**BUILDER
INFORMATION
SYSTEM**

BIS®
General Ledger Module
Reference Manual

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Trademarks

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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 your C.P.A. or other tax advisor.

ⓘ **Tip**

> Tips offer you 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
GL | Cash Disbursements | Vendor Checks

Modular Menu Access
AP | Manual Checks | Vendor Checks

These both represents access to Vendor Checks from the Modular menu, irrespective of Reports Group or List.

Standard Menu Access
Transactions | Cash Disbursements | Vendor Checks
This represents access to Vendor Checks records from the Standard menu.

Here is an example of access to a report item:

Module Menu with Reports Group
GL | Reports | Activity by Job
This represents access to the Activity by Job report from the Report Group menu.

Module Menu with Reports List
GL | Activity by Job
This represents access to the Activity by Job report from the Module Menu with Reports List.

Standard Menu
Reports | General Ledger | Activity by Job
This represents access to the Activity by Job report from the Standard (legacy) menu.

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

Menu & Overview - Menu Access

Simply click on the GL menu item.

Overview

■ All BIS® transactions are automatically posted to the general ledger when they are entered from the Payroll, Accounts Receivable, Accounts Payable, and Inventory modules.

■ Users do not need to run separate sorting or posting routines.

■ BIS® maintains an impeccable, easy-to-follow audit trail.

■ This module consists entirely of interactive, menu-driven programs.

■ BIS® contains a flexible Chart of Accounts structure.

■ The number of transactions users can enter is limited only by the available disk space and the date limits of the fiscal year.

■ BIS® allows for cost accounting by department or job.

■ BIS® maintains a twelve-month detail transaction history for every transaction entered.

■ When the system is started each day, the user sets Today's Date. BIS® enters this date automatically in many entry screens, but it can be overridden it whenever needed.

■ BIS® keeps all transactions entered on file.

⚠ **Caution**

> Transactions that have been damaged or thrown out of balance by hardware problems or power failure may be deleted during the Recovery procedure.
> A report is provided to indicate transactions with problems. Otherwise, all transactions, including reversing entries, are preserved. This is necessary to maintain a proper audit trail.

■ BIS® allows users to print, or export the entire contents of the General Ledger sequentially, for any account number and for any month or range of months in up to six different file formats, depending on the edition.

■ Users do not have to close prior months before entering activity for a current month. If necessary, users can leave all twelve months open until year-end closing (although this is not a good idea for security reasons).

■ BIS® maintains separate journals for each cash account and each income account.

■ BIS® produces these reports through this module:

  ■ General Ledger: for any month or range of months for any single account or range of accounts.
  ■ Cash Disbursements Journal: for each individual cash account for any date or range of dates
  ■ Cash Receipts Journal: for each individual cash account for any date or range of dates
  ■ Other Specialized Reports: transactions in the General Ledger by user-defined codes for any date or range of dates

This manual provides information on how to enter, change, and print all information pertaining to cash transactions for both receipts and disbursements.

Whenever an entry or change is made to the Cash Disbursements or Cash Receipts Journals, BIS updates the entire system to reflect the most recent activity.

For the remainder of this chapter, the General Ledger Menu may be abbreviated and referred to as G/L Menu.

Cash Disbursements (Manual Checks)

This section covers one of the four types of cash disbursements (manual checks).

- **Regular Checks**: The Regular Check option is used to enter checks that have been written manually for payees that are not entered into Accounts Payable as vendors. Thus, it can be used to print on-the-spot checks that should not be processed on an accrual basis.

- **Vendor Checks**: The Vendor Check is used to record non-invoice related checks written manually to vendors. Alternatively, it can be used to print on-the-spot checks you do not wish to process on an accrual basis. This form can also be used in setting up some beginning balance information.

- **Payable Checks**: The Payable Check option to record checks written manually to pay vendor invoices. Alternatively, it can be used to print on-the-spot checks for invoices entered into Accounts Payable. (To select invoices for payment using BIS® on an accrual basis, see the Select for Payment option in Accounts Payable.)

- **Payroll Checks**: The Payroll Manual Checks option allows users to record a manually written payroll check. Alternatively, it can be used to print on-the-spot checks not processed on an accrual basis. This form is also used to enter the payroll beginning balances when setting up existing employees for the first time in BIS®. Single paychecks can also be printed or reprinted from here using the Print button on the main tool bar. All checks run using the Print Payroll Checks option will appear in this file once posted.

Modular Menu Access
GL | Cash Disbursements

Modular Menu Access
AP | Manual Checks

Modular Menu Access
Payroll | Manual Payroll Checks

Standard Menu Access
Transactions | Cash Disbursements

Regular Checks

This section covers one type of manual checks: Regular Checks. Regular checks are for payees who are not vendors entered in BIS and for whom invoices have not yet been, nor will be, entered into BIS. This situation may occur for single instance payments.

When a check must be provided to a payee not in the vendor list, the information should be recorded using Cash Disbursements of the General Ledger menu.

This procedure is designed for situations where an invoice was not provided, and the payee will not become a regular vendor. Thus, it is not feasible to use Select for Payment of the A/P Menu. There are many instances where this feature is especially valuable, one of which is discussed below.

For example, perhaps a one-time charitable payment is needed immediately.

Instead of going through the process of entering the vendor information, creating and selecting invoices, users can print just one check. Alternatively, a manual check could be written from the checkbook for the amount agreed. At a more convenient time, that information could be entered into BIS® and access Cash Disbursements of the GL Menu. The cash account can be updated for the payment done with the manual check.

The above-mentioned procedure makes it possible to update the Cash Account and General Ledger whenever manual check needs to be written.

Before entering any regular checks written manually, it is very useful to become familiar with the Accounts Payable manual of this program.

Modular Menu Access
GL | Cash Disbursements | Regular Checks

Standard Menu Access
Transactions | Cash Disbursements | Regular Checks

My Desktop Access
GL | Cash Disbursements | Regular Checks

New Record
Initial access to regular checks from the menu opens the Regular Checks - New form. This form is used to enter new regular check information. However, access to a new form when another regular check 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: GL-1
GL Cash Disbursements
Regular Check – New
screen form.
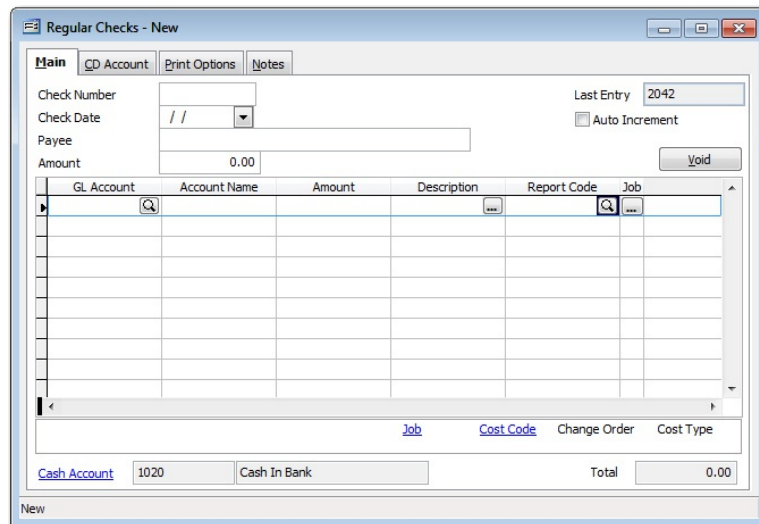
Scrolling Through Vendor Invoice Records

Regular check records can be scrolled by using the VCR 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 Check #. Clicking on the Previous icon [◀] (at the top of the screen) will open the immediately prior record of the list, according to Check #. Clicking on the Next icon [▶] (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon [⏭] (at the top of the screen) will open the last record of the list, according to the Check #.

Editing an Existing Record

The list of existing regular or checks can be examined by clicking on the Magnifying Glass icon [🔍] (at the top of

Figure: GL-2
Regular Check Find/Search
screen form.
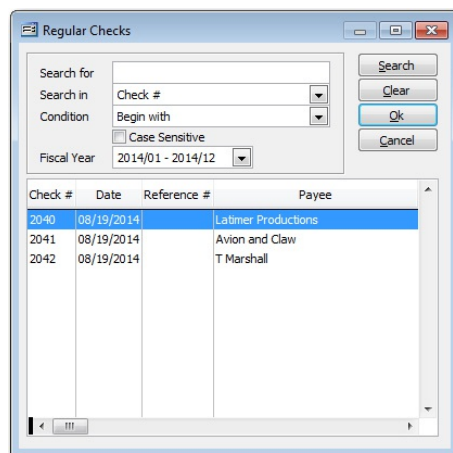
the screen) or pressing Ctrl+F, and double clicking on the item of interest. Records can be edited by either using the Search button feature or by using the mouse or cursor keys to select the record to be edited.

Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be added and existing information cannot be changed.

Figure: GL-3
Sample Regular Check
screen from opened from
Find/Search.

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

If the regular check 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, and potentially, in the Job Cost Journal. The revised record will be saved with new entries to the affected journals.

Figure: GL-4
Sample Regular Check
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 ![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 this process.

Deleting a pre-existing regular check will result in reversing journal entries being created in the General Ledger Journal and potentially in the Job Cost Journal.

Main Tab

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail83.96-81.33
 for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general edger, or any financial statements. All checks entered are included in each of the reports.

Regular checks are used to record non-invoice-related checks written manually to payees who are not vendors. Alternatively, they can be used to print on-the-spot checks not processed on an accrual basis. For invoice-related vendor payments, use the Vendor or Payable Checks option. (Manual payroll checks can be recorded using the Payroll Checks option.)

Figure: GL-5
Sample (non-job) Regular Check screen form.

Last Entry
This field provides the last check number utilized. This is an alphanumeric field limited to ten characters

Auto Increment
When checked and a new transaction is created it will auto-populate the Check Number field with the next increment.

Check Number
This field records the check number. This is an alphanumeric field limited to ten characters.

Check Date
This field records the date of the check. This is the date that is handwritten or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Payee
The Payee field records the payee name (up to 30 alphanumeric characters) as it appears on the check.

Amount
The Amount field records the total amount of the check. This amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

Detail Distribution Grid Fields

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+) 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 this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

> ⓘ **Tip**   The GL account cannot be one with a Job Type of Labor, Subcontract, or Equipment. For postings to those Job Cost Types, the user may employ a Cash Disbursement Payroll check Cash Disbursement Check Vendor. Posting can be applied to Job Cost Type Material or Other.

Account Name

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

Amount

This important field calculates the extended amount (cost per unit times the number of units) for this line item.

Description

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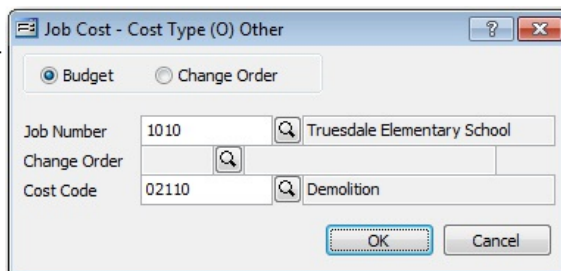
The Job Cost screen allows transaction line items to be applied to the Job Cost files. The job cost fields are only available if the account number selected for the line item is assigned a Job Cost type (other than Labor, Subcontract, or Equipment) in the Chart of Accounts. To reach this box, click the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

Budget/Change Order Radio Buttons

If the regular check expense applies to a budget item, select the Budget radio button. If this expense applies to a Budget Change Order item, select the Change Order radio button.

Figure: GL-6
Regular Checks, Job Cost –
Cost Type (O) Other sub-
screen form used for
Material and Other
transactions.

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

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 this regular check line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍 or pressing Ctrl+F.

Cost Code
Enter or select a Cost Code to be associated with this regular check 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 the choice either of a cost code already in the budget (Job Budget), or of 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.

Save the Record
When the record is complete or satisfactorily completed, should either click on the OK button in the sub-form, or the Cancel button to do further editing of the entries.
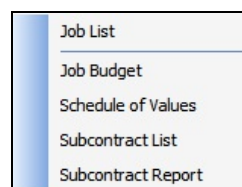
Line/Job Detail Area
This area displays additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

<u>Job</u>
If the focus is on a payment 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 this hyperlink opens the Jobs – New form to add a new Jobs. Right-clicking on the Job hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-7
Reports directly accessible by right-clicking on the field name hyperlink.

Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report

<u>Cost Code</u>
If the focus is on an invoice 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 this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order
If the focus is on an invoice 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 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 vendor check, including cash account number, account name, and check total.

Cash Account

This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form.

Figure: GL-8
Reports directly accessible by right-clicking on the field name hyperlink.
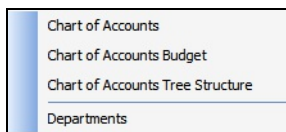
The Cash Account may be entered manually, or the list of GL accounts can be manually viewed by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.
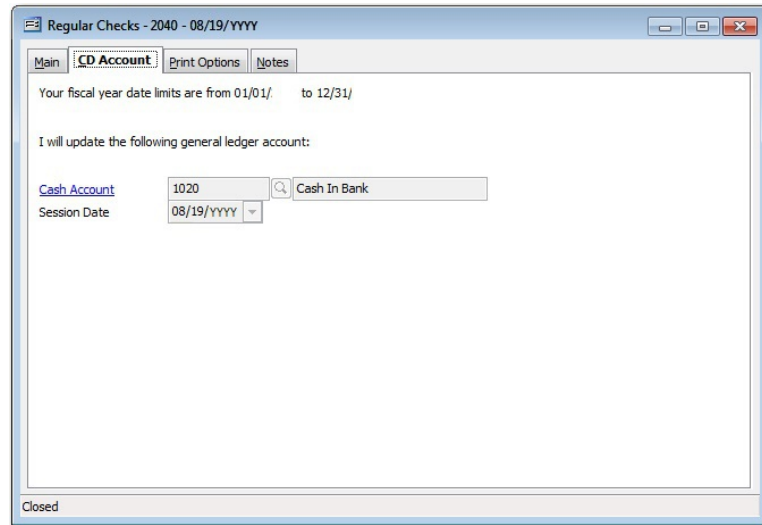
Total
This field displays the total of all the vendor check line item amounts. This amount must balance with the Amount field shown above.

CD Account Tab

This screen is used to change the cash disbursements (CD) account and session date defaults.

Figure: GL-9
Vendor Checks, CD
Account tab screen form.

CD Account

The CD Account field displays the cash disbursements account to be used for posting this transaction. The default CD account is set up in the System Wide Parameters, but can be changed here.

Session Date

The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.
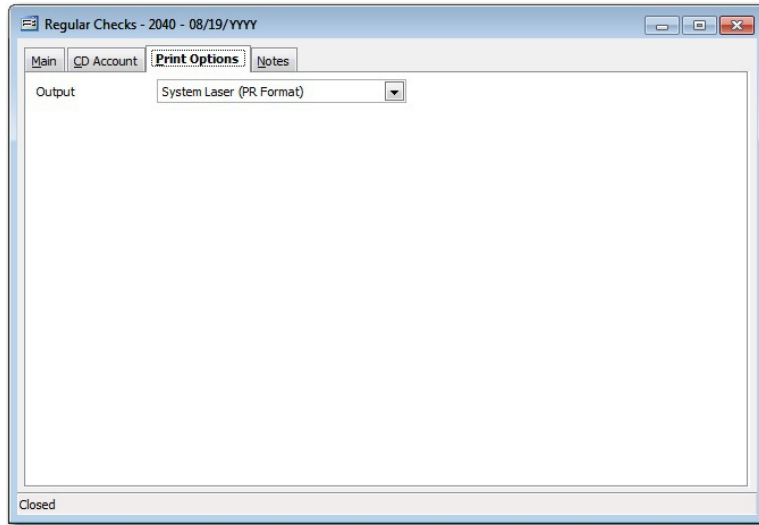
Save the Changed Record

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.

Print Options Tab
This tab allows this form's output to be changed from the default setting found in User Preferences section for this specific record.
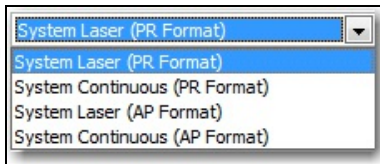
Figure: GL-10
Vendor Check Print
Options tab screen form.

Output
Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.
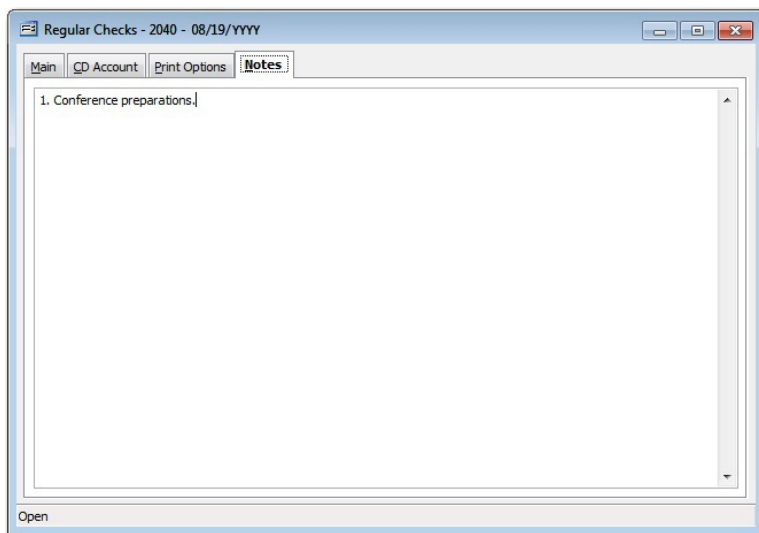
Figure: GL-11
Vendor checks screen form
Print Options tab Output
selection.

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

Figure: GL-12
Sample Regular checks
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.

Vendor Checks

This section covers one type of cash disbursement check: Vendor Checks. Vendor checks are for existing vendors for whom invoices have not yet been, nor will be, entered into BIS®. This situation may occur when no invoice is provided by the vendor. (Cash Disbursement Payable checks are for situations in which both the vendor and their invoice(s) have been entered into the system.)

When a check must be provided to a vendor, but where no invoice has been received, the information should be recorded using Vendor Payments of the AP menu or in Cash Disbursements of the General Ledger menu.

This procedure is designed for situations where an invoice was not provided. Thus, it is not feasible to use Select for Payment of the AP Menu. There are many instances where this feature is especially valuable, one of which is discussed below.

For example, perhaps the vendor arrives at the place of business, and because their company is short of funds, they ask to receive a check immediately.

Instead of going through the process of creating and selecting invoices, users can print just one check. Alternatively, a check could be manually written for the amount agreed. At a more convenient time, the information is entered into BIS® and access the Manual Checks item of the AP menu or Cash Disbursements of the GL Menu. The cash account for the invoices previously entered into the vendor file and paid with the manual check can now be updated.

The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Cash Account, and General Ledger whenever a manual check is written affecting the Accounts Payable module.

Before entering any vendor checks written manually, it is essential to become familiar with the Accounts Payable manual of this program.

Modular Menu Access
GL | Cash Disbursements | Vendor Checks

Modular Menu Access
AP | Manual Checks | Vendor Checks

Standard Menu Access
Transactions | Cash Disbursements | Vendor Checks

New Record
Initial access to vendor checks from the menu opens the Vendor Checks – New form. This form is used to enter new vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or use the New icon ▢ on the toolbar. The program will ask if the changes to the open record should be saved.

Figure: GL-13
Vendor Checks - New
screen form
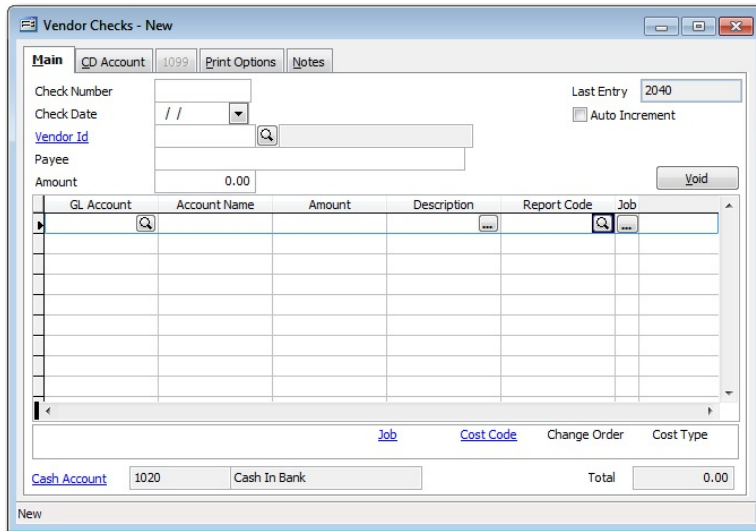
Scrolling Through Vendor Invoice Records

Vendor check records can be scrolled by using the VCR 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 Vendor Id. Clicking on the Previous icon [◀] (at the top of the screen) will open the immediately prior record of the list, according to Vendor Id. Clicking on the Next icon [▶] (at the top of the screen) will open the next record of the list, according to the Vendor Id. Clicking on the Last icon [⏭] (at the top of the screen) will open the last record of the list, according to the Vendor Id.

Editing an Existing Record

Users can examine the list of existing vendor checks by clicking on the Magnifying Glass icon [🔍] (at the top of the screen) or 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: GL-14
Cash Disbursements
Vendor Check Find/Search
screen form.
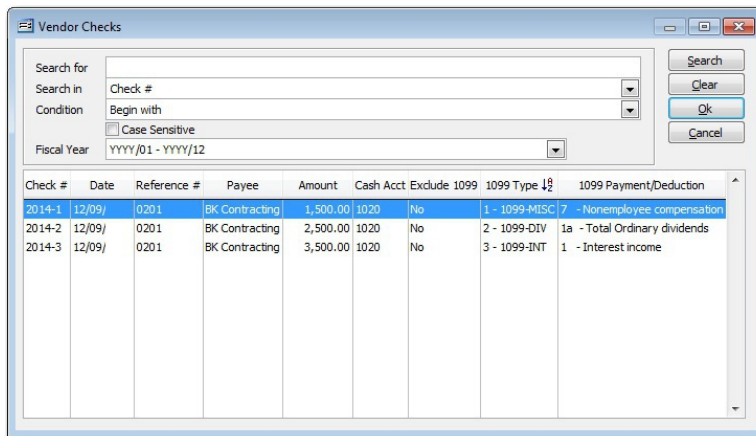
Note that when the invoice screen form appears, all of the fields at the top are shaded. New information cannot be added and existing information cannot be changed.

Figure: GL-15
Sample Vendor Check
screen form.

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.

If the vendor check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

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 this process.

Deleting a pre-existing vendor check will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Figure: GL-16
Sample Vendor Check
screen form that is
editable.

Main Tab
The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general edger, or any financial statements. All checks entered are included in each of the reports.

Vendor checks are used to record non-invoice-related checks written manually to vendors. Alternatively, they can be used to print on-the-spot checks not processed on an accrual basis. For invoice-related vendor payments, use the Payable Checks option. (Other payments can be recorded using Regular Checks. Handwritten payroll checks can be recorded using the Payroll Checks option.)

Last Entry
This field provides the last check number utilized. This is an alphanumeric field limited to ten characters

Auto Increment
When checked and a new transaction is created it will auto-populate the Check Number field with the next increment.

Check Number
This field records the check number, an alphanumeric field limited to ten characters.
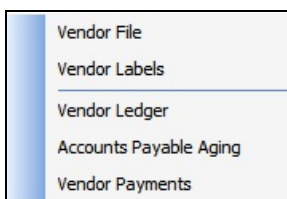
Check Date
This field records the date of the check. This is the date that is handwritten or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Vendor ID
The Vendor Id field records the vendor identification number related to this record. The vendor Id may be entered manually or by using the Find tool.

Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-17
Reports directly accessible by right-clicking on the field name hyperlink

The vendor ID may be entered manually, or the list of vendors can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Payee
The Payee field displays the Vendor (check payee) name that was handwritten or will be printed on the check that is associate with the Vendor Id selected.

Amount
The Amount field records the total amount of the check. This amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

Detail Distribution Grid Fields
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+) 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 this transaction line item. The Find tool may be used to select an account number from those recorded in the Chart of Accounts.

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

Amount
This important field calculates the extended amount (cost per unit times the number of units) for this line item.

Description
This field 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. This 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 this line item may be stored. If the line item refers to an Inventory item, the description is "brought in" from Inventory.

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.
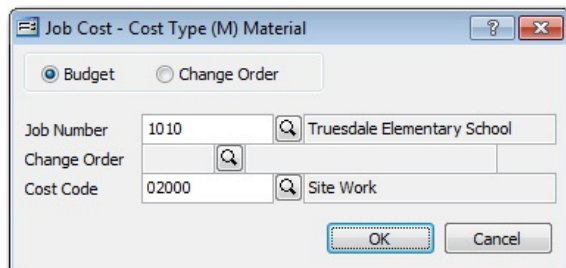
Job
If the account number selected for the line item has been assigned a Job Cost Type, the button in this column will open the Job Cost screen, where the item can be posted to a specific job, change order, and cost code. If the invoices if for a subcontract not yet entered into the Subcontract module, the new subcontract optionally can be added from this 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 this 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: GL-18
Vendor Checks, Job Cost –
Cost Type (M) Material
sub-screen form.

Budget/Change Order 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.
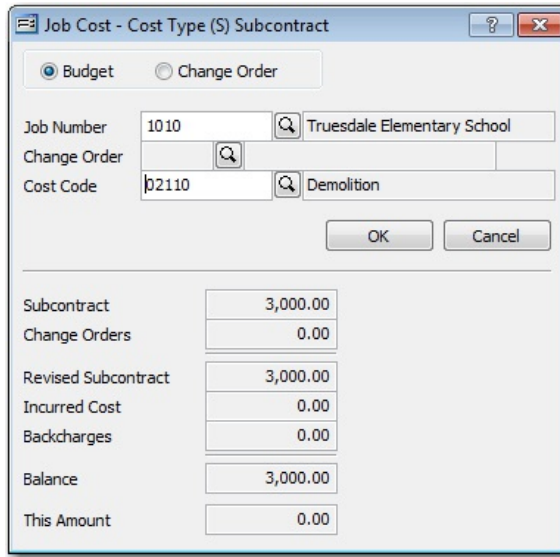
Job Number

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

Change Order

Figure: GL-19
Vendor Checks, Job Cost –
Cost Type (S) Subcontract
sub-screen form.

Figure: GL-20
Vendor Checks, Job Cost –
Cost Type (O) Other sub-screen form used for Equipment and Other transactions.

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 this vendor check line. The change order number may be entered manually or by using the Find tool, the Magnifying Glass icon 🔍 or pressing Ctrl+F.

Cost Code

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

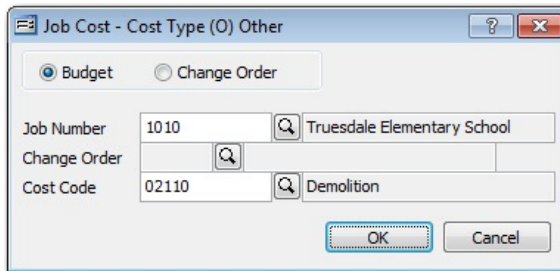The program will offer users to choose either a cost code already in the budget (Job Budget) or a cost code not in the budget (Cost Code). If the selected cost code is not in the budget already, it will be added to the budget for this job.

Figure: GL-21
Job Cost – Cost Type (S) Subcontract, showing optional use of Job Budget cost codes or other Cost Code selection option. This same screen element also applies to the Cost Code Type for (M) Material and for (O) Other.

Subcontract
This field will display this Subcontract amount.

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

Revised Subcontract
This field shows the revised subcontract amount.

Incurred Cost
This field will display the incurred costs from other vendor invoices and payments on this subcontract.

Backcharges
If Backcharges have been entered against this 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 this vendor payment applicable to this subcontract.

Warning – Overpayment
If the amount of the vendor payment when added to the accrued amount exceeds the subcontract amount, this warning will appear on the subscreen.

Save the Record
When the record is complete or satisfactorily completed, either click on the OK button to save, or click on the Cancel button to do further editing of the entries.
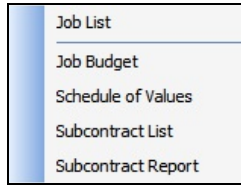
Line/Job Detail Area
This area displays additional detail information pertaining to the line item selected, including the job, cost code, change order, and/or cost type from the Job Cost files.

Job

If the focus is on an invoice 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 this 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: GL-22
Reports directly accessible
by right-clicking on the
field name hyperlink.

Job List
Job Budget
Schedule of Values
Subcontract List
Subcontract Report

Cost Code

If the focus is on an invoice 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 this hyperlink opens the Cost Code Library – New form. Right-clicking this hyperlink accesses the Cost Code Library report that can be directly opened.

Change Order

If the focus is on an invoice 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 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 vendor check, and includes the cash account number, account name, and check total.

Cash Account

This account displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form.

Figure: GL-23
Reports directly accessible
by right-clicking on the
field name hyperlink.
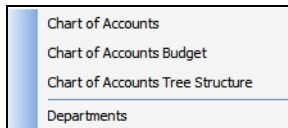
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

The Cash Account 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 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 Cash Account code.

Total

This field displays the total of all the vendor check line item amounts. This amount must balance with the Amount field shown above.

CD Account Tab

This screen is used to change the cash disbursements (CD) account and session date defaults.

Figure: GL-24
Vendor Checks, CD
Account tab screen form.

CD Account

The CD Account field displays the cash disbursements account to be used for posting this transaction. The default CD account is set up in the System Wide Parameters, but can be changed here.

Session Date

The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

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.

1099 Tab

This tab allows information to be recorded for this vendor payment which will be applied to the vendor's 1099 tax form.

Figure: GL-25
Vendor checks form 1099
tab screen form.
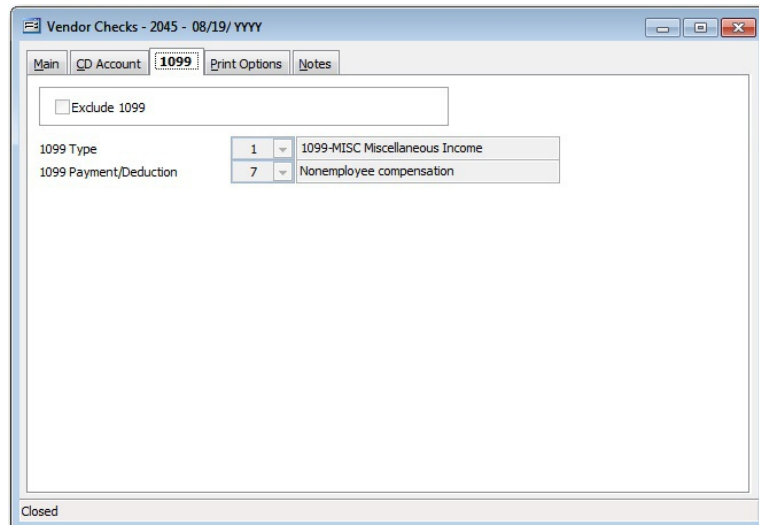
Exclude Form 1099
Checking this option will exclude this check from the 1099 form prepared for this vendor at the end of the calendar year.

1099 Type
This field displays the current vendor's 1099 type and provides a selection of 1099 types from which to choose. If the current check is of a different type than the default displayed, click on the drop down control to select an option from the list. The available form types are:

> Type 1: 1099-MISC, Miscellaneous Income
> Type 2: 1099-DIV, Dividends and Distributions
> Type 3: 1099-INT, Interest

BIS will accumulate the vendor's payments by these types. 1099 forms are also printed according to type.

1099 Payment/Deduction
This field displays the type of payment or deduction that this expense should appear as on the company's 1099 and provides a selection of types to choose from. Click on the drop down control to select an option from the list.

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.

Print Options Tab
This tab allows this form's output to be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-26
Vendor Check Print
Options tab screen form.

Output
Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-27
Vendor checks screen form
Print Options tab Output
selection.

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

Figure: GL-28
Sample Vendor Checks
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.

Payable Checks

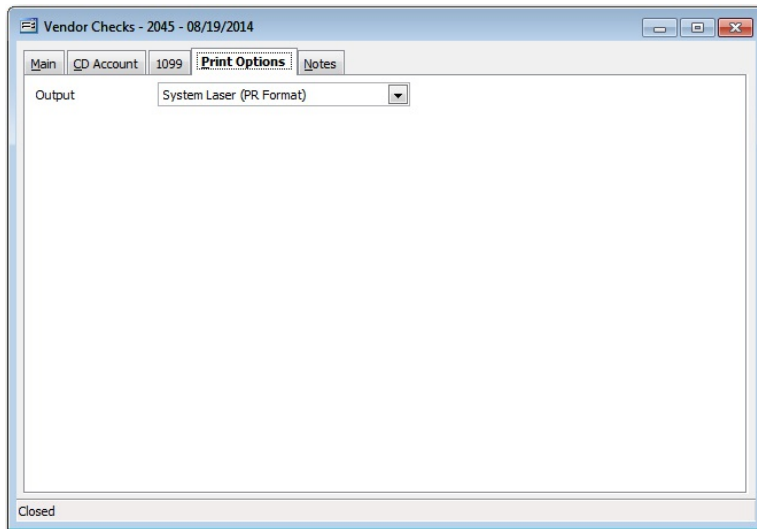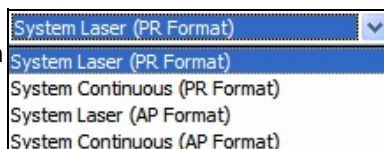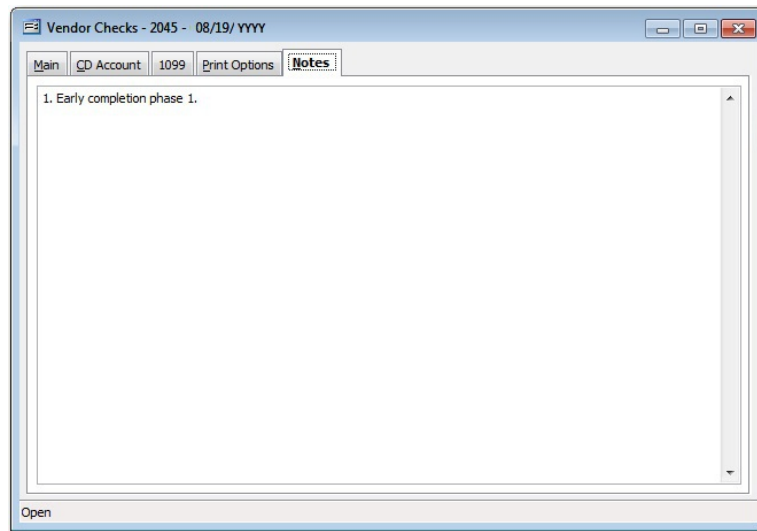This section covers one type of manual check: Payable Checks. Payable checks are for existing vendors for whom invoices have been received and entered into BIS®. (Cash Disbursement/Manual vendor checks are for situations in which the vendors, but no invoices have been entered into the system.)

When an invoice is received from a vendor, the information should be recorded using the Vendor Invoice screen to update the accounts payable records. These invoices can then be paid either with Select for Payment in the AP menu, manual Payable Checks in the AP menu, or in Cash Disbursements Payable Checks in the General Ledger menu.

This procedure is designed for situations where it is not convenient to use Select for Payment of the A/P Menu. There are many instances where this feature is especially valuable, one of which is discussed below.

For example, invoices may have been previously entered for a particular vendor into the AP module. Perhaps the vendor arrives at the place of business, and because their company is short of funds, asks for a check to be issued immediately.

Instead of going through the process of selecting the invoices, the one check can be issued. Alternatively, a check could be handwritten for the amount agreed upon. At a more convenient time, the information can be entered into BIS® in the Cash Disbursements item of the GL Menu or the Manual Checks item of the AP menu. Thus, the cash account can be updated with for the invoices previously entered into the vendor file and paid with the manual check.

The above-mentioned procedure makes it possible to update the Vendor Ledger, Accounts Payable Journal, Cash Account, and General Ledger whenever a manual check affecting the Accounts Payable module is to be written.

Before entering any payable checks written manually, it is essential to become familiar with the Accounts Payable section.

These checks and two related cash disbursement checks are also available from the GL menu under Cash Disbursements. Information about Payable Checks shown in this section also applies to the same menu items in the Manual Checks section of AP.

Modular Menu Access
GL | Cash Disbursements | Payable Checks

Modular Menu Access
AP | Manual Checks | Payable Checks

Standard Menu Access
Transactions | Cash Disbursements | Payable Checks
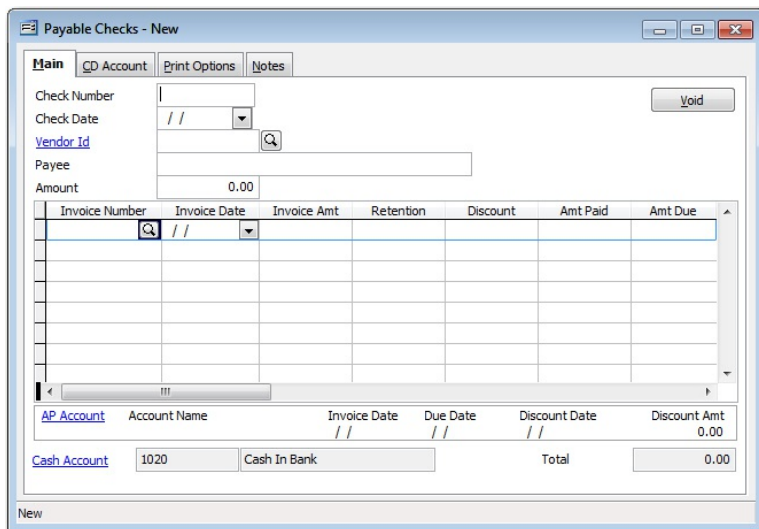
New Record
Initial access to payable checks from the menu opens the Payable Checks – New form. This form is used to enter new vendor check information. However, access to a new form when another vendor check record is on the screen only requires pressing Ctrl+N or use the New icon ☐ on the toolbar. The system will ask, however, to save any changes to the open record.

Figure: GL-29
Payable Checks - New
screen form.

Scrolling Through Vendor Invoice Records
Vendor check records can be scrolled by using the VCR 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 Vendor Id . Clicking on the Previous icon ◀ (at the top of the screen) will open the next record of the list, according to Vendor Id. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to the Vendor Id. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Vendor Id.

Editing an Existing Record
The list of existing vendor checks can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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: GL-30
Payable Checks
Find/Search screen form.

Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be added and existing information cannot be changed.

Figure: GL-40
Sample Payable Check
screen form that is
editable.

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: GL-41
Sample editable Payable
Check screen form that is
open.

If the vendor check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Vendor and General Ledger Journals, and potentially, in the Job Cost and/or Inventory Journals. The revised record will be saved with new entries to the affected journals.

If the vendor check has been selected for payment already, a warning message state that it has been so selected, and that a manual check cannot be processed unless its selection status is removed.

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 this process.
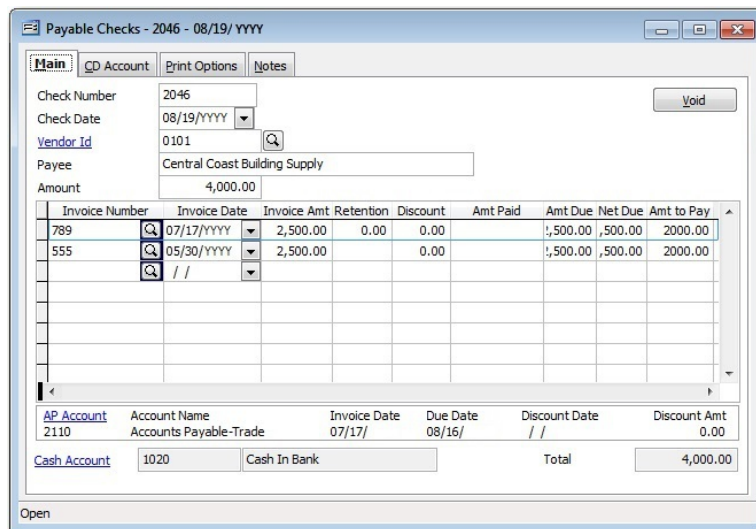
Deleting a pre-existing vendor check will result in reversing journal entries being created in both the Accounts Payable and General Ledger Journals, and potentially in the Job Cost and/or Inventory Journals.

Main Tab

The Payable Check is used to record invoice-related checks written manually to vendors. Alternatively, it can be used to print on-the-spot checks that have been entered as invoices. For non-invoice vendor payments, use the Vendor Checks option. (Other payments can be recorded using Regular Checks. Handwritten payroll checks can be recorded using the Payroll Checks option.)

The Main tab records information related to the check written. BIS® ensures that there is a clear audit trail for all checks entered. As each entry is made, BIS® automatically updates the cash disbursements journal, the general ledger and the financial statements. Immediately after entering one or more checks, the results of the transaction can be seen by viewing or printing the cash disbursements journal, the general edger, or any financial statements. All checks entered are included in each report.

Figure: GL-42
Sample Payable Checks
Main tab screen form.

Check Number

This field records the check number, an alphanumeric field limited to ten characters.

Check Date

This field records the date of the check. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Vendor ID
The Vendor Id field records the vendor identification number related to this record. The vendor Id may be entered manually or by using the Find tool. Please note that the Vendor Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Vendors – New form to add a new vendor's master record information. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-43
Reports directly accessible by right-clicking on the field name hyperlink

The vendor ID may be entered manually, or the list of vendors can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected vendor, but it must exist in the Vendor master file. When an existing vendor is selected, its name appears to the right of the Vendor Id code.

Payee
The Payee field displays the Vendor (check payee) name that was handwritten or will be printed on the check that is associate with the Vendor Id selected.

Amount
The Amount field records the total amount of the check. This amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

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.

Invoice Number
The Invoice Number column records the number of the invoice that is being paid with this check. The invoice number may be entered manually, or the list of vendors can be examined by clicking on the Find tool (Magnifying Glass icon 🔍 in the column on the right), and double clicking on the selected invoice number. The Find tool may be used to select an invoice number from those recorded in Accounts Payable.

The Find tool will pull up the related invoice information in the Invoice Amount, Retention, Discount, Amount Paid, Amount Due, and Net Due columns.

Invoice Amount
This field column displays the date of the selected invoice. The drop-down tool open the Calendar tool.

Retention
This field shows the calculated retention amount applicable to this invoice.

Discount
This field calculates the vendor payment terms discount amount applicable to this line item's invoice.

Amount Paid
This field is used to record the total of all prior payments made on this invoice.

Amount Due
The Amount Due is that Invoice Amount less any applicable Discount and Amount Paid.

Net Due
The Net Due column is that Invoice Amount less any applicable Retention and Amount Paid.

Amt (Amount) to Pay
The Amount to Pay is the amount selected to be paid on this invoice.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the AP account, Account name, Invoice Date, Due Date, Discount Date, and Discount Amount.

AP Account
This field displays the accounts payable account to which this invoice will be credited. The default AP account is recorded in System Wide Parameters, but may be changed on the AP Account tab.

Please note that the AP Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Vendor Id hyperlink opens a selection of reports that can be directly accessed.

The AP account may be entered manually, or selected from the chart of accounts clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the AP Account number.

Figure: GL-44
Reports directly accessible by right-clicking on the field name hyperlink.

| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |
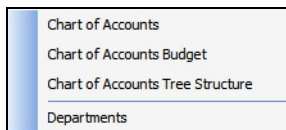
Account Name
This field displays the account name of the AP Account selected.

Invoice Date
When the screen focus is on an invoice line, this field displays the Invoice Date applicable to that line item.

Due Date
If the screen focus is on an invoice line, this field displays the Due Date applicable to that line item.

Discount Date
If the focus is on an invoice line, this field displays any Discount Date applicable to that line item.

Discount Amt
If the focus is on an invoice line, this field displays any Discount Amount applicable to that line item.

Summary Area
This area displays summary information about the vendor check, including cash account number, account name, and check total.

Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-45
Reports directly accessible by right-clicking on the field name hyperlink.
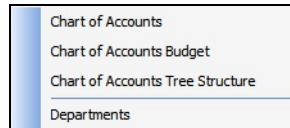
The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Total
This field displays the total of all the vendor invoice line item amounts. This amount must balance with the Amount field shown above.

CD Account Tab
This screen is used to change the cash disbursements (CD) account and session date defaults.

Figure: GL-46
Payable Checks form CD Account tab screen form.
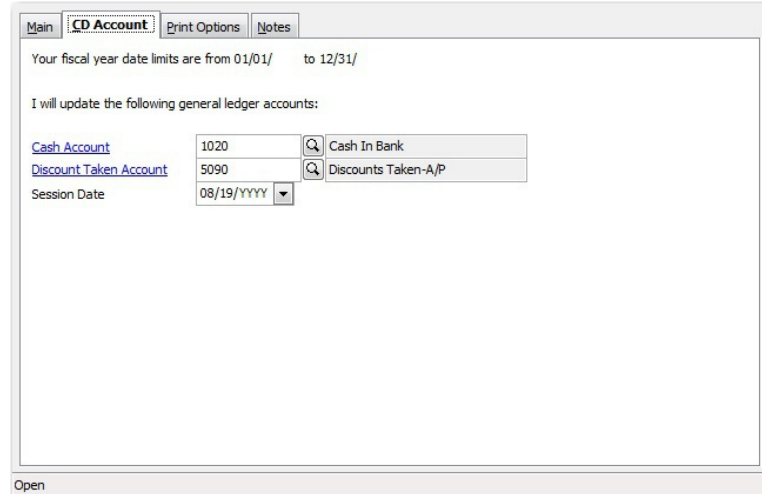
Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-47
Reports directly accessible by right-clicking on the field name hyperlink.
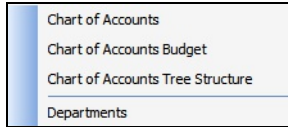
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 or 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 Cash Account code.

Discount Taken Account
This field displays the discount taken account to be used for posting this check. The default discount taken account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one discount taken account in the general ledger, make sure the correct account number is displayed.

Please note that the Discount Taken Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Discount Taken Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-48
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
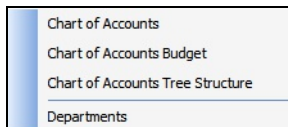
The Discount Taken Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Discount Taken Account code.

Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Figure: GL-49
Calendar tool.
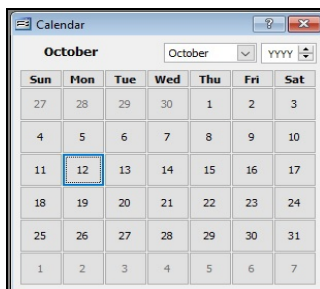
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the 💾 Save button on the toolbar or press Ctrl-S to save the changes.

Print Options Tab

This tab allows this form's output to be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-50
Payable Checks Print
Options tab screen form.
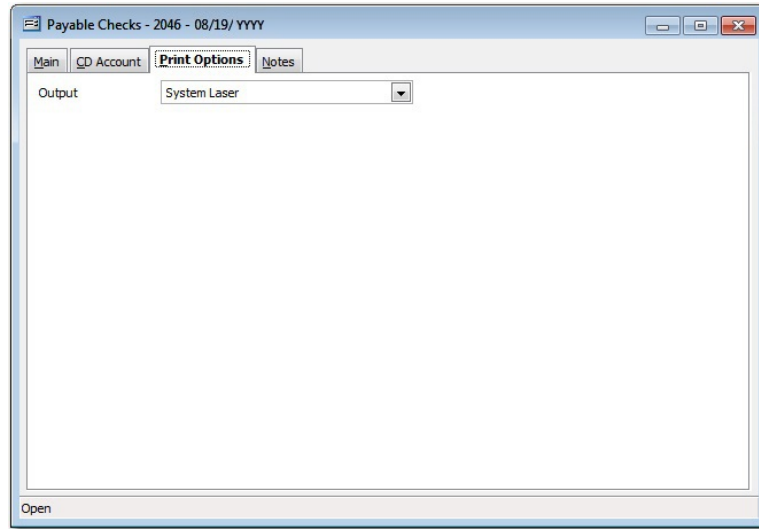
Output

Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-51
Vendor checks screen form
Print Options tab Output
selection.
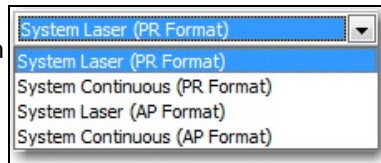
Notes Tab

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

Figure: GL-52
Sample Payable Checks
screen form Notes tab.
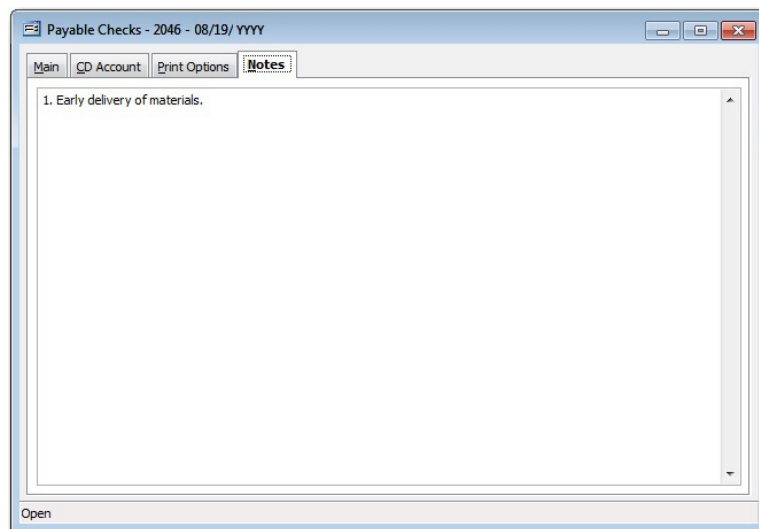
Save the Changed Record

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.

Customer Refunds

Checks written for customer refunds are recorded separately depending upon whether the refund is for a deposit or for an invoice payment. The Refund Invoices option is used when a customer's payment has been applied to an invoice and all or part of the payment is to be refunded to the customer. The Refund Deposits form is used for refunding all or part of a customer's deposit that has not been applied. Refunds are similar to other cash disbursements, and can be voided like other checks.

To record a customer refund:

1. Select Refund Invoices or Refund Deposits. Both can be found by opening the GL menu and selecting Customer Refunds, or in the Standard menu by going to the Transactions menu and selecting Cash Disbursements, and then choosing Customer Refunds.

2. Enter the number of the check to be issued to the customer, the check date, the customer number, and the amount of the refund.

3. In the table, fill in the information relating to the invoice(s) or deposit(s) involved in the refund. The total of all line items must balance with the amount entered in the header in order to save the transaction.

4. When all information is entered correctly, save the record.

Modular Menu Access
GL | Customer Refunds

Standard Menu Access
Transactions | Cash Disbursements | Customer Refunds

Refund Invoices

The Refund Invoices option is used when a customer's payment has been applied to an invoice and all or part of the payment is to be refunded to the customer.

Modular Menu Access
GL | Customer Refunds | Refund Invoices

Standard Menu Access
Transactions | Cash Disbursements | Customer Refunds | Refund Invoices

New Record
Initial access to refund invoices from the menu opens the Refund Invoices – New form. This form is used to enter new refund invoices' check information. However, access to a new form when another refund invoices check record is on the screen only requires pressing Ctrl+N or use the New icon [icon] on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: GL-53
Refund Invoices – New
screen form.

Scrolling Through Refund Invoices' Records
Refund invoices check records can be scrolled by using the VCR buttons on the toolbar [icons] at the top of the screen. Clicking on the First icon [icon] (at the top of the screen) will open the first record of the list, according to Check # . Clicking on the Previous icon [icon] (at the top of the screen) will open the next record of the list, according to Check #. Clicking on the Next icon [icon] (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon [icon] (at the top of the screen) will open the last record of the list, according to the Check #.

Editing an Existing Record
The list of existing refund invoices' checks can be checked by clicking on the Magnifying Glass icon [icon] (at the top of the screen) or 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: GL-54
Refund Invoices
Find/Search screen form.

Note that when the screen form appears, all of the fields at the top are shaded; new information cannot be entered and existing information cannot be changed.

Figure: GL-55
Sample Refund Invoices
screen form that is
editable.

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

If the refund deposit check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

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 [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 this process.

Figure: GL-56
Sample editable Refund
Invoices screen form that
is open.

Deleting a pre-existing Refund Invoices check will result in reversing journal entries being created in both the Accounts Receivable and General Ledger Journals.

Main Tab

The Refund Invoices option is used when a customer's payment has been applied to an invoice and all or part of the payment is to be refunded to the customer. The Main tab records information related to the refund check written.

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

Figure: GL-57
Sample editable Refund
Invoices Main tab screen
form.

Check Number

This field records the check number, an alphanumeric field limited to ten characters.

Check Date
This field records the date of the check. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Customer ID
The Customer Id field records the customer identification number related to this record. The customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Customers – New form to add a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

The customer ID may be entered manually, or the list of customers can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

Payee
The Payee field displays the Customer (check payee) name that was handwritten or will be printed on the check that is associate with the Customer Id selected.

Amount
The Amount field records the total amount of the check. This amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

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+) removes the currently highlighted line from the grid of the open record.

Invoice Number
The Invoice Number column records the number of the invoice that is being paid with this check. The invoice number may be entered manually, or the list of invoices can be examined by clicking on the Find tool (Magnifying Glass icon in the column on the right), and double clicking on the selected invoice number. The Find tool may be used to select an invoice number from those recorded in Accounts Receivable.

The Find tool will pull up the related invoice information in the Balance column.

Chk. Date
This field column displays the date of the selected invoice. The drop down opens the Calendar tool.

Over Paid
This field shows the balance of the invoice after the refund.

Inv. Disc.
This field shows the invoice discount.

Amount to Refund
This field is used to record the amount to refund on this invoice.

Description
The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.

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.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the GL account, and Account name.

Account
This field displays the account to which this refund will be credited. The default account (usually Accounts Receivable - Trade) is recorded in System Wide Parameters, but may be changed on the Account tab. Please note that the Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the account hyperlink opens a selection of reports that can be directly accessed.

The account may be entered manually, or the chart of accounts can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the Account number.

Figure: GL-59
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

Account Name
This field displays the account name of the account selected.

Summary Area
This area displays summary information about the refund deposit check, including cash account number, account name, and check total.

Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-60
Reports directly accessible by right-clicking on the field name hyperlink.
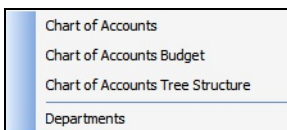
Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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 Cash Account code.

Total
This field displays the total of all the refund deposit line item amounts. This amount must balance with the Amount field shown above.

CD Account Tab
This screen is used to change the cash account (CD Account) and session date defaults.

Figure: GL-61
Refund Invoices, Account tab screen from.
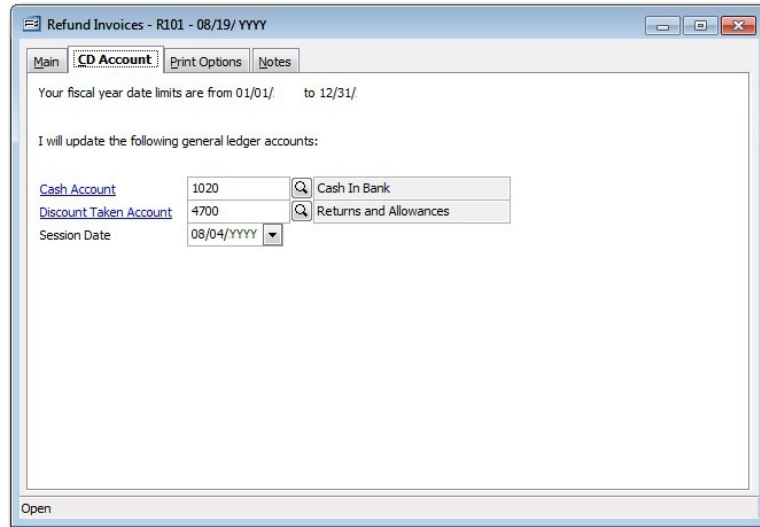
Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the CD Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-62
Reports directly accessible by right-clicking on the field name hyperlink.

The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon or 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 Cash Account code.

Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Figure: GL-63
Calendar tool.
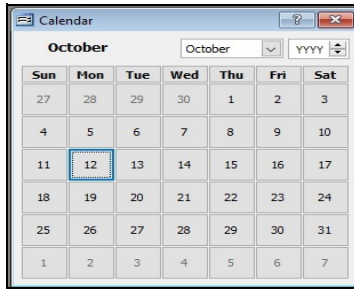
Print Options Tab

This tab allows this form's output to be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-65
Refund Invoices Print
Options tab screen form.
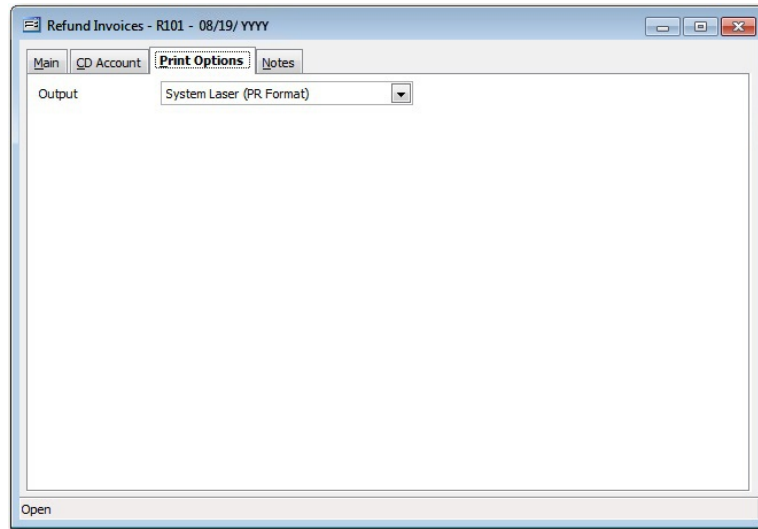
Output

Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-66
Refund Invoices screen
form Print Options tab
Output selection.
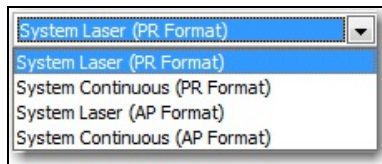
Notes Tab

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

Figure: GL-67
Sample Refund Deposits
screen form Notes tab.
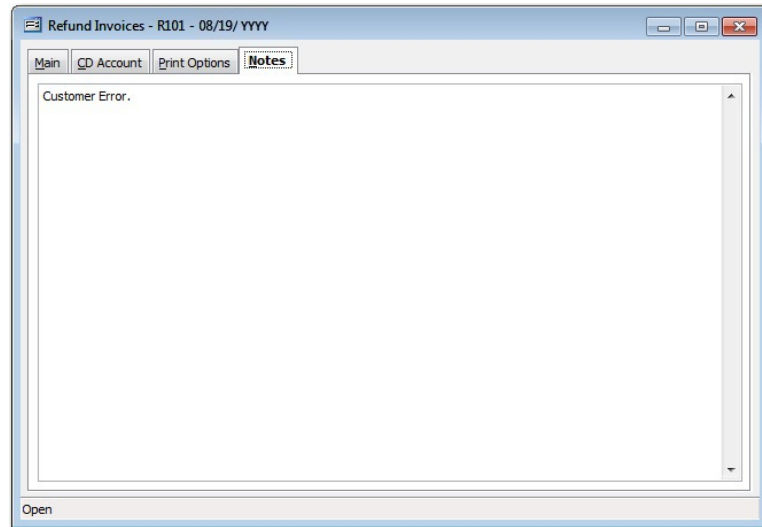
Save the Changed Record
When the record is complete or satisfactorily edited, either click on the ⊞ Save button on the toolbar, or press Ctrl-S to save the changes.

Refund Deposits

The Refund Deposits form is used for refunding all or part of a customer's deposit that has not been applied. Refunds are similar to other cash disbursements, and can be voided like other checks.

Modular Menu Access
GL | Customer Refunds | Refund Deposits

Standard Menu Access
Transactions | Cash Disbursements | Customer Refunds | Refund Deposits

New Record
Initial access to refund deposits checks from the menu opens the Refund Deposits – New form. This form is used to enter new refund deposit check information. However, access to a new form when another refund deposits check 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: GL-68
Refund Deposits – New
screen form.
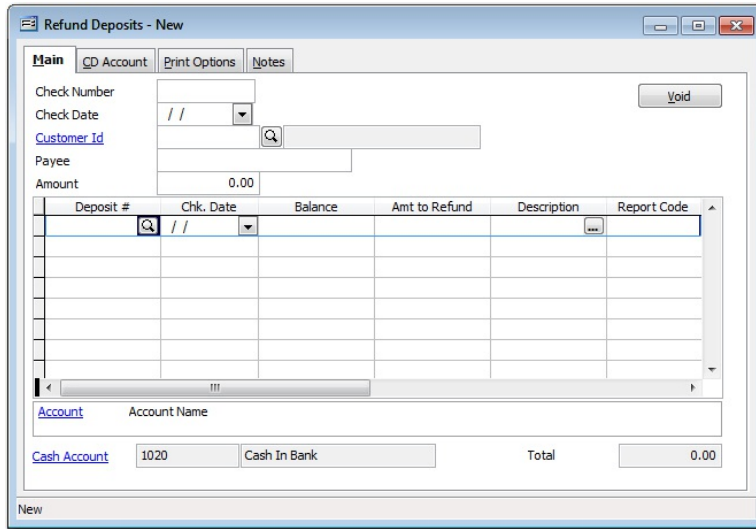
Scrolling Through Refund Deposits' Records

Refund Deposit check records can be scrolled by using the VCR 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 Check # . Clicking on the Previous icon ◀ (at the top of the screen) will open the next record of the list, according to Check #. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Check #.

Editing an Existing Record

The list of existing refund deposits' checks can be checked by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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: GL-69
Refund Deposits
Find/Search screen form.
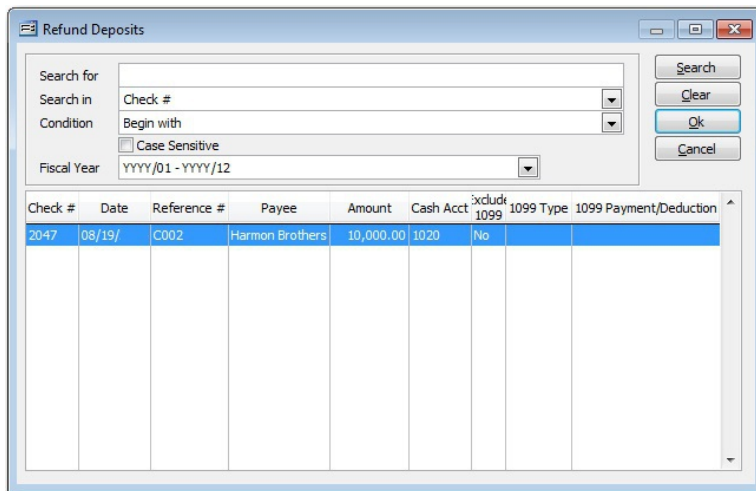
Note that when the invoice screen form appears, all of the fields at the top are shaded; new information cannot be entered and existing information cannot be changed. To access the information when the record appears on the screen, it is necessary to press the Open icon 📂 on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: GL-70
Sample Refund Deposits screen form that is editable.

If the refund deposit check can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

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 this process.

Figure: GL-71
Sample editable Refund Deposits screen form that is open.

Deleting a pre-existing deposit refund check will result in reversing journal entries being created in both the Accounts Receivable and General Ledger Journals.

Main Tab
The Refund Deposits option is used for refunding all or part of a customer's deposit that has previously posted using the Customer Deposits option. The Main tab records information related to the refund check written.

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

Check Number
This field records the check number, an alphanumeric field limited to ten characters.

Figure: GL-72
Sample editable Refund Deposits Main tab screen form.

Check Date
This field records the date of the check. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Customer ID
The Customer Id field records the customer identification number related to this record. The Customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Customers – New form to add a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-73
Reports directly accessible by right-clicking on the field name hyperlink

The customer ID may be entered manually, or the list of customers can be examined by clicking on the Magnifying Glass icon (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

Payee
The Payee field displays the Customer (check payee) name that was handwritten or will be printed on the check that is associate with the Customer Id selected.

Amount
The Amount field records the total amount of the check. This amount must balance with the total of all the line items entered for the distribution on the table below.

Void Button
This button voids the check selected. Once a check is voided, it can no longer be edited, and the associated check number cannot be used again.

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+) removes the currently highlighted line from the grid of the open record.

Deposit Number
The Deposit Number column records the number of the deposits that is being paid with this check. The deposit number may be entered manually, or the list of deposits can be examined by clicking on the Find tool (Magnifying Glass icon 🔍 in the column on the right), and double clicking on the selected deposit number. The Find tool may be used to select a deposit number from those recorded in Accounts Receivable. The Find tool will pull up the related deposit information in the Balance column.

Chk. Date
This field column displays the date of the selected deposit. The drop down icon opens the Calendar tool.

Balance
This field shows the balance of the deposit after the refund.

Amount to Refund
This field is used to record the amount to refund on this deposit.

Description
The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.

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.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the GL account, and Account name.

Account
This field displays the account to which this refund deposit will be credited. The default account is recorded in System Wide Parameters, but may be changed on the Account tab. Please note that the Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the account hyperlink opens a selection of reports that can be directly accessed.

The account may be entered manually, or the chart of accounts can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the Account number.

Figure: GL-74
Reports directly accessible
by right-clicking on the
field name hyperlink.

| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |

Account Name
This field displays the account name of the account selected.

Summary Area
This area displays summary information about the refund deposit check, including cash account number, account name, and check total.

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

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-75
Reports directly accessible
by right-clicking on the
field name hyperlink.
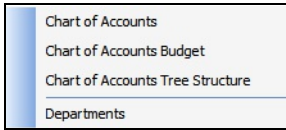
| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon (at the top of the screen) or 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 Cash Account code.

Total
This field displays the total of all the refund deposit line item amounts. This amount must balance with the Amount field shown above.

CD Account Tab
This screen is used to change the cash account and session date defaults.

Figure: GL-76
Refund Deposits, CD
Account tab screen from.
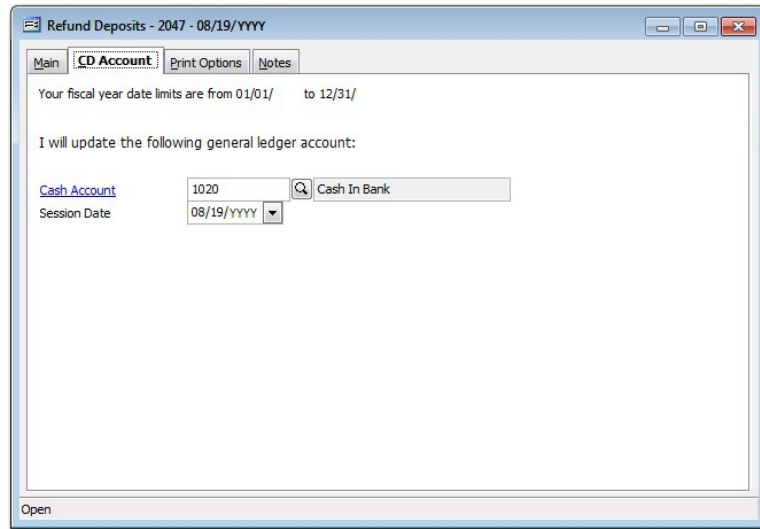
Cash Account
This field displays the cash account to be used for posting this check. The default cash account is set up in the System Wide Parameters, but can be changed on the Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-77
Reports directly accessible
by right-clicking on the
field name hyperlink.

The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 or 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 Cash Account code.

Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Figure: GL-78
Calendar tool.
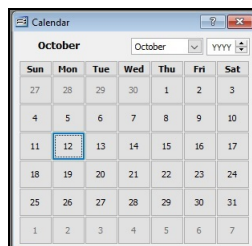
Save the Changed Record
When the record is complete or satisfactorily edited, click on the 🖫 Save button on the toolbar, or press Ctrl-S to save the changes.

Print Options Tab

This tab allows this form's output to be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-79
Refund Deposits Print Options tab screen form.
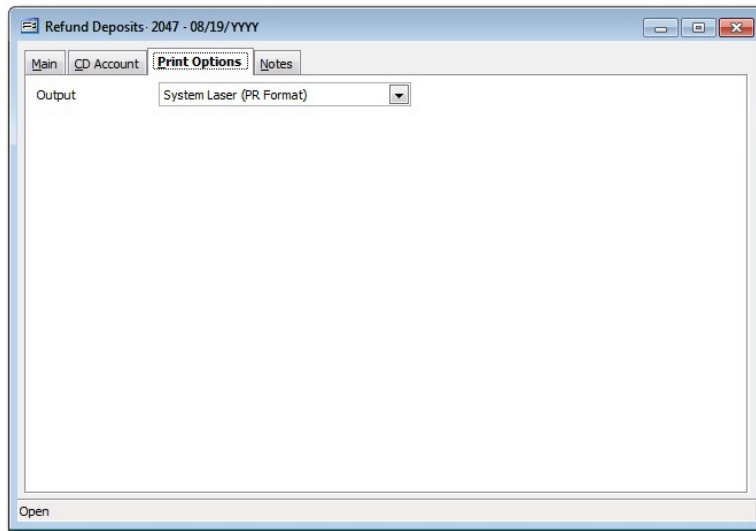
Output

Using the drop-down box, this form's output can be changed from the default setting found in User Preferences section for this specific record.

Figure: GL-80
Refund Deposits screen form Print Options tab Output selection.
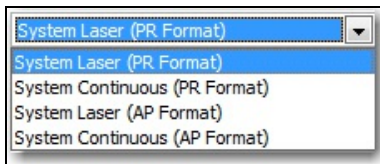
Notes Tab

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

Figure: GL-81
Sample Refund Deposits screen form Notes tab.
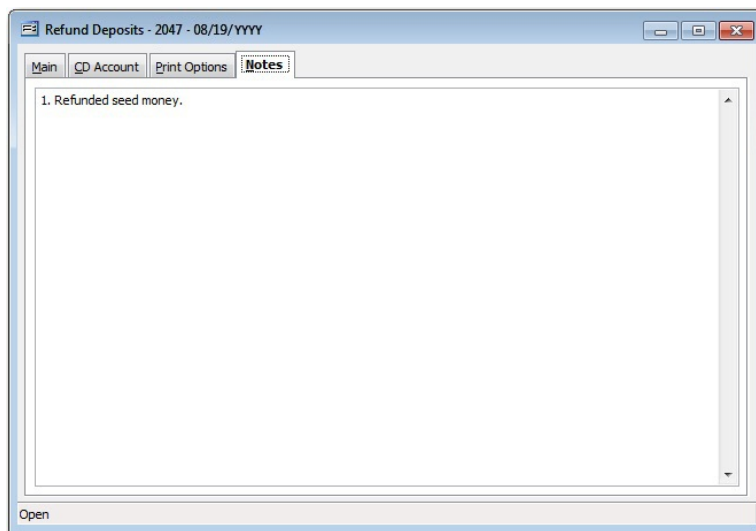
Save the Changed Record

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.

Cash Receipts

Invoice payments are received and applied directly to outstanding invoices. Cash receipts that are not for the payment of an invoice should be recorded as a customer deposit or an "Other" cash receipt.

Customer payment transactions will debit the default cash account displayed. The default may be changed on the CR Account tab. Payments can be applied to an unlimited number of invoices on the distribution table. These payments will be credited to the account specified on distribution for the invoice selected. If receipts are to debit different cash accounts, separate customer payment records must be entered.

To record a customer invoice payment:

1. In the Module Menu, go to the GL Menu, Cash Receipts submenu and select Customer Payments, or in the Standard Menu, go to the Transactions menu, Cash Receipts submenu and select Customer Payments.
2. Input the check or receipt number and the date the payment was received.
3. Select a code from the Payment Type master file. If payment is with a credit card, enter card information on the Credit Card tab.
4. Select the ID code for the customer from whom the deposit was received. An Id must exist in the Customer master file.
5. Record a brief description for this payment and the total amount paid. The value in the Amount field must balance with the line item distribution for this payment.
6. On the table, distribute the payment to one or more invoices. If the customer has a "balance forward" customer type, the oldest outstanding invoice will appear, but can be changed if desired. Enter the amount to be applied to the invoice selected in the Amount to Pay column. If an automatic discount is applicable (using the discount schedule), the discount amount will be calculated and displayed in the Discount Amount column. This amount may be changed.
7. When the distribution is complete, save the record. To enter another record, click New.

  ⓘ **Tip**

- Information necessary for entry can be recorded on the back of a check or on the paid invoice.
- When a check is received, determine the numbers of the affected general ledger accounts and the corresponding amounts.
- Determine and note invoice number if the check pays an invoice.
- Determine and note the customer number, if applicable.
- Use thorough descriptions or comments, even if they seem redundant. Time will be saved by not having to retrieve the original document in order to determine why a particular check payment was received.
- Determine the total amount of all checks to be entered before entry. After entry, compare the total to the total BIS® provides.
- Print the Cash Receipts Journal after entry to verify that all checks have been entered correctly.
- Every day, compare deposits made to the total receipts entered.

Modular Menu Access
GL | Cash Receipts

Standard Menu Access
Transactions | Cash Receipts

Customer Deposits

The Customer Deposits option allows deposits to be received and applied to invoices at a later date. Once received, deposits can be applied using the Apply Customer Deposits option. If the payment received is not a Deposit, Customer Payments or Other Cash Receipts should be used to post the payment. BIS® insures that all receipts are traceable by providing a clear and accurate audit trail. Each deposit entered automatically updates the cash receipts journal, general ledger, and financial statements.

Modular Menu Access
GL | Cash Receipts | Customer Deposits

Standard Menu Access
Transactions | Cash Receipts | Customer Deposits
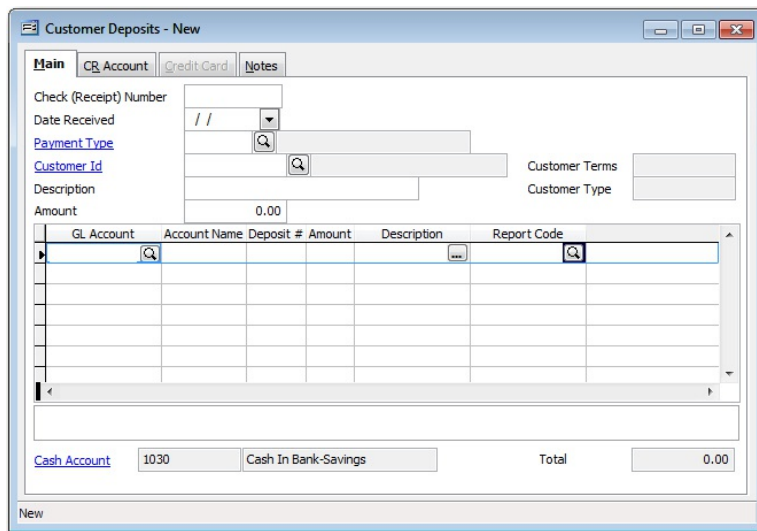
New Record
Initial access to customer deposits from the menu opens the Customer Deposits – New form. This form is used to enter new customer deposit information. However, access to a new form when another customer deposit record is on the screen only requires pressing Ctrl+N or use the New icon 🗋 on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: GL-82
Customer Deposits – New
screen form.

Scrolling Through Refund Deposits' Records
Customer Deposit records can be scrolled by using the VCR 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 Receipt # . Clicking on the Previous icon ◀ (at the top of the screen) will open the next record of the list, according to Receipt #. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to the Receipt #. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Receipt #.

Editing an Existing Record
The list of existing customer deposits can be checked by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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: GL-83
Customer Deposits
Find/Search screen form.
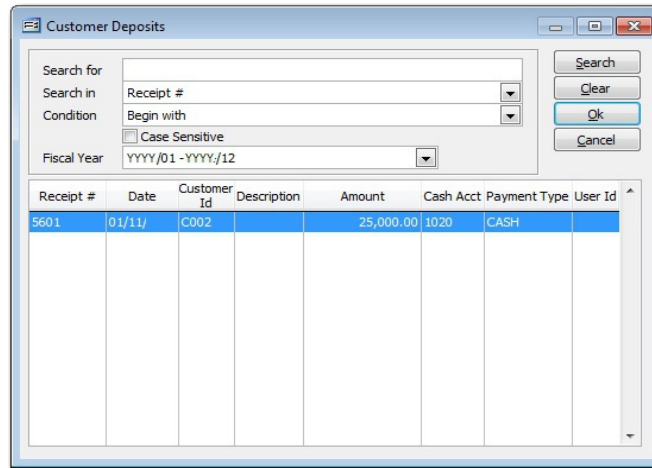
Figure: GL-84
Sample Customer Deposits
screen form that is
editable.

Note that when the invoice screen 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.

If the customer deposit can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

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 this process.

Figure: GL-85
Sample editable Customer
Deposits screen form that
is open.

Deleting a pre-existing customer deposit will result in reversing journal entries being created in both the Accounts Receivable and General Ledger Journals.

Main Tab

The Customer Deposits option is used for refunding all or part of a customer's deposit that has previously posted using the Customer Deposits option. The Main tab records information related to the refund check written.

Figure: GL-86
Sample Customer Deposits
Main tab screen form.

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

Check (Receipt) Number

This field records the customer check or receipt number, an alphanumeric field limited to ten characters.

Date Received

This field is used to record the date the payment was received. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Payment Type
Records the payment type code that corresponds to this payment. These codes are maintained in the Payment Type file. The code may be entered manually or by using the Find tool.

Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Payment Types – New form to add a new payment type master record.

The payment type code may be entered manually, or list of payment types may be examined by clicking on the Magnifying Glass icon 🔍 or pressing Ctrl+F, and double clicking on the selected payment type, but it must exist in the Payment Type master file. When an existing payment type is selected, its name appears to the right of the Payment Type code.

> ⓘ **Tip**   Only if the Payment Type is a Credit Card will the Credit Card tab be accessible.

Customer ID
The Customer Id field records the customer identification number related to this record. The Customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Customers – New form to add a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-87
Reports directly accessible by right-clicking on the field name hyperlink

Customer File
Customer Labels

Customer Ledger
Accounts Receivable Aging
Customer Deposits
Customer Payments
Customer Refunds

The customer ID may be entered manually, or the list of customers can be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

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

Amount
The Amount field records the total amount of the customer deposit. This amount must balance with the total of all the line items entered for the distribution on the table below.

Customer Terms
This field displays the payment terms established in the Customers' master record for this customer.

Customer Type
This field displays the type established in the Customers' master record for this customer.

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+) 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 this deposit will be credited

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.

Deposit #

The Deposit Number column records a number that will be used to identify this deposit when refunding or applying deposits. A single receipt can be divided into several deposits by entering multiple line items.

Amount

The Amount column records the amount of the deposit for the deposit number entered. This may be all or a portion of the amount received, as long as all deposit line items balance with the total amount received.

Description

The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.

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.

Summary Area

This area displays summary information pertaining to the customer deposit, including cash account number and name and deposit total.

<u>Cash Account</u>

This field displays the cash account to be used for posting this customer deposit. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-88
Reports directly accessible by right-clicking on the field name hyperlink.
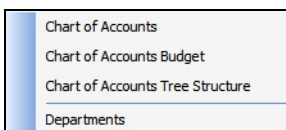
| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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 Cash Account code.

Total
This field displays the total of all the customer deposit line item amounts. This amount must balance with the Amount field shown above.

CR Account Tab
This screen is used to change the cash account and session date defaults.

Figure: GL-89
Customer Deposits, CR Account tab screen from.

Cash Account
This field displays the cash account to be used for posting this deposit. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-90
Reports directly accessible by right-clicking on the field name hyperlink.

The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 or 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 Cash Account code.

Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Credit Card Tab
The Credit Card tab is only available if the payment type entered on the Main tab is a credit card. This tab is used to record all pertinent credit card information for this payment.

Figure: GL-91
Customer Deposits Credit
Card tab screen form.

Credit Card
This field displays the type of credit card based on the payment type selected on the Main tab.

Credit Card Number
This field records the customer credit card number used for payment.

Card Holder Name
This field records the name of the cardholder associated with credit card number entered.

Expiration Date
This field records the expiration date of the customer credit card used for payment. This date may be entered manually or by using the Calendar tool.

Approval Number
This field records the approval number given for this credit card transaction.

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: GL-92
Sample Customer Deposits
screen form Notes tab.
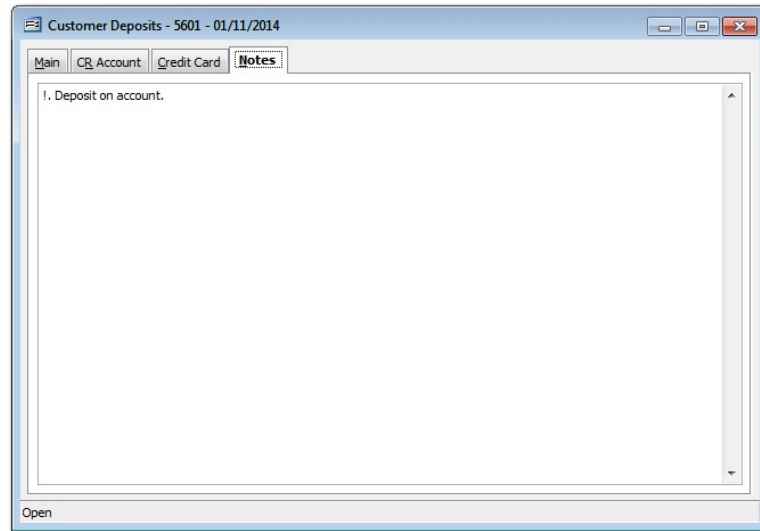
Save the Changed Record

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.

Customer Payments

The Customer Payments option allows payments to be received and applied to outstanding customer invoices. If the payment received is a deposit, Customer Deposits should be used to post the receipt. If the payment is not to be applied to outstanding invoices, consider using the Other Cash Receipts option. BIS® insures that all receipts are traceable by providing a clear and accurate audit trail. Each payment entered automatically updates the cash receipts journal, general ledger and financial statements.

Modular Menu Access
GL | Cash Receipts | Customer Payments

Standard Menu Access
Transactions | Cash Receipts | Customer Payments

New Record
Initial access to customer payments from the menu opens the Customer Payments – New form. This form is used to enter new customer payment information. However, access to a new form when another customer payment 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: GL-93
Customer Payments – New
screen form.

Scrolling Through Refund Deposits' Records
Customer Payment records can be scrolled by using the VCR 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 Receipt # . Clicking on the Previous icon ◀ (at the top of the screen) will open the next record of the list, according to Receipt #. Clicking on the Next icon ▶ (at the top of the screen) will open the next record of the list, according to the Receipt #. Clicking on the Last icon ⏭ (at the top of the screen) will open the last record of the list, according to the Receipt #.

Editing an Existing Record
The list of existing customer payments can be checked by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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: GL-94
Customer Payments
Find/Search screen form.

Note that when the customer payment screen 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: GL-95
Sample Customer
Payments screen form that
is editable.

If the customer payment can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

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 this process.

Figure: GL-96
Sample editable Customer Deposits screen form that is open.

Figure: GL-96

Deleting a pre-existing customer deposit will result in reversing journal entries being created in both the Accounts Receivable and General Ledger Journals.

Main Tab

The Customer Deposits option is used for refunding all or part of a customer's deposit that has previously posted using the Customer Deposits option. The Main tab records information related to the refund check written.

Figure: GL-97
Sample editable Customer Payments Main tab screen form.

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

Check (Receipt) Number

This field records the customer check or receipt number, an alphanumeric field limited to ten characters.

Date Received

This field is used to record the date the payment was received. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Payment Type
Records the payment type code that corresponds to this payment. These codes are maintained in the Payment Type file. The code may be entered manually or by using the Find tool.

Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Payment Types – New form to add a new payment type master record.

The payment type code may be entered manually, or the list of payment types may be examined by clicking on the Magnifying Glass icon ▣ or pressing Ctrl+F, and double clicking on the selected payment type, but it must exist in the Payment Type master file. When an existing payment type is selected, its name appears to the right of the Payment Type code.

ⓘ **Tip** | Only if the Payment Type is a Credit Card will the Credit Card tab be accessible.

Customer ID
The Customer Id field records the customer identification number related to this record. The Customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Customers – New form to add a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-98
Reports directly accessible by right-clicking on the field name hyperlink

Customer File
Customer Labels

Customer Ledger
Accounts Receivable Aging
Customer Deposits
Customer Payments
Customer Refunds

The customer ID may be entered manually, or the list of customers may be examined by clicking on the Magnifying Glass icon ▣ (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

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

Amount
The Amount field records the total amount of the customer deposit. This amount must balance with the total of all the line items entered for the distribution on the table below.

Customer Type
This field displays the type established in the Customer's master record for this customer.

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+) removes the currently highlighted line from the grid of the open record.

Invoice #
The Invoice Number column records the number of the customer invoice that is being paid with this payment. The invoice number may be entered manually or by using the Find tool. The selection will retrieve the related invoice information in the Invoice Amount and Discount Amount columns.

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.

Invoice Amt
The Invoice Amount column displays the amount of the invoice selected.

Amt to Pay
The Amount to Pay column is used to record the amount of the customer payment for the invoice number entered. This may be all or a portion of the amount due, as long as all customer payment line items balance with the total amount received.

Disc Amt
The Discount Amount column displays the discount amount of the invoice selected.

Description
The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.

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 invoice selected is related to a specific job, the button in the Job column will open the Job Cost screen, where the item can be posted to a job and application for payment.

Figure: GL-99
Customer Payments Job sub-screen form.
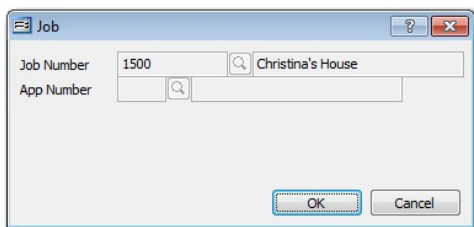
Invoice Summary
This section displays discount and due dates and amounts from the invoice, along with the net due and remaining amounts.

Discount Date
This field displays the date by which the invoice selected must be paid by the customer in order to receive the discount.

Due Date
This field displays the date by which the invoice selected must be paid by the customer before it is considered past due.

Discount Allowed
This field displays the amount of the discount allowed if the invoice is paid by the customer before the discount date.

Amount Due
This field displays the total amount due for the invoice selected, less any discounts allowed.

Net Due
This field displays the net amount due for the invoice selected, less any discounts allowed.

Remaining
This field displays the amount remaining for the invoice selected, which is the amount due less any payments made.

Line Detail Area
This area displays additional detail information pertaining to the line item selected, including the AR account, and Account name, Terms, job number and Application number (if applicable).

AR Account
This field displays the Accounts Receivable account to which this customer payment will be credited. The default account is recorded in System Wide Parameters, but may be changed on the CR Account tab. Please note that the AR Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the account hyperlink opens a selection of reports that can be directly accessed.

The account may be entered manually, or it can be selected from the chart of accounts by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected account. When an existing account is selected, its name appears to the right of the Account number.

Figure: AP-100
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments
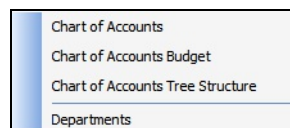
Account Name
This field displays the account name of the accounts receivable account selected.

Terms
This field displays the payment terms for this invoice. Please note that the Terms title is a hyperlink field as well as the description of the information displayed. Left-clicking on this hyperlink opens the Payment Terms – New form.

Job
This field displays the job number that may apply to this invoice. Please note that the Job title is a hyperlink field as well as the description of the information displayed. Left-clicking on this hyperlink opens the Jobs – New form.

Application
This field displays the application for payment number, if any for which this invoice applies.

Summary Area
This section displays a summary of information related to the posting of this customer payment.

Cash Account
This field displays the cash account to be used for posting this customer payment. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-101
Reports directly accessible by right-clicking on the field name hyperlink.
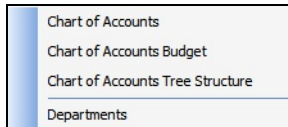
| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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 Cash Account code.

Total
This field displays the total of all the customer payment line item amounts. This amount must balance with the Amount field shown above.

CR Account Tab
This screen is used to change the cash account and session date defaults.

Figure: GL-102
Customer Payments, CR
Account tab screen from.
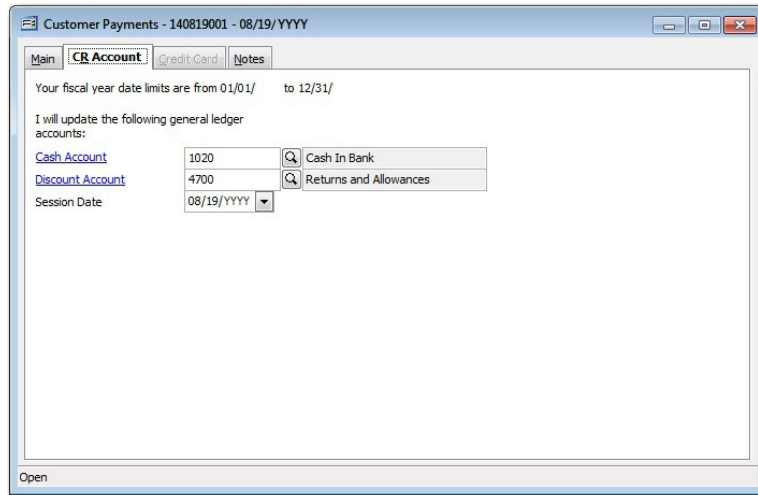
Cash Account
This field displays the cash account to be used for posting this payment. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-103
Reports directly accessible
by right-clicking on the
field name hyperlink.
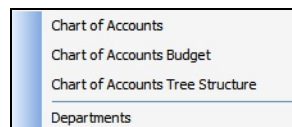
The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Cash Account code.

Discount Account
This field displays the discount account to be used for posting this payment. The default discount account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one discount account in the general ledger, make sure the correct account number is displayed. Please note that the Discount Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-104
Reports directly accessible
by right-clicking on the
field name hyperlink.
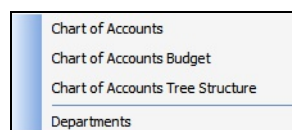
The Discount Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon 🔍 or pressing Ctrl+F, and double clicking on the selected GL account, but it must exist in the Chart of Accounts master file. When an existing GL account is selected, its name appears to the right of the Discount Account code.
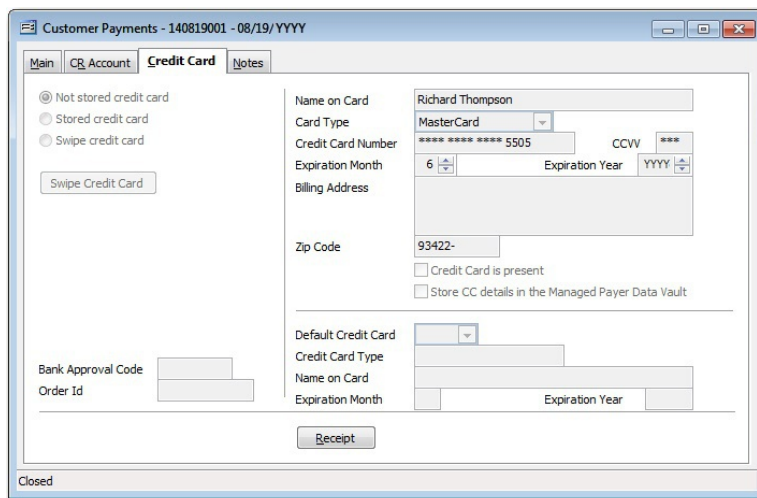
Session Date
The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Credit Card Tab
The Credit Card tab is only available if the payment type entered on the Main tab is a credit card. This tab is used to record all pertinent credit card information for this payment.

Figure: GL-105
Customer Payments Credit Card tab screen form.

Credit Card
This field displays the type of credit card based on the payment type selected on the Main tab.

Credit Card Number
This field records the customer credit card number used for payment.

Card Holder Name
This field records the name of the cardholder associated with credit card number entered.

Expiration Date
This field records the expiration date of the customer credit card used for payment. This date may be entered manually or by using the Calendar tool.

Approval Number
This field records the approval number given for this credit card transaction.

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: GL-106

Sample Customer Payments 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.

Other Cash Receipts

The Other Cash Receipts option is used to record payments received that are neither a deposit nor applied to an invoice. If the payment received is a deposit, Customer Deposits should be used to post the receipt. If the payment is to be applied to outstanding invoices, use the Customer Payments option. BIS® insures that all receipts are traceable by providing a clear and accurate audit trail. Each payment entered automatically updates the cash receipts journal, general ledger and financial statements.

Modular Menu Access
GL | Cash Receipts | Other Cash Receipts

Standard Menu Access
Transactions | Cash Receipts | Other Cash Receipts

New Record
Initial access to other cash receipts from the menu opens the Other Cash Receipts – New form. This form is used to enter new other cash receipt information. However, access to a new form when a different other cash receipt 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: GL-107
Other Cash Receipts –
New screen form.

Scrolling Through Refund Deposits' Records
Other Cash Receipts' records can be scrolled by using the VCR 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 Receipt # . Clicking on the Previous icon ![] (at the top of the screen) will open the next record of the list, according to Receipt #. Clicking on the Next icon ![] (at the top of the screen) will open the next record of the list, according to the Receipt #. Clicking on the Last icon ![] (at the top of the screen) will open the last record of the list, according to the Receipt #.

Editing an Existing Record
The list of existing Other Cash Receipts can be checked by clicking on the Magnifying Glass icon ![] (at the top of the screen) or 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: GL-108
Other Cash Receipts
Find/Search screen form.

Note that when the invoice screen 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: GL-109
Sample Other Cash
Receipts screen form that
is editable.

If the customer deposit can be edited or changed, all of its fields will be accessible. Any changes will result in reversing journal entries being created in the Customer and General Ledger Journals. The revised record will be saved with new entries to the affected journals.

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 this process.

Figure: GL-110
Sample editable Other
Cash Receipts screen form
that is editable.

Deleting a pre-existing other cash receipt will result in reversing journal entries being created in the General Ledger Journal.

Main Tab

The Other Cash Receipts option is used for refunding all or part of a customer's deposit that has previously posted using the Customer Deposits option. The Main tab records information related to the refund check written.

Figure: GL-111
Other Cash Receipts Main
tab screen form.

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

Check (Receipt) Number

This field records the customer check or receipt number, an alphanumeric field limited to ten characters.

Date Received

This field records the date the payment was received. This is the date that is hand-written or printed on the check itself. The date may be entered manually, in mm/dd/yy format, or by using the Calendar tool.

Payment Type
Records the payment type code that corresponds to this payment. These codes are maintained in the Payment Type file. The code may be entered manually or by using the Find tool.

Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Payment Types – New form to add a new payment type master record.

The payment type code may be entered manually, or the list of payment types may be examined by clicking on the Magnifying Glass icon 🔍 or pressing Ctrl+F, and double clicking on the selected payment type, but it must exist in the Payment Type master file. When an existing payment type is selected, its name appears to the right of the Payment Type code.

> ⓘ **Tip**   The Credit Card tab will be accessible only if the Payment Type is a Credit Card.

Customer ID
The Customer Id field records the customer identification number related to this record. The Customer Id may be entered manually or by using the Find tool. Please note that the customer Id title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Customers – New form to add a new customer's master record information. Right-clicking on the Customer Id hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-112
Reports directly accessible by right-clicking on the field name hyperlink

Customer File
Customer Labels

Customer Ledger
Accounts Receivable Aging
Customer Deposits
Customer Payments
Customer Refunds

The customer ID may be entered manually, or the list of customers may be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or pressing Ctrl+F, and double clicking on the selected customer, but it must exist in the Customer master file. When an existing customer is selected, its name appears to the right of the Customer Id code.

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

Amount
The Amount field records the total amount of the customer deposit. This amount must balance with the total of all the line items entered for the distribution on the table below.

Customer Terms
This field displays the payment terms established in the Customer's master record for this customer.

Customer Type
This field displays the type established in the Customer's master record for this customer.

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+) 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 this Other Cash Receipt will be credited

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.

Amount
The Amount column records the amount of the deposit for the line entered. This may be all or a portion of the amount received, as long as all line items balance with the total amount received.

Description
The Description column is used to record a brief description for the transaction line item. Clicking the button in this column allows an extended description to be recorded for the item.
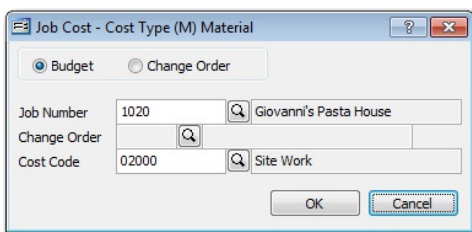
Report Code
The Report Code column is used to record a report code related to the line item, which can be used for creating customized reports.

Job
If the Other Cash Receipt selected is related to a specific job, the button in the Job column will open the Job Cost screen, where the item can be posted to a job, change order, and cost code.

Figure: GL-113
Other Cash Receipts Job sub-screen form.

Summary Area
This area displays summary information pertaining to the customer deposit, including cash account number and name and deposit total.

Cash Account
This field displays the cash account to be used for posting this customer deposit. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed.

Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL-114
Reports directly accessible
by right-clicking on the
field name hyperlink.
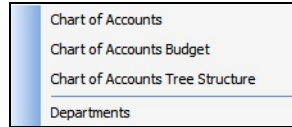
| Chart of Accounts |
| Chart of Accounts Budget |
| Chart of Accounts Tree Structure |
| Departments |

The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon 🔍 (at the top of the screen) or 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 Cash Account code.

Total
This field displays the total of all the customer deposit line item amounts. This amount must balance with the Amount field shown above.

CR Account Tab
This screen is used to change the cash account and session date defaults.

Figure: GL-115
Customer Deposits, CR
Account tab screen from.
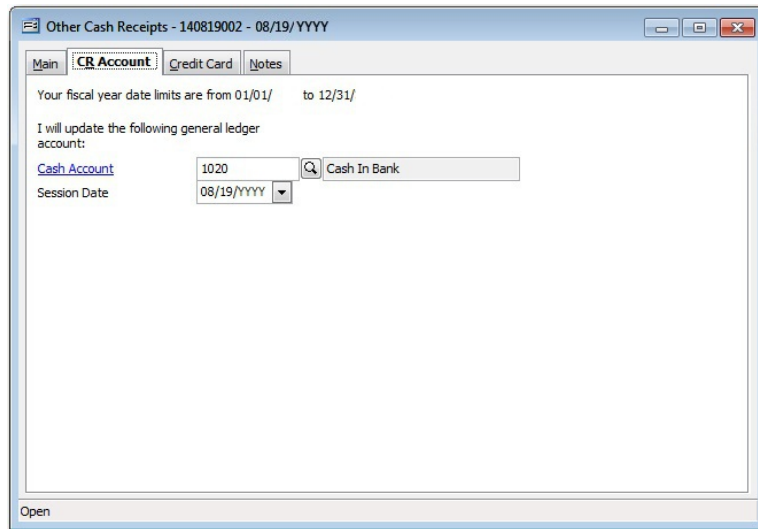
Cash Account

This field displays the cash account to be used for posting this Other Cash Receipt. The default cash account is set up in the System Wide Parameters, but can be changed on the CR Account tab. Since it is possible to have more than one checking account in the general ledger, make sure the correct account number is displayed. Please note that the Cash Account title is a hyperlink field as well as the description of the information to be entered. Left-clicking on this hyperlink opens the Chart of Accounts form. Right-clicking on the Cash Account hyperlink opens a selection of reports that can be directly accessed.

Figure: GL116
Reports directly accessible by right-clicking on the field name hyperlink.

Chart of Accounts
Chart of Accounts Budget
Chart of Accounts Tree Structure
Departments

The Cash Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon or 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 Cash Account code.

Session Date

The Session Date field records the session date for this transaction (i.e., the date the transaction is recorded). The default date is the session date entered at the Login screen. If the default is not correct for this transaction, another date may be entered here. The date may be entered manually, in the mm/dd/yy format, or by using the Calendar tool.

Credit Card Tab

The Credit Card tab is only available if the payment type entered on the Main tab is a credit card. This tab is used to record all pertinent credit card information for this payment.

Figure: GL-117
Customer Deposits Credit
Card tab screen form.

Credit Card

This field displays the type of credit card based on the payment type selected on the Main tab.

Credit Card Number

This field records the customer credit card number used for payment.

Card Holder Name

This field records the name of the cardholder associated with credit card number entered.

Expiration Date

This field records the expiration date of the customer credit card used for payment. This date may be entered manually or by using the Calendar tool.

Approval Number

This field records the approval number given for this credit card transaction.

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: GL-118
Sample Other Cash
Receipts screen form
Notes tab.
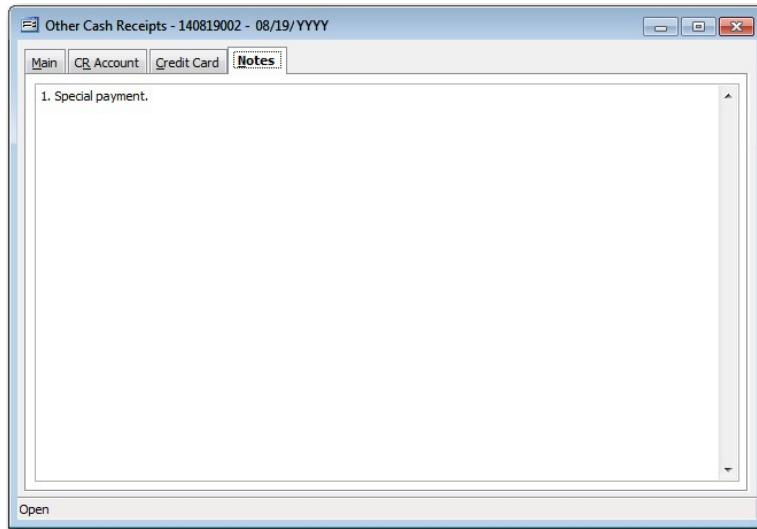
Save the Changed Record

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.

General Ledger Reports

This section covers the reports available for the General Ledger. Access to specific reports begins with the Query screen that enable you to select 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 allow 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 have 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 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. The screen presentation of most reports offers hyperlinks that enable you 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
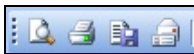
Figure: GL-119
Report Toolbar

Reports Toolbar
Preview
The Preview icon works with the Report and printing functions, allowing you to preview 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's 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 Rule 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 you to find or search 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.
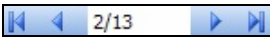
Zoom Out
 The Zoom in icon reduces the screen image by preset percentages.

Zoom Control
 The Zoom Control drop-down allows you to enlarge or reduce 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.

"VCR" Buttons
 The VCR button icons provide you with 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.

Hyperlink Appearance

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

Figure: GL-120
Hyperlink format options

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

Refresh

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

List Reports

The majority of BIS® reports are 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 you specify do not yield any records, BIS® will not allow the report to be previewed or printed.

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 you can select 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 first 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

General Ledger Report List

The following is a list of general ledger reports available in BIS®.

- Cash Disbursements Journal
- Cash Receipts Journal
- General Ledger
- Check Register

- Check List
- Cash Receipts List
- Activity by Code
- Activity by Job

Menu Access

Access to reports can be achieved via 3 different menus: Modules with Reports Group, Modules with Reports Listed, and Standard.

Reports Access via Modules with Reports Group

GL | Reports

Reports Access via Modules with Reports Listed

GL

Standard Menu

Reports | General Ledger

Cash Disbursements Journal
The Cash Disbursements Journal is a listing of payments by check date. This can be compared with the actual check records to verify that they have been entered correctly.

Access to Cash Disbursements Journal
Module Menu with Reports Group
GL | Reports | Cash Disbursements Journal

Module Menu with Reports List
GL | Cash Disbursements Journal

Standard Menu
Reports | General Ledger | Cash Disbursements Journal

Report Types
Summary
The Summary Report Type displays the checking account number, account name, check date, check number, payee name, check type, amount, and monthly totals.

Detail
The Detail Report Type also includes posting account number and name for each line item, and the line item description.

Extended
The Extended Report Type also provides the job, cost code, change order number and cost type for all line items posted to job cost files.

Order By
- Check Date
- Session Date

Options
- Show Report Criteria
- Reversing Entries
- Show Check Notes
- Show GL Extended Description
- Show User Id
- Case Sensitive

- **Fields**
- Check Date
- Check Number
- Session Date

General Ledger Account
The GL account number covered by the report is entered in this field.

Drill-Down+® Destinations

Figure: GL-121
Right-click a Check # hyperlink to access reports and other features.

✓	Edit Cash Disbursement
	Document Link
	Properties
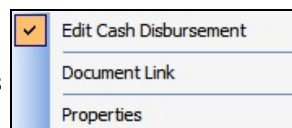
Figure: GL-122
Right-click a Job Number to access reports and other features.

✓	Job Detail Report
	Job Extended Report
	Job Markup Report
	Job Defaults Report
	Job Local Taxes Report
	Job UDF Report
	Edit Job File
	Document Link
	Properties

Cash Disbursements Journal – Summary Report

Best Construction Company

Cash Disbursements Journal
Summary Report - Account 1020, Cash In Bank   Page 1

Date	Check#	Payee	CheckType	Reconciliation Status	Session	Amount
01/13/	RERER	Mike Smith	PR	Outstanding	01/13/	-8.91
01/13/	5651	Mike Smith	PR	Outstanding	01/13/	896.10
01/14/	2323	Alissa Monte	PR	Outstanding	01/14/	0.00
01/15/	4654	Bill Johnson	PR	Outstanding	01/15/	1,517.70
01/23/	23344	Mike Smith	PR	Outstanding	01/23/	0.00
01/31/	4344	Central Coast Building Supply	AP	Outstanding	01/31/	0.00
				Cash Disbursements Listed for January		2,404.89
03/11/	6377	Mike Smith	PR	Outstanding	03/11/	2,200.00
03/11/	124	Tim Hardaway	PR	Outstanding	03/11/	2,010.00
03/14/	45656	Ted Testman	PR	Outstanding	03/14/	465.40
03/14/	2029	Tim Hardaway	PR	Outstanding	03/14/	527.88
03/14/	2030	Ted Testman	PR	Outstanding	03/14/	465.40
03/20/	1251	BK Contracting	AP	Outstanding	03/20/	500.00
03/21/	66565	Ted Testman	PR	Outstanding	03/14/	465.40
				Cash Disbursements Listed for March		6,634.08
04/24/	HGTEST2	Bill Johnson	PR	Reconciled	04/24/	5,269.91
04/24/	HGTEST3	Bill Johnson	PR	Reconciled	04/24/	5,244.91
04/24/	HGTEST4	Bill Johnson	PR	Reconciled	04/24/	8,358.95
04/24/	HGTEST12	Bill Johnson	PR	Reconciled	04/24/	8,364.38
04/24/	COTEST1	Bronco Billie	PR	Reconciled	04/24/	8,063.14
04/24/	COTEST2	Bronco Billie	PR	Reconciled	04/24/	8,062.14
04/24/	CATEST1	Bronco Billie	PR	Reconciled	04/24/	7,014.80
04/24/.	CATEST2	Bronco Billie	PR	Reconciled	04/24/	7,014.80
04/24/	CATEST4	Jumpin John	PR	Reconciled	04/24/	7,012.80
04/24/	CATEST5	Jumpin John	PR	Reconciled	04/24/	7,013.80
04/25/	TEST12	Bill Johnson	PR	Reconciled	04/25/	0.00
				Cash Disbursements Listed for April		71,419.63
05/02/	10504	Central Coast Building Supply	AP	Reconciled	08/12/	11,410.00
05/03/	10505	BK Contracting	AP	Reconciled	08/12/	4,500.00
05/03/	10506	Dry Gulch Concrete	AP	Reconciled	08/12/	4,210.00
05/03/	10507	Universal Auto Parts	AP	Reconciled	08/12/	3,500.00
05/03/	10508	Evert Equipment Repair	AP	Reconciled	08/12/	3,000.00

*** Check number 4343 (below) has been reversed ***

Date	Check#	Payee	CheckType	Reconciliation Status	Session	Amount
05/16/	4343	Central Coast Building Supply	AP	Outstanding	05/16/	0.00

*** Check number 4343A (below) has been reversed ***

Date	Check#	Payee	CheckType	Reconciliation Status	Session	Amount
05/16/	4343A	Central Coast Building Supply	AP	Outstanding	05/16/	0.00
05/16/	10503	Central Coast Building Supply	AP	Reconciled	05/16/	0.00
05/19/	2031	Bronco Billie	PR	Reconciled	05/19/	7,013.80
05/19/	2032	Bronco Billie	PR	Reconciled	05/19/	7,213.80
05/19/	2033	Bronco Billie	PR	Reconciled	05/19/	7,037.30
05/19/	T2	Tim Hardaway	PR	Reconciled	05/19/	1,005.41
				Cash Disbursements Listed for May		48,890.31

*** Check number CC 1406001 (below) has been reversed ***

Date	Check#	Payee	CheckType	Reconciliation Status	Session	Amount
06/02/	CC 1406001	Credit Card Bank Institution	AP	Outstanding	06/02/	2,500.00
06/05/	2034	Tim Hardaway	PR	Reconciled	06/05/	755.41
06/19/	2035	Bill Johnson	PR	Reconciled	06/19/	1,540.98

Figure: GL-123   General Ledger Cash Disbursements Journal, Summary Report, for cash account 1020 showing Reversing Entries, Check Notes, GL Extended Description, and User Id.

Cash Disbursements Journal – Detail Report

Best Construction Company

Cash Disbursements Journal
Detail Report - Account 1020, Cash In Bank

Page 1

Date	Check# GL Account	Payee Account Name	CheckType Description	Reconciliation Status	Session	User Id	Amount
01/13/	RERER	Mike Smith	PR	Outstanding	01/13/	ADMIN	
	2410	Union Payable 1	Union Tax Automatic Addition				0.00
	2410	Union Payable 1	Union Automatic Deduction				0.00
	2410	Union Payable 1	Union Tax Automatic Deduction				0.00
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding				-1.60
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-7.31
					CheckTotal		-8.91
01/13/	5651	Mike Smith	PR	Outstanding	01/13/	ADMIN	
	7001	Salaries & Wages-Officer	Hours on 01/13/				1,800.00
	2410	Union Payable 1	Union Tax Automatic Addition				27.00
	2410	Union Payable 1	Union Automatic Deduction				-100.00
	2410	Union Payable 1	Union Tax Automatic Deduction				-27.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding				-418.21
	2240	Payroll Taxes Payable-SIT	State Withholding				-227.66
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding				-113.27
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding				-26.49
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-18.27
					CheckTotal		896.10
01/14/	2323	Alissa Monte	PR	Outstanding	01/14/	ADMIN	
	7003	Salaries & Wages-Administration	Hours on 01/14/				-10,000.00
	7003	Salaries & Wages-Administration	Hours on 01/14/				10,000.00
					CheckTotal		0.00
01/15/	4554	Bill Johnson	PR	Outstanding	01/15/	ADMIN	
	7003	Salaries & Wages-Administration	Hours on 01/15/				2,400.00
	7007	Employee Benefits-G&A	Insurance Deduction				-48.00
	2540	401k Plan Payable	Tax Deferred Plan				-72.00
	2550	Cafeteria Plan Payable	Cafeteria Plan				-24.00
	2210	Payroll Taxes Payable-FIT	Federal Withholding				-369.03
	2240	Payroll Taxes Payable-SIT	State Withholding				-169.73
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding				-142.85
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding				-33.41
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-23.28
					CheckTotal		1,517.70
01/23/	23344	Mike Smith	PR	Outstanding	01/23/	ADMIN	
					CheckTotal		0.00
01/31/	4344	Central Coast Building Supply	AP	Outstanding	01/31/	ADMIN	
	2110	Accounts Payable-Trade	Pay Invoice 10302013-2				0.00
					CheckTotal		0.00
				Cash Disbursements Listed for January			2,404.89
03/11/	6377	Mike Smith	PR	Outstanding	03/11/	ADMIN	
	7059	Vehicle Maint/Fuel Expense	Hours on 03/08/				575.00
	7059	Vehicle Maint/Fuel Expense	Hours on 03/09/				400.00
	7059	Vehicle Maint/Fuel Expense	Hours on 03/10/				575.00
	7059	Vehicle Maint/Fuel Expense	Hours on 03/11/				650.00

Figure: GL-124 General Ledger Cash Disbursements Journal, Detail Report, for cash account 1020 showing Reversing Entries, Check Notes, GL Extended Description, and User Id.

Cash Disbursements Journal – Extended Report

Cash Disbursements Journal
Extended Report - Account 1020, Cash In Bank

Best Construction Company

Page 1

Date	Check# GL Account	Payee Account Name	Check Type Description	Reconciliation Status	Session	User Id	Code	Job	CostCode	C/O #	Type
01/13/	RERER	Mike Smith	PR	Outstanding	01/13/	ADMIN					
	1020	Cash In Bank	Mike Smith				-8.91				
	2410	Union Payable 1	Union Tax Automatic Addition				0.00				
	2410	Union Payable 1	Union Automatic Deduction				0.00				
	2410	Union Payable 1	Union Tax Automatic Deduction				0.00				
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding				-1.60				
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-7.31				
				Check Total			-8.91				
01/13/	5651	Mike Smith	PR	Outstanding	01/13/	ADMIN					
	1020	Cash In Bank	Mike Smith				896.10				
	7001	Salaries & Wages-Officer	Hours on 01/13/				1,800.00				N
	2410	Union Payable 1	Union Tax Automatic Addition				27.00				
	2410	Union Payable 1	Union Automatic Deduction				-100.00				
	2410	Union Payable 1	Union Tax Automatic Deduction				-27.00				
	2210	Payroll Taxes Payable-FIT	Federal Withholding				-418.21				
	2240	Payroll Taxes Payable-SIT	State Withholding				-227.66				
	2220	Payroll Taxes Payable-FICA	FICA Social Security Withholding				-113.27				
	2220	Payroll Taxes Payable-FICA	FICA Medicare Withholding				-26.49				
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-18.27				
				Check Total			896.10				
01/14/	2323	Alissa Monte	PR	Outstanding	01/14/	ADMIN					
	1020	Cash In Bank	Alissa Monte				0.00				
	7003	Salaries & Wages-Administration	Hours on 01/14/				-10,000.00				N
	7003	Salaries & Wages-Administration	Hours on 01/14/				10,000.00				N
				Check Total			0.00				
01/15/	4554	Bill Johnson	PR	Outstanding	01/15/	ADMIN					
	1020	Cash In Bank	Bill Johnson				1,517.70				
	7003	Salaries & Wages-Administration	Hours on 01/15/				2,400.00				N
	7007	Employee Benefits-G&A	Insurance Deduction				-48.00				
	2540	401k Plan Payable	Tax Deferred Plan				-72.00				
	2550	Cafeteria Plan Payable	Cafeteria Plan				-24.00				
	2210	Payroll Taxes Payable-FIT	Federal Withholding				-369.03				

Figure: GL-125
GL Extended Description, and User Id.

General Ledger Cash Disbursements

Cash Receipts Journal

The Cash Receipts Journal is a listing of receipts by date received. This can be compared with the actual cash receipts to verify that all records have been entered correctly.

Access to Cash Receipts Journal
Module Menu with Reports Group

GL | Reports | Cash Receipts Journal

Module Menu with Reports List

GL | Cash Receipts Journal

Standard Menu

Reports | General Ledger | Cash Receipts Journal

Report Types
Summary

The Cash Receipts Journal Summary Report displays the cash account number, account name, receipt date, check number, customer number and name, description, receipt type, receipt amount and monthly totals.

Detail

The Cash Receipts Journal Summary Report also lists the general ledger posting account number and name, line item description, related invoice number and amount applied.

Order By	Options	Fields
• Date Received	• Show Report Criteria	• Date Received
• Session Date	• Reversing Entries	• Check (Receipt) Number
	• Show Check Notes	• Customer Id
	• Show GL Extended Description	• Session Date
	• Show User Id	• Payment Type
	• Case Sensitive	

Cash Receipts Journal — Summary Report

Best Construction Company

Cash Receipts Journal
Summary Report - Account 1020, Cash In Bank   Page 1

Date	Check#	Customer Id	Customer Name	Description	Receipt Type	Session	Amount
08/04/	T101	C002	Harmon Brothers		Payment	08/04/	4,000.00
08/12/	140730002	C003	San Luis Obispo County		Payment	08/12/	5,000.00
*** check number 140819001 (below) has been reversed ***							
08/19/	140819001	C003	San Luis Obispo County		Payment	08/19/	0.00
*** check number 140819001 (below) has been reversed ***							
08/19/	140819001	C002	Harmon Brothers		Payment	08/19/	0.00
08/19/	140819001	C002	Harmon Brothers		Payment	08/19/	2,500.00
*** check number 140819002 (below) has been reversed ***							
08/19/	140819002	C002	Harmon Brothers		Other	08/19/	0.00
08/19/	140819002	C002	Harmon Brothers		Other	08/19/ .	900.00
					Cash Receipts Listed for August		12,400.00
					Total Cash Receipts Listed		12,400.00

Figure: GL-126 General Ledger Cash Receipts Journal, Summary Report, for cash account 1020 showing Reversing Entries for Customer C001.

Cash Receipts Journal — Detail Report

Figure: GL-127   General Ledger Cash Receipts Journal, Detail Report, for cash account 1020 showing Reversing Entries for Customer C001.

General Ledger
The General Ledger provides a detailed listing of transactions by account number from the chart of accounts. The amounts shown on the General Ledger are also used on financial statements. With the General Ledger, business activities can be analyzed one account at a time. This can help with locating possible problem areas before they become critical.

BIS® automatically updates the financial statements to reflect General Ledger transactions. BIS® does not allow the General Ledger and financial statements to get out of balance. For instance, if an amount that does not seem right is found while reviewing financial statements, check the General Ledger. Every transaction that has been distributed to an account can be examined. The General Ledger demonstrates the accuracy (or error) of an amount shown in any financial statement.

Access to General Ledger Report
Module Menu with Reports Group
GL | Reports | General Ledger

Module Menu with Reports List
GL | General Ledger

Standard Menu
Reports | General Ledger | General Ledger

Report Types
Summary
The Summary Report displays the report period, general ledger account number and name, beginning balance, transaction date, source journal of the transaction, debit or credit amount, monthly ending balances, activity totals and year-to-date balances.

Detail
The Detail Report also displays general ledger detail information and journal summaries.

Detail and Journals
The Detail and Journals Report also displays general ledger and journal details.

Extended
The Extended Report Type also displays the job, cost code, change order number, and cost type for all line items posted to job cost files.

Order By
• GL Account

Options
• Show Report Criteria
• Reversing Entries
• Bold Account Number and Name
• Show GL Extended Description
• Show Running Balance
• Show User Id

Fields
• GL Account
• Month (mm/yy)

Drill-Down+® Destinations

Figure: GL-128
Right-click a JE Journal Reference to display a selection of reports and other available functions.

| ✓ General Journal Detail Report |
| General Journal Extended Report |
| Edit Journal Entry |
| Document Link |
| Properties |
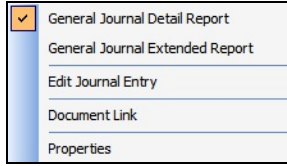
Figure: GL-129
Right-click a CD Journal Reference to display a selection of reports and other available functions.

| ✓ CD Journal Detail Report |
| CD Journal Extended Report |
| Edit Cash Disbursement |
| Document Link |
| Properties |
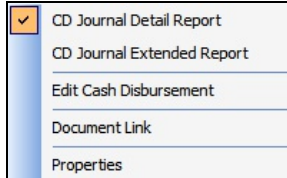
Figure: GL-130
Right-click an AR Journal Reference to display a selection of reports and other available functions.

| ✓ AR Journal Detail Report |
| AR Journal Extended Report |
| Edit Customer Invoice |
| Document Link |
| Properties |
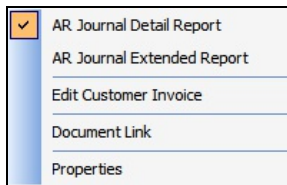
Figure: GL-131
Right-click an IN Journal Reference to display a selection of reports and other available functions.

| ✓ IA Journal Detail Report |
| IA Journal Extended Report |
| Edit Inventory Adjustment |
| Document Link |
| Properties |
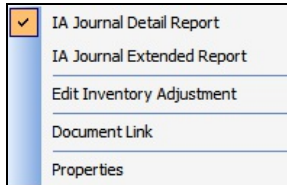
Figure: GL-132
Right-click a CC Journal Reference to display a selection of reports and other available functions.

| ✓ CC Journal Detail Report |
| CC Journal Exended Report |
| Edit Credit Card Transaction |
| Document Link |
| Properties |
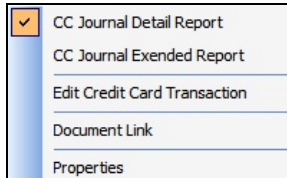
Figure: GL-133
Right-click an AP Journal Reference to display a selection of reports and other available functions.

| ✓ AP Journal Detail Report |
| AP Journal Extended Report |
| Edit Vendor Invoice |
| Document Link |
| Properties |

| ✓ Chart of Accounts Detail Report |
| Edit Account |
| Document Link |
| Properties |
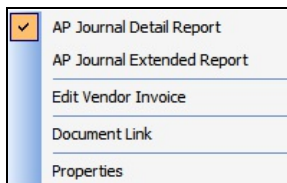
Figure: GL-134
Right-click a GL account number to directly access the Chart of Accounts Detail Report and other available functions.

| ✓ CR Journal Detail Report |
| Edit Cash Receipt |
| Document Link |
| Properties |
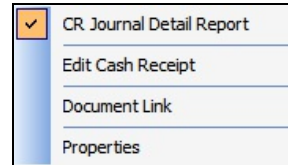
Figure: GL-135
Right-click a CR Journal Reference to directly access the CR Journal Detail Report and other available functions.

| ✓ AD Journal Detail Report |
| Edit Apply Deposit |
| Document Link |
| Properties |
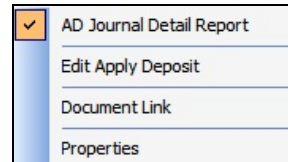
Figure: GL-136
Right-click an AD Journal Reference to directly access the AD Journal Detail Report and other available functions.

Figure: GL-137
Right-click Job Number display a selection of reports and other available functions.

| ✓ Job Detail Report |
| Job Extended Report |
| Job Markup Report |
| Job Defaults Report |
| Job Local Taxes Report |
| Job UDF Report |
| Edit Job File |
| Document Link |
| Properties |

General Ledger — Summary Report

GL Account	Account Name			Debit	Credit	Balance
Date	Journal	Reference	Description			
1015	Petty Cash					0.00
	No Activity					
1020	Cash In Bank					215,754.12
01/	CD	Summary	See CD Journal		2,404.89	213,349.23
01/	CR	Summary	See CR Journal	25,000.00		238,349.23
			January Activity	25,000.00	2,404.89	
			January Balance			**238,349.23**
03/	CD	Summary	See CD Journal		6,634.08	231,715.15
			March Activity	0.00	6,634.08	
			March Balance			**231,715.15**
04/	CD	Summary	See CD Journal		71,419.63	160,295.52
04/	CR	Summary	See CR Journal	4,500.00		164,795.52
04/	JE	Summary	See JE Journal	400.00		165,195.52
			April Activity	4,900.00	71,419.63	
			April Balance			**165,195.52**
05/	CD	Summary	See CD Journal		48,890.31	116,305.21
			May Activity	0.00	48,890.31	
			May Balance			**116,305.21**
06/.	CD	Summary	See CD Journal		2,296.39	114,008.82
06/	CR	Summary	See CR Journal	16,750.00		130,758.82
06/	JE	Summary	See JE Journal	4,000.00		134,758.82
			June Activity	20,750.00	2,296.39	
			June Balance			**134,758.82**
07/	CD	Summary	See CD Journal		755.41	134,003.41
07/	CR	Summary	See CR Journal	69,536.33		203,539.74
			July Activity	69,536.33	755.41	
			July Balance			**203,539.74**
08/	CD	Summary	See CD Journal		8,550.00	194,989.74
08/	CR	Summary	See CR Journal	12,400.00		207,389.74
			August Activity	12,400.00	8,550.00	
			August Balance			**207,389.74**
11/	CD	Summary	See CD Journal		2,458.78	204,930.96
			November Activity	0.00	2,458.78	
			November Balance			**204,930.96**
12/	CD	Summary	See CD Journal		7,500.00	197,430.96
			December Activity	0.00	7,500.00	
			December Balance			**197,430.96**
			Total Activity Listed	-18,323.16	Year to Date Balance	197,430.96
1030	Cash In Bank-Savings					0.00
	No Activity					
1040	Cash In Bank-Money Market					0.00
04/	JE	Summary	See JE Journal		400.00	-400.00

Figure: GL-138   General Ledger Summary Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

General Ledger — Detail GL Report

Best Construction Company

General Ledger
Detail GL Report, Beginning Month 01/YYYY Ending Month 12/YYYY   Page 1

GL Account		Account Name				
Date		Journal Reference	Description	Debit	Credit	Balance
1015		**Petty Cash**				0.00
		No Activity				
1020		**Cash In Bank**				215,754.12
01/	CD	Summary	See CD Journal		2,404.89	213,349.23
01/	CR	Summary	See CR Journal	25,000.00		238,349.23
			January Activity	25,000.00	2,404.89	
			January Balance			**238,349.23**
03/	CD	Summary	See CD Journal		6,634.08	231,715.15
			March Activity	0.00	6,634.08	
			March Balance			**231,715.15**
04/09/	JE	140401		400.00		232,115.15
04/	CD	Summary	See CD Journal		71,419.63	160,695.52
04/	CR	Summary	See CR Journal	4,500.00		165,195.52
			April Activity	4,900.00	71,419.63	
			April Balance			**165,195.52**
05/	CD	Summary	See CD Journal		48,890.31	116,305.21
			May Activity	0.00	48,890.31	
			May Balance			**116,305.21**
06/10/	JE	140610001		4,000.00		120,305.21
06/	CD	Summary	See CD Journal		2,296.39	118,008.82
06/	CR	Summary	See CR Journal	16,750.00		134,758.82
			June Activity	20,750.00	2,296.39	
			June Balance			**134,758.82**
07/	CD	Summary	See CD Journal		755.41	134,003.41
07/	CR	Summary	See CR Journal	69,536.33		203,539.74
			July Activity	69,536.33	755.41	
			July Balance			**203,539.74**
08/	CD	Summary	See CD Journal		8,550.00	194,989.74
08/	CR	Summary	See CR Journal	12,400.00		207,389.74
			August Activity	12,400.00	8,550.00	
			August Balance			**207,389.74**
11/	CD	Summary	See CD Journal		2,458.78	204,930.96
			November Activity	0.00	2,458.78	
			November Balance			**204,930.96**
12/	CD	Summary	See CD Journal		7,500.00	197,430.96
			December Activity	0.00	7,500.00	
			December Balance			**197,430.96**
			Total Activity Listed	-18,323.16	Year to Date Balance	197,430.96
1030		**Cash In Bank-Savings**				0.00
		No Activity				
1040		**Cash In Bank-Money Market**				0.00
04/09/	JE	140401			400.00	-400.00

Figure: GL-139   General Ledger Detail GL Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

General Ledger — Detail GL and Journals Report

						Best Construction Company

General Ledger
Detail GL and Journals Report, Beginning Month 01/YYYY Ending Month 12/YYYY   Page 1

GL Account		Account Name				
Date	Journal	Reference	Description	Debit	Credit	Balance
1015		**Petty Cash**				0.00
			No Activity			
1020		**Cash In Bank**				215,754.12
01/11/	CR	5601	Customer C002, Harmon Brothers	25,000.00		240,754.12
01/13/	CD	RERER	Mike Smith	8.91		240,763.03
01/13/	CD	5651	Mike Smith		896.10	239,866.93
01/14/	CD	2323	Alissa Monte	0.00		239,866.93
01/15/	CD	4554	Bill Johnson		1,517.70	238,349.23
01/23/	CD	23344	Mike Smith	0.00		238,349.23
01/31/	CD	4344	Central Coast Building Supply	0.00		238,349.23
			January Activity	25,008.91	2,413.80	
			January Balance			**238,349.23**
03/11/	CD	6377	Mike Smith		2,200.00	236,149.23
03/11/	CD	124	Tim Hardaway		2,010.00	234,139.23
03/14/	CD	45656	Ted Testman		465.40	233,673.83
03/14/	CD	2029	Tim Hardaway		527.88	233,145.95
03/14/	CD	2030	Ted Testman		465.40	232,680.55
03/20/	CD	1251	BK Contracting		500.00	232,180.55
03/21/	CD	66565	Ted Testman		465.40	231,715.15
			March Activity	0.00	6,634.08	
			March Balance			**231,715.15**
04/04/	CR	5555	Customer C002, Harmon Brothers	2,000.00		233,715.15
04/09/	JE	140401		400.00		234,115.15
04/10/	CR	ET1404003	Customer ,	2,500.00		236,615.15
04/24/	CD	HGTEST2	Bill Johnson		5,269.91	231,345.24
04/24/	CD	HGTEST3	Bill Johnson		5,244.91	226,100.33
04/24/	CD	HGTEST4	Bill Johnson		8,358.95	217,741.38
04/24/	CD	HGTEST12	Bill Johnson		8,364.38	209,377.00
04/24/	CD	COTEST1	Bronco Billie		8,063.14	201,313.86
04/24/	CD	COTEST2	Bronco Billie		8,062.14	193,251.72
04/24/.	CD	CATEST1	Bronco Billie		7,014.80	186,236.92
04/24/	CD	CATEST2	Bronco Billie		7,014.80	179,222.12
04/24/	CD	CATEST4	Jumpin John		7,012.80	172,209.32
04/24/	CD	CATEST5	Jumpin John		7,013.80	165,195.52
04/25/	CD	TEST12	Bill Johnson	0.00		165,195.52
			April Activity	4,900.00	71,419.63	
			April Balance			**165,195.52**
05/02/.	CD	10504	Central Coast Building Supply		11,410.00	153,785.52
05/03/	CD	10505	BK Contracting		4,500.00	149,285.52
05/03/	CD	10506	Dry Gulch Concrete		4,210.00	145,075.52
05/03/	CD	10507	Universal Auto Parts		3,500.00	141,575.52
05/03/	CD	10508	Evert Equipment Repair		3,000.00	138,575.52
05/16/	CD	10503	Central Coast Building Supply	0.00		138,575.52
05/19/	CD	2031	Bronco Billie		7,013.80	131,561.72

Figure: GL-140   General Ledger Detail GL and Journals Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and Running Balance.

General Ledger — Extended Report

Best Construction Company

General Ledger

Extended Report, Beginning Month 01/YYYY Ending Month 12/YYYY

Page 1

GL Account Date	Journal	Reference	Description	Debit	Credit	Balance Code	Job	Cost Code	C/O #	Type
1015			Petty Cash							
			No Activity			0.00				
1020			Cash In Bank							
01/	CD	Summary	See CD Journal	25,000.00		215,754.12				
01/	CR	Summary	See CR Journal	25,000.00	2,404.89	213,349.23				
			January Activity		2,404.89	238,349.23				
			January Balance			**238,349.23**				
03/	CD	Summary	See CD Journal	0.00	6,634.08	231,715.15				
			March Activity		6,634.08					
			March Balance			**231,715.15**				
04/09/	JE	140401	Test	400.00		232,115.15				
04/	CD	Summary	See CD Journal	4,500.00	71,419.63	160,695.52				
04/	CR	Summary	See CR Journal	4,900.00	71,419.63	165,195.52				
			April Activity							
			April Balance			**165,195.52**				
05/	CD	Summary	See CD Journal	0.00	48,890.31	116,305.21				
			May Activity		48,890.31					
			May Balance			**116,305.21**				
06/10/	JE	1406100001	Cash adjustment	4,000.00		120,305.21				
06/	CD	Summary	See CD Journal	16,750.00	2,296.39	118,008.82				
06/	CR	Summary	See CR Journal	20,750.00	2,296.39	134,758.82				
			June Activity							
			June Balance			**134,758.82**				
07/	CD	Summary	See CD Journal	69,536.33	755.41	134,003.41				
07/	CR	Summary	See CR Journal	69,536.33	755.41	203,539.74				
			July Activity							
			July Balance			**203,539.74**				
08/	CD	Summary	See CD Journal	12,400.00	8,550.00	194,989.74				
08/	CR	Summary	See CR Journal	12,400.00	8,550.00	207,389.74				
			August Activity							
			August Balance			**207,389.74**				
11/	CD	Summary	See CD Journal		2,458.78	204,930.96				

Figure: GL-141
Running Balance.

General Ledger Extended Report showing Reversing Entries, Bold Account Number and Name, GL Extended Description, and

Check Register

This report generates a register of all checks written from a specific account regardless of check type, including regular checks, vendor checks, payable checks, payroll checks, and customer refunds.

Access to Check Register
Module Menu with Reports Group
GL | Reports | Check Register

Module Menu with Reports List
GL | Check Register

Standard Menu
Reports | General Ledger | Check Register

Report Types
Detail
The Detail Report Type shows account number, account name, check date, check number, payee, amount, total of checks listed and indicates gaps in check sequence.

Order By
- Check Number
- Check Date

Options
- Show Report Criteria
- Reversing Entries
- Case Sensitive

- **Fields**
- Check Number
- Check Date

General Ledger Account
The GL account number covered by the report is entered in this field.

Drill-Down+® Destinations

Figure: GL-142
Right-click a CD Journal Reference to display a selection of reports and other available functions.

✓	CD Journal Detail Report
	CD Journal Extended Report
	Edit Cash Disbursement
	Document Link
	Properties
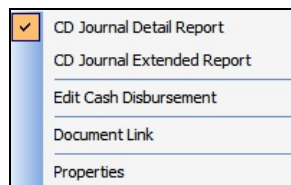
Check Register – Detail Report

Best Construction Company

Check Register
Detail Report - Account 1020, Cash In Bank   Page 1

Date		Check#	Payee	Amount	Reconciliation Status
01/03/.		2000	Bill Johnson	1,758.98	Excluded
01/03/.		2001	Mike Jarvis	850.15	Excluded
01/03/.		2002	Alissa Monte	602.54	Excluded
01/07/.		2003	Tim Hardaway	790.09	Excluded
01/07/.		2004	Joe Martinez	762.64	Excluded
01/07/.		2005	Steve Schwartz	613.18	Excluded
01/07/.		2006	Mike Smith	705.60	Excluded
01/07/.		2007	Bill Johnson	1,717.26	Excluded
01/07/.		2008	Mike Jarvis	850.15	Excluded
01/07/		2009	Alissa Monte	602.54	Excluded
01/08/.	*	10500	Central Coast Building Supply	15,000.00	Excluded
01/08/.		10501	BK Contracting	4,500.00	Excluded
01/17/.	*	2010	Tim Hardaway	749.37	Excluded
01/17/		2011	Joe Martinez	710.93	Excluded
01/17/		2012	Steve Schwartz	572.26	Excluded
01/17/.		2013	Mike Smith	770.37	Excluded
01/17/.		2014	Bill Johnson	1,717.26	Excluded
01/17/.		2015	Mike Jarvis	850.15	Excluded
01/17/		2016	Alissa Monte	602.54	Excluded
01/24/.		2017	Tim Hardaway	669.34	Excluded
01/24/.		2018	Joe Martinez	665.77	Excluded
01/24/		2019	Steve Schwartz	670.40	Excluded
01/24/		2020	Mike Smith	736.29	Excluded
01/24/		2021	Bill Johnson	1,717.26	Excluded
01/24/		2022	Mike Jarvis	850.15	Excluded
01/24/		2023	Alissa Monte	602.54	Excluded
01/24/	*	10502	Central Coast Building Supply	51,050.00	Excluded
01/24/		10503	BK Contracting	715.50	Excluded
01/31/	*	2024	Bill Johnson	3,062.48	Excluded
01/31/		2025	Mike Jarvis	1,497.33	Excluded
01/31/		2026	Alissa Monte	602.54	Excluded
01/31/		2027	Tim Hardaway	677.47	Excluded

*** check number 3232 (below) has been reversed **

| 02/28/ | * | 3232 | test | 0.00 | Outstanding |

*** check number 3324 (below) has been reversed **

| 02/28/ | * | 3324 | dhjsdsd | 0.00 | Outstanding |

*** check number 3324 (below) has been reversed **

02/28/.	*	3324	dhjsdsd	0.00	Outstanding
02/28/.	*	3232	Bank of America	1,000.00	Excluded
06/29/.	*	111	test	100.00	Excluded
06/30/.	*	1001	Regular Check	100.00	Excluded
06/30/.		1002	BK Contracting	200.00	Excluded
06/30/.		1003	BK Contracting	10.00	Excluded
06/30/.		1004	Far West Properties	100.00	Excluded
06/30/.		1005	Far West Properties	10.00	Excluded
06/30/.	*	1007	Bill Johnson	2,280.00	Excluded

Figure: GL-143   General Ledger Check Register Detail Report showing Reversing Entries.

Check List

The Check List produces as list of checks written from multiple accounts. This is a flexible report that allows the user to define the information needed.

Access to Check List
Module Menu with Reports Group
GL | Reports | Check List

Module Menu with Reports List
GL | Check List

Standard Menu
Reports | General Ledger | Check List

Report Types
Detail
The Detail Report Type displays the check date, check number, payee, amount, cash account number, check type and vendor, employee, or customer ID.

Extended
The Extended Report Type also shows whether the check is included in a 1099, the session date, and user ID.

Order By
- Check Number
- Check Date
- Cash Account
- Payee
- Amount
- Session Date

Options
- Show Report Criteria
- Reversing Entries
- Regular Checks
- Vendor Checks
- Payable Checks
- Payroll Checks
- Customer Refunds
- Customer Deposit Refunds
- Subtotals
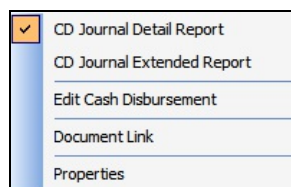- Case Sensitive

- **Fields**
- Check Number
- Check Date
- Cash Account
- Payee
- Amount
- Session Date

Drill-Down+® Destinations

Figure: GL-144
Right-click a CD Journal
Reference to display a
selection of reports and
other available functions.

✓	CD Journal Detail Report
	CD Journal Extended Report
	Edit Cash Disbursement
	Document Link
	Properties

Check List – Detail Report

							Reconciliation
Date	Check#	Payee	Amount Cash Acct	CheckType	Reference	Status

Best Construction Company

Check List
Detail Report   Page 1

Check Number 1001
| 06/30/ | 1001 | Regular Check | 100.00 1020 | REG | | Pending |
| | | Subtotal | 100.00 | | | |

Check Number 1002
| 06/30/ | 1002 | BK Contracting | 200.00 1020 | REG | Vendor0201 | Pending |
| | | Subtotal | 200.00 | | | |

Check Number 1003
| 06/30/ | 1003 | BK Contracting | 10.00 1020 | AP | 0201 | Pending |
| | | Subtotal | 10.00 | | | |

Check Number 1004
| 06/30/ | 1004 | Far West Properties | 100.00 1020 | Cust Refund | C001 | Pending |
| | | Subtotal | 100.00 | | | |

Check Number 1005
| 06/30/ | 1005 | Far West Properties | 10.00 1020 | Cust Refund | C001 | Pending |
| | | Subtotal | 10.00 | | | |

Check Number 1007
| 06/30/ | 1007 | Bill Johnson | 2,280.00 1020 | PR | E001 | Pending |
| | | Subtotal | 2,280.00 | | | |

Check Number 101
| 01/31/ | 101 | BK Contracting | 2,500.00 1020 | REG | Vendor0201 | Pending |
| | | Subtotal | 2,500.00 | | | |

Check Number 102
| 02/28/ | 102 | BK Contracting | 3,500.00 1020 | REG | Vendor0201 | Pending |
| | | Subtotal | 3,500.00 | | | |

Check Number 103
| 03/31/ | 103 | BK Contracting | 4,500.00 1020 | REG | Vendor0201 | Pending |
| | | Subtotal | 4,500.00 | | | |

Check Number 10500
| 01/08/. | 10500 | Central Coast Building Supply | 15,000.00 1020 | AP | 0101 | Pending |
| | | Subtotal | 15,000.00 | | | |

Check Number 10501
| 01/08/ | 10501 | BK Contracting | 4,500.00 1020 | AP | 0201 | Pending |
| | | Subtotal | 4,500.00 | | | |

Check Number 10502
| 01/24/ | 10502 | Central Coast Building Supply | 51,050.00 1020 | AP | 0101 | Pending |
| | | Subtotal | 51,050.00 | | | |

Check Number 10503
01/24/	10503	BK Contracting	715.50 1020	AP	0201	Pending
05/16/	10503	Central Coast Building Supply	0.00 1020	AP	0101	Reconciled
		Subtotal	715.50			

Check Number 10504
| 05/02/ | 10504 | Central Coast Building Supply | 11,410.00 1020 | AP | 0101 | Reconciled |
| | | Subtotal | 11,410.00 | | | |

Check Number 10505
| 05/03/ | 10505 | BK Contracting | 4,500.00 1020 | AP | 0201 | Reconciled |

Figure: GL-145   General Ledger Check List Detail Report showing Reversing Entries, Regular Checks, Vendor Checks, Payable Checks, Payroll Checks, Customer Refunds, Customer Deposit Refunds, and Subtotals.

Check List – Extended Report

Check List
Extended Report

Best Construction Company

Page 1

Date	Check#	Payee		Amount	Cash Account	Check Type	Reference	1099	Session	User	Rev Date	Reconciliation Status
Check Number 10503												
05/16/	10503	Central Coast Building Supply		0.00	1020	AP	0101	no	05/16/	ADMIN	/ /	Reconciled
			Subtotal	0.00								
Check Number 10504												
05/02/	10504	Central Coast Building Supply		11,410.00	1020	AP	0101	no	08/12/	ADMIN	/ /	Reconciled
			Subtotal	11,410.00								
Check Number 10505												
05/03/	10505	BK Contracting		4,500.00	1020	AP	0201	no	08/12/	ADMIN	/ /	Reconciled
			Subtotal	4,500.00								
Check Number 10506												
05/03/	10506	Dry Gulch Concrete		4,210.00	1020	AP	0301	no	08/12/	ADMIN	/ /	Reconciled
			Subtotal	4,210.00								
Check Number 10507												
05/03/	10507	Universal Auto Parts		3,500.00	1020	AP	1800	no	08/12/	ADMIN	/ /	Reconciled
			Subtotal	3,500.00								
Check Number 10508												
05/03/	10508	Evert Equipment Repair		3,000.00	1020	AP	1820	no	08/12/	ADMIN	/ /	Reconciled
			Subtotal	3,000.00								
Check Number 11272014-1												
11/27/	11272014-1	Bill Johnson		1,527.44	1020	PR	E001	no	11/27/	ADMIN	/ /	Pending
			Subtotal	1,527.44								
Check Number 11272014-2												
11/27/	11272014-2	Mike Jarvis		931.34	1020	PR	E002	no	11/27/	ADMIN	/ /	Pending
			Subtotal	931.34								
Check Number 1217-1												
12/17/	1217-1	VOID		0.00	1020	PR	E1	no	12/17/.	ADMIN	/ /	Pending
			Subtotal	0.00								
Check Number 124												
03/11/	124	Tim Hardaway		2,010.00	1020	PR	E004	no	03/11/	ADMIN	/ /	Pending
			Subtotal	2,010.00								
Check Number 1251												
03/20/	1251	BK Contracting		500.00	1020	AP	0201	no	03/20/	ADMIN	/ /	Pending

Figure: GL–146
Checks, Customer Refunds, Customer Deposit

General Ledger Check List Extended Report showing Reversing Entries, Regular

Cash Receipts List

The Cash Receipts List is a listing of receipts by check or receipt number. This can be compared with the actual cash receipts to verify that all records have been entered correctly.

Access to Cash Receipts List
Module Menu with Reports Group
GL | Reports | Cash Receipts List

Module Menu with Reports List
GL | Cash Receipts List

Standard Menu
Reports | General Ledger | Cash Receipts List

Report Types
Detail

The Cash Receipts List Summary Report displays the check or receipt number, receipt date, check number, customer Id and name, description, receipt type, session, cash account number, and receipt amount, and receipt subtotals.

Extended

The Cash Receipts List Summary Report also lists the user, reverse date, and type.

Order By
- Check (Receipt) Number
- Date Received
- Cash Account
- Customer Id
- Description
- Amount
- Session Date

Options
- Show Report Criteria
- Reversing Entries
- Customer Deposits
- Customer Payments
- Other Cash Receipts
- Subtotals
- Case Sensitive

Fields
- Check (Receipt) Number
- Date Received
- Cash Account
- Customer Id
- Description
- Amount
- Session Date
- Payment Type

Cash Receipts List — Detail Report

Figure: GL-147   General Ledger Cash Receipts List Detail Report showing Reversing Entries, Customer Deposits, Customer Payments, Other Cash Receipts, and Subtotals.

Cash Receipts List — Extended Report

Cash Receipts List
Extended Report

Best Construction Company

Page 1

Date	Check#	Customer Id	Customer Name	Description	Receipt Type	Session	Cash Acct	Amount	User	Rev. Date	Payment Type
Check (Receipt) Number 140602005											
06/02/.	140602005	C002	Harmon Brothers		Payment	08/12/	1020	8,900.00	ADMIN		Check
							Subtotal	8,900.00			
Check (Receipt) Number 140615001											
06/15/.	140615001	C001	Far West Properties		Other	08/12/	1020	7,850.00	ADMIN		VISA Credit Card
							Subtotal	7,850.00			
Check (Receipt) Number 140730001											
07/30/	140730001	C002	Harmon Brothers		Payment	08/12/	1020	2,970.00	ADMIN		Check
							Subtotal	2,970.00			
Check (Receipt) Number 140730002											
08/12/	140730002	C003	San Luis Obispo County		Payment	08/12/	1020	5,000.00	ADMIN		Check
							Subtotal	5,000.00			
Check (Receipt) Number 140730003											
07/30/	140730003	C002	Harmon Brothers		Other	08/12/	1020	5,000.00	ADMIN		VISA Credit Card
							Subtotal	5,000.00			
Check (Receipt) Number 140730006											
07/30/	140730006	C001	Far West Properties		Other	08/12/	1020	8,200.00	ADMIN		VISA Credit Card
							Subtotal	8,200.00			
Check (Receipt) Number 140730007											
07/30/	140730007	C002	Harmon Brothers		Other	08/12/	1020	6,500.00	ADMIN		MasterCard
							Subtotal	6,500.00			
Check (Receipt) Number 140731001											
07/31/	140731001	C002	Harmon Brothers		Payment	08/12/	1020	19,805.49	ADMIN		Cash
							Subtotal	19,805.49			
Check (Receipt) Number 140731002											
07/31/	140731002	C001	Far West Properties		Payment	08/12/	1020	17,060.84	ADMIN		Check
							Subtotal	17,060.84			
Check (Receipt) Number 140731005											
07/31/	140731005	C003	San Luis Obispo County		Other	08/12/	1020	10,000.00	ADMIN		MasterCard
							Subtotal	10,000.00			
Check (Receipt) Number 140819001											
08/19/	140819001	C002	Harmon Brothers		Payment	08/19/	1020	2,500.00	ADMIN		MasterCard
							Subtotal	2,500.00			

Figure: GL-148
Cash Receipts, and Subtotals.

General Ledger Activity by Code
Report codes allow users to customize the BIS® system for some of the unique aspects of the specific business enterprise. The General Ledger Activity by Code report retrieves information based upon report codes that have assigned to different transactions.

Access to General Ledger Activity by Code
Module Menu with Reports Group
GL | Reports | Activity by Code

Module Menu with Reports List
GL | Activity by Code

Standard Menu
Reports | General Ledger | Activity by Code

Report Types
Detail
The Detail Report displays the report code and description, account number and name, transaction date, source journal of the transaction, reference number, transaction description, debit or credit amount, month activity totals, account activity totals, and report code totals.

Extended
The Extended Report also shows the job number, cost code, change order and cost type for any transactions posted to a job cost file.

Order By	**Options**	**Fields**
• GL Account	• Show Report Criteria	• GL Account
	• Reversing Entries	• Report Code
	• List Blank Report Codes	• Month (mm/yy)

General Ledger Activity by Code — Detail Report

Figure: GL-149   General Ledger Activity by Code Detail Report.

General Ledger Activity by Code — Extended Report

General Ledger Activity by Code

Extended Report

Best Construction Company

Page 1

GL Account   Account Name

7059   E1000   Loader 1000
Report Code   E1000   Vehicle Maint/Fuel Expense

Date	Journal	Reference	Description	Debit	Credit Job	Cost Code	C/O#	Type
03/11/	AP	23697	Universal Auto Parts	800.00				
03/11/	CD	6377	Hours on 03/08/2014	575.00				
03/11/	CC	34211	Arco Gas	210.00				
03/11/	AP	88732	Evert Equipment Repair	1,200.00				
			March Activity	2,785.00	0.00			
			Account Activity	2,785.00				
			Report Code Activity	2,785.00				

Figure: GL-150

General Ledger Activity by Code Extended Report.

General Ledger Activity by Job

Report codes allow users to customize the BIS® system for some of the unique aspects of the specific business enterprise. The General Ledger Activity by Code report retrieves information based upon report codes that have assigned to different transactions.

Access to General Ledger Activity by Job
Module Menu with Reports Group

GL | Reports | Activity by Job

Module Menu with Reports List

GL | Activity by Job

Standard Menu

Reports | General Ledger | Activity by Job

Report Types
Detail

The Detail Report displays the job number, job name, account number and name, transaction date, source journal of the transaction, reference number, description, debit or credit amount, cost code, change order, cost type, month activity totals, account activity totals, and job activity totals.

Order By

- GL Account

Options

- Show Report Criteria
- Reversing Entries
- List Blank Job Numbers
- Case Sensitive

Fields

- GL Account
- Job Number
- Cost Code
- Month (mm/yy)

General Ledger Activity by Job — Detail Report

Best Construction Company

General Ledger Activity by Job
Detail Report   Page 1

GL Account Account Name

Date	Journal	Reference	Description	Debit	Credit	Cost Code	C/O#	Type

Job   1000   Pacific View Apartments

1110   Accounts Receivable-Trade

06/15/	CR	140615001			7,850.00			C
			June Activity	0.00	7,850.00			
07/30/	CR	140730006			8,200.00			C
07/31/	CR	140731002	Payment		100.00			C
			July Activity	0.00	8,300.00			
			Account Activity	-16,150.00				

1120   Accounts Receivable-Retention

07/31/	CR	140731002	Payment		9,960.84			C
			July Activity	0.00	9,960.84			
			Account Activity	-9,960.84				

5015   Cost of Contracts-Material

04/29/	IA	140429	Circuit Breaker		150.00	16000		M
04/29/	IA	140429	Test Item #1		50.00	06200		M
04/29/	IA	140429	Steel Box		120.00	16000		M
04/29/	AP	986	Central Coast Building Supply	120.00		06200		M
			April Activity	120.00	320.00			
			Account Activity	-200.00				

5020   Cost of Contracts-Subcontractor

08/19/	CD	2045		3,500.00		03000		S
			August Activity	3,500.00	0.00			
			Account Activity	3,500.00				
			Job Activity	-22,810.84				

Job   1010   Truesdale Elementary School

1110   Accounts Receivable-Trade

07/31/	CR	140731005			10,000.00			C
			July Activity	0.00	10,000.00			
			Account Activity	-10,000.00				

5010   Cost of Contracts-Labor

03/14/	CD	2029	Hours on 02/11/	323.03		02110		L
03/14/	CD	2029	Hours on 02/11/	512.35		02110		L
			March Activity	835.38	0.00			
06/05/	CD	2034	Hours on 05/25/	1,292.13		02600		L
			June Activity	1,292.13	0.00			
			Account Activity	2,127.51				

Figure: GL-151   General Ledger Activity by Job Detail Report.

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