

Business Plus Accounting
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**FOR IBM PERSONAL COMPUTERS
AND COMPATIBLES**

Business Software Solutions Inc.

Business Plus Accounting

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Chapter 1
Introduction

1.1 Scope of Document 4

1 Introduction

Business Plus Accounting is a product of Business Software Solutions Inc.. The most important thing to an owner of a business is to provide a quality product or service to his customers. Business Plus Accounting was designed to enhance this process by providing rich functionality in an easy, user friendly environment.

With Business Plus Accounting you can perform accounts receivable, accounts payable, general ledger, customer orders, customer back orders, customer quotes, job costing, vendor orders, inventory control and product receiving. If you need to maintain the books for multiple companies at the same time you can. If you need to keep track of customer phone calls or service agreements you can use the client call tracking module. If you need to print mailing labels for all customers or just past due invoice mailing labels you can. If you need to create budgets for each g/l account you can. If you want to convert any of your data base files to a spreadsheet format for import into a spreadsheet you can. If you want to browse any of your major data base files you can. If you want to have certain customer invoices generated automatically each month, you can. If you want to order products from a specific vendor automatically when products fall below a specific level, you can. If you need customer, specific payment terms you have them. If you want to give a special customer an automatic discount you can. If you need modifiable aging intervals, you have them. If you want to select a prepared chart of accounts, we have provided four for you to choose from. If you want to keep on-line appointments you can. If you want to keep a phone list on-line, you can. If you want the system to automatically pay invoices that have an early payment discount coming it will. If you want to put a hold on the payment of a disputed invoice you can. If you need to enter manual checks as well as print automated checks you can. If you want to prepare manual orders in the field and enter them later into the system with an invoice number's you assigned in the field you can. If you need multiple locations for the same product or the same location for multiple products, you have them. If you want the system to print a pick list telling where you should pick products from for a customer order, it will. If you want to view or print 12 month bar graphs of your product sales or graphs of your g/l account totals you can. If you need password protection for each major module, you have it. If you need to look at prior years' data for comparison you can. If you need to enter employee information and track hours worked you can. If you need to track maintenance on your equipment you can. If you need to track sales people and commissions for sales you can. If you need to track return material authorizations for customers or vendors you can. If you need an on-line 10 key, you have it. If you need to do mailings to clients by client type you can. If you need a network, it is supported. If you need mail merge, you have it. If you need financial calculations, you have them. If you need payroll, job costing, project management, remote inventory tracking or manufacturing they are available to you.

Business Plus Accounting also provides 100's of reports/printouts: monthly statements, past due statements, invoices, trial balance sheets, general ledger activity, balance sheets, income statements, changes in financial position, financial statements for any accounting period, variance in financial statements, vendor mailing labels, aged receivables, aged payables, sales analysis by customer, check registers, reports for all postings, customer lists by city, state or zip, vendor lists by state, employee and salesperson lists, phone lists, and a variety of product reports and inventory lists printed for cycle counting.

1.1 Scope of Document

Welcome to your new Business Management System. This document will be used in conjunction with on-line HELP to assist you in getting started. Topics that will be covered include Software Installation, System Definitions (Customers, Vendors, Products, Employees, Chart of Accounts, Company ID, System Passwords, Cost of Inventory, and Preprinted Forms), Accounts Receivable, Accounts Payable, General Ledger, Order Processing (Customer Orders and Vendor Orders), Product Receiving, Inventory Control, Payroll, Manufacturing, Quotes - Job Costing, Project Management, Bank Reconciliation, System Tools (G/L Graphs, Product Sales Graphs, Spreadsheets, Client Contact Software, Client Call Tracking, Bar Codes, Phone Lists, Calendar, Calculator, Mailing Labels, Return Merchandise Authorizations (RMA's), Equipment Tracking, Mail Merge, Financial Calculations, and Backup Data Files), Database Browsing, Reports, and Data Integrity. BUSINESS PLUS ACCOUNTING is a business management tool designed for you. It will help you organize and create accountability within each area of your business.

Chapter 2
Getting Started With B.P.A.

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2 Getting Started with B.P.A.

Before installing and operating BUSINESS PLUS ACCOUNTING, you need to do a little preparation. You should begin by organizing data on your current customers, vendors, products, inventory, and outstanding vendor and customer orders. This data must be entered into your new system. You will need to prepare a Trial Balance to show the dollar amounts of each asset, liability, revenue, expense account, and owner's equity. A Trial Balance is a list of all accounts and their balances. You will enter these amounts into the General Ledger using journal entries as part of the initial system setup.

2.1 Selecting The Conversion Date

It is best to convert to your new accounting system at the end of an accounting period. BUSINESS PLUS ACCOUNTING uses 12 accounting periods, each of which corresponds with a month of the year.

2.2 Installation

From the Windows 'Run' command, type a: or b: setup.

2.2.1 Hardware Requirements

You must meet the following minimum hardware requirements to use BUSINESS PLUS ACCOUNTING:

1. IBM or 100% IBM compatible Pentium.
2. 100 MB of hard drive space must be available to install B.P.A. and all its supported data files.
3. 64 MB of memory is recommended. 32 MB is the minimum.

2.2.2 Install Windows Software

To install your software correctly you must use the distribution CD and follow the instructions below. If your computer is not on, start it as you normally do. Put the distribution CD into the CD drive. The system will immediately run the installation SETUP.EXE routine on the CD.

The SETUP routine defaults to "\BPA" for the installation directory. In the current software you must use "\BPA" as that subdirectory. The SETUP routine then copies the distribution files to your hard drive and runs a brief setup program. The SETUP program is used to modify your config.sys file, and to select your starting accounting period. These functions are defined below. After running SETUP, you will want to move your current accounting data, including customer and vendor orders, to your new system. This process is outlined in Chapter 3 'Initialize Business Plus Accounting'.

2.2.3 Network Setup

When you run BUSINESS PLUS ACCOUNTING on a network most files are loaded onto the server computer. However, for optimal performance some files need to be loaded onto the client computers. To load these files on the client computers follow the steps outlined below for each computer.

First, you must map a network drive from the client computer to the root of the drive that BPA is installed in on the server. For example, if BPA is installed in C:\BPA on your server, then your client computer should have a drive mapped to the root of drive C on your server.

Next, from the client computer go to the mapped drive and the \BPA directory on that drive and run the file NETSETUP.EXE. The default options should be correct, showing the Destination (Local) Drive as C, and the Network Server Drive as the drive you have mapped,. Press the “Install BPA on this Workstation” button. The appropriate BPA client files will be installed on your computer, and a shortcut for Business Plus Accounting will be placed in your Programs menu.

2.2.4 Enter Your Company Name

Your company name and address will be used on many of the reports and financial statements. After this installation phase if you need to change your address you can do so by selecting 'DEFINITIONS' on the main menu. Federal Tax Id and State Tax Id numbers are entered here for the printing of W-2's.

2.3 Backing Up Your Distribution Disks

Do not make backup copies of your distribution disks until you have installed the software. After installation make backup copies of your distribution disks and then put the distribution disks in a safe place. Refer to your windows manual for instructions on copying disks.

Chapter 3

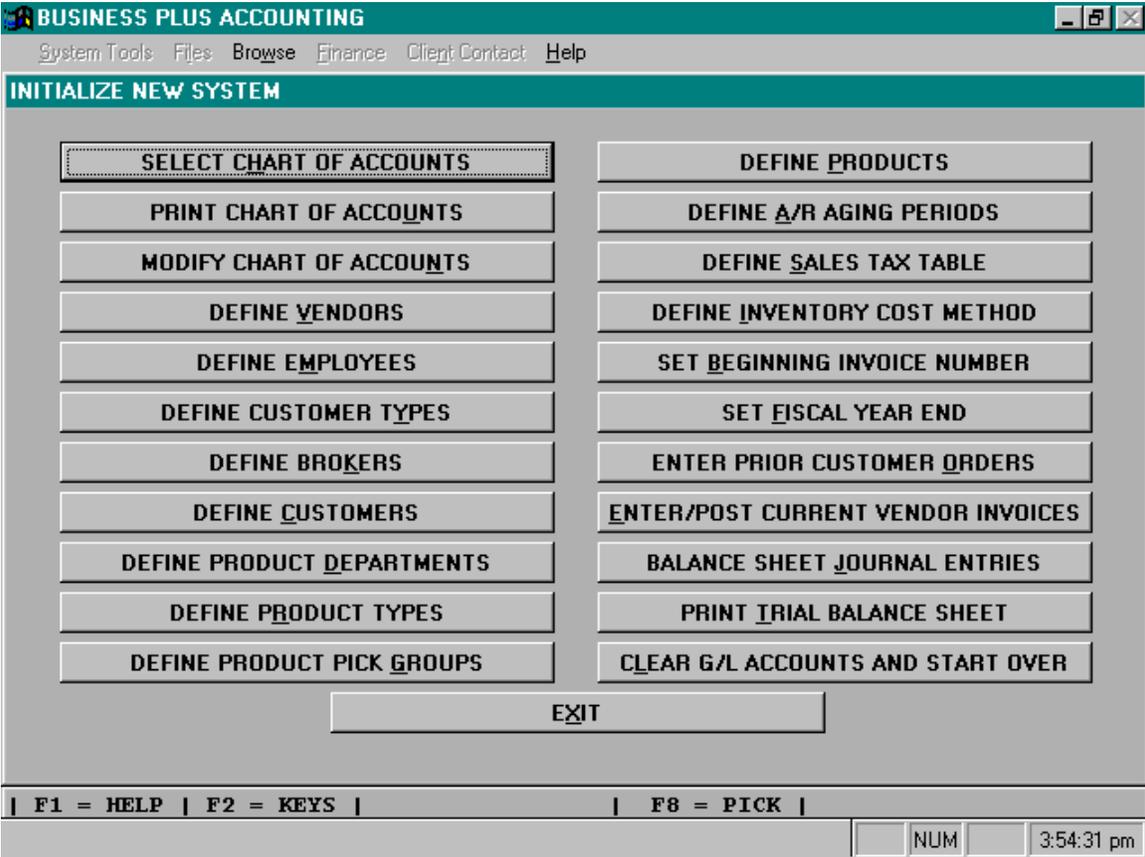
INITIALIZE BUSINESS PLUS ACCOUNTING

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3 Initialize Business Plus Accounting

3.1 Initialize System

You enter Business Plus Accounting by selecting the B.P.A. icon from the appropriate Windows group. To enter the Initialization Area press F9 while at the Main Menu. The initialization routines will help you convert your current system to your new system. **Warning!** Only use these functions to transfer data (i.e., Customer Orders, Vendor Orders, Journal Entries) from your old system to your new system. Although the functions are similar to the day to day functions you will select off the main menu, they are posted in an entirely different way. So you should enter all existing customer orders, vendor orders and journal entries here before you enter any new orders etc. from the options on the main menu. We suggest you execute the options on the following screen in the order they are displayed. An explanation of each selection is detailed below.



3.1.1 Select Chart Of Accounts

BUSINESS PLUS ACCOUNTING has provided you with 4 sample Charts of Accounts. Sample chart 1 is the default chart and is the most frequently used because of its simplicity. We suggest you select one of the charts provided and that you modify the chart only when absolutely necessary. If you change the Chart of Accounts you will also have to change the General Ledger Interface Table if an account you changed was also in the General Ledger Interface Table. The account numbers in the General Ledger Interface Table are used by the system to automatically debit or credit accounts and must be correct. If you have deleted an account in the Chart of Accounts which is also one of the account numbers found in the General Ledger Interface Table you must update the General Ledger Interface Table to reflect the change. For more information on the General Ledger Interface Table refer to "System Definitions" listed in the Table of Contents. To modify the Chart of Accounts or the General Ledger Interface Table select '**DEFINITIONS**' from the main menu.

Chart Of Accounts Layout:

Accounts beginning with 1 are Asset Accounts. Example: 11050000 is Petty Cash in chart one.

Accounts beginning with 2 are Liabilities. Example: 21030000 is Accounts Payable in chart one.

Accounts beginning with 3 are Stockholders Equity. Example: 31050000 is Owners Equity in chart one.

Accounts beginning with 4 are Revenues. Example: 41050000 is Sales in chart one.

Accounts beginning with 5 are Expenses. Example: 51000000 is Cost Of Merchandise in chart one.

The second number from the left in the account number is used to allow 9 subdivisions within the major categories of Assets, Liabilities, Equity, Revenues And Expenses. (For Example: 11000000, 12000000, 13000000, 14000000, etc.)

The third and fourth numbers from the left in the account number are used to allow 99 subdivisions within the second level of accounts. (For Example: 11010000, 11020000, 11030000, 11040000, 11050000, 11060000, 11070000, 11080000, 11090000, 11100000, 11110000, etc.)

The fifth and sixth numbers from the left in the account number are used to allow 99 subdivisions within the third level of accounts. (For Example: 11010100, 11010200, 11010300, 11010400, 11010500, 11010600, 11010700, 11010800, 11010900, 11011000, 11011100, etc.)

The seventh and eighth numbers from the left in the account number are used to allow 99 subdivisions within the fourth level of accounts. (For Example: 11010101, 11010102, 11010103, 11010104, 11010105, 11010106, 11010107, 11010108, 11010109, 11010110, 11010111, etc.)

Note: Before assigning new accounts you should go to the general ledger menu and print a copy of the chart of accounts. Study the chart until you understand where you should add your new account and what account number you can use.

SAMPLE CHART OF ACCOUNTS #1

ACCT #	ACCOUNT NAME	CLASS	TYPE	GEN/DT	LEVEL
1000-0000	Assets	Assets	DEBIT	GENERAL	1
1100-0000	Current Assets	Assets	DEBIT	GENERAL	2
1105-0000	Petty Cash	Assets	DEBIT	DETAIL	3
1110-0000	Checking Account	Assets	DEBIT	DETAIL	3
1115-0000	Accounts Receivable	Assets	DEBIT	DETAIL	3

1120-0000	Inventory	Assets	DEBIT	DETAIL	3
1125-0000	Office Equipment	Assets	DEBIT	DETAIL	3
1130-0000	Prepaid Insurance	Assets	DEBIT	DETAIL	3
1135-0000	Allowance For Bad Debts	Assets	CREDIT	DETAIL	3
1200-0000	Fixed Assets	Assets	DEBIT	GENERAL	2
1205-0000	Office Furniture	Assets	DEBIT	DETAIL	3
1210-0000	Acc Depreciation Furniture	Assets	CREDIT	DETAIL	3
1215-0000	Equipment	Assets	DEBIT	DETAIL	3
1220-0000	Acc Depreciation Equipment	Assets	CREDIT	DETAIL	3
1225-0000	Autos	Assets	DEBIT	DETAIL	3
1230-0000	Acc Depreciation Autos	Assets	CREDIT	DETAIL	3
1235-0000	Building	Assets	DEBIT	DETAIL	3
1240-0000	Acc Depreciation Building	Assets	CREDIT	DETAIL	3
1245-0000	Land	Assets	DEBIT	DETAIL	3
1250-0000	Other Assets	Assets	DEBIT	DETAIL	3
2000-0000	Liabilities	Liabil	CREDIT	GENERAL	1
2100-0000	Short Term Liabilities	Liabil	CREDIT	GENERAL	2
2103-0000	Accounts Payable	Liabil	CREDIT	DETAIL	3
2106-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2109-0000	Salaries Payable	Liabil	CREDIT	DETAIL	3
2112-0000	Group Medical Insurance	Liabil	CREDIT	DETAIL	3
2115-0000	Federal Income W/H	Liabil	CREDIT	DETAIL	3
2118-0000	State Income W/H	Liabil	CREDIT	DETAIL	3
2121-0000	Ssec W/H Employee	Liabil	CREDIT	DETAIL	3
2124-0000	Ssec W/H Employer	Liabil	CREDIT	DETAIL	3
2127-0000	Futa Fed. Unemployment Tax	Liabil	CREDIT	DETAIL	3
2130-0000	Suta State Unemployment Tx	Liabil	CREDIT	DETAIL	3
2133-0000	Sales Tax Payable	Liabil	CREDIT	DETAIL	3
2136-0000	Property Tax	Liabil	CREDIT	DETAIL	3
2139-0000	Federal Income Tax	Liabil	CREDIT	DETAIL	3
2142-0000	Medicare Employee	Liabil	CREDIT	DETAIL	3
2145-0000	Medicare Employer	Liabil	CREDIT	DETAIL	3
2148-0000	City Income W/H	Liabil	CREDIT	DETAIL	3
2151-0000	County Income W/H	Liabil	CREDIT	DETAIL	3
2154-0000	Long Term Disability	Liabil	CREDIT	DETAIL	3
2157-0000	Retirement Account	Liabil	CREDIT	DETAIL	3
2160-0000	Garnishment	Liabil	CREDIT	DETAIL	3
2163-0000	Misc Payroll Deductions	Liabil	CREDIT	DETAIL	3
2166-0000	Cafeteria Plan	Liabil	CREDIT	DETAIL	3
2169-0000	Pre-Paid Orders	Liabil	CREDIT	DETAIL	3
2200-0000	Long Term Liabilities	Liabil	CREDIT	GENERAL	2
2205-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2210-0000	Other Liabilities	Liabil	CREDIT	DETAIL	3
3000-0000	Capital	Capital	CREDIT	GENERAL	1
3100-0000	Equity & Earnings	Capital	CREDIT	GENERAL	2
3105-0000	Owners Equity	Capital	CREDIT	DETAIL	3
3110-0000	Owners Drawing	Capital	DEBIT	DETAIL	3
3115-0000	Retained Earnings	Capital	CREDIT	DETAIL	3
3120-0000	Income & Expense Summary	Capital	CREDIT	DETAIL	3
4000-0000	Revenues	Revenue	CREDIT	GENERAL	1
4100-0000	Sales & Returns	Revenue	CREDIT	GENERAL	2
4105-0000	Sales	Revenue	CREDIT	DETAIL	3
4110-0000	Sales Returns	Revenue	DEBIT	DETAIL	3
4115-0000	Sales Discounts	Revenue	DEBIT	DETAIL	3
4120-0000	Finance Charges	Revenue	CREDIT	DETAIL	3
4125-0000	Other Revenue	Revenue	CREDIT	DETAIL	3
5000-0000	Expenses	Expense	DEBIT	GENERAL	1
5100-0000	Cost Of Merchandise	Expense	DEBIT	GENERAL	2
5105-0000	Purchases	Expense	DEBIT	DETAIL	3
5110-0000	Purchase Discount	Expense	CREDIT	DETAIL	3
5200-0000	Operating Expenses	Expense	DEBIT	GENERAL	2
5203-0000	Salary Expense	Expense	DEBIT	DETAIL	3
5206-0000	Hourly Expense	Expense	DEBIT	DETAIL	3
5209-0000	Benefits Expense	Expense	DEBIT	DETAIL	3
5212-0000	Rent Expense	Expense	DEBIT	DETAIL	3
5215-0000	Phone Expense	Expense	DEBIT	DETAIL	3
5218-0000	Utilities Expense	Expense	DEBIT	DETAIL	3
5221-0000	Advertising Expense	Expense	DEBIT	DETAIL	3
5224-0000	Office Supplies Expense	Expense	DEBIT	DETAIL	3

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5227-0000	Inventory Loss Expense	Expense	DEBIT	DETAIL	3
5230-0000	Bad Debt Expense	Expense	DEBIT	DETAIL	3
5233-0000	Payroll Tax Expense	Expense	DEBIT	DETAIL	3
5236-0000	Insurance Expense	Expense	DEBIT	DETAIL	3
5239-0000	Cash Variance	Expense	DEBIT	DETAIL	3
5242-0000	Property Tax Expense	Expense	DEBIT	DETAIL	3
5245-0000	Depreciation Exp Furniture	Expense	DEBIT	DETAIL	3
5248-0000	Depreciation Exp Building	Expense	DEBIT	DETAIL	3
5251-0000	Depreciation Exp Equipment	Expense	DEBIT	DETAIL	3
5254-0000	Depreciation Exp Autos	Expense	DEBIT	DETAIL	3

SAMPLE CHART OF ACCOUNTS #2

ACCT #	ACCOUNT NAME	CLASS	TYPE	GEN/DT	LEVEL
1000-0000	Assets	Assets	DEBIT	GENERAL	1
1100-0000	Current Assets	Assets	DEBIT	GENERAL	2
1101-0000	Petty Cash	Assets	DEBIT	DETAIL	3
1102-0000	Checking Account	Assets	DEBIT	DETAIL	3
1103-0000	Accounts Receivable	Assets	DEBIT	DETAIL	3
1104-0000	Inventory	Assets	DEBIT	DETAIL	3
1105-0000	Office Equipment	Assets	DEBIT	DETAIL	3
1106-0000	Store Fixtures	Assets	DEBIT	DETAIL	3
1107-0000	Prepaid Insurance	Assets	DEBIT	DETAIL	3
1108-0000	Allowance For Bad Debts	Assets	CREDIT	DETAIL	3
1109-0000	Goods In Process	Assets	DEBIT	DETAIL	3
1110-0000	Finished Goods	Assets	DEBIT	DETAIL	3
1111-0000	Factory Supplies	Assets	DEBIT	DETAIL	3
1200-0000	Fixed Assets	Assets	DEBIT	GENERAL	2
1201-0000	Office Furniture	Assets	DEBIT	DETAIL	3
1202-0000	Acc Depreciation Furniture	Assets	CREDIT	DETAIL	3
1203-0000	Equipment	Assets	DEBIT	DETAIL	3
1204-0000	Acc Depreciation Equipment	Assets	CREDIT	DETAIL	3
1205-0000	Autos	Assets	DEBIT	DETAIL	3
1206-0000	Acc Depreciation Autos	Assets	CREDIT	DETAIL	3
1207-0000	Building	Assets	DEBIT	DETAIL	3
1209-0000	Acc Depreciation Building	Assets	CREDIT	DETAIL	3
1210-0000	Land	Assets	DEBIT	DETAIL	3
1211-0000	Other Assets	Assets	DEBIT	DETAIL	3
2000-0000	Liabilities	Liabil	CREDIT	GENERAL	1
2100-0000	Short Term Liabilities	Liabil	CREDIT	GENERAL	2
2101-0000	Accounts Payable	Liabil	CREDIT	DETAIL	3
2102-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2103-0000	Salaries Payable	Liabil	CREDIT	DETAIL	3
2104-0000	Group Medical Insurance	Liabil	CREDIT	DETAIL	3
2105-0000	Federal Income W/H	Liabil	CREDIT	DETAIL	3
2106-0000	State Income W/H	Liabil	CREDIT	DETAIL	3
2107-0000	Ssec W/H Employee	Liabil	CREDIT	DETAIL	3
2108-0000	Ssec W/H Employer	Liabil	CREDIT	DETAIL	3
2109-0000	Futa Fed. Unemployment Tax	Liabil	CREDIT	DETAIL	3
2110-0000	Suta State Unemployment Tx	Liabil	CREDIT	DETAIL	3
2111-0000	Sales Tax Payable	Liabil	CREDIT	DETAIL	3
2112-0000	Property Tax	Liabil	CREDIT	DETAIL	3
2113-0000	Federal Income Tax	Liabil	CREDIT	DETAIL	3
2114-0000	Medicare Employee	Liabil	CREDIT	DETAIL	3
2115-0000	Medicare Employer	Liabil	CREDIT	DETAIL	3
2116-0000	City Income W/H	Liabil	CREDIT	DETAIL	3
2117-0000	County Income W/H	Liabil	CREDIT	DETAIL	3
2118-0000	Long Term Disability	Liabil	CREDIT	DETAIL	3
2119-0000	Retirement Account	Liabil	CREDIT	DETAIL	3
2121-0000	Garnishment	Liabil	CREDIT	DETAIL	3
2122-0000	Misc Payroll Deductions	Liabil	CREDIT	DETAIL	3
2123-0000	Cafeteria Plan	Liabil	CREDIT	DETAIL	3
2169-0000	Pre-Paid Orders	Liabil	CREDIT	DETAIL	3
2200-0000	Long Term Liabilities	Liabil	CREDIT	GENERAL	2
2201-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2202-0000	Other Liabilities	Liabil	CREDIT	DETAIL	3

3000-0000	Capital	Capital	CREDIT	GENERAL	1
3100-0000	Equity & Earnings	Capital	CREDIT	GENERAL	2
3101-0000	Owners Equity	Capital	CREDIT	DETAIL	3
3102-0000	Owners Drawing	Capital	DEBIT	DETAIL	3
3103-0000	Retained Earnings	Capital	CREDIT	DETAIL	3
3104-0000	Income & Expense Summary	Capital	CREDIT	DETAIL	3
4000-0000	Revenues	Revenue	CREDIT	GENERAL	1
4100-0000	Sales & Returns	Revenue	CREDIT	GENERAL	2
4101-0000	Sales	Revenue	CREDIT	DETAIL	3
4102-0000	Sales Returns	Revenue	DEBIT	DETAIL	3
4103-0000	Sales Discounts	Revenue	DEBIT	DETAIL	3
4104-0000	Finance Charges	Revenue	CREDIT	DETAIL	3
4105-0000	Other Revenue	Revenue	CREDIT	DETAIL	3
4500-0000	Gain On Fixed Assets	Revenue	CREDIT	GENERAL	2
4501-0000	Gain On Fixed Assets	Revenue	CREDIT	DETAIL	3
5000-0000	Expenses	Expense	DEBIT	GENERAL	1
5100-0000	Cost Of Merchandise	Expense	DEBIT	GENERAL	2
5101-0000	Purchases	Expense	DEBIT	DETAIL	3
5102-0000	Purchase Discounts	Expense	CREDIT	DETAIL	3
5103-0000	Direct Labor	Expense	DEBIT	DETAIL	3
5104-0000	Indirect Labor	Expense	DEBIT	DETAIL	3
5105-0000	Factory Overhead	Expense	DEBIT	DETAIL	3
5106-0000	Factory Depreciation Exp.	Expense	DEBIT	DETAIL	3
5107-0000	Factory Supplies Expense	Expense	DEBIT	DETAIL	3
5108-0000	Factory Utilities Expense	Expense	DEBIT	DETAIL	3
5109-0000	Factory Insurance Expense	Expense	DEBIT	DETAIL	3
5110-0000	Factory Misc. Expense	Expense	DEBIT	DETAIL	3
5111-0000	Factory Payroll Tax Exp.	Expense	DEBIT	DETAIL	3
5112-0000	Factory Property Tax Exp.	Expense	DEBIT	DETAIL	3
5113-0000	Inventory Loss Expense	Expense	DEBIT	DETAIL	3
5200-0000	Operating Expenses	Expense	DEBIT	GENERAL	2
5201-0000	Salary Expense	Expense	DEBIT	DETAIL	3
5202-0000	Benefits Expense	Expense	DEBIT	DETAIL	3
5203-0000	Rent Expense	Expense	DEBIT	DETAIL	3
5204-0000	Utilities Expense	Expense	DEBIT	DETAIL	3
5205-0000	Delivery Expense	Expense	DEBIT	DETAIL	3
5206-0000	Advertising Expense	Expense	DEBIT	DETAIL	3
5207-0000	Office Supplies Expense	Expense	DEBIT	DETAIL	3
5300-0000	Administrative Expenses	Expense	DEBIT	GENERAL	2
5301-0000	Bad Debts Expense	Expense	DEBIT	DETAIL	3
5302-0000	Depreciation Exp Furniture	Expense	DEBIT	DETAIL	3
5303-0000	Depreciation Exp Building	Expense	DEBIT	DETAIL	3
5304-0000	Depreciation Exp Equipment	Expense	DEBIT	DETAIL	3
5305-0000	Depreciation Exp Autos	Expense	DEBIT	DETAIL	3
5306-0000	Insurance Expense Office	Expense	DEBIT	DETAIL	3
5307-0000	Office Salary Expense	Expense	DEBIT	DETAIL	3
5308-0000	Office Supplies Expense	Expense	DEBIT	DETAIL	3
5309-0000	Payroll Tax Exp. Office	Expense	DEBIT	DETAIL	3
5310-0000	Property Tax Exp. Office	Expense	DEBIT	DETAIL	3
5311-0000	Misc Expenses	Expense	DEBIT	DETAIL	3
5400-0000	Other Expenses	Expense	DEBIT	GENERAL	2
5401-0000	Loss On Fixed Assets	Expense	DEBIT	DETAIL	3

SAMPLE CHART OF ACCOUNTS #3

ACCT #	ACCOUNT NAME	CLASS	TYPE	GEN/DET	LEVEL
1000-0000	Assets	Assets	DEBIT	GENERAL	1
1100-0000	Current Assets	Assets	DEBIT	GENERAL	2
1101-0000	Petty Cash	Assets	DEBIT	DETAIL	3
1102-0000	Checking Account	Assets	DEBIT	DETAIL	3
1103-0000	Accounts Receivable	Assets	DEBIT	DETAIL	3
1104-0000	Inventory	Assets	DEBIT	DETAIL	3
1105-0000	Office Equipment	Assets	DEBIT	DETAIL	3
1106-0000	Warehouse Fixtures	Assets	DEBIT	DETAIL	3
1107-0000	Prepaid Insurance	Assets	DEBIT	DETAIL	3
1108-0000	Allowance For Bad Debts	Assets	CREDIT	DETAIL	3
1200-0000	Fixed Assets	Assets	DEBIT	GENERAL	2

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1201-0000	Warehouse Equipment	Assets	DEBIT	DETAIL	3
1202-0000	Acc Depre Whse Equipment	Assets	CREDIT	DETAIL	3
1203-0000	Office Furniture	Assets	DEBIT	DETAIL	3
1204-0000	Acc Depreciation Furniture	Assets	CREDIT	DETAIL	3
1205-0000	Equipment	Assets	DEBIT	DETAIL	3
1206-0000	Acc Depreciation Equipment	Assets	CREDIT	DETAIL	3
1207-0000	Delivery Equipment	Assets	DEBIT	DETAIL	3
1208-0000	Acc Depre Delivery Equip	Assets	CREDIT	DETAIL	3
1209-0000	Autos	Assets	DEBIT	DETAIL	3
1210-0000	Acc Depreciation Autos	Assets	CREDIT	DETAIL	3
1211-0000	Building	Assets	DEBIT	DETAIL	3
1212-0000	Acc Depreciation Building	Assets	CREDIT	DETAIL	3
1213-0000	Land	Assets	DEBIT	DETAIL	3
1214-0000	Other Assets	Assets	DEBIT	DETAIL	3
2000-0000	Liabilities	Liabil	CREDIT	GENERAL	1
2100-0000	Short Term Liabilities	Liabil	CREDIT	GENERAL	2
2101-0000	Accounts Payable	Liabil	CREDIT	DETAIL	3
2102-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2103-0000	Salaries Payable	Liabil	CREDIT	DETAIL	3
2104-0000	Group Medical Insurance	Liabil	CREDIT	DETAIL	3
2105-0000	Federal Income W/H	Liabil	CREDIT	DETAIL	3
2106-0000	State Income W/H	Liabil	CREDIT	DETAIL	3
2107-0000	SSEC W/H Employee	Liabil	CREDIT	DETAIL	3
2108-0000	SSEC W/H Employer	Liabil	CREDIT	DETAIL	3
2109-0000	Futa Fed. Unemployment Tax	Liabil	CREDIT	DETAIL	3
2110-0000	Suta State Unemployment Tx	Liabil	CREDIT	DETAIL	3
2111-0000	Sales Tax Payable	Liabil	CREDIT	DETAIL	3
2112-0000	Property Tax	Liabil	CREDIT	DETAIL	3
2113-0000	Federal Income Tax	Liabil	CREDIT	DETAIL	3
2114-0000	Medicare Employee	Liabil	CREDIT	DETAIL	3
2115-0000	Medicare Employer	Liabil	CREDIT	DETAIL	3
2116-0000	City Income W/H	Liabil	CREDIT	DETAIL	3
2117-0000	County Income W/H	Liabil	CREDIT	DETAIL	3
2118-0000	Long Term Disability	Liabil	CREDIT	DETAIL	3
2119-0000	Retirement Account	Liabil	CREDIT	DETAIL	3
2121-0000	Garnishment	Liabil	CREDIT	DETAIL	3
2122-0000	Misc Payroll Deductions	Liabil	CREDIT	DETAIL	3
2123-0000	Cafeteria Plan	Liabil	CREDIT	DETAIL	3
2169-0000	Pre-Paid Orders	Liabil	CREDIT	DETAIL	3
2200-0000	Long Term Liabilities	Liabil	CREDIT	GENERAL	2
2201-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2202-0000	Other Liabilities	Liabil	CREDIT	DETAIL	3
3000-0000	Capital	Capital	CREDIT	GENERAL	1
3100-0000	Equity & Earnings	Capital	CREDIT	GENERAL	2
3101-0000	Owners Equity	Capital	CREDIT	DETAIL	3
3102-0000	Owners Drawing	Capital	DEBIT	DETAIL	3
3103-0000	Retained Earnings	Capital	CREDIT	DETAIL	3
3104-0000	Income & Expense Summary	Capital	CREDIT	DETAIL	3
4000-0000	Revenues	Revenue	CREDIT	GENERAL	1
4100-0000	Sales & Returns	Revenue	CREDIT	GENERAL	2
4101-0000	Sales	Revenue	CREDIT	DETAIL	3
4102-0000	Sales Returns	Revenue	DEBIT	DETAIL	3
4103-0000	Sales Discounts	Revenue	DEBIT	DETAIL	3
4104-0000	Finance Charges	Revenue	CREDIT	DETAIL	3
4105-0000	Other Revenue	Revenue	CREDIT	DETAIL	3
4500-0000	Gain On Fixed Assets	Revenue	CREDIT	GENERAL	2
4501-0000	Gain On Fixed Assets	Revenue	CREDIT	DETAIL	3
5000-0000	Expenses	Expense	DEBIT	GENERAL	1
5100-0000	Cost Of Merchandise	Expense	DEBIT	GENERAL	2
5101-0000	Purchases	Expense	DEBIT	DETAIL	3
5102-0000	Purchase Discounts	Expense	CREDIT	DETAIL	3
5200-0000	Operating Expenses	Expense	DEBIT	GENERAL	2
5201-0000	Salary Expense	Expense	DEBIT	DETAIL	3
5202-0000	Benefits Expense	Expense	DEBIT	DETAIL	3
5203-0000	Utilities Expense	Expense	DEBIT	DETAIL	3
5204-0000	Delivery Expense	Expense	DEBIT	DETAIL	3
5205-0000	Warehouse Supply Expense	Expense	DEBIT	DETAIL	3
5206-0000	Advertising Expense	Expense	DEBIT	DETAIL	3

5207-0000	Office Supplies Expense	Expense	DEBIT	DETAIL	3
5208-0000	Depre Exp Warehouse Equip	Expense	DEBIT	DETAIL	3
5209-0000	Depre Exp Delivery Equip	Expense	DEBIT	DETAIL	3
5210-0000	Misc Operating Expenses	Expense	DEBIT	DETAIL	3
5300-0000	Administrative Expenses	Expense	DEBIT	GENERAL	2
5301-0000	Bad Debts Expense	Expense	DEBIT	DETAIL	3
5302-0000	Depreciation Exp Furniture	Expense	DEBIT	DETAIL	3
5303-0000	Depreciation Exp Building	Expense	DEBIT	DETAIL	3
5304-0000	Depreciation Exp Equipment	Expense	DEBIT	DETAIL	3
5305-0000	Depreciation Exp Autos	Expense	DEBIT	DETAIL	3
5306-0000	Insurance Expense Office	Expense	DEBIT	DETAIL	3
5307-0000	Office Salary Expense	Expense	DEBIT	DETAIL	3
5308-0000	Office Supplies Expense	Expense	DEBIT	DETAIL	3
5309-0000	Payroll Tax Exp. Office	Expense	DEBIT	DETAIL	3
5310-0000	Property Tax Exp. Office	Expense	DEBIT	DETAIL	3
5311-0000	Misc Expenses	Expense	DEBIT	DETAIL	3
5312-0000	Rent Expense	Expense	DEBIT	DETAIL	3
5313-0000	Utilities Expense	Expense	DEBIT	DETAIL	3
5400-0000	Other Expenses	Expense	DEBIT	GENERAL	2
5401-0000	Loss On Fixed Assets	Expense	DEBIT	DETAIL	3

SAMPLE CHART OF ACCOUNTS #4

ACCT #	ACCOUNT NAME	CLASS	TYPE	GEN/DET	LEVEL
1000-0000	Assets	Assets	DEBIT	GENERAL	1
1100-0000	Current Assets	Assets	DEBIT	GENERAL	2
1101-0000	Petty Cash	Assets	DEBIT	DETAIL	3
1102-0000	Cash Register	Assets	DEBIT	DETAIL	3
1103-0000	Cash In Banks	Assets	DEBIT	GENERAL	3
1103-0100	Checking Account	Assets	DEBIT	DETAIL	4
1103-0200	Savings Account	Assets	DEBIT	DETAIL	4
1104-0000	Accounts Receivable	Assets	DEBIT	GENERAL	3
1104-0100	Accounts Receivable module	Assets	DEBIT	DETAIL	4
1104-0200	Trade	Assets	DEBIT	DETAIL	4
1104-0300	Other Receivables	Assets	DEBIT	DETAIL	4
1104-0400	Bad Debts	Assets	CREDIT	DETAIL	4
1105-0000	Inventory	Assets	DEBIT	DETAIL	3
1200-0000	Fixed Assets	Assets	DEBIT	GENERAL	2
1201-0000	Office Furniture & Fixtures	Assets	DEBIT	GENERAL	3
1201-0100	Original Value	Assets	DEBIT	DETAIL	4
1201-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1202-0000	Office Equipment	Assets	DEBIT	GENERAL	3
1202-0100	Original Value	Assets	DEBIT	DETAIL	4
1202-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1203-0000	Auto & Trucks	Assets	DEBIT	GENERAL	3
1203-0100	Original Value	Assets	DEBIT	DETAIL	4
1203-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1204-0000	Machinery & Equipment	Assets	DEBIT	GENERAL	3
1204-0100	Original Value	Assets	DEBIT	DETAIL	4
1204-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1205-0000	Building	Assets	DEBIT	GENERAL	3
1205-0100	Original Value	Assets	DEBIT	DETAIL	4
1205-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1206-0000	Other Fixed Assets	Assets	DEBIT	GENERAL	3
1206-0100	Original Value	Assets	DEBIT	DETAIL	4
1206-0200	Accumulative Depreciation	Assets	CREDIT	DETAIL	4
1207-0000	Land	Assets	DEBIT	DETAIL	3
1300-0000	Deferred Assets	Assets	DEBIT	GENERAL	2
1301-0000	Prepaid Expenses	Assets	DEBIT	GENERAL	3
1301-0100	Insurance	Assets	DEBIT	DETAIL	4
1301-0200	Rent	Assets	DEBIT	DETAIL	4
1301-0300	Interest	Assets	DEBIT	DETAIL	4
1301-0400	Taxes	Assets	DEBIT	DETAIL	4
1400-0000	Other Assets	Assets	DEBIT	GENERAL	2
1401-0000	Deposits	Assets	DEBIT	DETAIL	3
1402-0000	Long Term Investments	Assets	DEBIT	DETAIL	3

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2000-0000	Liabilities	Liabil	CREDIT	GENERAL	1
2100-0000	Short Term Liabilities	Liabil	CREDIT	GENERAL	2
2100-0000	Short Term Liabilities	Liabil	CREDIT	GENERAL	2
2101-0000	Accounts Payable	Liabil	CREDIT	DETAIL	3
2102-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2103-0000	Salaries Payable	Liabil	CREDIT	DETAIL	3
2104-0000	Group Medical Insurance	Liabil	CREDIT	DETAIL	3
2105-0000	Federal Income W/H	Liabil	CREDIT	DETAIL	3
2106-0000	State Income W/H	Liabil	CREDIT	DETAIL	3
2107-0000	SSec W/H Employee	Liabil	CREDIT	DETAIL	3
2108-0000	SSec W/H Employer	Liabil	CREDIT	DETAIL	3
2109-0000	Futa Fed. Unemployment Tax	Liabil	CREDIT	DETAIL	3
2110-0000	Suta State Unemployment Tx	Liabil	CREDIT	DETAIL	3
2111-0000	Sales Tax Payable	Liabil	CREDIT	DETAIL	3
2112-0000	Property Tax	Liabil	CREDIT	DETAIL	3
2113-0000	Federal Income Tax	Liabil	CREDIT	DETAIL	3
2114-0000	Medicare Employee	Liabil	CREDIT	DETAIL	3
2115-0000	Medicare Employer	Liabil	CREDIT	DETAIL	3
2116-0000	City Income W/H	Liabil	CREDIT	DETAIL	3
2117-0000	County Income W/H	Liabil	CREDIT	DETAIL	3
2118-0000	Long Term Disability	Liabil	CREDIT	DETAIL	3
2119-0000	Retirement Account	Liabil	CREDIT	DETAIL	3
2120-0000	Dividend Payable	Liabil	CREDIT	DETAIL	3
2121-0000	Garnishment	Liabil	CREDIT	DETAIL	3
2122-0000	Misc Payroll Deductions	Liabil	CREDIT	DETAIL	3
2123-0000	Cafeteria Plan	Liabil	CREDIT	DETAIL	3
2169-0000	Pre-Paid Orders	Liabil	CREDIT	DETAIL	3
2170-0000	Other Short Term Liabilities	Liabil	CREDIT	DETAIL	3
2200-0000	Long Term Liabilities	Liabil	CREDIT	GENERAL	2
2201-0000	Mortgages Payable	Liabil	CREDIT	DETAIL	3
2202-0000	Notes Payable	Liabil	CREDIT	DETAIL	3
2203-0000	Current L/T Liabilities	Liabil	CREDIT	DETAIL	3
2204-0000	Other L/T Liabilities	Liabil	CREDIT	DETAIL	3
2300-0000	Deferred Liabilities	Liabil	CREDIT	GENERAL	2
2301-0000	Deferred Income	Liabil	CREDIT	DETAIL	3
2302-0000	Unearned Interest	Liabil	CREDIT	DETAIL	3
3000-0000	Stockholders Equity	Capital	CREDIT	GENERAL	1
3100-0000	Capital Stock	Capital	CREDIT	GENERAL	2
3101-0000	Common Stock	Capital	CREDIT	GENERAL	3
3101-0100	Par Value	Capital	CREDIT	DETAIL	4
3101-0200	Surplus	Capital	CREDIT	DETAIL	4
3102-0000	Preferred Stock	Capital	CREDIT	GENERAL	3
3102-0100	Par Value	Capital	CREDIT	DETAIL	4
3102-0200	Surplus	Capital	CREDIT	DETAIL	4
3103-0000	Treasury Stock	Capital	CREDIT	DETAIL	3
3200-0000	Retained Earnings	Capital	CREDIT	GENERAL	2
3201-0000	Profit/Loss 1991	Capital	CREDIT	DETAIL	3
3202-0000	Profit/Loss 1992	Capital	CREDIT	DETAIL	3
3203-0000	Profit/Loss 1993	Capital	CREDIT	DETAIL	3
3204-0000	Profit/Loss 1994	Capital	CREDIT	DETAIL	3
3300-0000	Current Earnings	Capital	CREDIT	DETAIL	2
4000-0000	Revenues	Revenue	CREDIT	GENERAL	1
4100-0000	Sales	Revenue	CREDIT	GENERAL	2
4101-0000	Daily Sales	Revenue	CREDIT	DETAIL	3
4102-0000	Sales Returns	Revenue	DEBIT	DETAIL	3
4300-0000	Shipping	Revenue	CREDIT	GENERAL	2
4301-0000	Freight	Revenue	CREDIT	DETAIL	3
4302-0000	Insurance	Revenue	CREDIT	DETAIL	3
4303-0000	Packaging	Revenue	CREDIT	DETAIL	3
4400-0000	Financial Income	Revenue	CREDIT	GENERAL	2
4401-0000	Interest Investments	Revenue	CREDIT	DETAIL	3
4402-0000	Finance Charges	Revenue	CREDIT	DETAIL	3
4403-0000	Dividends	Revenue	CREDIT	DETAIL	3
4404-0000	Purchase Discounts	Revenue	CREDIT	DETAIL	3
4500-0000	Other Revenue	Revenue	CREDIT	GENERAL	2
4501-0000	Recovery Bad Debts	Revenue	CREDIT	DETAIL	3
4502-0000	Miscellaneous	Revenue	CREDIT	DETAIL	3
5000-0000	Expenses	Expense	DEBIT	GENERAL	1

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5100-0000	Cost Of Goods Sold	Expense DEBIT GENERAL	2
5101-0000	Cost Of Goods Sold	Expense DEBIT DETAIL	3
5200-0000	General Expenses	Expense DEBIT GENERAL	2
5201-0000	Payroll	Expense DEBIT GENERAL	3
5201-0100	Wages	Expense DEBIT GENERAL	4
5201-0101	Salaries	Expense DEBIT DETAIL	5
5201-0102	Commissions	Expense DEBIT DETAIL	5
5201-0103	Hourly	Expense DEBIT DETAIL	5
5201-0104	Overtime	Expense DEBIT DETAIL	5
5201-0105	Compensations	Expense DEBIT DETAIL	5
5201-0106	Bonuses	Expense DEBIT DETAIL	5
5201-0107	Contract Labor	Expense DEBIT DETAIL	5
5201-0108	Other Wages	Expense DEBIT DETAIL	5
5201-0200	Benefits	Expense DEBIT GENERAL	4
5201-0201	Health Insurance	Expense DEBIT DETAIL	5
5201-0202	Dental Insurance	Expense DEBIT DETAIL	5
5201-0203	401(K) Plan	Expense DEBIT DETAIL	5
5201-0204	Other Benefits	Expense DEBIT DETAIL	5
5201-0300	Taxes	Expense DEBIT GENERAL	4
5201-0301	FICA Employer	Expense DEBIT DETAIL	5
5201-0302	FUTA	Expense DEBIT DETAIL	5
5201-0303	SUTA	Expense DEBIT DETAIL	5
5201-0304	Disability Insurance	Expense DEBIT DETAIL	5
5201-0305	Other Payroll Taxes	Expense DEBIT DETAIL	5
5201-0306	Sales Tax For Purchases	Expense DEBIT DETAIL	5
5201-0307	Property Tax	Expense DEBIT DETAIL	5
5201-0308	Other Non Payroll Taxes	Expense DEBIT DETAIL	5
5202-0000	Maintenance	Expense DEBIT GENERAL	3
5202-0100	Autos & Trucks	Expense DEBIT DETAIL	4
5202-0200	Furniture & Fixtures	Expense DEBIT DETAIL	4
5202-0300	Office Equipment	Expense DEBIT DETAIL	4
5202-0400	Machinery & Equipment	Expense DEBIT DETAIL	4
5202-0500	Building	Expense DEBIT DETAIL	4
5202-0600	Other Assets	Expense DEBIT DETAIL	4
5203-0000	Depreciation	Expense DEBIT GENERAL	3
5203-0100	Autos & Trucks	Expense DEBIT DETAIL	4
5203-0200	Furniture & Fixtures	Expense DEBIT DETAIL	4
5203-0300	Office Equipment	Expense DEBIT DETAIL	4
5203-0400	Machinery & Equipment	Expense DEBIT DETAIL	4
5203-0500	Building	Expense DEBIT DETAIL	4
5203-0600	Other Assets	Expense DEBIT DETAIL	4
5204-0000	Amortization Expense	Expense DEBIT DETAIL	3
5205-0000	Rents And Leases	Expense DEBIT GENERAL	3
5205-0100	Autos & Trucks	Expense DEBIT DETAIL	4
5205-0200	Furniture & Fixtures	Expense DEBIT DETAIL	4
5205-0300	Office Equipment	Expense DEBIT DETAIL	4
5205-0400	Machinery & Equipment	Expense DEBIT DETAIL	4
5205-0500	Building	Expense DEBIT DETAIL	4
5205-0600	Other Leases or Rents	Expense DEBIT DETAIL	4
5206-0000	Assets Insurance	Expense DEBIT GENERAL	3
5206-0100	Autos & Trucks	Expense DEBIT DETAIL	4
5206-0200	Furniture & Fixtures	Expense DEBIT DETAIL	4
5206-0300	Office Equipment	Expense DEBIT DETAIL	4
5206-0400	Machinery & Equipment	Expense DEBIT DETAIL	4
5206-0500	Building	Expense DEBIT DETAIL	4
5206-0600	Other Assets Insurance	Expense DEBIT DETAIL	4
5207-0000	Travel & Entertainment	Expense DEBIT GENERAL	3
5207-0100	Lodging	Expense DEBIT DETAIL	4
5207-0200	Transportation	Expense DEBIT DETAIL	4
5207-0300	Meals	Expense DEBIT DETAIL	4
5207-0400	Entertainment	Expense DEBIT DETAIL	4
5207-0500	Other Travel Expense	Expense DEBIT DETAIL	4
5208-0000	Shipping	Expense DEBIT GENERAL	3
5208-0100	Freight/Insurance	Expense DEBIT DETAIL	4
5208-0200	Packaging	Expense DEBIT DETAIL	4
5208-0300	Other Shipping Expenses	Expense DEBIT DETAIL	4
5209-0000	Consulting Fees	Expense DEBIT GENERAL	3
5209-0100	Accountants	Expense DEBIT DETAIL	4
5209-0200	Legal	Expense DEBIT DETAIL	4

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5209-0300	Other Fees	Expense	DEBIT	DETAIL	4
5210-0000	Office Supplies	Expense	DEBIT	DETAIL	3
5211-0000	Telephone & Telegraph	Expense	DEBIT	DETAIL	3
5212-0000	Mail/Postage	Expense	DEBIT	DETAIL	3
5213-0000	Utilities	Expense	DEBIT	DETAIL	3
5214-0000	Security Systems	Expense	DEBIT	DETAIL	3
5215-0000	Contributions	Expense	DEBIT	DETAIL	3
5216-0000	Licenses/Permits	Expense	DEBIT	DETAIL	3
5217-0000	Advertizing	Expense	DEBIT	GENERAL	2
5217-0100	TV Advertizing	Expense	DEBIT	DETAIL	3
5217-0200	Radio Advertizing	Expense	DEBIT	DETAIL	3
5217-0300	Print Advertizing	Expense	DEBIT	DETAIL	3
5217-0400	Promotions	Expense	DEBIT	DETAIL	3
5217-0500	Public Relations	Expense	DEBIT	DETAIL	3
5217-0600	Marketing Research	Expense	DEBIT	DETAIL	3
5300-0000	Financial Expenses	Expense	DEBIT	GENERAL	2
5301-0000	Credit Card Discount	Expense	DEBIT	DETAIL	3
5302-0000	Interest	Expense	DEBIT	DETAIL	3
5303-0000	Bank Charges	Expense	DEBIT	DETAIL	3
5304-0000	Sales Discounts	Expense	DEBIT	DETAIL	3
5305-0000	Agents Commission	Expense	DEBIT	DETAIL	3
5306-0000	Other Financial Expenses	Expense	DEBIT	DETAIL	3
5400-0000	Losses	Expense	DEBIT	GENERAL	2
5401-0000	Bad Debt Loss	Expense	DEBIT	DETAIL	3
5402-0000	Inventory Losses	Expense	DEBIT	DETAIL	3
5403-0000	Sales Losses	Expense	DEBIT	DETAIL	3
5404-0000	Cash Variance	Expense	DEBIT	DETAIL	3
5405-0000	Miscellaneous Losses	Expense	DEBIT	DETAIL	3
5500-0000	Income Tax Expense	Expense	DEBIT	GENERAL	2
5501-0000	Federal Income Tax Exp	Expense	DEBIT	DETAIL	3
5502-0000	State Income Tax Exp	Expense	DEBIT	DETAIL	3
5503-0000	City Income Tax Exp	Expense	DEBIT	DETAIL	3
5504-0000	Other Expenses	Expense	DEBIT	DETAIL	3

3.1.2 Print Chart Of Accounts

After selecting your chart of accounts you need to print the chart so you can review it. You can use it to help you understand which accounts you will be working with when making journal entries to move your old accounting data into this new system. If you need to add accounts you will temporarily need to get out of the F8 initialize a new system screen and go back to the main menu. Here you should select "DEFINITIONS" from the main menu. Select "DEFINE CHART OF ACCOUNTS" from the definition menu. To add an account, select the add option. Make sure you understand the account numbering scheme before adding new accounts, they have to be numbered correctly to function properly (refer to Chart of Accounts layout, this Chapter).

3.1.3 Modify Chart of Accounts

In this area you can add additional general ledger accounts, modify the description of an account, or delete accounts from the chart. Before you delete accounts make sure they aren't in the general ledger interface table. If they are you must create another account for posting purposes or change the account number in the interface table to a valid account which is either a debit or credit like the one deleted.

3.1.4 Define Vendors

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System Tools Files Mail Merge Browse Finance Client Contact Help

DEFINE NEW VENDORS

VENDOR NUMBER: VENDOR:

CONTACT: TERMS:

STREET: TERMS PERCENT:

STREET: TERMS DAYS:

CITY: TERMS DUE:

STATE: FIXED DISC DAY:

ZIP: VENDOR TYPE:

PHONE: OUR ACCOUNT:

FAX: G/L ACCOUNT:

EMAIL:

SHIPPING ADDRESS IF DIFFERENT FROM MAILING ADDRESS

STREET: ZIP:

STREET: PHONE:

CITY: FAX:

STATE:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Vendor Record: 17/18 Record Unlocked Ins Num 2:33:57 pm

Vendor Number: Enter the vendor's identification number. The vendor's identification number will be used throughout the system to identify a specific vendor.

Vendor: Enter the vendor's name.

Contact: Enter the vendor contact person's name.

Street: Enter the vendor's mailing address (street 1).

Street: Enter the vendor's mailing address (street 2).

City: Enter the vendor's mailing address (city).

State: Enter the vendor's mailing address (state).

Zip: Enter the vendor's mailing address (zip).

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- Phone: Enter the vendor's phone #.
Fax: Enter the vendor's fax #.
- Phone 2: Enter another telephone number for this vendor.
- Email: Vendor's email address.
- Web Site: Enter the vendor's Internet Web Address.
- Terms: Enter the nomenclature for your payment terms with this vendor. Example: "2/10 Net 30". This means a 2% discount will be given if the vendor's total invoice is paid in 10 days. The invoice is due in 30 days.
- Terms Percent: Enter the percent discount you get for early payment. From the example in "Terms" you would enter 2 here.
- Terms Days: Enter the number of days you are allowing for an early payment discount. From the example in "Terms" you would enter 10 here.
- Terms Due: Enter the number of days before vendor payment is due. From the example in "Terms" above you would enter 30 here.
- Fixed Disc Day: If this vendor uses a fixed day of the month for calculating discounts (instead of the 2/10 Net 30 format) you should enter that day here (1-31).
- Vendor Type: You can define your vendors by type (i.e., NEW, OLD, 001, etc.). Vendor reports and mailing labels can be printed by vendor type.
- Our Account: This field holds the Account Number assigned to you by this Vendor.
- G/L Account: The G/L Account that Accounts Payable uses by default to post vendor invoices.

--ENTER SHIPPING ADDRESS ONLY IF DIFFERENT FROM MAILING ADDRESS--

If your vendor has a shipping address, which is different from the mailing address entered above you must enter that address here. Mailing labels can be printed using this shipping address. If mailing and shipping addresses are the same do not enter the shipping address. The system will copy the mailing address to the shipping address.

3.1.5 Define Employees

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DEFINE NEW EMPLOYEES

EMPLOYEE NBR:

FIRST NAME:

LAST NAME:

SALESPERSON ID:

POSITION:

SOC SEC #:

STREET:

CITY:

STATE:

ZIP:

PHONE:

FAX:

EARNED VACATION HRS:

VACATION HRS USED:

SICK HOURS USED:

OTHER ABSENT HOURS:

FULL/PART TIME (F/P):

DATE OF HIRE:

TERMINATION DATE:

REHIRE ELIGIBLE(Y/N):

TAX STATUS (M/S/X):

EXEMPTIONS (0-10):

HOURLY RATE:

SALARY:

YTD GROSS:

YTD SOC SEC:

YTD MEDICARE:

YTD FED WITH:

YTD STATE WITH:

COMMISSION % ON SALE:

COMMISSION % ON GPM:

ST TAX % OF FEDERAL:

ST TAX % OF GROSS:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Employee Record: 1/6 Record Unlocked Ins Num 2:37:44 pm

- Employee Nbr: Enter the employee's identification number. The employee's identification number will be used throughout the system to identify a specific employee.
- First Name: Enter the employee's first name.
- Last Name: Enter the employee's last name.
- Salesperson ID: Enter a name or number to identify this employee as a salesperson, if applicable.
- Position: Enter the employee's position in the company.
- Soc Sec #: Enter the employee's social security number.
- Street: Enter the employee's mailing address (street).
- City: Enter the employee's mailing address (city).
- State: Enter the employee's mailing address (state).

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Zip: Enter the employee's mailing address (zip).

Phone: Enter the employee's phone #.

Fax: Enter the employee's fax #.

Phone 2: Enter another telephone number for this employee.

Earned Vac Hrs: Enter the number of vacation hours earned by the employee.

Vac Hrs Used: Enter the number of vacation hours used by the employee.

Sick Hours Used: Enter the number of sick hours used by the employee.

Other Absent Hrs: Enter the number of hours the employee has been absent for reasons other than illness or vacation.

E-mail: Enter the employee's e-mail address.

Web Site: Enter the employee's Web Site Address.

Date Of Hire: Enter the date the employee was hired.

Termination Date: Enter the date the employee was terminated, if applicable.

Rehire Eligible (Y/N): Enter 'Y' or 'N' to indicate whether or not the employee is eligible for rehire in the future.

Tax Status (M/S/X): Enter the employee's tax status. M= Married, S=Single, X=Exempt Student.

Of Exemptions (0-10): Enter the number of tax exemptions claimed by the employee (0-10).

Hourly Rate: Enter the employee's hourly rate, if applicable.

Salary: Enter the employee's salary based on the pay period; weekly, biweekly, semimonthly, monthly, if applicable.

YTD Gross: Enter the employee's year-to-date gross earnings. If you are using B.P.A.'s Payroll module this and the next four fields are automatically updated when the payroll is posted. If you are using a manual system, these fields will need to be manually updated.

YTD Soc Sec: Enter the employee's year-to-date Social Security withholdings.

YTD Medicare: Enter the employee's year-to-date Medicare withholdings.

YTD Fed With: Enter the employee's year-to-date Federal Withholding Tax.

YTD State With: Enter the employee's year-to-date State Withholding Tax.

- Commission % on Sale: If this employee has been defined as a salesperson, enter the percentage you wish to be used in calculating sales commissions. The commission is a percentage of net sales.
- Commission % on GPM: If this employee has been defined as a salesperson, enter the percentage you wish to use in calculating sales commissions. The commission is a percentage of Gross Profit Margin.
- State Tax % Of Fed: The State Withholding Tax tables for the State of Utah are hard coded in the software. For states other than Utah the payroll deduction for State Withholding Tax can be made as a percentage of the Federal Withholding Tax. The individual State Tax Commissions will know what the percentage is for the state in which you live.
- State Tax % Of Gross: If the State Withholding Tax for your state is a percent of gross wages, enter the % into this field.
- Full/Part Time (F/P): Enter 'F' for full-time, 'P' for part-time status.
- Reason For Term: Enter the reason the employee was terminated.
- Notes: Enter information pertaining to this employee.

3.1.6 Define Customer Types

Customers can be grouped together or separated by types. This is a three-character field and can be alpha/numeric. Customer reports can be sorted by these types.

3.1.7 Define Brokers

A Broker is someone who sells your products. They may or may not be employees. Customers can each be assigned a broker. This allows you to track sales by the individual brokers. To assign a broker to a customer enter the broker's name in the appropriate field on the customer's definition screen. Before a customer can be assigned a broker, the broker must be defined in the system. This is done in the 'Define Customer Broker' feature. In 'Define Customer Broker', enter the broker's name and a description if needed.

3.1.8 Define Customers

Account #: Enter the customer's identification number. The customer's identification number will be used throughout the system to identify a specific customer. Can be alpha/numeric.

First Name: Enter the customer's first name.

Company/Last: Enter the customer's last name or the company name.

Contact: Enter the name of your contact person for this customer or company.

Street: Enter the customer's mailing address (street 1).

Street: Enter an additional street address, if needed (street 2).

City: Enter the customer's mailing address (city).

State: Enter the customer's mailing address (state).

Zip:	Enter the customer's mailing address (zip).
Phone:	Enter the customer's phone #.
Fax:	Enter the customer's fax #.
Phone 2:	Enter another telephone number for this customer.
Salesperson:	Enter a sales person identifier (usually first names).
Broker:	If you have brokers assigned to each customer enter the broker here. Some sales reports and custom reports can be printed based on the broker.
Region:	If you have regions assigned to each customer enter the region here. Some sales reports and custom reports can be printed based on the region.
Discount:	If this customer gets a discount on all orders enter it here. This discount is in addition to the discounts that may be given for meeting terms or the discount you can enter on the customer order screen. Example: To give the customer a 10% discount enter 10 here.
Tax Table:	Enter the tax table number that holds the correct sales tax rate for this customer. To define the tax table, select Tax Table from the Definitions menu.
Tax Number:	If your customer has a sale tax exempt number enter it here.
Credit Limit:	Enter a credit limit for this customer. We will warn you when the customer exceeds this limit.
Past Due Limit:	Enter a past due limit for this customer. We will warn you when the customer exceeds this limit.
BF/Open (B/O):	Customer accounts are setup as balance forward or open item for calculating finance charges. Balance forward accounts, "B," calculate interest once a month. The interest is calculated as follows: balance at the beginning of the month minus payments made during the month, and invoices created during the month, times the monthly finance charges. Open item accounts, "O," calculate interest on each invoice based on the due date of the invoice. Interest for open item accounts can be calculated anytime but is normally done prior to sending statements. The default is "O."
Price Level (1-5):	If you are assigning price levels to your customers enter the level for this customer into this field. Typically level 1 is used for your base retail customers and level 5 is used for your best customers. These levels correspond to prices entered when a product is defined.
Terms:	Enter the nomenclature for the payment terms for this customer. Example: "2/10 Net 30". This means a 2% discount will be given if the customer's invoice is paid in 10 days. The total invoice is due in 30 days.
Terms %:	Enter the percent you are allowing for an early payment discount. From the example in "Terms" you would enter 2 here.

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Terms Days:	Enter the number of days you are allowing for an early payment discount. From the example in "Terms" above you would enter 10 here.
Terms Due:	Enter the number of days the customer has to pay the invoice. From the example in "Terms" above you would enter 30 here.
Auto Internet:	If You Enter Yes Any Internet Orders That This Customer Does Will Be Automaticly Converted To An Order, Printed And Invoiced.
Password:	This Field Holds The Password The Customer Has Selected When Placing Internet Orders. This Password Allows The System To Display Customer Price Levels, Customer Specific Pricing, Customer Statements Or Other Information Related To This Customer Over The Internet.
Email:	Customer's Email Address.
Web Site:	Customer's Internet Web Site Address.
Allow Web On Acct:	Enter 'Y' or 'N' is this customers Internet Orders can be placed on account.
Finance Percent:	Enter the monthly finance percent that you will charge for late payments. Example: To charge 1.5% per month enter 1.5 here.
Finance Date:	Enter the last date financial charges were calculated.
Current Finance:	Enter unpaid finance charges calculated on the last finance date. You will enter data in this field when you define the customer for the first time if the customer owes any finance charges.
Total Finance:	Enter the total of unpaid finance charges, including those before the last finance date and those calculated on the finance date. Do not enter any finance charges since the last "Finance Date." They will be calculated by the system. You will enter data into this field when you define the customer for the first time if the customer owes any finance charges.
Customer Type:	You can define your customers by type (i.e., NEW, OLD, 001, etc.). Customer reports and mailing labels can be printed by customer type.
Status:	This field may be used to assign a status to a customer. The status may be 'Active', 'Inactive', or 'Hold'. If 'Hold' is entered here, when the customer account number is entered in Customer Orders then a window appears on the screen with notes pertaining to the 'Hold' status.
Notes:	Enter the notes related to the Status field. These notes appear during Customer Orders if the customer has 'Hold' in the Status field.

--ENTER SHIPPING ADDRESS ONLY IF DIFFERENT FROM MAILING ADDRESS--

If your customer has a shipping address, which is different from the mailing address entered above you must enter that address here. Mailing labels can be printed using this shipping address. If mailing and shipping addresses are the same do not enter the shipping address. The system will copy the mailing address to the shipping address.

3.1.9 Define Department Types

Products can be classified according to a department. Department types are used to group products in product reports. Before a product can be assigned a department type, the type must be defined in the system. This is done with the 'Define Department Types' feature. In 'Define Department Types' you define the department types you use by specifying a type code and description.

Type Code: Used as quick reference for the department type. This is the code you will enter when defining your products. You can include both alpha and numeric characters. You are allowed 3 characters for departments, i.e., 1-999 or a character string, i.e., SPT=sports, COS=cosmetics, etc.

Type: Type description.

3.1.10 Define Product Types

Individual products can each be assigned a product type. Product types are used to group products in product reports. Before a product can be assigned a type, the type must be defined in the system. This is done with the 'Define Product Types' feature. In 'Define Product Types' you define the product types you use by specifying a type code and description.

Type Code: Used as quick reference for the product type. This is the code you will enter when defining your products. You can include both alpha and numeric characters.

Type: Type description.

3.1.11 Define Product Pick Groups

By default, product pick lists display the complete list of defined products. Finding a single product in a large product list can be very cumbersome. This is where the pick list groups can be helpful. Pick list groups are categories into which you can place your products, (i.e., automotive, household, clothing) When your products are categorized you are able to view pick lists which display only the products in a selected category. Before you can categorize your products, you must define your pick list groups. You will see a browse screen displaying any previously defined pick list groups. To add a group, hit CONTROL-N and supply a group ID and a description of the group. To remove a group, select the group and hit CONTROL-T. Pick list groups become active in the Customer Order, Customer Quotes, and the Vendor Order modules when you have defined pick list groups. When you press the F8 key to see a product pick list, you will be given a menu of all your defined pick list groups. Upon selecting a group, a pick list appears showing only the products in that group. Use the product definitions' module to categorize your products. You can place any product into as many as three groups. The software automatically creates an 'ALL' pick list group and places all your products in it so that you can get a complete list of products if you need it.

3.1.12 Define Products

All products that your customers order or that you order from your vendors must be defined in your products file. The description you enter for each Product/Service will appear on your customer invoices. Services are treated like products. To define an hourly service rate first assign a product number. Enter a description in the description field (i.e., Hourly Service Rate). Enter a unit of measure (i.e., hour). Then enter the price (i.e., \$30.00 meaning \$30.00 per hour). If you worked for 1 and ½ hours, you would enter 1.5 for the quantity on the customer order and the system would create an invoice with \$45.00 labor. If you have different labor rates, you will need to define a Product/Service number for each rate.

All products defined during “Initialization” must also have an inventory record created for them. This is accomplished by selecting the ‘Move Products to Inventory For Products Not In Inventory’ button on the Inventory Management screen. The costs assigned to these inventory items must be accurate. These costs are used to calculate cost of goods when the product is sold. When you have finished entering the items into inventory you must do a journal entry to the inventory g/l account for the total cost of all items in inventory. You do this only when you first switch to this accounting package. From that time on if you use the vendor order, customer order, accounts payable and product receiving modules all the inventory g/l postings will be automatically handled by the software. For further information on inventory see Inventory Management Chapter 15.

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System Tools Files Mail Merge Browse Finance Client Contact Help

DEFINE NEW PRODUCTS

PRODUCT/SERV: NOTES:

UPC CODE:

DESCRIPTION1:

DESCRIPTION2: INFO URL:

DESCRIPTION3: PICTURE URL:

DEPARTMENT:

PRODUCT TYPE:

UNIT OF MEASURE:

UNIT WEIGHT:

ON HAND:

REORDER LEVEL:

MAXIMUM LEVEL:

REORDER VENDOR NBR 1:

REORDER VENDOR NBR 2:

REORDER VENDOR NBR 3:

TAXABLE (Y/N):

PRODUCT/SERVICE(P/S):

LEAD TIME IN DAYS:

ENABLE BAR CODE PRT:

PICK LIST GROUP 1:

PICK LIST GROUP 2:

PICK LIST GROUP 3:

COMMISSION % OF GPM:

CONVERSION UM:

CONVERSION NBR:

CONVERSION ID:

SHELF LIFE:

DEFAULT STORAGE LOC:

G/L SALES ACCOUNT:

G/L COG ACCOUNT:

COST:

PRICE(1-5):

VOL QYT1: PRICE:

VOL QYT2: PRICE:

VOL QYT3: PRICE:

VOL QYT4: PRICE:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Product Record: 1/19 Record Unlocked Ins Num 4:32:15 pm

Product/Serv:	Enter the Product/Service identification number. The identification number will be used throughout the system to identify a specific Product/Service.
UPC Code:	Enter the product UPC code if the product already has a UPC which is different from the Product/Service code you entered above.
Description 1:	Enter Product/Service description. This description is printed on the screen and on standard reports.
Description 2&3:	Enter additional Product/Service description if needed. This description will be printed on invoices and can be printed on any custom product report.
Notes:	The Product Notes Field can be used to enter data relating to this product, i.e. product usage description, installation description, cross reference parts, order information etc.. The data here can be as long as necessary.
Info Url:	The Url address points to a page of information about this product.
Picture Url:	The Picture Url address points to a graphical image of this product.
Web Enable:	Enter 'Y' if this Product should appear on the Web Site.
Department:	Products are classified according to department and product type. You are allowed 3 characters for departments, i.e., 1-999 or a character string, i.e., SPT=Sports, COS=Cosmetics, etc.. You can print a variety of reports by department and select product types for those reports.
Product Type:	Products should be classified according to type. For example: You may want to assign a product type to all bathroom products. This number could be used to print product information on this product type. You would probably also assign a general ledger account number to the same group of products. This account number would be used to enter the cost of products purchased when entering the vendor's invoice.
Unit Of Measure:	Enter the smallest unit that you will sell (usually each). Use this unit of measure to sell and to receive products. You may choose your own units. Example: You may want EA=Each, CS=Case, LB=Pound, HR=Hour etc. Remember, if you choose CS for case you must sell and receive by case.
Unit Weight:	If you want weight printed on your invoices, purchase orders, and quotes, enter the weight of the product into this field. This weight must be for one unit of measure. The weight will also appear on the screen where you enter freight charges.
On Hand:	Enter the number of units of this product you have on hand. Example: If you selected case as the unit of measure and you have 5 cases, enter 5.
Reorder Level:	Enter the minimum number of units of this product you want to have available. Anything at or below this number will put this product on the reorder report.

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- Maximum Level:** Enter the maximum number of units of this product you want to have available. If the number of units available is at or below the reorder level the auto reorder function will order enough products to bring the available level up to the maximum level.
- Reorder Vendor:** Enter the vendor number for the vendor from whom you will purchase this product during an auto reorder. When you select auto reorder from the vendor order option menu, each product that has fallen below its reorder level will be ordered from the vendor entered here.
- Reorder Vendor 2&3:** Enter the vendor number of your 2nd and 3rd choice for vendor for this product. Use this data for price comparisons at order time.
- Taxable (Y/N):** If this product is always non-taxable (Sales Tax) enter 'N'. Otherwise, enter 'Y'.
- Product/Service:** Enter 'P' if the record created here is for a product. Enter 'S' if the record created here is for a service.
- Lead Time In Days:** Enter the lead time for ordering this product from your vendor. The lead time is helpful in manufacturing lead time analysis.
- Enable Bar Code Print:** If this product needs a bar code printed when product is received in the product receiving screen enter 'Y'. The bar codes will only be printed if the user requests bar code printing on receipt of product.
- Web Shipping Per Unit:** Enter the amount of shipping that will be charged per unit.
- Pick List Group 1-3:** Products can be assigned to 3 different pick list groups. These groups allow you to pick from a group of products when creating customer orders. Enter the groups you want this product to appear in here.
- Comm % Of GPM:** If you pay sales commissions by GPM you can enter a specific GPM here in the product record. When this product is sold, the sales commission will be calculated using the GPM entered here. If nothing is entered here, the commission will be calculated using the default commission in the Employee record of the sale person.
- Conversion UM:** If this product can only be ordered from your vendor in a unit that you do not sell by entering the vendor order unit here. This UM will print on the vendor purchase order. When product is received from the vendor it is received using your UM, and your product id. It is much easier for you as an end user if you do not use a conversion unit of measure or a conversion number. If you do use these conversions, the conversion takes place when you receive the product in product receiving. As a result you will see different line item numbers (quantity ordered, cost, price, UM) on your purchase order verses your product receiving report.
- Conversion Nbr:** To convert from the vendor order unit to the unit you sell by entering the conversion number here, (i.e., If you sell in each but you must order in case and a case contains 12 then enter 12 here.)

Conversion Id:	If the vendor requires a different product ID on his orders enter the vendors product ID here. The system will print this product ID on the vendor order.
Shelf Life:	Enter the number of days you allow this product to sit on the shelf. The product and product location will appear on the shelf life report if shelf time exceeds this number of days.
Default Storage Loc:	Enter the location where you normally store this product. This storage location will appear on the product receiving screen. This will save you the trouble of entering the location. You can change the location in the receiving screen if you store the product in a different location. If you are not tracking inventory storage locations, leave the field blank.
Sales G/L Accounts:	If you track product sales based on departments or product types, these products may be assigned separate General Ledger Accounts for Sales (i.e., 4101-0000.) When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account should be defined in the General Ledger prior to doing postings.
COG G/L Acct:	If you track product cost of goods based on departments or product types. These products may be assigned separate General Ledger Accounts for Cost Of Goods (i.e., 5105-0000.) When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account should be defined in the General Ledger prior to doing postings.
Cost:	Enter the unit cost for this product. Example: If the unit of measure of this product is "Each" and the cost to you is \$1.00 each, enter 1.000. Be aware that this is only a default cost field. Normally the cost of goods sold comes from the inventory record which holds the exact cost of each product. However, when selling short (selling product you have not received) or when setting prices by GPM the default cost field is used. To keep your default costs as accurate as possible use the "Move Latest Costs To Product Records" option in inventory management.
Price (1-5):	We support five pricing levels for each product. These pricing levels may be based on distributor, wholesale, retail, etc. or by volume. Enter the unit price for this product in each of the fields. If you have only one level, enter the price into field one. Level one is the base price. If you give your customer a discount, the discount is off the base price. To assign prices easily to all five levels use the pricing options on the Define Products Main Menu in product definitions (select definitions on the main menu).
Vol Qty 1-4:	We support four volume pricing levels for each product. Enter the quantity in the quantity field and the price that corresponds to the quantity in the price field. When an order line item quantity goes beyond one the volume quantities a message will appear on the screen. The message will tell you that this line item qualifies for volume pricing and will ask you if you want to give volume pricing.
Vol Price 1-4:	Enter the prices that correspond to the volume quantities above.

3.1.13 Define A/R Aging Periods

There are six accounts receivable aging periods. By default they are 30, 60, 90, 120, 150, and 180 days. When you print statements for your customers, the amount the customer owes you will appear at the bottom of the statement broken up into these six aging categories. You will see just how current the customer is. You can change the defaults to whatever you need. To define Aging Periods, select Definitions on the Main Menu. After you have defined your aging periods, you can define a message that will print on the bottom of your statements. Each message will coincide with an aging period.

3.1.14 Define Sales Tax Table

When customers are defined, they are given a sales tax table number. That table number corresponds to a sales tax rate. All customers given the same table number will have the same sales tax rate. Here is where you assign the tax rates to the table numbers. The numbers entered represent the percent of sales tax. For example, enter 6.125 for a 6.125% tax rate. Remember the table number associated with the tax rate. You will need it when you define customers. To change a sales tax rate for a group of customers change the rate in the tax table. Ten different rates can be defined. If you have customers, who are exempt from sales tax you should create a rate of 0.0 for those customers.

3.1.15 Define Inventory Cost Method

B.P.A. supports FIFO (first in first out) or Moving Average for determining cost of goods sold and remaining inventory for an accounting period. The FIFO method is based on the assumption that costs should be charged against revenue in the order in which costs were incurred. The Moving Averaging Inventory Cost Method is based on the assumption that costs should be charged against revenue according to the weighted average unit costs of goods sold. The same weighted average unit costs are used in determining the cost of merchandise remaining in inventory. Once you have selected your cost method, you can only change it at the beginning of an accounting year.

3.1.16 Set Beginning Invoice Number

If you are using invoices for your customer orders, you will want to tell the new system what your next invoice number should be. This system reserves all invoices below 10,000 for manual invoices. So, if your next invoice is below 10,000 your invoices will start at 10,000. Manual invoices are used by sales people in the field and are entered into the customer order screen upon return from the field. To enter a manual invoice after returning from the field simply alter the customer screen invoice number replacing it with the number assigned in the field. That number must be less than 10,000.

3.1.17 Enter Prior Customer Orders

The Accounts Receivable account on your new system must reflect the total of all your current outstanding customer orders. Your outstanding customer orders are entered and posted here. One side of the posting goes automatically to the Accounts Receivable account. The other side **MUST** go to one of the capital accounts (i.e., Owners Equity). You are responsible for selecting and entering this account. The account you select must be a detailed capital account (i.e., 3105-0000.) These invoices are posted to the accounting period selected during setup. There is a pick list of valid General Ledger Accounts available.

3.1.18 Enter/Post Current Vendor Invoices

As part of the installation process you need to enter each vendor invoice that you currently owe. Enter only the portion of the invoice that is unpaid. One side of the transaction is automatically posted to Accounts Payable. The other side **MUST** be posted to Owners Equity for the installation process to work. So you will need to enter an equity account for EACH entry made here. Because the Accounts Payable account is taken care of here, you should not need to make any Journal Entries for Accounts Payable later in this installation process.

3.1.19 Balance Sheet Journal Entries

To enter beginning account balances in the General Ledger you should prepare a current Trial Balance showing all your account balances as of the end of the month or year end. If you have never prepared a Trial Balance, it may be useful to print a Trial Balance Sheet and study the various accounts. The debit side of the trial balance must equal the credit side. After preparing your Trial Balance, you will enter the beginning balances of all accounts except Accounts Receivable and Accounts Payable. These account balances were posted when you selected 'Enter Prior Customer Orders' and 'Enter/Post Current Vendor Invoices'. The off setting entry in most cases is to an equity account. (3100-0000 account). The difference shown on the Journal Entry screen must be 0.0 or you have made a mistake and will not be allowed to exit. If the entry is not balanced you will be asked if you want to print an 'Edit List' to search for an error. Otherwise, you can correct the entry.

3.1.20 Print Trial Balance Sheet

When you have finished with your Journal Entries, you should print a Trial Balance Sheet and it should balance. When you have entered all your current data and the balance sheet balances, you may want to close the current month (i.e., change accounting periods). However, this is only practical if you chose the end of an accounting period to install your new system. If not, you will need to wait until the end of the current month to change the accounting period.

3.1.21 Set Fiscal Year End

Your business year can end on any month. It is usually best to select month 12 as the fiscal year end. Once you have selected a year end you should continue to use that year end.

3.1.22 Clear G/L Account Balances And Start Over

If you get lost during the installation process and need to start over, you can select this entry. The only data that is cleared is the accounting data. None of the definitions (i.e., Customers, Vendors, etc.) are affected. You will have to re-enter orders and journal entries. **WARNING!** , Do not use this function after the initial conversion phase. All accounting data **WILL BE LOST!**

Chapter 4
Basic Accounting Review

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4 Basic Accounting Review

Most people think of accounting as recording transactions (bookkeeping). Accounting is much more. Accounting is managing Sales, Products, Customer Orders, Vendor Orders, Product Receiving, Inventory, Revenue, Expenses, Assets, and Liabilities. You can manage all the areas of your business by utilizing accounting information. Management is the key to a competitive, successful business. In this accounting review we will first describe double entry bookkeeping including debits and credits. Then we will make some journal entries. Finally we will print a Balance Sheet and an Income Statement.

4.1 Double Entry Bookkeeping

There are two sides to every accounting entry: a debit and a credit. Transactions are recorded this way because equal debits and credits offer a means of proving recording accuracy (debit and credit totals must be equal). The confusing part of the double entry system is that debit does not always mean increase nor does it always mean decrease. Likewise a credit does not always mean increase nor does it always mean decrease. The following chart shows that a debit or a credit can be an increase or a decrease. The key is to understand what type of account you are working with. An increase in an asset or an expense account is referred to as a debit. A decrease in an asset or expense account is referred to as a credit. An increase in a liability, capital or revenues account is referred to as a credit. A decrease in a liabilities or revenues account is referred to as a debit.

	DEBIT	CREDIT
ASSETS	INCREASE	DECREASE
LIABILITY & EQUITY	DECREASE	INCREASE
REVENUES	DECREASE	INCREASE
EXPENSES	INCREASE	DECREASE

The following examples show the debits and credits made for common business transactions.

1. Mike started a business and invested \$500.00 into the business.

	Debit	Credit
))		
Checking Account	500.00	
Mike's Equity		500.00

2. Mike bought products for his business but he only paid for part of it.

	Debit	Credit
))		
Inventory	20.00	
Checking Account		10.00
Accounts Payable		10.00

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3. Mike paid for the rest of the product in #2.

	Debit	Credit
))		
Accounts Payable	10.00	
Checking Account		10.00

4. Mike sold products on credit.

	Debit	Credit
))		
Accounts Receivable	30.00	
Sales		30.00

5. Mike purchased advertising on radio.

	Debit	Credit
))		
Advertising Expense	100.00	
Checking Account		100.00

6. Mike sold product for cash.

	Debit	Credit
))		
Cash	100.00	
Sales		100.00

4.2 Accounting Statements

Accounting statements are reports that summarize accounting activity for an accounting period (usually one month). They are used to convey a concise picture of the profitability and financial position of your business. The two most important accounting statements are the Income Statement and the Balance Sheet. The following is an example of an income statement. Accounting level 1 is the highest level and is made of levels 5 to 2, 5 being the lowest level. There are two types of accounts general or detail. General accounts are made up of detail accounts. When you post, you post to detailed accounts. Detailed account totals are pushed up into general accounts. Accounting Statements can be printed in two formats: Structured which shows the account numbers, the five levels, and general accounts have totals for all the detail accounts under it; and Traditional shows the detail accounts and the total for each, and a total for assets, liabilities, equity, income and expenses.

4.2.1 Income Statement

The Income Statement shows whether or not your business earns a profit. The Income Statement is made up of two parts: Revenues (cash received as a result of providing goods or services to customers) and Expenses (cash spent in providing goods and services to customers).

INCOME STATEMENT
04/11/92

ACCOUNT PERIOD: APRIL 1992

ACCT #	ACCOUNT NAME	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	%	YTD
4000-0000	Revenues					9511.00	100.00	21000.00
4100-0000	Sales & Returns				9511.00		100.00	21000.00
4101-0000	Sales			9511.00			100.00	21000.00
4102-0000	Sales Returns			0.00			0.00	0.00
4103-0000	Sales Discounts			0.00			0.00	0.00
4104-0000	Finance Charges			0.00			0.00	0.00
4105-0000	Other Revenue			0.00			0.00	0.00
Total Revenues						9511.00		
5000-0000	Expenses					950.00	100.00	16000.00
5100-0000	Cost Of Merchandise				950.00		100.00	16000.00
5101-0000	Purchases			950.00			100.00	16000.00
5102-0000	Purchase Discount			0.00			0.00	0.00
5200-0000	Operating Expenses				0.00		0.00	0.00
5201-0000	Salary Expense			0.00			0.00	0.00
5202-0000	Benefits Expense			0.00			0.00	0.00
5203-0000	Rent Expense			0.00			0.00	0.00
5204-0000	Utilities Expense			0.00			0.00	0.00
5205-0000	Advertising Expense			0.00			0.00	0.00
5206-0000	Office Supplies Expense			0.00			0.00	0.00
5207-0000	Inventory Loss Expense			0.00			0.00	0.00
5208-0000	Bad Debt Expense			0.00			0.00	0.00
5209-0000	Payroll Taxes Expense			0.00			0.00	0.00
5210-0000	Insurance Expense			0.00			0.00	0.00
5211-0000	Cash Variance			0.00			0.00	0.00
5212-0000	Property Tax Expense			0.00			0.00	0.00
5213-0000	Depreciation Exp Furniture			0.00			0.00	0.00
5214-0000	Depreciation Exp Building			0.00			0.00	0.00
5215-0000	Depreciation Exp Equipment			0.00			0.00	0.00
5216-0000	Depreciation Exp Autos			0.00			0.00	0.00
5217-0000	Other Expenses			0.00			0.00	0.00
Total Expenses						950.00		
Net Income					8561.00			

4.2.2 Balance Sheet

The Balance Sheet shows the financial position of a business on a specific date. The financial position is shown by listing the assets of a company as the first part of the Balance Sheet and the Liabilities and Owner's Equity as the second part. Assets must equal Liabilities + Capital. Below is a sample balance sheet.

BALANCE SHEET								
04/11/92								
ACCOUNT PERIOD: APRIL 1992								
ACCT #	ACCOUNT NAME	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	%	YTD
1000-0000	Assets					8761.00	100.00	13000.00
1100-0000	Current Assets					8761.00	100.00	13000.00
1101-0000	Petty Cash			0.00			0.00	0.00
1102-0000	Checking Account			8761.00			100.00	13000.00
1103-0000	Accounts Receivable			0.00			0.00	0.00
1104-0000	Inventory			0.00			0.00	0.00
1105-0000	Office Supplies			0.00			0.00	0.00
1200-0000	Fixed Assets			0.00			0.00	0.00
1201-0000	Office Furniture			0.00			0.00	0.00
1202-0000	Acc Depreciation Furniture			0.00			0.00	0.00
1211-0000	Other Assets			0.00			0.00	0.00
Total Assets							8761.00	
2000-0000	Liabilities					200.00	100.00	15000.00
2100-0000	Short Term Liabilities				200.00		100.00	15000.00
2101-0000	Accounts Payable			100.00			50.00	7500.00
2102-0000	Notes Payable			100.00			50.00	7500.00
2103-0000	Salaries Payable			0.00			0.00	0.00
2104-0000	Group Insurance Payable			0.00			0.00	0.00
2105-0000	Federal Income W/H			0.00			0.00	0.00
2106-0000	State Income W/H			0.00			0.00	0.00
2107-0000	FICA W/H Employee			0.00			0.00	0.00
2108-0000	FICA W/H Employer			0.00			0.00	0.00
2200-0000	Long Term Liabilities				0.00		0.00	0.00
2201-0000	Notes Payable			0.00			0.00	0.00
2202-0000	Other Liabilities			0.00			0.00	0.00
Total Liabilities							200.00	
3000-0000	Capital					0.00	100.00	0.00
3100-0000	Equity & Earnings				0.00		0.00	0.00
3101-0000	Owners Equity				0.00		0.00	0.00
3102-0000	Owners Drawing				0.00		0.00	0.00
3103-0000	Retained Earnings				0.00		0.00	0.00
3104-0000	Income & Expense Summary				0.00		0.00	0.00
CURRENT EARNINGS							8561.00	
Total Capital							8561.00	
Total Liabilities Plus Equity							8761.00	

Chapter 5
Operating Principles of B.P.A.

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5 Operating Principles of B.P.A.

Business Plus Accounting was designed for ease of use. Each major function is clearly selectable from the main menu. Most major database files can be viewed by selecting Browse from the menu bar at the top of the screen. Once you are in browse you can look at all records in the selected data file or you can press F7 and set a filter to look only at the records you are interested in. You can use the keyboard to quickly find records in the selected data file. Each data file has a key field when you use the keyboard the software will find records based on the key field and the keys pressed. You can also change the way browse displays data by going from browse to extended browse by pressing ALT-W or ALT-B while in browse. Browse can be activated from almost anywhere in the system. This gives you the opportunity to view transaction data when you have a question. Throughout the system you deal with product numbers, vendor numbers, customer numbers, transaction numbers, etc. When you have forgotten a number simply, press F8 you will be given a Pick List of numbers to choose from. Pick Lists are available for most key entry fields. To perform a quick search while in the pick list simply press any key on the keyboard. The software will search for the key sequence you have entered. For ease in selecting, recent data entered is shown whenever you select modify or delete in areas like customer orders, vendor orders, receiving, journal entries etc. Business Plus Accounting has many useful features that will help you manage your business.

5.1 Using Special Keys / Full Screen Editing

Certain keys have special functions for BUSINESS PLUS ACCOUNTING.

Special Keys

- Tab: Tab is used to move between input fields and across the fields of the databases in Browse.
- Calendar Keys: In the calendar tab is used to move to the note field. A mouse is used to select the Arrow-M and Arrow-Y buttons for changing months or years. Page up and page down can be used to change months, and shift page up and shift page down can be used to change years.
- Shift+F10: Allows the user to define macro keys (Fast Keys). A set of keys can be defined (from the main menu for example) to move to any place in the program by pressing a single key or key combination.
- Enter: The Enter key has several functions.
1. Pressing Enter in a blank menu selection field will take you back one menu level.
 2. Pressing Enter without entering data when vendor #, customer #, employee #, transaction #, product #, invoice #, or order # is requested will exit the operation and return to the previous screen.
 3. After reading a message that is displayed press Enter to continue.
 4. Enter is pressed after entering data in a field to move to the next field.
 5. Selects highlighted line from Pick List.
- Esc: Esc is used to exit from a database browse. Also, will abort during full screen editing.
- PgUp: During full screen editing Page Up is used to move between screens.
- PgUp: Used in the Calendar to move forward one month.
- PgDn: During full screen editing Page Down is used to move between screens.
- PgDn: Used in the Calendar to move back one month.
- Tab: Used in the Calendar to move to the Note field.
- Tab: Used generally to move between input fields.
- Up Arrow: During full screen editing Up Arrow is used to move between lines.
- Dn Arrow: During full screen editing Down Arrow is used to move between lines.
- Ctrl-T: Marks a line for deletion when editing a database (Call Tracking, Telephone List, Quote Templates, Component Templates).
- Ctrl-N: Add a Line (Quote Templates, Component Templates, and Vendor Order Schedules).

Function Keys

Function Keys are displayed on the bottom of the screen, on the FUNCTION LINE. The Function Line is different on each screen. The Function Line displays the keys that are active for that screen. Even though the same function key may be active on the top and bottom of the screen or another screen, the key may not perform the same function every where. The following is a list of Function Keys, where they are active, and a brief description of the function.

- F1: Displays help message for current area if available otherwise access the on-line help system.
- F2: Display usage of keys.
- F3: Save (Signals the end of user input. Press once to save the current entry, press twice to exit.)
- F3: (Finance Calculations) Solves for the missing value of the calculation.
- F3: Select from Pick List Groups.
- F4: (Accounts Receivable) Auto Apply, payment is automatically applied to each outstanding invoice until the payment amount is used up.
- F4: (Product Receiving) Modify the product and return to the receiving screen.
- F4: (Finance Calculations) Brings up the amortization schedule.
- F4: (Customer Orders) Brings up list of invoices that have Back Ordered items on them.
- F4: (Customer Orders) Automates a Customer Order.
- F4: (Quotes) Brings up a list of Quote Templates.
- F4: (Vendor Orders) Displays Prior Costs of the line item the cursor is on.
- F4: (Product Receiving) Brings up a list of Vendor Orders that have Back Ordered items on them.
- F4: (Pick List Groups) Print a Pick List Group Report.
- F5: (Accounts Receivable) Apply any credits which the customer has to the outstanding invoices.
- F5: (Customer Orders) Used as a hot key to Call Tracking.
- F5: (Customer Orders) Brings up list of Quotes that may be converted into orders.
- F5: (Customer Orders) Used to create a new product.
- F5: (Customer Orders) Loads Value being paid against an invoice into the 'Cash, Credit, or Check' field.
- F5: (Vendor Orders) Used to create a new product.
- F5: (Product Receiving) Used to create a new product.
- F6: The Calculator (Calculated results can be pasted back to the active input field.)
- F6: (Product Receiving) Splits the ordered product which the cursor is on, giving each ordered quantity its own line for entering individual serial numbers.
- F7: Set Filter while in Browse
- F7: Insert a line in full screen editing
- F7: (Accounts Payable) Create a new vendor.
- F7: (Customer Orders) Used to create a new customer.
- F7: (Customer Payments) Used to view detailed invoice line items.
- F7: (Vendor Orders) Used to create a new vendor.
- F7: (Accounts Receivable) View Invoice.
- F7: (Main Menu) Change Companies when there are multiple companies defined.
- F8: Pop up a Pick List containing valid data for the active input field.
- F8: (Accounts Receivable) Used to Change the Discount available at the time payment is received.
- F8: (Browse) Changes the Search Key field to search on.
- F9: (Main Menu) Initialize function helps you move from your old accounting system to your new system.
- F9: Delete a line in full screen editing.
- F9: (Customer Orders) Displays the Status and notes of the customer.
- F10: Abort from full screen editing (nothing is saved).
- F11: (Main Menu/Customer Orders) Customer History, displays the products purchased by a specific customer.

Menu Bar

The following Alt Keys access pull-down menus from the Menu Bar on the top line of the screen. This Menu Bar is active throughout most of the program. The options on each pull-down menu can be selected by moving the highlight bar with the arrow keys and pressing Enter or by pressing the underlined letter on the desired button.

- Alt-S: SYSTEM TOOLS
- Alt-L: FILES
- Alt-M: MAIL MERGE
- Alt-W: BROWSE
- Alt-B: Extended BROWSE
- Alt-F: FINANCE
- Alt-N: CLIENT CONTACT
- Alt-H: HELP

Macros

The following Keys can be used when defining and activating Macros. You can use Alt keys and function keys to perform a desired series of keystrokes within Business Plus Accounting.

- Shift plus F1-F9
- Ctrl plus A-I, K-Z, F1-F10
- Alt plus A-Z, F1-F10
- Shift + Ctrl plus A-Z, F1-F10

Chapter 6

Definitions

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6 Definitions

Definitions are first entered during initialization by selecting F9 from the Main Menu. Any definitions not entered at that time should be entered by selecting DEFINITIONS from the Main Menu before you begin using the system. You should define any undefined customers, vendors, products, employees, or inventory. You define inventory, by selecting 'Inventory Management' on the main menu. When you define inventory, you must define the product, the quantity, and the cost of each item stored in each location and you must make a journal entry for the cost of the inventory entered if that journal entry has not been entered (see the 'Inventory Management' Chapter 15).

DEFINITION SELECTIONS

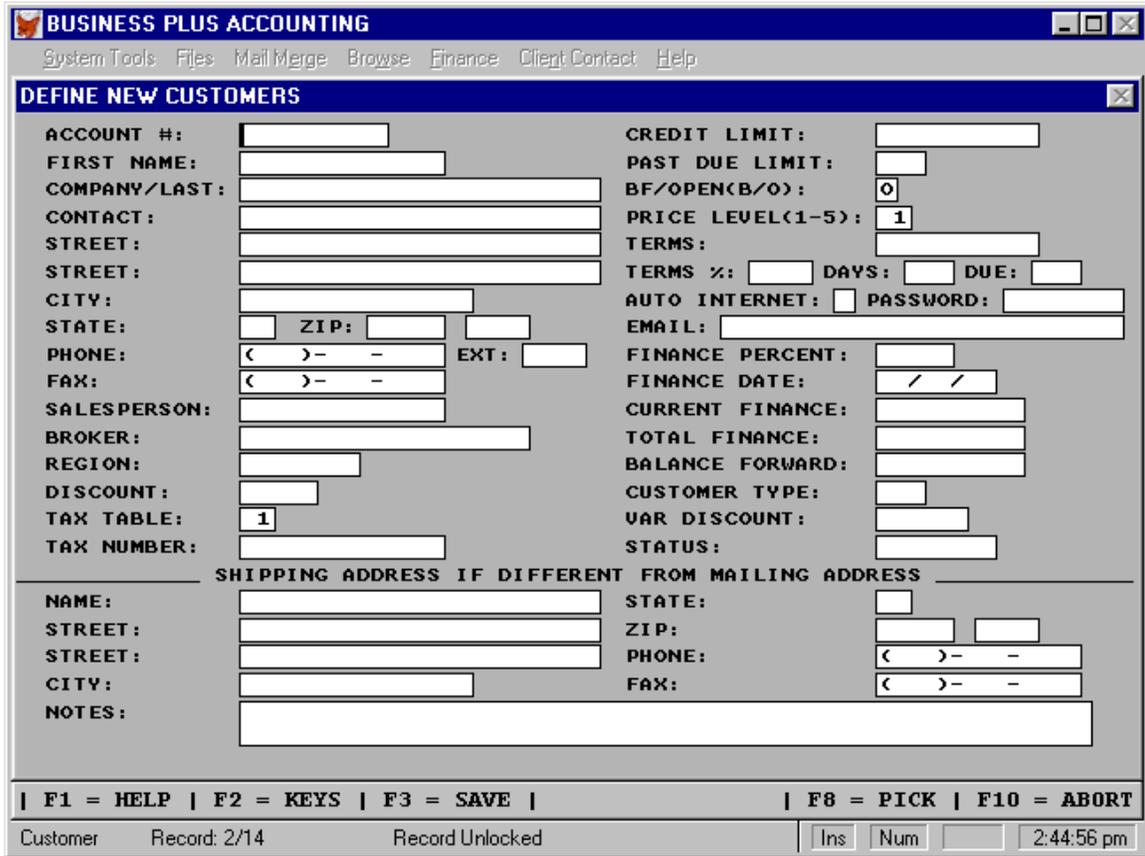
- Customers
- Vendors
- Products
- Employees
- Chart Of Accounts
- General Ledger Interface Table
- Companies
- Master Password
- Bank Processing - Optional
- Passwords For Modules
- A/R Aging Periods
- Sales Tax Table
- Inventory Cost Method
- Pre-Printed Forms
- Activate GPM For Sales
- Miscellaneous
- Colors

6.1 Customers

All customers who place orders with your company must be defined in the customer file. In order to track customer sales and print many reports your customers will need to define individually to the system. To sell product defined to the system without keeping track of any particular customer (In other words, a cash sale of a defined product), you can create a customer called "CASH SALE." Assign this customer an account number (i.e., "CASH") and use the customers' definition screen to define this account as you would define a normal customer (i.e., assign sales tax rate and fill in all other applicable fields). When you enter this account on the customer order screen it will be treated as a regular invoice and inventory will be adjusted for each item sold as it is for a normal customer but you will not need to define each customer you sell to. However, any customer that orders on credit must be defined.

DEFINE CUSTOMERS SELECTIONS

- Reassign Salesperson
- Define Customer Regions
- Define Customer Brokers
- Define Customer Types
- Define Multiple Ship To Addresses
- Change Customer Account #



- Account #: Enter the customer's identification number. The customer's identification number will be used throughout the system to identify a specific customer.
- First Name: Enter the customer's first name.
- Company/Last Name: Enter the customer's last name or the company name.
- Contact Person: Enter the name of your contact person for this customer or company.
- Street: Enter the customer's mailing address (street).
- Street: Enter the customer's second street mailing address (if applicable).
- City: Enter the customer's mailing address (city).
- State: Enter the customer's mailing address (state).
- Zip: Enter the customer's mailing address (zip).
- Phone: Enter the customer's phone #.

Fax:	Enter the customer's fax #.
Phone 2:	Enter another telephone number for this customer.
Salesperson:	If you are tracking sales by salesperson and if you have defined the salesperson on the employee's definition screen, enter that salesperson's identifier here (usually a first name of the salesperson assigned to this customer).
Broker:	If you have brokers assigned to each customer enter the broker here. Some sales reports and custom reports can be printed based on the broker.
Region:	If you have regions assigned to each customer enter the region here. Some sales reports and custom reports can be printed based on the region.
Discount:	If this customer gets a discount on all orders enter it here. This discount is in addition to the discounts that may be given for meeting terms or the discount you can enter on the customer order screen. Example: To give the customer a 10% discount enter 10 here.
Tax Table:	Enter the tax table number that holds the correct tax rate for this customer. To define the tax table select Tax Table from the Definitions menu.
Tax Number:	Enter your customers sales tax exempt number.
Credit Limit:	Enter a credit limit for this customer. We will warn you when the customer exceeds this limit. Don't leave this field blank or the system assumes the credit limit is zero.
Past Due Limit:	Enter a past due limit in days into this field. When the customer creates a new invoice if one of his prior invoices is unpaid and is past the due date by the past due limit a warning message will appear on the order screen. The order can then be aborted or continued.
BF/Open (B/O):	Customer accounts are setup as either balance forward or open item for calculating finance charges. Balance forward accounts, "B," calculate interest once a month. The interest is calculated as follows: balance at the beginning of the month minus payments made during the month, and invoices created during the month, times the monthly finance charges. Open item accounts, "O," calculate interest on each invoice based on the due date of the invoice. Interest for open item accounts can be calculated anytime but is normally done prior to sending statements. The default is "O."
Price Level 1-5:	If you are using price levels for your products enter the level assigned to this customer here. Typically level 1 is used for your base retail customers and level 5 is used for your best customers. These levels correspond to prices entered when a product is defined.
Terms:	Enter the nomenclature for the payment terms for this customer. Example: "2/10 Net 30". This means a 2% discount will be given if the customer's invoice is paid in 10 days. The total invoice is due in 30 days.
Terms Percent:	Enter the percent you are allowing for an early payment discount. From the example in "Terms": you would enter 2 here.
Terms Days:	Enter the number of days you are allowing for an early payment discount. From the example in "Terms": above you would enter 10 here.

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Terms Due:	Enter the number of days the customer has to pay the invoice. From the example in "Terms": above you would enter 30 here.
Auto Internet:	If you want a customer's Internet order to be converted immediately into an invoice mark this field with a 'Y'. Otherwise, an Internet order waits until you manually select it to be converted into an invoice.
Internet Password:	If you want a customer to be able to view statements and customer specific pricing over the Internet you must assign the customer an Internet password.
E-Mail:	Enter the customer's email address here, maximum of 60 characters.
Web Site:	Enter the customer's web site address here, maximum of 60 characters.
Allow Web On Acct:	If you are defining a customer who can order product over the web on account enter a 'Y' in this field. This customer's order will be processed and placed in accounts receivable.
Finance Percent:	Enter the monthly finance percent that you will charge for late payments. Example: To charge 1.5% per month enter 1.5 here.
Finance Date:	Enter the last date financial charges were calculated.
Current Finance:	Enter unpaid finance charges calculated on the last finance date. You enter data in this field when you define the customer for the first time if the customer owes any finance charges. Afterwards, this field will be updated by the system.
Total Finance:	Enter the total of unpaid finance charges, including those before the last finance date and those calculated on the finance date. Do not enter any finance charges since the last "Finance Date." They will be calculated by the system. You enter data into this field when you define the customer for the first time if the customer owes any finance charges.
Customer Type:	Enter any three characters here by which you may want to group your customers.
Status:	This field may be used to assign a status to a customer. The status may be 'Active', 'Inactive', or 'Hold'. If 'Hold' is entered here, when the customer account number is entered in Customer Orders then a window appears on the screen with notes pertaining to the 'Hold' status.
Notes:	Enter the notes related to the Status field. These notes appear during Customer Orders if the customer has 'Hold' in the Status field, or if F9 is selected from the account # field.

--ENTER SHIPPING ADDRESS ONLY IF DIFFERENT FROM MAILING ADDRESS--

If your customer has a shipping address which is different from the mailing address you must enter that address here. Mailing labels can be printed using this shipping address. If mailing and shipping addresses are the same do not enter the shipping address. The system will copy the mailing address to the shipping address.

6.1.1 Reassign Salesperson

This feature can be used to reassign all of one salesperson's customers to another salesperson. For example, suppose one of your salespeople quits and you want his or her replacement to keep all of the same customers. This option

provides an easy, fast way to reassign the customers without having to individually modify each customer record.

6.1.2 Define Customer Regions

Individual customers can each be assigned a region. Regions are used in customer reports and mailing labels. Before a customer can be assigned to a region, the region must be defined in the system. This is done with the 'Define Customer Region' feature. In 'Define Customer Regions' you define the regions you use by specifying a region number and a description of the region.

Region Nbr: Used as quick reference for the region. This field can include both alpha and numeric characters.

Region: Region description.

6.1.3 Define Customer Broker

Customers can each be assigned a broker. This allows you to track sales by the individual brokers. To assign a broker to a customer enter the broker's name in the appropriate field on the customer's definition screen. Before a customer can be assigned a broker, the broker must be defined in the system. This is done with the 'Define Customer Broker' feature. In 'Define Customer Broker,' enter the broker's name and a description if needed.

6.1.4 Define Customer Types

Customers can be assigned a type code. This code can be used to print reports based on customer type (i.e., sales by customer type. Mailing labels and mail merge exports, can also be based on customer type.

6.1.5 Multiple Ship To Addresses

The 'MULTIPLE SHIP TO ADDRESSES' feature is designed to accommodate customers who may have several locations to which you ship products or at which you perform services. When you define multiple ship to addresses for a customer, you are then able to specify which address you want printed on the invoice.

To define multiple ship to addresses select the 'DEFINE MULTIPLE SHIP-TO ADDRESSES' option off the customer's definitions menu. This menu is found in definitions selected from the main menu. You will be asked to specify the account number of the customers for whom you will be defining addresses. After entering the account number you will see a browse screen listing all the addresses defined for that customer. To add an address, simply arrow down past the bottom of the list where a blank record will become available. You may also modify or delete (CONTROL-T) any existing address.

In the 'CUSTOMER ORDERS' module, you can choose which address to print on the invoice by entering a 'Y' in the 'CHANGE INVOICE SHIP TO ADDRESS' field on the 'PRINT INVOICE AND INVENTORY PICK LIST' screen. After doing so your cursor is placed in the 'CURRENT SHIP TO ADDRESS' fields. Press the F8 key here to see a pick list of addresses defined for that customer.

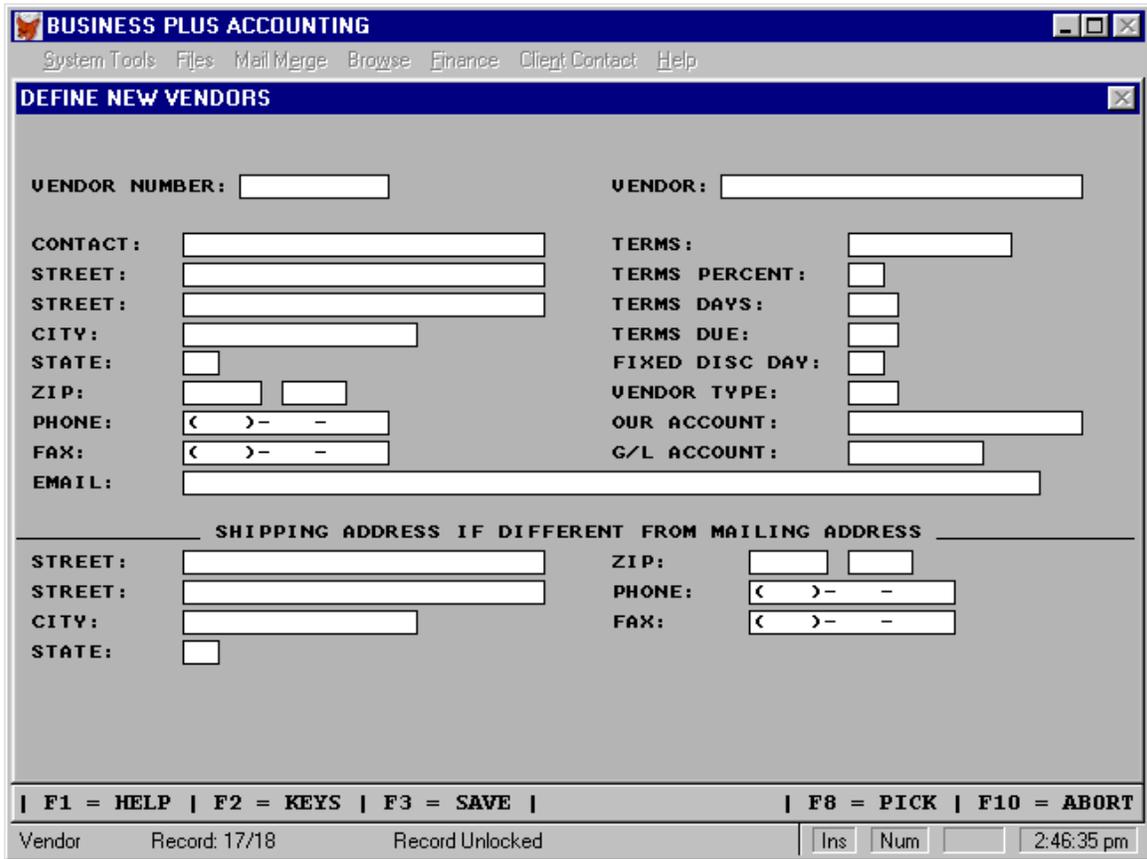
NOTE: If multiple addresses are not available the pick list will not appear.

6.1.6 Change Customer Account #

This option allows you to change a customer's account number. All other users of B.P.A. must be out of the software to change an account number.. You will be prompted to enter the 'Old Account #' and to enter the 'New Account #'. All the databases where the customer account number is stored will be open and the account numbers will be replaced. Depending on the size of your data files this could take several minutes.

6.2 Vendors

All vendors with whom you place orders and make payments must be defined in the vendor file.



BUSINESS PLUS ACCOUNTING

System Tools Files Mail Merge Browse Finance Client Contact Help

DEFINE NEW VENDORS

VENDOR NUMBER: **VENDOR:**

CONTACT: **TERMS:**

STREET: **TERMS PERCENT:**

STREET: **TERMS DAYS:**

CITY: **TERMS DUE:**

STATE: **FIXED DISC DAY:**

ZIP: **VENDOR TYPE:**

PHONE: ()- - **OUR ACCOUNT:**

FAX: ()- - **G/L ACCOUNT:**

EMAIL:

SHIPPING ADDRESS IF DIFFERENT FROM MAILING ADDRESS

STREET: **ZIP:**

STREET: **PHONE:** ()- -

CITY: **FAX:** ()- -

STATE:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Vendor Record: 17/18 Record Unlocked Ins Num 2:46:35 pm

- Vendor Number: Enter the vendor's identification number.
- Vendor Name: Enter the vendor's name.
- Contact: Enter the name of the person with whom you make contact.
- Street: Enter the vendor's mailing address (street).
- City: Enter the vendor's mailing address (city).
- State: Enter the vendor's mailing address (state).
- Zip: Enter the vendor's mailing address (zip).
- Phone: Enter the vendor's phone #.
- Fax: Enter the vendor's fax #.

Phone 2:	Enter another telephone number for this vendor.
E-Mail:	Enter an E-Mail address for this vendor.
Web Site:	Enter an Internet Web Site Address for this vendor.
Terms:	Enter the nomenclature for your payment terms with this vendor. Example: "2/10 Net 30". This means a 2% discount will be given if the vendor's total invoice is paid in 10 days. The invoice is due in 30 days.
Terms Percent:	Enter the percent discount you get for early payment. From the example in "Terms": you would enter 2 here.
Terms Days:	Enter the number of days you are allowing for an early payment discount. From the example in "Terms": you would enter 10 here.
Terms Due:	Enter the number of days before vendor payment is due. From the example in "Terms" above you would enter 30 here.
Fixed Disc Day:	If this vendor uses a fixed day of the month for calculating discounts (Instead of the normal 2/10 Net 30 format) you should enter that day here (1-31).
Vendor Type:	Enter any three characters with which you want to group your vendors.
Our Account:	This field holds the Account Number assigned to you by this Vendor.
G/L Account:	The G/L Account that Accounts Payable uses by default to post vendor invoices.

--ENTER SHIPPING ADDRESS ONLY IF DIFFERENT FROM MAILING ADDRESS--

If your vendor has a shipping address which is different from the mailing address you must enter that address here. If mailing and shipping addresses are the same do not enter the shipping address. The system will copy it for you.

6.3 Products/Services

All products that your customers order or that you order from your vendors must be defined in your products file. The description you enter for each Product/Service will appear on your customer invoices. Services are treated like products. To define an hourly service rate first assign a product number. Enter a description in the description field (i.e., Hourly Service Rate). Enter a unit of issue (i.e., hour=HR). Then enter the price (i.e., \$30.00 meaning \$30.00 per hour). If you worked for 1 and ½ hours, you would enter 1.5 for the quantity on the customer order and the system would create an invoice with \$45.00 labor. If you have different labor rates, you will need to define a Product/Service number for each rate.

All products defined during "Initialization" must be defined in the product record and moved to inventory using a move option found in the inventory management module. As you enter products you must, you must assign a cost to each product. As you create vendor orders and receive product the cost of each of those products will be saved in the inventory records. An inventory record is created each time product is received. Inventory can be costed using the FIFO or the moving average cost method. The FIFO method is based on the assumption that costs should be charged against revenue in the order in which costs were incurred. The Moving Average Inventory Cost Method is based on the assumption that costs should be charged against revenue according to the weighted average unit costs of goods sold. The same weighted average unit costs are used in determining the cost of merchandise remaining in inventory. For Moving Average, a new weighted average is calculated after each purchase for the products purchased. Once you have

selected your cost method, you can only change it at the beginning of an accounting year.

Inventory costs are used to calculate cost of goods sold. When you first start using the system, after you have finished entering the items into inventory you must do a journal entry to inventory for the total cost of all items entered into inventory. You do this only when you first switch to this accounting package. From that time on if you use the vendor order, customer order, accounts payable and product receiving modules all the inventory will be automatically handled (all posting for inventory will be done by the system).

DEFINE PRODUCTS/SERVICES SELECTIONS

- Manually Set Costs And Prices
- Adjust Prices By %
- Set Prices Based On Costs
- Set Unique Customer Pricing
- View Unique Customer Prices
- Define Department Types
- Define Product Types
- Define Pick List Groups
- Change Product Id
- Assign Product Photo
- Promotional Pricing

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

DEFINE NEW PRODUCTS

PRODUCT/SERV: NOTES:

UPC CODE:

DESCRIPTION1:

DESCRIPTION2: INFO URL:

DESCRIPTION3: PICTURE URL:

DEPARTMENT:

PRODUCT TYPE:

UNIT OF MEASURE:

UNIT WEIGHT:

ON HAND:

REORDER LEVEL:

MAXIMUM LEVEL:

REORDER VENDOR NBR 1:

REORDER VENDOR NBR 2:

REORDER VENDOR NBR 3:

TAXABLE (Y/N):

PRODUCT/SERVICE (P/S):

LEAD TIME IN DAYS:

ENABLE BAR CODE PRT:

PICK LIST GROUP 1:

PICK LIST GROUP 2:

PICK LIST GROUP 3:

COMMISSION % OF GPM:

CONVERSION UM:

CONVERSION NBR:

CONVERSION ID:

SHELF LIFE:

DEFAULT STORAGE LOC:

G/L SALES ACCOUNT:

G/L COG ACCOUNT:

COST:

PRICE(1-5):

VOL QYT1: PRICE:

VOL QYT2: PRICE:

VOL QYT3: PRICE:

VOL QYT4: PRICE:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Product Record: 1/19 Record Unlocked | Ins Num 2:48:50 pm

Product Code(SKU):	Enter The Product/Service Identification Number. The Identification Number Will Be Used Throughout The System To Identify A Specific Product/Service.
Description:	Enter Product/Service description. All three description lines print on the invoice, only the first line is displayed on the screen during customer order entry.
Notes:	Enter product notes in this field. You can enter as many lines of notes as you need. These notes can be configured to appear on your web pages with your products.
Info URL:	Enter the web address for product data for this product. This is typically an address to your vendor's web site. However, it can be any valid web address. This data can be configured to appear on your web site with this product.
Picture URL:	Enter the web address for a picture for this product. This is typically an address to your vendor's web site. However, it can be any valid web address. This picture can be configured to appear on your web site with this product.
Web Enable:	To allow a product to appear on your web site automatically enter a 'Y' into this field.
Department:	Products are classified according to department and product type. You are allowed 3 characters for departments, i.e., 1-999 or a character string, i.e., SPT=Sports, COS=Cosmetics, etc.. You can print a variety of reports by department and select product types for those reports.
Product Type:	Products should be classified according to type. For example: You may want to assign a product type to all bathroom products. This number could be used to print product information on this product type. You would probably also assign a general ledger account number to the same group of products. This account number would be used to enter the cost of products purchased when entering the vendor's invoice.
Unit Of Measure:	Enter the smallest unit that you will sell (usually each). Use this unit of measure to sell and to receive product. You may choose your own units. Example: You may want EA=Each, CS=Case, LB=Pound, HR=Hour etc. Remember, if you choose CS for case you must sell and receive by case.
Unit Weight:	If you want weight printed on your invoices, purchase orders, and quotes, enter the weight of the product here. This weight must be for one unit of measure. The weight will also appear on the screen where you enter freight charges.
On Hand:	Enter the number of units of this product you have on hand. Example: If you selected case as the unit of measure and you have 5 cases, enter 5.
Reorder Level:	Enter the minimum number of units of this product you want to have available. Anything at or below this number will put this product on the reorder report.
Maximum Level:	Enter the maximum number of units of this product you want to have available. If the number of units available is at or below the reorder level the auto reorder function will order enough products to bring the available level up to the maximum level.

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Reorder Vendor #1:	Enter the vendor number for the vendor from whom you will purchase this product during an auto reorder. When you select auto reorder from the vendor order option menu, each product that has fallen below its reorder level will be ordered from the vendor entered here.
Reorder Ven 2&3:	Enter the vendor number of your 2nd and 3rd choice for vendor for this product. Use this data for price comparisons at order time.
Taxable (Y/N):	If this product is always non-taxable (Sales Tax) enter 'N'. Otherwise, enter 'Y'.
Product/Service:	Enter 'P' if the record created here is for a product. Enter 'S' if the record created here is for a service.
Lead Time In Days:	Enter the lead time for ordering this product. This lead time is helpful in manufacturing lead time analysis.
Enable Bar code Prt:	Bar codes can be printed for product a receiving time. If you tell the system to print bar codes at receiving time a bar code will be printed for each product that is enabled for bar code printing. To enable a product for bar code printing enter a 'Y' into this field.
Web Shipping per Unit:	Enter the amount you want charged for each unit purchased over the web. If you need other web shipping methods you can configure the Web Server shipping function in a variety of ways.
Pick List Group 1-3:	Products can be assigned to 3 different pick list groups. These groups allow you to pick from a group of products when creating customer orders. Enter the groups you want this product to appear in here.
Comm % Of GPM:	If you pay sales commissions by GPM you can enter a specific GPM here in the product record. When this product is sold, the sales commission will be calculated using the GPM entered here. If nothing is entered here, the commission will be calculated using the default commission in the Employee record of the sale person.
Conversion UM:	If this product can only be ordered from your vendor in a unit that you do not sell by entering the vendor order unit here. It is much easier for you as an end user if you do not use a conversion unit of measure or a conversion number. If you do use these conversions, the conversion takes place when you receive the product in product receiving. As a result you will see different line item numbers (quantity ordered, cost, price, UM) on your purchase order verses your product receiving report.
Conversion #:	To convert from the vendor order unit to the unit you sell by entering the conversion number here. (I.e., If you sell in each but you must order in case and a case contains 12 then enter 12 here.)
Conversion Id:	If the vendor requires a different product ID on his orders enter the vendors product ID here. The system will print this product ID on the vendor order.
Shelf Life:	Enter the number of days you allow this product to sit on the shelf. The product and product location will appear on the shelf life report if shelf time exceeds this number of days.
Default Storage:	Enter the location where you normally store this product. This storage location will appear

on the product receiving screen. This will save you the trouble of entering the location. You can change the location in the receiving screen if you store the product in a different location. If you are not tracking storage locations, you can leave this field blank.

Sales G/L Accounts: If you track product sales based on departments or product types. These products may be assigned separate General Ledger Accounts for Sales (ie. 4101-0000). When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account must be defined in the 'Definitions' section of the software prior to any orders being created.

COG G/L Acct: If you track product cost of goods based on departments or product types. These products may be assigned separate General Ledger Accounts for Cost Of Goods (ie 5101-0000). When a product, which is assigned an account number is sold the system will automatically post to that G/L Account. This account must be defined in the 'Definitions' section of the software prior to any orders being created.

Cost: Enter the unit cost for this product. Example: If the unit of measure of this product is "Each" and the cost to you is \$1.00 each, enter 1.000.

Price (1-5): We support five pricing levels for each product. These pricing levels may be based on distributor, wholesale, retail, etc. or by volume. Enter the unit price for this product in each of the fields. If you use only one price level, enter the price into field one. Level one is the base price. If you give your customer a discount, the discount is off the base price.

Vol Qty 1-4: We support four volume pricing levels for each product. Enter the quantity in the quantity field and the price that corresponds to the quantity in the price field. When an order line item quantity goes beyond one the volume quantities a message will appear on the screen. The message will tell you that this line item qualifies for volume pricing and will ask you if you want to give volume pricing.

Vol Price 1-4: Enter the prices that correspond to the volume quantities above.

6.3.1 Manually Set Costs And Prices

This option gives you a fast method of modifying the cost and prices of your products. You are given access to the cost and prices fields of your entire set of defined products. The Product ID field is also shown but modification is allowed only to the cost and price fields.

Cost: Enter the unit cost for this product. Example: If the unit of measure of this product is "Each" and the cost to you is \$1.00 each, enter 1.00.

Price(1-5): Enter the unit price to your customer for this product. Example: If the unit of measure of this product is "Each" and the price to your customer is \$1.50 each, enter 1.50. If you give your customer a discount, this is the price before the discount. In addition, each product can have 5 different prices assigned to it. You can assign each customer a Level 1-5. If the customer is assigned Level 1 he will get price 1, Level 2 price 2 etc. If price levels do not fit your needs' try giving your customers a discount.

6.3.2 Adjust Prices By %

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This option allows you to quickly adjust all or a portion of your product prices by a given percentage. You may select the products to be adjusted by department or product type. To include all departments, you may enter 999 in the department field. You may also enter 999 in the product type field to include all product types. Pick lists are available for selecting specific departments or product types.

Enter the percentage by which you want to adjust the product prices in the 'Percent To Adjust Prices By' field. All five price fields will be adjusted. Be sure not to enter a dollar amount as it would be treated as a percentage which would result in incorrect adjustments to your data.

6.3.3 Set Prices Based On Costs

If you use the GPM method of computing prices for any of your products, you may find the 'SET PRICES BASED ON COSTS' feature very useful. This feature allows you to enter a separate GPM Percentage for each Price level and specify which products prices you wish to be set by these GPM Percentages. This feature is very useful for those products whose costs change frequently. You will be prompted to enter a department and/or product type. Enter '999' to specify all departments or types. Prices will be changed for only those products which fall into these department and/or product type categories. You can then enter GPM percentages for any or all of five price levels. Leaving a percentage at zero will result in no change to prices in that level.

6.3.4 Set Unique Customer Pricing

Occasionally it is necessary to set a unique product price for a specific customer. First, enter the customers account number (Pick lists are available). The customer name will appear automatically. Next, enter the product ID number. Now the standard price will be displayed and you will be prompted for a customer specific price. The customer specific price will be the active price for that customer/product combination until it is changed to zero using the process described above.

6.3.5 View Unique Customer Prices

You may view a list of unique customer prices. The account number, product id number, customer unique price and customer are shown. Any modification from this view is restricted.

6.3.6 Define Department Types

Products can be classified according to a department. Department types are used to group products for product reports. Before a product can be assigned a department type, the type must be defined in the system. This is done with this feature. You define the department types used by specifying a type code and description.

Type Code: Used as quick reference for the department type. This is the code you will enter when defining your products. You can include both alpha and numeric characters. You are allowed 3 characters for departments, i.e., 1-999 or a character string, i.e., SPT=sports, COS=cosmetics, etc.

Type: Type description.

6.3.7 Define Product Types

Individual products can each be assigned a product type. Product types are used to group products for product reports. Before a product can be assigned a type, the type must be defined in the system. This is done with the 'Define Product Types' feature. You define the product types used by specifying a type code and description.

Type Code: Used as quick reference for the product type. This is the code you will enter when defining your products. You can include both alpha and numeric characters.

Type: Type description.

6.3.8 Define Pick List Groups

By default, product pick lists display the complete list of defined products. Finding a single product in a large product list can be very cumbersome. This is where the pick list groups can be helpful. Pick list groups are categories into which you can place your products. (I.e., automotive, household, clothing) When your products are categorized you are able to view pick lists which display only the products in a selected category. Before you can categorize your products, you must define your pick list groups. You will see a browse screen displaying any previously defined pick list groups. To add a group, hit CONTROL-N and supply a group ID and a description of the group. To remove a group, select the group and hit CONTROL-T. Pick list groups become active in the Customer Order, Customer Quotes, and the Vendor Order modules when you have defined pick list groups. When you press the F8 key to see a product

pick list, you will be given a menu of all your defined pick list groups. Upon selecting a group, a pick list appears showing only the products in that group. Use the product definitions' module to categorize your products. You can place any product into as many as three groups. The software automatically creates an 'ALL' pick list group and place all your products in it.

6.3.9 Change Product Id

To change a product Id make this selection. You will be asked to enter the old product code and then the new product code. The system will change this product in all the data files that it appears in. If you have large files this will take a few minutes.

6.3.10 Assign Product Photo

By selecting this option you take a picture of a product. That picture is assigned to the product and can be configured to appear on you web pages along with the product information. To take a picture you need a camera and card (sold separately). Please contact Business Software Solutions for more information.

6.3.11 Promotional Pricing

This function allows you to set promotional pricing for products you sell. These prices can be set on one product, for products in a department and or type, all products supplied to you by the same vendor, or you can set a custom filter to separate the products you wish to set promotional pricing for. The promotional pricing can be set by either a percent discount or a specific sale price. Before the sale begins you can have all the promotional pricing defined and then when the start date come the system automatically will charge the pre-defined promotional pricing. The system will automatically return to the products regular pricing on the end date you have specified. (Dates are taken from the computer clock.)

PROMOTIONAL PRICING SELECTIONS

- Promotions For Single Product
- Promotions By Department and Type
- Promotions By Vendor
- Promotions By Custom Filter
- General Promotion Definitions
- Backup Current Promotions
- Restore Backed Up Promotions
- Clear All Promotions
- Print Promotions

Promotions For Single Product

- | | |
|-------------------|--|
| Product Id: | Enter product id for the product you are putting on promotional pricing. |
| Standard Pricing: | The system will display the standard price for this product. |
| Percent Disc: | Enter the per cent of discount for this promotion. |
| Sale Price: | The system will calculate the sale price for this product based on the standard price and the discount. |
| Start Date: | Enter the start date for this promotion. The system will automatically use the promotional price beginning on this date. |
| End Date: | Enter the end date for this promotion. The system will automatically end the promotional |

pricing on this date + 1 day.

Promotions By Department and Type

Department (999=All): Enter the department code for a specific department or enter "999" for all departments.

Type (999=All): Enter the product type code for a specific product type within a department or enter "999" for all product types within a department.

Percent Disc: Enter the per cent of discount off standard pricing for this promotion.

Start Date: Enter the start date for this promotion. The system will automatically use the promotional price beginning on this date.

End Date: Enter the end date for this promotion. The system will automatically end the promotional pricing on this date + 1 day.

Promotions By Vendor

Vendor Id: Enter the vendor whose product will be on promotional pricing.

Percent Disc: Enter the per cent of discount off standard pricing for this promotion.

Start Date: Enter the start date for this promotion. The system will automatically use the promotional price beginning on this date.

End Date: Enter the end date for this promotion. The system will automatically end the promotional pricing on this date + 1 day.

Promotions By Custom Filter

Percent Disc: Enter the per cent of discount off standard pricing for this promotion.

Start Date: Enter the start date for this promotion. The system will automatically use the promotional price beginning on this date.

End Date: Enter the end date for this promotion. The system will automatically end the promotional pricing on this date + 1 day.

General Promotion Definitions

The general promotions definition screen is a product browse screen that shows you all products and allows you to enter a start date, end date, and price for any product. The promotion and price will be active for that date range.

Backup Current Promotions

This function will backup current promotions. New promotions can then be created. When the new promotions have expired you can restore the backed up promotions. This function requires the Master Password.

Restore Backed Up Promotions

This function will restore backed up promotions. This allows you to restore pricing at the end of a promotion. This function requires the Master Password.

Clear All Promotions

This function allows you to clear your promotions and gives you three options. The first option allows you to ‘Clear All Promotions or Only Out of Date Promotions.’ The second option allows you to ‘Select ‘Y’ to Clear All Promotional Prices From the System.’ The third option allows you to ‘Select ‘N’ to Clear Only Out-Dated Promotional Prices.’.

Print Promotions

This function allows you to print promotional product ids, pricing and dates for promotions. You can “Print All Promotions”, “Print Promotions Not Expired” or print “Promotions For Specific Dates”.

6.4 Employees

The employees’ definition screen holds informational data for employees and sales people who are not your employees. Vacation hours, sick hours, other absences, date of hire, date of termination, tax status, salary, wage, and year-to-date tax totals are all entered here. Sales totals for sales people are automatically posted here by the system. The sales commission percentage is also entered here. You should create a password for this module to prevent private information from being made public. When sales commissions are calculated, the totals are posted here. This data supports a variety of employee and salesperson reports.

The screenshot shows the 'DEFINE NEW EMPLOYEES' window in the Business Plus Accounting software. The window title is 'BUSINESS PLUS ACCOUNTING' and the menu bar includes 'System Tools', 'Files', 'Mail Merge', 'Browse', 'Finance', 'Client Contact', and 'Help'. The main area is titled 'DEFINE NEW EMPLOYEES' and contains the following fields:

EMPLOYEE NBR:	[]	DATE OF HIRE:	[/ /]
FIRST NAME:	[]	TERMINATION DATE:	[/ /]
LAST NAME:	[]	REHIRE ELIGIBLE(Y/N):	[]
SALESPERSON ID:	[]	TAX STATUS (M/S/X):	[]
POSITION:	[]	# EXEMPTIONS (0-10):	[0]
SOC SEC #:	[- -]	HOURLY RATE:	[]
STREET:	[]	SALARY:	[]
CITY:	[]	YTD GROSS:	[]
STATE:	[]	YTD SOC SEC:	[]
ZIP:	[] []	YTD MEDICARE:	[]
PHONE:	[<] - [] - []	YTD FED WITH:	[]
FAX:	[<] - [] - []	YTD STATE WITH:	[]
EARNED VACATION HRS:	[0.0]	COMMISSION % ON SALE:	[]
VACATION HRS USED:	[0.0]	COMMISSION % ON GPM:	[]
SICK HOURS USED:	[0.0]	ST TAX % OF FEDERAL:	[]
OTHER ABSENT HOURS:	[0.0]	ST TAX % OF GROSS:	[]
FULL/PART TIME (F/P):	[]		

At the bottom of the window, there is a status bar with the following text: '| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT'. Below this, it says 'Employee Record: 1/6' and 'Record Unlocked'. On the right side of the status bar, there are buttons for 'Ins', 'Num', and a clock showing '2:50:19 pm'.

Employee #: Enter the employee's identification number. The employees’ identification number will be used throughout the system to identify a specific employee.

First Name:	Enter the employee's first name.
Last Name:	Enter the employee's last name.
Salesperson ID:	Enter a name or number to identify this employee as a salesperson, if applicable.
Position:	Enter the employee's position in the company.
Soc Sec #:	Enter the employee's social security number.
Street:	Enter the employee's mailing address (street).
City:	Enter the employee's mailing address (city).
State:	Enter the employee's mailing address (state).
Zip:	Enter the employee's mailing address (zip).
Phone:	Enter the employee's phone #.
Fax:	Enter the employee's fax #.
Phone 2:	Enter another telephone number for this employee.
Earned Vac Hrs:	Enter the number of vacation hours earned by the employee.
Vac Hrs Used:	Enter the number of vacation hours used by the employee.
Sick Hours Used:	Enter the number of sick hours used by the employee.
Other Absent Hrs:	Enter the number of hours the employee has been absent for reasons other than illness or vacation.
Web Site:	Enter the address of the employee web site.
Date Of Hire:	Enter the date the employee was hired.
Termination Date:	Enter the date the employee was terminated, if applicable.
Rehire Eligible:	Enter 'Y' or 'N' to indicate whether or not the employee is eligible for rehire in the future.
Tax Status:	Enter the employee's tax status. M= Married, S=Single, X=Exempt Student.
# Of Exemptions:	Enter the number of tax exemptions claimed by the employee (0-10).
Hourly Rate:	Enter the employee's hourly rate, if applicable.
Salary:	Enter the employee's salary based on the pay period; weekly, biweekly, semimonthly, monthly, if applicable.

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YTD Gross:	Enter the employee's year-to-date gross earnings. If you are using B.P.A.'s Payroll module this and the next four fields are automatically updated when a payroll is posted. If you are using a manual system, these fields will need to be manually updated.
YTD Soc Sec:	Enter the employee's year-to-date social security withholdings.
YTD Medicare:	Enter the employee's year-to-date Medicare withholdings.
YTD Fed With:	Enter the employee's year-to-date federal tax withholdings.
YTD State With:	Enter the employee's year-to-date state tax withholdings.
Commission % Sales:	If this employee has been defined as a salesperson, enter the percentage you wish to be used in calculating sales commissions. The commission is a percentage of net sales.
Commission % GPM:	If this employee has been defined as a salesperson, enter the percentage you wish to use in calculating sales commissions. The commission is a percentage of Gross Profit Margin.
State Tax % Of Fed:	The State Withholding Tax tables for the State of Utah are hard coded in the software. For states other than Utah the payroll deduction for State Withholding Tax can be made as a percentage of the Federal Withholding Tax. The individual State Tax Commissions will know what the percentage is for the state in which you live.
State Tax % Of Gross:	If the State Withholding Tax for your state is a percent of gross wages, enter the % into this field.
Reasons For Term:	Enter the reasons why the employee was terminated (if applicable).
Full/Part Time:	Enter 'F' for full-time, 'P' for part-time status.
Notes:	Enter other information concerning the employee, i.e. date of last pay raise, problems, or performance issues.

6.5 Chart Of Accounts

It is recommended that you use one of the charts of accounts provided. The default Chart of Accounts is Chart #1. However, you may change the one you select if necessary. If you change any of the accounts that are also found in the General Ledger Interface Table you must correct the General Ledger Interface Table. A "General" account has sub accounts but it holds the combine total of the "Detail" accounts below it. A detailed account has no sub accounts (print a chart of accounts to see the relationship of general accounts and detailed accounts). Each Detail account holds its own total. For example: "CHECKING ACCOUNT" and "SAVINGS ACCOUNT" are detail accounts and are sub accounts of "CASH IN BANKS." You can only post to "Detail" accounts.

If you delete an account from the chart of accounts, the account you delete must have a zero balance for all months of the current year. All accounts with a balance are needed for printing historical financial reports and cannot be deleted. The General Ledger Interface Table contains the G/L account numbers that the system automatically debits or credits as transactions are taking place (i.e. Accounts Receivable, Accounts Payable, etc.) If you delete one of these accounts from the chart of accounts without reassigning it, the system will not be able to post correctly. You must keep all the accounts defined in the G/L Interface Table even if they are not used in your business. (See G/L Interface Table this Chapter) You may add accounts to the Chart of Accounts or change the account descriptions to something more applicable to your business. See Chapter 2 for the four sample Chart of Accounts.

There are only two fields which you need to address while defining a new account. They are "Credit or Debit" and "General/Detail". The other fields on the screen are kept automatically by the system. General accounts must be defined before Detail accounts can be defined.

CHART OF ACCOUNT SELECTIONS
 Add, Modify, Delete
 Define G/L Departments

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

DEFINE NEW GENERAL LEDGER ACCOUNTS

ACCOUNT NUMBER: 0000-0000
 ACCOUNT DESCRIPTION: [Empty Field]

TOTAL THIS MONTH:	0.00	APRIL:	0.00
TOTAL THIS YEAR:	0.00	MAY:	0.00
TOTAL LAST YEAR:	0.00	JUNE:	0.00
BALANCE FORWARD:	0.00	JULY:	0.00
CREDIT OR DEBIT (C/D):	<input type="checkbox"/>	AUGUST:	0.00
GENERAL/DETAIL (G/D):	<input type="checkbox"/>	SEPTEMBER:	0.00
JANUARY:	0.00	OCTOBER:	0.00
FEBRUARY:	0.00	NOVEMBER:	0.00
MARCH:	0.00	DECEMBER:	0.00

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Glaccts Record: 1/87 Record Unlocked | Ins Num | 2:52:27 pm

Account Number: Enter The General Ledger Account Number. Accounts beginning with 1 are Asset Accounts. Example: 11010000 is Petty Cash. Accounts beginning with 2 are Liability Accounts. Example: 21010000 is Accounts Payable. Accounts beginning with 3 are Capital-Equity Accounts. Example: 31010000 is Owner's Equity. Accounts beginning with 4 are Revenue Accounts. Example: 41010000 is Sales. Accounts beginning with 5 are Expense Accounts. Example: 51000000 is Cost Of Merchandise. See Chapter 2 for the format that may be used to set up accounts.

Note: Before assigning new accounts you should go to the General Ledger menu and print a copy of the chart of accounts. Study the chart until you understand where you should add your new account and what account number you can use.

Account Description: Enter The Account Description.

Credit Or Credit: Enter a 'D' If This Account Holds a Debit Balance. Enter a 'C' If This Account Holds a Credit Balance. Example: Assets And Expenses Hold Debit Balances. Liabilities, Owner Equity, And Revenues Hold Credit Balances.

General/Detail: Enter a 'G' If This Account Is a General Account. Enter a 'D' If This Account Is a Detailed Account. A General Account Has Other Sub Accounts Beneath It. A Detailed Account Has No Other Accounts Beneath It. Example: 11000000 Is a General Account Because Its Account Total Is The Sum Of Accounts 11010000 To 11070000. Accounts 11010000 To 11070000 Are Detailed Accounts Because They Have No Sub Accounts.

6.5.1 G/L Departments

General ledger departments can be defined by selecting “DEFINE G/L DEPARTMENTS” on the chart of accounts menu in the definitions module. Once you have defined a G/L department you can assign G/L accounts to that department in the add or modify function found on the chart of accounts menu. You can then print a profit and loss report by department by going to the general ledger menu and selecting “PROFIT AND LOSS BY DEPARTMENT”. This report will help you track your profit and loss by specific accounts assigned to specific departments.

6.6 G/L Interface Table

The General Ledger Interface Table contains account numbers needed by the system to perform automatic debits and credits. In order to interface the general ledger with other portions of your system the general ledger interface table must have the correct account numbers in it. All accounts used in the G/L Interface Table **must** be detailed accounts. A detailed account is an account that has no sub accounts. A general account is an account that has sub accounts. For example: "CHECKING ACCOUNT" and "SAVINGS ACCOUNT" are detail accounts and are sub accounts of "CASH IN BANKS". "CASH IN BANKS" is a general account and can not be used in the G/L Interface Table.

If you change the chart of accounts you may need to change the general ledger interface table. You will be prompted to enter the General Ledger Chart of Account number assigned to the account listed in the Interface Table. You don't need to enter the hyphen, but you do need to enter all eight digits of the number. When you select one of the four sample Charts of Accounts provided, (See Chapter 2) the appropriate "Default Interface Numbers For Chart Of Accounts" you have selected will be loaded for you. The defaults for each chart are listed on the following pages. Since the default Chart of Accounts is Chart #1 the default Interface Table is also for Chart #1.

The use of multiple Bank Accounts, Sales Accounts, and Costs Of Goods Accounts is allowed in B.P.A. However, when the system automatically posts to any of these accounts the default will always be the account number entered in the interface table. (See Define Products this Chapter for exceptions).

Enter the Asset account number the Accounts Receivable module will debit when recording sales.

Enter the Liability account number the Accounts Payable module will credit when recording purchases.

Enter the Asset account number of the Checking Account used for manual and computer generated checks.

Enter the Expense account number used by the system to account for Cost of Goods Sold.

Enter the Revenue account number for accruing finance charges from overdue customer payments.

Enter the Asset account number used to account for Inventory.

Enter the Expense account the Accounts Payable module should credit for early vendor payments.

Enter the Revenue account number used by the Accounts Receivable Module for recording Daily Sales.

Enter the Revenue account number for Sales Returns.

Enter the Liability account used to record Sales Tax Payable as a result of sales.

Enter the Revenue Account used to record Sales Discounts that customers take when making early payments.

Enter the Capital account used to hold Current Earnings at the end of an accounting period.

Enter the Current Liability account used to show the liability for pre-paid Customer Orders.

Enter the General Cost of Goods Account used to show all cost of merchandise on the Income Statement.

Default Interface Numbers For Chart Of Accounts #1

The Asset account number the Accounts Receivable module will debit when recording sales: 1115-0000

The Liability account number the Accounts Payable module will credit when recording purchases: 2103-0000

The Asset account number of the Checking Account for manual and computer generated checks: 1110-0000

The Expense account number used by the system to account for Cost of Goods Sold: 5105-0000

The Revenue account number for accruing finance charges from overdue customer payments: 4120-0000

The Asset account number used to account for Inventory: 1120-0000

The Purchase Discounts account number used for early payments: 5110-0000

The Revenue account number used by the Accounts Receivable Module for recording Daily Sales: 4105-0000

The Revenue account number used for Sales Returns: 4110-0000

The Liability account number used to record Sales Tax Payable as a result of sales: 2133-0000

The Revenue account used to record Sales Discounts customers take when making early payments: 4115-0000

The Capital account used to hold Current Earning totals at the end of an accounting period: 3120-0000

The Current Liability account used to show the liability for pre-paid Customer Orders: 2169-0000

The General Cost of Goods account used to show all costs of Merchandise on the Income Statement: 5100-0000

Default Interface Numbers For Chart Of Accounts #2

The Asset account number the Accounts Receivable module will debit when recording sales: 1103-0000

The Liability account number the Accounts Payable module will credit when recording purchases: 2101-0000

The Asset account number of the Checking Account for manual and computer generated checks: 1102-0000

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The Expense account number used by the system to account for Cost of Goods Sold: 5101-0000

The Revenue account number for accruing finance charges from overdue customer payments: 4104-0000

The Asset account number used to account for Inventory: 1104-0000

The Purchase Discounts account number used for early payments: 5102-0000

The Revenue account number used by the Accounts Receivable Module for recording Daily Sales: 4101-0000

The Revenue account number used for Sales Returns: 4102-0000

The Liability account used to record Sales Tax Payable as a result of sales: 2111-0000

The Revenue Account used to record Sales Discounts customers take when making early payments: 4103-0000

The Capital account used to Current Earnings totals at the end of an accounting period: 3104-0000

The Current Liability account used to show the liability for pre-paid Customer Orders: 2169-0000

The General Cost of Goods account used to show all costs of Merchandise on the Income Statement: 5100-0000

Default Interface Numbers For Chart Of Accounts #3

The Asset account number the Accounts Receivable module will debit when recording sales: 1103-0000

The Liability account number the Accounts Payable module will credit when recording purchases: 2101-0000

The Asset account number of the Checking Account for manual and computer generated checks: 1102-0000

The Expense account number used by the system to account for Cost of Goods Sold: 5101-0000

The Revenue account number for accruing finance charges from overdue customer payments: 4104-0000

The Asset account number used to account for Inventory: 1104-0000

The Purchase Discounts account number used for early payments: 5102-0000

The Revenue account number used by the Accounts Receivable Module for recording Daily Sales: 4101-0000

The Revenue account number used for Sales Returns: 4102-0000

The Liability account used to record Sales Tax Payable as a result of sales: 2111-0000

The Revenue account used to record Sales Discounts customers take when making early payments: 4103-0000

The Capital account used to hold Current Earnings totals at the end of an accounting period: 3104-0000

The Current Liability account used to show the liability for pre-paid Customer Orders: 2169-0000

The General Cost of Goods account used to show all costs of Merchandise on the Income Statement: 5100-0000

Default Interface Numbers For Chart Of Accounts #4

The Asset account number the Accounts Receivable module will debit when recording sales: 1104-0100

The Liability account number the Accounts Payable module will credit when recording purchases: 2101-0000

The Asset account number of the Checking Account for manual and computer generated checks: 1103-0100

The Expense account number used by the system to account for Cost of Goods Sold: 5101-0000

The Revenue account number for accruing finance charges from overdue customer payments: 4402-0000

The Asset account number used to account for Inventory: 1105-0000

The Purchase Discounts account number used for early payments: 4404-0000

The Revenue account number used by the Accounts Receivable Module for recording Daily Sales: 4101-0000

The Revenue account number used for Sales Returns: 4102-0000

The Liability account used to record Sales Tax Payable as a result of sales: 2111-0000

The Expense account used to record Sales Discounts customers take when making early payments: 5304-0000

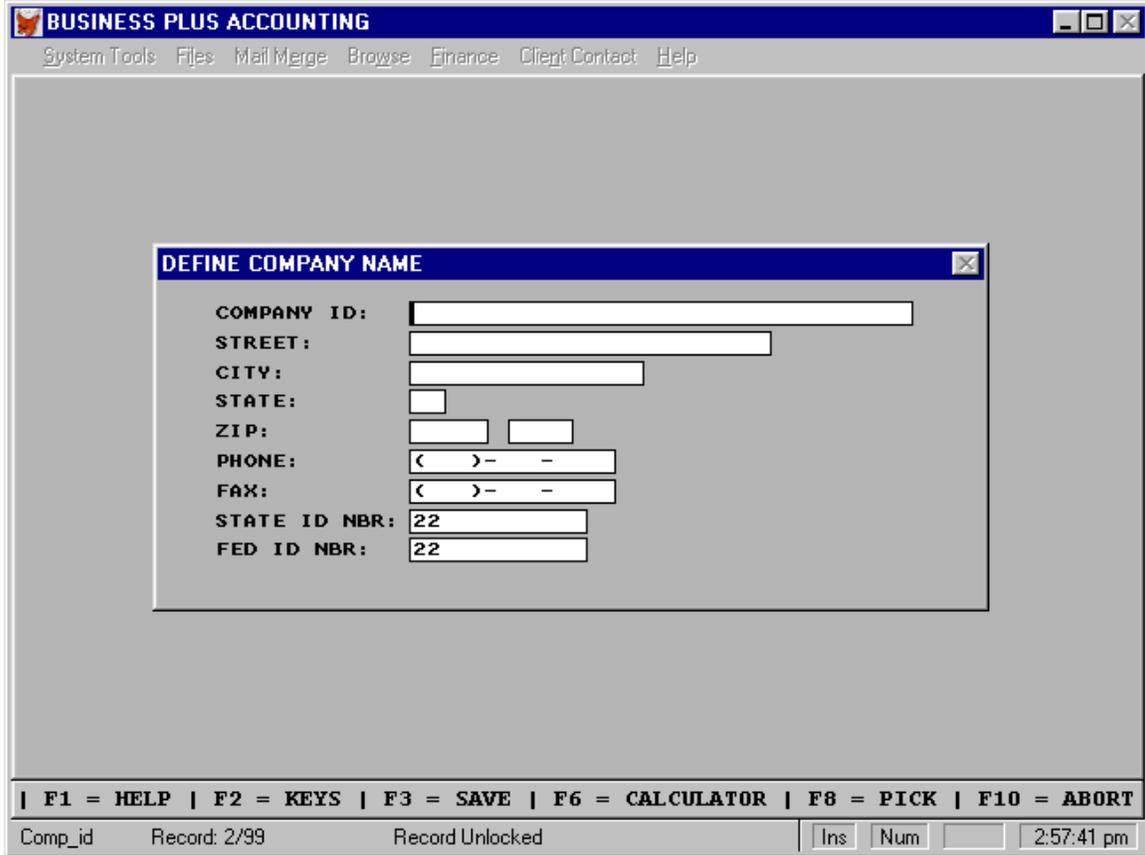
The Capital account used to hold Current Earnings totals at the end of an accounting period: 3300-0000

The Current Liability account used to show the liability for pre-paid Customer Orders: 2169-0000

The General Cost of Goods account used to show all costs of Merchandise on the Income Statement: 5100-0000

6.7 Companies

Your Company Id will be used on invoices, orders and most of the system reports. You can add additional companies, modify the information for each company, delete a company, and view all companies. If you delete a company all the data for that company will disappear. For more information see Multiple Companies.



- Company Name: Enter your company name. This name will appear on reports, invoices, etc.
- Street: Enter your company mailing address (street).
- City: Enter your company mailing address (city).
- State: Enter your company mailing address (state).
- Zip: Enter your company mailing address (zip).
- Phone: Enter your company phone #.
- Fax: Enter your company fax #.
- State Id Nbr: Enter your company State Withholding Tax ID number.

Fed Id Nbr: Enter your company Federal Withholding Tax ID number.

Multiple Companies

The accounting records for ninety nine individual companies can be maintained on the current release of B.P.A. The default company is maintained in a subdirectory called BPA. To create a new company simply select "DEFINE COMPANY" from the definitions screen and add a new company. If the company is the second company defined it will be created in a sub directory call "CLIENT02". If it is the third company, the sub directory will be "CLIENT03" etc. When you start B.P.A. if you have more than one company defined the system will ask you which company you want to work with. Pressing F8 will display the list of defined companies to pick from. The name of the company you select will be displayed on the screen and you will be asked to confirm your selection. Companies can be added and deleted from within any company. You are required to have 9 megabytes of hard disk space available when creating a new company. If you are short disk space the system will not allow you to continue. You can change companies by selecting F7 from the Main Menu of any company. You have a Pick List, F8, and will be asked to verify the choice made.

NOTE: If you have multiple companies defined you should back up data for each individual company from within that company. The same is true for restoring backed up data, be sure you are in the correct company and only restore to that company data for that company.

To create multiple companies or execute backups you will need to ATTRIB +R several files. These can be entered into your autoexec.bat file. Assuming you are using the C drive the commands would be as follows.

```
ATTRIB +R C:\B.P.A.\*.EXE
ATTRIB +R C:\B.P.A.\FOXUSER.*
ATTRIB +R C:\B.P.A.\*.ESL
ATTRIB +R C:\B.P.A.\*.ESO
```

6.8 Master Password

The Master Password is needed when you define module passwords. Without it you are not allowed to define module passwords. At setup the master password is blank. As long as you leave the Master Password blank the Master Password is disabled.

6.9 Bank Processing

Business Plus Accounting has a bank processing feature that is able to connect to your bank and process bank transactions. The most common transaction is a credit card transaction where your customer pays you for a product or service. If this processing takes place from the customer order (POS) system, it will happen when you are in the cash out screen when you enter a payment using a credit card. The software will ask you for the card type, the card number, the customer name, and the expiration date. The software will communicate with the bank and get an authorization number for the credit card transaction. The card information and authorization number will be stored in the order header file for the current order. If the credit card processing takes place in the accounts receivable module you will be able charge or charge back against the credit card the specific amount that the customer owes you or you owe the customer. That amount can then be applied against one or many accounts receivable invoices.

To set up bank processing you need to go to the definitions module and define the bank that you will be communicating with. You will need the processor code and processor name used by your bank, a merchant ID, a bank name, your bank address, and a modem phone number for your bank.

To communicate with your bank you will need a bank communications program that can talk to the bank via your phone line. You will also need the Business Plus Accounting module that connects to the bank communications software. These products are sold separately by Business Software Solutions.

6.10 Passwords For Modules

PASSWORDS FOR MODULES MENU

- Assign Modules To Users
- Activate Module Passwords
- View Employee Logins
- Set Password Security Level

BUSINESS PLUS ACCOUNTING

System Tools Files Mail Merge Browse Finance Client Contact Help

DEFINE MODULE PASSWORDS

ENTER 'ENABLED' TO ACTIVATE OR LEAVE BLANK TO DISABLE PASSWORD PROTECTION

ACCOUNTS PAYABLE:	<input type="text"/>	EMPLOYEE:	<input type="text"/>
ACCTS RECEIVABLE :	<input type="text"/>	GENERAL LEDGER:	<input type="text"/>
A/P CK REVERSAL/REPRINT:	<input type="text"/>	INVENTORY:	<input type="text"/>
BPA LOGIN:	<input type="text"/>	MANUFACTURING:	<input type="text"/>
BROWSE:	<input type="text"/>	PAYROLL:	<input type="text"/>
COMMISSIONS:	<input type="text"/>	RECEIVING:	<input type="text"/>
CUSTOMER ORDER:	<input type="text"/>	REPORTS:	<input type="text"/>
DEFINITIONS:	<input type="text"/>	VENDOR ORDER:	<input type="text"/>

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Pasword Record: 1/1 Record Unlocked Ins Num 3:00:54 pm

6.10.1 Assign Modules To Users

To define which protected modules a user can enter go into the “Assign Modules To Users” screen. In this screen you will enter ‘Y’ for each module a specific employee can enter. Employees create their own passwords by selecting ‘Assign Passwords’ on the System Tools Menu. When an employee enters a protected module he must enter his password. Employees define their own passwords by selecting ‘Assign Passwords’ from the SYSTEM TOOLS Menu on the main menu screen.

6.10.2 Activate Module Passwords

The modules you want password protected must be ‘Enabled’ in the ‘Activate Module Password’ screen. Enter “ENABLED” for each module you want protected. Leave the enabled field blank to allow entry to the module without a password.

6.10.3 View Employee Logins

The time and date the module was entered and the employee number are logged to a log in file. This file can be viewed and will show each log in for each module. The modules we are referring to are Accounts Receivable, Accounts Payable, General Ledger, Customer Orders, Vendor Orders, Product Receiving, Employee Records, Inventory Management, Definitions, Reports, System Tools, and Browse Databases. When passwords are enabled for the modules listed above some related functions will also require entry of a password (i.e. if the employee password is enabled the user will be required to enter that password before the employee file can be viewed in the browse module. In addition to the modules listed above a password is available for reversing posted a/p checks and reprinting a/p checks.

6.10.4 Set password Security Level

A higher level of password security may be set. To set a higher level of security select ‘Y’ to force entry of passwords each time you enter a module. When ‘N’ is selected it allows subsequent entries without password re-entry. The default is ‘N’.

6.11 Accounts Receivable Aging Periods

To define A/R Aging Periods select definitions on the Main Menu. There are six accounts receivable aging periods. By default they are 30, 60, 90, 120, 150, and 180 days. When you print statements for your customers the amount the customer owes you will appear at the bottom of the statement broken up into these six aging categories. You will see just how current the customer is. You can change the defaults to whatever you need.

After you have defined your aging periods you can define a message that will print on the bottom of your statements. Each message will coincide with an aging period as shown in the following screen. If you do not wish a message to print then delete the message.

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

DEFINE ACCOUNTS RECEIVABLE AGING PERIODS

THE SIX AGING PERIODS YOU DEFINE HERE WILL BE USED TO
PROCESS ACCOUNTS RECEIVABLE STATEMENTS AND REPORTS.

ACCTS RECEIVABLE AGING PERIOD 1 (DEFAULT 30 DAYS):

ACCTS RECEIVABLE AGING PERIOD 2 (DEFAULT 60 DAYS):

ACCTS RECEIVABLE AGING PERIOD 3 (DEFAULT 90 DAYS):

ACCTS RECEIVABLE AGING PERIOD 4 (DEFAULT 120 DAYS):

ACCTS RECEIVABLE AGING PERIOD 5 (DEFAULT 150 DAYS):

ACCTS RECEIVABLE AGING PERIOD 6 (DEFAULT 180 DAYS):

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Periods Record: 1/1 Record Unlocked | Ins Num | 3:06:41 pm

BUSINESS PLUS ACCOUNTING [System Tools Files MailMerge Browse Finance Client Contact Help]

DEFINE ACCOUNTS RECEIVABLE AGING PERIODS

THE SEVEN AGING MESSAGES YOU DEFINE WILL BE PRINTED ON THE STATEMENTS YOU SEND TO YOUR CUSTOMERS. IF YOUR CUSTOMER'S PAYMENTS ARE CURRENT THE MESSAGE FOR CURRENT ACCOUNTS WILL BE PRINTED. IF YOUR CUSTOMER'S OLDEST PAYMENTS DUE FALL BETWEEN ACCOUNTING PERIOD 5-6 THE MESSAGE FOR AGING PERIOD 5-6 WILL BE PRINTED ETC..

MSG FOR CURRENT ACCOUNTS:
 THANK YOU FOR YOUR BUSINESS AND YOUR PROMPT PAYMENT

MSG FOR AGING PERIOD 1-2:
 THANK YOU FOR YOUR BUSINESS. PLEASE MAKE REMITTANCE PROMPTLY!

MSG FOR AGING PERIOD 2-3:
 YOUR ACCOUNT IS PAST DUE. PLEASE MAKE REMITTANCE IMMEDIATELY!

MSG FOR AGING PERIOD 3-4:
 YOUR ACCOUNT IS SERIOUSLY PAST DUE! PLEASE MAKE REMITTANCE IMMEDIATELY??

MSG FOR AGING PERIOD 4-5:
 YOUR ACCOUNT IS SERIOUSLY PAST DUE! PLEASE MAKE REMITTANCE IMMEDIATELY??

MSG FOR AGING PERIOD 5-6:
 YOUR PAST DUE ACCOUNT WILL BE TURNED OVER TO COLLECTION IF NOT PAID TODAY!

MSG FOR PERIOD 6 & OVER :
 YOUR PAST DUE ACCOUNT HAS BEEN TURNED OVER TO OUR LEGAL DEPARTMENT??

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Periods Record: 1/1 Record Unlocked Ins Num 3:09:12 pm

6.12 Sales Tax Table

When customers are defined they are given a sales tax table number. That table number corresponds to a sales tax rate. All customers given the same table number will have the same sales tax rate. Here is where you assign the tax rates to the table numbers. The numbers entered represent the percent of sales tax. For example, enter 6.25 for a 6.25% tax rate. Remember the table number associated with the tax rate. You will need it when you define customers. To change a sales tax rate for a group of customers you only have to change the rate in the tax table. Ten different rates can be defined. If you have customers who are exempt from sales tax you should create a rate of 0.0 for those customers.

TAX RATES IN %		
Enter the Percent and Name of Taxing Area		
1:	6.125	UTAH
2:	10.000	IDAHO
3:	0.000	
4:	0.000	
5:	0.000	
6:	0.000	
7:	0.000	
8:	0.000	
9:	0.000	
10:	0.000	
11:	0.000	
12:	0.000	
13:	0.000	
14:	0.000	
15:	0.000	
16:	0.000	
17:	0.000	
18:	0.000	
19:	0.000	
20:	0.000	
21:	0.000	
22:	0.000	
23:	0.000	
24:	0.000	
25:	0.000	
26:	0.000	
27:	0.000	
28:	0.000	
29:	0.000	
30:	0.000	
31:	0.000	
32:	0.000	
33:	0.000	
34:	0.000	
35:	0.000	
36:	0.000	
37:	0.000	
38:	0.000	
39:	0.000	
40:	0.000	
41:	0.000	
42:	0.000	
43:	0.000	
44:	0.000	
45:	0.000	
46:	0.000	
47:	0.000	
48:	0.000	
49:	0.000	
50:	0.000	
51:	0.000	
52:	0.000	
53:	0.000	
54:	0.000	

| F1 = HELP | F2 = KEYS | F3 = SAVE | F8 = PICK | F10 = ABORT
 Tax Record: 1/1 Record Unlocked | Ins Num | 3:13:39 pm

6.13 Inventory Cost Method

B.P.A. supports FIFO (first in first out) or Moving Average Inventory Cost Method for determining cost of goods sold and remaining inventory for an accounting period. The FIFO method is based on the assumption that costs should be charged against revenue in the order in which costs were incurred. The Moving Average Inventory Cost Method is based on the assumption that costs should be charged against revenue according to the weighted average unit costs of goods sold. The same weighted average unit costs are used in determining the cost of merchandise remaining in inventory. For the Moving Average method a new weighted average is calculated after each purchase. Once you have selected your cost method you can only change it at the beginning of an accounting year.

6.14 Pre-Printed Forms

B.P.A. provides a variety of pre-printed forms (invoices, statements, checks, purchase orders) to help you present a professional image to your clients. These forms are reasonably priced and can be customized, including logos and special colors. To order call **Business Software Solutions 1-801-294-3300**. If you are using pre-printed forms for invoices and/or statements you must enable support for these forms here. To enable support for these forms enter "Y" on each individual form selection. If you are not using a particular pre-printed form do not change the "N" default. You can also choose one of two types of invoices (one contains back order information). You can also select pin feed or laser checks. To print your invoices quickly on a dot matrix printer enable the Epson FX100 printer option on the forms definition screen. You will also need to load the Epson FX100 print driver on your system and set your dot matrix printer into the Epson FX 100 mode.

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

ENABLE OR DISABLE PRE-PRINTED FORMS

BPA provides a variety of pre-printed forms to help you present a professional image to your clients. These forms are reasonably priced and can be customized for you. The forms are printed in eight locations around the country and will be quickly shipped to you. To order call Business Plus Accounting 1-801-294-3300.

Enter 2 for backorder style invoice or 3 for retail slip style invoice.
Enter 1 For separate a/p & payroll check styles.

INVOICE TYPE (1=STANDARD 2=BACKORDER 3=SLIP):
 PRINT INVOICES 1,2 ON EPSON FX100(tm) COMPATIBLE PRINTER:
 PRINT INVOICES 1,2 DIRECTLY TO DEFAULT WINDOWS PRINTER (Y/N):
 PRINT SLIP INVOICE TO PORT (1=LPT1,2=LPT2,3=LPT3,4=COM1):

CHECK TYPE (P=PIN FEED L=LASER):
 CHECK STYLE (1=SEPARATE A/P & PAYROLL 2=SAME):
 PRINT STATEMENTS ON EPSON FX100(tm) COMPATIBLE PRINTER:

ENABLE PRE-PRINTED INVOICES (Y/N):
 ENABLE PRE-PRINTED STATEMENTS (Y/N):
 ENABLE PRE-PRINTED PURCHASE ORDERS (Y/N):
 ENABLE PRE-PRINTED REP ORDERS (Y/N):

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Printer Record: 1/4 Record Unlocked | Ins Num | 3:17:49 pm

Invoice Type (1=standard, 2=back order, 3=slip):

The standard invoice shows product, price, quantity ordered, and extended price. The back order invoice shows quantity ordered, quantity shipped, quantity back ordered, price, and extended price. The slip invoice is a 40 column invoice printed on an Epson style printer. The slip invoice is usually used at a retail point of sale system.

Business Plus Accounting

Print Invoices 1,2 on Epson FX100 <tm> Compatible Printer: (Y,N):

To print invoices quickly on a dot matrix printer select this option. The printer must be configured to the Epson FX100 mode.

Print Invoices 1,2 Directly To Default Windows Printer (Y,N):

To bypass the window that asks where you want the invoice printed enter 'Y' here. This makes printing invoices a little quicker. The invoice will be printed to the default windows printer. You must have your windows printer set to the right printer before you print your invoices.

Print Slip Invoice To Port: (1,2,3)

Select the port you want you slip printer to print to (LPT1,2,3)

Check Type: (P=pin feed, L=laser)

Enter 'P' or 'L'.

Check Style: (1,2)

Select 1 if you have separate preprinted forms for a/p and payroll checks. Select 2 if you print both a/p and payroll checks to the same form.

Print Statements On Epson FX100 (tm) Compatible Printer: (Y,N)

To print statements quickly on a dot matrix printer select this option. The printer must be configured to the Epson FX100 mode.

Enable Pre-Printed Invoices (Y,N):

If you have preprinted forms select 'Y'.

Enable Pre-Printed Statements (Y,N):

If you have preprinted forms select 'Y'.

Enable Pre-Printed Purchase Orders (Y,N):

If you have preprinted forms select 'Y'.

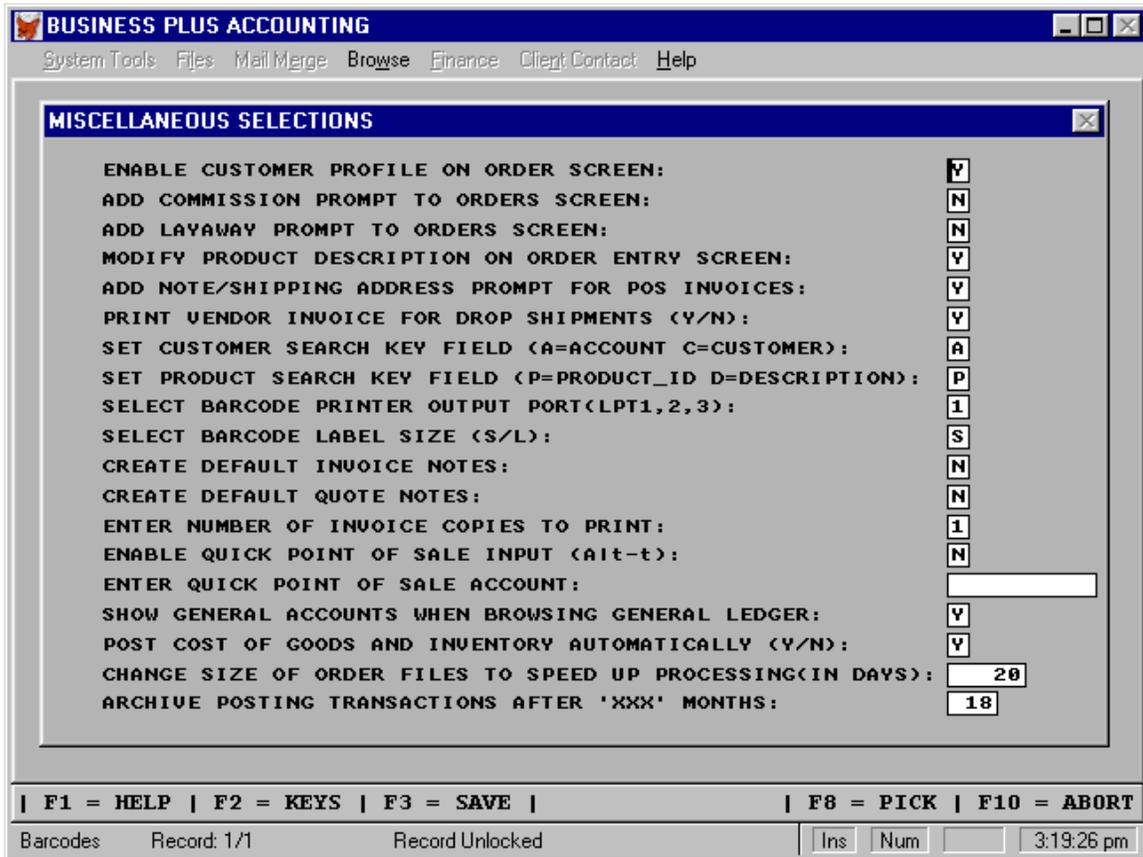
Enable Pre-Printed REP Orders: (Y,N)

If you have preprinted forms select 'Y'.

6.15 Activate GPM For Sales

If you want to price all your product sales by gross profit margin you can select this option off the definitions screen. You can enter five levels of GPM. You can assign your customers price levels 1-5. The customer's price for a product will be determined by the GPM level that corresponds to his price level. The GPM % will be applied to the product's cost to calculate the price the customer will pay. As costs change the price a customer pays will automatically change.

6.16 Define Miscellaneous



Customer Profile: Enable the display of the customers information on the screen during the creation of an order. These fields are modifiable and will update the customer database. ‘Esc’, ‘Pg-Down’, or ‘Enter’ will take you back to the Order screen.

Commission Prompt: Enable the displaying and editing of the salesperson commission percentage on the customer order screen. Note: If a product has been assigned a specific GPM percentage that percentage takes precedence over this commission assignment.

Layaway Prompt: Enter ‘Y’ to enable layaways in the customer orders module.

Modify Product Desc: When this feature is enabled a small window will appear in the upper right hand corner of the order entry screen where you can modify the product description. Press Alt-E while in the order entry screen to activate the window. Any modifications you make will be effective only on the current order.

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Note/Shipping Address:	When this feature is enabled a screen will appear before printing the POS invoice prompting you for Notes and Shipping Addresses.
Print Vendor Drop Shipment Order:	Enter 'Y' in this field if you want a vendor order printed for drop shipment invoices.
Customer Search Key Field:	You can search for a specific customer in a browse screen by simply typing the account number or customer name. You must specify here whether you will use the account number or the customer name as the default search field.
Product Search Key Field:	You can search for a specific product in a browse screen by simply typing the product Id number or the product description. You must specify here whether you will use the Id number or the description as the default search field.
Force Credit Card Authorization:	Enter 'Y' into this field to force credit card authorization when processing Internet orders. If the credit card is not authorized the user can enter a new credit card number.
Bar Code Label Size:	Enter 'S' for small bar code labels (2.3" X 1"). Enter 'L' for large bar code labels (4.0" X 3.0").
Default Invoice Notes:	This feature allows you to enter multiple sets of notes that can be printed on your invoices. When you enable this feature you are prompted immediately to enter the notes. You may enter multiple notes for each of the four note fields. When you are in the Notes field on the 'Print Inventory Pick List & Print Invoice' screen pressing F8 will display a pick list of default notes.
Default Quote Notes:	This feature allows you to enter multiple sets of notes that can be printed on your quotes. When you enable this feature you are prompted immediately to enter the notes. You may enter multiple notes for each of the four note fields. When you are in the Notes field on the 'Print Quote' screen pressing F8 will display a pick list of default notes.
Invoice Copies:	Enter the number of invoices copies you want printed each time an invoice is printed during the order creation or order modify process. The default is one.
Enable Quick POS:	If this feature is enabled, each time a product id is entered or scanned during customer orders the system automatically places quantity 1 in the quantity field and goes to the next line, ready for the entry of the next product. Alt-T toggles this option on and off. This feature speeds up the entry of line items on orders.

Quick POS Account:	This feature is for rapid POS sales. To enable this feature enter the general ledger account number you wish cash sales to automatically post to. Then, in customer orders, each line item will post to this account number. This feature over rides the account number assigned to the individual product in product definitions.
Show General Accts:	When this selection is enabled, 'Y' the general accounts in the General Ledger are displayed when browsing the G/L Accounts selection of Browse. If you only want to see the detail accounts enter 'N'.
Post COG And Inventory Automatically:	This feature allows you to control the posting of Inventory and COG when products are sold. Enter 'Y' here if you want the system to automatically post inventory and COG when product is sold. If you plan to post COG in accounts payable, enter 'N' here. If you enter 'N' you must manually handle all G/L Inventory and COG.
Size of Order Files:	Order files can become large and cumbersome resulting in slow processing times. To ease this problem the system will automatically move old entries to history files. This will keep your order files small by ensuring that only recent entries are kept in the files. Enter here the number of days that you would like the system to wait before moving an entry to a history file. Records can be moved back to the active file at any time.
Archive G/L Posting File:	G/L posting files can become large and cumbersome resulting in slow processing times. To ease this problem the system will automatically move old entries to history files. This will keep your posting files small by ensuring that only recent entries are kept in the files. Enter here the number of months that you would like the system to wait before moving an entry to a history file. Records can be moved back to the active file at any time.
Enable UPS Shipping Files:	This is an optional feature for BPA. This feature allows the user to obtain shipping fees from data files provided by UPS. The weight of an order along with the source and destination zip codes are used to extract the appropriate shipping costs form the UPS provided data files. These costs are very close to actual costs but are not to the penny.
Allow Applying Credit Memos:	This feature allows you to apply credit memo in the amount tendered screen in customer order processing.

6.17 Colors

To customize your screen colors select "DEFINE COLORS" off the definition screen. The default colors are grey, and white. The color grid gives you a limited selection of colors to use on your screens and menus. You can also use the windows operating system assign colors functions to create unique interesting color combinations.

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Accounts Receivable

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7 Accounts Receivable

ACCOUNTS RECEIVABLE SELECTIONS

- Add or Delete Customer Payments
- Debit And Credit Memos
- Non-Invoiced Sales
- Calculate Finance Charges
- Adjust Finance Charges
- Print Statements
- Print Invoices
- Print A/R Aging Report
- Print Deposit Slips
- Create Aging Letters
- View An A/R Check
- Print A/R Edit List
- Reprint Posting Report
- Post Customer Payments
- Reverse A Posted Payment
- On Line Bank Processing

7.1 Customer Payments

The following screen is used to enter customer payments. All outstanding invoices will be displayed for the customer selected. If the customer sent a remittance advice (an explanation of the invoices to pay with this check) you should use it to pay specific invoices. A special function key F4 AUTO APPLY allows you to automatically pay the invoices in the order they appear on the screen until the check amount is exhausted.

If the customer has un-applied credit memos, they will appear on the bottom of the screen. Another special key, F5 APPLY CREDITS, allows you to apply credit memos to outstanding invoices for the customer. When you press F5 you will be asked to enter the invoice number to apply the credit to. If there are Debit of Credits Memos shown on the remittance advice use F5 to apply them **BEFORE** you enter the amounts paid against invoices. This allows the invoice to be adjusted by the credit amount. Credits can also be applied by selecting "DEBIT AND CREDIT MEMOS" on the "ACCOUNTS RECEIVABLE MENU".

You can view the detail line items of an invoice by placing the cursor in the 'amount applied' field of a specific invoice and pressing the F7 View Invoice key.

Sometimes a customer will take a discount when they aren't entitled to one or their payment is received after the discount period has lapsed. By using F8 CHANGE DISC the invoice amount can be adjusted to match the customer's payment. Place the cursor in the 'amount applied' field of a specific invoice and press F8. Enter the amount to be subtracted from the invoice. These changes are automatically posted to the Sales Discount account in the General Ledger.

If for some reason the customer overpaid you will be prompted to create a credit memo for the customer for the amount of the over payment. You should create this memo or send the customer a check for the amount of the overpayment. The extra money received should be journalized as a Debit to the Bank Account and as a Credit to the Sales Account. Then the check to the customer should be coded to the Sales Returns account. When the Credit Memo is applied, the system will post it to Sales Returns. If the customer over pays you and also owes you finance charges the finance charges will be paid by the over payment. Customer payments are debited to the "CHECKING ACCOUNT" and are credited to the "ACCOUNTS RECEIVABLE ACCOUNT".

The screenshot shows the 'BUSINESS PLUS ACCOUNTING' window. At the top is a menu bar with 'System Tools', 'Files', 'Mail Merge', 'Browse', 'Finance', 'Client Contact', and 'Help'. Below the menu is a title bar 'CUSTOMER PAYMENTS'. The main area contains several fields: 'ACCOUNT NBR' with an empty input box, 'TRANSACTION #' with the value '10', 'CUSTOMER NAME', 'OVER PAYMENT', 'DATE' with slashes for day and month, 'CHECK #', 'AMOUNT', and 'FIN PAID'. Below these fields is a table header with columns: 'INVOICE', 'NET DUE', 'AMT APPLIED', 'DISC AVAIL', 'DUE DATE', and 'DISC DATE'. The table body is empty. At the bottom of the window is a status bar with the text 'OUTSTANDING DEBIT AND CREDIT MEMOS' and a close button. Below the status bar is a footer with function key shortcuts: '| F1 = HELP | F2 = KEYS | F6 = CALCULATOR | F8 = PICK | | F10 = ABORT'. At the very bottom, there is a system tray area with 'Order_hd', 'Record: 2/14', 'Record Unlocked', 'Ins', 'Num', and a clock showing '3:23:14 pm'.

Account Nbr: Enter the number of the customer whose payment you are processing. F8, Pick List available.

Transaction #: The transaction number is supplied by the system. This number is incremented each time a transaction is generated anywhere in the system. So customer payment transaction numbers may not be sequential because other system functions may have used transaction numbers.

Date: Enter a date for this transaction. The default date is today's date. This date is used in calculating customer discounts based on terms information you defined in the customer's file. If you do not want the customer to receive a discount, enter a date past the discount period or change the terms information in the customer file before entering this payment. No invoices will appear on the bottom of the screen until a date has been selected.

Check Nbr: Enter the check number you are processing.

Amount: Enter the amount of the check. Should the check need to be applied to multiple customer accounts, enter only the amount of the check that applies to this customer.

Over Payment: Used to display the amount the customer over paid. A credit memo should have been created for the amount of the over payment when the payment was entered.

Fin Paid: Enter an amount to apply to customer finance charges.

***** LINE ITEMS *****

Invoice: The system will display all outstanding invoices for the customer you selected above. Payments can not be received for invoices that are marked as "O". Invoices marked as orders at the time of creation will not appear here until they are modified and the "O" is changed to a "S" for Sale.

Net Due: The system will display the Net Due (Total Due, minus (Payments, Discounts Available and Credits which have been applied)) for each invoice.

Amt Applied: Enter the amount you want applied to each invoice. You may use the F4 AUTO APPLY function key to automatically apply the amount of the check to the invoices beginning with the first one listed. This feature is helpful for customers who's remittance is a flat amount or who do not list the invoices and their amounts individually. However, if the remittance advice indicates the invoice(s) and amount(s) being paid that is where the payment should be applied. Should an invoice be skipped you will need to go to the particular invoice line and type in the amount being received for that invoice.

Disc Avail: The system displays the discount which is available for each invoice.

Due Date: The system displays the due date for each invoice.

Disc Date: The system displays the discount date for each invoice.

7.2 Debit And Credit Memos

Use Debit And Credit Memos to record adjustments to a customer's account (usually related to a previous invoice). If the customer owes you more create a DEBIT MEMO by entering 'DB'. If you owe the customer create a CREDIT MEMO by entering 'CR'. A CREDIT MEMO is necessary when a customer over pays you in Accounts Receivable, when a paid invoice is modified down, when product is returned by the customer, or when a paid invoice is deleted. When a paid invoice is modified or deleted the system will automatically create the memo for you. When you create a memo you should send a hard copy to your customer. The customer should tell you when to apply the memo and to which invoice. The memos are not automatically applied to an invoice. Memos are applied from here or the Accounts Receivable 'ADD' selection.

When you apply a debit memo to an existing invoice the G/L Sales Account and the Accounts Receivable Accounts will be increased. When you apply a credit memo (the customer owes you less) the G/L Accounts Receivable Account will be decreased and the Sales Returns Account (default) will be increased. If you are creating a credit memo and want to also reduce your sales tax liability enter the sales tax in the sales tax field then enter the items to be credited in the bottom half of the screen. You can create a credit memo for sales tax alone by entering the sales tax amount in the sales tax field and not entering any line items in the bottom half of the screen. If a product is being returned and is being put back into inventory you will need to make a journal entry for that inventory. If the product is being scrapped no entry needs to be made since inventory was reduced at the time the order was created. A memo may be reprinted. The Memo Report shows all the outstanding memos that have not been applied or completely used. The Memo History Report shows the memo number, amount, date, and what invoice the memo was applied to. If you do not wish to print the memo history you may view it.

Some states require un-used credit memos to be refunded to the customer or to the state. The function "REFUND UN-

Invoice #: Enter the invoice number of the invoice that caused this debit or credit memo to be created. However, when the memo is applied it can be applied to any outstanding invoice.

Sales Tax: Enter any sales tax associated with this memo. The amount entered here will be deducted from, or added to (depending upon the type of memo), the Sales Tax Payable account. If there is none, leave blank.

Memo Type: Enter 'DB' for a Debit Memo. Enter 'CR' for a Credit Memo.

***** LINE ITEMS *****

Product: Enter the name of the product or service involved in the debit or credit line item. This product does not have to be defined to the system.

Description: Enter a description for the debit or credit memo line item.

Qty: Enter the number of product units (each, case, etc.) involved in the debit or credit memo line item.

Amount Less Tax: Enter the amount for the debit or credit memo line item. Do not include sales tax in this amount.

7.3 Non-Invoiced Sales

There may be many products that you do not want to keep inventory records for, such as nuts and bolts. If you have daily cash or credit card sales of these products (products which are not defined to the system) you can use the daily sales option to record their sales totals. For daily/weekly/monthly entries you enter your cash and credit card sales and a date you want to associate with the sales. Daily sales are posted to the "SALES ACCOUNT" as a credit and to the "CHECKING ACCOUNT" as a debit. Because inventory is not updated for daily sales, these sales should only be for products **NOT** defined to the system. Otherwise, your inventory records will not be accurate. To sell product defined to the system without keeping track of any particular customer (in other words, a cash sale of defined product-a typical point of sale situation), you can create a customer called "CASH". Assign this customer an account number (i.e. "cash sale") and use the customer definition screen to define this account as you would define a normal customer (i.e. assign sales tax rate and fill in all other applicable fields). When you enter this account on the customer order screen it will be treated as a cash sale and inventory will be adjusted for each item sold as it is for a normal invoiced customer but you will not need to define each customer when you sell product.

CASH SALES REPORT

<u>TRAN</u>	<u>G/L ACCT</u>	<u>ACCT DESC</u>	<u>SOURCE</u>	<u>TOTAL</u>	<u>CASH SALES</u>	<u>CREDIT SALES</u>	<u>OTHER SALES</u>	<u>POST DATE</u>
7	41010000	Sales	DSAL	260.00	100.00	150.00	10.00	04/12/92
8	41010000	Sales	DSAL	425.00	250.00	150.00	25.00	04/12/92
*** Totals ***				685.00	350.00	300.00	35.00	

7.4 Calculate Finance Charges

You can calculate open item account finance charges at any time. You can calculate balance forward account finance charges only one time per accounting period. The system keeps track of the last date finance charges were calculated and only calculates finance charges from that date forward. Finance data is kept in the customer file. The calculation is (# of days overdue) times (monthly finance rate) times (12 months) all divided by (365 days). Finance charges are posted to the "FINANCE CHARGE ACCOUNT" and to the "ACCOUNTS RECEIVABLE ACCOUNT". After finance charges have been calculated they can be modified by selecting "Adjust Finance Charges" on the Accounts Receivable main menu.

7.5 Adjust Finance Charges

You can adjust (increase or decrease) the finance charges for a customer by making this selection. You may want to use this feature to forgive finance charges. If you forgive finance charges Accounts Receivable is reduced.

7.6 Print Statements

Here you can print one statement for a specific customer, you can print all statements, or you can print just those statements that are past due. For the default aging periods everything past 30 days would be printed as a past due statement. If you charge you customers finance charges on outstanding invoices these need to be calculated prior to the printing of statements. Statements can be printed in two formats; include Orders that have not been marked as Sales, showing payments received within the last 30 days. Before printing you will be asked to select one of these formats. Statements may also be printed for those customers who have credits that have not been taken or who have unpaid finance charges. Pre-Printed statement forms are available by calling **Business Software Solutions Inc. at 1-801-294-3300**.

STATEMENT SELECTIONS

- Print One Statement
- Print All Statements
- Print Past Due Statements
- Print Statements by Customer Type
- Print Credit/Interest Statements

When you have printed your statements you can go to the reports menu and print MAILING LABELS for all statements, for past due statements or for one statement.

FROM:
BUSINESS SOFTWARE SOLUTIONS INC.
1290 South 500 West #300
Bountiful, Utah 84010

STATEMENT 04/13/92

```

=====
ROBERT'S HEALTH SPA                               Account Number:    200
 3207 4TH AVE                                     Unapplied Credits: 0.00
 HOMETOWN           MA 00900                       Terms:           2/10 NET 30
                                     (801)-999-9999
=====
    
```

INVOICE	P/O	ORD DATE	TOTAL	CREDITS	AMT PAID	DISC TAKEN	LASTCHK	NETDUE
10006	100	04/12/92	337.54	0.00	0.00	0.00		337.54
Totals			337.54	0.00	0.00	0.00		337.54

Current Finance Charges : 01/30/92 TO 02/28/92 0.00
 Prior Finance Charges : 0.00
TOTAL DUE: 337.54

THANK YOU FOR YOUR BUSINESS AND YOUR PROMPT PAYMENT

```

=====
CURRENT:  337.54   OVER 30:  0.00   OVER 60:  0.00   OVER 90:  0.00
                OVER 120: 0.00   OVER 150: 0.00   OVER 180: 0.00
=====
    
```

7.7 Print Invoices

Here you can print all invoices alphabetized by customer name, or you can print all invoices ordered by the date the customer order was created. You can also print all invoices for a specific customer, or you can print a specific invoice or for a range of invoice numbers. Invoices may be printed to show payments or net due on invoices. Multiple invoice prints are sent to the default printer. Pre-printed invoices, checks and purchase orders are available at reasonable prices. For more information or to order call **Business Software Solutions at 1-801-294-3300.**

- INVOICE PRINT OPTIONS
- Reprint Alphabetically
 - Reprint By Product ID
 - Reprint By Original Entry Order

- INVOICE SELECTIONS
- All Invoices By Customer
 - All Invoices By Date
 - Invoices For Specific Customer
 - Specific Invoice
 - Range of Invoices

Business Plus Accounting

FROM:
 BUSINESS SOFTWARE SOLUTIONS INC.
 1290 South 500 West #300
 Bountiful, Utah 84010

INVOICE

04/13/92

ROBERT'S HEALTH SPA		Invoice Number: 10006	
3207 4TH AVE		Account Number: 200	
HOMETOWN	MA 00900	Order Date:	04/12/92
(801)-999-9999		Terms:	2/10 NET 30

PRODUCT ID	DESCRIPTION	ORDER QTY	UNIT PRICE	EXT. PRICE
1230	T-BONE STEAK 8 OZ.	1.0	58.00	58.00
1232	CHICKEN LEGS & THIGHS	5.0	53.00	265.00
				323.00
SALES TAX				14.54
TOTAL DUE				337.54

7.8 Print A/R Aging Report

The Accounts Receivable Aging Report may be printed in a Detail or Summary format. The detail reports shows each customer and lists the outstanding invoices by invoice number and date broken down by aging period. Account totals that are current are shown in the CURRENT column. Account totals over 30 days but under 60 are shown in the OVER 30 column, etc. A total (for all customers) for each aging period appears at the bottom of the report. The summary report shows a total of invoices by aging period for each customer. You are also asked to select Start and End Dates and whether to order the report by customer account number or customer name. Credit Memos, Finance Charges, and if the invoice is marked as an Order or Sale, also appears on the aging report. These areas are broken out separately in the summary portion on the bottom of the detail report only.

BUSINESS SOFTWARE SOLUTIONS INC.
 1290 South 500 West #300
 Bountiful, Utah 84010
 TELEPHONE: (801)-294-3300 FAX: (801)-294-5727

A/R AGING REPORT

04/13/92

CUSTOMER NAME	CURRENT	OVER 30	OVER 60	OVER 90	OVER 120	OVER 150	OVER 180
WILL'S SHOP	20.00	10.00	0.00	0.00	0.00	50.00	0.00
JONES MART	30.00	0.00	20.00	0.00	0.00	0.00	0.00
SMITHS STOP	20.00	0.00	0.00	0.00	0.00	0.00	0.00
ALLEN'S CORNER	0.00	0.00	0.00	53.19	0.00	0.00	0.00
BOWMANS MARKET	10.00	0.00	0.00	0.00	0.00	0.00	0.00
REED'S SHOP	100.00	0.00	0.00	0.00	0.00	0.00	0.00
SUPER SAVE	200.00	0.00	0.00	0.00	0.00	0.00	0.00
SHOP N' DROP	10.00	0.00	0.00	0.00	0.00	0.00	0.00
HENRY'S	10.00	0.00	0.00	0.00	0.00	0.00	0.00
STEVE'S DELI	0.00	367.50	0.00	0.00	0.00	0.00	0.00
TOTALS:	400.00	377.50	20.00	53.19	0.00	50.00	0.00

A/R AGING REPORT
01/10/96 - 06/30/99

CUSTOMER'S NAME	0/S/C/F	INVOICE	DATE	P.O.NUMBER	CURRENT	OVER10	OVER30	OVER60	OVER75	OVER90
Allied Market	0	10004	05/29/99	Per Joe	0.00	0.00	2500.00	0.00	0.00	0.00
CUSTOMER ACCOUNT: 3										
					0.00	0.00	2500.00	0.00	0.00	0.00
customer total:		2500.00								

7.9 Print Deposit Slips

This function allows you print deposit slips to take to your bank. The deposit slips will include all checks received in A/R or in customer orders (POS). Cash to deposit must be counted and entered manually. The total cash received will be printed on the A/R posting report but the amount actually deposited may differ based on number of postings etc.. The form used to print deposits is LTD1 K707527 Mc Bee phone 1-800-662-2331, 26280100 V09. When you have printed you deposit slip and you are happy with it you need to mark it as complete.

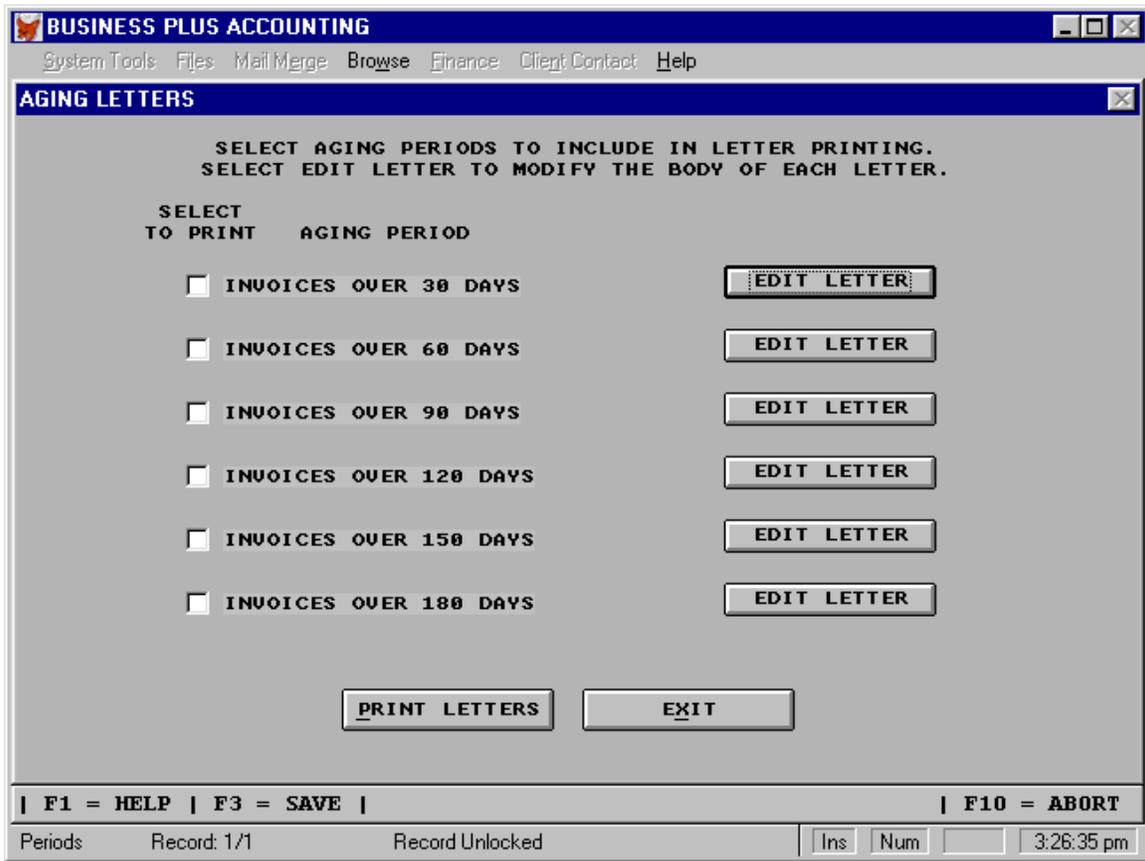
7.10 Create Aging Letters

The Aging Letters use functions similar to mail merge functions. These letters allow you to notify your customers concerning overdue invoices. Typically, you will create a letter for each aging period, i.e. 30,60,90,120,150,180 days.

To create an Aging Letter click on the 'Edit Letter' button for the specific period. B.P.A. will print the customer name and address information for you, as well as the date of the letter, and the amount that is past due for the period selected. Do not address the letter to a specific individual as an Aging Letter is printed for each customer with invoices past due for the selected period. We suggest using 'Accounts Payable Department', or 'Controller' as the addressee of the letter.

Then type the body of the letter. When you come to the place in the letter where you want the amount owed to appear, place <<Total>> in the body of the letter. B.P.A. will automatically put the correct total in this area. As you type, the text will wrap around as with other word processors.

To edit the letter all you need to do is click on the 'Edit Letter' button and make any necessary changes. To print the letters, check the appropriate box, i.e. 'Invoices Over 60 Days'. You may select several aging periods for which to print Aging Letters. These letter will be printed at the same time to the default printer. The printing process begins when you select the 'Print Letters' button. Selecting the Exit button will exit the screen.



7.11 View An A/R Check

To view a particular check to determine what invoice(s) were paid by that check enter the check number.

7.12 Print A/R Edit List

The edit list shows you all the A/R payment which have been entered that are not yet posted. Also included are 'Cash' and 'Credit Card' payments received in the 'Customer Order Close Out' screen. The total amount of A/R checks, cash and credit cards being posted to the General Ledger should match the total on the 'Deposit Slip' going to the Bank.

7.13 Reprint Posting Report

A posting report is printed at the time that you post a transaction. This feature allows you to reprint a posting report for a specified day in case you lose the original report or need another one printed. When you use this feature you are prompted to enter a date. All the transactions that were made on that date will be printed on the posting report.

7.14 Post Customer Payments

Make this selection to post payments. Make sure your A/R payments are correct before posting by printing an A/R Edit List. The total amount of A/R checks being posted to the General Ledger plus the cash received in customer orders should match the total on the deposit slip going to the Bank. If you use multiply Bank Accounts you will be prompted at the time of posting to enter the G/L Bank Account number to which you want the total amount of checks posted to. Separate entry and posting must be done for each Bank Account. When you print the posting report for A/R you will see all invoices paid in A/R and you will see all cash received in customer orders since the last time you posted A/R. This combined report can be used to verify your bank deposit slip. An A\R payment may be reversed after it has been posted. (See 'Reverse A Posted Payment' this Chapter).

Accounts Receivable Posting Report

**A/R POSTING REPORT
POSTING DATE: 04/13/92**

TRAN	INVOICE	CUSTOMER	CHECK	APPLIED	DISCTAKEN	FINANCE	CH	OVER PAID
22	10007	WILLIAM'S SHOP	1	21.73	0.44	0.00		0.00
23	10008	JONES MART	5	28.83	0.59	0.00		0.00
24	10009	SMITHS OPERA	10	25.47	0.52	0.00		0.00
TOTALS:				76.03	1.55	0.00		0.00

ACCOUNTS RECEIVABLE POSTED:	[11030000]	-77.58
SALES DISCOUNTS POSTED:	[41030000]	1.55
FINANCE CHARGES POSTED TO A/R:	[11030000]	0.00
BANK ACCOUNT POSTED:	[11020000]	76.03

POINT OF SALE CASH PAYMENTS

TRAN	INVOICE	CUSTOMER	AMT	APPLIED	DISCTAKEN	FINANCE	CH	OVER PAID
20	10001	JOE'S GREENHOUSE	106.13		0.00	0.00		0.00
				182.16	1.55	0.00		0.00

7.15 Reverse A Posted Payment

Use this feature to reverse a transaction made in accounts receivable. You will be prompted for the transaction number which can be found on the posting report or by using the pick list (F8). You will then be prompted for a posting date. Once the system has reversed the transaction, you can print out an A/R reversal posting report.

7.16 On Line Bank Processing-Optional

Business Plus Accounting has a bank processing feature that is able to connect to your bank and process bank transactions. The most common transaction is a credit card transaction where your customer pays you for a product or service. If this processing takes place from the customer order (POS) system, it will happen when you are in the cash out screen when you enter a payment using a credit card. The software will ask you for the card type, the card number, the customer name, and the expiration date. The software will communicate with the bank and get an authorization number for the credit card transaction. The card information and authorization number will be stored in the order header file for the current order. If the credit card processing takes place in the accounts receivable module you will be able to charge or charge back against the credit card the specific amount that the customer owes you or you owe the customer. That amount can then be applied against one or many accounts receivable invoices.

Business Plus Accounting

To set up bank processing you need to go to the definitions module and define the bank that you will be communicating with. You will need the processor code and processor name used by your bank, a merchant ID, a bank name, your bank address, and a modem phone number for your bank.

To communicate with your bank you will need a bank communications program that can talk to the bank via your phone line. You will also need the Business Plus Accounting module that connects to the bank communications software. These products are sold separately by Business Software Solutions.

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Accounts Payable

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8 Accounts Payable

In this section we will describe how to pay your vendors, and track expenses. Anyone you pay money to is considered a vendor. Vendors may be paid with a 'Manual Check' or a computer generated check.

When a vendor sends you an invoice you will enter it into your system. As you enter each invoice you will generally need to enter several line items. Each line item will have a specific general ledger account number that you will enter. All product that belongs to that account number should be accounted for in the total entered for that line item. When you are done entering invoices and before you post invoices you should print the pre-post report and check it for accuracy. Then you should post vendor invoices. **You Must Post Vendor Invoices Before Processing Vendor Checks.** When you post the vendor invoices, the "ACCOUNTS PAYABLE ACCOUNT" is credited and the individual line items accounts are debited. Posted invoices can be reversed if an error was made during entry or posting.

Once you have posted vendor invoices you can process vendor checks. The first thing you will do is select invoices for payment, as described below. You can then view selections or defer one or all selections by selecting "VIEW/DEFER INVOICES FROM PAYMENT". To defer an invoice you will change the status of the invoice from 'Y' to 'N' on the deferment screen. If there is a dispute over payment of an invoice and you want to put a hold on the payment of an invoice you should enter 'H' on the deferment screen. Next you will want to print and save the Pre-Check Report. If the Pre-Check Report is correct it is time to print your checks.

Select 'Print Checks', you will be prompted to print a check alignment, to enter the beginning check number and the date to be printed on each check. Checks are printed alphabetically by vendor name.

Next, if you have written any manual checks you must enter them into the system by selecting "MANUAL CHECKS". Once you have printed auto checks and entered your manual checks you are ready to "POST CHECKS". If you made a mistake printing checks you can select "REPRINT CHECKS" to reprint your checks. **You Can Not Reprint Checks After Posting Checks.** However, checks can be reversed if a mistake was made. Then the invoices can be selected and reprinted.

ACCOUNTS PAYABLE SELECTIONS

- Checkbook-Manual Checks
- Enter Vendor Invoices
- Select Invoices For Payment
- Defer Invoices From Payment
- Cash Requirements Report
- Print Check Register
- Print A/P Checks
- Re-Print A/P Checks
- Cash Flow Forecast
- Reconcile Bank Account
- View A Single Check
- Post A/P & Checkbook Checks
- Reverse Posted Check
- Void Checks

8.1 Check Book - Manual Checks

Check Book - Manual checks can be written and later entered into the system. You do not enter a manual check into the manual check system if it was used to pay an invoice which was entered into the accounts payable automated check area. Accounts Payable invoices entered into the 'Enter Vendor Invoices' section must be paid with an automated computer generated check in the Accounts Payable module or those invoices will remain in Accounts Payable until they are paid. It is acceptable to print a check on white paper in accounts payable and then write a check by hand to pay the invoice. In this case the check printed to white paper should be given the same check number as the manually written one.

After you have entered Check Book - Manual Checks you can print an edit list to review your checks before posting. If you have multiple checking accounts you will be prompted at the time of posting to enter the G/L Bank Account number from which you want the total amount of the entered checks to be taken. Separate entry and posting must be done for each Bank Account. The following information must be entered for checks prepared manually.

The screenshot shows a window titled "BUSINESS PLUS ACCOUNTING" with a menu bar containing "System Tools", "Files", "MailMerge", "Browse", "Finance", "Client Contact", and "Help". The main window title is "ENTER CHECKBOOK-MANUAL CHECKS".

Fields for data entry include:

- Check #:
- Check Date:
- Pay To The Order Of:
- Amount: \$
- Memo:

Below these fields is a table with three columns: "G/L ACCOUNT", "DESCRIPTION", and "AMOUNT". The table area is currently empty.

At the bottom of the window, there is a status bar with the following text: "| F1 = HELP | F2 = KEYS | F6 = CALCULATOR | F8 = PICK | | F10 = ABORT". Below this, it shows "Payinv", "Record: 1/3", "Record Unlocked", "Ins", "Num", and "3:30:29 pm".

Check Nbr: When you pay a vendor with a manual check enter the check number here.

Check Date: Enter a date for this check (normally the date on the check).

- Pay To: Enter the vendor's name. There is a pick list, F8 available. This vendor does not have to be set up as a regular vendor. If the vendor is not predefined after you enter the name a window will appear and allow you to enter the new vendor's address information. The next time you want to enter a check to this vendor just begin typing the name, B.P.A. will search the database and display the vendors as you type. When the vendor you want is displayed in the field hit enter. Vendors entered in this way will appear in the vendor database by their name.
- Check Amount: Enter the amount of the check here.
- Memo: Enter a note like invoice # you are paying or description of what the payment was for.
- Amt Remaining: The system keeps a total of the check amount and the amount that has been distributed to the individual general ledger accounts and displays the amount remaining to be distributed in this field.
- G/L Account: To properly account for products you purchase or services purchased with a manual check, you may need to enter several line items. Each line item has a specific general ledger account number. When checks are posted, the line item amounts are posted to these accounts in the general ledger. The account number is entered in two parts. Each part is four digits long. There is a pick list, F8 available.
- Description: Any description is allowed. However, the default is the description of the G/L Account.
- Amount: Enter the total for all products purchased with this check which belong to the G/L Account you entered.

8.2 Enter Vendor Invoices

ENTER VENDOR INVOICES SELECTIONS
Add, Modify, Delete Vendor Invoices
Print Pre-Post Report
Post Invoices
Print A/P Aging Report
View Active Invoices
Reverse Posted Invoice
Reprint Posting Report
Print A/P Vendor Report

8.2.1 Add, Modify, Delete Vendor Invoices

When you enter vendor invoices you should group invoice items by product type and make only one entry for each type. For example: if you are being invoiced for several items of produce you should make only one entry for the total of all the produce you receive. If you do not have a G/L account number for produce you will have to create one. The product type refers to a group of products that are similar and were given the same "TYPE CODE" when they were defined. Vendor credit memos can be entered the same way you enter a vendor invoice, except the invoice total is negative and the line items are negative. These credit memos will appear on the check voucher when you pay your vendor. To modify a vendor invoice you must enter the Vendor Id and the invoice number. **Invoices Can Not Be Modified After They Are Posted.** They can however, be reversed. (See 'Reverse Posted Invoices' this chapter) When you have entered the Vendor Id and the invoice number the "VENDOR INVOICE SCREEN" above will be displayed and you can make your corrections. To delete an invoice you must enter the Vendor Id and the invoice number.

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

ACCOUNTS PAYABLE

INVOICE #:

VENDOR #:

INVOICE TOTAL:

VENDOR:

NON DISC FREIGHT:

INVOICE DATE: / /

DUE DATE: / /

DISCOUNT DATE: / /

DISCOUNT AVAIL:

RUNNING TOTAL:

AMT REMAINING:

GL ACCT	ACCOUNT DESCRIPTION	AMOUNT
---------	---------------------	--------

| F1 = HELP | F2 = KEYS | F6 = CALC | F7 = NEW VENDOR | F8 = PICK | F10 = ABORT

Vinvdtl Record: None Record Unlocked Ins Num 3:32:22 pm

Invoice #: Enter the number on the vendor's invoice.

Vendor #: Enter the vendor's Id number.

Invoice Total: Enter the invoice total.

Non Disc Freight: If freight is not discounted upon early payment, enter the amount of freight here. The amount entered here will not be discounted.

PO Number: This field is for the Purchase Order number used to order the products on this invoice.

Running Total: As you enter line items from the invoice you will see this field increment until it is equal to the invoice total. If this field is not equal to the invoice total when you are done, you have made a mistake. You must find the mistake and correct it before continuing.

Invoice Date: Enter a date for this transaction. This date is used in calculating your discounts based on terms information you entered when the vendor was defined. If you are not getting the discount you expect you may need to change the discount information in the vendor file.

Due Date: The due date is the date your payment is due based on the invoice date you entered and the terms you entered in the vendor definition file.

Discount Date: The last day on which you can pay this invoice and still receive a discount (based on the invoice date you entered above and the terms you entered in the vendor definition file).

Discent Avail: The amount of your discount if you pay by the discount date (based on the terms you entered in the vendor definition file).

Running Total: The system keeps track in this field of the total amount which has been dispersed to all the accounts.

Amt Remaining: As you enter line items from the invoice you will see this field decrement until it is equal to 0.00. If this field is not equal to 0.00 when you are done, you have made a mistake. You must find the mistake and correct it before continuing.

***** LINE ITEMS *****

GL_Acct: To properly account for product you receive, you will generally need to enter several line items for each invoice you put on the system. Each line item has a specific general ledger account number. When the invoice is posted the line item amount is posted to this account in the general ledger. The account number is entered in two parts. Each part is four digits long. To exit enter nothing.

Account Desc: Holds the description of the line item account.

Amount: Enter the total for all product you received on this invoice which belongs to the G/L Account number you entered.

8.2.2 Print Pre-Post Report

If you are not sure your invoices are correct you can print a pre-post invoice report. The first account on the report is the Accounts Payable account. Here you will see each invoice with its total. If you have made a mistake in entering your invoices, one of the invoice totals will be incorrect. The rest of the report shows the detailed line items that you have entered. Each line item will show up with the G/L account you assigned to it. If you have assigned the wrong account number to a line item you will see it here.

8.2.3 Post Invoices

When you are sure your invoices are correct you can post them. As part of the posting process you can print a posting report. This report should be saved along with the vendor invoices to help you document your payables. **You Must Post Your Invoices Before You Can Print Checks For Your Vendors.**

Accounts Payable Posting Report

ACCT_NO	VENDOR	INVOICE_NO	ENTRY DATE	AMOUNT
=====				
ACCOUNTS PAYABLE REPORT 04/13/92				
POSTING DATE: 04/13/92				
=====				
2101-0000	Accounts Payable			
	ECONOMY GAS COMPANY	1954	04/13/92	150.00
	GENERAL COMMUNICATIONS	6375	04/13/92	75.00
	STARR'S PEST CONTROL	112	04/13/92	100.00
			ACCOUNT TOTAL	325.00
=====				
5204-0000	Utilities Expense			
	ECONOMY GAS COMPANY	1954	04/13/92	150.00
	GENERAL COMMUNICATIONS	6375	04/13/92	75.00
			ACCOUNT TOTAL	225.00
=====				
5206-0000	Office Supplies Expense			
	STARR'S PEST CONTROL	112	04/13/92	100.00
			ACCOUNT TOTAL	100.00
			GRAND TOTAL	325.00

8.2.4 Print A/P Aging Report

Accounts Payable invoices are aged by the same periods as Accounts Receivable. This report may be printed in either Detail or Summary format with date delimiters. The detail option will list each accounts payable invoice individually with its amount aged to the correct period based on the due date entered at the time the invoice was placed on the system. There is a column total for each aging period and a Vendor Total of all the columns for each vendor. The summary format lists only a total for all the vendor invoices aged by period. Both formats show a column total for each aging period and total for all the aging columns at the bottom of the report.

A/P AGING REPORT 04/13/92

```
=====
VENDORS NAME  CURRENT  OVER 30  OVER 60  OVER 90  OVER 120  OVER 150  OVER 180
-----
```

8.2.5 View Active Invoices

You can view invoices in three stages of completion. First you see all invoices that have been enter but not posted. Second, you see invoices that have entered and posted. Third you see invoices that have be paid and the payment has been posted.

8.2.6 Reverse Posted Invoice

Should a vendor invoice be entered into the system for the incorrect amount or to the wrong vendor the invoice can be reversed off the system. The system will automatically reverse the postings to the General Ledger that were original made. The invoice may then be reentered and posted. You will be prompted to print a Reversal Posting Report.

8.2.7 Reprint Posting Report

Should the need arise the posting report may be reprinted. Simply enter the date for which the report was posted.

8.2.8 Print A/P Vendor Report

This report shows invoices that are in A/P by vendor. The report shows due date, invoice, invoice total, discount date, vendor number, and vendor name. Totals are display for each vendor.

8.3 Select Invoices For Payment

Select the invoices you want to pay. You can select invoices by due date, by vendor, a specific invoice, all invoices eligible for a discount, invoices for partial payment, or general selection, which allows you to view all invoices and mark with a 'Y' those invoices you wish to pay. You can make multiple selections before printing the checks. For example: You can select all invoices for a vendor and then select a specific invoice for another vendor. If you select the option "INVOICES BY DUE DATE", you will be asked to enter a date. All invoices that come due on or before the date you enter will be selected for payment. If you select the option "DISCOUNT AVAILABLE", the system will select all those invoices that are eligible for an early payment discount. As you select invoices for payment the system will calculate and display the cash requirements for paying the invoices. If you want to view selections or if you have selected an invoice you do not want to pay you may defer it from payment by selecting the option "VIEW/DEFER INVOICES FROM PAYMENT" on the previous menu. There may be a vendors invoice that you want to only pay a portion of. The "PARTIAL PAYMENT" selection allows you to enter the amount you wish to pay. The unpaid portion of the invoice remains in Accounts Payable until it is selected for payment.

SELECT INVOICES FOR PAYMENT OPTIONS

```
Invoices By Due Date
Invoices By Vendor
A Specific Invoice
Discount Available
General Selection
Partial Payment
```

8.4 Defer Invoices From Payment

With this selection you will see the invoices that were selected for payment. You may change a selected invoice to a deferred invoice here by entering 'N' in the entry field adjacent the invoice. If there is a dispute on payment of an invoice you can put a hold on the invoice by entering 'H'. The invoice will not be selected for payment until the hold is removed.

8.5 Cash Requirements Report

This selection prints a report showing which invoices will be paid. This report should be printed and retained to provide a paper trail for your Accounts Payable. Printed at the bottom of the report is the cash required to pay the selected invoices. Each vendor will be listed separately with the individual invoices shown and a total for his check.

8.6 Print Check Register

Print A/P check register to view accounts payable, payroll and manual check history. This report may be used in conjunction with bank reconciliation. The report uses the date of the check not the date the check was posted.

8.7 Print A/P Checks

If you make this selection, checks for the selected invoices will be printed. Checks are printed in alphabetical order by vendor name. Prior to printing checks you should align your checks using the check alignment feature. To order checks customized for you at a reasonable price, telephone **Business Software Solutions at 1-801-294-3300**.

8.8 Re-Print A/P Checks

If you make this selection you have the option to reprint all checks or a subset of the checks that have been printed but not posted **You Can Not Re-Print Checks After Posting Them But You Can Reverse Checks That Have Been Posted**. Checks would typically be re-printed if they had been damaged or misaligned during printing or the invoices selected are incorrect or you do not wish to do a check for a vendor at this time. You are given a screen listing all the invoices with the check number which was printed to pay them. If the check is valid and it is your intention to send it to your vendor, then enter "P"=Valid Check Printed. The system will change all invoices associated with that check to a "P" also. If the check needs to be reprinted enter "Y"=Reprint in the field. Note: If you enter "N" into the field you are telling the system that you do not want to reprint the checks and that you are not sending (You Have Voided) the already printed check to the vendor. To pay these invoices you will need to select them at some future time and print checks for them. When a check is voided the invoices paid by that check are put back into the Accounts Payable database and can be selected for payment at another time.

8.9 Cash Flow Forecast

CASH FLOW FORECAST			04/13/92			
<u>DATE RANGE</u>	<u>A\R</u>	<u>A\P</u>	<u>BANK</u>	<u>INFLOW</u>	<u>BANK</u>	
09/07/94 - 09/13/94	100.00	10.00	1000.00	90.00	1090.00	
09/14/94 - 09/20/94	0.00	20.00	1090.00	-20.00	1070.00	

8.10 Reconcile Bank Account

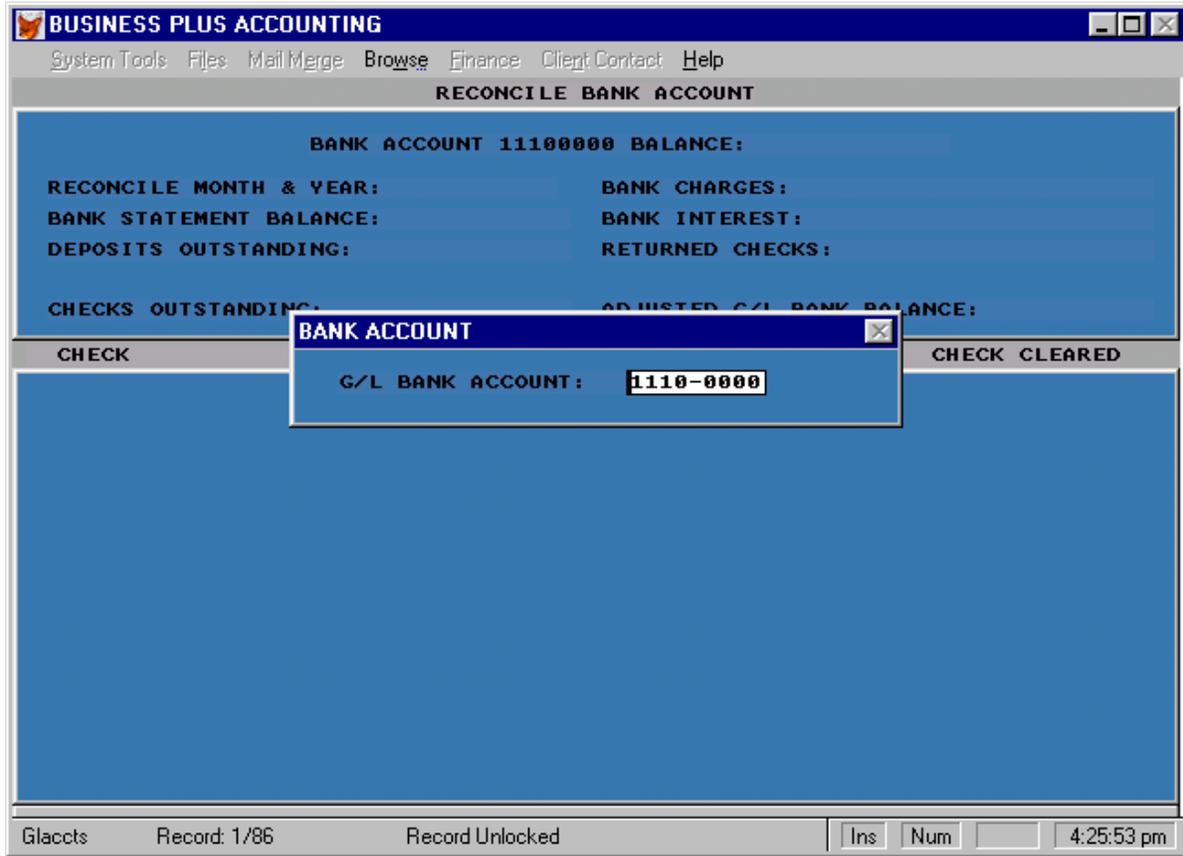
You will first be asked to enter the General Ledger account number of the Bank Account you wish to reconcile. B.P.A. supports the use of multiple Bank Accounts. Manual Checks, Accounts Payable Checks and Payroll Checks can be posted to different Bank Accounts (see each of these areas for specifics). Accounts Receivable payments can also be posted to different Bank Accounts. The reconciliation of each account is handled separately, by following the same procedures as outlined below.

At the top of the Bank Reconcile screen you will see the bank account balance as found in your general ledger for the month you are reconciling. On the left side of the screen you will enter the bank statement balance as shown on the statement from the bank. If you have made deposits to the bank which are not shown on the bank statement enter them in the field "DEPOSITS OUTSTANDING". If you have any bank charges or bank interest which have not been journalized and posted to your bank account enter them in the appropriate fields, "BANK CHARGES" or "BANK INTEREST". When you complete the bank reconciliation you will be asked if you want B.P.A. to make journal entries for these charges. If you have customer checks which the bank has returned for insufficient funds enter the total amount into the field "RETURNED CHECKS". As you are making these entries the "ADJUSTED BANK BALANCE" field will display the balance which will eventually equal the "GENERAL LEDGER BANK BALANCE".

On the bottom of the screen are displayed the checks which have been written and have not cleared the bank. We show as the default a 'N' indicating that the check has not cleared the bank. Change the 'N' to a 'Y' for any check which has cleared the bank. The total of the 'N' checks will be displayed in the field "CHECKS OUTSTANDING" and the field "ADJUSTED BANK BALANCE" will be updated to show the outstanding checks. After marking all the checks the "GENERAL LEDGER BANK BALANCE" should equal the "ADJUSTED BANK BALANCE".

RECONCILE BANK ACCOUNT SELECTIONS

- Add, Modify
- View Bank Reconciliations
- Print Reconciliation Report



- G/L Bank Balance: The current bank account balance as found in your general ledger.
- Reconcile Month & Year: The current accounting period.
- Bank Statement Balance: The balance as found on your bank statement. Reconciliations cannot be done for any period except the current one.
- Deposits Outstanding: If you have made deposits to the bank which are not shown on the bank statement enter them in the field "DEPOSITS OUTSTANDING".
- Checks Outstanding: On the bottom of the screen are all the checks which you have posted to the system through A/P, Manual Checks, and Payroll. The total of the checks will be displayed in the field "CHECKS OUTSTANDING". As you indicate a check has cleared the Bank by changing the "N" to a "Y" this field will be updated to show the total of outstanding checks. The "ADJUSTED BANK BALANCE" field will be updated by the outstanding checks to reflect the adjusted General Ledger Bank account balance.

Bank Charges:	If you have any bank charges from the current bank statement enter them here. When entered here they are posted by the system to the accounting period which is being reconciled.
Bank Interest:	If you have any bank interest for the current bank statement enter it here. When entered here they are posted by the system to the accounting period which is being reconciled.
Returned Checks:	If you have customer checks which the bank has returned for insufficient funds enter the amount in the field "RETURNED CHECKS". When entered here they are posted by the system to the accounting period which is being reconciled. If you reversed the check in Accounts Receivable then no enter should be made for the check here. The Accounts Receivable reversal will take the check amount out of the out of the g/l bank account balance.
Adjusted Bank Balance:	This field will be updated as the various adjustments are entered. This field should be equal to the "BANK STATEMENT BALANCE" when you have finished with all adjustments.
Check:	System supplied check number for all checks which are outstanding.
Pay To:	System supplied Payee.
Amount:	System supplied check amount.
Check Cleared:	If the check has cleared enter a 'Y'. The amount of the cleared check will be deducted from the amount in the "CHECKS OUTSTANDING" field.

8.11 View a Single Check

Make this selection to view a specific check. Enter the check number you wish to view. You will see the invoices paid with this check number.

8.12 Post A/P & Check Book Checks

This selection posts all computer generated and manual checks to the general ledger. When computer generated checks are posted the checking account is credited (decreased) and Accounts Payable is debited (also decreased). Manual checks SHOULD be written against invoices not entered into the system. This is because the posting is different for a manual check. When a manual check is posted the checking account is credited (decreased) and an expense account is debited (increased). If you have written a manual check for an invoice which you have entered into the system and posted you can fix the problem one of two ways. You can print a dummy auto check, tear it up, and not enter the manual check as a manual check. Or you can enter a reversing journal entry for the invoice you mistakenly entered (using the Invoice Posting Report G/L Distributions) and then enter and post the manual check as you normally would.

Check Book - Manual checks can be written and later entered into the system. You do not enter a manual check into the manual check system if it was used to pay an invoice which was entered into the accounts payable automated check area. Accounts Payable invoices entered into the 'Enter Vendor Invoices' section must be paid with an automated computer generated check in the Accounts Payable module or those invoices will remain in Accounts Payable. It is acceptable to print a check on white paper in accounts payable and then write a check by hand to pay the invoice. In this case the check printed to white paper should be given the same check number as the manually written one.

After you have entered Check Book - Manual Checks you can print an edit list to review your checks before posting. If you have multiple checking accounts you will be prompted at the time of posting to enter the G/L Bank Account number from which you want the total amount of the entered checks to be taken. Separate entry and posting must be done for each Bank Account. In other words, you must enter and post checks for one bank account before entering checks for another bank account.

8.13 Reverse Posted A/P Check

Often the occasion arises when a check needs to be reversed, i.e. the check never clears the bank, should be voided, was made out to the incorrect vendor or person, or for the wrong amount. You are prompted to enter the check number to reverse and the date to post the reversal to. The reversal can be posted to an open accounting period. You will be prompted to print a Reversal Posting Report.

8.14 Void Checks

The void checks selection allows you to enter and track checks that have been voided. This allows you to account for all your checks. Once you have entered a check here you can print a void check report or simply view voided checks on the screen.

8.15 Print 1099's

Select this function to enter 1099 data and print a 1099 report. B.P.A. does not print the 1099 form, we print only the data.

Chapter 9
General Ledger

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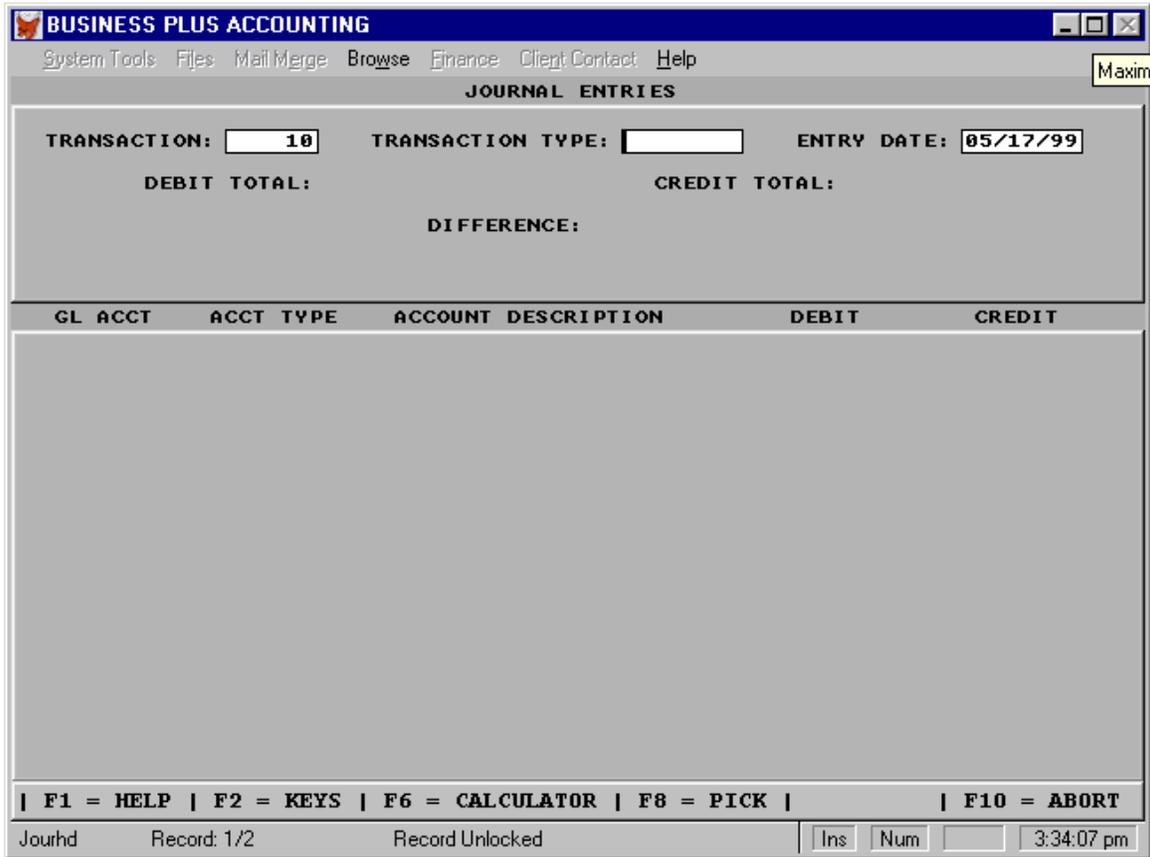
9 General Ledger

GENERAL LEDGER SELECTIONS

- Journal Entries
- Print Journal Edit List
- Post Journal Entries
- General Ledger Trial Balance
- Balance Sheet/Income Statement
- Year End Balance Sheet/Income Statement
- General Ledger Chart Of Accounts
- General Ledger Activity By Period
- General Ledger Activity By Date
- Change In Financial Conditions
- G/L Account Budgets
- Quarterly G/L Summary Report
- Sales Tax Report
- Fixed Asset Deprecation
- End of Period Report
- Change G/L Accounting Periods
- Profit and Loss By Department

9.1 Journal Entries

When it is necessary to make a manual debit or credit entry into the General Ledger you must make a journal entry. All entries are two-sided entries. That is, debits must equal credits. The default description is the G/L Account description. However, If you need to make a note to yourself for a Journal Entry enter it into the description field. It is a common practice to make Journal Entries for business transactions such as, damaged or lost inventory, petty cash transactions, miscellaneous office expenditures, or items which were posted to the wrong account etc. As you make journal entries you should use care in assigning entries to the proper general ledger accounts. Journal Entries are posting in a batch. Entries that should be posted to the same month are entered together and consequently posted to the same date. This will help you in tracking your business expenses and will enable you to set and monitor budgets for each of your general ledger accounts.



BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

JOURNAL ENTRIES

TRANSACTION: TRANSACTION TYPE: ENTRY DATE:

DEBIT TOTAL: CREDIT TOTAL:

DIFFERENCE:

GL ACCT	ACCT TYPE	ACCOUNT DESCRIPTION	DEBIT	CREDIT

| F1 = HELP | F2 = KEYS | F6 = CALCULATOR | F8 = PICK | | F10 = ABORT

Jourhd Record: 1/2 Record Unlocked Ins Num 3:34:07 pm

- Transaction#: The transaction number is supplied by the system. This number is incremented each time a transaction is generated anywhere in the system. So journal entry transaction numbers may not be sequential because other system functions may have used transaction numbers.
- Transaction Type: The transaction type is entered by the user and is used by the user to identify a group of journal entries (i.e. 'ADJ #6' for adjusting entry #6)
- Debit Total: The system will display the total debit amounts entered in the debit column below.
- Date: Enter a date for this transaction or leave the default date. **This is not the posting date.**
- Credit Total: The system will display the total credit amounts entered in the credit column below.
- Difference: The system will display the difference between the debit and credit columns. Before exiting the screen the difference field must show 0.00.

*****LINE ITEMS*****

- GL Acct: The G/L Account Number is entered in two parts. Each part is four digits long. A Pick List, F8, is available to display the valid General Ledger Accounts. If you need to define another account you must exit the General Ledger module and go to 'Definitions' screen and select 'Chart of Accounts' and 'Add'. If data has been entered it should balance before pressing F3, to save or you can enter F10, to abort and save nothing.
- Description: Enter a description for this journal entry or use the default description. If the description is changed the entry will still post to the G/L Account above.
- Debit: Enter the amount of the journal entry in this field if the account is to be debited. Assets and expenses hold a debit balance.
- Credit: Enter the amount of the journal entry in this field if the account is to be credited. Liabilities, owner equity, and revenues hold a credit balance.

9.2 Print Journal Edit List

Prior to posting journal entries print a journal edit list. Check each entry and make modifications where necessary.

9.3 Post Journal Entries

After verifying your journal edit list you are ready to post journal entries to you general ledger. As part of the posting process you will want to print and file your journal posting report.

G/L TRANSACTION POSTING REPORT		04/13/92		POSTING DATE: 04/13/92		
TRAN_NBR	ACCT_NO	ACCOUNT DESCRIPTION	ENTRY DATE	DEBIT	CREDIT	
25	5201-0000	Salary expense	11/15/92	100.00		
25	1105-0000	Checking Account	11/15/92		100.00	
TOTALS				200.00	200.00	

9.4 General Ledger Trial Balance

The Trial Balance shows the total debits or credits made to an account and should be run before the balance sheet and income statements are printed at the end of an accounting period. The Trial Balance Sheet can be run only for the current accounting period, the period which you are balancing.

BUSINESS SOFTWARE SOLUTIONS INC
 1290 South 500 West #300
 Bountiful, Utah 84010
 801-294-3300

TRIAL BALANCE

CURRENT ACCOUNT PERIOD: APRIL 1992

ACCT #	ACCOUNT NAME	START OF MONTH		THIS MONTH		ENDING BALANCE		%
		DEBITS	CREDITS	DEBITS	CREDITS	DEBITS	CREDITS	
1000-0000	Assets	0.00		1415.62		1415.62		100.00
1100-0000	Current Assets	0.00		1415.62		1415.62		100.00
1101-0000	Petty Cash	0.00		0.00		0.00		0.00
1102-0000	Checking Accoun	0.00		974.22		974.22		68.82
1103-0000	Accounts Receiv	0.00		1396.85		1396.85		98.67
1104-0000	Inventory	0.00		-955.45		-955.45		-67.49
1105-0000	Office Supplies	0.00		0.00		0.00		0.00
1106-0000	Prepaid Insuranc	0.00		0.00		0.00		0.00
1107-0000	Allowance Bad De	0.00		0.00		0.00		0.00
1200-0000	Fixed Assets	0.00		0.00		0.00		0.00
1201-0000	Office Furniture	0.00		0.00		0.00		0.00
1202-0000	Acc Deprec Furn	0.00		0.00		0.00		0.00
1203-0000	Equipment	0.00		0.00		0.00		0.00
1204-0000	Acc Deprec Equi	0.00		0.00		0.00		0.00
1205-0000	Autos	0.00		0.00		0.00		0.00
1206-0000	Acc Deprec Auto	0.00		0.00		0.00		0.00
1207-0000	Building	0.00		0.00		0.00		0.00
1209-0000	Acc Deprec Build	0.00		0.00		0.00		0.00
1210-0000	Land	0.00		0.00		0.00		0.00
1211-0000	Other Assets	0.00		0.00		0.00		0.00
2000-0000	Liabilities		0.00		177.55		177.55	100.00
2100-0000	Short Term Liab		0.00		177.55		177.55	100.00
2101-0000	Accounts Payable		0.00		105.00		105.00	59.14
2102-0000	Notes Payable		0.00		-10.00		-10.00	-5.63
2103-0000	Salaries Payable		0.00		-10.00		-10.00	-5.63
2104-0000	Group Insurance		0.00		-10.00		-10.00	-5.63
2105-0000	Federal Income W/H		0.00		-10.00		-10.00	-5.63
2106-0000	State Income W/H		0.00		0.00		0.00	0.00
2107-0000	FICA W/H Employee		0.00		0.00		0.00	0.00
2108-0000	FICA W/H Employer		0.00		0.00		0.00	0.00
2109-0000	Futa Fed. Unemployment		0.00		0.00		0.00	0.00
2110-0000	Suta State Unemployment		0.00		0.00		0.00	0.00
2111-0000	Sales Tax Payable		0.00		112.55		112.55	63.39
2112-0000	Property Tax		0.00		0.00		0.00	0.00
2113-0000	Federal Income Tax		0.00		0.00		0.00	0.00
2200-0000	Long Term Liabilities		0.00		0.00		0.00	0.00
2201-0000	Notes Payable		0.00		0.00		0.00	0.00
2202-0000	Other Liabilities		0.00		0.00		0.00	0.00
3000-0000	Capital		0.00		410.00		410.00	100.00
3100-0000	Equity & Earnings		0.00		410.00		410.00	100.00
3101-0000	Owners Equity		0.00		0.00		0.00	0.00
3102-0000	Owners Drawing		0.00		0.00		0.00	0.00

3103-0000	Retained Earnings	0.00	410.00	410.00	100.00
3104-0000	Income & Expense Summ	0.00	0.00	0.00	0.00
4000-0000	Revenues	0.00	2558.52	2558.52	100.00
4100-0000	Sales & Returns	0.00	2558.52	2558.52	100.00
4101-0000	Sales	0.00	2564.93	2564.93	100.25
4102-0000	Sales Returns	0.00	0.00	0.00	0.00
4103-0000	Sales Discounts	0.00	-6.41	-6.41	-0.25
4104-0000	Finance Charges	0.00	0.00	0.00	0.00
4105-0000	Other Revenue	0.00	0.00	0.00	0.00
5000-0000	Expenses	0.00	1730.45	1730.45	100.00
5100-0000	Cost Of Merchand	0.00	955.45	955.45	55.21
5101-0000	Purchases	0.00	955.45	955.45	55.21
5102-0000	Purchase Disct	0.00	0.00	0.00	0.00
5200-0000	Operating Expen	0.00	775.00	775.00	44.79
5201-0000	Salary Expense	0.00	110.00	110.00	6.36
5202-0000	Benefits Expen	0.00	23.00	23.00	1.33
5203-0000	Rent Expense	0.00	32.00	32.00	1.85
5204-0000	Utilities Expen	0.00	220.00	220.00	12.71
5205-0000	Advertising	0.00	20.00	20.00	1.16
5206-0000	Office Supplies	0.00	90.00	90.00	5.20
5207-0000	Inventory Loss	0.00	10.00	10.00	0.58
5208-0000	Bad Debt Expense	0.00	10.00	10.00	0.58
5209-0000	Payroll Taxes	0.00	100.00	100.00	5.78
5210-0000	Insurance Expens	0.00	70.00	70.00	4.05
5211-0000	Cash Variance	0.00	0.00	0.00	0.00
5212-0000	Property Tax	0.00	35.00	35.00	2.02
5213-0000	Deprec Exp Furn	0.00	10.00	10.00	0.58
5214-0000	Deprec Exp Build	0.00	20.00	20.00	1.16
5215-0000	Deprec Exp Equi	0.00	20.00	20.00	1.16
5216-0000	Deprec Exp Auto	0.00	20.00	20.00	1.16
5217-0000	Other Expenses	0.00	-15.00	-15.00	-0.87
TOTALS:		0.00	0.00 3146.07	3146.07 3146.07	3146.07 3146.07

9.5 Balance Sheet / Income Statement

Print your Balance Sheet & Income Statement prior to closing the current accounting period. The balance sheet shows the financial position of a business on a specific date. The financial position is shown by listing the assets of a company as the first part of the balance sheet and listing the liabilities and owner's equity as the second part. Assets must equal Liabilities + Capital. Below is a sample balance sheet. The Balance Sheet and Income Statement can be printed for the current accounting period or for a previous accounting period including last years periods. Accounting periods for the year before last can not be printed. Percent of sales is shown on the Balance Sheet.

BALANCE SHEET 04/11/92

ACCOUNT PERIOD: APRIL 1992

ACCT #	ACCOUNT NAME	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	%
1000-0000	Assets					8761.00	100.00
1100-0000	Current Assets					8761.00	100.00
1101-0000	Petty Cash			0.00			0.00
1102-0000	Checking Account			8761.00			100.00
1103-0000	Accounts Receivable			0.00			0.00
1104-0000	Inventory			0.00			0.00
1105-0000	Office Supplies			0.00			0.00
1106-0000	Prepaid Insurance			0.00			0.00
1107-0000	Allowance For Bad Debts			0.00			0.00

Business Plus Accounting

1200-0000	Fixed Assets	0.00	0.00
1201-0000	Office Furniture	0.00	0.00
1202-0000	Acc Depreciation Furniture	0.00	0.00
1203-0000	Equipment	0.00	0.00
1204-0000	Acc Depreciation Equipment	0.00	0.00
1205-0000	Autos	0.00	0.00
1206-0000	Acc Depreciation Autos	0.00	0.00
1207-0000	Building	0.00	0.00
1209-0000	Acc Depreciation Building	0.00	0.00
1210-0000	Land	0.00	0.00
1211-0000	Other Assets	0.00	0.00

 Total Assets 8761.00

BALANCE SHEET
 04/11/92

ACCOUNT PERIOD: APRIL 1992

ACCT #	ACCOUNT NAME	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	%
2000-0000	Liabilities					200.00	100.00
2100-0000	Short Term Liabilities				200.00		100.00
2101-0000	Accounts Payable			100.00			50.00
2102-0000	Notes Payable			100.00			50.00
2103-0000	Salaries Payable			0.00			0.00
2104-0000	Group Insurance Payable			0.00			0.00
2105-0000	Federal Income W/H			0.00			0.00
2106-0000	State Income W/H			0.00			0.00
2107-0000	FICA W/H Employee			0.00			0.00
2108-0000	FICA W/H Employer			0.00			0.00
2109-0000	Futa Fed. Unemployment Tax			0.00			0.00
2110-0000	Suta State Unemployment Tx			0.00			0.00
2111-0000	Sales Tax Payable			0.00			0.00
2112-0000	Property Tax			0.00			0.00
2113-0000	Federal Income Tax			0.00			0.00
2200-0000	Long Term Liabilities				0.00		0.00
2201-0000	Notes Payable			0.00			0.00
2202-0000	Other Liabilities			0.00			0.00

 Total Liabilities 200.00

3000-0000	Capital					0.00	100.00
3100-0000	Equity & Earnings				0.00		0.00
3101-0000	Owners Equity				0.00		0.00
3102-0000	Owners Drawing				0.00		0.00
3103-0000	Retained Earnings				0.00		0.00
3104-0000	Income & Expense Summary				0.00		0.00

CURRENT EARNINGS 8561.00

 Total Capital 8561.00

Total Liabilities Plus Equity 8761.00

INCOME STATEMENT
 04/11/92

ACCOUNT PERIOD: APRIL 1992

ACCT #	ACCOUNT NAME	LEVEL 5	LEVEL 4	LEVEL 3	LEVEL 2	LEVEL 1	%	YTD
--------	--------------	---------	---------	---------	---------	---------	---	-----

4000-0000	Revenues		9511.00	100.00	21000.00
4100-0000	Sales & Returns		9511.00	100.00	21000.00
4101-0000	Sales	9511.00		100.00	21000.00
4102-0000	Sales Returns	0.00		0.00	0.00
4103-0000	Sales Discounts	0.00		0.00	0.00
4104-0000	Finance Charges	0.00		0.00	0.00
4105-0000	Other Revenue	0.00		0.00	0.00

	Total Revenues		9511.00		
	Cost of Merchandise		950.00		

	Gross Profit From Sales		8561.00		
5000-0000	Expenses		950.00	100.00	16000.00
5100-0000	Cost Of Merchandise		950.00	100.00	16000.00
5101-0000	Purchases	950.00		100.00	16000.00
5102-0000	Purchase Discount	0.00		0.00	0.00
5200-0000	Operating Expenses		0.00	0.00	0.00
5201-0000	Salary Expense	0.00		0.00	0.00
5202-0000	Benefits Expense	0.00		0.00	0.00
5203-0000	Rent Expense	0.00		0.00	0.00
5204-0000	Utilities Expense	0.00		0.00	0.00
5205-0000	Advertising Expense	0.00		0.00	0.00
5206-0000	Office Supplies Expense	0.00		0.00	0.00
5207-0000	Inventory Loss Expense	0.00		0.00	0.00
5208-0000	Bad Debt Expense	0.00		0.00	0.00
5209-0000	Payroll Taxes Expense	0.00		0.00	0.00
5210-0000	Insurance Expense	0.00		0.00	0.00
5211-0000	Cash Short	0.00		0.00	0.00
5212-0000	Property Tax Expense	0.00		0.00	0.00
5213-0000	Depreciation Exp Furniture	0.00		0.00	0.00
5214-0000	Depreciation Exp Building	0.00		0.00	0.00
5215-0000	Depreciation Exp Equipment	0.00		0.00	0.00
5216-0000	Depreciation Exp Autos	0.00		0.00	0.00
5217-0000	Other Expenses	0.00		0.00	0.00

	Total Expenses		950.00		
	Net Income		8561.00		

9.6 Year End Balance Sheet/Income Statement

This selection allows you to print a Balance Sheet & Income Statement for the current year to date or for a two year period. The format of the Balance Sheet & Income Statement is similar to that printed above.

9.7 General Ledger Chart Of Accounts

The Chart Of Accounts lists the classifications you use to keep track of your Assets, Liabilities, Owner Equities, Revenues, and Expenses. We recommend you use one of the Charts Of Accounts provided but you can make changes to the chart you select if necessary. If you make a change to any account in the Chart of Accounts which is also found in the General Ledger Interface Table you will have to update the G/L Interface Table (See G/L Interface Table Definition Chapter 6).

The Chart Of Accounts holds all the posting totals for each account. There is considerably more data in the General Ledger Chart Of Accounts than that shown below. To see all the data in the Chart Of Accounts you can select the browse feature on the main menu and the "G/L ACCOUNTS" selection on the browse menu. It is important that you understand the different fields of data in the Chart Of Accounts. The following is a description of all the fields shown in browse.

ACCT_NBR: The account number assigned to this account.

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ACCT_DESC: The account description.

BALANCE:	This field contains the account total including all forward postings. For Example: If you are in the accounting period for January but you have posted forward to February and to March etc. the balance field will contain the total for all the months i.e. January, February, March etc.
THIS_MONTH:	The total posted to this account for the current month (current accounting period).
THIS_YEAR:	The total posted to this account for the current year sometimes referred to as year-to-date.
ACCT_TYPE:	This field holds a D = Debit or a C = Credit to define the account type.
GEN_DETAIL:	This field holds a G = General or a D = Detailed (a general account is made of a group of detailed accounts).
LAST_YEAR:	The total posted to this account last year.
BUDGET:	If you have created a budget for this account, that amount is held here.
FORECAST:	Used with budgets to provide forecasts.
BALFORWARD:	The ending balance for this account for the last accounting period. This will be 0.00 for Revenue and Expense accounts.
LSTYEAREND:	The running total ending balance for this account for last year.
YRBEFLAST:	The running total ending balance for this account for the year before last.
JAN - DEC:	The running total for this account for the current month, accounting period.
LAST_JAN-LAST_DEC:	The running total ending accounting period balance for last year's accounting periods.
PERIOD_TOT:	A field used for a variety of accounting period calculations.
NEXT_JAN-NEXT_DEC:	These fields hold totals that are posted forward into next year. When next year becomes this year those totals are placed into the this years fields (THIS_MONTH, THIS_YEAR, JAN -DEC).

9.8 General Ledger Activity By Period

The General Ledger Activity Report shows all debit and credit entries made to the selected General Ledger Accounts for the selected accounting period. This report also shows year-to-date and beginning and ending account balances. This report should be run at the end of each accounting period and filed for reference. The report can be printed for the current accounting period or for a previous accounting period or for the entire current year or for the entire previous year. The report may be printed for one General Ledger account, a range of accounts, or all accounts. To print an entire year enter 13 for the accounting period. Accounting periods for the year before last can not be printed. In the description field of the report you will find a partial customer, vendor or account name and the invoice # or transaction # for the entry. In the source column of the report you will find a four character code telling you where the entry came from (i.e. customer orders, accounts receivable etc.). A list of the codes is printed at the bottom of each printed report. Summary posts are the totals of multiple A/P payments.

GENERAL LEDGER ACCOUNT ACTIVITY
CURRENT ACCOUNT PERIOD: NOVEMBER 1992

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ACCT #	SOURCE	POSTDATE	VENDOR/CUSTOMER/DESCRIPTION		DEBITS	CREDITS
4101-0000	Sales		BALANCE FORWARD			0.00
Year To Date:		1274.22				
	DSAL	11/19/92	Summary Post	TRAN# 8		265.00
	CORD	11/20/92	FOOD STORE	INV 10039		435.00
	MEMO	11/21/92	Summary Post	TRAN# 11		574.22
ACCOUNT TOTAL						1274.22
ENDING BALANCE						1274.22

SOURCE LEGEND:

CORD=CUSTOMER ORDER COMD=CUSTOMER ORDER MODIFY CODL=CUSTOMER ORDER DELETED
 JOUR=JOURNAL ENTRY A/P =ACCOUNTS PAYABLE CASH=CASH CUSTOMER
 MCHK=MANUAL CHECK A/R =ACCOUNTS RECEIVABLE MEMO=CR/DB MEMOS
 DSAL= DAILY SALES VOID= VOID CASH SALES PAY=PAYROLL
 CKRV=CHECK REVERSAL APRV=INVOICE REVERSAL COOP=CUSTOMER OVER PAYMENT
 COAF = AFTER THE FACT CUSTOMER ORDERS

9.9 General Ledger Activity By Date

The General Ledger Activity By Date Report shows all debit and credit entries made to the selected General Ledger Accounts for the selected date range. This report shows most of the same information as the standard general ledger activity report but with this report you can limit the days of data on the report. The report may also be printed for one General Ledger account, a range of accounts, or all accounts. In the description field of the report you will find a partial customer, vendor or account name and the invoice # or transaction # for the entry. In the source column of the report you will find a four character code telling you where the entry came from (i.e. customer orders, accounts receivable etc.). A list of the codes is printed at the bottom of each printed report. Summary posts are the totals of multiple postings i.e. A/P payments.

9.10 Change In Financial Conditions

The Change In Financial Conditions Report shows account running totals for year before last, for last year, and for the current accounting period. The report calculates and prints the change in financial conditions for 'last year' minus 'year before last' and for the 'current period' minus 'last year'. The percentage shown is the percentage of change in the account over the compared time period. For example, if account 1000-0000 had a last year (end of year) running total of \$100.00 and a current period total of \$150.00 dollars the change in financial conditions (variance) would be 50 percent.

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 (801)-294-3300

STATEMENT OF CHANGES IN FINANCIAL CONDITIONS
 CURRENT ACCOUNT PERIOD: APRIL 1992

YEAR		BEFORE	LAST		LAST YR -	VAR	CURRENT -	VAR
ACCT #	ACCOUNT NAM	LAST	YEAR	CURRENT	YR BEFORE	%	LAST YR	%
1000-0000	Assets	10.00	15.00	20.00	5.00	50.00	5.00	33.33
1100-0000	Current Asse	0.00	0.00	0.00	0.00	0.00	0.00	0.00

9.11 G/L Account Budgets

The budget option allows you to create a budget for each of your Income and Expense accounts for each month of the year and for each month of next year. You can track your budget throughout the year. When the accounting year is closed the next year budget is moved into the this year budget fields i.e. Jan, Feb, Mar etc.. Your budget can be viewed or printed.

9.12 Quarterly G/L Summary Report

This selection allows you to print a quarterly report of G/L account totals.

9.13 Print Sales Tax Report

Because orders can be modified and deleted the sales tax liability for an order can be spread over several accounting periods. Sales tax calculated from an orders report would not be accurate. This sales tax report comes from the general ledger and will give you accurate sales tax liability totals for each taxing area i.e. state. A summary and detail report can be printed. The summary gives totals by tax area i.e. state. The summary report shows area, tax percent, total tax, exempt total, and non-exempt total. The detail report shows each invoice for each tax area. The detail report shows area, tax percent, invoice, account, customer, tax total, exempt total, and non-exempt total.

9.14 Fixed Asset Deprecation

The fixed asset module allows you to define each asset, assign a depreciation method and record the depreciation. The actual calculation for depreciation has to be done manually. You can use the depreciation calculator included in the system by selecting "Finance" on the tool bar. The depreciation methods supported are straight line, sum of the years, and double declining balance. There are many methods of depreciation and they change from time to time. If you are using a new method simply calculate using your method and record the depreciation. Make sure you define your method in the depreciation notes field so others will know how you made your calculations. Once entered depreciation reports can viewed or printed.

9.15 End of Period Report

This report is run for any period(month and year). It shows the account number, account description, and the period total for all detailed accounts.

9.16 Change G/L Accounting Periods

There are 12 accounting periods per year. These accounting periods correspond to the months of the year. You can post to any accounting period which has not been closed. For example: when you change the accounting period from period 1 to 2, period 1 is closed and can not be posted to. Before you close the current accounting period be sure to run all your end of period reports (General Ledger Activity Report, Trial Balance, Balance Sheet and Income Statement). To view or print a 24 month bar graph of any of your General Ledger Accounts select "SYSTEM TOOLS" from the PULL DOWN MENU BAR.

The FILES selection on the Pull Down Menu Bar allows you to backup all your data base files to a floppy disk. You should backup your files prior to closing each accounting period so you can restore them and start an accounting period over if the need arises.

When you close a monthly accounting period the following things happen:

1. For Asset, Liability, and Capital accounts the ending balance becomes the beginning balance for the next accounting period.
2. Revenues and Expenses are totaled and the profit or loss is posted to the Income and Expense summary account. You may want to move this total to an equity account.
3. Revenue and Expense accounts are zeroed after their totals are posted to current earnings.
4. If the new accounting period has prior postings made during a previous accounting period, those totals are moved to the new current period.

When you close an accounting year the following things happen:

1. The ending account balances become the beginning balances for the next accounting period.
2. Revenues and Expenses are totaled and the profit or loss is posted to the Income and Expense Summary account.
3. Revenue and Expense accounts are zeroed after the posting to current earnings.
4. If the new accounting period has prior postings made during a previous accounting period, those totals are moved to the new current period.
5. Year before last totals are replaced with last year's totals.
6. Last year's totals are replaced with this year's totals.

Month End Closing

Last day of the month:

1. Print an Accounts Receivable Aging Report. The total should match the General Ledger A\R account total for the same month. In order for the report to balance to the G/L Account it must be printed after all invoicing has taken place and all payments received have been posted. Credit Memos which appear on the A\R Aging Report should be added back into the total to balance the two. The Accounts Receivable Aging Report is a "snapshot" in time, it changes each day.

During next month:

1. Enter all manual checks dated in the month being balanced. Post them to the month they were written. This must be done in order to reconcile the Bank Account.
2. Enter the Accounts Payable invoices that are dated in the month that is being balanced. Post these to the month being balanced. Print an Accounts Payable Aging Report. The total should balance with the Accounts Payable Account in the General Ledger.
3. Reconcile the Bank Account. Journal Entries are made for Bank Charges, Bank Adjustments and Returned checks. Print the General Ledger Activity Report for just the Bank Account. The Debit column should show all the deposits made from the Accounts Receivable module, and Journal Entries for deposits other than A\R. These deposits should match those deposits listed on your bank statement. The credit column should show all the checks, A\P and Payroll, written during the month. The General Ledger Account total should balance to the reconciled amount.
4. Journal Entries are made for Inventory Adjustments. These are for lost, damaged, or stolen inventory items.
5. When these steps are complete; print month end reports, i.e. Balance Sheet & Income Statement, General Ledger Activity Report, Sales Reports, and Check Register etc. The Accounting Period can then be changed to the next month. This is done from the General Ledger Menu Screen, the last selection.

NOTE: Print a Balance Sheet & Income Statement or a Trial Balance for the period being balanced as many times as necessary while you are verifying the account balances.

Year End Close

1. The same procedures should be followed as for the month end 1-4.
2. Depreciation Expense is figured by an accountant or tax advisor. This adjustment is made as a Journal Entry (Debit-Depreciation Expense, Credit-Accumulative Depreciation).
3. In the month of January (or first month of your accounting year), a Journal Entry should be made to move the prior years Profit or Loss from the Income & Expense Summary Account (usually account #3104-0000), to the Retained Earnings Account (usually account #3103-0000). The Income & Expense Summary Account keeps an accumulative total of Profit or Loss from the closing of each monthly accounting period for the entire year. This Journal Entry must be made to keep Profit or Loss separate each year.

9.17 Profit & Loss By Department

This report shows profit and loss by department. Each general ledger account belongs to a department. Any department can be selected for this report. Departments can be created in the "CHART OF ACCOUNTS" menu in definitions. Departments are assigned to accounts when accounts are added or modified from the "CHART OF ACCOUNTS" menu.

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Customer Orders

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10 Customer Orders

The screen below is used for customer orders and point of sale. All customers and products entered must be defined to the system. The invoice number is generated automatically and ranges from 10000 to 999999. The numbers 1-9999 are reserved for manual orders (i.e. orders prepared in the field). If you are entering a manual order enter an invoice number between 1-9999. If you gave the customer a discount in the definition screen, that discount will appear on this screen. The discount can be modified here if necessary. As the products are entered the discounted price will appear on the screen. The number of units available in inventory will also appear, allowing you to communicate this information to the customer during ordering. If this number is negative you can continue to process the order but you will not be able to fill it until you receive more inventory. Orders created without inventory available are pick short. This means there is not product in inventory to fill the order. After the product is received on the product receiving screen you should stage the product for shipping since you have already created and invoice for it.

B.P.A. supports customer back orders. You may choose to use the 'Back Order' Invoice, this is done from the 'Pre-Printed Forms' selection on the 'Definitions' Menu. However, you do not have to use the 'Back Order' Invoice to use the Back Order feature of Customer Orders. If you want to back order some product enter the quantity to back order in the back order field. When the back ordered product arrives you can press F4 on the customer order screen to retrieve and process the previous back order. The back order data will then be removed. This technique creates clean orders and simplifies invoices, statements, order tracking, and related accounting.

You can convert Quotes to an order by selecting F5 while at the top of the customer order screen. A Pick List of Quotes to choose from is displayed. When selected the Quote information is brought into the order screen. Items may be added or deleted. New Customers can be created by pressing F7 while in the account number field at the top of the customer order screen. New Products can be created by pressing F5 while in the 'Prod/Serv' field at the bottom of the customer order screen. After defining new customers or products press F3 twice to Save and return to the customer order screen. To see all the items previously ordered by a customer press F11 while at the top of the customer order screen or on the customer order menu or at the main program menu. The oldest items are shown at the top of the screen, use 'Page Down' to view the newest items.

To view customer status or add notes to the customer memo field press F9 after entering the customer account number at the top of the customer order screen. A window will display the current customer Status. If you have entered "HOLD" for the status of a customer, that customer's memo field will automatically be displayed in customer orders when you enter the customer's account number. Typically you would use this feature when you have placed a sales hold on this customer. Or you may use it to remind you of something the customer needs to do when he is at your location. If you press F5 after entering the customer's account number you will be taken to 'Call Tracking'. This feature allows you to enter conversation notes for the current phone call and to view prior phone conversation notes.

When the order is created you are shown the customer ship to address and allowed to make changes. This gives you the option of shipping to multiple locations while you bill one customer. If you have defined multiple ship to locations for this customer you can pick a ship to address using the pick list while in the ship to address fields. If the customer was given a credit limit when defined and the customer is over the credit limit a warning message will be displayed and the order can be aborted.

After a customer order has been created an 'Inventory Pick List' can be printed. The pick list tells you what locations are assigned to pick the product from. If you accept orders for more product than you have in inventory you will see "PICK SHORT" as the location for that inventory. When you receive product (see Product Receiving Chapter 14) that has been picked short you will be told to ship the product instead of placing it in inventory. This is because you have already accepted an order for the product.

When you use the 'Inventory Pick List', older product is picked first. This reduces inventory loss due to aging (see Product Aging Report Chapter 16). If you do not use the pick list to pick from specific locations your inventory location counts will not be accurate. You will have picked from one location when you should have picked from another. However, the on hand counts in the product records will remain accurate. We highly recommend you use the pick list to help you keep your inventory accurate. You may also want to use the pick list as your packing slip.

After the Inventory Pick List is printed you will be asked if you want to print an invoice for the order. If you do not print the invoice here you can print it later using the Accounts Receivable selection on the main menu. We suggest you print it now. If you are using this system as a Point Of Sale System you should use two-part paper and print the invoice here. One part becomes the customer's receipt, the other is saved for your records.

To sell product defined to the system without keeping track of any particular customer (in other words, a cash sale of defined product), you can create a customer called "CASH SALE". Assign this customer an account number (i.e. "CASH") and use the customer definition screen to define this account as you would define a normal customer (i.e. assign sales tax rate and fill in all other applicable fields). When you enter this account on the customer order screen it will be treated as a cash sale and inventory will be adjusted for each item sold as it is for a credit customer but you will not need to define each customer you sell to.

When you create an order that you plan to repeat each month you can automate that order by pressing F4. From that point on this order can be automatically generated selecting "GENERATE AUTO INVOICES" from the customer order "AUTO INVOICE" selection screen. Invoices for each AUTO order will be printed. After you have generated these AUTO orders they are the same as all other manually entered orders, meaning you can modify or delete them by selecting modify or delete at the customer order menu.

Two special informational windows can be activated to appear on the customer order screen. The first is the 'Customer Profile Window'. This window displays the customers name (company name/first name, last name), address, phone/fax numbers, and contact person for your verification at order time. The second is the 'Modify Product Description Window'. This window displays the defined description fields of each product entered as a line item on the order screen. By using the Alt-E keys you can move into this window and modify the description of the product for this order only. It will not permanently change the product descriptions in the product file. To enable or disable this window select the 'Define Miscellaneous' button from the 'Definitions' Menu (Chapter 6).

There are three invoice styles available; one standard, one that shows back order information, and a forty column slip invoice for retail POS. To obtain pre-printed invoices call **Business Software Solutions Inc. at 1-(801)-294-3300**. B.P.A. is compatible with an electronic cash drawer, contact Business Software Solutions to order a cash drawer.

Customer Orders is divided into three screens; the 'Customer Orders' screen, the 'Close Out' screen and the 'Print Invoice and Inventory Pick List' screen. Each is shown and discussed in this order in this chapter.

CUSTOMER ORDER SELECTIONS

- Add, Modify, Delete
- Auto Orders/Invoices
- Quotes - Job Costing - Optional (Chapter 11)
- Customer Backorders
- Salesperson Commissions
- REP Commissions Sales - Optional
- Print Packing List

- Mark Processed Orders
- Consign Inventory-Optional
- Adjust Invoice Costs
- Order Status Report
- Print Invoices
- Assign Inventory
- Cash Drawer
- After The Fact Orders
- UPS Shipping Data
- Internet Orders - Optional (Chapter 12)

10.1 Add, Modify, Delete Customer Orders

Account Nbr: Enter the customer's ID number. When this number is entered a Customer Profile window will appear in the upper right hand corner of the screen with the basic customer information displayed. If the information is correct you may return though it or hit 'pg down'. To enable or disable this window select the 'Define Miscellaneous' button from the 'Definitions' Menu (Chapter 5). F8, Pick List available.

Customer: The system will supply the customer name for the entered customer number.

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Invoice Nbr: Invoice numbers are normally supplied by the system. However, if you have a manual order (such as one that was prepared in the field) you can enter the number here (manual invoice numbers must be between 1 & 9999). The invoice number is the customer order number.

P. O. Nbr: If you require a purchase order number from your customer, enter that number here. Otherwise, enter nothing.

Salesperson: The system will supply the salesperson if one was assigned when this customer was defined. If no salesperson was assigned or you want to enter a different salesperson for this order, enter a salesperson ID that has been defined or use the F8 Pick List.

Sales Tax: Enter a new sales tax percent if the one displayed is wrong. You can go to the sales tax table definition and permanently change the percent if a permanent change has taken place (i.e. state has changed tax rate).

Discount: Any discount you gave the customer when you defined the customer will appear here. You can change the discount here if necessary.

Order Date: Enter the date for this order. Terms will be calculated from this date.

Order/Sale: If an order is marked with an 'O' no G/L entries are made for sales, COG, inventory, sales tax or accounts receivable. When the order is marked as a sale 'S' the G/L entries are made. Physical inventory is reduce whether an order is marked as a sale 'S' or an order 'O'.

Posting Date: The default posting date is today's date. If the invoice should posted to a different date enter it here.

***** LINE ITEMS *****

Product/Service: Enter the product ID assigned to the Product/Service that the customer is purchasing. When this number is entered a Modify Product Description window will appear in the upper right hand corner of the screen with the information from the product description fields displayed. To add to or modify this information push the Alt-E keys and the cursor will appear in the window. A serial number or product specific details can be entered here. These changes will then print on the invoice in addition to or in place of the default product description. When finished push 'enter' to return to the line item. The window is available for each product. To enable or disable this window select the 'Define Miscellaneous' button from the 'Definitions' Menu (Chapter 5).

Description: The system will supply the description of the product. Only the first of the three description lines is displayed on the screen. All three lines will print in the invoice.

Price: The system will display the price for the product.

- Discount Price:** If you entered a discount for this customer when the customer was defined, the price shown has been adjusted to reflect the discount. You may accept this price or enter an alternate price.
- Available:** The system will display the number of units of this product available for sale. This number may be negative if you have sold more product than you have. It is okay for this number to be negative even though you may not have any product to fill this order.
- Order Qty:** Enter the number of units of this product that the customer has ordered. If the product unit of measure was defined as 'Case', your order quantity is in cases. If the unit of measure was defined as each your order quantity is each, etc.
- Back Order:** If you want to ship the product you have on hand and create a new invoice when addition product arrives enter the quantity to back order in the back order field

10.1.1 Close Out Screen Window

After the order is complete, the next screen to come up is the 'Close Out' screen. This screen displays the total amount of the order, including freight and sales tax (if applicable).

The screenshot shows the 'BUSINESS PLUS ACCOUNTING' window with the 'CUSTOMER ORDERS' screen. A summary window is overlaid on top, displaying the following information:

ACCOUNT NBR:	001	CUSTOMER:	JOE'S
INVOICE NBR:	1001	SALES TAX:	6.125
P.O. NBR:			
SALESPERSON:	RICH		

PROD/SERV	DESCR	ORDER QTY	B.O.
001	ROD AND	5.00	0.00
002	1234567	3.00	0.00
1001	SHARP	3.00	0.00
		0.00	0.00

SUB TOTAL	[9845.00]
SALES TAX	[593.82]
SHIPPING (ZIP 222220001)	0.00
TOTAL DUE	[10438.82]

CHECK:

CREDIT CARD:

CASH:

NET DUE (ON ACCOUNT):

CHANGE []

TOTAL WEIGHT: 113.000 LBS

Ship Via:

Check Number:

<< BACKUP

SUBTOTAL: 9845.00 TAX: 593.82 TOTAL: 10438.82

| F1 = HELP | F2 = KEYS | F5 = LOAD VALUE | F6 = CALC | F8 = PICK | F10 = ABORT

Order_hd Record: 15/15 Record Locked Ins Num 3:37:55 pm

Sub Total: The system displays the Sub Total amount from the previous screen.

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- Sales Tax:** The system displays the Sales Tax total amount from the previous screen.
- Shipping:** The system displays the Zip Code for this customer. You enter the amount of freight or shipping you are charging the customer. This can be a specific amount or an amount based on the weight of the items ordered. (See Total Weight below).
- Total Due:** This amount is figured by the system.
- Check:** If the customer is paying with a check, enter the amount of the check or the 'Total Due' amount can be automatically loaded into the field by pressing F5, 'Load Value'.
- Credit Card:** If the customer is paying with a credit card, enter the amount to be charged or the 'Total Due' amount can be automatically loaded into the field by pressing F5, 'Load Value'. After an amount is entered here a 'Credit Card' window will appear where you can enter the information from the card either by swiping the card or manually entering it.
- Cash:** If the customer is paying with cash, enter the amount of cash or the 'Total Due' amount can be automatically loaded into the field by pressing F5, 'Load Value'. If the customer gives you \$90.00 to pay the above invoice, the system will display \$3.99 in the 'Change' field.
- Net Due(On Acct):** If no payment is applied in the 'Check, Credit Card, or Cash' fields, the system assumes the invoice is 'On Account' and the total amount is displayed here.
- Change:** If there is change from payments applied in the 'Check, Credit Card, or Cash' fields, the system will display the amount here.
- Total Weight:** If weights have been defined for each product the total weight for the items sold on this invoice will appear here.
- Ship Via:** In this field you enter how this order is to be shipped. It will print on the invoice.
- Check Nbr:** If an amount is entered into the 'Check' field above this field will appear and you can enter the check number here.
- Backup Button:** Selecting this button will take you back to the order entry fields to an empty field.

10.1.2 Print Invoice And Inventory Pick List Window

This screen provides you with options about printing Inventory Pick Lists and Invoices, adding notes and changing the ship to address.

BUSINESS PLUS ACCOUNTING

System Tools Files MailMerge Browse Finance Client Contact Help

PRINT INVOICE AND INVENTORY PICK LIST

PRINT AN INVENTORY PICK LIST?: N

PRINT INVOICE FOR THIS ORDER?: Y

ADD A NOTE TO THIS INVOICE?: N

CHANGE INVOICE SHIP TO ADDRESS?: N

DROP SHIP ORDER TO CUSTOMER?: N

INVOICE NOTES

MAIL TO ADDRESS

NAME: JOE'S GREENHOUSE1234567891234

STREET: 641 W 1400 N

STREET: STREET 2

CITY: FARMINGTON

STATE: UT

ZIP: 84025 0001

PHONE: (222)-222-2222

CURRENT SHIP TO ADDRESS

NAME: JOE'S GREENHOUSE1234567891234

STREET: SECOND STREET 1

STREET:

CITY: SECOND CITY

STATE: 22

ZIP: 22222 0001

PHONE: (222)-222-2222

| F1 = HELP | F2 = KEYS | F6 = CALCULATOR | F8 = PICK |

Order_hd Record: 15/15 Record Locked Ins Num 3:39:08 pm

- Print An Inventory Pick List: To print an Inventory Pick List change the default to 'Y'.
- Print Invoice For This Order: To print an Invoice return through this field. The default is 'Y'.
- Add A Note To This Invoice: To add notes to this invoice enter 'Y'. The default is 'N'.
- Drop Ship Order To Customer: To drop ship this order to the customer from the MFG enter 'Y'. When an order is drop shipped it does not go to physical inventory but a record is recorded in the product receiving history file indicating that product was drop shipped for this order. The order detail line items for this order are also marked as drop shipped in the detail record.
- Change Invoice Ship To Address: To change the ship to address of this invoice enter 'Y'.

- Invoice Notes: Enter notes that will print on the invoice. If you have defined default invoice notes, when in the note fields press F8 and those default notes come up and you can choose from them.
- Mail To Address: The customers default mailing address is displayed here.
- Current Ship To Address: The cursor will go to these fields when you leave the note field. If you have defined Multiple Ship To Addresses for this customer, press F8, and a pick list of those addresses will appear to choose from.

10.2 Auto Orders/Invoices

Customer orders can be automated by pressing F4 during creation of a customer order. Orders that have been automated can be generated without re-keying all the data. To select, generate, view, or delete auto orders select "Auto Orders/Invoices" from the customer order menu. Select the orders you want to generate. View the orders you have selected, if necessary. Then generate the orders and invoices for each order by selecting "Generate". Once an order has been generated it can be modified or deleted just like any other order by selecting modify or delete on the customer order menu. Existing auto orders can have line items added or deleted by selecting 'add invoice line' or 'delete invoice lines' from the auto orders menu. This allows you to change an order that you have automated without deleting the entire order and re-creating it.

10.3 Quotes - Optional

See Chapter 11

10.4 Customer Backorders

To see products that are still on back order print a back order report. The report can be printed by date. If you choose dates for a prior months Back Orders that may have been filled will appear on the report because they were on back order at the time of the report selected to print.

10.5 Salesperson Commissions

B.P.A. allows you to calculate sales commissions for your employees. In order to calculate sales commissions for an employee, the employee must have been given a sales person ID when the employee was defined and customers must be assigned to this sales person when the customer was defined. The employee must have been assigned a sales commission percent when the employee was defined. The percent is either on total sales or on Gross Profit Margin. The sales person can receive commissions on invoices in two ways. When customers assigned to him place orders his/her sales person id will automatically appear in the salesperson field on the customer order screen. Or his/her salesperson id is entered into the id field at order entry time.

SALESPERSON COMMISSIONS SELECTIONS

- Calculate Sales Commissions
- Print All Sales Commissions
- Print Individual Sales Commissions
- Close Current Sales Commissions
- View Commission History

10.5.1 Calculate Sales Commissions

The screen will display all the invoices that have a salesperson assigned to them. Each invoice will indicate whether it has been paid or not, and the amount of commission owed based on the percentage entered on the 'Employee' Definition screen. You will enter the amount of commission you want paid for this invoice. The default is the amount of commissions owed for payments received from the customer. But you can pay all commissions if you desire.

10.5.2 Print All Sales Commissions

After entering commissions to be paid be sure to print commission reports. Keep these reports for historical reasons. The system does not automatically transfer commissions into payroll, because of the many formulas used to pay commissions. You will need to use the commissions report when entering salaries into payroll.

10.5.3 Print Individual Sales Commissions

To give your sales persons a record of their sales and commissions you may want to print an individual sales and commissions report.

10.5.4 Close Current Sales Commissions

After printing commission reports and after paying your commissions this selection should be made to close current commissions. This process updates the 'YTD Commissions' paid field in the Employee database and zeros out the Commissions To Pay field.

10.5.5 View Commission History

You can view commission history for all sales people by making this selection.

10.6 REP Commission Sales - Optional

This optional module is for manufacture representatives. This module creates a unique invoice that is sent to the manufacturer by the representative. This invoices shows who purchased the product, where the product is to be shipped, the sales totals for the invoice, and includes the commission due the representative. The manufacturer then ships the product to the customer and bills the customer. The manufacture pays the commission to the sales rep. (Contact Business Software Solutions for list of features and pricing.)

10.7 Print Packing List

This option allows you to print a packing list and to assign a shipping date for this order. You can change the date of the order at this time. This may be important for receiving payments from the customer or giving early payment discounts to them.

10.8 Mark Processed Orders

Most companies have a series of steps that take place after an order is received in order to fulfill that order. This option allows you to mark orders as processed when you have finished the fulfillment process. You can also print a report showing which orders need to be processed and a report showing which orders have been processed.

10.9 Consign Inventory - Optional

Consignment is an optional module. This option allows you to consign inventory to multiple consignment accounts. Inventory is maintained for each account. When inventory is consigned it is removed from your physical inventory and placed in a consignment inventory. When inventory is consigned a report is faxed to the consignee which he is expected to sign showing receipt of the inventory. This report is faxed back to you for a permanent record of the consignment. When consigned inventory is sold the consignee gives you a record of the sale. You then invoice either the consignee or his customer. The consignment module generates an invoice and places the invoice in accounts receivable awaiting payment.

10.10 Adjust Invoice Costs

This option allows you to change the cost of goods sold for line items on an invoice. If you sold product before you received it you may not have the correct cost of goods sold assigned to the product. This feature allows you to correct the cost of the sold product.

10.11 Order Status Report

The order status report gives you a variety of options for viewing the status of current customer orders. You can print orders for all customers or just one customer. You can also print orders for a specific date range. On the report you will see the invoice #, order date, ship date, customer, invoice total, amount paid and outstanding a/r.

10.12 Print Invoices

This option is a reprint option for invoices. The line items on the invoices can be printed in alphabetical order by product. They can be printed in alphabetical order by product ID. They can also be printed in the order they were entered on the customer order screen. You can print one invoice or all invoices based on date range or customer.

10.13 Assign Inventory

If you sell products that have serial numbers and you must track those serial numbers for service or RMA purposes the number may be entered into the invoice in several ways. Because B.P.A. takes inventory from the first available inventory record at the time of invoicing. During invoicing while on the item is on the screen selecting Alt-E going up to the product description modify window and enter the serial number on one of these fields. The serial numbers can also be entered into the notes field of the invoice. Should the number need to be entered after the invoice is generated this selection is the place to do that.

10.14 Cash Drawer

CASH DRAWER SELECTIONS
Enable/Disable Cash Drawer
Cash Drawer Log In/Out
Cash Drawer Close
Cash Drawer Audit Report
Cash Drawer Passwords
Cash Drawer Edit
Enable/Disable Display Pole

- Beginning Cash:** Record here the amount of cash that was present in the cash drawer at the beginning of the shift. This figure is used to calculate any discrepancy in cash amounts.
- Cash Count:** The total number of each denomination of coins and bills found in the drawer at the end of the shift need to be recorded in this column. Enter only how many of each coin or bill you count; the dollar amounts are calculated automatically.
- Cash Till Difference:** This is the difference between the amount of cash in the drawer at the beginning of the shift and the amount of cash in the drawer at the end of the shift. This figure is calculated by the system.
- Checks\Credit Cards\etc:** Enter the total dollar amount of all checks received during the shift in the checks field. Do the same for credit card transactions and for travelers checks.

At this point the 'total cash drawer' amount minus beginning cash should equal 'total sales'. If it does not, the 'cash drawer off by:' field will show the difference. A negative amount in this field indicates an entry error or missing money. A positive amount in this field indicates an entry error or an excess of money.

10.14.4 Cash Drawer Audit Report

Using this option you can print a report for each time the cash drawer was closed. This report will show cash drawer totals and the employee that was responsible for the cash drawer.

10.14.5 Cash Drawer Passwords

Each employee can have a cash drawer password. When an employee takes control of a cash drawer he must enter a password. The entry of the password is what ties the employee to the cash for the cash drawer audit report. This employee becomes responsible for all funds processed while he is logged into the cash drawer.

10.14.6 Cash Drawer Edit

This option allows you to edit the cash drawer assignment for orders that have been processed. This allows you to assign an order to a different cash drawer than the one originally in the order. This will change the cash drawer close report by moving the order to a different cash drawer.

10.14.7 Enable/Disable Display Pole

This option allows you to use a display pole to display each line item price as it is processed by the sales clerk. At the end of the order the total is displayed.

10.15 After-The-Fact Orders

After-the-fact orders is a feature added for those individuals who do bookkeeping for other businesses. When you enter an after the fact order you are creating an on account order. These orders will appear on the customer's statement when it is printed. All orders entered here are assigned to customers. These customers have to be defined before you can enter an after the fact order for them.

After the fact orders are posted to the Sales and Cost of Goods accounts specified by you. You may distribute amounts to multiple Sales and Cost of Goods accounts. The total amount of the sale, minus the sales tax, should be distributed to one or more Sales accounts. B.P.A. will automatically post the total amount of the sale, plus the sales tax to the General Ledger Accounts Receivable account. The total amount distributed to cost of goods is posted as a decrease to the General Ledger Inventory account. If there is no Cost of Goods associated with the order leave the Cost of Goods fields empty. When there are amounts entered into any of the Cost of Goods amount fields the system totals those entries and automatically makes a corresponding entry to decrease inventory for the same amount.

Payments for these orders are received in the Accounts Receivable module. (See Chapter 7)

The screenshot shows a software window titled "BUSINESS PLUS ACCOUNTING" with a menu bar including "System Tools", "Files", "Mail Merge", "Browse", "Finance", "Client Contact", and "Help". The main window title is "AFTER THE FACT CUSTOMER ORDERS". The form contains the following fields:

- INVOICE NBR: []
- DISCOUNT DATE: [/ /]
- PURCHASE ORDER #: []
- POST DATE: [04/01/99]
- CUSTOMER ACCOUNT: []
- TAXES DUE: []
- ORDER DATE: [/ /]
- TOTAL DUE: []
- DUE DATE: [/ /]
- SALES ACCOUNT 1: []
- SALES AMOUNT: []
- COG ACCOUNT 1: []
- COG AMOUNT: []
- SALES ACCOUNT 2: []
- SALES AMOUNT: []
- COG ACCOUNT 2: []
- COG AMOUNT: []
- SALES ACCOUNT 3: []
- SALES AMOUNT: []
- COG ACCOUNT 3: []
- COG AMOUNT: []
- SALES ACCOUNT 4: []
- SALES AMOUNT: []
- COG ACCOUNT 4: []
- COG AMOUNT: []

At the bottom, there is a status bar with the following text: |F1 = HELP|F2 = KEYS|F3 = SAVE|F6= CALCULATOR|F7=NEW CUSTOMER|F8=PICK|F10=ABORT. Below this, it shows "Temp25", "Record: None", "Record Unlocked", "Ins", "Num", and "3:45:33 pm".

- Invoice #: Enter the invoice number here.
- Purchase Order #: If there is a purchase order number associated with this invoice enter it here .
- Customer Account: Enter the customer account number.
- Order Date: Enter the date of the order here.
- Due Date: Enter the due date.

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Discount Date:	Enter the discount date if a discount is available for this customer.
Post Date:	Enter the date for the posting of the invoice. The date must be to an open accounting period. The default is today's date.
Taxes Due:	Enter the amount of sales tax due on the invoice.
Total Due:	The system will keep a running total of the total due as you enter and disperse the amounts in the sales accounts below.
Sales Account (1-4):	Enter the G/L Sales account number you want to post to. You may distribute into four Sales accounts.
Sales Amount:	Enter the dollar amount to be distributed to the corresponding sales account.
COG Account(1-4):	Enter the G/L Cost of Goods account number you want to post to. You may distribute into four Cost of Goods accounts.
COG Amount:	Enter the dollar amount to be distributed to the corresponding Cost Of Goods account.

NOTE: If there are no Cost of Goods associated with the order leave the Cost of Goods fields empty. When there are amounts distributed into any of the Cost of Goods amount fields the system totals those entries and automatically makes a corresponding entry to decrease inventory for the same amount.

10.16 UPS Shipping Data

This option allows you to import UPS shipping data from the UPS data file "DEFAULT.CSV". This file is created by the UPS system when you ship product. The data in this file includes the customer account, date, time, invoice number, UPS tracking number and the shipping cost. After importing this UPS data you can view it, print a report of shipped product by date, or search for tracking numbers assigned to a shipment. The tracking number and shipping costs are stored in the order detail record for the appropriate invoice and line item.

10.17 Internet Orders-Optional

Chapter 12

Chapter 11
Quotes

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11 Quotes

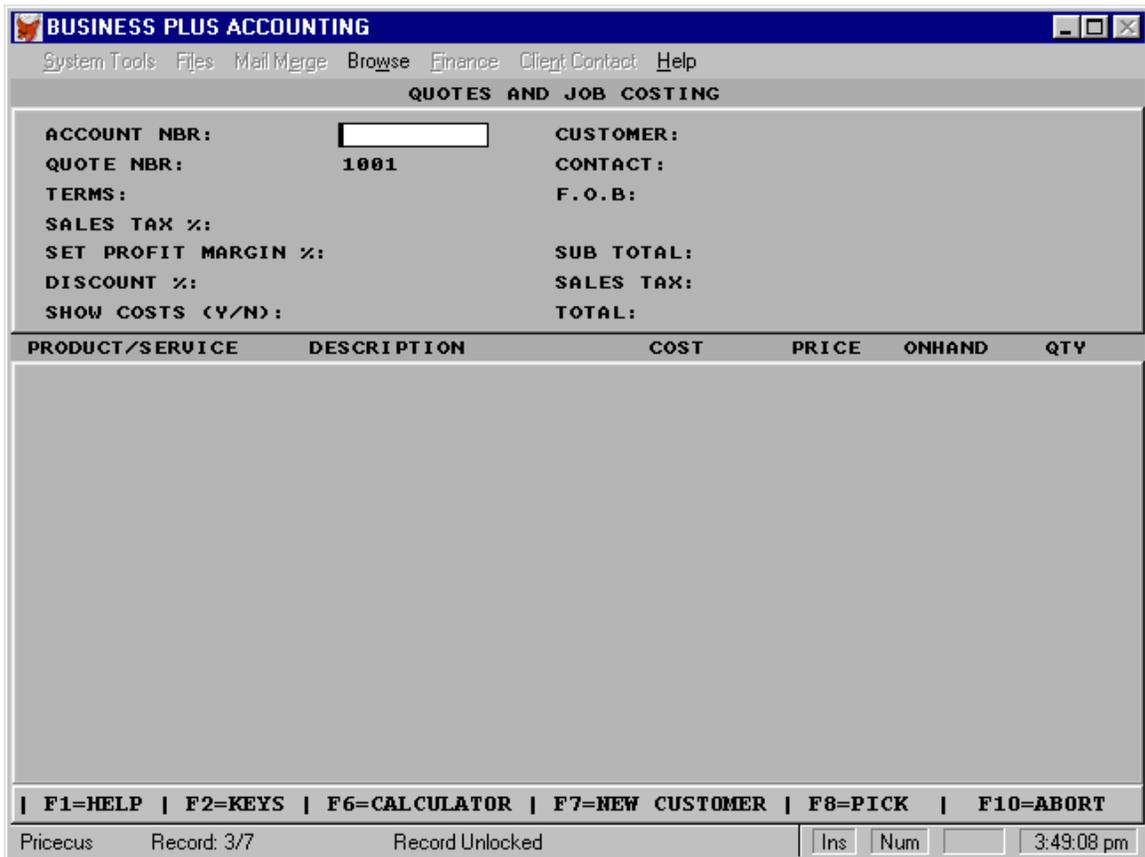
Quotes - Job Costing can be selected from the customer order screen. When a quote is complete it can be printed and sent to a customer. If the customer accepts the quote and wants to turn it into an order press F5 while on the customer order screen. Pick the quote from the list of quotes. The quote will be displayed on the order screen and can be processed like any other order. The quote however, will not be deleted from the system until you specifically select it for deletion. This allows you to save a quote and use it time after time for different customers without re-keying the line items.

QUOTES SELECTIONS

- Add, Modify, Delete Quotes
- Quote Templates
 - Add, Modify, Delete
 - View Templates
- Reprint Quotes

11.1 Add, Modify, Delete Quotes

By making this selection you can define a quote, modify a quote or delete a quote. When the quote is finished it can be printed and then faxed to the customer. Later when the customer is ready you can turn this quote into an order. The quote is not deleted when it is turned into an order but is still available.



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Account Nbr: Enter the customer's id number. A pick list, F8 is available.

Customer: The system will supply the Customer Name for the entered Customer number#.

Quote Nbr: A system supplied Quote number.

Terms: The default Terms, as they were defined in the Customer Definitions screen will appear. They can be modified.

Sales Tax %: If this customer does not have a rate defined in the Tax Table you can enter the unique rate here.

Set Profit Margin: You may enter your desired Profit Margin here. The price of products will be based on this profit margin (1-99.99).

Discount: If there is a special discount or promotion for the entire quote, enter the discount % (1-99.99) here. Each item on the quote will be discounted. Price level 1 in the product record is used to calculate the price using the discount.

Show Costs: If this field is 'Y', the system will display the current costs, from the product record, for each product quoted, on the bottom of the screen.

Contact: Enter the name of the person who requested the quote or the person whom you should contact to discuss the quote.

F.O.B.: Enter the point of destination at which the customer becomes responsible for the items when they are shipped.

Quote Date: The system supplies the date for this Quote.

Sub Total: The running sub total for the Quote is displayed here.

Sales Tax: The running Sales Tax for the Quote is displayed here.

Total: The running Total (Sub Total + Sales Tax) will be displayed here.

***** LINE ITEMS *****

Product/Service: Enter the Product Or Service number for the Product/Service the customer is being Quoted. A pick list, F8 is available.

Description: The system will supply the description of the Product Or Service.

Cost: The system will supply the cost for each product if you have chosen to show costs in the header portion of the Quote screen.

Price: The system will display the price for the product. You can modify this price.

On hand: The system will display the nbr of units of this product available for sale.

Order Qty: Enter the number of units of the Product Or Service the customer is quoted. Services differ from products in that you can enter 1.50 (one and one half hour of labor) for the quantity of a service but product quantities can only be entered as whole numbers (i.e. 1,2, etc.). If the product unit of issue was defined as case, your order quantity is in cases. If the unit of issue was defined as each your order quantity is each, etc.

11.2 Quote Templates

If you find that you are frequently creating quotes whose product lists are very similar, you can use quote templates to quicken the process. Quote templates are pre-defined quotes which can be reused. When you access a quote template it inserts its product/service information into the fields where you are creating your quote. You can then make modifications or additions as needed.

11.2.1 Add, Modify, Delete Quote Template

To define a quote template, select the 'QUOTE TEMPLATES' option from the QUOTES - JOB COSTING menu. You will find that you can add, modify, delete and view a list of quote templates. For a new template you will be prompted to supply a QUOTE KIT ID. This is the name by which the template will be accessed in the future. Then you will need to build a list of the products/services which will make up this template. To modify or delete a template you will be prompted for the templates QUOTE KIT ID.

11.2.2 View Templates

To View the Quote Templates you have created make this selection. Then page down to the template you wish to review.

11.3 Reprint Quotes

Make this selection to reprint a quote.

Chapter 12
Internet Order Processing

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12 Internet Order Processing

This is an optional module and allows you to process Internet orders. You can view Internet orders, modify Internet orders, delete Internet orders, print pick lists to pick product from inventory for Internet orders, convert Internet orders to standard invoices, and print Internet order history. This module works in conjunction with the BPA Internet Server System. The Internet Server System maintains product web pages and interfaces between the Internet and BPA. Using the Internet Server System your customers can place orders over the Internet in real time. Customer specific pricing and price level pricing will be show to your customers. Real time inventory levels can be displayed. Customers can look at their statements in real time over the Internet. For technical information on integrating your Web Site with Business Plus Accounting refer to the BPA E-Commerce Server documentation.

12.1 Internet Order Processing Selections

INTERNET ORDER PROCESSING SELECTIONS

- View Order Header File
- View Order Detail File
- Modify Order Header File
- Modify Order Detail File
- Delete Internet Order
- Print Order Pick List
- Convert Orders To Invoices
- Print Order History
- Credit Card Authorization
- Inventory Shortage Report

12.1.1 View Order Header File

Internet orders have one header record for each order. The header record has customer, shipping, cost and other general information for the order. To view the order header information select the view order header button.

12.1.2 View Order Detail File

Internet orders have one detail record for each item on an order. The detail record has product information, quantities ordered, cost and other order item information. To view the order detail information select the view order detail button.

12.1.3 Modify Order Header File

To modify the order header information for an Internet order before that order is processed or invoiced, select the modify order header button.

12.1.4 Modify Order Detail File

To modify the order detail information for an Internet order before that order is processed or invoiced, select the modify order detail button. You can remove or add line items with this function.

12.1.5 Delete Internet Order

To delete an Internet order without invoicing it, select the delete Internet order button and enter the Internet order number.

12.1.6 Print Order Pick List

To print a pick list for an Internet order select the print order pick list button. This pick list report will tell you which inventory locations to pull the products from.

12.1.7 Convert Orders To Invoices

To convert Internet orders to invoices select the convert orders to invoices button. There are three options on this screen. The first option allows you to convert all Internet orders to system orders. Invoices will print for these orders and any amounts for the orders that are on account will go to accounts receivable. The second option allows you convert a single Internet order. The third option allows you to select multiple Internet orders to convert to invoices, all at the same time. When an Internet order is converted to an invoice, items are drawn from inventory, an invoice is printed, and general ledger entries are made for inventory, sales, cog, sales tax etc..

12.1.8 Print Order History

The print order history function will print a report of all Internet orders received during the date range you key in for the report. This report will print in summary or in detail showing line items purchased.

12.1.9 Credit Card Authorization

In you want to collect credit card information over the Internet and then authorize the credit cards later this function will allow you to do that. You can mark each order that has been processed as you process them.

12.1.10 Inventory Shortage Report

The inventory shortage report will look at all Internet orders and will show you products that you are short inventory for. You can then order more product to fill these orders.

12.2 BPA Internet E-Commerce Server Help

Main Menu:

Configure Your E-Commerce Server: Different companies display their products and web pages differently. This button allows you to configure the following various options of your server.

Paths Tab: In this tab you setup your paths to your standard and secure scripts directory, temp files directory, BPA directory, and your HTX files directory. A technician will need to help you establish the paths to these files.

URL to the standard script processor: This field tells the server the non-secure script path to the CGI program. (bpacgi.exe)

URL to orders script processor: This field tells the server the secure script path to the CGI program. (bpacgi.exe)

Path to Temporary files:	This field tells the server where to look for the files generated by the CGI program (bpacgi.exe).
Path to BPA data files:	This field tells the server where to look for your BPA installation.
Path to HTX files:	This field tells the server where to look for your web template html files.
Product Search Options Tab:	In this tab you select the different product search options you want you customers to be able to use when surfing your web pages.
View all products:	Shows all the products on the web page. (Same as choosing the complete product list option)
Search by product id:	Shows a search field for the Product Id on your web page that allows you to search the products by product id.
Search by product descriptions:	Shows a search field for the product description on your web page that allows you to search the products by their description.
Search by product pick groups:	Search by product pick groups has two ways of showing the pick group search.
Show pick groups in a list:	This shows the pick groups in an html form list.
Show pick groups in a table:	This shows the pick groups in an html table.
Complete product list option:	This option allows you to view all products instead of searching for them.
Search Results Tab:	In this tab you setup the search results you want you server to display.
Product Id:	Display product id in the search results.
Quantity On Hand:	Display the quantity on hand in the search results.
Information Link:	Display the Information Link in the search results.
Picture:	Display the Product's picture in the search results.
Notes:	Display the Product's Notes in the search results.
Shipping Fee:	Display the product Shipping Fee in the search results.
Number Of Results Per Page:	This tells the server the number of results to show per page.
Additional Table Formatting Of Results:	This field allows you to specify extra formatting for the Html table that the results are showed in.
Security & Logins Tab:	In this tab you setup the security features of the server.
Require user to login before browsing:	When this option is checked the user is required to login using a user

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	name and password.
Allow users to create their own accounts:	When this option is checked new users to the system are allowed to create a new account.
Allow new accounts to be on account:	When this option is checked new users are allowed to create orders on account if they are enable a customer definition time.
Order Processing Tab:	In this tab you setup whether you are using SSL Encryption or not and which credit cards you accept.
Require SSL secure connection on the order:	Check this option to use SSL Secure Connection to process the orders.
Accept these credit cards:	Select which credit cards you accept.
Visa Option:	Check this option and the user will be able to select Visa Card to pay with.
MasterCard Option:	Check this option and the user will be able to select MasterCard to pay with.
American Express:	Check this option and the user will be able to select American Express to pay with.
Discover Option:	Check this option and the user will be able to select Discover Card to pay with.
Other Option:	Check this option and the user will be able to select the card name that you type into the field next to this option to pay with.
Web Site Tab:	In this tab you setup the options to generate template pages as well as a sample web site.
Web Directory Option:	This is the physical path to the web server's html directory.
Scripts Directory Option:	Physical path to your web server's scripts directory.
Secure Scripts Directory Option:	This is the physical path to your web server's secure script directory.
Create Template Web Pages Button:	Click this button to create your template web pages and sample site.
Main Web Page Tab:	In this tab you setup the information you want to appear on your main sample page.
Your Domain Name:	Enter your domain name here. (www.businesssoftware.com)

Company Name:	Enter the Company name that you want to appear on the main sample page.
Logo image file:	Enter the file name of the logo image that you want to appear on the main sample page.
Main page title:	Enter the text that you would like to appear in the main sample pages' title bar.
Index notes:	Enter the text you want to appear above your left index in the main sample page.
Contact Page Link Option:	Check this option if you want a contact button on the sample pages and a sample contact page generated. The contact button allows for a live video display and audio over the Internet. To use live video you must have a video camera in your store.
Products Link Option:	Check this option if you want a products button on the sample pages and a sample product page generated.
View Order Button Option:	Check this option if you want a view order button on the sample pages and a sample view order page generated.
Home Page Link Option:	Check this option if you want a home page button on the sample pages.
Statement Button Option:	Check this option if you want a statement button on the sample pages and a sample statement page generated.
Login Button Option:	Check this option if you want a login button on the sample pages and a sample login page generated.
Contact Web Page Tab:	In this tab you setup the information you want to appear on the sample contact page.
Contact:	Enter the contact person you want to appear on the sample contact page.
Contact E-mail:	Enter the contact e-mail address you want to appear on the sample contact page.
Fax:	Enter the contact fax number you want to appear on the sample contact page.
Phone:	Enter the contact phone number you want to appear on the sample contact page.
Address:	Enter the contact address you want to appear on the sample contact page.
Address 2:	Enter the contact address you want to appear on the sample contact page.
City:	Enter the contact city you want to appear on the sample contact page.

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State:	Enter the contact state you want to appear on the sample contact page.
Zip:	Enter the contact zip and zip4 you want to appear on the sample contact page.
Search And Order Web Pages Tab:	In this tab you setup the information you want to appear on the sample search and order pages.
Search Page Title:	Enter the text you want to appear in the title bar of your sample search page.
Search Page Left Header:	Enter the text you want to appear above the left index in the sample search page.
Order Page Title:	Enter the text you want to appear in the title bar of the sample order page.
Order Page Left Header:	Enter the text you want to appear above the left index in the sample order page.
Statement Page Title:	Enter the text you want to appear in the title bar of the statement search page.
Statement Page Left Header:	Enter the text you want to appear above the left index in the sample statement page.
Login Page Title:	Enter the text you want to appear in the title bar of the sample login page.
Login Page Left Header:	Enter the text you want to appear above the left index in the sample login page.
View Order Page Title:	Enter the text you want to appear in the title bar of the sample view order page.
View Order Page Left Header:	Enter the text you want to appear above the left index in the sample view order page.
Confirm Page Title:	Enter the text you want to appear in the title bar of the sample confirm order page.
Confirm Page Left Header:	Enter the text you want to appear above the left index in the sample confirm order page.
Customer Info Page Title:	Enter the text you want to appear in the title bar of the sample customer info page.
Customer Info Page Left Header:	Enter the text you want to appear above the left index in the sample customer info page.
Generate Template Pages Button:	This button generates the sample HTML and template HTX pages.

Copy To Web Server Directory Button:	This button copies the generated HTML pages to you web server's html directory and copies the HTX pages to the BPA web HTX directory.
Shipping & Handling Tab:	In this tab you setup the options for shipping and handling.
Shipping Fees:	Set up your shipping fees.
Use shipping fees in product record:	This will calculate the shipping based on what is defined in the product record.
Calculate shipping based on percent:	This will calculate the shipping based on the total order and the percent value you enter here.
Calculate shipping based on total weight:	This will calculate the shipping based on the total weight of the order.
Don't calculate shipping:	This tells the server not to calculate shipping.
Handling Fees:	Set up your handling fees
Charge handling fee:	This allows you to enter an amount you want to charge on top of shipping for each order.
View E-Commerce Server Activity Button:	This button allows you to view a log of activity on the server.

Chapter 13
Vendor Orders

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13 Vendor Orders

Once you have created a vendor order and printed it, you can refer to it while making a telephone order or you can send a copy of it to your vendor (pre-printed purchase order forms are available). If you select the "AUTO REORDER" option the system will look at each product. If the product has a reorder vendor assigned to it (reorder vendors can be assigned to each product when the product is defined) and if the quantity available is less than the reorder level, the system will order enough of the product to bring the available quantity up to the maximum level you defined when you defined the product. The system will print vendor orders for all the product that was automatically ordered. The vendor that is defined in the product record as the reorder vendor will appear on the printed order. You can then use the printed order to call your vendors and place your orders. If you change the price field in vendor order it updates the price field in the product record automatically. If you change the cost field it only affects this vendor order and does not change the cost field in the product data base. When the product arrives from the vendor the cost you enter here will be stored in the inventory record and will become cost of goods sold when the product is sold. For pre-printed purchase order forms call **BSS Inc. 1-801-294-3300**.

To see the amount you paid before for a product, press F4 "Prior Costs" when the cursor is in the Vendor Number field. You will then be asked to choose the product and the time period. The system will show you all orders and costs for the product during the time period.

You may create a new vendor by pressing F7 in the Vendor Number field.

After entering the vendor number you can use F7 to load all products that are below their reorder level and not already on order for this vendor. This function gives you an easy way to order products vendor by vendor using the reorder levels you created in the product record. When the products appear on the screen they appear with a calculated reorder quantity as define in the product record. You can change these quantities.

After entering the vendor number you can use F4 to load all products for the vendor except those that are already on order. This function gives you an easy way to look at all products supplied by the vendor and then enter your reorder quantities.

As you are entering products you will see the on hand quantity, the reorder level, the maximum quantity and the reorder quantity in a window in the upper right hand corner of the screen. This window can help you know how many of each item you should order. New products may be added from the product field by pressing F5.

Using Pick List Groups makes ordering products easy. When the pick list is up you can enter quantities for all the products in this group. After doing so, press F3 and the ordered products and quantities are brought back into the vendor order screen. The costs and prices can be modified at this time.

VENDOR ORDER SELECTIONS

- Add, Modify, Delete Vendor Orders
- View Vendor Orders
- Auto Reorder
- Vendor Order Status Report
- Vendor Order Schedule
 - Edit Vendor Order Schedules
 - Print Vendor Order Schedules
 - Move Next Year To This Year
- Reprint Old Vendor Order

13.1 Add, Modify, and Delete Vendor Orders

BUSINESS PLUS ACCOUNTING

System Tools Files Mail Merge Browse Finance Client Contact Help

VENDOR ORDERS

VENDOR NBR: VENDOR:
CONTACT: ACCOUNT:
P.O. #: SIDEMARK:
ORDER DATE: CUSTOMER:

PRODUCT	DESCRIPTION	UM	COST	PRICE	ONHAND	QTY
---------	-------------	----	------	-------	--------	-----

F1=HELP | F2=KEYS | F4=PRIOR COSTS | F6=CALC | F7=NEW VENDOR | F8=PICK | F10=ABORT

Vautonbr Record: 1/1 Record Unlocked Ins Num 3:50:37 pm

- Vendor Nbr: Enter the Vendor's Id number. A pick list, F8 is available.
- Vendor: The system will supply the vendor name for the entered vendor ID.
- Contact: Enter the contact person for a vendor order into this field.
- Account: This is the account number the vendor has assigned to you and is displayed by the system if you have recorded it in the vendor setup screen.
- P. O. Nbr: This is the system-supplied number assigned to this purchase order.
- Sidemark: This field is used to hold the account number of the customer you are ordering this product for. The name of the customer is displayed on the line below.
- Order Date: The date this order was created.

***** LINE ITEMS *****

- Product Code: Enter the product ID assigned to the product that you are purchasing. If you are purchasing a new product, you must define it to the system before ordering. A pick list, F8 is available.
- Description: The system will supply the description of the product.
- UM: The system will display the unit of measure that this product is order in.
- Cost: The system will display the cost to you for each unit of the product you are ordering. If this is the incorrect cost you should correct the cost using the product definition option (select definitions from the main menu). You can make a temporary change of the cost on the screen without going to the product definition option.
- Price: The system will display the unit price for each product. If you want to change the price in the product record make that change here.
- On hand: The system will display the number of units of this product you have available for sale. This information will help you know how many to order.
- Qty: Enter the number of units of this product that you are ordering. If the product unit of measure was defined as case, your order quantity is in cases. If the unit of measure was defined as each your order quantity is each, etc.

13.2 View Vendor Orders

This selection allows you to view a vendor order and the detailed line items in that order.

13.3 Auto Reorder

This option allows you to reorder all products that are below their reorder level. The order will be processed for the vendor defined in the product record. After this option has been selected the orders generated can be modified or deleted just like other vendor orders.

13.4 Vendor Order Status Report

The Vendor Order Status Report is printed to show orders that have not been received from the vendors. The report can be printed for one vendor or all vendors and can be select by order date.

13.5 Vendor Order Schedule

The Vendor Order Schedule allows you to create a schedule for the receipt of products ordered from a vendor. For example, you order 10,000 of a particular item from your vendor, but you want to schedule the receipt of 1,000 of the items each month for ten months. This information can be entered into the schedule and reviewed from time to time to insure the vendor is sending product at the right times.

13.5.1 Edit Vendor Order Schedules

To Edit the Vendor Order Schedule make this selection.

13.5.2 Print Vendor Order Schedules

To print the Vendor Order Schedule make this selection.

13.5.3 Move Next Year To This Year

This function is used at the beginning of the year to move next years scheduled receipts to this year. (i.e. Next January to This January).

13.6 Reprint Old Vendor Order

This selection allows the reprint of historical purchase orders.

Chapter 14
Product Receiving

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14 Product Receiving

When a vendor order arrives you must receive it. The receiving process involves telling the system what you received and where you stored it. If you are not using storage locations you may leave that field blank. However, if you do not use locations you lose the ability to find aging inventory using the product aging report. If you want to identify the product to a location enter the location into the location field. If you have a default location for a product define that location when you define the product. This default location will appear on the receiving screen when the product is received. This saves you the effort of keying in a location unless you need to enter an alternate location. If the locations and quantities displayed for an order are correct all you need to do is press F3.

If you change the price field in receiving it updates the price field in the product record automatically. If you change the cost field it only affects the cost associated with this order and does not change the cost field in the product data base. However, the cost you enter here will be stored in the inventory record and will become cost of goods sold when the product is sold.

If you receive product that was picked short when you created a customer order, you should ship the product instead of placing it in inventory. This is because you have already accepted an order for the product. The default location for this product is "PICK SHORT" and must not be changed.

If you received a partial shipment it is difficult to know when or if the rest of the shipment will be coming. It may come with a future shipment. For this reason, when a partial shipment is received and posted the vendor order is closed even if you marked some product as being back ordered. To receive product that has been put on back order use the back order pick list on the receiving screen. Otherwise, to receive the additional product a new order can be created at the vendor order screen or you may enter the received product at the bottom of the receiving screen of another valid order from the same vendor. Product which was not ordered but was received can also be entered in this manner. You do not have to create an additional vendor order for it. However, if you put product on the bottom of a receipt for the wrong vendor your printed receiving report will show that the product came from the wrong vendor.

To receive a product that was previously Back Ordered, press F4 in the order number field. A list of the back ordered item will appear for you to pick from. You may receive all the items now or leave some on back order.

Pressing F4 Modify Product, on any line item of the order allows you to modify that product and then return to the receiving screen. Pressing F5 allows you to create a new product record and then return to the receiving screen. F6 Split, will create an individual line for the item the cursor is on. This will allow you to enter serial numbers for each item. When you have finished receiving an order, you have the option to print bar codes or add lot/serial numbers for the received products.

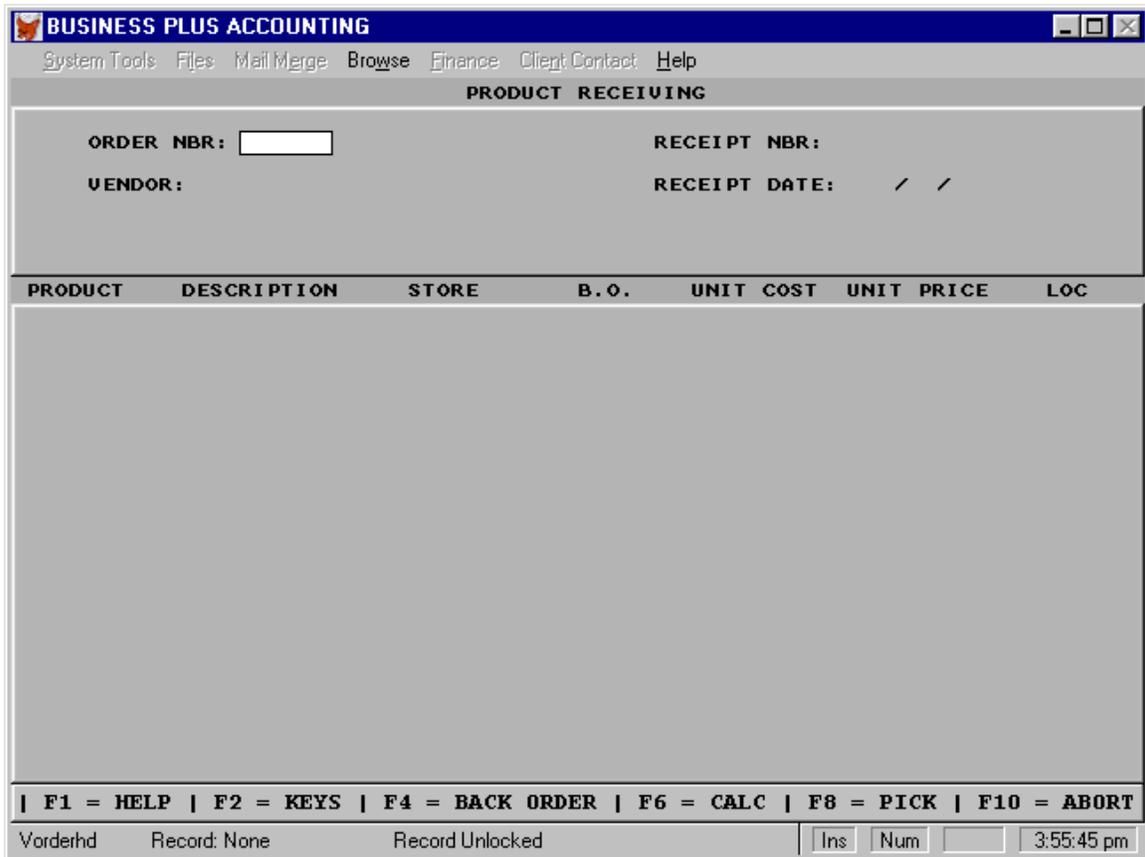
When you have finished receiving product the system allows you to print product bar codes and assign lot or serial numbers. If you chose to print bar codes the system will print a bar code for each product received if that product is enabled for bar code printing. To enable a product for bar code printing, go to the product definition screen for this product and enter 'Y' for "Enable Bar Code Printing". If you chose to enter lot or serial numbers the numbers entered will be stored in the inventory records and can be used to track the products when they are sold. If you are entering serial numbers you will need to split any products that are received with a quantity greater than one. This allows you to enter a serial number for each item received. To split the products, place your cursor on the product you need to split on the product receiving screen and press F6. If you have one line with quantity three, you will get three lines with quantity one.

PRODUCT RECEIVING SELECTIONS

- Receive Products Into Inventory
- Print Backorder Report
- Delete Vendor Backorders

14.1 Receive Products Into Inventory

When you finish receiving you are assigning inventory costs to the inventory records created at receiving time. These costs must be correct for Cost of Goods Sold to be correct. Therefore, when product is received a receiving report should be printed. It shows quantity and cost of each product. This receiving report should be given to the accounts payable clerk and should be attached to the invoice received from the vendor. After a Vendor Order has been received and the inventory records for the received items have been created no changes can be made in the receiving module for that order. If changes need to be made on items received these changes **must** be made in the Inventory Management Module.



Order Nbr: Enter the number the system gave to the order when the vendor order was created. If you can not remember the order number select F8 and a pick list will appear.

Vendor: The system will supply the vendor name for the entered ordered number.

Receipt Nbr: If you want to keep track of each shipment you may want to assign your own receipt number.

Otherwise, you may leave this field blank.

Receipt Date: Enter the date this order was received.

***** LINE ITEMS *****

Product: Enter the Product Id assigned to the product that you are receiving. If you are receiving a new product, you must define it to the system before continuing.

Description: The system will supply the description of the product.

Store: Enter the number of units of this product that you are receiving. If the product unit of measure was defined as 'Case' your receiving quantity is in cases. If the unit of measure was defined as 'Each' your receiving qty is each, etc.

Unit Cost: The system will supply the unit cost from the product record for the product. This should be modified to reflect true costs so that costs of goods sold will be correct.

Unit Price: The system will display the unit price for each product. If you want to change the price in the product record make the change here.

Location: If you are not using storage locations you may leave this field blank. If you want to use multiple locations for a product received you can. For example: Suppose you ordered and received 100 cases of a product. You want to store 50 cases in each of 2 locations. To do this you enter 50 in the qty stored field and the name of the location in the location field. To store the remaining 50 you go to the bottom of the screen with the page down key. Here you enter the Product Id in the Product Id field. Then you enter 50 in the qty stored field and you enter the 2nd location name in the location field. Pick short will appear here if the product needs to be shipped to a customer to fill a prior order.

14.2 Print BackOrder Report

Make this selection to print a report which lists all the products that were place on backorder at the time of receiving.

14.3 Delete Vendor BackOrders

After reviewing the Backorder report if you determine that you have or should delete a product from the backorder list make this selection.

Chapter 15
Inventory Management

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15 Inventory Management

Inventory records are created each time a product is ordered and received. Inventory records contain the product code, the vendor order number, the quantity stored, the storage location, the unit cost, the date stored and the lot or serial number. The inventory record is different from the product record. There is only one product record for each product code. However, there are usually many inventory records for each product record. The product record holds the total on hand quantity for all the inventory records used to store that product.

The Inventory Management selection on the main menu is used at initial system installation to transfer inventory totals from all products to inventory. The Inventory Management Module is also used to modify inventory after a cycle count. These inventory modifications are not automatically posted by the system to the General Ledger. Any additions or adjustments you make to inventory (i.e. damaged, stolen, lost, initial entry, etc.) will require manual journal entries (for lost Inventory credit inventory and debit Cost Of Goods Sold). Once you have initialized your inventory and defined your products, their on hand quantities, inventory locations, and costs of goods sold are automatically tracked by the system when you purchase or sell product.

When you first set up your inventory, average the cost of each product. Put this average cost into the product record cost field for each product. Also put the inventory location and the on hand quantity into the product record for each product. Then to initialize your inventory select the inventory management selection 'MOVE PRODUCTS TO INVENTORY FOR PRODUCTS NOT IN INVENTORY'. This function will move the Product Id, on hand quantity, cost and location of each product to an inventory record as long as this product does not already exist in inventory. This allows you to move product information to inventory without re-keying.

Periodically you will want to cycle count your inventory. After you have adjusted your inventory records to reflect your counts and made journal entries for lost, stolen or damaged product you can select the inventory menu option 'MOVE INVENTORY TOTALS FOR ALL PRODUCTS TO PRODUCT RECORDS'. This will cause the system to total all inventory on hand quantities and move them to their product record on hand fields.

After your initial setup your inventory will be handled in one of two methods, Moving Average or FIFO. If you are using the Moving Average Inventory Cost Method for calculating cost of goods sold, the system will average your product costs each time you receive product and put the average cost into the product and inventory records. All products with the same Product Id will have the same cost. If you are using the FIFO Method for calculating the cost of goods sold, the inventory record will hold the actual cost for each purchase of a product. We recommend the FIFO method.

INVENTORY MANAGEMENT SELECTIONS

Add, Modify, Delete

Move Products To Inventory For Products Not In Inventory

Move Inventory Totals For All Products To Product Records

Move Latest Inventory Cost For Products To Product Records

View Manual Changes To Inventory

Change Costs Of Inventory And Sales For a Product Lot

Hand Held Inventory Data Collector Functions

Inventory Shrinkage Tracking

15.1 Add, Modify, Delete Inventory

The screenshot shows the 'BUSINESS PLUS ACCOUNTING' application window. At the top, there is a menu bar with options: System Tools, Files, Mail Merge, Browse, Finance, Client Contact, and Help. A 'HELP ON INVENTORY' dialog box is open, displaying the text: 'PLEASE PRESS F1 TO OBTAIN HELP ON INVENTORY MANAGEMENT'. Below this, the 'CREATE AN INVENTORY RECORD' dialog box is active, containing the following fields:

PRODUCT ID:	<input type="text"/>	STORE DATE:	<input type="text" value="/ /"/>
LOCATION:	<input type="text"/>	LAST PICK:	<input type="text" value="/ /"/>
STORE QTY:	<input type="text"/>	UNIT COST:	<input type="text" value="0.000"/>
SERIAL/LOT #:	<input type="text"/>		

At the bottom of the application window, there is a status bar with the following information: | F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT. Below the status bar, it shows 'Invent Record: 1/5 Record Unlocked' and a numeric keypad with 'Ins' and 'Num' buttons, along with the time '3:54:22 pm'.

- Product Id: Enter the product identification number. A pick list, F8 is available.
- Location: Enter the storage location identification name. Or nothing if you are not tracking locations. You still must define costs for product in your inventory records. Otherwise, you will have to make journal entries for all costs of goods sold.
- Store Qty: Enter the number of units of this product you have in this location. Example: If you selected case as the unit of measure when defining this product and you have 5 cases in this location, enter 5.
- Serial/Lot #: Enter the serial number or lot number assigned to the product for which you are creating this inventory record.
- Store Date: Enter the date this product was received.
- Last Pick Date: Enter the last date this product was picked from this location.

Unit Cost: Enter the per unit cost of this product (used in the calculation of cost of goods sold). You will need to define a record for each product purchased at a different price (i.e. If you purchase 100 like items 50 at one price and 50 at a different price you will have two inventory records. One at one price and one at a second price. Assuming they are not stored in many different locations. You will need at least one inventory record for each location.)

15.2 Move Products To Inventory For Products Not In Inventory

When initializing the system or after adding a group of products to the product file, this function will allow you to copy the entered data (quantity, cost etc.) to the inventory data file.

15.3 Move Inventory Totals For All Products To Product Records

After you have cycle counted inventory and adjusted inventory to match your counts, you can make this selection to move on hand totals to the product file.

15.4 Move Latest Inventory Cost For Products To Product Records

This function will help you to keep the default cost field in the product record accurate. This default cost field is used when you sell product that you do not have or if you are not tracking inventory. Under normal conditions the cost of goods sold is taken from the inventory record and represents what you paid for the inventory but when you are not tracking inventory you need a way to account for cost of goods sold.

15.5 View Manual Changes To Inventory

This function will help you track manual changes your employees have made to inventory. If you are searching for an inventory discrepancy you can look here to see if any manual changes have been made to inventory. This option will show you changes made in the add, modify and delete functions of inventory management and it will show you the changes made in the quantity field of the product record.

15.6 Change Costs Of Inventory And Sales For a Product Lot

Sometimes product is sold before costs are known. This option allows you to assign the correct cost to a "LOT" of product. The system will find the product by lot number. The cost of product in inventory will be corrected and the cost of product already sold will be found and changed. The correcting G/L entries will be made for the change in cost of goods and the commissions assigned to sales people will be corrected based on the correct costs.

15.7 Hand Held Inventory Data Collector Functions-Optional

The hand held data collector module is an add on module that will allow you to scan inventory with a remote hand held computer. When you have entered each product into the hand held unit you can attach the unit to the COM1 connector on the back of the computer. After connecting the cable you need to select "Up Load Scanned Inventory counts to the PC" from the hand held data collector module main menu. The inventory counts uploaded will adjust physical inventory counts and will adjust the g/l inventory account based on the changes made. An inventory adjustment report will be printed to show you what adjustments were made. Inventory adjustment data can be viewed or scanned at any time by selecting the appropriate option from the menu.

15.8 Inventory Shrinkage Tracking

The inventory shrinkage function allows you to track your inventory losses. When you adjust your inventory you should also add a record to your inventory shrinkage data file stating the reason for the adjustment, i.e. lost, broken, stolen etc.. You can view this information or print an inventory shrinkage report of this data.

INVENTORY SHRINKAGE TRACKING SELECTIONS

Add, Modify, Delete Inventory Shrinkage
View Inventory Shrinkage
Print Inventory Shrinkage Report

Inventory Id:	This field holds a system generated transaction #.
Product:	This field holds the product id of the lost inventory.
Describe (1-3):	The system will supply the product description.
Qty:	This field holds the quantity of the lost inventory.
Cost:	This field holds the per item cost of the lost inventory.
Total Cost:	This field holds the total cost of the lost inventory.
Reason:	This field holds the reason for the lost inventory.
Date:	This field holds the date of the lost inventory.

15.9 Inventory During Product Receiving

When a vendor order arrives you will receive new inventory. The receiving process involves telling the system what you received and where you stored it. If you are not using storage locations you may leave that field blank. However, if you do not use locations and pick list you will not sell inventory on a FIFO basis and you lose the ability to find aging inventory using the inventory aging reports. If you want to identify the product to a location enter the location into the location field. If you have a default location for a product define that location when you define the product. This default location will appear on the receiving screen when the product is received. This saves you the effort of keying in a location unless you need to enter an alternate location. If the locations and quantities displayed for an order are correct all you need to do is press F3 in the receiving screen.

If you receive product that was picked short when you created a customer order, you should ship the product instead of placing it in inventory. This is because you have already accepted an order for the product. When the product is received in product receiving you will be told to ship the product instead of storing it. An alternate method would be to back order the product on the customer order screen. The product will not be picked short and when the product arrives a new order can be created against the original customer purchase order.

There are several product receiving reports. These reports are detailed reports showing each line item received. They identify when the product was received and where it was stored. Each time you receive product you should print these reports. These reports can be used for product storage and to verify the product price you were quoted at the time you placed the order. They can then be used to locate inventory when a problem or question arises.

15.10 Inventory During Customer Orders

All products entered during customer orders must be defined to the system and must be in inventory if you want the system to track inventory. When products are first defined the on hand quantity is set in the product record. This quantity should equal the inventory for this product entered during initial inventory definition using the "Inventory Management" selection on the main menu. The number of units available in inventory will appear on the customer order screen, allowing you to communicate this information to the customer during ordering. If this number is negative you can continue to process the order but you will not be able to fill it until you receive more inventory or you can enter a back order quantity and wait for the product to arrive before completing the order. Items on back order do not affect inventory counts until the product arrives and the customer order is generated.

After a customer order has been created a pick list can be printed. The pick list tells you what locations are assigned to pick the product from. If you accept orders for more product than you have in inventory you will see "PICK SHORT" as the location for that inventory. When you receive product (see Product Receiving Chapter 14) that has been picked short you will be told to ship the product instead of placing it in inventory. This is because you have already accepted an order for the product.

When you use the pick list, older product is picked first. This reduces inventory loss due to aging (see Product Aging Report Chapter 16). We highly recommend you use the pick list to help you keep your inventory accurate.

15.11 Inventory Not Tracked

If you have non-invoiced daily cash or credit card sales of products which are not defined to the system, use the non-invoiced sales option. Here you enter your cash and credit sales. Because inventory is not updated for daily sales, these sales should only be for products **NOT** defined to the system. Otherwise, your inventory records will not be accurate. To sell product defined to the system without keeping track of any particular customer (in other words, a cash sale of defined product), you can create a customer called "CASH". Assign this customer an account number (i.e. "cash sale") and use the customer definition screen to define this account as you would define a normal customer (i.e. assign sales tax rate and fill in all other applicable fields). When you enter this account on the customer order screen it will be treated as a cash sale and inventory will be adjusted for each item sold as it is for a normal customer but you will not need to define each customer to whom you sell.

15.12 Inventory Reports

There are two inventory reports that can be used for inventory cycle counting. One report orders the inventory by location so that you can count your inventory bins sequentially. The other report orders your inventory numerically. Each report shows location, product name, and expected quantity. To modify your inventory locations select "INVENTORY MANAGEMENT" on the main menu and use the cycle counts to update your inventory file. If you have broken or lost inventory you need to make manual journal entries to credit the Inventory account and debit the Cost Of Goods Sold account for the amount of the loss.

The product reports are important to inventory. These reports help you manage your inventory to prevent loss due to product aging or over stocking or loss of sales due to inadequate product quantities. The product aging report tells you which products have been in inventory too long. When entering product shelf life during product definition, always allow some leeway. The leeway will give you time to move your product after it appears on the aging report. The product activity report shows you which products are most active. You may need to adjust your reorder levels or move your storage locations based on this report. The reorder report shows which products have fallen below their reorder level. You can reorder these products individually or you can reorder all of them automatically by selecting the "Auto Reorder" option found in "VENDOR ORDER PROCESSING". The product sales reports gives you sales total per product. The profit margin report shows you the margins you are using between product cost and product sale price.

15.13 Bar Codes For Inventory Products

To print bar codes for all products defined to the system select the "System Tools" option on the pull down menu bar and the "Print Bar Codes" option on the secondary menu. The bar code labels printed can be used on the storage locations or on the products themselves. Before printing bar codes make sure you read the bar code help screens. These help screens will show you the different types of bar codes and the valid characters that can be contained in each. You need to select a bar code format that fits the product code format you are using (i.e. if you are using numeric only Product Id's you will need to select a bar code that supports number codes). A common bar code selection is "Extended Code 39". This selection will handle all the ASCII character set including numbers. Bar codes can also be printed for the product that is received during the product receiving process. (See Business Tools Chapter 20)

15.14 Inventory During Manufacturing

As a function of manufacturing, Inventory kits can be defined and later used to take raw materials and build a finished product. Inventory is adjusted and the cost of the raw materials is pushed into the cost of the finished product. (See Manufacturing Chapter 18) for details.

15.15 Inventory On Drop Shipments

Physical inventory is not changed when an order is drop shipped. The product is shipped directly from the manufacturer to your customer. A product receiving history record is created to indicate that this product was drop shipped. A field in the order detail record also shows this product as being drop shipped. If the order is deleted physical inventory is not changed.

Chapter 16

Reports

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16 Reports

Using the reporting system you can print hundred of different reports. Where applicable the reports can be bounded by a start date, an end date and can be printed in summary or detail. You can also create you own custom reports including any data you desire from most of the major data bases.

REPORTS SELECTIONS

- Business Summary
- Customer Reports
- Sales Reports
- Inventory Reports
- Order Reports
- Receiving Reports
- Product Reports
- Vendor Reports
- Employee Reports
- History Reports
- Mail/Product Labels
- Custom Reports

16.1 Business Summary

The business summary report is one of your most important reports. It gives you a snap shot of your business. First you enter a date range for the sales portion of the report. Printed in the sales portion of the report are totals for taxable sales, exempt sales, sales tax due, freight, total sales, total sales + tax, total costs, total profit, total invoices, avg sales per invoice, cash receipts, payments received for invoices, outstanding A/R for invoices, average GPM, the top five products and top five customers.

Next current system totals are printed: number of customers, vendors, products, clients, and employees; number of outstanding vendor orders, dollar amount for outstanding vendor orders, number of customer orders outstanding, dollar amount for outstanding Accounts Receivable, dollar amount for outstanding Accounts Payable.

Next current inventory totals are printed: Number of inventory items, dollar amount for inventory, number of products with 0 On hand, number of products below reorder level, cost to reorder products.

Next current account aging is displayed (A/R & A/P).

BUSINESS SUMMARY					
06/01/95 - 06/30/95					
TAXABLE SALES:	[]	TOTAL PROFIT:	[]
EXEMPT SALES:	[]	TOTAL INVOICES:	[]
SALES TAX DUE:	[]	AVG SALES PR INVOICE:	[]
FREIGHT:	[]	CASH RECEIPTS:	[]
TOTAL SALES:	[]	PAYMENTS RECEIVER FOR INVOICES:	[]
TOTAL SALES + TAX:	[]	OUTSTANDING A/R FOR INVOICES:	[]
TOTAL COSTS:	[]	AVERAGE GPM:	[]
TOP 5 PRODUCTS FOR TIME PERIOD					
TOP 5 CUSTOMERS FOR TIME PERIOD					

CURRENT TOTALS					
NBR OF CUSTOMERS:	[]	NBR OF OUTSTANDING VENDOR ORDERS:	[]
NBR OF VENDORS:	[]	VENDOR ORDERS OUTSTANDING:	[]
NBR OF PRODUCTS:	[]	NBR OUTSTANDING CUSTOMER ORDERS:	[]
NBR OF CLIENTS:	[]	OUTSTANDING A/R:	[]
EMPLOYEES ON RECORD:	[]	OUTSTANDING A/P:	[]

CURRENT INVENTORY					
NBR INVENTORY ITEMS:	[]	NBR OF PRODUCTS WITH 0 ON HAND:	[]
INVENTORY TOTAL:	[]	NBR PRODUCTS BELOW REORDER LEVEL:	[]
			COST TO REORDER PRODUCT:	[]

CURRENT ACCOUNT AGING						
CURRENT A/R: \$1000.00						
OVER 30	OVER 60	OVER 90	OVER 120	OVER 150	OVER 180	
100.00	100.00	200.00	500.00	100.00	0.00	
CURRENT A/P \$2000.00						
OVER 30	OVER 60	OVER 90	OVER 120	OVER 150	OVER 180	
200.00	200.00	400.00	1000.00	200.00	0.00	

16.2 Customer Reports

The following customer reports will help you better service your customers. The 'Customer Sales Report' may be printed for one customer or all customers. You may select to show customer orders that have been paid or not and for certain dates. The report will show items ordered, order quantity, number ordered, number shipped, number back ordered, and if the order is paid or if it is outstanding.

You can geographically map out your customers. Perhaps you will want to assign customers to your sales people based on city, state, or zip. You can print customer lists by account number, alphabetically, by city/state/zip code, by salesperson, and for a salesperson. You can use your customer detail report to review detailed customer information (i.e. Finance Rate, Sales Tax Rate, Account Type, Credits, etc.)

There are seven different 'Customer/Vendor Sales Reports' providing you with sales information on what products a customer has ordered and from what vendor. You can determine which of your vendors products have been sold to which customers.

CUSTOMER REPORT SELECTIONS

- Customer Sales Report
- Customer Sales By Salesperson
- Customer List By Account Nbr
- Customer List Alphabetical
- Customer List By City
- Customer List By State
- Customer List By Zip Code
- Customer List By Salesperson
- Customer List For A Salesperson
- Customer Detail Report
- Customer/Vendor Sales Reports
 - All Orders For All Customers
 - All Orders For A Specific Customer
 - Vendor Sales For A Specific Customer
 - All Customers For A Single Vendor
 - One Customer For A Single Vendor
 - Vendor/Customer Summary
 - Sales Person Vendor Report

CUSTOMER LIST BY ACCOUNT NUMBER

ACCOUNT	TELEPHONE	CUSTOMER	STREET	CITY	ST	ZIP	DISCOUNT
200	(714) 999-9990	CHARITY'S SPA	32 MIKE ST	SMALL	CA	93999	10
207	(714) 999-9997	PLANTS ETC.	32 MIKE ST	SMALL	CA	93999	10

16.3 Sales Reports

For sales you can select a Daily Sales Report, a Monthly Sales Report, a Yearly Sales Report, a Sales Report by Product Type, a Regional Sales Report, a sales report for a Specific Sale, sales by Sales Person, or Filtered Sales report.

When you print a detailed Daily Sales Report you will see a line for each item sold on each invoice. As a summary you will see total taxable sales, total exempt sales, total sales tax due, total freight, total sales, total sales + tax, total costs, average GPM, total profit, total number of invoices, average sales per invoice, total cash receipts for the day, payments received for listed invoices and outstanding a/r for listed invoices.

If you select a detailed Monthly Sales Report you will see exactly the same thing as a daily sales report except total sales will be printed for each day of the month. If you select a summary Monthly Sales Report you will see a summary of daily total data for the month. No line items will be printed.

The Yearly Sales Report will display each month of the year with the totals for the month.

If you select the Sales Report by Product Type you will see all sales over a user specified time period sorted by the product type. The Regional Sales Report gives you sales totals for a user specified time period and a specific region. A sales report of a Specific Sale will give applicable sales information based on a user specified invoice number. To see sales by sales person, select Sales by Sales Person. The Filtered Sales Report gives you customer information based on product sales. This report can be used for a variety of purposes including, sales call backs, customer mailings, training classes pertaining to sold product, maintenance services for sold product etc..

The bookings report shows sales that are booked during a period. There are three types of sales that show on the bookings report. First, are new sales. Second, are orders that are back ordered. Third, are back orders that are changed to sales.

The POS report shows sales Point Of Sales activity. Only sales totals that have been posted appear on this report. Therefore, post A/R before running this report. This report shows cash receipts and cash pay outs from the cash drawer. This allows you to check when funds are paid out of a cash draw and audit those pay outs.

SALES REPORT SELECTIONS

- Daily Sales
- Monthly Sales
- Yearly Sales
- Sales By Product Type
- Regional Sales Report
- Sales By Sales Person
- Filtered Customer Sales Report
- Filtered Item Sales Report
- Specific Sales
- Bookings Report
- POS Cash Report
- Sales By Customer

DAILY SALES REPORT

INVOICE	PRODUCT ID	DESCRIPTION	QTY	EXT PRICE	EXT COST	PROFIT	GPM
10000	0000001	CHARITY'S SPA	32	3000.00	2000.00	2000.00	10.0
10001	0000002	DOLL HOUSE	1	100.00	90.00	10.00	11.0

MONTHLY SALES REPORT
09/01/94

DATE	TAXABLE EXEMPT			PROFITS	PROFIT SALES			NBR INVOICES	SALE/ INVOICE RECEIVED	PAYMENTS OUTSTANDING
	SALES	SALES	COSTS		MARGIN	TAX	FREIGHT			

MONTHLY SALES SUMMARY

TAXABLE SALES:	[]	TOTAL PROFIT:	[]
EXEMPT SALES:	[]	TOTAL INVOICES:	[]
SALES TAX DUE:	[]	AVG SALES PR INVOICE:	[]
FREIGHT:	[]	CASH RECEIPTS:	[]
TOTAL SALES:	[]	PAYMENTS RECEIVER FOR INVOICES:	[]
TOTAL SALES + TAX:	[]	OUTSTANDING A/R FOR INVOICES:	[]
TOTAL COSTS:	[]	AVERAGE GPM:	[]

16.4 Inventory Reports

These inventory reports will help you perform cycle counting and when printed provide a space to enter actual count verses expected count. Select "INVENTORY MANAGEMENT" on the main menu and use these counts to update your inventory file. If you have broken, damaged or lost inventory you should make a manual journal entry to account for it.

INVENTORY REPORT SELECTIONS

- Inventory Cycle Count By Location
- Inventory Cycle Count By Product
- Inventory Cycle Count Summary
- Inventory Cost Report By Product
- Inventory Cost Report By Vendor
- Inventory Layaway Report

INVENTORY REPORT BY LOCATION 04/11/92

LOCATION	PRODUCT ID	PRODUCT	QTY ON HAND	QTY COUNTED	STORE DATE
BIN-1	1245	WHOLE WHEAT ROLLS	10		03/01/91
STORE-2	1237	CHEESECAKE	18		03/01/91

16.5 Order Reports

Customer order reports will help you track orders and identify purchasing habits of customers. You can print all orders indexed by customer, salesperson or date. You can also print all orders for a specific customer, salesperson or you can print a specific order.

16.5.1 Customer Order Reports

CUSTOMER ORDER REPORT SELECTIONS

- All Orders By Customer
- All Orders By Salesperson
- All Orders By Date
- Specific Customer
- Specific Salesperson
- Specific Order

CUSTOMER ORDER DETAIL REPORT
01/01/80 - 04/12/92

PRODUCT ID	DESCRIPTION	ORDER QTY	UNIT PRICE	EXT PRICE
1242	FRUIT SALAD 5 GAL	9	5.95	53.55
1243	MACARONI SALAD 5 GAL.	1	4.95	4.95
1244	POTATO SALAD 5 GAL.	4	4.95	19.80
TOTAL:				78.30

CUSTOMER ORDER SUMMARY REPORT
BY DATE

INVOICE	DATE	STAT	ACCOUNT	CUSTOMER	PO NBR	TOTAL	NET DUE	DUE DATE
10001	04/04/92	O	1	JOHN SMITH	1	11.00	11.00	04/04/92
10003	04/11/92	O	2	CELESTE	920	800.00	800.00	04/11/92
*** Totals ***						811.00	811.00	

16.5.2 Vendor Order Reports

The vendor order reports will help you track vendor orders. You can print all orders indexed by vendor or date. You can also print all orders for a specific vendor or you can print a specific order.

VENDOR ORDER REPORT SELECTIONS

- All Orders By Vendor
- All Orders By Date
- Specific Vendor
- Specific Order

VENDOR ORDER DETAIL REPORT
01/01/80 - 04/12/92

PRODUCT ID	DESCRIPTION	ORDER QTY	UNIT COST	EXT COST
1237	CHEESECAKE	11	3.45	37.95
1238	CHOCOLATE TORTE	12	3.25	39.00
Total				76.95

VENDOR ORDER SUMMARY REPORT

ORDER NBR	ORDER DATE	STATUS	VENDOR NBR	VENDOR NAME	TOTAL
6	04/12/92	O	106	ABC PRODUCE	39.25
12	04/12/90	O	106	ABC PRODUCE	102.00
4	04/12/92	O	102	WYNN'S DONUTS	120.75
*** Total ***					262.00

16.6 Receiving Reports

These product receiving reports are detailed reports showing each line item received. They identify when the product was received and where it was stored. These reports can be printed in alphabetical order for all vendors or by order date for all vendors. You can print a report for a specific vendor or for a specific receipt.

RECEIVING REPORT SELECTIONS

- All Receipts Sorted By Vendor
- All Receipts Sorted By Date
- All Receipts For A Specific Vendor
- Specific Receipt

DETAILED RECEIVING REPORT

BY VENDOR

01/01/80 - 04/12/92

VENDOR	ORDERNBR	PRODUCT ID	DESCRIPTION	RCPTDATE	QTY	LOC	RCPT_NBR
ABC PRODUCE	12	1248	FRENCH OIL	04/12/92	20	LOC1	10
SUN BAKERY	9	1230	T-BONE 8 OZ	04/12/92	100	LOC5	12

16.7 Product Reports

The product reports are extremely important. These reports help you manage your inventory to prevent loss due to product aging or over stocking or loss of sales due to inadequate product quantities. The product aging report tells you which products have been in inventory too long. When entering product shelf life during product definition always allow some leeway. The leeway will give you time to move your product after it appears on the aging report. The product activity report shows you which products are most active. You may need to adjust your reorder levels based on this report. The product information report gives you basic information about each product (i.e. product id product description, unit of measure, on hand levels, primary vendor, last store date, shelf life, cost price, department, and product type). The cost report shows the product and its current cost per unit of measure. The product usage report may be run for a specific time period and shows the quantity sold, costs for the quantity sold, quantity used in manufacturing, the manufacturing costs, and inventory quantity currently on hand. The price report shows your base price to your customer per unit of issue. The reorder report shows which products have fallen below their reorder level. You can reorder these products individually or you can reorder all of them automatically by selecting the "AUTO REORDER" option found in "VENDOR ORDER PROCESSING". The profit margin report shows you the margin between what you paid for your product and what you sold your product for. The product sales report shows sales totals for each product and is printed in two parts. The first part shows products that have been paid for the second shows products for which payment is outstanding. Where applicable you can use date delimiters and you can print the report as a detailed or a summary report.

PRODUCT REPORT SELECTIONS

- Product Aging Report
- Product Activity Report
- Product Information Report
- Product Cost Report
- Product Usage Report
- Product Price Sheet
- Product Reorder Report
- Profit Margin Report
- Product Sales Margin Report

PRODUCT AGING REPORT
BY DATE STORED

PRODUCT ID	DESCRIPTION	STORED	REMAINING STORAGE			ON HAND
			SHELFLIFE	LOCATION		
1234	VANILLA ICE CREAM	03/01/91	-228	FREEZER 1	6	
1235	CHOCOLATE ICE CREAM	03/01/91	-228	FREEZER 1	12	
1237	CHEESECAKE	04/12/92	45	FREEZER 2	50	

PRODUCT ACTIVITY REPORT
QTY PICKED

PRODUCT ID	DESCRIPTION	UM	DEPT	TYPE	JAN	FEB	MAR	APR	MAY
1234	VANILLA ICE	CS	500	F-1	0	0	5	7	0
1235	CHOCOLATE	CS	500	F-1	0	0	7	15	0
1240	CHERRY PIE	CS	500		0	0	4	1	0

PRODUCT INFORMATION REPORT

PROD	DESCRIPTION	UM	QTY ON HAND	ORDER LEVEL	VENDOR	LAST STORED	SHELF LIFE	COST	PRICE	DEPT	PROD TYPE
1250	BLUE CHEESE	EA	10	3	112	01/11/92	120	3.95	5.95	520	F-1
1237	CHEESECAKE	EA	54	5	100	04/12/92	45	3.45	7.97	500	F-1
1242	FRUIT SALAD	EA	-30	2	102	18/08/92	30	3.45	5.95	510	F-3

PRODUCT COST REPORT

PRODUCT ID	PRODUCT DESC	COST	UNIT PRICE	MEAS	QTY ON HAND	DEPT	PROD TYPE
1230	T-BONE STEAK 8	38.00	58.00	CS	106 505		F-2
1231	CHICKEN BUFFALO	13.00	39.00	CS	8 505		F-2
1238	CHOCOLATE TORTE	3.25	6.50	EA	3 500		F-1

PRODUCT PRICE LIST

PRODUCT ID	PRODUCT DESCRIPTION	PRICE	UNIT MEAS	QTY ON HAND	DEPT	PROD TYPE
1234	VANILLA ICE CREAM	11.95	CS	6 500		F-1
1235	CHOCOLATE ICE CREAM	11.95	CS	7 500		F-1
1233	CHICKEN BREASTS	65.00	CS	20 505		F-2

PRODUCT REORDER REPORT

PRODUCT ID	DESCRIPTION	UM	BELOW REORDER	QTY ON HAND	ORDER LEVEL	LAST STORED	COST	DEPT	PROD TYPE
1238	CHOCOLATE	EA	2	3	5	02/10/92	3.25	500	F-1
1242	FRUIT SALAD	EA	32	-30	2	05/10/92	3.45	510	F-3
1246	WHITE ROLLS	EA	3	0	3	06/11/92	1.35	515	F-3

16.8 Vendor Reports

Use the vendor reports to obtain vendor lists. The reports can be printed by vendor number, alphabetically by vendor name, or by state.

VENDOR REPORT SELECTIONS

Vendor List By Vendor Number
Vendor List Alphabetical
Vendor List By State

VENDOR LIST BY VENDOR NUMBER

VENDOR #	TELEPHONE	VENDOR	STREET	CITY	ST	ZIP
100	(801)-999-9999	SUNRISE BAKERY	123 5TH AVE	HOMETOWN	MA	00900
102	(801)-999-9999	WYNN'S DONUTS	190 EASTERN AVE	HOMETOWN	MA	00900
112	(801)-999-9999	STARR'S PEST	P.O.BOX 129	HOMETOWN	MA	00900

16.9 Employee Reports

Use the Employee Reports to obtain employee lists, salesperson reports for all employees with a Salesperson ID, and sales commission reports for employees with a Salesperson ID and a commission percentage. Employee and salesperson reports can be generated by ID or alphabetically.

EMPLOYEE REPORT SELECTIONS

Employee List By ID #
Employee List Alphabetical

EMPLOYEE LIST

ID#	NAME	POSITION	STREET	CITY	ST	ZIP	PHONE	HIRE	F/P	RATE	SALARY
1	JACOB MC RAE		2400 E 234 S	LAYTON	UT	84067	776-5921	11/14/91	F	10.00	0.00
10	BRAYDEN LANGS		2600 S 1400 E	FARMINGTON	UT	84025	451-6640	02/24/92	F	3.65	0.00
9	CHRIS MOON	VP SEC MGR	641 W 1400 N	FARMINGTON	UT	84025	451-9357	01/01/86	F	0.00	120000.00

SALESPERSON REPORT

ID	NAME	DATE HIRED	LAST YEAR'S		YTD SALES	TOTAL	LAST YEAR'S		SALARY
			AVERAGE MONTHLY SALES	AVERAGE MONTHLY SALES			SALES	RATE	
CHARITY	CHARITY MOON	03/09/74	111.58	0.00	1002.00		0.00	7.50	0.00
STEVE	MOON	01/01/86	3.31	0.00	32.87		0.00	0.00	75000.00

SALES COMMISSIONS REPORT

SALESPERSON ID	NAME	COMMISSION PERCENT	SALES				YTD COMMISSION
			SINCE LAST COMMISSION	LAST CURRENT COMMISSION	LAST COMMISSION	COMMISSION	
CHARITY	CHARITY MOON	15.00	0.00	0.00	0.00	101.70	
STEVE	STEVE MOON	100.00	15.94	15.94	15.94	808.88	

16.10 History Reports

Historical data is transferred to the History files when you post. To print historical data for vendor orders and accounts payable select "Accounts Payable History Reports". To print historical data for customer orders and accounts receivable select "Accounts Receivable History Reports". To print product receiving historical data select "Product Receiving History Report". To print a report showing all journal entries select "Journal Entry History Reports". To print a report showing all cash and credit sales select "Daily Sales History Reports". All these reports have options as defined below.

HISTORY REPORTS SELECTIONS

- Accounts Payable
- Accounts Receivable
- Product Receiving
- Manual Journal Entries
- Non-Invoiced Sales
- Customer Orders
- Vendor Orders

ACCOUNTS PAYABLE HISTORY REPORTS

- All Invoices By Vendor
- All Invoices By Check Date
- Specific Vendor
- Specific Invoice

ACCOUNTS RECEIVABLE HISTORY REPORTS

- All Orders By Customer
- All Orders By Salesperson
- All Orders By Date
- Specific Customer
- Specific Salesperson
- Specific Order

PRODUCT RECEIVING HISTORY REPORTS

- All Receipts By Vendor
- All Receipts By Receipt Date
- Specific Vendor
- Specific Receipt

MANUAL JOURNAL ENTRY HISTORY REPORTS

- All Journal Entries By G/L Acct.
- All Journal Entries By Post date
- Specific G/L Acct.

NON-INVOICED SALES HISTORY REPORTS

CUSTOMER ORDERS HISTORY REPORTS

- All Orders By Customer
- All Orders By Salesperson
- All Orders By Date
- Specific Customer
- Specific Salesperson
- Specific Order

VENDOR ORDERS HISTORY REPORTS

- All Orders By Vendor
- Specific Vendor
- Specific Order

16.11 Mail/Product Labels

You can print mailing labels for customers, for vendors, for customers and vendors of a certain type, for past due statements, for all statements, for one customer, for one vendor, for products, and for shipping products for specific invoices(this option prints the invoice ship to address). After you have printed your past due statements you can print labels for them by selecting "Labels For Past Due Statements". If you select "Manually Entered Label" you can enter any name and address and you can print 1-9999 labels. Mailing labels are the standard 1 inch by 3 ½ inches and are printed one wide.

MAIL/PRODUCT LABELS SELECTIONS

- Labels For Customers
- Labels For Vendors
- Labels For Past Due Statements
- Labels For All Statements
- Labels For All Products
- Labels For One Customer
- Label For One Vendor
- Label For One Product
- Labels To Ship Customer Order
- Manually Entered Label

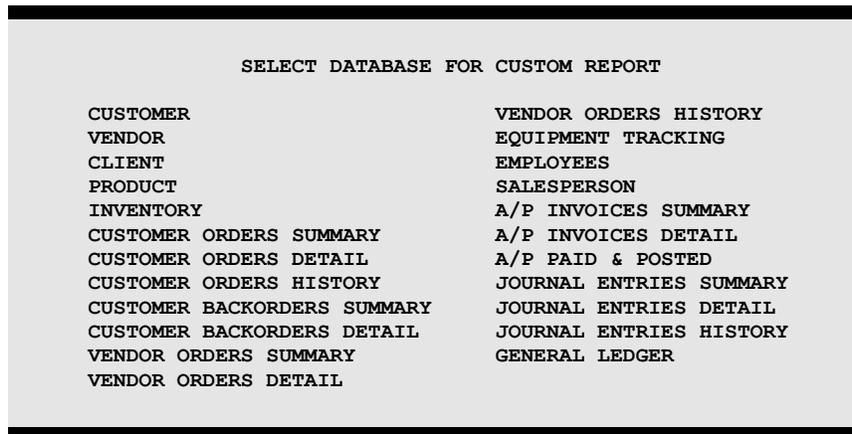
16.12 Custom Reports

B.P.A. allows you to create custom reports using all of the major data bases. When printed these reports can be filter on specific field information, so you only see the records you are interested in. To create a report you must first select the database from which your report will collect data (i.e. Customer, Vendor, Product etc). Once the data base file is selected, you are asked to enter a title for the report. The title will be used in the future to select the report for printing or to modify the report. Next the fields from the data base file are displayed. You then select the fields you want to include in the report. During field selection you can select one or two fields to index the report by (i.e. alphabetically by customer name). The last thing you do is create the headings for the fields that will appear on your report. By default the first few characters of the field name appear for the heading. You will want to change this to your desired headings. Later, if you modify the report we leave your headings alone. You will have to make all heading changes when you modify a report.

CUSTOM REPORT OPTIONS

- Add Report
- Modify Report
- Delete Report
- Select Report

To create a report select “Add Report”. Then select the database from which your report will be generated. The following databases can be used for custom reports:



Once the database is selected, you are asked to enter a title for the report. Then you select which fields you want included in your report and up to two fields to sort by (index). This sample screen shows the fields from the customer data base.

FIELD	INDEX	LEN		FIELD	INDEX	LEN	
[]	[]	[]	ACCOUNT	[]	[]	[]	FIN_PRCT
[]	[]	[]	FIRST	[]	[]	[]	FIN_DATE
[]	[]	[]	CUSTOMER	[]	[]	[]	LAST_FIN
[]	[]	[]	CONTACT	[]	[]	[]	CUR_FIN
[]	[]	[]	STREET	[]	[]	[]	TOT_FIN
[]	[]	[]	STREET2	[]	[]	[]	CUR_DUE
[]	[]	[]	CITY	[]	[]	[]	BALFORWARD
[]	[]	[]	STATE	[]	[]	[]	PAID
[]	[]	[]	ZIP	[]	[]	[]	BALFWD_OPN
[]	[]	[]	TELEPHONE	[]	[]	[]	SHIP_NAME
[]	[]	[]	FAX	[]	[]	[]	SHIP_STREE
[]	[]	[]	CREDITS	[]	[]	[]	SHIP_STRE2
[]	[]	[]	TERMS	[]	[]	[]	SHIP_CITY
[]	[]	[]	TERMS_DAYS	[]	[]	[]	SHIP_STATE
[]	[]	[]	TERMS_PRCT	[]	[]	[]	SHIP_ZIP
[]	[]	[]	TERMS_DUE	[]	[]	[]	SHIP_PHONE
[]	[]	[]	DISCOUNT	[]	[]	[]	SHIP_FAX
[]	[]	[]	CR_LIMIT	[]	[]	[]	SALESPERSON
[]	[]	[]	SALES_TAX	[]	[]	[]	TYPE
[]	[]	[]	TAX_TABLE				

Next, you have the option to use the default field headings as seen in the previous screen or replace any or all of them with your own headings. If you selected two fields to sort by, you can also define the order in which the sorting will take place. After the report is created you can print it as often as you like using filters to include or exclude the desired data. Filters created for the reports can be saved and used on subsequent printings.

When you have finished defining the field (column) names your report is complete. You can run the report any time you chose by selecting "Select Report" from the custom report menu. All of your custom reports will appear. Place your cursor on the report you want to run and press the enter key. Each time you run a custom report the system will ask you if you want to use a previously defined filter. The first time you run the report you will answer 'No'. You will then have the opportunity to create a filter for the report and you will be allowed to save the filter so it can be used again. If you have created a filter you want to use over and over save it. Then the next time you run the report you can select the saved filter for the report.

Custom Filters

Custom filters are allowed in a number of places in the program (custom reports, mailing labels, browse, mail merge etc.). These filters limit the selection of records viewed or printed from a data file. When the filter selection is shown on the screen you will be able to select the field you are interested in (i.e. city, or state, or zip). You will then select the logical relationship (i.e. = equal to, <> not equal to, greater than >, less than <). Then enter the value you want to compare (i.e. If you selected the State field you may enter UT for Utah). Only those records in the data file that have UT as the state will be viewed or printed. You can also combine relationships. For example, you could say I want those records where state = UT and city = Farmington.

Chapter 17
Payroll

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17 Payroll

Labor costs and payroll taxes represent a large and constantly increasing portion of operating costs for most businesses. Based on the dollar expenditures and governmental regulations payroll is one of the most important accounting activities you will perform. The payroll system designed to run with B.P.A. should make running payroll quick and relatively easy. The basic steps to perform in running payroll are outlined below with more detail found in the help screens associated with each function.

PAYROLL SELECTIONS

- Enter Payroll Parameters
- Define Payroll G/L Accounts
- Enter Payroll Hourly
- Enter Payroll Salary
- Payroll Cash Requirements Report
- Print Payroll Checks
- Reprint Payroll Checks
- View Past Payrolls
- Post Payroll
- Reverse Posted Check
- View Employees
- Define Employees
- Payroll History Report
- Payroll Register Report
- Payroll Tax Reports
- Summary Quarterly Report
- Print W-2's
- Change Federal Tax Limits
- Change State Tax Limits
- After The Fact Payroll
- Payroll Summary Report

17.1 Enter Payroll Parameters

Parameters consist of such things as number of exemptions, married or single, taxing state, taxing city, medical deductions, disability deductions, retirement deductions, extra taxes, tax period (WEEKLY, BIWEEKLY etc.) and garnishments. You can modify payroll parameters and reprint checks any time prior to posting checks. Enter your payroll parameters. Once they are defined they will remain and be used for all subsequent payrolls until they are changed. The last name, and first name, need to be defined in the employee definition screen prior to getting to this point. Employees not yet defined will not appear on this screen and you will not be able to run their payroll until you go to the definition screen and define them. The social security number, the number of withholding allowances 0-10, and the withholding status M=Married S=Single X=Exempt will be displayed in the proper fields if they were entered in the Employee Definition screen.

Business Plus Accounting

The remaining fields are defined here. Enter the taxing state (use the standard two character state abbreviation), enter the taxing city if your city has an income tax, enter the medical deduction the employee must pay on each payroll check for his medical coverage, enter the disability deduction the employee must pay on each payroll check for his medical coverage, enter the percentage of payroll the employ is contributing to retirement, enter an 'N' if the retirement deduction is not taxable or a 'Y' if the retirement deduction is taxable, enter any extra tax the employee wants deducted from each pay check, and finally enter any garnishment that you are required to take from the employee for each pay check.

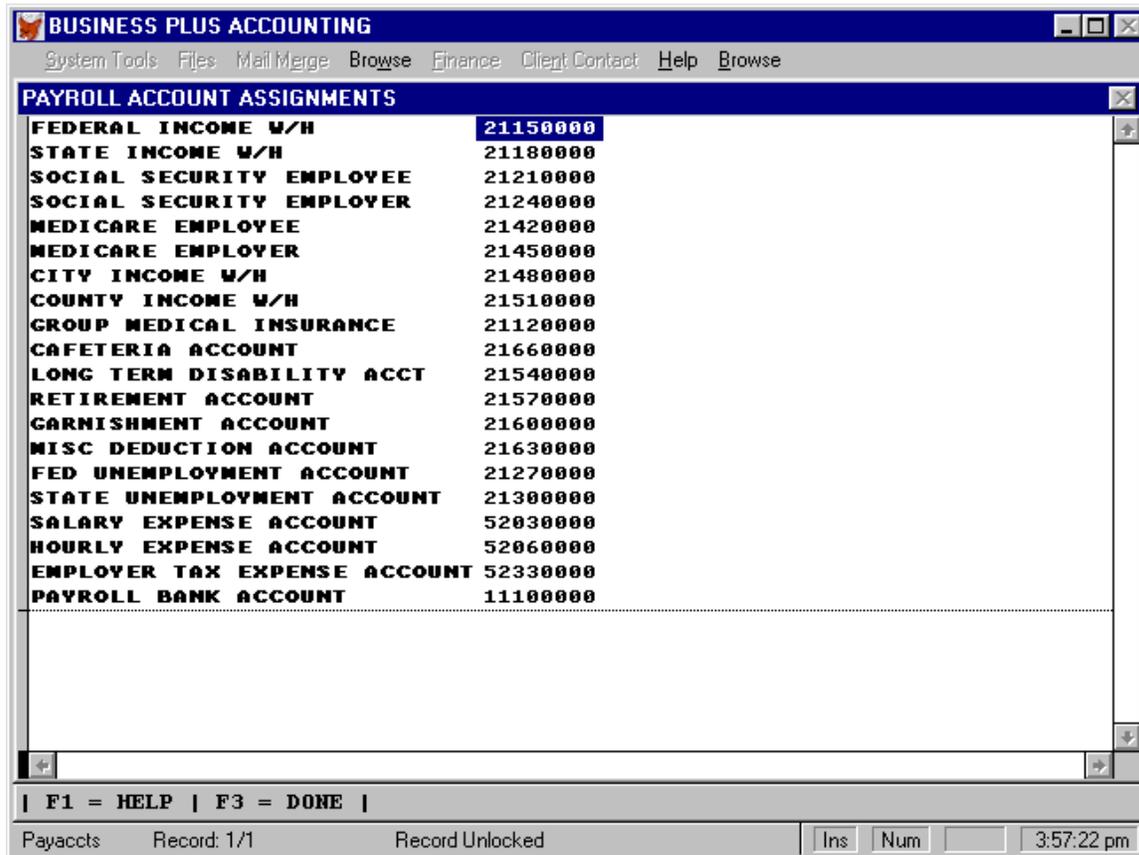
First Name:	The system displays the Employee's first name as defined in the employee setup.
Last Name:	The system displays the Employee's last name as defined in the employee setup.
Soc Sec Nbr:	The system displays the employee's social security number.
S/M/X/:	The employee's withholding status M=Married S=Single X=Exempt will be displayed. This field is modifiable from the parameters screen.
Exemptions:	The number of withholding allowances 0-10 will appear here and is modifiable.
Pay Period:	Enter the pay period for which you usually pay wages, i.e. Weekly, Biweekly, Semimonthly, Monthly, Quarterly, Semiannually, Annually, Daily.
Taxing State:	Enter the two digit State abbreviation for the taxing State.
Taxing City:	This is a ten character field.
Medical Ins:	Enter the amount to be deducted from the employee's wages for Medical Insurance. Once the amount is entered each time the system does a payroll check for this employee the amount entered here will automatically be deducted.
Long Term Dis:	Enter the amount to be deducted from the employee's wages for Long Term Disability Insurance.
Retirement Percent:	Enter the percentage to be deducted from the employee's wages for a Retirement Program.
Is Retirement Taxed:	Enter 'Y' if the retirement is taxable, enter 'N' if the retirement is taxable.
Cafeteria By Pay Period:	Enter the dollar amount to be deducted from the employee's wages each period for a Cafeteria Program. This deduction will automatically be made each payroll.
Cafeteria By %:	Enter the percentage of gross to be deducted from the employee's wages for a Cafeteria Program. If you are deducting a dollar amount for Cafeteria do not enter a percent here.
Extra Tax:	Enter the dollar amount of Extra Federal Withholding Tax to be deducted from each payroll check.

Misc Deduct 1-3: Enter the dollar amount to be deducted from the employee's wages for a miscellaneous expense which the employee needs to reimburse the company, or repay the company for. There can be three of these deduction. Once entered this amount will be deducted each payroll.

Misc Text 1-3: Enter a short description (ten characters) of the reason for the Miscellaneous.

17.2 Define Payroll G/L Accounts

The Payroll Module of B.P.A. automatically posts to the accounts listed below when a payroll is posted. It is important these accounts remain in the Chart of Accounts. If you are using the default General Ledger Chart of Accounts or any of the standard charts found in the Initialize area of B.P.A. these accounts will be loaded into this table for you. If you create your own Chart of Accounts or make modifications by changing any accounts listed here the changed accounts must be enter here also. If you desire to post to only one Social Security and Medicare account for both the employee and employer portions, then enter the same G/L Account number into both fields. There **must** be a valid General Ledger account entered into all of these fields before payroll can be posted



PAYROLL ACCOUNT ASSIGNMENTS	
FEDERAL INCOME W/H	21150000
STATE INCOME W/H	21180000
SOCIAL SECURITY EMPLOYEE	21210000
SOCIAL SECURITY EMPLOYER	21240000
MEDICARE EMPLOYEE	21420000
MEDICARE EMPLOYER	21450000
CITY INCOME W/H	21480000
COUNTY INCOME W/H	21510000
GROUP MEDICAL INSURANCE	21120000
CAFETERIA ACCOUNT	21660000
LONG TERM DISABILITY ACCT	21540000
RETIREMENT ACCOUNT	21570000
GARNISHMENT ACCOUNT	21600000
MISC DEDUCTION ACCOUNT	21630000
FED UNEMPLOYMENT ACCOUNT	21270000
STATE UNEMPLOYMENT ACCOUNT	21300000
SALARY EXPENSE ACCOUNT	52030000
HOURLY EXPENSE ACCOUNT	52060000
EMPLOYER TAX EXPENSE ACCOUNT	52330000
PAYROLL BANK ACCOUNT	11100000

| F1 = HELP | F3 = DONE |

Payaccts Record: 1/1 Record Unlocked Ins Num 3:57:22 pm

OT Rate:	If the employee has overtime hours for this pay period then enter the hourly rate which you pay for overtime. If there are no overtime hours leave this field blank.
OT Hours:	If the employee has overtime hours for this pay period enter those hours.
Rate Other:	This field may be used if you have another pay rate which you pay your employees. If there are no 'Other Hours' leave this field blank.
Hours Other:	Enter the hours associated with the Other Rate.
Bonus/Commission:	Enter the dollar amount which is to be paid the employee as a bonus or commission. If there are no Bonuses or Commissions leave this field blank.
Sick Rate:	Enter the hourly rate at which you pay sick pay. If there are no sick hours to be paid leave this field blank.
Sick Hours:	Enter the hours to be paid at the sick rate.
Vac Rate:	Enter the hourly rate at which you pay vacation pay. If there are no vacation hours to be paid leave this field blank.
Vac Hours:	Enter the hours to be paid at the vacation rate.
Pay Advance:	Enter the dollar amount to be deducted from the employee's wages for a Pay Advance. This amount must be reentered each pay period.

17.4 Enter Payroll Salary

You need to enter the actual salary for this pay period in the provided field. The normal salary for salaried employees is displayed here. You can also enter any pay advance given to the employee making sure it does not exceed the employees net pay. You can not define an employee as both an hourly worker and a salaried worker. If you assign a salary to an employee the employee will be treated as a salaried worker. Most of the field under this section are described under the Enter Payroll Hourly.

17.5 Payroll Cash Requirements

Each time you make a change to payroll you should print this report before printing or posting checks. This report can be used to audit employee hours if questions should arise after payroll. Print the payroll cash requirements report to determine if you have the funds necessary for this payroll.

17.6 Print Payroll Checks

The system will ask for a beginning and ending date for the pay period. The pay period must be at least one day long. The system will ask for a starting check number and will use this number as the starting number for printing on the checks. The system will ask for a date that will be printed on each check. The system prints checks in alphabetical order. **To obtain payroll checks contact Business Software Solutions 1-801-294-3300.** Checks may be printed to white paper and then hand written.

17.7 Reprint Payroll Checks

Requires the same information as the original printing. There is no reprint for a single check.

17.8 View Past Payrolls

This option allows you to look at all records involved in any past payroll period. There is an individual record for each check printed. The checks for each pay period are grouped together. Each shows hours, rates, deductions, gross pay, net pay and year to date totals.

17.9 Post Payroll

The system will ask you for a posting date. This date determines what accounting period (month) your payroll will be posted to. If you want your payroll posted to the current accounting period enter a date from the current period. You can not reprint a check after you have posted without first reversing the check. After checks have been posted you can print historical payroll reports to see past payrolls.

17.10 Reverse Posted Check

If you have paid an employee and posted his check you can reverse the check by making this selection. Simply enter the check number to be reversed. You will be asked to confirm the reversal. The system will then display the employee name, check #, and date the check was posted. You will also be asked if you want to print a reversal posting report. Payroll checks are reversed individually. If this employee is going to be paid you will have to enter the payroll information again to issue a new check.

17.11 View Employees

Employee data can be viewed from the payroll module.

17.12 Define Employees

Employees can be added, modified or deleted from the payroll module. (See Chapter 6 for a description of the fields.)

17.13 Payroll History Report

Use the payroll history report to view past payrolls. The histories may be printed for one employee or all employees and they are date delimited.

17.14 Payroll Register Report

To see each employees deductions and totals for a pay period(s) you can print the payroll register report. You can also see the regular, overtime, other, vacation and sick hours.

17.15 Payroll Tax Reports

This report can be printed for each quarter of a year as well as for the entire year. The report contains the quarterly and year-to-date totals for every employees 'Gross Wages', 'Federal Withholding' Taxes, 'Social Security' and 'Medicare' Taxes, and 'State Withholding' Taxes. The report is useful in preparing the 'Employer's Quarterly Federal Tax Return'. The 'Federal and State Unemployment Taxes' are also calculated. The Tax Rates and Limits entered in the Payroll selection by that name are used to calculate taxes for this report.

17.16 Summary Quarterly Report

The Summary Quarterly Report lists each employee with social security numbers, gross wages for the quarter chosen, and the hire date if it was within that quarter.

17.17 Print W-2's

W-2's are printed using the Year To Date totals from the employee's data file. If these totals are not correct the W-2's will not be correct. Check your employee files and correct them if necessary before printing W-2's. Once W-2's have been printed you will be asked to clear employee Year To Date totals. These totals must be cleared before the first payroll of the next year can be posted. W-2's may be printed as many times as necessary until the employee totals have been cleared. Employee fields used to print W-2's are federal income tax, state income tax, gross wages, social security tax, and medicare tax. B.P.A. does not print the W-2 form, we print only the data. W-2's can be printed on a laser printer using the form "Adams TXW26L" or on a standard dot matrix W-2 form purchased at your local office supply store.

17.18 Change Federal Tax Limits

Here is where the Federal Payroll Rates and Limits are entered for social security, medicare and unemployment taxes. Social security and medicare are deducted from the employee's wages and matched by the employer. Unemployment taxes are paid only by the employer. No deductions are taken after the wage limits are reached.

17.19 Change State Tax Limits

Here is where the Tax Rates and Limits for state unemployment taxes are set. The State rates and limits are user entered into a table provided for each state. Enter the necessary information for each state you are required to pay taxes to. The unemployment taxes are paid only by the employer until the wage tax limit is reached.

17.20 After-The-Fact Payroll

This feature allows the entry of manually written or third party generated payroll checks. The employee must be defined to the system. First enter the employees number, his/her name will appear. Then enter the appropriate deductions taken from the employees wages. The system will use the amounts entered for social security and medicare to calculate the Employer portion of these taxes. You need to enter the amounts for Federal and State Unemployment taxes here unless you have calculated a total for all employees and have journalized that into you general ledger. **Warning:** if you make journal entries for Federal and State Unemployment taxes they will not appear on the payroll reports listed above. All entries made in after the fact payroll will be posted to the appropriate liability and employer expense accounts.

If the net pay + deductions does not equal gross wages, a warning message will appear. You will not be allowed to post an unbalanced payroll check. After the checks have been entered return to the Payroll Menu and select the 'Post Payroll' selection to post After-The-Fact Payroll.

When payroll checks are entered with the After-The-Fact feature all the regular payroll reports are available to you. The Payroll History Reports, Payroll Tax Reports, Summary Quarterly Report, and W-2's will all function as if the checks had been printed by B.P.A.

BUSINESS PLUS ACCOUNTING			
AFTER THE FACT PAYROLL			
EMPLOYEE NUMBER:	<input type="text"/>	SUTA:	<input type="text"/>
NAME:	<input type="text"/>	CITY TAX:	<input type="text"/>
CHECK NUMBER:	<input type="text"/>	MEDICAL:	<input type="text"/>
START DATE:	<input type="text" value="/ /"/>	LONG TERM DISABILITY:	<input type="text"/>
END DATE:	<input type="text" value="/ /"/>	RETIREMENT:	<input type="text"/>
GROSS PAY:	<input type="text"/>	CAFETERIA:	<input type="text"/>
FEDERAL TAX:	<input type="text"/>	MISC DEDUCTIONS:	<input type="text"/>
SOC SEC TAX:	<input type="text"/>	GARNISHMENTS:	<input type="text"/>
MEDICARE TAX:	<input type="text"/>	NET PAY:	<input type="text"/>
FUTA:	<input type="text"/>	BANK ACCT:	<input type="text" value="1110-0000"/>
STATE TAX:	<input type="text"/>		

| F1 = HELP | F3 = DONE | ALT+B = EXTENDED BROWSE | | F10 = ABORT
 Payroll Record: 1/2 Record Unlocked Ins Num 4:03:20 pm

- Employee Nbr: Enter the employee id number.
- Name: The system displays the employees name associated with the above number.
- Check Nbr: Enter the number of the check written to the employee.
- Start Date: Enter the start date for the pay period.
- End Date: Enter the end date for the pay period.
- Gross Pay: Enter the Gross amount of the employee’s earnings.
- Federal Tax: Enter the Federal Withholding Tax deducted from the employee’s earnings.
- Soc Sec Tax: Enter the amount of Social Security Tax deducted from the employee’s earnings.
- Medicare Tax: Enter the amount of Medicare Tax deducted form the employee’s earnings.
- Futa: Enter the amount of Federal Unemployment Tax paid by the Employer based on the gross wages multiplied by the Federal percentage.

State Tax:	Enter the amount of State Withholding Tax deducted from the employee's earnings.
Suta:	Enter the amount of State Unemployment Tax paid by the Employer based on the gross wages multiplied by the State percentage.
City Tax:	Enter the amount of City Tax paid by the Employer based on the gross wages multiplied by the City Tax percentage .
Medical:	Enter the amount deducted from the employees wages for medical insurance.
Long Term Disability:	Enter the amount deducted from the employees wages for long term disability insurance.
Retirement:	Enter the amount deducted from the employees wages for a retirement program.
Cafeteria:	Enter the amount deducted from the employees wages pre-taxed for a Cafeteria Plan.
Misc Deductions:	Enter the amount deducted from the employees wages for miscellaneous deductions like pay advances , tools, supplies, etc.
Garnishment:	Enter the amount deducted from the employees wages for garnishment of wages.
Net Pay:	Enter the amount of Net Wages paid the employee.
Bank Account:	Enter the G/L Bank account number from which the wages should be deducted. Each After-The-Fact Payroll checks may be posted to a different G/L Bank account. This account must be defined to the system prior to posting.

17.21 Payroll Summary Report

This payroll report requires a start date and an end date. The report shows totals for each employee during the date range. The fields displayed include employee name, gross pay, net pay, Federal Withholdings, Social Security withholdings, medicare withholdings, state withholdings, garnishments, and miscellaneous deductions. Totals for all employees are printed at the bottom of the report.

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Manufacturing

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18 Manufacturing

Many companies receive raw materials and use those raw materials to manufacture finished goods. The raw materials are drawn from inventory and the finished goods are put into inventory and later sold. For accounting purposes (Costs of Goods Sold) the cost of the finished goods is the cost of the raw materials using in manufacturing the finished goods.

In the manufacturing and kiting module you first create an inventory kit (Bill of Materials). The kit consists of the product codes and quantities of all the raw materials used in making one item. The item being manufactured must be a defined product. The name of the kit is the product id of the defined product.

Once a kit has been defined a manufacturing job for that kit can be created. To create a MFG job select 'CREATE MFG JOB' from the manufacturing and kiting menu. Then enter the kit id (product id) for the product being manufactured. Then enter the number of items to build as well as the customer, responsible employee etc. if desired. The system will then look for the raw materials in inventory. If all the raw materials are found the job will be given a status of "OPEN" and a pick list for raw materials will be printed on the Job Order. If all the raw materials are not available, the system will print PICK-SHORT on the Job Order for products that are short and the status of the order will be "PICK-SHORT". Such jobs can not be CLOSED since inventory is not available to complete them. After new materials are received into inventory "PICK-SHORT" orders can be completed by going into 'MODIFY MFG JOB' and pressing F3 as indicated at the bottom of the screen. This will cause the system to allocate the new raw materials to this job. A new inventory pick list to be printed and the PICK-SHORT line items will be gone. Now the order can be processed and CLOSED when manufacturing is completed. When a MFG Job is CLOSED the manufactured product enters inventory and is assigned a cost equivalent to the cost of the raw materials used to manufacture the product.

The Product lead time report is used to determine if the raw materials needed for a kit are available. You pick the kit and the number to build. The system looks at inventory and prints a report showing exactly what products are short. It tells you if the products are on order, when those on order should be received and by using the lead time entry from the product definition screen, it tells you when products ordered today should be received.

MANUFACTURING SELECTIONS

- Create, Modify, Delete MFG Job
- Close MFG Job
- View MFG Job Header
- View MFG Job Detail
- Print MFG Job

18.1 Create, Modify, Delete Manufacturing Jobs

For manufacturing, first define your raw material products and your finished goods products. Your finished products are made from raw materials, sub assemblies, or a combination of both. In the product file a raw material definition is no different than a finished good definition, each is simply a product to the system. Second, define the machines and operations used to manufacture the product. Machines are assigned to operations, operations are assigned to Inventory Kits (Bill of Materials). Third, set up your Inventory Kits. Enter the raw materials or sub assemblies used to manufacture the product. Fourth, create a Manufacturing Job. In heavy manufacturing employees can log into and out of operations specifying how many units were completed in each operation. Time is tracked against each operation and the employees wage is used to calculate the per unit labor cost of each operation. Employees can log into more than one operation. The system will split their time between the multiple operations. In heavy manufacturing in addition to the Inventory Pick List you have the option to print a Job Traveler. The Job Traveler contains the Job Id, product

to manufacture, quantity, due date, customer, and the bar codes necessary for logging "IN" and "OUT" of operations assigned to this product. This Traveler should accompany the product through the manufacturing process. Machines, Operations and the logging into and out of operations is not available in light manufacturing but is only available in heavy manufacturing. Contact Business Software Solutions for pricing on the heavy manufacturing system.

18.2 Close Manufacturing Job

To close a MFG Job select "CLOSE MFG JOB" from the menu and enter the date of completion and number of products manufactured. When a MFG Job is Closed the manufactured product is placed into inventory by the creation of an inventory record with the date the job was closed, the number of items completed for this job, and is assigned a cost equivalent to the cost of the raw materials used to manufacture the product. You may "View MFG Job" at any time to see what is in process and the status of each job. You can also "Print MFG Job" if you need another copy of the Mfg Job Order or have lost the original. It is assumed that the closing process will be controlled by a manufacturing manager. In the heavy manufacturing system if the data associated with the manufacture of a product appears inaccurate the manager can change the data during the closing process. This gives the manager control over the data supplied by the manufacturing floor and makes it possible to obtain accurate job costing.

In heavy manufacturing, to close a manufacturing job all operations associated with the job must be logged "OUT". To start the closing process select "CLOSE MFG JOB" from the Manufacturing Job Main Menu. The system checks to see that there are no operations logged against this job which are still open. If there are you can not close the job until the operations are logged out. The system will also warn you if there are operations attached to this job, (operations are actually attached to the Inventory Kit(Bill of Material)) which have not been performed. If there are such operations you are warned by you are allowed close the job. However, if an operation was completed but the employee forgot to log into or out of the operation, you may want to abort the close and log into and out of the appropriate operation. In the closing process you will be able to adjust the quantities processed and hours expended in the operation so your job costing figures will be correct.

In heavy manufacturing as part of the closing process you will view all the data associated with the openings and closing of operations i.e.(operation, employee, data in, time in, date out, time out, good quantity, reusable quantity, scrap quantity, units per hour, and number of concurrent operations). If this data is inaccurate the manager closing the job can make the corrections.

18.3 View Manufacturing Job Header

This option allows you to view but not modify any manufacturing job (i.e. customer, product, quantity, job number, date etc.)

18.4 View Manufacturing Job Detail

This option allows you to view but not modify the detail raw material items used in the manufacturing process of a job.

KITING SELECTIONS

- Create, Modify, Delete Inventory Kit
- Lead Time Kit Report
- Print Kit Report
- View Current Kits
- Work In Progress Report
- Batch Products For MFG

18.5 Create, Modify, Delete Inventory Kit

Before a manufacturing job is created you need to define the Inventory Kit (Bill of Materials). The kit consists of the product codes and quantities of all the raw materials used in making one item. The item being manufactured must be a defined product (entered during product definition). The name of the Inventory Kit (Bill of Materials) is the product id of the defined product. Since a kit is just another product, a kit (or product) can be a raw material in another kit. So you have the ability to nest manufacturing jobs (you manufacture using one kit and then use the product manufactured in another product using another kit).

18.6 Lead Time Kit Report

In order for this report to be effective you must define a "Lead Time" in the product definition screen. This "Lead Time" is the number of days which are required from the time you order raw materials from your vendor until you receive them. The Product lead time report is used to determine if the raw materials needed for a kit are available. You pick the kit and the number to build. The system looks at inventory and prints a report showing exactly what products are short. It tells you if the products are on order and using the lead time entry from the product definition screen it tells you when the products should be received.

18.7 Print Kit Report

Kit reports can be printed to show the raw materials for just one kit or kit reports can show raw materials for all sub kits. Also shown are the on hand quantities for each raw material.

18.8 View Current Kits

Here you can view the raw materials and quantities assigned to each kit.

18.9 Work In Progress Report

This report allows you to account for raw material inventory that is currently in manufacturing. Inventory that is involved in manufacturing has already been removed from inventory. This report shows the product, the quantity picked from inventory, and the cost. Total costs for all raw material products in manufacturing is given at the bottom of the report.

18.10 Batch Products For Manufacturing

This function allows you to add products that need to be manufactured until you have enough to make a manufacturing run. The run is referred to as a batch. This function allows you collect orders until you are ready to manufacture. You can add, modify, delete, view products awaiting manufacturing, print a report of products awaiting manufacturing or query the system for the number of a particular product that have been entered to know if it is time to make your manufacturing run. When you are ready to create the manufacturing job you simply mark the job as coming from the product batch file (a field on the MFG create screen allows you to do this). This allows the system to delete those products from the batch file when the job is started so they do not show up next time you check to see if it is time to run this product again.

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Project Management

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19 Project Management

The project manager module provides an excellent way to track your projects. The process of managing your projects involves two general functions; definitions and reporting. The definitions function involves defining the project, its components and the products and services used in the components. The reporting process involves reporting on a regular basis the components completed and the actual products and services used to complete those components. When you have finished with the definition process you can print an project estimate report. This report contains detail pricing data for each component and can be used as a bid sheet for the project. A total for the project will also appear on the project definition screen. This figure is calculated by first obtaining a total price for each component by multiplying the component's detail (product/labor/services) prices by their quantities and adding them together. Each component total is then multiplied by the component quantity used in the project. Then all the component totals for the project are added together. This gives the total price for the entire project.

The price report shows the price of each product for a specified project. Each project can have a specific price for any product or service. Other prices default to the default prices defined in the product definition screen. This report can be printed and given to a customer for a customer price list. See Component Detail Definitions and Component Price List for a description of this file.

PROJECT MANAGEMENT SELECTIONS

- Define Project
- Define Component Templates
- Project Component Completion
- Create Project Invoices
- Order Parts For A Project
- Print Project Price List
- Print Project Estimate
- Jobs In Progress

19.1 Define Projects

Here you will see a screen with all the fields required to define a project as well as the automatic bid calculator and buttons used to activate other definitions features. When you enter a new project number the system will verify that you wish to begin definition of a new project. If the project number you enter already exists in the system that projects data will be displayed on the screen. The actual expenditures will be calculated and displayed next to the bid amount. Pick lists for specific fields can be activated by pressing the F8 key. For new projects you will need to supply the following:

BUSINESS PLUS ACCOUNTING

System Tools Files Mail Merge Browse Finance Client Contact Help

PROJECT MANAGEMENT

PROJECT DEFINITION

PROJECT #: PROJECT NAME:
ACCOUNT: PROJECT P.O. #:
START DATE: / /
END DATE: / /
OVERTIME:
ACTUAL BID AMOUNT:
CALC. BID AMOUNT:

ADD COMPONENTS PROJECT PRICE LIST
MODIFY COMPONENT DETAIL DEACTIVATE PROJECT

NOTES
USE TAB KEY

Project Record: None Record Unlocked Ins Num 6:34:52 pm

- Project #: Enter the project number, this is an alpha-numeric field.
- Project Name: Name the project as you wish it to show up on reports.
- Account: This is the account number of the company for whom the project is being completed.
- Project PO Number: Enter the PO number that will correspond to the project. This field is optional.
- Start Date: Enter the date on which you plan to start work on the project.
- End Date: Enter the date which you foresee finishing the project.
- Overtime: If you are using the 'Component Labor' method of reporting labor, this is the rate at which overtime will be calculated for the project.
- Actual Bid Amount: At the end of the definition process you can record here the dollar amount of the bid given to the client.
- Notes: If you wish, you can enter some project notes here.

19.1.1 Add Components

Before adding a component to a project you must first create it by selecting the “Define Component Template” button on the project definition screen. After defining your components select the “Add Components” button the project creation screen to add components to this project. On the add component definition screen you will see the project number displayed at the top of the screen and a prompt for the component number below it. Typically you would select a predefined component template (F8 pick list) . Additional products or services can be added to the component after pulling in the component template. Component details are the products, labor and services that you need to complete one component for this project.

You should have previously defined all the products and services that will be used in your projects. These definitions can be entered in the product definition screen entered from the system definition menu. Included in the product definitions should be all of the different types of labor you will use on your projects.

When you add products or services to your project components the price assigned to each of these comes from one of two places. If the product or service has a specific price for this project the price comes from the project specific price file, if not it comes from the stand price found in the product record. When you enter a product number in the first field the product description, cost and price will appear in their fields. See Component Price List for a more detailed discussion. You will need to enter a quantity for each product or service added to a component. You may also modify the price or cost as needed. A product pick list is available here by pressing F8. Press the F3 key when you are done. When adding components to a project you will need to supply the following:

Component Number: Number of the component (same as the component template number).

Quantity: Enter the quantity of this component used on the project.

Unit Of Measure: Enter the appropriate unit of measure for the estimated quantity. If the component is a garage then the unit of measure will probably be something like EA for each.

You will also note that this screen includes cost and price information on the component.

19.1.2 Modify Component Detail

After you have completed a project you may find components that need to be modified to more accurately reflect the materials and costs of a component. This option will allow you to modify your components so that the next time you use them they will be more accurate.

19.1.3 Project Price List

The Price List button on the project definition screen accesses the project specific product price list. Each project can have unique prices for any product or service. If a product or service is not given a unique price in the project price list it uses the standard price found in the product file (the standard prices are entered when a product is defined).

Two tools are provided which allow you to change the prices of every product at one time. The first tool is activated by pressing F4 in the price list. This tool will calculate the price based on a GPM percentage using the cost for the calculation. The second tool is activated by pressing F5 in the price list. This tool will adjust the prices bases on a discount percentage off the standard price.

19.1.4 Deactivate Project

The Activate/Deactivate button on the project definition screen controls whether or not a project is active. A deactivated project’s component definition screen is not available and project reporting is not allowed. If a project is reactivated its functionality is returned.

19.1.5 Define Component Templates

The component template file is a list of all the components that have been defined. Each time that you define a component, its information is added to this list for future reference. This feature can potentially save you a lot of definition time by allowing you to transfer component types from project to project. The following fields are included in each record:

Component #: The component number.

Component: The component name.

19.2 Project Component Completion

You will note that from the component completion menu you can add, modify or delete a completed component. You can also access the 'Component Labor' module and print reports. Select Add to complete a component or components. Notice that the component completion number assigned to this completion is displayed to the left of the project number prompt. You will now need to enter the project, the component and the number of components you have completed.

You will then see a Header/Detail browse screen. The header portion of the screen displays information about the current reporting. In the detail portion of the screen you will see a copy of the list of the products/labor/services that you defined for this type of component. You can now add (CTRL+N), delete (CTRL+T) or modify the details to reflect what was actually required to complete the component(s). Please remember that if you are reporting on multiple components in the same reporting the quantities you see will have been multiplied by the number of components you specified. If you add details or modify these quantities you must remember to refer to the total number of components being reported on. Furthermore, if you are using the 'Component Labor' method for reporting labor and you have previously reported labor for the component(s) you will need to delete any details here referring to labor. If you will report your labor following the detail reporting process then the system will automatically remove the appropriate details.

COMPONENT COMPLETION SELECTIONS
Add, Modify, Delete Component Completion
Enter Labor
Labor Report
Project Completion Report

19.2.1 Add, Modify, Delete Component Completion

As you complete components for a project you need to mark them as being complete. This will record the materials and labor assigned to the component to the project. After you have completed a component you may have made a mistake and need to delete or modify the component. This function is where you will make these changes.

19.2.2 Enter Labor

If you have labor for a project which is not associated with a component you can record it here. This will assign the costs associated with the labor to the project.

19.2.3 Labor Report

We should note here that there are two methods available for reporting labor. The first method involves using the labor product numbers used in the definition process. You simply report labor the same way that you would report other products and services using hours as your unit of measure. The second method involves using the 'Component Labor' module. The 'Component Labor' module provides a quick and detailed method for reporting labor in regular time and overtime. This method allows you to report and track labor by employee. See Component Labor for a more detailed discussion on the 'Component Labor' method.

If you are using the 'Component Labor' method you can use the labor report off the 'Component Completion Reports' menu to track employees labor used in your projects.

19.2.4 Project Completion History Report

The 'Project Completion History Report' breaks down pricing and costing information by product, component and project.

19.3 Create Project Invoices

Projects can be invoiced at any stage of completion. Each completed component is broken down to its detail level (products/services/labor) and invoiced accordingly.

To invoice a project, select 'Per-Invoice Review'. If you wish to invoice only one project, respond 'N' to the 'Report on all projects prompt and enter the project number. Otherwise the system will default to invoicing all active projects. You will then be prompted for a date range. Only components completed within this date range will be invoiced. Be careful not to exclude a completed component from the date range and forget about it.

After entering the date range a browse screen showing all the details to be invoiced is displayed for review. Use the Esc key to exit the browse screen. You are then asked if you want to print a pre-invoice billing report. This report groups each project being invoiced by their components and the components details and shows a break down of pricing information. If you do not wish to see this report respond 'N' no to the prompt.

Next you are given two prompts to verify that you want to invoice and if so that your printer is set up correctly. During the invoicing process you may receive messages warning of profit and/or credit limit problems.

19.4 Order Parts For A Project

Make this selection to order all parts for a project. Each product in the project will be ordered from the vendor defined in the product record. The orders created will be printed and can be used to call each vendor and place the appropriated order. These orders can be modified or deleted in the vendor order module like any other vendor order.

19.5 Project Price List

The project manager will print a price list for any project. This report will include unique prices for the project and standard prices for products that do not have unique prices.

19.6 Project Estimate Report

The project estimate report shows detailed pricing information for each defined component and totals for the entire project. This report can be used to establish a bid for the project. The report can also be used for cost analysis of the project.

19.7 Jobs In Progress

There are two types of projects you can define. The first type is a time and material project. Time and material projects are billed as the work is done. Sales and cost of goods hit the G/L each time you invoice your customer. Invoices are generated from the project management main menu. The second type of project is a jobs in progress project. Jobs in progress projects are not invoiced until the job is completed. Sales and cost of goods are not posted to the G/L until the job is paid.

When a job in progress contract is awarded A/R for jobs in progress is debited and the jobs in progress account (An Asset Account) is credited. When the job is completed sales is credited the contract amount, costs are moved from jobs in progress (Debited) to cost of goods (debited) and the balance in jobs in progress is closed out. When a payment is made on a job in progress the bank account is debited and A/R is credited. When jobs in progress journal entries are posted the system maintains a jobs in progress subsidiary account. Jobs in progress functions are selected off the jobs in progress main menu. All journal entries for jobs in progress must be made from the jobs in progress menu. They can not be made from the general ledger journal screen.

To set up your jobs in progress G/L accounts select “Jobs In Progress G/L Accounts” off the jobs in progress menu. Enter the account that you will debit when a jobs in progress contract is awarded. Then enter the G/L account that you will credit when a jobs in progress contract is awarded. Make your jobs in progress journal entries by selecting “Jobs in Progress Journal Entries” from the jobs in progress main menu.

JOBS IN PROGRESS SELECTIONS

- Jobs In Progress G/L Accounts
- View Jobs In Subsidiary Ledger
- Print Job In Progress Subsidiary Ledger
- Print Job In Progress G/L Activity
- Jobs In Progress Journal Ledger

19.7.1 Jobs In Progress G/L Accounts

To set up your Jobs In Progress G/L accounts select ‘Jobs In Progress G/L Accounts’ off the Jobs In Progress menu. Enter the account that you will debit when a job in progress contract is awarded. Then enter the G/L account that you will credit when a job in progress contract is awarded.

19.7.2 View Jobs In Progress Subsidiary Ledger

View Journal Entries posted for each Job in Progress.

19.7.3 Print Jobs In Progress Subsidiary Ledger

The data from the subsidiary accounts can be printed by making this selection.

19.7.4 Print Jobs In Progress G/L/ Activity

A Jobs in Progress subsidiary activity report can be printed for each job, showing every journal entry made against a job.

19.7.5 Jobs In Progress Journal Ledger

Make your jobs in progress journal entries by selecting 'Jobs in Progress Journal Entries' from the jobs in progress main menu. The journal entries made for a Job in Progress are as follows. These entries can not be made from the standard journal entry screen found in the General Ledger selection off the main menu. When a Job in Progress contract is awarded A/R for Jobs in Progress is debited and the Jobs in Progress account is credited. When a payment is made on a Job in Progress the bank account is debited and accounts receivable is credited. When the job is completed, sales is credited the amount of the contract, costs are moved from Jobs in Progress (debit) to cost of goods (debit) and the balance in jobs in progress is closed out. When ever a payment is made against a job in progress the bank account is debited and accounts receivable is credited.

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Business Tools

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Business Tools

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20 Business Tools

BUSINESS PLUS ACCOUNTING provides many Business Tools to help you manage your business. By making the selection "VIEW G/L ACCOUNT GRAPHS" you will be able to view a bar graph showing account totals for 24 months. You can page through all G/L accounts viewing the bar graphs by paging up or paging down while viewing the current graph. By selecting "VIEW PRODUCT SALES GRAPHS" you can view a bar graph for a specific product for the 12 months of the year. You can also page through all products viewing their sales graphs. If you need to move data to a spreadsheet for analysis you can select "COPY FILES TO SPREADSHEET". All important database files can be copied to any of the following spreadsheet formats: Lotus 1-2-3, VisicalC, Symphony, Microsoft Multiplan, System Data or Microsoft Excel. If you need phone lists you can create, view or print them by selecting "TELEPHONE LIST". You can keep track of appointments or other important dates by selecting "CALENDAR". "CLIENT CONTACT ROUTINES" are used to create client lists, store client data and do mailings to clients by client type. As part of the Client Contact Routines Customer Call Tracking is used to provide better service to your customers. Each call can be logged including important information concerning the call. Previous calls can be reviewed on screen or printed. Selection Seven in system tools allows you to "PRINT BAR CODES" using 14 popular bar code formats. "CALCULATOR" uses the numeric keypad as a 10-key calculator. It can be called from most places in the program with the F6 key. Calculation results can be pasted back to the input field from which the calculator was called. You can print "MAILING LABELS" for customers, vendors, all statements, past due statements, one customer, or one vendor by selecting "MAILING LABELS". "RETURN MERCHANDISE AUTHORIZATION" (RMA) allows you to keep track of both incoming and outgoing product and assign RMA numbers to any product that needs to be returned. The "SPELL CHECKER" selection allows you to check the spelling of words. The "ZIP CODES" selection will help you to locate zip codes for cities in the U.S.A.. The "AREA CODES" selection will aid you in finding area codes for any city in the U.S.A.. The "ABBREVIATIONS" selection will help you with abbreviations of common English words. The "STATE" selection will give the abbreviation for states and their range of zip codes. If you chose "FILES" off the pull down menu you have four selections. You can backup your data files with the first selection. You can restore your data files with the second selection. You can re-index all your data files with the third selection. You can quit to WINDOWS with the last selection. To view any of your important data base files select "BROWSE" from the pull down menu bar. To calculate loans, periodic investments, one-time investments, depreciation, or profit margins select "FINANCE" from the pull down menu bar. To export filtered data from any of your data files select "MAIL MERGE". This data can be pulled into most word processors and used in mail merge letters. "EQUIPMENT TRACKING" allows you to track all your equipment. It allows you to define service functions and schedule maintenance intervals. It allows you to track parts and labor expended on each piece of equipment. The "TIME CLOCK" allows for employee logins and logouts based on the computer system clock. These times can be transferred over into the payroll module and used to do employees checks. (See Chapter 17) "ASSIGN PASSWORDS" is the area where the individual employees are allowed to choose their own Password, which they will use to enter modules that have been password protected.

SYSTEM TOOLS SELECTIONS

- Calendar/Diary
- Graph Your Data
- Copy To Spreadsheet
- Telephone List
- Print Bar Codes
- Mailing Labels
- Return Merchandise Authorization (RMA)
- Equipment Tracking
- Time Clock
- Assign Passwords

Spell Checker
Zip Codes
Area Codes
Abbreviations
States

20.1 Calendar/Diary

The Calendar/Diary enables you to view a calendar and to enter reminders or notes associated with each date into the diary. The Calendar/Diary has two parts: a one month Calendar display, and a daily Diary display.

Calendar Display:

When you select the Calendar/Diary from the System Tools Menu, a monthly calendar appears with the current day highlighted. To move within the current month use the arrow keys. To view a previous month press the Page Up key. Page Up will display previous months one at a time. As you move through the months you will see the same day each month highlighted. To view months ahead press Page Down. To Change the calendar backwards or forwards a year, use Shift+PgUp (backwards) or Shift+PgDn (forwards). At the bottom of the Calendar/Diary window are push buttons used to change the calendar with a Mouse. If you are using a Mouse you may click on the push buttons "Y and M" shown at the bottom of the window. You can also select today's date by pressing the "T" on the keyboard or choosing the Today push button.

Diary Display:

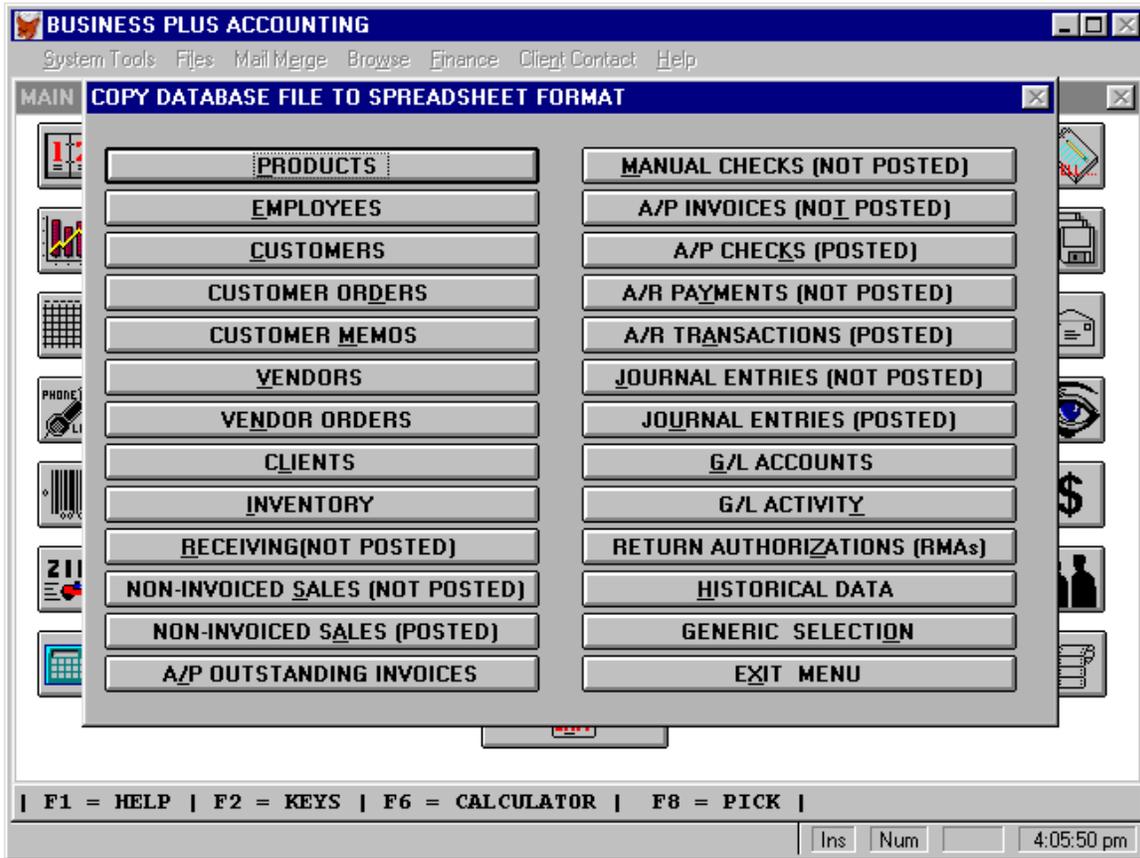
To the right of the Calendar display is the Diary display. You use the Diary to input textual information associated with any date on the Calendar. To activate the Diary use the Tab key. Then enter the textual information you desire for that date. You can have a diary entry for each day of the month. All dates that have diary entries are enhanced. To return to the Calendar press Shift+Tab.

20.2 Graph Your Data

You may graph 24 months of General Ledger account totals in bar graph format by selecting this feature. Once you have selected the account to view you can page up or page down through your General Ledger accounts viewing each in graph format. To move through additional G/L accounts you select "Next Graph" or "Previous Graph". To display graphs you must have a SVGA, VGA, CGA, EGA, or HGA, monitor and video card. You may also display graphs for 12 months of Product Unit Sales in bar graph format by selecting this feature.

20.3 Copy To Spreadsheet

You can copy most of your database files into spreadsheet format by selecting this option. The spreadsheet formats supported are "WKS" (Lotus 1-2-3), "DIF" (VisacalC or Symphony), "SYLK" (Multiplan), and "SDF" (SystemData or Microsoft Excel). If you have a spreadsheet package, it will most likely use one of these formats. After you have selected the correct file format, you will select the database file you want converted from a menu of selections shown on the next page. You will be asked for a name for the converted file. The system will convert the database to your spreadsheet format and give the converted file the new name. This is the name you will use when you run your spreadsheet. This routine allows the user to convert important database files into formats that can be read by many popular spreadsheets. The user should select the format that his spreadsheet uses. The user can then select data relating to products, customers, vendors, order processing, inventory, receiving, sales, employees, accounts payable, accounts receivable, general ledger, journal entries, invoices, or general ledger account numbers. After selecting the data to be converted, the user will enter the name he wants assigned to the converted file. This name should be eight characters long and should not have an extension. The name you enter is the same name you will use when running your spreadsheet. Below are the databases that can be exported to spreadsheets.



20.4 Telephone List

The following data can be entered into your phone list. The list can be viewed or printed alphabetically by last name or by company name.

NAME	PHONE	STREET	CITY	ST	ZIP
John Doe Smith	(111)-111-1111	111 Moon Ave	Anytown	Ex	110
Mary Jones	(222)-222-2222	222 Sunny Dr	Anytown	Ex	111

20.5 Print Bar Codes

This system tool allows you to print bar codes in 14 popular formats to a Blazer Bar Code printer. The first bar code menu selection below allows you to enter bar code strings from the keyboard. You can print from 1 to 99999 of each code and you can increment each code. First enter the code you want to print. Next, enter the number of times you want each bar code printed. You can enter a starting bar code number and an ending number and print all the bar codes in between. The second selection allows you to print bar codes for all the products you have defined in the system. The third selection prints sample bar codes for all bar code formats and sizes. The fourth selection is used to setup bar code formats that apply to all bar codes printed. Before printing any bar codes you should select the setup bar code format and define your bar codes. The discussion below describes the options available. To obtain help for bar code setup press F1 while in the setup screen.

PRINT BAR CODE MENU SELECTIONS

- Enter From Keyboard
- Print Product ID's
- Print Inventory Labels
- Print Bar Code Book
- Setup Bar Code Format

20.5.1 Enter From Keyboard

This option allows you to print bar codes by manually entering the text you want bar coded. Some bar codes allow only numbers, others allow alpha numeric characters. You will need to select the right bar code type from "Setup Bar Code Format" before printing your bar codes. This option allows you to print the manually entered bar code any number of times. It also allows you to enter a number and increment that number as you print bar codes for the number.

20.5.2 Print Product Id's

This option will print a single bar code labels for each product you have defined in the product definition screen.

20.5.3 Print Inventory Labels

This option will print a bar code for each product stored in inventory. Warning: this could be a lot of bar codes.

20.5.4 Print Bar Code Book

This option will print bar code labels, by department, on a sheet of labels to a laser printer. These labels may be placed in a book for easy scanning by a bar code reader at the check out stand.

20.5.5 Setup Bar Code Format

To setup your bar codes enter data for each setup option as outlined below. This data determines the type of bar code printed and the physical characteristics of the bar codes.

BUSINESS PLUS ACCOUNTING

System Tools Files Mail Merge Browse Finance Client Contact Help

BARCODE FORMATTING

Barcode Type (1-14) Barcode Height (1-20)

Barcode Width (1-6) Print Under Barcode (Y/N)

Barcode Printer Mode (DT/TT):

----- Barcode Types -----

1 UPC-A	8 CODE 128
2 UPC-E	9 CODABAR
3 EAN/JAN-13	10 ZIP+4 POST
4 EAN/JAN-8	11 MSI PLESSEY
5 CODE 39	12 CODE 93
6 EXT CODE 39	13 EXTENDED 93
7 INTER 2 OF 5	14 UCC-128

| F1 = HELP | F2 = KEYS | F6 = CALCULATOR | F8 = PICK |

Barcodes Record: 1/1 Record Locked 4:07:39 pm

Bar Code Type: Select the bar code you want to print. See the bar code selections below.

Bar Code Width: The width values allow you to choose the widths of the bars and spaces in the bar code itself. To see samples of the various styles, print the demo routine on the main bar code menu. You may want to change the style to improve readability for your bar code reader. The larger sizes are useful for reducing in a copier or camera. All values are relative (the larger the value the wider the bar code). (Legal Values: 0-6)

Bar Code Printer Mode: Enter DT if you are printing direct thermal bar code labels. Enter TT if you are printing thermal transfer bar code labels.

Bar Code Height: Specify the bar code height in increments of 1/10". (Legal Values: 1-20, 20 = 2 inches).

Print Under BC: Enter a 'Y' if you want text printed under the bar code. The product description will print underneath the bar code.

Bar Codes Supported

UPC BAR CODE

The two most common Universal Product Code (UPC) bar codes are UPC-A and UPC-E. Version A encodes a 12 digit number. Version E, the zero suppression version, encodes a 6 digit code and is used for marking small packages.

UPC-A

This bar code is used for numeric characters only. Its length is 11, 13, or 16 numeric characters plus a check sum character. The first digit of the UPC-A bar code is the number system character, the next ten digits are the characters, and the last digit is the checksum character. The number system character is usually printed to the left of the printed symbol. The number systems characters are described below. VALID EXAMPLE: "01234567890"

- 0 Regular UPC codes
- 2 Random weight items which are symbol marked at the store level
- 3 National Drug Code and National Health Related Items
- 4 For in store marking of non food items using an unrestricted code format
- 5 For coupon bar code printing

UPC-E

This bar code is used for numeric characters only. Its length is 11, 13, or 16 numeric characters plus a check sum character. This code compresses the data characters and the checksum characters into six characters. Only UPC-A bar codes with a number system character of 0 can be encoded into the UPC-E bar code. With the UPC-E bar code, the first 10 data characters must have at least four zeros. The first five characters are the manufacturer number. The last five characters are the product or item number. If the manufacturer number ends in 000 or 100 or 200, there are 1000 numbers available for the product or item number (00000-00999). The six characters are made up of the first two characters of the manufacturer's number plus the last three characters of the product/item number plus the third character of the manufacturer's number. If the manufacturer's number ends in 300, 400, 500, 600, 700, 800, or 900, there are 100 item numbers available (00000-00099). The six characters are made up of the first three characters of the manufacturer's number plus the last two characters of the product/item number plus the character "3". If the manufacturer's number ends in 10, 20, 30, 40, 50, 60, 70, 80, or 90, there are 10 product/item numbers available between 00000 and 00009. The six characters are made up of the first four characters of the manufacturer's number plus the last character of the product/item number, plus the character "4". If the manufacturer's number does not end in zero, then five product/item numbers are available (00005-00009). The six characters are obtained from the five character manufacturer number plus the last character of the product/item number. VALID EXAMPLE:"01230000064"

EAN/JAN-13

This bar code is a numeric bar code. Its length is 12, 14, or 17 numeric characters. EAN/JAN-13 is used for products that must include a country origin indication. The EAN/JAN-13 code is 13 characters. The first two characters are flag characters indicating the country of origin, the next ten characters are data characters, and the last character is the checksum character. The EAN/JAN-13 code is made up of three character patterns. There are two left hand character patterns and one right hand character pattern. The first left hand character pattern is the same as the UPC-A left hand character pattern. The right hand character pattern is the same as the UPC-A character pattern. The second left hand character pattern is a transposed version of the right hand character pattern. The second left hand pattern and the right hand pattern have even parity. The first left hand pattern has odd parity. VALID EXAMPLE: "012345678901"

EAN/JAN-8

This is a numeric bar code. Its length is 7, 9, or 12 characters plus a check sum character. This bar code encodes two flag characters, 5 data characters and a checksum character. The structure of the code is as follows. VALID

- Left hand guard bars, encoded 101
- Two flag characters
- First two data characters
- Center guard bars, encoded 01010
- Last three data characters
- Checksum character
- Right hand guard bars, encoded 101

STANDARD CODE 39 (3 of 9)

The code 39 (3 of 9) bar code is an alphanumeric code, supporting both numbers and capital letters. Each bar code character is made up of five bars and four spaces (9 elements). Three of these elements are wide, hence the name 3 of 9. Wide elements are binary ones and narrow elements binary zeros. Wide elements are printed 3 times the width of the narrow elements. Code 3 of 9 requires an '*' at the beginning and end of the code. This character is automatically added by the bar code software. The 3 of 9 code is a self checking bar code. An additional modulus 43 sum can be added and when added will be printed as the last character of the bar code. VALID EXAMPLE: "12345ABCDE"

EXTENDED CODE 39 (3 OF 9)

The full 128 character ASCII character set can be encoded using extended code 39. For each character in the bar code text two characters are printed (encoded). VALID EXAMPLE: "aBC-123"

INTERLEAVED 2 OF 5 BAR CODE

The Interleaved 2 of 5 Code can be used for numeric bar codes only. It varies in length from 2 to 30 characters. Each character contains five elements, two wide and three narrow. Wide elements are decoded as binary ones and narrow elements are decoded as binary zeros. The number of characters in this bar code must be even. If the number of the data characters (including the checksum character) is odd, the software will add a zero to the beginning of the bar code text. VALID EXAMPLE: "01234567890"

CODE 128

The code 128 bar code is a variable length bar code that can encode the entire 128 ASCII character set. It varies in length from 2 to 30 characters. Code 128 allows numeric data to be compacted into double the normal density. Every Code 128 bar code has two types of error detection. Parity is checked for each character, and a modulus 103 check character is printed prior to the stop character. The modulus 103 character's value is equal to the modulus 103 sum of the value of the start character and the weighted values of each character. The weights are one for the first character and continuing with 2,3,4, etc. for the remaining characters. VALID EXAMPLE:"aBC-123"

CODABAR BAR CODE

Codabar is a variable length bar code that can encode the digits 0 through 9, four start/stop characters A,B,C,D, plus the symbols - \$: / . +. This bar code is used for numeric data. Its length is 2 to 30 characters. Each character is represented by seven elements. The Codabar code is self checking, but the software can add an optional mod 16 checksum character for each bar code message. VALID EXAMPLE: "A123456C"

ZIP+4 POSTAL CODE

The Zip+4 Postal Code is a POSTNET Bar Code that is printed on the lower right of envelopes or postcards for mailing. At the time of this printing the Postal Services gives a discount for mail printed with this bar code. The bar code is made up of tall and short bars with even spacing between each bar. There are nine digits plus a correction digit that are encoded into the Code. The correction digit is used by the Post Offices reader to find reading errors. Each numeric digit is represented by five bars (two tall bars and three short bars). The tall bars represent 1's and the short bars represent 0's. It takes 50 such bars to print the entire postal code. VALID EXAMPLES:"12345" or "123451234" or "12345123412"

MSI PLESSEY BAR CODE

The MSI Plessey Bar Code is a variable length (2 to 30) numeric bar code. This symbol is composed of four data bits per number. Each number is composed of four bits (binary 0 or 1) which together form a hexadecimal representation of the number. The MSI Plessey Bar Code is not self-checking so use of a checksum is recommended. This software supports three types of checksums based on a checksum parameter. They are:

- 0 One modulus 10 checksum character
- 1 Two modulus 10 checksum characters
- 2 One modulus 11 checksum character

The check digits associated with the MSI Plessey bar code are the last two digits (left to right) in the code. Each check digit is the checking digit for all preceding digits. Thus, the second check digit checks the first check digit. The last digit is always IBM modulus 10. VALID EXAMPLE: "01234567890"

STANDARD CODE 93

Code 93 is a variable length (2-30) bar code which encodes 43 data characters consisting of: 0-9, A-Z, 6 symbols and space; four control characters and a unique start/stop character. Code 93 derives its name from the fact that every character is constructed from 9 elements arranged into 3 bars with their adjacent spaces. Every code 93 consists of an area of white space before and after the bar code, a start character, up to 30 data characters, 2 check characters (referred to as "C" and "K") and a stop character. Each symbol uses a series of characters which are represented by 3 bars and their adjacent spaces. The bars may be 1, 2, or 3 elements wide (except for the start/stop code, which contains a 4 elements bar). Spaces may be 1, 2, 3, or 4 elements wide. VALID EXAMPLE: "12345ABCDE"

EXTENDED CODE 93

The extended code 93 bar code uses Code 93 to encode the entire 128 ASCII character set by using combinations of control characters and basic data characters. Bar codes are 2 to 30 characters. Every Extended Code 93 symbol contains two check characters (referred to as "C" and "K") which immediately precede the stop character. Most readers read but do not transmit these characters. VALID EXAMPLE: "ABC-123"

UCC 128

UCC-128 is a subset of Code 128 that is used for shipping containers. It is a numeric-only bar code with a fixed length of 19 digits. The 19 data digit assignments may vary, but a common format called the UCC-128 Serial Shipping Container Code follows this sequence.

- 2 digit Application Qualifiers
- 1 digit Packaging Type
- 2 digit System Code
- 5 digit Manufacturer Code
- 9 digit Shipping Container Serial Number

The modulus 10 check character, which is calculated on all 19 data digits is used to increase data integrity when keyboard data entry is used. Use the underscore character ("_") as the last character in the text to print under the bar code. This character is automatically replaced by the modulus 10 checksum. VALID EXAMPLE: "0123456789012345678"

20.6 Mailing Labels

This tool allows you to print mailing labels for all customers, all vendors, for customers and vendors by specific types, past due statements, all statements, all products, one customer, one vendor, one product (see Mailing Labels under Reports Chapter 13). You can print labels in two sizes, 3" x 15/16" and 3" x 4".

20.7 Return Merchandise (RMA)

This feature of the program allows you to keep track of both incoming and outgoing product and assign RMA numbers to product that needs to be returned. The system automatically assigns a unique customer RMA number to each item defined. This is the number your customer will need to return product to you. In addition, for each product you can enter a vendor RMA number if it is available, allowing you to return the product to the vendor from whom it was purchased.

RMA SELECTIONS

Add, Modify, Delete RMA
RMA Reports

When you add new RMA's, the system will provide two pick lists; one for the product and one for the customer. These two pick lists help you enter product and customer information which is defined to the system. When you select the product from the pick list the defined information comes up in the appropriate fields. The same is true for the customer field selection. You may use F8 to pick a vendor if you require vendor data for this RMA.

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DEFINE RMA

CUSTOMER RMA #: 000000001009 VENDOR STREET:

VENDOR RMA #: VENDOR CITY:

INVOICE: VENDOR STATE:

SERIAL #: VENDOR ZIP:

PRODUCT #: 001 VENDOR PHONE: (< >- -)

PRODUCT: ROD AND REEL VENDOR FAX: (< >- -)

MODEL: CUSTOMER RMA OPENED: / /

CUSTOMER ACCT: 001 CUSTOMER RMA CLOSED: / /

CUSTOMER: JOE'S GREENHOUSE12 RCU D FROM CUSTOMER: / /

CUSTOMER STREET: 641 W 1400 N SHIPPED TO CUSTOMER: / /

CUSTOMER CITY: FARMINGTON CUSTOMER RMA STATUS:

CUSTOMER STATE: UT VENDOR RMA OPENED: / /

CUSTOMER ZIP: 84025 VENDOR RMA CLOSED: / /

CUSTOMER PHONE: (222)-222-2222 RCU D FROM VENDOR: / /

CUSTOMER FAX: (801)-222-2222 SHIPPED TO VENDOR: / /

VENDOR: VENDOR RMA STATUS:

RMA NOTES:

RMA NOTES:

RMA NOTES:

RMA NOTES:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Rma Record: 9/9 Record Unlocked Ins Num 4:09:53 pm

- Customer RMA#: The system will provide a unique number.
- Vendor RMA #: Enter your vendor's RMA number
- Invoice: Enter the invoice number used to purchase product
- Serial #: Enter the serial number of the returned product.
- Product #: Enter the product number of the returned product. A pick list, F8 is available.
- Product: The system supplies the description for the product if a pick list is used.
- Model: Enter the model number for the product.
- Customer Acct: Enter the account number of the customer who purchased the product. Pick list available.
- Customer: The system supplies the customer's name if a pick list is used.
- Cust Street: The system supplies the customer's street address if a pick list is used.
- Customer City: The system supplies the customer's city if a pick list is used.

Customer State:	The system supplies the customer's state if a pick list is used.
Customer Zip:	The system supplies the customer's zip if a pick list is used.
Customer Phone:	The system supplies the customer's phone number if a pick list is used.
Customer Fax:	The system supplies the customer's fax number if a pick list is used.
Vendor:	The system supplies the name of the vendor from whom you purchased the product if a pick list is used.
Vendor Street:	The system supplies the vendor's street address if a pick list is used.
Vendor City:	The system supplies the vendor's city if a pick list is used.
Vendor State:	The system supplies the vendor's state if a pick list is used.
Vendor Zip:	The system supplies the vendor's zip if a pick list is used.
Vendor Phone:	The system supplies the vendor's phone number if a pick list is used.
Vendor Fax:	The system supplies the vendor's fax number if a pick list is used.
Cust RMA Open:	Enter the date the customer's RMA opened.
Cust RMA Close:	Enter the date the customer's RMA closed.
Rcvd From Cust:	Enter the date the returned product was received from the customer.
Shipped to Cust:	Enter the date the product was shipped to the customer.
Cust RMA Status:	Enter the status of the customer's RMA.
Vend RMA Open:	Enter the date the vendor's RMA opened.
Vend RMA Close:	Enter the date the vendor's RMA closed.
Rcvd From Vend:	Enter the date the product was received from the vendor.
Shipped To Vend:	Enter the date the product was returned to the vendor.
Vend RMA Status:	Enter the status of the vendor's RMA.
RMA Text:	Enter up to four lines of text concerning this RMA.

CUSTOMER RMA REPORT

RMA NUMBER	INVOICE	SERIAL NUMBER	PRODUCT	RMA DATE	RMA STATUS	CUSTOMER	PHONE
6	298	11-55TDK98	CRACKERS	10/29/92	GOOD	LINDA ALLEN	(999)-999-9999

20.8 Equipment Tracking

The equipment tracking module can be used to track your equipment in a variety of ways. With this module you can keep track of the equipment's current location, owner, assigned technician, vendor, purchase invoice, receipt date, install date, date of last service, miles/time between service. With the notes field you can make lengthy descriptive entries on each piece of equipment (equipment log). This log can be used to record parts replacement, labor costs, time in service, time out of service or any other information of interest pertaining to the equipment.

Within the equipment module you can define services. The services are given service intervals. The services can be assigned to each piece of equipment. A required service report can be printed showing all the equipment that is in need of service. Each service transaction can be recorded showing the parts and labor expended. Internal and external labor can be recorded. The totals for each transaction are calculated.

EQUIPMENT TRACKING SELECTIONS

- Add, Modify, Delete
- Basic Equipment Report
- Memo Equipment Report
- View Equipment
- Maintenance Transactions
- Define Equipment Types
- Define Services
- Define Service Intervals
- Service History Report
- Service Schedule Report

BUSINESS PLUS ACCOUNTING

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ADD EQUIPMENT

SERIAL NBR: DATE OF LAST SERVICE: / /

EQUIPMENT TYPE: DATE OF NEXT SERVICE: / /

PRODUCT ID: MILES AT LAST SERVICE: 0

PRODUCT DESC: MILES AT NEXT SERVICE: 0

MODEL NBR: MILES/DAYS BETWEEN SRU: 0

VENDOR: HOURS LAST SERVICE: 0

VENDOR PHONE: () - - HOURS NEXT SERVICE: 0

VENDOR INVOICE: HOURS BETWEEN SRU: 0

INVOICE DATE: / / ORIGINAL COST: 0.00

RCVE DATE: / / TOTAL PARTS COSTS: 0.00

DATE IN SERVICE / / TOTAL LABOR COSTS: 0.00

SHIP DATE: / / PER HOUR LABOR CHARGE: 0.00

INSTALL DATE: / / TRIP CHARGE: 0.00

CURRENT OWNER: MISC 1:

EQUIP LOCATION: MISC 2:

REPAIR GROUP: MISC 3:

REPAIR PHONE: () - -

NOTES
USE TAB
KEY

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Equip Record: 1/2 Record Unlocked | Ins Num | 4:13:43 pm

Serial Nbr: Enter the equipment's serial number.

Equipment Type: Enter the equipment type. The equipment type is used to assign services and service intervals to equipment.

Product Id: If this product is defined to the system as a product, enter the product id here.

Product Desc: Enter a description for the piece of equipment.

Model Nbr: Enter the equipment's model number.

Vendor: Enter the vendor's name here.

Vendor Phone: Enter the vendor's phone number.

Vendor Invoice: Enter original purchase vendor invoice number.

Invoice Date: Enter the vendor invoice date.

Rcvd Date: Enter the date you received the equipment.

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Date In Service:	Enter the date this equipment was put into services. This date is needed to schedule maintenance.
Ship Date:	Enter the date you shipped the equipment.
Install Date:	Enter the date the equipment was installed.
Current Owner:	Enter the name of the current owner of the equipment.
Equipment Location:	Enter the current location for the equipment.
Repair Group:	Enter the name of the technician or group who is responsible for this equipment.
Repair Phone:	Enter the phone number of the responsible technician or group.
Date Of Last Serv:	Enter the date the equipment was last serviced.
Date Of Next Serv:	Enter the date of next service for the equipment.
Miles At Last Serv:	Enter miles or some other appropriate indicator for last service.
Miles/Day Btw Serv:	Enter miles or some other appropriate indicator for service.
Hrs Last Service:	Enter hours at last service.
Hrs Next Service:	Enter hours of next service.
Original Cost:	Enter the original cost of the equipment.
Total Parts Cost:	Enter the cost of parts for the service performed on this equipment.
Total Labor Cost:	Enter the cost of labor used in repairing this equipment.
Per Hour Labor Charge:	Enter the hourly labor rate for the repair of this equipment.
Trip Charge:	Enter the trip charge rate for this equipment.
Misc 1-3:	Use these fields for your own information.

Notes: Use the note field for any text you want to enter. Typically for maintenance activity. The notes can be printed on the 'Memo Equipment Report'.

20.8.1 Basic Equipment Report

To see all the equipment you have defined in the Equipment Tracking area, select this report. The report displays the following information for all the equipment being tracked; the serial numbers, model, description, the vendor from whom you purchased the equipment, the date it was received, the equipments location, the date of last service, miles at last service, the vendor's invoice number that this equipment was purchased on.

20.8.2 Memo Equipment Report

To print the information entered into the 'Notes' field for a specific piece of equipment, enter the Serial Number for the equipment. There is a pick list of serial numbers available.

20.8.3 View Equipment

This option allows you to look at the entire equipment database.

20.8.4 Maintenance Transaction

The maintenance transaction screen allows you to enter data pertaining to each maintenance transaction as defined below.

Serial Nbr: Enter the serial number of the piece of equipment being maintained.

PO Num: Enter a purchase order number for this repair if one is needed.

Tran #: The system assigns a transaction number to each maintenance transaction.

Equipment Type: Enter the type of equipment as defined in the equipment type definition screen.

Date: Enter the date of the maintenance transaction.

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Description: Enter a description of the equipment.

Service: Enter the service code for this transaction.

Part 1-10: Enter the parts used on this repair, up to 10 parts.

Qty 1-10: Enter the quantities of each part used in the repair.

Cost 1-10: Enter the cost of each part used.

Parts Total: The system will keep a running total of all parts costs.

Internal Labor Time/Hrs: Enter the hours of internal labor expended on this repair.

Labor Costs: Enter the labor costs for internal labor.

External Service: Enter the cost of external service involved in this repair.

Total: The system will calculate a total for parts and all labor.

Tech. Phone: Enter the responsible technician's phone number.

Technician: Enter the responsible technician's name.

Notes: Enter notes pertaining to this repair.

20.8.5 Define Equipment Types

Equipment Type: Enter an equipment type code(i.e. 4c2wd pickup)

Description: Enter a description for the type code (i.e. four cylinder two wheel drive pickup)

20.8.6 Define Services

Service Code: Enter a service code(i.e. tune-up-4c2wd)

Description: Enter a description for the service code (i.e. tune-up for a two wheel drive pickup)

20.8.7 Define Service Intervals

Equipment Types: Enter equipment type code.

Service To Preform: Enter service code.

Description: System will provide service description.

Interval/Days: Enter the number of days between services.

Notes: Enter notes pertaining to this service interval.

20.8.8 Service History Report

Print a report showing the services that have been performed on each piece of equipment.

20.8.9 Service Schedule Report

Print a report showing the services that need to be performed based on the defined service codes, service intervals and equipment types.

20.9 Time Clock

This feature allows you to efficiently record and track employee time. Employees log in and out via the computer. The B.P.A. system records the date and time of each log in/out and calculates the total number of hours for any given time period. This information can be viewed, modified and/or printed in report form.

Log In: Employees use this option to log in. The employee need only enter his or her employee number. The system logs the date and time.

Log Out: Employees use this option to log out. The employee need only enter his or her employee number. The system logs the date, time and hours worked.

View Empl Clock: This option is used to view an employees recorded log in/out times, the number of elapsed seconds between each log in and log out, and the elapsed time broken out into hours, minutes and seconds. Editing of this information using this option is prohibited.

Edit Empl Clock: This option allows editing of the employees log in/out times. This option is protected by the master password.

Print Clock Report: Use this option to print a report of employee log in/out times and total hours. The report may be generated for all employees or a specific employee. If you choose to print the report for a specific employee, you will be prompted for the employees number. You can also generate the report for any given time period. Simply enter a start and an end date.

20.10 Assign Passwords

Employees define their own passwords by making this selection. When an employee enters a protected module he or she must enter their password before entrance is allowed into the protected module. Further information on enabling module password protection is found on the 'Definition' Menu under 'Module Passwords', Chapter 6.

20.11 Spell Checker

The spell checker allows you to input the word you want to spell. A search is made for the word. If the word is found it is displayed. If your spelling for the word is not found the software finds the first two characters of the word you are searching for and allows you to page up and down until you find the right spelling. There are 25,000 words on the system.

20.12 Zip Codes

All the zip codes for the U.S.A. are on the system. This selection will aid you in finding most of your zip codes. However, if the zip code you are searching for is in a large city where zip codes are identified by streets you will need to reference the Postal Zip Code book and look up the street you are interested in. Zip Code books can be purchased from the U.S. Postal Service.

20.13 Area Codes

All the area codes for the U.S.A. are on the system. This selection will aid you in finding the area code for a specific city and state.

20.14 Abbreviations

Common abbreviations are found in this selection. Use this data to abbreviate words correctly.

20.15 States

Abbreviations for states are found by selection this database file.

20.16 Calculator

The Calculator utility enables you to do calculator calculations. Choosing the Calculator utility (Pressing F6) displays a panel containing a calculator display, including numbers, a decimal point, memory operations, display options, and mathematical operators. You can enter your results in the input field you were in before going to the calculator by selecting paste on the calculator. To select calculator functions press the highlighted character for each function displayed on the calculator.

Paste: Paste display to screen.

New: New Calculator Session

Madd: Add value to memory

Msub: Subtract value from memory

Mrcl: Recall memory to display

Mclr: Clear Memory

Ce: Clear display entry

Sq: Perform square root

Exit: Return to program screen

20.17 Files

It is far easier to protect your system data than it is to try to reenter data that has been lost. It may be possible to recover lost data if you take a few fundamental precautions. First, you need to know how to backup your files. Second, you need to know how to restore your backed up files. Third, you need to limit access of your system to those who have been trained. Fourth, you need printed copies of critical data in case you lose all your magnetic media. Fifth, if you backup daily, weekly, or monthly use a separate disk for each day, week or month and take copies of your backups off site. This gives you multiple backups and protects you from large data losses.

The main pull down menu bar includes an option "FILES" which is used to backup, restore, or re-index your database files. This will allow you to restore your data files if you have a problem. If you have a power outage or your computer is inadvertently turned off during operation, you may have files that were not properly closed. You may have lost important data or you may need to re-index your files. First, try re-indexing. If you have no problems executing the various modules of the program after re-indexing and all your data is there you can assume all is well. If not you may have to restore your last backup and re-enter transactions from that time forward. Because this could be a lot of work, it is recommended that you backup often. You should also backup your data files before you close each accounting period and save the backup. If you select backup off the menu we will begin a backup for you. When your data files get too large (approximately 30 megabytes) you will need to use a tape backup system to backup your data. These systems are not expensive and can provide daily timed backups.

FILES SELECTIONS

- Backup Data Files
- Restore Data Files
- Re-Index Data Files
- Quit To Windows

20.17.1 Backup Data Files

To back up your data files select the files menu option, put a floppy disk in one of your floppy drives or place a Zip tm disk in the disk drive and select back up your data files. If you do not use the menu option above to back up your data base files you should back them up manually. When a BPA backup is performed two files created are BPA1.ICE and BPA2.ICE. These ICE files contain only the database files, they do not contain all the B.P.A. files. To back up the entire BPA directory use a tape backup system like the Colorado T3000 tm or some other backup systems that will hold large amounts of data.

20.17.2 Restore Data Files

To restore your data files select the files menu option and select restore your data files, then follow the directions.

20.17.3 Re-Index Data Files

When a computer is turned off or power is lost index files can be damaged. Not being able to find records you know you have created is an indication that the indexes are bad. This function allows you to reindex you data files. All users must be out of B.P.A. to execute this function.

20.17.4 Quit To Windows

To quickly exit B.P.A. without indexing or packing databases select this function from the files menu option.

20.18 Mail Merge

Many word processors have mail merge capabilities which allow them to import data into their documents. The 'Export To Word Processor' option allows B.P.A. users to share data with such a word processor by creating a custom data file.

The 'Add A Mail Merge Template' option allows you to create a new mail merge template (the mail merge template consists of the fields you want to select from the data file you are interested in). You are first given the entire list of B.P.A. data files from which you may select the one to be used by the new template. Next you are asked to give the template a name (templates are saved for possible future use). After naming the template you are given a complete list of the data fields in the selected data file. Select from this list all the data fields you wish to include in the custom template. Also select one or two of these fields as index fields. The index fields are used to sort the data in the custom template data file. If you select two index fields you are asked to specify which index comes first when the file is sorted. If you select more than two index fields, the system will use only the first two selected in the list.

You may modify a template by using the 'Modify A Mail Merge Template' option. If a template is no longer needed it can be deleted by using the 'Delete a Mail Merge Template' option.

Once a template is created, you can use the 'Export Mail Merge Data' option to export the data it describes to a word processor. This option will use the information in the template to create the custom data file to be used by the word processor. Select the desired template from the list provided. After selecting the template you may create a custom filter. The filter will allow only data fields from records meeting the specified criteria to be copied to the custom data file. Building a filter is a simple process of selecting fields and specifying the criteria they must meet. Field criteria may be connected with the words AND/OR to create more complex filters. As the filter is built, it is spelled out near the bottom of the screen. If no filter is needed, simply hit the Esc key at the field selection window.

The custom file will be placed in the \BPA directory with the name you gave it. The Mail Merge system allows you to

write personal letters to customers, clients, employees, or vendors using “Word For Windows” or “Word Perfect”. The letters can contain names, addresses, contact person, telephone numbers, credit information, terms etc. Any data base field may be included in the letter.

20.19 Finance

This tool will help you in calculating information concerning loans, periodic investments, one-time investments, depreciation, and profit margins. In each selection you need enter only three of the variables and the system will solve for the unknown variable and place the unknown figure in the field. In the Loans selection you can see a payment amortization schedule.

FINANCE SELECTIONS

- Loans
- Periodic Investments
- One-Time Investments
- Depreciation
- Profit Margin

20.19.1 Loans

Use this tool to calculate the loan amount, interest rate, monthly payment, or terms (number of months until the loan amount is repaid) of the loan. Enter any three of the four variables shown, decide if the payments will be in Advance (first of the month) or Arrears (end of the month), and then press F3 to calculate the unknown variable. The interest paid and the total paid on the loan will also be calculated for you when you press F3. To see an amortization schedule of the loan press F4. This outlines your loan payments month by month, how much of each monthly payment goes toward the principle, how much goes to interest, and the remaining balance on the loan. For example, if you borrow \$10,000 at an 18.00% interest rate and you are able to pay \$250 at the end of each month, enter 10000.00 for the loan amount, 18.00 for the interest rate, 250.00 for the monthly payment, and arrears for the payment method and press F3. You will find that it will take you 62 months to repay this loan. In addition, you will see that by the end of 62 months you will have paid \$5500.00 in interest for a total pay back on the loan of \$15,500.00.

20.19.2 Periodic Investments

Use this tool to calculate total savings, interest rate, monthly investment, or terms (number of months you will be making investments) for periodic investments. Enter any three of the four variables shown, decide if the payments will be in Advance (first of the month) or Arrears (end of the month), then press F3 to calculate the unknown variable. For example, if you open a new savings account and deposit \$100 per month at the end of the month and do so for 36 months, with a yearly interest rate of 12.00%. Enter 12.00 for the interest rate, 36 for the number of months, \$100.00 of the monthly investment, arrears for the payment method, then press F3 to find you will be saving \$4307.69.

20.19.3 One-Time Investments

Use this tool to calculate the original investment, interest rate, terms (number of months your money will be earning interest), or compounded balance for a one-time investment. Enter any three of the four variables shown and then press F3 to calculate the unknown variable. For example, if you are investing \$1000 in a saving account and you want the future value of the investment to be \$1200 at the end of 12 months. Enter 1000.00 for the original investment, 12 for the number of months, and 1200.00 for the compounded balance, and press F3 to find you must have an interest rate of 18.37%.

20.19.4 Depreciation

Use this tool to calculate yearly depreciation of business equipment. There are three types of depreciation: Straight Line Depreciation, Sum-Of-The-Years Digits Depreciation, and Double Declining Balance Depreciation. Straight-Line depreciation is the same yearly amount for each year of the item's life expectancy. Once you have entered the item's original cost, the current value, and the life expectancy in years, press F3 and the yearly depreciation will be calculated for you. For example, a piece of equipment that originally cost \$10,000.00, has a current value of \$5,500.00, and an expected life of 10 years will have a yearly depreciation of \$450.00. Sum-Of-The-Years and Double Declining Balance Depreciation take into account how many years have passed since the equipment was purchased when calculating the yearly depreciation. However, the depreciation amount changes as the years go by. In the example above the third year Sum-Of-The-Years depreciation will be \$654.55 and the Double Declining Balance depreciation will be \$900.00.

20.19.5 Profit Margins

Use this tool to calculate gross profit margins, wholesale prices, or retail price of merchandise. Enter any two of the variables and then press F3 to calculate the unknown variable. For example, if your store requires a 5.00% gross profit margin (GPM) on goods sold and you are able to purchase a product for \$100. Enter \$100.00 for the wholesale price and 5.00 for the GPM and press F3 to find that the retail price you should charge is \$105.26.

20.20 Client Contact Routines

This part of the program enables you to maintain information about your clients or prospective customers. You can use the client type field to create different client types (i.e. "NEW", "OLD", "CONTACTED", "NOT CONTACTED", "MFG", "RETAIL" etc.). You can print lists of the different types for contact purposes. You can do mailings to the different types. You can enter information into the contact information fields when you call these clients. You can enter a "call back by" date in the client record and print call back by reports. You can track those who have bought product or those who have not. You can assign a salesperson to each client and print client reports by salesperson.

CLIENT CONTACT SELECTIONS

- Call Tracking
- Client Tracking
- Phone Campaigns
- Print Client Reports
- Create Mailing Labels
- Browse Client Database
- Client Management

20.20.1 Call Tracking

This system tool enables you to retain information about each contact you make with a customer or client. When a client calls you can read the notes made on the last contact and make notes for the current contact. The client will be impressed by this personal touch and more apt to continue his relationship with you. The last seven digits of the client's phone number are used to identify the client. To add current notes go to the bottom of your list of notes using the page down or arrow down key. To mark a line of notes for deletion put the cursor on the line and press CTRL-T. Press CTRL-T again to un-mark the line. When you exit call tracking, all marked lines will be deleted.

NOTES			
LINDA ALLEN	(999)-999-9999	11/12/92	10:28:52

This is the place where you will enter contact info			
Use Page Up/Down & Arrow Keys to View/Edit Previous Conversation			

20.20.2 Client Tracking

This option allows you to add, modify, and delete clients. There is also a selection to copy all the customers in your customer database to the client database.

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DEFINE NEW CLIENTS

CLIENT#: CLIENT TYPE:

CLIENT PHONE: CLIENT STATUS:

FIRST NAME:

LAST/COMPANY NAME:

CONTACT:

STREET:

STREET:

CITY:

STATE: ZIP: EXPIRATION DATE:

FAX: SERIAL NBR:

CLIENT CLASS: SALESPERSON:

CONTACTED(Y/N):

PURCHASED(Y/N):

NOTES
USE TAB
KEY

SHIPPING ADDRESS IF DIFFERENT FROM MAILING ADDRESS

STREET:

STREET:

CITY:

STATE: ZIP:

PHONE:

FAX:

| F1 = HELP | F2 = KEYS | F3 = SAVE | | F8 = PICK | F10 = ABORT

Client Record: 1/14 Record Unlocked Ins Num 4:16:01 pm

- Client #: Enter the client's identification number.
- Phone: Enter the client's phone #. If this phone number is already in the system an error message will be displayed.
- Contact Person: Enter the name of your contact person for this client.
- First Name: Enter the client's first name.
- Last/Comp Name: Enter the client's last name or the company name.
- Street: Enter the client's mailing address (Street).
- Street: Enter the client's second street mailing address (If applicable).
- City: Enter the client's mailing address (City).

State:	Enter the client's mailing address (State).
Zip:	Enter the client's mailing address (Zip).
Fax:	Enter the client's fax #.
Client Type:	Enter a number or character string if you wish to distinguish between different client types.
Client Status:	Use this field for any client status you wish to maintain.
Client Class:	Can be used for phone book listing class or other client related classification.
Notes:	Enter notes for this client in the scrolling notes field.
Call Back By:	Enter the date by when you need to call the client back.
Salesperson:	Enter a salesperson defined to the system if one is assigned to this client.
Contacted (Y/N):	Enter 'Y' or 'N' to indicate whether or not you have contacted the client.
Sold Some (Y/N):	Enter 'Y' or 'N' to indicate whether or not you have made any sales to the client.
Terms:	Enter the terms for the client.
Serial Nbr:	Enter the serial number of the product sold to the client.
Date Sold:	Enter the date the product was sold to the client.

--ENTER SHIPPING ADDRESS ONLY IF DIFFERENT FROM MAILING ADDRESS--

If your client has a shipping address which is different from the mailing address entered above you must enter that address here. Mailing labels can be printed using this shipping address. If mailing and shipping addresses are the same do not enter the shipping address. The system will copy the mailing address to the shipping address.

20.20.3 Phone Campaigns

Phone sales campaigns can be created from your client file or from your orders files. If you create a campaign from your client file you will set your filter on some criteria from the file (i.e. all clients from a state, or city, or by sic code, or by client type, or by last date of an order, or by call back date or by status etc.) If you create your phone campaign from the orders file you will set your filter on some order criteria (i.e. all customers who have purchased a specific product during a specific time period). Once you have created your phone campaign you should select "Work Phone Campaign" from the phone campaign menu. In the campaign screen you have the customer address and phone information. You can create orders or quotes from this screen. You can also enter call back dates and notes on your phone conversation.

PHONE CAMPAIGN SELECTIONS

- Create Phone Campaign (Client File)
- Create Phone Campaign (Orders File)
- Create Callback Campaign (Client File)
- Delete Phone Campaign
- View Phone Campaign
- Print Phone Campaign
- Work Phone Campaign

20.20.4 Print Client Reports

You can track your clients with the client reports.

CLIENT REPORTS SELECTIONS

- All Clients By Last Name
- All Clients By Account Nbr
- All Clients By City
- All Clients By State
- All Clients By Zip
- Clients Who Have Product
- Client Call Back Report
- Clients Of One Salesperson
- Clients Of One Client Type

20.20.5 Create Mailing Labels

B.P.A. allows you to print mailing labels for your clients.

MAILING LABEL SELECTIONS

- Labels For All Clients In Zip Code Order
- Labels For Clients In A City
- Labels For Clients In A State
- Labels For Clients In A Zip Code Area
- Labels For Clients Who Purchased Product
- Labels For One Salesperson's Clients
- Labels For One Type Of Client
- Label For One Client
- Custom Label Selection
- Manually Entered Label

20.20.6 Browse Client Database

This option allows you to browse all records of the client database or to set filters for viewing select types of clients.

20.20.7 Client Management

The client management module allows you to import client data from "Select Phone" or "Phone Disc". These CD products contain all the business and residences in America. Using these products you can export potential client addresses into a file (you must give the file a name). This file can be imported into B.P.A. using the first option on the client management menu. You would typically export clients for a particular city, state, zip or business type. Once the data is imported into B.P.A. you can print mailing labels for these potential clients or perform any of the normal client functions in the client menu. The client management module also allows you to change client types for a group of clients or delete clients by client type.

20.21 Macro Keys Definitions

Using the Macros dialog (activated with Shift+F10) you can define Ctrl key or Alt key combinations to perform a desired series of keystrokes. (i.e. move to a certain place in the program without typing all the keys to get there). These key combinations you define are called Macros. Macros can greatly simplify your work with B.P.A. Pressing Shift+F10 displays the Macros Definition dialog. B.P.A. allows you to use the following key combinations:

Shift plus F1-F9

Ctrl plus A-I, K-Z, F1-F10

Alt plus A-Z, F1-F10

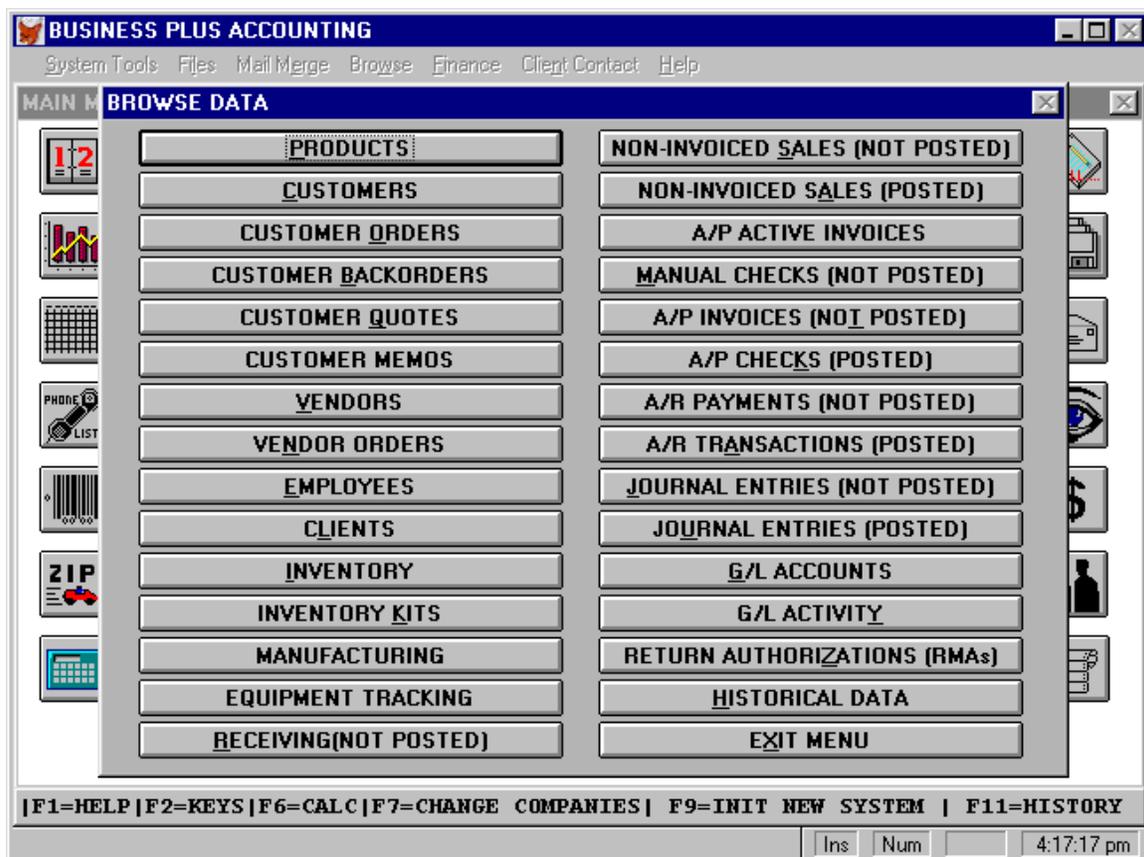
Shift+Ctrl plus A-Z, F1-F10

When entering a key combination that contains the Shift, Ctrl, and/or Alt keys, always press the keys in the order they appear. To create a macros press the Shift+F10 keys. You will be shown the Macros Definition Screen. Enter the key combination you want to use to activate macro and give the macro a name. Press enter on the "OK" push button to close the Macro Key Definition Screen. Now you begin to enter the keystrokes you want defined in your macros. When you have finished entering the keys press Shift+F10 to close the macros. To replay a macro simply press the key combination you defined for your macro (i.e. Alt+a).

Chapter 21
Browse Databases

21 Browse Databases

Browse allows the user to look at important database files. Using browse the user can examine data relating to products, customers, vendors, customer orders, vendor orders, inventory, employees, receiving, sales, accounts payable, accounts receivable, general ledger, journal entries, invoices, general ledger account numbers, return authorizations (RMA), and history files which include: vendor order/accounts payable, customer order/accounts receivable, product receiving, manual journal entries, and cash sales. When you have questions about data you have entered you can browse the appropriate databases. You can also set filters F-7 on any field or fields of a data base so that just the information you are interested in will appear in the browse. Quick searches F-8 can also be performed while in browse. This is done by pressing the F8 key while in browse to set the appropriate key field and then using the keyboard to enter the characters you are searching for. As you enter keys the software will move toward the record you are seeking. Once you have found the entry you were searching for, you can move across the data fields by using the Tab Key.



The **Products** database contains all the pertinent information about the products and/or services you have defined. (See Products/Services in Definitions and Initialize). In addition you can browse fields which contain the number of products sold last year, year before last, and each month of the current year.

The **Customers** database contains all the information about the Customer which has been defined. Additional fields contain the total of all the unapplied credits in the system for this customer. There is also a field which holds the total amount paid to you by this customer.

The **Customer Orders** is actually two databases, the Order Header database and the Order Detail database. When you select this button you will be asked if you want the header records 'H' or detail 'D'.

The Header records contain invoice number, order date, post date, shipping date, whether the invoice is marked as an order 'O' or a sale 'S', if the invoice is paid 'P' or open 'O'. The total amount of the invoice, the amount paid on the invoice, discounts taken or given or available for this invoice, credits that were applied to this invoice, net due, sales tax rate charged on this invoice, and total sales tax charged. The check number which paid the invoice, credit card information if the invoice was paid this way, freight charged, weight for the products on the invoice provided a weight was assigned to each product, and ship via and freight on board information. There is a create date field and time stamp which contains the date and time from the system clock when the invoice was created. The broker and region number if this customer had one assigned at the time the invoice was created. The total sales subject to commissions, salesperson assigned to the invoice, the amount of commission earned by the sales person for the invoice is in the 'salepercom' field, the totals in the 'saleperpaid' and 'commpaynow' fields come from the calculation of commissions (see Calculate Sales Commission in Customer Orders Chapter 10). If there were items on the invoice which were backordered, there is an original invoice number from which the backorder invoice was created, and if the backorder has been processed. If the invoices was drop shipped to the customer.

The Detail records contains the invoice number, order date, product id and description for each line item sold on the invoice. Each item shows order quantity, shipped quantity, backorder quantity, sale price and base price of the item. The 'Dttotal' field is quantity sold times sale price. The cost of the item is displayed and the total cost is obtained by multiplying the cost by the number of items sold. The 'profit' field is calculated from the total price minus the total costs for each item. If commissions are paid on the item on a % of GPM you will see that percent and the commission amount for each item. The general ledger accounts for sales and costs of goods to which the item is assigned can also be viewed.

The **Customer Backorders** also contains a Header database and a Detail database. These show the original invoice number with the products which were back ordered, and the back ordered quantity.

The **Customer Quotes** contains a Header database and Detail database. These show totals for the quote and the individual line items which are on the quote, with the quantity quoted and price quoted.

The **Customer Memos** contains a Header database and Detail database. These show the memo number, the customer, the amount, the date, a description of why the memo was created. The memos displayed here are open memos and have not been applied or have not been completely applied. To see memos that have been applied look in the Memo History.

The **Vendors** database contains all the information about the Vendor which has been defined.

The **Vendor Orders** contains a Header database and Detail database. The Header shows the purchase order number, the vendor, date, total amount, if the purchase order was sidemarked for a specific customer the customer's name will appear. The Detail database shows the individual products ordered on each purchase order, the quantity ordered and the cost of that product. Only vendor orders that have not been received will appear here.

The **Employees** database contains all the information for employees which has been defined. The year-to-date payroll totals and other sensitive information is kept in this database.

The **Clients** database contains all the information about the Clients which has been defined.

The **Inventory** database contains the product id, the location, lot number, the purchase order number from which the inventory record was created, the on hand quantity, the 'Last_store' field has the date the item was received into inventory, the 'Last_pick' field has the date of the last invoice which pulled from this inventory record, and the cost at which the item was received at. Most likely there will be multiple inventory records for each product. Each time a product is received into inventory a record is created with a different store date. The costs could be the same but the purchase order number and date will be different. There may be records which have no on hand quantities, the system will automatically delete these records after two weeks. Invoice modifications and product returns will then go into inventory records with locations marked 'Custreturns'. Products for which an order was taken but product was not available do not have an inventory record, if they are returned by the customer an inventory record is created with the location 'Rtpickshort'.

The **Inventory Kits** database contains the Kit id, product id's and product descriptions of the items in the kit, product quantity required for the kit, and raw multiplier.

The **Manufacturing** database contains

The **Equipment Tracking** database contains all the information about the Equipment which has been defined.

The **Receiving** (Not Posted) database contains the purchase orders which have been received but had not yet been posted, (closed).

The **Non-Invoiced Sales** (Not Posted) database contains transactions entered as Non-Invoiced Sales in the Accounts Receivable that have not been posted.

The **Non-Invoiced Sales** (Posted) database contains transactions entered as Non-Invoiced Sales in the Accounts Receivable that have been posted to the General Ledger.

The **A/P Active Invoices** database contains vendor A/P invoices that have been entered into the system but have not been paid.

The **Manual Checks** (Not Posted) database contains Manual Checks which have been entered but have not been posted.

The **A/P Invoices** (Not Posted) database contains vendor invoices which have been entered but have not been posted.

The **A/P Checks** (Posted) database contains all checks from A/P or Manual Checks. The vendor's name, invoice number, date of invoice, invoice total, due date, post date, G/L Account the check was posted to, G/L Bank Account number the check was posted to, check number which paid the invoice, the source will be either 'MCHK' for manual check or 'ACHK' for A/P check, and whether the check has cleared the bank (this comes from the Bank Reconciliation area of the system).

Business Plus Accounting

The **A/R Payments** (Not Posted) database contains the customer payments entered in Accounts Receivable but not posted.

The **A/R Transactions** (Posted) database contains the customer payments that have been posted. The fields displayed are invoice number, customer name, account number, total of invoice, check number that paid the invoice, date paid, and the type of payment i.e. cash, credit card, check.

The **Journal Entries** (Not Posted) database contains Journal Entries that have been entered but not posted.

The **Journal Entries** (Posted) database contains all the Journal Entries that have been posted.

The **G/L Accounts** database contains the totals posted to each General Ledger account. The fields contained in this database and a description of each field are:

ACCT_NBR:	The account number assigned to this account.
ACCT_DESC:	The account description.
BALANCE:	This field contains the account total including all forward postings. For Example: If you are in the accounting period for January but you have posted forward to February and to March etc. the balance field will contain the total for all the months i.e. January, February, March etc.
THIS_MONTH:	The total posted to this account for the current month (current accounting period).
THIS_YEAR:	The total posted to this account for the current year sometimes referred to as year-to-date.
ACCT_TYPE:	This field holds a D = Debit or a C = Credit to define the account type.
GEN_DETAIL:	This field holds a G = General or a D = Detailed (a general account is made of a group of detailed accounts). In Miscellaneous Definitions if the selection has been made not to display the general accounts in browse, then the general accounts and their totals will not be seen. (See Definitions Chapter 6)
LAST_YEAR:	The total posted to this account last year.
BUDGET:	If you have created a budget for this account, that amount is held here.
FORECAST:	Used with budgets to provide forecasts.
BALFORWARD:	The ending balance for this account for the last accounting period. This will be 0.00 for Revenue and Expense accounts.
LSTYEAREND:	The running total ending balance for this account for last year.
YRBEFLAST:	The running total ending balance for this account for the year before last.
JAN - DEC:	The running total for this account for the current month, accounting period.

LAST_JAN-LAST_DEC: The running total ending accounting period balance for last year's accounting periods.

PERIOD_TOT: A field used for a variety of accounting period calculations.

NEXT_JAN-NEXT_DEC: These fields hold totals that are posted forward into next year. When next year becomes this year those totals are placed into the this year's fields (THIS_MONTH, THIS_YEAR, JAN -DEC).

The **G/L Activity** database contains all the postings from the system to the General Ledger.

The **Return Authorizations (RMAs)** database contains the information for each RMA, whether they are open or closed.

The **Historical Data** browse contains History data for Accounts Payable, Accounts Receivable, Product Receiving, Manual Journal Entries, Non-Invoiced Sales, Customer Orders, Vendor Orders, G/L Postings, Memo History, and Pick Detail. The only database which has not been covered is the Pick Detail. The Pick Detail database contains the invoice number, the product id, the location where the product was picked from, pick quantity, order quantity, cost, total cost, and the manufacturing job number if the product was placed into inventory from a manufacturing job.

Appendix

This area of the manual is dedicated to the Visual Release of Business Plus Accounting. Some of the screens in the Visual Release have a different look and feel but perform the same functions as those in the older windows releases. The fields are the same as in the older screens but the location of the fields may be different. You will notice that the Function Line, normally at the bottom of the older windows screens is gone. Those functions that were available using the function line are preformed by individual buttons ie. Add, Modify, Delete, 'Top', 'Bottom', Previous' and, 'Next'. By clicking on the appropriate button the function will be accessed. For instance, clicking on the 'Pick' button will bring up the database from which you pick an item as did F-8 in the older Windows Code. See the standard manual documentation for the functions applicable to these screens.

BUSINESS PLUS ACCOUNTING
System Tools Files Browse Finance Client Contact Help

CUSTOMER

CUSTOMERS

Page1 Page2 Page3

Account:
Customer:
Contact:
Street:
Street:
City:
State: Zip:
Phone: () - Ext: () -
Fax: () -
Sales Person:
Discount:

Credit Limit:
Tax Table:
Price Level:
Terms:
Terms %: Days: Due:

NO PICTURE!

Pick Top Prev Next Bottom Find Print Save Cancel Delete Exit

Customer (c:\bpa\customer.dbf) Record: 575/575 Record Unlocked NUM 4:18:40 pm

BUSINESS PLUS ACCOUNTING System Tools Files Browse Finance Client Contact Help

VENDOR

VENDOR

Page1	Page2
Vendor #: <input type="text"/>	Street: <input type="text"/>
Vendor: <input type="text"/>	Street: <input type="text"/>
Contact: <input type="text"/>	City: <input type="text"/>
Terms: <input type="text"/>	State: <input type="text"/>
Terms %: <input type="text"/>	Zip: <input type="text"/>
Terms Days: <input type="text"/>	Zip4: <input type="text"/>
Terms Due: <input type="text"/>	Telephone: () - <input type="text"/> () - <input type="text"/>
Fixed Disc Day: <input type="text"/>	Fax: () - <input type="text"/>
Vendor Type: <input type="text"/>	Account: <input type="text"/>

Pick Top Prev Next Bottom Find Print Save Cancel Delete Exit

Vendor (c:\bpa\vendor.dbf) Record: 199/199 Record Unlocked NUM 4:39:02 pm

BUSINESS PLUS ACCOUNTING System Tools Files Browse Finance Client Contact Help

PRODUCT

PRODUCTS

Page1	Page2	Page3
Product/Service: <input type="text"/>	Maximum Level: <input type="text"/>	Taxable: <input checked="" type="checkbox"/>
UPC Code: <input type="text"/>	Reorder Vendor 1: <input type="text"/>	Pick Group 1: <input type="text"/>
Description 1: <input type="text"/>	Reorder Vendor 2: <input type="text"/>	Pick Group 2: <input type="text"/>
Description 2: <input type="text"/>	Reorder Vendor 3: <input type="text"/>	Pick Group 3: <input type="text"/>
Description 3: <input type="text"/>	Product/Service P/S: <input type="text" value="P"/>	Com % Of GPM: <input type="text"/>
Department: <input type="text"/>	Cost: <input type="text"/>	Lead Time Days: <input type="text"/>
Product Type: <input type="text"/>	Price Level 1: <input type="text"/>	Shelf Life Days: <input type="text"/>
Unit Of Measure: <input type="text" value="EA"/>	Price Level 2: <input type="text"/>	GL Sales Acct: <input type="text" value="4101-0000"/>
Unit Weight: <input type="text"/>	Price Level 3: <input type="text"/>	GL COG Acct: <input type="text" value="5101-0000"/>
On Hand: <input type="text"/>	Price Level 4: <input type="text"/>	Print Bar Code: <input checked="" type="checkbox"/>
Order Level: <input type="text"/>	Price Level 5: <input type="text"/>	Default Location: <input type="text"/>

Pick Top Prev Next Bottom Find Print Save Cancel Delete Exit

Product (c:\bpa\product.dbf) Record: 482/482 Record Unlocked NUM 4:40:24 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

EMPLOYEE

EMPLOYEES

Page1 Page2

Employee #: Soc Sec #:

Last Name: Position:

First Name: Hire Date:

Sale Person ID: Full/Part Time:

Street: # Exemptions (0-10):

City: Tax Status (M/S/X):

State: Hourly Rate:

Zip: Zip4: Salary:

Telephone: () - () - () - Eligible For Rehire:

Fax: () - () - Earned Vacation Hours:

Pick Top Prev Next Bottom Find Print Save Cancel Delete Exit

Employee (c:\bpa\employee.dbf) Record: 7/7 Record Unlocked NUM 4:42:29 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

CUSTOMER ORDERS

CUSTOMER ORDERS

Account: Invoice: Tax Rate: Cust:

Contact: Order/Sale: City: Sub Tot:

P. O #: Order Date: Post Date: Ph: () - () - Tax:

Sale-P: Discount %: Terms: Fax: () - () - Total:

Product	Description	Price	Disc Price	Qty	B.O. Qty	Available:

Available:
On Order:
Vendor:
Phone: () - () -
Location:
 Automate Order

Bottom Top Prev Next Pick Add Modify Delete Exit
New Product New Customer Cancel Save Status Pick Quote Pick Back Order

Lndetail (c:\bpa\55809650.dbf) Record: 1/20 Exclusive NUM 3:43:39 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

VENDOR ORDER

VENDOR ORDERS

Vendor Acct: Vendor:

Contact: City: State:

P. O #: Order Date: Phone: () - Fax: () -

Terms: Side Mark: Account: Total: 0.00

Product	Description	UM	Cost	Price	Quantity

Bottom Top Prev Next Cancel Pick Save Add Modify Delete Exit

Prior Costs Load All Products Load Reorder Products New Product New Vendor

Lndetail (c:\bpa\57029327.dbf) Record: 1/20 Exclusive NUM 3:50:35 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

PRODUCT RECEIVING

PRODUCT RECEIVING

P. O #: Order Date: Vendor:

Receipt Date: Receipt No.: City: State:

Vendor Acct: Phone: () -

Contact: Fax: () -

Product	Description	Store	B. O.	Unit Cost	Unit Price	Location

Bottom Top Prev Next Pick Add Modify Delete Exit

New Product Cancel Save Receive Backorder

Lndetail (c:\bpa\57139597.dbf) Record: 1/20 Exclusive NUM 3:52:31 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

VENDOR INVOICES

VENDOR INVOICES

Vendor #: Inv Total: Due Date: Disc Available:

Invoice #: Inv Date: Disc Date: Non Disc Freight:

Vendor: Running total: Amt Remaining:

PO Number: PO Total:

GL Account	Account Description	Amount

To Enter Invoices Enter The Account that Offsets Accounts Payable. For Example Office Supplies. The Accounts Payable Side Is Generated For You.

To Enter a Vendor Credit Memo Enter Negative Amounts.

Bottom Top Prev Next Pick Add Modify Delete Exit

Cancel Save New Vendor

Lndetail (c:\bpa\57358930.dbf) Record: 1/20 Exclusive NUM 3:56:12 pm

BUSINESS PLUS ACCOUNTING

System Tools Files Browse Finance Client Contact Help

GENERAL LEDGER

JOURNAL ENTRIES

Transaction: Transaction Type: Entry Date:

Debit Total: Credit Total: Difference:

GL Account	Account Type	Account Description	Debit	Credit

Bottom Top Prev Next Pick Add Modify Delete Exit

Cancel Save

Lndetail (c:\bpa\57464708.dbf) Record: 1/20 Exclusive NUM 3:57:49 pm

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