice in the **Amount to Apply Field**. Once you have entered the amount to be paid on the invoice you should then check the box on that line that is labeled, "**Take Discount**." The **Remaining Amount Field** (located at the bottom of the screen) will then change to include the discounted amount for that line. If you take a discount for another invoice on a different line, then that discounted amount will also be added to the **Remaining Amount Field**. Once you have finished taking all the discounts for this customer, you will need to distribute the amount showing in the **Remaining Amount Field** to other open invoices. You must make entries until the **Remaining Amount Field** shows zero before you can click okay. (Note: **DO NOT** click on the **[Apply Automatically]** button after entering discounted amounts or you will lose your changes and have to redo them.)

Note: Discounts must be processed before finishing the **Apply Payments to Invoices** option.

Write-Offs

If for some reason you want to write-off an amount for a particular invoice, **DO NOT** do this on the above screen. To write-off an amount you have to return to **Invoice Entry**, call up that invoice and enter a **Line Item** for the write-off amount with a negative number. The account number will be defaulted to the write-off account that was setup on the **AR Setup Option**.

Note: Write-Offs may be entered at any time on any open invoice using the **Invoice Entry** option.

AR File Listings

This option allows you to view or print the following files that you may have setup, Customer List, Invoice List, Sales Item List, Tax Location List, and Salesman List.

To Accrue Accounts Receivable

If you wish to accrue your accounts receivable at the end of a month, you should select the option from the Accounts Receivable menu named **Post AR Accruals** which will display the screen as shown below:
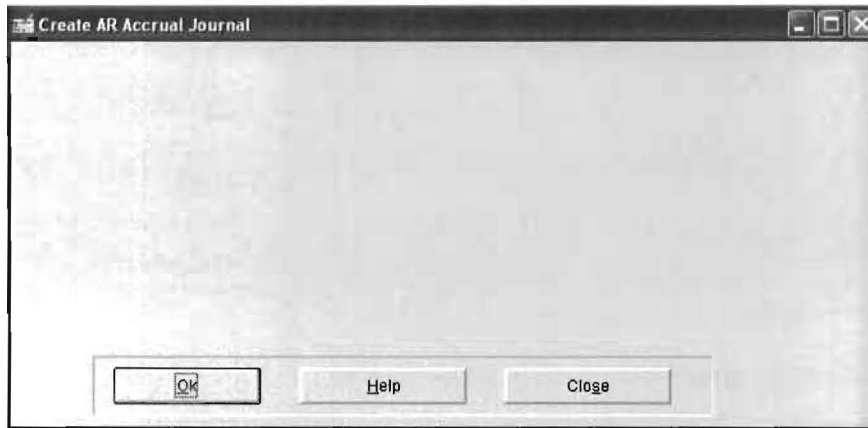
Figure 8-19: Create Accrual Journal Screen

Pressing **OK** on this screen will generate AR1 entries into General Ledger transactions using the accounts receivable account that you setup during AR Setup (page 8-4) and the various sales accounts you setup in different invoices using invoice entry (page 8-15).

All invoices that are uncollected as of the time you press the **OK** button for whatever month you are in will be included in the generated transactions. When you proceed to the next month in the Client Write Up or General Ledger System an AR2 entry will automatically be generated that will reverse any remaining AR1 entries for the previous month.

Reports

The main reports of the Accounts Receivable option are the Aged Accounts Receivable and the Sales Analysis Reports. Statements are also typically generated on a monthly basis. Statements can also be individually printed on demand. There is also a Select Tax Report that can be printed if you are subject to sales tax.

THE AGED ACCOUNTS RECEIVABLE REPORT

When this option is selected, an option screen will display as shown below:
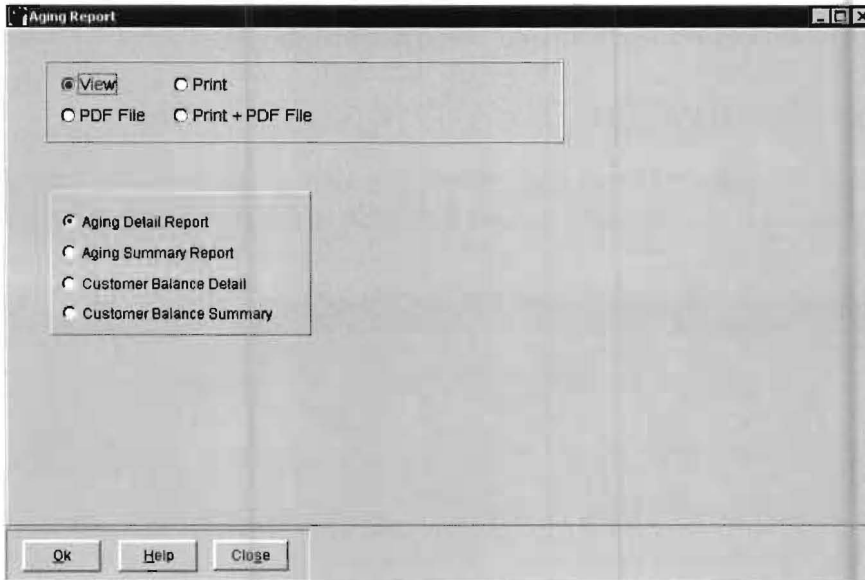
Figure 8-20: Aging Report Screen

A sample detail aged accounts receivable report is shown below:

SAMPLE COST CENTER COMPANY
Receivables Aging

09/13/06   Client No: 103   Page 1

	Inv #	Current	1-30	31-60	61-90	Over 90	Total
Harry Jones							
	8013	0.00	334.83	0.00	0.00	0.00	334.83
	8002	0.00	688.49	0.00	0.00	0.00	688.49
	Total	0.00	1,023.32	0.00	0.00	0.00	1,023.32
ABC Contractors							
	8011	1,798.17	0.00	0.00	0.00	0.00	1,798.17
	Total	1,798.17	0.00	0.00	0.00	0.00	1,798.17
The Lord's Church							
	8009	0.00	241.75	0.00	0.00	0.00	241.75
	8014	0.00	0.00	0.00	712.50	0.00	712.50
	8003	0.00	597.50	0.00	0.00	0.00	597.50
	Total	0.00	839.25	0.00	712.50	0.00	1,651.75
	Totals	1,798.17	1,862.57	0.00	712.50	0.00	4,373.24

SALES ANALYSIS REPORTS

Sales analysis reports can be very useful in helping a company to manage sales and sales personnel. When this option is selected, the following choices are displayed.
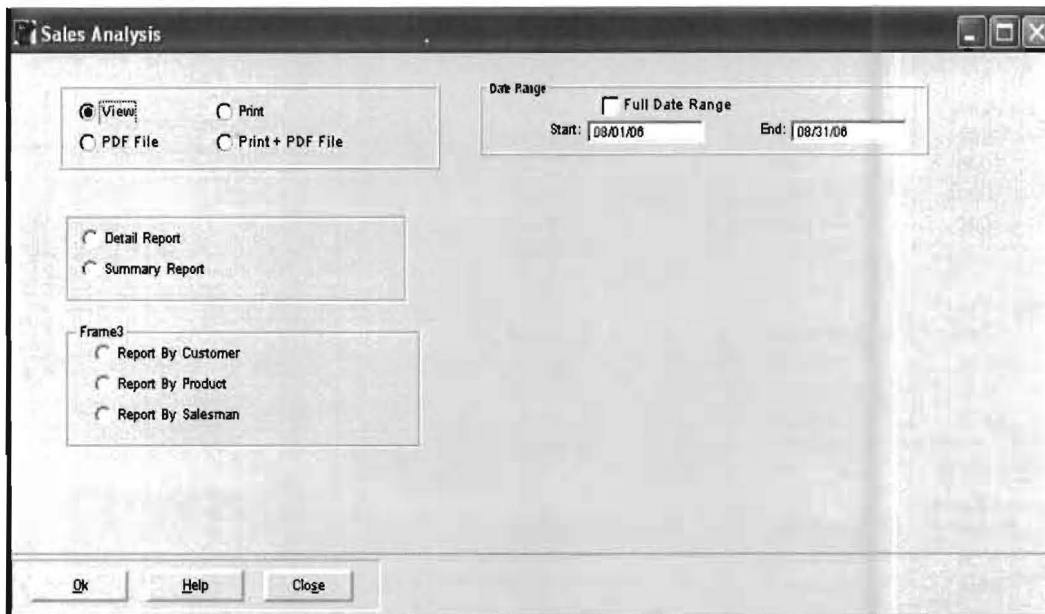
Figure 8-21: Sales Analysis Report Screen

You can select which type of sales report you wish to print. The summary sales report by customer and the sales report by salesmen in detail are shown below.

SAMPLE COST CENTER COMPANY
SALES ANALYSIS BY CUSTOMER

Client No: 103   Page 1

Cust ID	Name	Sales
1234	Harry Jones	2,548.15
1235	ABC Contractors	12,826.61
1236	The Lord's Church	3,839.25
	Final Total	19,214.01

```
                    SAMPLE COST CENTER COMPANY
                    SALES ANALYSIS BY SALESMAN
                                          Client No: 103    Page  1

          Invoice       Date            Inv Amt


       Chet Henry
          8002        08/08/06           1,533.79
          8006        08/11/06           1,637.44
          8004        08/11/06           1,381.84
          8009        08/14/06           2,241.75
                      Total              6,794.82

       Rich Forte
          8013        08/14/06           1,014.36
          8007        08/11/06             362.10
          8012        08/14/06           2,070.36
          8003        08/08/06           1,597.50
                      Total              5,044.32

       Robert Dimato
          8001        08/08/06             902.59
          8008        08/11/06             796.09
          8005        08/11/06             519.19
          8010        08/14/06           2,802.28
                      Total              5,020.15

                      Final Total       16,859.29
```

CUSTOMER STATEMENTS

Customer statements are usually printed on a monthly basis. When this option is selected, you have the option to print all customer statements or just certain statements based on your choices. You can select the choices that you wish for customer statements on the Print Statements screen, which is displayed below:

Figure 8-22: Print Statements Screen

Select Customers

You can select the choices that you wish for customer statements on the Select Customer portion of the screen found in the upper right hand corner of the print statements screen. You can either select all the customers at once using the Select All Customers button or you can select which customers you which to send statements to using the Toggle Selection button.

Print or PDF

In the upper left portion of the screen, various print options may be selected. This allows the selected statements to be either printed on the printer or created as a PDF file (which can be conveniently emailed), or to be created in both ways at the same time.

Date Range

A Date range may be selected. The full date range checkbox, if checked will show all transactions that have been entered on the computer. A date range and a statement date should be selected in the normal case.

Tear Off Stub

The Print Statement with Tear-Off Stub allows the printing of an invoice with a tear-off stub.

Statement Style

In the lower left hand portion of the Print Statements screen different statement styles or formats can be selected. The "style" or "format" that is selected will not produce a different statement format as such but rather it will allow the user to decide the invoice and payment data that will be displayed on that statement. You should carefully read the options so that you can pick the style or format that will be the most helpful to your firm.

Print Open Invoices Within Date Range

This option will print all the invoices that still have amounts due that are in the date range that was selected in the left center portion of this screen. An "OPEN INVOICE" will only show the amount the invoice that is still due. Any invoice that has been fully paid will not show at all on the statement and any invoice that has been partially paid will only show the remaining amount still due for that invoice. This statement format will not show the actual payments that were made but all payments that have been made will reduce the amounts due on the invoices shown on this statement. If an invoice has been fully paid because of a payment or multiple payments, it will no longer show on this statement.

Print All Open Invoices

This option will print all the invoices that still have amounts due regardless of their date range. It works in exactly the same manner as the previous option except it shows all open invoices and not just open invoices in a specified date range.

Print All Activity

This option shows all activity within the given date range. In other words, it shows the invoices with their original amounts and the payments that have been made for particular invoices. If any invoices are still outstanding from an earlier date than the date range selected, then these invoices will be automatically combined into a "balance forward" amount for the statement.

Print PO Number or Comments

The lower right hand portion of this screen allows the printing of a PO number and any comment data that might have been entered on a particular invoice.

Produce Finance Charge Invoices

If you click this checkbox, and you have setup your system correctly to process finance charges by having

1) Entered percent amounts in the finance charge fields on the A/R Setup and a minimum finance charge amount if desired

   and

2) You have also setup a **FINCHG** sales item with the Sales Item option.

And you then click the OK button, then the system will calculate the finance charges and create invoices for them. Finance charges will be generated for any invoices that are past due as of the last period. You should only click this checkbox and click OK one time, or the finance charges will be calculated again. If you make a mistake and generate extra finance charges, you can access the customer with the Invoice Entry option and then delete the extra finance charge invoices. Note that there will be some random generated letters (i.e. egt or udj) at the end of any finance charge invoices when you look at them with the invoice entry program. These random letters only show on this screen and they are necessary to allow the invoices to have a unique key. They will not print on any invoice or statement and you can ignore them.)

Sales Tax Report

A sales tax report can be printed using this option. A sample report is shown below:

The Sample Company
SALES TAX LISTING
01/01/07 - 04/30/07
Sarasota County

Client No: 172   Page 1

Jurisdiction	Total Sales	Txbl Sales	Sales Tax
Bradenton	13,728.00	13,078.00	411.00
Sarasota City	3,799.78	3,799.78	106.44

A/R Utility

There is an A/R Utility option that has been setup to allow various miscellaneous tasks that might be timesavers for users of the Accounts Receivable Option.

Right now there is only one possible selection under the A/R Utility option. It allows the customer id that is used to identify a company and all the related customer data referring to that customer id to be changed quickly and easily. This would typically be used if the customer data had been converted from another system. To change a customer id, just enter the old customer id and the desired id and then click on the Change ID button.

A/R Import Customers

This option allows you to import the name and address information that has been entered into the Client Write Up or Computer Checkbook Systems. The name and address information is taken from the Company option, specifically from the Payroll Reports/Tax Forms screen, on the bottom portion where the information is broken down into fields. Additionally, the contact phone and contact name is taken from the bottom of the Letterhead screen on the company option.

Note: The system is also capable of importing customer information from Quickbooks Pro™. Please call us for instructions with this import.

This concludes the documentation of the Accounts Receivable option.

Chapter 9

Interfacing

Interfacing Between a Clients Windows Computer Checkbook and an Accounting Firms Windows Client Write up System

There are some very important considerations to take into account when interfacing information between *Windows Client Write Up* and *Windows Computer Checkbook*. You should read this chapter very carefully before attempting any interfacing process. The first thing you should be aware of is that there are a number of different possible interfacing situations and it is in your best interest to handle each different one as efficiently as possible. Because of the number of different interfacing situations, the first part of this chapter will list each different interfacing possibility and why it would be used. The second part of this chapter will discuss how to best accomplish each of the interfacing possibilities discussed in part one.

Part One - The Different Types of Interfaces That Are Possible

1) The Firm Does it All (One Data Base)

The firm does the ledger work using the *Windows Client Write Up System* and also writes all the vendor and payroll checks for this same company using the *Windows Computer Checkbook*. The same database is used for both applications which precludes two individuals working on the same data at the same time. This type of interface might be used for the firm's internal books and also for the books of any company that the firm also writes all the checks for.

2) The Firm Does it All (Two Data Bases)

The firm does the ledger work using the *Windows Client Write Up System* and also writes all the vendor and payroll checks for this same company using the *Windows Computer Check Book*. However, the data exists in duplicate and is on two separate standalone machines.

3) The Firm Does the Ledger Work - The Client Does the Check Writing with Windows CCB - The Client Is Told What Journal Entries to Make to Correct the Cash Account on Their CCB if Necessary

The firm does the ledger work for a client using the *Windows Client Write Up System* but the client writes their own checks using *Windows Computer Checkbook*. The main task with the interface is to get the necessary information from the client for Client Write Up purposes. Sometimes it is also necessary to tell or send the client what journal entries are necessary to make if the accounting firm discovers that the cash balances were not correct on the client's computer checkbook.

4) The Firm Does the Ledger Work - The Client Does the Windows CCB - The Client Needs His Actual CCB Data Corrected and Then Sent Back as Soon as Possible

The firm does the ledger work using the *Windows Client Write Up System* but the client writes their own checks using *Windows Computer Checkbook*. There are two concerns with this interface. One is that the information needs to be gathered for the *Windows Client Write Up System*. The second is that the client's *Windows Computer checkbook* has to be completely corrected and returned to the client with all the corrections made.

5) The Firm Does the Ledger Work and Writes One Type of the Client's Checks. (i.e. Payroll or Vendor) The Client Writes the Other Type of Checks at Their Office Using Windows Computer Checkbook

The firm does the ledger work for the client and also does some but not all of the checks for the client. For example, they might do just the payroll checks for the client and the client might do their own vendor checks or vice versa. In other words, the firm does one type of checks and the client does the other but they are both using Windows Computer Checkbook.

Part Two: Discussing of Interfacing Options

1) The Firm Does it All (One Data Base)

The firm does the ledger work using the *Windows Client Write Up System* and also writes all the vendor and payroll checks for this same company using the *Windows Computer Check Book*. The same data base is used for both applications which precludes two individuals working on the same data at the same time. This type of interface might be used for the firm's internal books and also for the books of any company that the firm also writes all the checks for.

How to Do it

This is the easiest interface because there is nothing that has to be done, except making sure that only one set of data is kept on the computer. Keeping only one set of data on the computer eliminates any chance that one person would work on one set of client data and another person would work on a different set of data.

If one writes checks in *Computer Checkbook*, they will immediately be available on the financial reports. If checks are being written for June and the books are being processed for May, this is not a problem since both systems are perpetually open. The respective, users of the different systems must insure that they switch to the correct dates before they enter and process information. There are a number of automatic date checks that should eliminate any problems with forgetting to switch the dates back and forth such as checks can only be written in the current period, etc.

2) The Firm Does it All (Two Data Bases)

The firm does the ledger work using the **Windows Client Write Up System** and also writes all the vendor and payroll checks for this same company using the **Windows Computer Check Book**. However, the data exists in duplicate and is on two separate standalone machines.

How to Do it

You have to be careful because the two sets of data are totally different and if you mix them up incorrectly, you can easily lose work that you have done. The person doing the ledger work will have made ledger entries that the person doing *Computer Checkbook* will not have in their database. The person doing the *Computer Checkbook* work will have written checks that will not be in the data base of the person doing ledger work.

In this case, the person doing the ledger work should **never** provide data to the machine doing the *Computer Checkbook* work. The interface should only proceed from the *Computer Checkbook* machine to the ledger machine. Whenever the person doing the ledger work needs updated check information, the person doing the *Computer Checkbook* work should make a zipped copy of their information to a diskette using the **Copy a Client Icon,** shown to the left.

The person doing the ledger work **must not** unzip this disk to their machine. If they do this, they will overwrite their information with the information of the person writing the checks and lose their latest ledger work. This would be a disaster. To prevent this, there is a warning asking if you are sure you want to unzip *Computer Checkbook* information over *Client Write Up* information. **You don't!!** Instead of using the unzip option, to get the data, you should go to the **Other Programs** pull down menu and select the **Windows Computer Checkbook** option. When you do this you will have the four options shown below:

Figure 9-1: Windows Computer Checkbook Menu Options

These are the only options that you should ever use to interface in this situation. If you wish to update your chart of accounts with any new accounts that have been added to the *Computer Checkbook System*, you may select the option that is entitled **Copy Accounts**. The default on this option, **Add to Existing Accounts** will only copy accounts that do not already exist in your chart. Do not change the option to **Replace Existing Accounts** unless you want to totally replace your chart of accounts with the chart of accounts on *Computer Checkbook* which is very unlikely.

In the same manner, the **Copy Employee/Vendors** option will update your employee file with any new employees or vendors that have been added to Computer Checkbook. Once again the default is set to only add employee/vendors that do not already exist in your employee file.

Do not change the option to **Replace Existing Employees/1099's** unless you want to totally replace your employee file with the employee file that exists in *Computer Checkbook* which is very unlikely.

The option entitled **Copy Transactions** is the option that you will use all the time. This option will transfer the transactions you need from *Computer Checkbook* to *Client Write Up*. When this option is selected, the screen shown below will display:
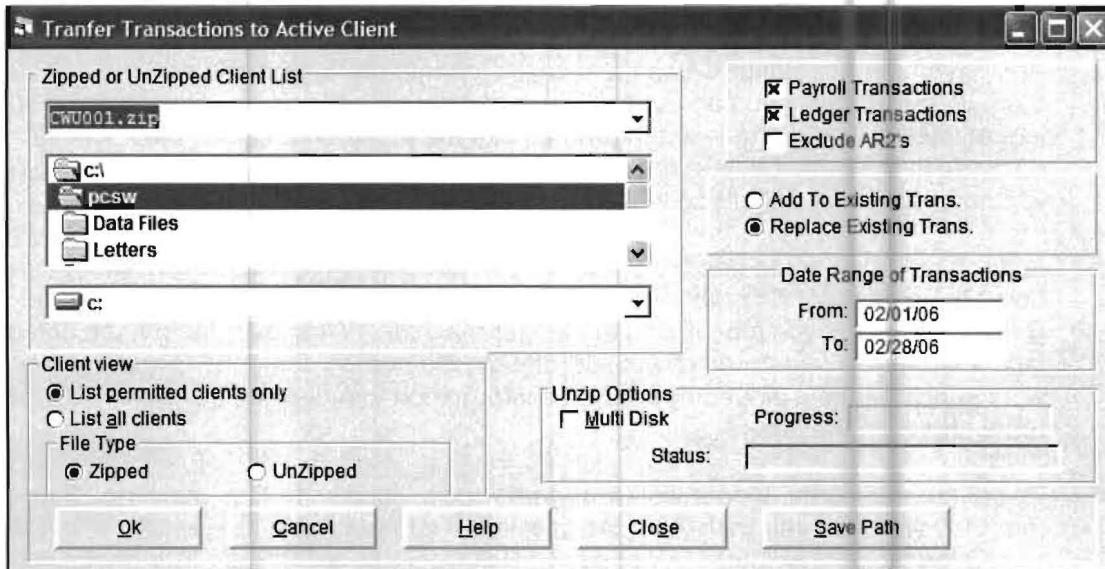
Figure 9-2: Copy Transactions from Floppy Option Screen

The most critical item to get right is the date range. The date range will default to the accounting period that your *Client Write-Up* is currently processing. You have to make sure that this is the period you want to copy *Computer Checkbook* transactions from. If the period is incorrect, change the dates to the period you want. You do not want to re-transfer transactions from any period that you have already transferred and corrected or you will have to correct them again. Be very careful that you are getting the transactions from the period you want.

In the upper right hand corner of the screen, both the **Payroll Transactions** and **Ledger Transactions** *check boxes* are enabled. This means the system will copy both types of transactions from the *Computer Checkbook*, which is normally what you would want. If the client does not process checks of one type or the other on their *Windows Computer Checkbook System*, you can leave these options enabled and it won't hurt anything. (For example this would occur if a payroll service processed their payroll checks.)

The next thing you will need to determine is if you wish to **Add to Existing Transactions** or **Replace Existing Transactions**. Only one of these options can be enabled at a time. The **Replace Existing Transactions** radio button is enabled by default. This option allows you to transfer more than once from the same period and not have duplicates. This is helpful sometimes, especially if the first transfer a client sent you did not include all the checks and they had to send you another copy of the same period.

The other option is **Add to Existing Transactions**. You do not want to use this option in a normal situation. The purpose of the **Add to Existing Transactions** option is to allow data from multiple stores or locations that are in the same company each having their own copy of *Windows Computer Checkbook* to write their own checks. By using this option the data from all the stores can be accumulated without erasing another store's data.

Once you have the right dates and other options selected, click on the **OK** button and the transfer will take place.

3) The Firm Does the Ledger Work - The Client Does the Check Writing with Windows CCB - The Client Is Told What Journal Entries to Make to Correct the Cash Account on Their CCB If Necessary

The firm does the ledger work for a client using the *Windows Client Write Up System* but the client writes their own checks using *Windows Computer Checkbook*. The main task with the interface is to get the necessary information from the client for *Client Write Up* purposes. Sometimes it is also necessary to tell or send the client what journal entries are necessary to make if the accounting firm discovers that the cash balances were not correct on the client's *Computer Checkbook*.

How to Do it

You have to be careful because the two sets of data are totally different and if you mix them up incorrectly, you can easily lose work that you have done. The person doing the ledger work will have made ledger entries that the client doing their *Computer Checkbook* will not have in their database. The client doing the *Computer Checkbook* work will have written checks that will not be in the data base of the person doing the ledger work. In this case, the person doing the ledger work should never provide data to the client who is doing the *Computer Checkbook* work. The interface should only proceed from the *Computer Checkbook* machine to the ledger machine.

Whenever the person doing the ledger work needs updated check information, the client person doing the *Computer Checkbook* work should make a zipped copy of their information to a diskette using the **Copy a Client Icon**, shown to the left. The person doing the ledger work **must not** unzip this disk to their machine. If they do this, they will overwrote their information with the information of the client writing the checks and lose their latest ledger work. This would be a disaster. To prevent this, there is a warning asking if you are sure you want to unzip *Computer Checkbook* information over *Client Write Up* information. **You don't !!**

Instead of using the unzip option, to get the data, you should go to the **Other Programs** pull down menu and select **Windows Computer Checkbook**. When you do this you will have the four options shown below:
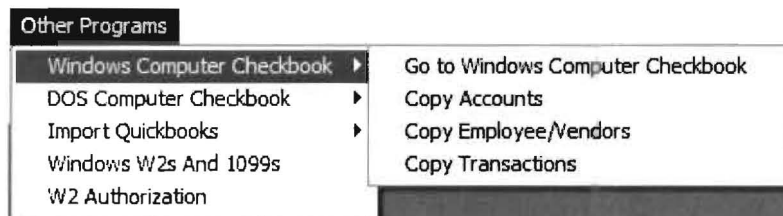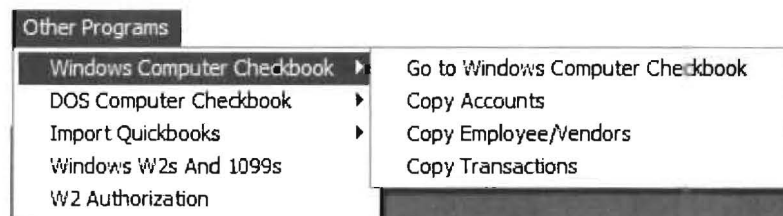

Figure 9-3: Windows Computer Checkbook Menu Options

These are the only options that you should ever use to interface in this situation. If you wish to update your chart of accounts with any new accounts that have been added to the client's *Computer Checkbook System*, you would select the option entitled **Copy Accounts**. The default on this option, **Add to Existing Accounts** will only copy accounts that do not already exist in your chart. Do not change the option to **Replace Existing Accounts** unless you want to totally replace your chart of accounts with the chart of accounts on *Computer Checkbook* which is very unlikely.

The option **Copy Employee/Vendors** will update your employee file with any new employees or vendors that have been added to your client's *Computer Checkbook System*. Once again the default is set to only add employee/vendors that do not already exist in your employee file. Do not change the option to **Replace Existing Employees/1099's** unless you want to totally replace your employee file with the employee file that exists in *Computer Checkbook* which is very unlikely.

The option **Copy Transactions** is the option that you will use all the time. This option will transfer the transactions you need from your client's *Computer Checkbook System* to your *Client Write Up System*. When this option is selected, the screen shown below will display:
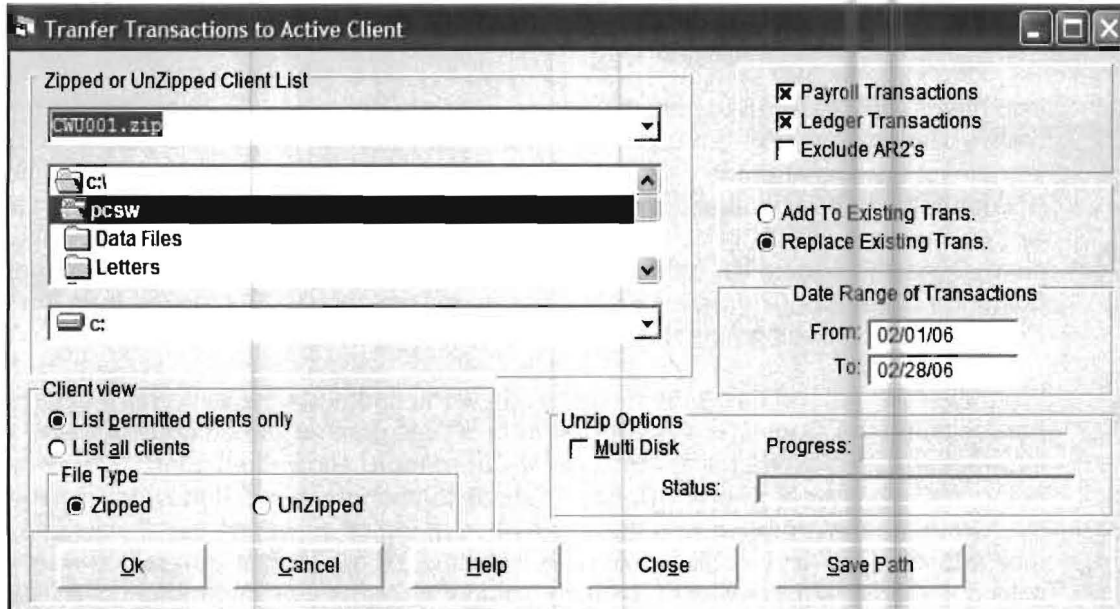
Figure 9-4: Copy Transactions from Floppy Option Screen

The most critical item to get right is the date range. The date range will default to the accounting period that your *Client Write Up* is currently processing. You have to make sure this is the period you want to get your client's *Computer Checkbook* transactions from. If the period is incorrect, change the dates to the period you want. You do not want to re-transfer transactions from any period that you have already transferred and corrected or you will have to correct them again. Be very careful that you are getting the transactions from the period you want.

In the upper right hand corner of the screen, the **Payroll Transactions** and **Ledger Transactions** *check boxes* are both enabled. This means you will get both types of transactions from your client's *Computer Checkbook*, which is normally what you would want. If the client does not process checks of one type or the other on their *Windows Computer Checkbook System*, you can leave the options enabled and it won't hurt anything. (For example this would occur if a payroll service processed their payroll checks.)

The next thing you will need to determine is if you wish to **Add to Existing Transactions** or **Replace Existing Transactions**. Only one of these options can be enabled at a time. The **Replace Existing Transactions** *radio button* is enabled by default. This option allows you to transfer more than once from the same period and not have duplicates. This is helpful sometimes, especially if the first transfer a client sent you did not include all the checks and they had to send you another copy of the same period.

The other option is **Add to Existing Transactions**. You do not want to use this option in a normal situation. The purpose of the **Add to Existing Transactions** option is to allow data from multiple stores or locations that are in the same company each having their own copy of *Windows Computer Checkbook* to write their own checks. By using this option the data from all the stores can be accumulated without erasing another store's data.

Once you have the right dates and other options selected, click on the **OK** button and the transfer will take place.

Once you have reconciled the cash accounts, you can call the client or send him a note with the necessary journal entries to adjust his cash balances if this is necessary.

4) The Firm Does the Ledger Work - The Client Does the Windows CCB - The Client Needs His Actual CCB Data Corrected and Then Sent Back as Soon as Possible.

The firm does the ledger work using the *Windows Client Write Up System* but the client writes their own checks using *Windows Computer Checkbook*. There are two concerns with this interface. One is that the information needs to be gathered for the *Windows Client Write Up System*. The second is that the client's *Windows Computer Checkbook* has to be completely corrected and returned to the client with all the corrections made.

How Do it

You have to be careful because the two sets of data are totally different and if you mix them up incorrectly, you can lose work that you have done. The person doing the ledger work will have made ledger entries that the client doing their *Computer Checkbook* will not have in their data base. The client doing the *Computer Checkbook* work will have written checks that will not be in the data base of the person doing the ledger work.

The first step is to setup a default data directory for *Computer Checkbook* that is different than the default data directory for *Client Write Up* on the accounting firm's computer.

To do this, click on the **Setup** pull-down menu then **System** and **Default Data Directory**. A screen similar to the one shown below will display:
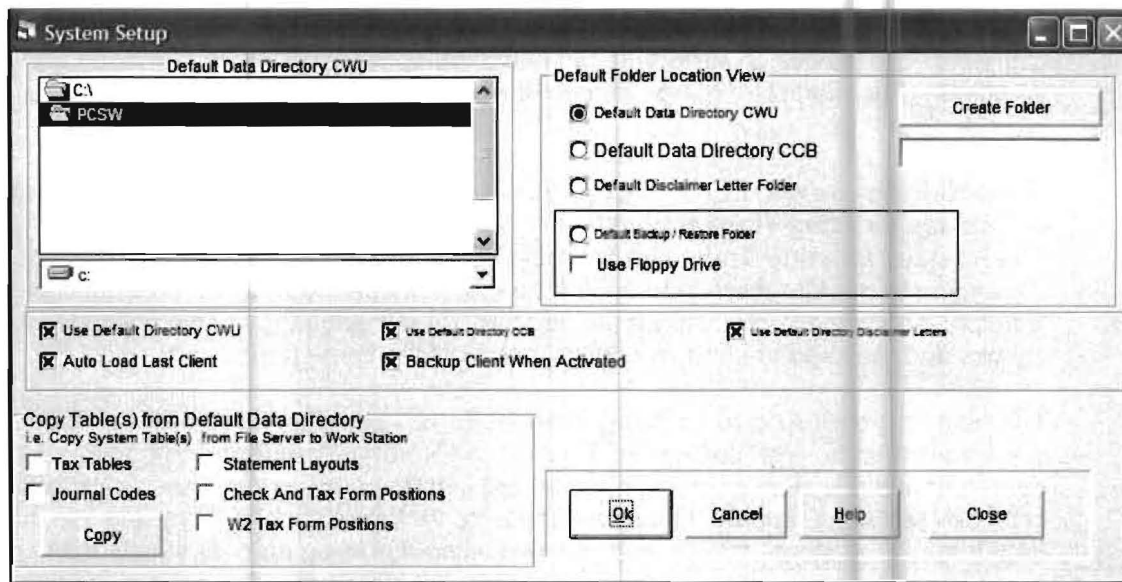
Figure 9-5: Default Data Directory Screen

What this screen allows is separate data areas on the hard disk for *Client Write Up* and *Computer Checkbook data*. It does this so you can have a client's data for the *Windows Client Write Up* in one place on the computer and the same client's data for the *Windows Computer Checkbook* on another place on the computer and the data can be kept separate.

The easiest way to set this up the first time is to create a new folder, like **CCBW.** If you wanted this folder to exist directly under your C drive, you would double click on the C:\ folder in the field "Default Data Directory CCB". In the upper right hand corner of the screen is a field labeled "Create Folder". For this example, you would key in **CCBW** and click on the "Create Folder" button and the system will create for you a folder under the folder displayed to the left under Default Data Directory CCB.

Once you have created a new folder, you can set it up as the default data directory of **CCBW** as illustrated on the screen below. Enable both the **Use Default Directory** *checks boxes* and then select the new **CCB** folder. In this case we double clicked on "**C:**" in the **Default Data Directory CCB Window** and selected the **CCBW** folder off the list of folders on drive C. The screen should now look like the screen shown on the next page:
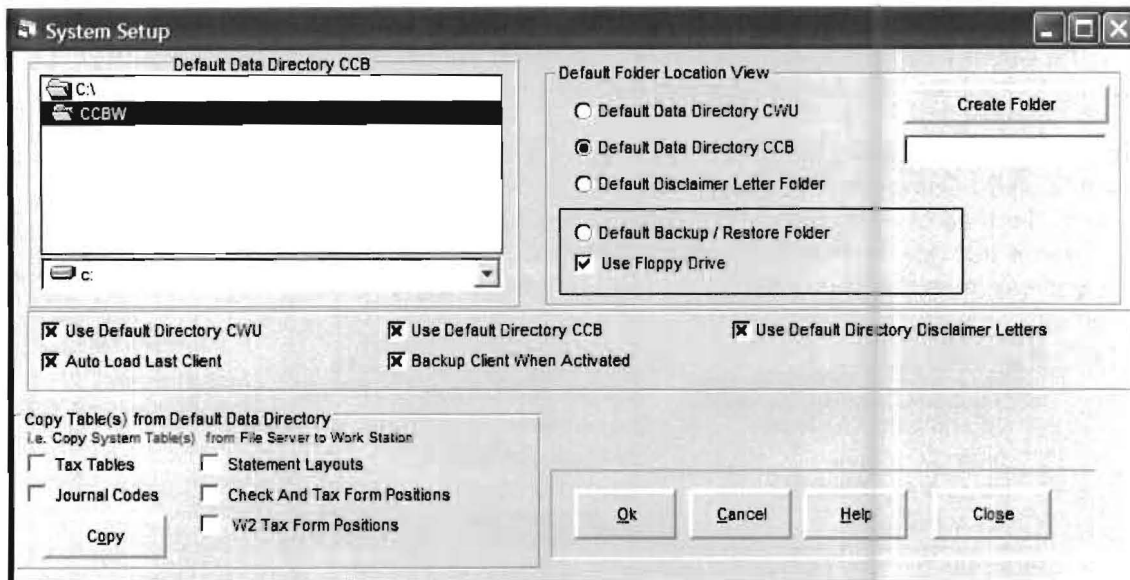
Figure 9-6: Different Default Computer Checkbook Data Directory

Once you have setup a separate default data directory for *Computer Checkbook*, you should go back and make sure you have gotten it correct. (**Setup**, **System** and **Default Data Directory**) You can further check that you got it right when you activate a client for *Computer Checkbook*. The folder that should be the default should be the new one that you setup. Now you will be ready to interface as you need to for this situation.

Whenever the person doing the ledger work needs updated check information, the client doing the *Computer Checkbook* work should make a zipped copy of their information to a diskette using the **Copy a Client Icon** and get it to the accounting firm. Here is the tricky part. When the person doing the ledger work gets this zipped disk from the client, they must unzip it to their machines but they **must be in Computer Checkbook** when they do this not *Client Write Up* and they must be using the special **CCBW** directory for their *Computer Checkbook* data so that this data does not overwrite their *Client Write up* data for this client. If they make a mistake and try to unzip *Computer Checkbook* data to *Windows Client Write Up*, they will get a warning message that asks if they are sure they want to overwrite their *Client Write Up* information with *Computer Checkbook*. If they make a mistake and they get this warning, the answer to this question is that they do not want to do this!!!

Once they have the client's *Computer Checkbook* in the separate folder on their computer, they can change what they need to change to get their client's *Computer Checkbook* in good order. Now they can zip this data to drive "A" using the **Copy a Client Icon** and send it back to the client. Assuming that the client has not made any transactions since they mailed, delivered or emailed this data to the accounting firm, the client can unzip this corrected data to their machines and be all corrected and ready to write checks again.

The next part of the job is getting the necessary entries for *Client Write Up*. Even though the accounting firm has zipped the *Computer Checkbook* data to "drive A" and sent that data to the client, the corrected data still exists on your computer. In order to get the data that the accounting firm needs from their corrected client's *Computer Checkbook* data on the firm's computer into the *Client Write Up System*, they could either again zip the data onto drive A or in the option "Copy Transactions". There is a choice to copy the data directly from the client's Computer Checkbook data file on the firm's computer. This is either data that they will use to interface to the *Client Write Up System*.

The next step is to access the *Client Write Up System*. However do not unzip this data into the *Client Write Up System* or you will overwrite your *Client Write Up* data with your client's *Computer Checkbook* data and you will lose the work you have already done.

This would be a disaster. To prevent this, there is a warning asking if you are sure you want to unzip *Computer Checkbook* information over *Client Write Up information*. **You don't!!** Instead of using the unzip option, to get the data, you should go to the **Other Programs** pull down menu and select **Windows Computer Checkbook**. When you do this you will have the four options as shown below:

Other Programs	
Windows Computer Checkbook ▶	Go to Windows Computer Checkbook
DOS Computer Checkbook ▶	Copy Accounts
Import Quickbooks ▶	Copy Employee/Vendors
Windows W2s And 1099s	Copy Transactions
W2 Authorization	
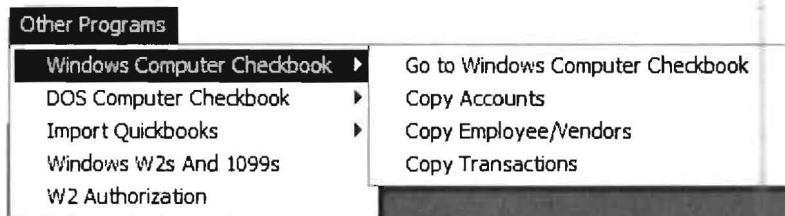
Figure 9-7: Copy Options for Windows Computer Checkbook

These are the only options that you should use to actually transfer your client's corrected *Computer Checkbook* data to your *Client Write Up System*. If you wish to update your chart of accounts with any new accounts that have been added to the client's *Computer Checkbook System*, you may select the option that is entitled **Copy Accounts**. The default on this option, **Add to Existing Accounts** will only copy accounts that do not already exist in your chart. Do not change the option to **Replace Existing Accounts** unless you want to totally replace your chart of accounts with the chart of accounts from *Computer Checkbook* which is very unlikely.

The option **Copy Employee/Vendors** will update your employee file with any new employees or vendors that have been added to your client's *Computer Checkbook System*. Once again the default is set to only add employee/ vendors that do not already exist in your employee file. Do not change the option to **Replace Existing Employees/1099's** unless you want to totally replace your employee file with the employee file that exists in *Computer Checkbook* which is very unlikely.

The option **Copy Transactions** is the option that you will use all the time. This is the one that will actually transfer the transactions you need from your client's *Computer Checkbook* to your *Client Write Up*. When this option is selected, the screen shown on the next page will display:
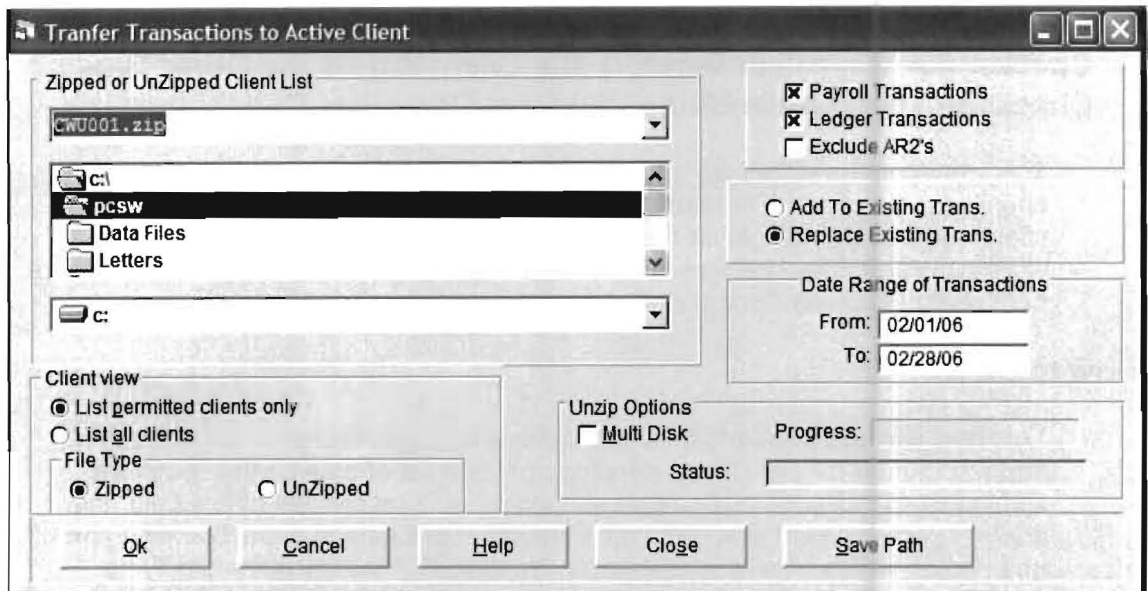
Figure 9-8: Copy Transaction Option Screen

The most critical item to get right is the date range. The date range will default to the accounting period that your *Client Write Up* is currently processing. You have to make sure this is period that you want to get your client's *Computer Checkbook* transactions from. If the period is incorrect, change the dates to the period you want. You do not want to re-transfer transactions from any period you have already transferred and corrected or you will have to correct them again. Be very careful that you are getting the transactions from the period you want.

In the upper right hand corner of the screen, both the **Payroll Transactions** and **Ledger Transactions** *check boxes* are enabled. This means the system will copy both types of transactions from your client's *Computer Checkbook*, which is normally what you would want. If the client does not process checks of one type or the other on their *Windows Computer Checkbook System*, you can leave these boxes enabled and it won't hurt anything. (For example this would occur if a payroll service processed their payroll checks.)

The next thing you will need to determine is if you wish to **Add to Existing Transactions** or **Replace Existing Transactions**. The **Replace Existing Transactions** *radio button* is enabled by default. This option allows you to transfer more than once from the same period and not have duplicates. This is helpful sometimes, especially if the first transfer a client sent you did not include all the checks and they had to send you another copy of the same period. The other option is **Add to Existing Transactions**. You do not want to use this option in a normal situation. The purpose of the **Add to Existing Transactions** option is to allow data from multiple stores or locations that are in the same company each having their own copy of *Windows Computer Checkbook* to write their own checks. By using this option the data from all the stores can be accumulated without erasing another store's data.

Once you have the right dates and other options selected, click on the **OK** button and the transfer will take place.

5) Firm Does the Ledger Work and Writes One Type of the Client's Checks. (i.e. Payroll or Vendor) the Client Writes the Other Type of Checks at Their Office Using Windows Computer Checkbook

The firm does the ledger work for the client and also does some but not all of the checks for the client. For example, they might do just the payroll checks for the client and the client might do their own vendor checks or vice versa. In other words, the firm does one type of checks and the client does the other but they are both using *Windows Computer Checkbook*.

How to Do it

This best way to this interface is to only keep one set of data on the accounting firm's computer for this client. Keeping only one set of data on the computer eliminates any chance that one person would work on one set of this data and another person would work on a different set of this data in the accounting firm. If one person writes checks in *Computer Checkbook*, they will immediately be available on the financial reports. If checks are being written for June and the books are being processed for May, that is not a problem since both systems are perpetually open. The respective users of the different systems must insure that they switch to the correct dates before they enter and process information. There are a number of automatic date checks that should eliminate any problems with forgetting to switch the dates back and forth such as checks can only be written in the current period, etc.

When you need to get the other type of checks from the client to complete the books, have the client zip their *Computer Checkbook* data to drive A and send it to you. Do not unzip this data to your machine. It will overwrite your information and you will have to re-create a lot of work. This would be a disaster. To prevent this, there is a warning asking if you are sure you want to unzip *Computer Checkbook* information over *Client Write Up* information. **You don't !!** Instead of using the unzip option, to get the data, you should go to the *Other Programs* pull down menu and select **Windows Computer Checkbook**. When you do this you will have the four options shown below:

Other Programs	
Windows Computer Checkbook ▶	Go to Windows Computer Checkbook
DOS Computer Checkbook ▶	Copy Accounts
Import Quickbooks ▶	Copy Employee/Vendors
Windows W2s And 1099s	Copy Transactions
W2 Authorization	
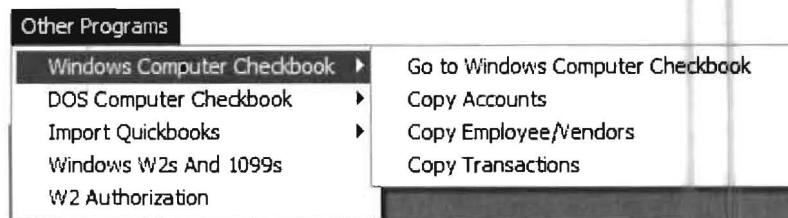
Figure 9-9: Copy Options for Windows Computer Checkbook

These are the only options that you should use to actually transfer the one type of checks that your client writes to your *Windows Client Write Up System*. You might also wish to update your chart of accounts with any new accounts that have been added to the client's *Computer Checkbook System*, you may select the option that is entitled **Copy Accounts**. The default on this option, **Add to Existing Accounts** will only copy accounts that do not already exist in your chart. Do not change the option to **Replace Existing Accounts** unless you want to totally replace your chart of accounts with the chart of accounts on *Computer Checkbook* which is very unlikely.

The option **Copy Employee/Vendors** will update your employee file with any new employees or vendors that have been added to your client's *Computer Checkbook System*. Once again the default is set to only add employee/ vendors that do not already exist in your employee file. Do not change the option to **Replace Existing Employees/1099's** unless you want to totally replace your employee file with the employee file that exists in *Computer Checkbook* which is very unlikely.

The option **Copy Transactions** is the option that you will use all the time. This is the one that will actually transfer the transactions from the one type of checks that your client is writing to your *Client Write Up System*. When this option is selected, the screen shown below will display:
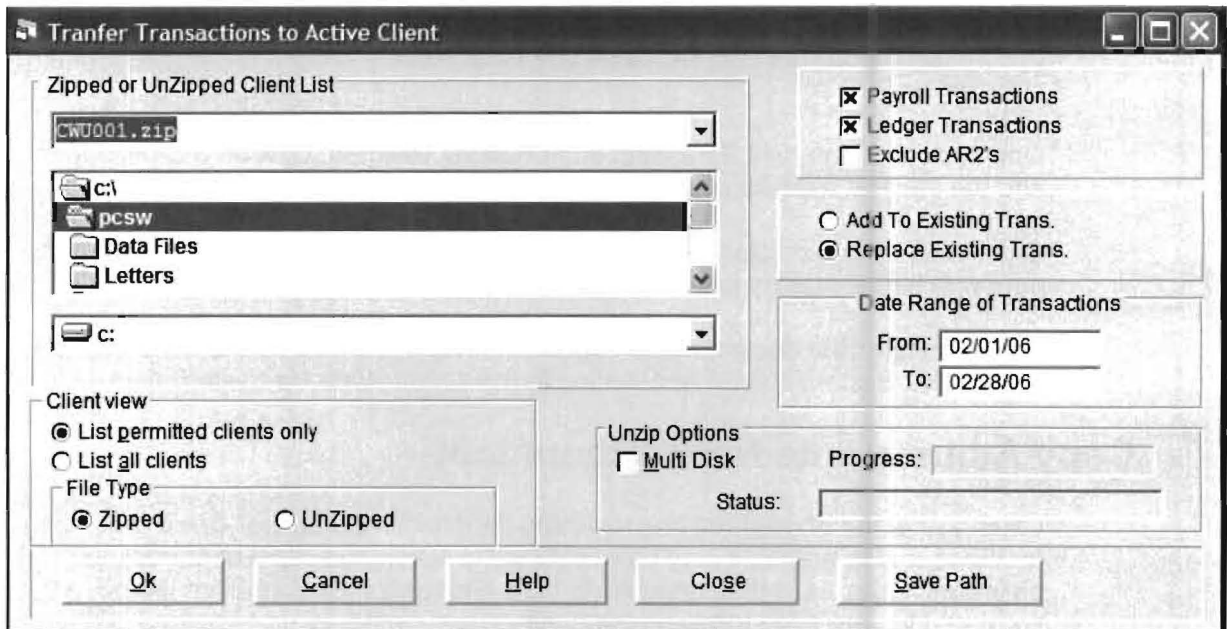
Figure 9-10: Copy Employee/Vendors Option Screen

It is very important that you use this screen correctly. You must get the date range right and you must only select the one type of transactions that you want to transfer from the client's data. The date range will default to the accounting period that your *Client Write Up* is currently processing. You have to make sure this is period that you want to get your client's *Computer Checkbook* transactions from. If the period is incorrect, change the dates to the period you want. You do not want to re-transfer transactions from any period that you have already transferred and corrected or you will have to correct them again. Be very careful that you are getting the transactions from the period you want.

In the upper right hand corner of the screen, both the **Payroll Transactions** and **Ledger Transactions** *check boxes* are enabled. This means the system will copy both types of transactions from your client's Computer Checkbook, which would be a disaster since you only want one type of transaction (whatever transactions your client is writing at their office). For example, if the firm writes the paychecks for the client and the client writes their own vendor checks, then you would want to select only **Ledger Transactions** and disable (remove the "**X**" by clicking on the box) from the **Payroll Transactions** *check box*. On the other hand, if the client writes the paychecks and the accounting firm writes the vendor checks, then you only want the **Payroll Transaction** *check box* enabled. If you get this wrong, you will overwrite the check information that the accounting firm has accumulated with blank information.

The next thing you need to determine is if you wish to **Add to Existing Transactions** or **Replace Existing Transactions**. Only one of these options can be enabled at a time. The **Replace Existing Transactions** *radio button* is enabled by default. This option allows you to transfer more than once from the same period and not have duplicates. This is helpful sometimes, especially if the first transfer a client sent you did not include all the checks and they had to send you another copy of the same period. The other option is **Add to Existing Transactions**. You do not want to use this option in a normal situation.

The purpose of the **Add to Existing Transactions** option is to allow data from multiple stores or locations that are in the same company each having their own copy of *Windows Computer Checkbook* to write their own checks. By using this option the data from all the stores can be accumulated without erasing another store's data.

Once you have the right dates and other options selected, click on the **OK** button and the transfer will take place.

Once you have reconciled the cash accounts, you can call the client or send him a note with the necessary journal entries to adjust his cash balances if necessary.

This completes the documentation about interfacing between a client's *Computer Checkbook System* and an Accounting Firm's *Client Write Up System*.

Copy Adjustments from Accountant

Usually after the accountant has reviewed the client's **Computer Checkbook** data for the reporting period, it may be necessary to advise the client of corrections, omissions or errors in their company's data. Probably the information will be conveyed in one of the following methods:

1. The accounting firm will verbally tell their client the changes that are necessary to be made and the client will make the changes.
2. The accounting firm will present a hard copy report to the client listing the entries or corrections to be made and the client will make the necessary changes.
3. As in transfer method #4, the accountant will actually make the necessary changes to the client's data files and return the data to the client in a finished state.
4. The last choice may be for the accountant to make adjusting journal entries in the **Client Write Up** program using a special journal code (ATC) and have the client copy those adjusting entries into the client's data.

Since this last method of transferring data back to your client in the form of adjusting entries has not been discussed in the earlier parts of this chapter, let's take a moment to see how the transfer takes place and how it would fix into the other methods of transferring data between accountant and client.

Once the accountant has decided the changes that need to be made, they would make the adjusting entries as normal ledger transactions, insuring that they use the journal code of "**ATC**". The date of the transactions you create should be conveyed to your client, because the option they use to import from will only bring in transactions with a journal code of ATC and transaction dates for the reporting period they are currently in. We will discuss that procedure shortly.

Once the adjusting entries have been made, the accountant will forward their Client Write Up data file to their client. Normally that will be accomplished by zipping the data file to a diskette or another device and sending it to your client. It is important that the client knows that they are not to load the data file back onto their computer, as it would override their current data.

Note that you are not correcting their transactions, but making adjustments to update their data for errors, omissions and corrections.

The first thing that the client will need to do is insure that the current reporting period matches and includes the date of the transactions you want they to import. Usually that means the client will need to switch back a reporting period to match the date of the adjusting entries. The client should really be running the same reporting periods that you the accountant use.

Now the client should access the option **Copy Adjustments from Accountant** found by selecting the **Utilities Menu** and the sub-option **Transactions Utilities**. Once the option is selected the following screen will appear:
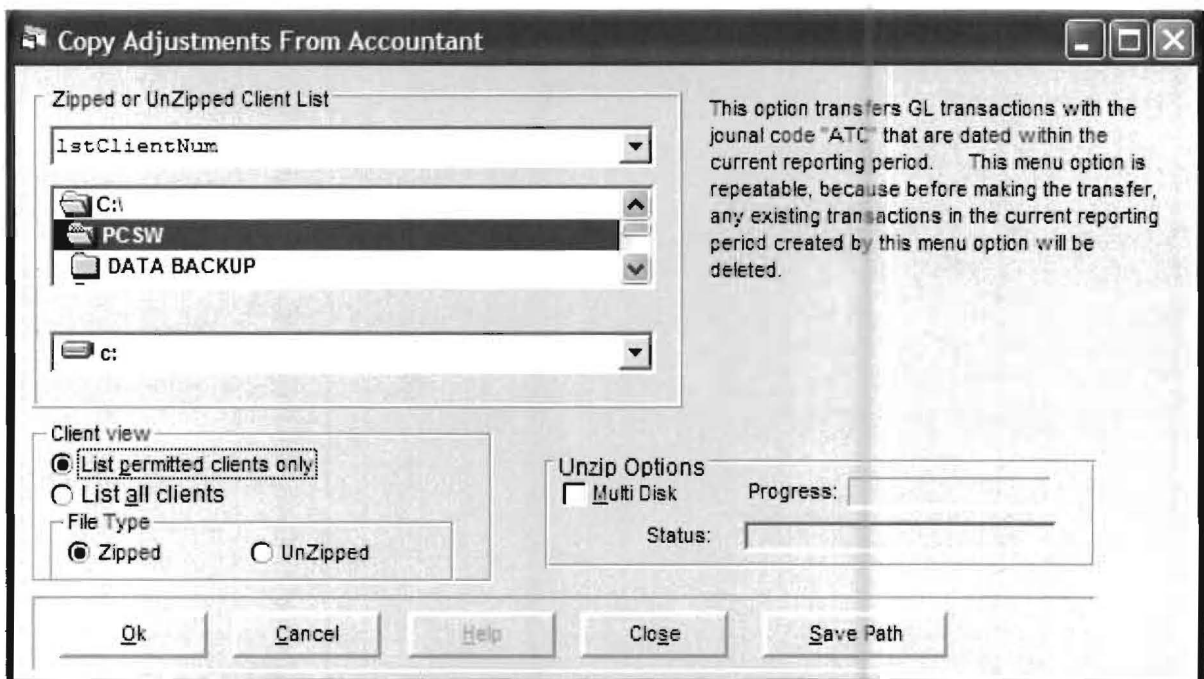
Figure 9-11: Copy Adjustments from Accountant Option Screen

If this option is going to be used consistently, the client will want to setup this screen so it will return to the desired choices each time they return to the option. They can do that by first selecting where the data file will be located and clicking on the button "**Save Path**".

Once the OK button has been selected and the screen has closed, the client can then switch back into their current reporting period they are working in and the adjusting entries will take effect. Mainly their bank balance will be updated correctly.

NOTE: Again it is important that the client know that they are NOT to "Unzipped" your data file back onto their computer and that they need to select the reporting period for the transactions you want them to import.

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Chapter 10

Miscellaneous

File Pull-Down Menus

The sub-options for the **File** pull-down menu are discussed below:

Activate Client

When you first enter **Computer Checkbook**, you must activate a company before doing anything else. This option allows you to activate a company if one is not already active.

Note: If you have previously setup the **Default Data Directory** option and enabled the **Auto Load Last Client** *check box* (see Page 4-52) you will have an active company when you first enter the *Computer Checkbook System*. You should definitely enable the **Auto Load Last Client** option if you have only one company on the system, since that company will always be active when you enter *Computer Checkbook*.

The **Activate a Client Icon**, shown to the left, is available on the **Home Screen** for speedier access to this option.

Password Security

Based on many, many, client requests, we have added a "simple" password security option that only requires a password to activate a client. (Note that we are no longer including documentation for our original, very elaborate password security system in this manual, although that password security system is still being retained in the client write up system for those who are currently using it.)

To activate *Password Security*, click on either **File** and **Activate** or on the File Cabinet Icon shown to the left. The following screen will appear:

Figure 10-1: The Activate Client Screen.

Now click on the "**Set or Change Client Password**" button. The following pop up window will appear:
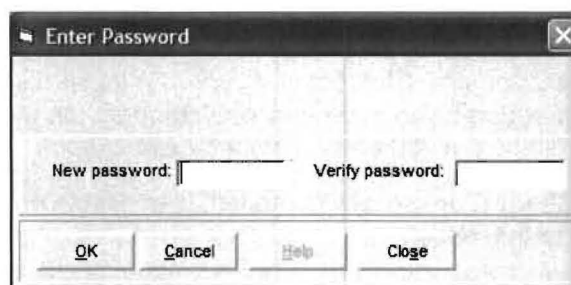
Figure 10-2: Setting up a New Password

Enter a password of between 5 and 10 characters in the New Password field. Then press the TAB key and enter the same password in the Verify Password field. Once you click the **[OK]** button, this client can only be activated by entering this password, so it would be a good idea to make some provision to safeguard it.

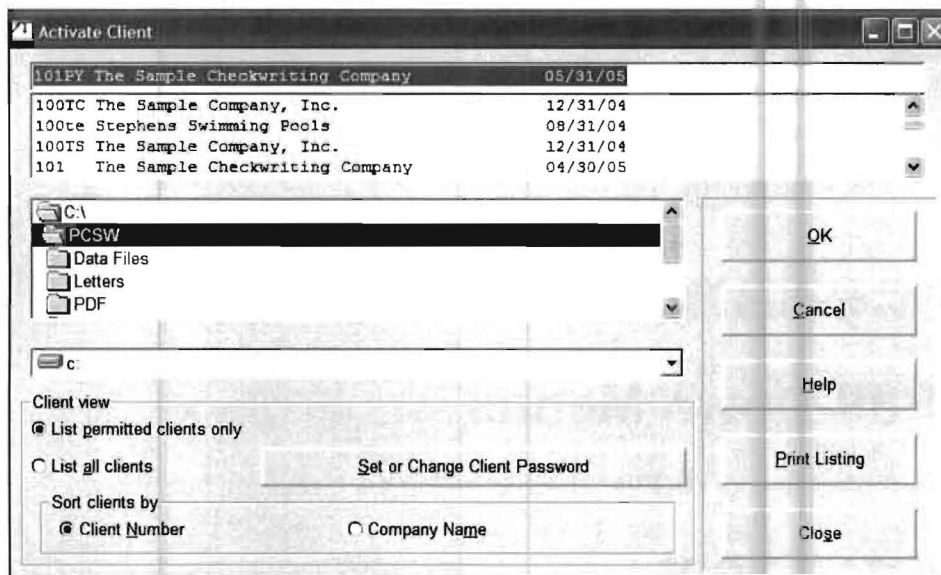If the password becomes compromised, you may change it. To do this, first activate the client and then access the activate screen again. Click on the **Set or Change Client Password** button and the following pop up window will appear:

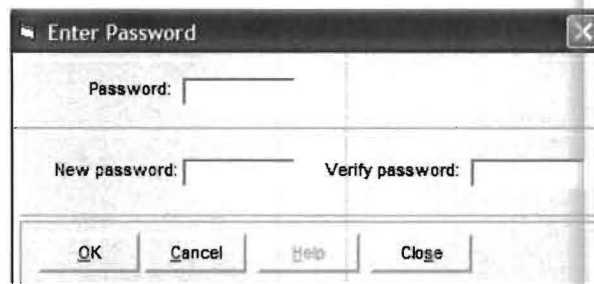Figure 10-3: Changing an existing Password

This screen will allow you to change the password to a different password.

Note: After the client has been activated, the Company Name and Number will appear at the top of the **Computer Checkbook Home Screen**.

New Client

Before setting up a new company for processing with *Computer Checkbook*, you must first create the data files for the new company. This option allows you to do this.

First, select the disk drive where you wish to store the new files. The system will default to drive C. To change the drive first click on the down arrow located at the end of the **Drive Location Field** which will display a list of available drives. Select the drive where you wish to store the data files from this list. Next, in the frame entitled **Location for New Files**, select the folder where you wish your new company files to be stored. Double-click on any folder to display the names of any subfolders within it. Click on the up or down arrows to scroll through the folder list. Next, click on the **New Client Number** input box, and enter a company number, which can be up to five alphanumeric characters. This will be the number that will be used to identify the company for future processing. Finally, click on the **OK** button. The company files will be created, and the system will display the **Home Screen**. The newly created company will be activated for processing. Later on you will be able to name the company and enter other company information.

The **Create A New Client Icon**, shown to the left, is available on the **Home Screen** for speedier access to this option.

NOTE: The "New Client" option is necessary where a client is being created for the first time with the program or the client has a very unique client setup. But where multi clients need to be setup, the program has a more helpful option to setup additional clients. It would advisable to check out the option, **Clone Client** under the menu selection "File/Copy", discussed on page 10-4.

Copy Client

Making backups of your current company data files on a consistent basis is prudent. You will be very happy to have a backup if, for whatever reason, you somehow lose your data or your data becomes corrupted.

There are two sub-options, **Copy Client (Simple)** and **Copy Client (Advanced),** that allow you to make backups, and a third sub-option, **Clone Client**, used to create a new client data base modeled after an existing client.

Copy Client (Simple)

The **Copy Client (Simple)** option backs up the current active client to floppy drive A. This is probably the only backup option you will use or need.

You can also use the **Copy A Client Icon** show to the left to do a **Copy Client (Simple)**, as this is the most common way to backup a client.

Copy Client (Advanced)

The **Copy Client (Advanced)** allows you to backup more than one company's data at a time and to designate where to back it up to. (Any floppy, local or network drive). The data files that you want to backup (**Source** Files) are listed on the left side of the screen and where you want to backup (**Target**) is listed on the right side of the screen. The flexibility here is that you can save the company data files to almost any place on your system.

You would usually select floppy drive A to backup to. However, you can select to copy the company data files to another location on your hard drive or with this option to a totally different hard drive, say the D drive.

This option is very helpful when an existing client needs to be copied as a second copy, because you might be separating each year's data or the company data file has become to large and needs to have some old data purged. You can use the instructions listed below to accomplish this task.

To Copy Existing Data to a New Client number:

1. In the frame titled **Old Client Location**, select the disk drive, directory, and client number for the client from which you wish to copy the data files. Click on the pulldown arrow to display a list of available drives. Click on the up or down arrows to scroll through the directory list.
2. In the frame titled **New Client Location**, select the drive and directory where you wish your new client files to be copied. Double-click on any directory to display the names of any subdirectories within it. Click on the up or down arrows to scroll through the directory list.
3. Now click on the input box titled **New Client Number** and enter a client number, which can be up to five characters. This will be the number that is used to identify the new client for future processing.
4. Finally, click on the **OK** button. The client files will be copied from the existing client location to the new location. Since this is a copy function, the system leaves the standard company intact while allowing you access to the same data under another number. The newly created client will now be activated for processing.

Note: If you accidentally type in a company number that already exists the system will display a message box telling you that this number already exists and do you want to copy anyway. If you say **NO** the copy will abort with no harm. If you say **YES** the copy will proceed and the existing data files will be overwritten and you will lose any of the data that you had entered for that company.

Clone Client

Sometimes, it may be more convenient to setup a new company by cloning data files from a standard default type company or an existing company, as opposed to creating new files and entering all the information from scratch. For instance, many companies will have similar payroll setup information and similar accounting requirements. By setting up a standard company, this option allows you to clone data files from a standard company or any existing company and assign them to a new company number.

Clone any new client from any existing client. The system will remove all transactions, initial balances and ID numbers. It carries forward the chart of accounts, cash accounts, payroll information and company information other than company name and address. There is a choice to either keep employees or remove them.

Delete Client

Select this option to remove a company's data from the hard drive. After selecting a folder and a company for deletion, click on the **Delete** button. You will then be asked to confirm the deletion of the company's data before the files are actually removed. Only one company at a time can be deleted.

Relocate Client

Sometimes it is necessary to assign a different company number to an existing company. This option allows you to transfer the data files for an existing company to a new company number or location.

This process is identical to the process for **Copy Client**. The only functional difference is that after the relocation operation, the data files will have a new company number and will no longer be accessible via the old company number. Use the new company number to activate the relocated data files.

Client Write Up / General Ledger

If you also have either the *Client Write Up* or the *General Ledger* systems installed on you computer, this option will allow access to these systems. If you do not have either of these systems installed this option will not display.

If you take this option the *Computer Checkbook System* will close and the *Client Write Up* or the *General Ledger* system will open.

Import DOS CCB

The instructions for this option are provided as part of chapter 3 of this user's manual.

Select Printer

This option is used to select the default printer not only for *Computer Checkbook* but also for *Windows*. For example supposes you had a laser printer and a dot matrix printer setup under *Windows*, and the laser was the default printer. If you then took this option and changed the default printer to the dot matrix printer, the default printer would stay set to the dot matrix printer even after you left the *Computer Checkbook System*. So if you wanted the laser printer to be the default printer again, you would have to select it again, either using this option or using the *Windows* operating systems option to change it.

This option allows you to select any printer which has been setup in *Windows*. Once a printer has been selected, you can change any functions which the printer has available, (i.e. to print in a landscape mode). From this screen you can also access the properties for this printer.

Mail Labels

The mail labels screen allows you to setup laser mail labels of just about any configuration. The default label forms setup is a laser sheet with three (3) columns and ten (10) rows, for a total of thirty (30) labels per sheet of paper. You will need to input the following fields, if you will be using some other form layout.

Point Size - Enter the point size for you labels. If your labels are in 2 columns, you will be able to use a larger point size than if your labels are in 3 columns across. The point size also depends upon how long your letterhead name & address is in Setup/Company. For example, if the longest name/address line that you will be printing is not more than 40 characters, then the suggested point size for 2-columns is 9.0 and the suggested point size for 3-columns is 7.2.

The letterhead name & address fields have a maximum size of 60 characters. If you have used more than 40 characters for any client's name or address, it is suggested that you use 2-column labels, because in order to use 3-column labels, you would need to use a point size less than 7.0, which gets difficult to read.

When you test print, the lines of X's will contain only 30 upper-case X's. This will give you a good idea of your alignment, but not if your addresses will fit on the label.

Columns - Enter the number of horizontal columns on your page of labels.

Rows - Enter the number of rows (vertically) on your page of labels.

Vertical Starting Position (In TWIPS)
Horizontal Starting Position (In TWIPS)

There are 1440 TWIPS to an inch. You should keep in mind that moving something 5 or 10 TWIPS is unlikely to make a visible difference in the position of the printing on a label.

The upper left-hand corner has the coordinates of 0, 0. Therefore, your vertical starting position should be somewhere around 500-1000. Your Horizontal Starting position will probably be in the range of 400-800.

Spacing Between Lines - Should be between 200 and 300.

Vertical spacing Between Labels
Horizontal Spacing Between Labels

An 8 1/2" x 11" sheet of labels has a printable area that goes to about 11,500 TWIPS horizontally and 14,500 vertically. You should divide these figures by the number of labels horizontally (columns) and vertically (rows) to get the proper spacing each way. For example, if you have 2-column labels, your horizontal spacing between labels should be about 11,500 / 2 = 5750.

Several customers have indicated that they use 3 x 10 labels. We have therefore added a button to approximately align for that type of label.

You will have to align the printing to your actual labels. You can test your alignment by clicking on the Test Print button on the second screen. You can modify your alignment by either:

1. Go back to the menu, then choose the mail labels option again. Modify the information on the first screen. Then on the second screen, click on Reset Labels to Original Positions. Then Test Print again. This is useful if all of the labels are off.

2. On the second screen, using the "Which Label" drop-list, choose the label that you wish to move, then click on Modify Location. You will be presented with a screen that will allow you to move this label up, down, left or right a specified number of TWIPS. This approach is useful if most of the labels are positioned correctly, but a few of them need to be repositioned.

Once the labels are positioned correctly, you have 2 ways to produce labels.

There is a button to produce 1 label for each client (from your client list), or another button to produce a page of labels for the active client or a combination of employees and vendors.

Reports Pull-Down Menu

The **Reports** pull-down menu allows you to access the various reports of the system. The **Reports** sub-options are listed below:

Check Register (Payroll Only)

This option allows you to **View** or **Print** a check register that contains only payroll transactions for a selected date range. The report will show each individual payroll check, and a total of all *Additions*, *Deductions, Notations* and *Employer Paid Items.* It will also display the deposit liabilities for FICA, Medicare and Federal WHT for the desired period.

Current Period - The system will default to the **Current Reporting Period** Dates. Or if the Advanced Payroll option is being used, the system will default to the Check Date set in the option **"Advanced Options/Advanced Payroll/Enter payroll Dates".** You may change the date range to any range desired.

View or Print - **View** is the default selection, if you wish to print the report enable the **Print** *radio button.* If you desire to save the report, click on the PDF File radio button, and the system will allow you to save the report in either a PDF or HTML format. Saving the report in the HTML format will also allow you to access the file with either Microsoft's Excel or Access.

Note: There is also a print option available from the **View** display screen.

Primary Sequence - These *radio buttons* allow you to determine the order that the employees will print on the report.

Check Register (Payables and PR)

Selecting this option will allow you to **Print** or **View** the following:

Simple Check Register - This register is in check number order by *Journal Code*. It lists the following information: Date, Payee, Amount and Check Number.

Complete Check Register - This register takes the **Simple Check Register** and expands it with the appropriate distribution detail, such as account number and debit and/or credit amounts. It also provides a total of the distribution amount by check.

Since the system uses *Journal Codes* to distinguish different *Cash Accounts*, you have the choice of selecting all *journal codes* or of selecting an individual *journal code*.

The **Date Range** defaults to the **Current Reporting Period** that you have selected. The date range can be changed if desired.

If you desire to save the report, click on the PDF File radio button, and the system will allow you to save the report in either a PDF or HTML format. Saving the report in the HTML format will also allow you to access the file with either Microsoft's Excel or Access.

Payroll Summary

This option allows you to **Print, View** or save in a **PDF** format the following **Payroll Summary** information:

Narrow Report - this report format will present the data with the following columns: Check #, Date, Gross, Federal WHT, FICA, State WHT, All Other Deductions Combined and Net. It will show each check written for the employee within the date range selected. It will total the checks for Month to Date, Quarter to Date and Year to Date.

Totals Report - This report format will be the same as the **Narrow Report**, except that it will not list the individual checks that have been written. It will only print totals.

Custom Report - This report format will print the columns setup under the **Setup** pull-down menu, **Payroll** and **Custom Payroll Item Selection** option, which allows you to pick the *Payroll Items* you want to print and the sequence you want them to appear in. Items that show up on the **Custom Report** can also be selected by enabling the **Include in Custom PR Summary** *check box* the bottom of the **Payroll Item Code Entry Screen**. (**Setup, Payroll** and **Payroll Items**)

The **Date Range** will default to the **Current Reporting Period** that you have selected. The range can be change if desired.

Under **System Dates**, the screen will also display the "1st Day of Year" and 1st Day of Quarter".

Bank Report

This option allows you to print a report for any bank account (*Cash Account*) that is setup on the system. (**Setup**, **Account**, **Cash Account**)

Detailed Report - This report will list the transactions in detail. This means each distribution making up a transaction will be listed. (i.e. A deposit consisting of 20 checks was entered this month. The report will show all 20 checks with descriptions, with a total for all 20 checks).

A sample of a bank report in detailed format is displayed on the next page.

SAMPLE COST CENTER COMPANY
BANK REPORT

April 1, 2006 - April 30, 2006   Client No: 103   Page 1

Date	Check		Payee	Amount
110	Cash in Bank			
Initial Balance				5,988.40
04/01/06	27	D	Deposit # 27 04/01/06	
410.10			S, Tom Harrison	245.00
410.20			ABC Company	1,254.00
410.30			Jacob, Aspen & Harris	2,509.00
			Deposit # 27 04/01/06 Total	4,008.00
04/02/06	231	L	GTE	
655.10			#1234 -	-159.12
655.10			#4321 -	-258.12
655.10			#5432 -	-369.12
			Net	-786.36
04/05/06	232	P	Smith M. James	
645.10			Officers' Salaries	2,500.00
640.30			BONUS	250.00
224			NC State Withholding	166.57
222			Federal Withholding	469.36
224			Fica + Medicare Withholding	168.30
620.10			Health Insurance	275.00
620.20			Dental Deduction	275.00
110			Net	-1,396.77
Ending Balance				7,813.27

Summary Report - This report will list the transactions in summary. This means each transaction will consist of a single line on the report no matter how many distributions make up the transaction. (i.e. A deposit consisting of 20 checks was entered this month. The report will only show the total line for this deposit.)

A sample of a bank report in summary format is displayed on the next page.

Check Only - This option will print only checks on the report.

Deposit Only - This option will print only deposits on the report.

Complete - This option will print both checks and deposits on the report.

Sequence by Date - This option will cause the selected transactions to be printed in date order.

Sequence by Check # - This option will cause the selected transactions to be printed in check number order.

The **Date Range** will default to the **Current Reporting Period** that you have selected. The range can be changed if desired.

Select Cash Accounts - This is where you would select what *Cash Accounts* you desire to include on the report. You can select the accounts either by clicking on them or by clicking on the **Select All Cash Accounts** button. The first Cash Account will be automatically selected. If you desire a different Cash Account, you will need to unselect the first (highlighted cash account) and select the Cash Account you desire.

File Listings

The sub-options listed under the **File Listings** options are discussed below:

List Chart of Accounts

To **Print** or **View** a list of the Chart of Accounts, click on the **Reports** pull-down menu then on **File Listings** and then on **Chart of Accounts**.

Standard List - This format lists Account Description, Account Number, Level, Type and Ending Account to Consolidate.

Numeric List for Coding - This format lists the Account Number and Account Description in numeric order, broken down by account type. (Assets, Liabilities, etc.)

Alphabetic List for Coding - This format lists the Account Number and Account Description in alphabetic order, broken down by account type. (Assets, Liabilities, etc.)

List of Employees

To **Print** or **View** a list of employees, click on the **Reports** pull-down menu then **File Listings** and **Employees**.

The following printable Employee List formats are:

Employee List by ID - Prints the list in Employee ID order.

Employee List by Name - Prints the list in name order.

Employee List by SSN - Prints the list in SSN order.

The Employee List by ID mentioned above will print in the following manner:

```
                    SAMPLE COST CENTER COMPANY
                         EMPLOYEE LISTING
4/30/2006                                    Client No: 103      Page  1
   Tax Doc  ID      Name                     SSN
       W2   1       Smith M James            987-65-4321
                    1111 1st St              State Tax Jur: NC
                    Raeborn, NC 28789        Post wages to: 645.10

       W2   2       Fields L Sally           321-65-4987
    Center: 10      2222 2nd St Apt 2        State Tax Jur: NC
                    Clayton, NC 28789        Local Tax Jur: NJUD

       W2   3       Harrison P Thomas        654-32-1987
    Center: 20      3333 3rd St              State Tax Jur: SC
                    Columbia, SC 27789       Post wages to: 650.10
```

Numeric Coding List - Prints the list in numeric order, includes both employees and vendors.

Alphabetic Coding List - Prints the list in alphabetic order, includes both employees and vendors.

The Numeric Coding List mentioned above will print in the following manner:

```
                    SAMPLE COST CENTER COMPANY
                       EMPLOYEE CODING LIST
4/30/2006                                    Client No: 103     Page  1
   ID  Name                     SSN             State    Type
    1  James, Smith M           987-65-4321      NC      W2
    2  Sally, Fields L          321-65-4987      NC      W2
    3  Thomas, Harrison P       654-32-1987      SC      W2
    4  Pronte, Thomas W         951-75-3123      NC      W2

    5  Joe, Tillman T           852-74-1963      LA      W2
    6  Bear, Ronald B           951-75-3123      MD      W2
    7  Jones, Barry T           951-75-3123      FL      W2
    8  Jones, Thomas J          987-25-8147      NC      W2
```

WH Exempts, Pay Rate – Prints a list with the tax jurisdictions, number of exemptions, additional withholding and pay rate. Below is a sample of that report:

```
                         SAMPLE COST CENTER COMPANY
                              EMPLOYEE LISTING
4/30/2006                                          Client No: 103    Page  1
        Tax Jur   Tax Table    Exemptions    Xtra WH Amt
    1          Smith M James              987-65-4321   Pay Rate: 0.00
        FED       FEDM            2                     0.00
        NC        NCSTM           2                     0.00

    2          Fields L Sally             321-65-4987   Pay Rate: 2.13
        FED       FEDS            2                     25.00
        NC        NCSTS           2                     15.00
        NJUD                      0                     0.00

    3          Harrison P Thomas          654-32-1987   Pay Rate: 15.00
        FED       FEDM            3                     0.00
        SC        SCST1           1                     0.00
```

New Hire Report – This report will list all employees hired within the date range selected.
The hire date comes from the "**Hired**" field on the Basic Information screen of the option
"**Setup/Payroll/Employees**" or the icon option "**Employee File Maintenance**".

Here is an example of the **New Hire** Report.

```
                         SAMPLE COST CENTER COMPANY
                                NEW HIRE LIST
4/30/2006                                          Client No: 103    Page  1
                        Employer                                   Employee

        FEIN     76-8182182              Date Hired   04/05/06   SSN: 951-75-3123
        Name     The Sample Company      Name         Barry T Jones
        Addr     123 Main St             Addr         PO Box 123
                 Sarasota, FL 34230-0123
                                                       Sarasota, FL 34231


        FEIN     76-8182182              Date Hired   04/02/06   SSN: 985-45-6789
        Name     The Sample Company      Name         TOMMY P HARRIS
        Addr     123 Main St             Addr         PO BOX 1234
                 Sarasota, FL 34230-0123
                                                       ROME, PA 12321
```

Date of Birth (Monthly) by Month, Day – This report will list all employees that have
birthdays that fall within the months of the year selected. The birthday comes from the
"**Date of Birth**" field on the Basic Information screen of the option
"**Setup/Payroll/Employees**" or the icon option "**Employee File Maintenance**".

Here is an example of the **Date of Birth** Report for employees born in the month of April.

```
                         SAMPLE COST CENTER COMPANY
                              EMPLOYEE LISTING
4/30/2006                                          Client No: 103    Page  1
    Tax Doc  ID    Name                  SSN                        Birth Date

        W2   2     Fields L Sally        321-65-4987                04/12/1956

        W2   34    WILLIAM K KALFUS      145-23-9878                04/18/1979

        W2   6     Ronald B Bear         951-75-3123                04/25/1957
```

Vendor Activity List – This report is designed to list all vendors having no transaction
activity after a certain selected date. In addition to including the vendor ID, vendor name
and federal ID, the report will list the last date the vendor did have some transaction
activity.

Below is an example of the **Vendor Activity List** for vendors with activity after 12/31/05.

```
                        SAMPLE COST CENTER COMPANY
                             VENDOR ACTIVITY
4/30/2006                                        Client No: 103      Page  1
  Tax Doc  ID    Name                             FED ID             Last Activity Date
   Vendor  1009  CASTLE CORP                                               12/10/04

   1099 Int 1012  JAMES P PRICE                    999-88-8777
                  James P Price                                           03/19/04

   1099 Int 1003  Sam's Cleaning                   854-95-1753
                                                                          09/08/05
```

Pay Raise Date List – This report will list employees where a date has been entered in the field "**Beg. Date of the above Pay Rate**" in the screen "**Hours/Rates**" in the option "**Setup/Payroll/Check-Writing Employee Setup**".

Below is an example of the **Pay Raise Date List**.

```
                        SAMPLE COST CENTER COMPANY
                              Pay Raise List
4/30/2006                                        Client No: 103      Page  1
  Tax Doc  ID    Name                             SSN                Pay Raise Date
    W2  8         Ronald B Bear                    951-75-3123             01/15/06
   Center: 10     789 Elm St                       State Tax Jur:  OR
                  Collar, MD 28815                 Post wages to: 850.20

    W2  9         TOMMY P HARRIS                   985-45-6789            01/15/06
   Center: 20     PO BOX 1234                      State Tax Jur: PA
                  ROME, PA 12321                   Local Tax Jur: LOCAL
```

Check Box Options:

Include Only records with Incomplete Name/Address/SSN - Checking this box will provide a list of employees that have problems with their names, addresses and/or social security numbers. This would be a good report to run before printing W2's, state payroll reports and mailing labels.

Include Terminated Employees - Enable this *check box* if you want to include terminated employees in the list.

Include only records with current year earnings - This option is enabled by default, so disable this *check box* only if you want to include employees with no earnings for the year on the report.

Include Employees - This option is enabled by default, so disable this *check box* only if you don't want to include employees on the report.

Include 1099 Recipients - This option is enabled by default, so disable this *check box* only if you don't want to include 1099 vendors on the **Numeric** or **Alphabetic Coding List** options.

Include Vendors - This option is enabled by default, so disable this *check box* only if you don't want to include non-1099 vendors on the **Numeric** or **Alphabetic Coding List** options.

Employee Detail List

This report is designed to provide the detail of the employee setup records. It can be selected for all employees or selected employees.

Ledger Transactions

This options allows you to list the ledger transactions either to the screen or to the printer. This option also allows you to print a *Journal Report* and a *Check Register*.

Selecting this option will allow you to **Print** or **View** the following:

List General Ledger Transactions - This option will list **all** ledger transactions for the date range selected.

List General Ledger Transactions with Account Descs - This option will list **all** ledger transactions, but will also include account descriptions on the list.

Journal Report - This option allows you to print a *Journal Report* for all *Journal Codes* or for a single *Journal Code*.

Journal Report with Account Descs - This option allows you to print a *Journal Report* for all *Journal Codes* or for a single *Journal Code*. The account descriptions are also included on the listing.

Note: Both Journal Report options will separate the *journals code* out and list them separately on the report. (i.e. The CD journal will print completely and the CR journal will print beginning on the next page.)

Simple Check Register - This register is in check number order by *Journal Code*. It lists the following information: Date, Payee, Amount and Check Number. You can list all journals or a single journal.

Complete Check Register - This register takes the **Simple Check Register** and expands it with the appropriate distribution detail, such as account number and debit and/or credit amounts, with a total of the distribution amount by check. You can list all journals or a single journal.

Posting Summary - This option will produce a summary list of accounts that have transactions posted to them for the selected period. The report will include the account number, description and the total debits and credits posted to the account.

DB/CR/Net Change - This option will produce a summary list of accounts that have transactions posted to them for the selected period. The report will include the account number, total debits and credits posted to the account, the net change and the total number of transactions posted in the period.

The **Date Range** will default to the **Current Reporting Period** that you have selected. The **Date Range** may be changed if desired.

Payroll Transactions

Selecting this option will allow you to **Print** or **View** the payroll transactions by period and by type of employee. This option allows you to list the payroll transactions for all employees or for a list of up to ten (10) individual employees.

Employee type is either W2 Employees and/or 1099 Recipients.

Vendor Transactions

This option allows you to list the transactions for any or for all vendors not designated as receiving a 1099. The default is to list all non-1099 vendors, but by disabling the **Print All Vendors** *check box*, you can select just the vendors that you want from the list.

Vendor List

Selecting this option will allow you to **Print** or **View** a list of <u>all</u> vendors:

Short List - This listing will include the Vendors ID, Name, Tax ID and whether they receive a 1099 for not.

Detailed List - This listing will include the Vendors ID, Name & Address and any **Lookup Codes** that have been setup for the vendor.

Label List - This listing will include the Vendor's Name & Address in a label format.

Numeric - This listing will include the vendors in Vendor ID order.

Alphabetic - This listing will include the vendors in alphabetic order.

Print Client List

This option will print a list of the clients that you have on your computer in the same order that you selected on the **Activate a Client Screen**. The default is company number order.

Tax Tables

This option will list the *tax tables* that you have setup on your system with their corresponding yearly information.

Bank Reconciliation

This option will take you directly to the screen to reconcile the cash accounts. The **Bank Reconciliation** setup and processing is discussed in detail in *Chapter 4: Setup - Bank Reconciliation*, beginning on page 4-39. The various fields and options found on this screen on discussed below.

Journal Field

You will need to indicate to the system which *Journal Code* you want to start reconciling first. Normally you will reconcile <u>**two**</u> *Journal Codes* per bank account, because you should be assigning one *Journal Code* for checks and another for deposits. (i.e. CD, CR)

The *drop-down* list will display all the *Journal Codes* for all the bank accounts that you have setup under *Cash Accounts*.

End of Period Bank Balance Field

This is where you will enter the ending balance from the bank statement you received from the bank for the particular period that you are reconciling.

Reconciliation Method

You may choose how the transactions should be cleared. The choices are:

- Toggle Clearing – For only checking items that have cleared.
- Key Amount - Key in amount of transaction.
- Key Ck Num and Amount – Key in check number and amount.

The following choices are available for displaying transactions:

Suppress Cleared Items   -   This will display only outstanding items.
Show Only Cleared Items -   This will display only cleared items.
Show All Items   -   This will display all items.

Below is a list of **Control Buttons** found on the **Bank Reconciliation Screen**.

- Mark All Cleared
- Mark All Not Cleared
- Add Ledger Transactions
- View or Print Worksheet
- View or Print Reconciliation Report

Toggle Clearing

If this *radio button* is enabled, the system will display the following columns of information:

- Check No
- Amount
- Description
- Cleared

The **Cleared** column will start out blank. If the bank statement indicates a check or deposit has been cleared, click anywhere on that transaction and the system will put an "**X**" in the **Cleared** column. This marks this transaction as being cleared. If you want to remove the "**X**" and return the transaction to an uncleared status, then click on the transaction again to remove the "**X**".

Key Amount

If this *radio button* is enabled, the system will display an additional field near the bottom of the screen. Next to this field the system will display the first check or deposit to be reconciled.

In this field, you would enter the dollar amount for the item to be reconciled. If the dollar amount matches the transaction, the system will display the transaction to the screen showing it as reconciled.

If the dollar amount does not agree with the amount entered for the transaction, the system will ask you to **Re-Key** the amount.

Key Ck Num and Amount

If this *radio button* is enabled, the system will display two (2) additional fields near the bottom of the screen. The first field is where you would enter the number of the check that cleared and the second field is where you would enter the amount of the check. If the amount entered matches the amount entered in the system, the system will display the transaction to the screen and show it as being reconciled.

If the dollar amount does not agree with the amount entered for the transaction, the system will ask you to **Re-Key** the amount.

Mark All Cleared

Clicking this **Control Button** will mark every transaction shown on the screen as being cleared (an "**X**" in the cleared column). This option would most commonly be used when you want to do a fast bank reconciliation. Now all you have to do is unmark the outstanding checks and deposits in transit.

Mark All Not Cleared

Clicking on this **Control Button** will remove the "**X**" in the cleared column for every transaction showing on the screen. This would most commonly be used where you want to clear all the transactions and start the reconciliation all over again.

All Ledger Transactions

Clicking on this **Control Button** allows you to enter a ledger entry without returning to other entry screens. It is typically used to record something like a bank service charge.

View or Print Worksheet

Clicking on this **Control Button** allows you to print a **Bank Reconciliation Worksheet**, showing a beginning and ending ledger bank balances, total of all disbursements and receipts for the period and all un-cleared items. A sample of this report is displayed on the next page.

View or Print Reconciliation Report

This report is very similar to the **Reconciliation Worksheet**.

NOTE: When either the **Worksheet** or the **Reconciliation Report** is selected, on the interim screen that appears before the report, a check box will appear, "**Update Carry Forward to Match Worksheet**". By checking this box, you are telling the system to forget the carry forwards you had before and make the current outstanding items be the new carry forward items. This is most helpful where you had a problem with the prior month's reconciliation rolling correctly into the next month.

April 30. 2006   Client No: 103   Page 1
110   Cash in Bank   Disb Jnl:CD1   Recpt Jnl:CR

```
------ General Ledger ------                          --------- Bank ----------

5,988.40  Beginning GL Balance
4,008.00  Cash Receipts
4,469.49  Cash Disbursements
-----------
5,526.91  Ending GL Balance
==========
                                              5,202.04  Ending Bank Stmnt Balance

                                                    Add Outstanding Receipts

                                              4,008.00      27  GL  Deposit # 27 04/01/06
                                             -----------
                                              4,008.00  Total Outstanding Receipts

                                                    Less Outstanding Checks

                                              1,396.77     232  PR  James, Smith M.
                                              1,500.00     233  GL  United Realty/Rent of
                                                                    month of April
                                                786.36     234  GL  GTE/#5432 - 5432
                                             -----------
                                              3,683.13  Total Outstanding Checks

                                              5,526.91  Adjusted Bank Balance
                                             ===========

                                                786.36  Total Cleared Debits
                                                500.00  Total Cleared Credits
```

This is an example of a Bank Reconciliation Worksheet.

Hours Accrual Report

This option allows you to **View** or **Print** a report that shows the number of **Sick** and **Vacation** hours that have been accrued for each employee.

Wage History

Look Up

This option allows you to **View** an employee's wage history. Click on the **List** button located next to the **Employee ID Field** and select the employee that you wish to examine from the list of employees. The screen will show you by quarter and Year-to-Date (YTD) the total amount of *Additions*, *Deductions*, *Notations*, *Employee Paid Items* and *Net* that have been posted to this employee by jurisdiction.

The system will default to the Federal Tax Jurisdiction when displaying the figures, To see the state and/or local tax jurisdictions click on the down-arrow located at the end of the **Tax Jurisdiction Field** and select the jurisdiction that you wish to examine from the list.

Report

Like the Wage History-Look Up option, this option will view or print a report showing each quarter and the Year-to-Date (YTD) amount totals for *Additions, Deductions, Notations, Employee Paid Items* and *Net* that have been posted for all or selected employees.

Account Report

This option allows you to see the activity in an account(s) for any selected period. The **Date Range** will default to the **Current Reporting Period**, but it may be changed if desired. Next select the account(s) you want to include on the report. To select an account click on the account in the **Available Accounts Windows** and then click the **Select** button. This will move the account from the *Available Window* to the **Selected Accounts Window**. Once you have selected all the accounts that you want to include on the report you should determine if you want a **Detailed** or **Summary** Report. Click on the appropriate *radio button* and then click **Okay** to generate the report. If no accounts have been selected and you click on the **Okay** button, a report will be generated for all accounts.

Note: You may unselect accounts in the same manner as you selected them. Highlight the account that you want to unselect in the *Selected Window* and then click the **Deselect** button.

Note: To select/deselect a group of accounts click on the first account that you want and then hold down the **Shift** key and click on the last account you want. The system will highlight all the accounts between them. Now just click on the **Select** or **Deselect** button to move them.

Time Card Report

This option allows you to **View** or **Print** a listing of all time cards that were entered during the selected period. The **Date Range** will default to the **Current Report Period** you have selected. The range can be changed if desired. You can select to have totals only of each employee or a break down of each payroll transaction by employee with totals.

Vendor Summary

This option is used to produce a summary report of vendor transactions. The **Date Range** will default to the **Current Reporting Period**, but it may be changed if desired. Next select the vendor(s) you want to include on the report. To select a vendor click on the vendor in the **Available Vendors Windows** and then click the **Select** button. This will move the vendor from the *Available Window* to the **Selected Vendors Window**. Once you have selected all the vendors that you want to include on the report, determine if you want a **Detailed** or **Summary** Report. Click on the appropriate *radio button* and then click **Okay** to generate the report. If no vendors have been selected and you click on the **Okay** button, a report will be generated for all vendors.

This **Detail Report** includes the *Vendor ID*, the Name, the Reference (Check #), the Date of Transaction, the Account the Check was written from and the Amount of Check.

The **Summary Report** includes the *Vendor ID*, the Name and the total amount of all transactions.

The report will print in *Vendor ID* order unless you enable the **Alphabetic Sequence** *check box* located near the bottom of the window. Enabling this *check box* will sort the Vendors into alphabetic order in both the **Available** and **Selected Vendors Windows**.

Note: You may unselect vendors in the same manner as you selected them. Highlight the vendor that you want to unselect in the *Selected Window* and then click the **Deselect** button.

Note: To select/deselect a group of vendors click on the first vendor you want and then hold down the **Shift** key and click on the last vendor you want. The system will highlight all the vendors between them. Now just click on the **Select** or **Deselect** button to move them

Trial Balance

This option allows you to **View** or **Print** a **Trial Balance**. The system will **Suppress Zero Balance** accounts by default. If you desire that zero balance accounts appear on the report enable the **Print Zero Balance** *check box*.

EFTPS Worksheet

The purpose of this option is to produce an EFTPS Worksheet that is used in conjunction with the telephoning of a payment to the Internal Revenue Service of the 940 or 941 liability. The option will also allow you to create general ledger transactions that represent the payment of these liabilities.

To create the worksheet, you would first check whether the payment will be for the Form 941 or the Form 940. Next key in or insure the EFTPS Pin Number is correct. Then select the date range for the payroll period liability that is due. Lastly, in the field, **Settlement Date (MMDDYY)**, enter the date the funds are to be withdrawn for payment. Now the worksheet can either be viewed, printed or saved in a PDF format.

If you would like the system to generate general ledger transactions based on the liability payment you are making, you would key in or ensure the correct posting accounts are assigned to all the account fields. Different account fields will be presented on the screen based on whether you have selected the 941 or 940 payment type. The **Settlement Date** will be the date of the transactions and the journal code used is your choice. Lastly, check the box **Automatically Post EFPTS Transfer** to instruct the system to generate the transactions upon clicking on the **OK** button.

Transaction Preparation

For a customer using only the *Computer Checkbook* program, this option would not normally be used. It is a function that would most commonly be used by customers operating the *General Ledger* program in conjunction with the *Computer Checkbook*.

This option ensures that all transaction information that has been entered is included on any reports that are printed or viewed and that you are in balance. You should select this option if you are experiencing any problems with the system. It will not matter if you rerun this option more than once.

Check an Account Balance

This option allows you to check the balance on an individual account. Simply enter the account you want to check or select the account from the *drop-down* list.

Gross Wages Report

This report is designed to give you the total year-to-date gross wage payroll item additions for each employee and grand totals for the "**End of Month Date**" that you enter. The report can either be viewed, printed or saved in a PDF format. Below is an example of this report.

<div align="center">

SAMPLE COST CENTER COMPANY
Gross Posting Summary

</div>

4/30/2006			Client No: 103	Page 1
1 Smith M. James	987-65-4321			
	645.10 Salaries - Officers	2,500.00		
	640.30 Salaries - Office	250.00		
	Employee Total	2,750.00		
2 Fields L Sally	321-65-4987			
	640.10 Salaries - Office	170.40		
	650.20 Salaries - Plant	255.00		
	Employee Total	425.40		
Acct Totals				
	640.10 Salaries - Office	170.40		
	640.30 Salaries - Office	250.00		
	645.10 Salaries - Officers	2,500.00		
	650.20 Salaries - Plant	255.00		
	Grand Total	3,175.40		

Hours Report

The Hours report will give a break down of each type of time card hours for each employee for the check date entered, the current quarter and the year-to-date, follow by a grand total for all employees. The report can either be viewed, printed or saved in a PDF format. Below is an example of this report.

Office Warehouse Company
TIME CARD REPORT

April 25, 2006				Client No: O001	Page 1
	Check	QTD	YTD		
70 Sam W Hillford					
Regular	80.00	80.00	386.50		
1.5	6.00	6.00	17.00		
Holiday	.00	.00	16.00		
90 William T Ludwig					
Regular	80.00	80.00	180.00		
1.5	15.00	15.00	40.00		

Regular	160.00	160.00	1958.00
1.5	21.00	21.00	110.00
Holiday	.00	.00	32.00
Vacation	.00	.00	8.00

This report was separated for display purposes, showing only two employees, but YTD totals for all employees.

Check Register W/Invoice Numbers

This check register is used in conjunction with the Accounts Payable option to add a column for the Invoice Number to a normal check register. There is a choice of any desired date range. The system will default to a date range of the current reporting period. A specific journal or all journals can be selected. The register can either be viewed, printed or saved in a PDF format. Below is an example of this register.

The Sample Company, Inc.
COMPLETE CHECK REGISTER

March 31, 2006		CD - BANK 1 ACCT			Client No: 951	Page 1	
Date	Payee	Inv #	Acct	Ck Num	Debits	Credits
3/15/06	United Reality/Office Rent	0601, Office Rent	620	8765	750.00	
3/15/06	Sam's Cleaning Ser/Professional Services	AA501, Professional Services	635	8766	150.00	
3/15/06	Verizon/Telephone Expense	FL-28907664, Telephone Expense	640	8767	148.96	
		Totals for 3 Checks			1,048.96	0.00

Hours and Earnings Register

This payroll check register displays each payroll check for the date range entered. It only gives a break down of each type of time card with dollar earnings and hours and then a figure for total dollar earnings and total hours combined. The register can be selected to printed in either employee ID or last name order. The register can be either viewed, printed or saved in a PDF format. On the next page is an example of this register.

Office Warehouse Company
EARNINGS/HOURS REPORT 04/14/06 to 04/14/06

April 25, 2006   Client No: O001   Page 1

Date	Reg Earn / Reg Hrs	OT Earn / OT Hrs	Sick Earn / Sick Hrs	Vac Earn / Vac Hrs	Hol Earn / Hol Hrs	Spc1 Earn / Spc1 Hrs	Spc2 Earn / Spc2 Hrs	Other Earn	Tot Earn / Tot Hrs
70 Sam W Hillford			111-22-3333						
04/14/06	960.00	108.00	0.00	0.00	0.00	0.00	0.00	123.00	1,191.00
	80.00	6.00	0.00	0.00	0.00	0.00	0.00	0.00	86.00
90 William T Ludwig			999-88-7777						
04/14/06	880.00	247.50	0.00	0.00	0.00	0.00	0.00	321.00	1,448.50
	80.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	95.00
Final	1,840.00	355.50	0.00	0.00	0.00	0.00	0.00	444.00	2,639.50
Totals	160.00	21.00	0.00	0.00	0.00	0.00	0.00	0.00	181.00

Utility Pull-Down Menu

The **Utility** pull-down menu accesses a number of miscellaneous options that are used for a variety of functions. In general the utility options make the system flow smoother, accomplish housecleaning tasks, fix problems and can even repair damaged data.

The options displayed on the **Utility** pull-down menu are discussed below:

Locate Setup Errors

This option checks the active company's data files for any errors. We recommend you select this option under any of the following conditions:

1. After completing the setup of a new client.
2. After importing data from other programs.
3. After converting a client from another system.
4. If you encounter a problem that you do not understand.

You may either **View** or **Print** the list of errors found. The list will indicate which data area has been checked and if there were any errors. If there are any errors, it will give you a brief description of the error.

Compact Files

The purpose of this option is to compact the disk space that the data of a particular company is using on the computer's hard drive. It does this by eliminating previously used, but deleted information and reorganizing the good information as efficiently as possible.

Note: This is not a data compression routine such as *Pkzip* or *Winzip*, which would require your data to be "Unzipped" before you could process it. Rather this is a housecleaning option that will keep the data better organized and consequently require less disk space.

This option warns that the data should be backed up before attempting this option, which you **should** do. Clicking the **OK** button will start the compact process.

There is no requirement to ever select this option, but it would be prudent to select it at each period end or at yearend.

Rebuild File List

The client list which is displayed under the **Activate Client, Copy Client** and **Delete Client** options is a **text file**, which is modified whenever a **New Client** is created or an existing company is deleted. This methodology allows the system to activate and change clients more efficiently.

However, if you ever try to **Activate a Client** and do not see your client displayed on the list, you should run this option as for various valid reasons, the text file may occasionally differ from the actual contents of the directory.

If the company still does not appear on the list, you should check other directories on your hard drive for the data files using the *Windows - Search for Files and Folders* Option. The system saves the data under the following file format:

Dnnnnn.MDB (Where nnnnn is the client ID) An example would be: **D301.MDB** (in this case the client's ID is a the three digit number.)

Version Control

This option allows you to update your company data files to match the version of *Computer Checkbook* that is currently installed on your computer.

The **Status Information Display Window** will display **both** the data and program versions. If there is a mismatch of the versions, the system will display the following message indicating that you need to bring the data into "sync" with the program:

Data version does not match program version. Utilities/Version Control should be run.

It is **important** that this option be run before any new processing is done with the company data, because the program may be looking at different positions for the fields than exist in the company's current data fields. Consequently, the results of a particular option may not be correct.

When the option is selected, you will have the following two choices:

1. Let **Version Control** process only the Active Client
2. Let **Version Control** process All Clients in the Current Path

The usual answer would be to choose the first option for only the Active Client.

If you choose to let the program process **All Clients**, it can be quite time consuming. Choosing this option should only be selected when you will not otherwise be using your computer.

Delete Tables from Active Client

This option allows selective files of an active company to be deleted for various reasons such as incorrect entries, damaged files or media malfunctions.

This option will delete the existing files, called tables in the Access Data Base, and create blank tables that can then be re-entered if necessary.

This option should only be taken on the advice of Technical Support personnel to correct unusual problems.

Copy Client Selectively

This option provides a great deal of flexibility to the user when setting up a new company. Many times a new company may have some of the same or similar data as an existing company and it would be nice to copy certain bits of that data from one company to another. A company may have the same payroll items, some of the same vendors, statement titles, report groups, etc., and this option will make it easy to copy from one company to another.

Once in the option screen with the client active that you want to copy a table to, the procedures are:

1. Select "**Company to copy from**" from the *drop-down* list.
2. Select the table(s) you want to copy from the **Select Data to copy from Window**.
3. Click on the **OK** button.
4. Click on the **Close** button to return to the **Home Screen**.

Employee Utility

This option allows you to access numerous employee utility programs. These programs allow you to do such tasks as changing an Employee ID, changing the Net Account the employee's checks are drawn on, etc. You should be assisted by Technical Support Personnel when you use this option.

Repair Data

The purpose of this option is to repair client data that is damaged in some way on the hard disk. **When using this option to repair a client's data file, the client data with the problem MUST not be the active client.** The option screen will allow you to select the client's data with the problem.

The screen will display all the files with an extension of "**.mdb**" which represents Access® Data Base files. The files that begin with a "**D**" followed by the company number represent the company data files. To repair the data, highlight a company by clicking on it. Then click on the **Repair** button and the system will attempt to repair the data. **If the data cannot be repaired with this option, contact Technical Support.**

System Information

If the **Status Information Display Window**, which usually resides on the lower right hand side of the *Computer Checkbook* **Home Screen**, is not displayed, this option will make it reappear.

Status Information Display - This window displays basic system information on the status of the currently active client. It displays:

- The **Report Date** selected for processing.
- The computer's available hard disk space.
- Which printer is active.
- The version of the data for the active client
- The version of the program presently installed.
- The screen resolution that your display set to.

System Utilities

This option allows to you access the following options:

Repair System Data

This option attempts to repair the system wide data, which includes the *Journal Codes, Tax Tables, Calendar Year, Default Data Directory*, etc.

Copy System Data

This option is designed to allow the system administrator to create a standard system file from their computer and copy that system file to the default data directory, which will usually be located on the network file server drive. Once the system administrator has accomplished this task, they would have each user copy the system file from the file server to the user's computer. Now each user would be working with the same system file. It is also good way to keep the system backed up, in case one of the workstations should have a malfunction.

Process System Data Update

This option runs a **Version Control** just on the system wide data files.

Note: A normal **Version Control** (**Utilities**, **Version Control**) automatically includes this option.

Get Updated Tax Tables After Update

This option will update your current tax tables with any new tax tables. You should run this option after receiving and installing any update to the *Computer Checkbook*.

Transaction Utilities

This option allows you to access the following options and can be accessed from the **Utilities** and **Transaction Utilities**.

Delete a Group of Transactions

This option allows you to delete ledger and payroll transactions, either for a group of transactions at one time or for only a single transaction. First enable the *radio button* corresponding to the type of transaction (**Ledger** or **Payroll**) that you want to delete. Next enter the **Starting** and **Ending Transaction Number(s)**. If you don't know the number(s) just click on the appropriate **List Trans** button and use the listing to get the number(s). Once you are satisfied with the number(s) click on the **OK** button to remove the transactions.

NOTE: <u>Make sure the numbers are contiguous or you might inadvertently erase some data that you did not want to erase.</u>

Copy Transactions

The purpose of this option is to transfer transactions from diskette or other drive location to the active company. If copying transactions from a drive other than a diskette, the company data file can be in either "**zipped**" file or it's normal state (**unzipped**). If using a diskette, the diskette has to contain a "**zipped**" file which <u>must</u> have been produced by either the *PC Software <u>Windows</u> Client Write-Up System* or by the *PC Software <u>Windows</u> Computer Checkbook System* using either the **Copy a Client Icon** or with the simple or advanced copy client options.

This option is accessible from the **Utilities** pull-down menu under **Transaction Utilities, Copy Transactions**. Place the company data diskette in the drive and select the option. The following screen will display:
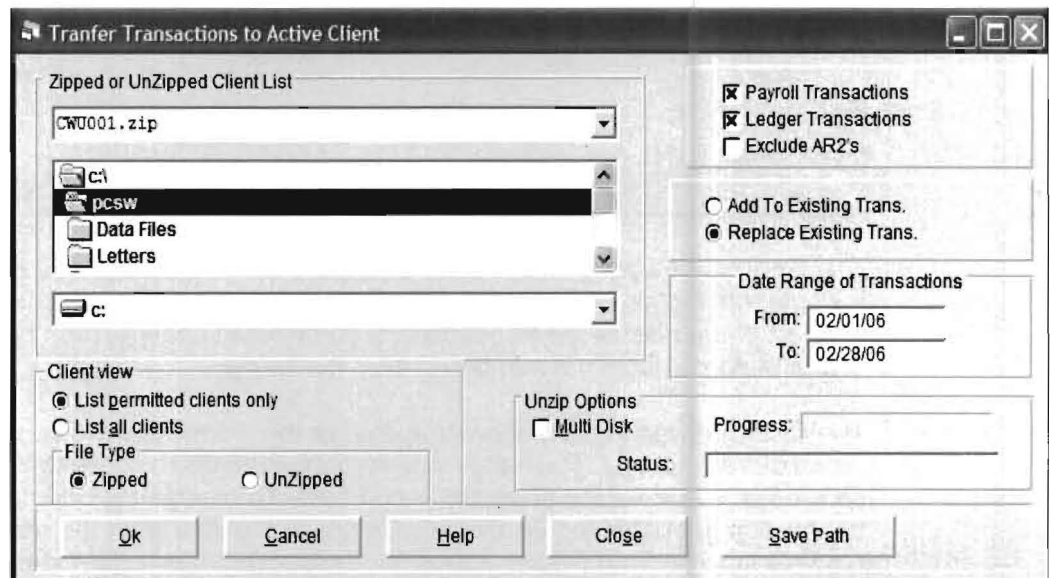
The option will default the location of the client list to the **Default Data Directory**, setup in the option "**Setup/System/Default Data Directory**". If the data file you are

copying from resides at another location, you will need to select that location. In this example, we are assuming that the data resides on a diskette. So we would want to select the "**A**" drive.

Now we would highlight the client file (in this case client #001) and select the desired options. If the company takes more than one diskette, the **Multi-Disk Unzip** option must be selected. The system defaults to transferring both **Payroll** and **Ledger Transactions**. If you only want one type disable the *check box* for the transactions you don't want. You can either **Add to Existing Transactions** or **Replace (overwrite) Existing Transactions**. The **Date Range** defaults to the **Current Reporting Period** you have selected. The **Date Range** can be changed if desired. When the desired options have been selected, click **OK** and the transfer will occur.

Note: Only transactions having a transaction date that falls within the **Date Range** will be transferred.

Modify a Group of Transactions

This option allows the quick modification of general ledger transactions when an error has been made, i.e. a wrong journal code was used or an incorrect date was assigned. When this option is selected, the following screen will display:

The **General Ledger Transaction Range** section of the screen allows you to enter a single *transaction number* or a group of numbers to modify. If you don't know the *transaction number* of the transaction(s) you want to change, click on the **List G/L Trans** button and get the number(s) from the listing.

The **Change Date** section allows the date or the *journal code* to be changed for a group of transactions. To change any portion of the date enable the corresponding *check box* and enter the appropriate numbers. To change the *Journal Code* on a transaction(s) enable the **Journal Code** *check box* and enter the new *Journal Code* or select it from the list. Once the *transaction number(s)* to be corrected is/are verified, enter the information and accept the screen with the **OK** button.

Renumber Transactions

This option provides another housecleaning procedure. The system numbers each "ledger" and "payroll" transaction and increases the number by one with each new transaction. After a long period of time, especially if transactions have been deleted from previous periods or summarized for past years, then this option should be taken.

Compress GL Transactions

This option has two purposes:

1. **Compress accounts for prior years**. Select a prior year and the system will compress transactions per account into one total per reporting period for that year. This is very useful where a client may have a large number of transactions and you need to save data for comparative purposes.

2. **Compress AR1 & AR2 entries**. Because Computer Checkbook creates individual entries for each invoice when the option "Post Accruals" is selected, this option will allow you to compress those individual entries for a specific reporting period, selected reporting periods or for the whole year.

After this option is run, it would be a good idea to select the following options from the Utility Menu: **Renumber Transaction** and **Compact Data**, which were discussed earlier in this chapter.

Add Missing Vendor ID's

This is a utility option for handling how general ledger transactions will be assigned vendor ID numbers. There are two different processes that are handled by this option:

1. **Add Vendor ID's** - When this choice is selected, the system will compare the transaction descriptions with vendor names designated as 1099's and assign that vendor ID to each transaction. The matches MUST be exact before the system will assign the vendor ID.

2. **Remove Vendor ID's From Cash Account Transactions** - Normally vendor ID's would not be assigned to the transactions that represent entries to the cash accounts. So if this situation exist, this choice would remove all vendor ID's from any transactions that the system sees as cash accounts.

Modify GL Description

This option is actually a tab screen choice for the option "GL Transaction Utility". With this screen option, you have two choices regarding how you can have the general ledger transaction descriptions be displayed:

1. Make first letter of each word capitalized. The remaining letters of each word will be in lower case.

2. Capitalize all letters of each word.

Delete A Group of Transaction History

This option produces a report showing transactions that have been deleted.

GL Transactions to 1099 Transfer

This option will search the current calendar year for all checks (transactions) that have been assigned a 1099 vendor ID. Then the system will create a single non-posting payroll transaction for the sum of checks for each vendor or create individual non-posting payroll transactions for each check, if you check the box **"Generate PR Transaction for each GL Transaction"**. If you elect to create a single transaction for each 1099 vendor, a check number of 99998 will be assigned with a date of 12/31 of the current calendar.

If you discover there are errors or omissions in these transactions and you use the option, "**Assign Vendor ID to GL Transactions**" (discussed below), this option can be repeated. The previously non-posting payroll transactions that were created will be deleted before adding the current batch of transactions.

If you would like for these 1099 vendor checks to be part of your Payroll Summary, you would run this option for each reporting period and check the box **Generate PR Transaction for each GL Transaction"** so the system would have these non-posting payroll transactions available for the payroll summary.

FICA/Medicare Diagnostic

This option provides a report, which will only show payroll checks with a discrepancy between FICA and Medicare taxes withheld and the calculated tax liability. No report will be produced if there are no discrepancies. This report is very helpful if incorrect amounts of FICA and Medicare have been withheld and they must be corrected.

Assign Vendor ID to General Ledger Transaction(s)

This option will allow you to assign vendor ID numbers to selected general ledger transactions. This is most helpful when you realize that checks written to a certain vendor need to be tracked for the purpose of reporting those amounts to the Internal Revenue Service.

Once in the option, select the date range of the transactions you want to be displayed and click on the **FIND** button. The system will default the date range to the current reporting period date range. The transactions will be listed in alphabetical order by the description. Therefore each vendor's checks should be grouped together. Then in the field for **New Vendor ID**, select the desired vendor. Now with the vendor selected, if you click on the field, **Vend ID**, for each check written to that vendor, the system will assign that check with that vendor's ID number. To limit the number of transactions that need to be searched through, you can check the box "**Exclude Transactions with Vendor ID**" and the system only display transactions that are not assigned a vendor ID.

Once the selected vendor ID has been assigned to the transactions, you would click on the **OK** button to save the data. Now you can select another vendor ID to continue the process or click on the **Close** button to exit the option.

Search/Print General Ledger Transactions

This option is designed so you can search for an exact match of any transactions over any date range. So to run a search you would select a data range, check the criteria type(s) to search, enter the data you are searching for and then click on the **[FIND]** button. Multi criteria can be chosen for your search, i.e. you might want to search for all transactions with a certain dollar amount posted under a certain journal code, because your bank reconciliation is off by that certain dollar amount.

Here are the criteria types available to search on:

Date	Account	Journal Code
Reference	Description	Amount
Vendor ID		

Below is the search option screen, where we will be searching for all transactions posted to the journal code CD1 for a dollar amount of $432.12 for the date range of 01/01/2006 to 04/30/2006.

Search for GL Transaction(s)

Transaction	Date	Account	Journal	Reference	Description	Amount	Vend ID
5983	04/01/06	410.10	CR	27	S, Tom Harrison	-$245.00	
5984	04/01/06	410.20	CR	27	ABC Company	-$1,254.00	
5986	04/01/06	110	CR	27	Deposit # 27 04/01/06	$4,008.00	
5368	04/02/06	655.10	CD1	231	GTE	$159.12	1001
5992	04/02/06	110	CD1	234	GTE	-$786.36	
5371	04/02/06	110	CD1	231	GTE	-$786.36	
5989	04/02/06	655.10	CD1	234	GTE/#1234 - 1234	$159.12	1001
5369	04/02/06	655.10	CD1	231	GTE/#4321 -	$258.12	1001
5990	04/02/06	655.10	CD1	234	GTE/#4321 - 4321	$258.12	1001
5370	04/02/06	655.10	CD1	231	GTE/#5432 -	$369.12	1001

Search Criteria

☐ Date ☐ Acct ☒ Jnl ☐ Ref ☐ Description ☒ Amount ☐ Vend ID

| | | CD1 | | | 432.12 | |

Print Cancel Help Close Find ☐ Use full Date Range From: 01/01/06 To: 04/30/06

Copy Accounts

This option is similar to the **Copy Transactions** option (**Utilities** ↪ **Transaction Utilities** ↪ **Copy Transactions**). But instead of copying transactions it copies the **Chart of Accounts**. You have the option of **Adding** to your existing accounts or of **Replacing** your existing accounts. The **Notify before updating** section of the screen has two *check boxes*. If these are enabled you will be prompted on an account by account basis as they are added. This allows you complete control over what you add/replace in the way of accounts.

Copy DOS CCB Employees/Vendor from Floppy

This option allows you to copy employees and vendors from a *DOS Computer Checkbook* backup to the *Windows Computer Checkbook*

Alternate Rebuild File List - Show Errors

This option does the same thing as the **Rebuild File List** option, but skips any client it finds errors on.

Fix Duplicate Check Numbers

This option will add the letter "**A**" to any check number range or date range for a specific journal code. This allows you to reuse prior check numbers.

Fix Credits to Cash

This option is designed to create a general ledger transaction with a journal code of "CtC" for each payroll check in the current reporting period. These transaction amounts will be equal to the net of each payroll check and have a posting account of the cash account the checks were written. The system uses these general ledger transactions to help keep your bank balance and display the payroll checks on the Bank Report.

In the normal case, you would not have to run this option, because as payroll checks are being written the system creates these "CtC" entries. Here are a couple situations where you may want to run this option:

1. The Bank Report does not show the individual payroll checks, but a lump sum of all the payroll checks. This situation exit, because a Transaction Preparation was performed for this reporting period. The function of the Transaction Preparation is to remove the "CtC" entries and create a summary for the payroll checks. Running this option will restore the "CtC" entries and leave the summary entries created during the Transaction Preparation.

2. If the system detects that the "CtC" and the payroll checks do not match, it will give you a message that they do not match and that you should run this option to correct them.

Choose New Date for Initial Balances

This option serves as another housecleaning feature, as it allows the user to eliminate transactions that are no longer needed. This will save disk space and increase the period processing speed.

When this option is selected, a new initial balance date will be requested. All transactions previous to this new initial balance date will be summarized and become the new initial balances. Therefore there will no longer be available any transaction detail for prior years. Payroll transactions will be summarized up until the end of the closest calendar year prior to a new initial balance date.

But before you run this option, here is a recommendation that will allow you keep the old data for access at any time, but also using this feature to remove old data. We would first copy the current client data to another client id, using the option "File/Copy/Copy Client Advanced". This will leave you with two identical client data files. In the newly created client, we would recommend changing the company name to something like OLD CLIENT DATA and changing the reporting period back to the prior year. This would help minimize the chance of writing a check in the OLD CLIENT DATA file. Now switch back to the real client database and run this option.

The way to copy the current client data using the option "File/Copy/Copy Client Advanced" would be to first highlight your client you want to copy in the upper left hand corner of the screen marked "Source". Then enter a new client id in the field "New Client ID" and click on the OK button. Now the newly copied client will be active.

After this option is run, it is a good idea to select "**Renumber Transactions**" and then "**Compact Data**" from the **Utilities Menu**, which was discussed earlier in this chapter.

Delete Old Time Cards

This utility option is designed to remove old payroll time cards. The removal of time cards will be on a calendar year basis, not on a date range basis. You would not want to run this option unless you are sure you will no longer need these time cards.

Refresh Demo Data

This option will restore the sample clients that are provided with the system to their original state. This is helpful if practice transactions have been made to the demo data or the demo data was used for other practice exercises and now some one else wants to use it as it was originally.

Alternate Version Control

This option is designed as an alternate method of updating client data from one version of the program to another. It is another utility to use in case there is a problem with the normal version control. The alternate version control updates the client data by using a different method and takes longer to process. The alternate version control will only process the active client.

If you were to experience a problem or get an error message during the process of running the normal Version Control, you would want to run the Alternate Version Control. If you continued to experience a problem, you would want to run "Utilities/Repair Data" on the client data. Remember if you run Repair Data, the client with the data problem CAN NOT be the active client. If the Repair Data fixes the problem, you would want to activate the client and run the normal Version Control to update the data to the current version of the program. If Repair Data does not fix the data, you should call PC Software Accounting support.

Email Helper

The Email Helper is designed to allow you to save records of Email Addresses, Subjects and Body Notes and then to send the email information to your default Email Program (i.e. Outlook, AOL, Earth Link, etc.). Once the default Email Program is setup and you are on line, then the Email Helper screen can be used to sent a stored email to the default email

program and then on to the addressee.
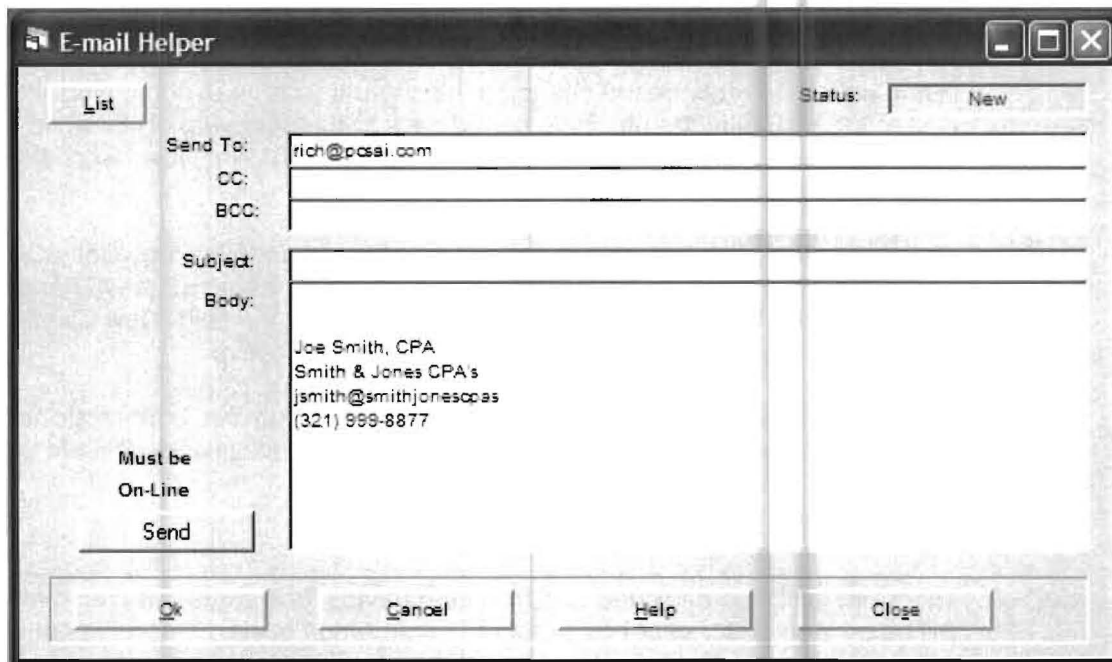
In the screen above we have keyed in an email address and the company
information in the text body. To save this information, you would now click on the
OK button to save this information. Now in the future, if we click on the list button in
the upper left hand corner, we could select this email setup.

Below is an example of an email message that was entered in the Email Helper
and sent to the default email program, which is this case is Microsoft Outlook®.
From this point, you could attach a file to this email, i.e. you wanted to send your
client data.
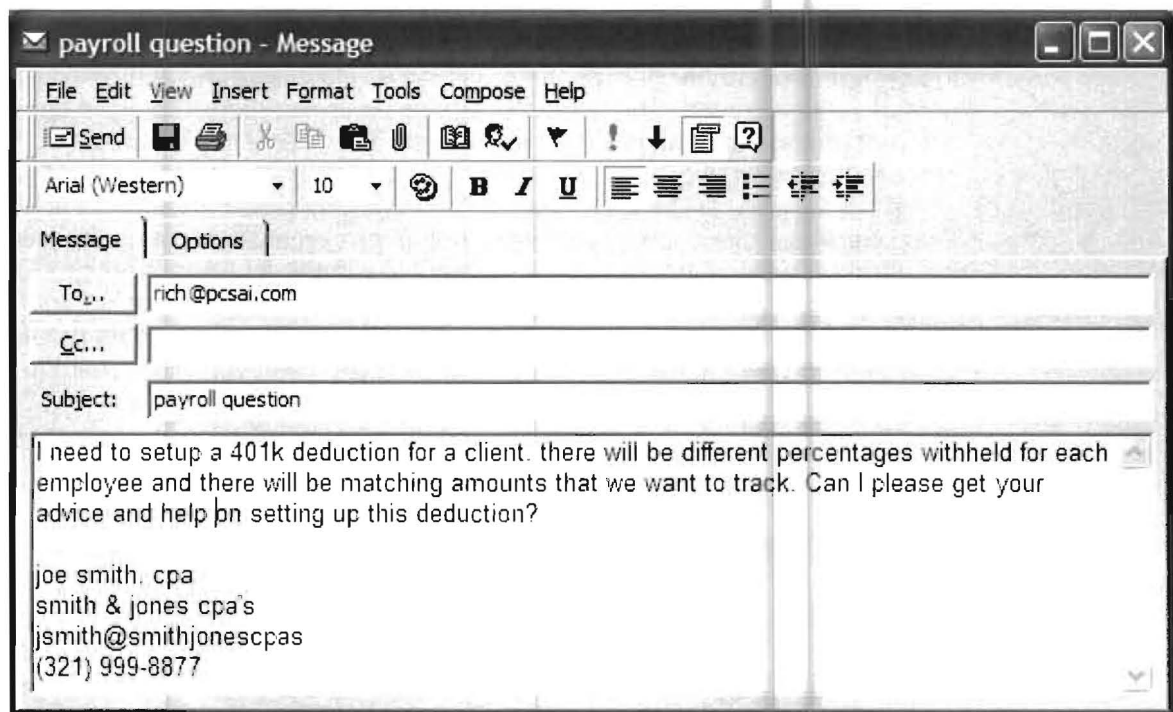
To set the default email program you want Email Helper to use, follow these steps:

1. Right click on the Internet Explorer Icon (Usually located on your desktop or by clicking on START).
2. Click on the Properties option.
3. Click on the Programs tab.
4. Select the Email Program from the drop down choices.
5. Click on the OK button.

Time Card Utility

This option is designed to help correct payroll transactions than have incorrect entries in either or both the cost centers and workman compensation codes fields. When the option is selected, it will display all payroll transactions with grayed out fields for employee name, check number and date and normal fields for cost center and compensation codes. Once the desired transaction to correct is found, changes can be made for the cost center and workman compensation code.

MICR Feature

Overview

The **MICR** feature handles the process of printing the bank encoding characters on the bottom of a check. This feature, along with the system's ability to relocate any printed data on a check, gives you complete control of the check printing process. This is especially beneficial where a company or accounting firm uses *Computer Checkbook* to print the checks for many bank accounts and/or many companies with different bank accounts. Usually you would have to order checks for each bank account. With the **MICR** feature, you would place an order for just one stock of checks, called "Blank Stock Checks". That single stock of checks would be used for the printing of all checks for all bank accounts.

Using the MICR Feature

The **MICR** feature is an add-on to the regular *Computer Checkbook System*. In order to use the **MICR** feature it must first be enabled, which can only be done when the system is licensed. To license the system call *P.C. Software Accounting* and make sure to tell the Technician that you have the **MICR** add-on. If the feature is not enabled the following instructions will not produce **MICR** codes.

If you purchased the **MICR** feature after you licensed your machine or if you forgot to get it licensed when you first licensed the machine, you just need to call and get the machine re-licensed.

Note: You can tell the status of the **MICR** feature by clicking on the **Setup** pull-down menu and then on the **Align Laser Checks** option. The **MICR-Encoded** option listed under the **Type Check** frame will be available (black) if the feature has been enabled. Conversely the option will be grayed out if it has not been enabled.

To setup the **MICR** feature follow the instructions listed below:

I. Enable the MICR Feature per Company

1. Click on the **Setup** pull-down menu and then click on the **Align Laser Checks** option.
2. Enable the **MICR-Encoded** *radio button* in the **Type Check** frame. (This informs the system that you will be using the **MICR** feature when printing checks for this company)
3. Click on the **Ok** button to advance to the **Adjust Print Positions Screen**.
4. Click on the **Close** button to return to the **Home Screen**.

II. Setup Checking Account

1. Click on the **Setup** pull-down menu and then click on **Account** and **Cash Accounts**.
2. Select the Bank Account that you wish to setup by either entering the number in the **Cash Account Field** or by clicking on the **List** button and selecting the account from the list.

3. Click on the **Ck-Writing Bank Data TAB**.
4. Enter the account's routing and bank account number in the **Routing and Account Number (For Checks) Field** exactly as they appear on your checks. Use the following letters to insert the corresponding **MICR** symbols.

    A - ⑅   B - ⑈   C - ⑆   D - ⑇

5. Enter the bank's name and address as you want it to appear on the check.
6. If you do not wish to include a Logo on your check skip to *Step 8*. If you do wish to include a logo on your check click on the **Check-Writing Logos TAB**.
7. Enter the logo's location and name. You can enter up to three logos per bank account. Logos can be resizes if too large or too small.
8. Click on the **Ok** button to accept the screen and return you to the **Home Screen**.

After completing the above steps, make sure that the **MICR** codes are aligned correctly on the check by printing a check. If the alignment is incorrect follow the steps below to correct the alignment:

III. Align Fields on the Check

1. Click on the **Setup** pull-down menu and then click on the **Align Laser Checks** option. (See page 4-34 for detailed instructions on how to use this option.)
2. Ensure that the **MICR-Encoded** *radio button* is enabled in the **Type Check** frame.
3. Click on the **Ok** button to advance to the **Adjust Print Positions Screen**.
4. Use the *drop-down* list and select the **Field Name** for the printed item that you want to relocate and then click on **Modify Location**.
5. Make any necessary adjustments. (i.e. Moving the *Bank Routing/Acct* # to the right, Logo 2 to the left, etc.) The adjustment amount is measured in TWIPS. (1440 Twips = 1 inch.)
6. Click on the **Ok** button to accept the field relocation and the system will display a blank **Adjust Print Positions Screen**.
7. Select the next field to relocate or click on the **Close** button to return to the **Home Screen**.
8. Reprint the check to verify that the alignment is now correct.
9. If the alignment is still not correct then return to *Step 1* above.

Note: Steps I and III only need to be done once per company. However step II needs to be done for each checking account that you want to use the **MICR** feature with. (i.e. If you have two bank accounts you will need to run step II twice, once for each account.)

The How to Guide

This section of the documentation contains FAQ (frequently ask questions) and answers concerning the *Computer Checkbook*.

Chart of Accounts

Add an Account to the Chart of Accounts

Question: How do I add an account to the chart of accounts?

Procedure:

1. Select **Setup** ↪ **Account** ↪ **Chart of Accounts** or click on the **Chart of Accounts Icon** (shown to the left). The **Chart of Accounts Maintenance Screen** will appear.
2. Enter the new account number in the **Account Number Field**.
3. If the account already exists, the description and account type will be displayed in the appropriate fields and "**ACTIVE**" will be displayed in the **Status Field**. (For information on changing existing accounts, see the following section, titled: **How Do I Change an Account in the Chart of Accounts**.)
4. Key the description of the new account into the **Account Description Field**.
5. Enter an account type in the **Account Field**. Valid account types are:

1 - **A**ssets	4 - **I**ncome	7 - **O**ther Income
2 - **L**iabilities	5 - **C**ost of Sales	8 - **O**ther Expenses
3 - **E**quity	6 - **E**xpenses	9 - **P**rovision for Taxes

6. Once you have entered data into all three fields, click on the **OK** button to record the new account into the Chart of Accounts.
7. A blank **Chart of Accounts Maintenance Screen** will appear. Enter the number of the next account to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Change an Account in the Chart of Accounts

Question: How do I change an account in the chart of accounts?

Procedure:

1. Select **Setup** ↪ **Account** ↪ **Chart of Accounts** or click on the **Chart of Accounts Icon** (shown to the left). The **Chart of Accounts Maintenance screen** will appear.
2. In the **Account Number Field**, enter the account number of the account that you wish to change.
3. If the account exists, the description and account type will be displayed in the appropriate fields and "**ACTIVE**" will be displayed in the **Status Field**. (If the account does not exist and you wish to add it, see topic titled: **How Do I Add an Account to the Chart of Accounts**).
4. To change the account number, click on the **Change Acct #** button and enter the new account number.
5. To change the description or type, position the cursor on the appropriate field and enter your changes.

6. Once you have completed all of your changes to the account, click on the **OK** button to record the changes.
7. A blank **Chart of Accounts Maintenance Screen** will appear. Enter the number of the next account to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Delete an Account from the Chart of Accounts

Question: How do I delete an account from the chart of accounts?

Procedure:

1. Select **Setup ↪ Account ↪ Chart of Accounts** or click on the **Chart of Accounts Icon**. The **Chart of Accounts Maintenance Screen** will appear.
2. In the **Account Number Field**, enter the account number of the account, which you wish to delete.
3. If the account exists, the description and account type will be displayed, and "**ACTIVE**" will be displayed in the **Status Field**.
4. Click on the **Delete** button to delete the account.
5. A blank **Chart of Accounts Maintenance Screen** will appear. Enter the number of the next account to add, change, or delete, or click on the **Close** key to return to the **Home Screen**.

Vendors

Add a Vendor

Question: How do I add a vendor?

Procedure:

1. Select **Setup ↪ Vendors** and the **Vendor File Maintenance Screen** will appear.
2. In the **Vendor ID Field**, enter the new *Vendor ID Number*.
3. If the vendor already exists, vendor information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status field**. (For information on changing existing vendor records, see the section entitled: **How Do I Change an Existing Vendor Record?**)
4. Key the vendor name, address, **Look Up Codes**, tax information, and check information into the appropriate fields.
5. Once you have completed the data entry for this vendor, click on the **OK** button to record the new vendor.
6. A blank **Vendor File Maintenance Screen** will appear. Enter the number of the next vendor to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Delete a Vendor Record

Question: How do I delete a vendor record?

Procedure:

1. Select **Setup** ↪ **Vendors** and the **Vendor File Maintenance Screen** will appear.
2. In the **Vendor ID Field**, enter the *Vendor ID Number* or a *Look Up Code* for the vendor which you wish to delete.
3. If the vendor exists, vendor information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**.
4. Click on the **Delete** button to delete the vendor.
5. A blank **Vendor File Maintenance Screen** will appear. Enter the number of the next vendor to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Change an Existing Vendor Record

Question: How do I change an existing vendor record?

Procedure:

1. Select **Setup** ↪ **Vendors** and the **Vendor File Maintenance Screen** will appear.
2. In the **Vendor ID Field**, enter the *Vendor ID Number* or a **Look Up Code** for the vendor that you wish to change.
3. If the vendor exists, the screen will display vendor information and "**ACTIVE**" will be shown in the **Status Field**. (If you wish to add a vendor that does not exist, see the topic titled: **How Do I Add a Vendor?**)
4. Move the cursor to the fields you wish to change and type in your changes.
5. Once you have completed your changes for this vendor, click on the **OK** button to record the changes.
6. A blank **Vendor File Maintenance Screen** will appear. Enter the number of the next vendor to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Restore a Previously Deleted Vendor Record

Question: How do I restore a previously deleted vendor record?

Procedure:

1. A vendor record that has been previously deleted can not be restored.
2. If the vendor needs to be added back, go to the following topic to add back the vendor back in: "**Add a Vendor**".

Employees

Add an Employee

Question: How do I add an employee?

Procedure:

1. Select **Setup ↪ Payroll ↪ Employees** or click on the **Employee File Maintenance Icon** (shown to the left) and the **Employee File Maintenance Screen** will appear.
2. In the **Employee ID Field**, enter an *Employee ID Number* for the new employee.
3. If the employee already exists, employee information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**. (For information on changing existing employees, see the following section, titled: **How Do I Change an Existing Employee Record**).
4. Key the employee name, address, **Look Up Code**, and tax information into the appropriate fields.
5. Enable the **Items** *radio button* and enter the *Additions, Deductions,* and any *Notations* or *Employer Paid Items* for each tax jurisdiction that constitute the employees pay check.
6. If you wish to enter a *standard payroll check* for the employee, enable the **Standard Check** *radio button*. The **Standard Payroll Check Screen** will appear. Enter the *standard check* information into this screen just as you would enter it into the **Payroll Check Transactions Screen**.
7. Once you have completed the data entry for this employee, click on the **Ok** button to record the new employee.
8. A blank **Employee File Maintenance Screen** will appear. Enter the number of the next employee to add, change, or delete, or click on the **Close** button to return to the Home Screen.

Change an Existing Employee Record

Question: How do I change an existing employee record?

Procedure:

1. Select **Setup ↪ Payroll ↪ Employees** or click on the **Employee File Maintenance Icon** (shown to the left) and the **Employee File Maintenance Screen** will appear.
2. In the **Employee ID Field**, enter the *Employee ID Number,* **Look Up Code** or use the **List** button and select the desired employee from the *drop-down* list.
3. If the employee exists, employee information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**. (If the employee does not exist and you wish to add it, see the previous section, titled: **How Do I Add an Employee?**)
4. Move the cursor to the fields containing the information that you wish to change and type in your changes.
5. To edit the *payroll items* that are found on their paycheck, click on the **Items** *radio button* and make any changes necessary.
6. To edit the *standard payroll check* information for this employee, click on the **Standard Check** *radio button*. The **Standard Check Screen** will appear. Move the cursor to the fields that you wish to change and type in your changes.
7. Once you have completed your changes to this employee, click on the **Ok** button to

record the changes.

8. A blank **Employee File Maintenance Screen** will appear. Enter the number of the next employee to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Delete an Employee Record

Question: How do I delete an employee record?

Procedure:

1. Select **Setup** ↪ **Payroll** ↪ **Employees** or click on the **Employee File Maintenance Icon** and the **Employee File Maintenance Screen** will appear.
2. In the **Employee ID Field**, enter the *Employee ID Number* or enter the **Look Up Code**. You may also click on the **List** button and select the employee which you wish to delete from the *drop-down* list.
3. If the employee exists, employee information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**.
4. Click on the **Delete** button to delete the employee.
5. A blank **Employee File Maintenance Screen** will appear. Enter the number of the next employee to add, change, or delete, or click on the **Close** button to return to the **Home Screen**.

Restore a Previously Deleted Employee Record

Question: How do I restore a previously deleted employee record?

Procedure:

1. An employee that has been previously deleted can not be restored.
2. If the employee needs to be added back, go to the following topics to add back the employee: "**Add an Employee**".

Payroll Items

Update Federal and State Income Tax Deduction Tables

If your company is on the annual support agreement, at year end you will provided with an update or update the tables from our web site (pscai.com) that will contain updated Federal and State tax tables for the upcoming year.

Questions: How do I update the federal and state tax deduction tables?

Procedure:

1. Select **Utilities** ↪ **System Utilities** ↪ **Get Updated Tax Tables after Update.**
2. The system will process for a few seconds and return to the Home Screen. The update will be complete.

Manually Update Federal and State Income Tax Deduction Tables

If you desire, you can create and maintain your own federal and state income tax deduction tables. If you do not subscribe to the annual support agreement or you want to create custom tax tables, you these procedures to either create or maintain the tax tables.

Question: How do I manually update a state income tax deduction table?

Procedure:

1. Select **Setup** ↪ **System** ↪**Tax Tables** and the **Tax Tables Screen** will appear.
2. Enter the identification code, called a **Table ID**, for the tax table that you wish to update or use the **List** button and select the table from the list.
3. Insure the **Year Field** is correct for the tax year that you want to update.
4. Tables are set up in the *Federal Circular E Annual Tax Table* format.
5. The **Source Field** is designed to allow you to assign this tax table to a *Payroll Item*. The state tax tables, which are shipped with the program, are a source of the state withholding *Payroll Item*. An example would be the tax table NCSTS (NC Single) would have a source of the *payroll item* NCSTWH. So, if an employee was marked as single from North Carolina, the system would use the tax table NCSTS to calculate their state withholding.
6. Update the **Wage Up To** breaks and **Plus %** percentages from the state's published tax tables.
7. Enter any **Standard Deduction** information if it applies.
8. Enter any **Exemptions** or **Credits** amounts that may apply.
9. Click on the **Okay** button to save the table information.
10. Click on the **Close** button to return to the **Home Screen**.

Update a Federal Income Tax Deduction Table

Question: How do I manually update a federal income tax deduction table?

Procedure:

1. Select **Setup**↪ **System** ↪ **Tax Tables** and the **Tax Tables Screen** will appear.
2. Enter the identification code, called an **Table ID,** for the deduction that you wish to update. As a default, the system uses the following Table ID for the federal tax tables :

   FEDS - Federal Withholding - Single
   FEDM - Federal Withholding – Married

3. If you desire to change the description of the deduction, do so in the **Description Field**.
4. Insure the **Year Field** is correct for the tax year that you want to update.
5. Update the **Wage Up To** breaks and **Plus %** deduction percentages from the *Federal Tax Circular E, Employer's Tax Guide* .
6. Update the exemptions per dependent in the appropriate fields.
7. Click on the **Okay** button to record the table
8. A blank **Tax Table Screen** will appear. Enter the next identification code or click on the **Close** button to return to the **Home Screen.**

Payroll Item Group

Each *payroll item* will be assigned a group. Below are the choices:

- **Addition** - Any item that adds to the amount of the payroll check, such as wages.
- **Deduction** - Any item that subtracts from the amount of the payroll check, such as state income tax withholding.
- **Notation** - Any item that neither adds to nor subtracts from the payroll check, but does have an effect on the check, such as TIPS.
- **Employer Paid Item** - Any item that has no effect on the payroll check, but does represent an item that needs to be recorded as a ledger entry, such as Officer Paid Life Insurance.

Payroll Item Category

Every Transaction Item will be assigned a **Category**. Categories are already established in the program for you to select from.

The following choices are available:

401K   (Employee Paid)
401K   (Employer Paid)
Advanced Earned Income Credit
Allocated TIPS
Cafeteria Plan
Deferred Compensation
Federal Unemployment
Federal Withholding
FICA Withholding   (Employee Share)
FICA Withholding   (Employer Share)
Gross
Local Withholding
Medicare Withholding (Employee Share)
Medicare Withholding (Employer Share)
Other Additions
Other Deductions
Other Notation Items
Meals
State Withholding
TIPS   (Check)
TIPS   (Non-Check TIPS)
State Unemployment/Disability (Except NJ)
State Unemployment/Disability (New Jersey)
State Unemployment/Liability
FICA/Medicare Withholding (Employee Share)
FICA/Medicare Withholding (Employer Share)

Add a Fixed Amount Payroll Deduction

Question: How do I add a fixed amount payroll deduction?

Procedure:

1. Select **Setup** ↪ **Payroll** ↪**Payroll Item** and the **Payroll Item Maintenance Screen** will appear.
2. Enter the deduction identification code, called a **Payroll Item Code,** for the deduction that you wish to add.
3. If the deduction exists, the deduction information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**. (For information on making changes to an existing deduction, see the topic titled: <u>**Change an Existing Payroll Deduction**</u>)
4. Enter a description for the deduction in the **Name Field**. This description will print on the employee check stub.
5. In the **Group Field** use the *drop-down* list and select **Deductions**.
6. In the **Category Field** use the *drop-down* list and select **Other Deductions**.
7. In the **Item Type Field** use the *drop-down* list and select **Amount**.
8. Enter the *Account Number* where you want this deduction dollar amount to be posted to the general ledger in the **Posting Account Field**.
9. Enter a dollar amount in the **Fixed Amount Field**.
10. Click on the **OK** button to record this *payroll deduction item*.
11. A blank **Payroll Item Maintenance Screen** will appear. Enter the next deduction identification item code, or click on the **Close** button to return to the **Home Screen**.

Add a Percentage Payroll Deduction

Question: How do I add a percentage payroll deduction?

Procedure:

1. Select **Setup** ↪ **Payroll** ↪ **Payroll Item** and the **Payroll Item Maintenance Screen** will appear.
2. Enter the deduction identification code, called a **Payroll Item Code,** for the deduction that you wish to add.
3. If the deduction exists, the deduction information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**. (For information on making changes to an existing deduction, see the topic titled: <u>**Change an Existing Payroll Deduction**</u>)
4. Enter a description for the deduction in the **Name Field**. This description will print on the employee check stub.
5. In the **Group Field** use the *drop-down* list and select **Deductions**.
6. In the **Category Field** use the *drop-down* list and select **Other Deductions**.
7. In the **Item Type Field** use the *drop-down* list and select **Percentage**.
8. Enter the *Account Number* where you want this deduction dollar amount to be posted to the general ledger in the **Posting Account Field**.
9. Enter a percentage in the **Percentage Field**.
10. Click on the **OK** button to record this payroll deduction item.
11. A blank **Payroll Item Maintenance Screen** will appear. Enter the next deduction identification item code, or click on the **Close** button to return to the **Home Screen**.

Change an Existing Payroll Deduction

Question: How do I change an existing payroll deduction?

Procedure:

1. Select **Setup ↪ Payroll ↪ Payroll Item** and the **Payroll Item Maintenance Screen** will appear.
2. Enter the deduction identification code, called a **Payroll Item Code**, for the deduction that you wish to change.
3. If the deduction exists, the deduction information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**.
4. Make any necessary changes at this time.
5. Click on the **Ok** button to record the changes.
6. Click on the **Close** button to return to the **Home Screen**.

Delete a Payroll Deduction

Question: How do I delete a payroll deduction?

Procedure:

1. Select **Setup ↪ Payroll ↪ Payroll Item** and the **Payroll Item Maintenance Screen** will appear.
2. Enter the deduction identification code, called a **Payroll Item Code,** for the deduction that you wish to change.
3. If the deduction exists, the deduction information will be displayed on the screen and "**ACTIVE**" will be displayed in the **Status Field**.
4. Click on the **Delete** button to remove the *payroll item*.
5. Click on the **Close** button to return to the **Home Screen**.

Restore a Previously Deleted Payroll Deduction

Question: How do I restore a previously deleted payroll deduction?

Procedure:

1. A deduction that has been previously deleted can not be restored.
2. If the deduction needs to be added back, go to one of the following topics to add back the deduction:

   Add a Fixed Amount Payroll Deduction.
   Add a Percentage Payroll Deduction.

Vendor Checks

Write a Check to a Vendor

Question: How do I write a check to a vendor?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the *Cash Account* upon which the check will be drawn. To display a list of existing bank accounts from which you may choose, click on the **List** button.

   Note: If you only have one bank account setup in the system, that *Cash Account* will automatically appear.

3. If the default check number that the system suggests is not the number of the next check that you will use, enter the correct check number. Otherwise, just press the **Enter** key to accept the default check number.
4. If the check already exists, check information will be displayed on the screen. (For information on making changes to previously entered checks, see the topic titled: **How Do I Change an Existing Vendor Check?** For information on printing an existing check, see the topic titled: **How Do I Print an Existing Vendor Check?**)
5. Enter through the Date field (the system will default to the computer date) or change the date if it is incorrect.
6. Enter the **Vendor ID** or **Look up Code** for the vendor to whom the check is to be written.
7. Once you have selected a valid vendor, you may enter the check amount and distribution information. The distribution total must be equal to the amount of the check.
8. After you have entered all the check information, click on the **Write Check** button to record and print the check.
9. When the check finishes printing, a blank **Write Vendor Checks Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
10. Enter the *Vendor ID* or *Look Up Code* for the next vendor to whom you wish to write a check or click on the **Close** button to return to the **Home Screen**.

Record a Manually Written Vendor Check

Question: How do I record a manually written vendor check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the cash account upon which the check will be drawn. To display a list of existing bank accounts from which you may choose, click on the **List** button.
3. If the default check number that the system suggests is not the number of the next check that you will use, enter the correct check number. Otherwise, just press the **Enter** key to accept the default check number. (continued on next page)

4. If the check already exists, check information will be displayed on the screen. (For information on making changes to previously entered checks, see the topic titled: **How Do I Change an Existing Vendor Check?** For information on printing an existing check, see the topic titled: **How Do I Print an Existing Vendor Check?**).

5. Enter through the Date field (the system will default to the computer date) or change the date if it is incorrect.

6. Enter the **Vendor ID** or **Look up Code** for the vendor to whom the check is to be written.

7. Once you have selected a valid vendor, you may enter the check amount and distribution information. The distribution total must be equal to the amount of the check.

8. After you have entered all the check information, enable the **Check has already been written manually** *check box* and then click on the **Write Check** button to record the check.

9. After the check has been recorded, a blank **Write Vendor Checks Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.

10. Enter the *Vendor ID* or *Look Up Code* for the next vendor to whom you wish to write a check or click on the **Close** button to return to the **Home Screen**.

Write a One-time Vendor Check Without Entering the Vendor

Question: How do I write a one-time vendor check without entering the vendor?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** (shown to the left) and the **Write VendorChecks Screen will** appear.

2. Enter the general ledger account number of the cash account upon which the check will be drawn. To display a list of existing bank accounts from which you may choose, click on the **List** button.

3. If the default check number that the system suggests is not the number of the next check that you will use, enter the correct check number. Otherwise, just press the **Enter** key to accept the default check number.

4. If the check already exists, check information will be displayed on the screen. (For information on making changes to previously entered checks, see the topic titled: **How Do I Change an Existing Vendor Check?** For information on printing an existing check, see the topic titled: **How Do I Print an Existing Vendor Check?**)

5. Click on the **Temp** button to the right of the **Vendor ID Field**. The **Enter Temporary Vendor Name & Address Screen** will appear.

6. Enter the vendor name and address information. Click on the **Ok** button to return to the **Write Vendor Checks Screen**. The vendor name will be displayed below the **Vendor ID Field**.

7. Once you have entered the vendor data, you may enter the check date, amount, and distributions. The distribution total must be equal to the check amount.

8. After you have entered all the check information, click on the **Write Check** button to record and print the check. (continued on the next page)

9. When the check finishes printing, a blank **Write Vendor Checks Screen** will be displayed with the previously entered cash account already in the **Cash Account Field**. The next available check number will be in the **Check Number Field**.
10. Enter the next temporary vendor to whom you wish to write a check or click on the **Close** button to return to the **Home Screen**.

Print an Existing Vendor Check

Question: How do I print an existing vendor check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the cash account upon which the check was drawn. This must be the same account number, which was entered at the time the check was originally recorded. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
3. Enter the number of the previously recorded check, you wish to reprint.
4. If the check exists, check information will be displayed on the screen.
5. If this is the check that you wish to reprint, click on the **Write Check** button to print the check.
6. When the check finishes printing, a blank **Write Vendor Checks Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
7. Select the next previously entered vendor check you wish to reprint or click on the **Close** button to return to the **Home Screen**.

Change an Existing Vendor Check

Question: How do I change an existing vendor check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** (shown to the left) and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the cash account upon which the check was drawn. This must be the same account number, which was entered at the time the check was originally recorded. To display a list of existing bank accounts from which you may choose, click on the **List** button.
3. Enter the number of the previously recorded check, which you wish to edit.
4. If the check exists, check information will be displayed on the screen.
5. To make the desired changes, click on the field(s) you wish to change and type in your changes.
6. If you have already printed this check and you want to reprint it, click on the **Write Check** button. If you simply want to record the changes without reprinting the check, enable the **Check has been already been written manually** *check box* and then click on the **Write Check** button.
7. A blank **Write Vendor Checks Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
8. Select the next previously entered vendor check you wish to change or click on the **Close** button to return to the **Home Screen**.
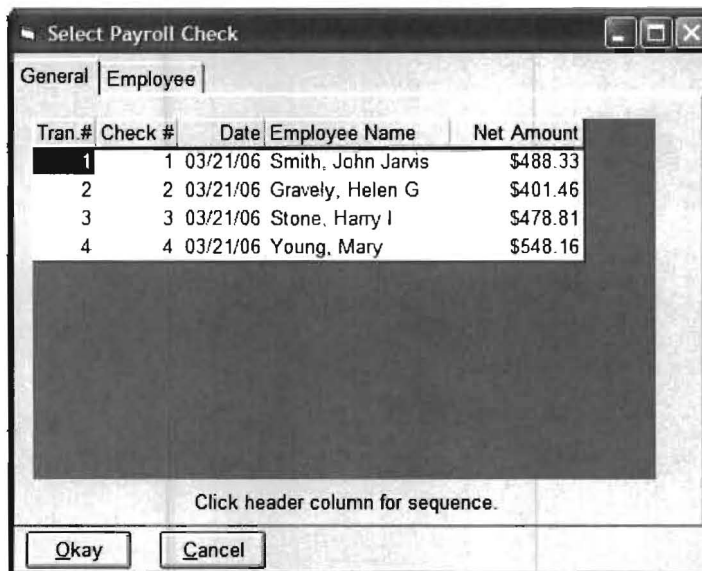
Void a Vendor Check

Question: How do I void a vendor check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the cash account upon which the check was drawn. This must be the same account number as was entered at the time the check was originally recorded.
3. Enter the number of the previously recorded check that you wish to void.
4. If the check exists, check information will be displayed on the screen with **"Active"** in the **Status Field**.
5. Click on the **Void Check** button to void the check. Which will leave it on the system but zero (0) the distributions.
6. A blank **Write Vendor Checks Screen** will be displayed with the previously entered cash account already in the **Cash Account Field**. The next available check number will be in the **Check Number Field**.
7. Select the next previously entered vendor check you wish to void or click on the **Close** button to return to the **Home Screen**.

Payroll Checks
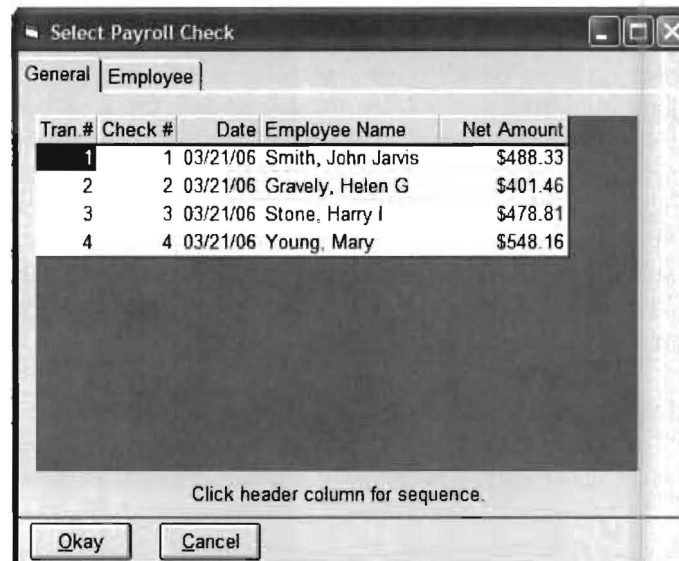
Write a Payroll Check

Question: How do I write a payroll check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Payroll Checks** or click on the **Enter Payroll Checks Icon** and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. Press the **Enter** key to skip over the **Transaction Number Field**.
3. If the default check number that the system suggests is not the number of the next check that you will use, enter the correct check number. Otherwise, just press **Enter** to accept the default check number.
4. If the check already exists, check information will be displayed on the screen. (For information on making changes to previously entered checks, see the topic titled: **How Do I Change an Existing Payroll Check?** For information on printing an existing check, see the topic titled: **How Do I Print an Existing Payroll Check?**)
5. Enter the **Employee ID**, **Look Up Code** or click on the **List** button to search for the employee to which the check is to be written.
6. Enter the check date or accept the default check date.
7. You may enter a **Cost Center** and **Unemployment State** if desired.

8. If the employee has been marked as an hourly employee with a time card, the system will present a **Time Card Entry Screen** upon approaching the **Additions Amount Field**. If this employee is receiving a standard payroll check, their check data will be displayed.
9. If the **Time Card Entry Screen** appears, enter the necessary information. To return to the **Payroll Transaction Screen**, click on the **OK Time Card** button and then click on the **Save and Return** button.
10. After returning to the **Payroll Transaction Screen**, you will notice that dollar amounts will appear in the various additions and deductions that were setup for this employee the system will calculate the deductions based upon the tax tables you assigned the employee.
11. Enter any remaining check data that is necessary.
12. When the payroll check is ready to be printed, click on the **Write Check** button.
13. When the check finishes printing, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
14. Enter the next payroll check or click the **Close** button.

Record a Manually Written Payroll Check

Question: How do I record a manually written payroll check?

Procedure:

1. Select **Checks&Receipts ↪ Write Payroll Checks** or click on the **Enter Payroll Checks Icon** (shown to the left) and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. Press the **Enter** key to skip over the **Transaction Number Field**.
3. If the default check number that the system suggests is not the number of the next check that you will use, enter the correct check number. Otherwise, just press **Enter** to accept the default check number.
4. If the check already exists, check information will be displayed on the screen. (For information on making changes to previously entered checks, see the topic titled: **How Do I Change an Existing Payroll Check?**) For information on printing an existing check, see the topic titled: **How Do I Print an Existing Payroll Check?**)
5. Enter the **Employee ID**, **Look Up Code** or click on the **List** button to search for the employee to which the check is to be written.
6. Enter the check date or accept the default check date.
7. You may enter a **Cost Center** and **Unemployment State** if desired.
8. If the employee has been marked as an hourly employee with a time card, the system will present a **Time Card Entry Screen** upon approaching the **Additions Amount field**. If this employee is receiving a standard payroll check, their check data will be displayed.
9. If the **Time Card Entry Screen** appears, enter the necessary information. To return to the **Payroll Transaction Screen**, click on the **OK Time Card** button and then click on the **Save and Return** button.
9. After returning to the **Payroll Transaction Screen**, you will notice that dollar amounts will appear in the various additions and deductions that were setup for this employee the system will calculate the deductions based upon the tax tables

you assigned the employee.

11. Enter any remaining check data that is necessary.

12. When the payroll check is ready to be recorded, enable the **Check has already been written manually** *check box* and then click on the **Write Check** button.

13. When the check finishes printing, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.

14. Enter the next manually written payroll check or click the **Close** button to return to the **Home Screen**.

Print an Existing Payroll Check

Question: How do I print an existing payroll check?

Procedure:

1. Select **Checks&Receipts** ↦ **Write Payroll Checks** or click on the **Enter Payroll Checks Icon** (shown to the left) and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. **To Access a Check** - In order to access a check that has been previously entered into the system, you have to click on the LIST button next to the transaction number in the upper left portion of the screen. When you do this a screen similar to the follow will appear:

Tran.#	Check #	Date	Employee Name	Net Amount
1	1	03/21/06	Smith, John Jarvis	$488.33
2	2	03/21/06	Gravely, Helen G	$401.46
3	3	03/21/06	Stone, Harry I	$478.81
4	4	03/21/06	Young, Mary	$548.16

Click header column for sequence.

Okay   Cancel

It will display the checks that have been entered in the current period. If there are a small number of checks, you may find the check on the screen, click on it and this will access it. If you have a large number of checks, it might be helpful to click on the employee TAB. If you do this you will be able to select to see only the checks for that employee. You may also select any date range that you wish to view when you select an employee. Once you have displayed the check you wish to work with, then you should click on it to access it.

3. If this is the check you wish to print, click on the **Write Check** button to reprint the check.
4. When the check finishes printing, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
5. Select the next check to reprint accessing it as per step 2 or click on the **Close** button to return to the **Home Screen**.

Change an Existing Payroll Check

Question: How do I change an existing payroll check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Payroll Checks** or click on the **Enter Payroll Checks Icon** (shown to the left) and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. **To Access a Check** - In order to access a check that has been previously entered into the system, you have to click on the LIST button next to the transaction number in the upper left portion of the screen. When you do this a screen similar to the follow will appear:

It will display the checks that have been entered in the current period. If there are a small number of checks, you may find the check on the screen, click on it and this will access it. If you have a large number of checks, it might be helpful to click on the employee TAB. If you do this you will be able to select to see only the checks for that employee. You may also select any date range that you wish to view when you select an employee.

Once you have displayed the check you wish to work with, then you should click on it to access it.

3. If this is the check you wish to change, make the necessary changes and enable the **Check has already been written manually** *check box* and then click on the **Write Check** button.

4. When the check is recorded, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.

5. Select the next check to change or click on the **Close** button to return to the **Home Screen**.

Void a Payroll Check

Question: How do I void a payroll check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Payroll Checks** or click on the **Enter Payroll Checks Icon** and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. **To Access a Check** - In order to access a check that has been previously entered into the system, you have to click on the LIST button next to the transaction number in the upper left portion of the screen. When you do this a screen similar to the follow will appear:

▪ Select Payroll Check					_ □ ✕
General	Employee				

Tran.#	Check #	Date	Employee Name	Net Amount	
1	1	03/21/06	Smith, John Jarvis	$488.33	
2	2	03/21/06	Gravely, Helen G	$401.46	
3	3	03/21/06	Stone, Harry I	$478.81	
4	4	03/21/06	Young, Mary	$548.16	

   Click header column for sequence.

   [Okay]   [Cancel]

   It will display the checks that have been entered in the current period. If there are a small number of checks, you may find the check on the screen, click on it and this will access it. If you have a large number of checks, it might be helpful to click on the employee TAB. If you do this you will be able to select to see only the checks for that employee. You may also select any date range that you wish to view when you select an employee.

Once you have displayed the check you wish to work with, then you should click on it to access it.

3. If this is the check you wish to void, click on the **Void Check** button to record the check as a voided check. Which will leave it on the system but zero (0) the distributions.

4. When the check is voided, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.

5. Select the next check to void or click on the **Close** button to return to the **Home Screen**.

Remove a Payroll Check

Question: How do I remove a payroll check?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Payroll Checks** or click on the **Enter Payroll Checks Icon** (shown to the left) and the **Payroll Transaction Screen** will appear.

   Note: If you have more than one *Cash Account* setup, when you access this option the **Choose Cash Account for Check Printing Screen** will appear first. Select the *Cash Account* upon which the checks will be drawn and then click on the **OK** button and then the **Payroll Transaction Screen** will appear.

2. **To Access a Check** - In order to access a check that has been previously entered into the system, you have to click on the LIST button next to the transaction number in the upper left portion of the screen. When you do this a screen similar to the follow will appear:

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4	4	03/21/06	Young, Mary	$548.16

Click header column for sequence.

Okay   Cancel

It will display the checks that have been entered in the current period. If there are a small number of checks, you may find the check on the screen, click on it and this will access it. If you have a large number of checks, it might be helpful to click on the employee TAB. If you do this you will be able to select to see only the checks for that employee. You may also select any date range that you wish to view when you select an employee. Once you have displayed the check you wish to work with, then you should click on it to access it.

3. If this is the check you wish to remove, click on the **Remove** button to completely remove any reference to the check from the system.

4. When the check is removed, a blank **Payroll Transaction Screen** will be displayed. The previously entered cash account will be in the **Cash Account Field** and the next available check number will be in the **Check Number Field**.
5. Select the next check to remove or click on the **Close** button to return to the **Home Screen**.

Deposits & Other Bank Charges

Record a Deposit Slip and Print Deposit Slip

Question: How do I record deposit and print a deposit slip?

Procedure:

1. Select **Checks&Receipts ↦ Receipts** or click on the **Process Receipts Icon** and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Click on the **Deposit** *radio button* under the **Type** section of the screen to indicate that you are entering a deposit.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply the deposit. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the deposit in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** for each deposit item in the **Distribution** section of the screen. The total amount of the deposit must balance with the total of the individual deposit items. You are limited to 19 items. (Total number of item lines on the deposit slips)
9. After you have entered all deposit information, click on the **Ok** button to record the deposit or click on the **Print Deposit Slip** button to print a deposit slip and record the deposit. (You may order deposit slip stock, which is acceptable at most banks, from *PC Software Accounting*.)
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Enter Multiple Distributions for Deposit Checks

Question: How do I record checks with multiple distributions?

Procedure:

1. Complete steps 1 to 7 above for "**Creating a Deposit Slip**".
2. After keying in the first account number for the deposit check you are recording, the cursor will be in the **Description Field**.
3. Enter the name of the "**Payer**" in the **Description Field**.
4. Now enter the amount that you want to distribute to this account number.
5. The cursor will now be in the **Account Field**, where you should enter the second account number.
6. With the cursor in the **Description Field**, enter a "." (period) and the system will expand the description field to display the payer's name once for as any

accounts and amounts you enter for that one payer's check.
7. To enter a new check for deposit, just key in a new payer name in the **Description Field**.
8. The system will only allow you to enter up to 19 line items.
9. To complete the deposit slip, complete steps 9 & 10 above for "**Creating a Deposit Slip**".

Print "Coin" and "Currency" Amounts on a Deposit Slip

Question: How do I get "Coin" and "Currency" amounts on a deposit slip?

Procedure:

1. Complete the top section of the deposits screen, down to but not including the first distribution field, as would be done for any other deposit.
2. Enter a dollar sign (**"$"**) into the first Distribution Description field.
3. In the distribution window, which appears, enter the accounts and amounts for distribution of the currency which you are depositing.
4. In the second Distribution Description field, enter **"COIN"** in the Distribution Description field and press.
5. In the distribution window, which appears, enter the accounts and amounts for distribution of the coins, which you are depositing. When this window closes, the system will place the cursor in the third Distribution Description field.
6. Enter descriptions and amounts for any checks, which you are depositing.
7. When you have recorded all deposit information, click on the **OK** button to record the deposit without printing or click on the **Print Deposit Slip** button to record and print the deposit.
8. A blank Deposits screen will be displayed. Enter the next deposit, or click on the **Close** button press to return to the Home Screen.

Print an Existing Deposit

Question: How do I print an existing deposit?

Procedure:

1. Select **Checks&Receipts ↪ Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the deposit you want to recall or click on the **List** button and select the deposit from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the deposit information.
5. If this is the deposit that you wish to reprint, click on the **Print Deposit Slip** button to print the deposit slip. (You may order deposit slip stock, which is acceptable at most banks, from *PC Software Accounting*.)
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Change an Existing Deposit

Question: How do I change an existing deposit?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the deposit you want to change or click on the **List** button and select the deposit from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the deposit information.
5. If this is the correct deposit, click on the field(s) that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **Print Deposit Slip** button to print and record the deposit slip or click on the **OK** button to record but not print the deposit. (You may order deposit slip stock, which is acceptable at most banks, from *PC Software Accounting*.)
7. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Delete a Deposit

Question: How do I delete a deposit?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the deposit you want to delete or click on the **List** button and select the deposit from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the deposit information.
5. If this is the correct deposit, click on the **Delete** button to delete any reference to the deposit from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Record a Bank Service Charge

Question: How do I record a bank service charge?

Procedure:

1. Select **Checks&Receipts ↪ Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Service Charge** *radio button* under the **Type** section of the screen to indicate that you are entering a service charge.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply the service charge. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the service charge in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** for each service charge item in the **Distribution** section of the screen. The total amount of the service charge must balance with the total of the individual service charge items.
9. After you have entered all service charge information, click on the **OK** button to record the service charge.
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Change an Existing Service Charge

Question: How do I change an existing service charge?

Procedure:

1. Select **Checks&Receipts ↪ Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the service charge you want to change or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the service charge information.
5. If this is the correct service charge, move the cursor to the field(s) that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **OK** button to record the changes to the service charge record.
7. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Delete a Service Charge

Question: How do I delete a service charge?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the service charge you want to delete or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the service charge information.
5. If this is the correct service charge, click on the **Delete** button to delete any reference to the service charge from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Record Interest Earnings on a Bank Account

Question: How do I record interest earnings on a bank account?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Interest** *radio button* under the **Type** section of the screen to indicate that you are entering interest earnings.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply the interest earnings. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the interest earnings in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** of each interest earnings item in the **Distribution** section of the screen. The total amount of the interest earnings must balance with the total of the individual interest earnings items.
9. After you have entered all interest earnings information, click on the **OK** button to record the interest earnings.
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Change an Existing Interest Transaction

Question: How do I change an existing interest transaction?

Procedure:

1. Select **Checks&Receipts** ↳ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the interest earnings you want to change or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the interest earnings information.
5. If this is the correct interest earning transaction, move the cursor to the fields that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **OK** button to record the changes to the interest earnings record.
7. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Delete an Interest Transaction

Question: How do I delete an interest transaction?

Procedure:

1. Select **Checks&Receipts** ↳ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the interest earnings you want to delete or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the interest earnings information.
5. If this is the correct interest transaction, click on the **Delete** button to delete any reference to the interest earnings transaction from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Record an Insufficient Funds Charge

Question: How do I record an insufficient funds charge?

Procedure:

1. Select **Checks&Receipts** ↳ **Receipts** or click on the **Process Receipts Icon** and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Return Fee** *radio button* under the **Type** section of the screen to indicate that you are entering an insufficient funds charge.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply an insufficient funds charge. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.

7. Enter the total amount of the insufficient funds charge in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** for each insufficient funds charge item in the **Distribution** section of the screen.
9. The total amount of the insufficient funds charge must balance with the total of the individual insufficient funds charge items.
10. After you have entered all the insufficient funds charge information, click on the **OK** button to record the insufficient funds charge.
11. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Change an Existing Insufficient Funds Charge

Question: How do I change an existing insufficient funds charge?

Procedure:

1. Select **Checks&Receipts ↦ Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the insufficient funds charge you want to chnage or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the insufficient funds charge information.
5. If this is the correct transaction, move the cursor to the field(s) that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **OK** button to record the changes to the insufficient funds charge.
7. A blank **Deposits/charges/misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Delete an Insufficient Funds Charge

Question: How do I delete an insufficient funds charge?

Procedure:

1. Select **Checks&Receipts ↦ Receipts** or click on the **Process Receipts Icon** and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the insufficient funds charge you want to delete or click on the **LIST** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the insufficient funds charge information.
5. Click on the **Delete** button to delete any reference to the insufficient funds charge from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen.**

Record a Charge for Purchased Checks

Question: How do I record a charge for purchased checks?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Purchase Checks** *radio button* under the **Type** section of the screen to indicate that you are entering a purchase checks charge.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply the purchase checks charge. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the purchase checks charge in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** for each purchase checks charge item in the **Distribution** section of the screen. The total amount of the purchase checks charge must balance with the total of the individual purchase checks charge items.
9. After you have entered all the purchase checks charge information, click on the **OK** button to record the purchase checks charge.
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click the **Close** button to end.

Change an Existing Charge for Purchased Checks

Question: How do I change an existing charge for purchased checks?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the purchase checks charge you want to chnage or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the purchase checks charge information.
5. If this is the correct purchase check charge transaction, move the cursor to the field(s) that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **OK** button to record the changes to the purchase checks charge.
7. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button and return to the **Home Screen**.

Delete a Charge for Purchased Checks

Question: How do I delete a charge for purchased checks?

Procedure:

1. Select **Checks&Receipts** ↦ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the purchase checks charge you want to delete or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the purchase checks charge information.
5. If this is the correct transaction, click on the **Delete** button to delete any reference to the purchase checks charge from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Transfer Money between Banks without Writing a Check

Question: How do I transfer money between banks without writing a check?

Procedure:

1. Select **Checks&Receipts** ↦ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Transfer** *radio button* under the **Type** section of the screen to indicate that you are entering a bank transfer.
3. Enter the general ledger account number of the *Cash Account* to which you wish to apply the bank transfer. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the bank transfer in the **Amount Field.** It should be noted that this entry will reduce the bank account balance or it is a credit entry to the bank account.
8. Enter the desired **Account Number**, **Description** and **Amount** for each bank transfer item in the distribution section of the screen. The total amount of the bank transfer must balance with the total of the individual bank transfer items. It should be noted that this entry or entries will increase the bank account balance or it is a debit entry to the bank account.
9. After you have entered all the bank transfer information, click on the **OK** button to record the bank transfer.
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen.**

Make Changes to a Previously Entered Bank Transfer

Question: How do I make changes to a previously entered bank transfer?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the bank transfer you want to change or click on the **List** button and select the sequence number from the *drop-down* list.
4. Once the desired sequence number is entered the system will recall the bank transfer information.
5. If this is the correct bank transfer, move the cursor to the field(s) that you wish to change and make the necessary corrections.
6. After all corrections have been made, click on the **OK** button to record the changes to the bank transfer.
7. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Delete a Bank Transfer

Question: How do I delete a bank transfer?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Update Entry** *radio button* and the **Sequence Field** will appear.
3. Enter the sequence number of the bank transfer you want to delete or click on the **List** button and select the sequence number from the *drop- down* list.
4. Once the desired sequence number is entered the system will recall the bank transfer information.
5. If this is the correct bank transfer, click on the **Delete** button to delete any reference to the bank transfer from the system.
6. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click on the **Close** button to return to the **Home Screen**.

Credit Card Accounts

Set up a Credit Card Account

Question: How do I set up a credit card account?

Procedure:

1. Select **Setup ↪ Account ↪ Chart of Accounts** or click on the **Chart of Accounts Maintenance Icon** (shown to the left) and the **Chart of Accounts Maintenance Screen** will appear.
2. Enter the **Account Number** and **Description** for the credit card account to be setup. Since this is a liability account, the first digit of the account number will normally be "**2**".
3. The **Type** should be **Liabilities.**
4. When you have entered this data, click on the **OK** button to record the new account. Click on the **Close** button to return to the **Home Screen**.
5. Select **Setup/Account/Cash Accounts** and the **Cash Accounts Screen** will appear.
6. You will note that there are five screen tabs available and that you should be on the **Recon, Etc TAB**.
7. The cursor should be flashing in the **Cash Account Field**. Enter the same account number that you entered in *Step 2* above or click on the **List** button and select the account number from the *drop-down* list.
8. Select the **journal codes** for the new account. The codes should be different from the codes of any existing bank accounts.
9. Click on the **OK** button to record the new credit card account, then click on the **Close** button to return to the **Home Screen**.
10. Select **Setup/Vendors.** Enter a vendor record for the credit card company for which you will be recording transactions. The topic **Add a Vendor** will provide more information on entering vendors.

Record Credit Card Transactions

Question: How do I record credit card transactions?

Procedure:

1. If you have not yet set up a credit card account, go to the topic: **Set up a Credit Card Account** before continuing.
2. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** (shown to the left) and the **Write Vendors Checks Screen** will appear.
3. In the **Cash Account Field**, enter the general ledger account number of the *Credit Card Account* upon which the charges were made.
4. In the **Check Number Field**, enter a sequence number for the credit card transactions that you wish to record. It is generally best to use the default value.
5. If the transaction already exists, charge information will be displayed on the screen. (For information on making changes to previously entered transactions, see the topic titled: **How Do I Change a Previously Entered Credit Card Transactions?**)
6. Enter the **Vendor ID**, **Look Up Code** or click on the **List** button to select the credit card company, which issued the card from the *drop-down* list.
7. Once you have selected a valid vendor, you may enter the **Check Date**, **Check Amount**, and **Distribution** information. The distribution total must be equal to the amount of the check. You may enter each charge item on the credit card statement as a distribution item.
8. When you are finished entering the distributions click on the **OK** button to record the credit card statement transactions.
9. A blank **Write Vendor Check Screen** will be displayed with the previously entered credit card account already in the **Cash Account Field**. The next available transaction number will be in the **Check Number Field**.
10. If you have no other credit card transactions to enter, click on the **Close** button to return to the **Home Screen**.

Note: This procedure will usually be used when the credit card is not being paid off in total and you are carrying a balance on your credit card. When making your payment to the credit card company, you would make your check payment distribution to the account of the credit card.

If you are paying off the credit card in total, you would record the credit card distribution transactions in the check you are writing to the credit card company through the normal cash account.

Change Previously Entered Credit Card Transactions

Question: How do I change previously entered credit card transactions?

Procedure:

1. Select **Checks&Receipts** ↪ **Write Vendor Checks** or click on the **Enter Vendor Checks Icon** and the **Write Vendor Checks Screen** will appear.
2. Enter the general ledger account number of the *Cash Account* upon which the credit card transaction was recorded. This must be the same account number, which was entered at the time the transaction was originally recorded. To display a list of existing bank accounts from which you may choose, click on the **List** button.
3. Enter the number of the previously recorded transaction, which you wish to edit or click on the **List** button and select the transaction from the *drop-down* list.
4. To make the desired changes, click on the field(s) you wish to change and type in your changes.
5. To record the changes, enable the **Check has already been written manually** *check box* and then on the **Write Check** button..
6. A blank **Write Vendor Checks Screen** will be displayed with the previously entered credit card account already in the **Cash Account Field**. The next available sequence number will be in the **Check Number Field**.
7. If you have no other credit card transaction changes to enter, click on the **Close** button to return to the **Home Screen**.

Record Credit Card Interest Charges

Question: How do I record credit card interest charges?

Procedure:

1. Select **Checks&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry Screen** will appear.
2. Enable the **Service Charge** *radio button* under the **Type** section of the screen to indicate that you are entering a service charge.
3. Enter the general ledger account number of the credit card account (*Cash Account*) you wish to apply this interest charge to. To display a list of existing bank accounts from which you may choose, just click on the **List** button.
4. Enter through the **Journal Code Field** unless the code is incorrect.
5. A description of the transaction may be entered if desired.
6. Enter through the **Date Field** unless the date is incorrect.
7. Enter the total amount of the interest charge in the **Amount Field**.
8. Enter the desired **Account Number**, **Description** and **Amount** for each interest charge item in the **Distribution** section of the screen. The total amount of the interest charge must balance with the total of the individual interest charge items.
9. After you have entered all interest charge information, click on the **OK** button to record the service charge.
10. A blank **Deposits/Charges/Misc Entry Screen** will be displayed and you may enter the next transaction or click **Close** to return to the **Home Screen**.

Bank Accounts

Add a Bank Account

Question: How do I add a bank account?

Procedure:

1. Select **Setup ↪ Account ↪ Chart of Accounts** or click on the **Chart of Accounts Maintenance Icon** (shown to the left) and the **Chart of Accounts Maintenance** screen will appear.
2. Enter the **Account Number** and **Description** for the bank account to be set up. Since this is an asset account, the first digit of the account number will normally be "**1**".
3. The **Type** should be **Assets.**
4. When you have entered this data, click on the **OK** button to record the new account. Click on the **Close** button to return to the **Home Screen**.
5. Click **Setup/Account/Cash Accounts** and the **Cash Accounts Screen** will appear.
6. You will note that there are five screen tabs available to you and that you are on the **Recon, Etc TAB**.
7. The cursor should be flashing in the **Cash Account Field**. Enter the same account number that you entered in *Step 2* above or click on the **List** button and select the account number from the *drop-down* list.
8. Select the **Journal Codes** for the new account. The codes should be different from the codes of any existing bank accounts.
9. Click on the **OK** button to record the new bank account, then click on the **Close** button to return to the **Home Screen**.

Bank Reconciliation

Reconcile the Checkbook

Question: How do I reconcile my checkbook?

Procedure:

1. Select **Reports ↪ Bank Reconciliation** and the **Bank Reconciliation Screen** will appear.
2. Select the **Journal Code** for the check side of the bank account. Once you have selected the *Journal Code*, a list of unreconciled checks will be displayed on the screen.
3. In the field labeled **End of Period Bank Balance**, enter the ending bank balance on the statement received from your bank.
4. Clicking on the **Cleared Field** to the right of each check will place an **"X"** next to each item, indicating that it has cleared or appears on the bank statement.
5. Items that have not cleared the bank should be left unmarked, indicating that they are outstanding checks.
6. When you have checked off all of the checks items from the bank statement, the deposit and charges items still need to be reconciled. We do this by selecting the **Journal Code** used to record the deposits and charges.
7. Mark all items that appear on the bank statement.

8. Once all items have been reconciled, click on the **View or Print Reconciliation Report** button to review the report and insure that you have correctly reconciled the bank account.
9. If you are satisfied with the report click on the **Ok** button to record your reconciliation.
10. A blank **Bank Reconciliation Screen** will display. You can reconcile another bank account or click on the **Close** button and return to the **Home Screen**.

> **Note:** As you can see this is a two part process. You have to reconcile **both** the **Distribution** and **Receipts Journals** to achieve a true bank reconciliation.

Fix Incorrect Check Numbers

Renumber a Single Check or Group of Checks

Question: How do I renumber a single check or group of checks?

Procedure:

1. You should **backup** your *Computer Checkbook* data files before renumbering a single check or group of checks. Place a formatted diskette in the diskette drive, which you normally use with *Computer Checkbook*. (Please refer to the topic: **Backup Computer Checkbook Data** for information on how to back up your *Computer Checkbook* data files.)
2. Select **Checks&Receipts** ↪ **Fix Check Numbers** and the **Fix Check Numbers Screen** will appear.
3. The cursor will be positioned in the **Check Numbers Field**, indicating the system wants you to enter the beginning check number you want to renumber. Enter the check number and press the **Enter** key to proceed to the **first Through Field**.
4. The **first Through Field** is where you would enter the last check number to be renumbered. In the case of a single check, the first check number and last check number will be the same.
5. In the **For Cash Account Field** enter the bank account number for the account these checks were drawn upon.
6. In the **Should Be Numbered Field** enter the beginning check number for the actual checks that were written.
7. The **second Through Field** is a grayed out field (indicating that you do not have access to that field) and it will display the ending check number that will exist once the check numbers are renumbered.
8. After all the renumbering information has been entered, click on the **OK** button to renumber your checks.
9. Click on the **Close** button to return to the **Home Screen**.
10. To verify that the renumbering was done correctly, click on **Reports** ↪ **File Listing** ↪ **Ledger Transactions** and view or print one of the reports.

Correct an Incorrect Bank Balance

Question: How do I correct an incorrect bank balance?

Procedure:

1. It is best to find the source of the error and correct the transaction(s), which caused the bank balance to be incorrect. In the event that this is not possible, you may adjust the bank balances manually. You may wish to consult with your accountant before manually adjusting a bank balance.
2. The idea is to open up a **Reporting Period** prior to the one you are work in or the last period that was transferred to the accountant or general ledger. Then make a journal entry to record an adjustment so the beginning bank balance for the period will be correct. By selecting this method, the adjusting entry will not be transferred to the general ledger.
3. To open up a prior reporting period, select **Setup** ↪ **Date** ↪**Current Reporting Period** or click on the **Current Reporting Period Icon** and the **Select Reporting Period** screen will appear. Select the prior period you want to open then click on the **OK** button to accept the period and return to the **Home Screen**.
4. To make the adjusting entry, select **Check&Receipts** ↪ **Receipts** or click on the **Process Receipts Icon** (shown to the left) and the **Deposit/Charge/Misc Entry** screen will appear.
5. Enable the **Misc** *radio button*, under the **Type** section of the screen, to indicate that you want to enter a miscellaneous charge.
6. Enter the general ledger account number of the *Cash Account* to which you wish to make the adjustment. To display a list of existing bank accounts from which you may choose, click on the **List** button.
7. Enter through the **Journal Code Field** unless the code is incorrect.
8. A description of the transaction may be entered.
9. Enter through the **Date Field** unless the date is incorrect.
10. Enter the amount of the adjustment in the **Amount Field**. If the adjustment reduces the bank balance or is a credit entry, enter a minus(-) before or after the dollar amount.
11. Enter the desired offset **Account Number**, **Description** and **Amount** for this adjustment. The account number can be most any account number except a bank account number.

    Note: If the bank account amount entered as a minus(-) number, then the entry in the **Distribution Amount Field** must also be a minus(-) number.

12. Once the adjusting entry has been made, click on the **OK** button to record the adjustment and then click on the **Close** button to return to the **Home Screen**.

Data Backup

Copy Data to Diskette for My Accountant

Question: How do I copy data to diskette for my accountant?

Procedure:

1. Make sure the company you want to backup is the active company.
2. Insert a formatted diskette into drive A.
3. Select **File ↪ Copy ↪ Copy Client(Simple)** or click on the **Copy Client Icon** (shown to the left) and the **Copy Client Data(Simple)** screen will appear.
4. Ensure that the **Zip to A:** *radio button* is enabled.
5. Click on the **OK** button and the system will compress your active company's data files to a zipped file and copy that file to the diskette in drive A. The system will also return to the **Home Screen**.

Copy Data from a Diskette(s) Supplied by My Accountant

Question: How do I copy data from a diskette(s) supplied by my accountant?

Procedure:

1. Insert the diskette from the accountant into drive A.
2. Select **File ↪ Copy ↪ Copy Client(Simple))** or click on the **Copy Client Icon** (shown to the left) and the **Copy Client Data(Simple)** screen will appear.
3. Ensure that the **UnZip from A:** *radio button* is enabled.
4. Click on the **OK** button and the system will take the zipped data file from the diskette, uncompress the data files and copy that file to the hard drive.
5. The system will return you to the **Home Screen** and automatically make the company you just copied onto the hard drive the active company.

Back up Computer Checkbook Data

Question: How do I backup my Computer Checkbook data?

Procedure:

1. Make sure the company you want to backup is the active company.
2. Insert a formatted diskette into drive A.
3. Select **File ↪ Copy ↪ Copy Client(Simple)** or click on the **Copy Client Icon** and the **Copy Client Data(Simple)** screen will appear.
4. Ensure that the **Zip to A:** *radio button* is enabled.
5. Click on the **OK** button and the system will compress your active company's data files to a zipped file and copy that file to the diskette in drive A. The system will also return to the **Home Screen**.

Restore Computer Checkbook Data from a Diskette

Question: How do I restore **copied** Computer Checkbook data from a diskette backup?

Procedure:

1. Insert the diskette from the accountant into drive A.
2. Select **File** ↦ **Copy** ↦ **Copy Client(Simple)** or click on the **Copy Client Icon** (shown to the left) and the **Copy Client Data (Simple)** screen will appear.
3. Ensure that the **UnZip from A:** *radio button* is enabled.
4. Click on the **OK** button and the system will take the zipped data file from diskette, uncompress the data files and copy that file to the hard drive.
5. The system will return you to the **Home Screen** and automatically make the company you just copied onto the hard drive the active company.

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