



**BUILDER
INFORMATION
SYSTEM**

**BIS[®]
Financial Statements
Reference Manual**

Copyright Notice

Copyright © 2022 by Management Information Control Systems, Inc. All Rights Reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in a retrieval system, or translated into any language or computer language, in any form or by any means, electronic, mechanical, magnetic, optical, chemical, manual, or otherwise, without the prior written permission of Management Information Control Systems, Inc., 7730 Morro Road, Atascadero Suite 204, California 93422.

Builder Information System (BIS®) software, including BIS® Essential, BIS® Standard, BIS® Professional, and BIS® Enterprise, is licensed for use on one computer per copy only, unless stated otherwise in the sales agreement. Unauthorized reproduction, distribution, sales, licensing, or sublicensing is prohibited.

Trademarks

BIS, the BIS logo, and Drill Down+ are registered trademarks of Management Information Control Systems, Inc. Builder Information System, Report Server, Report Queue, Document Link & Imaging, and Dynamic Date Query are trademarks of Management Information Control Systems, Inc.

Windows 10, Windows 11, Windows 2012 Server, Windows 2016 Server, Windows 2019 Server are trademarks of Microsoft Corporation. Other trademarks are the property of their respective owners.

Table of Contents

Section 1 – Menu & Overview	FS-1
Section 2 – Master Records.....	FS-3
Chart of Accounts	FS-3
Choosing or Creating a Chart of Accounts.....	FS-3
Departments.....	FS-8
New Record.....	FS-9
Main Tab	FS-10
PR General Tab.....	FS-11
PR Federal Tab	FS-13
PR State Tab	FS-15
Notes Tab.....	FS-17
Comparative Period Accounts.....	FS-18
New Record.....	FS-18
Based on a Fiscal Year.....	FS-18
Section 3 – Processing Functions.....	FS-21
Consolidated Maintenance	FS-21
Create Subsidiary Consolidation File	FS-22
Consolidate Subsidiary File	FS-24
Group Tab	FS-25
Subsidiary Tab.....	FS-26
Notes Tab.....	FS-27
Journal Entries.....	FS-28
Main Tab	FS-31
Job	FS-33
Notes Tab.....	FS-36
Recurring Journal Entries.....	FS-37
Recurring JE	FS-39
Main Tab	FS-41
Job	FS-42
Notes Tab.....	FS-45
Groups	FS-46
Main Tab	FS-47
Recurring Tab.....	FS-48
Notes Tab.....	FS-48
Post JE.....	FS-49
Section 4 – Financial Reports.....	FS-51
Report Toolbar Controls.....	FS-51
Reports Toolbar	FS-51
Preview Toolbar Controls	FS-52
Operators	FS-54
My Query	FS-54
Financial Statements List	FS-58
Chart of Accounts List	FS-59

Departments.....	FS-67
General Journal	FS-69
Recurring Journal Entries.....	FS-73
Recurring JE Groups.....	FS-75
Trial Balance.....	FS-76
Financial Statements.....	FS-79
Financial Statements Query Options.....	FS-80
Balance Sheet.....	FS-81
Income Statement	FS-81
Format.....	FS-82
Graphics.....	FS-82
Statement of Cash Flows	FS-96
Financial Ratios.....	FS-98
Current Ratio	FS-99
Quick Ratio.....	FS-100
Inventory Turnover	FS-101
Comparative Period Accounts.....	FS-102
Consolidated Maintenance	FS-104

Appendix	FS-106
Sample Files	FS-106
Sample Chart of Accounts (Simple)	FS-107
Sample Chart of Accounts (Extended)	FS-109
Sample Chart of Accounts (Homebuilders - WIP).....	FS-113
System Wide Parameters – GL Tab	FS-117
System Wide Parameters – PR Tab	FS-118
System Wide Parameters – Consolidation Tab.....	FS-119
Fiscal Year.....	FS-122
Change Fiscal Year Period	FS-122
Change Fiscal Year Date Limits	FS-124
Start New Fiscal Year	FS-126
Copy Master Information	FS-128
Change Length of Chart of Accounts	FS-130

Index.....	FS-131
-------------------	-------------------------------

Conventions Used In This Manual

Every effort has been used to try to make this manual as useful and informative as possible. To accomplish that goal, several conventions have been used to assist the reader.

Caution

These boxes contain warnings about things the user **MUST** check or of items the user should be aware before proceeding. In many cases, the advice is to check with the C.P.A. or other tax advisor.

Tip

Tips offer special information, considerations, or other insights when undertaking the task described.

Hyperlink

A hyperlink is shown with an underline as it is shown by default in the program. Hyperlinks may be found in screen forms or in screen previews of reports.

Access

Menu access to selected items is shown in the two or three ways available (depending on the item). Here is an example for access to a functional menu element:

Modular Menu Access

Financials | Departments

This represents access to Departments from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access

List | Departments

This represents access to Departments from the Standard menu.

Here is an example of access to a report item:

Module Menu with Reports Group

Financials | Reports | Chart of Accounts | Chart of Accounts List

This represents access to the Chart of Accounts list from the Report Group menu.

Module Menu with Reports List

Financials | Chart of Accounts | Chart of Accounts List

This represents access to the Chart of Accounts list from the Module Menu with Reports List.

Standard Menu

Reports | Financial Statements | Chart of Accounts | Chart of Accounts List

This represents access to the Chart of Accounts List from the Standard (legacy) menu.

In some instances, individual screen buttons are shown in the text, such as the Magnifying Glass  icon .

Section 1 – Menu & Overview

Effective use of all BIS[®] modules depends on the basic accounting structure established through the Financial Statements options. Be sure to read the Chart of Accounts section carefully before installing BIS[®] and using the Financial Statements options.

- These Financial Statements can be printed, displayed, exported, or emailed automatically in combined consolidated (condensed), or individual formats:
 - Income Statement
 - Balance Sheet
 - Subsidiary Schedules to Financial Statements
 - Statement of Cash Flow (detail & summary forms)
- Year-to-date totals are shown with percentages. Expenses shown as a percentage of income can be based on selected revenue accounts.
- A comparative period can be included when printing Financial Statements.
- Recurring journal entries can be created from the menu.
- BIS[®] comes with an extremely flexible chart of accounts.
- The menu enables users to obtain information about, add, change or delete individual accounts.
- BIS[®] will not delete an account that shows a current or year-to-date balance, or has had any transactions posted to it. This feature maintains the audit trail and the integrity of the accounting information.
- The entire chart of accounts or any portion of it can be listed sequentially (by account number). BIS[®] codes and account numbers allow assembling special reports by department, branch, job, territory, salesperson, etc.
- Financial statements can be produced for individual departments, branches, or jobs.

Caution

Departmentalized Balance Sheets may show an out-of-balance condition due to the fact that some accounts may not be departmentalized. The fact that a department may show as unbalanced does not imply that the company balance sheet is unbalanced.

- Income statements (also called profit-or-loss statements) are lists of monthly revenues and expenses by account number.
- BIS[®] also includes a complete monthly budgeting system.

For the remainder of this manual, the Financial Statements may be abbreviated and referred to as FS.

Section 2 – Master Records

Chart of Accounts

Please read this section before beginning Installation.

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS[®] makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen. BIS[®] follows generally accepted accounting principles (GAAP) in financial reporting. When the company disburses or receives money, the transaction amount(s) must be assigned to one or more of the accounts in the Chart of Accounts. Since BIS[®] maintains double-entry books, total debit amounts always equal the total of the credit amounts for each entry. The financial statements and general ledger show the results of these transactions. The Chart of Accounts can contain as many accounts as necessary. It is usually better to start building the Chart of Accounts with frequently used accounts and add new accounts as needed, rather than starting with many accounts that may not be used.

At the time a company is created, BIS[®] provides an option of loading a sample Chart of Accounts, although the Chart of Accounts can also be created from scratch. Many companies find that the simplest procedure is to use the BIS[®] sample Chart of Accounts initially, then modify it as the need arises.

Choosing or Creating a Chart of Accounts

BIS[®] provides three optional sample charts of accounts that are available when BIS[®] is installed. Users may choose to use one of the optional sample charts of accounts provided with BIS[®], create one from scratch, or modify the selected BIS[®] sample chart of accounts.

Each new user should decide what is best to meet the specific needs of the business. Many individuals find that the simplest procedure is to use the BIS[®] sample chart of accounts initially, then modify it as the need arises.

If departmentalizing or consolidating financial statements to reflect the operations of the company structure, the chart of account should use at least five digits, preferably six or more digits as needed. The Chart of Accounts can have up to 10 digits.

The chart of accounts can contain as many accounts as necessary. It is usually better to start building a chart of accounts with frequently used accounts and add new accounts as needed, rather than starting with numerous accounts that may not be used.

New users should read the entire section before choosing or creating a chart of accounts. BIS[®] handles the chart of accounts in a powerful and flexible way.

Account types (including Description, Transaction, and Result), the use of account numbers, and other items involved may not be immediately obvious if BIS[®] is the first computer accounting package.

The order in which each account is listed is determined by its account number.

Tip

Review the Appendix to this manual and read the Installation Manual when establishing a new company's records.

Modular Menu Access

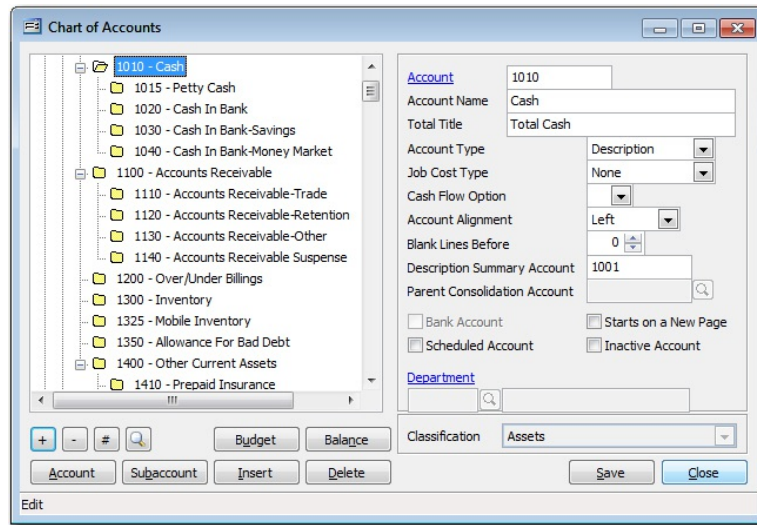
Financials | Chart of Accounts

Standard Menu Access

List | Chart of Accounts

The Chart of Accounts is a listing of all the categories to which a business will record its assets, liabilities, revenues and expenses. BIS® makes these accounts easy to maintain and offers a visual representation of the accounts, as seen in the tree structure on the left portion of the screen.

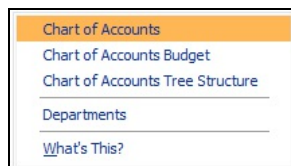
Figure: FS-1
Chart of Accounts screen form sample.



Account

This field is used to record the number of the selected account. The length of the account numbers was determined at the time the company was created and can only be changed by using the Change Length of Chart of Accounts option on the Administrator menu. (See the Appendix for further information.) Please note that the Account title is a hyperlink field as well as the description of the information to be entered.

Figure: FS-2
Reports directly accessible by right-clicking on the field name hyperlink.



⚠ Caution

- ◆ Do not use letters, decimal points, hyphens, commas or other symbols within the account number.
- ◆ Do not begin any account number with a zero.
- ◆ Carefully plan the numbers assigned for the Chart of Accounts, especially if using departments, branches or jobs.
- ◆ Be careful not to use any account until reasonably sure the account number for that account is set and not likely to change.
- ◆ Once any activity has been posted to an account, that account number cannot be changed or deleted until the books for the year are closed. Therefore, to obtain a copy of any reports without the new account, print those reports before entering any transactions affecting the new account.
- ◆ The name and schedule code of an account can be changed at any time.
- ◆ Once activity has been posted, no change may be made to the amount in the account (except by a journal entry) or to the account number.

If the company will departmentalize or consolidate financial statements, an account number consisting of at least five digits is recommended. The Chart of Accounts can have up to 10 digits.

A common practice is to assign account numbers as follows:

Account Type	Beginning	Ending
Assets	1000	1999
Liabilities	2000	2999
Equity	3000	3999
Income	4000	4999
Cost of Sales	5000	5999
Operating Expenses	6000	9999

The system can expand the account number system by entering a segment for jobs, branches, or departments. These codes can take up one or more digits at the right of the account number.

Account Name

This field is used to record the name or description of the account. The entry can be any combination of letters and numbers up to 40 characters in length. The account description should provide a general description of the transactions that will be applied to the account.

Total Title

This field is used to records the title to be used on the totaling line in financial statements, journals, and other reports that reference the Chart of Accounts. The field is an alphanumeric field and is limited to 30 characters.

Account Type

This field displays the current account's type and provides a list of account types to select from. Click on the drop down control to select an option from the list. There are three account types from which to choose.

Description

This account type is used to describe the group of subaccounts it contains. A Description account is assigned a number merely to control where it will appear in the financial statements. Transactions cannot be posted to this type of account.

Transaction

This account type shows the debits and credits resulting from activity. These are the only accounts to which transactions can be posted and are the most common account type.

Result

This account type shows the result of all transaction accounts. Accounts of this type do not show individual transactions, but show the results of all transactions.

Caution

There should be only one Result account in the entire Chart of Accounts.

Job Cost Type

This field displays the current account's Job Cost type and provides a selection of Job Cost types from which to choose. Click on the drop down control to select an option from the list. The available Job Cost categories are Contract, Labor, Material, Subcontract, and Other. When transactions are posted to an account with one of these types, an option will be provided to apply the transaction amount to a specific job's Job Cost records.

Cash Flow Option

This field displays the current account's cash flow type and provides a selection of cash flow types to be used for report purposes. Click on the drop down control to select an option from the list. To print the Statement of Cash Flow when printing Financial Statements, the formatting options for cash flow must first be entered for each account that will affect the statement.

 **Tip**

Cash flow format options apply to transaction accounts only.

Account Alignment

This field provides a selection of alignment options for the financial statements and reports. Click on the drop down control to select an option from the list. Alignment options are Left, Right, and Center.

Blank Lines Before

This option provides a selection for the number of blank lines to be printed before the account title in financial statements. Enter the number of blank lines desired, or use the spin button to cycle up or down through the selection range.

Description Summary Account

This field displays the Description summary account number of the current account

Parent Consolidation Account

If the selected company is designated as a subsidiary, the financial data can be consolidated into a parent company. This process can be done whether the company is a true subsidiary, or whether different work sites are treated as subsidiaries. The consolidation account field tells BIS[®] to what account in the parent company the totals of the selected account should be copied. The field is initially blank and grayed out unless the company is listed as a Subsidiary in System Wide Parameters. If the company is a Subsidiary, the presumed default Parent Consolidation Account is the same account number as the Subsidiary. The number needs to be changed only if the Chart of Accounts of the Parent is different, and if so must specifically list the Parent's account number(s). See the section on Consolidated Maintenance and the Appendix for more information.

 **Tip**

The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

Bank Account

When this option is selected, the account is designated as a bank account. The option is grayed out if the account is a Description or Result account.

Schedule Account

When this option is selected, the account will not appear on financial statements, although the amount will be added to the total and subtotal amounts. The option is activated when a checkmark appears in the box.

Starts on a New Page

This option starts a new page for the account in all financial statements and reports. The option is activated when a checkmark appears in the box.

Inactive Account

This feature provides an option to render the account inactive. Toggle the control on and off by clicking on it. The option is activated when a checkmark appears in the box.

Department

This field records the department code assigned to the account. The department codes are maintained in the Departments form, which can be reached by clicking the data hyperlink. The department code may be typed or entered using the Find tool. See How to Set Up Payroll Departments to departmentalize payroll files.

Classification

This field displays the current account's classification (assets, liabilities, equity, etc.) and provides a list of account types from which to select. Click on the drop down control to select an option from the list. The classification can only be changed for root accounts. All child accounts will be assigned the same classification as the parent.

Chart of Account Buttons

The Chart of Accounts form has some additional buttons that control the appearance of the accounts.

Expand All

This button expands all branches of the account number tree structure.

Collapse All

This button collapses all branches of the account number tree structure.

Display Account Number

This button toggles the display of account numbers on and off in the Chart of Accounts tree structure display.

Find/Search

This button opens a Find dialog box based upon contents of the currently active file.

Budget

This option displays and records the monthly budget for the account selected on the tree structure.

Balance

This button calculates and displays the monthly balance for the account selected on the tree structure.

Account

This button adds an account below the one currently selected on the tree structure.

Subaccount

This button adds a Subaccount to the account currently-selected Description account on the tree structure. If other sub-accounts exist, the new one will be added as the last account.

Insert Account

This button inserts an account above the one currently selected on the tree structure.

Delete Account

This button deletes the currently-selected account on the tree structure.

Save

This button saves the currently-selected database or file.

Close

This button closes the currently opened form and eliminates any data that has been changed since the last save.

Departments

This master form allows codes to be recorded for different departments within the company. These departments can be used in the Chart of Accounts department field to designate certain accounts for each department's records.

BIS[®] lets users assign employees to departments and create departmentalized general ledger accounts for tax and other payroll accounts.

To set up departments

1. Open the PR tab of the System Wide Parameters form. On the Default sub-tab check the categories of accounts to departmentalize. When one of the boxes is checked, the system provides information about possible prior department settings. Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.
2. Open the Departments form. Use the Main tab to create new departments and descriptions. Use the save button to save each department.
3. Open the Chart of Accounts form. Create individual accounts for each department; each must be a Transaction account. Assign each of these accounts to an existing Department.
4. Open the Departments form and select a department. Use the PR General, PR Federal, and PR State tabs to enter account numbers for that department. The Find button will display only the accounts assigned to the selected department. The system will provide a reminder if a critical account is not selected.
5. Open the Employees form. On the Default tab, assign departments to the appropriate employees.

Modular Menu Access

Financials | Departments

Standard Menu Access

List | Departments

New Record


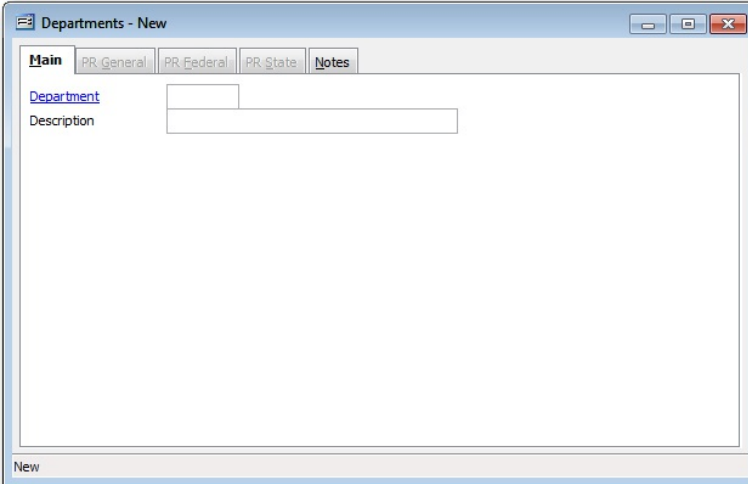





Initial access from the menu opens the Departments - New form. The form is used to enter new department information. However, access to a new form when another department record is on the screen only requires users to press Ctrl+N or use the New  icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: FS-3

Departments – New screen form.



Scrolling Through Department Records

Department records can be scrolled by using the Navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list, according to Department. Clicking on the Previous  icon (at the top of the screen) will open the immediately prior record of the list, according to Department. Clicking on the Next  icon (at the top of the screen) will open the next record of the list, according to the Department. Clicking on the Last  icon (at the top of the screen) will open the last record of the list, according to the Department.

Editing an Existing Record


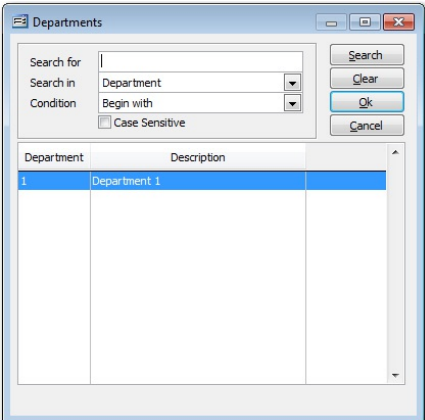
The list of existing departments can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Figure: FS-4

Departments Find/Search screen form.



Department	Description
1	Department 1


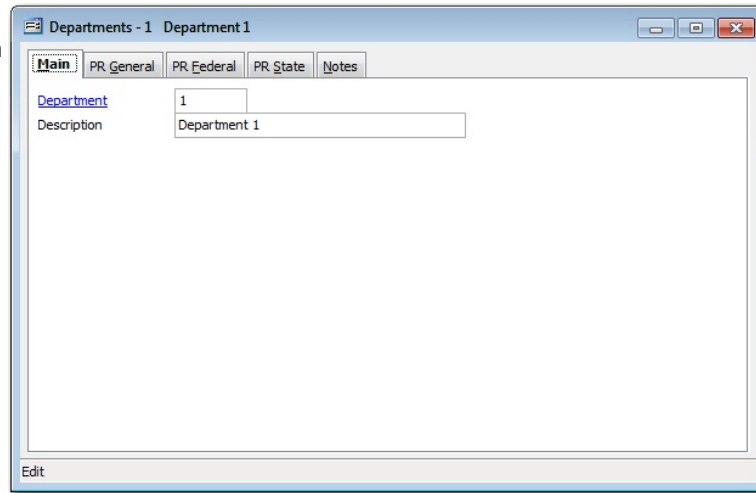

To access the information when the record appears on the screen, it is necessary to press the Open  icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: FS-5
Sample Department screen form that is editable.



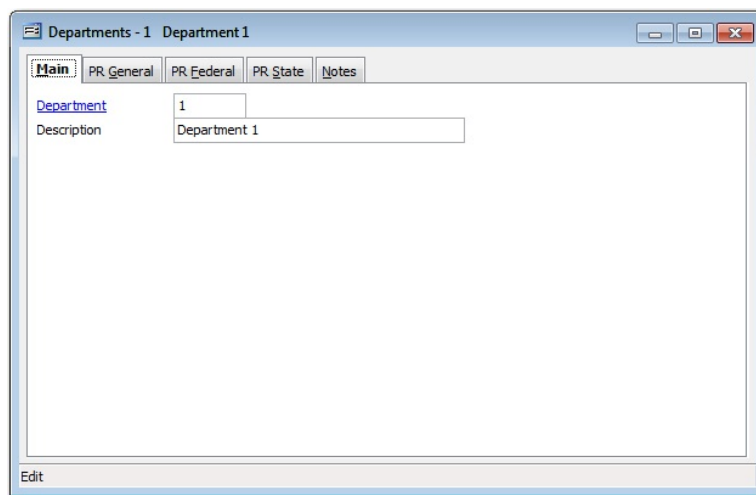
Deleting an Existing Record

Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this record?” Click on the Yes button to delete it, or click on the No button to leave the process.

Main Tab

The Main tab is used to record information related to the department.

Figure: FS-6
Sample (non-job) Regular Check screen form.



Department

This field records the department code. The entry is an alphanumeric field limited to five characters.

Description

Enter the name or a description of the department that will be associated with the department code. The field is limited to 30 alphanumeric characters.

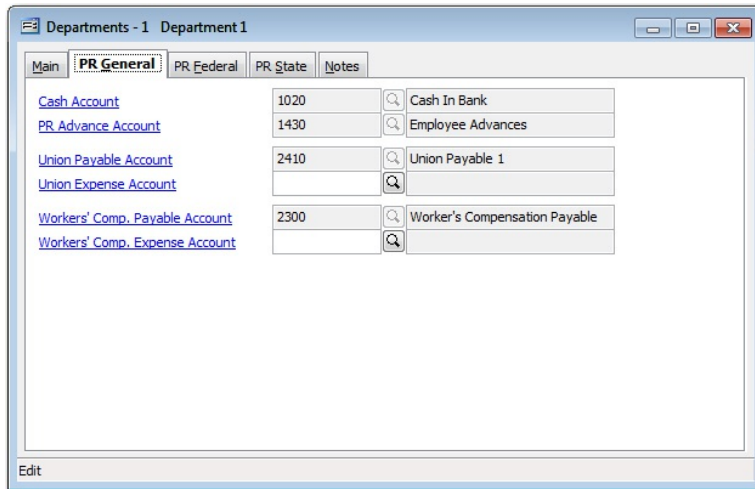
PR General Tab

This tab shows the general accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

Tip

- ◆ Not all categories of Payroll must be departmentalized.
- ◆ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.
- ◆ Accounts that are grayed out are preset and cannot be changed here.

Figure: FS-7
Departments, PR General Account tab screen form.

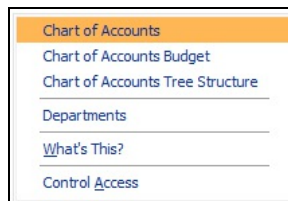


Cash Account

This account displays the cash account to be used for posting a payroll check for a departmentalized employee. The default cash account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

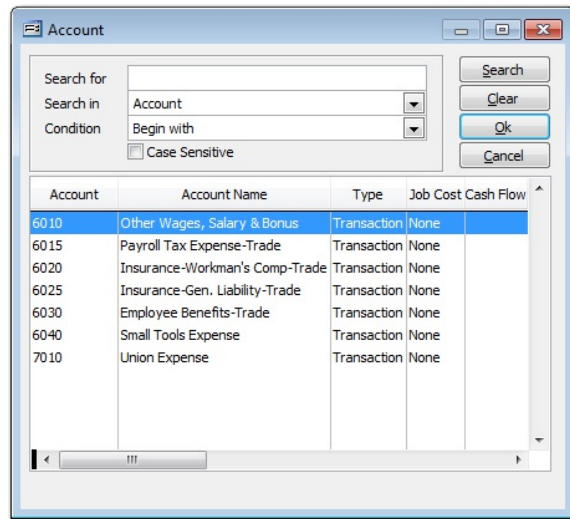
Figure: FS-8
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

Figure: FS-9
 Departmental Account
 Find/Search screen form
 showing only
 departmentalized
 accounts.



PR Advance Account

This account displays the payroll advance account to be used for posting payroll transactions for a departmentalized employee. The default PR Advance account is set up in the System Wide Parameters, but can be changed here.

Union Payable Account

The Union Payable Account field displays the union account to be used for posting the transaction. The default Union Payable account is set up in the System Wide Parameters, but can be changed here.

Union Expense Account

The Union Expense Account field displays the union account to be used for posting the transaction. The default Union Expense account is set up in the System Wide Parameters, but can be changed here.


Workers' Comp. Payable Account

The Workers' Compensation Payable Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Payable account is set up in the System Wide Parameters, but can be changed here.

Workers' Comp. Expense Account

The Workers Compensation Expense Account field displays the union account to be used for posting the transaction. The default Workers' Compensation Expense account is set up in the System Wide Parameters, but can be changed here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

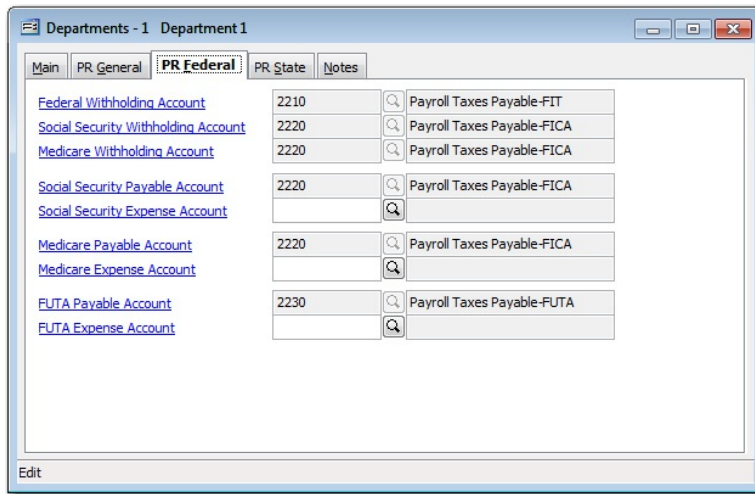
PR Federal Tab

This tab shows the Federal accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.

Tip

- ◆ Not all categories of Payroll must be departmentalized.
- ◆ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.
- ◆ Accounts that are grayed out are preset and cannot be changed here.

Figure: FS-10
Departments, PR Federal Account tab screen form.

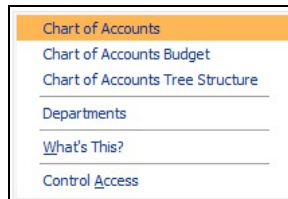


Federal Withholding Account

This account displays the Federal Withholding account to be used for posting a payroll check for a departmentalized employee. The default Federal Withholding account is set up in the System Wide Parameters, but can be changed on the PR General tab. Since it is possible to have more than account in the general ledger, make sure the correct account number is displayed.

For this and the other accounts listed on the form, please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

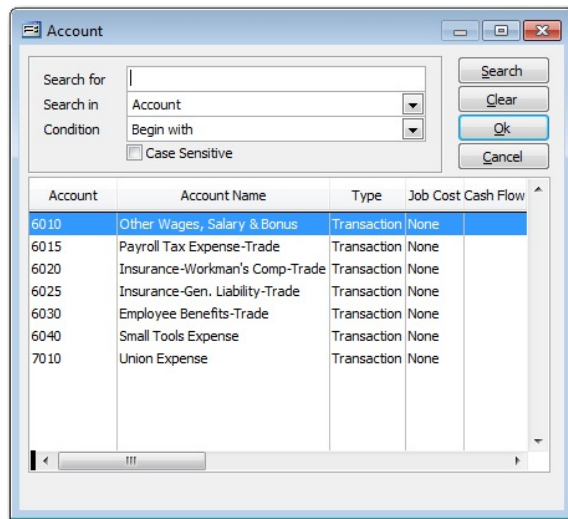
Figure: FS-11
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

Figure: FS-12
 Departmental Account
 Find/Search screen form
 showing only
 departmentalized
 accounts.



Social Security Withholding Account

This account displays the Social Security Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Social Security Withholding account is set up in the System Wide Parameters, but it can be changed here.

Medicare Withholding Account

This account displays the Medicare Withholding account to be used for posting payroll transactions for a departmentalized employee. The default Medicare Withholding account is set up in the System Wide Parameters, but it can be changed here.

Social Security Payable Account

The Social Security Payable Account field displays the union account to be used for posting the transaction. The default Social Security Payable account is set up in the System Wide Parameters, but it can be changed here.

Social Security Expense Account

The Social Security Expense Account field displays the union account to be used for posting the transaction. The default Social Security Expense account is set up in the System Wide Parameters, but it can be changed here.

Medicare Payable Account

The Medicare Payable Account field displays the union account to be used for posting the transaction. The default Medicare Payable account is set up in the System Wide Parameters, but it can be changed here.

Medicare Expense Account

The Medicare Expense Account field displays the union account to be used for posting the transaction. The default Medicare Expense account is set up in the System Wide Parameters, but it can be changed here.


FUTA Payable Account

The FUTA Payable Account field displays the union account to be used for posting the transaction. The default FUTA Payable account is set up in the System Wide Parameters, but it can be changed here.

FUTA Expense Account

The FUTA Expense Account field displays the union account to be used for posting the transaction. The default FUTA Expense account is set up in the System Wide Parameters, but it can be changed here.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

PR State Tab


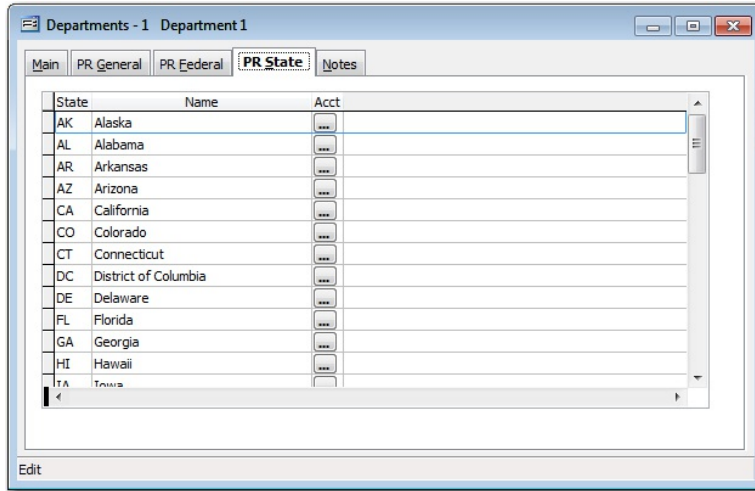
Click the Acct  button to open the PR State Accounts form and display the default accounts for the selected state and department.

Figure: FS-13

Departments, PR State Account tab screen form used for selecting the state(s) required by the company.



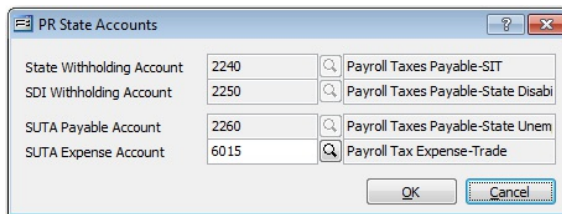
Tip

- ◆ Not all categories of Payroll must be departmentalized.
- ◆ If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.
- ◆ Accounts that are grayed out are preset and cannot be changed here.

This sub-form shows the State accounts assigned to the selected department. These accounts are assigned in the Chart of Accounts.


Figure: FS-14

Departments, PR State Account tab screen form.



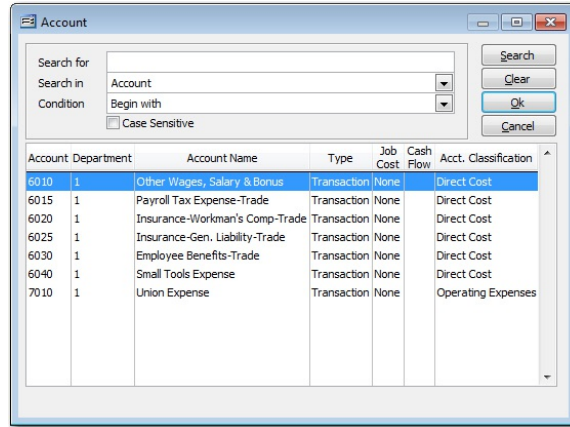
State Withholding Account

This account displays the State Withholding account to be used for posting a payroll check for a departmentalized employee. The default State Withholding account is set up in the System Wide Parameters, but can be changed on the PR State tab for each applicable state. Since it is possible to have more than account in the general ledger, make sure the correct account number is displayed.

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When the Find tool is used, it will automatically limit its list to those accounts marked as departmentalized.

When an existing GL account is selected, its name appears to the right of the account code.

Figure: FS-15
 Departmental Account
 Find/Search screen form
 showing only
 departmentalized
 accounts.



State Withholding Account

This account displays the State Withholding account to be used for posting payroll transactions for a departmentalized employee. The default State Withholding account is set up in the System Wide Parameters, but can be changed here.

SDI Withholding Account

This account displays the State Disability Insurance Withholding account to be used for posting payroll transactions for a departmentalized employee. The default State Disability Withholding account is set up in the System Wide Parameters, but can be changed here.


SUTA Payable Account

The SUTA Payable Account field displays the union account to be used for posting the transaction. The default SUTA Payable account is set up in the System Wide Parameters, but can be changed here.

SUTA Expense Account

The SUTA Expense Account field displays the union account to be used for posting the transaction. The default SUTA Expense account is set up in the System Wide Parameters, but can be changed here.

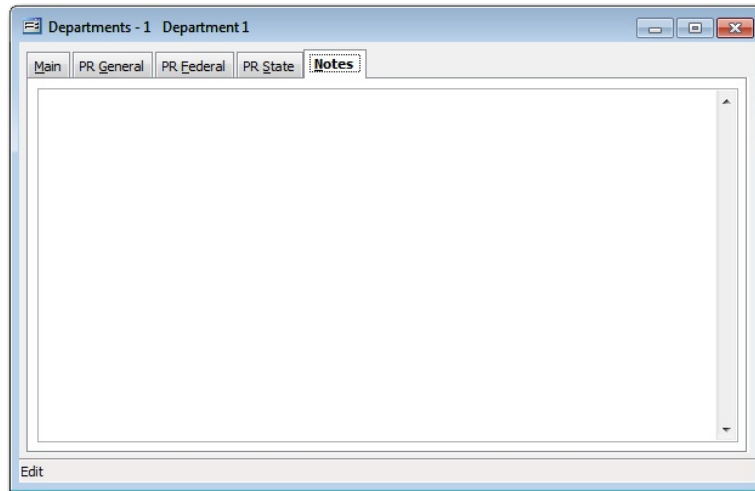
Save the Changed Record


When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: FS-16
Sample Departments
Notes tab screen form.

**Save the Changed Record**

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Comparative Period Accounts

The Comparative Period form allows users to create a comparative period that can appear on financial statements with the current period. If a prior year is now in BIS[®], the accounts and associated balances can be used when building the comparative period file.

Tip

The file created here can be accessed only through this option; it will be separate from the accounting periods that may be open in BIS[®] and will only be used when doing comparative financial statements. It will not affect any prior periods that exist.

Modular Menu Access

Financials | Comparative Period Accounts

Standard Menu Access

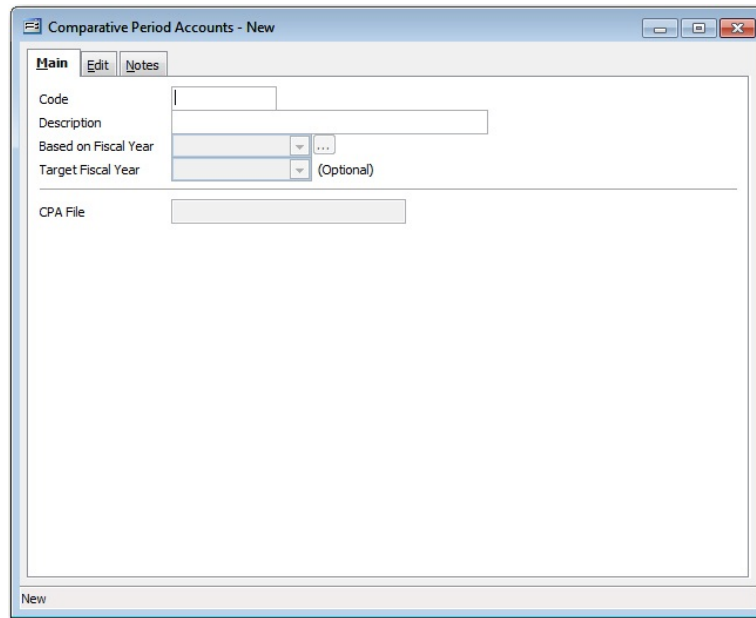
List | Comparative Period Accounts

New Record

Initial access from the menu opens the Comparative Period Accounts form. The form is used to enter new comparative year information.

Figure: FS-17

Comparative Period Accounts screen form.



Code

This field records the CPA code. The entry is an alphanumeric field limited to ten characters.

Description

Enter the name or a description for the CPA that will be associated with the code. The field is limited to 30 alphanumeric characters.

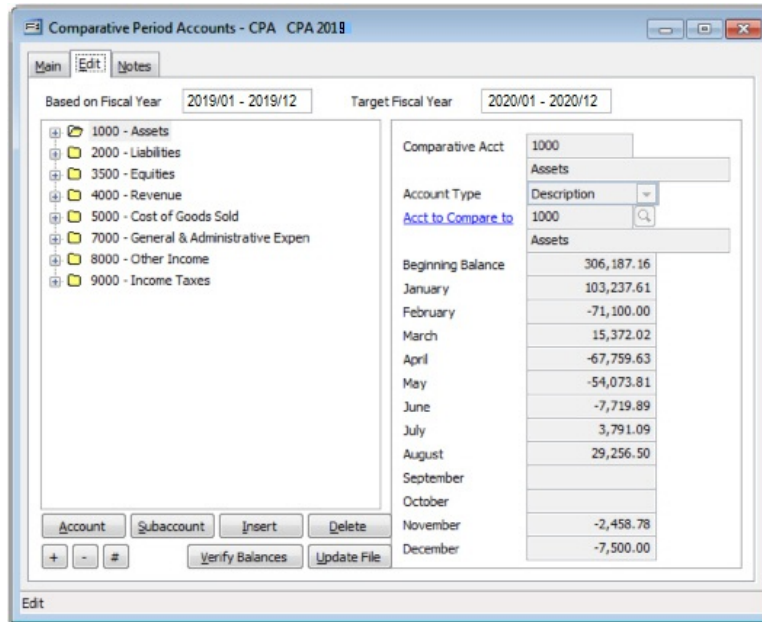
Based on a Fiscal Year

This field allows a year to be selected as the comparative period. This is selected using the drop-down arrow to the right.

Target Fiscal Year (Optional)

This field allows a different year to be selected as a Targeted Year. This is selected using the drop-down arrow to the right.

Figure: FS-18
Sample comparative
Period Accounts screen
form.



Edit Tab
Comparative Account

This field displays the currently-selected account number. Account numbers are selected in the Chart of Accounts tree structure displayed to the left using the mouse.

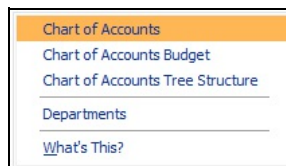
Account Type

This field displays the account type for the account selected.

Account to Compare to

Select the account from the current period to compare with the account selected from the comparative period. Since it is possible to have more than one account in the general ledger, make sure the correct account number is displayed. Please note that the account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: FS-19
Reports directly accessible
by right-clicking on the
field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears below the account code.

Beginning and Monthly Balances

This section displays the beginning balance as well as the monthly balances for the selected comparative account.

Comparative Period Account Buttons

The Comparative Period Accounts form has some additional buttons that control the selection and appearance of the accounts.

Account

This button adds an account below the one currently selected on the tree structure.

Subaccount

This button adds a Subaccount to the account currently-selected Description account on the tree structure. If other sub-accounts exist, the new one will be added as the last account.

Insert Account

This button inserts an account above the one currently selected on the tree structure.

Delete Account

This button deletes the currently-selected account on the tree structure.

Expand All

This button expands all branches of the account number tree structure.

Collapse All

This button collapses all branches of the account number tree structure.

Display Account Number

This button toggles the display of account numbers on and off in the Chart of Accounts tree structure display.

Verify Balances

This button starts the balance verification process. If the sum of all accounts is zero, BIS® will provide a message that the accounts are in balance. If not, the system will report out of balance conditions.

Update File Button

This button updates the currently-selected file.

Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Save and Close

Be sure to save any changes before closing the form.

Section 3 – Processing Functions

Consolidated Maintenance

The Consolidation Maintenance feature was designed for those organizations that wish to use BIS® as a multi company accounting system, where the financial results for all companies can be combined. When a company is created, the consolidation is set to "None" by default. If working with a parent company and its subsidiaries, the consolidation must be set for each company to allow for proper maintenance.

This option can also be used to maintain separate financial records for different sites within the same company, allowing the consolidation of financial data for the company as a whole. In this case, each site would be made a "subsidiary" and the main company would be the "parent." The same feature can allow for alternative consolidations, such as for regions, divisions, cities, locations, etc., all using the same source consolidation data from the subsidiaries.

Caution

A parent company is a holding company. It cannot be used for any type of data entry. In BIS®, it exists for the sole purpose of combining the financial records of the subsidiaries in one location.

To define a company as a parent or subsidiary, see the Appendix.

Tip

- ◆ All subsidiaries assigned to the same parent company must have the same fiscal year.
- ◆ The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

Modular Menu Access

Financials | Consolidated Maintenance

Standard Menu Access

Transactions | Consolidated Maintenance

The following steps are used to create a subsidiary consolidation file:

1. Complete all work in the subsidiary company including printing reports and completing a backup.
2. Go to Financials | Consolidated Maintenance | Create Subsidiary Consolidated File.
3. Using the drop-down arrow, select the month to copy.
4. Enter or use the Browse button to select a location for the file to be copied.
5. Check the file name and path.
6. If everything is correct, click on the Create button to place the file in the designated location.
7. Follow steps 1-6 for each subsidiary that is to be consolidated.

The following steps are used to consolidate a subsidiary file into the parent company:

1. Complete the steps above.
2. Go to Financials | Consolidated Maintenance | Consolidated Subsidiary Files.
3. Using the drop-down arrow, select the month to copy.
4. Enter or use the Browse button to select a location for the file to be copied.
5. Check the file name and path.
6. If everything is correct, click on the Create button to place the file in the designated location.

Create Subsidiary Consolidation File

This option is used to write subsidiary records to a consolidation file that can then be read by a parent company and incorporated into its records using the Consolidate Subsidiaries Files. The option will not be available unless the consolidated maintenance feature has been activated and the company designated as a subsidiary company in the System Wide Parameters. (Similarly, Consolidate Subsidiary Files options will not be available to a Subsidiary company.)

Tip

- ◆ All subsidiaries assigned to the same parent company must have the same fiscal year.
- ◆ The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

Modular Menu Access

Financials | Consolidated Maintenance | Create Subsidiary Consolidation File

Standard Menu Access

Transactions | Consolidated Maintenance | Create Subsidiary Consolidation File

A Parent company must be designated in System Wide Parameters. If it is not so designated, a warning message is displayed.

Figure: FS-20

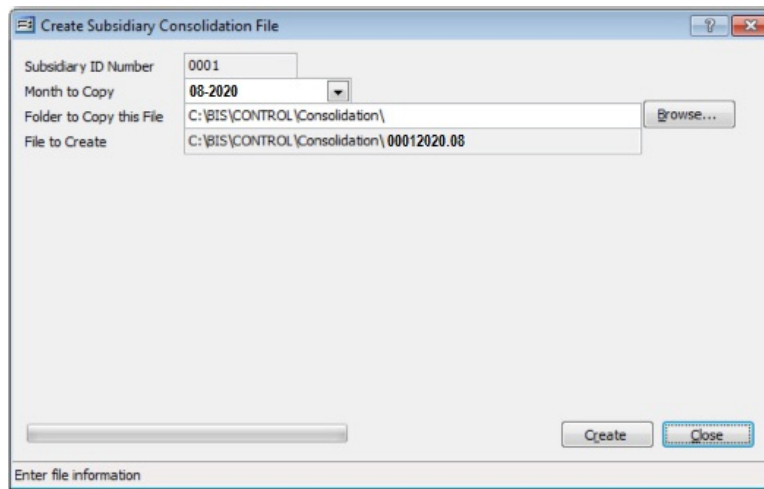
Information message if the Parent company has not been established in the System Wide Parameters.



If answered “Yes,” the System Wide Parameters Consolidation tab appears. After selecting the “Parent Company Name” from the list and “Save the System Wide Parameters,” the form reappears and the consolidation process can continue. A consolidated file cannot be created until a Parent Company is selected.

Figure: FS-21

Create Subsidiary Consolidation Files sample screen form.



Subsidiary ID Number

This field displays the subsidiary number of the open company. The ID number is assigned in the System Wide Parameters at the time a company is designated as a subsidiary and is used throughout the consolidation maintenance to identify that company's records.

Month to Copy

This field displays the fiscal period selected for which a consolidation file will be created. The drop-down tool provides a list of fiscal periods to choose from the company's records. Click on the drop-down control to select an option from the list.

Folder to Copy this File

This field displays the directory that will contain the consolidation file once it is created. The Browse button may be used to locate the correct directory.

File to Create

This field displays the path and file name of the consolidation file to be created. The name is used to identify the contents of the file. The first four digits represent the ID number of the subsidiary, followed by the year and month. For example, the file name displayed, 00012020.08, contains records for subsidiary company number 1 (0001) for August 2020 (2020.08).

If the folder is not found, the system will ask to create one. A message will be presented with the success of the file creation.

Consolidate Subsidiary File

This option is used to update the parent company's financial records from subsidiary company files. The option will not be available unless the consolidated maintenance feature has been activated and the company is designated as the parent company in the System Wide Parameters. (Similarly, the Create Subsidiary Consolidation File option will not be available to a Parent company.)

Caution

A parent company is a holding company. It cannot be used for any type of data entry. In BIS[®], it exists for the sole purpose of combining the financial records of the subsidiaries in one location. Only the subsidiary companies can be used for transaction purposes.

Tip

- ◆ All subsidiaries assigned to the same parent company must have the same fiscal year.
- ◆ The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

Modular Menu Access

Financials | Consolidated Maintenance | Consolidate Subsidiary Files

Standard Menu Access

Transactions | Consolidated Maintenance | Consolidate Subsidiary Files

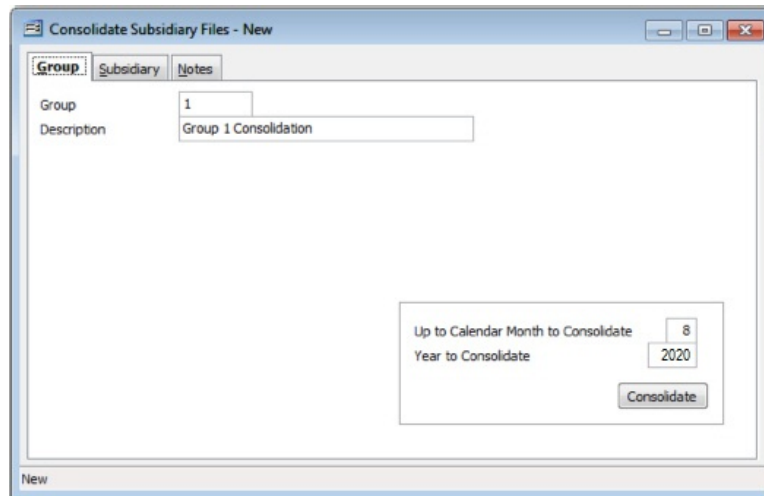
Group Tab

The Group tab is used to assign a group number and description for the subsidiaries whose information is to be consolidated. It also will specify the fiscal period to which the subsidiary information will be posted in the parent company's records.

Tip

This same feature can allow for alternative consolidations, such as for regions, divisions, cities, locations, etc., all using the same source consolidation data from the subsidiaries. In such as case, there would be multiple parent companies, each consolidating different subsidiaries' data from the appropriate groups.

Figure: FS-22
Consolidate Subsidiary Files Group tab sample screen form.



Group

Records a group number for the subsidiaries whose information is to be consolidated.

Description

Records a description of the subsidiaries to be consolidated that will be associated with the group number displayed.

Up to Calendar Month to Consolidate

Enter the month through which the consolidated subsidiary information will be posted in the parent company's financial records.

Year to Consolidate

Enter the year to which the consolidated subsidiary information will be posted in the parent company's financial records.

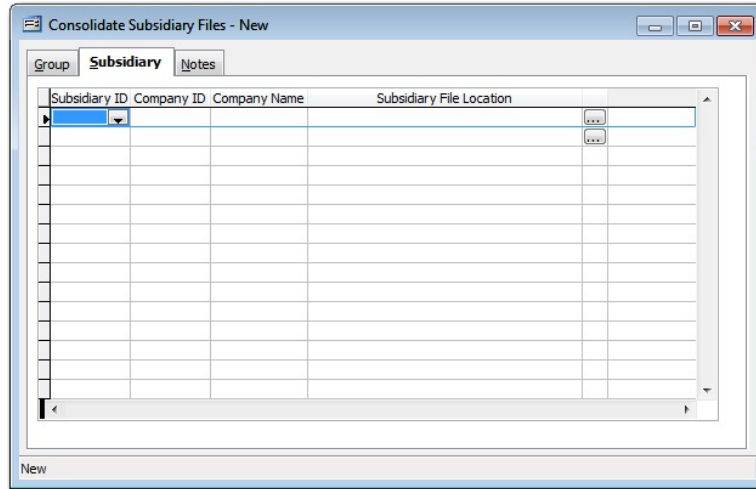
Consolidate Button

This button incorporates the subsidiary data into the parent company's records. The subsidiary data to be incorporated is selected on the Subsidiary tab. Summary data for each consolidated account for each subsidiary will appear in the parent company's records.

Subsidiary Tab

The Subsidiary tab is used to select the consolidation files that will be incorporated into the parent company’s records. All files to be consolidated should be listed here before using the Consolidate button on the Group tab to begin the consolidation process. The consolidation files are created using the Create Subsidiary Consolidated File option.

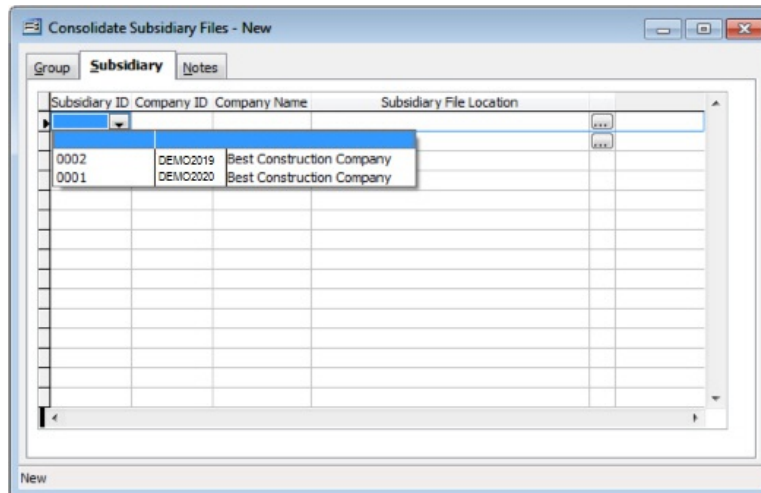
Figure: FS-23
Consolidate Subsidiary Files Subsidiary tab screen form.



Subsidiary Id

This column records the identification of the subsidiary whose records are to be consolidated. The Id is assigned in the System Wide Parameters at the time a company is designated as a subsidiary and is used throughout the consolidation maintenance to identify that company’s records.

Figure: FS-24
Consolidate Subsidiary Files Subsidiary tab screen form showing the Subsidiary Id selection.



Company Id

Records the company Id of the subsidiary company whose records are to be consolidated.

Journal Entries

This option is used to make bookkeeping entries into the general journal. These entries are automatically posted to the selected general ledger accounts, or they may be posted to a job. Once posted entries are distributed to the general ledger accounts in real time.

A journal entry is used for making entries directly to the general ledger that cannot be made with other transactions (e.g., invoices, cash disbursements, cash receipts, etc.). Once created, journal entries can be changed or deleted at any time, unless that fiscal month or year has been closed. Journal entries that are created automatically by executing a build assembly cannot be modified.

One example of a recurring journal entry could be an estimated monthly depreciation expense determined by the accountant based on a prior year's actual numbers.

To record a new journal entry:

1. In the Module menu, go to Financials, and select Journal Entries. In the Standard menu, go to the Transactions menu and select Journal Entries. Transaction information is entered on the Main tab, while other comments or information can be kept on the Notes tab.
2. Assign a journal entry number. Next, enter the date of the entry. The session date will be entered automatically, but can be changed if needed. Type a brief description of why the entry is being made.
3. In the spreadsheet grid below, enter one line of detail for each debit or credit entry. In addition to line item descriptions, extended notes can be recorded in a separate text box by clicking the button in the Description column. A column is provided for assigning a report code to the line item.
4. If the account selected in the GL Account column is related to a Job Cost type, click on the button in the Job column to open the Job Cost screen and assign the amount to the correct job.
5. Continue to enter as many line items as needed.
6. The net amount posted to the general ledger will appear at the bottom of the screen. The amount must be balanced to zero sum in order to save the record.

A journal entry can easily be modified or deleted as long as the fiscal month and year have not been closed, and any Cash portion of the transaction has not been cleared in Bank Reconciliation. (If necessary, the fiscal month can be reopened in order to modify a record, or the reconciliation can be deleted.) Journal entries created from a build assembly, however, cannot be modified or deleted.

To modify a journal entry:

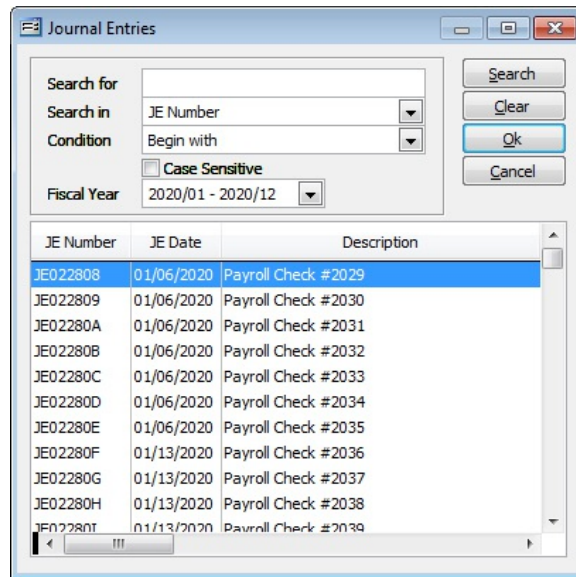
1. Select Journal Entries from the Financials items in the Module menu or in the Transactions items in the Standard menu.
2. Locate the journal entry to be modified by using the Find, Lookup or Navigation buttons.
3. When the correct record is located, click Open.
4. To modify the record, make the necessary changes and save the record.

BIS® will create journal entries any time that an automatic adjustment is made to the general ledger. For example, automatic journal entries may be created as a result of:

- A build assembly transaction.
- An account adjustment created by applying customer deposit.
- An adjustment to reflect the cost of goods sold.
- Accruing payroll company contributions.

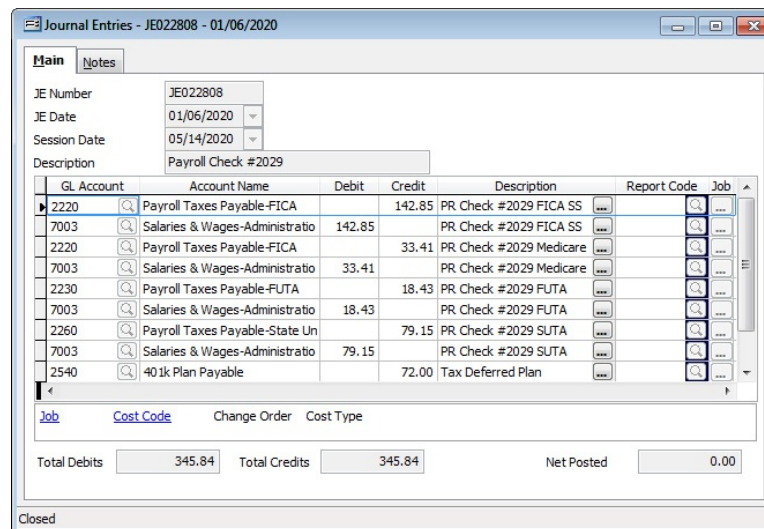
Automatic journal entries can be located in the Journal Entries file. These entries are assigned a number beginning with "JE" followed by a consecutive number. A description is assigned to allow tracing the entry back to the related transaction. For example, "Build Assembly # 104" or "Adjust Accounts AD # 200" (an adjustment related to Apply Deposits record # 200).

Figure: FS-28
Journal Entries
Find/Search screen form.



Note that when the journal entry form appears, all of the fields at the top are shaded; new information cannot be entered and existing information cannot be changed. To access the information when the record appears on the screen, it is necessary to press the Open icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: FS-29
Sample Journal Entry
screen form that is
editable.



If the journal entry can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the General Ledger Journal. The revised record will be saved with new entries to the affected journals. If the journal entry cannot be edited or changed, a message will appear on the screen.

Deleting an Existing Record


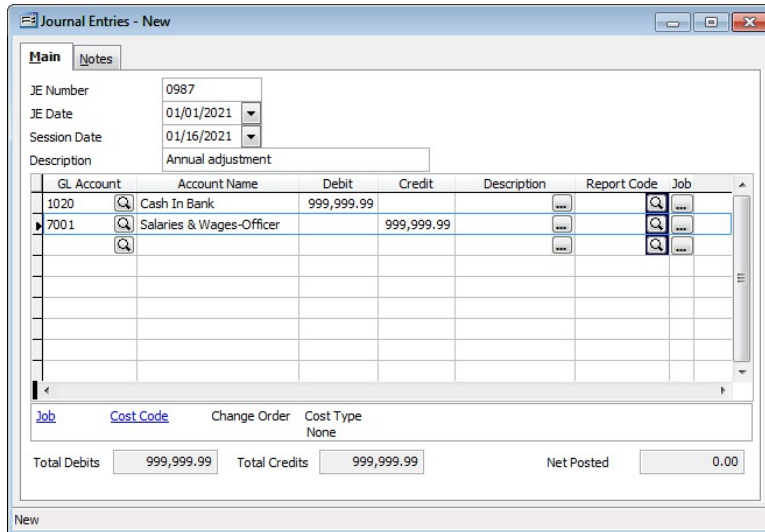
Existing records can be deleted, but only if there are no existing transactions dependent on the one selected. Once the source record is brought to the screen, use the Delete  icon (at the top of the screen). The system will ask, “Do you want to delete this transaction?” Click on the Yes button to delete it, or click on the No button to leave the process. If the journal entry cannot be deleted, a message will appear on the screen.

Figure: FS-30
Sample editable Journal Entry screen form that is open.

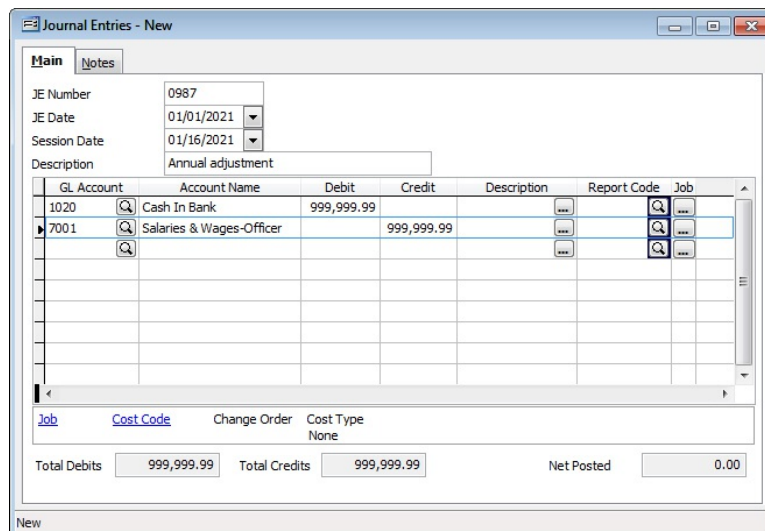


Deleting a journal entry will result in reversing journal entries being created in the General Ledger Journal.

Main Tab

This option is used to make bookkeeping entries into the general journal. These entries are automatically posted to the general ledger accounts that are selected, or they may be posted to a job. Once posted entries are distributed to the general ledger accounts in real time.

Figure: FS-31
Sample editable Journal Entry screen form.



As each entry is made, BIS® automatically updates the general ledger and the financial statements. Immediately after entering one or more journal entries, the results of the transaction can be seen by viewing or printing the general ledger or any financial statements. All journal entries entered are included in each report.

JE Number

This field records an identification number for the journal entry. The entry is an alphanumeric field limited to ten digits. A common practice for journal entry number coding is to begin with the month, followed by a sequential number. For example, 06-005 would be the fifth journal entry in June, or 06-124 would represent the 124th journal entry since the beginning of the year, occurring in June.

JE Date

This field is used to record the date of the journal entry transaction. The date may be entered by using the Calendar tool or entered manually. Either way, the input will be masked in the date format selected on the System Wide Parameters Miscellaneous tab as mm/dd/yy or mm/dd/yyyy.



Session Date

This field records the session date, which will default to the session date entered at the time of login to BIS[®]. The date may be entered by using the Calendar tool or entered manually. Either way, the input will be masked in the date format selected on the System Wide Parameters Miscellaneous tab as mm/dd/yy or mm/dd/yyyy.

Description


The Description field records a general description for the transaction and is limited to 30 alphanumeric characters.

Detail Distribution Columns

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account

The GL Account column records the general ledger account number that the line of the journal entry will be posted.

The GL account number may be entered manually, or the list of accounts can be examined by clicking on the Find tool (Magnifying Glass  icon in the column on the right), and double clicking on the selected account number. The Find tool may be used to select an account number from those recorded in Chart of Accounts .

Account Name

The Account Name column displays the name of the account selected.


Debit

The Debit column records the debit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding credit entry must be entered to balance the posting.

Credit

The Credit column records the credit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding debit entry must be entered to balance the posting.

Description

The Description column is used to record a brief description for the transaction line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. The entry is an alphanumeric field limited to 30 characters. To record an extended description for this item, click the button  to open a Notes box, where unlimited information related to the line item may be stored.

Report Code

The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job

If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the line item is for a subcontract not yet entered into the Subcontract module, the new subcontract can be added from the screen.

The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the invoice entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: FS-32
Journal Entries, Job Cost – Cost Type (L) Labor sub-screen form. Please note that if the Total Amount of the labor does not equal the journal entry, the system offers to adjust the journal entry to match the screen.

Billing Rate/Hr	Pay Rate	Hours	Regular Amount
30.00	25.00	10.00	250.00
Overtime	45.00	37.50	0.00
Double-time	60.00	50.00	0.00
Other Burden %	3.00		7.50
W/C State	CA	Worker's Comp. for California	Workers' Comp. Amount
W/C Classification	5645	Capenter	
W/C Company Rate	0.00000	Experience modifier	0.0000
Union Code	1000	Laborer's Union	Union Amount
Union Classification	J1	Journeyman	11.88
Company FICA	0.00		Total Amount
			303.91

Tip

If the Total Amount of the labor does not equal the journal entry, the system offers to adjust the journal entry to match the screen.

Figure: FS-33
Journal Entries, Job Cost – Cost Type (M) Material sub-screen form.

Figure: FS-34
Journal Entries, Job Cost – Cost Type (S) Subcontract sub-screen form.

Subcontract	5,000.00
Change Orders	0.00
Revised Subcontract	5,000.00
Accrued Cost	0.00
Backcharges	0.00
Balance	5,000.00
This Amount	5,000.00

Budget/Change Order/Non-billable Cost Radio Buttons

If the vendor expense applies to a budget item, select the Budget radio button. If the vendor expense applies to a Budget Change Order item, select the Change Order radio button. Select Non-billable Cost if the expense is not to be charged to the customer.

Job Number

Enter or select a Job number to be associated with the journal entry line. The job number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Figure: FS-35
Vendor Checks, Job Cost – Cost Type (O) Other sub-screen form used for Equipment and Other transactions.

Change Order

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the journal entry line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon or by pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the journal entry line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass icon.

The program will offer to allow choosing either a cost code already in the budget (Job Budget), or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for the job.

Subcontract

This field will display the Subcontract amount.

Figure: FS-36

Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. The same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Subcontract	5,000.00
Change Orders	0.00
Revised Subcontract	5,000.00
Accrued Cost	0.00
Backcharges	0.00
Balance	5,000.00
This Amount	5,000.00

Change Orders

This field will display the Change Orders amounts related to the subcontract.

Revised Subcontract¹

This field will show the revised subcontract amount.

Accrued Cost

This field will display the accrued costs from other vendor invoices and payments on the subcontract.

Backcharges

If Backcharges have been entered against the subcontract, the total will appear in this field.

Balance

This field will show the unpaid balance of the subcontract.

This Amount

This field will show the amount of the journal entry applicable to the subcontract.

Warning – Overpayment

If the amount of the vendor payment when added to the accrued amount exceeds the size of the subcontract, the warning will appear on the subscreen.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click the Cancel button to do further editing of the entries.

Line/Job Detail Area

This area displays additional detail information pertaining to the journal entry line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Job

If the focus is on a journal entry line that is job related, this field displays the Job number applicable to that line item. Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-

clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: FS-37
Reports directly accessible by right-clicking on the field name hyperlink.



Cost Code

If the focus is on a journal entry line that is job related, the field displays the Cost Code applicable to that line item.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a journal entry line that is related to a subcontract change order, this field displays the Change Order applicable to that line item.

Cost Type

If the focus is on a journal entry line that is related to a job, this field displays the Cost Type applicable to that line item.

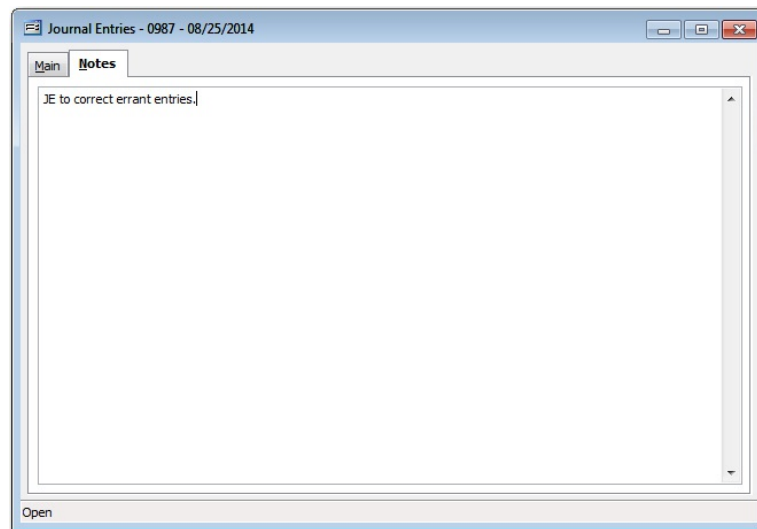
Summary Area

This area displays summary information pertaining to the journal entry, including total debits and credits, and net posted.


Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: FS-38
Sample Journal Entries' screen form Notes tab.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Recurring Journal Entries

Certain transactions may be repeated on a regular basis that rarely vary. To save time and minimize errors in making these entries, recurring journal entry transactions can be created that simply require posting at regular intervals.

This section covers the three elements of recurring journal entries' setup and use: Groups, Recurring JE, and Post JE. The first two of these elements are needed to set up a recurring journal entry. The last one is needed to process recurring journal entry.

Once a recurring journal entry has been posted, all of its elements are available in Journal Entries, either to be left "as is," or to be modified as needed.

Modular Menu Access

Financials | Recurring Journal Entries

Standard Menu Access

Transactions | Recurring Journal Entries

Three steps are required in completing recurring transactions:

1. Setting up the journal entry forms.
2. Grouping the journal entry forms for posting.
3. Posting the journal entries.

In order to use recurring journal entries, it is first necessary to set up records for each journal entry that will occur on a regular basis. The recurring journal entry forms are similar to regular journal entry forms, except that they require a Recurring Number (used for grouping) and they do not require journal entry dates (since they will be used repeatedly).

The recurring JE form is reached by selecting Recurring JE from the Recurring Journal Entries submenu of the Financials menu in the Module menu style or Transactions menu in the Standard menu style. The form should be completed like a regular journal entry. Enter one form for each journal entry set that will occur on a recurring basis. After the journal entry forms have been created, groups must be set up that will be used to post the journal entries.

Grouping Recurring Journal Entries

After recurring journal entry forms have been recorded, they must be grouped together in order to be posted. Groups are created according to transaction type (e.g., journal entries, payables or billing). Different types cannot be grouped together. A group can contain as many journal entry forms as desired, as long as they will be posted at the same time. Entries to post are selected by group number.

The creation of a group (and its associated forms) DOES NOT generate an accounting journal entry. Only when the recurring journal entries are posted are the books affected. Posting can be done at any time and forms within a group can be changed, deleted or regrouped as needed.

To group recurring journal entries:

1. Select Groups from the Recurring Journal Entries submenu of the Financials menu or under Transactions in the Standard menu.
2. On the Main tab, enter a group number and description that will identify the group of journal entries to which they are assigned.
3. Click on the Recurring tab.
4. Use the Find tool to select all the recurring journal entries that will be posted together, each listed on a separate line.

5. Save the record.

To enter another grouping record, click New and repeat Steps 2 through 4.

Once journal entries are grouped together, they may be posted whenever necessary.

Posting Recurring Journal Entries

When a recurring journal entry is posted, BIS® automatically creates regular journal entry records for each recurring record posted and updates the books to reflect the journal entry.

To post recurring journal entries:

1. Select the Post JE option from the Recurring Journal Entries submenu.
2. Enter the posting date and, if necessary, the number of the first journal entry to be posted.
3. The table displays the recurring groups and the date each was last posted. To post one or more groups, flag the group(s) by marking the box for that line item. Clicking the Preview button will display all of the individual recurring journal entries selected for posting, and their associated group number.
4. When the correct groups have been selected, click the Post button.

After posting, the journal entry records created by the recurring procedure can be modified and deleted just like regular journal entries.

Reversing Recurring Journal Entries

Once recurring journal entries have been posted, the actual journal entry records that have been created can be located in the journal entry file.

To reverse or modify the transaction created:

1. Select the Journal Entry option from Financials in the Module menu or under Transactions in the Standard menu.
2. Locate the journal entry transaction created through the recurring posting procedure using the Find, Lookup or Navigation buttons. Identify the record by the journal entry number, date and description.
3. Select the record.
4. To reverse the journal entry, click Delete. This process will remove the record from the file. To modify the record, make any changes necessary and click Save.

Tip

If the journal entry includes an entry to a cash account, and was cleared through the Bank Reconciliation module, the journal entry cannot be modified or changed without first deleting the reconciliation that cleared it.

Recurring JE

This option is used to create journal entries which can be grouped and posted on a recurring basis. A group may also be posted as a reversing entry. A group may contain as many journal entries or distribution lines as necessary, as long as they can be posted at the same time.

Modular Menu Access

Financials | Recurring Journal Entries | Recurring JE

Standard Menu Access

Transactions | Recurring Journal Entries | Recurring JE

New Record


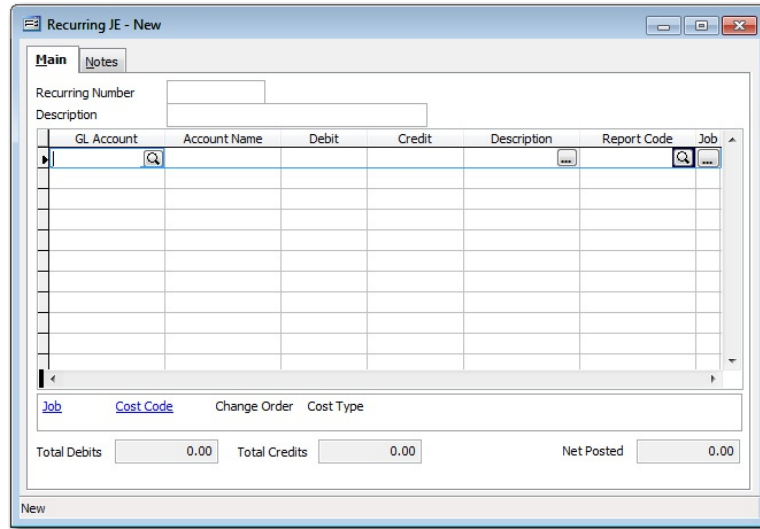
Initial access to recurring journal entry from the menu opens the Recurring JE - New form. The form is used to enter new recurring journal entry information. However, access to a new form when another recurring journal entry record is on the screen only requires pressing Ctrl+N or use the New  icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: FS-39
Recurring Journal Entries,
Recurring JE – New screen form.



Scrolling Through Recurring JE Records


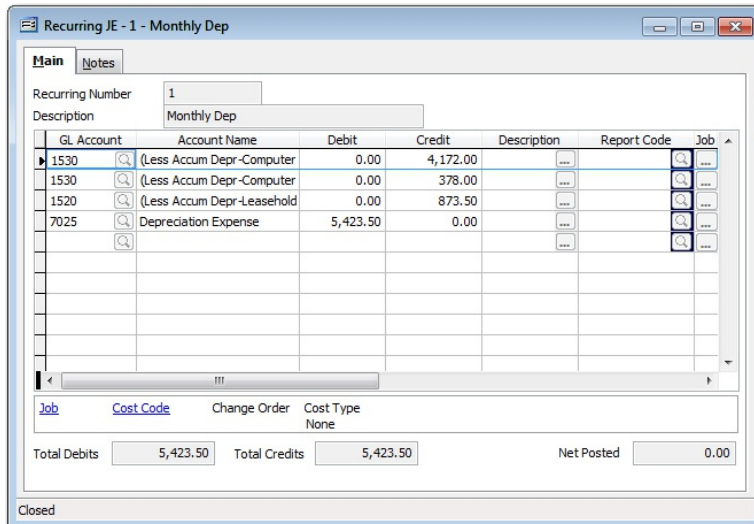



Recurring journal entry records can be scrolled by using the Navigation screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list, according to the Recurring Number. Clicking on

Figure: FS-40
Recurring Journal Entries,
Recurring JE, Main tab
screen form sample.



the Previous  icon (at the top of the screen) will open the immediately previous record of the list, according to the Recurring Number. Clicking on the Next  icon (at the top of the screen) will open the next record of the list, according to the Recurring Number. Clicking on the Last  icon (at the top of the screen) will open the last record of the list, according to the Recurring Number.

Editing an Existing Record


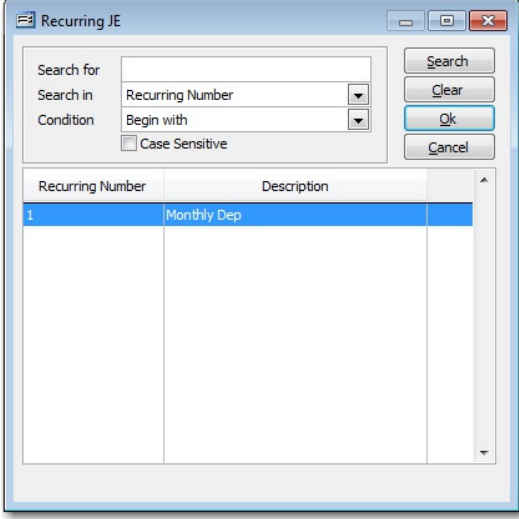
The list of existing recurring journal entries may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however.


Figure: FS-41
Recurring JE, Find/Search screen form.



Recurring Number	Description
1	Monthly Dep

When the Recurring JE screen form appears, most of the fields at the top are shaded; the information cannot be entered or changed.

Deleting an Existing Record

Existing records can be deleted. Once the source record is brought to the screen, use the Delete  button at the top of the screen on the toolbar. The system will ask, “Do you want to delete this transaction?” Click on the Yes button to void it, or click on the No button to leave the process.

Deleting a recurring journal entry will not change previously posted recurring journal entry.

Main Tab

This option is used to create journal entries that can be grouped and posted on a recurring basis. A group may contain as many journal entries or distribution lines as necessary, as long as they are in balance and can be posted at the same time.

Figure: FS-42

Recurring Journal Entries, Recurring JE Main tab sample screen form.

GL Account	Account Name	Debit	Credit	Description	Report Code	Job
1530	(Less Accum Depr-Computer		4,172.00			
1530	(Less Accum Depr-Computer		378.00			
1520	(Less Accum Depr-Leasehold		873.50			
7025	Depreciation Expense	5,423.50				

Total Debits: 5,423.50 Total Credits: 5,423.50 Net Posted: 0.00



Recurring Number

This field records a number which will be used to identify the journal entry when grouping. The field is alphanumeric limited to ten characters.

Description

This field records a description of the recurring journal entry. A concise description can be helpful when selecting group recurring journal entries. This is an alphanumeric field limited to 30 characters.

Form Columns

Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line icon  (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon  (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

GL Account

This field records the general ledger account number that will be affected by the journal entry line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

Account Name

This field displays the general ledger account name based on the selected account number.


Debit

This field records the debit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding credit entry must be entered to balance the posting.

Credit

This field records the credit amount to be applied to the account selected for the line item. The amount is entered as a positive number. A corresponding debit entry must be entered to balance the posting.

Description

This field is used to record a brief description for the journal entry line item. Entering a concise description can save time otherwise spent looking for the original document to determine why an entry was made. It is an alphanumeric field limited to 30 characters. To record an extended description for the item, click the  button to open a Notes box, where unlimited information related to the line item may be stored.

Report Code

The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job

If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If a line item is for a subcontract not yet entered into the Subcontract module, the new subcontract optionally can be added from the screen.

The Job Cost screen allows journal entry line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor) in the Chart of Accounts. To reach the box, click the Job button that appears in the final column of the journal entry table.

The specific Job Cost sub-screen that appears depends on the Job Cost Type associated with the GL Account number entered.

Figure: FS-43
Recurring Journal Entries, Job Cost – Cost Type (M) Material sub-screen form.

The screenshot shows a window titled "Job Cost - Cost Type (M) Material". It contains several input fields and checkboxes:

- Radio buttons for "Budget" (selected), "Change Order", and "Non-billable Cost".
- Vendor: 0101, Central Coast Building Supply
- Job Number: 1010, Truesdale Elementary School
- Change Order: (empty)
- Cost Code: 06100, Rough Carpentry
- Buttons: OK, Cancel

Figure: FS-44
Recurring Journal Entries, Job Cost – Cost Type (S) Subcontract sub-screen form.

The screenshot shows a window titled "Job Cost - Cost Type (S) Subcontract". It contains several input fields, checkboxes, and a summary table:

- Radio buttons for "Budget" (selected), "Change Order", and "Non-billable Cost".
- Vendor: 0101, Central Coast Building Supply
- Job Number: 1010, Truesdale Elementary School
- Change Order: (empty)
- Cost Code: 06100, Rough Carpentry
- Buttons: OK, Cancel
- Summary Table:

Subcontract	5,000.00
Change Orders	0.00
Revised Subcontract	5,000.00
Accrued Cost	0.00
Backcharges	0.00
Balance	5,000.00
This Amount	100.00

Figure: FS-45

Recurring Journal Entries,
Job Cost – Cost Type (O) Other sub-screen form used for Equipment and Other transactions.

Job Cost - Cost Type (O) Other

Budget Change Order Non-billable Cost

Vendor: [] [Find] [Truesdale Elementary School]

Job Number: 1010 [Find]

Change Order: [] [Find]


Cost Code: 06100 [Find] [Rough Carpentry]

[OK] [Cancel]

Budget/Change Order/Non-billable Cost Radio Buttons

If the vendor expense applies to a budget item, select the Budget radio button. If the vendor expense applies to a Budget Change Order item, select the Change Order radio button. Select Non-billable Cost if the expense is not to be charged to the customer.

Job Number

Enter or select a Job number to be associated with the journal entry line. The job number may be entered manually or by using the Find tool, the Magnifying Glass  icon or by pressing Ctrl+F.

Change Order

Figure: FS-46

Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. The same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Job Cost - Cost Type (S) Subcontract

Budget Change Order Non-billable Cost

Vendor: 0201 [Find] [BK Contracting]


Job Number: 1010 [Find]

Change Order: [] [Find]

Cost Code: 06100 [Find] [Rough Carpentry]

[OK] [Cancel]

Subcontract	5,000.00
Change Orders	0.00
Revised Subcontract	5,000.00
Accrued Cost	0.00
Backcharges	0.00
Balance	5,000.00
This Amount	1,000.00

If the Change Order radio button was selected, the Change Order field becomes available for entry. Enter or select a change order number to be associated with the journal entry line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass  icon or by pressing Ctrl+F.

Cost Code

Enter or select a Cost Code to be associated with the journal entry line. The cost code number may be entered manually or by using the Find tool, the Magnifying Glass  icon.

The program allows the choice of either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Subcontract

This field will display this Subcontract amount.

Change Orders

This field will display the Change Orders amounts related to the subcontract.

Revised Subcontract

This field will show the revised subcontract amount.

Accrued Cost

This field will display the accrued costs from other vendor invoices and payments on the subcontract.

Backcharges

If Backcharges have been entered against the subcontract, the total will appear in this field.

Balance

This field will show the unpaid balance of the subcontract.

This Amount

This field will show the amount of the line item applicable to the subcontract.

Warning – Overpayment

If the amount of the invoice, when added to the accrued amount exceeds the size of the subcontract, this warning will appear on the subscreen.

Save the Record

When the record is complete or satisfactorily completed, either click on the OK button in the sub-form, or click on the Cancel button to do further editing of the entries.

Line Detail Area

This area displays additional information pertaining to the line item selected, including the account name and item description. Also, displayed are the job, cost code, change order and/or cost type from the Job Cost files.

Job

If the focus is on a journal entry line that is job related, this field displays the Job number applicable to that line item.

Please note that Job is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Jobs hyperlink opens a selection of reports that can be directly accessed.

Figure: FS-47

Reports directly accessible by right-clicking on the field name hyperlink.



Cost Code

If the focus is on a journal entry line that is job related, this field displays the Cost Code applicable to that line item.

Please note that the Cost Code title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Cost Code Library – New form. Right-clicking the hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on a journal entry line that is related to a subcontract change order, the field displays the Change Order applicable to that line item.

Cost Type

If the focus is on an invoice line that is related to a job, this field displays the Cost Type applicable to that line item.

Summary Area

This area displays summary information pertaining to the invoice, including AP account number and name and invoice.

Total Debits

This field displays the total debits of the journal entry.


Total Credits

This field displays the total credits of the journal entry.

Net Posted

This figure shows a cumulative (running) total of all the items entered. The net posted amount must be zero when the journal entry is complete, or BIS[®] will not accept the posting, and adjustments will be required before saving the record.

Save the Changed Record

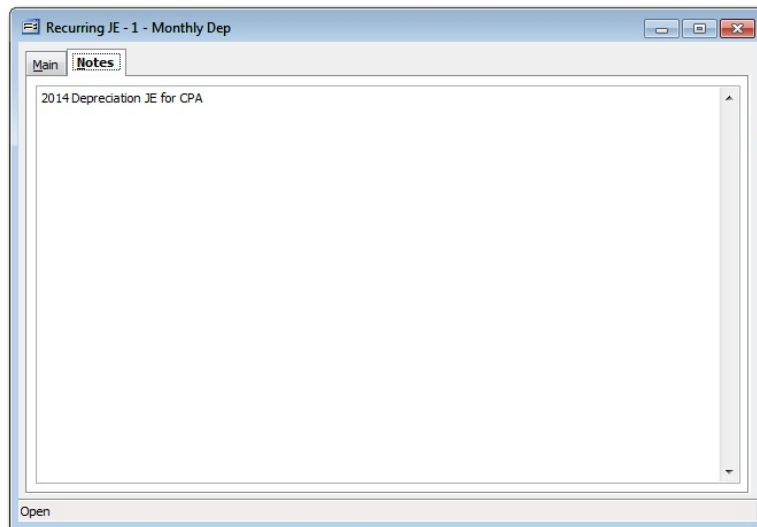
When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.


Notes Tab

The Notes section is a work area for miscellaneous notes and may be used as needed.

Figure: FS-48

Recurring Journal Entries, Recurring JE Notes tab sample screen form.

**Save the Changed Record**

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Groups

This form is used to create groupings of recurring journal entries that will be posted together on a regular basis.

Modular Menu Access

Financials | Recurring Journal Entries | Groups

Standard Menu Access

Transactions | Recurring Journal Entries | Groups

New Record


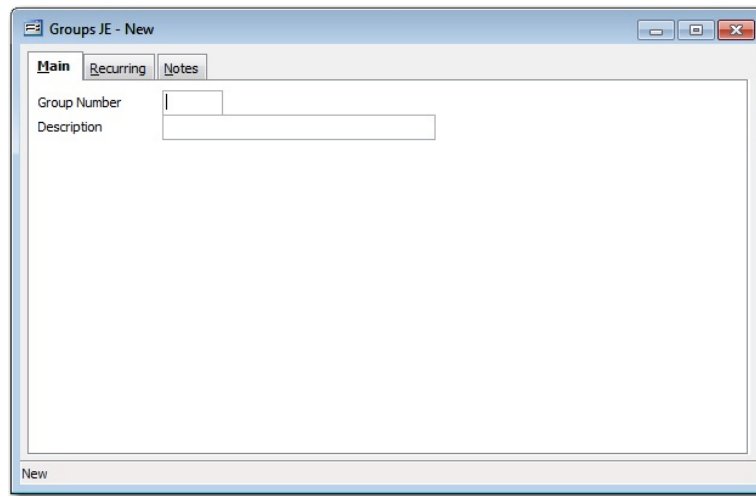
Initial access to recurring journal entry groups from the menu opens the Groups JE - New form. This form is used to enter new journal entry group information. However, access to a new form when another group record is on the screen only requires pressing Ctrl+N or using the New  icon on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: FS-49

Recurring Journal Entries, Groups JE – New screen form.



Scrolling Through Recurring JE Records






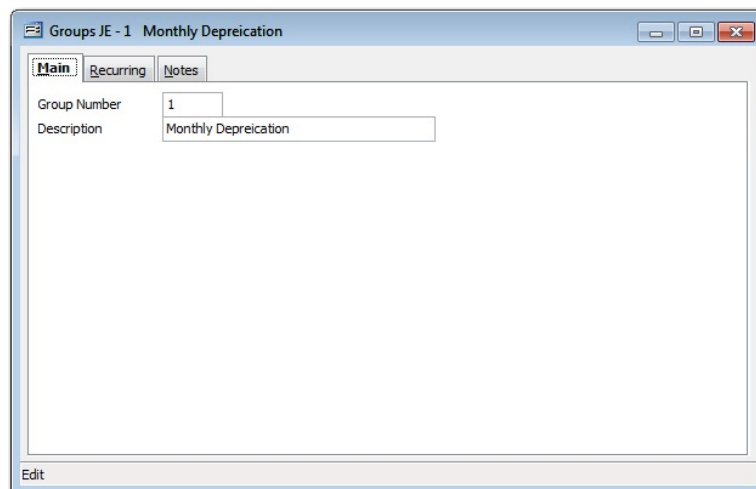
Recurring group records can be scrolled by using the Navigation buttons on the toolbar  at the top of the screen. Clicking on the First  icon (at the top of the screen) will open the first record of the list, according to the Group. Clicking on the Previous  icon (at the top of the screen) will open the immediately previous record of the list, according to the Group. Clicking on the Next  icon (at the top of the screen) will open the next record of the list, according to the Group. Clicking on the Last  icon (at the top of the screen) will open the last record of the list, according to the Group.

Figure: FS-50

Recurring Journal Entries, Groups JE, Main tab screen form sample.



Editing an Existing Record


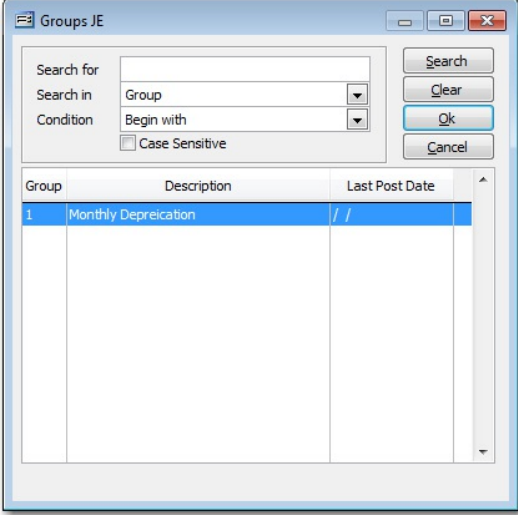

The list of existing journal entry groups may be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the item of interest. Records cannot be edited, however.

Figure: FS-51
Groups JE, Find/Search screen form.



Group	Description	Last Post Date
1	Monthly Depreication	/ /

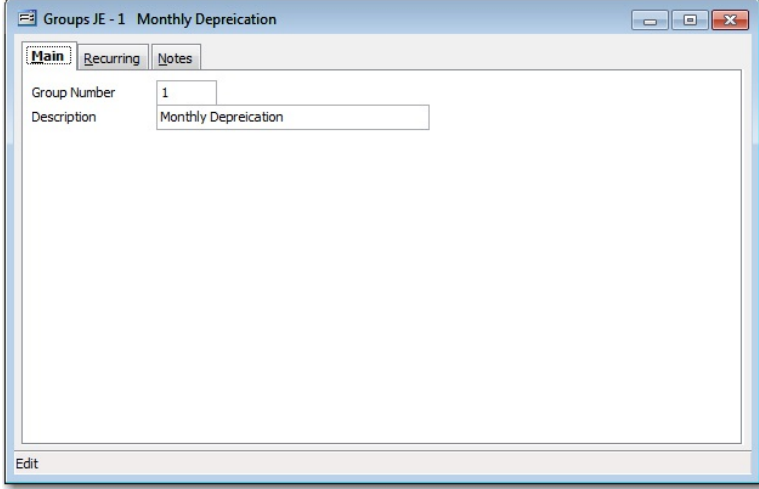
Deleting an Existing Record

Existing records can be deleted. Once the source record is brought to the screen, use the Delete  button at the top of the screen on the toolbar. The system will ask, “Do you want to delete this record?” Click on the Yes button to void it, or click on the No button to leave the process. Deleting a journal entry group will not change previously posted recurring journal entry.

Main Tab

The Main section records a group number and description that will identify the group of journal entries to which they are assigned. The information will be used to select the groups for posting.

Figure: FS-52
Recurring JE, Groups JE, Recurring tab screen form.



Group Number

This field records a number that will be used to identify a group of accounts that will be posted together on a regular basis. This code may be any combination of letters and numbers, up to three characters in length.

Description

The field records a description of the accounts group, which will be associated with the group number selected.

Recurring Tab



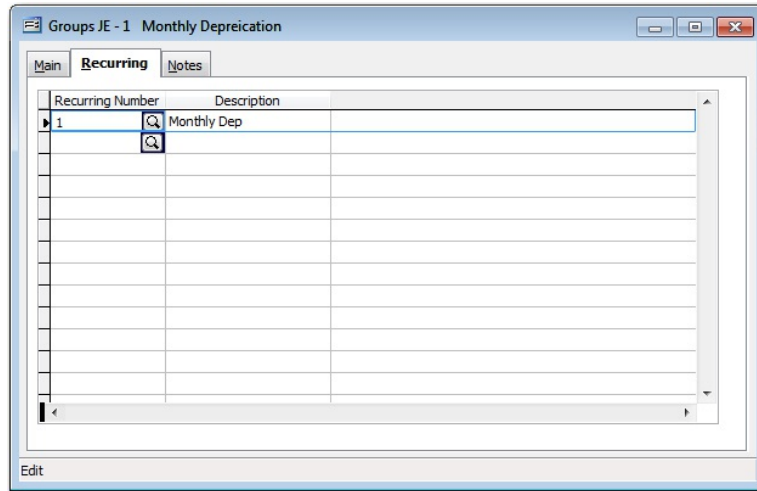
This section is used for selecting which items are to be grouped together for posting. Two buttons on the toolbar are useful when modifying or editing the grid area on a screen form. The Insert Line  icon (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line  icon (or Ctrl+J) removes the currently highlighted line from the grid of the open record.

Figure: FS-53
 Recurring JE, Groups JE,
 Recurring tab screen form
 sample.



Recurring Number

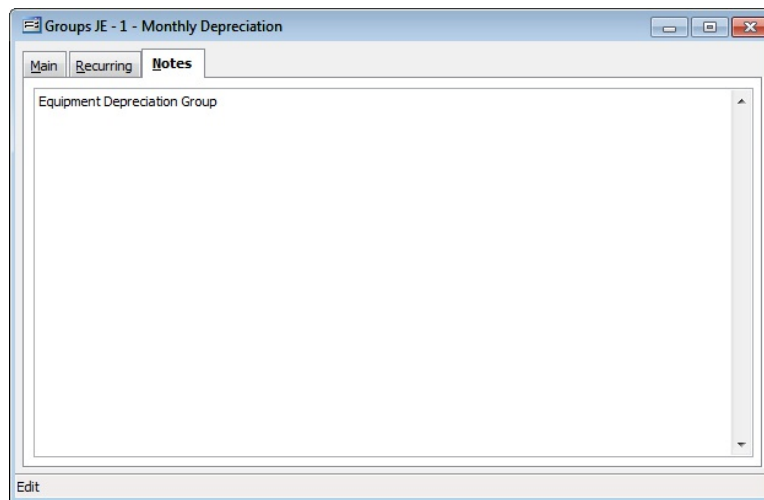
This field displays the numbers of the recurring journal entries that are included in the group selected. To add a recurring journal entry, enter the recurring number manually or by using the Find tool.

Description

This field displays the description associated with the recurring number selected.


Notes Tab

Figure: FS-54
 Sample Recurring Payable,
 Groups JE, Notes tab
 sample form.



The Notes tab is a work area for miscellaneous notes and may be used as needed.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar or press Ctrl-S to save the changes.

Section 4 – Financial Reports

This section covers the reports available for Financials. Access to specific reports begins with the Query screen that enable selection of the particular variation needed. As with other reports in BIS[®], reports can generally be one of 3 types: Summary, Detail, and Extended. Most reports offer the ability to select an “Order By” setting, and often have several choices of fields for that choice. Additionally, most reports have a variety of Options allowing certain elements to show or not on the report. Finally, most reports offer a listing of fields that can allow a refined selection of data. The Report Query will be remembered by User Id until changed.

All report options are listed under the Reports menu, and many reports can be selected by right-clicking on a data hyperlink to open a pop-up report menu related to that field. Either method opens a report setup form depending upon the type of report selected.

Reports offer the opportunity to view all records and activity for a company. Reports are an easy way to view the effects of specific transactions. They are also a good way to get a summary view of either all transactions of a specific type, all entries for a single account or file.

BIS[®] reports allow the user to enter the exact specifications of what the report will contain. Make it as detailed or simple as needed. Narrow or broaden the search criteria to allow as few as one record, or as many as all records pertaining to the topic.

Once the criteria has been entered into the report form, the report can be viewed on the screen by clicking the Preview button. A window will open to display the report. This feature is useful for detecting any errors in setting up the report before actually printing it on paper. Use the scroll bars on the right side and bottom of the screen to move around the page.

When previewing a report, the usual toolbar will disappear and the preview toolbar appears. After closing the preview of the report and returning to the Report form, the report can be printed. Select Print, either from the File menu or by clicking the Print button on the main tool bar. The Print dialogue box will open. Specify whether to print the entire document or select certain pages to print. Also, select the number of copies desired and which printer to use.

Reports can be viewed on the screen, printed, and exported. In other editions of BIS[®], reports can be exported and emailed in up to six different formats. Most reports have hyperlinks that enable users to either drill down to the source record, or by right-clicking, open a list of other reports and functions related to the hyperlink field selected.

Report Toolbar Controls


There are a number of controls that affect reports and how they are rendered. Initial access comes from the query screen.




Figure: FS-57
Report Toolbar

Reports Toolbar


Preview

 The Preview icon works with the Report and printing functions, allowing previewing in WYSIWYG (What You See Is What You Get) mode. As with other screen elements, these report previews can be tiled or layered with the BIS[®] MSD (Multiple Screen Display).


Print (Ctrl-P)

 The BIS® Print icon causes the current report to be sent to the print spooler so that it can be printed by the default or selected printer accessible to the sending computer.

Export Report

 The Export Report icon exports the current report in up to six different formats, depending on the edition of BIS® used. Standard edition users can export in DOS TXT, Microsoft® Excel® WKS, and Adobe® PDF formats. Professional edition users add Microsoft® Word® and the graphical TIFF formats. Finally, Enterprise edition users can also export in HTML format.


Email Report

 The Email Report icon enables Professional and Enterprise edition users to email reports from directly within BIS®. The available formats for these editions are the same as listed for Export above.


Preview Toolbar Controls

Once a report is opened, and appears on the screen, an additional Preview Toolbar opens.


Table of Contents

 The BIS® Table of Contents icon adds a table of contents to the left side of the screen report. Using a familiar Explorer-style format, each primary record of the report can be directly accessed, eliminating the need for laborious searching.


Show/Hide Ruler

 The Show/Hide Ruler icon reveals or hides a ruler guide to the top and side of the report. Users of word processing and some graphics programs should be familiar with this feature.


Copy Page

 The Copy Page icon copies the current page of the report to the Windows® Clipboard.


Find

 The BIS® Find icon enables finding or searching for a particular piece of data in the current report.


Display Pages

 The Display Pages icon controls how many pages of the report can appear on a single screen and how they are arranged. The choices are: 1x1, 1x2, 1x3, 2x1, 2x2, and 2x3.


Zoom in

 The Zoom in icon enlarges the screen image by preset percentages.

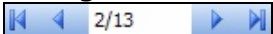
Zoom Out

 The Zoom out icon reduces the screen image by preset percentages.

Zoom Control

 The Zoom Control drop-down allows enlarging or reducing the screen image by preset percentages: 25, 50, 75, 100, 125, 150, 175, 200, 400, and 800, as well as Page Width and Full Page.

“Navigation” Buttons

 The Navigation button icons provides a way of moving through pages of the report. In sequence, they are: the First Page, the Previous Page, the Next Page, and the Last Page. The numeric information in the center indicates which page is showing or selected out of the total number of pages in the report.

Backward

The Backward icon reverses the order of the pages of the report that appear on the screen.

Forward

The Forward icon resets the order of the pages of the report that appear on the screen.

Deactivate Hyperlink

The Deactivate Hyperlink icon removes the hyperlink function on the pages of the report.

Hyperlink Appearance

The Hyperlink Appearance icon controls how the hyperlinks will appear on the displayed report (and any report printed from the preview).

Figure: FS-58
Hyperlink format options

ab	Blue Underline
ab	Blue
ab	Black Underline
ab	Black
ab	Blue Italic Underline
ab	Blue Italic
ab	Black Italic Underline
ab	Black Italic

Refresh

The Refresh icon updates the report with the latest data from the program.

List Reports

The majority of BIS[®] reports have list reports. This section explains how to set up a list report and define the search criteria on which to base it. If the criteria specified does not yield any records, BIS[®] will not allow the report to be previewed or printed.

My Query

The My Query option enables the user to save multiple sets of query conditions (and is described in greater detail below).

Report Type

Select the type of report, which generally determines the level of detail contained in the report itself. The amount and type of detail available vary from report to report.

Order By

Use the drop down menu tool in the Order By option to select which field should be used to list entries. Some reports can only be ordered by a certain field. If applicable, choose whether the entries will be shown in ascending or descending order. For example, ascending alphabetical listings display A-Z entries, while a descending list orders Z-A entries.

Options

The choices given in the Options box allow the report to be further defined. To select any of these options, check the corresponding box.

Filter

The listing at the bottom of the form defines which records will be included in the report. Data can be selected for inclusion by the fields displayed in this area. A variety of criteria can be used to make the report as narrow or broad as necessary.

First select an operator from the drop down list in the Operator field. Depending on which operator is chosen, the Beginning and/or Ending fields may need to be filled with data based on the field type. Sometimes a drop-down menu is made available in these columns so that a selection may be chosen from records on file.

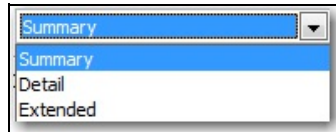
Operators

All	Shows all records
=	Displays only records with data matching the data in the Beginning column
On Date Run	For Date fields only; this dynamic operator uses the system date for the program
Day # of Month	For Date fields only; this dynamic operator uses the pres-selected specific day of the month
First Day of the Month	For Date fields only; this dynamic operator uses the first day of the current month
Last Day of the Month	For Date fields only; this dynamic operator uses the last day of the current month
In	Includes all records contain the data entered in the Beginning column
Between	Shows records that fall between the records listed in the Beginning and Ending columns
Tag	Includes specific records tagged from a drop-down list of records
>	Includes records that have a value greater than that entered in the Beginning column
<	Only shows records with a value less than that defined
>=	Displays records with a value greater than or equal to the defined data
<=	Includes records whose value is less than or equal to the data entered

My Query


The My Query option enables the user to save multiple sets of query conditions including Order By, Field Operators and their settings, and Options. The initial use of My Query shows no saved Queries. If there are existing named queries available they can be seen using the drop-down tool. The saved Query, however, can be applied to any of the available Report Types.

Figure: FS-59
My Query drop-down list sample.



As with other system reports, each named query selection can be further refined with the other settings.

Refresh Button

 If a query has been saved, and new changes are made to the query settings, clicking on the Refresh button will remove those unsaved changes.

Details Button


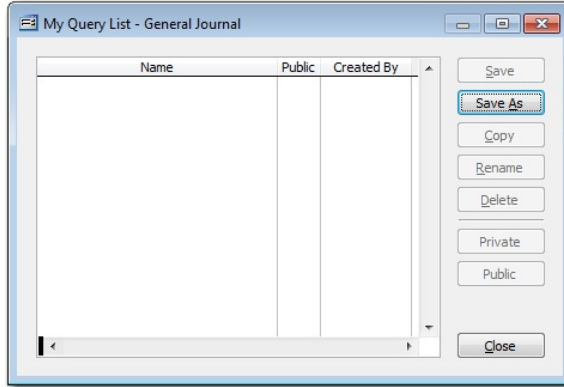
 A query can be saved by clicking on the Details button. If there are no pre-existing queries, two buttons are available, Save As and Close.

Figure: FS-60
My Query List initial use sample screen form.



Save

The Save button will save the current settings, but will provide a dialog box asking, “Do you want to overwrite this query?” Click on Yes to save the current settings under the selected name, or No to not save them under the current name.

Save As

The Save As button opens the Save As Query sub-form.

Figure: FS-61
My Query List sample screen form with saved filters, one public and one private.

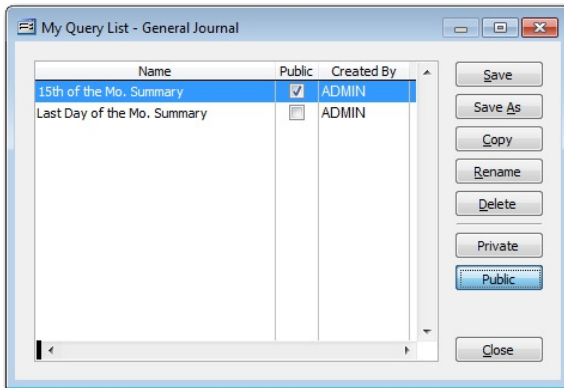
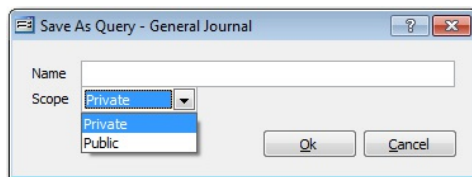


Figure: FS-62

Save As Query List sample screen form showing the two optional Scope selections: Private and Public.



Name

Use this field to assign a name to the saved query.

Scope

The Scope option allows the user to specify whether the saved query will be kept for private use or be made available to all users with access rights to the information.

OK

Click on the OK button to accept the name and scope selections.

Cancel

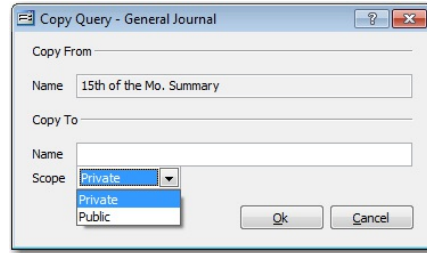
Click on the Cancel button to close the form without saving.

Copy

The copy button will copy the current saved query to a new name, and allow changing its scope setting. The newly named query can then be edited and saved again.

Figure: FS-63

Copy query screen form.

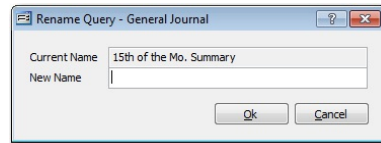


Rename

The Rename button opens the Rename Query form that allows the query to be saved with a new name.

Figure: FS-64

Rename Query screen form.



Delete

The Delete button will delete the selected named query. If the query is a public query, the following dialog box question will appear, “This is a public query. Are you sure that you want to delete this query?” If the selected query is not a public query, the system simply asks for a confirmation of the action.

Private

If the query is marked as Private, this button will be grayed out. The user has the option of changing the scope of the query to Public by using the next button.

Public

If the query is marked as Public, this button will be grayed out. The user has the option of changing the scope of the query to Private by using the preceding button.

Close

This button closes the My Query List.

Clear Button


 The clear button is located on the tool bar normally at the top of the screen. The button applies only to the report queries. BIS® report query settings are remembered by user from one session to the next. Thus, if a saved query was last used, the query screen for the same report would open with it preselected. The clear button resets the query screen to the system default.

Figure: FS-65
Sample report query form after apply clear button.

Field	Operator	Beginning	Ending
Account Number	All		
Description	All		

Financial Statements List

The following is a list of financial statement reports available in BIS®.

- Chart of Accounts
 - Chart of Accounts List
 - Budget
 - Tree Structure
- Departments
- General Journal
- Recurring Journal Entries
 - Groups
 - Recurring JE
- Trial Balance
- Financial Statements
 - Daily
 - Monthly
 - Quarterly
 - Yearly
- Statement of Cash Flows
- Financial Ratios
 - Current Ratio
 - Quick Ratio
 - Inventory Turnover
- Comparative Period Accounts
- Consolidated Maintenance

Menu Access

Access to reports can be achieved via three different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

Financials | Reports

Reports Access via Modules with Reports Listed

Financials

Standard Menu

Reports | Financial Statements

Chart of Accounts List

The Chart of Account List provides information about accounts in the company chart of accounts. An up-to-date printout of the chart of accounts can be retained as a reference. The list is useful for assigning account numbers while are entering transactions.

Access to Chart of Accounts List**Module Menu with Reports Group**

Financials | Reports | Chart of Accounts | Chart of Accounts List

Module Menu with Reports List

Financials | Chart of Accounts | Chart of Accounts List

Standard Menu

Reports | Financial Statements | Chart of Accounts | Chart of Accounts List

Report Types**Summary**

The Summary Report Type displays each account number and name, account type, job cost type, classification, and cash flow.

Detail

The Detail Report Type also includes the total title and all account options.

Order By

- Account Number
- Description

Fiscal Year

- Select by drop-down

Options

- Show Report Criteria
- Transaction Accounts
- Description Accounts
- Result Account
- Job Cost Accounts Only
- Active
- Inactive
- Show Balances
- Case Sensitive

Fields

- Account Number
- Description

Chart of Accounts – Summary Report

Best Construction Company					
Chart of Accounts					Page 1
Summary Report					
Account#	Account Name	Account Type	Job Cost Type	Classification	Cash Flow
1000	Assets	Description	None	Assets	N/A
1001	Current Assets	Description	None	Assets	N/A
1010	Cash	Description	None	Assets	N/A
1015	Petty Cash	Transaction	None	Assets	
1020	Cash In Bank	Transaction	None	Assets	
1030	Cash In Bank-Savings	Transaction	None	Assets	
1040	Cash In Bank-Money Market	Transaction	None	Assets	
1100	Accounts Receivable	Description	None	Assets	N/A
1110	Accounts Receivable-Trade	Transaction	Contract Income	Assets	
1120	Accounts Receivable-Retention	Transaction	Contract Income	Assets	
1130	Accounts Receivable-Other	Transaction	None	Assets	
1140	Accounts Receivable Suspense	Transaction	None	Assets	
1200	Over/Under Billings	Transaction	None	Assets	
1300	Inventory	Transaction	None	Assets	
1325	Mobile Inventory	Transaction	None	Assets	
1350	Allowance For Bad Debt	Transaction	None	Assets	
1400	Other Current Assets	Description	None	Assets	N/A
1410	Prepaid Insurance	Transaction	None	Assets	
1420	Prepaid Taxes	Transaction	None	Assets	
1430	Employee Advances	Transaction	None	Assets	
1440	Current Notes Receivable	Transaction	None	Assets	
1500	Fixed Assets	Description	None	Assets	N/A
1510	Real Estate	Transaction	None	Assets	
1515	Leasehold Improvements	Transaction	None	Assets	
1520	(Less Accum Depr-Leasehold)	Transaction	None	Assets	
1525	Computer & Office Equipment	Transaction	None	Assets	
1530	(Less Accum Depr-Computer & Office)	Transaction	None	Assets	
1535	Office Furniture & Fixtures	Transaction	None	Assets	
1540	(Less Accum Depr-Ofc Furn. & Fixtures)	Transaction	None	Assets	
1545	Autos & Trucks	Transaction	None	Assets	
1550	(Less Accum Depr-Autos & Trucks)	Transaction	None	Assets	
1555	Construction Equipment	Transaction	None	Assets	
1560	(Less Accum Depr-Construction Equip)	Transaction	None	Assets	
1565	Shop Tools & Equipment	Transaction	None	Assets	
1570	(Less Accum Depr-Shop Tools & Equip)	Transaction	None	Assets	
1575	Other Fixed Assets	Transaction	None	Assets	
1580	(Less Accum Depr-Other Fixed Assets)	Transaction	None	Assets	
1600	Other Assets	Description	None	Assets	N/A
1610	Other Assets	Transaction	None	Assets	
1620	Other Assets-Long Term Notes	Transaction	None	Assets	
1630	Other Assets-Investments	Transaction	None	Assets	
1640	Other Assets-Deposits Held	Transaction	None	Assets	
1650	Payroll Suspense	Transaction	None	Assets	
1999	Accounts Receivable Suspense	Transaction	None	Assets	
2000	Liabilities	Description	None	Liabilities	N/A
2001	Current Liabilities	Description	None	Liabilities	N/A
2050	Accrued Salaries, Wages & Bonus Payable	Transaction	None	Liabilities	

Figure: FS-66 Chart of Accounts Summary Report.

Chart of Accounts – Detail Report

Best Construction Company				
Chart of Accounts				
Detail Report Page 1				
Account#	Account Name	Account Type	Job Cost Type	Classification
1000	Assets	Description	None	Assets
	Total Assets	(Total Title)		
	CashFlow	N/A	Scheduled Account No	Description Summary Account
	Underline	None	Dollar Sign No	Department
	Alignment	Center	New Page No	
	Blank Lines	0	Status Active	
1001	Current Assets	Description	None	Assets
	Total Current Assets	(Total Title)		
	CashFlow	N/A	Scheduled Account No	Description Summary Account 1001
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	
1010	Cash	Description	None	Assets
	Total Cash	(Total Title)		
	CashFlow	N/A	Scheduled Account No	Description Summary Account 1010
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	
1015	Petty Cash	Transaction	None	Assets
	CashFlow	Scheduled Account No	Description Summary Account	1015
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	
1020	Cash In Bank	Transaction	None	Assets
	CashFlow	Scheduled Account No	Description Summary Account	1020
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	
1030	Cash In Bank-Savings	Transaction	None	Assets
	CashFlow	Scheduled Account No	Description Summary Account	1030
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	
1040	Cash In Bank-Money Market	Transaction	None	Assets
	CashFlow	Scheduled Account No	Description Summary Account	1040
	Underline	None	Dollar Sign No	Department
	Alignment	Left	New Page No	
	Blank Lines	0	Status Active	

Figure: FS-67 Chart of Accounts Detail Report.

Chart of Accounts Budget

The Chart of Account Budget report lists the monthly budgets recorded for each account in the company chart of accounts.

Access to Chart of Accounts Budget**Module Menu with Reports Group**

Financials | Reports | Chart of Accounts | Budget

Module Menu with Reports List

Financials | Chart of Accounts | Budget

Standard Menu

Reports | Financial Statements | Chart of Accounts | Budget

Report Types**Tabular**

The Chart of Accounts Budget Tabular Report displays the account number, account name, beginning balance, budget amounts for each month, and ending balance in a tabular format.

Columnar

The Chart of Accounts Budget Columnar Report displays the account number, account name, months, beginning balance for each month, budget amounts for each month, and ending balance for each month in a columnar format.

Order By

- Account Number
- Account Name
-
- **Fiscal Year**
- Select by drop-down

Options

- Show Report Criteria
- Job Cost Accounts Only
- Active
- Inactive
- Line Separation
- Case Sensitive

Fields

- Account Number
- Account Name

Chart of Accounts Budget Report – Tabular Report

							Best Construction Company
Chart of Accounts Budget							
Tabular Report							Page 1
Account#	Account Name	January	February	March	April	May	Beginning Balance
		July	August	September	October	November	June December Ending Balance
1015	Petty Cash						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1020	Cash In Bank						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1030	Cash In Bank-Savings						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1040	Cash In Bank-Money Market						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1110	Accounts Receivable-Trade						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1120	Accounts Receivable-Retention						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1130	Accounts Receivable-Other						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1140	Accounts Receivable Suspense						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

1200	Over/Under Billings						0.00
		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	0.00

Figure: FS-68 Chart of Accounts Budget Tabular Report.

Chat of Accounts Budget — Columnar Report

Chart of Accounts Budget			Best Construction Company		
Columnar Report			Page 1		
Account#	Account Name	Month	Beginning Balance	Budget Amount	Ending Balance
1015	Petty Cash	January	0.00	0.00	0.00
		February	0.00	0.00	0.00
		March	0.00	0.00	0.00
		April	0.00	0.00	0.00
		May	0.00	0.00	0.00
		June	0.00	0.00	0.00
		July	0.00	0.00	0.00
		August	0.00	0.00	0.00
		September	0.00	0.00	0.00
		October	0.00	0.00	0.00
		November	0.00	0.00	0.00
		December	0.00	0.00	0.00
1020	Cash In Bank	January	0.00	0.00	0.00
		February	0.00	0.00	0.00
		March	0.00	0.00	0.00
		April	0.00	0.00	0.00
		May	0.00	0.00	0.00
		June	0.00	0.00	0.00
		July	0.00	0.00	0.00
		August	0.00	0.00	0.00
		September	0.00	0.00	0.00
		October	0.00	0.00	0.00
		November	0.00	0.00	0.00
		December	0.00	0.00	0.00
1030	Cash In Bank-Savings	January	0.00	0.00	0.00
		February	0.00	0.00	0.00
		March	0.00	0.00	0.00
		April	0.00	0.00	0.00
		May	0.00	0.00	0.00
		June	0.00	0.00	0.00
		July	0.00	0.00	0.00
		August	0.00	0.00	0.00
		September	0.00	0.00	0.00
		October	0.00	0.00	0.00
		November	0.00	0.00	0.00
		December	0.00	0.00	0.00

Figure: FS-69 Chart of Accounts Budget Columnar Report.

Chart of Accounts Tree Structure

The Chart of Account Tree Structure report summarizes the accounts pertaining to the chart of accounts and their Description account-Transaction account relationships.

Access to Chart of Accounts Tree Structure**Module Menu with Reports Group**

Financials | Reports | Chart of Accounts | Tree Structure

Module Menu with Reports List

Financials | Chart of Accounts | Tree Structure

Standard Menu

Reports | Financial Statements | Chart of Accounts | Tree Structure

Report Types**Tree Structure**

The Tree Structure Type displays the account number, name and type.

Order By

- Account Number

Options

- Show Report Criteria

Fields

- Account Number

Fiscal Year

- Select by drop-down

Chart of Accounts – Tree Structure Report

Best Construction Company	
Chart of Accounts	Page 1
Tree Structure Report	
Assets	
1000 - Assets (Description)	
1001 - Current Assets (Description)	
1010 - Cash (Description)	
1015 - Petty Cash (Transaction)	
1020 - Cash In Bank (Transaction)	
1030 - Cash In Bank-Savings (Transaction)	
1040 - Cash In Bank-Money Market (Transaction)	
1100 - Accounts Receivable (Description)	
1110 - Accounts Receivable-Trade (Transaction) (Contract Income)	
1120 - Accounts Receivable-Retention (Transaction) (Contract Income)	
1130 - Accounts Receivable-Other (Transaction)	
1140 - Accounts Receivable Suspense (Transaction)	
1200 - Over/Under Billings (Transaction)	
1300 - Inventory (Transaction)	
1325 - Mobile Inventory (Transaction)	
1350 - Allowance For Bad Debt (Transaction)	
1400 - Other Current Assets (Description)	
1410 - Prepaid Insurance (Transaction)	
1420 - Prepaid Taxes (Transaction)	
1430 - Employee Advances (Transaction)	
1440 - Current Notes Receivable (Transaction)	
1500 - Fixed Assets (Description)	
1510 - Real Estate (Transaction)	
1515 - Leasehold Improvements (Transaction)	
1520 - (Less Accum Depr-Leasehold) (Transaction)	
1525 - Computer & Office Equipment (Transaction)	
1530 - (Less Accum Depr-Computer & Office) (Transaction)	
1535 - Office Furniture & Fixtures (Transaction)	
1540 - (Less Accum Depr-Ofc Furn. & Fixtures) (Transaction)	
1545 - Autos & Trucks (Transaction)	
1550 - (Less Accum Depr-Autos & Trucks) (Transaction)	
1555 - Construction Equipment (Transaction)	
1560 - (Less Accum Depr-Construction Equip) (Transaction)	
1565 - Shop Tools & Equipment (Transaction)	
1570 - (Less Accum Depr-Shop Tools & Equip) (Transaction)	
1575 - Other Fixed Assets (Transaction)	
1580 - (Less Accum Depr-Other Fixed Assets) (Transaction)	
1600 - Other Assets (Description)	
1610 - Other Assets (Transaction)	
1620 - Other Assets-Long Term Notes (Transaction)	
1630 - Other Assets-Investments (Transaction)	
1640 - Other Assets-Deposits Held (Transaction)	
1650 - Payroll Suspense (Transaction)	
1999 - Accounts Receivable Suspense (Transaction)	
Liabilities	
2000 - Liabilities (Description)	

Figure: FS-70 Chart of Accounts Budget Tree Structure Report.

Departments

The Departments report lists the departments on file.

**Access to Departments Report
Module Menu with Reports Group**

Financials | Reports | Departments

Module Menu with Reports List

Financials | Departments

Standard Menu

Reports | Financial Statements | Departments

Report Types

Detail

The Detail Report Type shows each department number and name.

Extended

The Extended Report Type uses one page per department and includes the department number, name, Payroll General accounts, Union accounts, Payroll Federal accounts, Social Security accounts, Payroll State accounts including SUTA accounts, Workers' Compensation accounts, FUTA accounts, Medicare accounts, and Notes.

Order By

- Department
- Description

Options

- Show Report Criteria

Fields

- Department
- Description

Departments – Detail Report

		Best Construction Company
Departments		
Detail Report		Page 1
Department	Name	
1	Department 1	

Figure: FS-71 Departments – Detail Report.

Departments – Extended Report

Best Construction Company	
Departments Extended Report	Page 1
Department 1, Department 1	
Main	
Department	1
Description	Department 1
PR General	
Cash A ccount	
Advance A ccount	
Union	
Payable A ccount	
Expense A ccount	
Worker's Comp	
Payable A ccount	
Expense A ccount	
PR Federal	
Federa l W/H A ccount	
Social Sec W/H A ccount	
Medica re W/h A ccount	
FUTA	
Payable A ccount	
Expense A ccount	
Social Security	
Payable A ccount	
Expense A ccount	
Medicare	
Payable A ccount	
Expense A ccount	
PR State	
State Withholding A ccount	
SDI Withholding A ccount	
SUTA Payable A ccount	
SUTA Expense A ccount	
Notes	

Figure: FS-72 Departments – Extended Report.

General Journal

The General Journal is a listing of journal entry records.

**Access to General Journal Report
Module Menu with Reports Group**

Financials | Reports | General Journal

Module Menu with Reports List

Financials | General Journal

Standard Menu

Reports | Financial Statements | General Journal

Report Types

Summary

The Summary Report shows the date, journal entry number, description, session date, and total debits and credits.

Detail

The Detail Report also displays line item detail for each journal entry including general ledger account number, account name, line item description, report code, and debit or credit amount.

Extended

The Extended Report Type also includes the job, cost code, change order and cost type of any entries posted to a job cost file.

Order By

- JE Date
- Session Date

Fiscal Year

- Select by drop-down

Options

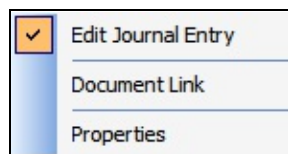
- Show Report Criteria
- Reversing Entries
- Show JE Notes
- Show GL Extended Description
- Exclude Automatic Journal Entries
- Show User Id

Fields

- JE Date
- JE Number
- Session Date

Drill-Down+® Destinations

Figure: FS-73
Right-click an Journal Entry # to access other available functions.



General Journal — Summary Report

Best Construction Company					
General Journal				Page 1	
Summary Report					
Date	Journal Entry#	Description	Session	Debit	Credit
03/28/XX	JE022817	Payroll Check#2065	07/18/XX		
		Journal Entry Total		233.00	233.00
03/28/XX	JE022818	Payroll Check#2066	07/18/XX		
		Journal Entry Total		233.00	233.00
03/28/XX	JE022819	Payroll Check#2067	07/18/XX		
		Journal Entry Total		233.00	233.00
03/28/XX	JE02281A	Payroll Check#2068	07/18/XX		
		Journal Entry Total		136.22	136.22
03/28/XX	JE02281B	Payroll Check#2069	07/18/XX		
		Journal Entry Total		116.50	116.50
03/28/XX	JE02281C	Payroll Check#2070	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281D	Payroll Check#2071	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281E	Payroll Check#2072	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281F	Payroll Check#2073	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281G	Payroll Check#2074	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281H	Payroll Check#2075	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281I	Payroll Check#2076	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281J	Payroll Check#2077	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281K	Payroll Check#2078	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281L	Payroll Check#2079	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281M	Payroll Check#2080	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281N	Payroll Check#2081	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281O	Payroll Check#2082	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281P	Payroll Check#2083	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281Q	Payroll Check#2084	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281R	Payroll Check#2085	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281S	Payroll Check#2086	07/18/XX		
		Journal Entry Total		165.00	165.00
03/28/XX	JE02281T	Payroll Check#2087	07/18/XX		
		Journal Entry Total		165.00	165.00

Figure: FS-74 General Journal – Summary Report showing reversing entries.

General Journal — Detail GL Report

General Journal							Best Construction Company	
Detail Report							Page 1	
Date	Journal Entry#	Description	Description	Session	Code	Debit	Credit	
	GL Account	Account Name						
03/28/XX	JE022817	Payroll Check#2065		07/18/XX				
	2220		PR Check #2065 FICA SS				124.00	
	7005		PR Check #2065 FICA SS			124.00		
	2220		PR Check#2065 Medicare				29.00	
	7005		PR Check#2065 Medicare			29.00		
	2230		PR Check #2065 FUTA				12.00	
	7005		PR Check #2065 FUTA			12.00		
	2260		PR Check #2065 SUTA				68.00	
	7005		PR Check #2065 SUTA			68.00		
			Journal Entry Total			233.00	233.00	
03/28/XX	JE022818	Payroll Check#2066		07/18/XX				
	2220		PR Check #2066 FICA SS				124.00	
	7005		PR Check #2066 FICA SS			124.00		
	2220		PR Check#2066 Medicare				29.00	
	7005		PR Check#2066 Medicare			29.00		
	2230		PR Check #2066 FUTA				12.00	
	7005		PR Check #2066 FUTA			12.00		
	2260		PR Check #2066 SUTA				68.00	
	7005		PR Check #2066 SUTA			68.00		
			Journal Entry Total			233.00	233.00	
03/28/XX	JE022819	Payroll Check#2067		07/18/XX				
	2220		PR Check #2067 FICA SS				124.00	
	7005		PR Check #2067 FICA SS			124.00		
	2220		PR Check#2067 Medicare				29.00	
	7005		PR Check#2067 Medicare			29.00		
	2230		PR Check #2067 FUTA				12.00	
	7005		PR Check #2067 FUTA			12.00		
	2260		PR Check #2067 SUTA				68.00	
	7005		PR Check #2067 SUTA			68.00		
			Journal Entry Total			233.00	233.00	
03/28/XX	JE02281A	Payroll Check#2068		07/18/XX				
	2220		PR Check #2068 FICA SS				60.04	
	7005		PR Check #2068 FICA SS			60.04		
	2220		PR Check#2068 Medicare				14.04	
	7005		PR Check#2068 Medicare			14.04		
	2230		PR Check #2068 FUTA				5.81	
	7005		PR Check #2068 FUTA			5.81		
	2260		PR Check #2068 SUTA				32.93	
	7005		PR Check #2068 SUTA			32.93		
	2410		PR Check #2068 Union				23.40	
	6035		PR Check #2068 Union			23.40		
			Journal Entry Total			136.22	136.22	
03/28/XX	JE02281B	Payroll Check#2069		07/18/XX				
	2220		PR Check #2069 FICA SS				62.00	
	7005		PR Check #2069 FICA SS			62.00		

Figure: FS-75 General Journal – Detail Report showing reversing entries, JE Notes, GL Extended Descriptions, including Automatic Journal Entries, and showing User Id.

General Journal — Extended Report

Best Construction Company

General Journal

Extended Report

Date	Journal Entry#	Description	Session	Code	Debit	Credit	Job	Cost Code	C/O	Type
GL Account	Account Name	Description								
03/28/XX	JE022817	Payroll Check#2065	07/18/XX							
	2220	PR Check#2065 FICA SS				124.00				
	7005	PR Check#2065 FICA SS			124.00					
	2220	PR Check#2065 Medicare				29.00				
	7005	PR Check#2065 Medicare			29.00					
	2230	PR Check#2065 FUTA				12.00				
	7005	PR Check#2065 FUTA			12.00					
	2260	PR Check#2065 SUTA				68.00				
	7005	PR Check#2065 SUTA			68.00					
		Journal Entry Total			233.00					233.00
03/28/XX	JE022818	Payroll Check#2066	07/18/XX							
	2220	PR Check#2066 FICA SS				124.00				
	7005	PR Check#2066 FICA SS			124.00					
	2220	PR Check#2066 Medicare				29.00				
	7005	PR Check#2066 Medicare			29.00					
	2230	PR Check#2066 FUTA				12.00				
	7005	PR Check#2066 FUTA			12.00					
	2260	PR Check#2066 SUTA				68.00				
	7005	PR Check#2066 SUTA			68.00					
		Journal Entry Total			233.00					233.00
03/28/XX	JE022819	Payroll Check#2067	07/18/XX							
	2220	PR Check#2067 FICA SS				124.00				
	7005	PR Check#2067 FICA SS			124.00					
	2220	PR Check#2067 Medicare				29.00				
	7005	PR Check#2067 Medicare			29.00					
	2230	PR Check#2067 FUTA				12.00				
	7005	PR Check#2067 FUTA			12.00					
	2260	PR Check#2067 SUTA				68.00				
	7005	PR Check#2067 SUTA			68.00					
		Journal Entry Total			233.00					233.00

Figure: FS-76

Entries, User Id, and Job information

Recurring Journal Entries

This report is a listing of the recurring journal entries on file. The report can be used for posting and grouping recurring journal entries.

**Access to Recurring Journal Entries
Module Menu with Reports Group**

Financials | Reports | Recurring Journal Entries | Recurring JE

Module Menu with Reports List

Financials | Recurring Journal Entries | Recurring JE

Standard Menu

Reports | Financial Statements | Recurring Journal Entries | Recurring JE

Report Types

Summary

The Recurring Journal Entries Summary Report shows the recurring number, description, and total debits and credits.

Detail

The Recurring Journal Entries Detail Report also lists the description and recurring number of each recurring journal entry GL account contained in each group.

Extended

The Recurring Journal Entries Extended Report adds the job, cost code, change order and cost type of any entries posted to a job cost file.

Order By

- Recurring JE
- Description

Options

- Show Report Criteria
- Show JE Notes
- Show JE Extended Description
- Case Sensitive

Fields

- Recurring JE
- Description

Recurring Journal Entries — Summary Report

Best Construction Company			
Recurring Journal Entries			
Extended Report			Page 1
Journal Entry#	Description	Debit	Credit
1	Monthly Dep		
Journal Entry Total		5,423.50	5,423.50

Figure: FS-77 Recurring Journal Entries – Summary Report.

Recurring Journal Entries — Detail Report

Best Construction Company					
Recurring Journal Entries					Page 1
Detail Report					
Journal Entry#	Description				
	GL Account	Description	Code	Debit	Credit
1	Monthly Dep				
	1530				4,172.00
	1530				378.00
	1520				873.50
	7025			5,423.50	
	5020				
			Journal Entry Total	5,423.50	5,423.50

Figure: FS-78 Recurring Journal Entries – Detail Report.

Recurring Journal Entries — Extended Report

Best Construction Company								
Recurring Journal Entries								Page 1
Extended Report								
Journal Entry#	Description							
	GL Account	Description	Code	Debit	Credit Job	Cost Code	C/O #	Type
1	Monthly Dep							
	1530				4,172.00			
	1530				378.00			
	1520				873.50			
	7025			5,423.50				
	5020							
			Journal Entry Total	5,423.50	5,423.50	1010	06100	S

Figure: FS-79 Recurring Journal Entries – Extended Report.

Recurring JE Groups

This report provides a listing of and information about recurring journal entry groups. The report can be used for preparing to post recurring entries.

Access to Recurring Journal Entries – Groups

Module Menu with Reports Group

Financials | Reports | Recurring Journal Entries | Groups

Module Menu with Reports List

Financials | Recurring Journal Entries | Groups

Standard Menu

Reports | Financial Statements | Recurring Journal Entries | Groups

Report Types

Summary

The Recurring JE Groups Summary Report shows the group number, description, and date last posted.

Detail

The Recurring JE Groups Detail Report displays summary information and lists the recurring number of each recurring billing record contained in each group.

Order By

- Group
- Description
- Last Post Date

Options

- Show Report Criteria
- Case Sensitive

Fields

- Group
- Description
- Last Post Date

Recurring JE Groups – Summary Report

			Best Construction Company
Recurring JE Groups			
Summary Report			Page 1
Group#	Description	Last Posted	
1	Monthly Depreciation	/ /	

Figure: FS-80 Recurring JE Groups – Summary Report.

Recurring JE Groups – Detail Report

			Best Construction Company
Recurring JE Groups			
Detail Report			Page 1
Group#	Description	Last Posted	Recurring#
1	Monthly Depreciation	/ /	
	Monthly Depreciation		1

Figure: FS-81 Recurring JE Groups – Detail Report.

Trial Balance

The trial balance is a snapshot of all account balances for any given month, including the beginning, debit, credit, and ending balances.

The trial balance report is used to make sure that entries have been made to the correct accounts and that the entire Chart of Accounts is in balance. When the accounts are in balance, the total ending balance should be zero.

The report can be used to check the account balances before preparing the official financial statements. It can also be used after updating the general ledger beginning balances or after making adjustments to correct an error.

**Access to Trial Balance Report
Module Menu with Reports Group**

Financials | Reports | Trial Balance

Module Menu with Reports List

Financials | Trial Balance

Standard Menu

Reports | Financial Statements | Trial Balance

Report Types

Summary

The Summary Report includes the account number and name, beginning balance, debit total, credit total, and ending balance.

Detail

The Detail Report also provides columns for manual adjustments that should be entered into the General Journal. Often the report is used by accountants to show end-of-year adjustments needed.

Order By

- GL Account

Options

- Show Report Criteria
- Suppress Accounts with Zero Balance

Fields

- Months (mm/yy)

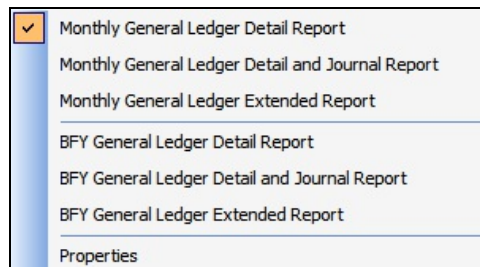
Fiscal Year

- Select by drop-down

Drill-Down+® Destinations

Figure: FS-82

Right-click an ending Balance amount to access a selection of reports and other available functions.



Trial Balance — Summary Report

Best Construction Company					
Trial Balance					
Summary Report for August 20xx					
Page 1					
Account#	Account Name	Beginning Balance	Debit	Credit	Ending Balance
1020	Cash In Bank	203,539.74	0.00	6,200.00	197,339.74
1040	Cash In Bank-Money Market	-4,400.00	0.00	0.00	-4,400.00
1110	Accounts Receivable-Trade	33,382.20	0.00	0.00	33,382.20
1120	Accounts Receivable-Retention	5,160.61	0.00	0.00	5,160.61
1300	Inventory	4,022.50	40,880.00	0.00	44,902.50
1325	Mobile Inventory	2,500.00	0.00	0.00	2,500.00
1520	(Les s Accum Depr-Lesseehold)	-2,620.50	0.00	873.50	-3,494.00
1530	(Les s Accum Depr-Computer & Office)	-13,650.00	0.00	4,550.00	-18,200.00
2060	Customer Deposits	-26,343.48	10,000.00	0.00	-16,343.48
2110	Accounts Payable-Trade	-54,724.50	0.00	44,300.00	-99,024.50
2210	Payroll Taxes Payable-FIT	-71,452.13	0.00	0.00	-71,452.13
2220	Payroll Taxes Payable-FICA	-34,911.53	0.00	0.00	-34,911.53
2230	Payroll Taxes Payable-FUTA	-4,618.64	0.00	0.00	-4,618.64
2240	Payroll Taxes Payable-SIT	-23,747.17	0.00	0.00	-23,747.17
2250	Payroll Taxes Payable-State Disability	-1,042.09	0.00	0.00	-1,042.09
2260	Payroll Taxes Payable-State Unemployment	-5,279.66	0.00	0.00	-5,279.66
2300	Worker's Compensation Payable	-5,812.04	0.00	3.81	-5,815.85
2410	Union Payable 1	-641.19	0.00	0.00	-641.19
2540	401k Plan Payable	-9,291.86	0.00	0.00	-9,291.86
2550	Cafeteria Plan Payable	-48.00	0.00	0.00	-48.00
2560	Savings Plan	-2,500.00	0.00	0.00	-2,500.00
3510	Capital Stock	-300,000.00	0.00	0.00	-300,000.00
3520	Retained Earnings	61,589.31	0.00	0.00	61,589.31
4010	Contract Revenue	-89,263.04	0.00	11,600.00	-80,863.04
4700	Returns and Allowances	0.00	100.00	0.00	100.00
5010	Cost of Contracts-Labor	3,737.50	50.00	0.00	3,787.50
5015	Cost of Contracts-Material	29,060.00	6,520.00	0.00	35,580.00
5020	Cost of Contracts-Subcontractor	5,200.00	3,500.00	0.00	8,700.00
6020	Insurance-Workman's Comp-Trade	4,896.88	3.81	0.00	4,899.89
6035	Union Benefits -Trade	102.00	0.00	0.00	102.00
7001	Salaries & Wages -Officer	137,450.00	0.00	0.00	137,450.00
7003	Salaries & Wages-Administration	56,600.00	0.00	0.00	56,600.00
7004	General Labor	2,075.00	0.00	0.00	2,075.00
7005	Payroll Tax Expense-G&A	20,285.11	0.00	0.00	20,285.11
7007	Employee Benefits-G&A	5,498.00	0.00	0.00	5,498.00
7009	Insurance-Workman's Comp-G&A	268.66	0.00	0.00	268.66
7010	Union Expense	101.69	0.00	0.00	101.69
7017	Bad Debt Expense	71,100.00	0.00	0.00	71,100.00
7019	Business Promotion Expense	0.00	500.00	0.00	500.00
7025	Depreciation Expense	16,270.50	5,423.50	0.00	21,694.00
7027	Entertainment Expense	0.00	350.00	0.00	350.00
7059	Vehicle Maint/Fuel Expense	10,260.00	0.00	0.00	10,260.00
7065	Miscellaneous Expense	0.00	200.00	0.00	200.00
8010	Interest Income	-42,743.06	0.00	0.00	-42,743.06
	Totals	0.00	67,527.31	67,527.31	0.00
	Credits	-673,088.89			-724,416.20

Trial Balance — Detail Report

		Best Construction Company			
		Adjustments		Ending Balance	
Account#	Account Name	Beginning Balance	Debit	Credit	Ending Balance
1020	Cash In Bank	203,539.74	0.00	6,200.00	197,339.74
1040	Cash In Bank-Money Market	-4,400.00	0.00	0.00	-4,400.00
1110	Accounts Receivable-Trade	33,382.20	0.00	0.00	33,382.20
1120	Accounts Receivable-Retention	5,160.81	0.00	0.00	5,160.81
1300	Inventory	4,022.50	40,880.00	0.00	44,902.50
1325	Mobile Inventory	2,500.00	0.00	0.00	2,500.00
1520	(Less Accum Depr--Leasehold)	-2,620.50	0.00	873.50	-3,494.00
1530	(Less Accum Depr--Computer & Office)	-13,650.00	0.00	4,550.00	-18,200.00
2060	Customer Deposits	-26,343.48	10,000.00	0.00	-16,343.48
2110	Accounts Payable-Trade	-54,724.50	0.00	44,300.00	-99,024.50
2210	Payroll Taxes Payable-FIT	-71,452.13	0.00	0.00	-71,452.13
2220	Payroll Taxes Payable-FICA	-34,911.53	0.00	0.00	-34,911.53
2230	Payroll Taxes Payable-FUTA	-4,618.64	0.00	0.00	-4,618.64
2240	Payroll Taxes Payable-SIT	-23,747.17	0.00	0.00	-23,747.17
2250	Payroll Taxes Payable-State Disability	-1,042.09	0.00	0.00	-1,042.09
2260	Payroll Taxes Payable-State Unemployment	-5,279.66	0.00	0.00	-5,279.66
2300	Worker's Compensation Payable	-5,812.04	0.00	3.81	-5,815.85
2410	Union Payable 1	-841.19	0.00	0.00	-841.19
2540	401k Plan Payable	-9,291.86	0.00	0.00	-9,291.86
2550	Cafeteria Plan Payable	-48.00	0.00	0.00	-48.00
2560	Savings Plan	-2,500.00	0.00	0.00	-2,500.00
3510	Capital Stock	-300,000.00	0.00	0.00	-300,000.00
3520	Retained Earnings	61,589.31	0.00	0.00	61,589.31
4010	Contract Revenue	-69,263.04	0.00	11,600.00	-50,863.04
4700	Returns and Allowances	0.00	100.00	0.00	100.00
5010	Cost of Contracts-Labor	3,737.50	50.00	0.00	3,787.50
5015	Cost of Contracts-Material	29,060.00	6,520.00	0.00	35,580.00
5020	Cost of Contracts-Subcontractor	5,200.00	3,500.00	0.00	8,700.00
6020	Insurance-Workman's Comp-Trade	4,896.08	3.81	0.00	4,899.89
6035	Union Benefits-Trade	102.00	0.00	0.00	102.00
7001	Salaries & Wages-Officer	137,450.00	0.00	0.00	137,450.00
7003	Salaries & Wages-Administration	56,600.00	0.00	0.00	56,600.00

Trial Balance
Detail Report for August 20xx

Page 1

Figure: FS-84

Trial Balance – Detail Report suppressing zero balance accounts.

Financial Statements

Financial statements can be prepared as of a given day, month, or quarter in the current fiscal year, or for the entire year, to display summaries of assets and liabilities, income reports and a status report for the fiscal year. Graphical reports can also be created by selecting the Graphics, Layout option.

Access to Financial Statements**Module Menu with Reports Group**

Financials | Reports | Financial Statements

Module Menu with Reports List

Financials | Financial Statements

Standard Menu

Reports | Financial Statements | Financial Statements

The four versions of the Financial Statements have some variations in the Query options available.

When creating a report, define the date, month, or year of the financial statement, the appropriate revenue account and any indentation for Subaccount lines. Select which reports are to be included in the financial statement and options regarding the report setup. Also, select any format preferences for the reports. Financial statements are previewed and printed in the same manner as other reports.

Departmentalized statements are also available. The option must be checked in the Reports section and must have the appropriate selection made for Department Level. The All option will display those accounts that have associated departments, Individual will display only those accounts associated with the Department chosen, and None will display only those accounts that do not have an associated Department.

Access to Financial Statements – Daily**Module Menu with Reports Group**

Financials | Reports | Financial Statements | Daily

Module Menu with Reports List

Financials | Financial Statements | Daily

Standard Menu

Reports | Financial Statements | Financial Statements | Daily

Access to Financial Statements – Monthly**Module Menu with Reports Group**

Financials | Reports | Financial Statements | Monthly

Module Menu with Reports List

Financials | Financial Statements | Monthly

Standard Menu

Reports | Financial Statements | Financial Statements | Monthly

**Access to Financial Statements – Quarterly
Module Menu with Reports Group**

Financials | Reports | Financial Statements | Quarterly

Module Menu with Reports List

Financials | Financial Statements | Quarterly

Standard Menu

Reports | Financial Statements | Financial Statements | Quarterly

**Access to Financial Statements – Yearly
Module Menu with Reports Group**

Financials | Reports | Financial Statements | Yearly

Module Menu with Reports List

Financials | Financial Statements | Yearly

Standard Menu

Reports | Financial Statements | Financial Statements | Yearly

Financial Statements Query Options

The four financial statements employ similar options in their respective Query screen forms. The information, provided below, details the options and applicable financial statements. If no specific financial statement is listed, the option applies to all.

My Query (All)

The My Query option enables the user to save multiple sets of filter conditions. See the section on My Query at the beginning of this section about Reports.

Date of Financial Statement (Daily)

Enter the date of the financial statement or use the Calendar Tool available from the drop-down icon.

Month of Financial Statement (Monthly)

Enter the month of the financial statement or use the Calendar Tool available from the drop-down icon.

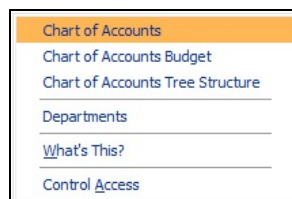
Fiscal Year (Yearly)


Enter the fiscal year date range of the financial statement or use the Calendar Tool available from the drop-down icon.

Revenue account to base percentages on (Daily and Monthly)

This field is used to select the GL account on which to base the financial statement percentages. Since it is possible to have more than one revenue account in the general ledger, make sure the correct account number is displayed. The account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: FS-85
Reports directly accessible by right-clicking on the field name hyperlink.



The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file.

When an existing GL account is selected, its name appears to the right of the account code.

Reports

This section allows selection of the reports to be included. Select one or more reports.

Balance Sheet

A checkmark on this option will include the Balance Sheet. Clicking again will remove the checkmark.

Income Statement

A checkmark on this option will include the Income Statement. Clicking again will remove the checkmark.

Departmentalized Financial Statements

A checkmark on this option will include departmentalized financial statements. Clicking again will remove the checkmark.


Caution

A departmentalized balance sheet may appear out of balance because one side of an entry was applied to a department account, while the other side of the entry was made to a non-department account. This is NOT an error, but represents the information entered and the requested manner of display in a report.

Department Level

If the Departmentalized Financial Statements box is checked, the Departmental Level can be selected. The choices are All, Individual, or None. The None option will prevent any departmental account from being included in the resulting statement.


The field title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Departments form. Right-clicking directly accesses the Departments report.

The department may be entered manually, or the list of departments can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Departments master file.

Department

If the Departmentalized Financial Statements box is checked, and the Departmental Level is set at individual, the Department selection field becomes available. When the department is selected, its name appears to the right of the field.

The field title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Departments form. Right-clicking directly accesses the Departments report.

The department may be entered manually, or the list of departments can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Departments master file.

Options

This feature offers options for the report setup.

Gross Margin

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the Gross Margin.

Income (Loss) from Operations

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the Income (Loss) from Operations.

Include accounts with zero balance

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the accounts with zero balance.

Display Schedule accounts

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the schedule accounts.

Display run date and time stamp

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the run date and time.

Hide Inactive Accounts with zero balance/activity

Clicking the mouse on each box toggles the options to include (checked) or exclude (unchecked) the inactive accounts with zerobalance/activity.

Number of months in current period (Monthly)

Enter the number of months to be included in the monthly financial statements.

Format**Layout**

Layout has up to four choices selectable from a drop-down list, Standard, Extended (Yearly only), Alternate, and Graphics. The Standard layout places Total Assets, Total Liabilities, Total Equity, and Total Liability and Equity in the same column as their source amounts.

In the Daily and Monthly statements, the Alternate layout places those totals (only) one column to the right. In the Quarterly and Yearly statements, it lists dollar amounts as a decimal in Thousands of Dollars.

The Yearly statement also includes an Extended version that includes yearly totals on the Income Statement only.

The graphic layout prohibits selection Options such as Summary, Show Account Numbers, Use Account Alignment and Page Breaks, and Underline.

Graphics

When the Graphics option is chosen in Layout, user can choose its options. The drop-down tool presents the following choices:

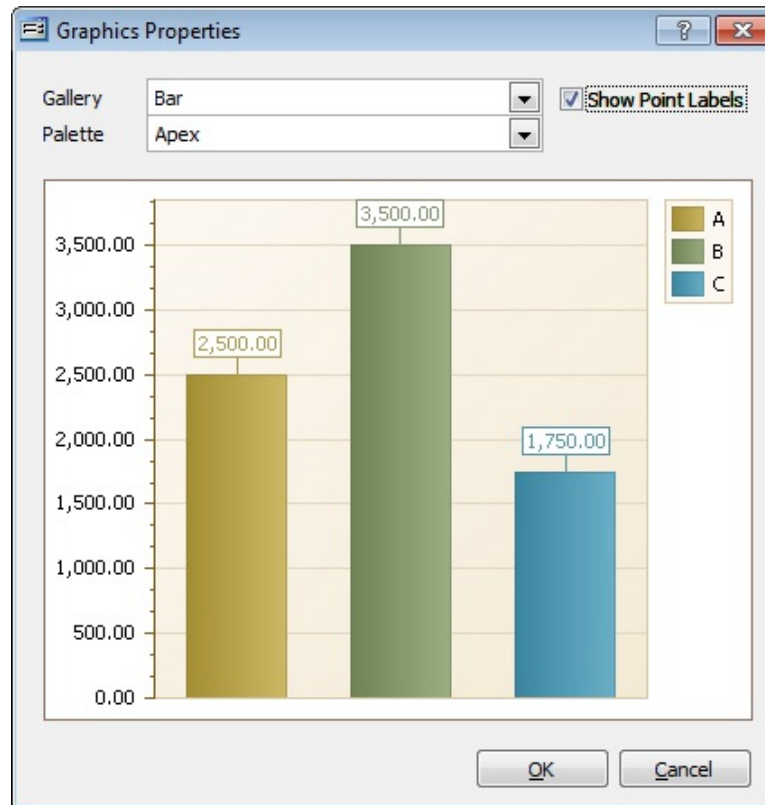
- Bar
- Stacked Bar
- Full-Stacked Bar
- Point
- Line
- Step Line
- Spline
- Area
- Stacked Area
- Full-Stacked Area
- Spline Area
- Stacked Spline Area
- Full-Stacked Spline Area
- Funnel
- Pie
- Doughnut
- Radar Point
- Radar Line
- Radar Area

Graphic Properties

 The Details button opens the Graphics Properties screen form.

Figure: FS-86

Graphic Properties screen form showing example of Bar Financial Statement graph with point labels.



Gallery

This field is used to select the preview and rendering of the graphic presentation. The choices listed above are available using the drop-down tool.

Palette

In addition to the default colors, the following color schemes are available.

- Apex
- Aspect
- Black and White
- Chameleon
- Civic
- Concourse
- Equity
- Flow
- Foundry
- Grayscale
- In A Fog
- Median
- Metro
- Mixed
- Module
- Nature Colors
- Northern Lights
- Office
- Opulent
- Oriel
- Origin
- Paper
- Pastel Kit
- Solstice
- Technic
- Terracotta Pie
- The Trees
- Trek
- Urban
- Verve

Show Point Labels

Checking this option will show point labels for the data of the selected graphics.

Summary

The Summary view eliminates the detail within each Description Summary account, and shows the totals only.

Bold Subtotals and Totals

This option will use bold typeface for the subtotals and totals.

Show Account Numbers

When selected, this option presents and prints the account numbers to the left of the account descriptions.

Use Account Alignment and Page Breaks

This selection applies the Account Alignment and Page Break settings for each account as set in the Chart of Accounts.

Percent Sign

This option adds the percent symbol to the comparative percentage figures in the Income Statement.

Underline

This option includes or excludes all underlines from totals.

Dollar Sign

This option allows the dollar sign to appear next to number under the conditions set:

- None
- First and Totals
- First and Subtotals
- All
- Account Format

Negative Numbers

Negative numbers may be display in one of four ways when selected from the drop-down list.

- -123.00 Black
- (123.00) Black
- -123.00 Red
- (123.00) Red

Indentation (Daily, Monthly)

This option allows the transaction account descriptions to be indented from 0 to 5 spaces.

Format Type (Monthly)

Four options are available from a drop-down list in the monthly financial statements:

- With Percentage
- Comparative with Variance
- Comparative with Percentage
- Comparative with Budget

Year (Monthly)

When either the Comparative with Variance or Comparative with Percentage option is chosen, the Year field becomes available for selection. The Find/Search tool may be used to select the comparative year. When selected the Description and Target Fiscal Year will be displayed.

Close Button

This button closes the current screen form.

Drill-Down+® Destinations

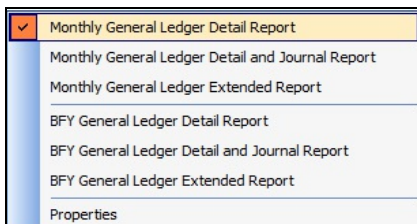


Figure: FS-87

Right-click an amount hyperlink to display a selection of reports and other available functions.

Balance Sheet – Daily – Standard

Best Construction Company Balance Sheet April 9, 20xx	
Assets	
Current Assets	
Cash	
Petty Cash	\$1,750.00
Cash In Bank	381,792.59
Cash In Bank-Savings	2,409,202.01
Cash In Bank-MoneyMarket	1,021,378.43
Total Cash	<u>\$3,814,123.03</u>
Accounts Receivable	
Accounts Receivable-Trade	\$147,004.40
Accounts Receivable-Retention	25,841.68
Accounts Receivable-Other	12,500.00
Accounts Receivable Suspense	2,500.00
Total Accounts Receivable	<u>\$187,846.08</u>
Over/Under Billings	(81,850.29)
Inventory	251,172.85
Allowance For Bad Debt	925.00
Other Current Assets	
Prepaid Insurance	\$3,550.00
Prepaid Taxes	16,750.00
Employee Advances	1,575.00
Current Notes Receivable	8,900.00
Total Other Current Assets	<u>\$30,775.00</u>
Total Current Assets	<u>\$4,282,991.47</u>
Fixed Assets	
Real Estate	\$1,500,000.00
Leasehold Improvements	75,000.00
(Less Accum Depr-Leasehold)	(873.50)
Computer & Office Equipment	156,000.00
(Less Accum Depr-Computer & Office)	(4,550.00)
Office Furniture & Fixtures	55,000.00
(Less Accum Depr-Ofc Furn. & Fixtures)	7,500.00
Autos & Trucks	125,750.00
(Less Accum Depr-Autos & Trucks)	12,575.00
Construction Equipment	450,000.00
(Less Accum Depr-Construction Equip)	45,000.00
Shop Tools & Equipment	75,650.00
(Less Accum Depr-Shop Tools & Equip)	7,565.00

Figure: FS-88 Balance Sheet – Daily, page 1, in Standard format, with dollar signs for First and Subtotals, and negative numbers with parentheses in red.

Balance Sheet – Daily – Alternate

Best Construction Company Balance Sheet April 9, 20xx	
Assets	
Current Assets	
Cash	
Petty Cash	<u>\$1,750.00</u>
Cash In Bank	<u>381,792.59</u>
Cash In Bank-Savings	<u>2,409,202.01</u>
Cash In Bank-MoneyMarket	<u>1,021,378.43</u>
Total Cash	\$3,814,123.03
Accounts Receivable	
Accounts Receivable-Trade	<u>\$147,004.40</u>
Accounts Receivable-Retention	<u>25,841.68</u>
Accounts Receivable-Other	<u>12,500.00</u>
Accounts Receivable Suspense	<u>2,500.00</u>
Total Accounts Receivable	\$187,846.08
Over/Under Billings	<u>(\$1,850.29)</u>
Inventory	<u>251,172.65</u>
Allowance For Bad Debt	<u>925.00</u>
Other Current Assets	
Prepaid Insurance	<u>\$3,550.00</u>
Prepaid Taxes	<u>16,750.00</u>
Employee Advances	<u>1,575.00</u>
Current Notes Receivable	<u>8,900.00</u>
Total Other Current Assets	\$30,775.00
Total Current Assets	\$4,282,991.47
Fixed Assets	
Real Estate	<u>\$1,500,000.00</u>
Leasehold Improvements	<u>75,000.00</u>
(Less Accum Depr-Leasehold)	<u>(873.50)</u>
Computer & Office Equipment	<u>156,000.00</u>
(Less Accum Depr-Computer & Office)	<u>(4,550.00)</u>
Office Furniture & Fixtures	<u>55,000.00</u>
(Less Accum Depr-Ofc Furn. & Fixtures)	<u>7,500.00</u>
Autos & Trucks	<u>125,750.00</u>
(Less Accum Depr-Autos & Trucks)	<u>12,575.00</u>
Construction Equipment	<u>450,000.00</u>
(Less Accum Depr-Construction Equip)	<u>45,000.00</u>
Shop Tools & Equipment	<u>75,850.00</u>
(Less Accum Depr-Shop Tools & Equip)	<u>7,565.00</u>

Figure: FS-89 Balance Sheet – Daily, page 1, in Alternate format, showing totals in their own column, with dollar signs for First and Subtotals, and negative numbers with parentheses in red.

Income Statement – Daily – Standard

Best Construction Company Income Statement April 9, 20xx				
	Current Period		Year to Date	
	Amount	%	Amount	%
Revenue				
Contract Revenue	\$98,765.43	95.02%	\$98,765.43	95.02%
Service Revenue	6,543.21	6.29%	6,543.21	6.29%
Freight Revenue	321.00	0.31%	321.00	0.31%
(Discounts Allowed-A/R)	32.10	0.03%	32.10	0.03%
Adj. For Over/Under Billings	(1,850.00)	(1.78)%	(1,850.00)	(1.78)%
Returns and Allowances	135.00	0.13%	135.00	0.13%
Total Revenue	\$103,946.74	100.00%	\$103,946.74	100.00%
Cost of Goods Sold				
Cost of Contracts & Service Work				
Cost of Contracts-Labor	\$2,620.50	2.52%	\$2,620.50	2.52%
Cost of Contracts-Material	3,545.00	3.41%	3,545.00	3.41%
Cost of Contracts-Subcontractor	12,500.00	12.03%	12,500.00	12.03%
Cost of Contracts-Equipment	575.00	0.55%	575.00	0.55%
Cost of Contracts-Other	150.00	0.14%	150.00	0.14%
Cost of Service Work-Labor	2,620.50	2.52%	2,620.50	2.52%
Cost of Service Work-Material	650.00	0.63%	650.00	0.63%
Cost of Service Work-Subcontractor	1,250.00	1.20%	1,250.00	1.20%
Cost of Service Work-Equipment	890.00	0.86%	890.00	0.86%
Cost of Service Work-Other	250.00	0.24%	250.00	0.24%
Discounts Taken-A/P	65.00	0.06%	65.00	0.06%
Freight Cost	125.00	0.12%	125.00	0.12%
Total Cost of Contracts & Service Work	\$25,241.00	24.28%	\$25,241.00	24.28%
Indirect Expenses				
Indirect Construction Expenses				
Other Wages, Salary & Bonus	\$4,500.00	4.33%	\$4,500.00	4.33%
Payroll Tax Expense-Trade	456.00	0.44%	456.00	0.44%
Insurance-Workman's Comp-Trade	584.00	0.54%	584.00	0.54%
Insurance-Gen. Liability-Trade	654.00	0.63%	654.00	0.63%
Employee Benefits-Trade	950.00	0.91%	950.00	0.91%
Union Benefits-Trade	2,540.00	2.44%	2,540.00	2.44%
Small Tools Expense	550.00	0.53%	550.00	0.53%
Operating Supplies Expense	350.00	0.34%	350.00	0.34%
Meetings Expense	150.00	0.14%	150.00	0.14%
Vehicle/Equip Lease Expense	423.00	0.41%	423.00	0.41%
Mobil Phone/Pager Expense-Trade	350.00	0.34%	350.00	0.34%
Shop/Warehouse Expense	246.00	0.24%	246.00	0.24%
Misc Expense-Indirect	46.00	0.04%	46.00	0.04%
Total Indirect Construction Expenses	\$11,779.00	11.33%	\$11,779.00	11.33%

Figure: FS-90 Income Statement – Daily, page 1, in Standard format, with dollar signs for First and Subtotals, and negative numbers with parentheses in red.

Balance Sheet and Income Statement – Daily – Graphical

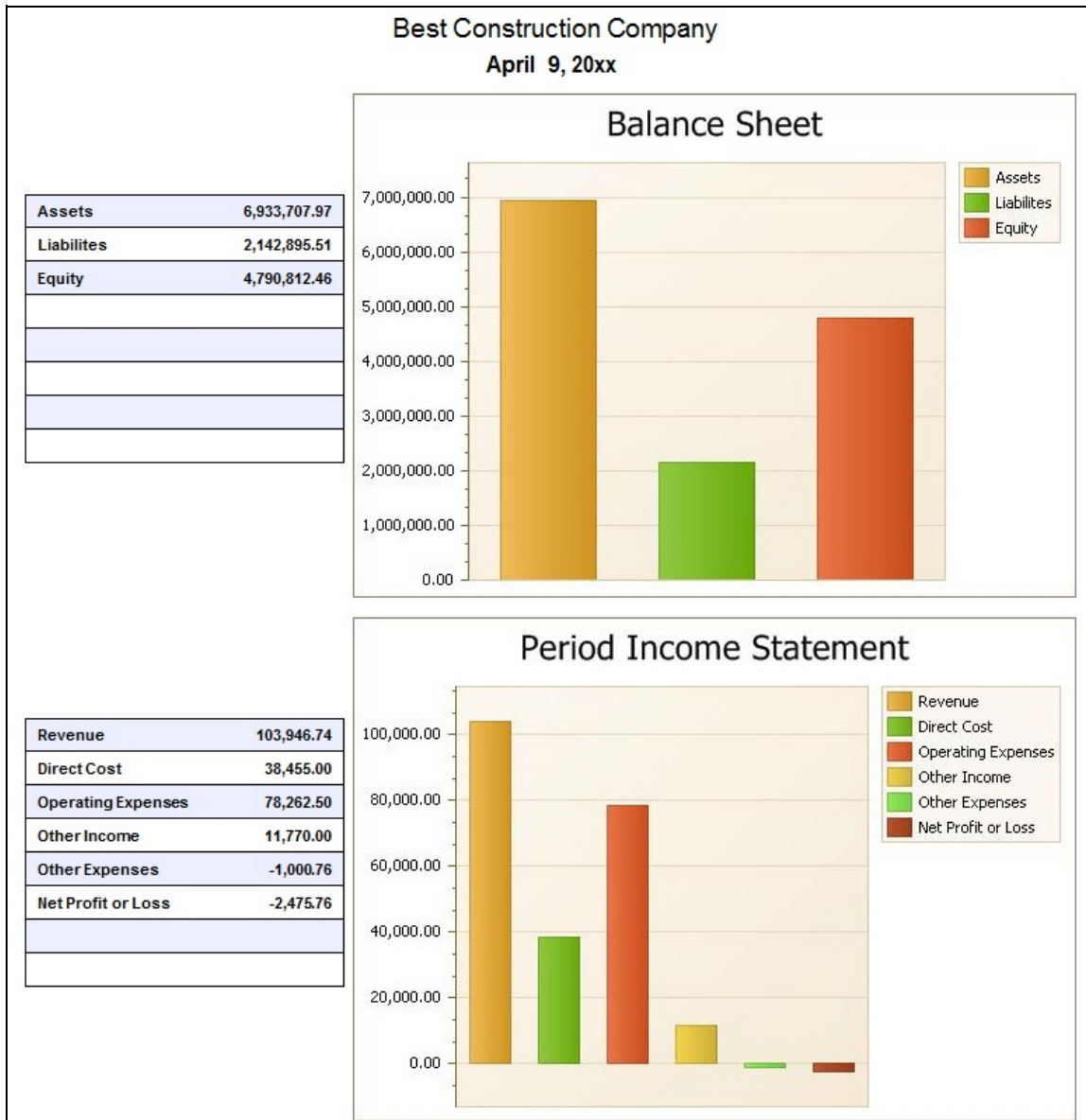


Figure: FS-91 Financial Statements – Graphical, showing the Balance Sheet and first page of the Income Statement, in Bar Chart format.

Department Balance Sheet – Daily

Best Construction Company	
Balance Sheet	
All Departments	
April 9, 20xx	
Union Payable	
Union Payable 1	6,005.90
Total Union Payable	6,005.90
Other Payroll Withheld	
Total Other Payroll Withheld	0.00
Sales Tax Payable	
Total Sales Tax Payable	0.00
Accrued Liabilities-Other	
Total Accrued Liabilities-Other	0.00
Notes Payable	
Total Notes Payable	0.00
Total Current Liabilities	126,631.84
Long Term Liabilities	
Total Long Term Liabilities	0.00
Total Liabilities	126,631.84
Equities	
Current Earnings	-10,500.00
Total Equities	-10,500.00
Total Liability and Equity	116,131.84
The Balance Sheet may appear out of balance because it is a departmentalized report. (Difference: 267,235.75)	

Figure: FS-92 Department Balance Sheet – Daily, page 2, in Standard format, showing a notation that the Balance Sheet may appear out of balance because it is a departmentalized report. One side of an entry may be made to a department account, while the other side of the entry is made to a non-department account.

Balance Sheet – Monthly – Standard

Best Construction Company	
Balance Sheet	
April 30, 20xx	
Assets	
Current Assets	
Cash	
Petty Cash	\$1,750.00
Cash In Bank	381,792.59
Cash In Bank-Savings	2,409,202.01
Cash In Bank-MoneyMarket	1,021,378.43
Total Cash	<u>\$3,814,123.03</u>
Accounts Receivable	
Accounts Receivable-Trade	\$147,004.40
Accounts Receivable-Retention	25,841.68
Accounts Receivable-Other	12,500.00
Accounts Receivable Suspense	2,500.00
Total Accounts Receivable	<u>\$187,846.08</u>
Over/Under Billings	(\$1,850.29)
Inventory	251,172.65
Allowance For Bad Debt	925.00
Other Current Assets	
Prepaid Insurance	3,550.00
Prepaid Taxes	16,750.00
Employee Advances	1,575.00
Current Notes Receivable	8,900.00
Total Other Current Assets	<u>\$30,775.00</u>
Total Current Assets	<u>\$4,282,991.47</u>
Fixed Assets	
Real Estate	\$1,500,000.00
Leasehold Improvements	75,000.00
(Less Accum Depr-Leasehold)	(873.50)
Computer & Office Equipment	158,000.00
(Less Accum Depr-Computer & Office)	(4,550.00)
Office Furniture & Fixtures	55,000.00
(Less Accum Depr-Ofc Furn. & Fixtu	7,500.00
Autos & Trucks	125,750.00
(Less Accum Depr-Autos & Trucks)	12,575.00
Construction Equipment	450,000.00
(Less Accum Depr-Construction Equi	45,000.00
Shop Tools & Equipment	75,650.00
(Less Accum Depr-Shop Tools & Equi	7,585.00
Other Fixed Assets	10,000.00
(Less Accum Depr-Other Fixed Asset	1,000.00
Total Fixed Assets	<u>\$2,515,616.50</u>
Other Assets	
Other Assets	\$25,000.00
Other Assets-Long Term Notes	60,000.00
Other Assets-Investments	35,000.00
Other Assets-Deposits Held	7,500.00
Payroll Suspense	1,250.00
Total Other Assets	<u>\$128,750.00</u>
Accounts Receivable Suspense	\$8,350.00

Figure: FS-93 Balance Sheet – Monthly, first page, in Standard format, with dollar signs for First and Subtotals, and negative numbers with parentheses in red.

Income Statement – Monthly – Standard

Best Construction Company Income Statement April 30, 20xx 1 Month(s) Ended				
	Current Period		Year to Date	
	Amount	%	Amount	%
Revenue				
Contract Revenue	\$98,765.43	95.02%	\$98,765.43	95.02%
Service Revenue	6,543.21	6.29%	6,543.21	6.29%
Freight Revenue	321.00	0.31%	321.00	0.31%
(Discounts Allowed-A/R)	32.10	0.03%	32.10	0.03%
Adj. For Over/Under Billings	(1,850.00)	(1.78%)	(1,850.00)	(1.78%)
Returns and Allowances	135.00	0.13%	135.00	0.13%
Total Revenue	\$103,946.74	100.00%	\$103,946.74	100.00%
Cost of Goods Sold				
Cost of Contracts & Service Work				
Cost of Contracts-Labor	\$2,620.50	2.52%	\$2,620.50	2.52%
Cost of Contracts-Material	3,545.00	3.41%	3,545.00	3.41%
Cost of Contracts-Subcontractor	12,500.00	12.03%	12,500.00	12.03%
Cost of Contracts-Equipment	575.00	0.55%	575.00	0.55%
Cost of Contracts-Other	150.00	0.14%	150.00	0.14%
Cost of Service Work-Labor	2,620.50	2.52%	2,620.50	2.52%
Cost of Service Work-Material	650.00	0.63%	650.00	0.63%
Cost of Service Work-Subcontractor	1,250.00	1.20%	1,250.00	1.20%
Cost of Service Work-Equipment	890.00	0.86%	890.00	0.86%
Cost of Service Work-Other	250.00	0.24%	250.00	0.24%
Discounts Taken-A/P	65.00	0.06%	65.00	0.06%
Freight Cost	125.00	0.12%	125.00	0.12%
Total Cost of Contracts & Service Work	\$25,241.00	24.28%	\$25,241.00	24.28%
Indirect Expenses				
Indirect Construction Expenses				
Other Wages, Salary & Bonus	\$4,500.00	4.33%	\$4,500.00	4.33%
Payroll Tax Expense-Trade	456.00	0.44%	456.00	0.44%
Insurance-Workman's Comp-Trade	564.00	0.54%	564.00	0.54%
Insurance-Gen. Liability-Trade	654.00	0.63%	654.00	0.63%
Employee Benefits-Trade	950.00	0.91%	950.00	0.91%
Union Benefits-Trade	2,540.00	2.44%	2,540.00	2.44%
Small Tools Expense	550.00	0.53%	550.00	0.53%
Operating Supplies Expense	350.00	0.34%	350.00	0.34%
Meetings Expense	150.00	0.14%	150.00	0.14%
Vehicle/Equip Lease Expense	423.00	0.41%	423.00	0.41%
Mobil Phone/Pager Expense-Trade	350.00	0.34%	350.00	0.34%
Shop/Warehouse Expense	246.00	0.24%	246.00	0.24%
Misc Expense-Indirect	46.00	0.04%	46.00	0.04%
Total Indirect Construction Expenses	\$11,779.00	11.33%	\$11,779.00	11.33%
Equipment Expenses				
Equipment Costs-Outside Repairs	\$250.00	0.24%	\$250.00	0.24%
Equipment Costs- In House Maint	130.00	0.13%	130.00	0.13%
Equipment Costs-Fuel & Oil	85.00	0.08%	85.00	0.08%
Equipment Costs-Parts	175.00	0.17%	175.00	0.17%
Equipment Costs-License & Tax	625.00	0.60%	625.00	0.60%

Figure: FS-94 Income Statement – Monthly, first page, in Standard format, with dollar signs for First and Subtotals, and negative numbers with parentheses in red.

Balance Sheet – Quarterly – Standard

Best Construction Company Balance Sheet Fiscal Year January 1, 20xx to December 31, 20xx				
Account	Q1	Q2	Q3	Q4
	Jan 1, 20 xx Mar 31, 20 xx	Apr 1, 20 xx Jun 30, 20 xx	Jul 1, 20 xx Sep 30, 20 xx	Oct 1, 20 xx Dec 31, 20 xx
Assets				
Current Assets				
Cash				
Petty Cash	(\$250.0)	\$1,500.0	\$1,500.0	\$1,500.0
Cash in Bank	381,792.5	381,792.5	381,792.5	381,792.5
Cash in Bank-Savings	0.0	2,409,202.0	2,409,202.0	2,409,202.0
Cash in Bank-Money Market	0.0	1,021,378.4	1,021,378.4	1,021,378.4
Total Cash	\$381,542.5	\$3,813,873.0	\$3,813,873.0	\$3,813,873.0
Accounts Receivable				
Accounts Receivable-Trade	\$147,004.4	\$147,004.4	\$147,004.4	\$147,004.4
Accounts Receivable-Retention	25,841.6	25,841.6	25,841.6	25,841.6
Accounts Receivable-Other	0.0	12,500.0	12,500.0	12,500.0
Accounts Receivable Suspense	0.0	2,500.0	2,500.0	2,500.0
Total Accounts Receivable	\$172,846.0	\$187,846.0	\$187,846.0	\$187,846.0
Over/Under Billings	\$0.0	(\$1,850.2)	(\$1,850.2)	(\$1,850.2)
Inventory	20.0	251,172.6	251,172.6	251,172.6
Allowance For Bad Debt	0.0	925.0	925.0	925.0
Other Current Assets				
Prepaid Insurance	\$0.0	\$3,550.0	\$3,550.0	\$3,550.0
Prepaid Taxes	0.0	16,750.0	16,750.0	16,750.0
Employee Advances	0.0	1,575.0	1,575.0	1,575.0
Current Notes Receivable	0.0	8,900.0	8,900.0	8,900.0
Total Other Current Assets	\$0.0	\$30,775.0	\$30,775.0	\$30,775.0
Total Current Assets	\$554,408.6	\$4,282,741.4	\$4,282,741.4	\$4,282,741.4
Fixed Assets				
Real Estate	\$0.0	\$1,500,000.0	\$1,500,000.0	\$1,500,000.0
Leasehold Improvements	0.0	75,000.0	75,000.0	75,000.0
(Less Accum Depr-Leasehold)	(873.5)	(873.5)	(873.5)	(873.5)
Computer & Office Equipment	0.0	156,000.0	156,000.0	156,000.0
(Less Accum Depr-Computer & Office)	(4,550.0)	(4,550.0)	(4,550.0)	(4,550.0)
Office Furniture & Fixtures	0.0	55,000.0	55,000.0	55,000.0
(Less Accum Depr-Ofc Furn. & Fixtures)	0.0	7,500.0	7,500.0	7,500.0
Autos & Trucks	0.0	125,750.0	125,750.0	125,750.0
(Less Accum Depr-Autos & Trucks)	0.0	12,575.0	12,575.0	12,575.0
Construction Equipment	0.0	450,000.0	450,000.0	450,000.0
(Less Accum Depr-Construction Equip)	0.0	45,000.0	45,000.0	45,000.0
Shop Tools & Equipment	0.0	75,650.0	75,650.0	75,650.0
(Less Accum Depr-Shop Tools & Equip)	0.0	7,565.0	7,565.0	7,565.0
Other Fixed Assets	0.0	10,000.0	10,000.0	10,000.0
(Less Accum Depr-Other Fixed Assets)	0.0	1,000.0	1,000.0	1,000.0

Figure: FS-95 Balance Sheet – Quarterly, first page, in Standard format, with dollar signs for First and Subtotals, and negative numbers with parentheses in black.

Balance Sheet– Quarterly – Alternate

Best Construction Company				
Balance Sheet				
All Departments				
Fiscal Year January 1, 20xx to December 31, 20xx				
(amounts in thousands)				
Account	Q1 Jan 1, 20xx Mar 31, 20xx	Q2 Apr 1, 20xx Jun 30, 20xx	Q3 Jul 1, 20xx Sep 30, 20xx	Q4 Oct 1, 20xx Dec 31, 20xx
Assets				
Current Assets				
Cash				
Cash In Bank	381.7	381.7	381.7	381.7
Total Cash	<u>381.7</u>	<u>381.7</u>	<u>381.7</u>	<u>381.7</u>
Accounts Receivable				
Total Accounts Receivable	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Other Current Assets				
Employee Advances	0.0	1.5	1.5	1.5
Total Other Current Assets	<u>0.0</u>	<u>1.5</u>	<u>1.5</u>	<u>1.5</u>
Total Current Assets	<u>381.7</u>	<u>383.3</u>	<u>383.3</u>	<u>383.3</u>
Fixed Assets				
Total Fixed Assets	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Other Assets				
Total Other Assets	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Total Assets	<u><u>381.7</u></u>	<u><u>383.3</u></u>	<u><u>383.3</u></u>	<u><u>383.3</u></u>
Liabilities				
Current Liabilities				
Accounts Payable				
Total Accounts Payable	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
Payroll Taxes Payable				
Payroll Taxes Payable-FIT	31.2	31.2	31.2	31.2
Payroll Taxes Payable-FICA	28.0	28.0	28.0	28.0
Payroll Taxes Payable-FUTA	9.3	9.3	9.3	9.3
Payroll Taxes Payable-SIT	16.8	16.8	16.8	16.8
Payroll Taxes Payable-State Disability	2.7	2.7	2.7	2.7
Payroll Taxes Payable-State Unemployment	1.6	1.6	1.6	1.6
Payroll Taxes Payable-Local Tax 1	0.0	0.5	0.5	0.5
Payroll Taxes Payable-Local Tax 2	0.0	0.3	0.3	0.3
Earned Income Credit	0.0	4.5	4.5	4.5
Total Payroll Taxes Payable	<u>89.8</u>	<u>95.2</u>	<u>95.2</u>	<u>95.2</u>
Worker's Compensation Payable	25.3	25.3	25.3	25.3
Union Payable	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>	<u>6.0</u>
Union Payable 1	6.0	6.0	6.0	6.0

Figure: FS-96 Balance Sheet– Quarterly, first page, in Alternate format, showing amounts in thousands, without dollar signs, and hyperlinked numbers.

Income Statement – Yearly – Standard

Best Construction Company Income Statement Fiscal Year January 1, 20XX to December 31, 20XX												
Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Revenue												
Contract Revenue	80,030.00	0.00	22,006.10	0.00	-42,743.06	0.00	9,970.00	11,600.00	0.00	0.00	0.00	0.00
Returns and Allowances	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-500.00	0.00	0.00	0.00	0.00
Total Revenue	80,030.00	0.00	22,006.10	0.00	-42,743.06	0.00	9,970.00	11,100.00	0.00	0.00	0.00	0.00
Cost of Goods Sold												
Cost of Contracts & Service Work	87.50	0.00	650.00	0.00	1,000.00	1,000.00	1,000.00	50.00	0.00	0.00	0.00	0.00
Cost of Contracts-Labor	300.00	15,000.00	9,200.00	-300.00	2,650.00	0.00	2,500.00	6,500.00	0.00	0.00	0.00	0.00
Cost of Contracts-Material	0.00	0.00	5,200.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00
Cost of Contracts-Subcontractor	0.00	0.00	5,200.00	0.00	0.00	0.00	0.00	3,500.00	0.00	0.00	0.00	0.00
Total Cost of Contracts & Service Work	387.50	15,000.00	15,050.00	-200.00	3,260.00	1,000.00	3,500.00	10,070.00	0.00	0.00	0.00	0.00
Indirect Expenses												
Indirect Construction Expenses	0.00	0.00	647.16	1,095.00	2,746.26	269.53	138.13	3.81	0.00	0.00	0.00	0.00
Insurance-Workman's Comp-Trade	102.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Union Benefits-Trade	182.00	0.00	647.16	1,095.00	2,746.26	269.53	138.13	3.81	0.00	0.00	0.00	0.00
Total Indirect Construction Expenses	182.00	0.00	647.16	1,095.00	2,746.26	269.53	138.13	3.81	0.00	0.00	0.00	0.00
Equipment Expenses												
Total Equipment Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
New Equipment Test	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total New Equipment Test	182.00	0.00	647.16	1,095.00	2,746.26	269.53	138.13	3.81	0.00	0.00	0.00	0.00
Total Indirect Expenses	489.50	15,000.00	15,697.16	895.00	6,066.26	1,269.53	3,638.13	10,073.81	0.00	0.00	0.00	0.00
Total Cost of Goods Sold	79,540.50	-15,000.00	6,368.94	-895.00	-40,749.32	-1,269.53	6,331.87	1,428.19	0.00	0.00	0.00	0.00
Gross Margin	80,030.00	15,000.00	15,697.16	895.00	6,066.26	1,269.53	3,638.13	10,073.81	0.00	0.00	0.00	0.00
General & Administrative Expense												
Salaries & Wages-Officer	1,800.00	0.00	0.00	80,000.00	65,650.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Salaries & Wages-Administration	2,400.00	0.00	1,800.00	50,000.00	0.00	2,400.00	0.00	0.00	0.00	0.00	3,600.00	0.00
General Labor	0.00	0.00	2,075.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payroll Tax Expense-G&A	507.21	0.00	286.28	15,551.15	3,528.63	294.81	118.55	0.00	0.00	0.00	404.03	0.00
Employee Benefits-G&A	5,024.00	0.00	0.00	0.00	450.00	24.00	0.00	0.00	0.00	0.00	80.00	0.00
Insurance-Workman's Comp-G&A	268.65	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	187.50	0.00
Union Expense	0.00	0.00	101.69	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bad Debt Expense	0.00	0.00	21,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Business Promotion Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	0.00

Figure: FS-97

Income Statement – Yearly, in Standard format, with no dollar signs, and negative numbers with parentheses in red.

Income Statement – Yearly – Extended

Best Construction Company Income Statement												
Fiscal Year January 1, 20XX to December 31, 20XX												
Account	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Depreciation Expense	0.00	0.00	0.00	0.00	5,423.50	5,423.50	5,423.50	5,423.50	0.00	0.00	0.00	0.00
Entertainment Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0.00	0.00	0.00	0.00
Vehicle Maint/Fuel Expense	0.00	0.00	10,250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	7,500.00
Total General & Administrative Expense	9,999.86	71,108.00	14,513.45	155,551.15	55,058.13	8,142.31	5,542.85	6,473.50	0.00	0.00	4,261.13	7,500.00
Income (Loss) From Operations	69,540.64	-86,108.00	-8,204.51	-156,446.15	-103,789.45	-9,411.84	789.82	-3,047.31	0.00	0.00	-4,261.13	-7,500.00
Other Income	0.00	0.00	0.00	0.00	42,743.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.00	0.00	42,743.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Income	0.00	0.00	0.00	0.00	42,743.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss) Before Taxes	69,540.64	-86,108.00	-8,204.51	-156,446.15	-61,056.39	-9,411.84	789.82	-3,047.31	0.00	0.00	-4,261.13	-7,500.00
Income Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income Taxes	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net Income (Loss) After Taxes	69,540.64	-86,108.00	-8,204.51	-156,446.15	-61,056.39	-9,411.84	789.82	-3,047.31	0.00	0.00	-4,261.13	-7,500.00
YTD Net Income (Loss) After Taxes	69,540.64	-16,559.36	-24,753.87	-181,210.82	-242,266.41	-251,678.25	-230,888.43	-255,935.74	-255,935.74	-255,935.74	-260,196.87	-267,696.87

Figure: FS-98

Income Statement – Yearly, in Extended format, showing last page, with no dollar signs, and negative numbers with in red.

Statement of Cash Flows

The statement of cash flow is similar to the income statement: It records a company's performance over a specified period of time. However, the difference is that the income statement also takes into account some non-cash accounting items such as depreciation. The cash-flow statement removes those items and shows how much money the company has generated. Cash flow shows how the company has managed inflows and outflows of cash. It can provide a clearer picture of the company's ability to pay bills and creditors, and to finance growth.

Many of the items on the statement are also found in either the income statement or the balance sheet, but here, these items are organized to focus on the cash that is generated and how it relates to reported earnings. The cash-flow statement is divided into three parts:

Statement Of Cash Flow

Cash From Operations	Cash from operations generated from day-to-day business operations.
Cash From Investing	Cash from investing is used for investing in assets. It also includes the proceeds from the sale of other businesses, equipment, or other long-term assets.
Cash From Financing	Cash from financing is paid or received from loaning and borrowing of funds. This section also includes dividends paid (although it is sometimes listed under cash from operations).
Net Increase or Decrease in Cash	Increases in cash from previous year will be written normally, and decreases in cash are typically written in (brackets).

The Chart of Accounts is used to identify the proper category of each account from the statement. If the accounts in the balance sheet are not properly classified for the Statement of Cash Flows, a message will be presented on the report, along with a warning that the report may not be accurate.

Access to Check List

Module Menu with Reports Group

Financials | Reports | Statement of Cash Flows

Module Menu with Reports List

Financials | Statement of Cash Flows

Standard Menu

Reports | Financials | Statement of Cash Flows

Report Types

Summary

The Summary Report Type displays the accounts and their cash flow amounts.

Options

- Show Report Criteria
- Suppress Decimals

Fields

- Month (Equal or Between)

Statement of Cash Flows – Summary Report

Best Construction Company	
Statement of Cash Flows	
Page 1	
CASH FLOWS FROM OPERATING ACTIVITIES	
Net Income	\$ (255,935.74)
Net cash provided (used) by operating activities	<u>(255,935.74)</u>
NET INCREASE CASH	\$ (255,935.74)
CASH, 01/01/20XX	\$ 0.00
CASH, 08/31/20XX	\$ (255,935.74)
CASH, 08/31/20XX AS PER BOOKS	\$ 0.00
One or more accounts in the balance sheet are not properly classified for the Statement of Cash Flows.	
This report may not be accurate.	
The Statement is out of balance, verify the cash flow format options.	

Figure: FS-99 Statement of Cash Flows, showing warning, "One or more accounts in the balance sheet are not properly classified for the Statement of Cash Flows. This report may not be accurate." It is essential to properly classify the accounts in the Chart of the Account for the accuracy of the statement.

Financial Ratios

Financial ratios show the relationships between individual values and relate them to how a company has performed in the past. They provide a means to assist management with planning business operations and growth. Three ratios are provided in BIS[®] reports: Current Ratio, Quick Ratio, and Inventory Turnover.

Current Ratio	=	Current Assets / Current Liabilities
Quick Ratio	=	(Current Assets - Inventory) / Current Liabilities
Inventory Turnover	=	Cost of Goods Sold / Average Inventory

Access to Financial Ratios**Module Menu with Reports Group**

Financials | Reports | Financial Ratios

Module Menu with Reports List

Financials | Financial Ratios

Standard Menu

Reports | Financial Statements | Financial Ratios

Current Ratio

The current ratio is used to give an idea of the company's ability to pay back its short-term liabilities (debt and payables) with its short-term assets (cash, inventory, receivables). The higher the current ratio, the more capable the company is of paying its obligations.

The current ratio can give a sense of the efficiency of a company's operating cycle or its ability to turn its product into cash. Companies that have trouble getting paid on their receivables or have long inventory turnover can run into liquidity problems because they are unable to alleviate their obligations. Because business operations differ in each industry, it is always more useful to compare companies within the same industry.

Current Ratio = Current Assets / Current Liabilities

**Access to Current Ratio Report
Module Menu with Reports Group**

Financials | Reports | Financial Ratios | Current Ratio

Module Menu with Reports List

Financials | Financial Ratios | Current Ratio

Standard Menu

Reports | Financial Statements | Financial Ratios | Current Ratio

Report Types

Summary

The Current Ratio Summary Report displays the Current Asset and the Current Liabilities (each selected from the account list), and the computed Current Ratio.

Options

- Show Report Criteria

Fields

- Current Assets
- Current Liabilities
- Month (mm/yy)

Current Ratio – Summary Report

		Best Construction Company
Current Ratio		
Summary Report for August 20XX		Page 1
Current Assets	257,191.05	
Current Liabilities	274,716.10	
Current Ratio	0.94	

Figure: FS-100 Current Ratio – Summary Report, showing Current Assets, Current Liabilities, and their ratio.

Quick Ratio

This ratio is an indicator of a company's short-term liquidity. The quick ratio measures a company's ability to meet its short-term obligations with its most liquid assets. The higher the quick ratio, the better the position of the company.

$$\text{Quick Ratio} = (\text{Current Assets} - \text{Inventory}) / \text{Current Liabilities}$$

The quick ratio is more conservative than the current ratio, a more well-known liquidity measure, because it excludes inventory from current assets. Inventory is excluded because some companies have difficulty turning their inventory into cash. In the event that short-term obligations need to be paid off immediately, there are situations in which the current ratio would overestimate a company's short-term financial strength.

Access to Current Quick Report

Module Menu with Reports Group

Financials | Reports | Financial Ratios | Quick Ratio

Module Menu with Reports List

Financials | Financial Ratios | Quick Ratio

Standard Menu

Reports | Financial Statements | Financial Ratios | Quick Ratio

Report Types

Summary

The Quick Ratio Summary Report displays the Cash, the Short Term Investments, the Accounts Receivables, the Allowance for Doubtful Accounts, and Current Liabilities (each selected from the account list), and the computed Quick Ratio.

Options

- Show Report Criteria

Fields

- Cash
- Short Term Investments
- Accounts Receivables
- Allowance Doubtful Accounts
- Current Liabilities
- Month (mm/yy)

Quick Ratio – Summary Report

Quick Ratio		Page 1
Summary Report for August 20XX		
Cash	238,349.23	
Short Term Investments	0.00	
Accounts Receivables	151,032.20	
Allowance for Doubtful Accounts	0.00	
Current Liabilities	0.00	
Quick Ratio	N/A	

Figure: FS-101 Quick Ratio – Summary Report, showing Cash, Short Term Investments, Accounts Receivables, Allowance for Doubtful Accounts, Current Liabilities, and their ratio.

Inventory Turnover

The inventory turnover is a ratio showing how many times a company's inventory is sold and replaced over a given period.

Inventory Turnover = Cost of Goods Sold / Average Inventory

COGS (cost of goods sold) sales are recorded at market value while inventories are usually recorded at cost. Average inventory is used instead of the ending inventory level to minimize seasonal factors.

The ratio should be compared against industry averages. A low turnover implies poor sales and, therefore, excess inventory. A high ratio implies either strong sales or ineffective buying.

Access to Inventory Turnover Report

Module Menu with Reports Group

Financials | Reports | Financial Ratios | Inventory Turnover

Module Menu with Reports List

Financials | Financial Ratios | Inventory Turnover

Standard Menu

Reports | Financial Statements | Financial Ratios | Inventory Turnover

Report Types

Summary

The Inventory Turnover Summary Report displays the Cost of Good Sold (presumably Material only), the Average Inventory (each selected from the account list), and the computed Inventory Turnover.

Options

- Show Report Criteria

Fields

- Cost of Goods Sold
- Inventory
- Month (mm/yy)

Inventory Turnover – Summary Report

Best Construction Company			
Inventory Turnover			
Summary Report		Page 1	
Cost of Goods Sold	38,141.80	Number of Months	2
Average Inventory	19,070.90		
Inventory Turnover	2.00		

Figure: FS-102 Inventory Turnover – Summary Report, showing Cost of Good Sold, Average Inventory, and their ratio.

Comparative Period Accounts

This Comparative Period Accounts report is used to review, by account number, a comparative period file.

Access to Comparative Period Accounts

Module Menu with Reports Group

Financials | Reports | Comparative Period Accounts

Module Menu with Reports List

Financials | Comparative Period Accounts

Standard Menu

Reports | Financial Statements | Comparative Period Accounts

Report Types

Detail

The Detail Report displays a list of comparative periods that have been created. The list includes a hyperlink to access the CPA file which shows the account number and name, corresponding current period account number, account beginning balance and monthly transaction amounts for January through December.

Order By

- Code
- Description

Options

- Show Report Criteria
- Case Sensitive

Fields

- Code
- Description

Comparative Period Account – Detail Report

Best Construction Company				
Comparative Period Account				
Detail Report				Page 1
Code	Desc	CPA File	Based on Fiscal Year	Target Fiscal Year
2017	Calendar Year 2017	CPA2017.DBF	2017/01 - 2017/12	2018/01 - 2018/12
2018	Calendar Year 2018	CPA2018.DBF	2018/01 - 2018/12	2019/01 - 2019/12
2019	Calendar Year 2019	CPA2019.DBF	2019/01 - 2019/12	2020/01 - 2020/12
2020	Calendar Year 2020	CPA2020.DBF	2020/01 - 2020/12	2021/01 - 2021/12

Figure: FS-103 Comparative Period Account– Detail Report, showing Code, Description, CPA File name, Based on Fiscal Year, and Target Fiscal Year.

Comparative Period Account File

Comparative Period Account		Best Construction Company						
Detail Report - Based on Fiscal Year 20xx/01 - 20xx/12		Page 1						
Account#	Account Name	Curr Period Acct#						
1000	Assets	1000						
	Beginning Balance	306,187.16						
	Jan	103,237.61	Feb	-71,100.00	Mar	15,372.02	Apr	-67,759.63
	May	-54,073.81	Jun	-7,719.89	Jul	3,791.09	Aug	29,256.50
	Sep	0.00	Oct	0.00	Nov	-2,458.78	Dec	-7,500.00
1001	Current Assets	1001						
	Beginning Balance	306,187.16						
	Jan	103,237.61	Feb	-71,100.00	Mar	15,372.02	Apr	-67,759.63
	May	-48,650.31	Jun	-2,296.39	Jul	9,214.59	Aug	34,680.00
	Sep	0.00	Oct	0.00	Nov	-2,458.78	Dec	-7,500.00
1010	Cash	1010						
	Beginning Balance	215,754.12						
	Jan	22,695.11	Feb	0.00	Mar	-6,634.08	Apr	-66,919.63
	May	-48,890.31	Jun	14,453.61	Jul	68,780.92	Aug	-6,200.00
	Sep	0.00	Oct	0.00	Nov	-2,458.78	Dec	-7,500.00
1015	Petty Cash	1015						
	Beginning Balance	0.00						
	Jan	0.00	Feb	0.00	Mar	0.00	Apr	0.00
	May	0.00	Jun	0.00	Jul	0.00	Aug	0.00
	Sep	0.00	Oct	0.00	Nov	0.00	Dec	0.00
1020	Cash In Bank	1020						
	Beginning Balance	215,754.12						
	Jan	22,695.11	Feb	0.00	Mar	-6,634.08	Apr	-66,519.63
	May	-48,890.31	Jun	18,453.61	Jul	68,780.92	Aug	-6,200.00
	Sep	0.00	Oct	0.00	Nov	-2,458.78	Dec	-7,500.00
1030	Cash In Bank-Savings	1030						
	Beginning Balance	0.00						
	Jan	0.00	Feb	0.00	Mar	0.00	Apr	0.00
	May	0.00	Jun	0.00	Jul	0.00	Aug	0.00
	Sep	0.00	Oct	0.00	Nov	0.00	Dec	0.00
1040	Cash In Bank-Money Market	1040						
	Beginning Balance	0.00						
	Jan	0.00	Feb	0.00	Mar	0.00	Apr	-400.00
	May	0.00	Jun	-4,000.00	Jul	0.00	Aug	0.00
	Sep	0.00	Oct	0.00	Nov	0.00	Dec	0.00
1100	Accounts Receivable	1100						
	Beginning Balance	85,923.04						
	Jan	80,030.00	Feb	-71,100.00	Mar	22,006.10	Apr	-2,000.00
	May	0.00	Jun	-16,750.00	Jul	-59,566.33	Aug	0.00
	Sep	0.00	Oct	0.00	Nov	0.00	Dec	0.00
1110	Accounts Receivable-Trade	1110						
	Beginning Balance	73,002.20						
	Jan	78,030.00	Feb	-71,100.00	Mar	19,805.49	Apr	0.00
	May	0.00	Jun	-16,750.00	Jul	-49,605.49	Aug	0.00
	Sep	0.00	Oct	0.00	Nov	0.00	Dec	0.00
1120	Accounts Receivable-Retention	1120						

Figure: FS-104 Comparative Period Account File.

Consolidated Maintenance

BIS® allows users to consolidate data from subsidiary companies into a parent company. The Consolidated Maintenance report, designed for use when setting up or troubleshooting the selection of account numbers for the Chart of Accounts. It can assist with establishing either a common series of account numbers used by all, or to help establish mapping from the subsidiaries to the parent company.

Access to Consolidated Maintenance**Module Menu with Reports Group**

Financials | Reports | Consolidated Maintenance

Module Menu with Reports List

Financials | Consolidated Maintenance

Standard Menu

Reports | Financial Statements | Consolidated Maintenance

Report Types**Detail**

The Detail Report displays the file location of the consolidation file, the account numbers and account names.

Order By

- Account Number
- Description

Options

- Show Report Criteria
- Case Sensitive

Fields

- Account Number
- Description

Consolidate Maintenance — Detail Report

Best Construction Company	
Reference File for Consolidation	
C:\PROGRAM FILES\MICS\IBIS1136-04\CONTROL\CONSOLIDATION\	
Page 1	
Account#	Account Name
1015	Petty Cash
1015	Petty Cash
1020	Cash In Bank
1020	Cash In Bank
1030	Cash In Bank-Savings
1030	Cash In Bank-Savings
1040	Cash In Bank-Money Market
1040	Cash In Bank-Money Market
1110	Accounts Receivable-Trade
1110	Accounts Receivable-Trade
1120	Accounts Receivable-Retention
1120	Accounts Receivable-Retention
1130	Accounts Receivable-Other
1130	Accounts Receivable-Other
1140	Accounts Receivable-Suspense
1140	Accounts Receivable-Suspense
1200	Over/Under Billings
1200	Over/Under Billings
1300	Inventory
1300	Inventory
1350	Allowance For Bad Debt
1350	Allowance For Bad Debt
1410	Prepaid Insurance
1410	Prepaid Insurance
1420	Prepaid Taxes
1420	Prepaid Taxes
1430	Employee Advances
1430	Employee Advances
1440	Current Notes Receivable
1440	Current Notes Receivable
1510	Real Estate
1510	Real Estate
1515	Leasehold Improvements
1515	Leasehold Improvements
1520	(Less Accum Depr-Leasehold)
1520	(Less Accum Depr-Leasehold)
1525	Computer & Office Equipment
1525	Computer & Office Equipment
1530	(Less Accum Depr-Computer & Office)
1530	(Less Accum Depr-Computer & Office)
1535	Office Furniture & Fixtures
1535	Office Furniture & Fixtures
1540	(Less Accum Depr-Ofc Furn. & Fixtures)
1540	(Less Accum Depr-Ofc Furn. & Fixtures)
1545	Autos & Trucks
1545	Autos & Trucks

Figure: FS-105 Reference File For Consolidation, showing the Consolidation File location.

Appendix

Sample Files

When creating a new company, sample files can be loaded into the databases of the company. These options can save a great deal of time by automatically creating master forms with commonly used basic information. The use of these samples is highly recommended, since they can later be expanded, edited and adapted to fit the individual needs of each company.

The samples available are: Chart of Accounts, Cost Code Library, Unit of Measure File, and Ship Via File. To preview a list of the information included in the sample records, click the Preview button to the right of each option. To load one or more of these sample records, click on the check box to the left of the options to be selected.

Optional Sample Chart of Accounts

The next few pages show the optional chart of accounts provided with BIS[®] and available for selection during installation.

The optional sample chart of accounts is followed by a table showing the available account types. Each type is followed by a brief explanation of its use.

Sample Chart of Accounts (Simple)

Builder Information System			
Chart of Accounts (Simple)			Page 1
Summary Report			
Account#	Account Name	Account Type	Classification
1000	Assets	Description	Assets
1010	Current Assets	Description	Assets
1100	Cash in Bank - Checking	Transaction	Assets
1200	Accounts Receivable	Transaction	Assets
1300	Contract Receivable	Transaction	Assets
1350	Retention Receivable	Transaction	Assets
1400	Inventory	Transaction	Assets
1450	Accounts Receivable Suspense	Transaction	Assets
1510	Fixed Assets	Description	Assets
1600	Computers	Transaction	Assets
1650	Automobiles	Transaction	Assets
1680	Furniture & Fixtures	Transaction	Assets
1710	Accumulated Depreciation	Transaction	Assets
1900	Other Assets	Description	Assets
1910	Refundable Deposits	Transaction	Assets
1930	Prepaid Expenses	Transaction	Assets
1950	Payroll Suspense	Transaction	Assets
2000	Liabilities	Description	Liabilities
2000	Current Liabilities	Description	Liabilities
2100	Accounts Payable - Trade	Transaction	Liabilities
2200	Federal Withholding Payable	Transaction	Liabilities
2210	Fica Withholding Payable	Transaction	Liabilities
2220	State Withholding Payable	Transaction	Liabilities
2230	SDI Withholding Payable	Transaction	Liabilities
2240	Worker's Comp. Payable	Transaction	Liabilities
2250	Union Payable	Transaction	Liabilities
2280	Tax Deferred Payable	Transaction	Liabilities
2270	Cafeteria Plan Payable	Transaction	Liabilities
2280	Sales Tax Payable	Transaction	Liabilities
2290	Local Taxes payable	Transaction	Liabilities
2300	FUTA Payable	Transaction	Liabilities
2310	SUTA Payable	Transaction	Liabilities
2400	Customer deposits	Transaction	Liabilities
2500	Credit Card Suspense	Transaction	Liabilities
2550	Accounts Payable Suspense	Transaction	Liabilities
2800	Long-term Liabilities	Description	Liabilities
2810	Corporate Bonds Payable	Transaction	Liabilities
3000	Equity	Description	Equity
3050	Stockholders Equity	Description	Equity
3100	Common Stock	Transaction	Equity
3200	Beginning Retained Earnings	Transaction	Equity
3250	Current Period Profit (Loss)	Result	Equity
3980	Revenues	Description	Revenue
4100	Contract Income	Transaction	Revenue
4700	Returns and Allowances	Transaction	Revenue
4800	Freight Charges	Transaction	Revenue

Figure: FS-106 Sample Chart of Accounts (Simple), page 1.

Sample Chart of Accounts (Simple)

Builder Information System			
Chart of Accounts (Simple)			Page 2
Summary Report			
Account#	Account Name	Account Type	Classification
4900	Interest Income	Transaction	Revenue
5000	Direct Cost	Description	Direct Cost
5100	Direct Labor	Transaction	Direct Cost
5200	Materials	Transaction	Direct Cost
5300	Subcontracts	Transaction	Direct Cost
5400	Other Direct Expenses	Transaction	Direct Cost
5500	Discounts Taken	Transaction	Direct Cost
5600	Freight	Transaction	Direct Cost
6000	Operating Expenses	Description	Operating Expenses
6100	Accounting	Transaction	Operating Expenses
6150	Advertising	Transaction	Operating Expenses
6270	Insurance - Health Plan	Transaction	Operating Expenses
6350	Bank Charges	Transaction	Operating Expenses
6400	Interest	Transaction	Operating Expenses
6500	Depreciation	Transaction	Operating Expenses
6550	Dues & Subscriptions	Transaction	Operating Expenses
6700	Gas & Oil	Transaction	Operating Expenses
6750	Miscellaneous	Transaction	Operating Expenses
6800	Freight & Postage	Transaction	Operating Expenses
6900	Legal	Transaction	Operating Expenses
7000	Office Rent	Transaction	Operating Expenses
7100	Telephone	Transaction	Operating Expenses
7500	Wages	Transaction	Operating Expenses
7520	Worker's Comp Expense	Transaction	Operating Expenses
7530	Union Expense	Transaction	Operating Expenses
7600	Rental - Office Equipment	Transaction	Operating Expenses
7600	Payroll Taxes	Transaction	Operating Expenses
8000	Other Revenues	Description	Other Revenue
8100	Other Income	Transaction	Other Revenue
8500	Other Expenses	Description	Other Expenses
8600	Other Expenses	Transaction	Other Expenses
9100	Net Profit (Loss)	Description	Provision for Taxes
9150	Estimated Income Taxes	Transaction	Provision for Taxes

Figure: FS-107 Sample Chart of Accounts (Simple), page 2.

Sample Chart of Accounts (Extended)

Builder Information System			
Chart of Accounts (Extended)			Page 1
Summary Report			
Account#	Account Name	Account Type	Classification
1000	Assets	Description	Assets
1001	Current Assets	Description	Assets
1010	Cash	Description	Assets
1015	Petty Cash	Transaction	Assets
1020	Cash In Bank	Transaction	Assets
1030	Cash In Bank-Savings	Transaction	Assets
1040	Cash In Bank-Money Market	Transaction	Assets
1100	Accounts Receivable	Description	Assets
1110	Accounts Receivable-Trade	Transaction	Assets
1120	Accounts Receivable-Retention	Transaction	Assets
1130	Accounts Receivable-Other	Transaction	Assets
1140	Accounts Receivable Suspense	Transaction	Assets
1200	Over/Under Billings	Transaction	Assets
1300	Inventory	Transaction	Assets
1350	Allowance For Bad Debt	Transaction	Assets
1400	Other Current Assets	Description	Assets
1410	Prepaid Insurance	Transaction	Assets
1420	Prepaid Taxes	Transaction	Assets
1430	Employee Advances	Transaction	Assets
1440	Current Notes Receivable	Transaction	Assets
1500	Fixed Assets	Description	Assets
1510	Real Estate	Transaction	Assets
1515	Leasehold Improvements	Transaction	Assets
1520	(Less Accum Depr-Leasehold)	Transaction	Assets
1525	Computer & Office Equipment	Transaction	Assets
1530	(Less Accum Depr-Computer & Office)	Transaction	Assets
1535	Office Furniture & Fixtures	Transaction	Assets
1540	(Less Accum Depr-Ofc Furn. & Fixtures)	Transaction	Assets
1545	Autos & Trucks	Transaction	Assets
1550	(Less Accum Depr-Autos & Trucks)	Transaction	Assets
1555	Construction Equipment	Transaction	Assets
1560	(Less Accum Depr-Construction Equip)	Transaction	Assets
1565	Shop Tools & Equipment	Transaction	Assets
1570	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets
1575	Other Fixed Assets	Transaction	Assets
1580	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets
1600	Other Assets	Description	Assets
1610	Other Assets	Transaction	Assets
1620	Other Assets-Long Term Notes	Transaction	Assets
1630	Other Assets-Investments	Transaction	Assets
1640	Other Assets-Deposits Held	Transaction	Assets
1650	Payroll Suspense	Transaction	Assets
1899	Accounts Receivable Suspense	Transaction	Assets
2000	Liabilities	Description	Liabilities
2001	Current Liabilities	Description	Liabilities
2050	Accrued Salaries, Wages & Bonus Payable	Transaction	Liabilities

Figure: FS-108 Sample Chart of Accounts – Extended, page 1.

Sample Chart of Accounts (Extended)

Builder Information System			
Chart of Accounts (Extended)			Page 2
Summary Report			
Account#	Account Name	Account Type	Classification
2060	Customer Deposits	Transaction	Liabilities
2100	Accounts Payable	Description	Liabilities
2110	Accounts Payable-Trade	Transaction	Liabilities
2120	Accounts Payable-Retention	Transaction	Liabilities
2130	Accounts Payable-Other	Transaction	Liabilities
2200	Payroll Taxes Payable	Description	Liabilities
2210	Payroll Taxes Payable-FIT	Transaction	Liabilities
2220	Payroll Taxes Payable-FICA	Transaction	Liabilities
2230	Payroll Taxes Payable-FUTA	Transaction	Liabilities
2240	Payroll Taxes Payable-SIT	Transaction	Liabilities
2250	Payroll Taxes Payable-State Disability	Transaction	Liabilities
2260	Payroll Taxes Payable-State Unemployment	Transaction	Liabilities
2270	Payroll Taxes Payable-Local Tax 1	Transaction	Liabilities
2280	Payroll Taxes Payable-Local Tax 2	Transaction	Liabilities
2300	Worker's Compensation Payable	Transaction	Liabilities
2400	Union Payable	Description	Liabilities
2410	Union Payable 1	Transaction	Liabilities
2420	Union Payable 2	Transaction	Liabilities
2500	Other Payroll Withheld	Description	Liabilities
2510	Garnishments Payable	Transaction	Liabilities
2520	Child Support Payable	Transaction	Liabilities
2530	Medical Plans Payable	Transaction	Liabilities
2540	401k Plan Payable	Transaction	Liabilities
2600	Sales Tax Payable	Description	Liabilities
2610	Sales Tax Payable-State	Transaction	Liabilities
2620	Sales Tax Payable-Local Tax 1	Transaction	Liabilities
2630	Sales Tax Payable-Local Tax 2	Transaction	Liabilities
2700	Accrued Liabilities-Other	Description	Liabilities
2710	Accrued Liabilities-Federal Income Tax	Transaction	Liabilities
2720	Accrued Liabilities-State Income Taxes	Transaction	Liabilities
2730	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities
2800	Notes Payable	Description	Liabilities
2810	Line of Credit 1	Transaction	Liabilities
2820	Note Payable 1	Transaction	Liabilities
2800	Current Portion Long Term Debt	Transaction	Liabilities
2950	Credit Card Suspense	Transaction	Liabilities
2999	Accounts Payable Suspense	Transaction	Liabilities
3000	Long Term Liabilities	Description	Liabilities
3010	Long Term Note 1	Transaction	Liabilities
3020	Long Term Note 2	Transaction	Liabilities
3030	Long Term-Vehicle 1	Transaction	Liabilities
3040	Long Term-Vehicle 2	Transaction	Liabilities
3060	Long Term-Equipment 1	Transaction	Liabilities
3060	Long Term-Equipment 2	Transaction	Liabilities
3080	(Less Current Portion Long Term Debt)	Transaction	Liabilities
3500	Equities	Description	Equity

Figure: FS-109 Sample Chart of Accounts – Extended, page 2.

Sample Chart of Accounts (Extended)

Builder Information System			
Chart of Accounts (Extended)			Page 3
Summary Report			
Account#	Account Name	Account Type	Classification
3510	Capital Stock	Transaction	Equity
3520	Retained Earnings	Transaction	Equity
3525	Current Earnings	Result	Equity
4000	Revenue	Description	Revenue
4010	Contract Revenue	Transaction	Revenue
4020	Service Revenue	Transaction	Revenue
4030	Freight Revenue	Transaction	Revenue
4040	(Discounts Allowed-AR)	Transaction	Revenue
4090	Adj. For Over/Under Billings	Transaction	Revenue
5000	Cost of Goods Sold	Description	Direct Cost
5001	Cost of Contracts & Service Work	Description	Direct Cost
5010	Cost of Contracts-Labor	Transaction	Direct Cost
5015	Cost of Contracts-Material	Transaction	Direct Cost
5020	Cost of Contracts-Subcontractor	Transaction	Direct Cost
5025	Cost of Contracts-Equipment	Transaction	Direct Cost
5030	Cost of Contracts-Other	Transaction	Direct Cost
5040	Cost of Service Work-Labor	Transaction	Direct Cost
5045	Cost of Service Work-Material	Transaction	Direct Cost
5050	Cost of Service Work-Subcontractor	Transaction	Direct Cost
5055	Cost of Service Work-Equipment	Transaction	Direct Cost
5060	Cost of Service Work-Other	Transaction	Direct Cost
5090	Discounts Taken-AP	Transaction	Direct Cost
6000	Indirect Expenses	Description	Direct Cost
6001	Indirect Construction Expenses	Description	Direct Cost
6010	Other Wages, Salary & Bonus	Transaction	Direct Cost
6015	Payroll Tax Expense-Trade	Transaction	Direct Cost
6020	Insurance-Workman's Comp-Trade	Transaction	Direct Cost
6025	Insurance-Gen. Liability-Trade	Transaction	Direct Cost
6030	Employee Benefits-Trade	Transaction	Direct Cost
6035	Union Benefits-Trade	Transaction	Direct Cost
6040	Small Tools Expense	Transaction	Direct Cost
6045	Operating Supplies Expense	Transaction	Direct Cost
6050	Meetings Expense	Transaction	Direct Cost
6055	Vehicle/Equip Lease Expense	Transaction	Direct Cost
6060	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost
6065	Shop/Warehouse Expense	Transaction	Direct Cost
6070	Misc Expense-Indirect	Transaction	Direct Cost
6100	Equipment Expenses	Description	Direct Cost
6110	Equipment Costs-Outside Repairs	Transaction	Direct Cost
6115	Equipment Costs- In House Maintenance	Transaction	Direct Cost
6120	Equipment Costs-Fuel & Oil	Transaction	Direct Cost
6125	Equipment Costs-Parts	Transaction	Direct Cost
6130	Equipment Costs-License & Tax	Transaction	Direct Cost
6135	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost
7000	General & Administrative Expense	Description	Operating Expenses
7001	Salaries & Wages-Officer	Transaction	Operating Expenses

Figure: FS-110 Sample Chart of Accounts – Extended, page 3.

Sample Chart of Accounts (Extended)

Builder Information System			
Chart of Accounts (Extended)			Page 4
Summary Report			
Account#	Account Name	Account Type	Classification
7003	Salaries & Wages-Administration	Transaction	Operating Expenses
7005	Payroll Tax Expense-G&A	Transaction	Operating Expenses
7007	Employee Benefits-G&A	Transaction	Operating Expenses
7009	Insurance-Workman's Comp-G&A	Transaction	Operating Expenses
7010	Union Expense	Transaction	Operating Expenses
7011	Insurance-Gen Liability-G&A	Transaction	Operating Expenses
7013	Insurance-Officer's Life	Transaction	Operating Expenses
7015	Advertising Expense	Transaction	Operating Expenses
7017	Bad Debt Expense	Transaction	Operating Expenses
7018	Bank Service Charge Expense	Transaction	Operating Expenses
7019	Business Promotion Expense	Transaction	Operating Expenses
7021	Consulting Expense	Transaction	Operating Expenses
7023	Conventions/Seminars Expense	Transaction	Operating Expenses
7025	Depreciation Expense	Transaction	Operating Expenses
7027	Entertainment Expense	Transaction	Operating Expenses
7028	Fines & Penalties Expense	Transaction	Operating Expenses
7029	Interest Expense	Transaction	Operating Expenses
7031	Janitorial Expense	Transaction	Operating Expenses
7033	Legal & Accounting Expense	Transaction	Operating Expenses
7035	Office Rent Expense	Transaction	Operating Expenses
7037	Office Supplies Expense	Transaction	Operating Expenses
7039	Outside Services Expense	Transaction	Operating Expenses
7041	Plans & Specs Expense	Transaction	Operating Expenses
7043	Printing & Reproduction Expense	Transaction	Operating Expenses
7045	Repair & Maint Expense-Building	Transaction	Operating Expenses
7047	Repair & Maint Expense-Office Equip	Transaction	Operating Expenses
7049	Shipping & Postage Expense	Transaction	Operating Expenses
7051	Telephone Expense-Office	Transaction	Operating Expenses
7053	Telephone Expense-Mobile/Pagers	Transaction	Operating Expenses
7055	Taxes/License/Permit Expense	Transaction	Operating Expenses
7057	Utilities Expense	Transaction	Operating Expenses
7059	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses
7061	Vehicle Lease Expense	Transaction	Operating Expenses
7065	Miscellaneous Expense	Transaction	Operating Expenses
8000	Other Income	Description	Other Revenue
8010	Interest Income	Transaction	Other Revenue
8020	Gain/Loss From Sale of Asset	Transaction	Other Revenue
8099	Inter-Account Transfer	Transaction	Other Revenue
9000	Income Taxes	Description	Provision for Taxes
9010	Federal Income Taxes	Transaction	Provision for Taxes
9020	State Income Taxes	Transaction	Provision for Taxes

Figure: FS-111 Sample Chart of Accounts (Extended), page 4.

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System			
Chart of Accounts (Homebuilders - WIP)			Page 1
Summary Report			
Account#	Account Name	Account Type	Classification
100	Assets	Description	Assets
100	Current Assets	Description	Assets
101	Cash	Description	Assets
101	Petty Cash	Transaction	Assets
102	Cash In Bank	Transaction	Assets
103	Cash In Bank-Savings	Transaction	Assets
104	Cash In Bank-Money Market	Transaction	Assets
110	Funding Receivable	Description	Assets
111	Funding Receivable-Trade	Transaction	Assets
112	Funding Receivable-Retention	Transaction	Assets
113	Funding Receivable-Other	Transaction	Assets
114	Funding Receivable Suspense	Transaction	Assets
115	Unrealized Revenue	Description	Assets
118	Unrealized Revenue-Contract	Transaction	Assets
120	Over/Under Billings	Transaction	Assets
130	Inventory	Transaction	Assets
132	Work In Place	Description	Assets
133	WIP-Labor	Transaction	Assets
133	WIP-Material	Transaction	Assets
134	WIP-Subcontract	Transaction	Assets
136	WIP-Equipment	Description	Assets
138	WIP-Other	Transaction	Assets
138	Allowance For Bad Debt	Transaction	Assets
140	Other Current Assets	Description	Assets
141	Prepaid Insurance	Transaction	Assets
142	Prepaid Taxes	Transaction	Assets
143	Employee Advances	Transaction	Assets
144	Current Notes Receivable	Transaction	Assets
150	Fixed Assets	Description	Assets
151	Real Estate	Transaction	Assets
151	Leasehold Improvements	Transaction	Assets
152	(Less Accum Depr-Leasehold)	Transaction	Assets
152	Computer & Office Equipment	Transaction	Assets
153	(Less Accum Depr-Computer & Office)	Transaction	Assets
153	Office Furniture & Fixtures	Transaction	Assets
154	(Less Accum Depr-Ofc Furn. & Fixtures)	Transaction	Assets
154	Autos & Trucks	Transaction	Assets
155	(Less Accum Depr-Autos & Trucks)	Transaction	Assets
155	Construction Equipment	Transaction	Assets
156	(Less Accum Depr-Construction Equip)	Transaction	Assets
156	Shop Tools & Equipment	Transaction	Assets
157	(Less Accum Depr-Shop Tools & Equip)	Transaction	Assets
157	Other Fixed Assets	Transaction	Assets
158	(Less Accum Depr-Other Fixed Assets)	Transaction	Assets
160	Other Assets	Description	Assets

Figure: FS-112 Sample Chart of Accounts (Homebuilders - WIP), page 1.

Sample Chart of Accounts (Homebuilders - WIP)

Chart of Accounts (Homebuilders - WIP)			Builder Information System
Summary Report			Page 2
Account#	Account Name	Account Type	Classification
161	Other Assets	Transaction	Assets
162	Other Assets-Long Term Notes	Transaction	Assets
163	Other Assets-Investments	Transaction	Assets
164	Other Assets-Deposits Held	Transaction	Assets
165	Payroll Suspense	Transaction	Assets
199	Accounts Receivable Suspense	Transaction	Assets
200	Liabilities	Description	Liabilities
200	Current Liabilities	Description	Liabilities
205	Accrued Salaries, Wages & Bonus Payable	Transaction	Liabilities
208	Customer Deposits	Transaction	Liabilities
210	Accounts Payable	Description	Liabilities
211	Accounts Payable-Trade	Transaction	Liabilities
212	Accounts Payable-Retention	Transaction	Liabilities
213	Accounts Payable-Other	Transaction	Liabilities
220	Payroll Taxes Payable	Description	Liabilities
221	Payroll Taxes Payable-FIT	Transaction	Liabilities
222	Payroll Taxes Payable-FICA	Transaction	Liabilities
223	Payroll Taxes Payable-FUTA	Transaction	Liabilities
224	Payroll Taxes Payable-SIT	Transaction	Liabilities
225	Payroll Taxes Payable-State Disability	Transaction	Liabilities
228	Payroll Taxes Payable-State Unemployment	Transaction	Liabilities
227	Payroll Taxes Payable-Local Tax 1	Transaction	Liabilities
228	Payroll Taxes Payable-Local Tax 2	Transaction	Liabilities
230	Worker's Compensation Payable	Transaction	Liabilities
240	Union Payable	Description	Liabilities
241	Union Payable 1	Transaction	Liabilities
242	Union Payable 2	Transaction	Liabilities
250	Other Payroll Withheld	Description	Liabilities
251	Garnishments Payable	Transaction	Liabilities
252	Child Support Payable	Transaction	Liabilities
253	Medical Plans Payable	Transaction	Liabilities
254	401k Plan Payable	Transaction	Liabilities
260	Sales Tax Payable	Description	Liabilities
261	Sales Tax Payable-State	Transaction	Liabilities
262	Sales Tax Payable-Local Tax 1	Transaction	Liabilities
263	Sales Tax Payable-Local Tax 2	Transaction	Liabilities
270	Accrued Liabilities-Other	Description	Liabilities
271	Accrued Liabilities-Federal Income Taxes	Transaction	Liabilities
272	Accrued Liabilities-State Income Taxes	Transaction	Liabilities
273	Accrued Liabilities-Local Income Taxes	Transaction	Liabilities
280	Notes Payable	Description	Liabilities
281	Line of Credit 1	Transaction	Liabilities
282	Note Payable 1	Transaction	Liabilities
290	Current Portion Long Term Debt	Transaction	Liabilities
295	Credit Card Suspense	Transaction	Liabilities

Figure: FS-113 Sample Chart of Accounts (Homebuilders - WIP), page 2.

Sample Chart of Accounts (Homebuilders - WIP)

Builder Information System			
Chart of Accounts (Homebuilders - WIP)			
Summary Report			Page 3
Account#	Account Name	Account Type	Classification
299	Accounts Payable Suspense	Transaction	Liabilities
300	Long Term Liabilities	Description	Liabilities
301	Long Term Note 1	Transaction	Liabilities
302	Long Term Note 2	Transaction	Liabilities
303	Long Term-Vehicle 1	Transaction	Liabilities
304	Long Term-Vehicle 2	Transaction	Liabilities
305	Long Term-Equipment 1	Transaction	Liabilities
306	Long Term-Equipment 2	Transaction	Liabilities
308	(Less Current Portion Long Term Debt)	Transaction	Liabilities
350	Equities	Description	Equity
351	Capital Stock	Transaction	Equity
352	Retained Earnings	Transaction	Equity
352	Current Earnings	Result	Equity
400	Revenue	Description	Revenue
401	Contract Revenue	Transaction	Revenue
402	Service Revenue	Transaction	Revenue
403	Freight Revenue	Transaction	Revenue
404	(Discounts Allowed-A/R)	Transaction	Revenue
408	Adj. For Over/Under Billings	Transaction	Revenue
500	Cost of Goods Sold	Description	Direct Cost
500	Cost of Goods Sold	Description	Direct Cost
501	Cost of Good Sold	Transaction	Direct Cost
509	Discounts Taken-A/P	Transaction	Direct Cost
600	Indirect Expenses	Description	Direct Cost
600	Indirect Construction Expenses	Description	Direct Cost
601	Other Wages, Salary & Bonus	Transaction	Direct Cost
601	Payroll Tax Expense-Trade	Transaction	Direct Cost
602	Insurance-Workman's Comp-Trade	Transaction	Direct Cost
602	Insurance-Gen. Liability-Trade	Transaction	Direct Cost
603	Employee Benefits-Trade	Transaction	Direct Cost
603	Union Benefits-Trade	Transaction	Direct Cost
604	Small Tools Expense	Transaction	Direct Cost
604	Operating Supplies Expense	Transaction	Direct Cost
605	Meetings Expense	Transaction	Direct Cost
605	Vehicle/Equip Lease Expense	Transaction	Direct Cost
605	Mobil Phone/Pager Expense-Trade	Transaction	Direct Cost
605	Shop/Warehouse Expense	Transaction	Direct Cost
607	Misc Expense-Indirect	Transaction	Direct Cost
610	Equipment Expenses	Description	Direct Cost
611	Equipment Costs-Outside Repairs	Transaction	Direct Cost
611	Equipment Costs- In House Maintenance	Transaction	Direct Cost
612	Equipment Costs-Fuel & Oil	Transaction	Direct Cost
612	Equipment Costs-Parts	Transaction	Direct Cost
613	Equipment Costs-License & Tax	Transaction	Direct Cost
613	Equipment Costs-Applied Operating Costs	Transaction	Direct Cost

Figure: FS-114 Sample Chart of Accounts (Homebuilders - WIP), page 3.

Sample Chart of Accounts (Homebuilders - WIP)

Chart of Accounts (Homebuilders - WIP)			Builder Information System
Summary Report			Page 4
Account#	Account Name	Account Type	Classification
700	General & Administrative Expense	Description	Operating Expenses
700	Salaries & Wages-Officer	Transaction	Operating Expenses
700	Salaries & Wages-Administration	Transaction	Operating Expenses
700	Payroll Tax Expense-G&A	Transaction	Operating Expenses
700	Employee Benefits-G&A	Transaction	Operating Expenses
700	Insurance-Workman's Comp-G&A	Transaction	Operating Expenses
701	Union Expense	Transaction	Operating Expenses
701	Insurance-Gen Liability-G&A	Transaction	Operating Expenses
701	Insurance-Officer's Life	Transaction	Operating Expenses
701	Advertising Expense	Transaction	Operating Expenses
701	Bad Debt Expense	Transaction	Operating Expenses
701	Bank Service Charge Expense	Transaction	Operating Expenses
701	Business Promotion Expense	Transaction	Operating Expenses
702	Consulting Expense	Transaction	Operating Expenses
702	Conventions/Seminars Expense	Transaction	Operating Expenses
702	Depreciation Expense	Transaction	Operating Expenses
702	Entertainment Expense	Transaction	Operating Expenses
702	Fines & Penalties Expense	Transaction	Operating Expenses
702	Interest Expense	Transaction	Operating Expenses
703	Janitorial Expense	Transaction	Operating Expenses
703	Legal & Accounting Expense	Transaction	Operating Expenses
703	Office Rent Expense	Transaction	Operating Expenses
703	Office Supplies Expense	Transaction	Operating Expenses
703	Outside Services Expense	Transaction	Operating Expenses
704	Plans & Specs Expense	Transaction	Operating Expenses
704	Printing & Reproduction Expense	Transaction	Operating Expenses
704	Repair & Maint Expense-Building	Transaction	Operating Expenses
704	Repair & Maint Expense-Office Equip	Transaction	Operating Expenses
704	Shipping & Postage Expense	Transaction	Operating Expenses
705	Telephone Expense-Office	Transaction	Operating Expenses
705	Telephone Expense-Mobil/Pagers	Transaction	Operating Expenses
705	Taxes/License/Permit Expense	Transaction	Operating Expenses
705	Utilities Expense	Transaction	Operating Expenses
705	Vehicle Maint/Fuel Expense	Transaction	Operating Expenses
706	Vehicle Lease Expense	Transaction	Operating Expenses
706	Miscellaneous Expense	Transaction	Operating Expenses
800	Other Income	Description	Other Revenue
801	Interest Income	Transaction	Other Revenue
802	Gain/Loss From Sale of Asset	Transaction	Other Revenue
809	Inter-Account Transfer	Transaction	Other Revenue
900	Income Taxes	Description	Provision for Taxes
901	Federal Income Taxes	Transaction	Provision for Taxes
902	State Income Taxes	Transaction	Provision for Taxes

Figure: FS-115 Sample Chart of Accounts (Homebuilders - WIP), page 4.

System Wide Parameters – GL Tab

The System Wide Parameters option is comprised of various sections. Most of the tabs relate to default account information that is used throughout BIS®.

The GL tab displays titles used on financial and income statements. These titles and other format information may be customized here. Also, the default closing account is selected and saved in this section.

Figure: FS-116
System Wide Parameters,
GL tab.

Financial Statements Reports Titles and Subtotal Accounts

The statement and report types shown at the left can have their titles customized with entries in the fields (limited to 40 alphanumeric characters) to the right.


In addition, four of the subtotal accounts allow using or denying the use of dollar signs.

- Gross Margin
- Income (Loss) From Operations
- Net Income (Loss) Before Taxes
- Net Income (Loss) After Taxes


Balance Sheet Closing Account

This System Wide Parameter GL option requires setting the Balance Sheet Closing Account, an essential element to reflect profit or loss on the financial statements. The account will generally be the Retained Earnings (or equivalent) account in the Chart of Accounts. The account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on the hyperlink opens the Chart of Accounts form.

Figure: FS-117
Reports directly accessible
by right-clicking on the
field name hyperlink.

The account number may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass  icon (at the top of the screen) or by pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. The GL account name will appear to the right of the account code.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

System Wide Parameters – PR Tab

The PR tab of the System Wide Parameters contains settings that affect departmentalization.

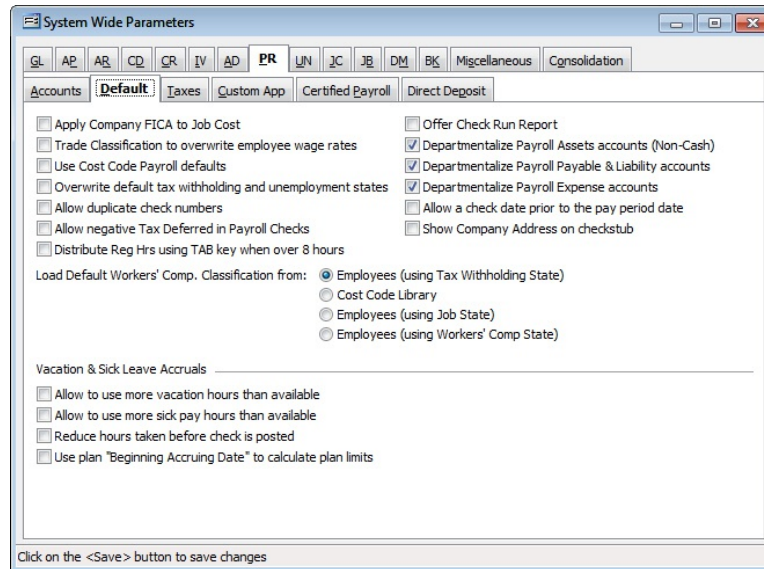
Menu Access

Administrator | System Wide Parameters | PR Tab

Open the PR/Default tab of the System Wide Parameters form. In the lower right part of the form, check the categories of accounts to departmentalize.

Figure: FS-118

Administrator, System Wide Parameters PR/Default tab screen form showing the Departmentalization options to the right.



When one of the boxes is checked, the system provides information about possible prior department settings.

Figure: FS-119

Information box when a Department box is checked in the PR/Default tab of System Wide Parameters.

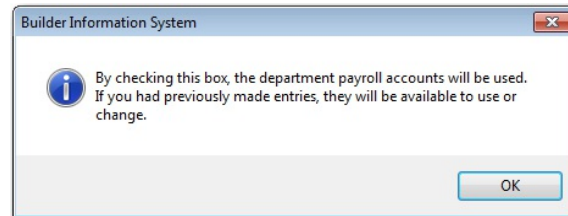
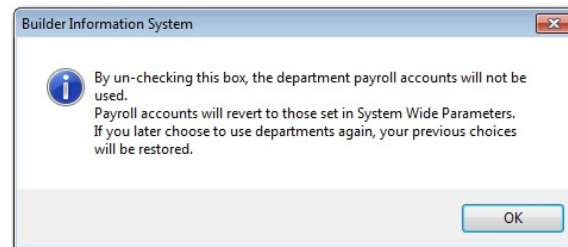



Figure: FS-120

Information box when a Department box is unchecked in the PR/Default tab of System Wide Parameters.



Not all categories of Payroll must be departmentalized. If only Expense accounts are to be departmentalized, check that box only. Postings to the other categories will be made to the accounts established in System Wide Parameters.

Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

System Wide Parameters – Consolidation Tab

The Consolidation Maintenance feature was designed for those organizations that wish to use BIS® as a multi company accounting system, where the financial results for all companies can be combined. When a company is created, the consolidation is set to "None" by default.

If working with a parent company and its subsidiaries, the consolidation must be set for each company to allow for proper maintenance. The last tab on the System Wide Parameters form is for Consolidation. When a company is created, the consolidation is set to "None" by default.

Menu Access

Administrator | System Wide Parameters | Consolidation

Caution

A parent company is a holding company. It cannot be used for any type of data entry. In BIS®, it exists for the sole purpose of combining the financial records of the subsidiaries in one location.

Only the subsidiary companies can be used for transaction purposes. Use the Consolidated Maintenance forms to create and consolidate files to update the parent company from subsidiary company locations.

This option can also be used to maintain separate financial records for different sites within the same company, allowing the consolidation of financial data for the company as a whole. In this case, each site would be made a "subsidiary" and the main company would be the "parent."

Tip

The parent company must be created before another company can be designated as its subsidiary.

To define a company as a parent or subsidiary:

1. Select System Wide Parameters from the Administrator menu.
2. Go to the Consolidation tab.
3. Select either Parent or Subsidiary. If a company is made a subsidiary, it should be given a unique location number, which will be used later to link the subsidiary to the parent company.
4. Save the changes.

Tip

- ◆ All subsidiaries assigned to the same parent company must have the same fiscal year.
- ◆ The mapping of the Transaction accounts in the subsidiary to the transaction accounts in the parent company must be complete and accurate.

Figure: FS:121
 Administrator, System Wide Parameters, Consolidation Tab with no consolidation set.

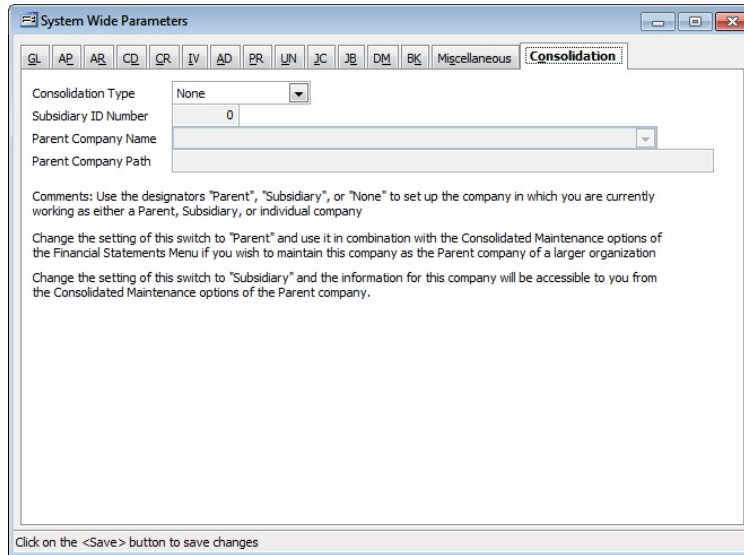


Figure: FS:122
 Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Parent.

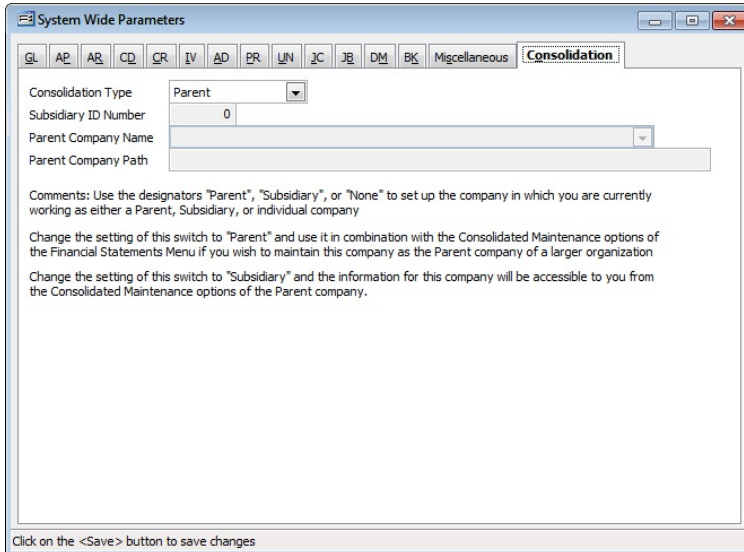
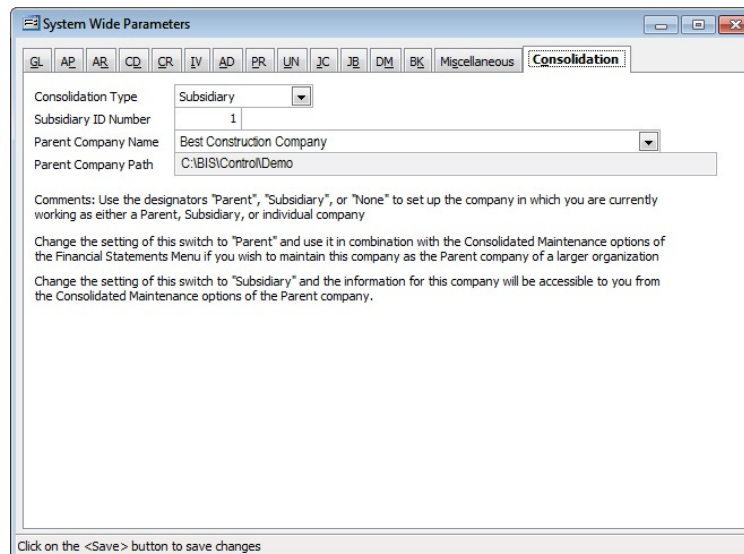



Figure: FS:123
 Administrator, System Wide Parameters, Consolidation Tab with consolidation set as Subsidiary. Note that a Subsidiary Id Number, Parent Company Name, and Parent Company Path are needed to complete the record.



Save the Changed Record

When the record is complete or satisfactorily edited, either click on the Save  button on the toolbar, or press Ctrl-S to save the changes.

Fiscal Year

BIS® allows a maximum of 24 months of data to be stored in the system. This is divided into two periods: the current period and the prior period. When working in BIS®, only one fiscal year period may be open at a time, and only transactions with dates falling within the open fiscal year will be accepted. The open period will be displayed on the status bar.

Menu Access

Administrator | Fiscal Year

Change Fiscal Year Period

Transactions can be made for both the current and the prior fiscal years. BIS® maintains records for both years and allows access to each year separately for better security and maintenance of yearly figures. This means that only one fiscal year period can be open at any given time.

To work in a different fiscal year, use the Change Fiscal Year Period option, or click the period listed on the status bar. Both years, current and prior, are displayed. The year that is currently open is indicated by white backgrounds in the text boxes. To change the period, click either the Prior or Current button, depending on which is desired.

Menu Access

Administrator | Fiscal Year | Change Fiscal Year Period

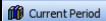
 Access is also available from the status bar where the open period is displayed.

Figure: FS:124
Administrator, Fiscal Year, Change Fiscal Year Period screen form showing the Current Period as open.

Prior Button

Click on this button to move to the previous record in the current file and display the information for that record. The system will ask for confirmation, and if given, will provide a message identifying active period.

Figure: FS:125
Administrator, Fiscal Year,
Change Fiscal Year Period
screen form showing the
Prior Period as open.

Prior Period		Current Period	
Beginning date	01/01/20xx	Beginning date	01/01/20xx
Ending date	12/31/20xx	Ending date	12/31/20xx
January	Open	January	Open
February	Open	February	Open
March	Open	March	Open
April	Open	April	Open
May	Open	May	Open
June	Open	June	Open
July	Open	July	Open
August	Open	August	Open
September	Open	September	Open
October	Open	October	Open
November	Open	November	Open
December	Open	December	Open

Balance Sheet ANNUAL CLOSING Account Number

3520 Retained Earnings

Prior **Current** Close

Current Button

Select the current fiscal year button to move to the current period file and display the information for that record.

The system will ask for confirmation, and if given, will provide a message identifying active period.

Close

This button closes the currently opened form.

Change Fiscal Year Date Limits

The fiscal year dates were selected at the time the company was created and should have been selected carefully. It is recommended that fiscal year limits not be changed once transactions for the company are entered. However, if it becomes necessary to change these dates, it can be done through this option. Remember, it is important to backup company files before beginning the process. If a backup is not completed, the system cannot be restored in case of an error or power outage, and data may be lost.

Because BIS® allows 24 months of financial data (two fiscal year periods) to exist at any given time, it is important to consider the effect the action will have on data currently stored in the system. If there is no prior fiscal year information stored in BIS® before changing the date limits, then all information currently recorded for the company will remain in the company's system files. A prior year will be created ending on the month prior to the new beginning date.

For example: the original date limits of the current fiscal year are 1/1/20 – 12/30/20, but will be changed to 7/1/20 – 6/30/21. BIS® will create a new fiscal year with dates ranging 7/1/20 – 6/30/21. All data transactions dated between 1/1/20 – 6/30/20 will appear in the prior year.

However, if a prior year already exists, the months between the old prior period beginning date and the new prior period beginning date will be permanently closed and all records will be purged (except open invoices, payroll and 1099 information). Again using the example given above, the original prior year would extend 1/1/20 – 12/30/20. When the fiscal year change takes place, BIS® will also change the prior year limits to 7/1/20 – 6/30/21. All transactions dated during 1/1/20 – 6/30/20 will be deleted.

To change the fiscal year date limits:

1. Backup all data files.
2. Select Change Fiscal Year Date Limits from the Fiscal Year submenu of the Administrator menu.
3. Select the new beginning date for the fiscal year.
4. Check the box to remove closed purchase orders or those with a zero balance.
5. Verify the closing account.
6. Click the Start button.

The new beginning date for the fiscal year must be greater than the original beginning date for BIS® to proceed. Once all information is verified, click the Start button to change the fiscal year dates. The report area generates messages pertaining to the results of the fiscal year change. BIS® will provide a notification when the process is completed.

Menu Access

Administrator | Fiscal Year | Change Fiscal Year Period

Figure: FS:126
Administrator, Fiscal Year,
Change Fiscal Year Date
Limits screen form.

Change Fiscal Year Date Limits

This process will **PERMANENTLY** modify your data files, do not continue unless you have made a backup copy of your data files.

Current Period
Beginning Date 01/01/20xx Ending Date 12/31/20xx

New Fiscal Year Date Limits
Beginning Date // Ending Date //

Remove Closed PO's and PO's with Zero Balance

Balance Sheet ANNUAL CLOSING Account Number
3520 Retained Earnings

- Update Beginning Balances
- Check Journal Entries
- Check Cash Disbursements
- Check Cash Receipts
- Check Customer Deposit
- Check Accounts Payables
- Check Payments by Credit Card
- Check Accounts Receivables
- Check Inventory Adjustments
- Check Payroll Entries
- Check General Ledger
- Check Chart of Accounts
- Change Current Period to Prior
- Create New Current Period
- Update Company Information
- Verify Beginning Balances

Start Close

Current Period

This field displays the beginning and ending date of the current fiscal year. These dates were established when the company was created.

New Fiscal Year Date Limits

This field is used to record the new beginning period date. The date may be typed or entered using the Calendar tool. BIS[®] calculates and displays the ending date.

Remove Closed PO's and PO's with Zero Balance

This option is checked to remove purchase orders that are closed or have a zero balance from the system. The process will free up disk space, if necessary.

Balance Sheet Annual Closing Account Number

This field displays the account selected as the annual closing account.

Start Button

This button initiates the process.

Close Button

This button closes the currently opened form.

Start New Fiscal Year

BIS® allows 24 months of data to be stored for each company: the current fiscal year and the prior year. When a new fiscal year is opened, it becomes the current year, the current year becomes the prior year and any previous information is removed from the system. Therefore, be sure that all transactions for the prior year are completed before opening the new fiscal year. It is important to backup all data files before opening a new fiscal year. If this procedure is completed accidentally, the deleted information can easily be replaced using the Restore feature.

Verify that all information is correct, then click the Start button to create the new fiscal year. The report area generates messages pertaining to the results of the fiscal year change. BIS® will provide a notification when the process is completed.

To open a new fiscal year:

1. Backup all data files.
2. Choose Start New Fiscal Year from the Fiscal Year submenu of the Administrator menu.
3. To remove purchase orders that are closed or have a zero balance from the system, check the box next to the option.
4. Verify or enter the Balance Sheet Annual Closing Account Number.
5. Click the Start button to open the new year.

Menu Access

Administrator | Fiscal Year | Start New Fiscal Year

Figure: FS:127
Administrator, Fiscal Year, Start New Fiscal Year screen form.

Current Period

This field displays the beginning and ending date of the current fiscal year. These dates were established when the company was created.

New Fiscal Year Date Limits

This field calculates and displays the beginning and ending date of the new fiscal year to be created.

Remove Closed PO's and PO's with Zero Balance

To remove purchase orders that are closed or have a zero balance from the system, check the box next to the option. The process will free up disk space, if necessary.

Balance Sheet Annual Closing Account Number

This field displays the account selected as the annual closing account.

Start Button

This button initiates the process.

Close Button

This button closes the currently opened form.

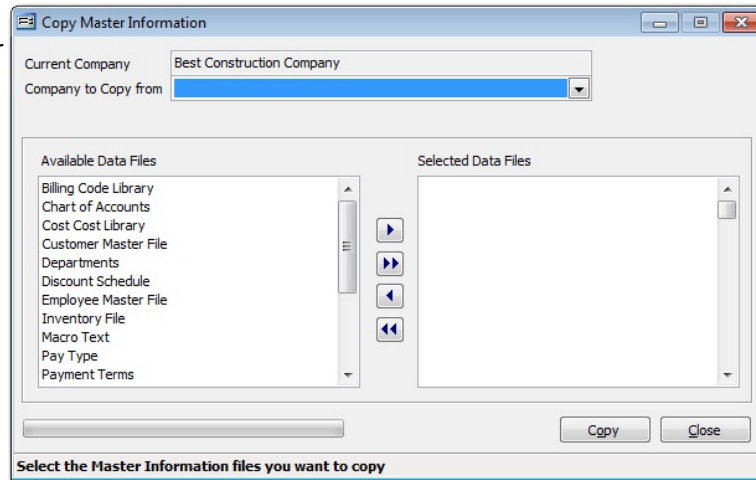
Copy Master Information

After creating a new company, master files can be copied from an existing company by selecting Copy Master Information from the Administrator menu. The option can save a great deal of time if some or all of the master files for the new company will be the same or similar as those already set up for another company, and especially useful when creating a parent or subsidiary company. The Copy Master Information window will display the currently opened company. The selection should be the new company.

Menu Access

Administrator | Copy Master Information

Figure: FS:128
Administrator, Copy Master Information screen form.



Current Company

This field displays the name of the company currently open. The selection should be the new company that will receive the copied master records.

Company to Copy from

This field is used to select the name of the company from which to copy master records.

Available Data Files

This is a list of data files available to be copied. Files can be moved to the Selected Data Files by using the Add Selected Items or Add All Items buttons.

- Billing Code Library
- Chart of Accounts
- Cost Code Library
- Customer Master File
- Departments
- Discount Schedule
- Employee Master File
- Inventory File
- Macro Text
- Pay Type
- Payment Terms
- Report Code
- Sales Person
- Sales Tax
- Ship Via Master File
- Standard Description
- Unit of Measure
- User Defined Fields
- Vendor Master File

Selected Data Files

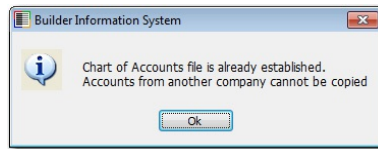
This is a list of files selected to be copied to the active company. Files can be removed from the list with the Remove Selected Items or Remove All Items buttons.

Copy

Click on the Copy button to copy the selected records to the current company. If one of more records exist in the current company, a message will appear.

Figure: FS:129

Message that appears if attempting to overwrite a pre-existing record.

**Close**

This button closes the currently opened form.

Change Length of Chart of Accounts

The length of the account numbers was determined at the time the company was created in BIS®. To change the number of digits up to ten, use the option to add digits.

Tip

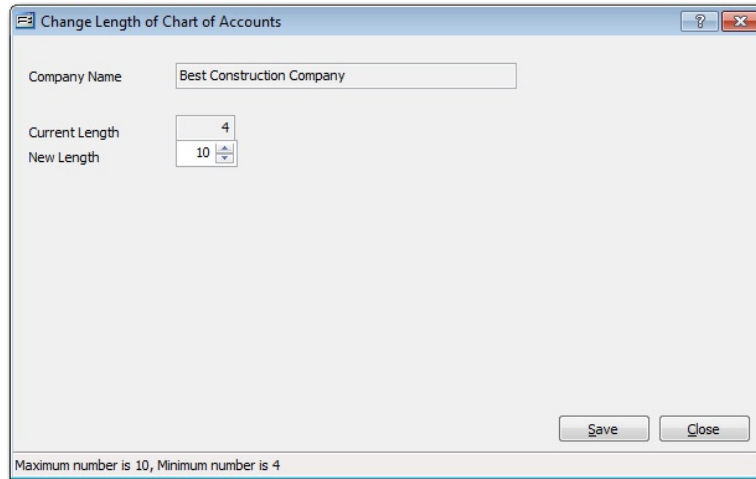
Once account numbers have been assigned, the length may not be shortened. However, additional digits can easily be added to expand the number of possible accounts.

Menu Access

Administrator | Change Length of Chart of Accounts

Figure: FS:130

Administrator, Change Length of Chart of Accounts screen form.



Change Length of Chart of Accounts

Company Name: Best Construction Company

Current Length: 4

New Length: 10

Save Close

Maximum number is 10, Minimum number is 4

Company Name

This field displays the current company name.

Current Length

This field displays the current company's chart of accounts length,

New Length

Enter the new length of the chart of accounts numbers or use the up/down tool to select it. The maximum length is 10.

Save

Click the button to save and apply the selection. The numbers in the Chart of Accounts will have additional zeros at the end of the existing numbers to comply with the new length selected.

Close

This button closes the currently opened form. If the new length has not been saved, the program will provide a dialog box to allow it to be saved, closed without saving, or do nothing, and return to the screen form.

Index

A

Assets [FS-3-5](#), [FS-7](#), [FS-79](#), [FS-82](#), [FS-96](#), [FS-98-100](#)

B

Bar..... [FS-51](#), [FS-56](#), [FS-82](#), [FS-83](#), [FS-88](#), [FS-122](#)

C

Cash Flow..... [FS-1](#), [FS-6](#), [FS-59](#), [FS-96](#)

Closing Account [FS-117](#), [FS-124-127](#)

COGS [FS-101](#)

Comparative Period Accounts..... [FS-18-20](#), [FS-58](#), [FS-102](#)

Consolidated Maintenance [FS-6](#), [FS-21](#), [FS-22](#), [FS-24](#), [FS-58](#), [FS-104](#), [FS-119](#)

Cost of Goods Sold..... [FS-28](#), [FS-98](#), [FS-101](#)

Cost of Sales..... [FS-5](#)

Current Ratio [FS-58](#), [FS-98-100](#)

D

Doughnut..... [FS-82](#)

E

Equity [FS-5](#), [FS-7](#), [FS-82](#), [FS-83](#)

F

Full-Stacked Area [FS-82](#)

Full-Stacked Bar..... [FS-82](#)

Full-Stacked Spline Area [FS-82](#)

Funnel..... [FS-82](#)

G

GAAP [FS-3](#)

Generally accepted accounting principles..... [FS-3](#)

Graphics..... [FS-52](#), [FS-79](#), [FS-82](#), [FS-83](#)

I

Inactive Account..... [FS-6](#)

Inventory Turnover [FS-58](#), [FS-98](#), [FS-99](#), [FS-101](#)

L

Liabilities [FS-3-5](#), [FS-7](#), [FS-79](#), [FS-82](#), [FS-98-100](#)

Line..... [FS-5](#), [FS-28](#), [FS-32-38](#), [FS-41-45](#), [FS-48](#), [FS-62](#), [FS-69](#), [FS-82](#)

M

Master Information [FS-128](#)

My Query [FS-53-56](#), [FS-80](#)

O

Operating Expenses [FS-5](#)

Operators..... [FS-54](#)

P

Palette	FS-83
Parent Consolidation Account.....	FS-6
Pie	FS-82 , FS-83
Point	FS-82 , FS-83

Q

Quick Ratio	FS-58 , FS-98 , FS-100
-------------------	--

R

Radar Area	FS-82
Radar Line.....	FS-82
Radar Point	FS-82
Ratios.....	FS-58 , FS-98-101
Result Account.....	FS-5 , FS-6 , FS-59

S

Sample Chart of Accounts.....	FS-3 , FS-106-116
Schedule Account.....	FS-6
Scope.....	FS-55 , FS-56
Spline Area	FS-82
Stacked Area	FS-82
Stacked Bar	FS-82
Stacked Spline Area	FS-82
Step Line.....	FS-82
Subsidiary.....	FS-1 , FS-6 , FS-21-27 , FS-104 , FS-119 , FS-128

T

Tree Structure	FS-3 , FS-4 , FS-7 , FS-19 , FS-20 , FS-58 , FS-65 , FS-66
----------------------	--

Z

Zoom	FS-52
------------	-----------------------