Budgetary Accounting
(C-Isam version)

Reference Manual

Last Updated Dec. 2023

Budget Manager Main Menu

Upon executing the program, if a password has been previously set, the user must first enter it (2 attempts are allowed). Once user initially enters the Budget program an accounting period will be requested. User should enter the month to be worked on. This can be entered in several ways. For example Feb. 2023 can be entered as 02-2023 or 02-23 or just 02 (assuming the system year is 2023). If the month/year entered is outside the current fiscal year or more than a month in the future, a message will display asking if user wants to re-enter. User will click on "Yes" to re-enter or "No" to accept the month-year as entered. Once the desired month-year has been entered the following screen will display:

```
==Budget Manager=ver 1.1======================================================================

 File   Accounts   Vendor   Detail   P Orders   Payables   Reports   Reconcile   Report Formats   Other Routines   Options   Help
--------------------------------------------------------------------------------------------------------------------------------

      Purchase Orders

      Pay Bills (A/P)

      Post Receipts

      Adjustments/JE                                    Budget
      Manual Checks
                                                        Manager
      Claims List

      Registers

      Reconcile

   Financial Reports

   Detail Ledger

   Budget Preparation

      Year End

      Exit

--------------------------------------------------------------------------------------------------------------------------------
 TOWN OF ANYTOWN, OK                                                          Mo-Yr: 05-2020
================================================================================================
```

To simplify the operation of the program the main menu screen allows user to use menu choices that can either be selected with a single mouse-click or by pressing a short-cut letter (displayed by pressing Alt key) or by pressing down-arrow (to access the side menu choices) and pressing Enter when the command is selected. Note that a version# displays at the top of screen to help user and your support reps know which program version is being used. Each time the program is updated this number will change. On the Main Menu there is a "Help" command with "About" and "Overview" sub-commands containing contact and support information as well as an overview of the software.

User may change the month-year setting by selecting either "File" and "Month-Year" or selecting the small "calendar" icon in the upper left corner of the screen (below the File command). Otherwise user selects the menu item needed and proceeds to the appropriate section of the manual. Some of the programs referenced on the Main Menu have a "Help" screen. Selecting the "Help" command within those programs will give user a summary of what the program does. The 'Help' screen may be printed if desired. To exit from the program user would either click on "Exit" or "X" or press Esc key. NOTE: a photo in "jpg" format may be displayed on the Budget Manager screen by copying into your data files folder (usually BUDGET) a "jpg" file and naming it "BdgtMgr.jpg". Please refer to the below page#s to read information on specific programs.

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Purchase Orders

Purchase Orders are entered to print a PO form and to create an encumbrance that can be included on the Encumbrance Rept. If "Post POs by Funds" in "Options-Purchase Orders" is checked then, upon entering the PO program, a fund screen will display allowing user to index a fund# (ex: 01 or 02). This forces accounts entered to match the fund indexed. Then the following screen will display for user to begin the PO process:

```
=Purchase Orders=================================================================
 Post  Edit  Delete  Print  History  Lookup  AP/Ck/Adj Transfer  Close  Un-Close  Void PO  Main Menu  Help
-----------------------------------------------------------------------------------------------------------
PO#:        _____   Vendor: _____  ____    Edit Vendor    __Tsfr to AP   __ Man'l Ck   __Adj/JE
PO Date:    _____   Invc#:_____  F9: Invc Ck     Add Vendor                    Ck#: _____
Requistion#: _____  Ship to: _____             __Printed    Total: _____
-----------------------------------------------------------------------------------------------------------
Account#           Dept  Qty  Description                    Unit Cost     Amount Pd    Balance  Clsd


_____  ____  ____  _____  _____  _____  _____  __

 Acct Bal: _____                  Save          Cancel
==========================================================================================
```

User enters a new PO as follows: **(if posting by fund and you would like to change the fund#, click on the "#" icon at top left)**

PO#:	If using auto-numbering, the program will automatically insert the next number if user clicks on "Post" or if if user presses Tab or Enter when the PO# field is blank. If user changes the auto-number a confirmation screen will display to confirm the change. If not using auto-numbering then user enters the PO#. If a PO needs to be edited or deleted user can enter the PO# or select the Up/Down arrows (on keyboard or red arrows at top of screen) to scroll or select the command "LookUp" and choose the record needed from a list.
PO Date:	Initially today's date displays but user may change if needed. If this is a Man Ck or Adj PO enter ck/adj date.
Requisition#:	In some cities a requisition is required to get a PO issued. This would be that number. This can optionally be used as an invoice# for those who enter POs after the fact and already know the invoice number.
Vend Name/No:	User may find the vendor by name or number. From the name field user may type a partial name and press Enter and the closest matching name will display. From the number field user may enter a value and press Enter. If the exact name or number is not known use the "Lookup" command (see below for more info on using "Lookup"). If user needs to edit a vendor then click on "**Edit Vendor**" after the vendor name has been displayed. If a new vendor needs to be added then select "**Add Vendor**" and fill out vendor screen and click on "Save".
Invc#:	Some enter a PO after the invoice arrives. If this is true for you, you can enter the invc# in this field. If the PO is being entered before the invoice arrives then the invc# can be added later or entered when the PO is closed into AP. Depending upon an Option-Accts Pay setting the invc# entered can be auto-checked against past invc#s for the same vendor. If the auto-test is not turned on user can enter the invc# and press F9 to do the test.
Ship to:	This is the "ship-to" name/address that will later print on the PO form. User should have at least ship-to location# 01 set up (Under Other Routines-Ship to Codes) with the name of your town and address. Multiple codes can be set up if needed. User can then choose from a drop-down list which ship-to code is needed.
Tsfr to AP:	POs can be moved into Accts Pay automatically (to have a check written) using the program "AP/Ck/Adj Tsfr". If the PO has already been paid and should not be moved to AP (when using Transfer) uncheck this box.
Man'l Ck:	If user unchecks the "Tsfr to AP" it means that the PO should not be moved to AP. This might be because the PO has already been paid by check. If this PO has already been paid by check and you want the PO to create a check entry (when using the "AP/Ck/Adj Transfer" routine) then check this box (checked = Yes).
Ck#:	If the "Man'l Ck" box has been checked it means user has already paid the PO with a check. This is the check#.
Adj/JE:	If "Tsfr to AP" is unchecked it might mean this PO was paid on-line. If you would like an Adj/JE payment to be posted (when using the AP/Ck/Adj Transfer routine) then check this box (checked = Yes).
Printed:	Initially this box will not be checked (unchecked = No). When a PO is printed on a form this box will become checked (checked = Yes) to indicate the PO has been printed. User can changed manually if needed.
PO LINE:	
Account#:	Enter the expense or liability acct for this line. If the acct number is not known then use "LookUp" to find it by name or number (see below for more info on using "Lookup"). F4 key will repeat the entry from the previous line.
	After an acct# is entered the command "**Acct Bal**" may be selected to display the balance of the account (Budget Amt less current year expenditures and open POs/AP). The amount will only make sense if you have a Budget Amt for the acct. From this field F12 key may be pressed to send the focus to the "Save" command.
Dept:	If using dept codes, enter the dept number. If the dept number is not known then use "Lookup" to find it by name or number (see below for more info on using "Lookup"). F4 will repeat the entry from the previous line.
Qty:	The number of units being purchased (usually '1'). F4 will repeat the entry from the previous line.
Unit Cost:	The per unit cost. F4 will repeat the amount from the previous line.

Amount Pd:	This is how much of the PO line has been paid. On a new line this amount will be zero. This amount is changed automatically when user closes all or part of a PO line. This can also be manually changed using the 'Edit' routine. After the line is displayed at the bottom of the screen click on the field and enter the new amt.
Balance:	Initially this is the extended amount (qty x unit cost). If the entire PO line has been paid this will be zero. If partially paid then this will be the original amount less the amount paid.
Clsd:	This flag indicates whether this PO line is closed (the total amount has been paid). This flag on a new line will be "N" and later will change to "Y" when the amount paid equals the total amount or user has indicated the line has been closed. User may also change to "Y" using the Edit routine.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the PO form then the next acct number, dept, description, and amount would be entered. **F4 key will repeat values from the previous entry**. A running total of the PO is displayed at the top of the screen. If a PO line needs to be edited user can either single-click on the line and select "Edit" or user may double-click to select. If a line needs to be deleted user can single-click on the line and then select "Delete". When PO is finished user would select "Save" (F12 key causes focus to go to "Save") and the last PO#/Vendor is displayed. Selecting "Cancel" would cancel a single PO line and selecting "Cancel" from a blank line voids the entire PO.

Edit   Allows user to edit a PO line on the screen. The PO must already be on screen and the line selected.

Delete   Allows user to delete an entire PO, a PO line on the screen, or POs by date. If deleting an entire PO, the PO should already be displayed. If deleting a PO line the PO should already be displayed and user must have already selected the line to delete. If deleting POs by date then select "Delete" with no PO on the screen. Then user will answer the following questions:

Beg/End Date: enter a range of dates. Any PO dated on or within these dates are subject to being deleted.

Delete Only Closed POs: leave this box checked if a PO must be "closed" (paid) before it can be deleted.
         Uncheck this box if even un-closed POs within the dates specified should be deleted.

After answering these questions user would select "Delete" to begin or "Close" to abort. Upon selecting "Delete" the program will display the range of dates selected for confirmation.

Print   Allows user three choices.... Report/POs, PO on Screen, or Screen. "Report/POs" is for PO forms or a list of POs while. "PO on Screen" also is for PO forms or a list but the displayed PO# is automatically entered on the screen. "Screen" will print the content of screen to the default printer. If "Report/POs" or "PO on Screen" (or Printer icon) is selected the program will display the following screen:

```
=Print Purchase Orders==============================================
Report Type:                    Ranges:
  o Forms                       Beg PO#: _____        Beg Vend: _____
  o List Report                 End PO#: _____        End Vend: _____
  o Full Report
Print Order:                    Beg Date: _____     Beg Dept: _____
  o PO Number                   End Date: _____     End Dept: _____
  o Vendor Number
  o Vendor Name                 Print Fund#:    ____
  o Acct Number                 Beg Bdgt Acct: _____
  o Dept Code                   End Bdgt Acct: _____
   Include:
   _Regular POs                 Beg Vend Name: _____
   _Man Ck POs                  End Vend Name: _____
   _Adj/JE POs
Options:                                   Individual PO#s:
Print Date: _____   _Include Printed      _____  _____  _____
  Fscl Yr:    ____    _Include Closed        _____  _____  _____
Copies:    ___        _Delete After Print
Printer:
_____              Print
Font:              Size:
_____  ____                  Close
Orientation:          __Print to Screen
_____   Set        __ Print to csv File
 Tray:
_____          __ Double Sided
```

User answers questions as follows:

Report Type: Select 'PO Forms' to print forms, 'List Report' to print an abbreviated list, or 'Full Report' to print the a list of POs showing the entire purchase order.

Print Order: This determines the sequence the forms or list prints. User may select PO Number, Vendor Number, Vendor Name, Acct Number, or Dept Code order. Ranges may be entered below to limit which print.

Include: Check which type of POs should be included where choices are Regular, Man Ck, and Adj/JE.

Print Date: Report date. This will initially display as the current date but user may change to any date desired.

Fiscal Yr: This is applicable to printing "PO Forms". Most PO formats print the fiscal year on the form. The default value is stored under "Options-Purchase Orders" but may be changed here if needed.

Copies: This is applicable to printing "PO Forms". This is the number of forms that will print. If a value other than "1" is needed choose from 2 thru 9 the drop-down list.

Include Printed: When a PO form is printed a flag is changed to "Y". Normally POs already printed do not print again. If printed POs should be included check this box. If you would prefer that printed POs always be included check the "Include Printed POs" box on the Options-Purchase Orders screen and this box will automatically be checked.

Include Closed: When a PO line is paid the program will change the "Closed" flag to "Y". Normally closed PO lines do not print. If closed lines should print then check this box.

Del After Print: Applicable when printing "lists". Check this box if the PO should be deleted as it is printed on a list.

Ranges/Fund#: User may enter a range (beg/end) PO#, PO Date, Vend#, Dept, Budget Acct#, and Vend Name (if printing in name order). The ending value must be equal to or greater than the begin value. This allows user to limit which POs will print. If printing POs for a single fund user may enter a fund# (ex: 01 or 02) which will fill in the beg/end Bdgt Acct# for a single fund. If specific POs should print then leave the ranges as is and enter specific numbers in the "Individual PO#s" fields.

Individ PO#s: If user would prefer to print individual POs instead of by range, enter up to six individual numbers. Entering values here makes the system ignore the above "Ranges".

Printer Settings See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the abbreviated PO list to display on the screen instead of outputted to a printer, check this box (this option is not applicable to "PO Forms" or "Full List").

Print to csv File: See page 73 for more information.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

History Displays entries (detail records, accounts payable, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print" command to print the screen to your default printer. Press Esc or click on "X" to exit.

Lookup (Spyglass icons)

Displays a list of POs, vendors, or budget accounts. If user chooses this command when focus is at the PO# field a list automatically displays. From this list user can manipulate the order of the POs by clicking on the column heading (ex: clicking on vendor number column heading sorts by vendor number).

If the focus in the account number field when choosing Lookup the display will be for budget accounts. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to lookup by number or name. The list will assume to be in name order but if user enters a starting acct number then the list will be in acct number order. If posting by fund non-matching accounts will not display. If the focus is in the vendor name or number field when choosing Lookup the display will be for vendor records. If there is a vendor number entered when Lookup is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when Lookup is selected then the list will be in name order starting with the closest matching name. From the vendor name field if user enters a value starting a slash (ex: /TRUCK) a special **keyword** lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF OKLA would both display since both contain the

phrase TRUCK.

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

AP/Ck/Adj Tfr Some users enter POs only after receiving an invoice and therefore all POs currently entered need to be moved to Accts Payable. If this is true for your city using this routine might be the quickest way of moving POs to AP. If you need to move PO#s randomly then user should use the "individual" routine in Accts Payable to close-out POs to AP. In addition, if a PO has the "Man'l Ck" or "Adj/JE" boxes checked this routine can post a check or Adjustment/JE entry to Detail Records. Upon selecting this command user would answer the following questions:

Include: Check which type of POs should be included where choices are Regular, Man Ck, and Adj/JE.

Beg/End PO#: If only a range of PO#s should be moved to AP enter a beg/end PO number - otherwise leave defaults as 000000 and ZZZZZZ.

Beg/End Date: If only a range of PO dates should be moved to AP enter a beg/end date - otherwise leave defaults as 00/00/00 and 99/99/99.

Beg/End Acct: If only a range of PO acct numbers should be moved to AP enter a beg/end acct number - otherwise leave defaults as displayed.

AP Date: This will be the "Print Date" attached to each AP record created. The current system date will initially display but can be changed.

AP Mo-Yr: This will be the accounting "Mo-Yr" attached to each AP record created. The loaded month/year will initially display but can be changed.

Delete POs After Transfer:

This indicates whether the PO should be deleted once moved to AP. Whether the box is checked by default depends upon a value entered in "Options-Purchase Orders" but may be changed.

Once the above questions are answered user will click on "Transfer" to begin or "Close" to abort the transfer. If POs are being deleted a message will display asking for confirmation. Once the transfer is complete a message displays on the screen.

Close Allows user to close an entire PO or a PO line on the screen. This is handy should the PO or PO line need to be closed without being moved to AP for payment (ex: being paid on-line). First display the PO. If the entire PO needs to be closed select "Close" and "PO on Screen". To close a single line highlight the line and select "Close" and "PO Line". Select "Save" to save the changes.

Un-Close Allows user to unclose an entire PO or a single PO line. This is handy should the PO or PO line need to be unclosed since it was previously closed (paid) and now needs to be unclosed to be paid later. First display the PO. If the entire PO needs to be unclosed select "Un-Close" and "PO on Screen". To unclose a single line highlight the line and select "Un-Close" and "PO Line". Select "Save" to save the changes.

Void PO Allows user to void an entire PO or a single PO line. This is handy should the PO be canceled but you want to retain the PO to account for the number. This routine changes the specified lines to have zero amounts and inserts "Void" in front of the description. First display the PO. If the entire PO needs to be voided select "Void PO" and "PO on Screen". To void a single line highlight the line and select "Void PO" and "PO Line". Select "Save" to save the changes.

Main Menu Returns user back to Main Menu. This is the same as pressing Esc or clicking on "X" to close the screen.

Accounts Payable (Pay Bills)

Accounts Payable entries are created primarily in order to print checks. Accounts Payable records can originate from a purchase order or can be entered manually but in either case accounts payable entries are reflected on the Budget or Encumbrance Reports in the MTD and YTD Activity. Normally accounts payable entries do not have an affect on the bank account until the check is written. After entries are inputted it is always recommended that an AP List be printed or displayed to review before printing the checks. Upon selecting this program the following screen will display:

```
=Accounts Payable==================================================================

 Post  Edit  Delete  Print  History  Lookup  Inc/Dec Ck #s  Chng Pay Date  Chng Vendor  AP Total  Import AP  Main Menu  Help
-------------------------------------------------------------------------------------------

Vendor:     _____  _____

Address 1: _____                    Mo-Yr: _____

Address 2: _____        Edit Vendor

City State: _____ __  Zip:_____  Add Vendor   Pay Date: _____   Total: _____
-------------------------------------------------------------------------------------

PO#    Description          Account      Contra-Acct    BC   Invoice#        Dept    Amount  Mo


_____  _____   _____  _____  ___  _____  _____  _____  __
                                                          F9: Invc Ck
                                Save          Cancel

===================================================================================
```

User posts info to AP as follows:

Vendor Name/Number:

> User should enter a vendor name or number. From the name field user may type a partial name and press Enter and the closest matching name will display (note: pressing F12 key will cause the focus to move to the PO# field). From the number field user may enter a value and press Enter. If the correct name does not display or the number is not known use the "Lookup" command (see below for more info on using "Lookup"). Or user may use Up/Down Arrows (on keyboard or arrows on top of screen) to scroll thru vendors with AP records. Once the vendor number is displayed, if there are existing AP records they will display. Note: if closing a PO to AP the vendor number is optional since the vendor will be known from the info on the PO. User may therefore go directly to the PO#. If the vendor needed does not exist then the "**Add Vendor**" command may be used to add the vendor. After displaying the vendor, user may choose "**Edit Vendor**" to change the vendor record.

PO#:   Enter the purchase order number. If closing a PO to AP and a vendor has already been entered, the PO# entered must be for the vendor entered. If no vendor was entered the vendor info will be filled in from the PO. If a zero PO# is entered or there is not a matching PO# found in the PO file user then would enter the below items manually. If the PO# is found in the PO file a closeout screen will display with the following options:

a) User may press F1 to pay all PO lines and 'close' them (show as paid) and then enter invoice numbers (if any). If F9 key is pressed (or if "Check For Duplicate Invcs" in Options-AP is checked) a "duplicate" invc# test is performed. **Note: to reset the PO lines back to their original status to start over press the F2 key**.

b) User may enter amounts on individual lines along with 'Y' or 'N' as to whether the line should be 'closed' (considered paid) and the invoice number (if any).

Once user has the screen filled in correctly user would select "Post to AP" or "Cancel" to abort. If "Post to AP"is selected then the PO information will display on the AP screen. If everything is correct user should select "Save" (F12 sends focus to "Save"). User may still select individual lines and edit or delete but the PO will not be adjusted based on editing or deleting an AP line. User may also select "Cancel" on the AP screen and the AP and PO files will not be updated.

If entering AP Line Manually or Editing an AP Line:

Description: Description of purchase. F4 will repeat description from previous line. F12 will send focus to Save command.

Account#:   Enter the expense or liability account for this line. If the account number is not known then use "Lookup" to find it by name or number (see below for more info on using "Lookup"). F4 will repeat description from previous line.

Acct Desc: Filled in automatically by the program.

Contra-Acct: Filled in automatically by the program but may be changed.

Bank Cd: Filled in automatically by the program but may be changed.

Invoice#:   The invoice number for this purchase (if applicable). F4 will repeat description from previous line. F9 will search thru Detail Records checking to see if this invoice# is found and if so issue a warning message. An automatic invoice# check will occur if user has the question "Check For Duplicate Invc's" is checked in Options-Accts Pay.

Dept   If using dept numbers enter the dept number making the purchase. F4 will repeat dept from previous line.

Amount: Amount of purchase for this line. Pressing the F4 key will repeat the amount from the previous line.

As each line is entered it is displayed in the middle of the screen. Multiple items can be entered on the AP form and so if necessary user may enter the next PO#, acct#, description, amount, etc. A running total of the AP is displayed at the top of the screen. If an AP line needs to be edited user can either single-click on the line and select "Edit" or user may double-click to select. If a line needs to be deleted user can single-click on the line and then select "Delete". When the AP form is finished user would select "Save". Selecting Esc or "Cancel" while entering an AP line voids the current line. From a blank line Esc/Cancel would void all changes.

Edit   Allows user to edit an AP line on the screen. The entries must already be on screen and the line highlighted.

Delete   Allows for the options - **'Delete Selected Line'**, **'Delete All Lines of AP on Screen'** and **'Delete All APs for All Vendors'**. If **'Delete Selected Line'** is chosen it means a single line should be deleted (the line should already be on the screen and highlighted). "Save" should be selected to actually delete the line(s) (Cancel will undo the delete). If "Delete All Lines of AP on Screen" is selected then all displayed AP lines will be deleted. "Save" should be selected to actually delete the lines (Cancel will undo the delete). If 'Delete All APs for All Vendors' is chosen then **all** AP entries for all vendors will be removed (screen must be blank to use this command). Upon selection a confirmation screen displays - user should select "Yes" to continue or "No" to cancel. Care should be taken since there is no recovery from deleting all AP entries except to load a backup.

Print   Allows user two choices.... Report/Cks or Screen. "Report/Cks" is used to print a list of AP entries or AP checks. The "Screen" choice will print the contents of screen to the default printer. If "Report/Cks" (or the Printer icon) is selected the below screen would display:

```
=Accounts Payable===============================================
What to Print:                          Options:
 o Accts Payable List                    __ Sub-Totals
 o Checks                                __ Print Fund on Check
 o Reprint Checks                       Fiscal Yr: _____
 o Ck Alignment

Ranges:                                 Print Info:
Beg Vend: _____                        Report/Ck Date: _____
End Vend: _____                        First Check No: _____
Beg Date: _____
End Date: _____                       Reprint Checks:
Bank Code: __                            Beg Check No: _____
Fund:      _____                         End Check No: _____
Desc: _____                 Mo-Yr: _____
Printer:
_____                 Print
Font:                    Size:
_____   _____                    Close
               Stub Size: _____
 Orientation:
 _____   Set   _ Print to Screen
Tray:
_____   _ Double Sided
================================================================
```

User answers questions as follows:

What to Print: Select **'Accts Pay List'** to print a list of AP entries, **"Checks"** to print actual checks or **"Reprint Checks"** to re-print checks already processed (stored in detail records) or **'Ck Alignment'** to print a sample check to confirm the margins (stored in Options-Accts Pay) are set correctly for the check.

Beg/End Vend: If the list or checks should be only a range of vendors, enter the beg and end number.

Beg/End Date: If the list or checks should be only for a range of "pay" dates, enter the beg and end date.

Report Date: This will initially display as the current date but user may change to any date desired.

Bank Code: AP entries have a bank code stored within the record. Enter the bank code to be processed although a default value (if not using multiple bank codes) can be set to display automatically. Alternatively, depending upon a question in Options-General, the bank codes may be selected from a drop-down list.

Fund: AP entries are usually printed by fund. If so enter the fund number. If all funds are being printed leave this field blank. Alternatively, depending how the question "List Funds and Bank Codes" in Options-General is set the fund# may be selected from a drop-down list.

Report/Ck Date: If printing a list this is the report date. If printing checks this is the check date. Not applicable if reprinting checks.

First Check#: Applicable only if printing or re-printing checks. This is the number of the first check to be printed. This value is sometimes displayed automatically but is usually entered by the user. If "re-printing" checks it is important that you not enter a number that is already in the system unless that check is also being re-printed. For example if you are re-printing check 5000 thru 5000 and the First Check# entered is 5001 and there is already a check# 5001 in detail records for the same bank code, the check will print correctly but a subsequent check register will combine the two checks even though may be to different vendors.

Reprint Checks:

Beg/End Check No:

> Applicable only if re-printing checks. This is the range of check numbers being re-printed. Care should be taken to make sure this range is correct in that an incorrect range can result in more checks being printed than desired.

Mo-Yr: Accounting period of the checks being reprinted.

Printer Settings: See the "Printer Settings" section for information about printer options.

Stub Size   This is the size of font to be used for printing on the check stub. The default or last used font size will initially display but user can select the drop-down arrow to choose any other font size desired.

Print Screen: Applicable only to the Accts Pay List. Should user prefer the AP List display on the screen instead of outputted to a printer, check this box.

If printing checks make sure forms are loaded and aligned. After all questions are answered user would select "Print" to send job to printer or screen (if printing a list). If list goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

History   Displays entries (detail records, accounts payable, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print"command to print the screen to your default printer. To exit from the display user may press Esc key or click on "X".

Lookup (Spyglass icons)

> Display a list of vendors, or budget accounts. If the focus in the account number field when choosing LookUp the lookup will for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to lookup by number or name. The list will assume to be in name order but if user enters a starting acct number then the

list will be in acct number order.

If the focus is in the vendor name or number field when choosing LookUp the display will be for vendor records. If there is a vendor number entered when LookUp is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when LookUp is selected then the list will be in name order starting with the closest matching name. From the vendor name field if user enters a value starting a slash (ex: /TRUCK) a special **"keyword"** lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF OKLA would both display since both contain the phrase TRUCK.

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

Inc/Dec Ck#s This routine allows user to increment or decrement a range of check numbers should a check numbering problem occur. For example it is possible for the printer to feed two checks at once so if using pre-numbered checks the check# that the computer assigns will not match the actual pre-printed check number on all checks after the mis-feed. This routine therefore can either increase or decrease a range of check numbers by a value indexed by user (ex: 1 or 2) should this occur (for example check numbers 3000 thru 3010 might need to be changed to 3001 thru 3011). It is recommended that a check register be on hand for the checks in question so user can compare it with the printed checks to be certain which checks are not numbered properly. Upon selecting this program user selects whether to Increment or Decrement (normally Increment). Then user will enter the value to increment or decrement (usually 1 but could be 2 or 3). Then user will enter the range of check numbers that should be included (refer to check register). A bank code should be entered since the same range of check numbers could exist for a another bank. If the program should only search thru the current month's checks to renumber, then make sure the box "Include curr mo-yr only" is checked. This is handy should the same check#s exist in a different mon-yr. When all questions are answered user will select the command to begin or Cancel to close without processing. After processing a new check register should be printed to confirm that the checks were renumbered properly.

Chng Pay Date Allows user to automatically change the "Pay Date" and/or "Mo-Yr" that is attached to each AP record. For example you closed entries into AP but they have the wrong "pay" date. First user enters what the Pay Date and Mo-Yr should be. Then user may enter a beg/end vendor# (in case only a single vendor or range of AP vendors should be changed). Then user may enter a beg/end budget acct# (in case only a range of budget accts should be changed). Then user may enter a beg/end pay date should you only want to change records that already have specific pay dates. After all values have been entered user would select "Change Date".

Chng Vendor Allows user to automatically change the vendor# on existing AP records. This is handy when the wrong vendor is used when AP records were moved/posted in AP. After displaying the wrong vendor user would select this command. Then the "new" vendor# (the vendor that records will be moved to) is entered. If only some AP records need to be moved over to a new vendor, user may enter a beg/end PO#. Select "Change Vend" to proceed with the move. The "wrong" vendor screen should change and any moved records should no longer show. Click on "Cancel". Then display the "new" vendor to confirm the records are moved.

AP Total Allows user to display an AP Total without printing or displaying a list. This is handy should user just need to know the total in AP and not need the detail. User enters the applicable fund# (blank = all) and a beg/end AP date. Upon selecting "Calculate" the program will display an AP Total to the screen. Select "Close" to exit the routine.

Import AP Accts Payable entries can be imported from a "csv" (spreadsheet) file. User must enter the name of the file which should contain records in the following order: Vendor Name, Description, Budget Acct#, Invoice#, and Amount. After entering the file name, the "Import" command is selected to begin. If vendor names or budget acct#s are invalid the program will issue an error message. User should print or display the AP entries to verify that the import worked.

Main Menu Returns back to Main Menu like when pressing Esc or clicking on "X". This can't be used while posting.

Post Receipts

The purpose of the Receipts Posting program is to post revenue (sales tax receipts, fine payments , licenses paid, etc). The program allows multiple lines to be entered so several items on a single receipt can be entered. The program will either assign an automatic running number to each receipt or allow user to enter a unique receipt number. If auto-numbering is desired then user must indicate so under "Options-Detail Records". Depending how the question "Post Receipts by Fund" is answered in "Options-Detail Records", the program may (upon initially opening this program) display a Fund# selection screen. Entering a fund# means only accounts for the indexed fund will be allowed. Then the following screen will display:

```
=Receipts=================================================================

 Post  Edit  Delete  Print  History  LookUp  Main Menu  Help
------------------------------------------------------------------------------------

  Receipt#:_____      Date:_____    Vendor:____ _____        Session Total: _____
                        Mo-Yr:_____                                                      Total:_____
------------------------------------------------------------------------------------
Account              Contra-Acct         Description                              Dept       Amount



_____   _____   _____   _____  _____
                                                                        (amt or 'void')
                                   Save          Cancel
================================================================================
```

User enters a new receipt as follows: **(if posting by fund and you would like to change the fund#, click on the "#" icon at top left)**

Receipt#:   This number will either be indexed by the user or will be automatic from a value stored in Options-Detail Records although it can be changed. If numbering automatically then the receipt# will advance by 1 after each posting and will be stored in Options. If a receipt needs to be edited, enter the number and the contents will display.

Date: The current date will initially display but user may change to any valid date for this month-year.

Mo-Yr: The month and year the entry will be stored under. The current Mo-Yr will be the default but user can click on this field and change but the value must be consistent with the posting date.

Vendor: If all receipts use the same vendor#, then a receipts default vendor number/name can be stored in Options-Detail Records and will display automatically. If there is no default user will need to enter a valid number or name. There is a question in Options-Detail Records to determine whether the program should stop (between postings) at the vendor#/name to change the vendor value.

Account: Enter the revenue account for this receipt line. If the account number is not known then use the "Lookup" command (see below for instructions on the LookUp command). F4 will repeat last acct# while the F12 key may be pressed to send the focus to the "Save" command.

Contra-Acct: This is the off-set acct (usually a Bank Acct). This is filled in automatically but may be changed.

Description: Description of receipt (Ex: CITN# 20322). Pressing F4 key will repeat last description.

Dept: If user is using dept codes as part of a receipt posting, enter dept# - otherwise skip this field.

Amount: The amount for this line. Optionally user may type 'void' to indicate the receipt was voided.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the receipt then the next account#, description, and amount would be entered. A running total of the receipt is displayed at the top of the screen. If a receipt line needs to be edited user can either single-click on the line and select "Edit" or user may double-click to select. If a line needs to be deleted user can single-click on the line and then select "Delete". When receipt is finished user would select "Save". Selecting Esc or "Cancel" command while entering a line voids the current line. From a blank line Esc/Cancel would void all changes on the screen. When "Save" is chosen a "Session" total is updated to help user know the total of all receipts posted in this session. The "last" rcpt# is displayed at bottom of screen.

Edit   Allows user to edit a Receipt line on the screen. The entries must already be on screen and the line selected.

Delete   Allows user to delete a Receipt line on the screen. If deleting a line, the entry should already be on the screen and user must have already selected the line to delete.

Print   Allows user two choices.... Register or Screen. "Register" is a list of receipts (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

History   Displays entries (detail records, accounts payable, and purchase orders) for a budget account (when focus is in the account field) There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print"command to print the screen to your default printer. To exit from the display user may press Esc key or click on "X".

Lookup (Spyglass icon)

      Display a list of budget accounts. When the focus is in the account number field choosing Lookup will be for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to lookup by number or name. The list will assume to be in name order but if user enters a starting acct number then the list will be in acct number order. If posting by fund, non-matching accounts will not display on the list. A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

Main Menu   Returns user back to Main Menu. This is the same as pressing Esc or "X" to close the screen. User can not select this option while posting.

Post Adjustments/Journal Entries

The purpose of the Adjustments Posting program is to post miscellaneous type postings (ex: transfers between bank accounts). The program allows user to "debit" and "credit" the desired accounts and checks to make sure that the two equal. The program will either assign an automatic running number to each journal entry or allow user to enter a unique journal number. If auto-numbering is desired then user must indicate so under "Options-Detail Records". Upon selecting this program the following screen will display:

```
=Adjustments/JE============================================================
 Post   Edit   Delete   Print   History   LookUp   Import Adj   Main Menu   Help
----------------------------------------------------------------------------------
  Adj Refr#: _____      Date: _____      Mo-Yr:____

  Vendor: _____  _____      Total:_____  (must zero)
----------------------------------------------------------------------------------
 Account       Acct Description        Description              Dept       Debit        Credit


 _____   _____   _____   _____   _____   _____

                              Save              Cancel
============================================================================
```

User enters a new adjustment as follows:

Adj Refr#:	This number will either be indexed by the user or will be automatic but can be changed. If needing to edit an existing adjustment, enter the number and the contents will display.
Date:	The current date will initially display but user may change to any valid date for this month-year.
Mo-Yr:	The month and year the entry will be stored under. The current Mo-Yr will be the default but user can click on this field and change but the value must be consistent with the posting date.
Vendor:	If all adjustments use the same vendor#, then an adjustments default vendor number can be stored in Options-Detail Records and will display automatically. If there is no default or the default is incorrect then user will need to enter a vendor number or name. If no default is being used user may press Tab or Enter to access these fields - otherwise user must "click" on them to change. See explanation on next page on how to do a Vendor LookUp.
Account:	Enter the first account for this receipt line. If the account number is not known then use the "Lookup" command (see below for instructions on the LookUp command). The F12 key may be used to send the focus to the "Save" command.
Acct Desc:	Filled in automatically by the program.
Description:	Description of transaction (ex: TRSFR CD TO CHECKING). F4 key can be pressed to repeat the last description.
Dept:	Optional - if using dept codes and you want to assign a dept to this entry, enter dept code.
Debit:	Debit amount when applicable. Pressing the F4 key will repeat the amount from the previous line.
Credit:	Credit amount when applicable. Pressing the F4 key will repeat the amount from the previous line.

As each line is entered it is displayed in the middle of the screen. At least one debit line and one credit line would be entered although there could be several debits line but only one credit line. However the total of the debits must equal the total of the credits. A "net" total of the entries is displayed at the top of the screen which must eventually equal zero. If a record needs to be edited user can either single-click on the line and select "Edit" or user may double-click to select. If a line needs to be deleted user can single-click on the line and then select "Delete". When adjustment is finished user would select "Save". Selecting "Cancel" would void the receipt.

Edit	Allows user to edit an adjustment posting line on the screen. The adjustment entries must already be on screen and the line selected.
Delete	Allows user to delete an adjustment posting line on the screen. If deleting a line the entry should already be on the screen and user must have already selected the line to delete.
Print	Allows user two choices.... Register or Screen. "Register" is a list of adjustments and journal entries (see

"Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

History   Displays entries (detail records, accounts payable, and purchase orders) for a budget account (when focus is in the account field) There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print"command to print the screen to your default printer. To exit from the display user may press Esc key or click on "X".

Lookup (Spyglass icon)

If the focus in the account number field when choosing Lookup the lookup will for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to lookup by number or name. The list will assume to be in name order but if user enters a starting acct number then the list will be in acct number order.

If the focus is in the vendor name or number field when choosing Lookup the display will be for vendor records. If there is a vendor number entered when Lookup is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when Lookup is selected then the list will be in name order starting with the closest matching name. From the vendor name field if user enters a value starting a slash (ex: /TRUCK) a special **"keyword"** lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF OKLA would both display since both contain the phrase TRUCK.

A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

Import Adj   This routine allows user to import Adjustment/JE entries from a file. The format of the file is "csv" and contains the following fields in this order.... Vendor#, Refr#, Description, Date, Budget Acct, Debit Amt, and Credit Amt. User would enter the file name that contains the entries and then click on "Import" to begin or "Cancel" to abort.

Main Menu   Returns user back to Main Menu. This is the same as pressing Esc or "X" to close the screen. User can not select this option while posting.

Post Manual Checks

The purpose of the Manual Checks posting program is to post checks that are not run through Accts Payable's computer generated check routine (after the fact checks). However the program can also be used to edit most of the info for an AP generated check (check date, expense acct#, invc#, etc) and to also **void** any check. The program allows multiple lines to be entered so several items can be entered for one check. Upon selecting this program the following screen will display:

```
=Manual Checks=============================================================================

  Post   Edit   Delete   Print   History   LookUp   Main Menu   Help

---------------------------------------------------------------------------------------------

  Bank Cd#:__     Ck#:_____     Mo-Yr:____   Ck Date:_____                          Void Ck
  Vendor: _____ _____                        Total: _____

---------------------------------------------------------------------------------------------

  PO#     Account#        Contra-Acct#      Description            Invoice#     Dept     Amount




  _____ _____ _____ _____ _____ _____ _____
                                Save              Cancel
===========================================================================================
```

User enters a new check as follows:

Bank Cd:	Since check registers are printed and check reconciling is done by bank code, user must enter the bank that this check is for. If all accounts have a common bank then it will display automatically and be skipped.
Check#:	This is the check number of the check being posted, edited, deleted, or voided.
Mo-Yr:	The month and year this check is for (ex: 04-2012). Leaving this blank will insert the current mo-yr.
Ck Date:	The date of the check. The date must be a valid date for the month/year just entered. Leaving date blank will insert current date.

Vendor Name/Number:

> User may find the vendor by name or number. From the name field user may type a partial name and press Enter and the closest matching name will display. From the number field user may enter a value and press Enter. If the exact name or number is not known use the "Lookup" command (see below for more info on using "Lookup".

PO#:	If a purchase order was involved, enter the PO#. F4 repeats value from last line while F12 key may be pressed to send the focus to the "Save" command.
Account#:	Enter the expense or liability account for this line. If the account number is not known then use the "Lookup" command to find it by name or number (see below for more info on using "Lookup"). F4 will repeat value from last line.
Contra-Acct#:	This acct is filled in automatically but may be changed. This is normally the "Cash" or "Bank"acct that the expense or liability acct is being offset to.
Desc:	A description of the purchase for this line (ex: PHONE BILL). F4 will repeat value from last line.
Invoice#:	Invoice# for this expense if applicable. F4 will repeat value from last line.
Dept:	If user is using dept codes, enter dept#. If the dept number is not known then use the "Lookup" command to find it by name or number (see below for more info on using "Lookup"). F4 will repeat value from last line.
Amount:	The amount for this line. Pressing the F4 key will repeat the amount from the previous line.

As each line is entered it is displayed in the middle of the screen. If there are multiple lines on the check then the next PO#, acct number, invoice#, dept, and amount would be entered. A running total of the check is displayed at the top of the screen. If a line needs to be edited user can either single-click on the line and select "Edit" or user may double-click to select. If a line needs to be deleted user can single-click on the line and then select "Delete". When check is finished user would select "Save". Selecting "Cancel" would void the check entry, edit, or delete.

Edit   Allows user to edit a manual check posting line on the screen. The entries must already be on screen and the line selected.

Delete   Allows user to delete a manual check line on the screen. If deleting a line the entry should already be on the screen and user must have already selected the line to delete.

Void Ck   Allows user to 'void' a check. The check must already be displayed on the screen. Voiding deletes all records associated with the check except for one and that one record has the description changed to "Void" and the amount is changed to zero. Voiding may be preferable to deleting in that the check is still accounted for on a check register.

Print   Allows user two choices.... Register or Screen. "Register" is a list of checks (see "Reports" section for more info on printing Registers) while "Screen" will print the content of screen to the default printer.

History   Displays entries (detail records, accounts payable, and purchase orders) for a vendor or budget account (when focus is in the vendor or account field) There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print"command to print the screen to your default printer. To exit from the display user may press Esc key or click on "X".

Lookup (Spyglass icons)

        If the focus in the account number field when choosing Lookup the lookup will for account numbers. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to lookup by number or name. The list will assume to be in name order but if user enters a starting acct number then the list will be in acct number order.

        If the focus is in the vendor name or number field when choosing Lookup the display will be for vendor records. If there is a vendor number entered when Lookup is selected then the list will start at the closest matching number and will be in number order. If there is a vendor name (or partial name) in the vendor name field when Lookup is selected then the list will be in name order starting with the closest matching name. From the vendor name field if user enters a value starting a slash (ex: /TRUCK) a special **"keyword"** lookup will be performed. This means that any vendor with the keyword anywhere within the name will be displayed. For example XYZ TRUCK SUPPLY and TRUCK PARTS OF OKLA would both display since both contain the phrase TRUCK.

        A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

Main Menu   Returns user back to Main Menu. This is the same as pressing Esc or "X" to close the screen. User can not select this option while posting.

Detail Records

The Detail Records file is where all POs and AP Checks records are eventually moved to and stored. Receipts, Manual Cks, and Adjustments records are posted directly to the Detail Records file. The purpose of the Detail Records program to be able to view and optionally edit any part of the records created by the these other programs. This program could be used to post manual cks, receipts, or adjustments but hopefully the user will find posting those entries to be easier using the Manual Cks, Receipts, and Adjustment Posting programs. Since this program allows access to all fields within a detail record the user might need to use this program under special circumstances to make edits or post special kinds of entries. After choosing this program the following screen will display:

```
Post  Edit  Delete  Print  History  Lookup   DR Lookup   Total  Change Dates  Ck Import  Main Menu  Help
========================================================================

PO #:            _____              Description
Amount:          _____  DR      _____
Vendor:          _____              _____
Account #:       _____       _____
Contra-Acct:     _____       _____
Contra-Acct2:    _____       _____
Contra-Acct3:    _____       _____
Dept Code:       _____              _____
Invoice#:        _____
Type:            _____     Reference#: _____    Bank Code: __
DR Date:         _____        Mo-Yr: _____             Session Total:_____
AP Date:         _____        Mo-Yr: _____                     Total:_____


Add Vendor    Edit Vendor              Save       Cancel
========================================================================
    Acct#: _____       Acct Desc: _____
Vend Name: _____       Vend #: _____
```

Command Line

A detail record can be brought to the screen by vendor name/number or budget account number/name. After the initial detail record has been brought to the display, scrolling (Up/Down Arrow) will bring up subsequent detail records in the same order. For example, if the first detail record is brought up by vendor name, scrolling will bring up the next detail record in alphabetical order by vendor name.

Field	Description
PO#:	Purchase order number. F4 repeats the value from the previous posting.
Amount:	The amount of the detail records entry that is applied to a single account.
DR/CR:	Depending upon how the Options-Detail Records file has been setup, user may select from a drop-down list DR/CR to determine the sign of the amount just entered. "CR" will make the amount a credit (minus). "CR" will default on "Receipt" postings.
Description:	The description of the transaction. F4 repeats the value from the previous posting.
Vendor:	Initially the cursor will position at the vendor name field. User may enter a partial name to access the closest matching name. Optionally user may enter a vendor number in the vendor number field. If a list of vendors is required user may use "Lookup" (see below for more info on Lookup). If a vendor does not exist "Add Vendor" may be selected and the vendor info can be set up. If a vendor needs to be edited then "Edit Vendor" can be selected and changes made (see Vendor section on Adding/Editing Vendor records).

Account#:	Budget acct number. This is normally the expense, liability, or revenue account that the transaction affects. For "Adjustments" this field could also be a balance sheet account. If a list of accounts is needed user may enter a partial acct number and use the "Lookup" command (see below for more info on Lookup). When an acct number is entered the budget acct description will be displayed immediately to the right. When posting, the contra-account will be filled in automatically except when posting adjustments. Note: user may lookup by acct description by selecting the budget acct description (to the right of the acct number) and entering a partial description and selecting "Lookup". F4 repeats the value from the previous posting.
Contra-Acct /1/2/3:	Contra-Accounts. The contents of these fields will depend on how the detail record was generated. If the detail record was generated by printing an accounts payable check, then all three contra-accounts will be used, contra-1 and contra-acct2 for "accounts payable" and contra-acct3 for "cash-in-bank". If this detail record was posted directly, then only the contra-acct1 will be used and the second and third contra-accounts will be zero or blank filled. Manual checks and receipts will normally have a contra-acct1 (a cash/bank acct) but adjustments will normally not have any contra-acct. Note: if a list of accounts is needed user may enter a partial acct number and use the "Lookup" command (see below for more info on Lookup). Also user may lookup by acct desc by selecting budget acct descs (to the right of the acct numbers) and entering a partial description and selecting "Lookup".
Dept Code:	Department code. The department code to tie to this expense. The department description will be displayed immediately to the right. User may lookup by dept desc by selecting the dept description (to the right of the dept code) and entering a partial description and selecting "Lookup". Note: dept codes are optional.
Invoice #:	The invoice number that is being paid. This field is 24 characters long, so it can usually accommodate more than one invoice number at a time. F4 repeats the value from the previous posting.
Type:	The type field is used to identify the type of entry. The types are 'Check', 'Receipt', 'Adjustment', 'Work Order' and 'Auto-Post'. If posting, the program will insert a value initially depending upon the type selected by the user when posting begins but user may choose another value from a drop-down list.
Reference#:	The reference number is the check, receipt, journal number or work order number. F4 repeats the value from the previous posting.
Bank Code:	A bank code is filled in automatically. This code comes from the "Cash" account that the above account is tied to (double entry posting) or from the "Account# above (single entry posting). This code is used in association with the check recon program and check print programs to determine which bank group this check goes into. This code can be changed by clicking on the field
DR Date:	The date the detail record was posted. If the detail record is a check, then the date the check was printed.
AP Date:	This date field is only used for detail records which were posted as the result of a check being printed. It is the date that the accounts payable entry was posted.
Mo-Yr:	The month-year code that this entry is posted to. This will be assigned automatically from the month/year entered at the main menu or on the command line. To change a month/year, click on the field and enter a different value.
Post	Add a detail record filling in fields as described above. F4 key "repeats" most of the fields from the previous posting. When the screen is completed user should select "Save" or "Cancel" to not save.
Edit	Edit a detail record. The record must be on the screen before selecting this function. When the edits are completed user should select "Save" or "Cancel" to void the changes.
Delete	Selecting this command gives user two choices.... "Record on Screen" and "Range of Records". "Record on Screen" allows user to delete the currently displayed record therefore a record must be displayed before selecting this choice. You will be asked to confirm the deletion before action is taken. "Range of Records" allows user to delete records by a range of dates or reference#s. This is handy should user have multiple records to be deleted and they have a common date or fall within a range of reference#s (check# or receipt#). When this selection is made user may enter a range of dates, a range of refr#s and a "Type" (Checks, Adjustments, Receipts, etc). Care should be taken to make sure these values are entered correctly or more records could be removed than desired.
Print	Two options are available.... Report and Screen. 'Screen' will print the contents of the detail records screen while 'Report' assumes you want a list of detail records. When selecting "Report" (or the Printer icon) the following screen appears:

=Detail Records===

Print Order: Options: Ranges:
  o Vendor Order   Report Date: _____   Fund: ____
  o Acct Order   Type: _____   Beg Acct: _____
  o Dept Order   __ Print Contra Accts   End Acct: _____
  o Ref# Order   __ Print Auto Entries   Rprt Title: _____
  o PO# Order   __ Sub-Totals   Beg Vend#: _____   Beg Dept: _____
                          Sub-Total Digits: __   End Vend#: _____   End Dept: _____
                          Bnk Code: _ (blank for all)   Beg PO #: _____   Beg Refr#: _____
                                                          End PO #: _____   End Refr#: _____
  Printer: Beg Date: _____   Beg Mo-Yr: _____
  _____   End Date: _____   End Mo-Yr: _____
  Font: Size:
  _____ _____   <u>Print</u>   <u>Close</u>
  Orientation: __Print to Screen
  _____ <u>Set</u>   __Print to csv File
  Tray:
  _____   __Double Sided

===

User would answer the following questions:

Print Order: The report may be printed in either vendor no, budget acct no, dept code, reference number, or PO# order.
Options:
Report Date: Date of the report. Initially the current date will display but user may change if needed.

Type: If only a specific "type" of detail record should be included (ex: Checks), select the type from the drop-down list.

Prt Contra-Acct: Checking this box means to also include the detail record "contra-acct" on the report.

Prt Auto-Entries: Checking this box means to also include "auto-post" records on the report. These are the single-sided entries generated when printing the budget report (assuming the Budget Rept Report Format is set up to do that).

Sub-Totals: Applicable if printing in budget acct number order. Checking this box means that a subtotal amount will print when the acct number changes.

Sub-Tot Digits: Applicable if printing in budget acct number order. If the above question is checked this tells the program how many digits must change to generate the subtotal. For example "2" means when the first two digits of the budget acct changes a subtotal should print.

Bnk Code: If only detail records with a specific bank code should be included, enter the code. Leave blank for all bank codes.
Ranges:
Fund: If printing records for a single fund, user can enter a fund number (ex: 01 or 02) and the below account# range will be filled in automatically with the range for just a single fund.

Beg/End Acct: If only records for a range of budget acct numbers should print, enter the beg/end numbers. If printing for a single fund, enter fund# above. Leave as defaulted to include all detail records without regard to the budget acct number.

Rprt Title: If you want a special title for the report (ex: Police Expenses) type the text needed.

Beg/End Vend: If only records for a range of vendor numbers should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the vendor number.

Beg/End Dept: If only records for a range of dept codes should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the dept codes.

Beg/End PO#:   If only records for a range of purchase order numbers should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the purchase order number.

Beg/End Ref#:   If only records for a range of reference numbers (check or receipt number) should print, enter the beg/end numbers. Leave as defaulted to include all detail records without regard to the reference number.

Beg/End Date: If only records for a range of detail record dates should print, enter the beg/end dates. Leave as defaulted to include all detail records without regard to the detail record dates.

Beg/End Mo-Yr: If only records for a range of an acctg month-year should print, enter the beg/end mon-yr. The current mon-r will initially display but may be changed. Leave as defaulted to include only the current month.

Printer Settings: See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the report to display to the screen instead of outputted to a printer, check this box.

Print to csv File: See page 73 for more information.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

History — Displays entries (detail records, accounts payable, and purchase orders) for a budget account or vendor (depending whether the cursor is in an acct number or vendor field when selecting this command). There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" display all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. If needed, user may select the "Print" command to print the screen to your default printer. To exit from the display user may press Esc key or click on "X".

Lookup — Once the user has clicked on 'Post' or 'Edit', if the focus is in the account number field when choosing LookUp the list will be in acct number order. If there is a value in the account number field when Lookup is selected then a list will display beginning with the acct number entered. If user needs a list of accounts in desc order then place the cursor in the acct number description field. Then type a partial desc before selecting "Lookup".

If when posting or editing a record the focus is in the vendor no. field when choosing LookUp the list will be in vendor no. order. If there is a value in the vendor no.field when Lookup is selected then a list will display beginning with the number entered. If user needs a list of vendors in name order then place the cursor in the vendor name field. Then type a partial name before selecting "Lookup".A record may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

DR Lookup — When the focus is at the bottom of the screen (in the Lookup fields) user can enter a value in one of the four fields and then click on "DR Lookup" to get a list of records in that order. For example if a budget acct# is entered and then "DR Lookup" is selected then the list of records will display in budget acct# order. After the list displays user may double-click on or press down-up arrow and Enter to display the desired record.

Total — There are two options under this command.. 'Calc Total' and 'Clear Total'. If user needs to calculate a "total" of detail records user would select "Calc Total". If user needs to add up records for just a single fund then user would enter a fund number. If only a specific "type" (Checks, Receipts, Adjustments) of detail record should be included in the calculation then user would select the type from the drop-down list - otherwise leave as "All". If the calculation should also include the "contra-acct" (the debit and credit amount) then user should check the "Add Contra-Accts" box. When "Calculate" is selected the system will display the total in the "Total" field (on the right side of the screen). If user is including the contra-acct the total will normally be zero indicating debits equal credits. If not including the contra-acct then the total will be total posted to the first acct on each detail record for the type selected.

If user selects "Clear Total" then the "Total" amount (on the right side of the screen) will be cleared to zero. The purpose of using this clear option is to be able to clear the total the posting routine accumulates when posting new entries before starting a new batch. For example user might post several entries that is supposed to add up to a total. User can clear the total before posting and then check to see what the total is at the end.

Change Dates — Should a few detail records have an incorrect date the values can be edited individually by using the Edit routine. But when there are many records with the wrong date this routine can be used to automatically change the detail record dates on selected records. User must first click on "Yes" to confirm the program should be opened. Next a "new" date is entered. Then user must identify those records that need to be changed by choosing the "Type" (Check, Rcpt, Adj/JE), beg/end refr#, and beg/end date. After entering these values user should choose the "Chng Date" command to begin.

Ck Import — This routine allows user to import check records from a 'csv' formatted file. The contents of the csv file is the check#, vendor name (or number), description of purchase, budget acct#, budget contra acct#, invoice#, amount, and check date in that order. User enters the file name and then clicks on "Import" to begin. The records in the csv file will be merged into the Detail Records file under the Mo-Yr that matches the check date.

Main Menu — Returns user back to Main Menu. This is the same as pressing Esc or "X" to close the screen. User can not select this option while posting.

Financial Reports

The main purpose of the Budget/Encumbrance Report is to print summarized financial reports for a group of budget accounts for a specified time period. The information provided always includes a MTD Activity and YTD Activity but can also include Amt Budgeted and Balance Remaining. One report option even includes Last Year's YTD Activity as a comparison. Which accounts print and the format and order of the report is determined by a report "format" file which should already be set up. The Budget Report only includes Accts Payable and Detail Records but if "Encumbrance" is selected the program will also include purchase orders in a separate column (assuming the report is using the "Standard" format. The Trial Balance prints the YTD balance of accounts found in a specified range of funds. Upon selecting this program the following screen will display:

```
=Financial Reports==========================================================

  Report Type:

  o Budget Report          __Balance Sheet Only        Use Budget Amts From __

  o Encumbrance Report                                 Budget Preparation File

  o Trial Balance          __Exclude Zero Lines        Budget Preparation File#:

  o Prior Mo-Yr Compare                                _____

  Report Format#: _____         Use Amt Col: _____

  Print Date:  _____    __Do not print CR sign

  Mo-Yr:      _____          Prior Mo-Yr: _____

  Copies:     ____

  Beg PO Date:_____        End PO Date:_____

  Beg Fund:   ____          End Fund:   ____                    Print

  Printer:                                                      Close
  _____
  Font:                    Size:

  _____   _____
  Orientation:             __ Print to Screen

  _____     Set        __ Print to csv File
  Tray:
  _____          __ Double Sided

==========================================================================
```

User answers questions as follows:

Report Type: Select "Budget Report" to include only Accts Payable and Detail Records. To include Purchase Orders select 'Encumbrance Report' (this report does not include accounts in the Report Format with the "Bal Sht" Report Type). To print a Trial Balance (a list of accts with a YTD balance) select 'Trial Balance'. The "Prior Year Compare" option is a variation of the Budget Report by comparing the current Mo-Yr YTD totals with last year's thru the same month (ex: if report is being run for 05-2016 then the prior year will be for 05-2015.

Bal Sht Only: Applicable only to the Budget Report. If the Budget report you are printing includes a balance sheet (assets and liabilities) and you only want to print that part of the report, check this box. Checking this box will cause the program to skip revenue and expense accounts.

Exclude Zero Lines:
Applicable only to the Trial Balance Report. If the Trial Balance amounts for a given account are all zero and you don't want them on the report, check this box. Leave unchecked to include zero lines.

Rept Format#: This is the report format file# that determines what format and which group of accounts will print on the report. The lowest numbered format file# will display but the rest of the files can be selected from a drop-down list.

Print Date: Initially this is the month-ending date of the month-year currently loaded. The program will change this value based on the month-year entered below but user may change the value if needed.

Do not print CR Revenue and Liability accts normally carry a credit balance so those balances on the report will normally have a CR sign next to them. If you would prefer that the CR sign be left off check this box.

Mo-Yr: This is the month-year the report is for. This value is important since it determines which month will be included in the MTD activity. Also the YTD activity will include 'thru' this mon-yr. For example if the mon-yr is 10-2016 and the fiscal year begins in July then the YTD (for expenses and revenue accts) will include July thru October.

Prior Mo-Yr: Applicable only to the "Prior Mo-Yr Compare" report. The Mo-Yr from one year in the past will be the default value but user may change it to any Mo-Yr in the past. For example you may want to compare current balances with those from a month ago, six months ago, or 2 years ago.

Copies: Number of copies to be printed. Choices are 1 thru 9.

Beg/End PO Date:
    Only applicable if the "Encumbrance Report" is selected. Since this option will include purchase orders and since user might not want all purchase orders to be included, user can control which will print by entering a range of PO dates to be included.

Beg/End Fund: Only applicable if the "Trial Balance" report is selected. User should enter the range of fund#s the report is for. This report shows YTD balances for each account within the fund except it shows only the fiscal year beginning balance for the fund balance acct (if one is set up)....i.e. does not include any current year "auto-postings" since that balance would be reflected in the revenue and expense YTD balances. If using double-entry posting, the fund balance total at the end of the report should be zero. If any heading or totals accounts print on the report they can be excluded by changing the 'Hdng/Total' field to "Y" on that record's budget account screen. Also accounts with a "Special" type code are not included on the Trial Balance.

Printer Settings: See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the report to be on the screen instead of outputted to a printer, check this box.

Print to csv File: See page 73 for more information.

Use Budget Amts From   (applicable to Budget and Encumbrance Repts)

Budget Prep: In rare cases user may need to include on the report a budget amount that is not from the regular Budget Acct file. For example a new fiscal year has just begun but you still have the old budget amounts in the budget acct file. If you are using the "Budget Preparation" program you may have already entered "proposed" (projected) budget amounts. By checking this box user tells the program to use the Budget Preparation file to get the budget amounts.

Budget File#:   If the budget amounts are being retrieved from the Budget Preparation file, user must indicate which file#/name to use. In most cases the number will be the same as the Rept Format# but could be different. User may choose the file#/name from a drop-down list.

Use Amt Col: If the budget amounts are being retrieved from the Budget Prep file, user must indicate which column to use from the file. The Budget Preparation file contains three amount columns. User should select from the drop-down list the amount column desired. Choices will normally be 'YTD Activity', 'Curr Budget', and 'Prop Budget'. 'Prop Budget' would be selected if user still has the old budget amounts in the budget file and needs the new budget amounts to print. However if user has already put in the new budget amounts and is needing to run a report for the last fiscal year then user could select 'Curr Budget' since that represents the budget amounts for last year.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Detail Ledger Report

The main purpose of the Detail Ledger Report is to print "detail"financial reports for a group of budget accounts, vendors, or depts for a specified time period. The information provided is each detail posting for a month or range of months. The program will also include a MTD Activity and YTD Activity as well as an Amt Budgeted and Balance Remaining. This is the report to print when you have a question about an amount on the Budget Report or when at year's end and you want to print the year's activity to paper. Upon selecting this program the following screen will display:

```
=Detail Ledger Report=============================================================

  Ledger Type:                  Acct Ldgr Options:            Dept# Range:
  o Account Detail              Report Format#:                 Beg    End
  o Vendor Detail               _____   1. ____  ____
  o Dept Detail                 __  Skip Entry if 1st/2nd c-accts same   2. ____  ____
                                __  Summarize Cks on Cash Accts   3. ____  ____
  Options:                      __  Cash Accts Only
  _____ Report Date          __  Print Totals Only             PO# Range:
  __ New Page/Range             __  Sub-total by Months           Beg    End
  __ Include Zero Accts         __  Sub-total by Acct Digits    1.____  ____
  __ Include Inactive Accts     __  # Digits to Sub-total       2.____  ____
  __ Include POs                __  New Pg for Grand Totals     3.____  ____
  __ Print in Ref# Order        Mo-Yr Range:                   4.____  ____
  __ Print in Date Order        Beg Mo-Yr: _____
  _____Type to Include       End Mo-Yr: _____
  _____ Amount (.00=all)
  Acct# Range:                                                Use Budget Amts from __
  Fund   Beg                End                                 Budget Preparation File
  ____  _____   _____                  Budget Preparation File#:
  ____  _____   _____                  _____
  ____  _____   _____                  Use Amt Col#:_____
  Vendor# Range:                Printer:
    Beg      End               _____
  1. _____   _____            Font:              Size:              Print
  2. _____   _____            _____  _____
  3. _____   _____            Orientation:          __Print to Screen
                               _____  Set   __ Print to csv File    Close
                               Tray:              (Report Format)
                               _____   __ Double Sided
========================================================================================
```

User answers questions as follows:

Ledger Type: Select 'Account Detail' if printing detail postings for budget accounts, "Vendor Detail" if printing detail for vendors, and "Dept Detail" if printing detail for dept codes.

Options:

Report Date: If running the report thru a past Mo-Yr then the month-ending date for that Mo-Yr will initially display. If the report is thru the current Mo-Yr then the current system date will display. In either case user may change to any date desired.

New Pg/Rng: If printing the detail reports for more than one range of accounts, vendors, or depts and each range should be on a different page, check this box.

Include Zero Accts

    Check this box if an account, vendor, or dept should print even if there has been no activity at all.

Include Inactive Accts:

> Check this box if an account, vendor, or dept should print even if there is no activity in the mo-yr range being printed but there is a balance forward). Note: user may set a default in Options-Report for this checkbox.

Include POs: Check this box if unclosed purchase orders should be included on the report.

Print in Ref# Order:

> It is recommended that this box default as checked thru a setting in Options-Reports and on that same screen check the question "Detail Ldgr - Combine Cks/Rcpts on Cash Accts". This will print records in ref# (check# or recpt#) order by type and on "Cash" accts checks and receipts with multiple entries will print a combined total for each check and receipt. **If user would like to print the Cash Accts with the check and receipt amounts uncombined then uncheck this box**. If this box and "Print in Date Order" are unchecked then the Acct Ledger will still print in ref# by type order but won't combine. Vendor and Dept Ledgers will print in the order posted.

Print in Date Order:

> Check this box if records should print in date order as opposed to ref#/type order. If this is the most common sequence you want to print records then set this sequence as the default on the "Options-Reports" screen.

Type to Include: Initial value will be "All" which means to include all types of postings (checks, receipts, jnl entries) on the report. Otherwise select from the down-drop list a specific type to include Checks, Receipts, etc..

Amount: If user is searching for transactions with a specific dollar amount, enter the amount. For example if user enters 50.00 then only transactions for 50.00 (debit and credit) will print or display. To make the report shorter user could also uncheck the "Include Inactive Accts" checkbox which leaves off accounts with no current activity. Leave the amount as zero to run the report as normal.

Acct Ldgr Options: (applicable only to Account Detail option)

Report Format#: If user would prefer to print the account detail ledger in the same order and for the same accounts that are in an existing report format, choose the report format# from the drop-down list. Leaving the drop-down list with a value of "None" will cause the program to use the range of account#s below.

Skip Entry if 1st/2nd c-accts same:

> Checking this box causes the program to exclude entries where the contra-accts are the same (ex: Accts Payable). Uncheck the box to include offsetting debits and credits to the same acct. A default setting can be set in "Options-Reports".

Summarize Cks on Cash Accts:

> Checking this box causes the program to "summarize" checks into a single amount on the Bank (Cash) account.

Cash Accts Only:

> Applicable only if the above "Summarize Cks on Cash Accts" box is checked. Checking this box causes the program to not only summarize cash accounts but to also print only "cash" accounts.

Print Totals Only:

> Checking this box causes the program to only print subtotals and totals but no detail. This is handy should you need to see key totals but do not need to see the detail behind the totals.

Sub-total by Months:

> Checking this box causes the program to print a subtotal on each account after each month. For example if printing a report for the fiscal year a subtotal would print for each account after July's activity, another subtotal would print after August, etc. Note: this option is not available if "summarizing".

Sub-total by Acct Digits:

> Checking this box causes the program to print a subtotal when a part of the account number changes. For example user might like a subtotal when the fund number changes.

 # Digits to Sub-total:

> If subtotaling by acct digits enter the number of digits that have to change to generate a subtotal. For example if subtotaling between funds and the fund is the first two digits of the account number, enter "2".

New Page for Grand Totals:

> The detail ledger totals normally prints at the end of the report. If the grand totals should instead print on a separate page check this box.

Beg/End Mo-Yr:

> This is the range of month-years that the report will include. The current logged-in Mo-Yr will be the default but these values can be changed.

Fund: This is applicable only if using the account detail option. If the beg/end acct number range below will be for an entire fund then user can index the fund# (ex: 01 or 02) and the program will automatically insert a beg/end account for the specified fund. If including all accounts or if the range will not be a full fund range then leave this value blank.

Acct# Range: Beg/End Acct Numbers:

> This is applicable only if using the account detail option. This allows user to enter up to three ranges of accounts which could be a single account range, a full fund, or all accounts. If printing for ranges of entire funds, it is easier to enter a fund# above and the program will insert the range for you.

Dept# Range: Beg/End Dept Numbers:

> This is applicable only if using the dept detail option. This allows user to enter up to three ranges of accounts. For example user could print three specific depts or one or more large ranges of depts.

Vendor# Range: Beg/End Vendor Numbers:

> This is applicable only if using the vendor detail option. This allows user to enter up to three ranges of vendors. For example user could print three specific vendor#s or one or more large ranges of vendors.

PO# Range: Beg/End PO Numbers:

> This is applicable only if the "Include POs" box is checked. This allows user to enter up to four ranges of PO#s to be included on the report.

Use budget amts from Budget Prep#: (applicable only to Account Detail option)

> In rare cases user may need to include on the report a "budget amount" that is not from the regular Budget Acct file. For example a new fiscal year has just begun but you still have the old budget amounts in the budget acct file. If you are using the "Budget Preparation" program you may have already entered "proposed" (projected) budget amounts. By checking this box user tells the program to use the Budget Preparation file to get the budget amounts.

Budget File#: If the budget amounts are being retrieved from the Budget Preparation file, user must indicate which file#/name to use. In most cases the number will be the same as the Rept Format# but could be different. User may choose the file#/name from a drop-down list.

Use Amt Col: If the budget amounts are being retrieved from the Budget Preparation file, user must indicate which column to use from the file by selecting a value from a drop-down list. The Budget Preparation file contains three amount columns. User should select from the drop-down list the amount column desired. Choices will normally be 'YTD Activity', 'Curr Budget', and 'Prop Budget' but could be different. 'Prop Budget' would be selected if user still has the old budget amounts in the budget file and needs the new budget amounts to print. However if user has already put in the new budget amounts and is needing to run a report for the last fiscal year then user could select 'Curr Budget' since that represents the budget amounts for last year.

Printer Settings: See the end of the manual for information regarding printer settings.

Print to Screen: If user would prefer the report to display on the screen instead of outputted to a printer, check this box.

Print to csv File: Applicable to the Account and Vendor Detail report. See page 73 for more information. When the file is created it will be in one of two formats..... "Raw Data" or "Report". "Raw Data" means the outputted csv file is just the records but no totals of any kind. The idea is that the formatting will be done in the spreadsheet program that will be importing the file. "Report" means the output file should be in the same format as the printed report including totals. Which format is used is determined by a setting in "Options-Reports" titled "Detail Ldgr - Print to csv - raw data". If that box is checked then only the records will be in the file but if the box is unchecked it will be outputted in Report format.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Claims List

The main purpose of the Claims List Report is to print a list of bills due and/or paid (AP and/or Detail Records). This report may be the printed documentation you give to your council or board itemizing what is owed and/or paid for the month (i.e. claims made upon your town/city).Upon selecting this program the following screen will display:

```
=Claims List================================================================

  Print Order:              Acct Order Options:       Accounts Payable
  o Acct# Order               __ Dept Totals           __Print Accts Payable
  o Vendor Order                                        Beg Mo-Yr: _____
  o Dept Order                __ Digits for Sub-totals  End Mo-Yr: _____

  Print Options:                                        Beg Date:   _____
  __Vendor Name Order                                   End Date:   _____
  __Sub-Totals
  __New Page
  __Print Refr#                                        Detail  Records
  Copies:      ____                                     __Print Detail Records
  Report Date: _____                                Beg Mo-Yr: _____
  Fund:        ____                                     End Mo-Yr: _____
  Beg Acct#: _____                         Beg Date:   _____
  End Acct#: _____                         End Date:   _____


  Printer:                                                    Print
  _____
  Font:                Size:                                  Close

  _____  _____
  Orientation:     __ Print to Screen
  _____   Set  __ Print to csv File
  Tray:
  _____ __ Double Sided
========================================================================
```

User answers questions as follows:

Print Order:	Select 'Acct# Order' to print the report in budget acct number order, 'Vendor Order' to print report in vendor number or name order, or 'Dept Order' to print report in dept number order.
Vendor Name Order:	
	Applicable when printing in vendor order. If the report should use the vendor name (instead of vendor#) as the sequence, check this box.
Sub-Totals:	Checking this box programs the system that subtotals will be desired. User will then indicate the type or subtotal when the questions 'Dept Totals' and 'Digits for Sub-Totals' are accessed below.
New Page:	If subtotals are applicable and a new page should be started after each subtotal, check this box.
Print Refr#:	If the check# (ref#) should be included on the report (detail record items already paid) check this box.
Copies:	If more than one copy should be printed, select from the drop-down list a number from 2 thru 9.
Report Date:	Initially this date will be the current date but user may change to any desired date.
Fund:	If the report is only accounts for a single fund, enter the fund# (ex: 01) and the beg/end bdgt acct will be changed
Beg/End Acct:	If the report should only include a range of acct numbers enter a beg and end number (see "Fund" above).
Dept Totals:	Checking this box programs the report to print a subtotal when the dept# (within the A/P or Detail Record) changes. If not using dept codes then do not check this box.
#Digits-Subtot:	If the report should subtotal when the acct number changes then choose the number of digits from the drop-down list that would have to change to generate the subtotal. For example if the fund number is the first two digits of

your account number and a subtotal is needed between funds, then choose '2'.

Accts Payable: If accounts payable records (items not yet paid) should be included on the report check this box.

Accts Pay Beg/End Mo-Yr:

     If accounts payable are being included enter the range of accounting periods to include... normally the current month.

Accts Pay Beg/End Date:

     If accounts payable are being included enter the range of dates to include. If the primary focus is the accounting periods then leave these dates as defaulted and enter a beg/end mo-yr.

Detail Records: If detail records (items already paid) should be included on the report check this box.

Detail Record Beg/End Mo-Yr:

     If detail records are being included enter the range of accounting periods to include...normally the current month.

Detail Record Beg/End Date:

     If detail records are being included enter the range of dates to include. If the primary focus is the accounting periods then leave these dates as defaulted and enter a beg/end mo-yr.

Printer Settings   See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the report to display on the screen instead of outputted to a printer, check this box.

Print to csv File: See page 73 for more information.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Registers Report

The main purpose of the Registers Report is to print a list of up three different kinds of postings.... checks, receipts, and adjustments. Although a check or receipt can have multiple entries, this report combines by reference# and prints a single line with a total. If postings have a zero reference# then it will not be combined. Upon selecting this program the following screen will display:

```
=Registers Report=================================================
 Register Type:
  o Check Register          __Verify Register      Beg Mo-Yr :_____
  o Receipts Register       __Print Details        End Mo-Yr: _____
  o Adjustments/JE Register __Print Acct#s
                                                   Beg Refr#: _____
 Report Date: _____                          End Refr#: _____
 Blank Lines Between:___
 Fund Prefix: __                                   Beg Date: _____
 Bank Code:  __                                    End Date: _____
 Report Desc:_____
 Print if Over:_____                             Print

 Printer:                                              Close
 _____
 Font:                Size:

 _____  _____
 Orientation:        __Print to Screen
 _____   Set    __ Print to csv File
 Tray:
 _____    __Double Sided
==================================================================
```

User answers questions as follows:

Reg. Type:	Select 'Check Register' to print a list of checks, 'Receipts Register' to print a list of receipts, or 'Adjustments/JE' to print a list of adjustments.
Verify Reg.:	This is applicable only if a check register is being printed. This option causes the program to test if checks have a non-cash contra-acct. If so the check amount prints as .00. Note: a contra-acct is considered a Cash Acct if the "Cash Acct" box marked as Y on the Accounts screen.
Print Details:	This is applicable only if a recpt register is being printed. Checking this box tells the program to include the "detail" lines from a receipt instead of just the total.
Print Acct#s:	This is applicable only if printing an Adjustments/JE Register. If this box is checked then the budget acct number used in posting the adjustment is also included on the report.
Report Date:	This will initially display as the current date but user may change to any date desired.
Blank Lines:	This is the number of blank lines between each printed line. "0" (zero) would result in a single space whereas "1" would result in a double space.
Fund Prefix:	If printing the register for a single fund, enter fund number. Alternatively, depending upon the question "List Funds and Bank Codes" in Options-General is set, the fund# may be selected from a drop-down list.
Bank Code:	Enter the bank code applicable to the register being printed. If not using multiple bank codes then the program may insert a default value automatically. If the combination of the fund prefix and bank code matches a fund in Options-Funds then that fund name will display. **Alternatively, depending upon how the question "List Funds and Bank Codes" in Options-General is set, the bank code may be selected from a drop-down list**.

Report Desc: User may type any meaningful report title (ex: GENERAL FUND CK REG).

Print if Over: Only checks over this amount will print. Since the value initially displays as -999999.99 any amount will print unless user changes the amount (ex: 5000.00). Sometimes auditors want a list of checks 'over' an amount to use as an auditing tool.

Printer Settings: See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the register report to display on the screen instead of outputted to a printer, check this box.

Print to csv File: See page 73 for more information.

Beg/End Mo-Yr: Only entries that are within this range of month-years will be included. Normally this would be a single month but could be for any range of accounting periods.

Beg/End Refr#: Only entries within these reference#s (check# or receipt#) will print on the report. Normally this will be left as defaulted (000000 and 999999) but can be changed if needed.

Beg/End Date: Only entries within these dates will print on the report. Normally this will be left as defaulted (00/00/00) and 99/99/99) but can be changed if needed.

Tray: If your printer has multiple paper trays you may select which tray to use. The tray choices come from the printer's properties (driver software) so the choices listed are solely dependent on what can be read from that source.

Double Sided: If your printer has the capability of printing on both sides of the paper this checkbox will be enabled - if not it will be disabled. If enabled and you want to print on both sides of the paper, check this box. Note: if the tray or double-sided options cause problems for your printer these options may be disabled in Options–General.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Mask Select Report

The purpose of the Mask Select Report is to be able to generate Account YTD Balances for accounts with common digits. For example many users have all accounts within the same fund start with the same two or three digits (ex: 01 or 02). Also accounts within a dept may have common digits within the acct number (ex: the middle digits might be 10 or 20). Therefore a dept like Police might have all its accounts start with 01-10. This commonality allows user to create custom reports on the fly by simply filling in an account "mask" with the common digits desired which would result in only matching accounts printing. Upon selecting this report the following screen will display:

```
=Mask Select Report====================================

  Acct Mask: ##-##-###

 __  Show Detail

 __  Include Zero Accts


Beg Mo-Yr: _____

End Mo-Yr: _____                              Print


Report Heading: _____    Close


Printer:

_____

Font:                    Size:

_____  _____

Orientation:             __ Print to Screen

_____    Set      __ Print to csv File

Tray:

_____     __ Double Sided

========================================================
```

User answers questions as follows:

Acct Mask:	The format of the mask is your account format and is determined by settings in Options-General. Use the right and left arrows to move to the account position desired and enter the value desired. For example if the acct mask is ##-##-### and user enters 01-10 (fund 01 - dept 10) for the first four digits then only accounts beginning with that value would print. If user enters 01 in the first two digits and 5 in the fifth position (01-##-5##) then all accounts ending in the 500 series (500 thru 599) for fund 01 would print.
Show Detail:	Check this box if in addition to the YTD balance, detail postings for each account should print.
Incl Zero Accts:	Check this box if accounts with a zero YTD balance should be included. Normally this would be unchecked.
Beg/End Mo-Yr:	These values will initially display as the current mon-yr but may be changed. This determines what acctg periods should be added together to arrive at the YTD balance.
Report Heading:	User may type any meaningful report title (ex: POLICE DEPT EXPENSES)
Printer Settings:	See the "Printer Settings" section for information about printer options.
Print to Screen:	If user would prefer the report to display on the screen instead of outputted to a printer, check this box.
Print to csv File:	See page 73 for more information.

After all questions are answered user would select "Print" to send job to the printer. If "Print to csv File" is checked a screen will display where user enters a file name (see page 73 for more information). If report goes to screen and screen fills user may scroll up and down - Esc key or clicking on "X" closes the screen. To exit the report screen click on "Close".

Vendor 1099s

The purpose of this program is to print 1099-NEC or 1099-Misc forms (and optionally the 1096 transmittal form) for qualifying vendors. 1099s are only printed for vendors who have a 1099 type (Compensation, Rents, etc) on their vendor screen and who have purchases over the cut-off amount as set in Options-1099s. The program uses laser forms and user may perform an alignment test before printing the forms. This program also allows user to build an electronic 1099 file which would be in lieu of sending forms to some gov't agencies.

=Print Vendor 1099s=====================================

Register Type:

o Print 1099 Forms

o Print 1096 Form   <u>Print 1099s</u>

o Build Electronic Report File

o Zero Vendor Calendar YTD Amts   <u>Close</u>

o Forms Alignment

Parameters:

Report Year: _____   __Include Vendor Calendar YTD Amt

_Prior Year   __Include Adjustments/JEs

Fund#:____   __Corrected 1099 (amts only)

Beg Vendor: _____   Beg Mo-Yr: _____

End Vendor: _____   End Mo-Yr: _____

File Name: _____

Cut-off Amount: 600.00

Printer:

_____

Font: Size:

_____ _____

Orientation:

_____   <u>Set</u>

==

User answers questions as follows:

Options:	Select "Print 1099 Forms" to print 1099-Misc or 1099-NEC forms. Or select "Print 1096 Form" to print the 1096 transmittal that is sent in with 1099 forms. Select "Build Electronic Report File" to build an electronic file with 1099 info to send to govt agencies (user must still print a 1099 form part B to send to vendors). Select "Zero Vendor Calendar YTD Amts" to move zero to the vendor calendar YTD amounts. Select "Forms Alignment" to perform a test alignment print before beginning the full 1099 form print.
Type:	Select '1099-NEC' to print forms or build a file for vendors with non-employee compensation payments or '1099-Misc' for vendors with payments for Rent, Royalty, Medical, Attorney, and Other Income. **It is important that this option be correctly selected before proceeding with printing forms or building files**.
Report Year:	This is the year for which the forms or electronic file applies to. The year is computed by taking the system year and subtracting 1 except if the system month is 12 (Dec), 1 is not subtracted. So if the system month/year is 01/2024 then 2023 will be the report year but if the system month/year is 12/2023 then 2023 will display. Regardless the user may manually change the year if necessary.
Prior Year:	Applicable only to the option "Build Electronic Report File" and is checked only if creating a file for a prior year.
Fund#:	In some cases you may need to print 1099s by fund (ex: purchases from fund 01 only). If so enter the fund# (ex: 01 or 02). Leaving this field blank combines amounts from all funds. If printing by fund make sure the correct fund name and fed-id has been entered in "Options–Form 1099". This field is disabled if the "Include Vendor Calendar YTD Amts" is checked since to get amounts by fund the program would have to use only the history.
Incl Vendor Cal:	When printing 1099s the postings for Jan thru June for the current calendar year may already have been removed thru the Year-End Close. If so then the first six months will have to come from the vendor screen (which is updated when performing Yr-End Close). If you normally have the prior fiscal year closed by the time you print 1099s then make sure this box is checked. If the prior fiscal year is still in detail records by the end of December then you would have all the detail postings needed to compute the vendor purchases so this box should not be checked. The initial value of this field comes from Options-Form 1099. This field is not applicable to the "Zero Vendor Calendar YTD Amts" option.

Include Adj/JE: When printing 1099s 'check' entries for each 1099 vendor are added together to arrive at the purchase amount that prints on the 1099. However some purchases are made on-line and may be posted as "Adjustment/JEs". If Adjustment/JEs (posted to Expense Accts) should be included in the vendor's purchase amount check this box.

Corrected 1099:   If printing a corrected 1099 check this box. This causes the program to check the "Corrected" box on the form.

Beg/End Vend: To process only a range of vendors, enter a beg and end vendor. Normally these values should be 000000 and ZZZZZZ which would process all vendors. However if re-printing forms user can enter a beg and end value to re-print. This field is not applicable to the "Zero Vendor Calendar YTD Amts" option.

Beg/End Mo-Yr: This determines the range of history the program will add together to determine YTD purchases. If the above question "Include Vendor Calendar YTD Amt" is checked the program will default the mon-yrs from July to Dec. If this question is not checked then default mon-yrs will be Jan to Dec. This is because when including the Vendor Calendar YTD Amt the assumption is that the last fiscal year has been closed and that there is no history for the first six months of the calendar year. If the prior fiscal year has not been closed then all history is present to compute YTD purchases and therefore the entire calendar year (Jan thru Dec) should be added together. This question is not applicable to the "Zero Vendor Calendar YTD Amts" option.

File Name: This field is applicable only to the "Build Electronic Report File" option. The initial value displayed will be one of the file names loaded in Options-1099s. This field may be changed if needed but it is not a permanent change.

Cut-off Amt: This field is the amount the program uses to determine if a 1099 should print for a vendor. If the total purchases is this amount or less then no 1099 will print. The initial value that displays is stored in Options-1099s but may be changed on this screen (although it is not a permanent change).

Printer Settings   See the end of the manual for information on printer settings.

After all questions are answered user would select "Print 1099-NEC" or "Print 1099-Misc" if printing forms, "Align Forms-NEC" or "Align Forms-MISC" if testing the form alignment, "Bld Mag File-NEC" or "Bld Mag File-MISC" if building the electronic file, or "Zero Cal YTD" if zeroing out the vendor calendar YTD amounts. If printing 1099s forms the program will print two vendors to a page and a total at the end. If performing an alignment test one form will print with test data where ideally an "X" will print in the middle of the "Void" box which means all other data should align. If the form does not align properly then user should go to Options-Form 1099 and adjust the appropriate 1099 top or left margins. After 1099s print user may insert the 1096 transmittal form in the printer and select the "Print 1096 Form" option and then the "Print 1096-NEC" or "Print 1096-MISC" command to begin printing. If the 1096 info does not align then go to Options-Form 1099 and change the 1096 top or left margin. If building an electronic file a page will print with summary totals to show what records have been placed in the file (note: the electronic file will be in the same folder as defined in the "Start-in" property of your program icon). If zeroing the vendor calendar YTD amounts a message will display that the operation is completed. To exit the program click on "Close".

Website Report

This program allows user to print or create a file that can be posted on your website to show all checks written.

Report Date: This is the date thru which the report is being printed. For example a month-ending date could be used or leaving the date as is assumes the current date.

Beg/End Mo-Yr: This determines the range of mo-yrs the program will use to search thru detail records to find checks.

Printer: The default or last used printer will initially display but user can select the drop-down arrow to choose any other printers set up under Windows Control Panel.

Font: The default or last used font will initially display but user can select the drop-down arrow to choose any other displayed font.

Size: The default or last used font size will initially display but user can select the drop-down arrow to choose any other font size desired.

Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 1/2). User may select from a drop-down list or by pressing P or L.

Set: When user prints a report the printer settings (name, font, size, or orientation) are saved. Use this command if user has changed the printer settings and wants to save the new settings without printing.

Print to Screen: If user would prefer the register report to display on the screen instead of outputted to a printer, check this box.

Print to csv File: See page 73 for more information.

Bank Reconciliation

The main purpose of the Reconcile program is to determine the difference between the balance per your bank statement and the "book" balance of your Cash in Bank accts in the Budget program. Since the program reconciles by bank code, the program initially displays a Bank Code entry screen. User can enter the code of the bank to be worked on or the code can be left blank if the bank code will be entered later. **Alternatively, depending upon how the question "List Funds and Bank Codes" in Options-General is set the bank codes may be selected from a drop-down list**. Then the following screen will display:

```
=Bank Reconciliation=============================================

Bank Code   Print   Add    Edit    Del All Cleared   Auto Clear Cks    Main Menu    Help
-------------------------------------------------------------------------------------------

Cleared   Check#      Amount    Ck Date    Vendor

 __

 __

 __

Clear All    UnClear All    Del Cleared    Cks    Rcpts    Adjs        Save      Close
-------------------------------------------------------------------------------------------

 Cleared Cks:_____            Bank Code: __        Mo-Yr:_____
==========================================================================
```

If user entered a bank code upon entering the program (or when selecting the Bank Code command) then checks for that bank will display User would normally perform the following steps when using this program:

1) "Add" - to load or add Cks and optionally Rcpts (Dep) and Adj/JEs (to bring in records from Budget or Payroll or old records)

2) Load Bank Code (depending upon a setting in Options-General you can choose from a drop-down list).

3) Mark checks as cleared and optionally mark Rcpts (Dep) and Adj/JEs as cleared.

4) Print "Reconciling Report" (found under Print)

5) "Del Cleared" records (removes checks, rcpts, and adjustments that have cleared)

6) Save (makes all changes permanent)

Bank Code

This routine allows user to enter the bank code to be worked on (caution: when selecting this option if user has been working on another bank code and has not saved changes, a "Save" reminder will display). User answers the following questions:

Bank Code: Enter bank code to be worked on. Alternatively, depending upon how the question "List Funds and Bank Codes" in **Options-General** is set the bank codes may be selected from a drop-down list.

Once the bank code has been selected or entered user would select "Save" to load the bank code or "Cancel" to abort. Checks for this bank code (if any) should display. **Click on "Rcpts" or "Adjs" commands (if applicable) to display those types of transactions.** NOTE: only records with a mon-yr equal to or older than the currently loaded mon-yr will display. For example any checks already moved for 06-2011 will not display if user has 05-2011 as the mon-yr loaded.

Add

This routine provides three choices... a routine to add Budget Cks/Rcpts/Adjs from detail records, or add payroll checks from a file created in Payroll, or a routine to manually add a single check/rcpt/adjstment (such as old cks or payroll cks posted manually).

Budget Cks/Rcpts/Adjs: This routine allows user to copy checks/rcpts/adjs processed in Budget (stored in detail records) to the Bank Recon file within Budget or optionally to a file to be used by another program. This routine is also found under "Reports" but that is normally only used when building the "External" file used by a third party program. (Caution: if user has been working on another bank code and has not saved changes, a "Save" reminder will display). User answers the following questions:

Internal/Externl: If copying the records to the Recon file that is used within this program be sure "Internal" is selected. If copying the records to another program mark "External".

Type: Check which transaction types you want to add (Checks or Receipts or Adj/JEs). If "External" is selected only "Checks" will be selected.

Mo-Yr: This is the month/year of the detail records to be copied. The current month/year displays automatically but can be changed.

Fund: If user wants to copy only records for a specific fund (ex: 01) enter the fund#. Normally this is left blank to include all funds.

Bank Code:	If user wants to copy only records for a specific bank code (ex: 1 or 2 or G) enter the code. Normally this is left blank to include all bank codes.

Once all questions have been answered user would select "Build File" to begin the copy or "Close" to cancel the operation. If a bank code has already been set the new records (if any) for that bank code should list on the screen. If the bank code has not been set (or you need a different bank code) then user should select "Bank Code" (see above).

Payroll Cks:	If using GFC's Payroll software that program has the capability of creating a file called PRCKFile.dat which contains records that can be merged into the Budget Reconciling program automatically. Upon selecting this routine the file name "PRCKFile.dat" will display which can be changed if necessary. An "invalid" bank code will also display. The purpose of this code is to provide a default bank code should there not be a bank code for any pay check in PRCKFile.dat. The Mon-Yr will also display. If the checks being merged are not for this mon-yr then change to the correct values. Once all fields are entered user should select "Add Pyrl Cks" which will begin the copy operation (or "Close" to cancel). If "Add Payrl Cks" was selected new checks should list upon closing the screen (if the correct bank code has been set).
Single Ck/Rcpt/Adj:	This routine allows user to add a single record. For example when first starting to use Reconciling there may be old outstanding checks that will need to be entered. Also if user only has a few employees it might be easier to enter payroll checks using this routine. Before selecting this option make sure the correct command (Cks or Rcpts or Adjs) has been selected so the program knows which transaction type is being added. Upon selecting this routine user should enter the date, bank code, refr#, amount, payee or vendor and mo-yr. After all fields are entered user should select "Save". "Cancel" will exit the routine. After the first record has been entered the program will assume the same date and bank code. If necessary, click on the date field to change.

Edit

This routine allows user to change an existing record's ref#, amount, payee/vendor, or mon-yr. Before selecting "Edit" user must have the record to be changed listed on the screen and highlighted. After choosing edit user would change the fields desired (bank code can't be changed) and "Save" would be selected to store changes or "Cancel" to void the changes.

Del All Cleared

This program allows user to automatically remove **cleared** checks, receipts, and adjustments for **all** bank codes. This routine is handy if you have not been removing cleared records each month and now want to remove **all** cleared records for **all** banks. A confirmation screen will display allowing user to proceed or cancel. If user selects "Yes" to proceed then all cleared records for **all** bank codes will be removed.

Auto Clear Cks

This program allows user to automatically clear checks based on records in a file from an external source (ex: a file from your bank). The file will typically contain a list of checks that have cleared and provides a means for this routine to clear your checks automatically instead of manually. The file format (Modem or Internet) is defined in Options-Detail Records. Upon selecting this command the following questions must be answered:

Input Path: User should enter the "Path" to define the location of where the file is. The path could include the drive and folder names if applicable.

Printer Settings: See the "Printer Settings" section for information about printer options.

After all questions have been answered user should select "Clear Cks" to begin the auto-clear or "Close" to exit without performing the operation.

Print

This routine allows user to print a reconciling report. User is attempting to reconcile the difference (if any) in the bank statement balance and the balance of the bank acct as shown on your financial reports or inquiries. This report will help in reconciling these amounts. Caution: when selecting this option if user has been working on another bank code and has not saved changes, a "Save" reminder will display). Upon selecting this routine the following screen will be displayed:

```
=Bank Reconciling Report==================================================

Report Date: _____    Acct Name:_____          Print

Bank Statement Balance:                    _____
Deposits/Credits:                                   Close
_____  _____      Printer:
_____  _____      _____

Outstanding Rcpts (Dep): _____
      Sub-Total:      _____  _____      Font:        Size:
                                                 _____  ____

                                                 Orientation:
   Charges/Debits:                               _____   Set  _Print cash accts
_____  _____      Tray:
_____  _____      _____  _Double Sided
                                   Account      Amount

      Sub-Total:    _____  _____    _____  _____
Outstanding Checks: _____                _____  _____
Outstanding Adj/JEs: _____               _____  _____

Bank Balance:           _____    Cash in Bank-Books: _____
======================================================================
```

The screen has the following fields:

Report Date:	This date prints as the Report Date on the report. The system date will be the default but may be changed.
Acct Name:	User may enter the name of the bank acct (ex: PUBLIC WORKS ACCT). This prints on the report.
Bank Stmt Balance:	The ending balance entered from your monthly bank statement.
Deposits/Credits:	If any deposits have been posted into the Budget program but do not appear on your bank statement (and you are not storing receipts/deps) enter up to four entries (reference info and amount).
Outstanding Rcpts (Dep):	This is the total (if any) of outstanding deposits (rcpts) you are storing. If not storing deposits then enter any outstanding deposits in the four "Deposits/Credits" boxes above.
Charges/Debits:	If your bank has charged you any fees (such as a service charge) and it has not been posted into the Budget program, enter up to four entries (reference and amount).
Outstanding Checks:	This is the total of the outstanding checks for this bank code. User can not change this amount.
Outstanding Adj/JEs:	This is the total (if any) of any outstanding Adj/JE entries you are storing. User can not change this amount.
Bank Balance:	This is a computed amount of all entries on the report and is suppose to equal the balance of your bank account(s) as shown in the Budget program (book or computer balance).
Cash in Bk-Per Books:	Since user is trying to reconcile the bank stmt balance to the "computer" balance the program lists any "Cash" accounts for this bank code to remind user what the balance is on your books.
Print cash accts:	If there are multiple bank acct balances and you want each to print on the report then check this box.
Printer Settings:	See the "Printer Settings" section for information about printer options.

After all questions are answered user would select "Print" to send job to printer. To exit the print screen select "Close".

Clear All

This routine will mark all records on the screen as "cleared" by placing a check mark in the "Cleared" box. User can also mark individual records as cleared by clicking on the box in the "Cleared" column.

UnClear All

This routine will unmark all records on the screen as "cleared" by removing the check mark in the "Cleared" box. User can also unmark individual records by clicking on the box in the "Cleared" column.

Del Cleared

This routine will remove (delete) all records (checks or rcpts or adjs) on the screen that are marked as cleared. User should not perform this routine until the Reconciling Report has been printed and you are reconciled. When selecting the command the program will remove from the screen any records that have a check mark in the "Cleared" column although they are not permanently removed until the "Save" command is selected.

Save

Changes to the bank recon file (cleared, uncleared, deleted records) are not permanent until user selects "Save".

Close

This command exits from the bank reconciling program. If changes have not been saved then depending upon a setting in "Options-Detail Records" either an automatic save will occur or a message will display asking if the changes should be saved. If asked and the changes should be saved be sure and select "Yes" or "No" if you don't want to save changes.

Main Menu

This command exits from the bank reconciling program. If changes have not been saved then a message will display asking if the program should close without saving changes. To save be sure and select "No" and then perform the 'Save' command. If you don't want to save changes then select "Yes".

Reconciling Notes

Reconciling is nothing more trying to figure out the difference between the balance in your bank acct in your computer software and your bank's balance shown on your bank stmts. Below are some things that might help with this:

Check a couple things first:

1) Go to "Options" - "Reports". Make sure the question "Detail Ldgr - Combine Cks/Rcpts on Cash Accts" is checked. If it is checked it means when running a Detail Ldgr report multiple entries with the same check or rcpt# will be combined and printed as a single amount - otherwise if a check or rcpt has multiple entries they will print individually. It's normally better to have this checked since it would make the Detail Ldgr report shorter. On the same screen is a question titled "Detail Ldgr - Reference No Order". Make sure this is checked so that entries on the Detail Ldgr report always print in refr# order.

2) Confirm that there is a "Y" for the **Cash** question on each Bank Acct's "Account" screen. Go to **"Accounts"** and index each bank acct# and confirm that the "**Cash**" question is "Y".

Reconciling Tips

a) If you are having problems reconciling a helpful report to run is **Detail Ldgr Rept** since it shows each transaction posted for a given acct. Print this report for each Cash account. At the end of each account will be the balance but there is also "**Dr**" and "**Cr**" total amounts. The Dr total would be the total debits (deposits) and the Cr total would be the credits (checks and other withdrawals) that were posted to the bank acct.

b) Verify that the deposits posted by your bank equals the deposits posted in the Budget program. You can print a Receipts Register for a specific bank code for a **day** or a month to confirm that the deposit(s) posted by the bank equals the receipts you posted for each day or month. With a few exceptions you can move receipts (deposits) on to the Reconcile screen so user can mark them as cleared which helps verify that the posted receipts match the deposits on the bank stmt.

c) Payroll "Auto Entries" are "totals" of payroll entries. For example if the Police dept has 4 employees the total of their pay is posted to budget as a single entry to the bank acct. You should review the "Build Auto Transfer" report to verify that the total Net (or Gross) Pay is the actual total pay for that payroll run and that the "Cr" accounts are actual bank accts. For example if a new dept was set up but it was not defined what budget accts it would need to post to, it would be on the payroll totals report but it would not be on the Build Auto Transfer report and therefore never posted to Budget. So that would mean that the bank would not be reduced by the total of all payroll checks written. So look at all Build Auto Transfer reports to confirm that the total Net (or Gross) Pay on the Build Auto Transfer report (the total of the first section) equals the actual pay (as shown on the Payroll List rept).

Also make sure that each and every Payroll was actually posted to Budget. Just because you run an Build Auto Transfer report does not mean you actually ran the program in Budget to actually post the entries. For every payroll there should be a Budget Transfer Rept showing that the posting was actually done. You can also access the Salary accts (using the program Accounts) and view history to see what has been posted.

Report Formats

The main purpose of the Report Formats program is set up or edit records that "format" the Budget Repts including the Balance Sheet. Since there is no way of knowing where user may want titles, subtotals, and page breaks a file is created which allows user to format these types of options in addition to line advancing and underlining. Up to 99 different report formats can exist at one time. Generally, one or two main sequence files will be used to print the main budget reports, and other format files can be used to print condensed or alternative forms of the budget report. For example, board members may not need to see the detail of the entire report, but would like to see certain groups of items and sub-totals showing where each group is at budget-wise. This can be accomplished by designing a format file which will print a condensed version of the budget report just for them.

Upon entering the program a "Select" screen will display allowing user to select which Report Format file# should be loaded. If no files exist or user wants to skip selecting a file, "Cancel" may be selected - otherwise user should choose from a drop-down list the file to load and then select "Select". Then the following screen will display:

```
=Report Formats================================================================

Select#   Create   Remove File   Print   Renumber   Rename   Lookup   Main Menu   Help
--------------------------------------------------------------------------------------------

Line#  Account      Description                   Print   # Lines   Desc Only   Add   Totl Lvl   Undrln   Bal Sht   Rprt Type




_____  _____   _____    _____   _____   _____   ____   _____   _____   _____   _____

Insert Line    Insert Many    Edit    Un/Delete      Add Acct    Edit Acct          Updt Print Img          Save All      Close
==============================================================================================


==============================================================================================
```

Field Descriptions

Line #	Each entry in a report sequence file is identified by a unique line number. The Budget Rept prints in line number sequence. By using the line number to sequence the report, budget account numbers may appear in any order.
Account:	The budget account number. NOTE: even totals, underlines, and heading lines must have account numbers. The acct#s for these types of lines would normally have letters in them to indicate their nature. For example HD-00-000 could be used as the acct# for a heading account. Use LookUp to get a list of budget accts (see below).
Description:	Description of the budget account. This field is entered automatically and may not be changed.
Note:	*The following fields control the format of the budget report and are referred to as "control fields".*
Print:	Print this line. Enter Y or N or select Yes or No from a drop-down list. If this line is used only to add to a total or to make a balance sheet entry (auto-detail entry) but not print then this field should be "No".
# Lines:	Lines. The number of lines to advance after printing this line of the report (1=single space, 2=double space, etc). Select 1 through 8 or "New Pg" from a drop-down list or enter 1 thru 8 or N.
Desc Only:	Description only. Enter Y or N or select Yes or No from a drop-down list. "Yes" means to print the description only (but no acct# or amounts). "No" means to print the account number and amounts as well as the description. Since this field is normally 'Yes' when printing headings, totals, and underlines, when the account# entered has a "Hdng/Totl" value of "Y" then this field will initially default as "Yes".

Add:	Add the amounts for this budget account to the totals. Enter Y, N, or S or from a drop-down list select "Yes" to add, "Sub" to subtract (seldom used), or "No" to not include this line in any total levels.
Totl Lvl:	Total level. This entry is used when printing sub-totals. Up to ten levels of sub-totals are available Once the total is printed, all totals from that level down are zeroed out. For example, if a total level of 4 is specified to be used on a line, after the total has been printed, total levels 1-4 are zeroed out. The only exception is total level 8. It does not cause any totals to be zeroed out. Enter the number desired or select from a drop-down list.
Undrln:	Underline. Enter N, S, or D or from a drop-down list select "None", "Sngl" (single), or "Dbl" (double). Also be sure the "Desc Only" box is "Yes".
Bal Sht:	Balance Sheet Posting. Enter Y or N or select "Yes" or "No" from a drop-down list. "Yes" means to post the specified total level to the detail record file (create an auto detail record) to the acct# specified on this line. This option is normally used to post the "Revenue over Expense" amount to the balance sheet account specified on the same line.
Rprt Type:	Report format type. Enter "S", "A", "O", or "B" or from a drop-down list choose "Standard, "Alternate", "Other" (for a second alternate format), or "Bal Sht" for the balance sheet format. The "Standard" format prints a YTD budget amount, percents, and balance remaining while "Other" also prints a MTD budget amount. The "Alternate" format does not print budget amounts or balance and prints revenue and expense amounts in separate columns. Note: this format code is only read when a report is started or when a forced page advance (# Lines = New Pg) is performed.

Create

This command allows user to create a new report file format. Creating can be done by making a new blank file, by moving a range of budget accts into a new file, or by copying an existing format file to a new one.

If creating a new blank file then user would select "Create Empty File" and then enter the new file# and new name then select "Create".

If creating from a range of budget accts, user would select "Create File From Acct Rng" and enter the fund# or range of acct#s, the new file#, new name, and then select "Create". When this option is selected user may optionally check "Set 'Print' to No" if the new report format should have each line's "Print" selection set to No (this is handy if the new Report Format is mainly a "summary" report where most lines will add but not print).

If creating from an existing file, user could select "Copy One File to Another" and enter the new file#, new name, and the file# copying from and then "Create". When this option is selected user may optionally check "Set 'Print' to No" if the new report format should have each line's "Print" selection set to No (this is handy if the new Report Format is mainly a "summary" report where most lines will add but not print). If the file# being created already exists a screen will display for user to confirm that the old file can be written over.

Select #

User must create or load an existing report file# before viewing, modifying, or printing it. If the file already exists user can use this command to select it. Upon choosing this command user may select from a drop-down list the file desired. After selecting the file user would click on "Select" and the file's contents will display.

Remove File

If the report file currently selected should be totally removed select this command. Since this program totally removes the entire report format file (which is rare), two "are you sure" (verify) screens will display that user must confirm.

Insert Line

Once a report format file is selected user may insert a new line by using the "Insert Line" command. This command is used when inserting a single line below an existing line. Before clicking on "Insert Line" make sure the line above where the new line will be inserted is highlighted. Upon clicking on "Insert Line" a line will open up and the cursor will go to the middle of the screen for user to enter. User enters values as explained under "Field Descriptions". User saves the new line by either clicking on "Save Insert" or Tabbing thru all columns. Esc or Cancel command will cancel the insert.

Insert Many

This command is the same as the "Insert Line" command except the assumption is that multiple lines will be inserted below an existing line. In other words once Insert is started the program stays in the Insert mode until "Exit Insert" is selected.

Edit Once a report format file is selected user may edit a line by using the "Edit" command. Before clicking on Edit make sure the line that is to be changed is highlighted. Upon clicking on Edit the line will display in the middle of the screen for user to change. User enters values as explained under "Field Descriptions". User saves the line by either clicking on "Save Edit" or Tabbing thru all columns. Esc or Cancel command will cancel the edit.

Un/Delete Once a report format file is selected user may delete a line by using the "Un/Delete" command. Before selecting this command make sure the line to be deleted is highlighted. This marks the line as deleted but it may be undeleted by clicking on the command again. Note: until the the command "Save All" is selected the line is not permanently deleted.

Add Acct When inserting or editing a report format line, user may need to add/edit a line that involves a new acct#. This routine allows user to add a new acct instead of exiting the program and going to the Accounts program. Note: if editing make sure the acct# is blank before pressing this command.

Edit Acct When inserting or editing a report format line, user may need to edit the displayed acct#. This routine allows user to edit an acct instead of exiting the program and going to the Accounts program.

Updt Print Img Since changing the report format file incorrectly can cause the report to not print as desired, user may want to "preview" the report with it's changes. Selecting this command causes the report to display at the bottom of the screen with fake amounts but with the revised format. If more changes are made user will need to re-select this command to re-display.

Save All Once all changes are made user should use this command to permanently save all modifications.

Close This command will exit the program. However if changes have not been saved a message will display asking whether changes should be saved. If user wants to save changes then click on 'Yes' and the save will occur followed by the program closing. If "No" then the program will close without a save occurring.

Print: Two options are available.... Report and Screen. 'Screen' will print the contents of the screen while 'Report' assumes you want a list. When selecting "Report" (or the Printer icon) the following screen appears:

=Print Report Formats=============================

Report Type:

 o Report Format

 o Missing/Duplicate Accounts

 o List of Files   <u>Print</u>

 Range:

Beg Line#: 000000   <u>Close</u>

End Line#: 999999

Fund: _____

Begin Acct: _____

Ending Acct: _____

Printer:

_____

Font: Size:

_____   _____

Orientation:

_____   <u>Set</u>   __ Print to screen

Tray:

_____   __ Double Sided

===

The following questions would be answered:

Report Type:	"Report Format" option will print a list of the records contained in the selected report format. This is handy should user need a print-out of the report format to review how questions were answered. The "Missing/Duplicate Accts" option will print any account found in the Budget Accts file that is not found or is found more than once in the selected report format. This is handy if you want to see if there are any accts that should be in the report format that aren't or accts found more than once. For example if the report is for accts beginning with fund "02" then the report should not include any accts starting with that value. "List of Files" option will print a list of Report Format numbers/names.
Range:	This applies only to the "Report Format" print option. If user does not need to print the entire format file then a beg and end line number may be entered.
Fund:	Applicable only to the "Missing/Duplicate Accts" list. If the accounts to be checked are within a single fund, enter the fund#.
Beg/End Acct:	Applicable only to the "Missing/Duplicate Accts" list. Enter the beg/end acct numbers that are to be checked as being missing. If the accounts to be checked are within a single fund, use the fund# above so that the beg/end acct# ranges auto-fill.
Skip missing accts w/o activity	Applicable only to the "Missing/Duplicate Accts" routine. If this box is checked then a missing acct will not be flagged if there has been no activity (postings) to the acct. Uncheck to flag all missing accts regardless of activity.
Skip duplicate bal sht/ tenant accts	Applicable only to the "Missing/Duplicate Accts" routine. If this box is checked then a duplicate acct will not be flagged if the acct's "type" code is "Bal Sht" or "Tenant". Uncheck to flag all acct types.
Printer Settings	See the "Printer Settings" section for information about printer options.
Print to Screen:	Not applicable to the "List of Files" option. If user would prefer the report to display on the screen instead of outputted to a printer, check this box.

After all questions are answered user would select "Print" to send job to printer. To exit the print screen select "Close". If sending the print to the screen and the screen fills, user may press Page Down or may use scroll-bar to view the rest of the screen (X to exit the screen).

Renumber	This routine renumbers the file line numbers. This is needed since line numbers are initially numbered by 50 and when inserting all available lines may get used. Renumbering will increment the numbers by 50 again.
Rename	This routine allows user to "rename" the format file name. A name is initially assigned when the file is created. This routine allows user to change the name if needed.
Lookup	Displays a list of budget accounts. Since when inserting or editing a line user will need to enter a budget acct#, Lookup can be used to get a list of acct#s. If there is a value in the account number field when Lookup is selected then a list will display in acct number order beginning with the acct number entered. If the account number is blank when Lookup is selected then a screen will display allowing user to get list by number or name. The list will assume to be in name order but if user enters a starting acct number then the list will be in acct number order.
Main Menu	This routine allows user to exit the program. If changes have not been saved the system will ask user whether changes should be saved. If user selects "Yes" the program will perform a "Save" and close the program. If "No" then the program will be closed without a save.

Accounts

The purpose of this program is to set up (budget) accounts so user can breakout receipts, expenses, assets/liabilities by "account". Acct#s, descriptions, acct types, and contra-accts are assigned to each acct. Upon selecting this program the following will display:

```
=Budget Accounts===============================================================

Add   Edit   Delete   Print   History   Lookup   Main Menu   Help
-------------------------------------------------------------------------------

    Acct Number:        _____

    Acct Description: _____

    Beg Balance:        _____

    Budgeted Amt:       _____        Acct Type: __      Bank Code: __

    Budget Adjust:      _____        Cash Acct: __      Hdng/Totl: __

    Accrual Contra Acct: _____   _____

    Cash Contra Acct:    _____   _____

                        Save              Cancel
-------------------------------------------------------------------------------

    Acct: _____       Desc: _____

===============================================================================
```

Command Line

Budget accounts can be called up by the account number or the description from the bottom command line. Scrolling to the next/previous budget account (by pressing Down or Up arrow) will be done in the same order as the first account was brought up. The "Lookup" command can also be used to help find a record.

Field	Description
Acct No.	The budget account number. The format will vary depending on the format entered in the "Options-General" screen. An acct number of all zeroes can not be added. A fund number and all zeroes (01-00-000 for example) should not be used either. You should not use letters unless it is for a hdg/totl acct. An acct# starting with "H" causes the program to assume a hdg/total (see Hdng/Totl below).
Acct Desc	Description or account name.
Beg Bal	Beginning balance. This is only used with balance sheet type accts whose ending balance becomes the beginning balance for the next fiscal year. Expense and revenue accts normally have a zero beginning balance.
Budgeted Amt	The amount budgeted for this particular account. This amount may be modified by the "budget adjustment" amount. The actual amount budgeted is determined by adding these two fields together. The result is the amount that will be printed on all reports. If you budget by category instead of by individual account, the budgeted amount may need to be placed on a "Heading" account.
Budget Adjust	The budget adjustment amount. If the budget amount above is adjusted then the adjustment amount is entered here so the original budget amount can always be seen.
Acct Type	Enter the account type (E, B, R, or S) or use the down arrow or drop-down list to select the desired type... "Expense", "Balance Sheet" (asset/liability), "Revenue", or "Special" accounts. The 'type' is very important in that it determines whether an account is "zeroed" when Year-End is performed. 'Bal Sht' accounts are not zeroed whereas 'Expense' and 'Revenue' accounts are. 'Special' accounts are not included on the Trial Balance and are not copied when creating a Report Format file.
Cash Acct	This is a special flag to identify cash (bank) accts. Select "Y" if the acct being set up is a bank acct or "N" if not. When the program knows which accts are "cash" accts a check register verification can be made to make sure all checks are actually being deducted from an actual bank acct.
Bank Code	This is an important value when setting up expense, revenue and bank accts. This code is used to identify the bank acct that checks or receipts will be posted to (for reconciliation and check writing purposes). Bank codes should already be entered for each fund/bank on the "Options-Funds" screen so user would enter which code is applicable to this acct. If the box "List Funds and Bank Codes" is checked (stored in Options-General) a drop-down list will be available to make a selection from.
Hdng/Totl	Change to "Y" if this account is being set up to only serve as a heading or total on a budget report. If "Y" user will not be allowed to post to this account in the posting programs. When "Y" is entered some other fields on the screen get disabled since they would not be applicable.

Accrual Contra Acct	The accrual contra-account. This will generally be an accounts payable acct if this an expense or liability acct or left blank (or possibly a receivable account) if this is a revenue acct. If this is a "Cash" or "Hdng/Totl" acct then the program will repeat the account number in this field. If using the single-entry method then nothing will be entered here. If the acct being set up is being set up only to be a contra-acct then this field can be zero. NOTE: the ability to skip this field and leave it as zeroes depends how the Options file (under General) has been set up. There is a question that determines whether this field is allowed to be left as zeroes.
Cash Contra Acct	The "Cash-in-Bank" contra-account. If this is a "Cash" or "Hdng/Totl" acct then the program will repeat the account number in this field. If the acct being set up is being set up only to be a contra-acct then this field can be zero. If using the single-entry method then nothing will be entered here. NOTE: the ability to skip this field and leave it as zeroes depends how the Options file (under General) has been set up....there is a question that determines whether this field is allowed to be left as zeroes.
Add	Add a budget acct record entering values as described above. Note that contra-acct accounts (Cash or Accts Payable accts) should be added before the revenue and expense accounts that will reference them. When the screen is completed user should select "Save" or "Cancel" to not save. **NOTE: if the "Auto-add new accts" box in Options-General is checked then, upon selecting 'Save', the program will automatically open the Rept Format screen for user to insert the newly added acct into that file.**
Edit	Edit a budget account. The budget acct record must be on the screen before selecting this function. When the edits are completed user should select "Save" or "Cancel" to void the changes Note: if the budget acct number is changed then Purchase Order, AP, and Detail Records with that budget acct number will also be changed to have the new number.
Delete	Delete a budget account. You will be asked to confirm the deletion before action is taken. NOTE: this record can not be deleted if P0s, AP, or Detail Records are found for this number.
Print	Two options are available.... Report and Screen. 'Screen' will print the contents of the budget acct screen while'Report'assumes you want some kind of list of accts.When selecting "Report" (or the Printer icon) the following screen will appear:

===

Print Order:
o Acct Order:
o Alpha by Description

Fund: ___
Begin Acct: _____
Ending Acct: _____

__Show Contra-Accts
__Invalid Accts Only
__Cash Accts Only   Print

Include:
  __Hdng/Totl Accts
  __Non Hdng/Totl Accts   Close

Acct Type:___
Bank Code:___

Printer:
_____
Font: Size:
_____   _____
Orientation:
_____ Set   __Print to Screen
Tray:
_____   __ Double Sided
=======================================

User would answer the following questions:

Print Order:	The report may be printed in either acct no. order or alphabetically by acct description. The default is in acct no order but user may select alpha if needed.
Fund:	If the accounts on the list are to be all accounts from a single fund, enter the fund#.
Beg/End Acct:	Enter the beg/end acct numbers that are to be on the list. If the list should be for a single fund, use the fund# above so that the beg/end acct# ranges auto-fill.
Show Contra Accts:	If user wants to include the contra accounts on the report, check this box.
Invalid Accts Only:	If user wants to print only accounts having invalid contra-accounts check this box. This option is especially helpful when setting up new accounts. It can be used to show any invalid contra-accounts.
Cash Accts Only:	If user wants to only print "Cash" accounts check this box. This would be accounts where user has entered Y in the "Cash" field.
Include:	Uncheck "Hdng/Totl Accts" to exclude 'heading' or 'total' accts from the report. Uncheck "Non Hdng/Totl Accts" to exclude regular accts from the report.
Acct Type	If list is being printed for a specific acct type (E, B R), enter the type or click on the drop-down arrow and select the type desired. Leaving the type blank will include all types.
Bank Code:	If list is being printed for a specific bank code, enter the code. Leave blank to include all bank codes.
Printer Settings	See the "Printer Settings" section for information about printer options.
Print Screen:	If user would prefer the report to display on the screen instead of printed, check this box.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

History

Displays entries (detail records, accounts payable, and purchase orders) for a budget account. There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" display all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. After the history displays user may click on a column heading to "sort" the records. For example clicking on the "Date" column heading will sort records in reverse order by date (newest records first). If clicking on the "Vendor" heading records will be sorted in vendort# order while clicking on "Refr #" heading will sort by reference# (check#, rcpt#, or adj#). If needed, user may select the "Print" command to print the history to paper (note: History Printer settings must be set up in Options before using this command). To exit from the display user may press Esc key or click on "X".

Lookup

Display a list of accounts. The list may be in account# or description order. If a record is already on the screen when choosing LookUp then the list will start at the displayed account in number or description order depending upon how the displayed record was accessed. If the Command Line is blank when LookUp is selected then the list will be in account number order. An account may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.

Main Menu

This command exits from the program. If user is adding or editing a record this command may not be used.

Vendors

The main purpose of vendor accounts to to provide an automatic name and address when printing checks. Also purchases may be tracked by vendor. Upon selecting this program the following screen will display:

```
=Vendors=======================================================================

Add   Edit   Delete   Print   History   Lookup   Renumber   Combine   Add From csv File   Main Menu   Help
-----------------------------------------------------------------------------------------

Acct No:   _____        Phone No: _____   Fax#: _____   Date: _____
Name:      _____   Order From:   Same
Address 1: _____   _____
Address 2: _____   _____
City/St/Zip: _____ ___   _____   _____ ____ _____


Comments/Email: _____


Certificate of Insurance:__


1099 Info:                        History Amts:
1099 Type: ___                    -1 Fiscal Yr: _____
Fed Id #:   _____              -2 Fiscal Yr: _____
ID Type"   _____  _ DBA              Calendar: _____


                    Save          Cancel
-----------------------------------------------------------------------------------------
  Name: _____     Acct No: _____

===============================================================================
```

Command Line

Vendor accounts can be called up by the account number or the description from the command line (at the bottom of the screen). Scrolling to the next/previous vendor (by pressing Down or Up arrow) will be done in the same order as the first account was brought up. The "Lookup" command can also be used to help find a record.

Field	Description
Account	The vendor account number. This may be numbers or letters and must be a unique value. When adding a new vendor (if using numeric vendor numbers) and you want the new vendor number to be 1 higher than the highest current number click on the "Next" command and the vendor account number will be displayed automatically.
Phone/Fax	Enter vendor phone and/or fax number if known
Date	The date the last check was written for this vendor.
Name	The vendor name.
Addr 1	The vendor address. There are two addresses, one to mail checks to (pay to) and one to order from. If the addresses are the same, select the "Same" command or enter "S in address 1 on the "order from" address, and the "pay to" address will be copied to it.
Addr 2	A second line of vendor address. The first address can be repeated into this address.
City	The vendor's city.
State	The vendor's two letter state abbreviation. User may type the letter or select the down-arrow to select the value desired.
Zip Code	The vendor's zip code (5 digits or 5 plus 4 digits).
Comments/Email	Enter any misc comments such as a contact name or email address.

Cert Insur	If this vendor has an insurance certificate on file, choose Y from the drop-down list.
1099 Type	Leave value as "None" if this vendor does not require a 1099 form. Choose "Compensation (7)" or "Rents (1)" or "Attorney (14)", "Royalties (2)" or "Medical (6)"or "Other Income (3)" from the drop-down list if this vendor requires a 1099 form (the number is the box that the amount will print in on the 1099 form). The purpose of the different choices is to determine which amount the Vendor YTD purchase amount will print in on the 1099 form.
DBA	If this vendor is a **sole proprietor** that requires a 1099 check this box. When checking this box the sole proprietor's name should be entered on the "Addr 1"line. When printing 1099s this check causes the value from Addr-1 to print in the name area and the phrase "DBA:" will print in front of the vendor name (ex: JOHN A. THOMPSON DBA: ACME PLUMBING CO)
Fed ID #	Enter the vendor's tax id number. This is a federal employer's identification number (usually for businesses) and a social security number (usually for individuals).
ID Type	From the drop-down list choose "EIN" if the tax identification number is a federal id number or "SSN" if a social security number.
-1/-2 Yr Fiscal Yr Amts	The amount that was paid to the vendor for the two prior fiscal years. These amounts will be updated as part of the year-end closing routine.
Calendar Amt	The amount that was paid to the vendor for the calendar year prior to closing the current fiscal year. See the description of the 1099 report function in the Lists/Reports section of this manual for a detailed description.

Key   Function

Add

Add a vendor record entering values as described above. When the screen is completed user should select "Save" or "Cancel" to not save.

Edit

Edit a vendor acct. The vendor record must be on the screen before selecting this function. When the edits are completed user should select "Save" or "Cancel" to void the changes Note: if the vendor acct number is changed then Purchase Order, AP, and Detail Records with that vendor number will also be changed to have the new number.

Delete

Two options are available. "Screen" means you want to delete the vendor currently displayed on the screen. After selecting the program will prompt for verification before any action is taken. "Date Range" means you want to delete vendors by range of dates. This option allows user to delete inactive vendors. Inactive vendors are those who have no entries in the PO, AP, or Detail Record files. The program also checks to see if the "date" on the vendor screen falls on or before a user indexed ending date. After selecting this option a "Thru date" is indexed by the user. Only vendors with no activity and whose vendor date falls on or before this indexed ending date will be deleted. The date on the vendor screen is updated when a check is written. Indexing an ending date allows user to have some control over which inactive vendors get deleted. For example if user indexes an ending date of 06/30/04, a vendor would not be deleted if a check had been written for that vendor after that date - even if there is no current activity.

Print

Two options are available.... Report and Screen. 'Screen' will print the contents of the Vendor screen while'Report'assumes you want some kind of list of vendors. When selecting "Report" (or the Printer icon) the following screen will appear:

```
===========================================================
    Report Type:
    o Full Report             __  Pay to Address
    o Address List            __  Order From Address
    o Amounts List            __  With 1099s Only
    o Vendor Labels
    o Vendor AP Labels        __  Certificate of Ins.
    o Build "Merge" File      __  Blank Lines Between
                              __  Include Calendar YTD
    Print Order:              __  Include Adjustments/JE
    o Acct Number Order       __  Include AP
    o Alpha - Name Order      __  Print Zero Amts
                              Include Dates Prior to: _____
    Begin Acct:_____
    End Acct:  _____      Fund#:____
    Begin Name:_____        Print
    End Name:  _____
    Merge File:_____        Close

    Printer:                     Fiscal Mo-Yr:
    _____  Begin: _____
    Font:            Size:       End:   _____
    _____  ____     Calendar Mo-Yr
    Orientation:    __Print to Screen  Begin: _____
    _____  Set  __Print to csv File  End:  _____
    Tray:
    _____  __Double Sided
===========================================================
```

The "Full Report" lists all information for each vendor. The "List Addr" report lists each vendor on a single line. The "List Amts" routine prints Fiscal and Calendar YTD purchase amounts for each vendor. The "Labels" option prints mailing labels for vendors on labels whose size and type is defined under Setup-General. The "AP Labels" routine also prints labels but only for vendors who have an entry in the AP file. The "Build Merge File" writes vendor's name and addresses into a comma-delimited file for merging into Word or WP documents.

Reports and labels may be printed in vendor acct no. order or in alpha name order. The beg/ending account and name fields allow a range of vendors to be printed in either order. Checking the "pay to address" and/or "order from address" boxes allow selection of which address is to be included on the report.

Choosing 'Y' from the drop-down list for 'Certificate of Insurance' will include only those vendors with an insurance certificate on file while N means to include only those vendors that have a N while blank means to include all vendors. Entering Y for "With1099s Only" allows user to print a list of only vendors that require a 1099. This is commonly used with the "Amounts List" option to get 1099 amts for the calendar year. The 'Blank Lines Between' drop-down list is used for line spacing when printing the 'lists' routines but not the 'full rept' or labels (2=2 blank lines).The beginning/ending Mo-Yrs and Fund# are only used when printing the "Amounts List" report. The amounts will be computed from the detail records for the ranges entered. The Calendar Ytd amount is calculated by adding the Calendar YTD amount stored on the vendor record to the detail record check amounts for the specified begin/end Mo-Yrs. However if the box "Include Calendar YTD" is not marked only detail record amounts are included in the Fiscal and Calendar YTD totals. In addition if the box "Include Adjustments/JE" is marked Adjustment/JE entries posted to expense accts are also included in the Fiscal and Calendar YTD totals - otherwise only checks are included. If "Include AP" is checked then accts payable entries will be included in the "Fiscal YTD" total but not the Calendar YTD total. If a **Fund**# is entered then only amounts for that fund are included (note: Fund# field is only enabled if "Include Calendar YTD is unchecked). If the box "Print Zero Amts" is left unmarked then lines with zero amounts will be excluded from the report while if marked then even vendors with zero amounts will be included. If using the "Build Merge File" routine user must enter a "Merge File" name (default is Merge.doc) to store the vendor file info in - this file will be stored in the same folder as your other budget files unless user enters a folder name along with the file name. The "Include Dates Prior to" is applicable when printing the Full Rept, Address List, and Vendor Labels. Only vendors with a last check "Date" less than an indexed date will be included. This

is handy to track vendors who have not had activity lately. Leaving this date blank means not to test against the date.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. The "Address List" and "Amounts List" routines give user the option of selecting "Print to csv File" which allows user to send the report to a file - see page 73 for more information. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

History	Displays entries (detail records, accounts payable, and purchase orders) for a vendor. There are five choices under this option... All, Current Yr, Current Mo, Selected Mo-Yr, and Selected. Selecting "All" displays all history in the system, "Current Yr" displays all history for the current fiscal year, "Current Mo" displays only history from the current month, "Selected Mo-Yr" displays history for a user entered range of Mo-Yrs, and "Selected" allows user to display history that matches an indexed reference#, purchase order#, or invoice#. After the history displays user may click on a column heading to "sort" the records. For example clicking on the "Date" column heading will sort records in reverse order by date (newest records first). If clicking on the "Acct" heading records will be sorted in account# order while clicking on "Refr #" heading will sort by reference# (check#, rcpt#, or adj#). If needed, user may select the "Print" command to print the history to paper (note: History Printer settings must be set up in Options before using this command). To exit from the display user may press Esc key or click on "X".
Lookup	Display a list of vendors. The list may be in vendor# or name order. If a record is already on the screen when choosing LookUp then the list will start at the displayed account in number or name order depending upon which was used to access the displayed record. If the Command Line is blank when LookUp is selected the list will be in name order. An account may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.
Renumber	Allows user to automatically renumber vendors (vendor numbers must be numeric). This program is handy if user is trying to keep vendors in a certain numeric sequence and numbers are no longer available. First user enters the "increment" which is the how many numbers will be between each vendor. For example "20" means the vendors will be numbered 20, 40, 60, 80, etc. Check "Alphabetize" if the vendors should be numbered in alphabetic order. For example vendors starting with the letter "A" would have the lowest numbers. Click on "Renumber" to begin or "Close" to exit. Warning: the renumber can take several minutes so do nothing that would interrupt this process.
Combine	This routine allows user to move PO, AP, and Detail transactions from one vendor to another. This is handy if you have accidently been posting transactions to two different vendors when one vendor should have been used. For example you set up a new vendor and post to it and then realize that the same vendor has already been set up and posting have been made to it earlier. Now there are transactions to different vendors but you would like to have the postings combined on to one vendor (although user has the ability of only combining some of the transactions based on date). After opening this program user will first enter the vendor# to combine from and then the vendor# to combine to. If the records to be moved (combined) are only those within a certain date range, then user may enter begin and end dates to include (leave as 00/00/00 and 99/99/99 to combine all transactions). Then user will select the "Combine" command to begin. The transactions within the range of dates that were on the "from" vendor will change to the "to" vendor. The "from" vendor may no longer have transactions but the vendor record itself will still be in the file. If no transactions remain for the vendor then, user could delete the vendor if desired.
Add From csv File	This routine allows user to auto-add new vendors from a "csv" file whose contents are vendor Name, City, State, Zip separated by commas. If a comma exists in the vendor name then the name must be enclosed in quotes. First user would enter or search and select the file that contains the vendor names and city/state/zips. After the file name is displayed user would select "Add Vendors" to begin. The new vendors will be numbered beginning one number higher than the highest existing vendor# so if the highest vendor# is 19001 the next added vendor will be 19002 and the next 19003. Click on Cancel or "X" to exit program.
Main Menu	This command exits from the program. If adding/editing a record this command may not used until the record is saved or canceled.

Dept Codes

The purpose of the dept codes program is to set up depts so user track postings by dept. Not all users will use dept codes since tracking by budget accounts provides all the tracking needed. Upon selecting this program (which is under "Other Functions" the following screen will display:

```
=Dept Codes===============================================

Add   Edit   Delete   Print  Lookup  Main Menu   Help
-------------------------------------------------------------------------------------------------------

 Dept Code:        _____
 Description:        _____
 Budget Amt:    _____


                         Save                 Cancel

-------------------------------------------------------------------------------------------------------
  Code: _____        Desc: _____
=================================================================
```

Command Line

Dept codes can be called up by the dept number or the description at the bottom command line. Scrolling to the next/previous (by pressing Down or Up arrow) dept code will be done in the same order as the first dept was brought up. The "Lookup" command can also be used to help find a record.

Field	Description
Dept Code:	The dept number. This value may be numbers or letters or a combination.
Description:	Description of dept (ex: POLICE DEPT)
Budget Amt:	The total amount budgeted for this particular dept. This amount is optional and is not needed if you are tracking budgets by individual budget accounts.
Add	Add a dept code entering values as described above. When the screen is completed user should select "Save" or "Cancel" to not save.
Edit	Edit a dept code. The dept record must be on the screen before selecting this function. When the edits are completed user should select "Save" or "Cancel" to void the changes Note: if the dept code is changed then Purchase Order, AP, and Detail Records with that dept code will also be changed to have the new number.
Delete	Delete a dept code. You will be asked to confirm the deletion before action is taken. NOTE: this record can not be deleted if P0s, AP, or Detail Records are found for this number.
Print	Two options are available.... Report and Screen. 'Screen' will print the contents of the dept code screen while 'Report' assumes you want some kind of list of depts. When selecting "Report" (or the Printer icon) the following screen appears:

===

Print Order:

o Dept Code Order: <u>Print</u>

o Alpha - Desc Order   <u>Close</u>

Begin Code: _____

Ending Code: _____

Begin Desc: _____

Ending Desc: _____

Printer:

_____

Font: Size:

_____   _____

Orientation:

_____ <u>Set</u> __Print to Screen

Tray:

_____ __Double Sided

===

Print Order:	The report may be printed in either dept number order or alphabetically by dept description. The default is in dept no order but user may select alpha if needed.
Beg/End Dept:	If printing in dept number order, enter the beg and end dept numbers that are to be on the report. Leave the defaulted values as for all depts.
Beg/End Desc:	If printing in alpha desc order, enter the beg and end descriptions that are to be on the report. Leave the defaulted values as for all depts.
Printer Settings:	See the "Printer Settings" section for information about printer options.
Print to Screen:	If user would prefer the report to display on the screen instead of outputted to a printer, check this box.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Lookup	Display a list of depts. The list may be in dept# or desc order. If a record is already on the screen when choosing LookUp then the list will start at the displayed dept in number or desc order depending upon which was used to access the displayed record. If the Command Line is blank then the lookup will be in desc order. A dept may be selected from the list by double-clicking on a record or clicking once and pressing Enter. Select Esc key or click on "X" to leave the screen without selecting a record.
Main Menu	This command exits from the program.

Ship To Codes

The purpose of the Ship-To codes program is to add, edit, or delete name/address records to show as the shipping information when entering a Purchase Order. These records can be accessed when entering a Purchase Order and the selected record will print on the PO form. Upon selecting this program (which is under "Other Functions") the following screen will display:

```
=Ship-To Codes==============================

Add   Edit   Delete   Print   Main Menu   Help
-----------------------------------------------------------------------

Code:      __      Next
Name:         _____
Address:   _____
Address:   _____
Address:   _____


                    Save              Cancel
-----------------------------------------------------------------------
 Code: ____

==========================================
```

Command Line

Ship-To records can be accessed by entering the code (1-99). User may go to the next/previous code by pressing Down or Up arrow.

Field	Description
Code:	The ship-to number. Enter 1-99. To use the next available number select "Next" and user will insert the code.
Name:	Name of organization to ship to (ex: CITY OF WHATEVER OK)
Address (1-3):	Up to three lines for entering address, city/state/zip,and any thing else to print on PO (ex: fax or phone number).
Add	Add a ship-to code entering values as described above. When the screen is completed user should select "Save" or "Cancel" to not save.
Edit	Edit a ship-to code. The record must be on the screen before selecting this function. When the edits are completed user should select "Save" or "Cancel" to void the changes Note: if the dept code is changed then Purchase Orders with that ship-to code will also be changed to have the new number.
Delete	Delete a ship-to record. You will be asked to confirm the deletion before action is taken.
Print	Two options are available.... Report and Screen. 'Screen' will print the contents of the ship-to code screen while 'Report' assumes you want a list of records. When selecting "Report" (or the Printer icon) the following screen appears:

```
=======================================================

Printer:
_____

Font:            Size:                        Print
_____   _____

Orientation:                                  Close
_____   Set   __ Print to Screen

Tray:
_____   __ Double Sided

=======================================================
```

The following questions would be answered:

Printer Settings: See the "Printer Settings" section for information about printer options.

Print to Screen: If user would prefer the report to display on the screen instead of outputted to a printer, check this box.

After all questions are answered user would select "Print" to send job to printer or screen. If report goes to screen and screen fills user may scroll up and down. Esc key or clicking on "X" closes the screen. To exit the print screen click on "Close".

Main Menu   This command exits from the program. If adding/editing a record this command may not used until the record is saved or canceled.

Build Import File

The purpose of this program is to build a comma-delimited file with Budget data that can be imported into most spreadsheet programs (Excel, Quattro-Pro, etc). The file will contain budget acct#s, descriptions, budget/budget adj amounts and month-to-date balances for up to 12 months. This command is found by first accessing "Other Functions". Upon selecting "Build Import File" the following screen will display:

```
=Build Import File===========================
    Beg Acct: _____
    End Acct: _____


   Acct Type:  _____


  Beg Mo-Yr: _____
  End Mo-Yr: _____


   File Name: _____
==========================================
```

The following questions would be answered:

Beg/End Acct:	If budget info for only a range of accts should be written to the file, enter the beg/end acct#. To include all accts leave as defaulted.
Acct Type:	If budget info for only a specific type of acct should be written to the file, enter "E" (Expense), "R" (Revenue), "B" (Bal Sheet), "S" (Special Bal Sheet) or choose the type from the drop down list. Value should be "All" to include all acct types.
Beg/End Mo-Yr:	Enter the range of acctg periods to be used to determine which month-to-date activity amounts should be written to the file. The current month will default but may be changed.
File Name:	This is the name of the file that will contain the budget data. The default is "Bud-data.txt" but may be changed. Unless user inputs a folder name along with the file name the file will be stored in the same folder as the budget files (usually BUDGET).

After questions have been entered user should select "Build File" or "Close" to exit without executing. A confirmation message will display once the file is built. To import the file user would have to have some knowledge of importing into spreadsheets. If user needs more info cc: the format of this file please contact us.

Budget Preparation

The main purpose of the Budget Preparation program is set up or edit a file that allows user to enter "proposed" budget amounts. To help determine the proposed amounts the program can also store and print the current fiscal year's budget amounts as well as the YTD Activity amounts. A worksheet can be printed for each Budget Preparation file for review. Once the proposed budget amounts are approved the amounts can be moved back to the regular budget file so user does not have to do it manually.

Upon entering the program a "Select" screen will display allowing user to select which Budget Preparation file# should be loaded. If no files exist or user wants to skip selecting a file, "Cancel" may be selected - otherwise user should choose from a drop-down list the file to load and then select "Select". Then the following screen will display:

```
=Budget Preparation===========================================================

Select#   Create   Remove File   Print   Renumber   Rename   Move Amts   Main Menu   Help
-------------------------------------------------------------------------------------

Line#  Account     Description                        YTD Activity    Curr Budget     Prop Budget




____  _____  _____  _____   _____   _____


  Insert        Edit        Un/Delete       Details      Calculate                 Save         Close
=============================================================================
```

Field Descriptions

Line #	Each entry in a budget preparation file is identified by a unique line number. The line number is generated automatically.
Account:	The budget account number. NOTE: even totals, underlines, and heading lines must have account numbers.
Description:	Description of the budget account. This field is entered automatically from the Budget Acct file and may not be changed.
Amt Col-1(YTD Activty):	The Budget Prep file allows three amounts to be stored on each line. What values are stored in the three amount columns will be determined by settings when running the "Create" routine. Normally the first amount column will be the YTD Activity (the total activity for each budget acct for a specified range of acctg periods so user can view how much was actually spent or collected for each acct).
Amt Col-2 (Curr Budget):	The second amount column is normally the current budget amount (this is determined by settings when running the "Create" routine). This allows user to view what the budgeted amounts are currently while entering the proposed amounts.
Amt Col-3 (Prop Budget):	The third amount column is normally the proposed budget amount (this is determined by settings when running the "Create" routine). This will normally start as a zero amount and the user will enter the new proposed amounts.
Select #	User must create or load an existing Budget Prep# before viewing, modifying, or printing it. If the file already exists user can use this command to select it. Upon choosing this command user may select from a drop-down list the file desired. After selecting the file user would click on "Select" and the file's contents will display.

Create	This command allows user to create a new budget preparation file or optionally update a Report Format file with new Budget Prepfile accts (that have been manually added during the Budget Prep process). Normally to build a new Budget Prep file (with new YTD activity, current budget amounts, and zero proposed amounts) user would select "**Create From Report Format**" and then enter the Budget Prep# and the Report Format # being created from. User can also specify what the amounts will be moved to the three amount columns although user will normally leave as defaulted (YTD Activity, Curr Budgeted Amt, and Zero). If user is creating a new Budget Prep file from an existing Budget Prep file then user would select "**Create From Bdgt Prep**" and then enter the new Budget Prep# and the existing Budget Prep# that is being used to copy from. If user is updating a Report Format file with new budget accts, then user would select **"Copy New Accts to Report Format"** (the Budget Prep file must already be selected and displayed to perform this function) and then enter the Report Format# that is to be updated. After user makes the proper selections user would select "Create" to begin (or Cancel to close). If building a new Budget Prep file and one already exists, user must confirm it is ok to overwrite it. If building a new file, the file will display upon completion of the operation. If user could like to give the file a different name than what is displayed at the bottom of the screen then choose "Rename" (see below).
Remove File	If the Budget Prep file currently selected should be totally removed select this command. Since this removes the entire file, a "Are you sure" confirmation message will display twice for user to confirm.
Insert	Once a Budget Prep file is selected user may insert a new line by using the "Insert" command. Before clicking on 'Insert' make sure the cursor is on the line above where the new line will be added. Upon clicking on 'Insert' a screen will display allowing user to enter the fields needed to add a new line (see above field definitions as well as field definitions described in Report Formats). Note: if the new line is for a new budget acct, the acct should must already have been added using the Budget Accts program. After filling in the screen user should select "Save" to permanently add the line or Esc or "Cancel" to not add.
Edit	Once a Budget Prep file is selected user may edit a line by using the "Edit" command. Before clicking on 'Edit' make sure the cursor is on the line that is to be changed. Upon clicking on 'Edit' the line's contents will display in the middle of the screen for user to change. User enters values as explained under "Budget Prep and Report Format Field Descriptions". User saves the line by either clicking on "Save". Esc or Cancel command will cancel the edit.
Un/Delete	Once a Budget Prep file is selected user may delete a line by using the "Un/Delete" command. Before selecting this command make sure the cursor is on the line to be deleted. This marks the line as deleted but it may be undeleted by clicking on the command again. Note: until the command "Save" is selected the line is not permanently deleted.
Details	While any of the amount columns may have "detail" for any amount, this command is normally used for detail for the "proposed" amounts column. This is handy should some detail be needed to explain the total. For example user may want to itemize the employees salaries that are paid from a specific account. When the cursor is on the line and column desired user may select "Details" and enter as many lines of detail as needed. The "Units" field is used to indicate how many gallons or or weeks or months the expense is for (usually units is left as "1.00"). The system will down-total the detail lines and when clicking on "Save" will insert the total as the proposed amount.
Calculate	As user enters amounts in the "amount" columns (usually the "proposed" budget amount column) the totals are not changed. To re-calculate the totals click on this command. Note: totals are also calculated when saving.

Save   Once all changes are made user should select this command to save all entries/changes.

Close   This command will exit the program. However if changes have not been saved a message will display asking whether changes should be saved. If user wants to save changes then click on 'Yes' and the save will occur followed by the program closing. If "No" then the program will close without a save occurring.

Print: Two options are available.... Report and Screen. 'Screen' will print the contents of the screen while 'Report' assumes you want a Budget Preparation Report. When selecting "Report" the following screen appears:

```
=Print Bdgt Preparation File============================
 Report Type:
 _ Print Control Codes              Print
 _ Print Line Numbers
 _ Print Detail Lines               Close

In 1st Column Print:  Curr Budget         __ Underline for Zero
In 2nd Column Print:  Prop Budget         __ Underline for Zero
In 3rd Column Print:  None                __ Underline for Zero

Beg Line#: 000001
End Line#: 999999

Printer:

_____
Font:                    Size:

_____  _____
Orientation:           __ Print to screen
_____    Set      __ Print to csv file
Tray:
_____       __ Double Sided

==================================================
```
The following questions would be answered:

Report Options: **"Print Control Codes"** option will include the "control" values (codes for Print, Lines, Print Desc, etc). This is handy should user need to see the codes that determine the format of the report. **"Print Line Numbers"** option will include the line number attached to each line. **"Print Detail Lines"** will include any "detail" that user entered to explain the total amount on the report. If user is printing a straight Budget Preparation Rept normally these three options will be left unchecked.

1st, 2nd, 3rd Column Print: Since the Budget Prep file contains three amount columns, the program needs to know which amount columns should print and in what order. By default the current and proposed amounts are selected for columns one and two but user may change this and also include the Ytd activity amount in whatever column desired.

1st, 2nd, 3rd Underline for Zero:	Check any or all of the three boxes if user wants to print an underline for a zero amount. Usually user would do this for the proposed budget column amounts where user may want to manually write down an amount on the report when it is zero.
Beg/End Line #:	If user would like to print only a portion of the Budget Prep file, enter a beg/end line#. Leave as defaulted (000001 and 999999) to include all lines.
Printer Settings:	See the "Printer Settings" section for information about printer options.
Print to Screen:	If user would prefer the report to display on the screen instead of outputted to a printer, check this box. Note: if including line numbers or control codes this option is not available.
Print to csv File:	See page 73 for more information.

After all questions are answered user would select "Print" to send job to printer. To exit the print screen select "Close". If sending the print to the screen and the screen fills, user may press Page Down or may use scroll-bar to view the rest of the screen (X to exit the screen).

Renumber   This routine renumbers the file line numbers. This is needed since line numbers are initially numbered by 50 and when inserting all available lines may get used. Renumbering will increment the numbers by 50 again.

Rename   This routine allows user to "rename" the budget prep file name. A generic file# name is initially assigned when the file is created. This routine allows user to change the name if desired. For example the name "Bdgt Prep:Gen'l Fund" might be more meaningful than the default name. Also user may change the column headings if user wants to have headings different than the default values of "YTD Activity", "Curr Budget", and Prop Budget". For example instead of "Prop Budget" user might want the heading "FY:2006-07" so it is apparent what fiscal year is being worked on.

Move Amts: This routine allows user to "move" amounts either to or from the Budget Prep file from or to other files. **Option #1** is the most commonly used routine and is used to move an amount column (usually the proposed budget amount column in the displayed Budget Prep file) to the Budget Accts file. When using this option the only field applicable is the "Moving From Column". The screen would normally display this as "Prop Budget" (or whatever name you might have renamed it to) but can be changed be another column. This means you want to move the proposed budget amounts (or any other column selected) to the Budget Accts budgeted amounts. **Option #2** is also used to move an amount column (usually the proposed budget amount column in the displayed Budget Prep file) to the Budget Accts file. But the difference in the old and new budget amounts is moved to the Budget Adj field in Budget Accts. When using this option the only field applicable is the "Moving From Column". The screen will normally display as to "Prop Budget" (or whatever name you might have renamed it to) but can be changed to another column. **Option #3** is used to move an amount in a column of the displayed Budget Prep file to another column. For example user wants to move Curr Budget to YTD Activity. When using this option the only fields applicable is the "Moving From Column"and "Moving To Column". User would select which columns to move from and to. **Option #4** is used to move a column amount in the displayed Budget Prep file to the same column in another Budget Prep file. For example user wants to move the proposed budget column from one file to another. When using this option the only fields applicable would be the "Moving From Column" and the "Moving To Bdgt Prep#". User would indicate which column is to be moved and which Budget Prep file is to be moved to. **Option #5** is used to move zeroes to a column in the currently loaded Budget Prep file. For example user wants to move zeroes to the proposed budget column in the currently loaded Budget Prep file. When using this option the only field applicable would be the "Moving To Column". User would indicate which column zeroes would be moved to. **Option #6** is used to move the budgeted amount from the Budget Accts files to a column in the currently loaded Budget Prep file. When using this option the only field applicable would be the "Moving To Column". User would indicate which column the budgeted amounts would be moved to.

Option #7 is used to move the YTD Activity amount to a column in the currently loaded budget prep file. For example user wants to re-update the YTD Activity column since it has been days or weeks since the original YTD Activity amounts were put into the Budget Prep file. When using this option the only fields applicable would be the "Moving To Column" and the "Beg/End Mo-Yrs". User would indicate which column the new activity amounts are to be moved to (normally YTD Activity) and what range of acctg periods should be used to arrive at the activity amounts. Once user has chosen options 1 thru 7 and chosen the necessary options and values the "Move" command would be selected (or "Close" to exit without executing).

Main Menu　　　This routine allows user to exit the program. However if changes have not been saved the system will ask user whether changes should be saved. If user selects "Yes" the program will perform a "Save" - if "No" then the program is closed without performing a save.

Recurring Detail/AP

This file allows user to enter/edit/delete recurring records that can be moved to Detail Records or Accts Payable. This is handy should you have records that recur regularly (ex: loan payments). The options on this screen are the same as those found under Detail Records except for the "Transfer" command. Therefore for info on how to post, edit, delete, print, lookup, or total records see the "Detail Records" section of this manual. After choosing this program the following screen will display:

Post Edit Delete Print History Lookup Total Transfer Main Menu Help
==

```
PO #:            _____          Description
Amount:          _____  DR    _____
Vendor:          _____            _____
Account #:       _____     _____
Contra-Acct:     _____     _____
Contra-Acct2:    _____     _____
Contra-Acct3:    _____     _____
Dept Code:       _____            _____
Invoice#:        _____
Type:            _____    Reference#: _____    Bank Code: __
DR Date:         _____         Mo-Yr: _____            Session Total:_____
AP Date:         _____         Mo-Yr: _____                   Total:_____


Add Vendor    Edit Vendor                 Save        Cancel
==============================================================================
    Acct#: _____       Acct Desc: _____
Vend Name: _____     Vend #: _____
```

Command Line

A 'recurring' record can be brought to the screen by vendor name/number or budget account number/name. After the initial record has been brought to the display, scrolling (Up/Down Arrow) will bring up subsequent records in the same order. For example, if the first record is brought up by vendor name, scrolling will bring up the next detail record in alphabetical order by vendor.

Add/Edit/Del/Print/History/Lookup   These routines are the same in operation as those found in "Detail Records". See the 'Detail Records' section for instruction on how to perform these functions.

Transfer   This routine allows user move recurring records to either the AP or Detail Records file. User will select "Accts Payable" or "Detail Records" to tell the program which file the recurring entries will be moved to. Next user may enter a beg/end refr# if entries being moved should fall within a range of reference#s. Next user may select the "Type" of entry to be moved where user may select among "All", "Check", Receipt, or "Adjustment". Next user may select to move "Zero Amts" - otherwise zero amount records will be skipped. Next user may select the date to be used when the records are posted. When ready to begin moving the records, user may select "Transfer" to begin or "Close" to exit without executing.

Main Menu   Returns user back to Main Menu. This is the same as pressing Esc or "X" to close the screen. User can not select this option while posting.

Change Bank Code

The purpose of this program is to change the bank code stored in the Budget Accounts, Detail Records, and Accts Payable files. The bank code is used primarily for reconciling bank accts and files are sometimes not initially set up properly if Reconciling is not initially used. Later if user desires to use Reconciling the bank codes may need to be changed not only in the Budget Acct file but in Detail and Accts Pay records. This means hundreds of records may need to be changed so changing manually may not be realistic. Therefore this program can change the bank codes automatically. Upon selecting this command (found under "Other Routines) the following screen will display:

```
=Change Bank Codes========================
   Old Bank Code: __
   New Bank Code:__


   Files to change
   __ Budget Accts
   __ Detail Records
   __ Accounts Payable
   __ Recurring Detail


   Account Range
   Beg Acct#: _____
   End Acct#: _____


      Change Code      Cancel
==========================================
```

The following questions would be answered:

Old Bank Code:	Enter the bank code that is currently on the accounts in the range entered below.
New Bank Code:	Enter the new bank code you want on the accounts entered in the below range.
File to change:	Check the boxes next to those files to be changed. Normally all four boxes will be checked.
Beg/End Acct#:	Enter the range of acct#s to be changed. These values are important in that normally only a range of accts would be changed for a given bank code.

After questions have been entered user should select "Change Code" or "Cancel" to exit without executing. A confirmation message will display once the change is completed.

Transfer Totals

There are two routines to transfer totals from other applications.... Payroll totals and Receipt totals. The purpose of these programs is to post totals created from GFC's Payroll and Receipting programs into Budget Detail Records (and optionally Accts Payable files). Before using these programs user must have already run the "**Build Auto Transfer**" routine found in Payroll and Receipting. The totals that print on the Build Auto Transfer report are the totals that will be posted (transferred) when using either of these Transfer programs. Before transferring the totals user may check the "Preview totals to screen" box to view the totals to be sure that the totals have been built correctly. Care should be taken not to transfer totals twice or the totals will be duplicated. These transfer programs are accessed by first selecting "Other Functions". Then upon selecting "Transfer Payroll Totals" or "Transfer Receipt Totals" one of the following screen displays:

```
=Payroll Auto Transfer==============================         ==Receipt Auto Transfer=============================

Last Payroll Transfer: _____                            Last Receipt Transfer: _____

Input Path/File Name:  PRTotals.txt                         Input Path/File Name:  Receipts.txt

__ Preview totals to screen (no transfer)                   __ Preview totals to screen (no transfer)

__Transfer totals                                           __ Transfer totals


Printer:                                                    Printer:
_____                           _____

Font:                        Size:                          Font:                        Size:
_____   _____                             _____   _____

Orientation:                                                Oriention:
_____     Set                                         _____     Set

Tray:                                                       Tray:
_____    __Double Sided                            _____    __Double Sided

==============================================              ==============================================
```

The following fields should be reviewed:

Last Payroll (Receipt) Transfer:	Make sure that the last transfer date is correct. This date is supplied to help user not transfer twice in one day. For example if today's date displays then you may have already done the transfer. Note: if the last transfer date is in the current system month then the warning "DO NOT TRANSFER TWICE" will display in red.
Input Path/File Name:	Make sure that the file name matches the file name that the payroll or receipt program created when running the Build Auto Tsfr program which is normally PRTotals.txt (or Receipts.txt).
Preview totals to screen:	check this box and then click on "Preview" to view the totals before transferring.
Transfer totals:	check this box and then click on "Transfer" to post (transfer) the totals.
Printer Settings:	See the end of the manual for information about printer settings.

Once user selects "Transfer" the posting process will begin (click on"Cancel" to exit without executing). Then the program compares the dates in the file being transferred with the date of last transfer stored in Budget. If the dates are the same the program will issue the warning **"Payroll (or Receipts) for this date has already been transferred. Continue?"** If user is satisfied that no duplicate records will be posted by proceeding, then "Yes" should be selected - otherwise "No" should be selected to stop the transfer. If any account#s, vendor#s, or dept#s are found to be invalid the message: **"Correct Invalid Data and Re-try Transfer"** will display and a report prints showing the errors. To fix invalid values:

Payroll: User should go to Payroll and use "Auto Transfer Setup - Maintain" to fix the invalid acct#s, dept#s, or vendor#s.

Receipts: User should go to Receipting and use "File Maintenance - Maintain Receipt Codes" to fix the invalid acct#s, dept#s, or vendor#s.

Once a successful transfer is run a message will display confirming the completion of the process and a report will print showing what was posted.

Year End

The purpose of this program is to close-out (delete) Detail Records from a prior fiscal year once the records are no longer needed **(it is important to understand that several fiscal years can be left open at the same time so there should be no hurry in closing out - user can just proceed into the next fiscal year without doing anything)**. Since Detail Records are used to compute YTD Balances, this program also re-calculates the 'Beg Balance' on Balance Sheet accounts (such as Cash or Accts Payable Accts). If user has added new budget accts in the past year it is important that they have the correct type code (Expense, Revenue, Bal Sht) since having the wrong type code will cause an acct that should zero-out not to and one that should not zero-out to. **It is important that a current backup be on hand should the records need to be restored.** Optionally Budget files could be copied to another folder so user can have access to the old fiscal year any time desired. Upon selecting "Year-End" the following screen displays:

=Year-End Closing====================================

1. Make a BACKUP of Budget

2. Print all year-end reports.

3. Make sure everything is in balance.

4. Make sure noone else is in Budget.

__ Close Vendor Amts

__ Store YTD activity as new budgeted amts   Close Year

__ Print the closing report.

Fiscal Mo-Yr range to close: Exit

Beg Mo-Yr: _____

End Mo-Yr: _____

Calendar Mo-Yr range to close (for vendors only):

Beg Mo-Yr: _____   __Include Adjustment/JEs

End Mo-Yr: _____   (Change in Options - Form 1099)

Printer:

_____

Font: Size:

_____   _____

Orientation:

_____   Set

Tray:

_____   __Double Sided

==

The following questions would be answered:

Close Vendor Amts: Check this box if the Vendor Amts (Calendar YTD and Fiscal Amts) should be updated. Closing the vendor amounts means the "-1 Fiscal Yr amount" is rolled to "-2 Fiscal Yr", the activity amounts for fiscal year being closed is moved to "-1 Fiscal Yr" and the Calendar Amount is updated with the activity amounts for the periods entered below. It is recommended that this box be checked.

Store YTD activity as new budget amts: Check this box if the YTD activity amount for each budget acct for the fiscal year being closed should be moved to the "Budgeted Amt" (stored on each Budget acct screen). This is handy if you want to use the YTD Activity as the new amount budgeted although this is not normally done.

Print the closing report:	Since the program changes "Beg Balances" field on the budget acct screens, it is recommended that there be a printed record of how the balances are changed. Checking this box will print a list of closed account balances (old balance and new balance). Having this list printed is also confirmation that the close was done. Therefore it is recommended that this box be checked.
Beg/End Fiscal Mo-Yr Range to Close:	The only way the program will know which acctg periods to close is for the user to indicate the beg/end mon-yrs. Normally this will be the first and last mon-yr of a fiscal year (ex: 07-2006 and 06-2007). **These entries are extremely important - incorrect entries can result in the wrong year being closed**. The program will search thru detail records to find the oldest fiscal year and will fill in Mo-Yr range accordingly. In some cases the range filled in could be incorrect so change the Mo-Yr range if necessary.
Beg/End Calendar Mo-Yr Range to Close:	If user has checked the "Close Vendor Amts" box above then the system needs to know which months of activity to add together to update the vendor's Calendar Amt (stored on the vendor screen). The Calendar Amt's only purpose (other than information) is to potentially be used for 1099 purposes. If closing out the most recent fiscal year and you are losing the first six months of the calendar year then enter a range of mo-yrs for the first six months and the vendor Calendar Amt will store the total for the first six months which can later be used to be included on the 1099 forms. If you are closing a fiscal year that does not include the current calendar year then enter a range for the entire calendar year. Examples: user is closing out fiscal year 07/2010-06/2011 in Sept 2011. Since user is losing detail records for Jan 2011 thru June 2011 and since they might potentially be needed for 1099s printed in Dec 2011, user should enter 01-2011 and 06-2011 as the beg/end values. But if user is closing out fiscal year 07/2009-06/2010 in Sept 2011 the detail records being removed will have no impact on the 1099s printed in Dec 2011 (since the program still has all the current calendar detail records needed for 1099 amts). Therefore user should enter 01-2010 and 12-2010 which will store the entire calendar year's purchases for the vendor's Calendar Amt. This amount will then be an "information-only" field. Note thru a checkbox the vendor's Calendar Amt calculation may include "Adjustment/JE" entries posted (to expense accts) to each vendor. Whether the box is checked or not depends upon the box "Include Adjustment/JEs" being checked in Options-Form 1099.
Printer Settings:	See the "Printer Settings" section for information about printer options.

After questions have been entered user should select "Close Year" or "Exit" to exit without executing. If "Close Year" is selected then user must confirm the selection to actually begin. Once the "Year-End" is started a message displays that confirms the close is in progress. The close can take several minutes so user should be patient. If the screen gets minimized and restored the program may appear to be frozen but it isn't - just wait for the program to finish. Once the close is finished a message will display confirming the completion of the process. If a "Closing" report has been selected then a report will print showing each account's "old" and "new" balances.

File Repair

This routine is used to repair or check for corrupted files. This should only be used with the assistance of your support rep.

Clear Registry

On rare occasions printer settings might need to be reset (cleared). For example (sometimes due to installing new printers or other devices) the wrong printer or font begins displaying on your print screens. Using this command it is easier to reset all the printer settings at one time rather than changing them one screen at a time. After selecting this command user must confirm the program should be run - click on Yes to clear or No to cancel. Note: any printer customizations you previously made (ex: printing a report in Landscape orientation instead of Portrait) will have to be reset. Also screen size settings will be reset back to default sizes so some 'LookUp' or 'Print to Screen' height and column widths may need to be adjusted.

Options

The purpose of the "Options" menu choices is to allow user to enter recurring setup information used by various programs. For example the check and PO format along with print margins would normally not change so the values needed can be stored and changed if needed. Options are stored under several sub-menu choices as explained below:

General

The "General" Options screen allows user to store information that is common to many programs. User enters the following:

Fiscal Periods: User enters the month (1-12) the fiscal year begins from a drop-down list. Since some funds may begin on different months, up to 4 sets of months may be entered. Then when setting up fund information the fiscal beg/end close-out period (1-4) for each fund may be specified. When the beginning month is entered the ending month is automatically displayed.

Allow Zero Contra Accts: When revenue, expense, and some liability accounts are set up accrual and cash "contra" accounts can be entered which defines what the "offset" account is. For example an expense account might have an Accts Pay "accrual" contra acct and a Cash in Bank "cash" contra acct. Some accounts do not require a contra-acct or some may have a cash contra acct but no accrual contra acct. If some accounts are allowed to have zero contra accts then check this box.

Auto-fill accrual contra-acct:

    Many balance sheet accts don't have an "accrual" contra acct. If this box is checked the "Accounts" "Add" routine will automatically (when the Bal Sht type is selected) insert the same acct# being added as the "accrual" contra-acct (as opposed to leaving it blank). Since some balance sheet accts need a specific accrual contra-acct it is recommended this box be left unchecked.

Acctg Type: If all postings should be dual-entry (for every debit there is a credit) then check the "dual-entry" option. If single-entry postings are allowed then select "Single Entry". "Combined" means that dual-entry is used in Accounts Payable posting but single is used in posting Receipts and Manual Checks. "Dual-Entry" is recommended.

Abbrev Name: The value in this field displays on the Main Menu and sub-menus. The use of this field varies but some users enter a prior fiscal year (ex: 04-05) when storing old Budget files so user can identify the fiscal year when accessing the old files. Some put an abbrev fund name (ex: PWA) if funds are stored in different folders so the fund name can be viewed on sub-menus..

Payroll Path: This value is not used. It should be left blank.

List Fonts Alphabetically: Check this box if font names should list alphabetically when choosing font names on report print screens. Uncheck box if they should list in the order Windows stores them. **Warning:** user should not change this setting if the fonts names have already been set.

List Funds and Bank Codes: Check this box if, when printing checks or check registers or reconciling, user would prefer to select the bank codes and fund numbers from drop-down lists. Leaving this box unchecked means user will have to know those values and will enter manually. If using multiple bank codes and funds it is preferable to check this box.

Disable Duplex/Tray Print: Some reports have options to specify the print tray to use and whether the report should print double-sided. If these options create a problem for your printer check this box to disable these options.

Printer dpi: This value is for programs that print "forms" (checks, purchase orders, labels, and 1099s). Those programs need to know the dpi (dots per inch) of the printer in order to print the forms correctly. An entry of 0 (zero) will cause the program to try to detect the dpi of your printer automatically. If the dpi is not correctly detected user should try "600" which will work in most cases. The recommended entry is 0 or 600 but in some cases user may have to enter a different value.

Label Format:

Labels Across: This value is used by the label print routine found under Print under Vendors. This is the number of labels across the page which is normally 3 but could be 2

Labels Down: Enter the number of label down on a page. If using one inch laser labels there will normally be ten labels down the page so therefore user would enter 10. If using continuous labels enter '11'.

Label Width: The label width in inches. 1 wide labels are normally 3 or 3 1/2 inches wide so 3.0 or 3.5 would be entered. 2 wide labels are usually around 4 inches wide so 4.0 would be enterd. 3 wide labels are normally around 2 1/2 inches wide so 2.5 or 2.6 would be entered.

Label Height: This question defines the height of the label in inches. Most labels are 1 inch high so 1.0 would be entered. If using 1 1/2" labels then enter 1.5.

Label Spacing:	This question is applicable only if using 2 or 3-across labels. This relates to how much space should be between each label in inches. In other words, after printing the maximum width on a label this value will determine how much space to the right the program will go before printing the next label. User should test print some labels and adjust this setting if needed.
Top Margin:	This question relates to how much margin in inches should be at the top of the labels. Sheets of labels usually start the first label a few of lines from the top of the page. Depending upon your printer, the program may need to advance a half inch to hit the first row of labels correctly so .5 would be entered. User should test print some labels and adjust this setting if needed.
Left Margin:	This question relates to how much space should be on the left side of the label. Some sheets of labels have the left edge of the left-most label a few spaces to the right of the left edge of the sheet. Therefore you may need to move the print to the right a few characters to compensate for this. In other words if this value is set to 0 (zero) the labels may print too far to the left and you may need to change this value to .1 or .2 inches the printing moves to the right.You should initially set this value to .1 and then do some test printing for a few vendors to determine the correct value.

LABEL NOTES for 2-across and 3-across labels: some inkjet/laserjet printers have only a maximum print width of 8 inches. For 3-across labels that would mean that the total of the **left margin** plus the **label width** times 3 plus the **label space** times 2 should not exceed 8 inches. For 2-across labels that would mean that the total of the **left characters** plus the **label width** times 2 plus the **label space** should not exceed 8 inches. If when test printing, the vendor name and address is partially dropped of the right side, then you have exceeded the print width and you will have to adjust the above values. In most cases you'll have to do test printing to determine the values that will work for your brand of printer.

Space fill alpha vendor#s:	
	Check this box only if vendor#s with letters should be left justified with spaces on the right (ex: C100 as opposed to 00C100). If you already have vendors set up with letters that are zero-filled on the left do not check this box.
Acct Format:	Entering "pound" symbols defines how many digits will be in the acct number you will be entering under **Accounts**. Also any characters like a dash or space defines the separator character to be used. For example if user enters ##-##-#### means that the acct number will have eight digits with a dash as a separator after the second and fourth digits.
Fund Digits:	In some cases part of the acct number represents a 'fund' number. If so user should enter the number of digits that represents the fund number. This value is normally 2 or 3. Enter 0 if not applicable.
Zero Fill Left:	Check this box if user wants the acct number filled with zeroes on the left side. For example if the acct number is eight digits and user only enters seven digits then a zero will be filled in on the left side if this box is checked (ex: 1-02-4000 will be displayed as 01-02-4000). If this box is not checked then the acct number will be filled in on the right side (ex: 01-02-5 will be displayed as 01-02-5000).
Auto-Add New Accts To Report Format:	
	If this box is checked then the program will open a Rept Format file when adding a new budget acct so user can insert the new acct in the file. This is handy since new accts must be added into a Report Format file for the acct to appear in a Financial Rept. If checking this box user should also check the **Open Report Format Only** box below or the program will attempt to insert the new acct automatically which is not recommended.
Open Report Format Only:	
	Applicable only if the above **Auto-add** box is checked. If this box is checked then when adding a new budget acct the program will open the report format screen automatically but will not attempt to insert the new acct automatically but will allow user to insert manually.
Default File#:	Applicable only if the above **Auto-add** box is checked. This value defines which Rept Format file# should open when opening the Rept Format file. If you have multiple Rept Format files you should enter 00 which means there is no default. If you have only one Report Format file then enter that number (ex: 01).
Passwords:	If user would like a password to be entered before accessing the program, enter a password under the below password categories. Note that the password has to be entered twice for verification.
Master:	Users entering the program using this password will be allowed to perform all functions... posting, editing, deleting, etc.
Read-Only:	Users entering the program using this password will only allow to print reports and view records but no posting, editing, or deleting will be allowed.
Other Detail:	Users entering the program using this password will only be allowed to access and post to the **Other** Detail file.
Purch Orders:	Users entering the program using this password will only be allowed to access and post Purchase Orders.
Edit Detail:	Users entering the program using this password will only be allowed to edit detail records.

After questions have been answered user should select **Save** to permanently store the questions to the disk. User may select **Print** to print the screen contents to the default printer. Selecting **Cancel** will cause the program to not save the questions.

Reports

The "Report" Options screen allows user to store information that is common to the Financial (Budget) and Detail Ledger Reports. User enters the following:

Encumbrance Report Format:

> When selecting the Encumbrance Rept (when printing a Budget Rept) there are two formats available which user can select from a drop-down list. The 'Standard' format and the 'MTD Activity' formats are the same except the 'MTD Activity' format includes a column showing the amount spent/collected for the current month whereas the "Standard" format does not include this column.

Budget Rept -Delete all Detail Auto-Entries:

> A Budget Report can post a single-sided "auto-posting" entry to the Fund Balance account to keep the Balance Sheet in balance. When this is done it is important that the existing "auto-postings" be deleted before the report begins. However "auto-posting" entries can also be created from other report sequence formats and you would not want those deleted. In other words if GENERAL FUND and PWA FUND accounts are contained in separate report sequence files, you would not want the PWA auto-posting to be deleted just because the GENERAL report is being printed. Leaving this box unchecked tells the program to only delete auto-postings that would be generated from the Budget Report that is being executed. Checking this box tells the program to remove all auto-postings regardless of what Budget Report is being generated. If your report sequence report does not generate an "auto-posting" then this question is irrelevant.

Budget Rept - Print Blanks for Zero Bdgt Amts:

> Many of your budget accts may not have an amount budgeted. If this case you may prefer it not print a zero budget amount on a Budget Rept as well as not print a balance remaining or percentages. If so check this box. If zeroes are preferred then leave the box unchecked.

Detail Ldgr/History - Skip Detail Entries if 1st and 2nd Contra-Accts are the same:

> Many entries in your system will have the same account as the 1st and 2nd contra-accts. For example when checks are written normally the 1st and 2nd contra-accts will both be the Accts Payable acct thereby just representing an off-setting zero value. If you would prefer that both entries be left off the Detail Ldgr Rept and History displays to make for less clutter, check this box. This setting can be changed when printing a detail ledger report.

Detail Ldgr - Reference No Order:

> When printing postings on the Detail Ldgr Rept, postings on the 'Acct' Ledger will normally print in ref# by type order while the 'Vendor' and 'Dept Ledgers' will normally print in the sequence they were posted. If you would prefer that all ledgers be in Ref# (check# or receipt#) order by type then check this box although user may change the setting to a different sequence at report time. **Note: this sequence is required to "combine" checks/receipts on Cash Accts** when printing the Acct Ledger (see below discussion on combining checks/receipts).

Detail Ldgr - Date Order:

> When printing postings on the Detail Ldgr Rept the postings normally do not print in date sequence. If you would prefer that the default print sequence be in date order then check this box although user may change the setting to a different sequence at report time. **Note: this sequence does not allow for "combining" checks/receipts on Cash Accts**.

Detail Ldgr - Combine Cks/Rcpts on Cash Accts:

> If printing the Acct Ledger in ref# order by type, user may want all entries with the same ref# to be combined and printed as one amount on Cash Accts. For example a check has two entries. Since each entry will print in detail on the expense or liability accounts, it may not be needed to print each entry in detail on the Cash Acct. If you would like a combined amount to print instead then check this box and make sure you print in Ref# order.

Detail Ldgr - Include Inactive Accts:

> If you want accounts/vendors on the detail ledger report with no current activity to be left off the detail ledger make sure this box is unchecked. If you want accounts/vendors with no current activity (but that have a balance forward) to be included then check this box. User can temporarily change the setting at report time but this will be the default.

Detail Ldgr - Print to csv - raw data:

> When outputting the Detail Ldgr report to a csv file user has the choice of outputting it in two formats. When this box is checked the output will just be raw data (records but no totals). When the box is unchecked the output will be in the printed report format (i.e. will look the same as a printed report including subtotals and totals).

Claims List - Print Dates:

> If when printing the Claims List Rept user would like the date of each transaction to be included on the report, check this box.

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

Purchase Orders

The "Purchase Order" Options screen allows user to store information that is used by the Purchase Order program. User enters the following:

PO Format:	The format to use when printing the purchase orders. Formats 1-3 and 7 use a pre-printed form while 4-6 and 8-9 use plain 8 1/2 X 11 paper. Your installer will assist with the value to enter.
Print Order:	Select from the drop-down list which order purchase order lists and forms will print in. Choices are "PO No" and "Vendor No". 'PO No' is the most common choice.
PO Hndg Top Margin - inches:	This is the number of inches in the top margin of the PO form (amount of space the paper will advance before printing the heading). Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.
PO Hndg Left Margin - inches:	This is the number of inches in the left margin for the heading area of the PO form. Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.
PO Body Top Margin - inches:	This is the number of inches in the top margin of the PO form body (amount of space the from the top of the paper to the body area... body area being where the line items begin printing). Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.
PO Body Left Margin - inches:	This is the number of inches in the left margin for the body area of the PO form. Fractions of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.
PO Footer Top Margin - inches:	This is the number of inches in the top margin of the PO footer (amount of space the from the top of the paper to the footer... footer being the "total" of the PO plus anything below it). ons of inches are allowed. The setting will vary depending upon the PO format being used. See below for recommended settings.
Recommended Settings:	Note: these are estimates and may need to be altered depending upon font used and model of printer.

Format#:	Top Hdg	Left Hdg	Top Body	Left Body	Top Footer
1 and 2	1.1	0.1	3.45	0.0	9.45
3	0.5	0.1	3.45	0.0	8.7
4 and 6	0.2	0.2	3.90	0.3	8.75
5	0.2	0.2	5.4	0.3	10.0
7 (same as formats 1 and 2)					
8	0.36	0.1	5.1	0.1	9.8
9	0.0	0.1	2.8	0.2	9.2

Address for PO Form #9 (Sign descs #4/6):

PO format #9 prints a company billing address which could be different than the company ship-to address. If using format #9 user may type up to three address lines. If using PO format 4 or 6 these fields can instead serve as descriptions for three of the PO signature lines. The first line is for the signature line that prints toward the top on the right side of the form and lines 2 and 3 are for the signature lines at the bottom of the form. Leaving any line blank causes the program to instead print a default description for that line.

Auto PO# Numbering:	Checking this box allows the system to automatically number the purchase orders. Under Options-Funds each fund may have a separate PO number sequence. If a fund has zero for its PO number, the system will look at the previous fund for a PO number. At least the first fund in the set up screen must have a PO number if this option is enabled.
Post POs by Fund:	If all lines on a PO should be to a single fund and user wants the program to keep ser from mixing funds, then check this box. Then when opening the PO program the system will allow user to enter a fund number. Then all budget accts on all lines must match that fund. Leave this box unchecked if POs will have a mixture of funds or you don't want verification that all budget accts on a PO belong to a single fund.

Print Dept Description:	Some of the purchase order formats have the option to print the department description on the purchase order. If you want the dept name to print on the PO then check this box. Normally this box will remain unchecked.
Delete POs After Xfer to AP:	
	When using the AP Transfer routine the user will have the option of deleting the PO as it is moved to AP. This question allows user to set up a default value so the question will normally be answered correctly when running the program. Check this box if POs should be deleted.
Repeat on Blank Field:	Since the PO screen allows multiple lines user might have a need to repeat information from one line to the next. The program will repeat by pressing F4. If the program should repeat just by not entering a value then check this box. This would mean that the invoice# would repeat from the previous line just by leaving it blank. It is recommended this box not be checked and just press F4 when a repeat is needed.
Include Printed POs:	When printing PO Forms and Lists normally printed POs are not included unless the box "Include Printed" is checked. If user would like that box automatically checked upon opening the PO Print screen then check this box.
Print 'Pay to' Addr if 'Order From' Addr is Blank	
	Some PO formats print the vendor's 'Order From' address on the PO form. When this box is checked the program will instead use the 'Pay to' address when the 'Order From' address on the vendor screen is blank.
Beg/End Fiscal Years:	Some of the PO formats print the beginning and ending fiscal year. If you are using one of these formats, you must enter this information, if not you may ignore these two fields.

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

Accts Payable

The "Accts Payable" Options screen allows user to store information that is used by the Accts Payable program. User enters the following:

Check Print Positions:	Below are the items that can print on a check. The user has the ability to "customize" the location of each item by entering a top and left margin for each item. The settings are in inches and the top margin represents the distance from the top print position of the check form (about 1/16" from the top) to where the item should print and the left margin is the distance from the most left print position (about 1/16" inch from the side of the check) to where the item should print. No two user's settings will all be the same since the model of printer and type of check makes these settings unique for each user's printer. **Notice some lines have "check" boxes. If the item should not print on the check then leave it unchecked**. Below are "approximate" settings for the three main formats of checks used: **Standard** (check on top) and **Stub-Ck-Stub** (check in the middle) and **QuickBooks** (ck on top). After entering the settings user should go into Payables "Print" and choose "**Ck Alignment**" and print a sample check to paper or to an actual check to see if the margins need to be adjusted. Lower the top margin value to move the print up and increase it to move the print down. Lower the left margin value to move the print to the left and raise it to move the print to the right.

	Standard(ck on top)	Stub-Ck-Stubformat	Quick Books format
Date:	top 1.45, left 5.15	top 4.07, left 6.85	top 0.73, left 7.15
Amount ($):	top 1.45, left 6.50	top 4.60, left 6.10	top 1.23 left 6.63
Amt Written:	top 1.05, left 0.15	top 4.80, left 0.15	top 1.55 left 0.20
Name/Addr:	top 2.00, left 1.10	top 5.50, left 1.00	top 2.00 left 1.10
Name Only (Quick Bks)	top 0.00, left 0.00	top 0.00, left 0.00	top 1.23 left 1.10
Fund Name: (if used)	top 0.88, left 5.10	top 4.15, left 2.90	top 1.05 left 4.90
Fiscal Year: (if used)	top 0.70, left 7.00	top 4.15, left 5.50	top 0.73 left 6.00
Check #: (if used)	top 0.50, left 7.00	top 3.92, left 7.50	top 0.53 left 7.20
Signature: (if used)	top 2.00, left 5.10	top 5.50, left 5.10	top 2.00 left 5.10
Stub 1:	top 3.80, left 0.15	top 0.35, left 0.15	top 3.73 left 0.15
Stub 2:	top 7.30	top 7.32	top 7.30

Check Signature File (.bmp):	When printing AP checks the program has the capability of having the signatures print from an image file that can be stored on a CD, USB drive, or your disk drive. This field allows you to define the location of the file. For example if the file is on a CD and the CD is the "D" drive then this value could be "D:Signatures.bmp" with "Signatures.bmp" being a file containing an image of signatures. **Make sure this field is blank if you do not desire a signature image to print on AP checks**.
Enclose signature in a box:	This question is applicable only if using a file to print signatures on checks (i.e. there is a value in the 'Check Signature File' field above). Checking this box will enclose the signatures in a rectangular box. Leaving it unchecked prints the signatures without the box.
Prt Desc on Ck Stub:	This field controls the format of the information printed on the check stub. If "Y-Always", the stub will contain all information about a purchase no matter how many lines on the stub (a continuation check will print if necessary). "N-Never" is an abbreviated format that will print only the invoice no. and amount for each purchase thereby allowing more items to be printed on a single check without a continuation check. "B-If Desc Fits" will print all information unless there are more than about 22 entries in which case it will revert automatically to the abbreviated version.
Fiscal Year:	All check formats print the fiscal year if entered (ex: 2009-10). If you do not want to print the fiscal year then leave this field blank. If you do want to print it make sure the field has a value and make sure "Fiscal Year" above is checked and has margin settings.
Use Auto Ck Numbering:	Checking this box allows the program to track the next check# to print. Each fund may have a separate check# sequence. If the fund that the checks are being written on has an entry in the "Fund" Options screen, the corresponding check#. will be used. If the check# s zeroes, the program will look at the previous fund in the list for a number. If this option is enabled, at least the first fund in the list must have a check# associated with it.
Post by Fund	If this box is checked the user will load a fund number upon starting AP posting and only that fund will be allowed to be used.
Allow Edit of Contra-Acct:	When posting AP entries the program automatically displays the "contra-account" (if using dual-entry accounting). If user should be prohibited from changing the contra-acct then uncheck this box. If user should be able to edit the contra-acct then make sure this box is checked.
Check for Duplicate Invc's:	If user would like to be notified if an invoice already exists in detail records for this vendor then this box.
Default Bank Code:	Checks and registers are printed by bank code. If you have only a single bank then all checks will have the same bank code. If you would like the program to display a value automatically as a bank code, enter the value here.
Subtotal Printed List:	Check this box if a subtotal should print on the AP List after each vendor. This is handy should user want to see how much each vendor check is going to be before printing checks.
Repeat on Blank Line:	Since the AP screen allows multiple lines user might have a need to repeat information from one line to the next. The program will repeat by pressing F4. If the program should repeat just by not entering a value then check this box. This would mean that the invoice# would repeat from the previous line just by leaving it blank. It is recommended this box not be checked and just press F4 when a repeat is needed.
Default End Print Date:	When printing AP checks or an AP list the print screen allows user to enter a beg/end print date to control which AP records are included. If there are 'future' items in AP that should not be included, user must change the ending date so as to not include those items. To help with this user can make a default setting that controls what initially displays as the ending print date. Choices are "99/99/99", "Current Date", and "End of Month". If you regularly have items in AP that are dated in future months but would not be paid until those future months then the best setting might be **End of Month** and then when printing checks the current month's end date will display as the ending print date. If AP items being paid would never have a date past the the current date then "Current Date" might be the best choice. "99/99/99" (include all dates) will be the value unless changed.

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

Detail Records

The "Detail Records" Options screen allows user to store information that is used by the Detail Records, Manual Checks, and Receipts programs. User would enter the following:

Post Detail Rec by Fund: If this box is checked then user will be prompted to enter a fund number when posting in Detail Records. This allows only accounts for that fund to be entered.

Allow Edit of Contra: If this box is checked then user will be allowed to change the contra-acct.

Use CR/DR: When posting to detail records credits should be entered with the "minus" sign. Optionally user can indicate a posting is a credit and the system will insert the minus sign automatically. If the program should allow user to indicate whether a posting is a DR/CR then check this box.

Auto Rcpt Numbering: The Receipts Posting proram requires a receipt number to be entered. If user does not have a logical receipt number to enter then the program can insert an automatic number. Check this box if an automatic number is desired. If this box is checked then be sure and input the "next" receipt# below.

Auto Adj Numbering: The Adjustments/JE Posting proram requires an adjustment ref number to be entered. If user does not have a logical ref number to enter then the program can insert an automatic number. Check this box if an automatic number is desired.

AP/Man Cks-Chng C-Acct on Edit:

When posting a new Manual Ck or AP line the Contra-Acct is normally filled in automatically when the Acct# is entered but user is allowed to change if needed. Subsequently if user edits a Manual Ck or AP line in which the contra-acct was changed normally the user would not want the contra-acct to revert back to the default value. However some users may in fact want the cash contra-acct to always default to the value defined in the acct# even when making an edit - if so make sure this box is checked.

Manual Cks/Rcpts-Read Curr Mo-Yr Only:

After a check or receipt is posted user may need to later access it to edit. Since it is possible that the same number could exist in different months (or even different fiscal yrs) the program needs to know whether to display all entries for a given check or receipt number regardless of the month. Checking this box means to display a specified check or receipt number only when found in the current logged-in month and would not display the same number from a different period. Leaving this box unchecked would display the specified check or receipt number regardless of period it's in. If you would never have duplicate numbers in the system then this question is irrelevant.

Manl Cks-Repeat Blank: When posting a manual check user enters a PO#, acct number, invoice number, etc many times on multiple lines. If this box is checked then when posting the second or third line the program can automatically repeat the value from the previous entry if the value is left blank (ex: the invoice number from the first line would be repeated on the second line if no invoice number is entered on the second line). Alternatively user can leave this box unchecked and when posting press F4 to repeat when needed. It is recommended that the box be left unchecked.

Rcpts/Adjs Repeat Blank: When posting Rcpts or Adj/JEs user enters an acct no and description on multiple lines. If this box is checked then when posting the second or third line the program can automatically repeat the value from the previous entry by leaving the value blank (ex:the acct no from the first line would be repeated on the second line if no acct no is entered on the second line). Alternatively user can leave this box unchecked and when posting press F4 to repeat when needed. It is recommended that the box be left unchecked.

Post Receipts by Fund: If this box is checked then user will be prompted to enter a fund number when posting in the Receipts program. The purpose of this is to allow only accounts for that fund to be entered.

Receipts - Tab to Vendor: Some users post all receipts using one vendor code so there is no reason for the Post Receipts program to stop at the vendor fields (user can still "click" on these fields). However some users use multiple vendors when posting so one might prefer the program to stop (when using Tab or Enter) at the vendor fields should vendor need to be changed. Check this box for Tab/Enter keys to move to vendor fields.

Next Receipt #: When "Auto Rcpt Numbering" is turned on above, this will be the next number. After each receipt is posted the next number is stored here.

Receipts Vendor Code: When posting receipts a vendor number is written to detail records. Since some use the same vendor code on all receipts storing a number here keeps user from having to enter a code at posting time. Leave as zeroes if using multiple vendors when posting.

Adjust Vendor Code: When posting adjustments a vendor number is written to detail records. Since some use the same vendor code on all adjustments storing a number here keeps user from having to enter a code at posting time. Leave as zeroes if using multiple vendors when posting.

Bank Recon-Auto Load: Three boxes - one for Cks, Rcpts, and Adj/JEs. If using the Reconciliation program records must be copied from detail records to the Recon file. This is done by performing the "Add" routine found on the Reconciliation screen or the program can perform an auto-load each time user enters the program. If the "Auto Load" is desired then check one or all of these three boxes. However Auto-Load only adds records for the first bank code loaded and only does it once per day. **Therefore normally these three**

boxes should not be checked since you will move records by selecting the "Add" program in Recon.

Bank Recon-Rcpts-Store by Date:

> If user will be moving Receipts (deposits) into Reconciliation automatically the program needs to know how to combine multiple receipt records into a single record. If all receipts are posted using "Post Receipts" then you can leave this box unchecked. But if a single day's deposit has multiple receipt#s then the only way to combine records would be by date which means this box should be checked.

Bank Recon-Auto Save: When closing the Reconciliation program the program checks to see if any modifications were made. If this box is checked a "save" will be done automatically. If not checked the program will ask if a save should be done. Recommended setting would be to leave the box unchecked so user can decide.

Bank Recon-View Prior Mo-Yr Clrd Records:

> When this box is unchecked cleared records (checks, rcpts, adjs, etc) from prior months (if any) will not display on the Reconciliation screen. If the box is checked then cleared records from prior months (if any) will display until they are removed. The recommended setting would be to check this box.

Bank Recon-Bk Cd-Pyrl: In the Reconciliation program there is a routine that can merge Payroll checks into the Bank Recon file. The payroll file being merged should have bank codes which would define which bank code to merge the records into. If a payroll record does not have a bank code then this code will be the bank code used. This value will display on the "Add Cks-Payroll" routine under Bank Reconciling.

Bank Recon -Auto-Clear Source:

> This value is used when performing the "Auto Clear" routine in the Bank Recon program. Most do not use this but selectios are 'US Bank-Modem' or 'US Bank-Internet' from the drop-down list depending upon which file format is being used. See bottom of page 73 for more information on these formats.

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

Funds

The "Funds" Options screen allows user to store information that is used by the Purchase Orders, Accts Payable, and Registers program to identify the fund names and optionally the "next" PO and check number if auto-numbering is being used. User would enter the following:

Fund No.: If there is fund number as part of your budget acct number (ex: your acct numbers begin with 01 and that represents a fund number) then enter each fund number.

Description: Name of fund (ex: GENERAL FUND).

Check #: If using check auto-numbering (as defined in Accts Pay Options) enter the next check no. for this fund. If a fund does not have a check no. next to it then it will use the number from the first fund above it that has a number.

PO #: If using PO auto-numbering (as defined in Purch Order Options) enter the next PO number for this fund. If a fund does not have a PO number next to it then it will use the number from whatever fund above it that has a number.

Close: It's possible that when performing year-end close that not all funds would be closed at the same time. Therefore before performing the year-end close user can enter a Y or N next to each fund to indicate whether it should be closed or not.

Period#: It's possible that all funds may not use the same range of mon-yrs for the fiscal year. Up to four range of mon-yrs are stored in "General Options". This entry identifies which of the four range of mon-yrs this fund uses for its fiscal year. Normally this entry is "1".

Bank Cd: Normally checks and check registers are printed by fund. However a fund could have more than one bank acct. Therefore an additional identifier (a bank code) is entered for each different bank used to write checks. Normally there would be a single bank code for each fund. However if a fund has two checking accounts then user should set up the fund number/name twice each with a different bank code. If all funds have only a single bank acct it is possible that all bank codes could be the same since the fund number alone will determine which checks are being written. However the Reconciling program separates checks by bank code so if you want to reconcile checks separately then each fund should have a different bank code.

After questions have been answered user should select "Save" to permanently store the questions to the disk (blank lines will be removed). Selecting "Cancel" will cause the program to not save the questions and return the questions to their former values.

Period Dates

The "Period Dates" Options screen allows user to store information that is used by programs to determine what the valid dates are for each month of the year. This keeps user from entering dates that are invalid for the month being used. For example if user is writing checks for May a check date from January should not be acceptable. This is the screen defines what is acceptable for each month. This is needed since some users need to overlap months by a few days. For example May might need to be defined as 05/01thru 06/10 since May checks might have a June check date. After selecting this program user would enter the following:

Beg Date (1-12): The starting date for each of 12 months.

End Date (1-12): The ending date for each of 12 months (the ending date may go into the month if needed).

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the entries.

Form 1099s

The "Form 1099s" screen allows user to store information used by the program that prepares vendor 1099-Misc and 1099-NEC forms. Since there is recurring info that prints on the form from year to year, this screen allows user to store items like the company name and address, id#s and form margins so it does not have to be re-entered each year. After selecting this program the following would be entered:

Name Control: Leave blank.

Cut-off Amt: Normally a 1099 is not needed if the vendor received less than 600.00 from your organization. Therefore enter 600.00 as the cut-off amount or whatever the current amount is determined by the IRS.

Federal ID#: Your organization's federal id number. A dash will be inserted automatically.

State ID#: Your organization's state id number. If a dash is needed user must enter it.

Name: Your organization's name to print on 1099 form and place in e-file.

Address: Your organization's address to print on 1099 form and place in e-file.

City: Your organization's city to print on 1099 form and place in e-file.

State: Your organization's state to print on 1099 form and place in e-file

Zip Code: Your organization's zip code to print on 1099 form and place in e-file

Phone #: Your organization's phone number to be written to the e-file.

Contact Name: Name of person who should be contacted if IRS has a question about 1099 form or e-file submissions.

Contact Phone: Phone number that IRS would use to contact you concerning 1099 form or e-file submissions.

Contact Email: This is the email address IRS would use to contact you concerning 1099 form or e-file submissions

1099-M Left Mrgn:
Applicable to the 1099-Misc form. Number of inches the program must move in from the left of the 1099-Misc form before printing each line. Recommended value (subject to change after testing) would be: ".50".

1099-M Top (Mrgn) Form 1:
Number of inches from the top of the form to begin printing on the first 1099-Misc form. Recommended value (subject to change after testing) would be ".12".

1099-M Top (Mrgn) Form 2:
Number of inches from the top of the form to begin printing on the 2nd 1099-Misc form. Recommended value (subject to change after testing) would be "5.64".

1099-N Left Mrgn:
Applicable to the 1099-NEC form. Number of inches the program must move in from the left of the 1099-NEC form before printing each line. Recommended value (subject to change after testing) would be: ".45".

1099-N Top (Mrgn) Form 1:
Number of inches from the top of the form to begin printing on the first 1099-NEC form. Recommended value (subject to change after testing) would be ".12".

1099-N Top (Mrgn) Form 2:
Number of inches from the top of the form to begin printing on the 2nd 1099-NEC form. Recommended value (subject to change after testing) would be "3.79".

1099-N Top (Mrgn) Form 3:
Number of inches from the top of the form to begin printing on the 3rd 1099-NEC form. Recommended value (subject to change after testing) would be "7.46".

1096 Left Mrgn: Applicable to the 1096 transmittal form. Number of inches the program must move in from the left of the 1096 form before printing each line. Recommended value (subject to change after testing) would be ".13".

1096 Top Form: Number of inches from the top of the form to begin printing on the 1096 form. Recommended value (subject to change after testing) would be "1.08".

Include Vendor Calendar YTD Amts:
When printing 1099s the postings for Jan thru June for the current calendar year may already have been removed thru the Year-End Close. If so then the first six months will have to come from the vendor screen (which is updated when performing Yr-End Close). If you normally have the prior fiscal year closed by the time you print 1099s then make sure this box is checked. If the prior fiscal year is still in detail records by the end of December then you would have all the detail postings needed to compute the vendor YTD purchases so this box would not need to be checked. This option can also be checked or unchecked at 1099 print time.

Include Adjustments/JE:
When printing 1099s checks for each 1099 vendor are added together to arrive at the purchase amount that prints on the 1099. However some purchases may be posted as "Adjustment/JEs". If Adjustment/JEs (posted to Expense Accts) should be included in the vendor's purchase amount check this box.

File Path/Names: If sending electronic files this will be the file names. There are two file name fields - one for the 1099-Misc filing and one for the 1099-NEC filing. The 1099-Misc file submitted to OKTAP should be named "1099MISC_001_YYYY_99999999.txt" and for 1099-NEC records "1099NEC_001_YYYY_999999999" where YYYY is the reporting year and 999999999 is your fed-id#. These names should be ok for IRS-Fire submissions.

File My Own Electronic 1099s (this section allows access to questions should user electronically file their own 1099s - leave unchecked if not electronically filing 1099s)

File My Own 1099s:

>Check this box if you will file your own electronic 1099s (instead of a third party agent).

Combined Federal/State Reporting:

>Check this box if you want a state "K" record to be generated in the file.

Transmitter TIN: This is transmitter's fed id# - do not enter dashes or spaces.

Transmitter Control Code (TCC):

>This is the IRS assigned Id# (5 char). Not used in a OKTAP submission.

After questions have been answered user should select "Save" to permanently store the questions to the disk. User may select "Print" to print the screen contents to the default printer. Selecting "Cancel" will cause the program to not save the questions.

History Printer

When printing Accounts and Vendor History no printer screen displays so printer settings must be set up in advance using this command. Normally user will leave defaults as is especially the font size of "6" which is the best size for the history report. Click on "Save" to store the settings.

Printer Settings

The first time a report is used the program will assign a default printer name, font, font size, and orientation setting (and in most cases a tray and double-side setting). The printer name will be your default printer as defined in Windows Control Panel. The font will be Arial and the Orientation will be Portrait (8 1/2 X 11). The default font size will be 6 thru 11 depending upon the nature of the program. These printer settings are saved in each PC's Registry and may be changed. Things to know about the settings include:

Printer: The default or last used printer will initially display but user can select the drop-down arrow to choose any other printers set up under Windows Devices and Printers (or Printers/Faxes) in Control Panel.

Font: The default or last used font will initially display but user can select the drop-down arrow to choose any other displayed font. The Arial font at size 6 or 7 may print too small for some users. An alternate font "Arial Narrow" may be used in those cases. Since the 'Arial Narrow' print is less wide user may make the font size larger and it will still fit in the same area.

Size: The default or last used font size will initially display but user can select the drop-down arrow to choose any other font size desired. If using Arial Narrow in most cases user may add 2 to the default. Caution: making the font too large will cause reports to print off the page.

Orientation: The default or last used orientation selected. The orientation can be either Portrait (8 1/2 X 11) or Landscape (11 X 8 ½) except the "Landscape" orientation should not be used for AP Checks, PO Forms, and 1099s. If using Landscape the font size can be increased to a larger font size number determined by test printing. Caution: if you switch to Landscape for the Budget Report/Balance Sheet reports you may have to change the page breaks in the Rept Format file.

Set: When user prints a report the printer settings (name, font, size, orientation, tray, double sided) are saved. Use this command if user has changed the printer settings and wants to save the new settings without printing.

Tray: If your printer has multiple paper trays you may select which tray to use. The tray choices come from the printer's properties (driver software) so the choices listed are solely dependent on what can be read from that source.

Double Sided: Programs that print "forms" will usually not have this option. If your printer has the capability of printing on both sides of the paper this checkbox will be enabled - if not it will be disabled. If enabled and you want to print on both sides of the paper, check this box.

Note: if the tray or double-sided options cause problems for your printer these options may be disabled in Options–General.

Print to csv File Info

If user would prefer a report to be outputted to a file then check the "Print to csv File" box. The file generated is a 'comma-separated-value' (csv) formatted file so it should be importable into most spreadsheet programs like Excel. Upon selecting "Print" (when this box is checked) a screen will appear which allows user to enter, select, or browse to the drive/folder that the file will be stored in. The last drive/folder name selected will initially be displayed but can be changed by entering a path or clicking on the folder icon and browsing to and selecting the drive/folder desired. **If the drive/folder name is left blank then the path specified in the program icon's "Start-in" field will be used to store the csv file.** Next the file name should be entered/selected and the name should end in ".csv" and not contain any special characters like slashes. The last 'csv' file name used will initially display but previously entered file names can be selected from a drop-down list. "Save" should be selected to begin the file build. The file will be in the folder selected. For example if the folder is "C:\Budget" and the file name is "Report.csv" that file will be stored in the "Budget" folder that is on your local C drive. You can now open your spreadsheet software and import the file.

Keyboard Use

Tab This key is normally used to move from field to field although in some cases Enter will do the same thing.

Shift-Tab This key combination is normally used to move back to the previous field

Enter When the cursor is on a command (ex: "Save") this key is normally used to execute the command (same as clicking on the command). On Lookup screens and other screens that display lists of records Enter can be used to select the selected record. In some cases this key causes the cursor to move to the next field (like the Tab key).

Esc This key will cause a program to close and return to the Main Menu. In File Maintenance programs if a record is displayed on the screen the Esc key will first clear the screen and if pressed again will cause the program to close. On screens where data is filled out Esc acts like a Cancel command by clearing the screen. For example when adding a new vendor pressing Esc would cause the program to cancel the operation and the vendor screen would be cleared.

F12 This key is only used in the Purchase Order, Accts Payable, Adjustments, Receipts, and Manual Check posting programs. All these programs allows the entry of multiple records after which user chooses the "Save" command to permanently write the records to disk. After the last line is entered user may, instead of using the mouse, press F12 to move the focus to the "Save" command. and press Enter key. This is handy if you are trying to use the keyboard as much as possible when posting.

Down/Up Arrow In File Maintenance programs these keys will scroll thru records. For example in the Vendor program user can enter a partial vendor name and the closest record will display. User may then press Down/Up arrows to scroll thru additional records until the record desired is displayed. On Lookup screens and other screens with lists of records user may use these keys to move up and down the list of records to get to the record desired.

Page Up/Down   On Lookup screens and other screens that display lists of records user may use these keys to display the next or previous page of records making it faster to get to the record desired.

Alt   This key will make the short-cut keys visible. For example on many screens there is a "Print" command. To access this command by using the keyboard press the Alt key and the letter "P" in Print will be underlined. User can then press "P" to execute the Print command.

Auto-Clear Reconcile Formats

The Modem format is a line sequential, fixed record length file.The relevant fields are the check number (6 digits - position 5 thru 10), amount (10 digits - position 25 thru 34), and date (6 digits - position 35 thru 40). The Internet format is a comma delimited format as follows: Date, Check#, Ck Id, Desc, Amount. For example a file might contain: 1/03/2011,001500,CHECK,ABC Natl Bk,-25.00.

Budget Acctg Concepts

The Budget software revolves around five main files... Budget Accounts, Vendor, Purchase Orders, Accounts Payable, and Detail Records. Of these five files the most important is the Detail Records file. Secondary files include the Dept Codes, Report Format, Budget Preparation, Reconcile, and PO Ship-to file. Below is a discussion of these files.

The **Budget Accounts** file stores the Revenue, Expense, and Cash accounts used when entering Purchase Orders, Receipts, Adjustments, etc. Each account is assigned a number and description and optionally a budget amount. Some accounts are set up to provide totals and headings on Financial Reports and are not to be posted to.

The **Vendor** file stores the name and address of vendors and is used mainly for purchase orders and check writing.

The **Purchase Order** file (PO) stores purchase orders and uses the PO Ship-to file to get the shipping info that prints on the PO. The Vendor file is accessed to identify which vendor the purchase is being made from and the Budget Accounts file is used to get a list of which expense or liability accounts are being attached to each PO line. Records in the PO file are used to print PO lists and forms and are normally moved into the Accounts Payable file when the PO is ready to be paid. Purchase Order records are not part of the Financial Rept unless running the "Encumbrance" option.

The **Accounts Payable** file (AP) stores records for check writing. AP records can originate either from the PO file or records can be posted directly on to the AP screen (there are two routines to move PO records into AP... the method used will depend upon whether you enter POs as items are ordered or whether you enter POs after invoices come in). User should always print an AP List to review entries before printing checks. Records in the AP file are reflected on the Financial Reports (usually a debit to an expense or liability acct and a credit to an Accounts Pay account). As checks are written the AP records are removed from AP and moved to the Detail Records file. If checks have to be re-printed the "Reprint Cks" option that is within AP must be used.

The **Detail Records** file (DR) is where records are stored permanently. Records that were initially POs and then moved to AP for payment eventually end up in the Detail Records file. Detail Records are stored by "Month/Year" and there is no limit on how many months you can store (normally 2 - 3 years are stored before performing Year-End on the oldest year). When printing checks or entering receipts or adjustments the program will store the resulting records in the month/year the user has logged into. When running the Financial Report the program uses the records within the month/year specified to generate the MTD totals and adds up all records for the fiscal year to arrive at the YTD totals for each account on the report. When running the Detail Ledger report user can see the "detail" records for each budget acct or vendor. User normally changes detail records thru Manual Cks, Receipts, and Adjustment programs but the program "Detail" can be used for changes also.

The **Dept Codes** file is used to assign postings to a dept (ex: Police or Fire). Some don't use dept codes since they need only to track transactions by individual budget accounts and vendors. But reports can also be printed by dept code also.

The **Report Format** file is used to generate the Financial Rept "format" (sequence of accounts, headings, totals, line advances, page breaks, etc). This is handy since the Financial Rept may need to print accounts in a customized sequence with subtotals at points that could be different at each site. There can be up to 99 different report format files but in most cases there is one per fund although some put multiple funds in a single file.

The **Budget Preparation** file is used to generate "proposed" budget amounts. In May or June of each year you might want to start working on proposed budget. This file is created with YTD Activity and the budget amounts from the current year to help come up with proposed budget amounts. After the proposed amounts have been accepted and the year is started the new proposed amounts can be moved to the regular Budget Accts file.

The **Reconcile** file stores individual checks (and optionally receipts and adj/jes) for each bank code to help reconcile the difference in your bank and computer cash balances (which is normally outstanding checks). Checks and receipts and adjustments can be moved automatically from Detail Records and Payroll files or posted into Reconcile manually so when your bank stmt arrives (or when you go on-line to view your bank's transactions) you can mark checks (and deposits) as "cleared". A Reconcile report can be run to visually display the cash balances to show that they agree. Records in the Reconcile file are temporary in that after you reconcile the cleared records are normally removed leaving only uncleared records to carryover to the next month.

File Flow Chart: Budget Accts, Vendors, Depts Codes

```
                                    |
            v—----------------------------v-----------------------v
Purchase Orders ------>  Accts Payable ------>  Detail Records
                         |----------|---------|        |
                                    v                  v
           Report Formats--------->  Finl Repts      Reconcile  <-----Payroll Cks
                                    Detail Ldgr
```