

BUILDER INFORMATION SYSTEM

BIS® General Ledger Module Reference Manual

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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.

\rm Laution

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 \square 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.

<u>M</u> ain	CD Account	Print Options	Notes						
Check Check Payee	Number Date	11	•			Last En	try 2 o Increm	042 nent	
Amoun	it	0.	00					Void	
	GL Account	Account Na	ame	Amount	Description	Report Code	Job		
Þ	G	2				Q			J
_									
-									
1								•	
					Job Cost	Code Change O	rder	Cost Type	-
Cash A	Account 10	20	Cash In B	ank		Tota	al	0.0	00

Scrolling Through Vendor Invoice Records

Regular check records can be scrolled by using the VCR buttons on the toolbar \blacksquare at the top of the screen. Clicking on the First icon \blacksquare (at the top of the screen) will open the first record of the list, according to Check #. Clicking on the Previous icon \blacksquare (at the top of the screen) will open the immediately prior record of the list, according to Check #. Clicking on the Next icon \blacksquare (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon \blacksquare (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon \blacksquare (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.	Search Search Condi Fiscal	Ilar Checks h for hin Ch tion Be Year 20	eck # gin with Case Sensitive 14/01 - 2014/1	2 💌	Search Glear Ok Cancel
	Check # 2040 2041 2042	E Date 08/19/201 08/19/201 08/19/201	Reference #	Payee Latimer Productions Avion and Claw T Marshall	, ×

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.

Sample Regular Check	<u>Main</u>	Account	Print Options Not	es				
ind/Soorch	Check Num	ber	2040					
Find/Search.	Check Date		08/19/YYYY -					
	Payee		Latimer Productions					
	Amount		500.00				Void	
	GL A	ccount	Account Name	Amount	Description	Report Code	Job	-
	▶ 7019	Q	Business Promotion	500.00		Q		
]			14		
			-					
								-
	•						,	•
					Job Cost	Code Change Ord	der Cost Type None	
	Cash Accou	int 102	0 Cash	in Bank		Total	500	.00

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	Regul	ar Checks - 2	2040 - 08/19/ YYY	Y				[- 0	×
Sample Regular Check	Main	CD Account	Print Options	Notes						
screen form that is editable.	Check Number Check Date Payee Amount		08/19/YYYY Latimer Productions 500.00						Void	
	G	L Account	Account Nam	e Amount	Descripti	on	Report Code	Job		
	7019	Q	Business Promot	ion I 50	00.00		G			
		<u>2</u>								
	-									-
										-
	•								+	
					Jop	Cost (Code Change C	Irder	Cost Type None	
	Cash Ac	count 10	20 Ca	ash In Bank			Tot	al	500.0	00
Op	en									

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 \mathbf{X} (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.	Regular Checks Main CD Accou Check Number Check Date Payee Amount	nt	Print Options Notes 2040 08/19/YYYY Latimer Productions 500.00				<u>v</u> oid	
	GL Account		Account Name	Amount	Description	Report Code	lob	-
	► 7019	Q	Business Promotion I	500.00		Q		
		Q				Q		
	_							
	-	_						
	-	-						
	-							
	-							-
							•	
					Job Cost	t Code Change Ord	er Cost Type None	
								-

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.

GL-8 General Ledger

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 Ξ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon Ξ (or Ctrl+) removes the currently highlighted line from the grid of the open record.

GL Account

🄍 Tip

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.

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 Cost - C	Cost Type (O) Other	? 💌
	Budget	Change Order	
	Job Number Change Order	1010 C	Truesdale Elementary School
	Cost Code	02110 C	Demolition
			OK Cancel

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 is 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 a 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.



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

GL-10 General Ledger

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	El Regular Checks - 2040 - 08/19/YYYY
Account tab screen form	Main CD Account Print Options Notes
	Your fiscal year date limits are from 01/01/. to 12/31/
	I will update the following general ledger account:
	Cash Account 1020 Cash In Bank
	Session Date 08/19/YYYY -
	Closed

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.	Regular Checks - 2040 - 08/19/YYYY Main Print Options Output System Laser (PR Format)	
	Closed	

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 forr Print Options tab Output selection.

System Laser (PR Format)
System Laser (PR Format)
System Continuous (PR Format)
System Laser (AP Format)
System Continuous (AP Format)

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.	Eil Regular Checks - 2040 - 08/19/YYYY MainQD AccountPrint Options	
	Open	•

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 \square on the toolbar. The program will ask if the changes to the open record should be saved.

on form	Main CD Acc	ount 10	99 Print Options	Notes			
	Check Number					Last Ent	ry 2040
	Check Date	1	/ –			Auto	Increment
	Vendor Id		Q				
	Payee						
	Amount		0.00				Void
	GL Accou	nt	Account Name	Amount	Description	Report Code	Job
	Þ	Q				Q	
	•						F
				<u>]</u>	b <u>Cost Coc</u>	le Change Orde	er Cost Type
	Cash Account	1020	Cash In	Bank		Total	0.0

Scrolling Through Vendor Invoice Records

Vendor check records can be scrolled by using the VCR buttons on the toolbar $\mathbb{H} \longrightarrow \mathbb{H}$ 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.	Search Search Condi Fiscal	Search for Search in Condition Fiscal Year YYYY/01 - YYYY/12 Search Search in Case Sensitive Fiscal Year								
	Check #	Date	Reference #	Payee	Amount	Cash Acct	Exclude 1099	1099 Type ↓ ⁸ / ₂	1	1099 Payment/Deduction
	2014-1 2014-2	12/09/	0201	BK Contracting BK Contracting	1,500.00	1020	No	1 - 1099-MISC 2 - 1099-DIV	1a -	Total Ordinary dividends
	2014-3	12/09/	0201	BK Contracting	3,500.00	1020	No	3 - 1099-INT	1 -	Interest income

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.



Main	D Account	1099	Print Option:	s <u>N</u> otes			
Check Nur	mber	2014-2					
Check Dat	te	12/09/	YYYY				
Vendor Id	IS IN I	0201	Q	BK Contracting			
Payee		BK Con	tracting				
Amount			2,500.00				Void
GL	Account	Acc	ount Name	Amount	Description	Report Code Jo	b
7065	Q	Miscella	aneous Exper	2,500.00		Q	
	Q)				Q	.]
_							2 2
-		-					
-							
-		-					
-							
•							+
				Job	Cost Code	Change Order	Cost Type None
Cash Acco	unt 102	0	Cash Ir	n Bank		Total	2,500.0

To access the information when the record appears on the screen, it is necessary to press the Open icon \square 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 \boxtimes (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.	Vendor Checks - Main CD Accoun Check Number Check Date Vendor Id Payee Amount	2014-2 - 12/09/ YYYY t 1099 Print Option 2014-2 12/09/ YYYY ▼ 0201 C BK Contracting 2,500.00	s Notes			
	GL Account	Account Name	Amount	Description	Report Code la	sh i
	7065	Miscellaneous Exper	2 500 00	Description		
					Q.	· · · · · · · · · · · · · · · · · · ·
			Job	Cost Code	Change Order	Cost Type None
	Cash Account 1	020 Cash I	n Bank		Total	2,500.00
	Open					

GL-16 General Ledger

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 \mathbb{E} (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon \mathbb{E} (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	📑 Job Cost - (rial 🔹 💽 🗾	3	
Cost Type (M) Material	Budget	Change Order		
	Job Number Change Order	1010	C Truesdale Elementary School	
	Cost Code	02000	Site Work	
			OK Cancel	

GL-18 General Ledger

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 \square or pressing Ctrl+F.

Change Order

Figure: GL-19	📑 Job Cost - (Cost Type	e (S) Sub	contr	ract 💦 💌
Cost Type (S) Subcontract	Budget	Cha	ange Ord	er	
sub-screen form.	Job Number	1010		Q	Truesdale Elementary School
	Change Order	harre	4	0	B hu -
	Cost Code	02110		Q	Demolition
					OK Cancel
	Subcontract			3,000	0.00
	Change Orders			0).00
	Revised Subcon	ntract		3,000).00
	Incurred Cost			0). <mark>0</mark> 0
	Backcharges			0	0.00
	Balance			3,000	0.00
	This Amount			0	0.00
Figure: GL-20	📑 Job Cost - (Cost Type	e (O) Oth	ner	? 💌
Cost Type (O) Other sub-	Budget	Cha	ange Ord	er	
Screen form used for Equipment and Other	Job Number	1010		Q	Truesdale Elementary School
transactions.	Change Order		Q		

02110

Cost Code

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 is or pressing Ctrl+F.

OK

Cancel

Q Demolition

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 \square .

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.

? X

Cancel

Figure: GL-21	📑 Job Cost - (Cost Type	(S) Subcontra	ct	?
Subcontract, showing	Budget	Chai	nge Order		
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.	Job Number Change Order Cost Code	1010 02110	Q Q Q	iruesdale Elementa Job Budget Cost Code	Cance
	Subcontract Change Orders		3,000.00		
	Revised Subcon Incurred Cost	tract	3,000.0	00	
	Backcharges		0.0	00	

Balance

This Amount

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.

3,000.00

0.00

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.

<u>Job</u>

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.



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.	Section 2045 - 08/19/ YYYY	
	Your fiscal year date limits are from 01/01/ to 12/31/	
	I will update the following general ledger account:	
	Cash Account 1020 Session Date 08/19/YYYY	
	dud	
	Liosed	

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.	El Vendor Checks - 2045 - 08/19 Main CD Account 1099 Print Exclude 1099 Exclude 1099 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 1000 10000 1000 <t< th=""><th></th></t<>			
	1099 Type	1 -	1099-MISC Miscellaneous Income	
	1099 Payment/Deduction	7 👻	Nonemployee compensation	
	Closed			

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 Checks -	2045 - 08/19/2014	
Vendor Check Print	Main CD Account	1099 Print Options Notes	
	Output	System Laser (PR Format)	

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	System Laser (PR Format) 🛛 🗸 🗸
Vendor checks screen form	System Laser (PR Format)
Print Options tab Output	System Continuous (PR Format)
selection.	System Laser (AP Format)
	System Continuous (AP Format)

Closed

Notes Tab

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

Figure: GL-28 Sample Vendor Checks	El Vendor Checks - 2045 - 08/19/ YYYY	
sample Vendor Checks screen form Notes tab.	Main CD Account 1099 Print Options Notes 1. Early completion phase 1. 1.	
	Open	

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.

GL-24 General Ledger

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 \Box on the toolbar. The system will ask, however, to save any changes to the open record.

Figure: GL-29	El Payable Checks - New	- • •
Payable Checks - New screen form.	Main CD Account Print Options Notes Check Number	Void Amt Due
	AP Account Account Name Invoice Date Due Date Discount Date	Discount Amt 0.00
	Cash Account 1020 Cash In Bank Total	0.00
	New	

Scrolling Through Vendor Invoice Records

Vendor check records can be scrolled by using the VCR buttons on the toolbar $\blacksquare \blacksquare \blacksquare \blacksquare$ at the top of the screen. Clicking on the First icon \blacksquare (at the top of the screen) will open the first record of the list, according to Vendor Id. Clicking on the Previous icon \blacksquare (at the top of the screen) will open the next record of the list, according to Vendor Id. Clicking on the Next icon \blacksquare (at the top of the screen) will open the next record of the list, according to the Vendor Id. Clicking on the Last icon \blacksquare (at the top of the screen) will open the next record of the list, according to the Vendor Id. Clicking on the Last icon \blacksquare (at the top of the screen) will open the next 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 \square (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.



Search	n for								Search
Search	nin	Check #						-	Clear
Condit	tion	Begin with						-	<u>O</u> k
	[Case Sensitive							Cancel
Fiscal	Year	YYYY/01 - YYYY/:	12				-		
Check #	Dat	e Reference a	≠ Payee	Amount	Cash Acct	Exclude 1099	1099 Type	1099 Payme	nt/Deduction
10503	05/16/	0101	Central Coast Building Supply	0.00	1020	No			
10504	05/02/	0101	Central Coast Building Supply	11,410.00	1020	No			
10505	05/03/	0201	BK Contracting	4,500.00	1020	No			
10506	05/03/	0301	Dry Gulch Concrete	4,210.00	1020	No			
10507	05/03/	1800	Universal Auto Parts	3,500.00	1020	No			
10508	05/03/	1820	Evert Equipment Repair	3,000.00	1020	No			
1251	03/20/	0201	BK Contracting	500.00	1020	No			
4344	01/31/	0101	Central Coast Building Supply	0.00	1020	No			

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.

D Accourt	nt Print Options		Notes							
ck Number	2046								Void	-
ck Date	08/19/.YYYY	+							1010	-
dor Id	0101		Q							
ee	Central Coast	Bu	ilding Supply							
ount	4,000	.00								
Invoice Numb	er Invoice Da	te	Invoice Amt	Retention	Discount	Amt Paid	Amt Due	Net Due	Amt to Pay	1
89	Q 07/17/YYYY	Ŧ	2,500.00		0.00	2,000.00			2000.00]
55	Q 05/30/YYYY	-	2,500.00		0.00	2,000.00			2000.00	
	Q //	-								
								-		
									•	
Account A 10 A	ccount Name ccounts Payable-1	Trad	le	Invoice Dat 07/17/.	te Due D 08/16	ate Disc	ount Date /	2	Discount Ar 0.0	nt
Account	1020	C	ash In Bank				Total		4,000	.0
	dc Number dc Date dc Date dor Id ee unt Invoice Numb 89 55 55	I. J GD Account Print Options dc Number 2046 dc Date 08/19/.YYYY dor Id 0101 ee Central Coast unt 4,000 Invoice Number Invoice Date 09 07/17/YYY SS 05/30/YYYY Invoice Number / /	D CD Account Print Options dc Number 2046 dc Date 08/19/ YYYY ▼ 0101 0000 ee Central Coast Bu unt 4,000.00 Invoice Number Invoice Date 89 Q 07/17/YYY ▼ Q 05/30/YYY ▼ Q / / Account Account Name Account SPayable-Trac	I QD Account Print Options Notes dc Number 2046	Description Notes QD Account Print Options Notes dc Number 2046 08/19/YYYY Q dor Id 010 Q Q ee Central Coast Building Supply Q Q Invoice Number Invoice Date Invoice Amt Retention B9 Q 07/17/YYY 2,500.00 Q 55 Q 05/30/YYYY 2,500.00 Q / / Q Account Account Name Invoice Date Invoice Date Q Q Q Q Account Account Name Invoice Date Invoice Date Q	I QD Account Print Options Notes dc Number 2046 08/19/ YYYY 0 dor Id 0101 Q ee Central Coast Building Supply 0 unt 4,000.00 Invoice Number Invoice Date Invoice Number Invoice Date Invoice Amt Retention Discount 89 Q0 7/17/YYYY 2,500.00 0.00 55 Q0 5/30/YYYY 2,500.00 0.00 Q1 / V V V Account Account Name Invoice Date O7/17/. 08/16 Account Account Name Invoice Date 07/17/. 08/16	I Options Notes dc Number 2046 08/19/ YYYY 0 dor Id 0101 0 0 ee Central Coast Building Supply 0 0 unt 4,000.00 Invoice Number Invoice Date Invoice Ant Retention Discount Ant Paid 89 07/17/YYYY 2,500.00 0.00 2,000.00 55 05/30/YYYY 2,500.00 0.00 2,000.00 C 1/ - - - - Account Account Name Invoice Date Invoice Date Discount Ant Paid Account Account Name Invoice Date Invoice Date Discount Account 1020 Cath In Endution - - - - - - -	I Options Notes dc Number 2046 08/19/ YYYY 0 dor Id 0101 0 0 ee Central Coast Building Supply 0 0 unt 4,000.00 Invoice Ant Retention Discount Ant Paid Ant Due 89 07/17/YYYY 2,500.00 0.00 2,000.00 0 0 55 05/30/YYYY 2,500.00 0.00 2,000.00 0	Image: Control print Options Notes dc Number 2046 dc Number 08/19/ YYYY dc Id 0101 ee Central Coast Building Supply unt 4,000.00 Invoice Number Invoice Amt Retention Discount Amt Due Net Due 89 0/07/17/YYY 05/30/YYYY 2,500.00 0.00 2,000.00 Image: Contral Coast Building Supply 1// 2,500.00 0.00 2,000.00	Image: Print Options Notes dc Number 2046 Void dc Number 08/19/YYYY Void dor Id 0101 Void ee Central Coast Building Supply Void unt 4,000.00 Invoice Date Invoice Amt Retention Invoice Number Invoice Date Invoice Amt Retention Discount 39 07/17/YYY 2,500.00 0.00 2,000.00 2000.00 55 05/30/YYY 2,500.00 0.00 2,000.00 2000.00 Cartral Coast Building Supply Invoice Date Invoice Amt Retention Invoice Name Invoice Amt Retention Invoice Date Invoice Date

To access the information when the record appears on the screen, it is necessary to press the Open icon \square 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.

Main	CD Account	Print Options	1	lotes						
Check	Number	2046								Void
Check	Date	08/19/YYYY	•							void
Vendo	Id	0101	_	Q						
Pavee		Central Coast	Bui	Iding Supply	6					
Amour	t	4,000	.00							
In	voice Number	Invoice Da	te	Invoice Amt	Retention	Discount	Amt Paid	Amt Due	Net Due	Amt to Pay
▶ 789	Q	07/17/YYYY	-	2,500.00	0.00	0.00	, and	1,500.00	,500.00	2000.00
555	a	05/30/YYYY	-	2,500.00		0.00		1,500.00	,500.00	2000.00
	Q	11	-]						
_					_					
-									<u>.</u>	
1										
AP Ac 2110	count Acco	ount Name ounts Payable-1	rad	e	Invoice Da 07/17/	te Due 08/1	Date Di 6/ /	scount Date	e	Discount A
	10	20		1.1.0.1				Total		4.000

GL-26 General Ledger

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 \boxtimes (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.	Payable Checks - MainCD Account Check Number Check Date Vendor Id Payee Amount	2046 - 08/19/ YY Print Options 2046 08/19/YYYY 0101 Central Coast B 4 000 0	Notes						<u>v</u> oid	
	Invoice Number	Invoice Date	Invoice Am	t Retention	Discount	Amt Paid	Amt Due	Net Due	Amt to Pay	*
	789	07/17/YYYY	2,500.00	0.00	0.00		2,500.00	,500.00	2000.00	
		1 / / ·								-
	AP Account Acc 2110 Acc	ount Name ounts Payable-Tra	Invoice Dati de 07/17/		te Due Date D 08/16/		Discount Date		Discount Ar 0.0	nt 10
	Cash Account 1	020	Cash In Bank				Total		4,000	00
	Open									

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.



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 I (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon I (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.
GL-28 General Ledger

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 \square (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.



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.

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 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 Main CD Account Print Options Notes Payable Checks form CD to 12/31/ Your fiscal year date limits are from 01/01/ Account tab screen form. I will update the following general ledger accounts: 1020 Cash In Bank Cash Account Discount Taken Account 5090 Q Discounts Taken-A/P 08/19/YYYY -Session Date Open

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.



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



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

Cale	ndar				-8			
00	tober		October 🗸 YYYY					
Sun	Mon	Tue	Wed	Thu	Fri	Sat		
27	28	29	30	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		
1	2	3	4	5	6	7		

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.	Payable Checks - 2046 - 08/19/ YYYY Main CD Account Print Options Notes Output System Laser	
	Open	

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.

System Laser (PR Format)
System Laser (PR Format)
System Continuous (PR Format)
System Laser (AP Format)
System Continuous (AP Format)

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.

Main CD Account Print Options 1. Early delivery of materials.	
1. Early delivery of materials.	•
	Ŧ

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 \square on the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: GL-53	🖻 Refund Invoices -	New					- • ×
Refund Invoices – New	Main CD Account	Print Option	ns <u>N</u> otes				
creen form.	Check Number Check Date <u>Customer Id</u> Payee	11	•				Void
	Amount		0.00				
	Invoice #	Chk. Date	Over Paid Inv Disc	Amt to Refund	Disc to Refund	Description	Report Code 🔺
							-
	<						• •
	Account Acco	ount Name		Invo	oice Total Amt 0.00	Invoice Paid Amt 0.00	Invoice Disc Given 0.00
	Cash Account 1	020	Cash In Bank			Total	0.00
	New					stal Amt Invoice Paid Amt Invoice Disc 0.00 0.00 Total	

Scrolling Through Refund Invoices' Records

Refund invoices check records can be scrolled by using the VCR buttons on the toolbar $[M \triangleleft PM]$ at the top of the screen. Clicking on the First icon [M] (at the top of the screen) will open the first record of the list, according to Check # . Clicking on the Previous icon [M] (at the top of the screen) will open the next record of the list, according to Check #. Clicking on the Next icon [P] (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon [M] (at the top of the screen) will open the next record of the list, according to the Check #. Clicking on the Last icon [M] (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 \Box (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.



Search Search Conditio	for in (Check # Begin with						•	<u>S</u> earch <u>C</u> lear <u>O</u> k
Fiscal Y	ear	Case Sensitive	2				•		Cancel
Check #	Date	Reference #	Payee	Amount	Cash Acct	Exclude 1099	1099 Type	1099 Paym	ent/Deduction
.101	00/0 4 /	002	namon brouners	3,000.00	1020	NO			

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.

een form that is	Main	CD Account	erint Optio	ns <u>N</u> ote	s			
table	Check	Number	R101					Void
lable.	Check	Date	08/04/YYY	Y 👻				
	Custor	ner Id	C002	Q	Harmon Brothers			
	Payee		Harmon Bro	others				
	Amour	nt	3,0	00.00				
	I	nvoice #	Chk. Date	Over Paid	I Inv Disc Amt to Refund	Disc to Refund	Description	Report Code 🔺
	Þ	147 🔍 (08/04/ YY 🚽		3,000.00	0.00	Refund Check	
	٠ .							P.
	<u>Accou</u> 4010	nt Acc Cor	ount Name ntract Revenu	e	Invoid	e Total Amt 0.00	Invoice Paid Amt 3,000.00	Invoice Disc Given 0.00
	Cash A	ccount 1	1020	Cash I	in Bank		Total	3,000.00

To access the information when the record appears on the screen, it is necessary to press the Open icon \blacksquare 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 \bowtie (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.

	D Accou	nt Print C	ptio	ns <u>N</u>	lotes	3					
Check Nur	nber	R101								Void	
Check Dat	e	08/04/	YYYY	(-						<u></u>	
Customer	Id	C002			Q	Harmon	Brothers				
Payee		Harmon	n Bro	thers							
Amount			3,0	00.00							
Invo	ce #	Chk. Da	te	Over	Paid	Inv Disc	Amt to Refund	Disc to Refund	Description	Report Code	
	147 🔍	08/04/YY	-			100.00	3,000.00	100.00	Refund Check 🔜		
	Q	11	-								
											Ŧ
Account 4010	A	ccount Nam Contract Rev	e /enu	e			Invoice	Total Amt 0.00	Invoice Paid Amt 3,000.00	Invoice Disc Give	en DO
Cash Acco	unt	1020		Ca	sh Ir	n Bank			Total	3,000.	00

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	🖻 Refund Invoices -	R101 - 08/1	9/ YYYY						x
	Main CD Account	Print Optio	ns <u>N</u> otes						
form.	Check Number Check Date Customer Id	R101 08/04/YYYY C002	•	Harmon B	Brothers			Void	
	Payee	Harmon Bro	thers						
	Amount	3,0	00.00	Inv Dine	Anthe Defined	Directo Defined	Description	Denset Code	
	147 Q 0	8/04/YY	Over Paid	100.00	3,000.00	100.00	Refund Check	Report Code	^
	Q	// 💌]	
	•							Þ	
	Account Acco 4010 Con	ount Name tract Revenu	e		Invoice	e Total Amt 0.00	Invoice Paid Amt 3,000.00	Invoice Disc Give 0.	en 00
	Cash Account 10	020	Cash Ir	n Bank			Total	3,000	.00
	Open								
l				_					_

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 \blacksquare (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon \blacksquare (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.

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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 \square (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.



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.



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.	Eint Options Notes Main CD Account Print Options Notes Your fiscal year date limits are from 01/01/ to 12/31/ I will update the following general ledger accounts:	
	Cash Account 1020 Cash In Bank Discount Taken Account 4700 Returns and Allowances Session Date 08/04/YYYY	
	Open	

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.

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 in the Chart of Account is 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.

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Figure: GL-63 Calendar tool.

Cale	ndar				-9	
00	tober		Oct	ober	~	mr
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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	E Refund Invoices - R101 - 08/19/ YYYY	- • •
Refund Invoices Print Options tab screen form	Main CD Account Print Options Notes	
Options tab screen form.	Output System Laser (PR Format)	

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.

Syste	n Laser (PR Format)
Syster) Laser (PR Format)
Syster	1 Continuous (PR Format)
Syster	Laser (AP Format)
Syster	Continuous (AP Format)

Open

Notes Tab

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



Main	CD Account Pr	int Options Notes	
Cust	omer Error.		*

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 \Box on the toolbar. The system will ask, however, if any changes to the open record should be saved.

loid
de 🔺
•
0.00
0.00

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.	Refund Deposits Search for Search in Check # Condition Begin with Case Sensitive Fiscal Year YYYY/01 - YYYY/12						•	Search Glear Ok Cancel				
	Check # 2047	Da	ate 9/	Reference # C002	Payee Harmon Brothers	Amount 10,000.00	Cash Acct	xclud 1099 No	1099 Туре	1099 Payn	nent/Deduction	*
												•

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 icon on the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.



Main	CD Account	t	Print Options	No	ites				
Check	Number	[2047					Void	
Check	Date		08/19/YYYY	-				_	
Custon	ner Id		C002		Harmon Brothers				
Payee			Harmon Broth	ers					
Amoun	t	1	10,000	.00					
	Deposit #		Chk. Date		Balance	Amt to Refund	Description	Report Code	
1		Q,	01/11/ YYYY	•	15,000.00	10,000.00	Refund Check fi 📖		
		Q,	11	•					
_		_		_					
_		_		_					
-		-		-					
_		- 12		- 1					-
•									
Accou	nt Ac	cou	nt Name						٦
2060	Ci	isto	mer Deposits						
Cash A	count	102	0	Cas	h In Bank		Total	10,000.	00

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 \bowtie (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.

Main CD Account	Print Options	Notes			
Check Number	2047				Void
Check Date	08/19/YYYY				<u> </u>
Customer Id	C002	A Harmon Brother	S		
Payee	Harmon Brother	s			
Amount	10,000.0	0			
Deposit #	Chk. Date	Balance	Amt to Refund	Description	Report Code
1 0	01/11/ YYYY	• 15,000.00	10,000.00	Refund Check fi 📖	
Q	11	•			
	8				
-	2				
					-
•					•
Account Acco 2060 Cus	tomer Deposits				
Cash Account 10)20	Cash In Bank		Total	10,000.00

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.

GL-44 General Ledger

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.	ERefund Deposits -	- 2047 - 08/19/YYY Print Options 1 2047 08/19/YYYY ▼ C002 Harmon Brothers 10.000.00	y lotes A Harmon Brothers	5		<u>v</u> oid	3
	Deposit #	Chk Date	Balance	Amt to Refund	Description	Report Code	
	1 0	01/11/ 1/1/	15,000.00	10,000.00	Refund Check fi	Report code	
		1/ -					
		III ount Name				4	•
	2060 Cus	stomer Deposits			0.0 10.400 (2010)		
	Cash Account 10	020 C	ash In Bank		Total	10,000	.00
	Open						

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

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.

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 \blacksquare (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon \blacksquare (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 \square (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

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
9	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 (a) (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.	Einer Refund Deposits - 2047 - 08/19/YYYY Main CD Account Print Options Notes Your fiscal year date limits are from 01/01/ to 12/31/ I will update the following general ledger account:	
	Cash Account Session Date 1020 Cash In Bank 08/19/YYYY Open	

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-77Reports directly accessibleby right-clicking on thefield 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 in the Chart of Account is 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.

00	tober		Octo	ober	\sim	mr
Sun	Mon	Tue	Wed	Thu	Fri	Sal
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

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.	Refund Deposits- 2047 - 08/19/YYYY Main D Account Print Options Notes Output System Laser (PR Format)	
	Copen	-

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.

System Laser (PR Format)
System Laser (PR Format)
System Continuous (PR Format)
System Laser (AP Format)
System Continuous (AP Format)

Notes Tab

Figure: GL-81

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



Save the Changed Record

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

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.

🄃 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 in 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.	El Customer Deposits - New Main CR_Account Gredit-Gard Notes							
	Check (Receipt) Number Date Received <u>Payment Type</u> <u>Customer Id</u>			Customer Terms				
	Description	0.00		Customer Type				
	GL Account A	ccount Name Deposit # Amount	Description Re	port Code	*			
	Cash Account 1030	Cash In Bank-Savin	gs	Total	0.00			
	New							

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 *[2]* (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.



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-84

Figure: GL-83

Customer Deposits

Sample Customer Deposi screen form that is editable.

	unt∥⊆	redit Card	Notes					
heck (Receipt) I	Number	5601						
ate Received		01/11/11	r¥ 👻					
ayment Type		CASH	QC	ash				
Customer Id		C002		Q Ha	rmon Brothers		Customer Terms	2%-10/NET 3
escription							Customer Type	Open Item
mount		25,	00.00					
GL Account	nt	Account Nar	ne De	posit #	Amount	Description	Report Code	
2060	୍ଦ୍ର ପ	ustomer Dep	osits 1		25,000.00		Q	
	Q						Q	
					2			
			-					
4								
			0.1.	Deals			Total	25.000
	heck (Receipt) I ate Received ayment Type ustomer Id escription mount GL Accour 2060	keck (Receipt) Number ate Received ayment Type ustomer Id escription mount GL Account 2060 Q Q Image: Account Image: Account	heck (Receipt) Number ate Received ayment Type ustomer Id CASH COO2 escription mount 25,/ GL Account Customer Dep Customer Dep Customer Dep	heck (Receipt) Number ate Received ayment Type ustomer Id construction mount CASH C CO02 CASH C CO02 CASH C CO02 CASH C CO02 CASH C CO02 CASH C CO02 CO02 CASH C CO02 CO02 CASH C CO02 CO02 CASH C CO02 CO02 CASH C C CO02	heck (Receipt) Number ate Received ayment Type ustomer Id cASH Cash C002	heck (Receipt) Number 5601 ate Received 01/11/YYYY ▼ ayment Type CASH ustomer Id C002 escription 25,000.00 GL Account Account Name 2060 Customer Deposit # Amount 25,000.00 Q Lamount	heck (Receipt) Number 5601 ate Received 01/11/YYYY ♥ ayment Type CASH Cash ustomer Id C002 Harmon Brothers escription 25,000.00 GL Account Account Name 2060 Customer Deposit # Amount Description CQ Image: Account Account Name 040 Image: Account Account Account Account Account 050 Customer Deposit # Amount 050 Image: Account A	heck (Receipt) Number tate Received ayment Type CASH C Cash Customer Terms Customer Terms Customer Terms Customer Terms Customer Terms Customer Type Customer Type Customer Type Customer Type Customer Type Customer Type Customer Type Customer Terms Customer Terms Cust

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 \boxtimes (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.

Check (Receipt) Nu Date Received Payment Type	ımber	5601 01/11/YYYY	• Cash				
Customer Id		C002	Q Ha	rmon Brothers	5	Customer Terms	2%-10/NET 30
Description						Customer Type	Open Item
Amount		25,000.	00				
GL Account		Account Name	Deposit #	Amount	Description	Report Code	
2060	Qa	istomer Deposits	1	25,000.00		Q	
-	Q					Q	
-							
	-						
•							•
Cash Account	1020	Cas	h In Bank			Total	25 000 00
Cash Account	1020	Cas	h In Bank			Total	25,000.00

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.

ample Customer Deposits lain tab screen form.	<u>M</u> ain Check (R Date Rec	C <u>R</u> Account eceipt) Numbe eived	<u>Credit Card</u> <u>Note</u> r <u>5601</u> 01/11/YYYY	es •				
	Payment	Туре	CASH Q	Cash				
	Custome	r Id	C002	C002 Q Harmon Brothers			Customer Terms	2%-10/NET 30
	Descriptio	on					Customer Type	Open Item
	Amount		25,000.	00				
	GL	Account	Account Name	Deposit	# Amount	Description	Report Code	
	2060	Q	Customer Deposits	1	25,000.00		Q	
		Q					Q	
	-							
								•
	Cash Acc	ount 102	0 Cas	h In Bank			Total	25,000.00

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 in 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.

GL-54 General Ledger

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 Ξ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon Ξ (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.

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-88

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



The Cash Account may be entered manually, or the list of GL accounts may be examined by clicking on the Magnifying Glass icon (a) (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	El Customer Deposits - 5601 - 01/11/ YYYY							
Customer Deposits, CR	Main CR Account Gredit Card Notes							
Account tab screen nom.	Your fiscal year date limits are from 01/01/ to 12/31/							
	I will update the following general ledger account:							
	Cash Account 1020 Cash In Bank							
	Session Date 08/19/YYYY 💌							
	Open							

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 in 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	El Customer Deposits - 5601 - 01/11/ YYYY								
Card tab acroon form	Main CR Account Credit Card Notes								
Card tab screen form.	 Not stored credit card Stored credit card 	Name on Card Eric Hamon							
	 Swipe credit card 	Credit Card Number 9559 0551 3484 1101 CCVV 598							
	Swipe Credit Card	Expiration Month 8 x Expiration Year YYYY x							
		Zip Code 93420- Credit Card is present Store CC details in the Managed Payer Data Vault							
	Bank Approval Code	Default Credit Card Credit Card Type Name on Card Expiration Month Expiration Year							
		Receipt							
	Open								

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	🖻 Customer Deposits - 5601 - 01/11/2014	
Sample Customer Deposits	Main CR_Account Qredit Card Notes	
	1. Deposit on account.	^
	Upen	

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 in the toolbar. The system will ask, however, if any changes to the open record should be saved.

Figure: GL-93	E Customer Payments -	New				- • •
Customer Payments – New	Main CR Account Cr	edit Card Notes				
screen form.	Check (Receipt) Number Date Received	11				
	Payment Type	Q				
	Customer Id	Q			Customer Type	
	Description					
	Amount	0.00	n			
	Invoice # Invoice A	mt Amt to Pay Disc Am	t Description I	Report Code Job 🔺	Invoice	
	Q		Payment	Q	Disc Date	11
					Due Date	11
					Disc Allowed	0.00
					Amount Due	0.00
					Net Due	0.00
					Remaining	0.00
	AD Account Account	lame		•	Jah	Application
	AK ACCOUNT ACCOUNT	vame		erns	000	Application
	Cash Account 1030	Cash In Bar	k-Savings		Total	0.00
	New					
L						

Scrolling Through Refund Deposits' Records

Customer Payment records can be scrolled by using the VCR buttons on the toolbar \mathbb{H} 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 d (at the top of the screen) will open the next record of the list, according to Receipt #. Clicking on the Next icon [2] (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.



Search fo Search in	r Receip	ot #			•		earch Clear	_
Condition	Begin	with			-		<u>O</u> k	
Fiscal Yea	Cas	e Sensitive 01 - YYYY/1	2	•			ancel	
Receipt #	Date	Customer Id	Description	Amount	Cash Acct	Payment Type	User Id	*
140602005	06/02/	C002		8,900.00	1020	CHECK		
140730001	07/30/	C002		2,970.00	1020	CHECK		
140730002	08/12/	C003		5,000.00	1020	CHECK		
140731001	07/31/	C002		19,805.49	1020	CASH		
140731002	07/31/	C001		17,060.84	1020	CHECK		
5555	04/04/	C002		2,000.00	1020	CHECK		
T101	08/04/	C002		4,000.00	1020	CHECK		

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 in the toolbar at the top of the screen on the toolbar or by pressing Ctrl+O.

Figure: GL-95	E Customer Payments	- 140819001 - 08/1	9/ YYYY				- • •
Sample Customer	Main CR Account	redit Card Notes					
Payments screen form that is editable.	Check (Receipt) Number Date Received <u>Payment Type</u> <u>Customer Id</u> Description	140819001 08/19/YYYY - CHECK Q C002	Check		a	istomer Type	Open Item
	Invoice # Invoice	Amt Amt to Pay Dis	c Amt Description	Report Code Job	^	Invoice	
	▶ 147 Q 5,00 Q	0.00 2,500.00	0.00 Payment	<u></u> <u></u>	ļ	Disc Date	08/14/2014
						Disc Allowed	100.00
						Amount Due	4,000.00
						Net Due	3,900.00
					-	Remaining	1,500.00
	AR Account Account 4010 Contra	t Name ct Revenue		Terms		<u>Job</u> 1500	Application
	Cash Account 1020	Cash I	in Bank			Total	2,500.00
	Closed						

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 \boxtimes (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.

Check (Receipt) I	vumber	140619001						
Date Received		CHECK	O Ched	k				
Customer Id		C002	Q	Harmon Brothers			Customer Type	Open Item
Description	-							
Amount		2,5	00.00					
Invoice #	Invoice Am	t Amt to P	ay Disc Am	t Description	Report Code	Job 🔺	Invoice	
147 Q	5,000.00	2,500.	00 0.00	Payment .			Disc Date	08/14/2014
Q							Due Date	09/03/2014
-			_				Disc Allowed	0.
-							Amount Due	900.
							Net Due	900.
						-	Remaining	-1,600.
•						•		
AR Account 4010	Account Na Contract R	ame levenue			Terms 2%-10/NET 3	30	<u>Job</u> 1500	Application 0
Cash Account	1020		Cash In Bar	h			Total	2,500.

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.



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 a 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.

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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 Ξ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon Ξ (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.

Job Number	1500	Christina's House
App Number	Q	

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 \square (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.



Account Name

This field displays the account name of the accounts receivable account selected.

<u>Terms</u>

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.

<u>Job</u>

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.
GL-64 General Ledger

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.



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.

Customer Paymen	ts - 140819001 - 08/	19/YYYY	
Main CR Account	Credit Card Note	s	
Your fiscal year date li	mits are from 01/01/	to 12/31/	
I will update the follow accounts:	ing general ledger		
Cash Account	1020	🔍 Cash In Bank	
Discount Account	4700	Returns and Allowances	
Session Date	08/19/YYYY	•	
en			

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.

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 in the Chart of Account 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. Leftclicking 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.

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

GL-66 General Ledger

The Discount Account may be entered manually, or the list of GL accounts can be examined by clicking on the Magnifying Glass icon in the Chart of Account is 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	Customer Payments - 140819001 - 08/19/1	1111	
Card tab screen form.	Not stored credit card Stored credit card Stored credit card Swipe credit card Swipe Credit Card	Name on Card Card Type Credit Card Number Expiration Month Billing Address	Richard Thompson MasterCard 6 Expiration Year YYYY
		Zip Code	93422- Credit Card is present Store CC details in the Managed Payer Data Vault
	Bank Approval Code	Default Credit Card Credit Card Type Name on Card Expiration Month	Expiration Year
	Closed	Receipt	

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.	El Customer Payments - 140819001 - 08/19/YYYY Main CR Account Credit Card Notes 1. Payment on account.	
	Open	•

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 in the toolbar. The system will ask, however, if any changes to the open record should be saved.

ther Cash Receipts –	Main CR Account Cr	edit Card <u>N</u> otes					
ew screen form.	Check (Receipt) Number Date Received <u>Payment Type</u> <u>Customer Id</u> Description				Customer Terms Customer Type		
	Amount	0.00		Description	Depart Code	1-6	
					<u>[</u> Q		
	•				Job	Cost Type	e
	Cash Account 1030	Cash I	n Bank-Savings		Total		0.00

Scrolling Through Refund Deposits' Records

Other Cash Receipts' records can be scrolled by using the VCR buttons on the toolbar use 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 d (at the top of the screen) will open the next record of the list, according to Receipt #. Clicking on the Next icon [2] (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.



Search fo Search in	r Recei	ot #					<u>C</u> lear		
Condition	Begin	with				. –	Ok		
	Cas	e Sensitive		12.5			Cancel		
Fiscal Yea	ar YYYY/	01 - YYYY/12		-			_		
Receipt #	Date	Customer Id	Description	Amount	Cash Acct	Payment Type	User Id	-	
140615001	06/15/	C001		7,850.00	1020	VISA			
140730003	07/30/	C002		5,000.00	1020	VISA			
140730006	07/30/	C001		8,200.00	1020	VISA			
140730007	07/30/	C002		6,500.00	1020	MC			
140731005	07/31/	C003		10,000.00	1020	MC			
ET1404003	04/10/			2,500.00	1020	ET			

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 i 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.

	edit Card <u>N</u> otes						
Check (Receipt) Number	140819002						
Date Received	08/19/YYYY -						
Payment Type	MC Q I	MasterCard	CC #	6860 Type	MasterC	ard	
Customer Id	C002	A Harmon Brothers	5	Custom	er Terms	2%-10/NET	30
Description				Custom	er Type	Open Item	
Amount	900.00						
GL Account	Account Name	Amount	Description	Report	Code	Job	
▶ 5015 Q Co	ost of Contracts-M	900.00			Q		
Q					Q		
_							
				lab		CostTune	
				1020		Material	
Cash Account 1020	Cash I	n Bank		Total		900	0.0

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 \boxtimes (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	Other Ca	ash Receipt <u>R</u> Account	ts - 140819002 <u>C</u> redit Card	- 08/19	9/ YYYY					
Cash Receipts screen form that is editable.	Check (Receipt) Number Date Received <u>Payment Type</u> Customer Id		er 14081900 08/19/YY)2 YY 👻	AsterCard	¢C #	6860 Type	Macter	Card	
			C002		Harmon Brothers	ęc #	Custome	er Terms	2%-10/N	ET 30
	Description Amount	n		900.00			Custome	er Type	Open Ite	m
	GLA	Account	Account Na	me	Amount	Description	Report	Code	Job	
	▶ 5015	Q Q	Cost of Contra	acts-M	900.00			Q Q		
										_
							<u>Job</u> 1020		Cost Type Material	
	Cash Accou	unt 102	20	Cash Ir	n Bank		Total			900.00
	Closed									

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.



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 a 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.

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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 Ξ (or Ctrl+I) adds a blank line to the current grid of the form that is open. The Delete Line icon Ξ (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.



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.



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.

Figur	e:	GL1	16
-			

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 in the Chart of Account is 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	Other Cash Receipts - 140819002 - 08/19/1 Main CR Account CR Account Credit Card	ryyy	
Card tab screen form.	 Not stored credit card Stored credit card Swipe credit card Swipe Credit Card 	Name on Card Card Type Credit Card Number Expiration Month Billing Address Zip Code	Eric Hamon MasterCard 5698 1659 8259 8744 CCVV 468 8 CCVV 468 8 S CCVV 468 8 CCVV 468 8 S CCVV 468 8 CCVV 468 8 S CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 8 CCVV 468 CCVV 468 8 CCVV 468 CCVV 468 CCVVV 468 CCVV 468 CCVVV 468 CCVVV 468 CCVVVVV 468 CCVVVVV 468 CCVVVVVV CVVVVVVVVVVVVVVVVVVVVVVVVVV
	Bank Approval Code Order Id	Default Credit Card Credit Card Type Name on Card Expiration Month Receipt	Expiration Year

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 \square 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.

Main CR_Account Gredit Card Motes	
1. Special payment.	•
	<u> </u>
	Main CR Account Gredit Card Notes

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).

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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.

<u>Copy</u> Page

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

Find

A 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.

<u>Zo</u>om 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

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

Forward

Figure: GL-120

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	ab	Blue Underline
Hyperlink format options	ab	Blue
	<u>ab</u>	Black Underline
	ab	Black
	<u>ab</u>	Blue Italic Underline
	ab	Blue Italic
	<u>ab</u>	Blue Italic Underline
	ab	Blue Italic

Refresh

Im 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.

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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
Тад	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.

1	Edit Cash Disbursement
	Document Link
	Properties

Figure: GL-122 Right-click a Job Number to access reports and other features.



Cash Disbursements Journal – Summary Report

Cash	Disburse	ments Journal				
Summa	ry Report - A	ccount 1020, Cash In Bank				Page
Date	Check#	Payee	CheckType	Reconciliation Status	Session	Amou
1/13/:	RERER	Mik e Smith	PR	Outstanding	01/13/	-8.9
1/13/	5851	MikeSmith	PR	Outstanding	01/13/	896.1
1/14/	2323	Alissa Monte	PR	Outstanding	01/14/	0.0
1/15/	4554	Bill Johnson	PR	Outstanding	01/15/	1,517.1
1/23/	23344	MikeSmith	PR	Outstanding	01/23/	0.0
1/31/	4344	Central Coast Building Supply	AP	Outstanding	01/31/	0.0
				Cash Disbursements Lister	for January	2,404.8
3/11/	6377	MikeSmith	PR	Outstanding	03/11/	2,200.0
3/11/	124	Tim Hardaway	PR	Outstanding	03/11/	2,010.0
3/14/	45658	Ted Testman	PR	Outstanding	03/14/	485.4
3/14/	2029	Tim Hardaway	PR	Outstanding	03/14/	527.
3/14/	2030	Ted Testman	PR	Outstanding	03/14/	485.
3/20/	1251	BKContracting	AP	Outstanding	03/20/	500.
3/21/	68565	Ted Testman	PR	Outstanding	03/14/	485.
				Cash Disbursements List	ed for March	6,634.0
4/24/	HGTEST2	Bill Johnson	PR	Reconciled	04/24/	5,269.
4/24/	HGTEST3	Bill Johnson	PR	Reconciled	04/24/	5,244
4/24/	HGTEST4	Bill Johnson	PR	Reconciled	04/24/	8,358.
4/24/	HGTEST12	Bill Johnson	PR	Reconciled	04/24/	8,364.
4/24/	COTEST1	Bronco Billie	PR	Reconciled	04/24/	8,063.
4/24/	COTEST2	Bronco Billie	PR	Reconciled	04/24/	8,062
4/24/	CATEST1	Bronco Billie	PR	Reconciled	04/24/	7,014.
4/24/	CATEST2	Bronco Billie	PR	Reconciled	04/24/	7,014.
4/24/	CATEST4	Jumpin John	PR	Reconciled	04/24/	7.012
4/24/	CATEST5	Jumpin John	PR	Reconciled	04/24/	7,013
4/25/	TEST12	Bill Johnson	PR	Reconciled	04/25/	0.
				Cash Disbursements Lis	sted for April	71,419.
5/02/	10504	Central Coast Building Supply	AP	Reconciled	08/12/	11,410.
5/03/	10505	BKContracting	AP	Reconciled	08/12/	4.500.
5/03/	10508	Dry Gulch Concrete	AP	Reconciled	08/12/	4210
5/03/	10507	Universal Auto Parts	AP	Reconciled	08/12/	3,500
5/0.3/	10.508	Evert Equipment Repair	AP	Reconciled	08/12/	3,000
** Chec	number 4343	(below) has been reversed ***				-,
5/16/	4343	Central Coast Building Supply	AP	Outstanding	05/18/	0
** Chec	number 4343	(below) has been reversed ***				
5/16/	4343A	Central Coast Building Supply	AP	Outstanding	05/16/	0.
5/16/	10503	Central Coast Building Supply	AP	Reconciled	05/16/	0.
5/19/	2031	Bronco Billie	PR	Reconciled	05/19/	7013
5/19/	2032	Bronco Billie	PR	Reconciled	05/19/	7,213
5/19/	2033	Bronco Billie	PR	Reconciled	05/19/	7.037
5/19/	T2	Tim Hardaway	PR	Reconciled	05/19/	1005
	12	- minineree wey	T IX	Cash Disbursements Li	sted for May	48,890.
· Chec	k number CC 14	408001 (below) has been reversed ***				
6/02/	CC 1406001	Credit Card Bank Institution	AP	Outstanding	08/02/	2,500.0
6/05/	2034	Tim Hardaway	PR	Reconciled	08/05/	755.
8/19/	2035	Bill Johnson	PR	Reconciled	08/19/	1.540.

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

Detail R	eport - Accou	int 1020, Cash In Bank					Page 1
Date	Check# GL Account	Payee Account Name	CheckType Description	Reconciliation S	atus Session	U ser Id	Amoun
01/13/	RERER	MikeSmith	PR	Outstanding	01/13/	ADMIN	
	2410	Union Payable 1	Union Tax Autom	natic Addition			0.00
	2410	Union Payable 1	Union Automatic	Deduction			0.00
	2410	Union Payable 1	Union Tax Autom	natic Deduction			0.00
	2220 2250	Payroll Taxes Payable-FICA Payroll Taxes Payable-State Disability	FICA Medicare Wit SDI Withholding	hholding			-1.60 -7.31
					CheckTotal		-8.91
01/13/	5651	MikeSmith	PR	Outstanding	01/13/	AD MIN	
	7001	Salaries & Wages - Officer	Hours on 01/13/				1,800.00
	2410	Union Payable 1	Union Tax Autom	natic Addition			27.0
	2410	Union Payable 1	Union Automatic	Deduction			-100.0
	2410	Union Payable 1	Union Tax Autom	natic Deduction			-27.0
	2210	Payroll Taxes Payable-FIT	Federal Withhold in	9			-418.2
	2240	Payroll Taxes Payable-SIT	State Withholding				-227.6
	2220	Payroll Taxes Payable-FICA	FICA Social Secur	ity Withholding			-113.2
	2220	Payroll Taxes Payable-FICA	FICA Medicare Wit	holding			-28.4
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-18.2
					CheckTotal		896.1
01/14/	2323	Alissa Monte	PR	Outstanding	01/14/	AD MIN	
	7003	Salaries & Wages -Administration	Hours on 01/14/				-10,000.0
	7003	Salaries & Wages -Administration	Hours on 01/14/				10,000.0
					CheckTotal		0.0
01/15/	4554	Bill Johnson	PR	Outstanding	01/15/	AD MIN	
	7003	Salaries & Wages - Administration	Hours on 01/15/				2,400.0
	7007	Employee Benefits -G&A	Insurance Dedu	ction			-48.0
	2540	40 1k Plan Payable	Tax Deferred Pla	n			-72.0
	2550	Cafeteria Plan Payable	Cafeteria Plan				-24.0
	2210	Payroll Taxes Payable-FIT	Federal Withhold in	9			-369.0
	2240	Payroll Taxes Payable-SIT	State Withholding				-169.7
	2220	Payroll Taxes Payable-FICA	FICA Social Secur	ity Withholding			-142.8
	2220	Payroll Taxes Payable-FICA	FICA Medicare Wit	hholding			-33.4
	2250	Payroll Taxes Payable-State Disability	SDI Withholding				-23.2
					CheckTotal		1,517.7
01/23/	23344	MikeSmith	PR	Outstanding	01/23/	AD MIN	
					CheckTotal		0.0
01/31/	4344	Central Coast Building Supply	AP	Outstanding	01/31/	AD MIN	
	2110	Accounts Payable-Trade	PayInvoice 1030	2013-2			0.0
					CheckTotal		0.00
			C	ash Disbursements	Listed for Janua	гу	2,404.8
03/11/	<u>6377</u>	MikeSmith	PR	Outstanding	03/11/	ADMIN	
	7059	Vehicle Maint/Fuel Expense	Hours on 03/08/				575.0
	7059	Vehicle Maint/Fuel Expense	Hours on 03/09/				400.0
	7059	Vehicle Maint/Fuel Expense	Hours on 03/10/				575.0
		the second se					850 (

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.

Ieride	ed Report -								Pag
Date	Check#	Payee	Check Type Rec	conciliation Status	Session	UserId			
	GL Accou	nt Account Name	Description				Code	dol	CostCode C/O # Type
13/	RERER	Mike Smith	PR Out	standing	01/13/	ADM IN			
	1020	Cash In Bank	Mike Smith			-8.91			
	2410	Union Payable 1	Union Tax Automati	ic Addition		00.00			
	2410	Union Payable 1	Union Automatic De	duction		00.00			
	2410	Union Payable 1	Union Tax Automati	C Deduction		00.00			
	2220	Payroll Taxes Payable-FICA	FICA Medicare With	hholding		-1.60			
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-7.31			
				Check Tota	_	-8.91			
13/	5651	Mike Smith	PR Out	standing	01/13/	ADM IN			
	1020	Cash In Bank	Mike Smith			896.10	1		
	7001	Salaries & Wages-Officer	Hours on 01/13/			1,800.00			Z
	2410	Union Payable 1	Union Tax Automati	ic Addition		27.00			
	2410	Union Payable 1	Union Automatic De	duction		-100.00			
	2410	Union Payable 1	Union Tax Automati	ic 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 Securit	by Withholding		-113.27	23		
	2220	Payroll Taxes Payable-FICA	FICA Medicare With	hholding		-26.49			
	2250	Payroll Taxes Payable-State Disability	SDI Withholding			-18.27			
				Check Tota	_	896.10			
14/	2323	Alissa Monte	PR Out	standing	01/14/	ADM IN			
	1020	Cash In Bank	Alissa Monte			0.00			
	7003	Salaries & Wages-Administration	Hours on 01/14/			-10,000.00			Z
	7003	Salaries & Wages-Administration	Hours on 01/14/			10,000.00			Z
				Check Tota		0.00			
15/	4554	Bill Johnson	PR Out	standing	01/15/	ADM IN			
	1020	Cash In Bank	Bill Johnson			1,517.70			
	7003	Salaries & Wages-Administration	Hours on 01/15/			2,400.00			Z
	7007	Employee Benefits-G&A	Insurance Deductio	L		-48.00			
	2540	401k Plan Payable	Tax Deferred Plan			-72.00			
	2550	Cafeteria Plan Payable	Cafeteria Plan			-24.00			
	0100		- Name Alithtic Contract			00000			

Cash Disbursements Journal – Extended Report

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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

• Date Received

Session Date

Options

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

Fields

- Date Received
- Check (Receipt) Number
- Customer Id
- Session Date
- Payment Type

Cash Receipts Journal — Summary Report

		10000			Best Const	ruction C	ompany
Cash Summa	Receipts ry Report - A	Journal account 1020) <mark>,</mark> 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 14081	9001 (below) I	has been reversed ***				
08/19/	140819001	C003	San Luis Obispo County		Payment	08/19/	0.00
*** check	number 14081	9001 (below) I	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 14081	9002 (below) I	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 Total Cash Receipt	August	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

C002 Contract R e Returns and C003 Contract R e 19001 (below) C003 Accounts R 19001 (below) C002 Contract R e	Harmon Brothers evenue d Allowances San Luis Obispo County evenue has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Payment Discount Given Payment Payment **** Reversing Entry ***	Payment Payment Payment	08/04/ 147 CheckTotal 08/12/ 1023 CheckTotal 08/19/ 1005	4,100.0 -100.0 4,000.0 5,000.0 5,000.0
Contract R e Returns and C003 Contract R e (19001 (below) C003 Accounts R (19001 (below) C002 Contract R e	evenue d Allowances San Luis Obispo County evenue has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Payment Discount Given Payment Payment *** Reversing Entry ***	Payment Payment	147 Check Total 08/12/ 1023 Check Total 08/19/ 1005	4,100.0 -100.0 4,000.0 5,000.0 5,000.0 2,500.0
Returns and Contract R (19001 (below) C003 Accounts R 19001 (below) C002 Contract R (d Allowances San Luis Obispo County evenue has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Discount Given Payment Payment *** Reversing Entry ***	Payment Payment	Check Total 08/12/ 1023 Check Total 08/19/ 1005	-100.0 4,000.0 5,000.0 5,000.0
C003 Contract R (19001 (below) C003 Accounts R 19001 (below) C002 Contract R (San Luis Obispo County even ue has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Payment Payment •••• Reversing Entry •••	Payment Payment	Check Total 08/12/ 1023 Check Total 08/19/ 1005	4,000.0 5,000.0 5,000.0 2,500.0
Contract R (19001 (below) C003 Accounts R 19001 (below) C002 Contract R (has been reversed *** has been reversed *** ce ivable-Retention has been reversed *** Harmon Brothers	Payment Payment •••• Reversing Entry •••	Payment	08/12/ 1023 CheckTotal 08/19/ 1005	5,000.0 5,000.0
Contract Re 19001 (below) C003 Accounts R 19001 (below) C002 Contract Re	has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Payment Payment *** Reversing Entry ***	Payment	08/19/ 1005	5,000.0
19001 (below) C003 Accounts R 19001 (below) C002 Contract R e	has been reversed *** San Luis Obispo County e ce ivable-Retention has been reversed *** Harmon Brothers	Payment *** Reversing Entry ***	Payment	08/19/ 1005	2,500.0
C003 Accounts R 19001 (below) C002 Contract R 6	has been reversed *** Has been reversed ***	Payment *** Reversing Entry ***	Payment	08/19/ 1005	2,500 0
Accounts R 19001 (below) C002 Contract R e	e ce ivable-Retention has been reversed *** Harmon Brothers	Payment *** Reversing Entry ***		1005	2,500 0
19001 (below) C002 Contract Re	has been reversed *** Harmon Brothers	*** Reversing Entry ***			
19001 (below) C002 Contract Re	has been reversed *** Harmon Brothers				-2,500.0
19001 (below) C002 Contract Re	has been reversed *** Harmon Brothers			CheckTotal	0.0
C002 Contract Re	Harmon Brothers				
Contract Re		21	Payment	08/19/	
	evenue	Payment		147	2,500.0
		Reversing Entry		CharleTatal	-2,500.0
C002	Harmon Brothers		Baumant	OR/10/	0.0
Contract Re	evenue	Payment	rayment	147	2 500 0
				CheckTotal	2,500.0
19002 (below)	has been reversed ***				
C002	Harmon Brothers		Other	08/19/	
CostofCon	tracts-Material				900.0
		*** Reversing Entry ***			-900.0
	Lawrence Death and			CheckTotal	0.0
COU2	Harmon Brotners		Other	08/19/	000.0
CostorCon	tracts-Material			CheckTotal	900.0
		Cas	h Receints Liste	of for August	12 400 0
		Cas	Total Cash Re	ceipts Listed	12,400.0
	19002 (below) C002 Costof Con C002 Costof Con	19002 (below) has been reversed *** C002 Harmon Brothers Cost of Contracts - Material C002 Harmon Brothers Cost of Contracts - Material	19002 (below) has been reversed *** C002 Harmon Brothers Cost of Contracts-Material *** Reversing Entry *** C002 Harmon Brothers Cost of Contracts-Material Cas	19002 (below) has been reversed *** C002 Harmon Brothers Other Cost of Contracts-Material *** Reversing Entry *** C002 Harmon Brothers Other Cost of Contracts-Material Cash Receipts Liste Total Cash Rec	Check T otal Check T otal Cost of C on tracts - Material CO02 Harmon Brothers Cost of C on tracts - Material C002 Harmon Brothers Cost of C on tracts - Material Cost of C on tracts - Material Cost of C on tracts - Material Check T otal Che

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

Options

- GL Account
- 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.

Figure: GL-129

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

Figure: GL-130

Right-click an AR Journal Reference to display a selection of reports and other available functions.

Right-click an IN Journal

Reference to display a selection of reports and other available functions.

Figure: GL-131

Figure: GL-132 Right-click a CC Journal Reference to display a selection of reports and other available functions.

Figure: GL-133

Right-click an AP 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
~	AR Journal Detail Report
	AR Journal Extended Report
	Edit Customer Inusian
	Edit Customer Invoice
	Document Link
	Document Link Properties
~	Document Link Properties IA Journal Detail Report IA Journal Extended Report
~	IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment
~	IA Journal Detail Report Edit Inventory Adjustment Document Link
<u>~</u>	IA Journal Detail Report IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment Document Link Properties
×	IA Journal Detail Report IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment Document Link Properties
× ×	IA Journal Detail Report Edit Inventory Adjustment Document Link Properties IA Journal Extended Report Edit Inventory Adjustment Document Link Properties CC Journal Detail Report
× ×	IA Journal Detail Report IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment Document Link Properties CC Journal Detail Report CC Journal Detail Report
<mark>></mark>	IA Journal Detail Report IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment Document Link Properties CC Journal Detail Report CC Journal Detail Report Edit Credit Card Transaction
× ×	IA Journal Detail Report IA Journal Detail Report IA Journal Extended Report Edit Inventory Adjustment Document Link Properties CC Journal Detail Report CC Journal Exended Report Edit Credit Card Transaction Document Link

General Journal Detail Report

Edit Journal Entry

Document Link

General Journal Extended Report

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	Leda	er			Best C	onstruction	Company
Summary F	Report,	Beginning M	onth 01/YYYY Ending Mor	th 12/YYYY			Page
GL Account	Acco	unt Name					1000
Date	Journ	al Reference	Description		Debit	Credit	Balanc
1015	Petty	Cash					0.0
	No A	ctivity					
1020	Cash	In Bank					215,754.1
01/	CD	Summary	See CD Journal			2,404.89	213,349.2
01/	CR	Summary	See CR Journal		25,000.00		238,349.2
			January Activity		25,000.00	2,404.89	
			January Balance				238,349.2
03/	CD	Summary	See CD Journal			6,634.08	231,715.1
			March Activity		0.00	6,634.08	
			March Balance				231,715.1
04/	CD	Summary	See CD Journal			71,419.63	160,295.5
04/	CR	Summary	See CR Journal		4,500.00		164,795.8
04/	JE	Summary	See JE Journal		400.00		165, 195.5
			April Activity		4.900.00	71,419.63	
			April Balance				165,195,5
05/	CD	Summary	See CD Journal			48,890,31	116,305.2
			MayActivity		0.00	48,890,31	
			May Balance				116 305 3
08/	CD	Summerv	See CD Journal			2 298 39	114 008 8
08/	CR	Summerv	See CR Journal		16 750 00		130 758 8
06/	IF	Summery	See IF Journal		4 000 00		134 758 8
00		Commeny	June Activity		20,750,00	2 298 29	101,100.0
			lune Balance		20,750.00	2,200.00	134 758 9
07/	CD	Summer	See CD Journal			755 41	124 002
07/	CP	Summary	See CB Journal		80 528 22	755.41	202 520 7
011	UN	Summary	Lub Article		00,030.33	755 44	203,003.1
			July Activity		08,030.33	/00.41	202 520 7
001	00		July Balance			0.550.00	203,039.1
08/	CD	Summary	See CD Journal		10 400 00	8,000.00	194,989.7
08/	UR	Summary	See CR Journal		12,400.00	0.550.00	201,389.1
			August Activity		12,400.00	8,550.00	007 000 7
	00	0	August Balance			0 450 70	207,389.7
11/	CD	Summary	See CD Journal		0.00	2,408.78	204,930.5
			November Activity		0.00	2,458.78	004 000 0
		-	November Balance				204,930.9
12/	CD	Summary	See CD Journal			7,500.00	197,430.5
			December Activity		0.00	7,500.00	
			December Balance				197,430.9
			Total Activity Listed	-18,323.16	Yearto	DateBalance	197,430.9
1030	Cash	In Bank-Savi	ngs				0.0
	NoA	ctivity					
1040	Cash	In Bank-Mon	e y Market				0.0
04/	IE	Summery	See JE Journal			400.00	400 (

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

GL Account Date							
	A	ccount Name	Description		Debit	Credit	Balance
100000	oour	an reference	Description		Debit	orean	Durante
1015	P	etty Cash					0.00
		No Activity					
1020	C	ash in Bank					215 754 1
01/	CD	Summary	See CD Journal			2404.89	213,349,2
01/	CR	Summerv	See CR Journal		25 000 00		238 349 2
			January Activity		25.000.00	2,404,89	
			January Balance				238,349.2
03/	CD	Summary	See CD Journal			6.634.08	231,715,1
10.00	1.5.5%		March Activity		0.00	6,634.08	6770 A.M. 548
			March Balance				231,715,1
04/09/	JE	140401			400.00		232,115.1
04/	CD	Summary	See CD Journal			71,419.63	160,695.5
04/	CR	Summary	See CR Journal		4,500.00		165,195.5
			April Activity		4,900.00	71,419.63	
			April Balance				165,195.5
05/	CD	Summary	See CD Journal			48,890.31	116,305.2
			May Activity		0.00	48,890.31	
			May Balance				116,305.2
06/10/	JE	140610001			4,000.00		120,305.2
08/	CD	Summary	See CD Journal			2,296.39	118,008.8
08/	CR	Summary	See CR Journal		16,750.00		134,758.8
			June Activity		20,750.00	2,296.39	
			June Balance				134,758.8
07/	CD	Summary	See CD Journal			755.41	134,003.4
07/	CR	Summary	See CR Journal		69,536.33		203,539.7
			July Activity		69,536.33	755.41	
			July Balance				203,539.7
08/	CD	Summary	See CD Journal			8,550.00	194,989.7
08/	CR	Summary	See CR Journal		12,400.00		207,389.7
			August Activity		12,400.00	8,550.00	
			August Balance				207,389.7
11/	CD	Summary	See CD Journal			2,458.78	204,930.9
			November Activity		0.00	2,458.78	
			November Balance				204,930.9
12/	CD	Summary	See CD Journal			7,500.00	197,430.9
			December Activity		0.00	7,500.00	
			December Balance				197,430.9
			Total Activity Listed	-18,323.16	Yearto	DateBalance	197,430.9
1030	C	ash In Bank-S	avings				0.0

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

Detail GL	and	Journals Rep	ort, Beginning Month 01/YYYY Ending Mo	nth 12/YYYY		Page
GL Account Date	Jour	ccount Name nal Reference	Description	Debit	Credit	Balano
1015	P	etty Cash				0.0
	1	No Activity				
1020	C	ash in Bank				215,754.1
01/11/	CR	5801	Customer C002, Harmon Brothers	25,000.00		240,754.1
01/13/	CD	RERER	MikeSmith	8.91		240,763.0
01/13/	CD	5851	MikeSmith		896.10	239,886.9
01/14/	CD	2323	Alissa Monte	0.00		239,886.9
01/15/	CD	4554	Bill Johnson		1,517.70	238,349.2
01/23/	CD	23344	MikeSmith	0.00		238,349.2
01/31/	CD	4344	Central Coast Building Supply	0.00		238,349.2
			January Activity	25,008.91	2,413.80	
			January Balance			238,349.2
03/11/	CD	6377	MikeSmith		2,200.00	236,149.2
03/11/	CD	124	Tim Hardaway		2,010.00	234,139.2
03/14/	CD	45656	Ted Testman		485.40	233,673.8
03/14/	CD	2029	Tim Hardaway		527.88	233,145.9
03/14/	CD	2030	Ted Testman		485.40	232,680.5
03/20/	CD	1251	BK Contracting		500.00	232,180.5
03/21/	CD	66565	Ted Testman		485.40	231,715.1
			March Activity	0.00	6,634.08	
			March Balance			231,715.1
04/04/	CR	5555	Customer C002, Harmon Brothers	2,000.00		233,715.1
04/09/	JE	140401		400.00		234,115.1
04/10/	CR	ET1404003	Customer,	2,500.00		236,615.1
04/24/	CD	HGTEST2	Bill Johnson		5,269.91	231,345.2
04/24/	CD	HGTEST3	Bill Johnson		5,244.91	226,100.3
04/24/	CD	HGTEST4	Bill Johnson		8,358.95	217,741.3
04/24/	CD	HGTEST12	Bill Johnson		8,364.38	209,377.0
04/24/	CD	COTEST1	Bronco Billie		8,063.14	201,313.8
04/24/	CD	COTEST2	Bronco Billie		8,062.14	193,251.7
04/24/.	CD	CATEST1	Bronco Billie		7,014.80	186,236.9
04/24/	CD	CATEST2	Bronco Billie		7,014.80	179,222.1
04/24/	CD	CATEST4	Jumpin John		7,012.80	172,209.3
04/24/	CD	CATEST5	Jumpin John		7,013.80	165, 195.5
04/25/	CD	TEST12	Bill Johnson	0.00		165,195.5
			April Activity	4,900.00	71,419.63	
			April Balance			165,195.5
05/02/	CD	10504	Central Coast Building Supply		11,410.00	153,785.5
05/03/	CD	10505	BK Contracting		4,500.00	149,285.5
05/03/	CD	10506	Dry Gulch Concrete		4,210.00	145,075.8
05/03/	CD	10507	Universal Auto Parts		3,500.00	141,575.5
05/03/	CD	10508	Evert Equipment Repair		3,000.00	138,575.5
05/16/	CD	10503	Central Coast Building Supply	0.00		138,575.5
05/19/	CD	2031	Bronco Billie		7.013.80	131,581.7

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

xtended	Repor	t, Beginning Month 0	1/YYYY Ending Month 12/YYYY					Page .
L Account Date	Accou	int Name al Reference	Description	Debit	Credit	Balance Code	dol	Cost Code C/O# Type
15	Petty	Cash				0.00		
			No Activity					
120	Cash	In Bank				215,754.12		
01/	8	Summary	See CD Journal		2,404.89	213,349.23		
01/	Ю	Summary	See CR Journal	25,000.00		238,349.23		
			January Activity	25,000.00	2,404.89			
			January Balance			238, 349.23		
03/	8	Summary	See CD Journal		6,634.08	231,715.15		
			March Activity	0.00	6,634.08			
			March Balance			231.715.15		
04/09/	Щ	140401 Test		400.00		232,115.15		
AL.	8	Summary	See CD Journal		71,419.63	160,695.52		
OA!	Ю	Summary	See CR Journal	4,500.00		165, 195.52		
			April Activity	4,900.00	71,419.63			
			April Balance			165,195.52		
05/	8	Summary	See CD Journal		48,890.31	116,305.21		
			May Activity	0.00	48,890.31			
			May Balance			116,305.21		
06/10/	Щ	140610001 Cash adjus	stment	4,000.00		120,305.21		
06,	8	Summary	See CD Journal		2,296.39	118,008.82		
06/	R	Summary	See CR Journal	16,750.00		134,758.82		
			June Activity	20,750.00	2,296.39			
			June Balance			134,758.82		
110	8	Summary	See CD Journal		755.41	134,003.41		
110	Ю	Summary	See CR Journal	69,536.33		203,539.74		
			July Activity	69,536.33	755.41			
			July Balance			203,539.74		
08/	8	Summary	See CD Journal		8,550.00	194,989.74		
08/	Я	Summary	See CR Journal	12,400.00		207,389.74		
			August Activity	12,400.00	8,550.00			
			August Balance			207,389.74		
	-				0 110 10			

General Ledger — Extended Report

Figure: GL-141 Running Balance.

GL-92 General Ledger

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

Chec	R	egister			Desi Construction Compan
Detail F	lepo	rt - Accou	nt 1020, Cash In Bank		Page
Date	6	Check#	Payee	Amount	Reconciliation Status
01/03/:		2000	Bill Johnson	1,758.98	Excluded
01/03/:		2001	MikeJarvis	850.15	Excluded
01/03/:		2002	Alissa Monte	602.54	Excluded
01/07/.		2003	Tim Hardaway	790.09	Excluded
01/07/.		2004	Joe Martinez	782.64	Excluded
01/07/.		2005	Steve Schwartz	613.18	Excluded
01/07/.		2006	MikeSmith	705.60	Excluded
01/07/.		2007	Bill Johnson	1,717.26	Excluded
01/07/.		2008	MikeJarvis	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	BKContracting	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	572.28	Excluded
01/17/.		2013	MikeSmith	770.37	Excluded
01/17/		2014	Bill Johnson	1,717.28	Excluded
01/17/.		2015	MikeJarvis	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	MikeSmith	736.29	Excluded
01/24/		2021	Bill Johnson	1,717.26	Excluded
01/24/		2022	MikeJarvis	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	BKContracting	715.50	Excluded
01/31/		2024	Bill Johnson	3,062.48	Excluded
01/31/		2025	MikeJarvis	1,497.33	Excluded
01/31/		2028	Alissa Monte	602.54	Excluded
01/31/		2027	Tim Hardaway	677.47	Excluded
···· chec	k nur	nber 3232 (b	elow) has been reversed **		
02/28/		3232	test	0.00	Outs tanding
···· chec	k nur	nber 3324 (b	elow) has been revers ed **		
02/28/		3324	dhjsdsd	0.00	Outstanding
···· chec	k nur	nber 3324 (b	elow) has been revers ed **		
02/28/.		3324	dhjsdsd	0.00	Outstanding
02/28/	-	3232	Bank of America	1,000.00	Excluded
08/29/	•	111	test	100.00	Excluded
08/30/	•	1001	Regular Check	100.00	Excluded
06/30/		1002	BKContracting	200.00	Excluded
06/30/		1003	BKContracting	10.00	Excluded
06/30/		1004	Far West Properties	100.00	Excluded
06/30/		1005	Far West Properties	10.00	Excluded
08/20/	-	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

						Best (Constructio	n Compan
Check	List							
Dotainit	port							Page
Date	Check#	Payee		Amount Cash	Acct	CheckT	ype Reference	Status
CheckN	umber 1001							
06/30/	1001	Regular Check		100.00 1020		REG		Pending
			Subtotal	100.00				
CheckN	umber 1002							
06/30/	1002	BKContracting		200.00 1020		REG Ve	n dor0201	Pending
			Subtotal	200.00				
SheckNi	umber 1003	PK C - the stine		10.00.1000			0004	De a d'a a
Jo/30/	1003	BKContracting		10.00 1020		AP	0201	Pending
ChookN	mbor 1004		Subtotal	10.00				
BIRCKIN	1004	For West Presenties		100 00 1000		Curt P-	fund C001	Pandina
101301	1004	r ar west Froperties	Subtotal	100.00 1020		CustRe		Penoing
CheckN	mber 1005		Subtotal	100.00				
08/30/	1005	Far West Properties		10 00 1020		CustRe	fund C001	Pending
0000	1000	rai westi topenies	Subtotal	10.00		COSTINE		rending
CheckN	umber 1007		oubtotar	10.00				
06/30/	1007	Bill Johnson		2 280 00 1020		PR	E001	Pending
	1001	Billeoningen	Subtotal	2,280.00			2001	. choing
CheckN	umber 101							
01/31/	101	BKContracting		2,500.00 1020		REG Ve	n dor0201	Pending
			Subtotal	2,500.00				-
CheckN	umber 102							
02/28/	102	BK Contracting		3,500.00 1020		REG Ve	n dor0201	Pending
			Subtotal	3,500.00				
CheckN	umber 103							
03/31/	103	BKContracting		4,500.00 1020		REG Ve	n dor0201	Pending
			Subtotal	4,500.00				
CheckN	umber 10500	0						
01/08/:	10500	Central Coast Building S	Supply	15,000.00 1020		AP	0101	Pending
			Subtotal	15,000.00				
CheckN	umber 1050	Contraction of the						
01/08/	10501	BKContracting	and a state	4,500.00 1020		AP	0201	Pending
and a state	a to assess		Subtotal	4,500.00				
CheckN	umber 10502	2						
01/24/	10502	Central Coast Building S	supply	51,050.00 1020		AP	0101	Pending
Checkber	mbor 1050		Subtotal	51,050.00				
DI/DA/	10502	BK Contraction		715 50 4000		AP	0204	Pandina
11/24	10503	Central Coast Building	Supphy	0.00 1020		AP	0101	Recordied
	10.000	Central Coast Building a	Subtetal	715 50		~	0101	Reconciled
CheckN	mber 1050	1	JUDIOIAI	113.50				
15/02/	10504	Central Coast Building 9	Supply	11 410 00 1020		AP	0101	Reconciled
		e and a coust ballding a	Subtotal	11,410.00			0101	
CheckN	mber 1050	5						
one on n								

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.

	day man										
Date	Check#	Payee		Amount Cash Acc	ount Check Typ	e Reference	1099	Session	User	Rev Date	Reconciliation Status
check	Number	10503		0000 00 0		1010		DEMON	ATMAN.		
1010		Central coast building supply St	Jubtotal	00.0	ł		2	101.000	NIMITY		Neconclied
Si02/	10504	Central Coast Building Supply		11,410.00 1020	AP	0101	2	08/12/	ADMIN	11	Reconciled
heck	Number	Sı 10505	Subtotal	11,410.00							
503	10505	BK Contracting Su	ubtotal	4,500.00 1020 4,500.00	AP	0201	QL L	08/12/	ADMIN	11	Reconciled
heck	Number	10506								3	
15010	90001	Dry Gulch Concrete Su	tubtotal	4,210.00 1020 4,210.00	AP	1050	2	17 1/90	ADMIN	11	Reconciled
heck	Number	10507									
2031	10507	Universal Auto Parts Su	lubtotal	3,500.00 1020 3,500.00	AP	1800	9	08/12/	ADMIN	11	Reconciled
heck	Number	10508									
N03/	10508	Evert Equipment Repair Su	lubtotal	3,000.00 1020 3,000.00	AP	1820	2	08/12/	ADMIN	11	Reconciled
heck	Number	11272014-1									
1271	11272014	-1 Bill Johnson		1,527.44 1020	PR	E001	Q	11/27/	ADMIN	11	Pending
heck	Number .	Si 11272014-2	Subtotal	44.17C'I							
1271	11272014	-2 MikeJarvis		931.34 1020 931.34 20	R	E002	2	11/27/	ADMIN	11	Pending
heck	Number	1-2121	publicity								
1171	1217-1	diov		0.00 1020	PR	E	No	12/17/.	ADMIN	11	Pending
		S	Subtotal	00.00							
heck	Number	124									
111	124	Tim Hardaway Su	tubtotal	2,010.00 1020 2,010.00	Я	E004	2	03/11/	ADMIN	11	Pending
heck	Number	1251									
V20/	1251	BK Contracting		500.00 1020	AP	0201	No	03/20/	ADMIN	11	Pending

Check List – Extended Report

GL-97

General Ledger

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

Detail Report								Page 1
Date	Check#	Custom	er Id Customer Name	Description	ReceiptTyp	e Session	Cash Acct	Amoun
Check	(Receipt)N	umber	140602005					
06/02/	140602005	C002	Harmon Brothers		Payment	08/12/	1020	8,900.00
	_						Subtotal	8,900.00
Check	(Receipt)N	umber	140615001					7.050.00
06/15/	140615001	C001	Far West Properties		Other	08/12/	1020 Subtotal	7,850.00
Check	(Receipt)N	umber	140730001				Subtota	7,000.00
07/30/	140730001	C002	Harmon Brothers		Payment	08/12/	1020	2,970.00
							Subtotal	2,970.00
Check	(Receipt)N	umber	140730002					
08/12/	140730002	C003	San Luis Obispo County		Payment	08/12/	1020	5,000.00
ol			4070000				Subtotal	5,000.00
07/30/	(Receipt) N 140730003	C002	Harmon Brothers		Other	08/12/	1020	5 000 00
ur / Jun	1407 30000	0002			Ounci	00/12/	Subtotal	5,000.00
Check	(Receipt)N	umber	140730006				oution	0,000.00
07/30/	140730006	C001	Far West Properties		Other	08/12/	1020	8,200.00
							Subtotal	8,200.00
Check	(Receipt)N	umber	140730007					
07/30/	140730007	C002	Harmon Brothers		Other	08/12/	1020	6,500.00
Chook	(Descipt) N	umber	40724004				Subtotal	6,500.00
07/31/	140731001	C002	Harmon Brothers		Daument	08/12/	1020	10 205 40
	110701001	0002			- ayricit	007120	Subtotal	19.805.49
Check	(Receipt)N	umber	140731002					1
07/31/	140731002	C001	Far West Properties		Payment	08/12/	1020	17,060.84
							Subtotal	17,060.84
Check	(Receipt)N	umber	140731005		100000			
07/31/	140731005	C003	San Luis Obispo County		Other	08/12/	1020	10,000.00
Cheek		umber	40840004				Subtotal	10,000.00
08/19/	140819001	C002	Harmon Brothers		Payment	08/19/	1020	2 500 00
		0002			- cynon		Subtotal	2,500.00
Check	(Receipt)N	umber	140819002					
08/19/	140819002	C002	Harmon Brothers		Other	08/19/	1020	900.00
							Subtotal	900.00
Check	(Receipt) N	umber	T101					
08/04/	T101	C002	Harmon Brothers		Payment	08/04/	1020 Subtets	4,000.00
						Total	Sublotal	4,000.00
						TOTAL OF CHECKS LISTED		30,000.33

Figure: GL-147 General Ledger Cash Receipts List Detail Report showing Reversing Entries, Customer Deposits, Customer Payments, Other Cash Receipts, and Subtotals.
								Page
Date Check#	Custor	ner Id Customer Name	Description	Receipt Type	e Session	Cash Acct	Amount User	Rev. Date Payment Type
Check (Receipt) NI 16/02/: 140602005	umber C002	140602005 Harmon Brothers		Payment	08/12/	1020	8,900.00 ADMIN	Check
Thoole (Docoint) M	humber	ADEAEDOA				Subtotal	8,900.00	
6/15/. 140615001	C001	Far West Properties		Other	08/12/	1020	7,850.00 ADMIN	VISA Credit Card
Check (Receint) N	umber	140730001				Subtotal	7,850.00	
17/30/ 140730001	C002	Harmon Brothers		Payment	08/12/	1020	2,970.00 ADMIN	Check
Check (Receipt) N	umber	140730002				Subtotal	2,970.00	
140730002	C003	San Luis Obispo County		Payment	08/12/	1020	5,000.00 ADMIN	Check
	-					Subtotal	5,000.00	
Uneck (Kecelpt) N	CMD	140/ 30003 Harmon Brothese		Chese	NR/12/	UCUL	5 000 00 ADMIN	VISA Credit Card
	Time			2		Subtotal	5 000 00	
Check (Receipt) Ni	umber	140730006				outing	n	
77/30/ 140730006	C001	Far West Properties		Other	08/12/	1020	8,200.00 ADMIN	VISA Credit Card
						Subtotal	8,200.00	
VIRUN 140720007	CMD	Harmon Bunthave		Chinar	121121	UCU1	6 500 00 ADMIN	Mactar() and
						Subtotal	6,500.00	
V/31/ 140731001	c002	1407.31001 Harmon Brothers		Payment	08/12/	1020	19,805.49 ADMIN	Cash
"hack (Bacaint) M	umhar	200123000				Subtotal	19,805.49	
V7/31/ 140731002	C001	Far West Properties		Payment	08/12/	1020	17,060.84 ADMIN	Check
Check (Receint) NI	Imher	140731005				Subtotal	17,060.84	
17/31/ 140731005	C003	San Luis Obispo County		Other	08/12/	1020	10,000.00 ADMIN	MasterCard
"hoot (Docaint) II	Internet	1 40040004				Subtotal	10,000.00	
140819001 140819001	C002	Harmon Brothers		Payment	08/19/	1020	2,500.00 ADMIN	MasterCard
						Subtotal	2,500.00	

Figure: GL-148 Cash Receipts, and Subtotals.

Cash Receipts List — Extended Report

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

GL Account

Options

- Show Report Criteria
- Reversing Entries
- List Blank Report Codes

Fields

- GL Account
- Report Code
- Month (mm/yy)

General Ledger Activity by Code — Detail Report

General I	edger	Activity b	v Cod	le		Best Con	struction (Company
Detail Report	t							Page 1
GL Account	Account	Name						100
Date	Journal	Reference	Descri	iption		Debit	Credit	
Report Code	E1000	Loader 1000						
7059	Vehicle M	laint/Fuel Exper	nse					
03/11/	AP	23697	Univer	sal Auto Parts		800.00		
03/11/	CD	6377	Hours	on 03/08/2014		575.00		
03/11/	CC	34211	Arco G	as		210.00		
03/11/.	AP	88732	Evert E	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-149 General Ledger Activity by Code Detail Report.

General Ledger Activity by Code — Extended Report

GL-102 General Ledger

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

Gel	neral L	edge	r Activi	ty by	Jop					Dan
GLAW	aunt A mar	un t Name								Fage
OLAU	Date	Journal	Reference	Descrip	tion		Debit	Credit Cost Code	C/O#	Туре
Job	1000	Pa	acific View Apa	artments						
1110	Accou	unts Rece	eiv able-Trade							
	06/15/	CR	140615001					7,850.00		С
					June Activity		0.00	7,850.00		
	07/30/	CR	140730005					8 200 00		C
	07/31/	CR	140731002	Paymer	t			100.00		c
					July Activity		0.00	8,300.00		
					Account Activity	15 150 00				
1120	Accou	unts Rece	ivable-Retentio	m	Account Activity	-10,130.00				
	07/31/	CR	140731002	Paymer	t			9,950.84		С
					July Activity		0.00	9,960.84		
					Account Activity	-9,960.84				
5015	Cost	of Contrac	sts-Material							
	04/29/	IA	140429	CircuitE	reaker			150.00 16000		M
	04/29/	IA	140429	Ctool D	n #1			50.00 06200		M
	04/29/	AP	986	Central	Coast Building Supply		120.00	06200		M
					AprilActivity		120.00	320.00		
						000.00				
5020	Cost	of Contrac	ts-Subcortran	tor.	Account Activity	-200.00				
0020	08/19/	CD	2045				3,500.00	03000		S
					August Activity		3 500 00	0.00		
					Account Activity	3,500.00				
.lob	1010	Te	ues dale Flema	entery Solvo	J OD A CEVITY	-22,810.84				
1110	Accou	unts Rece	eiv able-Trade							
	07/31/.	CR	140731005					10,000.00		С
					July Activity		0.00	10,000.00		
					Account Activity	-10,000.00				
5010	Cost	of Contrac	ts-Labor							
	03/14/	CD	2029	Hours o	n 02/11/		323.03	02110		L
	03/14/	CD	2029	Hours o	n 02/11/		512.35	02110		L
					March Activity		835.38	0.00		
	06/05/	CD	2034	Hours o	n 05/25/:		1,292.13	02600		L
					June Activity		1,292.13	0.00		
					A concret & chaite	2 (27 54				

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

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GL-106 General Ledger

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