

The background of the slide is an abstract composition of swirling, overlapping lines in various colors. On the left side, there are prominent green and brownish-green swirls. On the right side, there are brown and blue swirls. The lines are thin and create a sense of motion and depth. A vertical black line runs down the center of the image, and two horizontal black lines intersect it, one above and one below the text.

General Ledger & all that other stuff....

Denver 2009

The background features a dark grey gradient with intricate, multi-colored patterns. On the right side, there are dense, swirling lines in shades of red, orange, yellow, green, and cyan. On the left side, there are more subtle, swirling patterns in shades of brown, tan, and light grey. The overall effect is a complex, abstract composition of organic, flowing shapes.

Introductions

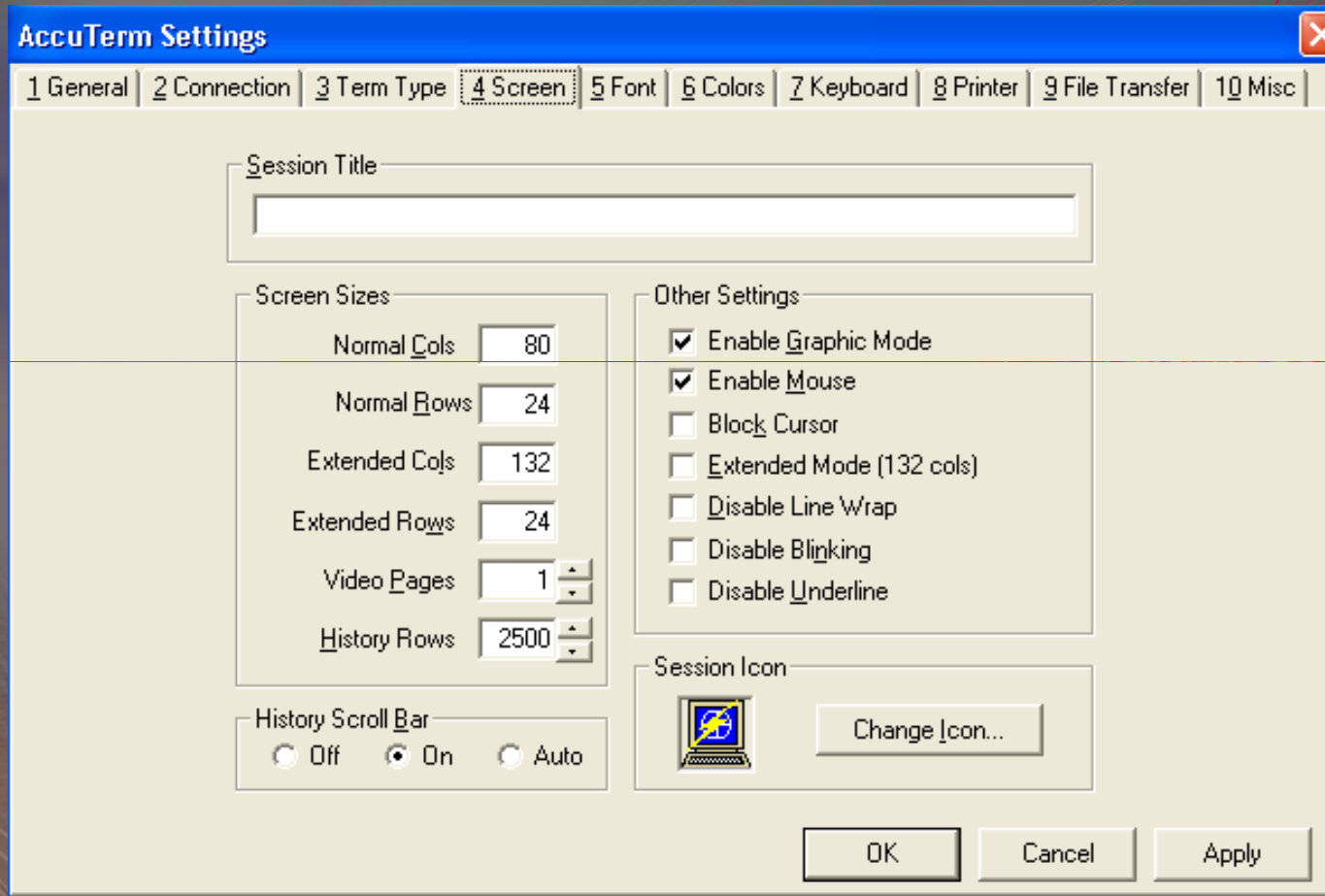


CAN versus SHOULD



Tips & Tricks

Turn on Scroll Bar



Multiple Ports

AccuTerm 2K2

le Edit View Tools Reset Window Help

PORT43 (2)

PORT67 (1)

14:06:47 07 Apr 2008 PURCHASE ORDER ENTRY 67 JSSA KG

OPERATOR CD: Kathleen G

COMPANY NBR: 02

PO NUMBER: #####

VENDOR NBR:

ENTER ORDER NUMBER, or █ to lookup by Vendor:

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

8-COD

Menu 12.1.7 or 14.5

□PAGE 1 ***** STATUS OF COMPANY DATES ***** 13:59:24 07 Apr 2005

COMPANY...	CNAME.....	FM	LST.YR.GL	LST.MO.GL	CURR.MO.AR	LST.MO.AR	CURR.MO.AP	LST.MO.AP
01	JOHNSTONE SUPPLY	1	04	0502	0504	0503	0504	0503
02	JOHNSTONE SUPPLY	1	04	0502	0504	0503	0504	0503

File Transfer

ft

Create a folder on C drive” pick

Enter “ft” at any printer select prompt

Will be called “ft.txt” in C:\\pick

Text file or convert to Excel format

System Purge Parameters Menu 28.

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
MENU-28 PURGE MENU
13:03:36 10 Apr 2006 43 JSSA KG
Purge Fix
0. Automatic Purge Menu 20. Open.Ord Xref Cleanup Program
1. Clear Order File by Input Date 21. Create Open.Ord.Xref From Orders
2. Purge Canceled Orders by Input Date 22. Item.Inq Cleanup Program
3. Clear Release File by Input Date 23. Create Item.Inq From Orders
4. Clear Release File Based on Pd A/R 24. Reconstruct B/O and I/P Quantities
5. Clear Release.Hist File/Input Date 25. Reconstruct Open PO Quantities
6. Clear Purchase Order File 26. Reconstruct Prchase Intransit Qtys
7. Clear Invoice and Sales.1 File 27. Recnstrct Item.PO & Vendor.PO File
8. Purge AR.Hist Based on Input Date 28. Fix Oldest PO Due Dates
9. Purge Custs of Invalid Mailer # 29. Recnstrct Open Order/In Pick Value
30. Reconstruct AR Xref File
31. Fix Open Batches
32. Fix Open A/P Balance (Vendor)

NEW mail
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
Enter a Menu Path or <Enter>:
```


System Purge Parameters Menu 28.0

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
MENU-28.0 AUTOMATIC PURGE MENU
13:01:30 10 Apr 2006 43 JSSA KG
1. Maintain Purge Parameters
2. Run The Automatic Purge

NEW mail
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
Enter a Menu Path or <Enter>:
```


System Purge Parameters

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
..... AUTOMATIC PURGE PARAMETER .....

1) DAY OF WEEK - 06 FRIDAY
2) DATE..... - 10

----- NUMBER OF DAYS TO KEEP FOR EACH FILE -----

3) INV.HIST..... - *NOT PURGED*
4) INVOICE&SALES.1 - *NOT PURGED*
5) RELEASE..... - 999
6) RELEASE.HIST.. - 999
7) ORDER..... - *NOT PURGED*
8) PO..... - 999
9) AR.HIST..... - *NOT PURGED*
10) NON STOCK PROD - 999
11) PRO-FORMA..... - 180
12) REC.BC.SAVE... - 740
13) RELEASE.CHECK. - 740

-----

ENTER: LN# TO CHANGE-'0' TO ACCEPT-'DELETE' TO DELETE-'ABORT' TO EXIT _

1-END                4-INQ                5-CASHT              6-CASH              7-CODT              8-COD
```

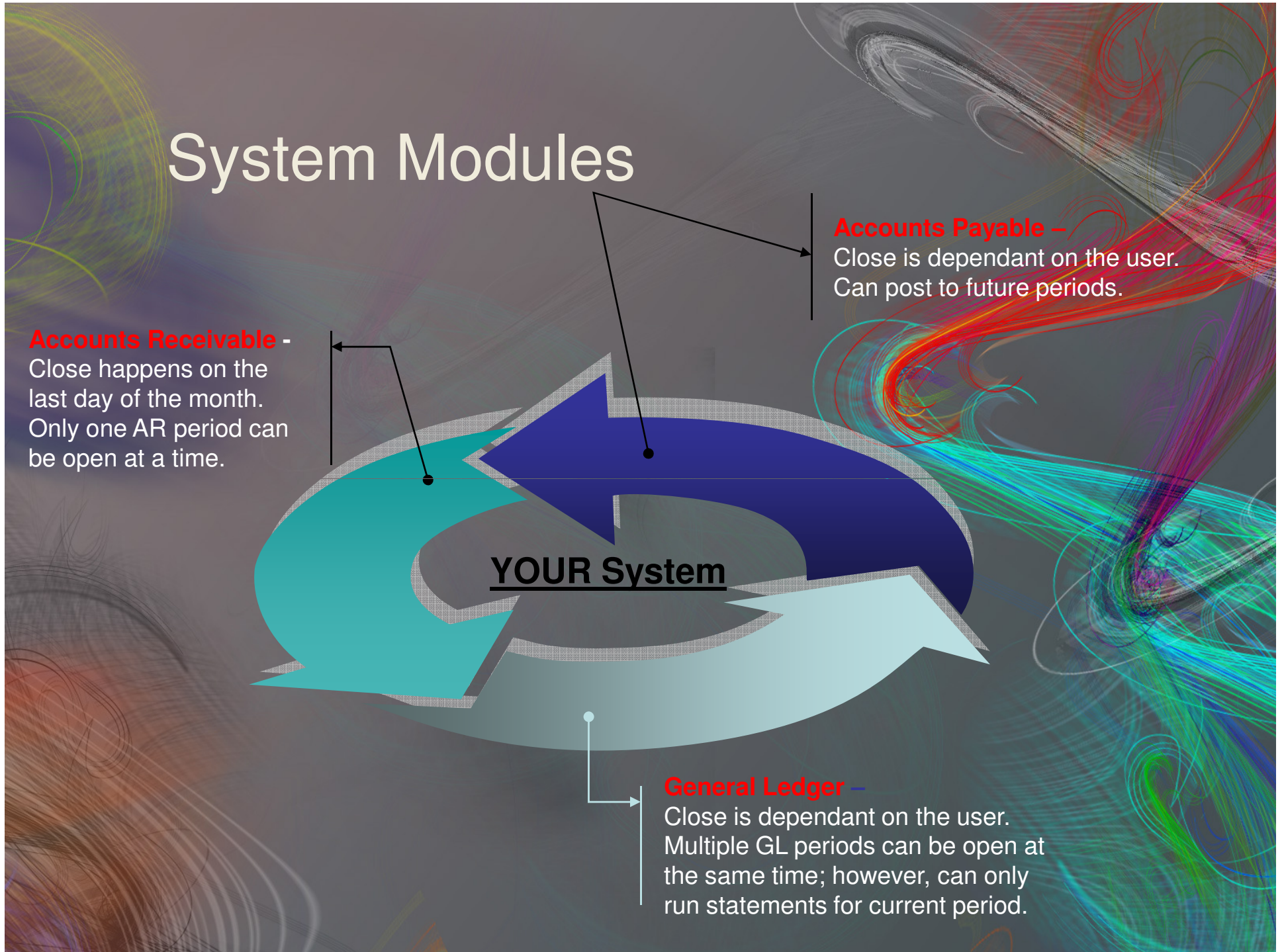

System Modules

Accounts Receivable -
Close happens on the last day of the month.
Only one AR period can be open at a time.

Accounts Payable -
Close is dependant on the user.
Can post to future periods.

YOUR System

General Ledger -
Close is dependant on the user.
Multiple GL periods can be open at the same time; however, can only run statements for current period.





System Settings

Menu 12 and Menu 35

Menu 12.1.1

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

COMPANY FILE MAINTENANCE

COMPANY #:	01		
1.CO NAME	JOHNSTONE SUPPLY SA	21.INT.CUST #	154434
2.ADDRESS 1	3015 S. KILSON DRIVE	22.ITEM FORMAT	ANN-NNN
3.ADDRESS 2		23.ITEM MATCH	0X
4.CITY	SANTA ANA	24.INT.ITEM#	162188
5.STATE	CA	25.JOURNAL ENT #	103870
6.ZIP CODE	92707	26.BANK NUMBER	001
7.PHONE NO	714-556-4822	27.VOUCHER #	32693
8.REGIST. #		28.INTER CASH G/L#	01-1050-00
9.GL FORMAT	##-####-##	29.CRED.AUTH.PSWD	RAT
10.GL-MATCH	2N-4N-2N	30.NO. CRED.DAYS	15
11.PL BRK G/L #	01-3020-00	31.MIN SERV CHRG \$	10.00
12.CUR YR EARN		32.MIN ORDER \$	25
13.FISCAL MO	1	33.A/P G/L #	01-2100-00
14.PRNTR# EOM	HS	34.EARN DISC G/L#	01-6200-00
15.FAX#	714-556-6417	35.YTD INCOME G/L#	01-2765-00
16.PRT CO ADDR	N	36.CORP CUST #	221211
17.W/C SM	01 WILL CALL	37.BRANCH #	15
18.TAX JURIS	6059 ORANGE CNTY & C	38.PRNTR# EOD RPTS	HS
19.CORP WHSE	001	39.PRINTER# CAN INV	
20.PORT 1 PSWD		40.PRINT CAN @ OE/OM Y	

Enter Line#, Backout, DELETE, Edit, 0 to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 12.1.7

GL.CONT MAINTENANCE			
CODE:	001		
1. A/R G/L NO	01-1100-00	18. CORP LINECHG	01-4102-00
2. SALES G/L NO	01-3100-00	19. 13.20.2 PRICE VAR	01-4105-00
3. FRT G/L NO	01-6400-00	20. RETURNS AR	01-2109-00
4. TAX G/L NO	01-2460-00	21. RETURNS CLEARING	01-2104-00
5. DISC G/L NO	01-3100-00	22. RETURNS EXPENSE	01-9925-00
6. RTNS G/L NO	01-3110-00	23. INBOUND FREIGHT	01-4102-00
7. COMMISSION G/L NO			
8. SERVICE CHG G/L NO	01-6040-00		
9. CASH IN G/L NO	01-1050-00		
10. CASH DISC G/L NO	01-6030-00		
11. CHARGE BACK G/L NO	01-3100-00		
12. MISC CHGS G/L NO	01-6055-00		
13. COG SOLD G/L NO	01-4100-00		
14. INVENTORY G/L NO	01-1212-00		
15. WARRANTY AR	01-2108-00		
16. WARRANTY CLEARING	01-2105-00		
17. WARRANTY EXPENSE	01-9925-00		

Enter Line#, Backout, DELETE, Edit, 0 to Accept _
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 12.1.7

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
GL.CONT MAINTENANCE

CODE:      001

1. A/R G/L NO      01-1100-00      10. CASH DISC G/L NO      01-3100-00
2. SALES G/L NO    01-3100-00      11. CHARGE BACK G/L NO    01-3100-00
3. FRT G/L NO      01-6400-00      12. MISC CHARGES G/L NO   01-6055-00
4. TAX G/L NO      01-2460-00      13. COST GOODS SOLD G/L NO 01-4100-00
5. DISC G/L NO     01-3100-00      14. INVENTORY G/L NO     01-1212-00
6. RTNS G/L NO     01-3110-00      15. WARRANTY AR           01-2108-00
7. COMMISSION G/L NO 01-6040-00      16. WARRANTY CLEARING     01-2105-00
8. SERVICE CHG G/L NO 01-6040-00      17. WARRANTY EXPENSE      01-5925-00
9. CASH IN G/L NO  01-1050-00      18. CORP LINECHG         01-4101-00

Enter Line#, Backout, DELETE, Edit, 0 to Accept
1-END          4-INQ         5-CASHT       6-CASH        7-CODT        8-COD
```


Menu 12.1.16

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

PAYMENT TYPE MAINTENANCE

COMPANY NUMBER: 01 JOHNSTONE SUPPLY SA

PAYMENT TYPE	BANK
1. CASH	11. 001
2. VISA	12. 001
3. AMX	13. 001
4. M/C	14. 001
5. CHECK	15. 001
6.	16.
7.	17.
8.	18.
9.	19.
10.	20.

Enter line#, Backout, DELETE, Edit, 0 to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 12.4

The screenshot shows a terminal window titled "AccuTerm 2K2 - [PORT43 (2)]". The menu is titled "CHART OF ACCOUNTS DESCRIPTION MAINTENANCE" in yellow text. The menu items are:

ACCOUNT #	1212	
1. DESC	INVENTORY	
2. TYPE	1	BALANCE SHEET
3. CATEGORY	A	

At the bottom of the window, there is a legend for navigation keys:

Enter Line #, Backout, DELETE, Edit, 0 to Accept
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 35.6, Screen 2

PORT67 (1)	
PARAMETER FILE MAINTENANCE - SCREEN 2	
1. Allow cross-company posting in a/p and g/l	Y
2. Sales.4 file used	Y
3. Sales.5 file used	y
4. Sales.6 file used	Y
5. Sales.7 file used	Y
6. Update serial numbers at po receipts time	N
7. Processing code to enter purchase order notes	N
8. Use DQ editor for credit memo notes (4.1.9)	Y
9. Use DQ editor for telemarketing notes (33.1)	N
10. Prompt for y*** if posting period does not agree with transaction date	Y
11. Fax monthly branch sales to Corp	N
12. Print year-end lifo report	Y
13. Lock out system during day-end/month-end	Y
14. Zero out non-stock items with no sales in 'xxx' days	90
15. Update serialized inventory flag from Corp price trans	y
16. Update taxable product flag from Corp price trans	y
17. Update Balance A/R Batches during EOD (Y/N)	N
18. Age by: 1)Month-end 2)Due.Dt 3)Inv.Dt	3
19. Don't Set Serial Flag on Store Transfers (7.1A)	Y
20. Menu-4.1.9: 1)<ENTER>=next page 2)<ENTER>=totals	2

Enter Line#, Backout, DELETE, Edit, 0 to Accept _

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 35.8

PORT67 (1) A/P DEFAULT MAINTENANCE - SCREEN 1

1. Vendor #	
2. Trans code	I
3. Invoice #	
4. Inv date	
5. Due date	
6. Gross amt	
7. Merch amt	
8. Non-disc	
9. Discount \$	
10. Discount %	
11. Pay status	P
12. Bank #	001
13. Single chk	N
14. Misc desc	
15. G/L Code	
16. Dist amt	

Enter Line#, Backout, DELETE, E
1-END

PORT67 (1) A/P DEFAULT MAINTENANCE - SCREEN 2

1. Vendor #	R
2. Trans code	
3. Invoice #	R
4. Inv date	S
5. Due date	S
6. Gross amt	R
7. Merch amt	S
8. Non-disc	
9. Discount \$	
10. Discount %	
11. Pay status	R
12. Bank #	R
13. Single chk	
14. Misc desc	S
15. G/L Code	S
16. Dist amt	R

Enter Line#, Backout, DELETE, Edit, 0 to Accept
1- END 4- INV 5- CASHT 6- CASH 7- CDDT 8- COD

Menu 35.19

```
FONT 60 (3)
MENU-35.19          EVENT NOTIFICATION MENU
11:32:05  09 Apr 2007          60 JSSA KG
 1. Credit Authorization
 2. Price Hold
 3. Sold Below Cost
 4. Price Override
 5. Non-Stock/00-ROP Return
 6. PO 855 Acknowledgement
 7. Cancelled Invoices/Pick Packs
 8. Special Orders and Backorders
 9. Customer Purchase Orders
10. Unfinalized Invoices

NEW mail

1-END          4-INQ          Enter a Menu Path or <Enter>:
                5-CASHT       6-CASH       7-CODT       8-COD
```

Menu 35.14 – Laser Statement Parameters

Service Charges can now be automatically run with EOM for those running laser statements/laser service charges.

The Service charge percentage is controlled in Menu 12.2.9.

Menu 35.14.

Field 13 controls whether they run automatically or not.

Field 14 sets the number of days an invoice must be past due in order to have a service charge assessed.

Field 15 controls whether the service

Note: Service charge invoice

LASER PRINTED STATEMENT PARAMETERS		
COMPANY NUMBER	01	Johstone Supply Demo
1. COMPANY NUMBERS (SEPARATE BY ',')		02,03,04,01
2. DEFAULT PRINTER FOR STATEMENTS		inv123_1
3. PRINT CUSTOMER DISCOUNT MESSAGE		Y
4. ENABLE FAX STATEMENTS OPTION		N
5. ENABLE EMAIL STATEMENTS OPTION		Y
6. PRINT 1-15, 16-30, 31-60, 60+ BUCKETS		
7. REMIT-TO PHONE NUMBER		503-419-9139
8. PRINT STATEMENTS BY COMPANY		N
9. BUILD STATEMENTS DURING EOM		Y
10. PRINT/FAX/EMAIL CREDIT STATEMENTS		Y
11. PRINT/FAX/EMAIL STATEMENTS DURING EOM		N
12. PRINT CUSTOMER SALES TAX PAID MESSAGE		Y
13. EOM AUTO SERVICE CHARGE INVOICES		Y
14. NUMBER OF OVERDUE DAYS FOR AUTO S/C		30
15. AUTO PRINT S/C INVOICES AFTER CALC		N



General Ledger

Menu 14



REAL TIME GENERAL LEDGER!!!

- *Have to run 14.2.4 first/ 14.3.8
- **AR & AP periods HAVE TO BE current*

Benefits to using the GL

*Fully integrated with all other system functions: AR, AP, Warranty, Order Entry, etc.

Trial Balance to CPA
Less Paper to CPA
Faster in-house Analysis
REAL time General Ledger
others....

Creating GL accounts

14.1.1 (for each company)

Add to financial statements

Menu 14.1.1

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
CHART OF ACCOUNTS MAINTENANCE
*****

COMPANY NO.: 01
COMPANY NAME: JOHNSTONE SUPPLY SA

ACCOUNT NO.: 01-6400-00
ACCOUNT NAME: FREIGHT OUT

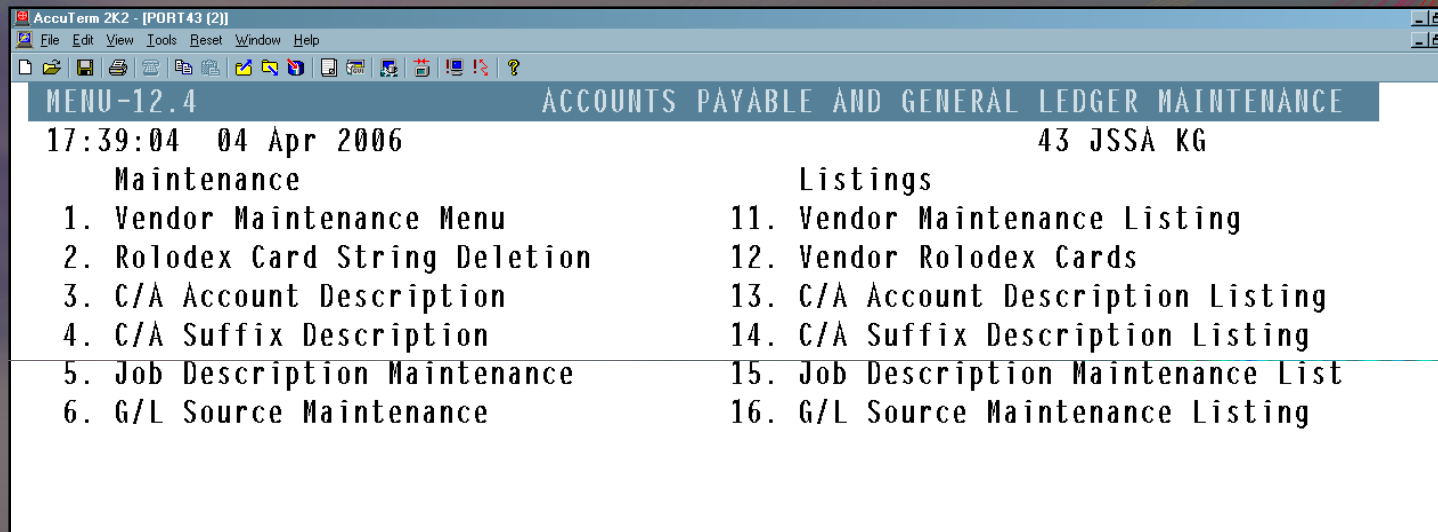
1. OPENING BALANCE THIS YEAR:

2. OPENING BALANCE NEXT YEAR:

ENTER LINE # TO BE CHANGED OR 'NL': ##

1-END          4-INQ          5-CASHT        6-CASH        7-CODT        8-COD
```

Menu 12.4



The screenshot shows a terminal window titled 'AccuTerm 2K2 - [PORT43 (2)]'. The menu content is as follows:

```
AccuTerm 2K2 - [PORT43 (2)]
File Edit View Tools Reset Window Help
MENU-12.4 ACCOUNTS PAYABLE AND GENERAL LEDGER MAINTENANCE
17:39:04 04 Apr 2006 43 JSSA KG
Maintenance Listings
1. Vendor Maintenance Menu 11. Vendor Maintenance Listing
2. Rolodex Card String Deletion 12. Vendor Rolodex Cards
3. C/A Account Description 13. C/A Account Description Listing
4. C/A Suffix Description 14. C/A Suffix Description Listing
5. Job Description Maintenance 15. Job Description Maintenance List
6. G/L Source Maintenance 16. G/L Source Maintenance Listing
```

Chart of Accounts –

- 12.4.3 – Create /Change GL Account (m 14.1.1)
- 12.4.13 – Print out listing

The background features a dark grey gradient with intricate, multi-colored swirling patterns. These patterns include shades of green, red, blue, and purple, creating a sense of dynamic movement and depth. The lines are thin and layered, giving the overall effect a complex, almost ethereal quality.

Journal Entries

Journal Entries

1. Enter JE 14.1.3
2. Print, Review & Update JE
14.1.13
3. Update Trial Balance 14.2.4

Menu 14.1.3

AccuTerm 2K2 - [PORT43 (2)]

File Edit View Tools Reset Window Help

CO MO 01 JOURNAL ENTRY INPUT

A-REFERENCE NO: JOURNAL ENTRY NO:
B-TRANS. DATE :
C-SOURCE : CONTROL TOTAL : 0.00

D-DESCRIPTION :

LN#	ACCOUNT	DEBITS	CREDITS	DESCRIPTION
-----	---------	--------	---------	-------------

ENTER COMPANY NUMBER OR 'END': ##

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD



Auto Reversing Journal Entries

Journal Entries

1. Enter JE 14.1.4
2. Print, Review & Update JE
14.1.14
3. Update Trial Balance 14.2.4

The background is a dark grey gradient with intricate, colorful, swirling patterns. These patterns consist of numerous thin, overlapping lines in shades of green, yellow, red, orange, blue, and purple, creating a sense of motion and depth. The lines are most concentrated on the right side of the image, where they form dense, circular and spiral-like structures. On the left side, the lines are more sparse and form larger, looser loops. The overall effect is a complex, organic, and somewhat chaotic visual texture.

Recurring Journal Entries

Recurring Journal Entries

1. Enter JE 14.1.5
2. Review JE 14.1.15
3. Update JE 14.1.16
4. Update Trial Balance 14.2.4



Monthly Reports – Menu 14.2

Menu 14.2

PORT67 (1)

MENU-14.2 MONTHLY REPORTS

16:10:46 20 Apr 2009 67 JSSA KG

Pre-Closing	Post Closing
1. GL Activity Detail Report Inquiry	7. General Ledger Month-End Update
1A. Preliminary Detail GL Report	8. Screen General Ledger Inquiry
1B. Expense Distribution Detail by G/L	9. Final Detail General Ledger Report
2. Monthly Journal Entry Report	10. Trial Balance
4. Preliminary Trial Balance	11. Semi-Annual Trial Balance
5. Screen General Ledger Inquiry	12. Summary General Ledger
6. Accountants Worksheet	13. Expense and Budget Analysis
	14. Tape Backup
15. Preliminary Trial Balance for New Year	
16. Preliminary Financial Statement	

Enter a **Menu Path** or <Enter>:

1-END 4-TNO 5-CASHT 6-CASH 7-CODT 8-COD

14.2.4

Demonstration of different formats:

- **One TB per company**
- **Combined TB with Combined Balances**
- **Combined TB with Separate Balances**

Detailed TB 14.2.1a

011:00:38 07 Apr 2005		MONTH	END	DETAIL GENERAL LEDGER			PAGE:	5
PRELIMINARY								
01 JOHNSTONE SUPPLY								
GEN.LED. NO.	DESCRIPTION	TNX DATE	REF NUM	SRC	DEBITS	CREDITS	BALANCE	
01-2105-00	A/P - WARR PENDING	01/01/05		OPEN			7,344.36	
	WARRANTY TRANSACTION - INV-C/M	01/31/05		WJ	1,349.27			
	WARRANTY TRANSACTION - CLAIM	01/31/05		WJ		5,762.66		
	ACCOUNT # 01-2105-00	TOTAL:	7,344.36		1,349.27	5,762.66	2,930.97	
01-2106-00	A/P - RGA	01/01/05		OPEN			6,576.70	
	EXPENSE DIST. REGISTER	01/31/05		PJ		15.87		
	ACCOUNT # 01-2106-00	TOTAL:	6,576.70		0.00	15.87	6,560.83	
01-2107-00	A/P - DISCREPANCY	01/01/05		OPEN			0.00	
	ACCOUNT # 01-2107-00	TOTAL:	0.00		0.00	0.00	0.00	
01-2108-00	WARRANTY A/R	01/01/05		OPEN			5,628.92	
	WARRANTY TRANSACTION - ADJ	01/31/05		WJ		30.52		
	WARRANTY TRANSACTION - RCVING	01/31/05		WJ		277.24		
	WARRANTY TRANSACTION - CLAIM	01/31/05		WJ	5,762.66			
	EXPENSE DIST. REGISTER	01/31/05		PJ		4,898.86		
	ACCOUNT # 01-2108-00	TOTAL:	5,628.92		5,762.66	5,206.62	6,184.96	
01-2120-00	ACCTS PAYABLE - ACCRUAL	01/01/05		OPEN			-105,102.08	
	INVENTORY ADJ (NOT VOUCHERED)	12/31/04	INVADJ	JE	105,102.08			
	ACCOUNT # 01-2120-00	TOTAL:	-105,102.08		105,102.08	0.00	0.00	
01-2430-00	ACCRUED INTEREST	01/01/05		OPEN			0.00	
	ACCOUNT # 01-2430-00	TOTAL:	0.00		0.00	0.00	0.00	
01-2460-00	ACCRUED SALES TAX	01/01/05		OPEN			-19,403.00	
	ADJUSTMENT-	01/31/05		AD	62.28			
	SALES JOUR 01/31/05 WH 001	01/31/05		SJ		79.28		
	SALES JOUR 01/31/05 WH 001	01/31/05		SJ		15,685.88		

Abbreviations

Abbreviation	Type of Activity	Subsidiary Ledger
SJ	Sales Journal	Inv & CM Register
PJ	Purchases Journal	Expense Distribution Register
WJ	Warranty Journal	
JE	Journal Entry	Monthly Journal Entry Report
RJ	Reoccurring Journal Entry	Monthly Journal Entry Report
CR	Cash Receipts	EOM Batch Detail Report
CD	Cash Disbursements	Check Register (Reg & Hand)
AD	Adjustments	AR Adjustments Register
SC	Service Charges	Service Charge Listing
PC	Product Class GL Update	

Research Tools

- 14.2.4 – Trial Balance*
- 14.2.1a - Detail General Ledger*
- 14.2.2 – Detailed Journal Entries*
- 14.2.1b – Expense Distribution
Register*
- 14.2.5 – Screen Inquiry

** Kept as monthly working papers*

What about all the other stuff?

PORT67 (1)

MENU-14.2 MONTHLY REPORTS

16:10:46 20 Apr 2009 67 JSSA KG

Pre-Closing	Post Closing
1. GL Activity Detail Report Inquiry	7. General Ledger Month-End Update
1A. Preliminary Detail GL Report	8. Screen General Ledger Inquiry
1B. Expense Distribution Detail by G/L	9. Final Detail General Ledger Report
2. Monthly Journal Entry Report	10. Trial Balance
4. Preliminary Trial Balance	11. Semi-Annual Trial Balance
5. Screen General Ledger Inquiry	12. Summary General Ledger
6. Accountants Worksheet	13. Expense and Budget Analysis
	14. Tape Backup
15. Preliminary Trial Balance for New Year	
16. Preliminary Financial Statement	

Enter a **Menu Path** or <Enter>:

1-END 4-TNO 5-CASHT 6-CASH 7-CODT 8-COD

14.4 – MORE reports

```
AccuTerm 2K2 - [PORT67 (1)]
File Edit View Tools Reset Window Help
MENU-14.4 YEAR-END REPORTS
16:39:05 20 Apr 2009
1. Preliminary Year-End C/A Close X
2. Year-End Tape Backup X
3. Annual General Ledger Detail Report Disclaimer
3A. GL Detail - Select Periods/Accounts Disclaimer
4. GL History Inq (Co#: Natural GL#) Disclaimer
5. Final C/A Update and Close X
6. GL History File Purge X
7. Upd Hdr Rcrd to Hist File for New Yr X
```




Financial Statements

14.3 – Running Financial Statements

```
AccuTerm 2K2 - [PORT67 (1)]
File Edit View Tools Reset Window Help
MENU-14.3 FINANCIAL REPORT GENERATOR MENU
16:31:42 20 Apr 2009 67 JSSA KG
1. New Financial Desc Report File Maint
2. New Financial Rpt Parameter List

8. New Financial File Calc & Report 28. List of accts not on Financials
10. Financial Report with Budget

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
Enter a Menu Path or <Enter>: _
```


Financial Statements

1 - Always run 14.2.4 – Trial Balance

2 - 14.3.8 Prints Financial Statements:

#1 = Balance Sheet

#2 = Income Statements

(CAN create MORE)

3 - 14.3.2 – Detailed listing



Product/GL Control

Product/GL Control

Menu 12.3.3

PRODUCT CLASS MAINTENANCE

PRODUCT CLASS: chk

1. DESCRIPTION

2. SALES G/L # 5270-00 BANK SERVICE CHG'S

3. COST OF GOODS G/L #

4. INVENTORY G/L #

Enter Line#, Backout, DELETE, Edit, 0 to Accept

1-END

4-INQ

5-CASHT

6-CASH

7-CODT

8-COD

Product/GL Control

Set-up Product –

Only works with Product CLASS in Product MASTER

PRODUCT MASTER MAINTENANCE

EX PROD #:	RTND CHECK	INT PROD #:	156511
1.DESC. 1	RETURNED CHECK FEE	20.DISCOUNTABLE	Y
2.DESC. 2		21.Menu-5.33	
3.CVEND#	S128 COD VENDORS	22.DISCONTINUED	N
4.VEND DESC	RETURNED CHECK	23.ACCEPT B/O	Y
5.A/S/W CODE		24.PART SHIP	Y
6.BOX QTY	1	25.INV BYPASS	Y
7.STOCK UM	EA QTY 1	26.STK STAT IND	Y
8.PRC/CST UM	EA QTY 1	27.TEMP ITEM	
9.STD SEL UM	EA QTY 1	28.PROD CLASS	CHK
10.PURCH UM	EA QTY 1	29.PROD TYPE	999 MISC GOODS
11.COR CHG		30.WEIGHT	
12.COR CST		31.BYPASS EXCH	
13.CNTRCT CST		32.ADD-ONS	
14.EACH PRICE	25.00	33.CAT PAGE	
15.RETAIL		34.LEAD TIME	
16.BR CRP CST	25.000	35.SUB IND	
17.PRC HLD EX		36.SUB PROD#	
18.DIR CST	25.000	37.SUB PROD#	
19.DIR QTY		38.SUB PRC IND	N

Enter Line#, Backout, DELETE, Edit, 0 to Accept

1-END

4-INQ

5-CASHT

6-CASH

7-CODT

8-COD

Product/GL Control

Trial Balance

01-3100-00	SALES	03/01/09	OPEN			-385,928.51	
	SALES JOUR 03/31/09 WH 001	03/31/09	SJ		180,701.10		
	SALES JOUR 03/31/09 WH 001	03/31/09	SJ		6.72		
	PROD CLASS - SALES	03/31/09	PC	235.00			
	ACCOUNT # 01-3100-00	TOTAL:		-385,928.51	235.00	180,707.82	-566,401.33

01-6050-00	MISCELLANEOUS INCOME / EXPENSE	03/01/09	OPEN			-718.53	
	PROD CLASS - SALES	03/31/09	PC		235.00		
	PROD CLASS - COST OF SALES	03/31/09	PC				
	PROD CLASS - INVENTORY	03/31/09	PC				
	EXPENSE DIST. REGISTER 03/31/09	03/31/09	PJ	2,589.32			
	ACCOUNT # 01-6050-00	TOTAL:		-718.53	2,589.32	235.00	1,635.79

Accounts to balance MONTHLY

Account	Register
Cash	Bank Statement
Inventory	Inventory Value by Prefix Report
Accounts Receivable	Monthly Aging
Accounts Payable	Open AP Activity Report
Warranty AR	Open Warranty AR
Warranty Unclaimed	Unclaimed Warranty Report
Sales Tax	Tax Register & Tax Paid
Vendor Returns AR	Open Returns AR
Vendor Returns Unclaimed	Unclaimed Returns

* See Handout

AR Balancing

AR GL account = Aging (by company)

AP Balancing

AP GL account = OPEN
BALANCE

(AP Activity Report) (by
company)



Sales Tax Balancing

Taxable & Non Taxable

<i>PART #</i>	<i>CUSTOMER</i>	<i>INVOICE</i>
Y	EXEMPT	NO TAX
Y	TAXABLE	TAXED
Y	NON -TAX	TAXED
N	EXEMPT	NO TAX
N	TAXABLE	TAXED
N	NON -TAX	NO TAX

EOM Sales Tax Report

- Will reflect AR adjustments (m4.1.2) or AR write-offs (m4.1.1)
- Will report under the applicable Tax Jurisdiction.
- Keep EOM reports that detail AR adjustments and AR write-off
- This report will tie out to the line item on the Composite Sales Tax Report and to the detail General Ledger.

EOM Sales Tax Report

Spooled D3 Report - Notepad
File Edit Format View Help Send

Spooled D3 Report
#

18:32:42 31 Mar 2007 SUMMARY TAX REPORT FOR FISCAL 0703
(COMPOSITE INVOICED TAX JURISDICTION REPORT)

TAX JURISDICTION	TAX PERCENT	TAX TOTAL	COMPS	PERCENTS	COMP TOTALS	SALES\$	TAXABLE\$	EXEMPTS	CH
6037 County A	8.250 % A/R ADJUSTMENTS	23.34 -8.05			23.34	668.31	282.86	362.11	0
6059 County B	7.750 % A/R ADJUSTMENTS	11813.96 -1.41			11813.96	187,896.94	152,438.08	23644.90	0
6083 County C	7.750 %	0.00			0.00	1,383.33		1383.33	0
6085 County D	8.250 %	6.26			6.26	92.12	75.86	10.00	0
6111 County E	7.250 %	0.00			0.00	21.70		21.70	0
6114 County F	3.000 %	4.33			4.33	155.81	144.30	7.18	0

SUBTOTALS FOR COMPANY 01
TOTAL NUMBER OF INVOICES = 1027
TOTAL NUMBER TAXED = 846
TOTAL NOT TAXED = 181
TOTAL TAX DOLLARS PAID = 11,838.43
TOTAL INVOICED DOLLARS = 190,218.21
TOTAL TAXABLE BASE = 152,941.10
TOTAL EXEMPT BASE = 25,429.22
TOTAL NUMBER EXEMPT = 181
NBR OF PERCENTS CHANGED = 0

NOTE: TAXABLE BASE & EXEMPT BASE FIGURES ABOVE DO NOT INCLUDE INVOICES WITH NO TAX JURISDICTION CODE. TO INSURE ACCURATE TAX ACCOUNTING, MAKE SURE ALL CUSTOMERS HAVE A VALID TAX CODE.
#



Warranty/Vendor Returns – Balancing

Menu 12.1.7

GL.CONT MAINTENANCE			
CODE:	001		
1. A/R G/L NO	01-1100-00	18. CORP LINECHG	01-4102-00
2. SALES G/L NO	01-3100-00	19. 13.20.2 PRICE VAR	01-4105-00
3. FRT G/L NO	01-6400-00	20. RETURNS AR	01-2109-00
4. TAX G/L NO	01-2460-00	21. RETURNS CLEARING	01-2104-00
5. DISC G/L NO	01-3100-00	22. RETURNS EXPENSE	01-9925-00
6. RTNS G/L NO	01-3110-00	23. INBOUND FREIGHT	01-4102-00
7. COMMISSION G/L NO			
8. SERVICE CHG G/L NO	01-6040-00		
9. CASH IN G/L NO	01-1050-00		
10. CASH DISC G/L NO	01-6030-00		
11. CHARGE BACK G/L NO	01-3100-00		
12. MISC CHGS G/L NO	01-6055-00		
13. COG SOLD G/L NO	01-4100-00		
14. INVENTORY G/L NO	01-1212-00		
15. WARRANTY AR	01-2108-00		
16. WARRANTY CLEARING	01-2105-00		
17. WARRANTY EXPENSE	01-9925-00		

Enter Line#, Backout, DELETE, Edit, 0 to Accept _
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Warranty

Widget

Avg. cost = \$10

Sale Price = \$12

Credit from Vendor = \$25

	Inven	Sales	A/R	COGS	Warr Pend	Warr A/R	Warr Discrep	A/P
1 Credit Memo (m1.2)	10	12	12	10				
2 Warranty Update (ME)	10				10			
3 Create Claim (m15.3)					10	10		
<i>CREDIT REC'D</i>								
4 Post Credit-Claim (m15.10)						15	15	
5 Voucher Credit (m13.20.1)						25		25
<i>RECEIVING</i>								
4 Replacement (m15.11)	10					10		

Warranty & the General Ledger

```
Spooled D3 Report - Notepad
File Edit Format View Help @Send
Spooled D3 Report
021:03:34 01 Apr 2006      OPEN WARRANTY AR REPORT      PAGE 1
CO# VEND.NAME..... SEQ.NO.... VEND.NO A.PROD.NO..... QTY. EXT.COST.. CLAIM#..... CLAIM.DT TOT.ADJ VO.AMT. OPEN.AMT....
...
***                          Warranty AR                          0.00  0.00  4,156.45
```

```
Spooled D3 Report - Notepad
File Edit Format View Help @Send
Spooled D3 Report
021:03:34 01 Apr 2006      UNCLAIMED WARRANTIES REPORT      PAGE 1
CO# VENDOR NAME.... VEND SEQ.NO.... REL.NO..... A.PROD.NO..... QTY. COST..... OPEN.AMT.... FIRST.DATE CUST.NO (19)SHIP TO NAME....
...
...                          4,772.92
```

Warranty Clearing

Warranty & the General Ledger

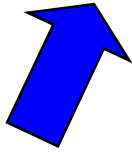
011:00:38 07 Apr 2005		MONTH END	DETAIL GENERAL LEDGER			PAGE: 5
PRELIMINARY						
01 JOHNSTONE SUPPLY						
GEN.LED. NO.	DESCRIPTION	TNX DATE	REF NUM	SRC	DEBITS	CREDITS BALANCE
01-2105-00	A/P - WARR PENDING	01/01/05		OPEN		7,344.36
	WARRANTY TRANSACTION - INV-C/M	01/31/05		WJ	1,349.27	
	WARRANTY TRANSACTION - CLAIM	01/31/05		WJ		5,762.66
	ACCOUNT # 01-2105-00	TOTAL:	7,344.36		1,349.27	5,762.66 2,930.97
01-2106-00	A/P - RGA	01/01/05		OPEN		6,576.70
	EXPENSE DIST. REGISTER	01/31/05		PJ		15.87
	ACCOUNT # 01-2106-00	TOTAL:	6,576.70		0.00	15.87 6,560.83
01-2107-00	A/P - DISCREPANCY	01/01/05		OPEN		0.00
	ACCOUNT # 01-2107-00	TOTAL:		0.00	0.00	0.00 0.00
01-2108-00	WARRANTY A/R	01/01/05		OPEN		5,628.92
	WARRANTY TRANSACTION - ADJ	01/31/05		WJ		30.52
	WARRANTY TRANSACTION - RCVING	01/31/05		WJ		277.24
	WARRANTY TRANSACTION - CLAIM	01/31/05		WJ	5,762.66	
	EXPENSE DIST. REGISTER	01/31/05		PJ		4,898.86
	ACCOUNT # 01-2108-00	TOTAL:	5,628.92		5,762.66	5,206.62 6,184.96
01-2120-00	ACCTS PAYABLE - ACCRUAL	01/01/05		OPEN		-105,102.08
	INVENTORY ADJ (NOT VOUCHERED)	12/31/04	INVADJ	JE	105,102.08	
	ACCOUNT # 01-2120-00	TOTAL:	-105,102.08		105,102.08	0.00 0.00
01-2430-00	ACCRUED INTEREST	01/01/05		OPEN		0.00
	ACCOUNT # 01-2430-00	TOTAL:		0.00	0.00	0.00 0.00
01-2460-00	ACCRUED SALES TAX	01/01/05		OPEN		-19,403.00
	ADJUSTMENT- 01/31/05	01/31/05		AD	62.28	
	SALES JOUR 01/31/05 WH 001	01/31/05		SJ		79.28
	SALES JOUR 01/31/05 WH 001	01/31/05		SJ		15,685.88



Inventory Balancing

WHSE ITEM NO VALUE.AT.AVG.CST CORE.VALUE.....

S87	6416.746	0.000
S88	57058.509	0.000
S89	18940.650	0.000
S91	2775.679	0.000
W69	1893.842	0.000
W88	1646.930	0.000
W89	3553.391	0.000
W91	300.710	0.000
X71	519.721	0.000
X89	7827.918	0.000
X90	3896.806	0.000
X95	0.000	0.000
Z50	0.000	0.000
Z95	501.660	0.000
Z99	0.000	0.000



Detail

001

645059.73

[405] 32099 items listed out of 3209

AccuTerm 2K2 - [PORT5 (4)]

16:18:30 15 Sep 2003 PRELIMINARY TRIAL BALANCE 1

ACCT#	G/L#	BALANCE FWD...	DEBIT S...	CREDIT S...	BALANCE
1212	01-1212-00	619,852.26	538,539.00	513,331.66	645,059.60
**		619,852.26	538,539.00	513,331.66	645,059.60
		619,852.26	538,539.00	513,331.66	645,059.60

[405] 1 items listed out of 136 items.

<CR> TO RETURN TO MENU ?

Summary

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Balancing is dependent on Average Cost

	ONE Part/ \$1 Variance		
Average Cost	\$5.00	\$6.00	
Quantity Sold	500	500	
Sell Price	\$10	\$10	
Total Sales	\$5,000.00	\$5,000.00	Difference
Total Profit	\$2,500.00	\$2,000.00	\$500.00
Tax 33%	\$825.00	\$660.00	\$165.00
Bonus 10%	\$250.00	\$200.00	\$50.00

General Ledger Implications

Impact Inventory (Detail)?

	YES	NO
Stock Adjustments	X	
Receive in Inventory	X	
Voucher/Accounts Payable		X
Month End Journal Entries		X

Impact Inventory (Summary)?

	YES	NO
Stock Adjustments		X
Receive in Inventory		X
Voucher/Accounts Payable	X	
Month End Journal Entries	X	

Inventory Journal Entry #1

Run Menu 13.20.7 at month end and use for *reversing*
Journal Entry

Inventory	XXXXX	
Inv. Accr		XXXXX

Inventory value is updated at receiving time. However, the G/L
Inventory is not updated until the vendor invoice has been vouchered.

Use Menu 13.20.2 and 13.20.3

**See handout AP & Inventory*

Inventory Journal Entry #2

Multi Stores: EOM Account for inventory transfers
S01/S02/S03

```
COMPANY : 01          MONTHLY INVENTORY TRANSACTION REGISTER FOR PERIOD 0603          PAGE 1
INV#.. INV.DATE CUST NBR CUSTOMER NAME.. INV.AMT..... COST$..... FRT.AMT CORE.CHG    GP.AMT G.P%. RELEASE#. CORE.CST
182056 03/01/06     502 JOHNSTONE LAGUN      2,570.10    2,570.12    0.00    0.00    -0.02  0.0 181043001    0.00
...
***
                20,960.79    20,960.79    0.00    0.00    -0.02  0.0
***
                20,960.79    20,960.79    0.00    0.00    -0.02  0.0
```

```
COMPANY : 02 JOHNSTONE SUPPLY LH          MONTHLY INVENTORY TRANSACTION REGISTER FOR PERIOD 0603          PAGE 3
INV#.. INV.DATE CUST NBR CUSTOMER NAME.. INV.AMT..... COST$..... FRT.AMT CORE.CHG    GP.AMT G.P%. RELEASE#. CORE.CST
204659 03/01/06     501 JOHNSTONE SANTA      81.04      81.04      0.00    0.00     0.00  0.0 204856001    0.00
...
***
                13,412.29    13,412.29    0.00    0.00     0.00  0.0
***
                13,412.29    13,412.29    0.00    0.00     0.00  0.0
```

Can be automated if ONE corporation (Menu 35.7 #1)

Inventory Journal Entry #3

Stock Adjustments

Spoiled D3 Report - Notepad

File Edit Format View Help eSend

Spoiled D3 Report
001 Apr 2006 MONTHLY INVENTORY ADJUSTMENT REGISTER PAGE 1

WHSE	REASON.....	DATE....	A.PROD.NO...	PROD.DESC.....	BAL.BEF.	QTY...	BAL.AFT.	COST..	VALUE...	OPER.NAME...
001	UNKNOWN LOSS	03/16/06	B13-261	US5-66-PK SWEAT ADAP	13	-3	10	1.269	-3.807	Kathleen G
001	UNKNOWN LOSS	03/16/06	B13-262	US5-88-PK SWEAT ADAP	5	-1	4	1.590	-1.590	Kathleen G
001	UNKNOWN LOSS	03/16/06	B13-263	US5-1010-PK SWEAT AD	2	-1	1	2.100	-2.100	Kathleen G
001	UNKNOWN LOSS	03/20/06	G31-807	SPEC4 SET SCREW KIT	2	-1	1	13.050	-13.050	Kathleen G
001	UNKNOWN LOSS	03/20/06	L38-808	43101972100 CONTROL	1	-1	0	50.430	-50.430	Kathleen G
001	UNKNOWN LOSS	03/22/06	L40-709	TH4110B1017 SUBL4083	1	-1	0	25.382	-25.382	Kathleen G
001	UNKNOWN LOSS	03/22/06	L96-479	F312-12X30X1 AIR FIL	24	-2	22	0.831	-1.662	Kathleen G
001	UNKNOWN LOSS	03/22/06	R94-120	51010F114 16"X25'R4.	2	-2	0	34.670	-69.340	Kathleen G
	***					-12		129.322	-167.361	
001	UNKNOWN ADDI TION	03/30/06	186-503	LH680005 PILOT	3	+1	4	40.582	40.582	Kathleen G
001	UNKNOWN ADDI TION	03/16/06	G95-012	23010 F34CW/RS/WM/EC	-2	+2	0	1.371	2.742	Kathleen G
001	UNKNOWN ADDI TION	03/20/06	L37-815	41-408 IGNITOR	19	+1	20	12.275	12.275	Kathleen G
001	UNKNOWN ADDI TION	03/22/06	L86-058	Y8610U3003 IGNITION	1	+2		3127.170	254.340	Kathleen G
001	UNKNOWN ADDI TION	03/28/06	P53-032	A32/4L340 UNIMATCH V	8	+3	11	1.410	4.230	Kathleen G
	***					9		182.808	314.169	

Summarized adjustment & can be automated (Menu 35.7 #5)

Also...things to consider..in another class

- Warranty's impact
- Store Transfers
- Impact of Core Charges
- Stock Adjustments
- Buyback
- Non-Inventory items (Z95 items)
- C99
- Dropships
- Physical Inventory



Resolving Balancing Issues

Reconciling

Look at the GL detail for the affected accounts
(14.2.1a and/or 14.2.1b)

Look at the accompanying journals (Sales,
Purchases, Warranty activity report)

Track variance – self correcting next month?

*See handout

The background features a dark grey gradient with intricate, multi-colored swirling patterns. These patterns include shades of green, red, blue, and purple, creating a sense of dynamic movement and complexity. The word "Budgeting" is centered in a clean, white, sans-serif font.

Budgeting

Income statement versus Budget

- Budget numbers, by month - entered in Menu 14.1.2
- (only GL accounts on the Income Statement should have budgeted numbers).
- A listing of the budget can be run from Menu 14.2.12.
- Numbers can be continuously changed or adjusted throughout the year through menu 14.1.2.
- To compare budget to current expenditures, run menu 14.2.4 and then run 14.3.10.
- The report will display current month versus budget (with variance) and year-to-date versus budget (with variance), as well as expense as a percentage of sales.



Warranty/Vendor Returns

Menu 15

Best Practices

15.1/15.15 – Parts waiting to go back to vendor.
Review daily/weekly to determine items to “claim”

15.3/15.16 – Create claim, send parts back to vendor

15.8/15.20 – Review status of claims sent back to
vendor, use as aging report to collect credits

**See handout for flowchart*

- ***Don't unfinalize claims from prior periods***
- ***Don't combine claims from multiple companies***
 - ***Only use 15.9 for review, not edit***
- ***Parts MUST enter warranty through Order Entry***

Warranty/Vendor Returns

```
AccuTerm 2K2 - [PORT167 (1)]
File Edit View Tools Reset Window Help
MENU-15 WARRANTY SYSTEM MENU
18:06:33 20 Apr 2009 67 JSSA KG
1. Unclaimed Warranties Report
3. Create Warranty Claim
5. Open Warranties Receivable-Inq/Rpt
6. Warranty Adjustment
7. Warranty Transaction Report By Date
8. Aged Warranty Receivables Report
9. Create/Maintain Warranty Items
10. Update Warranty File With Receiving
11. Upd Warranty File W/Vendor Credits
15. Unclaimed Vendor Returns Report
16. Create Vendor Return Claim
17. Open Vendor Returns - Inq/Rpt
18. Vendor Return Adjustment
19. Vendor Return Transaction Report
20. Aged Vendor Returns Receivable Report
21. Create/Maintain Vendor Return
22. Update Vendor Returns with Receiving
23. Update Vendor Returns with Vendor Credit
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD
Enter a Menu Path or <Enter>: _
```


Menu 15.9/21 - Unclaimed

```
AccuTerm 2K2 - [PORT67 (1)]
File Edit View Tools Reset Window Help
NEW WARRANTY FILE MAINTENANCE

WARRANTY SEQ:      1000638
1. VENDOR #       411  EVERHARD PRODUCTS
2. CUST NAME      RELIABLE APPLIANCE SERV.
3. ADDRESS 1     324 COOGAN WAY
4. ADDRESS 2
5. ADDRESS 3
6. CITY, ST ZIP   EL CAJON, CA 92020
7. CUSTOMER #     40500
8. PRODUCT NBR    H26-745  DA75620 5/16" ADJ NUTDRV
9. QUANTITY       1
10. EACH COST     7.26
11. RELEASE #     240528
12. DATE          01/23/09
13. COMMENTS     02241679001
14. SERIAL#S

Enter Line#, Bac
1-END
```

15.9 – Should mostly be used as a research tool
Exceptions.....

Menu 15.9/21 - Claimed

AccuTerm 2K2 - [PORT67 (1)]
File Edit View Tools Reset Window Help

NEW WARRANTY FILE MAINTENANCE

WARRANTY SEQ: 1000655

1. VENDOR # S999 CALIFORNIA HOT WATER SUPP
2. CUST NAME ROHAN & SONS HEATING & A/
3. ADDRESS 1 ACCTS/PAYABLE
4. ADDRESS 2 244 CALLE PINTORESCO
5. ADDRESS 3
6. CITY, ST ZIP SAN CLEMENTE, CA 92672-75
7. CUSTOMER # 39990
8. PRODUCT NBR 888-007 007400F IGNITOR RAYPAK

RELEASE	DATE....	TXN REFERENCE...	AMOUNT....	PERIOD	G/L?	G/L#
02-241939-001	01/30/09	C/M 240770	32.50	0901	*	
	02/17/09	CLM 002861	32.50	0902	*	

DATED
01/30/09

OPEN CLAIMED
32.50
002861
CO # 01

Enter Line#, Backout, DELETE, Edit, Change tag#, 0 to Accept
1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Warranty Credits/Replacements



Receive Part – close claim with 15.10/2

PUR167 (1)			
UPDATE WARRANTY FILE AND ON HAND QUANTITY WITH RECEIVING			
ENTER CLAIM NUMBER - 2903			
VENDOR - 306		ORIGINAL AMOUNT - 69.39	OPEN AMOUNT - 69.39

1000729	1 - H26-512	OPEN AMT: 69.39	RECEIVE (Y/N/U)



Receive Credit – close claim with 15.11/23

Menu 15.9/21 –

NEW WARRANTY FILE MAINTENANCE

WARRANTY SEQ: 1000555

1. VENDOR # 694 MARS/GE MOTORS

2. CUST NAME SURF & SAND HOTEL

3. ADDRESS 1

4. ADDRESS 2 ACCOUNTS PAYABLE

5. ADDRESS 3 1555 SOUTH COAST HIGHWAY

6. CITY, ST ZIP LAGUNA BEACH, CA 92651

7. CUSTOMER # 57276

8. PRODUCT NBR S89-103 3290 3/4HP 2SP 460V MTR

RELEASE	DATE....	TXN REFERENCE...	AMOUNT....	PERIOD	G/L?	G/L#
02-239533-001	12/05/08	INV 238534	189.91	0812	*	
	12/09/08	CLM 002787	189.91	0812	*	
	02/25/09	ADJ VENDOR CREDIT	-189.91	0902	*	01-2108-00

DATED 12/05/08

OPEN CLAIMED 0.00

002787

CO # 01

Enter Line#, Backout, DELETE, Edit, Change tag#, 0 to Accept

1-END 4-INQ 5-CASHT 6-CASH 7-CODT 8-COD

Menu 15.9/21 – Claimed/ Part

AccuTerm 2K2 - [PORT67 (1)]
 File Edit View Tools Reset Window Help

NEW WARRANTY FILE MAINTENANCE

WARRANTY SEQ: 1000729
 1. VENDOR # 306 FLUKE CORPORATION
 2. CUST NAME REPAIRS FOR CUSTOMERS
 3. ADDRESS 1 .
 4. ADDRESS 2 .
 5. ADDRESS 3 ***
 6. CITY, ST ZIP SANTA ANA, CA 92707
 7. CUSTOMER # REPAIR
 8. PRODUCT NBR H26-512 2433868 FLUKE 62 MINI IR

RELEASE	DATE	TXN	REFERENCE	AMOUNT	PERIOD	G/L?	G/L#
01-124098-001	03/20/09	C/M	124864	69.39	0903	*	
	03/24/09	CLM	002903	69.39	0903	*	
	04/20/09	REC	WARR RECEIVIN	-69.39	0904		

DATED 03/20/09

OPEN CLAIMED 0.00

002903

CO # 01

Enter Line#, Backou
 1-END

PORT67 (1) INQUIRY BY PRODUCT 04/20/09 15:07:09

ITEM# ITEM DESCRIPTION

H26-512 2433868 FLUKE 62 MINI IR

TXN	DATE	REF#	PO#-REAS CD	QTY	COST	PRICE	CUST-VEND	OH	AFTER
ADJ	04/20/09	WHSE - 001	AUTO-WARR R	1	69.391				3
			OPER: Kathleen G						
POR	04/15/09	049129	01135353	1	69.391		s02		2
			OPER: Sean C				JS LAGUNA HILLS		
INV	04/15/09	02244418001	AUTO PO#011	-1	69.391	69.39	S01		3
			OPER: TAE K				JS SANTA ANA		
TXN	04/15/09	01124011001		1	69.391	69.39	262140		1



What to do with warranty claims

...you never collect on?

End of Month Procedures

AR Close (Last day of the month)

AP Close (First day of the month)

GL Close – When Financials are done

Paperless (menu 16.5)
Email reports directly to accountant

End of Year Procedures

*see

handout

1. AR Month-end close rolls into Year End

*Confirm with DST

2. Close 12th month AP

3. Close year AP

*MUST happen before entries for new year

4. Close 12th month GL

*Manually Rollover NI (if Separate from Retained Earnings)

5. Close year GL

*NO 13th month

Back-up Tapes!

Documents	Description	# Years to Retain	Fed Audit Requirement
REQUISITIONS/BIDS/OPEN MARKETS/CONTRACT RELEASES	Forms approved by Bureau of Purchases to requisition services, commodities or equipment.	7	Y
PURCHASE ORDER	Purchase order initiated by Bureau of Purchases.	7	Y
DELIVERY SLIPS	Contents duplicated on third copy of purchase order.	3	Y
VENDOR'S INVOICE	Invoice sent to agency by vendor for payment.	7	Y
ACCOUNTS PAYABLE	Accounts payable sent to agency by Accounts and Control to authenticate payment.	7	Y
EXPENSE ACCOUNTS ET AL	Expense accounts, utility bills, Blue Cross Blue Shield bills and inter-departmental bills.	7	Y
CONTRACTS	Contracts with vendors for services.	6	Y
CHECK CANCELLATIONS	Forms used to request cancellation of a State check, and forms used to request replacement check (including forgery application).	7	Y
CREDIT CARD RECEIPTS	Receipts documenting use of State-issued employee credit cards.	7	Y

The background features a dark grey gradient with intricate, multi-colored swirling patterns. These patterns consist of numerous thin, overlapping lines in shades of green, yellow, red, orange, cyan, and purple, creating a sense of dynamic movement and depth. The lines are most concentrated on the right side of the image, where they form complex, almost fractal-like structures, and become more sparse and faint towards the left.

Questions



Upgrade Suggestions



Class Evaluations



Thank YOU!